

~~~~~  
**OFFICIAL NOTICE OF THE  
SPECIAL MEETING OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
6:00 P.M. – TUESDAY – APRIL 20, 2021  
KEWAUNEE MUNICIPAL BUILDING  
401 FIFTH STREET**  
~~~~~

1. Call to Order
2. Pledge of Allegiance/Prayer/Meditation
3. Roll Call
4. Reorganization Business:
  - a. Administer Oath of Office to Newly Elected Officials
  - b. Election of Council President
  - c. Approval of “Rules of Order” for Common Council Meetings
  - d. Ratification of Mayoral Appointments to Committees and Boards
  - e. Establish Regular Meeting Dates for Council and Committee of the Whole
  - f. Designation of Green Bay Press-Gazette and Kewaunee Star News as Official Newspaper
  - g. Designation of Official Depositories - Bank of Luxemburg, Nicolet National Bank, Local Government Investment Pool (LGIP)
  - h. Open Meeting Laws/Walking Quorums – Randy Nesbitt
  - i. Goals for the next year – Mayor Jelinek
5. Other Business
6. Public Comment
7. Adjourn

This meeting is being conducted both in-person and virtually via Zoom virtual meeting platform. The public can join a Zoom meeting by pasting the following link in their web browser:

Join Zoom Meeting

<https://zoom.us/j/96642029704>

Meeting ID: 966 4202 9704

Dial: 1 312 626 6799

# ATTACHMENT

4.c.

**CITY OF KEWAUNEE, WISCONSIN**  
**JASON L. JELINEK - MAYOR**  
**PHONE (920) 366-0465**

April 20, 2021

HONORABLE MEMBERS OF THE  
COMMON COUNCIL OF THE CITY OF KEWAUNEE

I wish to present for your consideration and approval the following "Rules of Order":

**RULE 1. ORDER OF BUSINESS**

The order in which business of the city shall be transacted at regular meetings of the Common Council shall be as follows:

1. Call to Order & Roll Call
2. Pledge of Allegiance/Prayer/Meditation
3. Approval previous Common Council Minutes
4. Public Comment
5. Consent Agenda
  - a. Boards, Commission and Ad Hoc Committee Council Liaison Reports
  - b. Items pass to Council from The Committee of the Whole
6. Mayor's Report & Announcements
7. Old Business
8. New Business
  - a. Approval of Accounts Payable
  - b. Finance Report
9. Announcements
10. Adjournment

Residents are welcome to present their views of local issues under "Public Comment" without prior registration. Resident's time will be limited to **three minutes** with a total time limit of thirty minutes available for public comment.

**RULE 2. ELECTIONS**

Elections held by the Council to fill vacant unexpired elected positions shall be governed by the following procedure:

- (i) Each Council Member may nominate one (1) candidate. No second to any nomination shall be required.
- (ii) Voting shall be by open ballot and may be cast only for a person who has been properly nominated. Ballots shall be distributed to each member of the Council who shall thereupon write or print their name and shall vote for the nominee of their choice who has been properly nominated.
- (iii) A nominee receiving a vote of a majority of the Council currently holding office shall be declared elected. If no nominee receives the vote of a majority of the Council Members currently holding office and there are more than two (2) nominees, the nominee receiving the fewest number of votes cast for any nominee shall be dropped from the list of nominees and a vote shall be taken on the remaining nominees. Voting shall continue until one (1) nominee receives the vote of a majority of the Council Members currently holding office.

### **RULE 3. COMMITTEES**

- (i) There shall be a Committee of the Whole (COW) of the Common Council.
- (ii) The rules of the COW are as follows: (Revised. See City Code Section 2-31.)
  - 1. Every member of the Common Council (Mayor and Alderpersons) is a member of the Committee of the Whole.
  - 2. Meetings are held on the 4th Monday of each month at 6pm COW. (The Council meets on the 2nd Monday of each month 6pm.)
  - 3. Operates generally under the same rules as the Council.
  - 4. All City business is generally discussed first at the COW and recommendations are made to Council. No final actions are taken at the COW other than approving COW minutes and rare emergency items.
  - 5. Most final actions are taken at the Council meeting. Most discussion should have concluded at COW but any Council member may request additional consideration of any item at the Council meeting. Council items can be sent back to COW for further review. Council may take action without previous COW discussion.
  - 6. COW items can be continued at the next COW if meetings run too long. Staff prepared Issue Memos included with packets followed by questions to staff by Council prior to meeting should facilitate discussion. Temporary Task Forces (eg. Councilmember/Staff/Citizen) may be established for extraordinary items.
  - 7. Special Council and COW meetings may still be called as needed.
  - 8. COW Chair will rotate each month between all the Councilmembers, excluding the Mayor who will continue to preside over the Council Meetings. As an alternative, the Council President can be made permanent chair of COW meetings. In either scenario, COW Sub-Chairs can also be appointed as chairs for particular subject areas of the COW.
  - 9. COW Agendas subject areas are flexible, such as: Administration, Finance, Public Safety, Public Works, Public Property, Personnel, Boards & Commissions, etc. Formats generally evolve.
  - 10. The City Administrator will prepare a draft agenda with input from department heads (and COW Sub-Chairs if utilized). COW Chair and Mayor review and either may add or if both concur may delete items.
  - 11. Two or more Councilmembers may also notify City Administrator and Mayor of items to be placed on the COW agenda.
  - 12. Attendance of all department heads is generally required unless excused by the City Administrator.
- (iii) There shall also be the following citizen's advisory committees:
  - 1. Community Center
  - 2. Beautification Committee
  - 3. K-9 Auxiliary Committee
  - 4. Lighthouse Preservation Committee
  - 5. Clock Committee
  - 6. Park & Recreation Committee
  - 7. Tug Ludington Committee

#### **RULE 4. ORDINANCES AND RESOLUTIONS**

All ordinances shall be read at one regular, COW, or special meeting prior to the meeting of adoption. Resolutions to be adopted by majority vote.

#### **RULE 5. CLAIMS AGAINST THE CITY**

Obligations previously contracted for by the Council and enumerated below shall be paid by the Mayor, Administrator and or Clerk-Treasurer, and reported as paid at the next meeting. All outstanding billings for the City Departments must be in the City Clerk - Treasurer's office not later than noon on Friday of every week.

1. Salaries and Payrolls
2. Telephone and Utilities
3. Statutory Disbursements
4. Interest on Debt
5. Loans and Bonds
6. Express and Freight
7. Committed Projects

#### **RULE 6. MEETINGS**

The Common Council consists of eight members, two elected from each Aldermanic District. Following the city spring election, the Common Council shall meet as required by State Statute 62.11 (2). Regular meetings of the Common Council shall be held on the second Monday of each calendar month at the hour of 6:00 p.m. Any regular meeting falling upon a legal holiday shall be held on the next following secular day, at the same time and place. All meetings of the Council shall be held at the City Hall, 401 Fifth Street, Kewaunee, WI including special and adjourned meetings.

Special meetings may be called by the Mayor, upon written notice, via email and/or telephone of the time and purpose thereof, to each member of the Council, delivered to him/her personally or left at his/her usual place of abode at least six (6) hours before the meeting. The clerk shall cause an affidavit of service of such notice to be filed in that office prior to the time fixed for such meeting. A special meeting may be held without such notice when all members are present in person, or consent in writing to holding of such a meeting. If written consent is obtained, it shall be deemed a waiver of his/her part of any defect of notice. The Council may, by a majority of those present, adjourn from time to time to a specific date and hour. No action shall be taken unless a quorum is present. Two-thirds of the council shall constitute a quorum, a lessor number may compel the attendance of the absent members or may adjourn. The Mayor shall not be counted in determining whether a quorum is present at a meeting. Participation by telephone is allowed for the Mayor and Alderpersons and shall count toward establishing a quorum in accordance to State Statutes.

Except as herein provided, or as provided by Statutes, the Council shall be governed by Robert's Rules of order.

Sincerely,

Jason L. Jelinek, Mayor