



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY SEPTEMBER 29, 2015

Regular Meeting

City Hall Council Chambers

5:15 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Tim Meehean	Aldersperson - Eighth District	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Street Commissioner Richard Lupton, Library Director Stacy Stevens, Police Chief Ken Neff, Alderman Dave Sukow, Police Captain Corey Bennett, Kortney Pike, Roger Drewek, Bob Krueger, Judy Sukow and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for August, 2015

Motion (Burgener/Meehean) to place the vouchers on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Request from Police Chief Neff for restructuring of the Police Department staff, converting one current patrol officer position to a patrol lieutenant.

Information was in the meeting packet.

Police Chief Neff is requesting that the Police Department be restructured by converting a patrol officer position to patrol lieutenant.

Police Chief Neff explained the reasoning and justification for his request. As a result of revising the patrol schedule in 2009, three patrol lieutenants are currently covering four separate shifts of patrol officers. The result has been a lack of continuity in direct supervision as well as an ineffective span of control between the lieutenants. In light of the pending retirement of the Investigative Lieutenant, Police Chief Neff explained that now would be the ideal time for restructuring.

Motion (Meehean/Burgener) to approve the request.

RESULT: APPROVED

2. Review and discussion of Paid Holidays - Employee Handbook Section 12.5.

Information was in the meeting packet.

Finance Director Unertl had requested that this item be placed on the agenda. She explained that, in the past, there have been significant variations in how and how much holiday pay was received by various employees. Street Department and Parks and Recreation Department employees who were working 10-hour days were receiving 10 hours of pay for the Labor Day holiday.

Alderman Meehean noted that no action is being requested, but that instead it should be clarified that the current written policy will be enforced.

Street Commissioner Lupton remarked that, for many years, the City gave 10 hours of pay for the employees that were working 10-hour days when a holiday occurred.

No action was taken. The written policy currently in place will be followed.

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 added that the new fund "Festival Grounds and Room Tax" will be assigned number 28, instead of number 27 as was indicated in her monthly report.

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.

City Administrator Johnson answered a question related to the Merrill Festival Grounds.

6. Consdier placing monthly reports on file

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

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

Tuesday, October 27th, 2015 at 5:15 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

Roger Drewek stated that practice of providing 10 hours of holiday pay for employees on 10-hour shifts when a holiday occurs has been in place for some time now. He suggested that perhaps the employee handbook should be changed.

Kortney Pike noted that the Street Department does not take a lunch break. He suggested that the policy on holiday pay should be researched thoroughly before any long-term decision is made.

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 (Meehean/Burgener) to convene in closed session. Carried 3-0 on roll call vote.

Convened in closed session at 5:36 P.M. Attending: Meehean, Burgener, Schwartzman, Sukow, Johnson, Neff, Hayden, Unertl and Heideman.

The closed session minutes will be filed separately and confidentially.

VIII. Adjournment

Motion (Schwartzman/Burgener) to adjourn. Carried. Adjourned (from closed session) at 6:06 P.M.