

**CITY OF VERGAS PERSONNEL COMMITTEE MEETING**  
**Tuesday, February 23, 2021**  
**2:00pm**  
**Vergas Event Center**

**Present:** Mayor Julie Bruhn and City Council Member Natalie Fischer

**Discussion:**

The Liquor Store Manager proposal was reviewed as forwarded by the Liquor Store Committee. Discussed how this was a full-time working type manager position, by converting an employee position. Based on the provided Liquor Store fiscal history, the position salary could be supported.

Liquor Store Committee is addressing office space and provided prior documents related to Liquor Store Manager interview guide and position description for consideration if the position is approved. The Liquor Store Committee is recommending administrative alignment with the City Clerk Treasurer. Based on information from the Minnesota Municipal Business Association (MMBA), regarding reporting structure of other municipal liquor stores, alignments are 51% City Administrator, 21% City Council, 18% Liquor Store Commissioner, 7% Director of Finance, 2% City Clerk & 1% Deputy Clerk. Since Vergas does not have a number of these positions it was deemed the Liquor Store Committee recommendation was appropriate and workable.

City Clerk Treasurer received an additional \$5.00 an hour to also serve as the Liquor Store Manager. Julie Bruhn noted this has been in place since February 2017 and a salary survey to evaluate City Clerk Treasurer pay versus just relinquishing the \$5.00 an hour would be of value to conduct. Julie Bruhn proposed conducting a salary survey. The motion was seconded by Natalie Fischer.

Meeting adjourned at 2:25pm

Recorder/  
Mayor Julie Bruhn

**Follow Up Action:**

- Conduct Salary Survey of City Clerk Treasurer position.
- Determination of whether Personnel or Liquor Store Committee is taking the lead on the Liquor Store Manager recruitment and hiring, if approved by City Council.

**Recommendation for City Council:**

- Establishment of Liquor Store Manager position with a reporting structure to the City Clerk Treasurer.

**CITY OF VERGAS CLOSED PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 23, 2021**  
**2:30pm**  
**Vergas Event Center**

The meeting was called to order at 2:30pm.

**Present:** Mayor Julie Bruhn, Council Member Natalie Fischer, and City of Vergas Maintenance Operator Matt Engebretson.

**Discussion:**

The annual review was conducted with Matt Engebretson, City Maintenance Operator.

During the review, Mr. Engebretson noted the need and requested the position be full time versus the current 32 hours/week. It was noted a comparative city review had been conducted by Personnel Committee and was presented at the October City Council meeting. At that time there was no action taken and it was noted further information would be needed to demonstrate the workload for a fulltime maintenance operator and was not built into the budget. Based on similar city comparisons, part time was generally the staffing models.

**Recommendation for City Council:**

- Approval of salary increase, step 5 to 6, effective March 1, 2021. This was built into the 2021 budget

Meeting adjourned at 3:07pm

Recorder/  
Mayor Julie Bruhn