



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY MARCH 28, 2017

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 | |
| Tim Meehean | Aldersperson - Eighth District | Present | |
| Paul Russell | Aldersperson - First District | Present | |

Also in attendance: City Administrator Dave Johnson, Mayor Bill Bialecki, Finance Director Kathy Unertl, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Maintenance Supervisor Nick Wszalek, Library Director Stacy Stevens, Alderwoman Kandy Peterson, Alderwoman Mary Ball, Alderman Pete Lokemoen, Kortney Pike, Brian Ball and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for February, 2017

Finance Director Unertl answered a question related to the vouchers.

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Building Inspector/Zoning Administrator vacation accrual.

Alderman Meehean asked Mr. Schwartzman questions related to when the issue of Mr. Pagel's vacation was considered in March of 2013. Specifically, Mr. Meehean wanted to know whether the committee intended to permanently count all Mr. Page's years of service (continuous or non-continuous) when calculating his vacation accrual. Alderman Schwartzman responded that it was indeed the intention of the committee at that time. Based on this information, Mr. Meehean stated that he did not think it would be appropriate to change the prior committee decision.

Motion (Meehean/Schwartzman) to approve Mr. Pagel's request. If the request is approved, all of his years of service will be considered as part of his vacation accrual, as long as Mr. Pagel remains a City employee.

RESULT: APPROVED

2. Request from T.B. Scott Library for budget amendment to fund lighting panel project.

Library Director Stevens explained that this request is being made because the lighting panel is fading, and could become completely inoperable at any time.

Mayor Bialecki raised the possibility of the Endowment Fund being used to pay for this. Library Director Stevens responded that the Endowment Fund is currently paying for other major projects, including paving of the parking lot.

Motion (Schwartzman/Russell) to approve.

RESULT:

APPROVED & SENT TO COUNCIL

Next: 4/11/2017 7:00 PM

3. Discuss tax delinquent properties.

Alderman Russell reported Lincoln County Clerk Chris Marlowe had called him to inform him that he would be unable to attend the meeting. Therefore, consideration of this item will be delayed until the April meeting. Mayor Bialecki will be inviting additional Lincoln County officials to that meeting.

No action was taken at this time.

4. Discuss honor and service awards for employees.

Alderman Russell suggested the possibility of offering additional gifts to employees who are being recognized for years of service and/or retirement. This could also be an incentive for employees to attend the meeting at which they are being honored. Alderman Meehean and Alderman Schwartzman concur with this.

Alderman Russell will work with City Administrator Johnson on this, and discussion will continue at the April meeting.

No action was taken at this time.

5. Discuss policies, procedures and responsibilities for video live-streaming meetings.

There was concern that the Parks and Recreation Commission meetings are not being live-streamed and videotaped.

City Clerk Heideman reported that he and Information Technology Manager Turner will ensure that Park and Recreation Department officials and other City staff will be trained in order to facilitate live-streaming and videotaping of all meetings held in the City Hall Common Council Chambers.

6. Receive input and direction regarding training additional personnel (staff and alderpersons) to use Accela software for agenda items, agendas and minutes.

A memo from Information Technology Manager Turner and City Clerk Heideman was in the meeting packet.

The memo requested input/direction from the committee on potentially increasing the number of people trained in the use of the Accela Agendas & Minutes software module.

Motion (Meehean/Russell) to begin the process of taking the necessary steps to use Accela software to create all meetings and agendas. If the motion is approved, City Clerk Heideman and Information Technology Manager Turner will prepare an implementation plan, which will be presented at a future meeting.

RESULT: APPROVED

IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

Finance Director Unertl reported that, due to a seminar, the date of a special Common Council meeting will be changed from April 25th.

3. City Attorney Hayden

The report was in the meeting packet.

City Attorney Hayden noted that he has been working with City Administrator Johnson on updating employee policies.

4. City Clerk Heideman

The report was in the meeting packet.

City Clerk Heideman reported that, during the testing of the election equipment, one issue was encountered. It will be resolved on March 29th.

5. City Administrator Johnson

The report was in the meeting packet.

City Administrator Johnson answered questions related to his report.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

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

Monday, April 24th, 2017 at 5:45 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/Russell) to convene in closed session, per the Wisconsin State Statutes detailed on the meeting agenda. Carried 3-0 on roll call vote.

Convened in closed session at 6:13 P.M. Attending: Schwartzman, Meehean, Russell, Johnson, Hayden, Bialecki, Peterson and Ball.

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 6:43 P.M.