



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY AUGUST 21, 2018

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 & Council President	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: City Administrator Dave Johnson, Mayor Derek Woellner, Finance Director Kathy Unertl, City Attorney Tom Hayden, Merrill Enrichment Center Director Tammie Mrachek, Fire Chief Josh Klug, Street Superintendent Dustin Bonack, Public Works Director/City Engineer Rod Akey, Alderman Dave Sukow, Rev. Kyle Carnes, Megan Stringer, Andrew Caylor and City Clerk Bill Heideman. A student was in attendance to tape the meeting for Merrill Productions.

II. Vouchers:

1. Vouchers

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Review and discussion of 2019 Merrill Enrichment Center (MEC) staffing.

The retirement of a Merrill Enrichment Center employee is upcoming. Plans are for another current employee to fill that position, followed by the hiring of a new employee to fill the "open" position created by the promotion.

Fiscal statistics related to the plan were distributed. The fiscal impact of the plan depends on whether the employee that is to be promoted opts to take the family health insurance plan. If the employee does sign up for the insurance, costs will likely be more than current costs. If, however, the employee declines the health insurance, there will be cost savings.

General discussion was then held on staffing at the Merrill Enrichment Center. Discussion on this will continue as part of the 2019 budget process. No action was taken at this time.

2. Consider recommendation from Street Superintendent Bonack to donate three scrap aluminum light poles to Merrill Bible Church for their parking lot.

Information was in the meeting packet.

Street Superintendent Bonack recommends that three damaged light poles be donated to the Merrill Bible Church for use in their parking lot.

Alderman Meehean expressed reservations about this recommendation, particularly because the poles are damaged (potential liability) and because they do have value (estimated \$460).

Motion (Meehean/Schwartzman) to dispose of the light poles by taking them to Schulz's Recycling.

RESULT: APPROVED

3. Consider request from Fire Chief Klug to purchase new crew cab pick-up truck for Fire Department.

Fire Chief Klug reported on this purchase. It actually included acquiring one vehicle and disposing of two. A new crew cab truck would be purchased. The truck itself would cost an estimated \$32,000, with an additional cost of \$10,000 for set-up as an emergency vehicle. The 1999 Ford-250 flatbed truck (estimated trade-in value of \$6,250) and the 2006 Chevy Suburban (estimated trade-in value of \$4,750) would be auctioned off to help pay for the new truck. The remaining funding would come from the 2% Fire Dues account.

Because the truck would be paid for using non-lapsing funds, no committee or Common Council approval is necessary. However, approval is necessary to dispose of the two existing vehicles to be sold to help pay for this purchase.

Motion (Meehean/Schwartzman) to approve the disposal of the 1999 Ford F-250 flatbed truck and the 2006 Chevy Suburban, both to be disposed of through the Wisconsin Surplus on-line auction site.

RESULT: APPROVED & SENT TO COUNCIL

Next: 9/11/2018 7:00 PM

4. Consider Dark Store referendum question information to be disseminated to the public.

Information related to the "Dark Store" advisory referendum question (November 6th election) was in the meeting packet. City Administrator Johnson provided additional details related to the information. This information will be shared with the public using several communications tools.

Motion (Meehean/Russell) to approve the information as presented.

RESULT: APPROVED

5. Update on and discussion of 2019 budget development process.

Information was in the meeting packet.

The Personnel and Finance Committee expressed a preference for an “all-day” budget Committee of the Whole meeting, rather than a series of night meetings. This meeting will be scheduled to be held in the middle of October.

Finance Director Unertl is proposing that 2018 pest control expenses be charged to a Capital - Blight Control account. There was no objection to her proposal.

6. Clarify criteria for ongoing City Administrator evaluation process, per Common Council action.

Alderman Meehean stated that, at this time, he does not have any ideas on how to formalize monitoring of the City Administrator.

Alderman Russell stated that there is currently no form available for the public to provide feedback, both positive and negative, on City employees. It was suggested that such a form should be drafted and implemented. “Citizen Feedback Form” was suggested as a potential title for the form.

Both the form and monitoring will be discussed at future Personnel and Finance Committee and/or Committee of the Whole meetings. No action was taken at this time.

7. Consider recommendation from Alderman Schwartzman to consolidate all eight City of Merrill polling places into one, and have the entire City of Merrill vote at the Bierman Expo Center.

Alderman Schwartzman requested that this be placed on the agenda. In his opinion, consolidating all polling places into one location will increase election efficiency.

His proposal will be discussed at a future Committee of the Whole meeting. 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.

City Attorney Hayden complimented Municipal Court Clerk Wanda Belsky on her work in implementing a new collection system.

4. City Clerk Heideman

The report was in the meeting packet.

5. City Administrator Johnson

The report was in the meeting packet.

It was reported that a new business will soon occupy the former One-Way Collision building.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

RESULT:	PLACED ON FILE
----------------	-----------------------

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

Tuesday, September 25th, 2018 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

Alderman Dave Sukow noted that the percentage of the population that is elderly continues to increase. Based on this, he has concerns related consolidating all the polling places into one location. This would force people in his district to drive across town in order to vote.

Andrew Caylor also spoke against consolidating all polling places into the Bierman Building.

VII. Adjournment

Motion (Russell/Meehean) to adjourn. Carried. Adjourned at 6:07 P.M.