

1305140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, April 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: City Administrator Dave Johnson, Mayor Bill Bialecki, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Alderwoman Kandy Peterson, Alderman Dave Sukow, Information Technology Specialist Ron Turner, Roger Drewek, Tom Wistein 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.

**Vouchers**

The vouchers were in the meeting packet.

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

**Consider auditing services contract renewal with Schenck, SC for 2013-2017**

The five-year auditing services contract that the City has with Schenck is expiring, and Schenck, SC has submitted a proposed new five-year contract for audit years 2013-2017.

The proposed new contract, along with related information, was in the meeting packet. The fee amounts for the proposed new five-year contract are as follows:

<u>Audit Year</u>	<u>Fee (Proposed)</u>
2013	\$33,150
2014	\$33,750
2015	\$34,350
2016	\$34,950
2017	\$35,550

City staff is recommending that the new five-year contract be approved as presented.

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Motion (Caylor/Schwartzman) to approve, as presented the 2013-2017 auditing services contract with Schenck SC. The proposed fees, payable from the City to Schenck SC, would be as follows: Audit year 2013, \$33,150; Audit year 2014, \$33,750; Audit year 2015, \$34,350; Audit year 2016, \$34,950; Audit year 2017, \$35,550. Carried.

**Review & discuss Information Technology (IT) Dept. & IT Specialist position**

Information was in the meeting packet.

This was placed on the agenda because committee members have concerns with the current organization of the Information Technology Department. Specifically, they are questioning the rationale of the Information Technology Specialist answering to the Finance Director, rather than to a committee or to the City Administrator.

Finance/Technology Director Unertl reported that Information Technology in the City has experienced extensive growth in the last few years.

Alderman Hass stated that he assumed that, when the Information Technology Specialist position was approved and filled, it would free up the Finance Director to concentrate on necessary financial duties. He stated that, at this time, he would probably prefer that the Information Technology Specialist would answer to either a City committee or to the City Administrator, rather than the Finance Director.

Alderwoman Caylor suggested that the Information Technology Department structure be reviewed, and that the Information Technology Department draft a long-range plan.

City staff was directed to prepare information on the possible reorganization of the Information Technology Department, as well as prepare material related to developing a long-range plan for the Information Technology Department. These issues will be discussed at the next regular Personnel and Finance Committee meeting. No formal action was taken at this time.

**Monthly Report – Municipal Court**

The report was in the meeting packet.

**Monthly Report – Finance/Technology Director Unertl**

The report was in the meeting packet. Finance/Technology Director Unertl reported that she will be attending a health insurance workshop on April 24<sup>th</sup>. At the next meeting, she will provide information related to the workshop.

**Monthly Report – City Attorney Hayden**

The report was in the meeting packet.

### **Monthly Report – City Clerk Heideman**

The report was in the meeting packet. Liquor, operator and cigarette license renewal materials are being prepared for mailing to licensees. The dates for the open book and the Board of Review meeting date have not yet been established by Bowmar Appraisal.

### **Monthly Report – City Administrator Johnson**

The report was in the meeting packet. City Administrator Johnson reported that the first meeting with contractors involved in the new fire station construction has been held. Actual construction is scheduled to begin in May.

### **Monthly Report – Building/Zoning Permits**

The report was in the meeting packet.

### **Next meeting**

Tuesday, May 28<sup>th</sup>, 2013 at 5:15 P.M.

### **Public Comment**

None.

### **Motion to convene in closed session**

Motion (Schwartzman/Caylor) to convene in closed session pursuant to Wisconsin State Statutes Section 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 conduct annual performance evaluation of City Administrator Johnson. Carried 3-0 on roll call vote.

### **Closed session**

Convened in closed session at 5:50 P.M. Attending: Hass, Caylor, Schwartzman, Peterson, Sukow, Johnson, Bialecki and Heideman. The annual performance evaluation of City Administrator Johnson was conducted.

### **Adjournment**

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 6:43 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC  
City Clerk