

MEETING MINUTES
Village of Palmyra
PERSONNEL COMMITTEE MEETING
Thursday May 29, 2025
Village Hall
100 W. Taft Street
5:00 P.M.

The meeting was called to Order at 5:03 pm by Chairperson Tucker. Roll call: Deichl, Tucker, Wallace-present. Also present, Dee Dee Morateck- via TEAMS and Scott Halbrucker

New Business

1. Discussion/possible on hiring process for a new Deputy Clerk to prepare for the current Deputy Clerk resignation. Dee Dee Morateck stated that she will be leaving at the end of May 2026. She currently works 20 hrs./wk. Clerk Mueller said that she would like to get someone here to be part of the budget process this fall and tax time, and at least 1 quarter of water/sewer billing. Scott Halbrucker said that he has a lot of computer work for a new person to do. We could consider this to become a possible full-time position. The Committee decided that we would like a replacement to start Oct. 1st working alongside Dee Dee. They want the job posting notice to hire to go out July 1st. Applications due Aug. 15th. Mueller will get the posting, pay suggestions and updated job description to the Committee for approval and give them a list of places that it will be posted. It will be 30 – 40 hrs. with pro-rated benefits and with the potential of full time. Wage dependent on qualifications.
2. Discussion/possible action on the employee review forms and process. Each dept head will come up with their own form specific to their dept. bring to committee to review. The committee should come up with a form for them reviewing dept heads based off of goals and job descriptions. Scott H. doesn't want to do the self-evaluations and other forms, just let the board review us, that is all. Due June 12th for the June COW meeting. June 5th for the committee to meet again. 5:30 pm and they will get their drafts for the June 12th meeting. Send them any examples I can find.
3. Discussion/possible action on revising the employee handbook to address the scheduling of department heads time off. The Committee wanted to know how department heads vacation is scheduled/approved and who is notified when they will be on vacation. Clerk Mueller and Scott explained the simple procedures that have been working for years. Wallace thought that maybe we could use the Outlook calendar so others no when someone will be gone. Deichl/Wallace motion to add to wording to the employee handbook that if a Dept. head is going to be gone more than 2 vacation days to notify the Village President. All ayes-motion carried.

Tucker/Wallace motion to adjourn at 6:43 pm. All ayes-motion carried.

Respectfully submitted,

Laurie Mueller,
Village Clerk/Treasurer

Minutes approved with corrections June 2, 2025