



CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

AGENDA • TUESDAY SEPTEMBER 27, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely phone 413-853-2164 PIN 302 809 867 #

- I. Call to Order
- II. Vouchers
 1. August Vouchers
- III. Minutes from Previous Meeting(s)
 1. Consider approving the minutes from the August 23rd Regular Meeting and September 7th Special Meeting
- IV. Agenda Items for Consideration:
 1. Consider writing off 2021 personal property tax bill for 809 E 1st St (former First Street Coffee) for \$140.65
 2. Discussion and consideration regarding continuing with Carlson Dettmann. This was referred back to the Personnel & Finance Committee after the September 13th Common Council meeting.
 3. Discussion and consideration regarding the Communications Specialist agreement. This was referred from the Marketing & Communications September 22nd meeting.
 4. Consider amendment to Group Health Insurance Incentive Plan - Part-time Employees (Section 14-5-2 Employee Handbook)
 5. Review and Consideration of 2023 Non-Union Wage Proposal
 6. Discussion and Consideration regarding the revisions to the Employee Handbook
 7. Discussion regarding a traumatic incident employee wellness policy
 8. Discuss and consider the development, approval and implementation of appropriate internal controls as recommended by CliftonLarsonAllen LLP
- V. Monthly Reports:
 1. Monthly Report - Finance Director Unertl
 2. Monthly Report - City Administrator Johnson
 3. Monthly Report - City Attorney Hayden
 4. Monthly Report - City Clerk Anderson-Malm
 5. Monthly Report - Municipal Court
 6. Fire Department Callback Report
 7. Consider placing monthly reports on file

- VI. Public Comment
- VII. Establish date and time of next regular meeting
 - 1. Next regular meeting, Tuesday, October 25th at 6:00 PM
- VIII. Adjournment