

**City of Vergas
Personnel Committee**

The Personnel Committee met on Tuesday, March 17, 2026, 10:30 am, at the Vergas Event Center meeting room. Present were Julie Bruhn, James Stenger, and Matt Engebretson.

Annual performance appraisal was conducted with Matt Engebretson. Performance was Fully Successful in meeting the position performance standards.

Requested Matt Engebretson complete summary of work duties that would guide coverage of work during time of absence to ensure continuity of work. Draft Work Duties Handover Checklist form provided to facilitate completion; however the form is pending City Council approval. Will forward any changes following City Council review and approval.

Recommendations for City Council: Approval of Work Duties Handover Checklist

Recorder
/es/ Julie Bruhn