



WOOD COUNTY, WISCONSIN

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Personnel, Policies, & Finance (PPF) Committee  
will meet on Monday, December 5, 2022, 6:00 p.m.  
at the Town of Saratoga Office Board Room,  
1120 State Highway 73 South, Wisconsin Rapids

The agenda is as follows:

1. Call to Order/ Declare Quorum
2. Election of Officers (Chair, Vice-Chair, Secretary)
3. Public Comment—Rules May Apply
4. Personnel
  - a. Recommend to Town Board the hiring of an individual or firm to search/recruit candidates for Part Time/Full Time Town Administrator and develop timeline
  - b. Discuss/Set Town Administrator duties, hours, qualifications, etc.
  - c. Creation of Employee Handbook
5. Policies
  - a. Creation of individual policies and Policies Handbook, Rules of Operation for Town Board and develop timeline
  - b. Creation of Organizational Flow Chart
6. Finance  
Propose amendment to '23 Town Budget due to unanticipated expenses related to new hiree
7. Set date for next meeting and place agenda items currently known on next agenda
8. Adjourn

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled as any other citizen of the Town of Saratoga, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

A reminder that the Town Board Members have adopted "9 Tools of Civility" which commits the Board Members and Public to be mindful of how we treat each other at meetings.