



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY AUGUST 23, 2016

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	
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: City Administrator Dave Johnson, Mayor Bill Bialecki, City Attorney Tom Hayden, Finance Director Kathy Unertl, Fire Chief Dave Savone, Police Chief Ken Neff, Information Technology Manager Ron Turner, Alderwoman Kandy Peterson, Alderwoman Mary Ball, Steve Hass, Erik Pfantz, Duane Pfister, Derek Woellner, Jeremy Ratliff and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for July, 2016

City Administrator Johnson and Finance Director Unertl answered questions related to the vouchers.

Motion (Meehean/Russell) to place on file.

RESULT:	PLACED ON FILE
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III. Agenda items for consideration:

1. Review and discussion of responsibility for live-streaming City meetings.

Currently, the Redevelopment Authority meetings are not being live-streamed, and of the City committees that are not being live-streamed, that seems to be the one that the public desires to see most. City Clerk Heideman offered to attend and live-stream the Redevelopment Authority meetings, and without objection, his offer was accepted. No formal action was necessary, requested or taken.

It was agreed that analysis of live-streaming of meetings should be an ongoing concern.

2. Options and costs to facilitate live streaming of back-to-back City meetings.

At the request of Alderman Schwartzman, Information Technology Manager Turner provided technical information on the functions of an encoder and the justification for purchasing a second one. He estimates a total purchase price of approximately \$1,730.

Motion (Meehean/Russell) to approve, as presented in the proposal from Information Technology Manager Turner, the purchase of a second encoder for live-streaming meetings.

3. Review and discussion of provisions of City Ordinances and Personal Policies
- Employee Handbook regarding nepotism/hiring of relatives.

Alderman Schwartzman stated that he was not in favor of taking any action on this until the current investigation has concluded. It was suggested that it appears there is a conflict between the City Code of Ordinances and the Employee Handbook on this issue.

No action was taken.

4. Discuss updating of City Code of Ordinances and Employee Policy Manual.

It was suggested that there are numerous instances of conflicting language between the City Code of Ordinances and the Employee Handbook.

Motion (Meehean/Russell) to direct the City Attorney's office to research the City Code of Ordinances and the Employee Handbook, in order to identify instances of conflicting language. The first issue to be researched should be the policy on nepotism/hiring of relatives. The ultimate goal would be update both documents to resolve any discrepancies.

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 reported that the Redevelopment Authority is currently considering two proposals for the former Fox Point site.

Finance Director Unertl is working with financial firms on various issues.

A Committee of the Whole meeting dedicated to the 2017 Budget will be held in October.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

City Clerk Heideman thanked all those who worked before, during and after the August 9th election.

5. City Administrator Johnson

The report was in the meeting packet.

City Administrator Johnson noted one typo in his monthly report.

No qualified candidates submitted applications for a vacant Street Department position. Therefore, the position will be reposted.

Fecal incidents at the Bierman Family Aquatic Center were discussed. Attendance at the aquatic center has been good and the concession stand has been doing well.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

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

Tuesday, September 27th, 2016 at 5:15 P.M., in the City Hall Common Council Chambers.

VI. Public Comment Period

Steve Hass recalled a discussion that he and City Administrator Johnson had when Mr. Hass was an alderperson and Common Council President.

Derek Woellner cited the section of the City Code of Ordinances that addresses the hiring of relatives. He then provided details on steps that he has taken in an attempt to get answers from City officials on this issue. He stated that, to date, he has not been able to get his questions answered.

Alderman Schwartzman read a statement on behalf of Alderman Lokemoen. The statement expressed Alderman Lokemoen's concerns regarding the hiring of relatives and the use of City funds on projects at the Merrill Festival Grounds.

Alderman Schwartzman then stated that the Common Council did approve the creation of the Administrative Assistant position in the Fire Department.

VII. Adjournment

Motion (Meehean/Schwartzman) to adjourn. Carried. Adjourned at 6:01 P.M.