

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, April 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 Clerk Anderson-Malm, Finance Director Unertl, Public Works Director/City Engineer Akey, Police Chief Bennett, Fire Chief Klug (remote), Transit Director Brummond, Alderperson Sabatke, Alderperson Weix, Alderperson Lupton and Merrill Productions video operator

- I. **Call to Order** – Chairperson Russell called the meeting to order at 6:00 PM.
- II. **Vouchers –March**
Alderperson Caylor motioned to approve the March vouchers. Alderperson Fermanich seconded and the motion carried.
- III. **Minutes from previous meeting(s):**
A motion was made by Alderperson Fermanich to approve the March 28th and April 13th meeting minutes. Alderperson Caylor seconded and the motion carried.
- IV. **Agenda Items for Consideration:**
 1. **Evaluate and consider the program of filling pool and discuss a potential increase for this service.**
Alderperson Caylor reviewed the discussion from the previous evenings Health & Safety meeting. He brought up concerns regarding adequate personnel for the service as well as rural fire contracts.

Alderperson Fermanich questioned staffing issues and if this is a staffing issue, maybe the service should be stopped.

Discussion occurred between the committee Fire Chief Klug. After discussion, Alderperson Fermanich made a motion to stop the program for filling pool for the City of Merrill and townships. Alderperson Caylor seconded. The motion carried on a 2/1 voice vote. Alderperson Russell voted no.
 2. **Discuss and consider Transit employees time off carryover limits for 2023 and possibly 2024.**
Transit Director Brummond explained the reason for this consideration. Due to their temporary staffing issue, drivers have been using comp time to cover shifts. After discussion, it was decided our Marketing Specialist should include the job opening in Transit on our Facebook page and city web page. It was also decided, Transit Director Brummond will monitor the situation and discuss with current Interim Administrators Akey and Bennett on a monthly basis. Transit Director Brummond is hopeful the full time driver will be working again by June. No further action was taken.

3. Discuss and consider city cell phone provisions to outside contractors.

Alderson Fermanich explained this was discovered at the last Marketing & Communications meeting while reviewing the revenue/expense reports. A cell phone was provided to the Marketing Specialist upon hiring along with a city owned laptop. This is not an item that has been provided in the past for other contractors and the current Social Media Specialist was not provided a cell phone or laptop. Following further discussion, Alderson Fermanich made a motion to have City Attorney Hayden assure future contracts provide in detail, any city owned equipment that is included in the contract. Alderson Caylor seconded and the motion carried.

V. Monthly Reports:

Chair Russell stated all reports were included in the packet and asked if there were any questions from the committee members. There was one question for Finance Director Unertl which was answered.

Alderson Fermanich made a motion to place all the monthly reports on file. Alderson Caylor seconded and the motion carried.

VI. Public Comment

There was no public comment.

VII. Establish date, time and location of next regular meeting

The next regular meeting will be Tuesday, May 23 at 6:00 PM

VIII. Adjournment

Alderson Caylor made a motion to adjourn. Chair Russell seconded and the motion carried. The meeting was adjourned at 6:43 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk