



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • MONDAY APRIL 25, 2016

Regular Meeting

City Hall Council Chambers

6:00 PM

I. Call to Order

Alderman Schwartzman called the meeting to order at 6:00 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Alderwoman Kandy Peterson, Roger Drewek, Kortney Pike, Lucas Wayda, Kody Gipple, Matt Kucirek, Sue Kunkel, Michael Caylor Jr., Duane Pfister and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for March, 2016

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Merrill Festival Grounds Manager Agreement

City Attorney Hayden noted that a copy of the proposed contract was in the meeting packet. To date, the gentleman named in the contract has been volunteering his services.

Finance Director Unertl explained that the contract would be paid via Room Tax funds and also Fund 24 monies.

City Administrator Johnson stated that this position would be for a short-term and would be reanalyzed after a formal Festival Grounds oversight group is formed and begins operation.

Alderman Russell suggested that procedures for filling positions should be as uniform as possible, regardless of the type of position being filled.

It was noted that this is a contract for services position, and therefore the person would not be a City employee.

Motion (Schwartzman/Meehean) to refer, with no recommendation, to the Common Council.

RESULT:	REFERRED TO COUNCIL	Next: 5/10/2016 7:00 PM
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2. Merrill Festival Grounds Ground Lease Agreement

A copy of the proposed agreement was in the meeting packet.

City Attorney Hayden explained that an agreement of this type for the Festival Grounds had never been created or adopted when Lincoln County owned the property. He provided details on the agreement.

Alderman Meehean questioned the fact that, at this time, the Lincoln County Fair Board is the only organization that can dictate the financial terms of any vendor agreement for events at the Festival Grounds.

Motion (Meehean/Russell) to approve a one-year lease. Further research will be done and discussion held on how to proceed at the end of the one-year duration of the agreement.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 5/10/2016 7:00 PM
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3. Ordinance on the determination and disposition of surplus City property

The proposed ordinance was in the meeting packet.

City Administrator Johnson explained that the ordinance is being proposed to streamline the process of disposing of City property. The current ordinance stipulates that, if the fair market value of the property is more than \$500, the Common Council must deem the property as surplus property before disposition of the property. The proposed ordinance would raise that minimum amount to \$1,000. The current ordinance stipulates that advertising of the property disposition must be done twice in the official city newspaper. The proposed ordinance would change this to require publishing only once, with the disposition also posted on the City's website.

Motion (Meehean/Russell) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 5/10/2016 7:00 PM
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IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

Alderman Russell raised the issue of proposed borrowing in the near future. Finance Director Unertl responded that a major manufacturing project is a possibility, but that the project is not yet definite. A portion of future borrowing would be contingent on that project becoming a reality.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

Alderman Meehean requested a review of the fee charged to citizens when they request a special Common Council meeting.

5. City Administrator Johnson

The report was in the meeting packet.

Demolition work on the former Page Milk facility continues.

City Administrator Johnson addressed several payroll-related issues that were originally discussed at the Department Head meeting earlier in April.

Note: Alderman Russell departed at 6:32 P.M.

6. Consider placing monthly reports on file

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

RESULT:	PLACED ON FILE
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V. Establish date, time and location of next regular meeting

Tuesday, May 24th, 2016 at 5:15 P.M., in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Closed session(s):

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to conduct annual performance evaluation of City Administrator Johnson.

Motion (Meehean/Schwartzman) to convene in closed session, per the Wisconsin State Statutes detailed on the meeting agenda. Motion carried 2-0 on roll call vote.

Convened in closed session at 6:35 P.M. Attending: Schwartzman, Meehean, Peterson, Johnson and Heideman.

Led by Alderman Schwartzman, the annual evaluation of City Administrator Johnson was conducted.

VIII. Adjournment

Motion (Meehean/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 6:41 P.M.