



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY AUGUST 25, 2020**

**Regular Meeting**

**City Hall Council Chambers**

**5:15 PM**

**I. Call to Order**

Alderman Hass called the meeting to order at 5:15 P.M.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Rick Blake	Aldersperson - Third District	Present	
Steve Osness	Aldersperson - Fourth District	Present	
Steve Hass	Aldersperson - Second District	Present	

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Alderman Mike Rick, Alderman Steve Sabatke, Alderman Mark Weix, Alderman John Van Lieshout, Police Chief Corey Bennett and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

**II. Vouchers:**

**1. Vouchers**

The vouchers were in the meeting packet.

Motion (Osness/Blake) to approve.

**RESULT: APPROVED**

**III. Agenda items for consideration:**

**1. Consider writing off 2019 over-collected Personal Property tax bill of \$234.74 for Winter Chiropractic, as well as future 2020 Personal Property tax bill.**

Information was in the meeting packet.

Finance Director Unertl explained that this is uncollectible.

Motion (Osness/Blake) to approve the request to write-off and send it to the Common Council.

**RESULT: APPROVED & SENT TO COUNCIL Next: 9/8/2020 6:00 PM**

**2. Request from Police Chief Bennett to dispose of three Police Department vehicles (one squad car, two confiscated vehicles) and other Police Department surplus property, via Wisconsin Surplus Auctions.**

A copy of the request was in the meeting packet.

Police Chief Bennett explained that he is seeking authorization to dispose of three vehicles and other miscellaneous equipment via Wisconsin Surplus Auctions.

One of the vehicles is a 2016 Ford Taurus that has been replaced. One vehicle is a seized vehicle and one has been abandoned by the owner.

Motion (Osness/Blake) to approve the request.

**RESULT: APPROVED**

### 3. Consider method to include sales tax on facility rental fees

Information was in the meeting packet.

City Administrator Johnson reported that the City has learned that it should be charging a sales tax on all facility rentals. If the City does not add this tax to the rental fee, the City would actually lose money on rentals. The options discussed were to simply add the tax to the fee or raise the fees to cover the tax.

Motion (Blake/Osnes) to add sales tax to facility rental fees.

**RESULT: APPROVED**

### 4. Review of 2020 borrowing plan and timeframes

Information was in the meeting packet.

Finance Director Unertl reported the good news that the “extra” \$100,000 for the Grand Avenue Project will not be needed.

Discussion was held on the purchase of the new transit buses. It was suggested that the title “Merrill-Go-Round” should be displayed somewhere on the new buses. Alderman Blake will bring that to the Transit Commission for consideration.

A special Personnel and Finance Committee meeting was scheduled for 5:15 P.M. on Tuesday, September 8<sup>th</sup>. The purpose of the meeting will be to further discuss borrowing. It is anticipated that actual borrowing will be finalized at the October 13<sup>th</sup> Common Council meeting.

No action was taken at this time.

### 5. Begin scheduling process for 2021 budget meetings

Alderman Hass had requested that this item be placed on the agenda.

Finance Director Unertl reported that Ehlers is currently evaluating options related to Tax Increment Districts. It was suggested that a joint Redevelopment Authority/Committee of the Whole meeting be held to discuss the options. Suggested dates for this meeting were September 23<sup>rd</sup> or September 30<sup>th</sup>.

Finance Director Unertl then reported that several departments are requesting new positions. Alderman Hass stated that he would like to see a meeting held to discuss these requests.

#### 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.

##### 4. City Clerk Heideman

The report was in the meeting packet.

City Clerk Heideman reported that the order of a ballot “drop box” is pending. The box will be located in front of City Hall, near the flag pole and next to the “payments” box. This order is the result of increased interest by voters to submit their ballots this way.

Alderman Osness asked who should be notified when there are concerns related to election day procedures. City Clerk Heideman reported that the Clerk/Treasurer office should be notified so the concerns can be addressed as soon as possible.

##### 5. City Administrator Johnson

The report was in the meeting packet.

City Administrator Johnson reported on new COVID-19 travel guidelines approved by the Centers for Disease Control and Prevention (CDC).

##### 6. Consider placing monthly reports on file

Motion (Blake/Osness) to place on file.

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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#### V. Establish date, time and location of next regular meeting

As noted earlier, the Personnel and Finance Committee will have a special meeting in the City Hall Common Council Chambers at 5:15 P.M. on Tuesday, September 8<sup>th</sup>.

The next regular Personnel and Finance Committee meeting will be held in the City Hall Common Council Chambers at 5:15 P.M. on Tuesday, September 29<sup>th</sup>.

#### VI. Public Comment Period

Alderman Sabatke commented on the ongoing consideration of contracting the garbage/recycling services. This will be discussed at the August 27<sup>th</sup> Board of Public Works meeting.

Alderman Hass complimented Library Director Stacy Stevens and the entire library staff on their "Park Walk" held recently at Normal Park.

VII. Closed Session:

1. Consideration of motion to adjourn into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of discussing performance evaluation of a public employee over which the Council exercises responsibility, including discussion regarding performance evaluation of City Administrator.

Motion (Blake/Osness) to convene in closed session. Carried 3-0 on roll call vote.

Convened in closed session at 5:38 P.M.

The closed session minutes will be filed separately and confidentially.

Note: The Committee will not reconvene into open session after the closed session portion of the meeting.

VIII. Adjournment

Motion (Osness/Blake) to adjourn. Adjourn (from closed session) at 6:21 P.M.