



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY JULY 28, 2020

Regular Meeting

City Hall Council Chambers

5:15 PM

I. Call to Order

Alderman Hass called the meeting to order at 5:15 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Aldersperson - Third District	Present	
Steve Osness	Aldersperson - Fourth District	Present	
Steve Hass	Aldersperson - Second District	Present	

Others in attendance: Mayor Derek Woellner, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Library Director Stacy Stevens, Fire Chief Josh Klug, Alderman Mark Weix, Alderman Steve Sabatke, Tony Kusserow, Robert Lass and City Clerk Bill Heideman. Nathan Meyer was present to videotape the meeting for MP3.

II. Public Comment Period

Alderman Hass requested that a second "Public Comment" period be added to the agenda and held immediately. Without objection, it was so ordered.

There was no public comment made at this time.

III. Vouchers:

1. Vouchers

The vouchers were in the meeting packet.

Finance Director Unertl answered a question on the vouchers.

Motion (Osness/Blake) to approve.

RESULT: APPROVED

IV. Agenda items for consideration:

1. Status review of 2019 Tax Settlement overview

Finance Director Unertl reported on the information included in the meeting packet. She reported that the 2019 settlement was comparable to previous years.

2. Mid-year fiscal status review of 2020 City budgets

Finance Director Unertl reported on the information included in the meeting packet. She noted there are savings in certain accounts (Aquatic Center, Fireworks, Labor Day).

3. Review and discuss preliminary 2021 budget development provisions

Finance Director Unertl reviewed the information included in the meeting packet.

4. Consider 2021 budget requests to Lincoln County for:

T.B. Scott Free Library

Library Director Stevens reviewed the proposed 2021 Library Budget.

Alderman Hass thanked Library Director Stevens for her diligence in preparing and submitting a fiscally responsible budget.

Note: Action on both the Library Budget and the Ambulance/EMS Budget was taken later in the meeting.

Merrill Ambulance/EMS

Finance Director Unertl reviewed the proposed 2021 Ambulance/EMS Budget.

Motion (Blake/Osness) to approve the proposed 2021 Library Budget and the proposed 2021 Ambulance/EMS Budget as presented and forward them to Lincoln County for consideration.

RESULT:	APPROVED & SENT TO COUNTY
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5. Review service contract information

Finance Director Unertl reviewed the information including in the meeting packet and answered questions.

6. Request to create Fire Marshal position in the Fire Department

At a meeting on July 28th, the Health and Safety Committee recommended creating the position.

Alderman Osness noted that a hiring freeze is currently in effect. He questioned the logic of adding a position, in light of the fact that two other hiring requests have been disapproved. He complimented Fire Chief Klug for a well-documented request submission.

Fire Chief Klug reported that this part-time position would be funded entirely by 2% Fire Dues.

Alderman Hass commented that he thinks it is beneficial to have multiple personnel conducting fire inspections, as it allows fire personnel and business people to meet and get acquainted with each other. This would change if only the Fire Marshal was doing inspections.

Motion (Hass/Blake) to forward the request to the 2021 Budget process.

RESULT:	CARRIED
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V. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

5. City Administrator Johnson

The report was in the meeting packet.

6. Consider placing monthly reports on file

Motion (Blake/Osness) to place on file.

RESULT:	PLACED ON FILE
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VI. Establish date, time and location of next regular meeting

Tuesday, August 25th, 2020 at 5:15 in the City Hall Common Council Chambers.

VII. Public Comment Period

Robert Lass asked a question related to the amount of money that the City gives to the Chamber of Commerce each year. He also asked about the use of those funds.

Robert Lass also stated that he was in favor of the Fire Marshal position, as long as the position would be funded by the 2% Fire Dues.

VIII. Adjournment

Motion (Osness/Blake) to adjourn. Carried. Adjourned at 5:57 P.M.