

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: January 25, 2018

BY: Nathan Anfinson

PERSONNEL & FINANCE COMMITTEE

ATTENDEES:

Nathan Anfinson Susan Hady Forrest Frami Kristen Jacobson

cc: Mayor Neitzel

DATE: Tuesday, January 30, 2018

TIME: 6:00 p.m

LOCATION: City Hall, Activity Room A

LEADER: Nathan Anfinson, Chairperson

AGENDA:

1. Call to Order.
2. Roll Call.
3. Public Appearances
4. Administrative Assistant Job Description – Clerk-Treasurer Office.
5. Administrative Assistant Vacancy – Clerk-Treasurer Office.
6. Non-Action Discussion
7. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Chairperson Nathan Anfinson
PHONE: 608-235-1371 **DATE POSTED:** 1/25/18 **TIME POSTED:** 2:30 pm