

# **CITY OF MERRILL**

## **PERSONNEL & FINANCE COMMITTEE**

**TUESDAY, FEBRUARY 22, 2022 - MINUTES**

**Regular Meeting**

**City Hall Council Chambers**

**5:15 p.m.**

Members Present: Alderpersons Steve Hass, Steve Osness, and Rick Blake

Others Present: Alderpersons Paul Russell, John VanLieshout, Steve Sabatke, and Mark Weix, City Administrator Dave Johnson, City Attorney Tom Hayden, Fire Chief Josh Klug, Finance Director/Deputy City Clerk Kathy Unertl (remote), IT Manager Dustin Brown, Attorney Bob Burns from Davis Kueltau, LaDonna Fermanich, and Merrill Productions video operator

1. Chair Hass called the meeting to order at 5:15 p.m.
2. Vouchers – January - Motion (Osness/Blake) to approve. Carried.
3. Agenda items for consideration:
  - 1, Affirmative Action Plan (Referred from February 8 Council) – Not Needed

Johnson reported that not needed for the State of Wisconsin ARPA Tourism Grant. Hass expressed support for developing a formal plan and suggested obtaining copies of Affirmative Action plans from other cities.

Motion (Blake/Osness) to refer review to the next Personnel & Finance Committee meeting.

### **2. Update and Discussion on Spring 2022 Election Plan of Action**

The City Election Plan of Action was included in the agenda packet. Unertl advised that the beginning date for In-Person Absentee Voting is Tuesday, March 22<sup>nd</sup>.

The Spring Election is Tuesday, April 5<sup>th</sup>. Team of City employees are involved in this voting process.

### **3. Review of Temporary Classification Pay (Due to Elected City Clerk resignation)**

Unertl's background information was in the agenda packet recommending Temporary Classification Pay for Clerk-Treasurer Staff, IT Manager, and one Utility employee. Hass asked about other City employees whom are assisting and fairness (including Administrative Assistant positions in City Attorney, Street Department, and Community Development).

Motion (Blake/Hass) to authorize Temporary Classification Pay for nine City employees from January 4, 2022 through May 15, 2022. Motion carried.

4. Monthly Reports: The reports from the following were in the meeting packet.
  1. Municipal Court
  2. Finance Director/Deputy City Clerk Unertl
  3. City Attorney Hayden
  4. City Administrator Johnson
  5. Fire Department Callback Reports – January
  6. Consider placing monthly reports on file - Motion (Osness/Blake) to put on file.  
Carried.

5. Next regular meeting – Tuesday, March 29<sup>th</sup> at 5:15 p.m.

6. Public Comment Period – None

7. Chair Hass read the following:

Closed Session: The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conductions other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss status of negotiations with the International Association of Firefighters Local 847.

Closed Session: The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85 (1) (c) and (f) to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction and to consider financial, medical, social or personal histories of disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon any person referred to in such histories or data, or involved in such problems or investigations, to continue review of recently reported incident related to City employee(s) and to review the personnel file and status of a City employee

Motion (Blake/Osness) second to move into Closed Session. Carried at 5:35 p.m. on roll call vote.

There was discussion on above matters. City Staff were excused for the City employee matter being handled by Attorney Bob Burns from Davis Kuelthau.

8. Meeting adjourned about 7:00 p.m.

Minutes prepared by: Kathy Unertl, Finance Director/Deputy City Clerk with assistance from City Attorney Tom Hayden