

**City of Vergas  
Personnel Committee Meeting**

The Personnel Committee met on September 20, 2021 at 12:10pm at the business Serendipity. In attendance were Julie Bruhn, Natalie Fischer, Mike DuFrane, and Matt Engebretson.

Reviewed with city employees, Mike DuFrane and Matt Engebretson, actions taken at the last City Council meeting.

The City Council approved converting Matt Engebretson, Maintenance Operator, from part time (NTE 32 hours/week) to full time 40hours/week with the additional hours labor mapped to Parks and Streets. This would be effective January 1, 2022. Matt Engebretson accepted the change in position.

With the change of Maintenance Operator to full time noted expectation to have Friday coverage so both not scheduled same day off. This would allow 5 day city coverage should issues arise.

Noted changes in policy to have night differential pay at \$2.00 extra an hour versus time and a half, at overtime pay rate. Additional change is to establish routine use of compensatory time earned versus overtime. In extenuating circumstances when compensatory time cannot get used when over 42 hours, with review and approval of personnel committee, overtime would be paid. Would encourage adjusting hours so when coming in early can leave early to maintain 40 hour work week; as able. There were questions regarding allowing more than 42 hours of compensatory time to accumulate and ability to carry more than 200 PTO hours. Will look at, but have not changed these hours in policy.

Mike DuFrane noted need of safety bifocal glasses and had requested of City Council and was approved over 3 years ago. Personnel Committee not aware of this request, and noted when safety equipment is required per regulations it should be purchased to avoid injury. Mr. DuFrane should proceed with purchase as previously approved by the City Council.

Following completion of reviewing City Council actions with city employees, discussed the cost of living allowance (COLA) for 2022. Agreed to propose a 2% COLA to City Council.

Recommendations for Action:

Approval of 2.0% COLA for city employees in 2022.

Recorder:  
/es/ Julie Bruhn

