

MINUTES - CITY COUNCIL

DATE: February 10, 2026
TIME: 6:00 P.M.
LOCATION: City Council Chambers, Kiel City Hall
621 Sixth St., Kiel, Wis.
MEMBERS: Mayor Hennings, Alderpersons Jeremy Fromm,
Tyler Guell, John Brocker, Bill Krueger, and Alice
Achter

- 1) Mayor Bob Hennings, called the meeting to order at 6:00 p.m.
- 2) Pledge of Allegiance
- 3) Roll Call– All council members were present. Also in attendance were City Administrator (CA) Pafford, General Manager of Utilities (GMU) August, and Tracy Folz from Tri-County News.
- 4) Alder Brocker moved, and Alder Achter seconded to approve the minutes of January 27, 2026, City Council Meeting
- 5) Public Comment—There was no public comment
- 6) Alder Brocker moved, and Alder Krueger seconded to approve a Comfort Resolution for Great Lakes Utilities (GLU). Voting Aye were Alderpersons Fromm, Guell, Brocker, Krueger, and Achter. The motion passed 5-0
- 7) Alder Guell moved, and Alder Brocker seconded to approve the purchase of a Digger/Derrick truck for inclusion in the 2027 budget from Altec in the amount of \$350,312. Voting Aye were Alderpersons Fromm, Guell, Brocker, Krueger, and Achter. The motion passed 5-0
- 8) Alder Brocker moved, and Alder Fromm seconded to approve Kris August to attend the Water Environment Federation Technical Exhibition and Conference (WEFTEC), to be

held September 26–30, 2026, in New Orleans, Louisiana. The motion carried unanimously.

- 9) Alder Guell moved, and Alder Fromm seconded to hire Amy Pitzen as Utility Clerk pursuant to the Offer of Employment. Voting Aye were Alderpersons Fromm, Guell, and Achter. Voting Nay were Alderpersons Brocker and Krueger. The motion carried 3-2.
- 10) Alder Brocker moved, and Alder Achter seconded to approve an extraterritorial Certified Survey Map (CSM) for the Kuester property. Voting Aye were Alderpersons Fromm, Guell, Brocker, Krueger, and Achter. The motion passed 5-0
- 11) Alder Krueger moved, and Alder Fromm seconded to approve receipts and disbursements. The motion carried unanimously.
- 12) Alder Krueger moved, and Alder Fromm seconded to approve paying the bills. There was a discussion on the check amounts for former City employees. CA Pafford explained that Wisconsin Retirement System reimbursements were due during the benefit audit. CA Pafford will communicate with the council to explain the check amounts. Voting Aye were Alderpersons Fromm, Guell, Brocker, Krueger, and Achter. The motion passed 5-0
- 13) Alder Guell moved, and Alder Brocker seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 6:16 p.m.

Bob Hennings, Mayor

Prepared by Ryan Pafford, City Administrator

Council Packet Summary with Background & Staff Recommendations

Item 6: Transfer of Class A Liquor License from Stone Dagger to Kiel Haus dba Genti's Pizza, and Operator License for Nevzat Luma

Background

Stone Dagger currently holds a Class A liquor license, which authorizes the retail sale of packaged alcoholic beverages for off-premises consumption. With Stone Dagger no longer operating, the licensee has requested to transfer the license to Kiel Haus dba Genti's Pizza. The receiving business has submitted the required transfer application and supporting materials. Staff and the Police Department completed the standard review and found no concerns.

Additionally, an operator license is requested for Nevzat Luma, who has provided the required beverage server certification and background information. No issues were identified.

Staff Recommendation

Approve the transfer of the Class A liquor license from Stone Dagger to Kiel Haus dba Genti's Pizza, and approve the operator license for Nevzat Luma.

Item 7: Approval of Contract Between the City of Kiel, Kiel Utilities, and Professional Computer Solutions (PCS) for Software Purchase

Background

The City and Utilities are operating on aging software systems that present limitations in financial management, billing, reporting, and compliance. Staff evaluated options and determined Professional Computer Solutions (PCS) offers a platform aligned with workflow needs and cybersecurity standards. The contract includes software licensing, implementation, data migration, training, and ongoing support.

Staff Recommendation

Approve the contract with PCS and authorize the City Administrator and Utility leadership to execute the agreement.

Item 8: Appointments of City Administrator Ryan Pafford to Committees, Boards, and Commissions

Background

To ensure continuity of operations, the City Administrator is traditionally appointed to designated committees and regional bodies. These appointments support representation in labor relations, assessment processes, trail coordination, and utility governance.

Staff Recommendation

Approve the appointments of City Administrator Ryan Pafford to the following:

- Bargaining Committee
- Board of Review
- Kiel–New Holstein Solomon Trail Committee
- Great Lakes Utility Board of Directors (Alternate)

CITY OF KIEL POLICE DEPARTMENT MEMORANDUM

To: Administrator Pafford

From: Chief Jeanty

Re: Background Check on License Holder Nevzat Luma

Date: 02/16/26

Administrator Pafford,

As requested, a background check was performed on license holder candidate, Nevzat Luma. This background check was conducted by checking local databases, as well as the criminal history files of both the Wisconsin Crime Information Bureau and the FBI's National Crime Information Center.

While this check yielded some results, not of the results are directly related to the sale of alcohol.

Respectfully Submitted,



Joseph Jeanty
Chief of Police

Software Billing and Financial

Civic Systems Professional
 Computer tyler technologies
 Solutions

Annual Cost	\$	23,676.00		
Annual Cost w/online Access	\$	27,592.66	\$ 25,811.16	\$ 38,524.00
Monthly Software	\$	2,299.39	\$ 2,150.93	\$ 3,210.33

Purchase

Outright Purchase and Install	\$	-	\$ 158,540.00	\$ 97,949.00
Cost	\$	-	\$ 158,540.00	\$ 97,949.00

\$ 158,540.00 \$ 2,150.93

Proposed

Account	Discription	Program Dollars	Percentage	Program Monthly
100-5142-124	Administration - Op Supp/Exp	\$ 12,683.20	8%	\$ 172.07
100-5210-124	Police - Op Supp/Exp	\$ 12,683.20	8%	\$ 172.07
100-5220-124	Fire Department - Op Supp/Exp	\$ 3,170.80	2%	\$ 43.02
100-5330-124	Street Repair - Op Supp/Exp	\$ 15,854.00	10%	\$ 215.09
600-9210-100	Office Supplies And Expense	\$ 44,391.20	28%	\$ 602.26
610-9210-100	Office Supplies And Expense	\$ 30,122.60	19%	\$ 408.68
620-8720-100	Office Supplies And Expense	\$ 36,464.20	23%	\$ 494.71
800-5419-100	Administrative Expense	\$ 1,585.40	1%	\$ 21.51
900-5120-100	Office Expense	\$ 1,585.40	1%	\$ 21.51

Utilities \$ 110,978.00 70% \$ 1,505.65
 General Fund \$ 31,708.00 30% \$ 645.28

Account	Discription	Annual 5 year Payback
100-5142-124	Administration - Op Supp/Exp	\$ 2,536.64
100-5210-124	Police - Op Supp/Exp	\$ 2,536.64
100-5220-124	Fire Department - Op Supp/Exp	\$ 634.16
100-5330-124	Street Repair - Op Supp/Exp	\$ 3,170.80
600-9210-100	Office Supplies And Expense	\$ 8,878.24
610-9210-100	Office Supplies And Expense	\$ 6,024.52
620-8720-100	Office Supplies And Expense	
800-5419-100	Administrative Expense	\$ 317.08
900-5120-100	Office Expense	\$ 317.08



TO: City of Kiel
621 Sixth Street
Kiel, WI 53042

Quote

Quote NO : 9102025
DATE : February 4, 2026
EXPIRATION DATE : February 28, 2026

Prepared By	Requested By	Quote Description			Version
Nate Houston	Kris August	Enterprise - based on 4,433 equivalent services			v1.2
Product	Install Hours	Install Dollars	Discounted License	Maintenance & Support Per Service	
Utilit-e Insight (Financials)	293	\$ 36,625.00	\$ 8,925.00	\$	0.264
Utilit-e Connect (Billing/CIS)	413	\$ 51,625.00	\$ 11,265.00		
Utilit-e Online (Customer Portal/Phone App)	20	\$ 2,500.00	\$ 4,700.00		
Utilit-e Central (Hosting)	plus one time upfront of \$1,650 & \$45 /user /month			\$	0.060
Employee Work Group (Portal/Time Entry)	60	\$ 7,500.00	waived	\$	0.080
Totals:	786	\$ 98,250.00	\$ 24,890.00	\$	0.404

Financed Option (5 years)	One Time dollars financed per month for 60 months (\$123,140):	\$ 2,052.33
	¹ Maintenance & Support Per Month:	\$ 1,790.93
	5% Finance Charge Due Upfront:	\$ 6,157.00
	One Time Hosting Fee Due Upfront:	\$ 1,650.00
	\$45 /month Central User Fee (based on 8 users):	\$ 360.00
	One-Time Conversion for Connect & Insight (billed as incurred, 270 hours):	\$ 33,750.00

or

Capital Investment	One Time License & Installation Dollars:	\$ 123,140.00
	¹ Maintenance & Support Per Month:	\$ 1,790.93
	One Time Hosting Fee Due Upfront:	\$ 1,650.00
	\$45 /month Central User Fee (based on 8 users):	\$ 360.00
	One-Time Conversion for Connect & Insight (billed as incurred, 270 hours):	\$ 33,750.00

¹ Subject to annual increases if applicable and variable based on the addition of GLU equivalent services

How does PCS determine Equivalent Services?			
	Tier Total	Service Factor	Equivalent Services
1st Service (electric)	2,851	1	2,851
2nd Service (water)	1,861	0.6	1,117
3rd Service (sewer)	1,861	0.25	465
	6,573		4,433

This Quote is submitted under the terms and conditions of the current Software Licensing and Services Agreement. Pricing does not include possible travel and out-of-pocket costs. This offer is valid through 02/28/2026. If not accepted within this time period, adjustments may be required.

To accept this Quote please notify PCS by e-mail, mail or telephone.

Thank You For Your Consideration Of This Quote



Billing Address:

City of Kiel
621 6th St

Kiel WI
Ryan Pafford
(920) 894-2909
ryan.pafford@kielwi.gov

Ryan Pafford
(920) 894-2909
ryan.pafford@kielwi.gov

Quoted By Scott Isaacs
Quote Expiration 8/2/26
Quote Name ERP Pro Investment Summary Kiel WI

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
ERP Pro			
ERP Pro 10 Financial Management Suite			
Core Financials	\$ 10,285	\$ 1,029	\$ 9,256
Fixed Assets	\$ 1,077	\$ 108	\$ 969
Human Resources Management (Includes Position Budgeting)	\$ 7,070	\$ 707	\$ 6,363
Employee Access Pro	\$ 0	\$ 0	\$ 0
Employee Access Pro Time & Attendance	\$ 1,243	\$ 124	\$ 1,119
Accounts Receivable Access	\$ 900	\$ 90	\$ 810
Accounts Receivable	\$ 1,945	\$ 195	\$ 1,750
ERP Pro 10 Customer Relationship Management Suite			
Utility Billing Electric/Water/Gas	\$ 11,571	\$ 1,157	\$ 10,414
Cashiering	\$ 2,894	\$ 289	\$ 2,605
Utility Access	\$ 1,440	\$ 144	\$ 1,296
Service Orders Mobile	\$ 643	\$ 64	\$ 579

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
Tyler One			
Content Manager Suite			
Content Manager Core	\$ 3,537	\$ 354	\$ 3,183
TOTAL:		\$ 42,605	\$ 4,261
Term # of Years:		3	\$ 38,344

Tyler Fees per Transaction		Net Unit Price
Description		
ERP Pro		
ERP Pro 10 Customer Relationship Management Suite		
Interactive Voice Response		\$ 1.25
Miscellaneous Payments		\$ 1.25
Utility Access Transactions		\$ 2.00
ERP Pro Payments		
Payments		
Miscellaneous		
Accounts Receivable		
Utility Access Payments Bundle		
Utility Billing		
Tyler One		
Notify		
Notifications for Utilities		\$ 0.10
Payments		
	List Price	Service%
	Min	Basis Points
	Rate	Cap
	POS	Online
	IVR	
Payments - Other Fees		

Client eCheck Cost	\$ 1.95
eCheck Rejects	\$ 5.00
Credit Card Chargebacks	\$ 15.00

Client eCheck Cost Per electronic check transaction.

Credit Card Chargebacks If a card payer disputes a transaction at the card issuing bank (e.g. stolen card).

eCheck Rejects When an eCheck transaction comes back as declined (e.g. bounced check).

Payments Your use of Payments and any related items included on this order is subject to the terms found at: <https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.

Third Party Software & Hardware				
Description	Quantity	Unit Price	Extended Price	Annual
ERP Pro				
Third Party Software				
Third Party Verification Services - Work Number by Equifax	1	\$ 0	\$ 0	\$ 0
Tyler One				
Payments				
Payments EMV Card Reader Purchase	1	\$ 529	\$ 529	\$ 0
PCI Service Fee (Per Device)	1	\$ 180	\$ 0	\$ 180
TOTAL:			\$ 529	\$ 180

Services		
Description	Hours/Units	Extended Price
ERP Pro 10 Financial Management Suite		
Professional Services	304	\$ 44,080
Data Conversion Services		\$ 9,250

Project Management	1	\$ 1,500
ERP Pro 10 Customer Relationship Management Suite		
Professional Services	210	\$ 30,450
Project Management	1	\$ 1,500
Data Conversion Services		\$ 6,000
Content Manager Suite		
Professional Services	32	\$ 4,640
TOTAL:		\$ 97,420

Summary

	One Time Fees	Recurring Fees
Total SaaS		\$ 38,344
Total Third Party Hardware, Software, Services	\$ 529	\$ 180
Total Tyler Services	\$ 97,420	
Summary Total	\$ 97,949	\$ 38,524

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Per Tyler's contract with Sourcewell (<https://www.sourcewell-mn.gov/search>), this quote includes a discount on software licenses and SaaS fees for the initial term of the contract. Our Sourcewell discount excludes transactional-priced applications, services pricing, software maintenance, SaaS flips, Tyler migrations, renewals, and hardware.

Third Party Verification Services Work Number by Equifax

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

Accounts Receivable Access

Note that the customer pays \$1.25 fee per transaction for payment on-line. Accounts Receivable Access Component displays account status, accounts for payment, has Security-(Secure Socket Layer), and payment processing via credit cards. Payment packet is created to be imported to accounts receivable system.

Cashiering

Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.

Core Financials

Includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures, Tyler University.

Human Resources Management (Includes Position Budgeting)

Includes Position Budgeting and Tyler University

Utility Access

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

Utility Billing Electric/Water/Gas

Includes collections, tax lien process and import, a standard forms package, output director, one utility handheld meter-reader interface, and Tyler University.

Interactive Voice Response

Interactive Voice Response Solution for Utility Access-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment

record. NOTE: There is a per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Miscellaneous Payments

Miscellaneous Payments Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a per transaction fee associated with the Miscellaneous Payments that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Notifications for Utilities

Includes Customer notifications by phone (call late notices and general notifications) and texts. Call and text lists are automatically generated, and the account is updated after the call or text. Calls includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call and text results. Note: The Utility will be billed at the rate specified above for all the calls and texts made. The Utility will be billed quarterly by Tyler Technologies for calls and texts conducted.

Utility Access Transactions

Note that the customer pays a fee per transaction for payment on-line.

Utility Access Payments Bundle

Includes ERP Pro Payments and IVR (an automated phone system which securely allows for the collection of utility payments and the checking of balances and due dates).

Utilities Data Conversion

Includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.

Human Resources Management / Payroll Data Conversion

Includes employee data, current calendar year balanced transactions, and unlimited unbalanced transaction history.

Financial Management Data Conversion

Includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.

Accounts Receivable Data Conversion

Includes master files (contacts properties)

Report Criteria:

Report type: Summary

Check.Check Issue Date = 02/16/2026

<u>Period</u>	<u>Date</u>	<u>Check No</u>	<u>Vendor No</u>	<u>Payee</u>	<u>Amount</u>
02/26	02/16/2026	22921	2835	EWALD MOTORS OF OCONOMOWOC	42,856.50
Grand Totals:					<u>42,856.50</u>

Report Criteria:

Report type: Summary

Check.Check Issue Date = 02/20/2026

Period	Date	Check No	Vendor No	Payee	Amount
02/26	02/20/2026	22922	31	AHERN CO, J F	400.00
02/26	02/20/2026	22923	3290	AQUATIC INFORMATICS INC	2,200.00
02/26	02/20/2026	22924	95	ASCAP	458.00
02/26	02/20/2026	22925	104	AUGUST, KRIS	90.00
02/26	02/20/2026	22926	2937	AURORA MEDICAL CENTER GRAFTO	554.54
02/26	02/20/2026	22927	109	AURORA MEDICAL GROUP	157.00
02/26	02/20/2026	22928	115	BADGER LABORATORIES INC	680.00
02/26	02/20/2026	22929	144	BAYCOM INC	114.00
02/26	02/20/2026	22930	195	BOARD OF COMMISSIONERS OF PUB	39,719.83
02/26	02/20/2026	22931	207	BORDER STATES ELECTRIC SUPPLY	4,297.42
02/26	02/20/2026	22932	319	CINTAS LOC 443	430.23
02/26	02/20/2026	22933	2593	CORE & MAIN LP	16.61
02/26	02/20/2026	22934	437	DIVERSIFIED BENEFIT SERVICES I	110.00
02/26	02/20/2026	22935	457	DREXEL BUILDING SUPPLY	141.26
02/26	02/20/2026	22936	480	EHLERS	4,250.00
02/26	02/20/2026	22937	3494	EMPLIFY HEALTH	144.00
02/26	02/20/2026	22938	652	GREAT LAKES TESTING INC	1,786.00
02/26	02/20/2026	22939	653	GREAT LAKES TV-SEAL INC	10,412.95
02/26	02/20/2026	22940	775	IRBY CO, STUART C	6,344.93
02/26	02/20/2026	22941	2813	JAMES IMAGING SYSTEMS	484.77
02/26	02/20/2026	22942	794	JEFFERSON FIRE & SAFETY	22,206.20
02/26	02/20/2026	22943	867	KIEL UTILITIES	2,868.05
02/26	02/20/2026	22944	3437	KLEINHANS, NANCY	71.03
02/26	02/20/2026	22945	902	KONEN SALES & SERVICES LLC	594.56
02/26	02/20/2026	22946	1062	MANNENBACH MECHANICAL LLC	425.00
02/26	02/20/2026	22947	1075	MARSHALL SIGN LLC	11,100.00
02/26	02/20/2026	22948	3535	METLIFE	183.38
02/26	02/20/2026	22949	1113	MEUW	8,625.00
02/26	02/20/2026	22950	2922	MILLER-BRADFORD & RISBERG INC	159.40
02/26	02/20/2026	22951	3293	MUNICIPAL ENVIRONMENTAL GROUP	397.50
02/26	02/20/2026	22952	1215	NCL OF WISCONSIN INC	318.59
02/26	02/20/2026	22953	1276	OLIG, TODD	188.50
02/26	02/20/2026	22954	2659	PUBLIC SERVICE COMMISSION OF WI	64.05
02/26	02/20/2026	22955	3545	RBRAUN INC	1,290.54
02/26	02/20/2026	22956	3488	RED POWER DIESEL	50.81
02/26	02/20/2026	22957	1455	RIESTERER & SCHNELL	815.47
02/26	02/20/2026	22958	1471	ROECK, JARED	100.18
02/26	02/20/2026	22959	2426	SECURIAN FINANCIAL GROUP INC	842.16
02/26	02/20/2026	22960	44	SJE INC	205.00
02/26	02/20/2026	22961	2780	SLIPSTREAM	152.95
02/26	02/20/2026	22962	3353	STATE OF WISCONSIN DNR	5.00
02/26	02/20/2026	22963	1666	SUPERIOR CHEMICAL CORP	1,882.65
02/26	02/20/2026	22964	2514	TRUCK EQUIPMENT INC	705.00
02/26	02/20/2026	22965	1739	U.S. CELLULAR	118.50
02/26	02/20/2026	22966	3423	ULINE	514.56

Period	Date	Check No	Vendor No	Payee	Amount
02/26	02/20/2026	22967	3536	UNEMPLOYMENT INSURANCE - UI LE	429.94
02/26	02/20/2026	22968	1778	VACUUM PUMP & COMPRESSOR INC	517.31
02/26	02/20/2026	22969	1799	VERIZON WIRELESS	243.54
02/26	02/20/2026	22970	2800	VERMEER WISCONSIN	141.09
02/26	02/20/2026	22971	1803	VIKING ELECTRIC SUPPLY	787.93
02/26	02/20/2026	22972	1809	VOGEL CHEVROLET INC	68.09
02/26	02/20/2026	22973	1937	WISCONSIN DEPT OF JUSTICE	14.00
02/26	02/20/2026	22974	1942	WISCONSIN DEPT OF REVENUE	4,619.01
02/26	02/20/2026	22975	1945	WISCONSIN DEPT OF TRANSPORTATI	4,859.67
02/26	02/20/2026	22976	1967	WISCONSIN RURAL WATER ASSOC	1,210.00
02/26	02/20/2026	22977	3083	WM CORPORATE SERVICES INC	1,344.83
02/26	02/20/2026	22978	2019	ZEPNICK, KEITH	50.00
Grand Totals:					<u>140,961.03</u>

Report Criteria:

Report type: Summary

Check.Check Issue Date = 02/20/2026

Report Criteria:

Report type: Summary

Check.Check Issue Date = 02/13/2026

Period	Date	Check No	Vendor No	Payee	Amount
02/26	02/13/2026	22916	267	CALUMET COUNTY TREASURER	57,248.24
02/26	02/13/2026	22917	844	KIEL AREA SCHOOLS	831,005.09
02/26	02/13/2026	22918	953	LAKESHORE TECHNICAL COLLEGE	69,343.37
02/26	02/13/2026	22919	1051	MANITOWOC CNTY TREAS-SETTLE 2-	396,793.82
02/26	02/13/2026	22920	1467	ROCKVILLE MILL POND MANAGEMEN	399.26
Grand Totals:					<u>1,354,789.78</u>