

**OFFICIAL MINUTES  
OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
February 11, 2019 – 6:00pm**

Present: Mayor Christman, Alderperson Dworak, Jackson, Schiller, Jelinek, Stangel, Kuehl and Zimmerman

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Librarian Petrina, Building Inspector Angoli and Ambulance Director Steiner.

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

**APPROVAL OF JANUARY 14, 2019, COMMON COUNCIL MINUTES**

*Aldersperson Kuehl moved, seconded by Aldersperson Stangel to approve the January 14, 2019, Common Council Meeting Minutes as presented. Motion carried unanimously.*

**PUBLIC COMMENT/COMMUNICATIONS**

Mayor Christman opened the meeting for any Public Comments.

Hearing none, Mayor Christman Closed Public Comment

**INTRODUCTION OF RICHARD BAKER, EXECUTIVE DIRECTOR FOR THE K.C.E.D.C.**

Mayor Christman introduced Richard Baker the new Executive Director for the Kewaunee County Economic Development Corporation. Richard Baker gave a brief back ground about himself.

**2018 CITY OF KEWAUNEE AMBULANCE DEPARTMENT ANNUAL REPORT-JOE STEINER**

Ambulance Director Steiner reviewed the Departments 2018 Annual Report with the Council. Councilperson Schiller asked staff to investigate why the revenues in the ambulances annual report do not match the revenues in the budget and report back to the Council.

**CONSENT AGENDA**

- a. **Boards, Commissions, Committees and Staff Reports: (Community Center, Tug, Lighthouse, Library Board and Staff Reports)**
- b. **Approve Contract for Performing Water & Sewer Rate Study**
- c. **Approve Bidding to Tear Down Old Barn**
- d. **Remove City Room Tax and Tourism Promotion Unfunded General Fund Line Items**
- e. **Clear Ambulance Department's Old Unpaid Invoices**
- f. **Approval of Marina Manager Job Description and Salary**

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

**MAYORS REPORT**

**Discuss/Possible Action on Temporary Appointment of Ward Three Aldersperson**

Mayor Christman reviewed the option Council has to replace Third Ward Aldersperson Griffith.

One option which would cost about \$1,000 is to post the position, interview the applicants and appoint someone. The other option is to do nothing and wait until the April 2<sup>nd</sup> Election. Discussion was held regarding the cost and the fact that after everything is said and done with appointing someone they would only sit in at 1 or 2 meeting.

***Aldersperson Zimmerman moved, seconded by Aldersperson Dworak to wait for the April 2<sup>nd</sup>, 2019 Election to fill the vacancy. Upon a roll call vote motion carried unanimously.***

#### **Community Center Update**

Aldersperson Zimmerman stated that she has no new information as the last Committee Meeting was canceled due to the weather.

#### **Personnel Update – Introduction of Autumn Linsmeier, CED Planner & Grant Writer**

Mayor Christman introduced the Autumn Linsmeier the City's new CED Planner and Grant Writer. Ms. Linsmeier gave a brief background on herself.

#### **Shopko Store Closing**

Mayor Christman stated that she has been in contact with the Manager of Shopko in Kewaunee and the store is scheduled to close on May 5, 2019. In her conversation with the Manager she asked if they have some type of program to help the displaced employees, which he was unsure of at this time. Mayor Christman would like to set up three different task forces:

- 1-Task force for the displacement needs of the employees, would consist of Administrator Schnook, Alderspersons Dworak and Jackson
- 2-Task force to oversee the Building, would consist of Alderspersons Schiller and Jelinek
- 3-Task force for the Economic Development of the building and area, would consist of Aldersperson Zimmerman, Stangel, CED Planner & Grant Writer Linsmeier and Executive Director of the K.C.E.D.C Baker

Discussion was also held regarding an interested party that would like to take the pharmacy over and place it in the City at a different location.

#### **Kewaunee School District Update – Remington Schleis**

Remington Schleis stated that the Kewaunee School District has 5 days of cancellations and a 2 hour delays, all weather related, so far this year. Starting February 11, school will be released 5 minutes later for the remainder of the year, so that extra days will not be added to the end of the year. Any additional snow days will result in extending the end of the school year.

Winter sports update, wrestling team in moving on the sectionals with 7 individual hoping to move on to state. Girls Basketball has earned a number 1 seed for their regionals. Boys Basketball is currently 3<sup>rd</sup> in the conference.

Clubs and Activities update, the play "Girl of La Mancha" was performed last weekend, twenty-five KHS FBLA students competed in regional competition hosted by Coleman School, with four members will advance to compete at the state conference in April.

#### **NEW BUSINESS**

#### **ORD No. 600-19, Adoption of Integrated Plan which Combines the Comprehensive, Waterfront and Parks & Rec Plans into a Single-First Reading**

Mayor Christman reviewed the first reading regarding the adoption of the Integrated Plan which combines the Comprehensive, Waterfront and Parks & Rec Plans into one document.

**ORD No. 601-19, Adoption of Transition Overlay Zone Ordinance-First Reading**

Mayor Christman reviewed the first reading regarding the creation of a Transition Overlay Zone, which will include parcels on Harrison Street, Ellis Street Dodge Street.

**ORD No. 602-19, Adoption of Ordinance Change recommending Section 94-253; Eliminate Quarterly Meeting of the Zoning Board of Appeals-First Reading**

Mayor Christman reviewed the first reading regarding Chapter 94, Section 94-253 to eliminate the quarterly meetings of the Zoning Board of Appeals.

**River Road Project-Special Assessments for Sewer & Water Lateral Replacement**

Administrator Schnook reviewed the River Road Project, special assessments for the sewer and water lateral replacement.

Discussion was held on how to get the information to the affected residents. It was decided to hold a special information meeting and invite the residents.

***Aldersperson Schiller moved, seconded by Aldersperson Jelinek to approve the River Road Special Assessment with a five year pay-back period and to have Administrator Schnook and Public Works Director Strelow set a meeting up with the affected residents to review their options. Upon a roll call vote, motion carried unanimously.***

**Develop a List of Projects for Kewaunee County RLF Program**

Administrator Schnook explained that Kewaunee County established in 1998 a Community Development Block Grant for Economic Development. WI DOA has decided to discontinue the local RLF program and the County is looking for project that could use these funds. The City is preparing a list of potential projects and would like the blessing of the Committee and Council if they so choice to receive some of these funds. Staff reviewed the proposed list of blight elimination projects. It was the consensus of the Council to pull the Karsten Hotel from the list of projects.

***Aldersperson Schiller moved, seconded by Aldersperson Jelinek to empower staff to develop a proposal to present to the County with the Mayors approval before the dead line in such fashion as the Mayor and Staff feel best and do more research on specific requirement for HUD Objectives. Motion carried unanimously.***

**January Cash Report**

Clerk-Treasurer Decur stated that the Cash Report does not reflect Journal Entries that will be done by our Auditor.

**Approval of January 2019 Accounts Payables**

Discussion was held on the possibility of receiving a credit from Advanced Disposal for the week they did not pick up the garbage; staff will follow up on this.

*Aldersperson Kuehl moved, seconded by Aldersperson Stangel to approve the January Accounts Payable and Payroll in the amount of \$1,233,032.08. Upon a roll call vote, motion carried unanimously.*

**Enter into CLOSED SESSION** pursuant to Wisconsin Statute 19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Marquette School Project

*Aldersperson Zimmerman moved, seconded by Aldersperson Schiller to go into closed session at 7:05 pm. Upon a roll call vote, motion carried unanimously.*

**Return to open Session pursuant to Wisconsin statute 19.85(2)**

*Aldersperson Kuehl moved, seconded by Aldersperson Zimmerman to return to Open Session at 7:56 pm. Motion carried unanimously.*

**Action on Closed Session**

*Aldersperson Kuehl moved, seconded by Aldersperson Jelinek that unless further information is received from Dakota Intertek showing the means & methods had been changed by Ayres Associates as stated in Change Order #3 the City denies Change Order #3. Upon a roll call vote, motion carried unanimously.*

**Announcements**

Aldersperson Dworak and Schiller informed the Council that they will not be at the Feb 25, 2019 Committee of the Whole Meeting. Aldersperson Schiller will be available by phone if needed. Administrator Schnook stated that with the vacancy in ward 3, our quorum numbers drop by one.

**ADJOURNMENT**

*Aldersperson Zimmerman moved, seconded by Aldersperson Jackson to adjourn the meeting at 7:58 pm. Motion carried unanimously.*

Submitted by Clerk/Treasurer Decur