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**OFFICIAL MINUTES  
OF THE SPECIAL ORIENTATION/RETREAT OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
APRIL 21, 2021 – AT 6:00 P.M.**

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Present: Mayor Jelinek, Alderpersons Shelton, Brewster, Blaha, Stangel, Taylor, Nelson and Zimmerman.

Absent: Alderperson Vollenweider

Others: Administrator Schnook, Clerk/Treasurer Decur, Attorney Nesbitt, BI Davister, Marina Manager Kinjerski, PWD Strelow, EDPGF Monrroy, Police Chief Kleiman.

Mayor Jelinek called the Orientation Meeting to order at 6:00 p.m.

ORIENTATION BUSINESS

Administrator Schnook reviewed with Council the City of Kewaunee Elected Officials Handbook. Administrator Schnook reviewed the Government Structure and the Role of Elected Officials and Boards. Discussion and review was also held on Staff & Departments, Council Goals, Parliamentary Procedure, and Lawmaking. Further review was held on the Finances, Budget and Budget process, along with Planning and Zoning procedures.

Discussions were held regarding the need for Standing Committees. Some Council Members felt the Committee of the Whole should change to individual Committees, and some Council Members felt it is better having the Committee of the Whole.

Discussion was held on the policies and procedures of the finances and a why a Finance Committee should be brought back.

Before adjourning the Council Members stated that they appreciated the information tonight and thought it was a good meeting.

Alderson Taylor moved, seconded by Alderson Shelton, to adjourn the meeting at 8:32 pm.

Submitted by City Clerk/Treasurer Decur