

**City of Vergas
Personnel Committee**

The Personnel Committee was called to order on Thursday, April 3, 2025, at 10 am. Present were Dwight Lundgren, James Stenger and Julie Lammers. At 10:30 am Julie Lammers left the meeting, and Matt Engebretson joined the meeting. At 11:10 Matt Engebretson left the meeting, and Julie Lammers rejoined the meeting.

AFLAC Insurance was discussed as a representative has requested permission to speak with employees about purchasing through the City payroll system. The City currently has Colonial Life Insurance available for employees. The committee recommends only one company be approved to run through the City payroll system.

The annual performance appraisal was conducted with Matt Engebretson. Performance was fully successful in meeting the performance standards.

Discussed the resignation of Event Center Coordinator Jezmae Burkett. Burkett has returned the computer and paperwork to the City Clerk-Treasurer. The City Clerk-Treasurer is waiting for Burkett to return the cell phone (which has been suspended), printer, and keys. Discussed adding duties to the Deputy Clerk, advertising position, or having the Clerk-Treasurer delegate work to maintenance employees, the Deputy Clerk, and herself. The current Deputy Clerk is still learning her position, the committee did not feel we should add this to the position until the current position is mastered, and extra time is available for her. Burkett was working 2-10 hours every 2 weeks and the committee felt we should evaluate the position and have the Clerk-Treasurer delegate position for a while.

The Personnel Committee Adjourned at 12:05 pm.

Recommendation to the Council:

Approval of fully successful performance ratings of Matt Engebretson.

Accept the resignation of Jezmae Burkett and leave the Event Center Coordinator position unfilled with the City Clerk-Treasurer delegating duties.

Recorder;
Julie Lammers
City Clerk-Treasurer
City of Vergas