Munutes 1/15/23



Joseph Tillmann Chairperson

Kenneth Neumann N Alderperson

Kim Olson Alderperson Zoom

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

CALL TO ORDER AND ROLL CALL @ 6.05 pm Prestent

- PLEDGE OF ALLEGIANCE
- m/t app Tue and ason m/c **APPROVAL OF MINUTES** III. 1. Approval of November 27, 2023 Finance Minutes
- CITIZEN COMMENTS WOLL 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.

ITEMS OF DISCUSSION/POSSIBLE ACTION

1. Discuss with Possible Action – Purchase (6) laptop replacements for City Council not to A 20 exceed \$5,831.34 per quote from WiseGuy IT LLC M/+ to approve WOIM 2ndt 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. 8/80 / 137 776, 46 → CC meeting 3. Discuss with possible action- updates on questions posed during December 14th, 2023 meeting. - Carreron / NO AGTION NEECHC MIT THE APPROVE 4. Discuss with Possible Action – Review the quote from Top to Bottom Commercial T-AN-D-A

MIT THE APPROVE DESCRIPTION OF AND THE MITTING AND toward building construction. Keller to do a presentation. 7. Discuss with Possible Action – The new Parks facilities fee schedule for 2024.

MIT TO OFFICE NEW FEE TELL

T-

ADJOURNMENT MIT adjourn 7:000 Tile, sno ole with printing

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 Alderperson

Kim Olson Alderperson

- 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

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From: Cameron Sawyer <csawyer@villageofcottagegrove.gov>

Sent: Wednesday, December 13, 2023 11:00 AM

To: Payroll HR

Cc:Tony Meeks; Mayor John GuinnSubject: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."

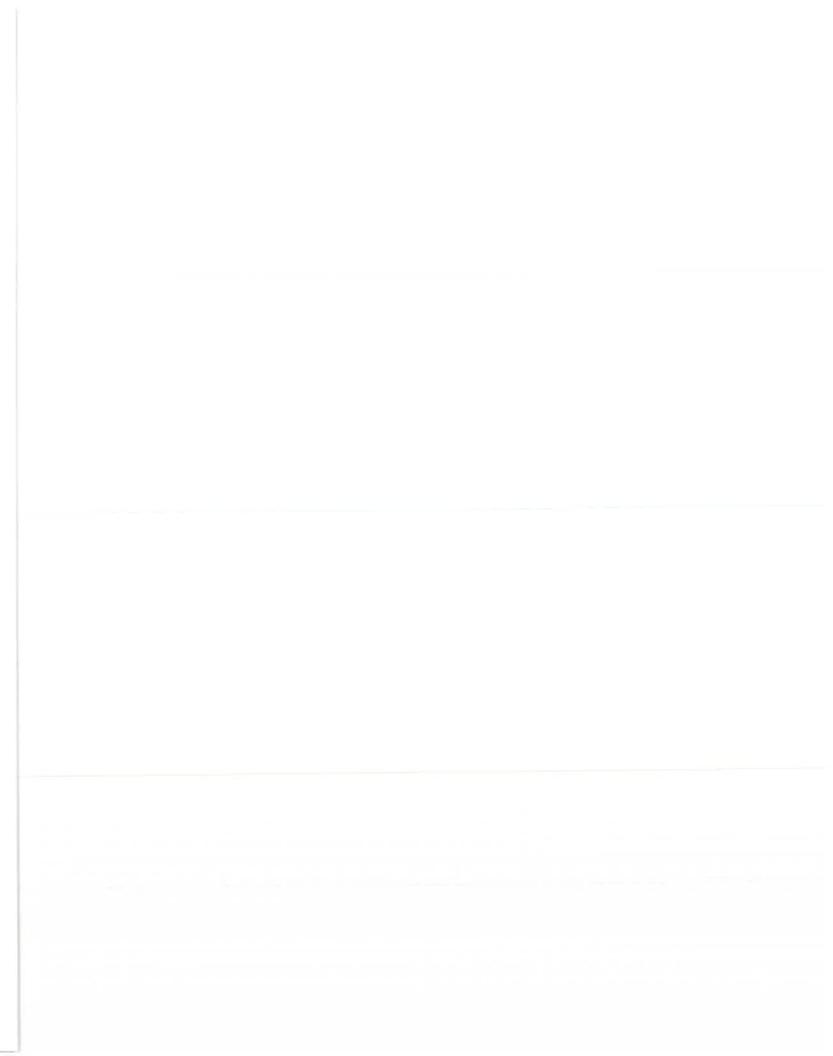
Tony prepared to recommend a funding source. I would recommend ARPA > General Fund.

Thanks,

Cameron Sawyer

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





WiseGuy IT LLC

W3630 Green Head Road, Mayville, WI 53050

telephone: 920-583-6311

Customer: Mayville City

Quote #

25512514

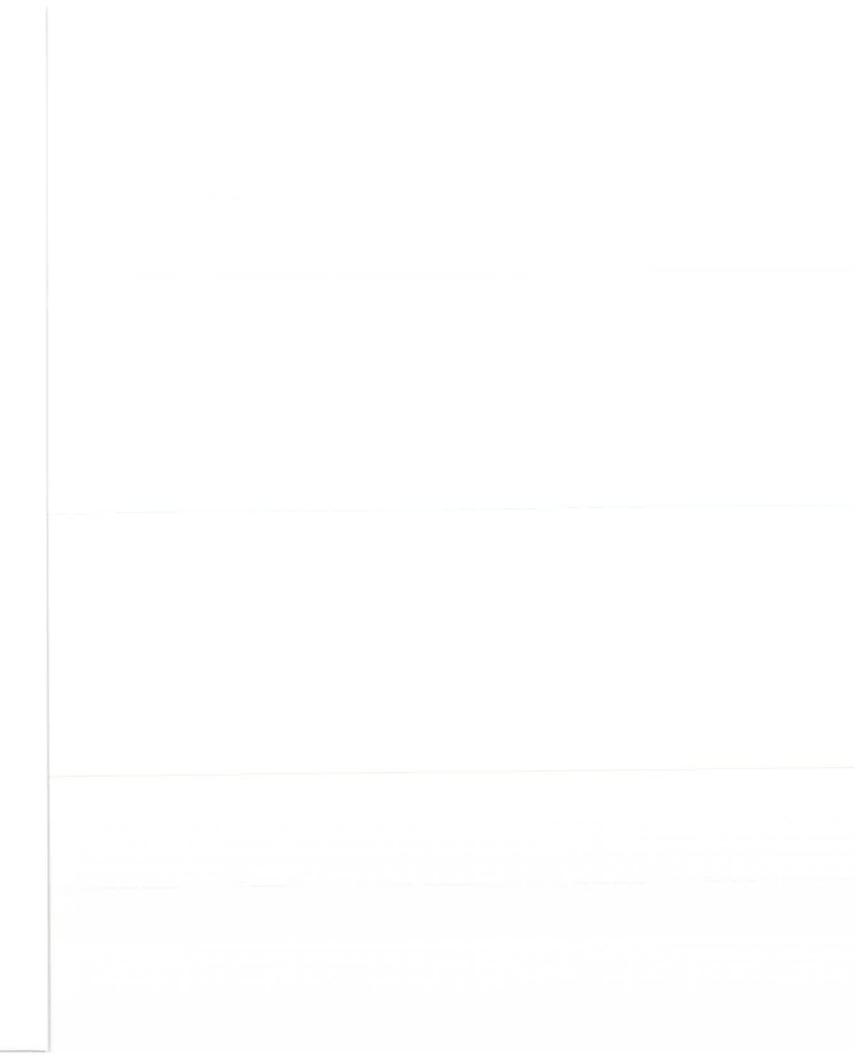
Date:

11/1/2023

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

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

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

From:

John Wild

Sent:

Saturday, December 23, 2023 10:46 AM

To:

Payroll HR Parks Report

Subject: Attachments:

Parks Report for the December 27 2023 Committees Meeting.docx

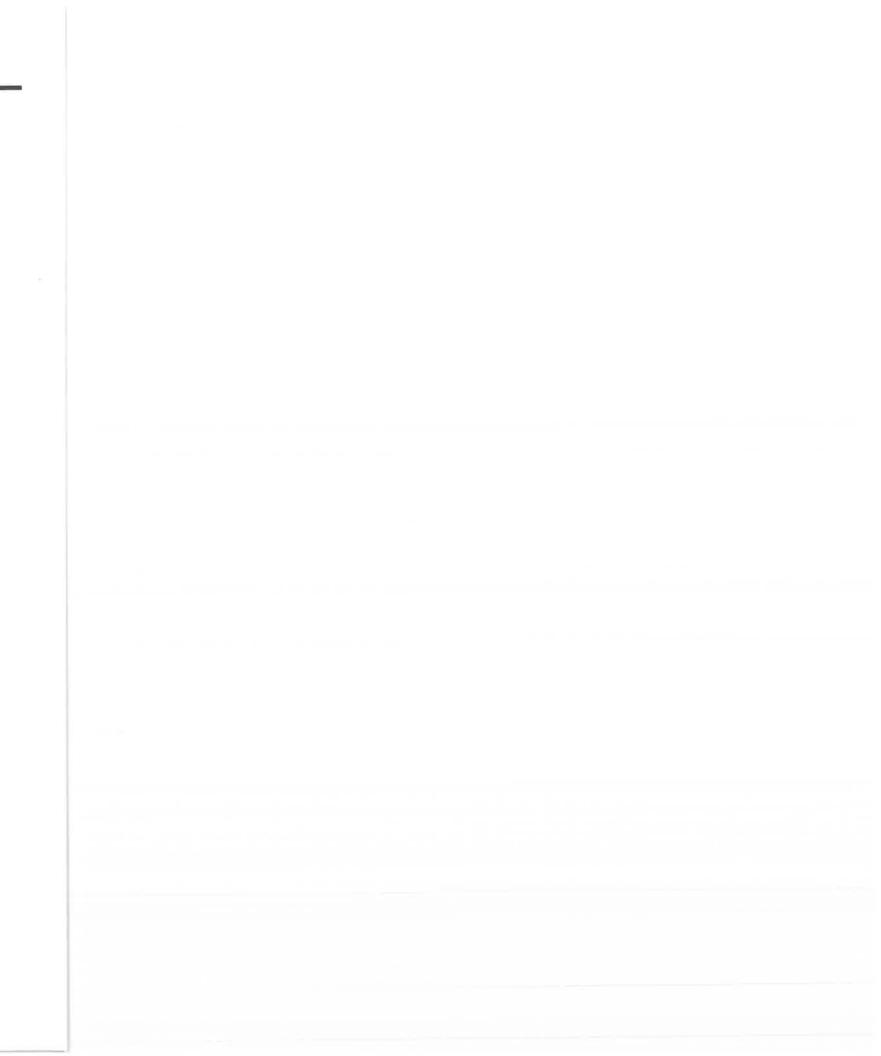
Chris,

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

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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

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WiseGuy IT LLC

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

Quote #

25512514

Date:

Customer: Mayville City

11/1/2023

QTY	Description	Per Unit Price	Total Price
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page 1 of 1

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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.

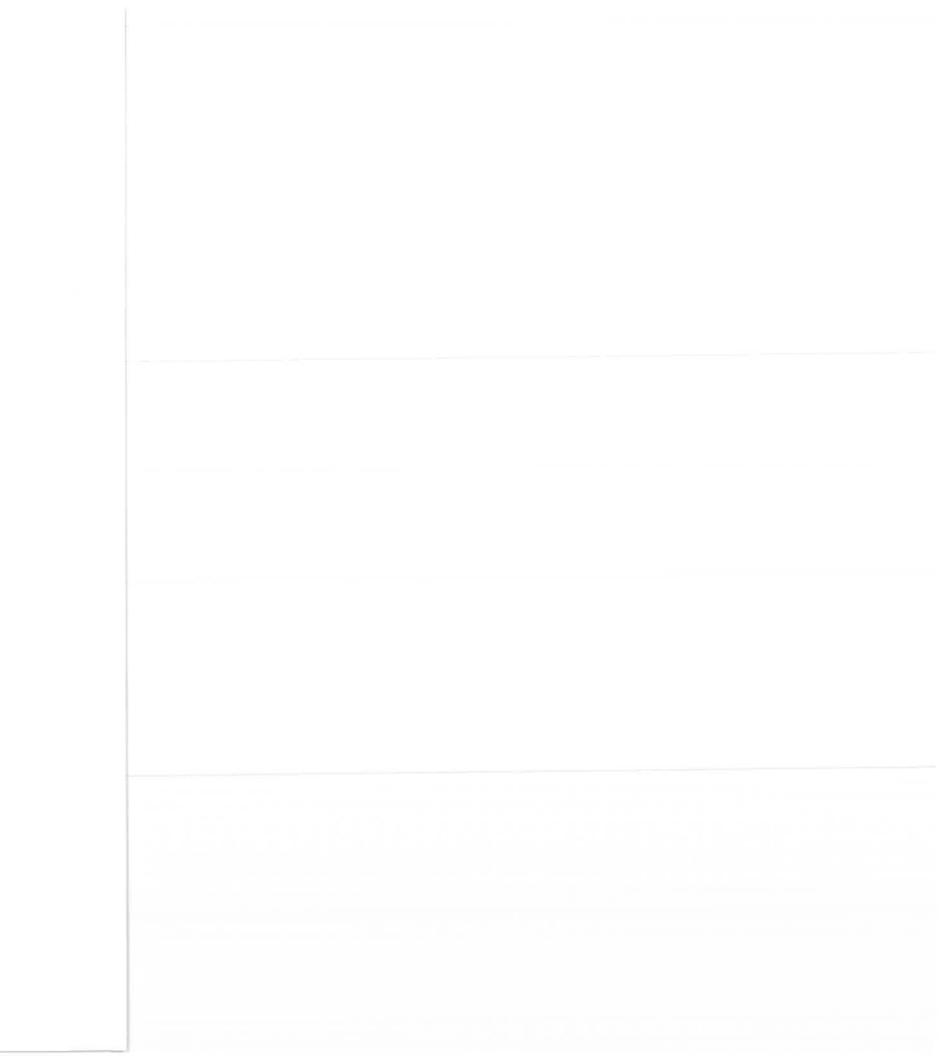
I would like to further note we are an insured and bonded company. If you have any further questions please feel free to contact us at (920)960-5367.

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



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

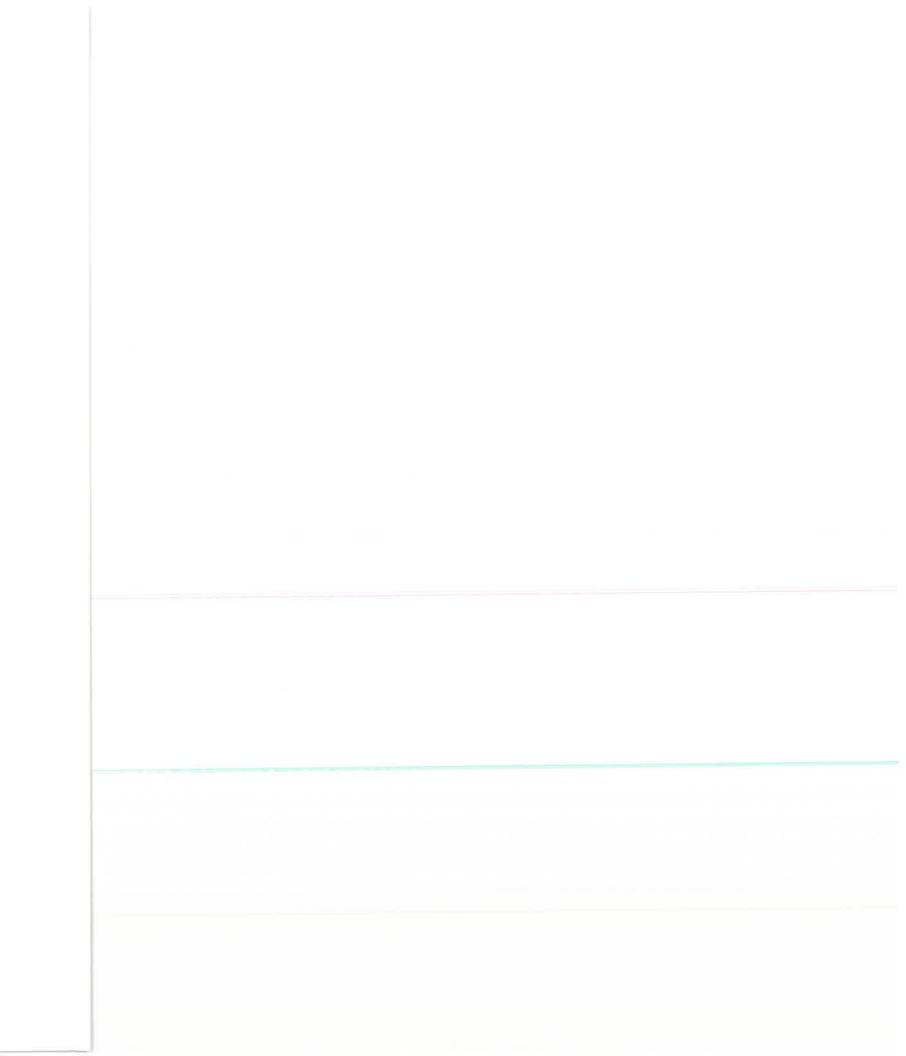
- *Restrooms
- *Trash removed
- *Vacuum
- *Sweep and Mop floors
- *Offices/Conferance
- *Locker Rooms

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 and Once pr. week@City Hall \$1170.00 Pr. Month, Plus

Cid approve 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)

Cleaning Services
P.O.Box 126
Mayville,Wi.53050
Lee Kaczmarek
Pamela Kaczmarek

Bid accepted by:

From:

John Wild

Sent:

Saturday, December 23, 2023 10:26 AM

To: Subject: Payroll HR New Parks Rates

Attachments:

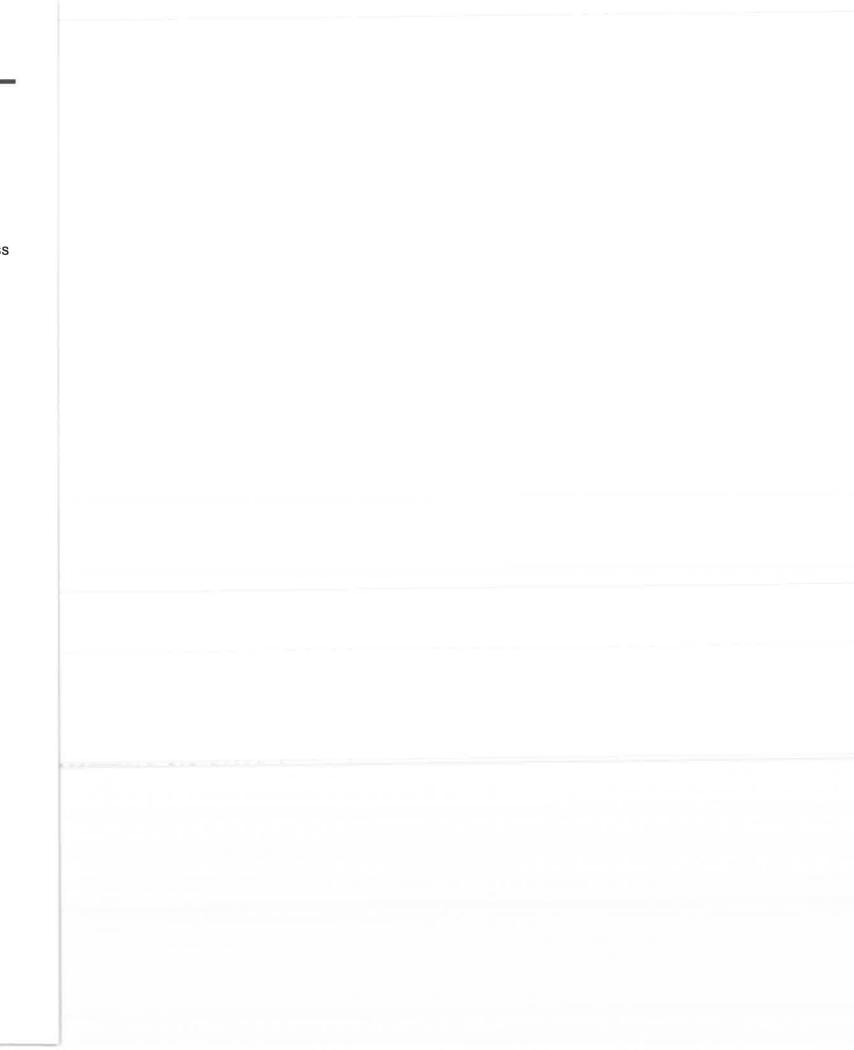
2024 parks rental rates.docx

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

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

Non Wedding 1 day rental	Old Price Resident/Non Res		New Price Resident/Non Res	
Upper or Lower	\$225	\$250	\$275	\$325
Whole Building	\$430	\$480	\$495	\$575
Wedding 3 Day Rental				
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.

