

The meeting was called to order at 7:01 PM by Mayor John Guinn with the following roll call:

Attendee Name	Title	Status	Arrived
Bob Smith	Aldersperson	Present	
Joseph Riese	Aldersperson	Present	
Kim Olson	Aldersperson	Present	
Jack Abbott	Aldersperson	Present	
Roger Smith	Council President	Present	
John Guinn	Mayor	Present	

Also present were Police Chief Ryan Toellner, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead.

PLEDGE OF ALLEGIANCE TO THE FLAG

CITIZEN COMMENTS

None

CLOSED SESSION

Convene into Closed Session Pursuant to Wis. Stat. §19.85(1)(F)

Motion by Aldersperson Roger Smith, second by Jack Abbott. Aldersperson Bob Smith and Aldersperson Kim Olson expressed concerns that this closed session did not fit adequately under the statute indicated. Roll vote taken, 3 aye-2 no. Motion passes. Convene into closed session at 7:03 PM.

RESULT:	APPROVED [3 TO 2]
MOVER:	Roger Smith, Council President
SECONDER:	Jack Abbott, Aldersperson
AYES:	Riese, Abbott, Smith
NAYS:	Smith, Olson

4721 : Discussion Regarding Inaccuracies Found at City Hall and Need for a Special Audit and Additional Staff

Closed session recorded via Otter AI. A copy of the transcript has been printed, sealed, and filed with the City Clerk's office.

Reconvene into Open Session with Possible Action

Motion to reconvene into open session, with possible action, made by Aldersperson Riese, second by Aldersperson Roger Smith. No discussion. 5-0. Reconvene into open session at 8:40PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Riese, Aldersperson
SECONDER:	Roger Smith, Council President
AYES:	Smith, Riese, Olson, Abbott, Smith

Possible Action Items

Resolution 5849-2023: Approval of Engagement Agreement with Sikich LLP

Motion by Aldersperson Roger Smith to approve Resolution 5849-2023: Approval of Engagement Agreement with Sikich LLP, second by Aldersperson Riese. City Clerk Gonstead

reads contents of said resolution. Alderperson Roger Smith amends motion to include verbal reading of Resolution 5849-2023: Approval of Engagement Agreement with Sikich LLP, second by Alderperson Riese. No discussion. Roll call vote. 5-0, unanimous.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Roger Smith, Council President
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

4662 : Discuss with Possible Action - Additional Deputy Clerk Position

Motion to discuss this agenda item by Alderperson Roger Smith, second by Alderperson Abbott. Mayor Guinn inquires if the Council would like to hear from Comptroller Runde or City Clerk Gonstead. Affirmative response. Comptroller Runde explains even with Deputy Clerk starting, there is still an excessive amount of work to get done. The Council had been looking at outsourcing some of the work previously, by engaging with ADP for payroll, the work is there. However, having this kept internal can do this, be additional for adequate internal controls. Comptroller Runde, City Clerk Gonstead, and Utilities Accountant DeBaker have been putting in well above 40 hours a week to try to keep everything afloat. Comptroller Runde explains we may be able to get away with someone 30 hours a week, but the onboarding of the new Deputy Clerk will just get us back to the deficit we were already running at.

Alderperson Abbott inquires if this would be a temporary position. Comptroller Runde explains it would not be, it is not just a matter of catching up. That she does not see this workload slowing down. Alderperson Olson expresses her belief that it is premature to decide we need additional help. That with a new Deputy Clerk starting and now hiring on Sikich, she feels it may alleviate some of the burden on City Hall. Alderperson Riese seconds those sentiments, that he would like to see everything settles out with the new onboarding before we add an additional person at the tax payers' expense. He also expressed they will have to determine how this will get paid for. Alderperson Olson indicated moving Utilities Accountant DeBaker to City Hall was sold to them in that she could help cover for the front counter. Alderperson Bob Smith indicates at this time we do not know at this point if it is part time or full time help that is needed. Roger Smith expresses concern with the number of hours Comptroller Runde, City Clerk Gonstead, and Utilities Accountant DeBaker are putting in, he does not want to see anyone burnout in the position.

Comptroller Runde explained, when the Council previously agreed to engage with ADP for payroll, they were at the previous staffing level. Alderperson Bob Smith stated they justified the increase in Comptroller/Treasurer salary to get an adequate Comptroller/Treasurer, that it would save them the cost of ADP. He also thought there would be some electronic aid to the payroll situation. Mayor Guinn explained with the software upgrade, the former employees had not picked the adequate modules to be able to utilize that. He explained we can go that route, but it will cost to add that in to the upgrade. Alderperson Roger Smith inquired if money would be more adequately spent pursuing the software or the additional help. Mayor Guinn suggested he would lien toward the extra help, offering to forgo his stipend as mayor to a part-time position.

Comptroller Runde explained we put it on the agenda under "Deputy Clerk" as it is in our City Code, that the position can be used to handle payroll and other duties. Alderperson Abbott asked if we will have to change the City Code. Alderperson Riese clarified it could go either way. Alderperson Riese also reaffirmed he is not saying this should not be pursued, just not yet at this

time. Alderperson Roger Smith expressed he feels the need is still there, getting the new person on board just gets us back to where we were, that City Hall was still stretched.

Alderperson Bob Smith inquired if a motion to table is in order as there is a motion on the floor. Atty Franti confirmed it is.

Motion to send this matter to Personnel Committee in April 2023 made by Alderperson Riese, second by Alderperson Abbott. 5-0, unanimous.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Joseph Riese, Alderperson
SECONDER:	Jack Abbott, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Smith, Alderperson
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Approval of February 13, 2023 Common Council Meeting Minutes

Motion to approve by Alderperson Bob Smith, second by Alderperson Riese. No discussion. 5-0, unanimous.

Approval of February 22, 2023 Special Common Council Meeting Minutes

Motion to approve by Alderperson Bob Smith, second by Alderperson Riese. No discussion. 5-0, unanimous.

REPORT OF OFFICERS

Mayor

Mayor Guinn read report, as follows:

After tonight's closed session, the Common Council voted to hire an outside CPA firm to conduct an enhanced audit within very specific areas of our financial records. We have engaged a firm which specializes in conducting these types of audits for municipal governments.

The purpose of the enhanced audit is to explore several discrepancies identified in working with our standard auditor, Baker Tilly, during their recent annual review of our books and records inside City Hall.

These discrepancies are significant enough that they also require referral to independent, outside legal agencies from both the County and the State. As a result, there is currently an open and ongoing investigation relating to Mayville's financial dealings.

Our hope is that any flagged audit results can be attributed to simple mistakes or incompetency by former City employees, rather than to something more insidious.

Regardless of the ultimate outcome, this enhanced audit and legal investigation are prudent steps that will result in many process improvements and greater transparency to the public going forward.

2023 will be a transition year. As such, each month our City Clerk and Comptroller/Treasurer will roll out new controls and measures that will benefit the taxpayers and the City of Mayville alike for years to come.

To protect the integrity of the investigation, we are currently not able to share further specifics with the public regarding what was found that necessitated taking these measures, but we will keep the community briefed appropriately as we are able.

The public, Common Council, as well as City staff are directed to contact either myself or Chief Toellner, should you have any questions in the interim.

Clerk Report

City Clerk Gonstead read her Clerk's Report:

Spring election will be here April 4th, polls will be open from 7AM-8PM.

Absentee ballots went out this morning.

In-person absentee voting starts Tuesday, March 21, 2023. The public can vote in-person, at City Hall, during regular business hours through the Friday before the election.

The public test will be held March 30th at 10AM, at City Hall.

The County Clerk is hosting election training for the municipal clerks, I will be attending that on March 29th. Her office has been a wealth of information, I look forward to see what this training all entails.

March 31st is the last day to license your pets to avoid the \$10 late fee. The fee for dog licenses is \$13 for spayed/neutered dogs, \$23 if they are not. The fee for cat licenses is \$10 for spayed/neutered cats, \$20 if they are not.

The new deputy clerk, Jaqueline Schanosky, begins with the City on March 21st. With her banking and customer service background she will be a fantastic asset to the City and we very much look forward to her start.

June 2, 2023, Mayor Guinn, Comptroller/Treasurer Runde, and I will be attending the 2023 Local Government 101, put on by the League of Wisconsin Municipalities. If any of the Council members would also like to attend, please let me know and I can get you signed up. The session on June 2, 2023 is in Madison. There are also sessions offered on July 28, 2023 (in Altoona) and September 22 (in Waupaca).

Alderman Bob Smith inquired when the last day to submit as a write-in candidate is. City Clerk Gonstead states it is the Friday before the election, which is March 31, 2023. Also provided we have three registered write-ins for Ward 3, at this time.

Discuss/Approve Operator's License for Neda J Homan, Waupun, WI

Motion to approve both presented Operator's Licenses made by Alderman Bob Smith, second by Alderman Abbott. Police Chief Toellner states there were no issues with either individuals background. No discussion. 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Alderman
SECONDER:	Jack Abbott, Alderman
AYES:	Smith, Riese, Olson, Abbott, Smith

Discuss/Approve Operator's License for Madalynn J Wagner, Mayville, WI

Motion to approve both presented Operator's Licenses made by Alderman Bob Smith, second by Alderman Abbott. Police Chief Toellner states there were no issues with either individuals background. No discussion. 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Alderperson
SECONDER:	Jack Abbott, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Comptroller/Treasurer Report

Comptroller Runde explained there are ongoing software issues. She is hoping by next month we can make a good leap forward as there are more and more concerning issues coming up with the older version we are running. Would like to be able to get department heads their reports.

Also explained our credit card processor, PSN, is affiliated with Silicon Valley Bank. They assured us that all funds are available and will be made whole. There was disruption over the weekend, but it is up and running now.

Comptroller/Treasurer's Report

COMMITTEES, COMMISSIONS AND BOARDS

Finance Committee

Discuss with Possible Action Spectrum Pyrotechnics Contract

Mayor Guinn stated he had the contract evaluated by Attorney Franti. Did make disclosure that Attorney Franti is on a board for Rock 'n Boom. Attorney Franti indicated the issues he pointed out in his notes were fairly minimal. We could ask Spectrum Pyrotechnics to provide us a copy of their insurance coverage before the event. Based on all the years he has been involved with the event, there have been no issues with Spectrum Pyrotechnics, in fact, they have been very flexible in working with them, especially with rain dates.

Motion by Alderperson Bob Smith to approve the Spectrum Pyrotechnics firework contract for Rock 'n Boom. Second by Alderperson Roger Smith. No discussion. Roll vote. 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Alderperson
SECONDER:	Roger Smith, Council President
AYES:	Smith, Riese, Olson, Abbott, Smith

Discuss, with Possible Action, Kunkel Engineering Recommendation for City of Mayville 2023 Paving/Milling Project Bids

Nick Chikowski of Kunkle Engineering present via Zoom. Explained the area the bid was put out for Breckenridge, from Emmer to Clark, and Keith Street, from Emmer to Mary Street. Alternate for Mary Street, Keith to Breckenridge. Bids came out right around where they had been expecting. They took into consideration the cost the City will have to cover to Co Hwy V, and if they were to do the primary bid and the alternate, the project would be approximately \$8,000 over budget. In his discussions with Jack Hurst, Director of DPW, he would rather just extend the project, to complete Breckenridge out toward the TAG Center as part of next year's job, instead of the alternate. As noted in the letter of recommendation, there were three bids they obtained - Northeast Asphalt, Inc., Kartechner Brothers, LLC, and Wolf Paving. They are recommending Northeast Asphalt, they were the lowest bid and have done well in the past. Also

recommending they just do the base project, not the alternate. Northeast Asphalt also go the Co Hwy V job and the new recycling site for the landfill, so they will be in town.

Aldersperson Bob Smith inquired about the \$200,000 budget, asked if they are saying they want to do work on Breckenridge as far as the budget will allow. Mr. Chickowski confirmed this.

Aldersperson Bob Smith makes a motion to take the recommendation to award the bid to Northeast Asphalt, Inc. Second by Aldersperson Riese. No discussion. Roll vote, 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Aldersperson
SECONDER:	Joseph Riese, Aldersperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Date and Time of Next Meeting - March 27, 2023, 6:00 PM at City Hall

Water/Wastewater Commission

Date and Time of Next Meeting - April 11, 2023, 4:00 PM at City Hall

Library Board

Report by Library Director, Jennifer Stasinopoulos. Update on building progress, will be pouring lower level soon. Friends of the Library are working on a time capsule, inviting public to come check it out. Rhonda Klemme's has retired, her position was extended to Lucas Almas, he has an anticipated start date of April 3, 2023. Suggests that those who want to know the happenings of the library to like and follow the library's Facebook page. Stop into the library if you are interested in becoming part of the Friends of the Library. Tax forms are available. Projects on going to get prepared for the move to the new library.

Date and Time of Next Meeting - April 13, 2023, 6:00 PM at Mayville Library

Public Works Committee

Discuss, with Possible Action, Proposed Rotary Club Project/Donation of a Kayak Shed for the Kayak Launch

Motion to approve by Aldersperson Riese, second by Aldersperson Abbott.

John Wild, Director of Parks, wanted to update that in the past gravel had been donated for these projects.

Roll vote, 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Riese, Aldersperson
SECONDER:	Jack Abbott, Aldersperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Date and Time of Next Meeting - March 27, 2023, 6:00 PM at City Hall

Personnel Committee

Date and Time of Next Meeting - March 27, 2023, 6:00 PM at City Hall

Public Safety Committee

Discuss, with Possible Action, Amended to City of Mayville §397.7(O) - Parking During Snow Events and Snow Emergencies

Mayor Guinn indicated point of order, should first go to committee.

Motion to move this matter to committee, where it belongs, by Alderperson Riese, second by Alderperson Bob Smith. No discussion. 5-0, unanimous.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Joseph Riese, Alderperson
SECONDER:	Bob Smith, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Date and Time of Next Meeting - March 27, 2023, 6:00 PM at City Hall

Parks/Rec/TAG Center Board

Date and Time of Next Meeting - April 5, 2023, 6:00PM at City Hall

Planning Commission

Resolution 5848-2023 - Approve Certified Survey Map for Parcel #251-1216-2313-093, 251-1216-2313-097, and 251-1216-2313-098 for St John's Evangelical Lutheran Church School Site

City Clerk Gonstead explained the map itself had been previously approved by Council. The map itself requires an accompanying resolution, that is why the resolution is being brought to them today.

Motion to approve Resolution 5848-2023 by Alderperson Bob Smith, second by Alderperson Riese. No discussion, 5-0, unanimous.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob Smith, Alderperson
SECONDER:	Joseph Riese, Alderperson
AYES:	Smith, Riese, Olson, Abbott, Smith

Date and Time of Next Meeting - April 10, 2023, 5:00PM at City Hall

Community Development Authority

Date and Time of Next Meeting - March 22, 2023, 6:00PM at City Hall

Communications Committee

Date and Time of Next Meeting - March 20, 2023, 4:00PM at City Hall

ADJOURNMENT

Motion to adjourn by Alderperson Roger Smith, second by Alderperson Riese. 5-0, unanimous.

Meeting adjourned at 9:24PM.

Anastasia Gonstead, City Clerk