

1412140

**City of Merrill
Personnel and Finance Committee
Tuesday, December 2, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (2 of 3): Alderman Ryan Schwartzman (Chairperson) and Alderman Tim Meehean.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Police Chief Ken Neff, Library Director Stacy Stevens (arr. 5:06), Alderwoman Kandy Peterson, Alderman Dave Sukow, Alderman Chris Malm and City Clerk Bill Heideman.

Call to order

Alderman Schwartzman called the meeting to order at 5:00 P.M.

Vouchers

The vouchers had been e-mailed to the three committee members and are available to the public on the City webpage.

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

Consider amendment to grant/donation acceptance policy

City Administrator Johnson had requested that this item be placed on the agenda. He is requesting that the grant/donation policy be amended. His proposed amendments were in the meeting packet. He explained that it is somewhat embarrassing to inform someone who has offered money to the City that the funds cannot be accepted until approved by the Common Council. He is proposing that the policy be amended to stipulate that the City Attorney, City Administrator and Finance Director review donation offers, and that the donation be accepted unless the cost of ownership and/or acceptance exceeds the value of the proposed donation.

Alderman Meehean stated that, in his opinion, grants and donations are different, and therefore need to be handled differently. He added that his main concern is with grants that could encumber the City over a long period of time.

Alderman Meehean suggested that two policies be prepared, one for grants and one for donations. City Administrator Johnson agreed to this. He will prepare the two policies for consideration at the next regular Personnel and Finance Committee meeting. No action was taken at this time.

Consider resolution amending employee benefits re: Group Health Insurance

Finance Director Unertl had requested that this item be placed on the agenda. She reported on the proposed resolution, which includes the following changes:

- Amend co-insurance and maximum out-of-pocket limits for 2015 (per Federal IRS requirements)
- Eliminate the maximum 15% participation limit for City's Health Incentive Program

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

The proposed resolution will be on the December 9th, 2014 Common Council meeting agenda.

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 City recently purchased \$5,597.36 worth of unsellable aviation fuel. Several other issues related to the transition to the new Airport Manager/FBO are currently being addressed.

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. City Administrator Johnson reported that he is currently working on the employee reclassification requests.

Place monthly reports on file

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

Next meeting

Tuesday, January 6th, 2015 at 5:00 P.M.

Public Comment

Alderman Sukow inquired as to the status of the bids received for the potential sale of the former Fire Station #1 at 701 East First Street. City Administrator Johnson responded that two bids were received. On December 9th, 2014, those bids will be considered by both the Committee of the Whole and the Common Council.

Motion to convene in closed session

Motion (Meehean/Schwartzman) to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f), to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, for the purpose of considering a grievance filed by the Merrill Professional Police Association regarding residency. Carried 2-0 on roll call vote.

Convened in closed session at 5:23 P.M. Attending: Schwartzman, Meehean, Peterson, Sukow, Malm, Johnson, Hayden, Neff, Unertl and Heideman.

Closed session

The closed session minutes will be filed separately and confidentially.

Adjournment

Motion (Meehean/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 5:35 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk