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**City of Merrill
Personnel and Finance Committee
Monday, June 24, 2013 at 5:30 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: Mayor Bill Bialecki, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director/Treasurer/Comptroller/RDA Secretary Kathy Unertl, Alderman Dave Sukow, Alderwoman Kandy Peterson, Mike Morrissey, John Boucher, Kortney Pike, Michael Caylor Jr., Brian Reilly (arr. 5:35) 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 5:30 P.M.

Change order of agenda items

Alderman Hass announced that he has received a request to change the order of agenda items and have public comment at this time. Without objection, it was so ordered.

Public Comment (#1)

John Boucher spoke on the decision made at the January 22nd, 2013 Personnel and Finance Committee meeting to approve the transfer of one of the City's employee deferred compensation programs (457b Plans) from Nationwide Retirement Solutions to ING. He stated that, based on statistics he had obtained, Nationwide Retirement Solutions paid a better return than ING. He added that it was his money that was being invested.

Alderman Hass announced that there would be a second opportunity for public comment at the end of the meeting, before it is adjourned.

Vouchers

The vouchers were in the meeting packet.

Motion (Caylor/Schwartzman) to approve the vouchers.

Alderman Hass suggested that a voucher for \$590 (Ruder Ware, LLSC for Outside Legal Expense, Invoice #171562) not be approved but instead referred to the Common Council for discussion.

Motion (Caylor/Schwartzman) to amend, by not approving the voucher for \$590 (Ruder Ware, LLSC for Outside Legal Expense, Invoice #171562) and instead refer that voucher to the July 9th, 2013 Common Council meeting for discussion. Motion to amend carried.

Motion to approve the vouchers, with the exception of the one listed above, carried.

Recommendation from Transit Commission to hire Lincoln Industries employee

Information was in the meeting packet.

At a meeting on May 20th, 2013, the Transit Commission recommended the hiring of a person, in cooperation with Lincoln Industries, to perform duties at the Bus Storage Facility.

City Administrator Johnson noted that, if the hiring is approved, the person would work approximately 500 hours per year. The estimated hourly cost, including benefits, is \$9 per hour. The first year, 100% of these costs would be paid by Lincoln Industries. The second year, the City would pay \$0.70 per hour and Lincoln Industries would pay the remainder. For all years after the second year, the City would pay 25% of the costs and Lincoln Industries would pay the remainder.

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Motion (Caylor/Schwartzman) to approve the hiring of an employee to perform building maintenance and seasonal duties at the Bus Storage Facility. The hiring would be in cooperation with Lincoln Industries. Carried.

Consider request from Fire Chief Savone to sell three cardiac monitors to NTC

Information was in the meeting packet.

Fire Chief Savone had requested that this item be placed on the agenda.

City Administrator Johnson reported the Fire Department has purchased three new cardiac monitors. 90% of the costs was paid by a grant, with the city responsible for 10% of the cost. Fire Chief Savone is recommending that the three existing monitors be sold to Northcentral Technical College. If authorization to sell is approved, the selling price would be \$14,000 for the three monitors.

Alderman Caylor stated that she preferred selling two of the monitors and keeping one as a "spare". City Administrator Johnson stated that would not be practical, since the new monitors are not similar to the existing ones.

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Motion (Caylor/Schwartzman) to authorize the sale of the three Fire Department "old" cardiac monitors to Northcentral Technical College for \$14,000. Carried.

Discussion and review with Ehlers & Associates on 2013 borrowing plan

Representing Ehlers and Associates, Brian Reilly led discussion on potential upcoming borrowing. The major points of his presentation included:

- Existing Debt
- 2013 Capital Projects
- Current Interest Rate Environment
- Preliminary Finance Plans (Option #1 & Option #2)
- Bond Rating
- Preliminary Timeframe and Questions

There was agreement that borrowing option #1 would be the better option. Also, it was agreed that the contingency fund for the new fire station building project could be reduced to reduce the amount to be borrowed.

Several resolutions on the borrowing will be prepared and placed on the July 9th, 2013 Common Council agenda. No formal action was taken at this time.

Discuss Finance Director/Treasurer/Comptroller/RDA Secretary salary

Information was in the meeting packet. Alderman Hass had requested that this item be placed on the agenda.

Alderman Hass reported that he had requested that the meeting packet include documentation of a previous case in which a reduction in job responsibilities was accompanied by a compensation reduction. He noted that City Administrator Johnson had included information for the meeting packet as well. City Administrator Johnson is of the opinion that there should be no compensation reduction.

Finance Director/Treasurer/Comptroller/RDA Secretary Unertl noted that there has been dramatic growth in the Information Technology department over the last ten years.

Alderman Hass stated his opinion that, in this case, there should be some reduction in salary.

Motion (Caylor/Schwartzman) to refer, with no recommendation, to a future Committee of the Whole meeting, the salary for the Finance Director/Treasurer/Comptroller/RDA Secretary, and incorporate this into a wage study of all City employees. Carried.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director/Treasurer/Comptroller/RDA Secretary Unertl

The report was in the meeting packet.

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. Alderman Hass questioned how long the Administrative Assistants in the Clerk/Treasurer office will continue to receive extra pay for performing some of the duties normally performed by the Finance Director/Treasurer/Comptroller/RDA Secretary, particularly because the Finance Director/Treasurer/Comptroller/RDA Secretary is now working from home.

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

Tuesday, July 23rd, 2013 at 5:15 P.M.

Public Comment (#2)

Kortney Pike stated that he could not understand why several Street Department employees that have taken on extra duties have not received any extra compensation, while other employees do receive extra compensation for additional duties.

City Administrator Johnson reported that he will be on vacation the week of the Fourth of July.

Adjournment

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned at 6:44 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC
City Clerk