

CITY OF KEWAUNEE COMMON COUNCIL MEETING MINUTES
December 12, 2022

1. **Call to Order & Roll Call:** Mayor Vollenweider called the meeting to order at 6:01 pm. Roll was taken and all council members were in attendance.
2. **Pledge of Allegiance/Prayer/Meditation:** All those in attendance participated.
3. **Approval of November 14, 2022, Common Council Minutes and November 28, 2022, Special Common Council Minutes:** Shelton made a motion to approve the minutes with corrections to the November 14, 2022 item 9m to read as to accept the financial report as given with the understanding that it not completely accurate and will not be until the transition to the new software is completed. Taylor seconded the motion. Motion carried, 8-0.
4. **Public Comment/Communications:** Bruce Kinjerski was interested in an update on the Hamachek property. It was noted that a vapor study is needed per DNR – this is not a budgeted expense, there is still a piece of the old foundation on the property which will be taken up at the Public Property Committee in the coming months.

Renee Paplam wanted to be sure that Kathy Howlett-Despot gets a fair deal with the city and that communication from city hall be better than it has been.

5. **Boards, Commissions, Committee and Staff Reports: (Personnel Committee agenda/minutes, Public Property Committee agenda/minutes, Plan Commission agenda/minutes, Historic Preservation Commission agenda, Public Works Committee agenda/minutes, Finance Committee agenda/minutes, and Staff Reports):** Taylor motioned to approve the reports as submitted. Nelson seconded the motion. Motion carried, 8-0.
6. **Mayor's Report:**
 - a. Mayor Update
 1. Approve Appointment of Donna Wallace to the Community Center Committee: Nelson made a motion to approve the appointment of Donna Wallace to the Community Center Committee. Taylor seconded the motion. Motion carried, 8-0.
 2. Update on payroll structure for Ambulance Department staff: Zimmerman made a motion to approve changing the ambulance department staff to a monthly pay cycle. Taylor seconded the motion. Motion carried, 8-0.
7. **Unfinished Business:**
 - a. Approve revised Emergency Operations Plan: It was noted that the plan had some minor updates made to it. Nelson made a motion to approve the updated emergency operations plan. Zimmerman seconded the motion. Motion carried, 8-0.
 - b. Follow-up information on sale of Tax Parcel 31 241 GL17 1-13-1.1: No decision was made on this item. It has been referred to the City Attorney for review of changes.
8. **New Business:**
 - a. Approve request for on-street loading area for Kewaunee Library: A request to dedicate a loading/unloading area on the street. The length will be 24 feet painted curb and a sign indicating no parking Monday through Friday from 9 am to 4 pm. Taylor made a motion to approve the designated loading/unloading area. Nelson seconded the motion. Motion carried, 8-0.

- b. Approve request to order a vacuum/jetting truck for Sewer Department: Seiler reported that the current truck is 30 years old, it's still serviceable but has problems. The funds would come from the equipment replacement fund and undesignated funds. Nelson made a motion to approve the purchase of the vacuum/jetting truck not to exceed \$480,000. Zimmerman seconded the motion. Roll call vote indicated a unanimous voice vote.
- c. Approve proposal to install CIPP to repair a sewer main at intersection of Miller Street (CTH E) and Milwaukee Street (STH 42): Taylor made a motion to approve the repair of the sewer main at the intersection of Miller Street and Milwaukee Street. Shelton seconded the motion. Roll call voted indicated a unanimous voice vote.
- d. Approve Revised Fee Schedule: Nelson made a motion to approve the fee schedule with the change from \$1,000 for conditional use/variance/appeal to conditional use \$600, variance \$500, and appeals to \$600. Taylor seconded the motion. Motion carried, 8-0.
- e. Approve Resolution amending Fiscal Year 2022 Budget for election booths, accounting software, lead lateral replacement, and water tower cleaning and painting: Blaha made a motion to approve the resolution amending the 2022 budget. Nelson seconded the motion. Roll call vote indicated a unanimous voice vote.
- f. Approve Resolution adopting Fiscal Year 2023 Employee Wages: Zimmerman made a motion to approve the resolution adopting the 2023 wages for city employees. Blaha seconded the motion. Roll call vote indicated a unanimous voice vote.
- g. Approve changes to Water Utility billing practices: Mayro Vollenweider read the notice that went out with the tax bills regarding changed to the public fire protection billing process. Blaha seconded the motion. Roll call vote indicated a unanimous voice vote.
- h. Review and approve 2023 meeting dates: Changes to the 2023 meeting schedule is: Finance will meet on Thursday, January 5th at 5:00 pm, Public Works will meet on Tuesday, January 3rd at 5:30 pm, and Finance on July 5th. Brewster made a motion to approve the 2023 meeting schedule. Nelson seconded the motion. Motion carried, 8-0.
- i. Financial Reports – Month Ending: October 2022: Nelson made a motion to approve the financial reports with the acknowledgement that a step in the process was omitted but is being corrected going forward. Zimmerman seconded the motion. Motion carried, 8-0.

9. Announcements: Winter in the Village is December 14 – 18, 2022.

10. Adjournment: The meeting adjourned at 7:43 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC

Clerk/Treasurer