

**City of Vergas
Personnel Committee**

The Personnel Committee was called to order on Thursday, December 28, 2023, at 9am. Present were Julie Bruhn, Natalie Fischer and Mike DuFrane.

The annual performance appraisal was conducted with Mike DuFrane. Performance was fully successful in meeting the performance standards. Discussed the revised pay table approved at the December 12, 2023 City Council Meeting. Per Personnel Policy and fully successful performance, is eligible for automatic step increase. Change in pay will go into effect January 1, 2024. Also reviewed Personal Development Goals and City Operational Goals for 2024.

Additionally discussed was the salary survey data from the LMC and reviewing position titles and position codes to better match Mr. DuFrane's role and incorporate more leadership standards, which Mr. DuFrane expressed interest in. Will also examine a leadership training plan to support changes.

The Personnel Committee Adjourned at 10:10am and to reconvene at 4pm.

The Personnel Committee was called to order on Thursday, December 28, 2023 at 4pm. Present were Julie Bruhn, Natalie Fischer, and Julie Lammers.

The annual performance appraisal was conducted with Ms. Lammers. Performance was highly successful in meeting the performance standards. Per Personnel Policy and highly successful performance, is eligible for automatic step increase. Also reviewed Personal Development Goals and City Operational Goals for 2024.

Presented Human Resource Specific performance standards to be added to Job Description that will better define role beyond tracking work hours and payroll. Will proceed with revision of Job Description.

Recommendation to Council:

Approval of successful performance ratings and automatic step increase for Mike DuFrane and Julie Lammers.

Recorder;
/es/ Julie Bruhn