

1505140

**City of Merrill
Personnel and Finance Committee
Tuesday, April 28, 2015 at 5:15 P.M.
Common Council Chambers 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, Alderman Dave Sukow, Alderwoman Kandy Peterson, Street Commissioner Richard Lupton, Library Director Stacy Stevens, Police Chief Ken Neff, Greg Hartwig, Charles Carlson, Patrick Glynn, Barb Petkovsek, Jeremy Ratliff and City Clerk Bill Heideman.

Call to order

Alderman Schwartzman called the meeting to order at 5:15 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.

Change order of agenda items

Alderman Schwartzman requested that he be allowed to change the order of agenda items in order to address agenda items #4, #5, #6 and # 7 before addressing agenda item #3. Without objection, it was so ordered.

Longevity policy for non-union supervisory Police Department personnel

Information was in the meeting packet. Police Lieutenant Greg Hartwig had requested that this item be placed on the agenda. Lieutenant Hartwig noted that longevity pay is back in the police union contract. He stated that, if the current trend continues, wage compression between union and non-union personnel will also continue. This compression could lead to future reluctance by officers to seek promotions.

Alderman Schwartzman suggested that this issue could be incorporated into the compensation study.

Finance Director Unertl stated that she hopes that consideration of all longevity pay would be included in the compensation study. She added that she also hoped that, as a result of the study, longevity pay would “go away”.

No action was taken at this time.

Consider request to transfer retired squad car & equipment to NTC for training

Information was in the meeting packet. Police Chief Neff is requesting that he be allowed to transfer a retired 2011 Crown Victoria squad car and associated equipment to the Northcentral Technical College (NTC) Public Safety Center of Excellence, to be used for training. The associated equipment in the squad has also been retired, but could also be used by NTC during training. The value of the vehicle is approximately \$3,000.

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Motion (Meehean/Burgener) to approve the request from Police Chief Neff to transfer the retired 2011 Crown Victoria squad car and associated equipment (also retired) to the Northcentral Technical College Public Safety Center of Excellence, to be used for training. Carried.

Consider writing off personnel property tax bill for former DC Motors property

Information was in the meeting packet. Finance Director Unertl is requesting that the 2014 Personal Property tax bill for the former DC Motors, 2200 Sturdevant Street, in the amount of \$297.12, be written off, based on the fact that DC Motors, LLC is no longer in business.

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Motion (Meehean/Burgener) to approve the request from Finance Director Unertl to write off the 2014 Personal Property tax bill for the former DC Motors, 2200 Sturdevant Street, in the amount of \$297.12. Carried.

Consider request for adjustments to Election Officials compensation

Information was in the meeting packet. Finance Director Unertl is requesting that the hourly wage paid to poll workers be increased by \$1 per hour. If her request is approved, the Chairpersons would be paid \$10 per hour, and the other remaining poll workers would be paid \$9 per hour.

Alderman Sukow, a poll worker, stated that most of the townships in Lincoln County have, for some time, paid all their poll workers \$10 per hour. He suggested that the City follow suit and pay all poll workers \$10 per hour.

Motion (Meehean/Burgener) to approve the request, as submitted by Finance Director Unertl. Carried.

The adjustments will be incorporated into the 2016 City Budget. No Common Council action on the motion is necessary.

Presentation on Compensation Study to be conducted by Carlson-Dettmann

Representing Carlson Dettmann Consulting, LLC, Charles Dettmann provided an overview of the pending compensation study. Patrick Glynn of Carlson-Dettmann then continued the presentation.

The major topics of the presentation were as follows:

- Project Scope
- Our Approach
- Steps to Internal Consistency
- Job Evaluation
- Three Major Policy Questions
- Market Measurement
- Project Steps
- Tentative Timetable
- Questions

No action was necessary, requested or taken.

Monthly Report – Municipal Court

The report was in the meeting packet. Finance Director Unertl reported that the court will be transitioning to a new Municipal Court Clerk.

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.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Place monthly reports on file

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

Next meeting

Tuesday, May 19th, 2015 at 5:15 P.M, in the City Hall Common Council Chambers.

Public Comment

None.

Motion to convene in closed session

Motion (Meehean/Burgener) to convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to conduct annual performance evaluation of City Administrator Johnson. Carried 3-0 on roll call vote.

Convened in closed session at 6:22 P.M. Attending: Schwartzman, Meehean, Burgener, Johnson, Peterson, Sukow and Heideman.

Closed session

The annual evaluation of City Administrator Johnson was conducted.

Adjournment

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned (from closed session) at 6:55 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk