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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY, MAY 22, 2017 - 6:00 P.M.**  
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Present: Chairperson Dworak, Mayor Christman, Alderpersons Kuehl, Schiller, Jelinek, Jirtle, Griffith and Kickbusch

Absent: Alderperson Zimmerman was excused

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Attorney Wolske, Police Chief Salentine, Ambulance Co-Director Steiner, Deputy Police Chief Kleiman and Librarian Grosssheusch.

Chairperson Dworak called the meeting to order at 6:00 p.m. whereas the Pledge of Allegiance was recited followed by prayer and meditation,

**APPROVAL OF THE COMMITTEE OF THE WHOLE APRIL 24, 2017 MINUTES**

*Alderperson Kickbusch moved and Alderperson Jelinek seconded the motion to approve the April 24, 2017 Minutes with discussed changes. Motion carried unanimously.*

**BOARD & COMMISSION REPORTS:**

Mayor Christman informed the Committee that the Board of Review will be held on June 1, 2017, at 5:00 p.m. Board of Review Chairperson is Alderperson Kuehl and Vice-Chairperson is Alderperson Griffith.

**AD HOC COMMITTEE COUNCIL LIAISON REPORTS:**

There was some discussion on the Community Center, there is space in the former Nicolet National Bank. Administrator Schnook to get involved with the details and bring it back to the next Committee of the Whole Meeting.

Mayor Christman informed everyone that the next K-9 Meeting will be held on May 24, 2017, and that the K-9 Committee will be selling food at the June 10, 2017, City wide Rummage Sale.

Alderperson Jirtle informed the committee that the Clock Committee will be meeting next Tuesday May 31, 2017.

**PUBLIC PROPERTY & SAFETY REPORT:**

Police Chief Salentine informed the Committee that the New Squad Car is here and is in the process of getting the lettering. The Bike Rodeo had a great turnout this year and the Car/Snowmobile Show looks like it is on track.

## **ADMINISTRATORS REPORT:**

### **Review Schedule of COW Meeting Dates and Chairs**

Discussion was held on the proposed schedule for COW Chairpersons presented by Administrator Schnook. Discussion was held on possible conflicts with June and December Meetings.

***Aldersperson Griffith moves and Aldersperson Kuehl seconded the motion to recommend the approval of the scheduled COW Chairpersons with the change of June 26 meeting to be held on June 28 & December 25 meeting being held on December 18. Motion carried unanimously.***

### **City/County IT/Telephone Cooperation Agreement**

Administrator Schnook reviewed the proposed agreement between the City and County for IT/Telephone cooperation. First part is a one-time fee of \$3,700. to get us connected, this will get us on the cloud so we can get e-mails and shared calendars. Second part, there would be a yearly fee of \$6,000. this would allow us to finally have voice mail that works. Discussion was held on the cost of the phones, monthly charges and timely IT support.

***Aldersperson Jirtle moved and Aldersperson Jelinek seconded the motion to present to the Council for Approval. Motion carried unanimously.***

### **Garbage: Contract and Public Relations**

Aldersperson Kickbusch mentioned that he has checked with about 8-10 cities and the Contract Advanced Disposal has presented is right in the ball park price wise. We could be saving \$2,500 a month. Aldersperson Griffith mentioned that the State Legislation is looking to pass some Language regarding shifting into an enterprise fund. The proposed June 5 Meeting to discuss this with the public will not be held at this time.

***Aldersperson Griffith moved to table the Agreement with Advanced Disposal until July. There was no second so motion failed.***

***Aldersperson Schiller moved and Aldersperson Kickbusch seconded to advance the 3-year Agreement with Advanced Disposal to the June 12, Council Meeting. Motion carried.***

### **CDBG Consultant**

Administrator Schnook explained that he has met with the EPA recently and the reason for the wide range of quotes is the City did not develop a scope of work to bid on, so the contractors giving estimates had their own idea of the needed scope. This is an extremely complicated grant process and it needs professional oversight. Ayres has given us an estimate to help with the grant preparations. Specifically, \$3,500 to complete the environmental review component of the CDBG Grant. As the EPA is scheduled to begin work on June 12, 2017, the City must complete the environmental review a.s.a.p. if we are to capture any of the match from the EPA's work. If we get the environmental review completed this week, it will be one month before we can begin to use EPA match, we will lose two weeks. If we wait, we will lose all of the EPA match. As, such, Administrator Schnook said he would be hiring Ayres under his threshold of \$9,999.99 so as to get the process going. It was the consensus of the group to move forward with the environmental review.

### **W.D.O.T. Highway 42 Agreements**

Public Works Director Murphy updated the Committee on the W.D.O.T Highway Project. The side walk north of the Port O Call's Driveway will be an 80/20 cost split with the City paying 20%. The City will have to absorb the entire cost of moving the lighting, one fire hydrant and Phase II of the Storm Sewer in that area will need to be completed. Also the City will need to connect about 30' of sidewalk to match up with the current sidewalk.

***Aldersperson Jelinek moved and Aldersperson Kuehl seconded the motion to send the WDOT Highway 42 Agreement to Council for approval. Motion carried unanimously.***

### **Lease to Kuehl**

Mr. Maynard Kuehl has expressed interest in leasing City Property located near the Shopko Store.

***Aldersperson Jirtle moved and Aldersperson Griffith seconded the motion to send the Lease Agreement between the City and Mr. Kuehl to Council for approval at the previous rate. Motion carried unanimously.***

### **Lighthouse change order approval**

Foth Infrastructure & Environment, LLC presented a change order for work considered the necessary to the Pierhead Lighthouse Improvements. In their letter to the City Option 1a. is to remove the existing metal to about 16" above top of roof line and install new steel for \$3,350. 1b. is to remove existing metal and install new fiber cement board siding for \$14,700.

***Aldersperson Schiller moved and Aldersperson Kuehl moved to send to Council the Lighthouse Change Order to approve 1a-(\$14,700), 2-(\$2,200) & 3-(\$550). Motion carried unanimously.***

### **Amend Section 2-61 of the Municipal Code to provide that the City Attorney is an appointed position**

***Aldersperson Kuehl moved and Aldersperson Jirtle seconded the motion to send the amended Ordinance Section 2-61 of the Municipal Code to Council for approval. Motion carried unanimously.***

## **FINANCE REPORT:**

### **Supplemental Baker-Tilly Contract**

It was explained to the Committee this Contract is just a formality, Baker-Tilly have been helping some with special reports and closing the end of year books, along with some help with Jan thru March end of the month closings. With this Contract the price will be lower for some of the services.

***Aldersperson Schiller moved and Aldersperson Jelinek seconded the motion to forward the Baker-Tilly Contract to Council. Motion carried, Schiller, six – aye, two – nay.***

### **2017 Fund Reserved Projection**

Administrator Schnook explained to the Committee that he is in receipt of the Draft Audit and will be getting the Council a copy after he and Mayor Christman have reviewed it more in depth. Aldersperson Schiller would like everyone to receive the draft as soon as possible, as the review is the most critical.

### **Ayres 2017 CIP Proposal**

Administrator Schnook explained Ayres has submitted a proposal for professional services to prepare a five-year Capital Improvement Plan. This would identify major projects in the community to be used for project programming and planning over the next 5 years. This would help the Council identify the importance of certain projects and start planning financially for them.

***Alderman Griffith moved and Alderman Jirtle seconded the motion to forward the Ayres 2017 CIP Proposal to the Council for approval. Motion carried unanimously.***

### **PUBLIC WORKS REPORT:**

#### **Updates: Harbor Project, Cemetery Plotting, Sale of Pick-up Trucks & Trailers.**

Public Works Director Murphy updated the Committee regarding the progress. The Harbor Wall is starting to look like something, some work is still needed to be completed but it is at least showing some progress. He also informed the Committee that the 87' pipe behind the train Depot needs to be replaced. Some of it is plastic pipe, but the majority is clay and is has severely deteriorate to the catch basin wall. The Cemetery Plotting Project is completed at the cemetery location, now they are putting their information on paper and digital so we can download the information. The big trailer went for \$115, small trailer \$103 with the two trucks being scrapped out for \$300. A piece.

### **PERSONNEL REPORT:**

#### **Update: Seasonal Employment**

Public Works Director informed the Committee that the summer help has been hired and will be starting at various times. Wages are set at \$10-\$11 an hour.

### **ITEMS RAISED BY CITY COUNCILPERSONS FOR DISCUSSION:**

#### **Discussion of Proposed Prison**

Alderman Kuehl updated the Committee on the proposed prison and asked if it would be something that would be considered. Alderman Schiller mentioned that the site they would be looking at has to be hooked up to the Green Bay Water & Sewage. Discussion was held on whether it would bring in additional residents moving to the area. Some of the members felt it probably wouldn't bring in any new residents as Green Bay is not that far and the current employees would most likely commute.

#### **Towing of Tug Ludington**

Options regarding moving the Tug Ludington was held, there are three options:

1. Wait for the Army Corp of Engineers in the autumn to move it into place.
2. Hire Roland Salvage at the cost of \$8,000
3. Hire LaFonte Fishery to move it for \$600 but then they would need to get insurance in case the new wall is damaged and that would cost them another \$1,200. Dollars

Alderman Griffith explained that this time we have to wait until the project is complete so we can work on getting a gangway built to board the Tug, electricity and water need to be brought there. Place on the next COW Meeting.

### **PUBLIC COMMENT:**

Joe Mills inquired the status of the discussion of No Parking Signs on Ellis and Miller. This is a safety concern with the Ambulances and Fire Truck Drivers when Parking is on both sides of the Road. Administrator Schnook will look into a Resolution.

Joe Mills brought forward a concern regarding the yield signs on the corner of Miller and First. This has been discussed before and the way the signs are set now were the best option.

**ADJOURNMENT:**

***Aldersperson Kuehl moved and Aldersperson Griffith seconded the motion to adjourn the meeting at 8:37 p.m.***

Submitted by Clerk Treasurer Decur