

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

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

**THURSDAY, FEBRUARY 1, 2024 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 January 4, 2024
5. **CDA Report:** Alderperson Mohr
6. **Library Report:** Alderperson
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 VanStraten
  - a. Discussion & possible action on Operators Licenses for Lynn Wright
12. **Board of Public Works Committee Report:** Alderperson Luther
13. **Utility Committee Report:** Alderperson Drake
14. **Finance and Personnel Committee Report:** Alderperson Mohr
  - a. Discussion & possible action on Hawkins Ash CPAs contract 2024-2026
  - b. Discussion & possible action on paying Oconto County Economic Development Corporation \$1,500 from Tourism and Marketing for Joint Marketing
  - c. Discussion & possible action on closing interim loans for water and sewer at Peshtigo National Bank
15. **Park and Cemetery Committee Report:** Alderperson
16. **Planning Committee Report:** Alderperson
  - a. Discussion & possible action on Certified Survey Map for Ranks Distributing
17. **Clerk Treasurer's Report:** Clerk Treasurer
18. **Attorneys Report:** Conway, Olejniczak, and Jerry S.C. 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"**



# 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 story time.

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, 7<sup>th</sup> Auto Accident in Underhill, 11<sup>th</sup> Lift Assist Underhill, 30<sup>th</sup> Lift Assist Underhill, and 31<sup>st</sup> 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



February 2024

## Library Director Report

1. Annual Report has been completed and reviewed by our system. We have a board meeting scheduled for Thursday, February 8<sup>th</sup> for approval.
2. Grants-I have to have two grants approved from my board to be submitted to NFLS.
  - a. Youth Services Grant: Randy Peterson will be at the Gillett Library to teach kids about the life cycle of the monarch butterfly as well as techniques for planting milkweed which butterflies need.
  - b. Library Services Grant: To get the Minecraft series for our Children's Fiction section. That is very popular with kids and our circulation is very good for these. The grant will buy the entire series as well as a series on American History featuring American Colonization, American Revolution, Civil War, Space Age, and the Wild West.
3. Spring Market- April 26 from 5-7 pm. Vendor space still available Summer Market starts June 6<sup>th</sup>.
4. **February 12<sup>th</sup> 4-5 pm:** DIY Essential Oil Bracelets
5. We're making Valentine's for Serenity Gardens next week. A little kindness goes a long way to make someone feel special.
6. Summer Reading Program In Progress. Our program this year will run from Thursday, June 13 to Friday, August 30<sup>th</sup>. The theme this year is "Adventure Begins at Your Library." We have many adventures planned. These are the preliminary programs that have been scheduled for that time. Kids will be given "Explorer's Logs" to log their summer adventures. They can turn them in on August 30<sup>th</sup> for a little something. What is that something? Don't know yet.
  - a. Thursday, June 13
    - i. 5-6 pm: Barb Henkel Soap Class for Father's day
  - b. June 14

- i. 10:30-11:30 am: Choo Choo Storytime with the National Railroad Museum
- c. June 21
  - 1. ((SURVIVAL ADVENTURE—NOT CONFIRMED))
- d. Thursday, June 27th
  - i. 4-5 pm: Butterfly Adventure with Randy Peterson
- e.
- f. June 28
  - i. 10:30-11:30 am: Western Adventures with Wilber the Miniature Pony
- g. July 5
  - i. 10:30-11:30 am: Space Adventures
- h. July 12
  - i. 10:30-11:30 am: The Attic Trunk with Lynn Marcks
- i. July 19
  - i. 10:30-11:30 am: Safari Storytime
- j. July 26
  - i. 10:30-11:30 am: Storytime at Gillett Area Ambulance, 225 W. Park Street
- k. July 30<sup>th</sup>
  - i. 2-4 pm: Outdoor Adventure
- l. Aug 2
  - i. Farming Adventure:4H Presentations
- m. Tuesday, Aug 6
  - i. National Night Out 5:30-7:30 pm
- n. Thursday, Aug 8
  - i. 6-8 pm: Railroading through Oconto County with the National Railroad Museum
- o. Aug 9
  - i. Time Travel: Gillett Historical Storytime-lemonade & cookie
- p. Aug 16
  - i. Gillett Cub Scouts-Danielle Baumgarten-
- q. Aug 30
  - i. 10:30-11:30 am: Read To A Therapy Dog !
- 7. I'm taking another certification class in April: Trauma Informed Care: An Introduction to Libraries.
- 8. National Night Out is being planned.
- 9. Youth Art Exhibit. There will be some students exhibiting art. Planning is still in the works
- 10. Sensational Storytime starts Monday, February 5<sup>th</sup>. We're doing dragon themed activities.





Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2023**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than **February 29, 2024**.

**I. GENERAL INFORMATION**

1. Name of Library <b>Gillett Public Library</b>		2. Public Library System <b>Nicolet Federated Library System</b>		
3a. Head Librarian First Name <b>Shannon</b>	3b. Head Librarian Last Name <b>Stoner</b>	4a. Certification Grade <b>Grade 2</b>	4b. Certification Type <b>Regular</b>	5. Certification Expiration Date <b>12/31/2027</b>
6a. Street Address <b>200 E. Main St.</b>	6b. Mailing Address or PO Box <b>PO Box 109</b>	7. City / Village / Town <b>Gillett</b>	8a. ZIP <b>54124</b>	8b. ZIP4 <b>0109</b>
9. County <b>Oconto</b>				
10. Library Phone Number <b>9208556224</b>	11. Fax Number <b>(920)855-6533</b>	12. Library E-mail Address of Director <b>sstoner@gilpubliclibrary.org</b>		
13. Library Website URL <b>www.gilpubliclibrary.org</b>		14. No. of Branches <b>0</b>	15. No. of Bookmobiles Owned <b>0</b>	16. No. of Other Public Service Outlets <b>0</b>
17. Does your library operate a books-by-mail program? <b>No</b>		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? <b>No</b>		
20. Square Footage of Public Library <b>3,725</b>	21a. Did your library or a branch move to a new facility during the fiscal year? <b>No</b>	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? <b>No</b>	22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	39	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week		0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,028	0	0

II. LIBRARY COLLECTION									
						a. Number Owned / Leased	b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>						15,957	135		
2. Electronic Books <i>E-books</i>						169,391			
3. Audio Materials						546	5		
4. Electronic Audio Materials <i>Downloadable</i>						74,519			
5. Video Materials						2,077	31		
6. Electronic Video Materials <i>Downloadable</i>						0			
7. Other Materials Owned <i>Describe</i> 4 video games, 5 kits						101			
8a. Electronic Collections <i>Locally Owned or Leased</i>						0			
8b. Electronic Collections <i>Purchased by library system or consortia</i>						3			
8c. Electronic Collections <i>Provided through BadgerLink</i>						62			
9. Total Electronic Collections <i>Local, regional, and state</i>						65			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>						7			

III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		b. Items Received <i>Received from</i>		
a. Total Circulation	b. Children's Materials				a. Items Loaned <i>Provided to</i>				
7,536	1,847		93		6,664		3,352		
Method for Counting ILL Transactions      Categorized ILL Transactions									
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)				6,540		3,321			
WISCAT				115		17			
Other (includes OCLC, manual tracking or other methods)				9		14			
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count		
749	705	1,454	Yes			Actual Count	7,775		
6. Uses of Public Internet Computers						7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count			
10	10		Actual Count	1,427	Actual Count	4,090			
8. Website Visits		9. Electronic Collection Retrieval		c. Statewide		d. Total			
-1		a. Local	b. Other	6		142			
		0	136						
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials			e. Uses of Children's Electronic Materials			
2,074	2,280	0	4,354			170			

**In-person Programs and Attendance + Live,  
Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	15	31	75	45	66	232
Total Attendance	473	744	421	265	1,327	3,230

**In-Person Programs and Program Attendance Annual Count**

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	15	31	75	45	66
Total Attendance	473	744	421	265	1,327
Number of Programs	225				
Total Attendance	1,807				

11i. Describe the library's in-person programs: We offer Pathfinder (RPG Tabletop game), Preschool Storytime, Community Board Games, ADRC Memory Cafes, and educational organizations coming to do programs with our kids.

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	-1	-1	-1	-1	-1	
Total Live Virtual Attendance	-1	-1	-1	-1	-1	
Total views of live programs that were recorded and posted for asynchronous viewing	-1	-1	-1	-1	-1	

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	-1	-1	-1	-1	-1	
Total Pre-Recorded Program Views	-1	-1	-1	-1	-1	

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

## IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Linda	Hougas	112 E Cedar Street	Gillett	54124	linda91553@gmail.com
2. Dawn	Byars	105 W Main Street	Gillett	54124	dcbyars@hotmail.com
3. Rachel	Weckler	144 S Birch St	Gillett	54124	Rachel.weckler@yahoo.com
4. Peggy	Winkler	5183 County Road BB	Gillett	54124	peggypecan@gmail.com
5. Irene	Drake	PO Box 620	Gillett	54124	irene.drake@gmail.com
6. Tami	McQuillan	9800 Gray Lake Road	Gillett	54124	TMcquillan@gillett.k12.wi
7. VACANT	VACANT				
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
Include vacancies in this count

**V. LIBRARY OPERATING REVENUE**  
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Gillett	\$57,600
Town		
Town		
Town		
Town		
Town		
Subtotal 1		\$57,600

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$57,927

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Library Services Grant	\$639	CE Funding	\$500
Youth Services Grant	\$375	I&I Grant	\$410
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$1,924

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
059934	LSTA	\$900
Subtotal 4		\$900

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Town of Green Valley	\$200		\$0
Town of Gillett	\$2,000		\$0
Subtotal 5			\$2,200

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$7,259

8. Total Operating Income Add 1 through 7

\$127,810

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$57,600

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

Report operating expenditures from all sources. Do not report capital expenditures here.

2. Employee Benefits Include maintenance, security, plant operations

\$17,588

## Subtotal 3

\$4,977

Amount

**\$6,500**

\$6,500

\$21,885

\$113,956

\$900

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Expenditure

\$0

\$0

**\$0**

\$0

**\$0**

Total Expenditure	
-------------------	--

\$0

1. Total Amount of Other Funds at End of Year	\$0
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\$0

**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	No MLS	\$40,320	40.00
Library Aide	Clerk - Public Services	Librn. no-MLS	\$11,040	20.00
Library Aide	Clerk - Public Services	Librn. no-MLS	\$9,600	20.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
0.00	1.00	1.00	0.00	1.00

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			3,307
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	479	2,305	2,784
3. Circulation to Nonresidents Living in Another County in the Library System	476	10	486
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	17	17
5. Circulation to All Other Wisconsin Residents	20	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Forest	0	f.	
b. Langlade	17	g.	
c.		h.	
d.		i.	
e.		j.	

### XII. TECHNOLOGY

### XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	12	12	
Total Self-Directed Activity Participation	400	894	
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2		26
Total Self-Directed Activity Participation	35		1,329

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Shannon	Stoner	sstoner@gilpubliclibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Shannon	Stoner	sstoner@gilpubliclibrary.org



#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

*A check (X) or a mark in the checkbox indicates compliance with the requirement.*

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

#### XV. CERTIFICATION

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Linda Hougas	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Shannon Stoner	

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Oconto

The Gillett Public Library Board of Trustees hereby states that in 2023 the Nicolet Federated Library System  
*Name of Public Library* *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

The system provided very helpful support with all issues which presented throughout the year.

## XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Linda

Hougas

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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
ETF	1/31/2024	WISCONSIN DEPARTMENT OF ETF	7,265.58
Manual Check		2023 December ETF Remittance	
ETF	1/31/2024	WISCONSIN DEPARTMENT OF ETF	-7,265.58
Manual Check		REVERSE INCORRECT DECEMBER WRS CHECK	
WRS	1/31/2024	WISCONSIN DEPARTMENT OF ETF	7,308.44
Manual Check		DECEMBER 2023 REMITTANCE	
38864	1/03/2024	AT&T MOBILITY	336.46
Previous Year Expense		POLICE	
38865	1/03/2024	BUSINESS CARD	592.45
Previous Year Expense			
38866	1/03/2024	CELLCOM	103.84
Previous Year Expense		INVOICE#780887	
38867	1/03/2024	GENERAL CODE	995.00
		GC00123923 YRLY MAINT	
38868	1/03/2024	GFL ENVIRONMENTAL	13,045.31
Previous Year Expense		INVOICE#U60000191047	
38869	1/03/2024	KASTEN, JAMES	1,400.00
Previous Year Expense		GRAVE OPENING/ GRAVE MARKING	
38870	1/03/2024	MADISON, JOYCE	28.70
38871	1/03/2024	MCCLONE	2,627.69
38872	1/03/2024	PESHTIGO NATIONAL BANK	15,130.00
		WASHINGTON STREET PROJECT CITY	
38873	1/03/2024	US BANK EQUIPMENT FINANCE	332.84
		INVOICE#518599154	
38874	1/04/2024	AMERICAN LEGAL SERVICES	14.48
		GILLETT POLICE DEDUCTION REMITTANCE SEPT	
38875	1/04/2024	ASTREA	739.45
Previous Year Expense			
38876	1/04/2024	AYRES ASSOCIATES INC	16,991.60
		211648	
38877	1/04/2024	AYRES ASSOCIATES INC	5,703.28
		212375	
38878	1/04/2024	GILLETT SCHOOL DISTRICT	139,335.52
		JANUARY SETTLEMENT	
38879	1/04/2024	LEMMENES HYDROMETRIC SERVICES	890.00
Previous Year Expense		2476	
38880	1/04/2024	MSA PROFESSIONAL SERVICES INC	1,032.50
Previous Year Expense		000526 TID SERVICE	

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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
38881	1/04/2024	NORTHEAST WI TECHNICAL COLLEGE JAN SETTLEMENT - CITY OF GILLET TAX	10,871.84
38882	1/04/2024	OCONTO COUNTY LAND & WATER RESOURCES FOR 2023 TAXES	464.59
Previous Year Expense			
38883	1/04/2024	OCONTO COUNTY TREASURER JAN SETTLEMENT - TAXES	62,742.32
38884	1/04/2024	SECURIAN FINANCIAL GROUP INC JANUARY 2024	420.18
38885	1/04/2024	UNITED PLUMBING AND HEATING WILL BE PAID FROM 2% DUES INCOME	3,289.67
Previous Year Expense			
38886	1/04/2024	WORKHORSE SOFTWARE SERVICES, INC. 2024 SUPPORT	3,450.00
38887	1/09/2024	CULLIGAN OF OCONTO COUNTY ACCOUNT#1055791	22.00
Previous Year Expense			
38888	1/09/2024	FAST SIGNS INVOICE#GB-74544	47.50
38889	1/09/2024	GARROW OIL MARKETING, INC	338.66
Previous Year Expense			
38890	1/09/2024	JESSE MCLEOD PAYMENT RESTITUTION \$1205	50.00
38891	1/09/2024	SECURIAN FINANCIAL GROUP INC BREITENBACH ACCIDENT POLICY	10.46
38892	1/09/2024	SHAWANO BEARINGS INV 19965	154.00
Previous Year Expense			
38893	1/16/2024	EQUIPMENT FENDERS LLC INVOICE# 1037	1,936.00
38893	1/18/2024	AMMERMAN, ANN Pay period 01/01/2024 to 01/14/2024	360.53
Manual Check			
38894	1/16/2024	GILLET HARDWARE	65.88
Previous Year Expense			
38894	1/18/2024	ANDERSON, CHELSEA E Pay period 01/01/2024 to 01/14/2024	1,402.69
Manual Check			
38895	1/16/2024	HEARTLAND BUSINESS SYSTEMS, LLC 663301-H	7,229.51
38895	1/18/2024	ANDERSON, LISA Pay period 01/01/2024 to 01/14/2024	544.97
Manual Check			
38896	1/16/2024	MCCLONE FIDELITY BOND	820.00

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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
38896	1/18/2024	ANDERSON, NATHAN	1,447.55
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38897	1/16/2024	MUNICIPAL PROPERTY INSURANCE COMPANY CRIME	1,427.32
38897	1/18/2024	ANDERSON, RONALD J	2,935.19
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38898	1/16/2024	MUNICIPAL PROPERTY INSURANCE COMPANY CRIME	6,733.92
38898	1/18/2024	BREITENBACH, SHANE P	1,996.37
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38899	1/16/2024	OCNTO ELECTRIC KLAUS LAKE & PARK LIGHT, CROSSING GUARD	10.23
38899	1/18/2024	BUETTNER, ANNALISE	4,634.55
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38900	1/16/2024	PACKER CITY TRUCKS INTERNAIONAL SERVICE INVOICE# R102024607:01	3,997.38
	Previous Year Expense		
38900	1/18/2024	GABLE, RUSSELL	1,808.86
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38901	1/16/2024	PAT'S MARKET	111.56
	Previous Year Expense		
38901	1/18/2024	GRZYWACZ, CHRISTY	339.38
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38902	1/16/2024	STERICYCLE, INC. 2023 SHREDDING FROM 7 YEARS AGO	486.04
	Previous Year Expense		
38902	1/18/2024	HOEFT, ZACHARY	1,802.96
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38903	1/16/2024	WISCONSIN MUNICIPAL COURT CLERK ASSOCIATION DUES 2023 CHELSEA/LISA	90.00
38903	1/18/2024	STONER, SHANNON	1,282.59
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38904	1/18/2024	TENNESSEN, TYLER	1,807.80
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38905	1/18/2024	WINKLER, RANDY	93.91
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
38906	1/18/2024	BUSINESS CARD	2,498.46
38907	1/18/2024	BUSINESS CARD	700.37

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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
38908	1/18/2024	CENTURY LINK ACCT#301617494	50.00
38909	1/18/2024	EQUIPMENT FENDERS LLC INVOICE# 1039	380.00
38910	1/18/2024	GILLETT SCHOOL DISTRICT JANUARY 2024	105.69
38911	1/18/2024	JESSE MCLEOD PAYMENT RESTITUTION \$1105	100.00
38912	1/18/2024	OCONTO COUNTY SNOWMOBILE ALLIANCE	200.00
38913	1/18/2024	OUTAGAMIE WAUPACA LIBRARY SYSTEM INVOICE#4298	502.90
38914	1/18/2024	RANDY G. WINKLER MILAGE SEVEN TOWNS MEETING	48.75
38915	1/18/2024	DORNER INC	293,648.79
Previous Year Expense		PAY REQUEST 5	
38927	1/24/2024	BRIAN COUILLARD	120.00
Previous Year Expense		OVERPAYMENT UTILITIES	
38928	1/24/2024	BUSINESS CARD	1,694.57
Previous Year Expense		PICTURE CANVAS-GIFT CARD	
38929	1/24/2024	GENERAL TEAMSTERS UNION LOCAL 662 JANUARY 2024	137.00
38930	1/24/2024	J.J. KELLER & ASSOCIATES, INC.	332.00
38931	1/24/2024	MSA PROFESSIONAL SERVICES INC	1,511.25
Previous Year Expense		SURVEY TECH LABOR ROBOTICS AND MILEAGE	
38932	1/24/2024	MULCAHY/SHAW WATER 00	117.00
38933	1/24/2024	PROCHECK INSPECTIONS, LLC 2024 CONTRACT BUILDING INSP	1,875.00
38934	1/24/2024	QUILL CORPORATION INVOICE#36562500	25.99
38935	1/24/2024	R&R ASSESSING SERVICES CITY ASSESSOR	770.00
38936	1/24/2024	SECURIAN FINANCIAL GROUP INC FEBRUARY 2024	420.18
38937	1/24/2024	SUPERIOR CHEMICAL CORPORATION	539.23
38938	1/24/2024	WE ENERGIES	5,450.85

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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
38939	1/31/2024	AMERICAN LEGAL SERVICES GILLETT POLICE DEDUCTION REMITTANCE SEPT	14.48
38940	1/31/2024	ASTREA PD TRANSFER PLUS PHONE PLUS 1/3 INTERNET	544.68
38941	1/31/2024	AT&T MOBILITY POLICE	340.16
38942	1/31/2024	BUSINESS CARD TO BE PAID BY STATE GRANT	2,158.25
38943	1/31/2024	GFL ENVIRONMENTAL INVOICE#U60000197025	12,396.95
38944	1/31/2024	GILLETT AREA AMBULANCE 2024 SERVICE CONTRACT	24,295.87
38945	1/31/2024	GILLETT CHAMBER OF COMMERCE 2024 CHAMBER OF COMMERCE DUES	75.00
38946	1/31/2024	GILLETT HARDWARE	81.95
38947	1/31/2024	KERBER ROSE PAYROLL, AUDITPREP,BANKREC,23YEAREND WRS	10,876.25
38948	1/31/2024	OCONTO COUNTY CLERK FEBRUARY 2024- DOG TAX SETTLEMENT	151.00
38949	1/31/2024	OCONTO COUNTY ECONOMIC DVLP CORP. OCEDC JOINT MARKETING	1,500.00
38950	1/31/2024	OCONTO COUNTY SHERIFF'S DEPARTMENT LAGMAN WARRANT	64.00
38951	1/31/2024	OCONTO COUNTY TREASURER JAIL ASSESSMENT FEES JANUARY 2024	50.00
38952	1/31/2024	STATE OF WISCONSIN COURT FINES & ASSESSMENTS CITY OF GILLETT JANUARY 2024	127.70
38953	1/31/2024	WE ENERGIES INVOICE#4887088911	151.21
38954	1/31/2024	WISCONSIN MUNICIPAL JUDGES ASSOCIATION 2024 DUES	100.00
EFTPS	1/04/2024	INTERNAL REVENUE SERVICE Manual Check PAYROLL 01.04.2024	5,425.32
V5812	1/04/2024	AMMERMAN, ANN Manual Check Pay period 12/18/2023 to 12/31/2023	346.34
V5813	1/04/2024	ANDERSON, CHELSEA E Manual Check Pay period 12/18/2023 to 12/31/2023	1,231.80

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Check Nbr	Check Date	Payee	Amount
V5814	1/04/2024	ANDERSON, LISA	669.50
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5815	1/04/2024	ANDERSON, NATHAN	1,255.06
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5816	1/04/2024	ANDERSON, RONALD J	2,796.50
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5817	1/04/2024	BREITENBACH, SHANE P	2,211.80
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5818	1/04/2024	BUETTNER, ANNALISE	1,720.65
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5819	1/04/2024	COX, KATHERINE	62.94
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5820	1/04/2024	DRAKE, IRENE	277.05
	Manual Check	Pay period 12/04/2023 to 12/31/2023	
V5821	1/04/2024	GABLE, RUSSELL	1,548.39
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5822	1/04/2024	GILDEMEISTER, JONATHAN	277.05
	Manual Check	Pay period 12/04/2023 to 12/31/2023	
V5823	1/04/2024	GRZYWACZ, CHRISTY	405.28
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5824	1/04/2024	HOEFT, ZACHARY	1,749.00
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5825	1/04/2024	LUTHER, JEROME	277.05
	Manual Check	Pay period 12/04/2023 to 12/31/2023	
V5826	1/04/2024	MOHR, NANETTE	277.05
	Manual Check	Pay period 12/04/2023 to 12/31/2023	
V5827	1/04/2024	STONER, SHANNON	1,270.90
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5828	1/04/2024	TENNESSEN, TYLER	1,643.16
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5829	1/04/2024	VAN STRATEN, ASHLEY	277.05
	Manual Check	Pay period 12/04/2023 to 12/31/2023	
V5830	1/04/2024	WINKLER, RANDY	93.91
	Manual Check	Pay period 12/18/2023 to 12/31/2023	
V5831	1/18/2024	AMMERMAN, ANN	360.53
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5831	1/18/2024	AMMERMAN, ANN E	-360.53
	Manual Check	Pay period 01/01/2024 to 01/14/2024	



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Posted From: 1/01/2024 From Account:  
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Check Nbr	Check Date	Payee	Amount
V5832	1/18/2024	ANDERSON, CHELSEA E	1,402.69
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5832	1/18/2024	ANDERSON, CHELSEA E	-1,402.69
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5833	1/18/2024	ANDERSON, LISA	535.09
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5833	1/18/2024	ANDERSON, LISA A	-535.09
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5834	1/18/2024	ANDERSON, NATHAN	1,069.76
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5834	1/18/2024	ANDERSON, NATHAN A	-1,069.76
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5835	1/18/2024	ANDERSON, RONALD J	2,581.54
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5835	1/18/2024	ANDERSON, RONALD J	-2,581.54
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5836	1/18/2024	BREITENBACH, SHANE P	1,919.15
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5836	1/18/2024	BREITENBACH, SHANE P	-1,919.15
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5837	1/18/2024	BUETTNER, ANNALISE	4,582.51
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5837	1/18/2024	BUETTNER, ANNALISE L	-4,582.51
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5838	1/18/2024	GABLE, RUSSELL	1,714.08
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5838	1/18/2024	GABLE, RUSSELL	-1,714.08
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5839	1/18/2024	GRZYWACZ, CHRISTY	323.22
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5839	1/18/2024	GRZYWACZ, CHRISTY J	-323.22
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5840	1/18/2024	HOEFT, ZACHARY	1,425.08
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5840	1/18/2024	HOEFT, ZACHARY	-1,425.08
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5841	1/18/2024	STONER, SHANNON	1,227.59
	Manual Check	Pay period 01/01/2024 to 01/14/2024	

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Check Nbr	Check Date	Payee	Amount
V5841	1/18/2024	STONER, SHANNON N	-1,227.59
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5842	1/18/2024	TENNESSEN, TYLER	1,828.30
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5842	1/18/2024	TENNESSEN, TYLER J	-1,828.30
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5843	1/18/2024	WINKLER, RANDY	93.91
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
V5843	1/18/2024	WINKLER, RANDY G	-93.91
	Manual Check	Pay period 01/01/2024 to 01/14/2024	
1182024	1/18/2024	WISCONSIN DEPARTMENT OF REVENUE	10.00
	Manual Check	BUSINESS TAX RENEWAL	
1182024	1/17/2024	WISCONSIN DEPARTMENT OF REVENUE	913.58
	Manual Check	Payroll 01.18.2024	
2012025	2/01/2024	WISCONSIN DEPARTMENT OF ETF	8,770.80
	Manual Check	WRS - JANUARY	
DEFCOMP	1/04/2024	WISCONSIN DEFERRED COMPENSATION PROGRAM	300.00
	Manual Check	PAYROLL 01.04.2024	
DEPTREV	1/04/2024	WISCONSIN DEPARTMENT OF REVENUE	928.03
	Manual Check	PAYROLL 01.04.2024	
01092024	1/09/2024	GILLETT WATER & SEWER - EFT	888.70
Prev YR Exp/Manual Check			
01162024	1/16/2024	DELTA DENTAL ACH	368.74
	Manual Check	INVOICE#757146	
01182024	1/17/2024	INTERNAL REVENUE SERVICE	6,709.29
	Manual Check	Payroll 01.04.2024	
01182024	1/18/2024	WISCONSIN DEFERRED COMPENSATION PROGRAM	300.00
	Manual Check	01.18.2024 PAYROLL	
01242024	1/24/2024	EMPLOYEE TRUST FUNDS - INSURANCE PYMTS	19,558.96
	Manual Check	FEB 2024 PREMIUMS	
02012024	2/01/2024	WISCONSIN DEFERRED COMPENSATION PROGRAM	260.00
	Manual Check	2.01.2024 PAYROLL	
02012024	2/01/2024	INTERNAL REVENUE SERVICE -EFTPS	5,027.10
	Manual Check	Payroll 2.1.2024	
11152022	11/15/2022	BRIAN COUILLARD	-120.00
	Manual Check	BANK WOULD NOT CASH CHECK FROM 2022	
12282023	12/28/2023	ASTREA	-739.45
	Manual Check	WRONG CHECK NUMBER	

2/01/2024 10:03 AM

Reprint Check Register - Quick Report - ALL

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ACCT

PNB - CITY CHECKING

ALL Checks

Posted From: 1/01/2024 From Account:  
Thru: 1/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
12312023	1/18/2024	DORNER INC	293,648.79
Prev YR Exp/Manual Check		PR5	
12312023	1/18/2024	DORNER INC	-293,648.79
Prev YR Exp/Manual Check		PAY REQUEST 5	
		Grand Total	762,981.05

2/01/2024 10:03 AM

Reprint Check Register - Quick Report - ALL

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ACCT

PNB - CITY CHECKING

ALL Checks

Posted From: 1/01/2024 From Account:  
Thru: 1/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	405,071.57
Total Expenditure from Fund # 220 - LIBRARY	9,345.43
Total Expenditure from Fund # 230 - TOURISM & MARKETING	1,775.00
Total Expenditure from Fund # 340 - TIF 4	1,032.50
Total Expenditure from Fund # 600 - WATER UTILITY	6,643.94
Total Expenditure from Fund # 602 - SEWER UTILITY	6,643.94
Total Expenditure from Fund # 700 - CAPITAL OUTLAY	332,468.67
Total Expenditure from all Funds	762,981.05

2/01/2024 10:03 AM

Reprint Check Register - Quick Report - ALL

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ACCT

## PNB - UTILITY CHECKING

## ALL Checks

Posted From: 1/01/2024 From Account:  
Thru: 1/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
4865	1/03/2024	AT&T MOBILITY	287.68
Previous Year Expense		UTILITY	
4866	1/03/2024	BADGER METER	77.00
Previous Year Expense			
4867	1/03/2024	MCCLONE	484.06
		W/COMP INS -	
4868	1/03/2024	POSITIVE ELECTRICS, INC	1,350.00
Previous Year Expense		INVOICE#19035	
4869	1/04/2024	AYRES ASSOCIATES INC	4,585.89
Previous Year Expense		212375	
4870	1/04/2024	HYDROCORP	1,049.00
Previous Year Expense			
4871	1/04/2024	WORKHORSE SOFTWARE SERVICES, INC.	1,350.00
		2024 IT SUPPORT	
4872	1/16/2024	CELLCOM	1.70
		INVOICE#813029	
4873	1/16/2024	DIGGERS HOTLINE	21.15
Previous Year Expense		INVOICE# 231 2 74401	
4874	1/16/2024	GILLETT HARDWARE	1,156.94
Previous Year Expense			
4875	1/16/2024	HAWKINS INC	6,007.58
4876	1/16/2024	KLINK HYDRAULICS, LLC	596.30
		INVOICE# 35346	
4877	1/16/2024	MUNICIPAL PROPERTY INSURANCE COMPANY	8,933.76
		CRIME	
4878	1/16/2024	OCONTO ELECTRIC	1,779.60
		ACCOUNT#617503	
4879	1/16/2024	PAT'S MARKET	63.25
Previous Year Expense			
4880	1/16/2024	UNITED TRUE VALUE HARDWARE	29.98
Previous Year Expense			
4881	1/16/2024	USA BLUE BOOK	1,114.87
4882	1/18/2024	BUSINESS CARD	4,543.41
4883	1/18/2024	DIGGERS HOTLINE	196.10
4884	1/18/2024	DORNER INC	217,647.83
Previous Year Expense		PAY REQUEST 5	

2/01/2024 10:03 AM

Reprint Check Register - Quick Report - ALL

Page: 2  
ACCT

## PNB - UTILITY CHECKING

## ALL Checks

Posted From: 1/01/2024 From Account:  
Thru: 1/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
4885	1/24/2024	HAWKINS INC	1,467.50
4886	1/24/2024	J.J. KELLER & ASSOCIATES, INC.	332.00
4887	1/24/2024	MULCAHY/SHAW WATER INV# 325633	468.00
4888	1/24/2024	PAT'S MARKET TOILET PAPER	93.20
Previous Year Expense			
4889	1/24/2024	WE ENERGIES INVOICE#4881636057	2,707.37
4890	1/24/2024	WE ENERGIES INVOICE#4875752057	552.93
4891	1/31/2024	ASTREA INVOICE# 1000872460	194.89
4892	1/31/2024	AT&T MOBILITY UTIL	288.92
4893	1/31/2024	GARROW OIL MARKETING, INC	526.36
4894	1/31/2024	GFL ENVIRONMENTAL INVOICE# U60000197005	105.38
4895	1/31/2024	GILLETT POSTMASTER WATER BILL DUE 11/20/23	279.31
4896	1/31/2024	QUILHEIM'S TRUE VALUE TYLER PANTS	79.98
01092024	1/09/2024	GPM INVESTMENTS SOUTHEAST-EFT ACH FUEL	271.83
Prev YR Exp/Manual Check			
01092024	1/09/2024	GILLETT WATER & SEWER - EFT	31.30
Prev YR Exp/Manual Check			
01092024	1/09/2024	GPM INVESTMENTS SOUTHEAST-EFT ACH REVERSE DEC PAYMENT POSTED TO JAN	-271.83
Prev YR Exp/Manual Check			
01162024	1/16/2024	GPM INVESTMENTS SOUTHEAST-EFT ACH FUEL	128.82
Prev YR Exp/Manual Check			
12312023	1/18/2024	DORNER INC PAY REQUEST 5	217,647.83
Prev YR Exp/Manual Check			
12312023	1/18/2024	DORNER INC PAY REQUEST 5	-217,647.83
Prev YR Exp/Manual Check			
Grand Total			258,532.06

**CITY OF GILLETT**  
**MEMORANDUM OF UNDERSTANDING**  
**FOR THE YEARS ENDING**  
**DECEMBER 31, 2024, 2025 AND 2026**



## MEMORANDUM OF UNDERSTANDING

### 1. AGREEMENT

This agreement is entered into on December 18, 2023, between the City of Gillett, hereafter referred to as the City, and Hawkins Ash CPAs, LLP, hereafter referred to as the Auditor. The parties agree as follows:

### 2. SCOPE OF WORK

A) The Auditor shall perform an audit of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of, and for the years ended December 31, 2024, 2025 and 2026. The purpose of our audits is to enable us to express our opinion on the basic financial statements. We will conduct our audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

No audit can give absolute assurance that errors and irregularities will be detected. If conditions are discovered that lead us to believe that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly inform management.

B) The Auditor will compile the Wisconsin Department of Revenue (WDOR) Financial Report, the Annual Report to the Public Service Commission, and the WDOR TID Annual Report.

### 3. REPORTS

The Auditor shall submit to the City the following reports:

- (a) Financial statement and an Independent Auditors' Report on the basic financial statements
- (b) Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- (c) Independent Auditors' Report on Communication With Those Charged With Governance
- (d) Independent Auditors' Report on Management Advisory Comments (if applicable)
- (e) Independent Accountants' Compilation Report on the WDOR Financial Report
- (f) Independent Accountants' Compilation Report on the WDOR TID Annual Report
- (g) Independent Accountants' Compilation Report on the Annual Report to the Public Service Commission of Wisconsin (PSC)
- (h) Irregularities and illegal acts (if applicable)
- (i) Audit exit conference on last day of field work to review preliminary audit results



#### 4. COMPENSATION AND TERMS OF PAYMENT

The fees for the services as described above will be:

<u>2024</u>	
City	\$ 10,595
Water	6,360
Sewer	4,235
WDOR TID Annual Report #3	315
WDOR TID Annual Report #4	315
Maintain capital asset depreciation reports	525
WDOR Financial Report	included above
Annual PSC Report	included above
	<u>\$ 22,345</u>

TID Compliance Audit (if required)	\$ 4,920
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<u>2025</u>	
City	\$ 11,125
Water	6,675
Sewer	4,450
WDOR TID Annual Report #3	330
WDOR TID Annual Report #4	330
Maintain capital asset depreciation reports	550
WDOR Financial Report	included above
Annual PSC Report	included above
	<u>\$ 23,460</u>

TID Compliance Audit (if required)	\$ 5,170
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<u>2026</u>	
City	\$ 11,680
Water	7,010
Sewer	4,670
WDOR TID Annual Report #3	350
WDOR TID Annual Report #4	350
Maintain capital asset depreciation reports	580
WDOR Financial Report	included above
Annual PSC Report	included above
	<u>\$ 24,640</u>

TID Compliance Audit (if required)	\$ 5,425
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If applicable, maintaining lease schedules and SBITA schedules will be billed at our standard hourly rate. There will also be a per lease or SBITA charge for LeaseCrunch.

Routine questions throughout the year are included in the above fees. Meetings and research/consultation (which is substantial in nature) and accounting services (including, but not limited to reconciliation of accounts and preparation of requested schedules not completed at the start of fieldwork) will be billed at our standard rates. The above fees do not include additional services which may occur from bank confirmation fees, grants,

construction projects, debt, changes in personnel, changes imposed by regulators, implementation of Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

The Auditor will submit bills as work progresses and as expenses are incurred.

5. PARTNER IN CHARGE

A partner of the Firm, all of whom are Certified Public Accountants, will be in charge of all work performed and is responsible for all aspects of this engagement.

Sincerely,  
HAWKINS ASH CPAS, LLP

*Randall L. Miller, CPA*

Randall L. Miller, Partner

RESPONSE:

The City of Gillett accepts your Memorandum of Understanding for the three year engagement.



**Oconto County  
Economic Development Corporation**

1113 Main Street, Oconto WI 54153  
Phone: 920-834-6969 Toll Free: 888-626-6862

**INVOICE**

**DATE:** January 9, 2024

**INVOICE #:** JM2024

**TO:** CITY OF GILLETT  
150 N MCKENZIE AVE  
GILLETT, WI 54124

DESCRIPTION	AMOUNT
2024 OCEDC Joint Marketing Contribution	<del>\$2,000</del> \$1,500

T+M



**Oconto County Economic Development Corp.**

1113 Main Street, Oconto WI 54153

Phone: 920-834-6969 Toll Free: 888-626-6862

January 9, 2024

Dear Mayor McCarthy,

Thank you for your support of OCEDC's efforts to improve the economy and quality of life in Oconto County. Your partnership and support of our organization is vital to carry out our mission. We hope we can count on your support again.

OCEDC had another busy year in 2023. Here are a few highlights:

- Provided 105 small businesses with technical assistance in business planning, cash flow analysis, succession planning and more through our NEXT Level Technical Assistance program.
- Successful completion of the \$1.75 million broadband grant in partnership with Nsight Teleservices for parts of the Town of Lakewood.
- Ended the delay in obtaining US Forest permits for the \$1.4 million broadband project in the Towns of Mountain and Riverview.
- Presented the county-wide housing study and market analysis to the majority of our municipalities to spark conversations regarding the logistics of new housing in Oconto County.
- Assisted Encompass Early Education in grant writing to fund the renovations of the building they purchased in Oconto Falls which will add 140 child care slots, a 67% increase in child care for Oconto County.
- Worked with Oconto County to create a Capital Catalyst Revolving Loan Fund to incentivize new development within the County.
- Hosted a job fair with several employers to assist displaced workers find new jobs in Oconto County.

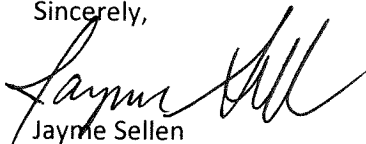
Our plans for 2024 continue on 2023 momentum of growth and prosperity.

- Work with developers to build multi and single family homes.
- Re-tool the way we market area business and industrial parks to site selectors and businesses looking to expand.
- Studying and identifying the gaps on access to high-speed internet in Oconto County.
- Create the Oconto County Tourism Zone to increase promotion of Oconto County as a single tourist destination and increase business for our hospitality businesses and attractions.
- Work with hospitality businesses to create a plan for visitors that are attending the 2025 NFL Draft in Green Bay.

We will continue to be aggressive in promoting Oconto County and its employers so that more people know about our great quality of life, beautiful natural resources and limitless opportunities. Your contribution to OCEDC helps us in our work toward these goals.

Please let me know if you have questions for me or would like to set up a time to discuss your community's economic development goals.

Sincerely,

  
Jayme Sellen  
Executive Director