

CITY OF GILLETT COMMON COUNCIL

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

**THURSDAY, AUGUST 4, 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, Jon Gildemeister, Marie Blaser, Matt Stroik, Clerk Treasurer Chelsea Anderson, Librarian Shannon Stoner, Police Chief Shane Breitenbach, Fire Chief Kurt Hicks, Utility and Public Works Department Head Ron Anderson, and Katie Daul Tourism and Marketing. Ayres Engineer Trace Hubbard, and NEW Media Luke Reimer.

2. **Clerk informs the Council that the Open Meeting Law has been complied with**

3. **Public Input:** None

4. Discussion & possible action on minutes from July 7, 2022- Rudie asked about the Garden Walk after looking at the minutes and thanked Dual for the great turnout and how wonderful the event was.

MOTION: Mohr/Rudie

Motion to approve minutes from July 7, 2022

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

5. **CDA Report:** Alderperson Mohr – no report.

6. **Library Report:** Librarian Shannon Stoner reported- We are fully staffed as of now, Rita Barke has resigned and Ann Ammerman and Hannah Moser will be starting.

We will be at Back to School Night on Tuesday, August 30th from 4:30-6:30 pm.

Our programs in August include learning about water pollution and water filtration, The Children's Museum of Green Bay will be at Gillett on Monday, August 8th from 10:30-11:30 am for Unsinkable Ships (You have to build a ship that will save your passengers), learning about erosion, the Hammen Family from Bonduel will be at the Library on Friday, August 19th during Storytime to talk about the importance of bees, and National Dog Day is on Friday, August 26th.

Bay Beach was a hit, had about 20 families come to the event. The 2023 Budget planning is underway. Our library gardens were in the Garden Walk on July 14th.

Friends of the Library will be coordinating efforts with High School students to rebuild Little Free Libraries around the city which need replacement. New View is currently maintaining those which they are able to. Upcoming Fall-Winter Events:

In the Fall we will have a "Smart Cookie Book Club" which will run from September to November. Kids will receive a card which will be stamped every time a child checks out books. Completed cards will be turned into Library Staff at a Cookie Walk planned for Saturday, December 10th from 11-3 pm. Kids will choose a paperback for their hard work.

Coffee with a Cop-September. Gillett Library will participate in the Wisconsin Science Festival.

Haunted House 2022: Fridays and Saturdays in October: 21, 22, 28, 29 from 6:00-9:00. The theme this year is Halloween Night at The Museum.

Dec-A-Tote-October (Decorate a Tote). Local Author: Casey Cardel –October 25th 5-6 pm

Cookie Crawl-December

I signed up for my Fall classes. My certification classes will be done by the end of December 2022.

CITY OF GILLETT COMMON COUNCIL

7. **Tourism & Marketing Commission:** Katie Daul reported the Garden Walk was a success. Great participation, people from Green Bay and other surrounding areas showed up for the event and after party at Spirits. A big Thank You to our hosts. The same event will be planned for next year. The committee met last night and planned a fall event to coincide with Gillett School Districts Homecoming. There will be a Volleyball and Football game, the City of Gillett Fire Department will host a community bonfire in Zippel Park, and there will be a vendor fair Saturday and sidewalk sales. The dates are September 30 and October 1.

8. **Financial Report:** Clerk Treasurer
a. Updated Monthly Check Register Provided and Budget

MOTION: Mohr/Spaulding

Motion to approve July 2022 Check Register and Budget.

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

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

a. Discussion on Training, Public Relations, and Incident Summary Report -Chief Breitenbach provided the incident report.

Training and Public Relations- 142 incidents through July 1-August 3, 2022.

I have been working with the Oconto County Youth Fair Board on updating the Emergency Preparedness/ Response plan for the 2022 Fair event. The plan has been finalized, approved, and is now in place. One noticeable change for this year's event is the Oconto County Emergency Management Command vehicle will be placed centrally on the fairground property allowing it to be seen by all visitors. The Command Post Vehicle not only will be the direct point of contact for emergency services, but will also be utilized as a public relations tool for local agencies to assist with the recruiting of new members and highlighting some of their equipment and provided services.

I have been in discussion with WI State Patrol Regional SGT Jennifer Austin and she will be assigning a Trooper to our area during the weekend of the fair to assist with extra man power needs. We will also have extra staff on duty for the Fair.

A couple of weeks ago the Gillett Police Department along with the Gillett School District administration team, hosted a K-9 training event at the Gillett Secondary and High School facilities. K-9 teams from the Oconto County Sheriff's Office, City of Oconto Police Department, Forest County Sheriff's Office, Menominee County Sheriff's Office, City of Shawano Police Department, Door County Sheriff's Office, and the Shawano County Sheriff's Office all participated. The K-9 teams worked on drug detection and apprehension activities. This type of event demonstrates the willingness of our community to work alongside area law enforcement on improving relationships while also supporting critical trainings that will keep our officers skills sharp and at the ready.

Officers Buettner and Hoeft were presented letters of recognition from STOP STICK Incorporated in reference to their successfully deployments of the STOP STICK Tire deflation devices that are carried in our squads. They were also presented special pins for display on their uniforms. Again, tools such as these are critical in providing the safest resolve while handling these type of incidents.

Rudie asked why we did not do a National Night Out Event. Chief stated lack of staff and time this year. Rudie felt out community missed out. Chief stated there is already a plan for next year involving the Fire Department and ambulance service.

CITY OF GILLETT COMMON COUNCIL

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

- a. Discussion on Training, Public Relations, and Incident Summary Report-
July 15 alarm at Seneca, July 18 alarm at Seneca, July 27 EMS lift assist, August 1 alarm at Seneca, August 2 barn fire in Underhill, August 3 recall for Underhill barn fire. Barn fire had 50+ firefighters from 9 different departments. Went immensely well, the objective when the City of Gillett arrived was to focus on saving equipment surrounding the barn and buildings. Contained the fire and moved apparatuses. Used 250,000 gallons of water by drafting off a holding pond, setting up a porta tank and many tenders from all over. 5:30 pm until 2 am to fight the fire. Many people came to help including Schaal's with a backhoe, Oconto Electric for their disconnect, and help with road blocking. The guys were on the hose for 3-4 hours, called Oconto Falls for backup to receive more resources and gave the guys a rest. Dealing with Seneca this year: they will switch over migrant housing to all new smoke detectors, the current sensors have a filter and the showers or laundry sound the alarm. They will be changing to heat heads so it does not trip the alarm. Training: we were involved in training with EMS for driver's ops and driving the ambulance, more involved with EMS. Need to be certified to drive the ambulance; if they would ever need help, we are trained. Had a MABAS (Mutual Aid Box Alarm Service) meeting about the incident action plan on the fair, it was well written. Should write IEP on 4th of July. Golf outing Saturday the 13th of August. Pump testing August 17 in Underhill and Berry Lake. Will be at the fair for public relations.

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

- a. Discussion and Possible Action on an Operator License for Linda Trudeau, April Caldwell, and Ellen Kessler
MOTION: Rudie/Mohr
Motion to approve the above stated Operator's Licenses, all background checks have been completed.
Voice Vote: All Ayes **MOTION CARRIED**
- b. Discussion and Possible Action on **Class B Fermented Malt Beverage & Class B Liquor**
-The Social, Joseph Quance, 108 N Lake Street, Gillett, WI 54124
MOTION: Stroik/Spaulding
Motion to approve the above stated Class B Fermented Malt Beverage and Class B Liquor to The Social.
Voice Vote: All Ayes **MOTION CARRIED**
- c. Discussion and Possible Action on tobacco/cigarette retail license for The Social, Joseph Quance, 108 N Lake Street, Gillett, WI 54124
MOTION: Stroik/Mohr
Motion to approve the above stated tobacco/cigarette license for The Social.
Voice Vote: All Ayes **MOTION CARRIED**
- d. Discussion and Possible Action on Chicken Ordinance
MOTION: Rudie/Spaulding
Motion to approve chickens in the City of Gillett, all citizens must comply with the Chicken Ordinance.
Voice Vote: All Ayes **MOTION CARRIED**

CITY OF GILLETT COMMON COUNCIL

- e. Discussion and Possible Action on Ridgewood Covenants

MOTION: Stroik/Spaulding

Motion to approve removing the fence portion of the covenants, follow the city ordinance.

Voice Vote: All Ayes MOTION CARRIED

- f. Discussion and Possible Action on Sign Ordinance- Leave Lay

- g. Discussion and Possible Action to rescind Golf Cart Ordinance because we do not meet State Statute- Leave Lay, other municipalities have a golf cart ordinance with no golf course, need more information.

- h. Discussion and Possible Action on Home Occupation Permit for 315 N McKenzie High Falls Metal

MOTION: Stroik/Spaulding

Motion to approve a Home Occupation Permit for 315 N. McKenzie Avenue, Gillett WI 54124.

Voice Vote: All Ayes MOTION CARRIED

- i. Discussion and Possible Action On Quotas for Class A intoxicating liquors and Class A Fermented Malt Beverage licenses – sale off premises

MOTION: Stroik/Blaser

Motion to approve the Quotas for Class A intoxicating liquors and Class A Fermented Malt Beverage licenses – sale off premises- 4 each.

Voice Vote: Stroik, Rudie, Blaser, Gildemeister Ayes, Spaulding Nay, Mohr Abstains MOTION CARRIED

12. **Board of Public Works Committee Report:** Alderperson Stroik- Utility/Public Works Department Head Ron Anderson stated they have been repairing storm sewers on Main Street. The crew has also re-lined N. Wallis ditch so water drains better. Getting ready for leaf pickup and finishing up with brush chipping. Need to clear trees in the new E Washington property for the retention pond for road projects. Martel will be putting in the much needed curb on Second Street, should fix all water problems. New fence will be put up at recycling center.

(Stroik leaves at 6:45pm)

Construction report Trace Hubbard from Ayres: Public Works has a set of completed plans to look over. The Project will be advertised this Friday, bids open on the 19th, we are hoping for good prices. Will need to have a Special Council Meeting to award the contract before September 3, 2022. All work will be done next year because of delays. Rudie had questioned why no work was being done this year and was not happy with this outcome.

13. **Utility Committee Report:** Alderperson Mohr stated she had many compliments on the finished Utility Garage on Lake Street. Utility/Public Works Department Head Ron Anderson stated that sewer jetting for the year is done; it was done all the way down the railroad grade to the Wastewater Treatment Plant. Main break right by Gillett Mill, was able to shut down the main line with the break without losing many service addresses. Now that it is fixed, Oconto County has been contacted to fix the patch.

CITY OF GILLETT COMMON COUNCIL

Utility Committee Report : Continued:

PFAS sampling is back, it was done through a grant- drinking water tested way under allotted amount, or tested as undetected. 28 contaminants were tested for. Excellent report, thankful to have a very good clay layer above our wells, about 150 feet. Well number 4 was down due to a VFD (Variable Frequency Drive), it is the 4th or 5th one replaced now. CTW replaced the VFD; all wells are back on line. Will start on budget. Meter pit is put in ready for the fair in Zippel Park. The Public Service Commission states all water must be metered.

14. Finance and Personnel Committee Report: Alderperson Rudie-

- a. Discussion and possible action on creating debt reserve account(s) in Local Government Investment Pool for water and sewer– place item on next council agenda for city account.
- b. Discussion and possible action on splitting water and sewer accounts per USDA loan requirements

MOTION: Mohr/Spaulding

Motion to approve splitting water and sewer accounts per USDA loan requirements

Voice Vote: All Ayes MOTION CARRIED

15. Park and Cemetery Committee Report: Alderperson Gildemeister- looking into grant for playground equipment. MSA will be putting together a project idea for us and looking for a grant. Utility/Public Works Department Head Ron Anderson stated the flagpole is up in cemetery.

16. Planning Committee Report: Alderperson Spaulding-

- a. Discussion and Possible Action on Garage Permits for 128 E First Street- Rowell, 129 W Pine Street -Wynkoop, and 106 N Zippel Avenue –Grezlak
Grezlak did not turn in full application.

MOTION: Rudie/Mohr

Motion to approve garage permits for 128 East First Street Jake Rowell and 129 W Pine Street Wally Wynkoop , complying with our ordinance.

Voice Vote: All Ayes MOTION CARRIED

- b. Discussion and Possible Action on Fence Permit at 160 W Park Street – Ort

MOTION: Spaulding/Rudie

Motion to approve a fence permit for Gary Ort. Fence will be 300 feet by 150 feet, 11-inch pine vertical boards, 9 foot tall maximum, high enough for weed control on bottom, installed before October 1, and installed professionally.

Voice Vote: All Ayes MOTION CARRIED

- c. Discussion and Possible Action on 209 E Armstrong Street Gillett WI 54124

MOTION: Spaulding/Blaser

Motion to approve a raze order on 209 E Armstrong Street, Gillett WI 54124.

Voice Vote: All Ayes MOTION CARRIED

- d. Discussion and Possible action on a variance for a 136 foot curb opening for Spaulding Construction- Leave Lay, did not pass Planning Committee.

CITY OF GILLETT COMMON COUNCIL

17. **Clerk Treasurer's Report:** Clerk Treasurer stated Deputy Lisa Anderson has completed Clerk Year 2 at the Clerk Treasurer's Institute. The election public test was Monday and Election Day is next Tuesday, Polls open at 7am. I have completed the process to keep our library tax exempt; I have sent all the paperwork to the County for approval. I have also completed the yearly trailer park permit process and Rolling Hills and turned in all necessary paperwork.
18. **Attorneys Report:** Hanaway Ross Law Firm- No report.
19. **Mayor's Report:** Mayor McCarthy stated he would look at poll worker wages during budget time. He attended birds of prey event put on by the library and the Garden Walk. He also stated we need to look at attendance of the council members. Past 3 to 5 months, attendance has been a growing concern within the community. Items need to get done and we need to press forward. Will be repercussions if members cannot attend. We need to do our elected duty.
20. **Adjourn** at 7:25 PM
MOTION: Mohr/Rudie
Motion to adjourn.
Voice Vote: All Voting Aye - **MOTION CARRIED**

Respectfully Submitted,
Clerk Treasurer Chelsea Anderson