

City of Vernon Center
Finance & Personnel Committee Meeting
Clerk-Treasurer Employment
5/17/23 @ 5:45pm

Committee Members Present: Mayor Dana Ziegler, Lisa Peterson, Emily Edwards
Staff present: Clerk-Treasurer Diane Roelofs
Others present: none

Mayor Ziegler brought the meeting to order at 5:45pm.

Committee members created deadlines for a schedule to hire a new clerk-treasurer. Notice will go out to the public by June 1st and also start advertising at that time. Notice/advertising will be done by posting at City Hall, Vernon Center Post Office, Maple River Messenger, InDeed and League of MN Cities format. The application deadline will be June 30, 2023, 1st & 2nd interviews will be in July, approval in August with a start date of September 1, 2023.

The committee then updated the city application and the clerk-treasurer job description. These documents will be added to the June council meeting for approval. They reviewed the PERA Phased Retirement Plan to present to the council for approval at the August council meeting.

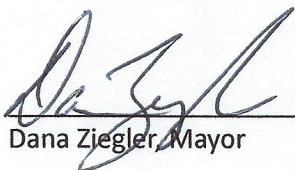
Committee members then reviewed past interview questions and discussed making the list much shorter than in the past. Councilor Edwards will submit the final questions back to the members and clerk.

The committee thought it would be beneficial to meet with a representative that handles PEIP (Public Employment Insurance Program). A special meeting will be set up to discuss employee benefits.


Respectfully submitted by:



Diane Roelofs, Clerk-Treasurer



Dana Ziegler, Mayor



Date Approved