

CITY OF GILLETT
COMMUNITY DEVELOPMENT AUTHORITY MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

WEDNESDAY, JUNE 23, 2021 AT 6:00 PM

Mayor McCarthy called the meeting to order at 6:00 PM.

Roll Call

Present: Alderperson Nanette Mohr, Mayor Josh McCarthy, Clerk Treasurer Chelsea Anderson, Members Ron Lambrecht, Irene Drake, and Jerry Luther. Alderpersons Matt Stroik, Sandy Hubbard, Marie Blaser, and Debbie Rudie. Public Bert Loberger, Tracie Delzer, Daniel Buell And Cheryl Brooks. Gary Spaulding is absent.

Open Meeting Law has been complied with.

Public Input – None -AGENDA ITEMS:

1. Discussion and Possible action on minutes from August 26, 2020

MOTION: Luther/Lambrecht

Motion to approve the minutes from August 26, 2020

Voice Vote: All Ayes - MOTION CARRIED

2. Discussion and Possible action on Appointing Chairperson

Drake nominated Nanette Mohr, Luther seconds

MOTION: Luther/Drake

Motion to close nominations.

Voice Vote: All Ayes - MOTION CARRIED

MOTION: Drake/Luther

Motion to appoint Alderperson Nanette Mohr as Chairperson.

Voice Vote: All Ayes - MOTION CARRIED

3. Discussion and Possible action on Appointing Secretary

MOTION: Lambrecht/Drake

Motion to appoint Clerk Chelsea Anderson as Secretary.

Voice Vote: All Ayes - MOTION CARRIED

4. Discussion and Possible action on Nicolet Trail Campground

- a. Seasonal Bookings and Reserved for Fair

MOTION: Lambrecht/Luther

Motion to approve the seasonal campers be left on their sites. Fair reservations to be moved.

Voice Vote: All Ayes - MOTION CARRIED

- b. Financial Report

MOTION: Mohr/Lambrecht

Motion to approve the Financial Report.

Roll Call Vote: All Ayes - MOTION CARRIED

- c. Updates- **MOTION: Lambrecht/Luther**

Motion to have clerks office take reservations for the campground.

Voice Vote: All Ayes - MOTION CARRIED

- d. Sale- offer 55,000-

MOTION: Lambrecht/Mohr

Motion to have a meeting on July 1 at 4:00 PM to discuss negotiations of the sale.

Voice Vote: All Ayes - MOTION CARRIED

5. Set Next Meeting Date- Thursday, July 1, 2021 at 4pm

6. Adjournment at 6:50 pm.

MOTION: Mohr/Luther *Motion to adjourn.* **Voice Vote: All Voting Aye- MOTION CARRIED**

Respectfully Submitted by Clerk Treasurer Chelsea Anderson

CITY OF GILLETT
Community Development Authority Meeting

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

WEDNESDAY, JUNE 23, 2021 AT 6:00 PM

Committee may deviate from agenda as needed

Meeting Called to Order

Roll Call

Open Meeting Law has been complied with

PUBLIC INPUT

AGENDA ITEMS:

1. Discussion and Possible action on minutes from August 26, 2020
2. Discussion and Possible action on Appointing Chairperson
3. Discussion and Possible action on Appointing Secretary
4. Discussion and Possible action on Nicolet Trail Campground
 - a. Seasonal Bookings and Reserved for Fair
 - b. Financial Report
 - c. Updates
 - d. Sale
5. Set Next Meeting Date
6. Adjournment

cc: Committee members (Mohr, Spaulding, Luther, Drake, Daul, Lambrecht), 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
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CITY OF GILLETT
COMMUNITY DEVELOPMENT AUTHORITY MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

**WEDNESDAY, AUGUST 26, 2020 – IMMEDIATELY FOLLOWING PUBLIC
WORKS**

Chairperson McCarthy called the meeting to order at 6:15 PM.

Roll Call

Present: Alderperson Debbie Rudie, Gary Spaulding, and Mayor Josh McCarthy, Clerk Treasurer Chelsea Anderson, Members Ron Lambrecht, Jake Steldt (via phone), and Jerry Luther. Alderpersons Nanette Mohr, Sandra Hubbard, Gary Spaulding and Matt Stroik. Utility and Public Works Department Head Ron Anderson.

Open Meeting Law has been complied with.

Public Input – None

AGENDA ITEMS:

1. Discussion and Possible action on minutes from November 20, 2019

MOTION: Rudie/Lambrecht

Motion to approve the minutes from November 20, 2019

Voice Vote: All Ayes - MOTION CARRIED

2. Discussion and Possible action on Financial Report-Leave Lay
3. Discussion and Possible action on Nicolet Trail Campground Sale- Mike Hanlan is interested in buying the campground. He is a long time seasonal camper. He offered \$65,000 but because of covid he cannot get a loan.
4. Set Next Meeting Date- To Be Determined
5. Adjournment at 6:25 pm.
MOTION: Steldt/Rudie
Motion to adjourn.
Voice Vote: All Voting Aye- MOTION CARRIED

Respectfully Submitted by
Clerk Treasurer Chelsea Anderson

COUNCIL CHAMBERS
SIGN IN SHEET
Date:

City of Gillett
150 N McKenzie Ave
Gillett, WI 54124

Please sign in if you wish to speak.
Citizen in-put will be limited to 3 minutes.

PLEASE PRINT

Name	Address	Subject you wish to discuss
Bert Loberger	612 Peters Greenbay WI	Seasonal site @ Campground
Tracie Deizer	N4670 County Rd E Pulaski WI	Seasonal site @ Campground etc.
Dan Buell	Gillett 741 P.O. Box	Campground
Cheryl Brooks	1709 Jeffersands New Holstein	friend of Dan Buell

Fund: 240 - CDA

Account Number		2021 June	2021 Actual 06/23/2021	2021 Budget	Budget Status	% of Budget
240-04-46720-000-000	NICOLET TRAIL CAMPGROUND RENT	2,886.00	10,114.52	-9,000.00	19,114.52	-112.38
PUBLIC CHARGES FOR SERVICES		2,886.00	10,114.52	-9,000.00	19,114.52	-112.38
240-00-48110-000-000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
240-03-48200-000-000	CHILD CARE RENT	0.00	10,844.66	-9,000.00	19,844.66	-120.50
MISC REVENUES-CO-LOCATOR		0.00	10,844.66	-9,000.00	19,844.66	-120.50
240-00-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
240-04-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	-13,965.00	13,965.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	-13,965.00	13,965.00	0.00
Total Revenues		2,886.00	20,959.18	-31,965.00	52,924.18	-65.57

Fund: 240 - CDA

Account Number		2021 June	2021 Actual 06/23/2021	2021 Budget	Budget Status	% of Budget
240-04-55400-120-000	NICOLET TRAIL - WAGES	218.82	1,186.92	3,000.00	1,813.08	39.56
240-04-55400-123-000	NICOLET TRAIL - PAYROLL TAXES	16.14	88.00	200.00	112.00	44.00
240-04-55400-130-000	NICOLET TRAIL - RETIREMENT	11.82	59.10	75.00	15.90	78.80
240-04-55400-131-000	NICOLET TRAIL - HEALTH INS.	43.24	180.99	250.00	69.01	72.40
240-04-55400-134-000	NICOLET TRAIL - AFLAC	0.01	0.19	2.00	1.81	9.50
240-04-55400-135-000	NICOLET TRAIL - DENTAL	1.63	6.88	20.00	13.12	34.40
240-04-55400-214-000	NICOLET TRAIL - PROF. FEES	0.00	490.57	300.00	-190.57	163.52
240-04-55400-215-000	NICOLET TRAIL - ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
240-04-55400-220-000	NICOLET TRAIL - WATER	139.63	819.22	1,700.00	880.78	48.19
240-04-55400-221-000	NICOLET TRAIL SEWER	0.00	0.00	0.00	0.00	0.00
240-04-55400-222-000	NICOLET TRAIL - REFUSE	93.00	186.00	600.00	414.00	31.00
240-04-55400-223-000	NICOLET TRAIL - ELECTRIC	0.00	182.26	3,800.00	3,617.74	4.80
240-04-55400-311-000	NICOLET TRAIL - POSTAGE	0.00	0.00	0.00	0.00	0.00
240-04-55400-340-000	NICOLET TRAIL - SUPPLIES	0.00	1,900.00	0.00	-1,900.00	0.00
240-04-55400-351-000	NICOLET TRAIL - BUILDING MAINT	0.00	0.00	0.00	0.00	0.00
240-04-55400-353-000	NICOLET TRAIL-PORTA POTTIES	0.00	0.00	2,000.00	2,000.00	0.00
240-04-55400-390-000	NICOLET TRAIL - ADVERTISING	98.00	196.00	0.00	-196.00	0.00
240-04-55400-511-000	NICOLET TRAIL - LIABILITY INS.	1.11	7.77	130.00	122.23	5.98
CULTURE, RECREATION AND EDU.		623.40	5,303.90	12,077.00	6,773.10	43.92
240-00-56701-120-000	CDA - WAGES	0.00	0.00	0.00	0.00	0.00
240-00-56701-123-000	CDA - PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00
240-00-56701-130-000	CDA - RETIREMENT	0.00	0.00	0.00	0.00	0.00
240-00-56701-131-000	CDA - HEALTH INS.	0.00	0.00	0.00	0.00	0.00
240-00-56701-220-000	CDA SEWER EXPENSE	0.00	0.00	0.00	0.00	0.00
240-00-56701-311-000	CDA - POSTAGE	0.00	0.00	30.00	30.00	0.00
240-00-56701-340-000	CDA - SUPPLIES	0.00	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	30.00	30.00	0.00
240-03-59230-000-000	TRANSFER TO DEBT SERVICES	0.00	0.00	8,822.00	8,822.00	0.00
240-04-59230-000-000	NICOLET TRANS TO DEBT SERVICES	0.00	0.00	4,800.00	4,800.00	0.00
OTHER FINANCING USES		0.00	0.00	13,622.00	13,622.00	0.00
Total Expenses		623.40	5,303.90	25,729.00	20,425.10	20.61
Net Totals		2,262.60	15,655.28	-57,694.00	-73,349.28	-27.14

ATCP 79.11 Campsite use, designation, location, and density.

- (1) **CAMPSITE USE.** No operator may allow a campsite to be occupied by the same individual for more than 8 continuous months in any 12 month period.
- (2) **CAMPSITE DESIGNATION.** The operator shall clearly mark each campsite with an alpha or numeric symbol that is a minimum of 2 inches in height and visible from the campground's internal road system. This rule first applies to an existing campground symbol when the symbol is changed or replaced on or after February 1, 2016.
- (3) **CAMPGROUND MAP.** The operator shall maintain a current and accurate map of the campground. The map shall show the layout and location of each campsite and operator-provided camping unit or tourist rooming house. The operator shall make the map available to all campground occupants during registration or on request.
- (4) **CAMPSITE LOCATION.**

- (a) **Hazards.** A campsite may not be located in an area of a campground that is subject to the accumulation of water or in any other area that would constitute a health or safety hazard.

Note: The location of campsites and campground attributes in a flood plain or shore land area must be approved by local zoning or the DNR. See ch. NR 115 and s. NR 116.12 (2) (b) as enforced by the department of natural resources. Contact your local DNR office or local zoning office for more information.

- (b) **Sources of odor or flies.**

1. A campsite may not be located within 100 feet of a barn or enclosure housing an animal, a petting zoo, or other source of odors or flies. This paragraph first applies to campsites created after February 1, 2016.
 2. This provision does not apply to dogs and cats in individual campsites or for other animals as approved by a variance under s. ATPC 79.02 (2).

- (5) **CAMPGROUND DENSITY.** Except as provided under s. ATPC 79.27, the operator shall ensure that the density of the campground is as follows:

- (a) **Individual campsites.** An operator may designate no more than 20 individual campsites per acre of campground. Each campsite is limited to 6 campers or an individual family.

- (b) **Group campsites.** An operator may allow no more than 80 campers per acre in a group campsite.

History: CR 15-001: cr. Register October 2015 No. 718, eff. 2-1-16; renum. from DHS 178.11 Register June 2016 No. 726; correction in (4) (b) 2., (5) made under s. 13.92 (4) (b) 7., Stats., Register June 2016 No. 726.

ATCP 79.12 Campground access and road systems.

- (1) **ACCESS.** Access to a campground shall be designed to minimize congestion and hazards at the entrance and exit.
- (2) **ROADWAYS.** All roads within the campground shall be graded and maintained to provide drainage.

History: CR 15-001: cr. Register October 2015 No. 718, eff. 2-1-16; renum. from DHS 178.12 Register June 2016 No. 726.

ATCP 79.13 Camping units.

- (1) **DISTANCE SEPARATION REQUIREMENTS.**

- (a) **Distance requirement.**

1. The operator shall require a minimum distance of 10 feet between camping units measured from the outside edge of one camping unit to the outside edge of another camping unit, excluding slideouts.
 2. Except as provided in par. (b), any accessory within 10 feet of a camping unit such as, but not limited to, a deck or storage shed shall be considered part of the camping unit for the purposes of determining distance separation.
 3. Except as provided in par. (b), or unless otherwise specified in this chapter, a campground building other than a camping unit shall be a minimum of 10 feet away from a camping unit.

- (b) **Exceptions for existing campsites.**

1. A campsite existing before February 1, 2016 shall meet the requirements in par. (a) 1., and is exempt from the requirements in par. (a) 2. and 3.
 2. If a campsite existing before February 1, 2016 is not in compliance with the separation requirements under par. (a) 1., the operator shall develop an action plan in accordance with s. ATPC 79.07 (4) and implement the plan to bring the campsite into compliance.

- (2) **CAMPING UNITS; SEASONAL CAMPSITES.** The operator shall ensure all of the following at a seasonal campsite:

Amortization

Borrower name GILLETT COMMUNITY DEVELOPMENT AUTHORITY
Address 150 N MCKENZIE ST
 GILLETT, WI 54124
Loan number 3381-53653

Date		Amount	Payment	Principal	Interest	Remaining Balance
02-08-2021	Fixed Rate	3.000				
02-08-2021	Funding	57,232.48				57,232.48
02-08-2021	Fee	10.00				57,232.48
03-08-2021	Regular Pmt		673.00	539.46	133.54	56,693.02
04-08-2021	Regular Pmt		673.00	526.54	146.46	56,166.48
05-08-2021	Regular Pmt		673.00	532.58	140.42	55,633.90
06-08-2021	Regular Pmt		673.00	529.28	143.72	55,104.62 *
07-08-2021	Regular Pmt		673.00	535.24	137.76	54,569.38
08-08-2021	Regular Pmt		673.00	532.03	140.97	54,037.35
09-08-2021	Regular Pmt		673.00	533.40	139.60	53,503.95
10-08-2021	Regular Pmt		673.00	539.24	133.76	52,964.71
11-08-2021	Regular Pmt		673.00	536.17	136.83	52,428.54
12-08-2021	Regular Pmt		673.00	541.93	131.07	51,886.61
2021 Totals:			6,730.00	5,345.87	1,384.13	
01-08-2022	Regular Pmt		673.00	538.96	134.04	51,347.65
02-08-2022	Regular Pmt		673.00	540.35	132.65	50,807.30
03-08-2022	Regular Pmt		673.00	554.45	118.55	50,252.85
04-08-2022	Regular Pmt		673.00	543.18	129.82	49,709.67
05-08-2022	Regular Pmt		673.00	548.73	124.27	49,160.94
06-08-2022	Regular Pmt		673.00	546.00	127.00	48,614.94
07-08-2022	Regular Pmt		673.00	551.46	121.54	48,063.48
08-08-2022	Regular Pmt		673.00	548.84	124.16	47,514.64
09-08-2022	Regular Pmt		673.00	550.25	122.75	46,964.39
10-08-2022	Regular Pmt		673.00	555.59	117.41	46,408.80
11-08-2022	Regular Pmt		673.00	553.11	119.89	45,855.69
12-08-2022	Regular Pmt		673.00	558.36	114.64	45,297.33
2022 Totals:			8,076.00	6,589.28	1,486.72	
01-08-2023	Regular Pmt		673.00	555.98	117.02	44,741.35

2244 Fox Heights Lane, Suite 101
Green Bay, WI 54304



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LETTER OF TRANSMITTAL

December 3, 2019

Oconto County
Forestry/Parks/Recreation Department
301 Washington Street
Oconto, WI 54153
Attn.: Monty Brink

Wisconsin Department of Natural Resources

Reference: Gillett Community Development Authority Nicolet Trail Campground Property, 312 East Washington Street, City of Gillett, Oconto County, Wisconsin.

Dear Mr. Brink:

As requested, an Appraisal Report in accordance with Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP) was completed for the above referenced real estate. This appraisal was also completed in accordance with the requirements of the Wisconsin Department of Natural Resources Real Estate Contract and Appraisal Report Guidelines, which requires that all appraisals prepared under the guidelines adhere to the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). In addition, this appraisal was also completed in accordance with the Appraisal Institute's Code of Professional Ethics.

In the attached report, market value was defined, the problem to be solved identified, the scope of work determined, and the subject property described. The research and analyses required to provide a credible appraisal was completed and sufficient information presented, including the data and reasoning used in arriving at an opinion of market value, to enable the intended user to understand the appraisal properly.

According to the appraisal engagement letter, which was included in this report's Addenda section, the client is Oconto County Forestry/Parks/Recreation Department and the intended users are Oconto County and Wisconsin Department of Natural Resources. The intended use is to assist the client in decision making regarding a potential purchase transaction as well as a possible grant allocation by the Wisconsin Department of Natural Resources. The purpose of this appraisal was to provide an opinion of the "as is" market value of the real estate included with the subject property as of a current date. No extraordinary assumptions or hypothetical conditions were utilized in this appraisal.

As a result of our analysis of the information available for this appraisal, the appraisers' have formed an opinion that the "as is" market value of the fee simple interest in the subject property, subject to the definitions, certifications, assumptions and limiting conditions set forth in the attached report, as of the effective date of the appraisal, November 13, 2019, was \$48,000.

Thank you for the opportunity to provide this appraisal service.

Sincerely,

John D. Barnack
Wisconsin Certified General Appraiser #1667

David E. Steiro
Wisconsin Certified General Appraiser #933