

CITY OF GILLETT
FINANCE & PERSONNEL COMMITTEE MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

WEDNESDAY, MARCH 9, 2016 – 4:00 PM
MINUTES

Chairman Erickson called the meeting to order at 4:00 PM.

Roll Call

Present: Alderpersons Deborah Erickson, Terry Nelson, Marilyn Mueller

Also Present: Mayor Irene Drake, Alderperson Nanette Mohr, and Clerk Beth Rank

Approval of Minutes – March 1, 2016

MOTION: Nelson/Mueller

Motion to approve the minutes from the Finance & Personnel Committee meeting on March 1, 2016.

Voice Vote: All voting aye - **MOTION CARRIED**

PUBLIC INPUT: None

DISCUSSION AND POSSIBLE ACTION ON ANY OR ALL OF THE FOLLOWING:

1. Temporary Change to Business hours for Clerk's Office

Due to the vacancy in the Clerk's Office, it was suggested to change the office hours available to the public. It was decided to try to keep the office open and to see if someone could cover hours.

MOTION: Mueller/Nelson

Motion to move agenda item 2 under agenda item 5.

Voice Vote: All voting aye - **MOTION CARRIED**

2. Part-Time to Full-Time status of Deputy Clerk/Deputy Treasurer

Discussion was had on changing workloads in the Clerk's Office; it was suggested to change the part-time status to full-time.

MOTION: Nelson/Mueller

Motion to return the Deputy Clerk/Deputy Treasurer position to a full-time position.

Voice Vote: All voting aye - **MOTION CARRIED**

3. Committee may go into closed session to discuss matters of employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1c) Wis. Stats. (Concerning Hiring of Deputy Clerk/Deputy Treasurer).

MOTION: Mueller/Nelson

Motion to adjourn into closed session to discuss matters of employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1c) Wis. Stats. (Concerning Hiring

of Deputy Clerk/Deputy Treasurer). Motion to include alderpersons present, Mayor Drake, and Clerk Rank at 4:13 pm.

Voice Vote: All voting aye - **MOTION CARRIED**

4. Committee will return to open session and may take action on matters discussed in closed session.

MOTION: Nelson/Mueller

Motion to reconvene into open session at 4:36 pm.

Voice Vote: All voting aye - **MOTION CARRIED**

MOTION: Nelson/Mueller

Motion to place an advertisement for a Deputy Clerk/Deputy Treasurer as presented in closed session.

Voice Vote: All voting aye - **MOTION CARRIED**

5. Full-Time Job Description for Deputy Clerk/Deputy Treasurer

The Job Description was reviewed and changed.

MOTION: Mueller/Nelson

Motion to accept the changes to the job description for Deputy Clerk/Deputy Treasurer.

Voice Vote: All voting aye - **MOTION CARRIED**

6. Adjournment: 4:54 pm

Clerk Beth Rank

*A quorum of the Common Council was in attendance of this meeting.