



**Personnel Committee Agenda**  
**Community Building (Conference Room)**

102 N. Rutland Avenue

Tuesday, July 21, 2015

6:30 PM

Please take notice that there will be a public meeting of the above governmental body, on the date, time and place indicated above, for purposes of considering the subject matter set forth in the following agenda:

Call meeting to order

Review/Discuss/update Clerk/Treasurer and Deputy Clerk Treasurer job descriptions

Convene into closed session pursuant to WI Stats 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 to discuss for Retiring Clerk-Treas. Carol Strause

Reconvene into open session

Discuss Hiring Process for Retiring Clerk/Treasurer Strause

Discuss/update Employee Handbook

Discuss/update Village Board Handbook

Discuss/Setup Evaluation Schedule for Chief/Public Works Director

Discuss Employees access to Personnel Files for review

Review Employee timesheets

Adjourn

Posted: 7/15/15

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's office at 608-455-4201