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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY NOVEMBER 26, 2018 - 6:30 P.M.  
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Present: Chairperson Jelinek, Mayor Christman, Alderpersons Dworak, Jackson, Schiller, Stangel, Kuehl, and Zimmerman

Excused: Alderperson Griffith

Others: Administrator Schnook, Clerk/Treasurer Decur, Police Chief Salentine, Ambulance Director Steiner, Librarian Petrina, Attorney Nesbitt.

Chairperson Jelinek called the meeting to order at 6:30 p.m.

APPROVAL OF THE COMMITTEE OF THE WHOLE OCTOBER 22, 2018 MINUTES

Alderperson Stangel moved, seconded by Alderperson Schiller to approve the October 22, 2018, COW Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Jelinek opened the floor for public comment.

No Public Comment

NEW BUSINESS

Discussion of Tax Incremental Financing (TIF) in Broad Terms & Discuss possible TIF related to the Former Hamachek & Marquette School Site

Administrator Schnook introduced Justin Fischer and Brian Ruechel, representatives of Robert W. Baird & Co. Mr. Fischer and Mr. Ruechel, explained to the Committee what a Tax Incremental District (TID) was and why a TID is created. They also reviewed the requirements to create a TID and the role of a Joint Review Board (JRB). Also discussed how a TID impacts the Mill Rates, the various types of TID's, and the annual filings with the Dept. of Revenue.

Discussion was held on which properties would be considered for a TID, and if properties need to be connected. It was stated that they need to be within ½ mile radius.

Recommendation on Replacement of Ambulance #821

Ambulance Director Steiner reviewed the options that are being looked at to either replace or repair Ambulance #821. Currently #821 is not being utilized, there have been numerous issues over the past year culminating with it now randomly shutting off on 3 separate times while transporting patients to the hospital. Some of the options discussed with the Townships, were to replace the engine at a cost of \$15,000-\$20,000, replace the motherboard for \$5,000-\$10,000, none of which is a guarantee. Other options discussed was to rewire ambulance at a cost of \$40,000-\$50,000 and then you still have a 14 year old vehicle; purchase Luxemburg's ambulance they are replacing at a cost of \$4,000-\$5,000, which they are starting to have issues with or remount the box on a new chassis for around \$140,000-\$150,000.

The best and cheapest option is to replace #821 with a new ambulance like the last one that was purchased to replace #820 for a cost of \$168,812. The price is much less replacing it now than we thought it would cost in 2022. For the new Ambulance which we will have \$66,000 set aside by delivery time, the remaining \$102,812 would be financed over the remaining 3 years of the replacement cycle cost. Finance options were discussed with the Townships and they prefer we finance locally at a lower rate than financing through the dealer. There would a 3 month wait time on delivery.

Mayor Christman asked if the decals were included in the proposed cost. Steiner stated he made sure to ask and they are included.

Aldersperson Jackson asked how often a third Ambulance used. Steiner stated there has been time when there are three calls, we have Algoma on standby and at this point they need to cover the third call. If two vehicles are transporting to the hospital at the same time, which does happen more than one would think, the City would be without a vehicle for responding.

Aldersperson Zimmerman asked what type of a warranty is there on a vehicle of this type. Steiner stated there is not much for warranty because of the conditions it is used.

Aldersperson Schiller asked if we could get an amendment to the contract with the Townships to state that money will be paid on the loan. Administrator Schnook said he would look into it.

Aldersperson Zimmerman moved, seconded by Aldersperson Kuehl to forward to Council the recommendation to approve the purchase a new Ambulance Vehicle with using funds in the Capital Reserve Fund and borrow the remainder needed with a local finance institution with the lowest available rate. Motion carried unanimously.

Recommendation on Light house Tours

Aldersperson Kuehl reviewed the previous minutes and e-mailed received from Robin Nelson. The Lighthouse Committee would like the City Council to approve allowing the Lighthouse to be part of the 2019 Chamber Trip to Kewaunee. The Chamber is putting together a trip to Kewaunee on May 17th and 18th of 2019. Some of the places for people to visit would include: the Tug, the Lighthouse, Ag Heritage and a Winery. If the weather is bad an alternate site to the Lighthouse would be the jail museum.

Discussion was held on if the Council should tour the Lighthouse prior to the Trip and if there was anything to see inside the Lighthouse.

Aldersperson Zimmerman moved, seconded by Aldersperson Dworak to forward to the Council the recommendation to approve the May 17th & 18th Tour with the Chamber. Motion carried unanimously.

Personnel Update

Administrator Schnook updated the Committee by informing that Brandon Strelow, our new Public Works Director, will be starting December 3rd and he will start the day out meeting with myself, Utility Clerk/Admin Assistant Muchowski regarded payroll paperwork, Clerk-Treasurer Decur reviewing the approval process for purchases and the budget process. Strelow will then meet with Interim Public Works Director Jirtle for a tour of the City along with some of the duties expected. During the first week he will also be shadowing the Public Works Staff to see what they do. Paul Jirtle has agreed to stay on with the City for two week to help the transition go smooth.

Administrator Schnook explained that the Building Inspector is taking a lot longer to find the right candidate due to the number of licenses needed and the combination of the Zoning Administrator. Schnook commented

that he has been contact for a possible prospect, but nothing official has taken place. We do have another candidate that would be a good “soft skill” fit but he is working on obtaining his Uniform Dwelling Code licenses at this time.

Mayor Christman explained that Building Inspector Angoli has agreed to stay on until May 2019 to help with the search.

Administrator Schnook stated that on Dec 4th and 5th, Mayor Christman, Alderperson Kuehl, and himself will be conducting interviews for the CEDP & Grant Writer position.

Update on Marquette School

Administrator Schnook updated the Committee regarding what is happening with Marquette School. The Clerk received a letter was from an Attorney Penkwitz, who has been retained by Advanced Trucking & Services in regards to the demolition of the former Marquette Middle School Project and based on the information that Mr. Alphonse D. Dimmer has received concerning contract payments due and not paid to him by the Prime Contractor he is hereby filing his Subcontractor Claim for Public Improvement Lien, pursuant to Wis. Stat. Chapter 779 et., with the City of Kewaunee on behalf of Advanced Trucking & Services, LLC. Attached to the letter was a copy of the Claim for Public Improvement Lien in the amount of \$320,150. We have been in contact with Attorney Nesbitt and Attorney Harrington. Both Attorneys felt the claim was not handled the proper way as it should have been at least sent certified Mail and the Contractor should have been served also. Our attorney is requesting that the claim be refiled.

Attorney Nesbitt stated he will contact Attorney Penkwitz regarding refileing the Claim pursuant to Wisc. State Statute, Chapter 779, due to the possibility of this issue going to Court the process needs to be followed.

The Committee discussed the next process and if any other sub-contractors are owed money in unpaid bills.

Administrator Schnook said that at time we have heard that the landfall has \$45,000 coming in unpaid bills, Advanced Restoration has \$160,000 in unpaid bills and after talking to Building Inspector Angoli, he feels there is roughly \$350,000 worth of work remaining to compete the project.

The Committee asked if the City could press charges against Dakota for Theft By Contractor.

Attorney Nesbitt stated that charges could be filed and Theft By a Contractor would be a felony.

Discussion was held on how this will affect the CBDG Grant, and if the City will be going after the \$500 day liquidation.

Administrator Schnook will look into the Committee concerns and will be sending updates when he receives any information.

Update on Miller Street & Hwy 42 Utility Project

Administrator Schnook explained to the Committee that the Miller Street & Hwy 42 Utility Project is close to being completed, staff is currently working on the bridge lights wiring, this is an important part of the project because of the safety issues.

Pete Kolaszewski, informed the Committee that if the project is not yet completed it will be, General Contractor PTS just needs to complete some general clean up items.

Update on Hwy 42 Resurfacing Project

Administrator Schnook stated that staff has turned the claim from the Port-O-Call regarding the Sewer Lateral that was cut when Bodart Electric was replacing a street light. We have a call into the insurance company and are waiting for a response.

Pete Kolaszewski said the resurfacing job is almost complete, just waiting for the punch list items to be completed.

Update on Boat Launch Project

Pete Kolaszewski, from Ayres Associate stated that Wednesday, November 28, 2018, they will be meeting with Lunda to inspect the new Boat Launch Ramps, Thursday they will start removing the coffer dams.

Administrator Schnook stated that the project will be done for the season, with the handicapped kayak launch, the blacktopping and seeding completed in spring.

Update on River Road Project

Pete Kolaszewski, from Ayres Associate, updated the Committee on the River Road Project, the survey has been completed, and the televising was completed two weeks ago. Some of the areas were in very poor condition with some area they could not get a camera through because of the buildup. Geo Tech is done and we are just waiting of the report. We met with Administrator Schnook and the Public Works staff; it was an informative meeting with getting some of the history in that area from some of the staff. It looks like we will be able to bid the River Road Project in January. Administrator Schnook expressed the importance of everyone involved meeting; having the Public Works Staff provide insight into their institutional knowledge of the River Road; they explained where some of the water springs are located along with how the current mains and laterals are connected and other issues that have cropped-up in that area past few years.

ANNOUNCEMENTS

None

*Aldersperson Zimmerman moved, seconded by Aldersperson Dworak to adjourn the meeting at 8:49 pm.
Motion carried unanimously.*

Submitted by Clerk Treasurer Decur