

City of Vergas

Personnel Committee

Date: Tuesday, January 16, 2024, at 9am

Present: Julie Bruhn, Natalie Fischer, Mike DuFrane, Matt Engebretson
Julie Lammers later joined a separate meeting with Personnel Committee

1. **Personnel Policy:** Personnel Policy updates that were approved in January by Council were reviewed:
 - Annual Increase: Annual pay table adjustment versus COLA using LMC annual pay data.
 - Night Pay: 15% differential for night pay (midnight-6am).
 - Lunch Pay: Punching in and out on timeclock for lunch break (personal vehicle use is not covered by insurance). If there is a situation where employees work through lunch, they should contact the Personnel Committee or the City Clerk for approval.
 - Compensation Time: Accrual limit for compensatory time is 160 hours - ESST was added (Previously discussed).
2. **Pay Tables Adjustments:** 2024 pay structure were reviewed (approved by council at January 2024 meeting):
 - Reflects 3% increase. Personnel committee utilized LMC pay data and adjusted pay table accordingly.
3. **Portfolio Assignments:** The City portfolio of the Council/Committees and Boards was approved at the January 2024 meeting.
 - The Utilities Superintendent has been assigned to the Park Advisory Board because the Maintenance Operator missed 6 out of 11 meetings. There is frustration by the Park Advisory Board regarding lack of city attendance as assigned. Mayor/ Council has added requirements that when the assigned member cannot attend a meeting, they should contact the city office and an alternate member will be assigned.
4. **Use of City Vehicle Policy:** The Use of City Vehicles policy was discussed; based on approval and feedback from the January 2024 Council meeting the Personnel Committee recommended and reviewed the following:
 - City vehicles cannot be taken home during the day as this is not considered to be in the course of business. This is consistent with LMC guidance.
 - There remains the provision to take a city vehicle home as approved by the council in certain situations, i.e. attending a training that is located closer to employee home. 2)
 - After following up with the insurance company and LMC; the city vehicle can be taken to emergency rescue calls (EMS) when the emergency vehicle has already left before employee arrives. These changes will be presented to the Council for approval.
5. **Open Discussion:** Discussion regarding ongoing voiced concerns regarding communication between maintenance operator and Utilities Superintendent and time and attendance. This had been previously discussed, but ongoing concerns remain.
 - Outlined expectations regarding communication to ensure work needs and priorities can be met and to maintain core work hours with timely communication of changes.

- Discussed moving the Utilities Superintendent position to a supervisory position which would include oversight of the maintenance operator. The Personnel Committee is currently reviewing LMC positions to align with and will be creating position description for Council approval.
 - i. Currently the Maintenance Operator position does state; takes direction and guidance from the Utilities Superintendent.

Meeting Adjourned: At 10am the meeting concluded with Mike Dufrane and Matt Engebretson.

Julie Lammers joined the Personnel Committee at 10:05am for a separate meeting regarding Administrative Assistant recommendation for new position.

Administrative Position Recommendation:

1. Ms. Lammers proposed an Administrative Assistant position versus the current receptionist. The support needs for city operations have increased and requires more skills. Though there are support aspects in the current receptionist position, they are not being met. There is the additional concern in Ms. Lammers absence, the city is vulnerable as there is no one to administratively support ongoing operations.
 2. Personnel Committee briefly reviewed the proposed job description and requested additional time to review and provide feedback so it can be ready for approval at the February Council meeting.
 3. The Personnel committee requested additional data to better understand the financial impact and ROI of the Administrative Assistant position.
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Follow Up Actions:

1. Personnel Committee will review position titles, along with job functions and performance requirements, for change in Utility Superintendent position.
 2. Personnel Committee review proposal for Administrative Assistant job description and provide feedback to Julie Lammers.
 3. Julie Lammers to prepare fiscal impact and support data for the Administrative Assistant position.
 4. Personnel Committee will recommend positions and job descriptions to City Council upon completion.
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Recommendations for Council:

- After following up with the insurance company and LMC; the city vehicle can be taken to emergency rescue calls (EMS) when the emergency vehicle has already left before employee arrives. These changes will be presented to the Council for approval.

Recorder;
/es/Julie Bruhn