

The meeting was called to Order by Mayor Heron with the following Roll Call at 7:00 p.m.:

Members Present: Ald. Nitschke, Ald. McKinnon, Ald. Liebenow, Ald. Voss, Ald. Sabel, Ald. Hoy  
Members Absent: None  
Others Present: Mayor Heron, Kathie Wild, Shelley Eilbes, Vern Hilker, Chris Macneill, Mike Kurutz, Alixe Bielot, Bob Parduhn, Sally Kahlhamer, Brian Paynter, Tom Stommel, Jerry Moede

Pledge of Allegiance to the Flag.

**Oath of Office for 1<sup>st</sup> Ward Alderperson Dottie Hoy**

Kathie Wild, City Clerk, gave the oath to the newly appoint 1<sup>st</sup> Ward Alderperson Dottie Hoy.

**Citizen Comments.**

None.

**Consent Agenda.**

Approve the Minutes of the November 12, 2007, November 27, 2007, and December 4, 2007, meeting(s).  
Motion by Ald. McKinnon, second by Ald. Nitschke to approve the minutes of the above meetings.  
Motion carried 6-0.

**REPORT OF OFFICERS:****Mayors - Monthly Report.****A. Meeting Decorum.**

The Mayor read his report. Written report attached to minutes.

**B. Sound, Setup, Televising of City Meetings.**

The Mayor read his report. Written report attached to minutes.

**C. Streamlining of Council Agendas.**

The Mayor read his report. Written report attached to minutes.

**D. Comments on City Budget.**

The Mayor read his report. Written report attached to minutes.

**E. State of the City Report Update.**

The Mayor read his report. Written report attached to minutes.

**F. Goals Update.**

The Mayor read his report. Written report attached to minutes.

**G. Appointments to Personnel & Library Board.**

Mayor Heron announced that to fill his vacancy on the Personnel committee and Library Board he is going to appoint Ald. Hoy to both committees.

**Resolution 4192-2007 (Appreciation of Service to Ronald Sternat).**

The Mayor read the plaque that will be given to Ron. Motion by Ald. Liebenow, second by Ald. Nitschke to approve Resolution 4192-2007 Appreciation of Service to Ronald Sternat. Motion carried 6-0.

**Comptroller-Treasurer - Monthly Report.****A. Financial Report.**

Shelley read the figures for November 2007.

**B. 2007 Property Tax Update.**

Shelley reported that she received the tax bills last Friday and is hoping to mail them out tomorrow. People can pay their tax bills via mail, the drop box outside of city hall and also in person. Shelley will be at City Hall on December 31<sup>st</sup> from 8:00-12:00 to collect taxes.

## **City Clerk - Monthly Report.**

### **A. Spring Election Candidacy Papers.**

Kathie reported that candidacy papers are now available for the April 2008 Election. Wards up for election are Wards 2, 4 & 7, & 6. The Mayor is also up for election. Ward 1 will also be put on the ballot for a one year term. The first day to circulate Nominations Papers was December 1, 2007. The final day for filing nominations papers in the office of the City Clerk is 5:00 p.m. on January 2, 2008. The last day for incumbents not seeking re-election to file a Notification of Noncandidacy form is Friday, December 21, 2007.

### **Resolution 4193-2007 (Resolution Appointment of Election Officials for 2008-2009 Term).**

Motion by Ald. Voss, second by Ald. Hoy to approve Resolution 4193-2007 Resolution for the Appointment of Election Officials for 2008-2009 Term. Motion carried 6-0.

### **Discuss/Approve the following Operator's Licenses:**

#### **Brian Steiner, Horicon**

Kathie explained that in doing the recodification it was noticed that the code states that all operators' licenses need to be approved by council. The Chief did the background check on the applicant and found no issues. Motion by Ald. Sabel, second by Ald. Nitschke to approve the operator's license for Brian Steiner. Motion carried 6-0.

### **COMMITTEES, COMMISSIONS AND BOARDS:**

#### **Personnel Committee:**

#### **Resolution 4194-2007 (Approve Non-Probationary Status of Deputy Clerk).**

Motion by Ald. Sabel, second by Ald. Nitschke to approve Non-Probationary Status of Deputy Clerk. Motion carried 6-0.

Date and Time of Next Meeting is Monday, December 17, 2007, immediately following Public Safety.

#### **Finance Committee:**

#### **Payment of Bills. (\$346,367.11)**

Motion by Ald. Nitschke, second by Ald. Sabel to approve the payment of the bills. Motion carried 6-0.

#### **Resolution 4195-2007 (Approve the 2008 Schedule of Fees).**

Kathie explained that there was an additional to the fee schedule on page 4 under inspections/zoning department fees for an annexation fee of \$250 plus the cost of publication. She added this fee at the city attorney's advice. Motion by Ald. Sabel, second by Ald. Nitschke to approve resolution 4195-2007 to Approve the 2008 Schedule of Fees. Motion carried 5-1 with Ald. Hoy abstaining.

#### **Resolution 4196-2007 (Resolution to Approve 2008 Wages/Salaries for Non-Union and Part-Time Personnel).**

Motion by Ald. Nitschke, second by Ald. Hoy to approve 2008 Wages/Salaries for Non-Union and Part-Time Personnel. Ald. Voss asked when the last time part-time received an increase. Shelley explained that it was 3 years ago that an overall pay increase was given to part-time employees. Part-time employees however can receive an increase by moving up on the pay scale. Motion carried 5-1 with Ald. Sabel voting nay.

Date and Time of Next Meeting is Tuesday, December 18, 2007, immediately following Public Works.

#### **Public Safety Committee:**

Date and Time of Next Meeting Monday, December 17, 2007, at 6:30 p.m.

**Public Works Committee:**

**Monthly Report of Director of Public Works.**

**A. Leaf Pickup Update.**

Vern explained that a lot of people didn't follow directions for leaf pickup. There were a lot of leaves put out in the street and not in the parkways. Therefore it will be the citizen's responsibility in spring to take the leaves that are left in the road to the compost pile at the city garage since there is no spring leaf pickup.

**B. Bulk Material Drop Off Update.**

Vern reported that the bulk material drop off will begin in May again. There is no winter drop off. It runs from May-September.

**C. Brush Pickup Update.**

Brush pick up beginning on November 1<sup>st</sup> is now only the last Monday of each month. There is an exception for New Years Eve, pick up will be on December 27<sup>th</sup>.

Date and Time of Next Meeting Tuesday, December 18, 2007, at 6:30 p.m.

**Planning Commission:**

Date and Time of Next Meeting Wednesday, December 12, 2007, at 7:00 p.m.

**Water/Wastewater Commission:**

Date and Time of Next Meeting is January 8, 2008, at 7:00 p.m.

**Park Board:**

**Monthly Report of Director of Parks & Recreation.**

**A. Parks & Facilities Report.**

Mike Kurutz reported that the avenue of trees was held at the pavilion the last couple of weekends. The pavilion is still used a lot during the winter months. They will try to work on catching up on maintenance at the Pavilion also during the winter months.

**B. Recreation Program Report.**

Volleyball leagues are running. Youth and adult basketball registration is underway. They have a preschool playtime at the Tag Center from 11:00-1:00 on Mondays, Wednesdays and Fridays.

**C. Tag Center Update.**

The monthly member visits for November was 4,348. Walk-ins for the month were 1,226. They are going to be having more open swims during the holiday hours. The brochure for January through Memorial Day will be out in next week's paper. They had a family movie night on November 16<sup>th</sup> with 100 in attendance and had another one on December 7<sup>th</sup> with around 80-90 people attending. They will continue to have the family movie nights during the winter months.

Date and Time of Next Meeting is January 2, 2008, at 4:30 p.m.

**Library Board:**

**Monthly Report of Library Director. –**

**A. Library Online Survey.**

Alixé explained that there is an online survey that people can access now on the library's website.

**B. Library Holiday Hours.**

Alixé reported that the library will be open on Saturday December 22<sup>nd</sup> and Saturday December 29<sup>th</sup> but will be closed on Monday, December 24<sup>th</sup>, Tuesday, December 25<sup>th</sup>, Monday December 31<sup>st</sup>, and Tuesday, January 1<sup>st</sup> for the holidays.

Date and Time of Next Meeting is December 13, 2007, at 6:00 p.m. at the Library.

**Senior Center Board:**

**Review of Activities/Attendance at Center.**

Ald. Nitschke reviewed the activity from the past month. 283 meals on wheels served, 291 meals at the Center, 236 people played cards, 31 people attended the open bingo, 55 people attended the members only bingo, 126 people attend the Piggly Wiggly bingo and 993 people used the facility.

Date and Time of Next Meeting is December 11, 2007, at 6:30 p.m.

**Golf Course Advisory Commission:**

**Monthly Report of Golf Course Manager:**

**A. Golf Course Closed For Season.**

Bob Parduhn reported that the course is closed for the season. He encouraged people to use caution when sledding on the course and to try to stay away from the greens. The banquet hall is open during the winter months. Bob also has the pro shop open on Thursday from 10:00-2:00 and by appointment.

**B. Winter Projects**

They will be doing some painting in the men's bathroom and will be touching up banquet facility with some carpet cleaning and other necessary maintenance cleaning.

**C. 2008 Membership Renewals and Applications.**

The 2008 membership renewals and applications have been mailed out. People can make their payments at city hall or send their payments to PO Box 273.

**D. Winter Pro Shop Sale.**

There will be a pro shop sale on Monday December 17<sup>th</sup>-Wednesday December 19<sup>th</sup>. The hours of the sale are Monday and Tuesday from 11:00-6:00 and Wednesday from 10:00-2:00.

Date and Time of Next Meeting will be Tuesday, January 22, 2008 at 7:00 p.m. at the Golf Course.

**ADJOURNMENT.**

Motion by Ald. Hoy, second by Ald. Liebenow to adjourn the meeting at 7:38 p.m. Motion carried 6-0.

Kathie Wild, City Clerk

## **Mayville Common Council Mtg.**

12/10/2007

### **Mayor's Report**

#### **A. Meeting Decorum**

- a. This agenda item was prompted by comments and observations I've received over a period of a couple of years and they pertain to how the council's actions appear to the public.
- b. It's natural that the longer a person sits at this table the more comfortable they will become. This can result in more small talk before the meetings begin, as well as side conversations during open session. Quite often there is a good amount of nervous energy in the room that can make us a little "giddy" at times.
- c. I would like to request that we opt for a more serious demeanor whenever we are together in this room – both before and after the gavel swings.
- d. I'm not proposing that we act like the Supreme Court – just recommend that we stay aware of how the public perceives our actions.
- e. Specifically I would like to request the following of anyone who sits at this table:
  - i. Upon entering the room, take our places and quietly wait for the meeting to begin.
  - ii. During meeting discussions, please take care not to interrupt others as they speak. Everyone will be heard and should not be rushed.
  - iii. Make every effort to stay on the agenda topic, and help others do so as well (this is as much for me as anyone). Committee chairpersons should be quick with the gavel if they hear a conversation wandering off the topic as it was posted on the agenda. If you do not have the gavel – just yell out "Point of Order!" and state that you believe we're off track.
  - iv. Try to project your voice to be heard by everyone in the room. Be careful not to lean too close to the mikes – they are very sensitive.
  - v. Consider that your comments in open session are not personal in nature, especially when discussing a fellow city employee. Comments regarding any employee's performance are meant for closed sessions of the personnel committee. There can be liability issues if we air our concerns in open session.

#### **B. Sound / Set up / Televising**

- a. In the interest of keeping the public informed of what is happening with their local government we are now televising two additional evenings of city meetings – normally the Monday and Tuesday of the week following the Common Council Mtg. You will now be able to watch the Public Safety Committee Mtg., Public Works, Finance and Personnel live as they meet.
- b. We are still fine tuning the sound system so that anyone present at the mtgs. and those watching on TV can clearly hear anyone who is speaking. Please be patient with us as we work to resolve these issues, and we welcome any feedback.

#### **C. Streamlining of Agendas**

- a. Along with keeping the public informed we also want to respect everyone's time by making the best use of everyone's time.
- b. There has been some redundancy in the Department Head reports. Often Dept. Heads have been giving the same report twice – once at committee and then again at the Common Council Mtg.
- c. Going forward it is recommended that if a Dept. Head has a report they can either present it at the proper committee mtg. or at the Common Council Mtg. – they can decide which.
- d. If the Dept. Head has nothing to report then the agenda will simply not show anything for their department.

- e. It will be up to each Dept. Head whether or not they want to attend each meeting, based on what is on the agenda.
- f. If anyone has additional ideas to streamline agendas and meetings – please contact the City Clerk.

#### **D. Comments on City Budget**

- a. We recently passed the 2008 budget and it may have seemed relatively painless. Not too many long nights of finding more and more items to cut from the budget as we have in years past – and I'm grateful for that.
- b. Next year will be much different however unless we get some plans in place to increase revenue and reduce expenses.
- c. The positive fund balance of \$15,000 or so was due primarily to the state levy limit being increased to 3.86% as opposed to the normal 2%.
- d. If it was not for the 3.86% we would have been forced to cut at least another \$35,000 to \$40,000 from the budget.
- e. It's important that everyone is aware of this now while we still have time to plan ahead.

#### **E. State of the City Report Update**

- a. This is being worked on.
- b. The purpose of this report is to clearly inform the public and the council of the city's current financial condition including trends that we are seeing, and also to compare our data with data from 6 or 7 other cities of comparable size.
- c. I truly believe that a clear, reader-friendly report will be a valuable tool for the council as we talk about and make plans for the future.
- d. The goal is to have this report ready by the January Finance committee mtg., and to begin discussing it at the February Finance committee.

#### **F. Goals Update.**

##### **Financial Goals**

##### **1. State of the City Report by January Finance Committee**

- a. work with comptroller/treasurer/staff
- b. show current trends
- c. comparisons to various cities our size
- d. publish findings in Mayville News
- e. use report going forward for planning purposes

##### **2. Freeze capital borrowing for this year until plans are in place to rebuild general fund balance and undesignated fund balance.**

- a. borrowing denied for now

##### **3. Reduce costs by attrition**

- a. recommendations from dept. heads

##### **4. Reduce costs by consolidation**

- a. recommendations from dept. heads
- b. see article from Horicon

##### **5. Reduce capital borrowing by requiring a separate written request for each item.**

- a. written request must justify the requested item
- b. form to be created

## **Marketing Goals**

- 1. By February 2008 implement web-based marketing campaign to promote our new city website.**
  - a. mayor to contact SunAnt / WisNet**
  
- 2. By March of 2008 work with Main Street Mayville and Chamber of Commerce to define the “Mayville Business Profile” in order to pursue “Niche Businesses” (non-traditional businesses that are a good fit specifically for Mayville).**
  - a. Immediately begin marketing campaign after March 2008**
  
- 3. Begin series of meetings with CEOs and local business leaders to open and maintain a dialogue with them to ascertain their 5 and 10 year business objectives and to recognize opportunities to help them stay here and grow.**

