



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY MARCH 24, 2020**

**Regular Meeting**

**City Hall Council Chambers**

**5:00 PM**

**I. Call to Order**

Alderman Russell called the meeting to order at 5:03 P.M.

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

Other meeting attendees: Mayor Derek Woellner, City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett and City Clerk Bill Heideman.

The following participated remotely via phone: Finance Director Unertl, Lincoln County Emergency Management Director September Murphy and Lincoln County Health Department Director Shelly Hersil.

**II. Opening Comments:**

Alderman Russell reported that both the City of Merrill and Lincoln County are working on methods to ensure that the public can remotely participate in meetings.

Alderman Osness thanked Alderman Russell for scheduling this meeting, suggesting that having a meeting at this time demonstrates leadership.

Alderman Russell mentioned that Lincoln County Health Department Director Hersil and Lincoln County Emergency Management Director Murphy are participating in the meeting remotely via phone. Mayor Woellner thanked them both for their willingness to participate.

**III. Vouchers:**

**1. Vouchers**

Motion (Osness/Blake) to approve.

<b>RESULT:</b>	<b>APPROVED</b>
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**IV. Agenda items for consideration:**

1. Question and Answer session on COVID 19 (Lincoln County Health Director Shelley Hersil and Lincoln County Emergency Planning Manager September Murphy).

Lincoln County Health Department Director Hersil explained that the goals of the Lincoln County Health Department are prevention and control, as well as providing guidelines related to state statutes and regulations. She noted that, to date, there are no confirmed cases of COVID-19 in Lincoln County. She noted that Governor Evers has instituted a “Safer at Home” initiative. She pledged that the Health Department would provide information and updates to the public in a timely manner.

Anyone wanting to be tested for COVID-19 needs to contact their health care provider.

Mayor Woellner stated that he will be working on public service announcements encouraging people to stay home.

Lincoln County Health Department Director Hersil then answered questions.

Lincoln County Emergency Management Director Murphy explained that her department provides support and helps coordinate efforts in addressing this issue. They also help obtain and connect resources.

Mayor Woellner thanked Lincoln County Emergency Management Director Murphy for holding a meeting earlier in the day. Several agencies participated in that meeting.

Lincoln County Emergency Management Director Murphy then answered questions.

No action was taken.

## 2. Consider delinquent tax status of 2210 Heldt St.

An installment payment of \$4,303.00 (rather than \$4,306.82) was received. This resulted in penalty and interest charges of \$645.57. A letter was received requesting a waiver of the penalty and interest charges.

Motion (Osness/Blake) to approve the request for waiver of the penalty and interest charges.

<b>RESULT:</b>	<b>APPROVED</b>
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## 3. Consider budget amendment to approve \$70,000 for street lighting for the M2020-01 Grand Ave. project.

Motion (Osness/Blake) to approve the budget amendment.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 4/14/2020 7:00 PM</b>
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## 4. Follow-up on 2021 budget discussion items

Information was in the meeting packet.

2021 budget discussions will continue. The budget picture will be clearer in the future. No action was taken at this time.

#### 5. Availability of services at City Hall

City Administrator Johnson reported that, at the present time, City Hall is only open to the public for absentee voting or by appointment. No payments will be accepted in person at City Hall. Online payments can be made.

#### 6. Review of City Administrator and Finance Director job descriptions.

Copies of the job descriptions for the City Administrator and Finance Director were in the meeting packet.

Alderman Blake had requested that this item be placed on the agenda. He explained that he did not think the job descriptions for the two positions should include a requirement that the people in these positions be required to lift 50 pounds.

No action was taken.

#### 7. Schedule annual evaluation of City Administrator

It was mentioned that City Administrator Johnson and City Attorney Hayden are participating daily on conference calls with the Governor's office. The calls are related to COVID-19 issues.

Alderman Osness suggested that, when retirement(s) of City employees are pending, plans for the "transition" period should be made in advance.

Alderman Russell reported that he has now received all City Administrator evaluations back from the Common Council members. He will compile this information.

### V. Monthly Reports:

#### 1. Municipal Court

The report was in the meeting packet.

#### 2. Finance Director Unertl

The report was in the meeting packet.

#### 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 (Osness/Blake) to place on file.

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

The next meeting will be at the call of the Chairperson.

VII.    Public Comment Period

None.

VIII.   Adjournment

Motion (Blake/Osness) to adjourn. Adjourned (without vote) at 5:50 P.M.