

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, October 25, 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, Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Public Works Director/City Engineer Rod Akey, Police Chief Bennett, Enrichment Center Director Tammie Mrachek, Interim Library Director Lorie Ollhoff, Street Superintendent Bonack, 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 – September**
Alderperson Fermanich made a motion to approve the September vouchers.
Chairperson Caylor seconded and the motion carried.
- III. Minutes from previous meeting(s):**
A motion was made by Alderperson Fermanich to approve the September 27th meeting minutes. Chairperson Caylor seconded and the motion carried.
- IV. Agenda Items for Consideration:**
 - 1. Discuss and consider agreement between the City of Merrill and Lincoln County Economic Development Corporation**

The agreement was in the packet. Mayor Hass explained the reasoning for the agreement stating there was not a previous agreement.

Chair Caylor made a motion to accept the agreement between the City of Merrill and the Lincoln County Economic Development Corporation with the provision that in Article #5 an amendment is done for the return of prorated funds at the time of early termination. Alderperson Fermanich seconded and the motion carried.

2. Discussion and consideration regarding continuing with Carlson Dettmann.

Alderperson Caylor spoke regarding the new contact for Carlson Dettmann. She has been very responsive and he is confident with their assistance. Mayor Hass, Police Chief Bennett and Public Works Director/City Engineer Akey have reviewed all the requests. Police Chief Bennett recommended sending all the requests to Carlson Dettmann for

review. When the reviews are received, they will be forwarded to the Personnel and Finance Committee.

After discussion, Alderperson Caylor motioned to approve the continuation with Carlson Dettmann. Alderperson Fermanich seconded and the motion carried.

3. Consider 2023 non-union wages

Finance Director Unertl reported on 2023 non-union wages. She spoke on other communities in the area and mentioned some items the city has done to retain employees. She recommends a 2.5% increase and feels that is reasonable to attract and retain employees. This recommendation will go to the Committee of the Whole meeting on November 1st.

4. Discuss filling internal job openings clarification and review non-union wage slotting – Street Department promotion(s).

Police Chief Bennett spoke about his issue and the information was in the packet. Alderperson Fermanich and Chair Caylor continued with the discussion. Considering revised wording was recommended.

5. Review Employee Handbook 6-8-2: Promotions. Discuss and consider possible additional guidance by committee or amendment of language.

This topic was discussed in the above agenda item.

6. Discuss and clarify Employee Handbook 12-5-5: Double time revisions

The information was provided to the committee at an earlier meeting. The clarification of double-time on the Holiday itself was taken care of.

7. Discuss and consider the development, approval and implementation of appropriate internal controls as recommended by CliftonLarsonAllen LLP.

Finance Director Unertl sent the information through email to the committee members and to Clifton Larson for review.

Alderperson Fermanich motioned to refer this to the November meeting. Chair Caylor seconded and the motion carried.

V. Monthly Reports:

1. Monthly Update – Interim Co-City Administrator's

Mayor Hass said a formal report is not needed the meetings. He meets with the Interim Co-City Administrators and will update at the meetings. This item will remain on the agendas.

Chair Caylor mentioned he liked seeing the Department Head meeting agenda in the packet.

2. Monthly Report – Finance Director Unertl

The report was in the agenda packet. No questions for the Finance Director. There will not be a Redevelopment Authority meeting in November.

3. Monthly Report – City Attorney Hayden

The report was in the agenda packet. No questions for the City Attorney.

4. Monthly Report – City Clerk Anderson-Malm

The report was in the agenda packet. No questions for the City Clerk.

5. Monthly Report – Municipal Court

The report was in the agenda packet. No questions for the Municipal Court.

IV. Public Comment

There was no public comment

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

The next regular meeting would be Tuesday, November 29 at 6:00 PM

V. Adjournment

A motion to adjourn was made by Alderperson Fermanich. Chair Caylor seconded and the motion carried. The meeting was adjourned at 6:29 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk