

CITY OF GILLETT COMMON COUNCIL

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

THURSDAY, MAY 4, 2023 AT 6:00 PM

MINUTES

1. Council President Nanette Mohr called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Roll Call

Present: Alderpersons Nanette Mohr, Marie Blaser, Irene Drake, Jerry Luther, and Jacob Ketchem, Clerk Treasurer Chelsea Anderson, Police Chief Shane Breitenbach, Public Works Department Head Nate Anderson, Attorney Alex Sickel, Librarian Shannon Stoner, and Fire Chief Kurt Hicks. Public Renee Carlson for the Chamber of Commerce, Trace Hubbard with Ayres Engineers, Nicole Blaskowski, Kevin Smith, Times Herald Luke Reimer, David DeLand, and Leone Christensen. Jon Cameron Ehlers Financial Advisor via phone at 7:05 pm.

Excused: Mayor Josh McCarthy, Utility and Public Works Department Head Ron Anderson, and Alderperson Jon Gildemeister

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 April 6 & 18, 2023

MOTION: Luther/Drake

Motion to approve minutes April 18, 2023.

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

5. **CDA Report:** Alderperson Mohr – No Report.

6. **Library Report:** Librarian Shannon Stoner reported- Library Director Report-

Programming

- a. Senator Mary Felzkowski and Assembly Rep Jeffrey Mursau came to the Gillett Library for a budget listening session on Saturday, April 22nd. It was well attended and the discussion lively and respectful throughout the event. Thank you to all who attended.
- b. 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). I Spy Mysteries
- c. Teen Tuesday: Make a craft for mom on Tuesday, may 9th
- d. ADRC Memory Café, Thursday, April 20th. Earthaven Museum from 10:30-12 pm,
- e. Sew-cial Club for people to bring in their needlework projects and socialize. We’re trying to build that program, so if you know anyone, invite them! Feel free to bring your own project.
- f. National Library Week, April 23-29
 - i. We’re planning Bookworm day (Gummi Worms) and other themed days
- g. We have our Reader’s Advisory on 4th Monday from 5-5:30 pm.
- h. Programming Policy and Banning Policy has been approved by the board.
More Summer Reading Program planning.
- i. I have scheduled Randy Peterson’s Library Performance: Welcome to my Band on Monday, July 17th at 6 pm.

2023 Improvement and Innovation Grant forthcoming. My staff has requested a die-cut.

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I attended WAPL and attended seminars on Legal Foundations of Patron Involvement in Collection Building, Connecting School Libraries and Public Library through collaboration, and building a strategic plan, and networked with other librarians.

We have free day passes to Wisconsin state parks.

We are participating in the Infosoup Library Road Trip. People can come pick up a booklet and to get a stamp, you need to check out a book, attend a program, or use a public computer. For every ten entries at different libraries, you can sign a form for a prize drawing.

7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Renee Carlson reported they are a startup and looking for donations. They would like to keep up the events that Tourism and Marketing put on. Chamber is running a “Clean up the City” event this week. Spaghetti Dinner is also being run in the park this weekend.

8. **Financial Report:** Clerk Treasurer

- a. Updated Monthly Check Register Provided

MOTION: Drake/Blaser

Motion to approve April 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 Chief’s Desk;
Gillett Police Department / 128 incidents / April 2023

This past week I attended a site security and safety evaluation of the Gillett School District Campus hosted by the Gillett School District Administrative team. Topics discussed included a review of the recent bomb threat response, security protocols for student drop off areas, improving external signage of buildings, updating labeling of interior rooms, and addressing security concerns for school events held outside of normal school operating hours.

Officers Hoeft and Buettner attended a free training event provided by the Wisconsin Department of Justice and hosted by the Oconto County Sheriff’s Office. The topics covered included suspicious death scene and abuse investigations and updated investigatory processes for suspicious deaths and abuse of children. We are very fortunate to have this type of advanced training available to us in this area. As always we appreciate the Oconto County Sheriff’s Office for including us in these training opportunities.

This month we will be taking part in the annual Oconto County Law Enforcement spring tactical training day, happening in Oconto Falls. Topics being covered are; MRAP Driver Operations, Ballistic Shield Entry Live Fire Range, MRAP Downed Person Rescue, Indoor Multi-Officer Room Clearing, and Oconto County Rescue Task Force with Unified Command and Incorporation

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of Fire/EMS Personnel. This is another example of the quality working relationships between all of Oconto County's public service agencies.

On April 13th, I assisted the Gillett Public Library with a Women's Self Defense class held at the Gillett Community Center. I was able to arrange for a colleague friend, and current Crivitz Chief of Police, Troy Ugoretz, to lead the class. Chief Ugoretz is a highly respected leader in the local martial arts community and graciously donated his time to present the class.

The Gillett Police Department hosted the bi-annual National Drug Takeback Day on April 22 from 10am-2pm. Nearly 20lbs of medications was collected. This event is in addition to our daily drug takeback drop box which is located in the police department lobby.

I also have several items related to staffing and officer coverage concerns. During the month of April, deputies with the Oconto County Sheriff's Office and Game Wardens with the Wisconsin Department of Natural Resources, responded to 14 incidents that occurred in the city due to staffing issues. This time of year typically has a lower volume of calls for service with substantial increases moving into the summer months. The current trend is indicating a sharper than normal increase that is occurring earlier in the year than in the past. That being said, I have reached out to Sgt. Jenny Austin with the Wisconsin State Patrol and she will be supplying the city with several of her troopers to assist with all of our large scale summer events. I wish to recognize and thank all of our law enforcement family for the continuing added support as we work through these staffing struggles.

10. Fire Department Report: Chief Hicks

- a. Discussion on Training, Public Relations, and Incident Summary Report- 6 calls, grass fire auto aid, brush fire turned house fire, traffic control auto aid, lift assist, barn fire MAVIS, and lift assist. Training on wild land burn, burned over 2.5 acres for the training session. Wild land refresher training happened before the training. Will work on communion and accountability in the next training. Next couple weeks will be trained on Spillman, all fire departments in the area are training on this programming. September 16 will be the GAFA (Gillett Area Firefighter Association) golf outing fund raiser.

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

- a. Discussion and Possible Action on purchasing vest- will find grants for purchases, about \$1100 per vest. First grant applied for would pay 50 percent and 2nd federal grant would pay other half.

MOTION: Luther/Drake

Motion to purchase two new bullet resistant vests for Chief Breitenbach and Officer Hoeft.

Voice Vote: All Voting Aye - MOTION CARRIED

- b. Discussion and Possible Action on Chicken permits

MOTION: Luther/Drake

Motion to approve comingling chickens (12), due to Randy Schmidt's disability, contingent upon application being turned in from Randy Schmidt and Dan Carlson.

Voice Vote: All Voting Aye - MOTION CARRIED

- c. Discussion and Possible Action on New Ordinances – Leave Lay

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12. **Board of Public Works Committee Report:** Alderperson Luther- Public Works Foreman Nate Anderson reported they fixed winter vehicles, they are working on new lighting in shop, the spring is here and lawn mowing has started already. They are currently cutting trees by bridge for the Washington Street Project, and waiting on the weather to cooperate for spring projects.
- a. Discussion and Possible Action on 113/115 W Park Street Storm Sewer connection with City
MOTION: Drake/Blaser
Motion to approve 113/115 W Park Street Storm Sewer connection with the City, at no cost to the City.
Voice Vote: All Voting Aye - **MOTION CARRIED**
- b. Discussion and Possible Action on selling L&N parcel 231012116106 with easement to storm sewer.
MOTION: Luther/Ketchem
Motion to approve giving L&N parcel 231012116106, in paper work City needs a full easement to storm sewer, costs to be incurred by L&N for paperwork and closing costs.
Voice Vote: All Voting Aye - **MOTION CARRIED**
13. **Utility Committee Report:** Alderperson Drake
- a. Discussion and Possible Action on SCADA
MOTION: Luther/Ketchem
Motion to approve looking into upgrading Utility SCADA System.
Voice Vote: All Voting Aye - **MOTION CARRIED**
- b. Discussion and Possible Action on PFOS- No PFOS found in the City drinking water. DNR will not require us to test for at least 2 years. The test looked for over 300 contaminants.
- c. Discussion and Possible Action on approving Peshtigo National Bank and USDA for total water and sewer projects
MOTION: Drake/Blaser
Motion to approve Peshtigo National Bank and USDA for total water and sewer projects.
Roll Call Vote: All Voting Aye - **MOTION CARRIED**
- d. Discussion and Possible Action on No hunting on Wastewater Treatment Plant Land
MOTION: Luther/Ketchem
Motion to approve no public hunting on Wastewater Treatment Plant land, only city employees.
Voice Vote: All Voting Aye - **MOTION CARRIED**
- e. Discussion and Possible Action on increasing sewer rates from \$4 per 1000 gallons to \$5
MOTION: Luther/Blaser
Motion to move forward with public meeting/hearing to raise sewer rates.
Voice Vote: All Voting Aye - **MOTION CARRIED**
14. **Finance and Personnel Committee Report:** Alderperson Mohr-
- a. Discussion and Possible Action on Ehlers Update on Financing
MOTION: Drake/Ketchem
Motion to move item a. to after planning committee report.
Voice Vote: All Voting Aye - **MOTION CARRIED**

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- b. Discussion and Possible Action on approving the purchase of a 2002 Peirce fire truck for \$195,000 from remaining ARPA funds, split between city hall security window, park cameras, and police department radios, and pay the rest with financing

MOTION: Drake/Ketchem

Motion to approve the purchase of a 2002 Peirce fire ladder truck for \$195,000 from remaining ARPA funds, split between city hall security window, park cameras, and police department radios, and pay the rest with financing. Sale of old truck going towards payment.

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

- c. Discussion and Possible Action on approving putting in a security window from Total Security Solutions Inc. for the clerk's office and a new access door, Spaulding Construction to do the remodel, not to exceed \$35,000 from ARPA funds.

MOTION: Luther/Drake

Motion to approve putting in a security window from Total Security Solutions Inc. for the clerk's office and a new access door, Spaulding Construction to do the remodel, not to exceed \$35,000 from ARPA funds.

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

- c. Discussion and Possible Action on approving the purchase of 2 new radios for the police department, not to exceed \$12,000 from ARPA Funds

MOTION: Ketchem/Luther

Motion to approve the purchase of 2 new radios for the police department, \$8,880.46 from ARPA Funds.

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

- d. Discussion and Possible Action on approving 24 hours a week and joining WI retirement system for Deputy Clerk

MOTION: Drake/Luther

Motion to approve 24 hours a week and joining WI retirement system for Deputy Clerk

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

- e. Discussion and Possible Action on approving a 7-year loan from Peshtigo National bank for Washington Street Project, contingent upon financial analysis being done by Ehlers

MOTION: Luther/Blaser

Motion to approve approving a 7-year loan from Peshtigo National bank for Washington Street Project, contingent upon financial analysis being done by Ehlers

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

- f. Discussion and Possible Action on Fund Balance Policy

MOTION: Drake/Ketchem

Motion to approve the updated Fund Balance Policy.

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

- g. Discussion and Possible Action on First Net

MOTION: Drake/Ketchem

Motion to approve changing from Cellcom to First Net for the City cell phone and data carrier.

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

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15. Park and Cemetery Committee Report: Alderperson Gildemeister-

- a. Discussion and Possible Action on park rental fee being \$150 per event, no special event permit fee, and barricade and cones rental deposit of \$150.00

MOTION: Luther/Drake

Motion to approve the park rental fee/security deposit being \$150 per event, no special event permit fee, and barricade and cones rental deposit of \$150.00

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

16. Planning Committee Report: Alderperson Ketchem

- a. Discussion and Possible Action on 141 W Main Street New Garage Build

MOTION: Drake/Blaser

Motion to approve the new garage build at 141 West Main Street for Cheryl Kasten.

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

- b. Discussion and Possible Action on Easement for Reimer Property split purchase- City does not agree to easement proposed.

***** Finance and Personnel**

Discussion and Possible Action on Ehlers Update on Financing- Jon Cameron from Ehlers Public Finance Advisor gave a phone call presentation on the City finances. Looking for interim financing for Washington Street. Packets were provided and went over. Finance Meeting for May 23, 2023 at 4:00 PM.

17. Clerk Treasurer's Report: Clerk Treasurer stated the City did not budget to pay the Gillett School District the agreed donation for taking over the Orby Jones Sports Complex, the school has graciously agreed to move our payment to 2024 so the city can budget appropriately.

Board of Review is planned for May 16, 2023 from 4:00-6:00 PM. The USDA Public Hearing to use public funds to purchase a Skid steer will be June 1, 2023 at 5:30 PM.

18. Attorneys Report: Hinkfuss, Sickel, Petitjean, & Wieting Attorneys at Law-Attorney Sickel reported working on updated ordinances, such as fire service call fees, food trucks, lighting ordinance, THC ordinance, and more.

19. Mayor's Report: Mayor McCarthy –No Report- Excused

20. Adjourn at 7:35 PM

MOTION: Drake/Blaser

Motion to adjourn.

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

Respectfully Submitted,
Clerk Treasurer Chelsea Anderson