

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, January 6, 2015 at 5:00 P.M.
City Hall Basement Conference Room
1004 East First Street

Voting members: Alderman Ryan Schwartzman (Chairperson),
Alderman John Burgener and Alderman Tim Meehean

AGENDA

1. Call to order
2. Vouchers
3. Consider proposed grant acceptance policy (agenda item requested by City Administrator Johnson)
4. Consider filling recently vacated Administrative Assistant in the Police Department
5. Consider creating and filling part-time Administrative Assistant position in the Fire Department
6. Consider reclassification of Legal Administrative Assistant, from Clerical and Other Support Personnel Grade 5 to Grade 6 (reclassification requested by City Attorney Hayden)
7. Consider reclassification of Utility Assistant/Billing Clerk, from Clerical and Other Support Personnel Grade 5 to Grade 6 (reclassification requested by Utility Superintendent Kriewald) and retitling of position to Utility Specialist/Billing Coordinator (retitling recommended by City Administrator Johnson)
8. Consider reclassification of Finance Administrative Assistant, from Clerical and Other Support Personnel Grade 6 to Grade 7 (reclassification requested by Finance Director Unertl) and retitling of position to Office/Accounting Manager or Coordinator (retitling recommended by City Administrator Johnson)

9. Consider reclassification of Community Development Program Administrator/Building and Zoning Assistant from Clerical and Other Support Personnel Grade 6, Step J to Administrative, Professional, Supervisory and Technical Personnel Grade 5, Step J (reclassification requested by Building Inspector/Zoning Administrator Pagel) and retitling of position to CDP Coordinator/Building & Zoning Assistant (retitling recommended by City Administrator Johnson)
10. Consider reclassification of Finance Secretary, from Clerical and Other Support Grade 5 to Grade 6 (reclassification requested by Finance Director Unertl) and retitling of position to Clerk/Treasurer Administrative Assistant (retitling recommended by City Administrator Johnson)
11. Consider reclassification of Clerk/Treasurer Administrative Assistant (part-time), from Clerical and Other Support Grade 5 to Grade 6 (requested by Finance Director Unertl)
12. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
13. Next Meeting
14. Public Comment
15. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to consider possible settlement related to pending litigation related to zoning regulations and enforcement.
16. The Committee may 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, to discuss medical histories, medical conditions and related items, for two City employees.
17. The Committee may reconvene in open session for potential action(s) on closed session issue(s).
18. Adjournment

NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.

Agenda prepared by City Clerk Bill Heideman
Agenda reviewed by Alderman Ryan Schwartzman

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

Date and time agenda was posted: _____ *Posted by:* _____