

**City of Vergas
Personnel Committee Meeting**

The Personnel Committee was called to order on Thursday, February 12, 2026, at 9:00 am at 131 E Main St at the Government Services Center.

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Julie Bruhn, Mayor Appointment	P	P										
James Stenger, Council Appointment	P	P										
Julie Lammers, Clerk-Treasurer	P	P										
Mike DuFrane, Utilities Superintendent	P	N/A										
Matt Engebretson, Maintenance Worker	N/A	P			N/A							

P: Present A: Absent N/A: No Meeting/Nonparticipant

Call to order

Lammers called the meeting to order at 9:00 AM.

Additions and Deletions

None

Leave Policy

Lammers presented a draft Leave Coverage Policy for committee review. Following discussion, the Personnel Committee recommends that the Council approve the policy once the revisions discussed by the committee have been incorporated.

The committee also discussed the implementation of an annual handover checklist. Employees would provide this checklist during their annual review for Personnel Committee to review. The purpose of the checklist is to help ensure the City is prepared in the event an employee must take leave without advance notice.

Employee Leave Recommendation

Decision was made to have current employee taking leave work duties filled by Maintenance Worker.

Adjournment

The meeting was adjourned at 10:00 AM.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations

Approve leave policy.
Approve updated personnel policy.

Follow Up Actions:

All employees provide an annual handover checklist that identifies work tasks.