



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY SEPTEMBER 25, 2018**

**Regular Meeting**

**City Hall Council Chambers**

**5:00 PM**

**I. Call to Order**

Alderman Russell called the meeting to order at 4:59 P.M.

| <b>Attendee Name</b> | <b>Title</b>                   | <b>Status</b> | <b>Arrived</b> |
|----------------------|--------------------------------|---------------|----------------|
| Tim Meehean          | Aldersperson - Eighth District | Present       |                |
| Paul Russell         | Aldersperson - First District  | Present       |                |
| Steve Osness         | Aldersperson - Fourth District | Present       |                |

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Fire Chief Josh Klug, Police Chief Corey Bennett, Alderman Rob Norton (arr. 5:07), Kandy Peterson, Deb Brunett and City Clerk Bill Heideman.

**II. Vouchers:**

**1. Vouchers**

The vouchers were in the meeting packet.

Motion (Meehean/Osness) to place on file.

**RESULT: PLACED ON FILE**

**III. Agenda items for consideration:**

**1. Review of Merrill Area Local Cable Access Channel Agreement.**

The agreement was in the meeting packet.

City Attorney Hayden reported that Merrill Area Public Schools (MAPS) has requested that consideration of this item be delayed until the October meeting. There was no objection to this request.

This item will be on the October meeting agenda.

**2. Review of 2019 Merrill Productions Budget request.**

The proposed budget was in the meeting packet.

Motion (Meehean/Osness) to approve.

**RESULT: APPROVED**

**3. Consider 2018-2022 auditing service contract renewal with Schenck.**

Information on the proposed contract extension was in the meeting packet.

Finance Director Unertl provided verbal details on the contract renewal.

|                |                                       |                                |
|----------------|---------------------------------------|--------------------------------|
| <b>RESULT:</b> | <b>APPROVED &amp; SENT TO COUNCIL</b> | <b>Next: 10/9/2018 7:00 PM</b> |
|----------------|---------------------------------------|--------------------------------|

4. Discuss the recently approved feedback policy in light of state statutes requirement regarding complaints against law enforcement officers (Wis. State Statute 66.0511 & Wis. State Statute 946.66).

Information was in the meeting packet.

On September 11<sup>th</sup>, 2018, the Common Council passed a motion approving a citizen feedback form, which could be submitted to the Mayor, the City Clerk, the City Attorney or any Alderperson.

City Administrator Johnson is requesting that this action be reconsidered because of two concerns. The first concern is that the citizen feedback form and/or policies/procedures could conflict with state statutes as they apply to law enforcement personnel. It was suggested that the new form could be used for law enforcement personnel as well as all other employees, but that the policy that has been used in the past for law enforcement personnel continue in place.

The second concern is related to confidentiality related to the submission of the forms. Based on that concern, City Administrator Johnson recommends that all forms be submitted to one person only.

Motion (Meehean/Osness) to amend the citizen feedback form policies/procedures to state that all forms should be submitted to the City Administrator, unless the form relates to the City Administrator. All forms related to the City Administrator should be submitted to the City Attorney.

|                |                                       |                                |
|----------------|---------------------------------------|--------------------------------|
| <b>RESULT:</b> | <b>APPROVED &amp; SENT TO COUNCIL</b> | <b>Next: 10/9/2018 7:00 PM</b> |
|----------------|---------------------------------------|--------------------------------|

IV. Monthly Reports:

1. Municipal Court

The monthly report was in the meeting packet.

2. Finance Director Unertl

The monthly report was in the meeting packet.

Alderman Osness suggested that all employee health insurance options should be researched before decisions are made.

3. City Attorney Hayden

The monthly report was in the meeting packet.

4. City Clerk Heideman

The monthly report was in the meeting packet.

5. City Administrator Johnson

The monthly report was in the meeting packet.

A meeting with downtown business owners was held recently to discuss Bankers Square Park.

Alderman Russell and Alderman Meehean stated that they are in favor of further discussion of a program to recognize employees after a certain number of years-of-service, including the possibility of monetary gifts.

Work on the paved parking lot at Normal Park has begun.

**6. Consider placing monthly reports on file**

Motion (Meehean/Osness) to place on file.

|                |                       |
|----------------|-----------------------|
| <b>RESULT:</b> | <b>PLACED ON FILE</b> |
|----------------|-----------------------|

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

Tuesday, October 23<sup>rd</sup>, 2018 at 5:00 P.M. in the City Hall Common Council Chambers.

**VI. Public Comment Period**

Alderman Norton issued a reminder that the committee had authorized “public education” on the “dark store” referendum question appearing on the November 6<sup>th</sup> ballot. He was told that those efforts are underway.

Alderman Russell thanked Ryan Schwartzman and Pete Lokemoen for their service as Common Council members.

**VII. Adjournment**

Motion (Meehean/Osness) to adjourn. Carried. Adjourned at 5:28 P.M.