



MEMO

To: Mayor Teske - Personnel Committee
From: Daron J Haugh – City Administrator
Subject: Request to Recruit for an Administrative Assistant
Date: 2025-05-27

With the recent administrative changes, now is the perfect opportunity to reassess how we structure our team and fill open positions. I recommend moving forward with recruiting a part-time administrative assistant dedicated to the front office. This addition will not only strengthen our office operations, but also allow our Utility Clerk/Zoning Administrator to focus more fully on their specialized role. Bringing in this new team member is a positive step that supports our ongoing growth and positions us well for future success.