

**FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES  
MAY 26, 2015**

The meeting was called to order by Mayor Dave Breunig at 6:00 PM. Present at roll call were: Mayor Breunig, Dave Gough, Cindy Corley and Don Osterday. Absent: None. Also present was: Phil Risseeuw.

Motion by Gough second by Corley that the meeting notice and agenda were properly posted. Motion carried. Motion by Corley second by Breunig to approve the minutes of the previous meeting. Motion carried.

Under new business, Mayor Breunig reported Jean Kruser has provided notice of her retirement from her Deputy Clerk-Treasurer position with the City of Darlington effective July 21, 2015. Her last working day will be Friday, June 19, 2015; using unused vacation for the remainder of the time through July 21, 2015. A copy of her notice of retirement was distributed to those present at this meeting.

Discussion was then held concerning the proposed Deputy Clerk-Treasurer job description and advertisement for the position. Copies of the job description and job advertisement were included in the agenda packet. Phil Risseeuw presented the information and answered questions. He stated he forgot to include website contributions in the job description. However, he will discuss that matter further with Chief King who currently maintains the City's website. After review and consideration, it was the consensus of those present the Deputy Clerk-Treasurer job description was acceptable.

The job advertisement was then presented for review and approval. It was reported Mayor Breunig approved this version of the job advertisement prior to this meeting, in order to have the advertisement included in this week's Republican Journal. However, if the committee wants any changes made, those changes could be included in next week's advertisement. The deadline for filing applications is Thursday, June 11, 2015 at 4:00 PM. Discussion was then held concerning where the job advertisement should be placed. After discussion and consideration, motion by Breunig second by Osterday to approve the job advertisement as presented, and place the advertisement for two weeks in the Republican Journal; the Wis. Clerk's Association website and Job Center. Motion carried.

Discussion was then held concerning the scheduling of the next meeting of this committee to review the applications and select applicants to interview for this position. It was the consensus of those present to hold that meeting on Monday, June 15, 2015. There being no further business for this meeting, motion by Gough second by Corley to adjourn the meeting at 6:17 PM. Motion carried.

CITY OF DARLINGTON

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Philip A. Risseeuw, Clerk-Treasurer