

**SPECIAL PERSONNEL COMMITTEE OF THE WHOLE**

**MAY 11, 2016**

The meeting was called to order at 5:15 p.m. by Ald. Frings with the following Roll Call:

Members Present: Ald. Frings, Ald. Olson, Ald. Schmidt, Ald. Smith, Ald. Bartelt

Members Absent: Ald. Toellner

Others Present: Mayor Boelk, Lois Krueger, Christina Keller

**Item #2 Discuss City Clerk Position.**

All duties have been split between Comptroller and Deputy Clerk. Only a clerk can run the election. Call GAB and/or the attorney to see if an "Interim Clerk" can perform clerk duties. Training will need to be required to do elections. Run an ad in Dodge County Pioneer, Fond du Lac Newspaper, West Bend Newspaper, Beaver Dam Newspaper, online, including Clerk's Website, League of Municipality for one full week, applications due on May 27 at 4:30pm. The ad should include all the duties of the previous clerk. The mayor has already received an application. Ald. Schmidt would like "answer phones" to job duties. Research is needed to find out who can do Board of Review. Lois will put together an ad and enter them to the websites and newspapers. Salary range will be \$37,000-\$48,000.

Motion by Ald. Schmidt, second by Ald. Smith to convene into closed session at 6:00 p.m.

Meeting continued to May 23, 2016.

Lois Krueger, City Clerk