



**CITY OF MAYVILLE COMMON COUNCIL
REGULAR MEETING - AMENDED AGENDA
AUGUST 10, 2026
6:00 PM
MAYVILLE CITY HALL
15 S. SCHOOL STREET**

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. CITIZEN COMMENTS

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.

4. AGENDA CHANGES

5. REPORT OF OFFICERS

5.1. Mayor

A. Mayor's Monthly Report

5.2. City Clerk/Executive Assistant

A. City Clerk/Executive Assistant's Monthly Report

5.3. Treasurer

5.3.A. August 2026 Monthly Check Register and Approval of Bills

5.3.B. Monthly Departmental Budget Reports

6. REPORT OF COMMITTEES, COMMISSIONS AND BOARDS

6.1. Utility Commission

A. Next Meeting Date - August 24, 2026, at 5:00PM

6.2. Library Board

A. Next Meeting Date - August 20, 2026, at 5:00PM

6.3. Public Works Committee

A. Next Meeting Date - August 24, 2026, at 6:00PM

6.4. Personnel Committee

A. Next Meeting Date - August 24, 2026, at 6:00PM

6.5. Public Safety Committee

A. Next Meeting Date - August 24, 2026, at 6:00PM

6.6. Finance Committee

A. Next Meeting Date - August 24, 2026, at 6:00PM

6.7. Parks & Recreation Commission

A. Next Meeting Date - October 7, 2026, at 3:30PM

6.8. Planning Commission

A. Next Meeting Date - August 26, 2026, at 4:00PM

6.9. Community Development Authority/Enhancements Committee

A. Next Meeting Date - August 26, 2026, at 5:00PM

7. OLD BUSINESS

7.1. Discuss, with Possible Action, Ordinance 1156-2026, "To Rezone Parcel 251-1216-2213-040, Lower Portion of Theiler Park, in the City of Mayville and Amend the Zoning Map of the City of Mayville Pursuant to Section §430-32 of the Municipal Code"

8. NEW BUSINESS

8.1. Approval of Minutes of the July 13, 2026, Common Council Meeting

8.2. Approval of Minutes of the July 13, 2026, Personnel Committee of the Whole Meeting

8.3. Approval of Minutes of the July 27, 2026, Special Common Council Meeting

8.4. Introduction of Ordinance 1154-2026, "An Ordinance Amending §303-7 of the Municipal Code of the City of Mayville, Relating to Public Nuisance Abatement Procedures"

8.5. Discuss, with Possible Action, Resolution 6081-2026, "Action on 2026-2027 Liquor and Fermented Malt Beverage Renewal License - Bottoms Up Pub"

8.6. Discuss, with Possible Action, Resolution 6082-2026, "A Resolution of the City Council of the City of Mayville Authorizing the Submission of a Grant Application to the Wisconsin Economic Development Corporation Vibrant Spaces Grant Program"

8.7. Discuss, with Possible Action, Resolution 6083-2026, "A Resolution Accepting the State & Local Cybersecurity Grant Program (SLCGP) Award and Authorizing Execution of the Grant Agreement"

8.8. Discuss, with Possible Action, Resolution 6085-2026, "A Resolution Establishing the Filing Deadline for Certain Temporary Class "B" Fermented Malt Beverage (Picnic) License Applications"

8.9. Discuss, with Possible Action, Resolution 6086-2026, "A Resolution Designating Authorized Signatory Authority on City Bank Accounts"

8.10. Discuss, with Possible Approval, Operator License Applications:

- Melissa Lopez, 513 Edgewood Drive, Waupun
- Tiffany Van Aacken, 27 N School Street, Mayville
- Emily Matson, 33 Washington Street, Mayville
- Ava Konrad, W992 Hochheim Road, Theresa
- Casey Franke, 232 Theresa Lane, Theresa
- Dakota, Varisco, 11 Fond du Lac Street, Waupun

8.11. Discuss, with Possible Action Zoning Code Update Proposal from Community Planning & Consulting, LLC and Inclusion in the 2027 Budget

8.12. Discuss, with Possible Action, Quote for Filtration Backwash System Actuators and Relay Installation, for the TAG Center Pool, in the Amount of \$9,235.92
Vendor: Neuman Pools Inc.

- 8.13. Discuss, with Possible Action, Pay Request #1 (Final), in the Amount of \$36,258.34, Payable to Northeast Asphalt, Inc.
Project: 2026 Oak Street Milling & Paving
- 8.14. Discuss, with Possible Action, Pay Request #3, in the Amount of \$333,988.57, Payable to Kopplin & Kinas Co., Inc.
Project: 2026 Road Reconstruction - Muzzy, Allen, and Grove Streets
- 8.15. Discuss, with Possible Action, Pay Request #4, in the Amount of \$298,954.57, Payable to Kartechner Brothers LLC
Project: River Knoll Drive Street and Utility Extension - TID #7

9. CLOSED SESSION PURSUANT TO WIS. STATS. §19.85(1)(E)

Wis. Stats. §19.85(1)(E), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- 9.1. Discussion Regarding a Potential Property Acquisition Within Tax Incremental District (TID) #6, Parcel No. 251-1216-2334-005, Including Consideration of Negotiation Strategy and Related Terms

10. RECONVENE IN OPEN SESSION, WITH POSSIBLE ACTION, RELATED TO THE SUBJECT OF THE PRECEDING CLOSED SESSION

- 10.1. Discuss, with Possible Action, Potential Property Acquisition Within Tax Incremental District (TID) #6, Parcel No. 251-1216-2334-005, Including Consideration of Negotiation Strategy and Related Terms

11. ADJOURNMENT

Mayor Rob Boelk, Presiding Officer

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.



15 South School Street, PO Box 273, Mayville WI 53050
Phone: 920.387.7900 Fax: 920.387.7919
WWW.MAYVILLECITY.COM

PROPERTY REZONE HEARING – PUBLIC NOTICE
CITY OF MAYVILLE

The City of Mayville Common Council will meet on July 13, 2026, at 6:00PM, at Mayville City Hall, 15 S. School Street, Mayville, Wisconsin, to consider the request of Mayville EMS, requesting a change in zoning from P-C Parks Conservation to I-1 Institutional, for the newly created parcel, the lower section of Parcel No. 251-1216-2213-040.

Any persons wishing to be heard are invited to attend.

Mayor Rob Boelk



Published July 3, 2026, and July 9, 2026

Posted June 25, 2026

ORDINANCE 1142-2024

TO REZONE PARCEL 251-1216-2313-103 IN THE CITY OF MAYVILLE AND TO AMEND THE ZONING MAP OF THE CITY OF MAYVILLE PURSUANT TO SECTION §430-32 OF THE MUNICIPAL CODE

WHEREAS, the Common Council for the City of Mayville adopted zoning regulations for the City of Mayville and has amended such regulations from time to time; and

WHEREAS, the zoning regulations are codified as Chapter 430 of the City of Mayville municipal code, which is titled “Zoning”; and

WHEREAS, the City of Mayville does hereby propose to amend the zoning classification of Tax Parcel 251-1216-2313-106; and

WHEREAS, the proposed rezoning has been submitted to the City of Mayville Plan Commission for report and recommendation; and

WHEREAS, the City of Mayville Plan Commission considered that matter at its meeting on October 14, 2024, and recommended approval; and

WHEREAS, the Plan Commission conducted a public hearing on October 14, 2024; and

WHEREAS, the Plan Commission has recommended to the Common Council that a permanent rezoning classification of I-1 Institutional be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination of the effect of granting of said zoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties, has hereby determined that the zoning classification will not violate the spirit or intent of the zoning ordinance for the City of Mayville, will not be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factors, and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.

NOW, THEREFORE, BE FUTHER RESOLVED, the City of Mayville Common Council ordains as follows:

SECTION 1. To amend the zoning designation of the subject property, as described above, and depicted as Parcel 251-1216-2313-103, on Exhibit A, attached hereto, from RM Multifamily and B-2 Outlying Business to I-1 Institutional, and to amend the zoning map of the City of Mayville to incorporate the zoning of the subject property.

SECTION 2. This ordinance shall be in full force and effect from and after its passage and publication, as provided by law.

Introduced: _____

Seconded by: _____

Vote: _____ aye _____ nay

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - City Clerk



CITY OF MAYVILLE COMMON COUNCIL
REGULAR MEETING MINUTES
JULY 13, 2026
6:00 PM
MAYVILLE CITY HALL

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 06:40 AM by Mayor Rob Boelk, with the following roll call:

Present: Ald. Anthony DeBaker, Ald. Bob Smith, Ald. Molly Henkel, Ald. Mary Winter, Ald. Jason Buske, Ald. Kim Olson

Excused: None

Absent: None

Staff present: TAG Director Jess Loomans, DPW/Parks Director Jake Schellpeffer, EMS Director Julie Staffin, EMS Deputy Director Devin Sellnow and Clerk/Executive Assistant Anastasia Gonstead.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

None

4. PUBLIC HEARING

4.1. Public Hearing for the Rezone of the Lower Portion of Theiler Park, Parcel No. 251-1216-2213-040, for EMS Build

Current Zoning: P-C Park Conservation

Requested Zoning: I-1 Institutional

No one was present to speak on the public hearing matter.

The motion to close the public hearing for the rezone of the lower portion of Theiler Park, parcel number 251-1216-2213-040, for EMS build was made by Ald. Henkel and seconded by Ald. Buske.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

5. AGENDA CHANGES

None.

6. CONSENT AGENDA

The motion to approve consent agenda was made by Ald. Buske and seconded by Ald. Henkel.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

7. REPORT OF OFFICERS

7.1. Mayor

A. Mayor's Monthly Report

Mayor Boelk provided his monthly report to the Council. He thanked those who sponsored and volunteered at Rock & Boom, making it a success. Mayor Boelk gave an overview of his meeting with St. John's Lutheran School principal on current and future needs. He provided clarification on the new EMS build and explained the old building is outdated and EMS' needs have outgrown the space. Mayor Boelk discussed why he serves, he wants to keep Mayville a great place to live.

7.2. City Clerk/Executive Assistant

A. City Clerk/Executive Assistant's Monthly Report

Clerk/Executive Assistant Gonstead provided her monthly report to the Council. Preparations for the Partisan Primary Election are well underway. She gave an update on absentee ballots now being mailed out, care facility voting is upcoming on July 21st, and in-person absentee starts July 28th. Clerk/Executive Assistant Gonstead gave an update on several ordinance drafts and another update on the search for a Comptroller/Treasurer. She overviewed staff work on records retention of City resolutions and ordinances. She ended with giving an overview on the University of Wisconsin-Green Bay Clerks and Treasurers Institute she is attending this week, with a strong learning emphasis on municipal finance, budgeting, and fiscal management.

7.3. Treasurer

7.3.A. May 2026 Monthly Check Register and Approval

The motion to approve May 2026 monthly check register was made by Ald. Buske and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

B. June 2026 Monthly Check Register and Approval

The motion to approve June 2026 monthly check register was made by Ald. Buske and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote Count: 6 - 0

Motion has Passed

8. REPORT OF COMMITTEES, COMMISSIONS AND BOARDS

8.1. Utility Commission

A. Next Meeting Date - July 27, 2026, at 5:00 PM

8.2. Library Board

A. Next Meeting Date - July 16, 2026, at 5:00 PM

8.3. Public Works Committee

A. Next Meeting Date - July 27, 2026, at 6:00 PM

8.4. Personnel Committee

A. Next Meeting Date - July 27, 2026, at 6:00 PM

8.5. Public Safety Committee

A. Next Meeting Date - July 27, 2026, at 6:00 PM

8.6. Finance Committee

A. Next Meeting Date - July 27, 2026, at 6:00 PM

8.7. Parks & Recreation Commission

A. Next Meeting Date - August 5, 2026, at 3:30 PM
Mayor will attend this meeting

8.8. Planning Commission

A. Next Meeting Date - July 22, 2026, at 4:00 PM

8.9. Community Development Authority/Enhancements Committee

A. Next Meeting Date - July 22, 2026, at 5:00 PM

9. OLD BUSINESS

10. NEW BUSINESS

10.1. Approval of the Minutes of the June 22, 2026, Common Council Special Meeting

The motion to approve the minutes of the June 22, 2026, Common Council special meeting was made by Ald. Smith and seconded by Ald. Henkel.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.2. Discussion, with Possible Award, Request for Proposals, RFP 03-2026 Bow-Hunting Land Lease

The motion to award the Bow Hunting Land Lease Agreement to G.Olson of Mayville, Wisconsin at an annual lease rate of \$4,100, with the lease-term commencing August 1, 2026, subject to execution of a lease agreement approved by the City Attorney and City administration was made by Ald. Buske and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.3. Discuss, with Possible Action, Change Order #3, in the Amount of \$115,555.15

Project: Water/Wastewater Facility Upgrade

The motion to approve change order #3, in the amount of \$115,555.15 for Water/Wastewater Facility upgrade was made by Ald. Smith and seconded by Ald. Henkel.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske

Nays: Ald. Olson

Vote Count: 5 - 1

Motion has Passed

10.4. Discuss, with Possible Action, Operator License Applications for:

- Benjamins Linke, 317 Krieser Drive, Mayville
- Crystal Stowers, 215 S Main Street, Mayville

The motion to approve the operator license applications for Benjamyn Linke and Crystal Stowers was made by Ald. Buske and seconded by Ald. Henkel.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.5. Discuss, with Possible Action, Resolution 6077-2026, "Action on 2026-2027 Liquor and Fermented Malt Beverage Licenses - New China of Mayville LLC and Family Dollar Stores of Wisconsin, LLC"

The motion to approve resolution 6077-2026, "Action on 2026-2027 Liquor and Fermented Malt Beverage Licenses — New China of Mayville LLC and Family Dollar Stores of Wisconsin, LLC" was made by Ald. Henkel and seconded by Ald. Smith.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.6. Discuss, with Possible Action, Resolution 6078-2026, "Action on 2026-2027 Tobacco, Vape, and Cigarette Retail License - Family Dollar Stores of Wisconsin, LLC"

The motion to approve resolution 6078-2026 "Action on 2026-2027 Tobacco, Vape, and Cigarette Retail License - Family Dollar Stores of Wisconsin, LLC" was made by Ald. Henkel and seconded by Ald. Buske.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.7. Discuss, with Possible Action, Resolution 6079-2026, "Appointment to the Police & Fire and EMS Commissions"

The motion to approve resolution 6079-2026, "Appointment to the Police & Fire and EMS Commissions," was made by Ald. Smith and seconded by Ald. DeBaker

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 6 - 0

Motion has Passed

10.8. Discuss, with Possible Action, Resolution 6080-2026, "A Resolution of the City Council of the City of Mayville Authorizing the Submission of a Grant Application to the Wisconsin Economic Development Corporation Opportunity Attraction Fund"

The motion to approve resolution 6080-2026, "A Resolution of the City Council of the City of Mayville Authorizing the Submission of a Grant Application to the Wisconsin Economic Development Corporation Opportunity Attraction Fund" was made by Ald. Olson and seconded by Ald. Henkel.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote Count: 6 - 0

Motion has Passed

10.9. Discuss, with Possible Action, Certified Survey Map to Split Theiler Park Parcel for EMS Build Site Parcel No. 251-1216-2213-040

The motion to approve the certified survey map to split Theiler Park parcel for EMS build site parcel number 251-1216-2213-040 was made by Ald. Smith and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote Count: 6 - 0

Motion has Passed

10.10. Introduction of Ordinance 1156-2026, "To Rezone Parcel 251-1216-2213-040, Lower Portion of Theiler Park, in the City of Mayville and Amend the Zoning Map of the City of Mayville Pursuant to Section §430-32 of the Municipal Code"

Ald. Smith introduced Ordinance 1156-2026 "To Rezone Parcel 251-1216-2213-040, Lower Portion of Theiler Park, in the City of Mayville and Amend the Zoning Map of the City of Mayville Pursuant to Section 430-32 of the Municipal Code."

11. CLOSED SESSION PURSUANT TO WIS. STATS. §19.85(1)(E)

11.1. Discussion on Potential Purchase of 212 Allen Street

The motion to continue the meeting in closed session, pursuant to Wis. Stats. §19.85(1)(E), was made by Ald. Buske and seconded by Ald. Henkel. A roll vote was taken.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote: 6 - 0

Motion has Passed.

The meeting continued in closed session at 7:02 PM. Those present in the closed session included Mayor Boelk, Common Council members, and Clerk/Executive Assistant Gonstead.

12. RECONVENE IN OPEN SESSION, WITH POSSIBLE ACTION, RELATED TO THE SUBJECT OF THE PRECEDING CLOSED SESSION

The motion to reconvene in open session was made by Ald. Henkel and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote Count: 6 - 0

Motion has Passed. The meeting continued in open session at 7:17 PM.

12.1. Discuss, with Possible Action, Possible Purchase of 212 Allen Street

No action was taken.

13. ADJOURNMENT

The Common Council meeting was adjourned at 7:18 PM, by order of the Chair.

Respectfully submitted by Lexi Volbright - Deputy Clerk

Respectfully submitted,

Anastasia Gonstead - City Clerk



CITY OF MAYVILLE PERSONNEL COMMITTEE
MEETING MINUTES
JULY 13, 2026
5:00 PM
15 S SCHOOL ST

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 05:00 PM by Ald. Kim Olson, with the following roll call:

Present: Ald. Tony DeBaker, Ald. Molly Henkel, Ald. Mary Winter, Ald. Jason Buske, Ald. Kim Olson, Ald. Bob Smith

Excused: None

Absent: None

Staff present: Camerson Sawyer with Elevated Municipal Consulting and Clerk/Executive Assistant Anastasia Gonstead.

2. CITIZEN COMMENTS

None

3. CLOSED SESSION PURSUANT TO WIS. STATS. §19.85(1)(C)

3.1. Interview of Comptroller/Treasurer Candidates

The motion to continue the meeting in closed session, pursuant to Wis. Stats. §19.85(1)(C), was made by Ald. Buske and seconded by Ald. Henkel. A roll vote was taken.

Ayes: Ald. DeBaker, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson, Ald. Smith.

Nays: None

Vote: 6 - 0

Motion has Passed.

The meeting continued in closed session at 5:01 PM. Those present in the closed session included Camerson Sawyer with Elevated Municipal Consulting and Clerk/Executive Assistant Anastasia Gonstead.

4. RECONVENE IN OPEN SESSION, WITH POSSIBLE ACTION, RELATED TO THE SUBJECT OF THE PRECEDING CLOSED SESSION

The motion to reconvene in open session was made by Ald. Henkel and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson, Ald. Smith.

Nays: None

Vote Count: 6 - 0

Motion has Passed. The meeting continued in open session at 6:36 PM.

4.1. Discuss, with Possible Action, Hiring of a Comptroller/Treasurer

The motion to offer position pursuant to the terms discussed in closed session was made by Ald. Olson and seconded by Ald. DeBaker.

Ayes: Ald. DeBaker, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson, Ald. Smith.
Nays: None

Vote Count: 6 - 0

Motion has Passed

5. DISCUSS WITH POSSIBLE ACTION

5.1. Discuss, with Possible Action, Payout for N. DeBaker

The motion to approve the payout for N. DeBaker was made by Ald. Buske and seconded by Ald. Winter. A roll vote was taken.

Ayes: Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson, Ald. Smith.
Nays: None
Abstain: Ald. DeBaker

Vote Count: 5 - 0 (1 Abstain)

Motion has Passed.

6. ADJOURNMENT

The motion to adjourn the meeting was made by Ald. Henkel and seconded by Ald Winter.

Ayes: Ald. DeBaker, Ald. Henkel, Ald. Winter, Ald. Buske, Ald. Olson, Ald. Smith.
Nays: None

Vote Count: 6 - 0

Motion has Passed. The Special Personnel Committee of the Whole meeting was adjourned at 6:40 PM.

Respectfully submitted by Lexi Volbright - Deputy Clerk



CITY OF MAYVILLE COMMON COUNCIL
SPECIAL MEETING MINUTES
JULY 27, 2026
6:00 PM
15 S SCHOOL ST

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 06:00 PM by Mayor Rob Boelk, with the following roll call:

Present: Ald. Tony DeBaker, Ald. Bob Smith, Ald. Mary Winter, Ald. Jason Buske, Ald. Kim Olson

Excused: Ald. Molly Henkel

Absent: None.

Staff present: DPW/Parks Director Jake Schellpeffer, EMS Director Julie Staffin, EMS Deputy Director Devin Sellnow, TAG Center Director Jess Loomans, Fire Chief Geoff Engel, Police Chief Ryan Toellner, Police Lieutenant Jeremy Johnson, Cameron with Elevated Municipal Consulting, and Clerk/Executive Assistant Anastasia Gonstead.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

None.

4. PRESENTATION

4.1. Presentation from Keller Regarding Drawing and Design Services for the New EMS Building

C. Sawyer from Elevated Municipal Consulting provided background information on the EMS build to date. Design, architecture and project management are for consideration in the contract. Currently, there are conceptual plans. The City would need plans that would be ready to go to bid. Doug Flanigan was present with Keller to give a presentation to the Council. Mr. Flanigan gave an overview of drawings and cost-saving measures. He also answered questions from the Council.

5. CLOSED SESSION PURSUANT TO WIS. STATS. §19.85(1)(E)

5.1. Discussion Regarding the Proposed Contract from Keller for Drawing and Design Services for the New EMS Building

The motion to continue the meeting in closed session, pursuant to Wis. Stats. §19.85(1)(E), was made by Ald. Smith and seconded by Ald. Winter. A roll vote was taken.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Winter, Ald. Buske, Ald. Olson
Nays: None

Vote: 5 - 0
Motion has Passed.

The meeting continued in closed session at 6:31 PM. Those present in the closed session included the elected officials, Clerk/Executive Assistant Gonstead, EMS Director Julie Staffin, and Cameron Sawyer with Elevated Municipal Consulting.

6. RECONVENE IN OPEN SESSION, WITH POSSIBLE ACTION, RELATED TO THE SUBJECT(S) OF THE PRECEDING CLOSED SESSION

The motion to reconvene in open session was made by Ald. DeBaker and seconded by Ald. Smith.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Winter, Ald. Buske, Ald. Olson.

Nays: None

Vote Count: 5 - 0

Motion has Passed. The meeting continued in open session at 7:20 PM.

6.1. Discuss, with Possible Action, the Proposed Contract from Keller for Drawing and Design Services for the New EMS Building

The motion for staff and mayor to proceed, pursuant to terms discussed in closed session, was made by Ald. Winter and seconded by Ald. DeBaker. A roll vote was taken.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 5 - 0

Motion has Passed.

7. ADJOURNMENT

The Special Common Council meeting was adjourned at 7:21 PM, by order of the Chair.

Respectfully submitted by Lexi Volbright - Deputy Clerk

Respectfully submitted,

Anastasia Gonstead - City Clerk



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: July 27, 2026

To: Public Works Committee

From: Clerk/Executive Assistant Anastasia Gonstead

Subject: Ordinance 1154-2026 – Amendment to §303-7, Public Nuisance Abatement Procedures

Purpose

The purpose of this ordinance is to amend §303-7 of the City of Mayville Municipal Code to establish a clear, consistent, and efficient administrative process for the abatement of non-emergency public nuisances. The proposed amendments are intended to clarify existing enforcement authority, establish standardized notice and abatement procedures, and align the Municipal Code with the City's internal Standard Operating Procedure (SOP) for processing nuisance complaints.

The proposed ordinance is administrative in nature and is intended to improve consistency, transparency, and efficiency in the City's nuisance enforcement process while maintaining the City's existing authority to address public nuisances.

Background

City staff routinely receive complaints regarding properties that may constitute public nuisances. While §303-7 currently provides authority to investigate and abate nuisances, the existing ordinance does not establish a comprehensive administrative process for handling non-emergency nuisance complaints.

To promote consistent enforcement across departments, staff have developed a Standard Operating Procedure outlining how nuisance complaints will be received, investigated, documented, communicated, and resolved. The proposed ordinance supports that SOP by incorporating key procedural elements into the Municipal Code, ensuring that the City's practices are clearly reflected in its ordinances.

By codifying these procedures, property owners will have a better understanding of the City's enforcement process, and staff will have a uniform framework to ensure nuisance complaints are handled fairly, consistently, and in a timely manner.



15 South School Street, PO Box 273, Mayville WI 53050
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Summary of the Ordinance

The proposed ordinance would:

- Clarify enforcement responsibilities of the Building Inspector, Chief of Police, and other City staff designated by the Mayor.
- Authorize designated officials to investigate complaints and issue notices of violation.
- Clarify that municipal citations may be issued by the Police Department or other officials authorized by ordinance.
- Require an inspection and determination that a public nuisance exists before abatement action is initiated.
- Establish a standardized administrative process for non-emergency nuisance abatement, including:
 - Written notice to the property owner and/or occupant;
 - A compliance period of not less than five (5) days and not more than fourteen (14) days;
 - Minimum required contents of the notice;
 - Authorized methods of service.
- Authorize the City to abate nuisances using City personnel or private contractors if violations are not corrected within the compliance period.
- Authorize City staff and contractors to enter the property for the limited purpose of performing nuisance abatement.
- Clarify that abatement costs, including labor, equipment, contractor expenses, and administrative fees, may be charged to the property owner and collected as a special charge under Wisconsin Statutes §66.0627 if unpaid.
- Renumber the existing court abatement provisions while preserving their applicability when judicial enforcement is necessary.

Why Municipalities Adopt Administrative Nuisance Procedures

Wisconsin municipalities commonly establish administrative nuisance abatement procedures to provide a consistent and efficient method for addressing violations that affect neighborhoods and the community as a whole. Clearly defined procedures benefit both property owners and the municipality by establishing expectations, timelines, and due process before corrective action is taken.

Common reasons municipalities adopt or update nuisance abatement procedures include:

- Providing a consistent process for receiving, investigating, and resolving nuisance complaints.
- Ensuring property owners receive adequate notice and an opportunity to voluntarily correct violations.
- Promoting uniform enforcement regardless of which City department receives the complaint.
- Clearly defining staff authority and responsibilities during the enforcement process.



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- Reducing delays in resolving nuisance conditions that negatively impact neighboring properties and the community.
- Establishing procedures that support recovery of City costs when abatement work becomes necessary.
- Maintaining accurate documentation to support enforcement actions and any subsequent legal proceedings.
- Aligning municipal ordinances with current Wisconsin statutes and administrative best practices.

Standard Operating Procedure

The proposed ordinance complements the City's newly developed Standard Operating Procedure (SOP) for nuisance complaints. The SOP establishes internal administrative practices for staff, including complaint intake, inspection procedures, documentation standards, communication with property owners, timelines for follow-up inspections, and coordination between City departments.

While the SOP governs internal operations, the proposed ordinance provides the legal authority and procedural framework necessary to support those practices. Together, they create a predictable and transparent process that promotes consistency, accountability, and timely resolution of nuisance complaints.

Fiscal Impact

The proposed ordinance is not anticipated to result in significant additional costs to the City. Rather, it provides a more efficient administrative process for addressing nuisance violations and clarifies the City's authority to recover abatement costs from responsible property owners in accordance with Wisconsin Statutes §66.0627.

Legal Review

The proposed ordinance has been submitted to the City's municipal counsel for legal review. Any recommendations or revisions received from counsel will be presented to the Committee and Common Council prior to final consideration.

ORDINANCE 1154-2026

AN ORDINANCE AMENDING §303-7 OF THE MUNICIPAL CODE OF THE CITY OF MAYVILLE, RELATING TO PUBLIC NUISANCE ABATEMENT PROCEDURES

WHEREAS, The Common Council of the City of Mayville finds that the current provisions of §303-7 provide general authority for nuisance abatement but would benefit from clarification and modernization to improve administrative efficiency and consistency with current enforcement practices; and

WHEREAS, The Common Council desires to establish a clear administrative abatement process for non-emergency nuisances and to clarify enforcement authority consistent with Wisconsin Statutes, including §66.0627;

NOW, THEREFORE, the Common Council of the City of Mayville, Wisconsin, does ordain as follows:

SECTION 1. Amendment of §303-7(A) – Enforcement

§303-7(A) is hereby amended to read as follows:

It shall be the duty of the Building Inspector, the Chief of Police, and other City Staff as directed by the Mayor to enforce those provisions of this chapter that come within the jurisdiction of their respective offices. Such officials shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated.

The Building Inspector and other designated officials are authorized to investigate violations and issue notices of violation. Municipal citations shall be issued by the Police Department or other officials authorized by ordinance.

No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and has determined that a nuisance does, in fact, exist.

SECTION 2. Creation of §303-7(C) – Administrative Abatement of Non-Emergency Nuisances

§303-7(C) is hereby repealed and recreated to read as follows:

C. Administrative Abatement of Non-Emergency Nuisances

(1) If the inspecting officer determines that a public nuisance exists on private premises that does not pose an immediate threat to public health or safety, the officer shall provide written notice to the property owner and/or occupant to remove or correct the nuisance within a specified time period of not less than five (5) days and not more than fourteen (14) days.

(2) The notice shall include:

A description of the nuisance condition
The applicable Municipal Code section(s)
The required corrective action
The time allowed for compliance

(3) Notice may be served by any of the following methods:

First-class mail
Personal service
Posting on the property

(4) If the nuisance is not corrected within the time specified, the City may cause the nuisance to be abated or removed using City personnel or private contractors without further notice.

(5) The City and its authorized agents may enter upon the property for the limited purpose of abating the nuisance.

(6) The cost of abatement, including labor, materials, equipment, contractor services, and administrative fees as established by resolution or fee schedule, shall be charged to the property owner. If such charges are not paid, they shall be imposed as a special charge against the property pursuant to Wisconsin Statutes §66.0627 and placed on the tax roll.

SECTION 3. Renumbering

Current §303-7(C) (Abatement by Court Action) is renumbered as §303-7(D) and remains in effect.

Subsequent subsections shall be relettered accordingly.

SECTION 4. No Other Changes

Except as expressly amended herein, all other provisions of §303-7 shall remain in full force and effect.

SECTION 5. Severability

If any provision of this ordinance is held invalid, such invalidity shall not affect other provisions, which can be given effect without the invalid provision.

SECTION 6. Effective Date

This ordinance shall take effect upon passage and publication as provided by law.

Introduced: _____

Seconded by: _____

Vote: ____ aye ____ nay

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - City Clerk

RESOLUTION 6081-2026

ACTION ON 2026-2027 LIQUOR AND FERMENTED MALT BEVERAGE RENEWAL LICENSE – BOTTOMS UP PUB

WHEREAS, the City of Mayville did receive an Alcohol Beverage License application for renewal of the “Class A” intoxicating liquor and Class “A” fermented malt beverage licenses for Bottoms Up Pub, located at 112 Bridge Street, Appointed Agent: Mary Ann Hennes; and

WHEREAS, said renewal will be for the period of the date of the passage of this resolution through June 30, 2027; and

WHEREAS, approval will be contingent upon all application fees, delinquent taxes, and financial claims owed to the City are paid in full and each property must pass an inspection by the Mayville Police Department, as well as any conditions mandated by the Common Council; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Mayville does hereby approve the licenses for Bottoms Up Pub, located at 112 Bridge Street, from the passage of this resolution through June 30, 2027.

Introduced by: _____ Seconded by: _____

Vote: ____ Ayes ____ Nays Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead – Clerk/Executive Assistant

RESOLUTION 6082-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYVILLE AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION VIBRANT SPACES GRANT PROGRAM

WHEREAS, the City of Mayville recognizes the importance of investing in public spaces and redevelopment projects that strengthen the community, enhance quality of life, support economic growth, and attract residents, businesses, employees, and visitors; and

WHEREAS, the City of Mayville acquired the property located at 102-108 S. Main Street, Tax Parcel No. 251-1216-2314-093, for the purpose of removing blighted structures and redeveloping the site into a vibrant public gathering space that complements the City's downtown business district; and

WHEREAS, the proposed redevelopment will create a welcoming community asset that supports downtown revitalization, encourages private investment, enhances community livability, and contributes to the long-term economic vitality of the City of Mayville; and

WHEREAS, the Wisconsin Economic Development Corporation (WEDC) has established the Vibrant Spaces grant program to support projects that strengthen Wisconsin communities by creating attractive places to live, work, and invest through strategic public infrastructure and placemaking investments; and

WHEREAS, the City of Mayville Common Council has reviewed the proposed project and finds that the redevelopment of the property at 102-108 S. Main Street is in the best interests of the City and its residents and will provide significant economic and community benefits; and

WHEREAS, the City of Mayville is committed to providing the local financial participation and other resources necessary to complete the project in accordance with the requirements of the WEDC Vibrant Spaces grant program.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mayville, Dodge County, Wisconsin, as follows:

- Section 1. The Common Council hereby authorizes the submission of a grant application to the Wisconsin Economic Development Corporation Vibrant Spaces grant program for the maximum grant amount available, up to \$50,000, to assist in funding the demolition of the existing buildings located at 102-108 S. Main Street and the redevelopment of the property into a community park and public gathering space.

- Section 2. The Common Council authorizes the Mayor, Clerk/Executive Assistant, or their designee to prepare, execute, and submit all grant application materials, certifications, agreements, and any other documents necessary to apply for and administer the grant, should funding be awarded.
- Section 3. The City of Mayville agrees to comply with all applicable federal, state, and local laws, regulations, and grant requirements associated with the Opportunity Attraction Fund.
- Section 4. This Resolution shall take effect immediately upon its adoption.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - Clerk/Executive Assistant



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STAFF MEMO

Meeting Date: August 10, 2026

To: Common Council

From: Anastasia Gonstead, Clerk/Executive Assistant

Subject: Acceptance of State & Local Cybersecurity Grant Program Award

Background

The City of Mayville has been awarded funding through the Fiscal Year 2023 State & Local Cybersecurity Grant Program (Cycle 2, Funding Round 2). The grant is funded by the U.S. Department of Homeland Security through the Federal Emergency Management Agency (FEMA) and administered in Wisconsin by Wisconsin Emergency Management. The award was approved on July 27, 2026, with a grant period running from June 15, 2026, through August 31, 2027.

The City's application identified several cybersecurity improvements necessary to strengthen municipal information technology infrastructure, improve resiliency, and reduce cybersecurity risks. Planned improvements include:

- Migration to a secure .gov domain.
- Transition of the City's file server environment to Microsoft SharePoint.
- Installation of a new physical server host to improve backup and disaster recovery capabilities.
- Network segmentation and other security enhancements to improve access controls, monitoring, and overall system resilience.

Financial Impact

The City has been awarded \$12,312.00 in grant funding.

The approved budget includes:

- Equipment: \$8,412.00
- Contractual/Consultant Services: \$3,900.00
- Total Award: \$12,312.00

This award does not require a local matching contribution.

The grant is a reimbursement grant, meaning the City must first incur eligible project expenses and then submit reimbursement requests to Wisconsin Emergency Management. Reimbursement is contingent upon compliance with all grant requirements, reporting obligations, and approval of submitted documentation.



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Grant Administration

The City Clerk/Executive Assistant will be responsible for ensuring compliance with grant requirements, including required reporting through the Egrants system, maintaining appropriate documentation, and administering the project in accordance with the grant agreement.

Recommendation

Staff recommends the Common Council approve acceptance of the \$12,312.00 State & Local Cybersecurity Grant Program award, via Resolution 6083-2026, and authorize the execution of the grant agreement and all documents necessary to administer the grant.

RESOLUTION 6083-2026

A RESOLUTION ACCEPTING THE STATE & LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP) AWARD AND AUTHORIZING EXECUTION OF THE GRANT AGREEMENT

WHEREAS, the City of Mayville applied for funding through the State & Local Cybersecurity Grant Program (SLCGP), a federal grant program funded by the United States Department of Homeland Security through the Federal Emergency Management Agency (FEMA) and administered by Wisconsin Emergency Management (WEM); and

WHEREAS, Wisconsin Emergency Management has awarded the City of Mayville a grant in the amount of Twelve Thousand Three Hundred Twelve Dollars (\$12,312.00) for the City's Cyber Security Upgrade project, with a grant period extending from June 15, 2026, through August 31, 2027;

WHEREAS, the grant will assist the City in implementing critical cybersecurity improvements, including technology infrastructure upgrades, enhanced backup and disaster recovery capabilities, improved network security, and other cybersecurity measures identified within the City's approved grant application;

WHEREAS, the grant award does not require a local matching contribution from the City;

WHEREAS, grant funds are administered on a reimbursement basis, requiring the City to incur eligible expenses and submit reimbursement requests in accordance with the grant agreement and program requirements;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mayville, Dodge County, Wisconsin, as follows:

1. The Common Council hereby accepts the State & Local Cybersecurity Grant Program award in the amount of \$12,312.00.
2. The Mayor and City Clerk/Executive Assistant are hereby authorized to execute the Grant Agreement, Federal Assurances, and any other documents necessary to accept and administer the grant on behalf of the City of Mayville.
3. The City Clerk/Executive Assistant, serving as Project Director, is authorized to administer the grant, submit required reports and reimbursement requests, execute any non-substantive administrative documents necessary to carry out the project, and otherwise comply with all applicable grant requirements and conditions.

4. City staff are authorized to take all actions necessary to implement the approved project and complete the grant within the established grant period.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - Clerk/Executive Assistant

RESOLUTION 6085-2026

A RESOLUTION ESTABLISHING THE FILING DEADLINE FOR CERTAIN TEMPORARY CLASS "B" FERMENTED MALT BEVERAGE (PICNIC) LICENSE APPLICATIONS

WHEREAS, the City of Mayville Municipal Code authorizes the City Clerk and the Mayville Police Department to review applications for Temporary Class "B" Fermented Malt Beverage Licenses, and authorizes the City Clerk to issue such licenses upon determining that all statutory and local requirements have been satisfied; and

WHEREAS, Wis. Stat. § 125.04(3)(f)3. provides that, for Temporary Class "B" Fermented Malt Beverage Licenses issued under Wis. Stat. § 125.26(6) for events lasting less than four (4) days, the governing body shall establish the time by which an application must be filed with the municipal clerk; and

WHEREAS, the Common Council finds that requiring applications for one-day and two-day events to be filed at least ten (10) calendar days before the event provides sufficient time for administrative review by the Clerk's Office and the Police Department while providing additional flexibility to nonprofit organizations hosting community events.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mayville, Dodge County, Wisconsin, as follows:

Section 1. Filing Requirement.

Pursuant to Wis. Stat. § 125.04(3)(f)3., applications for a Temporary Class "B" Fermented Malt Beverage License under Wis. Stat. § 125.26(6) for an event lasting one (1) or two (2) consecutive days shall be filed with the City Clerk not less than ten (10) calendar days prior to the first day of the event.

Section 2. Administrative Review and Issuance.

Following receipt of a timely application, the City Clerk and the Mayville Police Department shall conduct their review in accordance with the City of Mayville Municipal Code. Upon determining that all applicable state statutes and municipal requirements have been satisfied, the City Clerk may issue the Temporary Class "B" Fermented Malt Beverage License consistent with the authority delegated by the Municipal Code.

Section 3. Applicability.

This Resolution applies only to Temporary Class "B" Fermented Malt Beverage Licenses for one-day and two-day events. All other temporary alcohol beverage license applications shall continue to comply with the applicable provisions of Chapter 125, Wisconsin Statutes, and the City of Mayville Municipal Code.

Section 4. Effective Date.

This Resolution shall take effect immediately upon adoption.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Attest:

Rob Boelk - Mayor

Anastasia Gonstead - City Clerk

RESOLUTION 6086-2026

A RESOLUTION DESIGNATING AUTHORIZED SIGNATORY AUTHORITY ON CITY BANK ACCOUNTS

WHEREAS, the Common Council of the City of Mayville previously adopted Resolution No. 6069-2026 on May 26, 2026, authorizing temporary signatory authority on City of Mayville bank accounts during the vacancy period of the Comptroller/Treasurer position; and

WHEREAS, Resolution No. 6069-2026 authorized Clerk/Executive Assistant Anastasia Gonstead to serve as an authorized signer and representative on all City of Mayville bank accounts to ensure continuity of financial operations during the transition period; and

WHEREAS, the City of Mayville has completed the recruitment process and has appointed Darlene Smith to serve as the City of Mayville Comptroller/Treasurer; and

WHEREAS, Darlene Smith is anticipated to commence employment with the City of Mayville on August 17, 2026; and

WHEREAS, the Common Council desires to update the City's authorized banking representatives upon the commencement of Darlene Smith's employment while ensuring uninterrupted access and financial operations should the anticipated employment commencement date be delayed or not occur;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Mayville, Dodge County, Wisconsin, as follows:

1. Designation of Comptroller/Treasurer as Authorized Signer.

Upon Darlene Smith's commencement of employment as Comptroller/Treasurer for the City of Mayville, Darlene Smith is hereby designated as an authorized signer and representative on all City of Mayville bank accounts.

2. Termination of Temporary Signatory Authority.

Upon Darlene Smith's commencement of employment as Comptroller/Treasurer, the temporary signatory authority previously granted to Clerk/Executive Assistant Anastasia Gonstead pursuant to Resolution No. 6069-2026 shall terminate, and Anastasia Gonstead shall be removed as an authorized signer on all City of Mayville bank accounts.

3. Continuation of Temporary Authority in the Event of Delay or Change in Employment Status.

If Darlene Smith's anticipated employment commencement date is delayed, or if her employment with the City of Mayville does not commence, Clerk/Executive Assistant Anastasia Gonstead shall remain an authorized signer and representative on all City of Mayville bank accounts until such time as a Comptroller/Treasurer or other authorized signer is appointed and the Common Council adopts a subsequent resolution designating authorized signers.

4. Authorization to Complete Banking Documentation.

The City Clerk/Executive Assistant is hereby authorized and directed to provide copies of this resolution and execute any necessary documentation required by the City's financial institutions to implement the changes authorized herein.

5. Effective Date.

This resolution shall be effective immediately upon passage.

6. Repeal of Conflicting Resolutions.

All prior resolutions or portions thereof in conflict with this resolution are hereby repealed to the extent of such conflict.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Attest:

Rob Boelk - Mayor

Anastasia Gonstead - City Clerk



Introduction

Community Planning & Consulting is pleased to submit this proposal to update the City of Mayville zoning ordinance. Jeff Sanders, CPC's owner, has been assisting Wisconsin municipalities in achieving their planning and development goals for more than 30 years (see pages 7-8 for planning experience). We are a small firm competing in a market with much larger companies. However, as a smaller operation CPC can provide highly personalized service establishing a **stronger, more personal relationship** with our clients... at a project cost our competitors cannot match.



We are committed to providing you with the tools necessary to achieve your short- and long-term planning and development goals.

Scope of Services

The scope of services describes our approach to updating Chapter 430: Zoning.

Zoning Ordinances

An effective and equitable zoning ordinance will balance the interests of the City with the rights of property owners, creating a framework to manage land uses, development densities, lot size, and the location and dimensions of structures, among others. The process of updating the Mayville zoning ordinance will be guided by state statutes and federal law, the goals and objectives of the comprehensive plan, sound planning principles and, most importantly, the values of your community. The ordinance should be user friendly (in so much as it can be), fairly administered, and impartially enforced. For a variety of reasons (mostly legal) a zoning ordinance can be complicated...interacting with the application submittal and review process need not be.

Chapter 430 represents a traditional 'Euclidean' zoning code, the most common form of land-use regulation in the United States. Gaining its name from a landmark ruling of the U.S. Supreme Court (*Village of Euclid, Ohio v. Ambler Realty Co.*, 272 U.S. 365, 1926), this methodology establishes base zoning districts (e.g., R-A Single-Family District, B-1 Central Business District, M-2 General Manufacturing District, etc.), within which specific land uses are allowable by right (permitted uses) or with additional layers of scrutiny (conditional uses). The ordinance also sets dimensional standards for lots, structures, open space, and the like.



Pros:

- Prevents the worst aspects of incompatible development.
- 100+ years of case law in Wisconsin.
- Generally well-understood by elected & appointed officials and the public.

Cons:

- Can lead to sprawl and dead space (i.e., vacant parcels that may never develop without a zoning change).
- Separation of uses results in automobile-dependent development.
- Generally incompatible with mixed-use development.

Zoning Ordinance Update

Comprehensive Planning Law

Zoning exists within a 100-year framework of statutory and case law (New York City adopted America's first zoning ordinance in 1916; the City of Milwaukee followed in 1920). Wisconsin's Comprehensive Planning Law is more recent. Established in 1999, it requires that municipalities administering zoning regulations do so "consistent with" an adopted comprehensive plan. As per Wis. Stat. § 66.1001(1)(am), consistent with means: *'furtheres or does not contradict the objectives, goals, and policies contained in the comprehensive plan'*.

Audit of Zoning Ordinance

The purpose of the audit is to provide a comprehensive, independent review of the zoning ordinance in order to identify required and desired revisions. The product of the audit will be a comprehensive list of recommended amendments intended to:

- Comply with the consistency requirement of Wis. Stat. § 66.1001(3)(k) (i.e., Comprehensive Planning Law)
- Address areas of noncompliance with state and federal law
- Excise obsolete, inconsistent, and redundant language
- Rectify internal conflicts and inconsistencies
- Enhance its legal defensibility
- Modernize the document to reflect the desires of the community and accommodate 21st century land use standards
- Make the ordinance more attuned to the needs of applicants by simplifying and streamlining the application, review, and approval process

Preparation of First Draft

Following the audit, and guided by the direction of the Plan Commission, CPC will begin the process of preparing the first draft City of Mayville Zoning Ordinance. Concurrently, BAW Cartography will prepare the first draft City of Mayville Zoning Map.



First Draft – Working Session

The purpose of the working session is to review the draft zoning ordinance and zoning map with the Plan Commission to identify required revisions prior to presentation before the general public. The session will also allow the Plan Commission and staff to become familiar with the draft ordinance so as to better address questions arising from the community.

First Draft – Presentation

CPC will present the amended first draft of the zoning ordinance to the public at a meeting of the Plan Commission. Any changes recommended by the Plan Commission will be incorporated into the document in preparation for the Public Hearing.

Public Hearing

A public hearing (class 2 notice) is required before the Town may adopt the draft zoning ordinance. CPC will prepare the hearing notice and a summary of key aspects of the ordinance; and will attend the meeting to address any questions which arise.

Post-Hearing Revision & Recommendation

Following the hearing, the Plan Commission will determine whether changes to the document are required as a result of submitted testimony. CPC will incorporate any requested revisions and deliver the document to the Plan Commission for final review and eventual recommendation to the Town Board. CPC will prepare the Adoption Ordinance for the

Application Forms, Checklists, & Guidelines

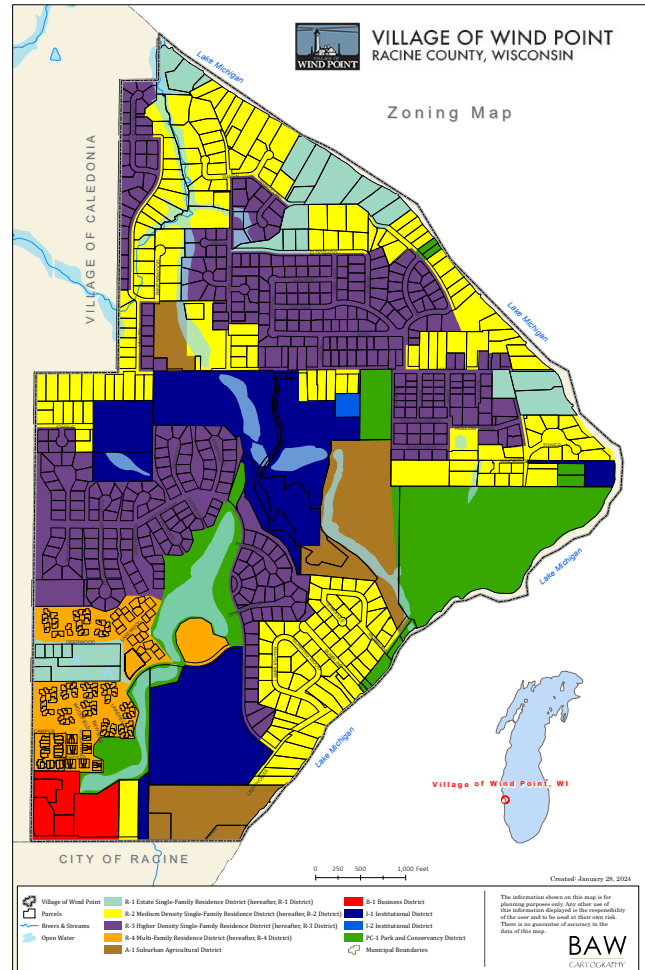
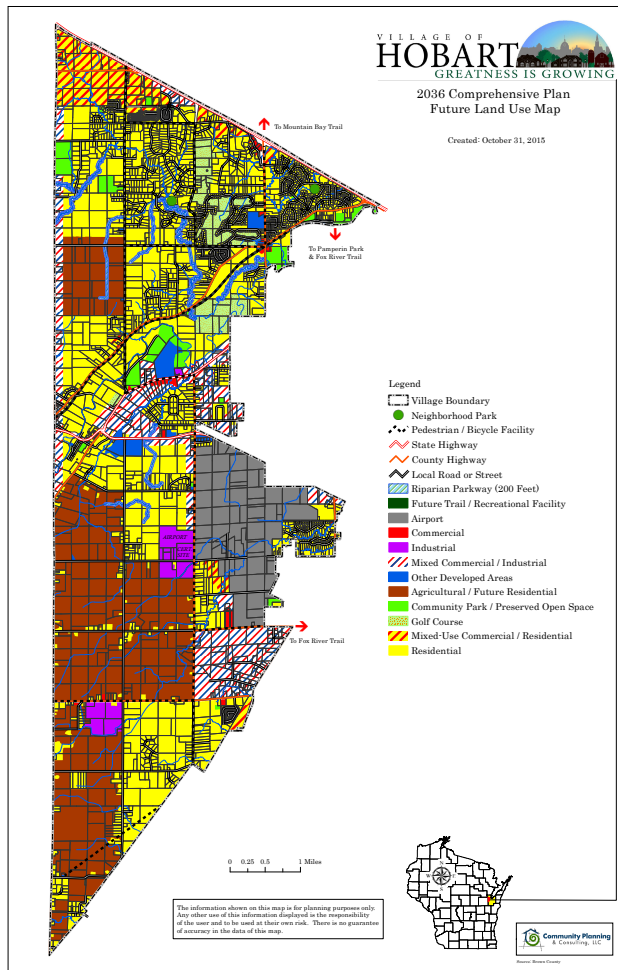
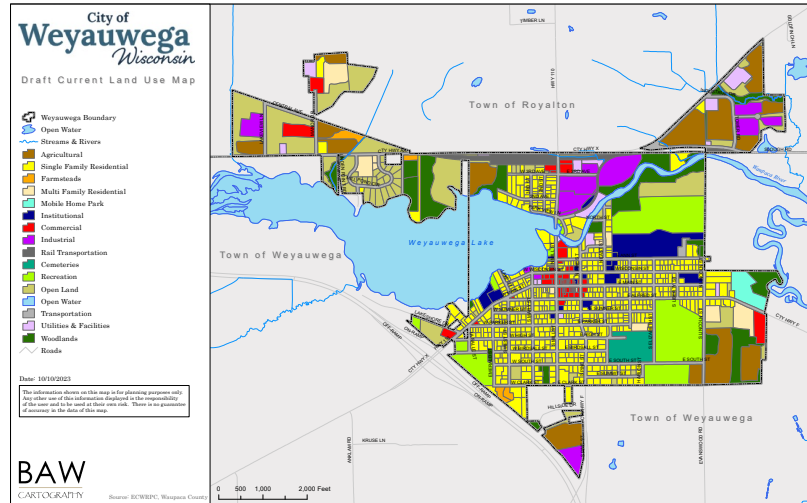
Upon adoption by the Town Board, CPC will prepare the required application forms and, if desired, the guidelines and checklists which aid Town officials, landowners, and others in navigating the zoning ordinance.



Proposal to Update: Chapter 430: Zoning

Project Mapping

CPC utilizes the GIS / Mapping services of BAW Cartography. Jeff Sanders and Ben Wildenberg, BAW's owner, have collaborated on more than 60 comprehensive plans, outdoor recreation plans, and zoning maps. Ben is an expert in his field, creating maps specifically tailored to the needs of his clients. Unless otherwise desired by the City, BAW will prepare the updated zoning map.





Project Timeline and Budget

Timeline

CPC anticipates a six- to nine-month time frame for developing the zoning ordinance and zoning map, contingent upon City meeting schedules.

Budget

Task	Month	Estimated Cost
Audit of Zoning Ordinance	1	\$856
Preparation of Audit Summary Report	1	\$214
Preparation of First Draft Zoning Ordinance [1]	2-5	\$6,848
First Draft Working Session [2] [3]	6	\$428
First Draft Presentation [2] [3]	7	\$642
Post-Hearing Revisions / Final Draft	9	\$428
Total		\$9,416
Optional Items		
Additional Meetings, as requested by Plan Commission		\$107/hr.
Preparation of Application Forms		\$107/hr.
Attendance at Public Hearing [2] [3]		\$642
Zoning Map		\$85/hr.
[1] Cost includes preparation of first draft. Subsequent changes or revisions will be billed at a rate of \$107 per hour in fractional 15-minute increments.		
[2] Includes meeting preparation and travel. CPC bills for time of travel to meetings; we do not bill for mileage, fuel, or return trip.		
[3] The portion of any meeting extending beyond two hours will be billed at a rate of \$107 per hour, in fractional 15-minute increments.		

Thank You!

Thank you once again for the opportunity to submit this proposal.

Respectfully,

Jeffrey Sanders, Principal
Community Planning & Consulting, LLC



Proposal to Update: Chapter 430: Zoning



Corporate Profile

Community Planning & Consulting, LLC

1007 N. Leminwah St.
Appleton, WI 54911
920.309.0721
www.communityplanningandconsulting.com

Owner

Jeffrey Sanders

Established

January 2010, Limited Liability Corporation

Services

- Comprehensive Plans
- Farmland Preservation
- Grant Writing
- On-call Planning Services & Zoning Administration
- Outdoor Recreation Plans
- Public Engagement
- Strategic Planning for Municipalities, Business, and Non-Profit Organizations
- Student Enrollment Projections
- Zoning and Subdivision Ordinances

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Proposal to Update: Chapter 430: Zoning



Municipal Planning Experience

Comprehensive Plans

Community Planning & Consulting

Outagamie Co – Ex. Cond. Report

C. Weyauwega, *Waupaca Co*

V. Black Creek, *Outagamie Co*

V. Denmark, *Brown Co - pending*

V. Hobart, *Brown Co*

V. Sturtevant, *Racine Co – in progress*

V. Twin Lakes, *Kenosha Co - pending*

V. Wind Point, *Racine Co – pending*

T. Baileys Harbor, *Door Co*

Jeff Sanders (prior to CPC)

V. Ashwaubenon, *Brown Co*

V. Black Creek, *Outagamie Co*

V. Casco, *Kewaunee Co*

V. Winneconne, *Winnebago Co*

T. Black Creek, *Outagamie Co*

T. Bradford, *Rock Co*

T. Buchanan, *Outagamie Co*

T. Carlton, *Kewaunee Co*

T. Casco, *Kewaunee Co*

T. Clearfield, *Juneau Co*

T. Eldorado, *Fond du Lac Co*

T. Black Creek, *Outagamie Co*

T. Carlton, *Kewaunee Co*

T. Empire, *Fond du Lac Co*

T. Hortonia, *Outagamie Co*

T. Kaukauna, *Outagamie Co*

T. Ledgeview, *Brown Co*

T. Lincoln, *Kewaunee Co*

T. Linn, *Walworth Co*

T. Mitchell, *Sheboygan Co - pending*

T. Montpelier, *Kewaunee Co*

T. Nekimi, *Winnebago Co*

T. Oconto Falls, *Oconto Co*

T. Polk, *Washington Co*

T. Russell, *Sheboygan Co*

T. Scott, *Sheboygan Co - pending*

T. Taycheedah, *Fond du Lac Co*

T. West Bend, *Washington Co*

T. Winchester, *Winnebago Co*

T. Empire, *Fond du Lac Co*

T. Freeman, *Crawford Co*

T. Hortonia, *Outagamie Co*

T. Kaukauna, *Outagamie Co*

T. Lincoln, *Kewaunee Co*

T. Marion, *Juneau Co*

T. Montpelier, *Kewaunee Co*

T. Mukwa, *Waupaca Co*

T. Oneida, *Outagamie Co*

T. Seneca, *Crawford Co*

T. Sevastopol, *Door Co*

T. Taycheedah, *Fond du Lac Co*

T. Three Lakes, *Oneida Co*

T. Utica, *Crawford Co*

T. West Kewaunee, *Kewaunee Co*

T. West Point, *Columbia Co*

T. Winchester, *Winnebago Co*

T. Wolf River, *Winnebago Co*

Oneida Nation, *Brown/Outagamie Co*

Zoning Ordinances

C. Richland Center Airport HLZO, *Richland Co*

C. Waupaca, *Waupaca Co*

C. Weyauwega, *Waupaca Co*

V. Black Creek, *Outagamie Co*

V. Denmark, *Brown Co*

V. Hobart, *Brown Co*

V. Sister Bay, *Door Co (audit only)*

V. Sturtevant, *Racine Co*

V. Wind Point, *Racine Co*

T. Black Creek, *Outagamie Co*

T. Carlton, *Kewaunee Co*

T. Chilton, *Calumet Co (audit only)*

T. Eldorado, *Fond du Lac Co*

T. Hortonia, *Outagamie Co*

T. Kaukauna, *Outagamie Co*

T. Kewaskum, *Washington Co*

T. Mitchell, *Sheboygan Co*

T. Montpelier, *Kewaunee Co*

T. Polk, *Washington Co*

T. Ringle, *Marathon Co*

T. Russell, *Sheboygan Co*

T. Scott, *Sheboygan Co - pending*

T. Taycheedah, *Fond du Lac Co*

T. West Bend, *Washington Co*

T. Winchester, *Winnebago Co*

Land Division / Subdivision Ordinances

Community Planning & Consulting

C. Weyauwega, *Waupaca Co – in progress*

V. Black Creek, *Outagamie Co*

V. Denmark, *Brown Co*

V. Hobart, *Brown Co*

T. Baileys Harbor, *Door Co*

T. Black Creek, *Outagamie Co*

T. Bradford, *Rock Co*

T. Eldorado, *Fond du Lac Co*

T. Freedom, *Outagamie Co*

T. Hortonia, *Outagamie Co*

T. Kewaskum, *Washington Co*

T. Mitchell, *Sheboygan Co*

T. Nekimi, *Winnebago Co*

T. Oconto Falls, *Oconto Co*

T. Polk, *Washington Co*

T. Scott, *Sheboygan Co - pending*

T. Taycheedah, *Fond du Lac Co*

T. West Bend, *Washington Co*

T. Winchester, *Winnebago Co*

Jeff Sanders (prior to CPC)

T. Buchanan, *Outagamie Co*

T. Empire, *Fond du Lac Co*

T. Morrison, *Brown Co*

T. Mukwa, *Waupaca Co*

T. Winchester, *Winnebago Co*

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Proposal to Update: Chapter 430: Zoning



Municipal Planning Experience

On-call Planning Assistance or Zoning Administration

Current Clients

C. Weyauwega, *Waupaca Co*
V. Denmark, *Brown Co*
V. Sturtevant, *Racine Co*

V. Wind Point, *Racine Co*
T. Freedom, *Outagamie Co*
T. Mitchell, *Sheboygan Co*

T. Nekimi, *Winnebago Co*
T. Winchester, *Winnebago Co*

Past Clients

C. Waupaca, *Waupaca Co*
V. Black Creek, *Outagamie Co*
V. Sister Bay, *Door Co*
T. Black Creek, *Outagamie Co*
T. Bradford, *Rock. Co*
T. Carlton, *Kewaunee Co*

T. Chilton, *Calumet Co*
T. Eldorado, *Fond du Lac Co*
T. Empire, *Fond du Lac Co*
T. Hortonia, *Outagamie Co*
T. Kaukauna, *Outagamie Co*
T. Kewaskum, *Washington Co*

T. Montpelier, *Door Co*
T. Oconto Falls, *Oconto Co*
T. Polk, *Washington Co*
T. Russell, *Sheboygan Co*
T. Taycheedah, *Fond du Lac Co*
T. West Bend, *Washington Co*

Strategic Planning

Community Planning & Consulting

C. New London Strategic
Implementation Plan
V. Hobart Strategic Plan

V. Twin Lakes 2018 Budget Plan
T. Baileys Harbor Implementation
T. Phelps Downtown Strategic Plan

T. Polk Strategic Plan
Fox Cities Greenways 2012

Jeff Sanders (prior to CPC)

Fox Cities Greenways 2009
Fox Cities Visitor & Convention
Bureau

V. Butternut, *Ashland Co*

Wisconsin Association of Visitor &
Convention Bureaus

Site Plans

Community Planning & Consulting

C. New London Hatten Memorial
Stadium (sub. to OMNI Assoc.)

T. Rome Alpine Village Town Centre
Plan

T. Three Lakes Streetscape &
Community Design Plan

Jeff Sanders (prior to CPC)

C. Oconomowoc SW Summit Ave.
C. Sturgeon Bay Shipbuilding Cluster

C. Sheboygan Taylor Drive District
EAA Air Venture Site Plan

Country USA Site Plan

Open Space & Outdoor Recreation Plans

V. Denmark, *Brown Co*
V. Hobart, *Brown Co*
V. Sturtevant, *Racine Co*
V. Twin Lakes, *Kenosha Co - 2018*

V. Twin Lakes, *Kenosha Co - in
progress*
V. Union Grove, *Racine Co*
V. Wind Point, *Racine Co - 2018*
V. Wind Point, *Racine Co - 2025*

T. Ledgeview, *Brown Co*
T. Mukwa, *Waupaca Co*
T. Rome, *Adams Co - 2018*
T. Rome, *Adams Co - 2024*

Jeff Sanders (prior to CPC)

Oneida Nation Open Space Plan

Student Enrollment Projections

Community Planning & Consulting

Berlin Area School District
Kewaskum School District - 2015
Kewaskum School District - 2021

Jeff Sanders (prior to CPC)

Freedom Area School District
Winneconne Community School District

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Proposal to Update: Chapter 430: Zoning



Jeffrey Sanders
Principal

ACADEMICS

B.S. Urban & Regional Studies
(Cum Laude), University of
Wisconsin-Green Bay

B.S. Environmental Policy &
Planning (Cum Laude), University
of Wisconsin-Green Bay

MILITARY SERVICE

United States Air Force
1982-1986

SPECIALIZED TRAINING

Meeting Management
MIG, Inc

Conservation Design for
Subdivisions, Natural Lands Trust

Innovative Storm Water
Management Techniques, Center
for Watershed Protection

Urban Stream Protection, Center
for Watershed Protection

Native Prairie Restoration, Prairie
Nursery

MEMBERSHIPS

American Planning Association
Wisconsin Chapter APA

Bio

Jeff Sanders has thirty-plus years of municipal planning experience and has authored nearly one hundred comprehensive plans and land use ordinances. He is adept at finding creative solutions to vexing problems.

Jeff has lectured on an array of land-use related topics at the University of Wisconsin- Green Bay, St. Norbert College, Northern Michigan University, Fox Valley Technical College, and Northeast Wisconsin Technical College. He has presented at more than a dozen conferences on subjects including Land Use Planning, Conservation Design, Sustainable Development, Climate Change, Watershed Management, and Indian Land and the Law.

Jeff grew up in Shawano and currently lives in Appleton with his wife and daughter. They spend a lot of time on bikes and skis, in kayaks and tents, and enjoying places with trees and water (frozen and not, salted and not).

Professional Life

1994-1999	Oneida Nation, Green Bay – <i>Senior Planner</i>
2000-2003	Moore Iacofano Goltsman Inc., Green Bay – <i>Principal Planner</i>
2004-2009	OMNNI Associates Inc., Appleton – <i>Director of Planning Group</i>
2010-Present	Community Planning & Consulting LLC, Appleton – <i>Principal</i>

Expertise

- Comprehensive Planning – More than 50 to date
- Zoning & Subdivision Ordinances – Nearly 50
- On-Call Planning & Zoning Administration
- Strategic Planning – municipal, corporate, nonprofit
- Site Planning – downtown, business park, corridor
- Outdoor Recreation Planning
- Enrollment Population Projections for School Districts

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Proposal to Update: Chapter 430: Zoning



Jeffrey Sanders
Principal

SELECT CONTRIBUTIONS

The Comprehensive Plan as a Tool to Enhance Water Quality

How the comp plan and the creative use of zoning and subdivision regulations can be used to cost effectively achieve surface and ground water restoration goals. Fox-Wolf Watershed Alliance 19th Annual Watershed Conference, 2019.

Climate Change in Wisconsin

Potential Effects of a changing climate on Municipalities and the Surveying, Engineering, and Planning Professions. Wisconsin Society of Land Surveyors 63rd Annual Surveyors Institute, Stevens Point, 2012.

Residential Development and Habitat Protection in Rural Communities

How to achieve balance between development and natural resources during residential development. Wisconsin Society of Land Surveyors 57th Annual Surveyors Institute, Green Bay, 2006. Fox Cities Leadership, 2006.

Sustainability in Residential Development

The ways in which sustainable principles can be incorporated into the residential development process benefiting the landowner, developer, and community. Wisconsin Society of Land Surveyors 56th Annual Surveyors Institute, Stevens Point, 2005.

Public Participation

Meaningful engagement at the beginning and middle of a project significantly lessens the probability of pitchforks and torches at the end.

Jeff is a passionate advocate for public participation. He has facilitated more than 700 community meetings and planning sessions, assisting stakeholders in identifying implementable pathways to a collective future. His strength lies in his ability to connect with the audience. He uses meeting management techniques that aid participants in thinking conceptually and working collaboratively toward an identifiable, desirable outcome. Meaningful public participation promotes a sense of ownership and generates the informed consent necessary for implementation. Among the tools used to reach these goals:

- Community & Visual Preference Surveys
- Impact / Effort Matrices
- SNOC & Nominal Group Exercises
- Stakeholder Interviews
- Visioning Sessions

Professional References

Jack Feiner, Public Works Manager – V. Sturtevant
262.886.7202 feinerj@sturtevant-wi.gov

Matt Parmentier, Municipal Attorney
920.238.6223 MBP@dempseylaw.com

Susan Selner, President – V. Denmark
920.863.6821 smselner@charter.net

Justin Schumacher, Chairman – T. Freedom
920.841.5040 JSchumacher@townoffreedom.org

Holly Stevens, Clerk/Zoning Administrator – T. Winchester
920.836.2948 clerk@townofwinchesterwi.gov

Travis Wells, Administrator – V. Wind Point
262-639-3524 t.wells@windpoint.org

Assisting Wisconsin Communities in Preparing for a Sustainable Future



SERVICE CONTRACT

Date: 6/12/2026

Site Address: Tag Center
1700 Breckenridge St
Mayville, WI 53050

Attn: Scott Kollmansberger

Phone: 920-583-5816

Email: tagmaint@mayvillecity.com

SCOPE OF SERVICES:

Filtration Backwash System Actuators and Relay Installation

- Remove (2) actuators on the Filtration Backwash System. (Tank #1 & #2)
- Install (2) new Actuators on the Filtration Backwash System. (Tank #1 & #2)
- Replace all 5 RIB Relays for the Valve Actuators.
- Start up system and verify proper functioning of the new actuators.

NOTES:

- If any further repairs are required, they will be billed additionally.

PRICING – VALID FOR 30 DAYS

Price:	\$	9,235.92
Tax:	\$	EXEMPT
Total:	\$	9,235.92

PAYMENT TERMS

- 50% initial payment and 50% due upon completion.

BUILDING YOUR IMAGINATION

W9684 Beaverland Parkway | PO Box 413 | Beaver Dam, WI 53916 | 920-885-3366 | neumanpools.com

SIGNATURES

Owner has read and understands the payment terms, conditions, and lien rights.

Neuman Pools, Inc.

Signature: _____

*Kendelle Wendlandt – Commercial Service
Coordinator*

Date: _____

Owner

Signature: _____

Print Name / Title: _____

Date: _____

WISCONSIN LIEN RIGHTS

As required by Wisconsin Construction Lien Law, NEUMAN POOLS, INC. hereby notifies the Owner that persons or companies furnishing labor or materials for construction on Owner's land may have lien rights on Owner's land and buildings, if not paid. Those entitled to lien rights, in addition to NEUMAN POOLS, INC., are those who contract directly with the Owner, or those who give the Owner notice within 60 days after they first furnish labor or materials for the construction improvement. Accordingly, Owner probably will receive notices from those who furnish labor or materials for the construction improvement and should give a copy of each notice received to his mortgage lender, if any. NEUMAN POOLS agrees to cooperate with the Owner and their lender, if any, to see that all potential lien claims are duly paid.

SALES TERMS AND CONDITIONS

Terms and Conditions. These terms and conditions shall apply to all orders or transactions entered into by and between the buyer listed on this order ("Buyer") and Neuman Pools, Inc. ("NPI"). NPI will accept orders, sell Products and Services (defined below), and do business only on these terms and conditions. These terms and conditions, the terms and conditions on the first page of this order and any NPI quotation accepted by Buyer, shall be collectively referred to hereinafter as the "Agreement." As used herein, "Products and Services" shall mean all items being sold by NPI to Buyer, whether materials, products to be manufactured or delivered, services to be rendered or any combination thereof. NPI's acceptance of Buyer's order is expressly conditioned on Buyer's unqualified acceptance of the Agreement. Buyer, upon placing an order for the purchase of Products and Services shall be deemed to have accepted all the terms and conditions of the Agreement without modification. Buyer may also accept an order in writing or electronically. Unless otherwise agreed to in a writing signed by NPI, any term or condition contained in any Buyer purchase order or other form or correspondence that purports to add to or is in any way inconsistent with the Agreement shall be inapplicable and of no force or effect whatsoever.

Time of Delivery. NPI shall use commercially reasonable efforts to fill Buyer's orders within the time stated but in no event shall NPI be liable for any damages associated with NPI's inability to meet any such timeframes or deadlines.

Price; Taxes. Unless otherwise stipulated, all prices stated in NPI's quotations shall be good only for a period of thirty (30) days from the date of such quotation. Thereafter, the price for Products and Services sold hereunder shall be NPI's price in effect as of the date of shipment. Unless specifically otherwise set forth in the Agreement, Buyer shall be responsible for obtaining any and all permits or other governmental approvals required in connection with the Products and Services, and prices do not include the cost of such approvals, cost of freight or handling, cost or charges for insurance or any production, sales, use, transfer, transportation, excise or other taxes, tariffs, or customs duties, or costs arising from unforeseen, concealed or unusual conditions or circumstances, and Buyer shall pay directly or be charged by NPI for all such costs and/or charges in addition to the price(s) of the Products and Services supplied hereunder and Purchaser shall be obligated to pay such charges and costs on the same terms as apply to payment of the price(s) hereunder. NPI may make partial shipments.

Shipment; Payments. As applicable, all materials and products shall be shipped F.O.B. NPI's plant, unless otherwise agreed. Risk of loss and title to Products and Services shall pass to Buyer upon performance of the services and delivery of the material or products to the carrier for shipment. Payment of each invoice shall be due, without deduction or setoff, within thirty (30) days of the invoice date. Interest of 1.5% per month will be added to all amounts outstanding more than thirty (30) days.

Specifications. NPI may make any change in design of, or in the way it manufactures or produces, any Product if, in NPI's sole judgment, such changes are necessary or desirable to improve the safety or performance of such Product.

Cancellation. Buyer may not cancel orders placed with NPI, except with NPI's prior written consent and then only if Buyer makes payment to NPI to indemnify it against all loss and damage incurred by NPI on account of such cancellation.

Inspection. Buyer shall inspect all Products and Services within ten (10) days after receipt thereof and shall notify NPI of any rejection of such Products and Services within such ten (10) day period, after which Buyer shall be deemed to have accepted such Products and Services.

Security Interest. Buyer hereby grants to NPI and NPI hereby retains a security interest in all materials and products sold hereunder and all accessories and additions thereto, whether presently upon Buyer's premises or hereafter acquired, and all proceeds from the sale or other disposition of the foregoing. Buyer hereby authorizes NPI and its agents to file any financing statements and other documents necessary to create, perfect and maintain the perfection of the security interest granted hereunder

LIMITED WARRANTY. NPI warrants to Buyer that (a) at the time of delivery, the Products and Services shall conform to the written specifications approved by NPI for such Products and Services; and (b) the Products and Services shall be free from defects in material and workmanship. **THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. ANY AND ALL OTHER EXPRESS, STATUTORY OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED. NO WARRANTY IS MADE WHICH EXTENDS BEYOND THAT WHICH IS EXPRESSLY CONTAINED HEREIN.**

Inspection and Return under Warranty. Buyer must give written notice to NPI of any suspected defect in the Products and Services within the above-described inspection period; otherwise, Buyer will be deemed to have accepted such Products and Services. Buyer must obtain a return authorization from NPI prior to returning any materials or products for warranty service under this Section. Buyer shall be responsible for all costs and expenses associated with returning the materials or products to NPI for warranty service. NPI reserves the right to apply a restocking charge of 35% of the purchase price of the returned goods, plus freight charges to all returns. **LIMITATION OF LIABILITY. THE REMEDIES OF BUYER SET FORTH HEREIN ARE EXCLUSIVE AND, IN ANY EVENT, THE TOTAL AGGREGATE LIABILITY OF NPI WITH RESPECT TO ANY CLAIMS UNDER THE AGREEMENT OR REGARDING THE EQUIPMENT, SERVICES, WORK, SPARE OR REPLACEMENT PARTS AND SERVICES INCIDENTAL THERETO AS FURNISHED HEREUNDER, WHETHER BASED IN CONTRACT, INDEMNITY, TORT, STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED THE PRICE PAID FOR THE PRODUCTS AND SERVICES UPON WHICH ANY SUCH CLAIM IS BASED. IN NO EVENT SHALL NPI BE LIABLE UNDER ANY CIRCUMSTANCES FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES ARISING FROM ANY CAUSE WHATSOEVER, WHETHER BASED ON CONTRACT, TORT, WARRANTY OR ANY OTHER THEORY OF LIABILITY.**

Indemnification. Buyer shall defend, indemnify and hold NPI and its officers, directors, shareholders, affiliated companies, employees, agents and representatives harmless against any claims, losses, damages, liabilities or expenses (including, without limitation, reasonable attorneys' fees and other costs and expenses of litigation) resulting from or otherwise connected with any of the following: (a) bodily injury, death or property damage caused by Buyer's or its agents' acts or omissions with respect to the Products and Services; or (b) any design, specification, material or component supplied or approved by Buyer for the design, manufacture, installation, repair or services in connection with the Products and Services.

Intellectual Property Rights. NPI shall retain all intellectual property rights in and to the Products and Services, including, without limitation, any rights under patents as well as any unpatented information such as trade secrets, confidential information, trademarks, trade dress or copyrights. Nothing in the Agreement shall be deemed or construed to be a transfer or license of any of NPI's intellectual property. Buyer shall obtain rights to such intellectual property only to the extent that NPI may grant such rights in writing.

Force Majeure; Remedies; Limitation of Actions. NPI shall not be liable for any delay in the performance of the Agreement by reason of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, telecommunications outages, acts of God, war, terrorism, governmental action or any other cause which is beyond the reasonable control of NPI. In the event of any such delay, NPI's performance hereunder shall be postponed by such length of time as may be reasonably necessary to compensate for the delay. Each of the rights and remedies of NPI under the Agreement is cumulative and in addition to any other or further remedies provided under the Agreement or at law or equity. Any action by Buyer for any loss or damage with respect to the Agreement shall be commenced within one (1) year from the earlier of the date of: initial operation, substantial completion, last date of services or date of shipment, as applicable.

Miscellaneous. If any court of competent jurisdiction determines that any provision of the Agreement is invalid or unenforceable, then such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect to the intent of the parties expressed in the Agreement. Buyer may not assign any of its rights, duties or obligations under the Agreement without NPI's prior written consent. The rights of all parties hereunder and the construction of every provision hereof shall be governed by the laws of the State of Wisconsin, without giving affect to principles of conflicts of law. The parties agree that any action arising out of the Agreement or in connection with the goods covered hereunder shall be brought in the federal, state or local court located in or otherwise having jurisdiction over Dodge County in the State of Wisconsin and the parties hereby consent to personal jurisdiction in such courts and waive any objection based on jurisdiction or venue of any such action.



June 30, 2026

Ms. Anastasia Gonstead, City Clerk/Executive Assistant
City of Mayville
15 S. School Street
Mayville, Wisconsin 53050

**Re: City of Mayville – 2026 Oak Street PMP
Payment Request 1 - Final**

Dear Ms. Gonstead:

Please find attached Payment Request 1 - Final, as received from Northeast Asphalt Inc., for work efforts associated with the above-referenced project. We have reviewed this Payment Request and recommend payment in the amount of \$36,258.34 to Northeast Asphalt Inc.

Anastasia, as an update to both you and the City Council, all work associated with the project has been completed, including any punch list items. The final construction cost for the project was \$18,631.36 below the original contract amount of \$54,889.70.

If you have any questions or comments regarding the project or the accompanying Payment Request, please contact me at your earliest convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in black ink, appearing to read 'Don Neitzel', is written over a horizontal line.

Don Neitzel
General Manager

enclosure

cc: Rob Boelk, Mayor
Jacob Schellpfeffer, Director of Parks & Public Works
Jordan VandeZande, Northeast Asphalt, Inc.

Contractor's Application For Payment No. 1 FINAL

Application Period: 6/4/26 - 6/15/26		Application Date: 6/26/26 06/29/2026
To (Owner): City of Mayville	From (Contractor): Northeast Asphalt, Inc	Via (Engineer) Kunkel Engineering
Project: C/O Mayville 2026 Oak St Milling/Asphalt Paving	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

APPLICATION FOR PAYMENT**Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$	54,889.70
2. Net change by Change Orders	\$	
3. CURRENT CONTRACT PRICE (Line 1 ± 2).....	\$	54,889.70
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$	36,258.34
5. RETAINAGE:		
a. ____ % x \$ _____ Work Completed.....	\$	1812.92 \$0.00
b. ____ % x \$ _____ Stored Material	\$	
c. Total Retainage (Line 5a + Line 5b)	\$	1812.92 \$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	34,445.42 \$36,258.34
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	0.00
8. AMOUNT DUE THIS APPLICATION.....	\$	34,445.42 \$36,258.34
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$	1812.92 \$0.00 (Final Pay Request)

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Signed by:
By: Jon Winger Date: 6/29/2026 | 2:23 PM CDT

Payment of: \$36,258.34
(Line 8 or other - attach explanation of other amount)

is recommended by: [Signature] 06/30/2026
(Engineer) (Date)

Payment of: \$36,258.34
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding Agency (if applicable) _____ (Date)

Initial

JWE

Progress Estimate**Contractor's Application**

For (contract): C/O Mayville 2026 Oak St Milling/Asphalt Paving					Application Number: 1					
Application Period: 6/4/26 - 6/15/26					Application Date: 6/29/26					
A				B	C	D	E	F		G
Item		Bid Quantity	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F) B	Balance to Finish (B - F)
Bid Item No.	Description									
1	EBS & Additional Sub-Base	215	47.28	10,165.20	0.00	0.00		0.00		0.00
2	Mill Asphalt Pavement	2100	1.85	3,885.00	2100	3,885.00		3,885.00		0.00
3	4LT 58-28S, 1-3/4" Thick (Finish)	230	76.10	17,503.00	196.28	14,936.91		14,936.91		0.00
4	3LT 58-28S, 2-1/4" Thick (Binder)	295	79.10	23,334.50	220.41	17,434.43		17,434.43		0.00
5	Construction Erosion Control	1	1.00	1.00	1	1.00		1.00		0.00
6	Traffic Control & Access	1	1.00	1.00	1	1.00		1.00		0.00
Totals				54,889.70		36,258.34		36,258.34		



July 13, 2026

Ms. Anastasia Gonstead, City Clerk/Executive Assistant
City of Mayville
15 S. School Street
Mayville, Wisconsin 53050

**Re: City of Mayville – 2026 Street and Utility Reconstruction Project
Payment Request #3**

Dear Ms. Gonstead:

Please find accompanying this transmittal Request for Payment No. 3, as received from Kopplin & Kinas Co., Inc., for work efforts associated with the above-referenced project. We have reviewed this Payment Request and recommend payment to Kopplin & Kinas Co., Inc., in the amount of \$333,988.57 (\$64,198.91-Water; \$62,009.91-Sewer; and \$207,779.75-DPW).

As of today, all of the underground utility work, road base installation, and concrete work have been completed on the project. Structure adjustments and fine grading of the roadway are taking place early this week, with the binder course of asphalt to be installed late this week. Topsoil & seeding will then be completed next week, and the final course of asphalt pavement will then be installed. Based upon this, the project should be completed well in advance of the final completion date of October 23, 2026, as noted in the construction contract documents.

Following your review, please let me know if you or the Common Council have any questions or comments about the project or the accompanying Payment Request.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in dark ink, appearing to read 'D. Neitzel', is written over a horizontal line.

Don Neitzel, G.M.

enclosure

cc: Rob Boelk, Mayor
Courtney Steger, Utilities Director
Jacob Schellpfeffer, Director of Parks & Public Works
Mike Myers, Kopplin & Kinas
Tyler Zettl, CME, WDNR
Tammy Hampton, CGW, Kunkel Engineering Group

Contractor's Application For Payment No. 3

To (Owner): City of Mayville	Application Period: thru 6/30/26	Application Date: 06/30/2026
Project 2026 Street & Utility Reconstruct	From (Contractor): Kopplin & Kinas Co., Inc.	Notice to Proceed Date:
	Contract:	Via (Engineer) Kunkel Engineering
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$ 14,756.00	\$ 2,694.00
TOTALS	\$14,756.00	\$2,694.00
NET CHANGE BY CHANGE ORDERS	\$12,062.00	

1. ORIGINAL CONTRACT PRICE	\$ 1,554,499.70
2. Net change by Change Orders	\$ 12,062.00
3. CURRENT CONTRACT PRICE (Line 1 + 2)	\$ 1,566,561.70
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$ 1,173,782.95
5. RETAINAGE:	
a. <u>5</u> % x \$ 783280.85 Work Completed	\$ 39,164.04
b. _____ % x \$ _____ Stored Material	\$ _____
c. Total Retainage (Line 5a + Line 5b)	\$ 39,164.04
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 1,134,618.91
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 800,630.34
8. AMOUNT DUE THIS APPLICATION	\$ 333,988.57
9. BALANCE TO FINISH, PLUS RETAINAGE (Column I on Progress Estimate + Line 5 above)	\$ 392,778.75

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ 333,988.57
(Line 8 or other - attach explanation of other amount)

is recommended by:



(Engineer)

07/13/2026

(Date)

Payment of:

\$ 333,988.57
(Line 8 or other - attach explanation of other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding Agency (if applicable)

(Date)

By:  Date: 6/30/2026

EJCDC No. C-620 (2007 Edition)

Page 1 of 3

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

APPLICATION FOR PAYMENT - DETAILED SUMMARY SUBMITTED BY KOPPLIN & KINAS CO., INC.

SUBMITTED TO: City of Mayville
 PROJECT NAME & LOCATION: 2026 Street & Utility Reconstruct
 PROJECT NO:
 CONTRACT I.D.:

APPLICATION NO. 3
 APPLICATION DATE: 6/30/2026
 CONTRACT DATE:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Item No.	Item Description	Bid				Work Completed					Total Completed & Stored To Date (H+J)	%	Balance To Finish (F-L)
		QTY	Units	Unit Price	Scheduled Value (Cx E)	This Period		Previous Application	Previous Application	Material Stored			
						Quantity	Amount	Quantity	Amount	Not In G or I		(L/F)	(F-L)
1	8" Sanitary Sewer Main	310	LF	\$96.00	\$29,760.00		\$ -	190.00	\$ 18,240.00		\$ 18,240.00	61%	\$ 11,520.00
2	Connect to Existing Sanitary Sewer Main	1	EA	\$2,750.00	\$2,750.00		\$ -	1.00	\$ 2,750.00		\$ 2,750.00	100%	\$ -
3	Sanitary Sewer Manhole	2	EA	\$4,000.00	\$8,000.00		\$ -	1.00	\$ 4,000.00		\$ 4,000.00	50%	\$ 4,000.00
4	Sanitary Manhole Frame & Lid (EJ per spec)	0	EA	\$1,514.00	\$0.00		\$ -		\$ -		\$ -	#DIV/0!	\$ -
5	6" Sanitary Sewer Lateral	110	LF	\$63.00	\$6,930.00		\$ -	99.00	\$ 6,237.00		\$ 6,237.00	90%	\$ 693.00
6	Granular Backfill, San. Sewer	200	LF	\$16.00	\$3,200.00		\$ -	289.00	\$ 4,624.00		\$ 4,624.00	145%	\$ (1,424.00)
7	10" Watermain	320	LF	\$100.00	\$32,000.00		\$ -	296.00	\$ 29,600.00		\$ 29,600.00	93%	\$ 2,400.00
8	10" Gate Valve & Box	1	EA	\$4,160.00	\$4,160.00		\$ -	1.00	\$ 4,160.00		\$ 4,160.00	100%	\$ -
9	Connection to Existing Watermain	1	EA	\$8,000.00	\$8,000.00		\$ -	1.00	\$ 8,000.00		\$ 8,000.00	100%	\$ -
10	Water Service, 1-1/4"	150	LF	\$58.00	\$8,700.00		\$ -	128.00	\$ 7,424.00		\$ 7,424.00	85%	\$ 1,276.00
11	Water Service Fitting, 1-1/4"	4	EA	\$921.00	\$3,684.00		\$ -	4.00	\$ 3,684.00		\$ 3,684.00	100%	\$ -
12	Temporary Water Service	1	LS	\$3,500.00	\$3,500.00		\$ -	1.00	\$ 3,500.00		\$ 3,500.00	100%	\$ -
13	Granular Backfill, Watermain	160	LF	\$12.00	\$1,920.00		\$ -	296.00	\$ 3,552.00		\$ 3,552.00	185%	\$ (1,632.00)
14	12" Storm Sewer, RCP	455	LF	\$70.00	\$31,850.00	104	\$ 7,280.00	176.00	\$ 12,320.00		\$ 19,600.00	62%	\$ 12,250.00
15	15" Storm Sewer, RCP	24	LF	\$90.00	\$2,160.00		\$ -	278.00	\$ 25,020.00		\$ 25,020.00	1158%	\$ (22,860.00)
16	Storm Sewer Manhole	3	EA	\$4,200.00	\$12,600.00	2	\$ 8,400.00	1.00	\$ 4,200.00		\$ 12,600.00	100%	\$ -
17	Storm Manhole Frame & Lid (EJ per Spec)		EA	\$1,200.00	\$0.00		\$ -		\$ -		\$ -	#DIV/0!	\$ -
18	Storm Sewer Tee	1	EA	\$2,500.00	\$2,500.00		\$ -	1.00	\$ 2,500.00		\$ 2,500.00	100%	\$ -
19	Storm Sewer Inlet	5	EA	\$3,200.00	\$16,000.00		\$ -	1.00	\$ 3,200.00		\$ 3,200.00	20%	\$ 12,800.00
20	Granular Backfill, Storm Sewer	250	LF	\$10.00	\$2,500.00		\$ -	278.00	\$ 2,780.00		\$ 2,780.00	111%	\$ (280.00)
21	Plug and Abandon Existing Storm Outfall	1	LS	\$1,750.00	\$1,750.00	1	\$ 1,750.00		\$ -		\$ 1,750.00	100%	\$ -
22	Unclassified Excavation	1	LS	\$42,834.45	\$42,834.45	1	\$ 42,834.45		\$ -		\$ 42,834.45	100%	\$ -
23	EBS and Sub-Base Course	230	CY	\$41.38	\$9,517.40	447	\$ 18,496.86		\$ -		\$ 18,496.86	194%	\$ (8,979.46)
24	Base Aggregate Dense, 3" - (8" Thick)	1,890	SY	\$6.94	\$13,116.60	1890	\$ 13,116.60		\$ -		\$ 13,116.60	100%	\$ -
25	Base Aggregate Dense, 1-1/4" - (4" Thick)	1,890	SY	\$3.67	\$6,936.30	1890	\$ 6,936.30		\$ -		\$ 6,936.30	100%	\$ -
26	Hot Mix Asphalt Pavement , Upper Layer 1-3/4"	175	TN	\$83.35	\$14,586.25		\$ -		\$ -		\$ -	0%	\$ 14,586.25
27	Hot Mix Asphalt Pavement , Lower Layer 2-1/4"	225	TN	\$85.05	\$19,136.25		\$ -		\$ -		\$ -	0%	\$ 19,136.25
28	Hot Mix Asphalt Driveway Patching, 2"	85	TN	\$169.03	\$14,367.55		\$ -		\$ -		\$ -	0%	\$ 14,367.55
29	Remove and Replace PCC Pavement, 8"	215	SF	\$24.76	\$5,323.40		\$ -		\$ -		\$ -	0%	\$ 5,323.40
30	Curb and Gutter, 30"	20	LF	\$22.50	\$450.00		\$ -		\$ -		\$ -	0%	\$ 450.00
31	Curb and Gutter, 24"	1,015	LF	\$16.85	\$17,102.75		\$ -		\$ -		\$ -	0%	\$ 17,102.75
32	Concrete Driveway Apron, 6"	795	SF	\$7.54	\$5,994.30		\$ -		\$ -		\$ -	0%	\$ 5,994.30

SUBMITTED TO: City of Mayville
 PROJECT NAME & LOCATION: 2026 Street & Utility Reconstruct
 PROJECT NO:
 CONTRACT I.D.:

APPLICATION NO. 3
 APPLICATION DATE: 6/30/2026
 CONTRACT DATE:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Item No.	Item Description	Bid				Work Completed					Total Completed & Stored To Date (H+J)	% (L/F)	Balance To Finish (F-L)
		QTY	Units	Unit Price	Scheduled Value (CxE)	This Period		Previous Application Quantity	Previous Application Amount	Material Stored Not In G or I			
33	Concrete Sidewalk, 4"	980	SF	\$6.91	\$6,771.80		\$ -		\$ -		\$ -	0%	\$ 6,771.80
34	Detectable Warning Field	2	EA	\$325.00	\$650.00		\$ -		\$ -		\$ -	0%	\$ 650.00
35	Silt Fence	30	LF	\$5.00	\$150.00		\$ -	30.00	\$ 150.00		\$ 150.00	100%	\$ -
36	Topsoil, Seeding, & Mulch	400	SY	\$13.14	\$5,256.00		\$ -		\$ -		\$ -	0%	\$ 5,256.00
37	Traffic Control and Access	1	LS	\$1,275.00	\$1,275.00		\$ -	0.50	\$ 637.50		\$ 637.50	50%	\$ 637.50
38	Erosion Control	1	LS	\$1,265.00	\$1,265.00		\$ -	0.50	\$ 632.50		\$ 632.50	50%	\$ 632.50
39	8" Sanitary Sewer Main	500	LF	\$94.00	\$47,000.00		\$ -	515.00	\$ 48,410.00		\$ 48,410.00	103%	\$ (1,410.00)
40	Connect to Existing Sanitary Sewer Main	3	EA	\$700.00	\$2,100.00		\$ -	3.00	\$ 2,100.00		\$ 2,100.00	100%	\$ -
41	Sanitary Sewer Manhole	1	EA	\$3,800.00	\$3,800.00		\$ -	1.00	\$ 3,800.00		\$ 3,800.00	100%	\$ -
42	Sanitary Manhole Frame & Lid (EJ per Spec)		EA	\$1,514.00	\$0.00		\$ -		\$ -		\$ -	#DIV/0!	\$ -
43	Adjust Existing Sanitary Manhole	2	EA	\$700.00	\$1,400.00		\$ -		\$ -		\$ -	0%	\$ 1,400.00
44	6" Sanitary Sewer Lateral	290	LF	\$63.00	\$18,270.00		\$ -	256.00	\$ 16,128.00		\$ 16,128.00	88%	\$ 2,142.00
45	Granular Backfill, San. Sewer	400	LF	\$14.00	\$5,600.00		\$ -	400.00	\$ 5,600.00		\$ 5,600.00	100%	\$ -
46	10" Watermain	305	LF	\$105.00	\$32,025.00		\$ -	1094.00	\$ 114,870.00		\$ 114,870.00	359%	\$ (82,845.00)
47	10" Gate Valve & Box	2	EA	\$4,160.00	\$8,320.00		\$ -	6.00	\$ 24,960.00		\$ 24,960.00	300%	\$ (16,640.00)
48	8" Water Main	800	LF	\$84.00	\$67,200.00		\$ -	58.00	\$ 4,872.00		\$ 4,872.00	7%	\$ 62,328.00
49	8" Gate Valve & Box	6	EA	\$3,120.00	\$18,720.00		\$ -	1.00	\$ 3,120.00		\$ 3,120.00	17%	\$ 15,600.00
50	6" Water Main	35	LF	\$78.00	\$2,730.00		\$ -	22.00	\$ 1,716.00		\$ 1,716.00	63%	\$ 1,014.00
51	6" Gate Valve & Box	2	EA	\$2,175.00	\$4,350.00		\$ -	2.00	\$ 4,350.00		\$ 4,350.00	100%	\$ -
52	Hydrant	2	EA	\$7,100.00	\$14,200.00		\$ -	2.00	\$ 14,200.00		\$ 14,200.00	100%	\$ -
53	Connection to Existing Water Main	7	EA	\$3,000.00	\$21,000.00		\$ -	7.00	\$ 21,000.00		\$ 21,000.00	100%	\$ -
54	Water Service, 1-1/4"	350	LF	\$58.00	\$20,300.00	23	\$ 1,334.00	227.00	\$ 13,166.00		\$ 14,500.00	71%	\$ 5,800.00
55	Water Service Fitting, 1-1/4"	11	EA	\$921.00	\$10,131.00		\$ -	10.00	\$ 9,210.00		\$ 9,210.00	91%	\$ 921.00
56	Temporary Water Service	1	LS	\$10,000.00	\$10,000.00		\$ -	1.00	\$ 10,000.00		\$ 10,000.00	100%	\$ -
57	Granular Backfill, Water Main	570	LF	\$12.00	\$6,840.00		\$ -	570.00	\$ 6,840.00		\$ 6,840.00	100%	\$ -
58	12" Storm Sewer, RCP	350	LF	\$70.00	\$24,500.00		\$ -		\$ -		\$ -	0%	\$ 24,500.00
59	15" Storm Sewer, PVC	10	LF	\$90.00	\$900.00	10	\$ 900.00		\$ -		\$ 900.00	100%	\$ -
60	Storm Sewer Manhole	1	EA	\$3,100.00	\$3,100.00		\$ -		\$ -		\$ -	0%	\$ 3,100.00
61	Storm Manhole Frame & Lid (EJ per Spec)		EA	\$1,200.00	\$0.00		\$ -		\$ -		\$ -	#DIV/0!	\$ -
62	Adjust Existing Sanitary Manhole	2	EA	\$600.00	\$1,200.00		\$ -		\$ -		\$ -	0%	\$ 1,200.00
63	Adjust Existing Storm Inlet	2	EA	\$400.00	\$800.00		\$ -		\$ -		\$ -	0%	\$ 800.00
64	Granular Backfill, Storm Sewer	200	LF	\$8.00	\$1,600.00		\$ -		\$ -		\$ -	0%	\$ 1,600.00

APPLICATION FOR PAYMENT - DETAILED SUMMARY SUBMITTED BY KOPPLIN & KINAS CO., INC.

SUBMITTED TO: City of Mayville

PROJECT NAME & LOCATION: 2026 Street & Utility Reconstruct

PROJECT NO:

CONTRACT I.D.

APPLICATION NO. 3

APPLICATION DATE: 6/30/2026

CONTRACT DATE:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Item No.	Item Description	Bid				Work Completed					Total Completed & Stored To Date (H+J)	%	Balance To Finish (F-L)
		QTY	Units	Unit Price	Scheduled Value (Cx+E)	This Period		Previous Application Quantity	Previous Application Amount	Material Stored Not In G or I			
						Quantity	Amount						
65	Unclassified Excavation	1	LS	\$85,100.47	\$85,100.47	1	\$ 85,100.47		\$ -		\$ 85,100.47	100%	\$ -
66	EBS and Sub-Base Course	540	CY	\$39.53	\$21,346.20	769	\$ 30,398.57		\$ -		\$ 30,398.57	142%	\$ (9,052.37)
67	Base Aggregate Dense, 3" - (8"Thick)	4,675	SY	\$6.94	\$32,444.50	4675	\$ 32,444.50		\$ -		\$ 32,444.50	100%	\$ -
68	Base Aggregate Dense, 1-1/4" - (4" Thick)	4,675	SY	\$3.67	\$17,157.25	4675	\$ 17,157.25		\$ -		\$ 17,157.25	100%	\$ -
69	Hot Mix Asphalt Pavement, Upper Layer 1-3/4"	445	TN	\$75.95	\$33,797.75		\$ -		\$ -		\$ -	0%	\$ 33,797.75
70	Hot Mix Asphalt Pavement, Lower Layer 2-1/4"	570	TN	\$79.05	\$45,058.50		\$ -		\$ -		\$ -	0%	\$ 45,058.50
71	Hot Mix Asphalt Driveway Patching, 2"	2	TN	\$169.03	\$338.06		\$ -		\$ -		\$ -	0%	\$ 338.06
72	Curb and Gutter, 30"	1,340	LF	\$19.30	\$25,862.00		\$ -		\$ -		\$ -	0%	\$ 25,862.00
73	Curb and Gutter Patching, 30"	120	LF	\$22.50	\$2,700.00		\$ -		\$ -		\$ -	0%	\$ 2,700.00
74	Concrete Driveway Apron, 6"	2,075	SF	\$7.08	\$14,691.00		\$ -		\$ -		\$ -	0%	\$ 14,691.00
75	Concrete Sidewalk, 4"	5,125	SF	\$6.03	\$30,903.75		\$ -		\$ -		\$ -	0%	\$ 30,903.75
76	Concrete Stopes	35	SF	\$51.75	\$1,811.25		\$ -		\$ -		\$ -	0%	\$ 1,811.25
77	Concrete Sidewalk Patching, 4"	225	SF	\$6.91	\$1,554.75		\$ -		\$ -		\$ -	0%	\$ 1,554.75
78	Detectable Warning Field	15	EA	\$325.00	\$4,875.00	1	\$ 325.00		\$ -		\$ 325.00	7%	\$ 4,550.00
79	Tree and Stump Removal, 18" & Greater	5	EA	\$800.00	\$4,000.00		\$ -	6.00	\$ 4,800.00		\$ 4,800.00	120%	\$ (800.00)
80	Topsoil, Seeding, & Mulch	1,100	SY	\$11.10	\$12,210.00		\$ -		\$ -		\$ -	0%	\$ 12,210.00
81	Traffic Control and Access	1	LS	\$3,050.00	\$3,050.00		\$ -	0.50	\$ 1,525.00		\$ 1,525.00	50%	\$ 1,525.00
82	Erosion Control	1	LS	\$1,275.00	\$1,275.00		\$ -	0.50	\$ 637.50		\$ 637.50	50%	\$ 637.50
	Allowances	1	LS	\$2,500.00	\$2,500.00		\$ -		\$ -		\$ -	0%	\$ 2,500.00
83	8" Sanitary Sewer Main	665	LF	\$82.00	\$54,530.00		\$ -	665.00	\$ 54,530.00		\$ 54,530.00	100%	\$ -
84	Connect to Existing Sanitary Sewer Main	3	EA	\$700.00	\$2,100.00		\$ -	3.00	\$ 2,100.00		\$ 2,100.00	100%	\$ -
85	Sanitary Sewer Manhole	3	EA	\$4,000.00	\$12,000.00		\$ -	3.00	\$ 12,000.00		\$ 12,000.00	100%	\$ -
86	Sanitary Manhole Frame & Lid (EJ per Spec)	0	EA	\$1,514.00	\$0.00		\$ -		\$ -		\$ -	#DIV/0!	\$ -
87	6" Sanitary Sewer Lateral	375	LF	\$63.00	\$23,625.00		\$ -	271.00	\$ 17,073.00		\$ 17,073.00	72%	\$ 6,552.00
88	Granular Backfill, San. Sewer	550	LF	\$15.00	\$8,250.00		\$ -	239.00	\$ 3,585.00		\$ 3,585.00	43%	\$ 4,665.00
89	10" Water Main	715	LF	\$100.00	\$71,500.00		\$ -	697.00	\$ 69,700.00		\$ 69,700.00	97%	\$ 1,800.00
90	8" Water Main	15	LF	\$87.00	\$1,305.00		\$ -	7.00	\$ 609.00		\$ 609.00	47%	\$ 696.00
91	6" Water Main	15	LF	\$77.00	\$1,155.00		\$ -	8.00	\$ 616.00		\$ 616.00	53%	\$ 539.00
92	10" Gate Valve & Box	3	EA	\$4,160.00	\$12,480.00		\$ -	3.00	\$ 12,480.00		\$ 12,480.00	100%	\$ -
93	6" Gate Valve & Box	1	EA	\$2,175.00	\$2,175.00		\$ -	1.00	\$ 2,175.00		\$ 2,175.00	100%	\$ -
94	Hydrant	1	EA	\$7,600.00	\$7,600.00		\$ -	1.00	\$ 7,600.00		\$ 7,600.00	100%	\$ -
95	Connection to Existing Water Main	4	EA	\$5,000.00	\$20,000.00		\$ -	4.00	\$ 20,000.00		\$ 20,000.00	100%	\$ -

APPLICATION FOR PAYMENT - DETAILED SUMMARY SUBMITTED BY KOPPLIN & KINAS CO., INC.

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PROJECT NAME & LOCATION: 2026 Street & Utility Reconstruct

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CONTRACT I.D.

APPLICATION NO. 3

APPLICATION DATE: 6/30/2026

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A	B	C	D	E	F	G	H	I	J	K	L	M	N
Item No.	Item Description	Bid				Work Completed					Total Completed & Stored To Date (H+J)	% (L/F)	Balance To Finish (F-L)
		QTY	Units	Unit Price	Scheduled Value (Cx+E)	This Period		Previous Application	Previous Application	Material Stored Not In G or I			
						Quantity	Amount	Quantity	Amount				
96	Water Service, 1-1/4"	400	LF	\$58.00	\$23,200.00		\$ -	334.00	\$ 19,372.00		\$ 19,372.00	84%	\$ 3,828.00
97	Water Service Fitting, 1-1/4"	13	EA	\$921.00	\$11,973.00		\$ -	13.00	\$ 11,973.00		\$ 11,973.00	100%	\$ -
98	Temporary Water Service	1	LS	\$13,500.00	\$13,500.00		\$ -	1.00	\$ 13,500.00		\$ 13,500.00	100%	\$ -
99	Granular Backfill, Water Main	575	LF	\$12.00	\$6,900.00		\$ -	303.00	\$ 3,636.00		\$ 3,636.00	53%	\$ 3,264.00
100	Unclassified Excavation	1	LS	\$70,418.68	\$70,418.68		\$ -	1.00	\$ 70,418.68		\$ 70,418.68	100%	\$ -
101	EBS and Sub-Base Course	900	CY	\$34.53	\$31,077.00	61.5	\$ 2,123.60	206.50	\$ 7,130.45		\$ 9,254.04	30%	\$ 21,822.96
102	Base Aggregate Dense, 3"- (8" Thick)	2600	SY	\$6.94	\$18,044.00		\$ -	2600.00	\$ 18,044.00		\$ 18,044.00	100%	\$ -
103	Base Aggregate Dense, 1-1/4" - (4" Thick)	2600	SY	\$3.67	\$9,542.00		\$ -	2600.00	\$ 9,542.00		\$ 9,542.00	100%	\$ -
104	Hot Mix Asphalt Pavement, Upper Layer 1-3/4"	240	TN	\$83.05	\$19,932.00		\$ -		\$ -		\$ -	0%	\$ 19,932.00
105	Hot Mix Asphalt Pavement, Lower Layer 2-1/4"	305	TN	\$85.05	\$25,940.25		\$ -		\$ -		\$ -	0%	\$ 25,940.25
106	Hot Mix Asphalt Driveway Patching, 2"	8	TN	\$169.03	\$1,352.24		\$ -		\$ -		\$ -	0%	\$ 1,352.24
107	Curb and Gutter, 24"	1300	LF	\$16.85	\$21,905.00	1332.7	\$ 22,456.00		\$ -		\$ 22,456.00	103%	\$ (550.99)
108	Concrete Driveway Apron, 6"	1125	SF	\$7.08	\$7,965.00	1217.5	\$ 8,619.90		\$ -		\$ 8,619.90	108%	\$ (654.90)
109	Concrete Sidewalk, 4"	4825	SF	\$6.03	\$29,094.75	4791.15	\$ 28,890.63		\$ -		\$ 28,890.63	99%	\$ 204.12
110	Concrete Steps	125	SF	\$51.75	\$6,468.75	104.82	\$ 5,424.44		\$ -		\$ 5,424.44	84%	\$ 1,044.32
111	Silt Fence	480	LF	\$2.05	\$984.00		\$ -	475.00	\$ 973.75		\$ 973.75	99%	\$ 10.25
112	Topsoil, Seeding, & Mulch	890	SY	\$11.45	\$10,190.50		\$ -		\$ -		\$ -	0%	\$ 10,190.50
113	Traffic Control and Access	1	LS	\$1,525.00	\$1,525.00		\$ -	0.50	\$ 762.50		\$ 762.50	50%	\$ 762.50
114	Erosion Control	1	LS	\$425.00	\$425.00		\$ -	0.50	\$ 212.50		\$ 212.50	50%	\$ 212.50
115	Sanitary Manhole Frame & Casting (Neenah)	6	EA	\$ 1,265.00	\$7,590.00		\$ -	6.00	\$ 7,590.00		\$ 7,590.00	0%	\$ -
116	Storm Manhole Frame & Casting (Neenah)	4	EA	\$ 900.00	\$3,600.00		\$ -	1.00	\$ 900.00		\$ 900.00	0%	\$ 2,700.00
CO#1	2" Curb Stop and Box	1	EA	\$ 1,620.00	\$1,620.00		\$ -	1.00	\$ 1,620.00		\$ 1,620.00		
CO#1	2" Waterline	23	LF	\$ 67.00	\$1,541.00		\$ -	23.00	\$ 1,541.00		\$ 1,541.00		
CO#1	10" Tee	2	EA	\$ 1,335.00	\$2,670.00		\$ -	2.00	\$ 2,670.00		\$ 2,670.00		
CO#1	10" x 6" Tee	1	EA	\$ 1,025.00	\$1,025.00		\$ -	1.00	\$ 1,025.00		\$ 1,025.00		
CO#1	10" Cross	2	EA	\$ 2,065.00	\$4,130.00		\$ -	2.00	\$ 4,130.00		\$ 4,130.00		
CO#1	10" x 8" Reducer	2	EA	\$ 1,465.00	\$2,930.00		\$ -	2.00	\$ 2,930.00		\$ 2,930.00		
CO#1	10" x 1" Saddle Additional Cost	7	EA	\$ 120.00	\$840.00		\$ -	7.00	\$ 840.00		\$ 840.00		
					\$1,566,561.70		\$ 333,988.57		\$ 839,794.38		\$ 1,173,782.93		\$ 392,778.77



KUNKEL
engineering
group

June 23, 2026

Ms. Anastasia Gonstead, City Clerk/Executive Assistant
City of Mayville
15 S. School Street
Mayville, Wisconsin 53050

**Re: City of Mayville – River Knoll Drive Street & Utility Extension
Payment Request #4 (TID #7)**

Dear Ms. Gonstead:

Please find accompanying this transmittal, Request for Payment #4, as received from Kartechner Brothers LLC for work efforts associated with the above-referenced project. We have reviewed the Payment Request, amended the same, and hereby recommend payment to Kartechner Brothers LLC in the amount of \$298,954.57 (\$0.00-Water; \$9,323.73-Sewer; and \$289,630.84-Storm & Street).

As of today's date, all work associated with the project has been completed, including asphalt paving. There are a few miscellaneous restoration items that are still being addressed. A walk-through of the project will be conducted yet this week to note any items that need to be incorporated into a punchlist for the contractor to address.

Following your review, should you have any questions or comments relative to either the project or the accompanying Payment Request, please feel free to contact me at your earliest convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

Don Neitzel, G.M.

enclosure

cc: Rob Boelk, Mayor
Courtney Steger, Utilities Director
Jacob Schellpfeffer, Director of Parks & Public Works
Andrew Schleicher, Kartechner Brothers LLC

Application Period:	06/01/26 - 07/10/26	Application Date:	7/20/26
To (Owner):	City of Mayville	Via (Engineer)	Kunkel Engineering
Project:	River Knoll Drive Utility	Contract:	
Owner's Contract No.:		Contractor's Project No.:	
		Engineer's Project No.:	

APPLICATION FOR PAYMENT

Change Order Summary

[illegible]

- | | | |
|--|------------------------|-------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ 913,573.22 | DU |
| 2. Net change by Change Orders..... | \$ 7,102.84 | |
| 3. CURRENT CONTRACT PRICE (Line 1 ± 2)..... | \$ 913,573.22 | DU |
| 4. TOTAL COMPLETED AND STORED TO DATE
(Column F on Progress Estimate) | \$ 913,573.22 | DU |
| 5. RETAINAGE: | | |
| a. 5 % x \$ 488,695.20 Work Completed..... | \$ 24,434.76 | DU |
| b. % x \$ Stored Material..... | \$ 0.00 | DU |
| c. Total Retainage (Line 5a + Line 5b) | \$ 24,434.76 | DU |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... | \$ 894,816.77 | 27 DU |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) | \$ 581,365.70 | |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ 313,451.07 | 57 DU |
| 9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above) | \$ 1,424.50 | 95 DU |

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of:

\$ 298,954. (Line 8 or other - attach explanation of other amount)

is recommended by:

(Engineer)

Payment of:

\$ _____ (Line 8 or other - attach explanation of other amount)

is approved by:

(Owner)

Approved by:

Funding Agency (if applicable)

By:

Date: 7/1/

Contractor: Kartchner Brothers LLC
N11829 County Road I
Waupun, WI 53963

Contract ID:

Estimate No: 4
Estimate Period: 06/01/2026 To 07/10/2026

Estimate Date: 07/10/2026
Due Date: 08/09/2026
Contract Price: 913,572.22

Bidder ID:
Contract:
Submit To: City of Mayville River Knoll

Line No	Item No	Description	Unit	Bid Quantity	Unit Price	This Estimate		To Date	
						Quantity / %	Amount	Quantity / %	Amount
Section A - Utility Infrastructure									
1		Water Main, 8-Inch PVC	LF	1,450.000	60.0900			1,652.000	99,268.68
2		Water Main, 6-Inch PVC	LF	230.000	63.1900			220.000	13,901.80
3		Gate Valve and Box, 8-Inch	EA	7.000	3,211.5100			10.000	32,115.10
4		Gate Valve and Box, 6-Inch	EA	8.000	2,279.1300			8.000	18,233.04
5		Hydrant	EA	3.000	7,666.1800			4.000	30,664.72
6		Connection to Existing Water Main	EA	1.000	2,071.9400			1.000	2,071.94
7		Granular Backfill Water Main	LF	750.000	.0100				
8		Sanitary Service Lateral (6")	LF	275.000	113.9600			230.000	26,210.80
9		Sanitary Outside Manhole Drop Connection	EA	1.000	14,503.5800			1.000	14,503.58
10		Adjust Sanitary Manhole and Install Chimney	EA	9.000	1,035.9700	9.000	9,323.73	9.000	9,323.73
Section A - Subtotal							9,323.73		246,293.39
Section B - Storm Sewer & Roadway									
11		Storm Sewer Main, 24" RCP	LF	200.000	73.5500			200.000	14,710.00
12		Storm Sewer Main, 18" RCP	LF	180.000	59.0500			180.000	10,629.00
13		Storm Sewer Main, 15" RCP	LF	980.000	56.9800			944.000	53,789.12
14		Storm Sewer Main, 12" RCP	LF	230.000	56.9800			276.000	15,726.48
15		Storm Sewer Inlet	EA	5.000	3,107.9100			5.000	15,539.55
16		Storm Sewer Manhole (48")	EA	5.000	4,247.4800			5.000	21,237.40
17		Storm Sewer Inlet Manhole (48")	EA	4.000	4,351.0800			4.000	17,404.32
18		Storm Sewer Inlet Manhole (60")	EA	1.000	5,179.8500			1.000	5,179.85
19		Storm Sewer End Wall (24")	EA	2.000	3,076.8300			1.000	3,076.83
20		Storm Sewer End Wall (18")	EA	3.000	2,071.9400			2.000	4,143.88
21		Storm Sewer End Eall (12")	EA	1.000	828.7800			3.000	2,486.34
22		Riprap & Fabric	SY	55.000	25.9000				

Contractor: Kartechner Brothers LLC
N11829 County Road I

Waupun, WI 53963

Contract ID:

Estimate No: 4

Estimate Period: 06/01/2026 To 07/10/2026

Estimate Date: 07/10/2026

Due Date: 08/09/2026

Contract Price: 913,572.22

Bidder ID:

Contract:

Submit To: City of Mayville River Knoll

Line No	Item No	Description	Unit	Bid Quantity	Unit Price	This Estimate		To Date	
						Quantity / %	Amount	Quantity / %	Amount
23		Granular Backfill, Storm Sewer	LF	735.000	.0100	40	14,371.64	735.000	7.35
24		Storm Water Pond w/ Geotextile Liner	LS		.0000	50.000%	17,964.55	100.000%	35,929.10
25		Unclassified Excavation	CY	1,100.000	6.3500	550.000	3,492.50	1,100.000	6,985.00
26		Base Aggregate Dense, 1-1/4"	TN	1,780.000	16.7200	1,824.870	30,511.83	3,306.920	55,291.71
27		Select Crushed Material, Sub Base	TN	350.000	19.4400			155.610	3,025.06
28		EBS & Sub-Base	CY	950.000	43.0200	22.200	955.04	22.200	955.04
29		Concrete Curb and Gutter, 30"	LF	3,610.000	18.8000	3,610.000	67,868.00	3,610.000	67,868.00
30		Concrete Driveway Apron, 6"	SF	730.000	8.0600	730.000	5,883.80	730.000	5,883.80
31		Hot Mix Asphalt Pavement, 2.25"	TN	960.000	72.3200	875.050	63,283.62	875.050	63,283.62
32		Hot Mix Asphalt Pavement, 1.75"	TN	750.000	68.5800	793.66	54,429.20	814.940	55,888.59
33		Topsoil, Seed, Fertilizer, and Mulch	SY	3,500.000	3.0500	3,500.000	10,675.00	3,500.000	10,675.00
34		Traffic Control and Access	LS		.0000	2,000	6,100.00	100.000%	2,191.94
35		Erosion Control	LS		.0000	100.000%	31,783.13	100.000%	31,783.13
36		Silt Fence	LF	2,250.000	2.3100			1,400.000	3,234.00
37		Lot Grading and Site Preparation	LS		.0000	10.000%	15,821.28	100.000%	158,212.83
Section B - Subtotal							304,127.34		665,136.94
38		ALLOWANCE	LS		.0000		289,630.84		
CO#1		Water Service Fitting 2"	EA	2.000	1,550.0000			2.000	3,100.00
CO#2		Water Service 2"	LF	74.000	63.8000			74.000	4,721.20

Estimate

To Date

Total:

319,454.07
298,954.57 DN

Retainage:

23,166.65

Amount Paid:

311,194.42

Current Amount Due:

298,954.57 DN