

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, November 29, 2022 - MINUTES**

Regular Meeting

City Hall Council Chambers

6:00 p.m.

Members Present: Chairperson Michael Caylor, Alderperson LaDonna Fermanich
Alderperson Russell was excused

Others Present: Mayor Hass, Alderperson Blake, Alderperson Lupton, Alderperson Weix, Alderperson Sabatke, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Public Works Director/City Engineer Akey, Police Chief Bennett, Enrichment Center Director Tammie Mrachek, Interim Library Director Lorie Ollhoff, Fire Chief Klug, Dawn Smith, Brenda Grefe and Merrill Productions video operator

- I. **Call to Order** – Chairperson Caylor called the meeting to order at 6:00 PM.
- II. **Vouchers – October**
Alderperson Fermanich made a motion to approve the October vouchers. Chairperson Caylor seconded and the motion carried.
- III. **Minutes from previous meeting(s):**
A motion was made by Alderperson Fermanich to approve the October 25th meeting minutes. Chairperson Caylor seconded and the motion carried.
- IV. **Agenda Items for Consideration:**
 1. **Discuss and consider lifting the hiring freeze in specific situations.**
Public Works Director/City Engineer Akey spoke about hiring someone to fill the vacancy at the Water Treatment Plant.

Chair Caylor made a motion to lift the hiring freeze to fill a vacancy at the Water Treatment Plant. Alderperson Fermanich seconded and the motion carried.
 2. **City of Merrill Purchasing Procedures update**
Finance Director Unertl discussed the purchasing procedures for the city. Information was included in the packet.
 3. **City of Merrill Grant Reporting and Journal Entry Procedures update**
Finance Director Unertl reported on this topic. The 2015 Grant Policy was brought up and it was requested to add that agenda item to the January meeting to review and discuss.
- V. **Monthly Reports:**
 1. **Monthly Report – Finance Director Unertl**
The Finance Director's report was in the packet. Alderperson Fermanich stated she would like to see a summary of the budget for citizens to view in the future.

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2. Monthly Report – City Attorney Hayden

The report was in the agenda packet.

3. Monthly Report – City Clerk Anderson-Malm

The report was in the agenda packet. The committee asked how the District 4 audit went and City Clerk Anderson-Malm explained the process and outcome.

4. Monthly Report – Municipal Court

The report was in the agenda packet.

5. Consider placing monthly reports on file

Aldersperson Fermanich motioned to place the monthly reports on file. Chairperson Caylor seconded and the motion carried.

VI. Public Comment

Brenda Greife requested any increases, pertaining to the closed session items, are retroactive per past practice.

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

The next regular meeting will be the Call of the Chair

VIII. Closed Session:

Chairperson Caylor read the two topics for closed session:

1. The Committee may convene in closed session pursuant to Wisconsin State Statute 19.85(1)(c) to discuss, analyze and recommend action on employee reclassification requests submitted by several employees, and review supporting documentation and Carlson-Dettman (consultant) input related to such requests.

2. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) and (e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session for purposes of conducting fire negotiations with Local 847.

Chairperson Caylor asked for a motion to go into closed session. Aldersperson Fermanich stated she did not want to go into closed session for the first item. City Attorney Hayden cautioned the committee on discussing personnel issued in open session. After further discussion, Aldersperson Fermanich motioned to go into closed session with reservations. Chairperson Caylor seconded and the motion carried.

The committee entered closed session at 6:19 pm with the following present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Police

Chief Bennett, Public Works Director/City Engineer Akey, Alderperson Sabatke, Alderperson Blake, Alderperson Weix and Alderperson Lupton.

Without objection, City Clerk Anderson-Malm recorded the minutes.

After discussion, Chairperson Caylor motioned to reconvene in open session to present the actions related to the closed session agenda items. Alderperson Fermanich seconded and the motion carried.

IX. Reconvene in Open Session:

The committee reconvened in open session at 7:14 pm.

The following were asked to come back into the council chambers to hear the actions from closed session: Brenda Grefe, Dawn Smith and Enrichment Center Director Mrachek.

Chairperson Caylor read the following motions from closed session:

Motion to move the Enrichment Center Director from Grade 13 to Grade 14 of the City's salary plan as recommended by Carlson Dettmann.

Motion to move the Senior Finance Administrative Assistant from Grade 8 to Grade 10 of the City's salary plan and change the title to Clerk/Treasurer Office Manager as recommended by Carlson Dettmann.

Motion to maintain the title as Transit Coordinator and move the position from Grade 7 to Grade 8 of the City's salary plan as recommended by Carlson Dettmann.

Motion to retitle the Park and Recreation Administrative Assistant to Park and Recreation Operations Manager and move from Grade 7 to Grade 9 of the City's salary plan as recommended by Carlson Dettmann. This title remains flexible for the Park and Recreation Director to review.

Motion to move the Police Administrative Assistant/Property and Evidence Manager from Grade 6 to Grade 8 of the City's salary plan as recommended by Carlson Dettmann.

Motion to make all changes retroactive to July 1, 2022.

Motion to approve the contract as presented between the City of Merrill and the Merrill Firefighters and forward to the Common Council's December 13th meeting.

X. Adjournment

Alderperson Fermanich motioned to adjourn. Chairperson Caylor seconded and the motion carried. The meeting was adjourned at 7:18 pm.

Minutes prepared by: Lori Anderson-Malm – City Clerk