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

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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.