



**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