



**CITY OF MAYVILLE PUBLIC WORKS 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 Works Committee Meeting

4. DISCUSS WITH POSSIBLE ACTION

4.1. Monthly TAG Center Report to the Public Works Committee

4.2. Monthly Department of Public Works and Parks Department Reports to the Public Works Committee

4.3. Discuss, with Possible Recommendation, Introduction of Ordinance 1154-2026, "An Ordinance Amending §303-7 of the Municipal Code of the City of Mayville, Relating to Public Nuisance Abatement Procedures"

5. ADJOURNMENT

Ald. Anthony DeBaker, Presiding Officer

The Public Works meeting will commence at 6:00 PM or immediately following the Public Safety 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 WORKS 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 06:27 PM by Ald. Tony DeBaker, with the following roll call:

Present: Ald. Tony DeBaker, Ald. Bob Smith, Ald. Kim Olson

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. CITIZEN COMMENTS

None

3. APPROVAL OF MINUTES

3.1. Approval of Minutes of the May 26, 2026, Public Works Committee Meeting

The motion to approve the minutes of the May 26, 2026, Public Works Committee Meeting was made by Ald. Smith and seconded by Ald. Olson.

Ayes: Ald. DeBaker, Ald. Smith, Ald. Olson

Nays: None

Vote Count: 3 - 0

Motion has Passed

4. DISCUSS WITH POSSIBLE ACTION

4.1. Monthly TAG Center Report to the Public Works Committee

TAG Director Loomans gave her monthly report to the Committee. She talked about repairs being done related to the pool and UV system, the continuing recertification of lifeguards and providing both lifeguarding and CPR training. She discussed the first Music in the Park event, which raised \$909 for the TAG Center. Staff were recently transitioned to miPay for payroll. Jess discussed her opportunity to present a TAG Center update at the Mayville Making Connections Business Network Meeting, sharing current information about current programs, facility operations, and future initiatives. She informed the Committee on the current summer membership specials and the reciprocal membership agreements with neighboring communities, as well as a new Aqua Shock water fitness class and opportunities to expand programming this fall and winter.

4.2. Monthly Department of Public Works and Parks Department Reports to the Public Works Committee

No report

5. ADJOURNMENT

The motion to adjourn the meeting was made by Ald. Smith and seconded by Ald. DeBaker

Ayes: Ald. DeBaker, Ald. Smith, Ald. Olson

Nays: None

Vote Count: 3 - 0

Motion has Passed. The Public Works Committee meeting was adjourned at 6:31PM.

Respectfully submitted by Lexi Volbright - Deputy Clerk



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STAFF MEMO

Meeting Date: July 27, 2026

To: Public Works Committee

From: Clerk/Executive Assistant Anastasia Gonstead

Subject: Ordinance 1154-2026 – Amendment to §303-7, Public Nuisance Abatement Procedures

Purpose

The purpose of this ordinance is to amend §303-7 of the City of Mayville Municipal Code to establish a clear, consistent, and efficient administrative process for the abatement of non-emergency public nuisances. The proposed amendments are intended to clarify existing enforcement authority, establish standardized notice and abatement procedures, and align the Municipal Code with the City's internal Standard Operating Procedure (SOP) for processing nuisance complaints.

The proposed ordinance is administrative in nature and is intended to improve consistency, transparency, and efficiency in the City's nuisance enforcement process while maintaining the City's existing authority to address public nuisances.

Background

City staff routinely receive complaints regarding properties that may constitute public nuisances. While §303-7 currently provides authority to investigate and abate nuisances, the existing ordinance does not establish a comprehensive administrative process for handling non-emergency nuisance complaints.

To promote consistent enforcement across departments, staff have developed a Standard Operating Procedure outlining how nuisance complaints will be received, investigated, documented, communicated, and resolved. The proposed ordinance supports that SOP by incorporating key procedural elements into the Municipal Code, ensuring that the City's practices are clearly reflected in its ordinances.

By codifying these procedures, property owners will have a better understanding of the City's enforcement process, and staff will have a uniform framework to ensure nuisance complaints are handled fairly, consistently, and in a timely manner.



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Summary of the Ordinance

The proposed ordinance would:

- Clarify enforcement responsibilities of the Building Inspector, Chief of Police, and other City staff designated by the Mayor.
- Authorize designated officials to investigate complaints and issue notices of violation.
- Clarify that municipal citations may be issued by the Police Department or other officials authorized by ordinance.
- Require an inspection and determination that a public nuisance exists before abatement action is initiated.
- Establish a standardized administrative process for non-emergency nuisance abatement, including:
 - Written notice to the property owner and/or occupant;
 - A compliance period of not less than five (5) days and not more than fourteen (14) days;
 - Minimum required contents of the notice;
 - Authorized methods of service.
- Authorize the City to abate nuisances using City personnel or private contractors if violations are not corrected within the compliance period.
- Authorize City staff and contractors to enter the property for the limited purpose of performing nuisance abatement.
- Clarify that abatement costs, including labor, equipment, contractor expenses, and administrative fees, may be charged to the property owner and collected as a special charge under Wisconsin Statutes §66.0627 if unpaid.
- Renumber the existing court abatement provisions while preserving their applicability when judicial enforcement is necessary.

Why Municipalities Adopt Administrative Nuisance Procedures

Wisconsin municipalities commonly establish administrative nuisance abatement procedures to provide a consistent and efficient method for addressing violations that affect neighborhoods and the community as a whole. Clearly defined procedures benefit both property owners and the municipality by establishing expectations, timelines, and due process before corrective action is taken.

Common reasons municipalities adopt or update nuisance abatement procedures include:

- Providing a consistent process for receiving, investigating, and resolving nuisance complaints.
- Ensuring property owners receive adequate notice and an opportunity to voluntarily correct violations.
- Promoting uniform enforcement regardless of which City department receives the complaint.
- Clearly defining staff authority and responsibilities during the enforcement process.



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- Reducing delays in resolving nuisance conditions that negatively impact neighboring properties and the community.
- Establishing procedures that support recovery of City costs when abatement work becomes necessary.
- Maintaining accurate documentation to support enforcement actions and any subsequent legal proceedings.
- Aligning municipal ordinances with current Wisconsin statutes and administrative best practices.

Standard Operating Procedure

The proposed ordinance complements the City's newly developed Standard Operating Procedure (SOP) for nuisance complaints. The SOP establishes internal administrative practices for staff, including complaint intake, inspection procedures, documentation standards, communication with property owners, timelines for follow-up inspections, and coordination between City departments.

While the SOP governs internal operations, the proposed ordinance provides the legal authority and procedural framework necessary to support those practices. Together, they create a predictable and transparent process that promotes consistency, accountability, and timely resolution of nuisance complaints.

Fiscal Impact

The proposed ordinance is not anticipated to result in significant additional costs to the City. Rather, it provides a more efficient administrative process for addressing nuisance violations and clarifies the City's authority to recover abatement costs from responsible property owners in accordance with Wisconsin Statutes §66.0627.

Legal Review

The proposed ordinance has been submitted to the City's municipal counsel for legal review. Any recommendations or revisions received from counsel will be presented to the Committee and Common Council prior to final consideration.