

1312140

**City of Merrill
Personnel and Finance Committee
Tuesday, November 26, 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, City Attorney Tom Hayden, Finance Director Kathy Unertl, Enrichment Center Director Jane Deau, Alderwoman Kandy Peterson, Alderman Chris Malm, Duane Pfister, Michael Caylor Jr. and City Clerk Bill Heideman.

Call to order

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

Vouchers

The vouchers had been e-mailed to the three committee members and to Mayor Bialecki, City Administrator Johnson and Finance Director Unertl. Per City policy, they were not included in the meeting packet and therefore were not available to the public on the City webpage.

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

Discuss suggestion to include employee wage/salary info on City website

At the November 12th, 2013 Common Council meeting, City Clerk Heideman suggested that the public should be able to access salary data of all city employees on the City website, including the starting and current compensation levels, as well as any increases they received over time.

The committee agreed that this information is considered open records and should be available on the website. Discussion was held on what data will be displayed, and in what format. City staff will begin work on this. Hopefully, 2013 wage information will be made available early in 2014.

No formal action was necessary.

Consider resolution terminating the FICA Alternative Retirement Plan

Finance Director Unertl had requested that this item be placed on the agenda. A copy of the proposed resolution was in the meeting packet.

Finance Director Unertl explained that several former and current employees still have funds in the FICA Alternative Plan. The amounts range from \$2 to \$2,200. Finance Director Unertl recommends that the resolution be adopted in order to terminate the plan and disburse the employee contributions to the remaining plan participants.

Motion (Schwartzman/Caylor) to recommend adopting the resolution.
Carried.

The proposed resolution will be on the December 10th, 2013 Common Council meeting agenda.

Review 2014 budget preparation process and resolution re: tools of civility

Alderman Hass had placed this item on the agenda.

Resolution #1996, adopted on July 11th, 2006, was in the meeting packet. This resolution recognizes nine tools of civility and directs that these tools be utilized by City staff, elected officials and representatives.

Alderman Hass stated that, when the new Common Council is seated in April of 2014, they should be informed of certain behavior at recent meetings. He emphasized that all City staff must be held accountable for their actions, and suggested that this could be discussed at a future Committee of the Whole meeting.

No action was taken.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director 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. Alderwoman Caylor stated that, in her opinion, the comments in the “New Development and Blight Elimination” section of the report seemed to indicate “gloating” by the City.

Monthly Report – Building/Zoning Permits

The report was in the meeting packet.

Place monthly reports on file

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

Next meeting

Monday, December 16th, 2013 at 5:15 P.M.

Public Comment

City Clerk Heideman stated that several people have contacted him regarding the lack of civility by multiple people at the October 29th, 2013 Committee of the Whole meeting. The people who contacted City Clerk Heideman wanted to know what action would be taken as a result of the uncivil behavior. City Clerk Heideman stated that, because the Personnel and Finance Committee took no action, he will inform them that no action was taken. City Clerk Heideman went on to say that, as City Clerk, this lack of action did not surprise him. As a taxpayer, however, he was disappointed in this inaction, and as a result of the inaction he fears that this type of behavior will continue.

Adjournment

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned at 5:37 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk