

The meeting was called to order by Ald. Sertich at 5:20 p.m. with the following Roll Call:

Members Present: Ald. Sertich, Ald. Schmidt, Ald. Schaefer

Members Absent:

Others Present: Mayor Moede, Ald. Pasbrig, Ald. Redeker, Ald. Toellner, Deanna Boldrey, Kathie Wild, Mike Kurutz, Ron Wellner, Dave Pieper, Lisa Schmitt, Roger Williams, Sue Williams, Jon Borst, Christine Churchill, Katie Leb, Joe Cheesebro, Megan Sheridan, Ben Brown

Item #2 – Approve the Minutes of the November 19, 2012, meeting. Motion by Ald. Schmidt, second by Ald. Schaefer to approve the minutes of the November 19, 2012, meeting. Motion carried unanimously.

Item #3 – Citizen Comments.

None.

Item #4 – Treasurer’s Report.

A. Monthly Financial Report.

Kathie Wild reviewed the financial reports ending November 30, 2012.

Kathie reviewed the Summary of Cash Position by Fund report. She pointed out that the General Fund Cash changed \$491,411 due to the Shared Revenue Payment received. The Debt Service changed \$34,217 due to principal and interest that was paid. Cash increased by \$399,064 mainly due to the Shared Revenue Payment.

The General Fund Revenues and Expenditures compared to budget report was then reviewed. Total Fund Revenues are at 96%. Fund expenditures were reviewed. Kathie pointed out the areas that are over; the Mayor is over due to the fireworks expenses and there is revenue to offset. EMS is at 94%. Building Inspection is at 128.6% and does have corresponding revenue to offset. Health and Social Services is at 96.4%. Golf Course is at 319.5% due to insurance claims and is offset by corresponding revenues. Total Fund Expenditures are 81.4% which is well within budget.

TAG Revenues and Expenditures Compared to Budget was then reviewed. Total Fund Revenue is at 98.2% and Total Expenditures are at 81.3%.

B. 2012 Tax Collection Update.

Tax Bills have been sent out. Kathie noted that if a property owner did not receive a tax bill and was expecting to receive one to contact City Hall. City Hall will be closed on December 24 and December 25. Kathie will be in the office on December 31 from 8 a.m. - noon, to collect taxes.

C. Animal Licensing.

Kathie reminded residents that dogs and cats need to be licensed. Licenses are available at City Hall. \$10 for spayed/neutered and \$20 for non-spayed/non-neutered. If licensed after March 31, 2013, there is a \$10 late fee.

Item #5 - Golf Course Update.

A. Financials Update.

Joe Cheesebro gave the Golf Course Update. The financials are included in the packet. He noted that they will be close to budget at the end of the year with a little money left over. Kathie Wild questioned the insurance item and the \$1,000 deductible. There would be an extra \$1,000 to expense, and it would not be a wash because of the deductible.

B. Membership Update.

Early memberships are coming in.

C. Banquet & Outings Update.

There are Christmas parties booked.

D. Building and Course Update.

The golf course is closed.

- E. Staff Update.  
No Report.
- F. Long Term Maintenance Report.  
No Report.

Joe reported that the next meeting will be January 9, 2013, 7 p.m., at the Golf Course.

Item #6 – TAG Center Report.

- A. Membership/Activities Updates.

Lisa Schmitt reported on upcoming activities and events at the TAG Center. She reported that last month Silver Sneakers had 1,042 visits and a payment of \$2,541. Currently, there are 215 Silver Sneaker members. Lisa reported that 444 passes, from the one month to the annual memberships, have taken advantage of the 20% Bachhuber subsidy.

In addition, the winter program guide was in last week's paper and it is available on-line to print on the TAG Center website; [www.mayvilletagcenter.com](http://www.mayvilletagcenter.com).

She noted extra open swims during the Holiday are on December 27, December 28, and December 31<sup>st</sup> from 1 p.m. – 3:30 p.m. Also, the TAG Center will be open on Monday, December 24<sup>th</sup> from 4:30 a.m. to noon; closed December 25<sup>th</sup> and December 26<sup>th</sup>. The TAG Center will be closed New Year's Day.

The TAG Center will have a food pantry drive on Tuesdays and Thursdays in January. Three non-perishable items per person for a free visit at the TAG Center. Max of 10 items. The free visit has to be used that day.

- B. Maintenance – Updates.

Dave Pieper reported that the gym is having heating and cooling problems. The heating and cooling circuit board is bad. He called in Aldag Honold heating and cooling. The unit is made by Trane. Also, Martin Security has been called in to the TAG Center to upgrade the security system. They are adding more cameras and installing new control system with higher picture quality. Items will be paid for by Bachhuber grant money.

Item #7 – Discussion of Procedures for the Coding of Invoices.

Ald. Sertich directed that department heads will need to code invoices to the proper code number. Ald. Sertich wants to see a true picture. Everyone should be aware of this item from the budget meetings. She continued that Kathie Wild will send an email to department heads to code invoices to the proper accounts.

Item #8 – Discussion of the Procedures for Grant Paperwork.

Ald. Sertich gave acknowledgement for all department heads that go out for grants. She continued that there are discrepancies in the funds that come in. She is asking that department heads supply the grant paperwork upfront to Kathie Wild and if the grant is denied to let Kathie Wild know. She noted to copy Kathie Wild on the paperwork so that when the check comes in, it can be applied properly. Then, if there is a discrepancy between departments, we will need to have discussion of where the funds are to be divided up. Ald. Redeker questioned if there is training available on the grants. Mike Kurutz commented that each department has membership to an organization that offers support. Mike noted that his organization will supply support. Christine noted that some businesses will offer support and because their business will benefit. The Mayor noted that Doug Pearson is very capable of writing grants.

Item #9 – Report on Results of Sales of City Surplus Items.

Mike Kurutz reported that he sent out an email to department heads back in November that if they had surplus goods to contact him. They have followed the procedure offering to other departments first. Then items went to a sealed bid process to all city employees. Recent items were a mower and bikes from the TAG Center. Then items go on the Wisconsin Surplus Auction site. Mike noted that overall the City received about \$6,300 from the online auctions. The equipment is not released until it is paid for.

Item #10 – Review of Departmental Surplus Equipment Policy and Communications to All Employees.

Ald. Sertich pointed out the current process and commented that the first process is to go to all Department Heads and make sure all employees receive the email. She commented that all employees should have the opportunity to get the paperwork.

Item #11 – Discuss/Recommend the Town of Hubbard Ambulance Service Agreement.

Ald. Sertich invited Christine Churchill to the podium to introduce the item and give history. Christine, Ald. Sertich, and the Mayor went to the Town of Hubbard at the Town of Hubbard's request. The Town of Hubbard went back to their original contract areas. Many years ago the Town of Hubbard approached the City of Mayville to cover their territory due to the City of Horicon's billing issues and back billing. The City of Mayville agreed to take on the territory.

Recently, the Town of Hubbard went back to their original coverage areas with the City of Horicon. The City of Mayville will have sections 1, 2, and partial of section 3. Christine noted that it was initially talked about keeping consistent with what is budgeted as for the amount in the Contract. She noted that the Town of Hubbard may rethink their decisions. She would like the City of Mayville to keep Intersection 33 and 67. She would like the City of Mayville to continue to support this area because of the higher level of care that the City of Mayville can offer with the IV's and the Lucas machine.

Christine noted she wants to maintain the foothold that we currently have and offer them \$1,700 or lower. Christine noted that all of this is very last minute. The Mayor commented that we need to table the item and ask them what they want to pay. Ald. Sertich commented that could be opening a door and the whole thing has been handled so poorly.

The concern was to get a contract in place prior to January 1, and no discussion of the contract amount was made. Ald. Sertich commented to honor the territory and get more information and post pone it. She noted to assure the Town of Hubbard that the City will honor the territory that is there. Ald. Sertich noted concern that they could come back and low ball us. We heard the concern at their meeting and there is a lot of concern with the basic EMS service that is available right now. Need to look out for our area as well. Ald. Pasbrig confirmed that we have one, two, and part of three territory. Ald. Sertich confirmed that it crosses Decora Road. Christine questioned if we want to hold a meeting with the Town of Hubbard. They signed the contract on the 20<sup>th</sup> of November and then Horicon signed the contract on the 27<sup>th</sup> of November. On the 27<sup>th</sup> of November, the Town of Hubbard requested that the City of Mayville be at their meeting for a discussion of territory. There was no indication on their agendas nor in the discussions that the contract with Horicon had already been signed.

Ald. Sertich commented to postpone the item and not move this to council at this time.

Motion by Ald. Sertich, to postpone the item and to notify the Town of Hubbard that we will honor territory 1, 2 and partial 3 and have discussions on the contract. Second by Ald. Schmidt. Motion carried unanimously.

Item #12 – Adjournment

Motion by Ald. Schaefer, second by Ald. Schmidt to adjourn at 5:38 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk