

CITY OF GILLETT COMMON COUNCIL
NOTICE OF REGULAR MEETING
COUNCIL CHAMBERS
150 N McKenzie Ave., Gillett, WI
MINUTES

Thursday, November 2, 2017 at 6:00 PM

1. **Acting Mayor Mohr called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.**

Roll Call

Present: Alderperson/Acting Mayor Nanette Mohr, Alderpersons Marie Blaser, Ron Anderson, Josh McCarthy, Irene Drake, Mark Sparks, Clerk/Treasurer Kim Gruetzmacher, Attorney Tim Schmid, Police Chief Jess Keplinger, Public Works Foreman Shane Rank, and Fire Chief Greg Rudie. Also present was Warren Bluhm, Editor from Oconto County Times Herald. Mayor William Pecha was medically excused. Jake Steldt was absent.

2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **PUBLIC INPUT:** None
4. Discussion & possible action on minutes for October 4 & 24, 2017. ó Leave lay
5. **CDA Report:** Alderperson Mohr reported campground was closed today; electricity was shut off and called for porta potties to be winterized.
6. **Library Report:** Alderperson Mohr - Written report
Library held haunted house in the community center and had 463 people attend in a four day time frame. Betty Bloemers was hired part-time for front desk and to clean.
7. **Tourism & Marketing Commission Report:** Jake Steldt was absent; no report.
8. **Financial Report:** Kim Gruetzmacher
 - a. Updated Monthly Check Register Provided
MOTION: Drake/Blaser
Motion to approve monthly check register as provided.
Roll Call Vote: All Ayes - **MOTION CARRIED**
9. **Police Department Report:** Police Chief Keplinger
 - a. Discussion on Incident Summary Report ó Chief Keplinger reported on Friday morning there was an apparent drug overdose that was almost fatal. The officer on duty applied for a search warrant with speedy response time and recovered suspected heroine and drug paraphernalia.
 - b. Discussion on Training and Public Relations- Chief reported that he's still working with the school on Alice protocols and currently is working with secondary school on evacuations. Trick or treating went well; Chief and Officer Lefevre parked on Birch before Ridgewood and handed out candy.
10. **Fire Department Report:** Fire Chief Rudie reported there were no calls for the month. October was classroom training which consisted of Mayday training. Fire inspectors had training two weeks ago regarding code and navigating through the book and finding all different items needed. Replaced damaged valve on the ladder truck this past month and all firefighters are in NFPA approved turn out gear. Department still has six open roster positions. There was discussion with Tim Magnin (Oconto Falls), Dale Reichwald (Town of Gillett) and Underhill fire department regarding the mavis system (mutual aid) in Oconto County. They will be changing mavis calls so when the City of Gillett gets called out it would automatically page the Town of Gillett and Underhill departments to send one rig with man power at the same time. Currently there is trouble getting enough firefighters for response for the City during a day fire. Northern Oconto County already does this and it works well. Fire prevention week did a presentation at the grade school with the Town of Underhill fire department that had positive reviews. Rigs were out during trick or treating handing out candy.

11. Health, Protection and License Committee Report: Alderperson Blaser

- a. Discussion and Possible action on Firework Permit for Christmas in the Park

MOTION: McCarthy/Sparks

Motion that Gillett Business Association be allowed to have their permit to discharge fireworks on December 2, 2017 at 5pm.

Voice Vote: All Ayes; Drake abstained - **MOTION CARRIED**

12. Board of Public Works Committee Report: Alderperson Drake

- a. Discussion and Possible action on Tree Ordinance

MOTION: Drake/Sparks

Motion that we approve the tree permit (ordinance) with wording taken out we just discussed.

Voice Vote: All Ayes **MOTION CARRIED**

- b. Discussion and Possible action on Street Sweeper

MOTION: Sparks/Anderson

Motion to approve the purchase of the Street Sweeper.

AMENDED MOTION: Sparks/Anderson

Amend motion to purchase street sweeper to incorporate the \$10,000 down payment with the whole total coming to \$107,500 with remainder payment to be made in March 2018.

Roll Call Vote: 4-Ayes; McCarthy - nay **MOTION CARRIED**

- c. Discussion and Possible action on Contract for Lynch and Associates for Richmond Street Design

MOTION: Sparks/Anderson

Motion to approve contract for Lynch & Associates on Richmond Street design phase 19 lump sum \$6,500 phase 20 lump sum \$2,000 public works portion.

Roll Call Vote: All Ayes **MOTION CARRIED**

Alderperson Drake reported public hearing will be held on November 13, 2017 at 6 pm for Birch Street project. Public Works Foreman Rank reported they have been busy with leaf pick up, after last day of pick up residents can take leaves to the recycle center compost pile. Public Works is getting winter equipment ready.

13. Utility Committee Report: Alderperson Anderson

- a. Committee may go into closed session to discuss matters of employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1c) Wis. Stats. ó leave lay
- b. Committee will return to open session and may take action on matters discussed in closed session. ó leave lay
- c. Discussion and Possible action on Utility Operator Position and Utility Operator Assistant Position

MOTION: Drake/Blaser

Motion that we approve Bill and Darren for the utility operator position and utility operator assistant position.

Voice Vote: All Ayes **MOTION CARRIED**

Committee held interviews and talked to individuals and we do have two people William (Bill) Tyler accepted utility operator assistant and will be starting November 13, 2017 and Darren Olson accepted utility operator position and will be starting November 27, 2017. Both are looking forward to jobs. Bill has all certifications there are only a couple for wastewater that he has to get but he is a certified water operator. Acting Mayor Mohr personally thanked the city of Oconto Falls for allowing Ron to come over to assist us during this time to keep things going. Alderperson Anderson also reported that hydrants were flushed and he gave a thank you to public works (Shane & Russ) for helping with flushing and winterizing.

14. Finance and Personnel Committee Report: Alderperson Mohr

- a. Discussion and Possible Action on approving Hawkins engagement letter for annual audit work.

MOTION: Blaser/Sparks

Motion to approve the Hawkins engagement letter for the annual audit work for the cost of \$17,170.

Roll Call Vote: All Ayes MOTION CARRIED

- b. Discussion and Possible action on authorizing Ehlers and Quarles & Brady to talk to potential funding sources for project borrowing. ó Leave lay as Attorney Tim feels we need amount of the contingency in a set sum. Public Works Forman Rank informed council he spoke with Sarah Nunn of Lynch & Associates regarding the confusion and the contingency is for water & sewer and this does not affect public works borrowing in any way.

Alderperson Mohr also reported that next meeting is November 9, 2017 immediately following planning.

- 15. Park and Cemetery Committee Report:** Alderperson Sparks reported on October 27, 2017 Youth Advisory had movie night in the commons at the high school with little attendance but made \$39 on concessions so close to break even. Next meeting on November 13 hoping to approve new park rental form for 2018. Public Works Foreman Rank reported all parks are winterized and bathrooms are closed. They started vacuuming leaves in Lion Park and next week will be in Zipple Park. Merry-go-round is still at L&N being welded.

16. Planning Committee Report: Alderperson McCarthy

- a. Discussion on Updated Monthly Building Permit Log ó no action.

Alderperson McCarthy reported that Julie Allen moved and had her reopening for her For You with Love boutique next door to where she was. Tammy Miller is in the Cutting Edge building. The Nines opened their resale clothing shop on Lake Street. There is a new purse shop in the Seat Doc building.

- 17. Clerk Treasurer's Report:** Clerk reported that we are very busy working to finalize budget items.
- 18. Attorneys Report:** Attorney Schmid reported that Chief Keplinger just served last personal property tax defendant so now need to wait the 20 days to see what response will be. RL Hall contacted Attorney regarding the Deed for the Hauser property. Attorney Schmid left a message this afternoon with RL Hall to put restrictive covenant on the Deed. RL Hall thinks the land is secured by a mortgage so before Deed should be accepted by the City there should be a release obtained from the mortgage company.
- 19. Mayor's Report:** Acting Mayor and Alderperson Mohr reported that budget process is going well with face to face meetings. Wished everyone a Happy Thanksgiving!

- 20. Adjournment at 6:53 PM.**

MOTION: Sparks/Anderson

Motion to adjourn.

Voice Vote: All Ayes - MOTION CARRIED

Respectfully Submitted,
Kimberly Gruetzmacher, Clerk Treasurer