CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

AGENDA ● WEDNESDAY OCTOBER 9, 2019

Special Meeting	City Hall Council Chambers	5:30 PM

I. Call to Order

II. Status Reports:

1. Communication of rules of civility to City employees and elected officials.
2. Disposition and review of employee surveys.

III. Public Commnet Period

IV. Closed Session(s):

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 consider closed session minutes of September 24, 2019 meeting and to confer with legal counsel regarding advice on strategy for ongoing Police and Fire union negotiations.

V. The Personnel and Finance Committee may reconvene in open session for potential action(s) on closed session issue(s).

VI. Adjournment

0602760

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.

Attachment: Tools of Civility Resolutions (4618 : Distribution of rules of civility)

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

Attachment: Tools of Civility Resolutions (4618 : Distribution of rules of civility)

0607261

RESOLUTION NO. 1997

A RESOLUTION AUTHORIZING AMENDING CHAPTER 1 TO ADD THE NINE TOOLS OF CIVILITY TO THE NONUNION PERSONNEL POLICIES MANUAL AT SECTION 1-3 AND RENUMBERING THEREAFTER

WHEREAS, the City of Merrill Common Council has adopted the Nine Tools of Civility to be utilized by City employees, elected officials and representatives; and,

WHEREAS, it is desirable to amend the Nonunion Personnel Policies Manual to include these Nine Tools of Civility in Chapter 1, Section 2 to read as follows:

1-3 ***City of Merrill Employee Nine Tools of Civility***

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.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of July, 2005, that the Chapter 1 of the Nonunion Personnel Policies Manual be amended to add the following language in Chapter 1-3 and appropriately renumbering the sections following the inserted language:

Attachment: Tools of Civility Resolutions (4618 : Distribution of rules of civility)

1-3 ***City of Merrill Employee Nine Tools of Civility***

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 other choose to do so.

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