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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY APRIL 22, 2019 - 6:00 P.M.  
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Present: Chairperson Zimmerman, Mayor Christman, Alderpersons Dworak, Jackson, Mill, Schiller, Jelinek, Kuehl, Stangel.

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

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

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

Aldersperson Kuehl moved, seconded by Aldersperson Dworak to approve the February 25, 2019, COW Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Dworak opened the floor for public comment.

a. Kewaunee Area Chamber of Commerce Update – Cassandra Jelinek

Cassie Jelinek, Kewaunee Chamber of Commerce Administrative Assistant, updates the Committee on new happenings with the Chamber. The Chamber’s mission statement is “to provide the leadership necessary to promote Kewaunee’s tourism, business, and industrial development while preserving its maritime heritage.” The goals of the Chamber is to improve its communication with the community. The monthly newsletter, with all of the upcoming events, along with some helpful tips will be coming back.

Seth Hudson, Cedar Corp representative was present to inform the Committee of the Gold Shovel (prepares and promotes sites ripe for economic development), Cedar Corp provides. The Gold Shovel Documentation Program is designed to create site specific informational pieces for publicly and privately owned sites used to attract development or developers. At the same time, the program provides a level of assurance to potential end-users that the site is suitable for development. This program identifies the basic information that a property owner should have readily available when marketing their site.

With no other comments Public Comment was closed.

OLD BUSINESS

Shopko Store and Pharmacy Update – Mayor Christman

Mayor Christman informed the Committee that there has been no updates with Shopko since the last meeting and the Pharmacy is still on schedule to open June 1, 2019. The Mayor also stated that the Economic Task Force will be meeting again in May.

Community Center Update – Janita Zimmerman

Chairperson Zimmerman stated that the Community Center has not met since the last meeting update, so there is nothing new to report.

Update on Lease with Maynard Kuehl/Drainage Ditch Concerns

Administrator Schnook informed the Committee, that thanks to Alderperson Stangel, we now have a 3 year lease with Maynard Kuehl for the property located on the northeast side of the City. The question is what the City wants to do with the drainage problem on the site.

Discussion was held on the drainage problem and what is causing the problem, the compost pile, the fill on the site or the plowing of the land. The first step is to find the cause of the problem.

Alderperson Kuehl moved, seconded by Alderperson Mills to allow Public Works Director Strelow to contact the County Land and Water Conversation to determine the cause of the drainage problem. Motion carried unanimously.

Alderperson Schiller moved, seconded by Alderperson Kuehl to table the drainage ditch concerns for 90 days. Motion carried unanimously.

NEW BUSINESS

Next Steps for Ellis Point – Consider Performing an Alta Survey

Administrator Schnook has received two quotes for the purpose of performing an Alta Survey on the Hamachek Property. As the Committee might remember an Alta Survey is an upgraded Certified Survey Map which details what is underground, on the ground and in the air. This allows any potential developers to see what they will be working with. The first quote is from Ayres Associate in the amount of \$3,700 dollars, the second quote is from Cedar Corp in the amount of \$3,800. The only difference that Administrator Schnook could see was that Cedar Corp has listed they will include the 100-year title search report. Other than the report, the quotes are for the same scope of work. Administrator Schnook also like the idea that Cedar Corp can provide services like the Gold Shovel Program, which goes beyond the Alta Survey.

Discussion was held on the 100-year title search report that was listed on Cedar Corp's quote, but not on Ayres Associate's quote. Staff recommended to approve Cedar Corp to complete the Alta Survey.

Alderperson Mills moved, seconded by Alderperson Schiller to forward to Council the recommendation to contract with Cedar Corp. for the purpose of creating an Alta Survey in the amount of \$3,800. Motion carried unanimously.

Administrator Schnook explained to the Committee that we have three options to fund the Alta Survey; 1. We could take it out of the Community Center Capital Improvement fund; 2: the City has a budget line item for loan payment of \$20,700, which will not be used this year, the payment is not due until 2020; 3. Funds left over in the Demo line item of Planning after the barn is tore down.

Discussion was held on the option the Committee would like to see the funds come from. Staff recommendation is do budget adjustment and take money from the Community Center Capital Improvement and place it into Economic Development under Engineering.

Alderperson Dworak moved, seconded by Alderperson Kuehl to forward the recommendation to transfer the monies from the Community Center Fund, to the Economic Development Fund for the purpose of an Alta Survey. Motion carried unanimously.

Authorization to take out a loan from the Board of Commissioners of Public Lands for the River Road Project

Administrator Schnook reviewed the agenda bill showing the cost of the River Road Project, estimated total is \$923,445.46. Staff request that the Committee of the Whole, forward to the Common Council, a recommendation that the City apply to the Commissioners of Public Lands for a loan in the amount of \$950,000. The City will then apply for a DNR Small Loan Program through the Clean Water Fund which would buy-down a portion of the interest rate for the Potable Water components for both the River Road and last year's HWY 42 & Miller Street projects. There is no pre-payment penalty for this loan and it does not contain points or closing costs associated with the loan.

Aldersperson Schiller moved, seconded by Aldersperson Mills to forward the recommendation to approve the filing of a loan application to the Board of Commissioners of Public Lands in the amount of \$925,000.

Discussion was held on the amount that should be applied for, so there is some room for any unexpected expenses that may arise.

Aldersperson Schiller moved, seconded by Aldersperson Mills to amend the recommendation to forward to the Council the application amount as \$1,000,000. Motion Carried.

Update & Discussion on Process to Special Assess for River Road Water & Sewer Laterals

Administrator Schnook reviewed the Attorney's recommendation and informed the Committee that staff is ready to send out letters to the residents on River Road. The next step, at the Council level, is to hold a hearing and pass a resolution approving the placement of a Special Assessment.

Discussion was held on letters going out to residents. The letters provide a set amount that the property owners are responsible.

K9 Use and Billing Discussion

Discussion was held on the K9 Unit, how it is being dispatched outside of the City and, depending on the service request, who should be responsible for reimbursement of services. At times this causes a shortage of coverage within the City of Kewaunee or unnecessary overtime cost. Usually, if the County calls for the K9 Unit, it will try to make a sheriff or a deputy available to the City. Discussion was also held on the use of the K9 Unit for drug searches and who should be charged.

Mayor Christman asked Police Chief Salentine to take action on the issues by meeting with Sherriff Joski and develop a plan for K9 assistance outside of the City.

Update on Boat Launch

Administrator Schnook reviewed the funds related to the Boat Launch Project and the Grants we are receiving. Total estimated project cost was \$487,000, we are looking at spending a total of \$440,340, which includes the new boat launch docks. This gives us \$46,690, of unused funds. Staff recommends the City consider adding 14' of concrete, north, from the existing concrete at the Boat Launch, due to the high-water levels. The new docks need to be mounted in concrete adding 14' would allow additional mounting north of the current placement of the docks as the water-levels rise. The remaining funds could go for additional asphalt placed just north of the concrete.

The Committee asked for a proposal to be ready for the upcoming Council meeting due to the lack of time remaining in the grants and that the proposal or change order include cement pads for the docks and additional rip rap around the handicapped accessible portion of the boat launch area.

Update on City Proposals for County CBDG-Close Funded Blight Elimination

Administrator Schnook informed the Committee that the County has approved the City to receive \$750,000 for two of the five proposed projects we submitted, the next step is for the State to approve the disbursement of funds.

ANNOUNCEMENTS

Alderman Jelinek stated that he has recently taken a tour of the County Jail and recommend that everyone try and take the tour. It is amazing how outdated the facility is.

Mayor Christman informed everyone that she will be attending the State Joint Finance Meeting to discuss the Tax Levy Limits.

Chairperson Zimmerman stated that she went to Smith Park to take pictures of the full moon, and was happy to see all of the people enjoying the area, whether it be fishing or watching the moon. Also, don't forget Sip & Savor this weekend at Lakehaven Hall.

Administrator Schnook reminded that the Ambulance Department will be holding their annual drive thru fish fry on Friday, April 26th. Also, the Kewaunee Rotary Club will be presenting the person of the year award and Mayor Christman will be presenting them with a key to the City.

Alderman Jelinek moved, seconded by Alderman Dworak to adjourn the meeting at 7:44 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur