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**OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY SEPTEMBER 27, 2021 - 6:00 P.M.**  
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Present: Chairperson Stangel, Alderpersons Brewster, Blaha, Vollenweider, Shelton, Taylor, Nelson and Zimmerman.

Excused: Mayor Jelinek and Administrator Schnook

Others: Clerk/Treasurer Decur, Attorney Nesbitt, Police Chief Kleiman, Marina Manager Kinjerski and Librarian Petrina.

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

**APPROVAL OF THE COMMITTEE OF THE WHOLE AUGUST 23, 2021 MINUTES**

*Aldersperson Nelson moved, seconded by Aldersperson Shelton, to approve the August 23, 2021, Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.*

**PUBLIC COMMENT**

Chairperson Stangel opened the floor for public comment.

Erica Janisch, Coordinator for LEAP and Home School Youth Apprenticeship informed the Committee of the Whole Members about the Youth Apprenticeship in Kewaunee and Door County High Schools. This is a one- or two-year program for Juniors or Seniors offered for all career clusters. Through the State of Wisconsin Department of Workforce Development, by the Ahnapee Youth Coordinator, students can earn a certified Youth Apprenticeship and earn .5 elective credits per semester through paid employment. Youth Apprenticeship could transition to Registered Apprenticeships and are recognized to fulfill prerequisites for many secondary educational programs. This is a way for the students to work at a job they are interested to see if it is a good fit for them.

With no other comments, Public Comment was closed.

**OLD BUSINESS**

**Update and Draft RFQ for Marketing the Ellis Point Site – Seth Hudson**

Seth Hudson of Cedar Corp., presented a Draft RFQ for the marketing of the Ellis Point Site/Hamachek Property.

The Committee discussed the time line along with some wording concerns, It was decided to have Mr. Hudson make the following changes and bring it to the October 11, 2021 Council Meeting for approval:

- Cover Page-Initial submittals are due January 28, 2022
- Page 2-Location
  - a. Update the numbers associated with the economic impact from tourism in Kewaunee County, data from WI Dept. of Tourism
- Page 7-Uses and Activities
  - a. Add “ancillary residential”
- Page 9-Tax Incremental Plan

- a. Remove text quoted directly from the TID plan that stated, “The city listed the Project Site as Qualifying site and eligible for TID funding as a Developer Assistance that shall be used to create a Hotel, Conference Center, Restaurant, Wellness Center and Spa.”
  - 1. This section now reads: “The City has listed the Project Site as a qualifying site and eligible for TID funding as Developer Assistance. The city is open to amending TID#3 to allow for alternative uses.”
- Page 10-City Expectations
  - a. Redevelops for former Hamachek/Klockner Property as mixed use commercial development that may include, but not limited to, hotel, retail, restaurant and /or ancillary residential uses as appropriate.
- Page 10-Schedule
  - a. Release of RFQ October 15, 2021
  - b. Deadline for Initial Respondents to submit RFQ response January 28, 2022
  - c. Initial review by the Committee of the Whole February 28, 2022
- Page 13-Submission of Qualifications
  - a. Now reads “to be considered for the first round of reviews, submittals must be received no later than 4:30 p.m., January 28, 2022”

*Aldersperson Vollenweider moved, seconded by Aldersperson Taylor, to forward to Council the recommendation of approval of the RFQ for Ellis Point Property with above changes. Motion carried unanimously.*

#### **Update on Road Use Privilege and Maintenance Agreement-Yachtworks**

The Committee was updated on the status of the requested Road Use Privilege and Maintenance Agreement with Yachtworks on Hathaway Drive. Russ Forkert is currently out of Town, the request is on hold due to some issues with the DNR and the placement of the lift. Discussion was also held on reconstruction of the road area to be done prior to the agreement.

#### **Update on the Budget**

Clerk/Treasurer Decur updated the Committee of the Whole on the Budget progress. She stated that she is behind on the budget due to the increase of work in the office. She has received most of the Department Heads budget worksheets, but is waiting on a few. The big problem is not knowing what is happening with the Ambulance Budget and Wages. There are daily changes as more information comes from the State. A Budget Workshop is scheduled, for October 18, 2021, at 6:00 pm, with the Council and Department Heads.

#### **Update/Discussion on Lead Laterals-Robin Nelson**

Water Operator Tony Sinkula gave a presentation to the Committee of the Whole regarding the importance of replacing lead lateral and mains water pipes. Me. Sinkula stated that if a resident is placing new lateral material to their homes, it would be beneficial cost wise for the City to replace their portion to the main.

Discussion was held on compiling a procedure/plan on what the residents are responsible for and what the City is so there is no confusion and misstatements. Discussion was also held on applying for grants to help with the cost for the residents.

Water Operator Tony Sinkula stated that once the fall maintenance and preparation is completed he will have time to assess and inventory the lead lateral services within the City.

### **Update/Discussion on Finance Committee-Robin Nelson**

Aldersperson Nelson brought forth a proposal to create a Finance Committee, consisting of 2-3 Alderspersons, 2 Community Members with a financial background. Aldersperson Nelson also presented duties that the Finance Committee would oversee.

Discussion was held on the City Accounts, Finances and whether there is a line of Credit. Clerk/Treasurer Decur stated that the Line of Credit ended late 2017/early 2018 after the Seawall Project was completed. All of the accounts the City has are on the Monthly Cash report with the balances.

*Aldersperson Shelton moved, seconded by Aldersperson Zimmerman, to forward to Council the approval of formulating a Finance Committee immediately to help with the budget processing, with Alderspersons being Nelson and Shelton, community members being Veronica Walker, Jeff Kleiman and Cindy Tang to alleviate the stress on staff while putting the budget together.*

Discussion was held on who actually sets the appointment for committees. It was stated the Mayor does this .

Clerk/Treasurer Decur stated that she is working on preparing a training session and believes she has all of the information to Baird, but has not heard back from them at this time.

Discussion was held on the timing of creating a Finance Committee, some felt it would just add to the stress of staff and others thought it would help. Discussion was also held on going through the training session prior to creating a Finance Committee to better understand what the Council would like the Committee to oversee so it isn't redundant with what the Committee of the Whole reviews.

Clerk/Treasurer Decur stated that she would be happy to explain any financial concern that any Aldersperson has, she is willing to sit down and discuss the issues. Clerk/Treasurer Decur stated that to create a Finance Committee during the Budget process would only add to the work load.

*Aldersperson Shelton rescinded her motion, Aldersperson Zimmerman, also rescinded her second.*

### **NEW BUSINESS**

#### **Ambulance Contracts and Funding**

Ambulance Director Steiner stated that he has had a meeting with the surrounding Townships that we contract with for Ambulance Service. The Towns are currently charged for Ambulance replacement and expenditures on a percentage of Equalized Values. With this method the City's portion is at 37.6%. The Towns are requesting to go to a per population percentage, which most of the Communities already do. This change would increase the City's portion to 50.19%, which is a significant increase. The Towns have also agreed to pay the increase in wages by the population percentage. Ambulance Director Steiner also stated that he is looking into some Federal Funding that could be utilized for wage increase.

Discussion was held on the significant increase the City would be paying if they were to go with the population percentage and what would happen if the City chose to stay with the equalized values. Ambulance Director Steiner stated the Towns would look for another entity to contract with for services.

Ambulance Director Steiner will do some research on possible State and Federal Funds that might be available to off-set the cost increase and will bring his findings to the next Council Meeting.

#### **Discuss Sidewalk Inspections/Ordinance – Dan Stangel**

Chairperson Stangel asked to have this on the agenda for discussion after receiving a complaint of a tripping hazard on a sidewalk.

Interim PWD Jirtle stated that he has looked at the sidewalk in question and it has been repaired. He is proposing that the City should be looking at creating a Sidewalk Management Plan. Interim PWD Jirtle stated that he has been looking at the sidewalks and most of the rising of the sidewalks is due to trees. After reviewing the Wachtel Tree Science Tree Plan that was just created, there are 350 Ash Trees that will need to come down in the next 3-5 years.

Discussion was held on clarifying communication regarding who is responsible for what cost and how the cost is determined. Discussion was also held on using the tree plan in conjunction with a sidewalk plan, but taking care of the immediate hazards as they come forward.

### **ANNOUNCEMENTS**

Aldersperson Zimmerman stated that fishing was up this past weekend and someone even caught a 45 inch, 38 pound Salmon.

Aldersperson Blaha stated that there will be a fundraiser to benefit the Fire and Ambulance Department on October 23, 2021, at Classics. A number of businesses will be collectively putting this together.

Aldersperson Nelson stated that October 1<sup>st</sup> and 3<sup>rd</sup>, will be the last days of the season to tour the Lighthouse.

Clerk/Treasurer Decur informed the Committee Members that she just received a copy of the proposed redistricting changes and will make sure to make copies for everyone.

Clerk/Treasurer Decur also informed the Committee Members that the 2019 Insurance Claim for the flooding damage and loss of revenue has been finalized and the City will be receiving \$122,000. These funds will be placed into the Marina Fund.

### **ADJOURNMENT**

*Aldersperson Zimmerman moved, seconded by Nelson, to adjourn at 8:45 pm. Motion carried unanimously.*

Respectfully Submitted by Clerk/Treasurer Decur