



PERSONNEL COMMITTEE AGENDA

January 23, 2024 at 6:00 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. Minutes of October 24, 2023
3. **Discussion and action relating to hiring an Administrative Assistant**
 - a. Administrative Assistant position
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



**OFFICIAL MINUTES OF MEETING
PERSONNEL AND NEGOTIATING COMMITTEE
REGULAR PERSONNEL AND NEGOTIATION COMMITTEE
5:45 PM, OCTOBER 24, 2023**

Call to Order/Roll Call

The Personnel Committee of the Mauston Common Council met on Tuesday, October 24, 2023, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 5:45 pm. Members present were, Darryl Teske, Leanna Hagen and Rick Noe. Also present were Mayor Dennis Nielsen, and City Administrator Daron Haugh and Deputy Clerk Nicole Lyddy.

Minutes

Teske/Hagen to approve minutes of October 10, 2023. Motion carried.

Annual review of wages and step increases

Teske/Hagen to recommend to council to approve the CPI of 5.4% along with the step increases with performance evaluation scores above a 2.3, but below a 3.0, received a 1-step increase and performance evaluations scores of 3.0 or higher, received a 2-step increase. Motion carried.

Split costs with GOLD for an additional seasonal employee to operate the weed harvester

This was moved to council without a recommendation.

Pollworker wages

Noe/Hagen to recommend to council to approve pollworker wages from \$9.00 to \$9.50 and Chief Inspectors from \$10.00 to \$10.50. Motion carried.

Adjourn

Teske/Hagen to adjourn. Meeting adjourned at 5:59 pm.

CHAIR

DATED



MEMO

To: Personnel – Mayor Nielsen
From: Daron J Haugh – City Administrator
Subject: Administrative Assistant Position
Date: 2024-01-23

I’m proposing to fill the Administrative Assistant position here at the City of Mauston. The purpose of this role would be to forgo the Deputy Treasurer role if not filled, then include a more robust role for the Admin Assistant position. (I would only fill one of the two positions.) Examples of responsibilities would include accounts payable, payroll, invoicing, and open enrollment annually. I feel this would give me more of a chance to bring someone in here with a clerical and data entry background, then train them for what is needed. If this works, this would then allow for an individual to grow within an organization with the potential for promotion.