

**HAZEL GREEN PERSONNEL COMMITTEE MEETING
AUGUST 10, 2016**

Dale Leifker called the meeting to order at 7:00 pm. Proof of publication: notices were posted at American Bank, Post Office, Village Hall, and all the Trustees were notified by mailing of the agenda.

Trustees Present: Becky Lee and Dave Jegerlehner.

Employees present: Sally Bauer, John Berning and Sergeant Brandon Clark-7:08 p.m..

Citizens present: John Tranel and JoAnn Woodward.

DISCUSS THE POTENTIAL OF HIRING ANOTHER FULLTIME WORKER AND DUTIES/RESPONSIBILITIES OF UTILITY WORKERS: Discussion was held on the potential of hiring another full time person. The likely succession of this individual would be to take over the responsibilities of the water department and sewer plant within the next 5-8 years. The individual would need a year practical before they could start taking classes to obtain their water and sewer licenses.

Becky Lee made the recommendation to refer this matter to the finance committee to review the budget to see if this is feasible. Dave Jegerlehner seconded the motion. Roll call vote: Becky Lee-yes, Dave Jegerlehner-yes and Dale Leifker-yes. Motion carried 3-0.

DISCUSS THE EVALUATION PROCESS: The committee reviewed evaluation forms that are used in other municipalities. It was discussed having one-on-one meetings with the individual employee and the board. The committee will ponder this and discuss further at the next meeting.

Trustee Dave Jegerlehner made the motion to adjourn at 7:28 pm. Becky Lee seconded the motion.

Sally Bauer
Clerk/Treasurer