

**CITY OF GILLETT COMMON COUNCIL  
NOTICE OF REGULAR MEETING**

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

**THURSDAY, APRIL 6, AT 6:00 PM**

**AGENDA**

Council may deviate from agenda as needed

1. Mayor calls meeting to order. Pledge of Allegiance
  2. Clerk takes roll and informs the Council that the Open Meeting Law has been complied with
  3. Public Input
  4. Discussion & possible action on minutes for February 2, 2023- March was cancelled.
  5. **CDA Report:** Alderperson Mohr
  6. **Library Report:** Alderperson Blaser
  7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:**
  8. **Financial Report:** Clerk Treasurer
    - a. Updated Monthly Check Register Provided and Budget
  9. **Police Department Report:** Police Chief Breitenbach
    - a. Discussion on Training, Public Relations, and Incident Summary Report
  10. **Fire Department Report:** Fire Chief Hicks
    - a. Discussion on Training, Public Relations, and Incident Summary Report
  11. **Health, Protection and License Committee Report:** Alderperson Blaser
    - a. Discussion and Possible Action On Operator Licenses for Zachary Bierhals, William Burt, LouAnn Cibulka Tracie Delzer, Nancy DesJarlais, David Deitrich, Roxann Elsner, Richard Lange, Heather Moede, Clay Notz, Dana Peterson, Patricia Randals, Jane Winkler, Maureen McArthur, Jennifer Kumm, Donna Olson, Kirk Pearsall, Kim Holmes, Esther Verhagen, Jean Farley, Nick Bluemrieck, Logan Woodke, Jeffrey Wold
    - b. Discussion and Possible Action On Alcohol Licenses for Renewals to recommend to council
- Class A Fermented Malt Beverage**
- Pat's Market, Inc. d/b/a Pat's Market; Agent-Rachel Galland, 117 N McKenzie Ave, Gillett, WI 54124
- Dolgen Corp LLC DBA Dollar General Store 24181; Agent-John Greene, 217 N McKenzie Ave, Gillett, WI 54124
- Class B Fermented Malt Beverage & Class B Liquor**
- Spirits of Gillett LLC; Agent-Kris Piaskowski, 145 N McKenzie Ave, Gillett, WI 54124
- Sleepy Hollow Motel & Resort LLC d/b/a Sleepy Hollow Wildfire Trails; Agent-Laurie Wold, 5 State Hwy 22 E, Gillett, WI 54124

Posted: City Hall and City Website---**Agenda subject to change up to 24 hours prior to meeting** Cc: City Council, Mayor, Attorney, Gillett Fire Dept., Gillett Police Dept. Contact City Clerk at 920-855-2255 prior to meeting if additional services are required. **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.

**"An Equal Opportunity Employer"**

- Thomas Fullerton d/b/a Fullerton's Bar, 109 N Lake Ave, Gillett, WI 54124
- Todd Druckrey d/b/a The Fifth Wheel, 206 East Railroad Street, Gillett, WI 54124
- The Social, LLC; Agent-Joseph Quance, 108 North Lake Street, Gillett, WI 54124

**Class A Fermented Malt Beverage & Class A Liquor**

- GPM Southeast LLC. dba R Store #19; Agent-Jean Trackel 200 N McKenzie Ave, Gillett, WI 54124
    - c. Discussion and Possible Action On Tobacco License Renewals to recommend to council
  - Pat's Market Inc. d/b/a Pat's Market; Agent-Rachel Galland, 117 N McKenzie Ave, Gillett, WI 54124
  - Family Dollar Stores of Wisconsin, Inc. #29424, 109 N McKenzie Ave, Gillett, WI 54124
  - Thomas Fullerton d/b/a Fullerton's Bar, 109 N Lake Ave, Gillett, WI 54124
  - GPM Southeast,, LLC. d/b/a R-Store #19; Agent-Rhonda Urlaub, 200 N McKenzie Ave, Gillett, WI
  - Sleepy Hollow Motel & Resort LLC d/b/a Sleepy Hollow Wildfire Trails; Agent-Laurie Wold, 5 State Hwy 22 E, Gillett, WI 54124
  - Dolgen Corp LLC DBA Dollar General Store 24181; Agent-John Greene, 217 N McKenzie Ave, Gillett, WI 54124
  - The Social, LLC; Agent-Joseph Quance, 108 North Lake Street, Gillett, WI 54124
    - d. Discussion and Possible Action On Home Occupation Permits for Jeff Hertwig Hertee's Custom Printing, Janelle Schroeder Tattooed Mannequin, Tammy Temple Body Basics, Jon Ross Realty Jon Gildemeister, and Weston Janush High Falls Metal Shop
    - e. 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.
    - f. Committee will return to open session and may take action on matters discussed in closed session.
- 12. Board of Public Works Committee Report:** Alderperson Stroik
- a. Discussion and Possible Action on purchasing a diesel engine lawn mower Kubota F Series F2690E for \$23,982.81
- 13. Utility Committee Report:** Alderperson Mohr
- a. Discussion and Possible Action on hiring Assistant Utility Operator
- 14. Finance and Personnel Committee Report:** Alderperson Rudie
- 15. Park and Cemetery Committee Report:** Alderperson Gildemeister
- a. Discussion and Possible Action on Park Rental and Special Event Permit for FFA Alumni Auction
- 16. Planning Committee Report:** Alderperson Spaulding
- a. Discussion and Possible Action on Approval of Citizen Participation Committee Members
  - b. Discussion and Possible Action on Resolution to adopt a Citizen Participation Plan for a CDBG Application

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- c. Discussion and Possible Action on Resolution to adopt a Policy to Prohibit the Use of Excessive Force
- d. Discussion and Possible Action on Adoption of a Wisconsin Residential Anti-Displacement and Relocation Assistance Plan
- e. Discussion and Possible Action on Resolution to Submit a CDBG Application
- f. Discussion and Possible Action on Resolution Authorizing the City to Commit Match Funds for a CDBG.
- g. Discussion and Possible Action on Resolution to Adopt a Fair Housing Ordinance
- h. Discussion and Possible Action on Review of Robin Hood Lane Project Plan Set
- i. Discussion and Possible Action on Approve a 2023-2027 Utility/Streets Capital Improvement Plan

**17. Clerk Treasurer's Report:** Clerk Treasurer

**18. Attorneys Report:** Hanaway Ross Law Firm

**19. Mayor's Report:** Mayor McCarthy

**20. Adjourn**

# CITY OF GILLETT COMMON COUNCIL

Council Chambers – Municipal Building

150 N McKenzie Ave – Gillett, WI 54124

THURSDAY, FEBRUARY 2, 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, Matt Stroik, Clerk Treasurer Chelsea Anderson, Police Chief Shane Breitenbach, Utility and Public Works Department Head Ron Anderson, Librarian Shannon Stoner, Craig Schuh from Ayres and Associates, NEW Media Warren Bluhm and Public Norm Finnell, Kevin Smith, and Nicole Blaskowski.

Excused: Fire Chief Kurt Hicks

2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **Public Input:** Alderperson Stroik thanked the council for the flowers sent in honor of his father's passing.
4. Discussion & possible action on minutes for January 5, 2023

### **MOTION: Rudie/Mohr**

*Motion to approve minutes from January 5, 2023*

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

5. **CDA Report:** Alderperson Mohr – no report.
6. **Library Report:** Librarian Shannon Stoner reported- February 2023. Library staff will be attending legislative days, a seminar to talk about funding. Planning Easter Egg Hunt and Native Plant Event. Gillett Dental will come do a presentation on oral health, also planning to have a Pokémon party, and the annual report has been done. Time for summer reading program to be planned. Needle work club to be started and our police and library will host a National Night Out at the Library this year. August 1, 2023 at 5:30-7:30 at Library.
7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** No Report.
8. **Financial Report:** Clerk Treasurer
  - a. Updated Monthly Check Register Provided**MOTION: Rudie/Spaulding**  
*Motion to approve January 2023 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 Chiefs Desk; Gillett Police Department:** 137 incidents January 2023

This past month I attended the new WI Chiefs and Sheriffs training event hosted by the WI Department of Justice. The goal of this professional development course is familiarizing newly appointed/elected personnel with the required practices and available resources, tools, and support to remain compliances and increase the successes in their new roles. Topics discussed included public records handling, officer involved critical incidents, recruiting and hiring, evidence management, budgets and grants, school safety initiatives, mandatory policy and procedure maintenance, media strategies, discipline and internal investigations, labor relations, legal updates from the WI Department of Justice and the United States Attorney's Office, and mandatory federal and state data reporting requirements.

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THURSDAY, FEBRUARY 2, 2023 AT 6:00 PM

## MINUTES

Gillett Area Ambulance has offered to include our department in their bi annual CPR/AED Certification training. Gillett Police continues to have an incredible working relationship Gillett Area Ambulance and we appreciate them for always inviting us for these training opportunities.

As a reminder, on February 22, 2023, from 6pm-10pm, the Oconto County Emergency Management will be hosting an ASHER (ACTIVE SHOOTER HOSTILE EVENT RESPONSE) event at the Gillett High School. The raining 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.

I am excited to announce the return of the National Night Out event, August 1, 2023, from 5:30pm-7:30pm, here in the City of Gillett! I have reached out to the Gillett City Library and they have graciously offered to be a hosting partner! We hope the venue will draw more attention to the library and he downtown area of the city. City of Gillett Librarian Shannon Stoner and I are in the planning stages and have been reaching out to local groups/organizations for donations and support. If anyone is interested in assisting, please reach out to Shannon or myself.

Along with the National Night Out event, the Gillett City Library will be hosting a children's Summer reading series featuring guest presenters from our local first responder teams: the Gillett City Fire Department, Gillett Area Ambulance, and Gillett City Police Department.

### 10. Fire Department Report: Chief Hicks

- a. Discussion on Training, Public Relations, and Incident Summary Report- Chief Excused -Will Report on January and February in March.

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

- a. Discussion and Possible Action on Special Event Permit for Finnegan Lake Walleye Club and Roy Hubbard Memorial Truck Show, Oconto County Steak Fry, and Oconto County Fair

#### **MOTION: Mohr/Spaulding**

*Motion to approve the Special Event Permit for Finnegan Lake Walleye Club, Roy Hubbard Memorial Truck Show, Oconto County Fair, and Steak Fry pending proof of insurance.*

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

- b. Discussion and Possible Action on Dollar General Class A Fermented Malt Beverage and Tobacco License - Dolgen Corp LLC DBA Dollar General Store 24181; Agent-John Greene, 217 N McKenzie Ave, Gillett, WI 54124

#### **MOTION: Stroik/Spaulding**

*Motion to approve Dollar General Class A Fermented Malt Beverage and Tobacco License - Dolgen Corp LLC DBA Dollar General Store 24181; Agent-John Greene, 217 N McKenzie Ave, Gillett, WI 54124*

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

- c. Discussion and Possible Action on Jessica Beaumia Chicken Application at 108 N Richmond Ave.

#### **MOTION: Stroik/Rudie**

*Motion to approve Jessica Beaumia at 108 N Richmond Avenue for a Permit to Keep Chickens.*

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

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THURSDAY, FEBRUARY 2, 2023 AT 6:00 PM

## MINUTES

12. **Board of Public Works Committee Report:** Utility/Public Works Department Head Ron Anderson stated the truck with the broken frame was sold on GovDeals. New door put on the garage, old door was rusting through. Upgraded heater also put in the shop. Tagged doors for not shoveling sidewalks. Ongoing garbage cans issues with the garbage truck crushing them or dropping them too hard and breaking them. They are crediting our bill, but the problem still persists.
  - a. Discussion and Possible Action on hiring Public Works Department Head**MOTION: Mohr/Blaser**  
*Motion to approve hiring Nathan Anderson for Public Works Department Head.*  
**Roll Call Vote:** Mohr, Blaser, Stroik, Gildemeister Voting Aye -Spaulding and Rudie Nay-  
**MOTION CARRIED**
13. **Utility Committee Report:** Utility/Public Works Department Head Ron Anderson stated Northport is having back up issues, camerad down Mirro drive sewer, finding nothing to disturb the line but they are still backing up. May have to dig up line in spring to find the problem.
  - a. Discussion and Possible Action on hiring Assistant Utility Operator – Leave Lay.
14. **Finance and Personnel Committee Report:** Alderperson Rudie- auditors asked us to update our fund balance policy, will hold a meeting.
15. **Park and Cemetery Committee Report:** Alderperson Gildemeister- No report.
16. **Planning Committee Report:** Alderperson Spaulding- No Report.
17. **Clerk Treasurer's Report:** Clerk Treasurer stated the Delinquent Personal Property Tax bills have been sent out. The City of Gillett's Audit was this week, it went well and Kerber Rose had all the items ready for them that were previously asked for so the workdays went smooth. I attended Election training this morning with Chief Inspector Leone Christensen in Clintonville; we are upgrading our paper poll books to electronic poll books called Badger Books. They are not connected to the internet, very safe, and make the poll books cleaner for less error. They do not allow a signature to be missed and verify addresses. Election Day is February 21, 2023.
18. **Attorneys Report:** Hinkfuss, Sickel, Petitjean, & Weiting Attorneys at Law- No Report.
19. **Mayor's Report:** Mayor McCarthy – Gillett School is holding a benefit for their student Liam Britzke. February 23, 2023 basketball game benefit at 5:45 pm. Busy finding funding for our playground equipment upgrade and the Reimer property we purchased.
20. **Adjourn at 6:35 PM**  
**MOTION: Rudie/Spaulding**  
*Motion to adjourn.*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**

Respectfully Submitted,  
Clerk Treasurer Chelsea Anderson



## **Library Director Report**

**March 2023**

1. Our Rural Technology Fund Grant money came in and now we have 3 new coding robots for kids and 2 additional kits! We are relocating our "Kit-ten Corner" to where our audiobooks used to be and moving the audiobooks across from the Wisconsin Collection.
2. Our Library Love Notes Pop-In Program was very sweet. Some of our love notes read:
  - a. I love my library because it makes me feel better and safe. T. Schmidt
  - b. I love my library because of all the great activities going on!
  - c. I love my library because of all the help I get from the various helpers.
  - d. What I love about the library it makes me feel safe.
  - e. I love my library because it is a safe place and a hangout.
3. **Programming**
  - a. Senator Mary Felzkowski and Assembly Rep Jeffrey Mursau will be coming to the Gillett Library for a budget listening session on Saturday, April 1<sup>st</sup> from 11 am-12 pm.
  - b. Calling All Peeps! Program: Patrons can make a diorama using peeps. All dioramas must be family friendly and have a title. Dioramas can be from a book, movie, or place in Gillett. Peep dioramas can be brought to the library until March 30 and voting begins Monday, April 3<sup>rd</sup> to Friday, April 7<sup>th</sup>. Submit your dioramas for "Peep-le's Choice" today!
  - c. Ann and Nicole will be hosting a children's table at the Hillside Easter Egg Hunt this year on Saturday, April 8<sup>th</sup>.
  - d. April is Sexual Assault Awareness and Prevention Month, so we will be having a Self-Defense class on Thursday, April 13<sup>th</sup> from 4-5 in the community center. That day we will also have "Scrabble with a Librarian".
  - e. 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). As seen on tv

- f. Teen Tuesday: Youth Art Month!
  - g. ADRC Memory Café, Thursday, April 20<sup>th</sup> from 10:30-12 pm, has painting and singalong.
  - h. Sew-cial Club for people to bring in their needlework projects and socialize
  - i. National Library Week, April 23-29
    - i. We're planning Bookworm day (Gummi Worms) and other themed days
  - j. I spoke to several adults regarding what they would like to see for programming for adults. Multiple patrons responded that they would like to see a book discussion club so people can get book recommendations or find new authors similar to who they are reading at the moment. So, we'll try having the first meeting on Thursday, April 27<sup>th</sup> from 5-5:30 pm.
4. Its time for Summer Reading Program planning. This year's theme is All Together Now: Kindness, Friendship, and Unity
- a. Battle of the Books-4 categories (Kids, Middle school, teens, and families). Can form teams, name them, and compete to see who can read more books. They fill out a little form and the teams that earn the most will have a pizza party.
  - b. Chalk Party
  - c. Lost in Space-Oops! We are lost in space! We have to find a new planet to settle using "milk planets". Now we need shelter and we need to find food before our rations are all used up! We have to work together to survive on Friday, June 16<sup>th</sup>!
  - d. Anamatronic Dinosaurs
  - e. Engineering Fun...with Marshmallows
  - f. National Night Out, Aug. 1 from 5:30-7:30 pm: Homegrown band, local businesses involved-Oj's, Pats, La Mexicana Grocery Store. First Responder Vehicles. (Possible Dunk Tank, Police Dogs)
  - g. For adults, we are planning an adult game night called "Publess Pub Trivia Night." We'll have root beer floats, pretzels, and pizza and games. With all the kids programming, we need one special one for adults. Bring your smartphones to join in the fun Friday, August 4<sup>th</sup> from 5-6 pm!
  - h. We're going around the world and in our community! Polish Storytime, Egyptian storytime, French storytime, Mexican storytime, and hoping to get the Menominee involved in this too for a native storytime and the Pulaski Historical Society to do a Polish storytime to learn about Casimir Pulaski.
  - i. The ADRC will host free memory screens on Monday, July 10<sup>th</sup> from 12-3 pm in the Gillett Library Community Center. The ADRC offers free memory screens; which are a brief test used to evaluate memory, judgment and the ability to understand visual information; for individuals who are concerned about their memory or for those who are 65 years of age or older and want to track their cognitive ability over time. **Please call Mary Jo at 715-526-4712 or Johanna at 715-526-4708 to RSVP!**



4/03/2023 11:35 AM

Reprint Check Register - Quick Report - ALL

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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
WRS	3/01/2023	WISCONSIN DEPARTMENT OF ETF	5,931.52
	Manual Check	FEB PAYROLLS	
WRS	3/30/2023	WISCONSIN DEPARTMENT OF ETF	10,153.12
	Manual Check	WRS - MARCH	
38294	3/02/2023	ANDERSON, NATHAN	633.00
	Manual Check	Pay period 02/21/2023 to 02/26/2023	
38298	3/01/2023	AMERICAN LEGAL SERVICES	14.48
		GILLETT POLICE DEDUCTION REMITTANCE	
38299	3/01/2023	GRAINGER	212.45
38300	3/01/2023	OCONTO COUNTY CLERK OF COURTS	110.00
		CITY OF GILLETT-FEB.2023	
38301	3/01/2023	SECURIAN FINANCIAL GROUP INC	12.32
		BREITENBACH ACCIDENT POLICY	
38302	3/01/2023	STATE OF WISCONSIN COURT FINES & ASSESSMENTS	415.10
		CITY OF GILLETT NOVEMBER -2023	
38303	3/01/2023	US BANK EQUIPMENT FINANCE	206.76
		INVOICE#495168536	
38304	3/01/2023	WE ENERGIES	150.10
		ACCOUNT#0710022491-00001	
38305	3/02/2023	ASTREA	694.45
38306	3/02/2023	WISCONSIN SUPREME COURT	700.00
		CONTINUAL JUDICIAL EDUCATION	
38307	3/06/2023	CELLCOM	103.32
		INVOICE#559600	
38308	3/06/2023	GFL ENVIRONMENTAL	11,438.63
38309	3/06/2023	GFL ENVIRONMENTAL	158.70
38310	3/06/2023	GILLETT AREA AMBULANCE	21,532.04
		INVOICE#35	
38311	3/06/2023	JAMES R. SICKEL LAW OFFICE	2,651.09
38312	3/06/2023	KRIETE GROUP IBS	170.20
38313	3/06/2023	MCCLONE	2,523.31
		CLERK LIABILITY	
38314	3/06/2023	NEW MEDIA INC.	166.57

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ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
38315	3/09/2023	CARQUEST AUTO PARTS CIRCUIT TESTER X2 RADIAL SEAL INNER&OUT	172.31
38316	3/09/2023	CARQUEST AUTO PARTS WELDING GAS	295.00
38317	3/09/2023	GARROW OIL MARKETING, INC FUEL	957.49
38318	3/09/2023	GRAINGER	588.52
38319	3/09/2023	MCCLONE INVOICE#9174	820.00
38320	3/09/2023	SECURIAN FINANCIAL GROUP INC APRIL 2023	399.70
38321	3/09/2023	TRUE VALUE	177.84
38322	3/14/2023	BUSINESS CARD ARBYS ELECTION MEAL TRAINING	588.93
38323	3/14/2023	CARQUEST AUTO PARTS CIRCUIT TESTER X2 RADIAL SEAL INNER&OUT	172.31
38324	3/14/2023	CELLCOM INVOICE#597964	23.67
38325	3/14/2023	CELLCOM NATE'S NEW PHONE INCLUDED	271.10
38326	3/14/2023	CENTURY LINK 3/14/2023	50.00
38327	3/14/2023	GARROW OIL MARKETING, INC	889.00
38328	3/14/2023	GENERAL TEAMSTERS UNION LOCAL 662 MARCH 2023	137.00
38329	3/14/2023	HAWKINS ASH CPA'S LLP PROGRESS BILL AUDIT 2022	500.00
38330	3/14/2023	OCONTO COUNTY LUMBER INC	29.34
38331	3/14/2023	OCONTO ELECTRIC KLAUS LAKE & PARK LIGHT, CROSSING GUARD	10.23
38332	3/14/2023	PAT'S MARKET ELECTION MEAL 2/21/23	78.03
38333	3/14/2023	RIESTERER & SCHNELL, INC	260.00
38334	3/14/2023	STATE BAR OF WISCONSIN INVOICE#5120042	83.90

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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
38335	3/14/2023	BUSINESS CARD	1,593.27
38336	3/14/2023	NICOLET FEDERATED LIBRARY SYSTEM 2023 WPLC EBOOK & OWLS MEMBERSHIP FEE	7,015.49
38337	3/14/2023	STONER SHANNON	51.54
38338	3/21/2023	BUSINESS CARD	440.62
38339	3/21/2023	BUSINESS CARD	495.81
38340	3/21/2023	INTERSTATE BILLING SERVICE, INC.	1,867.37
38341	3/21/2023	LAFORCE	602.40
38342	3/21/2023	OLSON TRAILER & BODY, LLC	4,178.50
38343	3/21/2023	R&R ASSESSING SERVICES CITY ASSESSOR	1,265.00
38344	3/21/2023	ST. CLARE MEMORIAL HOSPITAL BLOOD DRAW	36.00
38345	3/21/2023	TOWN OF DOTY 63 MINUS GILLETT CHARGE OF 25	38.00
38346	3/21/2023	ULTRA BRIGHT LIGHTS INVOICE# W152088	2,468.10
38347	3/21/2023	WE ENERGIES	5,871.23
38348	3/23/2023	AMERICAN LEGAL SERVICES GILLETT POLICE DEDUCTION REMITTANCE	14.48
38349	3/23/2023	BUSINESS CARD	220.14
38350	3/23/2023	OCONTO COUNTY ECONOMIC DVLP CORP. 2023 OCEDC JOINT MARKETING CONTRIBUTION	2,000.00
38351	3/23/2023	WRHS FULL PAGE AD	75.00
38352	3/27/2023	SERVICE MOTOR COMPANY NEW MOWER	17,995.36
38353	3/28/2023	ASTREA	694.45
38354	3/28/2023	GFL ENVIRONMENTAL	11,471.93

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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
38355	3/28/2023	GILDEMEISTER, JONATHAN RL HALL TITLE COMPANY-REGISTER OF DEEDS	84.00
38356	3/28/2023	QUILL CORPORATION	69.99
38357	3/28/2023	SECURIAN FINANCIAL GROUP INC BREITENBACH ACCIDENT POLICY	12.32
38358	3/28/2023	WE ENERGIES ACCOUNT#0710022491-00001	150.10
EFTPS	3/02/2023	INTERNAL REVENUE SERVICE PAYROLL 03.02.2023	4,931.77
	Manual Check		
EFTPS	3/13/2023	INTERNAL REVENUE SERVICE 3/16/2023 PAYROLL	5,053.99
	Manual Check		
EFTPS	3/30/2023	INTERNAL REVENUE SERVICE 3/30/2023 PAYROLL	5,388.32
	Manual Check		
V5364	3/02/2023	AMMERMAN, ANN Pay period 02/13/2023 to 02/26/2023	308.63
	Manual Check		
V5365	3/02/2023	ANDERSON, CHELSEA E Pay period 02/13/2023 to 02/26/2023	1,380.97
	Manual Check		
V5366	3/02/2023	ANDERSON, LISA Pay period 02/13/2023 to 02/26/2023	588.32
	Manual Check		
V5367	3/02/2023	ANDERSON, RONALD J Pay period 02/13/2023 to 02/26/2023	3,394.20
	Manual Check		
V5368	3/02/2023	BLASER, MARIE A Pay period 01/30/2023 to 02/26/2023	338.79
	Manual Check		
V5369	3/02/2023	BREITENBACH, SHANE P Pay period 02/13/2023 to 02/26/2023	1,850.81
	Manual Check		
V5370	3/02/2023	BUBOLZ, BETTY M Pay period 12/05/2022 to 02/26/2023	61.74
	Manual Check		
V5371	3/02/2023	BUETTNER, ANNALISE Pay period 02/13/2023 to 02/26/2023	1,594.32
	Manual Check		
V5372	3/02/2023	CHRISTENSEN, LEONE M Pay period 01/02/2023 to 02/26/2023	198.37
	Manual Check		
V5373	3/02/2023	COVERT, AUTUMN R Pay period 12/05/2022 to 02/26/2023	39.20
	Manual Check		
V5374	3/02/2023	COX, KATHERINE Pay period 02/13/2023 to 02/26/2023	162.61
	Manual Check		
V5375	3/02/2023	FINNELL, NORMAN W Pay period 02/13/2023 to 02/26/2023	143.03
	Manual Check		

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ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V5376	3/02/2023	FROELICH, NICOLE	332.46
	Manual Check	Pay period 02/13/2023 to 02/26/2023	
V5377	3/02/2023	GABLE, RUSSELL	1,757.61
	Manual Check	Pay period 02/13/2023 to 02/26/2023	
V5378	3/02/2023	GILDEMEISTER, JONATHAN	277.05
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5379	3/02/2023	HOEFT, ZACHARY	1,514.62
	Manual Check	Pay period 02/13/2023 to 02/26/2023	
V5380	3/02/2023	MCCARTHY, JOSHUA	461.75
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5381	3/02/2023	MOHR, NANETTE	277.05
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5382	3/02/2023	ROESCH, RYAN	273.82
	Manual Check	Pay period 01/02/2023 to 02/26/2023	
V5383	3/02/2023	RUDIE, DEBORAH	277.05
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5384	3/02/2023	SPAULDING, GARY	276.10
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5385	3/02/2023	STONER, SHANNON	1,229.63
	Manual Check	Pay period 02/13/2023 to 02/26/2023	
V5386	3/02/2023	STROIK, MATTHEW	277.05
	Manual Check	Pay period 01/30/2023 to 02/26/2023	
V5387	3/02/2023	SWIM, CAROL J	61.74
	Manual Check	Pay period 04/26/2021 to 02/26/2023	
V5388	3/02/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 02/13/2023 to 02/26/2023	
V5389	3/16/2023	AMMERMAN, ANN	367.55
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5390	3/16/2023	ANDERSON, CHELSEA E	1,252.15
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5391	3/16/2023	ANDERSON, LISA	545.76
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5392	3/16/2023	ANDERSON, NATHAN	1,214.54
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5393	3/16/2023	ANDERSON, RONALD J	3,420.75
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5394	3/16/2023	BREITENBACH, SHANE P	1,683.38
	Manual Check	Pay period 02/27/2023 to 03/12/2023	

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ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V5395	3/16/2023	BUETTNER, ANNALISE	1,461.95
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5396	3/16/2023	FINNELL, NORMAN W	104.03
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5397	3/16/2023	FROELICH, NICOLE	318.61
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5398	3/16/2023	GABLE, RUSSELL	1,842.37
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5399	3/16/2023	HOEFT, ZACHARY	1,509.81
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5400	3/16/2023	HULL, ASHLEY N	163.28
	Manual Check	Pay period 02/13/2023 to 03/12/2023	
V5401	3/16/2023	STONER, SHANNON	1,229.63
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5402	3/16/2023	TENNESSEN, TYLER	1,510.30
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5403	3/16/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 02/27/2023 to 03/12/2023	
V5404	3/30/2023	AMMERMAN, ANN	358.49
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5405	3/30/2023	ANDERSON, CHELSEA E	1,316.57
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5406	3/30/2023	ANDERSON, LISA	579.24
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5407	3/30/2023	ANDERSON, NATHAN	1,214.54
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5408	3/30/2023	ANDERSON, RONALD J	3,134.73
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5409	3/30/2023	BREITENBACH, SHANE P	2,434.87
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5410	3/30/2023	BUETTNER, ANNALISE	1,586.51
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5411	3/30/2023	COX, KATHERINE	62.94
	Manual Check	Pay period 02/27/2023 to 03/26/2023	
V5412	3/30/2023	FINNELL, NORMAN W	91.02
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5413	3/30/2023	FROELICH, NICOLE	359.78
	Manual Check	Pay period 03/13/2023 to 03/26/2023	

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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V5414	3/30/2023	GABLE, RUSSELL	1,439.06
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5415	3/30/2023	HERTWIG, CAMERON D	56.58
	Manual Check	Pay period 12/05/2022 to 03/26/2023	
V5416	3/30/2023	HICKS, KURT L	101.58
	Manual Check	Pay period 12/05/2022 to 03/26/2023	
V5417	3/30/2023	HOEFT, ZACHARY	1,531.68
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5418	3/30/2023	MILHANS, CHRIS	56.58
	Manual Check	Pay period 12/05/2022 to 03/26/2023	
V5419	3/30/2023	SHERMAN, TROY J	56.58
	Manual Check	Pay period 12/05/2022 to 03/26/2023	
V5420	3/30/2023	STONER, SHANNON	1,222.40
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5421	3/30/2023	TENNESSEN, TYLER	1,510.30
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
V5422	3/30/2023	VIA, TIMOTHY J	101.58
	Manual Check	Pay period 12/05/2022 to 03/26/2023	
V5423	3/30/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 03/13/2023 to 03/26/2023	
EFTPS1	3/30/2023	INTERNAL REVENUE SERVICE	129.95
	Manual Check	Q1 941 BALANCE DUE	
DEFCOMP	3/02/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	160.00
	Manual Check	PAYROLL 03.02.2023	
DEFCOMP	3/13/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	160.00
	Manual Check	3/16/2023 PAYROLL	
DEFCOMP	3/30/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	360.00
	Manual Check	3/30/2023 PAYROLL	
DEPTREV	3/13/2023	WISCONSIN DEPARTMENT OF REVENUE	801.25
	Manual Check	3/2/23 PAYROLL	
DEPTREV	3/13/2023	WISCONSIN DEPARTMENT OF REVENUE	886.67
	Manual Check	3/16/2023 PAYROLL	
DEPTREV	3/30/2023	WISCONSIN DEPARTMENT OF REVENUE	916.69
	Manual Check	3/30/2023 PAYROLL	
03062023	3/06/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH	74.16
	Manual Check	GPM	
03092023	3/09/2023	CARQUEST AUTO PARTS	-172.31
	Manual Check	PRINTED ON CHECK WRONG	

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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
03162023	3/16/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH	122.45
	Manual Check	GPM	
03202023	3/01/2023	GILLETT WATER & SEWER - EFT	889.60
	Manual Check		
04202023	3/30/2023	GILLETT WATER & SEWER - EFT	888.34
	Manual Check		
		Grand Total	194,981.30



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PNB - CITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	160,641.64
Total Expenditure from Fund # 220 - LIBRARY	17,581.75
Total Expenditure from Fund # 230 - TOURISM & MARKETING	2,000.00
Total Expenditure from Fund # 600 - WATER UTILITY	7,540.42
Total Expenditure from Fund # 602 - SEWER UTILITY	7,153.74
Total Expenditure from Fund # 700 - CAPITAL OUTLAY	63.75
Total Expenditure from all Funds	194,981.30

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ACCT

PNB - UTILITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
4611	3/01/2023	GRAINGER	169.80
4612	3/02/2023	ASTREA INVOICE# 1000694016	194.85
4613	3/02/2023	DEGROOT INC	2,093.13
4614	3/06/2023	BADGER METER	49.76
4615	3/06/2023	GFL ENVIRONMENTAL INVOICE# U60000134227	95.16
4616	3/06/2023	MCCLONE W/COMP INS -	526.69
4617	3/06/2023	TRUE VALUE	435.25
4618	3/09/2023	GILLETT CEMENT	500.82
4619	3/09/2023	HYDROCORP	1,049.00
4620	3/14/2023	CELLCOM INVOICE#597908	13.67
4621	3/14/2023	CELLCOM INVOICE# 592710	209.16
4622	3/21/2023	BUSINESS CARD	3,932.49
4623	3/21/2023	HAWKINS INC	2,306.25
4624	3/21/2023	OCNTO ELECTRIC ACCOUNT#617503	1,779.59
4625	3/21/2023	PLC WATER JETTING SERVICE INC CLEANING SEWERS	3,290.00
4626	3/30/2023	GILLETT POSTMASTER WATER BILL DUE 4/30/23	292.80
4627	3/30/2023	WE ENERGIES 4/6/23	2,391.16
4628	3/30/2023	WE ENERGIES 1/24/23	791.72
03022023	3/02/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH Manual Check 3/2/2023	149.79
03162023	3/16/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH Manual Check 3/16/2023	143.69

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ACCT

PNB - UTILITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
03202023	3/01/2023	GILLETT WATER & SEWER - EFT	31.30
	Manual Check		
04202023	3/30/2023	GILLETT WATER & SEWER - EFT	31.30
	Manual Check		
		Grand Total	20,477.38

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PNB - UTILITY CHECKING

ALL Checks

Posted From: 3/01/2023 From Account:  
Thru: 3/31/2023 Thru Account:

Amount

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Total Expenditure from Fund # 600 - WATER UTILITY	15,770.75
Total Expenditure from Fund # 602 - SEWER UTILITY	4,706.63
Total Expenditure from all Funds	20,477.38

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## Receipt Register - Quick - by Payor Name

Page: 1

RCPT

Transaction Date: From:

Check Payment Method

Thru:

Receipt Nbr	Payor	Date Paid	Paid Amount
47794	AMMERMAN, ANNIE DOG LICENCE	3/30/2023	5.00
47805	BARANCZYK, HARRY	4/03/2023	160.00
47786	BLASKOWSKI, NICOLE DOG LICENSE	3/30/2023	15.00
47789	COUILLARD, WAYNE AND BRENDA	3/30/2023	300.00
47795	COVERT, AUTUMN	3/30/2023	100.00
47806	DEBAUCH, DELBERT	4/03/2023	79.69
47802	GOODREAU, CANDY	4/03/2023	125.00
47799	HERTWIG, SUSAN	4/03/2023	74.55
47812	JAEGER, GARY	4/03/2023	71.52
47813	JAEGER, NANCY	4/03/2023	80.04
47810	KEILER, TOM	4/03/2023	79.67
47790	KRUSCHKE, TONIA	3/30/2023	25.00
47801	MILHANS, BRETT & EMILY	4/03/2023	165.00
47791	NICOLET TRAIL CAMPGROUND	3/30/2023	614.47
47822	SCHNEIDER, LEOLA	4/03/2023	81.88
47798	SCHROEDER, ROBERT	4/03/2023	75.00
47821	VANLANINGHAM, VICKI	4/03/2023	164.07
47803	VERHAGEN, ESTHER & JOHN	4/03/2023	50.00
47809	WECKLER, JAY	4/03/2023	82.78

Number of Receipts:

19

Check Total:

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2,348.67

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Receipt Register - Quick - by Payor Name

Page: 2

RCPT

Transaction Date: From:

Check Payment Method

Thru:

Receipt Nbr	Payor	Date Paid	Paid Amount
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Accounting:	20.00
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Utility Billing:	1,714.20
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Misc. Billing:	614.47
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Accounting - Bank Account Totals:

PNB - CITY CHECKING:	20.00
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**NOTICE OF PUBLIC HEARING**  
**City of Gillett**  
**Proposed Community Development Block Grant Application**  
**150 N. McKenzie Ave.**  
**Thursday, April 06, 2023**  
**5:00 pm.**

The City Council of City of Gillett will conduct a public hearing regarding its proposed application for Community Development Block Grant (CDBG) Public Facilities (PF) program funds. The public is invited to attend to learn about the CDBG program, provide input on community development and housing needs, and comment on the activities proposed to be included in the CDBG application.

**Agenda for the public hearing:**

1. Identification of total potential funding available
2. Eligible CDBG activities
3. Presentation of identified community development and housing needs
4. Presentation of activities proposed for CDBG application
5. Review of any potential residential and non-residential displacement
6. Resident input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities

Residents of the City of Gillett, including residents with low and moderate incomes that may be impacted by the project, are encouraged to attend.

The meeting room is ADA accessible.

Persons needing additional accommodations should contact Municipal Clerk at telephone number 920-855-2255 or email: [Chelsea.anderson@ci.gillett.wi.us](mailto:Chelsea.anderson@ci.gillett.wi.us).

Chelsea Anderson  
City Clerk/Treasurer

# **City of Gillett Citizen Participation Plan for the Community Development Block Grant (CDBG) Program**

## **PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Gillett, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

## **PROGRAM OVERSIGHT**

1. The City of Gillett shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City Council. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.  
The City of Gillett shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.
2. To insure responsiveness to the needs of its citizens, the City of Gillett shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

## **CITIZEN PARTICIPATION**

1. The City of Gillett shall establish a committee composed of persons representative of the City of Gillett demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City of Gillett.

## **NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the *Oconto County Times Herald* as a class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the City of Gillett City Hall. These notices will include the time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and



during what time, information and records relating to the proposed and actual use of funds may be found.

### **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
  - a. Community development needs, objectives, and strategies.
  - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The City of Gillett will attempt to have at least one of the public hearings in the service area.

### **PROGRAM INFORMATION, FILES, and ASSISTANCE**

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City staff in the Community Development Department. A City staff member will meet with citizens on request.
2. The City of Gillett will maintain, in the City Clerk's office, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The City of Gillett staff will respond to all such requests within 15 days after the City Council has met to discuss the request.

## **COMPLAINTS**

The City of Gillett will handle citizen complaints about the program in a timely manner. By federal regulation the City will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to City Clerk.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant  
Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources, 9<sup>th</sup> Floor  
P.O. Box 7970  
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

## **ACCOMMODATIONS**

The City of Gillett will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

## **NON-ENGLISH SPEAKING PERSONS**

The City of Gillett will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

# City of Gillett

**WHEREAS**, the City of Gillett has applied  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

**WHEREAS**, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low and moderate income (LMI)), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

**WHEREAS**, the City of Gillett has prepared  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
and publicly reviewed a Citizen Participation Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council  
*(City Council, County Board, Village Board, Town Board)*  
of the City of Gillett officially  
*(County, City, Village, or Town)* *(UGLG/Unit of General Local Government's Name)*  
adopts the Citizen Participation Plan.

**ADOPTED** on **6th** day of **April**, **2023**. ATTEST:

this \_\_\_\_\_

(Day) (Month) (Year) (Signature of Clerk)

The governing body of **The City of Gillett** has authorized the above resolution  
*(UGLG/Unit of General Local Government's Name)*

by Resolution No.: \_\_\_\_\_, dated **4/6/2023**.  
*(Resolution Number) (Date Authorized)*

<u>Signature of the Chief Elected Official</u>	<u>Mayor</u>	<u>4/6/2023</u>
	<u>Title</u>	<u>Date Signed</u>

**Josh McCarthy**  
*Typed Name of the Chief Elected Official*

## **City of Gillett**

### **POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

RESOLUTION NO. \_\_\_\_\_

A resolution of the City Council of the City of Gillett, to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Gillett to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF GILLETT:

- I. It is POLICY of the City to prohibit the use of excessive force by law enforcement agencies within the City's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
- II. It is POLICY of the City to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.
- III. The officials and employees of the City shall assist in the orderly prevention of all excessive force within the City of Gillett by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.
- IV. The City Council directs the Chief of Police to implement this Resolution by amending applicable City of Gillett Police Department procedures.

PASSED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GILLETT.

\_\_\_\_\_  
Chief Elected Official Signature  
Josh McCarthy, Mayor

Date 4/6/23

ATTEST:

\_\_\_\_\_  
Municipal Clerk Signature  
Chelsea Anderson, Clerk/Treasurer

Date 4/6/2023

**City of Gillett**  
**WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION**  
**ASSISTANCE PLAN**  
**FOR CDBG PROGRAMS**

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Gillett in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG<sup>1</sup> projects.

**Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the City of Gillett will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- ☒ If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- ☒ Target only those properties deemed essential to the need or success of the project.

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<sup>1</sup> CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

### **Relocation Assistance to Displaced Persons**

The City of Gillett will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

### **One-for-One Replacement of Lower-Income Dwelling Units**

The City of Gillett will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Gillett to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Gillett will make public by publication in the Oconto Time Herald newspaper and submit to the U.S. Department of Housing and Urban Development (HUD) through the State, under the State CDBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Gillett will identify the general location of such dwelling units on a map and complete the

disclosure and submission requirements as soon as the specific data is available.

**Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), the City of Gillett may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

**Contacts**

The City Clerk is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The City Clerk is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

**ADOPTED** by the City of Gillett City Council on: April 6, 2023.

Josh McCathy  
Chief Elected Official (CEO) Typed/Printed Name

Mayor  
CEO Title

\_\_\_\_\_  
Chief Elected Official Signature

**ATTEST:**

Chelsea Anderson  
Municipal Clerk Typed/Printed Name

Clerk  
Municipal Clerk Title

\_\_\_\_\_  
Municipal Clerk Signature

Date Adopted: 4/6/2023

Date Effective: 4/10/2023



## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

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#### City of Gillett

(UGLG/Unit of General Local Government)

### Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application

Relating to the City of Gillett participation in the  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
Community Development Block Grant Public Facilities (CDBG-PF) Program  
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a Public Facility Improvement for the CDBG-PF Program  
(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)  
for the City of Gillett ;  
(County, City, Village, or Town) (UGLG's Name)

WHEREAS, after public meeting and due consideration, the City Council  
(Name of Appropriate Committee)  
has recommended that an application be submitted to DOA for the following project:  
Reconstruction of Robin Hood Lane ; and  
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the City Council to  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for the City to  
(County, City, Town, Village)  
receive funds from this program; and

WHEREAS, the City Council has reviewed the  
(County Board, City Council, Village Board, Town Board)  
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the City Council  
(City Council, County Board, Village Board, Town Board)

## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

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does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the Mayor is hereby  
(Council President, Mayor, Board Chair, Village President)

authorized to sign all necessary documents on behalf of the City ; and  
(County, City, Village, Town)  
that authority is hereby granted to City Council  
(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this 6th day of April , 2023 . ATTEST: \_\_\_\_\_  
(Day) (Month) (Year) (Signature of Clerk)

The governing body of The City of Gillett has authorized the above resolution  
(UGLG's Full Name)  
by Resolution No.: \_\_\_\_\_ , dated 4/6/2023 .  
(Resolution Number) (Date Authorized)

_____ <small>Signature of the Chief Elected Official</small>	<u>Mayor</u> <small>Title</small>	<u>4/6/2023</u> <small>Date Signed</small>
<u>Josh McCarthy</u> <small>Typed Name of the Chief Elected Official</small>		

## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

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## AUTHORIZING RESOLUTION TO SUBMIT A CDBG APPLICATION:

### SUBMISSION INSTRUCTIONS

The Unit of General Local Government (UGLG) **must** submit documentation verifying the Chief Elected Official (CEO) has been authorized to submit a CDBG Application. The Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application form is provided to serve as this documentation, upon being completed by the UGLG and submitted with the UGLG's CDBG Application materials.

- Fill in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the local Clerk.
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, etc.). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.
- Retain the original completed **Authorizing Resolution to Submit a CDBG Application** form for the UGLG's prospective grant file and submit a copy to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG's CDBG Application materials.

**City of Gillett**  
**Authorizing Resolution to Commit Match Funds &**  
**Certification of Match Funds Secured**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILLETT,  
providing a Guarantee of Match Funds for the  
2023 Community Development Block Grant Public Facilities (CDBG-PF) Application

Related to the City of Gillett's participation in the Community Development Block Grant (CDBG) Program;

**WHEREAS**, federal monies are available under the CDBG Annual Public Facilities Competition, administered by the State of Wisconsin Department of Administration, for the purpose of improvement of public facilities; and

**WHEREAS**, the City Council of the City of Gillett has authorized the submission of a CDBG Public Facilities Application to the State of Wisconsin for the following project: Robin Hood Lane Improvements; and

**WHEREAS**, an adequate local financial match must be provided for the proposed CDBG Public Facilities project by the City of Gillett.

**WHEREAS**, the City of Gillett must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG application; and

**WHEREAS**, the City of Gillett must acknowledge that a delay in starting construction by July 1, 2024 and/or completing construction by October 31, 2025 due to the City not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Gillett does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$ \$582,140, from the following secured source(s): Interim Financing, ;

**ADOPTED** on this 6th day of April, 2023.

The governing body of the City of Gillett has authorized the above resolution to commit match and certify match funds secured for the CDBG project referenced within the resolution.

**ATTEST:**

\_\_\_\_\_  
Chelsea Anderson, Clerk/Treasurer

\_\_\_\_\_  
Josh McCarthy, Mayor

## City of Gillett Fair Housing Ordinance

Ordinance #: 13 - 18 through 20

### Fair and Open Housing

- Ordinance 13-18      State Statutes Adopted
- Ordinance #13-19      Authority and Enforcement Procedures Implemented
- Ordinance #13-20      Complaints

#### Ordinance #13-18 STATE STATUTES ADOPTED.

The City Council of the City of Gillett hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

#### Ordinance #13-19 AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the City of Gillett shall assist in the orderly prevention and removal of all discrimination in housing within the City of Gillett by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

#### Ordinance #13-20 COMPLAINTS.

The City Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Gillett to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

City of Gillett  
Resolution to Repeal and Replace Article II of Chapter 13 of the  
Code of the City of Gillett,  
Fair Housing Ordinance  
Resolution # \_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER 13 ARTICLE II OF THE MUNICIPAL CODE  
OF THE CODE OF THE CITY OF GILLETT  
ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED,  
RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND  
PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

THE CITY COUNCIL OF THE CITY OF GILLETT DOES ORDAIN AS FOLLOWS:

Article II Chapter 13 of the Code of the City of Gillett is repealed and recreated as follows:

FAIR AND OPEN HOUSING

**WHEREAS**, the City Council of the City of Gillett recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein, and;

**WHEREAS**, the City Council of the City of Gillett is applying for a Community Development Block Grant which requires the Fair Housing Ordinance to be specifically worded;

**THEREFORE, BE IT ORDAINED THAT**, Article II of Chapter 13, in whole, shall be repealed and replaced to read:

13-18) The City of Gillett hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

13-19) The officials and employees of the City of Gillett shall assist in the orderly prevention and removal of all discrimination in housing within the City municipal jurisdiction by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

13-20) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Gillett to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

Josh McCarthy  
Chief Elected Official Typed/Printed Name

\_\_\_\_\_  
Chief Elected Official Signature

ATTEST:

Chelsea Anderson  
Municipal Clerk Typed/Printed Name

\_\_\_\_\_  
Municipal Clerk Signature

Adopted: 4/06/2023  
Published: 4/14/2023  
Effective: 5/01/2023