

CITY OF GILLETT  
COMMITTEE MEETING  
November 3, 2015  
Finance and Personnel Minutes

Chairperson Deborah Erickson called the meeting to order at 6:00 pm. Present were Alderpersons Deborah Erickson, Terry Nelson, Marilyn Mueller, Marie Blaser, Nanette Mohr, and William Pecha. Also present was Mayor Drake, Clerk Beth Rank, Public Works employee Shane Rank, and Utility employee Robert Schroeder.

Roll was taken and the open meeting law had been complied with.

Public Input: None

Motion by Mueller, second by Nelson to approve the October 26, 2015 minutes with corrections, motion carried.

Discussion was had on authorizing credit cards for Shane Rank and Robert Schroeder on a temporary basis. Motion by Nelson, second by Mueller to authorize temporary credit cards to Shane Rank and Robert Schroeder with a credit limit of \$1,000, motion carried.

Discussion was had on the request from Shane Rank to be taken off of Weekend Utility Coverage. Motion by Nelson, second by Mueller to allow Shane Rank to be taken off of Utility Weekend Coverage, motion carried.

Discussion was had on defining part-time employee hours and benefits in the Employee Manual. Erickson asked if the City should redefine part-time hours for what could be a temporary problem. It was decided that departments should watch the hours they work the part-time employees and remain under the 1,508 hours.

Discussion was had on the 2016 budget. Currently the budget figures are over the levy limit by \$40,000. Rank will sit down with department heads to review the budget figures given to her.

Discussion was had on the Public Works Foreman Job Description. Motion by Mueller, second by Nelson to accept the Public Works Foreman Job Description with the changes indicated, motion carried.

Motion by Mueller, second by Nelson to adjourn into closed session under WI§ 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation of any public employee over which this governmental body has jurisdiction or exercises responsibility, specifically non-represented personnel. Concerning bonuses and raises. Committee will reconvene. Motion to include alderpersons present and Mayor Drake, motion carried.

Motion by Nelson, second by Mueller to adjourn into open session, motion carried.

Motion by Mueller, second by Nelson to add Public Works Foreman as a position to the Public Works Department, motion carried.

Motion by Nelson, second by Mueller to assign Shane Rank the position of public works foreman with compensation for the additional responsibilities and experience required for this position at an additional \$2/hour beginning retroactive to November 1, 2015, motion carried on a roll call vote.

Motion by Mueller, second by Nelson to grant a 2% increase in wages for part-time and full-time Public Works/Utility and City Clerk/Treasurer beginning January 1, 2016, motion carried on a roll call vote.

Next meeting is set for December 8, 2015 at 6:00 pm with a special council meeting immediately following.

Meeting adjourned at 7:50 pm.

Beth Rank, Clerk