

**OFFICIAL MINUTES  
OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
OCTOBER 12, 2020 – 6:00pm - Virtual**

Present: Mayor Jelinek, Alderpersons Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl, Mills and Zimmerman.

Excused: None

Others Present: Administrator Schnook, Clerk/Treasurer Decur, PWD Strelow, BI Davister, Marina Manager Kinjerski, Police Chief Kleiman, EDPGF Monrroy, Attorney Nesbitt and Librarian Petrina.

Mayor Jelinek called the meeting to order at 6:02 pm and the Pledge of Allegiance was recited and followed by a prayer/meditation.

**APPROVAL OF SEPTEMBER 14<sup>TH</sup> AND 28<sup>TH</sup>, 2020, COMMON COUNCIL MINUTES.**

Aldersperson Mills stated that in the September 14<sup>th</sup> minutes under return to open session that the time be corrected. It shows going into closed session at 7:16 pm and going to open session at 7:00 pm.

***Aldersperson Mills moved, seconded by Aldersperson Dworak, to approve the September 14<sup>th</sup> and 28<sup>th</sup>, 2020, Meeting Minutes with the time change under Return to Open Session. Motion carried unanimously.***

**PUBLIC COMMENT/COMMUNICATIONS**

Mayor Jelinek opened the meeting for any Public Comment.

Karen Tremel from the Kewaunee School District stated that the School would be willing to offer a safe alternative to Trick or Treat. The school would be willing to hold some type of event where resident, who want to participate, drive thru stations to collect candy. If the City agrees with this the School would like to hold it on October 29, so that the School could involve the Students and businesses.

Hearing no more comments, Mayor Jelinek Closed Public Comment.

**CONSENT AGENDA**

- a. **Boards, Committee and Staff Reports (Community Center, Plan Commission, Library and August & September Staff Report**
- b. **Liquor License Class B Combination – Center Court – Wimiles, Inc – Ranbir Shergill – 1614 Center Court**
- c. **Approval of Fireworks Display Permit Process and Fees**
- d. **Authorize a Simplified Three Percent Increase for Sewer and Water Services**
- e. **Authorize Marina De-Icing Proposal**
- f. **Authorize to Start the Process of Special Assessment for Connecting Scott Street**

Aldersperson Zimmerman asked to have items a, b and f pulled from the Consent Agenda for further discussion.

***Aldersperson Mills moved, seconded by Aldersperson Schiller, to approve the Consent Agenda – items c, d & e, as presented. Motion carried unanimously.***

- a. **Boards, Committee and Staff Reports (Community Center, Plan Commission, Library and August & September Staff Report**

Alderson Zimmerman stated that the Community Center Committee is still investigating possible locations for the Community Center. They are looking at the Marquette School Property, but have not ruled out the Stump Pond Site.

**f. Authorize to Start the Process of Special Assessment for Connecting Scott Street**

Alderson Zimmerman asked if the Connecting of Scott Street will be put out for bids. Clerk/Treasurer Decur stated that it would.

**b. Liquor License Class B Combination – Center Court – Wimiles, Inc – Ranbir Shergill – 1614 Center Court**

Alderson Zimmerman stated that she will be abstaining from voting on the Center Court Liquor License.

***Alderson Schiller moved, seconded by Alderson Kuehl, to approve Items A & F, of the Consent Agenda as presented. Upon a roll call vote motion carried unanimously.***

***Alderson Kuehl moved, seconded by Alderson Dworak, to approve the Class B Combination Liquor License for Center Court. Motion carried, Alderson Zimmerman abstained.***

**MAYOR'S REPORT**

**Appointments to the Historic Preservation Committee**

Mayor Jelinek presented a list of members to be re-appointed to the Historical Preservation Commission.

Alderson Brewster stated that he has talked to everyone on the list and they are excited to start up the Commission again.

***Alderson Vollenweider moved, seconded by Alderson Kuehl, to approve the Mayor's appointments to the Historic Preservation Commission. Motion carried unanimously.***

**Council Retreat/Budget Workshops**

Mayor Jelinek reviewed the upcoming meetings dated for the Council Retreat on October 14, 2020, and the Budget Workshops on October 19, 2020, and November 11, 2020.

**Action on Approving or Canceling Trick or Treat this Year due to Global Pandemic**

Mayor Jelinek stated that Trick or Treat is something everyone is looking forward to this year to bring some normalcy to an otherwise un-normal year. It is the responsibility of the Council to look at the safety of the Community when making this decision.

Discussion was held on whether the Council should be setting hours for Trick or Treat this year and how would it be enforced. It was mutual agreement from the Council to let the Mayor decide what the City should do for Halloween this year.

**Update on COVID-19 Emergency**

Mayor Jelinek asked if everyone is still receiving the daily updates from Cindy Kinnard, of the County Health Department. Mayor Jelinek would like to see everyone, when talking to City Residents to keep a positive attitude during this pandemic.

## **NEW BUSINESS**

### **Approval of 2-3 Handicapped Parking West of Kewaunee Fire Department Building**

Mayor Jelinek stated that at the September 28, Committee of the Whole it was recommended to have 2-3 parking stalls designated for handicapped parking west of the Kewaunee Fire Department Building on Harrison Street.

***Aldersperson Schiller moved, seconded by Aldersperson Dworak to approve designating 2-3 stalls for handicapped parking, west of the Kewaunee Fire Station on Harrison Street. Alderspersons Dworak, Brewster, Schiller, Stangel, Kuehl, and Zimmerman – aye, Alderspersons Mills and Vollenweider – Nay, motion carried.***

### **ORD. No. 620-2020 - Outdoor Storage and Property Maintenance Requirements Ordinance Addition**

Administrator Schnook reviewed Ordinance 620-2020 relating to outdoor property maintenance. This has been to the Plan Commission and they are forwarding it to Council for approval.

Discussion was held regarding what zoning this would apply to. It is related to Industrial Park Zoning and this is the first reading.

### **ORD. No. 619-2020 – Accommodate Disabilities in Housing**

Administrator Schnook reviewed Ordinance 619-2020 – to Accommodate Disabilities in Housing. This is to allow the Zoning Administrator authority to issue a special permit upon request to any owner or user of a residence which will allow the owner or user to make modifications or uses of the residence which would not otherwise be permitted by the zoning code to prevent disability discrimination in the use of the residence. This is a first reading and the Plan Commission has recommend approval of the Ordinance.

### **Authorize taking out a loan for Public Works Department Loader and Police Department Squad and acceptance of grant funds for same**

Administrator Schnook stated that Council was informed at the September 14, 2020, Common Council Meeting about the grants received from the USDA Grant to help aid in the purchase of a new Police Squad Car and a Front End Loader and that a public meeting needed to be held in regards to the Grant Instructions. The Police have been told that they will receive a grant in the amount of \$11,400 towards the purchase of a new Squad and the Public Works will receive \$30,000 towards the purchase of a Front End Loader. It was also stated that the Police Department has enough money in their CIP Fund to cover the remaining cost of the Squad.

Mayor Jelinek wanted to thank PW Strelow and Police Chief Kleiman for taking the time to bring money to the City.

***Aldersperson Kuehl moved, seconded by Aldersperson Brewster to approve taking out a loan for the purchase of a new Front End Loader and to accept the Grant Funds from the USDA in the amounts of \$11,400 for a new Police Squad and \$30,000 for a new Front End Loader. Upon a roll call vote, motion carried unanimously.***

### **Limited English Proficiency Policy**

Administrator Schnook stated that this is another requirement needed for the two USDA Grant. This is a Limited English Proficiency Language Access Plan, which lays out how we would handle non-English speaking residents. Prior to this we had Shelby Johnson and Heidi Stangel who we could contact to interpret for the City. Now that we have Abigail Monrroy on our Staff she is willing to do the interpreting.

***Aldersperson Schiller moved, seconded by Aldersperson Kuehl, to approve the Limited English Proficiency Language Access Plan. Upon a roll call vote, motion carried unanimously.***

**ORD. No. 618-2020 – Appeals of Historic Preservation Decisions**

Administrator Schnook reviewed Ordinance No. 618-2020, regarding the appeals process of the Historic Preservation Decisions. This brings the waiting period from 120 days to 30 days and clarifies the proper procedures to take. This is also a first reading.

Aldersperson Brewster stated that he has discussed the changes with the members of the Historic Preservation Commission and they were happy to see the changes.

**Grants Update – Fred Schnook**

Administrator Schnook reviewed the Grants the City have received for the purpose of helping with the extra expenditures due to the COVID-19. Administrator Schnook also went through the handouts that showed just what was covered by these grant. Here is a list of the Grants:

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|---|----------|
| 1. Roads to Recovery                                | \$46,952 |
| 2. Cares Relief Grant – Library                     | \$ 5,000 |
| 3. Cares Relief Grant – Library                     | \$ 4,500 |
| 4. Cares Act Provider Relief Fund – Ambulance       | \$ 4,929 |
| 5. WEC Cares Subgrant – Elections                   | \$ 1,929 |
| 6. Center for Tech and Civic Life Grant - Elections | \$ 5,000 |

**September 2020 Revenue and Expenditure Reports**

Mayor Jelinek stated that the Council has received a copy of the September 2020 Accounts Payable Report, and asked if there were any questions. No comments/questions were received.

**September 2020 Cash Report**

Mayor Jelinek asked if Council had any question regarding the September 2020 Cash Report. No comments/questions were received.

**Approval of July 2020 Accounts Payable**

Mayor Jelinek asked if Council had any question regarding the August 2020 Accounts Payable and Payroll Report.

Aldersperson Vollenweider question the purpose of the Hotel Accommodation expenditure for \$92.

It was explained that BI Davister stayed one night in Madison, because of a test that needed to take that was being held at 8:00 am.

***Aldersperson Mills moved, seconded by Aldersperson Kuehl, to approve the September 2020 Accounts Payable and Payroll Report in the amount of \$473,194.89. Upon a roll call vote, motion carried unanimously.***

**ENTER INTO CLOSED SESSION, pursuant to Wisconsin Statute 19.85(1) (f): Considering Financial, Medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or date, or involved in such problems or investigations.**

***Aldersperson Mills moved, seconded by Aldersperson Kuehl, to enter into Closed Session at 7:16 pm, pursuant to Wisconsin Statute 19.85 (1) (f). Upon a roll call vote, motion carried.***

**RETURN TO OPEN SESSION, pursuant to Wisconsin Statute 19.85 (2)**

***Alderson Schiller moved, seconded by Alderson Vollenweider, to enter into Open Session at 8:55 pm, pursuant to Wisconsin Statute 19.85 (2). Motion carried unanimously.***

**ANY ACTION FROM CLOSED SESSION**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

***Alderson Zimmerman moved, seconded by Alderson Dworak, to adjourn the meeting at 8:56 pm. Motion carried unanimously.***

Submitted by Clerk/Treasurer Decur