



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

## FINANCE, PERSONNEL & SAFETY COMMITTEE

Markesan City Hall

May 9, 2024

6:00 PM

### AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

Old Business

- Discussion and Action on Employee Break and Smoking Policy

New Business

- Discussion and Action on Final Audit Calculations and Questions from Johnson Block
- Discussion and Action on Ambulance Employee
- Discussion and Action on General Code Invoice/Estimate for Current Year Legislation Update to the City Code, Not to Exceed \$1,960

Closed Session

- The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, after which they will immediately reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: City Hall  
ERGO Bank Post Office  
[www.markesanwi.gov](http://www.markesanwi.gov)

Dated May 8, 2024  
Elizabeth Amend, Clerk-Treasurer

May 8, 2024

TO: CLERK-TREASURER

FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: #38366-38417	\$55,843.26
DD#6269-6365	\$55,336.95
EFT#1520-1535	\$60,399.22

TOTAL	<b>\$ 171,579.43</b>
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UTILITY CHECKS: #13329-13357	\$247,611.78
EFT#20	<u>\$184,271.05</u>

TOTAL	<b>\$431,882.83</b>
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With the exception of:

_____	_____	_____
_____	_____	_____

Signed:

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City of Markesan  
Voucher List  
April 2 through May 8, 2024

Num	Date	Name	Memo	Original Amount
EFT-1520	04/09/2024	WRS (Wisconsin Retirement System)	0457000	-7,599.53
EFT-1521	04/09/2024	EMPOWER RETIREMENT (WDC)	98971-01 P457	-770.00
EFT-1522	04/09/2024	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-994.13
EFT-1523	04/09/2024	INTERNAL REVENUE SERVICE	39-6006314	-5,947.08
EFT-1524	04/10/2024	SHELL FLEET	March Fuel 2024	-1,066.31
EFT-1525	04/19/2024	STATE OF WI HEALTH INS	MAY 2024 HEALTH INS	-19,554.84
EFT-1526	04/19/2024	DELTA DENTAL OF WISCONSIN	DELTAVISION MAY 2024	-52.58
EFT-1527	04/19/2024	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN MAY 2024	-362.60
EFT-1528	04/23/2024	EMPOWER RETIREMENT (WDC)	98971-01 P457	-770.00
EFT-1529	04/23/2024	INTERNAL REVENUE SERVICE	39-6006314	-5,612.30
EFT-1530	04/23/2024	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-976.03
EFT-1531	04/23/2024	WRS (Wisconsin Retirement System)	0457000	-7,816.78
EFT1532	04/26/2024	CITGO	APR FUEL 2024	-589.65
EFT-1533	05/07/2024	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-1,080.05
EFT-1534	05/07/2024	EMPOWER RETIREMENT (WDC)	98971-01 P457	-770.00
EFT-1535	05/07/2024	INTERNAL REVENUE SERVICE	39-6006314	-6,547.34
			TOTAL	-60,399.22
DD6289	04/05/2024	Baggett, Gayle S	PAYROLL	-47.50
DD6270	04/05/2024	Daye, Jean A	PAYROLL	-71.25
DD6271	04/05/2024	Dirks, Jennifer	PAYROLL	-80.75
DD6272	04/05/2024	Draheim, Diane R	PAYROLL	-90.25
DD6273	04/05/2024	Fletcher-Dykstra, Donna L	PAYROLL	-102.13
DD6274	04/05/2024	Krogulski, Holly L	PAYROLL	-64.13
DD6275	04/05/2024	Parker, Shirley M	PAYROLL	-21.38
DD6276	04/05/2024	Pflum, Jasmyne N	PAYROLL	-23.75
DD6277	04/05/2024	Pflum, Taylor N	PAYROLL	-76.00
DD6278	04/05/2024	VanWhy, Candace A	PAYROLL	-68.88
DD6279	04/05/2024	Glisch, Michael S	PAYROLL	-65.80
DD6280	04/05/2024	Corson, Amy M	PAYROLL	-115.44
DD6281	04/05/2024	Dykstra, Dennis P	PAYROLL	-199.48
DD6282	04/05/2024	Koos-Abendroth, Cheryl A	PAYROLL	-259.51
DD6283	04/05/2024	Olson, Clyde A	PAYROLL	-262.85
DD6284	04/05/2024	Phippen, Henry	PAYROLL	-202.43
DD6285	04/05/2024	Slate, Rich	PAYROLL	-461.75
DD6286	04/05/2024	Zacharias, Carmen J	PAYROLL	-48.49
DD6287	04/05/2024	Almas, Lucas N	PAYROLL	-997.30
DD6288	04/05/2024	Amend, Elizabeth A	PAYROLL	-1,303.85
DD6289	04/05/2024	Behlke, Ryan R	PAYROLL	-1,592.42
DD6290	04/05/2024	Boelter, Cynthia L	PAYROLL	-192.08
DD6291	04/05/2024	Candlish, Kristina M	PAYROLL	-47.32
DD6292	04/05/2024	Chisnell, Gerald	PAYROLL	-207.79
DD6293	04/05/2024	Galkowski, Jackson T	PAYROLL	-1,348.47
DD6294	04/05/2024	Glover, Valerie	PAYROLL	-73.42
DD6295	04/05/2024	Heberer, Jeffrey	PAYROLL	-1,783.68
DD6296	04/05/2024	Heiling, Rachel	PAYROLL	-41.34
DD6297	04/05/2024	Huhndorf, John E	PAYROLL	-197.06
DD6298	04/05/2024	Knaub, Sharilyn J	PAYROLL	-277.66
DD6299	04/05/2024	Lopez, Ingrid A	PAYROLL	-113.19
DD6300	04/05/2024	Mace, Matthew R	PAYROLL	-1,305.45
DD6301	04/05/2024	McLean, Cody	PAYROLL	-1,431.28
DD6302	04/05/2024	Meyer, Vanessa K	PAYROLL	-119.31
DD6303	04/05/2024	Pflum, William	PAYROLL	-1,521.09
DD6304	04/05/2024	Plagenz-Jensen, Karen C	PAYROLL	-395.87
DD6305	04/05/2024	Sippel, Christina J	PAYROLL	-58.18
DD6306	04/05/2024	Stelmacher, Nancy J	PAYROLL	-439.36
DD6307	04/05/2024	Stoll, Brittany M	PAYROLL	-42.84
DD6308	04/05/2024	VanRossum, Carla M	PAYROLL	-623.31
DD6309	04/05/2024	Wilderman, James H	PAYROLL	-1,225.77
DD6310	04/05/2024	Zamzow, Todd B	PAYROLL	-1,455.62

City of Markesan  
Voucher List  
April 2 through May 8, 2024

Num	Date	Name	Memo	Original Amount
DD6311	04/19/2024	Kennedy, Lisa A	PAYROLL	-59.38
DD6312	04/19/2024	Almas, Lucas N	PAYROLL	-997.30
DD6313	04/19/2024	Amend, Elizabeth A	PAYROLL	-1,229.89
DD6314	04/19/2024	Behlke, Ryan R	PAYROLL	-1,602.83
DD6315	04/19/2024	Boelter, Cynthia L	PAYROLL	-228.11
DD6316	04/19/2024	Chisnell, Gerald	PAYROLL	-207.79
DD6317	04/19/2024	Galkowski, Jackson T	PAYROLL	-1,331.77
DD6318	04/19/2024	Glover, Valerie	PAYROLL	-156.02
DD6319	04/19/2024	Heberer, Jeffrey	PAYROLL	-1,783.67
DD6320	04/19/2024	Helling, Rachel	PAYROLL	-13.64
DD6321	04/19/2024	Huhndorf, John E	PAYROLL	-202.02
DD6322	04/19/2024	Knaub, Sharilyn J	PAYROLL	-371.56
DD6323	04/19/2024	Lopez, Ingrid A	PAYROLL	-106.78
DD6324	04/19/2024	Mace, Matthew R	PAYROLL	-1,305.45
DD6325	04/19/2024	McLean, Cody	PAYROLL	-1,446.63
DD6326	04/19/2024	Meyer, Vanessa K	PAYROLL	-174.36
DD6327	04/19/2024	Pflum, William	PAYROLL	-1,521.09
DD6328	04/19/2024	Plagenz-Jensen, Karen C	PAYROLL	-208.01
DD6329	04/19/2024	Sippel, Christina J	PAYROLL	-14.54
DD6330	04/19/2024	VanRossum, Carla M	PAYROLL	-702.96
DD6331	04/19/2024	Wilderman, James H	PAYROLL	-1,225.79
DD6332	04/19/2024	Zamzow, Todd B	PAYROLL	-1,455.63
DD6333	05/03/2024	Corson, Amy M	PAYROLL	-115.44
DD6335	05/03/2024	Koos-Abendroth, Cheryl A	PAYROLL	-310.30
DD6336	05/03/2024	Olson, Clyde A	PAYROLL	-164.86
DD6337	05/03/2024	Panten, Beth M	PAYROLL	-465.45
DD6338	05/03/2024	Phippen, Henry	PAYROLL	-328.47
DD6339	05/03/2024	Slate, Rich	PAYROLL	-461.75
DD6340	05/03/2024	Zacharias, Carmen J	PAYROLL	-9.69
DD6341	05/03/2024	Almas, Lucas N	PAYROLL	-997.30
DD6342	05/03/2024	Amend, Elizabeth A	PAYROLL	-1,350.87
DD6343	05/03/2024	Behlke, Ryan R	PAYROLL	-1,790.31
DD6344	05/03/2024	Boelter, Cynthia L	PAYROLL	-365.01
DD6345	05/03/2024	Candlish, Kristina M	PAYROLL	-56.80
DD6346	05/03/2024	Chisnell, Gerald	PAYROLL	-207.79
DD6347	05/03/2024	Galkowski, Jackson T	PAYROLL	-1,361.80
DD6348	05/03/2024	Glover, Valerie	PAYROLL	-146.83
DD6349	05/03/2024	Heberer, Jeffrey	PAYROLL	-1,783.68
DD6350	05/03/2024	Helling, Rachel	PAYROLL	-18.26
DD6351	05/03/2024	Huhndorf, John E	PAYROLL	-838.31
DD6352	05/03/2024	Knaub, Sharilyn J	PAYROLL	-219.26
DD6353	05/03/2024	Lopez, Ingrid A	PAYROLL	-115.33
DD6354	05/03/2024	Mace, Matthew R	PAYROLL	-1,621.94
DD6355	05/03/2024	McLean, Cody	PAYROLL	-1,424.81
DD6356	05/03/2024	Meyer, Vanessa K	PAYROLL	-318.15
DD6357	05/03/2024	Pflum, William	PAYROLL	-1,521.08
DD6358	05/03/2024	Plagenz-Jensen, Karen C	PAYROLL	-220.26
DD6359	05/03/2024	Sippel, Christina J	PAYROLL	-19.40
DD6360	05/03/2024	VanRossum, Carla M	PAYROLL	-649.84
DD6361	05/03/2024	Wilderman, James H	PAYROLL	-1,225.77
DD6362	05/03/2024	Zamzow, Todd B	PAYROLL	-1,455.63
DD6363	05/03/2024	Baggett, Gayle S	PAYROLL	-19.00
DD6364	05/03/2024	Gilscht, Michael S	PAYROLL	-434.04
DD6365	05/03/2024	Moore, Kari S	PAYROLL	-29.08
			TOTAL	-55,336.95
38366	04/04/2024	MARKESAN PUBLIC LIBRARY	2nd qtr pymt 2024 Budget	-17,667.00
38367	04/05/2024	ALLIANT ENERGY/WP&L	street lights	-1,857.60
38368	04/05/2024	BERGEMANN'S AUTOCARE	2014 FORD	-254.30
38369	04/05/2024	GENERAL CODE	Annual Maintenance	-995.00
38370	04/05/2024	KROGULSKI, HOLLY	MILEAGE-ELECTION TRAINING	-45.85

**City of Markesan  
Voucher List  
April 2 through May 8, 2024**

Num	Date	Name	Memo	Original Amount
38371	04/05/2024	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-323.19
38372	04/05/2024	PARKER, SHIRLEY	MILEAGE-ELECTION TRAINING	-26.20
38373	04/05/2024	SECURIAN FINANCIAL GROUP, INC.	MAY 2024- Life Ins Premium	-134.86
38374	04/05/2024	SONDALLE LAW OFFICE	MAR INV 2024	-431.25
38376	04/05/2024	SOUTHERN G. LAKE CO. AMBULANCE	EMS FUNDING ASST PROGRAM	-3,897.20
38376	04/05/2024	THEDA CARE LABORATORIES	Blood Draw	-42.50
38377	04/10/2024	AIRGAS USA, LLC	Cylinder Rental	-55.33
38378	04/10/2024	CHRIS' FLORAL & GIFTS	Dirks & Stielmacher	-68.00
38379	04/10/2024	GENERAL ENGINEERING CO., INC.	Field inspections	-927.35
38380	04/10/2024	TACTICAL SOLUTIONS	Radar Certification	-163.00
38381	04/16/2024	GARZA, MARIA T	Interpretation Services	-238.00
38382	04/17/2024	ALLIANT ENERGY/WP&L	MAR-APR INV 2024	-1,378.98
38383	04/17/2024	EMC INSURANCE	Property & Liability / Workers Comp	-5,647.41
38384	04/17/2024	ERGO BANK OF MARKESAN	WRS Loan - Payment #71	-320.64
38386	04/17/2024	THE UNIFORM SHOPPE	UNIFORM ALLOWANCE	-118.95
38386	04/17/2024	WI DEPARTMENT OF JUSTICE	TIME Billing	-231.00
38387	04/17/2024	MARKESAN WATER & SEWER	DEL. UTILITY PYMT FROM TAXES	-103.57
38388	04/19/2024	SECURIAN FINANCIAL GROUP, INC.	APRIL ACCIDENT INS 2024 - 76038	-49.28
38389	04/24/2024	COAST TO COAST SOLUTIONS	Evidence Bags/Gloves	-381.67
38390	04/24/2024	HORIZON BANK VISA	MARCH INV 2024	-1,444.10
38391	04/24/2024	NORSEMEN TRAINING & CONSULTING GROUP	Training	-526.00
38392	04/24/2024	PRE-EMPLOYMENT FUND	Apr 2024 PreEmployment/Galkowski	-128.20
38393	04/24/2024	VERIZON WIRELESS	MAR/APR 2024 PHONE BILL/JETPACK	-92.58
38394	04/24/2024	WE ENERGIES	MAR GAS BILL 2024	-1,019.73
38395	04/24/2024	WELLS FARGO REMITTANCE CENTER	Google/Amazon	-350.84
38396	05/01/2024	AMEND, ELIZABETH	TRAINING & MILEAGE	-328.36
38397	05/01/2024	BRIGHTSPEED	phone/internet	-425.69
38398	05/01/2024	CENTURYLINK BUSINESS SERVICES	Mar/Apr bill 2024	-462.71
38399	05/01/2024	GFL ENVIROMENTAL	April Service 2024	-9,503.19
38400	05/01/2024	GREEN LAKE COUNTY TREASURER	Election ICE programming	-986.90
38401	05/01/2024	MARKESAN HIGH SCHOOL YEARBOOK	Yearbook Ad	-40.00
38402	05/01/2024	SUPERIOR CHEMICAL CORPORATION	Hand Cleanser	-147.88
38403	05/07/2024	2 SISTERS PIGGLY WIGGLY	April 2024	-177.03
38404	05/07/2024	ALLIANT ENERGY/WP&L	street lights	-1,857.60
38405	05/07/2024	BERGEMANN'S AUTOCARE	Street sweeper repairs	-47.95
38406	05/07/2024	CHRIS' FLORAL & GIFTS	Pat Prill arrangement	-53.00
38407	05/07/2024	COMPLETE OFFICE OF WISCONSIN	General Office Supplies	-128.88
38408	05/07/2024	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-821.43
38409	05/07/2024	MARKESAN LUMBER	Cemetery Pillars	-8.38
38410	05/07/2024	SECURIAN FINANCIAL GROUP, INC.	JUNE 2024- Life Ins Premium	-134.86
38411	05/07/2024	SONDALLE LAW OFFICE	VOID: APRIL INV 2024	0.00
38412	05/07/2024	THEDA CARE LABORATORIES	Blood Draw	-42.50
38413	05/08/2024	BERGEMANN'S AUTOCARE	2014 Ford	-57.75
38414	05/08/2024	BERLIN JOURNAL NEWSPAPERS	Publications	-1,044.00
38415	05/08/2024	COMPLETE OFFICE OF WISCONSIN	General Office Supplies	-100.82
38416	05/08/2024	LAKESIDE MUNICIPAL COURT	Payment from Sydney Dawson	-563.00
38417	05/08/2024	SONDALLE LAW OFFICE	APRIL INV 2024	-193.75
			<b>TOTAL</b>	<b>-55,843.26</b>

**Markesan Utilities  
Voucher List  
April 2 through May 8, 2024**

Num	Date	Name	Memo	Original Amount
EFT-20	04/04/2024	STATE OF WI - ENVIRONMENTAL IMPROVEMEN	BOND LOAN PYMTS	-184,271.05
13329	04/08/2024	DEPT. OF NATURAL RESOURCES	Matthew Mace / Certification	-50.00
13330	04/10/2024	GENERAL ENGINEERING CO., INC.	2026 Street project	-1,143.60
13331	04/10/2024	MARKESAN, CITY OF	March 2024 - W/S PR Reimburse	-17,071.13
13332	04/10/2024	MULCAHY/SHAW WATER, INC.	Equip. Calibration	-405.00
13333	04/10/2024	PICKARTS RADIATOR SERVICE, INC	Shop Supplies	-324.72
13334	04/10/2024	TROJAN TECHNOLOGIES	LAMP/4-PKG	-442.19
13335	04/17/2024	AL'S PLUMBING	Labor/Filing fee	-375.00
13336	04/17/2024	ALLIANT ENERGY/WP&L	MAR-APR INV 2024	-2,580.71
13337	04/17/2024	BALLWEG IMPLEMENT	Oil Filter	-23.24
13338	04/17/2024	GENERAL ENGINEERING CO., INC.	2022 Streets	-2,930.00
13339	04/24/2024	BALLWEG IMPLEMENT	Sewer repair equipment	-360.02
13340	04/24/2024	MARKESAN, CITY OF	April 2024 - W/S PR Reimburse	-16,261.91
13341	04/24/2024	NESS ELECTRIC, INC	Misc. parts	-256.34
13342	04/24/2024	NORTHERN LAKE SERVICE	water testing	-55.00
13343	04/24/2024	RENNERT'S FIRE EQUIPMENT SERVICE	Shop Work	-32.45
13344	04/24/2024	TROJAN TECHNOLOGIES	Sewer supplies	-98.83
13345	04/24/2024	WE ENERGIES	MAR-APR INV 2024	-211.44
13346	06/01/2024	ALCIVIA	Gear Lube	-78.70
13347	06/01/2024	BADGER LABORATORIES & ENG.	Samples	-410.00
13348	05/01/2024	BRIGHTSPEED	APR/MAY 2024 Phone/Internet	-193.56
13349	05/01/2024	NESS ELECTRIC, INC	Water tower repairs	-180.17
13350	05/01/2024	USA BLUEBOOK	Operation supplies	-443.16
13351	06/07/2024	ALCIVIA	Soil testing	-40.00
13352	05/07/2024	MARKESAN, CITY OF	MAR/APRIL 2024 REIMB TO CITY	-6,778.89
13353	05/07/2024	NORTH CENTRAL LABS, INC.	Liquid supplies	-771.66
13354	05/07/2024	USA BLUEBOOK	Sewer repair supplies	-2,855.53
13355	05/07/2024	WI STATE LAB. OF HYGIENE	Sample	-35.00
13356	05/07/2024	MULCAHY/SHAW WATER, INC.	Equipment Expense	-907.48
13357	05/08/2024	CJP EXCAVATING LLC	Driveway	-8,025.00
			TOTAL	-247,611.78

## **Workplace Injury Reporting**

If you have a work-related accident, illness, or injury on the job, no matter how slight the injury/illness, you must report it immediately to your Department Head no matter what time of day or night, if physically able to do so. The Department Head should complete an Accident/Incident Report Form on the shift that the accident or incident occurred. The Department Head shall conduct an immediate investigation of the accident or incident. The Department Head shall file all reports within 24 hours with the City Clerk-Treasurer. Such notifications are necessary in order to comply with existing laws and to initiate insurance and worker's compensation benefits.

Department Heads should report their injuries or incidents to the Mayor or to their Committee Chairperson immediately regardless of how slight the injury appears and no matter what time of day or night. The Mayor or Committee Chair will determine if additional resources are required to investigate the accident/injury.

When dealing with workplace accidents or injuries, please consider the following:

1. If you are able, you may administer your own first aid. All employees should be aware of the location of first aid supplies in their work area. If you are unsure, ask your Department Head.
2. If an injury/illness is an emergency, local emergency responders should be contacted.
3. If the victim is an employee of the City and needs to see a physician directly following the incident, when they are still on their shift, the employee will be paid for the time they are at the physician's office.

## **Return to Work from Illness-Injury**

Employees who are absent from work due to an injury caused by the performance of City related work are entitled to apply for benefits under the Worker's Compensation Law. In the event of a compensable injury, or any other injury or illness for which the employee is absent from work for more than three (3) consecutive work days, before the employee is allowed to resume normal or modified duty work, a medical provider's "return to work" authorization must be placed in his/her personnel file, verifying the employee's ability to return to work, and identifying any restrictions. No employee shall be allowed to return to work without a properly signed authorization from a medical provider.

It is in the best interest of the City and its employees to have injured or ill employees return to work as soon as they are physically capable. Therefore, following the occurrence of an on-the-job injury or illness, an employee who is determined to be capable of working at some level and capacity other than his or her normal capacity may be assigned such work and conditions as may be beneficial to the City.

## **Smoking & Tobacco Use**

All City facilities and City-owned vehicles are smoke, tobacco, and electronic delivery device free. There are no designated smoking areas within any building. Employees are

not allowed to smoke, use tobacco, or use any electronic smoking device outside of the main entrances to any building.

For the purposes of this policy, an electronic smoking device is defined as any device or product designed to deliver any substance for human consumption through inhalation of vapor or aerosol that may be used to simulate smoking.

### **Drug Free Workplace**

As the abuse of alcohol and drugs can constitute a real threat to those who abuse them, and to those who work with such individuals, it is the policy of the City to maintain a work place that is free from the effects of drug and alcohol abuse. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

**THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE FOR COMPLIANCE WITH FEDERAL REGULATIONS.**

Employees are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, narcotics, alcoholic beverages (except the use of alcoholic beverages legally available during public or private events being held on City Property), or any substance which can affect a person's perceptions or motor functions on City property, or while conducting business-related activities off City premises. Under no circumstances is an employee of the City to report to work or perform any work related function while under the influence of drugs or alcohol.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting with prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g. call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe work place practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action, as defined in this handbook, will be taken if job performance deterioration and/or other accidents occur.

The City has established the following drug and alcohol testing policies:

- All employees are subject to post-offer, reasonable suspicion, and post-accident testing. Follow-up testing is required for any employee who tests positive.
- Employees subject to Wisconsin Department of Transportation regulations are subject to post-offer, periodic, random, reasonable suspicion and post-accident testing.



Compensatory Time-off Option: Employees will have the option to either receive overtime pay or compensatory time for authorized overtime. Compensatory time entitles the employee to take time off in lieu of overtime pay. Compensatory time credits will equal one and one-half (1 ½) the actual hours worked.

Compensatory Time Requirements:

1. Any employee requesting compensatory time-off must sign their time sheet, indicating they are requesting compensatory time off at one and one-half (1 ½) times the employee's actual hours worked in lieu of overtime pay.
2. The maximum accrued compensatory time will be ninety (90) hours in a calendar year (January – December). Any employee who accrues a total of ninety (90) hours of compensatory time will be paid overtime for any additional overtime hours worked.
3. All compensatory time-off shall be taken during the same calendar year in which it was earned. No compensatory time shall be carried over into another calendar year (see exception below).
4. Compensatory time off not taken prior to the end of the year shall be paid to the employee on the final paycheck paid during the calendar year in which the compensatory time was earned.
5. Compensatory time may be paid upon the request of the employee prior to the end of the year, including at the time it is worked, by completing the appropriate section of their timesheet.
6. Compensatory time-off earned during the last pay period of the year may be carried over to the new calendar year. Any compensatory time carried over will count towards the maximum ninety (90) hour annual accrual in the new calendar year.

**Meal Periods & Breaks**

Per established work schedules of the various departments, employees may have a thirty (30) minute uncompensated meal period near the middle of their shift. If such a meal period is a part of the established work schedule, employees are required to take at least thirty (30) minutes for the meal period during which they should be "off the clock". Employees are free to leave their workstations and/or the work place, during such uncompensated meal periods.

Each workday, employees working at least six (6) hours are provided with one paid break period of fifteen (15) minutes in length. Breaks are scheduled by the employee's Department Head. Since this time is counted and paid as time worked, employees may not be absent from their workstations beyond the allotted break time and may not leave the work place. Unused break time does not accumulate and may not be used to come to work late or leave early.

**On Call & Work Emergencies**

Occasionally, employees are required to be "on call" during non-business hours. "On call" means the employee must be accessible, and the employee will receive a stipend for all hours designated. The City will pay employees for any hours actually worked if called in,



# Estimate

4/23/2024  
Line#: 457169

**TO:** Elizabeth Amend, City Clerk-Treasurer  
[BAMEND@MARKESANWI.GOV](mailto:BAMEND@MARKESANWI.GOV)      **FROM:** LoriAnn Shura, Client Care  
[lshura@generalcode.com](mailto:lshura@generalcode.com)

**CLIENT:** City of Markesan, WI  
(MA3155)      **RE:** Supplement No. 5 Estimate

Dear Elizabeth,

Thank you for the opportunity to provide an estimate for your current supplementation project. Please review the information below, and then click the appropriate button in the email to indicate if you authorize us to Proceed Now with the supplement or if you would prefer to Wait to Proceed.

### Source Files:

We have reviewed 11 pieces of legislation for an update to the City Code.

For a detailed listing of the included legislation, refer to the Appendix at the end of this estimate.

### Supplementation:

General Code will codify and supplement the legislation listed above which includes but is not limited to:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
- Review of statutory citations regarding the new legislation
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the municipality for resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of instruction page for removing and inserting revised Code pages
- Printing of up to 3 sets of supplemental pages
- Update to eCode360

**Price:**

Between \$1,615.00 and \$1,960.00, which includes shipping and handling.

The final invoice will follow completion of the supplement.

- Any missing legislation received may result in additional costs.
- Any newly adopted legislation received after authorization for this supplement will be held until the next supplement, unless otherwise noted.

**Payment Terms:**

Available upon request

**Authorization:**

To authorize the supplement as outlined above, please use the PROCEED NOW button in the original email containing this estimate. This order is subject to General Code's Codification Terms and Conditions, which are available at <https://www.generalcode.com/terms-and-conditions-documents/>.

If you have any questions please feel free to contact me. Otherwise, please respond in our original email as to how you would like us to proceed.

LoriAnn Shura, Client Care  
[lshura@generalcode.com](mailto:lshura@generalcode.com)

## Appendix

### Legislation to be included in the code

Legislation Name	Adoption Date
Ordinance No. 267	07/12/2022
Ordinance No. 268	09/13/2022
Ordinance No. 269	02/28/2023
Ordinance No. 270	05/09/2023
Ordinance No. 271	06/13/2023
Ordinance No. 272	07/11/2023
Ordinance No. 273	02/13/2024
Ordinance No. 274	03/12/2024
Ordinance No. 275	03/12/2024
Ordinance No. 276	03/12/2024
Ordinance No. 277	04/09/2024