

**Posted: 1/10/25
City Hall**

The YouTube channel “City of Kewaunee” will be live streaming the Common Council meeting so that the public can will be able to view and listen to the meeting.

<https://www.youtube.com/channel/UCKXkV8myzDJ-1fSxtF14jw>

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**OFFICIAL NOTICE OF THE REGULAR MEETING OF THE  
CITY OF KEWAUNEE COMMON COUNCIL**

Kewaunee Municipal Building, 401 Fifth Street  
**January 13, 2025 -- 6:00 P.M.**  
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- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance/Prayer/Meditation**
- 3. Approval of December 9, 2024 Common Council Minutes**
- 4. Public Comment/Communications (three minute time limit per person)**
- 5. Boards/Commissions/Committees Reports and Staff Reports**
- 6. City Administrator’s Report**
- 7. Mayor’s Report**
- 8. Business Agenda**
 - a. Council interviews with Aldermanic District 4 candidates, consideration, and selection of a replacement Alderman.
 - b. Approve Ordinance No. 654-2025 to enable creation of a Marina Committee
 - c. Review and consider further changes to advisory boards, committees and commissions
 - d. Approve extension of lease with Blue Water Services, Ltd. for Tax Parcel 31 241 OTP 136
 - e. Approve Nicolet Bank signatory changes to current Clerk/Treasurer and Utility Clerk/Administrative Assistant.
 - f. Review and adopt Resolution No. 2025-2051 adopting Fire Department guidelines authorizing individuals under 18 years of age to join the Fire Department as junior firefighters
 - g. Approve change in utility billing practices to use outside party to prepare bill mailings
 - h. Consider possible Marina dock refurbishment and dredging financial options
 - i. Approve Invoice #8898 by Pier & Waterfront Solutions for purchase of replacement docks in the amount of \$239,200.
 - j. Financial Report – November 2024
- 9. Announcements.**
- 10. Adjournment.**

Note: At time items on the agenda may not be taken in the same order as they appear. Members of other governmental bodies (boards, commissions, committees, councils, etc.) may attend the above noticed meeting of the City Council to gather information. The only action to be taken at the above noticed meeting will be actions by the City Council.

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations.

REMINDERS:

Tuesday, January 21	Personnel Committee, 4:30 p.m.
Thursday, January 23	Plan Commission, 6:30 p.m.
Tuesday, February 4	Finance Committee, 5:00 p.m.
Thursday, February 6	Public Works Committee, 5:30 p.m.
Thursday, February 6	Public Property Committee, 6:00 p.m.
Monday, February 10	Common Council, 6:00 p.m.

CITY OF KEWAUNEE COMMON COUNCIL MINUTES
December 9, 2024

1. **Call to Order & Roll Call:** Mayor Jeffery L. Vollenweider Sr. called the meeting to order at 6:00 pm. Alderpersons present: Roberta Jeanquart, John Blaha, Jim Brewster, Russell Anderson, Scott Oftedahl, Robin Nelson, and Jeffrey Kohnle.
Staff in attendance: City Administrator Eddy, Clerk/Treasurer Vande Velden, Public Works Superintendent Seiler, Police Chief Mueller, City Attorney Steffek, Library Director Petrina, City Engineer Strelow.
2. **Pledge of Allegiance/Prayer/Meditation:** All those present participated
3. **Approval of November 11, 2024 Common Council Minutes:** Motion-Nelson to approve the minutes as presented. Jeanquart seconded the motion. Motion carried, 7-0.
4. **Public Comment/Communications:** No comments provided by the public.
5. **Boards, Commissions, Committee and Staff Reports:** Motion-Nelson to approve submitted reports. Oftedahl seconded the motion. Motion carried, 7-0.
6. **City Administrator's Report:** Eddy stated that Kimberly Sipe accepted the position of Utility Clerk/Administrative Assistant with the City and her first day was December 3. Karen Muchowski's last day with the City was December 6. Public Works and Police departments placed a variety of equipment in the Wisconsin Surplus Online Auction and received a total of \$20,534 in receipts.
7. **Mayor's Report:**
 - a. Appointment of Roberta Jeanquart as Council representative to the Public Library Board for an unexpired term ending April 14, 2025. Motion-Nelson to approve appointment. Brewster seconded the motion. Motion carried, 7-0.
 - b. A Proclamation in Recognition of Arbor Day 2025. Eddy read the motion.
8. **Business Agenda:**
 - a. Adopt Resolution No. 2024-2050 establishing Wages and Salaries for 2025. Motion-Kohnle to approve the Resolution. Nelson seconded the motion. On roll call the motion was approved unanimously.
 - b. Review and adopt 2025 Budgets for Marina Fund, Water Utility Fund and Wastewater Utility Fund. Motion by Oftedahl to adopt 2025 Budgets for Marina Fund, Water Utility Fund and Wastewater Utility Fund. Seconded by Nelson. On roll call the motion was approved unanimously.
 - c. Review and approve final commitment of ARPA funds for City projects. Motion by Kohnle to approve the remaining balance of ARPA funds plus for the Total Energy Systems proposals for generators for City Hall and Fire Station No. 1 in the amount of \$88,950.70. Seconded by Nelson. On roll call the motion was approved unanimously.
 - d. Approve/disapprove Addendum 23 with Cedar Corporation for 2025-2026 Municipal Consultive Services. Motion by Blaha to approve Addendum 23. Brewster seconded the motion. On roll call the motion was approved unanimously.
 - e. Authorize use of certain City-owned properties by U.S. Army Corps of Engineers for repair of Federal-owned seawall. Motion by Anderson to authorize the use of three parcels by the U.S. Army Corps of Engineers for repair of Federal-owned seawall, and authorize staff to sign the agreement. Brewster seconded the motion. Motion carried, 7-0.
 - f. Review and adopted revised Fee Schedule amendments for Marina and Public Works. Motion by Jeanquart to approve Fee Schedule amendments including increases of 3% to Marina slip rentals. Kohnle seconded the motion. On roll call the motion was approved unanimously.
 - g. Review and approve 2025 Meeting Dates for Council, Standing Committees, and Plan Commission. Motion by Oftedahl to approve 2025 Meeting Dates for Council, Standing Committees, and Plan Commission, with the edit of the Public Works and Public Property meetings for January 9, and the Council meeting for April 15. Anderson seconded the motion. Motion carried. 7-0.

- h. Review and approve playground equipment purchase for Haney Park. Motion by Nelson to approve Burke Option 1 for replacing playground equipment at Haney Park for \$20,217. Jeanquart seconded the motion. On roll call the motion was approved unanimously.
- i. Review and consider acquisition of used docks from Reef Point Marina. Motion by Anderson to commit to the 5-year plan for the improvement of the Marina docks, as proposed by Pier & Waterfront Solutions, to authorize the consultant to acquire the docks from Reef Point Marina. Kohnle seconded the motion. On roll call the motion was approved unanimously.
- j. Review and select roofing replacement proposal for Marina buildings. Motion by Anderson to approve the Marina roofing replacement proposal from SNP in the amount of \$15,892. Nelson seconded the motion. On roll call the motion was approved unanimously.
- k. Review and select flooring replacement proposal for Marina buildings. Motion by Nelson to approve the Marina flooring replacement proposal from Legacy Concrete Coatings, including all options provided, in the amount of \$9,120. Kohnle seconded the motion. On roll call the motion was approved unanimously.
- l. Financial Report – October 2024: Motion by Anderson to approve the financial reports as presented. Nelson seconded the motion. Motion carried, 7Edd-0.

9. Closed Session. The Common Council may enter into closed session pursuant to Wis. Stat. §19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, in re Davister v. City of Kewaunee.

Motion- Blaha to go into closed session at 7:03 pm. Nelson seconded the motion. On roll call vote the motion was approved unanimously.

Motion-Nelson to reenter open session at 7:40 pm. Kohnle seconded the motion. Motion carried 7-0.

No further motion was made in open session.

10. Announcements: Ald. Nelson thanked Ald. Jeanquart for taking over as Council representative to the Public Library Board.

11. Adjournment: Motion by Nelson to adjourn at 7:40 pm and seconded by Oftedahl. Motion carried, 7-0.

Respectfully submitted,

Heath Eddy, AICP
City Administrator (acting Secretary)

Kewaunee Public Library Report for December 2024

Current Highlights: Our December circulation was 3, 817 items with a YTD of 44, 286 items. Our computers logged 2,684 minutes in 68 sessions. Overdrive statistics for December were: 243 e-books, 220 e-audiobooks, and 40 magazines. In December, our total cardholders was at 1587. We collected over 200 books for the Give a Gift of Reading yearly program that benefits families in need in our community. Carol volunteered at the distribution to match appropriate books for each child. For adult programming in December, we offered Senior Coffee Club which featured pies from Anchor Down, our monthly Tea at 2 which samples a new tea each month, and a special holiday tea to celebrate the holidays. We also featured a holiday movie, Haul Out the Holly Lit Up, for our movie matinee. We held a DIY event on 12/12 making holiday gift tags. Page Turner's discussed Bright Lights, Big Christmas by Mary Kay Andrews. Thanks to a very generous donor, we held three sessions of Gingerbread House making, with all the gingerbread items being donated. 51 people participated! Baby and Me met twice in December, with an attendance on 12/17 of 28 people! Storytime ran three Fridays in December with fun holiday and winter themes. Kids Can Cook met on 12/16. Reading Dog Emma was also here this month to listen to kids read to her. 80 kids did our scavenger hunt in December as well. We are making plans for our building project which will begin in January, remodeling the bathrooms to make them more accessible. Meeting room availability in January will be limited due to this project. We plan to continue to be available for the majority of our services during this time.

Future Highlights: January is a time of data collection and reporting. Carol will be compiling this data and finalizing the DPI annual state report. We will be running a winter reading challenge in January. Teens can look forward to a Pringles Taste Test event. We also have a Perler Beads event on 1/23. Storytime will continue, but most likely will be held in the childrens area during the remodel. We will also be gathering the requested information for the city auditors in January.



KEWAUNEE POLICE DEPARTMENT

401 Fifth Street, Kewaunee, Wisconsin 54216

Robin A. Mueller
Chief of Police

Telephone: 920-388-5010
Facsimile: 920-388-5024

DECEMBER 2024 POLICE STAFF REPORT

- 12/02: Chief Robin Mueller attended the Special Council Meeting/Public Hearing on the Proposed Fiscal Year 2025 Budget.
- 12/03: Chief Mueller attended a Table Top Exercise at the Kewaunee Public School District Office with the District Administrative Team and County Law Enforcement Leaders simulating an Active Shooter response.
- 12/09: Chief Mueller attended the regular City Council Meeting. Approval unanimous on 2025 Wages and Salaries for non-union PD staff.
- 12/12: Ofc. Cody Gulbrand attended the regularly scheduled SWAT Training with the Kewaunee County SWAT Team.
- 12/14: Officers Kaelyn Schlies and Kelin Charles participated in the annual Kewaunee County Shop with a Cop Event.
- 12/19: Deputy Chief Dustin Smidle attended the regularly scheduled Traffic Court Session.
- 12/30: Ofc. Gulbrand attended the regularly scheduled SWAT Training with the Kewaunee County SWAT Team.

Robin A. Mueller
Chief of Police



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DECEMBER 2024 POLICE STAFF REPORT

<i>Month</i>	<i>No. of Service Calls</i>
January	138
February	98
March	105
April	149
May	166
June	156
July	148
August	154
September	144
October	144
November	115
December	94
2024 Total	1611

<i>NATURE:</i>	<i>DECEMBER TOTALS:</i>	<i>NATURE:</i>	<i>DECEMBER TOTALS:</i>
Abandoned Vehicle	2	Littering	1
Alarms	3	Local Ordinance	6
Alcohol Offense	0	Lockout	3
Animal Problems	4	Lost/Found Animal	3
Apprehension Rqst	0	Lost Property	0
Assault	0	Missing Person	0
Bail Jumping	0	Mutual	0
Boat Incident	0	ND Accident	0
Burglary	0	Noise Complaint	1
(Intentionally left blank)		Obstructing	0
Car/Deer Accident	0	Officer Injury	0
Child Abuse	0	OWI	1
Citizen Assist	3	Parking Problem	0
Citizen Dispute	1	PD Accident	2
Communications	0	PI Accident	0
Consent Search	0	Pornography	0
Controlled Burn	0	Probation Pick Up	1
Coroner	0	Property Check	0
Court Order	0	Property Damage	0
Death Investigation	0	Public Health	1
Deliver Message	0	Public Nuisance	0
Disabled Vehicle	4	Recovered Property	0
Disorderly Conduct	3	Ambulance Calls (Rescue)	24
DNR Violation	0	Robbery	0
Domestic	1	Runaway Juvenile	0
Drill	0	Sex Offense	0
Drug Investigation	1	Squad Damage	0

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EM-1	0	Suicide Attempt	0
Escort	1	Suspicious	2
Extra Patrol	0	Tavern Check	0
Fire	2	Theft	3
Fireworks	0	Threatening	0
Fraud	2	Tobacco Problem	1
Gas Drive Off	2	Traffic Hazard	3
Harassment	0	Traffic Offense	3
Hazmat	0	Trespassing	1
Highway Debris	0	Truancy	1
Hit & Run Accident	1	Unsecure Premise	0
Illegal Burning	0	Utility Problem	0
Information	0	Warrant Pick Up	0
Intoxication	1	Weapon Offense	1
Juvenile Problem	2	Welfare Checks	0
Keep the Peace	1	911 Hang Ups	2

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**CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
**MEETING NOTES**  
**TUESDAY, November 19, 2024 – 4:30 P.M.**  
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1. Call to Order & Roll Call
 - Meeting called to order at 4:30 pm
 - Members present - James Brewster, Robin Nelson, and Roberta Jeanquart
 - Member excused absence - Russ Anderson
 - Other's present Jeff Vollenweider, Heath Eddy, Amber Vande Velden, Robin Mueller, and Carol Petrina

2. Approval Committee Minutes of October 15, 2024 - See Attachments
 - Motion to approve by Robin Nelson. Second by Roberta Jeanquart. Motion passes.

3. Review and Discussion on Bellin Employee Assistance Program

4. Utility Clerk Update
 - Offer made and accepted. Going through background screening. Will start on Dec. 3rd.

5. Public Works Street Shop Laborer Posting Update
 - No applicants at this time.
 - Motion to have part time winter position for snow plowing with no benefits. Public Works and Heath will work out salary range and bring back to council for December meeting.
 - Motion to approve by Roberta Jeanquart. Second by Robin Nelson. Motion passes.

6. Discussion on Salary/Wage Grade System and Wage Rates
 - Heath will draft out ranges for next meeting
 - Need to address Street Shop Laborer salary

7. Revised Employee Handbook Status and Next Steps
 - Will have a draft for January meeting.

8. Announcements
 - Christmas parade on Friday.
 - Christkindmarkt on Friday and Saturday.

9. Adjournment
 - Motion to adjourn by Robin Nelson. Second by Roberta Jeanquart. Motion passes.

**POSTED:
City Hall**

**OFFICIAL NOTICE OF THE
CITY OF KEWAUNEE PERSONNEL COMMITTEE**
Kewaunee Municipal Building, 401 Fifth Street
TUESDAY, December 17, 2024 – 4:30 P.M.

1. Call to Order & Roll Call
2. Approval Committee Minutes of November 19, 2024 - See Attachments
3. Public Works Street Shop Laborer Posting Update
4. Discussion on Salary/Wage Grade System and Wage Rates
5. Discussion on Personnel Committee Priorities for First Quarter of 2025
6. Announcements
7. Adjournment

Special Accommodations: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations. Every effort will be made to arrange accommodations for all meetings, please provide at least one (1) business day prior to a meeting.

Notice of Possible Quorum: Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]

Minutes
CITY OF KEWAUNEE FINANCE COMMITTEE
City Hall
Tuesday, January 7, 2025
5:00 p.m.

1. Call to Order & Roll Call-Meeting was called to order at 5:00-All committee members present-Robin Nelson, Chair, Jeff Kohnle, Russ Anderson and Bobbi Jeanquart.

Also present-City Administrator, Heath Eddy, Clerk/Treasurer, Amber Vander Velde, Police Chief Robin Mueller, Marina-Augie Kinjerski, Public Works, Nate Seiler.

Citizen, Bruce Kinjerski, Council Member, Scott Oftedahl

2. Approval of Previous Meeting Minutes-December 3, 2024 Motion made by Jeff K. to approve meeting minutes from the December 3, 2024 meeting. Second by Bobbi J. Motion carried.

3. Old Business

A. Update on Ambulance and Fire Funds and Townships-Agreements-All checks have been received from the Townships. Robin will sit down with Amber and review the agreements and prepare the next billings to be sent out in March. The agreements roll over and only cease when the townships decide to end the contract. We need to get financial updates to the townships.

B. Marina Accounting Practices Update on Hey Gov-Brenda has sent all the information to HeyGov for them to customize the marina retail sales. Once they finish they will go through a training session with the office and marina staff. The inventory and shrinkage was discussed. Moving forward, putting some procedures in place to help lessen errors and keeping track of transactions with explanations will help.

C. Dominion-Billable Invoice-Update-there has just begun a dialogue between city hall and Dominion to determine the status of the outstanding charges.

D. ARPA Funds-Update on expenditures-All the money has been allocated. Waiting on all the work to be completed or for follow through on purchases.

E. Public works plow truck-CIP-An estimate was gotten through Olson truck total \$245,019. The money won't be due until the truck is delivered. Estimated delivery would be 2nd quarter of 2025. If delivery is delayed we may have to put some money down.

4. New Business:

A. Marina -Cost of \$239,200 dock acquisition-The city has been invoiced for the docks. The \$239,200 does not include the cost for dredging and installation. **A motion was made by Russ**

to move to council approval of \$239,200 for acquisition of the dock with CIP funds. Second by Jeff K. Motion carried.

B. Potential changes for office-Payroll vendor and utilities may go through HeyGov for billing and payment.-Some struggles have occurred with payroll using the Workhorse system. Clerk/Treasurer, Amber, requested approval to check into HeyGov and review products they have for Payroll, utilities billing even for meeting notes. This was seeking more information.

C. Financial Report-reports have been requested. Clerk/Treasurer, Amber will be following up

D. Review available invoices for approval-none available.

5. Announcements-Police Chief, Robin Mueller, The lockers will be finished Feb 11th and shipping soon after that. Public Works Sup, Nate Seiler, Harbor Cam is down, the city received a donation of cameras from NWTC. Nate will be contracting Carlon Hunting and Fishing if they would like to continue to sponsor the cameras. City Administrator reported the security for cameras at the marina is outdated and not working. There will possibly be a need to replace and upgrade the entire system.

6. Adjournment-Motion made to adjourn by Jeff K. Second by Bobbi J. Motion carried

Meeting adjourned at 5:52pm

Respectfully Submitted,

Robin S. Nelson

2024 Finance Report for Marina

Attached is the inventory for the Marina

Jeff Kohnle, Public Works Chair, and Robin Nelson, Finance Chair, sat down with Augie Kinjerski, Marina Manager, and reviewed the Marina Inventory Statement to determine why there were shortfalls and how we can minimize the shrinkage we have with our inventory.

Potential Reasons for Shrinkage

Theft- this was not felt to be an issue as most things are locked such as the gas and the store if he leaves.

Administrative Errors-such as incorrect pricing. We did note at times tax was not added to some products so staff would have to back out of the price charged to determine the tax. One solution was to set prices with taxes prefigured in the amount.

Vendor Errors-Not sure how this is handled, if orders are verified and checked.

Damaged or Expired Goods-The soda was the only potential item for expiration. Unused soda was purchased at cost. It doesn't appear this is an area of any considerable profit for the Marina. The Marina Manager had the soda machines removed for the 2025 year.

Poor Inventory Management-2024 is the second year an inventory has been performed so now we can track performance. It would be a good idea to possibly put all inventory on a spreadsheet or keep ledgers of all products to better track sales.

Inadequate Employee Training-Prior to getting HeyGov the Marina ran with the square. Switching to HeyGov there was no training. There are potentially 5 employees who could do transactions. Two feel uncomfortable

with the process. Staff is contacting HeyGov to set up a program custom to Kewaunee Marina so that it would be a specific entry for each transaction. The fee would include tax. Everyone would get training in the process.

Ineffective Store Policies-Up until now there has not been a consistent plan for money transfer to City Hall. Each day it should be transferred to City Hall. A specific process needs to be in place. When there are special purchases a procedure needs to be in place for these transactions also.

The Marina Manager is going to check into the Fuel discrepancy. There was a charge made that may have not cleared approval.

There is now a computer at the Marina. Marina staff will be able to do transactions at the fuel pump. Also we will look into maybe a tablet/laptop so there is more flexibility doing transactions at dock sites. There is an IPAD but it does not appear to be compatible with the HeyGov system. This is something to question during the training session.

We did discuss cash transactions and how often the books were updated. It was agreed money should be brought to the city daily. The Marina manager said each day he adds up business transactions. The money is brought up to the city but is not always immediately deposited.

Solutions:

A ledger devoted to the tracking of daily transactions and a ledger for inventory may be a great basic backup to reduce shrinkage and help tracking. Daily delivery to City Hall of money collected at the marina. Training and some practices and procedures appear to be the key elements for success in this process.

The boat launch area was not discussed other than the collection of money. It is suggested by Public Properties Chair Jeff Kohnle they will be looking at some form of tracking launch usage.

At present numbered envelopes are now being used for the 2025 season. Hopefully this will help for tracking launch usage and payments. Prior to this the envelopes were unnumbered.

City of Kewaunee

Public Property 1/09/2025

January 9 / 6:00 PM / City Hall Council Meeting Room

ATTENDEES

Jeffrey Kohnle, James Brewster, John Blaha, Scott Oftedahl

Also in attendance were Augie Kinjerski (Kewaunee Marina manager), and Dave Kalista of Pier and Waterfront Solutions of Sturgeon Bay.

Absent was Heath Eddy, City Administrator

AGENDA

1. Call to Order and Roll Call.
2. Approval of Meeting Minutes - December 5, 2024
3. Marina Discussions/Possible Actions or Recommendations
 - a. Pier & Waterfront Solutions LLC proposals and possible financing solution
 - b. #4263 - Replace and refurbish Dock D - \$141,472.21
 - c. #4264 - Dock D electrical install
 - d. #4266 - Hydraulic dredging, 18,370 cubic yards of silt
4. Adjourn

NOTES

1. Meeting was called to order by Chairman Kohnle at 6:00 pm as the Public All members were present.
2. Approval of Meeting Minutes of Dec 5, 2024. Ald. Brewster motion, Ald. Blaha second. Minutes Approved.
3. Marina discussions

- a. David Kalista presented a proposal from Pier & Waterfront Solutions LLC for refurbishing Dock D in time to install before the 2025 boating season. Showing that the City is committed to improvements to the marina can encourage more transient boaters to stop in Kewaunee, increasing revenue at the marina and area businesses. Three parts of the project were presented for possible 2025 work. They include the replacement and refurbishing of Dock D, installing electrical pedestals on Dock D, and hydraulic dredging of the entire marina area, removing approximately 4 feet of silt or a total of 18,370 cubic yards. The estimate for dredging includes hauling the material to a site at the Kewaunee Business Park north of Kewaunee. Alternate sites or using Public Works staff and trucks to transport the material could affect the price.
 - b. Augie Kinjerski shared an update on current water levels and damage that is occurring to existing docks because of low water levels and ice that is pulling docks away from shore. Warmer temperatures are predicted, so we will have to see if this continues, or the ice will abate.
 - c. Motion to move discussion of the proposal to the Common Council without a recommendation for the January 13 meeting was made by Ald. Blaha, seconded by Ald. Brewster. Motion approved. Dave Kalista was asked to attend this meeting and try to obtain bids for replacement and refurbishing of F dock as an alternative to D dock, a smaller pier with a potential lower price tag.
 - d. The question of who will be selected to manage the marina project needs to be asked of Admin Eddy as Dave Kalista of Pier and Waterfront Solutions can do this, but the City has previously selected Edgewater for earlier lakefront projects. The selected project manager would be in charge of obtaining bids for additional services related to the project going forward.
4. Motion to adjourn by Ald. Blaha, seconded by Ald. Brewster. Meeting adjourned at 6:54 pm.

Scott Oftedahl
Secretary

NEXT MEETING

Thursday, January 9, 2024 at 6:00 pm (following the Public Works meeting at 5:30 pm)



City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216
T: 920-388-5000
F: 920-388-5025

MEMORANDUM

To: Common Council

From: Heath Eddy, City Administrator

Re: December Staff Report

Date: January 10, 2025

This is a basic summary of activities by the City Administrator for the month of December 10, 2024-January 10, 2025:

Meetings/Communications:

1. December 9, coordination on staff training with Bauman Associates Ltd.
2. December 9, Common Council
3. December 12, Mayor Vollenweider
4. December 16, meeting with Matt Murphy and Mayor Vollenweider re staff training/coordination with City of Algoma
5. December 16, Ald. Jeanquart
6. December 17, Ald. Kohnle
7. December 17, Personnel Committee
8. December 20, Baker Tilly 2024 Audit preliminary review meeting
9. January 3, Mayor Vollenweider
10. January 3, discussion regarding alternative payroll process with staff
11. January 6, Ald. Nelson
12. January 6, discussion with Marina staff regarding surveillance camera needs and upgrade requirements and discussion on PWS estimates for dock refurbishing, electrical service, and hydraulic dredging.
13. January 7, Mayor Vollenweider (phone)
14. January 7, Finance Committee
15. January 10, coordination on Common Council agenda packet preparation

Administrative Duties:

1. Conferred with the City Attorney on a range of code issues, State Statute interpretations, and local code compliance, as well as address a submitted lawsuit.
2. Prepared Common Council meeting memoranda and formatted resolutions for consideration.
3. Coordinating inspections and permits systems with SAFEbuilt.
4. Conferred with property owners regarding development requirements and potential new uses.

Priorities:

There are several priorities that I have been working on:

- ***Design Standards/Stormwater Management Code.*** Began the process of developing comprehensive construction standards for public infrastructure on new construction. Will continue in subsequent meetings with engineers at Cedar Corporation.
- ***Comprehensive Outdoor Recreation Plan (CORP) update.*** Next meeting is to discuss prioritizations of improvements or changes to parks and open space.
- ***Senior Center.*** Staff is coordinating discussions with the Community Center Committee, Mayor, and City Engineer about the process for engaging in the development and construction of a new senior center to be located on the Marquette School property. The next meeting is scheduled for July to work out the parameters of the necessary building design work and site design.
- ***Job Descriptions Reviews.*** Personnel Committee is reviewing existing job descriptions and preparing reviews of those for administration staff and public works. Next up are administration positions of those positions located in the Municipal Building.
- ***Library MOU.*** Staff will be meeting with the Library Board June 19 to discuss a draft MOU and further flesh out what is going to be needed in that document to further define responsibilities in preparation to move the library budget from the General Fund to a separate fund.
- ***Zoning Code Rewrites.*** As time allows, staff continues working on draft Sign regulations based on Plan Commission review and input to address actual conditions of signs in the City to minimize nonconformities.
- ***Land Division Code Comprehensive Rewrite.*** I am in the process of procuring alternative ordinances for subdivision and land division processes beyond what is currently in the Municipal Code. The objective is to provide a more comprehensive approach to land division regulation.
- ***Capital Infrastructure Funding Analysis.*** As time avails, I am preparing an analysis which will go through a few rounds of refinement, but at its base illustrates the financial challenges facing the City with regard to funding capital maintenance programs for all infrastructure and assets owned by the City. The debt issuance for this work is the tip of a large iceberg.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Council interviews with Aldermanic District 4 candidates, consideration, and selection of a replacement Alderman.	ITEM NUMBER 8.a

BACKGROUND

The City has received interest in applying for the vacant District 4 aldermanic seat, which has been vacant since Eric Wisnicky left the Council in April 2024. The vacant seat term of office ends on midnight April 21, 2026.

If we received the formal interest request from the interested party we can continue this item. If we do not, then Council should bypass this item.

ANALYSIS

There appears to be a general consensus among Council members that the current vacancy needs to be filled. Interest has been scant even after posting the vacancy and then advertising the vacancy in the Kewaunee County *Star-News*. Some possible interested parties were unable to attend Council meetings regularly, which is something of a must due to quorum requirements – should the Council consider authorizing regular remote attendance that could change the dynamic. At the present time, however, in-person attendance is generally a requirement.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None

FISCAL NOTE

No impact.

STAFF RECOMMENDATION

At Council’s discretion

IF APPROVED, NEXT STEPS

The selected applicant would sign the required documentation and take the oath of office, then take their seat for the remainder of the Council meeting.

RECOMMENDED MOTION

At Council’s discretion.

Administration: HE/Clerk/Treasurer: AVV

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Approve Ordinance No. 654-2025 to enable creation of a Marina Committee	ITEM NUMBER 8.b

BACKGROUND

Attached is Ordinance No. 654-2025, which amends Municipal Code to create the Marina Committee, which was previously supported by the Council in October 2024. The ordinance structurally replaces a “public safety committee” which hasn’t been active (more on this in the next item). The structure for the Committee is as follows:

- Consisting of up to seven (7) members, all appointed by Mayor, subject to Council confirmation;
- At least three (3) members are required to be City residents, implying that several members could be non-residents, and one member is a Council member;
- The ordinance amendment cites the purpose/objective previously adopted by the Council in October 2024;
- Duties of the committee including:
 - Providing operational guidance to marina staff
 - Coordinating capital improvements and asset rehabilitation guidance to staff
 - Providing fundraising coordination and revenue generation for the benefit of operations
 - Making recommendations to council concerning any operational changes, fees, revenue, and capital spending

ANALYSIS

Questions left to resolve:

1. Past practice (see next item) has been to appoint Committees without terms of office (number of years). As explained later, appointments without terms tend to either lose effectiveness over time, or become “fiefdoms” of influence and closed boxes. Better to at least structure appointments with a reappointment process, as is currently done with the Community Center Committee and the Historic Preservation Commission.
2. Number of members – the concern is ability to generate enough interest to maintain a committee of “up to” 7 members.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

Guidance from the Public Property Committee in December helped with crafting this amendment. Prior approval of the “mission statement” for the committee in October also is included in the attached Ordinance.

FISCAL NOTE

There is no fiscal impact.

STAFF RECOMMENDATION

Staff recommends adoption.

IF APPROVED, NEXT STEPS

The ordinance is advertised in adopted form, and recruitment for the Committee commences.

RECOMMENDED MOTION

“I move we approve Ordinance No. 654-2025 enabling creation of the Marina Committee.”

ORDINANCE NO. 654-2025

AN ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION) OF THE MUNICIPAL CODE OF THE CITY OF KEWAUNEE, KEWAUNEE COUNTY, WISCONSIN, TO UPDATE AND ENABLE THE AUTHORIZED ADVISORY BOARDS, COMMITTEES AND COMMISSIONS.

WHEREAS, the City of Kewaunee Municipal Code requires updates from time to time to reflect changes in Wisconsin Statutes, and to reflect changes in approaches by the City; and

WHEREAS, the Common Council authorized the creation of a Marina Committee to support operations of the City of Kewaunee Marina; and

WHEREAS, the Common Council desires to establish a set of criteria for the newly formed Marina Committee; and

WHEREAS, the Common Council having considered the proposed amendment and found them to be appropriate.

NOW THEREFORE, the Common Council of the City of Kewaunee, Wisconsin, do ordain as follows:

SECTION 1: Section 2-120 shall be deleted and replaced with the following:

Sec. 2-120. – Marina committee.

- (a) The marina committee shall consist of a maximum of seven members. All members of the committee shall be appointed by the mayor, subject to confirmation by city council. At least three of the members must be residents of the City of Kewaunee. At least one member must be a city councilor.
- (b) The marina committee is created with the objective of supporting the Kewaunee Marina through strategic planning, marketing, fundraising and operational support.
- (c) The marina committee is an advisory body providing recommendations to the city council. Duties of the committee shall include:
 - (1) Providing operational guidance to marina staff;
 - (2) Coordinating capital improvements and asset rehabilitation guidance to marina and other city staff;
 - (3) Providing fundraising coordination for additional donations and for revenue generation for the benefit of marina operations; and
 - (4) Making recommendations to city council concerning operational changes, fees and revenue, and capital spending in the marina.

ORDINANCE NO. 654-2025

Page 2

SECTION 2: Conflict and Severability. In any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph, or phrase therefor irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

SECTION 3: Effective Date. This ordinance shall take effect upon passage and posting as provided by law.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this 13th day of January 2025, by Alderperson _____.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this 13th day of January 2025.

APPROVED:

Jeffrey L. Vollenweider Sr., Mayor

ATTEST:

Amber Vande Velden
Clerk/Treasurer

AYES ____ NOES ____ ABSENT ____

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Review and Consider Further Changes to Advisory Boards, Committees and Commissions	ITEM NUMBER 8.c

BACKGROUND

I have prepared a memorandum regarding the existing groups of boards, committees and commissions that operate either under Council authorization or are authorized through State Statute and enabled locally in Municipal Code. To sum up the discussion points, the City “maintains” several advisory groups that are labeled “ad hoc” (or temporary) that have been in place variably dating back as far as 2002. Some of these groups continue to exist in some sort of official function though several haven’t met in some time (at least based on officially posted agendas).

In addition, Municipal Code codifies a series of other municipally enabled boards and commissions, some of which are Statutory, others locally established. Several of the “locally established” groups either do not exist in fact or have not commenced meeting in some time.

The purpose of this item is to request Council to consider making changes to the Municipal Code to (1) eliminate groups that the City no longer recognizes, and to (2) codify in the same section (Article IV of Chapter 2) several of the “ad hoc” committees to make them official by Code.

In summary, staff recommends the following changes via ordinance amending Municipal Code:

1. Create enabling language in Article IV of Chapter 2 to establish the following as permanent committees:
 - a. Tug Ludington Committee
 - b. Lighthouse Preservation Committee
 - c. Community Center Committee
2. Delete the following Committees from Article IV of Chapter 2:
 - a. Infrastructure/Public Works Committee
 - b. Public Safety Committee
 - c. Intergovernmental/Advocacy Committee
 - d. Community Development Committee
 - e. Visitor/Guest Services Committee
3. Reconstitute the Parks and Recreation Committee as a Parks Board, with the authority under Wis. Stat. §27.08 to oversee parks and recreation operations and coordination in the City.

The following should be disbanded by Resolution of the Common Council:

- K-9 Auxiliary
- Clock Committee
- Beautification Committee

ANALYSIS

This is part of a partial review of Municipal Code, which continues in largely the same condition since formally adopted in 1994. There have been comprehensive changes over time (such as Zoning in 2012 and Subdivisions and Platting in 2021) but not much has been done to address situations such as are included in the attached memorandum.

Additional recommendations will be forthcoming regarding Council composition and the updating of the wards and aldermanic districts section (22-1) which is currently outdated relative to the last redistricting in 2021.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None

FISCAL NOTE

No impact except for publication of the ordinance adopting these amendments, as required by State Statute.

STAFF RECOMMENDATION

Staff believes these changes would eliminate unnecessary code and would further legitimize existing committee organizations that continue with relevant and City-supported services and actions. Staff recommends authorizing creation of the Ordinance to amend as recommended by staff here, or as stipulated by Council during discussions..

IF APPROVED, NEXT STEPS

Staff prepares the code amendments through ordinance.

RECOMMENDED MOTION

At Council's discretion.

Administration: HE



City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216
T: 920-388-5000
F: 920-388-5025

MEMORANDUM

To: Common Council
Mayor Vollenweider

From: Heath Eddy, AICP, City Administrator

Date: January 5, 2025

RE: **Revisions for Boards, Commissions and Committees**

I have reviewed the set of Boards, Commissions and Committees (including “Ad Hoc Committees”) that have been created by the Common Council over the years. Some of these organizations were previously created then disbanded; those I won’t discuss here. This memorandum reviews existing organizations established, sponsored, or run directly by the City.

Ad Hoc Committees

These are groups that by this term should be considered “temporary”. On the City website, these include the Beautification Committee, Tug Ludington Committee, Lighthouse Preservation Committee, Community Center Committee, Clock Committee, Parks and Recreation Committee, and K-9 Auxiliary.

- ***Beautification Committee*** is comprised of 5 members all serving the same terms, which expire April 2025. The City has no information regarding formal meeting agendas or minutes since 2020.
- ***Tug Ludington Committee*** is a 7-member group of persons (including 1 Council representative) who review operations of the Tug including the maintenance and receipts from visitor traffic each season. The Committee has been running at least 1-2 meetings every year since inception.
- ***Lighthouse Preservation Committee*** is an 8-member group including 1 Council representative that addresses the long-term maintenance obligations reflecting the City’s 25-year lease with the Federal government for operations of the Pierhead Lighthouse. However, the bulk of the activity occurs through the separate 501c3 “Friends of the Pierhead Lighthouse” group, which does the fundraising and implements improvements to the building. The City’s information indicates the last meeting of the Committee in June 2023.
- ***Community Center Committee*** is a 10-person committee (with 1 Council representative) that serve as the group focusing on programming, operations, meals, and creation of a proposed new senior/community center for the City. This Committee meets regularly dating back to 2018.

- ***Clock Committee*** is a 5-member group that is focused on preservation of the grandfather clock located at the farmers market property. The Committee hasn't officially met since 2018.
- ***Parks and Recreation Committee*** was an organization created under Mayor Blaha and implemented under Mayor Christman that was charged with reviewing the ongoing conditions and capital needs of the City's public parks and their facilities. This Committee is composed of 9 members including a Council representative, and is generally tasked with meeting between April and October. The Committee has met less often the last few years (2-3 times per year) than at original creation (9 times in 2019). It should be noted that this committee is listed in the Municipal Code, unlike any of the other "ad hoc" committees.
- ***K-9 Auxiliary*** is a group created to support the K-9 patrol in the Police Department, but since the City no longer has a K-9 this group should be officially disbanded.

In reviewing the Ad Hoc Committees as listed on the website, Parks and Recreation Committee should be relocated. Of the remaining, staff believes that at least two (Tug Ludington Committee, Community Center Committee) should be considered something other than "ad hoc", with an official listing in the Municipal Code. The Lighthouse Preservation Committee is difficult to separate from the independent 501c3 organization, and most actions of that private group ultimately come through Common Council for official approval as the "owner" of the lighthouse.

If Council wishes to continue with the Beautification Committee, some more formal status should be considered; that group met at least once per year from 2002 to 2020, though more often in the early years (at least 6 times per year from 2002-2005). If this is a venue for some small modifications to improve the aesthetics around the City it should be given some level of support.

The Clock Committee doesn't seem to have a continuous function, and hasn't met in over 5 years. As noted, the K-9 Auxiliary should be disbanded.

Boards and Commissions

There are two sets of Boards and Commissions, (1) those that are listed in the Municipal Code and are established meeting groups, and (2) those that are listed in the Municipal Code but aren't. The Boards and Commissions recognized in the Municipal Code are

- Plan Commission – required Wis. Stat. §62.23(1)
- Police & Fire Commission – jurisdiction in Wis. Stat. §62.13
- Board of Review – required Wis. Stat. §70.46
- Board of Zoning Appeals – required Wis. Stat. §62.23(7)(e)
- Library Board – required per Wis. Stat. §§43.54 and 43.58
- Historic Preservation Commission – required per Wis. Stat. §62.23(7)(em)
- Personnel Committee
- Public Works Committee
- Finance Committee
- Public Property Committee
- Parks and Recreation Committee

- Infrastructure/Public Works Committee
- Public Safety Committee
- Intergovernmental/Advocacy Committee
- Community Development Committee
- Visitor/Guest Services Committee

The Plan Commission and Board of Zoning Appeals are required for implementation of planning and zoning regulations under Wis. Stat. Chapter 62. The Police and Fire Commission is not required per se for a community of our size but is recommended. The Board of Review is required for review of all assessments on an annual basis. The Library Board is required for communities with a public library. The Historic Preservation Commission is necessary if a community has an adopted historic district. The four “standing committees” (Personnel, Public Works, Finance, Public Property) were re-established under Ord. No. 632-2022. As noted above, the Parks and Recreation Committee is included in Chapter 2, Article IV of Municipal Code.

The five committees listed on this page (as well as the Parks and Recreation Committee) are structured the same way:

- 7 members, appointed by the Mayor
- At least 4 members must be “residents of the City of Kewaunee”
- At least 1 member must be a Common Council member appointed by the Mayor

Oddly, these committees were retained in Ord. No. 612-2020 (adopted May 11, 2020) even though they appear to have never been appointed or constituted. Note also that the Parks and Recreation Committee is over-appointed (9 currently v. 7 officially).

Recommendations

I would recommend to do the following:

1. Create enabling language in Chapter 2, Article IV of Municipal Code to establish the following as permanent committees:
 - a. Tug Ludington Committee
 - b. Community Center Committee
 - c. Lighthouse Preservation Committee
2. Disband the following Committees: K-9 Auxiliary, Clock Committee, Beautification Committee.
3. Delete the following Committees from Chapter 2, Article IV:
 - a. Infrastructure/Public Works Committee
 - b. Public Safety Committee
 - c. Intergovernmental/Advocacy Committee
 - d. Community Development Committee
 - e. Visitor/Guest Services Committee
4. Reconstitute the Parks and Recreation Committee as a Parks Board. This would provide them the authority under Wis. Stat. §27.08 to oversee parks and recreation operations and coordination in the City.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Approve extension of lease with Blue Water Services Ltd. for Tax Parcel 31 241 OTP 136	ITEM NUMBER 8.d

BACKGROUND

The City has been leasing a property to Blue Water Services, which operates on the adjacent two parcels on Park Street, dating back to 2004 (lease adopted in 2003, first payment in 2004). The parcel is at the corner of Park Street and Juneau Street. The lease is approved for succeeding three-year terms, and having been adopted in 2003, 2006, 2009, 2012, 2015, 2018, 2021, and should have been last year. The original lease term was for \$500 per year, and over the course of time has gradually increase \$15/year, then \$20-\$21/year in 2018, then \$22-\$23/year in 2021.

Staff has attached the lease for review and approval. The rent section highlights the last set of rents for 2022-2024; maintaining the current cost increase of \$23/year would increase the rent to \$828 in 2025, \$851 in 2026, and \$874 in 2027.

It should be noted, for what it's worth, that the parcel in question is the same size as the adjacent parcel owned by Blue Water Services. The land for that parcel is assessed at \$22,500 as of 2024, which yields a total City tax of \$176.43 (as 51.72% of the total assessed value and therefore tax). If the City were to sell the property at the assessed value, we would make more money on that single transaction than the sum total of all yearly rents collected from Blue Water Services since 2004 (\$22,500 vs. \$13,126). The difference in annual rent per year would be notable (average of \$782 for the last lease term vs. \$176.43), but not substantial, and the City would not need to keep adopting lease agreements for a property the City has no reason to keep (as far as staff can tell).

ANALYSIS

If Council wishes to continue with this lease program, feel free to adopt with the requisite rental rates as either determined by staff based on the last lease, or at a rate Council deems appropriate. As we're late with this lease, technically Blue Water Services is trespassing on City property, so a lease approval at this stage is appropriate.

At some point Council may wish to consider the alternative, of simply selling the parcel to Blue Water Services or other interested parties.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None

FISCAL NOTE

This continues a prior lease program dating to 2003; it's a minor revenue generator for the City.

STAFF RECOMMENDATION

Staff recommends approval, rates to be determined by Council action.

IF APPROVED, NEXT STEPS

Staff finalizes the lease and forwards to Blue Water Services for approval.

RECOMMENDED MOTION

"I move we approve a 3-year extension of the lease for Tax Parcel 31 241 OTP 136 with Blue Water Services, with rental rates of \$ in 2025, \$ in 2026 and \$ in 2027."

CITY OF KEWAUNEE LEASE

Blue Water Services, Inc.

This lease of commercial premises as identified below is entered by and between the Landlord and Tenant (whether one or more) on the following terms and conditions:

1. LEASED PREMISES:

Lot 9 and the West One-half (1/2) of Lot 10, in Block Number Thirty-nine (39), Old Town Plat of the City of Kewaunee, Kewaunee County, Wisconsin. Subject to Siren Easement recorded February 16, 2011 in Volume 604 of Records, Page 732 as Document No. 432773.

2. LANDLORD: City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216

3. TENANT: Blue Water Services, Ltd.
417 Park Street
Kewaunee, WI 54216

4. LEASE TERM: For a term of three (3) years commencing July 1, 2024 and ending on June 30, 2027. This Lease may be terminated by either party upon ninety (90) days' written notice to the other party.

5. RENT: Annual rent to be paid as follows: **Seven Hundred Fifty-nine Dollars (\$759.00) for the first year; Seven Hundred Eighty-two Dollars (\$782.00) for the second year; Eight Hundred Five Dollars (\$805.00) (Constant increase would be \$828 for 2025, \$851 for 2026, and \$874 for 2027)** for the third year to be paid on or before July 1st of each year.

6. CONDITION OF PREMISES: Tenant acknowledges having inspected the premises and that the premises is not objectionable and is suitable for its use.

7. USE OF PREMISES: Tenant shall use the premises for commercial purposes only. Tenant shall not use the premises or knowingly permit the use of the premises for any unlawful purpose, engage in any activities which unduly disturb neighbors or engage in any act, maintenance or practice which would be considered a nuisance or would adversely affect the coverage of the premises under a standard fire and a standard insurance policy. No animals of any kind shall be kept or harbored on the premises without the prior express written consent of the Landlord.

Tenant may use this premises only for the storage of materials and equipment, except that Tenant may erect a fence along the perimeter of the subject property, and may erect a

loading dock on the subject property, with both to be approved in advance in writing by the Landlord, and to be erected and maintained in a manner satisfactory in all respects to the Landlord, and to be removed by the Tenant at the termination of this Lease. Tenant may not construct any building on this premises. Tenant shall not alter the current natural surface water flow either away from or onto the subject premises.

8. POSSESSION AND ABANDONMENT: Landlord shall deliver possession of the premises to Tenant on the date stated for commencement of the lease agreement unless Landlord is unable to do so for reasons beyond its control. Tenant shall vacate the premises and return all of Landlord's property promptly upon the expiration of this Lease or any subsequent renewal, or upon the termination of this Lease.

9. SUBLETTING OR ASSIGNMENT: This Lease shall not be assigned nor any part of the premises sublet by the Tenant without the written consent of the Landlord, which consent shall not be unreasonably withheld. In the event such approval is obtained, Tenant and all guarantors shall, nonetheless, continue to remain responsible for the performance of all terms of this Lease.

10. PARTIAL DESTRUCTION: In the event the leased premises are substantially damaged by fire or other casualty, this Lease shall terminate as of the date of the casualty loss, or the date that Tenant actually vacates the premises prior to termination of this Lease by maturity, whichever is later. Landlord shall have no obligation to rebuild or restore any such casualty loss.

11. TAXES: Landlord shall pay all real estate taxes and special assessments levied by the local taxing authorities against the land and building upon the premises during the term of this Lease. Tenant shall be responsible for payment of all personal property tax and taxes incurred in the operation of a business upon the premises.

12. INSURANCE: Landlord shall have the responsibility and agrees to provide fire, casualty and liability insurance upon the land and buildings of such premises. The Tenant shall be responsible for obtaining and maintaining fire and casualty insurance for all contents and merchandise located in the leased premises together with coverage for any fixtures, equipment or work done by Tenant.

13. HOLD HARMLESS: Except in the case of negligence of the Landlord, its agents, or employees, the Tenant agrees to save, hold harmless and defend the Landlord against any liability for damages to person or property in or about the premises. The Landlord shall not be liable to the Tenant, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by any act or omission upon or affecting the property. All property kept, stored or maintained in the premises shall be so kept, stored or maintained at the sole risk of the Tenant.

14. COMPLIANCE WITH LAWS: The Tenant agrees to comply with all Federal, State and local laws and regulations governing the conduct of its business and the possession,

occupancy and use of the premises. Failure to comply with said laws shall, at the option of the Landlord, be cause for termination of this Lease.

15. DANGEROUS MATERIALS: Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of Landlord is obtained and proof of adequate insurance protection is provided by Tenant to Landlord.

16. NON-PAYMENT OF RENT; DEFAULT: On the occurrence of any of the following events, Landlord shall have the option to declare the entire amount of rent under this Lease immediately due and payable, declare this Lease forfeited and to re—enter the premises:

- (a) A rent payment from Tenant to Landlord which is and remains unpaid in whole or in part for more than fifteen (15) days after it is due and payable;
- (b) The violation or default by Tenant by any of the other covenants, agreements, stipulations or conditions contained in this Lease and such violation or default continues for a period of thirty (30) days after written notice of such violation or default; or
- (c) The Tenant shall be adjudged bankrupt or file a Petition in Bankruptcy or for any arrangements under the Bankruptcy Court or become involved or have appointed a receiver of its property.

Failure to give notice of any default shall not be deemed to be a waiver thereof nor consent to the continuation thereof.

17. SURRENDER: On the last day of the term of this Lease or the sooner termination of this Lease, Tenant shall peaceably surrender the premises in good condition and repair, reasonable wear and tear excepted, consistent with the Tenant's duty to make repairs as provided in this Lease. On or before the last day of the term of this Lease or the sooner termination of it, the Tenant shall at its expense remove all equipment and personal property of Tenant from the premises. Any property not removed shall be deemed abandoned. All alterations, additions and fixtures, other than Tenant's equipment which has not been affixed to the premises, which have been made or installed by either the Landlord or the Tenant in the premises shall remain as the Landlord's property and shall be surrendered with the premises as a part of them. If the Tenant remains in possession without consent of the Landlord after expiration or termination of this Lease Tenant shall pay to Landlord twice the rent stated herein as rental for the premises during such hold over period.

18. GOVERNING LAW: This Lease shall be construed in accordance with the Laws of the State of Wisconsin. All parties agree that the State of Wisconsin shall have jurisdiction for the resolving of any disputes, legal actions in law or equity, and contract interpretation. The parties further agree that the Circuit Court of Kewaunee County, Wisconsin or the Eastern

District of Wisconsin - Green Bay Division as the exclusive venue. In the event it becomes necessary to take legal action to enforce this venue provision, the prevailing party shall be entitled to attorney's fees and costs.

19. SEVERABILITY: If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written construed and enforced as so limited.

LANDLORD:
City of Kewaunee

Dated: _____

By: _____
Jeffrey Vollenweider, Sr., Mayor

Dated: _____

By: _____
Amber Vande Velden, Clerk/Treasurer

TENANT:
Blue Water Services, Ltd.

Dated: _____

By: _____
John E. Mastalir, President

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Approve Nicolet Bank signatory changes to current Clerk/Treasurer and Utility Clerk/Administrative Assistant.	ITEM NUMBER 8.e
<p><u>BACKGROUND</u> Staff is requesting authorization/approval to change the City’s designated signatories for our accounts at Nicolet Bank. The current signatories no longer work for the City, so we need official Council action to authorize this change to Amber Vande Velden and Kimberly Sipe on behalf of the City of Kewaunee.</p> <p>RECOMMENDED MOTION “I move we authorize changing City account signatories for Nicolet Bank and approve Amber Vande Velden and Kimberly Sipe on behalf of the City of Kewaunee.”</p>		

Clerk/Treasurer: AVV

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Review and adopt Resolution No. 2025-2051 adopting Fire Department guidelines authorizing individuals under 18 years of age to join the Fire Department as junior firefighters	ITEM NUMBER 8.f

BACKGROUND

The Fire Department has received interest in joining the department from an under-18 student. Per the terms of Chapter 30 (Fire Prevention and Protection) the minimum age for new department members is 18 years of age. However, in the interest of promoting continued membership in the department, and to enhance the number of members with newly training members, the Fire Chief has requested that the City implement a program for the allowance of under-18 members to the department as “junior firefighters”.

Attached please find a set of Junior Firefighter Program Guidelines for consideration and adoption by Resolution (No. 2025-2051, attached). The Chief should be available for discussion of this program, which includes training and certification through NWTC and the sponsorship of an apprenticeship via the local school district.

ANALYSIS

The department membership is slowly shrinking as members retire and the need to train new members grows. Interest in joining the department is the critical element for its continued viability, and if that interest comes from persons who could become long-term members with training and support while under-18, we should jump at the opportunity.

Note: the guidelines do define the limits for any junior firefighter while in the program, and the need for workman’s compensation is necessary only as a result of taking official actions supported by department personnel.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None

FISCAL NOTE

Any impacts to this program should be covered by the department’s budget for 2025.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 2025-2051.

IF APPROVED, NEXT STEPS

Staff implements the program with the particular individual and moves forward with training support.

RECOMMENDED MOTION

“I move we approve Resolution No. 2025-2051 adopting Fire Department guidelines authorizing individuals under 18 years of age to join the Fire Department as junior firefighters.”

STATE OF WISCONSIN

CITY OF KEWAUNEE

KEWAUNEE COUNTY

RESOLUTION NO. 2025-2051

A RESOLUTION ADOPTING FIRE DEPARTMENT GUIDELINES AUTHORIZING
INDIVIDUALS UNDER EIGHTEEN YEARS OF AGE TO JOIN THE FIRE DEPARTMENT
AS JUNIOR FIREFIGHTERS

WHEREAS, the City of Kewaunee Fire Department has been providing fire protection services to the City of Kewaunee since 1900, and has been providing such services to the towns of Casco, Pierce and West Kewaunee for many years; and

WHEREAS, the Fire Department needs to maintain personnel properly trained to use equipment and maintain operations for fire and event responses; and

WHEREAS, the Fire Department has acknowledged interest from possible firefighters under the age of eighteen; and

WHEREAS, it is in the interest of the City of Kewaunee and its Fire Department to provide personnel properly trained for the long-term benefit of fire protection services to the City and the surrounding townships; and

WHEREAS, a Junior Firefighting Program would serve to enhance the City's long-term interest in maintaining properly trained personnel in the Fire Department over the long-term.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Kewaunee, Wisconsin, that the City hereby adopts a set of Junior Firefighter Program Guidelines for the City of Kewaunee Fire Department, herein attached.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this 13th day of January, 2025.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this 13th day of January, 2025.

APPROVED:

Jeffrey L. Vollenweider Sr., Mayor

ATTEST:

Amber Vande Velden
City Clerk/Treasurer

AYES _____ NAYS _____ ABSENT _____

Kewaunee Fire Department Junior Firefighter Program Guidelines

PURPOSE:

The Kewaunee Fire Department was established in 1900 to provide fire protection services to the local community, currently providing fire protection to the City of Kewaunee and the townships of Casco, Pierce, and West Kewaunee. To provide this service, the fire department must be able to respond with personnel properly trained in the use of equipment and operations required at an emergency incident. As a volunteer department, having adequate personnel available to respond is key to a safe and effective operation.

The junior firefighter program has been established to attract young individuals into the emergency services field in hopes of forming a lifelong connection, whether as a first responder or as a community supporter. The junior firefighter program gives our local youth the chance to learn about the fire service in a safe, controlled, and educational way while providing the department with an excellent recruitment mechanism. Reaching out to people when they are young has long-range effects, and encouraging youth to become active in a volunteer organization is extremely beneficial to our local communities.

REQUIREMENTS:

The requirements to be a junior firefighter are as follows:

- Must be at least 16 years old, but not older than 18 years old.
- Must maintain passing grades (C average or above) in their schoolwork to remain active.
- Be in good physical condition to perform the essential skills and fire ground tasks.
- Must be able to attend scheduled department meetings and required training. Exemptions may be made for school requirements/activities.
- Be able to follow directions under stressful conditions.

Junior firefighters need to be self-motivated and be willing to learn. Junior Firefighters who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the department will be removed from active status as a junior firefighter.

JUNIOR FIREFIGHTER PROGRAM OVERVIEW:

Junior Firefighters will be members of the department and are expected to conduct themselves in a professional manner. As a member of the department, personal conduct can reflect directly on the department as a whole, and needs to positively maintained. Public discussion regarding internal fire department activities, including finances, incident details, and other fire department business reduces the public trust and may violate established laws. Social media posts shall follow department guidelines and social media posts about any incident will be not be tolerated. Inappropriate actions by junior firefighters will result in disciplinary action, including removal from the junior firefighter program.

Junior firefighters will attend state-approved fire training classes provided through a technical college system. Failure to complete the required training will result in removal from the junior firefighter program. Attendance is also required for additional training provided by the fire department. Required training and personal protective equipment (PPE) will be provided to the junior firefighter at no cost.

Junior firefighters will not respond to emergency calls until approval has been granted by the Fire Chief and approved the City. When a junior firefighter is approved to respond to emergency calls, they will operate under

the direct supervision of the incident commander and senior firefighters. Junior firefighters will be prohibited from entering any environment posing a danger to life or health (IDLH), such as operate with crew entering a burning building,

The Kewaunee Fire Department takes a proactive approach to safety. Standard operating guidelines shall be followed at all times and freelancing and horseplay during training or an emergency incident are strictly prohibited.

It must also be recognized that during emergency conditions, there are many tasks and operations that pose a risk to firefighter safety. A junior firefighter might be asked to complete a task which may put them in danger, in which the junior member must take responsibility to alert the member they are not permitted to perform the task. Any situation such as this shall also be reported to the acting Incident Commander (IC). Upon clearing the incident, the acting Incident Commander (IC) shall notify the Fire Chief and Training Officer so that the incident may be documented and follow up training provided to avoid future incidents.

RULES AND REGULATIONS:

- The Fire Chief will oversee the Junior Firefighter Program and manage it within the department. Fire department officers will be the primary supervisors for the Junior Firefighters. The Fire Chief shall also assign a committee made up of active fire department personnel to be "Mentors" to the Junior Firefighters and assist in their training and supervision.
- The Junior Firefighter shall abide by all federal, state, and departmental standard operating guidelines, bylaws and regulations.
- No Junior Firefighters may operate (drive) fire department apparatus.
- All Junior Firefighters will complete an interview process in which the committee will determine if the student is a good fit to be a firefighter. There is no guarantee that students will be accepted into the program.
- The Kewaunee Fire Department may limit the number of Junior Firefighter positions. Candidates will be evaluated in order in which the applications were received.
- All Junior Firefighters must successfully complete a state-approved Entry-Level Firefighter course. If continuing with the department after graduating from high school, state certification to the level of Firefighter I is required. Further certification and continuing education are recommended and highly encouraged.
- All fire department members must recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate. The Junior Firefighter shall inform the requesting firefighter of their limitations, and also reported to the Incident Commander (IC) so action may be taken to address the concern.
- Junior Firefighters shall not be at the station without a fire department member present (mentor). Contact information for assigned mentors and active department members will be provided to the Junior Firefighter(s), as it is encouraged that Junior Firefighters frequent the station with a fire department member to become familiar with the equipment and operational procedures.
- Only Fire Department Officers may talk to the media. Junior Firefighters will refer all questions regarding the fire department to the Incident Commander or Fire Chief.
- Junior Firefighters are expected to represent the fire department in a professional and positive manner.
- Injuries occurring during training or during an incident response are covered by the fire department's insurance. Any injury must be reported to the acting Incident Command and/or Fire Chief as soon as possible.

- Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs, or alcohol.
- Junior Firefighters are expected to join the Kewaunee Fire Department Auxiliary but will not have voting privileges within the regular fire department. Junior Firefighters are encouraged to attend meetings, but might be asked to leave the meeting room while some issues are discussed by the membership.

ONCE APPROVED TO RESPOND TO RESPOND TO CALLS:

The following are guidelines to hours of scene calls. Any hour requirements specified by state law, parent/guardian, or the school district always supersede the hours listed below. Training and station projects do not count towards these hours.

HOURS OF OPERATIONS AGES 16-18 while attending high school (Summer hours):

1. Maximum 6 days per week, with a 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. Junior Firefighters shall not respond to calls during the school day. The student's formal education shall remain as a priority.
3. May attend training and meetings but shall be out of the station by 10 PM.
4. No scene responses between 10 PM and 7 AM on school days.
5. No scene responses between 12:30 AM and 5 AM on weekends and holidays.
6. Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 26 hours Monday through Friday while school is in session.
8. Maximum of 8 hours on Saturday and 8 on Sunday while school is in session.
9. Maximum daily hours cannot exceed 8 hours per day while school is in session.
10. During weeks in which minors 16 and 17 years of age are not required to attend school, they may be employed at any time of day. Between the hours of 12:30 AM and 5:00 AM, they shall be under direct adult supervision and shall receive at least 8 consecutive hours of rest between the ending of work and the beginning of work the next day.
11. During summer months students may be employed no more than 50 hours per week during the weeks in which they are not required to attend school any day of the week.

DRIVING OF PERSONAL VEHICLES:

- Only Junior Firefighters that are at least 16 years old and have a valid driver's license may drive personal vehicles to the fire station.

- Junior Firefighters must report to the station for all calls. If department apparatus have responded prior to your arrival, you may stand-by at the station. A senior member of the Kewaunee Fire Department may arrive and drive them to the scene, or wait until the department returns from the call to assist in clean-up of equipment and apparatus. Junior Firefighters are NOT permitted to respond with any mutual aid departments.
- **UNDER NO CIRCUMSTANCES ARE JUNIOR FIREFIGHTERS TO GO DIRECTLY TO THE SCENE!** The public might pressure you as a junior firefighter into entering a burning building or perform other tasks you are not authorized to undertake and put your own safety at risk.
- At no time is a Junior Firefighter permitted to use colored light, hazard lights, honk horn, or use any other warning devices while responding to the station.
- All speed limits and traffic laws are to be strictly followed while responding to the station.
- The Kewaunee Volunteer Fire Department is in no way responsible or liable for any moving violations or accidents while responding to or from the station for a call or training.
- Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the Junior Firefighter program.

RESPONDING TO CALLS ON APPARATUS:

- Junior Firefighters must be at least 16 years old and have successfully completed an Entry-Level Firefighter course. No exceptions are allowed.
- Junior Firefighters shall don their personal protective equipment (PPE/bunker gear) before boarding fire apparatus that is responding to a call. Junior Firefighters shall wear full PPE to all calls unless otherwise instructed by a department officer or specified in department standard operating guidelines.
- Junior Firefighters will obtain verbal permission from the officer or senior member in charge of an apparatus if it is ok to respond with the apparatus. The officer or senior member must be willing and able to provide the required supervision to the Junior Firefighter.
- Junior Firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request without question.
- When riding any piece of apparatus, Junior Firefighters shall position themselves in a seat with a seat belt in place and securely fastened.
- Junior firefighter shall follow the department's personnel accountability system.
- Junior firefighters shall remain in the apparatus until given instructions by the officer. If no instructions are given, inform the apparatus operator you are reporting to the Incident Commander (IC) and check in with the IC for instructions.
- All instructions given by an Officer or Incident Commander must be followed. If you are not sure what you are doing or have been assigned something you are not permitted to do, say so right away so your task can be clarified or someone else can be given the assignment.
- Junior firefighters shall NOT at any time start, attempt to start, or move any fire department vehicle. No Exceptions.
- Upon returning to the station, all junior firefighter shall assist in clean up and returning equipment to an in-service condition. Personal protective equipment (bunker gear) shall be inspected, cleaned when necessary, and properly stored for the next call.

MOTOR VEHICLE ACCIDENTS:

- Junior firefighters are prohibited from performing any traffic control (TIM) duties. Junior Firefighters 18 years old and older, may assist in vehicle rescue under direct supervision if they are appropriately trained and supervised.

EMERGENCY MEDICAL SERVICES / HAZARDOUS MATERIAL RESPONSES

- Junior Firefighters WILL NOT assist in any patient care or respond to emergency medical alarms.
- Junior Firefighters WILL NOT assist in any hazardous materials situations.

ACTIVITIES PROHIBITED BY LAW AND/OR THE KEWAUNEE FIRE DEPARTMENT :

The Kewaunee Fire Department and/or state law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities:

- Operate department vehicles.
- Operate power-driven saws, extrication tools, or acetylene cutting torches.
- Operate any fire pump.
- Enter a burning structure.
- Ascend ladders, except during supervised training.
- Operate any aerial device, air bags for lifting, or winches.
- Perform technical rescue operations, such as ice/water rescue, rope, or confined space.
- Participate in emergencies that involve potential explosives.
- Participate in any incident defined as a HAZMAT incident, except for supporting functions outside of the Hot Zone.
- Participate in operations involving radioactive substances.
- Perform roof-top operations, such as vertical roof ventilation.
- Perform wrecking or demolition work which requires the use of cutting equipment, crushing equipment, or acetylene torches
- Enter a hazardous (IDLH) atmosphere, unless in an instructor-led training activity.
- Respond to any calls at the former Kewaunee Power Station

PERMITTED ACTIVITIES

Juniors 16-17 years Old

- Participate in organized training activities in which an adult member of the organization is present and supervising the Junior Firefighter(s).
- All aspects of fire suppression training.
- Specialized rescue training.
- Hazardous material awareness-level training.
- Safety training.
- Wildland firefighting and Wilderness Search and Rescue training.
- Provide rehabilitation / canteen services.
- Participate in support capacity for searches, rescues, wildfires, hazmat incidents, and water supply operations while under direct supervision of a senior member.

Juniors 18 years Old

Juniors 18 years of age may participate in actual fire suppression activities under the following conditions:

- Must have successfully completed a state-approved Entry-Level Firefighter course.

- Must be under the direct supervision and control of the IC or a Department Officer. Direct supervision means that the Officer must be within speaking distance of the Junior Firefighter.
- Perform a hose line fire attack as part of an EXTERIOR operation.
- Perform INTERIOR operations only after the fire is under control and approval from the Safety Officer.
- Setup ground ladders.
- Setup positive or negative pressure ventilation as part of an EXTERIOR operation.
- Overhaul/clean-up with the following conditions:
 - Must be outside the fire building collapse zone.
 - Only after the incident is declared under control by the IC.
 - Must be "on air" if working in a fire area and trained on the use of SCBA.
- Salvage operations while "on air".
- Establishing water supply.

DEPARTMENT PRIVACY POLICY:

Recent current events have shown the ease of which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us in the fire service may bring tremendous personal pain, anguish, and disgust to those not involved in the profession. To avoid serious damage to our reputations and to protect the privacy of those we serve:

A) Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Fire Department at those scenes. For the purpose of this policy, personally owned devices include but are not limited to: film cameras, digital cameras, video recording cameras and devices, cell phones and cell phone cameras.

B) Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Chief or Incident Commander of that scene. Any documenting of the incident that are collected by any member of the department in this manner are and shall remain the property of the department.

C) Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing investigation as may be necessary as part of the investigation process.

D) Fire department operations allow us to access situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality, fire, accident, or crime scene investigations; or shine an unprofessional light on the department.

Members who violate this policy will be subject to disciplinary action, up to and including suspension or removal from the department.

TRAINING:

Training is a very important part of being a firefighter. Required fire training is covered by the Kewaunee Fire Department at no cost to the firefighter. Training above and beyond the minimum requirements is greatly

encouraged. Additional training requires prior approval by the Fire Chief for documentation and budgetary needs. All members of the Kewaunee Fire Department are encouraged to take as much training as possible.

In-house department trainings provide additional and on-going training opportunities for all department members. Junior Firefighters are expected to attend all department trainings to learn the equipment, operations, and procedures utilized by the Kewaunee Fire Department.

Required Training:

- State-approved Entry-Level Firefighter course (60 hours)
- NIMS/ICS 700, 100
- In-house training provided by the fire department

PROBATION:

All Junior Firefighters are on probation while in the program. During the probation period, the junior member is expected to attend department meetings and trainings to continue their growth as a firefighter.

A Junior Firefighter may be removed from the program for not abiding by the guidelines set forth in this document, failure to meet the expectations of the Junior Firefighter Program, or for any significant safety issue or disregard to safety.

Upon becoming 18 years of age and in good standing with the department, junior members become eligible to apply to be a full-time member of the fire department.

Feel free to contact us at:

Chief Joe Nemecek – Kewaunee Fire Department

320 Harrison Street

Kewaunee, Wisconsin 54216

Phone: (920) 388-5006

Kewaunee Fire Department Junior Firefighter Parental/Guardian Consent

My son/daughter, _____, has my permission to be a Junior Firefighter with the Kewaunee Fire Department. In giving my consent for _____, to be a Junior Firefighter, we will not hold the Kewaunee Fire Department liable for any issue that may occur.

_____ Junior Firefighter Signature and Date

_____ Parent/Guardian Signature and Date

Contract of Understanding

My son/daughter and I have read all the Junior Firefighter Guidelines and understand the guidelines are set up to outline the purpose of the Junior Firefighters. My son/daughter and I understand that Junior Firefighters serve as supporters of the Kewaunee Fire Department to learn the basics of Firefighting and prepare to possibly become a member at the age of 18. My son/daughter understand that Junior Firefighter conduct is to act in the manner of a professional. My son/daughter understands that he/she is expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing. My son/daughter and I understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this contract of understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. My son/daughter and I understand that any acts that violate the guidelines that are illegal by state law will be referred to the Kewaunee Police Department or the Kewaunee County Sheriff's Department.

_____ Junior Firefighter Signature and Date

_____ Parent/Guardian Signature and Date

Acknowledgement Receipt of Guidelines

I acknowledge that My son/daughter and I have received a copy of the Kewaunee Fire Department Junior Firefighter Program Guidelines and have reviewed them prior to signing these documents.

_____ Junior Firefighter Signature and Date

_____ Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Kewaunee Fire Department Junior Firefighter Program Guidelines.

_____ Fire Chief Signature and Date

<https://regulations.justia.com/states/wisconsin/dwd/dwd-270-279/chapter-dwd-270/section-dwd-270-11/>

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Approve change in utility billing practices to use ABT Mailcom through Workhorse to conduct the utility bill mailing service	ITEM NUMBER 8.g

BACKGROUND

One benefit of a change in employees is that new personnel find ways to innovate that prior staff would not necessarily have engaged.

The City’s utility billing system currently is a clunky system of preparing account billing totals, generating bills in a suitable format, printing to a thin cardstock for the creation of utility bill “postcards”, having the manually turn printed sheets into actual postcards (perforating all edges, stacking and preparing), then taking them to the post office for mailing. Per the recently hired Utility Clerk, this process is time-consuming for staff, and the feedback from some utility payers is that the cards are so thin and easy to lose in the regular mail, that often the customer ends up throwing out the bill without realizing they got it.

The current system costs money for the clearing of postage (set by the postage meter, then paid at the post office) which as of the January mailing was \$788. In addition, there’s the staff hours in preparing the mailings/ formatting, the cost of printing the cards, then perforating the sheets to prepare the postcards. If there is a billing cycle where an insert is required, then staff has to format the billing differently then mail out the 1,300 plus mailings via regular envelope. The post cards are \$0.55 per piece, while the regular mailings are \$0.73 per piece.

Which leads to a proposal through Workhorse, There is a bill mailing service that Workhorse supports wherein the service (through American Business Technologies, Inc, or ABT Mailcom, of Lake Geneva, WI) to essentially do all the mailing for the City. The cost per piece is \$0.86 per piece, which when you account for the extra labor costs, printing costs for the initial postcards plus the copier printing of the bills devoted to the current system, is essentially a wash. But this would enable front office staff to more efficiently address other finance and technical issues for the City.

ANALYSIS

Staff brought this to the attention of the City Administrator and Mayor. We believe this is a fairly cost-effective way to address mailing bills, resulting in regular-size mailings that actually can be retained by customers.

Over time the City plans to implement a more thorough online payment system using HeyGov to replace PSN, which should save customers transaction costs and staff the headache of the transaction accounting process. A thorough adoption of online payments would reduce the mailing costs over time.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None

FISCAL NOTE

The current mailing system is captured in the utility budgets, and this would similarly be budgeted going forward.

STAFF RECOMMENDATION

Staff recommends approval of this program.

IF APPROVED, NEXT STEPS

Staff implements the new mailing system for the next available billing cycle, projected for February/March.

RECOMMENDED MOTION

“I move we approve a new utility mailing service using ABT Mailcom.”

Clerk/Treasurer: AVV/Administration: HE



Kimberly Sipe
City of Kewaunee
401 Fifth Street
Kewaunee WI 54216

December 31, 2024

Re: Workhorse Bill Mailing Services

Dear Kim,

ABT MAILCOM has been providing mailing services for Midwest utilities for many years. Our turnkey package provides for an efficient and cost-effective way to help you with the mailing of your bills. Currently there are over 60 utilities utilizing our services with more than 25 using the Workhorse software.

You simply create a data file from the Workhorse software and email it to ABT MAILCOM. We will process the data file and send it back to you as a PDF of all your bills for review/approval, and archival purposes. Once you approve the bills, we will laser print, fold, insert, and mail via First Class mail.

Using the Workhorse data file, we can create an 8.5 x 11 laser bill with a perforation that enables your customer to tear-off the stub and return with their payment. Multiple bills going to the same customer are mailed in the same envelope. Many of our users include Newsletters, CCR Reports, or other important communications with their bill mailings without incurring any additional postage cost. Inserts are additional.

Our Workhorse bill processing service will provide many benefits to your utility including:

- 1) Multiple bills to same customer combined in same envelope.
- 2) Eliminates the printing and hassle of inserting your bills.
- 3) No materials to purchase or store.
- 4) A remittance stub with a bar code, making payment processing more efficient
- 5) A single turnkey per bill cost to simplify budgeting
- 6) Inserts or newsletters to communicate to your residents optional and additional

Services Provided: Setup and testing of bill processing.
8 ½ x 11 perforated bill stock and #10 window standard utility envelope.
PDF proof for each mailing for approval and archive
Laser black simplex printing and inserting of approximately 1,400 bi-monthly bills
First Class Postage

Pricing: \$0.84 per bill/ Optional black printed backer: \$0.02 per bill

Pricing is based on using our standard bill template and at current postage rates. Pricing is subject to adjustment if there are postage or stock increases.

Please feel free to reach us at 248-248-9590 or email me at coledammeir@abt-corp.com if you have any questions on how this service will benefit you. Thank you for your interest. We look forward to working with you!

Sincerely,

Cole Dammeir



SAVE TIME AND MONEY BY OUTSOURCING YOUR UTILITY BILL MAILINGS!

ABT MAILCOM / WORKHORSE BILL MAILING SERVICES

- Turnkey Solution to your bill mailing needs.
- Eliminates you printing, folding, inserting and affixing postage.
- Ability to add newsletters or other inserts with bills.
- Archival record of all bills mailed each month.
- Newsletters or other inserts can be included with bills.
- Multiple bills combined in same envelope.

How it works....

1. Simply email your .csv data file from Workhorse to ABT MAILCOM
2. We will process your data file.
3. We provide a pdf of all bills to you for approval.
4. Upon approval, we will print, fold, insert and mail.

Optional services:

Printing on Back
#9 Return Envelopes
Inserts



ABT MAILCOM
American Business Technologies, Inc.
YOUR MAILING FULFILLMENT SPECIALISTS

CURRENT WORKHORSE COMMUNITIES USING ABT MAILCOM BILLING SERVICES:

Allenton

Ladysmith

Pewaukee

Arlington

Lake Delton

Poynette

Bloomfield

Luck

Reedsville

Cambridge

Marion

St. Croix

Cleveland

Marshall

Saukville

Eagle

Mercer

Somerset

Johnson Creek

Mauston

Wilton

Howards Grove

Osceola

Windsor

Kohler

CALL OR EMAIL FOR A QUOTE

ABT MAILCOM • www.abt-corp.com

Cole Dammeir • coledammeir@abt-corp.com • 262-248-9590

11077 Scheitel Rd Ste 400 • Lake Geneva, WI 53147-4764

MERCER SANITARY DIST #1

5054 N U S HIGHWAY 51
MERCER, WI 54547
(715)476-3575

Service Address: 4641N HWY 51

Account Number	Billing Date	Due Date	AMOUNT DUE	DUE AFTER 2/22/2024
000-1127-00	2/01/2024	2/22/2024	\$41.01	\$41.42

1 000-1127-00 1 1 of 4
KOHEGYI, JOSEPH & COLLEEN
2512W COUNTY ROAD J
MERCER WI 54547-9277



DETACH AT PERFORATION AND RETURN TOP PORTION WITH YOUR PAYMENT

READING DATES

<u>PREVIOUS</u>	<u>PRESENT</u>	<u>BILLING DATE</u>	<u>DUE DATE</u>	<u>ACCOUNT NUMBER</u>
12/28/2023	1/31/2024	2/01/2024	2/22/2024	000-1127-00
<u>PREVIOUS</u>	<u>PRESENT</u>	<u>USAGE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			PUBL FIRE PROT	11.23
42	42	0	SEWER	15.87
42	42	0	WATER	13.91
			AMOUNT DUE	\$41.01

Security Code: 7229
Last Payment: 1/22/2024 Amount: \$41.27
OUR HOURS ARE M-TH 8:30 TO 3:30
AND FRIDAY 9-11.

Service Address: 4641N HWY 51

MERCER SANITARY DIST #1

5054 N U S HIGHWAY 51
MERCER, WI 54547
(715)476-3575

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Consider possible Marina dock refurbishment and dredging financial options	ITEM NUMBER 8.h

BACKGROUND

This issue was likely to come up following the initial approval of the 5-year plan provided by Pier & Waterfront Solutions (PWS) to replace the existing docks with used docks from Reef Point Marina in Racine.

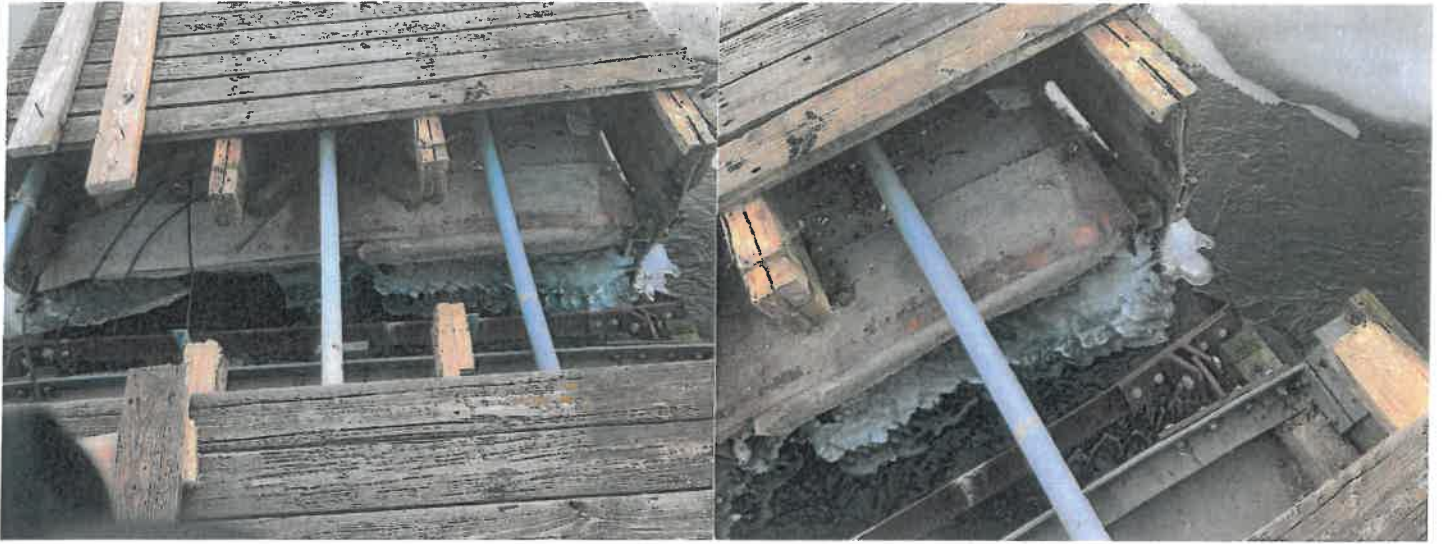
The issue is how to pay for these actions. The next item concerns paying for the docks acquisition, which currently is proposed for funding through the CIP Fund. However the CIP Fund is increasingly obligated for other capital needs beyond the marina, including a snow plow replacement (which should be funded in two steps later in 2025 at a total cost of approximately \$260,000), a proposed road pavement system for Fifth Street between Center and Lincoln streets; and other departmental needs.

The current 5-year plan as initially approved is more like a 4-year plan, with a lot of actions occurring in 2025. The impetus for financing discussions is the attached PWS Estimate #4263 in the amount of \$141,472.21 for installation and refurbishing of Dock D, one of the two largest docks in the Marina. This cost does not include electrical or plumbing installations. Staff is establishing a bid package for electrical services for Marina with Edgewater Resources and their engineering subconsultant, and then bidding out the electrical work in order to get a better handle on costs and to regularize the materials and systems for each dock. The estimated costs for electrical systems plus plumbing retrofits on Dock D could roughly double the cost estimate listed above.

The other issue is the shallowing of the Marina. The Marina Manager forwarded images of the current conditions as follows



As you might imagine, these conditions, are creating additional problems for the current docks:



The issue is that the water is too shallow to install the de-icer/impellers, which rely on churning warming water up to the surface to keep ice from forming. The shallow ice is pulling the docks from the shore, which is creating further damage to the metal substructure.

A remedy that is overdue is to dredge the Marina, which PWS has estimated to cost \$616,808.10 (per Estimate #4266, attached). To sum up, the following costs are anticipated for 2025:

Action	Cost	Financing Source
Acquisition, transport, storage of docks	\$239,200.00	CIP Fund
Dock D: Refurbishing	\$141,472.21	??
Dock D: Electrical/Plumbing Install	\$150,000.00*	??
Dredging	\$616,808.10	??
Total Cost	\$1,147,480.31	CIP Fund plus ??
Remainder to be Financed	\$908,280.31	TBD

*ballpark estimate

Sources of funding are still being explored. There are a series of grant opportunities that Cedar Corporation is still exploring, but to be honest, the chances that we meet all those grant conditions are slim. The City could try to use either a General Obligation Bond or a Revenue Bond for this work. Of these choices, the Revenue Bond is an easier lift but would require dedicating annual budget revenues to paying down the debt for the next 10-20 years from the Marina Fund. That type of bonding is a lot of "betting against yourself" that such dock improvements will increase the saleability of the Marina for continuing and new customers.

Staff has contacted Robert W. Baird, our financial consultant, about financing options for this work. They should be responding in the near future.

ANALYSIS

Public Property Committee discussed these details and due to the lack of financing options immediately available decided to forward to Council for further discussion. One discussion item was to change the Dock replacement from Dock D to Dock F, which is a smaller dock and would be a smaller initial outlay

Staff is waiting on formal responses from Baird and Cedar Corporation on their findings. Please note that even a grant opportunity would not solve an immediate funding gap due to timing of deadlines, responses, etc. Also note: These costs were spelled out in the 5-year plan provided by PWS (also attached).

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

Public Property Committee reviewed these items and had no recommendation but wanted to forward to Council for further discussion.

FISCAL NOTE

The next item concerns the docks acquisition which should come out of the CIP Fund.

STAFF RECOMMENDATION

Staff doesn't have a recommendation at present; financing for this is most likely in the form of a Revenue Bond to the Marina Fund, if we can make it work.

IF APPROVED, NEXT STEPS

TBD.

RECOMMENDED MOTION

At Council's discretion.

Administration: HE/Marina: AK/City Engineer: CC/BS/Public Works: NS



Pier & Waterfront Solutions LLC

7325 State Hwy 42 - 57
Sturgeon Bay, WI 54235

www.wisconsinpws.com

Date	Estimate #	Rep
12/30/2024	4263	DK

Name / Address City of Kewaunee Attn: Augie Kinjerski 401 Fifth St Kewaunee, WI 54216	Site Address Kewaunee Marina
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Item	Description	MPN	Qty
	Replace Dock D = Estimate does not included utilities work		
	Deliver and install used floating piers from Reef Point Marina 320' of main walk 8' wide, 20 fingers 3' wide x 30' long, one gangway 6' x 20' Corner walks on all fingers		
Shop Repair	Remove existing decking, rubrail, fascia and replace with new product. Inspect and replace floats and cleats as needed Labor to remove old decking and replace with new decking and hardware in PWS shop		132
Shop Repair	Labor to remove fascia, rubrail and redeck corner walks in PWS shop		6
Misc. Charge	Dumpster costs		1
Hardware / Materials	Decking hardware		11,604
Hardware / Materials	2x6 treated decking lumber		9,727
PWSFFASCIA Fascia ...	Fascia 2' x 8" (per foot)	PWSFFASCIA	3,976
PWSFCB Corner Bum...	Corner Bumper (each)	PWSFCB	40
PWSFRR Rub Rail (pe...	Rub Rail (per foot)	PWSFRR	1,988
Delivery/Pick Up - Loa...	Labor at shop/on site to load/unload and/or deliver product(s) to Marina		0
Removal Small Barge ...	Remove existing docks and install used Reef Marine docks Labor to remove existing with barge	Small Barge	0
Delivery/Pick Up - Loa...	Labor at on site to load, deliver old dock(s) to landfill and unload		0
Misc. Charge	Dumpster cost allowance of \$8,250 = Final bill to be per actual cost		0
Install Small Barge An...	Labor to install used piers with barge	Small Barge	0
Hardware / Materials	Concrete blocks to hold piers		0
Chain 3/8 Grade	Chain 3/8 Grade 70 Zinc Coated Ln Ft		0
Hardware / Materials	Miscellaneous chain connectors		0
Install Small Barge An...	Labor to insall blocks with small barge	Small Barge	0
Delivery/Pick Up - Loa...	Labor at shop/on site to load/unload and/or deliver concrete blocks		0
Trip Charge	Trip Charge		0

Feel free to call me with any questions. 920-905-2588 Dave	Subtotal	\$141,472.21
<p>"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability.</p> <p>Prices are subject to change without prior notice."</p>	Sales Tax (5.5%)	\$0.00
	Total	\$141,472.21



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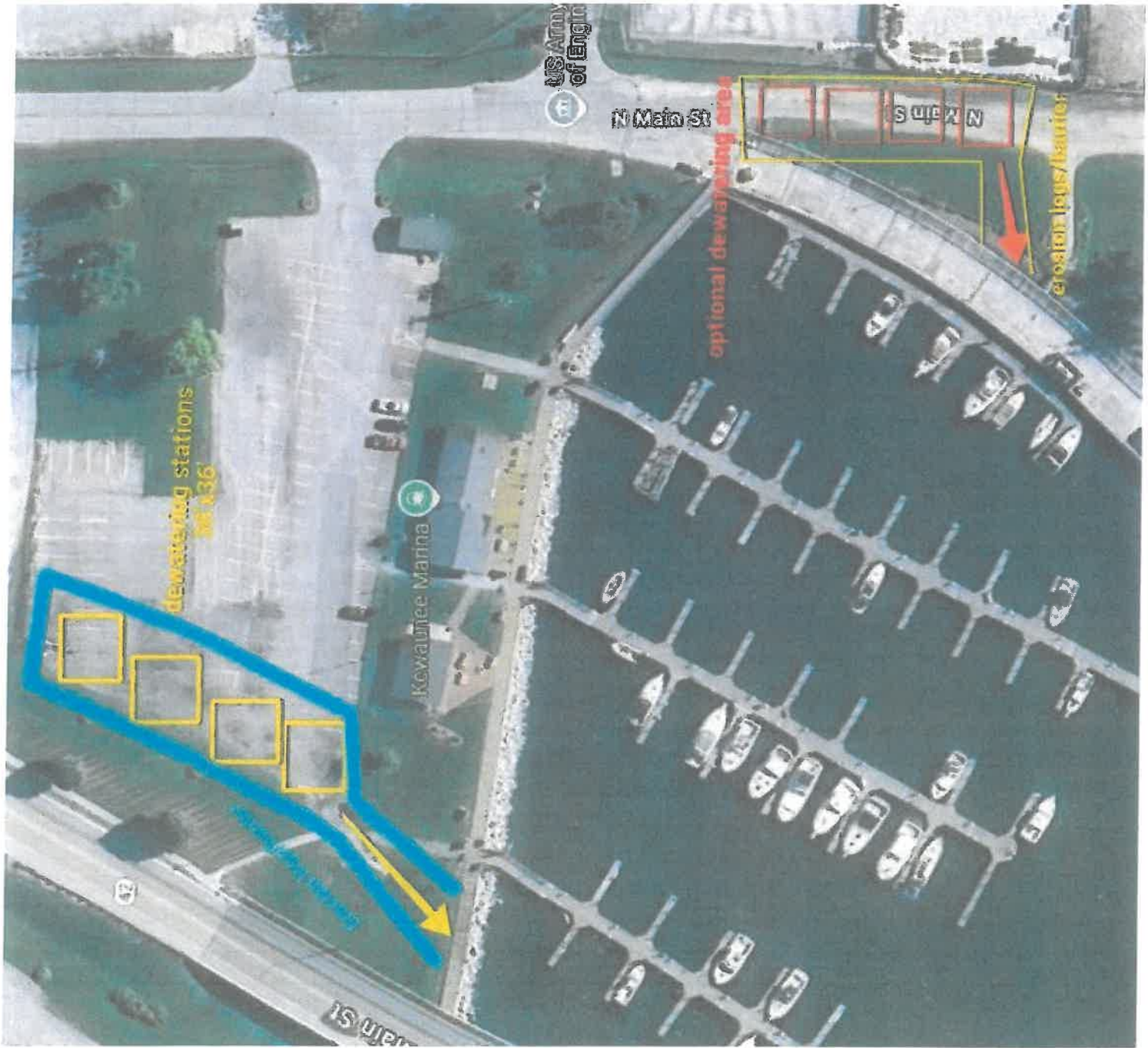
www.wisconsinpws.com

Date	Estimate #	Rep
12/30/2024	4266	

Name / Address	Site Address
City of Kewaunee Attn: Augie Kinjerski 401 Fifth St Kewaunee, WI 54216	Kewaunee Marina Dredging

Item	Description	MPN	Qty
Shoreline Repair	<p>Hydraulic dredge approximately 18,370 yards of silt. (1020 truck loads)</p> <ul style="list-style-type: none"> -Dredge material will be pumped into qty 4 - 36' x 36' x 6' de-watering stations and transported from there. -Disposal of dredged material to City property on the north side of town on Highway 42.(approx 1020 truck loads) -DNR permitting -DNR sediment sampling -Diver and tender (periodic lakebed check-ins to make sure nothing has been missed) -Slip removal and install - Landscaping allowance of \$6400 is included <p>Parking lot repairs, if any, are not included in this estimate.</p> <p>Terms: 10% down,40% at start of work, Balance upon completion</p>		1

Feel free to call me with any questions. 920-905-2588 Dave	Subtotal \$617,808.10
<p>"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability.</p> <p>Prices are subject to change without prior notice."</p>	Sales Tax (5.5%) \$0.00
	Total \$617,808.10



dewatering stations
500 x 36

Kawaulee Marina

N Main St

optional dewatering area

erosion logs/barrier



42

Main St

5-year plan for Kewaunee Marina dock replacement

❖ 2024

- Purchase all docks and have delivered to PWS to be refurbished.
 - 44 – 3'x30' floating finger docks
 - 6 – 4'x40' floating finger docks
 - 1 – 8'x980' floating main walk
 - 4- 6'x20' gangway
- total price \$239,200.00

❖ 2025

- Removal of old D dock and installation of new D dock
 - 20- 3'x30' floating fingers docks
 - 1 – 8'x320' floating main walk
 - 1 – 6'x20' gangway
 - 40- corner walks
 - 21 - 2x2x6 concrete blocks and chains for anchoring
- Total cost for 2025 \$234,162.31

❖ 2026

- Removal of old E dock and installation of new E dock
 - 6 – 4'x40' floating finger docks
 - 8 – 3x30' floating finger docks
 - 1 – 8'x280' floating main walk
 - 1 – 6'x20ft gangway
 - 28 – corner walks
 - 24- 2'x2'x6' concrete blocks and chain for anchoring
- Total cost for 2026 \$210,926.84

❖ 2027

- Removal of old F dock and installation of new F dock
 - 10 – 3'x30' floating finger docks
 - 1 – 8'x180' floating main walk
 - 1 – 6'x20' gangway
 - 20- corner walks
 - 12 – 2'x2'x6' concrete blocks and chain for anchoring

➤ Total cost for 2027 \$140,083.91

❖ 2028

- Removal of old C dock and installation of new C dock
 - 6 – 3'x30' floating finger docks
 - 1 – 8'x200' floating main walk
 - 1 – 6'x20' gangway
 - 11- corner walks
 - 13 – 2'x2'x6' concrete blocks and chain for anchoring
- Total cost for 2028 \$112,230.24

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE January 13, 2025
REPORTS & RECOMMENDATIONS	Approve Invoice #8898 by Pier & Waterfront Solutions for purchase of replacement docks in the amount of \$239,200	ITEM NUMBER 8.i

BACKGROUND

Attached is the referenced Invoice. As approved at the December 2024 meeting, Council authorized Pier & Waterfront Solutions (PWS) to acquire the Reef Point Marina docks for future replacement of the existing docks in the Marina. This was part of the attached 5-year plan from PWS to replace and comprehensively upgrade the docks over a period from 2025-2028.

Note that the Invoice is to fulfill our obligation to pay for the dock acquisition by PWS. We are obliged to pay this invoice, but staff wanted Council to formally acknowledge as such.

ANALYSIS

From an upgrade perspective, used docks of this type are a clear benefit for the operations in the Marina. The design itself improves the overall long-term maintenance obligations for the Marina.

How to fund the further installation, refurbishment, utilities, and dredging is what needs to occur.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

Finance Committee recommended approval at their January 7, 2025 meeting.

FISCAL NOTE

As previously noted, this invoice will be covered through the CIP Fund.

STAFF RECOMMENDATION

Staff recommends approval.

IF APPROVED, NEXT STEPS

Staff pays the invoice.

RECOMMENDED MOTION

“I move we approve Invoice #8898 by Pier & Waterfront Solutions in the amount of \$239,200.”

Administration: HE/Clerk/Treasurer: AVVMarina: AK



Pier & Waterfront Solutions LLC

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Sturgeon Bay, WI 54235

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Invoice

Date	Invoice #
12/18/2024	8898

Site Address

Kewaunee Marina

City of Kewaunee
Attn: Augie Kinjerski
401 Fifth St
Kewaunee, WI 54216

Description	Qty	Amount
Per estimate #4207 - Replacement Docks for C D E & F		
Supply used floating piers from Reef Point Marina = Galvanized steel frames, wood decking, plastic float drums, cleats. 980' of main walk 8' wide, 44 fingers 3' wide x 30' long and 6 fingers 4' wide x 40' long, four gangways 6' x 20' Corner walks on all fingers		
Supply and deliver used piers to PWS for future use at Kewaunee marina = \$239,200.00	51	61,200.00
Labor at shop/on site to load/unload and/or deliver product(s)	3,560	178,000.00
Customer purchase of used piers as described above		
Customer purchase of used corner walks	100	0.00

Piers, Lifts & Service: Keri 920-493-4405 / keri@wisconsinpws.com Renee 920-493-4408 / renee@wisconsinpws.com Sales: Christian 920-493-4402 / christian@wisconsinpws.com Jerry 920-493-4402 / jerry@wisconsinpws.com Shoreline & Rip Rap: Dave 920-905-2588 / dave@wisconsinpws.com Finance Lynn 920-493-4406 / lynn@wisconsinpws.com	Subtotal		\$239,200.00
	Sales Tax (5.5%)		\$0.00
	Payments/Credits		\$0.00
	Balance Due		\$239200.00
	Terms	Due on receipt	
Balances over 30 days from invoice date, will accrue a 1.5% credit extension fee per month. (18% per year)			

5-year plan for Kewaunee Marina dock replacement

❖ 2024

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