



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY JULY 28, 2015

Regular Meeting

City Hall Council Chambers

5:15 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Tim Meehean	Aldersperson - Eighth District	Present	

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Library Director Stacy Stevens, Municipal Judge Ned Seubert, Police Chief Ken Neff, Fire Chief Dave Savone, Alderman Dave Sukow, Alderwoman Kandy Peterson, Jeremy Ratliff and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for June, 2015

Alderman Meehean suggested that, because the vouchers have already been paid when they are considered at Personnel and Finance Committee meetings, the appropriate procedure would be to place them on file rather than approve them.

Motion (Burgener/Meehean) to place the vouchers on file.

RESULT: PLACED ON FILE

III. Agenda Items for consideration:

1. Discuss working hours for the Municipal Court Clerk

Municipal Judge Seubert addressed the committee. He reported that the current organizational chart for the Municipal Court authorizes two Municipal Court Clerk positions (a 25 hours per week position and a 20 hours per week position). Currently, there is one clerk, and she is working 29 hours per week. Municipal Judge Seubert is requesting authorization for one position at 35 hours rather than the two positions.

Motion (Meehean/Schwartzman) to approve the request.

RESULT: APPROVED

2. Continue discussion of potential amendment(s) to Code of Ordinance Article V, related to sales of City properties to facilitate return of delinquent tax foreclosure parcels back into taxable status.

Efforts are being made to streamline the process of disposing of foreclosure properties owned by the City. Finance Director Unertl reported that there are three non-conforming properties owned by the City. In all three cases, there are adjacent property owners interested in acquiring the property. Finance Director Unertl added it is not necessary to publish a Class 2 Notice (published twice) to sell properties. Instead, a Class 1 Notice (published once) would be sufficient, along with publishing the notice on the City website.

Alderman Meehean stated that he is in favor of the suggestion to publish a Class 1 Notice instead of a Class 2 Notice. However, in the interest of transparency, he favors bidding in all cases of property disposal. Alderman Schwartzman and Alderman Burgener both agreed.

City Attorney Hayden will draft an ordinance incorporating the proposed policy changes.

3. Review and discuss 2016 preliminary budget parameters

Information was in the meeting packet.

Finance/Director Unertl reported. No action was necessary, requested or taken.

4. Consider 2016 budget request to Lincoln County for:

T.B. Scott Free Library

The proposed budget was in the meeting packet.

Motion (Meehean/Burgener) to approve the budget as presented and refer it to Lincoln County for their consideration.

RESULT: APPROVED & SENT TO COUNTY

Merrill Ambulance/EMS

The proposed budget was in the meeting packet.

Motion (Meehean/Burgener) to approve the budget as presented and refer it to Lincoln County for their consideration.

RESULT: APPROVED & SENT TO COUNTY

5. Review and discuss mid-year fiscal status

Finance Director Unertl thanked the Clerk/Treasurer staff for their tax collection efforts. There is currently one manufacturer with more than \$125,000 in delinquent taxes.

Finance Director Unertl stated that she is sure that not all delinquent Special Assessment charges and delinquent Utility charges will be collected.

Finance Director Unertl stated that the City budget is in relatively good shape at this time.

IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

Finance Director Unertl stated that she is currently working on planning related to TIF districts. She added that it is critical that the City continue blight elimination and cooperation with Lincoln County.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

5. City Administrator Johnson

The report was in the meeting packet.

City Administrator Johnson reported that he is working on issues related to the former fairgrounds property and upcoming union negotiations.

RESULT:	APPROVED & SENT TO COUNTY
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6. Consider placing monthly reports on file

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

RESULT:	CARRIED
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V. Establish date, time and location of next regular meeting

Tuesday, September 1st, 2015 at 5:15 P.M., in the City Hall Common Council Chambers. Note: At the August 4th, 2015 City Plan Commission meeting, Mayor Bialecki announced that a City Plan Commission meeting would be held at 5:00 P.M. in the City Hall Council Chambers on September 1st, 2015. Therefore, the September 1st Personnel and Finance Committee meeting will be moved to the City Hall Basement Conference Room.

VI. Public Comment Period

There was no public comment.

VII. Closed session(s):

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(e) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to consider Police Union and Fire Union negotiation strategy.

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

Convened in closed session at 5:44 P.M. Attending: Schwartzman, Burgener, Meehean, Johnson, Hayden, Unertl, Savone, Neff, Sukow and Heideman.

The minutes of the first closed session will be filed separately and confidentially.

2. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g) to confer with legal counsel to discuss litigation in which it is or is likely to become involved, related to a police union grievance. Note: The agenda was amended on July 24, 2015 to add this item.

The second closed session began at 5:54 P.M. Attending: Schwartzman, Burgener, Meehean, Johnson, Hayden, Unertl, Savone, Neff, Sukow and Heideman.

The minutes of the second closed session will be filed separately and confidentially.

- VIII. The Committee may reconvene in open session to take potential action(s) on closed session issues.

The Committee opted not to reconvene in open session.

- IX. Adjournment

Motion (Meehean/Burgener) to adjourn. Carried. Adjourned (from closed session) at 5:57 P.M.