



**OFFICE OF THE CITY CLERK**

300 East Main Street  
Sun Prairie, WI 53590-2227  
(608) 837-2511  
FAX (608) 825-6879  
Website [www.cityofsunprairie.com](http://www.cityofsunprairie.com)

**Public Notice of the City of Sun Prairie**, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

**PERSONNEL COMMITTEE MEETING**

**DATE: MONDAY, MAY 04, 2026** **TIME: 4:30 PM**

**LOCATION: CITY HALL COUNCIL CHAMBERS/ZOOM AVAILABLE**  
**300 EAST MAIN STREET**  
**SUN PRAIRIE, WI 53590**

Please use the below instructions to participate and watch the meeting remotely. The vast majority of meetings air and stream live through the Sun Prairie Media Center. In the case of simultaneously scheduled meetings, some meetings may only be available to stream on demand later at [sunprairiemediacenter.com](http://sunprairiemediacenter.com) or on the Sun Prairie Media Center app.

1. **WRITTEN COMMENTS:** You can send comments on agenda items to [rsilva@cityofsunprairie.com](mailto:rsilva@cityofsunprairie.com)
2. **WATCH THE MEETING:** You can watch the meeting in several ways:
  - Television: Watch on Roku, Amazon Fire TV, Apple TV, channel 983 on Charter, or channels 983 and 1983 on TDS.
  - Online: Stream at [sunprairiemediacenter.com](http://sunprairiemediacenter.com) or on the Sun Prairie Media Center app.
  - Webinar: <https://us02web.zoom.us/j/83116373286>

**PUBLIC COMMENTS:** You can register your public comment through our electronic submission system. To submit a public comment, please click on the following link: <https://cityofsunprairie.com/Comments/PersonnelCommittee>  
The survey will close for public comment 30 minutes before the meeting. All comments will be included for consideration during the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF MINUTES**

A. Approval of the Minutes from April 13, 2026

3. **CITIZEN APPEARANCES/PUBLIC COMMENT**

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

A. Consideration, discussion and possible action on modifications to the job description and the Nonunion classification of the Communications Manager.

B. Consideration, discussion and possible action on modifications to the job description and the Nonunion classification of the City Attorney.

C. Consideration, discussion and possible action on the creation and the Nonunion classification of the City Engineer.

D. Consideration, discussion and possible action on the creation and the Nonunion classification of the Recreation Director.

E. Consideration, discussion and possible action on modifications to the job description and the Nonunion classification of the Park and Forestry Director.

F. Consideration, discussion and possible action on the creation and the Nonunion classification of the Park Recreation and Forestry Business Manager.

G. Consideration, discussion and possible action on the Updated 2026 Nonunion Pay Plan.

6. **STAFF UPDATES**

A. Recommendations on the Policy updates for Reimbursement process- status

B. Recruitment Updates

C. Scheduling of Next Meeting Date

7. **REFERRALS**

8. **ANNOUNCEMENTS**

9. **ADJOURNMENT**

Posted:

Posted: Sun Prairie City Hall  
300 East Main Street

Sun Prairie Public Library  
1350 Linnerud Drive

City of Sun Prairie Website  
[www.cityofsunprairie.com](http://www.cityofsunprairie.com)

*NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511*

*NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.*