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**OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY JULY 23, 2018 - 6:00 P.M.**  
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Present: Chairperson Zimmerman, Mayor Christman, Alderpersons Jackson, Jelinek, Stangel, Schiller, Kuehl, and Griffith

Excused: Alderperson Dworak

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

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

APPROVAL OF THE COMMITTEE OF THE WHOLE JUNE 25, 2018 MINUTES

Aldersperson Jelinek moved, seconded by Aldersperson Kuehl to approve the May 21, 2018, COW Meeting Minutes. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Zimmerman opened the floor for Public Comment.

Shirley Brusky, 601 Vliet Street, brought to the Committee of the Whole the issue of her Rummage Sale Signs being taken down and feels the Ordinance is for everyone not just her.

Rick Siebold, 1003 Lincoln Street, and Jerry Liebherr, 513 First Street, thanked the Police Department, Public Works and Administrator Schnook for their help closing Ellis Street for the annual Vintage Car and Snowmobile Show. It was a huge success.

With no more comments, Chairperson Zimmerman closed the floor for Public Comment.

BOARDS, COMMISSION AND ADHOCK COMMITTEE COUNCIL LIAISON REPORTS

None

Councilperson Schiller stated that on behalf of the Marina Ad-Hoc Committee that the property between Salmon Harbor and Kewaunee Fabrication has been staked-out and Russ Forkert is in the process of developing a plan for the site that should be completed soon.

NEW BUSINESS

Lease extension for Blue Water Services

Administrator Schnook presented the Committee of the Whole with a copy of the Lease, the City has with Blue Water Services, LTD., which is up for renewal. Administrator Schnook has been in contact with John Mastalir of Blue Water Services and they would like to continue the lease and have verbally agreed to a 3-year Lease Agreement with a 3% increase each year.

Discussion was held on the possibility to require Blue Water Service to better maintain the property (clean-up weeds, cut the grass and put cans in bins) in combination with the lease renewal.

Alderson Kuehl moved, seconded by Alderson Schiller to recommend to the Council the approval of a three year lease between the City and Blue Water Services, with the condition to require and increased level of property maintenance and a 3% increase per year. Motion carried unanimously.

Lease extension for Maynard Kuehl

Administrator Schnook presented the Committee of the Whole with a copy of the one year lease between the City and Maynard Kuehl. Administrator Schnook would also like to see this be a three year lease with a 3% increase per year.

Discussion was held on the concern that Kuehl is getting to close to the wetlands at south boarder of the property when he cultivates and it needs to be addressed next spring.

Alderson Griffith moved, seconded by Alderson Jelinek to recommend to the Council the approval of a three year lease between the City and Maynard Kuehl with the condition that a dialogue be held next Spring about the storm water drainage, with a yearly 3% increase. Motion carried unanimously.

Discuss not allowing agenda additions 96 hours prior to a COW or Council meeting

Discussion was held on creating some dialogue that nothing can be added to an agenda 96 hours prior to the meeting, which includes the weekend. Administrator Schnook asked for this to be on the agenda for discussion as there have been three times when the packets put together on a Friday morning and a Councilperson wants something to add to the agenda. This is a huge burden on the staff to have to update the agenda and the packets.

Alderson Schiller lead a discussion on the Council being able to see a draft agenda so there is a 24 hour review of the agenda prior to getting the packets out on Friday. Alderson Griffith had a concern that the Mayor or the Chairman have the ability to remove items from the agenda.

Take out a \$500,000 loan for Marquette School project

Administrator Schnook inform the Committee of the Whole that we need to take a loan out for our portion of the Marquette School Demolition. The project has started and the bills will be coming in soon. Schnook included a Marquette School Project schedule/Gantt chart in the handouts. Administrator Schnook would like approval to go for a \$500,000 from either a bank or Public Lands Commission whichever has a cheaper interest rate.

Alderson Griffith moved, seconded by Alderson Jelinek to recommend to the Council to give Administrator Schnook the authority to borrow \$500,000 from either a local bank or The Board of Commissions of Public Lands to be used for the Marquette School demolition project and to also see if this loan can be combined with the Hwy 42 and Miller Street Project loan. Motion carried unanimously.

Resolution to take out a loan or HWY 42 and Miller Street Project

Administrator Schnook explained that the Council previously approved the Administrator to apply for a loan in the amount of \$350,000 up to \$400,000. The project bid came in lower than expected and as of July 18, 2018, we have a better handle on the amount needed. The total project cost is \$337,299.70 with the 10 % contingency and Administrator is asking for a resolution required by the BCPL State Trust Fund or the purpose of the loan in \$340,000.

Discussion was held on current interest rates and length of the loan.

Alderson Jelinek moved, seconded by Alderson Griffith to recommend to the Council, the approval of a Resolution to borrow \$340,000 from the BCPL State Trust Fund. Motion carried unanimously.

Consider Hiring a Community & Economic Development Planner & Grant Writer Position

Administrator Schnook presented the Committee of the Whole a proposed job description for a Community & Economic Development Planner & Grant Writer. We currently have a \$50,000 Coastal Management Grant on hold that would pay for this position for a year. If after a year we find the position is not paying for itself the position could be eliminated. However, if the position is able to sell unwanted property the City is holding and write for possible grants to support the position, the person hired should be able to pay for itself.

Discussion was held on the need to focus on the development of the City, possible sale of City owned land, the importance of grant writing and wage scale.

Alderson Schiller moved, seconded by Alderson Kuehl to bring this back to the next Committee of the Whole meeting with a refined job description and salary. Motion carried unanimously.

Water Service and Fire Hydrant Issues

Administrator Schnook stated that we have identified five fire hydrants that do not work and are in need of repair. We also have a water main leak at the intersection of Second and Rose Streets that is in need of repair. Public Works Director Murphy presented the Committee with pictures and locations of the five out of service hydrants. Mayor Christman asked Murphy what the average age of the hydrants was. Murphy explained that one of the five does have a date of 1957 on it and for the most part the rest are older with no dates stamped on them. Mayor Christman also asked when the last time a hydrant was replaced and Murphy explained he usually replaces one or two a year. Murphy explained that he estimates that the cost will be about \$10,000 per fire hydrant.

Discussion was held on the City's potential liability by having inoperable hydrants along with the option of taking time to look for grants for same. Mayor Christman directed staff to research the Clow Valve Company to see if they offered grants for fire hydrant replacement.

The group then discussed the water main leak on Rose Street. Murphy felt that a quick patch job could be performed, but that the water main already has several patches near the location of the current leak and it is just a matter of time before the main leaks again.

Alderson Schiller moved, seconded by Jelinek to place this on the August or September Council Meeting agenda with the discretion of the Administrator and Public Works Director and to look for grant money to help in the cost. Motion carried unanimously.

Public Works Director Murphy also explained the issue of a water main break on Rose Street, which is near one of the hydrants that needs to be replaced. Prior to patching the break, it was losing 40,000 gallons a day and also it was discovered that a 4-way cross connection is also leaking in the area. Murphy would like to know if the City would like to replace the 300' of water piping that was found to be in need of replacing, or should we continue to patch it. An estimate was put together by Engineer, Pete Kolaszewsk of Ayres and Associates for replacement of the water main going East, down Rose Street to First Street at a cost of \$73,500.

Discussion was held on the five other water main breaks that happen every year, if the LGIP funds can be used for the Rose Street Project, and if you replace 300 feet now what is going to break tomorrow? Further discussion took place as to the lack of funds available for the replacement of the water main at this time and the seriousness of this intersection compared to other inspections in the City and weighing that against the upcoming CIP which should help to guide the Council on a prioritized list of needs.

Aldersperson Schiller moved, seconded by Kuehl to table the replacement of Rose Street Water Main. Motion carried unanimously.

Authorizing the Closing of the Street for the Veterans Car Show

Discussion was held on who should be authorizing the closure of roads for events. Aldersperson Griffith stated that this issue comes to the Council every year, why not this year? Aldersperson Dworak sent a message by e-mail with the feeling that the City Council does not need to micro-manage; the City hires staff that can take care of decision like this. Mayor Christman felt that the City hired three professionals to take care of issues like this, especially for an annual, successful event like the Veterans Car Show.

Reprieve of Sign Ordinance for May, June, July and August

Aldersperson Griffith had concerns that certain residents are being targeted regarding their rummage sale signs and others are not, Griffith would like to see a reprieve in the sign ordinance for May, June, July and August. A lengthy discussion was held on the revamping the City's sign ordinance as a whole; that off-premise signs are not allowed anywhere in the City by current ordinance; the Police are attempting to work within the confines of the current restrictive ordinance without being over-bearing; most people just put up a rummage sale sign for a few days prior to their sale, but Ms. Brusky keeps her signs up all summer season.

It was also discussed that if an Aldersperson has a concern regarding an Ordinance, Policy, etc., they should come to the table with a solution.

ENTER INTO CLOSED SESSION pursuant to Wisconsin 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 exercises responsibility

Aldersperson Kuehl moved, seconded by Aldersperson Schiller to go into Closed Session at 7:56 pm. Motion carried unanimously.

Aldersperson Griffith moved, seconded by Aldersperson Kuehl to return to Open Session at 8:45pm. Motion carried unanimously.

Action on Closed Session

Consider Hiring Full-Time Marina Manager

Aldersperson Schiller moved, seconded by Aldersperson Kuehl to recommend to the Council to direct the Administrator to look at the 2019 Budget for a Marina Manager whether it be a seasonal or full time position and also if a position opens up in the Public Works Department the Administrator look for someone that can oversee the Park & Rec along with being #2 to the Public Works Director. Motion carried unanimously.

ANNOUNCEMENTS

Clerk/Treasurer gave a brief update on the training she received at the Clerk/Treasurer's Institute.

Aldersperson Zimmerman stated that the Car & Snowmobile was very nice this year.

Aldersperson Kuehl moved, seconded by Aldersperson Griffith to adjourn the meeting at 8:50 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur