



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY OCTOBER 27, 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, City Attorney Tom Hayden, Finance Director Kathy Unertl, Alderman Dave Sukow, Alderwoman Kandy Peterson, Street Commissioner Richard Lupton, Library Director Stacy Stevens, Municipal Judge Ned Seubert, Parks and Recreation Director Dan Wendorf, Kortney Pike, Roger Drewek and City Clerk Bill Heideman. A student from MP3 was also present to tape the meeting.

II. Vouchers:

1. Vouchers for September, 2015

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

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Authorization for Retirement Sick Leave payment and standardization of City Employee Handbook definition of "retirement" consistent with Wisconsin Retirement System (WRS) lump sum provisions.

Information was in the meeting packet.

City Administrator Johnson reported that the definition of "retirement" in the City Employee Handbook is different than the definition used by the Wisconsin Retirement System. City staff recommends that the City Employee Handbook be changed to match the Wisconsin Retirement System definition.

Per City Attorney Hayden, no Common Council action is necessary if the Personnel and Finance Committee takes action on this issue.

Motion (Meehean/Burgener) to approve a change to the City Employee Handbook definition of retirement, to make it consistent with the definition of retirement that the Wisconsin Retirement System currently has in place.

RESULT: APPROVED

2. Resolution amending employee benefits - fringe benefits at Section 14-5-1, Group Health Insurance Program for the Non-Union Personnel Policies, to change the employee contribution to ten percent (10%).

Information, including the proposed resolution, was in the meeting packet.

Finance Director Unertl reported that the proposed resolution would change the non-union employee contribution rate for health insurance to 10%. This rate is consistent with the police and fire union contracts that have been tentatively agreed upon and are awaiting approval.

Motion (Meehean/Burgener) to recommend approving the resolution.

RESULT:	APPROVED AND SENT TO COUNCIL	Next: 11/10/2015 7:00 PM
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3. Review of Mayor/Aldersperson Compensation

Mayor/Aldersperson compensation information from several municipalities was in the meeting packet. City Administrator Johnson provided additional details.

Alderman Meehean stated that it seems the City is neither too high or too low on the compensation. However, in his opinion, the charge to a citizen when they request a special Common Council meeting (\$120) is too low. He would like to consider a change in that charge amount.

RESULT:	REFERRED TO NEXT MEETING	Next: 11/24/2015 5:15 PM
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4. Fiscal projections for Public Works and Street Department positions

Information was in the meeting packet.

In light of the pending retirement of Street Commissioner Lupton, City staff is recommending a reorganization of the Street Department. This reorganization would result in the elimination of the elected Street Commissioner position and the addition of an appointed Public Work Director/City Engineer position and an appointed Street Superintendent position.

Alderman Schwartzman suggested that, prior to the elimination of the elected Street Commissioner position, public hearings should be held to inform the public of this change.

Alderman Burgener questioned whether the restructuring would result in a decrease in Street Department staffing. He was assured that there would be no reduction in staff if the restructuring is approved.

Per City Attorney Hayden, no Common Council action is necessary if the Personnel and Finance Committee approves the creation and funding of the two new positions.

Motion (Meehean/Burgener) to approve the creation and funding for a new position titled Public Works Director/City Engineer and a new position titled Street Superintendent.

RESULT:	APPROVED
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5. Fiscal status of Aquatic Center

Information was in the meeting packet.

City Administrator Johnson stated that the account for the Aquatic Center is in a favorable fiscal position at this time.

No action was necessary, requested or taken.

6. Preliminary reduced tax levy capital from \$211,200 to \$146,000

Information was in the meeting packet.

Finance Director Unertl reported that she is close to having a balanced 2016 budget, but that the results of the Carlson-Dettmann Consulting compensation study have not been incorporated into the budget yet.

Alderman Schwartzman asked if Finance Director Unertl could provide an estimated mill rate for 2016. Finance Director Unertl replied that she would not be comfortable providing a rate until she received additional information from the State of Wisconsin. Alderman Schwartzman asked that taxpayers be kept informed regarding 2016 tax rates. He would also like to see Debt Service data as soon as possible.

No action was necessary, requested or taken.

IV. Monthly Reports:

1. Municipal Court

The monthly report was in the meeting packet.

2. Finance Director Unertl

The monthly report was in the meeting packet.

Finance Director Unertl reported that the Payroll Specialist will be retiring effective April 1st, 2016. Alderman Schwartzman then asked if it might be advantageous to have an outside firm process the payroll. Finance Director Unertl responded that this would probably not be practical, but that she would research this issue.

3. City Attorney Hayden

The monthly report was in the meeting packet.

4. City Clerk Heideman

The monthly report was in the meeting packet.

City Clerk Heideman reported that Accela is still addressing concerns related to the video and audio of the October 16th Committee of the Whole budget meeting.

5. City Administrator Johnson

The monthly report was in the meeting packet.

6. Consider placing monthly reports on file

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

RESULT: PLACED ON FILE

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

Tuesday, November 24th, 2015 at 5:15 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

There was no public comment.

VII. Adjournment

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 5:44 P.M.