

City of Vergas
Personnel Committee Meeting

The Personnel Committee was called to order on December 18, 2024 at 9am in the Council Chamber of the Event Center. Present were Julie Bruhn, Natalie Fischer, Mike DuFrane, and Julie Lammers

9am-9:50 am -Performance review for Mike DuFrane was completed. Mr. DuFrane is meeting the performance standards in a satisfactory manner.

10am-10:45am -Performance review for Julie Lammers was completed. Ms. Lammers is meeting the performance standards in a high satisfactory manner.

10:45am – 11:45am discussed the Position Management Review and Recommendations document. Discussed three positions, Event Center Coordinator, Liquor Store Clerk, and Deputy Clerk. After review of the cost (utilizing 2025 pay table) and return on investment (ROI), determined the information clearly supports proceeding with the recommended changes to Event Center Coordinator position to Event Center Support and receptionist position to Deputy Clerk. Refer to full Position Management Review and Recommendations document. Revised job descriptions have been completed for the positions of Event Center Support and Deputy. Based upon discussions with LMC there may be aspects of ACA (Affordable Care Act) insurance and unemployment requirements that may result in no financial savings with converting fulltime liquor store clerk to part time clerk. Further follow up needed.

Recommendation to City Council

1. Approval for change in Event Center Coordinator position to Event Center Support.
2. Approval of Event Center Support job description.
3. Approval to change city Receptionist position to Deputy Clerk.
4. Approval of Deputy Clerk job description.

Follow Up:

Julie Lammer complete follow up of ACA and state unemployment requirements with City Attorney.

/es/ Julie Bruhn
Recorder