

1504140

**City of Merrill
Personnel and Finance Committee
Tuesday, March 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, Alderman Dave Sukow, Alderwoman Kandy Peterson 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 compensation study proposal from Carlson Dettmann Consulting

Information was in the meeting packet. City Administrator Johnson reported that Request for Proposal documents were sent to four companies that conduct compensation studies. The only company located in Wisconsin, Carlson Dettmann Consulting, was also the only one to submit a proposal.

The cost of the proposal submitted would be \$19,250, plus mileage at the IRS approved rate, for the 55 job classifications currently used. The base cost includes department head interviews only. Each additional interview would add \$125 to the total project cost. The study would take approximately 16 weeks to complete.

The Committee agreed that one of their ultimate goals would be to place the City salaries near the middle of the range of salaries used for comparison purposes.

1504141

Motion (Meehean/Burgener) to approve the proposal from Carlson Dettmann Consulting, LLC to conduct a wage and compensation study for the City. The base cost for the study would be \$19,250, plus mileage at the IRS approved rate, for the 55 job classifications currently used. The base cost includes department head interviews only. Each additional interview would add \$125 to the total project cost. Carried.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported that she has been conducting research on long-term delinquent tax cases. Policies for delinquent taxes and utility charges were discussed.

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 has viewed the proposed plan for the new brew pub at the former Ranger Station site. Progress is being made on that project.

Place monthly reports on file

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

Next meeting

Tuesday, April 28th, 2015 at 5:15 P.M. Note: The meeting will be held in the City Hall Council Chambers.

Public Comment

None.

Adjournment

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 5:44 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk