

CITY OF GILLETT  
COMMITTEE MEETING  
December 8, 2015  
5:30PM  
Health, Protection, & Licensing Minutes

Aldersperson Blaser called the meeting to order at 6:00 pm. Present were Alderspersons Marie Blaser, Nanette Mohr, Marilyn Mueller, Terry Nelson, and Deb Erickson. Also present were Mayor Irene Drake, Police Chief Jess Keplinger, and Deputy Clerk Vicki Engebretsen. Public present were Police Officer Daniel Woodke (left at 5:44pm and returning at 5:59pm).

Roll was taken and the open meeting law had been complied with.

Public Input: None

Motion by Mohr, second by Erickson to approve the minutes from October 19, 2015 motion carried.

Chief Keplinger introduced the new part time police officer Kevin Christensen. In the next meeting we will have to discuss wage per Erickson. Motion by Mohr, second by Erickson to hire part time police officer Kevin Christensen, Motion carried.

Discussion was had on the hiring part-time clerk. Chief Keplinger this position would help with TRAC Admissions and entering into IBR. IBR is to come out of Spillman and it was to be easy to enter and it is not. We have to use IBR in order to apply for federal or state grants. Officer Woodke stated that the last time he has had training was back in 2012 or 2013. Jess as spoken with Karen LaFave, she works for Oconto County and she works with both systems on daily basis. She would have limited amount of hours to do our computer work. We need to make sure the correct information is going into the computer. Alderman Erickson did ask if they position is in other communities our size. Chief Keplinger stated that Village of Crivitz has a full-time clerk that handles the court and police department computer work. Officer Woodke is entering most of information the rest are trying to help him out. He does contact Karen when he has questions. Chief Keplinger is asking for 5 hours a week for this position and she would train officers on how to use it. Alderman Mueller did mention why don't we look at court clerk and police depart clerk as one position. Chief Keplinger stated that would be great but then we would need to train that person as well and we do not have time for that. With Karen she is trained and she would be able to train us in the department. Chief Keplinger stated that it is taking 2-5 hours a week to enter the information into the computers and quality is nor there. There is always going to be a need for this position. She will be able to do the computer work and we would have more man hours on the road per Chief Keplinger. Alderman Mueller wanted to know if we would be able to hire her as a consultant and give her a 1099. Alderman Erickson wants to talk with Clerk Rank and see if we can even do a 1099. We have \$4000 in the budget for this position. Chief Keplinger needs to talk with Karen to see what her wage would be and how many hours. He will report back at the next meeting.

Next meeting is set for December 29, 2015 at 5:30.

Meeting adjourned at 7:35 pm

Vicki Engebretsen, Deputy Clerk