

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
December 11, 2017**

Present: Mayor Christman, Alderperson Dworak, Schiller, Jirtle, Jelinek, Kickbusch, Kuehl, Griffith and Zimmerman

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, City Attorney Wolske, Librarian Petrina and Fire Chief Hlinak.

Mayor Christman called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited followed by prayer and meditation.

APPROVAL OF NOVEMBER 13TH, 27TH, AND 29TH, 2017 COMMON COUNCIL MINUTES

Changes to the November 13th minutes consisted of page 2 of 5 under the December COW Meeting the Water Steering starts at 4:30 not 4.

Alderperson Kuehl moved, and Alderperson Schiller seconded the motion to approve the November 13th, 27th, and 29th, 2017 Common Council Minutes, noting the changes discussed. Motion carried unanimously.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Christman opened the meeting for any Public Comments.

Resident and Member of the Community Center Committee Helen Clinton wanted to thank Fire Chief Hlinak for storing the Community Centers property. A contract has been written up and signed showing the items and what the Fire Department could use, until a facility can be found.

CONSENT AGENDA

Boards, Committees & Commission Reports: (Marquette School Community Outreach & Public Hearing, Zoning Board of Appeals, Park & Recreation, Waterfront Steering, Community Center Lighthouse Preservation Committee, Park & Recreation Committee)

Discussion was held on changes to some of the minutes. Such changes include on the Community Outreach and Public Hearing at the bottom Resident Bertrand should be changed from she to he and the Zoning Board of Appeals should not show Mike Bories as present.

ORD 583-17, Section 2-85 Entitled Administration: Liability for Treasurer Default and Insurance Policy as alternative to official Bond

Mayor Christman reviewed Ordinance 583-17 regarding the Liability for Treasurer's Default and Insurance Policy.

Alderperson Jirtle moved, and Alderperson Kickbusch seconded the motion to approve the Consent Agenda with the changes to the minutes as discussed above. Motion carried Unanimously.

MAYOR'S REPORT

Update on Waterfront Steering Committee

Mayor Christman updated the Council on the Waterfront Steering Committee. There will be a public survey going out later this week and it will be placed on the City Web Site and Face Book page. They will accept hard copies, but would prefer electronic for input purposes. The signage inventory has been done by the Public Works Department, also the Committee is considering ariel pictures of the area. The Committee is also fortunate to have 12 members of the Charrettes Project come to the City for their input on the process and planning; the only cost to the City is lodging and meals, which most has been donated by residents and businesses.

NEW BUSINESS

Approval of November 2017 Accounts Payable

Changes to Ck# 71037 needed to show it was for the planters in the memo not Repairs to Engine 803.

Aldersperson Zimmerman moved, and Aldersperson Jirtle seconded the motion to approve the November 2017 Accounts payable with discussed changes in the amount of \$964,249.99. Upon a roll call vote motion carried unanimously.

Approve Plans for Lighthouse

Administrator Schnook informed the Council this was put on the agenda for their consideration of the following item: 1. A Kewaunee Pier Head Lighthouse Plan/Agreement; 2. A project updater report on the lighthouse which covers Phase 1 work, which has been completed; Phase 2 work, for abatement and coordination with USCG; Phase 3 work, for building safety and exterior completion; 3. A proposed scope of work and cost estimate for Phase 2; 4. A proposed scope of work and cost estimate for Phase 3; Proof of insurance.

Aldersperson Dworak asked if the Council could approve the Proposed Plan so the Lighthouse Committee can get started on the planning process. The plan includes:

1. The friends of Kewaunee Pierhead Lighthouse agree to fund projects in the restoration of the Kewaunee Pierhead Lighthouse.
2. Under the direction and supervision of a historical architect, project will be determined and agreed upon between the Kewaunee Lighthouse Committee and the non-profit Friends of the Kewaunee Lighthouse and submitted for city approval.
3. A point of contact will be appointed to communicate information between the city, Lighthouse Committee and Non-profit Organization.
4. As bids are received and amounts determined, Friends of the KPLH will write grants and fundraise focused on the specific project.
5. Once funding has been secured for the project. The project will be initiated and funds for the project will be transferred to the city to pay for the project.
6. The Friends of the Kewaunee Pierhead Lighthouse will pay for the services rendered by Laura Davis and the city will hire her.
7. At this time, Robin Nelson, chairperson for the City Lighthouse Committee, will be designated as the point of contact for the Historic Architect. This means all communication with the historic architect will be made through one individual. Anyone have concerns, or questions needs to contact Robin. If she cannot answer them she can research the answer or contact the architect for information.
8. A key will be kept at City Hall for access to the Lighthouse. A list will be provided for the City Hall as to who may have access to the key. This list will be provided by the Lighthouse Committee assuring each individual has reason for access to the Lighthouse. Under

circumstances when a project is in progress a key may be turned over to the individual in the project such as the historic architect. All this information will be maintained at City Hall.

Aldersperson Kuehl moved and Aldersperson Jelinek seconded the motion to approve the plan agreement between the Lighthouse Committee and the City with the above eight points. Motion carried unanimously.

Update on Committee for Tug Ludington

Mayor Christman stated that at the October 23, 2017, COW meeting, a discussion was held on what type of procedure could be implemented regarding the Tug Ludington requests for action & expenditure of funds. It was suggested to add the Tug to either the Lighthouse Committee or the Park & Rec Committee to vet requests and bring them to council. Aldersperson Schiller moved and Aldersperson Dworak seconded the motion to refer to the Council the addition of the Tug Ludington to either the Lighthouse Committee or the Park & Rec Committee. Motion carried. Griffith abstained. Since then, both the Lighthouse Committee and the Park & Rec Committee have reported back stating that they do not wish to take on the Tug Ludington as they feel it will dilute the focus and energy of their committees. Therefore, it is recommended that the City Council authorize the Mayor to recommend at least five individuals to the Council for appointment to an ad-hoc committee specifically tasked with oversight of the Tug Ludington.

Aldersperson Zimmerman moved, and Aldersperson Dworak seconded the motion to create a Tug Ludington Committee for no more than 2-years with no more than 5-members, one being a Council Member. Upon a roll call vote, motion carried unanimously.

Second Story Fire Hall Transfer

Mayor Christman reviewed with the Council that at the October 23, 2017 Committee of the Whole Meeting, a request to shift control of the second story of the Fire Hall from the Community Center Committee to the Kewaunee Fire Department was made. The Fire Department's intent is to use this space as a classroom and training center. It was decided at that meeting to table the request, until the Community Center Committee meets with the Fire Chief to come up with an agreement for the storage and usage of the Community Centers belongings.

Helen Clinton, of the Community Center and Chief Hlinak, of the Kewaunee Fire Department, were present and stated that they have come up with a written agreement.

Aldersperson Jelinek moved, and Aldersperson Jirtle seconded the motion to approve the transfer of the second story fire hall to the Fire Department with the excepted agreement to be placed on file at City Hall. Motion carried unanimously.

Harbor Wall Project Billing & Financing

Administrator Schnook explained that the Council needs to decide how to pay the short fall of approximately \$230,000 that will not be covered by, The Harbor Project Grant. Administrator Schnook recommends taking \$84,055 from the Lighthouse Fund and the remaining \$146, 33.61 from the Marina Fund.

Aldersperson Schiller moved, and Aldersperson Jelinek seconded the motion to approve the payment of the City's portion of the Harbor Project with allocations of \$84,055 from the Lighthouse Fund and \$146, 033.61 from the Marina Fund. Upon a roll call vote, motion carried unanimously.

Update on Marquette School Project – Discuss/Approve Contract Amendment

Administrator Schnook explained to the Council, at the November 27, 2017, Committee of the Whole of the Whole Meeting, the Committee recommended to the City Council that they approve a contract amendment with Ayres and Associates to provide Bid Specifications, Preparations and Bid Administrative Services for the demolition of Marquette School. This service is needed so that the City can know the full cost of demolishing the building. The cost of the amendment is \$18,700.

Aldersperson Kuehl moved, and Aldersperson Jelinek seconded the motion to approve Amendment #3 to allow Ayres to provide for the City, Bid Specifications, Preparations and Bid Administrative Service for the Marquette School Project in the amount of \$18,700. Motion carried unanimously.

Technology Upgrades

Administrator Schnook informed the Council that the new Antenna has been installed and the e-mails are being created. We have also received the telephones, but they are not operational yet.

ADJOURNMENT

Aldersperson Zimmerman moved, and Aldersperson Jirtle seconded the motion to adjourn the meeting at 8:05 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur