



PERSONNEL AND NEGOTIATING COMMITTEE AGENDA

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

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. a. February 13, 2024
3. **Discussion and action relating to revised Administrator Review form**
 - a. a. Administrator review form revised
4. **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 COMMITTEE MINUTES

January 23, 2024 at 6:00 PM

303 Mansion Street Mauston, WI

1. Call to Order/Roll Call

The Personnel Committee of the Mauston Common Council met on Tuesday, January 23, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:00 pm. Members present were, Darryl Teske, Leanna Hagen, and Rick Noe. Also present were the Mayor Dennis Nielsen, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.

2. Minutes

- a. Motion made by Hagen, Seconded by Teske to approve minutes of October 24, 2023. Motion carried.

3. Hiring of an Administrative Assistant

- a. Motion made by Noe, Seconded by Teske to recommend to the council to approve the revising of the Administrative Assistant job description and post instead of the Deputy Treasurer position. Motion carried.

4. Adjourn

Motion made by Hagen, Seconded by Noe to adjourn. Motion carried. The meeting adjourned at 6:06 pm.

Committee Chair

Date



City Administrator Evaluation Form

Employee Name:

Sept. 23- March 24

Supervisor Name:

Section

Metrics

Rating

4=Exceptional, 3=Exceeds Expectations, 2=Meets Expectations
1=Not meeting Expectations, 0=Unacceptable Performance

1) Job Performance

1) Job Knowledge

- 4=Is or could be considered an expert in their field
- 3=Possesses superior job knowledge and continues to seek more
- 2=Basic knowledge intact or progressing appropriately
- 1=Job knowledge is lacking, but with potential to develop
- 0=Lacks sufficient job knowledge to perform duties

Comments:

2) Time Management & Productivity

- 4=Master of work planning, high output, eager to take on more
- 3=Completes assignments on time, often able to take on extra
- 2=Completes assignments, rarely if ever misses deadlines (& for cause)
- 1=Completes most work, but often misses deadlines
- 0=Rarely meets deadlines and struggles to complete work

Comments:

3) Independence & Initiative

- 4=High performer and achiever; seeker of organizational excellence
- 3=Is always on task, regularly make proactive improvements
- 2=Performs tasks independently; sometimes makes improvements
- 1= Not a good self-starter; has ideas when asked
- 0=Can only work under close supervision; only does what told

Comments: *Always works independently. Still working in learning all new duties before making improvements.*

4) Dependability

- 4=Always goes above and beyond the call of duty
- 3=Is always a rock solid performer, and can be asked for more
- 2=Almost always meets expectations and obligations
- 1=Means well, but often falls short on performance
- 0=Is generally unreliable

Comments:

5) Attendance & Punctuality

- 4=Always present, punctual, and performs extra work in off hours
- 3=Exemplifies punctuality and rarely absent; never unexcused
- 2=Rare absences or tardies; always excused
- 1=Often late or tardy, but with excuses
- 0=Has unexcused absences or regular unexcused tardies

Comments:

Section Average:

2) Safety &

Risk Mgmt

6) Integrity: ethical behavior in accordance with City guiding principles

- 4=Develops ethical standard and review process and makes difficult ethical decisions
- 3=Identifies ethical standards and encourages staff and Council to review them
- 2=Exhibits satisfactory ethical behavior
- 1=Somewhat concerned, but not a high priority
- 0=Exhibits poor or questionable ethical behavior

Comments:

Section Average:

3) Working

Relationships

7) Working Relationship with staff

- 4=Exemplifies team, engages all staff, promotes positive relationships
- 3=Works well with most, promotes good camaraderie
- 2=Works well with most staff and in various groups
- 1=Not a great team player, only select relationships
- 0=Has not developed working relationships

Comments:

8) Working Relationship with Management

- 4=Provides exemplary communication to and respect for management
- 3=Always respectful, willing to provide constructive feedback
- 2=Respects management authority
- 1=Often fails to follow directives or questions authority
- 0=Disrespectful or insubordinate

Comments:

Section Average:

4) Image &

Reputation

9) Working Relationship with the Public

- 4=Extreme emotional intelligence and commitment to customer care

- 3=Always maintains professional demeanor; excels at public interaction
- 2=Typically maintains professional demeanor; rarely gets agitated
- 1=Lets personal issues reflect in public interactions
- 0=Is regularly rude, dismissive, or disrespectful

Comments:

10) Promotes a positive organization image

- 4= Develops a strategy to increase the positive image of the City and makes public presentations/prepares material to enhance the City image
- 3=Consciously works to convey a positive image in describing and presenting municipal services
- 2=Dresses appropriately and exhibits positive work habits
- 1=Occasionally reflects poorly
- 0=Does not convey a positive image

Comments:

Section Average:

5) Interaction with council

11) Informing and/or implementing of Council decisions

- 4= Anticipates issues likely to arise in the future alerts the Council to these issues and necessary actions develops implementation plans, mobilizes resources, and keeps the Council fully informed.
- 3=Provides quality information to the Council on issues and actions and the context in which they occur and develops implementation plans for Council decisions in an accurate and timely manner.
- 2=Provides adequate information to the Council on issues and actions as required and follows through on decisions as required.
- 1= Occasionally provides information to the Council
- 0= Provides inadequate information to the Council on issues and actions and fails to follow through on Council decisions.

Comments:

12) Interaction with Council members

- 4=Anticipates Council members and works to build a productive governance relationship between Council and Staff
- 3= Treats all Council members with respect, listens to Council comments
- 2= Has satisfactory interaction with Council members
- 1=Has minimal interaction with Council members
- 0= Has unsatisfactory interaction with Council members

Comments:

13) Policy Facilitation to presenting policy-related information and implementation of Council

4=Presents balanced and complete information and references relationship to strategic plan and overall policy goals.

3= Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions.

2= Presents policy-related information as requested or needed by the Council and sees that policy decisions are implemented.

1=Presents some policy-related information to Council

0= Presents no or inadequate policy-related information to Council

Comments:

Section Average:

6) Organizational Planning & Budgeting

14) Organizational Planning and Management: Budgeting and fiscal condition

4= Develops performance measures for budget and fiscal condition to assist Council in making informal decisions.

3= Makes budget and fiscal condition recommendations in accord with strategic plan

2= Provides accurate budget document and fiscal condition information to council and responds to questions

1=Provides some oversight on budgeting and fiscal condition

0=Does not provide effective oversight on budgeting and fiscal condition

Comments:

Section Average:

Performance Overall Average:

Achievement of Goals for Rating Period

Goal #1

Professional Development-

4= Complete goal achievement; full execution or buy-in

3=Goal and/or implementation nearly achieved or in need of tweaks

2=Good progress toward goal and implementation or justifiable delay

1=Made token effort, some or partial results

0=Failed to make an effort

Comments:

Goal #2

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goal #3

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goal #4

- 4= Complete goal achievement; full execution or buy-in
- 3=Goal and/or implementation nearly achieved or in need of tweaks
- 2=Good progress toward goal and implementation or justifiable delay
- 1=Made token effort, some or partial results
- 0=Failed to make an effort

Comments:

Goals Average:

take Performance Average multiply by 85%
 take Goals Average multiply by 15%

Overall Average 0

Goals for Next Rating Period

Goal #1

Goal # 2

Goal #3

Goal #4

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____