

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, November 20, 2025 at 4:00 PM

MINUTES

In-Person in Council Chambers

Mayor Penterman called the meeting to order at 4:00 p.m.

1. Roll Call

Members Present: Brett Jensen, Giovanna Feller, John Neumeier, John Moore, Michael Avanzi, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Other(s) Present: Associate Planner Adrienne Nelson

2. Approval of Minutes

a. Approve Minutes from November 6, 2025

Moore made a motion to approve the minutes from November 6, 2025.
Seconded by Neumeier. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Park Donation Guidelines Update

Associate Planner Nelson presented the updated park donation guidelines document. These new guidelines simplify verbiage, add additional donation options, specify costs, and list locations that are available for donations. Right now, staff is asking the Plan Commission to review the suggested updates and provide feedback.

Moore asked if other, non-wooden picnic table styles had been considered.

Nelson explained that the picnic table style suggested was based off what is commonly purchased by the Public Works Department for city parks, but that other styles could be investigated.

Thiele suggested that it may be nice to have an option for ADA accessible picnic tables.

Moore asked how long the city's picnic tables tend to last before they need replacement.

Neumeier stated that Public Works will sand down or replace the wooden sections of city picnic tables as needed, so they do last a while as long as people don't misuse them.

Avanzi asked what the "other" section encompassed.

Nelson explained that the "other" section encompasses donations that people may like to make that are difficult to establish a specific cost for, such as public art or Little Free Libraries.

Neumeier suggested that ADA accessible picnic tables could be included in the "other" section.

Moore asked for clarification on who handles the donations of bricks to the Veterans Memorial Park and Ring of Honor.

Mayor Penterman explained that brick donations are handled by the administrative coordinator of the Office of the Mayor and the Kaukauna Veterans Memorial Park Association.

Moore suggested it may be helpful to list out potential donation ideas in the "other" section. He also asked for more information on the style of bike presented. Would there be enough space to facilitate that style of bike rack?

Neumeier explained that the bike rack style was favored by Public Works, Community Enrichment and Recreation, and Planning and

Community Development staff. He is not concerned with a lack of space.

Thiele asked how large the bike racks would be.

Neumeier explained that they are about waist high.

Moore requested that it be explained in the guidelines that the bench cost factors in the slab, installation, and the plaque.

Neumeier added that most of the slabs for benches are 4x8.

Nelson explained that the requested changes to the “other” section as well as the clarification on what is all included in the cost of a donation can be made. She will bring back the finalized guidelines at the next Plan Commission for approval.

b. *Park Donation Application Review – Bench

Associate Planner Nelson presented the donation application for a park bench to be installed at Riverside Park in memory of Theresa Van Deraa. The bench would be in the City of Kaukauna’s standard bench style and would include a plaque.

Avanzi made a motion to approve the park bench donation in memory of Theresa Van Deraa to be installed at Riverside Park at the location as presented. Seconded by Schoenike. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Neumeier made a motion to adjourn the meeting. Seconded by Moore. Motion passed unanimously. The meeting adjourned at 4:19 p.m.