

**CITY OF GILLETT**  
**HEALTH, PROTECTION, & LICENSING COMMITTEE**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124

**MONDAY JULY 25, 2016 – 6:00 PM**  
**MINUTES**

**Chairman Anderson** called the meeting to order at 6:00 PM.

**Roll Call**

**Present:** Alderpersons Tod Anderson, Marie Blaser, and Terry Nelson

**Also Present:** Mayor William Pecha, Clerk Treasurer Mark Rehberg, Police Chief Jess Keplinger

**Approval of Minutes – June 27, 2016**

**MOTION: Blaser/Anderson**

*Motion to approve the minutes from June 27, 2016.*

**Voice Vote:** Nelson Abstained, Anderson and Blaser voting aye - **MOTION CARRIED**

**PUBLIC INPUT:** Chairperson Anderson expressed concern about the Public Works Department billing other departments within the city for services rendered.

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

1. Fireworks Permit for the Oconto County Youth Fair.

**MOTION: Blaser/Anderson**

*Motion to approve Fireworks permit for the Oconto County Youth Fair contingent upon receiving signature by Jonathan Courchaine by August 17<sup>th</sup>.*

**Voice Vote:** Nelson Abstained, Anderson & Blaser voting Aye - **MOTION CARRIED**

2. Home Occupation Permits for Tami Temple – Body Basics and Jeff Hertwig – Hertee’s

Committee agrees to leave lay and pass on to Planning committee for their recommendation pursuant to city ordinance pertaining to Home Occupation Permits.

3. Operator License for Doug McMahon

**MOTION: Nelson/Blaser**

*Motion to approve Doug McMahon’s Application for Operator License.*

**Voice Vote:** All voting aye - **MOTION CARRIED**

4. Review Job Descriptions

Committee discussed the need to create job descriptions for Police Chief & Patrolman positions. Anderson will send templates to Chief Keplinger to construct drafts to return to Anderson so he can proof final drafts to present at a later meeting.

5. Review 2017 Budget

**MOTION: Anderson/Blaser**

*Motion to move Agenda Item # 5 to follow Agenda Item # 8.*

**Voice Vote:** All voting aye - **MOTION CARRIED**

6. Revision of the ATV ordinance to include UTV description.

Chairperson Anderson will contact City Attorney to obtain more information on how best to proceed.

7. Review Job Descriptions 6 Month Review for Office LeFevre

**MOTION: Nelson/Blaser**

*Motion to increase hourly wage for Officer LeFevre by \$0.50/hour to be effective the first day of the pay period that includes August 5<sup>th</sup> now that he has received a favorable 6 month review.*

**Voice Vote:** All voting aye - **MOTION CARRIED**

8. Review of Gillett Police Association bargaining agreement.

A completed bargaining agreement was not available for this meeting. Committee agrees that once a final bargaining agreement does become available, it can be passed directly to the Council and does not require further approval from this Committee.

5. Review 2017 Budget

Committee discussed line item budget for Police Department. Chief Keplinger indicates he would like to request increases in the amounts budgeted for ammunition, fuel, and flooring. Some rough numbers were written into a beginning budget. Further work will be done outside of this meeting. Clerk Rehberg will follow up with Anderson to provide more detail on some of the items being expensed to certain accounts.

9. Set Next Meeting Date

Committee agrees to hold next meeting August 4<sup>th</sup> at 5:30 PM. Committee also established a subsequent meeting date of August 31<sup>st</sup> and 6:00 PM.

10. Chairperson Anderson Adjourned at 8:20 PM

  
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Mark Rehberg, Clerk Treasurer

\*A quorum of the Common Council was in attendance of this meeting.