

CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, August 30, 2023 - MINUTES
Regular Meeting City Hall Council Chambers 6:00 p.m.

Members Present: Chairperson Russell, Alderperson Fermanich, Alderperson Caylor

Others Present: Mayor Hass (remote), City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Interim Administrator Akey, Library Director Ollhoff, Transit Director Brummond, Alderperson Weix, Alderperson Lupton, Alderperson Sabatke, Alderperson Meyer and Merrill Community Media.

- I. Call to Order** – Chairperson Russell called the meeting to order at 6:00 PM.
- II. Vouchers** – Alderperson Caylor made a motion to approve the July vouchers. Alderperson Fermanich seconded and the motion carried.
- III. Minutes from previous meeting** – Alderperson Fermanich made a motion to approve the July 25th meeting minutes. Alderperson Caylor seconded and the motion carried.
- IV. Agenda Items for Consideration -**
 1. Review the revised Finance Director job description – The job description was reviewed by Mayor Hass, Interim Administrators Akey and Bennett, City Attorney Hayden and Treasurer Staff. The job description was posted on various websites. It was suggested the job description/ad be posted on Linked In and Indeed.
 2. Update and continued discussion of 2024 budget status – Finance Director Unertl provided additional information. She is waiting for the Capital plan from some departments. Chair Russell asked that list be emailed to him. The following budget meetings were set: September 26 at 6:30, October 16 at 6:00 and October 24 at 6:00 if needed. The budget information will be available Monday, September 18th for review. It was asked that committee/council members have questions ready for the September 26th meeting.
 3. Continued discussion regarding accumulated sick leave payable at retirement – Interim Administrator Akey spoke on this item and mentioned Mayor Hass and Interim Administrator Bennett have met and are working on concepts regarding accumulated sick leave. It was decided he will bring back number to a future meeting for further discussion.
 4. Consider writing off 2022 personal property tax bill for Tara Inn Inc. for \$312.66 (former Econo Lodge) – Alderperson Caylor motioned to approve writing off the personal property taxes of \$312.66 for Tara Inn Inc. Alderperson Fermanich seconded and the motion carried.
 5. Discussion and consideration regarding an employee volunteer day for City employees – Alderperson Meyer requested this agenda item and provided additional

information at the meeting and explained the reasoning for this request. He also stated this is only for a discussion. Alderperson Caylor expressed his concern with this request stating with departments being short staffed, taxpayers would not like the idea to allow city employees to take time off for volunteering. He also stated this is a good idea and it's great for private businesses but would not work for municipalities.

Interim Administrator Akey stated the same concerns regarding this type of policy. He thinks this is a good idea for private businesses but not for a municipality. Alderperson Fermanich and Chair Russell also stated like concerns and comments.

Following further discussion, Alderperson Caylor motioned to table this request. Chair Russell seconded and the motion carried.

- V. Monthly Reports** – Alderperson Caylor made a motion to place the monthly reports on file. Alderperson Fermanich seconded and the motion carried.
- VI. Public Comment** – There was no public comment
- VII. Date and time of next meeting** – It was decided the next meeting would be Tuesday, September 26 at 6:00 PM in the Council Chambers.
- VIII. Adjournment** – Alderperson Fermanich made a motion to adjourn. Alderperson Caylor seconded and the meeting was adjourned at 6:40 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk