

CITY OF VERGAS  
SPECIAL COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM

The City Council of Vergas met at 9:00 am, on Friday, December 20, 2024, at the Vergas Government Services Center and on Zoom for a hybrid special council meeting with the following members present: Mayor Julie Bruhn; Council Members: Dean Haarstick, Bruce Albright and Natalie Fischer. Absent: Paul Pinke. Also present: Clerk/Treasurer Julie Lammers; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens: Dwight Lundgren, James Stenger and Marcia Huddleston.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Memorandum Agreement with Otter Tail County**

Bruhn introduced the memorandum stating we have had a hearing regarding the County overseeing the construction permit process for all property within 1,000 feet of the shoreline. Albright reviewed recommendation of the Planning Commission to approve the 2-year trail period for Otter Tail County to issue lake shore management permits. This will include all permits within 1,000 feet of lakeshore beginning January 1, 2025. The city will still need to oversee violations, conditional use and variance permits. Lammers stated Attorney Tom Winters has approved signing the memorandum agreement with Otter Tail County. Motion by Albright, seconded by Fischer to approve the memorandum agreement with Otter Tail County. Motion passed unanimously.

**Personnel Committee**

Bruhn reviewed personnel meeting minutes of December 18, 2024 (minutes available at the Vergas City Clerk's Office) . Personnel has done an employee management review, and it came down to 3 positions to update. Recommended changing the Event Center Coordinator and adding a Deputy Clerk positions. Event Center Coordinator position would change to an Event Center Support position removing administrative aspects to the office.

Motion by Albright, seconded by Fischer to accept change in Event Center Coordinator position to Event Center Support positions. Motion passed unanimously.

There are some clarifications that need to be made before making changes from the full-time to part-time position at the Liquor Store.

Bruhn reviewed the need for back up for the City Clerk and has attended LMC classes stating you need someone to be able to cover the office when the Clerk is not available and currently, we do not have that support when Lammers is not in the office. The city does not need both a receptionist and a Deputy Clerk and with the current receptionist salary and Lammers overtime hours will cover a majority of the salary increase. One of the largest complaints we have is the office not being open on Fridays and this position would add Friday hours from Memorial Day to Labor Day. Motion by Albright, seconded by Fischer to approve adding a Deputy Clerk position and terminating the receptionist position. Motion passed unanimously.

Motion by Albright, seconded by Haarstick to approve job description for the event center support position. Motion passed unanimously.

The Deputy Clerk would oversee the city website, city newsletter and committees Lammers delegates to this position. Albright questioned if this person would have a probationary period. Bruhn stated the personnel policy states all employees have a 6-month review. Motion by Albright, seconded by Fischer to approve job description for Deputy Clerk . Motion passed unanimously.

Motion by Albright, seconded by Fischer to advertise Deputy Clerk position with the timeline provided by City Clerk-Treasurer. Motion passed unanimously.

**Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 9:22 am.

Vergas Clerk-Treasurer  
Julie Lammers, CMC