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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY AUGUST 26, 2019 - 6:00 P.M.  
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Present: Chairperson Mills, Mayor Christman, Alderpersons Dworak, Jackson, Schiller, Kuehl, Zimmerman. Alderperson Stangel arrived at 6:30p.m.

Excused: Alderperson Jelinek

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Building Inspector Davister, CEDPGW Linsmeier and Librarian Petrina.

Chairperson Mills called the meeting to order at 6:06 p.m.

APPROVAL OF THE COMMITTEE OF THE WHOLE JULY 22, 2019, MINUTES

Alderperson Zimmerman moved, seconded by Alderperson Dworak, to approve the July 22, 2019, Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Mills opened the floor for public comment.

Helen Clinton, 1301 Kilbourn Street, thanked the City for trying to solve the mink infestation along the lake shore.

With no other comments Public Comment was closed.

OLD BUSINESS

Water Utility Debt Refinancing - Baird

Chairperson Mills, introduced Justin Fischer from Baird and asked him to review the debt refinancing.

Justin Fischer stated that Baird would like the City to consider refinancing the remaining \$3,095,000.00 of the 2003 Water System Mortgage Revenue Bonds. The estimated interest rate would be at 3.56%, down from the 4.25% the City is currently paying, with an estimated debt service savings of \$227,716.00. The Parameters interest rate would be 4% with the debt service savings being at \$125,000. The Parameters are set by the City Council and the Bond would not be sold for under those Parameters. This is a good two month process so we are hoping for approval of the financing plan and Parameters Resolution from the Committee of the Whole tonight and the Council on September 9, 2019. The approval of the resolution would give authority for final sign-off of the bond sale, within designated parameters, to the Mayor and City Administrator. Preparations will be made for issuance of the Official Statement, discussions with Bond Insurance Companies and Marketing. If the market is strong and savings meet Council's parameters, we would then issue the bonds hopefully in October and closing would be determined.

Administrator Schnook stated the questions that were brought up at a previous meeting were;

- 1) Concerns were brought up about segregation of Water Revenue Bonds. This would be funds that have been and still are annually set aside for future payments per bond requirements.

- 2) The previous Resolution stated that an annual budget needed to be adopted 60 days prior to the end of the year. This has been removed and restated that an annual budget needs to be adopted prior to the end of the previous year.

Alderson Schiller would like to see a breakdown of the estimated cost, the sensitivity chart and Resolution should be adjusted to meet the updated mid savings amounts. Debt service savings parameter be recalculated with the new interest rate, and changed from \$125,000 to \$160,000.

Discussion was held on when the cost finance analysis would be done. If there would be any changes in the compliances, there would be the same requirements as with the current bond and the continuing disclosure.

Alderson Schiller moved, seconded by Alderson Kuehl, to forward to Council the approval of the draft Resolution with the change to page 3, paragraph 3, the issuance of the Bonds is subject to the refunding producing gross debt service saving of at least "\$125,000", to read "\$160,000". Motion carried unanimously.

Grant Identification, Design Charrettes, Economic Development Training, Retreat Reminder – Autumn Linsmeier

CEDPGW Linsmeier stated that the Council Members were to identify three Grants that are due tonight.

CEDPGW Linsmeier reviewed the drawings that were created by the Charrettes Team. The maps show the new design proposal for the Ahnapee Landing area, the Campground area, Selner Park and the beach by Selner Park.

Discussion was held on the plans presented and having somebody other than City Staff to spear head and initiate some of the projected area of the plans.

Administrator Schnook asked CEDPGW Linsmeier to prepare a news release about the new plans to get the ideas out to the public.

CEDPGW Linsmeier stated that there are still openings for the Economic Development 101 Training, put on by the Wisconsin Economic Development Association. The training will take place on October 23 at Classix in Kewaunee from 5pm-8pm, with registration and check-in from 4:30pm – 5pm. Linsmeier urged the Council to attend.

Administrator Schnook asked CEDPGW Linsmeier how many have registered from the City of Kewaunee and she stated 11 or 12, we would need 9 more to register to fill our allotment

Alderson Schiller asked if the Council could get a list of the current registrants so Council can reach out to individuals that have not signed up.

CEDPGW Linsmeier reviewed the Restructure Retreat being held at Lakehaven Hall on October 2 and 3 from 6-8 p.m. to restructure the committees and how department heads spend their time.

Update on Storm Water Run Off at Fill & Compost Site – Branden Strelow

Public Works Director Strelow stated that concerns were raised at the April 22, 2019 Committee of the Whole Meeting regarding potential drainage issues for the City owned property on the Northeast side of City. This would include the compost facility, fill site, and farming practices were named as the potential issues. Strelow contacted and met with DNR Representative Dan Kroll to discuss these areas. Mr. Kroll did a Yard Residual Compost Facility Compliance Inspection. In section 3, of the report, Composting Facility Minimum Design Requirements specifically relates to the concerns that were raised. In the report, the Committee will find that our compost facility meets the requirements in all categories. Upon discussion Mr. Kroll also specifically stated

that the grassy ditch line is exactly what the DNR wants to see in drainage areas around farm fields. During rain events the ditch acts as a natural filter. The sediment gets filtered out through the grass and then settles to the bottom of the ditch, allowing the “cleaned” water to flow. While meeting with Mr. Kroll, Strelow was pleased to see the DNR has no concerns regarding drainage or runoff issues at the compost facility or the remainder of that property.

Aldersperson Schiller stated that since the Public Works Department moved the compost piles away from the edge of the property the run off has been much better.

NEW BUSINESS

Graveyard Policy on One Marker Per Lot – Dolly Paine

Dolly Paine, 1212 Center Street is requesting that the City allow the placement of a marker at the foot of the grave site, to recognize her brother who will be buried on the lot with his mother.

Discussion was held on the Cemetery Policies, which states, “Only one headstone, marker or monument shall be permitted on a family lot.” Ms. Paine is appealing the City staff’s decision to not allow two markers on one plot.

Administrator Schnook presented photos of markers within the Cemetery that are actually sinking and grass growing over them. Schnook also showed photos of an alternative by placing the marker on the back of the head stone which would work in this situation.

Discussion was held on the policy, when it was created and creating a task force to update the Cemetery Policies. Discussion was also held on the perpetual care funds.

Aldersperson Schiller moved, seconded by Aldersperson Dworak, to forward to Council the request from Dolly Paine regarding the placement of a Marker at the foot of the grave lot and ask Mayor Christman to create a task force with volunteers from Council to review the Cemetery Policies. Motion carried, Aldersperson Dworak, Jackson, Schiller, Zimmerman, Stangel – aye, Aldersperson Kuehl-nay.

Flooding Updates/Estimate to Control Water at the Marina Parking Lot

Public Works Director Strelow updated the Committee on the flooding of the Marina Parking Lot. Water was infiltrating the lift station located by the Marina Parking Lot entrance. Strelow was told by the DNR that if the infiltration was not reduced they may require additional flow monitoring at the WWTP. The Public Works Crew have plugged the two culverts to the best of their ability, one culvert has zero water passing through and the other culvert has a fair amount of water leaking through due to the sewage line running through the culvert for pumping out septic tanks from the boats. The crew pumped the water down with a large pump and setup a sump pit with a submersible pump which runs on floats and this has been maintaining for the last 6 days. The Marina began pumping water Friday through the weekend by the southeast portion of the parking lot by the Bridge, with a gas pump from the Fire Department. An electric pump has since been set up with a float system and has not been able to maintain the water level. Flooding of Dodge Street was down last week but with the rain and wind today levels have raised.

Public Works Director Strelow estimates that for the Marina Parking Lot and Dodge Street it would cost upwards of \$10,000, for supplies which would include, pipe plugs, pumps, sandbags, plumbing and electrical supplies. Another \$8,000 in labor for 6 crew member for 3 days with an additional \$400 per day for 1 designated employee to monitor pumping. These estimates do not include any unexpected surprises, expenses of using equipment the City already has, possible problems with the pumps themselves and electricity to run the pumps. As for the Marina Pumping there is the potential danger of trying to plug culverts that are 4’ under

water in a confined space, Strelow stated that he would not put any of his employees in that situation. After all is said and done there would be no guarantee this would work.

Discussion was held on how much money the City wants to spend to try and solve the flooding solution with no guarantees, along with employee's safety. It was also discussed what is going to happen to the infrastructure if the flooding does not recede prior to the winter freeze and snow. Also discussion was held if there has been any attempts to obtain funds through FEMA, Disaster Aid and if a claim has or should be filed with the City's insurance company.

Resolution 1079-19 – Wisconsin Public Employers' Group Health Insurance Program

Administrator Schnook informed the Committee that the Resolution before them is a requirement annually by the Wisconsin Department of Employee Trust Funds.

Aldersperson Kuehl moved, seconded by Aldersperson Stangel to forward to Council with the recommendation to adopt Resolution No. 1079-19. Motion carried unanimously.

Charge Card Fees – Terri Decur

Clerk/Treasurer Decur stated that she is waiting for a call from the PSN Representative regarding the ability to accept charge cards for more than just Utilities and forwarding the processing fees to the customer.

Simplified Three Percent Increase for Sewer and Water Service for 2020

Administrator Schnook is asking the Committee to forward their approval to the Council of the 3% increase for Sewer and Water Service for the year 2020. The PSC allows a municipality to increase the services by 3% yearly.

Aldersperson Kuehl moved, seconded by Aldersperson Schiller to forward to Council the recommendation to approve the Simplified 3% increase for Sewer and Water Services for 2020. Motion carried unanimously.

Marquette School Update

Administrator Schnook stated he has been in contact with Attorney Nesbitt and he is currently reviewing the letter that will be sent to Dakota Intertek. Schnook also stated that Dakota is requesting the City pay the retainage owed to one of their sub-contractors and Attorney Nesbitt is looking into the claim.

ANNOUNCEMENTS

Administrator Schnook informed the Committee that Dr. Zenner is planning on bringing the placement of the donated statute to an upcoming meeting. It was also suggest to contract an engineer for the base of the statue because of the weight.

Aldersperson Zimmerman stated she had guests over the weekend and was glad to see the foot traffic by the lighthouse and Harbor Park area.

Clerk/Treasurer updated the Committee that the donation of a slide at Selner Park from the Selner Family Estate and Sue Legois was received and the slide is ordered.

Aldersperson Kuehl thanked everyone for their support the last few weeks.

Alderspersons Dworak and Jackson stated that they will not be able to attend the September 9, 2019, Common Council Meeting.

ADJOURNMENT

*Aldersperson Zimmerman moved, seconded by Aldersperson Stangel, to adjourn the meeting at 7:59 pm.
Motion carried unanimously.*

Submitted by Clerk/Treasurer Decur