

1404140

**City of Merrill
Personnel and Finance Committee
Tuesday, March 25, 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: Mayor Bill Bialecki, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Alderman John Burgener, Alderwoman Kandy Peterson, Alderman Dave Sukow, Alderman Chris Malm, Street Commissioner Richard Lupton, Community Enrichment Center Director Jane Deau, Transit Director Rich Grenfell, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Building Inspector/Zoning Administrator Darin Pagel, Parks and Recreation Director Dan Wendorf, Kortney Pike, Roger Drewek, Dale Bacher, Michael Caylor Jr., Greg Hartwig 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 had been e-mailed to the three committee members and are available to the public on the City webpage.

Alderman Caylor had a question on a voucher to pay Redevelopment Resources for tenant relocation (\$1,900). She also questioned a payment to City Transfer to move equipment to the new fire station (\$1,700). She stated that she would not be voting to approve the vouchers and would not sign the vouchers report.

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

Consider vacation accrual schedule for Building Inspector/Zoning Administrator

A letter from Building Inspector/Zoning Administrator Pagel and vacation-related information from the Personnel Policies Manual were in the meeting packet. In his letter, Building Inspector/Zoning Administrator Pagel stated that he recently received a letter from City Administrator Johnson stating that, when returning to full-time City employment on April 1st, he would be given two weeks of vacation annually. Building Inspector/Zoning Administrator Pagel had assumed that his eleven years as a City employee would be counted when determining his vacation, and that he would be granted three weeks of vacation. The letter cited a previous instance when a former City employee returned to work as payroll clerk. In that case, the previous years of City service were considered when determining the vacation amount.

City Administrator Johnson stated that, in all discussions with Building Inspector/Zoning Administrator Johnson, two weeks of vacation was offered. He also stated that, if he had been here when the payroll clerk was hired, he would not have recommend that the previous years of City service be counted when establishing the amount of vacation granted.

Finance Director Unertl stated that, in her opinion, counting previous years of City service is not appropriate in this case. She maintains that the hiring of the payroll clerk is not a similar situation, because the payroll clerk was actively recruited by City staff.

Alderman Hass stated that, in his opinion, past practice should take precedence and three weeks should be granted.

Motion (Caylor/Schwartzman) to consider previous years of service and establish the annual vacation for Building Inspector/Zoning Administrator Pagel at three weeks, upon his becoming a full-time City employee effective April 1st, 2014. Carried.

The motion provides a clarification only, so no Common Council action on the motion is necessary.

Alderman Schwartzman stated that he would like to see this policy reviewed and considered at the next Personnel and Finance Committee meeting.

Review document clarifying policies related to donations to the City

Information was in the meeting packet. City Attorney Hayden has drafted a document to clarify City policy related to donations received by the City.

Discussion was held on which committee would be the oversight committee to review donations to the City. Alderman Hass stated that he would be in favor of the Personnel and Finance Committee being the oversight committee, with the Common Council having the final decision.

Two amendments to the document were suggested. One was to change a sentence in the third paragraph from "Cash donations may be accepted by the City" to "Donations may be accepted by the City". The other suggested amendment was also in the third paragraph, and involved changing "donations of \$5,000 or more" to "donations with a value of \$5,000 or more".

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Motion (Caylor/Schwartzman) to approve the document clarifying the policy related to donations to the City, including the two amendments proposed at this meeting. Carried.

City Attorney Hayden will make the changes to the document for presentation at the April 8th, 2014 Common Council meeting.

Request from Fire Chief Savone to dispose of two pieces of equipment

Information was in the meeting packet.

Fire Chief Savone had requested that this item be placed on the agenda. He is requesting that he be authorized to dispose of two pieces of equipment (Rescue One and Tender Five) that are in the process of being replaced using Bierman Family Foundation funding. The combined value of the equipment he is seeking to dispose of is approximately \$25,000. Alderman Hass and Alderman Caylor stated that they would like to see any proceeds from these sales to be placed in the General Fund.

Motion (Schwartzman/Caylor) to authorize Fire Chief Savone to dispose of, by sale, two pieces of equipment, Rescue One and Tender Five. The proceeds from the sales would be placed in the General Fund. Carried.

No Common Council action on the motion is necessary.

2015 budget planning, including creating timetable for budget process

Information submitted by various Department Heads was in the meeting packet. The information provided details on potential 5% and 10% budget cuts for 2015.

Alderman Hass stated that, although no decisions on the 2015 budget would be made at this meeting, it was placed on the agenda to get the Department Heads thinking about potential budget cuts.

Alderwoman Caylor agreed that this was a starting point, and that it may be necessary to make some difficult budget cuts.

Alderman Hass stated that he hoped that, after the new Personnel and Finance Committee is seated, 2015 budget work would continue on a monthly basis.

No action was taken at this time.

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 the severe winter weather has had an impact on the 2014 budget, but she reassured everyone that there is no reason to panic.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was distributed at the meeting. City Clerk Heideman thanked City staff who assisted with pre-election duties.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Alderwoman Caylor asked a question related to the recent payment of \$11,000 for demolition at the Lincoln House. City Administrator Johnson responded that this payment was for work not associated with the original demolition, but was instead a payment for additional work performed.

Alderwoman Caylor also asked whether there would be any City cost associated with promotional videos that are in the process of being produced. City Administrator Johnson assured her that there would be no cost to City for the video production.

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, April 29th, 2014. Because there will be new members named to the committee before that meeting, the time of the meeting was not established.

Public Comment

Alderman Hass read a statement and asked that it be included in the official meeting minutes:

Since this is my last Personnel and Finance Committee meeting, I want to thank the present members of this committee for all the hard work we have done over the last two years, and I would also like to thank former Alderperson Thompson for the work he did on this committee the two previous years.

This is not an easy to committee to be on, much less be chairperson. Please know that over the last four years, I have done my part not only to make the City a better place for the citizens, but I have also worked hard to make City employees feel important and participate in the decisions that this committee made.

When I made decisions that affected people's lives, wages and benefits, I always put myself in their position and asked how I would feel if this was happening to me, and that is how I made a lot of my decisions. I hope whoever gets appointed to this committee next term looks at things that way also. I also hope the next chairperson is of strong mind and spirit, and does what is right for the citizens and employees. I wish whoever takes over the best of luck. May you lead with your heart.

Alderwoman Caylor thanked Alderman Hass for all his work as a committee member and committee chairperson.

Mayor Bialecki stated that Alderman Hass, Alderwoman Caylor and Alderman Schwartzman always met all challenges during their time as committee members. He thanked them for their years of service on the committee.

Motion to convene in closed session

Motion (Caylor/Schwartzman) to convene in closed session
Carried 3-0 on roll call vote.

Closed session (City Administrator Evaluation)

Convened in closed session at 6:03 P.M. Attending: Hass, Caylor, Schwartzman, Bialecki, Johnson, Malm, Peterson, Burgener, Sukow and Heideman. The annual evaluation of City Administrator Johnson was conducted.

Adjournment

Motion (Cay/or/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 6:32 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk