

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

**Thursday, December 7, 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 Katie Sloma, Police Chief Jess Keplinger, Public Works Foreman Shane Rank, Fire Chief Greg Rudie, and Utility Operator Darren Olson. Also present was Kevin Smith and Norm Finnell. 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, 2017, October 24, 2017, November 2, 2017 and November 9, 2017 Special Meeting

**MOTION: Anderson/Blaser**

*Motion to accept minutes as printed for October 4, 2017, October 24, 2017, November 2, 2017, and November 9, 2017.*

**Voice Vote:** All Ayes - **MOTION CARRIED**

5. **CDA Report:** Alderperson Mohr reported campground is closed for the season, porta potties are all taken care of. Alderperson Mohr thanked Shane and the public works department for take care of the campground all season.

6. **Library Report:** Alderperson Mohr - Written report

Library assisted Gillett Business Association with Christmas in the Park with doing crafts, face painting, cake walk, balloon animals and horse carriage rides. Library applied for Thrivent Action card and was awarded \$250 which they are using for the teen zone to assist with craft projects and snacks.

7. **Tourism & Marketing Commission Report:** Jake Steldt was absent; Alderperson McCarthy reported that Jake is working on the City of Gillett app for Android phones.

8. **Financial Report:** Kim Gruetzmacher

- a. Updated Monthly Check Register Provided

**MOTION: Drake/Blaser**

*Motion to approve check register.*

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

9. **Police Department Report:** Police Chief Keplinger

- a. Discussion on Incident Summary Report ó Chief Keplinger handed out incident report for the month.
- b. Discussion on Training and Public Relations- Chief reported that the department is ahead of schedule for firearm training since Officer Schneider is certified and can teach the department. Chief is working with individual officers for training for the upcoming year. Counteract with the school will start a little earlier this year due to teacher schedules at the school. Chief attended the recent Gillett Business Association meeting and spoke on crime prevention.

10. **Fire Department Report:** Fire Chief Rudie reported there were no calls for the month of November. At recent training meeting the department worked with Underhill and ran through a mock call with Kurt Hicks in command. Went through the call two times and everyone learned something new. Next meeting will be a business meeting on Tuesday, December 19, 2017 which they will elect new officers. Greg and Kevin are both stepping down as Chief and Vice Chief. Alderperson Mohr thanked both Greg and Kevin Rudie for their years of dedication and service to the City.
11. **Health, Protection and License Committee Report:** Alderperson Blaser
- a. Discussion and Possible action on Operators License for Esther Verhagen for the RStore  
**MOTION: Drake/Sparks**  
*Motion to approve Operators License for Esther Verhagen.*  
**Voice Vote:** All Ayes - **MOTION CARRIED**
  - b. Discussion and Possible action on Hiring Part-time Police Officer  
**MOTION: Drake/McCarthy**  
*Motion to approve Ryder Steffel as new part time officer in police department.*  
**Voice Vote:** All Ayes - **MOTION CARRIED**
12. **Board of Public Works Committee Report:** Alderperson Drake
- a. Discussion and Possible action on Tree Ordinance  
**MOTION: Anderson/Sparks**  
*Motion to accept the tress ordinance as printed.*  
**Voice Vote:** All Ayes **MOTION CARRIED**
  - b. Discussion and Possible action on Amendment to Lynch & Associates contract for Easements  
**MOTION: Anderson/McCarthy**  
*Motion to accept the amendment not to exceed the amount of \$2,150 for public works easements.*  
**Roll Call Vote:** All óAyes - **MOTION CARRIED**
13. **Utility Committee Report:** Alderperson Anderson
- a. Discussion and Possible action on replacing electrical panel at Well 3 for \$44,000  
**MOTION: Drake/Sparks**  
*Motion to approve replacement of electric panel at well 3 not to exceed \$44,000.*  
**Roll Call Vote:** All óAyes - **MOTION CARRIED**
  - b. Discussion and Possible action on sewer meter base rate increase of \$6.00  
**MOTION: Sparks/Blaser**  
*Motion to approve the sewer meter base rate increase of \$6.00.*  
**Roll Call Vote:** All óAyes - **MOTION CARRIED**  
 USDA funding for sewer project the USDA requirement is that we need to have operating funds of 6-8 months in event of no income. We have option to spread increase out over a period 3 years to obtain to satisfy the federal government requirements.
  - c. Discussion and Possible action on amendment to Lynch & Associates contract  
**MOTION: Drake/McCarthy**  
*Motion that we amend our contract with Lynch & Associates for cost \$14,500 due to federal requirement to utilize USA Steel & Iron.*  
**Roll Call Vote:** All Ayes **MOTION CARRIED**  
 Since we are obtaining a federal loan for water & sewer project there are new requirements for the loan. This year it was passed that there is a U.S.A. Iron & Steel requirement for projects obtaining federal funding therefore we need to comply with the regulations.
14. **Finance and Personnel Committee Report:** Alderperson Mohr
- a. Discussion and Possible Action on 2018 Budget  
**MOTION: Anderson/Blaser**  
*Motion to accept proposed 2018 budget.*  
**Roll Call Vote:** All Ayes **MOTION CARRIED**

- b. Discussion and Possible Action on Budget Resolution  
**MOTION: Drake/Anderson**  
*Motion to forgo reading of resolution 7-2017.*  
**Roll Call Vote: All Ayes MOTION CARRIED**  
**MOTION: Sparks/Drake**  
*Motion to approve resolution 7-2017 as printed.*  
**Roll Call Vote: All Ayes MOTION CARRIED**
- c. Discussion and Possible Action on Police Union Contract 2018-2019  
**MOTION: Drake/Sparks**  
*Motion to approve Police Union Contract for 2018-2019.*  
**Roll Call Vote: All Ayes MOTION CARRIED**
- d. Discussion and Possible Action on State Trust Fund Loan Resolution for \$167,750  
**MOTION: Drake/McCarthy**  
*Motion to dispense with the reading for the State Trust Fund Loan Application Resolution.*  
**Voice Vote: All Ayes MOTION CARRIED**  
**MOTION: Sparks/Drake**  
*Motion to approve the State Trust Fund Loan Resolution for \$167,750.*  
**Roll Call Vote: All Ayes MOTION CARRIED**

**15. Park and Cemetery Committee Report: Alderperson Sparks**

- a. Discussion and Possible Action on Park Rental Policy, Forms, Maps, and Fees  
**MOTION: Drake/McCarthy**  
*Motion to accept the park rental form and policies.*  
**Voice Vote: All Ayes MOTION CARRIED**  
 Add line for driver's license number and clerk's office to take a copy of identification card of person renting the park and put with the form.
- b. Discussion and Possible Action on 2018 Urban Forestry Grant Agreement  
**MOTION: Anderson/Blaser**  
*Motion to accept the 2018 Urban Forestry 18UF1313S grant in the amount of \$5,000.*  
**Roll Call Vote: All Ayes MOTION CARRIED**

Shane reported that the merry-go-round is back and it looks brand new. Shane thanks the Mayor's Youth Advisory for their contribution to assist with the payment is getting the merry-go-round fixed. Alderperson Sparks reported that the Youth Advisory group made Christmas cards and will be going to Woodlands Nursing home next week to deliver them to all residents. Movie night will continue again in January at the commons at the high school.

**16. Planning Committee Report: Alderperson McCarthy**

- a. Discussion and Possible Action on Trailhead Grant ó no action as the committee decided to withdraw the application from the grant due to funding for the rest of the project.
- b. Discussion on Updated Monthly Building Permit Log ó no action.

Alderperson McCarthy reported that the Krueger house is now down.

**17. Clerk Treasurer's Report: Clerk**

- a. Discussion & possible action on Mayor's election inspector appointments for a two year term: Carol Swim, Betty Bubolz, Theresa Nelson, Kevin Smith, Darlene Fleischmann, Pat Fisher, Autumn Covert, Jane Frederick, Leone Christensen, Deborah Thomas, and Marie Blaser.  
**MOTION: Anderson/McCarthy**  
*Motion to accept all the people she read.*  
**Voice Vote: All Ayes ó Blaser - Abstained MOTION CARRIED**

**18. Attorneys Report: Attorney Sloma reported that Attorney Schmid is out of the office until December 18, 2017.**

19. **Mayor's Report:** Acting Mayor and Alderperson Mohr thanked everyone one for bearing with her for the past 6-7 months and wishes everyone a Merry Christmas!

20. Adjournment at 7:04 PM.

**MOTION: Sparks/Anderson**

*Motion to adjourn.*

**Voice Vote: All Ayes - MOTION CARRIED**

Respectfully Submitted,  
Kimberly Gruetzmacher, Clerk Treasurer