



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • MONDAY APRIL 24, 2017

Regular Meeting

City Hall Council Chambers

5:45 PM

I. Call to Order

Alderman Schwartzman called the meeting to order at 5:53 P.M. The meeting started late due to the length of the Health and Safety Committee meeting held earlier.

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 Bialceki, Finance Director Kathy Unertl, City Attorney Tom Hayden, Alderwoman Mary Ball, Alderwoman Kandy Peterson, Fire Chief Dave Savone, Lincoln County Clerk Chris Marlowe, Robert Weaver and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for March, 2017

Fire Chief Savone answered a question related to a voucher.

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Consider request to write-off Personal Property Tax bill (\$452.41) for Merrill Service LLC.

Motion (Meehean/Russell) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 5/9/2017 7:00 PM**

2. Discuss tax delinquent properties.

City Administrator Johnson reported that the City has concerns related to the timeliness of Lincoln County addressing tax-delinquent properties.

Finance Director Unertl anticipates that 7 to 10 City properties will become tax-delinquent annually.

Lincoln County Clerk Marlowe explained the current Lincoln County process to address tax-delinquent properties. The process originates with the Lincoln County Treasurer. Last year, Lincoln County attempted to take possession of 18 properties. Due to an employee terminating their employment, tax-delinquent notices were not mailed last August. Those notices will be issued. Lincoln County Clerk Marlowe stated that the number of tax-delinquent properties in the City is less than ¼ of the total in Lincoln County. He expressed a willingness to work with the City in addressing tax-delinquent properties.

Alderman Meehean suggested that, whenever possible, the top priority should be to take possession of tax-delinquent businesses. In his opinion, the City and Lincoln County have an agreement, but that it appears that the agreement is not being followed.

Alderman Russell suggested that a problem-solving meeting be held to address and any problems with the current process. He suggested that such a meeting could be facilitated by Community Development Educator Art Lersch.

Robert Weaver, a member of the Lincoln County Board, stated that the control and influence of Lincoln County is somewhat limited, particularly when interacting with elected officials.

Alderman Meehean remarked that the City and Lincoln County share the problem, so they will have to work together to solve it. He added that, if the problems are not addressed, the situation is bound to get worse.

Lincoln County Clerk Marlowe stated that the current system is not necessarily “broke”, but there does seem to be a “shortage of labor” issue. He added that Lincoln County has also had some “success stories” related to addressing tax-delinquent properties.

It was agreed that, whenever and wherever possible, City officials will provide help to address and resolve concerns related to this issue.

No formal action was taken.

3. Continue discussion of honor and service awards for employees.

Alderman Russell reported that he is in the process of forming a group to address this issue. After the committee has been formed and has had a meeting, he will provide a status report to the Personnel and Finance Committee.

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 she is currently working on the 2018 Capital Budget. Policies and procedures related to capital budgeting were discussed.

3. City Attorney Hayden

The report was in the meeting packet.

City Attorney Hayden distributed, to only committee members, the first draft of revisions to the employee handbook. These document will be considered at future meetings.

4. City Clerk Heideman

The report was in the meeting packet.

City Clerk Heideman provided a verbal timetable for 2017-2018 liquor, bartender and cigarette license renewals.

5. City Administrator Johnson

The report was in the meeting packet.

Alderman Russell thanked City Administrator Johnson for utility-related support during the "Brats for Vets" event.

City Administrator Johnson provided a verbal update on Expo Center construction.

A group has purchased the former pharmacy on West Main Street, in order to house a warming center. Ultimately, the facility will be used as a homeless shelter.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

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

Tuesday, May 23rd, 2017 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

Mayor Bialecki commented on the April 21st "Brats for Vets" event. Alderman Schwartzman added that it was a "great" event.

VII. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 6:39 P.M.