

**CITY OF GILLETT COMMON COUNCIL**  
**NOTICE OF REGULAR MEETING**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**THURSDAY, NOVEMBER 2, 2023 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 October 5, 2023
5. **CDA Report:** Alderperson Mohr
6. **Library Report:** Alderperson Gildemeister
7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:**
8. **Financial Report:** Clerk Treasurer
  - a. Updated Monthly Check Register Provided
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
  - a. Discussion and Possible Action on Christmas in the Park
  - b. Discussion and Possible Action on Operator License for Richard Smith
  - c. Discussion and Possible Action on Leaf Pickup Policy
12. **Board of Public Works Committee Report:** Alderperson Luther
13. **Utility Committee Report:** Alderperson Drake
14. **Finance and Personnel Committee Report:** Alderperson Mohr
15. **Park and Cemetery Committee Report:** Alderperson Gildemeister
16. **Planning Committee Report:** Alderperson
17. **Clerk Treasurer's Report:** Clerk Treasurer
18. **Attorneys Report:** Hinkfuss, Sickel, Petitjean, and Wieting Attorneys at Law
19. **Mayor's Report:** Mayor McCarthy
20. **Adjourn**

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"**



## **Gillett Area Chamber of Commerce City of Gillett Partnership**

The Gillett Area Chamber of Commerce was to be formed with the intention of combining the City of Gillett Tourism and Marketing Commission and the Gillett Business Association. Sadly, no official action was taken before the Gillett Area Chamber of Commerce formed to formalize the relationship and the dissolution of the then-current Tourism and Marketing Commission. Under Wisconsin Room Tax State Statute 66.0615, there must either be a Tourism and Marketing Commission or an alternative nonprofit organization, which includes a Chamber of Commerce. We want to resolve this issue and create a formal relationship that will continue between the City of Gillett and the Gillett Area Chamber of Commerce. Since the current City of Gillett Code Book names the agency for handling the Room Tax as the Tourism and Marketing Commission, we offer the following resolution to change the Agency in charge of the Room Tax to the Gillett Area Chamber of Commerce which will keep the City of Gillett in compliance with the state statute.

Whereas Wisconsin Statute 66.0615 states that a municipality may collect a room tax if that municipality has an agency in charge of Tourism and Marketing, and a majority of those funds are to be utilized for purposes to increase tourism.

Whereas the last official agenda of the Tourism and Marketing Commission was dated for the 7<sup>th</sup> day of December of the year 2022, and the last official minutes of the Tourism and Marketing Commission posted are from the 26<sup>th</sup> day of September of the year 2022.

Whereas the last official chair of the Tourism and Marketing Commission currently sits on the Board of the Gillett Area Chamber of Commerce, and since the dissolution of the Tourism and Marketing Commission by its members in the year 2022, no official action has been taken by the Council of the City of Gillett or the Mayor to either reform the Commission and appoint new members.

Whereas the City of Gillett, without any formal relationship with the Gillett Area Chamber, has regularly put the Gillett Area Chamber of Commerce on the agenda to handle the Tourism and Marketing Commission report.

Whereas the Gillett Area Chamber of Commerce fits the criteria established in the Wisconsin State Statute 66.0615 as an alternative agency for the distribution of funds collected through the Room Tax, of which the city retains 20%, and the remaining 80% would be utilized by the Gillett Area Chamber of Commerce for the promotion of the City of Gillett in order to attract tourism within our community.

Let it be resolved that the Gillett Area Chamber of Commerce will formally take over as the Agency for the City of Gillett to handle the Room Tax monies collected, of which 20% will remain within the General Fund of the City of Gillett per the current city code.

PNB - CITY CHECKING

ALL Checks

Posted From: 10/01/2023 From Account:  
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
WRS	10/31/2023	WISCONSIN DEPARTMENT OF ETF	6,212.88
	Manual Check	SEPTEMBER WRS REMITTANCE	
38680	10/04/2023	BEAR GRAPHICS	34.77
		0924746 INV ELECTION ENVELOPE	
38681	10/04/2023	BUMPER TO BUMPER	30.49
38682	10/04/2023	CELLCOM	103.32
		INVOICE#416396	
38683	10/04/2023	GFL ENVIRONMENTAL	488.28
38684	10/04/2023	GFL ENVIRONMENTAL	13,371.28
38685	10/04/2023	GFL ENVIRONMENTAL	152.47
38686	10/04/2023	GILLETT HARDWARE	218.67
38687	10/04/2023	GRAINGER	174.94
38688	10/04/2023	MCCLONE	1,053.38
		CLERK LIABILITY	
38689	10/04/2023	OCONTO COUNTY CLERK OF COURTS	40.00
		CITY OF GILLETT-SEPTEMBER 2023	
38690	10/04/2023	SECURIAN FINANCIAL GROUP INC	12.32
		BREITENBACH ACCIDENT POLICY	
38691	10/04/2023	STATE OF WISCONSIN COURT FINES & ASSESSMENTS	157.80
		CITY OF GILLETT SEPTEMBER-2023	
38692	10/04/2023	US BANK EQUIPMENT FINANCE	295.33
		INVOICE#511721482	
38693	10/05/2023	AYRES ASSOCIATES INC	14,923.08
		E WASHINGTON RECON INV 210185	
38694	10/05/2023	BADGER METER	77.00
38695	10/05/2023	DORNER INC	7,664.67
		PAY REQUEST 2, 2ND HALF	
38696	10/05/2023	HIDDEN BEAR TRAIL ATV CLUB ATV MAP	1,000.00
		2024-2025 ATV MAP	
38697	10/05/2023	MSA PROFESSIONAL SERVICES INC	24,988.40
38698	10/05/2023	NWTC	130.61
		NWTC BOOKSTORE	

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Check Nbr	Check Date	Payee	Amount
38699	10/05/2023	OCONTO COUNTY TREASURER JAIL ASSESSMENT FEES SEPT-2023	40.00
38700	10/05/2023	OCONTO FALLS COURT CLERK MADISON JOYCE	124.00
38701	10/10/2023	ELITE OVERHEAD DOOR INVOICE#3877	3,790.00
38702	10/10/2023	GENERAL TEAMSTERS UNION LOCAL 662 OCTOBER 2023	137.00
38703	10/10/2023	KERBER ROSE SERVICES FOR SEPTEMBER 2023	6,400.00
38704	10/10/2023	NEW MEDIA INC. JOINT MEETING TID AD	40.44
38705	10/10/2023	SECURIAN FINANCIAL GROUP INC NOVEMBER- 2023	420.18
38706	10/12/2023	AUTO-WARES	52.68
38707	10/12/2023	AUTO-WARES	53.98
38708	10/12/2023	CELLCOM INVOICE#448923	23.93
38709	10/12/2023	CELLCOM INVOICE#443022	236.38
38710	10/12/2023	GARROW OIL MARKETING, INC FUEL	208.66
38711	10/12/2023	GARROW OIL MARKETING, INC FUEL	372.75
38712	10/12/2023	GREEN BOYZ INC. INVOICE#147716	1,350.00
38713	10/12/2023	QUILL CORPORATION INVOICE#34835430	41.58
38714	10/12/2023	THE FLOWER SHOPPE KURT DARROW FUNERAL 2023	50.00
38715	10/12/2023	THE UNIFORM SHOPPE INVOICE#338562 KURT HICKS 2 PINS	50.00
38716	10/17/2023	BAKER & TAYLOR INV#2037798840	8.47
38717	10/17/2023	BUSINESS CARD GARBAGE CAN BANDS	4,239.23

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Check Nbr	Check Date	Payee	Amount
38718	10/17/2023	BUSINESS CARD	1,570.51
38719	10/17/2023	BUSINESS CARD	233.26
38720	10/17/2023	BUSINESS CARD INK FOR CALCULATOR	13.50
38721	10/17/2023	CENTURY LINK 11/17/2023	50.00
38722	10/17/2023	DORNER INC PAY REQUEST 3	316,968.86
38723	10/17/2023	JESSE MCLEOD OCT PAYMENT RESTITUTION 1355-100=\$1255	100.00
38724	10/17/2023	KASTEN, JAMES HANSEN-CARLSON-DARROW-McDOWELL	1,400.00
38725	10/17/2023	MCCLONE TAX COLLECTOR BOND	200.00
38726	10/17/2023	MOTOROLA SOLUTIONS, INC.	415.82
38727	10/17/2023	OCONTO ELECTRIC KLAUS LAKE & PARK LIGHT, CROSSING GUARD	10.23
38728	10/17/2023	R&R ASSESSING SERVICES CITY ASSESSOR	1,265.00
38729	10/17/2023	WE ENERGIES	4,394.29
38730	10/25/2023	ASTREA	745.63
38731	10/25/2023	BOND TRUST SERVICES CORP CONTINUING DISCLOSURE FEE	750.00
38732	10/25/2023	GILLETT SCHOOL DISTRICT OCTOBER 2023	112.10
38733	10/25/2023	GRAINGER INVOICE#9871508033	177.79
38734	10/25/2023	MCCLONE CLERK LIABILITY	1,592.00
38735	10/25/2023	MCCLONE CLERK LIABILITY	2,601.81
38736	10/25/2023	MCCLONE CLERK LIABILITY	2,507.31
38737	10/25/2023	OCONTO COUNTY SHERIFF'S DEPARTMENT PHILLIPS	32.00

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38738	10/25/2023	OCONTO COUNTY TECHNOLOGY SERVICES NEW BATTERY BACK UP FOR SERVER ROOM	184.99
38739	10/25/2023	PESHTIGO NATIONAL BANK WASHINGTON STREET PROJECT CITY	11,212.00
38740	10/25/2023	WE ENERGIES INVOICE#4776056212	150.14
38741	10/25/2023	WISCONSIN DEPARTMENT OF REVENUE MANUFACTURING PROPERTY ASSESSMENT	385.35
38742	10/31/2023	CARLSON, RENEE RUTH DEPOSIT REFUND HARVEST DAYS	50.00
38743	10/31/2023	NELSON TACTICAL ARMOR POLICE VESTS AND PANELS (2)	1,832.81
38744	10/31/2023	OCONTO COUNTY CLERK 2023 DOG AUGUSTSETTLEMENT	2.75
38745	10/31/2023	OCONTO COUNTY TREASURER JAIL ASSESSMENT FEES OCTOBER 2023	49.50
38746	10/31/2023	STATE OF WISCONSIN COURT FINES & ASSESSMENTS CITY OF GILLETT OCTOBER 2023	113.20
38747	10/31/2023	US BANK EQUIPMENT FINANCE INVOICE#514115500	212.48
EFTPS	10/12/2023	INTERNAL REVENUE SERVICE 10.12.2023 PAYROLL	5,311.17
	Manual Check		
EFTPS	10/09/2023	INTERNAL REVENUE SERVICE 7.20.23 PAYROLL - 941 \$ DUE	76.50
	Manual Check		
EFTPS	10/26/2023	INTERNAL REVENUE SERVICE 10.26.23 PAYROLL	5,048.21
	Manual Check		
V5687	10/12/2023	AMMERMAN, ANN Pay period 09/25/2023 to 10/08/2023	376.49
	Manual Check		
V5688	10/12/2023	ANDERSON, CHELSEA E Pay period 09/25/2023 to 10/08/2023	1,370.24
	Manual Check		
V5689	10/12/2023	ANDERSON, LISA Pay period 09/25/2023 to 10/08/2023	611.37
	Manual Check		
V5690	10/12/2023	ANDERSON, NATHAN Pay period 09/25/2023 to 10/08/2023	1,257.13
	Manual Check		
V5691	10/12/2023	ANDERSON, RONALD J Pay period 09/25/2023 to 10/08/2023	2,803.91
	Manual Check		
V5692	10/12/2023	BREITENBACH, SHANE P Pay period 09/25/2023 to 10/08/2023	2,407.00
	Manual Check		

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Posted From: 10/01/2023 From Account:  
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V5693	10/12/2023	COX, KATHERINE	491.18
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5694	10/12/2023	DRAKE, IRENE	277.05
	Manual Check	Pay period 10/01/2023 to 10/31/2023	
V5695	10/12/2023	FINNELL, NORMAN W	385.43
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5696	10/12/2023	GABLE, RUSSELL	1,505.12
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5697	10/12/2023	GILDEMEISTER, JONATHAN	277.05
	Manual Check	Pay period 10/01/2023 to 10/31/2023	
V5698	10/12/2023	GRZYWACZ, CHRISTY	369.40
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5699	10/12/2023	HINKFUSS, DONNIE	195.05
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5700	10/12/2023	HOEFT, ZACHARY	1,526.16
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5701	10/12/2023	LUTHER, JEROME	277.05
	Manual Check	Pay period 10/01/2023 to 10/31/2023	
V5702	10/12/2023	MCCARTHY, JOSHUA	461.75
	Manual Check	Pay period 10/01/2023 to 10/31/2023	
V5703	10/12/2023	MOHR, NANETTE	277.05
	Manual Check	Pay period 10/01/2023 to 10/31/2023	
V5704	10/12/2023	STONER, SHANNON	1,207.94
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5705	10/12/2023	TENNESSEN, TYLER	1,649.05
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5706	10/12/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 09/25/2023 to 10/08/2023	
V5707	10/26/2023	AMMERMAN, ANN	376.49
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5708	10/26/2023	ANDERSON, CHELSEA E	1,246.80
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5709	10/26/2023	ANDERSON, LISA	614.16
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5710	10/26/2023	ANDERSON, NATHAN	1,257.13
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5711	10/26/2023	ANDERSON, RONALD J	2,942.76
	Manual Check	Pay period 10/09/2023 to 10/22/2023	

## PNB - CITY CHECKING

## ALL Checks

Posted From: 10/01/2023 From Account:  
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V5712	10/26/2023	BREITENBACH, SHANE P	1,970.73
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5713	10/26/2023	BUETTNER, ANNALISE	1,301.40
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5714	10/26/2023	COX, KATHERINE	511.35
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5715	10/26/2023	FINNELL, NORMAN W	379.63
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5716	10/26/2023	GABLE, RUSSELL	1,368.23
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5717	10/26/2023	GRZYWACZ, CHRISTY	369.40
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5718	10/26/2023	HOEFT, ZACHARY	1,547.73
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5719	10/26/2023	STONER, SHANNON	1,229.63
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5720	10/26/2023	TENNESSEN, TYLER	1,649.05
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
V5721	10/26/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 10/09/2023 to 10/22/2023	
DEFCOMP	10/12/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	260.00
	Manual Check	10.12.2023 PAYROLL	
DEFCOMP	10/26/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	300.00
	Manual Check	10.26.23 PAYROLL	
DEPTREV	10/12/2023	WISCONSIN DEPARTMENT OF REVENUE	841.98
	Manual Check	10.12.2023 PAYROLL	
DEPTREV	10/26/2023	WISCONSIN DEPARTMENT OF REVENUE	856.04
	Manual Check	10.26.23 PAYROLL	
10022023	10/02/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH	33.85
	Manual Check	GPM	
10042023	10/04/2023	OCONTO COUNTY CLERK OF COURTS	-40.00
	Manual Check	PAY TO TREASURER	
10052023	10/05/2023	B&D WATER METER TESTING & REPAIR	-77.00
	Manual Check	INVOICE# 80140325	
10172023	10/17/2023	DELTA DENTAL ACH	432.42
	Manual Check	NOVEMBER DENTAL- INV#726764	
10202023	9/28/2023	GILLETT WATER & SEWER - EFT	1,153.07
	Manual Check		



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Check Nbr	Check Date	Payee	Amount
10022023V	10/04/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH	-33.85
	Manual Check	VOID & PLACE EXPENSE IN CORRECT MONTH	
WRONG BANK A	10/05/2023	BADGER METER	-77.00
	Manual Check		
WRONG BANK A	10/05/2023	B&D WATER METER TESTING & REPAIR	77.00
	Manual Check	INVOICE# 80140325	
		Grand Total	486,942.42

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Posted From: 10/01/2023 From Account:  
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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	114,864.71
Total Expenditure from Fund # 220 - LIBRARY	7,761.78
Total Expenditure from Fund # 230 - TOURISM & MARKETING	1,000.00
Total Expenditure from Fund # 600 - WATER UTILITY	6,169.33
Total Expenditure from Fund # 602 - SEWER UTILITY	6,169.33
Total Expenditure from Fund # 700 - CAPITAL OUTLAY	350,977.27
Total Expenditure from all Funds	486,942.42

## PNB - UTILITY CHECKING

## ALL Checks

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Check Nbr	Check Date	Payee	Amount
4780	10/04/2023	B&D WATER METER TESTING & REPAIR INVOICE# 80140325	77.00
4781	10/04/2023	GFL ENVIRONMENTAL INVOICE# U60000175249	108.67
4782	10/04/2023	GILLETT HARDWARE	164.60
4783	10/05/2023	AYRES ASSOCIATES INC INV 210185	11,999.30
4784	10/10/2023	BADGER METER	77.00
4785	10/10/2023	CARQUEST AUTO PARTS ID-356376	83.87
4786	10/10/2023	CRANE ENGINEERING	6,993.00
4787	10/10/2023	HYDROCORP	1,049.00
4788	10/12/2023	AUTO-WARES	24.99
4789	10/12/2023	CELLCOM INVOICE#448855	13.93
4790	10/12/2023	CELLCOM INVOICE#443022	212.06
4791	10/12/2023	GILLETT CEMENT INVOICE#09-0008254-IN09-0009056	99.50
4792	10/12/2023	GRAINGER INV#9854433142	289.15
4793	10/12/2023	SERVICE MOTOR COMPANY	1,538.94
4794	10/17/2023	DORNER INC PAY REQUEST 3	259,859.93
4795	10/17/2023	HAWKINS INC	6,599.60
4796	10/17/2023	LISOWE HEATING & COOLING	182.00
4797	10/17/2023	OCONTO ELECTRIC ACCOUNT#617503	1,737.42
4798	10/17/2023	WE ENERGIES INVOICE#4763147114	156.79
4799	10/25/2023	BUSINESS CARD	8,710.06

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4800	10/25/2023	CORE & MAIN LP	3,268.00
4801	10/25/2023	FASTENAL	116.15
4802	10/25/2023	HAWKINS INC	30.00
4803	10/25/2023	MCCLONE W/COMP INS -	566.69
4804	10/25/2023	MCCLONE W/COMP INS -	566.69
4805	10/25/2023	MSA PROFESSIONAL SERVICES INC	360.00
4806	10/25/2023	WE ENERGIES INVOICE#4770014678	4,341.60
4807	10/26/2023	M&D TRUCK AND EQUIPMENT SALES LLC AIR COMPRESSOR	9,500.00
4808	10/31/2023	GILLETT POSTMASTER WATER BILL DUE 10/20/23	269.79
10022023	10/02/2023 Manual Check	GPM INVESTMENTS SOUTHEAST-EFT ACH 10/02/2023	226.69
10022023	10/02/2023 Manual Check	GPM INVESTMENTS SOUTHEAST-EFT ACH MOVE EXPENSE FROM OCT TO SEPT	-226.69
10202023	9/28/2023 Manual Check	GILLETT WATER & SEWER - EFT	31.30
10252023	10/25/2023 Manual Check	GPM INVESTMENTS SOUTHEAST-EFT ACH FUEL	305.96
10302023	10/31/2023 Manual Check	ENVIRONMENTAL IMPROVMENT FUND -STATE OF WI WIRE TRANSFER	19,618.25
BADGER METER	10/05/2023 Manual Check	B&D WATER METER TESTING & REPAIR INVOICE# 80140325	-77.00
<b>Grand Total</b>			<b>338,874.24</b>

## 4 - FIRE CALLS

OCT - 18 - AUTO AID - UNDERHILL - TRAFFIC ACCIDENT

" 18 - CARBON MONOXIDE - GILLETT

" 20 - LIFT ASSISTS - GEMS - UNDERHILL

" 26 - CARBON MONOXIDE - GILLETT

OCT 20 - SPENT THE DAY AT GILLETT GRADE  
SCHOOL : HIGH SCHOOL FOR OUR FIRE PREVENTION  
PROGRAM'S

HAVE TRAINED THE LAST 2 SATURDAY'S WITH  
2 - NEW FIREFIGHTERS ON BASIC FIRE CONCEPTS, ETC.

THEY WILL GO THROUGH ENTRY LEVEL A & B IN JAN  
FOR SCHOOL WHICH IS REQUIRED BY STATE LAW'S

## CITY OF GILLETT- LEAF PICKUP POLICY

The City of Gillett offers leaf pickup services during the months of September, October, and November. Residents may place leaves out at the curb and the city crew will pick them up and dispose of them.

**Leaves must be piled on the terrace but not in the curb or street,** leaves must not block any part of a sidewalk. If there is not a terrace leaves must be piled as close to the roadway as possible without creating a hazard. Leaves that are piled more than eight feet from the edge of the roadway will not be picked up.