



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – DECEMBER 3, 2024

Pursuant to adjournment on November 19, 2024 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:01 P.M. on Tuesday, December 3, 2024.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Planning and Com. Dev. Dir. Kittel, Mark. and Com. Manager Fencil (Zoom), HR Director Hodge (Zoom), and Finance Dir. Van Rossum (Zoom).

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of the minutes of the Common Council meeting of November 19, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt the Common Council meeting minutes of November 19, 2024.

All Ald. voted aye.

Motion carried.

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

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman handed out District 4 Alderperson appointment paperwork and mentioned the possibility of a Committee of the Whole meeting on January 13.

Appointment of Leon Vanevenhoven to the Redevelopment Authority of the City of Kaukauna to replace Paul Hennes for the remainder of his term ending 9-7-28.

Motion by Moore, seconded by DeCoster to appoint Leon Vanevenhoven to the Redevelopment Authority of the City of Kaukauna to replace Paul Hennes for the remainder of his term ending 9-7-28.

All Ald. voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of December 2, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, December 2, 2024 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Police Chief Graff, Fire Chief Carrel, Planner Kittel (Zoom), Mark. and Comm. Manager Fencil, Com. Enrich. Prog. Manager Vosters, and HR Director Hodge.

1. Correspondence – none.

2. Discussion Topics.

a. Authorization to seek bids for Project 2-25 Sanitary Sewer and Water Main Joint Utility Project.

DPW/Eng. Neumeier stated the Engineering Department is completing plans for our annual utility relay project with Kaukauna Utilities. The proposed project will consist of two parts. Part A is in the Tobacnoir Street to Delanglade Street neighborhoods between Lawe Street and the Rail Road Tracks. This part of the project will include replacement of sanitary sewer, water mains, private laterals from the main to the homes, temporary asphalt overlay, and restoration of the affected areas. Part B is in the Industrial Park area. This part of the project will include replacement of water mains, private water services from the main to the Right of Way, concrete roadway replacement where necessary, and restoration of the affected areas.

Motion by Moore, seconded by Kilgas to authorize the Engineering Department to seek bids for Project #2-25, Sanitary Sewer and Water Main Joint Utility Project.

All Ald. voted aye.

Motion carried.

b. Vandenbroek Drainage District Easement - Wildenberg Estates.

A fence permit has been applied for by Matthew Wild for 1439 Haen Drive. Due to this easement being held by the City of Kaukauna, on behalf of the Outagamie County Drainage Board, approval is needed by the Board of Public Works and the Common Council. This property (as well as other properties on the same block) have significant limitations on where fencing, sheds, or other such accessory structures can be placed due to the location of an intermittent stream in the backyard that requires a 50' stream setback. The applicant went through the Outagamie County Drainage Board and received approval to install a removable fence 36 feet from the back foundation wall of the house. Discussion was held and questions answered.

Motion by Eggleston, seconded by Antoine to approve the fence permit application for Matthew Wild allowing the fence in the easement area with all other applicable ordinances being met, and direct staff to work with future applicants who receive approval from the Outagamie County Drainage Board to build accessory structures into stream setback areas.

All Ald. Voted aye.

Motion carried.

c. Outstanding Aquatic Facility Design/Renovation Award - Kaukauna Aquatic.

The Wisconsin Park and Recreation Association (WPRA) awarded the Outstanding Aquatic Facility Design/Renovation Award to the City of Kaukauna for the Kaukauna Aquatic Center. This award will be presented at the 2025 WPRA Annual Conference & Trade Show Banquet on February 6.

d. Public Works Update.

DPW/Eng. Neumeier gave an update on the projects currently happening in the City. The waste disposal site is getting new signs, along with new lids on dumpsters. Social media posts will be going out soon regarding the waste disposal site. DPW/ Eng. Neumeier informed council members on the Heart of the Valley Metropolitan Sewerage meeting being held this Thursday, 12/5 at 12 PM. Neumeier also mentioned the Kaukauna annual Christmas parade on Tuesday, December 3 at 6 PM. Lastly, Neumeier thanked Street Sup. Van Gompel for a successful leaf pick-up season, which was extended an extra week.

3. Adjourn.

Motion made by Schell, seconded by Kilgas to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 6:29 pm.

Kayla Nessmann
Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of December 2, 2024.

All Ald. voted aye.

Motion carried.

Finance and Personnel Meeting Minutes of December 2, 2024.

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, December 2, 2024 at 6:30 pm.

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

Also present: Ald. Antoine, Ald. Eggleston, Ald. Thiel, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, Com. Enrich. Prog. Manager Vosters, HR Dir. Hodge, and Mark. and Comm. Manager Fencil.

1. Correspondence.

None.

2. Discussion Topics.

a. Community Enrichment Refund Policy.

The Recreation Division of Community Enrichment recommends adding a cancellation/refund/transfer policy to its programs. Staff have researched several other municipal recreation departments to decide what we believe is best for our residents. Discussion was held and questions answered.

Motion by Moore, seconded by Kilgas to approve the proposed cancellation/refund policy as

provided.
All Ald. voted aye.
Motion carried.

b. Social Media Management Tool Request.

A social media management tool will improve external communication by: Improving process efficiencies; Providing a best time to post based on our specific audiences (ensuring our posts are being seen); Providing analytics in one space so we can see what kind of posts do well (higher performing posts informs the algorithm that it should continue to show our posts to others, which also boosts the number of times our posts are being seen); Gathering direct messages and comments on our posts into one place so we can better answer relevant questions.

This tool will also help improve internal communication by giving us the ability to assign people to various comments and messages we receive. Each social media platform (Instagram, Facebook, and LinkedIn) also contributes to the Strategic Plan initiatives. Having a social media management tool will enhance the impact these platforms have on the Strategic Plan overall.

Motion by DeCoster, seconded by Schell to approve the request to allow the Marketing and Communications Manager to enter a 3-year contract with Sprout Social.
All Ald. voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:53 pm.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schell to adopt the Finance and Personnel Meeting Minutes of December 2, 2024.
All Ald. voted aye.
Motion carried.

Health and Recreation Committee Meeting Minutes of December 2, 2024.
HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, December 2, 2024 at 6:54 P.M.

Members present: Eggleston, Schell, DeCoster, and Thiele.

Also present: Mayor Penterman, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. Rec. Dir. Vosters, Fire Chief Carrel, Street Sup. Van Gompel, Police Chief Graff, Mark. and Comm. Manager Fencil, and HR Director Hodge.

4. Correspondence – None.

5. Discussion Topics.

a. Solicitors License.

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

Braxton	Keshaun	A	508 E Taft Ave	Appleton
Dietz	Bo	W	728 N Division St	Appleton
Erdmann	Donald	G	1838 Pershing Rd	New London
Heimbruch	Steven	R	E8508 Island Rd	Manawa
Johnson	Janet	L	727 Lawe St	Kaukauna
Kowalski	Casey	T	211360 Sandy Ln	Mosinee
Ourada	Parker	J	205 Darboy Rd	Combined Locks

Motion by Schell, seconded by Eggleston to approve the Solicitors Licenses.

All members voted aye.

Motion carried.

6. Adjourn.

Motion made by Thiele, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:55 P.M.

Kayla Nessmann
Clerk

Motion by Schell, seconded by Kilgas to adopt the Health and Recreation Committee Meeting Minutes of December 2, 2024.

All Ald. voted aye.

Motion carried.

Public Protection and Safety Meeting Minutes of December 2, 2024.

A meeting of the Public Protection and Safety Committee was called to order by Chair Eggleston on Monday, December 2, 2024 at 6:58 P.M.

Members present: Antoine, Eggleston, Kilgas and Moore.

Also present: Ald. DeCoster, Ald. Thiele, Mayor Penterman, Ald. Schell, Attorney Greenwood, Fire Chief Carrel, DPW/Eng. Neumeier, Street Sup. Van Gompel, Police Chief Graff, Mark. and Comm. Manager Fencl, Com. Enrich. Prog. Manager Vosters, and HR Director Hodge.

1. Correspondence - None.

2. Discussion Topics.

a. Speed Limit Ordinance 7.02(2) updates.

Kaukauna Police Department has found two updates needed in section 7.02 of Municipal Code. The speed limits for County Trunk Highway (CTH) CE and Hillcrest Drive (CTH Q).

Motion by Antoine, seconded by Kilgas to direct the City Attorney to draft the necessary ordinances to change municipal code for speed limits on sections of CTH CE and CTH Q.
All members voted aye.
Motion carried.

b. Proposed Traffic Control Signage - Various Locations.

The traffic volume is/will be increasing at several intersections in the City and completion of various subdivision phases and reconstruct projects has led to the need for additional traffic control. The Engineering Department is proposing the installation of "Yield" and "Stop" signs which would help assign the right of way at these intersections. The City maintains an official traffic map that indicates the location of all stop and yield signs (Sec. 7.03). The common council may make additions or deletions to the map from time to time. Discussion was held and questions answered.

Motion by Moore, seconded by Antoine to direct the City Attorney to draft the necessary ordinances to make the changes as discussed.
All members voted aye.
Motion carried.

3. Adjourn.

Motion by Antoine, seconded by Kilgas to adjourn.
All members voted aye.
Motion carried.

Meeting adjourned at 7:07 p.m.

Kayla Nessmann, Clerk

Motion by Eggleston, seconded by Antoine to adopt the Public Protection and Safety Committee Meeting Minutes of December 2, 2024.
All Ald. voted aye.
Motion carried.

Plan Commission Meeting Minutes of November 7, 2024.

Motion by Moore, seconded by Thiele to receive and place on file the Plan Commission Meeting Minutes of November 7, 2024.
All Ald. Voted aye.
Motion carried.

Library Board Meeting Minutes of November 26, 2024.

Motion by Kilgas, seconded by Schell to receive and place on file the Library Board Meeting Minutes of November 26, 2024.
All Ald. voted aye.
Motion carried.

Operator (Bartender) Licenses.

None.

REPORTS OF CITY OFFICERS

Vandenbroek Drainage District Easement- Wildenberg Estates.

A fence permit has been applied for by Matthew Wild for 1439 Haen Drive. Due to this easement being held by the City of Kaukauna, on behalf of the Outagamie County Drainage Board, approval is needed by the Board of Public Works and the Common Council. This property (as well as other properties on the same block) have significant limitations on where fencing, sheds, or other such accessory structures can be placed due to the location of an intermittent stream in the backyard that requires a 50' stream setback. The applicant went through the Outagamie County Drainage Board and received approval to install a removable fence 36 feet from the back foundation wall of the house.

Motion by Moore, seconded by Thiele to approve the fence permit application for Matthew Wild allowing the fence in the easement area with all other applicable ordinances being met, and direct staff to work with future applicants who receive approval from the Outagamie County Drainage Board to build accessory structures into stream setback areas.

All Ald. Voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2024-5455 City of Kaukauna \$7,750,000 Waterworks System Revenue Bonds.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2024-5455.

All Ald. Voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5455.

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 - Amendment to Development Agreement 2022-PL-19 Grandstay Hotel.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:30 pm.

Return to Open Session for possible action.

Motion by Kilgas, seconded by DeCoster to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 7:39 p.m.

Motion by Antoine, seconded by Kilgas to sign the Addendum A to the Developer's Agreement for Grandstay Hotel.

All Ald. Voted aye.

Motion carried.

Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss sale and development of municipal property located on Evergreen Drive in Commerce Crossing Business Park.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:40 pm.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 7:41 p.m.

ADJOURN

Motion by Thiele, seconded by DeCoster to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:41 p.m.

Kayla Nessmann, Clerk

