

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

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

Excused: Arthur Schiller

Absent: Dan Stangel

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Librarian Petrina, Police Chief Salentine and Fire Chief Hlinak.

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 FEBRUARY 11, 2019, COMMON COUNCIL MINUTES

Changes needed to be made in the February 11, 2019 Minutes include; page 1, Ambulance Annual Report, reads “revenues in the ambulances annual report match the revenues in the budget” it should read “revenues in the ambulance annual report don’t match the revenues in the budget”. Page 2 Dan Stangel needs to be added to the Economic Development Task force.

Aldersperson Kuehl moved, seconded by Aldersperson Zimmerman to approve the February 11, 2019, Common Council Meeting Minutes with the listed changes. Motion carried unanimously.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Christman opened the meeting for any Public Comments.

Hearing none, Mayor Christman Closed Public Comment

2018 CITY OF KEWAUNEE FIRE DEPARTMENT ANNUAL REPORT- Greg Hlinak

Fire Chief Greg Hlinak reviewed the Fire Departments 2018 Annual Report with the Council, highlighting their goals and accomplishments. Mayor Christman ask if the Department had a contact with Hazmat, Hlinak stated they use Brown County Hazmat which is now Green Bay Area Hazmat Unit. Discussion was held on the Dominion Contract which is up at the end of 2019, along with recruitment.

2018 CITY OF KEWAUNEE LIBRARY ANNUAL REPORT – Carol Petrina

Librarian Carol Petrina reviewed the 2018 Annual Report with the Council, highlighting the different program the Library is holding in part to grants and fine monies. Mayor Christman mentioned the Garden Club and the great job the Library has done. Mayor Christman also wanted to commend the Library Staff for creating a gathering place for all ages, not just a library.

2018 CITY OF KEWAUNEE POLICE DEPARTMENT ANNUAL REPORT – Frank Salentine

Police Chief Frank Salentine reviewed the 2018 Police Department Annual Report with the Council, highlighting the types of calls the Department is involved with during the year. Salentine also informed the council that the School Liaison’s hour have been increased from 600+ hours to 800+ hours.

CONSENT AGENDA

- a. **Boards, Commissions, Committees and Staff Reports: (Beautification, Tug, Lighthouse, Library Board, Planning Jan & Feb and Staff Reports)**
- b. **Approve Signage for Smith Park**
- c. **ORD 600-19 – Adoption of Integrated Plan which combines the Comprehensive, Waterfront and Parks & Rec Plan into a Single Document. Second Reading.**
- d. **ORD 601-19 – Adoption of Transition Overlay Zone Ordinance. Second Reading.**
- e. **ORD 602-19 – Adoption of Ordinance Change recommending Section 94-253: Eliminate requirement of Quarterly Meetings of the Zoning Board of Appeals. Second Reading.**
- f. **Approval of the 2018-2019 Capital Improvement**

Mayor Christman asked that the January and February Minutes be pulled for discussion.

Aldersperson Dworak moved, seconded by Aldersperson Jelinek to approve the Consent Agenda minus the January and February Minutes. Motion carried unanimously.

a. **Planning Commission Minutes Jan & Feb**

Mayor Christman stated that the date on the February Minutes has to be changed, it reads; “January 24, 2019” should read “February 28, 2019”.

Aldersperson Zimmerman moved, seconded by Aldersperson Kuehl to approve the Planning Commission with the corrected date. Motion carried.

MAYORS REPORT

Mayor Christman read the Thank you note that was received from Sally Griffith in regards to the passing of Aldersperson Griffith.

Community Center Update

Aldersperson Zimmerman stated that the Senior Community Center is looking at two sites that are currently for sale. One being 2 lots behind the Bellin Building and the Second next to Buchanan Funeral Home. They are currently investigating the prices and the fit of said properties. The Committee is also celebrating 38 yrs. on April 29, 2019.

Aldersperson Zimmerman also informed the Council that once a person becomes a resident of a Nursing Home the ADRC does not offer rides anywhere. Several of the residents in the Nursing Homes would like to attend the Senior Meals, etc.

Personnel Update – Introduction of Andy Holzem, Marina Manager

Mayor Christman introduced Andy Holzem the proposed City’s new Marina Manager, Mr. Holzem comes to Kewaunee from South Bay Marine where he was Marina Operator, with 244 slips.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to hire Andy Holzem as the new City of Kewaunee Marina Manager. Upon a roll call vote motion carried unanimously.

Shopko Store Closing

Mayor Christman updated the Council regarding the finding of the Economic Development Task Force. Currently the building is listed with Appleton Realty and there is an interested party looking at half of the building. There are 17 employees currently. They are being offered re-employment services by the Wisconsin Department of Workforce Development.

Mayor Christman stated that the Hometown Pharmacy in Algoma is still working on finding a pick up spot for Kewaunee Residents.

Kewaunee School District Update – Remington Schleis

Student Representative Schleis updated the Council on what is happening regarding sports at the high school. He also presented the Council with a handout regarding the Kewaunee School District 2019-2020 Master Scheduling Brief.

OLD BUSINESS

Approve Marquette School Historic Fill Exemption Application & Associated Contract for Ayres to Perform the Work

Administrator Schnook reviewed the recommendation, from the Committee of the Whole, to approve Amendment No. 3 with Ayres & Associates for the purpose of finding the volume of contaminate material and to develop an application for a Historic Fill Site Exemption.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to approve amendment No. 3 with Ayres & Associates and to pay for the DNR Exemption fee. And as part of that process Ayres will inform the Council as to an estimate of cost to remove the contaminated ash layer, thereby providing the Council with options as to whether to cap or remove the ash layer. The Council is to be informed by Ayres as to the volume of contaminated material and for Ayres to develop an application for a WIDNR Historic Fill Site Exemption. Motion carried unanimously.

Resolution NO. 1071-19: Application for Runoff Management Grant; WIDNR Non-Point Storm Water Planning Program Matching Grant; Creating a Storm Water Utility

Administrator Schnook stated Resolution No. 1071-19 is a requirement to apply for the Runoff Management Grant, if the Council so chooses to continue with the development of a Storm Water Utility. After reviewing the application Administrator had some concerns regarding the application process, one it is geared for larger cities over 10,000 population and two would the Storm Water Utility be viable to stand alone. After talking to the state they said it would definitely be beneficial to apply, if there is not a lot of applicants your chance of receiving the grant is better. This would be a \$35-\$45 thousand dollar grant with a 50% match requirement.

Mayor Christman asked who the project manager will be for this project. Administrator Schnook stated that he would be the project manager. Mayor Christman asked that Administrator Schnook's name be placed on the resolution to authorize him to act on behalf of the City of Kewaunee regarding this project.

Aldersperson Jelinek moved, seconded by Aldersperson Jackson to approve applying for the Storm water Planning Program Matching Grant and to approve and place Administrator Schnook's name on the Resolution as authorized Project on behalf of the City of Kewaunee. Motion carried unanimously.

Validate or Reverse Decision on Bidding to Tear Down Old Barn

Mayor Christman reviewed what was decided at the Committee of the Whole Meeting, where a motion was to forward to the Council the recommendation to approve the proposal only after Staff receives a detailed proposal.

Discussion was held on the removal of the barn what the proposal included, which is the removal of everything from the bottom side of the concrete up, off of the site. Discussion was also held on the timing of the tear down due to the upcoming warm weather.

Aldersperson Jelinek moved, seconded by Aldersperson Kuehl to award the proposal to tear down the old barn located on the North side of Town to Matt's Services in the Amount of \$9,995.00, with the tear down being done within 30 days, paying ½ of proposal when the barn is down and the Final removal date and payment be done not later than July 31, 2019. Upon a roll call vote, motion carried unanimously.

Restricted Funds into Certificates of Deposit

Clerk-Treasurer Decur reviewed a hand-out with the proposed Certificate of Deposit amounts with the Council. Clerk-Treasurer Decur stating that the amount of \$1,627,782.53 does include the reserved accounts as of 12/31/18. Discussion was held on the Time Frame of the TIF District #2 Bond and not to exceed the extension date.

Aldersperson Kuehl moved, seconded by Aldersperson Dworak to approve the placement of restricted funds in the amount of \$1,627,782.53 into Certificate of Deposits with staggering years and the TID #2 CD not to exceed the extension date. Upon a roll call vote, motion carried.

Update on Lease and Drainage Ditch Repair for 38.65 Acres North of City

Administrator Schnook and Public Works Director Strelow updated the Council regarding the usage of City property on the Northeast Side of Town. After talking to the DNR the property in question cannot be used to help with the phosphorus due to the land is not in the same watershed as the treatment plant. Administrator Schnook will contact Aldersperson Stangel to discuss the interested party lease option.

NEW BUSINESS

February YTD Revenue/Expenditures

Council reviewed the YTD Revenue/Expenditure Report.

February Cash Report

Council reviewed the February Cash Report.

Approval of February 2019 Accounts Payables

Discussion was held on a purchase of shelving for the storage room, it was for the shelving not the units themselves, Ayres Engineering Fees for Marquette School and the purchase of the Kubota-Ventrechs. Mayor Christman stated that if anyone needs shelving Shopko is selling all of the shelving units.

Aldersperson Kuehl moved, seconded by Aldersperson Jackson to approve the February Accounts Payable and Payroll in the amount of \$1,642,686.02. Upon a roll call vote, motion carried unanimously.

Announcements

Aldersperson Zimmerman wanted Public Works Director Strelow to know she has been hearing a lot of positive comments on the snow removal this year.

ADJOURNMENT

Aldersperson Zimmerman moved, seconded by Aldersperson Jelinek to adjourn the meeting at 7:33 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur