



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY OCTOBER 23, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Russell called the meeting to order at 4:58 P.M.

Attendee Name	Title	Status	Arrived
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	
Steve Osness	Aldersperson - Fourth District	Present	

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Fire Chief Josh Klug, Alderman Rob Norton (arr. 5:08), Richard Bjorklund, Jordan Smukowski and City Clerk Bill Heideman. A student was in attendance to tape the meeting for Merrill Productions.

II. Vouchers:

1. Vouchers

The vouchers were in the meeting packet.

Motion (Meehean/Osness) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Consider way(s) to resolve vacation carryover problem for Fire Department personnel.

Information was in the meeting packet.

Fire Chief Klug explained that, when the maximum hours of vacation carryover were established for 2018 and 2019, the maximums were not evenly divisible by 24. Because Fire Department personnel use vacation time in 24-hour increments, the current maximums would require that Fire Department personnel use vacation in increments of less than 24 hours. Fire Chief Klug stated his opinion that it would not be wise to set this precedence. Instead, Fire Chief Klug recommends 288 hours (12 days) as the maximum vacation carryover at the end of 2018 and 216 hours (9 days) as the maximum vacation carryover at the end of 2019.

Motion (Meehean/Osness) to establish 288 hours as the maximum vacation carryover at the end of 2018 and establish 216 hours as the maximum vacation carryover at the end of 2019. These maximums would apply to Fire Department personnel only.

City Attorney Hayden noted that, if the motion is approved, no Common Council action is necessary.

RESULT:	APPROVED
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2. Consider Ordinance amending Chapter 18, Article IV, Section 18-149 related to disposal of surplus City property.

Information was in the meeting packet.

City Administrator Johnson reported on the proposed amendments to the ordinance. The amendments would replace "Common Council" with "Personnel and Finance" in several sections of the ordinance, which would allow the Personnel and Finance to take action without requiring subsequent Common Council approval. The minimum value for items requiring approval has also been increased from \$1,000 to \$2,500 in several sections of the ordinance.

Alderman Meehean suggested that the ordinance contains several instances of unnecessary and/or repetitive language that should be removed as part of the amended ordinance.

Motion (Osness/Meehean) to approve the ordinance, included the amendments recommended by Alderman Meehean.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 11/13/2018 7:00 PM
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3. Review/discussion of City bidding processes and procedures.

A copy of a "Sole Source Purchase Justification" form (used by the City of Wausau) and information related to the "Or Equal" concept were in the meeting packet.

City Administrator Johnson stated that he is requesting that the committee authorize City staff to hold discussions with department heads to develop language to incorporate the "Sole Source" form and the "Or Equal" concept as a part of City policy.

Alderman Meehean stated his opinion that use of the "Sole Source" form is unnecessary paperwork. The other committee members agreed that the "Sole Source" form is not necessary at this time.

Consideration of the "Or Equal" concept will continue at the next meeting. No action was taken at this time.

IV. Monthly Reports:

1. Municipal Court

The monthly report was in the meeting packet.

2. Finance Director Unertl

The monthly report was in the meeting packet.

The money for the Tax Increment District (TID) Revenue Bonds has been received.

3. City Attorney Hayden

The monthly report was in the meeting packet.

4. City Clerk Heideman

The monthly report was in the meeting packet.

City Clerk Heideman provided a verbal update on early voting statistics. As of the afternoon of October 23rd, 268 absentee ballots had been issued. Of that number, 86 ballots were cast in person at City Hall.

5. City Administrator Johnson

The monthly report was in the meeting packet.

6. Consider placing monthly reports on file

Motion (Meehean/Osness) to place on file.

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

Tuesday, November 27th, 2018 at 5:00 P.M. on the City Hall Common Council Chambers.

VI. Public Comment Period

Richard Bjorklund introduced his neighbor, Jordan Smukowski. Jordan attended the meeting as part of his work on a merit badge for scouts.

VII. Adjournment

Motion (Osness/Meehean) to adjourn. Carried. Adjourned at 5:31 P.M.