

City of Vergas
Budget and Personnel Committee Meeting

A combined Budget and Personnel Committee meeting was called to order on Monday, December 4, 8:30 am, at the Vergas City Office. Present: Julie Bruhn, Natalie Fischer, and Julie Lammers.

1. The proposed 2024 budget was reviewed and recommended for approval.

2. Reviewed pay table and made the following recommendations:

City Admin/Staff:

Recommending STEP Adjusting 3% per step (it is varying between .15 and .3-recommend equal steps.

Maintenance Superintendent:

Increase starting from \$18.50 to \$21.00. This allows the current pay to be 'on the table'.

Current Maintenance Superintendent at step 9.

Liquor Store Manager:

Increase starting from \$19.06 to \$21.10 Current Liquor Store Manager is at step 4.

Admin/Clerk:

Increase starting wage from \$24.04 to \$25.00. This allows the current pay to be 'on the table'.

Current Admin at step 9.

3. Minnesota passed a new law regarding Earned Sick and Safe Time (ESST). Recommend allowing full time employees to use PTO (paid time off) for state recommended uses of ESST. Recommended changing personnel policy to allow part-time employees to earn ESST. 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. The effective date is January 1, 2024.

Personnel Committee Follow Up Actions:

1. Update personnel policy for approval at the January Council meeting.
2. Review job descriptions for all employees.

City Council Recommendations:

Approve 2024 Budget

Approve 2024 Pay Table

Approve the Earned Sick and Safe Time policy.

Submitted by:

Julie Lammers, CMC

Vergas Clerk-Treasurer