



# COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 2, 2024

Pursuant to adjournment on September 17, 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 Wednesday, October 2, 2024.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, Planning and Com. Dev. Dir. Kittel, Fin. Dir. Van Rossum, HR Dir. Hodge (via Zoom), Com. Cord. Fencel (via Zoom) and interested citizens.

Motion by Coenen, seconded by Thiele 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 Antoine to suspend the rules and waive the reading of the minutes of the Common Council meeting of September 17, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt the Common Council meeting minutes of September 17, 2024.

All Ald. Present voted aye.

Motion carried.

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

### Bills Payable

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

All Ald. Present voted aye.

Motion carried.

## PUBLIC APPEARANCES

### BUSINESS PRESENTED BY THE MAYOR

**Reappointment of Diane White to the 1000 Islands Environmental Center Committee (3- year term).**

Motion by Schell, seconded by Eggleston to reappoint Diane White to the 1000 Islands Environmental Center Committee (3- year term).

All Ald. Present voted aye.

Motion carried.

**Reappointment of Kathy Brietzman to the 1000 Islands Environmental Center Committee (3-year term).**

Motion by Antoine, seconded by Kilgas to reappoint Kathy Brietzman to the 1000 Islands Environmental Center Committee (3-year term).

All Ald. Present voted aye.

Motion carried.

**Proclamation recognizing Walk to School Day October 2, 2024.**

Mayor Penterman read the proclamation.

Motion by Thiele, seconded by Kilgas to receive and place on file the Proclamation recognizing Walk to School Day October 2, 2024.

All Ald. Present Voted aye.

Motion carried.

**Proclamation recognizing Public Power Week October 6-12, 2024.**

Mayor Penterman read the proclamation.

Motion by Moore, seconded by Coenen to receive and place on file the Proclamation recognizing Public Power Week October 6-12, 2024.

All Ald. Present Voted aye.

Motion carried.

**Use of Absentee Ballot Drop Box for the November Election.**

The Wisconsin Supreme Court ruled that absentee ballot drop boxes are allowed to be used in the state, reversing its own decision on the issue from two years ago. This decision does not force or require that any municipal clerks use drop boxes, it merely acknowledges that clerks may lawfully utilize secure drop boxes at their own discretion. Discussion was held and questions answered.

Motion by Kilgas, seconded by Schell to authorize the Clerk to use the absentee ballot drop box for the November Election.

Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Board of Public Works Meeting Minutes of September 30, 2024.**

**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, September 30, 2024 at 6:00 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fire Chief Carrel, Police Chief Graff, Com. Enrich & Rec. Mgr. Vosters, Senior Staff Acct. Roehl, Finance Dir. Van Rossum, HR Dir. Hodge, 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. 2025-2029 Capital Improvement Plan.**

DPW/Eng. Neumeier and Finance Director Van Rossum provided the latest version of the Capital Improvement Plan (CIP), which has been reviewed and updated by city staff as of September 2024. This plan provides valuable insights into future projects and helps us understand the potential debt service impact of bonding. Questions from the Board were answered.

**b. Authorization to seek bids for Project 11-24: Doty Bayorgeon Hardball Stadium Light Replacement.**

During the tornado and straight-line windstorm in May 2024, one stadium light pole and associated lights at Doty Bayorgeon hardball diamond was damaged. Street Superintendent VanGompel has been working with the city insurance carrier, vendors, and contractors to try and find a proper repair or replacement for the wooden pole and lights that were damaged. Due to design constraints, age/style of the existing lights, and bedrock depths, a new galvanized light pole with concrete base and LED lights is the recommended replacement. Discussion held and questions answered.

Motion by Antoine, seconded by Schell to authorize the Engineering Department to seek bids for Project #11-24 – Doty Bayorgeon Hardball Stadium Light Replacement.

All Ald. Present Voted aye.

Motion carried.

**c. Response to Notice of Non-Compliance for Closed CE Landfill.**

DPW/Eng. Neumeier stated this was brought to the attention of the Board a couple of weeks ago. Some tasks have been taken care of already. Other tasks will be worked on in the coming months. An official notice needs to be sent to the Department of Natural Resources (DNR) by October 3. The notice was discussed, and questions were answered.

Motion by Kilgas, seconded by Moore to direct the DPW/Eng. Neumeier to submit the draft response to the DNR.

All Ald. Present voted aye.

Motion carried.

**d. Public Works Update.**

DPW/Eng. Neumeier provided a list of projects happening. The decorative pedestrian alley is being constructed and the driving portion of the alley is almost complete. Pickle ball courts will be paved in the next couple of weeks. The top surface and striping will most likely not take place until Spring.

**3. Adjourn.**

Motion made by Coenen, seconded by Schell to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 6:21 pm.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of September 30, 2024 as read.  
All Ald. Present voted aye.  
Motion carried.

### **Finance and Personnel Committee Meeting Minutes of September 30, 2024.**

#### **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, September 30, 2024 at 6:23 pm.

Members present: Mayor Penterman, Coenen, Kilgas, Moore, and Schell.

Absent & Excused: DeCoster.

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, Com. Enrich Dir. Vosters, HR Dir. Hodge, Fin. Dir. Van Rossum, Staff Acct. Roehl, Com. Cord. Fencil (via Zoom) and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.  
All members present voted aye.  
Motion carried.

#### **1. Correspondence.**

None.

#### **2. Discussion Topics.**

##### **a. 2025 Non-Personnel Budget Item Review.**

Finance Director Van Rossum presented the 2025 non-personnel budget items. Background information and a break-down of various items was provided. The next steps will be to review the personnel items, roll up all the expenses from personnel and non-personnel, get additional information from the Department of Revenue on the tax rate and see what that affect is on the expenditure restraint and levy limits. Staff will regroup to align overall expenses. These items will be done and presented on October 14.

##### **b. 2024 City of Kaukauna Music Festival Recap.**

Community Enrichment and Recreation Director Vosters provided a summary of the Kaukauna Music Festival event. A list of sponsors, list of expenses and a list of income was given. Many volunteers/organizations helped organize and staff this event. Discussion held and questions were answered.

##### **c. Electric City River Jam 2025 Planning Commitment Request.**

The planning committee is finalizing details for the fixed costs associated with hosting the event. The dates for the festival have been set for June 19–21, 2025. The event will feature carnival rides, live music, a variety of food options, and scenic riverfront views. The music festival is proposed to take place in Hydro Park and Farmers parking lot. These locations offer ample space for all planned activities, catering to attendees of all ages. While the exact layout is still being developed, the venue is well-suited to accommodate the event's diverse offerings. To secure vendor commitments for these dates, the City will need to enter into agreements in the coming weeks. A few deposits will be required, but most of the fixed costs

will not be due until closer to the event in 2025.

Motion by Moore, seconded by Coenen to grant permission to Mayor to enter into agreements with vendors to secure commitments for the 2025 Electric City River Jam event with a total commitment not to exceed \$60,000.

All members present voted aye.

Motion carried.

**d. Permission to fill Community Enrichment Manager with scope changes due to resignation.**

On September 18, 2024, the Community Enrichment Program Manager position became vacant. This provided the opportunity to implement some changes to improve department functionality and success rather than filling the position in the same capacity. Staff are making recommendations regarding the job description based upon the understanding that there are Grignon Mansion staff duties that will be removed from the description and are currently being evaluated. The goal of these moves is to address both concerns by providing better alignment to allow positions to focus on specific areas to provide better quality programming and more program offerings.

Motion by Kilgas, seconded by Schell to grant permission to fill the Community Enrichment Program Manager with proposed changes to the job description position due to resignation.

All members present voted aye.

Motion carried.

**e. Permission to modify Paralegal position to a Senior level position and permission to fill.**

Due to the inability to fill the position staff is recommending creating a Senior Paralegal position with a new pay grade and increasing responsibilities and qualifications.

Motion by Moore, seconded by Kilgas to authorize Human Resource Director Hodge to create a Senior Paralegal position in a new pay grade 13B (\$28.74-33.58/hour) and post the position for hire.

All members present voted aye.

Motion carried.

**f. 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 Moore, seconded by Coenen to adjourn to closed session.

All members present voted aye.

Motion carried.

Adjourned to close session at 7:05 p.m.

**g. Return to open session for possible action.**

Motion by Moore, seconded by Coenen to return to open session.

All members present voted aye.

Motion carried.

Returned to Open Session at 7:53 pm.

**3. Adjourn.**

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

Meeting adjourned at 7:54 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Thiele to adopt the Finance and Personnel Committee Meeting Minutes of September 30, 2024 as read.  
All Ald. Present voted aye.  
Motion carried.

### **Health and Recreation Committee Meeting Minutes of September 30, 2024.**

#### **HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, September 30, 2024 at 7:54 P.M.

Members present: Eggleston, Schell, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Coenen, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. Rec. Dir. Vosters, Fire Chief Carrel, and interested citizens.

Motion by Thiele, seconded by Eggleston to excuse the absent member.  
All members present voted aye.  
Motion carried.

1. **Correspondence** – None.

#### **2. Discussion Topics.**

**a. Special Event Application to Jessica Poch, St. Ignatius Catholic School on October 24, 2024 from 4-7 pm for Trunk-n-Treat.**

Motion by Thiele, seconded by Eggleston to approve the Special Event Application to Jessica Poch, St. Ignatius Catholic School on October 24, 2024 from 4-7 pm for Trunk-n-Treat.

All members present voted aye.

Motion carried.

**b. Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ on October 26, 2024 from 12-4 pm for Trunk or Treat.**

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ on October 26, 2024 from 12-4 pm for Trunk or Treat.

All members present voted aye.

Motion carried.

**c. Special Event Application to Tracy Blackwell, Player's Pub on October 12, 2024 from 9 am to 5 pm at Bayorgon Ball Diamond for Kickball Games.**

Motion by Thiele, seconded by Eggleston to approve Special Event Application to Tracy Blackwell, Player's Pub on October 12, 2024 from 9 am to 5 pm at Bayorgon Ball Diamond for Kickball Games.

All members present voted aye.

Motion carried.

**d. Special Event Application to Jessica Decet, Fox Family Endurance Ever on May 2, 2025 from 2-7 pm and May 3, 2025 from 6-11am for Fox Heritage Run.**

Motion by Schell, second by Thiele to approve the event as read with wording amendments.

All members present voted aye.

Motion carried.

Motion by Thiele, seconded by Eggleston to approve the Special Event Application to Jessica Decet, Fox Family Endurance Ever on May 2, 2024 from 2-7 pm and May 3, 2024 from 6-11 am for Fox Heritage Run.

**e. Special Event Application to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8 am to 3 pm for Trunk or Treat Community Event.**

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8 am to 3 pm for Trunk or Treat Community Event.

All members present voted aye.

Motion carried.

### **3. Adjourn.**

Motion made by Thiele, seconded by Eggleston to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 8:02 P.M.

Sally Kenney

Clerk

Motion by Schell, seconded by Moore to adopt the Health and Recreation Committee Meeting Minutes of September 30, 2024.

Motion by Thiele, seconded by Schell to amend item 2 d to May 2 and May 3.

All Ald. Present voted aye.

Motion carried.

Motion by Schell seconded by Thiele to adopt the amended Health and Recreation Committee Meeting Minutes of September 30, 2024 as amended.

All Ald. Present voted aye.

Motion carried.

### **Public Protection and Safety Committee Meeting Minutes of September 30, 2024.**

#### **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair Eggleston on Monday, September 30, 2024 at 8:03 P.M.

Members present: Antoine, Eggleston, Kilgas and Moore.

Also present: Mayor Penterman, Ald. Coenen, Ald. Thiele, Ald. Schell, Attorney Greenwood, and Fire Chief Carrel.

1. **Correspondence** - None.

2. **Discussion Topics.**

- a. **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 Service.**

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 – Holland Township Ambulance Service.

All members voted aye.

Motion carried.

Moved to closed session at 8:04 p.m.

- b. **Return to Open Session for possible action.**

Motion by Moore, seconded by Kilgas to return to Open Session.

All members present voted aye.

Motion carried.

Returned to open session at 8:16 p.m.

3. **Adjourn.**

Motion by Antoine, seconded by Kilgas to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 8:17 p.m.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Antoine to adopt the Public Protection and Safety Committee Meeting Minutes of September 30, 2024.

All Ald. Present voted aye.

Motion carried.

**Library Board Meeting Minutes of August 27, 2024.**

Motion by Kilgas, seconded by Eggleston to receive and place on file the Library Board Meeting Minutes of August 27, 2024.

All Ald. Present voted aye.

Motion carried.

**1000 Islands Environmental Center Committee Minutes of July 18, 2024.**



Motion by Eggleston, seconded by Kilgas to receive and place on file the 1000 Islands Environmental Center Committee Minutes of July 18, 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 2024-2026 and have been recommended for approval based on their record check by the police department:

Carter	Jessica	S.	166 Villa Dr.	Neenah
Waldrop	Anthony	R.	204 Lawson St.	Menasha

Motion by Schell, seconded by Moore to approve the Operator (Bartender) licenses.

All Ald. Present Voted aye.

Motion carried.

### **REPORTS OF CITY OFFICERS**

None.

### **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 bargaining reasons require a closed session – The Reserve.**

Motion by Moore, seconded by Antoine to adjourn to closed session.

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 6:37 pm.

**Return to open session for possible action.**

Motion by Moore, seconded by Coenen to return to open session.

All Ald. Present voted aye.

Motion carried.

Returned to open session at 7:22 p.m.

Motion by Moore, seconded by Coenen to grant Mayor permission to enter into the amended and restated Developer's agreement, PILOT agreement and Loan agreement with the Reserve on Arbor Way LLC as presented.

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 – Amendment Offer to Purchase Out Lot 3 New Prosperity Center 2023-PL11.**

Motion by Moore, seconded by Coenen to adjourn to closed session.

All Ald. Present voted aye.  
Motion carried.

Adjourned to closed session at 7:25 pm.

**Return to open session for possible action.**

Motion by Moore, seconded by Schell to return to open session.

All Ald. Present voted aye.

Motion carried.

Returned to open session at 7:28 p.m.

**ADJOURN**

Motion by Eggleston, seconded by Kilgas to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 7:29 p.m.

Sally Kenney, Clerk

