

# CITY OF GILLETT COMMON COUNCIL

Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**THURSDAY, OCTOBER 7, 2021 AT 6:00 PM**

## MINUTES

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

### **Roll Call:**

**Present:** Mayor Josh McCarthy, Alderpersons Nanette Mohr, Debbie Rudie, Gary Spaulding, Marie Blaser, Sandra Hubbard, Clerk Treasurer Chelsea Anderson, Librarian Shannon Stoner, Library Board member Rachel Weckler and Irene Drake, Fire Chief Kurt Hicks, Police Chief Shane Breitenbach, and Utility and Public Works Department Head Ron Anderson. Ayres Engineer Craig Schuh. Public Jerry Luther, Tracie Delzer, Mike and Jane Hanlan, Chris Byars, Luke Reimer from NEW Media and Kevin and Michelle Magee.

**Excused:** Alderperson Matt Stroik

2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **Public Input:** Tracie Delzer has a seasonal site at the campground and stated there are continued issues with the campground owner, stating the owner goes on their grass and around their rented sites. They want to enjoy their last weeks and feel something needs to be done. The owner also comes into city hall with problems from his tenants; this is a civil issue and will be handled by the police. Mike Hanlan also has a seasonal site and questioned who owns the land and how leases work Dan Buell owns the campground legally from a land contract with the City. Magee's have concerns on Main Street especially during bus pick up and drop off, all hours of the day and night drivers are speeding through the area, this will also be handled by the police department. Tracie Delzer wants to be reimbursed for The Fifth Wheel's building permits. She said we were illegal for giving her a permit because the state inspector instructed them to get a state permit. The City of Gillett requires a permit for all zoning and it is not illegal for us to require it, after they obtain a state permit, it is still required to get a permit from the City. It is the commercial business owner's responsibility to get state permits if they are required. Library Board Irene Drake asked if we had our questions from our attorney to give to the library board on who owns the community center and who should pay the maintenance and utilities, we have not heard from our attorney yet. Magee's asked for an update on raze orders. They wanted us to know that the shingles on 212 East Main are asbestos and we assured them we will comply with state guidelines on safety for removal.
4. Discussion & possible action on minutes for September 2, 2021  
**MOTION: Rudie/Blaser**  
*Motion to approve minutes from September 2, 2021*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**
5. **CDA Report:** Alderperson Mohr- Oconto County Economic Development Director Jayme Sellen was here for our Community Development Meeting, she will be helping us chose our next project and assist us in making a priority list for the city. She informed us of many grants that are available to apply for as well.
6. **Library Report:** Librarian Shannon Stoner reported October is Breast Cancer Awareness Month and she has a wonderful display in the library. Thank you to Chief Breitenbach for "Coffee with a Cop" event. It was National Coffee with a Cop Day, another Thank You to The Cracked Cup for providing coffee and cookies. Officer Eric Anderson from the City and Deputy Andy from Oconto County also attended the event with a nice public turnout. They chatted with the public and talked about the importance of police in the community. We will be having a Haunted Square similar to last year, no

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haunted house due to Covid-19. We will have a Night at the Museum at Community Center, and then October 26<sup>th</sup> is a star gazing event with the astrology society and will learn about telescopes and about the history of astrology. Jupiter, Saturn, Neptune, and Pluto will be out for the kids to look at and learn about. If there are too many clouds or stormy, there will be a slide show in the community center. Alderperson Rudie complimented Shannon's hard work and dedication to the library.

7. **Tourism & Marketing Commission:** Katie Daul wrote a written report, the report included ideas for a marketing campaign, which would include a new logo, new tagline, and ways to enhance our current strengths. It also listed priorities for the commission to work on such as working on grants and investigating partnerships.
8. **Financial Report:** Clerk Treasurer
  - a. Updated Monthly Check Register Provided and Budget**MOTION: Rudie/Hubbard**  
*Motion to approve September 2021 Check Register.*  
**Roll Call Vote:** All Voting Aye - **MOTION CARRIED**
9. **Police Department Report:** Police Chief Shane Breitenbach
  - a. Discussion on Training, Public Relations, and Incident Summary Report -Chief Breitenbach provided the incident report. Chief stated there were 147 events responded to last month. He announced that everyone in the department is now certified in Stop Stick Tire Deflation device training. Officer Anderson is now moved to day shift; and Anna Bittner will be starting this Monday for training then after her training she will be on night shift. We are working with Gillett School District on safety ideas and safety training. Example is for the school to put up exterior numbers on windows and doors for quicker response time to the correct spot in the large area that is in need of help. Officer Hoeft is now part of a task force for drug effected environments and will learn a lot it. Like Librarian Shannon stated, Coffee with a Cop Event went great and was proud to be a part of it. The Gillett Police Department received a \$1,000 donation from Laurie Wold, it will be used to purchase an AED unit and update some aging equipment. Thank you, Laurie! Tracy Ondik from the Gillett Ambulance has offered to help us find an AED. Our new police squad has arrived, hoping to be up-fitted in the next couple of weeks with decals and needed inside equipment. Talking about public input and speeding, it would be possible to borrow a speed radar unit from Suring for help on Main Street to control speed and see if there is an improvement.
10. **Fire Department Report:** Chief Hicks reported five calls. Warvel's (Gary Ort's Property on Park Street) alarm, lift assist, lift assist, traffic accident, and alarm at Seneca.
  - a. Discussion on Training, Public Relations, and Incident Summary Report- Training: Chief stated they were in Underhill training on chimney fires, worked on procedures with the ladder truck, and are burning a house in Underhill with Town of Gillett, Suring, and Underhill, and they make setups in the house to practice. They also trained on procedures on structure fires. Four firefighters are taking a class called Officer Training One, mandated for officers to have. It is a 3-month class that is very time-consuming and but extremely beneficial, captains are required for compliance. Day Care kids are coming next Wednesday to learn about the fire department and see the equipment. The department also received a donation from the Gillett EMS of tourniquets and portable gurneys, Thank You Gillet EMS.
11. **Health, Protection and License Committee Report:** Alderperson Blaser reported they went to the Ambulance Board meeting and were showed a new machine called "Lucas" which was an automated CPR machine. NIMS (National Incident Management) training will also be held at the ambulance garage and all are invited to attend on October 26 and December 7.
  - a. Discussion and Possible Action On Operator licenses for Don Waranka and Kim Holmes**MOTION: Rudie/Mohr**

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*Motion to approve operator licenses for Don Waranka and Kim Holmes.*

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

b. Discussion and Possible Action On hiring Analise Sharpless for full time patrol officer

**MOTION: Mohr/Hubbard**

*Motion to approve Analise Sharpless, now Analise Bittner through marriage.*

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

12. **Board of Public Works Committee Report:** Ron Anderson Head of Public Works and Utility reported the crew is sweeping streets, picking up citizen leaves, and vacuuming out parks. The new wood chipper was wonderful to work with, and brush had their last pickup last week.

a. Discussion and Possible Action on Bridge Study- a study needs to show no change in water flow or any back up. An old traffic report showed 1,002 vehicles a day in 2009 on Washington Street. Discussion: Rudie had concerns about the cost and if we need the bridge. She stated we now have New Main Street and the cost to repair this bridge is extremely high and we have other road contraction projects coming up like the State Highway 22 project.

**MOTION: Mohr/Hubbard**

*Motion approve a bridge study because we received a grant needing a study done. The cost of the study is \$10,500 with Ayres. Invoice to be paid out of remaining construction loan.*

Voting -Rudie votes Nay: 4 Ayes (Stroik Excused) - **MOTION CARRIED**

b. Discussion and Possible Action On removing grass and adding stone with a landscape barrier in the cul-de-sac in Ridgewood

Discussion: Hubbard feels this does not solve the problem of plowing and we would still be maintaining weeds. Send back to committee. No Action Taken.

c. Discussion and Possible Action On approval for Martell Construction to add curb and gutter to Second Street, invoice to be paid out of Wheel Tax for \$17,470.00

**MOTION: Rudie/Mohr**

*Motion to approve Martell Construction adding curb and gutter to Second Street, invoice to be paid out of Wheel Tax for \$17,470.00.*

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

13. **Utility Committee Report:** Alderperson Mohr reported that Utility Operator Assistant Ashley Strehlow has put in her two-week notice and that we will be putting an add out for a utility operator assistance. Part time Jim Baranczyk also put in his notice, his position will not be replaced. Ron Anderson Head of Public Works and Utility reported they will be flushing fire hydrants October 18-20, 2021 and reminded everyone they might see some discoloration in their water.

a. Discussion and Possible Action on approving Crane Engineering to rebuild the pumps for \$8,256.00

**MOTION: Rudie/Blaser**

*Motion to approve Crane Engineering to rebuild the two pumps for \$8,256.00.*

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

b. Discussion and Possible Action on remodeling at 137 South Lake Street

**MOTION: Rudie/Hubbard**

*Motion to approve the continuation of remodeling at 137 South Lake Avenue, the new Utility Garage, money out of savings, includes a new roof.*

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

14. **Finance and Personnel Committee Report:** Alderperson Hubbard

a. Discussion and Possible Action on approving Ordinance 3.12 Wards and finalizing Redistricting

**MOTION: Mohr/Blaser**

*Motion to approve Ordinance 3.12 Wards to finalize Redistricting for the City of Gillett.*

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

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- b. Discussion and Possible Action on motion to approve being excused from meetings if you are exposed to covid, do not come to the meeting, or contact clerk to set up virtually

**MOTION: Rudie/Mohr**

*Motion to approve being excused from meetings if you are exposed to covid or have covid, do not come to the meeting, and contact clerk to set up virtually.*

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

15. **Park and Cemetery Committee Report:** Alderperson Rudie- Rudie announced that our second Pickle Ball court was delivered, but with being the beginning of October and cold weather coming, we will wait until next year to assemble the court. Concerning the bathrooms in the park, they have been vandalized abundantly more than usual, both the trailhead and park bathrooms. The paper towel holders in the Trailhead have been fixed and repaired twice, and destroyed again. Chair told department head to lock the building and stated it will not be reopened this year. We will winterize the building and will look into surveillance.
16. **Planning Committee Report:** Alderperson Spaulding – Spaulding prioritized needs of expanding our city and looking into business that could flourish and help other businesses.
17. **Clerk Treasurer’s Report:** Clerk Treasurer reported that we have completed our Board of Review and Joint Review Board. Our assessment book from R and R Assessing has been given to the county and updated for our taxes.
18. **Attorneys Report:** Hanaway Ross Law Firm- working on library questions and raze orders.
19. **Mayor's Report:** City of Gillett Trick or Treat hours will be October 31<sup>st</sup> from 4:00-6:00 PM. Mayor stated he will contact the school about our Mayor Youth Advisory committee to get that up and running again. He also said he was exploring annexation with MSA Professional Services, trying to figure out our options to grow our city. Finally, announced that Pastor Chris Byars wanted to get the word out about the National Day of Prayer, which will be the first Thursday in May.
20. **Adjourn** at 7:40 PM

**MOTION: Rudie/Hubbard**

*Motion to adjourn.*

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

Respectfully Submitted,  
Clerk Treasurer Chelsea Anderson