

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
MAY 11, 2020 – 6:00pm - Virtual**

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

Excused: Alderperson Kuehl

Others Present: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Strelow, Marina Manager Kinjerski, Building Inspector Davister, Police Chief Kleiman, Attorney Nesbitt and Student Representative Lamack.

Mayor Jelinek called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited and followed by a prayer/meditation.

APPROVAL OF APRIL 13, 2020, COMMON COUNCIL MINUTES.

Alderperson Mills moved, seconded by Alderperson Schiller, to approve the April 13th, 2020, Meeting Minutes as presented. Motion carried unanimously.

2019

PUBLIC COMMENT/COMMUNICATIONS

Mayor Jelinek opened the meeting for any Public Comment.

Hearing no comments, Mayor Jelinek Closed Public Comment.

2019 ANNUAL FINANCIAL AUDIT REPORT – JUSTIN HOAGLAND, BAKER-TILLY

Justin Hoagland, Representative from Baker-Tilly, presented the Council with the 2019 Financial Statement, Tax Incremental District No. 2 Financial Statement and the Communication to Those Charged with Governance and Management Reports. Mr. Hoagland commented that although the City is going in the right direction to correct its General Fund Balance deficit, the City still has a way to go. The City has also had an increase in G.O. Debt to 60% of it's debt capacity, so the Council should keep close tabs on future borrowing practices. The ideal debt limit for A City similar to Kewaunee is between 35% and 45%.

Discussion was held on the percentage of G.O. Debt. The cause of the increase was due to the River Road Project and the Marquette School Demo. Discussion was also held on ways to avoid borrowing, such as grant writing, bringing more development into the City, and creating a pay as you go TID, so the upfront burden is not on the City.

CONSENT AGENDA

- a. **Boards, Commissions, Committees and Staff Report; (Community Center, Fire & Police, Tug Ludington and April Staff Reports)**
- b. **E-Street Electric Change Order Denial**
- c. **Resolution No. 1084-20, Massey Property Demolition Costs**
- d. **Property Maintenance Enforcement for 2020**

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

MAYOR'S REPORT

Update on COVID-19 Emergency

Mayor Jelinek stated that he has been keeping a close eye on daily e-mails sent by Cindy Kinnard from the Kewaunee Health Department. Kewaunee County has seen a spike in positive cases in the last week, bringing the total to 29. Mayor Jelinek also informed the Council that the Governor has opened up stand-alone retail stores and drive in theaters.

Discussion was held on the daily e-mails from the County Health Department regarding the COVID-19 Virus, Mayor Jelinek will contact the County Health Department to see if all Council Members can be copied on the e-mail. Also discussed was the fact that the Kewaunee Library has a lot of information on their web site regarding the COVID-19.

Kewaunee School District Update – Elizabeth Lamack

Kewaunee High School Student Representative Elizabeth Lamack stated that there is not too much to report on due to the School being closed. The School is offering food distribution on Mondays and Thursdays, Teachers Appreciation Week was held last week, and there will be a virtual field trip coming up with students from three different classes participating.

Mayor Jelinek asked Ms. Lamack if she knows how the students are dealing with the social distancing and graduation.

Ms. Lamack stated that although many students are disappointed about the final days of the school year, graduation ceremony cancellation, and not having the sports programs, they are maintaining contacts virtually and dealing with the situation.

NEW BUSINESS

Cornerstone Storage Offer to Purchase

Attorney Nesbitt explained to the Council, that a Counter-Offer has been drafted in response to the Offer to Purchase from Cornerstone Storage. The Counter-Offer includes an easement to Stump Pond which is needed for maintenance. Also included is an easement to the City allowing for an extension of Center Street to the adjacent property to the Northwest, including utility easement for extension of any and all utilities along the extended Center Street. Attorney Nesbitt also stated that a provision stating that the Buyer is to construct an approved storage facility upon the subject property within two years of date of closing or the City may, at its option repurchase the subject property at the purchase price paid. There has also been an updated map submitted.

Discussion was held on the amount being paid versus the assessed value. It was explained that the property will be assessed by the usage of the property. Discussion was also held on Cornerstone Storage continuing to work with the Community Center Committee.

Aldersperson Vollenweider moved, seconded by Aldersperson Brewster, to approve the Counter Offer to Purchase and the sale to Cornerstone Storage. Upon a roll call vote, motion carried unanimously.

Designation of Green Bay Press-Gazette as Official Newspaper

Clerk/Treasure Decur stated her concern with utilizing the Kewaunee County Star News as the City's Official Newspaper. The Star News needs to receive a Notice on Monday by 2:00 p.m. to be placed in the paper for the following Saturday, which adds another 5 days on some of the postings. As far as the price both the Green Bay Press-Gazette and the Star News charge the same.

Discussion was held on the percentage of residents receiving the Star News (80%) versus the Green Bay Press-Gazette (10%), and timing issue of the postings especially during budget time. Attorney Nesbitt stated that the Council can approve more than one paper as its Official Paper.

Aldersperson Stangel moved, seconded by Aldersperson Zimmerman to approve the designation of both the Kewaunee County Star News and Green Bay Press-Gazette as the official papers, at the discretion of the Clerk choosing which one to use based on the timing/situation. Motion carried unanimously.

ORD 615-20 – Chapter 6, to Authorize the City Clerk to issue Alcohol Beverage Operator Licenses (first Reading)

Mayor Jelinek stated that at the April 27, 2020, COW meeting, “City Administrator Schnook presented to the Committee of the Whole a recently passed bill which allows Municipal Governing Bodies to Authorize the City Clerk to issue alcohol beverage operators licenses. Aldersperson Dworak moved, seconded by Aldersperson Brewster, to forward to the Council a recommendation to authorize the City Clerk to issue Operator’ (Bartender) License. The attached Ordinance is required to allow this authorization.”

Aldersperson Mills stated that under 8. A., “Temporary operator’s license” needs to be removed if we are removing 8. E., “Temporary operator’s License”.

ORD 612-20 – Chapter 2, Section 2-111, Commissions and Committees (second reading)

Mayor Jelinek reviewed Ordinance 612-20, Chapter 2, Section 2-111, Commissions and Committees stating that this is the second reading. A copy of the old Ordinance was also included to compare what has changed.

Discussion was held on the current Committees and the work that some of them have been doing, whether the Ordinance should be adopted prior to the Committee appointments, and the purpose of creating the new Committee structure to move forward to look for funds necessary.

Aldersperson Schiller moved, seconded by Aldersperson Mills, to adopt Ordinance 612-20, Chapter 2, Article IV, Boards, Commissions and Committees, Sec 2-111 through Sec 2-123. Upon a roll call vote, motion carried unanimously.

December 2019 Year-End Revenue and Expenditure Reports

Administrator Schnook reviewed the 2019 Year-End Report with the Council, stating that there were a few departments that did spend more than what was budgeted, but overall everyone did a good job keeping their Budget under Control.

Clerk/Treasurer Decur stated that under the Sewer and Water Utility Budgets it looks like they went way over their budget, but in reality the overage was due to the depreciation which we do not include in Budget, because that money is not an actual expenditure.

Discussion was held regarding the depreciation and working it into next year’s Budget.

April 2020 Revenue and Expenditure Reports

Mayor Jelinek stated that the Council has received a copy of the April 2020 Accounts Payable Report, and asked if there were any questions.

Administrator Schnook voiced his concern regarding the effect of COVID-19 on the 2020 Budget, and with more concern regarding the 2021 Budget, and the possibility that if the State would start to cut Aid to Communities.

Public Works Director Strelow stated that he has been tracking the water usage and with Vollrath cutting back on some shifts and the Schools being closed he is seeing a decline in water usage, which means less revenue.

Aldersperson Dworak questioned why the revenues listed under ambulance user fees were so high. Clerk/Treasurer Decur stated that it is because the Auditors need to have a reconciliation completed on all bank and CD accounts, which includes the Lifequest Account held at Hometown Bank. Clerk/Treasurer Decur also stated she need to contact the Auditors to rectify this issue as it is entered in two different ways.

April 2020 Cash Report

Mayor Jelinek asked if Council had any question regarding the April 2020 Cash Report.

Aldersperson Vollenweider inquired if this was the April Cash Report even though it says March. Clerk/Treasurer Decur stated that it was for April and will change the Month on the report.

Approval of April 2020 Accounts Payable

Mayor Jelinek asked if Council had any question regarding the April 2020 Accounts Payable and Payroll Report. No comments were received.

Aldersperson Mills moved, seconded by Aldersperson Dworak, to approve the April 2020 Accounts Payable and Payroll Report in the amount of \$397,158.00. Upon a roll call vote, motion carried unanimously.

ANNOUNCEMENTS

Mayor Jelinek informed the Council that he received a call from Paul Jirtle of the Tug Committee just prior to tonight's meeting. The steel yellow poles in the two piling by the Tug are starting to move. Mr. Jirtle has received one estimate for \$250,000. This is something we need to keep abreast of.

Aldersperson Dworak asked if any of the Campers relocated to another Campground within the City. It was stated that a few Campers have stayed within the City.

Aldersperson Vollenweider asked when the Council could start meeting in the Council Chamber. Some discussion was held.

Aldersperson Zimmerman asked if the City could take the yellow tape off of all the playground equipment to encourage people to be outside as the air and sunlight, which are said to be the best to fight the COVID-19. Playground equipment is deemed a high touch area and until the State lifts that the tape will need to stay on.

Attorney Nesbitt informed the Council that as long as the Wisconsin State of Emergency is in effect the City's Declaration of Emergency is also in effect.

Aldersperson Schiller stated that FEMA Money is only available as long as there is a State of Emergency Declared.

ADJOURNMENT

Aldersperson Mills moved, seconded by Aldersperson Zimmerman, to adjourn the meeting at 7:35 pm. Motion carried unanimously.

