

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/UCKXkV8myjzDJ-lfSXtF14jw>

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**OFFICIAL NOTICE OF THE REGULAR MEETING OF THE  
CITY OF KEWAUNEE COMMON COUNCIL**  
Kewaunee Municipal Building, 401 Fifth Street  
**March 10, 2025 -- 6:00 P.M.**  
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- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance/Prayer/Meditation**
- 3. Approval of February 10, 2025 Common Council Minutes**  
*Motion to approve (with any corrections as specified) (voice vote only)*
- 4. Public Comment/Communications (three minute time limit per person)**
- 5. Boards/Commissions/Committees Reports and Staff Reports**  
*Motion to accept and place on file (voice vote only).*
- 6. Mayor's Report**
- 7. Business Agenda**
  - a. Presentation on Kewaunee Schools Proposed Referendum (Superintendent Scott Fritz)
  - b. Approve payment of unpaid bonuses for license maintenance to various Public Works staff.  
*Motion to consider further changes.*
  - c. Approve amendment to Fee Schedule for Police Department administrative fees.  
*Motion to adopt (voice vote only)*
  - d. Authorize staff to execute a switch to a sweep account for the General Fund.  
*Motion to authorize (roll call vote).*
  - e. Authorize staff to advertise for code compliance staffing.  
*Motion to authorize (voice vote only).*
  - f. Consider and authorize repairs to Marina docks.  
*Motion to approve (roll call vote).*
  - g. Authorize next round of physical improvements to the Pierhead Lighthouse through the Friends of the Pierhead Lighthouse.
  - h. Closed Session 1. 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 performance in the position of Clerk/Treasurer.

*Motions:*

- (1) Go into closed session (roll call needed)*
- (2) Come out of closed session (voice vote only)*
- (3) Authorize action as discussed, or any specific language as appropriate.*

- i. Closed Session 2. The Common Council may enter closed session pursuant to Wis. Stat. §19.85(1)(e) 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 to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate, re considering a professional agreement for Clerk/Treasurer services.

*Motions:*

- (1) Go into closed session (roll call needed)*
- (2) Come out of closed session (voice vote only)*
- (3) Authorize action as discussed, or any specific language as appropriate.*

- j. Appoint interim Clerk.

**8. Announcements.**

**9. 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, March 18	Personnel Committee, 4:30 p.m.
Thursday, March 27	Plan Commission, 6:30 p.m.
Tuesday, April 1	Finance Committee, 5:00 p.m.
Thursday, April 3	Public Works Committee, 5:30 p.m.
Thursday, April 3	Public Property Committee, 6:00 p.m.
<b>Tuesday, April 15</b>	<b>Common Council - Organizational Meeting followed by Regular Meeting, 6:00 p.m.</b>

**CITY OF KEWAUNEE COMMON COUNCIL MINUTES**  
**February 10, 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, Robin Nelson, and Jeffrey Kohnle.  
**Staff in attendance:** City Administrator Eddy, Clerk/Treasurer Vande Velden, Public Works Superintendent Seiler, Marina Manager Kinjerski, Library Director Petrina, City Attorney Steffek.
- 2. Pledge of Allegiance/Prayer/Meditation:** All those present participated
- 3. Approval of January 13, 2025 Common Council Minutes:** Motion-Nelson to approve the minutes as presented, Oftedahl seconded the motion. Motion carried, 7-0.
- 4. Public Comment/Communications:** Joe Mills, 1124 Vliet Street, referenced the authorization of the public fire protection fee charge and noted that he believed the charge to vacant properties was illegal. Suzie Leist, presented a new program called A Cause for Paws to provide assistance to people who cannot keep pets.
- 5. Boards, Commissions, Committee and Staff Reports:** Motion-Nelson to accept the reports and place on file. Jeanquart seconded the motion. Motion carried, 7-0.
- 6. Mayor's Report:** Mayor Vollenweider stated that Ald. Jeanquart would be assisting with City communications, including providing a newsletter to report out committee activities, other issues and policies for further communications with the public.
- 7. Business Agenda:**
  - a. Consider amendment to 2025 Fee Schedule for cemetery costs.** This item was assigned to Finance Committee for further discussion/action.
  - b. Authorize posting of vacant Administrative Assistant position.** Motion by Brewster to authorize staff to post the position of Administrative Assistant with a hour range of 32 to 38 hours and a wage rate of \$18-\$21/hour. Seconded by Kohnle. Motion carried, 7-0.
  - c. Adopt Ordinance No. 655-2025 to amend Section 94-08 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).** Motion by Nelson to adopt Ordinance No. 655-2025 to amend Section 94-08 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. Seconded by Brewster. Motion carried, 7-0.
  - d. 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.** Motion by Blaha to approve Addendum No. 23-1 in the amount of \$4,800 for a community center survey. Seconded by Kohnle. On roll call the motion was approved unanimously.
  - e. Financial Report – December 2024.** Motion by Nelson to accept the financial reports and place on file. Oftedahl seconded the motion. Motion approved, 7-0.
- 8. Closes Sessions:**
  - a. 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. And**
  - 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.**

Motion by Blaha to go into Closed Session for both sessions at once. Nelson seconded the motion. On roll call vote the motion carried unanimously at 6:40 pm.

Motion by Nelson to go into Open Session. Kohnle seconded the motion. Motion carried, 7-0.

Regarding Item 8.a, motion by Nelson to pay out unused vacation time as calculated by the Clerk/Treasurer.

Jeanquart seconded the motion. On roll call vote the motion carried unanimously.

Regarding Item 8.b, Council indicated to proceed as discussed. No motion on this matter.

**9. Announcements:** Ald. Nelson announced that the Finance Committee would be meeting on February 25 rather than March 4.

**10. Adjournment:** Motion by Kohnle to adjourn at 8:18 pm and seconded by Nelson. Motion carried, 7-0.

Respectfully submitted,

Heath Eddy, AICP  
City Administrator (acting Secretary)

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**MEETING NOTES**  
**CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
Kewaunee Municipal Building, 401 Fifth Street  
**THURSDAY, February 20, 2025 – 4:30 P.M.**  
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1. Call to Order & Roll Call
  - Meeting called to order at 4:31 pm
  - Members present - James Brewster, Robin Nelson, and Roberta Jeanquart
  - Excused absence - Russ Anderson
  - Other's present Nate Seiler, Heath Eddy, Amber Vande Velden, and Carol Petrina
2. Approval Committee Minutes of December 17, 2024 – See Attachments
  - Motion to approve by Robin Nelson. Second by Roberta Jeanquart. Motion passes.
3. Public Works Street Shop Laborer Posting Update
  - No applications
  - Jim will setup a meeting in a few weeks with Nate and Heath to discuss options and next steps
4. Administrative Assistant Posting Update
  - Posted one week ago and 5 applications
  - First review date March 7<sup>th</sup>.
5. Discussion on Permanent Part Time Workers Vacation Time Policy
  - Need to review and fix vacation carry over hours for this year. Kim will look into this and Amber will report back to the committee.
  - Prorating tenure of part time employees. Kim will correct system. Amber will update back to committee.
6. Discussion on Bonus Policy for Employees Receiving Approved Licenses
  - Everyone has been paid for year.
  - 4 members will need to be paid for next year.
  - Move to council for approval of Robin and Roberta – Motion passes
7. Status of Performance Reviews

- Needs to be simplified. Jim will meet with Heath to discuss.
- Heath will send email communication to supervisors.

#### 8. Set Priority of Job Descriptions Needing Updates

- Public Works Supervisor – Heath and Nate will draft out. – Add to next months agenda
- Buildings and Grounds Supervisor
- Appointed Officials in Municipal codes – Need to update descriptions

#### 9. Discussion on Developing New Employee Handbook

- Add clarity to FMLA
- Need additional updates to overtime and comp time off.
- Change “to” to “through” in Vacation Earned Policy – Kim will review
- Send “Personnel File Policy” to City Attorney for review.
- Appearance policy – Jim will look to documentation drawn up.
- Credit check policy – Draft and add to next month’s
- Lunch breaks – paid or unpaid
- Need to reorganize it.
- Clarify paying 88% for insurance for individual or family.

#### 10. Discussion of code compliance options and possible recommendation to Council

- Robin Nelson made a motion to send to council for posting for a Code Compliance Inspector position and RFP. Seconded by Roberta Jeanquart. Motion passes unanimously.

#### 11. Announcements

- 3 seasonal workers summer help will be posted by Nate.
- Library open house April 9<sup>th</sup>.

#### 12. Adjournment

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

**MINUTES OF THE REGULAR MEETING OF THE  
CITY OF KEWAUNEE FINANCE COMMITTEE  
City Hall  
Tuesday, February 25, 2025  
5:00 p.m.**

**1. Call to Order & Roll Call-**All members of the committee present, Robin Nelson, Committee Chair, Jeff Kohnle, Bobbi Jeanquart, with the exception of the excused absence of Russ Anderson. Also in attendance, Heathy Eddy, City Administrator, Amber Vandenvelde, Clerk/Treasurer, Robin Mueller, Police Chief, Augie Kinjerski, Marina Manager

**2. Approval of Previous Meeting Minutes-February 4, 2025-**A motion was made by Bobbi J. to approve the meeting notes of February 4, 2025. Second by Jeff Kohnle. Motion passed.

**3. Old Business**

**A. Update on Ambulance and Fire Funds and Townships-Agreements** The auditors will have the numbers in two weeks for this billing.

**B. Marina Accounting Practices Update on Hey Gov** Atonus, from HeyGov will have the program prepared soon. He did not realize how long this process would take.

**C. Dominion-Billable Invoice-Update-**City Administrator has the past billings so he may move forward in a discussion with the new company, Energy Solutions.

**D. ARPA Funds-Update on expenditures.** All the ARPA projects have either been completed or are in process. The police lockers have arrived but have not been installed yet. The library bathrooms are completed, the flooring for the marina and ambulance have been installed.

**E. Marina Dock Update-**Nothing at this time.

**F. Transfer of the Fire Fund to the LGIP-Update-**The transfer has been completed.

**4. New Business:**

**A. Discuss a report from Clerk/Treasurer created to include updated information: miscellaneous billings, unpaid taxes, status of loans etc.** In the future it was recommended the committee gets a report with updated information on accounts outstanding and what accounts the city does have. Robin and Bobbi will work with the clerk/treasurer on this in the future.

**B. Police Fee Schedule: review and update fees consider increase for record requests-A motion was made by Bobbi to move the fee increases to council for approval. Second by Jeff. Motion passed.**

**C. Review of the City Accounts-clarify and name them. -Clerk/Treasurer has looked at the accounts and labeled them.**

**D. Discuss potential switch to a sweep account for the general fund. -The Clerk/Treasurer contacted Cheryl from workhorse to determine what additional accounting would be required for this account. Cheryl said it would be minimal, basically dealing with the added interest and she was willing to assist in training for the process. Clerk/Treasurer, Bobbi and Robin had a conference call with Krystal from Nicolet Bank about the process and what would be the added benefits of having a sweep account. The sweep account offers 4.29% interest. Presently we are getting 2.49%. There is FDIC insurance up to \$250,000. Over that amount the money would be collateralized by either Nicolet or the company we would utilize for the sweep account. They can cover up to 99 million dollars. Robin did check with the auditor for his suggestions; he said any collateralization is fine and we should probably ask for that for all our accounts. Also the base amount could be \$50,000 to \$100,000. This would be the amount that would stay in the account and anything above that would sweep out and back in. The auditor told the Clerk/Treasurer he felt it was a good idea to have a sweep account. **A motion was made by Bobbi to recommend to council to switch the general fund to a Nicolet Bank sweep account. Second by Jeff. Motion carried.****

**E. Discuss expiring CD, 3-28-25-Reserve Water and Reserve Sewer funds possible LGIP-There is a CD coming due on March 28th. The balance as of Jan 21,2025 was \$396,476.93. Interest rate 0.40%. Term 36 months. It is an automatic renewal. This money is a "Reserve Account" created when debt was taken out for a water and sewer project. \$234,394 is water and \$160,497 is sewer. At this time Nicolet has an account that would pay 4.29% the LGIP is 4.61%. **The committee, Robin Nelson, Jeff Kohnle, Bobbi Jeanquart directs staff to move this account at the time of maturity to the LGIP, splitting the money into two separate accounts-water and sewer.****

**F. Discuss creating an LGIP account for the Police Department for a vehicle replacement fund-total \$82,361.12 for this account.** At this time there appear to be no specific funds set aside for the Police Department Vehicle. It seems there is a paper trail tracking the money for the vehicle but no designated account or funds. The committee will check into this further and see if a possible LGIP account could be set up for it.

**G. Review and discuss the School Resource Officer Agreement and Exhibit A-**The school is asking us to propose a contract for at least the coming year. The school pays an additional dollar an hour and it is requested the city pay a matching dollar. Collective Bargaining will be determining the contracts but we are asked to speculate what we think it might be. The City Administrator is going to offer two options. A possible 6 month contract until the CBA occurs or a possible longer term with a guess for 2026.



**H. Review and make a recommendation for the cemetery fees.**-after discussion it is clear something must be done to improve the process. Checking into how Algoma handles their cemetery may shed some light on this process. Somehow the billing needs to go directly to the client and not be

**I. Review and discuss credit card options**-At this time the credit cards the city employees have do not generate any interest. They also all have separate bills. Options through Nicolet Bank all individuals have their separate accounts but one bill is generated for the main company. Also if you need a new card you can pick it up at the bank the same day you need it. Staff is directed to research and determine what is a better option.

**J. Financial Report-Baker Tilly to review questions raised about accounts that appeared to be over budgeted expenses.** Questions raised are being addressed. Some items were not budgeted, some individuals were not aware of amounts to be budgeted. It appears things are getting better but having Baumann doing the financials it is sometimes difficult to know what might have happened. Once the books are back being done inhouse we will have a better idea why some accounts are off.

## **5. Announcements**

**6. Adjournment**-Motion made to adjourn by Jeff. Bobbi second. Motion passed.

Meeting adjourned at 6:28 pm

Respectfully submitted, Robin S. Nelson, Finance Committee Chair

## **PUBLIC WORKS COMMITTEE MINUTES**

Kewaunee Municipal Building, 401 Fifth Street

THURSDAY, MARCH 6<sup>th</sup>, 2025-5:30 P.M.

- 
1. Meeting was called to order at 5:30PM. All members were present. Also present were Brandon Strelow, Nathan Seiler, and Heath Eddy.
  2. There was no public comment.
  3. Mr. Seiler and Mr. Strelow presented two potential width options for Dodge Street from Lincoln to Vliet Streets. One was at 31' Wide, the other at 39' Wide. Mr. Seiler referenced several other street widths throughout town for comparison. Mr. Anderson made the motion to recommend a 35' width to be drafted for Dodge Street from Lincoln Street north to Vliet Street. Mr. Kohnle seconded, motion passed unanimously.
  4. Mr. Seiler and Mr. Eddy gave an overview of past conceptual designs for the Senior Center at the Marquette School property. Mr. Seiler mentioned that while there is still some time to make the decision for any utility services and or road way alterations, we would have to know soon for Dodge Street engineering reasons. The Committee gave the direction to talk about this in the Public Property meeting under the community center survey update item.
  5. Mr. Seiler described the intent to seek out the quote to have Scott Street from Milwaukee Street west to Dodge Street engineered (utilities only). He mentioned that we could bid this section as an alternative bid with Dodge Street, and if the bid comes back favorable to the city, and we could potentially do this work out of the water, sewer, and storm budget lines. If we see it to be too expensive for out of budget work, we could just opt out of doing it. The committee gave the direction to go forward with pricing out the work and come back to either Public Works or Finance before moving forward with the engineering.
  6. Mr. Seiler presented the quotes for the two different options for resurfacing Fifth Street from Center Street south to Lincoln Street. He mentioned that this work was accounted for in the CIP borrowing budget this last fall and that the Committee would have to give direction as to which type of work we would like to move forward with for bidding. The direction given from the committee was to bring this to Finance Committee before coming back to Public Works next month for consideration.
  7. Date was set for April 3<sup>rd</sup>, 2025 at 5:30PM.
  8. Mr. Anderson made the motion to adjourn the meeting and Mr. Oftedahl seconded. Meeting was Adjourned at 6:18PM.

# Public Property

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March 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 Brandon Strelow of Cedar Corp. and Nathan Seiler, Director of Public Works.

## AGENDA

1. Call to Order and Roll Call.
2. Approval of Meeting Minutes - February 6, 2025
3. Review Inventory of City Real Estate Assets
4. Community Center survey - brief update
5. Adjourn

## NOTES

- Meeting was called to order by Chairman Kohnle at 6:20pm. All members were present.
- Motion to approve the Minutes from the February 6 meeting made by Ald. Blaha, seconded by Ald. Brewster. Motion carried.
- Admin. Eddy shared documents listing city owned properties and maps showing their locations. Committee members were asked to review them over the next 1 - 2 months for later discussions about potentially putting some up for sale to reduce the City's inventory.

- Admin. Eddy and Mayor Vollenweider will be meeting with Ald. Nelson (Sr. Center Committee) and Library Dir. Petrina on March 13 to contribute survey questions for the upcoming Community Center survey.

- Adjourn

- Motion to adjourn made by Ald. Brewster, seconded by Ald. Oftedahl. Motion carried. Meeting adjourned at 6:55pm.

Scott Oftedahl

Secretary

The next Public Property meeting is scheduled for Thursday, April 3rd at 6:00pm or immediately following the Public Works meeting in the City Hall Council Meeting Room.

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

**Current Highlights:** Our bathrooms are complete! We have received many positive compliments on the new facilities. Our mop sink which was inoperable has also been updated with a new faucet and milk board to protect the wall. Our February circulation was 3,795 items with our YTD 8,470. This is a strong start to our year. February 11<sup>th</sup>, we held a DIY for Kids and Teens making Lip Balm. February is Library Lover's Month. We featured a Blind Date with a Book display, and the adult DIY session was a Heart Wreath made from puzzle pieces. Our afternoon matinee was Twisters. Page Turner's had 12 in attendance to discuss Slow Dance by Rainbow Rowell. Tea at 2 and Senior Coffee Club both gathered in February. We held a Blood Pressure screening on February 19<sup>th</sup>. Storytime met every Friday and Baby & Me was back on Feb. 25<sup>th</sup>. Carol completed both the DPI Annual Report and the Annual Report for the city. The board reviewed these reports and approved them. Carol will present at the upcoming council meeting. DPI report has been submitted. Our MakerSpace cart featured a LEGO penguin activity with other puzzles and materials about penguins. The Kewaunee County Library Services Board met in Algoma in February.

**Future Highlights:** We are planning an Open House to showcase our accessibility improvements. This will be held in the middle of National Library Week on April 9<sup>th</sup> from 4-6 pm. Please join us if you are available. In March, we are having a Missing Dog Escape Room challenge. We are also having a Big Green Tractor Reading challenge, featuring farm toys that were generously donated. Rick's Toybox will be here for a March Madness event on March 8<sup>th</sup>.

## February Staff Report 2025

### Marina Manager: August Kinjerski

- Office Report
  - We have an estimate for repairs
    - Docks
    - Fuel Dock Gangway
    - Electrical-T&M
  - Martin Security -
    - Security recording box is in and working correctly
  - HeyGov
    - Testing on-line Draft
      - Seasonal Camping Contracts
      - Transient Camping Contracts
  - Camping Contracts turned in as on 3/6/2025
    - 5 Pd in Full
    - 13 Down PMT
    - 5 Down PMT (Transients)
    - I called the 8 that I didn't hear from and, said they are coming back
  - Boat Slip Contracts turned in as on 3/6/2025
    - 9 Pd in Full
    - 18 Down PMT
    - 4 Down PMT (Transients)
    - I called the 20 that I didn't hear from and, said they are coming back
  
  - Kewaunee River Upstream
    - Ice is deteriorating nicely in small pieces
  
  - Time to start working outside and putting the marina and campground back together



# **KEWAUNEE POLICE DEPARTMENT**

**401 Fifth Street, Kewaunee, Wisconsin 54216**

**Robin A. Mueller  
Chief of Police**

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

## **JANUARY 2025 POLICE STAFF REPORT**

- 01/02: Ofc. Scott Szydel attended the scheduled Traffic Court Session
- 01/06 to 01/21: Ofc. Cody Gulbrand attended training and became certified as a Law Enforcement Standards Board Defensive Tactics Instructor. Training was held at Northeast Wisconsin Technical College, Green Bay, WI
- 01/07: Chief Mueller attended the monthly Finance Committee Meeting
- 01/07: Ofc. Szydel and Ofc. Kelin Charles reported for Court Trials
- 01/10: Chief Mueller completed a Fraud Report concerning City Hall and payroll for a City staff member, with a loss of funds
- 01/13: Chief Mueller attended the monthly City Council Meeting. No police topics on the agenda
- 01/16: Chief Mueller met with Kewaunee School District Superintendent Scott Fritz in regard to the school body camera buy back and the upcoming 2025-2026 PLO contract
- 01/21: Monthly Personnel Committee Meeting cancelled due to attendance
- 01/21: 23' Durango to Gandrud for ignition push button start issue. Gandrud unable to replicate
- 01/23: Chief Mueller attended the Kewaunee County Highway Safety Commission Meeting
- 01/28: Deputy Chief Dustin Smidle attended a meeting with County Officials in regard to the Memorandum of Understanding and Protocol for Drug Endangered/Endangered Children and the use of "Handle with Care" notices provided to the schools after family incidents
- 01/30: Deputy Chief Smidle attended the scheduled Traffic Court Session
- In January KPD Officers attended MILO Firearms Training, sponsored by the Kewaunee County Sheriff's Department. Training was held at the Kewaunee County Evidence Facility. Training consists of the use of a Firearms training simulator with live fire exercises and decision making for shoot/no shoot scenarios.
- In January KPD Officers also trained with the updated Mobile Detect 101 Drug Detection kits for operating, sampling, reporting with the Mobile Detect App, and troubleshooting. These kits will be utilized when our stock of old mobile detection kits have cycled through. All law enforcement agencies in Kewaunee County will be transitioning to this updated version.

**Robin A. Mueller  
Chief of Police**





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## JANUARY 2025 POLICE STAFF REPORT

<i>Month</i>	<i>No. of Service Calls</i>
January	104
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>2025 Total</b>	

<i>NATURE:</i>	<i>JANUARY TOTALS:</i>		<i>NATURE:</i>	<i>JANUARY TOTALS:</i>
Abandoned Vehicle	0		Littering	0
Alarms	4		Local Ordinance	4
Alcohol Offense	0		Lockout	1
Ambulance Calls	31			
Animal Problems	1		Lost/Found Animal	4
Apprehension Rqst	0		Lost Property	0
Assault	0		Missing Person	0
Bail Jumping	0		Mutual	1
Boat Incident	0		ND Accident	0
Burglary	0		Noise Complaint	0
			Obstructing	0
Car/Deer Accident	1		Officer Injury	0
Child Abuse	0		OWI	0
Citizen Assist	8		Parking Problem	0
Citizen Dispute	0		PD Accident	1
Communications	0		PI Accident	0
Consent Search	1		Pornography	0
Controlled Burn	0		Probation Pick Up	0
Coroner	0		Property Check	3
Court Order	1		Property Damage	0
Death Investigation	0		Public Health	0
Deliver Message	0		Public Nuisance	0
Disabled Vehicle	1		Recovered Property	0
Disorderly Conduct	2			
DNR Violation	0		Robbery	0
Domestic	1		Runaway Juvenile	0
Drill	0		Sex Offense	0

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Chief of Police

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Drug Investigation	0	Squad Damage	0
EM-1	0	Suicide Attempt	2
Escort	3	Suspicious	0
Extra Patrol	1	Tavern Check	0
Fire	0	Theft	0
Fireworks	0	Threatening	0
Fraud	2	Tobacco Problem	2
Gas Drive Off	0	Traffic Hazard	4
Harassment	1	Traffic Offense	0
Hazmat	0	Trespassing	0
Highway Debris	0	Truancy	3
Hit & Run Accident	1	Unsecure Premise	0
Illegal Burning	0	Utility Problem	0
Information	5	Warrant Pick Up	0
Intoxication	3	Weapon Offense	0
Juvenile Problem	0	Welfare Checks	9
Keep the Peace	1	Worthless Check	1
		911 Hang Ups	1



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## FEBRUARY 2025 POLICE STAFF REPORT

- 2/06: Chief Mueller attended a Zoom call with County, State and Federal Officials regarding Immigration and any upcoming changes or processes in the State of Wisconsin
- 2/10: Deputy Chief Dustin Smidle and Officer Kelin Charles attended the Kewaunee County Winter Challenge for Special Olympics Event which was sponsored by the Kewaunee County Sheriff's Department and held in the City of Algoma
- 2/10: Officer Cody Gulbrand attended the regularly scheduled SWAT Training with the Kewaunee County SWAT Team
- 2/19: Chief Mueller attended the Kewaunee County Law Enforcement Department Heads quarterly meeting, held at the Algoma Police Department
- 2/20: The new Police Lockers purchased with ARPA funds were delivered. When time permits, the Street Department will work on installation
- 2/20: Chief Mueller attended the Personnel Committee Meeting. Current staffing and upcoming staffing concerns were discussed
- 2/25: Chief Mueller attended the Finance Committee Meeting. Update given on ARPA spending. Lockers have arrived. Body Armor cannot be ordered until April 1<sup>st</sup>. The Police Fee Schedule was discussed. Several items are being increased due to costs associated with processing. Discussion on creating an LGIP account for the Police Department Vehicle Replacement Fund, currently at \$82,361.12. Additionally, there was discussion on the contract proposal for the 2025-2026 School Year for the School Resource Officer position. Chief Mueller also inquired when staff would be looking to reimburse the City for Health Insurance premiums that were inadvertently omitted from payroll deductions in 2024. No direct answer yet from City Hall, other than upcoming.
- 2/26: Officer Cody Gulbrand attended the regularly scheduled SWAT Training with the Kewaunee County SWAT Team
- 2/27: Officer Brent Riemer attended the regular scheduled Traffic Court Session
- Kewaunee County Sheriff's Department Utilized the KPD range for yearly handgun qualifications
- Chief Mueller applied for a Grant in September 2024 through the Wisconsin Department of Transportation, Bureau of Transportation Safety Division of State Patrol - Chemical Test Section, for a new PBT (Preliminary Breath Test) and PBT Calibration Materials. The Kewaunee Police Department was awarded 1 new Alco Sensor FST Unit which was delivered by Lisa Rolfe of the Chemical Test Section. Lisa oversees all Intoxilizer Units utilized in Kewaunee County. Both squad cars are now equipped with this new technology. Value of the awarded unit is approximately \$625.00

**Robin A. Mueller**  
Chief of Police



# KEWAUNEE POLICE DEPARTMENT

401 Fifth Street, Kewaunee, Wisconsin 54216

Robin A. Mueller  
Chief of Police

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

## FEBRUARY 2025 POLICE STAFF REPORT

<i>Month</i>	<i>No. of Service Calls</i>
January	104
February	119
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>2025 Total</b>	

<i>NATURE:</i>	<i>FEBRUARY TOTALS:</i>	<i>NATURE:</i>	<i>FEBRUARY TOTALS:</i>
Abandoned Vehicle	0	Littering	0
Alarms	3	Local Ordinance	5
Alcohol Offense	0	Lockout	2
Ambulance Calls	30		
Animal Problems	1	Lost/Found Animal	2
Apprehension Request	0	Lost Property	0
Assault	0	Missing Person	1
Bail Jumping	0	Mutual	1
Boat Incident	0	ND Accident	0
Burglary	1	Noise Complaint	0
		Obstructing	0
Car/Deer Accident	1	Officer Injury	0
Child Abuse	1	OWI	1
Citizen Assist	2	Parking Problem	2
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	1
Court Order	0	Property Damage	0
Death Investigation	0	Public Health	0
Deliver Message	0	Public Nuisance	0
Disabled Vehicle	2	Recovered Property	2
Disorderly Conduct	3		
DNR Violation	0	Robbery	0
Domestic	1	Runaway Juvenile	0
Drill	0	Sex Offense	1

# KEWAUNEE POLICE DEPARTMENT

401 Fifth Street, Kewaunee, Wisconsin 54216

**Robin A. Mueller**  
Chief of Police

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

Drug Investigation	2	Squad Damage	0
Emergency Detention	1	Suicide Attempt	0
Escort	1	Suspicious	2
Extra Patrol	2	Tavern Check	0
Fire	0	Theft	5
Fireworks	0	Threatening	2
Fraud	2	Tobacco Problem	2
Gas Drive Off	1	Traffic Hazard	1
Harassment	1	Traffic Offense	3
Hazmat	1	Trespassing	3
Highway Debris	0	Truancy	0
Hit & Run Accident	1	Unsecure Premise	0
Illegal Burning	0	Utility Problem	1
Information	5	Warrant Pick Up	1
Intoxication	0	Weapon Offense	0
Juvenile Problem	4	Welfare Checks	4
Keep the Peace	0	Worthless Check	0
		911 Hang Ups	7



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: February Staff Report**

**Date: March 7, 2025**

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This is a basic summary of activities by the City Administrator for the month of February 10-March 7, 2025:

### **Noted Changes:**

- Staff is providing recommendations to Cedar Corporation on roadway profiles, widths, and routing of utilities for the Dodge Street reconstruction project. Anticipated review of preliminary plans soon in preparation for Safe Drinking Water Loan program application in late June.
- Staff have not heard from the Wisconsin Coastal Management Program since the presentation of the marshland project in late January. Federal grants are used to pay for the program grant process.
- We will be coordinating treasurer work with Bauman Associates and possibly other assistance with other sources going forward for the front office.
- City Attorney has a stipulation agreement with the attorney for D Kayseri for implementing a 30-day process for improvements to the five properties subject to raze orders, which effectively delays enforcement of the raze orders for this agreement.

### **Meetings/Communications:**

1. February 10, Common Council
2. February 13, Ald. Nelson
3. February 17, Mayor Vollenweider
4. February 18, Mayor Vollenweider
5. February 18, Ald. Brewster
6. February 18, Ald. Jeanquart
7. February 20, Personnel Committee
8. February 24, Meeting with Eric Neumann re projects for John Lillegren
9. February 25, Mayor Vollenweider
10. February 25, Finance Committee
11. February 28, Ald. Brewster
12. March 3, Baker Tilly 2024 Audit exit interview/review
13. March 3, Meeting with Ald. Brewster and Mayor Vollenweider

14. March 4, Ald. Jeanquart
15. March 4, Mayor Vollenweider (phone)
16. March 5, Mayor Vollenweider (phone)
17. March 5, Meeting with Ald. Jeanquart and Mayor Vollenweider
18. March 5, Mayor Vollenweider (phone)
19. March 6, Coordination call with Robert W. Baird on borrowing proceedings (Justin Fischer)
20. March 6, Mayor Vollenweider
21. March 6, Coordination with Bauman Associates (Kim Cookle)
22. March 6, Public Works Committee
23. March 6, Public Property Committee
24. March 7, Assist in office with Ald. Oftedahl and Ald. Jeanquart

#### **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. Conferred with property owners regarding development requirements and potential new uses.
4. Working through accounts payable/accounts receivable issues with staff and consultants

#### **Priorities:**

There are several priorities that I have been working on:

- ***Design Standards/Stormwater Management Code.*** We should have a final draft of comprehensive construction standards for public infrastructure on new construction. Plan Commission requested to review these and I intend to forward for their review at the March 27, 2025 meeting.
- ***Comprehensive Outdoor Recreation Plan (CORP) update.*** Project is continuing apace; we should have a draft document in the near future for consideration/adoption.
- ***Project HOMESTEAD.*** KCEDC has selected a consultant to help prepare the plan for how to implement a housing program in the County.
- ***Senior Center.*** We are working with Cedar Corporation on development of a community center survey to gauge initial input on what residents would like to see included in a proposed new facility (services, etc) so we can determine where and how the facility would be created.
- ***Job Descriptions Reviews.*** We're going to be working on edits to job descriptions provided by the City through the various departments. A first review indicated some roles are missing actual descriptions and others are outdated. There's also continuing turnover which means we'll need to address how to make positions more palatable to potential applicants.
- ***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>Date</b>	March 7, 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
- Meetings attended
  - o February 18 – CORP Public Information Meeting #1
  - o February 25 – Dodge Street design meeting with City Staff
  - o March 6 – Public Works Committee Meeting
  - o March 6 – Public Property Committee Meeting

### **Existing Projects**

#### **Tug Bollard Replacement**

- Coordinating grant reimbursement with City Staff

#### **Dodge Street Reconstruction**

- Working on design
- Design review with City Staff
- Coordinating soil borings
- Discussed road width/section with Public Works Committee
  - o Committee decided on 35' road section

#### **Main Street Reconstruction**

- Working on design
- Coordinating soil borings

#### **Comprehensive Outdoor Recreation Plan (CORP)**

- Hosted Public Information Meeting #1 at City Hall
- Upcoming items
  - o Review project costs and priorities with City Staff
  - o Review draft CORP with CORP Committee
  - o Public Information Meeting #2



#### Design Standard Policy and Stormwater Ordinances

- Design Standards
  - 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

#### Senior/Community Center Survey

- Created team for developing questions (Robin Nelson, Carol Petrina, Cedar)
- Upcoming items
  - o Team meeting to draft questions
  - o Finalize survey and marketing materials for survey

<b>PRESENTATION</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Presentation on Kewaunee Schools Proposed Referendum (Superintendent Scott Fritz)</b>	<b>ITEM NUMBER 7.a</b>

**BACKGROUND**

I met with Scott Fritz to discuss the proposed referendum in late January, as I was interested in what they were proposing and trying to determine to what extent the proposal would impact the City. Mr. Fritz will be here to present the proposed structural changes and upgrades that are necessary in order for Kewaunee Schools to maintain the facilities and provide the necessary services at relatively affordable operational costs.

A major change proposed is needing to establish a busing service in-house (which could be run via contract with a provider) but located in-town on school property. This is due to the upcoming retirement of the current service provider, and lack of local options for such service.

Other proposed changes include some reorganization in the high school to accommodate shifting some middle school classes, refining the floor plan and location of existing services in a more logical fashion, and other maintenance issues that need to be addressed such as a new roof.

This is being done for informational purposes only.

**RECOMMENDED MOTION**

This is a presentation item only – no action required.

Administration: HE

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve payment of unpaid bonuses for license maintenance to various Public Works staff</b>	<b>ITEM NUMBER 7.b</b>

**BACKGROUND**

A carryover from the pre-Act 10 days is the continuation of a bonus accrued to various Public Works staff for maintenance of their licenses, some of which were required (as with operator licenses for the Water and Sewer Utilities) and others where the staff member retained the license in the interest of maintaining flexibility for staffing.

These bonuses were typically issued with the first paycheck of the year, but in 2024 that failed to occur. Given this is an out-of-year request, we need Council approval in order to provide a variation of “back pay” to staff.

**ANALYSIS**

Note these are different from the Commercial Drivers License (CDL) which is a requirement for maintaining employment. Those are typically covered by the City at the source, not as a maintenance bonus.

The expectation is that this affects five Public Works staff, and the total cost to the City should be less than \$650.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

Personnel Committee recommended approval.

**FISCAL NOTE**

As noted this will be a make-up for a missed expenditure in 2024, but should be relatively nominal.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

Staff pays out the delayed bonuses.

**RECOMMENDED MOTION**

“I move we approve payment in arrears for the license maintenance bonuses to various Public Works staff.”

Administration: HE/Payroll: KS

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve amendment to Fee Schedule for Police Department administrative fees</b>	<b>ITEM NUMBER 7.c</b>

**BACKGROUND**

The Police Chief is requesting some minor changes to the fees they are authorized to charge for administrative tasks undertaken for customer service, such as reports, electronic communications, licenses, and kennel fees.

**ANALYSIS**

This is a set of small amendments as shown on the attached – the first is the existing fees as of January 2019, the second is to show the changes which are as follows:

<b>Fee Charged</b>	<b>Existing Fees</b>	<b>Proposed Fees</b>
Accident and Offense Reports (prior request)	\$3.00 + \$0.25/page over 6 pages + \$0.25 each photo page	\$4.00 + \$0.25/page over 6 pages + \$0.50 each photo page black/white + \$1.00 each photo page color
Accident and Offense Reports (walk-in)	\$2.00 + \$0.25/page over 6 pages + \$0.25/page each photo page	
<i>Mailed Report (new)</i>		Additional \$2.00 up to 6 pages
CD's & DVD's (photos/reports in digital form)	\$10.00	\$12.00
<i>Photo Pages (new)</i>		\$0.50 black/white, each one-sided page \$1.00 color, each one-sided page
Bicycle Licenses	\$1.00	\$1.00
Neighborhood Watch Signs	\$1.00	\$1.00
Gun Locks (old)	Free	
<i>Dog/Cat Kennel Fee (new)</i>		\$10.00

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

Finance Committee recommended approval.

**FISCAL NOTE**

These changes are to allow the Police Department to better cover costs for these requests.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

Staff updates the fee schedule and reposts at the Police Department and on the website.

**RECOMMENDED MOTION**

“I move we approve the requested changes to the Fee Schedule for Police Department administrative fees.”

Administration: HE/ Police: RM

# FEEES

Kewaunee Police Department  
401 Fifth Street  
Kewaunee, WI. 54216

**ACCIDENT AND OFFENSE REPORTS** **3.00**  
**(mailed/faxed/email)** (.25 additional each page after 6 pages) (.25 additional for each photo page)

**ACCIDENT AND OFFENSE REPORTS** **2.00**  
**(walk-in's)** (.25 additional each page after 6 pages) (.25 additional for each photo page)

**CD's & DVD's** **10.00**  
**(Photo's, Multiple reports in digital form)**

**BICYCLE LICENSES** **1.00**

**NEIGHBORHOOD WATCH SIGNS** **1.00**

**GUN LOCKS** **Free**

# FEES

Kewaunee Police Department  
401 Fifth Street  
Kewaunee, WI 54216

**ACCIDENT AND OFFENSE REPORTS:** **4.00**  
(faxed/email/walk-in) (.25 additional each page after 6 pages) (.50 additional for each photo page in black and white) (1.00 additional for each photo page in color)

**Mailed Report:** **Additional 2.00**  
Up to 6 pages

**CD's & DVD's:** (Photos/Video/Multiple reports in digital form) **12.00**  
\*Additional 2.00 if mailed

**Photo Pages:**  
Black and white, each one-sided page: **.50**  
Color, each one-sided page: **1.00**

**BICYCLE LICENSES:** **1.00**

**NEIGHBORHOOD WATCH SIGNS:** **1.00**

**DOG/CAT KENNEL FEE PER DAY:** **10.00**

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize staff to execute a switch to a sweep account for the General Fund</b>	<b>ITEM NUMBER 7.d</b>

**BACKGROUND**

The City has been considering switching at least some of the General Fund over from a regular checking account (which requires manually depositing or transferring money from either outside or through savings or other accounts at the same bank) to a sweep account, which sets a minimum and maximum level for maintenance purposes – the account “sweeps in” funds from a savings account whenever the balance drops below the level, and “sweeps out” when the balance exceeds a level.

Following up, Finance Committee has recommended switching to a sweep account, which would be housed at Nicolet Bank. The sweep account would have a higher interest rate for funds retained in the account.

**ANALYSIS**

Current rates of interest in our standard Bank of Luxemburg checking are 2.49%, whereas the Nicolet Bank sweep is at 4.29%.

One thing that was unclear was the level of the accounts – how much would we transition into this account? FDIC insures up to \$250,000 for each business account.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

Finance Committee recommended switching to the sweep account.

**FISCAL NOTE**

Should be no fiscal impact except an increase in interest income over the long term.

**STAFF RECOMMENDATION**

Staff has no recommendation. This is a recommendation of the Finance Committee.

**IF APPROVED, NEXT STEPS**

Staff works with Nicolet Bank to execute the switch.

**RECOMMENDED MOTION**

“I move we authorize staff to execute a switch to a sweep account for the General Fund.” [or at Council’s discretion]

Administration: HE

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize staff to advertise for code compliance staffing</b>	<b>ITEM NUMBER 7.e</b>

**BACKGROUND**

So as Council may be aware, the City has been through a number of separate code compliance staffing options in the last several years. The City has employed Mike Angoli, Brett Guilette (Inspection Services LLC), Robbie Davister, then Brett Guilette again, and now SAFEbuilt. Brett Guilette was our building inspector from early 2022 until April 2024, and SAFEbuilt has been our building inspector since. However, since Davister left the City, there has been no consistent “go-to” source for code compliance outside of permit-based inspection services. Guilette was unwilling to engage in City-authorized code compliance inspections, in large part due to resources and distance (the one-way distance was at least an hour travel time), which made requesting his help infeasible.

SAFEbuilt assisted with the inspections regime for the five properties that are currently under legal raze orders and an appeal at the County Circuit Court, but they have since said they are unable to provide additional code compliance services beyond the permit-based construction inspections regime (again, due to distance – their inspectors are either coming from the Milwaukee area or Appleton area).

The issue has been that for the last 3+ years the City hasn’t had a consistent code compliance function. The Police Department can address some elements at times but it’s not their typical area of process; Public Works addresses too-tall grass or weeds but otherwise is supposed to focus on public ways and facilities. The City has issued Notices of Violation (NOVs) to various properties, typically for property maintenance problems, but hasn’t been able to consistently address other issues, including properties where the building is in poor condition or could pose a hazard. The lack of consistent application means there are several properties around the City that are in need of more rigorous enforcement than is currently available on staff.

Staff has identified a couple of options to consider:

1. Post a position for a part-time/on-call code compliance officer and hire someone with certain credentials to do inspections involving building code as well as other codes compliance.
2. Consider posting a Request for Proposals for full code compliance services including building code permit reviews and inspections as well as codes compliance.

**ANALYSIS**

The key questions with this request come down to resources; how much is Council willing to invest in code compliance services? This is a primary issue for a lot of the negative comments we receive, and it really is a matter of civic pride – do we want to see structures continue to deteriorate or are we going to make it a matter of priority within City staff?

The Personnel Committee suggested we implement both options – let’s see what we get for a posted position (if anything), while also implementing the RFP idea. Just to note, the posting would be for the code compliance side only – it presumes we retain a third-party contractor (SAFEbuilt) for the construction inspections and plan reviews process.

Council should consider what the wage rate would be the posting, as well as anticipate number of hours (while it could be on-call, the applicants would probably want to anticipate an average number of hours per week).



**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

As noted, Personnel Committee forwarded this to Council for further action, with the recommendation as stated above.

**FISCAL NOTE**

The fiscal impact depends on the number of hours to consider, wage rate, or contract compensation.

**STAFF RECOMMENDATION**

Staff is seeking Council input and/or decision on how to proceed with this. At minimum, we can execute the two-part process as recommended by Personnel Committee, but if that is Council's direction we'll need to know the wage rate (or range) and how many hours you anticipate this position working on average.

**IF APPROVED, NEXT STEPS**

Staff implements as directed.

**RECOMMENDED MOTION**

At Council's direction – with the noted additions under Staff Recommendation.

Administration: HE/Police: RM/Public Works: NS

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> March 10, 2025
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Consider and authorize repairs to Marina docks</b>	<b>ITEM NUMBER</b> 7.f

**BACKGROUND**

Note: this item is separate and distinct from the negotiations regarding the docks purchases from Pier and Waterfront Solutions. That process is still ongoing.

Pier and Waterfront Solutions (PWS) completed a review of the current situation involving the docks on March 6, 2025 and presented staff with an estimate for repairs, which is attached. The repairs include the following:

- Fuel dock – pull pipes, remove gangway from water, inspection and reinstall, and reposition dock;
- Dock C – a series of repairs, including joints, wall brackets, fix twisting of slip dock 11-12, manufacture pipe support brackets and level up short, move pier back into position, or an option to remove this dock and store in the boat launch parking area for future disposal;
- Dock D – gangway repair/reposition, joints repair, fix twisting on several slip docks, move pier back into position,
- Dock E – gangway reposition, joints repair, move pier back into position;
- Dock F – gangway reposition, joints repair, straighten main walk, with option to remove this dock and store in the boat launch parking area for future disposal.
- Electrical and plumbing repairs would not be covered.

Total cost for these repairs, including trip charges with equipment, is proposed at \$44,040.

**ANALYSIS**

If we're going to have a functioning Marina for the upcoming season, these repairs are essential. The Marina Fund currently carries a fund balance that should be sufficient to cover this cost, but if we have to deploy some assistance from the CIP Fund or other sources to cover then that should be at the direction of Council.

The key element is whether nor not Council believes the repairs should include removal of C and F docks. If so, that reduces the estimate total by a net of \$60 (according to the language in the estimate).

Note that due to the timing of the estimate, staff is forwarding direct to Council instead of Committee review in order to get repairs completed for the next Marina season, which starts in approximately 5 weeks.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

This could be covered using remaining Marina Fund balance, and/or could be supplemented at Council's direction; OR staff could try to pay for this using additional funds from the CIP Fund or other sources and report back to Council.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

Staff contacts PWS to schedule repairs.

**RECOMMENDED MOTION**

“I move we approve Estimate #4400 in the amount of [determined by which options Council chooses] and direct staff to allocate to funds as necessary and report back to Council how allocation was determined.”

Administration: HE/Marina: AK



**Pier & Waterfront Solutions LLC**

7325 State Hwy 42 - 57  
Sturgeon Bay, WI 54235

www.wisconsinpws.com

Date	Estimate #	Rep
3/6/2025	4400	DK

<b>Name / Address</b>
City of Kewaunee Attn: Augie Kinjerski 401 Fifth St Kewaunee, WI 54216

<b>Site Address</b>

Item	Description	Qty	MPN	Total
Site Repair	Marina repairs based on a on-site visit 03/06/2025. This quote does not include any bent dock support poles that may be bent below the water from the ice pulling on it over the winter. We will not know the extent of that damage till we pull pipe to reposition the docks.  Customer repair done on site - Fuel Dock - Pull all pipe on dock to reposition. Remove Gangway from water, inspect and reinstall	1		3,360.00
Site Repair	Customer repair done on site - DOCK C - *REPAIRS/PATCH FOR THE SEASON* - Repair 2 main walk joints - Fix/replace wall brackets from mainwalk to concrete fuel dock/ bridge - Repair joints on slip 3-4 & 5-6 - Take twist out of slip 11-12 to the best of our abilities - Manufacture 2 pipe support brackets to hold and level up shore end of Main walk ( main walk is sitting on lake bottom and is making it have a significant twist in the beginning of the main walk) - Move pier back into position - Misc. Hardware and steel needed for repairs - Electrical and utilities by others. - **Option to remove dock system and store in boat launch parking lot for disposal (DEDUCT \$1500 from total)	1		10,620.00
Site Repair	Customer repair done on site - DOCK D - *REPAIRS/PATCH FOR THIS SEASON* - Gangway Repair and reposition - Repair 4 main walk joints - Straighten/Take twist out of slips 6-8,9-11,14-16,18-20,21-23 to the best of our abilities - Move pier back into position - Misc. Hardware and steel needed for repairs. - Electrical and utilities by others.	1		12,340.00

50% down payment, remainder due upon completion	<b>Subtotal</b>
---	-----------------

<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>	<b>Sales Tax (5.5%)</b>
	<b>Total</b>



# Pier & Waterfront Solutions LLC

7325 State Hwy 42 - 57  
Sturgeon Bay, WI 54235

www.wisconsinpws.com

Date	Estimate #	Rep
3/6/2025	4400	DK

<b>Name / Address</b>
City of Kewaunee Attn: Augie Kinjerski 401 Fifth St Kewaunee, WI 54216

<b>Site Address</b>

Item	Description	Qty	MPN	Total
Site Repair	Customer repair done on site - DOCK E - * REPAIRS/PATCH FOR THIS SEASON* - Gangway Reposition - Repair 3 main walk joints - Move pier back into position - Misc. Hardware and steel needed for repairs. - Electrical and utilities by others.	1		8,680.00
Site Repair	Customer repair done on site - DOCK F - *REPAIRS/PATCH FOR THIS SEASON* - Gangway Reposition - Repair 2 main walk joints - Straighten/ square up mainwalk to the best of our abilities - Misc. Hardware and steel needed for repairs - Electrical and utilities by others.  - *Option to remove dock system and store in boat launch parking lot for disposal (ADD \$1,440 to total)	1		6,160.00
Trip Charge	Trip Charge  * Please note if you decide you want to go with either removal of the dock system options, Disposal is not included in this pricing.	8		2,880.00
50% down payment, remainder due upon completion		<b>Subtotal</b>		\$44,040.00
"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability.  Prices are subject to change without prior notice."		<b>Sales Tax (5.5%)</b>		\$0.00
		<b>Total</b>		<b>\$44,040.00</b>

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize next round of physical improvements to the Pierhead Lighthouse through the Friends of the Pierhead Lighthouse</b>	<b>ITEM NUMBER 7.g</b>

**BACKGROUND**

The Friends of the Pierhead Lighthouse nonprofit are requesting Council authorization to continue with repairs to the Pierhead lighthouse, including authorizing support for the City in the pursuit of grant funding to assist with paying for the repairs proposed.

From Jake Heffernan:

“Stage 2 of the foundation repair will seal the remainder of the perimeter and further enhance the appearance of the lighthouse. There are two openings at pier level on the North side of the foundation. The steel plates covering those openings are rusted and the concrete surrounding them is chipped. Daylight can be seen from the inside and water leaks in. These openings, as well as a further two openings on the western face will be sealed with precast concrete blocks.

“The base joint between the lighthouse wall and the pier top will be filled, as the previous filler contained asbestos and was removed in 2018. Finally, areas of damaged concrete on the foundation will be repaired using hydraulic concrete and a 2-part epoxy coating will be applied to the entire foundation.

“This project is contingent on approval from the State Historic Preservation Office, as well as funding via the Friends of the Kewaunee Pierhead Lighthouse. The nonprofit has applied for a grant to offset the estimated \$14,000 cost of the project, supplemented by their general fund. John Kruse (J&K Sealants) has been selected to complete the project, based on his work last season painting the lighthouse.”

This project should assist in the long-term preservation of the structure and lead to overall improved maintenance capacity on the inside of the structure. As with previous repair requests, the approval includes no specific City funding request. Details are included in the attachments.

For more edification, the Pierhead Lighthouse is technically owned by the federal government. The City has a 25-year lease on the property dating to 2011, and under the terms of the lease the City is granted authority to provide restoration/preservation to the structure subject to State review as needed.

**ANALYSIS**

The project is provided through the operational capacity of the nonprofit organization, supplemented with funding from a grant source. This is a key visual element in the downtown area and would enhance the viability of the Pierhead Lighthouse as a tourist attraction and draw visitors into downtown.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

There is no fiscal impact to this proposal. All funds are from other sources.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

The project awaits SHPO approval which is pending.

**RECOMMENDED MOTION**

“I move we authorize improvements to the Pierhead Lighthouse as described.”

Administration: HE

## **REQUEST FOR SHPO REVIEW AND COMMENT ON A LOCAL UNIT OF GOVERNMENT ACTION**

### **J. PROJECT NARRATIVE**

The Kewaunee Pierhead lighthouse is located ¼ mile into Lake Michigan, at the end of a corrugated steel and concrete pier. The lighthouse is sheltered from significant wave action thanks to the 3300' breakwater on the North side of the harbor. The lighthouse or south pier are not sheltered from waves originating from the East or southeast, but significant waves originating from these directions are rather uncommon.

The 3 elements of this project concentrate on the concrete foundation of the lighthouse. The basement of the lighthouse at and just below pier level, contains two decommissioned fuel oil tanks. The tanks are horizontally laid and take up roughly ¾ of the usable space in this area. The basement area is accessed via a vertical metal ladder originating in the machinery space above. It is **not** expected to regularly allow visitors in this space in the future. Currently, the space is not being utilized as there are issues with water infiltration. (Photo 1)

**Issue 1:** Steel coverings over two former windows on the North foundation are rusted and the concrete surrounding them is chipped. Two further openings on the western face are covered in steel plates, but these plates are in good condition.

- The issues primarily stem with the openings on the North side. In addition to some rain and minor wave action which leaks into the basement through these rusted plates, fishermen frequently urinate on this wall. The resulting water/urine combination inside creates a foul odor which travels up into the building.
- **Solutions considered**
  - o Removing steel plates and replacing with appropriate windows
  - o Replacing rusted steel plates with new steel
  - o Sealing all 4 openings with pre-cast concrete blocks
- Photos: 1912 drawing, USCG 1947 photo, 1981 EPA photo

- **Proposed Solution:** Sealing all 4 openings with pre-cast concrete blocks

The problematic window openings are located immediately alongside one of the fuel oil tanks. Physical access to the interior of these openings is difficult but it would provide an easy entry point for vandals, should the plates be replaced with windows. Sealing these openings will not only reduce the likelihood of unauthorized entry, but it will prevent any water or urine from entering the lighthouse now or in the future. Sealing them with brick will ensure a more long-term solution.

At the same time, we would like to remove the large steel plates on the Western face of the foundation (underneath the entry deck) and seal these with concrete blocks as well. While we are not experiencing any issues with these plates at this time, we would like to seal the whole foundation at once, while creating a more uniform look along the foundation of the lighthouse.

These western openings are not on any pre-1931 drawings of the lighthouse. It is believed that these openings were cut for the installation of the fuel oil tanks in the basement sometime between 1940 and the capping of the pier in 1965. The attached



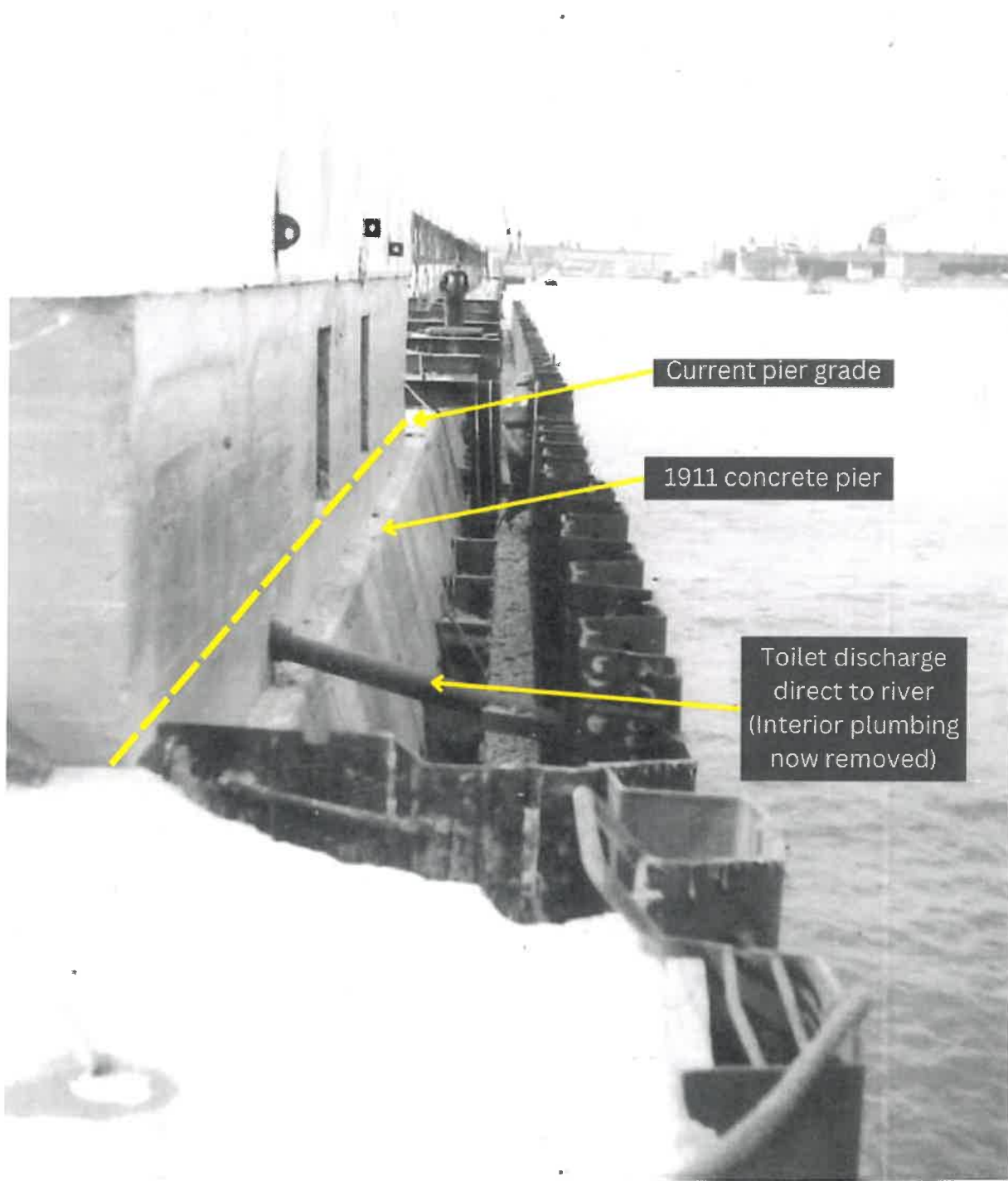
photo from the USCG (believed to be 1947 or 1957) shows the entry stairs and deck cast in concrete, with a small window at the lower right of the shore facing foundation. After the installation of these fuel tanks, the entry deck was rebuilt in its current steel form. The USCG photo also shows the north facing window openings apparently already covered with steel plate.

**Issue 2: Various damage to concrete foundation**

- Concentrated primarily at the corners and the eastern face, concrete has either chipped or spalled from the rest of the foundation.
- The north facing window openings also have broken concrete around the edges of the openings
- Hydraulic cement will be used to fill in these damaged areas
- The whole concrete foundation will then be colored appropriately

**Issue 3: Missing mastic at the base joint of the lighthouse allows water to flow into basement. The previous mastic contained asbestos and was removed in 2018 as part of remediation.**

- When the lighthouse and pier were built in 1911/1912, the pier was only as wide as the lighthouse.
- In 1965, corrugated steel pilings were driven into the lakebed wider than the original pier. The resulting gap between the old pier and the sheet pilings was reinforced with steel, filled with stone, then the whole pier capped in concrete. (See 1965 photo)
  - o Note the small lip of the old pier in the 1965 photo – this lip collects water due to the missing mastic at the base joint. The water then flows under the wall of the lighthouse and into the basement.
- **Solution:** The gap will be cleaned and filled with a pourable mastic



At the time of this photo (1965) corrugated metal pilings were driven into the lakebed on either side of the 1911 pier. The gap was reinforced with steel, then filled with rock. A concrete cap was then poured over the entire surface of the pier, raising the walking surface to its current level.

**At the current level, the basement windows in the lighthouse are at grade.**

Missing mastic (tar) between the lighthouse and pier allows water to collect atop the remnants of the 1911 pier. That water then enters the lighthouse basement. The former mastic was removed in 2018 due to asbestos.



Kewaunee Pierhouse - Shortly after automation – pier is at the same level as the old north openings and there are large metal plates under the deck. ON the right you can see the conduit carrying the 600v power source for the automated system.



This image (1950s) shows the pier is narrowed and the openings on the original image are already covered over with metal plates, and a small down is under the catwalk.





Same area – December 2024



Close-up o the newer concrete at the SW corner



KLH damage concrete at exterior base exterior





**BOTH: KLH detail of concrete damage on NW corner exterior**





KLH east face – note missing mastic and concrete gap. Note smartphone shows gap width by comparison.





**BOTH: East face foundation damage details**





Eastern foundation face, from the northeast corner showing concrete damage



Interior basement looking west.





NW foundation interior with flash



Same area, no camera flash



Interior view of SW basement, showing signs of long-term water intrusion – dried mud on floor



Interior west foundation wall, showing groove in concrete wall possibly from original mini door



Metal plats on western face under entry deck





North

basement wall facing east



North foundation openings



Closeup on one opening, north side





Closeup of other north side opening



Northeast corner foundation damage





Northeast corner concrete foundation damage – full scale



Northwest foundation corner, missing mastic



Wide view of SW foundation opening – see newer concrete under the metal plate. This is where the conduit entered the building when the lighthouse was automated.

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE March 10, 2025</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Closed Session 1. 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 performance in the position of Clerk/Treasurer.</b>	<b>ITEM NUMBER 7.h</b>

Staff is recommending a closed session to discuss performance of individual employees and actions to be taken, if any, subsequent to those discussions.

**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 performance in the position of Clerk/Treasurer.” [Roll call vote required]

Administration: HE

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> March 10, 2025
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Closed Session 2. The Common Council may enter closed session pursuant to Wis. Stat. §19.85(1)(e) 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, re considering a professional agreement for Clerk/Treasurer services.</b>	<b>ITEM NUMBER</b> 7.i

Staff is recommending a closed session to discuss a possible professional agreement for Clerk/Treasurer services.

**RECOMMENDED MOTION**

“I move we enter closed session pursuant to Wis. Stat. §19.85(1)(e) 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, re considering a professional agreement for Clerk/Treasurer services.” [Roll call vote required]

Administration: HE