



Personnel Committee  
September 23, 2024 6:00PM  
(Or immediately following Public Works Committee)  
Mayville City Hall  
15 S School Street

---

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

2.a. Approval of Minutes of the August 26, 2024 Personnel Committee Meeting

3. CITIZEN COMMENT

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.

4. DISCUSS WITH POSSIBLE ACTION

4.a. Discuss the Request from the American Red Cross for an Emergency Shelter Location in Mayville

4.b. Discuss, with Possible Action, Revisions to the City of Mayville Employee Handbook

5. ADJOURNMENT



## **Minutes – Personnel Committee Meeting August 26, 2024**

### Call to Order

The meeting was called to order at 7:03 PM by Ald. Kim Olson, with the following roll call:  
Present: Ald. Ken Neumann, Ald. Kim Olson, and Ald. Jesse Liebenow.

Excused: None

Absent: None

Staff and Elected Officials Present: Mayor Rob Boelk, Ald. Michael Schmidt, Ald. Tony DeBaker, Ald. Bob Smith, Administrator Stephanie Justmann, Comptroller/Treasurer Nichole DeBaker, Police Chief Ryan Toellner, Police Lieutenant Jeremy Johnson, EMS Director Christine Churchill, Julie Staffin (EMS), Devin Sellnow (EMS), and Clerk Anastasia Gonstead.

### Approval of Minutes of the July 22, 2024 Personnel Committee

The motion to approve the minutes of the July 22, 2024 Personnel Committee was made by Ald. Neumann and seconded by Ald. Liebenow.

Vote – 3 ayes, 0 nays. Motion carried.

### Citizen Comment

None.

### Discuss, with Possible Action, Updating the City of Mayville Employee Handbook

Ald. Olson provided explanation for putting this matter on the agenda. She asked for recommendation from staff pertaining to a process to update the employee handbook. Administrator Justmann and Clerk Gonstead provided input. Administrator Justmann provided an overview of what has currently been addressed with the labor attorney and the steps she will take moving forward as well as a projected timeline. She provided clarification that the intent is to have all the updates implemented at the same time, unless there is a matter that requires more urgency.

No action needed/taken.

### Adjournment

The motion to adjourn the meeting was made by Ald. Liebenow and seconded by Ald. Neumann.

Vote – 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:14 PM.

Respectfully submitted,  
Anastasia Gonstead – City Clerk