FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JULY 18, 2006

Meeting called to order by Chairperson Beaudry at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.
PRESENT: Edward Beaudry, Jr., Marty Anderson, Trish Siegler, John Spiros and Alanna Feddick (arrived at 5:45 p.m.)
ABSENT: None
ALSO PRESENT: Alderpersons Feirer and Buttke, Mayor Meyers, City Administrator Brehm and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Amber Miller, Dan Wolfgram, Roland Donath, Joan Spencer and Deb Hall).

FBP06-076 Motion by Anderson, second by Spiros to recommend approval of Budget Resolution No. 14-2006 to the Common Council, transferring $11,000 from the Contingency account to the Building Services and Inspection account for the demolition of 3021 West Mann Street. All Ayes
Motion carried

FBP06-077 Motion by Siegler, second by Spiros to approve payroll in the amount of $693,523.17 and the bills in the amount of $418,966.14 and $650,415.93 as recommended by the Finance Director. All Ayes
Motion carried

FBP06-078 Motion by Anderson, second by Siegler to accept and place on file the June 2006 Treasury Report. All Ayes
Motion carried

FBP06-079 Motion by Spiros, second by Siegler to accept and place on file the Monthly Position Control Status Report of June 30, 2006. All Ayes
Motion carried

FBP06-080 Motion by Siegler, second by Spiros to accept and place on file the Report of Personnel Actions of July 18, 2006. All Ayes
Motion carried

Alderperson Feddick joined the meeting.

FBP06-081 Motion by Siegler, second by Anderson to authorize the City Administrator to begin the process to fill the vacant GIS Coordinator position in the Planning Department. All Ayes
Motion carried

FBP06-082 Motion by Feddick, second by Anderson to approve the Request for Proposal for administration of the City's Health Reimbursement Arrangement (HRA) account, and the Flexible Spending Account for the 2007 year and authorize staff to solicit proposals. All Ayes
Motion carried

Administrator Brehm explained that the Job Evaluation Committee met twice to review six positions. They recommended classifying the position of City Clerk as C41 and the City Assessor as D62, contingent upon making these two positions appointed. The committee also re-classified the

Information Technology Lead Analyst from C44 to D62 (with a re-titling of position to Information Technology Manager, Plumbing Inspector from B23 (currently temporarily classified as B31) to a permanent classification of B31, Human Resources Manager from C43 to C52 and Director of Planning and Economic Development from C52 to D62.

Alderperson Feddick questioned what the level of compensation would be for these positions.

Administrator Brehm responded that he could provide them with this information but the placement and the evaluation process that the Job Evaluation Committee uses has nothing to do with the levels of compensation. They do not even discuss that. They look at the levels of responsibility and the internal comparables and that is how they come up with their recommendations.

FBP06-083 Motion by Feddick, second by Spiros to table this item until more information is supplied on the pay bands.

Administrator Brehm said that he would supply them with the levels of compensation that these positions are currently getting and the level of compensation that they would be placed in if approved.

Alderperson Anderson is not supportive of that from the standpoint that the Job Evaluation Committee has looked at the responsibility of these positions and determined that currently their responsibilities are greater than they are banded at. He asked Alderperson Feddick what additional information does she want because the financial impact really shouldn't matter here.

Alderperson Siegler would like to see a list of the differences between the old job descriptions and the new job descriptions for these positions. She also asked Alderperson Feddick if she would amend her motion to allow the classification of the City Clerk and Assessor positions so that they could move forward to the Common Council.

Alderperson Feddick said that she would agree to *amend her motion to allow the classification of the City Clerk as C41 and City Assessor as D62 contingent on these two positions becoming appointed.*

Vote on motion **FBP06-83 as amended**; Anderson and Beaudry voted Naye, rest Aye.
Motion carried

Administrator Brehm will bring the following information to the next meeting:

1. The changes in the duties and responsibilities.
2. Adjustments to the compensation.
3. Changes in the job descriptions.
4. Classification/Compensation Schedule for Non-Represented Position Classifications

FBP06-084 Motion by Siegler, second by Anderson to approve the classification of the City Clerk as C41 and City Assessor as D62, contingent on these two positions becoming appointed. Feddick voted Naye, rest Aye.
Motion carried

City Administrator Brehm presented the following information to the committee:

1. The current and a proposed city organizational chart.
2. Current and proposed job descriptions for both the City Clerk and City Assessor.
3. The pros/cons of two/four year appointments vs. appointments for indefinite terms.
4. Policy No. 3.805, Employee Performance Appraisals; Policy No. 3.830, Positions Exempt from the Fair Labor Standards Act and Policy No. 3.850, Compensation for Elected Officials. If the City Clerk and City Assessor positions are changed to appointed than these policies would need to be changed.

Alderperson Feddick was concerned about the organizational chart and making these positions a function of the City Administrator. She was thinking in terms of appointment that these positions be evaluated by the Council as 10 persons versus one. The Council are the representatives of the citizens and if in fact we take that vote away from the citizens then it should be a Council reviewed appointment.

Administrator Brehm responded that these two positions are statutory positions but there are also other positions that are also statutory like the Finance Director, Police Chief and so on. Typically the Common Council is removed from the day to day operations and activities and performance of an individual. That is why immediate supervisors have been established and given that responsibility to do the evaluation with the exception of the City Administrator's position which is evaluated by the Mayor, the Chairman of the Finance Committee and the Common Council President. All of these positions within the City, certainly feedback from the elected body is appropriate and can be made to the immediate supervisors.

FBP06-085 Motion by Anderson, second by Siegler to approve Charter Ordinance No. 22, the revised organization chart, and the revised job description and recommend them to the Common Council. Feddick voted Naye, rest Aye.
Motion carried

FBP06-086 Motion by Anderson, second by Siegler to approve Charter Ordinance No. 23, the revised organization chart, and the revised job description and recommend them to the Common Council. Feddick voted Naye, rest Aye.
Motion carried

Financial Reporting Requirements

Finance Director Strey explained that some members of the Common Council have asked why they receive the financial reports from the Finance Department. State Statute 62.09 (9)(c) requires the city treasurer (Finance Director) to report to the Common Council at the first meeting of the month, a verified report of moneys received and disbursed as well as the condition of the treasury. State Statute 62.09 (10)(a) requires the city comptroller (Finance Director) to report in writing to the Common Council the fiscal condition of all city funds. The monthly reports sent to members of the Finance, Budget and Personnel Committee from the city's accounting system meets this statutory requirement of the comptroller (Finance Director). Amending the Municipal Code to discontinue this reporting would mean that the City of Marshfield would no longer comply with this State Statute requirement.

He pointed out that a major goal of his with implementation of new financial software is a significant improvement in financial reporting. The current system is "out of date" and does not provide them with the appropriate tools to efficiently and effectively generate more user friendly financial reports and analysis.

Alderperson Siegler asked if they could have the report in one centralized location and take a poll of those individuals who would like to continue receiving this packet. From this point forward, those that chose not to receive the packet could go to the centralized location to review the information.

Finance Director Strey said that they will establish something in the Finance Department that will be available for public inspection as well as for the Committee if they wish to see it. Or they can contact him and he will deliver the information.

Alderperson Feddick commented that this information could be put together in a 3-ring binder that they could pass around at the meeting.

Alderperson Anderson asked if this information could be delivered electronically.

Finance Director Strey said that he would look into this.

Motion by Anderson, second by Spiros to adjourn at 6:46 p.m.
Motion carried

Deb M. Hall
City Clerk