



# Special Committee of the Whole Meeting - Amended Agenda

Wednesday, April 02, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

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## Roll Call

## Notice of Open Meeting

## Approval of Agenda

## Committee Minutes for File

1. Library (02/18/25), PFC (02/20/25)

## Public Comment

## New Business

2. Discuss encroachment of garden at 1360 Waterloo Street onto City property.
3. Discussion Related to Social Media Policy.
4. Discussion regarding authorization to begin recruitment for a Finance Director and approval of job description.

## Adjourn

\*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.

**Columbus Public Library  
Library Board Meeting  
Tuesday, February 18, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Pete Kaland called the meeting to order at 5:03 p.m.

**Present in Person:** Pete Kaland, Amanda Wakeman, Sue Salter, Trina Reid, Nora Vieau

**Present via Zoom:** Merry Anderson, Jim Schieble, Dana Pike, Deb Haeffner

**Absent:** Shirley Berkley

**Roll Call, Introduction of Visitors Public Input:**

**Approval of the Agenda for January 21, 2025:** Nora moved and Sue seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes:** Jim moved and Sue seconded a motion to approve the December 2024 Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** CDAR 1 renews 2/27/25 at 4.97%. Nora moved and Sue seconded a motion to approve Financial Secretary report. Motion carried.

**Bills:** Bills of \$41,718.09 submitted includes \$\$22,460.00 for SCLS 2025 Tech/ILS fee, \$5,810.00 for new countertop, and \$9,199.99 for SCLS Delivery and Overdrive fees. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** County funding not transferred yet.

**Library Director's Report:**

Youth Programs:

Youth Services Department has developed a strong relationship with Home Again Assisted Living and with the Homeschool group.

Book Dragons Writing Lab meeting monthly.

All programs – Storytime, Music & Motion, Crafternoon, Pokémon, Lego Club and Babies on Blankets – continue to be well-attended.

Adult Programs:

Sissel Schroeder's program on Ancient Aztalan attracted 83 people in person and via Zoom.

Rebecca Hopman's program on the Wisconsin Historical Society Genealogy Collection and Services attracted 31 people.

Upcoming Programs:

City declared March 20 as Fred Dartt Day to coincide with National Frog Day. CPL will celebrate with frog-themed youth programs.

Kristen Hart will host monthly adult craft nights in March.

**Meetings:**

City Community Services Departments continue to meet.

April-Amanda will present a sectional with two other directors at the Wisconsin Association of Public Libraries Conference in Oshkosh. The topic will be starting a Friends of the Library group.

**Building and Grounds:**

We purchased a new outdoor book drop from the Appleton Public Library via an online auction. If purchased new the cost would be \$10,000. Amanda purchased for \$110.00. DPW picked the book drop up in Appleton and installed at CPL. The old book drops will be given to the Wyocena branch of Pardeeville Public Library and a possible CPL book drop in Fall River at Farmers & Merchants Bank

Old, partially functioning water heater was replaced with a new one.

**Library Director's Goals:**

Contacted F&M Bank re: possible book drop, See above Building and Grounds.

Met with new contractor to confirm bathroom remodel. See New Business.

Reviewed and updated Youth Services Coordinator position. See New Business.

Note "Library Statistics" now includes percent changes from 2024 to 2025. Visits and Items Borrowed up 10.5% and 5.4% respectively; Public Computer Use up 20.8%; Community Use of Rooms up 32.9%; and, Patrons added up 19%.

**President's Report:** None

**Literacy Council Report:** Merry attended via Zoom monthly Tutor Coordinator meeting. Immigration was dominant issue re: both client retention in programs, employer support, and client privacy/safety.

**Friends of the Library:** Officers elected but still looking for a secretary. Discussed library "wish list" and culling library sale shelf (located at library entrance).

**Correspondence:** None**Committee Reports:**

**Personnel Committee:** As noted in January minutes, Director Evaluations are due to Sue or Merry by February 18 Board Meeting. Staff job descriptions will also be reevaluated.

**Trustee Training:** Pete reported on the history of the Annex purchase. This report was for background purposes only for board members unfamiliar with the history of the discussions and questions

Early 1980's-Columbus Historic Landmarks & Preservation Committee (CHLPC) began but did not complete the process of recognizing 251 W. James St. aka the Dering House, now known as the Annex, as a local landmark.

January 7, 2000-Library Board purchased the property at 239 W. James Street from the estate of Molly Swarthout. The building was moved and gift from Dr. James and Lorna Will enabled the CPL to construct a parking lot.

October 17, 2016-City of Columbus “authorized a contribution of \$100,000 by the Library Board toward the purchase of 251 W. James St. CPL was responsible for all other costs above \$100,000. City Council passed by unanimous vote. Library Board obtained an anonymous matching \$100,000 gift. The Library Board president was designated to negotiate the purchase. A title search found clear title with a 10 foot easement with vehicle access to the 239 W. James St. (parking lot) property. There was no indication on the deed that purchased property had landmark status. The Real Estate Condition Report completed by the seller stated they were not aware of the property being a historic building.

July 2019-CHLPC announced it was starting the landmark process over but then cancelled the Preliminary Review hearing by reverting to the original 1980’s action.

July 25, 2019-A letter to the CHLPC in response stated: “The Columbus Public Library with the City of Columbus jointly purchased the home for sale at 251 E. James Street for the purpose of future expansion of the library and to allow entry and egress to the parking lot during the James St. construction slated for the summer of 2017.

“The Library Board opposes the inclusion of the Library Annex as a historic designation, believes that such a designation decreases the value of the property to the Library and is contrary to the agreement between the City of Columbus, Columbus Library Board and with the anonymous donor that the gift would be used for library expansion.

**Unfinished Business:** None

**New Business:**

Approval of 2024 Wisconsin Public Library Annual Report of CPL – Jim Jim moved and Merry seconded a motion to approve the report as prepared. Motion carried.

Approve revisions to Youth Services Coordinator job description – Specifically, the Youth Services Coordinator will be the staff contact person if the Library Director is not available. After discussion, an organization chart would be helpful for both staff and board. Nora moved and Deb seconded a motion to approve the revised job description. Motion carried.

Bathroom remodel quote of \$16,000 submitted by Better Building Standard. To comply with grant this project must move forward. Jim moved and Deb seconded a motion to approve quote. Motion carried.

**Adjourn:** Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:18 p.m.

Next scheduled board meeting – March 18, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary



MINUTES of COLUMBUS POLICE AND FIRE COMMISSION  
February 20, 2025  
Columbus City Hall  
105 N. Dickason Blvd., Columbus, WI 53925

- 1) Meeting called to order at 6:00 p.m. by PFC Chair Olson.
- 2) Roll Call: PFC Members present: L. Olson, Z. Kianovsky, B. Lewke, M. Meier, R. Rule. PFC members absent: none. (CPD Chief Weiner and Council Liaison Reid also present.)
- 3) Notice of compliance with Open Meeting law—Notice of Meeting and Posted Agenda by Olson.
- 4) Motion by Kianovsky to approve agenda. Seconded by Rule. Motion carried unanimously.
- 5) Motion by Lewke to approve minutes of meeting of 1/08/2025. Motion seconded by Meier. Motion carried unanimously.
- 6) New Business.

Motion by Meier to go into closed session per Sec. 19.85(1)(c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of any public employee over which the PFC has jurisdiction or exercises responsibility. Seconded by Lewke. Motion passed unanimously.

PFC then convened in Closed Session at 6:02 p.m. to consider application(s) for CPD Sergeant position.

Motion to reconvene in Open Session by Rule, seconded by Kianovsky. Motion carried unanimously.

PFC then reconvened in Open Session at 6:33 p.m.

Motion by Meier to approve Terry Seely for eligibility list for CPD Sergeant position. Seconded by Lewke. Motion carried unanimously.

- 7) Public comments: none.
- 8) Motion to adjourn by Meier, seconded by Rule. Motion to adjourn carried unanimously. Meeting adjourned at 6:35p.m.

The next regular meeting of the PFC is scheduled for 6:00 p.m., on Wednesday, March 19, 2025, at the City of Columbus Council Chambers. Special Meetings may be called in the interim as needed.

Page 2 of Columbus PFC Minutes; Feb. 20, 2025

Minutes submitted by Zev Kianovsky, Secretary, Columbus Police and Fire Commission, City of Columbus, Wisconsin. Minutes are drafted for approval.

Minutes approved by PFC on \_\_\_\_\_3/19/2025\_\_\_\_\_



## Agenda Item Report

**Meeting Type: Committee of the Whole & Council**

**Meeting Date: April 2, 2025**

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**Item Title:** Discuss encroachment of garden at 1360 Waterloo Street onto City property.

**Submitted By:** Matt Amundson, City Administrator

### **Detailed Description of Subject Matter:**

The property owners at 1360 Waterloo Street recently received a letter informing them of their garden's encroachment onto City property. The property owners have reached out regarding possible solutions, staff have discussed the following options:

- Remove the garden from City property.
- Property owners complete a survey at their expense to determine the additional area needed on city property for the garden, city grants a temporary limited easement to them for the additional needed property.
- Agreement that City grants temporary limited easement for the entirety of the adjacent City property with limitations on what can be done on the property (no structures, no expansion of the garden, etc) in exchange for them maintaining the grass area to expected city standards.

### **List all Supporting Documentation Attached:**

Encroachment Letter

### **Action Requested of Council:**

Discuss encroachment of garden at 1360 Waterloo Street onto City property.





**CITY OF COLUMBUS**  
**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

Item #2.

105 N. DICKASON BOULEVARD

COLUMBUS, WISCONSIN 53925-1565

920.623.5900

[www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

Zachary A. Freter & Tanya M. Lester  
1360 Waterloo Street  
Columbus, WI 53925

This letter is in regard to the garden located near your property at 1360 Waterloo Street that has come to our attention. We would like to inform you that the garden you have created and maintained has been placed on City property and is in violation of our municipal ordinance (Ch 86, sections 96 and 97). Attached is a parcel map with the highlighted boundaries including an aerial view of the garden's placement on the adjacent City-owned property.

We recognize that you have put a lot of time and work into your garden, but any further maintenance must cease. Using the parcel maps provided, you are encouraged to relocate the garden onto your property prior to replanting this Spring.

Please call me with any questions at 920-350-5894.

Sincerely,

*Michael Kornmann*

Michael Kornmann  
Zoning Administrator/  
Director of Community and Economic Development

CC: Matt Amundson, City Administrator  
Dennis Weiner, Police Chief  
Darrell Ward, Lieutenant

☆ Parcel Taxkey: 2233952

**Owner Name(s):**  
Freter, Zachary A; Lester, Tanya M

**Owner Address:**  
1360 Waterloo Street  
Columbus, WI 53925

(Site or property address is not available from the county data.  
Please visit the tax assessment site below.)

[Tax Assessment Data](#)

[Create Work Order](#)

[View Additional Details](#) | [Add to Results](#)

Surface Water Data Viewer Team | Land Information

☆ Parcel Taxkey: 2233958

**Owner Name(s):**  
City of Columbus

**Owner Address:**  
105 N Dickason Boulevard  
Columbus, WI 53925

(Site or property address is not available from the county data.  
Please visit the tax assessment site below.)

[Tax Assessment Data](#)

[Create Work Order](#)

[View Additional Details](#) | [Add to Results](#)

Surface Water Data Viewer Team | Land Information



## Agenda Item Report

**Meeting Type:** Cable Commission

**Meeting Date:** April 2, 2025

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**Item Title:** Discussion Related to Social Media Policy

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

After repeated comments targeting specific staff members, City staff would like to discuss creating a social media policy to establish its social media accounts as a limited forum. This would enable the City to turn off comments or at least be able to remove specifically abusive comments. The draft social media policy addresses various concerns and could be used going forward.

**List all Supporting Documentation Attached:**

Draft Social Media Policy

**Action Requested of the Cable Commission:**

Discuss and give direction to staff regarding the creation of a social media policy

# City of Columbus Social Media Policy [DRAFT]

Drafted 3-25-2025

## PURPOSE AND SCOPE

This Social Media Policy (“Policy”) establishes guidelines for the formation and use by the City of Columbus (“City”) of social media sites as a means of conveying information to the public about the City’s mission, meetings, activities, and current issues. The City has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the City and its officials.

The City recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on various topics using the ever growing amount of social media sites including, but not limited to, Facebook, LinkedIn, X, Instagram, Tumblr, and Pinterest. Unfortunately, the use of sites like these can pose risks to the City. To reduce these risks, avert distraction and loss of productivity, and to ensure all IT resources are being used appropriately, the City expects and requires its employees to adhere to the following rules and guidelines regarding such social media use. This policy governs the use, administration, management, monitoring, and retention of Social Media and Social Media Content, consistent with state, federal, and local laws and, regulations, and in line with the City’s mission, vision, and core values.

This policy is not intended or to be construed as to restrict communications or any protected activities as required by state and/or federal law.

## Compliance with Related Policies and Agreements

All of the City’s other policies that might apply to social media use remain in full force and effect. Employees should always adhere to them when using social media. Social media should never be used in a way that violates any other City policies or employee obligations. If your social media activity would violate any of the City’s policies in another forum, it will also violate them in an online forum. Employees who violate the City’s policies may be subject to disciplinary action.

## DEFINITIONS

Definitions related to this policy include:

**Alternative Public User** - Any person or entity utilizing a non-personal, alias, additional, or some other alternative social media account that is not acting in their capacity as the Social Page Administrator and/or their designee.

**City-related content** - Will be determined based on the substance of the information or materials posted rather than the identity of the poster, the equipment used, or the site on which it is posted.

**City Social Media Sites** - Refers to social media sites which the City establishes and maintains, and over which it has control over all posting, except for advertisements or hyperlinks by the social media site’s owners, vendors, or partners. City Social Media Sites shall supplement, and not replace, the City’s required notices and standard methods of communication. All official City presence on social media sites is an extension of the City’s existing information systems and networks.

City-supported or City-sponsored social media websites are defined as sites created and/or maintained by the Social Page Administrator and/or their designee and used for the purpose of posting City-related social media content.

Forum - An online discussion group where the public can post comments, information, images, or other electronic content, either anonymously or with personal identity.

Interactive Communication - A dynamic flow of information where users or participants can engage in two-way communication rather than simply passive observation of information.

Limited Public Forum - A public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker.

Link or Hyperlink - A hypertext file or document which connects a user to another location or file, typically activated by clicking on a highlighted word or image on the screen.

Malware - Software that is intended to damage or disable computers and computer systems or electronic communication devices.

Personal Identification Information - Information and documents as defined under Wisconsin Statute Sections 943.201(1)(a) and(b).

Personal Social Media Accounts - Any blog, chat room, forum, social media site and/or website created or configured by an individual or entity for individual, social, or entertainment purposes. (Examples include, but are not limited to, Facebook, Foursquare, X, and YouTube).

Posts - Comments, information, images, or other electronic content left by a user/person on a blog, social media site, or other website.

Public User - Any person or entity utilizing a personal social media account that is not acting in their capacity as the Social Page Administrator and/or their designee.

Publish - Comments, information, images, or other electronic content that is made or disseminated via social media, websites, or other publicly open electronic forum.

Site Operator - The entities that manage or control each social media platform (e.g. Facebook, Google, Instagram, LinkedIn, etc.)

Social Media - Internet technologies that facilitate and promote interactive communication, participation, and collaboration. Examples of social media include, but are not limited to, the web sites and applications Facebook, LinkedIn, X, Instagram, and YouTube, and the interactive tools and functions they provide to users.

Social Media Content - Any messages, materials, documents, photographs, videos, graphics, and other information that is created, posted, distributed, transmitted, or published using Social Media internet sites or Social Media tools.

Social Page Administrator - refers to the City employee designated with oversight of City social media sites with authority to create, use, publish, post, administer, manage, monitor, and/or retention of Social Media, Social Media tools or web sites, and/or Social Media Content, in the name of or on behalf of the City. Social Page Administrator has the authority to authorize a designee, who shall have all the same authority as the Social Page Administrator.

Visitor - Any person or entity who is not acting in the name of or on behalf of the City or any City officers, departments, boards, commissions, committees and authorities, volunteers and employees, that uses, posts, views, or otherwise utilizes a City Social Media Site.

Volunteer - A person recognized and authorized by the City to perform services for the City without promise, expectation, or receipt of compensation for services rendered. The receipt of reimbursement for authorized expenses does not constitute compensation as used herein.

Work Shift - The assigned or designated period of time that the Social Page Administrator and/or their designee engages in City employment-related activities for arranged or negotiated compensation.

### **Ownership of Social Media Accounts, Data, and Information**

Any and all social media and other online accounts and profiles created or used on behalf of the City or otherwise for the purpose of promoting or marketing the City or similar business purposes, including such accounts and profiles featuring or displaying the City's name and trademarks ("City Social Media Site"), belong solely to the City. The City owns all City Social Media Sites regardless of the employee who opens the account or uses, manages, or accesses it. City Social Media Sites include any and all log-in information, data, passwords, trademarks, and content related to the profile or account, including all followers, subscribers, and contacts. City Social Media Sites do not include any social media accounts or profiles that are created or used by an employee exclusively for an employee's own personal use.

Individuals shall not create, develop, or maintain any City Social Media Sites, as this is under the sole authority of the City Administrator. All approved City Social Media Sites shall, where possible, be registered, in whole or in part, using the City's name and contact information. After registration, the log-in and password information for each of the City's Social Media Sites shall be kept by the Social Page Administrator and/or their designee and City Administration and password changes must be recorded within 24 hours with the City Administration. When access to a City Social Media Site is not obtained through unique log-in or password, and is instead achieved through the use of an employee's personal social media account as a page administrator, the Social Page Administrator will ensure that a minimum of two page administrators with full management rights and appointed by the City are in place on each such City Social Media Site at all times for security and access purposes.

If you have any questions about creating or managing a social media account on behalf of the City, please review the City's Social Media Policy in its entirety for guidelines and restrictions related to the creation, development, and maintenance of any City Social Media Site and all business use of social media or contact the City Administrator.

Upon the City's request at any time during the course of employment or immediately upon and after a Social Page Administrator and/or their designee's separation of employment from the City

for any reason, they agree to cease accessing, using, updating, and modifying the City Social Media Sites. The current Social Page Administrator shall change passwords or remove page access within 48 hours following termination of their predecessor or designee.

Upon the Social Page Administrator and/or their designee's separation of employment from the City for any reason, the City will retain ownership and control of all City Social Media Sites created or used during the course of their employment, including all related data and information. Prior to their separation of employment, they agree to provide to the City the log-in information, including usernames and passwords when they exist, for each City Social Media Site that they created, used, or managed. The Social Page Administrator and/or their designee also agree to assist the City, both prior to and after their employment (as may be necessary), with the transition and maintenance of each City Social Media Site created or used by them during the course of their employment, including providing all information that may be necessary to ensure that the City is able to access and control the City Social Media Sites. Administrative accounts shall be tied to a City email account where possible.

### **General Practices**

City Social Media Sites shall contain the following information in a prominent place on the site:

1. Clearly state that such sites are maintained by the City and that the sites comply with the City's Social Media Policy. This will contain a link to the policy which will be on the City's website.
2. The comment policy for the site will be listed.
3. Stated purpose of the page/site.
4. Notification that violations of comment policy will result in blocking the user
5. Official Contact (i.e., the Social Media Coordinator)

City Social Media Sites shall link back to the City's official website for forms, documents, online services, and other information necessary to conduct business with the City.

The City's Social Media Policy shall be displayed to users and made available by hyperlink.

### **Authorization and Access**

To ensure consistency of City-related messages, the Social Page Administrator and/or their designee are the sole City employees authorized to post to social media sites. The Social Page Administrator and/or their designee must also ensure that any and all contractors, vendors, or agents of the City who may represent the City in postings to social media sites will comply with all policies, rules, and requirements regarding such actions.

The City reserves the right to deny access to post information on City's Social Media Sites to any employee or representative of the City who violates this Policy. Any reference in this document to "employee" or "City employee" shall be considered to include any contractor, vendor, or agent working for or representing the City but not in the City's employ.

Notwithstanding other provisions of this Policy, the Policy does not intend in any way to limit or restrict the ability of City employees to speak as private citizens on matters relating to City

business. City employees may post comments, questions, or opinions on social media sites, including City-sponsored sites, so long as they make clear that they are acting as private citizens and that their statements in no way represent the official position of the City. Personal pages or posts must be made on personal accounts outside work hours.

### **Training**

The Social Page Administrator and/or their designee will receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted.

### **Official and Acceptable Use**

Only information that pertains to City business or operations shall be posted to social media sites. Such examples include but are not limited to:

- a. Announcements.
- b. Tips and information related to safety and crime prevention.
- c. Investigative requests for information.
- d. Requests that ask the community to engage in projects that are relevant to the City's mission.
- e. Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- f. Traffic information.
- g. Press releases.
- h. Recruitment of personnel.
- i. Information shared for educational purposes surrounding local government.

The Social Page Administrator and/or their designee, must never post personal information to a City's Social Media Site. Instead, the Social Page Administrator and/or their designee, or any City employee who wishes to post personal information on social media sites must maintain separate personal pages on sites such as Facebook or X. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to City business sent to a personal page must be forwarded to an official City page.

The same principles and policies that govern interactions with the public generally apply also to social media. The Social Page Administrator and/or their designee must, at all times, conduct themselves in accordance with all state and local laws and all existing City policies. The City requires the Social Page Administrator and/or their designee to adhere to and follow all existing work rules, the City's Code of Ethics, and local, state, and federal laws.

Elected officials, however, hold unique positions in the operations of City government. They must respond to the needs of and answer directly to the constituents who elected them. This requires elected officials to become knowledgeable about all aspects of City government. It also creates expectations that they have the ability to speak on a wide range of City issues and operations, across any and all functional and departmental boundaries. For these reasons, if elected officials and their representatives desire to maintain their own separate social media sites, they must be clearly identified as the elected official's personal social media site and not that of the City. The



elected official shall be solely responsible for the content posted and record retention and shall adhere to all local, state, and federal laws.

The Social Page Administrator and/or their designee representing the City on social media sites must act responsibly in the posting of material and in their online demeanor. The Social Page Administrator and/or their designee must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) or posted information.

The Social Page Administrator and/or their designee may never use their access as City representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. The Social Page Administrator and/or their designee may not post information on City-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a City-sponsored site. This applies to elected officials as well.

The Social Page Administrator and/or their designee may monitor material within normal Work Shifts to social media sites to:

- Respond promptly to questions or replies.
- Replace stale, outdated, and/or incorrect information.
- Remove inappropriate content (as defined below).

Many social networking sites allow the installation of extra applications, programs, and skins to enhance the experience. Many of these extra applications contain Trojans, viruses, and other malware. Never install any extra applications on any social networking site.

If content is posted to someone else's social media website using an associated City identity, the content is considered a public record. City-hosted social media pages/websites and all content on those pages are public records. The Social Page Administrator and/or their designee must develop a method to record this public record information in a way that allows them to respond legally to public record requests.

### **User Responsibilities**

The City participates in and provides information through social media sites as a public service. The City anticipates that users will use such sites as a means of conveying useful information to the City.

The City expects that all participants on City's Social Media Sites, including the Social Post Administrator and/or their designee, and users will display respect and civility when posting comments or information. The City reserves the right to remove comments and/or materials solely at its discretion if the City deems those comments and/or materials:

- a. Are abusive, discriminatory, inflammatory or sexually explicit. This includes content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age,

- religion, gender, marital status, status in regard to public assistance, national origin, mental or physical disability, or sexual orientation, or any other legally protected status
- b. Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
  - c. Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the City, its members, affiliates, and agents.
  - d. Any information that could compromise the safety and security of City operations, members of the City, victims, suspects, or the public.
  - e. Any content posted for personal use or a private business or endeavor.
  - f. Promote or endorse a specific financial or commercial entity.
  - g. Contains language or content that is threatening, obscene, violent, abusive, pornographic in language or content, profane, or otherwise disorderly.
  - h. Includes materials that are harassing or contains threats, defamatory, fraudulent, or discriminatory content and/or the post contains a violation of federal or state laws, local ordinances, or regulations.
  - i. Contains information or materials that are not releasable under public records laws or that may tend to compromise the security of the City, its investigations, networks, or information systems.
  - j. Unlawfully defame or attack an individual or group.
  - k. Support or oppose a political campaign.
  - l. Violate any existing copyrights, trade secrets, or legal ownerships.
  - m. Contains links to websites that are intended to defraud, defame, or victimize the public or any financial, commercial, or non-governmental agency.
  - n. Comments that are repetitive or off-topic to the scope of the original post. Comments must be relevant to the topic of the original post created by the City.

Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal.

### **Legal Requirements**

Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials, and/or discussions on social media sites that involve City employees and relate to official City business. The Social Page Administrator and/or their designee will be responsible for ensuring proper retention of content posted to social media sites.

For purposes of complying fully with existing laws, retention of social media content as public records would likely include any comments, queries, information, or materials submitted by end users, including under certain circumstances, personal information submitted voluntarily such as the user's name and/or address. The Social Page Administrator and/or their designee will retain these records in an accessible and usable format that preserves the integrity of the original records for the period designated by appropriate records retention schedules.

The City shall utilize a third-party archiving service to comply with applicable public records law and fulfill record retention requirements.

Communication among members of governmental bodies using social media may constitute a “meeting” under the Wisconsin Open Meetings Law. For this reason, members of these bodies are strongly discouraged from interactions with other members on social media sites.

Various social media sites adhere to their own policies regarding the privacy of site users. The City makes no claim to protect or preserve the privacy of users who interact with employees or representatives of the City via these sites beyond those protections which the site owner provides. Further, the City retains the right to review all information or materials written or contributed by users on City Social Media Sites, therefore, users should have no expectation of privacy when posting to City Social Media Sites.

The content of all communications posted by the Social Page Administrator and/or their designee on City Social Media Sites is the sole property of the City. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the City, postings made by other users may also be considered City property.

Violation of this policy by any City employee may result in discipline up to and including discharge. Users should be aware that the information made available by the City on social media sites may not be timely, accurate or complete. Any communication from or to the City through these sites will not be considered legal or official notice for any purpose. The City reserves the right to revise or modify this Policy at any time, without prior notice.

## **PUBLIC USERS**

City Social Media Sites will be considered “limited public forums” under the First Amendment on accounts that allow visitors to post comments, publish content, or otherwise allow public electronic communication.

- a. If interactive communications are permitted on City Social Media Sites, the terms of use for visitors to the social media page will be posted prominently on the City Social Media Site page, unless prohibited by the terms of use governing the social media account and the site operator.
- b. Each discussion or thread with interactive communication capabilities must have a specific and declared topic or description of the topic which may be addressed by users in the comments or discussion section. Posts may be removed if they are not directly related to those topics or are determined to be an unacceptable use. See User Responsibilities of this policy.
- c. Visitors to the City’s Social Media Sites must comply with the terms of use and privacy policies of the site operator, and are subject to the site operator’s practices regarding the collection and retention of passive information (e.g. cookies) and other information from and about visitors.
- d. All postings or publications on the City’s Social Media Sites will be retained by the City, regardless whether the content is posted by a visitor, public user, or Social Page Administrator, as required by applicable law, Policy and/or procedure.
- e. All postings may be subject to public records and disclosure laws, as well as discovery in litigation.

- f. Visitors to any of the City's Social Media Site pages should have no expectation of privacy or confidentiality with respect to any content they post or publish to the site, and the City has no responsibility for maintaining any such privacy or confidentiality.
- g. A comment posted or information published by a member of the public on any City Social Media Site is the opinion of the commenter or poster only, and publication of a comment does not imply any endorsement or agreement by the City , nor do such comments necessarily reflect the opinions or policies of the City.
- h. Communications or publications that are unacceptable uses, as defined in User Responsibilities Section of this policy, may be removed by the Social Page Administrator and/or their designee and documented by them of why the post was removed. Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal.

### **Blocking**

In the instances where a Public User violates the terms of this Policy and the content posted by such Public User is removed from the City's Social Media Policy, the following increasing penalty scheme will be applied:

1. First offense, banned for 1 week; Alternative Public User accounts may be banned after the First Offense
2. Second offense, banned for 2 weeks
3. Third offense, banned for 3 weeks
4. Fourth offense, permanently banned



## Agenda Item Report

**Meeting Type: Committee of the Whole & Council**

**Meeting Date: April 2, 2025**

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**Item Title:** Discussion regarding authorization to begin recruitment for a Finance Director

**Submitted By:** Matt Amundson, City Administrator

**Detailed Description of Subject Matter:**

Krystal Larson, Treasurer has informed me that she plans to retire by June 30, 2025. Krystal has elevated our budget process, developed a 5-year CIP, and has updated a number of policies and practices within the Treasurer's Office. I'm looking for discussion and direction regarding replacing Krystal who has been an extremely valuable team member.

I've drafted the attached Finance Director position that would oversee the Deputy Treasurer and Human Resources Administrator. The current salary range for the Treasurer position, which would be eliminated is \$32.37-42.08. I'm proposing that the range for Finance Director be \$37.67-\$45.00.

**List all Supporting Documentation Attached:**

Finance Director Job Description

**Action Requested of Council:**

Authorization to begin recruitment for a Finance Director and approval of job description.



## POSITION DESCRIPTION

**Class Title:** Finance Director  
**Department:** City Administration  
**Location:** City Hall  
**FLSA Status:** Exempt – Administrative Exemption  
**Wage Range:** Salary \$78,354 - \$93,600  
**Updated:** March 2025

### GENERAL PURPOSE

This is a highly responsible municipal accounting/finance position. This position has considerable independence and acts as the lead position for the City’s general ledger accounting and key accounting processes. This position assists in the preparation of financial reports, audit work papers, and utility accounting. This position plays a key role in the development of the annual budget and financial statements. The Finance Director maintains the City’s fixed asset records, prepares monthly financial reports, and assists with property tax collection. This position works in partnership and close coordination with other City Hall staff and Department Heads. This position also helps to provide service to customers at City Hall and performs other financial tasks as assigned.

### SUPERVISION RECEIVED

Works under direct supervision of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator/Treasurer, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

### SUPERVISION EXERCISED

The Finance Director has direct supervisory duties over the Deputy Treasurer and Human Resources Administrator. Supervisory responsibilities include annual job performance evaluation, recommending disciplinary action, and cross training of employee for short and long-term vacancies or leave. Final determination of pay increases, disciplinary actions and approvals of leave/vacation shall be made by the City Administrator/Treasurer. Work includes the exercise of discretion and independent judgment with respect to matters of significance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Finance:**

- a. Coordinates the daily operation of the City’s financial and data processing procedures, general ledger and journal entries, including coding and entering certain expense vouchers and receipts, making necessary journal entries, budget

- adjustments and transfers; reconciling banking and investment statements; and working with financial auditors.
- b. Prepares and maintains all accounting records, financial, investment, and statistical reports. Prepares and submits all government (state and federal) financial, budget, tax and other required reports. Prepares monthly, quarterly, and annual financial reports for Administrator.
  - c. Performs pre-audit of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with city budget, city purchasing policy, state statutes, and federal guidelines.
  - d. Ensure accurate records and information necessary for annual audit are available to audit staff and assists in the preparation of management discussion and analysis.
  - e. Assists in the collection and recording of all municipal revenues including taxes, fees and other municipal charges. Responsible for tracking expenditures ensuring the expenditures are consistent with those approved in the municipal budget. Responsible for preparing wire transfers or AP vouchers for debt service and tax settlement payments.
  - f. Serves as a liaison with financial institutions, auditors, and City departments and offices regarding finance related issues.
  - g. Serves as an administrator with vendor support of the city's internal accounting system.
  - h. Serves as a voting member of the Investment Board. Makes recommendations for specific investment of city and utility funds to Board.
  - i. Invests funds held by City and Sewer Utility.
  - j. Acts as financial liaison to the Water & Electric Utilities – monitor daily activity, prepare monthly Treasurer's reports, monitor bank account reconciliations and monitors debt obligations. Investing funds as directed.
  - k. Facilitate general obligation or revenue borrowings for the city and utility by working directly with bond consultants and legal counsel.
  - l. Prepare with assistance from engineers and consultants the plan for the city and assist Utility Director with capital improvement plan.
  - m. Analyze cash flows and maintain an accurate replacement fund contribution schedule for the City and Utility Capital Improvement plan and debt coverage schedules.
  - n. Maintain an accurate record of the city's capital assets; work with department heads to ensure assets are properly recorded as new or disposed of.
  - o. Assists the City Administrator/Treasurer with the annual budget preparation.
  - p. Assists Municipal Court with financial record keeping and other needs as deemed necessary by the Wisconsin State Court System.
  - q. Serves as the administrator of the city online payment service.
  - r. Assist in the development and implementation of internal control procedures, ordinances, and resolutions as needed.
  - s. Responsible for maintaining the property, vehicle, liability, worker compensation, crime, error & omissions insurance information. Allocation of premiums between departments, Funds and Utilities. Invoice outside entities for premiums due.
  - t. Prepare annual debt service schedules, special assessment repayment schedules, and use of funds for City Administrator/Treasurer and Council.
  - u. Assists the Tourism Commission with financial record keeping. Responsible for the collection of room tax payments; maintain an accurate record of room tax revenue for allocation to City funds and annual state reporting.

- v. Assist Cable Fund with financial record keeping; maintain an accurate record of franchise fee payments for state aid payments due annually.
- w. Works directly with bond consultant to prepare the annual disclosure statement filed with the Securities & Exchange Commission, Moody's and other financial institutions.
- x. Annually prepare Tax Incremental Financing Districts, developer valuation reports, tax revenues and repayment schedules.
- y. Serves as financial liaison to the Hillside Cemetery Association, Columbus Public Library and Historic Land Preservation Commission in recording financial activity for these non-City held programs.
- z. Other duties as assigned.

### **QUALIFICATIONS**

#### Education and Experience:

- Minimum associate or bachelor's degree in the field(s) of Accounting, Finance, Business Administration, Mathematics, Economics, or related field of study.
- CPA and/or advanced degree preferred.
- Minimum of five (5) years of experience in local government, finance, or related field.
- A combination of education and extensive accounting experience will be considered.
- Working knowledge of computers and electronic data processing equipment/software; modern office practices and procedures; and governmental accounting principles and practices.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Maintain ability to travel throughout the city for meetings and trainings.
- Provide effective, truthful, and accurate written and verbal communications to a wide range of employees, management, elected officials, and the community using diplomacy and tact.
- Maintain, and actively promote, effective working relationships with the Mayor, Common Council, Department Heads, other employees, residents, and the public.
- Provide advice appropriate to the position to City employees and management.
- Attend seminars, workshops, meetings, and training sessions related to duties and responsibilities for professional development.
- Knowledge of Generally Accepted Accounting Principles (GAAP); accounting theory and practices
- Knowledge of local government financial management including bookkeeping, accounting, and record keeping principles (GASB).
- Knowledge of computers, financial management and other software programs; fluency with Microsoft Office products including Word and Excel and networking schematics.
- Ability to exercise initiative, think logically, and independent judgment.
- Ability to deal with and maintain confidential information.
- Organization skills, ability to prioritize workload, and meet deadlines as given.
- Maintain a valid driver's license with the ability to lawfully operate all assigned City vehicles.
- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to perform complex mathematical computations accurately and quickly.



- Ability to interpret information in mathematical, written and diagram form, such as statistical reports.
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments, especially in stressful situations.
- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Ability to attend various evening City committee and Council meetings as required.

**TOOLS AND EQUIPMENT USED**

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

The statements listed above are intended to describe the general nature and level of duties performed by the person appointed to this position. These duties are essential to the performance of this job. This position description does not state or imply that these statements are the only duties assigned to this position, and the employee appointed to this position will be required to perform any other job-related duties as requested by management.

The position description for the City Finance Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderately quiet.

**Approved by City Council April 2, 2025**

Received by the City Finance Director on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date