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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY SEPTEMBER 24, 2018 - 6:00 P.M.  
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Present: Chairperson Griffith, Mayor Christman, Alderpersons Dworak, Jackson, Jelinek, Stangel, Schiller and Kuehl

Excused: Alderperson Zimmerman

Others: Administrator Schnook, Clerk/Treasurer Decur, Police Chief Salentine, Librarian Petrina, Building Inspector Angoli and Fire Chief Hlinak.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE August 27, 2018 MINUTES

Mayor Christman asked that on page 3 of the August 27 Minutes under High School Cooperative Educational Position, Steve Dax be changed to Mark Dax

Alderperson Dworak moved, seconded by Alderperson Jelinek to approve the August 27, 2018, COW Meeting Minutes with the above changes. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Griffith opened the floor for Public Comment.

Hearing none, Chairperson Griffith closed Public Comment.

Help with the Homeless Sex Offenders – Alderperson Jelinek

Chairperson Griffith turned the floor over to Alderperson Jelinek. Discussion was held on when the release of new sex offenders would occur and to what extent the City should be involved. It was decided that this should be brought back to the Committee of the whole every 6 months so the City can stay on top of the issue.

Alderperson Jelinek moved, seconded by Alderperson Schiller to table and bring back at the March 2019 Committee of the Whole for any updates and discussion. Motion carried unanimously.

Update on Lease and Drainage Ditch Repair for Maynard Kuehl-Alderperson Stangel

Alderperson Stangel gave an update of the proposed lease agreement and drainage ditch repairs with Mr. Kuehl. Stangel is currently waiting for the crops to come off to get a better look at the damage to get a better estimate of what it will take to fix the ditch and to receive estimates on what the land can be leased out at, before he approached Mr. Kuehl.

Alderperson Stangel asked Administrator Schnook to draft a one year lease for the Kuehl Property for this year and he will present it to Mr. Kuehl.

Alderperson Kuehl moved, seconded by Alderperson Jelinek to table until the October Committee of the Whole meeting, when there is more information. Motion carried unanimously.

Clean Vessel Grant Update

Administrator Schnook updated the Committee on the Clean Vessel Grant we received for the pump out station on the new sea wall. The original grant was for \$54,750, but because of the delay from the federal government, on the official approval the work dates were listed between February and June of 2018. As the Committee knows, most of the work took place in 2017. Originally, because of the date discrepancy, we were not going to receive any of the grant money. However Chris Halbur of the DNR worked with Foth and between their paperwork and the staffs' time, we will be receiving \$37,505.32, a short fall of \$17,244.68 from the original grant award. Administrator Schnook felt that as the pump-out station was for Marina, the short fall should come out of the Marina Fund.

Aldersperson Schiller moved, seconded by Aldersperson Dworak to recommend to the Council the approval of \$17,244.68 out of the Marina Fund to cover the shortfall. Motion carried unanimously.

Hiring of Laura Davis to Complete a Historical Structure Report

Aldersperson Kuehl reviewed the e-mail received by Robin Nelson regarding the Friends of the Lighthouse and the hiring of Laura Davis to complete a Historical Structure Report. This will assist the Committee to get approval for the National Register and be key in large grants like the Maritime Grant and the Lighthouse Society. The cost would be about \$40,000. The Committee is looking at grants to offset the cost as well as fund raisers.

Questions and discussion was held on whether this was or will need to be bid out, how much money the Committee actually has.

Aldersperson Schiller moved, seconded by Jelinek to table until the October Committee of the Whole, for more information and see if Robin Nelsen can be present to answer questions. Motion carried unanimously,

Amendment to proposed Ordinance 594-18 and Ordinance 593-18 Zoning Changes for Downtown-Aldersperson Schiller

Aldersperson Schiller asked if the Planning Commission has reviewed the proposed amendments. Administrator Schnook stated that they will be reviewing it on Thursday, September 27, 2018.

Aldersperson Schiller moved, seconded by Aldersperson Kuehl to table until the October Committee of the Whole Meeting at which time the Planning Commission will have had time to review the amendment. Motion carried unanimously.

Parking in the Tree Lawn

Building Inspector Angoli stated that he has asked to have this on the agenda regarding the Parking on the Street Lawn at 511 Doge Street. Mr. Massey does have a letter dated November 18, 2010 from former Director of Public Works, Charles Balleine giving him permission to park of the tree lawn. This was brought forward to the Planning Commission and it was the Planning Commissions directive to enforce the Ordinance. Angoli would like the Committee/Council to be aware of this and to also give him direction to enforce the Ordinance if they so choose to. Discussion was held on other property within the City that may also be in violation of the Parking Ordinance, and if Mr. Massey objects he can go before the Board of Zoning Appeals.

Aldersperson Kuehl moved, seconded by Jelinek to recommend to the Council to have the Building Inspector enforce the Parking Ordinance as it is written. Motion carried unanimously.

Marina Ice Suppression Proposal

Administrator Schnook explained to the Committee that the spring of 2018 we had significant amount of damage done to the docks at the Marina, although the insurance covered the \$33,000 repair costs, the City needs to look into some preventive measures so this does not happen every year. This is just one idea that Interim Public Works Director Jirtle has looked into, this is the system that is used in Sheboygan. One concern Administrator Schnook has with this proposal is that it provides relatively no protection from wind driven/moving ice plates.

Discussion was held on if it was feasible cost wise to pull the docks each year and it was decided that the cost to remove the docks in the fall and replace them in the spring was not cost effective. Further discussion was held on what other marinas do and if there are other options we should be looking at.

Alderman Schiller moved, seconded by Alderman Stangel to table the Marina Ice Suppression Proposal to allow time to gather further information. Motion carried unanimously.

Proposal for Engineering River Road Project

Pete Kolaszewski, from Ayres Associates reviewed the proposal for the engineering for the 2019 River Road Project in the amount of \$86,700. Mr. Kolaszewski explained that to receive the best prices for the project the bid should be out in January.

Administrator Schnook felt it was critical to include an option and price for the purpose to cover grant or funding applications and administration.

Discussion was held on the reason the proposed area should be televised if it is going to be removed, which would help decide if there is usable pipe or too many or not enough laterals. This would help to identify any Inflow and Infiltration issues with the pipes. Also there was discussion on coming to the council with price option where the City could pick the services they would like to contract.

Alderman Schiller moved, seconded by Alderman Jelinek to recommend to the council the approval of the proposal along with a list of options the City could pick from. Motion carried unanimously.

Seek Bids to Sell 1992 Plow Truck

Administrator Schnook stated that he has received an e-mail from Interim Public Works Director Jirtle on the proper procedure that needs to be followed in selling City owned equipment. There is a 1992 International Plow Truck that has been sitting behind the street shop for some time. In talking with the crew it is long past its usable days and is not safe to operate. It also has had some of the parts for the hydraulic system taken off and used on other equipment. Jirtle would like to sell the truck and clean up the area.

Alderman Jelinek moved, seconded by Alderman Dworak to recommend to the Council to approve the sale of the 1992 International Plow Truck. Motion carried unanimously.

Increasing the Limits on the Purchasing Policy

Administrator Schnook asked the Committee to approve increase in the amount a Department Head can spend without receiving quotes. It is currently \$0 to \$999.99 and makes it very difficult for the Department Heads to do budgeted repairs.

Discussion was held on the amount the Department head should be allowed to spend before receiving three quotes, with the Committee looking at increasing the amount of for the Department Heads to increase to \$4,999.99 and the Administrator increased from \$9,999.99 to 14,999.99.

Aldersperson Schiller moved, seconded by Aldersperson Kuehl to recommend to the Council the approval to raise the purchasing amount for Department Heads to \$4,999.99 and to increase the spending limit for the Administrator to \$14,999.99 prior to receiving quotes. Motion carried unanimously.

First Draft of 2019 Proposed Budget Revenues

Administrator Schnook reviewed with the Committee the 2019 Proposed Revenue Budget and what the City can levy for new general obligation debt authorized after July 1, 2015. Last year the City Levied \$23,824 to help cover the debt, but we could have added a lot more. This year with the two additional loans we could levy up to \$511,000. Administrator Schnook felt that raising the levy that much wouldn't be a great idea, the proposed budget that the Committee has in front of them is levying \$200,000, again this is a proposal.

Aldersperson Jackson asked why we were not showing any Expenditure Restraint for shared revenue for 2019, Clerk/Treasurer Decur stated that the City has not qualified for payment in 2017 or 2018 and it is doubtful with the increased debt that the City will qualify again in 2019.

Aldersperson Schiller questioned the 2018 current estimate for the Ambulance User Fees is down so much, Clerk/Treasure explained that this is just an estimate and she took the amount received at the end of August divided it by eight and added that amount by 4 months. Questions on why it is so low were discussed. Aldersperson Schiller also questioned the Fire Contract Fees, and the range in receivables, and the debt service amounts collected vs spent. Clerk/Treasurer Decur stated she will look into these items and get back to the Committee.

Creating a Storm Water Utility

Administrator Schnook apologized to the Committee he does not have the figures put together at this time. Schnook will be meeting with Interim Public Works Director Jirtle and former Public Works Director Murphy to go through the last few years of expenditures to develop an average yearly amount that the City has spent on Storm water. That figure will provide us with a base line needed to begin the storm water utility. Once a storm water utility is created, that figure will need to be reduced from the levy as it will now be covered by a user fee similar to what the City did with garbage collection. This will be placed on the October Agenda.

Personnel Updates

Administrator Schnook updated the Committee stating that the Director of Public Works application deadline has passed and a meeting was held to review the applicants that applied, Interviewed will be held on Sept 25 and 26. The Building Inspector's position has been posted with a deadline of October 14, and the Economic Development Planner and Grant Writer's application deadline is October 22.

ANNOUNCEMENTS

Mayor Christman inquired on the progress of the Fire Hydrant Replacement was going. Administrator Schnook stated that the parts have been ordered.

Aldersperson Jackson moved, seconded by Aldersperson Dworak to adjourn the meeting at 8:20 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur