

1303140

**City of Merrill  
Personnel and Finance Committee  
Monday, February 25, 2013 at 6:00 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, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Utility Superintendent Kim Kriewald, Alderwoman Kandy Peterson, Alderman Dave Sukow, Kortney Pike, Roger Drewek, Tom Wistein (arr. 6:06), Michael Caylor Jr. and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

Alderman Hass called the meeting to order at 6:00 P.M.

**Motion to convene in closed session**

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

**Closed session**

Convened in closed session at 6:02 P.M. Attending: Hass, Caylor, Schwartzman, Johnson, Hayden, Unertl, Sukow, Peterson and Heideman.

Verbal information was provided on the medical status of two City employees.

**Reconvene in open session**

By consensus, the Committee reconvened in open session at 6:04 P.M.

**Vouchers**

The vouchers were in the meeting packet.

Motion (Schwartzman/Caylor) to approve the vouchers. Carried.

**Consider sale (and related bill of sale) of 1990 Pierce fire truck to NTC**

The City is considering selling the 1990 Pierce fire truck (Engine #2) to Northcentral Technical College. A proposed bill of sale was in the meeting packet. City Administrator Johnson provided additional verbal information.

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Motion (Caylor/Schwartzman) to approve the sale (and related bill of sale) of the 1990 Pierce fire truck (aka Engine #2) to Northcentral Technical College (NTC) for \$1. Under the terms of the bill of sale, the City shall retain the right to use the vehicle in situations where, in the sole discretion of the City, said use is required. NTC agrees and acknowledges that all repairs, maintenance, insurance and similar matters related to vehicle ownership are the sole and exclusive responsibility of NTC. Carried.

**Temporary reclassification of three employees during Finance Director's leave**

Information was in the meeting packet. City staff is recommending that the following two employees be reclassified during Finance/Technology Director Unertl's leave of absence, in accordance with Section 6-9-4 of the Non-Union Personnel Policies Manual.

Employee Position	Employee Name	Current Grade/Step	Current Hourly Wage	Proposed Grade/Step	Proposed Hourly Wage	Schedule
Clerk/Treasurer Administrative Assistant	Kathy Seubert	Grade 6 Step F	\$19.809	Grade 7 Step F	\$20.791	Clerical & Other Support
Clerk-Treasurer Secretary	Brenda Grefe	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Clerical & Other Support

City staff is also recommending that the following employee be reclassified during Finance/Technology Director Unertl's leave of absence, also in accordance with Section 6-9-4 of the Non-Union Personnel Policies Manual.

Employee Position	Employee Name	Current Grade/Step	Current Annual Salary	Proposed Grade/Step	Proposed Annual Salary	Schedule
Information Technology Specialist	Ron Turner	Grade 9 Step D	\$57,701.25	Grade 10 Step D	\$62,291.78	Admin. Professional & Technical

Motion (Schwartzman/Caylor) to temporarily reclassify Administrative Assistant Kathy Seubert from Grade 6, Step F (\$19.809/hour) to Grade 7, Step F (\$20.791/hour) and temporarily reclassify Clerk-Treasurer Secretary Brenda Grefe from Grade 5, Step F (\$18.874) to Grade 6, Step F (\$19.809/hour). Both reclassifications would be on the Clerical and Other Support Personnel Compensation Schedule and would be for the duration of Finance/Technology Director Unertl's leave of absence. Carried.

No Common Council action on the temporary reclassifications is necessary.

### **Consider compensation adjustments for part-time employees during unpaid leave**

Information was in the meeting packet. The part-time Clerk/Treasurer Secretary will be taking an unpaid leave of absence soon. Based on that, two additional part-time employees will be working in the Clerk/Treasurer office. One of them, Sally Tesch, is a former full-time employee who retired in 2012. When she retired, she was at the Grade 5 Step F compensation level on the Clerical and Other Support Staff Compensation Schedule. Finance/Technology Director Unertl is requesting authorization for Sally Tesch to be compensated at Grade 6 Step F, which is the same compensation level for the current Payroll Specialist.

A Parks and Recreation part-time employee, Samantha Kohnhorst, will also be working part-time at City Hall soon. Finance/Technology Director Unertl is requesting authorization that Samantha Kohnhorst be compensated at \$14.097 per hour, the same rate she is receiving as part-time Assistant Recreation Specialist.

No action was taken on either of the two requests.

### **Update on insurance renewal process**

City Administrator Johnson reported that City staff is waiting for additional information before making any decisions/recommendations on insurance renewals.

City Clerk Heideman remarked that, based on information received to date, it appears likely that the City will continue to purchase property insurance through the Local Government Property Insurance Fund.

No action was taken.

### **Resolution: Policy for Tax-Advantaged Obligations**

The City's Bond Counsel, Quarles & Brady, has reviewed various City policies and procedures related to the issuance of tax-exempt or tax-advantaged obligations. Based on their review, Quarles & Brady is recommending that the City adopt a resolution approving a policy for post-issuance compliance for tax-exempt and tax-advantaged obligations. A copy of the resolution and the policy were in the meeting packet.

Motion (Schwartzman/Caylor) to recommend adopting the resolution.  
Carried.

The resolution will be on the March 12<sup>th</sup>, 2013 Common Council meeting agenda.

**Consider reclassification of several non-union City employees**

At the request of the Personnel and Finance Committee, City Administrator Johnson has reviewed and conducted a survey of several Department Head positions and all clerical positions. Information related to the review and survey was in the meeting packet.

Based on his review and the survey, City Administrator Johnson is proposing the following reclassifications of supervisory employees, on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule:

<b>Employee Position</b>	<b>Employee Name</b>	<b>Current Grade/Step</b>	<b>Current Annual Salary</b>	<b>Proposed Grade/Step</b>	<b>Proposed Annual Salary</b>
Finance/ Technology Director	Kathy Unertl	Grade 11 Step G	\$79,113.78	Grade 12 Step F	\$81,114.79
Utility Superintendent	Kim Kriewald	Grade 7 Step G	\$58,287.00	Grade 9 Step F	\$64,489.63
Parks & Recreation Director	Dan Wendorf	Grade 7 Step G	\$58,287.00	Grade 8 Step F	\$59,740.75

Also based on this review and the survey, City Administrator Johnson is proposing the following reclassifications of non-supervisory employees, on the Clerical and Other Support Staff Compensation Schedule:

<b>Employee Position</b>	<b>Employee Name</b>	<b>Current Grade/Step</b>	<b>Current Hourly Wage</b>	<b>Proposed Grade/Step</b>	<b>Proposed Hourly Wage</b>	<b>Notes:</b>
Clerk/Treasurer Secretary	Brenda Grefe	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Title to Finance Assistant
Clerk/Treasurer Secretary (part-time)	Jill Bostrom	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Title to Finance Assistant
Clerk/Treasurer Administrative Assistant	Kathy Seubert	Grade 6 Step F	\$19.809	Grade 7 Step F	\$20.791	Title to Office Manager
City Attorney Secretary/ Paralegal	Diane Wais	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.089	Confidential Secretary
Utility Secretary	Angie Holz	Grade 5 Step F	\$18.874	Grade 6 Step 5	\$19.809	Title to Utility Clerk/Billing Coordinator

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Motion (Caylor/Hass) to reclassify Utility Superintendent Kriewald from Grade 7, Step G (\$58,287.00 annually) to Grade 9, Step F (\$64,489.63 annually) on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule. Carried.

**Monthly Report – Municipal Court**

The report was in the meeting packet. Alderwoman Caylor inquired as to why the court was going to be closed for an extended time period. She was told that the court is responsible for establishing the days and hours when the court is open.

**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. City Administrator Johnson reported that, in the near future, the City's insurance company will be making an offer to the City on the water damage at the Lincoln House.

**Monthly Report – Building/Zoning Permits**

The report was in the meeting packet.

**Place monthly reports on file**

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

**Next meeting**

Tuesday, March 26<sup>th</sup>, 2013 at 5:15 P.M.

**Public Comment**

Kortney Pike stated that, in his opinion, it seems that the Street Department employees are overlooked when compensation adjustments are being considered.

Michael Caylor Jr. wondered, in light of the difficult economic times, how approximately \$10,000 could have been included in the 2013 City budget to cover compensations adjustments for certain employees.

Tom Wistein commented on the 1% raise given to the Street Department employees.

**Adjournment**

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned at 6:59 P.M.

Minutes prepared and submitted by:

William N. Heideman, WCMC  
City Clerk