



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – APRIL 5, 2023

Pursuant to adjournment on March 21, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:13 P.M. on Wednesday, April 5, 2023.

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

Absent & Excused: DeCoster.

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, HR Dir. Swaney, Planner Stephenson, Assoc. Planner Paul, Street Sup. Van Gompel, Lib. Dir. Thiem-Menning, and interested citizens.

Motion by Coenen, seconded by Moore 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.

Mayor congratulated Alders DeCoster, Antoine, Schell and Thiele on their re-election to the Common Council. He also congratulated Planner Joe Stephenson on his election as a council member for the City of Oshkosh.

Motion by Moore, seconded by Kilgas to adopt the minutes of the Common Council meeting of March 21, 2023.

All Ald. present voted aye.

Motion carried.

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

Mayor Penterman read a letter congratulating the City on earning the 2022 Tree City USA designation.

Motion by Moore, seconded by Coenen to receive and place on the file the Tree City letter.

All Ald. present voted aye.

Motion carried.

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman gave a Public Service Announcement stating the outdoor warning sirens will resume this Saturday.

Complaint of City of Kaukauna against the Heart of the Valley Metropolitan Sewerage District concerning unreasonable and discriminatory sewerage rates.

Mayor Penterman received an email from attorneys at Boardman Clark letting us know a complaint has been filed with the Public Service Commission (PSC). The PSC must now accept the filing, assign a docket number and return a hard copy of the complaint. Once the complaint is accepted, we will forward it on to the HOVMSD for service. The HOVMSD will have 20 days in which to file a response.

Tree City USA - 30 Years.

Mayor Penterman stated the City received this award by completing the following items; maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget, and hosting an Arbor Day observance and proclamation.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of April 5, 2023.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chairperson Thiele on Wednesday, April 5, 2023 at 6:00 P.M.

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

Absent & Excused: DeCoster

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Street Sup. Van Gompel, Planner Stephenson, Assoc. Planner Paul, HR Dir. Swaney, and interested citizens.

Motion by Coenen, seconded by Schell to excuse the absent member.

All Ald. present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Authorization to seek bids for Project 8-23 Ann Street Underground Stormwater Detention.

The Engineering Department is proposing to bid out a project to install underground stormwater storage within the K4 Basin. The Ann Street location near the water tower would create underground storage to help reduce flooding in the Ann Street and Glenview Avenue areas. Work would be restricted to summer months and is being coordinated with KASD. Questions from the Board were answered.

Motion by Antoine, seconded by Coenen to authorize the Engineering Department to seek bids

for Project 8-23, Ann Street Underground Stormwater Detention.
All members present voted aye.
Motion carried.

b. Maintenance of gravel roads with temporary surfaces.

DPW/Eng. Neumeier provided the area of roads where temporary surfaces are being looked at. These roads are not scheduled for permanent pavement until next year. Maintenance dollars are available through the Capital Improvement Plan. The type of surface was described. Due to the amount of traffic that travels through this area DPW/Eng. Neumeier is recommending the temporary surface be installed. Questions from the Board were answered.

Motion by Kilgas, seconded by Schell to authorize the Engineering Department to seek bids for a project to install a temporary surface improvement on gravel roads.
All members present voted aye.
Motion carried.

c. Public Works update.

DPW/Eng. Neumeier stated a map of projects for 2023 will be going up on City's website. Spring road weight limits will be lifted on Monday. Several control burns by the Fire Department will be taking place before the grass greens up in the next few weeks. The sidewalk project from last year will kick off in the next couple weeks. Thank you to DPW Staff for the fantastic job cleaning up from the Spring snowstorm.

3. Adjourn.

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

Meeting adjourned at 6:17 p.m.

Sally Kenney, Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of April 5, 2023 as read.
All Ald. present voted aye.
Motion carried.

Finance and Personnel Committee Meeting Minutes of April 5, 2023.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Wednesday, April 5, 2023 at 6:17 pm.

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

Absent & Excused: DeCoster.

Also present: Attorney Davidson, Alder Thiele, Alder Eggleston, Alder Antoine, DPW/Eng. Neumeier, HR Dir. Swaney, Planner Stephenson, Assoc. Planner Paul, Fin. Dir. Van Rossum, HR Dir. Swaney, Street Sup. Van Gompel, 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. **Permission to fill Firefighter/Paramedic position.**

HR Director Swaney stated a resignation in the fire department personnel has left an opening for a firefighter/paramedic. Layton Meyers has turned in his resignation letter. They do have an eligibility list they will hire from.

Motion by Moore, seconded by Coenen to grant permission to fill the Firefighter/Paramedic position.
All members present voted aye.
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 6:19 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Antoine to adopt the Finance and Personnel Committee Minutes of April 5, 2023 as read.
All Ald. present voted aye.
Motion carried.

Health & Recreation Committee Meeting Minutes of April 5, 2023.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Eggleston on Wednesday, April 5, 2023 at 6:20 P.M.

Members present: Antoine, Eggleston, and Kilgas.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, Alder Thiele, Alder Coenen, Alder Schell, Alder Moore, Street Sup. Van Gompel, Fin. Dir. Van Rossum, DPW/Eng. Neumeier, Planner Stephenson, Prin. Planner Paul, Street Sup. Van Gompel, HR Dir. Swaney, and interested citizens.

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

1. Correspondence – None.

2. Discussion Topics.

a. Request for amplified music to Samantha Behnke, Girl Scout Troop 2284 on April 21, 2023 in the Community Room.

Motion by Antoine, seconded by Kilgas to grant the Request for amplified music to Samantha Behnke, Girl Scout Troop 2284 on April 21, 2023 in the Community Room.

All members present voted aye.

Motion carried.

b. Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge.

Associate Planner Paul explained the area with a map. Questions from the Committee were answered. Attorney Davidson stated that in approving this, an exception to the existing code for the outdoor area alcoholic beverage permit which is allowed by this body.

Motion by Kilgas, seconded by Antoine to approve the Outdoor Alcoholic Beverage Area permit with the alternative entrance shown in the site plan with the following findings: the layout of the building/site and location of the entrance prohibit the business building to be entered before the outdoor alcoholic beverage area.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion made by Antoine, seconded by Kilgas to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:30 pm.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Antoine to approve the minutes apart from item 2b - Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge and to bring this item up for discussion.

All Ald. present voted aye.

Motion carried.

Motion by Eggleston, seconded by Coenen to forward item 2b - Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge to the full Council for consideration and approval under item 7d.

All Ald. present voted aye.

Motion carried.

Motion by Eggleston, seconded by Coenen to adopt the Health & Recreation Committee Meeting Minutes of April 5, 2023 with the exception of 2b.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to go out of order and take up 7d - Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge.

All Ald. present voted aye.

Motion carried.

Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge.

Moore stated the alternative entrance to 313 Dodge was brought to the Plan Commission and he is in support of this, but Council needs to be careful when making exceptions to ordinances that are in place. DPW/Eng. Neumeier gave his thoughts on ways that the ordinance can be met without making exceptions. Discussion was held by the Council.

Motion by Thiele, seconded by Schell to approve the Outdoor Alcoholic Beverage Area permit with the alternative entrance shown in the site plan with the following findings: the layout of the building/site and location of the entrance prohibit the business building to be entered before the outdoor alcoholic beverage area.

Roll call: Antoine-aye, Coenen-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye.
Motion carried (7-0).

Motion by Antoine, seconded by Coenen to go back in order and take up 6d.

All Ald. present voted aye.

Motion carried.

Amended Plan Commission Meeting Minutes of February 23, 2023.

Motion by Moore, seconded by Thiele to adopt the amended Plan Commission Meeting Minutes of February 23, 2023.

All Ald. present voted aye.

Motion carried.

Grignon Mansion Board Meeting Minutes of February 13, 2023.

Motion by Thiele, seconded by Antoine to receive and place on file the Grignon Mansion Board Meeting Minutes of February 13, 2023.

All Ald. present voted aye.

Motion carried.

Operators/Bartenders License

The following applicants have applied for an operator's license for the license year 2022-2024 and have been recommended for approval based on their record check by the police department:

Ellis	Shandi	D.	1807 E. Robin Way Apt. L.	Appleton
Schultz	Ross	J.	2217 Joan Ct.	Kaukauna
Sorge	Samantha	J.	180 Lamplighter Dr. Apt. 12	Kaukauna
Troxell	Angela	L.	1617 W. Weiland Ln.	Appleton
Valdez	Kayla	L.	1160 Grant St.	De Pere
Vandenberg	Louisa	A.	W6415 Sonny Dr. Unit 7	Menasha
Vanderloop	Kelly	A.	N1835 Emery Ln.	Kaukauna

Motion by Eggleston, seconded by Antoine to approve the operator/bartender license.

All Ald. present voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

People Plan Seminar.

HR Dir. Swaney stated City staff has started to put together a People Plan to better plan for staffing requests. It would be helpful to have goals and objections for a 5 year period. To facilitate this process staff is looking at having a Director Retreat. This will be a multi day event where department heads will meet. The first date is scheduled for June 27. Council members are also invited. Finance Director Van Rossum stated this planning will feed into the annual budget when different departments are requesting additional staff.

Municipal Pool Update.

Mayor Penterman gave an update on the municipal pool renovations with pictures of the proposed items for renovations. The opinion of probable cost and timeline as of 4-4-23 is 6.2 million with contingencies of up to 6.9 million. The approval to bid from the Common Council would tentatively be May 1. We will be looking to shut down the pool 2 weeks early after the Doggy Dip event. Construction would start shortly after shut-down in late August or early September. The Street Department will be helping to dismantle decks before the equipment is brought in. The pool is tentatively scheduled to open in June of 2024. A list of donors was given: David and Rita Nelson Family Fund is sponsoring the splash pad for \$250,000, the Bank of Kaukauna donated \$50,000, Bernatello's donated \$100,000, a grant from WE Energies for \$25,000, Gene Frederickson Trucking donated \$5,000, Berkers Family Dentistry donated \$5,000, Kaukauna Family Dentistry donated \$2,500, \$100,000 from a donor who is not yet named, Kobussen Family Fund donated \$2,000. Currently there are 15 businesses that are pending and 3 grants still pending. The City is looking to raise at least \$1,000,000.

FEH Assessment Report.

The Kaukauna Public Library contracted with FEH Design to complete a space needs study in the Spring of 2022. Library Director Thiem-Menning provided the final FEH Assessment Report. The report compared 36 other Wisconsin Public Libraries that serve populations of between 19,000 and 34,999. These communities include some relatively nearby and some a considerable distance away. They encompass communities that are both suburban and rural in nature. FEH Design toured the existing facility multiple times, observed the library in use by the public, interviewed the Library Director, and conducted three focus groups with staff members. These steps were efforts to better understand what does and doesn't work well from a library service aspect in the existing library space. Finally, FEH applied its proprietary library space planning tool three times using differing assumptions to determine both the library's current space deficit and the library's projected space needs twenty years hence. The primary deficiencies identified in applying the space planning tool are space for an expanded collection of materials, additional/enhanced meeting and programming space, expanded and enhanced staff workspace, and storage. The existing facility is already 4,290 square feet, too small to meet the needs of the current population. An expansion of the facility to 41,689 (an increase of 15,089 square feet) would allow for modest expansion of both staff and programming spaces but would do little to address the need for larger collections. An expansion to approximately 51,485 square feet would serve the 20-year population growth needs, would accommodate an average-sized collection for the service population and would supply the space for programming, staff, and storage for at least the next twenty years. Discussion was held and questions answered.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2023-5378 Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5378.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5378.

All Ald. present voted aye.

Motion carried.

Resolution 2023-5379 A Resolution Approving the Preliminary Plat for Phase 4 of the Hurkman Heights Subdivision.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2023-5379.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2023-5379.

All Ald. present voted aye.

Motion carried.

Resolution 2023-5380 Resolution Authorizing Mayor Anthony Penterman and Clerk Sally Kenney to enter into a Storm Sewer Easement with AMERCO Real Estate Company.

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5380.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2023-5380.

All Ald. present voted aye.

Motion carried.

CLOSED SESSION

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) deliberating and/or negotiating the investing of public funds or conducting other specified public business.

Motion by Coenen seconded by Eggleston to adjourn to closed session.

All Ald. present voted aye.

Motion carried.

Moved to closed session at 8:34 p.m.

Return to Open Session for possible action.

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

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 9:26 p.m.

ADJOURN

Motion by Antoine, seconded by Kilgas to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 9:27 pm.

Sally Kenney, Clerk

