

1308140

**City of Merrill
Personnel and Finance Committee
Tuesday, July 23, 2013 at 5:15 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Steve Hass (Chairperson), Alderwoman Anne Caylor and Alderman Ryan Schwartzman

Others Present Included: Mayor Bill Bialecki, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director/Treasurer/Comptroller/RDA Secretary Kathy Unertl, Street Commissioner Richard Lupton, Library Director Stacy Stevens, Alderman Dave Sukow, Alderwoman Kandy Peterson, Roger Drewek, Duane Pfister, Michael Caylor Jr. and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderman Hass called the meeting to order at 5:15 P.M.

Consider refund for tax penalty (1007 St. Paul Drive)

Information was in the meeting packet.

The taxpayer who was assessed the penalty has requested that this item be removed from the agenda. Without objection, it was so ordered. No action was taken.

Vouchers

The vouchers were in the meeting packet.

Motion (Schwartzman/Caylor) to approve the vouchers. Carried.

Consider voucher for Ruder-Ware for outside legal expenses

Information was in the meeting packet.

At a meeting on June 24th, 2013, the Personnel and Finance Committee referred one voucher to the July 9th, 2013 Common Council meeting for discussion. The voucher is for \$590 (Ruder Ware, LLSC for Outside Legal Expense, Invoice #171562).

At the Common Council meeting on July 9th, 2013, a motion to charge the voucher to the Mayor's account was defeated. Therefore, the account from which to pay the voucher remains undetermined at this time.

Motion (Caylor/Schwartzman) to designate that the Tax Increment District (TID) #3 account be used to pay the voucher. Carried.

No Common Council action on the motion is necessary.

Consider M.O.U. with firefighters re: Special Services Rates

A copy of the proposed Memorandum of Understanding was in the meeting packet. The Memorandum of Understanding relates to special services rates paid to EMS workers when an outside agency contracts with Lincoln County EMS for dedicated ambulance standby services.

City Administrator Johnson stated that City staff recommends that the Memorandum of Understanding be approved.

Alderman Hass stated that he was not comfortable recommending approval at this time. Alderman Schwartzman agreed with Alderman Hass. After discussion, it was agreed that, prior to consideration of a Memorandum of Understanding, the committee would like to see a clarified policy related to staffing and handling of calls during these types of situations.

City Administrator Johnson will relay the committee's concerns to Fire Chief Savone.

No action was taken at this time.

Consider M.O.U. with MAPS re: School Resource Officer 2014-2018 contract

A copy of the proposed Memorandum of Understanding and related information were in the meeting packet.

It was noted that there are no changes from the current contract, including the language related to cost sharing.

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Motion (Caylor/Schwartzman) to approve, as presented, the School Resource Officer Memorandum of Understanding with Merrill Area Public Schools for 2014-2018, pending approval of the Memorandum of Understanding by Merrill Area Public Schools. Carried.

Review and discuss tax settlement (2012 tax levy/2013 collection)

Information was in the meeting packet. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl provided additional verbal information. No action taken.

No action taken.

Review non-lapsing account as of June 30th, 2013

Information was in the meeting packet. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl provided additional verbal information.

No action taken.

Finance Director mid-year fiscal status report

Information was in the meeting packet. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl provided additional verbal information.

No action taken.

Consider 2014 budget request to Lincoln County for T.B. Scott Free Library

Information was in the meeting packet.

Library Director Stevens reported that the amount being requested from both Lincoln County and the City of Merrill are unchanged from the 2013 budget.

Alderman Hass and Alderwoman Caylor expressed their appreciation for the work done in maintaining the 2014 budget at the same level as the 2013 budget.

Motion (Caylor/Schwartzman) to forward the 2014 T.B. Scott Free Library Budget, as presented, to Lincoln County for their consideration. Carried.

Consider 2014 budget request to Lincoln County for Ambulance/EMS

Information was in the meeting packet. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl reported that the Lincoln County portion of the proposed 2014 is \$1,000 more than the Lincoln County portion of the 2013 budget.

Motion (Caylor/Schwartzman) to forward the 2014 Ambulance/EMS Budget, as presented, to Lincoln County for their consideration. Carried.

Consider 2014 elected officials compensation – Alderpersons

Information was in the meeting packet.

Alderwoman Caylor and Alderman Hass stated that they are in favor of a slight increase, in light of the fact that the compensation was last adjusted for the terms beginning in April of 2004.

City Administrator Johnson reported that, based on his research, some other municipalities are paying their alderpersons more than the City of Merrill and some are paying less.

Mayor Bialecki stated his opinion that the President of the Common Council should receive more compensation than the other alderpersons, based on additional responsibilities and duties. Alderman Schwartzman and Alderwoman Caylor agreed.

Motion (Caylor/Schwartzman) to recommend, for the aldermanic term beginning in 2014, increasing the annual compensation for the alderperson serving as the Common Council President by \$520 and increasing the annual compensation for the other alderpersons by \$260, and refer these recommendations to the 2014 City budget process. Carried.

Consider 2014 elected officials compensation – Mayor

Information was in the meeting packet.

Alderman Hass stated that there is a great deal of responsibility associated with being mayor.

City Administrator Johnson reported that, based on his research, other municipalities are paying their mayor in a range from \$5,000 into the low \$20,000 range.

Motion (Caylor/Schwartzman) to recommend, for the mayoral term beginning in 2014, increasing the annual compensation for the Mayor from \$12,600 to \$18,000, and to refer the recommendation to the 2014 City budget process. Carried.

Consider 2014 elected officials compensation – Street & Weed Commissioner

Historical Information on compensation for the position was in the meeting packet. City Administrator Johnson reported that it was impossible to compare the salary to those of other municipalities, because, to his knowledge, the City of Merrill has the only elected Street and Weed Commissioner.

Motion (Caylor/Schwartzman) to draft an ordinance stipulating that for the term from May 1st, 2014 to April 30th, 2018, the elected Street and Weed Commissioner would receive the same annual compensation adjustment percentages as those received by other City non-union employees. Carried.

An ordinance on the recommendation will be on the August 13th, 2013 Common Council meeting agenda.

Consider 2014 elected officials compensation – City Clerk

Historical information on compensation for the position was in the meeting packet.

Motion (Caylor/Schwartzman) to draft an ordinance stipulating that for the term from May 1st, 2014 to April 30th, 2018, the elected City Clerk receive the same annual compensation adjustment percentages as those received by other City non-union employees. Carried.

An ordinance on the recommendation will be on the August 13th, 2013 Common Council meeting agenda.

Consider 2014 elected officials compensation – Municipal Judge

Note: Consideration of the Municipal Judge salary was delayed and will be included in an ordinance establishing a joint City of Merrill – City of Tomahawk Municipal Court.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director/Treasurer/Comptroller/RDA Secretary Unertl

The report was in the meeting packet. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl reported that she is currently focusing primarily on fiscal issues.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Monthly Report – Building/Zoning Permits

The report was in the meeting packet.

Place monthly reports on file

Motion (Caylor/Schwartzman) to place the monthly reports on file. Carried.

Next meeting

Tuesday, August 27th, 2013 at 5:15 P.M.

Public Comment

Michael Caylor Jr. stated that he was pleased with the decision to recommend an increase in the mayoral salary. In his opinion, a higher salary will increase the chances that qualified leaders will seek the office.

Motion to convene in closed session

Motion (Schwartzman/Caylor) to convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to continue conducting annual performance evaluation of City Administrator Johnson. Carried 3-0 on roll call vote.

Closed session – Continue and complete City Administrator evaluation

Convened in closed session at 6:10 P.M. Attending: Hass, Caylor, Schwartzman, Johnson, Bialecki, Peterson, Sukow and Heideman. The annual performance evaluation of City Administrator Johnson, which began at the April 23rd, 2013 meeting, was continued and completed.

Adjournment

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 6:25 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk