



## CITY OF PRAIRIE DU CHIEN

### Municipal Offices

214 East Blackhawk Avenue - PO Box 324

Prairie du Chien, WI 53821

Phone: (608) 326-6406 Fax: (608) 326-8182

## MEETING NOTICE – PERSONNEL, LICENSE & INSURANCE COMMITTEE

**Tuesday December 13th 2011 - 6:00 P.M. – Conference Room #2 – City Hall**

Notice is hereby given according to State Statutes that the **PERSONNEL, LICENSE AND INSURANCE COMMITTEE** of the City of Prairie du Chien will hold a meeting on **Tuesday December 13<sup>th</sup> 2011 at 6:00 P.M.** in Conference Room #2 at City Hall.

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**PROOF OF POSTING AFFIDAVIT:** This agenda was posted more than 24 hours prior to the start of this meeting as follows: City Hall, 214 E. Blackhawk Avenue (kiosk) - Library, 125 S. Wacouta Avenue - U.S. Post Office, 120 S. Beaumont Rd. - Mailed & emailed to Members - News media as requested – emailed:

By \_\_\_\_\_

Aaron Kramer, City Administrator - Date: December 9<sup>th</sup> 2011

### **ITEMS TO BE DISCUSSED AND ACTED UPON:**

1. CALL TO ORDER/ROLL CALL
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. APPROVAL – Minutes of the September 29<sup>th</sup> 2011 meeting
4. DISCUSSION AND ACTION – Policy 2011-05 (Relating to the Use of City Facilities) (NOTE: This policy would update and replace the current policy, approved in 1993, and address the storage of employee items on city property.)
5. DISCUSSION AND ACTION – Policy 2011-06 (Revocation of Policy 2011-04) (NOTE: This policy will repeal Policy 2011-04 (Grievance Procedure), since that issue is now covered under Chapter 22 (Personnel) of the Municipal Code, effective January 1<sup>st</sup> 2012.)
6. ADJOURN to CLOSED SESSION - Under Wisconsin State Statute 19.85(1) (c). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility  
RE: Performance Review of the City Administrator  
RE: Employee Evaluation Reviews
7. CONVENE into OPEN SESSION
8. ACTION from CLOSED SESSION
9. ADJOURN

Linda Munson, Chairperson