

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, May 27, 2014 at 5:00 P.M.
City Hall Basement Conference Room
1004 East First Street**

Voting members: Alderman Ryan Schwartzman (Chairperson),
Alderman John Burgener and Alderman Tim Meehan

AGENDA

1. Call to order
2. Vouchers
3. Consider amendments to the City Hall Meeting and Conference Room Use Policy (agenda item requested by City Hall Maintenance Supervisor Vanderkam)
4. Consider ordinance amending Chapter 16 of the Code of Ordinances, to change the fee for processing checks returned for insufficient funds from \$20 to \$30 (agenda item requested by City Attorney Hayden)
5. Consider resolution amending the Non-union Personnel Policies Employee Manual, to add the stipulation that service be continuous when calculating vacation time allotted to City employees (agenda item requested by City Administrator Johnson)
6. Consider ordinance amending the Administrative Procedure Manual at Chapter 2, Section 4(a) to add (5) Audio, Video, Data Transmissions & Communications and (6) Rewritable Recording Systems, as they relate to open records laws and record retention schedules (agenda item requested by Information Technology Manager Turner)
7. Consider resolution authorizing participation in State of Wisconsin's Local Government Investment Pool (LGIP). (agenda item requested by Finance Director Unertl)

8. Consider write-off of the following 2013 Personal Property bills as Over-Collected Taxes:
 - a. Farmer's Insurance (total of \$30.63)
 - b. Yours & Mine Consignment (total of \$30.63)
 - c. Thelma's Apparel (total of \$46.08)
9. Consider accepting \$150,000 donation from the Bierman Family Foundation for use at Lion's Park (agenda item requested by City Administrator Johnson)
10. Consider accepting Assistance to Firefighters Grant from the Department of Homeland Security. Grant is for \$34,474, 10% of which would be a local match from the 2% Fund. (agenda item requested by City Administrator Johnson)
11. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson

12. Next Meeting

13. Public Comment

14. Adjournment

NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.

Agenda prepared by City Clerk Bill Heideman
Agenda reviewed by Alderman Ryan Schwartzman

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Date and time agenda was posted: _____ *Posted by:* _____