

**PERSONNEL COMMITTEE**  
**THURSDAY, JULY 1, 2010 – 4:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Hartz.

Roll Call: Alderman Hartz, Krause, Mott, Krohn, and Tolar, Administrator Jordan, Clerk Dykstra, Treasurer Klein, Chief Rasmussen, Alderman Kehoe, Alderman Fesenmaier.

Acceptance of Resignation of City Clerk Diana Dykstra.

Tolar/Krause motion to approve. Alderman Kehoe suggested a discussion regarding the exit interview. It was noted this will be sent to Council for approval. Motion carried, Alderman Mott opposed.

Discussion/Recommendation on the transition and replacement process.

It was noted the estimated final day would be July 15, 2010. There was an advertisement prepared, it will be placed on the web site, league site, and WMCA site, along with a notice in the Regional News for July 8, 2010. The committee determined exact wording of the advertisement and set deadlines. July 19<sup>th</sup> at 5pm will be the application deadline. July 20<sup>th</sup> at 7:30AM will be a personnel meeting to review applicants. The Clerk's office will stamp resumes as they are turned in. Interviews will be set up for July 27, 2010 at 10am. Clerk Dykstra discussed a transition plan and temporary duties to be assigned. An exit interview was discussed possibly to be held immediately following the July 12, 2010 City Council meeting.

Tolar/Krause motion to Adjourn at 4:45pm.

/s/ Diana Dykstra, City Clerk