

1502140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, January 27, 2015 at 5:15 P.M.  
Basement Conference Room 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, Fire Chief Dave Savone, Library Director Stacy Stevens, Municipal Judge Ned Seubert, Alderwoman Kandy Peterson, Alderman Dave Sukow, 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 for December, 2014 were already approved at the January 6<sup>th</sup>, 2015 Personnel and Finance Committee meeting. Therefore, there are no vouchers to consider at this time.

**Ordinance: Move “Public Comment” on Common Council meeting agendas**

A copy of the ordinance was in the meeting packet. The proposed ordinance would relocate the “Public Comment” period on Common Council meeting agendas to near the beginning of the meeting, immediately after the “Roll Call”. It was mentioned that, on recent Common Council meeting agendas, the “Public Comment” period has already been placed near the beginning, but the adoption of the ordinance would “officially” move it to that place in the Common Council agenda template.

Alderman Sukow suggested that, to encourage maximum public input and participation, it might be advantageous to include a public comment period both at the beginning and at the end of meetings. Alderwoman Peterson agreed with Alderman Sukow.

Alderman Meehean recommended approving the ordinance “as is” now, and monitor the results. He added that, if it appears that two public comment periods would be preferable, the ordinance could always be amended in the future to add a second public comment period.

Motion (Meehean/Burgener) to recommend approval of the ordinance.  
Carried.

The ordinance will be on the February 10<sup>th</sup>, 2015 Common Council meeting agenda.

**Resolution: Uniformity for Fire Department annual education benefit**

A copy of the resolution was in the meeting packet. The proposed resolution would provide uniformity between the union and non-union Fire Department personnel as related to the annual education benefit.

Fire Chief Savone reported that the current language in not consistent. It was noted that currently a member of the Fire Department could actually be financially penalized by a promotion. The resolution is being proposed to eliminate that possibility.

Motion (Meehean/Burgener) to recommend approval of the resolution.  
Carried.

The resolution will be on the February 10<sup>th</sup>, 2015 Common Council meeting agenda.

**Consider draft of Request For Proposal document for compensation study**

City Administrator Johnson has prepared a Request for Proposal document for a compensation study recently authorized by the Common Council.

Alderman Meehean noted that T.B. Scott Library employees would not be included in the study. Library Director Stevens replied that, since T.B. Scott Library has established their own compensation schedule, the Library Board is comfortable with library employees not being included in the study.

City Administrator Johnson answered questions related to the Request for Proposal document. After discussion, it was agreed that both the City Administrator and the respective department head should review any documents that will be prepared by employees for the study.

City Administrator Johnson reported that the cost estimate for the study is approximately \$350 per employee. That would result in a total cost of approximately \$20,000.

City Administrator Johnson recommended that the selection process concentrate on established companies that specialize in compensation studies/surveys. It was noted that there are few of those in the Merrill area.

Motion (Meehean/Burgener) to authorize City Administrator Johnson to conduct research to create a list of companies that do compensation studies, and then submit Request for Proposal documents to those companies. Carried.

No Common Council action on the motion is necessary.

**Monthly Report – Municipal Court**

There was no written report this month. Municipal Judge Seubert reported that a new part-time court clerk has been hired. Things are going well in the court.

**Monthly Report – Finance Director Unertl**

The report was in the meeting packet. Finance Director Unertl reported that she continues to work on several financial issues related to the airport.

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

**Next meeting**

Tuesday, February 24<sup>th</sup>, 2015 at 5:15 P.M.

**Public Comment**

None.

**Motion to convene in closed session**

Motion (Meehean/Burgener) to 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 a City employee. Carried 3-0 on roll call vote.

**Closed session**

The closed session began at 5:51 P.M. Attending: Schwartzman, Burgener, Meehean, Sukow, Peterson, Johnson, Hayden, Unertl, Savone and Heideman.

The minutes for this closed session will be filed separately and confidentially.

**Adjournment**

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned (from closed session) at 5:58 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk