

**CITY OF GILLETT COMMON COUNCIL
NOTICE OF REGULAR MEETING**

Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

THURSDAY, SEPTEMBER 5, 2024 AT 6:00 PM

AGENDA

Council may deviate from agenda as needed

1. Mayor calls meeting to order. Pledge of Allegiance
2. Clerk takes roll and informs the Council that the Open Meeting Law has been complied with
3. **Public Input**
4. Discussion on Highway 22 Project Information
5. Discussion & possible action on August 1, 2024 Minutes
6. **CDA Report:** Alderperson Mohr and Bunker
7. **Library Report:** Alderperson Drake
8. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther
9. **Financial Report:** Clerk Treasurer
 - a. Updated Monthly Check Register Provided
10. **Police Department Report:** Police Chief Breitenbach
 - a. Discussion on Training, Public Relations, and Incident Summary Report
11. **Fire Department Report:** Fire Chief Hicks
 - a. Discussion on Training, Public Relations, and Incident Summary Report
12. **Health, Protection and License Committee Report:** Alderperson VanStraten
 - a. Discussion and Possible Action on La Mexicana Class A License
 - b. Discussion and Possible Action on Exterior Lighting Ordinance
 - c. Discussion and Possible Action on Chicken Ordinance Amendment
13. **Board of Public Works Committee Report:** Alderperson Drake
14. **Utility Committee Report:** Alderperson Mohr
 - a. Discussion and Possible Action on Engineering Firm for Highway 22 Water and Sewer Project
15. **Finance and Personnel Committee Report:** Alderperson Hubbard
 - a. Discussion and Possible Action on Accounting Firm
 - b. Discussion and Possible Action on Workhorse Remote Access
16. **Park and Cemetery Committee Report:** Alderperson Luther
17. **Planning Committee Report:** Alderperson Bunker
 - a. Discussion and Possible action on variance for L&N Metal Works rear yard requirement
18. **Clerk Treasurer's Report:** Clerk Treasurer
19. **Attorneys Report:** Conway, Olejniczak, and Jerry S.C. Attorneys at Law
20. **Public Input**
21. **Mayor's Report:** Mayor Blaskowski
22. **Adjourn**

Posted: City Hall and City Website----Agenda subject to change up to 24 hours prior to meeting Cc: City Council, Mayor, Attorney, Gillett Fire Dept., Gillett Police Dept, Contact City Clerk at 920-855-2255 prior to meeting if additional services are required. **It is possible that members of and possibly a quorum of members of the City Council or other committee 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.

"An Equal Opportunity Employer"

CITY OF GILLETT COMMON COUNCIL

Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

THURSDAY, AUGUST 1, 2024 AT 6:00 PM

MINUTES

1. Mayor Blaskowski called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Roll Call

Present: Mayor Jon Blaskowski, Deputy Clerk Treasurer Lisa Anderson, Alderpersons Nanette Mohr, Irene Drake, Jerry Luther, Ashley VanStraten, Sandra Hubbard, David Bunker, Utility Operator Ron Anderson, Public Works Foreman Nate Anderson, Police Chief Shane Breitenbach, Fire Chief Kurt Hicks, Librarian Shannon Stoner, and City Attorney Robert Gagan.

Public: School Superintendent Nathan Hanson, New Media Warren Bluhm, Chris Byars, and Kevin Smith

2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **Public Input:** Nathan Hanson introduced himself as the new School Superintendent. He said that he planned on attending meetings in case anyone has questions about what's happening at the school. He also stated he was sticking around for discussion on the school having a School Resource Officer.

4. Discussion & possible action on minutes from July 10, 2024

MOTION: Drake/Mohr

Motion to approve minutes from July 10, 2024

Voice Vote: All Voting Aye - **MOTION CARRIED**

5. **CDA Report:** Alderperson Mohr and Bunker- Alderperson Mohr said we just had a CDA meeting at 4:00 prior to council. There were a lot of ideas/brainstorming. We had ideas with Gillett School District. Next meeting is September 5 @ 4:30

6. **Library Report:** Library Director Report- August 2024 Library Director Report
2025 Budget is complete.

Programming

Senior exercise classes will be held in the Gillett Library Community Center on Thursday mornings from 8-8:45 am. These are provided by Jenny, a PT from Suring Health and Rehabilitation center.

Friday, August 2, 10:30-11:30am: Farming Adventure

National Night Out on **Tuesday, August 6 from 5:30-7:30 pm** in the Ebenreiter Square at the Gillett Library. The VFW will be doing ice cream sundaes and we'll have a casserole contest with \$5 entry.

All funds this year will benefit the Gillett Fire Department.

This year's event will include: Homegrown (band), Tattooed Mannequin (face painting), VFW/Legion (Ice Cream Sundaes), OJ's pies, Taco Truck, Balloon Artist, EMS vehicles, Eagle III and tractor rides to Zippel Park, Casserole Contest \$5 entry, GACC Cookout, Women's Club table, Marinette & Oconto County Literacy Council (they do ESL English classes at our library), Flagstar, Dunk Tank, Cheese by Saputo, and Raffle

Thursday, August 8, 6-8 pm: Railroading Through Oconto County with National RR Museum

Friday, August 9, 10:30-11:30 am: Gillett Historical Society Story time

Thursday, August 15, 5-6 pm: 2025-2029 Library Services Public Hearing-(explains how libraries are funded)

Friday, August 16: Scouting Story time

Tuesday, August 20: 10-11 am: Pottery of the Past with Children's Museum of GB

Wednesday, August 21, 6-7:30 pm: Bug Tussel Internet Safety Class

Thursday, August 22, 5-6 pm: Soap Class

7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther stated the Chamber of Commerce had the garden walk. It was home tour and garden walk; it went well. They did not have a regular meeting in July, it was very busy month. Alderperson Luther asked Chamber member Chris Byars if he had anything to add? He said they were planning for the National Night Out. One thing that was brought to them was community organizations that would like to fund raise for food at that. Chris said National Night Out is asking for food vendors. Looking ahead to the Forever fund which folded into the Gillett Area Chamber of Commerce. Going through the process of figuring out the ways of dissolution of the LLC of Revitalize Gillett rolling them into their organization with an accountant. Preparing for Homecoming/ Harvest Days. Homecoming is October 11th. There is going to be a five day raffle. Tickets will be on sale for \$10. First day they will draw winners who receive \$50 dollars, then progressively go up to a \$500 prize. Giving away a total of \$1000.00. Each day we will be a drawing at a business -video will be on Facebook. Final \$500 drawing will be done during halftime the night of homecoming. Hopefully it will get more people in the stands!

8. **Financial Report:** Clerk Treasurer – Updated Monthly Check Register Provided

MOTION: Luther/Drake

Motion to approve July 2024 Check Register.

Roll Call Vote: All Voting Aye - **MOTION CARRIED**

9. **Police Department Report:** Police Chief Breitenbach- From the Chief's Desk;

Gillett Police Department \ 145 incidents \ July 2024

The WI State Patrol assisted with providing additional manpower during the Gillett 4th of July Celebration Parade due to our shortage of department staff. The Gillett Police Department wishes to thank the WI State Patrol for the assistance. If anyone has any questions, comments, or would like to assist with next year's parade, please contact the police department for more information.

A few months ago I became a certified TIM (Traffic Incident Management) instructor. I along with EMS Director Tracy Ondik and Gillett City Fire Chief Kurt Hicks, are beginning the initial planning stages of hosting a TIM training event for our local first responder departments. This type of training stresses the importance of scene safety during a critical event. With so many new staff on all of our departments, it's important that we spend time and train together making sure everyone knows what their expected responsibilities and duties are during an emergency type incident.

I have received some updates in regards to the creation of the proposed Gillett School District full-time School Resource Officer program for the Gillett School District. On July 31st I attended the Ad Hoc SRO Committee meeting at the Gillett School District Library. Gillett School District Superintendent Dr. Nathan Hanson provided me with a job description for the SRO position plus a Request for Proposal for the SRO program. The school district will be reviewing the proposals from prior to their August 15th meeting. The school will also be sending out a short survey to the residents of the school district requesting their input on several items.

The Gillett City Kennel building, located at the Gillett Municipal Water Treatment Plant, is in major disrepair and will need to be replaced. This facility is utilized to temporarily house stray dogs and for the safe keeping of dogs in the event of a death/vehicle crash, etc. I will begin researching replacement building options.

Gillett Library Director Stoner and I continue preparing for the National Night Out event. We are less than a week away! Again, if anyone is interested in donating to or assisting with the event please contact me or Gillett City Library Director Shannon Stoner. After Chief Breitenbach gave his report he stated he gave council a proposal for the School Resource Officer. School Superintendent Nate Hanson is present to answer any questions. Alderperson Drake asked what is going to be done about discipline on the buses. Dr. Hanson said SRO wouldn't be primary person in that. He stated that they have to do a better job with discipline in school and let students know behavior expectations. Have a heavier hand. Riding a school bus is not right it is a privilege.

10. Fire Department Report: Fire Chief Hicks

- a. Discussion on Training, Public Relations, and Incident Summary Report- Fire Chief Kurt Hicks said there were 7 fire calls. On July 15 they had a MABAS call with Oconto Falls. Also on that day removed a person from a silo. On July 18th they had 2 Seneca alarms. July 21st Lift Assist with Gillett EMS. July 26th Serenity Gardens alarm. July 27th Seneca alarm. Training is ongoing. They have a full roster on the fire department of 25 people. A lot of young people which is encouraging. Events: 25 kids toured the Fire Station with the summer school program. Looking forward to National Night Out. Golf outing is August 10th. Chief Hicks stated that as fire chief he highly supports the SRO. He said that with their continued active shooter training and the things that can occur. He said that he has grandchildren in school that have a SRO officer.

11. Health, Protection and License Committee Report: Alderperson Vanstraten – Going to have several meetings between August and September for HPL.

12. Board of Public Works Committee Report: Alderperson Drake- Public Works Foreman Nate Anderson stated other than our everyday things, we have been working in office for four weeks getting window prepped to be measured. Window should be here in a month.

13. Utility Committee Report: Alderperson Mohr- Utility Operator Ron Anderson

- a. Discussion and Possible Action on committee recommendation to request bids for engineering on Highway 22 project, bids will be sealed, due on the August 22, 2024 by 4:00 pm, public meeting August 26, 2024 at 5:30 pm to open bids.

MOTION: Drake/Luther

Motion to approve requesting bids for the engineering of the Highway 22 project, bids will be sealed, due on the August 22, 2024 by 4:00 pm, public meeting August 26, 2024 at 5:30 pm to open bids. Notice will be in the Times Herald.

Voice Vote: All Ayes MOTION CARRIED

- b. Discussion and Possible Action on committee recommendation to approve KA Commercial Trucks, LLC for \$12,400 for a steel service body truck box.

MOTION: Drake/Vanstraten

Motion to KA Commercial Trucks, LLC for \$12,400 for a steel service body truck box, using insurance claim money of \$2,639.93 and the rest from Utility Savings Account.

Roll Call Vote: All Ayes MOTION CARRIED

Utility Operator Ron Anderson stated the Water Audit went really well passed it with excellence. Our wastewater report had to be done by July 1st. he just got information back from the DNR we did good on that also. The construction project on Washington Street is winding down. We got 3 pay

request sheets, Ron said he has to get them submitted to Ayres. Negotiations will have to start. Ron stated that we were paying for things we should not of like waiting for pipe and excess labor on Washington Street. Emergency Management Hazardous accepted all our response plans everything he had for all the well stations. We have a very dangerous chemical chlorine gas. Ron said he did put in for a rate increase in to the PSC it was accepted. It will go into effect September 17th at 4.1%.It was published in the Times Herald and it was on the City website. We have to start increasing- we have an expensive project coming up next year we need to cover the costs. Waiting to hear back about overflow pipe for Well 4 reservoir. Ron also talked about working up in the office, window in Chelsea's room is getting replaced also. Ron said it's been over a year waiting for water meters and face protector for the waste water plant.

14. Finance and Personnel Committee Report: Alderperson Hubbard

- a. Discussion and Possible Action on Accounting Firm. Alderperson Hubbard stated that their other three firms that the Clerk has to contact. One being Kerber Rose who was our accounting firm prior.

15. Park and Cemetery Committee Report: Alderperson Luther

- a. Discussion and Possible Action on the sale of 548 E Washington Street to Eric Anderson for \$5,000 dollars

MOTION: Drake/Vanstraten

Motion to approve the sale of 548 E Foelker Street to Eric Anderson for \$5,000.

Roll Call Vote: All Ayes MOTION CARRIED

- b. Discussion and Possible Action on approving MSA Engineering Professional Services for the Zippel Park Playground Project

MOTION: VanStraten/Hubbard

Motion to approve MSA Engineering Professional Services for the Zippel Park Playground Project

Voice Vote: All Ayes MOTION CARRIED

- c. Discussion and Possible Action on becoming a 501c3 -US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations that meet the requirement

MOTION: Drake/Mohr

Motion to become a 501c3 -US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations that meet the requirement

Voice Vote: All Ayes MOTION CARRIED

16. Planning Committee Report: Alderperson Bunker stated we reviewed a variance for L&N Metal works. They purchased the property to the east of them. They want the city to change it from residential to commercial zoning. We did a variance. The house will remain.

17. Clerk Treasurer's Report: Deputy Clerk Treasurer stated our Attorney sent out 3 letters to City well water owners to complete their well permit, it is past due. They have until August 16, 2024 to turn in their well inspection report.

18. Attorneys Report: Conway, Olejniczak, and Jerry S.C. Attorneys at Law- City Attorney Robert Gagan stated he was preparing a deed for the Seneca Park Property. The 501c3 question was discussed by the Attorney. Cost is \$700 to set up the 501c3.Assisting Chelsea with any questions.

19. **Public Input: None**

20. **Mayor's Report:** Mayor Blaskowski stated he thinks we need to keep a connection with the school. Get something started with the SRO program. He feels we need to give a competitive response to the program. It will benefit the city working together. Having the officer available for the summer months interacting with the kids. Keep a connection with school, public, and city council.

21. **Adjourn** at 7:00 PM

MOTION: Luther/Drake

Motion to adjourn.

Voice Vote: All Voting Aye - MOTION CARRIED

Respectfully Submitted,
Deputy Clerk Treasurer Lisa Anderson



September 2024

Library Director Report

1. NNO Raised \$753 for Gillett Fire Department
2. New newsletter is available for viewing on our website, www.gilpubliclibrary.org
3. Programming
 - a. Tuesday, September 17: **5-6 pm**: Safe Kids Oconto CountyThe Oconto County Department of Public Health will be at the Gillett Public Library on **Tuesday, September 17th from 5-6 pm** to ensure your child's carseat is installed properly in your car and ensure it will keep your child safe. Please bring your child, the seat they currently use, and your vehicle. No appointment is needed and car seats will be available onsite for those in need. For any questions, call 920-834-7000
 - b. Wednesday, September 18: Air Dry Clay Seed Mosaic Craft
 - c. For Halloween, we are going to be collecting gently used and clean Halloween costumes. Drop off your gently used and clean children's costumes at the Gillett Public Library starting September 17th. Pick out a new costume during the month of October. We hope this will relieve some financial burden on parents and recycle those costumes that kids have outgrown.
 - d. Christy and I have decided to continue our Community Market past October 24th. The market will change in Winter and Spring to one Thursday in the month instead of every week. In November, the market will take place inside the Community Center on Thursday, November 14th only. In December, the market will take place on Thursday, December 12th only. December 12 will be a special Holiday Shopping Experience. Raffles will be in November and December and baskets will be donated by the vendors. Every market will feature local vendors and crafters.
 - e. Coffee with a Cop is Wednesday, October 2 from 11 am to 12 pm. Enjoy some coffee with a cop and light snacks.

CLASS "A" RETAILER'S LICENSE

For the Sale of

FERMENTED MALT BEVERAGES

ONLY FOR CONSUMPTION AWAY FROM THE PREMISES WHERE SOLD

NO. 04-2024

\$50.00

WHEREAS, The Local Governing Body of the City of Gillett, County of Oconto, Wisconsin, has, upon application duly made, granted and authorized the issuance of Retailers' Class "A" License to

LA MEXICANA

to sell Fermented Malt Beverages, as defined by law, pursuant to Section 125.25(1) of the Statutes of the State of Wisconsin, and local ordinances;

AND WHEREAS, the said applicant has paid the treasurer the sum of \$50.00 (Fifty Dollars) for such Class "A" Retailer's

Fermented Malt Beverage License as provided by local ordinances, and has complied with all the requirements necessary for obtaining such license;

LICENSE IS HEREBY ISSUED to the said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages at the following described premises:

109 E Main Street, Gillett WI 54124

FOR THE PERIOD from July 1, 2024 to June 30, 2025

(Corporate Seal)

Given under my hand and the corporate seal of

The City of Gillett, County of Oconto,

State of Wisconsin, this 5th day of September, 2024

Clerk

This License must be FRAMED and POSTED in a conspicuous place in the room or place where fermented malt beverages are drawn or removed for service or sale

CITY OF GILLETT
ORDINANCE 2024-__

AN ORDINANCE REGARDING EXTERIOR LIGHTING REGULATIONS

The City Council of the City of Gillett creates Section 2024-__ of the City Code and ordains as follows:

- 1. Exterior Lighting Regulations.** The lighting regulations in this section shall apply in the City:
 - (a) Any lighting used to illuminate off-street parking areas, exterior loading areas, outside service areas or other exterior yards or grounds shall be shaded, diffused, or arranged to reflect light away from neighboring parcels and public streets. Exterior yard lights may be used in either a single or twin format.
 - (b) Building lighting shall be incorporated as part of the overall design concept using recessed lighting in overhangs and at entrances where practical. Well-designed soft lighting of the building exterior is permitted, provided that it complements the building architecture and does not have a negative impact on neighboring properties. Only fully shielded cut-off style light fixtures shall be permitted for security or to illuminate walkways, roadways, equipment yards or parking lots.
 - (c) The illumination level at the property line of a parcel adjacent to a residence shall not exceed one-foot candle power.
 - (d) An outdoor lighting fixture installed and maintained upon private property within the City shall be turned off between the hours of 10:00 p.m. and sunrise, except when used for security purposes or to illuminate walkways or roadways.
 - (e) An illuminated sign for commercial purposes shall be turned off between 11:00 p.m. and sunrise, except that signs may be illuminated while the business facility is open to the public.
 - (f) Flashing, rotating, moving and digital lights are prohibited.
 - (g) An outdoor light fixture shall not exceed a maximum height of 30 feet measured from the finish grade established not closer than 15 feet from the pole.

ADOPTED by the City of Gillett on the ____ day of _____, 2024.

Mayor Jonathan Blaskowski

Attest:

Chelsea Anderson, City Clerk

CITY OF GILLETT, WISCONSIN

AN ORDINANCE AMENDING GILLETT MUNICIPAL CODE SECTION 6-18(B)(3)(i)

Drafted by: Robert Gagan
City Attorney
Date: 6-11-2024

ORDINANCE NUMBER 6-18

The Common Council of the City of Gillett do ordain as follows:

Section 1. Gillett Municipal Code 6-18(B)(3)(i) is amended to read as follows:

Coops with or without a chicken run shall be constructed and maintained to reasonably prevent the collection of standing water, and shall be cleaned of hen droppings, uneaten feed, and other waste daily and as is necessary to ensure that the coop and yard do not become a health, odor, or other nuisance. All feed containers shall be made of metal or plastic. All chicken droppings shall be disposed of in accordance with Chapter **15** or this Code (Solid Waste Disposal).

Section 2. The provisions of this ordinance are declared to be severable. If any section, sentence, clause, phrase, or application of this ordinance is held to be invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining sections, sentences, clauses, phrases, or applications of this ordinance, which shall remain in effect. It is the legislative intent that this ordinance shall remain in effect notwithstanding the invalidity of any part or application of this ordinance.

Section 3. This ordinance shall take effect upon passage and publication as provided by law.

Motion for adoption by Alderperson
Seconded by Alderperson
On roll call adopted



Mayor Jonathan Blaskowski

Attest:



Chelsea Anderson, Clerk



CITY OF GILLETT
PROPOSAL

August 15, 2024

Chelsea Anderson
City of Gillett
150 N. McKenzie Ave.
Gillett, WI 54124

KerberRose S.C.
State and Local Government
www.kerberrose.com

Nicole Dunbar, CPA
Accounting Services Manager
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Greg Pitel, CPA
Government Services Partner
greg.pitel@kerberrose.com

August 15, 2024

Chelsea Anderson
City of Gillett
150 N. McKenzie Ave.
Gillett, WI 54124

Thank you for the opportunity to submit a proposal to be your collaborative partner. At KerberRose, we understand the importance of selecting a firm with proven expertise and experience to provide quality, timely services. This letter is intended to layout the agreed upon strategy for a collaborative partnership with KerberRose. We will outline the scope of the strategy below. This is your proposal, meaning you have ownership to modify or move any proposed services around and/or add services, at which time we will review and provide a revised proposal.

KerberRose Contact Information and Firm Description

KerberRose has 12 offices located in Northern Wisconsin and one in the Upper Peninsula of Michigan. For this engagement, the Green Bay office located at 487 Riverwood Lane, Green Bay, WI 54313 will be the main business address. Nicole Dunbar, CPA, will be the main contact. She can be reached at 715-675-9000 (office), 715-955-4844 (direct line), or nicole.dunbar@kerberrose.com.

KerberRose is a Wisconsin-based service corporation. We are a full-service regional firm of certified public accountants and management consultants providing accounting, audit, tax, information technology, payroll, business consulting, human resource, strategic and succession planning, and wealth management advisory services. Our roots began in the City of Shawano, Wisconsin in the late 1970s, and we have been providing Trusted Advisor services since 1979. By providing quality, timely services to our clients, our firm has grown to include more than 220 team members located in 13 offices in Antigo, Appleton, Clintonville, Eagle River, Green Bay, Oshkosh, Rhinelander, Sister Bay, Shawano, Stevens Point, Wausau, Wisconsin Rapids, and Marquette, Michigan.



KerberRose combines the expertise of a leading regional firm with the convenience, familiarity, and passion of a local provider. We are different from most, if not all, of our competitors as we are a niche firm. As such, we attract highly-talented people and offer more services than smaller firms; at the same time, our smaller and less-complex organizational structure allows us to be more cost-effective than larger firms. Our values – Honesty, Integrity, Respect, Balanced Life, Community Oriented – dictate a high-level of personal involvement when addressing our clients' needs. We believe our clients are attracted to this personal approach, allowing relationships to flourish.

Background

Based on our discussion from July 15, 2024, the City of Gillett, in the best interest of the City, is searching for a new firm for accounting services. The current firm has not upheld their end of the agreement and is behind on reconciling the books. The City desires to find an accountant that understands government accounting and their accounting software, Workhorse. The City is also open to upgrading certain features of their current software to make some current processes more efficient.

Some other key items we considered for your proposal:

- The City used to work with KerberRose, but due to budget constraints, made the decision to switch firms.
- The City's new/current accounting partnership is not working. The new/current accounting firm has not upheld their end of the agreement and are behind in reconciling the books.
- The City desires to partner with a firm that has government accounting knowledge and can work with their accounting software, Workhorse.
- The City is open to upgrading certain features of their accounting software to make current processes more efficient as well as make remote assistance more viable for both parties.

As you'll see from our proposal strategy, a few of our objectives are to:

- Assist with maintaining accurate financial records and ensure compliance with government accounting standards.
- Provide the City with accurate financial data and recommendations to assist with making informed decisions that benefit the Community.
- Work with the City to provide additional training and explanations so that personnel may perform certain tasks in the future.
- We anticipate an average investment of 15-20 hours, including annual audit prep, per month with the City for the duration of this collaborative partnership.
- Work remotely in the accounting software by the City's purchase of remote hosted setup through Workhorse.
- Utilize online timecards through a payroll portal to complete bi-weekly payroll.
 - We will discount our first three months of billings to assist with the purchase of this portal through Workhorse (\$3,000 in total).
 - Should the City not purchase the portal, the monthly rate will increase to accommodate for the additional time it takes to complete payroll.

KerberRose Services: To Be Invoiced Monthly October 1, 2024 – September 30, 2025

Mayoral Package \$3,600/month	
Timely Accounting Services Achieve Timely, Consistent, and Quality Financial Data and Compliance	<ul style="list-style-type: none"> • Maintain General Ledger: Assist with maintaining aspects of accounting tasks and software, including general ledger, receipts, disbursements, cash, and bank reconciliations. • Payroll: Process bi-weekly payroll. Prepare quarterly 941s and annual reports for filing, including W-2s and form WT-7. Complete Wisconsin Retirement System monthly submissions and annual reconciliation. • Budget: Monitor and update the City budget as established by the Council. Draft budget amendments as needed or directed. Manage annual budget transfers and unbudgeted transfers as needed. • Reporting: Prepare Wisconsin Department of Revenue filings regarding property taxes, along with mill rate assistance for submission to the County. Prepare and submit annual 1099 filings. • Annual Audits: Assist with the annual City audit by a CPA firm. Prepare workpapers and requested items for auditors during audit fieldwork.
Trusted Advisor Regular, Informed, and Reliable Communication	<ul style="list-style-type: none"> • Regular Discussions: Establish regular discussions to assist with and advise on government accounting processes. • Information: Provide the expertise, knowledge, and experience to properly perform the duties of this proposal.
Access	<ul style="list-style-type: none"> • Phone/Email: Standard 1 business day response • Virtual Meeting: 3 business days' notice • Onsite Meeting: 5 business days' notice
Work Timing	<ul style="list-style-type: none"> • Standard turnaround for financial information services. At firm's availability for all other services.
Service Options/ Pre-Priced Add-Ons	<ul style="list-style-type: none"> • Board Meetings – Attend Monthly Board Meetings Virtually - \$500/meeting • Out-of-Scope Items – Assistance with day-to-day operations or items outside of the scope noted above would be billed at our standard hourly rates. <ul style="list-style-type: none"> ○ This would include reconciling the books for 2024 to bring them current. • Other Services Available Upon Request

KerberRose Services: To Be Invoiced Monthly October 1, 2024 – September 30, 2025

**Mayoral Package
\$3,600/month**

**Payment Terms
& Guarantee**

- **Agreement is mutually guaranteed for twelve (12) months due to timing differences between services provided and payment schedule. Cancellation prior to 12 months results in full payment of any remaining months of agreement.**
- Proposal is valid for 30 days. KerberRose reserves the right to modify the proposal if not accepted within 30 days.
- We deliver what we promise when we promise it. We want you to feel like you've benefitted 10 times your investment with KerberRose.
- ACH payments preferred.
- This proposal is contingent upon:
 - No change with client contacts
 - The information you agree to provide is on time and complete as indicated in the agreement
 - Your key management, finance/accounting and other key stakeholders do not change during our agreement
 - No undisclosed significant transactions or new complexities occur which may impact our agreement
 - No new tax, regulatory or other outside agency reporting requirement are introduced during the agreement
- The City agrees to purchase the remote hosted setup option through Workhorse.
- The City agrees to purchase the payroll portal option through Workhorse.
 - This proposal is based on this purchase being made and KerberRose will discount the first three-monthly billings to assist with the cost of the purchase (\$3,000 in total).
 - Should this option not be purchased, the proposed monthly fee will increase to accommodate for the additional time it takes to complete payroll.

Acceptance

Signature of acceptance: _____ Date: _____

By (print name/title): _____