

**OFFICIAL MINUTES  
OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
JUNE 14, 2021 – 6:00pm**

Present: Mayor Jason Jelinek, Alderpersons Wendy Shelton, Jim Brewster, John Blaha, Jeff Vollenweider, Dan Stangel, Rich Taylor, Robin Nelson and Janita Zimmerman.

Excused: None

Others Present: Administrator Fred Schnook, Clerk/Treasurer Terri Decur, PWD Brandon Strelow, BI Robbie Davister, Librarian Carol Petrina, Police Chief Jim Kleiman and EDPGF Abigail Monrroy.

Mayor Jelinek called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited and followed by a prayer/meditation.

**APPROVAL OF MAY 10 & 24, COMMON COUNCIL MINUTES.**

**May 10, 2021 Minutes**

Aldersperson Shelton stated that these minutes are not correct, they are both inaccurate and incomplete. She stated that they are especially inaccurate and incomplete in regards to the Mayor's comments and the following remarks of Alderpersons Blaha, Zimmerman and Nelson with the misinformation regarding the quorum from Administrator Schnook and Attorney Nesbitt are not in the minutes. The tape of this meeting needs to be reviewed to establish truth, completeness and accuracy.

Aldersperson Zimmerman asked to have the minutes reflect the motions that were made during the meeting, because it was not found out until later in the week that there was not a quorum for the purpose of taking action.

Clerk/Treasurer Decur stated that it was advised by Attorney Nesbitt, the motion could not be recorded due to not having a two-thirds quorum.

*Aldersperson Zimmerman moved, seconded by Aldersperson Shelton, to table the May 10, 2021 minutes and have them brought back for approval with the correction of the two-third votes being removed from the May 10 minutes and the actual motion/votes be put in.*

Aldersperson Nelson would like to see that the Attorney and the City Administrator were questioned and they both said we had a quorum to indicate we went forward in good faith to show how it was played out.

Mayor Jelinek asked Aldersperson Zimmerman to clarify her motion.

*Aldersperson Zimmerman amended her motion to include it was specifically asked at separate times, if there was a quorum and it was indicated that there was and the meeting went on. Seconded by Aldersperson Shelton. Motion carried unanimously.*

**May 24, 2021 Minutes**

Aldersperson Shelton requested that the May 24, 2021 minutes reflect that she asked for copies of the Audit reports as soon as they were received.

*Aldersperson Blaha moved, seconded by Aldersperson Nelson, to approve the May 24, 2021 minutes, with requested changes. Motion carried unanimously.*

**PUBLIC COMMENT/COMMUNICATIONS**

Mayor Jelinek opened public comment.

Hearing none, Public Comment was closed.

## CONSENT AGENDA

- a. **Boards, Commissions, Committee and Staff Reports (Board of Zoning Appeals, Community Center, Plan Commission, Pierhead Lighthouse, Library Board and Staff Report).**
- b. **All Annual License**

Aldersperson Shelton requested to discuss the Building Inspector's Report and why there was nothing stated about the contract the Mayor signed.

Mayor Jelinek stated that this is not the time to discuss the Contract because it happened after he did his Staff Report.

Aldersperson Blaha asked when during this agenda a discussion could be held regarding the Contract the Mayor sign for the Building Inspector.

Mayor Jelinek stated that it will not be discussed as it is not an agenda item.

Aldersperson Nelson stated that she had a problem with the Planning Commission discussing the Impact Fee. The Council has final say so why is it going back to the Plan Commission, when the Council already approved it. Aldersperson Nelson also stated that the Council has been in receipt of an e-mail from Pam Parish, from the Brown County Homebuilders, with concerns she has about the impact fees.

Aldersperson Blaha also stated that Pam Parish has been in contact with him regarding the same issue. Ms. Parish stated that no one from the City has responded to her questions.

Administrator Schnook also stated that he has had a number of calls and e-mails correspondence with Ms. Parish, along with other Staff members.

Aldersperson Zimmerman questioned if DI Davister passed his Commercial Inspection Test, that he would have taken May 19, I did not see anything in his report.

Mayor Jelinek stated that if we want to discuss item in the Consent Agenda a motion needs to reflect the removal of said item for further discussion and pass the remaining Consent Agenda .BI Davister stated that he did not take the Commercial Test until June 2 or 3, and the results have not yet been received. BI

***Aldersperson Nelson moved, seconded by Aldersperson Stangel to approve the Consent Agenda with the removal of Number 17, of Plan Commission Minutes, the Adoption of the Impact Fees and Facility Needs Assessment for further discussion.***

Aldersperson Zimmerman requested to have the building Inspector's Report removed for discussion.

***Aldersperson Nelson amended her motion to include the removal of the Building Inspectors report for further discussion. Seconded by Aldersperson Stangel. Upon a roll call vote, motion carried unanimously.***

### **Plan Commission Minutes Discussion**

Discussion was held on the request from Ms. Parish regarding not receiving information on the Facility Needs Assessment. The Study does not show any new park development only numbers showing maintenance with no plans attached.

Mayor Jelinek stated that the Staff has done their due-diligence on the report and has worked with Attorney Nesbitt to make sure it was done accordance to State Statutes.

After some discussion Administrator Schnook stated that the Impact Fee needed to be brought back to the Plan Commission after the Brown County Builders Association questioned the Impact Fees and Assessment. EDPGW Monrroy reviewed the Fees made some adjustment and a Public Hearing needed to be held. Attorney Nesbitt reviewed the Impact Fees, and Assessment also and sent a letter stating that it complies with the State requirements. It will come back to Council with a recommendation from the Plan Commission.

*Alderson Vollenweider moved, seconded by Alderson Stangel, to approve the Plan Commission Minutes. Motion carried unanimously.*

#### **Building Inspector Staff Report Discussion**

Alderson Zimmerman asked if Robbie Davister passed his commercial License, it was not in his report. Alderson Zimmerman also asked if the City paid for any of the test/license.

Robbie Davister stated that he test was not until June 2<sup>nd</sup> or 3<sup>rd</sup>, because May was full and the results are not back yet. Mr. Davister also stated that the City did not pay for the tests.

#### **b. All Annual License**

*Alderson Vollenweider moved, seconded by Alderson Nelson to approve the 2021 Annual License. Motion carried unanimously.*

#### **MAYOR'S REPORT**

Mayor Jelinek stated that he is lifting the mandate to wear masks at all City Building.

Mayor Jelinek updated the Council on demolition of 1304 Ellis Street and the start of demolition on Fisherman's Point.

Mayor Jelinek updated the Council on the resignation of Robbie Davister as an employee and the Contracting with Robbie Davister so there is no lapse in the process. This will continue until the end of the year taking care of the Building Permits, Inspections and the upkeep of the software. The cost to the City will be less than what his remaining salary is. This also gives the Council time to decide on the next step for this position.

Alderson Blaha asked when the Mayor received authority to sign a Contract without Council approval.

Mayor Jelinek stated that Attorney Nesbitt advised him that as CEO of the Company/City it was within his powers as long as the funds are in the Building Inspectors Budget.

Further discussion was raised about the Contract and the Mayors duties.

Mayor Jelinek stated that his report is finished and continued to the next Agenda item.

#### **NEW BUSINESS**

##### **a. Plan to Address Non-conforming Features Identified in Sanitary Survey**

PWD Strelow updated the Council on the non-conforming features that were identified in the Sanitary Survey. There have been eyewash stations and containments for chemicals placed at the all facilities identified in the report, and we are waiting for PJK to provide us with an estimate for a chlorine gas alarm system at well no. 3.

The council thanked PWD Strelow for his update.

**b. Ordinance No. 626-2021 Amendment No. 3 of the Zoning and Comprehensive Plan by Unicorn Properties, LLC, 1323 Ellis Street**

The Plan Commission is recommending to Rezone and amend the Comprehensive Plan as requested by Unicorn Properties, LLC 1323 Ellis Street from B-1, Local Business to R-1 Single Family Residential.

Aldersperson Stangel stated that this area is a mixed use of B-1 Local Business and R-1 Single Family Residential and by changing the zoning there would be no real impact on the area.

Aldersperson Vollenweider stated that the rezoning would be a good fit.

This was the first reading and will be placed on the next Council Agenda for adoption.

**c. December 2020 YTD Revenue and Expenditure Reports**

Mayor Jelinek asked if there were any questions or concerns for the 2020 Final YTD Revenue and Expenditures Report.

Aldersperson Blaha asked if there has been any plans to repair/purchase the Docks at the Marina.

Mayor Jelinek stated that would be an agenda item on an upcoming Committee of the Whole Meeting.

There were no further questions brought forward.

**d. May 2021 YTD Revenue and Expenditures**

Mayor Jelinek asked if there were any questions or concerns of the May YTD Revenue and Expenditures Report.

There were no further questions brought forward.

**e. May 2021 Cash Report**

Mayor Jelinek asked if there were any question on the May 2021 Cash Report.

There were no further questions brought forward.

**f. Approval of May 2021 Accounts Payable**

Mayor Jelinek asked if there were any question on the May 2021 Accounts Payable and Payroll Reports.

Aldersperson Vollenweider questioned the check regarding a sign for Fisherman's Point in the amount of \$430.00. Aldersperson Vollenweider also questioned the amount of the Attorney Fees for April. After some discussion it was asked that the Attorney's Invoice for April be emailed to the Council.

Administrator Schnook stated that the sign is a requirement for the CDBG Grant.

Aldersperson Taylor asked if the City received any of the ARPA Funds yet and if the discussion of the fund usage could be placed on the Committee of the Whole agenda.

*Aldersperson Stangel moved, seconded by Aldersperson Taylor to approve the May 2021, accounts payable and payroll in the amount of \$453,321.33. Upon a roll call vote, motion carried unanimously.*

**ANNOUNCEMENTS**

Aldersperson Nelson stated that Kewaunee had a great weekend with a lot of traffic and activity with the tours being given of the Lighthouse, Historical Society, Tug and the Jail Museum.

Aldersperson Zimmerman stated that she met 3 young men from the Valley that ended up coming here instead of their usual camping area near Two Rivers. They were excited to tour the different attractions the City was offering.

**ADJOURNMENT**

*Aldersperson Zimmerman moved, seconded by Aldersperson Vollenweider to adjourn the meeting at 7:00 pm.*

Respectfully submitted by Clerk/Treasurer Terri Decur