



FINANCE AND PURCHASING COMMITTEE MEETING AGENDA

February 27, 2024 at 6:20 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. February 13, 2024
3. **Discussion and action relating to vouchers**
 - a. Vouchers for \$243,010.23
4. **Discussion and action relating to the purchase of a new dock at Riverside Park**
 - a. In the amount of \$24,050 from Mittelstaedt Sports and Marine
5. **Closed Session-** Pursuant to Wisconsin State Statute 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.
 - a. Contract discussion relating to cleaning service
6. **Reconvene in Open Session**
7. **Discussion and action as a result of closed session**
8. **Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



FINANCE COMMITTEE MEETING MINUTES

February 13, 2024 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Finance and Purchasing Committee met in a regular session on Tuesday, February 13, 2024. Darryl Teske called the meeting to order at 6:18 pm. Members present were Darryl Teske, Barb Hoilien, and Rick Noe. Also present were Mayor Dennis Nielsen, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.
2. **Minutes-** Motion made by Noe, Seconded by Hoilien to approve minutes of January 23, 2024. Motion carried.
3. **Vouchers-** Motion made by Noe, Seconded by Teske to recommend to the council to approve the vouchers for \$2,525,593.45. Motion carried.
4. **Amendment to increase the threshold to capital expenditure requirement-** Motion made by Noe, Seconded by Hoilien to recommend to the council to approve the Finance and Investment Policy. Motion carried.
5. **Federal Grant Writing Policy & Procedure-** Motion made by Noe, Seconded by Hoilien to recommend to the council to approve Federal Grant Writing Policy and Procedure. Motion carried.
6. **Payroll policy-** Motion made by Noe, Seconded by Hoilien to recommend to the council to approve the payroll policy. Motion carried.
7. **Waiving Reversionary clause-** Motion made by Noe, Seconded by Hoilien to recommend to the council to waive the reversionary clause and put Parcel # 292510485 back onto the tax base. Motion carried.
8. **Laptop for the Fire Dept.-** Motion made by Hoilien, Seconded by Noe to recommend to the council to approve the fire department laptop for \$1,178.87 which includes the 3-year warranty. Motion carried.

9. **Adjourn-** Motion made by Noe, Seconded by Hoilien to adjourn. Motion carried. The meeting adjourned at 6:31 pm.

Committee Chair

Date

February 27, 2024

ACH Payments & Checks #38928 - #38984
02/10/24 – 02/23/24

Total Vouchers = \$182,741.75

ERF Vouchers = \$3,773.36

Plus

Payroll = \$56,495.12

Total to Approve \$243,010.23

2/21/2024

4:01 PM

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Equipment Replacement Checking

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
2230	2/21/2024	JComp Technologies Inc Admin - Laptop for court	1,375.36
2231	2/21/2024	SEH Parks - Lake Decorah 9KE	2,398.00
		Grand Total	3,773.36

2/21/2024

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Equipment Replacement Checking

Accounting Checks

Posted From: 2/10/2024

From Account:

Thru: 2/23/2024

Thru Account:

Amount

Total Expenditure from Fund # 405 - Equipment Replacement Fund

3,773.36

Total Expenditure from all Funds

3,773.36

2/21/2024

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
KT	2/20/2024	Kwik Trip, Inc.	5,197.14
		Manual Check City of Mauston - Fuel for the month	
FIT	2/21/2024	Federal Tax Withholding	18,572.10
		Manual Check FED/FICA Payroll Taxes 02.23.24	
WRS	2/21/2024	Wis Retirement Fund (ETF)	25,542.73
		Manual Check City of Mauston - WRS Contribute EE/ER	
38859	2/12/2024	Modern Dental Center, LLC	-1,659.77
		Manual Check Void - issued check after their ck NSF	
38928	2/19/2024	Transportation Equipment Sales Corp	65,101.00
		Taxi - 2023 Chrysler Voyager	
38929	2/21/2024	ABT Mailcom	962.65
		City of Mauston - Utility mail billing	
38930	2/21/2024	American Public Works Association	244.00
		Streets - Annual renewal fee	
38931	2/21/2024	Bellin Health	60.00
		Admin - Annual pro fees	
38932	2/21/2024	Boberg, Arthur W.	16.38
		Muni Court - January 24 settlements	
38933	2/21/2024	Bremer Sales	142.80
		Muni Court - January 24 settlements	
38934	2/21/2024	Brooks Tractor, Inc	4,297.50
		Streets - Items for Maint/Repairs	
38935	2/21/2024	Capital Newspapers	547.20
		City of Mauston - Publishing Fees	
38936	2/21/2024	Cintas	99.09
		City of Mauston - Building floor mats	
38937	2/21/2024	City of Mauston	7,028.87
		Muni Court - January 24 settlements	
38938	2/21/2024	City of Mauston	50.00
		Muni Court - January 24 settlements	
38939	2/21/2024	City of New Lisbon	111.51
		Muni Court - January 24 settlements	
38940	2/21/2024	Command Central, LLC	71.75
		Election - Printer Ink for Machine	
38941	2/21/2024	Compass Minerals America	13,783.68
		Streets - Sand/Gravel	
38942	2/21/2024	Concept Printing (CPC)	275.80
		Admin/FD - Office Supplies	

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
38943	2/21/2024	Core & Main LP Streets - Items for Mainenance Repair	603.00
38944	2/21/2024	CT Laboratories Swr - Sample Testing	1,363.50
38945	2/21/2024	CWKK CrimeDex PD - Annual Subscription	79.00
38946	2/21/2024	Derousseau Heating & Cooling, Inc City Hall - Furnace repairs	1,090.00
38947	2/21/2024	Diversified Benefit Services, Inc. Admin - Monthly pro service fees	157.50
38948	2/21/2024	DSI Recycling Systems Inc. Streets - Items for Maint/Repairs	203.00
38949	2/21/2024	Festival Foods - Restitution Muni Court - January 24 settlements	129.35
38950	2/21/2024	Guardian's of Lake Decorah (GOLD) GMTA - Support event grant	1,294.30
38951	2/21/2024	Hatch Public Library Muni Court - January 24 settlements	141.85
38952	2/21/2024	Holiday Wholesale Admin\PD - Cleaning Supplies	150.00
38953	2/21/2024	JComp Technologies Inc Admin - IT service fees	242.00
38954	2/21/2024	Juneau County Treasurer / Muni Fines Muni Court - January 24 settlements	583.51
38955	2/21/2024	Kurz Industrial Solutions Sewer - Items for Repairs/Maintenance	104.92
38956	2/21/2024	Manthey Salvage Streets - Tire Disposal	95.20
38957	2/21/2024	Marshall, Larry Ernest Muni Court - January 24 settlements	35.00
38958	2/21/2024	Martelle Water Treatment, Inc Sewer - Liquid Aluminum Sulfate	7,802.83
38959	2/21/2024	Mauston Area School District Admin - Jan 24 MH tax school share	873.43
38960	2/21/2024	Mauston Dental Center Muni Court - January 24 settlements	75.00
38961	2/21/2024	Mauston Equipment Streets/Parks - Items for MAINT/repairs	442.46

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
38962	2/21/2024	Mauston Professional Police Assoc. Police Union Dues - February 24	516.00
38963	2/21/2024	Mauston True Value Hardware, LLC FD - Hardware/Supplies/Etc ACCT #91111	14.95
38964	2/21/2024	Mid State Organized Crime PD - Annual Membership Dues	100.00
38965	2/21/2024	MSA Professional Services Capital - Maugh's pro fees	65.00
38966	2/21/2024	Northside Mobil PD - Towing Services	255.00
38967	2/21/2024	O'Reilly Automotive Inc. City of Mauston - Items for repairs/main	167.07
38968	2/21/2024	Rittenhouse, April Muni Court - January 24 settlements	17.00
38969	2/21/2024	Rudig-Jensen Ford, Inc Water - Items for Repairs/MAINT	142.86
38970	2/21/2024	Running, Inc Taxi - Shared ride Jan 2024	8,350.18
38971	2/21/2024	Sampson, Lindsay Muni Court - January 24 settlements	31.50
38972	2/21/2024	Sand Ridge Treatment Center (CWF) Muni Court - January 24 settlements	5.00
38973	2/21/2024	Scully Oil Co Inc City of Mauston - Items for maint	3,474.58
38974	2/21/2024	Securian Financial Group City of Mauston - Accidental premiums	115.82
38975	2/21/2024	Staples Business Advantage Admin - Envelopes/Ink	118.48
38976	2/21/2024	State of WI - Court Fines & Surcharges Muni Court - January 24 settlements	2,247.13
38977	2/21/2024	U.S. Cellular City of Mauston - Phone service fees	145.20
38978	2/21/2024	ULINE PD - Stainless Scale	111.34
38979	2/21/2024	USA Blue Book Corp Sewer - Items for PPE	166.00
38980	2/21/2024	WAHI PD - Conference registration	350.00

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
38981	2/21/2024	WI SCTF Child Support Withheld - 02.09.24	322.61
38982	2/21/2024	WI SCTF Child Support Withheld - 02.23.24	322.61
38983	2/21/2024	WRWA Water - Conference registration	170.00
38984	2/21/2024	Hale, Richard FD - Replacement of damaged glasses	295.00
AFLAC	2/21/2024	Aflac Insurance Aflac Deductions - Jan 2024	339.58
LYNXX	2/10/2024	Lemonweir Valley Telephone City of Mauston - Phone & Internet fees	1,502.67
RHYME	2/23/2024	Rhyme Business Products City of Mauston - Copier lease fees	814.12
WITAX	2/21/2024	Wis Tax Withholding WI Payroll Taxes 02.23.24	3,195.77
DEFCOMP	2/22/2024	Wells Fargo - Great West Deferred Comp Deferred Comp - Payroll 02.23.24	2,195.00
OAKDALE	2/20/2024	Oakdale Electric Cooperative City of Mauston - Electric fees	1,281.00
Grand Total			182,741.75

2/21/2024

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/10/2024 From Account:
Thru: 2/23/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - General Fund	93,111.88
Total Expenditure from Fund # 250 - Library Fund	207.17
Total Expenditure from Fund # 280 - Taxi Fund	73,451.18
Total Expenditure from Fund # 400 - Capital Projects Fund	65.00
Total Expenditure from Fund # 610 - Water Utility Fund	5,568.03
Total Expenditure from Fund # 620 - Sewer Utility Fund	10,338.49
Total Expenditure from all Funds	182,741.75

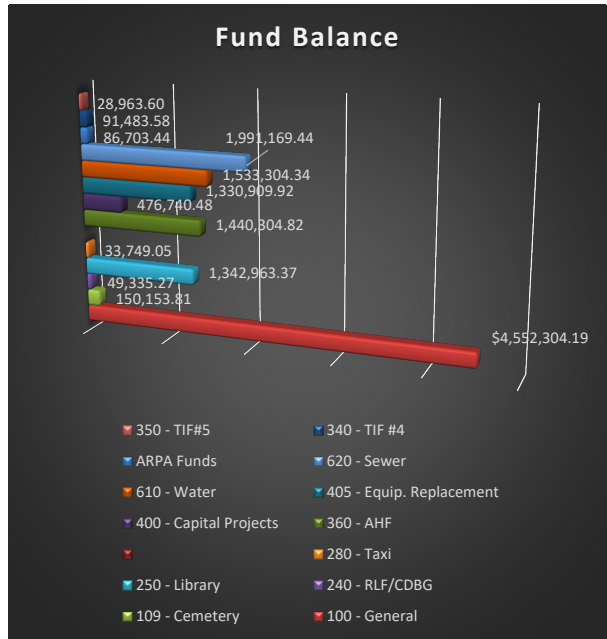
**City of Mauston
Treasurer's Cash Report
January 2024**

CASH BALANCE BY FINANCIAL INSTITUTION

Bank of Mauston	Annual		
Checking Accounts			
	Interest Rate		
General Fund Pooled Cash	3.35%	\$	7,834,751.06
Equipment Replacement Checking	3.19%	\$	1,158,202.71
ARPA Funds	0.00%	\$	86,703.44
Hatch Public Library Checking	3.02%	\$	25,337.01
K9 Checking Acct	3.04%	\$	2,235.87
FD Equipment	0.08%	\$	30,775.27
Police Recovery	-	\$	25,109.29
Checking Accounts Total		\$	9,163,114.65
Money Market Accounts			
CDBG Revolving Fund (Sue)	3.04%	\$	49,335.27
Parkland Dedication Savings	3.04%	\$	41,560.41
Sewer Depreciation & Equipment	3.04%	\$	87,795.06
Sewer Equipment Replacement Fund	3.05%	\$	516,964.66
Sewer Bond Reserve	3.04%	\$	246,592.34
Water Depreciation & Equipment Fund	3.04%	\$	80,606.37
Water Bond Reserve	3.04%	\$	103,671.67
Money Market Accounts Total		\$	1,126,525.78
Savings Accounts			
FD Explorers	0.08%		1,379.83
FD Savings - 0218	0.12%		14,097.22
FD Raffle	0.08%		19,692.43
UBS FD Retirement			9,262.85
General Savings - 9547	0.00%	\$	-
Savings Accounts Total		\$	44,432.33
Certificates of Deposit			
Hatch Library CD Acct. (*1256)	4.25%	\$	830,250.48
City of Mauston CD Acct (0782)	2.25%	\$	511,031.14
Hatch Library CD Acct. (*1257)	4.25%	\$	76,331.25
FD Donation CD (*1312)	4.25%	\$	182,345.08
K-9 CD (*1283)	4.25%	\$	449,333.04
Cemetery CD 0913	5.25%	\$	96,556.51
City of Mauston CD Acct. (*0912)	5.25%	\$	598,265.22
CD Accounts Total		\$	2,744,112.72
WISC Investments			
WISC Investments/PMA (Market Value)	1.660% to 2.853%	\$	2.94
Total Bank Balances		\$	13,078,188.42

CASH BALANCE BY FUNDS

100 - General	\$	4,552,304.19
109 - Cemetery		150,153.81
240 - RLF/CDBG		49,335.27
250 - Library		1,342,963.37
280 - Taxi		33,749.05
340 - TIF #4		91,483.58
350 - TIF#5		28,963.60
360 - AHF		1,440,304.82
400 - Capital Projects		476,740.48
405 - Equip. Replacement		1,330,909.92
ARPA Funds		86,703.44
610 - Water		1,533,304.34
620 - Sewer		1,991,169.44
TOTAL BALANCE BY FUND	\$	13,108,085.31



Bank Adjustments for Outstanding Transactions

Outstanding Deposits - Gen Ckg	\$	160,190.61
Outstanding Checks - Gen Ckg	\$	(131,939.63)
Variance from cross-month CC's	\$	4,595.92
ERF Outstanding Deposits	\$	66,364.83

To: Jordan Wilke
 From: Mittelschlecht Sports
 Date: 2-16-24
 Re: _____



Section 4, Item a.

METAL FABRICATORS
 955 Industrial St NE, Pine City MN 55063
 Tel 320.629.6737 Toll Free 1.800.884.3252
 Fax 320.629.3677 Website www.dakacorp.com

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Mauston City Parks	
Connector - A - Dock	
6 - 6X10	18000
8 - Pole 2" pipe	1000
19 - Sloat Connector	2280
8 - Pipe Connector	1000
1 1/2 Ramp	650
1 Ramp Connector	420
24 - cleats 8"	840
3 Ace Connector	325
	250 freight
	500 labor
	25315
City discount 5%	1265
	24,050.00