

1408140

**City of Merrill
Personnel and Finance Committee
Tuesday, July 22, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Ryan Schwartzman (Chairperson), Alderman John Burgener and Alderman Tim Meehean.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Library Director Stacy Stevens, Alderman Dave Sukow and City Clerk Bill Heideman.

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/Meehean) to approve the vouchers. Carried.

Consider request from City Clerk Heideman to decline his 1% salary increase

Information was in the meeting packet.

In 2013, City Clerk Heideman stated that, if still in office in 2014, he would decline any salary increase in 2014. Based on that, he is now requesting that he be allowed to decline the 1% salary increase which was approved by Ordinance 2013-19 and became effective June 30th, 2014.

City Clerk Heideman was informed that, due to the passage of Ordinance 2013-19, the City is required to grant the City Clerk the same percentage pay increase afforded all non-union City employees.

City Clerk Heideman stated that he would do the calculations himself and, after determining the additional pay he received due to the pay increase, he would reimburse the City for that amount.

No action was taken.

Review tax settlement (2013 tax levy/2014 collection)

Information was in the meeting packet. This agenda item was requested by Finance Director Unertl.

Finance Director Unertl reported. Concerns were expressed related to the amount of the delinquent taxes/charges that have now been turned over to Lincoln County. Alderman Schwartzman, who is a member of the Lincoln County Board, stated that he would research the matter to determine if delinquent collections could be pursued more thoroughly and in a more timely manner.

No action was taken.

Review non-lapsing accounts as of June 30th, 2014

Information was in the meeting packet. This agenda item was requested by Finance Director Unertl.

Finance Director Unertl provided additional verbal information.

No action taken.

Finance Director mid-year fiscal status report

Information was in the meeting packet. This agenda item was requested by Finance Director Unertl.

Finance Director Unertl expects to receive a reimbursement of approximately \$70,000 from right-of-way purchases associated with the State Highway 64 project. She also expects to receive a reimbursement of approximately \$30,000 as a result of a Transit audit for the years 2009 to 2013.

Alderman Meehean suggested that the possibility of buying gas futures be explored. The committee agreed that this should be researched as a possible cost-saving measure.

Finance Director Unertl then summarized the mid-year status of the water utility and sewer utility budgets.

No action was taken.

Monthly Report – Municipal Court

The report was in the meeting packet. The committee expressed hope that a municipal court representative would attend a meeting occasionally in order to supply supporting information to the report.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported that accounts related to retirements appear positive.

Monthly Report – City Attorney Hayden

The report was in the meeting packet. The first Tomahawk court session was held on July 21st, and everything appeared to go well.

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 the City would be showing a piece of property to a potential customer on the evening of July 23rd.

The Housing Authority has indicated that they may be interested in obtaining the former east side fire station, but, if they do, they would want to obtain the whole building.

Place monthly reports on file

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

Next meeting

Tuesday, September 2nd, 2014 at 5:00 P.M.

Public Comment

None.

Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 5:34 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk