

**CITY OF GILLETT**  
**FINANCE & PERSONNEL**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**MONDAY, SEPTEMBER 27, 2021 AT 5:30 PM**  
**AGENDA**

Committee may deviate from agenda as needed

**Meeting Called to Order**

**Roll Call is taken**

**Verification of Open Meeting Law Compliance**

**PUBLIC INPUT**

**AGENDA ITEMS:**

1. Discussion and possible action on minutes from September 13, 2021
2. Discussion and possible action on Community Center ownership and funds
3. Committee may go into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session pursuant to 19.85 (1e) Wis. Stats
4. Committee will return to open session and may take action on matters discussed in closed session.
5. Discussion and possible action on Bargaining Agreement for Police Department with General Teamsters
6. Discussion and possible action on redistricting
7. Discussion and possible action on General Code questions for new code book
8. Discussion and possible action on 2022 Budget
9. Set Next Meeting Date
10. Adjournment

cc: Committee members Hubbard, Blaser, Rudie, 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**

**CITY OF GILLETT**  
**FINANCE & PERSONNEL**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**MONDAY, SEPTEMBER 13, 2021 AT 6:00 PM**  
**MINUTES**

**Chairperson Hubbard** called the meeting to order at 6:00 PM.

**Roll Call**

**Present:** Alderpersons Sandra Hubbard, Marie Blaser and Debbie Rudie via phone, Alderpersons Nanette Mohr and Matt Stroik (left at 6:45), Clerk Treasurer Chelsea Anderson, Officer Zak Hoeft and Teamsters Local 662 Representative.

**Excused:** Mayor Josh McCarthy

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

**Public Input:**

**AGENDA ITEMS:**

1. Discussion and possible action on minutes from August 30, 2021

**MOTION: Blaser/Rudie**

*Motion to approve minutes from August 30, 2021.*

**Voice Vote: All Ayes MOTION CARRIED**

2. Discussion and possible action on 2022 Budget- **ITEM TABLED**

3. Discussion and possible action on Bargaining Agreement for Police Department with General Teamsters- Will go into Closed Session to negotiate compensation.

4. 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: Rudie/Blaser**

*Motion to approve going into Closed Session at 6:05 pm with General Teamsters Representative to discuss negotiations to include Representative, Officer Hoeft, Clerk, and Council Members.*

**Voice Vote: All Ayes MOTION CARRIED**

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

**MOTION: Blaser/Rudie**

*Motion to return to Open Session at 7:35 pm. Will set a later meeting date to finalize negotiations.*

**Voice Vote: All Ayes MOTION CARRIED**

6. Discussion and possible action on 2022 Budget- **ITEM TABLED**

7. Discussion and possible action on virtual meeting policy

**MOTION: Blaser/Rudie**

*Motion to approve items proposed from attorney for the virtual meeting policy with making the city clerk the point of contact, not mayor or chair.*

**Voice Vote: All Ayes MOTION CARRIED**

**MOTION: Blaser/Rudie**

*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.*

**Voice Vote: All Ayes MOTION CARRIED**

8. Set Next Meeting Date – September 27, 2021 at 5:30 PM

9. Adjournment at 7:45 PM

**MOTION: Blaser/Hubbard**

*Motion to adjourn.*

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

Respectfully Submitted by Clerk Treasurer Chelsea Anderson

*City of Gillett, WI  
Monday, September 27, 2021*

## Chapter 3. General Government

### § 3-12. Wards.

[Added 7-25-2011 by Ord. No. 14-2011; amended 12-1-2011 by Ord. No. 14-2011]

- A. Ward 1. That part of the City of Gillett surrounded by a line commencing at northwest City limits to southwest City limits, east to South Elm Avenue, north to West Fourth Street, east to South Oak Avenue, north to West Main Street, east to North McKenzie Avenue, north to City limits, and east to City limits.
- B. Ward 2. That part of the City of Gillett surrounded by a line commencing at northeast City limits to southeast City limits, west to South Green Bay Avenue, north to East First Street, west to South Richmond Avenue, north to East First Street, west to West Main Street, east to North McKenzie Avenue, north to City limits, and east to City limits.
- C. Ward 3. That part of the City of Gillett surrounded by a line commencing at the corner of West Main Street and South Oak Avenue, south to West Fourth Street, west to South Elm Avenue, south to City limits, east to South Green Bay Avenue, north to East First Street, west to South Richmond Avenue, north to East First Street, west to West Main Street, and west to South Oak Avenue.

*adopted @ council*

RESOLUTION 6-91

WHEREAS, the City of Gillett in Oconto County, Wisconsin is required under state statutes to be divided into wards.

THEREFORE, the City of Gillett resolves to divide into wards as follows:

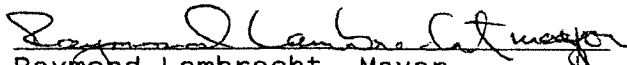
Ward 1: Northeast city limits south to city limits, west to city limits, north to Main Street, east to S. Harding Street, south to W. Fourth Street, east to Birch Avenue, north to Second Street, east to S. McKenzie Avenue, north to First Street, east to Richmond Street, south to First Street, east to Green Bay Avenue, north to city limits. This would include census blocks 211A, 221, 226, 227, 309A, 311A, 312A, 317A, 318, 340 for a total population of 497.

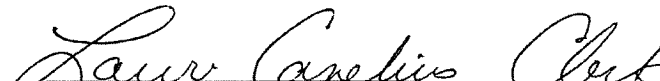
Ward 2: North city limits south on McKenzie Avenue to E. Main, east to Richmond Street, south to First Street, west to McKenzie Avenue, south to Second Street, west to Birch Avenue, south to W. Fourth Avenue, west to S. Harding Street, north to W. Main Street, west to city limits, north to city limits, east to McKenzie Avenue. This would include census blocks 217, 218, 219, 220, 222, 223, 224, 225, 304A, 325A, 326, 333, 334, 335, 336A, 337, 338 for a total population of 492.

Ward 3: North city limits south on Green Bay Avenue to First Street, west to Richmond Street, north to E. Main Street, west to McKenzie Avenue, north to city limits, east to Green Bay Avenue. This would include census blocks 215, 216, 307A, 308A, 310, 319, 320, 321, 322, 323, 324A, 327, 328, 329, 330, 331, 332 for a total population of 314.

BE IT FURTHER RESOLVED that the polling place for all wards shall be at the Gillett City Hall at 150 N. McKenzie Avenue.

Adopted by the Common Council of the City of Gillett on the 25th day of September, 1991.

  
Raymond Lambrecht, Mayor

  
Lauri Cornelius, Clerk/Treasurer

## Redistricting steps:

Pass an ordinance or resolution describing the ward boundaries must be adopted by a majority of the members of the governing body **prior to October 18<sup>th</sup>**! ☺

Once a municipality adjusts its wards, it has five days to provide all of the following to the county clerk of each county in which the municipality is located.

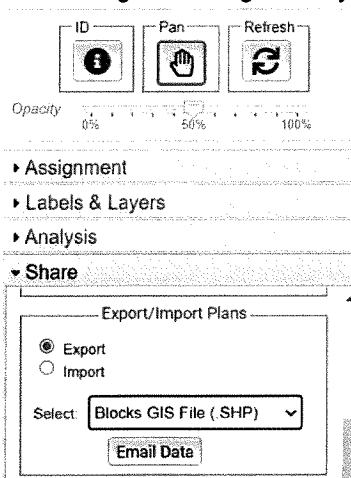
1. A copy of the resolution or ordinance.

Pull your 2011 information and use that as a guide.

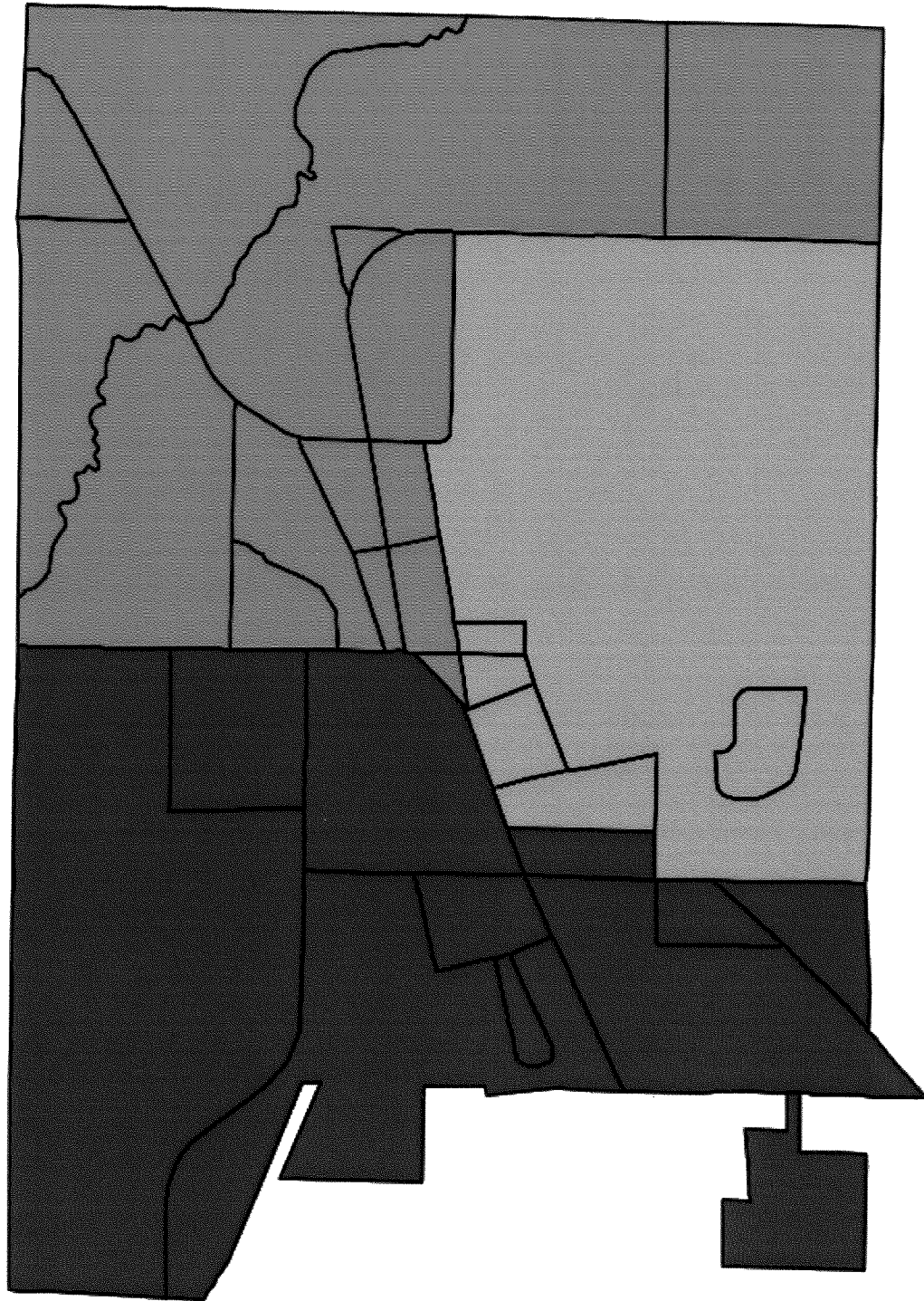
2. A list of census block numbers contained in each ward and an identification of any split blocks.

Here are the directions to print a listing of GEOID block cell numbers (Thank you Nancy, City of Oconto Falls, for typing them up for us!!!!)

- Open your finished redistricting plan in the WISE-LR system.
- On the left side, go down and click on SHARE
- Scroll down to Export / Import Plans
- Export should be checked.
- Under SELECT: click on arrow and choose BLOCK LIST (CSV)
- Click on Email Data
- WISE-LR will send you an e-mail with your listing.
- Once you receive your e-mail..... open the attachment in EXCEL.
- The cell numbers will show up in an odd equation... you will need to change this.
- To do this:
- Right click on Column A
- Click on FORMAT CELLS
- Under Category, click on CUSTOM
- Under Type: general; choose 0
- This will change Type: general to now read Type: 0
- Now go up to the Type: 0 and add 14 more zeros to make it look like....
- Type: 0000000000000000
- Click ok
- Your formatting has changed and you now have the correct cell numbers.



Select Blocks GIS File and click Email Data.  
Data will be sent to your inbox.



| Color | Ward | Population | Valid Range  | % Deviation | Contiguous? | Compactness | Pop 18+ |
|-------|------|------------|--------------|-------------|-------------|-------------|---------|
| ▼     | 1    | 407        | 300 to 1,000 | -5.35%      | True        | 0.33        | 317     |
| ▼     | 2    | 500        | 300 to 1,000 | 16.28%      | True        | 0.48        | 370     |
| ▼     | 3    | 382        | 300 to 1,000 | -11.16%     | True        | 0.72        | 324     |

## Guidelines for Draft Review

The following guide provides a basis for review of the Draft copy of the Code and is designed to make your review easier. Please note that the Draft review is not intended to be a “start from scratch” process. Revisions to the Draft, beyond those addressing the items in this document, are chargeable, as editorial work is considered complete upon this submission of the Draft.

**RETURN DRAFT BY**  
**November 19, 2021**

### Part I: Formatting.

The Draft copy of the Code provides an accurate reflection of the final text and layout of the Code. However, there may be some formatting conventions which appear “incomplete” in the Draft but which will be formatted correctly in the finished Code. For example:

- The page numbers in the right-hand bottom corner represent the page numbers for the entire draft, and the page numbers in the center of the pages represent the pages of the chapter only. In the finished Code, only the chapter-specific page numbering will remain.
- Similarly, the month/year dateline in the left-hand bottom corner is for the Draft only and will not appear in the finished Code.
- Generally, tabular or appendix material is accurately represented in the Draft, but it may undergo additional formatting as necessary upon final publication.

Please disregard these and other such formatting idiosyncrasies.

### Part II: Stylization and Indexing.

A. **Publishing conventions.** During final editing, our staff read your legislation and stylized it consistently according to our own style manual. Therefore, you need not be concerned with style conventions such as the following:

- Capitalization.
- Spelling and punctuation.
- Citation of numbers.

This consistent stylization will be maintained during supplementation of the Code.

B. **Index.** Please note that the final Code will contain an alphabetical Index. This Index is not included in the Draft but will be prepared and delivered with the final publication.



### Part III: Specific Comments.

During final editing we encountered the following questions for which we will need response prior to final publication. **Please return a completed copy of these Specific Comments when the Code Draft is submitted back to General Code.**

#### A. Ch. 3, General Government.

- (1) Limited information was provided for § 3-10, Comprehensive Plan. The editor inserted "Editor's Note: The Common Council approved a new Comprehensive Plan September 3, 2020." Is that acceptable or would the City like to insert specific wording or different information for that section?

**Decision:**

- ☒ Note is acceptable.  
☐ Revise as follows: \_\_\_\_\_  
☐ Revise as follows: (attach revisions separately).

#### B. Ch. 16, Peace and Good Order.

- (1) Section 16-23.1, Driveways, was added in 2017 but it required revisions throughout to the name of a committee and the responsibility for certain procedures. Instructions for making those changes were unspecific. Please carefully review § 16-23.1 and confirm it now reads as the Council desires.

**Decision:**

- ☐ Revised section reads as desired.  
☐ Revise as follows: \_\_\_\_\_  
☐ Revise as follows: (attach revisions separately).

- (2) Section 16-25, as amended in 2017, does not make sense even after editor inserted "may be" in place of "may," as instructed. How should the following read: "Whenever the City reconstructs a street, any curb and gutter that is removed may be installed unless the City deems necessary for the control of stormwater, traffic, and aesthetic purposes."

**Decision:**

- ☒ Revise to read: "... and curb and gutter that is removed should be reinstalled unless the City deems it unnecessary for the control of stormwater, traffic, and aesthetic purposes."  
☐ Revise as follows: \_\_\_\_\_  
☐ Revise as follows: (attach revisions separately).  
☐ Leave as it now reads in Draft.

- (3) Please review § 16-28C and confirm it reads as desired.

45 days

**Decision:**

- ☐ Revised subsection reads as desired.
- ☒ Revise as follows: 45 days before
- ☐ Revise as follows: (attach revisions separately).

**C. Ch. 21, Zoning.**

- (1) Please review the definition of “swimming pool” in § 21-12B and confirm it has been revised as desired.

**Decision:**

- ☐ Revised definition reads as desired.
- ☐ Revise as follows: \_\_\_\_\_
- ☐ Revise as follows: (attach revisions separately).
- resend

- (2) To simply rename the definition of “mobile home” as “recreational vehicle” in § 21-12B, as suggested in a returned Analysis, would have been an error. The Editor has amended the definition of “mobile home” in that section to refer to the definition in the Mobile Homes chapter and has added the FEMA definition of “recreational vehicle” to read:

RECREATIONAL VEHICLE (RV) -- A vehicle which is: (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projection; (3) designed to be self-propelled or permanently towable by a light duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Decision:**

- ☐ Revision and addition are acceptable.
- ☐ Revision to “mobile home” definition is acceptable but do not add a definition of “recreational vehicle.”
- ☐ Revise as follows: \_\_\_\_\_
- ☐ Revise as follows: (attach revisions separately).
- go w/ county ordinance

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 |
|--------------------------|-------------------------|-----------------------------|
| Eaye Wagner              | 201 W 4th St            | library?                    |
| Shannon Stower           |                         | Library                     |
| <del>Paula Ryan</del>    | <del>4500 Main St</del> | <del>Library</del>          |
| Dawn Byars               | 105 W. Main St          | Library                     |
| Wendy Voipall            | 212 S. Elm              | Library                     |
| <del>Aliza Ammon</del>   | <del>314 E 1st</del>    | "                           |
| <del>Rachel Weeber</del> | <del>144 S Birch</del>  |                             |
| Linda Hougas             | 112 E Cedar             | library                     |
| TAMI McPILLAN            | 9800 W. GRAY LK RD      | LIBRARY                     |
| Peggy Winkler            | 5183 County Rd DB       | Library.                    |
| Carmen Brown             | 10423 Valley View Rd.   | Library.                    |
|                          |                         |                             |
|                          |                         |                             |

CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
Minutes  
**January 2, 2014 at 6:00 PM**

Mayor Irene Drake called the meeting to order at 6:00 pm. Pledge of Allegiance was said. Present were Mayor Irene Drake, Alderpersons Tod Anderson, Rick Raatz, Deborah Erickson, Nanette Mohr, Jeff Warrichaiet, Marilyn Mueller, Attorney Tim Schmid, Public Works Department Head Tim Christensen, Utility Department Head Ron Anderson, Deputy Clerk/Treasurer Leone Christensen, Clerk Beth Rank, Chief of Police Jess Keplinger, and Fire Chief Tom Wolfgram. Public present were Joan Koehne (Times Herald), Kevin Smith, Mary Rodgers, Alex Rodgers and Gary Langer (Sintex-Wausaukee Composites). Council informed that the open meeting law had been complied with and roll call was taken

Motion by Anderson, second by Mueller, to approve December 5, 2013 meeting with corrections. Motion carried.

Public Input: Gary Langer from Sintex-Wausaukee Composites updated the council on the Gillett Plant. The Gillett Plant will be a design facility. The purposed use of the plant will be engineering center of excellence, tooling center and bringing in containers and cross docking them and doing secondary assembling. They hope to have 30 employees by the end of the year. Plan on doing an open house.

**CDA:** Alderperson Mohr stated that the CDA is working on the brochures for the campground. Have not received anything new concerning campground clean-up. Working on a block grant.

**Library:** Report was e-mailed. Alderperson Mohr reported that the Library was busy while School was out. Library received a grant from the Little River Foundation for \$20,000 for the building fund. They also received a \$3,700 donation for the building fund.

**School Liaison:** Alderperson Mohr reported that today was first day back for the students. Lots of illness at elementary school before break.

**Tourism & Marketing Commission:** Alderperson Raatz reported that they are working on brochures for the campground. T&M and CDA will be splitting the cost of brochures.

**Financial Report:** Clerk Rank reported that she is working on reconciling accounts. A listing of checks was handed out.

**Police Department:** Police Chief Jess Keplinger handed out the police report. See attached.

Police Department helped with "We Believe" program by helping Santa deliver gifts and food to five families in Gillett. The Police Department received an anonymous \$200.00 donation. Will be using it for equipment and training. Chief Keplinger and Officer Woodke will be starting Counter Act Program with the 5<sup>th</sup> graders. The HPL committee will be holding interviews for any interested police part-time officers currently employed with the City of Gillett on January 16<sup>th</sup>.

**Fire Department:** Chief Wolfgram reported three fire calls this month. Wolfgram handed out the fire department annual report. Election for fire department is next Tuesday. Wolfgram is looking for someone to replace him as Fire Chief as he plans on retiring in a couple of years.

**Health, Protection and License:** Alderperson Warrichalet reported that no building permits were handed out. Motion by Raatz, second by Erickson to accept resignation of Officer Ben Hicks. Motion Carried. He has accepted a job with Marinette County as a Sheriff's Deputy. No action was taken on Police Department fuel purchases for 2014.

**Board of Public Works:** Alderperson Mohr: Tim Christensen, Public Works Department Head reported issues with some residents bending the rules as to where to pile snow. Christensen and Police Chief Keplinger are working on this.

**Utility:** Alderperson Anderson had nothing to report as no meeting was held.

**Finance and Personnel:** Alderperson Erickson reported that no decision has been made about changing banks. Waiting for information from BMO Harris Bank. Motion by Anderson, second by Warrichalet to allow Finance & Personal Committee to make decision on banks at their next meeting. Motion carried on a roll call vote.

**Park and Cemetery:** Nothing to report.

**Planning Committee.** Alderperson Raatz reported that the committee is still working with the SnoRiders Club. He is also working with a developer for the subdivision in Ridgewood.

**Attorneys Report:** Attorney Tim Schmid had nothing to report.

**Mayor Reports:** Mayor Drake: Nothing to report.

**Clerk/Treasurer:** Deputy Clerk reminded that all papers for election need to be handed in by January 7<sup>th</sup>. Tod Anderson and Rick Raatz handed in their non-candidacy papers.

Meeting Adjourned at 6:30 pm.

Leone Christensen, Deputy Clerk

CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
Minutes  
**March 6, 2014 at 6:00 PM**

Council President Tod Anderson called the meeting to order at 6:00 pm. Pledge of Allegiance was said. Present were Alderpersons Tod Anderson, Rick Raatz, Deborah Erickson, Nanette Mohr, Jeff Warrichaiet, Marilyn Mueller, Attorney Tim Schmid, Public Works Department Head Tim Christensen, Utility Department Head Ron Anderson, Deputy Clerk/Treasurer Leone Christensen, Clerk Beth Rank, Chief of Police Jess Keplinger, and Fire Chief Greg Rudie. Public present were Vicki Buettner (Times Herald), Kevin Smith, Brian Wasilew, Kathleen Tracey, Linda Hougas, Marie Blaser, Mike Collins, Mike Lambrecht, Doug Kurek, and Terry Nelson. Mayor Drake was excused.

Council informed that the open meeting law had been complied with and roll call was taken

Motion by Mohr, second by Mueller to approve February 6, 2014 minutes with corrections, motion carried.

Public Input: Alderperson Raatz wanted it stated that the article in the Times Herald regarding the Library purchasing the BMO Harris building was incorrect. The bank closing does not cancel any taxes that the city will still receive on the property. Alderperson Anderson stated that there has been no discussion in any committee meeting regarding the city purchasing the BMO Harris building.

**CDA:** Alderperson Mohr stated that Metco plans to start working the first week of April on the campground.

**Library:** Report was e-mailed. Alderperson Mohr reported that the Annual Report was submitted. The Friends of the Library is the interested party looking to purchase the BMO Harris building and they are tax exempt.

**School Liaison:** Alderperson Mohr reported that the Spring Primary eliminated Paul Herzog from the Spring Election. The count for school is down but Mohr suspects it is due to the seasonal workers leaving. Kathleen Tracy presented on Little Libraries the school would like to put around the community. Anderson suggests that this be brought to the Parks and Public Works committees.

**Tourism & Marketing Commission:** Alderperson Raatz reported that they are wrapping up advertising and are working on completing the Welcome to Gillett signs.

**Financial Report:** Clerk Rank handed out February financial reports. Rank stated that the auditors are working on the audit and hope to have it done in April.

**Police Department:** Police Chief Jess Keplinger handed out the police report. See attached.

**Fire Department:** Chief Rudie stated that it had been a quiet month with one mutual aid call. The training class is underway and the newest Fire Department members are doing well in the class. The Fire

Department is looking at hosting a State Certification 1 class in the fall. There will be a fundraiser on May 10, 2014 from 12pm - 5pm in the park called Family Day and Fun Event. A donation of two full extrication gear sets has been made to the Fire Department.

**Health, Protection, and License:** Alderperson Warrichaiet reported that no building permits were handed out. Motion by Mohr, second by Anderson to approve an operator's license for Brittanie S Peterson, motion carried. Motion by Raatz, second by Mueller to approve Ordinance #2-2014 increasing the fee for operator's license, roll call vote, motion carried. Motion by Raatz, second by Erickson to approve Ordinance #1-2014 increasing the fee for transient license, roll call vote, motion carried.

**Board of Public Works:** Alderperson Mohr reported that the next meeting will be March 19, 2014 at 7pm or immediately following HPL. Mohr will ask officers to look at the street lights that the city is thinking of shutting off. Public Works Department Head Tim Christensen stated they are working on moving the snow back and that they do have enough salt.

**Utility:** Alderperson Anderson reported that there was no business to be brought to council. Utility Department Head Ron Anderson discussed the run water notice is still in effect. There have been many freeze ups but everyone has water. Doors will be tagged when the run water notice is lifted. R. Anderson estimates there is 240,000 gallons of water being dumped a day due to the run water notice.

**Finance and Personnel:** Alderperson Erickson discussed that Finance and Personnel would like to see alcohol testing added to the drug testing policy for all who are tested. Motion by Warrichaiet, second by Mueller to add alcohol testing to each individual who is drug tested, motion carried. Discussion was had on the Accident and Injury Policy. Motion by Mueller, second by Warrichaiet to approve the Accident and Injury Policy, motion carried.

**Park and Cemetery:** Alderperson Mueller stated that the next Parks meeting will be March 19, 2014 at 7:30pm or immediately following Public Works.

**Planning Committee:** Alderperson Raatz discussed the SnoRiders Certified Survey Map. Motion by Mohr, second by Warrichaiet to approve the Certified Survey Map, motion carried. Discussion was had on the land agreement with the SnoRiders Club. It was decided that the contract will go back to the committee to clean up the contract before receiving council approval. Discussion was had on the bill from the County regarding the Christensen property. Motion by Anderson, second by Mueller to approve paying the bill to the county, roll call vote was taken with Warrichaiet voting nay, motion carried. Discussion was had on the notice for the Ridgewood Subdivision lots. Attorney Schmid asked to have the notice stated developers can draft a proposal. Erickson would like Clerk Rank to look at the grass cutting figures. Mohr asked where the city will get new land if they sell these lots. Mohr thinks the lots should be sold at the price they were at. Mohr stated that the city should look at contracting out the grass cutting if the mowing was so expensive. Anderson asked how many years should the city continue to take care of the lots. The city had a hard time balancing the budget this year and selling the

lots could help. Anderson thinks the city should not sit on the lots. Anderson stated that homeowners could not speak because they had an opportunity to speak during public input. Anderson stated that the decision was to vote on putting the notice in the paper. Motion by Warrichaiet, second by Raatz to put the notice to sell the Ridgewood Subdivision lots in the paper for two weeks, roll call vote was taken with Mohr and Erickson voting nay, Mueller abstaining, motion carried. Raatz stated that there may be a developer interested in the assisted living facility.

**Attorneys Report:** Attorney Tim Schmid reported that there was still not a decision with the Owen Farrell case.

**Mayor Reports:** Alderperson Anderson had nothing to report

**Clerk/Treasurer:** Clerk Rank reported that the Spring Election will be April 1, 2014. The Joint Meeting with the Town of Gillett has been reset for April.

Meeting Adjourned at 7:15 pm.

Beth Rank, Clerk



CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
Minutes  
**April 3, 2014 at 6:00 PM**

Mayor Irene Drake called the meeting to order at 6:00 pm. Pledge of Allegiance was said. Present were Alderpersons Tod Anderson, Rick Raatz, Deborah Erickson, Nanette Mohr, Jeff Warrichaiet, Marilyn Mueller, Mayor Irene Drake, Attorney Tim Schmid, Public Works Department Head Tim Christensen, Utility Department Head Ron Anderson, Deputy Clerk/Treasurer Leone Christensen, Clerk/Treasurer Beth Rank, Chief of Police Jess Keplinger, and Fire Chief Greg Rudie. Public present were Joan Koehne (Times Herald), Kevin Smith, Brian & Katie Walker, Marie Blaser, Mike & Katie Lambrecht, Terry Nelson, Gregory Sekela, Leola Schneider, Tom Patenaude, Brandon Miller and Josh McCarthy.

Council informed that the open meeting law had been complied with and roll call was taken

Motion by Anderson, second by Erickson to approve March 6, 2014 minutes with correction. Motion carried.

Public Input: Brian Walker put together information concerning City of Gillett. It included houses for sale and income levels. He felt one way to get new residents is to build homes on vacant lots. At the present time he is not interested in working with the City of Gillett on developing Ridgewood's vacant lots. Brandon Miller gave Alderperson Raatz and Alderperson Anderson a personal proclamation for their years of service as Alderpersons on the City Council. Tom Patenaude voiced his concerns about turning off some of the street lights.

Alderperson Mohr reported that no decision has been made. She asked police department to look at areas while they are on duty to see if lights can be removed.

**CDA:** Alderperson Mohr stated that Metco plans to start working on the campground the week of April 14<sup>th</sup>. Group rates will be given a \$4.00 per night discount for a group of five or more under one name.

**Library:** Report was e-mailed. Alderperson Mohr reported the Library should know on Friday about the BMO Harris building. Attorney Schmid will look into the Library personnel holding vacation time over to the following year.

**School Liaison:** Alderperson Mohr reported the results of the Spring Election. Elected to the School Board were Jamie Heroux and John Timm. Also on the ballot were Brandon Nyggard and Nanette Mohr.

**Tourism & Marketing Commission:** Alderperson Raatz had nothing to report.

**Financial Report:** Clerk Rank handed out March financial reports.

**Police Department:** Police Chief Jess Keplinger handed out the police report. See attached. Donations from the Lions Club, Civic Club and Crime Prevention thru County Clerk of Courts Office are for public relations (Counter Act, National Night Out, etc.)

**Fire Department:** Chief Rudie went over his monthly report.

**Health, Protection, and License:** Alderperson Warrichaiet reported that no building permits were handed out. Motion by Mohr, second by Mueller to approve operator's licenses for Christine Behnke and Ashley Wusterbarth. Wusterbarth is contingent on completing Beverage Server Class. Motion Carried. Motion by Mohr, second by Erickson to approve Class B Alcohol License to Jay Behnke DBA as Cougars Den, LLC. Motion Carried.

Motion by Raatz, second by Anderson Anderson to approve the Sexual Offender Map. Being noted that if part of lot is in the boundaries the whole lot is included. Motion Carried. Will have a large map printed for Clerks office and smaller ones for Police Department.

**Board of Public Works:** Alderperson Mohr: Motion by Warrichaiet, second by Erickson to have OEC remove street light on Hwy 22 and Finnegan Lake Rd. Motion Carried. Light is in the town but the city is paying for it. Motion by Raatz, second by Anderson to accept the changes to Labor Charges as presented. Motion Carried. Public Works Department Head Tim Christensen stated that they were having problems with frozen storm sewer. With the help of Tom Wolfgram and the fire truck they were able to get them unthawed in a short period of time. Christensen also handed out his monthly report.

**Utility:** Alderperson Anderson: Motion by Mohr, second by Mueller to withdraw money from savings account to make loan payment. Motion Carried on a roll call vote. Anderson extended appreciation for being on utility committee. It was great working with Utility Department Head Ron Anderson. R. Anderson reported run water notice is still in effect. R. Anderson thanked Alderperson Anderson for being chair of Utility Committee and for all his hard work. R. Anderson handed out his monthly report.

**Finance and Personnel:** Alderperson Erickson: Motion by Mohr, second by Warrichaiet to approve the Part-time Employee Evaluation Form. Motion Carried. Motion by Anderson, second by Warrichaiet to have monthly payment from Cellcom to go to fund 60 (Utility) as they pay the property taxes and do the maintenance on it. In the past it has been going to the general fund. Motion carried on a roll call vote. Motion by Raatz, second by Mueller to approve the NSF Policy as presented. Motion carried.

**Park and Cemetery:** Alderperson Mueller went over the lawn care contract from Corey & Company for mowing of cemetery and fertilization of parks. Motion carried on a roll call vote with Warrichaiet voting nay. Motion by Mohr, second by Warrichaiet to approve Victory Olympics to use Zippel Park on May 15, 2014. Motion Carried. Motion by Mohr, second by Erickson to allow the school to put "Little Libraries" in city parks. Motion Carried.

**Planning Committee:** Alderperson Raatz discussed the SnoRiders Agreement. Motion by Erickson, second by Mohr to approve the agreement with SnoRiders. Motion Carried. The Assisted Living Facility is moving along rapidly. Blue prints are going to building inspector. Once state approved plans are approved they will start building. Motion by Anderson, second by Warrichaiet to allow the Assisted Living Facility in a residential area as it is an allowable use. Motion Carried. Motion by Anderson second by Warrichaiet to approve the notice for Ridgewood Subdivision Lots. Motion Carried.

Discussion was held on the Trailhead Grant. It needs to be in by April 15<sup>th</sup>. After much discussion it was decided to wait until next year to apply for the grant. That would give the City time to make sure everything that needs to be done is covered.

**Attorneys Report:** Attorney Tim Schmid had nothing to report.

**Mayor Reports:** Mayor Drake thanked Alderperson Raatz and Anderson for all the hard work they had done while on council. She also welcomed new Alderpersons Marie Blaser and Terry Nelson.

**Clerk/Treasurer:** Clerk Rank gave the results of the Spring Election that was held on April 1, 2014. The City of Gillett had 180 voters.

**OTHER BUSINESS:** Alderperson Mohr reported the campground has its 1<sup>st</sup> seasonal lot being looked at.

Meeting Adjourned at 7:15 pm.

Beth Rank, Clerk

CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING  
COUNCIL CHAMBERS  
150 N McKenzie Ave., Gillett, WI  
Minutes  
**May 1, 2014 at 6:00 PM**

Mayor Irene Drake called the meeting to order at 6:00 pm. Pledge of Allegiance was said. Present were Alderpersons Deborah Erickson, Nanette Mohr, Jeff Warrichaiet, Marilyn Mueller, Terry Nelson, and Marie Blaser, Mayor Irene Drake, Attorney Tim Schmid, Public Works Department Head Tim Christensen, Clerk/Treasurer Beth Rank, Fire Chief Greg Rudie, and Library Director Kay Rankel. Public present were Kevin Smith, Amy Umentum, Leola Schneider, Tami McQuillan, Angela Rickaby, Michelle DeBauch, and David Pelow. Utility Department Head Ron Anderson and Chief Jess Keplinger were excused. Council informed that the open meeting law had been complied with and roll call was taken

Motion by Mueller, second by Erickson to approve April 3, 2014 minutes, motion carried.

Public Input: None

**Clerk/Treasurer's Report:** Kevin Behnke from Hawkins Ash CPAs discussed the City's audit reports. Motion by Warrichaiet, second by Erickson to accept the audit reports, motion carried. Discussion was had on setting the Board of Review dates and time. Motion by Mueller, second by Warrichaiet to set the open book date as June 4, 2014 from 10am-12pm and the board of review date as June 19, 2014 from 4pm-6pm, motion carried.

**Parks:** Alderperson Mueller had nothing to report.

Motion by Mohr, second by Blaser to move item 8a up to under parks, motion carried.

**Library:** Library Director Kay Rankel showed a PowerPoint presentation (enclosed).

**CDA:** Alderperson Mohr stated that we are waiting on the results from the campground and should have them within a week. The campground is open.

**School Liaison:** None

**Tourism & Marketing Commission:** Next meeting is May 12, 2014 at 7pm.

**Financial Report:** Clerk Rank handed out April financial reports.

Motion by Warrichaiet, second by Erickson to approve the financial reports, motion carried on a roll call vote.

**Police Department:** Police Chief Jess Keplinger was excused. His report was handed out.

**Health, Protection, and License:** Alderperson Warrichaiet reported there was no building inspector update. Motion by Blaser, second by Mohr to approve the completion of Chief Keplinger's probationary period, motion carried. Warrichaiet stated that a letter was received from Oconto County Sheriff's Department commending Officer Karl Goerlinger on his work.

**Board of Public Works:** Discussion was had on abandoning the sidewalk at 104 S Franklin Ave. Motion by Warrichaiet, second by Erickson to abandon the sidewalk at 104 S Franklin Ave., motion carried.

**Utility:** Utility Department Head Ron Anderson was excused. His report was handed out. Alderperson Mohr read Anderson's report.

**Finance and Personnel:** Alderperson Erickson had nothing to report.

**Planning Committee:** Discussion was had on selling lot 25 in Ridgewood Heights. Motion by Erickson, second by Mohr to approve the sale of lot 25 to Eric Schmidt, motion carried on a roll call vote. There was no update on the Ad-Hoc committee for the trail head grant or the assisted living project.

**Attorneys Report:** Attorney Tim Schmid reported that a bunch of collection letters were sent out. He hopes to have an update on the Farrell case at the next meeting.

**Mayor Reports:** Mayor Drake thanked everyone for their work on the gas leak on Main Street.

**OTHER BUSINESS:** None

Meeting Adjourned at 6:42 pm.

Beth Rank, Clerk

## **COMMUNITY CENTER/SQUARE UPDATE**

Since our library purchased the bank building in May, the community has come forward with over \$30,000 in donations for the Community Center/Square project. This is more than enough to complete Phase One (which is to add a second bathroom in the bank building and to create two separate meeting room spaces). I've met with 5 local contractors to give us a bid on the project, and so far I have only received a quote back from one of them since August when they were all out to see the property.

It is still feasible that this building could be open to the public by the end of this year. Once the meeting rooms are complete there, we can begin fundraising for Phase Two (which is to convert the library's meeting room space into library space). A locksmith has already rekeyed the exterior doors on the bank building and changed out the knobs inside so that it's more user-friendly for the groups who will be using this space.

Kurt Darrow contacted me and he is donating some office furniture to the library for us to resell, with the proceeds going to the Community Center/Square project. The city crew will move the furniture into the bank building next week, and we'll start a "Silent Auction" on all of the items that the library can't use beginning on October 4<sup>th</sup> (the Saturday of Cider Daze).

## **BARN QUILTS OF OCONTO COUNTY GETTING NATIONAL ATTENTION**

The current issue of COUNTRY magazine features the article on our Barn Quilts of Oconto County project. Remember that the editors/staff of the magazine spent the day with us here back in June and were involved with the entire process...painting the quilt blocks at New View Industries to the installation on the barn.

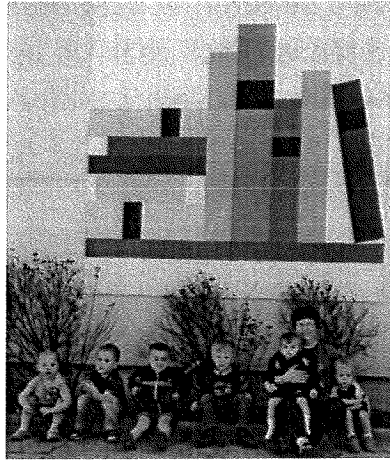
Editor Robin Hoffman did a great job of writing the article, and had wonderful things to say about his experience here in Gillett and Oconto County. OCEDC told me that they've already received an inquiry from Ohio on our barn quilts! It's great to get national attention for this project and our community.

The online version of this story can be viewed at this link:

<http://www.country-magazine.com/short-stories/inspirational-stories/beautiful-barn-quilt-an-outward-symbol-of-family-pride/>

# GILLETT PUBLIC LIBRARY LIBRARIAN'S REPORT – MAY 2014

Prepared by Kay Rankel, director



*The Friends of the GPL paid for a quilt block for the library through our BARN QUILTS OF OCONTO COUNTY project, and the Gillett city crew did a great job installing it on the west side of the building. There are quite a few blocks up now throughout Gillett, including at the Cracked Cup, Dr. Drake's office, New View Industries, and the Gillett Area Historical Society.*

## COMMUNITY CENTER/COMMUNITY SQUARE PROJECT

I've been spreading the word throughout the community (to business owners, individuals, and community groups) and have heard nothing but positive comments on this project. Several business owners have commented that they want to help and be involved with the planning of this space.

I've applied for two grants. One is through the Project for Public Spaces/Red Box/OCLS and is right in line with what we're trying to accomplish. The grant would supply \$5000 worth of hard goods along with free consultation/designing to create an outdoor space for special events. Another grant was through Home Depot which would provide \$5000 worth of gift cards for merchandise there.

Our Friends of the GPL will be meeting on May 29<sup>th</sup> to plan for our first all-community brainstorming session where the community will be invited to provide input on the features to be included in the new Community Center/Square. My goal is to have our first community planning session in June, and then to hold another special event sometime during the summer. I think it's important to get something happening in this space as soon as possible.

Our Library System has asked me to do a webinar on this project that they'll call "Two Banks and a Square". What we're doing is truly unique and a lot of other libraries are interested in knowing more about this collaboration.

## **GILLETT COMMUNITY CENTER/ COMMUNITY SQUARE PROJECT**



**REVITALIZING OUR DOWNTOWN  
BY CREATING A NEIGHBORHOOD SENSE OF PLACE**

## **GILLETT COMMUNITY CENTER/COMMUNITY SQUARE**

### **PHASE ONE**

**Create two meeting room spaces in the bank building/add a second bathroom/add display space** - hoping to do w/ donations

### **PHASE TWO**

**Convert the library's meeting room space into library space to provide more seating for Wifi/studying/socializing**

### **PHASE THREE**

**Create COMMUNITY SQUARE around both buildings utilizing community input**



## DEVELOP A VISION



For a community vision to make sense and to make a difference, it needs to come from the people who live there...

not from consultants or other outside professionals.

## Good Places Promote Sociability



These are the spots where you run into people you know.

They are the places you take friends and family when you want to show them the neighborhood.

They are the center of the action by offering people many different reasons to go there.

## GO FOR A STROLL

A good place encourages strolling...  
create a promenade.



The route should be approximately 1500 feet which can easily be walked in ten minutes at a leisurely pace. People may opt for many times around, especially teenagers on the lookout for excitement, but you don't want to make the course too long for kids or elderly people.

## CREATE MORE PUBLIC SEATING

### PROBLEM

A New Hampshire town had removed public seating a few years earlier, fed up by a few teenagers who would perch on benches and antagonize passersby.

Young people that were polled stated that the scarce seating meant that there's only enough space for the bad kids to sit down.

### SOLUTION

So instead of removing seating, they added more to encourage young people to come back to downtown. This was a much more effective solution to the problem and made more sense than discouraging them in order to weed out a few troublemakers.



## REVITALIZE DOWNTOWN

Palm Beach FL revitalized its main thoroughfare by tackling a problem common in many cities today...a downtown that empties out after businesses close at 6:00 PM.

They launched a night-time weekly event that featured local artists along with good food and drink (booths were staffed by different non-profits who took home a portion of the sales).

They now successfully draw-in people from other communities, and the economic impact on the area has been tremendous.



## GILLETT COMMUNITY CENTER/COMMUNITY SQUARE



**FARMER'S MARKET**

**ART/CRAFT FAIRS**

**"WELCOME TO THE COMMUNITY" OUTDOOR SIGN/INFORMATION STATION or KIOSK**

**ICE SKATING RINK IN WINTER (place a large lit-up Christmas Tree here during the holidays)**

**INTERACTIVE WATER FEATURE IN SUMMER**

**SEATING FOR SOCIAL INTERACTION - FACE TO FACE OR VIA WIFI**

**DISPLAY SPACE FOR LOCAL ARTISTS/CRAFTERS/COMMUNITY GROUPS**

**STARTING AND END POINT FOR BARN QUILTS OF OCONTO COUNTY TOUR**

**REGISTRATION AND END POINT FOR BIKING/RUNNING/WALKING EVENT**



## **COMMUNITY INPUT/COMMUNITY SUPPORT**

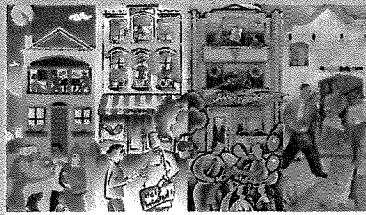
Work with all Gillett-area civic groups, school groups, city government, and businesses to decide on the features to include in this community space and to get funding to construct and maintain them

Work with the City of Gillett to apply for HUD Community Block Grants

**CDBG funds may be used for activities which include, but are not limited to:**

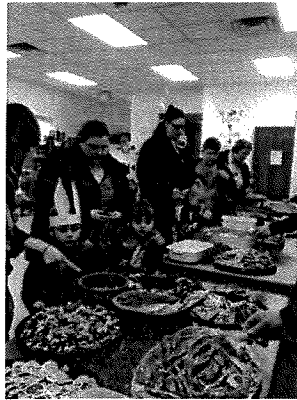
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- acquisition of property
- rehabilitation of residential and non-residential structures

Work with our Friends of the Library group on fund-raising activities/events



# GILLETT PUBLIC LIBRARY LIBRARIAN'S REPORT – APRIL 2014

Prepared by Kay Rankel, director



*Easter in Gillett 2014 – our library worked with the Gillett Business Association and Country Roads diner to bring the Easter Bunny to Gillett again this year. The rain held out and all were able to hunt for eggs down Main Street and inside the library. They turned in their eggs for candy and treats as they traveled down Candy Lane in the meeting room at the library.*

## REPORT TO NICOLET FEDERATED LIBRARY SYSTEM BOARD OF DIRECTORS

I was asked to make a member library report to our Library System board in early April, and am including my report to them in this monthly report. I highlighted all of the ways we work with the community, our unique events, and employee accomplishments. I also talked about our plans to purchase a bank building and convert into a Community Center and Community Square.

There were several questions from the board and many positive comments, especially about our efforts to create a community space here. This is something unique that other public libraries generally don't do. Most libraries who purchase buildings convert them into "library space"; we're purchasing a building and giving it back to the community by creating a community center and community square.

One of the NFLS board members was Carrie Campbell, a Brown County supervisor who is currently running for State Assembly. We talked for quite awhile after the meeting about our plans here to create a community space. She was instrumental in creating the neighborhood around Lambeau field, and shared some of her tips on how they gained support (her task was large as it involved 4 different entities – Brown County, the City of Green Bay, the city of Ashwaubenon, and the Oneida tribe). She is willing to answer any questions we may have as we work with our community here to plan/create/maintain our community space.



*Afternoons at the library means that all 10 of our public Internet computers are in use. Thanks go to the Gillett Civic Club (who donated \$3500) and the Gillett Woman's Club (who donated \$340) towards the replacement cost of all of our XP operating system computers.*

- I'm spearheading the "Barn Quilts of Oconto County" project which got off the ground a year ago. I coordinate with New View Industries (New View Industries is a non-profit employment and training facility for individuals who are developmentally/physically disabled or who have other barriers to employment). Our Oconto Electric Cooperative is sponsoring this project by donating the use of their bucket trucks (and the linemen are donating their time) for the installation of the barn quilts. Our county tourism department (the Oconto County Economic Development Corp) is also onboard.

We are bringing national author Suzi Parron to Gillett in June. She'll be touring our trail and wants to watch the process of creating and installing a barn quilt. Suzi wrote the book "Barn Quilts and the American Quilt Trail" and is commissioned to do a second book which is why she's touring the country...we're hopeful that our project will be included in this second book.

We've also been contacted by Country magazine who may do a feature story on our project which is exciting.

#### **GILLETT LIBRARY STAFF**

- In the fall of 2013, our Children's Librarian (Cindy Tuschy) was one of 25 in the State chosen to attend a 3 day work retreat sponsored by the DPI which provided professional development and networking opportunities for librarians who serve youth in small, rural public libraries. In 2012, she was one of a select few chosen to attend a program presented by NASA which was held at the UW-Madison campus; the purpose was to learn how to promote science to girls.

Cindy is a real asset to our library and to our community; there's nothing she won't do to promote reading to the children in our area. She is a regular presenter at the annual Workshop for Children's Librarians in northeast Wisconsin which is coordinated by NFLS.

#### **EXPANSION PROJECT**

Our library is currently in negotiation with BMO Harris Bank with the hopes of purchasing the bank building located right next door to our library. Our hope is to convert this building into a Community Activity and Learning Center, and our existing meeting room would be transformed into library space.

april 2014 report

## LIBRARIAN'S REPORT – March 2014

by Kay Rankel, director GPL



Photo taken last Easter along Main Street in front of the library...I think we'll be hunting in the snow again this year!

### LIBRARY SYSTEM UPDATE – EBOOK USAGE

Our Library System was rated number one in *Overdrive* holds (the application that our System uses for e-books) with over 110,000 holds, and number two in the number of *Overdrive* circulations nationwide. *Overdrive* is well used by our patrons and the money that all member libraries contribute to the state-wide buying pool has been effective.

*Overdrive* has created a catalog for children. It works the same as our current *Overdrive* service but contains children and young adult materials only. There is no additional cost for the kid's catalog. All libraries will get an announcement when the link is available on InfoSoup (our online catalog).

### BMO HARRIS UPDATE

At the time of this writing, I am waiting to hear back from BMO's Corporate Real Estate VP on the status of our offer to purchase and I'm not expecting any news until after March 31<sup>st</sup>. He has said repeatedly that he'd like to work with us to make it happen prior to the time that the building will be going up for auction (which will be in mid-April).

He feels that our case to build a **Community Activity and Learning Center** is a good one, as we're right in line with their executive message and corporate goals to work with communities to help them thrive. I'm remaining optimistic that this purchase will happen and am excited about the possibilities for our community, especially with the addition of a Community Square/Green Space. The uses for this space are endless, and would benefit all of our Main Street businesses as well as the entire community.

The Community Square could be used all year long to bring people into Gillett and here are just a few of the possibilities: farmer's market, lunch-time entertainment (music, speakers, demonstrations, etc.), outdoor seating for socializing/wifi, gas fire pit feature, ice-skating in winter, water/sprinkler feature in summer, and a community craft fair. I'm currently reading up on Placemaking which is a concept to create great neighborhoods and public spaces, more great ideas!