



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Posted: Monday, Oct. 31 , 2011 @3:30 pm

Regular Meeting: **Special Personnel Committee**  
Date/Time: **Tuesday, November 1, 2011 @ 4:00 p.m.**  
Location: **Stoughton City Hall (381 E. Main Street) - Giles Dow Room**  
Members: Greg Jenson(ch), Sonny Swangstu, Paul Lawrence(vc), Larry Peterson, Donna Olson (ex-officio)

### AGENDA ITEMS FOR CONSIDERATION

**(All items listed may be acted upon unless noted specifically for communication only.)**

- 1) Call to order.
- 2) Minutes of the prior meeting(s)
- 3) Review of City Clerk/Personnel Director position and job description as it relates to possible changes or reorganization of the department to fit City of Stoughton needs.
- 4) Review Receptionists position descriptions and possible reorganization.
- 5) Review Utilities 2012 budget including wage increase.
- 6) Review Clerks Office 2012 Budgeting For Outcomes offers
- 7) Communications / Future Agenda Items / Adjournment

Pili Hougan, Acting City Clerk

**IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM (excluding Mayor):** If you are unable to attend the meeting, please notify the City Clerk by calling (608)873-6677 or via email [mhougan@ci.stoughton.wi.us](mailto:mhougan@ci.stoughton.wi.us)

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any such groups at the above-mentioned meeting other than the committee specifically referred to in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (608) 873-6677.

Distribution List: Media, Council, Mayor, Leadership Team, Clerk/Personnel Director & staff, Attorney Matthew Dregne