

PERSONNEL COMMITTEE AGENDA
Monday, April 11, 2011 ~ 5:55 P.M.
Water Department ~ 300 Bliss Avenue

[A quorum of the City Council may attend this meeting]

1. Request to fill vacancy ~ City Clerk's Office.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 AM to 4:00 PM.

To: Mayor Halverson
Personnel Committee

From: John Moe, City Clerk

Date: April 7, 2011

Re: Request to fill vacancy

My Elections and Licensing Technician has accepted a position in the Park's Department. I respectfully request approval fill this vacancy.

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Moe
City Clerk