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**OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY SEPTEMBER 28, 2020 - 6:00 P.M. - VIRTUAL**  
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Present: Chairperson Brewster, Mayor Jelinek, Alderpersons Dworak, Schiller, Vollenweider, Stangel, Kuehl, and Mills and Zimmerman.

Excused: Alderperson Dworak

Others: Administrator Schnook, Clerk/Treasurer Decur, BI Davister, PWD Strelow, Librarian Petrina, Police Chief Kleiman, Assessor M and Marina Manager Kinjerski.

Chairperson Brewster called the meeting to order at 6:01 p.m.

APPROVAL OF THE COMMITTEE OF THE WHOLE AUGUST 24, 2020 MINUTES

Alderperson Dworak moved, seconded by Alderperson Mills, to approve the August 24, 2020 Committee of the Whole Meeting Minutes as presented. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Brewster opened the floor for public comment.

Hearing no comments, Public Comment was closed.

MUNICIPAL ASSESSMENTS 101 PRESENTATION-MIKE MUELVER

Assessor Mike Muelver, presented the Committee with a Municipal Assessments 101 Training. Assessor Muelver reviewed the different classes of assessments and who has authority over the specific assessments. Assessor Muelver answered questions regarding the types of assessments, general and Individual, and how the City can only be within 10% of the state's fair market value, if the City falls below or over the 10% then a city wide Re-evaluation will need to be conducted. Assessor Muelver explained how and where he gets his research from, the process to appeal an assessment. Assessor also explained what he does during the year to keep the records updated and researched by going through building permits, sales of property and doing a field visit twice a month to collect data and update the records.

MAYOR'S REPORT: JASON JELINEK

Discuss getting some Assistance form a Media Consultant

Mayor Jelinek stated that he has reached out to Scott Feldt and Jennifer Gonzales to see if there was any kind of possibility that the City could use some of Jennifer Gonzales talents to help with the City Website, Facebook and Press-Releases. We have heard from a lot of people that they want to hear more from the City, more transparency and more information. Mayor Jelinek felt that it will help with getting information out and even lift spirits in the City if we can get some good press out regarding all of the good things that are happening in the City and also maybe stop some of the false information that is going on in the City.

Mayor Jelinek stated that while the City is still meeting virtually, it is a good plan for everyone involved to be more available to the residents in the City to get answer their questions.

OLD BUSINESS

Authorize Fireworks Permit Changes-Chief Kleiman

Chief Kleiman reviewed the changes that have been made on the Public Fireworks Display Checklist. After talking to the Department of Homeland Security any one applying for a Fireworks Permit is required to also for a Marine Event Permit. Also added was language from the Marine Event Permit is that the person holding the permit is also responsible for “arrange to keep out of fallout area”.

Aldersperson Schiller moved, seconded by Aldersperson Mills, to recommend to Council the approval of the Firework Display Permit as presented. Motion carried unanimously.

NEW BUSINESS

Adding Handicapped Parking West of Kewaunee Fire Department Building-Chief Kleiman

Police Chief Kleiman stated that he received a request from William Sammer in regards to adding a Handicapped stall to the current public parking area located West of the Kewaunee Fire Department on Harrison Street. Police Chief Kleiman researched the City Ordinance, 78,93 (b) and there were 12 stalls previously reserved for the Kewaunee Senior Centre which no long applies. Mr. Sammer advised us that there is another person that would be eligible of the handicapped parking as well. Police Chief Kleiman recommends that the City should, in the Kewaunee Fire Department Public Parking area, add some Handicapped spots.

Discussion was held on the need for Handicapped parking to comply with ADA, that the City can create the parking spots but cannot reserve them for specific people and that there is overnight parking allowed in City owned parking lots, especially during the winter time.

Aldersperson Zimmerman moved, seconded by Aldersperson Dworak, to forward to the Council the recommendation to have 2-3 parking stalls designated for Handicapped, West of the Kewaunee Fire Department Building on Harrison Street. Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl and Zimmerman-aye, Alderspersons Vollenweider, Mills – nay, motion carried.

Resolution No. 1098-20 to Authorize the Submission of Urban Forestry Grant

PW Strelow stated that he would like to apply for an Urban Forestry Grant that would help aid in the process of having an Urban Forestry Management Plan. While a portion of our trees do provide filtering of the air and water, control storm water, conserve energy and provides animal habitat and shade, a significant percentage of our trees do not; they are overgrown, diseased, dying or dead. The overgrown trees are causing extensive damage to sidewalks, curb, gutter and our streets throughout the City. The Grant would cover up to \$25,000, and is a 50/50 match, the Grant deadline is October 1, 2020 and the City would not receive the funds until 2021. The \$25,000 match has been placed in the 2021 budget if it is approved.

Discussion was held on if the money could be used for training and PW Strelow stated the Tree Plan would take all of the \$50,000, but Brandon is looking into more funding for training next year. Once we have a Plan in place it will be easier to collect more funding.

Aldersperson Mills moved, seconded by Aldersperson Schiller, to forward to Council the recommendation to adopt Resolution 1098-20 as presented. Motion carried unanimously.

Authorize a Simplified Three Percent Increase for Sewer and Water Services

Administrator Schnook stated that the Public Service Commission allows a Municipality to increase the service fees by 3% yearly. This is to help keep up with the cost of living cost until a full rate study can be conducted. City Staff is asking the Committee to forward their approval to council of the 3% increase for Sewer and Water Services for the year 2021.

Aldersperson Zimmerman moved, seconded by Aldersperson Mills, to forward to Council the recommendation to approve a 3% rate increase for Sewer and Water Services for the year 2021. Motion carried unanimously.

Change Certificate of Appropriateness Appeal Time to Thirty Days

Administrator Schnook stated that currently City Ordinance Sec. 94-417 (d), states that if a person wants to appeal the decision of the Historical District they must wait to appeal for 180 days after the denial. After talking to Attorney Nesbitt, Staff recommend the time line change from 180 days to 30 to 60 days. This will streamline the process of anyone wanting a permit to do something and being denied by the Historical District Committee. At the current time line it could cause a project to be postponed for over a year and potentially losing a developer.

Discussion was held on the language of the Ordinance and how the timeline and appeal process needs to be updated. The way it is currently if you want to appeal who do you appeal to and what kind of timeline will there be?

Aldersperson Mills moved, seconded by Aldersperson Dworak, to forward to Council the recommendation to approve the change to 30 days. After the above discussion, Aldersperson Mills – aye, Alderspersons Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl and Zimmerman – nay, motion denied.

Kewaunee Marina De-Icing Proposal

Marina Manager Kinjerski informed the Committee that this spring the docks sustained almost \$34,000 in damages. The claim was sent to the insurance and they denied or claim saying they do not cover ice damage. Marina Manager Kinjerski stated that he has been in touch with three different vendors that handle de-icing equipment, two of the vendors use the aeration and fans, which if done all at once would be between \$45,000 and \$80,000. One of the two suggested a phase approach; do some docks each year. The third vendor suggested using fans to create water flow from the bottom forcing warm water up at a cost of \$39,000 for 64 de-icers. None of the vendors could guarantee either option would work. Marina Manager Kinjerski also stated that he has discussed the issue with PW Strelow and Paul Jirtle and all agreed upon doing a trial with De-icing Fans that bring warm water from the bottom to create water flow on top. Marina Manager Kinjerski proposal is to purchase 6 de-icers for just under \$700 a piece (\$4,200), the 6 de-icers energy cost for 24 hours would be \$14.40 or 1 month at \$432, but using a timer we could cut the cost in half.

Discussion was held on the option that was used years ago and float them to Salmon Harbor, but with the way the docks are constructed it would cost more to go with that option with all of the electrical and water lines.

Aldersperson Vollenweider moved, seconded by Aldersperson Kuehl to forward to Council the recommendation approval of the purchase of 6 de-icer fans. Motion carried unanimously.

Authorize an Electronic Recycling Event – Karen Muchowski

Utility Clerk/Administrative Assistant Muchowski informed the Committee she has been contacted by Baker Home Delivery Services out of Green Bay, in regards to holding an electronic recycling event in the City of Kewaunee. Baker Home Delivery Services would do all the work and the only thing the City would need to supply would be a place to hold the event. Utility Clerk/Administrative Assistant Muchowski stated that she has discussed this with PW Strelow and it was thought if the City was to have this event to place it in the parking lot down by the water plant, as you could have an entrance and exit. This would be no cost to the City.

Discussion was held on if this would interfere with the Boy Scout Program that they have held in the past. It was mentioned that the Boy Scouts had a problem last year collecting their money and were not sure they would have one this year.

Alderson Zimmerman moved, seconded by Alderson Mills, to forward to Council the recommendation to approve the proposed Electronic Recycling Event. Motion carried unanimously.

Authorize to Start the process of Special Assessment for Connecting Scott Street

Administrator Schnook stated that BI Davister received an estimate of \$144,000 to connect Scott Street, this does not include Engineering that would be required for the connection and it does not include Staff time. Administrator Schnook estimated the cost would be more like \$175,000 to \$200,000. Staff is bringing this to you because of the numerous steps that are needed to actually allow the City to Special Assess for the project.

Discussion was held on whether the property owners were contacted about the Connection of Scott Street. BI Davister stated that they have and they are okay with the assessment process.

Alderson Mills moved, seconded by Alderson Dworak, to forward to Council the recommendation to start the process of Special Assessment for Connecting Scott Street. Motion carried unanimously.

ANNOUNCEMENTS

Administrator Schnook wanted clarification on the no vote on the change of the Certificate of Appropriateness Appeal Time. If the Council wants the wording changed, what do they want it changed to. Alderson Schiller stated that it should be more developer friendly. Aldersons Schiller, Brewster and Dworak will set up a meeting with Attorney Nesbitt to discuss the changes.

Clerk/Treasurer Decur informed the Committee that the City has received a \$5,000 grant from a private company for the purpose of helping with the additional costs of the Election process due to COVID-19.

Alderson Zimmerman stated that there is a special Meeting of the Community Center Committee being held on Oct 7, at 10:00 am, at the Congregational Church. Alderson Zimmerman also stated that Alderson Brewster in be introduced as a member and will bring Mr. Kirt Johnson with. So if anyone is interested in coming and listening they are welcome to do so.

ADJOURNMENT

Alderson Zimmerman moved, seconded by Alderson Vollenweider, to adjourn the meeting at 7:43 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur