

CITY OF KEWAUNEE COMMON COUNCIL

May 9, 2022

1. **Call to Order & Roll Call:** Mayor Jeffrey Vollenweider called the meeting to order at 6:07 pm. Roll call indicated all members were present.
2. **Pledge of Allegiance/Prayer/Meditation:** Those in attendance stood to recite the Pledge of Allegiance and a moment of silence for prayer or meditation.
3. **Approval of April 11, 2022, Common Council Minutes, April 19, 2022 Special Common Council Minutes, and April 25, 2022 Special Common Council Meeting Minutes:** Nelson made a motion to accept the minutes as presented with correction to April 25th minutes, Shelton seconded. Motion carried, 8-0.
4. **Public Comment/Communications:** Kirt Johnson made comments regarding being thankful to the new mayor and council members for running for office. Johnson also made comments regarding the newly hired staff and the closed session agenda item regarding the building inspector.

Representative Joel Kitchens Informed the Council the Legislature is not currently in session therefore he had nothing to report. Kitchens indicated that he brought the Wisconsin Blue Books.

Lee Clark inquired about the spring clean up process.

5. **Boards, Commissions, Committee and Staff Reports:** Taylor made a motion to approve the staff reports. Nelson seconded the motion. Motion carried, 8-0.
6. **Mayor's Report:**
 - a) Mayor Update: Nothing reported.
7. **Unfinished Business:**
 - a. License Approval:
COMBINATION CLASS B LIQUOR AND FERMENTED MALT BEVERAGE:
Arda Alex Yanik (Karsten Nest Hotel/Legend Bar)-----122 Ellis St: Nelson motioned, Zimmerman seconded. Motion carried, 8-0.
8. **New Business:**
 - a. Consider and Act on Recommendation from COW; Ordinance Amendment Relating to Possession of Tobacco and Nicotine: Taylor motioned, Zimmerman seconded. Motion carried, 8-0.
 - b. Consider and Act on Recommendation from COW; City/County Wide Electronic Recycling Event – With Additional Information as Requested: Nelson motioned, Wisnicky seconded the motion. Motion carried, 8-0.
 - c. Consider and Act on Recommendation from COW; Lead Lateral Replacement Process – Materials, Paperwork, Fees, Etc: Nelson motioned, Taylor seconded the motion. Motion carried 8-0.
 - d. Kewaunee Harbor/Marina Planning Update: Jim Loreti and Brandon Strelow of Cedar Corp gave updates based on a printed copy of a spreadsheet with all the projects listed. This handout was distributed to the Council, it also showed the stage of completion each project is at.
 - e. Financial Software Selection Process – Update/Direction/Possible Funding: Clerk/Treasurer Lesser explained that demos of two software programs were viewed this week. Waiting on one company to send an updated price quote. Lesser reported that a recommendation should be forthcoming to the COW on May 23rd.
 - f. Consider and Act on Recommendation from SOQ Committee Regarding Statement of Qualification – Design Services, Roadway Improvements; Dodge Street & Center Street: Taylor indicated that two

companies submitted their SOQ's and both were qualified, one scoring higher than the other. Taylor made a motion to award Cedar Corp for Design Services on the Dodge and Center Street roadway improvement project as recommended by the committee. Blaha seconded the motion. Motion carried, 8-0.

g. Staff Hiring Update:

1. Street Department Laborer-an offer of employment went out, a letter of acceptance with a start date has been received.
2. Administrative Assistant – Clerk's Office-it's an ongoing effort, interviewed two individuals, background checks are being conducted an update will be forth coming at the COW.

h. April 2022 Cash Report-reviewed

i. April 2022 Year to Date Revenue & Expenditure Report-member Shelton questioned about the the phone invoices, Interim Administrator Kubacki said he will do some research and get back to the COW. There were concerns about economic development being over budget and the marina phone.

j. April 2022 Accounts Payable & Payroll Report-Shelton motioned to approve the April 2022 Accounts payable and payroll reports. Nelson seconded the motion. Roll call vote was taken: Blaha, Brewster, Brown, Nelson, Shelton, Taylor, Wisnicky and Zimmerman were in favor. Zero No's. Motion carried by unanimous voice vote.

k. Consideration of Request for Proposal Regarding Legal Services – Discussion & Direction: Taylor motioned to put out an RFP for th City's legal services. Shelton seconded the motion. Motion carried, 8-0.

9. ENTER INTO CLOSED SESSION:

Mayro Vollenweider read the following notice: Pursuant to WI Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Public Works

Pursuant to WI Statute 19.85 (1)(g) Confering with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Building Inspector

a. Taylor made a motion to enter into closed session at 7:31 pm. Zimmerman seconded the motion. Roll call vote: Blaha, Brewster, Brown, Nelson, Shelton, Taylor, Wisnicky and Zimmerman were in favor. Zero No's. Motion carried by unanimous voice vote.

10. Common Council to Reconvene into Open Session pursuant to WI Statute 19.85 (2):

The Common Council convened to open session at 8:19 pm.

11. Action on Closed Session Items: None

12. Announcements: Lighthouse RFP.

13. Adjournment: On a motion by Zimmerman and seconded by Taylor, the meeting adjourned at 8:20 pm. Motion carried, 8-0.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC

Clerk/Treasurer