



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY DECEMBER 29, 2020

Virtual Meeting

Virtual Meeting

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	Remote	
Steve Osness	Aldersperson - Fourth District	Remote	
Steve Hass	Aldersperson - Second District	Remote	

Also attending virtually: Mayor Derek Woellner, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Fire Chief Josh Klug, Information Technology Manager Dustin Brown, Alderman Paul Russell, Alderman Steve Sabatke, Alderman Mark Weix, Alderman Mike Rick and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers

The vouchers were in the meeting packet.

Motion (Osness/Blake) to approve the vouchers.

Alderman Osness had several questions on the vouchers. Some of the questions were answered, while other will require research to provide clarification.

Motion (Osness/Blake) to refer the vouchers to the next Common Council meeting.

RESULT:	REFERRED TO COUNCIL	Next: 1/12/2021 6:00 PM
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III. Agenda Items:

1. Consider writing off 2020 over-collected real estate tax bill (\$3,167.93) for Merrill Area Housing Authority (MAHA).

Information was in the meeting packet.

Motion (Blake/Osness) to approve the write-off.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 1/12/2021 6:00 PM
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2. Review of and potential recommendation(s) on hiring freeze implemented by the Common Council on May 13, 2020.

On May 13th, 2020, the Common Council approved a motion to implement a hiring freeze and to review the hiring freeze at their November, 2020 meeting. Due to time constraints related to the November 29th, 2020 meeting, it was decided to postpone the hiring freeze review until the December meeting.

Alderman Hass and Alderman Osness stated that they favor extending the hiring freeze.

Motion (Osness/Blake) to extend the hiring freeze implemented by the Common Council on May 13th, 2020, and to review the hiring freeze at the July, 2021 Personnel and Finance Committee meeting. The Police Department, Fire Department and the T.B. Scott Free Library would continue to be exempt from the hiring freeze.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 1/12/2021 6:00 PM
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3. Discussion and potential recommendation(s) on hiring of Limited Term Employees

Alderman Hass had placed this item on the agenda. He does not think that the Personnel and Finance Committee is not being kept sufficiently informed on the hiring of Limited Term Employees.

Discussion was held on the policies and procedures related to Limited Term Employees.

Motion (Hass/Osness) to implement a policy stating that, if a Limited Term Employee position has not been approved as part of any budget process, Personnel and Finance approval would be required prior to the hiring.

City Administrator Johnson suggested that City staff prepare a policy on hiring of Limited Term Employees, for consideration at the next Personnel and Finance Committee meeting.

Motion (Hass/Osness) to refer to the next Personnel and Finance Committee meeting.

RESULT:	REFERRED TO P & F	Next: 1/26/2021 5:15 PM
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IV. 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

V. Establish date, time and location of next meeting

Tuesday, January 26th, 2021 at 5:15 P.M. Alderman Hass stated that this would probably be a virtual meeting.

VI. Public Comment Period

Alderman Russell stated that any steps that can be taken to encourage and enhance public viewing and participation at City meetings would prove to be valuable.

VII. Adjournment

Motion (Osness/Blake) to adjourn. Carried. Adjourned at 5:50 P.M.