

1406140

**City of Merrill
Personnel and Finance Committee
Tuesday, May 27, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (2 of 3): Alderman Ryan Schwartzman (Chairperson) and Alderman John Burgener. Alderman Tim Meehean had an excused absence.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Library Director Stacy Stevens, City Hall Maintenance Supervisor Ramona Vanderkam, Fire Chief Dave Savone, Alderman Dave Sukow, Alderwoman Kandy Peterson, Kortney Pike and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderman Schwartzman called the meeting to order at 5:00 P.M.

Vouchers

The vouchers had been e-mailed to the three committee members and are available to the public on the City webpage.

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

Consider amendment to City Hall meeting and conference room use policy

Information was in the meeting packet. City Hall Maintenance Supervisor Vanderkam has requested the amendments.

City Attorney Hayden reviewed the proposed amendments to the policy, as follows:

1. Minimum fee of \$75 for renting the Common Council Chambers, minimum fee of \$50 for renting other City Hall areas
2. Minimum fee will be refunded if notice of cancellation is given to the City Clerk's office by or before 4:30 P.M. on the business day prior to the scheduled usage
3. Non-governmental organization meetings may not be conducted past 9:00 P.M. Monday through Thursday nor after 5:00 P.M. on Friday. The Monday through Thursday ending time is currently set at 9:30 P.M.

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Motion (Burgener/Schwartzman) to approve, as presented, the amendments to the City Hall general meeting and conference room use policy. Carried.

Ordinance to change insufficient funds check fee from \$20 to \$30 for uniformity

Information was in the meeting packet. City Attorney Hayden reported that the purpose of the ordinance is to establish a uniform fee throughout the City for insufficient funds checks. Currently, different departments are charging varying fees.

Motion (Burgener/Schwartzman) to recommend adopting the ordinance. Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Resolution to state that service must be continuous to apply to accrued vacation

Information was in the meeting packet. City Administrator Johnson reported that this resolution evolved due to the recent rehiring of Building Inspector/Zoning Administrator Pagel.

The resolution would stipulate that an employee's years of service must be continuous in order to be used when calculating vacation. City Administrator Johnson stated that, based on his research, all neighboring municipalities require service to be continuous when calculating vacation.

Motion (Burgener/Schwartzman) to recommend adopting the resolution. Carried.

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Ordinance re: recorded marterials as they related to open records and retention

Information was in the meeting packet. City Attorney Hayden reported that typically all records are retained for seven years. However, keeping all videos and certain other records for seven years would result in astronomical storage costs. The proposed ordinance is based on a similar ordinance from the City of Madison and addresses this issue. The ordinance specifies that when using rewriteable recording systems in which the recordings are routinely overwritten by newer recordings, the data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding.

Motion (Burgener/Schwartzman) to recommend adopting the ordinance.
Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Resolution to authorizing participation in Wis. Local Gov. Investment Pool

Information was in the meeting packet. Finance Director Unertl reported that the Wisconsin Department of Administration, rather than the State of Wisconsin Treasurer, is now managing the Wisconsin Local Government Investment Pool.

On April 15th, 2014, the Common Council passed Resolution #2360, which designates the official depositories for the City. However, that resolution designates the State of Wisconsin Treasurer as the manager of Wisconsin Local Government Investment Pool funds. The resolution will amend that and will also fulfill a request from the Wisconsin Department of Administration for a resolution they can place on file.

Motion (Burgener/Schwartzman) to recommend adopting the resolution.
Carried.

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Write-off 2013 Personal Property Tax Bills for 3 discontinued businesses

Information was in the meeting packet. Finance Director Unertl is recommending that three 2013 Personal Property tax bills be written off as Over-Collected Taxes. Two of the businesses discontinued operations in either late 2012 or early 2013, and the third is uncollectable due to bankruptcy/foreclosure.

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Motion (Burgener/Schwartzman) to write off the following 2013 Personal Property Tax bills as Over-Collected Taxes: Farmers Insurance (\$30.63), Yours & Mine Consignment (\$30.63) and Thelma's Apparel (\$46.08).
Carried.

Consider accepting \$150,000 Bierman Family Foundation donation for Lion's Park

Information was in the meeting packet. City Administrator Johnson reported that the City has been offered a \$150,000 from the Bierman Family Foundation to be used for improvements to the baseball diamonds at Lion's Park. He added that the donation would save taxpayer money and he recommends that the City accept this donation.

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Motion (Burgener/Schwartzman) to accept a \$150,000 donation from the Bierman Family Foundation, to be used for improvements at Lion's Park. Carried.

Consider accepting \$34,474 Assistance to Firefighters Grant (90% funded)

Information was in the meeting packet. The City has been approved for a Assistance to Firefighters Grant from the Department of Homeland Security. The grants funds would be used to enhance the Merrill Firefighter Occupational Wellness and Fitness Program. The total amount of the grant is \$34,474, of which 10% (\$3,447) would be paid from the 2% Fire Dues Account.

In his recommendation to accept the grant, City Administrator Johnson noted that the grant would aid the City, has no recurring costs and would not utilize tax levy funds for the 10% portion of local funds, because funds would come from the 2% Fire Dues Account.

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Motion (Burgener/Schwartzman) to accept the Assistance to Firefighters Grant from the Department of Homeland Security in the amount of \$34,474. 10% of the grant amount (\$3,447) would be from paid from local funds (2% Fire Dues Account). Carried.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported that discussions with Ehlers regarding refunding of debt service are ongoing.

Monthly Report – City Attorney Hayden

The report was in the meeting packet. It is anticipated that the City of Tomahawk court will begin operating sometime in June.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet. City Administrator Johnson reported that there are still outstanding issues related to the new fire station. Until those issues are resolved, the City will be withholding any payments related to those issues.

Place monthly reports on file

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

Next meeting

Tuesday, June 24th, 2014 at 5:00 P.M.

Public Comment

Alderman Sukow reported that a building on Foster Street that formerly housed a restaurant was currently being demolished.

Kortney Pike commented that, in October of 2013, he suggested the formation of an employee committee that would explore various employee health insurance options. Mr. Pike stated that it has now been seven months since he made that suggestion, and he inquired as to the status of his suggestion. Alderman Schwartzman responded that research will be done to answer that question.

Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 5:21 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk