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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY MARCH 25, 2019 - 6:00 P.M.**  
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Present: Chairperson Dworak, Mayor Christman, Alderpersons Schiller, Jelinek, Kuehl. Alderperson Zimmerman was in attendance until 7:00 pm and Alderperson Stangel was present at 6:30 pm

Excused: Alderperson Jackson

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

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

APPROVAL OF THE COMMITTEE OF THE WHOLE FEBRUARY 25, 2019 MINUTES

Alderperson Zimmerman moved, seconded by Alderperson Schiller to approve the February 25, 2019, COW Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Dworak opened the floor for public comment.

John Blaha, 107 Summer Circle, Kewaunee, expressed concern regarding the proposed appointments to the newly created Ad-Hoc Economic Development Board. Blaha feels there are some important types of members that are missing in this group. There is no one representing the Restaurants, Fishing or Hotel/Motels that is listed on the list being presented.

With no other comments Public Comment was closed.

OLD BUSINESS

Shopko Store and Pharmacy Update – Mayor Christman

Mayor Christman started the update by informing the Council that Hometown Pharmacy has signed a lease for the property at 223 Milwaukee Street and are looking at a June 1st opening. It was discovered that the property in question is not zoned for a pharmacy. Also the Waterfront Zone does not include in plan pharmacies, restaurants and gas stations. The Planning Commission is working on changing the Zoning Code to allow the above uses.

Mayor Christman stated that the Shopko Building Task Force met last Monday. The owner of the building, Tom Schoewiler, is very motivated to sell or rent this building and his commercial broker, Elizabeth Ringgold out of Appleton, conference called into the meeting. The Task Force gave Ringgold a lot of ammunition about the City, our retail market analysis and potential fits for the building.

Discussion was also held on other potential options at the last Task Force Meeting, like, a Tractor Supply Chain, Hometown Walmart and even a Movie Theater.

Homeless Sex Offender Updates and Discussions

Administrator Schnook stated that this was requested back on September 24, 2018; a motion was made to place this item on the March 2019, Committee of the Whole meeting agenda.

Aldersperson Jelinek stated that he has nothing new at this point, but feels it needs to be brought back periodically to stay on top of the issue. The Police Chief also stated that he is unaware of any new information on the subject or on the development of a Transition Living Program to be cited within the City.

Discussion was held on the subject with no new information. It will be placed on the September meeting agenda and if there is any new information an e-mail will be sent out.

NEW BUSINESS

Next Steps for Ellis Point – Consider Performing a Hotel Market Study

Administrator Schnook had a meeting with Seth Hudson who is an Economical Developer with Cedar Corp. and he is willing to talk to the Council about the possibility of doing a Hotel Study. He does not do the study himself; he works on economic development issues on behalf of municipalities. There are three things we need to consider if we are going to move forward with any type of development on the Hamachek Site:

1. An Alta Survey, this is like a Certified Survey Map, but much broader and in far more detail; you can have it include what is underground, what is on top of the ground and overhead. There is a check list that we would complete that identifies the items we would like include in the Study. The cost could be from \$5k to \$7k to complete depending on what would be included.
2. A Tax Incremental Finance Study. We have talked about placing this area in a TIF and perhaps extending the TID to Marquette School. We received an estimate from Baird, with a cost of around \$7K for the TIF Study. Staff are hesitant on moving forward with the TIF Study at this point as we do not know what is going to be on that site as of yet; we do not have defined boundaries for the TID and finally, if we do have a TIF, it becomes easy to charge all sorts of development costs to the TIF without actually having a development to cover the expenses. For instance, we could decide to do an Alta Survey, hotel study and other pre-development activities and charge it to the TIF.
3. A Hotel Market Study, which after talking to a few people it could run \$3k to \$7k. Aldersperson Schiller has some concern regarding what information is and is not available for our Community and collecting that data could be another big expense. The big question is does the area want or need another hotel or should we be looking at other proposes like a multi-use facility?

Discussion was held on the importance of having an Alta Study to know what is on/in the site and if it could be put off until 2020 for budget purposes. Administrator Schnook will retrieve some estimates and bring back to the next Committee of the Whole Meeting.

Review Bids for River Road

Chairperson Dworak turned the floor over to Pete Kolaszewski, representative from Ayres Associates to discuss the finding of the River Road Bid.

Pete Kolaszewski reviewed the four bid amounts received on March 21, 2019, at 10:00 a.m., with the low bid coming from Highway Landscapers, Inc., in the amount of \$630,726.50, with the second lowest bid from DeGroot, Inc., in the amount of \$717,838.75. Information to consider with award of the River Road Improvements construction contract:

- 1.) Highway Landscapers, Inc., did not provide the required bid security with their bid. A bid bond was provided, but it listed a different Owner and Project. The bid bond not being provided creates an unfair advantage for the bidder. It allows the bidder to review the bids after opening, and possibly withdraw their bid with no consequence. A possible scenario is that they can provide a low bid and withdraw if they do not like the

results, with no risk or penalty. It is an irregularity that the City would have to waive if they accepted the bid from Highway Landscapers, Inc.

2.) Highway Landscapers, Inc., provided a statement of qualifications with their bid, as was required, the statement shows that they have not completed any sanitary or water main projects. They have completed major highway related projects, including some storm sewer construction projects. They have recently hired a foreman, Dave Fondell, Jr., with what appears to be a significant amount of water main and sanitary sewer experience. Several individuals have provided written references for Mr. Fondell.

3.) Highway Landscapers, Inc., are currently suspended from WISDOT work.

Tim Pagel, Estimator for Highway Landscapers, Inc., apologized for the misunderstanding regarding the bid bond; he was working on multiple bids and sent the wrong document with the bid. Pagel also stated that as soon as they were informed about the bond they immediately sent the correct one. Pagel is also very comfortable with the numbers of the bid.

Dave Fondell, Jr., from Highway Landscapers, Inc., stated he has prepared and is confident with the numbers and is also confident with the staff he is working with. The staff that will be working this project all have some water and sewer installation history with previous employers other than Highway Landscapers, Inc.

Mike Barilani, Highway Landscapers, Inc., stated that they have 70-80 employees with various knowledge of construction work. The WISDOT is currently investigating Highway Landscapers, Inc., regarding a guard rail and the length of the posts used.

Discussion was held among the Council on the Legal ramifications of either denying or accepting the bid from Highway Landscapers, Inc., and the time frame for the project.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to table the bid award until legal opinion is received. Motion carried unanimously.

Update on Lights for Memorial Field. Discuss the Long Term Plan for the Park

Chairperson Dworak asked Tom Zenner, Park & Rec Committee Chair, to update us on the Memorial Field Lighting issue. Zenner stated that Park & Rec have meet and went over the quote they received in the amount of \$178,000, and discussed it with a potential donor. The donor is not willing to donate that large of an amount. Zenner and the Committee felt that the amount to replace the lights at Memorial Field was too expensive for a few night games during the summer months.

Administrator Schnook stated that he has received a call from County Administrator Scott Feldt, and he inquired if the City knew what the future of Memorial Park looked like. It takes 4 hours a week to cut grass, maybe hold 6 games a year, the pavilion has been torn down and the Tennis Courts are in bad shape. Mayor Christman suggested sending the proposed future of Memorial Park back to Park & Rec Committee to create a future plan and bring it back to the Committee of the Whole.

Discussion was also held on the option of repairing the switch, which PWD Strelow will get an estimate. Mike Stangel informed the Committee of the Whole that back in 2011 all of the underground wiring was replaced from the switch to the poles.

Aldersperson Schiller stated to check on the property deed for restricted uses.

Review Quotes for Docks for the Boat Launch

Administrator Schnook stated that we were approved to use the remaining grant money, approximately \$135,000 to purchase new docks at the Boat Launch.

Public Works Director Strelow has received three quotes for the new docks. Port-A-Pier quoted \$76,400 without the ADA person lift and boarding handrail, a quote of \$83,900 which would include the ADA person lift and boarding handrail and they would use plastic decking and galvanized steel super structure under beams. DC Docks quoted two prices one at \$60,309 and the other at \$58,869 neither quote includes a lift nor grab bar. The last quote was from Pier and Waterfront Solutions who also provided two quotes one in the amount of \$99,063 and the other \$78,789, with an upcharge on both if we go with plastic decking. Port-A-Pier docks do not require spud pipes at the water side of the dock, standard spud pipes will not work in our application due to the 1 ¼ aggregate that is in place, and the docks are shore mounted and built and designed for our application.

Discussion was held on the time frame to receive the new docks, which would be 4-5 weeks and the old docks can be used until that time. Also the ADA person lift and grab bars and the fall removal process.

Alderman Kuehl moved, seconded by Alderman Stangel to recommend to the Council the approval of the Public Works Director Strelow's recommendation to award the bid for new Boat Launch Docks to Port-A-Pier in the amount of \$83,900. Motion carried unanimously

Discuss and Approve Dock Repair for Marina

Public Works Director Strelow informed the Council that the Marina Docks are badly in need of repair before the boating season. To repair the docks in 2018, the Public Works Department spent an estimated 222 hours doing the repairs, \$2,500 in parts/materials and another \$18,500 for the electrical work. The total cost of repairs was \$35,400. The dock damage this spring is estimated to be about the same amount. Staff recommendation regarding the repairs of dock would be that Public Works Department would remove and reinstall the decking, hire a contractor, and an electrician with an estimated cost of \$37,000. Strelow received two quotes for the repairs and is recommending the estimate from Port-A-Pier in the amount of \$18,300, the other estimate was \$31,200 from Pier & Waterfront Solutions.

Administrator Schnook explained that in 2018, the dock damage was turned into our insurance company. This year the City was required to pay an additional premium to insure the docks, in the amount of \$7,500. Discussion was held on if this year we should turn in the damage to the insurance, it was decided that since we already paid the premium a claim should be filed.

Discussion was held on the electrical damage and if a second quote has been received. Public Works Director Strelow will work on getting a second quote.

Discussion was also held on investigating different ice suppression methods and bring back to a future Committee of the Whole Meeting.

Alderman Jelinek moved, seconded by Alderman Kuehl to recommend to the Council the approval of the bid from Port-A-Pier in the amount of \$18,289 and to allow Administrator Schnook and Public Works Director Strelow, at their discretion, to choose the Electrical Contractor not to exceed \$20,000. Motion carried unanimously.

ANNOUNCEMENTS

Mayor Christman asked that everyone please remember to vote on April 2.

Aldersperson Dworak wanted to congratulate Mayor Christman for being inducted into the Kewaunee School District Wall of Fame.

Aldersperson Stangel moved, seconded by Aldersperson Jelinek to adjourn the meeting at 7:47 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur