

Village of Wyocena

Personnel Committee Meeting Minutes

Date: 2/24/2026

Location: Village of Wyocena Community Center

Start Time: 4:00 p.m.

1. Roll Call

Present: Rebecca Sersch, Kim Bauer, Doug Rose

Absent:

Others Present: Owen Landsverk, Paul Crary, Ken

2. Call to Order

The meeting was called to order at **4:00 p.m.** by Kim Baur

3. Discussion Items

A. Review and Clarify Employee Roles and Responsibilities.

- We need to see the job descriptions of the Administrator and or Treasurer-Clerk. Discussion on changing the title to Treasurer-Clerk instead of Administrator.

B. Repost Utility Worker position.

- Recommendation to the board to repost the utility work position for 2 weeks as soon as possible. Posting wage will be set at \$25.00 without certifications.

C. Fire/Police Commission

- Discussion on how many need to be apart of each commission, we believe it to be 3. Can consist of all board members and/or outside interest from Wyocena.
- Owen is going to contact the league to municipalities to see what and who is required to be on the commissions.

D. Handbook – New Language.

- Rebecca sent out the new language for the structure of personnel for the Village. She will update it again to reflect Treasurer-Clerk instead of Administrator.

E. Discussion Regarding Posting of Administrator / Treasurer-Clerk Position.

- Discussion on training. Cross training with Dawn Felton while Lori is still here.
 - Having some or all of the board members learn the software just in case for back-up purposes.
 - Kim to reach out to Roxanne and Kim to see if they would come in to help get things done and train.
 - Making the hours 40 instead of 32? Or to maybe have the community center open all 5 days. Giving this position the flexibility.
 - We agree there should be a full audit done prior to Lori leaving.
- Recommendations
 - Recommendation to hire Dawn Felton as Part Time Short Term (with the eligibility to move to long term) Clerk to train with Lori starting on Monday, March 22, 2026. With the rate of pay of \$21.00 during training, working 20 hours a week.

Call Special Village Board Meeting on Thursday, February 26, 2026 at 6:00pm.

4. Next Meeting – Tuesday, March 3, 2026 at 4pm

5. Adjournment

Motion: Rebecca Sersch moved to adjourn the meeting.

Seconded by: Doug Rose

Vote: Motion carried

Adjourned at: 4:51 p.m.