

CITY OF GILLETT COMMON COUNCIL

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

THURSDAY, FEBRUARY 6, 2025 AT 6:00 PM

MINUTES

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

Roll Call

Present: Clerk Treasurer Chelsea Anderson, Alderpersons Nanette Mohr, Irene Drake, Jerry Luther, Ashley VanStraten, Matt Young, Utility Operator Matt Wickman, Public Works Foreman Nate Anderson, Fire Chief Kurt Hicks, Librarian Shannon Stoner and City Attorney Robert Gagan. Chamber of Commerce Chris Byars and MSA Engineer Dan Rammer. Mayor Jon Blaskowski, Alderperson David Bunker, and Police Chief Shane Breitenbach are excused.

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

3. **Public Input:** Michael Kohn for Veteran Banners, place on next month agenda.

4. Discussion & possible action on minutes from January 2, 2025 Minutes

MOTION: Drake/VanStraten

Motion to approve minutes from January 2, 2025 Minutes

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

5. **Library Report:** Library Director Report- Library Director Report- February 2025

Programming:

We're having a whole week of programs the week of valentine's day including free blood pressure screenings from Gillett Prevea from 4-6, a Bad art Date/Family Night, and our winter market.

Project: Slime: Join The Children's Museum of Green Bay at Gillett Library Community Center on Wednesday, March 19 from 3:30-4:30 pm to learn about states of matter and make your slime.

Let's play away the winter blues with a Bluey Party at the Gillett Library Community Center on Thursday, March 27 from 11 am to 12 pm! Enjoy a Bluey-themed snack and activities! Build a robot to clean your room, play librarian, and shake those wiggles out with a game of Keepy Uppy!

Gillett Library will also host VITA this year. VITA provides free tax preparation.

Our Peep-le's Choice competition is back for another year! Make a book or library related diorama using peeps and our community will vote on the top two! Dioramas are due at the Gillett Public Library on April 1st. Voting will be from Monday, April 14 and voting will conclude on Thursday, April 17! Who will win the Peep-le's vote?

Newsletter and planning for summer 2025 is done.

I wrote two grants which I submitted to the ILS: The Library Services grant to increase our Large Print and digital collections and the Youth services grant to help pay for Summer Reading Program Performers.

6. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther stated we discussed construction signage for the HWY 22 Project, ATV trail signage needs updating, and discussed marketing for the new playground. Getting a quote for a marketing/fundraising thermometer for the goals of our playground project. Chamber started a campaign on the 14th of February called Random Acts of Kindness.

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

MOTION: Luther/VanStraten

Motion to approve January City and Utility Check Registers.

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

8. Police Department Report: Police Chief Breitenbach –Written Report

a. Discussion on Training, Public Relations, and Incident Summary Report

From the Chief's Desk; Gillett Police Department \ 188 incidents \ January 2025

Officer Hull has been doing extremely well adjusting to her new role as the Gillett School District Resource Officer. SRO Hull handled 35 law enforcement related events in the schools. Officer Hull also has provided several presentations on vaping, bullying, self-defense, and law enforcement's role in a school environment. Officer Hull continues to build her relationships with students and staff!

All the members of our department have completed their training in the proper use of our new LifeVac anti-choking devices. All the department members have completed their annual Blood Borne Pathogen training. Officers Anderson, Braun, and Kurtz also completed Responding to Utility Emergencies training hosted by WE Energies.

Oconto County Sheriff Todd Skarban informed me that the Gillett Police Department's ballistic shield has arrived, and we will be having shield use and application training in March.

The two new office desktop computers have arrived and have been installed. The new squad Toughbook computer is currently at Oconto County Technology Services having the required software uploads completed. These new computers should bring all of our computers up to date with the mandatory Windows 11 compatibility requirements.

School Resource Officer Report: JANUARY 2025 Monthly Report

For the month of January I responded to 35 law enforcement related calls between the secondary and elementary school. I also assisted with multiple student contacts.

I was able to recover 2 vapes from students on 6 calls

I had 3 contacts in regards to welfare checks outside of the school hours at student residences. I had 1 student that I had 2 EM1 calls.

I attended multiple basketball games with no incidents at the games

I gave a presentation/answered questions about vaping, bullying, self-defense, & citations

I have been building relationships with the students and teachers in both schools. Students are aware they can come to me with issues and concerns. I have had multiple elementary school students that had spoke with me about home life and things law enforcement could do to make them feel safe. I have noticed multiple parents that have had negative contacts with the school now work on building relationships with staff to assist their child.

I attended multiple meetings in regards to one student that we had 7 calls with in the month of January. Arrangements were made to assist the student with class schedule and now the student is thriving.

We have had multiple THC calls so a k9 search is being set up to assist the school and determine where and how we can assist students and make the school a safe place for all.

All citations that have been issued so far this month have been for truancy issues.

9. Fire Department Report: Fire Chief Hicks

a. Discussion on Training, Public Relations, and Incident Summary Report: January Calls:

Jan 3 Gas leak Underhill Auto Aid, Jan 4 Structure Fire Oconto Falls MABAS, Jan 4 Electrical Fire A&W, Jan 8 Alarm at Serenity Gardens, Jan 12 Auto Accident, Jan 21 Gas Leak, Jan 30 Structure Fire Underhill, Jan 30 Grass Fire Oconto Falls, Grass Fire Underhill.

Training: Once a month, we have our in house training, and we work on basic concepts like search and rescue and working with breathing apparatuses. The City Fire Department is trying to progress on a program of implementing a class for young people that co-ops with the technical college to give credits towards Fire Fighter or EMS degrees. Its called the Youth Apprenticeship Program, where young individuals can explore programs of interest to them, take related courses, learn in classroom, and take to a career. We will apply for a grant to help will costs. We have 14 year olds joining the Fire Department, they cannot go on fire calls, but they can train, learn, and earn certifications before they turn 18.

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

- a. Discussion and Possible Action on Roy Hubbard Memorial Truck Show Picnic License

MOTION: Drake/Luther

Motion to approve the Roy Hubbard Memorial Truck Show Picnic License.

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

- b. Discussion and Possible Action on Oconto County Youth Fair Picnic License

MOTION: Drake/Young

Motion to approve the Oconto County Youth Fair Picnic License August 20-24, 2025.

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

- c. Discussion and Possible Action on Operator License for Abigail Gutenberger

MOTION: Luther/VanStraten

Motion to approve an Operator License for Abigail Gutenberger.

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

11. **Board of Public Works Committee Report:** Public Works Foreman Nate Anderson stated Christmas lights are down, cleaned chipper and sharpened knives, new hydraulic pump on salter, washed and cleaned vehicles, plowed and salted, stained pine wood in Clerks Office, and took down a small file room from Clerks Office files. We made a new storage area with upgraded shelving and organized by year that takes up less parking space in the Public Works garage.

12. **Utility Committee Report:** Utility Operator Matt Wickman stated REL (Robert E. Lee) was here and went through the Water and Sewer Highway 22 project with him, there were very few changes, they are almost done with plans. Got quotes for painting the inside of water tower, which has to be done every five years, about \$40,000; we have to replace the mixer, and add vent to bring to code. Ron Anderson retired; his last day was February 3, 2025. Everyone thanked him for his 20 years of service and said he would be greatly missed.

- a. Discussion and Possible Action on interim financing from Peshtigo National Bank

MOTION: Drake/Young

Motion to approve interim financing at 4.65 percent for 15 months at Peshtigo National Bank, a 4-million-dollar loan for Highway 22 Project.

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

- b. Discussion and Possible Action on MSA Contract for a Licensed Utility Operator – With Ron Anderson retiring, the City of Gillett is required to have a Licensed Utility Operator on Site. MSA can provide that until we meet the requirements.

MOTION: Luther/Drake

Motion to approve the MSA Contract for a Licensed Utility Operator at \$4,800 dollars a month.

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

13. **Finance and Personnel Committee Report:** Alderperson Mohr- Went through the City and Utility Check Registers before Council.

14. Park and Cemetery Committee Report: Alderson Luther

- a. Discussion and Possible Action on Zippel Park CDBG Grant Application and Zippel Park Engineering Agreement

MOTION: Luther/Drake

Motion to approve applying for the CDBG Grant Application for \$15,000 covers up to 50% of playground and 80% of walking trails. 1-million-dollar grant 2/3 grant 1/3 local grant. CDBG needs 100% design done to apply.

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

MOTION: Luther/Drake

Motion to approve the \$55,000 Engineering Agreement and Stewardship Grant.

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

- b. Discussion and Possible Action on Special Events Roy Hubbard June 13-14 and Oconto County Fair August 20-24, 2025

MOTION: Drake/VanStraten

Motion to approve Special Events Roy Hubbard June 13-14 and Oconto County Fair August 20-24, 2025

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

15. Planning Committee Report:

- a. Discussion and Possible Action on new home build and change of address to 100 N Richmond Avenue

MOTION: Drake/Luther

Motion to approve Kathy Campshure's new home build with a variance and change of address to 100 North Richmond Avenue, build to meet all state and federal DNR contamination requirements.

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

- 16. Clerk Treasurer's Report:** Clerk Treasurer - Clerk Anderson stated all annual invoices have been sent out, such as yearly Municipal Court Fee, ATV Trail Sponsor Fees, and Non-Profit Garbage/Recycling Pick Up Fees. Kerber Rose has completed W-2s and 1099s and I have mailed those out. Tax Collection has concluded. I have completed our OSHA Injury and Illness Reporting. We have an Election on Tuesday, February 18, 2025 for State Superintendent of Public Instruction. Please come vote.

- 17. Attorneys Report:** Conway, Olejniczak, and Jerry S.C. Attorneys at Law- City Attorney Robert Gagan- still ongoing parking issues Waters Edge on Armstong, they will assign spots, will repair parking lot in spring, and will look into buying additional parking space. Working on easements for storm water for the lot L&N Metal Works is taking over. Also had to do bank legal opinions for the interim loan we are taking out from Peshtigo National Bank.

- 18. Public Input:** None

- 19. Mayor's Report:** No Report

- 20. Adjourn** at 7: 10 PM

MOTION: Drake/VanStraten

Motion to adjourn.

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

Respectfully Submitted,
Clerk Treasurer Chelsea Anderson