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OFFICIAL MINUTES OF  
**CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY DECEMBER 18, 2017 - 6:30 P.M.**  
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- Present: Chairperson Zimmerman, Mayor Christman, Alderpersons Jirtle, Kuehl, Kickbusch, Schiller, Jelinek, Griffith, and Dworak
- Absent: None
- Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Police Chief Salentine, Librarian's Petrina, Deputy Police Chief Kleiman and K-9 Officer Gales.

Chairperson Zimmerman called the meeting to order at 6:30 p.m.

**APPROVAL OF THE COMMITTEE OF THE WHOLE October 23, and November 27, 2017 MINUTES**

It was discussed that changes to October 23, 2017 minutes need to be made showing Kuehl as Chairman only, not Alderperson too. November 27, 2017 minutes need to be changed showing Schiller as Chairman only, not Alderperson too.

*Aldersperson Griffith moved, and Aldersperson Dworak seconded the motion to approve the October 23, and November 27, 2017 Meeting minutes with changes. Motion carried unanimously.*

**PUBLIC COMMENT**

None

**FINANCIAL PLANNING REPORT FROM EHLERS – JON CAMERON**

Jon Cameron from Ehlers reviewed with the Members of the Committee of the Whole the City's Debt Service and what services Ehlers provides.

**BOARDS, COMMISSION AND AD HOC COMMITTEE COUNCIL LIAISON REPORTS:**

**Park & Rec. Committee-Discuss Baseball Field lights & Insurance Reimbursement Funds, Statue and Base, Life Rings, Tennis Courts and Bleachers**

Administrator Schnook informed the Council that In the July of 2017, the baseball field lights in Memorial Field were struck by lightning destroying the electrical switching mechanism and rending the lighting inoperable. The City's insurance provider estimates it will take approximately \$15,000 to replace the switches. As the City has a \$1,000-dollar deductible, the insurance provider has given the City a check for \$14,000. The lights are very old and replacing the switches does not address the issues associated with the other very old equipment; electric lines, towers, fixtures and lighting. As such, there is no guarantee that the lights may not go out again this summer. The City staff understands that the Chiefs are the only ones to use the lights and only six times during the year.

The City Administrator and Public Works Director recently met with Parks & Rec. Committee Chair, Tom Zenner and Councilperson/Liaison, Jason Jelinek to discuss this issue and ask them to open a dialogue with the

Chiefs about the possibility of funding new lights. It is felt that the check for \$14,000 should be held to use as a possible match if the Chiefs would be interested in funding new lighting. However, it is really the City Council's decision as to how those funds are to be used.

Therefore, the purpose of this agenda item is to inform the COW of actions that have transpired to date; to ensure staff and the Parks & Rec. Committee are on the right track; and/or if the COW has other intentions or stipulations for the use of the funds.

After some discussion it was decided on the potential projects it was a consensus to use the Insurance Money to repair the Lights. It was also that the Park & Recreation Committee inventory their needs and prioritize the projects.

## **OLD BUSINESS**

### **NEW BUSINESS**

#### **Discuss/Approve Contract Amendment to Develop & Execute Demolition Bids**

Administrator Schnook reviewed the Amendment 3 from Ayres Associates. This amendment is specifically related to the preparation of the Bid Specifications.

*Alderman Griffith moved, and Alderman Kuehl seconded the motion to approve Amendment 3 from Ayres Associates in the amount of \$18,700. Motion carried unanimously.*

#### **Prepare/Finalize 2018 for Public Hearing**

##### **Approve Fee Schedule**

*Alderman Griffith moved and Alderman Dworak seconded the motion to recommend approval of the 2018 Fee Schedule as presented. Motion carried.*

##### **Approve Revenues**

Administrator Schnook informed the Council, since our last meeting we have gone over the revenues and found an addition \$132,363 dollar of Tax Increment Revenue.

##### **Approve Expenditures**

Discussion was held on the proposed 2018 Budget regarding changes needed to be done. It was decided to increase the Community Center from \$2,000 to \$3,000.

*Alderman Dworak moved and Alderman Jirtle seconded the motion to increase the Community Center by \$1,000. Motion carried unanimously.*

Discussion was held on the wages for the Tug Ludington and what would be needed to cover the 2018 Season.

***Aldersperson Kickbusch moved and Aldersperson Jirtle seconded the motion to increase the wages for the Tug Ludington to \$4,500. Motion carried unanimously.***

Discussion was held on putting monies into the Lighthouse Fund for maintenance purposes.

***Aldersperson Dworak moved and Aldersperson Jelinek seconded the motion to place \$1,000 into the Lighthouse Fund for maintenance. Motion carried unanimously.***

Chairperson Schiller presented a proposal of changes to be made to balance out the 2018 Budget. The list includes: Harbor/Downtown Planning and Implementation \$10,000, Marquette School site/Surplus Public Property \$10,000, Home Improvement Revolving Loan Fund \$30,000, Abandoned/Blighted Structure Demolition \$20,000, Tug Ludington Planning and Development \$1,500, Signage and Safety Items(life rings, etc.) \$10,000, Community Center Planning \$10,000, Youth Recreation Programs \$10,000, City Contribution to Crossing Guards \$6,750, Increase in sand and gravel by \$5,000, Street Lighting \$2,500, Sidewalk Repairs/Improvements 20,000, Unallocated General Funds \$39,550. Possible Debt service on newly incurred Debt (mid-year) conversion \$8,461.00.

***Aldersperson Jelinek moved and Aldersperson Zimmerman moved to approve the above-mentioned changes to the 2018 Proposed Budget. Motion carried unanimously.***

***Aldersperson Griffith moved and Aldersperson Kickbusch seconded the motion to forward the 2018 Proposed Budget as discussed to the November 29,2017 Public Hearing and Council Meeting. Motion carried unanimously.***

#### **ANNOUNCEMENTS**

Aldersperson Jirtle mentioned that she will be late for the Budget Hearing on November 29, 2017.

Aldersperson Jelinek mentioned that the Clock needs to have Pavers placed.

#### **ADJOURN**

***Aldersperson Griffith moved, and Aldersperson Zimmerman seconded the motion to adjourn at 9:40 pm. Motion carried unanimously.***

Submitted by Clerk Treasurer Decur