



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY JULY 25, 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, Finance Director Kathy Unertl, City Attorney Tom Hayden, Library Director Stacy Stevens, Fire Chief Dave Savone, Alderwoman Mary Ball, Kortney Pike, Dave Graveen and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for June, 2017

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Preliminary 2018 budget development provisions.

Finance Director Unertl reported that she is awaiting levy-limit information from the state. At this time, the 2018 budget will include a 1% wage increase at the beginning of 2018 and a 1% increase mid-year.

Finance Director Unertl then provided information related to the Wisconsin Retirement System.

No action taken.

2. 2018 budget requests to Lincoln County (Library and Ambulance/EMS)

Library Director Stevens reported that the proposed 2018 Library budget shows no increase from 2017. Specific budget line-item increases were offset by contingency accounts.

Finance Director Unertl reported that the proposed 2018 Ambulance/EMS budget is 2% higher than the 2017 budget. The majority of the increase is in personnel services.

Motion (Meehean/Russell) to approve the proposed 2018 Library and Ambulance/EMS budgets as presented, and forward the budgets to Lincoln County for consideration.

RESULT: APPROVED

3. Discuss Employee Health Insurance for 2018.

City Administrator Johnson reported that the City's Experience Modification Rate is not favorable at this time. He added that the question to be considered soon is whether to "ride it out" with the current employee health insurance carrier or to look elsewhere for employee health insurance.

No action was taken at this time.

4. Continue addressing vacation accrual/payout policies.

The meeting packet included a list of recommendations related to the vacation policy. These recommendations were developed at June Department Head meeting. The proposed recommendations are as follows:

1. Accrual to remain on a monthly basis.
2. Three normal weeks of vacation could be carried over. The word "normal" is to cover the extra hours worked by the firemen (2080 vs. 2912) annually.
3. Three normal weeks of vacation would be the cap paid out upon resignation or retirement.
4. Due to time on the books, we would transition into this by January 1st, 2020. The cap would be five weeks in 2018, four weeks in 2019 and three weeks in 2020.

A memo from Fire Chief Savone was distributed. Fire Chief Savone added that it would be virtually impossible for the Fire Department to reach the five-week cap in 2018.

Firefighter/Paramedic Dave Graveen provided verbal historic information on the vacation carryover in the Fire Department. Upon being asked by Alderman Meehean, Firefighter/Paramedic Graveen stated that, although the current union contract does not allow for vacation carryover, vacation is being carried over by some union and non-union Fire Department employees.

Motion (Meehean/Russell) to approve the list of recommendations, as presented, with the following exception for the Fire Department. The Fire Department not be required to reach the five-week cap in 2018.

RESULT: APPROVED

5. Continue consideration of Personnel Policies/Handbook revisions.

Alderman Russell suggested that, instead of considering this agenda item now, a special Personnel and Finance Committee be scheduled to continue addressing this issue.

A special meeting will be scheduled in August. It was acknowledged that multiple meetings may be necessary.

No action 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. It included information related to the tax settlement with Lincoln County.

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.

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

The next regular meeting will be Tuesday, August 29th, 2017 at 5:00 P.M. in the City Hall Common Council Chambers.

As discussed earlier, a special meeting will be held Tuesday, August 15th, 2017 at 5:00 P.M. in the City Hall Council Chambers. The purpose of this meeting will be to continue consideration of Personnel Policies/Handbook revisions.

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)(e) & (g) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, to confer with legal counsel regarding advice on strategy for upcoming Police and Fire union negotiations.

Motion (Meehean/Russell) to convene in closed session, as specified on the agenda. Motion carried 3-0 on roll call vote.

Convened in closed session at 5:53 P.M.

Attending the closed session: Schwartzman, Meehean, Russell, Johnson, Unertl and Hayden.

Upcoming union negotiations were discussed.

VIII. Adjournment

Motion (Russell/Meehean) to adjourn. Carried. Adjourned at 6:22 P.M.