



PERSONNEL AND NEGOTIATING MEETING AGENDA

September 22, 2026 at 6:05 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action Regarding Minutes**
 - a. August 25, 2026
3. **Discussion and Recommendation Regarding Changing the Part-Time Administrative Assistant Position to Full-Time, Effective October 1, 2026**
 - 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 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 COMMITTEE MEETING
MINUTES

August 25, 2026 at 6:00 PM
303 Mansion Street Mauston, WI

- 1. Call to Order/Roll Call:** The Personnel and Negotiating Committee meeting was called to order on August 25, 2026, at 6:00 p.m. by Chair Leanna Hagen. Present were Jim Allaby and Leanna Hagen. Also present were City Administrator Daron Haugh, and Deputy Clerk Carole Wolff. Absent was Kayla Thomas.
- 2. Minutes:** Motion by Allaby, seconded by Hagen, to approve the minutes of April 14, 2026. Motion carried by voice vote.
- 3. Communications Coordinator Position:** Motion by Hagen, seconded by Allaby, to recommend Council approval of the creation of a Communications Coordinator position to be shared between the City of Mauston and the Greater Mauston Tourism Association (GMTA) for tourism promotion, public information, community outreach, and communications strategy. Motion carried by voice vote.
- 4. Adjourn:** Motion by Allaby, seconded by Hagen, to adjourn. Motion carried by voice vote. The meeting adjourned at 6:10 p.m.

Chair

Date



MEMO

To: Mayor Teske – Common Council
From: Daron J Haugh – City Administrator
Subject: Part-Time Administrative Assistant To Full-Time Administrative Assistant
Date: 2026-09-22

As we approach year-end, I am planning several staffing transitions to prepare for upcoming changes. During the 2026 employee evaluations, Val indicated that she plans to retire in September 2027, but no later than January 2028. With Courtney moving into a different position, Val has begun cross-training Tina on the full range of utility clerk responsibilities. Completing this training is difficult while Tina remains part-time, particularly while she continues to manage her existing duties. Moving Tina to full-time status effective October 1, 2026, is a strategic step that will provide the time needed for cross-training, strengthen succession planning, and expand administrative support across the City. Tina would also assume responsibility for maintaining the Fire Department's administrative filings. Formalizing the position as full-time will provide greater continuity in these responsibilities and support a timely transfer of institutional knowledge ahead of Val's retirement. The additional financial impact for the remainder of 2026 is estimated at \$6,407.48. I recommend approving Tina's move from part-time to full-time Administrative Assistant effective October 1, 2026.