



PERSONNEL AND NEGOTIATING COMMITTEE AGENDA

October 08, 2024 at 6:00 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. a. September 24, 2024
3. **Discussion and recommendation regarding Employee Manual Section VII revision on weapons on City Property**
 - a. a. Proposed amendment
4. **Discussion and recommendation certifying CPI at 3.2%**
5. **Discussion and recommendation regarding Step Scale for additional pay increase**
 - a. a. recommendation memo
6. **Discussion and recommendation to hire an additional Police Officer from the Police and Fire Commission**
 - a. a. Informational memo
7. **Discussion and recommendation to hire additional Police Officer if approved for a Cop Grant from the Police and Fire Commission**
 - a. a. Informational memo
8. **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

September 24, 2024 at 6:10 PM
303 Mansion Street Mauston, WI

- 1. Call to Order/Roll Call** - The Personnel Committee met on Tuesday, September 24, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:10 pm. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.
- 2. Minutes** - The motion was made by Allaby and seconded by Noe to approve the August 13, 2024 minutes. Motion carried.
- 3. New Hire Conditional Offer for custodial and light maintenance** - The motion was made by Allaby and seconded by Noe to recommend to the council to approve the New Hire Wage Request of \$20.21 with a cost of living increase in six months pending a good review. Motion carried.
- 4. Adjourn** – The motion was made by Noe and seconded by Hagen to adjourn. Motion carried at 6:14 pm.

Chair

Date

7.1. Rules and Regulations of Conduct

Like any organization, the City must establish rules of conduct so that employees understand what is expected of them and are aware of the penalties that will result if they fail to comply with those rules of conduct. Mauston recognizes two (2) types of offenses: major infractions and minor infractions. The following two listings help to categorize the seriousness of potential offenses. These listings will act as a guideline for discipline, but by no means exhaustive of acceptable and unacceptable conduct. Policies 7.4 – 7.15 are meant provide more detail and clarity in City expectations of its employees and what constitute an infraction.

The City reserves its right to add to, modify, or change these rules and regulations as situations require. The nature and severity of the offense as well as the circumstances involved in each case may affect the discipline imposed.

7.2. Major Infractions:

Where an employee's conduct is of a serious, extreme, or outrageous nature, the employee may be discharged without reference to prior employment history or other circumstances.

- Dishonesty, including, but not limited to theft of City property or the property of others, fraudulent statements concerning medical records, and falsification of time records, falsification of City records, or documents used by the City.
- Possessing on City property or on City time, any controlled substance, including but not limited to alcohol, marijuana, cocaine, stimulants, depressants, narcotics, hallucinogens, prescription drugs not properly prescribed or not for a bona fide medical use, so called "lookalike" drugs and drug paraphernalia.
- Engaging in work under the influence of any controlled substance on City premises or on City time.
- Engaging in work when that employee has unacceptable levels of a legal substance (such as alcohol) or any levels of an illegal substance as determined by proper screening and testing.
- Engaging in any negotiation, barter, or agreement regarding the sale or purchase of any illegal substance on City premises and on City time. This is to include any telephonic negotiations, barter, or agreement regarding the sale or purchase of an illegal drug.
- Conviction of a crime that is substantially related to the nature of the employee's job.
- ~~Possession of explosives, firearms, and/or other weapons on City property (unless warranted by job duty, such as police).~~ Possession of explosives on City property is strictly prohibited. Firearms and other weapons are not allowed in City buildings, except when required for official duties, such as law enforcement.
- Deliberate restriction of productivity, or sleeping while on duty.
- Fighting, assault, or threatening or inciting physical assault on another person.
- Intentional conduct, gross negligence, carelessness, or horseplay resulting in serious injury or damage.



MEMO

To: Mayor Teske – Personnel Committee
From: Daron J Haugh – City Administrator
Subject: 2025 Proposed Wage Step Scale
Date: 2024-10-08

With Consumer Pricing Index (CPI) coming in at 3.2%, all wages are reflected accordingly. I'm proposing that we use the wage step scale that was approved for 2024, allocating the following. Wage step increases with performance evaluation scores above a 2.3, but below a 3.0, receive a 1-step increase. Performance evaluation scores of 3.0 or higher, receive a 2-step increase. This process is already included in the proposed budget that will be given in hard copies after the council meeting for review.

To: Mayor Teske – Personnel Committee
From: Daron J Haugh – City Administrator
Subject: Addition to Police Department Police Officer Staff
Date: 2024-10-08

I am writing to formally request your approval for the addition of a new police officer position within the City of Mauston Police Department, as directed by the Police & Fire Commission. (PFC) This request is driven by the anticipated increase in workload resulting from our planned transition of Zoning and Code Enforcement responsibilities from contracted services to in-house management. As you are aware, we have been moving towards greater internal control over these functions to improve efficiency, consistency, and community satisfaction. While this shift is expected to have numerous long-term benefits, it will undoubtedly create additional responsibilities for our police staff. Code enforcement issues often require police involvement, and having an additional officer dedicated to this work will be crucial for effective management and compliance. I want to emphasize that the need for this position is already justified by our current call volume.

Our data shows that we have the workload to support an additional officer, even before the added responsibilities from in-house code enforcement. This proactive step will ensure we can maintain our high standards of service to the community as our workload expands. Fortunately, we are in a strong budgetary position to absorb this addition. The funds currently allocated for contracted code enforcement services will be repurposed to offset approximately two-thirds of the costs associated with the new officer position. I have reviewed the budget thoroughly, and I can confirm that we can accommodate this addition without requiring further allocations at this time. I believe this is the perfect time to proactively address our future needs and continue building a police department that can effectively meet the evolving demands of our community. I respectfully request your approval to move forward with creating this new police officer position. I am happy to provide any additional information or answer questions you may have about this request. Please do not hesitate to contact me directly.



MEMO

Section 7, Item a.

To: Mayor Teske – Personnel Committee
From: Daron J Haugh – City Administrator
Subject: Cops Grant for 2nd Police Officer Position
Date: 2024-10-08

I am writing to request your approval for the addition of a second new police officer position within the City of Mauston Police Department, contingent upon our successful application and award of a Community Oriented Policing Services (COPS) Hiring Program grant. As previously discussed, the impending transition of Zoning and Code Enforcement from contracted services to in-house management will significantly increase the workload of our police staff. Adding an additional officer, as outlined in my previous request, will be vital for effectively managing these new responsibilities while maintaining our high service standards. Recognizing the potential budget implications of this expansion, I want to take advantage of the grant funding opportunities available to support staffing growth. The COPS Hiring Program provides invaluable resources for law enforcement agencies to hire additional officers, with the grant funding gradually decreasing over time to help municipalities transition these positions to their permanent budgets.

However, to pursue this funding, we first need approval from the governing body to add this grant-funded position. I am confident in our ability to secure a COPS grant, given our clear justification for increased staffing and the proactive steps we are taking to address our future workload. If awarded, this grant will fully fund the new officer position for the initial grant period, allowing us to better absorb the costs when the position transitions to our budget. I believe this is a prudent and financially responsible approach to staffing growth, taking advantage of available grant funding while proactively addressing our future needs. I respectfully request your approval to add this second police officer position, contingent upon our successful application and award of a COPS Hiring Program grant. I, and or Chief Zilisch, will be happy to provide any additional information or answer questions you may have about this request and our grant application plans.