



## MEMO

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**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

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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.