

**City of Vergas  
Personnel Committee Meeting**

The Personnel Committee was called to order on Thursday, February 12, 2026, at 10:00 am at 131 E Main St at the Government Services Center.

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

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

Call to Order

The meeting was called to order at 10:00 AM.

Agenda

There were no additions or deletions to the agenda.

Employee Benefits

The committee discussed employee benefits, including short term disability and MN Family Leave. Both of these programs cover the same benefits currently. Cost of short-term disability is \$813.24 a year.

Motion by Bruhn, seconded by Stenger, to recommend to council to discontinue short term disability until the state discontinues Mn Family Leave. Motion passed unanimously.

Handover Work Forms

Discussion was held regarding handover work forms. Lammers provided copies of Clerk-Treasurer, Utilities Superintendent, Maintenance Operator, Deputy Clerk and Event Cener Coordinator form. These are working documents and members were asked to review and provide input for employees to improve upon the forms. No form was provided from the Liquor Store Manager.

Motion by Bruhn, seconded by Stenger to request Liquor Store Manager submit form before his last date of duty. Motion passed unanimously.

Resignation

The committee reviewed and discussed resignation of Liquor Store Manager Kyle Theisen. Appropriate procedures and next steps were considered.

Motion by Bruhn, seconded by Stenger to recommend to Council to approve the resignation of Kyle Theissen as of June 12, 2026 and to advertise position starting June 16, 2026. Motion passed unanimously.

Motion by Bruhn, seconded by Stenger, to recommend to Council to approve the updated job description, removing supervision received from Liquor Store Committee and to add store maintenance of both inside and outside of building. Motion passed unanimously.

Motion by Bruhn, seconded by Stenger, to recommend to Council to update pay structure to raise minimum to \$22.23 and update steps accordingly. Motion passed unanimously.

### Adjournment

The meeting adjourned at 10:49 am. upon completion of business.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

### **Council Recommendations**

Approve discontinuing short term disability until the state discontinues Mn Family Leave.

Approve the resignation of Kyle Theissen as of June 12, 2026, and to advertise position starting June 16, 2026.

Approve job description for liquor store manager.

Approve updated pay structure to raise minimum to \$22.23 and update steps accordingly.

### **Follow Up Actions:**

Members provide updates to handover checklist.

Employees update handover checklist for their annual review.