

**PERSONNEL COMMITTEE**  
**TUESDAY, MAY 24, 2011, 4:00PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AMENDED**  
**05-20-11**

**ADD ITEM #5**

**AGENDA**

1. Meeting called to order by Chairman Hartz
2. Roll Call
3. Approve minutes from April 26, 2011 committee meeting
4. Comments from the public limited to 5 minutes
5. Discussion/Action on accepting resignation of Nancy Duniven and directing staff to post the position of Data Processing/Accounting Clerk
6. Discussion/Action on making DPW position formal and permanent on City organizational chart (*continued from 4/26/11*)
7. Discussion/Action on removing Street Superintendent position as an Appointed Official (Chapter 2, Article I, Sec 2-3) (*continued from 4/26/11*)
8. Discussion on job descriptions for DPW, Street Superintendent, Building & Zoning Administrator, and Lakefront Harbormaster
9. Discussion/Recommendation to change Chapter 2, Article II, Sec 2-49 of the Lake Geneva Municipal Code
10. Discussion/Action on Handbook for New Elected and Appointed Officials
11. Discussion/Action on Personnel Policies (Chapter 7 of City Policy Manual) (*continued from 4/26/11*)
12. Discussion/Action on Drug Testing Policy (*continued from 4/26/11*)
13. Adjourn

***This is a meeting of the Personnel Committee.  
No official action will be taken; however, a Quorum of the Council may be present.***

CC:  
Committee Members: Hartz, Krause, Krohn, Kupsik, and Mott  
Remaining Council & Mayor  
Administrator  
City Clerk

5/20/2011 5:15PM