

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
January 8, 2018 – 7:00pm**

Present: Mayor Christman, Alderperson Dworak, Schiller, Jirtle, Jelinek, Kickbusch, Kuehl, Griffith and Zimmerman

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, City Attorney Wolske, Librarian Petrina, Ambulance Co-Director Steiner and Police Chief Salentine.

Mayor Christman called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited followed by prayer and meditation.

APPROVAL OF DECEMBER 11TH, 20TH, 2017 AND JANUARY 3RD, 2018 COMMON COUNCIL MINUTES

Alderson Jirtle moved, seconded by Alderson Griffith to approve the December 11th, 20th, 2017 and January 3rd, 2018 Common Council Minutes, as presented. Motion carried unanimously.

PUBLIC COMMENT/COMMUNICATIONS

Mayor Christman opened the meeting for any Public Comments.

State Representative Joel Kitchen was present to update and answer any questions the Council might have regarding what is going on in the state. Discussion was held on the Bill regarding posting minutes in the paper. Also, discussion was held on the Library System cost versus the large city cost, and how the State is handling the State Senator vacant seat.

Resident Joe Mills stated that State Statute 19.84 (2) public comment does not have to be discussion on Agenda items only. Mills also inquired about the absent of the Council Minutes on the Web and why the COW Meeting Minutes not published.

CONSENT AGENDA

Boards, Committees & Commission Reports: (Waterfront Steering, Community Center, Lighthouse Preservation, Joint Review Board, K-9, Plan Commission)

Update on Technology Upgrades – Maintenance Agreement with County

Highway 42 & Miller Street Project Approval

Boat Launch Engineering and Grant Administration

Operator’s License for Allison Schumacher-Water Front Bar

Alderson Jirtle asked to have the Plan Commission Minutes removed from the Consent Agenda for discussion.

Aldersperson Zimmerman moved, seconded by Aldersperson Jelinek to approve the Consent Agenda with the exception of the Planning Minutes. Motion carried Unanimously.

Plan Commission

Aldersperson Jirtle stated that the Planning Commission has decided to hold regular monthly meetings on the 4th Thursday of every month at 6:30 pm. If there is nothing brought forward for a scheduled meeting the meeting will be cancelled.

Aldersperson Schiller moved, seconded by Aldersperson Dworak to approve the Planning Commission Minutes as presented. Motion carried unanimously.

MAYOR'S REPORT

Ambulance Director and Assistant Director Update

Mayor Christman reviewed the process of appointing an Ambulance Director and an Assistant Director with the Council. A job description will be put together and it will be posted internally and from the applicants Mayor Christman will choose the most qualified.

Appointment of John Mertens to the Library Board

Mayor Christman explained that James Euclid has stepped down and would like to appoint John Mertens to the vacant Library Board position. Mayor Christman read John Mertens qualifications.

Aldersperson Jirtle moved, seconded by Aldersperson Zimmerman to approve the appointment of John Mertens to the Library Board. Motion carried unanimously.

Update on Waterfront Steering Committee

Mayor Christman updated the Council on the Waterfront Steering Committee. The survey has been sent out and the Committee has received 500 back, not counting the High School. The Charrettes will be developed on January 10th at about 1:45 pm and the Committee and the consultants will be taking a bus tour of the Harbor. The Waterfront Steering Committee will be holding a meeting on January 10, 2018 at 5:00 pm, at the Atrium of the Kewaunee Grade School, and an Input Session on January 11, 2018 at 7:00 pm in the Little Theater of the Kewanee Grade School.

OLD BUSINESS

Status of the ATC Easement

City Attorney Wolske reviewed with the Council what has been happening with the easement request from American Transmission Company. It has not been an easy process and after talking to ATC and their Attorney to let them know what and what not we would like/agree with in their contract, a new contract was sent to us. ATC is seeking the following language; The grantee hereby allows grantor to continue to use, maintain, and replace, at their own cost, the currently existing parking lot improvement within the easement area. Any grade changes greater than on foot to the parking lot improvement within the easement area, needs prior written approval by grantee. Grantor hereby agrees that all work it performs or has performed within the area shall comply with all applicable laws, rules and regulations including but not limited to the O.S.H.A. Construction Standards applicable to safe work practices and the operation of equipment near electrical lines and equipment, and the provision of the Wisconsin State Electrical Code and any amendments thereto. Attorney Wolske explained that they are looking to use the easement do deem what they deem necessary. Attorney Wolske feels the City should not sign ATC Contract as presented.

Aldersperson Schiller moved, seconded by Aldersperson Kuehl to table the decision on the ATC Easement. Motion carried.

It was discussed that Attorney Wolske and Administrator will let ATC know that the Council has tabled the Easement Request and see if they respond.

Approve Coastal Management Grant Application

Administrator Schnook reviewed the two grants that were presented to the Council. The first grant was submitted by Foth and encompasses the Harbor Master Plan update and is in the amount of \$50,000, with matching funds so the City would need to come up with \$25,000. This grant would not have to be spent this year. The second grant is for \$62,000 also with a 50/50 match. This grant encompasses the review, supplementation and amendment of the City's Comprehensive Plan, dated March 2007, the City's Waterfront Plan, dated September 2009, and the City's Outdoor Recreation Plan, dated January 2012. The second grant broadens the scope of the project that can be worked on, but needs to be spent by July of 2018.

Discussion was held on whether the first grant should be withdrawn. It was decided to send in the second application and send the first application too; if we don't need the first grant we could decline it at that time. It is highly likely that if grant one is approved, different needs will come forward regarding the Harbor Master Plan.

Aldersperson Kuehl moved, seconded by Aldersperson Schiller to proceed with the second grant in the amount of \$62,000, with matching funds and not to withdraw the first grant. Upon a roll call vote motion carried unanimously.

Authorize Administrator to hire a personnel Attorney if needed for Police Negotiations

Administrator Schnook reviewed the three verbal quotes he has received. The rates were between \$265 and \$295. It would be nice to have the ability to contact an Attorney during the Police negotiations process is needed.

Discussion was held on the possible need for a personnel Attorney and what the cap amount should be.

Aldersperson Griffith moved, seconded by Aldersperson Jelinek to approve the City Administrator hire a personnel Attorney not to exceed \$5,000 if needed for negotiations. Motion carried.

Charter Ordinance for Primary Elections – ~~Second~~ First Reading

City Attorney Wolske informed the Council that this should be the first reading because so much time has lapsed from the time it was originally read.

Mayor Christman read the Charter Ordinance allowing the City to hold a Primary Election if there are 3 or more candidates running for the same office. This would eliminate the possibility of not holding a meeting with three days from the date nomination are required to be in. The Charter Ordinance is allowed by Sec. 8.11 (1) (b), Wis. Stats., and Sec. 66.0101, Wis. Stats.

The second reading of the Charter Ordinance will be placed on the next Council meeting.

Selecting the City's Financial Planner

Administrator Schnook reviewed with the Council, that City staff had interviewed with representatives from R.W. Baird & Co and with Ehlers and Associates, and both Financial Planning Co. presented a presentation to the Committee of the Whole. While there are positives and negatives to both firms, City staff recommends that the City Council select R. W. Baird & Co, Inc., as its financial consultants. The primary reason for this recommendation is that city staff felt Baird was able to convey very complicated debt structuring, payment schedules and the City's current debt position in a manner much easier to

understand than Ehlers. Finally, there could be a cost savings of \$2,800.00 if Baird trains City staff to perform the annual EMMA Disclosure.

Discussion was held on the ease of understanding Baird's presentation over Ehlers.

Alderman Griffith moved, seconded by Alderman Dworak to approve R. W. Baird & Co, Inc., as the City's Financial Planners. Upon a roll call vote motion carried unanimously.

NEW BUSINESS

Building Inspector's Report

Discussion was held on the Inspector's Report; the Council was happy to see the reports back. Also discussed was whether specific items listed as being presented to the Planning Commission, should be presented to the Board of Appeal for legality purposes.

Administrator Schnook explained to the Council that he and Building Inspector Angoli have been meeting to come up with a 2018 Building Inspection Plan/work items along with a Building Inspector/Zoning Administrator job description. Both of which Administrator Schnook passed out to the Council for their review.

Approval of November 2017 Accounts Payable

Alderman Kuehl moved, seconded by Alderman Jelinek to approve the December 2017 Accounts payable/Payroll in the amount of \$334,009.73. Upon a roll call vote motion carried unanimously.

ANNOUNCEMENTS

Alderman Zimmerman informed everyone that she has pictures on her face book page of Kewaunee dating back to the late 1800's if anyone is interested in viewing them.

ADJOURNMENT

Alderman Kuehl moved, seconded by Alderman Zimmerman to adjourn the meeting at 8:23 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur