



CITY OF MAYVILLE COMMON COUNCIL REGULAR MEETING MINUTES

September 09, 2024 7:00 PM

Mayville City Hall

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1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:01 PM by Mayor Rob Boelk, with the following roll call:

Present: Ald. Tony DeBaker, Ald. Bob Smith, Ald. Michael Schmidt, Ald. Jesse Liebenow, Ald. Ken Neumann, and Ald. Kim Olson (arrived late at 7:02PM).

Excused: None

Absent: None

Staff Present: Administrator Stephanie Justmann, Comptroller/Treasurer Nichole DeBaker, Police Lieutenant Jeremy Johnson, EMS Director Christine Churchill, Julie Staffin (EMS), Devin Sellnow (EMS), Utilities Director Courtney Steger, TAG Director John Wild, Parks Director Jacob Schellpfeffer, and Deputy Clerk Dawn Hundt.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

None.

4. PRESENTATIONS

4.a. Presentation and Discussion Regarding the City of Mayville Treatment Plant Facilities

Upgrades and Rehabilitation - Presenter: Steven Sell of MSA Professional Services

Steven Sell with MSA Professional Services provided an overview of the history and status of the City of Mayville treatment plant facilities upgrade and rehabilitation. Mr. Sell and Joe Markron, engineer for MSA Professional Services, answered questions from the Council.

4.b. Presentation and Discussion Regarding the City of Mayville 2024 Comprehensive

Outdoor Recreation Plan - Presenter: Vandewalle and Associates

Presentation from Ben Roahr with Vandewalle and Associations regarding the City of Mayville 2024 Comprehensive Outdoor Recreation Plan, providing an overview of the plan as well as how it allows for grant opportunities. Mr. Roahr answered questions from the Council.

4.c. Presentation and Discussion of the Draft 2025 Budget for the City of Mayville -

Presenter: Mayor Rob Boelk

Mayor Boelk provided an overview of the 2025 budget process and status.

4.d. Presentation and Discussion of the Project Plan for Tax Incremental District No. 7 -

Presenter: Phil Cosson of Elhers

Motion to come back to this agenda item when Mr. Cosson arrived was made by Ald. Schmidt and seconded by Ald. Neumann.

Vote: 6 ayes, 0 nays. Motion carried.

Upon his arrival, Phil Cosson with Ehlers presented on the project plan for Tax Incremental District No. 7. He provided an overview of the plan and explained the process. Mr. Cosson answered questions from the Council.

5. AGENDA CHANGES

No agenda changes were requested.

6. CONSENT AGENDA

No consent agenda items. No action required.

7. REPORT OF OFFICERS

7.a. MAYOR REPORT

7.a.1. Mayor's Monthly Report

Mayor Boelk provided his monthly report. He provided updates on the budgeting process and capital improvement plan. He explained areas the City will need to address to maintain sustainable budgeting in the future, including the library, TAG Center, water treatment plant, and road repairs. Mayor Boelk discussed residential development possibilities and the costs involved.

8. ADMINISTRATOR REPORT

8.a. Administrator's Monthly Report

Administrator Justmann provided an update on the budget process. She provided updates on various items she has been working on and meetings she has attended.

Mr. Cosson arrived and the meeting returned to item 4d - Presentation and Discussion of the Project Plan for Tax Incremental District No. 7.

9. CITY CLERK

9.a. City Clerk's Monthly Report

City Clerk's report was deferred to the October 2024 Common Council meeting.

10. TREASURER

10.a. July 2024 Monthly Check Register and Approve Bills

Comptroller/Treasurer DeBaker provided an overview of the attachments in the agenda packet.

The motion to approve the July 2024 bills was made by Ald. Neumann and seconded by Ald. Schmidt.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

10.b. Comptroller/Treasurer's Monthly Report

Comptroller/Treasurer DeBaker provided an update on what she has been working on this month, as well as upcoming training.

11. REPORT OF COMMITTEES, COMMISSIONS AND BOARDS 11.a. Water/Wastewater Commission

11.b. Library Board

11.c. Public Works Committee

11.d. Personnel Committee

11.e. Public Safety Committee

11.f. Finance Committee

11.g. Parks/Rec/TAG Center Commission

11.h. Planning Commission

11.i. Community Development Authority

12. OLD BUSINESS

12.a. Ordinance 1140-2024 An Ordinance to Repeal and Replace Sections 105-2 and 105-3

and to Create Section 105-4, City Administrator Position, of the Municipal Code of the City of Mayville

The motion to approve Ordinance 1140-2024 was made by Ald. Neumann and seconded by Ald. DeBaker.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

12.b. Discuss, with Possible Action, Clarification of Which Scheduled Meetings Should be

Streamed on YouTube and Archived as City Records

The Council and Mayor Boelk discussed which types of City meetings should be streamed on YouTube and archived as City records, as well as the retention schedule.

Motion to broadcast on YouTube and archive Common Council, Standing Committee, Committee of the Whole, and special Common Council meetings was made by Ald. Neumann and Ald. DeBaker.

Discussion was had by the Council regarding other meetings they may want to add.

Vote: 6 ayes, 0 nays. Motion carried.

### 13. NEW BUSINESS

#### 13.a. Approve Minutes of the August 12, 2024 Common Council Meeting

The motion to approve the minutes of the August 12, 2024 Common Council meeting was made by Ald. Liebenow and seconded by Ald. Neumann.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

#### 13.b. Consideration and Possible Action on a Resolution Creating Tax Incremental District

##### No. 7, Approving its Project Plan and Establishing its Boundaries"

The motion to approve the resolution creating Tax Incremental District No. 7, approving its project plan and establishing boundaries was made by Ald. Smith and seconded by Ald. Liebenow.

No further discussion.

Roll vote was taken: Ald. DeBaker - aye, Ald. Smith - aye, Ald. Schmidt - aye, Ald. Liebenow -aye, Ald. Neumann - aye, and Ald. Olson - aye.

Vote: 6 ayes, 0 nays. Motion carried.

#### 13.c. Discuss, with Possible Action, First Amendment to TIF No. 6 Development Agreement

with Dayton One, LLC

Mayor Boelk provided the background for this agenda item. Tom Bade with Dayton One, LLC was present to explain the proposed changes and answer questions from the Council. The motion to approve the first amendment to TIF No. 6 Development Agreement with Dayton One, LLC was made by Ald. Smith and seconded by Ald. Schmidt.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

#### 13.d. Discussion on Preliminary Resolution for Special Assessment for the Property Located

at 2050 Horicon Street, in the City of Mayville, Parcel No. 251-1216-2242-006

Mayor Boelk provided the background for this agenda item. Admin. Justmann explained this is a discussion at this meeting and will come back the following month.

13.e. Discuss, with Possible Action, Facade Grant Reimbursement for Link's Martial Arts, LLC, Located at 7 S. Main Street

The motion to approve the facade grant reimbursement for Link's Martial Arts, LLC was made by Ald. Neumann and seconded by Ald. Liebenow.

No further discussion.

Roll vote was taken: Ald. DeBaker - aye, Ald. Smith - aye, Ald. Schmidt - aye, Ald. Liebenow - aye, Ald. Neumann - aye, and Ald. Olson - aye.

Vote: 6 ayes, 0 nays. Motion carried.

13.f. Discuss, with Possible Action, Payment and Response to IRS Penalty Notice No. 792CG, Dated July 29, 2024

Mayor Boelk and Administrator Justmann provided background for this agenda item and answered questions from the Council.

The motion to approve the payment and response to IRS penalty notice no. 792CG meeting was made by Ald. Smith and seconded by Ald. DeBaker.

No further discussion.

Vote: 5 ayes, 1 nay from Ald. Olson. Motion carried.

13.g. Discuss, with Possible Action, Ambulance Contract Renewals and Rates for 2025, 2026, and 2027

Director Churchill provided the background for this agenda item.

The motion to approve the ambulance contract renewals and the recommended 10% increase to rates for 2025, 2026, and 2027 was made by Ald. Smith and seconded by Ald. Neumann.

No further discussion.

Roll vote was taken: Ald. DeBaker - aye, Ald. Smith - aye, Ald. Schmidt - aye, Ald. Liebenow - aye, Ald. Neumann - aye, and Ald. Olson - aye.

Vote: 6 ayes, 0 nays. Motion carried.

13.h. Discuss, with Possible Action, Approval of a Flagpole Holiday Tree in Foster Park

Mayor Boelk provided the background for this agenda item.

The motion to approve the flagpole holiday tree in Foster Park was made by Ald. Olson and seconded by Ald. Schmidt.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

13.i. Discuss, with Possible Action, Implementing Parks Department Tree Donation Program

Parks Director Jake Schelpfeffer provided the background for this agenda item.

The motion to approve the Parks Department's tree donation program was made by Ald. Olson and seconded by Ald. Neumann.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

13.j. Discuss, with Possible Action, Extending 24/7 Access to the TAG Center to 14-18 Year

Olds, with a Legal Guardian

TAG Center Director John Wild provided the background for this agenda item and answered questions from the Council. Mayor Boelk asked each Council member if they were or were not in favor of this agenda item: Ald. DeBaker - no, Ald. Smith - no, Ald. Schmidt - no, Ald. Liebenow - no, Ald. Neumann - abstain, and Ald. Olson - no.

13.k. Resolution 5937-2024 Establishing the 2024 Fee Schedule for the City of Mayville

The motion to approve Resolution 5937-2024 was made by Ald. Smith and seconded by Ald. Olson.

No further discussion.

Roll vote was taken: Ald. DeBaker - aye, Ald. Smith - aye, Ald. Schmidt - aye, Ald. Liebenow - aye, Ald. Neumann - aye, and Ald. Olson - aye.

Vote: 6 ayes, 0 nays. Motion carried.

13.l. Resolution 5942-2024 Adoption of the City of Mayville 2024 Comprehensive Outdoor

Recreation Plan

The motion to approve Resolution 5942-2024 was made by Ald. Neumann and seconded by Ald. DeBaker.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

13.m. Resolution 5944-2024 - Approving TAG Center Membership Rates

TAG Center Director John Wild provided the background for this agenda item.

The motion to approve Resolution 5944-2024 was made by Ald. DeBaker and seconded by Ald. Liebenow.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

13.n. Resolution 5943-2024 Amending Election Inspector Wages

The motion to approve Resolution 5943-2024 was made by Ald. Liebenow and seconded by Ald. Neumann.

No further discussion.

Roll vote was taken: Ald. DeBaker - aye, Ald. Smith - abstain, Ald. Schmidt - aye, Ald. Liebenow - aye, Ald. Neumann - aye, and Ald. Olson - aye.

Vote: 5 ayes, 0 nays, 1 abstain - Ald. Smith. Motion carried.

13.o. Resolution 5945-2024 Appointments to the Parks/Rec/TAG Center Commission

The motion to approve Resolution 5945-2024 was made by Ald. Smith and seconded by Ald. Schmidt.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

13.p. Discuss, with Possible Action, Approval of the Operator's License Application for:

The motion to approve the operator licenses, en mass, was made by Ald. DeBaker and seconded by Ald. Neumann.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried.

14. ADJOURNMENT

The motion to adjourn the meeting was made by Ald. Schmidt and seconded by Ald. DeBaker.

No further discussion.

Vote: 6 ayes, 0 nays. Motion carried. The Common Council meeting was adjourned at 8:55PM.

Respectfully submitted, Anastasia Gonstead - City Clerk