



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY JUNE 27, 2017**

**Regular Meeting**

**City Hall Council Chambers**

**5:00 PM**

**I. Call to Order**

Alderman Schwartzman called the meeting to order at 5:00 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, Alderwoman Mary Ball (arr. 5:15), Kortney Pike, Roger Drewek, Lara Millis, Diane Wais, Duane Pfister, Lori Anderson-Malm and City Clerk Bill Heideman.

Alderman Schwartzman requested that he be authorized to change the order of agenda items. He is making this request to ensure that certain agenda items are addressed prior to 6:00 P.M., the scheduled start time for a Committee of the Whole/Redevelopment Authority meeting. Without objection, it was so ordered.

**II. Vouchers:**

**1. Vouchers**

The vouchers were in the meeting packet. Finance Director Unertl answered questions related to the vouchers

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 (total of \$235.20) for Heritage House, 1601 East Tenth Street.**

Motion (Meehean/Russell) to approve.

**RESULT: APPROVED & SENT TO COUNCIL Next: 7/11/2017 7:00 PM**

**2. Discussion and potential action(s) on Wisconsin Professional Police Association (WPPA) bargaining request.**

City Administrator Johnson reported that the Wisconsin Professional Police Association (WPPA) has submitted a letter requesting the opening of contract negotiations.

Motion (Meehean/Russell) to authorize commencing the bargaining process.

**RESULT: APPROVED**

**3. Update on Lincoln County delinquent tax foreclosure issue.**

Finance Director Unertl reported on the continuing efforts of Lincoln County to streamline the delinquent tax foreclosure process.

No action was necessary, requested or taken.

**4. Review and discuss plan of action related to employee disability retirement request.**

Finance Director Unertl reported that an employee has submitted a request for a disability retirement.

Motion (Meehean/Schwartzman) to proceed with, per the City policy, the necessary steps involved in the disability retirement process.

**RESULT: APPROVED**

**5. Ordinance amending Code of Ordinances Chapter 2, Article VII, Section 2-191, related to hiring of relatives.**

Motion (Meehean/Schwartzman) to approve.

**RESULT: APPROVED & SENT TO COUNCIL**

**Next: 7/11/2017 7:00 PM**

**6. Continue consideration of Personnel Policies/Handbook revisions.**

Discussion was held on the minimum number of weekly work hours necessary to be considered a full-time employee. Currently, employees working between 30 and 39 hours per week are given prorated benefits.

It was reported that the portions of the manual related to the State and Federal Family and Medical Leave Acts (FMLA) are still being rewritten.

Section 6-10 (Longevity) was discussed. Currently, some employees are receiving annual longevity bonuses. No changes to this section were proposed or made.

City Administrator Johnson suggested that in Section 17 (Discipline and Grievance), the names of the four steps in the disciplinary process should be changed to verbal, written, suspension and termination.

Alderman Meehan suggested that Fair Labor Standards Act (FSLA) rules be followed when calculating overtime pay. Discussion was then held on whether employees are eligible for overtime pay if they use a vacation day during the week, but are then called in to work on the following weekend. No decision was made.

Finance Director Unertl noted that Section 14-5 will be updated to reflect the current amounts related to Group Health Insurance.

Diane Wais reported that the one chapter of the manual is still being rewritten, so it has not yet been distributed.

No official action on any portion of the manual was taken at this time.

**7. Consider vacation accrual/payout policies.**

Finance Director Unertl provided information on changes that made to the vacation accrual method in 2008. At that time, the City changed to a method which accrues leave on a monthly basis, as earned. This process replaced a lump sum method which recorded the previous year earned leave on January 1<sup>st</sup> of the following year.

Alderman Meehean suggested that an internal survey be conducted to help evaluate whether employees prefer the current method, or whether they would rather reinstall the previous accrual method. He then suggested that, after a decision is made regarding the accrual method, the issues related to excess vacation accrual/carryover will need to be addressed.

No action was taken at this time.

**IV. Monthly Reports:**

**1. Municipal Court**

The report was in the meeting packet.

**2. Finance Director Unertl**

The report was in the meeting packet.

**3. City Attorney Hayden**

The report was in the meeting packet.

**4. City Clerk Heideman**

The report was in the meeting packet.

**5. City Administrator Johnson**

The report was in the meeting packet.

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

Motion (Meehean/Russell) 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, July 25<sup>th</sup>, 2017 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 5:56 P.M.