

**VILLAGE OF SPRING GREEN
154 N. Lexington Street, P.O. Box 158
Spring Green WI 53588-0158**

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AGENDA

**Meeting of the Personnel Committee
Wednesday, October 28, 2015
Held at Spring Green Village Office
154 N. Lexington Street
6:00 p.m.**

The subject matter of this meeting will be as follows:

- 1. Call to order and attendance.**
- 2. Appoint minute taker.**
- 3. Read and approve minutes of the August 6, 2015 Personnel Committee Meeting.**
- 4. Review and approve agenda.**
- 5. Convene into closed session under Sections 19.85(1)(c) of the Wisconsin Statutes for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."**
 - a. Review and approve closed session agenda.**
 - b. Read and approve minutes of the closed session meeting August 6, 2015.**
 - c. Discussion and possible action regarding duties and job description for the Spring Green Police Department Administrative Assistant.**
- 6. Reconvene into Open Session.**
- 7. Discussion and possible action regarding duties and job description for the Spring Green Police Department Administrative Assistant.**
- 8. Adjourn.**

The above notice is pursuant to Section 19.81 through 19.98 of the Wisconsin Statutes.

* Note: Anyone with special access needs is required to notify the Village office 24 hours prior to this meeting.

* Note: It is possible that members of and possibly a quorum of members of other governmental bodies of a municipality or county may be in attendance at the above stated hearing to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this matter.

Submitted by: _____

Wendy S. Crary, WCPC, MMC
Village Clerk / Treasurer
10/26/2015