



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY OCTOBER 29, 2019**

**Regular Meeting**

**City Hall Council Chambers**

**4:30 PM**

I. Call to Order

Alderman Russell called the meeting to order at 4:30 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Aldersperson - Third District	Present	
Paul Russell	Aldersperson - First District	Present	
Steve Osness	Aldersperson - Fourth District	Present	

Others attendees included: Mayor Derek Woellner (arr. 4:32), Public Works Director/City Engineer Rod Akey, Police Chief Bennett (arr. 4:37), City Attorney Tom Hayden, City Administrator Dave Johnson, Fire Chief Josh Klug, Building Inspector/Zoning Administrator Darin Pagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Parks & Recreation Director Dan Wendorf, Facilities Maintenance Manager Nick Wszalek, Alderman Rob Norton, Alderman Mike Rick, Alderman John Van Lieshout, (arr. 5:02), Al Wix, LaDonna Fermanich, Lori Anderson-Malm, Ryan Schwartzman (arr. 4:33) and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

II. Vouchers:

1. Vouchers

The vouchers were published online previously and were also in the meeting packet.

Motion (Osness/Blake) to approve.

**RESULT: APPROVED**

III. Agenda items for consideration:

1. Review and discuss cash and investment report format

A "Cash and Investments by Fund" report was in the meeting packet. Alderman Russell recommended that, in the future, Finance Director Unertl include this report as part of her monthly report.

2. Discuss future borrowing strategies

Information was in the meeting packet.

Finance Director Unertl reviewed the budget/borrowing cycle. She explained that capital projects are approved as part of the budget one year, and then the borrowing to fund those projects is done in the following year.

At this time, local banks are not showing much interest in submitting bids on City borrowing. Based on that, State Trust Fund loans seem like the best option for borrowing.

3. Discuss content and distribution of civility tools resolution and related letter

Information was in the meeting packet.

This was placed on the agenda in response to several complaints received recently related to behavior at various City meetings.

On July 11<sup>th</sup>, 2006, the Common Council adopted two resolutions (#1996 & #1197) related to the "Nine Tools of Civility". A copy of Resolution #1996 was in the meeting packet, along with a memorandum from Alderman Russell.

Alderman Russell read the nine tools of civility.

Copies of the memorandum and resolution will be distributed to all elected officials and City employees.

#### **4. Presentation on employee survey results**

Information was in the meeting packet.

City Administrator Johnson reported that 139 surveys were distributed. 95 completed surveys were returned. Six people verbally indicated that they would not be submitting a survey.

City Administrator Johnson asked whether the committee wants the employee survey results published on the City Facebook Page. He was directed to do so.

#### **IV. Monthly Reports:**

##### **1. Municipal Court**

The report was in the meeting packet.

##### **2. Finance Director Unertl**

The report was in the meeting packet.

Finance Director Unertl distributed information related to the Tax Increment Districts. The Tax Increment Districts will be reimbursing the General Fund approximately \$634,000.

##### **3. City Attorney Hayden**

The report was in the meeting packet.

##### **4. City Clerk Heideman**

The report was in the meeting packet.

##### **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.

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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V. Establish date, time and location of next regular meeting

Tuesday, November 19<sup>th</sup>, 2019 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Closed Session(s):

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) & (g) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, to confer with legal counsel regarding advice on strategy for ongoing Police and Fire union negotiations.

Motion (Osness/Blake) to convene in closed session. Carried 3-0 on roll call vote. Convened in closed session at 5:05 P.M.

The closed session minutes will be file separately.

VIII. The Personnel & Finance Committee may reconvene in open session for potential action(s) on closed session issue(s).

The committee did not reconvene in open session. The meeting was adjourned while in closed session.

IX. Adjournment

Motion (Osness/Blake) to adjourn. Carried. Adjourned at 5:29 P.M.