PERSONNEL AND NEGOTIATING COMMITTEE MEETING MINUTES

October 27, 2026 at 6:00 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Personnel and Negotiating Committee meeting was called to order on October 27, 2026, at 6:00 p.m. by Chair Leanna Hagen. Present were Jim Allaby and Leanna Hagen. Absent was Kayla Thomas. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff.
2. **Minutes:** Motion by Allaby, seconded by Hagen, to approve the October 13, 2026, minutes. Motion carried by voice vote.
3. **Communication Specialist Job Description:** Motion by Allaby, seconded by Hagen, to recommend Council approval of the Communication Specialist job description. Motion carried by voice vote.
4. **Amendment to the City of Mauston Social Media Policy:** Haugh explained that the proposed amendment updates the policy to address additional social media platforms and limitations on disabling comments. The City's policy of not allowing comments where that option is available remains unchanged. Motion by Allaby, seconded by Hagen, to recommend Council approval of the amendment to the City of Mauston Social Media Policy. Motion carried by voice vote.
5. **City of Mauston Social Media and Communications Operating Guidelines:** Haugh explained that the guidelines establish communication standards for the new Communications Specialist position and other City personnel, emphasizing neutrality and records management. Cross-training with library staff is also planned. Motion by Hagen, seconded by Allaby, to recommend Council approval of the City of Mauston Social Media and Communications Operating Guidelines. Motion carried by voice vote.
6. **Adjournment:** Motion by Allaby, seconded by Hagen, to adjourn. Motion carried by voice vote. The meeting adjourned at 6:04 p.m.

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Chair Date