



## AMENDED OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time, and location given below.

Meeting of the:  
Date/Time:  
Location:

**Personnel Committee of the City of Stoughton**  
**Wednesday, September 13, 2023 @ 6:00 pm**  
**Stoughton Utilities - Ed Malinowski Boardroom**  
**600 S 4<sup>th</sup> Street, Stoughton, WI 53589**

Members:

Lisa Reeves (Chair), Brett Schumacher, Tom Majewski, Jonathan Schroerlucke  
Mayor Timothy Swadley (ex-officio member)

City Personnel:

Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, August 7, 2023 Personnel Meeting minutes
- 3 Communications
- 4 Discussion and possible action regarding reinstatement of Parks Machine Operator position and elimination of the Athletic Facilities Superintendent position.
- 5 Further Discussion and possible action regarding Circulation Supervisor position to move temporarily from 30 hours to up to 40 hours for the remainder of 2023
- 6 Discussion and possible action regarding Facilities Maintenance Specialist position description
- 7 Discussion and possible action regarding Finance Assistant Director position description
- 8 Discussion and possible action regarding City of Stoughton City Attorney Contact Policy (possibly delayed until next meeting)
- 9 Discussion and possible action regarding position description update policy
- 10 \*\* Discussion and possible action regarding position description update request
- 11 \*\* Discussion and possible action regarding market adjustment request
- 12 Future Agenda Items
  - Drug/Alcohol Policy Update – Post-accident/incident
  - Drug screens for new employees
  - Leadership Backup Plan Outline
  - Accrued Sick Leave for Retiring Employees – Sworn Police and City Staff
  - Disciplinary Action & Compensation
  - Uniforms Policy
  - Updates to Work Rules
- 13 Adjournment

\*\* May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number**

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**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**