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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY APRIL 27, 2020 - 6:00 P.M. - VIRTUAL  
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- Present: Chairperson Mills, Mayor Jelinek, Alderpersons Dworak, Brewster, Schiller, Vollenweider, Stangel and Zimmerman.
- Excused: Alderperson Kuehl
- Others: Administrator Schnook, Clerk/Treasurer Decur, Attorney Nesbitt, Public Works Director Strelow, Building Inspector Davister, Marina Manager Kinjerski, Librarian Petrina and Police Chief Kleiman.

Chairperson Mills called the meeting to order at 6:03 p.m.

**APPROVAL OF THE COMMITTEE OF THE WHOLE FEBRUARY 24, 2020, MINUTES**

*Alderson Zimmerman moved, seconded by Alderson Schiller, to approve the February 24, 2020, Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.*

**PUBLIC COMMENT**

Chairperson Mills opened the floor for public comment.

Cindy Tang, updated the Council on the proposed Community Center, stating that after almost 4 years of searching for property for a Community Center the Committee has found a place. On March 6, 2020 the Kewaunee City Community Center Committee moved to proceed and work with the City on the possibility of moving forward with the New Community Center on the Hwy 29 Site, East of Cornerstone Appraisal which is known as Stump Pond. This would be funded by the Don and Jean Smith Foundation.

With no other comments, Public Comment was closed.

**UPDATE ON COVID-19 EMERGENCY**

**Status of City Facilities & Services – Jason Jelinek**

Mayor Jelinek stated that he has been receiving and reviewing daily e-mails from the County, State and Federal levels regarding the COVID-19 Virus. The Federal and State reopening plan are both similar. A person can google the Federal Plan by searching “Opening up America Again” and the State Plan by searching “Badger Bounce Back”. Mayor Jelinek will be contacting Administrator Schnook to come up with a statement for our Web page and Face Book which will include these two links.

**OLD BUSINESS**

**Flooding Update – Art Schiller – Update on Drone Survey – Brandon Strelow**

Alderson Schiller stated that he is happy to see that we are finally receiving better data on the flooding issue. Alderson Schiller asked Public Works Director Strelow to review the maps he has received from Ruckert-Mielke.

Public Works Director Strelow reviewed the Kewaunee Water Surface Maps that were prepared by Ruekert-Mielke.

Discussion was held on the detail of the maps, how the water will affect the Waste Water Treatment Plant, Water Plant, HWY 42, the Marina, Boat Launch and the Camp site. The Boat Launch and the Campground will continue to have problems with the additional estimated rise in the lake and with the wind factor.

### **Grant Update – CDBG-Close and Planning Grants-Fred Schnook**

Chairman Mills turned the floor over to Administrator Schnook.

Administrator Schnook stated that he has met with Mayor Jelinek, Alderpersons Schiller and Mills regarding receiving help in filing for the following Grants. Administrator Schnook explained that there are currently three CDBG Grants that the City is considering writing. These grants will require the support of the Common Council.

1. CDBG-Close Grant through Kewaunee County, this is to be used for blight elimination. Specifically, for Fisherman's Point and Mermaid Tails, acquisition and demolition. The City will need to pass a resolution stating that it has determined that these are blighted areas and is due by January 31, 2021.
2. CDBG-Public Facilities Grant to be used as match against the County CDBG-Close Grant. The City can consider using this for environmental cleanup on Fisherman's Point and Mermaid Tails. The grant is due by June 25, 2020.
3. CDBG-Planning Grant that can also be used as match funds against the CDBG-Close Out Grant and could be used for planning within the proposed TID #3 and is due by June 25, 2020.

Discussion was held on the projected cost of purchasing the two mentioned properties, and the appraised value for the property. Attorney Nesbitt said there may be a hurdle with the state setting limits to the appraised values. Currently Mermaid Tales is assessed at \$158,000 and Fisherman's Point is about \$500,000. Discussion was also held on the CDBG-Close Grant being used for blight elimination only.

### **NEW BUSINESS**

#### **E-Street Electric Change Order**

Public Works Director Strelow stated that E-Street Electric requested a Change Order prior to starting the project. E-Street Electric stated they were not informed that flex and wire needed to be run to the end of each dock. Public Works Director Strelow also stated that he gave all three bidders the same scope of work that was need to complete the project and two of them even took some of the decking off to see what would be needed. Public Works Director is recommending the Committee deny the request for a Change Oder to E-Street Electric.

Discussion was held regarding the process taken to obtain the proposal, the timing of the Change Order prior to starting the project and if the work they performed met Code.

***Alderson Schiller moved, seconded by Alderson Stangel, to forward to Council the recommendation to deny the Change Order for E-Street Electric. Motion carried unanimously.***

#### **Cornerstone Storage Offer to Purchase**

Administrator Schnook stated that Mr. Scott Bortolini, owner of Cornerstone Storage LLC, approached him regarding the purchase of City Property adjacent to his property on Center Street by Stump Pond to construct storage buildings. In 2017, Mr. Bortolini asked the City to provide land (approximately two acres for \$1.00) in exchange for the taxes generated from the development. Administrator Schnook informed Mr. Bortolini he

would not recommend his proposal if the offer is the same as 2017. It is not in the best interest to provide free land for a minor development which will bring in a small amount of tax revenue and the final decision is not his to make. Administrator Schnook laid out a 13 step process if he intended to go forward with the request. Mr. Bortolini has presented an Offer to Purchase. It has been reviewed by Attorney Nesbitt.

Attorney Nesbitt stated that he indeed did review the Offer to Purchase and after talking to Administrator Schnook and City Assessor Muelver a counter offer was drawn up asking for \$5,000 per acre, instead of \$4,000. Earnest money of \$3,000 to be paid to the City within 5 days after acceptance of this counteroffer, no Gap Endorsement to be provided, and that this sale is contingent upon buyer obtaining approval from the DNR for building placement and site plan. Approvals issued by the City are subject to approval by the respective committees/boards.

Discussion among the Committee was held on if the project follows the Comprehensive Plan. Mr. Bortolini would need to request a rezoning and Comprehensive Plan change. Discussion was also held on possible dual purpose of the parcel, and use of the area southeast of the creek for a future Community Center, and if there is access to the property if it was split.

Mr. Scott Bortolini would like to know if the City would be comfortable with constructing Storage Buildings on that property before he put any more time and money into the project. Mr. Bortolini also stated that he would not have a problem with splitting the parcel at the creek and only purchasing the west side.

*Alderman Schiller moved, seconded by Alderman Dworak, to forward to Council the recommendation to approve the sale of land only to include the land on the west side of the creek, part of the northeast 1/4 of the northeast 1/4 of section 24, T23N-R24E, to Mr. Bortolini. Motion carried.*

#### **Resolution No. 1084-20, Massey Property Demolition Costs**

Attorney Nesbitt explained that this resolution is to allow special charges be placed on the tax roll for the demolition costs. This is for the property located at 511 Dodge Street.

*Alderman Stangel moved, seconded by Alderman Schiller, to forward to Council the recommendation to adopt Resolution 1084-20-Special Charges. Alderman Zimmerman abstained, motion carried.*

#### **Allow City Clerk Authority to Issue Operators (Bartender's) Licenses**

Administrator Schnook stated the City Governing Body can now delegate to the Clerk or other appropriate official to issue operator's (bartender's) licenses. This will speed up the process of obtain an operator's license and free-up more time for the Governing Body at Council meetings.

*Alderman Dworak moved, seconded by Alderman Brewster, to forward to Council the recommendation to delegate the City Clerk to issue Operator's (Bartender's) License. Motion carried unanimously.*

#### **Property Maintenance Enforcement for 2020**

Building Inspector Davister reviewed his property maintenance list he presented the Committee. It shows 2019 property maintenance issues that we are still working on. The 2020 property maintenance list shows the ones already being worked on with the owners. The End of the list is properties that he would like to start to address with the Council's backing.

Discussion was held on how the property maintenance issues would be handled, with some residents not able to complete the work financially because of the COVID-19 crisis.

Building Inspector Davister explained that each case is handled individually. We have been and still will be working with property owners to get through the process, now that so many people are home maybe we can get some of the smaller issues, or just cleaning up junk in their yards, taken care of. Building Inspector Davister stated that the residents he has been in contact with have been positive responses.

*Aldersperson Stangel moved, seconded by Aldersperson Zimmerman, to forward to the Council the recommendation to approve Building Inspector to continue with property maintenance on the homes as presented. Motion carried unanimously.*

**Discussion of our Tech Upgrade**

Chairperson Mills informed the Committee that the Technology in the Council is up and running.

Building Inspector Davister remotely showed the Committee what the equipment looked like from his laptop.

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

*Aldersperson Zimmerman moved, seconded by Aldersperson Vollenweider, to adjourn the meeting at 7:56 pm. Motion carried unanimously.*

Submitted by Clerk/Treasurer Decur