

CITY OF GILLETT COMMON COUNCIL

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

THURSDAY, JANUARY 4, 2024 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: Clerk Treasurer Chelsea Anderson, Alderpersons Irene Drake, Nanette Mohr, Jerry Luther, Ashley VanStraten, Fire Chief Kurt Hicks, Librarian Shannon Stoner, Public Works Foreman Nate Anderson, Utility Operator Ron Anderson, Police Chief Shane Breitenbach, Ayres Engineers Craig Schuh, Chamber of Commerce President Chris Byars, Public Kevin Smith, David Deland, and Jonathan Blaskowski. Mayor Josh McCarthy is excused.

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

3. **Public Input: None**

4. Discussion & possible action on minutes for December 7, 2023

MOTION: Drake/VanStraten

Motion to approve minutes from December 7, 2023

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

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

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

January 2024: Programming

Sew-cial Club: Oct. 19 from 12-2 pm

Webinar in December for Summer Reading 2024: Adventure Begins at Your Library

Mitten Tree to get Christmas presents for local family in need

Newsletter is out for January through April 2024

- a. Essential oil infused bracelet with Barb Heneken on Friday, Jan.26 at 2 pm
- b. Valentine program to make cards for Serenity Gardens residents.
- c. Souper Bowl on February 7 4-6 pm..looking for people to make soup. The top chef will be given a prize and to-go containers will be available for \$5. All proceeds will help fund the Summer Reading Program.
- d. Beginning to plan the **Youth Art Exhibit 2024**
- e. Tuesday, March 19 from 5-6, but would like to do 5-7 pm. We are having kids from Gillett Schools display art in the Community Center. I also contacted the Special education teachers to gauge their students' interest in participating in this event. I would plan to play classical music, serve coffee and tea and finger sandwiches. The goal is to make it look like a real exhibit.
- f. Spring Market still being planned.
- g. Planning Summer events has begun

Our Children's Museum of Green Bay Passes are in, catalogued, and ready for checkout! I've contacted the Neville Museum and National Railroad Museum to see if they can offer a similar pass or a pass at reduced rate. Neville says we can purchase a family pass and use that. The National Railroad Museum said they were looking to work with libraries to offer passes. They are looking into providing those soon. DIY Bird feeders this Friday from 3-4:30 pm.

I applied for the Penguin Random House Grants for Small & Rural Libraries to update our Children's Non-Fiction Section.

We had the Children's Museum of Green Bay here last week to make slime with the kids and teach them about different states of matter. It was a lot of fun.

Going through our records and cleaning up old accounts

Planning events for Summer Reading Program. Right now we have the National Railroad Museum coming to do a program on Railroading through Oconto County and a children's storytime.

I received two applications for grants yesterday which I have to fill out for the library.

Taking VITA tax appointments from February 6 through March 26 on Tuesdays

7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Chamber of Commerce Chris Byars gave the city a membership form to become an official member of the Commerce. They are moving ahead and planning for a successful 2024. Will help partner with the purchase of the new playground equipment, will put it on the plans on the chamber website and see what grants are available.

8. **Financial Report:** Clerk Treasurer

a. Updated Monthly Check Register Provided- Orby Jones payment to school goes in 2024, not 2023.

MOTION: Luther/Drake

Motion to approve December 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 / 117 incidents / December 2023

This month Officer Hoeft attended an Oconto County Mass Critical Incident training event provided by Oconto County Emergency Management and hosted by Gillett Area Ambulance. This training event serves as a reminder of the incredible working relationships between all of the countywide emergency responders. Officer Hoeft has also volunteered to be a member of the Oconto County Rescue Task Force. This group of individuals consisting of members of law enforcement, EMS, and fire personnel train as a specialized tactical team that is utilized to extract victims from a hostile (AKA a Hot)zone during a mass casualty event. For those of you who are not aware, Officer Hoeft along with being an officer, he also is a certified EMR and fire fighter.

With a grant provided by the State of Wisconsin, I was able to secure a new video surveillance system for the Gillett Police Department / Gillett City Hall building. This system will be a major upgrade from the current outdated system. The upgrades include panning, rotating, and tracking cameras for the exterior of the building and enhanced video and audio cameras for City Hall, Police Department lobby, and the

Police Department interview room. This security system is similar to the system installed at the City of Gillett Utility Garage.

We are in the process of collecting applications and hope to start the interview processes later this month. This is an incredibly difficult time for the hiring of law enforcement personnel. I have been actively recruiting for the past several weeks with job postings on WILENET and through my extensive connections in the law enforcement community. As of today, I have only received 1 application.

That being said there will need to be changes in how we operate and the hours that we can provide coverage. Similar to the schedule worked through the Spring and Summer of 2023, Officers Hoeft and I will remain on the 2-2-3 /12hr schedule set forth in the labor agreement with the Teamsters. The 12hr work day time slot will flex with the majority of the working hours occurring during the day/early evening. Again, we will be placing an emphasis on covering as many of the day shift hours before filling night hours. These will be the general guidelines but are subject to change.

10. Fire Department Report: Fire Chief Hicks

- a. Discussion on Training, Public Relations, and Incident Summary Report- 55 calls overall for the year 2023. 11 structure fires, 3 Gas and CO2, 17 lift assists, 11 false alarms, 11 MABAS (Mutual Aid Box Alarm System). 4 were in December, 7th Auto Accident in Underhill, 11th Lift Assist Underhill, 30th Lift Assist Underhill, and 31st Auto Accident Underhill. Schedule is set for the year on a training schedule. One firefighter will be doing cross training on Emergency Medical Service. Active Shooter training taught by FEMA, chief attended along with 3 others.

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

- a. Discussion and Possible Action on Operator License for Aaron Lehn and Becky Rosin.

MOTION: Drake/Luther

Motion to approve operator's licenses for Aaron Lehn and Becky Rosin.

Voice Vote: All Voting Aye - MOTION CARRIED

- 12. Board of Public Works Committee Report:** Public Works Foreman Nate Anderson reported we are currently waiting for snow, everything is ready to go. Doing cleaning and small upgrades in the shop garage, and helping Utility when needed. New skid steer arrived from our 50/50 grant with USDA. Starting safety training with JJ Keller.

- 13. Utility Committee Report:** Utility Operator Ron Anderson stated they are still waiting for SCADA upgrade parts, it has been 6 months. Busy doing building maintenance and equipment maintenance. Need to fill out the PSC report for the DNR and audit. While finding the information to fill out the PSC report, interesting comparisons arise. 10 years ago, the city pumped 121 million gallons a year, this is mostly due to Seneca foods, this year it has decreased to 84 million. Consumption and sales has dropped dramatically. Ferric was \$15,000 a year, now its \$90,000. Chlorine was \$8,000 now its \$30,000.

Eight streets total for dead ends in water lines. Will be a goal for this year to loop a dead end. Cedar and Pine need to be done before the state highway 22 project starts to make sure they have temporary water. Washington Street will need some clean up next spring and they will return to look at the landscape.

14. **Finance and Personnel Committee Report:** Alderperson Mohr
 - a. Discussion & possible action on Mayor’s election inspector appointments for a two year term: Lori Anderson
MOTION: Drake/VanStraten
Motion to approve Lori Anderson as an election inspector for a 2-year term.
Voice Vote: All Voting Aye - **MOTION CARRIED**

15. **Park and Cemetery Committee Report:** Utility Operator Ron Anderson sent out letters and personally went to each business fundraising for our new playground. Meeting set up for January 18, 2024 following Health Protection and Licensing.

16. **Planning Committee Report:** No Report

17. **Clerk Treasurer’s Report:** Clerk Treasurer stated W-2s and 1099s will be completed by Kerber Rose, along with our audit on January 31. Konkel will start learning our processes now. Duff Leaver has resigned as our building inspector.

18. **Attorneys Report:** No Report

19. **Mayor's Report:** Mayor McCarthy – No Report

20. **Adjourn** at 7:05 PM
MOTION: Luther/VanStraten
Motion to adjourn.
Voice Vote: All Voting Aye - **MOTION CARRIED**

Respectfully Submitted,
Clerk Treasurer Chelsea Anderson