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**OFFICIAL NOTICE OF THE  
CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
Kewaunee Municipal Building, 401 Fifth Street  
**THURSDAY, February 20, 2025 – 4:30 P.M.**  
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1. Call to Order & Roll Call
2. Approval Committee Minutes of December 17, 2024 - See Attachments
3. Public Works Street Shop Laborer Posting Update
4. Administrative Assistant Posting Update
5. Discussion on Permanent Part Time Workers Vacation Time Policy
6. Discussion on Bonus Policy for Employees Receiving Approved Licenses
7. Status of Performance Reviews
8. Set Priority of Job Descriptions Needing Updates
9. Discussion on Developing New Employee Handbook
10. Discussion of code compliance options and possible recommendation to Council
11. Announcement
12. Adjournment

Special Accommodations: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations. Every effort will be made to arrange accommodations for all meetings, please provide at least one (1) business day prior to a meeting.

Notice of Possible Quorum: Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]