

**OFFICIAL MINUTES  
OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
JUNE 8, 2020 – 6:00pm - Virtual**

Present: Mayor Jelinek, Alderpersons Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl Mills and Zimmerman.

Excused: None

Others Present: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Marina Manager Kinjerski, Building Inspector Davister, Police Chief Kleiman, EDPGW Johnson, Attorney Nesbitt and Librarian Petrina

Mayor Jelinek called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited and followed by a prayer/meditation.

**APPROVAL OF MAY 11, 2020, COMMON COUNCIL MINUTES.**

***Aldersperson Mills moved, seconded by Aldersperson Kuehl, to approve the May 11<sup>th</sup>, 2020, Meeting Minutes as presented. Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl, Mills and Zimmerman-aye, Aldersperson Vollenweider abstained. Motion carried.***

**2019**

**PUBLIC COMMENT/COMMUNICATIONS**

Mayor Jelinek opened the meeting for any Public Comment.

Hearing no comments, Mayor Jelinek Closed Public Comment.

**CONSENT AGENDA**

- a. **Boards, Commissions, Committees and Staff Report; (Zoning Board of Appeals, Library Board and May Staff Reports)**
- b. **Resolution No. 1085-20, Adopt a Citizen Participation Plan**
- c. **Resolution NO. 1086-20, Commit Match Funds for 2020 Community Development Block Grant Public Facilities (CDBG-PF) Application**
- d. **Resolution No. 1087-20, Submit a Community Development Block Grant (CDBG) Application**
- e. **Set Fee for Mobil Food Vendors**
- f. **ORD. 615-20, Chapter 6, Section 33, Classes of Licenses; Fees- amended to Allow City Clerk Authority to Issue Operators Licenses**
- g. **Camp Ground License:**
  - Salmon Harbor, 312 N. Main Street
  - Kewaunee Marina, 123 N. Main Street
  - Kewaunee RV & Campground, 333 Terraqua Drive
  - Harbor Express Limited, Dennis Shimanek, Agent, 202 Milwaukee Street
- h. **Pool Table License**
  - Kewaunee Bucket, Hogans Outfitters, Ken Kuehl, 311 Harrison Street
  - Scott J. Paul (Lake Effects Pub, LLC), 408 Milwaukee Street
  - ABC Hospitality LLC, Alison Kentgen, Agent, 208 Ellis Street
  - TMJ Lanes, Inc Tylor Slack, Agent, 216 Ellis Street
  - Waterfront Bar & Grill, LLC, Jill Pansier, Agent, 215 N Main Street

- Lynn Brusky (The Goose Nest), 207 Ellis Street
- i. **Bowling Alley License:**
  - TMJ Lanes Inc, Tylor Slack, Agent, 216 Ellis Street
- j. **Cigarette and Tobacco License:**
  - Harbor Express Limited, Dennis Shimanek, Agent, 202 Milwaukee Street
  - Piggly Wiggly of Kewaunee Inc, Nicholas Vandervest, Agent, 931 Marquette Drive
  - Dolgencorp, LLC (Dollar General), Anthony Hawk, Agent, 991 Marquette Drive
  - Lynn Brusky (The Goose Nest), 207 Ellis Street
  - Classix, LLC, Cassondra Jelinek, Agent, 1510 Ellis Street
  - Michael Paral (Center Court) 1614 Center Court
  - Parkos Oil Company, 302 Ellis Street
  - Waterfront Bar & Grill, 215 N. Main Street

*Aldersperson Kuehl moved, seconded by Aldersperson Dworak, to approve the Consent Agenda, as presented. Motion carried unanimously.*

**COMBINATION CLASS B LIQUOR AND FERMENTED MALT BEVERAGE:**

- a. Classix, LLC, Cassondra Jelinek, Agent, 1510 Ellis Street
- b. Lynn Brusky (The Goose Nest), 207 Ellis Street
- c. TMJ Lanes Inc., Taylor Slack, Agent, 216 Ellis Street
- d. Kewaunee Bucket-Hogans Outfitters, LLC, Ken Kuehl, 311 Harrison Street
- e. Mark T. Kunkel (Kunkel's Korner), 301 Ellis Street
- f. Lake Effects Pub (Scott J. Paul), 408 Milwaukee Street
- g. Water's Edge Ent. (Port O Call), Randy Vandenack, Agent, 310 Milwaukee Street
- h. ABC Hospitality LLC, Alison Kentgen, Agent, 208 Ellis Street
- i. Waterfront Bar & Grill, LLC, Jill Pansier, Agent, 215 N. Main Street

**"CLASS A" INTOXICATING LIQUOR AND/OR CLASS "A" BEER LICENSE:**

- a. Harbor Express Limited, Dennis Shimanek, Agent, 202 Milwaukee Street
- b. Piggly Wiggly of Kewaunee Inc., Nicholas Vandervest, Agent, 931 Marquette Drive
- c. Dolgencorp, LLC (Dollar General), Anthony Hawk, Agent, 991 Marquette Drive
- d. Michael Paral (Center Court, 1614 Center Court

**CLASS "B" TEMPORARY BEER LICENSE:**

- a. Kewaunee Just Cares, INC, Kristen Richard, Agent, 1004 First Street
- b. Kewaunee Chiefs Baseball Club, Anthony Barta, 710 Wisconsin Ave

*Aldersperson Stangel moved, seconded by Aldersperson Kuehl, to approve the 2020-2021 Alcohol Beverage Licenses as presented. Motion carried unanimously.*

**MAYOR'S REPORT**

**Update on COVID-19 Emergency-Discuss Opening Haney Park**

Mayor Jelinek reviewed a request from Aldersperson Stangel requesting the opening of Haney Park for the upcoming Baseball Season.

Aldersperson Stangel stated that the Sluggers and Men's Friday Night League, have contacted him to find out the status of opening Haney Park. Aldersperson Stangel asked if there could be some discussion on the feasibility of opening all or a few parks.

Discussion was held on opening the park/parks and if so, to what extent. Also open the playground, bathrooms, concession stands? If we open City Hall and Council Chambers do we restrict number of people allowed at one time? Do the bathrooms remain closed or open? Are masks going to be required? Pay the extra time for staff to sanitize? Discussion was also held regarding allowing Music in

the Park, July 4 Fireworks and other City facilities. It was the consensus of the Council that there needs to be more dialogue on these issues.

Mayor Jelinek stated that he would like to form an Ad-hoc Committee to discuss the opening and procedures that would need to be followed for opening up to the public. Member of the Committee would consist of Alderpersons Mill, Schiller, Vollenweider, Stangel, Kuehl and Dworak, and should bring back to the Committee of the Whole their recommendation on June 22, 2020.

### **Committee/Board Appointments**

Mayor Jelinek asked the Council to consider and ratify the following Committee appointments:

Zoning Board of Appeals:

Aldersperson Jim Brewster, replacing Mike Bories  
Dale Franson for Reappointment

Board of Review

Aldersperson Joe Mills replacing Jamie Jackson  
Council President replacing Aldersperson David Kuehl

Joint Review Board

Alison Smith replacing Mike Bories  
Scott Feldt replacing Linda Sinkula

Citizen Participation Committee (CDBG)

John Pittsley replacing Melody Lacey  
Mayor Jason Jelinek replacing Sandi Christman  
Alison Smith replacing Diane Jirtle

Library Board

Jan Tess for reappointment  
Karen Tremel for reappointment

***Aldersperson Vollenweider moved, seconded by Aldersperson Mills, to ratify the submitted appointments to the respective Committees. Motion carried unanimously.***

### **Kewaunee School District Update – Elizabeth Lamack**

None

### **NEW BUSINESS**

#### **a. CDBG-PF Grant Update**

**\*Resolution 1088-20, Re-Affirm Fair Housing Ordinance 574-16**

**\*Resolution 1090-20, Adopt a Residential Anti-Displacement and Relocation Assistance Plan**

Administrator Schnook stated that this is part of the \$1,000,000 CDBG-PF Application process. Staff thought all Resolutions were presented at the May 25, 2020 Committee of the Whole Meeting. With further review Staff found additional Resolutions that needed to also be adopted for the process.

EDPGW Johnson stated that there were two Resolutions missed in the CDBG-PF Application process. Resolution 1088-20 is just re-affirming Ordinance No. 574-16, adopted in 2016; and Resolution No. 1090-20, Adopt a Residential anti-Displacement and Relocation Assistance Plan (RADRAP). The blighted projects for the CDBG-PF are Fisherman's Point, which we have an accepted offer on and Mermaid Tails. If Mermaid Tails is sold there are 12 other blighted properties the City can look at.

Administrator Schnook stated the addresses the City will look to obtain for this project if Mermaid Tails indeed does sell are: 418 Beardsley Street; 123 Kilbourn Street; 1304 Ellis Street and 406 Wisconsin Ave.

Council held discussions on buying Fisherman's Point at this time as it is literally under water. Are there development plans for the property, and what is the cost? It was explained that Fisherman's Point development was adopted by the Council in the Waterfront Plan and Capital Improvement Plan. This area would need to be raised three feet, and we have an accepted Offer to Purchase with the contingency of an Appraisal amount for the final cost. It was also discussed that currently, with the water levels as they are and fisherman's Point being underwater, there are hazards, to the harbor navigation. Also there are two bases on the property for future docks.

***Aldersperson Schiller moved, seconded by Aldersperson Dworak, to adopt Resolution No. 1088-18 to reaffirm Fair Housing Ordinance 574-16, and Resolution No. 1090-20, Residential Anti-Displacement assistance Plan. Motion carried unanimously.***

#### **HARBOR ASSISTANCE GRANT UPDATE:**

##### **\*Resolution 1092-20, Adopt Three (3) Year Harbor Development Statement of Intent**

EDPGW Johnson reviewed Resolution 1092-20, to adopt a Three (3) Year Harbor Development Statement of Intent. The resolution is important to be allowed to apply for present and future HAP Grants. The three year Harbor Development Statement has three projects attached to show the City's intent. The first project is the Sea Wall and Walkway extension, the second project would be used to purchase Salmon Harbor and the third project would be to replace the Kewaunee Harbor Pilings where the Tug is currently sitting. These are just intents not set in stone. Details and projects would be solidified during the grant application.

***Aldersperson Schiller moved, seconded by Aldersperson Kuehl, to adopt Resolution 1092-20, Three Year Harbor Development Statement of Intent. Motion carried unanimously.***

#### **ECONOMIC DEVELOPMENT ADMINISTRATION GRANT UPDATE**

EDPGW Johnson explained that the CARE Act Funding has made additional Federal Funding available for Communities that are impacted economically by the COVID-19, so the City is eligible for even more money than we had first thought. EDPGW Johnson stated that Staff is looking at two EDA Grants. One Grant is specifically under the Economic Adjustment Assistance Program with money set aside for Communities that have had the closure of a Nuclear Plant. This would be used to follow through with an already adopted Business Park Plan on the north side of the City. EDPGW Johnson also stated that she is working with Bay Lakes Planning so the City can obtain these funds. Also through the CARES Act there is additional funding for a Public Works Grant through the EDA, for which there are two projects that are being looked at. Two Harbor Projects are being considered. One is the repair of the City owned Marina and the recovery of the City Boat Launch. The other would be for the purchase of Salmon Harbor to expand the City Marina. We have been in contact with Bay Lakes Regional Planning to see which of the two options the City would have a greater chance to receive funding for. Bay Lakes Regional Planning has informed us the construction projects are highly competitive and the City would have a better chance if we pursue the option of Purchasing of Salmon Harbor.

Discussion was held regarding the amount of the grants available. There is no set award amount on the CARE Acts Funding it is on a rolling basis. Discussion was also held on whether the City would be looking into long term expenses on these projects, and the importance of having control of the looks of the Harbor area.

#### **TIF #3 UPDATE**

Administrator Schnook stated that the City is looking to create a very large area into a third TIF, the proposed area encompasses the Hamachek Property up to the Marquette School Property. There is a meeting set for Monday, June 15, 2020 at 9:00am with the Joint Review Board, which consists of representatives from the School District, County, NWTC and the City. There will be a Public Hearing for

the proposed TIF held on June 25, 2020, at 6:30 pm. Staff has been working with Baird on this proposed project.

#### **CITY HALL ROOF REPAIR**

Building Inspector Davister stated the Committee of the Whole was presented with two bids to fix the roof on City Hall, along with all the pictures, Engineer's report and recommendation from Attorney Nesbitt. It was recommended by the Committee of the Whole to move forward on the City Hall Roof Repair according to the steps set forth by Attorney Nesbitt. Building Inspector Davister stated that to proceed with the process the approval of the Council is needed.

Attorney Nesbitt stated that he has been preparing a letter, with copies of the estimates and the Engineer's Report, to give the Original Contractor the option to replace the roof. If the Contractor does not follow through with the request, the City should consider replacing the roof and start litigation.

Administrator Schnook questioned that with a motion to move forward with the process does the City also need a motion to approve the expenditure? It was stated that they would.

***Aldersperson Mills moved, seconded by Aldersperson Kuehl, to authorize Attorney Nesbitt to move forward with contacting the Original Contractor. Motion carried unanimously.***

#### **REPLACEMENT OF MARINA SECURITY CAMERAS**

Mayor Jelinek stated that at the May 11, 2020 Committee of the Whole Meeting, Marina Manager Kinjerski presented two proposals to the Committee for the purpose of replacing the Security Cameras that are no longer functional. A motion was made to forward to the Council the recommendation to secure an additional bid and approve the lowest bid to install security cameras at the Marina.

Marina Manger Kinjerski, stated that he has received an addition proposal from Scott Witt in the amount of \$4,258.05 with Martin Security being lower at \$4,194.00.

Aldersperson Vollenweider asked if the proposals were apples to apples. Marina Manager Kinjerski stated that both proposals were on the same equipment.

Aldersperson Mills stated that he has reviewed the Marina Budget and the CIP, and nothing was put in for new security cameras.

***Aldersperson Mills moved to table the replacement of security cameras at the Marina. Aldersperson Mills – aye, Aldersperson Schiller, Dworak, Brewster, Vollenweider, Kuehl, Stangel and Zimmerman – nay. Motion failed.***

Further discussion was held on liability issues, and if it was within the Managers spending limit.

***Aldersperson Schiller moved, seconded by Aldersperson Dworak, to authorize the Marina Manager to proceed with the lowest bid to replace the security cameras at the Marina. Aldersperson Schiller, Dworak, Brewster, Vollenweider, Kuehl, Stangel and Zimmerman – aye. Aldersperson Mills – nay. Motion carried.***

#### **RESOLUTION 1089-20 – ANNUAL SEWER REPORT**

PWD Strelow reviewed the Compliance Maintenance Annual Report for the Wastewater Treatment Facility for the Council. PWD Strelow stated that the Treatment G.P.A. = 3.84, with the only problems being with the infiltration issue that actually improved this year.

***Alderson Mills moved, seconded by Alderson Kuehl, to adopt Resolution No. 1089-20 acknowledging review of the 2019 Compliance Maintenance Annual Report and direct City Public Works to submit the Report. Motion carried unanimously.***

**May 2020 Revenue and Expenditure Reports**

Mayor Jelinek stated that the Council has received a copy of the May 2020 Accounts Payable Report, and asked if there were any questions. No comments/questions were received.

**May 2020 Cash Report**

Mayor Jelinek asked if Council had any question regarding the May 2020 Cash Report. No comments/questions were received.

**Approval of May 2020 Accounts Payable**

Mayor Jelinek asked if Council had any question regarding the April 2020 Accounts Payable and Payroll Report. No comments/questions were received.

***Alderson Vollenweider moved, seconded by Alderson Mills, to approve the May 2020 Accounts Payable and Payroll Report in the amount of \$327,755.80. Upon a roll call vote, motion carried unanimously.***

**ANNOUNCEMENTS**

Alderson Schiller mentioned that with the Covid-19 stay at home act has been cancelled. They are receiving numerous reservation calls for the two lofts they rent out.

MM Kinjerski stated that he has been in contact with the Hotels and Bed & Breakfasts and at this time Harbor Lights Lodge will offer a 10% discount to any person mentioning Kewaunee Marina. Also MM Kinjerski stated that he has been in contact with Salmon Harbor and the City Marina will open its fish cleaning station to any overflow due to the City Boat Launch being closed.

**ADJOURNMENT**

***Alderson Zimmerman moved, seconded by Alderson Mills, to adjourn the meeting at 7:17 pm. Motion carried unanimously.***

Submitted by Clerk/Treasurer Decur