



PERSONNEL AND NEGOTIATION COMMITTEE MEETING AGENDA

June 10, 2025 at 6:10 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action Relating to Minutes**
 - a. May 27, 2025
3. **Discussion and Recommendation to Allow the Hiring of a Contract Service Member on a LTE basis, at a Rate of \$25.00 Per Hour**
 - 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



PERSONNEL AND NEGOTIATION COMMITTEE MINUTES

May 27, 2025 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Personnel Committee was called to order on Tuesday, May 27, 2025, at 6:05 pm by member Leanna Hagen. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. City Administrator Daron Haugh, and Municipal Court Clerk Carole Wolff were also present.
2. **Minutes:** Motion made by Allaby, seconded by Noe, to approve minutes of April 22, 2025. Motion carried.
5. **Part-Time Administrative Assistant:** Motion made by Hagen, seconded by Noe, to recommend council approval of hiring a part-time employee, for about 20 – 25 hours a week. Motion carried.
6. **Adjourn:** Motion made by Hagen, seconded by Allaby, to adjourn. Motion carried at 6:10 p.m.

Chair

Date



MEMO

Section 3, Item a.

To: Mayor Teske - Personnel Committee
From: Daron J Haugh – City Administrator
Subject: Request to Hire a Contractual Service Member on a Limited Term Employment (LTE)
Date: 2025-06-10

Following the recent staffing changes, our current team has been stepping up to handle additional responsibilities until the Deputy Clerk position is filled. To support a smoother transition and keep our operations running efficiently, I recommend bringing in Diane Kropiwka as a paid contractual service member on a Limited Term Employment (LTE) basis at \$25 per hour. Diane's expertise will help us organize and update our files, ensuring everything is in order for improved workflow. She will also help the City stay on top of all election-related tasks during this period, providing valuable support as we move forward.