



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 17, 2023

Pursuant to adjournment on October 3, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, October 17, 2023.

Roll call present: Antoine, Coenen, Eggleston, Kilgas, Moore, Schell and Thiele.

Absent & Excused: DeCoster.

Also present: Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Planner Stephenson, Fire Chief Carrel, Fin. Dir. Van Rossum, Dir./Naturalist Nowak, Rec. Prog. Mgr. Zimmer, Lib. Dir. Thiem-Menning, Police Chief Graff, Com. Enrich. Serv. Dir. Vosters and interested citizens.

Motion by Coenen, seconded by Kilgas to excuse the absent member.

All Ald. present voted aye.

Motion carried.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly.

Mayor Penterman informed the Council that the groundbreaking of Dreamville has been pushed back for a week or two.

Motion by Moore, seconded by Schell to adopt the minutes of the Common Council meeting of October 3, 2023.

All Ald. present voted aye.

Motion carried.

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, MEMORIALS, AND ACCOUNTS

Bills Payable

Motion by Moore, seconded by Coenen to pay bills out of the proper accounts.

All Ald. present voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Memorandum of Understanding between the City of Kaukauna and Wisconsin Elections Commission.

Motion by Antoine, seconded by Eggleston to allow Mayor Penterman to enter into a Memorandum of Understanding between the City of Kaukauna and Wisconsin Elections Commission.

All Ald. present voted aye.

Motion carried.

Appointment of Charles West to the 1000 Islands Environmental Center Committee to replace Sue Gertz.

Motion by Moore, seconded by Eggleston to appoint Charles West to the 1000 Islands Environmental Center Committee to replace Sue Gertz.

All Ald. present voted aye.

Motion carried.

Proclamation declaring October 17, 2023 as Hill Top Bakery Day in the City of Kaukauna.

Motion by Thiele, seconded by Coenen to receive and place on file the Proclamation declaring October 17, 2023 as Hill Top Bakery Day in the City of Kaukauna.

All Ald. present voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Committee of the Whole Meeting Minutes of October 16, 2023.

Motion by Moore, seconded by Schell to receive and place on file the Committee of the Whole Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

Board of Public Works Meeting Minutes of October 16, 2023.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, October 16, 2023 at 6:05 P.M.

Members present: Antoine, Coenen, Eggleston, Kilgas, Moore, Schell and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Sen. Proj. Eng. Bodoh, Com. Enrich. Serv. Cord. Vosters, Street Superintendent Van Gompel, Planner Stephenson, Grignon Mansion Dir. Mickelson, and interested citizens.

Motion by Eggleston, seconded by Coenen to excuse the absent member.

All Ald. present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Grignon Park Shelter Update – KHS Civic Engagement.

Mayor Penterman introduced Tim Roerig, head of the Kaukauna High School Civic Engagement Class. Roerig, along with several of his students, gave a presentation on the project "Winter Park". which would be located at Grignon Park. The class has received lots of community support. The proposed park design was discussed, and next steps would be to get a better grasp of what this park will include. The group will come back with a realistic vision of what this project will be and make sure we have the appropriate infrastructure to handle this facility. Discussion was held and questions answered.

b. Kaukauna Youth Baseball (KYB) request to construct batting cages at Horseshoe Park and update on other projects.

Kaukauna Youth Baseball has approached the city with the desire to have a second batting cage added to Horseshoe Park this fall. The new cage would be adjacent to the existing and be of the same size. This will help with warming multiple teams up before tournaments and allow more time for batting practice when both fields are utilized for practices. The excavation and concrete work will be completed by Jacobs Concrete, volunteers from Kaukauna Youth Baseball will be constructing the cage, and city staff would complete restoration. The city has discussed with KYB that there is a main storm interceptor that runs below the proposed batting cage and the city holds no responsibility for replacement of said batting cage if the city needs to remove the cage to excavate for repairs or replacement of the interceptor. Discussion was held and questions answered.

Motion by Moore, seconded by Schell to approve Kaukauna Youth Baseball to contract and construct a second batting cage adjacent to the existing at Horseshoe Park with city staff to complete turf restoration of the work site.

All Ald. present voted aye.

Motion carried.

c. 2022 Annual Clearwater Sustainability Program Report.

Senior Project Engineer Bodoh presented the 2022 Annual Clearwater Sustainability Program Report. Member communities of the HOVMSD (Kaukauna, Kimberly, Little Chute, Combined Locks, and the Darboy Sanitary District) are required to file an annual Clearwater Sustainability Program report to the HOVMSD. The intent of the annual report is to update the HOVMSD on the community's efforts toward maintaining a sustainable level of inflow and infiltration. The governing body of each HOVMSD member community must review each year's annual report. A resolution stating that the governing body has reviewed and accepted the annual report is on the Common Council agenda tomorrow night. Questions from the Board were answered.

Motion by Antoine, seconded by Kilgas to accept and place on file the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to HOVMSD.

All Ald. present voted aye.

Motion carried.

d. 2023 TMDL Implementation Plan Updates "Stormwater Management Plan of Action".

As a Permitted Municipality under Wisconsin NR 216, with a General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System - WPDES Permit No. WI-S050075-3, municipalities within a watershed with Total Maximum Daily Loading(TMDL) must reduce pollutants of concern within their permit term. The City of Kaukauna Municipal Separate Storm Sewer System(MS4) boundary includes land within the Lower Fox TMDL, including the watersheds of Garners Creek, Konkapot Creek, Apple Creek, Plum Creek and the main stem Lower Fox Basin, all having TMDL requirements to reduce Total Suspended Solids(TSS) and Total Phosphorus (TP). If, a full reduction pollutant load reduction cannot be achieved within the permit term, alternate provisions and reports must be made to the Wisconsin Department of Natural Resources (WDNR). Many of the requirements were previously met with updates to the City Post-Construction Stormwater Management Ordinance and updates to our leaf collection and street sweeping programs. The City has worked with McMahon Associates to provide the updated maps and pollutant reduction analysis documents.

Motion by Moore, seconded by Coenen to receive and place on file the 2023 Total Maximum Daily Loading (TMDL) Implementation Plan Updates to the Stormwater Management Plan of

Action and direct the Engineering Department to submit the updates to WDNR and to direct the Director of Public Works to apply for continued coverage under the WPDES General Permit.
All Ald. present voted aye.
Motion carried.

e. Update on Waste Ordinance Implementation Plans.

DPW/Eng. Neumeier and Street Superintendent Van Gompel provided an update on the Waste Ordinance implementation. First steps are addressing the cart and can locations. Staff will be putting orange tags out when residents are in violation. In fall 2023, businesses with City garbage collection who are affected by the ordinance changes will receive letters about their options for garbage collection beginning June 1, 2024. In early December 2023, the City will focus on notifying residents about the coming changes to large and irregular and brush collections. Specifically noting that December 2023 will be the last large and irregular pick up until April 2024, and providing alternate waste disposal options. Discussion held and questions answered.

f. Mini Golf Update.

Community Enrichment Services Coordinator Vosters stated that staff met with Vande Hey Company, Inc. to determine project scope projected cost of a mini golf course at the Aquatic Center site. Vande Hey Company looked at multiple options but found that the space adjacent to the Aquatic Center would be advantageous for families but also create structural challenges. The proposed location needs retaining walls and the exact amount depends on ADA compliance/sloping/grade. The cost of the retaining walls would budget in the area of \$250,000. To produce a course in that location would budget \$750,000 which would include basic landscaping, layouts, and backdrops. A budget of \$850,000 to \$1 million would include water features and exciting backdrops. This information is concurrent to what Commercial Recreation Specialists and Parkitecture & Planning provided to the City in July of 2023. Staff was directed to bring back options and estimates for a 9-hole mini golf course for consideration. Discussion held and questions answered.

g. Public Works Update.

Street Superintendent Van Gompel stated 59 ash trees have been cut down. The majority of trees cut down were from Horseshoe Park and the Dog Park. Powerhouse Grinding was hired to remove stumps. Park restroom facilities are currently being closed and winterized. DPW/Eng. Neumeier provided an update on City projects. Board members were informed about the upcoming HOV meeting on November 2. Traffic counts on Ann and Crooks will be attempted for the third time on Tuesday and Wednesday of this week. Two TDS contractors, Spriggs Construction and Moreno and Sons are no longer permitted to work in the City right-of-way due to continued safety violations. Community Enrichment Services Coordinator Vosters provided an update on the Pool renovations. The bathhouse has been torn down. Demolition of the chemical building will begin as soon as WE Energies abandons the existing gas service.

3. Adjourn.

Motion made by Coenen, seconded by Moore to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 7:40 pm.

Sally Kenney, Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of October 16, 2023.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, October 16, 2023, at 7:50 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Community Enrichment Coordinator position(s) due to resignation.**

HR Director Swaney stated the City's part-time Community Enrichment Coordinator position was being split by two employees who have both resigned from their positions. The position is budgeted for up to 1,100 hours annually.

Motion by Moore, seconded by Antoine to fill a Community Enrichment Coordinator(s) position due to resignation.

All members voted aye.

Motion carried.

b. **Marketing and Communications Manager discussion.**

The City currently shares this position with Kaukauna Utilities. Based on our needs, staff does not feel half this position is enough and is looking to hire a full-time person for this role. As part of the 2024 budget process, staff are proposing a shift from a shared communications position to a full-time Marketing and Communications Manager dedicated to the City. Some primary functions of this position would be the development and execution of internal and external communications processes and procedures, the execution of strategic objectives and tactics specific to communications, the development and refinement of City branding and marketing materials and providing guidance to staff and Mayor with public relations. The job description and roles were discussed.

c. **Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Coenen, seconded by Moore to Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.

All members voted aye.

Motion carried.

Moved to closed session at 7:59 p.m.

d. Return to Open Session for possible action.

Motion by Thiele, seconded by Coenen to return to Open Session.

All members voted aye.

Motion carried.

Returned to Open Session at 8:21 p.m.

Motion by Moore, seconded by Thiele to reclassify the full-time Grignon Mansion Executive Director position to a full-time Community Enrichment Program Manager with compensation at grade 14 to begin in January 2024.

All members voted aye.

Motion carried.

3. Adjourn.

Motion by Antoine, seconded Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:22 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of October 16, 2023.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, October 16, 2023 at 8:23 P.M.

Members present: Coenen, Kilgas and Schell.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Com. Enrich. Serv. Dir. Vosters, Fin. Dir. Van Rossum, HR Dir. Swaney, Grignon Mansion Ex. Dir. Mickelson and interested citizens.

Motion by Coenen, seconded by Schell to excuse the absent member.

All members present voted aye.

Motion carried.

1. Correspondence – None.

2. Discussion Topics.

a. RFP for Live! at Hydro Park.

The City of Kaukauna Community Enrichment Department is seeking proposals for entertainment management of the City's Live! From Hydro Park Concert Series. The series begins in early June and runs ten (10) consecutive Wednesdays with two additional dates as

rain dates. A proposal for entertainment management should include the following: Ability to set up and take down a portable stage; Contract ten (10) bands of significant talent and experience to perform for two (2) consecutive hours; The selected contractor will be expected to provide a schedule of entertainment for approval no later than February 1st; Ability to provide proof of insurance; Provide a list of prior events hosted and references. This proposal will be in effect for 3 years, with individual contracts to be signed on an annual basis.

Motion by Coenen, seconded by Schell Authorize Community Enrichment & Recreation Director to seek proposals for entertainment management of the City's Live! at Hydro Park Concert Series.

All members present voted aye.

Motion carried.

b. Class "B" Beer License and "Class B" Winery License to Hex Meadery LLC, Lexi Lau Agent, 175 W. Wisconsin Avenue, Kaukauna.

Motion by Schell, seconded by Coenen to approve the Class "B" Beer License and "Class B" Winery License to Hex Meadery LLC, Lexi Lau Agent, 175 W. Wisconsin Avenue, Kaukauna.

All members present voted aye.

Motion carried.

c. Special Event Application to Matt Gilkerson, Encounter Church, 1008 Hyland Avenue, Kaukauna on October 21, 2023 from 9 am to 2 pm for Trunk or Treat.

Motion by Coenen, seconded by Schell to approve Special Event Application to Matt Gilkerson, Encounter Church, 1008 Hyland Avenue, Kaukauna on October 21, 2023 from 9 am to 2 pm for Trunk or Treat.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion made by Schell, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

The meeting adjourned at 8:27 P.M.

Sally Kenney
Clerk

Motion by Kilgas, seconded by Thiele to adopt the Health and Recreation Committee Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

Plan Commission Meeting Minutes of September 7, 2023.

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of September 7, 2023.

All Ald. present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of September 12, 2023.

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of September 12, 2023.
All Ald. present voted aye.
Motion carried.

Operator (Bartender) Licenses.

The following applicants have applied for an operator's license for the license year **2022-2024** and have been recommended for approval based on their record check by the police department:

Rice	Cynthia	R.	615 Quinney Ave.	Kaukauna
Simons	Breanna	J.	612 Frances St Apt 7	Kaukauna
Verbruggen	Peter	J.	415 Buchanan Rd.	Kaukauna

Motion by Kilgas, seconded by Schell to approve the Operator (Bartender) Licenses.
All Ald. present voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Moore, seconded by Coenen to receive and place on file the September 2023 Fire Report.
All Ald. present voted aye.
Motion carried.

Ambulance Report

Motion by Moore, seconded by Kilgas to receive and place on file the September 2023 Ambulance Report.
All Ald. present voted aye.
Motion carried.

Police Report

Motion by Moore, seconded by Schell to receive and place on file the September 2023 Police Report.
All Ald. present voted aye.
Motion carried.

Municipal Court Report

Motion by Moore, seconded by Antoine to receive and place on file the September 2023 Municipal Court Report.
All Ald. present voted aye.
Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Eggleston to receive and place on file the September 2023 Clerk-Treasurer's Deposit Report.
All Ald. present voted aye.
Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Eggleston to receive and place on file the September 2023 Building Inspection Report.
All Ald. present voted aye.

Motion carried.

Presentation of the preliminary 2024 Budget - Personnel details.

Finance Director/Treasurer Van Rossum presented the personnel budget items. Overall, the personnel side of the budget is going up by 6.3%. The reasons for the increases were provided. The significant changes in wages, group health insurance, residency incentive, retirement, and social security were presented. Discussion was held and questions answered.

Review the procedure for the Financial Support to special event.

The City of Kaukauna routinely receives a multitude of requests for support from a diverse range of organizations, groups, and individuals, all seeking assistance for various causes, events, and projects. Although we have consistently demonstrated our commitment to enhancing the community, the absence of a structured procedure has often led to inconsistent decision-making and challenges in resource allocation. A recommended process was provided. Our plan is to house this process on the City's website and direct potential requestors to this webpage. Additionally, the request form will be designed for online submission, making it convenient for applicants to apply and for the City to manage requests efficiently. We believe that this enhanced framework will greatly improve our ability to manage requests, ensure alignment with our community goals, and foster transparency in our support initiatives. Discussion was held and questions answered.

Motion by Antoine, seconded by Thiele to approve the procedure for the Financial Support to special events.

All Ald. present voted aye.

Motion carried.

Municipal Pool Update.

This item was covered at the October 16, 2023 Board of Public Works meeting.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2023-5407 Resolution Accepting the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD)

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5407.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5407.

All Ald. present voted aye.

Motion carried.

Resolution 2023-5408 Resolution Adopting the City of Kaukauna 2024-2026 Strategic Plan.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2023-5408.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2023-5408.

All Ald. present voted aye.

Motion carried.

CLOSED SESSION

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds - 207 Thilmany Road.

Motion by Coenen, seconded by Antoine to adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds - 207 Thilmany Road.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:12 p.m.

Return to Open Session for possible action.

Motion by Kilgas, seconded by Schell to return to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:37 p.m.

*** Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.**

Motion by Moore, seconded by Antoine to adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:38 p.m.

Return to Open Session for possible action.

Motion by Moore, seconded by Antoine to return to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:44 p.m.

ADJOURN

Motion by Antoine, seconded by Coenen to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 8:44 p.m.

Sally Kenney, Clerk