

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, August 23, 2022 - MINUTES**

Regular Meeting

City Hall Council Chambers

6:00 p.m.

Members Present: Chairperson Michael Caylor, Alderperson LaDonna Fermanich, and Alderperson Paul Russell

Others Present: Mayor Hass, Alderperson's Sabatke, Blake, Weix, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, City Engineer Rod Akey, Building Inspector/Zoning Administrator-Darin Pagel, Fire Chief Josh Klug, Police Chief Bennett, Utility Superintendent Steinagle, Kitt Koski, IT Manager Brown and Merrill Productions video operator

I. Call to Order – Chairperson Caylor called the meeting to order at 6:00 PM.

II. Vouchers – July

Alderperson Russell made a motion to approve the July vouchers. Alderperson Fermanich seconded and the motion passed.

III. Minutes from previous meeting:

A motion was made by Alderperson Fermanich to approve the July 28 minutes. Alderperson Russell seconded and the motion passed.

IV. Agenda Items for Consideration:

1. Consider non-union holiday hours referred from the Board of Public Works. This was a recommendation for employees working a scheduled 10 hour work day to get 10 hours of holiday pay.

Following discussion, a motion was made by Alderperson Russell to have the difference of holiday hours added to employee's "personal holiday bank". Alderperson Fermanich seconded and the motion carried.

2. Review and discussion regarding upcoming 2022 Christmas and New Year's Holiday pay for Street Department employees.

A motion was made by Alderperson Russell to clarify in the city personnel manual holiday pay is paid on the day of holiday instead on the observed day at city hall. The motion was seconded by Alderperson Fermanich and the motion carried.

3. Discuss tornado siren triggers; referred from July Health & Safety Committee

Chief Bennett handed out additional information at the meeting regarding siren triggers. Questions were asked and Chief Bennett answered all questions favorably. A motion was made by Alderperson Russell to authorize the procurement of the Century Siren Generation 3 wireless siren controller and any electrician fees for installation. Alderperson Fermanich seconded and the motion carried.

4. Consider the 2023-2024 contract with Bowmar Appraisal, Inc. for Maintenance & Market Revaluation.

Chair Caylor explained the history regarding this topic. Appraiser Kitt Koski came to the podium to answer any questions and explain the process. Appraiser Koski explained all the information and data created belongs to the city. He also explained the revaluation process.

A motion was made by Alderperson Fermanich to approve the 2023-2024 contract with Bowmar Appraisal Inc. for Maintenance & Market Revaluation with future contracts would be requests for proposals in 2024 for 2025. The motion was seconded by Alderperson Russell and carried.

5. Discussion on powers and duties of boards, committees and commissions

City Attorney Hayden handed out additional information regarding boards and commissions. He gave a brief explanation regarding the differences of boards, committees and commissions.

V. Monthly Reports:

1. Monthly Report – Finance Director Unertl

The report was in the agenda packet. No questions for the Finance Director.

2. Monthly Report – City Administrator Johnson

The report was in the agenda packet. City Administrator Johnson answered questions on a few of the items in the report.

3. Monthly Report – City Attorney Hayden

No questions for the City Attorney.

4. Monthly Report – City Clerk Anderson-Malm

City Clerk Anderson-Malm was absent from the meeting attending a conference.

5. Monthly Report – Municipal Court

No questions for the Municipal Court.

6. Fire Department Callback Report

No questions.

7. Consider placing monthly reports on file.

Aldersperson Fermanich made a motion to place the monthly reports on file.
Aldersperson Russell seconded and the motion carried.

IV. Public Comment

Chair Caylor apologized to Kitt Koski and to Darin Pagel for any misunderstanding and miscommunication.

VII. Establish date, time and location of next regular meeting

The next regular meeting would be Tuesday, September 27 at 6:00 PM

V. Adjournment

A motion was made at 6:48 PM to adjourn by Aldersperson Fermanich. Aldersperson Russell seconded and the motion carried.

Minutes prepared by: Lori Anderson-Malm – City Clerk with the help of City Attorney Hayden