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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY, OCTOBER 23, 2017 - 6:00 P.M.**  
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Present: Chairperson Kuehl, Mayor Christman, Alderpersons Jirtle, Schiller, Jelinek, Zimmerman, Griffith, and Dworak

Absent: Alderperson Kickbusch was excused

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Police Chief Salentine, Fire Chief Hlinak, Librarian's Petrina and Aulik.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE SEPTEMBER 25, 2017 MINUTES

Aldersperson Griffith moved and Aldersperson Dworak seconded the motion to approve the September 25, 2017 COW Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Aldersperson Jelinek informed the Council that the Park and Rec Committee met earlier this evening and came up with a laundry list that needs attention at the parks.

BOARDS, COMMISSION REPORTS AND AD HOC COMMITTEE COUNCIL LIAISON REPORTS

Annual Assessor's Report (Mike Muelver)

Assessor Muelver presented and reviewed with the Council, the Annual Assessment Report that he prepared. Discussion was held regarding the Parcel ID Numbers used on the report does not match the numbers on the County GIS System.

Aldersperson Griffith moved and Aldersperson Jelinek seconded the motion recommend to the council the approval of the Assessor's Report as presented. Motion carried unanimously.

Baird: Analysis of City Finances

Justin Fischer and Brian Ruechel, representatives for R.W. Baird & Co, Inc presented the council with an Overview and City Analysis Report that was put together to show the City's outstanding debt, borrowing capacity and what Baird can do for the City as far as Financial Planning. Discussion was held on long term Capital Improvement Plan and how to model it, the creation of an Investment Policy and Fund Balance Policy and the importance of these items. Fischer and Ruechel stated that the only time charges are incurred is the actual financing of the debt created and creation of a new TIF District all other services are not charged for.

Aldersperson Griffith moved and Aldersperson Dworak seconded the motion to recommend to the Council the approval of hiring Baird for the Cities Financial Planning.

Further discussion was held on the considering other options regarding Financial Planning, so we can compare services.

Aldersperson Griffith moved and Dworak seconded to amend the motion to have Administrator Schnook contact another Financial Planning Company and to check with the Kewaunee School District regarding the Schools dealing with Baird. Motion carried unanimously.

OLD BUSINESS

Final Cost on Harbor Wall Project

Administrator Schnook and Aldersperson Schiller have met with Foth and Ayres regarding the breakdown of the billing. Schnook stated that not being here through the entire two construction seasons it took to complete the Harbor project, he had a lot of questions regarding the billing. Meeting with Foth helped put things in prospective and Schnook is now comfortable with the final billing. Schnook stated that the City will need to come up with \$230,089.00 which could be taken from the Marina and Lighthouse Funds. It was suggested that prior to using the money from the Lighthouse Fund, Schnook talk to the Lighthouse Committee and explain to them why we are using the funds.

Aldersperson Schiller moved and Aldersperson Dworak seconded the motion to advance the Final Bill from Foth to City Council for their approval. Motion carried.

Waterfront Plan Update and RFP

Request to sell one acre to Kewaunee County Historical Society

Tom Schuller, representative of the Historical Society requested the City consider selling the Historical Society one acre of the Klockner Property on the waterfront. The building the Society is currently renting is up for sale and they are not sure if they will be able to continue renting. Schuller informed the Council that the Society is currently at 90% of its capacity in its current location and has two stories. The Society is looking at other options, but the consensus was to try and keep the building in the City of Kewaunee. Mayor Christman explained to Schuller that the Council has created a Waterfront Steering Committee to bring back to the Council a planned development for that area, so selling the lot now would be premature and suggested Schuller attend the Committee Meetings.

Garbage and Tote Update

Administrator Schnook informed the Council that the garbage tote system is in full swing. The first week we had a lot of calls about residents not receiving their totes; the second week we had a few calls regarding no totes. As we are entering the third week, things have settled down. Discussion was held on the Public Works Crew's reimbursement for putting together and delivering the totes on the first week. Schnook explained that Brian from Advanced has said they will not charge us for October to offset the cost of the Public Works, but after calculating the hours October will not be enough. Schnook will recalculate the hours of the Public Work and discuss options with Brian from Advanced.

Aldersperson Schiller moved and Aldersperson Jelinek seconded the motion to allow Administrator Schnook to negotiate with Advanced Disposal on reimbursement of the Public Works Cost. Motion carried unanimously.

Marquette School Update

Administrator Schnook reviewed with the Committee, the e-mail he received from Lynn Scherbert from Ayres and Assoc. Ayres has submitted the Draft Budget for the SAG application, but it could take up to eight weeks to find out if we will receive any grant monies. The current estimate for Phase II activities totals \$21,500.00 and includes the following potential sample activities:

- 10 soil borings, 10 temporary gw wells if water encountered
- Geoprobe subcontractor
- Analytical Lab analysis
- Collection of 2 concrete samples plus unknown substance
- Field and data documentation

Schnook explained that if we go ahead with Phase II prior to receiving notification the City will not be able to apply the Phase II cost to the SAG. Does the City want to hold the project up for 8 weeks on a chance we might or might not get funding? Schnook also informed the Committee that there will be a Public Meeting/Hearing on November 7, 2017 at 6:00 pm to receive public input. Mayor Christman asked if she could have time to contact Lynne Scherbert regarding speeding up the review process.

Aldersperson Jelinek moved and Aldersperson Griffith seconded the motion to allow Mayor Christman time to contact Lynne Scherbert to see what can be done to make the SAG process faster prior to spending \$21,500. Motion carried unanimously.

Technology Upgrades Update

Administrator Schnook informed the Committee that the County has received the City's new equipment and are hoping to start the project next week.

Health/Dental Insurance Change Update

Administrator Schnook has met with staff to explain changes to the upcoming 2018 Health Insurance, regarding employee's portion of the premium. The employees understood why the City is only allowed to pay 88% if the tier 1 average. Applications have been received and will be updated prior to the deadline of October 27, 2017.

Fill Site Update

Administrator Schnook informed the Committee that the Fill Site was brought back to the Committee for further review. Aldersperson Kickbusch stated that he would take charge of the Fill Site, but had second thought after the restrictions were approved. The Fill Site Plan will be brought to the Committee of the Whole next Spring.

Tug Ludington

Electric & Water Hook-ups

Aldersperson Griffith stated that the he would like to see water hook-up ran to the already existing stanchion which is already supplied with electric service. Once water is placed at the stanchion Griffith would like to drill holes in the Harbor Wall so conduit for the electrical and a hose for the water can be attached to the wall to run both services to the Tug Ludington and remove any tripping hazard on the walkway. Discussion was held on the option of using hooks to run the utilities to the Tug Ludington instead of drilling holes into the wall.

Aldersperson Schiller moved Aldersperson Griffith second to advance to the council for approval of the water connection portion of the Harbor Project over to the stanchion and take the cost out of the Tug Budget. Motion carried.

Move Tug to Regular Mooring

Move Part of Budget to Purchase Sale Items for the Tug

Giving propeller and anchor to the Acadia in Manistee Michigan

Lines from Foth that were Promised 3 months ago

Discussion was on held what type of procedure could be implemented regarding the Tug Ludington requests for action. It was suggested to add the Tug to either the Lighthouse Committee or the Park & Rec Committee to vet requests and bring them to council.

Aldersperson Schiller moved and Aldersperson Dworak seconded the motion to refer to the Council the addition of the Tug Ludington to either the Lighthouse Committee or the Park & Rec Committee. Motion carried. Griffith abstained.

2018 Budget

Questionnaire

Administrator Schnook reminded the Committee if they would hand their Complete Budget Questionnaire for the Comp Plan in to him.

Review and make changes to Fee Schedule

The Committee was presented with a proposed 2018 Fee Schedule. Minor Increases included copies, faxes, license for cigarettes, Soda, Class A Beer Retail, operator's license, taxi and pool table license. Daily, seasonal resident and seasonal non-resident boat launch pass prices will be increase as will daily transient boat slips and seasonal camp sites. There will be some increases in the Police Fees, Ambulance Fees, cemetery lots and burials as well as work in the right-of-way permit was added. This will be attached to the Budget for approval.

Revenues

Administrator Schnook presented the Committee with a Draft copy of the 2018 Proposed Revenue Budget. Schnook stated the Property Tax Line items need to be revisited once we have the Expenditures and the Tax Levy completed, but the reset of the revenues are looking good. Discussion was held on some of the line items that we are looking to change for better clarity and understanding. The next step will be to review the expenditures and prepare the tax levy.

NEW BUSINESS

ORD 583-17, Section 2-85 Entitled Administration: Liability for Treasurer and Insurance Policy as alternative to Official Bond

Administrator Schnook advised the Committee that the Liability Treasurer default has recently changed. Instead of the current \$250,000 limit requirement, the City would have to increase the bond to cover the amount taxes the City would owe the County and State combined. For Kewaunee that would mean taking out a bond in the amount of \$800,000 to \$900,000 thousand dollars. We currently pay about \$800 a year for the current bond so if you increase the limit amount the cost per year would closer to \$3,000 a year.

Pursuant to Wis. SS 70.67 (2), the Treasurer can be exempt from giving the bond required under Wis. SS 70.67 (1) the City obligates itself to pay, in case the City Treasurer fails to do so. Also, according with Wis. Stats 62.09 (44) (b), as an alternative to requiring the City Administrator to execute and file an official bond, the City may

obtain a dishonesty insurance policy or other appropriate insurance policy that covers the City Administrator, in an amount determined by the council, protecting the City from financial harm.

Aldersperson Dworak moved and Aldersperson Jirtle seconded the motion to move and recommend approval to the Council, ORD 583-17, Chapter 2, entitled Administration. Motion approved unanimously.

Revisit decision to table turning the upstairs floor space (of the Fire Hall) back over to the Fire Dept.

A request came in from Deputy Fire Chief Nimmer asking the Council to revisit the use of the Fire Hall upstairs which is now known as the Community Center and turn it back over to the Fire Department. Hlinak explained that the Fire Department would like to use the space as a classroom training center. The Fire Department would remove the existing carpet, paint, do all the fixing up and cleaning, at no cost to the City, The Fire Department also would store any items left by the Community Center until they need them (stove, refrigerator, dishes, etc.).

Aldersperson Jelinek moved and Aldersperson Dworak seconded the motion to recommend to the Council to turn the upstairs of the Fire Hall back over to the Fire Department with the stipulation the department stores the equipment that is there for the Community Center. Motion carried unanimously.

Discussion on allowing ATV's

Chairperson Kuehl reviewed an e-mail he received regarding allowing ATV's on the Ahnapee State Trail to bring more tourism to the communities. This is informational at this time, discussion was held regarding the wear and tear of the surface, safety issues along with patrolling the trail. It was the consensus of the group to use the town roads, rather than the Ahnapee Trail for ATVs.

CLOSED SESSION

Aldersperson Griffith moved and Aldersperson Jirtle seconded the motion to enter into closed session pursuant to WI Statute 19.85 (1) (c) at 9:19 pm. Motion carried unanimously.

Aldersperson Griffith moved, and Aldersperson Zimmerman seconded the motion to enter into open session at 9:34 pm. Motion carried unanimously.

ADJOURN

Aldersperson Dworak moved and Aldersperson Jirtle seconded the motion to adjourn at 9:40 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur