



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 19, 2024

Pursuant to adjournment on March 5, 2024 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 19, 2024.

Roll call present: Antoine (via ZOOM), Coenen, DeCoster, Eggleston, Kilgas, Moore, and Thiele.

Absent & Excused: Schell.

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Marketing and Com. Mgr. Fencil, Dir. Of Planning and Community Development Kittel, Assoc. Planner Paul, 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.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of the minutes of the Common Council meeting of March 5, 2024.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt the Common Council meeting minutes of March 5, 2024.

All Ald. present voted aye.

Motion carried.

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

Bills Payable

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

All Ald. present voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Donation request from Electric City Post 3319 for Memorial Day Program.

Ald. Moore asked for the appropriate donation request form to be filled out by Electric City Post 3319 to receive this donation.

Motion by Thiele, seconded by Coenen to approve the donation request of \$300 from Electric City Post 3319 for Memorial Day Program contingent upon the appropriate donation request form being filled out.

All Ald. present voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of March 18, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, March 18, 2024 at 6:00 P.M.

Members present: Antoine (via Zoom), Coenen, DeCoster, Eggleston, Kilgas, Moore, and Thiele.

Absent and Excused: Schell

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney, Police Chief Graff, Fire Chief Carrel, Communications and Marketing Mgr. Fencil, Planning and Community Dev. Dir. Kittel, Naturalist Blood, Adm. Asst. Kohls, Com. Enrich. & Rec. Dir. Vosters, Street Sup. Van Gompel and interested citizens.

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

All Ald. present voted aye.

Motion carried.

1. **Correspondence** – none.

2. **Discussion Topics.**

a. **Municipal Separate Storm Sewer System (MS4) Annual Report to DNR.**

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BOPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing in order to maintain compliance with State and Federal regulations as well as gather comments on the report itself. In addition to the DNR reporting form, a summary of activities and accomplishments was provided, citing each General Permit section requirements.

Motion by Kilgas, seconded by DeCoster to receive and place on file the 2023 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the same to Wisconsin DNR.

All Ald. present voted aye.

Motion carried.

b. **Heart of the Valley Metropolitan Sewerage District – Memorandum of Understanding for Interceptor Project.**

HOVMSD has requested Memorandum of Understanding with each municipal and some private entities that will be affected by the upcoming Interceptor Rehabilitation project. This

board has seen a few previous versions of this MOU. DPW/Eng Neumeier went over a few changes to this latest version and asked for authorization to enter into the agreement.

Motion by Moore, seconded by Coenen to authorize the Mayor and Clerk to sign a Memorandum of Understanding with HOVMSD for the Interceptor Rehabilitation Project.
All Ald. present voted aye.
Motion carried.

c. Waste Ordinance 11.11 Updates.

City Staff have been working on some minor updates to Municipal Code 11.11 Waste Material ordinance to limit the size of an object to what we can transport with our regular equipment, and to align the ordinance with the Code Enforcement Officer, under direction of the Police Department.

Motion by Eggleston, seconded by Kilgas to approve the changes noted and direct City Attorney's office to draft the appropriate ordinance updates to Section 11.11 Waste Material for Legislative Committee for consideration.
All Ald. present voted aye.
Motion carried.

d. Mini Golf Update.

Staff met with Miron to discuss the cost of a 9-hole mini golf course. Vande Hey Company, Inc. estimate to the City in November of 2023 was \$350,000- \$400,000 which was similar to Miron's original alternate proposal of \$361,000. City Council directed staff to stay around a \$350,000 budget for the 9-hole mini golf course at the Kaukauna Aquatic Center Renovation Project. The current estimates for Miron working with Commercial Recreation Sports for a 9-hole mini golf course is \$416,731.35. Miron utilizing Vande Hey Company as a subcontractor was an estimated \$616,809.00 for the 9-hole mini golf course. Additionally, the estimate does not reflect electrical or plumbing subcontractors, or the general conditions based on a Miron schedule extension. Also note that Miron's insurance, management fee or bond are subject to change based on the electrical, plumbing, and extended general conditions price. Staff recommend re-bidding a revised 9-hole and 18-hole mini golf course at a later date.

e. Miron PCI 020 – Waterslide Footings.

DPW/Eng. Neumeier provided background on the change order request for the waterslide footings. The new design and cost breakdown for the waterslide footings was provided. DPW/Eng. Neumeier has a couple of concerns and questions to work through with Miron and our architect/engineer. Footings were not designed specifically for this site during bidding due to various slide manufacturer options. A final design was required to be completed as part of the project by the chosen manufacturer. Staff is looking for directive to execute the change order once they are comfortable on the terms. Discussion was held and questions answered.

Motion by Coenen, seconded by DeCoster to allow Miron Construction representative Naman Yagnik to speak. Yagnik confirmed the new price included credits for the previous footing material and labor and the total shown on the PCI would be in addition to the current contract.

All Ald. present voted aye.
Motion carried.

Motion by Moore, seconded by Coenen to authorize Director of Public Works to approve the change order once all parties agree to the terms, in an amount not to exceed \$27,290.51.
All Ald. present voted aye.
Motion carried.

f. **Public Works Update.**

DPW/Eng. Neumeier has met with Lee Recreation regarding LaFollette Park playground equipment. Street Department will start site work in April and the new playground should be completed by early June. We are still having trouble with pedestrian signal lights on 18th Street and Crooks Avenue. Issues are being worked on and some upgrades are being made to get them up and running consistently. There has been material floating down the river and staff has been corresponding with McKinley Paper on this. Our understanding is that the material is not hazardous. The S.T.H. 96 project was moved up from 2025 to 2024 and will begin in May. This DOT project will widen the paved shoulder and also resurface of the road from Kaukauna to Wrightstown.

Street Superintendent Van Gompel stated they are fully staffed with eleven new employees in the last three years. The Street Department received the new field groomer and the concrete buster. With the mild winter and early spring staff is hoping to get an early start on the opening of the park bathrooms and fields. Have been able to get an early start on re-grading with no weight restrictions on the roads. Tree work in lower Grignon and LaFollette park is taking place. Street staff will be helping with items at the Aquatic Center to save money. Businesses and property owners have been contacted regarding dumpster service and staff is working on removing the old dumpsters.

Community Enrichment and Recreation Director Vosters stated the Recreation Guide is coming out this week. Reservations will start for City Residents on Monday, March 26. The on-line reservations have been going well. Discussion was held and questions answered.

3. Adjourn.

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

Meeting adjourned at 6:50 pm.

Sally Kenney
Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of March 18, 2024.
All Ald. present voted aye.
Motion carried.

Finance and Personnel Committee Meeting Minutes of March 18, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, March 18, 2024 at 6:51 p.m.

Members present: Mayor Penterman, Antoine (via ZOOM), Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Police Chief Graff, Street Sup. Van Gompel, Planning and Com. Dev. Dir. Kittel, Marketing and Com. Mgr. Fencl, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan discussion.**

In 2022, Human Resources completed a compensation and classification study in partnership with a third-party consultant. In 2022, annual performance reviews and step-check-ins were implemented. This meant that all non-represented staff began receiving an annual review. All staff who were eligible to receive a step on the compensation system also had to complete a step check-in with their supervisor. Steps were no longer automatic, and employees needed to have a successful step check-in to receive the step. At the end of 2023, employees received their second annual review. Now that a performance management system is in place, we can take the final step of aligning performance management and compensation. A compensation system proposal draft was provided. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program. Staff will bring this item back to a future meeting for approval consideration.

b. **Health Insurance Review Update.**

In an effort to ensure the City is offering a health plan that is financially responsible, sustainable, and provides the best coverage for our employees, staff have taken time to research and review our current State of WI Department of Employee Trust Funds and other options that may be available.

Staff recommends we remain with current health plan at this time and continue to monitor.

c. **Financial Request Submission – Livability Fox Cities Brand Story Proposal.**

In February, Livability reached out to the City of Kaukauna on behalf of the Fox Cities Chamber to see if we would be interested in having a place in the Livability Fox Cities magazine publication and website. Livability Fox Cities is one of the primary marketing tools that the Fox Cities Chamber, partnership and its members will use for talent attraction, business recruitment, tourism, and relocation throughout the year. Livability's integrated marketing program includes a print publication, digital magazine, and they promote the content on Livability.com.

Motion by Moore, seconded by Coenen to grant permission to the Marketing and Communications Manager to enter into an agreement with Livability Fox Cities to create a brand story article and advertisement for print and website.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Coenen, seconded Thiele to adjourn.

All members voted aye.
Motion carried.

Meeting adjourned at 7:37 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Moore to adopt the Finance and Personnel Committee Meeting Minutes of March 18, 2024.
All Ald. present voted aye.
Motion carried.

Plan Commission Meeting Minutes of February 22, 2024.

Motion by Moore, seconded by Eggleston to receive and place on file the Plan Commission Meeting Minutes of February 22, 2024.
All Ald. present voted aye.
Motion carried.

Redevelopment Authority of the City of Kaukauna Meeting Minutes of February 8, 2024.

Motion by Moore, seconded by Kilgas to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of February 8, 2024.
All Ald. present voted aye.
Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 13, 2024.

Motion by Moore, seconded by Coenen to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 13, 2024.
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:

Brown	Jessie	M.	2514 E. Newberry St.	Appleton
Gisvold	Cameron	L.	917 Byrd Ave.	Neenah

Motion by Kilgas, seconded by Eggleston 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 February 2024 Fire Report.
All Ald. present voted aye.
Motion carried.

Ambulance Report

Motion by Moore, seconded by Kilgas to receive and place on file the February 2024 Ambulance Report.
All Ald. present voted aye.
Motion carried.

Police Report

Motion by Moore, seconded by DeCoster to receive and place on file the February 2024 Police Report.

All Ald. present voted aye.

Motion carried.

Municipal Court Report

Motion by Moore, seconded by Eggleston to receive and place on file the February 2024 Municipal Court Report.

All Ald. present voted aye.

Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Kilgas to receive and place on file the February 2024 Clerk-Treasurer's Deposit Report.

All Ald. present voted aye.

Motion carried.

Building Inspection Report

Motion by Moore, seconded by Kilgas to receive and place on file the February 2024 Building Inspection Report.

All Ald. present voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

None.

CLOSED SESSION

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Dreamville.

Motion by Moore, seconded by Coenen to adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Dreamville.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 7:23 p.m.

Return to Open Session for possible action.

Motion by Thiele, seconded by Coenen to return to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 7:52 p.m.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public

business, whenever competitive or bargaining reasons require a closed session – 2024-PL-02; 106 E. Second Street.

Motion by Moore, seconded by Kilgas to adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 2024-PL-02; 106 E. Second Street.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 7:53 p.m.

Return to Open Session for possible action.

Motion by Eggleston, seconded by DeCoster to return to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:07 p.m.

ADJOURN

Motion by Kilgas seconded by Moore to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 8:08 p.m.

Sally Kenney, Clerk

