

The meeting was called to order at 7:02 PM by Mayor John Guinn with the following roll call:

Present were Alderperson Jack Abbott, Alderperson Roger Smith, and Alderperson Kim Olson (Remote, via Zoom). Alderperson Michael Schmidt was excused.

Also present were Mayor John Guinn, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead.

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

## **CITIZEN COMMENTS**

None.

## **INFORMATIONAL PRESENTATION FROM MAYVILLE ENGINEERING COMPANY (MEC) BY JAG REDDY, CEO, AND TODD BUTZ, CFO**

Jag Reddy, CEO, and Todd Butz, CFO, for Mayville Engineering Company (MEC) provided an information presentation to the Common Council. They provided a handout (which has been made available to the public via the City of Mayville website). Mr. Reddy and Mr. Butz gave history on MEC and where they are at today, now as a publicly traded company. They also pointed out how much they have invested into the City and the County and stressed their charitable contributions will continue. As MEC looks toward their future they have a few jobs that require specific skill sets, which they have not been able to find matches for in this area. With this need, and the fact they are a publicly traded company, they have made the decision to move their headquarters to Milwaukee, WI. They explained this will not produce any job loss in Mayville. Alderperson Abbott asked for explanation on the jobs/job loss. Mr. Butz explained these are future jobs that will be at the Milwaukee, WI headquarters, there is no job loss and they are not requiring anyone to move to the new headquarters.

Alderperson Smith asked for a time frame on when the move will occur. Mr. Butz explained they do not have a time frame as of this moment.

Mayor Guinn pointed out that the City of Mayville has upcoming development that will bring more housing to Mayville. This could provide MEC greater opportunity for hiring. Mr. Reddy stated that will help the City and MEC to both grow. Alderperson Smith stated Mayville is a great community and we value our partnership with MEC. He expressed his appreciation of MEC's expressed desire to continue to grow with the City.

## **CONSENT AGENDA**

Mayor Guinn explained consent agenda. That the notice requirement to use this feature is that the agenda packet needs to be to the alderpersons five days prior to the meeting. That this allows the Council to adopt/approve en mass. Anyone can ask for an item to come off the consent agenda to be discussed in the meeting, but that this feature allows items that are typically approved quickly to be put here, ie: minutes, operator's licenses. It is a tool outlined in our City ordinance. For this meeting, the notice requirement was not met, so each item will be addressed individually.

## **Approve the Minutes of the April 10, 2023 Common Council Meeting**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. 2-0, Alderperson Olson abstains. Motion carries.

**Approve the Minutes of the April 18, 2023 Organizational Council Meeting**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. Roll vote taken, due to lag with Zoom.

Alderperson Smith - Yes/Aye  
Alderperson Abbott - Yes/Aye  
Alderperson Olson - No/Nay

2-1, motion carries.

**Approve Temporary Class "B" Retailer's Licenses for Mayville Lion's Club Polka Dances (May 13, 2023 & June 3, 2023) and Rotary Club of Mayville Rock 'n Boom (July 3, 2023)**

Motion to approve by Alderperson Abbott, second by Alderperson Olson. No discussion. Roll vote taken, due to lag with Zoom.

Alderperson Abbott - Yes/Aye  
Alderperson Olson - Yes/Aye  
Alderperson Smith - Yes/Aye

3-0, motion carries.

**Approve Operator's Licenses for the Following: Michael P. Engel of Mayville, WI, Tricia M. Wild of Mayville, WI, Jessica L. Fleischman of Fond du Lac, WI, Danielle J. Memmel of Mayville, WI, Jessica M. Samolyk of Mayville, WI, Heather C. Johnston of Mayville, WI, Scott M.D. Johnston of Mayville, WI, John J. Daubon of Mayville, WI, Jessica R. Borchardt of Fond du Lac, WI, and Brooke M. Schwab of Brownsville, WI**

Motion to approve en mass by Alderperson Abbott, second by Alderperson Smith. Confirmed that all aforementioned applications were approved by the Police Department. Roll vote taken, due to lag with Zoom.

Alderperson Abbott - Yes/Aye  
Alderperson Smith - Yes/Aye  
Alderperson Olson - Yes/Aye

3-0, motion carries.

**Resolution 5865-2023: Appointment of Andy Shoemaker, Joseph Tilmann, Jerry Koepp, and Bill Wallace to Board of Appeals**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. 2-0, Alderperson Olson abstains. Motion carries.

**Resolution 5866-2023: Appointment of Joseph Tilmann to Community Development Authority Committee**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. 2-0, Alderperson Olson abstains. Motion carries.

**Resolution 5868-2023: Appointment of Ashley Bobholz to Police & Fire & EMS Commission**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. 2-0, Alderperson Olson abstains. Motion carries.

**Discuss, with Possible Action, Approval/Payment of Annual Rock 'N Boom/Summer Concert Series Contracts, Including Band Contracts, Balance due on Spectrum Pyrotechnics Contract, and Mayville Rotary Club/Umpires**

Motion to approve by Alderperson Abbott, second by Alderperson Smith. No discussion. 3-0. Motion carries.

## **REPORT OF OFFICERS**

### **Mayor's Report**

#### **Monthly Mayor's Report**

Mayor Guinn reads his report. Explains he is learning more and more on civics daily, including roles of a mayor in a class iv City, as well as roles of Alderpersons, Comptroller/Treasurer, and City Clerk. He went on to state there are things to be learned, processes and procedures that need to go into place so we can do our jobs correctly. State and City are mentioned, because we have laid our parameters in which we can operate. We need a 5-Year Plan, so we can plan appropriately and strategically. He stated the City employees are the City's most valuable asset. We need to better manage that and then we can get more done. He explained it costs approximately six to nine months of an employee's salary to replace him or her. He expressed he is committed to complete transparency, more frequent updates, and making everything more accessible to the community and citizens. He explained we are making strides - the use of the Owl system, broadcasting meetings live and archiving them for later viewing. The citizens can see meetings without having to rely on the rumor mill. He pointed out there have been almost one thousand views of a recent City meeting. Mayor Guinn finished by stated on May 23, 2023, between 6 and 8 PM, he will be meeting with citizens at the Meating Place, at a Chamber/Main Street Mayville sponsored event.

### **Clerk Report**

#### **Monthly City Clerk's Report**

Liquor License/Operator License Reminder

- All liquor/operator's licenses expire on June 30<sup>th</sup>.
- Business liquor licenses will be reviewed at the May 22, 2023 Public Safety meeting, for consideration/approval at the June 12, 2023 Common Council meeting.
- Operator's licenses will be approved at the May and June Council meetings

Board of Review

- Board of Review is scheduled for Tuesday, May 16, 2023, from 6PM-8PM at Mayville City Hall.

Mock Presidential Debate

May 23, 2023 St John's School's 8<sup>th</sup> grade class will be using our Council Chambers for a mock presidential debate.

### **Comptroller/Treasurer Report**

#### **Monthly Comptroller/Treasurer's Report**

Comptroller/Treasurer Runde explained she had provided the March and April bills and the other reports are preliminary. She explained the audit is still underway and they are hoping to present

in June. She explained the software update is still in process. Additionally, there are reports due this time of year, she will be filing Form C once the audit is complete.

Aldersperson Smith asked how the software update is coming along. Comptroller/Treasurer Runde explained they have moved from the old server to the new server. There were connectivity issues, so WiseGuys IT will be in building on Wednesday. As of right now, the decision has to be made if the data is okay to migrate or if it will need to be recreated.

Aldersperson Olson stated she had several questions, but will meet with Comptroller/Treasurer Runde regarding them.

## **COMMITTEES, COMMISSIONS AND BOARDS**

### **Water/Wastewater Commission**

#### **Aldersperson's Update on the Water/Wastewater Commission Meeting**

Aldersperson Smith reports. He explained the Annual water town inspections are complete and repairs will be required by the DNR. Hydrant flushing is underway and information for GIS mapping. The annual report has been submitted, later loss is at 10%. He stated there is good news - the results of the PFAS are back and all were "no detect." The remaining monitoring requirements for 2023 have been waived. The first round of industrial mercury testing was sent out. There was a Notice of Non-Compliance for treatment facility overflow, a written response is due to the DNR by May 26, 2023.

Mayor Guinn asked for the measurement on the overflow. Aldersperson Smith stated he did not have an exact number in his notes, that it was not a lot but it was still there.

#### **Resolution 5864-2023: Award Bid Contract to Kruczek Construction Inc. for the 2023 Street and Utility Reconstruction Project - Alley Street Sanitary and Water, Metalcraft Site Watermain**

Nick Chikowski, Planning/Engineering, was present via Zoom for questions. Mayor Guinn read in the resolution. Mayor Guinn inquired if the resolution will be available online. City Clerk Gonstead stated it would, clarified the proposed resolution is already available as an agenda packet attachment and if the resolution is approved, a signed copy will also be available on the website.

Mr. Chikowski asked about Metalcraft, why it was not included. City Clerk Gonstead explained she included what was indicated in the email sent by Mr. Chikowski, indicating what Water/Wastewater Commission approved. Mr. Chikowski said it should include Metalcraft. Mayor Guinn asked if we can do this at a special meeting and regarding deadlines in conjunction with the bid opening. Mr. Chikowski stated we have 60 days from bid opening. The May 11, 2023 special Common Council meeting falls within that deadline. City Clerk Gonstead asked Mr. Chikowski to get her the additional information as soon as possible, so this can be put on the May 11, 2023 agenda.

Motion to table to May 11, 2023 special Common Council meeting made by Aldersperson Olson, second by Aldersperson Smith. 3-0, motion carries.

Date and Time of Next Meeting - June 6, 2023 at 4PM

### **Library Board**

### **Monthly Library Report**

Report by Jennifer Stasinopoulos, Library Director. Cleanup is still underway for the approaching move to the new library. They are reaching out to businesses for the City-wide scavenger hunt. City-wide scavenger hunt taking place June 2nd - June 12th. Summer reading program theme is "Catch the Reading Bug." In April, 24 programs were held at the library, ranging from preschool activities to genealogy roundtables. New children's magazines are being added this year as well.

Date and Time of Next Meeting - May 11, 2023 at 6PM

### **Public Works Committee**

#### **Discuss, with Possible Action, Amendment to City of Mayville §397.7(O) - Regarding Parking During Snow Emergencies**

Council members discussed options, such as tabling the matter or sending back to the committee level. This was moved forward, but it was open ended, discussion was that this may need to be more specific before coming back to Council for a final decision.

Motion to refer back to the Public Works Committee for discussion and possible recommendation to Council made by Alderperson Smith, second by Alderperson Abbott. Discussion: Alderperson Smith indicated part of the challenge was regarding parking for one of the cheese factories. This was confirmed by Alderperson Abbott, further stating it makes this a tough situation. Mayor Guinn indicated there is technology that exists that would allow information to get out to the community regarding snow emergencies. Alderperson Abbott brought up the example of Statewide notifications for things such as missing children. Mayor Guinn stated he believed Campbellsport had something in place for notification, that he would look into what they are using. Alderperson Abbott indicated he believed that could alleviate many of the questions and guessing. Alderperson Olson stated she understands there is a frustration to our plow drivers but stated snow plows are declining. She further explained there is a need for those who live on Main Street and employees on Main Street. She added the Police Department can issue tickets, agreed this matter needs to be revisited.

Vote was 3-0, motion carries.

Date and Time of Next Meeting - May 22, 2023 at 6PM

### **Personnel Committee**

Date and Time of Next Meeting - May 22, 2023, Immediately following Public Works Committee

### **Public Safety Committee**

Date and Time of Next Meeting - May 22, 2023, Immediately following Personnel Committee

### **Finance Committee**

#### **Approval of Monthly Payment of Bills for March and April 2023**

Motion to approve by Alderperson Smith, second by Alderperson Abbott. No discussion. 2-0, Alderperson Olson abstains. Motion carries.

#### **Discuss/Approve Recommendation to Approve Audubon Days Funds to be Handed Over, to be Managed by the Audubon Days Non-Profit Group, Contingent Upon Attorney Approval and the Drawing Up of Any Contracts Needed to Make Said Transition Possible**

Kristin Schaefer, of the Audubon Days organization, was present. She indicated tax forms have been submitted to the IRS. She submitted documents to Attorney Franti, they now have

everything she has. She has a bank account set up. She explained she has things moving so she needs available funds to get commitments paid.

Attorney Franti affirms he has the articles of incorporation and the bylaws. He explained the bylaws state that funds would go back to a non-profit or a state/local government. Discussed at the last meeting was an agreement between Mayville Audubon Days and the City of Mayville, that in the event the corporation is dissolved, or stops hosting Audubon Days, the remaining funds would come back to the City. If that is what the Council wants, he could get something in place quickly. He did indicate it would need approval by Council at another meeting.

Aldersperson Smith inquired if we can release funds to cover expenses Ms. Schaefer is currently incurring. Attorney Franti indicated he believes that is what has been happening. Mayor Guinn inquired if there is anything the Comptroller/Treasurer needs for this. Comptroller/Treasurer Runde stated if that was what they had previously been doing, she can make that work. Aldersperson Smith stated Ms. Schaefer should not be paying out of pocket, to bring in her receipts. Mayor Guinn confirmed these sentiments.

Aldersperson Abbott indicated he would like the aforementioned clause added. Mayor Guinn asked if that was a motion. Attorney Franti indicated he needed guidance from the Council on what, in particular, they would like added.

Motion to have Attorney Franti draft a Use of Funds Agreement to transfer the funds being held by the City to this the Mayville Audubon Days entity, with conditions placed on use of the funds indicating if the entity would fail to maintain their tax exempt status, if the funds are not being used for the intended purpose, dissolve, stop hosting Audubon Days event, the remaining funds will come back to the City of Mayville. Motion made by Aldersperson Abbott, second by Aldersperson Smith. Roll vote.

Aldersperson Abbott - Yes/Aye  
Aldersperson Smith - Yes/Aye  
Aldersperson Olson - Yes/Aye

3-0, motion carries.

#### **Discuss/Approve Recommendation to Approve Server Upgrade**

Comptroller/Treasurer Runde indicated we do not have had documentation yet from WiseGuys IT regarding costs.

Motion to table this matter to next month by Aldersperson Abbott, second by Aldersperson Smith. 3-0, motion carries.

Date and Time of Next Meeting - May 22, 2023, Immediately following Public Safety Committee

#### **Parks/Rec/TAG Center Commission**

##### **Aldersperson's Update on the Parks/Rec/TAG Center Commission**

Aldersperson Olson provides report. She explains at one time there was a park and outdoor plan in place. The last time this was completed was in 2006, it is supposed to be completed in five year increments. Mike Kurutz is checking to see if, due to missing timelines, if we can still be involved with this program. Mayor Guinn inquired if this is the same as the fundraising Director

John Wild has brought up in the past. Alderperson Olson confirmed it is not. She explained this is a plan prepared by Dodge County in 1990, it is for recreation improvements through 2026. We need to see if we still qualify. Alderperson Abbott inquired if this is mainly concerning grants. Alderperson Olson explained it is, multiple. She indicated she did not have the information if they are still out there, but they do address needs in the City. Her concern is this time lapse. Alderperson Abbott asked if these are state or federal grants. Alderperson Olson explained they are County based.

Date and Time of Next Meeting - June 7, 2023 at 6PM

### **Planning Commission**

#### **Alderperson's Update on the Planning Commission Meeting**

None provided

#### **Resolution 5867-2023: Approve Sale of River Knoll Industrial Park Lot No 10 - Hocker's Development**

It was explained this resolution was needed to properly file everything for the title company from the previous sale of the property. Mayor Guinn read the in the resolution. Motion to approve by Alderperson Olson, second by Alderperson Smith. Discussion: Alderperson Abbott inquired how this is all coming along. Mayor Guinn explained they have moved ground. It's one acre lots and they are moving ground around to equalize everything. Alderperson Olson explained they must be close to complete. That the storage units are coming up quickly in the next few weeks. Alderperson Abbott inquired if the land was returned for use on neighboring lots. Mayor Guinn confirmed that it is, it is part of the developer's agreement. Role vote.

Alderperson Olson - Yes/Aye

Alderperson Smith - Yes/Aye

Alderperson Abbott - Yes/Aye

3-0, motion carries.

Date and Time of Next Meeting - June 12, 2023 at 5PM

### **Community Development Authority**

#### **Alderperson's Update on the Community Development Authority Committee Meeting**

Report from Alderperson Olson. She explained Dawn Guindt (Main Street Mayville/Chamber of Commerce) and John Wild (Parks Director) are working diligently to set up a committee and ideas for Mayville's holiday lights. Alderperson Olson inquired if the CDA balances have been determined. Comptroller/Treasurer Runde indicated she would look into that. Alderperson Olson indicated Ms. Guindt was interested in joining the committee. Mayor Guinn explained he looked into the statute, Ms. Guindt would need to be a City resident to fill a vacancy, she is not. Alderperson Olson inquired if she can be on as a citizen, while alderperson, or if that is a conflict.

Date and Time of Next Meeting - May 24, 2023 at 6PM

### **Communications Committee**

#### **Alderperson's Update on the Communications Committee Meeting**

None

Date and Time of Next Meeting - May 15, 2023 at 4PM

**ADJOURNMENT**

Motion to adjourn at 8:11

Anastasia Gonstead, City Clerk