

**City of Merrill**  
**Ad Hoc Committee – City Administrator**  
**Wednesday, November 2, 2022 6:00 PM**  
**City Hall – Common Council Chambers**

Members Present: Mayor Hass, Alderperson Fermanich, Alderperson Rick, Nancy Kwiesielewicz, Rebecca Rutkowski and Chris Malm. Alderperson Caylor was excused

City Attorney Hayden, Public Works Director/City Engineer Akey, City Clerk Anderson-Malm, Alderperson Blake and Merrill Productions personnel.

**I. Call to Order** – Mayor Hass called the meeting to order at 6:00 PM

**II. Approve minutes from October 5th meeting**

Alderperson Rick made a motion to approve the October 5<sup>th</sup> meeting minutes. Alderperson Fermanich seconded and the motion carried.

**III. Continued discussion of the job description and position:**

**1. Discuss recruiting firms and proposals** – City Attorney Hayden was contacted by Public Administration Association. Information regarding this form was included in the agenda packet.

The committee discussed various charges and the need to get specific charges from the firm that is selected. A start date for the new administrator is tentatively set for July 1, 2023. An RFP is not required for the committee to select a firm.

City Attorney Hayden will contact Public Administration Association and invite them to the next Ad-Hoc meeting for a presentation of their company. This meeting will be a joint meeting with the Committee of the Whole. No date has been set.

**2. City Administrator position profile from Elkhorn and Middleton** – this information was included in the packet for reference.

**IV. Establish date and time of next meeting:**

It was decided this would be the Call of the Chair and depends on when the Public Administration Association is available.

**V. Public Comment** – there was no public comment

**VI. Adjournment**

Alderperson Rick made a motion to adjourn. Chris Malm seconded and the motion carried. The meeting was adjourned at 6:31 PM.

Lori L. Anderson-Malm  
City Clerk

Ad-Hoc Committee on the City Administrator Position – November 2, 2022