



## PERSONNEL AND NEGOTIATING COMMITTEE AGENDA

September 24, 2024 at 6:10 PM  
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
  - a. August 13, 2024
3. **Discussion and recommendation regarding New Hire Conditional Offer for custodial and light maintenance**
  - a. New Hire Wage Request
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*



# 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



## New Hire Wage Step Request Form

Position: Custodial & light Maint Candidate Name: Draun RobinsonAdvertised Wage Range: Step 1 — thru Step 33 —Education: Meets Minimum? yes Meets Preferred? yes Has extra Certs? N/A

- Years of experience: 1
- Requested Starting Step # 23 \$ 20.21
- With a — step increase at: —
- And a — step increase at: —

Other requested step adjustment of: CPI Rationale: Annual Eval time frame.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator Signature:  Date: 9-18-24

Personnel Committee Recommendation: Approve: \_\_\_\_\_ Modify: \_\_\_\_\_

Details: \_\_\_\_\_

City Council Action:

Approve: \_\_\_\_\_ Modify: \_\_\_\_\_

Details: \_\_\_\_\_