

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, July 25, 2023 - MINUTES**

Regular Meeting

City Hall Council Chambers

6:00 p.m.

Members Present: Chairperson Russell, Alderperson Fermanich, Alderperson Caylor

Others Present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Public Works Director/City Engineer Akey, Police Chief Bennett, Library Director Ollhoff, Fire Chief Klug, Dale Bacher, Alderperson Weix, Alderperson Lupton, Alderperson Sabatke, Alderperson Meyer and Merrill Community Media.

- I. **Call to Order** – Chairperson Russell called the meeting to order at 6:00 PM.
- II. **Vouchers** – Alderperson Fermanich made a motion to approve the June vouchers. Alderperson Caylor seconded and the motion carried.
- III. **Minutes from previous meeting** – Alderperson Caylor made a motion to approve the June 27th meeting minutes. Alderperson Fermanich seconded and the motion carried.
- IV. **Agenda Items for Consideration -**
 1. Consider writing off the 2022 personal property tax bill for JW Perry, Inc. for \$186.88. Alderperson Caylor made a motion to write off the 2022 personal property tax bill for JW Perry for \$186.88. Alderperson Fermanich seconded and the motion carried.
 2. 60-day review/update of the City of Merrill WPS Electric & Natural gas charges – Finance Director Unertl provided information in the packet. There was brief discussion and no further action was taken.
 3. Status review of 2022 Tax Settlement Overview – Finance Director Unertl provided information in the packet. No further action was taken.
 4. Continued discussion regarding accumulated sick leave payable at retirement – Alderperson Fermanich requested to take a look at what other communities are doing and would like this to be part of the budget discussions. Possible recommendations would be cap the hours or payout amount. Alderperson Caylor suggested this apply to new employees. It was decided this would be on the September agenda for continued discussion.
 5. Consider 2024 budgets before submission to Lincoln County for Ambulance – EMS and T.B. Scott Library – Alderperson Caylor made a motion to approve both budgets as submitted to forward to Lincoln County. Alderperson Fermanich seconded and the motion carried.
 6. Continued review and discuss draft of 2024 budget Timeframes & Budget Criteria – Finance Director Unertl provided updated information in the packet from the June

meeting. She met with the insurance broker and is hoping for a 0% increase in health insurance. No further action was taken.

7. Update on recommendations from the July 20th Marketing & Communications meeting regarding the job description for a Communications Specialist contractor – Alderperson Fermanich gave a brief recap of the July 20th meeting. Interim Admin's Akey and Bennet along with Mayor Hass would like a more task oriented contract instead of a specified number of hours per week. It was also stated the Social Media Specialist's agreement should be reviewed and updated.

8. Discuss the job description for a Finance Director – Additional information was provided in the packet regarding recommendations for the job description by Finance Director Unertl. It was suggested the Redevelopment Authority secretary duties be moved to the City Clerk. Mayor Hass spoke about the Treasurer's staff's suggestions as to revisions for the job description. After further discussion, it was decided, City Attorney Hayden would look at the Ordinance and update wording. City Clerk Anderson-Malm will look at Deputy Clerk responsibilities. Mayor Hass will have all suggestions incorporated into a job description that will be discussed further at the August meeting.

V. Monthly Reports – Alderperson Caylor made a motion to place the monthly reports on file. Alderperson Fermanich seconded and the motion carried.

VI. Public Comment – There was no public comment

VII. Date and time of next meeting – It was decided the next meeting would be Wednesday, August 30 at 6:00 in the Council Chambers.

VIII. Closed Session -

City Attorney Hayden read the following closed session statement from the agenda. Alderperson Caylor made a motion to go into closed session. Alderperson Fermanich seconded and the motion carried on a 3/0 roll call vote. The committee entered into closed session at 6:59 PM with the following additional persons present: Interim Administrators Akey and Bennett, Mayor Hass, Alderperson Sabatke, Alderperson Weix, Alderperson Lupton and Alderperson Meyer.

City Clerk Anderson-Malm recorded the minutes without objection.

The Committee discussed items regarding employee compensation and status of a city employee. It was recommended in closed session to give the Interim Administrator's Akey and Bennett additional two-weeks of vacation (Russell/Fermanich).

The Committee also approved the previous closed meeting minutes (Caylor/Russell).

No further action was taken in closed session.

Aldersperson Fermanich made a motion to reconvene in open session. Aldersperson Caylor seconded and the motion carried.

IX. Reconvene in open session – The Committee reconvened in open session at 7:33 PM.

Aldersperson Caylor recommended the motion from closed session to give the Interim Administrator's Akey and Bennett additional two-weeks of vacation for 2023. Aldersperson Fermanich seconded and the motion carried.

X. Adjournment:

Aldersperson Caylor made a motion to adjourn. Chair Russell seconded and the motion carried. The meeting was adjourned at 7:35 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk