PERSONNEL AND NEGOTIATING COMMITTEE MEETING AGENDA

October 13, 2026 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action Regarding Minutes**
   a. September 22, 2026
3. **Discussion and Recommendation Regarding the CPI Lock at 3.3%**
4. **Discussion and Recommendation Regarding the Step Schedule**
   a. Memo
5. **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 Carole Wolff at (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 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.

_____ _____

Chair Date

THE CITY OF Mauston

MEMO

To: Mayor Teske – Personnel Committee

From: Daron J Haugh – City Administrator

Subject: 2026 Proposed Wage Step Scale

Date: 2026-10-13

With the Consumer Price Index (CPI) now at 3.3%, all wages have been adjusted to reflect this change. I recommend we adopt the following wage step scale:

- Employees with a performance evaluation score above 2.3 but below 3.0 will advance one step.
- Employees with a score of 3.0 up to, but not including, 3.5 will advance two steps.
- Employees who score 3.5 or higher will advance three steps.

These step increases have already been included in the proposed budget. A hard copy of the budget will be provided to the council for review following the meeting.