



**CITY OF MAYVILLE PERSONNEL 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, Personnel Committee Meeting

4. DISCUSS WITH POSSIBLE ACTION

4.1. Discuss, with Possible Recommendation, Section 11 of the City of Mayville Employee Handbook, for Update Process

4.2. Discuss, with Possible Recommendation, Addition of "Good Standing" Verbiage to Section 3.3 of the Employee Handbook, for Update Process

4.3. Discuss, with Possible Action, Selection of Aldermanic Representative to Serve on the Bargaining Committee for Upcoming Police Union Contract Negotiations

5. ADJOURNMENT

Ald. Kim Olson, Presiding Officer

The Personnel Committee meeting will commence at 6:00 PM or immediately following the Public Works Committee 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 PERSONNEL 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 06:41 PM by Ald. Kim Olson, with the following roll call:

Present: Ald. Kim Olson, 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. CITIZEN COMMENTS

None

3. APPROVAL OF MINUTES

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

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

Ayes: Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 3 - 0

Motion has Passed

4. DISCUSS WITH POSSIBLE ACTION

4.1. Discuss, with Possible Recommendations, Updates to the City of Mayville Employee Handbook

The review was started at section 8.2 of the employee handbook. No further action, consensus was reached on the following:

- 8.2 (Disciplinary Action) – accept attorney edits
- 9 (Grievances and Appeals) – accept attorney edits
- 10 (Personnel Records) – accept attorney edits
- 12 (Performance Reviews) – accept as is
- 13 (Job Description) – accept as is

For section 11 (Pay Plan), Clerk/Executive Assistant Gonstead provided a proposed pay plan that is updated for current full-time positions and follows suit to neighboring communities who recently conducted wage studies. She reminded the Committee that pay scales are usually aligned with a wage scale. Should a pay plan be adopted, a wage scale will be forthcoming for consideration. The pay plan verbiage and verbiage pertaining to giving notice and leaving in good standing with relation to payouts will be addressed at the July meeting.

4.2. Discuss, with Possible Action, Payout for N. DeBaker

The motion to allow an additional two weeks for N. DeBaker's payout was made by Ald. Olson and seconded by Ald. Winter.

Ayes: Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 3 - 0

Motion has Passed

5. ADJOURNMENT

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

Ayes: Ald. Winter, Ald. Buske, Ald. Olson

Nays: None

Vote Count: 3 - 0

Motion has Passed. The Personnel Committee meeting was adjourned at 6:55 PM.

Respectfully submitted by Lexi Volbright - Deputy Clerk



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STAFF MEMO

Meeting Date: July 27, 2026

To: Personnel of the Whole Committee

From: Clerk/Executive Assistant Anastasia Gonstead

Subject: Employee Handbook, Section 11 – Pay Plan

Background

The purpose of this memorandum is to formally establish and justify the proposed 12-grade compensation classification system for full-time, non-union employees. This structure will update what is in the current employee handbook and is intended to provide a consistent, equitable, and sustainable compensation framework that supports recruitment, retention, internal equity, and long-term fiscal planning.

Compensation Philosophy and Market Alignment

The City's compensation system would be built upon the following guiding principles:

1. **Internal Equity** – Positions with similar responsibility, complexity, supervision, and qualifications are grouped within consistent pay grades.
2. **External Competitiveness** – Wage levels are aligned with comparable Wisconsin municipalities of similar size and structure.
3. **Certification and Skill Recognition** – Technical certifications, licensure, and specialized training are reflected through structured grade placement rather than discretionary adjustments.
4. **Organizational Clarity** – The system provides a clear hierarchy of roles, responsibilities, and reporting relationships.
5. **Career Development** – Employees are provided transparent pathways for advancement through increased experience, responsibility, and certification attainment.

Benchmarking and Comparable Community Analysis

This compensation structure was developed following a review of recent wage and classification adjustments implemented by comparable Wisconsin municipalities, including Kewaskum and Waupun. These communities were selected due to their comparable population size, organizational structure, and departmental composition, including police, EMS, public works, utilities, clerical, and administrative services. The resulting classification system reflects an effort to remain competitive within this peer group while maintaining internal consistency and fiscal sustainability.



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Proposed Scale

GRADES	POSITION
12	
11	Police Chief
10	Clerk/Executive Assistant
9	Utilities Director, DPW & Parks Director, Comptroller/Treasurer (Certified)
8	Police Lieutenant, EMS Director, Comptroller/Treasurer (Non-Certified)
7	Assistant EMS Director, Library Director, TAG Center Director
6	Utilities Lab Technician (Fully-Certified), Lead DPW Laborer, Police Administrative Assistant, Full-Time EMS Staff
5	Utilities Laborer (High Certifications & CDL), Utilities Lab Technician (Mid-Certifications)
4	Utilities Laborer (Mid-Certifications & CDL), DPW Laborer (Senior), Deputy Clerk II, Utilities Accountant, Library Circulations Manager
3	Utilities Laborer (Entry Level), DPW Laborer (Entry Level)
2	Deputy Clerk I, TAG Center Administrative Assistant, Full-Time Library
1	

Grade Classification Structure and Position Placement

The following 12-grade structure establishes clear organizational hierarchy, responsibility levels, and compensation alignment:

Grade 12 – Reserved/Unassigned

This is reserved for the highest administrative position within the organization, responsible for overall municipal leadership, strategic direction, policy implementation, and direct accountability to elected officials. This role carries full executive authority and organizational oversight.

Grade 11 – Police Chief

The Police Chief serves as the highest-ranking sworn law enforcement official, responsible for departmental leadership, public safety strategy, emergency response coordination, and statutory compliance. This position carries significant operational and legal accountability.

Grade 10 – Clerk / Executive Assistant

This position functions as a senior administrative and executive support role with broad responsibilities including agenda management, elections administration, records compliance, interdepartmental coordination, and overall organizational support functions. This role serves as a key operational partner in municipal governance.



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Grade 9 – Department Directors and Certified Financial Leadership

Positions include:

- Utilities Director
- Public Works & Parks Director
- Comptroller/Treasurer (Certified)

These positions represent full departmental leadership with responsibility for budgeting, personnel management, infrastructure oversight, regulatory compliance, and operational execution. The Certified Comptroller/Treasurer designation reflects additional professional qualifications and expanded fiscal authority.

Grade 8 – Mid-Level Department Leadership

Positions include:

- Police Lieutenant
- EMS Director
- Comptroller/Treasurer (Non-Certified)

These positions provide mid-level leadership with supervisory responsibility, operational command authority, and significant technical or regulatory oversight. They serve as critical links between departmental leadership and operational staff.

Grade 7 – Program and Operational Leadership

Positions include:

- Assistant EMS Director
- Library Director
- TAG Center Director

These positions are responsible for program management, facility oversight, and service delivery leadership. They require independent decision-making and accountability for operational performance but do not hold full departmental executive authority.

Grade 6 – Technical Specialists and Lead Operational Staff

Positions include:

- Utilities Lab Technician (Fully Certified)
- Lead DPW Laborer
- Police Administrative Assistant
- Full-Time EMS Staff

These positions require advanced certifications, technical expertise, and/or lead worker responsibilities. Employees in this grade perform specialized duties requiring independent judgment and may provide functional leadership within operational units.



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Grade 5 – Skilled Technical and Advanced Utility Operations

Positions include:

- Utilities Laborer (High Certifications & CDL)
- Utilities Lab Technician (Mid-Level Certifications)

This grade includes skilled operational employees with advanced certifications or licensure requirements, including CDL operation and technical utility system responsibilities. These positions reflect progression toward full technical qualification.

Grade 4 – Skilled Entry and Support-Level Technical Roles

Positions include:

- Utilities Laborer (Mid-Certifications & CDL)
- DPW Laborer (Senior Level)
- Deputy Clerk II
- Utilities Accountant
- Library Circulation Manager

These positions reflect experienced support staff and developing technical employees with moderate certification requirements or advanced clerical/financial responsibilities.

Grade 3 – Entry-Level Field and Operational Staff

Positions include:

- Utilities Laborer (Entry Level)
- DPW Laborer (Entry Level)

These positions perform physical labor, maintenance work, and basic utility or public works functions under supervision and serve as entry points into skilled career pathways.

Grade 2 – Entry Clerical and Administrative Support

Positions include:

- Deputy Clerk I
- TAG Center Administrative Assistant
- Full-Time Library Staff

This grade includes entry-level administrative and clerical positions requiring foundational municipal knowledge, customer service skills, and attention to detail. These roles provide the primary entry point into clerical career progression.

Grade 1 – Reserved / Unassigned

Grade 1 is intentionally reserved for future classification needs, seasonal roles, or newly created entry-level positions, allowing flexibility for organizational changes without disrupting the existing structure.



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Purpose and Impact of the Grade Structure and Step System

The adoption of this position grading system, combined with an eventual step-rate progression schedule, establishes a unified and predictable compensation framework that will significantly improve long-term personnel and budget management.

Specifically, this structure:

- Eliminates the need for ad hoc or one-off wage adjustments, which historically create inconsistencies and inequities between similarly situated employees.
- Ensures positions remain clearly defined, competitively compensated, and internally aligned based on responsibility and qualification level rather than individual negotiation.
- Provides a predictable annual budgeting model, allowing the City to forecast personnel costs accurately and responsibly over multiple fiscal years.
- Creates a structured and defensible system for wage progression tied to position classification rather than discretionary increases.
- Promotes fairness and transparency by ensuring employees are compensated based on objective criteria rather than isolated adjustments or timing of hire.

Once fully implemented with step-based progression, this system will serve as the City's comprehensive compensation framework for full-time, non-union employees. Additionally, many municipalities which adopt a step system will do so over two to three years to thoughtfully work the adjustments into the annual budget without having to drastically cut costs elsewhere.

Supersession of Prior Incentive and Adjustment Practices

Upon adoption of this grading system and subsequent implementation of a step-based wage structure, the following practices will be superseded:

- **Utilities Certification Incentive Pay:**
Existing incentive-based compensation for Utilities employees obtaining certifications will be replaced by structured tiered classification within the grade system. Certification attainment will result in movement between established grades, reflecting increased responsibility, technical proficiency, and operational capability.
- **DPW Rate Adjustments Based on Experience or Discretionary Increases:**
Prior informal or discretionary wage adjustments within the Department of Public Works will be replaced by structured placement within the classification system. Advancement will occur through defined grade placement and step progression, ensuring consistency across similarly situated employees.

This transition ensures compensation is driven by clearly defined role requirements and progression standards, rather than variable incentive structures or discretionary wage changes.



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Applicability

This position grading system, and the eventual implementation of step-based wage progression rates, applies exclusively to:

All full-time, non-union City of Mayville employees.

Unionized positions remain governed by applicable collective bargaining agreements.

Conclusion

This compensation classification system establishes a structured, transparent, and sustainable framework for managing municipal compensation. By aligning with peer municipalities such as Kewaskum and Waupun, and by replacing discretionary wage adjustments and incentive-based pay with a consistent grade and step system, the City strengthens internal equity, improves fiscal forecasting, and ensures long-term competitiveness in recruitment and retention.

Approval and implementation of this structure will provide a stable foundation for municipal workforce management and budget planning moving forward.



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STAFF MEMO

Meeting Date: July 27, 2026

To: Personnel Committee

From: Clerk/Executive Assistant Anastasia Gonstead

Subject: Proposed Amendment to Employee Handbook Section 3.3 – Payout Upon Separation from Employment

Background

As part of the City's ongoing comprehensive review and update of the Employee Handbook, as requested, below is the proposed amendment to Section 3.3 regarding vacation payout upon separation from employment.

The current Employee Handbook provides for payout of accrued and unused vacation leave upon separation from employment, and sick time in some instances. The proposed amendment would establish a "good standing" requirement for employees seeking payout of unused leave. This provision is intended to provide clear expectations regarding notice requirements and separation procedures while ensuring consistency and fairness in the administration of employee benefits.

The proposed amendment is based on a practice utilized by many municipalities to define the circumstances under which an employee separating from employment remains eligible for payout of accrued vacation benefits.

Rationale for Establishing a "Good Standing" Provision

Many municipalities have incorporated a "good standing" provision into their employee handbooks as a way to establish clear expectations and consistent procedures related to payout upon separation from employment. These provisions are intended to encourage an orderly transition when an employee leaves municipal service and to recognize employees who assist the City in maintaining continuity of operations during the separation process.

A good standing provision provides the City with a defined standard for determining when an employee is eligible to receive payment for accrued and unused vacation leave. By establishing expectations such as providing appropriate notice, completing assigned responsibilities through the separation date, and returning City property, municipalities can help ensure that operational needs are addressed and that the transition of duties, records, equipment, and responsibilities occurs in an organized manner.



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These provisions also provide consistency and transparency by establishing criteria that apply uniformly to employees rather than evaluating vacation payout eligibility on a case-by-case basis. At the same time, including a waiver provision allows the City to consider unique circumstances where strict application of the notice requirement may not be in the City's best interest.

The intent of a good standing provision is not to discourage employees from pursuing other employment opportunities or to restrict an employee's ability to resign. Rather, it is intended to clarify expectations associated with receiving a benefit provided by the City and to support responsible workforce transitions.

Proposed Amendment

Below is the recommended the addition of the following language to Section 3.3 – Vacation of the Employee Handbook:

Vacation Payout Upon Separation from Employment

Employees who separate from employment with the City shall be paid for earned and unused vacation leave in accordance with this policy, provided the employee leaves the City in good standing.

For purposes of this policy, an employee is considered to have left in good standing when all of the following conditions are met:

1. The employee voluntarily resigns and provides the required written notice of resignation:
 - Department Heads: At least thirty (30) calendar days' written notice.
 - All other full-time employees: At least fourteen (14) calendar days' written notice.
2. The employee satisfactorily performs the duties of the position through the effective date of separation, unless released from work by the City.
3. The employee returns all City-owned property, equipment, records, identification cards, keys, uniforms, electronic devices, and any other City assets no later than the employee's last day of employment.
4. The employee has no outstanding financial obligations owed to the City that are legally authorized to be deducted from final compensation.

Employees who voluntarily resign without providing the required notice, abandon their position, are terminated for cause, or otherwise fail to separate in good standing shall not be eligible for payment of accrued but unused vacation leave, unless the Mayor or Mayor's designee determines that a waiver of the notice requirement is in the best interest of the City. Any such waiver shall require approval by the Common Council upon recommendation of the Mayor or Mayor's designee.



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Nothing in this policy shall alter the at-will employment relationship or limit the City's ability to separate an employee at any time. If the City elects to waive all or part of the required notice period, the employee shall not be deemed to have failed to leave in good standing solely because the City shortened the employee's final work period.

Considerations

The proposed amendment establishes a clear and consistent process for determining eligibility for payout upon separation from employment. The provision recognizes employees who provide adequate notice and assist the City with an orderly transition of responsibilities while providing the City flexibility to address unique circumstances through a waiver process. The amendment also provides a consistent standard for all employees and reduces the need to make individual determinations regarding vacation payout eligibility at the time of separation.

Prior to final adoption, this amendment, along with any other proposed Employee Handbook revisions, may require a final review by the City's legal counsel to ensure compliance with applicable laws and municipal employment practices.