

1503140

**City of Merrill
Personnel and Finance Committee
Tuesday, February 24, 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, Library Director Stacy Stevens, Transit Director Rich Grenfell, Alderwoman Kandy Peterson, Roger Drewek, Duane Pfister, 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.

Consider request for new Transit Driver/Park Laborer position

Information was in the meeting packet.

City Administrator Johnson reported that methods are being explored to fill positions that have historically been difficult to fill. With that in mind, it is being proposed to create a new full-time shared Transit Driver/Park Laborer position. Transit Director Grenfell and Parks and Recreation Director Wendorf agree that this position is warranted and have also agreed to work together should the position be approved.

Transit Director Grenfell explained that currently some children are arriving home from school very late, which has led to consideration of reinstating another bus. Filling this position would help to avoid having children arrive home late.

It is anticipated that this employee would work in the Transit Department from 1:15 P.M. to 5:15 P.M. on school days when school is in session, and would work mornings in the Parks and Recreation Department. During the summer, when school is not in session, the person would work primarily in the Parks and Recreation Department for the entire workday.

1503141

Motion (Meehean/Burgener) to approve, as presented, the request from Transit Director Grenfell and Parks and Recreation Director Wendorf to authorize a new full-time shared Transit Driver/Park Laborer position with City benefits. Carried.

Consider short-term, long-term plans for City Hall Maintenance Supervisor duties

Information was in the meeting packet, including a short-term, interim replacement plan for City Hall Maintenance.

City Administrator Johnson explained that, during the interim period, the 25 hour/week custodian would be reclassified from Grade 1 to Grade 2. During this period, the City Administrator would oversee all custodial staff.

City Administrator Johnson added that the long-term plan for the City Hall Maintenance Supervisor position is to combine the City Hall Maintenance Supervisor position and Library Maintenance Supervisor position into one full-time shared position. The current City Hall Maintenance Supervisor has begun the retirement process and the current Library Maintenance Supervisor is planning retirement in the next few months.

1503142

Motion (Meehean/Burgener) to approve, as presented, the interim replacement plan for City Hall Maintenance (including Temporary Classification), and also approve the long-term plan of combining the City Hall Maintenance Supervisor position and Library Maintenance Supervisor position into one full-time shared position. Carried.

Consider options for delinquent tax foreclosure process

Information was in the meeting packet.

Three structures in the City have been demolished recently, and it is anticipated that several more will be demolished in the near future.

After discussion, a consensus was reached to contact Lincoln County in order to discuss procedures relating to delinquent tax properties, with the possibility of Lincoln County eventually transferring such properties to the City.

No action was necessary, requested or taken at this time.

Review and discuss State Budget Bill proposal to move to County assessment

Information was in the meeting packet.

A portion of the state budget bill being considered includes a provision to move the responsibility for assessments from municipalities to counties.

Alderman Schwartzman, a member of the Lincoln County Board, stated that the board was disappointed that this change was being considered as part of the state budget process.

To date, no decision has been made as whether this change will be implemented. Therefore, no action was necessary, requested or taken at this time.

Monthly Report – Municipal Court

The report was in the meeting packet. A new part-time Municipal Court Clerk has begun working.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported on sick-leave payout issues. She noted that she would have an addendum to the Revenue and Expense report for the March 10th Common Council meeting. In anticipation of future indoor air quality issues at the Merrill Area Recreation Complex (MARC), Finance Director Unertl recommends purchasing an electric Zamboni.

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 he received only one Request for Proposal for the compensation study approved recently. That proposal was from Carlson-Dettmann Consulting. It appears Carlson-Dettmann has garnered the vast majority of compensation study business for Wisconsin municipalities. They possess a vast amount of salary information for numerous Wisconsin municipalities and other governmental entities. City Administrator Johnson will be submitting the proposal to the next meeting for consideration.

Place monthly reports on file

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

Next meeting

Tuesday, March 24th, 2015 at 5:15 P.M.

Public Comment

None.

Adjournment

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 5:50 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk