

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
REGULAR MEETING
AUGUST 8, 2016**

Present: Mayor Christman, Aldermen, Griffith, Kuehl, Jelinek, Jirtle, D. Kickbusch, Schiller, Zimmerman

Absent: Alderman Dworak-Excused

Others: Administrator Ellefson, Deputy Clerk/Treasurer Jackson, Public Works Director Murphy, City Attorney Wolske, Police Chief Salentine, Fire Chief Hlinak, JJ Vollenweider, Vicki Vollenweider, Mark Reiff, Jennifer Schneider

Mayor Christman called the meeting to order at 7:00 p.m. whereas the Pledge of Allegiance was recited followed by prayer and meditation.

The Council received Administrator Ellefson's resignation letter. Schiller moved and Jelinek seconded to accept the resignation. Motion carried with Zimmerman and Griffith voting nay.

The Council received the Finance Committee minutes of July 11, July 14, and August 3, 2016.

Schiller moved and Kuehl seconded to approve operator's licenses as submitted. Motion carried unanimously.

Schiller moved and Jirtle seconded to approve July 2016 Accounts Payable in the amount of \$641,268.05. Upon a roll call vote, motion carried unanimously.

The Council tabled the approval of the revised personnel manual until a new City Administrator is in place.

Kickbusch moved and Zimmerman seconded to reclassify Jamie Jackson's position from Deputy Clerk/Treasurer to the Clerk/Treasurer, and in addition to any general employee salary increases, to increase her compensation \$1 an hour immediately, with another \$1 an hour being awarded in 2017 upon successful completion of year 3 of the UW-Green Bay Clerks & Treasurers Institute, and an additional \$1 an hour in 2018 upon successful completion of the 4th and final year of the UW-Green Bay Clerks & Treasurer's Institute. Upon a roll call vote, motion carried unanimously.

Jirtle moved and Griffith seconded to approve hiring John Kolata as the new City Administrator. Discussion ensued regarding the recruitment process, length and venues of advertising the position opening, and interview and ranking. There was discussion as to whether or not this was a successful recruitment with the lack of qualified candidates and minimal number of applicants and the risk of waiting to hire and re-posting the position was brought up. Schiller moved and Kuehl seconded to

table the hiring of a City Administrator due to reference checks not being completed yet. Upon a roll call vote, motion tied with Schiller, Kuehl and Jelinek voting yay, Jirtle, Kickbusch and Griffith voting nay, and Zimmerman abstaining from voting. The tie-breaking vote went to Mayor Christman and she voted to not table and proceed with the motion to hire. The original motion by Jirtle, seconded by Griffith was now active. Upon a roll call vote, motion carried pending reference and background checks with Griffith, Zimmerman, Kickbusch and Jirtle voting yay and Kuehl, Schiller and Jelinek voting nay.

The Council received the Public Property & Safety Committee minutes of July 26, 2016.

Zimmerman moved and Kuehl seconded to authorize demolition of the Lions pavilion by the public works crew at Kieweg Park due to safety concerns as soon as possible. Motion carried unanimously.

Public Works Director Murphy provided an update on the elevator at the community center. So far we will be billed approximately \$1,000 from Schindler for their fees to come in and look at the elevator and take it out of service. Schindler's mechanic indicated that the jack is broken and would need \$6,000 to tie the elevator up to make it safe for their mechanics to enter the elevator and give us an exact cost estimate for fixing the elevator. Schindler's mechanic was able to give us a ballpark number of \$65,000 to build and replace the elevator jack and upwards of \$100,000 once the whole project is complete. The project could take 6 months to complete. Discussion ensued as to whether the second level of the fire station was really the best place to have the community center due to accessibility issues and the cost of repairs. It was suggested that we may be able to purchase a single story building that is already handicapped accessible at a cost similar to what it would be to repair the elevator. Zimmerman will check with Immanuel Lutheran, Congregational church, and West Kewaunee Town Hall about alternate meal site locations. Administrator Ellefson will be checking our contract with ADRC for any implications for not fulfilling our commitment to provide a meal site if we are not able to find an alternate site. The Public Property and Safety Committee was instructed to take this information back to committee and come up with a game plan to bring back to the Council.

Griffith moved and Jelinek seconded to authorize funding of a marina customer appreciation picnic with a cost not to exceed \$500, including the funds from cashing in the aluminum cans. Motion carried with Zimmerman opposing.

Griffith indicated that the Chief of Police was instructed to begin removing private signs on public property, including those in the city's right of way. The issue of private signs on public property is being referred to the Plan Commission.

Griffith moved and Schiller seconded to approve awarding a new rug cleaning contract to ITU Absorb Tech pending cancellation of our contract with Cintas. Motion carried unanimously.

The Council received the Public Works Committee minutes of July 26, 2016.

Jirtle moved and Jelinek seconded to award the LRIP material bid to Northeast Asphalt. Upon a roll call vote, motion carried with Kickbusch voting nay.

The Council received the Lighthouse Preservation Committee minutes of July 21, 2016.

The Council received the Parks & Recreation Committee minutes of July 5, 2016.

Jirtle moved and Zimmerman seconded to approve the July 11, 2016 Regular Council Meeting and July 25 and August 1, 2016 Special Meeting minutes as submitted. Motion carried unanimously.

Griffith moved and Schiller seconded to approve RESOLUTION 1050-16, An Authorizing Resolution For Wisconsin RPC and DNR Emerald Ash Borer (EAB) Mitigation Grant Program. Motion carried unanimously.

Kickbusch moved and Schiller seconded to approve a Construction Management Contract with Foth for the Harbor Park Improvement Project. Upon a roll call vote, motion carried unanimously.

Jirtle moved and Jelinek seconded to approve the HAP Grant Budget Amendment. Upon a roll call vote, motion carried unanimously.

Kickbusch moved and Kuehl seconded to authorize the Public Works Director to approve change orders for the harbor project up to \$20,000. Anything over \$20,000 would require approval by the Council. Motion carried unanimously.

The Council discussed the possibility of a referendum to exceed the tax levy limit. **Kuehl moved and Jelinek seconded to move forward with looking into a referendum and scheduling a public hearing. Upon a roll call vote, motion carried unanimously.**

Upcoming changes to the room tax laws were discussed and the council was reminded that they must begin contributing 70% of room tax revenues to a tourism entity by 1/1/2017. The discussion was tabled until a later meeting.

Griffith moved and Schiller seconded to approve the Bank of Luxemburg ACH/Online Banking Contract. Motion carried unanimously.

Zimmerman moved and Jirtle seconded to adjourn the meeting at 8:55 p.m. Motion carried unanimously.