



CITY OF MAYVILLE PERSONNEL COMMITTEE  
SPECIAL MEETING OF THE WHOLE MINUTES  
APRIL 14, 2026  
5:30 PM  
15 S SCHOOL STREET

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 05:31 PM by Ald. Molly Henkel, with the following roll call:

Present: Mayor Rob Boelk, Ald. Tony DeBaker, Ald. Bob Smith, Ald. Molly Henkel, Ald. Kim Olson, Ald. Ken Neumann (arrived at 5:39 PM)

Excused: None.

Absent: Ald. Jesse Liebenow.

Staff present: Clerk/Executive Assistant Anastasia Gonstead.

**2. CITIZEN COMMENTS**

None.

**3. APPROVAL OF MINUTES**

**3.1. Approval of Minutes of the March 23, 2026, Personnel of the Whole Committee Meeting**

The motion to approve the minutes of the March 23, 2026, Personnel of the Whole Committee meeting was made by Ald. Smith and seconded by Ald. DeBaker.

Ayes: 4

Nays: None

Vote Count: - 4-0

Motion has passed.

**4. DISCUSS WITH POSSIBLE ACTION**

**4.1. Discuss, with Possible Recommendation, Revisions to the City of Mayville Employee Handbook**

The Personnel of the Whole Committee picked up review of the employee handbook with section 5.4. The Committee reviewed section 5.4 through 6.19. Consensus was reached on the following:

- Section 5.4 (Overtime/Compensatory Time):
  - First paragraph verbiage to reflect: Hourly Employees: All hourly employees shall be paid at a rate of one and a half (1.5x) their hourly rate for work performed in excess of forty (40) hours worked, paid or in compensatory time, at the employee's option. Paid leave (ie sick, vacation, holiday, and personal time) used by hourly employees shall not be included in hours worked when calculating the forty (40) hours worked in the week beyond which overtime compensation must be paid.
  - Second paragraph should be titled "Call-In Pay".
  - Third paragraph, accept edits.
  - Fourth paragraph, remove due to redundancy.
  - Fifth paragraph, accept edits.
  - Sixth paragraph, accept edits, but remove the "plowing and/or salting" portion of the first sentence.
  - Seventh paragraph, add "hourly" after "full-time".
  - Eighth paragraph, accept edits and add at the end of the first sentence "between the third and sixth hour of the employee's shift."
  - Ninth paragraph, accept edits and strike "Department Heads and designated supervisory" and make "Salaried".
  - Tenth paragraph, accept edits.
- Section 6 (Employee Benefits, Holidays, Leaves)
  - Remove section B.2. due to redundancy. Accept all other edits.
- Section 6.1 (Sick Leave)
  - Replace "one day" in the first sentence with "eight (8) hours." Accept all other edits.
- Section 6.2 (Funeral Leave)
  - Section A: Add "after probation" between "funeral leave" and "subject to this policy."
  - Section B.1.: Change to allow five (5) days of funeral leave for immediate family and three (3) days of funeral leave for extended family.
  - Section B.2.: Define immediate family to include parent, spouse/partner, child/step-child. Define extended family as grandparent, sibling, step-sibling, half-sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law.
  - Section B.2.: Accept edits.
- Section 6.3 (Vacation)
  - Strike existing verbiage in the handbook and accept proposed verbiage in the March 23, 2026 memo to the Common Council. The new vacation verbiage would award five (5) days of vacation after 90 days of employment and then give one day/eight (8) hours of vacation each year on January 1st. Vacation scale still tops out at 25 days/200 hours upon 15 years of employment. Pro-ration verbiage for hire throughout the year. As well as verbiage that allows for a 2 to 1 credit for employees for directly applicable, recent employment, to be determined by the Department Head and approved by the Mayor. Verbiage would also allow the Mayor to negotiate an additional five (5) days of vacation for department heads.
- Section 6.4 (Jury Duty), Section 6.5 (Leave of Absence), Section 6.6 (Federal and Wisconsin FMLA Guidelines), Section 6.7 (Military Leave): Accept edits.
- Section 6.8 (Worker's Compensation): Add, "Up to 12 weeks" at the end of, "Receive an amount from the City which in aggregate equals their normal net take home pay." Accept all other edits.
- Section 6.9 (Health/Dental Insurance): Add, "Beginning the first of the month, following 30 days of employment," at the end of the first sentence.
- Section 6.10 (Life Insurance and Short-Term Disability Insurance), Section 6.11 (Retirement), Section 6.12 (Regular Part-Time Employees), Section 6.13 (Deferred Compensation Plan): Accept all edits.
- Section 6.14 (Employee Service Recognition Awards for Regular Full-Time and Regular Part-Time Employees): Change, "Plaque of Appreciation." to "Certificate of Appreciation."

**5. ADJOURNMENT**

The Personnel of the Whole Committee meeting was adjourned at 7:03 PM, by order of the Chair

Respectfully submitted by Anastasia Gonstead - Clerk/Executive Assistant