PLAN COMMISSION
City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Thursday, November 5, 2026 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, Kelli Antoine, John Moore, Michael Avanzi, Ken Schoenike, John Neumeier, Mayor Tony Penterman

   Others Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

2. Approval of Minutes
   a. Approve Minutes from October 22, 2026

      Antoine made a motion to approve the minutes from October 22, 2026. Seconded by Neumeier. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. Park Donations – Replacement Policy

      Associate Planner Nelson provided a brief background on a proposed update to the City's park donation policy. A memorial tree donation was made by Nancy Zornow in 2022. Nancy came in on July 29, 2026 to notify the Planning and Community Development Department that the spring snow crabapple tree that was donated was destroyed by deer. This sparked internal discussion on how to handle tree donations that arguably did not last for their full, useful life. Planning and Community Development staff spoke with Street Superintendent Van Gompel about updating policy language to state the following: "Donated trees will be replaced by request at no cost to the donor for up to three years after planting in the event that the tree dies. This is a one-time

replacement offer and does not apply in the event that the replacement tree dies." Staff are requesting discussion on this proposed update and direction on how to handle similar issues moving forward.

Moore asked what the policy is for terrace trees planted during street projects. What replacement guarantee is there?

Neumeier explained that property owners are provided a list of trees to choose from. Depending on where the City purchases the trees from, we are warrantied for a certain amount of time, usually two years at most.

Antoine asked for clarification on the phrasing "replaced by request". Will trees be replaced if City staff notice they are dying, or is it only by donor request?

Nelson explained that staff would address any issues noticed with donated trees but that, since City staff are not actively checking on trees after they are planted, the donor would likely notice an issue and report it first.

Director Kittel added that, in this instance, the tree donated was of a very specific type. The City could always replace with a more standard tree variety unless the donor was willing to finance the difference.

Moore pointed out that, in this instance, the damage was done by deer. Many warranties will not cover damage done by animals or people.

Neumeier agreed, and added that most warranties cover issues with the initial planting or diseases.

Kittel stated that it can be clarified that replacements are not offered for situations outside of the City's control.

Moore asked if the donor, Nancy, Zornow, would be required to pay for a replacement tree.

Nelson explained that, as the policy is written currently, she would have to pay for a replacement.

Neumeier commented that better recommendation on what types of trees would be best suited for certain areas of the City could be provided in the future, as it may be best to steer clear of planting fruit trees by areas frequented by deer. He would not be opposed to replacing the spring snow crabapple with a tree of the City's choosing.

Antoine asked if there was a plaque in place for the tree donation, and if it would be possible to relocate the donation elsewhere.

Nelson explained that the tree was planted by a donated bench and associated plaque. She asked what the Plan Commission's thoughts were on the proposed three year replacement period, and added that the proposed language could be changed to apply solely to situations within the City's control, such as watering or general maintenance.

Schoenike agreed that there was a need for a timeline, and thought that three years was appropriate.

Neumeier agreed with the three year recommendation and added that, moving forward, a little more attention would need to be paid to the placement of trees.

Moore made a motion to approve the policy updates with the condition that staff will work with the donor to clarify tree replacement and protective measures to prevent damage to the tree if necessary. Seconded by Jensen. The motion passed unanimously.

b. Bench and Tree Application – Riske

Associate Planner Nelson introduced the park bench and tree donation application submitted by Amanda Riske in memory of Vicki Wagner. The proposed location of the bench and tree would be at the Ann Street and Fieldcrest Drive crossing guard corner. This bench would be in the City of Kaukauna's standard Cambridge bench style, but in purple, and would

include a plaque with a butterfly design installed near the bench. The tree would be either a brandy wine maple or a tina crabapple. Staff is recommending approval of the park bench and tree donation for Amanda Riske in memory of Vicki Wagner with the condition that staff will work with the donor to finalize the location of the bench and tree.

Several commissioners brought up concerns about planting a crabapple at the proposed location due to possible maintenance issues. The general consensus was that a maple tree would be preferred.

Neumeier asked if the bench manufacturer the City typically uses is able to provide a purple bench.

Nelson explained that staff had reached out to the manufacturer and been told that a purple bench could be provided.

Moore asked if there was any additional costs associated with a different bench color.

Nelson explained that she was not aware of any additional costs for the bench, but that there would be one for the plaque design.

Moore asked if the plaque would be affixed to the bench.

Nelson explained that the plaques the City uses are too large to be installed directly on the bench and instead are installed on the concrete pad.

Neumeier noted that Vicki Wagner was a City crossing guard for many years. He asked if any consideration would be given to contributing something to this project in her memory.

Moore suggested the City cover any costs associate with installation. The donor would then only need to cover costs for the bench, plaque, and tree.

Neumeier made a motion to approve the park bench and tree donation for Amanda Riske in memory of Vicki Wagner, with installation costs to be

covered by the City, and with the condition that staff will work with the donor to finalize the location of the bench and tree. Seconded by Jensen. The motion passed unanimously.

5. Other Business
    a. None

6. Adjourn

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