



**CITY OF MAYVILLE PUBLIC SAFETY COMMITTEE
MEETING AGENDA
JULY 27, 2026
6:00 PM
MAYVILLE CITY HALL
15 S. SCHOOL STREET**

1. CALL TO ORDER AND ROLL CALL

2. 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.

3. APPROVAL OF MINUTES

3.1. Approval of Minutes of the June 22, 2026, Public Safety Committee Meeting

4. DISCUSS WITH POSSIBLE ACTION

4.1. Monthly Police Department Report to the Public Safety Committee

4.2. Monthly Fire Department Report to the Public Safety Committee

4.3. Monthly EMS Report to the Public Safety Committee

4.4. Discuss, with Possible Recommendation, Vendor Policy and Application for the TAG Center

5. ADJOURNMENT

Ald. Molly Henkel, Presiding Officer

The Public Safety meeting will commence at 6:00 PM or immediately following the Special Common Council meeting.

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 PUBLIC SAFETY COMMITTEE
MEETING MINUTES
JUNE 22, 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 Ald. Molly Henkel, with the following roll call:

Present: Ald. Molly Henkel, Ald Jason Buske, Ald. Mary Winter

Excused: None

Absent: None

Staff present: Fire Chief Engel, EMS Director Julie Staffin, Assistant EMS Director Devin Sellnow, Police Chief Toellner, Police Lieutenant Jeremy Johnson, and Clerk/Executive Assistant Anastasia Gonstead.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

Mr. Merlin Kahlhamer of 90 Riverview Hights expressed his support of the creation of an e-bike ordinance.

4. APPROVAL OF MINUTES

4.1. Approval of Minutes of the May 26, 2026, Public Safety Committee Meeting

The motion to approve the minutes of the May 26, 2026 Public Safety Committee Meeting was made by Ald. Buske and seconded by Ald. Winter.

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

Nays: None

Vote Count: 3 - 0

Motion has Passed

5. DISCUSS WITH POSSIBLE ACTION

5.1. Monthly Police Department Report to the Public Safety Committee

Chief Toellner provided his monthly report to the Public Safety Committee. The Police Department has had 392 calls for service since the last meeting. The new officer is in his third week of field training, and it is going well. Chief Toellner informed the Committee that officers will be staffed during Rock n Boom. He also expressed officers are enforcing ordinance for junk vehicles as well as nuisance junk.

5.2. Monthly Fire Department Report to the Public Safety Committee

Chief Engel provided his monthly report to the Public Safety Committee. He reported there have been 5 calls for service since the last meeting. Chief Engel gave an overview of his handout; he gave a staffing update, an overview of upcoming events, including Rock n Boom and Knowles 4th of July parade. He informed the Committee that next years plans are being worked on, fire inspections remain on track, and that the rescue squad failed its DOT inspection. Cheif Engel answered questions on the rescue squad, clarifying why it had failed. These problems will be addressed through 2027s Capital Improvement Plan.

5.3. Monthly EMS Report to the Public Safety Committee

Director Staffin provided her monthly report to the Public Safety Committee. There have been 709 calls year to date. Julie informed the Committee that Dodge County Crisis is coming to speak with EMS, they are hiring a new Advanced EMT, and they had a 100% pass rate for the most recent EMT class. In the fall, they will be conducting combined EMT/AEMT classes. She reported they will have staff at Rock n Boom.

5.4. Discuss, with Possible Recommendation, the Creation of an E-Bike Ordinance

Chief Toellner gave an overview of the significant traffic of e-bikes in the City. He informed the Committee that there is a state statute that covers this use. However, we would add on helmet usage for use and speed restrictions based on e-vehicle classes. There are three different classes. He gave an overview of the class differences; there are also out-of-class e-vehicles. He reviewed Horicon, Waupun, and other municipalities who have recently adopted an e-vehicle ordinance and gave an overview of the items he will include in the introduced ordinance, including speed restrictions on sidewalks, night usage and usage in crosswalks.

5.5. Discuss, with Possible Recommendation, Resolution 6077-2026, "Action on 2026-2027 Liquor and Fermented Malt Beverage Licenses - New China of Mayville LLC and Family Dollar Stores of Wisconsin, LLC"

The motion to recommend Common Council approve Resolution 6077-2026, "Action on 2026-2027 Liquor and Fermented Malt Beverage Licenses - New China of Mayville LLC and Family Dollar Stores of Wisconsin, LLC" was made by Ald. Winter and seconded by Ald. Henkel.

Ayes: Ald. henkel, Ald. Winter, Ald. Buske

Nays: None

Vote Count: 3 - 0

Motion has Passed

6. ADJOURNMENT

The motion to adjourn the meeting was made by Ald. Winter and seconded by Ald. Buske.

Ayes: Ald. henkel, Ald. Winter, Ald. Buske

Nays: None

Vote Count: 3 - 0

Motion has Passed. The Public Safety Committee meeting was adjourned at 6:27PM.

Respectfully submitted by Lexi Volbright - Deputy Clerk



15 South School Street, PO Box 273, Mayville WI 53050
Phone: 920.387.7900 Fax: 920.387.7919
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CITY OF MAYVILLE

TAG CENTER VENDOR POLICY, LICENSE AGREEMENT & APPLICATION

Section 1. Purpose

The TAG Center supports local businesses, entrepreneurs, nonprofit organizations, and community groups by permitting approved vendors to temporarily sell products or services during designated events and approved operating periods.

Approval to participate is a revocable privilege intended to enhance community programming and does not create any leasehold interest, tenancy, or property right.

Section 2. Vendor Approval

- A. All vendors must submit a completed Vendor Application and receive written approval from the TAG Center prior to setting up or conducting business.
- B. Approval is granted solely for the dates, times, and location approved by the TAG Center.
- C. Vendor approval is personal to the applicant and may not be transferred, assigned, or sold.
- D. The TAG Center reserves the right to limit the number or type of vendors participating at any event.

Section 3. Revocable License

Approval to participate constitutes a temporary, revocable license to occupy designated space within the TAG Center.

The City of Mayville reserves the right to deny, suspend, revoke, or terminate vendor participation at any time, with or without cause, whenever it determines such action is in the best interest of the City, the TAG Center, public safety, facility operations, or the enjoyment of other patrons.

Removal from the facility shall not entitle the vendor to reimbursement, compensation, or damages.

Section 4. Vendor Responsibilities

Vendors shall:

1. Conduct business in a professional manner.
2. Maintain a clean, safe, and orderly display area.
3. Keep aisles, exits, emergency equipment, and ADA-accessible routes unobstructed.
4. Sell only the products or services approved on the application.
5. Conduct business only during approved operating hours.
6. Comply with all instructions issued by TAG Center staff.
7. Remove all merchandise, displays, waste, and equipment immediately following the event.

Failure to clean the assigned area may result in assessment of cleanup costs, pursuant to the City of Mayville fee schedule.

Section 5. Compliance with Laws

The vendor shall comply with all applicable federal, state, county, and municipal laws, regulations, ordinances, and licensing requirements, including but not limited to:

- Wisconsin sales tax requirements
- Wisconsin business licensing requirements



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- Health and sanitation regulations
- Fire code requirements
- Building occupancy regulations
- Americans with Disabilities Act (ADA)
- Applicable City ordinances

The vendor is solely responsible for obtaining all required permits and licenses.

Section 6. Food Vendors

Food vendors shall provide copies of all required permits and licenses prior to approval.

Food vendors shall comply with all applicable regulations governing food preparation, handling, transportation, storage, and service.

The City may deny participation to any food vendor unable to demonstrate compliance. Please note, if you fall under the definition of “mobile food vendor,” pursuant to City of Mayville Municipal Code Chapter 195, there is a separate permit you will have to apply for an obtain. This will need to be coordinated with City Hall.

Section 7. Insurance

The City may require proof of Commercial General Liability Insurance.

When required, the vendor shall provide:

- Minimum liability coverage of \$1,000,000 per occurrence;
- \$2,000,000 aggregate coverage; and
- A certificate naming the City of Mayville, its officers, officials, employees, volunteers, and agents as Additional Insureds.

Failure to provide required insurance shall result in denial or revocation of approval.

Section 8. Indemnification

The vendor agrees to defend, indemnify, and hold harmless the City of Mayville, the TAG Center, its elected officials, officers, employees, volunteers, agents, insurers, and assigns from and against any and all claims, demands, actions, damages, liabilities, judgments, losses, costs, and expenses, including reasonable attorney fees, arising out of or relating to the vendor's participation, operations, products, employees, agents, contractors, invitees, or use of City property, except to the extent caused solely by the negligence of the City.

Section 9. Damage to Property

The vendor shall be responsible for any damage to City property caused by the vendor, its employees, contractors, agents, equipment, or customers.

The City may invoice the vendor for repair or replacement costs.

Section 10. Vendor Property

The City assumes no responsibility for loss, theft, or damage to vendor property. Vendors leave all equipment and merchandise at their own risk.

Section 11. Prohibited Activities

Unless specifically approved in writing, vendors shall not:



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- Sell firearms or ammunition.
- Sell tobacco, nicotine, vaping, or cannabis products.
- Sell alcoholic beverages.
- Sell controlled substances.
- Sell fireworks or hazardous materials.
- Sell counterfeit or illegal merchandise.
- Use amplified music or loudspeakers.
- Operate generators.
- Use open flames, grills, propane appliances, candles, or combustible heating devices.
- Solicit outside their assigned vendor space.
- Obstruct entrances, exits, sidewalks, or emergency equipment.

Section 12. Electrical Use

Electricity is provided only when approved in advance. All electrical equipment shall be maintained in safe operating condition. Extension cords shall be commercial grade and suitable for public use.

The City may prohibit equipment that presents a safety hazard.

Section 13. Vendor Fees

Vendor fees, if applicable, shall be established by the City's adopted Fee Schedule or as otherwise authorized by the TAG Center.

Unless otherwise approved by the TAG Center Director, vendor fees are non-refundable.

Section 14. Cancellation

The City reserves the right to cancel vendor participation due to:

- Severe weather
- Public emergencies
- Facility maintenance
- Safety concerns
- Staffing shortages
- Government orders
- Other operational needs

The City shall not be liable for lost profits or other damages resulting from cancellation.

Section 15. No Guarantee of Sales

The City makes no representation or guarantee regarding attendance, customer traffic, sales volume, or vendor exclusivity.

Section 16. Non-Discrimination

Vendors shall comply with all applicable federal and state nondiscrimination laws.

Section 17. Governing Law

This agreement shall be governed by the laws of the State of Wisconsin.
Venue for any legal action shall lie exclusively in Dodge County, Wisconsin.



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Section 18. Modification

The City reserves the right to amend this policy at any time.

Participation after adoption of amendments constitutes acceptance of the revised policy.

Vendor Acknowledgement

By signing below, I acknowledge that:

- ☐ I have read and understand the TAG Center Vendor Policy.
- ☐ I understand vendor approval is a revocable privilege.
- ☐ I understand the City is not responsible for lost, stolen, or damaged property.
- ☐ I agree to indemnify and hold harmless the City of Mayville.
- ☐ I possess all permits and licenses required for my business.
- ☐ I agree to comply with all applicable laws and regulations.
- ☐ I understand vendor fees are non-refundable unless otherwise approved.

Vendor Signature: _____

Printed Name: _____

Business Name: _____

Date: _____

Approved By: _____

Date: _____



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TAG CENTER VENDOR APPLICATION

Business Information

Business Name: _____

Wisconsin Business Entity (if applicable): _____

Wisconsin Seller's Permit Number (if applicable): _____

Contact Person: _____

Mailing Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Emergency Contact: _____

Emergency Phone: _____

Event Information

Requested Event: _____

Requested Date(s): _____

Requested Time(s): _____

Products or Services to be Sold: _____

Space Requirements

Table Size Needed: _____

Tent Size (if applicable): _____

Number of Staff: _____

Vehicle Description (if applicable): _____

License Plate: _____

Do you require electricity?

☐ Yes

☐ No

If yes, describe electrical needs: _____



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Food Vendors Only

Please note, if you fall under the definition of "mobile food vendor," pursuant to City of Mayville Municipal Code Chapter 195, there is a separate permit you will have to apply for an obtain. This will need to be coordinated with City Hall.

Will food or beverages be sold?

☐ Yes

☐ No

If yes, describe:

Required permits attached:

☐ Food License

☐ Temporary Event Permit

☐ Other

Required Attachments

Please attach, if applicable:

☐ Certificate of Insurance

☐ Additional Insured Endorsement

☐ Food License

☐ Seller's Permit

☐ Other Required Licenses

FOR CITY USE ONLY

Application Received:

Approved

☐ Yes

☐ No

Vendor Fee:

Assigned Location:

Special Conditions:

Approved By:

Date:
