

# CITY OF GILLETT COMMON COUNCIL

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

**THURSDAY, JANUARY 5, 2023 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, Clerk Treasurer Chelsea Anderson, City Attorney Alex Sickel from Hickfuss, Sickel, Petitjean and Wieting, Police Chief Shane Breitenbach, Fire Chief Kurt Hicks, Utility and Public Works Department Head Ron Anderson, Librarian Shannon Stoner, and, New Media Warren Bluhm, Craig Schuh from Ayres and Associates, Chris Byars, Kevin Smith, and Jerry Luther. Alderperson Matt Stroik is absent.

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 December 1, 2022

## **MOTION: Rudie/Mohr**

*Motion to approve minutes from December 1, 2022*

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

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

6. **Library Report:** Librarian Shannon Stoner reported- January 2023

I applied for the Rural Technology Fund Grant for our “Full STEAM Ahead” Program. The grant provides funds for STEAM education in rural areas.

VITA will return to do 2022 taxes at the community center. This year VITA will charge \$5 for tax prep which will be used for the group to use the community center for the next couple months.

New Newsletter is out. Check our website and sign up for Winter 2022-Spring 2023 events.

Librarian Certification is complete.

2023 Library Services Grant being compiled. My intent is to order equipment to preserve our Gillett News newspapers which we have as early as 1934. They are an important part of Gillett’s past, so we want to preserve them and make them accessible somehow for those wishing to look back.

## **Programming**

Full “STEAM” Ahead Program A program for kids aged K-5th grade which will have readings and activities which focus on STEAM (Science, Technology, Engineering, Arts, and Math). Every month we will have a new topic and grade level. Parents must accompany kids 11 years old and younger to these programs (and in the library).

**January:** (Grades 3-4): We will read "Spaghetti and Meatballs for All" and learn how to do a seating chart and do fun math activities.

Teen Tuesday: Bead Bracelets on January 16<sup>th</sup> from 4-5 pm at the community center.

ADRC Memory Café, Thursday, January 19<sup>th</sup>. Join us on the third Thursday of every month at the Library Community Center from 10:30 am-12 pm.

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7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** President Chris Byars stated the next meeting is January 12<sup>th</sup> at noon and fire department. Still looking for more members, GBA has disbanded on 12-29-22. Looking ahead to projects in the city such as: spring cleanup day, harvest days in fall, garden walk, planning on putting signs up by the entrances of the city, and looking ahead to road projects making sure the businesses are not affected negatively, also looking to put a sign in Cecil to tell tourists about Gillett and promoting visiting our local businesses, and finally looking to be a part of the our park upgrade.
  
8. **Financial Report:** Clerk Treasurer
  - a. Updated Monthly Check Register Provided  
**MOTION: Rudie/Mohr**  
*Motion to approve December 2022 Check Register.*  
**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-  
From the Chief's Desk;  
Gillett Police Department / 148 incidents / December 1, 2022-January 5, 2023

This past month I attended W-402 Multiple Casualty Incident Responder training. This training is part of the ICS (INCIDENT COMMAND SYSTEM) 100-700 series of critical incident training events to be completed by elected officials, municipal managers, and first responders. The goal of this professional development course is to promote effective response by familiarizing personnel with the ICS framework, and the principles used to manage multiple-casualty incidents. This course also prepares personnel to coordinate with response partners from all levels of government, hospitals, and the private sector. The purpose of this course is to provide the participants with the tools and confidence to become more effective in dealing with a multiple-casualty incident (MCI).

As previously mentioned I have been reviewing the Emergency Response Plan for our schools and updating the site map for the school grounds and floor plans for the buildings in preparation for having the Gillett Schools hosting a critical incident-training event. On February 22, 2023, Oconto County Emergency Management has offered and will be hosting an ASHER (ACTIVE SHOOTER HOSTILE EVENT RESPONSE) event at the Gillett High School. The training will include Fire, EMS, Police, and members of school administration staff. The event will cover an array of topics including designated safe zones, building structure limitations, tactical response considerations, emergency responder staging, and media release protocols.

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On December 3, Officer Buettner and I attended the Christmas in the Park event at Zippel Park. There was an incredible turnout and we enjoyed visiting with many! The Gillett Police Department wishes to extend a heartfelt thanks to everyone involved for the hard work and time organizing this event! A few weeks ago, the Police department received a letter from an 8-year-old child who resides in the city, asking if we could help them and their family during the Christmas season. The family has been struggling with severe health issues with several members of their family, including this child's mother. I created a post on the Gillett Police Department Facebook page and the outpouring of support and love for this family was incredible! On December 23, with the assistance of Gillett Area Ambulance, we delivered all of the donations just in time for Christmas. I am humbled by the wonderful response by the community and am very grateful that we were able to play a small part in making this Christmas season all the more special for this family. I would like to read a short letter that we received from the family.

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

a. Discussion on Training, Public Relations, and Incident Summary Report- Fire calls: Provided Fire Call report for 2022. 58 calls total and a breakdown is included in the packet. For December of 2022: Lift assist, auto aid, missing person. Training in Gillett past Tuesday on MSA breathing apparatus. Played a sport while on air to practice, shows how quickly the bottle would run out with higher rate levels of breathing and how fast it can deplete. Taking CPR and AED training with Gillett EMS, 5 captains, assistant chief, and chief will all be certified. Training schedule is set for the year. Looking at shipping container for \$3,700, looking for other departments to help pay, put in lot of fire department. Would use smoke machine for training scenarios, search and rescues, collapses, building walls, and small rooms. Fire Department did receive Hydrant placement maps and inputted into I Am Responding App. One injury for 2022. Active shooter drill will be in Gillett for training.

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

a. Discussion & possible action on Operator License for Jeffrey Egge Jr-

**MOTION: Spaulding/Gildemeister**

*Motion to approve the Operator License for Jeffrey Egge Jr.*

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

**12. Board of Public Works Committee Report: Utility/Public Works Department Head Ron Anderson** stated they are handling maintenance inside the buildings and very busy with snow. Took Christmas lights down on Main Street today, January 5, 2023.

a. Discussion & possible action on Chapter 25 Floodplain Ordinance

**MOTION: Spaulding/Mohr**

*Motion to approve and adopt Chapter 25 Floodplain ordinance into the City of Gillett Code Book.*

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

**13. Utility Committee Report: Utility/Public Works Department Head Ron Anderson** stated Utility Operator Assistant Eric Anderson resigned his position, will be looking to fill the position. Met with contractor and went over water and sewer plans for Washington Street. PFAS testing this year. Ayres

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stated there are items that need to be completed per the USDA for Washington Street. Planning for the HWY/McKenzie project for water and sewer this year to be ahead of the state project. Belongia water update: water has been cleared at Serenity Garden and a bypass will be put in to cure the problem. The low-income grant did pass; MSA will be completing that grant for Robinhood Lane Reconstruction.

14. **Finance and Personnel Committee Report:** Alderperson Rudie-
  - a. Discussion & possible action on hiring Hinkfuss, Sickel, Petitjean, and Wieting Attorneys at Law  
**MOTION: Rudie/Blaser**  
*Motion to approve hiring Hinkfuss, Sickel, Petitjean, and Wieting Attorneys at Law.*  
**Roll Call Vote:** All Voting Aye - **MOTION CARRIED**
15. **Park and Cemetery Committee Report:** Alderperson Gildemeister- No report.
16. **Planning Committee Report:** Alderperson Spaulding- Old Bakery on Main street has been torn down from our raze order.
17. **Clerk Treasurer's Report:** Clerk Treasurer stated 2% Fire Dues Certification has been completed. SAMS/DUNS number is also renewed so we are eligible for grants. I have billed the ATV Trail Sponsors and Joint Municipal Courts. Nomination Papers were due 1<sup>st</sup> Tuesday in January to be on the ballot April 4, 2023. W-2's and 1099's will be completed by Kerber Rose. Osha 300A Form Injury and Illness form was reported. For Taxes, the January settlement is due January 15, 2023. Owe County \$107,056.91 Gillett School \$149,155.39 and \$NWTC \$17,609.72, we retain \$285,000.16.
18. **Attorneys Report:** Hinkfuss, Sickel, Petitjean, & Weiting Attorneys at Law- Attorney Alex Sickel stated he is looking forward to working with the city, and he has good availability and is very involved. Talked with the mayor to become updated on city tasks. Talked knowledge on raze orders, fire department ordinances, and other great interest for the city.
19. **Mayor's Report:** Mayor McCarthy stated it was a busy year in 2022. Meeting with Oconto County Economic Jayme Sellen on January 11, will be looking into developers. A countywide housing study has been done, which could help us when the city decides to develop our new land.
20. **Adjourn at 7:05 PM**  
**MOTION: Rudie/Spaulding**  
*Motion to adjourn.*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**

Respectfully Submitted,  
Clerk Treasurer Chelsea Anderson