

**City of Oconomowoc  
Common Council Meeting Minutes  
March 17, 2020 - 7:30 PM**



**Aldermen Present:** Kevin Ellis, Karen Spiegelberg, Tom Strey, Lou Kowieski, Andy Rogers, Matt Rosek, Charlie Shaw

**Absent:** Ald. Zwart

**Also Present:** David Nold, Sarah Kitsembel, Stan Riffle, Ron Buerger, Diane Coenen, Kevin Freber, Mark Frye, Jason Gallo, Craig Hoepfner, Joe Pickart, Tony Posnik, Ivan Lam

Mayor Nold called the Common Council Meeting to order at 7:30 PM.

**Call to Order and Confirmation of Appropriate Meeting Notice**

**Pledge of Allegiance**

**Roll Call**

**Approval of Meeting Minutes**

**a. Minutes of February 18, 2020**

Motion to approve the minutes of February 18, 2020 Council minutes as presented made by Rosek and seconded by Rogers.

Motion carried 7-0-0.

**Comments/Suggestions from Citizens**

Sarah Ponath, N51 W14441 Jaclyn Ct., Menomonee Falls, introduced herself as a candidate for the Waukesha County Circuit Court Judge Branch 5.

Jack Melvin, 1738 River Lakes Rd N, introduced himself as a candidate for the Waukesha County Circuit Court Judge Branch 5.

**Consent Agenda (Items listed under the Consent Agenda are considered in one motion - a Council member may request to remove an item):**

Motion to approve the consent agenda made by Kowieski and seconded by Shaw.

Motion carried 7-0-0.

**a. Licenses**

**b. Treasurer's Report**

**Committee Reports**

**a. Public Services - Strey, Chr; Zwart, Secy; Ellis**

**1. Consider/act on Resolution 20-R2864 Awarding the 2020 Street Improvement Program Contract**

Motion to adopt Resolution 20-R2864 awarding the 2020 Street Improvement Program Contract made by Ellis and seconded by Rosek.

Frye gave a PowerPoint presentation.

Motion carried 7-0-0.

**2. Consider/act on Resolution 20-R2861 Awarding Blain Street Park Tennis Court Reconstruction Contract**

Motion to adopt Resolution 20-R2861 awarding Blain Street Park Tennis Court reconstruction contract made by Strey and seconded by Kowieski.

Motion carried 7-0-0.

Motion to approve to allow the Parks & Recreation Director to approve additional funds up to \$120,000 for soils or other problems during construction made by Rosek and seconded by Ellis.

Motion carried 7-0-0.

**b. Utility - Kowieski, Chr; Zwart, Secy; Shaw**

**1. Consider/act on Resolution 20-R2862 Awarding Underground Utilities Locating Service Contract and Authorize Budget Amendment**

Motion to adopt Resolution 20-R2862 awarding underground utilities locating service contract and authorize budget amendment made by Kowieski and seconded by Rosek.

Motion carried 7-0-0.

**Plan Commission**

**a. Consider/act on Condominium Plat for Vespera II, Phase I, Located on NE Corner of Valley Road and St. Andrews Drive**

Motion to approve Condominium Plat for Verpera II made by Shaw and seconded by Kowieski.

Motion carried 7-0-0.

**New Business**

**a. Consider/act on Revised Pandemic Preparedness Plan and COVID-19 Response Matters**

Riffle reported that due to COVID-19, the City has updated our Pandemic Preparedness Plan in response to guidance from the CDC, State and County Public Health agencies. The pandemic has had several impacts to City operations and the Governor's order could pose policy considerations for us. He briefed Council on facility closures, the impacts to customers and employees, election changes, and meeting procedures. He noted that the Employee Handbook had a change to the section regarding employees working from home. Staff will keep Council apprised of developments. Motion to approve the revised Pandemic Preparedness Plan and COVID-19 Response to be used as a general guideline to allow the City Administrator and staff to administer day to day operations, close City Hall to vendors and limit citizen entrance, and no travel by employees unless for essential certification/training made by Ellis and seconded by Rosek. Motion carried 7-0-0.

Riffle then reported on the State of Emergency Proclamation that was placed at Council stations. He referenced WI Stat. 323.11 which states the governing body of any local unit of government may declare by ordinance or resolution an emergency. This allows the Mayor, if the Council can't meet in time to deal with an emergency situation to declare a State of Emergency. He noted the proclamation will be changed to a resolution format. Once a State of Emergency is called, WI Stat. 323.14 deals with powers during an emergency and how this body is going to function between now and whenever the emergency is over and what will happen with staff and their interaction with the public. He informed Council that he had a meeting with all municipal attorneys in the State which was facilitated through the League of Wisconsin Municipalities and the consensus was that we have broad powers as municipalities in an emergency regarding how Council meetings are conducted. The City must announce ahead of time how we will conduct the meeting and how constituents have an opportunity to participate. Next, if Council wants to make specific directives, he recommends doing it through a resolution. Riffle clarified the resolution will authorize the Mayor, in consultation with staff, to implement measures associated with both future meetings and operations of the City, noting that if something goes awry Council can demand a meeting and rescind the resolution. The resolution is a general guideline. Motion by Rosek to adopt the resolution declaring a State of Emergency in the City of Oconomowoc regarding COVID-19 and seconded by Kowieski. Motion carried 7-0-0.

**Staff Reports**

Kitsemel thanked Council for the candid discussion on the Pandemic Plan and COVID-19. Coenen stated the Tuesday, April 7<sup>th</sup> Election is open for voting from 7:00 AM – 8:00 PM and In-Office Absentee Voting starts on March 23<sup>rd</sup> at City Hall.

**Reports and Comments from the Mayor**

Nold read the Proclamation into the record.

**a. 2020 Census Proclamation**

**Reports and Comments from the Aldermen**

Kowieski thanked staff for going above and beyond during this difficult time and acknowledged our incredible community. He stated the April 7<sup>th</sup> election is important for the community. Rosek requested that in the future staff separate budget amendment items.

**Adjourn**

Motion to adjourn made by Strey and seconded by Rogers.

The meeting adjourned at 9:09 PM.

Motion carried 7-0-0.

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Diane Coenen, City Clerk  
City of Oconomowoc