



## OFFICIAL NOTICE AND AGENDA

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

Posted: Tuesday, November 22, 2011 @ 3:00 pm

Regular Meeting: **Regular Personnel Committee**

Date/Time: **Monday, November 28, 2011 @ 5:30 p.m.**

Location: **Stoughton City Hall (381 E. Main Street) - Hall of Fame 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): 11/16/2011
- 3) Work Rules regarding chiropractic benefit change; eye glasses; retiree sick leave payout
- 4) Review Deputy Clerk and Receptionist job descriptions
- 5) Finance Department job descriptions
- 6) Discussion regarding part time employees who accumulate over 600 hours
- 7) Appointment of Election Inspectors for 2012-2013 term
- 8) Anytime Fitness proposal
- 9) Communications / Future Agenda Items / Adjournment

Bob Ohlsen

**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) 873-6692

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