



CITY OF MERRILL
COMMITTEE OF THE WHOLE
MINUTES • FRIDAY OCTOBER 20, 2017

Budget Session

City Hall Council Chambers

8:00 AM

I. Call to Order

Mayor Bialecki called the meeting to order at 8:00 A.M.

Attendee Name	Title	Status	Arrived
Paul Russell	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Mary Ball	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	

Also in attendance: Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett, Street Superintendent Dustin Bonack, Transit Director Bran Brummond, City Attorney Tom Hayden, City Administrator Dave Johnson, Enrichment Center Director Tammie Mrachek, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Joint Municipal Court Judge Ned Seubert, Utility Operations Manager Gabe Steinagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf, Maintenance Supervisor Nick Wszalek, Frank Livermore, Art Lersch, Jay Wicke and City Clerk Bill Heideman.

II. Public Comment Period

None.

III. 2017 Fiscal Status:

1. Update on 2017 Fiscal Status, including Undesignated General Fund Balance
 City Administrator Johnson reminded everyone of an upcoming “Employee Benefits Fair” at the Fire Station.

Finance Director Unertl speculated that all “holes” in the 2017 budget will be filled. She anticipated growth in 2018 and 2019 to be similar to the growth experienced to date in 2017.

IV. Consideration of Personnel Services Items:

1. Follow-up on City's Group Health Insurance for 2018

Finance Director Unertl reported that the only viable health insurance option at this time is the AspirusAlive Narrow Network. This would involve a major change for the majority of City employees who currently have City health insurance.

Alderman Norton stated his opinion that he would like to allow the employees to have input on this decision.

Public Works Director/City Engineer Akey stated that the majority of employees under him are comfortable with their current provider and do not want to change providers.

Alderman Meehean suggested allowing the employees to decide whether they want to pay more to maintain the current coverage. He suggested that the employees be allowed to vote on one of three options.

No action was taken at this time.

2. Update on City Employee turnover

City Administrator Johnson reviewed the City organizational chart.

Finance Director Unertl reviewed the employee turnover chart.

3. Potential full-time Maintenance position (Shared for City facilities)

It was announced that this would be discussed later in the meeting.

V. Consideration of 2018 Budget Requests:

1. Utility - Landfill, Water, Sewer and Utility Capital

Finance Director Unertl and Utility Operations Manager Steinagel reviewed the proposed 2018 budgets for Landfill, Water, Sewer and Utility Capital.

2. Update on Debt Service and City Borrowing Capacity

At 8:53 A.M, Mayor Bialecki announced a recess. At 9:10 A.M., he called the meeting back to order.

Finance Director Unertl reported that, at the next Personnel and Finance Committee meeting, she would provide an update on debt service and borrowing capacity.

3. General Fund/Tax Levy supported Operations and Capital

Finance Director Unertl reported on the following proposed 2018 budgets: Non-Departmental, Street Commissioner, Public Works/Engineer, Stormwater Plan/Const., Street Department, Street Superintendent, Garage Maintenance, Operations Support (M & E), Roads, Street Cleaning, Snow & Ice, Streets - Sealcoat, Stormwater Maintenance, Street Painting - Marking, Marking - Ped. & Bike, Street Leave Expenses, Garbage Collection, Recycling, Weed & Nuisance Control and Christmas Decorations.

Finance Director Unertl and Street Superintendent Bonack reported on the proposed 2018 Street Department capital budget items.

The Airport Commission has agreed to a delay in the reallocation of a Street Department plow truck. Based on this, it was suggested that a "tar kettle" be included in the 2018 Street Department capital budget items. Although the existing unit is only three years old, it is not practical. There was no objection to this suggestion.

Finance Director Unertl reported on the proposed 2018 budget for Street Lighting.

The Festival Grounds budget was then discussed. City Administrator Johnson reported that the estimated cost of new restrooms is \$200,000. The possibility of installing fencing around the perimeter of the grounds was discussed. The possibility of obtaining fencing at a reasonable price was mentioned.

Finance Director Unertl reported on the proposed 2018 budget for Bierman Building and for TID #3- Festival Grounds.

Trees in the City were then discussed.

Finance Director Unertl and Park and Recreation Director Wendorf reported on the following proposed 2018 budgets: Parks, River Bend Trail, Athletic Parks Lights, Ott's Park Lights, Recreation Programs, MARC - Smith Center and Aquatic Center. They led discussion on the proposed 2018 Parks and Recreation capital projects and equipment.

Finance Director Unertl reported on the following proposed 2018 budgets: Marketing - PR, CATV - MP3 and Cable Franchise.

The proposed budget for Outside Agencies was then considered. Two new requests for funding (Park City Gardens and River Bend Trail Foundation) have been received.

The question was raised whether funding for HAVEN is necessary, since they have several other funding sources. Alderman Meehean responded to this by stating that HAVEN provides quality services and their budget is already "lean".

Finance Director Unertl and Police Chief Bennett then led discussion on the proposed 2018 Police Department budget for capital projects and equipment.

Finance Director Unertl and Police Chief Bennett reported on the following proposed 2018 budgets: Police, Police - SRO and Traffic Control.

Finance Director Unertl and Fire Chief Savone reported on the following proposed 2018 budgets: Fire Protection-Hydrants, Fire Protection and Ambulance/EMS. They then led discussion on the proposed 2018 Fire Department budget for capital projects and equipment.

At 11:42 A.M., Mayor Bialecki announced a lunch recess.

At 12:30 P.M., Mayor Bialecki called the meeting back to order.

Finance Director Unertl and Transit Director Brummond reported on the proposed 2018 Transit budget and the proposed 2018 Transit budget for capital projects and equipment.

Finance Director Unertl reported on the following proposed 2018 budgets: Airport (including capital budget), Aviation Fuel, Health Officer and MACEC - Enrichment.

Finance Director Unertl and Library Director Stevens reported on the proposed 2018 Library budget.

Finance Director Unertl reported on the following proposed 2018 Common Council budget.

Finance Director Unertl and Joint Municipal Court Judge Sheridan reported on the proposed 2018 Municipal Court budget.

Finance Director Unertl reported on the following proposed 2018 budgets: City Attorney, Mayor, City Administrator, Personnel - HR, City Clerk, Clerk/Treasurer Staff, Elections, Treasurer/Finance Director and Information Technology.

Frank Livermore (Livermore Technologies) and Art Lersch then shared information on the ongoing Fiber Community Area Network project.

Finance Director Unertl reported on the following proposed 2018 budgets: Assessment of Property, Independent Auditing, Over-Collected Taxes, Insurance/Employees, City Sealer and Economic Development.

The Community Development and Building Inspection/Zoning budgets were considered next. City Administrator Johnson is proposing that the Community Development Program Coordinator position be reduced from full-time (40 hours/week) to part-time (25 hours/week). If the reduction is approved, the savings could be used to fund a full-time maintenance position being proposed.

Alderman Lokemoen stated his opposition to the reduction. Building Inspector/Zoning Administrator Pagel also stated his opposition, noting that he became aware of this proposal only about a week ago.

Motion (Lokemoen/Schwartzman) to retain the Community Development Program Coordinator position as a full-time position.

Motion (Meehean/Russell) to amend by adding that the position and associated job description should be analyzed to clarify job duties and responsibilities. Motion to amend carried 7-1 on roll call vote. Voting No - Alderman Norton.

Original motion, as amended, carried 8-0 on roll call vote.

A proposed to create a central maintenance department encompassing all City facilities was discussed. A new full-time maintenance position was then discussed.

Finance Director Unertl and Maintenance Supervisor Wszalek reported on the proposed 2018 City Hall Maintenance budget and the proposed 2018 City Hall budget for capital projects and equipment.

4. Potential Streets-Utility Infrastructure Projects

Public Works Director/City Engineer Akey and Finance Director Unertl reported.

5. Tax Increment Districts (TIDs)

Finance Director Unertl reported.

VI. Next steps/meetings on 2018 Budget

Work will continue on the 2018 budget. At this time, no additional budget meetings are scheduled.

VII. Adjournment

Motion (Burgener/Peterson) to adjourn. Carried. Adjourned at 2:54 P.M.