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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY, SEPTEMBER 25, 2017 - 6:00 P.M.**  
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Present: Chairperson Kuehl, Mayor Christman, Alderpersons Jirtle, Kuehl, Schiller, Jelinek, Zimmerman, Kickbusch, and Dworak

Absent: Alderperson Griffith was excused

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Attorney Wolske, Police Chief Salentine and Librarian Petrina and Aulik.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE AUGUST 28, 2017 MINUTES

Chairperson asked that on page 5 of the minutes should read Hwy 42 not Hwy 41.

Alderperson Schiller moved and Alderperson Jirtle second the motion to approve the August 28, 2017 COW Minutes with the changes on page 5. Motion carried unanimously.

PUBLIC COMMENT

Joe Mills asked the Council if they could be transparent with the residents about the issues that are being discussed at the Meeting, a lot of people do not come to the meetings and have no idea what is going on in the City.

BOARDS, COMMISSION REPORTS AND AD HOC COMMITTEE COUNCIL LIAISON REPORTS

Lighthouse Committee Update

Alderperson Dworak informed the Committee of the Whole that the Nonprofit, Friends of the Kewaunee Pier Head Lighthouse would like to hire Laura Davis, a Historic Architect from Isthmus Architecture to oversee the continuation of the restoration of the lighthouse. Ms. Davis would hire and oversee contractors directing them in proper procedures in restoration of the Lighthouse. The Friend of the Kewaunee Pier Head Lighthouse will assume financial responsibility for the projects and Ms. Davis's fees.

Alderperson Schiller stated that if the Friends of the Kewaunee Pier Head Lighthouse do retain Ms. Davis, it would have to done through the City as it is City controlled land.

Administrator Schnook added that the Council will have final approval of any plans and coordination with any Grants is a must so that the City and Lighthouse does not go after the same Grants.

Alderperson Zimmerman moved and Alderperson Dworak seconded the motion recommend to the council to except the Friends of the Lighthouse plan to hire Laura Davis, from Isthmus Architecture, to oversee the Lighthouse Restoration and to be retained by the City with funds coming from the Non-profit Committee and

that any plans be approved by the Council and any Grants coordinated with the Administrator. Motion carried unanimously.

Aldersperson Dworak informed the Committee that the Lighthouse Committee is looking for the Council to allow the Committee to go forward with the Park Proposal. This would be at no cost to the City, Jean Smith is looking to donate the money for the park if she gets naming rights and would like to see it as Donald L. and Jean M. Smith Lighthouse Park.

Discussion was held on the money donation with naming rights for the Lighthouse Park. An agreement needs to be drawn up and at that time so that it can be brought to the Council for their approval. We need a written document that spells out the specific conditions of the Agreement.

Aldersperson Jirtle moved and Aldersperson Zimmerman seconded the motion to recommend the Park Proposal, contingent on Council having Final Approval of proposed park plan and favorably approve the naming rights with a formal agreement. Motion carried unanimously.

Demonstration of the Harbor Cam

Robin Nelson thanked everyone involved with the process of obtaining the Harbor Camera. Nelson gave a presentation to Council on how to use the camera and what it's capability are.

OLD BUSINESS

Final Cost on Harbor Wall Project

Administrator Schnook reviewed the hand out that Mike Raimonde, from Foth, presented at the last Council Meeting and does not feel comfortable releasing this last payment until he can meet with Ayres and Foth to discuss the cost discrepancy's.

Aldersperson Schiller stated that the documents presented show a lot of engineering work done in the months when there should have been just finishing work.

Administrator Schnook will get more clarification on the billing and bring it back to the next Council Meeting.

Hamachek/Klockner Site RFP

Alderman Schiller and Tom Kleiman the need for better pictures and language for the RFP. They discussed the use of Commercial Brokers for the site. They also discussed getting Community involvement by holding Town Hall Meetings for Public input. They called for the creation of a Committee to create a Waterfront Development Plan. The develop of these 3.3 acres needs to be part of a larger planning process for the Harbor.

Aldersperson Schiller moved and Aldersperson Dworak seconded the motion to bring before the Council, the creation of a Task Force with the intent to report back to the Council in 75 days, and ask the U.W. Extension or Bay Lakes Regional Planning to help with facilitation. Motion carried unanimously.

Can we release the RFP if Asked

Administrator Schnook asked the question if someone requests a copy of the RFP as is are we allowed to give it to them, since it is not updated. The consensus from the Committee was that it is a document and can be released, but stamp it with the words Draft and with the understanding that the RFP has been withdrawn.

HWY 42 Storm Water, Sanitary Sewer and Water Main Replacement

Public Works Director Murphy presented the Committee with a video of the pipes under and around Hwy 42 and Miller that have been televised. Administrator Schnook asked if it would be possible to clean or jet the pipes out. Pete Kolaszewski, from Ayres, explained that you could try and do that but the pipes are at the end of their life, you may cause more damage and must replace them prior to the Hwy 42 Construction Project and the cost of jetting is not cheap. Schnook asked if it would be possible to dig down to one of the pipes and see what they look like. Public Works Director Murphy said that would be a possibility but what happens if during the process the pipe caves in and then you need to preplace them immediately. Murphy also explained to the Committee that after discussion with Pete Kolaszewski, from Ayres, and with the amount of work that is needed to be done it would be better to bid the project out ourselves instead of going with the State. With the State, you will have Administrative Fees and extra Fees from the main Contractor on the project. We would be looking at a January Bid time frame if we want to do this with the State Hwy project. Discussion was held on placing some of the pipes under the Hwy and cap them off so in the future when it is needed to be replaced we wouldn't need to dig under the Hwy.

Discussion/Action on Technology Upgrades

Administrator Schnook presented quotes that were received for the upgrade of the Server and Phone System. Of the five quotes the only three are compatible. Tech Zone, Technology Architects and the County. Although Technology Architects quote came in lower at \$19,113.23, that only included the phones in the City Hall/Police Buildings. Schnook has been in contact and has received a verbal quote for the rest of the phone for another \$5,000. The City Department Heads question the ability of the County to supply IT support. There is a concern over the staffing,

Discussion was held on the two options regarding service, IT support, installation timing and costs.

Administrator Schnook was instructed to see if he could get a written quote for the additional phone from Technology Architects and bring it back to the next Council.

Review August 2017 Revenue/Expenditure Report

The Committee Reviewed the Reports and agreed to highlight their concerns and get to the Administrators for any concerns to be addressed.

Review and make changes to Fee Schedule

Discussion was held on the current fee schedule and if anything is going to be raised for 2018. Clerk/Treasurer Decur had questions on the \$5 licenses and that they do not covering the cost of the issuing them. Decur will check other communities and see what they are charging along with checking the Statues for limits. Public Works Director Murphy stated that they are going to be raising the fee on Camp Ground Sites to be in line with other area Camp Grounds.

Committee suggested to update the fee schedule and bring it to the next COW Meeting.

NEW BUSINESS

Development of 2018 Budget-Process and Numbers to Date

Administrator Schnook told the Committee that this is a rough draft of what we have collected from the Department Heads so far for the budget. Schnook asked the Committee if they would like to go through the draft now.

The Committee will look it over and get back to Administrator Schnook with questions.

ANNOUNCEMENTS

Aldersperson Zimmerman stated that the Ladies in the office have received comments about how nice it is to come to into City Hall and see smiling faces. Zimmerman also said she has gotten a lot of comment about the same.

Aldersperson Jirtle stated that she received a call from a gentleman that is looking to move into the City, but had concerns regarding the Marquette School Project and the possibility of a gas station going up on that parcel.

Aldersperson Jelinek has received a few calls from property owners in the downtown area that do not want bins and they have no place to put the bins. Jelinek suggested to them that they give it a try for a few months and see how it works.

CLOSED SESSION

Aldersperson Zimmerman moved and Aldersperson Jelinek seconded the motion to go into closed session pursuant to WI Statute 19.85 (1) (c) at 8:38 pm. Motion carried unanimously.

Aldersperson Zimmerman moved and Aldersperson Jirtle seconded the motion to enter into open session at 9:06 pm. Motion carried unanimously.

ADJOURN

Aldersperson Dworak moved and Aldersperson Zimmerman seconded the motion to adjourn at 9:07 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur