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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY SEPTEMBER 23, 2019 - 6:00 P.M.  
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Present: Chairperson Schiller, Mayor Christman, Alderpersons Dworak, Jackson, Jelinek, Stangel, Kuehl and Mills.

Excused: Alderperson Zimmerman

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Building Inspector Davister, Attorney Nesbitt, Police Chief Salentine and Librarian Petrina.

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

**APPROVAL OF THE COMMITTEE OF THE WHOLE AUGUST 26, 2019, MINUTES**

*Alderson Kuehl moved, seconded by Alderson Dworak, to approve the August 26, 2019, Committee of the Whole Meeting Minutes as presented. Motion carried.*

Chairperson Schiller asked if we could remove items 6, 7, and 8, from the Agenda because it already listed on the Special Council Meeting Following the Committee of the Whole.

*Alderson Mills moved, seconded by Alderson Kuehl, to remove from the Agenda items: 6. Enter into Closed Session; 7. Return to Open Session; and 8. Any Action from Closed Session. Motion carried unanimously.*

**PUBLIC COMMENT**

Chairperson Schiller opened the floor for public comment.

With no comments Public Comment was closed.

**OLD BUSINESS**

**Grant Identification, Economic Development Training, Retreat Reminder**

Administrator Schnook reminded the Council that the Economic Development 101 Training by WEDC will be held on Wednesday, October 23, 2019 at Classix. Administrator Schnook also reminded the Council that the Committee Restructure Retreat will be held on October 2<sup>nd</sup> and 3<sup>rd</sup> starting at 6:00 p.m. at Lakehaven Hall.

Alderson Dworak stated that he will not be able to attend the October 3<sup>rd</sup> meeting.

**Charge Card Fees – Terri Decur**

Clerk/Treasurer Decur stated that she has met with Chris Michels from Payment Service Network on September 12, 2019. The city has the ability to turn the Credit Card Fee Charges to the customer. A \$1.00 dollar flat fee would be charged for any Electronic Check payments received. For transactions by Credit Card or Debit Card there would be 2.75% fee, with a \$0.50 additional fee for anyone charging under \$100.00.

Discussion was held on what kind of checks would be charged the flat fee, whether the City should forward the expense to the customers and what is the percentage of check payment verses charge card payments. After discussion it was decided that more clarification regarding check payments was needed and asked to bring it back at the next Committee of the Whole Meeting.

### **Flooding Updates**

Chairperson Schiller asked if there was any new updates on the flooding issues.

Public Works Director Strelow stated that he left a message with the Corp. of Engineers regarding the Risk Assessment but has not received a call back.

Mayor Christman asked Public Works Director Strelow to try to contact them this week and if he doesn't hear from them to let her know.

### **Community Center Update**

Chairperson Schiller asked if there was anyone present to give an update on the Community Center. Alderperson Zimmerman was not present and Alderperson Mills did not attend the last Community Center Meeting.

### **Homeless Sex Offender Updates and Discussion**

Administrator Schnook stated that the Committee asked that this item be placed on the agenda every six months to keep informed regarding this issue. Administrator Schnook informed the Committee of the Whole that nothing has been presented in writing but he heard that Transitional Living Partners is looking at 503 Franklin Street. Police Chief Salentine stated that Alysa from TLP has been in contact with the Police Department regarding a possible residence in a residential neighborhood in the City, but both he and County Sherriff Joski told her that would not work and suggested 503 Franklin St.

## **NEW BUSINESS:**

### **2020 Suggested Budget Dates**

Clerk/Treasurer Decur presented the Committee of the Whole with the dates for the upcoming Budget Workshops and Public Hearing.

Discussion was held on who could not make and it was decided because of scheduling conflicts where Members cannot make it that as long as we can have a majority of the Members we will stay with October 17, 2019 and start at 5:30 pm, November 11, 2019 at 6:00 p.m., and the Public Hearing Hearing held November 25, 2019 at 5:00 pm.

### **Lighthouse Door Approval**

Lighthouse Committee Representative Robin Nelson, 621 Center Street updated the Committee of the Whole by informing them this process started in 2016 and was in the original reconstruction bid of \$750,000. The Lighthouse Committee has received a quote from LaForce in the amount of \$11,689.00, which included the installation. The Lighthouse Committee has tried to obtain other quotes but because the door needs to be a historical replica, no one wants to give a quote and they suggest contacting LaForce.

Discussion regarding the possible rotten wood around the door frame was held and Ms. Nelson stated that the LaForce has looked at the door frame and under the frame and has added, necessary repairs into the quote.

Discussion was held on who would be paying for the door and Ms. Nelson stated that the Friends of the Lighthouse will be issuing a check to the City in the quoted amount for the door.

Mayor Christman asked if there was a warranty that comes with the door.

Ms. Nelson stated that she will check into the warranty.

*Alderson Mills moved, seconded by Alderson Jelinek to forward to Council the recommendation to approve the purchase of the Lighthouse Door Replacement from LaForce. Motion carried unanimously.*

#### **Discuss Ordinance Change Section 2-31 (c) Report to the Common Council**

Administrator Schnook stated that Alderson Mills brought to his attention that the City is not following Sec. 2-31 (c) of the Municipal Code. Sec. 2-31 (c) reads as follows: "Report to the Common Council. Following each meeting of the Committee of the Whole the draft minutes will be prepared by the City Clerk/Treasurer and reviewed by the City Administrator to be submitted to the Common Council at the next Common Council Meeting. The report will consist of recommendations as to action to be taken on matters previously referred to the Committee of the Whole. The Committee of the Whole report may be accepted in its entirety at the regular Council Meeting or any Council Member may ask for separate consideration of any item."

Discussion was held on whether the Committee wanted to remove Sec. 2-3 (c) from the Municipal Code.

*Alderson Jelinek moved, seconded by Alderson Mills, to forward to the Council the recommendation to remove "Sec. 2-31 (c), " Report to the Common Council", from the Municipal Code. Motion carried unanimously.*

#### **Discuss Native American Statue**

Dr. Faller, 205 Rose Street, updated the Committee on the Bronze Statue of the two Native American men that is being donated to the City. It is currently being poured, then the 20 different pieces will be put together. Dr. Faller would like the Council to consider placing the statue on the southwest corner of Harbor Park, where the propeller is currently located. Dr. Faller is hoping that the delivery will be at the end of September or first week in October, and would like to see the pedestal in place when it is delivered so it only has to be moved once.

Ben Gerold stated that for frost purposes the base of the Statue would be 50" deep, as the drawing supplied shows.

Discussion was held on the placement of the Statue, the possible soil problems in the proposed area and getting soil boring prior to digging. Discussion was also held on the depth and material used for base of the Statue. The Public Works Department would be digging the hole for the Statue. Further discussion was about placing a fence or flowers around the Statue to keep people from climbing on the Statue.

Mayor Christman asked Dr. Faller if he has a plan B, if the soil is bad in that area. Dr. Faller stated at this time he does not have a plan B.

*Alderson Kuehl moved, seconded by Alderson Jelinek to forward to Council the recommendation to approve the location of the Statue and design with the contingency the City receives final construction drawings and continued consultation with the City as to the soil condition issue regarding the best way to move forward. Motion carried unanimously.*

#### **Cleaning Out the Reed Beds-Brandon Strelow**

Public Works Director Strelow informed the Council that the reed beds are the final stage of the settling process for the Waste Water Treatment Plant. Sludge from the digester is pumped to the reed beds, where it is divided between six equal sized cells. Reed bed cells are designed to accumulate sludge for a period of 10 years. After

10 years the sludge needs to be excavated from the cells and hauled to a land fill. There is currently \$41,000.00 in the 2019 Budget for this purpose. Public Works Director Strelow stated that he has received two prices, one from Outagamie County Landfill in the amount of \$55 per ton and the second one from Waste Management in the amount of \$19 per ton. Waste Management is cheaper because they can use the fill for cover. Excavation and Trucking rates are as follows: J. Jadin Inc came in at \$16.75 per ton and DeGroot Inc. also came in at \$16.75 per ton. The recommendation of Staff is to go with Waste Management for the landfill and the Trucking Company that is available to start the project soon. The estimated cost per reed bed cell is \$12,512.50 per cell, for 2 cells it would be approximately \$25,000. If possible we would like to dispose of one or two additional cells if the money is in the Budget. The \$19 per ton is a one-time opportunity

Discussion was held on the landfill fees, the availability of the Trucking Companies and if the Sewer Budget has enough money to complete the sludge disposal of 4 of the cells.

Administrator Schnook questioned Attorney Nesbitt if this project would need to go out for bids. Attorney Nesbitt stated it would not have to go to bids because it is a maintenance process not a construction project.

### **ANNOUNCEMENTS**

Aldersperson Kuehl informed everyone that Winter Park Farms is going to have Ice Skating this year.

### **ADJOURNMENT**

*Aldersperson Mills moved, seconded by Aldersperson Kuehl, to adjourn the meeting at 7:20 pm. Motion carried unanimously.*

Submitted by Clerk/Treasurer Decur