

**OFFICIAL MINUTES
OF THE
CITY OF KEWAUNEE COMMON COUNCIL
JUNE 12, 2017**

Present: Mayor Christman, Alderperson Dworak, Jirtle, Schiller, Jelinek, Kickbusch, Kuehl, Griffith, Zimmerman and City Council Youth Representative JJ Vollenweider

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, City Attorney Wolske, Librarian Grosshuesch, Remington Schleis, Baker Tilly Representative Carla Gogin, Remington Schleis.

Mayor Christman called the meeting to order at 7:00 pm whereas the Pledge of Allegiance was recited followed by prayer and meditation.

APPROVAL OF MAY 8, 2017 COMMON COUNCIL MINUTES

Alderperson Griffith moved and Alderperson Dworak seconded the motion to approve the May 8, 2017 Common Council Minutes with discussed changes. Motion carried unanimously.

2016 FINANCIAL AUDIT & HIGHLIGHTS PRESENTATION

Representative for Baker Tilly, Carla Gogin, reviewed the 2016 Financial Report presented to the City Common Council.

CONSENT AGENDA

Administrator Schnook presented the Council with the option to have a consent agenda, within the regular agenda. The reason for a consent agenda is to allow one motion to be made for more than one item that has been discussed at previous meetings.

Alderperson Griffith moved and Alderperson Dworak seconded the motion to approve placement of a Consent Agenda on the Agendas. Motion carried unanimously.

Approval of Operators Licenses

Approval of Renewal Licenses: Class "B", "Class B", "Class A", Class "A", Soda/Water, Cigarettes, Misc.

The concern of back personal property tax along with room tax by the Karsten Hotel is delinquent. Clerk/Treasurer Decur explained the Council that they have come in and paid their personal property tax and were told the room tax needs to be paid up to date, before the license can be released. Discussion was also held on Pool Table Permits and Taxi Permits

Boards, Committees & Commission Reports: (Board of Review, Police & Fire, Beautification, Lighthouse, Community Center, Park & Rec & K-9)

Mayor Christman presented some issues that need to be looked into regarding the Community Center and the Committee. One is regarding a Committee inside the Committee and the other is to find a place for them to meet.

Lease Agreement/Kuehl

**Junk Vehicle Ordinance No.5979-17-Second Reading
COW Policy/Ordinance No. 580-17-Second Reading**

Aldersperson Dworak moved and Aldersperson Jelinek second the Consent Agenda as presented. Alderspersons Dworak, Schiller, Kickbusch, Kuehl and Griffith – aye, Alderspersons Jirtle, Jelinek and Zimmerman abstained. Motion carried.

MAYOR'S REPORT & ANNOUNCEMENTS

Appointment to Plan Commission – Laura Gerold

Aldersperson Kickbusch moved and Aldersperson Schiller seconded the motion to approve the appointment of Laura Gerold to the Plan Commission for the remainder of the vacant term. Motion carried unanimously.

NEW BUSINESS

Lighthouse Change Order

Administrator Schnook informed the Council that in the fall of 2016 the Council gave Public Works Director Murphy the ability to approve Change Orders up to \$20,000 for the Harbor Project and Light house. Because of the limited time frame to complete the project the Change Order was acted on and material ordered.

Approval of May 2017 Accounts Payable

Aldersperson Kuehl moved and Aldersperson Dworak seconded the motion to approve the May 2017 Accounts Payable in the amount of \$579,572.42. Upon a roll call vote the motion carried unanimously.

Ordinance 581-17 Amend Section 2-61 of Municipal Code "Administration"; Recognizing that the City Attorney is Appointed – First Reading

Administrator Schnook explained to the council this amendment is to correct the current language regarding the City Attorney being appointed, not elected.

Aldersperson Dworak moved and Aldersperson Jirtle seconded the motion to present this for the second reading at the next Council Meeting. Upon a roll call vote motion carried unanimously.

W.D.O.T Highway 42 Agreement

Public Works Director Murphy told the Council this project is going to happen, it was slated for the year 2020. Murphy had just heard that they may be moving it up to 2018. Funds will be needed for Phase II of Stormwater Plan, along with the connection of the sidewalk and moving utilities in that area. The timing of the project is for spring into summer which is not a great time for tourism. Once we have a better handle on when this is going to happen Administrator Schnook will contact WDOT to see if we could back the dates up and if it is a prevailing wage job.

Aldersperson Schiller moved and Aldersperson Kuehl seconded the motion to approve the agreement with the W.D.O.T. Upon a roll call vote motion carried unanimously.

City/County IT/Telephone Cooperation Agreement

Administrator Schnook has not received an updated agreement and would like to table this until the July Council Meeting.

Garbage: Contract & Public Relations

Administrator Schnook has not received an updated proposal from Advanced Disposal and would like to table this until the July meeting. There are still some question that need to be addressed regarding whether a 4 unit is or is not allowed by ordinance, how to handle residents above business, something in the contract needs to be added regarding recycling and page 12 needs to be obtained.

Ayres 2017 CIP Proposal

Administrator Schnook advised the Council that they need to consider having a Capital Improvement Plan in place, which was also explained in the Financial Statement from Baker Tilly. A CIP will only improve your ability to adopt a workable Budget.

Alderson Kickbusch moved and Alderson Kuehl seconded the motion to have the Administrator obtain various quotes and bring back to the COW. Upon a roll call vote, Alderson Schiller, Jelinek, Kickbusch, Kuehl, Griffith and Zimmerman – aye, Alderson Dworak and Jirtle – nay. Motion carried.

Supplemental Baker-Tilly Contract

Administrator Schnook explained that this contract would be for services needed over and above the audit contract such as TID Audit Report and Accounting help.

Alderson Dworak moved and Alderson Jelinek seconded the motion to approve the Contract with Baker Tilly. Alderson Dworak, Jirtle, Schiller, Jelinek, Kickbusch, Kuehl, Zimmerman – aye, Alderson Griffith – nay.

OTHER BUSINESS

City Council Youth Representative JJ Vollenweider wanted to thank the Council for allowing him to be the youth representative. He has learned a lot, and has even incorporated some of his learnings into Student Council and will use this experience in his future career. JJ Vollenweider hoped that the Council will keep students involved.

Alderson Jelinek wanted to inform everyone that the Clock Tower is without power and it will be restored sometime during the construction of the Fire Museum.

Alderson Griffith moved and Alderson Kuehl seconded a motion at 9:15 pm to take a 15 minute break to say good bye to JJ Vollenweider and wish him well. Motion carried unanimously.

Alderson Griffith moved and Alderson Jirtle seconded the motion to go back in to open session at 9:30 pm. Motion carried unanimously.

CLOSED SESSION

Alderson Kuehl moved and Alderson Griffith seconded the motion to convene into Closed Session at 9:30 pm pursuant to SS 19.85 (1) (e). Motion carried unanimously.

Alderson Griffith moved and Alderson Kuehl seconded the motion to come out of Closed Session and reconvene into open session at 10:05 pm. Motion carried unanimously.

ANY ACTION ON CLOSED SESSION

Alderson Kuehl moved and Alderson Jirtle seconded the motion to approve going forward with the CDBG Grant and to contract with Ayres & Assoc in the amount of \$22,000 to manage the grant paperwork. Motion carried unanimously.

ADJOURNMENT

Alderson Zimmerman moved and Alderson Griffith seconded the motion to adjourn the meeting at 10:10 pm. Motion carried unanimously.

Submitted by Clerk/Treasurer Decur