



## PERSONNEL AND NEGOTIATING COMMITTEE AGENDA AGENDA

June 11, 2024 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
  - a. [February 27, 2024 Meeting Minutes](#)
3. **Discussion and recommendation relating to the Accounting Assistant job description**
  - a. [Job description](#)
4. **Discussion and recommendation regarding Social Media Policy**
  - a. [City of Mauston Social Media Policy](#)
5. **Discussion and recommendation relating to Internal Employee Transition**
  - a. [Internal Employee Transition](#)
6. **Adjourn**

### NOTICE:

*It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.*

*Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676*



# PERSONNEL AND NEGOTIATING COMMITTEE MINUTES

February 27, 2024 at 6:10 PM  
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Personnel Committee of the Mauston Common Council met on Tuesday, February 27, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:10 pm. Members present were Leanna Hagen, and Rick Noe. Absent was Darryl Teske. Also present were the Mayor Dennis Nielsen, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.
2. **Minutes** - Motion made by Noe, Seconded by Hagen to approve the minutes of February 13, 2024. Motion carried.
3. **Revised Administrator Review form** -Motion made by Noe, Seconded by Hagen to recommend to the council to approve the Administrator's Review form with formatting corrections. Motion carried.
4. **Adjourn-** Motion made by Hagen, Seconded by Noe to adjourn. The meeting adjourned at 6:15 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

# Job Descriptions\*

<b>POSITION TITLE:</b>	Accounting Assistant	<b>Education Levels:</b>
<b>DEPARTMENT:</b>	Administration	<b>Min:</b> HS Diploma
<b>STATUS:</b>	Full-time, FLSA Non-Exempt, Non-represented	<b>Preferred:</b> Associates Degree
<b>REPORTS TO:</b>	City Administrator, Finance and Purchasing Committee	<b>Ideal Add'l:</b> N/A
<b>Personnel Committee Recommendation:</b>	June 11, 2024	<b>Council Approval:</b> June 11, 2024

## WORK HOURS & CONDITIONS:

Work hours generally coincide with City office hours, 8 am - 4:30pm. This position will have some seasonal increases to workload as well as attends to two evening Finance Committee meetings a month, which may extend hours beyond the normal forty-hour work week. However, the City does allow the employee to earn overtime as necessary. Work is performed in a normal office setting.

## POSITION SUMMARY:

Perform and/or supervise the accounting function for the City under the direction of the City Administrator and Common Council. Work is clerical nature in the area of municipal accounting, payroll, tax collecting, bookkeeping, finance, and financial reporting. In the absence of the City Administrator, this position is authorized to perform statutory duties of Treasurer.

## PRINCIPAL DUTIES:

- Responsible for all day-to-day financial records following governmental accounting principles.
- Responsible for all cash and cash records for the City, including accounts payable, accounts receivable, miscellaneous billing, and monthly general journal entries.
- Responsible for monthly reconciliation and to provide financial reports internally, as desired or requested, and externally, as required or directed.
- Maintains payroll records, and files reports and payments to state and federal agencies. Maintain payroll attendance cards for all employee, tracking compensatory time, overtime, paid time off, and FMLA. Inform department heads on status of these items on periodic basis.
- Coordinate, document, and monitor the hiring process, onboarding, and annual benefit enrollment.
- Oversee and maintain the Workers Compensation Insurance program, claims, and workplace injury/illness reporting.
- Upon advice and direction of the City Administrator, transfer funds between bank accounts.
- Maintain special assessment payment records for the City and also responsible for maintenance of other special charges that are to be included in the tax roll.
- Prepares tax roll and tracks all receipts related to the tax roll, including lottery credits, and cooperates with Juneau County, the Western Wisconsin Technical College and the Mauston Area School District, to assure proper payment and maintenance of tax records. Maintains mobile home tax roll receipts and records.
- In the absence of the Administrator, perform statutory duties of the municipal Treasurer.
- Provides back-up for others within the office as needed, and works with other employees of the City as a team to encourage a unified organization.
- Other duties as assigned by the City Administrator.

## QUALIFICATIONS:

- Education: HS Diploma; Preferred-Associates Degree.
- Data clerical entry with cash handling experience necessary.
- Associates Degree in Accounting Preferred, but not required.
- Must be bondable.

# Job Descriptions\*

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**SKILLS AND ABILITIES:**

- Has the ability to learn and understand the accounting and financial management practices. Perform duties and adhere to legal requirements of best accounting practices.
- Able to efficiently and effectively operate standard office equipment.
- Efficiently operate computer hardware and software related to municipal, administrative and accounting functions.
- Maintain strict confidentiality with all information that employee comes in contact with.
- Exercise good professional judgment and integrity.
- Communicate effectively, both orally and in writing. Establish and maintain good working relationships with the administrative staff, the Mayor, elected officials and related boards, City employees, other municipalities, and the community.
- Perform difficult and responsible work with independence and discretion, with minimum supervision. Start and complete assigned tasks without supervision, following oral and written instructions.
- The employee in this position is required to deal with the public on a daily basis. This citizen contact may expose the employee to a moderate amount of stress when dealing with irate or frustrated citizens. The employee must have the ability to deal with this stress in an effective manner and not react adversely or allow their personal feelings or temper to interfere in their relationship with the citizens.

**MANAGEMENT STATEMENT:**

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee. These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision. The City of Mauston retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description.
- Any questions and/or concerns have been addressed with me.

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**Signature**

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**Printed Name**

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**Date**



**City of Mauston**  
**Social Media Policy**

Council Adopted: June 11, 2024

## City of Mauston

### Social Media Policy

In order to maintain a professional online presence and to comply with Freedom of Information Act Laws, The City of Mauston has adopted the following social media policy. This policy may be updated at any time without notice.

#### DEFINITIONS

- **Social media:** Any online platform that allows users to create and share content, including but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, and blogs.
- **Company social media accounts:** Any social media account created by City of Mauston or used by its employees for professional purposes.
- **Personal social media accounts:** Any social media account created by an employee for personal use.

#### POLICY

1. **Company Social Media Accounts:**
  - Only authorized personnel may create or manage company social media accounts.
  - All content posted on company social media accounts must be approved by the City Administrator or its designee.
  - Company social media accounts may not allow public comments.
2. **Personal Social Media Accounts:**
  - Employees may use personal social media accounts for personal purposes, but must comply with this policy.
  - Employees must clearly state that their personal social media accounts do not represent the City of Mauston.
  - Employees may not post any confidential or proprietary information about the City of Mauston on their personal social media accounts.
3. **Confidentiality and Privacy:**
  - Employees may not disclose any confidential or proprietary information about the City of Mauston on any social media platform.
  - Employees must comply with all privacy laws and regulations when using social media.
4. **Professionalism:**
  - Employees must conduct themselves in a professional manner on all social media platforms.
  - Employees may not engage in any behavior that could reflect negatively on the City of Mauston.
5. **Compliance with Laws and Regulations:**
  - Employees must comply with all laws and regulations when using social media, including but not limited to copyright, defamation, and discrimination laws.
6. **Monitoring and Enforcement:**

- The City of Mauston reserves the right to monitor all social media activity by employees.
- Any violation of this policy may result in disciplinary action, up to and including termination.

**ACKNOWLEDGMENT**

I, Daron J Haugh, acknowledge that I have read and will comply with the City of Mauston’s social media policy. I understand that any violation of this policy may result in disciplinary action, up to and including termination.

Signature: Date:



# MEMO

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**To:** Personnel Committee – Mayor Teske  
**From:** Daron J Haugh – City Administrator  
**Subject:** City Mechanic transition over to City Utilities  
**Date:** 2024-06-11

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With the recent change within the Water & Sewer department, there has been a vacancy to the already approved position of a Utility Laborer/Operator. Our city mechanic, Mike Duffy, who is already acclimated with this position as he is often a fill-in with projects, is interested in transitioning to this position. However, this would then leave our City Mechanic position vacant. I'm proposing we allow Mike Duffy to transition over to the Utility Laborer/Operator position when the City Mechanic position is filled. The rate of pay would reflect that of a current Utility Laborer/Operator position.