

CITY OF GILLETT
UTILITY COMMITTEE MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

**THURSDAY, FEBRUARY 9, 2016 – 6:00 PM
MINUTES**

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

Roll Call

Present: Alderpersons Nanette Mohr, Terry Nelson, and William Pecha, and committee members Louie Danielson and Ruth Spang

Also Present: Mayor Irene Drake, Alderpersons Deb Erickson and Marilyn Mueller, Clerk Beth Rank, Utility employee Robert Schroeder, and Sarah Nunn from GAI

PUBLIC INPUT: None

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

1. Financial Report – see report

MOTION: Nelson/Pecha

Motion to approve financial report as presented.

Roll Call Vote: All voting aye – **MOTION CARRIED**

2. AutoCAD Contract

Cost of AutoCAD contract is \$994.05. Schroeder and Chelsea Henkel will take classes thru NWTC in Oconto Falls. Public Works will split the cost of the contract.

MOTION: Nelson/Pecha

Motion to pay \$497.02 for the AutoCAD contract.

Roll call Vote: All voting aye- **MOTION CARRIED**

3. Capital Improvement Plan

Sarah Nunn gave a report on the capital improvement plan (see report). Years were assigned to the projects.

4. Dedicated Computer Line

Discussion was had on a dedicated internet line for the Utility computer in City Hall. Prices were looked at. (See handout)

MOTION: Danielson/Spang

Motion to go with Packerland Broadband as a dedicated line for the utility computer in City Hall on a three year contract at \$54.95/month, with a one-time \$100.00 modem fee, and a one year warrantee on the modem.

Roll call Vote: All voting aye- **MOTION CARRIED**

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5. Budget

Looked at budget. Rank asked if committee was going to do a line item budget. It was decided that Rank and Schroeder will work on this.

6. Vertical Bridge

Vertical Bridge is taking over the cell tower contract from Nsight. Vertical Bridge is requesting that the payment for the cell tower lease be direct deposited into an account. It was decided to allow the direct deposit of the money and to have it deposited into a water savings account.

7. Division of Duties regarding Accounting

Rank suggested that the Utility checkbook come back to the Clerk's Office. Schroeder will code all the bills. Rank suggested that Utility join the City checkbook. The Clerk's Office and Utility Department are writing two checks for one statement; this would simplify everything. Mohr asked if FDIC will cover what the City keeps in the bank.

8. Committee may go into closed session to discuss matters of employment, promotions, compensation, or performance evaluation data of public employees pursuant to 19.85(1c) Wis. Stats. (Concerning Utility operator 60 day review)

MOTION: Nelson/Pecha

Committee may go into closed session to discuss matters of employment, promotions, compensation, or performance evaluation data of public employees pursuant to 19.85(1c) Wis. Stats. (Concerning Utility operator 60 day review) to include alderpersons that are present, Ruth Spang, Louie Danielson, Mayor Irene Drake, Clerk Beth Rank, Sarah Nunn, and Robert Schroeder. Erickson excused herself from closed session.

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

9. Committee will return to open session and may take action on matters discussed in closed session.

MOTION: Nelson/Pecha

Motion to return to open session.

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

Utility employees are doing more than expected and have learned a lot. Employees have been keeping a daily log. Daily log was reviewed on what part-time employees have been doing. Schroeder stated that everything has been going good for the past sixty days. There has been willingness for additional classes. Teamwork is going well.

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10. Adjournment: 7:44pm

Minutes taken by Beth Rank, Clerk

Minutes transcribed by Vicki Engebretsen, Deputy Clerk

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