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**OFFICIAL NOTICE OF THE SPECIAL MEETING OF THE  
CITY OF KEWAUNEE SPECIAL COMMON COUNCIL**  
Kewaunee Municipal Building, 401 Fifth Street  
MONDAY, JUNE 27, 2022 – 7:00 P.M.  
Or following the Committee of the Whole Meeting  
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**1. Call to Order & Roll Call**

**2. Unfinished Business:**

**3. New Business:**

- a. Consider and Act on Conversion to Committee of Jurisdiction – Ordinance, Code Change 1<sup>st</sup> Reading.
- b. Consider and Act on Recommendation of Building Permits – Fees, Clarification of Roofing & Siding.
- c. Consider and Act on Approving Clerk/Treasurer Jo Ann Lesser to be Granted a City Issued Credit Card.

**4. Consider and Act on Consent Agenda: Items within the consent agenda can be considered individually if the Common Council chooses to do so:**

- a. Dolgencorp LLC – D/B/A Dollar General Store #6509; 991 Marquette Drive-Aaron Dalton, Agent
- b. Arda Yanik - D/B/A Karsten Nest Hotel; 122 Ellis Street

**5. Consider and act to enter closed session 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: City Administrator/Interim Administrator; Public Works – 1. Wastewater Operator in Charge 2. Evaluation & Reorganization**

**Committee of the Whole to Reconvene into Open Session pursuant to WI Statute 19.85 (2).**

**6. Action on Closed Session Items.**

**7. Announcements**

**8. Adjournment**

**Note: At time items on the agenda may not be taken in the same order as they appear. Members of other governmental bodies (boards, commissions, committees, councils, etc.) may attend the above noticed meeting of the City Council to gather information. The only action to be taken at the above noticed meeting will be actions by the Common Council.**

**NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations.**

# ATTACHMENT

3.a.

**CITY OF KEWAUNEE**  
**Ordinance No. 632-2022**

**AN ORDINANCE TO REPEAL AND RECREATE CHAPTER II, SECTION 2-31 OF  
THE CITY OF KEWAUNEE MUNICIPAL CODE  
REGARDING COMMITTEES OF JURISDICTION**

WHEREAS, ON July 11, 2022 the Common Council of the City of Kewaunee recommended the approval of establishing the proposed committees specified in this Ordinance;

NOW THEREFORE, The Common Council of the City of Kewaunee, Kewaunee County, Wisconsin, do ordain as follows:

**Section 1 - Authority/Purpose.**

This ordinance is based upon authority granted in Wis. Stats. §62.11(5) and §66.0101. The purpose of this ordinance is to amend the Municipal Code of the City of Kewaunee to revise the committee structure of the committees identified herein.

**Section 2 – Repeal and Recreation.**

Section 2-31 of the Municipal Code for the City of Kewaunee, Kewaunee County, Wisconsin, is hereby repealed and recreated as follows:

**2-31. STANDING COMMITTEES**

1. Committee appointments. Standing committees of the City of Kewaunee are appointed by the Mayor, subject to confirmation by the Common Council. The appointments to each committee shall be made at the annual organizational meeting of the Common Council. Standing committees shall review such matters as may be referred to them by the Common Council and shall submit recommendations for Council action.

2. Committees established. The following committees are established, each consisting of four Common Council members:

- (A) Finance
- (B) Personnel
- (C) Public Works
- (D) Public Property

3. Mayor to designate Chairperson, Special or Ad Hoc Committees.

- (A) The Mayor shall designate the Chairperson of standing committees. All appointments except designation of Chairperson shall be subject to confirmation by a majority of the Common Council.
- (B) All Council members shall serve on at least one standing committee. The Mayor shall be an ex officio member of each standing committee or may be appointed to serve as a member of a specific committee.
- (C) The Mayor may, from time to time, appoint such special committee or committees as may be deemed advisable or as provided for by motion or resolution by the Council stating the number of members and object thereof to perform such duties as may be assigned to them. All special committees shall cease to exist after the April Common Council meeting unless reappointed by the mayor or extended by the Common Council.

4. Duties of Committees. All Committees shall be required to act on all matters referred to them in a diligent manner and to carry out such specific duties assigned to them by the Common Council.

In addition, the following committees shall have the duties indicated:

(A) Finance Committee:

- (1) Review all claims against the City prior to their presentation to the Common Council.
- (2) Consider and review all reports and resolutions involving the expenditure of City Funds.
- (3) Examine and review the financial condition of the City with the Clerk/Treasurer from time to time and advise the Common Council accordingly, and to otherwise advise the Clerk/Treasurer in the carrying out of said duties.
- (4) Recommend to the Common Council the depository for all funds and the temporary investment of such funds.
- (5) Review annual budget recommendations from other committees with Clerk/Treasurer and recommend to the Common Council a final version for adoption of the annual levy.

(B) Personnel Committee:

- (1) Advise the Council on matters concerning personnel policies and administration of those policies.
- (2) Review the administrative staff needs of the City and make recommendations as appropriate.
- (3) Review staffing requests for creation, deletion or reclassification of City employee positions.
- (4) Develop, maintain and implement a process for the performance evaluation of City employees.

- (5) Meet regularly with Department Supervisors to review performance, provide feedback and review support provided by the Council.
  - (6) Mediate personnel issues which may arise between the Council and City employees.
  - (7) Evaluate and resolve complaints received by the City regarding City Employees.
  - (8) Periodically review City employee compensation plans and make recommendations as necessary.
  - (9) Periodically review City employee insurance benefit programs including medical, dental, vision and life.
  - (10) The Committee shall include one ad hoc nonvoting member selected from the department heads by the department heads as an employee representative.
- (C) Public Works Committee:
- (1) Be responsible for the construction and maintenance of the streets and public ways and the property lighting thereof.
  - (2) Have charge of all public services, including garbage and refuse collection and disposal, snow and ice removal, street cleaning and flashing, infestation control and weed control.
  - (3) Be responsible for the maintenance and repair of all City buildings, structures, machinery, equipment and property under City Control.
  - (4) Have general charge and supervision of all public work in the City.
  - (5) Required to work with Public Works Director and Clerk/Treasurer on an annual budget detailing expenditures for the following budget year and make a recommendation to the Finance Committee for final review.
- (D) Public Property Committee:
- (1) Duties to be defined by the Common Council.

**Section 3 – Terms Severable.**

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

**Section 4 – Repeal.**

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

**Section 5 – Effective Date.**

This Ordinance shall take effect and be in force from and after its passage and publication or posting, as required by law.

Dated this 11<sup>th</sup> day of July, 2022.

Approved:

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Jeffrey Vollenweider Sr., Mayor

Attest:

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Jo Ann Lesser, CMC, WCMC  
City Clerk/Treasurer

# **ATTACHMENT**

**3.b.**

**FEE SCHEDULE  
CITY OF KEWAUNEE  
1/17/2022**

**A. RESIDENTIAL - 1 & 2 Family**

**1. New Structure 1 & 2 Family Homes:**

Fees include building, electric, plumbing, HVAC and erosion.  
(Based on square feet of all living area, garage, full basement)

0 - 1499 sq. ft.	\$825.00
1500 - 1999 sq. ft.	\$925.00
2000 - 2499 sq. ft.	\$1100.00
2500 - 3000 sq. ft.	\$1175.00
Over 3000 sq. ft.	\$1175.00 + \$.10 per sq. ft. over 3000 sq. ft.

Manufactured Dwellings (modular) \$500.00 + any additions or garage per #3

a) State Seal: \$35.00

**2. Additions/ Remodeling/ Alterations:**

a) Building \$\$.12 per sq. ft. (all areas)  
\$75.00 minimum

b) Electric, plumbing, heating	0 to 500 sq. ft.	\$50.00 (each)
	501 to 1000 sq. ft.	\$60.00 (each)
	1001 to 1300 sq. ft.	\$75.00 (each)
	1301 to 2000 sq. ft.	\$100.00 (each)
	2001 to 2500 sq. ft.	\$125.00 (each)
	Over 2500 sq. ft.	\$.05 per sq. ft. (each)

3. Electric Service \$50.00 Residential

4. Manufactured Homes \$200.00 (fee includes slab, electric service, occupancy)  
(HUD homes or house trailers)

5. Temporary Occupancy \$50.00

6. Early Start \$75.00 (footing and foundation only)

7. Erosion Control (additions only) \$40.00 (below grade over 400 sq. ft.)

**B. ACCESSORY STRUCTURES**

(detached garages, storage buildings over 200 sq. ft.)

**Decks (all sizes)**

a) building \$.10 per sq. ft. \$50.00 minimum

b) electric, plumbing,  
heating \$.04 per sq. ft. \$40.00 minimum (each)



## C. COMMERCIAL

### 1. New buildings, additions, alterations, remodels:

a) Building	\$ .14 per sq. ft. \$75.00 minimum	
b) Electric, Plumbing, Heating	0 to 600 sq. ft.	\$60.00 (each)
	601 to 1250 sq. ft.	\$75.00 (each)
	1251 to 1700 sq. ft.	\$100.00 (each)
	1701 to 2100 sq. ft.	\$125.00 (each)
	2101 to 2500 sq. ft.	\$150.00 (each)
	Over 2500 sq. ft.	\$.06 per sq. ft. (each)
e) Storage Buildings, warehouse, detached garage		\$.10 per sq. ft.
2. Temporary Occupancy, Change of Use, Occupancy.		\$50.00
3. Early Start		\$100.00
4. Electric Service		\$60.00
5. Erosion Control		\$75.00
6. Plan Review		Per Table SBD-118

## D. MISCELLANEOUS

1. Re-inspection fee \$35.00
2. Failure to call for inspection \$35.00
3. Double fees are due if work is started before permit is issued.
4. Extension to permit (permits are valid for 24 months) minimum fee

**C. COMMERCIAL**

**1. New buildings, additions, alterations, remodels:**

a. Building	Each	2%	\$ 250.00 Min. \$3,000.00 max
b. Electric, plumbing, HVAC	Each	2%	\$300.00 Min \$3,000.00 Max
Earl start footing only			\$150.00
c. Storage buildings, warehouse, detached garage	Each	2%	Min \$200.00 Max, \$2,500.00
2. Temporary Occupancy Change of Use Occupancy	Each		\$150.00
3. Early Start	Each		\$150.00
4. Electric Service	Each		\$80.00
5. Erosion Control	Each lot/acre		\$125.00
6. Plan Review (non-state reviewed plans)	Each		\$150.00

DELETE & REPLACE

**D. MISCELLANEOUS**

1. Re-inspection fee	Each		\$75.00	Min \$75.00
2. Failure to call for inspections	Each		\$90.00	
<i>Double fees are due if work is started before permit is issued</i>				
3. Extension to permit (permits are valid for 12 months)	Each		100% of original fee	
4. Razing permit (resident include elec., plbg.)	Each		\$200.00	
5. For all shed and garage demo with Electrical	Each		\$75.00	
6. Sign permit	Each		\$60.00	Plus \$1.00 per Sq. Ft.
7. Fences	Each		\$70.00	
8. Pools	Each		\$75.00 Min 4' deep X 12' above ground,	Larger and in-ground price per foot @\$1.00 and \$65.00 per inspection
9. Work In Right of Way permit	Each		\$75.00	\$ 75.00

**Zoning Fees**

Conditional Use Permit		\$275.00	
Ordinance Amendment		\$275.00	
Variance		\$275.00	
Appeal		\$275.00	

**Riverview Public Cemetery**

Item Description		Fees	Notes
<b>Cemetery Lot</b>			
Resident		\$750.00	includes perpetual care
Non-Resident		\$1,000.00	includes perpetual care
<b>Burial Cost (Weekdays)</b>			
Grave Opening	each	\$650.00	
Cremation Burial	each	\$350.00	
<b>Burial Cost (Sundays)</b>			
Grave Opening	each	\$1,100.00	
Cremation Burial	each	\$700.00	
<b>Burial Cost (Winter Fees)</b>			
Ground Thawing	each	\$200.00	
Snow Removal	each	Cost	
<b>Monument Setting</b>			
Foundations	per square inch	\$0.05	
Placement of Monument Permit Fee	each	\$50.00	

**ambulance**

Item Description	Resident	Non-Resident	Notes
S	\$800.00	\$900.00	
ALS1 Emergency Rates	\$925.00	\$1,025.00	
ALS2 Base Rates	\$1,100.00	\$1,200.00	
On Scene Care - BLS	\$310.00	\$360.00	
On Scene Care - ALS	\$625.00	\$825.00	
No Transport	<del>\$80.00</del> 100	<del>\$80.00</del> 100	
Mileage BLS	\$20.00	\$20.00	
Oxygen - Local	\$75.00	\$75.00	Bundle
Spinal Immobilization	\$150.00	\$150.00	Bundle
Kewaunee Football	\$31.00/hr	n/a	

**building inspection**

Item Description	Duration/Unit	Fees	Notes
<b>A. RESIDENTIAL - 1 &amp; 2 FAMILY</b>			
<b>1. New Construction: 1 &amp; 2 Family Homes</b>			
<i>Fees include building, electrical, plumbing &amp; HVAC (based on sq. ft. of all living areas)</i>			
Living Area	Sq. Ft.	\$0.35 Sq. Ft.	
Unfinished basement Attached Garage, Porches, Decks	Sq. Ft.	\$0.20 Sq. Ft.	
Erosion Control	per lot/acre	\$125.00	
Plan Review	Per unit	\$130.00	
Water (water, sewage inspection)	Each	\$100.00	
Electrical Service New	Each	\$200.00	
Manufactured Dwellings (modular)	Each	\$500.00 many additions or average per #3	
2. State Seal	Each	\$40.00	
<b>3. Additions/Remodeling/Alterations:</b>			
Building (Roofing, Siding & windows others small repairs)		2% Fee	
		Min. 60.00, Max. 600.00	
Concrete Placement Permit		2%	Min. 60.00, Max. 600.00
Interior Remodeling	% of sq ft	Min. \$50.00	Max \$600.00
Addition Habitable area	Sq. ft.	\$0.35	Minimum \$150.00 Max \$600.00
Unfinished basement, or garage addition	Sq. ft.	\$0.20	Min. \$125.00 Max \$600.00
Electric	2%	\$75.00	Max. \$600.00
Electrical service upgrade or repair	Each	\$80.00	
Plumbing	2%	Min 80.00	Max. \$600.00
HVAC (Furnace replacement or A/C)	Each unit	\$60.00	
Erosion	Each	\$40.00 additions only	
4. Manufactured Homes (HUD homes or house trailers)	Each	\$200.00 (fee includes slab electric service, occupancy)	
5. Temporary Occupancy	60 Days	\$200.00	
6. Early Start	Each	\$500.00 (footing and foundation only)	
<b>B. ACCESSORY STRUCTURES - detached garages, storage buildings, decks</b>			
1. Building	Each	\$0.08 per sq. ft.	\$75.00 minimum
2. Electric	Each	80	

DELETE & REPOST