

**City of Vergas
Personnel Committee Meeting**

The Personnel Committee was called to order on Saturday, October 30, 2021 at 9am at Serendipity Gift Store. Present were Julie Bruhn, Natalie Fischer, Felicia Stinger and Julie Lammers.

Agenda: Employee Concerns regarding scheduled work hours
City Employee Self-Assessment Form

Liquor Store employee, Felica Stinger, summarized concerns regarding not getting work hours and not asked about availability when putting together work schedule and asked about the liquor store clerk position moving to full time and not posted. Provided background on how the full-time clerk position was recommended by Personnel Committee and approved by City Council.

Further concerns voiced and Personnel Committee again noted continued communication issues as was previously noted at July meeting and the importance of both sides communicating.

Employee requested general statement to provide staff and the public who ask what the Liquor Store Manager will be doing when it's been noted will also support the City.

Further concerns and issues were raised and Personnel Committee directed these would best be discussed between the employee and manager (and new manager) as they were not issues for personnel committee involvement.

Reviewed a structured Self-Assessment form for city staff to provide input into their annual evaluation. This is a simplified version of the League of Minnesota Cities template. Not required, but provides an opportunity for employees to highlight aspects of performance.

Action:

1. Ensure new Liquor Store Manager Kyle Theisen, starting November 1st, meet with employees and discuss work availability and hours.
2. Provide new Liquor Store Manager with established liquor store work environment improvement needs as established in July of this year.
3. As requested general statement of Liquor Manager duties:

The Liquor Store Managers primary responsibility and priority is Liquor Store Operations. In absence of the City Clerk Treasurer will assist with time sensitive follow up needs being conducted by the City Clerk/Treasurer and in time will be assigned support work for the city consistent with manager knowledge and skills and time availability.

4. Approval of Self-Assessment form for city staff annual evaluation input.

Recorder
/es/ Julie Bruhn