



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Community Affairs/Council Policy 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:

### **Special meeting of the Personnel Committee**

**Tuesday, September 6, 2011, at 6:00 p.m.**

**Hall of Fame Room/City Hall (381 E Main St, Stoughton WI 53589)**

Greg Jenson(Chair), Sonny Swangstu, Paul Lawrence (Vice Chair), Larry Peterson, Mayor Olson(ex-officio)

Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
1.	Communications

Item #	NEW BUSINESS
2.	Approval to fill the City Clerk/Personnel Director vacancy.
3.	Review and approval of the City Clerk/ Personnel Director position position description and posting.
4.	Request and approval to obtain interim City Clerk/Personnel Director temporary services.
5.	Adjournment.

cc: Mayor Olson, City Clerk Kelly Michaels, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn, City Council Members, Department Heads, City Attorney, Stoughton Newspapers/Wi State Journal, Deputy Clerk Pili Hougan, Library Administrative Assistant Debbie Myren.

Note-An expanded meeting may constitute a quorum of the Council.

## ADJOURNMENT