



PERSONNEL AND NEGOTIATION COMMITTEE AGENDA

May 27, 2025 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action relating to Minutes**
 - a. April 22, 2025
3. **Discussion and Recommendation to Approve Hiring of a Part-Time Administrative Assistant**
 - [a.](#) Memo
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 Administrator, Daron Haugh at 608-747-2704.

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



MEMO

Section 3, Item a.

To: Mayor Teske - Personnel Committee
From: Daron J Haugh – City Administrator
Subject: Request to Recruit for an Administrative Assistant
Date: 2025-05-27

With the recent administrative changes, now is the perfect opportunity to reassess how we structure our team and fill open positions. I recommend moving forward with recruiting a part-time administrative assistant dedicated to the front office. This addition will not only strengthen our office operations, but also allow our Utility Clerk/Zoning Administrator to focus more fully on their specialized role. Bringing in this new team member is a positive step that supports our ongoing growth and positions us well for future success.