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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY FEBRUARY 4, 2019 - 6:00 P.M.  
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Present: Chairperson Schiller, Mayor Christman, Alderpersons Jackson, Stangel, Kuehl, and Zimmerman

Excused: Alderperson Dworak

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Librarian Petrina.

Chairperson Schiller called the meeting to order at 6:00 p.m.

Mayor Christman asked for a moment of silence for the passing of Alderperson John Griffith.

APPROVAL OF THE COMMITTEE OF THE WHOLE NOVEMBER 26, 2018 MINUTES

Alderperson Jelinek moved, seconded by Alderperson Zimmerman to approve the November 26, 2018, COW Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Schiller opened the floor for public comment.

No Public Comment

OLD BUSINESS

Update on Lease and Drainage Ditch Repair for Maynard Kuehl-Alderperson Stangel

Alderperson Stangel updated the Council stating that Mr. Maynard Kuehl would not be interested in renting the subject land if the lease amount went up. With that being said there is an interested party that is willing to lease the land with the amount to be determined on what would need to be planted. Public Works Director Strelow stated he has been in contact regarding the property and if there is a certain kind of seeding it could be used to lower the City's phosphorus. Alderperson Stangel will set up a meeting with himself, Public Works Director Strelow and the interest parties at a later day when more information is collected.

Creating a Storm Water Utility-Jim Loreti & Russ Kivineimi-Cedar Corp

Cedar Corp Representatives Jim Loreti & Russ Kivineimi, gave a presentation on treating storm water, storm water run-off, funding sources, property tax, process to creating a storm water utility, eligible costs, fee structures and grant funding programs.

The Council discussed what the average month charges would be, time frame to create a storm water utility, underground piping vs retention ponds and what would happen to the silt created. This item will be discussed further at the next COW after the Committee has had some time to consider what they have learned today about the process of creating a new utility.

Community Center Update-Aldersperson Zimmerman

Aldersperson Zimmerman stated that the Community Center Committee are interested in looking at the storage garage by City Hall/Fire Station and are also considering the addition on to the City Hall Building that was proposed by Don Kickbusch.

Approve Contract for Performing Water and Sewer Rate Studies

Administrator Schnook stated that a Water and Sewer Rate Study has previously been approved in the amount of \$20,000. Baker Tilly has prepared a contract for the purpose of conducting the studies. Administrator Schnook felt, after going over the contract, that for the water study we should include the option #3-Analysis of alternative methods for direct charge recovery of public fire protection including equivalent meter method, equivalent service method, property value method, and square feet method. For the Sewer study option #8-prepare a cost of service study allocating the components of the revenue requirement to rate the design parameters (volume, strength, and fixed), and develop proposed rates based upon the cost of service study and management directions. Staff recommends adding the options to the contract for a total cost of \$19,000, which leaves \$1,000 for expenses which Baker-Tilly estimates at \$500.

Discussion was held on whether or not buildings within the City with sprinkler systems would be charged.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to forward to the Council the recommendation to approve the Contract with Baker Tilly to perform a water & sewer study in the amount of \$19,000 with expenses not to exceed \$1,000. Motion carried unanimously.

Update on River Road Project-Special Assessment for Sewer & Water Lateral Replacements

Public Works Director Strelow reviewed what has been discovered in the recent utility inspection that Public Works staff has been performing along River Road on existing water and sewer laterals. All sixteen properties in question have been inspected. Administrator Schnook stated that there are a number of property owners that need to replace their existing laterals. Staff would like to add an alternate bid to the overall River Road bidding process to include the affected properties and get a group rate as it would save those homeowners if they wish to participate. The City can require the replacement of the sewer laterals but cannot require the water laterals be replaced. Staff would also like to look at giving them the option of a special assessment to cover the cost over 5 years.

Discussion was held on lead laterals and the impact they could have in the coming years if they choose not to replace.

Aldersperson Jelinek moved, seconded by Aldersperson Stangel to recommend to the Council the approval of placing a special assessment on the tax roll for the residents that wish to take advantage of a payment plan to replace their water and/or sewer laterals and to set a date for a meeting with the affected residents so their options can be discussed. Motion carried unanimously.

NEW BUSINESS

Computerizing Cemetery Records-Karen Muchowski & Joe Mills

Administrator Schnook explained to the Council that Joe Mills has created a program to help aid in our tracking of the Cemetery plots. Administrator Schnook turned the discussion to Karen Muchowski & Joe Mills to explain what the program would do.

Karen Muchowski & Joe Mills, reviewed the Cemetery program that was created to record new burial and to search for previous burials. Ms. Muchowski stated that she was able to enter a few new burials with little to no training. This program can be searched by names, parent's names, nicknames with many more options. When entering the information you can also add a photo of the person, their obituary, their headstone along with other options.

Staff is looking for volunteers to enter the data into the program from the existing books which are so old that they are falling apart. Mr. Mills has spent countless hour inputting information into the program, but there is still a lot data to input. It was also suggested to prepare a press release informing every one of the program and ask for volunteers.

Approve Bidding to Tear Down the Old Barn

Administrator Schnook presented a draft request for proposal to demolish and removal of the Old Bard located on the Northeast side of Town on City property. Administrator Schnook though it would cost about \$10,000 to have it removed.

Discussion was held regarding the old barn boards and someone wanting to buy them. The problem with that is then we still have the concrete to deal with. Staff recommended that the barn only be torn down if the concrete is taken out also.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to forward to Council with the recommendation to authorize the Request for Proposal for the Building Demolition. Motion carried unanimously.

Renew CINTAS Contract

Administrator Schnook stated that the Cintas Contract has been brought up at a previous meetings, nothing could be done with the contract until this April. The question is does the Council want to continue with Cintas or go out for bids. Aldersperson Jackson has stated that she was in contact with another company a few years ago and they were cheaper at that time. Librarian Petrina asked if the contract is up for renewal in April if the Library could opt out and purchase our own rugs to save money. Administrator Schnook stated that the contract is costing \$2,115, and is split between City Hall, Police and the Library.

Chairperson Schiller referred the Contract with Cintas to management for their decision.

Restricted Funds into Certificates of Deposit

Administrator Schnook stated that between the sewer and water there is a required amount that is to be placed into reserve. Clerk-Treasurer Decur has done some checking and would like the Councils approval to place these funds into CD's for the specific accounts. Currently the City is collecting anywhere from .15% to .85%. The \$81,000 in the TIF Account could be placed into a 2 year CD at 2.72%, the remaining funds could be placed into CD's up to 60 months for a rate of 2.38% to 3.16%.

Discussion was held on the stated rates being collateralized. Clerk-Treasurer Decur did not have that information at this time.

Aldersperson Jelinek moved, seconded by Aldersperson Zimmerman to move the request for placing funds in CD account until the Next Committee of the Whole for more information on collateralized rates. Motion carried unanimously.

Remove City Room Tax and Tourism Promotion Unfunded General Fund Line items

Administrator Schnook stated that the City of Kewaunee is carrying some unfunded line items on our accounting books (financial statement). Specifically, a line item for “City Toom Tax” in the amount of \$68,026 and a line item for “Tourism and Promotion Committee Room Tax” in the amount of \$38,945. Because no dollars have been set aside for these two line items, the City’ Accountants from Baker Tilly recommend that the Common Council eliminate these two unfunded line items.

Aldersperson Stangel moved, seconded by Aldersperson Kuehl to forward to Council the recommendation to remove the line items of “City Room Tax” in the amount of \$68,026 and “Tourism and Promotion unanimously.

Clear Ambulance Department’s Old Unpaid Invoices

Administrator Schnook explained to the Committee that this is another line item on the Financial Statement that has no records to back it. Schnook has been in touch with Lifequest and the City’s previous collector Financial Systems of Green Bay and neither of the companies have any record of outstanding invoices in the amount of \$148,198. After talking to Brian Kranz, former City Administrator he stated that he wrote that amount off when Lifequest took over the Ambulance Billing and Collection and suggested we talk to Amanda Bloomberg from Baker-Tilly for more information. Ms. Bloomberg reviewed the background of the ambulance receivables. She basically said the funds cannot be proven that the City is owed this amount due to the use of old software that information could not be retrieved from. Ms. Bloomberg also stated that the accounts have been asking to have the Council Remove the unpaid Ambulance receivables from the Financial Statement previously. This wright-off would not affect the General Fund at all.

Aldersperson Zimmerman moved, seconded by Aldersperson Kuehl to move to Council the recommendation to approve the removal of the old Ambulance Receivable in the amount of \$148,198 from the Financial Statement.

Approval of Marina Manager Job Description and Salary

Administrator Schnook explained that the Council previously approved a full time Marina Manager during the Budget process but never approved a job description and salary for the position. We are being contacted by many previous slip holders inquiring about contracts for the summer of 2019. The contracts will be sent out, and the position will be posted, staff just needs the job description and salary approved by the Common Council before hiring. Administrator Schnook reviewed the suggested salary and job description with the Council.

Aldersperson Zimmerman moved, seconded by Aldersperson Stangel, to forward to Council the recommendation to approve the Marina Manager Job Description and Salary as presented. Motion carried.

Develop a List of Projects for Kewaunee County RLF Program

Administrator Schnook explained that in 1998 Kewaunee County established a revolving loan fund with Community Development Block funds to promote Economic Development activities. WI DOA has decided to discontinue the local RLF program and the County is looking for projects that could use these funds. Project need to address low to moderate income housing or blight elimination. The City staff are preparing a list of potential blight elimination projects and would like the blessing of the Committee and Council to apply for some of this funding. Projects include numerous individual houses and commercial buildings; Mermaid Tales; the Karsten Hotel; Fisherman’s Point and the Snug Harbor Building.

Discussion was held on a few options; Karsten Hotel, 303 Dodge St., 502 & 719 Miller St., 624 Center St., and 118 Kilbourn St.

A final list of projects needs to be submitted to the County by 2/28/19. Therefore, City staff would like this place on the next Common Council agenda for approval. Staff will perform further research on potential projects and bring to the Council meeting.

Alderson Jelinek moved, seconded by Alderson Kuehl to forward to the Council with the recommendation that the Department Heads compile a list of properties that may be used with these funds. Motion carried unanimously.

ENTER into CLOSED SESSION pursuant to Wisconsin Statute 19.85 (1) (C): Considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Fire & Police Commission.

Alderson Kuehl moved, seconded by Alderson Jelinek, to enter into closed session. Upon a roll call vote motion carried unanimously,

RETURN TO OPEN SESSION

Alderson Kuehl moved, seconded by Alderson Stangel to return to Open Session at 9.16 pm. Motion carried unanimously.

ANY ACTION ON CLOSED SESSION

None

ANNOUNCEMENTS

It was suggested to have the Mayor contact Dave Decramer, Chair of the Police & Fire Commission.

Alderson Jelinek stated that he has started to work on the hand held audio units to be used for the harbor front self-guided tours and is pleased to say it is working.

Alderson Zimmerman moved, seconded by Alderson Stangel to adjourn the meeting at 9:20 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur