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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY JULY 26, 2021 - 6:00 P.M.  
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Present: Chairperson Brewster, Mayor Jelinek, Alderpersons Shelton, Blaha, Vollenweider, Stangel, Taylor, Nelson and Zimmerman.

Excused: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Attorney Nesbitt, PWD Strelow, Police Chief Kleiman and Librarian Petrina.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE JUNE 28, 2021 MINUTES

Aldersperson Nelson moved, seconded by Aldersperson Shelton, to approve the June 26, 2021, Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Brewster opened the floor for public comment.

Willard Kickbusch, 317 Third Street and Lee Clark, 1321 Ellis Street, wanted to know what happened to the 2 wheel trailer that was parked at the City Garage with a broken tongue. Mr. Kickbusch stated that he offered to purchase it for \$300 to \$400, with no response. The trailer is now missing and feels the Police Chief should investigate what happened to it. Mr. Kickbusch and Mr. Clark were told that the trailer was sold for scrap.

With no other comments, Public Comment was closed.

OLD BUSINESS

ORD. NO. 627-2021-All Terrain Vehicles and Utility Terrain Vehicles

Police Chief Kleiman reviewed the proposed Ordinance which would allow ATV/UTV to travel on City Streets that are posted 35 mph or lower. Police Chief Kleiman stated that more Cities, Towns and Villages are adopting an ordinance regarding the use of these vehicles on roadways.

Discussion was held on how an Officer determines if a person has an ATV Certificate/License. Police Chief Kleiman stated that would be determined if a vehicle is stopped. Discussion was also held on signage and maximum mph allowed.

Aldersperson Zimmerman moved, seconded by Aldersperson Vollenweider, to move Ord. No. 627-2021 to Council. Motion carried unanimously.

Status Update by Staff on Industrial/Business Park Planning and Funding

Administrator Schnook stated that the EDA Application was submitted the last week in June. It will take until late September before the City will hear whether they are approved or denied for the Grant. EDA has been in contact with us regarding the residential area next to the proposed Business Park, so we know they are reviewing the application.

Status Update by Staff on Scott Street

PWD Strelow stated that he and Administrator Schnook found out a couple of weeks ago that there is new management at the Kewaunee Health Services so that is why there has been a lag figuring out if they are going to expand their facility. Once we know their intention for the property we will know how to layout the utilities. The City was originally looking at placing five lots on that property with a small cul-de-sac, but from a utility stand point you don't want to have laterals for residential site in place if they will not be utilized.

Discussion was held regarding on if we have commitments from the residents on Scott Street to hook up or connect to the utilities. PWD Strelow did not know. Administrator Schnook said we do not have commitments because we have yet to put the project out for bids, so we do not have an accurate cost as of yet. Discussion was also held on whether the City would spend the money even without the commitment from the property owners and if the residents know how much the City would assess them. PWD Strelow stated the Council previously approved to go forward with the project and as far as the assessment price that would not be known until everything went to bid.

Status Update by Staff on Tree Survey

PWD Strelow stated that at this time the tree inventory has been completed and placed on the GPS System. The next step is the Management Plan that Wachtel Tree Science is working on. They sent us about 30 questions regarding the budget, equipment and personnel to create a plan for the City. PWD Strelow also stated that he has a meeting scheduled with Wachtel Tree Science to review the questions with them and after the Management Plan is complete the next step is Staff training which will begin this fall.

Discussion was held on how the Council will get updates from meeting with Wachtel Tree Science. PWD Strelow stated that he can provide an update after the meeting to Administrator Schnook, Mayor Jelinek and Council and after that someone will be designated in charge of the project to give updates.

NEW BUSINESS

Refilling the Public Works Director Position

Mayor Jelinek stated that we need to refill the Public Works Directors position and decide how we want to go about refilling the position. Mayor Jelinek suggested that with the Public Works Director, Building Inspector/Zoning Administrator and Grant Facilitator Community & Economic Development Planner positions needing to be refilled that a Hiring Committee be put together to go through the hiring process for the three positions.

Aldersperson Zimmerman moved to table the hiring process until a Committee can be formed to review the Job Description and Salary.

Further Discussion:

Discussion was held on setting the parameters for the Committee to follow tonight as a Council so they don't have to bring what they come up with for approval at a later date. Discussion was also held on items in the job description that need to be addressed regarding the Marina and Campground and offering a wage range for a salary. Further discussion was held on creating a Committee that will work through issues like the job description and positions going to remain the same, does a wage study need to be completed so we can be competitive as possible, and the Council/Committee of the Whole Members want to create some general parameters that would be helpful in the process.

Mayor Jelinek stated that prior to Brandon Strelow being hired as PWD, Paul Jirtle was interim PWD and he has offered to do so again. Mayor Jelinek would like to hear how the Committee feels about bringing Paul Jirtle back on for a period of time. Compensation was discussed along with the limited time Paul

would be able to work because of salary cap with Social Security. After some discussion it was the consensus of the Committee to offer Paul Jirtle the interim PWD position.

Aldersperson Zimmerman rescinded her motion to table.

Aldersperson Taylor moved, seconded by Aldersperson Stangel, to post the Public Works Director position as soon as possible giving the minimum and maximum salary range.

Chairperson Brewster asked if this would have to go to council for approval prior to the posting.

Administrator Schnook stated that he could go forward with the posting at this time and if the Council would choose to rescind the motion they can do that at the next Council Meeting prior to hiring anyone.

Motion carried unanimously.

Discussion regarding setting up a Hiring Committee was held, Alderspersons Taylor, Blaha and Shelton have volunteered to be on the Committee with Aldersperson Stangel as an Alternate.

Refilling the Grant Facilitator Community & Economic Development Planner Position.

Mayor Jelinek stated that this would be similar to the PWD position for posting. If the Committee feels that they want to refill this position it should be posted as soon as possible

Discussion was held on the EDPGF (Economic Development Planner & Grant Facilitator) salary and if it comes out of the General Fund. Administrator Schnook stated that the first year we received a grant for planning the Harbor Master Plan and the Integrated Plan, currently a substantial amount of the wages are coming from administrating these grants, like the CDBG and others.

Discussion was held on the amount of things the City currently has going regarding grants and the importance of filling the position versus hiring an outside firm which would cost more.

Aldersperson Blaha moved, seconded by Aldersperson Taylor, to post the EDPGF Position. Motion carried unanimously.

Refilling the Building Inspector/Zoning Administrator Position

Mayor Jelinek stated that the BI/ZA Position would be the same as the previous two positions. The Committee needs to decide if they want to keep the position, if so do they want it to be full time/part time or if they want to contract the position out.

Discussion was held on whether the City needs a full time BI/ZA, some felt a part time would be enough. Also discussed the possibility of hiring more than one person for the position depending on what credentials they would have.

Discussion was held on the number increase of building permits since the City went to a full time inspector which in turns helps the tax base as the assessments are updated. Also with a full time inspector we have someone enforcing the ordinances that have always been in place, but never followed. Also the discussion regarding how much of the dollars collected are for the permits itself and how much was for fines.

Further discussion was held on the timing of filling this position, depending on the candidates if it will be a full time or part time position, if it should be posted at this time and it was decided to send it to the Hiring Committee for structuring the position and not post it at this time.

Aldersperson Vollenweider moved, seconded by Aldersperson Zimmerman, to not post the position at this time and to forward the BI/ZA position to the Hiring Committee to establish the job description and bring it back to the August Committee of the Whole Meeting. Motion carried unanimously.

Contracting with Baird for Budget and Finance Training

Administrator Schnook stated that he has been in contact with Paul Kunesh from the County, the Auditors from Baker Tilly and our Financial Advisors from Baird regarding training for the Council on Finances and Budgets. Baker Tilly did not have any type of training material other than a few web sites to look at. Paul Kunesh said he has wanted to create some type of training packet but just has not had the time. Brian Ruechel from Baird would help us create a financial training program that would be geared for the City for a cost of \$1,000. Administrator Schnook recommend contracting with Baird in the amount of \$1,000. He feels it is very important to have a training tool for the Council on the financial operations of the City.

Discussion was held regarding having this as a workshop and only dealing with the City of Kewaunee's Finances. Discussion was also held on any anticipated dates that a workshop might be held, and looking at holding the workshop after September sometime.

Aldersperson Nelson moved, seconded by Aldersperson Blaha, to forward to Council the recommendation to approve contracting with Baird to create a financial training program in the amount of \$1,000. Motion carried unanimously.

Discuss Old Marquette School Property Appraisal and Marketing- Aldersperson Taylor

Aldersperson Taylor wanted this on the agenda because the City has this valuable asset but we do not really know what that asset is worth. Aldersperson Taylor would like to have the property appraised and get a valuation of the property so we better understand what we have. Aldersperson Taylor is requesting the City Staff come up with some bids for appraisal to give back to Council to approve a bid, whatever that cost might be.

Aldersperson Shelton stated that Aldersperson Brewster has been working on guidelines as this property is in the middle of the Historic District and she would like to see him finish the guidelines and present them to the Historic District for approval and bring it back in October for discussion.

Aldersperson Shelton moved, seconded by Aldersperson Zimmerman, to let Aldersperson Brewster continue to work on his guidelines, have it go through the Historical Preservation Commission and revisit for the appraisal and land use at the October Committee of the Whole Meeting.

Further discussion:

Aldersperson Brewster stated that a while back he and Aldersperson Stangel were asked to get together and come up with some option for the property, along with some guidelines for some single family homes. Aldersperson Brewster also stated that when the basic guidelines were completed he spent some time with the Historic Preservation Commission Members to detail the guidelines out a little more.

Discussion was held on any grant guidelines that would need to be followed in restoring this property. It was explained that if the property is developed within five years that any development would need to serve at least 51% low to moderate income individuals. Also, any development within five years would need to follow Davis-Bacon wage standards. Further discussion was held on looking into an appraisal and waiting to see what is going to be built on the property to determine what the land is worth.

Aldersperson Nelson called the question.

Vote:

Alderspersons Shelton, Brewster, Vollenweider, Stangel, Taylor, Nelson and Zimmerman – aye, Alderperson Blaha – nay, motion carried.

Discuss and Propose Downtown Business Revitalization Plan

Alderperson Taylor would like to do a little bit of brainstorming with the Community and Council regarding how to get more retail space in the downtown area to make the downtown more of an attraction to visitors.

Discussion was held on:

- The Incubator for new business by the Post Office
- The Market Plan that was created
- Problematic zoning with the mix of business and residential
- JEM Grant-Joint Effort Marketing Grant used previously
- Proposed Bike rentals – there is a lot of natural resources that are available.
- Marina Manager Kinjerski was working on some type of Boat Tours and also take-a-Vet Fishing, with no luck.
- Creating a Committee from Council to start some planning and using the Market Study as grounds to start with.
- Working with Civic Organizations that are plentiful in our Community and the Kewaunee Chamber.
- A great tool to use is the Chamber Book.

Discuss ideas on Proposed Future Use of Fisherman’s Point Property

Alderperson Taylor would like to discuss and start planning for the future development of Fisherman’s Point. Some ideas he had would be a Performing Art Center and maybe try and bring back the Trout Fest. At this point we have an open canvas and the sky is the limit. Alderperson Taylor felt we should make Kewaunee a unique place that will draw people to the community.

Discussion was held on:

- A possible campsite with personal slips and a possible common space with a fireplace.
- Waiting on the testing that needs to be done so we know what if anything we can construct on the property.
- Reviewing the Harbor Master Plan to see what is planned for the area.
- Administrator Schnook recommended talking to the Community and Business Owners is fine, but what you want to look for is critical mass, if you are looking at performing arts who is doing it in the Community.
- Balancing what we need and want with Tax Base/Revenue.
- The lack of Trout Fest because of the dwindling attendance.
- Business support to organizations.
- The lack of parking in the area to be considered.
- The uniqueness that is already in Kewaunee with the Lighthouse, Tug, the Historical Walking Tour, the Anhapee Trail and Fresnel Lens.

Discuss adding prior years Minutes (COW and Council) on City Website

Alderperson Blaha stated that 2017, 2018 and 2019 minutes were previously on the website and he wanted to know why they were taken off. Alderperson Blaha wanted to know if it would be possible to put them back on the website.

Administrator Schnook stated that they were not put back on when we redesigned the website.

Clerk/Treasurer Decur stated that they could be placed back on the website but it will take some time.

Aldersperson Blaha moved, seconded by Aldersperson Zimmerman, to move to Council the recommendation to replace the 2017, 2018 and 2019, Council and Committee of the Whole minutes back on the website. Motion carried unanimously.

ANNOUNCEMENTS

Aldersperson Nelson stated that she has been contacted by Author Tom Seward from Algoma and he is interested in doing a book on the Algoma and Kewaunee Lighthouses. There is already a book published about the Lighthouses in Door County.

Aldersperson Stangel stated that the Kewaunee Sluggers had a tournament this past weekend with 18 teams participating. Everyone was impressed and had good feedback about the City and ball fields. Kewaunee Sluggers are looking at doing it again next year and maybe more than one.

ADJOURNMENT

Aldersperson Zimmerman moved, seconded by Vollenweider to adjourn at 7:58 pm. Motion carried unanimously.

Respectfully Submitted by Clerk/Treasurer Decur