



CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

AGENDA • THURSDAY NOVEMBER 14, 2019

Regular Meeting

City Hall Council Chambers

5:00 PM

- I. Call to Order
- II. Agenda items for consideration:
 - 1. Personnel & Finance Committee's role and authority in hiring and firing City employees.
 - 2. Policy considerations for city project bids/quotes and approvals.
 - 3. 2020 Budget: Non-union personnel and position considerations.
 - 4. 2020 Budget: Consideration of non-union employees pay and benefits.
 - 5. Consider reaffirmation of resolution and approval of memo related to nine tools of civility.
- III. Establish date, time and location of next regular meeting
- IV. Public Comment Period
- V. Closed Session:
 - 1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) & (g) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, to confer with legal counsel and receive update and recommendation on proposed Police Contract settlement terms.
- VI. The Committee may reconvene in open session for potential action(s) on closed session.
- VII. Adjournment



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RESOLUTION NO. 1996**A RESOLUTION ACCEPTING THE NINE TOOLS OF CIVILITY**

WHEREAS, the residents of Merrill place a high value of respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and,

WHEREAS, the Merrill Common Council supports opportunities for civil discourse and discussion in the community; and,

WHEREAS, the Merrill Common Council addresses sometimes controversial issues about which people often feel passionately – which at times leads to uncivil behavior; and,

WHEREAS, an atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate, and on the practice of democracy itself.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of July, 2006, that the Merrill Common Council recognizes nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our community and directs that these tools be utilized by City employees, elected officials and representatives. These tools include:

1. **Pay Attention.** Be aware and attend to the work and the people around you.
2. **Listen.** Focus on others in order to better understand their points of view.
3. **Be Inclusive.** Welcome all groups of citizens working for the greater good of the community.
4. **Don't Gossip.** And don't accept when others choose to do so.
5. **Show Respect.** Honor other people and their opinions, especially in the midst of a disagreement.
6. **Be Agreeable.** Look for opportunities to agree; don't contradict just to do so.
7. **Apologize.** Be sincere and repair damaged relationships.

8. **Give Constructive Criticism.** When disagreeing, stick to the issues and don't make a personal attack.
9. **Take Responsibility.** Don't shift responsibility and blame onto others; share disagreements publicly.

BE IT FURTHER RESOLVED, that the Merrill Common Council shall promote the use and adherence of these tools in conducting the business of the City of Merrill.

Recommended by Personnel and
Finance Committee

Moved: Alderwoman Hatz

Passed: July 11, 2006

CITY OF MERRILL, WISCONSIN



Douglas C. Williams
Mayor



William N. Heideman
City Clerk



CITY OF MERRILL

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M E M O R A N D U M

DATE: October 21, 2019
TO: All City of Merrill Employees
FROM: Paul Russell, Chairman, Personnel and Finance Committee
RE: Nine Tools of Civility

I am attaching a resolution passed over 10 years ago accepting the “Nine Tools of Civility”. This is now a part of the City of Merrill’s Personnel Manual.

Over the last several months it has been suggested that all of us should review this document.

When we practice civility, we greatly impact the way our colleagues and others view us. It has been claimed that civil, polite behavior is a primary factor in quality of life. Please take a few moments to review the attached resolution. While it was passed a few years ago, its importance in the quality of our personal and work life remains the same.

As always, I look forward to receiving your idea on how we can make the City of Merrill a better place to work and live. Please contact me if you have any questions or comments.

“Focusing on the Future”

An equal opportunity/affirmative action employer.

Attachment: Memo on tools of civility (4694 : Consider reaffirmation of resolution and approval of letter related to nine tools of civility.)