



## PERSONNEL AND NEGOTIATING COMMITTEE MINUTES

August 13, 2024 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Personnel Committee met on Tuesday, August 13, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:05 pm. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. Also present were City Administrator Daron Haugh, and Municipal Court Clerk Carole Wolff.
2. **Minutes-** The motion was made by Allaby and seconded by Hagen to approve the July 23, 2024 minutes. Motion carried.
3. **Janitorial and light maintenance job description-** The motion was made by Hagen and seconded by Allaby to recommend to the council to approve the Janitorial and Light Maintenance Job description with edits to include light maintenance at the library and be clear on the requirements to prospective employees. Motion carried.
4. **Adjourn-** The motion was made by Hagen and seconded by Noe to adjourn. Motion carried.

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Chair

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Date