

**CITY OF GILLETT**  
**UTILITY COMMITTEE MEETING**  
**Council Chambers – Municipal Building**  
**150 N McKenzie Ave – Gillett, WI 54124**  
**MONDAY, MAY 7, 2018 AT 5:30 PM**  
**MINUTES**

**Chairperson Drake** called the meeting to order at 5:30 pm.

**Roll Call**

**Present:** Alderperson Irene Drake, Sandra Hubbard, Nanette Mohr, Mayor James Beaton, Deputy Clerk Treasurer Chelsea Henkel, Public committee members Ruth Spang and Louie Danielson, Utility Operator Ron Anderson. Marie Blaser was excused.

**PUBLIC INPUT:** Utility Operator announced that our engineer Sara Nunn will be resigning in the end of August from Lynch and Associates.

**AGENDA ITEMS:**

1. Discussion and Possible Action on GIS program

**MOTION: Danielson\Spang**

*Motion to approve buying the GIS program from MSA, paid out of equipment fund.*

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

GIS program has many features for water and sewer including but not limited to: main valve locations, curb box locations, meter sizes and address, install dates, construction dates, sanitary line locations, water line and size locations, hydrant locations with size, install date, depths, flushing dates, manhole locations, pump stations locations, water main break dates and locations, street sign locations. It will replace AutoCAD and is a great asset management program. Utility will rent a Trimble to tag GPS locations into the program.

**MOTION: Danielson\Spang**

*Motion to approve buying a 9.7 inch Apple iPad Tablet from Cellcom for the program and a data package.*

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

2. Discussion and Possible Action on Arc Esri Seat

**MOTION: Danielson\Spang**

*Motion to approve a seat with Arc Esri for \$504.00 a year.*

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

3. Discussion and Possible Action on Financial Report

**MOTION: Hubbard\Danielson**

*Motion to approve the financial report.*

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

4. Discussion and Possible Action on Audit Report

**MOTION: Danielson\Hubbard**

*Motion to approve the Audit Report.*

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

5. 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.

**MOTION: Danielson\Hubbard**

*Motion to go into Closed Session, to include all council members, mayor, deputy clerk, and utility operator.*

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

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

**MOTION: Danielson\Hubbard**

*Motion to come back into open session.*

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

7. Discussion and Possible Action on Construction Projects- Preconstruction meeting set up at City Hall for May 10 at 10 AM and a public meeting at Gillett School Auditorium at 6 PM.

8. Set next meeting date – June 7, 2018 at 5:45 PM.

9. Adjournment at 6:40 PM

**MOTION: Spang/Danielson**

*Motion to adjourn.*

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

Respectfully Submitted by  
Chelsea Henkel, Deputy Clerk Treasurer