

# PERSONNEL COMMITTEE

TUESDAY, JULY 26, 2011, 4:00PM

CITY HALL, CONFERENCE ROOM 2A

## AGENDA

1. Meeting called to order by Chairman Hartz
2. Roll Call
3. Approve minutes from June 28, 2011 committee meeting
4. Comments from the public limited to 5 minutes
5. Discussion/Action on accepting resignation of City Clerk Jeremy Reale
6. Discussion/Recommendation on advertising position of City Clerk
7. Discussion/Recommendation on job description for City Clerk position
8. Discussion/Recommendation on changes to City organizational chart for the following:
  - a) Cemetery employees
  - b) Deputy City Clerk
9. Discussion/Recommendation to change Chapter 2, Article II, Sec 2-49 of the Lake Geneva Municipal Code (*continued from 6/28/11*)
10. Update on Acts 10 & 32 (Administrator Jordan)
11. 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*

7/20/2011 2:15PM