



CITY OF MAYVILLE COMMON COUNCIL
SPECIAL MEETING AGENDA
MAY 26, 2026
6:00 PM
15 S SCHOOL ST

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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. NEW BUSINESS
 - 4.1. Oath of Office for Incoming Police Officer Ashtyn Schultz
 - 4.2. Approval of Minutes of the May 11, 2026, Common Council Meeting
 - 4.3. Discuss, with Possible Action, Resolution 6066-2026, "A Resolution Authorizing a Reciprocal Membership Arrangement with the City of Horicon for the TAG Center"
 - 4.4. Discuss, with Possible Action, Resolution 6067-2026, "A Resolution Authorizing a Discounted TAG Center Membership Rate for Residents of the Town of Lomira"
 - 4.5. Discuss, with Possible Action, Resolution 6068-2026, "Appointment to Police & Fire & EMS Commission"
 - 4.6. Discuss, with Possible Action, Resolution 6069-2026, "A Resolution Authorizing Temporary Signatory Authority on City Bank Accounts"
 - 4.7. Discuss, with Possible Award, City of Mayville RFP 01-2026, "Contracted Lawn Maintenance Services for Code Compliance for Properties"
 5. CLOSED SESSION PURSUANT TO 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."
 - 5.1. Discussion Regarding Potential Contract with Elevated Municipal Consulting for Interim Treasurer Services
 6. RECONVENE IN OPEN SESSION, WITH POSSIBLE ACTION, RELATED TO THE SUBJECT OF THE PRECEDING CLOSED SESSION
 - 6.1. Discuss, with Possible Action, Establishing a Contract with Elevated Municipal Consulting for Interim Treasurer Services
 7. 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.



CITY OF MAYVILLE COMMON COUNCIL
REGULAR MEETING MINUTES
MAY 11, 2026
6:00 PM
MAYVILLE CITY HALL

1. CALL TO ORDER AND ROLL CALL

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

Present: Ald. Smith Ald. Henkel, Ald. Winter, Ald Olson

Excused: Ald. DeBaker

Absent:

Staff present: TAG Director Jess Loomans, EMS Director Julie Staffin, Assistant EMS Director Devin Sellnow, Library Director Bradford Ney, Utility Employees Mike and Kelly, Comptroller/Treasurer Nichole DeBaker, Deputy Clerk Volbright, and Clerk/Executive Assistant Anastasia Gonstead.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. PRESENTATION OF PLAQUES

3.1. Presentation of Plaque in Appreciation of Ken Neumann

A plaque was presented in appreciation of Ken Neumann, Ken was not present

3.2. Presentation of Plaque in Appreciation of Jesse Liebenow

A plaque was presented in appreciation of Jesse Liebenow, Jesse was not present

4. CITIZEN COMMENTS

None

5. INTERVIEW OF WARD 5 ALDERPERSON CANDIDATE(S)

5.1. Interview of Ward 5 Alderperson Candidate(s)

Two potential candidates were interviewed for the Ward 5 Alderperson chair.

The motion to recommend the Council flip a coin was made by Ald. Olson and seconded by Ald. Henkel

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

Nays: None

Vote Count: 4 - 0

Motion has Passed

5.2. Discuss, with Possible Appointment, of Ward 5 Alderperson

James Buske was appointed as the Ward 5 Alderperson

5.2.A. Oath of Office for Ward 5 Alderperson

Ald. Buske was sworn in by Clerk/Executive Assistant Gonstead

5.2.B. Discuss, with Possible Action, Mayoral Appointments to Standing Committees

6. AGENDA CHANGES

7. CONSENT AGENDA

The motion to consent the agenda was made by Ald. Henkel and seconded by Ald. Winter.

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

Nays: None

Vote Count: 5 - 0

Motion has Passed

8. REPORT OF OFFICERS

8.1. Mayor

A. Mayor's Monthly Report

The Mayor provided his monthly report to the Council. He provided an overview of his discussion with the school district; Enrollment is down, with people choosing to school choice out of the district. He noted investors are interested in Mayville. Road construction should be completed by the end of summer, 2026. The wastewater plant is 50% completed and still within the budget. The budget for 2027 is in planning.

8.2. City Clerk/Executive Assistant

A. City Clerk/Executive Assistant's Monthly Report

Clerk/Executive Assistant Gonstead provided her monthly report to the Council. She announced that the new website through CivicPlus goes live on May 18th, 2026. She noted the new agenda and minute preparation and also talked about bartender and liquor licenses.

8.3. Treasurer

8.3.A. March 2026 Monthly Check Register and Approval of Bills

The motion to approve the March 2026 monthly check register and bills was made by Ward 2 Alderperson and seconded by Ward 3 Alderperson. A roll vote was taken.

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

Nays: None

Vote Count: 5 - 0

Motion has Passed.

B. Comptroller/Treasurer's Monthly Report

Comptroller/Treasurer Nichole DeBaker provided her monthly report to the Council. She provided an overview of the Recycling Grant and workmen's comp audit as well as an overview of recent and completed tasks.

9. REPORT OF COMMITTEES, COMMISSIONS AND BOARDS

9.1. Utility Commission

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

9.2. Library Board

A. Next Meeting Date - May 21, 2026, at 5:00 PM

9.3. Public Works Committee

A. Next Meeting Date - May 26, 2026, at 6:00 PM

9.4. Personnel Committee

A. Next Meeting Date - May 26, 2026, at 6:00 PM

9.5. Public Safety Committee

A. Next Meeting Date - May 26, 2026, at 6:00 PM

9.6. Finance Committee

A. Next Meeting Date - May 26, 2026, at 6:00 PM

9.7. Parks & Recreation Commission

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

9.8. Planning Commission

A. Next Meeting Date - May 27, 2026, at 4:00 PM

The next Planning Commission meeting was moved to June

9.9. Community Development Authority/Enhancements Committee

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

10. OLD BUSINESS

10.1. Discuss, with Possible Action, Resolution 6050-2026 - A Resolution Ratifying and Approving the Mayville Library Board Policy Allowing Payment to Full-Time and Part-Time Library Staff During Certain Emergency Closures

2022 Library Board approved but it did not make it to Council. Library Director Bradford supports/recommends paying full and part time employees

The motion to approve Resolution 6050-2026 was made by Ald. Smith and seconded by Ald. Olson. A roll vote was taken.

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

Vote Count: 4 - 1

Motion has Passed.

11. NEW BUSINESS

11.1. Approval of Minutes of the April 13, 2026, Common Council Meeting

The motion to approve the minutes of the April 13, 2026 Common Council meeting was made by Ald. Henkel and seconded by Ald. Winter.

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

Vote Count: 4 - 0

Motion has Passed

11.2. Approval of Minutes of the April 13, 2026, Residence (Sex Offender) Board Meeting

The motion to approve the minutes of the April 13, 2026 Residence (Sex Offender) meeting was made by Ald. Henkel and seconded by Ald. Smith

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

Vote Count: 4 - 0

Motion has Passed

11.3. Approval of Minutes of the April 21, 2026, Annual Organizational Common Council Meeting

The motion to approve the minutes of the April 21, 2026 Annual Organizational Common Council Meeting was made by Ald. Smith and seconded by Ald. Olson.

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

Vote Count: 4 - 0

Motion has Passed

11.4. Discuss, with Possible Action, Resolution 6065-2026, "A Resolution of the City Council of the City of Mayville Authorizing the Submission of a Grant Application to the Dodge County Community Development Fund"

The motion to approve Resolution 6065-2026 was made by Ald. Winter and seconded by Ald Henkel. A roll vote was taken.

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

Vote Count: 5 - 0

Motion has Passed.

11.5. Discuss, with Possible Action, Implementation of Section 6.3, Vacation, for the Employee Handbook Update

The motion to approve the implementation of Section 6.3 was made by Ald. Smith and seconded by Ald. Olson. A roll vote was taken.

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

Vote Count: 5 - 0

Motion has Passed.

**11.6. Discuss with Possible Action, a Reduced Rate for Park Pavilion Rental for St. John's Church at a Rate of \$600, for a Week Rental
Requested Usage Dates: March 13, 2027 - March 20, 2027**

The motion to approve the rental of the Park Pavilion, in the amount of \$600, for March 13, 2027, through March 20, 2027, was made by Ald. Henkel and seconded by Ald. Smith. A roll vote was taken.

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

Vote Count: 5 - 0

Motion has Passed.

**11.7. Discuss, with Possible Recommendation, Pay Application #10, to C.D. Smith Construction, Inc., in the Amount of \$700,170.75
Project: Water/Wastewater Treatment Facility Upgrade**

The motion to approve paying Application #10 to C.D. Smith Construction in the amount of \$700,170.75 was made by Ald. Henkel and seconded by Ald. Winter. A roll vote was taken.

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

Vote Count: 5 - 0

Motion has Passed.

**11.8. Discuss, with Possible Recommendation, Pay Application #11, to C.D. Smith Construction, Inc., in the Amount of \$811,565.39
Project: Water/Wastewater Treatment Facility Upgrade**

The motion to approve paying application #11 to C.D. Smith Construction in the amount of \$811,565.39 was made by Ald. Smith and seconded by Ward 3 Alderperson. A roll vote was taken.

Ayes: Ward 2 Alderperson, Ward 3 Alderperson, Ward 4 Alderperson, Ward 5 Alderperson, Ward 6 Alderperson
Nays: None

Vote Count: 5 - 0

Motion has Passed.

11.9. Discuss with Possible Action Horicon Resolution 2026-04 and Reciprocity Options with the Mayville TAG Center and the City of Horicon Outdoor Pool

The motion to approve Resolution 2026-04 was made by Ald. Smith and seconded by Ald. Henkel. A roll vote was taken.

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

Vote Count: 5 - 0

Motion has Passed.

11.10. Discuss, with Possible Recommendation, New Sewer Service Application for Parcel 028-1316-2622-037

Location: N10470 Meadow Lane, Lomira, WI

No formal action was taken

12. ADJOURNMENT

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

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

Vote Count: 5 - 0

Motion has Passed. The Common Council meeting was adjourned at 7:28PM.

Respectfully submitted by Lexi Volbright - Deputy Clerk

Respectfully submitted,

Anastasia Gonstead - City Clerk

RESOLUTION 6066-2026

A RESOLUTION AUTHORIZING A RECIPROCAL MEMBERSHIP ARRANGEMENT WITH THE CITY OF HORICON FOR THE TAG CENTER

WHEREAS, on April 28, 2026, the Common Council of the City of Horicon adopted Resolution No. 2026-04, titled *"A Resolution in Support of Community Health and Well-being Through Collaboration with the City of Mayville TAG Center,"* expressing its support for a collaborative effort between the City of Horicon and the City of Mayville; and

WHEREAS, said resolution established that residents of the City of Mayville shall be eligible to access the Horicon Community Pool at the same rates charged to City of Horicon residents, contingent upon verification of residency and subject to any terms, conditions, or policies established by the City of Horicon; and

WHEREAS, the City of Horicon established that such access shall be effective for the 2026 pool season, beginning June 6, 2026, and ending August 16, 2026, and shall be subject to annual review and renewal by both municipalities; and

WHEREAS, the City of Mayville desires to reciprocate this collaborative effort in support of community health, wellness, and intergovernmental cooperation; and

WHEREAS, on May 11, 2026, the Common Council of the City of Mayville approved offering a discounted membership rate at the Mayville TAG Center to residents of the City of Horicon;

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

1. Reciprocal Membership Discount Authorized.

Residents of the City of Horicon shall be eligible to purchase a six (6) month or one (1) year membership to the Mayville TAG Center at a rate equal to twenty percent (20%) less than the established non-resident membership rate.

2. Eligibility Requirements.

This discounted rate shall apply only to new memberships and shall be contingent upon verification of residency within the City of Horicon, as well as compliance with all applicable rules, regulations, and policies established by the City of Mayville and the TAG Center.

3. Term of Agreement.

This offer shall be effective upon adoption of this Resolution and shall remain in effect through Labor Day, Sunday, September 6, 2026.

4. Reciprocity Acknowledged.

This Resolution is adopted in recognition of the reciprocal opportunity extended by the City of Horicon for City of Mayville residents to access the Horicon Community Pool at resident rates during the 2026 pool season.

5. Annual Review.

This arrangement shall be subject to annual review and renewal by both the City of Mayville and the City of Horicon.

BE IT FURTHER RESOLVED, that the appropriate City officials are hereby authorized to take any and all actions necessary to implement the terms of this Resolution.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Attest:

Rob Boelk - Mayor

Anastasia Gonstead - Clerk/Executive Assistant

RESOLUTION 6067-2026

**A RESOLUTION AUTHORIZING A DISCOUNTED TAG CENTER
MEMBERSHIP RATE FOR RESIDENTS OF THE TOWN OF LOMIRA**

WHEREAS, on May 12, 2026, the Town Board of the Town of Lomira expressed interest in exploring partnership opportunities with the City of Mayville related to access to the Mayville TAG Center; and

WHEREAS, the City of Mayville recognizes the value of supporting neighboring communities and fostering intergovernmental cooperation that promotes community health, wellness, and recreational opportunities; and

WHEREAS, the City of Mayville desires to extend a reduced membership rate at the Mayville TAG Center to residents of the Town of Lomira as an initial step toward a potential future partnership;

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

- 1. Discounted Membership Rate Authorized.**
Residents of the Town of Lomira shall be eligible to purchase a six (6) month or one (1) year membership to the Mayville TAG Center at a rate equal to twenty percent (20%) less than the established non-resident membership rate.
- 2. Eligibility Requirements.**
This discounted rate shall apply only to new memberships and shall be contingent upon verification of residency within the Town of Lomira, as well as compliance with all applicable rules, regulations, and policies established by the City of Mayville and the TAG Center.
- 3. Term of Offer.**
This offer shall be effective upon adoption of this Resolution and shall remain in effect through Labor Day, Sunday, September 6, 2026.
- 4. Non-Reciprocal Arrangement.**
At this time, this offer is extended unilaterally by the City of Mayville and does not include a reciprocal agreement from the Town of Lomira. The City remains open to future discussions regarding a mutually beneficial partnership.

5. **Annual Review.**

This arrangement shall be subject to review by the City of Mayville and may be modified, extended, or discontinued by future action of the Common Council.

BE IT FURTHER RESOLVED, that the appropriate City officials are hereby authorized to take any and all actions necessary to implement the terms of this Resolution.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - Clerk/Executive Assistant

RESOLUTION 6068-2026

APPOINTMENT TO POLICE & FIRE & EMS COMMISSIONS

WHEREAS, in accordance with Municipal Code 22-5 A, the Mayor shall appoint, subject to confirmation of the Common Council; and

WHEREAS, Dennis Walston has resigned from the Police & Fire & EMS Commissions; and

WHEREAS, Dennis Walston was serving an appointment with expires April 30, 2028; and

THEREFORE, the Mayor hereby appoints Ken Neumann to serve on the Police & Fire & EMS Commissions, with a term expiring April 20, 2028.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Mayville, Dodge County, Wisconsin, does hereby approve the aforementioned Mayoral appointment to the Police & Fire & EMS Commissions.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and approved: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - Clerk/Executive Assistant

RESOLUTION 6069-2026

A RESOLUTION AUTHORIZING TEMPORARY SIGNATORY AUTHORITY ON CITY BANK ACCOUNTS

WHEREAS, Comptroller/Treasurer DeBaker has submitted her resignation from the City of Mayville, with her final day of employment being May 29, 2026; and

WHEREAS, the City is in the process of recruiting and hiring a new Comptroller/Treasurer; and

WHEREAS, it is necessary to ensure continuity of financial operations and authorized access to the City's banking institutions during this transition period;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Mayville, Dodge County, Wisconsin, that Clerk/Executive Assistant Anastasia Gonstead is hereby authorized as a signer and representative on all City of Mayville bank accounts.

BE IT FURTHER RESOLVED, that this authorization shall remain in effect on a temporary basis until such time as a new Comptroller/Treasurer is appointed and a subsequent resolution is adopted by the Common Council designating authorized signers for City bank accounts.

BE IT FURTHER RESOLVED, that this resolution shall be effective immediately upon passage.

BE IT FURTHER RESOLVED, that 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: _____

Rob Boelk - Mayor

Attest:

Anastasia Gonstead - Clerk/Executive Assistant

Cameron Sawyer
6922 Old Amsterdam Way
DeForest, Wisconsin, 53532
cameronsawyer@elevatedmunicipalconsulting.com
May 20, 2026



Elevated Municipal Consulting

Anastasia Gonstead
15 S School St
City of Mayville, Wisconsin
agonstead@mayvillecity.com
920-387-7900

Dear Ms. Gonstead,

This Statement of Work (SOW) outlines the scope of services and the terms and conditions under which Elevated Municipal Consulting (hereinafter referred to as the "Service Provider") will provide accounting assistance services to the City of Mayville, Wisconsin (hereinafter referred to as the "Client").

Background

The City of Mayville, Wisconsin, has engaged Elevated Municipal Consulting to provide accounting assistance services on an as-needed basis.

Scope of Services

The scope of services to be provided by the Service Provider includes, but is not limited to, the following:

- Provide Interim Comptroller/Treasurer support. Example includes producing monthly budget to actual report and assisting with regulatory filings.

Service Provider's Responsibilities

The Service Provider shall:

- Maintain communication with the Clerk/Executive Assistant and Mayor to address any concerns.
- Provide updates as requested by the governing body.
- All Client records and documentation shall be saved and/or filed on the Client's premise.

Client's Responsibilities

The Client shall:

- Provide necessary financial data and documentation to the Service Provider.
- Provide remote access to the accounting system to the Service Provider.
- Collaborate with the Service Provider on any required information.
- Timely review and approve recommendation.
- Make prompt payment for services rendered, based on the hourly billing rate.

Billing

The billing rate for accounting assistance services provided by the Service Provider is \$125 per hour. The Client shall be billed for the actual hours worked, rounded to the nearest quarter-hour, and invoices shall be submitted on a monthly basis. The Client may request project specific pricing such as budget creation assistance. The billing rate for data entry services provided by the Service Provider is \$75 per hour. The Service Provider has sole discretion on hourly rate based on the classification of work performed.

Expenses pertaining to travel to and from the Client will not be billed to the Client. The Service Provider will provide detailed invoices noting what area of the Scope of Services time was allocated to in 15-minute increments.

Payment Term

Payment is due within 15 days of the invoice date. The Client will make payments to the Service Provider via check. Late payments may incur interest charges at a rate of 1.5 percent per month.

Term and Termination

This statement of work shall commence on the date of execution of the SOW and shall continue until the earlier of terminated by either party with 15 days written notice or December 31, 2026. Either party may terminate this agreement for any reason. The Client may request an extension of the SOW up to 90 days prior to December 31, 2026.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Service Provider related to any claim for damages relating to the services performed under this statement of work shall not exceed the fees paid to the Service Provider for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of the Service Provider relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this statement of work are material bargained for bases of this statement of work and that they have been taken into account and reflected in determining the consideration to be given by each party under this statement of work and in the decision by each party to enter into this statement of work.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this statement of work must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Confidentiality

Both parties shall maintain the confidentiality of all financial and sensitive information shared during the course of this engagement.

Governing Law

This statement of work shall be governed by and construed in accordance with the laws of the state of Wisconsin, without giving effect to the provisions relating to conflict of laws.

Entire Agreement

This statement of work constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral.

Please indicate your agreement to the terms and conditions outlined in this SOW by signing below:

City of Mayville: _____ Date: _____

Elevated Municipal Consulting: _____ Date: _____

Once this statement of work is signed by both parties, it will serve as a binding agreement for the provision of accounting assistance services. Additionally, all prior statement of work become null and void, including satisfactory acceptance of all prior work performed.

Sincerely,
Cameron Sawyer, CPA