

RESULT: APPROVED**3. Consider lifting hiring freeze to fill vacancy in the Street Department.**

No information was in the meeting packet.

Motion (Osness/Blake) to lift the hiring freeze.

RESULT: APPROVED**4. Consider lifting hiring freeze to fill vacancy in part-time City Hall custodian position. This item is part of an amended agenda.**

No information was in the meeting packet.

Motion (Osness/Blake) to lift the hiring freeze.

RESULT: APPROVED**5. Review Public Works Department after hours call-in policy**

A copy of the policy was in the meeting packet.

Public Works Director/City Engineer Akey led discussion on the current policy.

The policy will continue to be evaluated and will be considered at a future meeting. No action was taken at this time.

6. Reviews policy on use of accrued sick time by new employees (less than six months)

Currently, the language in the City of Merrill Personnel Policies Manual (Section 12-3-2) states that newly hired employees are not eligible to use any sick leave until they have completed six (6) months of service.

City Administrator Johnson reported that, after conducting research, it was determined that the City of Merrill was the only municipality in the area that has this six-month restriction on use of sick time.

Motion (Osness/Blake) to amend the City of Merrill Personnel Policies Manual (Section 12-3-2), to allow employees to use accrued sick time during the first six months of employment.

RESULT: APPROVED**7. Review Employee Leave Report**

Information was in the meeting packet.

8. Review City Vehicle listing

A list of city vehicles was in the meeting packet.

9. Discussion and potential recommendation(s) on city-wide audit

At the January 26th, 2021 Personnel and Finance Committee meeting, Alderman Osness requested that this item be placed on a Personnel and Finance Committee meeting agenda.

Alderman Osness suggested using a different audit firm for the next annual City audit. After discussion, it was agreed that this issue would be revisited when the current audit contract expires.

No action was taken at this time.

IV. **Monthly Reports:**

1. **Municipal Court**

The monthly report was in the meeting packet.

2. **Finance Director Unertl**

The monthly report was in the meeting packet.

3. **City Attorney Hayden**

The monthly report was in the meeting packet.

4. **City Clerk Heideman**

The monthly report was in the meeting packet.

5. **City Administrator Johnson**

The monthly report was in the meeting packet.

6. **Consider placing monthly reports on file**

Motion (Blake/Osness) to place on file.

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

Tuesday, March 23rd, 2021 at 5:15 P.M. in the City Hall Common Council Chambers. An option to attend the meeting remotely will be available.

VI. **Public Comment Period**

None.

VII. **Adjournment**

Motion (Osness/Blake) to adjourn. Carried. Adjourned at 5:43 P.M.