

**CITY OF MERRILL  
PERSONNEL & FINANCE COMMITTEE  
TUESDAY, June 28, 2022 - MINUTES**

**Regular Meeting**

**City Hall Council Chambers**

**6:00 p.m.**

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

Others Present: Alderpersons Mark Weix, Dick Lupton and Rick Blake, Mayor Hass, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Clerk Anderson-Malm, City Attorney Tom Hayden, Street Superintendent Dustin Bonack, City Engineer Rod Akey, Building Inspector/Zoning Administrator-Darin Pagel, Fire Chief Josh Klug, Police Chief Corey Bennett, Bryan Bloch, Bob Krueger, Phil Skoug, Bryson Cruse, Paul Peterson, Brad Becker and Merrill Productions video operator

I. Chair Russell was excused - Mayor Hass called the meeting to order at 6:00. Alderperson Caylor chaired the meeting in Alderperson Russell's absence.

**II. Vouchers – May**

Discussion took place regarding questions on some items in the vouchers. All questions were answered. Alderperson Fermanich made a motion to approve the vouchers. Alderperson Caylor seconded and the motion carried.

**III. Minutes from previous meeting:**

A motion was made by Alderperson Fermanich to approve the May 24, 2022 minutes. Alderperson Caylor seconded and the motion carried.

**IV. Agenda Items for Consideration:**

**1. Discuss the timeline of the 2023 budget.**

Finance Director Unertl went through the timeline that was included in the packet. It was suggested that a Committee of the Whole be scheduled in early August for the capital requests.

There was discussion on having budget meetings split with 2-3 departments presenting at evening meetings. No action was taken.

**2. Budget overview format. The City of Waupun's budget overview was included in the packet as an example of a possible format.**

Mayor Hass spoke in favor of using the City of Waupun's format as an example because it would be easier for the public to understand.

Aldersperson Caylor spoke with the City Administrator of Waupun regarding the format and said they had an informative conversation.

Aldersperson Fermanich spoke in favor of the format and said it shows the big picture.

Aldersperson Caylor made a motion to direct the city administration team with providing a budget overview, similar to the City of Waupun, for digestion by the full city council by late September. The motion was seconded by Aldersperson Fermanich and carried.

**3. Reclassification request for Community Development Program Coordinator/Building and Zoning Assistant.**

Aldersperson Fermanich made a motion to change the title to Community Development Program Director/Building and Zoning Assistant and a motion to elevate the pay to Grade 12 Step 6 retroactive back to the first of the year. Aldersperson Caylor seconded the motion for discussion.

City Administrator Johnson explained in 2015 a job classification and wage study was conducted and adopted in entirety by the common council. In the past, any new positions or appeals were sent back to Carlson Detman to evaluate for classification.

Extensive discussion occurred regarding the reasoning for this increase and reclassification request.

A motion was made to approve the request and seconded. The motion carried.

**4. Consider CDL step for Transit, Streets and Parks employees (after step 11).**

Finance Director Unertl reported there was updated information in the packet.

City Engineer Akey answered questions regarding this consideration.

An amended motion was made by Aldersperson Fermanich to approve the adjustment and to include the adjustment recommendation from the City Engineer. Aldersperson Caylor seconded and the motion carried.

**5. Consider Police Officer position to replace a retiring officer.**

Police Chief Bennett spoke on this consideration.

A motion was made by Aldersperson Fermanich and seconded by Aldersperson Caylor to open up for discussion.

After further discussion the motion was made and seconded to allow Chief Bennett to go above the maximum number officers by 1 with the anticipated retirement. The motion carried.

**6. Consider clarification of voting and non-voting committee members and compensation for said members. Referred from the May meeting.**

Discussion occurred regarding further clarification of voting and non-voting members.

A motion was made to refer this to the Marketing and Communications Committee for clarification and then brought back to a future Personnel and Finance meeting by Alderperson Caylor. The motion was seconded by Alderperson Fermanich and the motion carried.

**7. Consider increase compensation for Election Officials. This proposal would take affect December 31, 2022.**

Finance Director Unertl explained the reasoning behind this consideration.

Alderperson Fermanich made a motion to approve the increase compensation for Election Officials as recommended. Alderperson Caylor seconded and the motion carried.

**8. Consider amending Chapter 2, Article III, Section 2-59, Polling Places. This pertains to the Bierman Building being the polling location for Districts 3 and 6.**

Alderperson Fermanich made a motion to open this for discussion. Alderperson Caylor seconded.

A motion was made to amend Chapter 2 to move the polling places for District 3 and 6 to the Bierman Building by Alderperson Fermanich. The motion was seconded by Alderperson Caylor. The motion carried.

**IV. Monthly Reports:**

1. Monthly Report – Finance Director Unertl – The report was included in the packet. There were no questions.
2. Monthly Report – City Administrator Johnson – The report was included in the packet. Alderperson Fermanich and Alderperson Caylor had questions. City Administrator Johnson answered all questions.
3. Monthly Report – City Attorney Hayden – The report was included in the packet. There were no questions.
4. Monthly Report – City Clerk Anderson-Malm – The report was included in the packet. There were no questions.
5. Municipal Court Report – The report was included in the packet and there were no questions.

6. Fire Department Callback Report – The report was included in the packet and there were no questions.

**V. Public Comment Period** – There was no public comment

**VI. Establish date, time and location of next regular meeting:**

The next regular meeting will be Tuesday, July 26 at 6:00 PM

**VII. Closed Session Summary:**

Chairman Caylor read the following: The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) and (e) for considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for purposes of discussion fire union grievances, fire union collective bargaining strategy, and a union expression of concern.

A motion to move into Closed Session was made by Alderperson Fermanich and seconded by Alderperson Caylor. A roll call vote was taken and the motion passed on a 2-0 roll call vote. The committee entered into closed session at 6:56 PM.

Discussion occurred regarding a grievance, an expression of concern and collective union bargaining strategy.

**VIII. Adjournment**

A motion was made at 8:50 PM to adjourn by Alderperson Fermanich. Alderperson Caylor seconded and the motion carried.

Minutes prepared by: Lori Anderson-Malm – City Clerk