



**NOTICE OF MEETING
TOWN OF LEDGEVIEW
Personnel & Finance Committee**

**Wednesday, December 7, 2016 at 7:30 a.m.
3700 Dickinson Road, De Pere, WI 54115**

The Ledgeview Personnel & Finance Committee may discuss and act on the following:

CALL TO ORDER.
ROLL CALL.
AGENDA APPROVAL:
APPROVAL OF MINUTES: September 14, 2016
PUBLIC COMMENT:
COMMUNICATIONS: None.

<p><u>Personnel & Finance Committee</u> Ken Geurts, Chairman Tim Beno Joe Schlag Robert Voss</p>
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OLD BUSINESS: None.

NEW BUSINESS:

1. Review and recommend the authorization to create an administrative assistant position related the job description and establish a timeline for the recruitment of said position.

ADJOURNMENT:

Charlotte K. Nelson
Charlotte K. Nelson, Deputy Clerk

Signed, Dated, and Posted: December 1, 2016

Notice is hereby given that the Ledgeview Personnel Committee may take action on any specific item listed within this agenda. Where citizens provide input to the Ledgeview Personnel Committee on items not specifically listed within this agenda, the only appropriate action is referral to a Committee or to a subsequent Personnel Committee meeting. Any person wishing to attend who, because of disability, requires special accommodations should contact the Town Clerk at (920) 336-3360, 3700 Dickinson Road, at least 48 hours prior to the meeting so arrangements can be made. Attachments or other documents referenced in this agenda are available for view or copying at the Ledgeview Town Office, 3700 Dickinson Road, De Pere, during normal business hours, or by contacting the Clerk at (920) 336-3360