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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY MAY 21, 2018 - 6:00 P.M.  
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Present: Chairperson Schiller, Alderpersons Dworak, Jackson, Jelinek, Stangel, Kuehl, Griffith and Zimmerman

Absent: Mayor Sandi Christman

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Police Chief Salentine, Ambulance Director Steiner, Librarian Petrina, Aulik.

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

Aldersperson Schiller asked the Committee to amend the Agenda and place Item 7a, Proposed County Jail Siting Update after Public Comment.

Aldersperson Jelinek moved, seconded by Aldersperson Dworak to amend the agenda and place item 7a after Public Comment. Motion carried unanimously.

APPROVAL OF THE COMMITTEE OF THE WHOLE APRIL 23, 2018 MINUTES

Aldersperson Kuehl would like a correction done on the motion regarding the “Boat Launch Concerns” to add language stating “contingent upon receiving an extension of the grants one year to the end of 2019”.

Aldersperson Kuehl moved, seconded by Aldersperson Dworak to approve the April 23, 2018, COW Meeting Minutes with corrections. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Schiller opened the floor for Public Comment.

Library Director Carol Petrina explained to the Committee that the Library is a Public Library that services the City of Kewaunee residents as well as residents of Kewaunee County. We are funded 60% by the City and 40% by the County. Two concerns regarding the Alice Koller Donation: 1. this is a 10-year investment. Many of my Library Board Members may not be serving at that point, my staff may be different, and how do we ensure that Alice’s wishes would be followed? 2. How do we advocate for people to remember the Library or any City Department in their wills if what they intend is not clearly followed?

Helen Clinton wanted to thank Robin Nelson and the Committee for their hard work and dedication on the Don and Jean Smith Park.

Jan Tess expressed her concern regarding the donation from Alice Koller. The City appoints a Library Board of Trustees to oversee the Kewaunee Library and the donation should be given to the Library Board in accordance of Ms. Koller’s wishes.

Ron Pelnar asked when a for sale sign will be placed on the Hamachek Property.

Joe Steiner presented a list of equipment that the Kewaunee Ambulance Auxiliary has purchased for the City with donations like Alice Koller and feels the money should stay with the Ambulance Auxiliary as it was made out to the Kewaunee Ambulance Auxiliary.

Chairperson Schiller closed the floor for Public Comment.

PROPOSED COUNTY JAIL SITING UPDATE-SHERIFF MATT JOSKI

Sheriff Matt Joski explained to the Committee that the Kewaunee County Jail is the oldest and smallest in the State. Sheriff Joski updated the Committee on many studies that the Sheriff Department has conducted with the help of grants with many more phases to be completed. The Sheriff Department is taking this slow to ensure all aspects are looked at and could be 2-4 years before a site will be looked at. The next step is to do a needs assessment.

Chairperson Schiller express that the City would like to be part of this process, if possible.

Aldersperson Griffith ask if there was a time frame for phase 1. Sheriff Joski was hoping early next year phase one would be complete.

Aldersperson Jelinek asked Sheriff Joski if the City could know when the meetings are being held so we can attend and stay updated. Sheriff Joski stated that could be done and also thought a committee would be formed in the future and possible representative from the City could be appointed.

2017 FINANCIAL AUDIT REPORT-BAKER TILLY-AMANDA BLOMBERG

Baker Tilly Representative, Amanda Blomberg, review the City of Kewaunee's 2017 Financial Statement and Communication to those charged with Governance and Management Reports. Ms. Blomberg explained that the General Fund Balance is still a negative, but is decreasing every year for the past 5-years. She also explained that the City's outstanding General Obligation Debt is currently at 47% and the City should try and keep it around the 50% mark. The City should maximize their tax levy utilizing all adjustment that the State allows. Discussion was held on the Water and Sewer Fund, if the City should be increasing every year, holding a meeting in August to review increase in cost, possible Storm Water Utility and Rate Study.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to move to the August meeting, with more detail on the Water & Sewer Fund Rates and include Storm water Utility discussion. Motion carried unanimously.

BOARDS, COMMISSION AND AD HOC COMMITTEE COUNCIL LIAISON REPORT

Tug Committee Report: Update & Recommendation on Purchasing AudioConexus System

Aldersperson Jelinek reviewed the proposal for purchasing the AudioConexus System which the cost would be shared with the Tug Committee, Lighthouse Committee, Park & Recreation Committee and the Clock Committee. The Fire Department will be bringing it up at their next meeting, but sounded interested. The cost of the 10 unit system is \$2,727.90, the units would be kept at the Marina, and people would need to put a deposit down before using the units. The Committees would do the recording of the appropriate attraction's history. It was also asked if the system is approved for purchase, if it would be possible to use some of the part time salary that the Tug would be saving by not needing the guided tours.

Aldersperson Griffith felt that you need a person giving the tour, because of the specific questions that arise.

Aldersperson Jelinek moved, seconded by Aldersperson Kuehl to forward to the Council, a recommendation to approve the use of the requested funds from the Tug Budget with a more defined expenditure report showing all Committees and their contribution. Motion carried. Aldersperson Griffith-abstained.

Lighthouse Committee Report: Review Park Plan and Naming Rights-Aldersperson Kuehl

Aldersperson Kuehl turned the floor to Robin Nelson to review. Robin Nelson presented the Committee of the Whole a revised park design, which will locate the park to the South of the property. The Lighthouse Committee has been working with Lakehaven to place a portion of the walk way on to the North edge of their property, which they are in agreement with. Discussion was held on the maintenance issues that will arise in the future, upkeep of pavers, flowers and the lawn. Administrator Schnook suggested that an agreement be drawn up for future maintenance responsibilities, so in the future the City doesn't become responsible, other than cutting the grass.

Discussion was held on the proposal, received from Matt's Service in the amount of \$89,500.00. The bid includes excavation, grading, gravel, stone, concrete sidewalks and anchor location, bridge, erosion control, pillars, steps, 60' of seat wall with stone capping, finish landscape, seeding and clean up.

Discussion was also held on the naming rights of the park to Don and Jean Smith Park.

Aldersperson Dworak moved, seconded by Aldersperson Zimmerman to forward to Council the recommendation to approve the naming rights, park design and proposal, contingent on, Matt's Service, revising his proposal to include Construction Management Plan for the Council Meeting, also we need a letter from the Friends of the Kewaunee Pier Head Lighthouse Committee stating they will be write the check for the project. Motion carried, Aldersperson Griffith-nay.

OLD BUSINESS:

Highway 42 Fill Site

Administrator Schnook reviewed the previous plan to clean up the Hwy 42 Fill Site. It was discussed last fall about letting individuals take the fill with restriction with one of the Aldersperson overseeing it. The Aldersperson later declined to oversee the project and it was to be brought back to the Committee of the Whole in spring of 2018.

Chairperson Schiller asked, Public Works Director Murphy how clean the site and if the City is in need of fill for upcoming projects. Public Works Director Murphy stated that depending on what is taken out from the Marquette School Demolition Site, the City might need to use some to fill areas.

Aldersperson Zimmerman moved, seconded by Aldersperson Kuehl to table the Highway 42 Fill Site until after the Marquette School Demolition is complete. Motion carried, Aldersperson Griffith abstained.

Fire Auxiliary Proposal for Wood Steel Building

Public Works Director Murphy informed the Committee that the Fire Department Auxiliary is no longer interested in pursuing the storage remodeling of a portion of the wood steel building.

Review Bids for HWY 42 & Miller Street Project

Pete Kolaszewski, representative of Ayres Assoc. reviewed the bids received for the HWY 42 & Miller Street Utility Project, base bid came in at \$248,611.70. Alternate bid #1 consists of replacing the Storm Water Pipe under Miller Street and Dodge Street to eliminate the 3' height difference, came in at \$90,530.70. Discussion was held on why the elevation difference in the pipes and if the pipe is in good shape to deny Alternate Bid #1.

Aldersperson Kuehl moved, seconded by Aldersperson Griffith to forward to Council the recommendation to approve the Base Bid in the amount of \$248,611.70 for the HWY 42 and Miller Street Utility Project and to decline the Alternate Bid #1. Motion carried unanimously.

Funding Strategy for HWY 42 & Miller Street Utility Project

Administrator Schnook explained, the City has a Water Utility and Sewer Utility and as this is a replacement project, the cost for the water and sanitary sewer replacement must be borne by the utilities. However because the City does not have a Storm Water Utility and because the cost is for a specific public impact that benefits specific properties, the cost of the storm water replacement can be charged as a special assessment to the affected properties. There is currently 236 houses and lots, including City owned property that will benefit from the Storm Water replacement. A loan of \$165,000 for 10-years at 4% interest would equal annual payment of \$20,046.48, divided by 236 properties would be about \$85.00 a year, depending on how you assess, per lot, or per foot.

Discussion was held on how the project could be funded whether it be raise in taxes, a referendum, special assessments or by creating a Storm Water Utility.

Aldersperson Griffith moved, seconded by Aldersperson Jelinek to move the discussion of funding strategy for Storm Water Replacement to the August Committee of the Whole Meeting. Motion carried unanimously.

Large Item Pick-up Fees

Public Works Director Murphy reviewed the increasing costs of large item pick up. After the Kewanee Land Fill closes later this week the City fees are going to double. We have already cut down from 12 pick-ups a year to 8. Averaging a monthly cost I used 2 laborers, at 8 hours would be \$1,200.00, the trucks used would cost \$1,000.00 and \$800.00, and tipping fees would be around \$450.00. The total cost per month will be approximately \$3,450.00.

Administrator Schnook explained that the cost of the stickers were \$2.00 apiece, from January 1, 2018 until May 21, 2018 we have collected \$316.00. This is not an accurate number because some residents already had stickers from last year.

Discussion was held on monitoring how many items are picked up and how many have sticker have sold. It was suggested that the Public Works collect data on the next couple of pick-ups to see how much is being picked up.

NEW BUSINESS

Discuss the Alice Koller Donations-Aldersperson Schiller

Chairperson Schiller was concerned with the recent donations the Public Library, Fire Department and the Ambulance Department received. The City needs to begin a discussion to develop a set of standards when donations are made. The issue with the Alice Koller Donation to the letter is written as:

“I give and bequeath to the CITY OF KEWAUNEE, WISCONSIN, twenty-three percent (23%) of the remainder of my estate to be used as a memorial fund in the names of my parents, WILLIAM and GRACE KOLLER. This bequest shall be earmarked and set aside to be used only for the KEWAUNEE PUBLIC LIBRARY, etc.

Chairperson Schiller explained the donation was to go to the City of Kewaunee not the Kewaunee Library Board. Bill Wolske should be contacted to verify the intent of the wording. It was the consensus of the Committee they did not have a problem with the Library Board holding the Monies if that was the intent, but if that is the intent then the City of Kewaunee needs to be taken off the letter.

Library Board Council Representative Griffith, needs to contact Bill Wolske for a clarification of the intent.

Park Usage/Carp Tournament-Aldersperson Schiller

Chairperson Schiller brought to the attention on the Committee that the Annual Carp Tournament was held this past weekend and they utilized every inch of the waterfront in the City of Kewaunee, this is City land, part of the Parks Department. We have no provision for applying for permit reserving the property, what would happen if the Carp Tournament was being held and another organization was hosting a tournament or event on the same week. The City needs a process in place, for organizations to gain permission of use.

Staffing Needs-Aldersperson Schiller

Chairperson Schiller explained to the Committee that the City is currently understaffed. During the 2019 Budget process the City needs to look at creative ways to fund additional City Staff, example: hiring someone to oversee asset sales or with Building Inspector Angoli leaving at the end of the year maybe we could look for someone with an engineering PE and combine the duties of an Engineer/Building Inspector/Zoning Administrator, or possibly of ways to bring in High School or College Interns.

Determine the Proper Disposition of the Haney Park Bleachers

Public Works Director Murphy informed the Committee that the new bleachers have arrived for Haney Park. Murphy stated that he has been approached by two different organization that are interested in purchasing the old bleachers.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to have Public Works Director Murphy to sell the bleachers and report back to the Council on the outcome. Motion carried unanimously.

CLOSED SESSION PURSUANT TO WISCONSIN STATUTE 19.85 (1) (C)

Aldersperson Kuehl moved, seconded by Aldersperson Zimmerman to go into closed session at 8:40 pm. Motion carried unanimously.

RETURN TO OPEN SESSION PURSUANT TO WI STATUTE 19.85 (2)

Aldersperson Kuehl moved, seconded by Aldersperson Griffith to return to open session at 9:00 pm. Motion carried unanimously.

ACTION TAKEN IN CLOSED SESSION

Aldersperson Kuehl moved, seconded by Aldersperson Zimmerman to forward to the Council a recommendation to approve the Police Contract as presented. Motion carried unanimously.

ANNOUNCEMENTS

Aldersperson Jelinek informed the Committee that the Sculpture being created by Dr. Faller has been completed and is being shipped to have it bronzed.

Aldersperson Zimmerman was approached by residents regarding Kieweg Park Lights for the Chiefs and regarding the recent drug bust from concerned neighbors.

Aldersperson Jelinek moved, seconded by Aldersperson Zimmerman to adjourn the meeting at 9:06 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur