



CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

MINUTES • TUESDAY SEPTEMBER 29, 2020

Regular Meeting

City Hall Council Chambers

5:15 PM

I. Call to Order

Alderman Hass called the meeting to order at 5:15 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Aldersperson - Third District	Present	
Steve Osness	Aldersperson - Fourth District	Present	
Steve Hass	Aldersperson - Second District	Present	

Also in attendance: Mayor Derek Woellner, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Utility Operations Manager Gabe Steinagel, Facilities Maintenance Manager Nick Wszalek, Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Josh Klug, Alderman Steve Sabatke, Alderman Mike Rick, Alderman John Van Lieshout and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

II. Vouchers:

1. Vouchers

The vouchers were in the meeting packet.

Motion (Osness/Blake) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Request to lift hiring freeze to fill pending vacant Utility Operator position

Information was in the meeting packet.

This is an existing position. The current employee in the position has resigned, so Utility Operations Manager Steinagel has requested that the hiring freeze be lifted to fill the pending vacancy.

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

RESULT: APPROVED

2. Compensation adjustment for election officials (poll workers) for 2021

Information was in the meeting packet.

There have been increased training requirements for election officials. The adjustments being recommended are based on responsibilities and required training levels. The last adjustment took effect in 2018. If approved, these adjustments would be effective beginning in 2021.

Motion (Osness/Blake) to approve the adjustments as submitted.

RESULT:	APPROVED
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3. Establish "chain of command" when publicizing city issues

Alderman Osness had requested that this item be placed on the agenda. He explained that he would like to be informed of any news or developing stories related to the City before they "hit the press".

Alderman Hayden replied that, in his opinion, adopting a formal policy on this is not necessary.

No formal action taken at this time.

4. Establish deadline for submission of agenda items and materials for agendas

Alderman Osness had requested that this item be placed on the agenda. He explained that he opposes receiving materials related to agenda items on the day of the meeting. He would prefer to have all materials included at the time the meeting packet is "published", to allow sufficient time to read and consider the information before the meeting.

Alderman Hass agreed with Alderman Osness.

No formal action taken at this time.

IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

At the request of Alderman Osness, City Clerk Heideman provided a verbal status report on the upcoming November 3rd election.

5. City Administrator Johnson

The report was in the meeting packet.

6. Consider placing monthly reports on file

Motion (Blake/Osness) to place on file.

RESULT: PLACED ON FILE

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

Tuesday, October 20th, 2020 at 5:15 in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Closed Session:

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) to consider financial, medical, social or personal histories or 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 review submitted Citizen Feedback Forms related to City employees.

Motion(Osness/Blake) to convene in closed session. Carried 3-0 on roll call vote. Convened in closed session at 5:26 P.M.

The closed session minutes will be filed separately and confidentially.

Note: The Committee did not reconvene into open session after the closed session portion of the meeting.

VIII. Adjournment

Motion (Osness/Blake) to adjourn. Adjourned (from closed session) at 5:50 P.M.