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 OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
 Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY, JUNE 28, 2017 - 6:00 P.M.**  
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Present: Chairperson Griffith, Mayor Christman, Alderpersons Kuehl, Schiller, Jelinek, Jirtle, Zimmerman, Kickbusch, and Dworak

Absent: None

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 Grosshuesch , Robin Nelson

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

APPROVAL OF THE COMMITTEE OF THE WHOLE MAY 28, 2017 MINUTES

Aldersperson Kickbusch moved and Aldersperson Jelinek second the motion to approve the May 28, 2017 COW Minutes as presented. Motion Carried unanimously.

PUBLIC COMMENT – MARQUETTE SCHOOL

Chairperson Griffith informed everyone that comments will be heard after the discussion by the Committee, with a time limit to speak at 3 minutes each and this subject will not go past two hours. Aldersperson Jirtle meet with the Historical District Group, there main concern was with it being in the Historical District what the future plans would be for the property. Administrator Schnook explained that a TIF District could be done in that area. Aldersperson Schillers said that because the size and the cost to the City to form a TIF District you could be talking \$100,000 to \$200,000 dollars to develop a working plan, I don't see the City recouping the money with only 6 residential lots available. It was stated to the residents in attendance that the City does not currently own the property, the County would be ready to foreclose on the property for back taxes and turn it over to the City. If the City decided to put a park in this area, the City would be losing tax revenue and once it's a park it is always a park, there will be more upkeep for the City to endure.

Administrator Schnook reviewed his 3 scenarios that could happen financially for the City with the demolition of Marquette School, which everyone knows it needs to be taken down.

Scenario 1 50/50 match \$690,810 match requirement <u>-\$125,000 EPA in kind</u> \$565,810 <u>-\$ 50,000 reduce tipping fees</u> \$515,810 <u>-\$ 15,600 County back taxes</u> \$500,210	Scenario 2 58/42 match \$503,250 match requirement <u>-\$125,000 EPA in kind</u> \$378,250 <u>-\$ 50,000 reduce tipping fees</u> \$328,250 <u>-\$ 15,600 County back taxes</u> \$312,650	Scenario 3 \$700,000 Demolition Est. \$ 23,200 Grant Adm Cost <u>\$ 26,800 bidding/site/Eng</u> \$750,000 total cost -\$375,000 match required <u>-\$125,000 EPA in Kind</u> \$250,000 (continued)
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-	\$ 50,000	reduce tipping fees
	\$200,000	
-	\$ 15,600	County back taxes
	\$184,400	
-	\$ 84,283.23	Loan Balance
	\$100,116.77	

Scenario 3 shows more of the cost vs expenditures after contacting a contractor regarding the demolition cost which could run around \$750,000 after the matched money, EPA, reduced tipping fee, back taxes and the balance of the loan we would be looking at just over \$100,000. The County Board still has to approve the reduced tipping fees and back taxes.

Historical District President, Kirt Johnson spoke on behalf of the District and their concerns about what ends up in that part of the District. Johnson also wanted to know what the cost to dig the basement that is under the school. Administrator Schnook said that it is in the cost of the demo price cited. Johnson would like to have the Historical District Society have a say in what type of buildings would be constructed so they match the district.

Chris Holterman brought up a concern regarding minutes not being out in a timely manner. The current procedure explained that the minutes do not currently get posted until after they are approved by the Council. No other minutes are currently posted on the web site.

AD HOC COMMITTEE COUNCIL LIAISON REPORTS

Historical Lighthouse Tour Presentation-Robin Nelson

Robin Nelson explained that the high school students are designing Signs/Reader Board to be placed along the Historical Walk. Nelson presented a slide show with examples of what some of the boards might look like and where they are looking to place them.

Kewaunee Harbor Cam-Aldersperson Dworak/Robin Nelson

The Lighthouse Committee is looking for approval from the Council to proceed with the Harbor Cam Project. Aldersperson Dworak explained the Carlton Hunting and Fishing Club has approved up to \$4,100 to cover the estimate for the camera, installation and hardwiring. Local licensed electrician Paul Jirtle and Jeff Crab are volunteering their time to do the hardwiring of the camera. Other concerns that have been addressed are whether it is compatible to the City's Web site and it is, as for maintenance the Friends of the Kewaunee Pierhead Lighthouse will provide maintenance for the camera which is rare that these cameras need maintenance. As far as security of the City Website the camera will have its own address that is uploaded as a link on the City Website.

Aldersperson Kuehl moved and Aldersperson Jelinek second the motion to send to Council and recommend approval of the Kewaunee Harbor Cam. Motion carried unanimously.

Preliminary Lighthouse Park Plan-approval to begin selling Pavers

Aldersperson Dworak is requesting permission from the Council to allow the Lighthouse Committee to sell pavers for the proposed Pierhead Park area. Administrator Schnook stated that there are easements on the property and we need to find out where they are so pavers are not placed over an easement that pertains to underground utilities.

Aldersperson Kuehl moved and Aldersperson Jirtle seconded the motion to send to Council and recommend approval to sell Pavers for the Lighthouse Park.

Community Center Information Sharing-Jim LaCourt

Jim LaCourt the owner of the Old Union State Bank Building presented an option for the Senior Center. LaCourt has received a wish list from the Senior Center Committee and sees no problem meeting their needs. LaCourt explained that they do not lease to just anyone they are geared to the non-profit clients. They are currently leasing some space to the Lakeshore Community Pantry. Question was brought up about the parking and if there are enough spaces to accommodate the Senior Center Activities. It was stated that there a total of 38 parking spots not counting the street parking. The area would have to be on the first floor because of no elevator for the residents that cannot climb stairs. It was suggested that LaCourt meet with the Senior Center Committee.

ITEMS RAISED BY MAYOR/COUNCILPERSONS FOR DISCUSSION

Student Project-Painting the Storm Sewers-Sara Rabas

Sara Rabas a sixth grade teacher in Kewaunee would like to get her students involved with learning about watersheds and storm sewers. She is proposing a student project to paint different thing like fish and maybe words on City Storm Sewers. This has been done in the past, the Committee feels it is a good idea but, would like Rabas to come back next month with how many places, when this would be held, and cost to the City.

Discussion of Proposed Prison

Mayor Christman stated asked this to be on the agenda, the last time it was discussed it was mentioned that the area in which the Proposed Prison be built must be hooked up to the Green Bay Met, and this is not one of the requirements. The Prison would need a sight of 50-100 acres. The land north of the City was discussed but it is only 38 acres. Discussion was held on giving our support to the County on the Proposed Prison being placed somewhere in the County. It was brought up that it would increase the Emergency Medical Department, one example is that the Ambulance would need to transport the prisoners to the hospitals and with 1500-2000 prisoners it would be a daily routine. Also the prisoners are now counted on the City's Census which could affect state and federal aids.

Aldersperson Schiller moved and Aldersperson Jelinek seconded the motion to table the Proposed Prison Discussion. Alderspersons Dworak, Jirtle, Schiller, Jelinek, Kickbusch, Griffith, Zimmerman – aye, Kuehl – nay. Motion carried.

Highway 42 Fill Site

Administrator Schnook explained to the Committee that the School originally was interested in taking some of the fill from City Land located North side of the City along 42, but have found other options. Public Works Director Murphy received an estimate to have the piles of fill leveled off but that would cost about \$84,000. This needs some discussion and direction in the near future. A question regarding taking the Barn down was discussed, the Fire Department cannot burn it down. The DNR might have some regulations regarding this area. This will be placed on the next COW Meeting for further discussion.

ADMINISTRATION REPORTS

Setting Zoning Fees

Administrator Schnook informed the Committee that a Fee Schedule needs to be put in place so the City has a standard charge for Zoning Changes. A Conditional Use Permits at \$225.00, Amendment to an Ordinance at \$225.00 and Variance or Appeal at \$225.00.

Aldersperson Dworak moved and Aldersperson Jirtle seconded the motion to send to Council and recommend approval of the Zoning Fees as presented. Motion carried unanimously.

Sewer Rate Increase

Administrator Schnook mentioned that a 3% Sewer Increase Fee was previously discussed at the Council along with the Water Rate increase, but was never approved. The water increase was approved, so we are looking for approval on the sewer increase so we have everything finalized for the first of the year.

Aldersperson Kuehl moved and Aldersperson Jelinek seconded the motion to send to Council and recommend approval of Sewer Rate Increase of 3% for October 2017. Motion carried unanimously.

Set Klockner Property Easement

Discussion was held on the amount of easement it needed to protect any structures placed on top of the Bulkhead Wall Anchors. A question on whether the Corp of Engineers have an easement there was brought up, this will need to be looked into. Ayres & Assoc are currently working on the Klockner Property closure. This will be brought to the Council when it is ready.

DOT Temporary Easement

The Department of Transportation wants to pay \$250 to the City to give it a temporary easement to use a portion of the City's property along the west side of Milwaukee Street and the south side of Miller St., for the purpose of storing material for the upcoming HWY 42 project.

Aldersperson Dworak moved and Aldersperson Kickbusch seconded the motion to send to Council and recommend the approval of the DOT Temporary Easement. Motion carried unanimously.

Garbage Contract Update

Administrator Schnook stated that Aldersperson Schiller and himself met with Advanced Disposal and got a lot of questions answered. Advanced Disposal cannot include individual businesses in the contract, but can contract with the businesses individually to pick up. Algoma has included commercial entities under a separate rate structure, however they need a separate contract for each business. Algoma/Advanced handle a small downtown business that the owner also lives in, is dependent upon the type of business and the amount of garbage they produce. If it is a small lawyer's office that produces a small amount of paper waste, then Advanced doesn't see it as an issue, it becomes a problem when the waste is toxic. Most of these issues can create a significant administrative burden on the City. Other issues that were discussed were that the City will be getting used totes and that fact reflected in price, Advanced wants to distribute the totes prior to changing the billing as Advanced has ordered the totes and are spending \$1,600 a month storage fees. The Council also has to revisit and change the Ordinance as Advanced has and will continue to pick-up at quadrplexes, currently our ordinance does not allow pick up for quadrplexes.

Volunteer Release Waiver

Administrator Schnook presented the Committee a draft waiver which would be use for any person that volunteers their time to the Tug, park & rec., fire dept., museum, marina, etc. Schnook suggested that a policy be drafted up on the use of the waiver or it will be a big administrative burden.. Items to consider would be who is required to sign a form, who is allowed to issue and who and how you want to track the process of the form. This will be placed on the next COW Meeting.

Tug Ludington Move

The Tug Ludington should be able to be moved after July 14, discussion was held on the options to get the Tug moved and the consensus was to wait until the Corp of Engineers is back in the harbor and have them move it back into its spot. After the Tug is in place it will take some time to get it ready for the public.

Aldersperson Kuehl moved and Aldersperson Zimmerman seconded the motion to leave the Tug until the Corp of Engineers can move it. Motion carried unanimously.

BOARDS & COMMISSION REPORTS

No Items

ANNOUNCEMENTS

The Harbor Project should be completed by July 14, 2017. It was asked if we could charge them a per day penalty. No, an addendum that was sent and signed had a stipulation that the City would not be compensated for project taking longer than the contract date. It was the consensus of the Council to send a bill to Foth after the work is completed for \$14,000 for the delay.

Aldersperson Dworak moved and Aldersperson Jirtle seconded the motion to go into closed session at 9:13 pm, pursuant to WI Statute 19.85 (1)(e), deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session and WI Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility: Public Property Offer to Purchase and Employee Compensation. Motion carried unanimously.

ACTIONS ON CLOSED SESSION

Aldersperson Schiller moved and Aldersperson Kuehl seconded the motion to go into open session at 10:52 pm. Motion carried unanimously.

Aldersperson Griffith moved and Aldersperson Kickbusch seconded the motion to send to council and recommend that Administrator Schnook be in charge with Office Staff raises. Motion carried.

Aldersperson Kuehl moved and Aldersperson Kickbusch seconded the motion to send to council and recommend that Administrator Schnook be in charge of the Cleaning Staff raises. Motion carried.

Aldersperson Jelinek moved and Aldersperson Griffith seconded to give a Counter Offer to Cornerstone Storage, LLC and bring back to the Council. Motion carried.

Aldersperson Kuehl moved and Aldersperson Schiller seconded the motion to send to council and recommend Ambulance pay schedule as submitted. Motion carried.

ADJOURN

Aldersperson Zimmerman moved and Aldersperson Jirtle seconded the motion to adjourn at 10:56 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur