

1306140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, May 28, 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, Treasurer/Finance Director Kathy Unertl, Information Technology Manager Ron Turner, Mike Morrissey, Library Director Stacy Stevens 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 increase in room tax from 4% to 8%**

Mayor Bialecki had requested that this item be placed on the agenda. He is requesting that consideration be given to increasing the lodging room tax from 4% to 8%. Mayor Bialecki is suggesting that the additional revenue could be used for new and additional directional signs as well as business district beautification projects. He explained that the typical room tax percentage in the area is 8% to 11%, and is even higher in some areas of Wisconsin.

Alderwoman Caylor stated that, before any increase is approved, a long-term plan for the increased revenue should be prepared and considered. City Administrator Johnson responded that, at the present time, there is at least four years' worth of known uses for the revenue.

Motion (Schwartzman/Caylor) to approve the increase in the lodging room tax from 4% to 8%, by an amendment to the Code of Ordinances Section 18-36. Carried.

The ordinance will be on the June 11<sup>th</sup>, 2013 Common Council meeting agenda.

### **Reorganization of Information Technology Department – Updated org. chart**

Information was in the meeting packet.

City Administrator Johnson distributed a proposed updated City organizational chart. The major changes to the chart would be that the Information Technology Specialist position title would be changed to Information Technology Manager, and the person in that position would report to the City Administrator rather than to the Finance Director. Also, the Finance/Technology Director position title would be changed to Treasurer/Finance Director.

City Administrator Johnson then distributed another organization chart. He emphasized that he was distributing it for information only at this time, and he was not making any recommendations or seeking any action related to it. On this chart, the Enrichment Center would be under the responsibility of the Park and Recreation Department. This type of organization is already in place in several municipalities.

The Committee agreed by consensus that the first organizational chart distributed at the meeting should become the official City organizational chart at this time. Per City Attorney Hayden, no Common Council action is necessary.

### **Develop long-term plan for Information Technology Department**

City Administrator Johnson reported that a long-term plan for Information Technology equipment, programs, etc. is being developed. He issued a reminder that such a plan will always be a “moving target”, based on the fact that Information Technology undergoes rapid change.

The possibility of doing an Information Technology security audit was discussed.

No action was taken.

### **Monthly Report – Municipal Court**

The report was in the meeting packet.

### **Monthly Report – Treasurer/Finance Director Unertl**

The report was in the meeting packet. Treasurer/Finance Director Unertl reported that she is currently working on issues related to health insurance.

### **Monthly Report – City Attorney Hayden**

The report was in the meeting packet.

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

The report was in the meeting packet.

**Monthly Report – City Administrator Johnson**

The report was in the meeting packet.

**Monthly Report – Building/Zoning Permits**

The report was in the meeting packet.

**Place monthly reports on file**

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

**Next meeting**

Monday, June 24<sup>th</sup>, 2013 at 5:30 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)(g) to confer with legal counsel who is rendering oral or written advice to discuss bargaining strategy for 2013 negotiations with the City's Fire and Police unions and related issues. Carried 3-0 on roll call vote.

Convened in closed session at 5:51 P.M. Attending: Hass, Caylor, Schwartzman, Bialecki, Johnson, Hayden, Unertl and Heideman.

**Closed session – Strategy for upcoming negotiations with Police & Fire unions**

The minutes of the closed session will be filed separately and confidentially.

**Adjournment**

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 6:05 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC  
City Clerk