



CITY OF MERRILL

AD-HOC COMMITTEE

AGENDA • WEDNESDAY OCTOBER 5, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely call, 864-688-9797 PIN 192 920 885 #

- I. Call to Order
- II. Minutes from previous meeting
 1. Approve minutes from the September 20th meeting
- III. Consider and discuss job description of the position and any revisions
 1. Job Description and Job Description with revisions provided by committee members
- IV. Continued discussion of the position
 1. Recruiting Firms
- V. Establish date and time of next meeting
- VI. Public Comment
- VII. Adjournment

**City of Merrill
Ad Hoc Committee – City Administrator
Tuesday, September 20, 2022
City Hall – Common Council Chambers
6:00 PM**

Members Present: Mayor Hass, Alderperson's Mike Rick and LaDonna Fermanich. Alderperson Michael Caylor was excused.
Citizen members: Nancy Kwiesielewicz, Rebecca Rutkowski and Chris Malm.

City Attorney Hayden, City Administrator Johnson, Police Chief Bennett, Public Works Director/City Engineer Akey, Alderperson Blake, Alderperson Weix and Merrill Productions personnel.

I. Call to Order – Mayor Hass called the meeting to order at 6:00 PM

II. Approve minutes from September 6th meeting

Alderperson Rick made a motion to approve the September 6th minutes. Alderperson Fermanich seconded and the motion carried.

**III. Continued discussion of the position:
1. Answers received from Alderperson's**

Answers given out to Alderperson's were included in the packet. Alderperson Fermanich was disappointed with the lack of responses. Strong financial background is important as well as strong communication skills. It was suggested a line be added in the description regarding communication.

Discussion occurred regarding the job description document. Nancy Kwiesielewicz would like to see an edited document with revisions which would make it easier to read and understand.

IV. Consider and discuss job description of the position and any revisions received:

There was discussion regarding the job description and qualifications regarding this position.

V. Title of the position

After discussion it was decided the title would stay as Administrator.

VI. Establish date and time of next meeting:

Ad-Hoc Committee on the City Administrator Position – September 20, 2022

The next meeting will be Wednesday, October 5 at 6:00 PM

VII. Public Comment

There was no public comment.

VIII. Adjournment

A motion was made by Alderperson Rick to adjourn. Alderperson Fermanich seconded and the meeting was adjourned at 6:58 PM.

Respectfully submitted,

Lori L. Anderson-Malm
City Clerk

- b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.
 - c. Coordinates the implementation of all actions taken by the Common Council.
 - d. Initiates short and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; recommends changes, if needed.
 - e. Keeps Mayor and Council Members up to date on any pertinent operational changes or issues that may arise between regularly schedule meetings.
2. **Other Boards, Committees and Commissions**
- a. Attends meetings of the Personnel & Finance Committee, Redevelopment Authority, Board of Public Works, Sewer & Water Committee, Health & Safety Committee, Park & Recreation Commission, and Police & Fire Commission.
 - b. Attends other City committees, boards and commissions as necessary to meet the needs of the City.
 - c. Attends meetings of other governmental agencies and civic groups on behalf of the City as deemed necessary or as directed by the Mayor and Council.
3. **Human Resources**
- a. Functions as City Personnel Director, which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations as approved by the Council. This includes recommending revisions and updates regularly to the Personnel Policy Manual when necessary, preparing and updating job descriptions, recommending salary and wage scales for all City employees not covered by collective bargaining agreements, direct and oversee the process whereby personnel problems and/or grievances are promptly resolved.
 - b. Serves as the lead negotiator for labor contracts.
4. **Economic Development**
- a. Promotes the economic well-being and growth of the City through public and private sector cooperation.
 - b. Provides leadership for the City's economic development team related to use of economic development loans, Tax Incremental Financing (TIF), development agreements, grant writing, and other economic development tools.
 - c. Coordinate and review TID/TIF objectives and priorities with Common Council & RDA Committee on an annual or semiannual basis.
 - d. Promote and explain TID/TIF process to general public as needed.
 - e. Coordinates business/industrial development and job retention activities.

- f. Develops and maintains positive, professional, clear, consistent communications relationships with State of Wisconsin, Lincoln County, and regional economic development agencies/organizations, as well as the Merrill Area Chamber of Commerce.
- g. Provides oversight for Community Development housing and economic development loan programs.

5. **Finance**

- a. Directs the development of the Annual Budget along with the Finance Director and Department Heads.
 - 1) Reviews budget requests submitted by each department and makes recommendations to the Mayor and/or Common Council.
 - 2) Organizes annual budget process and directs production of operating, capital improvements, enterprise, and other budgets for Common Council review and approval working with the Finance Director.
 - 3) Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.
- b. Manages the implementation of the approved Annual Budget and all of its funds.
 - 1) With Finance Director, monitors the expenditures of public funds per approved policies and procedures.
 - 2) Analyze and prepare high level budget overview for general public information.
- c. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.

6. **City Personnel**

- a. Provides leadership with example to promote productivity and positive employee interactions within and among all departments promoting team results.
- b. Evaluates and recommends the appointment, promotion, and termination of Departments Heads to the Personnel and Finance Committee and/or other appropriate committees, commissions, and boards.
- d. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.
 - 1) With the Mayor, Common Council, and appropriate committees, commissions, and boards, develops performance goals for departments and, annually evaluates the performance of all department heads appointed by the Common Council.
 - 2) Encourages professional development and training to improve job-related knowledge and skills.

- 3) Advises department heads in the recruitment, training, management, and evaluation of employees.
- 4) Reviews grievances and provides recommendations to the Personnel and Finance Committee.
- e. Serves as City lead person in negotiations with collective bargaining units under the direction of the Personnel and Finance Committee and bring tentative agreements to the Mayor and Common Council for ratification.

7. **Legal Matters**

- a. Consults with the City Attorney regarding legal matters as necessary before recommending action to Boards, Commissions, Committees or the Common Council.
- b. The Administrator assures that all laws and ordinances are faithfully executed.
- c. Informs Mayor and Common Council of any potential or pending legal matters.

8. **Citizen and Media Relation**

- a. Monitors service request/complaint responses by appropriate department to ensure quality service delivery.
- b. Acts as secondary after the Mayor as public information officer for the City, with the responsibility of assuring that the news media and community are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

9. **Other Duties as may be assigned by Mayor and Common Council**

- a. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

MINIMUM QUALIFICATIONS

Education and Experience

- 1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field, and a Master's Degree in public administration or business administration.
- 2. Five years of progressive experience as a municipal/county administrator/manager, or department head in a larger organization.
- 3. Demonstrated leadership skills.
- 4. Experience in development of collaborative teams in a public environment.
- 5. Experience in governmental financial reporting and budgeting, economic development, redevelopment, and land use to promote a vision for the City.

Necessary Knowledge, Skills and Abilities:

1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Ability to manage all aspects of a multi-department municipal organization.
3. Working knowledge of personnel and human resources, risk management, public works, utilities, public safety, economic development, redevelopment, public finance, parks & recreation, and zoning.
4. Ability to establish and maintain positive, consistent working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with a variety of departmental structures; ability to provide leadership skills promoting teamwork and unit; and carry out all assigned projects.
5. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility with the general public
6. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
7. Ability and willingness to make and support potentially unpopular decisions.
8. Ability to effectively communicate orally in large and small group settings.
9. Proficiency with commonly used office applications; e.g. Microsoft Office programs.

WORKING CONDITIONS

Job Conditions/Work Location: Work is performed in an office environment with field visits to construction and work sites on a regular basis. Work hours are normally during regular business hours 8:00 a.m. - 4:30 p.m., 40+ hours per week. Regular attendance at scheduled late afternoon and evening meetings is required.

Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting at grade 15 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Supervisor's Signature

Date

City Administrator

City Administrator

CITY OF MERRILL
JOB DESCRIPTION

JOB TITLE: City Administrator _____ **STATUS:** Exempt
REPORTS TO: Mayor & Common Council **DATE:** ~~2/2/2015~~
10/2022

POSITION SUMMARY:

This is a highly responsible position providing professional administrative management services to support the Mayor and Common Council of the City of Merrill. The City Administrator provides overall direction for the City organization in accordance with the policies established by the Common Council.

This position serves as Human Resources Director; ensures that City operations are conducted in an economic, efficient and effective manner; and that elected official and citizen concerns are responsively and professionally addressed.

This position also develops recommendations to the Mayor and City Council for changes in programs, operations and policies to increase the effectiveness and efficiency of City Government.

In addition, the City Administrator works with the Finance Director to prepare, review and monitor the annual operating budget for the City. The City Administrator provides direction, research, analysis, and guidance for economic development within the City, and directs efforts to help increase the tax base and employment opportunities in accordance with the long term plans of the City.

~~Under the policy guidance and supervision of the Mayor and eight member Common Council, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervise the departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Information Technology, Maintenance, Building Inspection and Zoning, and Transit; supervise work of Police, Fire/EMS, Parks & Recreation, Airport, and Library departments; and coordinate operations with elected officials consisting of the City Clerk, Street Commissioner, and Municipal Court Judge.~~

The Administrator provides direction, research, analysis, and guidance in areas of finance, operations, human resources, economic development, redevelopment, land use, and other policy areas as requested by the Mayor or Common Council.

The Administrator promotes positive, professional, consistent communications to facilitates teamwork, transparency and integrity effective relations between elected and appointed officials, citizens, employees, and professional service providers. ~~This position possesses considerable discretion and latitude in fulfilling its duties and responsibilities.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

City Administrator

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1. Mayor and Common Council

- a. Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves ~~as the Chief Administrative Officer~~ to direct and coordinate work of professional consultants; directly supervises the departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Technology, Maintenance, Zoning & Building Inspection, and Transit; supervises work of Police, Fire/EMS, Parks & Recreation, Marketing/Communications Specialist and coordinates operations with elected officials consisting of the City Clerk, Street & Weed Commissioner, and Municipal Court Judge.
- b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.
- c. Coordinates the implementation of all actions taken by the Common Council.
- d. Initiates short and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; recommends changes, if needed.
- e. Keeps Mayor and Council Members up to date on any pertinent operational changes or issues that may arise between regularly schedule meetings, ~~abreast of changes in state and federal funding and laws having an impact on the City and brings concerns to the attention of the Common Council.~~

2. Other Boards, Committees and Commissions

- a. Attends meetings of the Personnel & Finance Committee, Redevelopment Authority, Board of Public Works, Sewer & Water Committee, Health & Safety Committee, Park & Recreation Commission, and Police & Fire Commission.
- b. Attends other City committees, boards and commissions as necessary to meet the needs of the City.
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- ~~b.d.~~ Promote and explain TID/TIF process to general public as needed.
- ~~e.e.~~ Coordinates business/industrial development and job retention activities.
- ~~d.f.~~ Develops and maintains positive, professional, clear, consistent communications working relationships with State of Wisconsin, Lincoln County, and regional economic development agencies/organizations, as well as the Merrill Area Chamber of Commerce.
- ~~e.g.~~ Provides oversight for Community Development housing and economic development loan programs.

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Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting at grade 1514 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

CONSEQUENCE OF ERROR

~~Error on the part of the employee may create a serious economic and/or credibility loss for the City. The employee has a great degree of latitude in their work and the employee's work is only occasionally reviewed by others prior to use. The City Administrator exercises a high degree of independent judgment in administering the activities of the City. The work requires a great deal of accuracy and responsibility.~~

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Supervisor's Signature

Date

City Administrator

Recruiting Firms

The Prothman Company - public sector and non-profits – cover western states.

Baker Tilly – Public Sector Executive Recruitment - Baker Tilly is the 9th largest CPA and consulting firm in the United States.

Public Administration Associates – used 2006 for Tony

1155 W. South St.

Whitewater, WI 53190

Kevin Brunner email: kevin.brunner1013@gmail.com

GovHR USA – public sector and non-profits – Northbrook, IL

Scope of Services:

Executive Recruitments

- Develop detailed marketing brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule and facilitate candidate interview process, which is tailored to meet the Client's specific needs
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant facilitates interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

Executive Recruitments – Limited Scope

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

Post on League of Wisconsin Municipalities job board

Post of Strategic Government Resources job board

What we offer

Salary

Vacation (3 weeks to start)

Sick time (1 day/month)

Personal time (4 days/year)

Holidays (9/year)

Retirement (WRS)

Deferred compensation package

Health Insurance

Cell phone

Ipad

Travel reimbursement for interview

Reimbursement for moving expenses up to \$10K (relocation package)

30 days housing rental reimbursement