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

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Ambulance Co-Director Steiner and Librarian Grosshuesch and Carol Petrina.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE JULY 24, 2017 MINUTES

Aldersperson Zimmerman moved and Aldersperson Jelinek second the motion to approve the July 24, 2017 COW Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Community Center Committee Presentation - Findings

Cindy Tang, Community Center Committee member updated the members of the Committee of The Whole on the progress of searching for a new Community Center site. We have looked at different sites. One being a former day care center we have received a bid for the needed update and are looking for ways to reduce costs and ensure functionality for all groups that would use it. Option two is the former Union Bank Building, it was determined that if this was a possible site the owner would obtain bids for a new kitchen and bathroom and build the cost into the rent. Further study of parking and feasibility needed, not the Committees top site at this point. Another option is the old water plant site it is already owned by the City it would need some improvements but there is ample parking and space, it is currently used for storage. Public Works Director Murphy said that they could use the steel/wood building for storage but that would also need some improvements as it is only a cold storage. The cost could run about \$70,000 to rehab the wood/steel building.

Tang also stated that the Community Center Committee voted at their July 14th meeting to suggest the city reimburse the Community Congregational Church \$250 per month for expenses occurred in hosting activities before and after the meals served by the ADRC Meal Site. These activities include bingo, cards, potlucks and other social activities that benefit Kewaunee residents. We also recommend this reimbursement begin as of Jan 1, 2017.

Discussion was held on fixing the elevator in the Fire Station originally used as the Community Center. The Council has previously decommissioned the elevator, and would have to rescind that motion if you were going to get it fixed.

Alderson Schiller moved and Alderson Dworak seconded the motion to recommend to the Council the approval of paying \$250 a month to the Community Congregational Church for the use of their facilities for the Community Center Committee retroactive as of January 1, 2017, not to exceed \$3,000. Motion carried unanimously.

Alderson Griffith moved and Alderson Kuehl seconded the motion to recommend to the Council to reconsider/rescind the motion to decommission the elevator. Motion carried.

BOARDS & COMMISSION REPORTS

Library: Introduce New Library Director

With forty two years of service Librarian Sue Grosshuesch is retiring, Mayor Christman presented Grosshuesch with a card and plant for Sue's years of dedicated service. The Council also introduced Carol Petrina as the soon to be new Librarian.

AD HOC COMMITTEE COUNCIL LIAISON REPORTS

No items to consider.

OLD BUSINESS

Highway 42 Fill Site

Alderson Jirtle reviewed the concerns that Administrator Schnook and staff have regarding the Highway 42 fill site. Some of the concerns brought forward were:

- The creation on administrative and public works staff as there will be complaints of mud or dirt on the Highway. How will these complaints be processed, by who, how will the mess be cleaned up and who will pay for it.
 - An unsupervised site provides the City with no control over who is taking from what areas and the possibility of more material being dumped.
 - An unsupervised site will guarantee that the clean fill will be taken first leaving behind large holes that will collect water and will increase the wetlands.
 - The City will still need to clean up all of the debris that is left on site.
 - Should there be a fence around the property and/or a gate for more control.

Discussion was held on how much land could be disturbed without having to go to the DNR for a permit due to the wetlands in the area. Alderson Kickbusch offered to supervise the fill site to ensure that fill was only being taken from the designated acre and on rainy days it would be closed to prevent mud on the Highway. Public Works Director Murphy explained that a gate would be needed along with silt fence. Staff are to come up with a one page set of rules/policy on how the implementation of the free fill be handled.

Alderson Schiller moved and Alderson Dworak seconded the motion to create a one page set of rules/policy for the purpose of cleaning up the Highway 42 Fill Site and to find out if silt fence is needed to the next Council Meeting for approval. Motion carried unanimously.

Volunteer Release Waiver Policy

Administrator Schnook informed the Council that he has been in touch with Kewaunee County, they only use liability waivers for soccer associations that cover all of the participating youth within that association. The City of Manitowoc after checking with them does not use liability waivers. Schnook also put a call into Jerry Deschane, Executive Director of League of Wisconsin Municipalities who checked with the legal counsel as he

had never heard of a municipality having such a waiver policy stating “this is a new one on me”. Deschane also cautioned as to the political ramifications of implementing such a policy. Further discussion was held on the purpose of the liability waiver.

Alderman Griffith moved and Alderman Dworak seconded the motion to place the Volunteer Release Waiver Policy on the next COW meeting. Motion carried unanimously.

Tug Ludington Update: Approval of Lines, Water & Power

Administrator Schnook and Alderman Griffith had a conference call with Brian Hinrichs of Foth and Hinrichs agreed to purchase 250 feet of brand new on and on-half inch nylon lines (two 75 feet in length and two 50 feet length) with clips or eyes large enough to go over the cleats to be included. The lines will take a month to six weeks to receive.

Administrator Schnook also explained that the Dock Side Utility Center for the Tug has been delivered and installed. The Dock side Utility Center will have electric power and will be tied to a water pipe that is stubbed in under the sidewalk. However, a water pipe will need to be laid from the restrooms to the water piped in under the sidewalk to hook-up water to the Dock Side Utility Center. Public Works Director Murphy received quotes to complete the work to connect the water and also to run electric power conduit from the Dock Side Utility Center east along the face of the sea wall to be closer to the Tug.

In the original plans there was never a plan to hook up water. Further Discussion on option of placement was conducted.

Alderman Dworak moved and Alderman Zimmerman seconded the motion to table the water and power decision until the Tug Ludington is in place. Motion carried unanimously.

Alderman Schiller moved and Alderman Dworak seconded the motion to recommend to the Council the approval of Foth purchasing new one and one-half inch line for the Tug Ludington. Motion carried unanimously.

Update on Marquette School

Administrator Schnook presented the Council with an Activities/Gantt Chart laying out the sequence process on what need to be done for the Marquette School Project. This is a guideline to follow but will need to be updated often depending on the outcome of steps that need to be taken. Schnook also explained that the City Attorney has been in contact with the County and they are ready to turn over now. The city is not in the position to take ownership at this time, as we need to perform a phase I and perhaps a phase II environmental assessment so the city is clear as to what contaminants are in the building. Discussion was held with the County and they will restart the process to take the property over, this would take until sometime at the end of the year where we will be in a better place to take ownership.

NEW BUSINESS

Highway 42 & Miller Street Storm Water Project/Highway 42 Storm Water, Sanitary Sewer and Water Main

Administrator Schnook updated the Committee on upcoming issues that need to be looked at soon. The Wisconsin Department of Transportation will be rehabilitating Highway 42 from Duvall south to Miller Street, the project was moved from 2020/2021 up to 2018. As part of this work, the City would pay 20% for new sidewalks, relocate fire hydrants some street lighting and also have a chance to fix some below ground

infrastructure. Of particular importance to the City is fixing storm water issues as this has been a problem at the Miller Street intersection for some time. The City was also going to examine other possible infrastructure need such as additional storm water, sanitary sewer and water mains along this route.

The DOT engineers are asking the City for engineering/design work on the storm water upgrades need at the Miller Street intersection by Sept. 1, 2017. About 65% of the design was completed previously, but need to be finalized. Schnook has asked Ayres for a cost to finish the design on the Miller Street Storm Water and Outflows. The cost was \$8,700 which Schnook authorized. Schnook said the City should determine the cost of to replace sanitary sewer, storm water and water mains over the length of the project while the street is open.

Pete Kolaszewski, from Ayres, was present and estimated 20-30 hours to complete the engineering/design work, about \$2,000 to \$3,000, this would give you an idea of what it would cost.

Staff also recommends to have any work performed by the contractors selected by the DOT's on this project, rather than bid-out the City's portion of the work. There is more room for error and miscommunication as the contractors multiply.

Aldersperson Schiller moved and Aldersperson Kickbusch seconded the motion to recommend to Council the approval to spend up to \$5,000 with Ayres, and with the Administrator Schnook and Public Works Director Murphy decide if televising is needed, to come up with a proper cost estimate of the project. Motion carried unanimously.

Aldersperson Kickbusch moved and Aldersperson Jelinek seconded the motion to recommend to Council to place and construction work into the DOT's Bid. Motion carried unanimously.

Approval of Service Contract Defibrillators for Ambulance Department

Ambulance Co-Director Steiner explained that he was unable to get any other quotes for the maintenance and repair work because, the equipment is still under patent by Zoll. Steiner is asking the Council to approve the 5-year contract in the amount of \$11,192.00, due to the amount of savings.

Aldersperson Griffith moved and Aldersperson Dworak seconded the motion to recommend to Council to approve the 5-year contract, in the amount of \$11,192.00, with Zoll Medical Corporation for Preventive maintenance/Extended Warranty of the Defibrillators. Motion carried unanimously.

Lincoln Street Flooding Discussion/Approval of Engineering Study

Administrator Schnook informed the Council that Staff has received complaints regarding the flooding on Lincoln Street and Juneau Street. Discussion was open to the public regarding the issue of flooding on Lincoln Street.

Resident Jeremy Suardini express his concerns regarding the flooding of Lincoln Street by his house. Suardini has lived there for two years and it has flooded at least nine time and two of them got into his basement. He was not aware of this problem prior to purchasing the house and since have found out this has been a problem for twenty-thirty years. He would like to see the Council do something about this.

Pete Kolaszewski, of Ayres, has done a preliminary review of the above-mentioned area and feels there could be several possibilities causing the flooding. It's likely caused by a plugged storm pipe, drainage or/runoff overwhelming the capacity of the catch basin, there are only two catch basins for that big drainage basin. Flow

might not be able to get through the catch basin grate fast enough, or most likely cause is an undersized pipe. Kolaszewski said that Ayres could do a drainage study to analyze the storm sewer system for \$3,000/\$5,000.

Aldersperson Schiller moved and Aldersperson Zimmerman seconded the motion to bring this back to the Committee of the Whole and come up with a sense of where the money can be found. Motion carried unanimously.

Review and Authorize to RFP for Boat Launch Project

Administrator Schnook stated that the Public Boat Launch located on the west side of Highway 41 across from the Marina is need of rebuilding. The boat launch currently has several strips of concrete (Spancrete) with sand/muck in between that that comprises the base of the boat launch. Tires of the boat trailers do get stuck between those strips of concrete and the muck can cause damage to the trailer. The project plan is to build a coffer dam amount the boat launch, remove the water, remove the strips of cement and replace them with a single slab of cement.

The City has available to it five separate grants totaling \$487,000 to fund this project. The City will need to develop a bid package for this project. It is the hope of staff to have this project out for bid in September and begin the work in October or November.

Discussion was held on whether the engineering would change because of the high waters we currently have, if the South side of the parking lot should be looked at the same time. The engineering does not have to be changed because of the high water and the Staff will work with the engineers regarding the South side of the parking lot

Aldersperson Schiller moved and Aldersperson Kuehl seconded a motion that the City Council move this process forward by developing & scope of work for the bidding of the refurbishment of the boat launch which will include concurring engineering on the south side of the boat launch to ensure it doesn't create an erosion problem. Motion Carried unanimously.

Discussion/Approval of Land Lease (ATC)

The Council reviewed the Lease Agreement between the City and American Transmission Company for the purpose of storing wood, concrete or steel poles, steel transmission towers cross arms, conductors, insulators, and other electric transmission line material and equipment.

Aldersperson Griffith moved and Aldersperson Kuehl seconded the motion to recommend to the Council approval of the Lease Agreement between the City and American Transmission Company. Motion carried unanimously.

Discuss the Development of a Tree Plan

Administrator Schnook informed the Council that in the past several months the Staff has spent an inordinate amount of time dealing with the issue of removal, trimming and planting of trees. Schnook feels that part of the reason for this is because the City does not have a tree plan that addresses how trees will systematically be handled. Consequently, maintenance of trees is performed when time allows for the Public Works crew, or as complaints/requests come in, usually in the summertime. According to the Municipal Code, the Public Property Committee (now the Committee of the Whole) shall have jurisdiction and direction over

administration of the Tree Plan and the planting, trimming, spraying, preserving and removal of trees, plants and shrubs. To the knowledge of the staff, no Tree Plan Currently exists.

Therefore, it appears that the COW develops an overall tree plan and then the Public Works Department follows the plan. If residents want tree work outside of that limited scope, they file a permit with the Public Works Director.

Discussion was held to look at other Municipalities as see if/what their Tree Plan looks like.

Aldersperson Schiller moved and Aldersperson Griffith moved to look into what other Municipalities do for a Tree Plan and bring it back to the October COW Meeting. Motion carried unanimously.

ANNOUNCEMENTS

Forward Kewaunee Creation and Business Incubator Plans

Aldersperson Schiller stated to the Committee that the old Gannet building was put up for sale. This would be a perfect property for a Business Incubator Development. With the City not being able to purchase this due to lack of funds, Schiller created a 501 C3 tax exempt business in the name of Forward Kewaunee and has submitted an offer to purchase the property. It currently has two tenants and there is a good possibility to receive grants for this project.

ADJOURN

Aldersperson Dworak moved and Aldersperson Zimmerman seconded the motion to adjourn at 8:30 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur