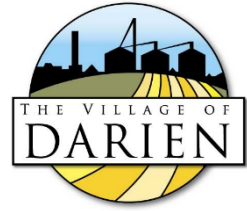


Village of Darien  
24 N. Wisconsin St.  
Darien, WI 53114  
(262) 882-5055



## VILLAGE OF DARIEN PERSONNEL COMMITTEE

**WEDNESDAY, JANUARY 3, 2024 – 5:00 PM**  
**DARIEN VILLAGE HALL, 24 N. WISCONSIN ST.**

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of **minutes** from the November 15, 2023 Personnel Committee Meeting
4. Update on Administrator/Clerk-Treasurer position
5. Review, discussion, and possible action relating to the draft **Village Administrator/Clerk-Treasurer Job Description, Job Advertisement, and Hiring Schedule** (*note: draft documents will be emailed separately to the Personnel Committee*)
6. Set next meeting date
7. Adjournment

Lindsey Peterson,  
Village Administrator/Clerk-Treasurer

*Date Posted: 1/2/2024*

*Notice is hereby given that a majority of the Darien Village Board may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This constitutes a meeting of the Village Board pursuant to State ex. rel. Badke v. Greendale Village Bd., 173 Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the Village Board will not take any formal action at this meeting.*

*Committee Members: Chairperson Jane Stiles, Ken Truckey, Greg Epping*

*CC: Village Board Members, Village Staff, Village Attorney*