



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY FEBRUARY 23, 2016**

**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, Alderwoman Kandy Peterson, Alderman Dave Sukow, Kortney Pike and City Clerk Bill Heideman

II. Vouchers:

1. Vouchers for November, December 2015 & January 2016

The vouchers were in the meeting packet.

Motion (Burgener/Meehean) to place on file.

**RESULT: PLACED ON FILE**

III. Agenda items for consideration:

1. Consider appeal from Kim David for Special Assessment @ 806-808 Superior Street (placed on tax roll).

This item was part of an amended agenda.

Motion (Meehean/Burgener) to disallow the appeal.

**RESULT: DISALLOWED**

2. Review policy concerning city employees taking time off during work hours to attend pre-scheduled meetings.

Alderman Schwartzman has placed this item on the agenda. He explained that, as a result of the election in April, there is a possibility that one, two or three city employees will be elected to the Lincoln County Board. Since Lincoln County schedules some meetings during the day, Alderman Schwartzman wants to ensure that the City has a clear policy in place regarding employees taking time off to attend pre-scheduled meetings.

City Administrator Johnson reported that, based on policy and union contracts, there are three sets of rules for taking time off to attend meetings. One set of rules is for the fire union, one for the police union and one for non-union employees. He added that Department Heads have discretion when granting time off, but that at no time may an employee take off if it results in a minimum staffing rule being compromised.

Alderman Schwartzman and Alderman Meehean directed City Administrator Johnson to research this issue further and report his findings at the next meeting.

No action was taken at this time.

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.

Financial support for the River Bend Trail continues to progress well.

3. **City Attorney Hayden**

The monthly report was in the meeting packet.

4. **City Clerk Heideman**

The monthly report was in the meeting packet.

5. **City Administrator Johnson**

The monthly report was in the meeting packet.

City Administrator Johnson reported that Greenheck has donated \$50,000 to help pay for construction of the new building at the Merrill Festival Grounds. It is anticipated that the Schulz Building will be demolished after the fair. It is hoped that construction of the new grandstand will begin on March 7<sup>th</sup>.

6. **Consider placing monthly reports on file**

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

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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V. **Establish date, time and location of next regular meeting**

Tuesday, March 29<sup>th</sup>, 2016 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/Meehan) to adjourn. Carried. Adjourned at 5:40 P.M.