

**CITY OF KEWAUNEE COMMON COUNCIL MINUTES**  
**January 13, 2025**

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, and Robin Nelson. Absent: Jeffrey Kohnle.  
**Staff in attendance:** City Administrator Eddy, Clerk/Treasurer Vande Velden, Public Works Superintendent Seiler, Police Chief Mueller, Marina Manager Kinjerski, Library Director Petrina, Ambulance Director Pribek, Fire Chief Nemecek.
2. **Pledge of Allegiance/Prayer/Meditation:** All those present participated
3. **Approval of December 9, 2024 Common Council Minutes:** Motion-Nelson to approve the minutes as presented, Oftedahl seconded the motion. Motion carried, 6-0.
4. **Public Comment/Communications:** Library Director Petrina stated that the bathroom update project had encountered a necessary adjustment due to an existing structural deficiency and had to adjust the overall project cost. The Library Board voted to support the change and City staff is working on delegating the funds for the additional costs.
5. **Boards, Commissions, Committee and Staff Reports:** Motion-Nelson to approve submitted reports. Jeanquart seconded the motion. Motion carried, 6-0.
6. **City Administrator's Report:** Eddy stated that the CORP update online survey is still available and open for anyone interested in participating through January 17. Public Works staff is continuing to provide great service in keeping the streets free of ice. The library work cited during public comment is to add an insulation system around a water line that is directly exposed to the outside air from the roof soffit. The police lockers will be installed in the new locker room on or about February 11. The settlement agreement with former building inspector Davister was signed by the plaintiff.
7. **Mayor's Report:** Mayor Vollenweider welcomed State Representative Kitchens to the meeting for a briefing on state matters. Mr. Kitchens stated that the biennial budget process is underway with the backing of a \$4.6 billion surplus, and that the increase in shared revenue with localities is now built into the financing system, with a portion dedicated from state sales tax. Mr. Kitchens also stated that there may be an increase in road aid funds to localities. In response to a question on assistance for the marina and streets projects, Mr. Kitchens suggested that the better source for assistance could be Congress through Congressman Wied.
8. **Business Agenda:**
  - a. **Council interviews with Aldermanic District 4 candidates, consideration, and selection of a replacement Alderman.** Eddy stated that this was a placeholder due to some interest communicated, but nothing was submitted so there should be no action taken. No action taken.
  - b. **Approve Ordinance No. 654-2025 to enable creation of a Marina Committee.** Motion by Oftedahl to approve Ordinance No. 654-2025 enabling creation of the Marina Committee, with 2-year terms appointed by the Mayor and approved by Council, and 1-year terms for the Council representative. Seconded by Blaha. Motion carried, 6-0..
  - c. **Review and consider further changes to advisory boards, committees and commissions.** Eddy provided recommendations on proposed changes to Chapter 2, Article IV of Municipal Code. Council consensus was to process as discussed, but no formal action was taken.
  - d. **Approve extension of lease with Blue Water Services, Ltd for Tax Parcel 31 241 OTP 136.** Motion by Blaha to approved a 3-year extension of the lease for Tax Parcel 31 241 OTP 136 with Blue Water Services, with rental rates fo \$828 in 2025, \$851 in 2026, and \$874 in 2027. Seconded by Nelson. On roll call the motion was approved 5-0, with Oftedahl recusing from the discussion and vote.
  - e. **Approve Nicolet Bank signatory changes to current Clerk/Treasurer and Utility Clerk/Administrative Assistant.** Motion by Nelson to authorizing changing City account signatories for Nicolet Bank and approve

Amber Vande Velden and Kimberly Sipe on behalf of the City of Kewaunee. Brewster seconded the motion. Motion carried, 6-0.

- 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.** Motion by Brewster to approve Resolution No. 2025-2051 adopting Fire Department guidelines authorizing individuals under 18 years of age to join the Fire Department as junior firefighters. Nelson seconded the motion. Motion carried, 6-0.
  - g. **Approve change in utility billing practices to use outside party to prepare bill mailings.** Motion by Oftedahl to approve a new utility mailing service using ABT Mailcom. Brewster seconded the motion. Motion carried, 6-0.
  - h. **Consider possible Marina dock refurbishment and dredging financial options.** Eddy reviewed several issues involving the Marina and future steps that would need to be taken to keep the docks and location in continuous operation. Financial options have been requested from the City's financial consultants (Robert W. Baird) and have not been received as yet. No action taken.
  - i. **Approve Invoice #8898 by Pier & Waterfront Solutions for purchase of replacement docks in the amount of \$239,200.** Following discussion and comment by Council, motion by Blaha to approve Invoice #8898 by Pier & Waterfront Solutions in the amount of \$239,200. Nelson seconded the motion. On roll call the motion was approved unanimously.
  - j. **Financial Report – November 2024.** Motion by Blaha to approve the financial reports as presented. Oftedahl seconded the motion. On roll call the motion was approved unanimously.
9. **Announcements:** Ald. Nelson announce that the senior group was having a Post-Holiday Party on January 20 with gathering at 10 am and cards and other activities at 1 pm. She also stated the Waterhouse Tavern was providing 3% of their sales to the senior center.

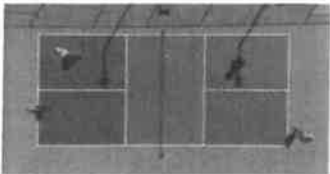
10. **Adjournment:** Motion by Blaha to adjourn at 6:53 pm and seconded by Brewster. Motion carried, 6-0.

Respectfully submitted,

Heath Eddy, AICP  
City Administrator (acting Secretary)

# City of Kewaunee Public Involvement Meeting / Open House

## Comprehensive Outdoor Recreation Plan 2025-2029



**Wednesday, February 12, 2025  
4:30 p.m. – 6:00 p.m.**

The City of Kewaunee is pleased to host a Public Involvement Meeting / Open House as a way for community members to share their up-front thoughts on the City's outdoor recreation facilities and activities.

The first of two open houses will take place on **Wednesday, February 12, 2025, at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI.** Attendees can view information at a variety of display stations and provide feedback to inform the goals and objectives of the 2025-2029 Comprehensive Outdoor Recreation Plan. *Displays will include a summary of the recent Recreation Users Survey taken earlier this winter.* A second open house will be held once the draft plan is prepared.

Every 5 years, the City updates this plan to assess the condition of its parks and open spaces and guide the expansion, enhancement, and preservation of open space and recreation opportunities, as well as to remain eligible for State grant funds. The City is seeking the public's input on its current facilities, future needs, and goals, objectives, and action items for the next 5 years.



For more information, please contact Heath Eddy, City Administrator at (920) 388-5000 or via email at [admin@cityofkewauneewi.gov](mailto:admin@cityofkewauneewi.gov).



**CITY OF KEWAUNEE FINANCE COMMITTEE MINUTES**  
**Tuesday, February 4, 2025**  
**5:00 p.m.**

**1. Call to Order & Roll Call-**The meeting was called to order at 5:00 pm. Present:Committee members,Committee chair, Robin Nelson, Jeff Kohnle, Russ Anderson and Bobbi Jeanquart. Also in attendance: Mayor Jeff Vollenweider, Clerk/Treasurer Amber Vande Velden, Ambulance Director, Deb Pribek, and Marina Manager, Augie Kinjerski,

**2. Approval of Previous Meeting Minutes-January 7, 2025 Motion made by Jeff to approve the meeting minutes from Tuesday, January 7, 2025. Motion passed.**

**3. Old Business**

**A. Update on Ambulance and Fire Funds and Townships-Agreements-**Robin will work on this with Clerk/Treasurer,Amber in February to get the billing out for March.

**B. Marina Accounting Practices Update on Hey Gov-**Atonus contacted the Clerk/Treasurer, Amber and the program should be updated and ready by next week. Robin, Jeff and Bobby would like to sit in on the training with C/T,Amber and MM, Augie.

**C. Dominion-Billable Invoice-Update-**Heath is going to be meeting with Energy Solutions so that this will open the door for discussions to get back pay and continue moving forward to get the compensation agreed upon for fire services.

**D. ARPA Funds-Update on expenditures-**The city tuckpointing, ambulance building has new flooring, it came in under budget, the lockers are on their way for the police department, the generator project is in process, WPS has looked at the service and will replace electric panels without cost. A contractor will be hired for the electrical connections. The new doors and electrical/security system for City Hall is still being coordinated by public works. Installation is still undetermined.

**E. Marina Dock Update-**The City Administrator included information about the docks we had considered purchasing. We want to be sure we are able to utilize the docks, what installation would entail and cost. The City Administrator recommends we consider what provision should be made for installation and come up with a strategic plan for the future of the Marina. We will be discussing this at the Council meeting. This additional information has been helpful as most of our discussions have been funding sources.

**F. Update for Payroll vendor-HeyGov-**The Clerk/Treasurer has looked into it and there are some products that would be helpful but Workhorse is getting easier.

#### **4. New Business:**

**A. Approval for transfer of the Fire Fund to the LGIP-**This is Local Government Investment Pool it is available to municipalities. We will receive a very good interest rate and there are no fees for transactions. **A motion was made by Bobbi J to direct staff-Clerk/Treasurer to move the Fire Fund 5650 located at Bank of Luxemburg to an LGIP account. Second by Jeff K. Roll vote Bobbi Jeanquart yes Russ Anderson yes Jeff Kohnle yes Robin Nelson yes Motion carried unanimously.**

**B. Recorder Box Replacement Marina-Cost \$2,407.00-**a new recorder box is needed at the Marina. It is felt this is a necessary item. The amount is low enough that this purchase does not have to go to council. This box records for 6 months and then will begin over. As there is a lot of activity at the **A motion was made by Jeff K. and second by Russ A. to approve the purchase of a new recorder box at the estimated cost of \$2,407.00. .**

**C. Review of the City Accounts-FCC,**Robin is looking into all the accounts. There is one account that was utilized for the CBDG, the community development grant money. It had a \$1200 check deposited in it that appears to be from some recertification. The C/T is going to check into how that check ended up in this account. There are 3 other accounts being checked into. 2 are able to be utilized for water and sewer projects. One account that has almost \$400,000 may be able to be moved to an LGIP account to increase the interest.

**D. Financial Report-**Bauman is just finishing December. C/T Amber has been receiving training from Bauman. Soon she may be able to do reports.

**E. Review available invoices for approval-**none available.

**5. Announcements-**Russ A. will be out of town February 12th to the 27th.

**6. Adjournment-Jeff K. made a motion to adjourn. Bobbi J, second Motion passed.**  
Meeting was adjourned at 5:31

Respectfully submitted,

Robin S. Nelson Finance Chair

# Public Property

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**February 6, 2025 / 6:00 PM / City Hall Council Meeting Room**

## ATTENDEES

Chr. Kohnle, Ald. Blaha, Ald. Brewster, Ald. Oftedahl, Admin. Eddy. Also in attendance was Kewaunee Marina Manager Kinjerski.

## AGENDA

1. Call to Order and Roll Call.
2. Approval of Meeting Minutes – January 9, 2025
3. Marina Discussions/Possible Actions or Recommendations
  - a. Docks purchase and replacement/logistics
  - b. Strategic planning for the marina and surrounding area – what is the outcome, and how do we get there?
4. Discussion of future agenda items
5. Adjourn

## NOTES

- Meeting was called to order by Chairman Kohnle at 6:00pm. All members were present.
- Motion to approve the Minutes from the January 9 meeting made by Ald. Brewster, seconded by Ald. Blaha. Motion approved.
- Discussion of previous plan to purchase used docks to replace failing City docks from Pier & Waterfront Solutions LLC.

- Admin. Eddy contacted Edgewater Resources and discussed the Reefpoint Marina dock infrastructure which led to inquiries about the actual age of the used docks.
  - Admin. Eddy contacted Reefpoint Marina's manager who indicated the marina was built in 1987 and last year was the first time docks were replaced, making these 38 years old. Also, Admin. Eddy was told some sections have cracked and been welded over the course of their life.
  - Admin. Eddy also received word that an option may be available to obtain 1000' of docks from South Bay Marine in Green Bay in the near future.
  - Regarding questions at a prior meeting regarding financing options for marina repairs, Admin. Eddy received word from Baird that the City could finance repairs, including dredging, with general obligation bonds.
  - More questions arose from Committee members regarding the extent of dredging needed at the site, whether either of the used dock options would be suitable for the conditions at the current Kewaunee Marina location (extreme precipitation events, ice, waves from lake). Admin. Eddy indicated Edgewater Resources suggested a more thorough study of the dredging needs for the site, including ways to prevent sediment from the surrounding area from refilling the dredged areas. They may also have recommendations regarding the durability of different dock options and anchoring methods to address those concerns.
  - No actions were taken.
- Future Agenda Items
    - Chr. Kohnle requested an inventory of City properties that could be made available for sale, including stipulations for selling
    - Admin. Eddy will be bringing a Community Center survey for Public Property to review.

- o Chr. Kohnle requested that the Marina Committee attend the next Public Property meeting.



- Adjourn

- Motion to adjourn made by Ald. Brewster, seconded by Ald. Blaha.  
Motion approved. Meeting adjourned at 6:45pm.

Scott Oftedahl

Secretary

The next Public Property meeting is scheduled for Thursday, March 6 at 6:00pm  
in the City Hall Council Meeting Room.

## **Kewaunee Public Library Report for January 2025**

**Current Highlights:** The control panel on one of the furnaces blew and needed repair. We began our bathroom remodel as part of our ALA Libraries Transforming Communities Grant. The builder started with the men's room. Some discoveries made were: 1. Found a patchwork of vapor barrier in one area which had resulted in some moisture in a small area behind the wall. The problem was fixed. 2. Found that the ceiling was not the same as in the rest of the library, resulting in the heat ductwork and a water line being in an unheated area. Installing a dropped ceiling needed to be added to the project to prevent the continued loss of heat and to protect the water line from freezing. This was discussed with Nate and with Ben Gerold of the Library Board. Carol also consulted with Heath and brought the issue to the library board at the January meeting. The men's room is now complete, and the women's bathroom is currently being remodeled. The women's bathroom fan, which has sounded alarming for quite a while had a burnt smell when removed from the ceiling. We are thankful this fan did not cause a fire or damage to the library.

Carol is compiling the data for the DPI Annual Report. Carol is working with Amber to attain the 2024 financials needed to complete the DPI report. Our meeting room is being used by our builder, so the meeting room was unavailable in January. We continued to do programming, holding events out in the library in the children's area. Page Turner's Book Club met out in the Large Print section. Patrons are very excited to see the updates happening with the bathrooms. Senior Coffee Club met and featured LaFond's Fish Market in January. Those that participated loved the specialties that LaFond's provided. We hosted a teen taste test event with a variety of Pringles. We held a DIY Perler Bead craft session. Storytime was held every Friday in the children's area. We ran a reading challenge in January called "Reading is Magical" and thanks to a generous donor, we have magical prizes to award the winners.

**Future Highlights:** Our regular programming continues in February. Teens will be making DIY Lip Balm. Tea at 2 and Senior Coffee Club are both scheduled. We are showing Twisters for the afternoon Matinee. Page Turner's is reading Slow Dance by Rainbow Rowell. Our Makerspace Cart will be out at the end of the month with themed STEAM activities. An Open House will be planned to showcase the improvements made to our building accessibility.

## January Staff Report 2025

Marina Manager: August Kinjerski

- Office Report
  - Dock are taking it hard with the cold weather we are having
    - Chains or come along broke away that I had attached to land and dock
  - Fuel dock gangway slid off the fuel dock
    - Gangway is in the water
  - Heath is working on a Marina Committee
  - Martin Security -cameras not functioning
    - Security recorder box ordered
  - Reorganizing office from floor replacement
  - HeyGov
    - Picking up where Brenda left off
      - Hoping to have a final draft to try the 2<sup>nd</sup> week of February for the marina
  - Camping Contracts turned in as on 2/5/2025
    - 4 Pd in Full
    - 6 Down PMT
  - Boat Slip Contracts turned in as on 2/5/2025
    - 7 Pd in Full
    - 6 Down PMT

<b>Date</b>	February 6, 2025
<b>To</b>	Mayor Vollenweider, Council Members, and Administrator Eddy
<b>From</b>	Brandon Strelow
<b>Subject</b>	Monthly Engineer's Report

**Municipal Consultive Services Agreement**

- Respond to staff phone calls and emails on various topics
  - o Advise as necessary
- Dock replacement coordination between Edgewater Resources and City Staff
- Provide input on potential bike racks that would be donated from high school to the City
- Advise City Staff on funding for lead lateral replacement. Actively looking for potential funding options
- Meetings attended
  - o January 13 – City Council
  - o January 23 – Dodge Street design meeting with City Staff
  - o January 29 – Wisconsin Coastal Management project presentation for potential Marshland Walk design grant
  - o February 4 – Senior/Community Center and marina dock replacement meeting with Mayor Vollenweider and City Staff

**Existing Projects**

**Tug Bollard Replacement**

- Fenders were installed which finalized the project
- Coordinate final payment to contractor
- Cedar Grants Team reviewing reimbursement procedures for Harbor Assistance Program
  - o Will coordinate reimbursement with City Staff

**Dodge Street Reconstruction**

- Working on design
- Had design review with City Staff
- Coordinating soil borings

**Main Street Reconstruction**

- Working on design
- Coordinating soil borings

### Comprehensive Outdoor Recreation Plan (CORP)

- Reviewed and analyzed results from Park and Recreation Survey. Results to be shared with CORP Committee and at the Public Involvement Meeting/Open House
- Coordinate Public Involvement Meeting/Open House for February 12 from 4:30 pm to 6:00 pm at City Hall. Make sure to attend and share the promotional flyer with others (see next page)!
  - o Provide promotional flyers to CORP Committee and City Staff
  - o Prepare materials for meeting
- Coordinate CORP Committee meeting for February 18

### Design Standard Policy and Stormwater Ordinances

- Design Standards
  - o Reviewed final draft with City Staff
  - o Next steps
    - Incorporate standards into specifications and construction details
    - Review Design Standards with committee or council
    - Council adopt Design Standards
- General discussion on special assessments
  - o Cedar to provide examples of special assessment policies from other communities with suggestions on creating consistent and transparent policies if the City desires



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: January Staff Report**

**Date: February 10, 2025**

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This is a basic summary of activities by the City Administrator for the month of January 13-February 7, 2025:

### Noted Changes:

- Staff held a discussion with NOAA and DOA representatives to discuss possibility of engaging in grant opportunities for the boat launch parking lot and stormwater management project later this year or next year.
- Ruckert-Mielke will be transitioning the City's GIS over to a new ArcGIS account, which will be completed in 2026. The preliminary account set-up has been established.
- Staff presented our grant application to the Wisconsin Coastal Management Program for the Marshland Habitat Study and Walk Extension study.
- Staff is reviewing potential alignment and construction standards for the Dodge Street reconstruction project. The project design will be finalized for the Safe Drinking Water Loan Program application submission deadline in June and the Clean Water Fund Program application deadline in October.

### Meetings/Communications:

1. January 13, Common Council
2. January 14, Dock replacement electrical service bid package with Edgewater Resources
3. January 14, Boat Launch Project Teams meeting with DOA
4. January 16, Mayor Vollenweider (phone)
5. January 16, Ald. Jeanquart
6. January 17, Ald. Nelson
7. January 20, GIS Check-in meeting with Ruckert-Mielke
8. January 20, Review of Kewaunee Schools referendum issue with Scott Fritz
9. January 21, Ald. Brewster (phone)
10. January 21, Ald. Nelson
11. January 21, WCMP Presentation discussion
12. January 21, Ald. Kohnle
13. January 22, Administrators Meeting at County Administration building
14. January 23, Plan Commission

15. January 24, Mayor Vollenweider
16. January 27, Mayor Vollenweider
17. January 28, Mayor Vollenweider x2
18. January 29, WCMP Project Selection Committee
19. January 29, Ald. Nelson
20. January 29, Mayor Vollenweider
21. January 29, Bauman Associates coordination on continued services
22. January 30, Ald. Blaha
23. January 30, Mayor Vollenweider (phone)
24. January 31, Mayor Vollenweider
25. February 4, coordination meeting regarding Senior Center survey and Marina docks, Mayor Vollenweider, Brandon Strelow, and Nate Seiler
26. February 5, Mayor Vollenweider
27. February 5, Mayor Vollenweider and Chief Mueller
28. February 5, Mayor Vollenweider and Ald. Jeanquart
29. February 6, Ald. Nelson
30. February 6, Mayor Vollenweider (phone)
31. February 6, Public Property Committee
32. February 7, Mayor Vollenweider (phone)

#### **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. Investigating alternative code inspection vendors in lieu of getting assistance from SAFEbuilt.
4. Conferred with property owners regarding development requirements and potential new uses.
5. Preparing job descriptions and personnel standards for future performance.

#### **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.*** The City is preparing to host an open house to take comments and discuss future needs for the updating of the CORP. The meeting will be held on February 12, 4:30 – 6:00 pm in the Council Chambers. The ad hoc committee will be having a meeting on Tuesday, February 18 from 5:00 – 6:30 pm to discuss the open house and how to move forward.
- ***Senior Center.*** Staff is working with Cedar Corporation to develop a survey for residents to verify what activities/programs they would like to see in a community center, and whether or not they are interested in the City appropriating funding for operating such a facility.
- ***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.



<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE February 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Consider amendment to 2025 Fee Schedule for cemetery costs</b>	<b>ITEM NUMBER 7.a</b>

**BACKGROUND**

Office staff have concerns about the billing process for grave opening/closing for casket burials including charges for winter surcharges. As the City is the property owner for the Riverview Cemetery, we “contract” with the burial company (usually Wiese Memorials & Burial Vault Co., LLC of Algoma) to do the grave excavation and then post burial clean-up of the plot, and then get billed by Wiese (see first attachment). The funeral home usually contacts Wiese to do the work, and then Wiese schedules with the City so that staff can do the following:

- (1) Check the site for any issues present;
- (2) Mark the plot location for the burial team;
- (3) Follow-up with office staff on any prior burials at the site to verify there is actual space (this is typically for cremation burials as opposed to full casket burials); and
- (4) Post-burial follow-up to ensure the site has been cleaned, leveled and sodded (when it’s not winter).

Any of these items is a short response time by staff. The only situations involving extensive staff time are when snow needs to be cleared prior to a scheduled burial, and that’s usually in the older portion of the cemetery.

The issue for office staff is billing – the current fee schedule is written based on the time the City would do the grave excavation and restoration process, which hasn’t happened in over 10 years (see second attachment). The fees we charge are not what are being charged by Wiese. The most recent invoice is attached, and below is a comparison between the actual burial fees charged against the fee schedule:

<b>Fee Schedule Item</b>	<b>City Fee Charge</b>	<b>Wiese Charge</b>
Burial Cost – Grave Opening	\$750	\$550
Burial Cost – Winter Ground Thawing	\$750 + \$325	\$550 + \$300

Note that these costs result in a City surcharge of \$200 for the grave opening plus another \$25 for ground thawing in winter, services that are not provided by the City. The City is responsible for marking the grave location and oversight on the post-burial clean-up (essentially making sure the site is returned to a maintainable state).

When Wiese sends an invoice to the City, we then turn around and bill the funeral home with the additional add-on surcharge as provided in the Fee Schedule. Since Wiese copies the funeral home on their charges, the City is then in the position of looking less-than-magnanimous by charging \$200 or more over the actual burial charges.

Clerk/Treasurer office staff have asked if we should consider amending these costs to try to reduce the surcharge or changing how the Fee Schedule defines this service.

**ANALYSIS**

I think the real question should be how we choose to do this process. The current process is that we pay Wiese to do what we used to do, then bill the funeral home for that same service with a surcharge attached. Technically speaking, the charges we bill for procuring a plot in the cemetery are supposed to cover the costs for administrative maintenance, although that’s likely not true. We don’t bill families to keep their plots maintained, we simply do that work. But in this case there’s an actual service being provided and the immediate follow-up, and we’re charging what office staff believes is perhaps a little too high for the actual effort typically required.

The suggestion from staff is perhaps not yet ready for action by Council, but we do believe that the following should be considered, if not recommended:

- Adjust the fee schedule to account for the City's role in the process ONLY; or
- Adjust the fee schedule to reduce the "surcharge" we place on the bill; or
- Specify in the fee schedule what is being charged by which party.

The first one is most direct, but it would mean passing through the Wiese invoice directly to the funeral home, with a secondary invoice from the City for our add-on services, as described above. The second simply modifies the fees in the schedule currently to reflect actual impact to the City in terms of time and materials. The third is probably the most specific – we would simply say "fee charged by contractor plus surcharge for City staff time and materials". The one fee I would recommend keeping is the snow removal charge, because that's something City staff would actually have to do in the cemetery in preparation for a burial.

The monument fees also included are charged so that we have a record of how big the foundation and monument is and is permitted to locate. It's a pass-through function which is covered by Wiese and then billed to the funeral home.

#### **BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None as yet. This could be routed through Finance and/or Public Works depending on if Council wants to enumerate costs to staff for time and materials for Public Works in addition to the office administrative function.

#### **FISCAL NOTE**

The fees we accrue go to General Fund, which would probably help offset the cost for the cemetery maintenance contract every year. That said, the function we provide in this instance isn't a maintenance program but a fee-for-service.

#### **STAFF RECOMMENDATION**

Staff recommends picking one of the above, unless Council has a different suggestion for how to proceed.

#### **IF APPROVED, NEXT STEPS**

Staff follows up with additional financial data to consider the fees to charge and how to structure the fee schedule for these elements accordingly.

#### **RECOMMENDED MOTION**

At Council's discretion.

Administration: HE/Clerk/Treasurer: AVV/Public Works: NS



**Wiese Memorials & Burial Vault Co., LLC**

1801 Flora Avenue  
Algoma WI 54201

Phone (920) 487-5524

**Bill To**

Riverview Cemetery  
C/O City of Kewaunee  
401 Fifth Street  
KEWAUNEE WI 54216

# Grave Opening Invoice

<b>Billing Date</b>	2/1/2025
<b>Payment Due Date</b>	2/28/2025
<b>Invoice Number</b>	2920

**PLEASE REMIT PAYMENT TO:**

Wiese Memorials & Burial Vault Co., LLC  
1801 Flora Avenue  
Algoma, WI 54201

Service Date	Deceased	Cemetery	Description	Amount
1/17/2025	Jean Klemish	c/o Kinnard FH	Grave opening/closing for casketed burial	550.00
1/24/2025	Rebecca Duescher	c/o Kinnard FH	Grave opening/closing for casketed burial	550.00
			Winter charge, frost	300.00

**BALANCE DUE \$1,400.00**

**Please make check payable to Wiese Memorials & Burial Vault Co., LLC**

A 2% FINANCE CHARGE COMPOUNDED MONTHLY WILL BE ASSESSED AGAINST ANY BALANCE CONSIDERED PAST DUE ON THE LAST DAY OF THE MONTH. ITEMS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE CHARGED A \$50 FEE.

Resident		\$800.00	includes perpetual care
Non-Resident		\$1,100.00	includes perpetual care
<b>Burial Cost (Monday thru Saturday)</b>			
Grave Opening	each	\$750.00	
Cremation Burial	each	\$425.00	
<b>Burial Cost (Winter Fees)</b>			
Ground Thawing	each	\$325.00	
Snow Removal	each	Cost to \$275	
<b>Monument Setting</b>			
Foundations	per square inch	\$0.10	
Placement of Monument Permit Fee	each	\$50.00	

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE February 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize posting of vacant Administrative Assistant position</b>	<b>ITEM NUMBER 7.b</b>

**BACKGROUND**

As Council is aware, the Administrative Assistant position placed primarily in the City Hall front office (Clerk/Treasurer’s office) was recently vacated. The position as recently vacated was filled in August 2022 at 20 hours per week, then subsequently increased to 30 hours per week at the behest of the recent hire in order to facilitate access to City sponsored health insurance. At that time, the Clerk/Treasurer did not feel they could justify additional hours in the front office, but at the Mayor’s suggestion, additional hours were filled through working in the Police Department.

This arrangement has been in continuous form for about 1 ½ years or so, until the recently termination. The position is now open, and is currently funded for 22 hours per week in the Clerk/Treasurer’s office and up to 16 hours in the Police Department, or a total of up to 38 hours per week. The recent incumbent had settled at 32 hours per week across both offices (22 hours to the Clerk/Treasurer, 10 hours to the Police Department).

Staff is requesting authorization to post this position for up to 38 hours per week. There may be an opportunity/need in future budget years to justify increasing this to 40 hours per week.

**ANALYSIS**

The position as described is a bit of a catch-all, but the advertising should emphasize that the position deals significantly with bookkeeping and customer service as it relates to dealing with the public. Those aspects are in the current job description.

The position has not been approved in terms of job duties in the Police Department. The Police Chief can speak to those kinds of duties, but the key element in that part of the position is dealing with confidential records and filing of reports/requests for records and other similar aspects.

The position is currently funded at \$21/hour; a range of \$18-\$21/hour could be utilized, or include a caveat “or as approved by Common Council” in case of a negotiation replacing hours with hourly rate.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None. Ald. Brewster recommended forwarding direct to Common Council for authorization.

**FISCAL NOTE**

The position is funded at 38 hours per week for the 2025 budget year.

**STAFF RECOMMENDATION**

Staff recommends authorizing posting of the position at a wage range to be approved by Council.

**IF APPROVED, NEXT STEPS**

Staff prepares and posts the position. Advertising in the Kewaunee County *Star News* will be considered.

**RECOMMENDED MOTION**

“I move we authorize staff to post the position of Administrative Assistant at a wage rate of \$18-\$21/hour.”

**CITY OF KEWAUNEE  
JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Administration  
**DATE APPROVED:** *subject to review and revision*

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**SUMMARY DESCRIPTION:**

Under the direct supervision of the City Administrator, performs a wide range of clerical and administrative support functions for the Clerk/Treasurer's office. Assists in day to day operations, elections, utility billing collection, tax collections and maintenance of public records. Serves as the one of the first point of contact for the general public and treats customers in a professional and courteous manner.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:**

(The following duties and responsibilities are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.)

- Administrative Duties such as making copies, faxing documents, making phone calls assist with mailings, compile budget booklets annually
- Provides front-desk service and assistance, receipting payments and providing general assistance to customers. Assists in screening and directing telephone calls and visitors to the appropriate department.
- Assist in the processing and maintaining of all licenses issued by the City including but not limited to: liquor licenses, pet licenses, tobacco licenses and rental permits
- Performs IT troubleshooting for City Hall, escalating larger issues to IT provider.
- Assist in updating and maintaining the City website, with Agendas, Minutes, announcements, calendar and scheduling events. Update the City's Facebook page with Agendas
- Responsible for scheduling rental of Park Facilities, accept payments and down payment, distribute keys and refund security deposits due
- Assist in Filing, maintenance of City Files
- Assist with Elections preparations

- Assist in posting, publishing or advertising meeting minutes, agenda, ordinance and resolution as required by Wisconsin Statue of City Ordinance
- Assist in tax collection, prepare mailings, collect, post payment and generates reports
- Helps maintain cemetery records including lot sales, burial permits, marking graves and contact with funeral homes.
- Order office supplies online and accept delivery, distribute supplies to appropriate departments
- Adhere to detailed process and procedures
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to critically assess situations, maintain attention to detail, problem-solve and work effectively under stress, within deadlines and changes in work priorities
- Proofreading
- Attend formal classroom training or seminars as directed
- Performs related work as required

### **QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma required with preference given to persons with an Associate or higher degree.

Three or more years of experience in bookkeeping, accounting, or other financial-based clerical duties preferably in a municipal government setting involving government accounting.

#### **Knowledge, Skills and Abilities:**

Knowledge of modern office procedures and practices and skill in application.

Knowledge of the organization, structure, operations and procedures of municipal government and the functions of various departments to effectively assist the public.

Skill in operating basic office equipment and technology including computers and related financial, word processing, spreadsheet and database software, (Microsoft

Office Suites and Windows operating system).

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, elected officials, governmental agencies, the media, vendors and other external contacts and the public.

Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently. Ability to communicate effectively, manage multiple tasks, meet deadlines



<p style="text-align: center;"><b>APPROVAL</b></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b> <b>February 10, 2025</b></p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>Adopt Ordinance No. 655-2025 to amend Section 94-8 of the City of Kewaunee Municipal Code (Zoning Map) to rezone a certain parcel of land from B-3 Highway Business District to R-1 Single-Family Residential District specifically located at 1640 Milwaukee Street (Mark and Sandra Dobeck, applicants)</b></p>	<p style="text-align: center;"><b>ITEM NUMBER</b>  <b>7.c</b></p>

**BACKGROUND**

Attached is Ordinance No. 655-2025, which amends the Zoning Map to change the zoning designation on 1640 Milwaukee Street (Parcel Number 241-00600-0010), a 2.29-acre parcel of land on the southern limits of the City, which is currently zoned B-3 Highway Business District but is vacant. The applicants purchased the property and the adjacent parcel to the east for future residential use. However, this current request is just for this parcel.

**ANALYSIS**

The proposal and application materials are attached for Council review.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

The Plan Commission held a public hearing on this proposal at their meeting on January 23, and voted to recommend approval of the request to go to R-1.

**FISCAL NOTE**

There is no fiscal impact.

**STAFF RECOMMENDATION**

Staff recommends adoption.

**IF APPROVED, NEXT STEPS**

The ordinance is signed, and the applicants can proceed with their proposed plans. Ruckert-Mielke will be forwarded the adopted ordinance for changing the GIS zoning layer.

**RECOMMENDED MOTION**

“I move we adopt Ordinance No. 655-2025 to amend Section 94-8 of the City of Kewaunee Municipal Code (Zoning Map) to rezone a certain parcel of land from B-3 Highway business District to R-1 Single-Family Residential District specifically located at 1640 Milwaukee Street.”

Administration: HE/Clerk/Treasurer: AVV

ORDINANCE NO. 655-2024

AN ORDINANCE TO AMEND SECTION 94-8. OF THE CITY OF KEWAUNEE MUNICIPAL CODE (ZONING MAP) TO REZONE A CERTAIN PARCEL OF LAND FROM B-3 HIGHWAY BUSINESS DISTRICT TO R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT (SPECIFICALLY LOCATED AT 1640 MILWAUKEE STREET) (APPROXIMATELY 2.290 ACRES) (MARK AND SANDRA DOBECK, APPLICANTS)

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WHEREAS, Mark and Sandra Dobeck, property owners, having petitioned for the rezoning of approximately 2.290 acres of land, from B-3 Highway Business District to R-1 Single-Family Residential District, such land located at 1640 Milwaukee Street; and

WHEREAS, a public hearing was held before the City of Kewaunee Plan Commission on the 23rd day of January, 2025, upon the aforesaid petition and the Plan Commission thereafter having determined that the proposed rezoning would promote the health, safety and welfare of the City and having recommended approval thereof to the Common Council; and

WHEREAS, the Common Council having considered the petition and having concurred with the recommendation of the Plan Commission and having determined that the proposed rezoning is consistent with the *City of Kewaunee 20-Year Comprehensive Plan*, as amended through Ordinance No. 652-2024, and would promote the health, safety and welfare of the Community.

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

SECTION 1: Sec. 94-8. (Zoning Map) of the City of Kewaunee Municipal Code is hereby amended to provided that the zoning district designation for land specifically located at 1640 Milwaukee Street, as described below, be changed from B-3 Highway Business District to R-1 Single-Family Residential District:

Parcel Number 241-00600-0010, Tax Key Number 31 241 OTP 75, described as located in Section 30, Township 23 North, Range 25 East, identified as part of Government Lot 1 and Lot 2 of 4CSM-67 Map #680 (formerly part of Tract 1 of 1CSM-39 Map #37).

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this \_\_\_ day of \_\_\_\_\_, 2025, by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this \_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
Jeffrey Vollenweider Sr., Mayor

ATTEST:

\_\_\_\_\_  
Amber Vande Velden  
City Clerk/Treasurer

AYES \_\_\_ NOES \_\_\_ ABSENT \_\_\_

Please publish in the January 9 and 16 issues of the Green Bay Press-Gazette. An affidavit of publication is also required.

Amber Vande Velden  
City Clerk

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**CITY OF KEWAUNEE  
NOTICE OF PUBLIC HEARING  
CITY OF KEWAUNEE PLAN COMMISSION  
January 23, 2025 – 6:30 P.M.**

***NOTICE IS HEREBY GIVEN*** that the City of Kewaunee Plan Commission will hold a public hearing on Thursday, January 23, 2025, at 6:30 p.m. at the Kewaunee Municipal Building, 401 Fifth Street, Kewaunee, WI 54216, to take public comments regarding an Application by Mark and Sandra Dobeck, property owners, requesting approval of an Ordinance amending the Zoning Map to rezone their property from B-3 Highway Business District to R-1 Single-Family Residential District on property located at 1640 Milwaukee Street, Parcel Number 241-00600-0010.

This public hearing is being held pursuant to the requirements of §62.23(7)(d)2. of the Wisconsin Statutes and Sec. 94-313 of the City of Kewaunee Municipal Code. Copies of the Application and all supporting materials are available for review and may be obtained from the City Clerk at the Kewaunee Municipal Building, 401 Fifth Street, Kewaunee WI 54216 during normal business hours. The public is invited to attend the public hearing and to provide input. The proposed amendment is subject to revisions following public hearing and the further consideration by the Plan Commission and the City of Kewaunee Common Council.

Dated this 30th day of December 2024.

Amber Vande Velden  
City Clerk



City of Kewaunee  
 401 Fifth Street  
 Kewaunee, Wisconsin 54126  
 (920) 388-5000  
[www.cityofkewaunee.wi.gov](http://www.cityofkewaunee.wi.gov)

APPLICATION DATE: \_\_\_\_\_  
 STAMP DATE: city use only

## COMMON COUNCIL REVIEW APPLICATION

APPLICANT [FULL LEGAL NAMES]		APPLICANT IS REPRESENTED BY [CONTACT PERSON]	
NAME: Mark and Sandra Dobeck		NAME: Mark and Sandra Dobeck	
COMPANY:		COMPANY:	
MAILING ADDRESS: 3605 Cross Pointe Blvd. Apt. 365		MAILING ADDRESS: 3605 Cross Point Blvd. Apt. 365	
CITY/STATE: Weston, WI	ZIP: 54476	CITY/STATE: Weston, WI	ZIP: 54476
PHONE: 715-803-8605		PHONE: 715-803-8605	
EMAIL ADDRESS: tfius@yahoo.com and sandyswid@gmail.com		EMAIL ADDRESS: tfius@yahoo.com and sandyswid@gmail.com	
PROPERTY ADDRESS: 1640 Milwaukee Street, Kewaunee, WI 54216		TAX KEY NUMBER: Parcel # 31 241 30.GL1 301	
PROPERTY OWNER: Mark and Sandra Dobeck		PHONE: 715-803-8605	
MAILING ADDRESS: 3605 Cross Pointe Blvd. Apt. 365		EMAIL ADDRESS: tfius@yahoo.com and sandyswid@gmail.com	
CITY/STATE: Weston, WI		DATE OF COMPLETION: office use only	

**Please check the application type that you are applying for**

- Comprehensive Plan Amendment  
  Rezoning  
  Conditional Use  
  Zoning Text Amendment

These requests require Plan Commission review and Common Council approval.  
 Applicant is responsible for providing Plan Commission resubmittal materials up to 8 copies pending staff request and comments.

The applicant and property owner(s) hereby certify that: (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge; (2) the applicant and property owner(s) has/have read and understand all information in this application; and (3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Kewaunee and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

*(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).*

I, the applicant, certify that I have read the following page detailing the requirements for plan commission and common council approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

PROPERTY OWNER SIGNATURE: 	APPLICANT SIGNATURE:
NAME & TITLE: Mark Dobeck	NAME & TITLE: Mark & Sandra Dobeck
DATE: 12/22/24	DATE: 12/22/24
PROPERTY OWNER SIGNATURE: 	APPLICANT REPRESENTATIVE SIGNATURE:
NAME & TITLE: Sandra Dobeck	NAME & TITLE:
DATE: 12/22/24	DATE:

PLANNING DEPARTMENT  
ZONING PERMITS APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$200 Application fee payable to the City of Kewaunee.
- \$500 Review Escrow payable to the City of Kewaunee (any remainder will be refunded after a decision is made or process is completed).
- Word Document legal description of the subject property.
- One (1) copy of a project narrative providing a rationale for the request.
- One (1) copy of a Site Development Plan / Map, drawn to reasonable scale, at least 11" X 17" paper or as determined by the City Administrator, identifying the subject property and immediate environs, including parcels, structures, land use, zoning, streets and utilities, and natural resource features, as applicable.
- Email or flash drive with all plans / submittal materials.
- Additional information as may be required.
  - Requires a Class I Public Hearing Notice at least 30 days before the Plan Commission Meeting, followed by Common Council approval.

PLANNING DEPARTMENT  
ZONING PERMITS APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- Application fees payable to the City of Kewaunee:
  - \$600
  - \$500 Review Escrow (any remainder will be refunded after a decision is made or process is completed).
- Word Document legal description of the subject property.
- One (1) copy of a project narrative providing a rationale for the request.
- One (1) copy of a Plot Plan or Site Plan, drawn to reasonable scale, at least 11" X 17" paper or as determined by the City Administrator, and fully dimensioned showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area proposed to be rezoned.
- Email or flash drive with all plans / submittal materials.
- Additional information as may be required.
  - Requires a Class II Public Hearing notice at Plan Commission and Common Council approval.

PLANNING DEPARTMENT  
ZONING PERMITS APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- Application fee payable to the City of Kewaunee... [select one of the following]
  - \$600
  - \$500 Review Escrow (any remainder will be refunded after a decision is made or process is completed).
- Word Document legal description of the subject property.
- One (1) copy of a project narrative providing a rationale for the request.
- One (1) copy of the Site Plan package, drawn to scale at least 24" X 36", (e.g., Site Plan, Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Assessment).
- One (1) colored copy of the building elevations on 11" X 17" paper, if applicable.
- Email or flash drive with all plans / submittal materials.
- Additional information as may be required.
  - Require a Class II Public Hearing notice at Plan Commission and Common Council approval.

PLANNING DEPARTMENT  
ZONING PERMITS APPLICATION MATERIALS

- This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- \$600 Application fee payable to the City of Kewaunee.
- One (1) copy of the project narrative, including description of the proposed text amendment.
  - Requires a Class II Public Hearing notice at Plan Commission and Common Council approval.
  - The City's Zoning Ordinance (Chapter 94 of Municipal Code) is available at [www.cityofkewauneewi.gov](http://www.cityofkewauneewi.gov).

Mark and Sandra Dobeck  
3605 Cross Pointe Blvd. Apt 365  
Weston, WI 54476  
[tfius@yahoo.com](mailto:tfius@yahoo.com)  
715-803-8605

Zoning Board Kewaunee City  
401 Fifth Street  
Kewaunee, WI 54216

**Subject: Request for Zoning Change from Commercial to Residential**

I hope this letter finds you well. I am writing to formally request a change in zoning for our property located at 1640 Milwaukee Street, Kewaunee, WI. The current zoning designation for this property is commercial. However, we do not envision utilizing this property for commercial purposes in the future.

We believe the property would be better utilized if it were changed to residential zoning. Our plan is to build a small cottage with a garage on this site. At this time, we have not yet decided on the specific house plan we will use, but we are committed to enhancing the residential character of the neighborhood and contributing positively to the community.

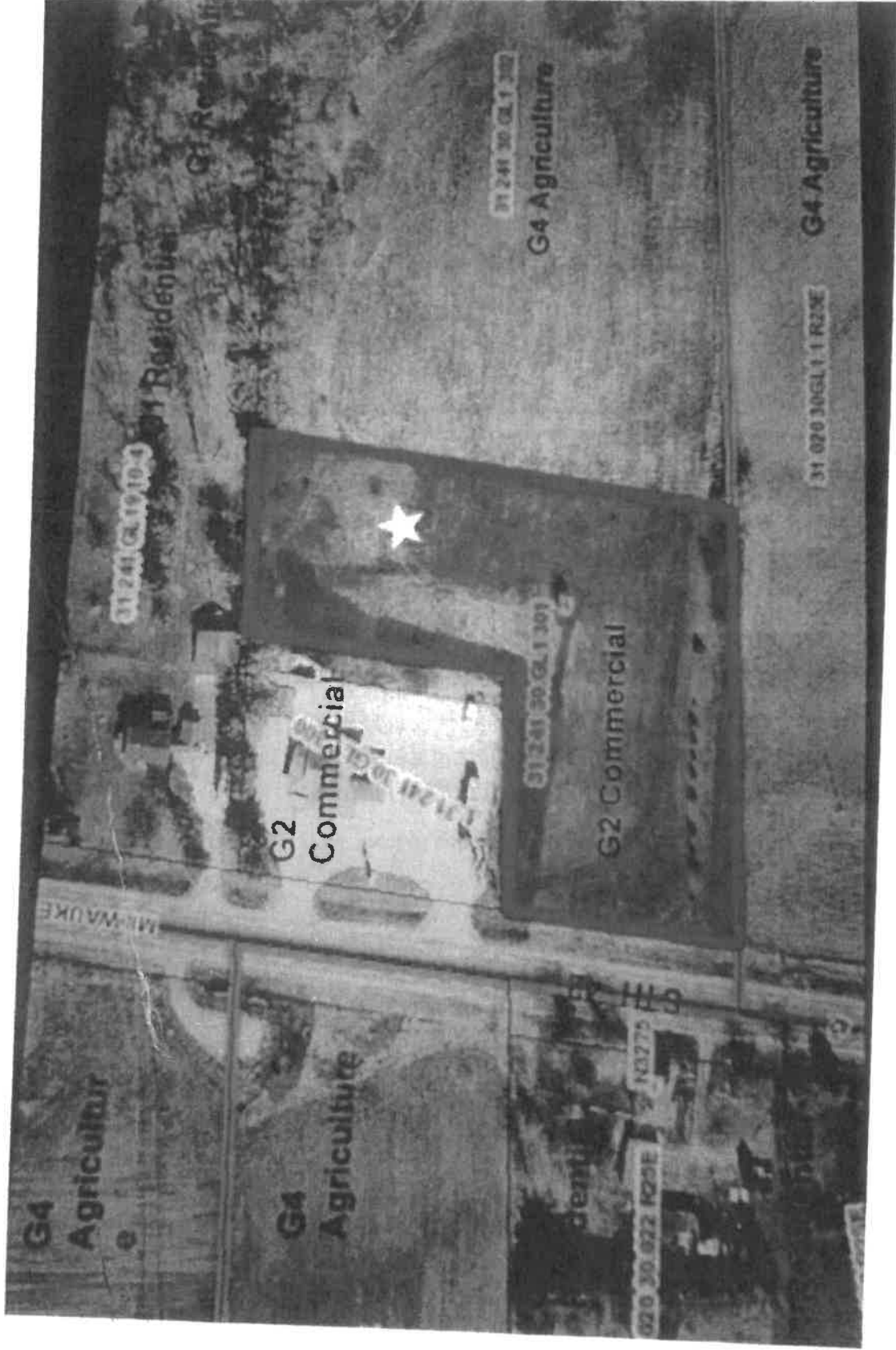
Attached to this letter, you will find a site plan map of the property. On the map, a star indicates the approximate location where we are considering building the cottage.

We appreciate your consideration of our request and look forward to your favorable response. Should you require any additional information or have any questions, please feel free to contact at us 715-803-8605 or [tfius@yahoo.com](mailto:tfius@yahoo.com).

Thank you for your time and attention to this matter.

Sincerely,

Mark and Sandra Dobeck





<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>February 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve Addendum No. 23-1, an Authorization to Perform Engineering/Consulting Services with Cedar Corporation to create and implement a survey for community center needs in the City of Kewaunee.</b>	<b>ITEM NUMBER</b> <b>7.d</b>

**BACKGROUND**

Staff met with the Mayor and Brandon Strelow of Cedar Corporation to discuss the senior center group’s proposed location and services and the costs for development of a new facility. We have had a couple of meetings with the group to go over possible features, programs, facility operations, and how to coordinate the project.

What the project ultimately comes back to is, what is the proposed facility for? If the senior center group expects the City to maintain a new facility, the question is how to pay for that, and thus to determine the use of the facility when it’s not being used by the senior center group. Costs to develop this facility will not be cheap in the current construction environment, and therefore it’s necessary that the City has a multi-use facility in the end.

With this as the background, staff agrees with Cedar Corporation that additional input is needed from the community, and to do this we are seeking to create a survey to gauge public input on what types of services are needed, and to determine if the City should participate in this service provision.

Attached is an Authorization to Perform Engineering/Consulting Services, which is Addendum No. 23-1, in the amount of \$4,800. This will be for a primarily web-based survey using Survey Monkey. As needed, the City can create a paper version of same for distribution for those lacking online capacity.

**ANALYSIS**

Cedar Corporation is offering this service in addition to the usual consulting services, so that the City has a better handle on the public’s interest in what the proposed community center can or should be, and what services we can or should provide, if any.

The intention is that the draft survey will be prepared and then reviewed at the next Council meeting prior to distribution, with a run through the Public Property Committee prior to that meeting.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

Staff suggests this survey could be captured under the CIP Fund or similar line item in the General Fund.

**STAFF RECOMMENDATION**

Staff recommends approval of this Authorization, Addendum No. 23-1.

**IF APPROVED, NEXT STEPS**

The Authorization is signed and Cedar Corporation prepares the draft survey for review.

**RECOMMENDED MOTION**

“I move we approve Addendum No. 23-1 in the amount of \$4,800 for a community center survey.”

**City of Kewaunee  
 Authorization to Perform Engineering/Consulting Services**

Services will be performed in accordance with the Agreement for Professional Services, dated May 1, 2019, and Addendum No. 23 dated December 3, 2024, between City of Kewaunee (Owner) and Cedar Corporation (Engineer).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed in a timely manner mutually agreeable with the Owner and Engineer.

**Project:** Community Center Public Interest Survey

Scope of Work	Method of Compensation	Cost Estimate
<input checked="" type="checkbox"/> Draft and review survey questions with Owner	<input checked="" type="checkbox"/> Lump Sum	\$4,800.00
<input checked="" type="checkbox"/> Prepare web-based survey for public engagement		<hr/>
<input checked="" type="checkbox"/> Create promotional flyer that provides access to survey		
<input checked="" type="checkbox"/> Summarize survey results	<input type="checkbox"/> Hourly Estimate	\$
<input checked="" type="checkbox"/> Review survey summary with Owner		<hr/>

**Comments:**

Engineer will prepare and review Community Center Public Interest Survey questions with Owner. Questions will be input to a web-based survey that can be accessed by the public. Engineer will prepare a promotional flyer that provides access to the survey. Survey results will be summarized and reviewed with the Owner.

**Cedar Corporation**

**Authorized By  
 City of Kewaunee**

By: Brandon P Drotman

By: \_\_\_\_\_

Title: Client Manager

Title: \_\_\_\_\_

Date: 2/5/2025

Date: \_\_\_\_\_

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE February 10, 2025
REPORTS & RECOMMENDATIONS	<p>The Common Council may enter closed session pursuant to Wis. Stat. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, re compensation of paid time off for departed employee.</p>	ITEM NUMBER 8.a

**RECOMMENDED MOTION**

“I move we enter closed session pursuant to Wis. Stat. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, re compensation of paid time off for departed employee.”

Administration: HE/Clerk/Treasurer: AVV

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE February 10, 2025
<p align="center"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p align="center"><b>The Common Council may enter closed session pursuant to Wis. Stat. §19.85(1)(e) and (g) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and for conferring with legal counsel who is rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, re acquisition of replacement docks for the Marina.</b></p>	<p align="center"><b>ITEM NUMBER 8.b</b></p>

**RECOMMENDED MOTION**

“I move we enter closed session pursuant to Wis. Stat. §19.85(1)(e) and (g) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and for conferring with legal counsel who is rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, re acquisition of replacement docks for the Marina.”

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