

**CITY OF MERRILL
COMMITTEE OF THE WHOLE
Thursday, November 6, 2014 at 5:30 P.M.
City Hall Common Council Chambers
1004 East First Street**

AGENDA

1. Call to order
2. Public Comment
3. Consider recommendation/referral from October 28th, 2014 Personnel and Finance Committee meeting regarding lifting the hiring freeze to replace a vacancy to be created by an upcoming retirement of a firefighter/paramedic
4. Consider request from Police Chief Neff to lift the hiring freeze to fill Administrative Assistant position in the Police Department (upcoming retirement)
5. Consider recommendation/referral from October 28th, 2014 Personnel and Finance Committee meeting regarding reclassification/evaluation policy for City employees
6. Consider potential Health Savings Account (HSA) "Seeding" for City employees for 2015 (requested at October 28th, 2014 Personnel and Finance Committee meeting)
7. Continue consideration of 2015 budget requests and tax levy ordinance
8. 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 City Administrator Johnson

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

ACTIONS FROM 10/28/14 P & F MEETING TO 11/6/14 COW MEETING

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.

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.

Position Reclassification/Evaluation Policy

The process of job classification/evaluation identifies those characteristics of jobs which make them essentially equal to, less than or greater than other jobs in importance, responsibility, authority, "size", scope and impact on the organization. It does not take into consideration the amount of work performed

The intent of job classification/evaluation is to establish the internal "rank" order relationships of one job to another based on the difficulty, size and impact of the job responsibilities, authority and other factors listed below - and the organizational "fit" of the job.

It is essential to keep in mind that the job evaluation process is not concerned with the qualifications or performance of the incumbent. Rather, the job evaluation process is concerned only with the responsibilities, qualifications (i.e., education and experience required) and duties of the position. To this end, a position should be considered to be "vacant" when preparing any position's job description and classification/reclassification.

Factors

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

Employees shall have the ability to request that their position be evaluated once annually if there has been significant change in four (4) or more of the factors listed above. This request must be submitted to the City Administrator **no later than August 1** of that year. This request requires the submission of a completed Reclassification Request Form signed by the employee and their department head.

The City Administrator shall determine if the request meets the criteria for further processing. If this is the case, the City Administrator shall forward the request, along with a recommendation, to the Personnel & Finance Committee for consideration. The Personnel & Finance Committee shall make a determination at their September meeting and forward approved reclassifications to the Common Council for action.

Reclassification Request Form

This form must be completed no later the August 1 of any year in which it is submitted. The form must be completed and signed by the employee and department head. Attach additional sheets if necessary.

How have the education requirements for your present position changed?

How has the minimum required experience necessary for your position changed?

How have the minimum required skills for your position changed?

How has the discretionary authority/decision finality of your position changed?

How have the guidance/guidelines available for your position changed?

How has the level of responsibility held by your position changed?

How has the complexity of the work performed by your position changed?

How have the consequences to the city of errors made by your position changed?

Position Title _____

Employee Signature _____

Dept. Head Signature _____

City of Merrill				Net City Expense (After Employee Contribution)			
				Budget	Potential		
POTENTIAL 2015 HSA "Seeding"				\$16,035.12	\$16,535.12	Family	The 2014 HSA "Seeding" was
Individual = \$250.00				\$8,092.56	\$8,342.56	Individual	Individual = \$760.83
Family = \$500.00				\$3,000.00	\$3,000.00	Incentive	Family = \$1,521.66
	# of Family	# of Individual	Incentive	Budget Preliminary	Potential Budget	Difference	
City Administrator	0.75			\$12,026	\$12,401	\$375	
City Attorney	1	1		\$24,128	\$24,878	\$750	
Clerk		0.985		\$7,971	\$8,217	\$246	
Clerk/Treasurer Staff	1.6			\$25,656	\$26,456	\$800	
Finance Director		0.875		\$7,081	\$7,300	\$219	
City Hall Maintenance	0.75	0.75		\$18,096	\$18,658	\$562	
Community Development/ Building Inspector/Zoning	0.3		1	\$4,811 \$1,500	\$4,961 \$1,500	\$150 \$0	
Information Technology GIS - 25%	0.25		0.5	\$1,500 \$4,009	\$1,500 \$4,134	\$0 \$125	
Fire & Ambulance/EMS	13	6	4	\$163,000 \$153,000	\$165,000 \$153,000	\$2,000 \$0	Averaged Lincoln County funding
Library	7.25	2		\$132,540	\$136,565	\$4,025	
Parks	1.5	1		\$32,145	\$33,145	\$1,000	
Recreation	1.5			\$24,053	\$24,803	\$750	
Police (Without SRO)	17	3	4	\$307,538	\$318,125	\$10,587	
SRO/Investigator	1			\$16,500	\$16,535	\$35	MAPS 50% cost share
Enrichment Center	0.8			\$13,000	\$13,228	\$228	
Street	7	7	2	\$174,894	\$180,144	\$5,250	In numerous functional budgets
Street Commissioner	1			\$16,035	\$16,535	\$500	
Transit	3	2		\$65,410	\$66,290	\$880	
Totals - General Fund	57.7	24.61	11.5	\$1,204,893	\$1,233,375	\$28,482	From Insurance - Health Insurance Contingency \$29,818
Utility - Water & Sewer				\$125,000	\$128,500	\$3,500	