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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY OCTOBER 22, 2018 - 6:00 P.M.  
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Present: Chairperson Jackson, Mayor Christman, Alderpersons Dworak, Schiller, Jelinek, Stangel, Kuehl and Griffith

Excused: Alderperson Zimmerman

Others: Administrator Schnook, Clerk/Treasurer Decur, Police Chief Salentine, Librarian Petrina

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

APPROVAL OF THE COMMITTEE OF THE WHOLE SEPTEMBER 24, 2018 MINUTES

Alderperson Jelinek moved, seconded by Alderperson Schiller to approve the September 24, 2018, COW Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Jackson opened the floor for Public Comment.

Hearing none, Chairperson Jackson closed Public Comment.

Alderperson Jelinek moved, seconded by Alderperson Dworak to move Agenda Item 5-b, Police Complaint on Health Insurance Co-payment, to the top of the agenda. Motion carried.

Police Complaint on Health Insurance Co-Payment

Administrator Schnook reviewed with the Committee the complaint received by the Police Union regarding their portion of the co-payment and how the percentage is calculated. Currently health insurance premiums percentages are based on the average of the tier one plans, with the City paying 88%. The Police feel that percentage is based on the individual plan as it does not specifically state in the union contract about using tier averages. Schnook also stated that the city has received a letter from our Labor Attorney and his recommendation is to pay the individual 94% and 91.5%, by the plan, not the tier average. Discussion was held on the union contract and correcting the issue at the next negotiations.

Alderperson Schiller moved, seconded by Alderperson Kuehl to forward to the Council with the recommendation to pay the premium percentage of the Plan not the average. Motion carried unanimously.

OLD BUSINESS

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

Alderperson Stangel updated the Committee regarding the property the City leases out on HWY 42 north of Shopko. Once the crops are off the field, an inspection of the drainage ditch can be done.

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

Administrator Schnook explained that the amendment to proposed Ordinance 594-18 and 593-18, will be going to the Planning Commission at their next meeting. The Committee may want to table this until after the Planning has time to review. The consensus of the Committee was to address this item at the next COW meeting after hearing from the City's Plan Commission.

Creating a Storm Water Utility

Administrator Schnook stated that he has met with interim Public Works Director Jirtle and Matt Murphy to get some numbers on what it currently costs the City for Storm Water Maintenance, The cost is roughly \$66,000 a year for parts, maintenance and wages, which currently comes out of the general fund.

Discussion was held the process needed moving forward; Defining how the charges would be calculated, the need for a city-wide Inflow and Infiltration Study to identify areas of concern, develop costs for those areas such as Lincoln Street and Third Street by the school, Benchmark the process other Cities have used to developed a storm water utility, research the laws required in terms of informing the public and gaining public feedback - public hearings.

Personnel Updates

Administrator Schnook informed the Committee that a decision should be made by the end of the week on a Public Works Director. The applications are in for the Building Inspector and will be reviewed by Christman, Kuehl, Angoli and Schnook. Applications are being accepted for the Community & Economic Development Planner & Grant Writer position until October 22, 2018, we have already received some good candidates.

Marina Ice Suppression Proposal

Administrator Schnook would like some directive on how the Committee would like him to proceed with the Ice suppression proposal. Does the Committee want this put out for bids and see what option are presented?

Discussion was held regarding the dock replacement and if the replacement was listed on the Capital Improvement Plan, which it is on the Plan. With that being said, some Committee Members felt that this issue should coincide with the replacement of the docks and include ice suppression into the bidding specs when we bid for new docks.

Aldersperson Griffith moved, seconded by Aldersperson Kuehl to table the proposal for an Ice Suppression system for the docks. Motion carried unanimously.

NEW BUSINESS

Update on Capital Improvement Plan – Elizabeth Runge

Elizabeth Runge from Bay-Lake Regional Planning presented the Committee with a draft copy of the 10 year Capital Improvement Plan. What is being presented at this time is a list developed by the staff. The Council needs to Review this list and determine the priority of each item. Runge provided a guide to the Council, explaining that when reviewing the list, the Council needs to consider a few question regarding the specific project such as; risk to health, safety and welfare; is mandated by state or federal law, prior to commitment of funds, to just name a few. Then you will need to assign priority to the project such as; urgent, important, desirable or not ranked project.

Discussion was held on the need to set up a special meeting/workshop to further review this Draft Plan, line by line, and the importance of creating this final CIP to help aid with grants.

The Special Meeting/Workshop will be held on Monday October 29, 2018 at 5:00pm.

Update on Marquette School

Administrator Schnook updated the Committee regarding the Marquette School Demo Project progress. Schnook stated that in the last few weeks the progress has been very slow due to having to sort the bricks by hand to separate any that would have asbestos on them. The foundations have not been removed at this time.

Update on Miller Street & HWY 42 Utility Project

Administrator Schnook updated the Committee regarding the HWY 42 and Miller Street Project, the plan is still to be completed on November 1, 2018.

Update on Resurfacing on Miller Street-HWY 42 Project

Administrator Schnook stated that the State has started milling HWY 42 and should be paving soon. A few of the Alderperson stated to watch out when you are driving on the milled road as there is re-bar sticking out of the pavement.

Update on Boat Launch Project

Administrator Schnook explained that the Boat Launch project is about one week behind schedule, one of the big issues was getting power to the project.

Discussion was held on what power options were in the area where the Lunda Construction could receive power. The best option would be a generator at this time.

Address Nonpayment of Garbage Fees and Consider an Administrative Fee

Administrator Schnook informed the Committee that there are a few residents that are not hooked up to water and sewer that are not paying their garbage fees. Schnook explained that Staff would like to place it on the party's taxes as a special assessment.

Discussion was held on how this should be handled, to start Alderperson Jelinek and Kuehl will contact the residents and see if can't be settled prior to placing on the tax roll. If not, then place it on their tax bill.

Administrator Schnook also would like the Committee to consider an administrative fee of 5% for the administration of the garbage portion of the billing. Discussion was to include the new costs for garbage collection with the administrative fee in the 2019 budget

Alderperson Griffith moved, seconded by Alderperson Jelinek to forward to Council for approval to place nonpayment of garbage fees on the tax bill and to include a small administrative fee onto the garbage bill in the 2019 budget. Motion carried.

Change in Sanitary Sewer Ordinance

Chairperson Jackson reviewed the proposed Ordinance change to the Sanitary Sewer pertaining to 62-8 (c) (2), removing "of type k copper pipe" replacing with "to a state approved material".

Alderperson Kuehl moved, seconded by Alderperson Stangel to forward to Council the proposed change to Ordinance 62-8 (c) (2), removing "of type k copper pipe" replacing with "to a state approved material". Motion carried.

Change in Public Meeting Ordinance

Chairperson Jackson reviewed the proposed Ordinance change to the Open Meeting Requirements regarding Notice to Public.

Aldersperson Schiller asked if the Statute has been revised at the State level, to allow us to make deletions in our Ordinance which was originally taken from the State Statute.

Administrator Schnook stated that the Statute never required the publication of the agenda we would like to change our Ordinance as to not require publication.

Discussion was held on the content of the Open Meeting Requirements and found no mention to the publication requirement in question.

Aldersperson Griffith moved to have this on the next Committee of the Whole Meeting to give Aldersperson Schiller and Administrator Schnook you can look into the Statute

Aldersperson Griffith moved, seconded by Aldersperson Kuehl to postpone until the next Committee of the Whole Agenda for further review. Motion carried unanimously.

Change in Residency Requirement Ordinance

Chairperson reviewed the proposed Ordinance change to removed Sec 2-64 Residency Requirements.

Administrator Schnook explained with Act 10 in place this can no longer be enforced.

Aldersperson Kuehl moved, seconded by Aldersperson Jelinek to forward proposed removal of Sec. 2-64 Residency Requirements to Council. Motion carried unanimously.

Change in Appointed Officials Ordinance

Chairperson Jackson reviewed the proposed Ordinance change regarding Sec. 2-62 Appointed Officials, to replace "Superintendent of Streets" with "Public Works Director".

Aldersperson Kuehl moved, seconded by Aldersperson Dworak to forward the proposed Ordinance change regarding Sec. 2-62 Appointed Officials, to replace "Superintendent of Streets" with "Public Works Director". Motion carried unanimously.

Sponsor the Door/Kewaunee Legislative Days

Mayor Christman felt that the Door/Kewaunee Legislative Days is a good program, it has helped Kewaunee in seeking the Grant for the Harbor Project, and could be beneficial to the City. Mayor Christman proposed that the City contribute \$500.00 to the Door/Kewaunee Legislative Days.

Discussion was held on the possibility of combining the sponsorship with another interested group.

Aldersperson Jelinek moved, seconded by Aldersperson Dworak to forward to Council the recommendation to send \$500.00 to sponsor the Door/Kewaunee Legislative Days. Motion carried unanimously.

Tree Planting on Red Fox Court-Don Kickbusch

Chairperson Jackson asked Resident Don Kickbusch to present his request to the Committee.

Don Kickbusch would like the Committee to revisit the replacement of 7-8 trees on Red Fox Ct. that were removed due to a disease. Kickbusch would like the City to replace the trees in the amount of \$618.00 to \$750.00, with no 50/50 split with land owners. Kickbusch also stated that the City received a \$5,000.00 grant for the purpose of replacing trees.

Mayor Christman started a discussion on the purpose of the grant, which was given to the City to replace damaged trees from the tornado that went through the City. Discussion was also held on the previous Council decision to replace the cost of the trees with a 50/50 cost split with the residents.

Alderman Griffith moved, seconded by Alderman Stangel to forward to the Council with a recommendation to approve the replacement of 8 trees on Red Fox Ct. with the agreement the land owner will plant the trees. Dworak, Schiller, Jackson, Griffith, Stangel all aye, Kuehl and Jelinek nay, motion carried.

Youth Apprenticeship Discussion

Administrator Schnook reviewed the Youth Apprenticeship he received from Mark Dax. The School does not have their own apprenticeship program, but work through the Greater Green Bay Chamber's Youth Apprenticeship Program. Schnook reviewed some of the expectations the staff would be required to complete if the Council would choose to go in this direction.

Mayor Christman felt that this would be a great program, we could help educate our youth, This program is not just about the City and our needs it is also about helping our youth get involved in government, keep them engaged and in the area.

Chairperson Jackson felt that the staff would not have time to train someone, discussion was held on the duties that this position would be responsible for and the attention to detail that would be needed, whether the City should add someone permanent to this position and look at adding a student in the future.

Alderman Griffith moved, seconded by Alderman Schiller to move the discussion of a youth apprenticeship to 2019. Upon a roll call vote – 4-aye – 3 nays, motion carried.

2019 Fee Schedule

Chairperson Jackson asked if there were any questions/comments on the proposed fee Schedule. Question was asked and discussion was held on the increase for Cemetery Plots.

Alderman Griffith moved, seconded by Alderman Schiller to forward to the Council with the recommendation to approve the fee schedule. Motion carried unanimously.

Draft of 2019 Proposed Expenditure Budget

Discussion was held and a consensus was reached on holding a budget workshop on November 7, 2018 at 5:00 pm.

ANNOUNCEMENTS

Alderman Jelinek stated that he has been contacted by a party that might be interested in leasing the tug for the purpose of a small business or use for overnight stays.

ADJOURNMENT

Alderman Jelinek moved, seconded by Alderman Griffith to adjourn the meeting at 8:33 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur