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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY MAY 18, 2020 - 6:00 P.M. - VIRTUAL  
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Present: Chairperson Schiller, Mayor Jelinek, Alderpersons Dworak, Brewster, Vollenweider, Stangel, Mills and Zimmerman.

Excused: Alderperson Kuehl

Others: Administrator Schnook, Clerk/Treasurer Decur, Attorney Nesbitt, Building Inspector Davister and Marina Manager Kinjerski.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE APRIL 27, 2020, MINUTES

Alderperson Dworak moved, seconded by Alderperson Mills, to approve the April 27, 2020, Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Schiller opened the floor for public comment.

Cindy Tang, updated the Committee of the Whole and stated that the Community Center Committee has sent a proposal of the Community Center to the Administrator Schnook and Mayor Jelinek.

With no other comments, Public Comment was closed.

MAYOR'S REPORT: JASON JELINEK

Plans for City Facilities & Services – Jason Jelinek

Mayor Jelinek updated the Committee stating the Supreme Court has overturned Governor Evers extension of the Safer at Home Act. Businesses are starting to open their doors, some with restrictions and some without. Mayor Jelinek stated that City Hall will be open by appointment only, closed to walk in traffic, and this will be reviewed after two weeks.

Temporarily Refilling the CEDPGW Position

Mayor Jelinek stated that with the amount of grant opportunities available, Shelby Johnson has been hired on a temporary basis, until fall, to help with the Grant Writing. Mayor Jelinek also stated that he will be reviewing and re-writing the Job description for this position, starting the process of filling this position full time.

Grants Update

Mayor Jelinek reviewed the list of the current grants that have been applied for and grants that may be available for application, but need research to see if we are eligible.

Discussion of Priorities: Legislative, Economic and Community Development

Administrator Schnook reviewed a list that was put together of the Economic Development projects, Community Development Projects and Legislative agenda items. Obviously the City cannot perform every project listed, but the Council needs to prioritize the path the City needs to take.

Mayor Jelinek stated that he would like to create a Harbor Commission to oversee the Marina, Harbor and Campgrounds. Mayor Jelinek felt this would take a lot of discussion and work off of the Council and Staff and Free-up their time to work on some of these other needed projects.

OLD BUSINESS

Next steps for Hamachek Property

Administrator Schnook presented a timeline for the creation of TID #3, along with the project plan & district boundaries. The process of creating a TID is a lot of work creating the boundaries, putting a public hearing together and getting the Joint Board of Review together. Administrator Schnook stated that the City may get some push back from the County and School Districts on taking such a large area off the Tax Roll.

Discussion was held by the Committee regarding the importance of presenting the proposed TID to the impacted entities.

Set Fee for Mobile Food Vendors

Administrator Schnook stated that the Council adopted a Mobile Food Vendors Ordinance last year but did not set a fee for the permit or the permit layout. Staff is asking for a fee to be set as we have a vendor interested in operating an Ice Cream Truck. Administrator Schnook also stated that Staff liked the Green Bay Permit example because it requires a background check through the Police Department, but would like to add a start and end date on the permit also.

Discussion was held on the fee amount, and if this pertained to vendors selling items at the Music in the Park or other Organizations holding a one-day event. The majority of the Committee felt that \$100 would be a good start. This permit would not affect organizations holding a one to two-day event.

Aldersperson Mills moved, seconded by Aldersperson Vollenweider, to forward to the Council the recommendation to set the Mobile Food Vendor Permit Fee at \$100 per season. Motion carried unanimously.

CDBG-PF Grant Items

Resolution to Adopt CDBG Application

Resolution to Adopt Public Participation Plan

Resolution to Commit Match Funds

Administrator Schnook stated that he reviewed the proposed resolutions which will need to be adopted prior to moving forward and submitting the CDBG-PF Grant. The Grant would be for the acquisition and demolition (Blight Elimination) of Mermaid Tails and Fisherman's Point and would be matched with the CDBG-CLOSE funds from the Kewaunee County revolving loan fund.

It was brought to the Committee's attention that Alec Yanik, owner of the Karsten Hotel, has purchased Mermaid Tales.

Discussion was held on moving forward with the grant application, and if the purchase of Mermaid Tales does go through the City could always go back to the County and revise the requirements they set for the Close out Grant.

Aldersperson Dworak moved, seconded by Aldersperson Mills, to forward to the Council the recommendation to approve the Resolutions to adopt the CDBG Application, The Public Participation Plan and Commit Match Funds. Motion carried unanimously.

NEW BUSINESS

Contracting with the County for Financial Services

Administrator Schnook reviewed an e-mail received from Kewaunee County Finance Director Paul Kunesh regarding obtaining his services to help with the creation of a Cash & Investment Management Plan, Debt Management Plan and a Financial Procedures Manual for both the Clerk/Treasures and Utility/Payroll Clerk positions. These items have been on the staff's work list for a long time, but with the volume of work in the office, Staff has not been able to complete the work. Mr. Kunesh has offered some of his time to help create these items. The Clerk/Treasurer and Utility/Payroll Clerk positions will take the longest to coordinate.

Discussion was held on the amount he would be charging, compared to what the County pays. The majority of the Committee felt it was relatively inexpensive compared to other options. Discussion was also held on this being a one-time project, which it would be.

Aldersperson Dworak moved, seconded by Aldersperson Zimmerman, to forward to the Council the recommendation to approve the proposal from Paul Kunesh to help create financial policies up to \$4,000 as a one-time project.

City Hall Roof Repair-Robbie Davister

Building Inspector Davister informed the Committee that the roof on City Hall/Police/Fire Station needs to be replaced. The roof was put on ten years ago and by the looks of the damage it has been leaking from day one. The shingles used are not made for Wisconsin weather. Building Inspector Davister stated that he has contacted Engineer Ben Gerold and he has inspected the roof damage. Building Inspector Davister reviewed Mr. Gerold's letter recommending that to repair the building it will take removing the bottom 8-12 feet of sheathing, along with the fascia boards. The remaining sheathing and trusses should be able to remain, however the exact extent of removal and replacement will need to take place as it is repaired. Note that as part of this repair, some or all of the roof will need to be re-shingles. Building Inspector Davister stated that he has received two bids to replace the roof, the bids include the City purchasing the majority of the material, with the contractors doing the work. One bid came in at \$111,416.09 and the other was \$123,567.09.

Attorney Nesbitt informed the Committee that the roof replaced 10 years ago does have a lifetime warranty so he recommended Building Inspector Davister to obtain 2 estimates to repair or replace the roof. Once the estimates are in, obtain approval from Council to move forward with contacting the original roof installer to demand repair within so many days and if they are not in compliance, repair the roof with another contractor and pursue litigation. Davister has been in contact with the original contractor, but the contractor has not been very civil.

Discussion was held on the purpose of the City purchasing the material and it was explained that this way the City knows what type of material is being installed. Also discussed was if the previous contractor is still in business, which he is and whether the City could go after his insurance company. It was stated that most insurance companies do not pay-out for poor workmanship.

Aldersperson Mills moved, seconded by Aldersperson Dworak, to forward to Council the recommendation to move forward on the City Hall Roof Repair steps set forth by Attorney Nesbitt. Motion carried unanimously.

Replacement of Marina Security Cameras-Augie Kinjerski

Marina Manager Kinjerski informed the Committee that the security system at the Marina has passed its life expectancy. The cameras are used to insure safety, help with insurance damages and control theft etc. The cameras have not only helped the Marina with issues, but have also been helpful to the Police on multiple occasions. Two quotes have been received. Martin Security option 1 has 5 cameras (office, pavilion and each dock) for \$4,984.90. Camera Corner option 1 has cameras at the office, pavilion, docks, cleaning station, parking lot and fuel docks in the amount of \$10,901.25. A second option was also received for both contractors which included additional options and different camera. These quotes came with a higher price tag.

Discussion was held on obtaining an additional bid from Scott Witt, who has previously helped the City out with the existing security system. Discussion was also held regarding if the security system was budgeted.

Aldersperson Vollenweider moved, seconded by Aldersperson Dworak, to forward to the Council the recommendation to secure an additional bid and approve the lowest bid to install security cameras at the Marina. Motion carried.

Disposition of \$500k in Reserve Funds – Randy Nesbit

Attorney Nesbitt stated that this is a work in progress. Due to requirements in past finance documents the City Water Utility was required to have a reserve account to retain a \$500,000 dollar balance with the refinancing of the loan. This requirement is no longer in effect. We are looking to see if that money has to stay in the water fund or can be transferred to the general fund. From an accounting standpoint this could be done, but we will need the approval of the PSC to transfer the funds.

Administrator Schnook explained to the Committee that he is pushing for this primarily because the general fund is in the red, but also Staff is worried about state aid for 2021 in regards to the COVID-19. The City could lose up to \$50,000 if the State implements a 5% reduction for this year. There is a strong possibility that a large number of businesses will be suing the State for loss of income. That fact could impact other state aids.

Discussion was held on what would happen if the money is moved to the general fund, and issues come up with the water utility needing the funds.

ANNOUNCEMENTS

Administrator Schnook informed the Committee that Harbor Ground Coffee will not be reopening.

Aldersperson Mills stated that if you haven't driven down to the Marina/Harbor area you should, it looks like Kewaunee has created islands in the area.

Mayor Jelinek stated that in one of the e-mails he received from Kewaunee's Health Director there was a link posted regarding the \$75,000,000 Governor Evers has issued for Wisconsin's economic recovery. This will be available to Wisconsin businesses with 20 or less employees. This would encompass every small business within the City. It is important that the business owners are aware of this.

Administrator Schnook stated that the base for the donated statue from Dr. Faller is being constructed.

ADJOURNMENT

Aldersperson Mills moved, seconded by Aldersperson Vollenweider, to adjourn the meeting at 7:15 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur