

City of Merrill
Ad Hoc Committee – City Administrator
Tuesday, September 06, 2022
City Hall – Common Council Chambers
6:30 PM

Members Present: Mayor Hass, Alderperson’s Michael Caylor and LaDonna Fermanich. Alderperson Mike Rick was excused.
Citizen members: Nancy Kwiesielewicz and Rebecca Rutkowski. Citizen member Chris Malm was absent.

City Attorney Hayden, City Clerk Anderson-Malm, Zoning Administrator/Building Inspector Pagel, City Administrator Johnson, Police Chief Bennett, Public Works Director/City Engineer Akey, Alderperson Blake and Merrill Productions personnel

I. Call to Order – Mayor Hass called the meeting to order at 6:30 PM

II. Approve minutes from August 16th meeting

Alderperson Caylor made a motion to approve the August 16th minutes. Alderperson Fermanich seconded and the motion carried.

III. Discussion of duties of the position

Answers to the questions given to department heads were included in the packet. Two additional letters were handed out at the meeting.

The department heads stated human resources and personnel were the top issues they depend on the current city administrator for.

IV. Title of the position

The committee decided a job description should be created before choosing a title of the position.

Discussion occurred between committee members and current city administrator Johnson. Consistency with communication between administration, the common council and the Mayor was brought up a number of times. There is language in the current employment contract that should be revised to make the meaning clearer and more concise.

It was decided, the 2016 job description will be provided to committee members for review. The committee also asked for the current review form.

The questions sent to the department heads will be sent to the common council alderperson's.

V. Establish date and time of next meeting

The next meeting will be Tuesday, September 20 at 6:00 PM

VI. Public Comment

There was no public comment.

VII. Adjournment

A motion was made by Alderperson Fermanich to adjourn. Alderperson Caylor seconded and the meeting was adjourned at 7:28 PM.

Respectfully submitted,

Lori L. Anderson-Malm
City Clerk