

City of Merrill
Ad Hoc Committee – City Administrator
Tuesday, August 16, 2022
City Hall – Common Council Chambers
5:30 PM

Members Present: Mayor Hass, Alderperson’s Mike Rick, Michael Caylor
LaDonna Fermanich
Citizen members, Nancy Kwiesielewicz, Rebecca Rutkowski, Chris Malm

City Attorney Hayden, IT Manager Brown, Zoning Administrator/Building
Inspector Pagel, City Administrator Johnson, Police Chief Bennett, Alderperson
Weix, Alderperson Blake, Merrill Productions personnel

I. Call to Order

II. Introductions of Committee Members

Members of the committee introduced themselves.

III. Discuss title name of future City Administrator position

Discussion regarding the name of the future position occurred between
the committee members.

Additional information was provided at the meeting.

It was decided the committee would discuss the duties of this position
before the title of the position.

IV. Discussion and review of job description

Alderperson Caylor said the current position has become a large part of
marketing. City Administrator Johnson stated the past years his position
has dealt with development and recruiting developers. He also receives a
lot of emails from the public that are funneled to him. Personnel issues
are another portion of his position. Department heads report directly
to him with questions and issues. He attends meetings with organizations
and businesses in the region. He discussed other duties.

The committee decided the next meeting would involve key components
for the job description and input from the department heads.

The next meeting was set for Tuesday, September 6 at 6:30 pm in the
Common Council Chambers.

Ad-Hoc Committee on the City Administrator Position – August 16, 2022

V. Public Comment

No public comment

VI. Adjournment

A motion was made by Alderperson Rick to adjourn. Alderperson Caylor seconded and the meeting was adjourned at 6:36 PM.

Respectfully submitted,

Lori L. Anderson-Malm
City Clerk