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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY DECEMBER 18, 2017 - 6:30 P.M.**  
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Present: Chairperson Zimmerman, Mayor Christman, Alderpersons Jirtle, Kuehl, Kickbusch, Jelinek, Schiller, Griffith, and Dworak

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Police Chief Salentine, Deputy Police Chief Kleiman, K-9 Officer Gale, Librarian Petrina.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE OCTOBER 23, 2017, & NOVEMBER 27 MINUTES

Aldersperson Griffith moved, and Aldersperson Schiller seconded the motion to approve the October 23 & November 27, 2017, COW Meeting Minutes. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Zimmerman opened the floor for public comment.
None
Chairperson Zimmerman closed the public comment.

FINANCIAL PLANNING REPORT EHLERS – JOHN CAMERON

Ehlers representative John Cameron presented to the Committee of the Whole on overview of what Ehlers has done previously for the City of Kewaunee and their Debt issuances, along what they offer for the future.

BOARDS, COMMISSION AND AD HOC COMMITTEE COUNCIL LIAISON REPORTS

Park & Rec. Committee-Discuss Baseball Field Lights & Insurance Reimbursement Funds, Statue and Base, Life Rings, Tennis Courts and Bleachers

Administrator Schnook explained to the Committee of the Whole that In the July of 2017, the baseball field lights in Memorial Field were struck by lightning, destroying the electrical switching mechanism and rending the lighting inoperable. The City’s insurance provider estimates it will take approximately \$15,000 to replace the switches. As the City has a \$1,000-dollar deductible, the insurance provider has given the City a check for \$14,000. The lights are very old and replacing the switches does not address the issues associated with the other very old equipment; electric lines, towers, fixtures and lighting. As such, there is no guarantee that the lights may not go out again this summer. The City staff understands that the Chiefs are the only ones to use the lights and only six times during the year.

The City Administrator and Public Works Director recently met with Parks & Rec. Committee Chair, Tom Zenner and Councilperson/Liaison, Jason Jelinek to discuss this issue and ask them to open a dialogue with the Chiefs about the possibility of funding new lights. It is felt by the staff that the check for \$14,000 should be

held to use as a possible match if the Chiefs would be interested in funding new lighting. However, it is really the City Council's decision as to how those funds are to be used.

Therefore, the purpose of this agenda item is to inform the COW of actions that have transpired to date; to ensure staff and the Parks & Rec. Committee are on the right track; and/or if the COW has other intentions or stipulations for the use of the funds.

Discussion was held on if the ballfield lights should be repaired or replaced and it was decided that the Park & Recreation Committee should review this along with other Capital Improvements and put a priority plan in place.

Aldersperson Griffith moved, and Aldersperson Schiller seconded the motion to send back to the Park & Rec. Committee and bring back to the Committee of the Whole, a list Prioritizing their Capital Improvements Projects/Plans. Motion carried unanimously.

OLD BUSINESS

Highway 42 & Miller Street Project Approval

Discussion was held on the estimated cost of replacing storm sewer, moving the water main/hydrant and moving the Lighting for the States Highway 42/Miller Street project. A second estimate for force main stub for future replacement was also discussed.

Aldersperson Schiller moved, and Aldersperson Kuehl seconded the motion recommending that the Common Council approve the proposal from Ayres incurring debt for the project if needed. Motion carried unanimously.

Technology Upgrades Update – Maintenance Agreement with County

Administrator Schnook updated the Committee of the Whole on the progress of the Technology Updates. They are moving along, but it is a slow process. We are still waiting for AT&T to turn the numbers over, so they can be ported into the County's system. We also have the IT maintenance agreement that needs to be approved for the year 2018.

Aldersperson Griffith moved, and Aldersperson Jirtle seconded the motion to recommend the Council approve the 2018 IT Maintenance Agreement with the County. Motion carried unanimously.

Discuss/Approve Coastal Management Grant Application

Administrator Schnook reviewed the e-mail he received from Jill Morris of Foth regarding the Coastal Management Grant application for the purpose of the Kewaunee Master Harbor Plan. Morris informed Administrator Schnook that the Grant Application was complete and that seven copies were mailed out to the DNR for their approval. Administrator Schnook also handed a copy of a draft application he developed in response to a request by the D.O.A. for the supplementation and amendment of the City's Comp Plan, Waterfront Plan and Outdoor Recreation Plan.

After some discussion it was decided that the Council should review both applications requests and decide which one they want to go with.

Aldersperson Schiller moved, and Aldersperson Griffith seconded the motion to have the Council review the to Grant Applications and forward to the next Council Meeting for a decision. Motion carried unanimously.

NEW BUSINESS

Purchasing a Used Squad for Police Department

Administrator Schnook reviewed the e-mail he sent to the mayor regarding the balance of the K-9 Fund, the balance as of 11/30/17 is \$25,655.52. \$15,388.20 was what was in the account at the end of 2016 and placed into the General Fund Contingency Fund. Clerk/Treasurer Decur would like to take the \$15,388.20 from the Contingency Fund and place it into the k-9 Fund and open a separate account for better management of the K-9 Funds.

Aldersperson Kuehl moved, and Aldersperson Dworak seconded the motion to approve the \$15,388.20 transferred from the General Contingency Fund and place it into the K-9 Fund. Motion carried unanimously.

Police Chief Salentine and Deputy Chief Kleiman, explained to the council that the current squad car being used for the K-9 Unit is down and is not worth the amount of money it would cost to get it repaired. The Police would like to purchase a used SUV for the purpose of using it for the K-9 Unit. Funds could come out of the K-9 Fund and the Police Capital Improvement Fund.

Aldersperson Schiller moved, and Aldersperson Jelinek seconded the motion to recommend to the Council the approval of the purchase of a used SUV Squad for the purpose of a K-9 Unit and to take \$ 10,000 out of the 2018 Police Capital Improvement Reserve Fund and \$12,000 out of the K-9 Fund. Motion carried, Aldersperson Kuehl abstained.

Hiring a Personnel Attorney for Union Negotiations

Administrator Schnook explained to the Council that he would like to have an ability to contact a Labor Attorney, if needed, to help with the Police Union Contract. It was discussed to contact Scott Felt.

Aldersperson Griffith moved, and Aldersperson Dworak seconded the motion to recommend to the Council to give Administrator Schnook authority to hire a personnel Attorney if needed with the dollar amount to be determined by the Council. Motion carried, Aldersperson Kuehl abstained.

Boat Launch Engineering and Grant Administration

Pete Kolaszewski from Ayres presented a proposal for the design phase, bidding phase and the construction phase of the proposed replacement of the three concrete boat ramps at the Launch Ramp Boat Landing on the Kewaunee River. The City is intending to replace the existing ramps with cast in place concrete ramps as well as replacement of the floating docks. Ayres is proposing a cost of \$22,000; consisting of design services \$10,000, bidding services \$3,000 and construction services at \$9,000.

Discussion was held on if the plans included consideration for possible erosion in case of highwater and wind. Pete Kolaszewski stated that if the proposal is approved, a meeting will be scheduled to be discuss what the City would like in the design.

Aldersperson Schiller moved and Aldersperson Jirtle seconded the motion to recommend approval of the Professional Engineering Services for Boat Ramp Replacement Proposal from Ayres in the amount of \$22,000. Motion carried unanimously.

Discuss extending Water and Sanitary Sewer on River Road in 2019

Administrator Schnook explained to the Common Council that in 2018 the County will be replacing the Bridge on River Road, and in 2019 they will be milling River Road. The milling will only be 22' wide. The Council needs to decide if they would like to place sewer and water in this area, so we can work with the County on Construction. This would include River Road from 1st Street to the City Limits. Discussion was held on the 20 or so residents this would include and if it was financially feasible. There is a lot of unbuildable land in this area. It was decided to table this agenda item until the next COW Meeting and have Ayres bring back an estimated cost of the project to First Street.

Discussion/Action on Committee Structure/Committee of the Whole

Alderman Griffith moved, Alderman Kuehl seconded the motion to table the Committee Structure until the next Committee of the Whole Meeting. Motion carried unanimously.

Approve 2018 COW Meeting Dates and Times

Administrator Schnook presented the Committee with a list of dates for the 2018 Committee of the Whole Meeting.

Alderman Kuehl moved, and Alderman Dworak seconded the motion to approve the 2018 Committee of the Whole Calendar. Motion carried unanimously.

ADJOURN

Alderman Kuehl moved, and Alderman Jirtle seconded the motion to adjourn at 9:190 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur