

OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
JULY 8, 2019 – 6:00 P.M.

Present: Mayor Christman, Alderpersons Schiller, Jelinek, Stangel, Kuehl, Mills and Zimmerman

Excused: Alderpersons Dworak and Jackson

Others Present: Administrator Schnook, Administrative Assistant Muchowski, Public Works Director Strelow, Marina Manager Holzem, CEDPGW Linsmeier, Librarian Petrina and City Assessor Muelver

Mayor Christman called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited, followed by a moment of prayer/meditation.

3. Approval of the June 10th and 24th, 2019, Common Council Minutes:

-Mayor Christman would like added to page 3 of 8, under Kewaunee School District, that Student Representative Schleis was thanked for his time on the Council and wished well.

-Aldersperson Mills stated that on page 2, the first motion on the page should be Aldersperson Kuehl, there is a comma in his name that shouldn't be there.

-Aldersperson Mills stated that on page 7, under announcements, it should read that Mayor Christman congratulated Public Works Director Strelow instead of congratulate.

Aldersperson Kuehl moved, seconded by Aldersperson Zimmerman, to approve the June 10th and 24th, 2019, Common Council Meeting Minutes with the above listed changes. Motion carried unanimously.

4. Public Comment/Communication:

Melissa Kunze of 603 Rose St. commented on the ongoing problem with the outside music at the Blue Door. She stated that the music is so loud that even with her windows closed and the air conditioner running it was extremely loud. She called the police to report the problem. Per Ms. Kunze, officer Huben was on duty and went to her house and agreed that the music was extremely loud. This is not the first time she has reported the problem and would like something done about it.

State Representative Joel Kitchens commented on the Governor's budget and the impact it would have on the city. Mayor Christman asked Representative Kitchens if there was going to be any assistance for communities along the lakeshore regarding the high water levels. Representative Kitchens didn't know of anything but would ask the question.

Public Comment/Communications closed at 6:12

5. Consent Agenda:

- a. Boards, Commissions, Committee and Staff Reports: (Community Center, Library, Park & Rec., Tug Ludington, Lighthouse, Zoning Board of Appeals, Board of Review and monthly Staff Reports) (attachment)
- b. Approval of Alta Survey and Distribution (attachment)
- c. Include Streetlight Bases and Poles to CIP Plan (attachment)

Mayor Christman asked that the Community Center Minutes be pulled from the Consent Agenda.

Aldersperson Mills moved, seconded by Aldersperson Schiller, to approve the removal of the Community Center Minutes from 5.a. for further discussion, and approve the remainder of the Consent Agenda as presented. After a roll call vote, motion carried unanimously.

5.a. Community Center Minutes

Mayor Christman asked that the Community Center Minutes go back to the Committee for revision to change Lee Luft's title from Administrator to County Supervisor.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to have the revised Community Center Minutes brought back for approval. Motion carried unanimously.

6. Operator's License:

Amy Blahnik-----Harbor Express

Aldersperson Stangel moved, seconded by Aldersperson Mills to approve the above operator's license. Motion carried unanimously.

Deena Gacia-----Center Court
Tara Dellemann-----Center Court
Heidi Brunner-----Center Court
Joseph Ratcliffe-----Center Court

Aldersperson Mills moved, seconded by Aldersperson Kuehl to approve the above operator's licenses with Deena Gacia's name changed to Garcia. Motion carried with all Ayes except Aldersperson Zimmerman who recused herself.

AsiaMarie Kittell-----Waterfront Bar & Grill

Aldersperson Zimmerman moved, seconded by Aldersperson Schiller to approve the above operator's license. Motion carried with all Ayes except Aldersperson Kuehl who recused himself.

Joe Mills-----Kewaunee Chamber

Alderson Jelinek moved, seconded by Alderson Kuehl to approve the above operator's license. Motion carried with all Ayes except Alderson Mills who recused himself.

7. Review Request for Special Assessment to Replace Water and Sewer Laterals on River Road:

Administrator Schnook addressed the council going over the events leading up to the public hearing that would follow. At the May 20, 2019, Committee of the Whole Meeting, Alderson Mills moved, seconded by Alderson Kuehl to forward to Council to adopt a Resolution for a special assessment. Motion was carried unanimously. At the June 24, 2019, Special Council Meeting Alderson Kuehl moved, seconded by Alderson Jelinek, to approve Resolution No. 1077-19, declaring intent to levy special assessments to the property owners within the River Road project, and to set the hearing date as July 8, 2019, at 6:00 p.m. Motion was carried unanimously. Administrator Schnook then told the Council that after the hearing they may wish to direct the staff as to: how, when, number, rate and terms of the assessments.

Alderson Mills stated that the adoption date on the resolution was incorrect and it should have been June instead of July. Please make the correction.

8. Conduct Public Hearing on the request for Special Assessments for selected River Road Residents.

Mayor Christman opened the public hearing asking if there were any public comments pertaining to the River Road Project.

June Hulce of 822 River Road addressed the Council. Ms. Hulce asked when the work was scheduled to be done? Public Works Director Strelow stated that it would be done by the end of October, 2019. She then asked what company would be performing the lateral work? Pete Kolaszewski of Ayres Associates told her it would be DeGroot Construction, however, Scott Lammers was sub-contracted to perform the lateral replacement part of the project. She asked about the grinding of the black top as a letter was sent out stating that it would be started on June 25, 2019, and it was not. Public Works Director Strelow told Ms. Hulce that after the letter was sent out the county informed him that due to contractor delays, they would not be starting until next week. Ms. Hulce then commented on the speed of the dump trucks traveling down River Road. She was concerned as this is a residential neighborhood and the speed limit is only 25. She stated that they were going at least 45 and asked that the Police Department keep an eye on that.

There were no further comments. Public comment closed at 6:27 p.m.

9. Act on Request for Special Assessment for Benefited River Road Residents.

Due to the city not knowing the final cost to the residents until the work is completed, it was the consensus of the Council to wait to pass a final assessment resolution specifying the cost to each homeowner, number, rate and terms of the special assessments until the Committee of the Whole meeting in November, 2019.

10. Mayor's Report:

a. Community Center Update: Alderperson Zimmerman stated that they are still looking for sites. There were no new updates as Alderperson Zimmerman was not available to attend the last Community Center Meeting.

b. Pharmacy Update: Mayor Christman stated that she had spoken with Sarah and they have gotten the state license and the building permit. Work to start next week and looking to open sometime in August 2019.

c. Flooding-Boat Launch and Harbor Area: Mayor Christman stated that this is a very frustrating issue. She has spoken with Kewaunee County Emergency Management Representative Tracy Nollenberg to see if there was any help that could be had from the County or the DNR. Mayor Christman also talked with the US Corps of Engineers. They are anticipating that the lake will rise another 4" in the month of July and then predicting that it will continue to rise for the next two years. Due to issues that would come from trying to sand bag the area/campground, we would need to hire an engineer to assist with the placement of the sand bags in order not to cause other bigger issues. Mayor Christman asked if Administrator Schnook could check with our insurance company to see if we could put in a claim with them.

11. New Business:

a. Approve CEDPGW Future Work Plans: CEDPGW Linsmeier addressed the Council stating that the 2019 CEDPGW Plan Mission, Goals and Plans/Work Items was the same document as the one they received at the June 24, 2019, Committee of the Whole Meeting. The Council was also provided with three different documents which consisted of a grant data base, grant writing information and the CIP priority list to the year 2023 with the top priorities highlighted in green. CEDPGW Linsmeier stated that all the projects in the CIP were approved but the projects/work items listed in the Integrated Plan have not been folded into the CIP. It was noted that the City does not have the funding to meet its current commitments, much less all of the work items in the Commercial Market Analysis, the Waterfront, Park & Rec, and Integrated Plans which number over three hundred. Furthermore, as the City really only has control over a single funding stream, local property taxes. There does not appear to be any new federal or state-funding coming to municipalities. There are just too many demands on the City's local property tax funding stream. So, a different strategy is needed if the City wants to meet its current commitments and future plans. Ramping up the ability of the City to attain grants is the strategy being recommended. The Council was assigned homework to find three grants that correspond with the CIP projects for 2019, and asked to have them at the next Common Council Meeting on August 12, 2019.

Alderperson Mills moved, seconded by Alderperson Schiller to approve the 2019 CEDPGW Plan Mission, Goals and Plans/Work as presented. After a roll call vote, motion carried unanimously.

b. Review/Discuss Structural Changes to Facilitate Improved Grant Writing: CEDPGW Linsmeier addressed the Council about the current City committees and the proposed new

committee structure. On the chart provided, it was suggested possibly combining Conservation and Parks, which would leave room for a public works committee. She also explained each Councilperson's roll in the new committee structure. Discussion was had to hold a retreat. CEDPGW Linsmeier to find a facilitator. Retreat to be held in late summer or early fall.

c. Discuss/Approve Alternatives to City Provided Large Item Pick-up Service: Public Works Director Strelow provided the council with a handout that gave an overview of our current large item pick-up service that the city provides. In that handout was the financial numbers and it looks like we are losing about \$18,000 per year if not more. There are three options that we could consider going forward.

Option #1 is to continue to do it ourselves. However, we would need to increase the cost of the stickers and would need to look into purchasing a new/used garbage truck. Our current truck is beyond its lifespan and a used one would cost anywhere between \$75,000 and \$125,000.

Option #2 would be to hold Spring and Fall collection days. The city would provide large dumpsters where the residents could bring their items to be put in the dumpster. Sticker would still be needed with a rate increase from the current cost.

Option #3 would be to have an outside company handle it. Many municipalities no longer offer large item pick-up. The process when it is handled by an outside company consists of the resident calling the company, a fee is collected and a scheduled date is set for pick-up. The outside company then collects the garbage on the agreed upon scheduled date. Public Works Director Strelow stated that he talked with Advanced Disposal and Harter's Fox Valley Disposal. This is how they handle large item pick-up and are willing to work with the city. He also talked with Blue Water Services, and because they are local, they were able to offer a couple different options. They could offer a curb side program like we already have; offer a reduced rate to residents who bring items to the transfer station, or and dumpster could be delivered to the residents and would be paid for by the resident.

Public Works Director Strelow did not get any costs from any of the companies as he didn't want to start a bidding process. He asked that the Council think about it for the next Committee of the Whole meeting.

d. Approve Elimination of City Provided Large Item Pick-up Services in 2020: This was covered under agenda item 11c. Administrator Schnook suggested the Council hold-off on eliminating large item pick-up by the City until an alternative is selected.

Alderson Mills moved, seconded by Alderson Kuehl to table the issue of the Elimination of City Provided Large Item Pick-up Services in 2020. Motion carried unanimously.

e. Update of Boat Launch: Administrator Schnook stated that city staff is dealing with the closure. He also stated that the grants for the boat launch have been extended until next year.

f. June Cash Report: Alderson Mills had questions and will set up time to get with Clerk/Treasurer Decur upon her return.

g. June Revenue and Expenditure Report: Alderperson Mills has questions and will set up a time to get with Clerk/Treasurer Decur upon her return. One of the questions that was brought up were the impound fees on page 5.

h. Approval of June 2019 Account Payable: Mayor Christman wanted to know if the Baker Tilly invoice was the final invoice for the final audit? Administrator Schnook to check with Clerk/Treasurer Decur upon her return. Mayor Christman also wanted to know if Great Lakes Avian Pest Controls was done contractually. Marina Manager Holzem stated that yes they were and the city would not be billed for the last month of the contract.

Alderperson Kuehl moved, seconded by Alderperson Stangel to approve the June 2019, Accounts Payable in the amount of \$\$459,575.31. After a roll call vote, motion carried unanimously.

12. Enter into Closed Session:

After a 5 minute break the Council entered into closed session at 7:43 p.m.

13. Return to Open Session:

Alderperson Kuehl moved, seconded by Alderperson Schiller to return to open session at 9:08 p.m. Motion carried unanimously.

14. Any Action from Closed Session:

Alderperson Schiller moved, seconded by Alderperson Mills to retain Urban Realty Solutions, H. Linwood Gilbert, to prepare cash flow projections to include both Salmon Harbor as a stand alone investment and as combined with the City Marina and to prepare an appraisal using the financial projections providing an analysis between Salmon Harbor and the City of Kewaunee Marina. After a roll call vote, motion carried unanimously.

15. Announcements:

Alderperson Stangel stated that Kelly Thompson donated his time to fix the Memorial Field lights and they are now working.

Alderperson Zimmerman stated that the Fireworks were fantastic and that there were a lot of people in town for them as well as the Clock Fest.

16. Adjournment:

Alderperson Stangel moved, seconded by Alderperson Jelinek to adjourn the meeting at 9:12. Motion carried unanimously.