



# PERSONNEL COMMITTEE MINUTES

January 23, 2024 at 6:00 PM  
303 Mansion Street Mauston, WI

## 1. Call to Order/Roll Call

The Personnel Committee of the Mauston Common Council met on Tuesday, January 23, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:00 pm. Members present were, Darryl Teske, Leanna Hagen, and Rick Noe. Also present were the Mayor Dennis Nielsen, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.

## 2. Minutes

- a. Motion made by Hagen, Seconded by Teske to approve minutes of October 24, 2023. Motion carried.

## 3. Hiring of an Administrative Assistant

- a. Motion made by Noe, Seconded by Teske to recommend to the council to approve the revising of the Administrative Assistant job description and post instead of the Deputy Treasurer position. Motion carried.

## 4. Adjourn

Motion made by Hagen, Seconded by Noe to adjourn. Motion carried. The meeting adjourned at 6:06 pm.

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Committee Chair

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Date