



Finance Committee of the Whole
September 23, 2024 6:00 PM
Mayville City Hall
15 S School Street

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.a. Approve Minutes of the August 26, 2024 Finance Committee Meeting

4. CITIZEN COMMENT

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.

5. DISCUSS WITH POSSIBLE ACTION

5.a. Review of Proposed 2025 Police Department Budget

5.b. Review of Proposed 2025 EMS Budget

5.c. Review of Proposed 2025 Fire Department Budget

5.d. Discuss, with Possible Action, Ordinance 1141-2024 Annual Compensation for Alderpersons

6. ADJOURNMENT



Minutes – Finance Committee Meeting August 26, 2024

Call to Order

The meeting was called to order at 6:45 PM by Ald. Ken Neumann, with the following roll call:
Present: Ald. Ken Neumann, Ald. Kim Olson, and Ald. Bob Smith.

Excused: None

Absent: None

Staff and Elected Officials Present: Mayor Rob Boelk, Ald. Michael Schmidt, Ald. Tony DeBaker, Ald. Jesse Liebenow, Administrator Stephanie Justmann, Comptroller/Treasurer Nichole DeBaker, Police Chief Ryan Toellner, Police Lieutenant Jeremy Johnson, EMS Director Christine Churchill, Julie Staffin (EMS), Devin Sellnow (EMS), and Clerk Anastasia Gonstead.

Approval of Minutes of the July 22, 2024 Finance Committee

The motion to approve the minutes of the July 22, 2024 Finance Committee was made by Ald. Olson and seconded by Ald. Neumann.

Vote – 3 ayes, 0 nays. Motion carried.

Citizen Comment

None.

Discuss, with Possible Action, Resolution 5937-2024 Resolution Establishing the 2024 Fee Schedule for the City of Mayville

Administrator Justmann gave an overview of the items provided in the packet pertaining to this agenda item.

The motion to recommend Common Council approve Resolution 5937-2024 was made by Ald. Smith and seconded by Ald. Olson. A roll vote was taken: Ald. Smith – aye, Ald. Olson – aye, Ald. Neumann – aye.

Vote – 3 ayes, 0 nays. Motion carried.

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

The motion to recommend Common Council approve the ambulance contract renewals and rate increases of 10% annually for the years 2025, 2026, and 2027 was made by Ald. Smith and seconded by Ald. Olson.

Discussion: Ald. Smith expressed contentment with the information provided at the Public Safety Committee pertaining to this matter. A roll vote was taken: Ald. Smith – aye, Ald. Olson – aye, Ald. Neumann – aye.

Vote - 3 ayes, 0 nays. Motion carried.

Discuss, with Possible Action, Payment and Response to IRS Notice No. 972CG, Dated July 29, 2024

Administrator Justmann gave an overview of this agenda item and the information provided in the agenda packet. She went on to discuss the options at this point, as well as the potential issues. Questions were asked pertaining to liability, filing an insurance claim, and probability of winning the dispute. Clarification was provided.

The motion to recommend Common Council approve payment of IRS Notice No. 972CG and filing the dispute, as well as filing an insurance claim with errors and omissions, was made by Ald. Smith and seconded by Ald. Neumann. A roll vote was taken: Ald. Smith – aye, Ald. Neumann – aye, Ald. Olson – aye.

Vote – 3 ayes, 0 nays. Motion carried.

Discuss, with Possible Action, Resolution 5943-2024 Resolution Amending Election Inspector Wages

Clerk Gonstead gave an overview of the items in the packet pertaining to this agenda item. She provided her recommendation, as enumerated in Resolution 5943-2024, to increase election inspector wages to \$13.00 per hour, with an additional payment of \$20 for a half day or \$40 for a full day for those acting as chief inspector on election day.

The motion to recommend Common Council approve Resolution 5943-2024 was made by Ald. Olson and seconded by Ald. Neumann. A roll vote was taken: Ald. Olson – aye, Ald. Neumann – aye, Ald. Smith – abstain.

Vote – 2 ayes, 0 nays, 1 abstain. Motion carried.

Discuss, with Possible Action, Potential Revenue Sources for the City of Mayville Fire Department

Mayor Boelk recommended this matter be tabled to next month, as they are still gathering information on this matter.

The motion to table this agenda item to the September 23, 2024 Finance Committee meeting was made by Ald. Smith and seconded by Ald. Olson. A roll vote was taken: Ald. Smith – aye, Ald. Olson – aye, Ald. Neumann – aye.

Vote – 3 ayes, 0 nays. Motion carried.

Adjournment

The motion to adjourn the meeting was made by Ald. Smith and seconded by Ald. Olson.

Vote – 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:02 PM.

Respectfully submitted,
Anastasia Gonstead – City Clerk

2025 City of Mayville Budget



Finance Committee of the Whole

September 23, 2024

Police, EMS and Fire Departments

City of Mayville
 2025 Proposed Budget
 Police, Crossing & Emergency Government

Police Department		2022 Actual	2023 Actual	2024 Budget	2024 January - June	2025 Proposed Budget
Account	Account Description					
10-52110-21-101-000	POLICE DEPT -WAGES-SICK, VACATION, HOLIDAY	715,340.70	813,641.73	803,433.00	399,425.22	860,000.00
10-52110-21-103-000	POLICE DEPT - WAGES OVERTIME	44,540.94	82,951.34	36,259.00	19,851.76	45,000.00
	POLICE DEPT - BENEFITS	249,122.71	297,988.53	313,060.00	161,956.03	361,645.00
10-52110-21-206-000	POLICE DEPT - EDUCATION & TRAI(E)	4,708.84	2,986.93	4,500.00	1,649.80	4,500.00
10-52110-21-280-000	POLICE DEPT - FSA ADM FEES(E)	231.01	44.34	-	-	-
10-52110-21-301-000	POLICE DEPT - SUBSCRIPTIONS(E)	5,700.00	6,098.71	6,500.00	768.75	6,850.00
10-52110-21-302-000	POLICE DEPT - MEMBERSHIP DUES(E)	180.00	80.00	200.00	270.00	450.00
10-52110-21-303-000	POLICE DEPT - REGISTRATION FEE(E)	-	225.00	-	-	-
10-52110-21-304-000	POLICE DEPT - TELEPHONE(E)	4,403.89	7,498.54	5,500.00	3,638.88	7,700.00
10-52110-21-312-000	POLICE DEPT - DATA PROCESSING(E)	3,926.62	3,612.44	5,000.00	394.25	5,500.00
10-52110-21-328-000	POLICE DEPT - LEASING CONTRACTUAL	1,676.18	3,534.41	4,600.00	3,470.10	4,600.00
10-52110-21-347-000	POLICE DEPT - INVESTIGATE SRVC(E)	147.45	2,928.00	3,000.00	162.72	3,000.00
10-52110-21-348-000	POLICE DEPT - UNIFORMS	14,408.97	6,119.99	8,500.00	4,155.60	8,500.00
10-52110-21-350-000	POLICE DEPT - COMM SERVICES(E)	10.00	1,354.35	1,500.00	30.00	1,500.00
10-52110-21-386-000	POLICE DEPT - SUPPLIES-GAS OIL(E)	21,760.65	16,340.88	16,250.00	8,304.95	16,250.00
10-52110-21-314-000	POLICE DEPT - SUPPLIES	25,318.03	12,160.20	18,550.00	2,873.75	18,550.00
10-52110-21-351-000	POLICE DEPT- BUILDING, MAINT, EQUIP	25,988.99	17,344.03	15,400.00	8,956.67	16,500.00
10-52110-21-319-000	POLICE DEPT - PROFE, CONTRCT, IT	-	2,881.00	3,000.00	55.00	3,000.00
10-52110-21-301-000	POLICE DEPT TRAIN/ TRAVEL/ LODGING	1,131.05	1,036.46	2,250.00	1,142.19	2,250.00
10-52110-21-322-000	POLICE DEPT - UTILITIES	17,665.38	13,496.51	16,200.00	5,861.75	16,200.00
	Total Police	<u>1,136,261.41</u>	<u>1,292,323.39</u>	<u>1,263,702.00</u>	<u>622,967.42</u>	<u>1,381,995.00</u>

118,293.00
9%

Crossing Guards		2022 Actual	2023 Actual	2024 Budget	2024 January - June	2025 Proposed Budget
Account	Account Description					
10-52115-20-102-000	CROSS GUARDS WAGE	7,142.06	7,688.45	8,018.00	4,253.19	8,041.00
10-52115-20-348-000	CROSSING GUARDS - SUPPLIES	-	-	500.00	-	-
	Total Crossing Guards	<u>7,142.06</u>	<u>7,688.45</u>	<u>8,518.00</u>	<u>4,253.19</u>	<u>8,041.00</u>

Emergency Government		2022 Actual	2023 Actual	2024 Budget	2024 January - June	2025 Proposed Budget
Account	Account Description					
10-52600-25-101-000	EMERGENCY GOVERNMENT- WAGES	1,910.48	2,906.33	2,143.00	3,057.58	-
	EMERGENCY GOVERNMENT- BENEFITS	948.26	918.22	1,065.00	564.81	-
10-52600-25-314-000	EMERGENCY GOVERNMENT - SUPPLIE(E)	-	200.00	200.00	-	-
10-52600-25-351-000	EMERGENCY GOVERNMENT - BUILDING,MAIN,EQUIP	5,711.52	6,751.71	7,100.00	3,314.50	7,100.00
10-52600-25-323-000	EMERGENCY GOVERNMENT - UTILITI(E)	2,568.47	2,250.64	2,625.00	1,048.46	2,625.00
	Total Emergency Government	<u>11,138.73</u>	<u>13,026.90</u>	<u>13,133.00</u>	<u>7,985.35</u>	<u>9,725.00</u>

(3,408.00)
-26%

City of Mayville
 2025 Proposed Budget
 Ambulance

Ambulance		2022	2023	2024	2024	2025 Proposed
		Actual	Actual	Budget	January - June	Budget
Account	Account Description					
10-52300-24-101-000	AMBULANCE - WAGES, RTRMNT, VAC, HOLIDAY	365,424.68	422,699.17	482,621.00	202,729.69	489,057.00
	AMBULANCE - BENEFITS	27,964.83	33,230.51	37,190.00	14,200.92	48,515.00
10-52300-24-206-000	AMBULANCE - EDUCATION & TRAINI(E)	3,500.41	3,337.11	6,000.00	1,102.21	6,000.00
10-52300-24-280-000	AMBULANCE - FSA ADMIN FEES(E)	88.61	44.34	-	-	-
10-52300-24-302-000	AMBULANCE - MEMBERSHIP DUES(E)	-	-	900.00	-	900.00
10-52300-24-304-000	AMBULANCE - TELEPHONE(E)	2,005.46	2,078.68	1,600.00	676.86	1,400.00
10-52300-24-306-000	AMBULANCE - EMPLOYEE TRAVEL(E)	367.97	269.85	750.00	189.52	750.00
10-52300-24-348-000	AMBULANCE - CLOTHING & UNIFORM(E)	1,738.66	210.00	1,200.00	147.99	1,200.00
10-52300-24-386-000	AMBULANCE - SUPPLIES-GAS/OIL/E(E)	20,265.19	15,893.40	15,000.00	7,221.48	16,000.00
10-52300-24-314-000	AMBULANCE - SUPPLIES	27,456.59	28,216.27	28,725.00	12,565.56	29,025.00
10-52300-24-319-000	AMBULANCE - CONTRACTED/ PROF SERV	10,548.23	55,589.44	48,820.00	20,257.76	51,000.00
10-52300-24-322-000	AMBULANCE - UTILITIES	6,522.18	6,217.94	8,725.00	3,137.16	9,000.00
10-52300-24-351-000	AMBULANCE - EQUIPMENT-MAINT	7,803.39	13,269.90	12,100.00	10,693.19	12,100.00
Total Ambulance		<u>473,686.20</u>	<u>581,056.61</u>	<u>643,631.00</u>	<u>272,922.34</u>	<u>664,947.00</u>
						21,316.00
						3%

City of Mayville
 2025 Proposed Budget
 Fire

Fire Department		2022 Actual	2023 Actual	2024 Budget	2024 January - June	2025 Proposed Budget
Account	Account Description					
10-52200-22-101-000	FIRE DEPT- WAGES	79,992.32	87,334.92	94,200.00	37,042.40	84,000.00
10-52200-22-205-000	FIRE DEPT - LIFE INSURANCE	1,210.30	1,117.20	1,200.00	749.80	1,200.00
10-52200-22-301-000	FIRE DEPT - SUBSCRIP, MMBRSHIP, REG	947.69	4,057.54	1,300.00	4,033.92	1,300.00
10-52200-22-314-000	FIRE DEPT - EQUIPMENT - SUPPLIES	13,172.68	14,478.26	12,500.00	1,241.10	13,750.00
10-52200-22-206-000	FIRE DEPT - EDUCATION & TRAINI(E)	12,734.18	12,154.04	7,000.00	8,794.64	14,000.00
10-52200-22-304-000	FIRE DEPT - TELEPHONE(E)	1,479.52	279.26	200.00	52.43	200.00
10-52200-22-305-000	FIRE DEPT - POSTAGE	406.43	0.60	100.00	44.10	100.00
10-52200-22-306-000	FIRE DEPT - EMPLOYEE MILEAGE	10.99	3,068.82	2,000.00	564.81	2,000.00
10-52200-22-307-000	FIRE DEPT - RETIREE DINNER - FIREMEN WKNG	68.87	892.22	600.00	170.00	700.00
10-52200-22-308-000	FIRE DEPT - LODGING(E)	1,386.90	-	500.00	-	500.00
10-52200-22-317-000	FIRE DEPT - DRUG TESTS - PHYSICAL	85.39	1,027.81	1,500.00	892.62	1,500.00
10-52200-22-319-000	FIRE DEPT - CONTRACTED SERVICE(E)	412.70	-	4,000.00	-	4,000.00
10-52200-22-328-000	FIRE DEPT - EQUIP-LEASE - RAILROAD	-	220.00	-	-	220.00
10-52200-22-348-925	FIRE DEPT - 2% QUALIFIED EXPENSE	16,721.11	19,949.19	15,000.00	2,718.54	22,000.00
10-52200-22-386-000	FIRE DEPT - GAS/OIL/E(E)	5,488.14	2,811.50	2,200.00	1,493.32	3,000.00
10-52200-22-322-000	FIRE DEPT- UTILITIES	9,154.09	5,458.56	7,702.00	3,151.54	7,200.00
10-52200-22-330-000	FIRE DEPT - EQUIPMENT-MAINT	58,197.10	65,019.47	55,000.00	20,044.03	62,500.00
10-52200-22-351-000	FIRE DEPT - SUPPLIES-EDUCATION(E)	177.00	-	250.00	-	250.00
10-52200-22-710-000	FIRE DEPT- SUPPLIES	3,791.52	480.88	1,150.00	171.91	900.00
Total Fire Department		<u>205,436.93</u>	<u>218,350.27</u>	<u>206,402.00</u>	<u>81,165.16</u>	<u>219,320.00</u>
						12,918.00
						6%
Fire Inspection		2022 Actual	2023 Actual	2024 Budget	2024 January - June	2025 Proposed Budget
Account	Account Description					
10-52210-23-319-000	FIRE INSPECTION - CONTR SERVIC(E)	10,256.00	11,499.50	10,000.00	-	13,000.00
10-52210-23-102-000	FIRE INSPECTION - WAGES-PERM R(E)	1,015.06	835.74	259.00	409.55	-
10-52210-23-314-000	FIRE INSPECTION- SUPPLIES	-	-	1,000.00	-	500.00
Total Fire Inspection		<u>11,271.06</u>	<u>12,335.24</u>	<u>11,259.00</u>	<u>409.55</u>	<u>13,500.00</u>
						2,241.00
						20%



MAYVILLE POLICE DEPARTMENT
25 South School Street P.O. Box 273 Mayville, WI 53050

Proudly serving the citizens of Mayville since 1867.

RYAN D. TOELLNER
Chief of Police

PHONE: (920) 387-7903
FAX: (920) 387-7918

Date: September 18, 2024

To: Mayville City Council

From: Chief Ryan Toellner

RE: 2025 Mayville Police Department Budget Overview

Attached is the 2025 budget for the Mayville Police Department. The budget consists of a 9% increase over last year. The increase is largely the result of a contractual 3% increase for union employees in both wages and benefits. The majority of the remainder of the increase is made up of items which were added to the police department budget which were previously included in other areas of the city budget.

Increases in the portion of the budget that I control are minimal. They represent the normal yearly increases in contractual services that occur as vendors raise their prices.

The capital improvement portion of our budget includes a new squad car and outfitting. This squad car continues the plan to purchase a new squad car every year which was started in 2021. This has been a huge benefit the department as maintenance costs are down and officers are operating safe, modern vehicles as they patrol our community 24 hours a day.

Finally, I think it is import for me to recognize our city administrator, Stephanie Justman, and the rest of the city hall staff. My budget for this year, 2024, is nothing short of a disaster. Last year, myself and the rest of the department heads had little to no involvement in the budget process and the amounts I though I was getting were cut and I was not made aware of it until after the first of the year. This year I received a budget schedule and constant and consistent communication during the whole budget process. As a city, we are on a much better path and this allows me to focus much more of my attention on public safety and not worrying about bills getting paid or payroll coming out on time.

The men and women of the Mayville Police Department are committed to providing the highest quality level of service and protection to our citizens to make the City of Mayville one of the most desirable and welcoming communities to live, work, and visit. This requires our community to grow and adapt to the ever-changing needs of the community. The 2025 Mayville Police Department budget precisely represents this purpose.

Sincerely,

Chief Ryan Toellner
Mayville Police Department



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

STAFF MEMO

Meeting Date: 09/23/24

To: Finance Committee Meeting of the Whole

From: Christine Churchill EMS Department

Subject: Budget

Background:

The EMS 2025 operating budget does not have any significant increase requests and was calculated by using the operating expenses from 2023 and the first 6 months of 2024.

The Capital Improvements requested:

- **new ambulance which is part of our standard 5-year replacement plan**
- **New EMS Building and Training Center**
 - **Grant application is still pending**
 - **Future additional discussions for seeking other revenue sources and plans for funding upon approval**

Analysis/Suggestion: N/A

Attachments: N/A



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

STAFF MEMO

Meeting Date: September 23, 2024

To: Finance of the Whole Committee

From: Fire Chief Brad Marx

Subject:

Background:

The number of budget line items have been reduced this year to allow for easier tracking through the city. Therefore, it appears as if those line items have increased, but instead the numbers have stayed very close to the same. If you add up all of the line items that are now included that used to be separate. Our main areas of spending continue to be on fire apparatus maintenance, salary/wages, and schooling.

We did ask for an increase in apparatus maintenance as our fleet is continuing to age and is showing signs of deterioration/weathering due to their age. We are having issues with rust, parts failing, and other ongoing issues that come up unexpectedly.

We feel that these proposed budget numbers will allow us to operate our department, both effectively and efficiently in 2025.

Attachments:

1. Proposed 2025 Budget for the Mayville Fire Department

ORDINANCE 1141-2024

**ORDINANCE CHANGING COMPENSATION
FOR ALDERPERSONS**

WHEREAS, the Council consists of six Alderpersons elected for two-year terms. Alderpersons from Aldermanic Districts 2, 4, and 6 shall be elected in even-numbered years and Alderpersons from Aldermanic Districts 1, 3, and 5 shall be elected in odd-numbered years; and

WHEREAS, the Alderpersons are elected at the Spring Election in April. The regular term of Alderpersons shall commence on the third Tuesday of April in the year of their election; and

WHEREAS, the compensation for elective offices must be established before the filing nomination papers for that office; and

WHEREAS, the change to compensation shall be done by a majority vote of an ordinance.

NOW, THEREFORE, BE IT RESOLVED that the salary of the Alderpersons in Aldermanic District 1, 3, and 5 shall be \$4,500 per year, beginning with the Alderpersons voted in at the Spring Election to be held on April 1, 2025; and

NOW, THEREFORE, BE IT RESOLVED that the salary of the Alderpersons in Aldermanic District 2, 4 and, 6 shall be \$4,500 per year, beginning with Alderpersons voted in at the Spring Election to be held on April 7, 2026; and

BE IT FUTHER RESOLVED that the salary change shall be a two-year process to recognize the salary change with the coordinated election process for Alderpersons elected in even and odd numbered years.

This Ordinance shall take effect upon passage and publication as required by law.

Date this 14th day of October, 2024.

Introduced: _____

Seconded by: _____

Vote: ___ aye ___ nay

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - City Clerk