

City of Vergas  
Personnel Committee Meeting

The Personnel Committee was called to order on October 21, 2024 at 8:30am, at the City Office. Present: Julie Bruhn, Natalie Fischer and Julie Lammers.

1. A Deputy Clerk position was further discussed with more specific data to better evaluate the impact and ROI with changing the receptionist position to one with more advanced skills and broad administrative coverage to fulfill duties in absence of the City Clerk/Treasurer. As discussed at the July meeting, city operations are greatly impacted in absence of the clerk/treasurer. Estimated City Clerk/Treasurer overtime that could have been covered by a Deputy Clerk at 60 Hours. There are also the ongoing challenges with the Clerk/Treasurer ability to take PTO.

In review of Liquor Store staffing, it was noted that with the two full time staff there is 18-20 hours of extra staffing. This has resulted in Liquor Store Manager and fulltime staff employee taking PTO each pay period. However, during 4 months (Memorial day to Labor day); 2 fulltime FTE is needed due to extended open hours and increased work load. Proposed was an approach to look at Liquor Store Manager assuming Deputy Clerk position and duties. Kyle Theisen, Liquor Store Manager, suggested this as an option, if the work hours and schedule can work. Would result in change in labor mapping where there would be salary savings for the Liquor Store. Further discussion is needed between Clerk/Treasurer and Liquor Store Manager to further examine the logistics of whether this would be workable in terms of scheduling, coverage and work load.

2. Based upon input from the current Event Center Coordinator and the Event Center Committee, the current employee and administrative type support needs are not being met. Discussed changing the position to have care and oversight of the physical environment; cleaning & maintenance needs, inventory, providing tours with perspective renters, and set up for events. Could add the administrative duties to Deputy Clerk and change the Event Center Coordinator position to Event Center Support. The position would be not to exceed 230 hours a year, at a cost of \$4,048. Current position is not to exceed 520 hours annually. Only half of those hours were met due to extended leave. Potential annual cost savings of \$5,104. City Clerk Treasurer has meeting set up with Event Center Coordinator to discuss.
3. The LMC has not yet published the annual salary survey data that is used to determine adjustments in the city salary pay table. Typically published end of October. Will follow up and ensure data is available before 2025 budget is finalized.
4. Annual evaluations will be coming up at the end of the year for City Clerk/Treasurer and the Utilities Superintendent. Days when both employees are available are December 16-19 and January 6-9. Personnel Committee will determine date and the City Clerk/Treasurer will send out self-assessment form and input form from council members.

**Follow Up:**

- Julie Lammers to follow up with Liquor Store Manager and Event Center Coordinator regarding change in positions.

Recorder;  
/es/ Julie Bruhn