

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
APRIL 12, 2021 – 6:00pm**

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, Librarian Petrina, Police Chief Kleiman, Marina Manager Kinjerski and EDGW Monrroy.

Mayor Jelinek called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited.

APPROVAL OF MARCH 8, 15 & 22, 2021, COMMON COUNCIL MINUTES.

Aldersperson Brewster moved, seconded by Aldersperson Kuehl, to approve the March 8, 15 & 22, 2021 minutes as presented. Motion carried unanimously.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Jelinek opened public comment.

Hearing none, Mayor Jelinek closed public comment.

CONSENT AGENDA

- a. **Boards, Commissions, Committee and Staff Reports (Plan Commission, Community Center Committee, Library Board and Staff Report).**

Aldersperson Mills asked if the Police Chief has the authority to require “No Fire” signs on the beach as it stated in the Staff Reports.

Administrator Schnook stated that the Police Chief does have the authority to have signs placed on the beach.

Aldersperson Dworak moved, seconded by Aldersperson Kuehl, to approve the Consent Agenda as presented. Motion carried unanimously.

MAYOR’S REPORT

- a. **Appointment of Jeff Vollenweider as Emergency Management Director**

Mayor Jelinek stated he asked Police Chief Kleiman to come up with a list of names that would be qualified to be the City’s Emergency Management Director. The top name on the list was Aldersperson Jeff Vollenweider who has held the Emergency Management Director position in the past.

Aldersperson Stangel asked what the process was in selecting a person for the position of Emergency Management Director. It was stated that it is an appointment by the Mayor who feels the person is qualified for the position and is approved by the Council.

Aldersperson Vollenweider stated that he previously held the position of Emergency Management Director and has attended many conferences and training session.

Aldersperson Dworak moved, seconded by Aldersperson Kuehl, to approve the appointment of Jeff Vollenweider as the Emergency Management Director. Upon a roll call vote, Alderspersons Dworak,

Brewster, Schiller, Vollenweider, Stangel, Kuehl and Zimmerman – aye, Alderperson Mills – nay, motion carried.

b. Presentation of Plaques – Chief Hlinak, Assistant Chief Nimmer and Dale (Whitey) Vandermoss

Mayor Jelinek presented Fire Chief Greg Hlinak with a plaque in appreciation of the dedication of his 44 years for the City of Kewaunee and City of Kewaunee Fire Department. Chief Hlinak retired as of April 1, 2021. Mr. Hlinak will continue his support of the Fire Department and Marina.

Mayor Jelinek presented Assistant Fire Chief Paul Nimmer with a plaque in appreciation of the dedication of his 33 years to the City of Kewaunee Fire Department. Assistant Fire Chief Nimmer retired as of April 1, 2021 and will continue his support of the Fire Department.

Mayor Jelinek presented Dale “Whitey” Vandermoss with a plaque in appreciation of the dedication of his 25 years of Service to the City of Kewaunee and the Kewaunee Park System. Whitey officially retired April 1, 2020, but due to Covid had not been recognized.

c. Board of Review Annual Appointments: Jason Jelinek, Terri Decur, Jim Brewster, Dan Stangel & Robin Nelson

Mayor Jelinek stated that he would like to make the appointments to the Board of Review as there will be training that will need to be completed prior to the Board going into session. Mayor Jelinek also stated that Alderperson Brewster is not interested in being on the Board at this time.

Discussion was held on the timing of the Board of Review and training needed. It was decided that the appointments to the Board of Review would be conducted at the April 20, 2021 Re-organizational Meeting

NEW BUSINESS

a. Approval of Refinancing – Justin Fischer – Baird

Justin Fischer of Baird reviewed with the Council the purpose of looking at refinancing some of the City’s current debt. Mr. Fischer stated that at the March 22, 2021 Committee of the Whole Meeting the interest rates for the two issuances were 2.07% and 2.08%, which would create just over \$300,000 savings to the City over the life of the loans. Since that date the interest rates have dropped on the General Obligation Refunding Bonds to 2.02%, and the Taxable General Obligation Refunding Bonds increased to 2.12%, this is still a savings close to \$350,000.

Discussion was held on the Fees being charged, which include fees from Baird, as underwriter, Quarles & Brady, reviewing documents and resolutions, along with other agencies that are involved in the process.

1) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,525,000 General Obligation Refunding Bonds.

Alderperson Schiller moved, seconded by Alderperson Mills, to adopt Resolution No. 1099-2021, to authorize the issuance and establishing parameters for the sale of not to exceed \$1,525,000 General Obligation Refunding Bonds. Upon a roll call vote, motion carried unanimously.

2) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,675,000 Taxable General Obligation Refunding Bonds.

Alderperson Mills moved, seconded by alderperson Kuehl, to adopt Resolution No. 2000-2021, to authorize the issuance and establishing parameters for the sale of not to exceed \$2,675,000, Taxable General Obligation Refunding Bonds. Upon a roll call vote, motion carried unanimously.

b. Approval of Updated 10-year CIP – Abigail Monrroy

EDPGF Monrroy stated that she has removed the full-time Treasurer’s position and the General Fund Gap CIP line items as directed by an approved motion at the March 22, 2021, Committee of the Whole Meeting.

Alderson Mills moved, seconded by Alderson Dworak, to approve the amendments made to the 10-year CIP Plan. Upon a roll call vote, Aldersons Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, Aldersons Zimmerman and Vollenweider – nay, motion carried.

Mayor Jelinek asked Aldersons Zimmerman and Vollenweider if they would like to explain why they voted no.

Alderson Zimmerman stated the reason she voted no on the CIP is she feels Salmon Harbor purchase and Snug Harbor improvements, which is privately owned, do not belong in the document.

Alderson Vollenweider stated he voted no to the CIP because of items he voted to have removed and were not approved.

c. Ordinance No. 622-2021 – Subdivision Ordinance

Mayor Jelinek reviewed the proposed Ordinance No. 622-2021, Subdivision Ordinance that is before Council to consider for adoption.

Alderson Mills moved, seconded by Alderson Schiller, to adopt Ordinance No. 622-2021, Subdivision Ordinance as presented. Upon a roll call vote, motion carried unanimously.

d. Approval of Development Fees – Abigail Monrroy

EDPGF Monrroy stated that she has been working with PWD Strelow and Shawn Swanson to develop a Park Needs Assessment required to implement Development Fees. EDPGF Monrroy reviewed the Park Impact Fee Needs Assessment that was presented to Council. The maximum Park Impact Fees per Dwelling Unit shows Cost per resident Improvement/Maintenance at \$1,363 with a maximum, Park Improvement/Maintenance Impact fee of \$2,808 per dwelling.

Discussion was held on the amount to set for the Subdivision Fee/Impact Fee per dwelling and Council felt the maximum was a lot and agreed to set the fee at \$1,000 per dwelling.

Alderson Kuehl moved, seconded by Alderson Stangel, to adopt the city of Kewaunee Development fee with Subdivision Fee/Impact Fee set at \$1,000 per dwelling unit; Street Tree Fee set at \$400 per lot; Elevation Inspection is included in Footing & Foundation inspection; City construction Review is actual staff time rate for review of plans and inspection services; and Special Assessment will be negotiated at time of plat review. Motion carried unanimously.

e. Ordinance No. 623-2021 – Chapter 94-343 (12), (12)(ee) and (gg)

Council reviewed Ordinance No. 623-2021, that was presented to the Council on March 8, 2021 for the first reading. On March 30, 2020, the Plan Commission held a Public Hearing regarding Ordinance 623-2021 – Chapter 94-343 (12), (12)(ee) and (gg), Number of off-street parking stalls required.

Alderson Mills moved, seconded by Alderson Stangel, to adopt Ordinance 623-2021 – Chapter 94-343 (12) Number of Off-Street Parking Stalls required, and Chapter (12)(ee) Outdoor Sales Areas and (12)(gg) Retail Stores and Shopping Centers. Upon a roll call vote, motion carried unanimously.

f. Ordinance No.624-2021 – Chapter 94-23(d)

BI Davister stated that the proposed Ordinance No. 624-2021, amends Chapter 94-23(d) – Conditional Use relating to the Waterfront District Regulations. The purpose of the change is to allow Salmon Harbor

to be in compliance with our Ordinances. Currently Boat Storage and Repair is not allowed in the Waterfront District. Placing Boat Storage and Repairs under Conditional Uses, still create some control of the Waterfront District by the City.

This is the first reading of the Ordinance and a hearing by the Plan Commission will take place on May 27, 2021.

g. Tree City USA Update

PWD Strelow informed the council that the City of Kewaunee has been recognized as a Tree City USA. It has been a couple of year since this has happened and will help in receiving future grant. Tree City USA even helps with a sample press release and letters for Arbor Day Celebrations.

Mayor Jelinek asked PWD Strelow what procedure a resident would need to go through if they would like a tree in their tree lawn. PWD Strelow stated a resident should start the process by contacting Public Works Department.

h. RES. No. 1098-2021 Matching Funds for Business Park/EDA Grant

EDPGF Monrroy stated that City Council authorized the submission of a Public Works and Economic Adjustment Assistance application to the EDA for the Business Park and approved the commitment of matching funds in the amount of \$731,109.72. Since that time, the estimated project cost of \$3,655,548.58 has changed to \$3,512,575.51, due to updated construction costs. Therefore, the local match amount of \$731,109.72 in resolution No. 1097-20 will need to be modified to \$702,515.10, to match the application's budget documents. Staff is recommending the adoption of the amended resolution.

Discussion was held on the reduction in the matching fund and the contact received from three individual businesses that are interested in locating in the Business Park.

Aldersperson Zimmerman requested that any Plans and Scope of work for the Business Park be sent to all Council Members.

Aldersperson Vollenweider would like to see the wording "WHEREAS, The City Mayor is hereby authorized to be the representative for the EDA project and will sign all necessary documents on behalf of the City of Kewaunee" removed. Attorney Nesbitt stated that the EDA does require a name as to who will be responsible for signing the document, but if any changes are made to the scope of the application it will need to be approved by Council prior to any signature.

Aldersperson Mills moved, seconded by Aldersperson Kuehl, to adopt Resolution No. 1098-202, To commit match funds for the EDA Public Works and Economic Adjustment Assistance Program toward Business Park Development. Upon a roll call vote, Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, Alderspersons Vollenweider and Zimmerman – nay, motion carried.

i. Ordinance No. 625-2021 – Sidewalk Cafes

Clerk/Treasurer Decur stated that on March 9, 2020 Ordinance No. 613-20 was adopted with a vote of 7 for and 1 abstained. Ordinance 613-20 was placed under Article II, Section 18.56, which falls under the Campground Ordinance. Ordinance No. 625-2021, would replace 613-20 to create Article VIII, Sidewalk Café, Section 18.256 through 18.272. The wording to the Ordinance is not changing only the Article and Section numbers. This is a First Reading.

Aldersperson Schiller stated that prior to adopting Ordinance No. 625-2021, Ordinance No. 613-20 will need to be rescinded.

j. March 2021 Revenue & Expenditure Report

Mayor Jelinek asked if there were any question on the March 2021 Revenue and Expenditure Reports.

No question were brought forward.

k. March 2021 Cash Report

Mayor Jelinek asked if there were any question on the March 2021 Cash Report.

No questions were brought forward.

l. Approval of March 2021 Accounts Payable

Mayor Jelinek asked if there were any question on the March 2021 Accounts Payable and Payroll Reports.

No Questions were brought forward.

Aldersperson Mills moved, seconded by Aldersperson Kuehl, to approve the March 2021 Accounts Payable and Payroll Report in the amount of \$506,667.23. Upon a roll call vote, motion carried unanimously.

ANNOUNCEMENTS

Mayor Jelinek stated that he has sent out a press release regarding the meeting that was held between, the Mayor, President Stangel, Administrator Schnook and Representative Gallagher. The CIP was discussed with Representative Gallagher along with the plans the City wishes to complete in the future.

Aldersperson Stangel stated that Representative Gallagher is willing to come back anytime.

Aldersperson Kuehl thanked City Council Members, Staff and Residents for the support he received in the last 5 years. A lot of work has been accomplished and he hope the dreams happen.

Aldersperson Dworak stated that everything we do is for the betterment of Kewaunee, Thank you.

ADJOURNMENT

Aldersperson Zimmerman moved, seconded by Aldersperson Vollenweider, to adjourn the meeting at 7:28 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Terri Decur