



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

Pursuant to adjournment on November 6, 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, November 19, 2024.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel (via Zoom), Fin. Dir. VanRossum, Fire Chief Carrel, Mark. and Comm. Manager Fencil, Police Chief Graff, Library Dir. Thiem-Menning, HR Dir. Hodge (via Zoom), Com. Enrich. Serv. Dir. Vosters (via Zoom) and interested citizens.

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 November 6, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of November 6, 2024.

All Ald. 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. voted aye.

Motion carried.

PUBLIC APPEARANCES

Bruce Werschm, 1905 Hendricks Avenue, Kaukauna spoke about the need to hire a full-time director at Grignon Mansion. He said there are not enough volunteers to carry out the previous director's duties.

BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman provided information about sign designs for the yard waste site.

Public Hearing on the 2025 City of Kaukauna Budget.

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers or via ZOOM wished to address the Council regarding the 2025 City of Kaukauna Budget.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman then declared the public hearing closed.

Letter of Resignation from Alder Mike Coenen.

Mayor Penterman read the resignation letter from Alder Mike Coenen.

Motion by Thiele, seconded by Kilgas to receive and place on file the resignation letter from Alder Mike Coenen.

All Ald. voted aye.

Motion carried.

Mayor Penterman listed a host of projects, developments, and accomplishments Mike was involved in during his 14 ½ years on the Common Council which included 4 years as Council President. He thanked him for his service, dedication, and his countless contributions to the betterment of our city, wishing him all the best in his retirement and next chapter of his life.

Committee and Council Meetings 2025.

Mayor Penterman provided the list of Committee and Council Meeting dates for 2025.

Motion by Antoine, seconded by Schell to receive and place on file the Committee and Council Meeting dates for 2025.

All Ald. voted aye.

Motion carried.

Kaukauna Police Department Drug Take Back.

The Kaukauna Police Department collected 178.1 pounds of material at their drug take back event on Saturday, October 26, 2025. Since the last drug take back event in April 2024, KPD collected 151.7 pounds of material from their drug drop box.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Committee of the Whole Meeting Minutes of November 11, 2024.

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, November 11, 2024 at 6:00 P.M.

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

Absent & Excused: None.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Senior Accountant Roehl, Planning Dir. Kittel, Library Dir. Thiem-Menning, Fire Chief Carrel, Police Chief Graff, HR Dir. Hodge, Com. Enrich. Services Dir. Vosters, Marketing & Comm. Manager Fencl, Street Superintendent VanGompel, and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. 2025 Budget presentation.

Mayor Penterman read his letter dated November 11, 2024. The proposed 2025 budget reflects a tax increase of \$0.09 per thousand of assessed value, which is a 0.96% increase in the assessed tax rate. The City's tax levy increased \$220,276 or 1.70%. Under state law, the levy is allowed to increase 1.70% plus increased debt service requirements. This levy increase is less than the maximum permitted under state law. Budgeted general fund expenditures for 2025 are \$19,756,868. An increase of 4.9%. This will allow the City to continue to qualify for the State Expenditure Restraint Program Aid. The general fund balance is projected to be \$6,937,299 on December 31, 2024. This fund balance exceeds the Council's objective of \$2,963,530 at year end, which will allow the City to continue to receive an excellent bond rating resulting in low interest rates when issuing future debt.

Motion by Coenen, seconded by Thiele to receive and place on file the Mayor's 2025 Budget Letter to the Common Council.

All members voted aye.

Motion carried.

Mayor Penterman presented his 2024-2025 Goals and Objectives.

Motion by Schell, seconded by Coenen to receive and place on file the Mayor's 2024-2025 Goals and Objectives.

All members voted aye.

Motion carried.

Finance Dir. VanRossum presented highlights for the 2025 budget. The impact on the City with Act 12 was discussed including repealed personal property taxes starting in 2024. Various schedules were presented showing a 2024 levy for city purposes of \$13,204,816.06 with an assessed tax rate of \$9.99. He reviewed the levy limit calculation for 2024, the expenditure restraint calculation and the city's debt service. Revenues and expenses were discussed, and with a balanced budget, both are increasing by 5%. The assessment to equalized ratio was discussed with all major categories out of compliance and the overall ratio at 76%. Finance Dir. explained that a revaluation will need to happen in 2027. The Storm and Sanitary Utility Funds were also highlighted with the overall net position for both improving. The stormwater rate is proposed to increase \$0.50 per ERU at \$132/ERU/year. The sanitary rate is anticipated to stay the same at \$8.75/100 Cubic Feet. It was also noted that with the school referendum passing, the school district's portion of the tax bill will increase by 20.68%.

b. 2025 Budget Deliberations.

Alders asked several questions of staff during the deliberation process. Discussion items included the school district referendum and bonding this year, and merit incentives for city employees.

Mayor Penterman reiterated that we have 126 people working for the City and it takes the collaborative effort of each and every person to run the City.

3. Position Classifications and Wage Scale Pertaining to the 2025 Budget.

a. Memo and Pay Grade Scale.

Finance Dir. VanRossum presented the wage scale and position classification for the non-represented employees of the city, covering both exempt/nonexempt positions and the Street Department. This scale aligns with the 3% increase that is included in the budget for the 2025 fiscal

year. The scale also reflects the market conditions and cost-of-living adjustments for employees. Discussion was held and questions were answered including questions regarding step increases and merit incentives.

4. Tax Bill Breakdown Widget.

a. **Overview of the website** – <https://kaukauna.gov/departments/finance/tax-bill-breakdown/>.

Finance Dir. VanRossum reviewed the Tax Bill Breakdown Widget available on the city website. The widget was created to help give property owners a visual tool to gain a better understanding of what their tax dollars are used for. The widget allows users to input any address or parcel number within the City of Kaukauna to access a comprehensive breakdown of their tax bill by taxing jurisdiction, as well as a detailed overview of how the city's share of the tax dollar is allocated across various areas.

Alderspersons had favorable comments regarding the Tax Bill Breakdown Widget.

5. Adjourn.

Motion made by Antoine, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:22 p.m.

Christina Nelson, Deputy Clerk

Motion by Moore, seconded by Kilgas to adopt the Committee of the Whole Meeting Minutes of November 11, 2024 as read.

All Ald. voted aye.

Motion carried.

Plan Commission Meeting Minutes of October 17, 2024.

Motion by Moore, seconded by Thiele to receive and place on file the Plan Commission Meeting Minutes of October 17, 2024.

All Ald. voted aye.

Motion carried.

Redevelopment Authority of the City of Kaukauna Meeting Minutes of October 3, 2024.

Motion by Moore, seconded by Antoine to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of October 3, 2024.

All Ald. voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of October 8, 2024.

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of October 8, 2024.

All Ald. voted aye.

Motion carried.

Operator (Bartender) Licenses.

The following applicants have applied for an operator's license for the license year 2024-2026 and have been recommended for approval based on their record check by the police department:

Dempsey	Jade	D.	1105 Janet St	Kaukauna
Diedrick	Renee	L.	1301 Hillcrest Dr	Kaukauna
Maas	Amanda	J.	2201 White Wolf Ln	Kaukauna

Motion by Schell, seconded by Eggleston to approve the operator/bartender licenses.

All Ald. Voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Moore, seconded by Coenen to receive and place on file the October 2024 Fire Report.

All Ald. voted aye.

Motion carried.

Ambulance Report

Motion by Moore, seconded by Schell to receive and place on file the October 2024 Ambulance Report.

All Ald. voted aye.

Motion carried.

Police Report

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

All Ald. voted aye.

Motion carried.

Code Enforcement Report

Motion by Moore, seconded by Antoine to receive and place on file the October 2024 Code Enforcement Report.

All Ald. voted aye.

Motion carried.

Municipal Court Report

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

All Ald. voted aye.

Motion carried.

Clerk-Treasurer's Deposit Report

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

All Ald. voted aye.

Motion carried.

Building Inspection Report.

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

All Ald. voted aye.

Motion carried.

Special Exception Request – 152 Plank Road.

A Special Exception Request has been received and has been reviewed by the Plan Commission. This included a public hearing that was held by the Plan Commission. During the Hearings some concerns were brought forth on the special exception regarding some police calls to the property. The Plan commission made a recommendation to approve the special exception with several conditions.

Discussion held and questions answered.

Motion by Kilgas, seconded by Thiele to deny the Special exception at 152 Plank Road for a community living arrangements/ group home.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2024-5450 Resolution Designating Appropriations and Levying a Tax for the 2025 Budget of the City of Kaukauna.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5450.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2024-5450.

All Ald. voted aye.

Motion carried.

Resolution 2024-5451 Resolution Amending Equivalent Runoff Unit (ERU) Charges for Stormwater Utility.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2024-5451.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2024-5451.

All Ald. voted aye.

Motion carried.

Resolution 2024-5452 Resolution Approving a Certified Survey Map to Combine Four Lots into Two Lots for Parcels 322032100, 322031900, 322031801, 322032000.

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Resolution 2024-5452.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2024-5452.

All Ald. voted aye.

Motion carried.

Resolution 2024-5453 Resolution Approving a Two Lot Certified Survey Map for Parcels 323110203 & 323110301.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5453.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5453.
All Ald. voted aye.
Motion carried.

Resolution 2024-5454 Resolution Approving a Certified Survey Map to Combine Two Lots into One Lot for Parcels 322095700 & 322095705.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5454.
All Ald. voted aye.
Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2024-5454.
All Ald. Voted aye.
Motion carried.

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 – Holland Township – Ambulance Coverage.

Motion by Moore, seconded by Eggleston to adjourn to closed session.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 8:15 pm.

Return to Open Session

Motion by Moore seconded by Coenen to return to open session.
All Ald. voted aye.
Motion carried.

Returned to open session at 8:27 p.m.

Motion by Coenen, seconded by Moore to authorize the Fire Chief to enter into a "Dual Response" agreement between the Aegis Group, Inc. d/b/a County Rescue Services, Kaukauna Fire Department for Town of Holland, Brown County, Wisconsin.

All Ald. voted aye.
Motion carried.

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 – Combined Locks – Ambulance Coverage.

Motion by Moore, seconded by Coenen to adjourn to closed session.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 8:29 pm.

Return to Open Session

Motion by Kilgas, seconded by Eggleston to return to open session.
All Ald. voted aye.
Motion carried.

Returned to open session at 8:36 p.m.

Motion by Coenen, seconded by Kilgas to authorize Mayor Penterman to enter into the Ambulance Service Agreement with Combined Locks.
All Ald. voted aye.
Motion carried.

ADJOURN

Motion by Coenen, seconded by Thiele to adjourn.
All Ald. voted aye.
Motion carried.

Meeting adjourned at 8:37 p.m.

Kayla Nessmann, Clerk

