PERSONNEL AND NEGOTIATING MEETING MINUTES

September 22, 2026 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Personnel and Negotiating Committee meeting was called to order on September 22, 2026, at 6:05 p.m. by Chair Leanna Hagen. Present were Jim Allaby, Leanna Hagen, and Kayla Thomas. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff.
2. **Minutes:** Motion by Allaby, seconded by Thomas, to approve the minutes of August 25, 2026. Motion carried by voice vote.
3. **Changing the Part-Time Administrative Assistant Position to Full-Time, Effective October 1, 2026:** Haugh explained that expanding the position would provide additional administrative support and allow for cross-training with the Utility Clerk in preparation for the anticipated September 2027 retirement. The position would also assist with Fire Department clerical duties. The employee currently works 23 hours per week and is paid hourly. Haugh noted that savings in other budget line items are expected to offset the additional personnel costs, resulting in a minimal overall budget impact.

   Motion by Hagen, seconded by Allaby, to recommend Council approval of changing the part-time Administrative Assistant position to full-time, effective October 1, 2026. Motion carried by voice vote.
4. **Adjournment:** Motion by Thomas, seconded by Allaby, to adjourn. Motion carried by voice vote. The meeting adjourned at 6:12 p.m.

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Chair Date