

1302140

**City of Merrill
Personnel and Finance Committee
Tuesday, January 22, 2013 at 5:15 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Steve Hass (Chairperson), Alderwoman Anne Caylor and Alderman Ryan Schwartzman

Others Present Included: City Administrator Dave Johnson, Mayor Bill Bialecki, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Street Commissioner Richard Lupton, Police Chief Ken Neff, Utility Superintendent Kim Kriewald, Alderwoman Kandy Peterson, Alderman Dave Sukow, Alderman Rob Norton, Kortney Pike, Roger Drewek and City Clerk Bill Heideman.

Call to order

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

Continue consideration of office hours for utility administrative assistants

Information was in the meeting packet.

There have been ongoing discussions regarding the work hours for the utility administrative assistants. Discussion has centered on the daily starting and ending times. On November 1st, 2012, Utility Superintended Kriewald sent an e-mail stating that the full-time utility administrative assistant would be working from 7:00 A.M. to 3:30 P.M. The part-time administrative assistant would be available until 4:00 P.M.

Alderman Hass explained that originally the Water and Sewer Committee did not address the issue, so it was addressed by the Personnel and Finance Committee. He added that it appears that the Water and Sewer Committee has the authority to determine the work hours, so the Personnel and Finance Committee will not address or continue to discuss this issue.

No action taken.

Consider policy for employee professional development reimbursement

A "draft" of a City Tuition Reimbursement Policy was in the meeting packet. The policy would establish guidelines for tuition reimbursement for employees when the employee pays for education opportunities to grow professionally.

City Administrator Johnson stated that this was on the agenda “for information only” at this time, although, at some point, a decision is necessary on whether the City wants to have a tuition reimbursement policy.

Alderman Hass and Alderwoman Caylor both stated that, in their opinions, if an employee takes a class only to receive a pay raise, the employee should not be compensated for the class. City Administrator Johnson responded that many cities and counties do provide reimbursement in those types of cases.

No action was taken at this time.

Consider Finance Director request: Transfer one deferred compensation program

Information was in the meeting packet.

Currently, one of the City’s employee deferred compensation programs is through Nationwide Retirement Solutions. There has been recent national litigation settlement regarding fees charged by Nationwide Retirement Solutions, as well as claims of a lack of diversification and consistency. Based on this, representatives from M3 Financial have conducted research on transferring the City’s Nationwide Retirement Solutions program to another carrier. As a result of their research, M3 Financial is recommending transferring to ING. Finance/Technology Director Unertl concurs with this recommendation.

Motion (Schwartzman/Caylor) to approve the recommendation from Finance/Technology Director Unertl to transfer one of the City’s employee deferred compensation programs (457b Plans) from Nationwide Retirement Solutions to ING. Carried.

Per City Attorney Hayden, no Common Council action on the motion is necessary.

Insurance renewal process update, consider special meeting to review proposals

Finance/Technology Director Unertl and City Clerk Heideman reported that the insurance companies that currently provide insurance to the City have requested that they be allowed to bid on the other “lines” of insurance which they don’t currently provide to the City. City staff has agreed to allow them to do this, in an effort to secure the best possible insurance portfolio for the City.

City staff was directed to continue work on various options related to these pending insurance renewals, and then report their recommendations to the Personnel and Finance Committee.

No formal action was taken at this time.

Monthly Report – Municipal Court

The report was in the meeting packet. Alderman Hass noted that no writs were issued in December.

Monthly Report – Finance/Technology 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.

Monthly Report – Building/Zoning Permits

The report was in the meeting packet. The Committee asked whether they could receive this report monthly. City Administrator Johnson responded that it was possible. The report will be included in the meeting packet every month.

Place monthly reports on file

Motion (Caylor/Schwartzman) to place the monthly reports on file. Carried.

Next meeting

Monday February 25th, 2013 at 6:00 P.M.

Public Comment

Kortney Pike stated that he recently switched his deferred compensation plan to Nationwide Retirement Solutions, and that he was disappointed to learn that he will now be forced to switch carriers again.

Motion to convene in closed session

Motion (Schwartzman/Caylor) to convene in closed session as permitted by Wisconsin Statutes Section 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to consider performance and compensation for Utility Superintendent Kim Kriewald. Carried 3-0 on roll call vote.

Closed session

Convened in closed session at 5:45 P.M. Attending: Hass, Caylor, Schwartzman Bialecki, Johnson, Hayden, Unertl, Sukow, Norton, Peterson and Heideman.

No action was taken in closed session. The closed session minutes will be filed separately and confidentially.

Adjournment

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned (from closed session) at 6:07 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC
City Clerk