

**City of Vergas**  
**Personnel Committee Meeting**

Personnel Committee was called to order on Wednesday, August 30<sup>th</sup>, 9am, at the Vergas Event Center meeting room. Present: Julie Bruhn, Natalie Fischer, and Julie Lammers.

1. Added to the agenda was City Utilities and Maintenance staff overtime for Looney Days. There had been no approval for the overtime hours. Based on what was provided by the Looney Days Committee the work could have been accomplished during normal business hours. There were items that were deemed not appropriate for city staff to perform. Will further discuss work requested of city staff with the Vergas Community Club and will reinforce with staff the requirement to request and have overtime approved. It was noted the new work request form wasn't getting used and also discussed at time of the Council meeting, when reviewing events, the need to be more purposeful in asking if there is city staff work requested.
2. Pay Table data from the LMC from 2022 was reviewed and generally finding Vergas competitive and in line with other communities that are similar in population size and attributes and in this region. There may be some adjustment needs after further review of new LMC salary data. The LMC is just finishing a 2023 salary data survey and anticipate it will be published by end of September. Will hold any pay table action pending review of the new salary data. Noted was difficulty comparing the Utilities Superintendent as in other cities the title entails supervising others. Will further review job titles to ensure consistency and comparability.
3. A consultative call was held with the LMC regarding COLA's as it is difficult for a small community to devise a figure. CPI (Consumer Price Index) was noted as frequently used to determine COLA's, but this is an urban tool. Other practices were noted that are used in small communities as doing an annual pay table adjustment with a defined set percent each year and not changed unless there are extenuating circumstances. Also noted was using annual pay table data for adjustments and this would ensure the city maintains compliance with equity standards. There was consensus to do an annual pay table adjustment vs a COLA. Will await 2023 pay data from LMC before finalizing the pay table for Vergas for 2023.
4. An on call pay review was conducted using the Minnesota Mayors Q&A site and the Minnesota Clerks Q&A site. On call was more of a practice in larger communities. For those communities that had on call in place, compensation varied from hourly pay rate given each day on call to a rate of \$100-\$200 dollars for a week of on call. Those communities that did on call; it was structured that on call was for a week at a time, must answer calls, and report in 20-40 minutes. Noted from small communities with only 1-2 staff covering weekly on call is a real burden for staff as they have to be available and respond. It was also noted to be cost prohibitive as staff are rarely called back. All communities noted that when staff are called back, they get time and half and paid 2 hours even if time less than 2 years. It had been noted to the Council that Frazee has on call. In discussing with the City Deputy Clerk, they do not have on call pay. On call will be discussed with Utilities and Maintenance staff.

5. Minnesota passed a new law regarding Earned Sick and Safe Time (ESST). This will result in Vergas needing to move away from PTO (paid time off) and have separate vacation and earned sick and safe time. One hour of ESST is earned for every 30 hours worked and earn up to a maximum of 48 hours a year. Unused ESST can be carried over into the next year, but must not exceed 80 hours at any time. Policy and employee earning statements will need to be revised. The law notes what must be reviewed with employees regarding ESST and the LMC is putting together an employee notice that we would use. Policy revisions awaiting further guidance from LMC. Effective date is January 1, 2024. Medical Family Leave was also a newly passed law that goes into effect January 1, 2025.

Personnel Committee Follow Up Actions:

1. Meet with Vergas Community Club regarding request for city workers for events.
2. Meet with Utilities and Maintenance staff regarding work for community events, overtime, and findings from on call pay review.
3. Completion of 2023 pay table following review of LMC 2023 pay data.
4. Prepare for implementation of ESST by January 1, 2024.

City Council Recommendations: None

Recorder;  
/es/ Julie Bruhn