



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • MONDAY APRIL 26, 2021

Regular Meeting

City Hall Council Chambers

6:00 PM

I. Call to Order

Alderman Hass called the meeting to order at 6:23 P.M. The meeting started late due to the length of the Health and Safety meeting held earlier.

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

Other attendees (either in-person or remote) included: Mayor Derek Woellner, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, I/T Manager Dustin Brown, Fire Chief Josh Klug, Alderman Mark Weix, Alderman Mike Rick, Alderman Steve Sabatke and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers

Motion (Osness/Blake) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Review policies/procedures related to storage of and accessibility to employee personnel files.

Alderman Hass had placed this item on the agenda. He has questions on recent changes to policies and procedures for employees viewing their own personnel file. City Administrator Johnson verbally reviewed the new policies and procedures. The new system is based on electronic storage, maintenance and retrieval of personnel files.

No action was necessary, requested or taken.

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. Fire Department Callback Report

The report was in the meeting packet.

7. Consider placing monthly reports on file

Motion (Osness/Blake) to place the monthly reports on file.

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

The next meeting will be at the call of the Chairperson.

VI. Public Comment Period

None.

VII. Closed Sessions:

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or considering other specified public business, whenever competitive or bargaining reasons require a closed session, to consider Fire Department related contracts with Lincoln County and rural entities.

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

Convened in closed session (first) at 6:32 P.M. Attending (either in-person or remotely): Blake, Osness, Hass, Sabatke, Rick, Weix, Woellner, Johnson, Unertl, Hayden, Klug and Heideman.

The minutes of the first closed session will be filed separately and confidentially.

2. The Committee may convene in closed session pursuant to Section 19.85(1)(c) and (f) 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 and preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such problems, including review of performance review documents for City Administrator and discussion regarding review of report regarding communication between City Officials and Elected Officials. The Committee will not reconvene in open session to take any action as a result of the closed session.

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

Convened in closed session (second) at 7:07 P.M. Attending (either in-person or remotely): Blake, Osness, Hass, Sabatke, Rick, Weix, Woellner, Ed Reed and Heideman.

The minutes of the second closed session will be filed separately and confidentially.

VIII. Adjournment

Motion (Osness/Blake) to adjourn. Carried. Adjourned (from closed session) at 8:06 P.M.