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**OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY FEBRUARY 22, 2021 - 6:00 P.M. - VIRTUAL**  
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Present: Chairperson Stangel, Mayor Jelinek, Alderpersons Dworak, Brewster, Schiller, Vollenweider, Kuehl, Mills and Zimmerman.

Excused: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Attorney Nesbitt, BI Davister, PWD Strelow, Librarian Petrina, EDPGF Monrroy, Ambulance Director Steiner, Police Chief Kleiman, and Marina Manager Kinjerski.

Chairperson Stangel called the meeting to order at 6:00 p.m.

APPROVAL OF THE COMMITTEE OF THE WHOLE JANUARY 25, 2021 MINUTES

Alderson Zimmerman stated that she would like to see under “recommendation to secure debt” the clarification that assessments for utility and street construction involve only the existing undeveloped lots on the Scott Street connection.

Alderson Dworak moved, seconded by Alderson Kuehl, to approve the January 25, 2021, The Committee of the Whole Meeting Minutes with changes. Motion carried unanimously.

COUNTY JAIL UPDATE

Kewaunee County Sheriff Matt Joski presented an update on the Jail Study, The Committee has currently finished Phase II of the Study. The Jail Study Committee was originally looking at a cost of 35 million dollars. After reevaluating the scope of option 7 the recommendation was the removal of Sheriff’s Department Offices, removal of Garage and Evidence Facility and scale back as much as possible without jeopardizing effectiveness with a new cost estimate of 20 million dollars. The Study Committee has recommended moving to Phase III of the project, which includes Schematic Design, Site Analysis and Security Design.

PUBLIC COMMENT

Chairperson Stangel opened the floor for public comment.

Rich Taylor, 808 Rose St., thanked Sheriff Joski for his update. Mr. Taylor also had concern with the County Housing Survey and feels Luxemburg and Casco are better suited for new housing, with Kewaunee having adequate housing. Mr. Taylor also had concern regarding cost of projects that the City is looking, that his taxes are getting to be too high and the excessive cost of permits and fees.

Jarred Bunyard, 324 Center S., expressed concern for removing the Marquette School Property from the Historic District.

Kirt Johnson, 803 Milwaukee St., stated that the Historical Preservation Committee did give reason of denial to Mr. Welhouse for his proposed project. Mr. Johnson also stated that putting duplexes on the Marquette Property would destroy the neighborhood.

Jane Wiese, 916 Milwaukee St., stated she is very upset about removal of Marquette School Property from the Historical District and does not appreciate backlash from her Alderperson.

Eric Weise, 916 Milwaukee St., stated that he has no problem going with single family homes and feels the City should have local Contractors do the project not outsiders.

Russ Anderson, 1122 Milwaukee St., stated that he has been in Government for 37 yrs. Proper housing is needed in Kewaunee, but not by giving a developer a tax break. Also the blighted areas should be invested into.

Wendy Shelton, 1104 Milwaukee St., stated that she has walked the district and talked to residents and there is a huge concern regarding the development of Marquette Property and also removing the property from the Historical District.

Mayor Jelinek, stated that there has never been anything mentioned about removing the Marquette Property from the Historical District. Mayor Jelinek also stated that Mr. Welhouse is a resident of Kewaunee. Also with the cost in construction material rising it may be hard to find structures that will satisfy the neighborhood. Residents need to remember although we received a grant to remove Marquette School the City is still covering their portion of \$500,000.

Administrator Schnook stated that as an Administrator he follows through with the directives from of the Mayor and Council. Administrator Schnook stated that he may make suggestions, but he follows the directives from the Mayor and Council.

Hearing no other comments, Public Comment was closed.

MAYOR'S REPORT: JASON JELINEK

Lighthouse Tours

Mayor Jelinek stated that he has been contacted by Kewaunee Chamber of Commerce and was asked if the City would like to be part of the June 12-13 Lighthouse Tour. Mayor Jelinek felt there would be some safety issues that would need to be completed prior to the tours.

Alderperson Kuehl stated that Mr. Jim Schaller is working with Jesse Kleiman regarding work on the platform outside the building and placing more railings. Dan Jerabek is going to be changing some of the electrical and would do it for cost and labor free.

Discussion was held on the safety of the Pier itself and if the City could do anything with it, but because it is owned by the Army Corp. it would need to go through the Army Corp.

Alderperson Zimmerman, moved seconded by Kuehl, to recommend to the Council to accept the two tours that are being set. Motion carried unanimously.

Marine Sanctuary

Mayor Jelinek stated that the Marine Sanctuary was brought up a few years ago, with the City passing Resolutions in the past. NOAA is creating the Sanctuary of the Great Lakes. This has to do with shipwrecks along the Great Lakes and will protect these areas in the future. Mayor Jelinek has been in contact with Russ Green, and he has stated that in borderlines that they have identified so far, would not include the City of Kewaunee. They are trying to identify more shipwrecks in our area to justify Kewaunee to be part of the Sanctuary Borders.

NEW BUSINESS

Proposed Ordinance Change on Bidding Construction Work

Administrator Schnook reviewed the City of Kewaunee's current Ordinance No. 62.6 – Public construction without bids. This current Ordinance reads “*Sidewalk, curb and gutter, sewer mains and laterals, and demolition of structures may be constructed and demolished by the City without submitting the same for bids under Wis. Stats. 61.15*, and this version of the ordinance is very vague. The Proposed version would read as; “*Sidewalk, streets, curb and gutter, sewer mains and laterals, water laterals, storm sewers and laterals, excavation, filling, grading and demolition of structures may be constructed and demolished by the City without submitting the same for bids under Wis, Stats. 62.15.*”

PWD Strelow would like to see an addition to the proposed Ordinance by adding “*water mains*” to the language to be consistent with the sewer mains and laterals.

Aldersperson Zimmerman had a concern regarding the demolition of structures may be constructed and demolished by the City without submitting the same for bids.

BI Davister stated that this is a preexisting Ordinance, it has nothing to do with the demolition end. On the Public Works side, it listed sewers mains but not laterals, it also did not list storm sewers, things that Public Works handle on a daily basis. This will allow the Public Works to repair a street section if needed. This has nothing to do with the bidding process because the City still has to follow the State Statute of \$25,000, limit for requiring bids.

Aldersperson Kuehl wanted to be clear that this Ordinance will not bypass any State laws for bidding projects over the \$25,000.

Aldersperson Mills moved, seconded by Aldersperson Dworak, to forward to Council the recommendation to approve the Ordinance Change to Bidding Construction Ordinance with the addition of the words water main added. Upon a roll call vote, Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl, Mills and Zimmerman – aye, Aldersperson Vollenweider nay, motion carried.

Ordinance No. 622-2021 – Subdivision Ordinance

Aldersperson Schiller stated that the proposed Subdivision Ordinance is well put together. On page 13, item b, Lot dimensions reads; “*Lot dimensions shall conform to the requirements of the Zoning Code. Lots in a residential district shall not be less than 80 feet wide, or 60 feet at the building line, nor less than 10,000 square feet in area.*” Because the lot dimension requirements are in the Zoning Code and the first sentence references the Zoning Code, the second sentence, “*Lots in a residential district shall not be less than 80 feet wide or 60 feet at the building line nor less than 10,000 square feet in area.*” should be removed. In the future, this will make it easy if the lot dimensions would change in the Zoning Code. It would not need to be changed in the Subdivision Ordinance.

Attorney Nesbitt stated that on page 13, item e, also should refer to the Zoning Code rather than listing the specific feet. Attorney Nesbitt suggested in Sec. 66.3 – Jurisdiction to add, “*b. Applicability to Condominiums. This Chapter is expressly applicable to condominium development within the City of Kewaunee, pursuant to Wis. Stats. 703.27(1)*”, so someone cannot

evade this Ordinance by just by developing as Condominiums opposed to land division. Attorney Nesbitt stated that in Sec 66-7 – Street Tree Fee, there is an incomplete sentence and suggest completing the sentence as follows, “a, A Street Tree Fee in an amount established by the Common Council shall be charged to the owner of any lot developed upon a street having frontage upon a City Street.”

Aldersperson Vollenweider asked who created the Ordinance and what Ordinance did it replace. Chairperson Stangel stated that the Planning Commission had several meetings regarding the proposed Ordinance. This replaces the existing Ordinance that is very scant. Administrator Schnook stated that a Subdivision Ordinance from Neenah was used as a guide.

Aldersperson Schiller moved, seconded by Aldersperson Kuehl, to forward to Council the recommendation to approve Ordinance No. 622-2021, with change to page 13, item b. and Attorney Nesbitt’s recommendations. Upon a roll call vote, Aldersperson Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl and Mills – aye, Aldersperson Zimmerman – nay, motion carried.

Proposed Development Fees

Administrator Schnook stated he was contacted by Brown County Home Builders Assoc. and was informed that prior to imposing an impact fee the City will need to complete an analysis for the needs of the funds. The funds can be used to upgrade parks within the City. His recommendation is to wait until we have the analysis complete before approving the impact fees.

CIP Update – Abigail Monrroy

EDPGF Monrroy stated that she has been working with the Department Heads on updating the CIP Plan, The items highlighted in yellow are new items added to the CIP and the orange highlighted items have been moved to different years.

Administrator Schnook explained the process the City and Staff went through to create a CIP Plan and the importance of having a CIP Plan for budgeting purposes.

Discussion was held on the CIP Plan consisting of one-time expenses and under Admin/Treasurer, a full-time Treasurer should be removed, as this is a budget item.

Aldersperson Vollenweider felt the plan should also show how the City plans to pay for these items, a loan or grant.

Administrator Schnook stated that everyone should have received a full copy of the actual CIP Plan, which shows every item on an individual page that shows the description, scope, proposed need, some external funding sources and the expense category and the years.

Aldersperson Dworak stated that he would like to see, under Administration, the general fund gap and Full-time Treasurers salary removed as these should be budgeted items.

Aldersperson Zimmerman would like to see, under Administration, “the connection of Scott Street/develop lots if necessary” taken out.

Chairperson Stangel stated that we have a motion and a second to table so discussions can be held or provide them to the next meeting.

Clerk/Treasurer asked that if Council Members have question regarding the CIP to send them to the Office to make thing easier and save time at upcoming meetings.

Aldersperson Zimmerman moved, seconded by Aldersperson Brewster, to table the CIP Update approval to give time to review the document. Upon roll call vote, Aldersperson Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl and Zimmerman – aye, Aldersperson Mills – nay, motion carried.

Urban Forestry Grant Update-Brandon Strelow

PWD Strelow updated the Council on the Urban Forestry Grant. The City has been awarded \$50,000, 50/50 Grant. The scope of the project is to have a comprehensive inventory completed on all tree lawn trees, parks, cemetery and city hall. A management plan meeting DNR requirements will provide recommendation on current conditions, problems and prioritize our needs. All of this information will be imported to the GIS system, which will significantly help us manage the City Trees. PWD Strelow stated that he has received quotes from Ranger Services Inc., for \$41,500-\$48,500 and Wachtel Tree Science Inc., for \$34,020. While both proposals cover the scope of work, Wachtel Tree Science Inc. is \$7,480-\$14,480 cheaper. They included two days of training on pruning, planting, chain saw safety, PPE, felling techniques and they have completed multiple projects with the same scope as Reukert and Mielke, who manages our GIS system.

Aldersperson Kuehl moved, seconded by Aldersperson Vollenweider, to forward to Council the recommendation to award the contract to Wachtel Tree Science Inc., for \$34,040. Upon a roll call vote, motion carried unanimously.

Marquette School Property Discussion

Aldersperson Kuehl stated that he requested this to put on the agenda to have a discussion on the general direction the Council would like to go with the Marquette Property. There is a lot of discussion on both sides on how the property should be developed. The Council needs to come to a consensus on if we want private development or not. Once a decision is made, the City can work closer with the Marquette Historical District in making that happen.

Aldersperson Dworak stated that after April election 25% of the Council will be new and is asking if this would be better to table until then.

Aldersperson Brewster felt Council and the Historical Commission need to create a plan on how to move forward. Aldersperson Brewster stated that he has been in contact with Seth Hudson from Cedar Corp. about what we can do. The Historical Preservation Commission, historically only looked and approved housing enhancements, they have never dealt with the fact of bringing in a new project into a site that is not developed. Aldersperson Brewster also felt the Council/City needs to help the Commission in the steps to go forward with to bring together proposals and options that we review and agree upon. Aldersperson Brewster would like to recommend, as the next step is to initiate conversation on how they can help us put together three to five different options of what the City can do with this site. The Planning Commission can also be engaged and options brought back to the Council.

Discussion was held on working together for the betterment of the City and to keep the Historical District looking like a Historical District.

Discussion was also held on starting the dialogue as soon as possible, otherwise it would be sitting a minimum of six months or longer.

Alderman Zimmerman moved, seconded by Alderman Dworak, to table the Marquette School Property discussion so we can figure out the best avenue to go down and get everybody involved on how to best develop this property. Upon a roll call vote, motion carried unanimously.

2021 Fee Schedule Approval

Clerk/Treasurer stated that the only thing that has changed on the 2021 Fee Schedule is the 3% increase on the Utility Fees that Council Approved earlier.

Alderman Zimmerman asked if the fees were compared to other municipalities. Administrator Schnook stated that Staff did a comparison last year of the fees so the City was compatible with surrounding communities.

Discussion was held on the amount of building permit fees and if they are compatible with others. DI Davister stated that he has researched the costs and found some fees higher and other fees lower. What Council needs to be aware of is all of the permits come with inspection, which is their insurance that the work is completed correctly. In some areas, this is not happening and the property owner pays the price down the road.

Alderman Mills moved, seconded by Alderman Kuehl, to forward to Council the recommendation to approve the 2021 Fee Schedule. Upon roll call vote, Aldermen Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, Aldermen Vollenweider and Zimmerman – nay, motion carried.

ANNOUNCEMENTS

Mayor Jelinek informed all present that he will be on Channel 5, Community Corner to discuss the happenings in the City of Kewaunee regarding the CDBG Blight Elimination Grant, new business and the progress on the Boat Launch and Campground.

ADJOURNMENT

Alderman Vollenweider moved, seconded by Alderman Zimmerman, to adjourn the meeting at 8:26 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur