

**CITY OF GILLETT**  
**FINANCE & PERSONNEL COMMITTEE MEETING**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**JUNE 8, 2016 – 6:00 PM**  
**MINUTES**

**Chairperson Raatz** called the meeting to order at 6:00 PM.

**Roll Call**

**Present:** Alderpersons Rick Raatz and Marilyn Mueller  
Mayor William Pecha, Clerk Treasurer Assistant Chelsea Henkel, Officer Danny Woodke

**Approval of Minutes-5/2/2016, 5/11/2016, 5/17/2016, 5/18/216**

**MOTION: Muller/Raatz**

*Motion to approve the minutes from 5/2/2016, 5/11/2016, 5/17/2016, 5/18/216.*

**Voice Vote: All Ayes MOTION CARRIED**

**PUBLIC INPUT:** None

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

1. Invoice from Davis/Kuelthao

**MOTION: Muller/Raatz**

*Motion to pay the Davis/Kuelthao Attorneys invoice from fund Police-labor attorney in the amount of \$1104.28.*

**Voice Vote: All Ayes MOTION CARRIED**

2. Health Insurance Comparisons

Committee will contact our representative from Safeguard to get insurance comparisons.

3. Discuss/Review job descriptions

All committees need to review their department job descriptions and submit back to Finance and Personnel before August. It will be put on other committees agendas.

4. Discuss/Review Employee Handbook

The Employee Handbook will up looked over and updated when the job descriptions are submitted to Finance and Personnel.

5. Preliminary Budget Reviews

All committees need to review their department budgets and submit back to Finance and Personnel before August. It will be put on other committees agendas.

6. 20 Year Planning Report

City needs to complete budget process for this year to allocate funds for this project.

7. Adjournment at 6:55PM

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Chelsea Henkel, Clerk Treasurer Assistant