

Minutes 1/15/23



Joseph Tillmann ✓
Chairperson

Kenneth Neumann N
Aldersperson

Kim Olson ✓
Aldersperson zoom

**CITY OF MAYVILLE FINANCE COMMITTEE
REGULAR MEETING AGENDA REVISION
WEDNESDAY, DECEMBER 27, 2023
6:00 PM CITY HALL
15 S SCHOOL ST**

- I. **CALL TO ORDER AND ROLL CALL** @ 6:05 PM Prestart
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES** m/t app Tue A 2-0
1. Approval of November 27, 2023 Finance Minutes and Olson m/c
- IV. **CITIZEN COMMENTS** - None
Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

V. **ITEMS OF DISCUSSION/POSSIBLE ACTION**

1. Discuss with Possible Action – Purchase (6) laptop replacements for City Council not to exceed \$5,831.34 per quote from WiseGuy IT LLC m/t to approve Olson and T-A N- O-A
2. Discuss with Possible Action – Authorizing staff to place order for DPW frontend loaded, as budgeted, to be reimbursed by future financing. Budget 137,776.46 → CC meeting in Jan
3. Discuss with possible action- updates on questions posed during December 14th, 2023 meeting. - Cameron / No Action Needed
4. Discuss with Possible Action – Review the quote from Top to Bottom Commercial Cleaning Services for the City Hall and Police Department. m/t to approve Olson and T-A N- O-A
5. Discuss with Possible Action – Façade Grants for Debra Rash Window Replace/Repair and Brian Fleming Install Vinyl siding. (CDA has no Quorum) Postpone next meeting m/t Tue, and OL 2-0
6. Discuss with Possible Action – Approval of steps required for EMS to seek Grants toward building construction. Keller to do a presentation.
7. Discuss with Possible Action – The new Parks facilities fee schedule for 2024. m/t to approve New fee Tue T-A N- O-A 2-0 m/c

VI. **ADJOURNMENT**

m/t adjourn 7:00 @ Tue, and OL

Joseph Tillmann

Chairperson

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.



Joseph Tillmann
Chairperson

**CITY OF MAYVILLE FINANCE COMMITTEE
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 27, 2023
6:00 PM CITY HALL
15 S SCHOOL ST**

Kenneth Neumann
Aldersperson

Kim Olson
Aldersperson

- I. CALL TO ORDER AND ROLL CALL @ 6:01 pm – Present Tillmann, Neumann and Olson**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES -Motion to approve by Neumann, 2nd Tillmann**
 1. Approval of October 30, 2023 Finance Minutes
- IV. CITIZEN COMMENTS - None**

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing /meeting.
- V. ITEMS OF DISCUSSION/POSSIBLE ACTION**
 1. Presentation from Chris Schwartz from Public Administration Associates regarding recruitment for the City Administrator -**Motion Recommendation for Council to review the proposal from PPA on Monday December 11, 2023 by Tillmann, 2nd Neumann 3-0**
 2. Discuss the proposal for eScribe – A new meeting management system that all departments can use for Meeting agendas, minutes, and website notifications **Motion to postpone to next Finance meeting on Wednesday December 27th, 2023 by Tillmann, 2nd Neumann 3-0**
 3. Discuss with possible action- 2024 Contract offering from Dodge County Human Society – Brought over from October 30, 2023 meeting Joe Tillmann would like to know if there is a way to track how many strays are taken in so the City doesn't go over the amount contracted covers number. **Motion to approve A lump sum of \$3600, covers up to 20 domestic stray animals. Animals in excess of 20 will be charged \$300/animal by Tillmann, 2nd Neumann 3-0**
- VI. ADJOURNMENT- Motion to adjourn at 6:57 pm by Neumann, 2nd Tillmann**

Joseph Tillmann
Chairperson

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.

Payroll HR

From: Cameron Sawyer <csawyer@villageofcottagesgrove.gov>
Sent: Wednesday, December 13, 2023 11:00 AM
To: Payroll HR
Cc: Tony Meeks; Mayor John Guinn
Subject: Agenda Item on December 27th
Attachments: Mayville Alderman Laptops; Laptops; Mayville City Laptops quote 11123.pdf

Topic Introduced - Kim Olson
Topic Seconded - Ken Neumann

“Discuss and consider purchase (6) laptop replacements for City Council not to exceed \$5,831.34 per quote from WiseGuy IT LLC.”

Tony prepared to recommend a funding source. I would recommend ARPA > General Fund.

Thanks,

Cameron Sawyer
Finance Director
Village of Cottage Grove, Wisconsin
221 E Cottage Grove Rd | Cottage Grove, WI 53527
csawyer@villageofcottagesgrove.gov | (608) 839 4704



WiseGuy IT LLC

W3630 Green Head Road, Mayville, WI 53050
telephone: 920-583-6311

Quote #

25512514

Date:

11/1/2023

Customer: Mayville City

QTY	Description	Per Unit Price	Total Price
Hardware			
6	Lenovo Idea Pad 5i, 15.6 inch, Intel Core i5 8GB RAM, 256GB SSD	\$662.89	\$3,977.34
Software			
6	Microsoft Office Pro 2019 One time special pricing	\$99.00	\$594.00
Estimated Time			
8-12 hours	Time to set up new laptops and configure.	\$105.00	\$840.00-\$1260.00

**If not ordered within 21 days of the Quote date , pricing will need to be verified.

PRICES SUBJECT TO CHANGE - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT.

Payroll HR

From: John Wild
Sent: Saturday, December 23, 2023 10:46 AM
To: Payroll HR
Subject: Parks Report
Attachments: Parks Report for the December 27 2023 Committees Meeting.docx

Chris,
I have attached the Parks Report for the Dec. 27th Committees Meeting. Can you please make sure the Alderpeople receive this report before that meeting. Let me know if you have any other questions.

Thanks

John

Payroll HR

From: Chief Borst
Sent: Saturday, December 23, 2023 11:07 AM
To: Payroll HR
Cc: Chief Marx; Chief Borst; Chief Thoreson
Subject: Fire Department Payroll
Attachments: 2023 New FIRE Timesheet 12-23-2023.xls

Good Morning
Here is the fire department's payroll.
Plus, the following people received additional \$882. This is for the 2023 attendance bonus for fire calls, meetings and practices.
Account 10-52200-22-102-000. This is the account we used last year.
Jason Binstock, Jon Borst, Geoff Engel, Matt Feucht, Jeremy Gassner, Adam Groh, Tanner Hansen, Cooper Herning, Curt Knoll, Jerrad Krueger, Ross Lubner, Brad Marx, Steve Olson, Roy Smalley, Gary Spear, Mike Thoreson, and Troy Werner.
We had a total of 17 members that qualified for the bonus.
3 members do not qualify for the bonus.

Regards,

Jon Borst
2902
Mayville Fire Department
chiefborst@mayvillecity.com
920-387-7909 Station
920-382-3700 Cell Please Leave Message

Laptops

WiseGuy IT LLC

W3630 Green Head Road, Mayville, WI 53050
telephone: 920-583-6311

Quote # 25512514
Date: 11/1/2023

Customer: Mayville City

QTY	Description	Per Unit Price	Total Price
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TOP TO BOTTOM Commercial Cleaning Services

Telephone (920)960-5367

www.TopToBottomJanitorialCleaning.com
LEE KACZMAREK
P.O.Box 126
Mayville, WI 53050

E-mail ttbccs@outlook.com

December 14th 2023
Mayville City Hall/Police Department
15 South School St, 25 South School St.
Mayville, WI.53050

Chris Coulter:
It was a pleasure meeting with you. Thank you for your time and for giving us an opportunity to submit a proposal for Janitorial Services@ Mayville City Hall And Police Department

By analyzing your needs, we believe we will provide you with more than adequate Janitorial services for your location. We have enclosed the proposed plans and rates.

I would like to further note we are an insured and bonded company. If you have any further questions please feel free to contact us at (920)960-5367.

Sincerely,

Lee and Pamela Kaczmarek TOP TO BOTTOM Commercial Cleaning Services

***PLEASE NOTE ALL CLEANING SUPPLIES WILL BE PROVIDED BY TOP TO BOTTOM
COMMERCIAL CLEANING SERVICES***

Top To Bottom Commercial Cleaning Services (920 960 5367)

Cleaning Services Bid Form

Mayville City Hall & Police Dept, 15 and 25 S.School St.Mayville Wi.53050

Job description for daily cleaning services

General Cleaning

- *Restrooms
- *Trash removed
- *Vacuum
- *Sweep and Mop floors
- *Offices/Conferance
- *Locker Rooms

Rest Rooms/Locker Rooms

- * Clean mirrors
- * Sweep and mop floors
- * Dust Vents
- * Wipe Down Stalls
- * Clean Toilets/Urinals
- * Restock Soap ,Hand Towels

Offices/Conference/Break room/Entrance/Lobby

- * Dust/ Wipe down furniture, desks, tables and shelves
- * Vacuum/dust furniture as needed
- * Dust pictures and light fixtures
- * Dust all high ceiling vents and areas removing cobwebs and other debris
- * Sanitize phones, light switches and garbage cans
- * Vacuum floors and carpet runners
- * Mop desk mats as needed
- * Spot clean glass windows (interior), doors and cubicle windows
- * Outside of appliances

BID FORM To Mayville City Hall&Police Dept.15&25S.SchoolSt.Mayville,Wi.53050

From: Top To Bottom C.C.S.P.O.Box126Mayville, Wi.53050

Deviations and Exceptions

Deviations and exceptions from terms, schedule, conditions, or specifications shall be described fully. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the Bidder shall be held liable

Cost Summary Tools

The following totals correspond with the individual bid submittals as indicated in Bid Forms. Unit prices shall include all fees and applicable charges including tax.

Bid #1A 2 Times Per Week @ Police Dept andOnce pr.week@City Hall \$1170.00 Pr. Month. Plus

Initial Start Up \$775.00 To Bring Locations Up To Acceptable Levels

Bid 1B 1 Time Per Week@ Each Location 875.00 Pr. Month Plus Initial Start Up \$775.00 to bring to acceptable levels

Price Guarantee

The Bidder shall be committed to supporting the unit prices provided herein through 12/14/24.
Pricing structure shall be binding for a minimum of a 1 year period.
Any added duties could result in a price increase

Certification

The undersigned, in compliance with "Request for Bid", to provide cleaning services (as per bid package), agrees to provide all labor, materials, and services necessary for the proper completion of the work, at the unit prices stated. Unit prices shall include fees and all other applicable charges.

Signing the Bid Proposal is certification that the Bidder accepts all of the above and has the authority to sign for the firm submitting this proposal.

Contractual price guarantee:

Top To Bottom C.C.S. will guaranty the bid price plus cleaning supplies (excluding paper products, garbage bags hand soap) for two

Years, upon the agreement of a one year self-renewing contract.(excluding added duties requested by client)

Also no increase (if necessary) will not exceed 10% of the monthly fee.(excluding added duties requested by client)

Top To Bottom Commercial Cleaning Services
P.O.Box 126
Mayville,Wi.53050

Lee Kaczmarek
Pamela Kaczmarek

Bid accepted by:
Date:-----

Ryan
did approve →

Payroll HR

From: John Wild
Sent: Saturday, December 23, 2023 10:26 AM
To: Payroll HR
Subject: New Parks Rates
Attachments: 2024 parks rental rates.docx

Chris,
I have attached the new rate/fee schedule that was voted on by the Park Board last meeting. Please pass this information on to Finance as they will need to vote on this at the December 27th meeting. Let me know if you have any other questions.

John

New Rental Rates for the Pavilion as voted on by the Park Board.

<u>Non Wedding 1 day rental</u>	<u>Old Price Resident/Non Res</u>		<u>New Price Resident/Non Res</u>	
Upper or Lower	\$225	\$250	\$275	\$325
Whole Building	\$430	\$480	\$495	\$575
 <u>Wedding 3 Day Rental</u>				
Upper or Lower	\$390	\$450	\$495	\$650
Whole Building	\$595	\$695	\$750	\$895

The rental rates at the Senior Center are remaining the same at \$185/day.
There is a minimal amount of rentals at the Senior Center compared to the Pavilion.

The Shelter Rates are also remaining the same with Theiler Park shelter/concession stand rental per day being the most common. The rate for that rental is \$85/day.