



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY AUGUST 29, 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	Excused	

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Kortney Pike, Diane Wais, Dave Graveen and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers for July, 2017

Motion (Meehean/Schwartzman) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Debt service refinancing and new borrowing options

A "Debt Update and Preliminary 2017 Financing Plan" from Ehlers was distributed.

Representing Ehlers, Sean Lentz spoke with the committee via telephone conference call. He addressed the following topics:

- Current Situation
- 2017 Financing Needs
- Potential Impacts
- Preliminary Approach to Financing Needs
- Calendar/Next Steps

No action was taken. Agenda items related to proposed future borrowing will be on the September 12th, 2017 Common Council agenda.

2. 2018-2020 assessment maintenance contract with Bowmar Appraisal

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

Finance Director Unertl reported that the contract includes slight increases in each of the three years.

Motion (Meehean/Schwartzman) to approve.

RESULT:

APPROVED & SENT TO COUNCIL

Next: 9/12/2017 7:00 PM

3. Draft version of revised Personnel Policies/Handbook

Alderman Schwartzman began by stating that he had two recommendations conveyed to him by Alderman Lokemoen.

The first recommendation was that, instead of changing “Personnel Director” to “City Administrator” in numerous places in the handbook, it might be better to insert one sentence that states that the City Administrator serves as the Personnel Director.

The second recommendation was to include language that decisions made by the City Administrator are subject to review by the Personnel and Finance Committee. City Administrator Johnson responded that the Personnel and Finance Committee already has been given that authority.

Alderman Meehean suggested deleting the language in Section 4-2 (Organizational Charts) stating that the City Administrator presents the organizational charts annually for review.

It was noted that the language in Section 4-4 (Residency) now complies with State law.

In Section 5-4 (Job Vacancies and Internal Notifications), “Employer” will be changed to “City”. Unnecessary language will be deleted from the section.

In Section 5-11, #21, the language “Non-Union Pers. Only” will be deleted.

In Section 12-3-1 (Sick Leave), language will be added to state that unpaid leave will be granted per Federal Medical Leave Act (FMLA) stipulations and conditions.

Typos in the “Family and Medical Leave Policy” section were noted and will be corrected.

Formatting and numbering issues in Section 17-1 (Disciplinary Action Policy) were noted and will be corrected, A typo will be corrected in Section 23-5 (Use of Equipment).

Motion (Meehean/Schwartzman) to approve the Personnel Polices/Handbook revisions and forward to the Common Council.

Finance Director Unertl suggested that prior to the revisions being sent to the Common Council, Clerk/Treasurer staff meet with the Personnel and Finance Committee. She bases this on the fact that Clerk/Treasurer staff deal with issues related to the policies and handbook, and staff members still have concerns.

Dave Graveen reported that Fire Department personnel have concerns related to the new cell phone policy. Their concerns are primarily related to the City being allowed to harvest data from a cell phone. It was suggested that including language related to the Open Records Law may alert employees in advance to the risks of using a personal cell phone for City use.

Based on the statements made earlier by Finance Director Unertl, Alderman Meehean requested that his motion be withdrawn. Without objection, it was so ordered.

It was suggested that, with the potential approval of a new vacation policy, employees should be notified of this potential change, in order to allow them sufficient time to plan for upcoming vacation use.

No action was taken.

IV. Monthly Reports:

1. Municipal Court

The monthly report was in the meeting packet

Finance Director Unertl indicated that the Joint Municipal Court is considering fee increases, effective May 1st, 2018 and May 1st, 2020. The City of Tomahawk will receive notification on this.

2. Finance Director Unertl

The monthly report was in the meeting packet.

3. City Attorney Hayden

The monthly report was in the meeting packet.

4. City Clerk Heideman

The monthly report was in the meeting packet.

5. City Administrator Johnson

City Administrator Johnson reported that he has received five applications for the vacant Information Technology Manager position.

Alderman Meehean inquired as to the future plans for the former outdoor swimming pool site. At this time, consideration is being given to creating another site similar to the current Stange Kitchenette site. This is based on the demand for the current Kitchenette.

Alderman Meehean noted the disappointing news related to 2018 City Health Insurance.

The increase in the City's Equalized Value was discussed.

6. Consider placing monthly reports on file

Motion (Meehean/Schwartzman) to place on file.

RESULT: PLACED ON FILE

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

Monday, September 25th, 2017 at 5:45 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Adjournment

Motion (Meehean/Schwartzman) to adjourn. Carried. Adjourned at 6:03 P.M.