

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
OCTOBER 8, 2018 – 6:00pm**

Present: Mayor Christman, Alderperson Dworak, Jackson, Schiller, Jelinek, Stangel, Kuehl, Griffith, and Zimmerman at 6:02 pm.

Absent: Student Representative Schleis.

Others: Administrator Schnook, Clerk/Treasurer Decur, Librarian Petrina

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 SEPTEMBER 10, 2018, COMMON COUNCIL MINUTES

Mayor Christman asked, under Rose Dolski public comments, page 1, to add “Also the Mayor asked about the funds available and was told the Group interested in saving Marquette School does not have the funds to purchase it and if the construction would be stopped the City would compromise the City’s Community Development Block Grant”.

On page 2, Greg Wood, from Wood Construction “said” not “dais”. Page 4, under Boat Launch Grant \$400,000 should be replaced with \$487,000.

Alderperson Kuehl moved, seconded by Alderperson Schiller to approve the September 10th, 2018, as corrected per discussion. Motion carried unanimously.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Christman opened the meeting for any Public Comments.

Mark Nelson talked about the Door/Kewaunee Legislative Days 2019; updated the Council on some of the accomplishments the group has had in the past 15 years. Critical to the success of this event is the active participation of at least 100 Door and Kewaunee County citizens representative many of whom are students, so that at least one local delegate will visit with every legislator. Mr. Nelson also stated that sponsors are needed to help offset some of the event costs so the individual delegate costs can be kept to a minimum. He asked the City Council to consider contributing to the Door/Kewaunee Legislative Days 2019 in the amount of a Gold Sponsorship at \$1,500 or a Platinum Sponsorship at \$2,500

Don Kickbusch, Kewaunee resident ask if the City would consider replacing the trees on Red Fox Court, which have been removed due to a disease, with a grant the City received.

Mayor Christman Closed Public Comment

CONSENT AGENDA

- a. Boards, Commissions, Committees and Staff Reports: (Community Center, Tug Ludington, Parks and Rec., Lighthouse Preservation, Plan Commission and Staff Reports)
- b. Approve Fund Transfer from Marina Fund for Clean Vessel Grant Shortfall
- c. Parking in Tree Lawn Violation
- d. Proposal for Engineering River Road Approval
- e. Approval to Seek Bids to Sell 1992 International Plow Truck

- f. Approval to increase the Limits on the Purchasing Policy
- g. Operator's License: Dana Rueckl-----Waterfront Bar & Grill
- h. ORD 595-18 – Rezoning Request –Richard & Eileen Kolb-503 Franklin Street, From B-3 Highway Commercial to B-1 Local Business. (Second Reading)
- i. ORD 596-18 – Comprehensive Plan Change Request- Richard & Eileen Kolb-503 Franklin Street, From B-3 Highway Commercial to B-1 Local Business (Second Reading) (attachment)

Aldersperson Kuehl moved, seconded by Aldersperson Dworak to pull items 5.d and 5.f from the consent agenda for further discussion and approve the remainder of the Consent Agenda as presented. Upon a roll call vote, motion carried, Griffith nay.

Proposal for Engineering River Road Approval (5.d from consent agenda)

Administrator Schnook stated that on September 24, 2018, Committee of the Whole Meeting, the committee reviewed a proposal from Pete Kolaszewski, of Ayres Associates for the engineering for the 2019 River Road Project in the amount of \$86,700. Mr. Kolaszewski explained that to receive the best prices for the project the bid should be out in January. Administrator Schnook felt it was critical to include an option and price for the purpose to cover grant or funding applications and administration. A motion was made to recommend the approval of the proposal along with a list of options the City can pick from.

After reviewing the River Road Street and Utility Improvements Projects possible additional engineering services list, the Council discussed the need to have items, 1. Sanitary Sewer Televising, 2. Geotechnical Exploration and Report and 3 Funding and Grant research, hourly at 10-16 hrs. added to the proposal at this time with the option to add additional engineering services at a later date.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to approve the proposal from Ayres for the Engineering of the 2019 River Road Project in the amount of \$86,700 with the addition of Items 1. Sanitary Sewer Televising, 2. Geotechnical Exploration and Report and .3 Funding and Grant research, hourly at 10-16 hrs. Upon a roll call vote motion carried unanimously.

Approval to increase the Limits on the Purchasing Policy (5.f from consent agenda)

Administrator Schnook explained that at the September 24, 2018, Committee of the Whole Meeting it was discussed and recommended to increase the amount the Department head should be allowed to spend before receiving three quotes, with the Committee looking to increase the amount for Department Heads to \$4,999.99 and the Administrator increase to \$14,999.99.

Aldersperson Jackson also wanted to add the change of Deputy Clerk-Treasurer, to state Clerk-Treasurer and some minor spelling mistakes.

Aldersperson Griffith moved, seconded by Aldersperson Schiller to approve the dollar increase to the purchasing policy for the Department Heads to \$4,999.99 and the Administrator limit increased to #14,999.99, also the change of Deputy Clerk-Treasurer to Clerk-Treasurer. Upon roll call vote motion carried unanimously.

OLD BUSINESS

None

MAYOR'S REPORT

City Emergency Management Director Appointment: Fred Schnook

Mayor Christman reviewed with the Council the resignation of Mark Aulik, City Emergency Management Director due to moving. Mayor Christman asked Administrator Schnook if he would be interested in the position, he said yes and has completed some of the training. Mayor Christman recommended the appointment of Administrator Schnook as the City Emergency Management Director.

Aldersperson Griffith moved, seconded by Aldersperson Jelinek to appoint Administrator as the new City Emergency Management Director. Motion carried unanimously.

Marquette School Demolition Update

Mayor Christman updated the Council on the progress of Marquette School demolition. It has currently slowed down due to the Mastic Glue and Asbestos on the brick, because of this they have to sort many of the bricks by hand.

Personnel Update

Administrator Schnook stated that the Director of Public Works position is in the process of interviewing, Building Inspector Position will close on October 14, and the Economic Development Planner & Grant Writer Position closed October 22.

Kewaunee School District Update-Remington Schleis

None

NEW BUSINESS

Hiring of Laura Davis to Complete a Historical Structure Report on the Lighthouse

Mayor Christman reminded the Council that the Friends of the Lighthouse asked if they could, through the City, hire Laura Davis to do a Historical Structure Report on the Lighthouse, for the purpose of having the lighthouse on the historical registry. Questions need to be answered regarding available funds and a contract stating what the scope of work would be.

Aldersperson Kuehl stated that this process would take 4-6 months to complete and that the Friends of the Lighthouse does have the \$40,000 to pay Laura Davis. A contract has not been drafted at this point.

Aldersperson Schiller moved, seconded to approve the hiring of Laura Davis, with funds from the Friends of the Lighthouse to complete a Historical Structure Report, subject to Council and Attorney approval of the contract and evidence of funds. Upon a roll call vote, motion carried.

2019 Budget-Revenues

Administrator Schnook stated that we have updated the 2019 Revenue Budget with the collection of more information based on feedback/questions raised at the COW meeting. Schnook asked if there were any questions.

Discussion was held on the proposed 2019 Revenue Budget Draft. It was brought to the attention that the \$900,000 for the River Road project should be under the bank loan fund in 402.

September Cash Report

The September Cash Report was reviewed by the Council. Discussion was held on how the General Fund Balance compares to last year. Clerk-Treasurer said she would look into it and let the Council know.

September Revenue and Expenditure Report

Council reviewed the September YTD Budget Revenue and Expenditure Reports.

Approval of August 2018 Accounts Payable

Mayor Christman asked how often we pay the \$1,590 to Banyon. Clerk-Treasurer stated that this is a once a year fee for the Fund Accounting and Payroll Support, the Utility Fund Support Invoice is separate.

Aldersperson Jackson asked if the Utilities and Marina are sharing in the \$1,590 for Banyon support. Clerk-Treasurer Decur stated that at this time it is not, and that is something the Council could look at during the Budget process along with the contract for I.T. with the County.

Aldersperson Schiller moved, seconded by Aldersperson Dworak to approve the September 2018, Accounts Payable and Payroll in the amount of \$779,685.57. Upon roll call vote, motion carried unanimously.

ANNOUNCEMENTS

Mayor Christman stated that there will be a pre-construction meeting for the Boat Launch project at City Hall on Wednesday October 10, 2018, at 10:00 am if anyone is interested. A schedule/Gantt chart for Boat Launch project was distributed to the Council. There is also a dedication for the new Don & Jean Smith Lighthouse Park at the park on Sunday October 14, 2018, at 1-2 p.m.

Administrator Schnook stated that the Hunting and Fishing Club has been asking what they could do for the City. Administrator Schnook said that he was going to ask the Club if they could construct an enclosed message board to be placed by the Marina Boat Launch Kiosk. The Club has asked Administrator Schnook to come to their meeting on October 11, but because of a conflict Schnook is unavailable but will speak at their meeting.

Aldersperson Kuehl stated that he has heard nothing but positive comments about the Don & Jean Smith Park

Aldersperson Griffith would like to commend Building Inspector Angoli on the job he is doing on the property maintenance issues, the City is looking good. Mayor Christman would also like to give KUDOs to the local businesses that are taking the initiative update their properties.

ADJOURNMENT

Aldersperson Zimmerman moved, seconded by Aldersperson Dworak to adjourn the meeting at 7:15 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur