

**City of Vergas
Personnel Committee**

The Personnel Committee was called to order on Monday, October 17, 2022 at 10am at the Serendipity gift shop. Present were Julie Bruhn, Natalie Fisher, and Mike DuFrane.

1. The meeting was focused on feedback between Personnel Committee and city employee Mike DuFrane. Feedback based upon examples brought forward to City Council or Council members. Discussion included the process to bring concerns and work issues forward, flexible work schedules, work relationships & communications, and impairment policy.
2. Another meeting will be held with Matt Engebretson and Mike DuFrane once Impairment policy completed to review and discuss CDL components related to testing and will further discuss communication improvements.

This portion of the meeting with Mike DuFrane adjourned at 12pm.

At 12pm Julie Lammers met with the Personnel Committee.

1. The meeting was focused on feedback between Personnel Committee and Julie Lammers. Feedback based upon examples brought forward to City Council or Council members. Discussion included work relationships & communications, City Council agenda, city office workload, delegation, and impairment policy.
2. Julie Lammers informed the Personnel Committee that she is a finalist for a city Administrator position in Pelican Rapids and the 2 council members who serve on the Personnel Committee are references and will be contacted.
3. Follow up from the meeting:
 - a. Julie Lammers will provide Personnel Committee with sample Impairment policies from other communities that can be a sample to build upon for City of Vergas policy.
 - b. Julie Lammers will provide sample Resolution formats, so city resolutions can be drafted to clearly outline city responsibilities related to the Veterans Memorial Park and Pickle Ball Court.
 - c. Julie Lammers will look at work items to delegate to Kyle Theisen, Liquor Store Manager, as outlined in the position description.
4. Personnel Committee noted the feedback meetings were beneficial in identifying improvements and further supporting city staff in their role and development.
5. The state of Minnesota has published annual benefit increase for 2023 at 1.5%. Using this as a guide for city staff COLA. After further review, considering past COLA, inflation, what other cities are looking at, the Personnel Committee will recommend to City Council a 2.0% COLA for 2023.

Recommendation for City Council:

Provide a 2% COLA for 2023.

The Personnel Committee adjourned at 1pm.

Recorder

/es/ Julie Bruhn