



# 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:  
Members:

## **Personnel Committee of the City of Stoughton**

**Thursday, December 15, 2016 @ 6:00 pm**

**Mayor's Office (381 E Main St, Stoughton WI 53589)**

Pat O'Connor (Chair), Thomas Majewski (Vice-Chair), Sid Boersma, Paul Lawrence, and Mayor Donna Olson (ex-officio member)

- 1 Call to Order
- 2 Approval of the September 12, 2016 Personnel Committee meeting minutes
- 3 Communications
  - Flu Shot Clinic update
  - 2017 Benefit's Renewal status & update
  - Update on recent recruitment
  - Union contract ratified
- 4 Review and action regarding IT (Information Technology) Manager position description and pay grade level
- 5 Review and action regarding Public Works Fleet Maintenance Manager position description with added management responsibilities and pay grade level
- 6 Review and action regarding Public Works Mechanic position description and pay grade
- 7 Discussion and possible action about future Personnel Committee meetings with regard to date and time
- 8 Discussion regarding Library into Compensation Study
- 9 Discussion & action regarding Utilities Department into Comp study
- 10 Discussion regarding Utilities Accounting Manager position
- 11 Discussion regarding Phase III of the Compensation Study
- 12 Future Agenda Items
  - Additional Position Descriptions from Springsted
- 13 Adjournment

If you are disabled and in need of assistance, please call 873-6677 prior to this meeting.

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

**Note:** For security reasons, the front door of the City Hall Building will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrances.