

# CITY OF GILLETT COMMON COUNCIL

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

## THURSDAY, FEBRUARY 5, 2026 AT 6:00 PM MINUTES

1. Mayor Blaskowski called the meeting to order at 6:00 PM.
2. Pledge of Allegiance was recited.

### **Roll Call**

**Present:** Mayor Jon Blaskowski, Clerk Treasurer Chelsea Anderson, Alderpersons Nanette Mohr, Keri Hicks, Jerry Luther, Ashley VanStraten, Matt Young, David Bunker, Utility Operator Matt Wickman, Public Works Department Head Tim Via, Police Chief Shane Breitenbach, Fire Chief Kurt Hicks, and Librarian Shannon Stoner.

3. Clerk Treasurer informs the Council that the Open Meeting Law has been complied with.

### 4. **Public Input: None**

5. Discussion & possible action on Meeting Minutes dated January 8, 2025

### **MOTION: Hicks/Bunker**

*Motion to approve minutes from January 8, 2025.*

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

6. Discussion & possible action on Pat Fisher Sidewalk Snow Removal Invoice- Pat Fisher called with a complaint that her sidewalk was not done properly by the City to be charged for the service, she showed a picture of the sidewalk with snow on the sidewalk. She claims the picture was taken right after but there is snowfall on the sidewalk in the picture. We had tagged doors 24 hours after the previous snowfall and gave the owners another 24 hours for it to be cleared, it was not, so the city went around with the snowblower to clear the sidewalks and charge the homeowner. The invoice will not be changed.

7. Discussion on Zippel Playground Design by MWP- Gametime MWP gave a presentation on a design for Zippel Park to presented to us during the bid process. High slides, zip line, track line, roller slides, toddler area, swings and more included.

### 8. **Library Report:** Librarian Shannon Stoner's written report: **January 2026**

#### 1. Programming

a. Going to start creating marketing materials for SRP 2026

#### b. Programming

i. Monday, February 23, 11 am: Tools and Tips On Using Technology

ii. From January to April, we are playing Bookopoly. Come get a game board and roll the dice. You check out a book based on the category you rolled. Complete a color set and win a prize. We have adult and junior game boards. Our prizes vary from books to toys to very nice book bags.

iii. Whitney from The Children's Museum contacted us about an Engineering Contest they are doing and asked if we could help. They are going to give us 10 kits for kids to build a bridge. They fill out a short form and they get the kit. They present their bridge to the museum and they can win free playtime as a reward.

2. We are going to be moving away from the Carl software to Polaris. Circulation training will be April 23<sup>rd</sup>.

3. Annual Report has been submitted for 2025.

9. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:** Alderperson Luther stated last month the commission discussed joining the TEDCOR Room Tax Tourism Entity Agreement, where TEDCOR would help us advertise on many different platforms. The Chamber is finalizing the walking trail system, working on obtaining and designing signage for U and V, and working on their campaign called Random Acts of Kindness.

a. Discussion & possible action on Tourism Entity Agreement

**MOTION: Hicks/Luther**

*Motion to approve TEDCOR and City of Gillett Tourism Entity Agreement.*

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

10. **Financial Report:** Clerk Treasurer –

a. Updated Monthly Check Register

**MOTION: Hicks/Bunker**

*Motion to approve January Check Registers.*

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

11. **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 \ 184 incidents \ January 2026

I have begun the initial preliminary interview processes for three of the recent applicants. Each of the three candidates has completed a ride along with me. The applicants have been provided with our background information packets to complete. Once I receive the packets I will begin the formal background investigations. I'm looking forward to providing my findings to the council for review sometime in late March/ early April. As always, finding solid, qualified individuals is proving to be a very difficult task.

As most of you know, the Gillett Police Department participates in the National Drug Takeback Day events held in the spring and fall of each year. The Wisconsin Department of Justice recently announced that Wisconsin ranked number one throughout the country for the most prescription medications collected during the fall of 2025 Drug Take Back. Wisconsin collected 53,498 lbs. of unwanted medications this fall. The Gillett Police Department averages approximately 100 lbs. of medications yearly that are turned over to the Wisconsin Department of Justice for proper disposal.

On January 20th, I attended the quarterly meeting of the Oconto County Crisis Committee Team. Topics discussed included the sizeable increase in Adult Protective Services (APS) cases and Crisis Intervention cases county wide. In 2025, Crisis and Adult Protective Service/Elder-at-risk handled approximately 600 cases. That's nearly 2 cases per day. Many of these cases required extensive law enforcement involvement. This is just a small look into the types of incidents that we are responding to on an ever-increasing basis.

Over the past few years, the open records requests have increased sharply. Some of these requests require immense amount of time for review and redaction work of the information before it can be released. City Clerk Chelsea Anderson offered to assist with these requests but due to information security protocols put in place by the Department of Justice and the current set-up of our technology services, we were unable to make that happen. I spoke with the Oconto County Sheriff's Office Records Management Department and inquired about possible software that could assist with the records redactions. I was able to purchase a license for the same software that the sheriff's department utilizes for their records redactions. Oconto County Technology Services will be working on uploading the programs and the sheriff's department has offered to assist me with learning the use of the software.

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

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

Fire Calls for January: Alarm, Lift Assist, Auto Aid, Car Accident, Gas Leak- Construction, Co2 Alarm, Structure Fire, Serenity Gardens Alarm, Gas Leak Underhill, MABAS Call Oconto Structure Fire, MABAS Suring. Training on the 17<sup>th</sup> in Suring, taking the ladder truck and working on high extrication techniques. The Fire Department purchased a Reeves sleeve, which is a specialized flexible and durable rescue stretcher designed for fast immobilization and transport particularly in confined space. We worked on strapping/Velcro techniques, the safest way to strap a person to get them out. An instructor from Pulaski with an enormous amount of knowledge on the situation will be there to teach. This sleeve was purchased by GAFA. GAFA also purchased 700 feet of LDH (Large Diameter Hose) hose from another fire department, in great shape and almost new 5 inch hose. 4 inch will be taken off the ladder truck and put on one of the engines. We are required to have so much hose per truck on the trucks. Engine 1911 needs the hose replaced as well. We strive to be in compliance with NFA (National Fire Association) standards. 23 firefighters on the department. Welcomed Shawn Wagner to the City Fire Department. Alderman Luther thanked GAFA (Gillett Area Firefighters Association) for all the equipment purchased.

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

a. Discussion & possible action on Operator's License for Shawn Nigl

**MOTION: Mohr/Luther**

*Motion to approve an Operator License for Shawn Nigl.*

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

b. Discussion & possible action on Oconto Area Humane Society Contract- No Action

**14. Utility Committee Report:** Utility Operator Matt Wickman stated construction items take up much of his work time. He has to locate constantly with the weather and advice customers of shut offs, and fight to stay ahead of the construction crew.

a. Discussion & possible action on MSA Contract for Utility Services as needed

**MOTION: VanStraten/Mohr**

*Motion to approve the MSA Contract for Utility Services as needed.*

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

b. Discussion & possible action on Hydrocrop Contract

**MOTION: Luther/Hicks**

*Motion to approve the Hydrocorp Contract for Commercial and Residential Cross Connection Control.*

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

**15. Board of Public Works Committee Report:** Alderperson Hicks asked Tim Via for his update.

**Public Works Update– February 5, 2026 Department Head Tim Via**

Facilities & Building Projects

-Continued cleaning and organizing the garage, including installation of additional shelving to accommodate items removed from the storage room.

-Fully cleaned out the storage room; installed a new door and wall, completed painting, and added a hog fence to secure the window from potential break-ins.

- Remaining task: finish the door stop. After completion, the space will be turned over to the Police Department for their new evidence room.
- Will coordinate with the Police Chief to schedule moving office files so the Police Department can vacate their current room and we can relocate files into that space.

Equipment & Streets

- Purchased a used snow pusher for the skid steer to improve Main Street snow removal. New units cost \$2,500–\$3,500; this unit was purchased for \$700 from Matt’s neighbor. First use on Main Street was successful and performed well.
  - Added wings to the Boss snowplow to increase width and scooping capacity, using parts already on hand.
- During installation, significant cracks were found in the plow’s A-frame. Metal was cleaned and Matt welded and reinforced the damaged areas to prevent future issues.

Office Improvements

- Acquired a new desk for the office and brought an additional desk from home, including dual monitors and a stand.
- Continued organizing the office; nearing completion but still refining layout.
- Painted the hallway to the City Hall bathrooms, repaired cracks and holes, and completed touch-up painting.
- Collected measurements for trim and blinds; plan to purchase materials from Menards.

Operations & Additional Tasks

- Worked with Matt on several utility locates.
  - Removed Christmas decorations from Main Street.
- Created a new mount for the platform, allowing decorations to be removed directly onto the platform and carried from pole to pole for easier handling.
- Responded to a water lateral break on E. Main — Matt will provide additional details.

Personnel

- Kathy has turned in her keys and will no longer be working due to health reasons.
  - A part-time position is now open. A recommended candidate is available after 2:30 PM daily and could assist with assigned tasks.
- It would also be beneficial for this person to be able to operate the small dump truck or assist with minor emergency needs, reducing the need to call in Russ at a higher rate of pay.

Job Descriptions

- Completed a new high school student job description.
  - Updated the part-time employee job description.
- Discussion & possible action on hiring part-time Public Work/Utility Laborer – need to update titles and need to post, no benefits, 18 or older.

**16. Finance and Personnel Committee Report:** Alderperson Mohr

- Discussion & possible action on USDA Sewer Loan- being approved by the USDA.

**17. Park and Cemetery Committee Report:** Alderperson Luther

- Discussion & possible action on Future Park Design

**MOTION: Luther/Mohr**

*Motion to approve the original site plan that is approved by the Fair Board for MSA to go out for bids.*

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

18. **Planning Committee Report:** Alderperson Bunker- Working on Housing Study brochure.
19. **Clerk Treasurers Report:** City Clerk Treasurer Chelsea Anderson stated I am preparing for the audit in February. Tax collection is done and I've mailed the settlements today to Oconto County, NWTC and Gillett School District. We paid out Oconto County \$90,633.33, NWTC \$16,755.03, and Gillett School District \$204,533.51. We have received our Sewer Funding from the USDA.
20. **Attorneys Report:** Conway, Olejniczak, and Jerry S.C. Attorneys at Law- No Report.
21. **Public Input: None**
22. **Mayor's Report:** Mayor reported the Public Works and Utility Departments ordered uniforms, updated safety yellow with our logo along with jackets with our logo and office has fleece logo shirts.
23. **Adjourn** at 8:35 PM  
**MOTION: Luther/Young**  
*Motion to adjourn.*  
**Voice Vote:** All Voting Aye - **MOTION CARRIED**

Respectfully submitted by  
Clerk Treasurer Chelsea Anderson