

# CITY OF GILLETT COMMON COUNCIL

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

**THURSDAY, NOVEMBER 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, 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, Trace Hubbard with Ayres and Associates, Dan Rammer with MSA, and Katie Daul Tourism and Marketing, New Media Warren Bluhm, Public Chris Byers, Micki Carlson, and Kevin Smith. Excused: Debbie Rudie

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

3. **Public Input:** None

4. Discussion & possible action on minutes for October 6, 2022

## **MOTION: Blaser/Spaulding**

*Motion to approve minutes from October 6, 2022*

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

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

6. **Library Report:** Librarian Shannon Stoner reported-  
November Events

- a. Local Author Casey Cardel speaking about her new cozy mystery book, “Better Gnomes and Gardens” on Wednesday, Nov. 16 from 5-6 pm in the Community Center

- b. Thanksgiving Week

- i. Coffee with a Vet: Thursday, Nov. 10<sup>th</sup> 11-12 pm

- ii. Monday, Nov. 21: 12:30-3:30 pm, Science Skillz and 2-3 pm, Legos

- iii. Tuesday, Nov. 22: 10-10:30 am: Thanksgiving Storytime in Library; 11-11:30 am: Puppet Show; 4-5 pm Teen Tuesday: Book Wreath Craft

- iv. 1-3 pm Pathfinder and Community Board Games

- v. Wednesday, Nov. 30 Deadline for Cookie Crawl Registration

Makerspace-We have our Makerspace. We have a couple bins out already: Circuits, Magnetic Tiles, and Drawing/Comic Book Design.

Sent out letters to businesses in town regarding Community Center rental

We are expanding our “Library of Things” with cake pans!

The Library is coordinating efforts to provide a Castle Reading Nook for a young patron who is currently registered with Make A Wish. I approached Mr. Zimmerman at the school; he and the kids were excited to build it. The school is donating the materials and labor and is constructing it. In need of paint, I approached Meuiner’s True Value and explained the situation. I have to go Thursday to get the paint. They will mix it and donate the paint to the project. No library money will be used and it will be a great opportunity for some outreach marketing.

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7. **Tourism & Marketing Commission:** Katie Daul reported they had a Chamber Meeting, they will continue Harvest Days and Garden Walk through the upcoming years. Project ideas were light pole banners, spring cleanup event, and signage in Cecil to promote Gillett.
8. **Financial Report:** Clerk Treasurer
  - a. Updated Monthly Check Register Provided and Budget  
**MOTION: Stroik/Mohr**  
*Motion to approve October 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- 192 From the Chiefs Desk;

Gillett Police Department/ 192 incidents/ October 1- November 1.

Throughout the month of October, members of the Gillett Police Department attended various training events. Officer Schultz attended Nuisance Abatement/ Ordinance Enforcement training hosted by NWTC. Topics covered included WI Nuisance abatement laws, Landlord/Tenant laws, creating a local nuisance abatement program, best practices in addressing problem properties, drug abatements, and utilizing Intelligence Led Policing tactics for drug houses. Officer Schultz has been working diligently on addressing several habitual problem properties in the city.

Officer Buettner attended ICAC (Internet Crimes Against Children) School provided by and funded by the State of WI Department of Criminal Investigations. This course has been designed for criminal investigators to aid them in internet crimes against children (ICAC) investigations. The school built investigative knowledge through a five-day course with topics that included the following: Identification and interview techniques for ICAC victims, witnesses and offenders; Identifying networks and case development; State and federal prosecution; Child Pornography Investigations; Digital Evidence Seizure & Recovery; Online Undercover Operations including Chat and Peer2Peer; Social Networking; Cell Phone and Cyberbullying Investigations; Drafting of Search Warrants and Subpoenas; CyberTips; Consent Searches; Investigative Resources; Vicarious Trauma; Child Sex Trafficking; and State and Federal Legal Updates. Officer Buettner has been working on several open ICAC investigations.

I attended First Line Leadership Officer Training hosted by the Door County Sheriff's Office. This course, presented by the University of Tennessee Law Enforcement Innovation Center, is used to teach first-line supervisors in developing a better understanding of roles, accountabilities, and skills in supervision. First-line and middle management supervisors learned how to better empower their officers to solve problems and be accountable for their actions. We also learned skills on becoming coaches and mentors for our officers, and the importance of proper foundations for implementing basic changes to a supervisor's skill sets.

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All of the Gillett Police Department Officers have been working on completing their bi-annual firearm qualifications. Village of Suring Police Chief Kevin Schneider has been assisting with, testing, and certifying our officers. I wish to thank Chief Schneider for his continued assistance to our department with this task.

Over the past few months, I have been reviewing the police department policy and procedure manual. The policies and procedures need to be reviewed and updated to adhere to the realm of ever changing laws. I have been in discussion with Michael Boutsen who is a representative for Lexipol. Lexipol is the nation's leading policy and training platform serving more than two million first responders and local government officials. Lexipol's legal experts continually follow legal developments at the state and national level, so you have the most up-to-date policies and policy training available. Local agencies such as the Oconto Falls Police Department and the Oconto County Sheriff's Office utilize Lexipol. The estimated cost of Lexipol's services is \$2300-

\$2500 a year. Because the City of Gillett is a member of the WI League of Municipalities, nearly all of the cost for Lexipol's services would be reimbursed to the city from the league. This is an incredible benefit available to the city! As soon as I receive the final cost analysis I will advise the council.

On October 26, Chief Breitenbach, along with Oconto County Deputies, Inv./K-9 Handler Plotkin and Lt./K-9 Handler Angus, and their K-9 partners, conducted a contra band sweep of the Gillett Secondary/ High School buildings and parking lot. No items of law enforcement interest were located. The Gillett Police Department thanks the Oconto County Sheriff's Office for their continued assistance and support.

On October 29, the Gillett Police Department hosted the annual fall National Drug Take Back Day event at the Gillett Police Department. Nearly 51 lbs of unused/expired medications was collected and turned over to the DEA for proper disposal.

Here is a list of a few community event activities our officers were involved in this past month. Officer Buettner handed out treats during the city wide Trick or Treat event. Officer Schultz hosted a department tour event for members of New View Industries. Chief Breitenbach provided a department tour for the preschoolers from the Sunny Side Day Care center. Chief Breitenbach also collected the children's fingerprints for their parents to have for their personal records.

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

- a. Discussion on Training, Public Relations, and Incident Summary Report- 5 calls. Alarm, Fire, Lift Assist, Carbon Monoxide Alarm, Lift Assist. School program and fire safety, Daycare visited the garage; two trucks handed out candy for Halloween. Communication training was done. Resolute Forest Products was the large fire in Menominee Michigan. It was 8 hours of fighting the fire. Howard, Appleton, and more than 200 miles away were called. City of Gillett will be reimbursed from Michigan. Coverage was still here in the City with other members and trucks available.

### 11. **Health, Protection and License Committee Report:** Alderperson Blaser- No Report.

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12. **Board of Public Works Committee Report:** Alderperson Stroik- Utility/Public Works Department Head Ron Anderson thanked his employees for working tirelessly with short staff and many leaves to pick up.
- a. Discussion and Possible Action on Low income survey on Robinhood Lane  
**MOTION: Mohr/Blaser**  
*Motion to approve the low-income survey on Robinhood Lane and phase 1 survey work on Robinhood Lane by MSA, not to exceed \$11,000.*  
Roll Call Vote: All Voting Aye – **MOTION CARRIED**
- b. Discussion and Possible Action on using Wheel Tax Money for Robinhood Lane  
**MOTION: Mohr/Spaulding**  
*Motion to approve the storm sewer project. \$47,500 work to be done by DeGroot.*  
Roll Call Vote: All Voting Aye – **MOTION CARRIED**
- c. Discussion and Possible Action on public works truck- Frame broke in two spots, looking for new truck.
- d. Discussion and Possible Action on Resolution for Washington Street use of roads  
**MOTION: Mohr/Spaulding**  
*Motion to approve the Resolution 10-2022 Use of Streets and Alleys- Washington Street.*  
Voice Vote: All Voting Aye – **MOTION CARRIED**
13. **Utility Committee Report:** Utility/Public Works Department Head Ron Anderson stated there was a main break on McKenzie near Pine Street. They flushed hydrants the same week, so it was very busy. No changes on the Washington Street project, wrapping up USDA paperwork.
14. **Finance and Personnel Committee Report:** Alderperson Rudie- Budget meeting will be November 14, 2022.
15. **Park and Cemetery Committee Report:** Alderperson Gildemeister-
- a. Discussion and Possible Action on Zippel Park upgrades and playground equipment – will set another meeting with all groups that have events in Zippel Park to participate in planning.
- b. Discussion and Possible Action on urns not requiring a vault if made from hard material  
**MOTION: Mohr/Stroik**  
*Motion to approve not requiring an urn vault, but the urn must be made of a hard material that will not degrade.*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**
16. **Planning Committee Report:** Alderperson Spaulding-
- a. Discussion & possible action on new garage build for Mike Borkowski 579 E Foelker St  
**MOTION: Stroik/Blaser**  
*Motion to approve the new garage build for Mike Borkowski at 579 E Foelker Street, Gillett WI. The structure was started without a permit; the building permit fee will be doubled.*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**

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- b. Discussion & possible action on rezoning 159 W Main St from commercial to residential

**MOTION: Mohr/Stroik**

*Motion to change the zoning at 159 West Main Street Gillett WI 54124 from Commercial to Residential.*

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

17. **Clerk Treasurer's Report:** Clerk Treasurer stated the Candidate Nomination Packets are ready, but candidates may not start circulating papers until December 1, for the April ballot. Clerk's office is ready to send out the Tax Bill Letters including the timeline citizens should receive their tax bill from the county, Garbage and Recycling Rules, the City Calendar of services, and other rules. Election day is Nov 8, 2022. November 15 at 3PM DOT informational meeting for HWY 22.

18. **Attorneys Report:** Hanaway Ross Law Firm- No report.

19. **Mayor's Report:** Mayor McCarthy stated we put up an electronic sign in front of City Hall, it will have all events on it and meetings. Working on budget, great trick or treat turnout and Veterans day events coming up.

20. **Adjourn** at 6:55 PM

**MOTION: Stroik/Mohr**

*Motion to adjourn.*

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

Respectfully Submitted,  
Clerk Treasurer Chelsea Anderson