

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

**WEDNESDAY, AUGUST 30, 2017 – 4:30 PM**  
**MINUTES**

**Chairperson Mohr** called the meeting to order at 4:30 PM.

**Roll Call**

**This public meeting is in compliance with all Open Meeting Laws.**

**Present:** Alderperson/Acting Mayor Nanette Mohr, Alderpersons Ron Anderson, Irene Drake, Josh McCarthy, Clerk Treasurer Kim Gruetzmacher, and Public Works Foreman Shane Rank. Also present was Sherri Rusch-Regenwether with McClone Insurance. Mayor William Pecha was excused for medical leave.

**PUBLIC INPUT:** None

1. Discussion and possible action on minutes from June 12 and July 6, 2017  
**MOTION: McCarthy/Anderson**  
*Motion to approve minutes and correct for date of July 7.*  
**Voice Vote:** All Ayes **MOTION CARRIED**
2. Discussion and possible action on City Insurance  
Presentation was made by Sherri Rusch-Regenwether from McClone Insurance for League of Wisconsin Municipalities Mutual Insurance. Sherri presented the finance committee with a quote for municipal insurance that is comparable to what the City currently has through EMC. EMC currently has an aggregate policy where the League does not. Punitive damages for the police department are included to the League. The League offers replacement value coverage which EMC currently does not have the City under. Street lights, flag poles, and the welcome to city signs can be insured through The League. Honor Park would be covered. If any new automobiles are added during the policy year the premiums does not increase (assisting with budget conditions) and these new items are insured and the premiums are added to the next policy year. After presentation the committee had additional questions for clerk to follow up with agent. Alderperson McCarthy was excused at this point.
3. Discussion and possible action on adopting new personnel evaluation form  
**MOTION: Anderson/Mohr**  
*Motion to accept the City of Gillett performance appraisal review with changes discussed.*  
**Voice Vote:** All Ayes **MOTION CARRIED**  
Process was discussed that department heads will review employees and committees will review department heads. Part-time employees will not be evaluated. Seasonal part-time employees will have a small written entry kept in their personnel files for future reference.
4. Discussion and possible action on review of budget process  
There will be multiple meetings the week of September 18, 2017 to work on budget items. Will have a meeting so that all full-time employees have the option to come in and meet with finance & personnel committee if they so choose. Clerk to follow up with city attorney to see if finance & personnel can meet with police officers for performance reviews.
5. Discussion and possible action on sales money of garbage truck, snow blower, and paint sprayer  
Council already approved this; however, clerk's office had to wait until audit was complete to transfer any funds. Clerk's office is approved to move these funds.

6. Discussion and possible action on Board of Review Policy/Ordinances

**MOTION: Anderson/Mohr**

*Motion to utilize sample ordinances and when completed to forward to Attorney Tim for his review.*

**Voice Vote: All Ayes MOTION CARRIED**

7. Set Next Meeting Date – September 18, 2017 at 1:00 PM

8. Adjournment

**MOTION: Anderson/Mohr**

*Motion to adjourn.*

**Voice Vote: All Ayes MOTION CARRIED**

Adjournment at 6:15 PM.

Respectfully Submitted by,  
Clerk Treasurer, Kimberly Gruetzmacher