

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
FEBRUARY 8, 2021 – 6:00pm - Virtual**

Present: Mayor Jelinek, Alderpersons Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl, Mills and Zimmerman.

Excused: None

Others Present: Administrator Schnook, Clerk/Treasurer Decur, PWD Strelow, BI Davister, Attorney Nesbitt, Ambulance Director Steiner, Fire Chief Hlinak, Librarian Petrina and EDGW Monrroy.

Mayor Jelinek called the meeting to order at 6:04 pm and the Pledge of Allegiance was recited.

APPROVAL OF JANUARY 11, 2021, COMMON COUNCIL MINUTES.

Aldersperson Mills asked if on page 2, under “Appeal of Historic Preservation Commission Action” the record should show the why Mr. Welhouse removed his request.

Mayor Jelinek stated that would need to come from the developer.

Aldersperson Vollenweider moved, seconded by Aldersperson Brewster, to approve the January 11, 2021 minutes as presented. Motion carried unanimously.

FIRE DEPARTMENT 2020 ANNUAL REPORT

Fire Chief Hlinak reviewed the 2020 Kewaunee Fire Department Annual Report with the Council.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Jelinek asked the callers to state their names and then opened the meeting for any Public Comment.

Kirt Johnson, 803 Milwaukee Street, had comments regarding the Public Comments. At the last Meeting Mr. Johnson voiced his opinion about a subject that was not on the agenda and was told he could not continue because it was not on the agenda. Mr. Johnson wanted to talk about the Public Comment time and why it is important and what the current rules are in that regard. Mr. Johnson stated that he has not found any Ordinance or Council rule that allows discussion to be held to agenda items be brought up in Public Comment. Mr. Johnson felt this is an important part of the agenda to allow them to bring things of interest or concern to the Council.

Hearing no other comments, Mayor Jelinek closed public comment.

CONSENT AGENDA

- a. **Boards, Commissions, Committee and Staff Reports (Community Center Committee, Historic Preservation Commission, Plan Commission and Staff Report).**
- b. **Class “B” Combination Liquor License – Kunkels Korner – Seth Hoeffner – 301 Ellis St.**

Aldersperson Zimmerman questioned regarding the name Faith who is mentioned within the Staff Report. EDGW Monrroy stated that Faith Murray is the DNR contact for the grant that she and Marina Manager Kinjerski have been working on.

Alderson Mills moved, seconded by Alderson Dworak to approve the Consent Agenda as presented. Upon a roll call, the motion carried unanimously.

MAYOR'S REPORT

a. Conduct:

Mayor Jelinek stated that he put "conduct" on the agenda not about the conduct of anyone person or a certain behavior, but so everyone knows, the importance of their rolls. Mayor Jelinek wanted everyone to pay attention to how we are conducting ourselves when it comes into interaction with the Council and Committees when working on common goals. The Council and/or Committees need to respect each other's opinions.

b. Housing Study/Development:

Mayor Jelinek stated that the city of Kewaunee already has some of the ideas that are in the Kewaunee County Housing Study, in our Integrated Plan. According to the Housing Study, Luxemburg is almost the size of Kewaunee and they continue to grow. If the City takes developments out of the budget, the City is showing that there are proactive and will not grow tax base. Mayor Jelinek felt the City should take the Housing Study seriously and use it to the City's benefit.

c. Blight Elimination

Mayor Jelinek stated that we received the CDBG Grant and we have three property's have been identified, two of the property's the City has closed on, with one pending.

Administrator Schnook stated the City has closed on the Fisherman's Point property, the Bill Draeb House on Ellis St. BI Davister put out request for bids for the Towers located on the Draeb property, and we are currently working on the Watters property. BI Davister and EDGW Monrroy are working on putting a RFP and a RFQ for quotes from Engineers and Developers.

EDGW Monrroy stated that she has sent out a RFQ, which is a request for qualifications to five Engineers on February 1, 2021, they are due back on February 25, 2021.

BI Davister stated that the RFB, which is request for bids for Contractors, has been completed and sent to Attorney Nesbitt for review prior to it published. BI Davister also stated that seal bid request went out and the bids have been awarded, the smaller tower went to Jeff Stangel and the large tower was awarded to Pat Muchowski, both towers are down and gone except the bottom piece of the smaller tower.

Alderson Zimmerman asked what the cost of the properties was.

BI Davister stated that Fisherman's Point was \$500,000, 1304 Ellis St., the Draeb property was \$77,900. Because these properties are being purchased with grant money, the Federal Fair Market Value has to be paid for these properties.

Discussion was held on why the City would be taking down houses if there people interested in restoring them, this would create low-income housing that the City is in need of. Discussion was also held on the number of houses that the City has demolished in the last few years. It was discussed on whether the City could rehab the houses or does the grant wording specify taking them down, and it was stated that to refurbish a house you would need to go back to the State for an amendment. Discussion was also held on the purpose of an appraisal the City received.

d. **Boat Launch**

Mayor Jelinek asked BI Davister to give an update on the Boat Launch and its progress. BI Davister stated that VanGoethem has just finished placing the precast slabs to anchor the new docks. If the water stays at the level it is now or even goes up a little we should have two, possibly three docks open.

NEW BUSINESS

a. **Ordinance No. 622-201 – Subdivision Ordinance (First Reading):**

Administrator Schnook stated that that the Planning Commission spent a lot of time on this and if anyone has any changes they would like to see, let Staff know so we can have a dialog ready for the next meeting.

Aldersperson Schiller stated that, Ordinance No. 662-2021 should be reviewed at the Committee of the Whole prior to Council's second reading and final approval, for further discussion.

Discussion was held regarding Brown County Home Builders Assoc. and the feedback Staff received regarding an impact study development fees.

b. **Proposed Development Fees:**

Discussion was held regarding Brown County Home Builders Assoc. and the feedback Staff received regarding an impact study development fees.

Aldersperson Mills moved, seconded by Aldersperson Stangel, to approve the Proposed Development Fees.

Discussion was held regarding the appropriateness of approving the Fees if the Subdivision has not been approved.

Aldersperson Schiller moved, seconded by Aldersperson Kuehl, to table the Proposed Development Fees until the Subdivision Ordinance is reviewed and approved. Motion carried.

c. **Stangel Request to Purchase Land:**

BI Davister stated that he offered Mr. Jeff Stangel 10' of land, which the city felt it was more than enough for him to maintain his building. Mr. Jeff Stangel came back and wanted 20' of land and at the end of the day an agreement could not be made.

Discussion was held on the zoning, which is Industrial and the setback is 30'. Also discussed was the issue of giving land to someone without a cost to it.

Attorney Nesbitt stated that Mr. Stangel has two issues, one being he does not meet the setback, this building has been there for a number of years and predates our setback requirements, so that would give him a legal non-conforming use. The second problem that has been presented is that his building is over the City's lot line, if that building has been there for more than 20 years, he has adverse possession.

Aldersperson Schiller moved, seconded by Aldersperson Mills, to advise City Staff with the cooperation of our Attorney to advise Mr. Stangel to the City stands by its offer of 10', using the same price as in the last City sale and he pays all cost. Upon a roll call vote, motion carried unanimously.

d. Recommendation to Secure Debt for Roof Repair, Front End Loader and Scott Street Construction for \$500,000

Mayor Jelinek stated that the Staff is requesting Secure Debt for \$403,615.80, for paying for the roof replacement, front-end loader and Scott Street Construction.

Discussion was held on any terms or tenure for the requested Debt. Clerk/Treasurer stated that she has been in contact with Bank of Luxemburg and they were at 3%.

Discussion regarding the notification of property owners was held. Only the two effected property owners were contacted and they both were in favor of the connection as one of the property owner has three lots that he cannot do anything with until Scott Street is connected. PW Strelow informed Council that all of the property owners in the area will be notified of the upcoming construction when the Engineers produce a timeline.

Aldersperson Mills moved, seconded by Aldersperson Kuehl, to forward to Council the approval to Secure Debt for the Roof Repair, Front End Loader and Scott Street Construction. Upon roll call vote, Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, Alderspersons Vollenweider and Zimmerman – nay, motion carried.

e. Ordinance No. 621-2021 – Change on Bidding Construction Work (First Reading)

Ordinance No. 621-2021 – Change on Bidding Construction Work will be placed on the next Committee of the Whole.

f. December 2020 Revenue and Expenditure

Clerk/Treasurer Decur stated that this is a draft copy of 2020 Revenues and Expenditures, when the journal entries are completed from the auditors a final will be sent.

g. December 2020 Cash Report

Mayor Jelinek asked if there were any question regarding the December Cash Report no comments were heard.

h. Approval of December 2020 and January 21021 Accounts Payable

Aldersperson Vollenweider asked what the charge on page 3, item 2, Grantsmanship Training, for \$1,040, was for.

Administrator Schnook stated that was training for EDGW Monrroy to receive training for grant writing. This is needed to keep up with all of the new changes in grant writing and networking to find new grant avenues. Aldersperson Mills stated that the City had received a good return on the training investment considering the amount grant dollars that have been brought into the City.

Aldersperson Mills moved, seconded by Aldersperson Dworak, to approve the December 2020 accounts payable/payroll in the amount of \$619,901.44 and January 2021, accounts payable/payroll for \$2,054,297.14. Upon a roll call vote, motion carried unanimously.

ANNOUNCEMENTS

Mayor Jelinek stated that the Winter Park was now open and thought the skating rink was open as well.

Aldersperson Schiller stated that they would be having an address change as their house has sold and they would be moving into the Ellis Street location until the Milwaukee Street property is ready.

ADJOURNMENT

Mayor Jelinek stated that Tax season is in full swing, with a number of new Tax Laws regarding Covid.

*Alderson Vollenweider moved, seconded by Alderson Mills, to adjourn the meeting at 7:53 pm.
Motion carried unanimously.*

Submitted by Clerk/Treasurer Terri Decur