

City of Vernon Center

7-26-23 6pm

Committee Mtg Min

City Rep. Present: Mayor Dana Ziegler & Emily Edwards--the Personnel Committee, Clerk Diane Roelofs

Others Present: Kara Hansen, Denise Fritschmann

Mayor Ziegler called the meeting to order at 6pm.

Mayor Ziegler welcomed Kara Hansen and introduced the city representatives.

Ms. Hansen was given an explanation of what would happen during the interview for the position of Clerk-Treasurer. Also, stating the interview questions were pre-determined.

Clerk Roelofs gave a quick synopsis of the job description of clerk-treasurer.

7 questions were then asked of the applicant including interest in why they applied, greatest strengths, opportunities expected, example of a project or accomplishment, example of working with difficult people and ability to attend night meetings.

MS. Hansen was then given the opportunity to ask questions. She asked the clerk for a typical day of the clerk-treasurer job.

Benefits of the job were covered. The 1<sup>st</sup> interview ended at 6:30pm.

6:35pm

Mayor Ziegler welcomed Denise Fritschmann and introduced the city representatives.

Ms. Fritschmann was given an explanation of what would happen during the interview for the position of Clerk-Treasurer. Also, stating the interview questions were pre-determined.

Clerk Roelofs gave a quick synopsis of the job description of clerk-treasurer.

7 questions were then asked of the applicant including interest in why they applied, greatest strengths, opportunities expected, example of a project or accomplishment, example of working with difficult people and ability to attend night meetings.

Ms. Fritschmann was given the opportunity to ask questions. She asked the clerk for an explanation of what the position entailed and it was given.

Benefits of the job were covered.

Both applicants were told that the committee would review the interview results and get back to them by Friday if they will be called back to a 2<sup>nd</sup> interview in front of the whole council to be held Aug. 8<sup>th</sup>.

The Personnel Committee & clerk had a short discussion of the interviews and decided to bring both applicants back for 2<sup>nd</sup> interviews. The clerk will reach out to the other Council members for them to submit an interview question prior to the 2<sup>nd</sup> interviews.

Meeting adjourned at 7:15pm.

Respectfully submitted by:

\_\_\_\_\_  
Diane Roelofs, Clerk-Treasurer

\_\_\_\_\_  
Dana Ziegler, Mayor

\_\_\_\_\_  
Date approved