

1402140

**City of Merrill
Personnel and Finance Committee
Tuesday, January 28, 2014 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, Alderwoman Kandy Peterson, Alderman Dave Sukow, 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. Alderman Hass abstained from voting on Voucher #001075 (page 39 – Miller Furniture).

Consider duplicate personal property tax write-off for G & G Auto

Information was in the meeting packet. Two 2013 personal property accounts/bills exist for G & G Auto, 2417 East Main Street. One bill, for \$828.96 is the correct tax bill. The other bill, for \$272.30 should be written off as a duplicate.

City Assessor Kitt Koski and Finance Director Unertl recommend that the \$272.30 tax bill be paid from the Over-collected Taxes Account.

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Motion (Caylor/Schwartzman) to pay, from the Over-collected Taxes Account, the duplicate 2013 personal property tax bill of \$272.30 for G & G Auto, 2417 East Main Street. Carried.

Election duties of Deputy Clerk when City Clerk's name is on ballot

Alderman Hass had requested that this item be placed on the agenda.

Finance Director Unertl had sent information on this issue via e-mail. It provided information on the election responsibilities assigned to City staff prior to and during the April 1st election.

City Clerk Heideman is running for reelection and Administrative Assistant Kathy Seubert's spouse is also on the ballot. With that in mind, care will be taken to ensure that their duties be somewhat restricted, in order to avoid potential conflicts.

City Clerk Heideman asked who would work the election day hours before the polls open and after they close. Finance Director Unertl replied that City staff will be assigned to "cover" the hours on election day before the polls open. Also, City staff will be assigned the hours to assist with post-election activities at the Lincoln County Service Center, after the polls close on election day. Because his name is on the ballot, City Clerk Heideman will work only from 8:00 A.M. to 4:30 P.M. on election day, and he will not appear at any polling place except to vote.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported that City staff has been busy working on the changes related to the Health Savings Account program for City employees.

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

Next meeting

Tuesday, February 25th, 2013 at 5:15 P.M.

Public Comment

Since this was her last meeting as a member of the committee, Alderwoman Caylor thanked everyone for the experience and knowledge she gained while serving. She extended best wishes to the committee and to the entire City of Merrill.

Michael Caylor Jr. reminded everyone that the Personnel and Finance Committee had issued a directive that 2013 City employee compensation information be posted on the City website. He asked when that information would be posted. He was told that by the end of January, the information would be on the website.

Adjournment

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned at 5:28 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk