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OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY OCTOBER 26, 2020 - 6:00 P.M. - VIRTUAL  
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Present: Chairperson Dworak, Mayor Jelinek, Alderpersons Brewster, Schiller, Vollenweider, Stangel, Kuehl, Mills and Zimmerman.

Excused: None

Others: Administrator Schnook, Clerk/Treasurer Decur, BI Davister, PWD Strelow, Librarian Petrina, Ambulance Director Steiner, Fire Chief Hlinak, EDPGF Monroy and Marina Manager Kinjerski.

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

APPROVAL OF THE COMMITTEE OF THE WHOLE SEPTEMBER 28, 2020 MINUTES

Chairperson Dworak asked that on the September 28, 2020, minutes, under “Excused: Alderperson Dworak” needs to be removed as I was at the meeting.

Aldersperson Kuehl moved, seconded by Aldersperson Stangel, to approve the September 28, 2020 Committee of the Whole Meeting Minutes with the above mentioned change. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Dworak opened the floor for public comment.

Ambulance Director Steiner stated that the Annual Meeting between the Townships and the City was held and the Townships agreed to use some of their Routes to Recovery funds to help purchase new cots for the Ambulances. Ambulance Director Steiner also stated that the cots need to be updated as one is currently out of commission.

Hearing no other comments, Public Comment was closed.

MAYOR’S REPORT: JASON JELINEK

Mayor Jelinek stated that there was a grand opening for Kewaunee’s newest business. Hippelicious, LLC is located at 517 Milwaukee Street and carries tie dye, Boho Clothing, Accessories, Coffee and Baked Goods.

Mayor Jelinek also stated that the number of Covid cases continue to rise. Please practice social distancing and wear a mask.

NEW BUSINESS

Review and Approve Proposed Yard Waste and Brush Collection Policy

PWD Strelow stated that yard waste and brush collection are services that the Public Works Department provides for the residents. Currently we have limited guidelines that detail exactly what materials we will collect while providing these services. Items that we do not accept are often put on the curb for collection or get dropped off at our compost facility. It is clear that there is confusion with residents on what we accept. To address these issues a Yard Waste and Brush Collection Policy has been created to explain

what we accept and when we will be collecting. In addition to yard waste and brush collection, it includes criteria for grass cutting, leaf collection, Christmas tree collection and information about our compost facility.

Discussion was held on how the City has handled this in the past and if there is a Policy already in effect. PWD Strelow stated that he could not find any kind of policy on the yard and brush collection and it would help some of the confusion if the public had guidelines to follow.

Discussion also was held regarding residents hiring a private contractor to take a tree down who is responsible to remove the brush. PWD Strelow stated it is the responsibility of the contractor to dispose of all materials.

Alderson Mills moved to forward to Council the recommendation to approve the Yard Waste and Brush Policy as written. Motion died, no second.

Alderson Kuehl moved, seconded by Alderson Schiller, to forward to the Council with the recommendation to approve the Yard Waste and Brush Policy with the addition of language pertaining to removal of trees by a private contractor, that it is the contractor's responsibility to remove all brush. Motion carried unanimously.

Accept Donated Property Adjacent to the Fire Museum

Fire Chief Hlinak stated that the Fire Auxiliary has been in communication with Ken Kuehl, owner of The Bucket tavern, to purchase a 2,500 square foot piece of property which is located in front of the fire museum and the back property of the Bucket. Mr. Kuehl has agreed to a price of \$10,000 for the parcel which will become a parcel of property of the City of Kewaunee. The funds will come from the Kewaunee Fire Department Auxiliary Museum fund which consists of public donations that were used to build the museum. Brian Dax, of Lighthouse Title in Kewaunee is in charge of the official paperwork. It is expected that the paperwork and transaction will take until later this week. There are expectations that this transaction take place very soon as there are buyers for The Bucket property and all interested persons want the Fire Department deal done before the property is sold. Fire Chief Hlinak also mentioned that there will be an easement to the back of The Bucket for deliveries.

Discussion was held questioning if an easement can even be granted, as the property does not have road access. Discussion was also held on adding the proposed 2,500 sq. ft. to an already existing parcel so the City is not creating a non-conforming lot.

Alderson Schiller moved, seconded by Alderson Kuehl, to forward to Council the recommendation to move forward with accepting the donated land after the easement and non-conforming lot is addressed. Motion carried unanimously.

Full Accounting for River Road Project – Determine use of Excess Funding

Administrator Schnook stated that there was a loan for \$1,000,000 taken out for the River Road project. With the River Road now complete, the City has roughly \$159,000 unspent loan funds. Administrator Schnook stated he was researching if the excess funds could be used on another project, but after talking to the Board of Commissioners of Public Lands, the funds can only be used for the specific intended project and therefore, the unused loan funds should be sent back.

Discussion was held regarding a few low manholes need a little work, along with the cost saving and the cost sharing done with the County.

Alderson Vollenweider moved, seconded by Alderson Stangel, to forward to Council the recommendation to have PWD Strelow check with the County to see if anything can be done with the low manholes and then send the unspent Funds back to the Board of Commissioners of Public Lands. Motion carried unanimously.

Open the Wall in City Hall to Provide two Cubed Offices and Safe Pathway Out

Administrator Schnook stated that Staff is looking to open a 5' door on the North wall of the Clerk's Office to utilize the hall way between the Council Chambers and the Clerk's Office. This would provide an exit for the Staff if an active shooter or unruly customer came in the front doors. The File Cabinets and copier would be placed within the hall way to make additional space to allow a work station for the Marina Manager during the winter and a ½ time staff member to help with clerical support. The monies would come out of the Public Works Department which has money left from a water study that was budgeted but never performed.

Discussion was held on the issue of Staff safety, and creating more space in the office area.

Alderson Mills moved, seconded by Alderson Stangel, to forward to Council the recommendation to approve opening a door way in the Clerk's Office. Alderson Zimmerman and Vollenweider – nay, Aldersons Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, motion carried.

Approval of a Half-Time Clerical Position

Administrator Schnook stated that with the increase in big projects, building permits and new grants to administer, the amount of work has increased for the Office Staff, we would like to hire a half-time clerical staff to help with these increases. The position would assist in the day to day operations, elections, utility billing collection, tax collections, dog license and maintain public records. At this time there is no back up in the office if either Karen or Terri are out for some reason.

Discussion was held on the need for additional staff and a rate of \$15.00 per hour for that half-time clerical position. Also discussed was the possibility of checking with the School District and NWTC to see if a student could be utilized for less. Discussion was also held on concerns regarding all of the new full time positions that have been created recently and the proposed half-time position heading to another full-time position. It was stated that there has only been two full time positions created one took the place of a part-time Building Inspector and the other was the position of EDPGF, with both positions creating revenue to offset a good portion of their salary, if not their entire salary.

Alderson Kuehl moved, seconded by Alderson Mills, to forward to Council the recommendation to consider a half-time clerical position, with the condition of contacting the Kewaunee High School and NWTC to find a student to fill the position. Aldersons Dworak, Brewster, Schiller, Stangel, Kuehl and Mills – aye, Alderson Zimmerman and Vollenweider – nay. Motion carried.

Update on Roof Issues at City Hall

Administrator Schnook updated the Council on the completion of the City Hall Roof repair. The total cost to replace the roof was just under \$104,000, and Staff would like to secure a loan and pay the Contractor. Administrator Schnook stated that he has not heard back from Attorney Nesbitt regarding the Claim against the previous Contractor at this time.

Discussion was held on the workmanship of the previous Contractor and the process they used. Discussion was held regarding securing a loan at a later date to see if there is any extra money left in this year's budget.

Alderson Schiller moved, seconded by Alderson Kuehl, to recommend to Council to pay the Contractor , but hold-off on taking out a loan until the Council could review the 2020 Budget to determine funding. Motion carried unanimously.

ANNOUNCEMENTS

PW Director Strelow updated the Council on the amount of rain the City received over the weekend and the hours his Crew put in to keep the water from flooding the Sewer Plant.

Clerk/Treasurer Decur updated the Council on the November 3, 2020 Presidential Election and reminded everyone that if they haven't yet voted to do so.

Mayor Jelinek updated everyone on the trick or treat hours.

ADJOURNMENT

Alderson Zimmerman moved, seconded by Alderson Stangel, to adjourn the meeting at 7:06 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur