

**City Council
Special Council Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
9:00 AM on Friday, December 20, 2024**

- 1. Call to Order**
- 2. Memorandum Agreement with Otter Tail County**
- 3. Personnel Committee**
- 4. Adjournment**

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2. Memorandum Agreement with Otter Tail County

Files Attached

- MoA-City of Vergas - Signed.pdf



MEMORANDUM OF AGREEMENT TO PROVIDE SHORELAND PERMITTING AND INSPECTION SERVICES

This Memorandum of Agreement (MoA) for Otter Tail County providing shoreland development permitting and inspection services is made and entered into by and between:

- The County of Otter Tail, hereinafter referred to as "County".
- The City of Vergas, Minnesota, hereinafter referred to as "City".

WHEREAS, Minnesota Statute 471.59 provides that two or more governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and

WHEREAS, Minnesota Statute 471.59 (8) provides the board of county commissioners of any county to, by resolution, enter into agreements with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, Minnesota Statute 394.32 provides that the governing body of any municipality may contract with the county board for planning and zoning services to be provided by the county, and the contract may provide that the municipality pay such fees as agreed for the services provided; and

WHEREAS, the Otter Tail County Shoreland Management Ordinance was first adopted on October 15, 1971 and was most recently revised on July 1, 2021; and

WHEREAS, the Otter Tail County Shoreland Management Ordinance meets the minimum standards set forth in Minnesota Rules, Chapter 6120, Shoreland Management, administered by the Minnesota Department of Natural Resources; and

WHEREAS, the City of Vergas has a Shoreland Management Ordinance that was last revised on March 5, 1992; and

WHEREAS, the County and the City recognize the importance of cooperating on land use issues in order to promote the public health, safety, and general welfare of the public; promote and provide for the orderly development of shoreland areas to preserve the natural and scenic areas of the County; and to provide official controls to implement the goals and policies of each respective local unit of government; and

WHEREAS, the County and the City desire to enter into a Memorandum of Agreement in order for the County to provide permitting and inspection services for shoreland development within the boundaries of the City to ensure better consistency in shoreland development and the implementation of those regulations; and



WHEREAS, the County and the City desire to enter into a Memorandum of Agreement to ensure mutual understanding of each parties roles and responsibilities related to shoreland development within the boundaries of the City.

NOW THEREFORE IT IS AGREED, by the County of Otter Tail and the City of Vergas that the County will provide the following services:

1. The receipt and administration of permit applications and the appropriate permit fees for erecting a structure or conducting shoreland alteration within the Shoreland District of the City of Vergas;
2. Conduct required inspections to erect a structure of conduct shoreland alteration with the Shoreland District of the City of Vergas; and,
3. The Land & Resource Director, or designee, may appear at City Council meetings on occasion to provide input on any land use decisions requiring a Conditional Use Permit, a Variance, or a preliminary plat.

NOW THEREFORE IT IS ALSO AGREED, by the County of Otter Tail and the City of Vergas that the County will not provide the following services:

1. Land use permits requiring a Conditional Use Permit;
2. Variance applications must be administered by the City;
3. Preliminary plats must be administered by the City;
4. Any necessary enforcement must be administered by the City. Enforcement may be referred to the City Attorney by the Otter Tail County Land & Resource Management Director;
5. Any land use permits outside of the Shoreland District of the City of Vergas must be administered by the City of Vergas.

This agreement will terminate 24 months after signed by both parties. This will be the only such agreement Otter Tail County enters into for 24 months. If this Memorandum of Agreement is not renewed at the end of the 24-month period, any permits issued by the County at the end of the 24 month period that are outstanding will be given to the City for completion.

The terms of this Memorandum of Agreement will take effect on January 1, 2025.

<u>Kurt A. White</u>	<u>12-17-2024</u>		
County Board Chair	Date	City of Vergas Mayor	Date
<u>Travis E. E...</u>	<u>12-18-2024</u>		
County Attorney	Date	City Attorney	Date
<u>Nicole Harpe</u>	<u>12-17-2024</u>		
Clerk of the Board	Date	City Clerk	Date

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3. Personnel Committee

Files Attached

- Personnel mtg 12 18 24.pdf
- Proposed Job Description Event Support.pdf
- Proposed Job Description Deputy Clerk.pdf
- City of Vergas Position Management Review and Recommendations.pdf

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

City of Vergas

Job Description

POSITION TITLE:	Event Center Support
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 230 hours a year/ Non-exempt
Date of Latest Revision:	TBD

Position Summary:

Oversee the physical environment and maintenance of the Event Center, to include cleanliness, repair needs, event set up, and inventory management to ensure a positive environment and atmosphere.

Essential Functions of the Position

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee all maintenance and cleaning of the event center and recommend improvements as needed, ensuring excellent levels of safety and sanitation.

Complete the inventory of items before and after events; ensuring all items rented are accounted for including china, silverware, glassware, furnishings and equipment.

Opening and closing the Event Center and serve as a point of contact during an event.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

Performance Criteria

- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to support rental needs.

Minimum Qualifications

- High school diploma or equivalent.
- Proficiency in reading, interpreting, and communicating procedures and policies.

Desirable Qualifications

- Vocational or business school training.
- Experience in facility oversight.

Special Working Conditions

Work is light to moderate with variably frequent rising, walking, standing and bending. This position requires you to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to review policy and procedures. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is typically low to moderate.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

City of Vergas Job Description

POSITION TITLE:	Deputy Clerk
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time (24 hours a week) Non-exempt
Date of Latest Revision:	TBD

Position Summary:

The position is a combination of front desk receptionist and assistant to the various city-wide functions and programming in collaboration with the City Clerk Treasurer. Provides administrative/clerical/secretarial support for the council, advisory bodies and city departments. In absence of the City Clerk/Treasurer assumes his/her duties to maintain municipal business and operations.

Essential Functions of the Position

1. Administrative Duties:

Assist with multi-department functions and forwards information to appropriate recipients and tracks paperwork and work deadlines.
Support record management to ensure city documents are up to date and maintained.
Prepare the Event Center rental contracts; managing the scheduling and providing tours to patrons. Schedules posts for electronic sign.
Post and publish notices, ordinances, and resolutions as required.
Prepare meeting agendas and preparation of working documents needed for meeting proceedings. Transcribes and distributes meeting minutes as directed by the City Clerk Treasurer.
Gather information for the preparation of the monthly city newsletter and manages newsletter distribution.

2. Accounting/Billing:

Collect and monitor utility billing, payment of late bills, shut off notices, and establishment of payment plans.
Prepare and deliver the daily bank deposits.
Assist the City Clerk Treasurer in the preparation of financial reports.

3. Receptionist/Front Desk:

Answer the City phones and provide information and assistance to the public, council, and board members.
Prepare and issue licenses and permits as outlined in the City Fee Schedule.
Pick up and deliver city mail and distribute the mail to the appropriate council and department mailboxes.
Address calls and walk-in requests and processes response to inquiries and complaints.
Represent the City of Vergas in a courteous and professional manner whether in person, phone, or correspondence.

4. Computer Applications:

Performs office automations and document processing; assisting the Clerk/Treasurer and elected officials.

Updates utility and accounting programs as directed and posts daily utility payments and other receipts and associated review reports.
Maintains the city web site ensuring timely and accurate information and communications.

5. Miscellaneous Duties:

Maintain the physical environment of the City Office, which includes dusting desks. and other surfaces, cleaning windows, vacuuming, and removal of trash.
Maintain city communications posted on the community bulletin board, electronic sign, and city newsletter.
Supports the development of event marketing materials.

Performance Criteria

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Proficiency in recording meetings both in person and by recording.
- Proficiency in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions and execute the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers; and the associated applications.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to adjust work hours as needed to meet City work needs and to open and close municipal facilities.

Minimum Qualifications

- High school diploma or equivalent
- Two years experience in a general office position
- Proficiency with computer applications and use of Microsoft Office Suite
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies.
- Demonstrated ability in customer service and employee relations.

Desirable Qualifications

- Vocational or business school training
- Two years of accounting or bookkeeping experience
- Proficiency with computer applications and use of Microsoft Office Suite; word, excel, and power point.
- Experience in utility operations and billing
- Experience in coordinating and managing the financing of varied municipal functions.

Special Working Conditions

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing, and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

City of Vergas Position Management Review and Recommendations

1. Event Center Coordinator

Based upon input from the current Event Center Coordinator and the Event Center Committee, the current employee and administrative type support needs are not being met. Discussed changing the position to have the care and oversight of the physical environment; cleaning & maintenance needs, inventory, providing tours with perspective renters, and set up for events. Would move the administrative work back to the City Office to avoid breakdown in communications, written and verbal. The administrative duties moved back to the City Office would be scheduling, support to the Event Center Committee and marketing. The position would have decreased hours from not to exceed 520 hours worked annually to not to exceed 230 hours worked annually. **This reflects annual cost savings of \$5,104.** With realignment of duties, change the Event Center Coordinator position to Event Center Support, revised job description attached.

2. Fulltime Liquor Store Clerk (Deferred pending follow up information)

Based on a review of Liquor Store staffing, it was noted with the two full-time staff there is 18-20 hours of extra staffing monthly. This has resulted in the Liquor Store Manager and full-time staff employee taking PTO each pay period. However, during the 4 months (Memorial Day to Labor Day); 2 full-time employees are needed due to extended open hours and increased workload. As a tourist type community, businesses do operate with different seasonal staffing as needs are different during peak months of May-September. It was concluded the full-time clerk position be made part time, with seasonal full-time status during peak months. **This has significant cost savings of \$8,960.19 (annual salary and benefits) and is a better alignment of staffing needs.** The cost savings reflect salary and associated benefits. The full-time clerk has been a valuable dependable employee and to recognize this and have less impact on pay, could establish a lead clerk. Additionally of note, this clerk is key to filling gaps in staffing, unanticipated and anticipated, which would have an impact to any loss of wages.

Unintended Consequences:

- Employee may quit and there are 3.1 jobs for each person looking for a job.
- ACA Requirements: There may be penalties for not providing coverage. (Attorney Tom Winters is reviewing)
- The current insurance contract is in through March 1 and the City may not remove an employee due to personnel policy change until end of contract.
- Unemployment: employee changing from full-time to part-time status is eligible for unemployment and the city pays the complete amount for unemployment.

3. Deputy Clerk

This position would be in lieu of the receptionist position. The position would provide more advanced skills and back up administrative coverage for the city in the absence of the Clerk-Treasurer. The expectation is the Deputy Clerk work hours would include working 9-12 on Fridays to ensure city office coverage Memorial Day through Labor Day. The current

receptionist can apply, however performance elements in the current receptionist job description aren't being performed. There is a critical need to ensure back-up coverage for the city. Currently there is no one to cover the Clerk duties. City operations basically shut down in absence of Clerk-Treasurer or the Clerk-Treasurer on time off is consistently responding to issues and needs. The current Clerk-Treasurer struggles to utilize leave and each year and is typically paid out 60 hours at year end, which averages \$2,066. There are also the ongoing additional hours worked to cover city work needs. Compensatory time is not an option, so this does translate into overtime pay. In review of the additional hours, the estimated 60 hours would have been covered by a Deputy Clerk. This position and approach would also provide a succession plan for the future. This is a critical role where any break in coverage has implications for the city. New job description attached. ROI summary below:

	Current Receptionist	*Deputy Clerk	Salary Difference	Salary Difference with impact on overtime
Work Hours	24 Hour/week	24 Hour/week	No change	
Rate/hr.	\$13.04	\$16.00	\$2.96/Hour	
Annual Cost	\$16,273.92	\$19,968.00	\$3,694.08	\$1,628.08

These recommendations reflect a staffing model for the City of Vergas, which is more aligned with ensuring optimal city operations and being cognizant of being good financial stewards in managing the city budget. Staffing makes up the largest budget expenditure at (35-45%).

1. Change in Event Center Coordinator to Event Center Support and revised job description.
2. Pending change in fulltime clerk to seasonal fulltime and part time hours October through April.
3. Change to have Deputy Clerk in lieu of a receptionist.