

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
NOVEMBER 08, 2021 – 6:00pm**

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

Excused: Alderperson Vollenweider and Administrator Schnook

Others Present: Clerk/Treasurer Terri Decur, Attorney Randy Nesbitt, Librarian Carol Petrina, Police Chief Kleiman, Interim Public Works Director Seiler and Marina Manager Kinjerski.

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

APPROVAL OF OCTOBER 11, 2021, COMMON COUNCIL, OCTOBER 18 & 25, 2021 SPECIAL COUNCIL MEETING AND OCTOBER 18 & 26, 2021, BUDGET WORKSHOP MINUTES.

Alderperson Shelton questioned the bids for Scott Street that were sent out. Mayor Jelinek stated that will be part of the Mayor's Updates.

Alderperson Shelton also felt that the RFQ that will be going out for the Ellis Point Site needs a second signature name, in case the Administrator is no longer here.

Alderperson Nelson moved, seconded by Alderperson Brewster, to approve the October 11, 2021 Common Council Meeting, October 18 & 25, 2021 Special Common Council Meetings and October 18 & 26, 2021 Budget Workshop Minutes. 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 (Lighthouse Committee, Kewaunee Historic Preservation, Plan Commission and October Staff reports).**
- b. **Letter of Support for Yachtworks**
- c. **Adopt Marquette School Site Recommended Options and Guidelines**

Alderperson Shelton asked to have item 5. A. Boards, Commissions, Committee and Staff Report pulled from the Consent Agenda for further discussion.

Alderperson Shelton moved, seconded by Alderperson Taylor, to remove item a. Boards, Commission, Committee and Staff Reports from the Consent Agenda for further discussion and approve b. Letter of Support for Yachtworks and c. Adopt Marquette School Site Recommended Options and Guidelines. Motion carried unanimously.

- a. **Boards, Commissions, Committee and Staff Reports (Lighthouse Committee, Kewaunee Historic Preservation, Plan Commission and October Staff reports).**

Discussion was held on the Administrators report regarding the Planning Commission and his view of what happen during the Alex Yanik requesting City Land to provide parking for a proposed mix-use development. Council discussed having Administrator Schnook change his report.

Aldersperson Nelson moved, seconded by Aldersperson Shelton, to approve the 5.a. Boards, Commissions, Committee and Staff Reports (Lighthouse Committee, Kewaunee Historic Preservation, Plan Commission and October Staff reports, with the changes discussed to the Administrator's Report. Motion carried unanimously.

MAYOR'S REPORT

Mayor Jelinek informed the Council that he has been in touch with the Public Administration Associates regarding possibly using their services to place an Interim Administrator and help with finding a permanent replacement. The PAA proposal has two candidates to choose from for the Interim Administrator, one at \$100 per hour the other at \$125 per hour. To help find a permanent replacement they are asking for \$12,400.

Mayor Jelinek informed the Council that Brandon Strelow, Cedar Corp., is looking at the LRIP to see if there would be any possible funds available for the Dodge Street Project.

Mayor Jelinek introduced Nathan Seiler as the new Interim Public Works Director. Aldersperson Shelton questioned Interim PWD Seiler regarding the ability to find grants. Interim PWD Seiler stated that he has not actually looked for grants in the past. Aldersperson Shelton stated that because the City is short staffed she would be willing to help out with grants.

Mayor Jelinek stated that the RFP for the Scott Street Project has been sent out. Aldersperson Shelton stated that she does not feel the bids should be sent out without a written commitment from the adjacent property owners. Mayor Jelinek stated that the City has a verbal agreement but in order to go through the Special Assessment process we need the bid first so the City knows who is responsible to for what charges. Further Discussion was held on the Special Assessment process.

Mayor Jelinek stated that negotiations for the Police Union Contract is under way. There are some minor concerns and he will send an e-mail out regarding those concerns.

Mayor Jelinek informed the Council that the Public Works Street Laborer position is closed, with 2 candidates that completed all the application requirements. Aldersperson Stangel stated that he will contact Paul Jirtle and get his recommendation on the candidates. Discussion was held regarding Aldersperson Taylor, Blaha and Stangel to review the applications.

Discussion was held on the Building Inspector Position and the possibility of looking at the cost of a head hunter and the League of Municipalities to help us in the process. Discussion was also held on creating a job description.

MAYORAL APPOINTMENTS

Mayor Jelinek would like to appoint Janita Zimmerman to the Library Board.

Aldersperson Nelson moved, seconded by Aldersperson Blaha, to appoint Aldersperson Zimmerman to the Library Board. Motion carried unanimously.

OLD BUSINESS

a. City Stairway at Catholic Church Hill

Discussion was held on the replacement/repair of the stairs on Ellis Street going up to the Catholic Church.

Interim PWD Seiler will contact Paul Jirtle regarding his findings and move forward with getting quotes.

b. Budget Update

Clerk/Treasurer Decur stated that the changes from the last Budget Workshop have been completed. The Legal Notice will be posted on November 12, 2021, and the Public Hearing is set for Monday, November 29, 2021.

NEW BUSINESS

a. Ordinance No. 629-2021 – Amended Parking Regulation (first reading)

Mayor Jelinek reviewed the proposed Ordinance No. 629-2021, Amended Parking Regulation, first reading.

Discussion was held concerning Hathaway Drive and being able to park on both sides of the street. After some discussion the Council would like this placed on the next Committee of the Whole Meeting for further discussion.

b. Ordinance No. 630-2021 – Public Storage District

Mayor Jelinek reviewed Ordinance 630-2021, Public Storage District, first reading.

Discussion was held on the purpose of creating a Public Storage District and how it didn't fit in any of the districts as a Conditional Use.

c. October 2021 YTD Revenue and Expense Reports

Mayor Jelinek asked if anyone had any questions regarding the October YTD Reports.

Hearing none, he moved to the next item.

d. October 2021 Cash Report

Mayor Jelinek asked if anyone has any questions regarding the October Cash Report.

Hearing none, he moved to the next item.

e. Approval of October 2021 Accounts Payable & Payroll

Aldersperson Nelson moved, seconded by Aldersperson Brewster, to approve the October 2021, Accounts Payable and Payroll, in the amount of \$247,861.18. Upon a roll call vote, motion carried unanimously.

ANNOUNCEMENTS

Police Chief Kleiman stated that a fund raiser for the K-9 is being held on December 4th at Jandas Bar & Grill, which will include Meat Raffle. Police Chief Kleiman also stated that once the ATV Signs are installed, residents will be able to ride on the roads but not before.

Attorney Nesbitt informed the Council that it looks like the Governor is looking at vetoing the redistricting that has been completed, then it should be brought before the Court.

Aldersperson Nelson informed the Council that she will be teaching 14 ladies how to make little boxes for HCE at the County, and Christkindlmarkt will be held November 19, 20, 26 & 27.

Mayor Jelinek stated the Street Department started putting up Christmas Decorations today and the Chamber's Christmas Trees in the park will be going up around November 10th.

ADJOURNMENT

Aldersperson Taylor moved, seconded by Aldersperson Nelson, to adjourn the meeting at 6:55 pm. Motion carried unanimously.

Respectfully submitted by Clerk/Treasurer Terri Decur