



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY NOVEMBER 27, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Russell called the meeting to order at 5:00 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, Alderman Steve Hass, Alderman Rick Blake, Alderman Rob Norton, Library Director Stacy Stevens, Fire Chief Josh Klug and City Clerk Bill Heideman. A student was present to tape the meeting for Merrill Productions.

II. Vouchers:

1. Vouchers

Motion (Meehean/Osness) to place on file.

RESULT:	PLACED ON FILE
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III. Agenda items for consideration:

1. Review and consider early payoff of State Trust Fund Loan(s) to restructure 2019 and future debt service.

Finance Director Unertl reported that she has been asked to review the 2019 budget approved by the Common Council on November 13th, and to then suggest some possible amendments to reduce the tax levy increase. As a result, she is proposing three suggestions related to debt service, as follows:

1. Invest City Undesignated General Fund in early payoff of State Trust Fund Loan (STF) 2004 before 2018 year-end (or first week of 2019).
2. Use Non-TID-related Debt Service Fund balance to reduce 2019 tax levy.
3. Further defer the City repayment to Landfill Fund from 2021 to 2024.

She is also proposing various decreases to the operating portion of the budget. Those proposals will be considered at the special Common Council meeting on November 28th.

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

RESULT:	APPROVED & SENT TO COUNCIL	Next: 11/28/2018 6:15 PM
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2. Merrill area local cable access channel agreement.

A copy of the agreement was in the meeting packet.

City Attorney Hayden distributed an update to the agreement in the packet. The update adds the following sentence to the "Personnel and Finance Committee" section of the agreement: "MAPS will be provided opportunity for input with the Personnel and Finance Committee on matters that impact the administration and operation of the Access Channel".

Motion (Osness/Meehean) to approve the agreement, incorporating the amendment submitted by City Attorney Hayden.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 12/11/2018 7:00 PM
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3. Continue consideration of "or equal" bidding procedure.

This issue was initially discussed at the November 13th, 2018 Personnel and Finance Committee meeting.

City Administrator Johnson distributed a copy of the proposed policy.

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

RESULT:	APPROVED
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4. Request from Alderman Osness for an outside City audit, to be done by a firm currently not contracted by the City.

Alderman Osness had requested that this item be placed on the agenda. In his opinion, a set of "outside eyes" reviewing the City's financial records could be positive, in that it could alleviate citizen concerns.

Alderman Meehean noted that the annual audit costs approximately \$36,000, and that an outside audit would cost even more. To him, an outside audit is both unnecessary and cost-prohibitive.

No action was taken.

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.

Finance Director Unertl stated that the tax bill process has changed and will be a challenge this year. Public Education may help familiarize the public on the new tax bill format.

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 answered questions related to the reason for Lincoln County's delay in reported election results during the Fall Election on November 6th.

5. City Administrator Johnson

City Administrator Johnson provided information and answered questions related to a potential development. The City is not interested in the terms being proposed by the developer.

A "positive" meeting was held with representatives from Lincoln Windows on an extension of the River Bend Trail.

Procedures related to a Fire Department grievance were discussed.

6. Consider placing monthly reports on file

Motion (Meehean/Osness) 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 meeting will be at the call of the chairperson.

VI. Public Comment Period

Alderman Russell stated that he hoped that City Department Heads and the public would attend the special Common Council meeting on November 28th.

Alderman Norton thanked the Personnel and Finance Committee and Finance Director Unertl for their work on the 2019 budget. He warned the public that operations cuts could be made the special Common Council meeting on November 28th, resulting in a decrease in services.

VII. Adjournment

Motion (Meehean/Osness) to adjourn. Carried. Adjourned at 5:43 P.M.