

City of Vergas
Personnel Committee Meeting

The Personnel Committee was called to order on November 4, 2024 at 9am in the City Office. Present were Julie Bruhn, Natalie Fischer, Kyle Theisen, and Julie Lammers.

1. Discussion ensued regarding the follow up that occurred between the City Clerk and Liquor Store Manager to combine the role. After further examining the scheduling, aspects of coverage when trying to be physically present at both sites of work and work load; it would be a challenge and create work gaps. It was concluded it would be better to proceed with a Deputy position, which would be an elevation of the receptionist position. Current receptionist can apply. The Deputy Clerk job description is drafted with one minor edit to include administrative support duties for the event center.

In terms of not needing 2 fulltime staff at the liquor store, it was concluded the fulltime staff position be made part time, with seasonal full time status in the summer, May-September. This has significant cost savings and is a better alignment of staffing needs. Liquor Store Manager would like to discuss with the fulltime clerk and be able to provide specifics as to pay impact before proceeding.

2. Follow up discussion with the Event Center Coordinator; it was deemed better to move the scheduling of the event center and support of the event center committee back to the City Office to avoid the breakdown of communications. Would align with the Deputy Clerk position. The Event Center Support position includes reduction in hours from not to exceed 520 hours to 230 hours; reflecting a potential cost savings of \$5,104.
3. LMC salary data remains pending, which is used to establish the City annual pay table.

Follow Up:

- Julie Lammers follow up with LMC to check on status of the annual salary survey.
- Julie Lammers put together the proposal for Deputy Clerk position for City Council.
- Kyle Theisen to discuss change of part time vs fulltime with clerk.
- Julie Bruhn edit the Event Center job description.

Recommendations for City Council:

- Approval of change in Event Coordinator Position from Coordinator to Support and revised job description.
- Approval of Deputy Clerk position that would replace the receptionist position and revised job description.

/es/ Julie Bruhn
Recorder