

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

MONDAY, FEBRUARY 15, 2021 AT 6:00 PM  
MINUTES

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

**Roll Call**

**Present:** Alderpersons Debbie Rudie and Sandy Hubbard

**Also Present:** Clerk Treasurer Chelsea Anderson, Alderpersons Matt Stroik, Marie Blaser, and Nanette Mohr, Mayor Josh McCarthy, and Utility and Public Works Department Head Ron Anderson. Gary Spaulding absent.

**Clerk informs Committee that Open Meeting Law has been complied with and Roll has been taken.**

**PUBLIC INPUT- None AGENDA ITEMS:**

1. Discussion and Possible Action on minutes from October 13, 2020

**MOTION: Hubbard/Rudie**

*Motion to approve the minutes from October 13, 2020.*

Voice Vote: All Voting Aye – **MOTION CARRIED**

2. Discussion and Possible Action on Orby Jones Sports Complex repairs- repairs list attached. Have the fields evaluated and the holding tank.

3. Discussion and Possible Action on Orby Jones Sports Complex contract with Gillett School

**MOTION: Rudie/Hubbard**

*Motion to approve billing the school \$7,500 for 2021.*

Roll Call Vote: All Voting Aye – **MOTION CARRIED**

4. Discussion and Possible Action on park maintenance- picnic tables in the park and campground need to be replaced. Look into getting a grant for the updates.

5. Discussion and Possible Action on Cemetery Trees

**MOTION: Rudie/Hubbard**

*Motion to approve the bid from Bear's Tree Service for \$1,250.00 to take down 3 trees, grind stumps, and take wood out.*

Roll Call Vote: All Voting Aye – **MOTION CARRIED**

6. Discussion and Possible Action on Park Rental Agreement

**MOTION: Rudie/Hubbard**

*Motion to approve the raising the park rental fees. Cancellation prior to a week will be nonrefundable. Special event permit from \$25 to \$100.*

Roll Call Vote: All Voting Aye – **MOTION CARRIED**

7. Discussion and Possible Action on Truck Show and 4<sup>th</sup> of July

**MOTION: Rudie/Hubbard**

*Motion to approve the Truck Show June 17-20, 2021 and the 4<sup>th</sup> of July Park Rental, both need to provide proof of insurance.*

Voice Vote: All Voting Aye – **MOTION CARRIED**

8. Discussion and Possible Action on Honor Park-No Action Taken

9. Set Next Meeting Date- To Be Determined

10. Adjournment at 7:20 pm.

**MOTION: Hubbard/Rudie**

*Motion to adjourn.*

Voice Vote: All Voting Aye – **MOTION CARRIED**

Respectfully Submitted by Clerk Treasurer Chelsea Anderson

**CITY OF GILLETT  
PARKS & CEMETERY COMMITTEE**

Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124

**MONDAY, FEBRUARY 15, 2021 IMMEDIATELY FOLLOWING  
FINANCE COMMITTEE  
AGENDA**

Committee may deviate as needed

**Meeting Called to Order**

**Roll Call**

**Verification of Open Meeting Law Compliance**

**PUBLIC INPUT**

**AGENDA ITEMS:**

1. Discussion and Possible Action on minutes from October 13, 2020
2. Discussion and Possible Action on Orby Jones Sports Complex repairs
3. Discussion and Possible Action on Orby Jones Sports Complex contract with Gillett School
4. Discussion and Possible Action on park maintenance
5. Discussion and Possible Action on Cemetery Trees
6. Discussion and Possible Action on Park Rental Agreement
7. Discussion and Possible Action on Truck Show and 4<sup>th</sup> of July
8. Discussion and Possible Action on Honor Park
9. Set Next Meeting Date
10. Adjournment

cc: Committee members, Hubbard, Rudie, Spaulding, council members, Mayor

**Please remember to silence cell phones before attending meetings at City Hall**

It is possible that members of and possibly a quorum of members of the City Council or other committee may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office 920-855-2255 with as much advance notice as possible.

**Agenda subject to change up to 24 hours prior to the meeting  
"An Equal Opportunity Employer"**

Priority

## SPORTS COMPLEX ISSUES

FENCE AROUND TENNIS COURTS NEEDS REPAIR

TENNIS COURT NEEDS NEW ASPHALT AS THERE ARE 1 INCH CRACKS IN ASPHALT

ALL BACKSTOPS ON DIAMONDS NEED REPAIR AS BALL ROLL UNDERNEATH AND GET STUCK IN FENCE

ALL DIAMONDS NEED TO BE REDONE AS THERE IS A HUMP AROUND ALL INFIELDS AND PLAYING SURFACE NEEDS TO WORKED UP AND NEW PLAYMIX PUT DOWN.

BENCHES IN THE 2 UPPER DIAMONDS ARE ALL TORE UP FROM KIDS SITTING ON BACK SHELF AND CLEATS CHEWING UP THE WOOD.

HOLDING TANK IS TOO SMALL SHOULD LOOK AT SEPTIC SYSTEM OR PUT BIGGER TANKS IN. ①

BACK DOOR ON BUILDING NEEDS TO BE REPLACED AS THE FRAME IS ROTTING OUT AND THE DOOR CAN BE OPENED WHILE ITS LOCKED.

THERE ARE MANY TREES THE ROOTS ARE EXPOSED AND SHOULD HAVE SOME KIND OF BORDER AROUND THEM TO HOLD THE DIRT IN SO IT DOESEN'T WASH AWAY.

\* PLAYGROUND SHOULD BE TAKEN DOWN AS IT IS NOT STABLE AND REPLACED OR PUT MONEY INTO IT TO MAKE USABLE.

CEILING FANS SHOULD BE REPLACED AS THE BLADES HAVE DROOPED DOWN FROM HEAT OR REMOVE THEM.

SHELVES SHOULD BE PUT UP IN BACK ROOM OF CONCESSION STAND TO PUT THE EQUIPMENT ON AS IT'S LAYING ALL OVER THE PLACED AND STACKED UP.

VOLLEYBALL POLES HAVEN'T HAD A NET ON THEM IN 6 YEARS NEED TO DECIDE TO REMOVE THEM OR LEAVE THEM.

# CITY OF GILLETT

CHARTERED IN 1944

150 N. McKenzie Avenue • Gillett, WI 54124 • [www.cityofgillett.com](http://www.cityofgillett.com)  
Phone: 920-855-2255 • Fax: 920-855-6283

November 17, 2015

Gillett School District  
208 W Main Street  
PO Box 227  
Gillett, WI 54124

Dear Mr. Carlson,

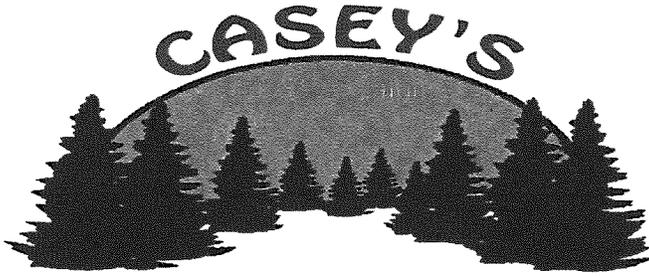
The City of Gillett Common Council is proposing \$3,000 per year for the next five years (2016-2020) as payment for the use of the Orby Jones Sports Complex. Please let us know if this is acceptable.

Sincerely,

Beth Rank  
Clerk

\$7,500  
2021

Wes Sunderlage  
(920) 855-6684  
(715) 927-8733



Steve Sunderlage  
(920) 373-0904  
(920) 834-0252

## TREE SERVICE

Tree Trimming & Removal • Stump Removal • Fully Insured

# JOB ESTIMATE SHEET

Name Wanderer's Cemetery

Address S. Elm St.

Gillett, WI.

Phone Number \_\_\_\_\_

Date 1-20-21

### Notes & Description

cut 2 TALL Cedar's  
cut 1 MAPLE  
chip up LEAVE bigwood

Clean Up

No Clean Up \_\_\_\_\_

# of Trees/Trim \_\_\_\_\_

# of Tree/Remove 3

# of Stumps to Grind Down 1

Clean Up Stump Grindings \_\_\_\_\_

Black Dirt and Grass Seed \_\_\_\_\_

Haul Wood \_\_\_\_\_

Leave Wood

Chip Brush

Split Wood On-Site \_\_\_\_\_

Firewood # Cords \_\_\_\_\_

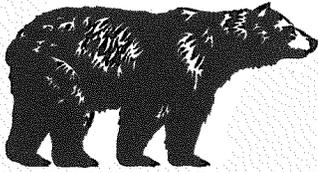
### Site Map

**TOTAL DUE \$** 1,100  
DUE UPON COMPLETION

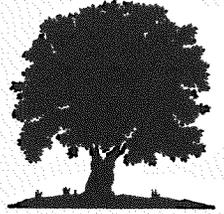
SIGNATURE \_\_\_\_\_

# BEAR'S TREE SERVICE

RICHARD KOZLOVSKY



9876 County Road M  
Suring, WI 54174  
Cell ~ 920-373-0554  
Email ~ bear9203730554@gmail.com



## Job Estimate

|                              |               |                       |
|------------------------------|---------------|-----------------------|
| JOB DESCRIPTION _____        |               | DATE <u>1-21-21</u>   |
| NAME <u>Gilbert Cemetery</u> | COMPANY _____ |                       |
| PHONE _____                  | CELL _____    |                       |
| EMAIL _____                  |               |                       |
| JOB ADDRESS _____            | CITY _____    | STATE _____ ZIP _____ |
| BILLING ADDRESS _____        | CITY _____    | STATE _____ ZIP _____ |

|                                   |
|-----------------------------------|
| DESCRIPTION OF SERVICES _____     |
| <u>2 cedars - one 1' diameter</u> |
| <u>take down grind stump</u>      |
| <u>hole and</u>                   |
| <u>1250<sup>00</sup></u>          |

Total Estimate is to be paid in full upon completion, unless prior financial arrangements are made and stated below.

Estimate is valid for 30 days and is subject to change.

There will be a \$15 charge for each instance of hardware hit in tree.  
(This will be pointed out to landowner).

By signing below, you are accepting the description of work and all terms herein.

\_\_\_\_\_  
CUSTOMER SIGNATURE                      DATE

\_\_\_\_\_  
PRINTED NAME

*Thank You! We Appreciate Your Business!*

|                    |                             |
|--------------------|-----------------------------|
| ESTIMATE SUB-TOTAL | \$ <u>1250<sup>00</sup></u> |
| TAX                | \$ _____                    |
| TOTAL ESTIMATE     | \$ _____                    |

|                                       |
|---------------------------------------|
| Alternative Financial Agreement _____ |
| _____                                 |
| _____                                 |

                     1-21-21

Submitted & Approved  
RICHARD A. KOZLOVSKY

DATE

134942

|                   |                      |  |  |
|-------------------|----------------------|--|--|
| <b>ORDER INFO</b> | customer's order no. | phone  | date<br>1-19-21  |
|                   | name<br>Gillett      |  |  |
|                   | address              |  |  |
|                   | city, state, zip     |  |  |
|                   | sold by              | <input type="checkbox"/> cash<br><input type="checkbox"/> c.o.d. | <input type="checkbox"/> charge<br><input type="checkbox"/> on acct. |

| quantity | description    | price  | amount |
|----------|----------------|--------|--------|
| 1        | Cherry + stump | 803.00 |        |
| 2        | cleaned up     |        |        |
| 3        | 2 Cedar stumps | 403.00 |        |
| 4        |                |        |        |
| 5        | Plus Tax       |        |        |
| 6        |                |        |        |
| 7        |                |        |        |
| 8        |                |        |        |
| 9        |                |        |        |
| 10       |                |        |        |
| 11       |                |        |        |
| 12       |                |        |        |
| 13       |                |        |        |
| 14       |                |        |        |
| 15       |                |        |        |
| 16       |                |        |        |

**Zielinski Tree Service**  
 W9551 W 24th Rd  
 Pound, WI 54161  
 PH# 920-373-1547

received by \_\_\_\_\_

\$100

Special permit rent all park

**General Information**

Company/Organization Name (if any) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

City of Gillett Resident?  Yes  No, I am a resident of: \_\_\_\_\_

**Facility Rental Information**

**Facility:**

- Zippel Park
- Honey Park
- Orby Jones Family Complex

**Rental Details:**

Will alcoholic beverages be served? No  Yes

Will alcoholic beverages be sold? No  Yes

*If yes, a picnic license is required*

Will there be amplified sound of any kind? No  Yes   
(Live Band, dj, stereo system, etc.)

If Yes, what type? \_\_\_\_\_

Will there be inflatables, tents or canopies? No  Yes

Will you be using a grill, fryer, or No  Yes

Other cooking utility?

If yes, what type? \_\_\_\_\_

Day and Date of Rental \_\_\_\_\_

Private Event  Open to Public

Event Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Time You Wish Buildings to Be Unlocked: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Use Type:  Family Party  Wedding Reception  Meeting  Event  Other: \_\_\_\_\_

Maximum # of Participants Expected: \_\_\_\_\_

**Park Rental Fees**

~~Category 1:~~ Government agencies, non-profit organizations (proof of non-profit status required)

Category 2: City of Gillett Residents, Charitable groups within Gillett, Schools

Category 3: Non-residents of City of Gillett, For-profit businesses

+ 50 deposit refundable

|                           | Category 1              | Category 2                               | Category 3            |
|---------------------------|-------------------------|--|-----------------------|
| Zippel Park               | \$50 Refundable Deposit | \$100 Fee ( <del>\$50 Refundable</del> ) | \$150 Rental Fee + 50 |
| Honey Park                | \$50 Refundable Deposit | \$75 Fee ( <del>\$50 Refundable</del> )  | \$75 Rental Fee + 50  |
| Orby Jones Family Complex | \$50 Refundable Deposit | \$100 Fee ( <del>\$50 Refundable</del> ) | \$150 Rental Fee + 50 |

Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.

Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.

Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124

I have received a copy of the Park Reservation Policy and agree to the terms:

Responsible Party Signature: \_\_\_\_\_ Birthdate: \_\_\_\_\_

- Garbage in Dumpster/Barrels
- All food removed
- Tables back in order
- Water Meter Read
- Supplies Used: \_\_\_\_\_
- Litter cleaned up in and around buildings
- Lights off
- Doors locked

Security Deposit Returned: YES / NO\* Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Park Rental Policy  
City of Gillett**

**Park Rental Fees**

|                           | Category 1              | Category 2                  | Category 3       |
|---------------------------|-------------------------|-----------------------------|------------------|
| Zippel Park               | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |
| Honey Park                | \$50 Refundable Deposit | \$75 Fee (\$30 Refundable)  | \$75 Rental Fee  |
| Orby Jones Family Complex | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |

**Category 1: Government agencies, non-profit organizations (proof of non-profit status required)**

**Category 2: City of Gillett Residents, Charitable groups within Gillett, Schools**

**Category 3: Non-residents of City of Gillett, For-profit businesses**

Rentals will include bathrooms being opened, electricity to the shelter and water turned on. The Orby Jones Family Complex Usage Policy must be followed when renting the OJF Complex.

All rental fees and security deposits must be paid in advance to the City Clerk. All checks will be deposited and a separate refund check for the returned security deposit will be issued upon inspection of the rental by city employees. All public events will be billed for supplies used. (i.e. toilet paper, soap, water, etc.)

At the close of the rental period, the shelter must be cleaned up by the renter so as to be left in the same condition as it was at the beginning of the day. *Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.*

Below are rules to be observed by users of all City of Gillett Parks. We want you and your guests to have a pleasant visit. Attention to the following items will help ensure that others who reserve the facilities will also enjoy their time at the park.

1. Dispose of trash and garbage responsibly, and clean up litter around the buildings
2. When you are finished using the buildings, place trash and garbage in dumpster
3. Clean-up must be done immediately following the event
4. The person or group renting facilities is responsible for anything damaged. If this is a large event you will be given 48 hours to complete any repairs to damages or the city will perform repairs at the cost of the person or group renting facilities.
5. The park and all buildings close promptly at 10:00pm
6. In each building before you leave:
  - a. Turn off all lights
  - b. Lock doors
  - c. Remove all food from refrigerator but leave refrigerator turned on
  - d. Put all tables back in order
7. If your event goes past 10:00pm you will be required to reserve the park for the next day

Copy of Drivers License is required for rental.

Should there be any questions relating to your reservation, please call the City Clerk at (920) 855-2255. Thank you for reserving our city park facilities, and we welcome the opportunity to serve you again next year. We hope your visit at the park is a memorable one and feel free to share suggestions you may have for improvements or correcting some difficulty.

Park Committee/City Council/City of Gillett  
This Park Policy is effective January 1, 2018

**General Information**

Company/Organization Name (if any) Roy Hubbard Memorial Truck Show  
 Mailing Address P.O. Box 64 City Gillett Zip Code 54124  
 Primary Phone 920-598-0145 Secondary Phone \_\_\_\_\_  
 City of Gillett Resident?  Yes  No, I am a resident of: Town of Gillett

**Facility Rental Information**

**Facility:**

- Zippel Park
- Honey Park
- Orby Jones Family Complex

**Rental Details:**

Will alcoholic beverages be served? No  Yes   
 Will alcoholic beverages be sold? No  Yes   
*If yes, a picnic license is required*  
 Will there be amplified sound of any kind? No  Yes   
 (Live Band, dj, stereo system, etc.)  
 If Yes, what type? Live Band  
 Will there be inflatables, tents or canopies? No  Yes   
 Will you be using a grill, fryer, or  
 Other cooking utility? No  Yes   
 If yes, what type? TBD

*pd  
\$50  
11/2/21*

Day and Date of Rental June 17-20 Private Event  Open to Public   
 Event Time: From 12:00 pm am/pm to 12:00 pm am/pm  
 Time You Wish Buildings to Be Unlocked: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Use Type:  Family Party  Wedding Reception  Meeting  Event  Other: \_\_\_\_\_  
 Maximum # of Participants Expected: 500

**Park Rental Fees**

- Category 1: Government agencies, non-profit organizations (proof of non-profit status required)
- Category 2: City of Gillett Residents, Charitable groups within Gillett, Schools
- Category 3: Non-residents of City of Gillett, For-profit businesses

|                           | Category 1              | Category 2                  | Category 3       |
|---------------------------|-------------------------|-----------------------------|------------------|
| Zippel Park               | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |
| Honey Park                | \$50 Refundable Deposit | \$75 Fee (\$30 Refundable)  | \$75 Rental Fee  |
| Orby Jones Family Complex | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |

Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.  
 Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.

Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124  
 I have received a copy of the Park Reservation Policy and agree to the terms:

Responsible Party Signature: [Signature] Birthdate: 03, 15, 1985

- Garbage in Dumpster/Barrels
- All food removed
- Tables back in order
- Water Meter Read
- Supplies Used: \_\_\_\_\_
- Litter cleaned up in and around buildings
- Lights off
- Doors locked

Security Deposit Returned: YES / NO\* Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF GILLETT

CHARTERED IN 1944

150 N. McKenzie Avenue • Gillett, WI 54124 • www.cityofgillett.com

Phone: 920-855-2255 • Fax: 920-855-6283

## STREET CLOSING APPLICATION

Fee: \$15

Date Paid: \_\_\_\_\_

### General Information:

Applicant Name

Roy Hubbard Memorial Truck Show

Applicant Address

P.O. Box 64  
Gillett, WI 54124

Applicant Phone Number

920-598-0145

Organization Name (if applicable)

Roy Hubbard Memorial Truck Show

### Event Information:

Contact Person for Event

Mike Lambrecht

Contact Person for Event Phone Number

920-598-0145

Street to be used

East Park St

Date of Event

June 18-19

Event Time

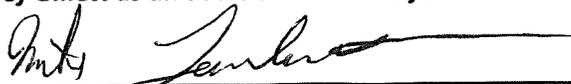
From: 8:00 am/pm to 12:00 am/pm

Description of Event (describe in detail - use back of form if need more space)

Truck show where rigs will be parked for display, Food, Beer being sold on grounds, Fireworks Friday night, Truck Night Parade on Saturday, And live music.  
- Note: Insurance company's are not providing Insurance until 60 Days of Event due to COVID.

Proof of Insurance listing the City of Gillett as an additional insured for the event is required.

Signature



Date

2-1-21

# City of Gillett

## Special Event Permit Application

City of Gillett | 150 N McKenzie Ave | Gillett, Wisconsin 54124  
Phone (920) 855-2255 | Fax (920) 855-6283 |



### \*Special Event Information

|   |  |
|---|--|
| Name of Event: <u>Roy Hubbard Memorial Truck Show</u>   |  |
| Event Date(s): <u>June 18-19</u>  | Application Date: <u>2-1-21</u>              |
| Applications must be filed 45 days in advance of the event  |  |
| Actual Event Hours: <u>8AM - 12:00AM</u>  |  |
| Date(s) for Prep/Setup: <u>June 17</u>  | Hours for Prep/Setup: <u>3:00 PM</u>         |
| Date for Cleanup: <u>June 20</u>  | Hours for Cleanup: <u>4 Hours</u>            |
| Projected Attendance:   | 75-100      100-125      125-150 <u>150+</u> |
| Location of Event (street address): <u>East Park St</u>   |  |
| Is the Event Location: (circle) Private Property <u>Public Property</u> Streets or Right-of-Way   |  |
| Event Includes (circle all that apply): <u>Temporary Signs</u> <u>Tents/Temporary Structures</u> <u>Fireworks</u>   |  |
| Use of Streets or Right-of-Way      Consumption of Alcohol      Food Preparation      None of the Above   |  |
| <b>*Event Contact Information</b>   |  |
| Company/Organization: <u>Roy Hubbard Truck Show</u>   |  |
| Event Producer Name: <u>Josh Arndt, Milie Lambrecht</u>   |  |
| Address: <u>P.O. Box 64, Gillett, WI 54124</u>  |  |
| Cell: <u>1-715-246-3907</u> Josh  | Email:                                       |
| Event Sponsor (if different):   |  |
| Cell: <u>920-596-0145</u> Milie   | Email: <u>milie.lambrecht85@gmail.com</u>    |
| <b>*Terms &amp; Conditions</b>  |  |
| I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Gillett harmless from claims, demand or cause of action which may arise from activities associated with the event.   |  |
| I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.        |  |
| I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Gillett, Wisconsin.   |  |
| I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Gillett Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location. |  |
| The City of Gillett reserves the right to photograph and videotape all events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting there from.   |  |
| Producer's Name: <u>Milie Lambrecht</u>   |  |

Producer's Signature: Milie Lambrecht

Date: 2-1-21

**\*SPECIAL EVENT REQUIRED DETAILS**

|  |
|--|
| First Aid/Medical Support Plan (include or attach information on company/individual's contact information):  |
| Restroom Facilities Plan (include or attach information on number of portable facilities and describe location):   |
| Parking and Traffic Control Plan (include or attach information on both on-site and any off-site locations as well as details regarding anticipated traffic flow to and from event): |
| Security and Crowd Control Plan (include or attach information on security and crowd control for both the event and any time between assembly/set-up and the start of the event):    |
| *Please feel free to submit additional pages with clarifying information.  |
| Site Plan: Include layout:   |
| Proof of Permission of Property Owner: attach letter or rental agreement.  |
| <del>Proof of Notification to Neighboring Residences or Businesses</del>   |
| Application Fee: \$25.00   |
| Non Profit- Zero Application Fee   |
| If Applicable:<br>Alcohol permits/Firework permits   |

**General Information**

Company/Organization Name (if any) Gillett Civic Club 4th of July Committee  
 Mailing Address 9610 Gray Lake Rd City Gillett Zip Code 54124  
 Primary Phone 373-1050 Secondary Phone 920-590-0244  
 City of Gillett Resident?  Yes  No, I am a resident of: \_\_\_\_\_

**Facility Rental Information**

**Facility:**

- Zippel Park
- Honey Park
- Orby Jones Family Complex

**Rental Details:**

Will alcoholic beverages be served? No  Yes

Will alcoholic beverages be sold? No  Yes

*If yes, a picnic license is required*

Will there be amplified sound of any kind? No  Yes

(Live Band, dj, stereo system, etc.)

If Yes, what type? Bands, Fulls-Track/Tractor

Will there be inflatables, tents or canopies? No  Yes

Will you be using a grill, fryer, or No  Yes

Other cooking utility?

If yes, what type? \_\_\_\_\_

Day and Date of Rental ~~July 2-5~~ July 3-5 Private Event  Open to Public

Event Time: From 8:00 am/pm to 11:00 am/pm

Time You Wish Buildings to Be Unlocked: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Use Type:  Family Party  Wedding Reception  Meeting  Event  Other: \_\_\_\_\_

Maximum # of Participants Expected: 2,000

**Park Rental Fees**

**Category 1: Government agencies, non-profit organizations (proof of non-profit status required)**

**Category 2: City of Gillett Residents, Charitable groups within Gillett, Schools**

**Category 3: Non-residents of City of Gillett, For-profit businesses**

|                           | Category 1              | Category 2                  | Category 3       |
|---------------------------|-------------------------|-----------------------------|------------------|
| Zippel Park <u>X</u>      | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |
| Honey Park                | \$50 Refundable Deposit | \$75 Fee (\$30 Refundable)  | \$75 Rental Fee  |
| Orby Jones Family Complex | \$50 Refundable Deposit | \$100 Fee (\$50 Refundable) | \$100 Rental Fee |

**Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.**

*Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.*

**Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124**

**I have received a copy of the Park Reservation Policy and agree to the terms:**

Responsible Party Signature [Signature] Birthdate: 06/13/1951

- Garbage in Dumpster/Barrels
- All food removed
- Tables back in order
- Water Meter Read
- Supplies Used: \_\_\_\_\_
- Litter cleaned up in and around buildings
- Lights off
- Doors locked

Security Deposit Returned: YES / NO\* Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

WARRANTY DEED

Document No.

THIS DEED, made between the Hauser's Homes, Office & Gardens, LLC, Grantor, and the City of Gillett, Grantee,

WITNESSETH, that the said Grantor, for a valuable consideration, One Dollar and other good and valuable consideration, conveys and warrants to Grantees the following described real estate in Oconto County, State of Wisconsin:

Lot 2 of Volume 39 Certified Survey Maps page 112, Map No. 5245, Document No. 698873, in the City of Gillett, Oconto County, Wisconsin.

Grantee agrees to only use the real estate described herein as a park or keep the property available for public use.

This is not homestead property.

Exceptions: Municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, and general taxes levied in the year of closing.

Dated this 15<sup>th</sup> day of December, 2017.

Name and Return Address:

City of Gillett

Attn: Timothy J. Schmid

208 West Green Bay Street

Shawano, WI 54166

Tax Parcel No. 231-0422191534D

Hauser's Homes, Office & Gardens, LLC

By: *[Signature]*  
Timothy J. Schmid

## **Chelsea Anderson**

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**From:** don matuszewski <[dmatuszewski149@gmail.com](mailto:dmatuszewski149@gmail.com)>  
**Sent:** Wednesday, January 13, 2021 6:13 PM  
**To:** Chelsea Anderson  
**Subject:** Fwd: strip of land

----- Forwarded message -----

**From:** [don matuszewski <dmatuszewski149@gmail.com>](mailto:don matuszewski <dmatuszewski149@gmail.com>)  
**Date:** Sun, Jan 10, 2021 at 7:01 PM  
**Subject:** strip of land  
**To:** <[debbie.rudie@ci.gillett.wi.us](mailto:debbie.rudie@ci.gillett.wi.us)>

Debbie, we live at the end of Woodlawn Ave. and own the land up to Fourth St. I am looking to see if I can purchase a strip of land currently owned by the city that has a trail leading to my lower property. Attached is a diagram of the property. The trail is on the east side of the strip of land and ends on my property. Just looking now to see if this is possible.

Thanks for your help.

Don Matuszewski  
149 Woodlawn Ave.  
[dmatuszewski149@gmail.com](mailto:dmatuszewski149@gmail.com)



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

**THURSDAY, FEBRUARY 23, 2017 AT 5:30 PM**  
**MINUTES**

**Chairman Blaser** called the meeting to order at 5:30 pm.

**Roll Call**

**Present:** Alderperson Marie Blaser, Marilyn Mueller, and Rick Raatz

**Also Present:** Deputy Clerk Treasurer Chelsea Henkel, Mayor William Pecha, Alderperson Nanette Mohr, Public Works Foreman Shane Rank, and Greg Sekela. Public present were Irene Drake and Dr. Evelyn Hauser.

**Public Input:** Irene Drake stated that she thinks having public access to Savage Lake would be an asset for the City.

**AGENDA ITEMS:**

1. Discussion and Possible Action on Approval of Minutes – Planning Committee meeting minutes of 2/23/17

**MOTION: Raatz/Mueller**

*Motion to approve the minutes from 2/23/17 Planning Meeting.*

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

2. Discussion and Possible Action on Savage Lake Access

Dr. Evelyn Hauser has purchased the Ansoerge House at 144 Woodlawn Ave, Gillett, and offered to donate approximately 2 acres to the City to make the land into a public park. There is a well on the property that would need to be tested and obtain a well permit from Utility. There would be no timeline to make the property into a park, the only provisions Dr. Hauser would have are 1. The property can never be sold and 2. Dr. Hauser wants to name the park and be included in the future planning.

**MOTION: Mueller/Raatz**

*Motion to accept the property donated to the City from Dr. Hauser with the stipulations not to be sold and to be included on the naming and planning of the property. Raatz amended to add that the city would only pay for low initial costs and with no stipulations on when it has to be made into a park. This will be forwarded to Council.*

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

3. Discussing and Possible Action on Trailhead project

Greg Sekela prepared and presented our application for the Recreational Grant. The application still needs a detailed drawing of the building and of the site plan, including placement of trees and driveways. Mr. Sekela will work with planning committee and Public Works. The application is due April 15. The federal grant could be 50% and the city would pay 50%, the city could use grants from the state, other grants, and in kind work to pay for our 50% of funding. Total costs projected to be \$110,000.

4. Discussing and Possible Action on 20 Year Planning Report

Money has been budgeted for the 20 Year Planning Report- Leave Lay

5. Set Next Meeting Date – April 6, 2017 at 5:30 pm

6. Adjournment at 6:45 pm.

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Chelsea Henkel, Deputy Clerk Treasurer

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

**MONDAY, MAY 22, 2017 AT 6:00 PM**  
**MINUTES**

**Chairman McCarthy** called the meeting to order at 6:00 pm.

**Roll Call**

**Present:** Alderperson Josh McCarthy, Irene, Drake, and Marie Blaser

**Also Present:** Deputy Clerk Treasurer Chelsea Henkel, Acting Mayor/Alderperson Nanette Mohr, Public present were Paul Ehrfurth from OCEDC, Tracy Ondik Surveyer, and Dr. Evelyn Hauser. Mayor Pecha medically excused.

**Public Input:** None

**AGENDA ITEMS:**

1. Discussion and Possible Action on meeting minutes from 3-9-17 –Leave Lay
2. Discuss OCEDC annual report with Paul Ehrfurth from Oconto County Economic Development Corp-Discussion on annual report and presentation on future plans for Oconto County.
3. Discussion and Possible Action on Savage Lake Access and CSM and Dr. Hauser Fredrick on potential “Honor Park”  
Dr. Evelyn Hauser has purchased the house at 144 Woodlawn Ave, Gillett, and offered to donate approximately 2 acres to the City to make the land into a public park. There is a well on the property that would need to be tested and obtain a well permit from Utility. There would be no timeline to make the property into a park, the only provisions Dr. Hauser would have are 1. The property can never be sold and 2. Dr. Hauser wants to name the park and be included in the future planning.  
**MOTION: Drake/Blaser**  
*Motion to accept the lake front property on Savage Lake 1.9 acres donated to the City from Dr. Hauser with the stipulations that it must stay city property and Dr. Frederick-Hauser will be included on the naming and planning of the property, and to send onto Council.*  
Voice Vote: All voting aye – **MOTION CARRIED**  
**MOTION: Drake/Blaser**  
*Motion to approve the Certified Survey Map and to send onto Council.*  
Voice Vote: All voting aye – **MOTION CARRIED**
4. Discussion and Possible Action on Ridgewood Heights Contract-Will contact City Attorney on questions on contract and bring back to next meeting-leave lay.
5. Discussion and Possible Action on Ridgewood Heights advertisement –After advice from City Attorney on Contract, committee will decide how and where to advertise- leave lay.
6. Discussing and Possible Action on 20 Year Planning Report- Leave Lay
7. Set Next Meeting Date – June 26, 2017 at 6:00 PM
8. Adjournment at 7:30 PM

Respectfully Submitted by  
Chelsea Henkel, Deputy Clerk Treasurer

CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
MINUTES  
**Thursday, June 1, 2017 at 6:00 PM**

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

**Roll Call**

**Present:** Alderperson/Acting Mayor Nanette Mohr, Alderpersons Ron Anderson, Marie Blaser, Mark Sparks, Josh McCarthy, Irene Drake, Deputy Clerk/Treasurer Chelsea Henkel, Attorney Tim Schmid, Public Works Foreman Shane Rank, Utility Operator Bob Schroeder, and Police Chief Jess Keplinger. Also present were Tourism and Marketing Jake Steldt, Dr. Evelyn Frederick Hauser, Soletski Surveyor Tracy Ondik, and from the Times Herald Warren Bluhm. Fire Chief Greg Rudie was excused.

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 May 4, 2017

**MOTION: Drake/Blaser**

*Motion to approve the minutes from May 4, 2017 as printed.*

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

5. **CDA Report:** Alderperson Mohr

- a. Update on Campground: The monitoring test wells have been closed at the campground and the DNR will have the paperwork done for the closure in 2-4 months. Trees have been planted in the campground and there will be more planted on City of Gillett Arbor Day, June 7, 2017.

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

The Farmers Market starts June 1. The new Teen Zone is going well.

7. **Tourism & Marketing Commission Report:** Jake Steldt reported that the commission is looking into purchasing a kiosk for the park and advertising for selling the campground.

8. **Financial Report:** Chelsea Henkel

Updated Monthly Check Register Provided

**MOTION: Drake/McCarthy**

*Motion to approve the financial report.*

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

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

- a. Discussion on Incident Summary Report –Report Included.
- b. Discussion on Training and Public Relations- The officers received training on a program called Spillman Records Management. Bike to School Day was a success.

10. **Fire Department Report:** Chief Rudie- They will be moving their business meeting dates to the 3<sup>rd</sup> Tuesdays of month.

**\*MOTION: Drake/Blaser**

*Motion to move #16 Planning after #10*

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

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

- a. Discussion and Possible action on Savage Lake Access proposed to be called "Honor Park"

**MOTION: Drake/Sparks**

*Motion to accept the gift of Honor Park access on Fourth Street.*

*Motion died.*

**MOTION: Drake/Sparks**

*Motion for Dr. Evelyn Hauser-Frederick to speak about the property.*

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

**MOTION: Drake/Sparks**

*Motion to accept the gifted property, it shall always remain a park, and to accept Lot 2 on the certified survey map dated June 1, 2017 by Tracy Ondik Surveyor.*

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

**12. Health, Protection and License Committee Report: Alderperson Blaser**

- a. Discussion and Possible action on Picnic License for Gillett Historical Society, Fire Association Corn Roast, and Gillett Civic Club for 4<sup>th</sup> of July Celebration

**MOTION: Drake/Sparks**

*Motion to accept the picnic licenses as printed.*

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

- b. Discussion and Possible action on Operator Licenses for Rick Raatz, Craig Hensberger, Rachel Borneman, Lou Ann Cibulka, Nancy Desjarlais, Ed Erickson, Jean Farley, David Henrichs, Denise Hicks, Donna Olson, Kirks Pearsall, Heather Adamski, Nicholas S Blumreich, Kimberly Borkovec, Paige Gerhards, Danielle Hayes, Donna J Kilmer, Gary T. Pemrich, Roxanne M Reed, Dana Peterson, Anna Verhagen, David Dietrich, Ali Elsner, Patricia Randals, Alyssa Rudie, and Richard Moffat

**MOTION: Drake/McCarthy**

*Motion to accept the Operators Licenses as printed.*

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

- c. Discussion and Possible action on Class A Retail License for the sale of Fermented Malt Beverages and Intoxicating Liquor for Riiser Oil Company, INC. d/b/a R Store 19 with Agent Zubricky

**MOTION: Anderson/Sparks**

*Motion to accept the Operators Licenses as printed.*

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

- d. Discussion and Possible action on Class A Retail License for the sale of Fermented malt Beverages for Pat's Market dba Pat's Market with Agent Dayton Borneman

**MOTION: Drake/McCarthy**

*Motion to approve Pats Market for the Class A Retail License for the sale of Fermented malt Beverages.*

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

CITY OF GILLETT COMMON COUNCIL  
NOTICE OF SPECIAL MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
MINUTES  
**Monday, June 12, 2017 at 5:15 PM**

1. **Acting Mayor called the meeting to order at 5:20.**
2. **Clerk takes roll and informs the Council that the Open Meeting Law has been complied with**  
**Present:** Alderperson/Acting Mayor Nanette Mohr, Alderpersons Ron Anderson, Irene Drake, Marie Blaser, Josh McCarthy, and Mark Sparks  
Deputy Clerk Treasurer Chelsea Henkel, Police Chief Jess Keplinger, and Public Works Foreman Shane Rank, and Lynch Engineer Sara Nunn
3. **PUBLIC INPUT:** None
4. Discussion and Possible Action On Certified Survey Map for Savage Lake access donated to City  
**MOTION: Drake/Sparks**  
*Motion to approve the Certified Survey Map provided by Soletski Surveying Tracy Ondik showing Lot 2 of the Savage Lake Access donated to the City by Dr. Evelyn Hauser-Frederick.*  
**Voice Vote:** All Ayes - **MOTION CARRIED**
5. Discussion and Possible Action On hiring a Full Time Police Officer  
**MOTION: Drake/Blaser**  
*Motion to hire Kevin Schneider as a full time police officer for the City of Gillett, start date immediately or no later than June 27<sup>th</sup>, follow union contract for wage: \$20.40 start, 20.91 after 6 months, 21.42 after one year.*  
**Roll Call Vote:** All Ayes - **MOTION CARRIED**
6. Adjourn at 5:30 pm.

Respectfully Submitted by Chelsea Henkel,  
Deputy Clerk Treasurer