

CITY OF GILLETT COMMON COUNCIL

Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124
THURSDAY, MARCH 3, 2022 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, Matt Stroik, Clerk Treasurer Chelsea Anderson, Librarian Shannon Stoner, and Utility and Public Works Department Head Ron Anderson. Public Luke Reimer with New Media, Todd Hencsik District Administrator Gillett School District, Jay Conley Oconto County Circuit Court Judge, Kevin Smith, Chris Byars, Mr. Spaulding with Spaulding Construction, and Katie Daul with Tourism and Marketing.
Excused: Police Chief Shane Breitenbach and Fire Chief Kurt Hicks
2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **Public Input-** None
4. Presenter Jay Conley running for Oconto County Circuit Court Judge- Mr. Conley is very proud to be our judge for branch 2 for last the 11 years. He stated, I am fighting to keep my position, I love my job, I want to keep my job. He lives right here in the City of Gillett since 2014. Worked for a law firm until 1986 and started his own law office following that. He did municipal work being an attorney. Every case is different and fairness is his highest standard. Judicial philosophy, to him, it means he believes respect for the law, law enforcement, and the rule of law. In closing, I am so grateful to live here in Oconto County in the times we live in and would love for you to vote for me on April 5, 2022.
5. Presenter Todd Hencsik Gillett School District on the District Referendum- Mr. Hencsik along with Katie Daul School Board Member, presented for the District. The state has not increased the revenue floor to keep the services we all expect, example to keep small classes, and keep other elective courses and NWTC classes. We are asking the community to exceed the revenue limit by \$450,000 each year. It will maintain current programs and lower mill rate of 9.17 for upcoming year. If it fails, the school will look at cuts to the current programs. He stated, we are not endorsing cuts, but we did give out a survey for ideas on how/where to make cuts. Many questions about the federal relief funds and why cannot we use those: that money is not for the operational budget, there are specific ways to spend that money that are outlined in the packet. Last 3 years was \$600,000 and the school did not use it all, so they are asking for what they use. It is a non-recurring referendum.
6. Discussion & possible action on minutes for February 3, and Special February 23, 2022
MOTION: Stroik/Mohr
Motion to approve minutes from February 3 and February 23, 2022.
Voice Vote: All Voting Aye - **MOTION CARRIED**
7. **CDA Report:** Alderperson Mohr- MSA Art Bahr will be looking into Annexation options for the City of Gillett.

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8. **Library Report:** Alderperson Rudie- Reported the back of the library has been repaired with steel. Librarian Shannon Stoner reported the Annual Report for 2021 has been completed and submitted to WI Department of Public Instruction.
- She contacted the Oconto County Economic Development Corporation (OCEDC) about marketing the community center for event space. I created a marketing video to highlight what the facility offers for potential business organizations and non-profits.
- She created a presentation to highlight all that the Gillett Public Library did in 2021.
- We have 3 High School volunteers helping out at the Library
- Gillett Library will be a distribution point for masks nationwide. We received a box of N95 masks for distribution from the Oconto County Health Department. One bag will be available per adult per day. Each bag will have 2 masks inside.
- The library now has a 54 key electric keyboard available for borrowing.
- We had an insurance claim being processed for WE Energies due to power surge caused by sudden loss of power during work on the transformers. The claim is complete and we will get a check from WE Energies for the loss of equipment.
- Summer Reading Program:
- i. Tentative Programs to add to our schedule include: Bergsbacken Farms (Sunflowers), Lisa Phillips (scuba divers), Bay Beach Wildlife, and Green Bay Children’s Museum
 - ii. Would like to invite the Green Bay Children’s museum to come and do an outreach program (\$150)
 - iii. Reached out to the Gillett School District regarding STEM programming for students during the summer.
 - iv. Reached out to Finnegan Lake Walleye Club to schedule fishing days during summer
 - v. Carmen Brown to do water stem activity
- Library employees will be asking permission from Library Board for library staff to go to GBBG for Compassion Resilience Training on April 7 from 9am-4 pm. Compassion-Based Resilience Training (CBRT) is a complete, evidence-based training method of building resilience and well-being of mind, heart, and body using mindfulness and compassion practices as well as healing imagery and breathwork. It will be requested that the library close for the day for staff to attend this valuable training. Janet from the Marinette/Oconto County Literacy will be coming to April’s meeting to express how much she appreciates the library for what we do for them.
- Dr. Seuss’ Birthday Party is Friday, March 18, at 1 pm. This will take the place of Preschool Story time.
9. **Tourism & Marketing Commission:** Katie Daul- Reported that the commission has created a new logo to be reviewed and is included in packet. The restructure to the chamber, they are waiting for final documentation from state which is months out. The committee is finalizing by-laws, looking for board of director’s candidates, and looking for grants for a sign update. Further discussion on community garden will be at the next meeting.

*****MOTION: Spaulding/Rudie**

Motion to approve moving Planning Committee items after Tourism and Marketing.

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

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***Planning Committee Report: Alderperson Spaulding

- a. Discussion and Possible Action On rezoning multifamily lots to commercial at 330 Robinhood Lane for Spaulding Construction to build storage units

MOTION: Stroik/Rudie

Motion to approve rezoning multifamily lots to commercial at 330 Robinhood Lane for Spaulding Construction to build.

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

10. Financial Report: Clerk Treasurer

- a. Updated Monthly Check Register Provided and Budget

MOTION: Stroik/Mohr

Motion to approve January 2022 Check Register and Budget.

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

11. Police Department Report: Police Chief Shane Breitenbach- Written Report

- a. Discussion on Training, Public Relations, and Incident Summary Report –157 incidents as of February 22, 2022

February again has been a training filled month for myself and several of our officers. All of our full time officers received training to be able to use the new TEK-84 full body scanner that has been installed at the Oconto County Jail. This piece of equipment is used to detect concealed contraband and/or weapons on or inside of a person before they enter the secure area of the jail. Officer Hoeft completed his 16 hour EMT Refresher course which was hosted by Gillett Area Ambulance. For those of you who do not know both Officer Hoeft and Officer Hull are not only certified law enforcement officers, but are also certified Firefighters and EMT's. We are very fortunate to have their extensive skills and abilities available while they are on patrol.

Officer Schultz is working solo patrol duties and is performing very well. Officer Schultz and I have been developing a new evidence log in procedure and plan to have it implemented soon.

Officer Buettner attended the Gillett Area Cub Scouts annual Blue and Gold Banquet at St John's Church. Officer Buettner was asked to give a presentation, where she shared her reasons why she became a police officer and what to do in the event of an emergency. A few days later, Officer Hoeft hosted the Cub Scouts for a field trip tour of the Gillett Police Department.

The decommissioned squad was stripped of its law enforcement equipment and professionally detailed. The squad is now listed on GovDeals and has been receiving a fair amount of bidding activity.

He stated in the report, I have been working on several grants to assist with the purchase of new body armor and less lethal weapon options (Tazer, BoloWrap). I have also reached out and inquired on establishing a working relationship with Nelson Tactical in Green Bay. Nelson Tactical is a supplier of law enforcement related equipment including but not limited to uniforms, duty gear, firearms, and body armor. Nelson Tactical also offers law enforcement agency discounts on most items and provides assistance with obtaining equipment related grants.

I have utilized the remaining funds from the donation generously given by Laurie Woldt, to purchase trauma tourniquets for all of our officers to carry on them while on duty. Having these on our officers and immediately available on scene following a serious injury/event can make the difference between life and death.

One final note, we are still looking for someone to fill the full time crossing guard position. If you have anyone you think may be interested, have them see Chelsea to complete an application.

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12. **Fire Department Report:** Chief Hicks

- a. Discussion on Training, Public Relations, and Incident Summary Report- Training: 0 Calls for February: The training schedule is set up for the whole year

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

- a. Discussion and Possible Action On Picnic License for Roy Hubbard Memorial Truck Show and Civic Club Fourth of July Celebration

MOTION: Rudie/Mohr

- b. *Motion to approve the Picnic License for Roy Hubbard Memorial Truck Show and Civic Club Fourth of July Celebration, contingent upon insurance certificate.*

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

14. **Board of Public Works Committee Report:** Stroik reported the departments are ready for spring with the equipment and are working on new logos for trucks. Department Head stated the truck route was complete and he will be ordering signs. Looking into a possible “Municipal Day” for the public to learn about the pump houses, utility, city hall, and public works. Starting to compile a construction packet for homeowners to know what will happen with our projects.

- a. Discussion and Possible Action on approval of Department Head Ron Anderson and Mayor McCarthy to become a Representative-Signature- Certify for the USDA (United States Department of Agriculture) Rural Development application, for Clerk Chelsea Anderson to become the Administrator, and Ayres and Associates to become the Engineering Consultant

MOTION: Mohr/Blaser

Motion to approve Department Head Ron Anderson and Mayor McCarthy to become a Representative-Signature- Certify for the USDA (United States Department of Agriculture) Rural Development application, for Clerk Chelsea Anderson to become the Administrator, and Ayres and Associates to become the Engineering Consultant.

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

- b. Discussion and Possible Action on approval to proceed with equipment grant from USDA with a 50/50 grant, max is \$100,000- equipment needed is a skid steer and lawnmower.

MOTION: Rudie/Blaser

Motion to proceed with equipment grant from USDA with a 50/50 grant, max is \$100,000 for the grant (50,000 matching) to be considered for our 2023 budget.

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

- c. Discussion and Possible Action on approving painting city hall outside, solicit for bids

MOTION: Mohr/Hubbard

Motion to approve painting city hall outside, solicit for bids.

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

- d. Discussion and Possible Action on approving the gas disconnection for \$1,231.00, to pay out of raze order budget- 133 E First Street.

MOTION: Rudie/Mohr

Motion to approve the gas disconnection for \$1,231.00, to pay out of raze order budget to move forward with the raze order.

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

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- e. Discussion and Possible Action on approving the Public Works and Utility Department hours to Monday through Thursday of four 10-hour shifts from 6a to 4p-

Aldersperson Rudie wanted to let everyone know that she saw a Facebook post that was very rude and out of line about our water department. The post was because a resident has been out of water for a week, she stated she could not find time to call or leave a message or come to city hall. Rudie read the post and called Department Head Ron Anderson to see if he can fix the problem. Ron was already onsite fixing the issue. Citizen did not make an effort or contact city hall or the police in any way to let us know there is a problem. Ron fixed the problem immediately, the water service froze and was repaired a week prior by DeGroot. The water to the house was turned off during repairs, turned back on when they were finished and connection was restored, and then was accidentally turned back off when the cap was put on. The post later was recanted. Rudie said we should be very proud of Ron and what he does for the city.

Spalding is worried productivity will slow after 8 hours.

MOTION: Mohr/Hubbard

Motion to approve changing the Public Works and Utility Department hours to Monday through Thursday of four 10-hour shifts from 6a to 4p.

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

- f. Discussion and Possible Action on approving the closing of the Recycle Center from November 1 to April 1 every year starting in 2022

MOTION: Rudie/Spaulding

Motion to approve closing the Recycle Center from November 1 to April 1 every year starting in 2022.

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

- g. Discussion and Possible Action on State Municipal Financial/Maintenance Agreement for State Highway Project

MOTION: Rudie/Blaser

Motion to approve the State/Municipal Financial Agreement. City portion is \$54,000, not to exceed.

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

15. **Utility Committee Report:** Ron Anderson Head of Public Works and Utility reported they reissued our discharge permit. Going to do a PFAS (Perfluoroalkyl and polyfluoroalkyl substances, can be found in every day products such as waterproof jackets and nonstick pans) contamination test, it is free to us; it is in our drinking water and is a problem in many other cities. It is voluntary testing. Test will see how much our wells are impacted, nothing is mandatory at this time. This is us being proactive and preparing for the future.

- a. Discussion and Possible Action On offering to purchase a lot from Seneca (parcel #2310422254576) with an easement for them to use the driveway for a retention pond

MOTION: Stroik/Rudie

Motion to buy the parcel #2310422254576 from Seneca for \$9,000 with an easement for them to use the driveway.

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

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- b. Discussion and Possible Action On an easement for a driveway off of our wastewater treatment driveway for Belongia's to build a house on private land – Leave Lay until we know if they can build a house in the area. Our ponds have regulations on distances buildings can be built.
16. **Finance and Personnel Committee Report:** Alderperson Hubbard –No report.
17. **Park and Cemetery Committee Report:** Alderperson Rudie-
- a. Discussion and Possible Action On Park Rentals for Roy Hubbard Memorial Truck Show and Civic Club Fourth of July Committee
- MOTION: Mohr/Stroik**
Motion to approve the Park Rental for Roy Hubbard Memorial Truck Show 6/16/22-6/19/22 and Civic Club Fourth of July Celebration 7/2/22-7/5/22, contingent upon proof of insurance.
Voice Vote: All Voting Aye – **MOTION CARRIED**
- b. Discussion and Possible Action on approving bid from Green Boyz for grass cutting for the cemetery and park fertilization
- MOTION: Stroik/Hubbard**
Motion to approve the bid from Green Boyz.
Roll Call Vote: All Voting Aye – **MOTION CARRIED**
18. **Planning Committee Report:** Alderperson Spaulding- Motion was made to move item under Tourism and Marketing.
19. **Clerk Treasurer's Report:** Clerk Treasurer reported that she has all election workers positions filled for April. They are coming into City Hall to watch webinars and training to fulfill their hours.
20. **Attorney's Report:** Hanaway Ross Law Firm working on raze orders and retention pond parcel purchase.
21. **Mayor's Report:** Mayor reported we needed a Health Protection and Licensing meeting. He stated he would also like an Auto Sales Ordinance and Recycling Center Ordinance. June 13 is Arbor Day Proclamation Day; it will be in the Times Herald, City website, and City Facebook to remind citizens to celebrate with us being Tree City USA.
22. **Adjourn** at 8:25 PM
- MOTION: Blaser/Stroik**
Motion to adjourn.
Voice Vote: All Voting Aye - **MOTION CARRIED**

Respectfully Submitted,
Clerk Treasurer Chelsea Anderson