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OFFICIAL NOTICE OF THE REGULAR MEETING OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
Kewaunee Municipal Building, 401 Fifth Street  
November 11, 2024 -- 6:00 P.M.  
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1. **Call to Order & Roll Call**
2. **Pledge of Allegiance/Prayer/Meditation**
3. **Approval of October 14, 2024 Common Council Minutes**
4. **Public Comment/Communications (three minute time limit per person)**
5. **Boards/Commissions/Committees Reports and Staff Reports**
6. **City Administrator's Report**
7. **Mayor's Report**
 - a. Swearing-in of Clerk/Treasurer Amber Vande Velden.
8. **Business Agenda**
 - a. Council interviews with Aldermanic District 1 candidates, consideration, and selection of a replacement Alderperson.
 - b. Set 2025 General Fund Budget public hearing for Monday, December 2, 2024 at 6:00 p.m.
 - c. Adopt Ordinance No. 653-2024 amending Sec. 78-92 of Municipal Code to add permissions with regard to parking access on Franklin and Ellis Streets
 - d. Adopt change in compensation policy regarding holiday pay for part-time patrol officers.
 - e. Approve Final Application for Payment and Change Order No. 1 for completion of the Tug Bollard Replacement Project in the amount of \$14,828.25.
 - f. Authorize Resolutions of Intent to reimburse expenditures from proceeds of borrowing, related to submission of loan applications for the Safe Drinking Water Loan Program and the Clean Water Fund Program.
 - g. Authorize City of Kewaunee credit card company to issue a card for Clerk/Treasurer Amber Vande Velden
 - h. Financial Report – September 2024
9. **Announcements.**
10. **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 City 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.

REMINDERS:

Tuesday, November 19	Personnel Committee, 4:30 p.m.
Thursday, November 21	Plan Commission, 6:30 p.m.
Thursday, November 28	THANKSGIVING (OFFICE CLOSED)
Friday, November 29	DAY AFTER THANKSGIVING (OFFICE CLOSED)
Monday, December 2	Special Common Council – 2025 Budget Public Hearing, 6:00 p.m.
Tuesday, December 3	Finance Committee, 5:00 p.m.
Thursday, December 5	Public Works Committee, 5:30 p.m.
Thursday, December 5	Public Property Committee, 6:00 p.m.
Monday, December 9	Common Council, 6:00 p.m.

CITY OF KEWAUNEE COMMON COUNCIL MINUTES
October 14, 2024

1. **Call to Order & Roll Call:** Mayor Jeffery L. Vollenweider Sr. called the meeting to order at 6:00 pm. Alderpersons present: Kathy Brown, John Blaha, Jim Brewster, Russell Anderson, Scott Oftedahl, Robin Nelson, and Jeffrey Kohnle.
2. **Pledge of Allegiance/Prayer/Meditation:** All those present participated
3. **Approval of September 9, 2024 Common Council Minutes:** Motion-Nelson to approve the minutes as presented. Kohnle seconded the motion. Motion carried, 7-0.
4. **Public Comment/Communications:** None
5. **Boards, Commissions, Committee and Staff Reports:** Motion-Brewster to approve the reports as presented. Nelson seconded the motion. Motion carried, 7-0.
6. **City Administrator's Report:** Eddy noted that there are currently applications being received for the Utility Clerk/Administrative Assistant position.
7. **Mayor's Report:** Mayor Vollenweider informed the Council that former interim administrator Steve Kubacki passed away in September.
8. **Business Agenda:**
 - a. Open Meeting Law Presentation (Anthony Steffek, City Attorney, Renning, Lewis & Lacy). Question and answers on topics for meetings. No action taken.
 - b. K.A.P.S. 2024 Presentation and 2025 Proposal for Services (Stephanie Roehrig, Administrator/Director, Holy Rosary Child Care): Following presentation by Roehrig, motion by Nelson to approve budget request for 2025 K.A.P.S program. Kohnle seconded the motion. On roll call the motion was approved unanimously.
 - c. Approve Appointment of Clerk/Treasurer for the City of Kewaunee: Moved to end of agenda.
 - d. Authorize staff to pursue additional Treasurer carry-over duties with Bauman Associates, Ltd. Motion by Brewster to authorize staff to pursue transition process for duties to be performed by Bauman Associates, Ltd. Seconded by Oftedahl. On roll call the motion was approved unanimously.
 - e. Approve/disapprove reimbursement for Terry Klosterman for boat damage related to rescue effort on June 23, 2024. Motion by Anderson to approve reimbursement to Mr. Terry Klosterman for damages to his boat in the amount of \$2,699.27. Kohnle seconded the motion. On roll call the motion was approved unanimously.
 - f. Adopt/accept the 2025-2029 Capital Improvements Plan. Motion by Nelson to adopt the 2025-2029 Capital Improvements Plan. Oftedahl seconded the motion. Motion carried, 7-0.
 - g. Approve/disapprove Resolution No. 2024-2046 supporting the pursuit of a Wisconsin Coastal Management Program grant application to support design services for the Marshland Walk Reconstruction Project. Motion by Brewster to approve Resolution No. 2024-2046. Anderson seconded the motion. On roll call the motion was approved unanimously.
 - h. Approve/disapprove use of ARPA funds for improvements to City facilities and continuity of service. Motion by Nelson to approve the recommended proposals for capital improvements in the amount of \$149,544.77. Kohnle seconded the motion. On roll call the motion was approved unanimously
 - i. Approve Addendum #22 with Cedar Corporation for the Main Street/Center Street Reconstruction Project. Motion by Nelson to approve Addendum #22 to begin work on the Main Street/Center Street Reconstruction Project in the amount of \$198,600. Anderson seconded the motion. On roll call the motion was approved unanimously.
 - j. Authorize implementation of a dog clean-up station in Selner Park by the Kewaunee Lions Club. Motion by Anderson to accept the donation of a dog clean-up station in Selner Park by the Kewaunee Lions Club. Motion carried, 7-0.
 - k. Authorize the creation of a Kewaunee Marina Committee. Motion by Kohnle to authorize creation of a Kewaunee Marina Committee with the objective of supporting the Kewaunee Marina through strategic planning, marketing, fundraising and operational support. Brewster seconded the motion. Motion carried, 7-0.
 - l. Financial Report – July 2024: Motion by Anderson made a motion to approve the financial reports as presented. Oftedahl seconded the motion. Motion carried, 7-0.
 - m. Approve Appointment of Clerk/Treasurer for the City of Kewaunee. The Common Council may enter into closed session under Wis. Stats. §19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or

exercises responsibility, and to re-enter open session in the same place after that to act on such matters discussed therein as it deems appropriate.

Motion by Nelson to go into closed session at 7:14 p.m. Brewster seconded the motion. On roll call the motion was approved unanimously.

Motion by Anderson to re-enter open session at 8:11 p.m. Brewster seconded the motion. Motion carried, 7-0.

Motion by Brewster to appoint Amber Vande Velden with a salary of \$65,000. Kohnle seconded the motion. On roll call the motion was approved 5-2 (Brown, Blaha).

9. Announcements: None.

10. Adjournment: Motion by Blaha to adjourn at 8:16 pm and seconded by Nelson. Motion carried, 7-0.

Respectfully submitted,

Heath Eddy, AICP
City Administrator (acting Secretary)

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**OFFICIAL NOTICE OF THE  
CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
Kewaunee Municipal Building, 401 Fifth Street  
**TUESDAY, October 15, 2024 – 4:30 P.M.**  
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1. Call to Order & Roll Call
 - Meeting called to order at 4:30 pm
 - Members present - James Brewster, Robin Nelson, and Russ Anderson
 - Other's present Heath Eddy, Robin Mueller and Augie
2. Approval Committee Minutes for September 17, 2024 - See Attachments
 - Motion to approve by Robin Nelson. Second by Russ Anderson. Motion passes.
3. Public Works Street Shop Laborer Posting Update
 - Position posted. Haven't seen any applications yet.
4. Utility Clerk Posting Update
 - Position posted. Four applications received. Initial screening being conducted on October 31. Interviews will be scheduled next month.
5. Discussion on 2025 Budget Employee Pay Increase Exceptions
 - Police Department Non-Union – Approval of the Police Department Employee Pay Increase Exceptions listed by Heath to Finance and Council. Motion by Robin and seconded by Russ. Motion passes.
 - Sent to council as an agenda item in paying part time Patrol Office double time pay during holidays. Heath will add to agenda.
 - Street Shop Labors – No actions
 - Any Others Identified for Consideration – No actions
6. Discussion on Salary/Wage Grade System and Wage Rates – Heath will conduct more research.
7. Employee Assistance Program for 2025
 - Reach out to Bellin or Prevea – Chief Mueller will follow-up with email asking them to follow-up with Personnel Committee.

8. Announcements

9. Adjournment

- Motion to adjourn by Robin Nelson. Second by Russ Anderson. Motion passes.

**MEETING MINUTES
CITY OF KEWAUNEE FINANCE COMMITTEE
City Hall
October 29 , 2024
5:00 p.m.**

1. Call to Order & Roll Call-All committee members present-Robin Nelson, Chair, Jeff Kohnle, Russ Anderson Also present-City Administrator, Heath Eddy,Clerk/Treasurer,Amber Vander Velde,Office,Brenda Nimmer,Ambulance,Deb Pribek, Library-Carol Petrina,Police-Robin Mueller, Marina-Augie Kinjerski,Public Works,Nate Seiler

2. Approval of Previous Meeting Minutes-October 1,2024-Motion for approval made by Jeff Kohnle, Second Russ Anderson. Motion passed.

3. Old Business

A. Update on Budget Process-CA, Heath Eddy reviewed the budget. The budget was \$226,000 over. There were two areas we are unsure of the state amounts. Legal fees will be decreased, economic development engineering fee removed along with a couple of other cuts bringing the overage around \$200,000. At this time we are at about 64 % of the budget. Considering it is November, we are figuring we will be well within this year's budget. Health insurance had a major increase this year. Hoping we are well within the estimates put forth we feel the excess from this year will cover next year's potential excess. A motion was made by Jeff to move the proposed budget to council with the recommended changes. Second by Russ. Motion carried.

The Marina budget was reviewed. We did not lose money this year. The water budget was reviewed and the revenues for the water services are down, unsure as to why. The water fund is heavily in debt at about 98%. Revenues for Wastewater are down also and not sure why. We will look to approve these enterprise fund budgets at the next committee meeting.

B. Update on Clerk/Treasurer position and Utility Clerk position-Amber began working yesterday. She has passed her election certification test. She has already begun helping Karen. Several good applications have been received. First interview this Thursday.

C. Update on Ambulance and Fire Funds and Townships-The Fire amounts are all complete. Still waiting on some numbers from the Ambulance. Robin contacted Justin Hoagland from Baker/Tilly and he was very helpful with reviewing and making suggestions for the process. He has some ideas to simplify the process for the future.

D. CIP revision Update-Add Ambulance \$70,000.00 defibrillator. Heath did a special spreadsheet for upcoming CIP projects for easy reference.

E. Marina Accounting Practices Update from HeyGov-HeyGov will be doing a training session for all employees and staff.

F. Dominion-Billable Invoice-Heath has to follow up with Tony and a new billing should go out for 2025.

G. Public Works-plow truck-This has been placed on the CIP. Nate was directed to actively research a plow with intentions of purchase.

H. ARPA Funds-Augie turned in some additional projects for the ARPA funds. Roof repairs, Security cameras, flooring quotes. The generator for City Hall cost will be \$55,000 instead of the previously quoted \$36,000. One room was overlooked at the time of the original estimate. Heath will look at the money available and see what is doable. We do have some interest that was accrued from the original award money that could be put toward some of these projects. The roof may be getting some insurance money and it could be covered with CIP funds.

4. New Business:

A. Marina-Fee schedule and 2025 rental contracts-This will be discussed at the November 7th public properties meeting.

B. Financial Report-September 2024-Motion made by Jeff to

C. Review available invoices for approval-no invoices were available.

5. Announcements

6. Adjournment-A motion to adjourn was made by Jeff. Second by Russ. Meeting adjourned at 6:26

Minutes respectfully submitted by Robin S. Nelson

Kewaunee Public Library Report for October 2024

Current Highlights: Circulation for October was 3,985 items. Our year-to-date circulation at the end of October was 36,256 items. Overdrive stats for the month were 319 e-books, 238 e-audio books, and 34 e-magazines. In addition to our full month of regular programming, October featured some special events. Chase Pagel joined us at Storytime to read her new children's picture book Big Farms, Little Farms that beautifully features many of our area farms. We held a launch party for the new highly anticipated Diary Of a Wimpy Kid book Hot Mess. Two lucky winners won a copy of the new book. Our Witch Hat decorating contest had some super creative entries and voting was happening throughout the month. We secured the plans for an upcoming author visit with Sally Cole-Misch. Her book The Best Part of Us is the featured Great Lakes, Great Read selection. We are excited to host her at Page Turners in November. Our DIY session this month featured making your own laundry soap. Reading Dog Emma was here. Baby and Me met twice. Senior Coffee Club with funding from the Aging Coalition featured selections from the Bakery Bar this month. We culminated the month with our Halloween party. We served grilled cheese sandwiches, offered games, and were a welcome warm up spot with public restrooms. Over 209 people joined us for this special event. We put out our new chairs in the large print area which were a donation in memory of Jean Doell and her years of service to the libraries of Kewaunee County. We are making headway on our bathroom accessibility project. Renovations will begin in January. Carol applied for a grant through the Asian Studies program at UW Madison. Carol also completed grant evaluations for two NFLS grants received in 2024.

Future Highlights: Give a Gift of Reading program will run through November until mid-December. You can drop off book donations at the library. The special author visit is Nov. 12th at noon with Sally Cole-Misch. Our DIY in November is a Cranberry Orange Simmer Pot. We are collaborating with HCE for the program "Is the Book Better than the Movie" featuring Water for Elephants. Storytime runs the first four Fridays in November. Have a Happy Thanksgiving.



KEWAUNEE POLICE DEPARTMENT

401 Fifth Street, Kewaunee, Wisconsin 54216

Robin A. Mueller
Chief of Police

Telephone: 920-388-5010
Facsimile: 920-388-5024

OCTOBER 2024 POLICE STAFF REPORT

<i>Month</i>	<i>No. of Service Calls</i>
January	138
February	98
March	105
April	149
May	166
June	156
July	148
August	154
September	144
October	144
November	
December	
2024 Total	

<i>NATURE:</i>	<i>OCTOBER TOTALS:</i>		<i>NATURE:</i>	<i>OCTOBER TOTALS:</i>
Abandoned Vehicle	1		Littering	0
Alarms	5		Local Ordinance	6
Alcohol Offense	0		Lockout	1
Animal Problems	10		Lost/Found Animal	2
Apprehension Rqst	0		Lost Property	1
Assault	0		Missing Person	0
Bail Jumping	0		Mutual	0
Boat Incident	0		ND Accident	0
Burglary	0		Noise Complaint	0
Car/Deer Accident	1		Officer Injury	1
Child Abuse	0		OWI	0
Citizen Assist	4		Parking Problem	1
Citizen Dispute	1		PD Accident	1
Communications	0		PI Accident	0
Consent Search	0		Pornography	0
Controlled Burn	0		Probation Pick Up	2
Coroner	0		Property Check	2
Court Order	0		Property Damage	1
Death Investigation	0		Public Health	0
Deliver Message	0		Public Nuisance	1
Disabled Vehicle	0		Recovered Property	2
Disorderly Conduct	6		Rescue	38
DNR Violation	0		Robbery	0
Domestic	0		Runaway Juvenile	0
Drill	1		Sex Offense	2
Drug Investigation	0		Squad Damage	0
EM-1	0		Suicide Attempt	0

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Escort	1	Suspicious	4
Extra Patrol	3	Tavern Check	0
Fire	2	Theft	4
Fireworks	0	Threatening	0
Fraud	1	Tobacco Problem	1
Gas Drive Off	0	Traffic Hazard	6
Harassment	0	Traffic Offense	3
Hazmat	0	Trespassing	3
Highway Debris	0	Truancy	0
Hit & Run Accident	0	Unsecure Premise	1
Illegal Burning	1	Utility Problem	1
Information	2	Warrant Pick Up	1
Intoxication	0	Weapon Offense	2
Juvenile Problem	2	Welfare Checks	7
Keep the Peace	2	911 Hang Ups	7



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OCTOBER 2024 POLICE STAFF REPORT

- 10/01: Ofc. Cody Gulbrand attended the regular scheduled SWAT training with the Kewaunee County SWAT Team.
- 10/01: Chief Mueller attended the Finance Committee Meeting.
- 10/06: Ofc. William Raduenz participated in the 2nd Annual Kewaunee Grade School PTA Pumpkin Walk and Touch-a-Truck event.
- 10/14: Chief Mueller attended the Council Meeting. Reimbursement granted for Klosterman boat damage and ARPA fund requests approved.
- 10/15: Chief Mueller attended the Personnel Committee Meeting. Discussion on wages for 2025 for non-union department employees.
- 10/17: Police Department Officers participated in an outdoor firearms shoot. Training was held at the Kewaunee Swamp Trap Club and Instructed by Firearms Instructor, Ofc. Scott Szydel.
- 10/22: Kewaunee Police Dept, Kewaunee Fire Dept, Kewaunee Rescue & the Kewaunee Street Department all assisted at the Kewaunee Public School with an evacuation drill. Drill was coordinated by School Resource Officer, Scott Szydel.
- 10/22: Ofc. Kaelyn Schlies participated in the Violence Intervention Projects Annual Lighting Ceremony which honors all of those who have lost their lives due to Domestic Violence in the past year, as well as celebrates survivors. The annual ceremony was held at Grace Lutheran Church, Kewaunee.
- 10/22 & 10/23: Chief Mueller attended training sessions through the Badger TraCS Virtual User Conference. New Fall Pack changes and features being released, updates and new forms available.
- 10/23: Chief Mueller attended the Kewaunee County Law Enforcement Department Head Meeting. Meeting was held at the Luxemburg Village Hall/Police Department.
- 10/23: Ofc. Cody Gulbrand attended the regular scheduled SWAT training with the Kewaunee County SWAT Team.
- 10/23: 21' Tahoe went in for service to replace the windshield wash pump.
- 10/24: Chief Mueller attended the quarterly Kewaunee County Highway Safety Committee Meeting.
- 10/24: Ofc. Szydel attended the regularly scheduled Traffic Court Session.
- 10/24: Chief Mueller placed the order for 10 Police Lockers from Bradford Systems, for the newly constructed Police Locker Room. Lead time is 12-13 weeks. Locker purchase made possible through approval from Finance and the Council to use City awarded ARPA funds.
- 10/26: Deputy Chief Dustin Smidle attended the Hometown Hero's Event with area First Responder Groups at Tractor Supply in Kewaunee. The event was held nationally at Tractor Supply locations and was intended to bring together Hero groups and agencies in one location to have some fun and be recognized and appreciated by the community.
- 10/28: School Resource Officer Scott Szydel graduated another class of students at the Kewaunee Grade School through the GREAT Program. (Gang Resistance Education and Training).

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- 10/29: Chief Mueller attended the Finance Committee Meeting. Meeting held a week early due to elections on 11/05/24.
- 10/29 & 10/30: Chief Mueller, Deputy Chief Dustin Smidle and Kewaunee Police Administrative Assistant Brenda Nimmer all attended the Frontline Worker Mental Health & Wellness Symposium held at the KI Convention Center in Green Bay. Training sponsored by the WI Law Enforcement Death Response Organization.
- 10/31: Deputy Chief Dustin Smidle and Ofc. Kaelyn Schlies partnered with Kewaunee Rescue and Kewaunee Fire with handing out candy and greeting local Trick or Treaters on Halloween.
- Open record requests continue to come in and are very time consuming on day shift between the Chief and Administrative Assistant.
- Discussions continue with County Department Heads in regard to the FY2025 Daily Use Radio Grant Program, led in Kewaunee County by Sheriff Matt Joski. Department heads are beginning to review options and receiving quotes for the future transition to new radios. Project End Date: March 1, 2026. Grant is an 80/20 (State/Local) match. Approximately \$1.4 million has been allocated for public safety interoperable communication system upgrades for local units of government whose agencies or entities are daily users of the WISCOM system. Grant funds will be received in the form of reimbursement following the applicant's project closeout. This round of funds (\$1.4 million total) has been made eligible to Kewaunee County, Florence County and the City of Fond Du Lac.

Robin A. Mueller
Chief of Police

Date	November 7, 2024
To	Mayor Vollenweider, Council Members, and Administrator Eddy
From	Brandon Strelow
Subject	Monthly Engineer's Report

Municipal Consultive Services Agreement

- Respond to staff phone calls and emails on various topics
 - o Advise as necessary

- Reached out to United States Army Corps of Engineers (USACE) as a follow up to a previous meeting with Mayor Vollenweider, City Staff, and Cedar
 - o USACE to provide a "Yearly Fact Sheet" for Kewaunee Harbor, planning documents/CIP for harbor, mapped boundaries of areas USACE dredges, and sample results from dredgings (potential future uses pending sample results)
 - USACE responded and stated they will provide requested information

- Grants/funding
 - o Marshland Walk
 - Wisconsin Coastal Management Program (WCMP) grant application
 - \$55,600 budget with 50% match requirement
 - Scope of grant is to get to 60% design
 - o Work includes topographic survey, habitat survey, habitat report, 60% design plans, design/review meeting, review potential permit requirements, and update cost estimate
 - Worked with Lakeshore Natural Resource Partnership (LNRP) on application
 - o Cedar prepared resolution of project support that council approved at the October 14, 2024 meeting, project narrative, and budget for application at no cost
 - Application provided to City Staff for submittal to WCMP
 - o Applications reviewed over winter with funding awards made in spring of 2025
 - o Dodge Street and Main Street Reconstruction Projects
 - Cedar submitted Intent to Apply (ITA) applications to the DNR Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP) at no cost

- ITA's must be submitted the year prior to CFWP and SDWLP applications
 - SDWLP applications are due June 30 each year and CFWP applications are due October 31 each year
 - Applications can provide principal forgiveness and low interest loans for sanitary sewer and water projects
- Meetings attended
 - October 14, 2024 – City Council meeting
 - November 7 – Design Standards first meeting with City Staff

Existing Projects

Tug Bollard Replacement

- Processed Change Order No. 1 for addition of fenders to the project
- Issued Certificate of Substantial Completion
- Processed Final Contractor Payment Application
 - Recommend approval of application with payment being made after fender installation

Dodge Street Reconstruction

- Staff working on design
- 30% design review anticipated with City Staff in November or December 2024

Main Street Reconstruction

- Topographic and existing conditions survey completed
- Staff working on basemap of existing conditions

Family Dollar

- Construction observation as needed

Comprehensive Outdoor Recreation Plan (CORP)

- Provided CORP Committee (Committee) summary of discussion from first meeting
- Preparing existing park inventory and data from site visits
- Prepared SWAT (strengths, weaknesses, opportunities, threats) exercise for Committee
- Scheduled next Committee meeting for October 14, 2024

Design Standard Policy and Stormwater Ordinances

- Prepared template for design standards
 - Reviewed with City Staff



City of Kewaunee
 401 Fifth Street
 Kewaunee, WI 54216
 T: 920-388-5000
 F: 920-388-5025

MEMORANDUM

To: Common Council

From: Heath Eddy, City Administrator

Re: October Staff Report

Date: November 8, 2024

This is a basic summary of activities by the City Administrator for the month of October 11-November 8, 2024:

Noted Changes:

- Finalized list of interviewees for Utility Clerk/Administrative Assistant position which will take place the week of November 11-15.
- The City is being audited for out election performance.
-

Meetings/Communications:

1. October 14, Common Council
2. October 15, Personnel Committee
3. October 18, Webinar: Planning Pioneer or Pariah?
4. October 21, Mayor Vollenweider (phone)
5. October 22, Ald. Robin Nelson
6. October 22, Fire/Ambulance Towns meeting
7. October 23, Ald. Jeff Kohnle
8. October 24, Ald. Robin Nelson
9. October 24, Mayor Vollenweider
10. October 24, Plan Commission
11. October 25, Webinar: Sustainable Urban Design, A Comprehensive Approach
12. October 29, Webinar: Transforming Zoning
13. October 29, Ald. Robin Nelson
14. October 29, Finance Committee
15. October 30, Mayor Vollenweider (phone)
16. October 31, Ald. Robin Nelson
17. November 5, ELECTION DAY
18. November 5, Mayor Vollenweider
19. November 6, Design Standards Meeting with Cedar Corporation
20. November 6, Ald. Robin Nelson
21. November 7, Ald. Robin Nelson

22. November 11, Common Council

Administrative Duties:

1. Conferred with the City Attorney on a range of code issues, State Statute interpretations, and local code compliance, as well as address a submitted lawsuit.
2. Prepared Common Council meeting memoranda and formatted resolutions for consideration.
3. Coordinating inspections and permits systems with SAFEbuilt.
4. Conferred with property owners regarding development requirements and potential new uses.
5. Coordinating reviews of Family Dollar project with Cedar Corporation.
6. Prepared public notices for public hearings with the Plan Commission in re PDD planned development district amendment, some Chapter 94 (Zoning) text amendments, and additional uses to be added to the B-2 and B-3 districts.

Priorities:

There are several priorities that I have been working on:

- ***Design Standards/Stormwater Management Code.*** Began the process of developing comprehensive construction standards for public infrastructure on new construction. Will continue in subsequent meetings with engineers at Cedar Corporation.
- ***Comprehensive Outdoor Recreation Plan (CORP) update.*** Next meeting is to discuss prioritizations of improvements or changes to parks and open space.
- ***Project HOMESTEAD.*** KCEDC has selected a consultant to help prepare the plan for how to implement a housing program in the County.
- ***Senior Center.*** Staff is coordinating discussions with the Community Center Committee, Mayor, and City Engineer about the process for engaging in the development and construction of a new senior center to be located on the Marquette School property. The next meeting is scheduled for July to work out the parameters of the necessary building design work and site design.
- ***Job Descriptions Reviews.*** Personnel Committee is reviewing existing job descriptions and preparing reviews of those for administration staff and public works. Next up are administration positions of those positions located in the Municipal Building.
- ***Library MOU.*** Staff will be meeting with the Library Board June 19 to discuss a draft MOU and further flesh out what is going to be needed in that document to further define responsibilities in preparation to move the library budget from the General Fund to a separate fund.
- ***Zoning Code Rewrites.*** As time allows, staff continues working on draft Sign regulations based on Plan Commission review and input to address actual conditions of signs in the City to minimize nonconformities.
- ***Land Division Code Comprehensive Rewrite.*** I am in the process of procuring alternative ordinances for subdivision and land division processes beyond what is currently in the Municipal Code. The objective is to provide a more comprehensive approach to land division regulation.
- ***Capital Infrastructure Funding Analysis.*** As time avails, I am preparing an analysis which will go through a few rounds of refinement, but at its base illustrates the financial challenges facing the City with regard to funding capital maintenance programs for all infrastructure and assets owned by the City. The debt issuance for this work is the tip of a large iceberg.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Council interviews with Aldermanic District 1 candidates, consideration, and selection of a replacement Alderperson.	ITEM NUMBER 8.a

BACKGROUND

Following the October 14, 2024 meeting, Ald. Kathy Brown resigned from the Council. Through a straw poll of remaining Council members, the City Administrator was able to confirm posting for the vacancy of the Aldermanic District 1 seat. The submission of applicant interest was fixed with a deadline of November 6, 2024, with interviews and selection of the replacement Alderman/person at this meeting. The chosen Alderman will then be sworn in by the Clerk/Treasurer, sign the required documentation, and will take a seat with the rest of Council effective immediately. The term for this seat expires April 21, 2026.

We have received applications and interest from four candidates, listed in order of receipt:

- Thomas M. Schneider, 1707 Ellis Street
- Arthur J. Schiller, 220 Harrison Street
- Roberta Jeanquart, 318 Terraqua Drive
- Kathleen Hausknecht, 320 Second Street

Attached are the letters and information provided by the candidates above.

The following is the process for this consideration:

1. Brief presentations of interested candidates, with possible questions/answers from Council members.
2. Ask for nominations.
3. All votes are roll call. This avoids any question of majority vote.
4. The process must be conducted in open session; no secret ballots are permitted per Wis. Stat. 19.88.
5. The successful candidate wins by a majority of those voting. This constitutes official appointment to Council representing District 1.

The Oath of Office will be administered by the Clerk/Treasurer following the appointment.

ANALYSIS

Staff contacted the City Attorney regarding this process and this is consistent with past practice and State Statutory guidance. The process must be conducted in open session.

RECOMMENDED MOTION

Through a ballot approval process; candidate with the most votes will be considered appointed for the remainder of the term expiring April 21, 2026.

Administration: HE/Clerk/Treasurer: AVV/City Attorney: JMK/AJS

October 22, 2024

Thomas M. Schneider
1707 Ellis St
Kewaunee, WI 54216
PH: 920-255-7705



Re: 1st Ward City Council seat vacancy

Dear Common Council,

This letter is to express my interest in the 1st ward Kewaunee City Council seat vacancy. The following qualifications listed will show why I would make a good appointment for Alderman.

- Previously served Kewaunee City Council for 14 years in Ward 6
- Previously Chair of the finance Committee
- Previously Chair of Public Works
- Previously served as Council President for 2 years

I look forward to the opportunity to serve the City of Kewaunee to the best of my ability. I would be honored to be the voice of the 1st Ward and serve the Council with the best interests of the citizens of Kewaunee. Communication with the citizens, department heads and any other governmental agencies would be one of my most important concerns.

I look forward to the opportunity to answer any questions or concerns that the Common Council may have.

Sincerely,

Thomas Schneider

A handwritten signature in cursive script that reads "Thomas Schneider".

Arthur J. Schiller, Esq.

October 21, 2024

Mayor and Members of the Common Council
City of Kewaunee
City Hall
401 Fifth Street
Kewaunee, Wisconsin 54216



Re: 1st Aldermanic District Vacancy

Honorable Mayor and Common Council Members:

Please accept this letter, together with the resume attached, as my application to fill the vacancy presently existing in the 1st Aldermanic District. I am a resident of the 1st District currently residing at 220 Harrison Street. I have been a property owner in Kewaunee since 1989 and a full-time resident since 1994. I have previously served as Alder for the 1st Aldermanic District and presently serve as Chair of the City's Board of Zoning Appeals. I would come to the Common Council with full knowledge of the City's planning documents, budget materials and personnel practices.

In the 1990s, together with my wife, Sarah, we reclaimed the former Green Bay & Western railyard, terminal and ferry dock creating the Hathaway Landing residential development. In 2006 we acquired and fully renovated the 211 Ellis building. More recently we acquired and fully renovated the Ballering (nee Selner Plumbing) Building and our currently fully renovating the building at 203 Ellis Street which most recently served as the local office of Gannett Publishing and the Kewaunee Enterprise. We tried valiantly but were unable to acquire the brewery site on Ellis Street prior to its demolition by Associated Bank and had developed plans for a mixed use residential and retail re-use of that historic complex.

As a volunteer, I served as a director and President of Glacial Lakes Conservancy for approximately five years, the only 501(c)(3) land trust serving Kewaunee County and dedicated to the preservation of environmentally sensitive and working lands. I was also among the handful of residents committed to the retention of Kewaunee Health and Fitness as a community resource and served as director for approximately six years.

Professionally, I serve as an advisor and legal counselor for families and entrepreneurs of high net worth nationwide. From 1992 until 2022 I served as the president and chief executive (previously chief legal and governmental relations officer) for one of America's largest family-owned companies. In those roles I structured, negotiated and closed more than \$6 billion in corporate acquisitions and financings across a broad range of industries on three continents.

In summary, I have invested my time and money in Kewaunee for more than thirty-five years and welcome the opportunity to further serve the residents of the 1st Aldermanic District and this City.

Very truly yours,


Arthur J. Schiller

cc: Heath Eddy

220 Harrison Street
Kewaunee, Wisconsin 54216
Mobile: +1 920-255-3662
Electronic mail: ajschiller@ajschiller.com

Arthur J. Schiller

Home: 220 Harrison Street
Kewaunee, Wisconsin 54216

Office: 203 Ellis Street
Post Office Box 202
Kewaunee, Wisconsin 54216

Mobile: +1 920 255 3662

Electronic Mail: ajschiller@ajschiller.com

Synopsis

A legal career now in its fifth decade providing advice and counsel to high net worth and ultra-high net worth families and related businesses in North America and Europe. Exposure across various industries and fields of endeavor with particular experience in agribusiness, manufacturing, financial services, real estate development and broadcasting. I bring an approach which focuses upon risk identification and management coupled with longer term legacy planning and family cohesion. Significant experience in assessing and managing "bet the company" risk and litigation situations for both public and private companies. Corporate executive or legal "first chair" responsibility for the successful closing of equity and debt transactions valued in excess of \$7 billion on three continents.

Professional Experience

Attorney and Counselor at Law Law Office of Arthur J. Schiller, Esq. (2006 – Present) Hurley, Kallick and Schiller, Ltd. (1980 – 1992) Kewaunee, Wisconsin	2006 – Present 1980 - 1992
Managing Member Silo Ventures, LLC (Historic Property Restoration and Renovation) Kewaunee, Wisconsin	2009 – Present
President and Chief Executive Officer (2015 - 2022) Senior Vice President, Secretary and General Counsel (1992 - 2015) Lane Industries, LLC and Affiliates Northbrook, Illinois	1992 - 2022
Director Convention Exhibits, Inc. Chicago, Illinois	1989 – 1996
Director State Bank of Lake Zurich Lake Zurich, Illinois	1986 – 1990

Community Organizations

Board of Zoning Appeals Chair City of Kewaunee, Wisconsin	2015 - Present
Harbor Commission President City of Kewaunee, Wisconsin	2020 - 2021
Common Council First Ward & District Alder City of Kewaunee, Wisconsin	2016 - 2021
Kewaunee County Economic Development Corporation Director Luxemburg, Wisconsin	2016 - 2018
Rotary Club of Kewaunee Member Kewaunee, Wisconsin	2015 - 2023
Glacial Lakes Conservancy, Inc. Director and President Kohler, Wisconsin	2009 - 2014

Professional Admissions and Organizations

State Bar of Wisconsin	1991 - Present
Supreme Court of Illinois	1980 - Present
American Bar Association	1980 - Present
Illinois State Bar Association	1980 - Present

Education

Juris Doctor College of Law University of Illinois at Urbana – Champaign Urbana, Illinois	1978 - 1980
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College of Law
Case Western Reserve University
Cleveland, Ohio

1977 - 1978

Bachelor of Arts
Economics
Carleton College
Northfield, Minnesota

1973 - 1977

Personal

Married (Sarah Eleanor Miles Schiller, 1979) with two children (Margaret, 1989, and Erik, 1991). Reader, traveler, cook, swimmer and paddler.

October 1, 2024

October 27, 2024

Common Council Members
401 Fifth Street
Kewaunee WI 54216

Dear Council Members:

It is with great enthusiasm that I submit my application for the vacant First District Alderman position. As a retired executive with 31 years of experience in public administration and non-profit management, I am seeking this position because I would like to use my skills and experience to assist my hometown.

I have extensive experience in budget and grant management, strategic planning, human resources management and administrative management. I currently serve as a volunteer board member for a non-profit organization with a \$7 million annual budget that provides economic development, housing finance and job training assistance for rural communities in a multi-county area. In 2023, I led an effort to revise the personnel policy of the organization, which has led to a significant increase in staff retention.

In my professional employment, I have served as a budget and policy expert on rural development and agriculture for a Member of Congress. I have also managed a national non-profit that provided assistance to rural communities in economic development and natural resources management. In my last job before retiring, I was head of Human Resources for the US Department of Agriculture, providing strategic direction and leadership for recruitment and retention of 90,000 employees as well as, overseeing HR operations and labor and employee relations. I led an effort in which USDA was recognized as a Best Place to Work in the federal government, which allowed us to recruit and retain more highly skilled employees. I also managed a \$15 million budget and led an effort to upgrade and consolidate the 17 human resources computer systems into one enterprise system which resulted in significant cost savings.

I appreciate your consideration and look forward to hearing from you.

Sincerely,


Roberta Jeanquart

Cc: Heath Eddy

ROBERTA S. JEANQUART

318 Terraqua Drive Kewaunee WI 54216

Email: bobbi.jeanquart@gmail.com

Cell: 703-209-4157

Skills and Experience

**Strategic Planning & Leadership ▪ Program/Project Management ▪ HR Management
Administrative Management ▪ Legislative and Public Affairs ▪ Continuous Process Improvement**

High-performance, results-driven retired Executive with more than 20 years' experience leading complex organizations. Extensive expertise in managing multimillion-dollar budgets and leading 100+-person teams, developing and driving strategic plans and initiatives, and refining and optimizing administrative and support operations. Acknowledged expertise in the legislative process, working for ten years on Capitol Hill for a Member of Congress and the Appropriations Committee.

SELECTED EXPERIENCE AND ACHIEVEMENTS

VICE CHAIR, BOARD OF DIRECTORS, CLINCH POWELL RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL

Rutledge, Tennessee

10/2021 to present

Volunteer board member of a non-profit organization with a budget of \$7 million annually that assists rural communities in a multi county area with economic development, housing and conservation of natural resources. As a board member I help set policy, provide financial oversight and give overall direction to this organization. I led the effort to revise their personnel policy in 2023 which resulted in 95% retention of staff. I also led their national search for a new executive director in 2024.

CHIEF HUMAN CAPITAL OFFICER/DEPUTY CHIEF HUMAN CAPITAL OFFICER, OFFICE OF HUMAN RESOURCES MANAGEMENT

U.S. Department of Agriculture, Washington, DC

10/2012 to 9/2016

Provide strategic direction and leadership for Human Resources (HR) management of U.S. Department of Agriculture (USDA)-wide programs in recruitment, veterans and disability employment, student intern program, diversity, HR policy, Equal Employment accountability, labor and employee relations, executive resources, strategic HR planning and accountability, HR enterprise systems management, and HR operations. Oversee 106 employees through 8 direct reports and manage annual \$15M operations budget. Lead the USDA Mission Area HR Directors Policy Board, driving HR's strategic and policy direction and soliciting input on initiatives, policies, and priorities across USDA.

- Led USDA's effort to become a Best Place to Work in the Federal Government
- Successfully led the implementation of One USDA HR IT enterprise system an HR IT system that consolidated and modernized employee time-keeping and personnel management, saving USDA nearly \$2M annually.

ACTING DEPUTY ASSOCIATE DIRECTOR, RETIREMENT SERVICES

Office of Personnel Management (OPM), Washington, DC

03/2012 to 09/2012

Led the administrative functions for the federal retirement system, including Retirement Policy, Benefits Officers Training and Development, and Resources Management. Managed 94 employees and \$97M annual budget. Served as the primary advisor to the Director. (Detail Assignment)

- Developed and implemented a customer-service plan to improve customer service and reduce the backlog of retirement applications.
- Led implementation of GEAR (Goals, Engagement, Accountability, Results) performance management system pilot in Retirement Services.
- Led and implemented a process improvement study for OPM's Capitol Hill Office that led to significant improvements in responsiveness to congressional inquiries into retirement cases.

ACTING DIRECTOR, OFFICE OF THE EXECUTIVE SECRETARIAT (OES)

09/2011 to 03/2012

U.S. Department of Agriculture, Washington, DC

Provided executive leadership and management to the OES, which is accountable for managing official correspondence and official records of the Secretary and Deputy Secretary of Agriculture and assisting the Office of the Secretary with special projects. Supervised a staff of 24 and managed a \$4M annual budget. (Detail Assignment while serving in the SES Executive Development program)

- Transformed the Secretarial correspondence operation by reducing the average time for USDA to respond to inquiries from Members of Congress and constituents by more than 25% by implementing Continuous Process Improvement.
- Led the development of Standard Operating Procedures (SOP's) to streamline and update office processes and aid in succession planning.

DEPUTY ASSISTANCE SECRETARY, OFFICE OF CONGRESSIONAL RELATIONS (OCR)

05/2011 to 08/2011

U.S. Department of Agriculture, Washington, DC

Managed the HR, financial, correspondence, and IT operations for OCR. Served as USDA's liaison with Members of Congress and their staff on Departmental Management, Civil Rights, and Outreach issues.

- Led USDA preparation and testimony for 11 farm bill hearings in the House and Senate Agriculture Committees, including development of testimony, conducting mock hearings with USDA Undersecretary and Agency Administrator witnesses, and coordinating media inquiries with the Office of Communications.

CHIEF OF STAFF, DEPARTMENTAL MANAGEMENT (DM)

07/2009 to 05/2011

U.S. Department of Agriculture, Washington, DC

Coordinated the HR, IT, procurement, property management, civil rights, management, and financial services to the Office of the Secretary, Departmental Staff Offices, 7 mission areas, and 18 agencies. Provided legislative and public affairs leadership to the DM organization.

- Successfully led one of the largest reorganizations at the USDA in decades, consolidating all USDA central management functions into the new Departmental Management (DM) division, realigning 2,800 employees.
- Achieved \$1M in savings through the consolidation of IT services in a new Management Services organization.
- Served on USDA Transformation Task Force, developing initiatives to transform USDA into a model organization, including the creation of a virtual university, and workforce and succession plan.
- Saved \$25M annually by developing a legislative strategy for lease consolidation of DC-area USDA facilities.
- Established the new USDA Office of Advocacy and Outreach to improve the viability and profitability of small and beginning farmers and ranchers and to increase access to USDA programs for historically underserved communities.

EXECUTIVE DIRECTOR

11/1999 to 07/2009

National Association of Resource Conservation and Development Councils (NARC&DC), Washington, DC

Led a national non-profit organization with 375 member councils, 38 applicant areas, 7 regional associations, 38 state associations, and 20K volunteers. Managed the annual budget, led the development of strategic plans, and provided the vision for a comprehensive package of programs and services for members.

- Increased federal funding for local councils from \$36M to \$51M and the number of RC&D councils from 315 to 375 through the development and implementation of a comprehensive legislative strategy.

- Achieved a \$300M average annual return on a \$50M federal investment, leading to enhanced conservation and community development across 85% of the U.S.
- Built a full-service organization that provided training resources and conferences and established partnerships with national conservation organizations and a “councils of excellence” program.

STAFF DIRECTOR/ASSOCIATE STAFF TO HOUSE APPROPRIATIONS COMMITTEE 01/1998 to 07/1999
U.S. House of Representatives, Office of U.S. Representative Marcy Kaptur, Washington, DC

- Developed legislative strategy for passage of Agriculture Appropriations bills as staff to the Ranking Member of the Committee, coordinating floor strategy and drafting legislative language, speeches, and talking points. Served as Subject Matter Expert in agriculture, conservation, rural development, and nutrition policy.

PROFILE

EDUCATION	B.A., Political Science, MARQUETTE UNIVERSITY, Milwaukee, WI, 12/1983 Master's Candidate, UNIVERSITY OF TOLEDO, Toledo, OH
TRAINING	USDA Senior Executive Service Candidate Development Program, 2011-2012; Federal Executive Institute, Leadership for a Democratic Society, 10/2011; Key Executive Leadership Certificate, American University, Washington, DC, 320 Hrs, 2011-2012; Transformational Leadership, Wharton School of Business, University of Pennsylvania, Philadelphia, PA, 2010
AWARDS	USDA Secretary's Honor Award for Management Excellence, 2014; Outstanding Annual Performance Ratings at USDA, 2010-2014; Semi-Annual Awards for Exemplary Service, National Association of Resource Conservation and Development Councils, 1999-2009
VOLUNTEER	Co-founded a non-profit community bike shop that provides mentors to underserved 12- to 17-year-olds while teaching them how to fix bikes and provide community service.

Kathleen Hausknecht

320 Second Street
Kewaunee, WI 54216

City of Kewaunee
City Council

October 30, 2024

To whom it may concern,

I, Kathleen Hausknecht would like to be considered for the open position in Ward One. I live in Ward One and own both land and a second residence in Ward One.

I feel I would make a positive impact on the council, mostly because I have a genuine interest in the city of Kewaunee. I currently own a business in the city and have for over fourteen years, Katie Rabbits.

I currently have a Master's degree in social work including advanced training to obtain a license as an independent clinical social worker. Although this isn't relevant to this position, I do believe my training provides me with an extended ability to problem solve and really listen to people and issues.

I worked for Sheboygan County Health & Human Services for 20 years in many different roles. I wrote grants and secured funds for different programs in the community. I met one on one with a variety of different people in the community to help them meet their needs and to reside independently, as well as complete investigations from the public about community members whom there were questions about their welfare and competency.

Lastly, I think my ability and caring can make me a valuable asset to the city council.

Thank you for your consideration.



Kathleen Hausknecht

(920)660-4692

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Set 2025 General Fund Budget public hearing for Monday, December 2, 2024 at 6:00 p.m.	ITEM NUMBER 8.b

BACKGROUND

The Finance Committee has completed its review of the proposed 2025 budget for the General Fund. The proposed advertisement is attached, which would be published in the Green Bay *Press-Gazette* as a Class 1 Notice pursuant to State Statute.

The Finance Committee is still considering 2025 budgets for the other revenue funds (Marina, Water Utility, Wastewater Utility) which are anticipated for adoption by Common Council at the regular meeting on December 9, 2024. A capital improvements budget for implementation of the CIP Fund is also being finalized for adoption at the December 2 meeting.

ANALYSIS

The proposed 2025 General Fund budget includes funding for basic services. Capital projects were relocated to the capital improvements budget. The budget incorporates conservative estimates of revenue and less so for expenditures, with the result that the budget shows a negative balance of \$204,035. However, it should be noted that the 2024 Budget also ended up in the red by \$231,309, and as of September 30th, the expense side is \$300,777 less than projected.

Staff understands that the negative nature of the General Fund Budget isn't something to repeat if possible, but the Finance Committee also recognizes that some of the expense line items are "just in case" that have not been fully utilized previously. As should also be noted on the attached, several of the issues we have had concern revenues as opposed to expenses.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

Finance Committee recommended forwarding the 2025 General Fund Budget to Common Council for public hearing advertisement.

FISCAL NOTE

This public hearing is required in order to set the tax levy as required by State Statute for the 2024 assessment level. Other fund budgets can be adopted separately from this one as they are based on prior approvals either through the fee schedule (Marina and Wastewater Utility) or PSC-approved tariff (Water Utility).

STAFF RECOMMENDATION

Staff recommends approval.

IF APPROVED, NEXT STEPS

Ms. Vande Velden will need to initiate documentation for insurance coverages to begin as specified in the Personnel Policy Manual. Staff will also need to determine her eligibility to assist with the work on the General Election on November 5.

RECOMMENDED MOTION

"I move we appoint Amber Vande Velden as Clerk/Treasurer of the City of Kewaunee."

**CITY OF KEWAUNEE
2024 BUDGET PUBLIC HEARING
December 2, 2024 - 6:00 PM**

A public hearing will be held before the City Council at 6:00 pm on December 2, 2024 at City Hall, 401 Fifth Street, to hear comments from interested persons concerning the 2024 Budget.

Copies of the 2025 Budget are available at the Clerk's office during regular office hours. The public will be given a chance to review and express their concerns about the budget at this time.

The City Council will approve the 2025 Budget and set the levy at the special council meeting at 6:15 pm or following the public hearing.

BUDGET

City of Kewaunee

2024 Budget

GENERAL FUND

	2024 BUDGET	2025 BUDGET	% CHANGE
General Property Taxes	1,549,284	1,558,726	0.61%
Intergovernmental Revenues	1,096,821	1,114,241	1.59%
Licenses and Permits	23,500	24,300	3.29%
Fines, Forfeitures & Penalties	8,000	8,000	0.00%
Public Charges for Services	687,108	642,208	-6.99%
Other Sources	20,000	20,000	0.00%
Miscellaneous Revenues	7,800	7,800	0.00%
TOTAL REVENUES	3,392,513	3,375,275	-0.51%

General Government	474,227	524,480	9.58%
Public Safety	1,595,362	1,589,064	-0.40%
Streets and Transportation	1,098,890	972,660	-12.98%
Public Service	28,450	30,250	5.95%
Culture, Recreation & Education	413,232	458,405	9.85%
Conservation & Development	2,000	4,450	55.06%
Other Finance Uses	11,662	-	-
TOTAL EXPENDITURES	3,623,822	3,579,310	-1.24%

Property Taxes:

2024	1,353,855	401,974	1,755,829	Not including TID
2025	1,366,618	451,732	1,818,350	Not including TID
Percent Change	1%	12%	4%	

Estimated Indebtedness computation

	2024	2025
Balance beginning of year, total debt	3,449,406	2,841,552
New Debt:		
City	-	1,000,000
Sewer	-	-
Water	-	-
Debt Reductions:		
City (includes TID payment)	305,454	362,509
Sewer	142,400	144,800
Water	160,000	170,000
Total Outstanding Debt	2,841,552	3,164,243

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Adopt Ordinance No. 653-2024 amending Sec. 78-92 of Municipal Code to add permissions with regard to parking access on Franklin and Ellis Streets	ITEM NUMBER 8.c

BACKGROUND

On October 24, 2024, the Plan Commission approved the parking design for the new off-street parking area for the Waterfront Banquet Hall and Catering at 1510 Ellis Street. This parking design also incorporated changes that were approved and implemented by the Kewaunee County Highway Department in its reconstruction of CTH C (Ellis Street), including paved angle/backout parking along Ellis Street, and secondarily along Franklin Street. These parking spaces are already in place, but the Municipal Code needs to be updated to memorialize these parking areas that back out into the traveling cartway of Ellis and Franklin streets.

To that end, the attached Ordinance adds these streets to the “angle parking” authorizations in Chapter 78 (Traffic and Vehicles) of Municipal Code. This provides legal sanction to the parking access direct from these streets.

ANALYSIS

This also provides a legal support to a condition that pre-existed the current operations on the property; the prior occupancy featured parking access direct from the roadway for many years. This cleans up the legality of such access.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None. Plan Commission adopted the plan for the parking design, which created the backing for this final step.

FISCAL NOTE

None.

STAFF RECOMMENDATION

Staff recommends approval of Ordinance No. 653-2024.

IF APPROVED, NEXT STEPS

Ordinance is signed by the Mayor and advertised in the Green Bay *Press-Gazette*.

RECOMMENDED MOTION

“I move we adopt Ordinance No. 653-2024.”

Administration: HE/Clerk/Treasurer: AVV

STATE OF WISCONSIN

CITY OF KEWAUNEE

KEWAUNEE COUNTY

ORDINANCE NO. 653-2024

AN ORDINANCE AMENDING CHAPTER 94 (ZONING) OF THE MUNICIPAL CODE OF THE CITY OF KEWAUNEE, KEWAUNEE COUNTY, WISCONSIN, TO ADDRESS SPECIFIC CHANGES TO VARIOUS SECTIONS.

WHEREAS, the City of Kewaunee Municipal Code requires updates from time to time to reflect changes in Wisconsin Statutes, and to reflect changes in approaches by the City; and

WHEREAS, the City Plan Commission of the City of Kewaunee considered and approved a parking design for the Waterfront Banquet Hall & Catering at 1510 Ellis Street that included backout or angled parking into Ellis Street and Franklin Street; and

WHEREAS, the Kewaunee County Highway Department approved and implemented the creation of angled and backout parking along the cartway of CTH C (Ellis Street); and

WHEREAS, the City of Kewaunee Municipal Code regulates the locations of on-street parking and where parking is permitted as angle or backout parking; and

WHEREAS, the Common Council having considered the proposed amendments and found them to be appropriate.

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

SECTION 1: Section 78-92.(c) shall be amended to add the following to the list of streets where angle [backout] parking is permitted:

(9) Ellis Street, south side, from Franklin Street to approximately 60 feet west of Fifth Street.

(10) Ellis Street, north side, from Fifth Street to approximately 40 feet west of Franklin Street.

(11) Franklin Street, east side, from Ellis Street to approximately 50 feet north of Marquette Drive.

SECTION 2: Conflict and Severability. In any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph, or phrase therefor irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

ORDINANCE NO. 653-2024

Page 2

SECTION 3: Effective Date. This ordinance shall take effect upon passage and posting as provided by law.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this 11th day of November, 2024, by Alderperson _____.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this 11th day of November, 2024.

APPROVED:

Jeffrey L. Vollenweider Sr., Mayor

ATTEST:

Amber Vande Velden
Clerk/Treasurer

AYES ____ NOES ____ ABSENT ____

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Adopt change in compensation policy regarding holiday pay for part-time patrol officers.	ITEM NUMBER 8.d

BACKGROUND

During its review of the 2025 General Fund Budget, the Finance Committee discussed the compensation parameters for part-time patrol officers for the Police Department. The Police Chief noted that the current compensation is \$30/hour, but that this amount doesn't change for shifts on federal holidays; she noted that the Collective Bargaining Agreement with the union includes double-time (2X) pay for working holidays, but that officers may elect to not work holidays which then requires part-timers to fill in. The problem is that the City is in competition with the Sheriff's Office and Algoma for part-time help, and these jurisdictions pay double-time to part-time officers, so the City only gets them when the other departments have no open shifts.

To promote equity in offerings, the Police Chief requested consideration of this change in compensation policy. The Finance Committee agreed.

ANALYSIS

This is being handled independent of the 2025 Budget hearing/adoption process because this is a payroll policy that can be implemented at any time. It will have marginal impact on the budget as there are very few open shifts on holidays. Approving this change means this will be implemented immediately.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

Finance Committee recommended adoption.

FISCAL NOTE

As noted above, the impacts will be marginal, and are in the 2024 and 2025 budgets..

STAFF RECOMMENDATION

Staff recommends approval.

IF APPROVED, NEXT STEPS

Holiday double-time pay will be implemented with immediate effect.

RECOMMENDED MOTION

"I move we adopt a change to permit holiday double-time pay for part-time patrol officers."

Administration: HE/Clerk/Treasurer: AVV/Police: RM

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Approve Final Application for Payment and Change Order No. 1 for completion of the Tug Bollard Replacement Project in the amount of \$14,828.25.	ITEM NUMBER 8.e

BACKGROUND

The Common Council previously approved the Payment No. 1 on September 9, 2024 in the amount of \$160,416.75. A small amount was held over to ensure completion of final elements of the contract (including small clean-ups). In addition, the contractor was asked to install fenders on the bollard pilings to provide an additional barrier to extend the life of the reconstructed pilings. The fenders (or bumpers) are included in Change Order No. 1 with an additional cost of \$10,715. The fenders have yet to be installed, but the remainder of the originally completed contract are finished.

With this item, staff is requesting approval for the Final Application for Payment (Payment No. 2) as well as the Change Order No. 1 in the amount of \$14,828.25, conditionally authorizing payment for after the change order has been completed.

ANALYSIS

This project was approved using a Harbor Assistance Program (HAP) grant, funded through the Wisconsin Department of Transportation (WisDOT). The grant is authorized for 80% up to a cost of \$311,300 for the total grant (of which the State would provide up to \$249,040). As the project came in below the authorized grant funding, the City would be reimbursed for 80% of \$175,245 for the contracted cost, assuming the City didn't otherwise meet the 20% cost through in-kind contributions (which could have occurred under the engineering design process). Regardless, WisDOT supported the inclusion of the fenders/bumpers into the project and would pay for its grant share of the project for that, since the overall project came in below the grant award.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

None.

FISCAL NOTE

Project will be funded via General Fund balance, and to be reimbursed from WisDOT.

STAFF RECOMMENDATION

Staff recommends approval of Final Application for Payment, including Change Order No. 1, in the amount of \$14,828.25, conditioned on the contractor completing the work authorized under Change Order No. 1.

IF APPROVED, NEXT STEPS

Staff signs and forwards the approved payment authorization to Cedar Corporation.

RECOMMENDED MOTION

"I move we approve the Final Application for Payment, including Change Order No. 1, for completion of the Tug Bollard Replacement Project in the amount of \$14,828.25, conditioned on the contractor completing the work authorized under Change Order No. 1."

Contractor's Application for Payment No. TWO (2) FINAL

Application Period: August 24, 2024 to November 1, 2024 From (Contractor): MICHAEL Construction, Inc. 210 W. Becher Street Milwaukee, WI 53207 Contract: A-23 Contractor's Project No:	Application Date: 11/11/2024 Via (Engineer): Cedar Corporation Engineer's Project No: K6180-0015	
To (Owner): City of Kewaunee Project: Tug Ludington - Mooring Bollard Owner's Contract No:		

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
1	\$10,715.00	
TOTALS		
NET CHANGE BY CHANGE ORDERS		\$10,715.00

1. ORIGINAL CONTRACT PRICE..... \$ 164,530.00
2. Net change by Change Orders..... \$ 10,715.00
3. Current Contract Price (Line 1 ± 2)..... \$ 175,245.00
4. TOTAL COMPLETED AND STORED TO DATE (Column 1 total on Progress Estimates)..... \$ 175,245.00
5. RETAINAGE:
 - a. Current Contract Price.. \$
 - b. 5% Stored Material..... \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 175,245.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 160,416.75
8. AMOUNT DUE THIS APPLICATION..... \$ 14,828.25

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the	Contractor Signature: <u>Vicky Piche</u> Date: 10/9/24
--	---

Payment of:	\$ 14,828.25	(Line 8 or other - attach explanation of the other amount)
is recommended by:	<u>Brendan P. Drotter</u>	(Date) 11/4/2024
Payment of:	\$ 14,828.25	(Line 8 or other - attach explanation of the other amount)
is approved by:	_____	(Date) _____
Approved by:	_____	(Date) _____

**SECTION 00 63 63
CHANGE ORDER NO. 1**

Owner:	City of Kewaunee	Owner's Project No.:	
Engineer:	Cedar Corporation	Engineer's Project No.:	6180-0015
Contractor:	Michels Construction, Inc.	Contractor's Project No.:	
Project:	2024 Roadway Construction		
Contract Name:	"A-23"	Effective Date of	
Date Issued:	October 4, 2024	Change Order:	November 11, 2024

The Contract is modified as follows upon execution of this Change Order:

Description: See Attachment.

Attachments: See Attachment.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 164,530.00	Original Contract Times: Substantial Completion: August 16, 2024 Ready for final payment: August 30, 2024
{Increase} {Decrease} from previously approved Change Orders No. : \$ 0	{Increase} {Decrease} from previously approved Change Orders No.1 to No. : Substantial Completion: None Ready for final payment: None
Contract Price prior to this Change Order: \$ 164,530.00	Contract Times prior to this Change Order: Substantial Completion: August 16, 2024 Ready for final payment: August 30, 2024
{Increase} {Decrease} this Change Order: \$ 10,715.00	{Increase} {Decrease} this Change Order: Substantial Completion: None Ready for final payment: None
Contract Price incorporating this Change Order: \$ 175,245.00	Contract Times with all approved Change Orders: Substantial Completion: August 16, 2024 Ready for final payment: August 30, 2024

By: <u>Brandon P. Sinton</u>	Accepted by Contractor <u>Joshua Senk</u>
Title: <u>Project Manager</u>	VP of US Foundations Operations
Date: <u>11/14/2024</u>	
<u>Authorized by Owner</u>	<u>Approved by Funding Agency (if applicable)</u>
By: _____	_____
Title: _____	_____
Date: _____	_____

Change Order No. 1
City of Kewaunee
Tug Ludington – Mooring Bollard Replacement
Contract "A-23"

1. The city requested to have the Contractor provide and install 2 bollard bumpers to protect the Tug and new bollards, and then provide the Owner the additional (2) 5' long bumpers. The Contractor is requesting payment for the work completed as follows:

Bollard Bumpers	1 LS @ \$10,715.00/LS	\$10,715.00
Total Change Order No. 1		\$10,715.00

Waiver of Lien

For value received the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for all work, materials, plans, and specifications made or furnished or to be made or furnished for the improvement of said lands, said improvements being done for the City of Kewaunee, Owner, by Michels Construction, Inc., Prime Contractor.

Said lands being situated in Kewaunee County, State of Wisconsin, and described as follows:

Tug Ludington – Mooring Bollard – Contract A-23

The work done or to be done, materials furnished or to be furnished by the undersigned for said job are as follows:

Tug Ludington – Mooring Bollard – Contract A-23

The Prime Contractor named above also certifies that he has fully paid all debts for labor, materials, and equipment incurred in connection with the work performed.

Subscribed and Sworn before me
this 10th day of October,
2024

Notary Public: Vicky L. Piche
My Commission
Expires: 11/16/26

Signed: [Signature]
(Michels Construction, Inc.)

Per: Joshua Senk
VP of US Foundations Operations

Seal

Date: 10/9/24



**CONSENT OF SURETY
TO FINAL PAYMENT**

AIA Document G707

- OWNER
- ARCHITECT
- CONTRACTOR
- SURETY
- OTHER

Bond No. 190054417/30196567

TO OWNER:
(Name and address)

City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216

PROJECT:
(Name and address)

Tug Ludington - Mooring Bollard Replacement, Contract A-23

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: Construction

CONTRACT DATED: December 11, 2023

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Liberty Mutual Insurance Company
175 Berkeley Street, Boston, MA 02116
&
Continental Casualty Company
151 North Franklin Street, Chicago, IL 60606

, SURETY,

on bond of
(Insert name and address of Contractor)

Michels Construction, Inc.
210 W. Becher Street, Suite 800
Milwaukee, WI 53207

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Kewaunee
401 Fifth Street
Kewaunee, WI 54216

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: October 10, 2024.
(Insert in writing the month followed by the numeric date and year.)

Liberty Mutual Insurance Company &
Continental Casualty Company

(Surety)

By: Michelle Halter

(Signature of authorized representative)

Michelle Halter, Attorney-in-Fact

(Printed name and title)

Attest:
(Seal):

Blake S. Boring





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8212026-190003

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Blake S. Bohlig; Brian D. Carpenter; Charles Draper; Craig Olmstead; Erik T. Gunkel; Haley Pflug; Heather R. Goedel; Jessica Hecker; Kelly Nicole Enghauser; Laurie Pflug; Michelle Halter; Michelle Ward; Nicole Langer; Sara Whitfield

all of the city of Bloomington state of MN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of June, 2024.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature]
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 25th day of June, 2024 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of October, 2024



By: [Signature]
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint MICHELLE HALTER of BLOOMINGTON, Minnesota, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

City of Hartford ss.

By:
 Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-In-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-In-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-In-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 10th day of October, 2024.



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
 Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Material FINAL WAIVER OF LIEN

STATE OF MI
COUNTY OF Oakland ss.

City # _____

Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Michels Construction Inc. to furnish
Timber for the premises known as:
Tug Lugington -Contract A-23 of which
City of Kawaunee is the owner.

THE undersigned, for and in consideration of Sixty-One Thousand Eight Hundred and 00/100
(\$ 61,800.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the state of Wisconsin, relating to mechanics' liens, with
respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished,
and on the moneys, funds or other considerations due or to become due from the owner, on account of
labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned
for the above-described premises, INCLUDING EXTRAS.*

Company Name: Art Thureson, Inc.
Address: 510 Highland Avenue, STE 205
Milford, MI 48381

Given under my hand and seal this 15 day of October 2024

TERRELL TUCKER
Notary Public, State of Michigan
County of Oakland
My Commission Expires 05-13-2029
Acting in the County of Oakland

Signature and Seal: [Signature]
Typed Name: Jon Cheney
Typed Title: Sales
Notary Signature: [Signature]
Typed Name: Terrell Tucker
Subscribed and Sworn to me on this date: 10/15/2024
Notary Seal: _____

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

MICHELS®

CONSTRUCTION, INC.

MICHELS FOUNDATIONS

September 26, 2024

Cedar Corporation
1695 Bellevue Street
Green Bay, WI 54311

P. (920) 639-9989
E. kyle.johnson@cedarcorp.com

Attention: Kyle Johnson

Reference: 000#1 Request: Mooring Bollard Fenders

The following is Contract Change Order request #1 for the Kewaunee Tug Ludington project. The pricing below is based on additional labor and material required to complete the installation of rubber fenders. The breakdown is as follows:

Total Costs \$10,715.00

Notes

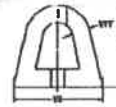
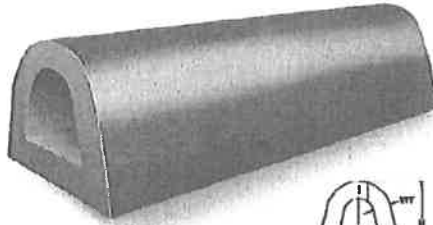
1. Fenders to arrive in 5' lengths totaling 20'.
2. Fenders to be installed at elevations directed by others.
3. Fenders to be secured with lag bolts into timber mooring piles.
4. Michels to have access to the City of Kewaunee's pontoon boat for assist install from the waterway.
5. Repositioning of Tug Ludington to be completed by others, if required.

Fender Detail

100 SERIES (CONTINUED)

TAPERED D-SHAPE / D-BORE

Tapered D-shape offers a slightly different look than the Key-hole ends and fenders. Also used in marine and industrial applications. Offered in three EPDM colors: black, non-marking gray and white.



CODE NO.	DURAMAX® PART NO.	BASE WIDTH (W)	HEIGHT (H)	WALL THICKNESS (WT)	WT./FT.	LENGTH UP TO
DB-101	802010101	4 1/4"	3 7/8"	3/4"	4.7 LBS.	60 FT.
DB-115	802011501	4 1/2"	3 3/4"	3/4"	4.5 LBS.	60 FT.
DB-126	802012601	6 3/4"	6"	1 1/2"	12.7 LBS.	20 FT.
DB-150	802015001	9 1/2"	8"	1 1/2"	18.7 LBS.	20 FT.

If you should have any questions or need further information, please contact me.

Respectfully Submitted,

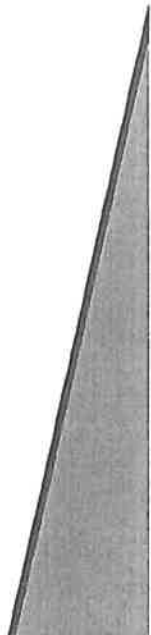
MICHELSFOUNDATIONS

Brian Ring
Project Manager/Estimator
C: 920.344.2742
E: bring@michels.us

WE DO THAT
...
& MORE

1700 Industrial Dr, Green Bay, WI 54302
920.544.9439 | www.michels.us

AA/EOE/M/W/Vet/Disability



Material FINAL WAIVER OF LIEN

STATE OF _____ }
COUNTY OF _____ } ss.

Gly # _____
Loan # _____

TO WHOM IT MAY CONCERN:

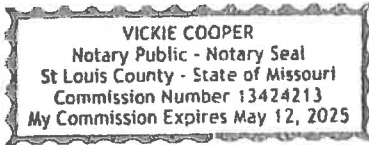
WHEREAS the undersigned has been employed by Michels Construction Inc. to furnish
Fenders for the premises known as: Tug Lugington -Contract A-23 of which
City of Kewaunee is the owner.

THE undersigned, for and in consideration of Two Thousand Four Hundred Twenty-five and 44/100
(\$ 2,425.44) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the state of Wisconsin, relating to mechanics' liens, with
respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished,
and on the moneys, funds or other considerations due or to become due from the owner, on account of
labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned
for the above-described premises, INCLUDING EXTRAS.*

Company Name: Humco Marine Products, Inc.
Address: 1074 Kenran Industrial Blvd.
St. Louis, MO 63137

Given under my hand and seal this 1ST day of NOVEMBER, 2024

Signature and Seal: [Signature]
Typed Name: Stephen J. Holigrew
Typed Title: President
Notary Signature: [Signature]
Typed Name: Vickie Cooper
Subscribed and Sworn to me on this date: 11/1/2024
Notary Seal:



*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

SECTION 00 65 16
CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	City of Kewaunee	Owner's Project No.:	
Engineer:	Cedar Corporation	Engineer's Project No.:	6180-0015
Contractor:	Michels Construction, Inc.	Contractor's Project No.:	
Project:	Tug Ludington – Mooring Bollard Replacement		
Contract Name:	Contract A-23		

This Preliminary Final Certificate of Substantial Completion applies to:

All Work The following specified portions of the Work:

Date of Substantial Completion: August 12, 2024

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: None As follows:

Amendments to Contractor's Responsibilities: None As follows: 2 Year Warranty except the landscape restoration, which is 1 year.

The following documents are attached to and made a part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

EXECUTED BY ENGINEER

RECEIVED:

RECEIVED:

By (signature):

Brandon P. Strelow
(Authorized Signature)

Owner (Authorized Signature)

Joshua Senk
Contractor (Authorized Signature)

Name (printed):

Brandon Strelow

Joshua Senk

Title:

Project Manager

VP of US Foundations Operations



APPLICATION – WISCONSIN HARBOR ASSISTANCE PROGRAM

Wisconsin Department of Transportation
DT1688 7/2018

Submit Application To:
Wisconsin Department of Transportation
Manager, Harbor Assistance Program
P.O. Box 7913 Madison, WI 53707-7913

FOR WisDOT STAFF USE

Project ID	Date Received
------------	---------------

<p>1. Harbor Name</p> <p>Kewaunee Harbor</p>	<p>2. Primary Contact Telephone</p> <p>Fred Schnook, City Administrator 920-388-5000</p>
<p>3. Applicant Agency Name and Address</p> <p>City of Kewaunee 401 Fifth Street Kewaunee, WI 54216</p>	<p>4. Project Type (Check Appropriate Type)</p> <p><input type="checkbox"/> Maintenance dredging and disposal which is the responsibility of the local government and which is outside a U.S. Army Corps of Engineers project area.</p> <p><input type="checkbox"/> Maintenance dredging and disposal within a Corps project area.</p> <p><input type="checkbox"/> Dock wall repair or maintenance.</p> <p><input type="checkbox"/> New project development of publicly owned facilities limited to dredging, dredge disposal and dock walls.</p> <p><input checked="" type="checkbox"/> Maintenance of other publicly owned harbor facilities.</p> <p><input type="checkbox"/> New project of other public harbor facilities.</p>
<p>5. Anticipated Project Dates</p> <p>Start Date Oct-21 Complete Work November 2021</p>	

6. Cost Apportionment: Submit narrative or other support documentation concerning the timing of available non-grant financing and any known or expected prerequisites for, or limitations on, that financing, i.e., bond issue, budget appropriation, bank loan approval, referendum, other grant, etc.

	AMOUNT	% of TOTAL	SOURCE OF FUNDS
Proposed grant amount	\$249,040	80 %	HAP Grant Funding
Applicant's share of costs	\$62,260	20 %	In-kind, General Obligation Fund
Amounts from federal sources		%	
Other		%	
Total estimated project cost	\$311,300	100 %	

7. Resolution From Eligible Applicant
Is a resolution, officially adopted by the eligible applicant containing the assurances and information specified under TRANS 28.09 (2)(a), attached to this application? YES NO

8. Certification
To the best of my knowledge and belief, the information submitted here is true and correct and this document has been authorized for submittal by the governing agency.

X _____ *[Signature]* _____ 7-14-21
(Authorized Signature and Title) (Date)

9. Project Summary - This is to be a brief overall summary with greater detail, including a scope of services and anticipated work schedule, provided in a supporting narrative.

The City of Kewaunee seeks to replace the large piling clusters located in the Kewaunee Harbor on the south seawall near Harbor Park. These piling clusters are the only area within the harbor that are large enough to tie up a large commercial ship. Any other areas within the harbor that would allow large ship moorings are owned by the US Corps of Engineers and are off limits to other sips. The pilings date back to the early 1970s, are in disrepair, and are almost to the point of dangerous use. Also, as the piling start to decay and fall apart, the large pieces of debris may cause

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Authorize Resolutions of Intent to reimburse expenditures from proceeds of borrowing, related to submission of loan applications for the Safe Drinking Water Loan Program and the Clean Water Fund Program	ITEM NUMBER 8.f

BACKGROUND

The Common Council recently approved Addendum #22 with Cedar Corporation toward the engineering design and construction management for the reconstruction of Main Street from Kilbourn Street south and then becoming Center Street ending at Milwaukee Street (CTH 42), which includes water and sewer main and lateral replacements, stormwater inlet and outlets and catch basins, sidewalk, curbs and gutters, and full roadway replacement (including subbase, base and top coat asphalt).

With the assistance of the City’s engineering consultant, Cedar Corporation, along with successful application for a Local Road Improvement Program (LRIP) grant in 2023 for the road surfacing portion of the project, staff has developed what we believe is a viable financing program for this project.

In addition to the approved Addendum, there are two additional actions that need to be completed before Cedar Corporation can submit applications for the SDWLP and the CWF, which are attached as Resolution Nos. 2024-2047 and 2024-2048, which declare in compliance with State Statute that the City would accept loan funding for this project and provide for repayment of the loans through the requisite funds (Fund 610 and 620).

ANALYSIS

The total projected cost for this project is \$1,100,743, of which Water Utility costs would be \$210,788 (less estimated principal forgiveness) or 19.15% of project cost, while the Sewer Utility costs would be \$176,136 or 16%.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION

The Addendum #22 was recommended by the Public Works Committee; this is another portion of this project needed in order to file the loan applications.

FISCAL NOTE

This project requires a combination of General Obligation debt and loans attributed to utility enterprise funds.

STAFF RECOMMENDATION

Staff recommends authorization to begin formal submission of CWF and SDWLP loan applications.

IF APPROVED, NEXT STEPS

Staff works with Cedar Corporation to submit the loan applications and the engineering design.

RECOMMENDED MOTIONS (two):

“I move we adopt Resolution No. 2024-2047, a resolution declaring official intent to reimburse expenditures from proceeds of borrowing, related to submission of a loan application for the Safe Drinking Water Loan Program.”

“I move we adopt Resolution No. 2024-2048, a resolution declaring official intent to reimburse expenditures from proceeds of borrowing, related to submission of a loan application for the Clean Water Fund Program.”

RESOLUTION NO. 2024-2047

A RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make Declarations of Official Intent on its behalf;

WHEREAS, the City Council of the City of Kewaunee (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official (or officials) or employee (or employees) of the Issuer to make a Declaration of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures;

WHEREAS, the Governing Body hereby finds and determines that designating an official (or officials) or employee (or employees) with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The following officials or employees of the Issuer are hereby authorized and designated to make Declarations of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations: Mayor or Clerk/Treasurer.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The officials or employees authorized and designated above are each hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted the 11th day of November, 2024.

APPROVED:

Jeffrey L. Vollenweider, Sr., Mayor

ATTEST:

Amber Vande Velden
Clerk/Treasurer

NO. 2024-2047-A

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of Kewaunee [Kewaunee County, Wisconsin] (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on November 11, 2024. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19, Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project description: Main Street Water Main Improvements

OR

2. Identify fund(s)/account(s): General Fund or Water Utility Fund

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$ 300,000.00

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 11th day of November, 2024.

By: _____

Jeffrey L. Vollenweider, Sr. Mayor

RESOLUTION NO. 2024-2048

A RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make Declarations of Official Intent on its behalf;

WHEREAS, the City Council of the City of Kewaunee (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official (or officials) or employee (or employees) of the Issuer to make a Declaration of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures;

WHEREAS, the Governing Body hereby finds and determines that designating an official (or officials) or employee (or employees) with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The following officials or employees of the Issuer are hereby authorized and designated to make Declarations of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations: Mayor or Clerk/Treasurer.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The officials or employees authorized and designated above are each hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted the 11th day of November, 2024.

APPROVED:

Jeffrey L. Vollenweider, Sr., Mayor

ATTEST:

Amber Vande Velden
Clerk/Treasurer

NO. 2024-2048-A

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of Kewaunee [Kewaunee County, Wisconsin] (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on November 11, 2024. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19, Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project description: Main Street Sanitary Sewer Improvements

OR

2. Identify fund(s)/account(s): General Fund or Sanitary Sewer Fund

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$ 250,000.00

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 11th day of November, 2024.

By: _____

Jeffrey L. Vollenweider, Sr., Mayor

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE November 11, 2024
REPORTS & RECOMMENDATIONS	Authorize the City of Kewaunee credit card company to issue a card for Clerk/Treasurer Amber Vande Velden	ITEM NUMBER 8.g

BACKGROUND

Past practice was that the Clerk/Treasurer would have a City-issued credit card in the employee's name in order to effect certain supply purchases for the City. With the hiring of Amber Vande Velden as Clerk/Treasurer, this is the time to have a City credit card issued in her name as the statutory officer for financial management at the City.

FISCAL NOTE

Purchases are within budgetary limits, this is an administrative efficiency request.

COUNCIL ACTION REQUESTED

"I move we authorize the issuance of a City of Kewaunee credit card to Clerk/Treasurer Amber Vande Velden."

Clerk/Treasurer: AVV/Administrator: HE