

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • THURSDAY MAY 27, 2021

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 (either in-person or remotely) included: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Utility Operations Manager Gabe Steinagel, Library Director Jessica Zellers, Alderman Paul Russell, Alderman Mark Weix, Alderman Steve Sabatke, Rob Moore and City Clerk Bill Heideman. Merrill Productions was present to videotape the meeting. Note: Attorney Dean Dietrich attended the closed session only (remotely).

II. Vouchers:

1. Vouchers

The vouchers were in the meeting packet.

Motion (Osness/Blake) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. The Personnel and Finance Committee recommends implementing a utility employee "in-house" program for cross connection inspections. At a meeting on April 28th, 2021, the Water and Sewage Disposal Committee recommended implementing an in-house cross connection inspection program, and referred this recommendation to the Personnel and Finance Committee.

Information was in the meeting packet.

Alderman Osness spoke in favor of the in-house option.

Motion (Osness/Blake) to implement the in-house option for cross connection inspections.

RESULT: **APPROVED & SENT TO COUNCIL** Next: 6/8/2021 6:00 PM

2. Review committee, commission and board information in City directory and on City website. This agenda item was requested by Alderman Russell.

Information was in the meeting packet.

It was reported that one member of the Zoning Board of Appeals is no longer a City resident.

Alderman Hass suggested that the committee information in the directory and on the website should be reviewed and updated as necessary.

Alderman Russell also favors enacting measures to make sure this information is kept current. He wants to see all City committees included in the directory and on the website.

Alderman Russell also suggested that the number of committees could be reduced by combining certain committees.

City staff will meet with Mayor Woellner to discuss directory and website review/maintenance. They will also discuss issues related to current City committee structure and future options.

No formal action was taken.

3. Consider seeking bids for outside legal services. This agenda item was requested by Alderman Osness.

Alderman Osness explained that he believes the Common Council has the authority of retain outside legal services, as necessary, on a case-by-case basis.

City Attorney Hayden responded that a limited number of firms provide outside legal services for local governments. He stated that he would draft some type of Request for Proposal (RFP) documents for possible consideration at the next or future meeting.

No action was taken.

4. Consider funding sources for potential Marketing & Communications Committee and potential new City Marketing position. This agenda item was requested by Alderman Russell.

Alderman Hass has asked Finance Director Unertl to do research to determine possible funding options for a new Marketing and Communications Committee being considered. Possible funding for a new marketing position could also be necessary if the committee creation is approved. In response, Finance Director Unertl has sent an e-mail to Alderman Hass. Alderman Hass read the e-mail. It suggested the possibility of using cable franchise fee funding for the marketing committee and position.

Alderman Russell suggested that consideration of the marketing position should begin, in case committee creation is approved by the Common Council.

City Administrator Johnson noted that, if approved, the Marketing and Communications Committee would be a permanent committee.

Alderman Russell raised the question of which committee would authorize funding for the prospective new committee.

Alderman Hass requested that the e-mail from Finance Director Unertl be included in the June 8th Common Council meeting packet.

No action was taken at this time.

IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

Alderman Hass noted that it appears that monthly court revenue has been increasing lately.

2. Finance Director Unertl

The report was in the meeting packet.

Finance Director Unertl reported that City staff has met with Trilogy to devise various water rate adjustment options. City staff will be preparing those options for presentation and consideration at the June 8th Committee of the Whole meeting.

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. Fire Department Callback Report

The report was in the meeting packet.

7. Consider placing monthly reports on file

Motion (Osness/Blake) to place on file.

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

Tuesday, June 22nd, 2021 at 5:15 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Closed Session:

1. The Committee may convene into closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes for the purpose of considering performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, including review of performance review documents for City Administrator and discussion regarding final review of report regarding communication between City Officials and Elected Officials. The Committee will not reconvene into open session to take any action as a result of the closed session.

Motion (Blake/Osness) to convene in closed session. Carried 3-0 on roll call vote.

Attending the closed session (either in-person or remotely): Alderman Hass, Alderman Blake, Alderman Osness, Alderman Russell, Alderman Weix, Alderman Sabatke, Attorney Dean Dietrich and City Clerk Heideman.

The closed session minutes will be filed separately and confidentially.

VIII. Adjournment

Motion (Blake/Osness) to adjourn. Carried. Adjourned (from closed session) at 6:55 P.M.