

**OFFICIAL MINUTES  
OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
NOVEMBER 9, 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, Ambulance Director Steiner and Librarian Petrina.

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 OCTOBER 12<sup>TH</sup>, COMMON COUNCIL MINUTES AND OCTOBER 19<sup>TH</sup>, 2020, BUDGET WORKSHOP MINUTES.**

*Aldersperson Dworak moved, seconded by Aldersperson Mills, to approve the October 12<sup>th</sup>, Common Council Minutes and October 19<sup>th</sup>, 2020, Budget Workshop Minutes as presented. Motion carried unanimously.*

**PUBLIC COMMENT/COMMUNICATIONS**

Mayor Jelinek opened the meeting for any Public Comment.

Hearing no comments, Mayor Jelinek Closed Public Comment.

**CONSENT AGENDA**

- a. **Boards, Committee and Staff Reports (Plan Commission, Community Center, Police & Fire Commission, and October Staff Report**
- b. **Liquor License Class B Combination**
  1. **Lake Effects – Smith & Smith, LLC, Noah & Alison Smith 408 Milwaukee Street**
  2. **The Bucket – The Bucket Bar & Grill, LLC – Jill Pansier – 311 Harrison Street**
- c. **ORD NO. 620-2020 – Outdoor Storage and Property Maintenance Requirements Ordinance Addition**
- d. **ORD NO. 619-2020 – Accommodate Disabilities in Housing**
- e. **ORD NO. 618-2020 – Change Certificate of Appropriateness Appeal Time to Thirty Days**
- f. **Full Accounting for River Road Project – Return Excess Loan Funds**

Mayor Jelinek stated that he has talked to Administrator Schnook and BI Davister regarding 5.b.2. The Bucket Bar & Grill Liquor License and would like that pulled from the Consent Agenda for further discussion.

Aldersperson Vollenweider asked to have items 5.b.1 pulled from the Consent Agenda for further discussion.

*Aldersperson Zimmerman moved, seconded by Aldersperson Kuehl, to remove items b. 1 & b. 2 for further discussion, and approve the remainder of the Consent Agenda as presented. Motion carried unanimously.*

### **Liquor License Class B Combination**

#### **b. 1. Lake Effects – Smith & Smith, LLC, Noah & Alison Smith 408 Milwaukee Street**

Aldersperson Vollenweider stated that he had a concern regarding the incompleteness of the application. It does not show what type of license they are applying for.

Discussion was held on who is responsible to complete the section regarding the Type license they are requesting, as it was not completed.

***Aldersperson Kuehl moved, seconded by Aldersperson Schiller, to approve the Class B Combination Liquor License as presented. Motion carried unanimously.***

#### **b.2 The Bucket – The Bucket Bar & Grill, LLC – Jill Pansier – 311 Harrison Street**

BI Davister stated that Ms. Pansier is asking for a Liquor License for the entire building at 311 Harrison Street, the old Bucket Bar & Grill. Currently the upstairs is residential and not built to Commercial Standards.

Discussion was held on restricting the Liquor License to the first floor and basement until plans for the second floor are presented.

***Aldersperson Mills moved, seconded by Aldersperson Schiller, to approve the Class B Combination Liquor License for 311 Harrison Street, Jill Pansier, restricted to the first floor and basement only, until clarification of the second floor is presented. Alderspersons Dworak, Brewster, Schiller, Vollenweider, Stangel, Mills and Zimmerman – aye, Aldersperson Kuehl – nay. Motion carried.***

### **MAYOR'S REPORT**

#### **Committee Appointments**

Mayor Jelinek thanked the Council for their work in finding names of residents that would have interest in being on the Harbor Commission. Mayor Jelinek stated that he hopes to have the Commission ready for appointment at the next Committee of the Whole Meeting after he hears back from a few individuals.

#### **Budget Workshop 11/11/20 – Budget Approval 11/23/20 after the COW Meeting**

Mayor Jelinek reviewed and stated that the next budget workshop will be held on November 11, 2020 at 6:00 p.m., with the Budget Public Hearing and Meeting to be held on November 23, 2020 at 5:00 p.m.

#### **Update on COVID-19 Emergency**

Mayor Jelinek updated the Council Members on the steady increase of positive COVID-19 tests in Kewaunee County. These numbers are going up 20+ a day. Concerns are high with the number of hospitalizations and the impact it is having on hospitals in our area. Hopefully people are trying to be more cautious, staying safe and supporting each other. Mayor Jelinek has heard concerns from the staff for closing City Hall as we have done before. Residents could use the drop box, mail in payment, contact staff by phone, and if needed, schedule an appointment. Mayor Jelinek also stated that he has received a letter from resident John Blaha stating that he felt it was taking rights away from the public and that the public would not have access as they should.

Discussion was held on the safety measures that have already been put into place due to the virus and how closing the office would impact staff and residents. Discussion was also held on residents still having access to do business by making payment through the mail, drop box, or online. Building Permits, Vendors and all other necessary business can be done by appointment, where they can be conducted in the Council Chambers to allow for better social distancing practices. It was also discussed that if a person does not have an office in the building they should not go into City Hall.

***Alderson Mills moved, seconded by Alderson Brewster, to close City Hall for the safety of our employees and allow for necessary appointments. Aldersons Dworak, Brewster, Schiller, Kuehl and Mills – aye, Aldersons Vollenweider, Stangel and Zimmerman – nay. Motion carried.***

## **NEW BUSINESS**

### **Review and Approve Proposed Yard Waste and Brush Collection Policy**

PWD Strelow stated that the Committee of the Whole recommended approval of the Yard Waste and Brush Collection Policy, with the addition of “Brush accumulated from contractors will not be accepted. The contractor or homeowner will be responsible for disposing of that brush”.

***Alderson Vollenweider moved, seconded by Alderson Schiller, to approve the Yard Waste and Brush Collection Policy as presented. Motion carried.***

### **Accept Donated Property Adjacent to the Fire Hall Museum**

Administrator Schnook reviewed the proposed land donation from the Kewaunee Fire Department Auxiliary, located next to the Fire Museum, which the City already owns. This gives access to the Museum from Milwaukee St.

Discussion was held regarding the concern that Council was not aware of this land being donated to the City prior to the recording of the deed and the easement that appears on it.

***Alderson Vollenweider moved, seconded by Alderson Schiller, to accept the land donation from the Kewaunee Fire Department Auxiliary, located next to the Kewaunee Fire Museum. Alderson Dworak, Brewster, Schiller, Vollenweider, Kuehl, Mills – aye, Alderson Zimmerman and Stangel – nay. Motion carried.***

### **Redesign of City Hall to provide two cubed offices and a safe pathway out.**

Administrator Schnook reviewed with Council the proposed plan to knock a doorway into the north wall of the Clerk’s Office to allow two additional cubicles, one for the Marina Manager and the other to allow for the proposed half-time staff if approved. The hallway between the Council Chambers and the Clerk’s Office would be closed off on the West end which would allow a safe passage out of the Office if an active shooter would be present. The extra space would also be utilized for the copy machine, file cabinets and materials. This would allow more space in the Office.

Discussion was held on the need for another exit out of the Clerk’s Office and the cost of redesign. Discussion was also held on the cost of cubicles and where the money would come from.

***Alderson Schiller moved, seconded by Alderson Vollenweider, to table the Redesign of City Hall. Alderson Dworak, Brewster, Schiller, Vollenweider, Stangel, Kuehl and Zimmerman – aye, Alderson Mills – nay, Motion carried.***

### **Approval of Half-Time Clerical Position**

Clerk/Treasurer Decur stated that she has been in contact with the Kewaunee School District and NWTC regarding a student to fill the proposed half-time position. Ms. Koss stated that she had one student that is a senior that is interested in the position and a former student that is currently attending NWTC. If School opens up full time again it might be hard for a student to commit to a 4 hour a day.

Alderson Stangel stated that he is trying to reach Jane Paplham to see if she would be interested in coming back and helping out.

Discussion was held on where the money will be coming from to fund this position. The money would be split by percentage and come from Admin, Marina, Sewer and Water. Discussion was also held on capping the position to 1040 hours a year @ \$15.00 an hour.

***Aldersperson Mills moved, seconded by Aldersperson Stangel, to approve the hiring of a half-time Clerical Position. Aldersperson Dworak, Brewster, Schiller, Stangel and Mills – aye, Aldersperson Zimmerman, Vollenweider and Kuehl – nay. Motion carried.***

#### **Update on Roof Issues at City Hall**

Attorney Nesbitt updated on the legal proceeding against Mr. Craig LaPlant regarding the replacement of the faulty roof installed in 2007. The roof came with a life time warranty. Mr. LaPlant was sent a letter on June 6, 2020, which he has received, with no response. On November 4, 2020 a Summons had been filed in Circuit Court, giving the defendant 45 days to respond with a written answer.

BI Davister stated that the handout the Council received in their packet is the same one they received at the Committee of the Whole Meeting, with nothing changed.

#### **Approval of October 2020 Accounts Payable**

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

Aldersperson Vollenweider questioned the purpose of the airline fair listed for the Marina. Administrator Schnook stated it was for training for Marina Manager Kinjerski.

***Aldersperson Schiller moved, seconded by Aldersperson Mills, to approve the October 2020 Accounts Payable and Payroll Report in the amount of \$196,156.13. Upon a roll call vote, motion carried unanimously.***

#### **ANNOUNCEMENTS**

Mayor Jelinek stated that the Kewaunee Chamber of Commerce is gearing up for the Christmas Trees in the park and working on the Holiday Parade.

Aldersperson Stangel asked if anyone knows when Amy's Coffee Shop is going to open up now that it is sold.

Aldersperson Schiller updated Council on the progress of the old Selner Building. The commercial drywall and electrical are complete, they are finishing up on the plumbing and the ventilation parts have been shipped.

Aldersperson Brewster stated there will be a Historical Preservation Commission Meeting on November 16, 2020 to discuss a proposed development from Jeff Welhouse.

Aldersperson Kuehl commended Police Chief Kleiman for the way his department has handled some difficult situations lately.

#### **ADJOURNMENT**

***Aldersperson Vollenweider moved, seconded by Aldersperson Kuehl, to adjourn the meeting at 7:35 pm. Motion carried unanimously.***

Submitted by Clerk/Treasurer Decur