

**CITY OF GILLETT COMMON COUNCIL**  
**NOTICE OF REGULAR MEETING**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**THURSDAY, AUGUST 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 July 10, 2024 Minutes
5. **CDA Report:** Alderperson Mohr and Bunker
6. **Library Report:** Alderperson Drake
7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther
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
12. **Board of Public Works Committee Report:** Alderperson Drake
13. **Utility Committee Report:** Alderperson Mohr
  - a. Discussion and Possible Action on committee recommendation to request bids for the Highway 22 project, bids will be sealed, due on the August 22, 2024 by 4:00 pm, public meeting August 26, 2024 at 5:30 pm to open bids.
  - b. Discussion and Possible Action on committee recommendation to approve KA Commercial Trucks, LLC for \$12,400 for a steel service body truck box.
14. **Finance and Personnel Committee Report:** Alderperson Hubbard
  - a. Discussion and Possible Action on Accounting Firm
15. **Park and Cemetery Committee Report:** Alderperson Luther
  - a. Discussion and Possible Action on the sale of 548 E Washington Street to Eric Anderson for \$5,000 dollars
  - b. Discussion and Possible Action on approving MSA Engineering Professional Services for the Zippel Park Playground Project
  - c. Discussion and Possible Action on becoming a 501c3 -US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations that meet the requirement
16. **Planning Committee Report:** Alderperson Bunker
17. **Clerk Treasurer's Report:** Clerk Treasurer
18. **Attorneys Report:** Conway, Olejniczak, and Jerry S.C. Attorneys at Law
19. **Public Input**
20. **Mayor's Report:** Mayor Blaskowski
21. **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

WEDNESDAY, JULY 10, 2024 AT 6:00 PM

## MINUTES

1. Mayor Blaskowski called the meeting to order at 6:15 PM and the Pledge of Allegiance was recited.

### Roll Call

**Present:** Mayor Jon Blaskowski, Clerk Treasurer Chelsea Anderson, Alderpersons Nanette Mohr, Irene Drake, Jerry Luther, Ashley VanStraten, Sandra Hubbard, David Bunker, Utility Operator Ron Anderson, Public Works Foreman Nate Anderson, Police Chief Shane Breitenbach, Fire Chief Kurt Hicks, Librarian Shannon Stoner, City Attorney Robert Gagan, Times Herald Warren Bluhm, Ayres and Associates Alisa Stadler, Tracy Ondik, and Steve Fifeild.

2. **Clerk informs the Council that the Open Meeting Law has been complied with**
3. **Public Input:** Steve Fifeild with the 4<sup>th</sup> of July Celebration and county fair wanted to speak about safety in the park. Specifically, where the eliminator backs up, he wanted to put Texas block near there so no person can get behind it while in reverse. City is worried about kids climbing on it during the rest of the year. Will discuss at a Parks Meeting.

Tracy Ondik wanted to tell the council he appreciates the fact that we hired on another full time Police Officer. He stated the more we can do to support our police department the better off we will be. Publicly safety EMS is fully behind us and fully supports the School Recourse Officer.

4. Discussion & possible action on minutes from June 6, 2024

### MOTION: Drake/Mohr

*Motion to approve minutes from June 6, 2024*

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

5. **CDA Report:** Alderperson Mohr and Bunker- will plan a meeting for August 1, 2024 at 4:00 pm.

6. **Library Report:** Library Director Report- July 2024 Library Director Report

Our Spring Market was a huge success. Our weekly Summer Market still taking applications.

Newsletter came out for May-August 2024. Visit our website [www.gilpubliclibrary.org](http://www.gilpubliclibrary.org) and click on the newsletter tab to subscribe or to see the latest newsletter. Back issues are also available. ☺

AED was installed by Public Works. We want to offer our gratitude for the former GBA and the current Gillett Area Chamber for coordinating efforts to get this installed in our library.

Starting to work on 2025 budget.

I'm going to the Play Make Learn Conference next week. It's a conference dedicated to education and library staff to learn how to encourage gaming and playful learning. Such topics this year include Creating engaging worlds through games, participatory art projects for learning, tactile learning in tinkering spaces, the anatomy of playful learning and more.

Programming

- a. I registered for us to participate in the Wisconsin Science Festival which will take place from October 14-20<sup>th</sup> throughout the state. We are mailed themed science kits with multiple activities to do with the theme in mind. This year's theme is Agriculture! (So don't forget to "moo-ooove" to the library in October to get your bag!) ☺
- b. We will be partnering with Lena Public Library and TD3innovative gaming to bring two Virtual Reality programs in July.

**Tuesday, July 23<sup>rd</sup> Minecraft: Crazy Cannons Challenge** Discover an explosive way to travel through the Minecraft universe. Players design and build a simple cannon and compete in a friendly competition to see who can travel the farthest and highest!

**Only 15 people can register for each program, so I have offered July 30<sup>th</sup> as overflow in case we needed.**

National Night Out on **Tuesday, August 6 from 5:30-7:30 pm** in the Ebenreiter Square at the Gillett Library. Homegrown will perform, The Tattooed Mannequin will be doing face painting. OJ's will be selling pies and the taco truck will return this year. The VFW will be doing ice cream sundaes and we will have a casserole contest with \$5 entry. We'll have our dunk tank and Eagle III with trips to Zippel Park via tractor, and EMS vehicles. All funds this year will benefit the Gillett Fire Department.

7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther stated the Garden Walk and Home Detours will be tomorrow night July 11, 2024.

8. **Financial Report:** Clerk Treasurer – Updated Monthly Check Register Provided

**MOTION: Luther/VanStraten**

*Motion to approve June 2024 Check Register.*

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

9. **Police Department Report:** Police Chief Breitenbach

From the Chief's Desk; Gillett Police Department \ 118 incidents \ June 2024

The background investigations for the selected officer applicants were completed and the in person interviews were held on June 19. Officer Ashley Hull was promoted to fill the full-time officer vacancy and will officially assume the assignment on July 15<sup>th</sup>. Officer Hull has been a part-time officer with the Gillett Police Department for approximately 13 years. Officer Hull is also a certified fire fighter and EMT. Over the years Officer Hull has proven herself as a valuable asset to our community.

I would also like to welcome our two new part-time officers; Allison Braun and Katelyn Kurtz. Allison is currently a transport/court security deputy for the Shawano County Sheriff's Office and has also served as a patrol officer for the Village of Bonduel. Allison will be beginning her field training this month. Katelyn recently completed the Law Enforcement Academy at Mid-State Technical College and holds a Bachelor's Degree from the University of Steven's Point. Katelyn will begin her field training in August. Both of these ladies possess a strong appreciation for small town America and a desire to creatively serve the public.

We have received our new portable radios and have implemented them into our duty rotations. The radios feature wireless mics which doesn't allow for as much interference from external factors versus corded mics. The mics also give the flexibility of mic placement anywhere on our uniforms. The radios have been in use for a couple of weeks and have been working flawlessly. For those of you who are not aware, these units were acquired through ARPA funds and did not affect the city budget!

The WI State Patrol assisted with providing additional manpower during the Roy Hubbard Truck Show weekend due to our shortage of department staff. The Gillett Police Department wishes to thank the WI State Patrol for the assistance given in our times of need! No major issues were reported in Zippel Park over the truck show weekend. As always, the Night Light Truck Show Parade was a huge hit!

I have not received any recent updates in regards to the creation of the proposed Gillett School District full-time school resource officer program for the Gillett School District. On July 1<sup>st</sup>, the Gillett School District welcomed their new Superintendent, Nathan Hanson. Superintendent Hanson, along with the rest of the school district administration, continue to work on the MOU (Memorandum of Understanding) and specific job descriptions/expectations of the SRO.

Gillett Library Director Stoner and I continue working on the National Night Out event. If anyone is interested in donating to or assisting with the event please contact me or Gillett City Library Director Shannon Stoner!

**10. Fire Department Report: Fire Chief Hicks**

- a. Discussion on Training, Public Relations, and Incident Summary Report-  
4 Fire Calls- Storm damage in Underhill, false alarm at Primal Eats, alarm at Robinhood Lane, Motorcycle bike accident Underhill auto aid.  
Training: Driver Ops– got all drivers to pass the course, training was held in Zippel Park. 5<sup>th</sup> Annual Golf Outing is August 10, 2024 at Golden Sands, please come support the fundraiser for GAFA (Gillett Area Firefighter Association). A Thank You to the Seneca Foundation, who donated \$400 to the Department.

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

- a. Discussion & possible action hiring Ashley Hull for the Full Time Officer Position

**MOTION: Luther/Drake**

*Motion to approve Ashley Hull for the Full Time Police Officer position.*

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

- b. Discussion and Possible Action On Alcohol License

**Class B Fermented Malt Beverage & Class B Liquor**

El Borracho Mexican Grill, LLC Agent- Angel Hernandez Bautista 100 N Lake Ave, Gillett WI 54124

**MOTION: Luther/Mohr**

*Motion to approve the alcohol license for El Borracho Mexican Grill.*

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

- c. Discussion and Possible Action On Operator Licenses

**MOTION: Luther/Mohr**

*Motion to approve Christine Lopez Sanchez 's Operator License.*

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

**12. Board of Public Works Committee Report: Alderperson Drake-** Public Works Foreman Nate

Anderson stated they have been cutting many lawns this year on Weed Commissioner Duties. Helping Utility with fixing some sewer pipes. Sweeping streets, filling pot holes, and performing daily duties is keeping us busy. 4<sup>th</sup> of July Celebration went well. Grab bars were installed in the Zippel Park bathrooms.

- 13. Utility Committee Report: Alderperson Mohr-** Utility Operator Ron stated SCADA System is 99 percent updated, its up and running. Have yet to see how it works during a power outage. The Septage System is working without phase protection at the Wastewater Treatment Plant. Hoping for no surge issues because we are without protection because we are still waiting for a replacement part from 2023. We installed a Generator at the water tower. The Water and Sewer is fully backed up. Jetters are in the city jetting all the sewer lines. They jetted the sewer lines in the park, and the jetter went

through the pipe. The pipe was crushed and we found the hole. Had to install 38 new feet of pipe because it was deteriorated. Looking for interim financing for best option for Highway 22 Project. We have until November 23 to submit our plans for Water and Sewer. We have a DNR Audit July 22, 2024, they are asking for many new items compared to years past.

**14. Finance and Personnel Committee Report:** Alderperson Hubbard

- a. Discussion and possible action on 501c3- Leave Lay
- b. Discussion and possible action on Accounting Firm- Leave Lay

**15. Park and Cemetery Committee Report:** Alderperson Luther stated the Seneca park equipment has been moved to the new location, it has not been set up yet.

- a. Discussion and possible action on MSA Contract- Leave Lay

**16. Planning Committee Report:** Alderperson Bunker

- a. Discussion and Possible Action on approving the New Home Building Permit for 533 East Washington Street

**MOTION: Drake/Luther**

*Motion to approve the Building Permit for 533 E Washington Street.*

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

**17. Clerk Treasurer's Report:** Clerk Treasurer stated the Ice cream social and Tractor show is Saturday July 13, 2024. Some miscommunication with 4<sup>th</sup> of July barricades delivery and road closures, we need to have a meeting with the 4<sup>th</sup> of July Committee for next year.

**18. Attorneys Report:** Conway, Olejniczak, and Jerry S.C. Attorneys at Law- City Attorney Robert Gagan stated he recorded the deed for our land transaction and answered day to questions, overall a quiet month.

**19. Public Input: None**

**20. Mayor's Report:** Mayor Blaskowski stated nothing new. Department Heads keep up the good work.

**21. Adjourn at 7:00 PM**

**MOTION: Luther/Mohr**

*Motion to adjourn.*

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

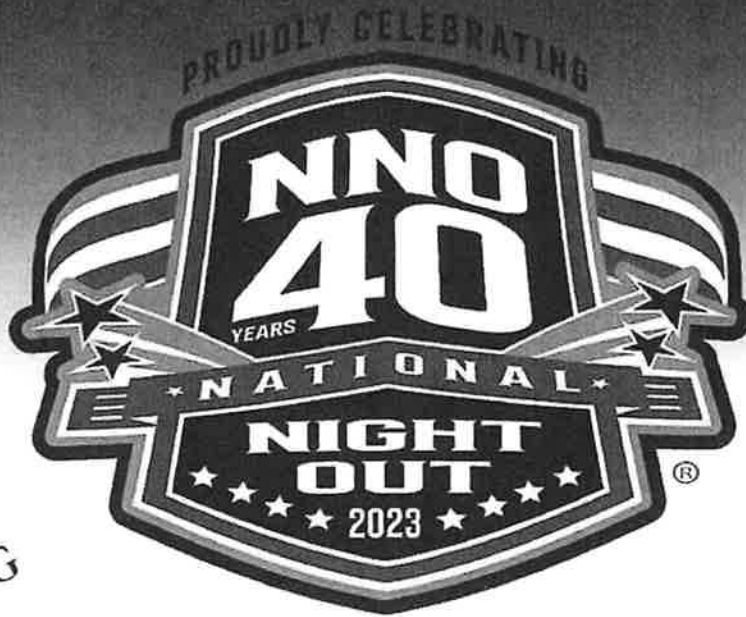
Respectfully Submitted,  
Clerk Treasurer Chelsea Anderson



August 2024

Library Director Report

1. 2025 Budget is complete.
2. Programming
  - a. Senior exercise classes will be held in the Gillett Library Community Center on Thursday mornings from 8-8:45 am. These are provided by Jenny, a PT from Suring Health and Rehabilitation center.
  - b. Friday, August 2, 10:30-11:30am:Farming Adventure
  - c. National Night Out on **Tuesday, August 6 from 5:30-7:30 pm** in the Ebenreiter Square at the Gillett Library. The VFW will be doing ice cream sundaes and we'll have a casserole contest with \$5 entry. All funds this year will benefit the Gillett Fire Department.
    - i. This year's event will include: Homegrown (band), Tattooed Mannequin (facepainting), VFW/Legion (Ice Cream Sundaes), OJ's pies, Taco Truck, Balloon Artist, EMS vehicles, Eagle III and tractor rides to Zippel Park, Casserole Contest \$5 entry, GACC Cookout, Women's Club table, Marinette & Oconto County Literacy Council (they do ESL English classes at our library), Flagstar, Dunk Tank, Cheese by Saputo, and Raffle
  - d. **Thursday, August 8, 6-8 pm:Railroading Through Oconto County with National RR Museum**
  - e. **Friday, August 9, 10:30-11:30 am: Gillett Historical Society Storytime**
  - f. **Thursday, August 15, 5-6 pm :2025-2029 Library Services Public Hearing**
  - g. **Friday, August 16: Scouting Storytime**
  - h. **Tuesday, August 20: 10-11 am:Pottery of the Past with Children's Museum of GB**
  - i. **Wednesday, August 21, 6-7:30 pm: Bug Tussel Internet Safety Class**
  - j. **Thursday, August 22, 5-6 pm:Soap Class**



LIVE MUSIC  
FACE PAINTING

K-9 DEMOS  
DUNK TANK

POLICE • COMMUNITY PARTNERSHIPS

# CITY OF GILLETT NATIONAL NIGHT OUT

AUGUST 6, 2024 5:30PM-7:30PM

GILLETT PUBLIC LIBRARY  
200 E. MAIN ST, GILLETT

RAFFLE ITEMS  
FIRE TRUCKS



FOOD VENDORS  
EMS SQUADS

NEW FOR 2024/ CASSEROLE COOK-OFF



## **Gillett Public Library Programs**

**August 2024**

**Friday, August 2, 10:30-11:30am**

**Farming Adventure**

**Tuesday, August 6, 5:30-7:30 pm**

**National Night Out 2024**

**Thursday, August 8, 6-8 pm**

**Railroading Through Oconto County with National RR Museum**

**Friday, August 9, 10:30-11:30 am**

**Gillett Historical Society Storytime**

**Thursday, August 15, 5-6 pm**

**2025-2029 Library Services Public Hearing**

**Friday, August 16**

**Scouting Storytime**

**Tuesday, August 20: 10-11 am**

**Pottery of the Past with Children's Museum of GB**

**Wednesday, August 21, 6-7:30 pm**

**Bug Tussel Internet Safety Class**

**Thursday, August 22, 5-6 pm**

**Soap Class**





## **Casserole Contest At National Night Out**

**Do you have the best casserole  
in Gillett?**

**Bring your casserole to the  
Community Center National  
Night Out on Tuesday, August  
6 from 5:30-7:30 pm.**

**Entry Fee: \$5**

**All funds raised will support  
the Gillett Fire Department.**

PNB - CITY CHECKING

ALL Checks

Posted From: 7/01/2024 From Account:  
Thru: 7/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	68,527.85
Total Expenditure from Fund # 220 - LIBRARY	8,779.90
Total Expenditure from Fund # 320 - TIF 2	94.00
Total Expenditure from Fund # 330 - TIF 3	11,637.80
Total Expenditure from Fund # 600 - WATER UTILITY	7,299.53
Total Expenditure from Fund # 602 - SEWER UTILITY	7,299.53
Total Expenditure from Fund # 700 - CAPITAL OUTLAY	15,130.00
Total Expenditure from all Funds	118,768.61

PNB - UTILITY CHECKING

ALL Checks

Posted From: 7/01/2024 From Account:  
Thru: 7/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 600 - WATER UTILITY	14,705.60
Total Expenditure from Fund # 602 - SEWER UTILITY	16,558.94
Total Expenditure from all Funds	31,264.54

ok, so looks as if total comes in at 12,400 to include wire harness and set of mud flaps with mount kit and rear bumper, flip tops and headache rack, and steel body. We install

CM CB 81/78

Andrew Pautzke <U27595059@app.autoraptor.com>

Today, 8:40 AM

Ron Anderson

Good morning,

That is correct.

Thank you,

Andrew Pautzke

KA Commercial Trucks, LLC

71232 US Hwy 12

Dassel, MN 55325

KATRUCKS.COM

Mailing Address:

PO Box 728

Dassel, MN 55325

Phone: 320-275-2150

Cell: 320-221-6440

Fax: 320-275-2156

\* 2639.93  
Insurance money  
\* Savings account



**KerberRose Services: To Be Invoiced Monthly September 1, 2024 – August 31, 2025**

	MAYORAL \$3,600/month
<b>Timely Accounting Services</b>  <b>Achieve Timely, Consistent, and Quality Financial Data and Compliance</b>	<ul style="list-style-type: none"> <li>• <b>Maintain General Ledger:</b> Assist with maintaining aspects of accounting tasks and software, including general ledger, receipts, disbursements, cash, and bank reconciliations.</li> <li>• <b>Payroll:</b> Process bi-weekly payroll. Prepare quarterly 941s and annual reports for filing, including W-2s and form WT-7. Complete Wisconsin Retirement System monthly submissions and annual reconciliation.</li> <li>• <b>Budget:</b> Monitor and update the City budget as established by the Council. Draft budget amendments as needed or directed. Manage annual budget transfers and unbudgeted transfers as needed.</li> <li>• <b>Reporting:</b> Prepare Wisconsin Department of Revenue filings regarding property taxes, along with mill rate assistance for submission to the County. Prepare and submit annual 1099 filings.</li> <li>• <b>Annual Audits:</b> Assist with the annual City audit by a CPA firm. Prepare workpapers and requested items for auditors during audit fieldwork.</li> </ul>
<b>Trusted Advisor</b>  <b>Regular, Informed, and Reliable Communication</b>	<ul style="list-style-type: none"> <li>• <b>Regular Discussions:</b> Establish regular discussions to assist with and advise on government accounting processes.</li> <li>• <b>Information:</b> Provide the expertise, knowledge, and experience to properly perform the duties of this proposal.</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Phone/Email: Standard 1 business day response</li> <li>• Virtual Meeting: 3 business days' notice</li> <li>• Onsite Meeting: 5 business days' notice</li> </ul>
<b>Work Timing</b>	<ul style="list-style-type: none"> <li>• Standard turnaround for financial information services. At firm's availability for all other services.</li> </ul>
<b>Service Options/ Pre-Priced Add-Ons</b>	<ul style="list-style-type: none"> <li>• <b>Board Meetings</b> – Attend Monthly Board Meetings Virtually - \$500/meeting</li> <li>• <b>Out-of-Scope Items</b> – Assistance with day-to-day operations or items outside of the scope noted above would be billed at our standard hourly rates.               <ul style="list-style-type: none"> <li>○ This would include reconciling the books for 2024 to bring them current.</li> </ul> </li> <li>• <b>Other Services Available Upon Request</b></li> </ul>



**KerberRose Services: To Be Invoiced Monthly September 1, 2024 – August 31, 2025**

**MAYORAL**  
**\$3,600/month**

**Payment Terms  
& Guarantee**

- Agreement is mutually guaranteed for twelve (12) months due to timing differences between services provided and payment schedule. Cancellation prior to 12 months results in full payment of any remaining months of agreement.
- Proposal is valid for 30 days. KerberRose reserves the right to modify the proposal if not accepted within 30 days.
- We deliver what we promise when we promise it. We want you to feel like you've benefitted 10 times your investment with KerberRose.
- ACH payments preferred.
- This proposal is contingent upon:
  - No change with client contacts
  - The information you agree to provide is on time and complete as indicated in the agreement
  - Your key management, finance/accounting and other key stakeholders do not change during our agreement
  - No undisclosed significant transactions or new complexities occur which may impact our agreement
  - No new tax, regulatory or other outside agency reporting requirement are introduced during the agreement
- The City agrees to purchase the remote hosted setup option through Workhorse.
- The City agrees to purchase the payroll portal option through Workhorse.
  - This proposal is based on this purchase being made and KerberRose will discount the first three-monthly billings to assist with the cost of the purchase (\$3,000 in total).
  - Should this option not be purchased, the proposed monthly fee will increase to accommodate for the additional time it takes to complete payroll.

**Acceptance**

Signature of acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

By (print name/title): \_\_\_\_\_

Option Selected: \_\_\_\_\_

Wipfli- unable to take on large client at this time

CLA- 2500-5000 a month \$160 a hour- depends on work load

Kerber Rose- 2022 to 2023-\$2200. Quoted for 2024- \$3250. Quote now \$3600 a month =43,200 year

BerryDunn- Working on quote -will send to us by Aug 22, 2024.

Hawkins Ash- cannot be our auditors and accountants.



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Suite 100  
Appleton WI 54913

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www.msa-ps.com

7/26/2024

City of Gillett  
150 N. McKenzie  
Gillett, Wisconsin 54124

Re: Zipple Park Funding Proposal

Here are the application costs for potential park grants.

### MSA Grant Costs for Zipple Park Improvements

<b>Option 1 - DNR Stewardship 2025 (Inc. LWCF) W/O Engineering Point</b>	\$ 8,500.00		
<b>Option 2 - DNR Stewardship 2025 (Inc. LWCF) W 30% Engineering for additional 1 point</b>	\$15,000.00		<b>Recommended Option</b>
<b>Typical Foundation Grants (Packers, Kubota, AARP, American Family, T-Mobile, Bond, Seneca, etc.)</b>	\$ 1,500.00	ea.	
<b>USDA-RD</b>	\$7,500.00		Recommend Clerk/Treasurer does this
<b>Grant Interest Letters</b>	\$750 to \$1,000 approx.	ea.	

Thank you for the opportunity to propose to assist the City with the 2025 Stewardship/LWCF grant application.

MSA has a very competitive win rate with it comes to recreation grants. Last year we completed 7 Stewardship applications and were awarded 6 of them. In 2022 I completed 7 applications and had a 100%-win success. In 2021 I won 6 of 8 stewardship grants. Through the CDBG-CV program I was awarded 4 park projects. A 100%-win rate. I have also been the first at attaining CDBG-PF funding for Park Projects. One was in Shawano; one is in Park Falls.

Throughout the application process it will be important to develop the project so that it can be awarded the most scoring points possible. It will be important that the City molds the project with application points in mind. During the application project MSA will also notify the City of any other potential new or existing grant opportunities that may be available.

Please also find two attached documents. The first being our typical Scope of Services that would be used for the application agreement. The Scope of Services lays out all the tasks that MSA will be associated with. I strongly recommend the City goes with Option 2, highlighted in green above, to include 30% engineering. I don't feel that an application without the 30% engineering completed is a viable approach for submitting an "awardable" grant application. The second attachment is from the DNR regarding changes and reminders from the 2024 application period.

It is important to keep in mind that "one-time only" grants are coming up very frequently. Many of these new one-time grants require 100% engineering (biddable plans and specs) to be complete, but they can also award up to 100% of the project costs. Like what was done in Shawano, White Lake, Park Falls, and West Baraboo. Should the City decide to fully engineer the project at this time MSA can also provide a



Page 2

City of Gillett  
July 26, 2024

cost for that. If this were the case the City would then be prepared to apply for almost any grant opportunity that would present itself.

Should you need additional project references or summaries please let me know. MSA has had a long history in creating enjoyable recreation areas.

If you have questions, please let me know.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in cursive script that reads "Art Bahr".

Art Bahr,  
Sr. Community Development Administrator  
abahr@MSA-ps.com | 920-545-2086

attachments: MSA Scope of Services  
WIDNR 2024 Stewardship Update

## **ATTACHMENT A: SCOPE OF SERVICES**

### **PROJECT OBJECTIVE:**

Assist the City with submittal of a 2025 Wisconsin Department of Natural Resources Knowles-Nelson Stewardship Grant Application for improvements to Zipple Park. The scope of work authorized is:

### **BASIC SERVICES – Option 1 Stewardship/LWCF Grant Application**

1. Prepare and Submit Stewardship Grant Application for the City Park Project per the planned improvements.
  - Attend two meetings with the city for planning and input.
  - Completion of Ranking Criteria Sections A, B and C from the Grant Program Guidance manual.
  - Form 8700-191 titled Stewardship Local Assistance, Federal Land & Water Conservation Fund, & Recreational Trails Program Grant Application.
  - Form 8700-338 titled LUG, LWCF and RTP Grant Program Ranking Question & Criteria Responses.
  - Form 8700-322 titled Knowles-Nelson Stewardship Grant Public Access and Acceptable Uses Application.
  - Form 8700-014 titled Recreation Grant Project Cost Estimate Worksheet.
  - Form 1800-001 titled Environmental Hazards Assessment.
  - Project Site Map & Site Development Plan.
  - Submission Resolution for Common Council adoption.
  - Draft letter of support for local organizations supporting the application.
  - Correspondence with City and WDNR staff during application preparation.
  - Submit final application to WDNR Staff by May 1, 2025.
  - Provide follow-up documents or correspondence during WDNR application review period.

Option 2 (recommended) - to include services listed above in Option 1 and:

1. Prepare engineering and design documentation to what would be considered 30% complete for the purposes of the DNR grant submission.

### **SERVICES NOT PROVIDED AS PART OF THIS PROJECT**

The following services are not included within the scope of services:

- a. Post Grant Award Administration.
- b. A/E project design and survey services beyond 30% for the proposed project.
- c. Applying for WDNR permits as necessary.
- d. Obtaining letters of support, donation, and project partnerships.
- e. CORP Updating

### **SERVICES PROVIDED BY THE CITY**

- a. Provide documentation regarding planning and estimating that may aid in the development of the application.

- b. Sign all application documents and associated resolutions as necessary.
- c. Obtain signed letters of support, donations, and project partnerships.
- d. Ensure the proposed project is referenced in the City's current Comprehensive Outdoor Recreation Plan (CORP) or the Oconto County CORP. This is requirement per the Stewardship Grant program.