

1411140

**City of Merrill
Personnel and Finance Committee
Tuesday, October 28, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Ryan Schwartzman (Chairperson), Alderman John Burgener and Alderman Tim Meehean.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Street Commissioner Lupton, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Building Inspector/Zoning Administrator Darin Pagel, Utility Superintendent Kim Kriewald, Parks and Recreation Director Dan Wendorf, Alderwoman Kandy Peterson, Alderman Dave Sukow, Vickie Thoreson, Randy Ingram, Jeremy Ratliff, Don Seubert, Robert Caylor, Vince Conrad, Kortney Pike, Roger Drewek, Tom Wistein (arr. 5:08), Dave Graveen, Diane Wais, Jim Yates and City Clerk Bill Heideman.

Call to order

Alderman Schwartzman called the meeting to order at 5:00 P.M.

Vouchers

The vouchers had been e-mailed to the three committee members and are available to the public on the City webpage.

Motion (Burgener/Meehean) to approve the vouchers. Carried.

Update and discussion on City group health insurance program for 2015-2016

Representing M3 Insurance, Vickie Thoreson distributed a report and provided additional verbal information on the results of the employee health insurance bidding process she conducted recently. She also answered questions related to the information provided.

Alderman Burgener and Alderman Sukow both stated that they were in favor of some type of “seed” money for employees in 2015, if at all possible. It was agreed that employee health insurance, including the possibility of employee “seeding”, should be discussed further at the November 6th, 2014 Committee of the Whole meeting.

Tom Wistein mentioned that it is probably wise to occasionally conduct research and evaluate other health insurance carriers.

This item was on the agenda “for information only” at this time. Further discussion related to the group health insurance program will take place at the November 6th, 2014 Committee of the Whole meeting.

Consider \$5,500 bid on sale of used generator at Wastewater Treatment Plant

Utility Superintendent Kriewald reported that he has sought bids on the used generator at the Wastewater Treatment Plant. The only bid received was a \$5,500 bid from John Geiss.

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Motion (Meehean/Burgener) to approve the \$5,500 bid from John Geiss to purchase the used generator at the Wastewater Treatment Plant. Carried.

Consider Fire Chief request to accept DNR 50/50 grant

Fire Chief Savone requested that this item be placed on the agenda. He reported that he is requesting acceptance of a DNR grant for wild land firefighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants.

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Motion (Meehean/Burgener) to accept the DNR grant (\$7,366) for wild land firefighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants. Carried.

City Administrator report on reclassification/evaluation policy

City Administrator Johnson had requested that this item be placed on the agenda. The meeting packet included a reclassification/evaluation policy drafted by City Administrator Johnson. Classifications and reclassifications would be based on the following factors:

- Education required
- Experience necessary
- Skills necessary
- Discretionary authority/decision finality
- Guidelines/guidance available
- Level of responsibility
- Complexity of work performed
- Consequence of error

Motion (Meehean/Burgener) to recommend approving the new reclassification/evaluation policy for City employees and refer the recommendation to the November 6th, 2014 Committee of the Whole meeting. Carried.

Consider reclassification for Legal Assistant (Agenda item #7)

Information was in the meeting packet. City Attorney Hayden had requested that this item be placed on the agenda. He is requesting that the Legal Assistant position be reclassified from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule.

Motion (Meehean/Schwartzman) to delay consideration of any employee reclassifications until after a decision has been made on establishing a new reclassification/evaluation policy. Note: This motion is applicable to agenda items 7, 8, 9 and 10. Carried.

Consider reclassification for Utilities Assistant (Agenda item #8)

Information was in the meeting packet. Utility Superintendent Kriewald had requested that this item be placed on the agenda. He is requesting that the Utilities Assistant position be reclassified from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule.

See previous motion.

Consider reclassification for Comm. Dev Admin./Zoning Asst. (Agenda item #9)

Information was in the meeting packet. Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He is requesting that the Community Development Program Administrator/Building and Zoning Assistant position be reclassified from Grade 6 on the Clerical and Other Support Personnel Compensation Schedule to Grade 5 on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule.

See previous motion.

Consider reclass/retitle for Parks & Recreation Admin. Asst. (Agenda item #10)

Information was in the meeting packet. Parks and Recreation Director Wendorf had requested that this item be placed on the agenda. He is requesting that the Parks and Recreation Administrative Assistant position be reclassified and retitled. The reclassification would be from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule and the new title would be Administrative Assistant/Program Coordinator.

See previous motion.

Consider out-of-class pay policy

Information was in the meeting packet. City Administrator Johnson requested that this item be placed on the agenda. He reported that on certain projects, a "lead" person is sometimes assigned to oversee the project. He explained that it does not happen on every project, nor does it happen every day.

In those situations when it does occur, it has been suggested that the “lead” person should receive out-of-class pay while serving as the “lead” person.

After discussion, City Attorney Hayden was directed to develop an out-of-class pay policy which could be used by any City department, when the situation warrants it. He will present this policy for consideration at the next regular Personnel and Finance Committee meeting. No formal action was taken at this time.

Consider lifting hiring freeze to replace position of retiring Firefighter/Paramedic

City Administrator Johnson reported that a firefighter/paramedic position will soon become vacant as the result of a pending retirement. He is requesting that the hiring freeze be lifted to fill that vacancy.

Motion (Meehean/Burgener) to recommend approving the request from City Administrator Johnson to lift the hiring freeze to replace a firefighter/paramedic position being vacated by a pending retirement, and refer this recommendation to the November 6th, 2014 Committee of the Whole meeting. Carried.

Consider amending general policy related to hiring freeze

City Administrator Johnson had requested that this item be placed on the agenda. He stated that he understands the concept of a hiring freeze when considering new positions, but does not comprehend the necessity of a hiring freeze for budgeted positions. He added that it appears the hiring freeze is always lifted for budgeted positions, and that all the freeze seems to do is slow down the eventual hiring process.

Alderman Meehean suggested that an amendment to the hiring freeze be drafted and brought back to the next regular Personnel and Finance Committee meeting for consideration. Without objection, it was so ordered. No formal action was taken at this time.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was in the meeting packet. City Clerk Heideman added verbal information on early voting at City Hall.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Place monthly reports on file

Motion (Burgener/Meehean) to place the monthly reports on file. Carried.

Next meeting

Tuesday, December 2nd, 2014 at 5:00 P.M.

Public Comment

Alderman Sukow stated that he was pleased with the discussion held earlier in the meeting, and that he agreed with the decision to delay consideration of reclassifications until a policy is developed.

Motion to convene in closed session

Motion (Meehean/Burgener) to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f), to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, for the purpose of considering a grievance filed by the Merrill Professional Police Association regarding residency. Carried 3-0 on roll call vote.

Convened in closed session at 6:13 P.M. Attending: Schwartzman, Meehean, Burgener, Peterson, Sukow, Johnson, Hayden, Neff, Unertl, Savone and Heideman.

Closed session

City Administrator Johnson and City Attorney Hayden provided verbal information on the City's position on the grievance. Discussion was held.

Motion to reconvene in open session

Motion (Meehean/Burgener) to reconvene in open session. Carried.

Reconvened in open session at 6:30 P.M. At that time, Randy Ingram, Don Seubert and Robert Caylor rejoined the meeting.

Open session action(s)

Discussion was held with Randy Ingram, a representative from the Wisconsin Professional Police Association.

Motion (Meehean/Burgener) to deny the grievance filed by the Merrill Professional Police Association regarding residency. Carried.

Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 6:42 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk