



## **COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MAY 3, 2022**

Pursuant to adjournment on April 19, 2022, meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, May 3, 2022.

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

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson, Fire Chief Carrel, Police Chief Graff, Fin. Dir. Van Rossum, Community Enrichment Services Dir. Vosters, HR Dir. Swaney, Library Dir. Thiem-Menning, and interested citizens.

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 adopt the minutes of the Common Council meeting of April 19, 2022.

All Ald. voted aye.

Motion carried.

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

#### **Bills Payable**

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

All Ald. voted aye.

Motion carried.

### **PUBLIC APPEARANCES**

No one appeared.

Mayor Penterman expressed sympathy for the family of Carl Vanevenhoven who recently passed away. Carl served the City of Kaukauna as a Fireman and was one of the six original paramedics.

### **BUSINESS PRESENTED BY THE MAYOR**

#### **Proclamation Professional Municipal Clerk's Week May 1-7, 2022.**

Mayor Penterman read the proclamation and thanked Clerk Kenney for her role as the City of Kaukauna Municipal Clerk.

Motion by Antoine, seconded by Kilgas to receive and place on file the Proclamation Professional Municipal Clerk's Week May 1-7, 2022.

All Ald. voted aye.

Motion carried.

### **REPORTS OF STANDING AND SPECIAL COMMITTEES**

## **Board of Public Works Meeting Minutes of May2, 2022.**

### **BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Mayor Penterman on Monday, May 2, 2022, at 6:00 P.M.

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

Also present: Mayor Penterman, Attny. Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Proj. Eng. Conger, HR Dir. Swaney (via ZOOM) and interested citizens.

#### **1. Correspondence – none.**

Mayor Penterman introduced newly hired Project Engineer Taylor Conger and welcomed him to the City of Kaukauna.

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

##### **a. Elect Chair.**

Motion by Moore that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Thiele as Chairperson of the Board of Public Works.

Roll call vote: Antoine-aye, Coenen-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye.

Motion carried.

##### **b. Elect Vice-Chair.**

Motion by Thiele that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Coenen as Vice-Chairman of the Board of Public Works.

Roll call vote: Coenen-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye, Antoine-aye.

Motion carried.

##### **c. Public Hearing for Project 1-22; Concrete Street Paving.**

DPW/Eng. Neumeier gave a presentation on the project. The details discussed were the project areas, proposed assessment rates, rate history, assessment payment details and the proposed timeline for the project. Rates were published in the newspaper and letters were sent to abutting property owners. Project updates will also be sent to affected residents via email.

Ald. Moore stated that he has received positive comments on the email notifications.

Mayor Penterman declared the Public Hearing open and asked if anyone in the Council Chambers wished to address the Board of Public Works regarding Project 1-22, Concrete Street Paving.

Anthony Sonnleitner, 1971 Bear Paw Trail expressed concern regarding the easement stakes on his property. He asked that City Engineers come out and view the stakes for any discrepancies.

Asking two more times if anyone else wished to address the Board, no one appeared, Mayor Penterman declared the public hearing closed.

**d. ACEC Award – Nelson Heritage Crossing.**

DPW/Eng. Neumeier explained the award and the criteria for winning it. Information on the organization granting the award was provided. He thanked all the groups, people, and communities who helped with the project.

Graef Engineering, Project Engineer Ryan VanCamp was present and thanked the City of Kaukauna for the opportunity to work on the project.

**e. Public Works Update.**

DPW/Eng. Neumeier updated the Board on the projects for 2022. The projects include Kaukauna Utilities water main, concrete street patching, paving project, Inside Park Place utility and road work are completed and home construction is starting, Island Street Bridge reconstruction behind Kaukauna Utilities, waste disposal site is open, utility contract was awarded and will start mid-July, S.E.H. Quiet Zone Study, and lift bridge repairs.

Ald. Moore stated residents are happy about the Konkapot Bridge being closed for only one week. The closure was an inconvenience to residents who travel the bridge.

Ald. DeCoster asked about the timeline for the closure of the Dodge Street bridge. There is concern about traffic for the “Electric City” event happening in the beginning of June. DPW/Eng. Neumeier stated a construction meeting will take place next week. If an opportunity is available to postpone the full closure of the bridge until after the event, without affecting the completion date, he will take it.

**3. General Matters - none.**

**4. Adjourn.**

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

Meeting adjourned at 6:23 p.m.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of May 2, 2022, as presented.  
All Ald. voted aye.  
Motion carried.

**Finance and Personnel Committee Meeting Minutes of May 2, 2022.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on

Monday, May 2, 2022, at 6:23 pm.

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

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Davidson, DPW/Eng. Neumeier, Proj. Eng. Conger, Fire Chief Carrel, Police Chief Graff, HR Dir. Swaney (via ZOOM) and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Elect Vice-Chairman.**

Motion by DeCoster that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Moore as Vice-Chairman of the Finance and Personnel Committee.

Roll call vote: Coenen-aye, DeCoster-aye, Kilgas-aye, Moore-aye, Penterman-aye, Schell-aye.

Motion carried.

b. **Elect Secretary.**

Motion by Moore that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. DeCoster as Secretary of the Finance and Personnel Committee.

Roll call vote: Coenen-aye, DeCoster-aye, Kilgas-aye, Moore-aye, Penterman-aye, Schell -aye.

Motion carried.

c. **Resignation of Police Officer David Knepfel.**

HR Dir. Swaney notified the Committee of Police Officer Knepfel's resignation. His last day of work was in April.

d. **Authorization to fill vacant police officer position due to resignation.**

Motion by Coenen, seconded by Schell to authorize staff to fill the Patrol Officer vacancy due to resignation.

All members voted aye.

Motion carried.

e. **Amendments to the Kaukauna Housing Authority Agreement.**

DPW/Eng. Neumeier provided background information on the amendments. Due to an error found in a legal description for the Kaukauna Housing Authority property, the PILOT Agreement, Loan Agreement, and associated Subordination Agreement will require amendments. The proposed amendments were provided.

A resolution authorizing the Mayor and City Clerk to sign the amendments is on May 3, 2022, Common Council agenda.

3. **General Matters** - none.

4. **Adjourn.**

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

Meeting adjourned at 6:30 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of May 2, 2022, as presented.  
All Ald. voted aye.  
Motion carried.

### **Health & Recreation Meeting Minutes of May 2, 2022.**

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

A meeting of the Health and Recreation Committee was called to order by Chairman Eggleston on Monday, May 2, 2022, at 6:30 P.M.

Members present: Antoine, DeCoster, Eggleston, and Kilgas.

Also present: Mayor Penterman, Ald. Coenen, Moore, Thiele, Schell, Attorney Davidson, DPW/Eng. Neumeier, Proj. Eng. Conger, Fire Chief Carrel, Police Chief Graff, and interested citizens.

#### **1. Correspondence – None.**

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

##### **a. Elect Vice-Chairman.**

Motion by DeCoster that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Antoine as Vice-Chairman of the Health and Recreation Committee.

Roll call vote: Antoine-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye.

Motion carried.

##### **b. Elect Secretary.**

Motion by DeCoster that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Kilgas as Secretary of the Health and Recreation Committee.

Roll call vote: DeCoster-aye, Eggleston-aye, Kilgas-aye, Antoine-aye.

Motion carried.

##### **c. Solicitor's License to Dylan Deal, Turf Badger, 5530 Neubert Road, Appleton for pest control.**

Motion by DeCoster, seconded by Kilgas to grant the Solicitor's License to Dylan Deal, Turf Badger, 5530 Neubert Road, Appleton for pest control.

All members voted aye.

Motion carried.

##### **d. Request for amplified music to Chris Wachel for "Riverside Rally" at Riverside Park on May 14, 2022, from 9 am to 2 pm.**

Motion by Kilgas, seconded by DeCoster to grant the request for amplified music to Chris Wachel for "Riverside Rally" at Riverside Park on May 14, 2022, from 9 am to 2 pm.  
All members voted aye.  
Motion carried.

**3. General Matters – None.**

**4. Adjourn.**

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

Meeting adjourned at 6:39 P.M.

Sally Kenney  
Clerk

Motion by Eggleston, seconded by DeCoster to adopt the Health & Recreation Meeting Minutes of May 2, 2022, as presented.  
All Ald. voted aye.  
Motion carried.

**Legislative Committee Meeting Minutes of May 2, 2022.**

**LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chairman Antoine on Monday, May 2, 2022, at 6:40 P.M.

Members present: Antoine, Coenen, Moore, and Thiele.

Also present: Mayor Penterman, Ald. DeCoster, Eggleston, Kilgas, Schell, Atty. Davidson, DPW/Eng. Neumeier, Proj. Eng. Conger, Fire Chief Carrel, Police Chief Graff, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Elect Vice Chair.**

Motion by Moore that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Coenen as Vice-Chairman of the Legislative Committee.  
Roll call vote: Antoine-aye, Coenen-aye, Moore-aye, Thiele-aye.  
Motion carried.

**b. Elect Secretary.**

Motion by Moore that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Thiele as Secretary of the Legislative Committee.  
Roll call vote: Coenen-aye, Moore-aye, Thiele-aye, Antoine-aye.

Motion carried.

**c. Ordinance Amending Section 1.39 Grignon Mansion Board.**

This item was pulled from the agenda.

**3. General Matters – None.**

**4. Adjourn.**

Motion by Coenen, seconded by Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:41p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Eggleston to adopt the Legislative Committee Meeting Minutes of May 2, 2022 as presented.

All Ald. voted aye.

Motion carried.

**Public Protection & Safety Committee Meeting Minutes of May 2, 2022.**

**PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chairman Kilgas on Monday, May 2, 2022, at 6:41 P.M.

Members present: Eggleston, Kilgas, Schell, Thiele.

Also present: Mayor Penterman, Ald. Antoine, Coenen, DeCoster, Moore, Atty. Davidson, DPW/Eng. Neumeier, Proj. Eng. Conger, Fire Chief Carrel, Police Chief Graff, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Elect Vice Chair.**

Motion by Thiele that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Schell as Vice-Chairperson of the Public Protection and Safety Committee.

Roll call vote: Eggleston-aye, Kilgas-aye, Schell-aye, Thiele-aye.

Motion carried.

**b. Elect Secretary.**

Motion by Thiele that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Eggleston as Secretary of the Public Protection and Safety Committee.

Roll call vote: Kilgas-aye, Schell-aye, Thiele-aye, Eggleston-aye.

Motion carried.

**3. General Matters – None.**

**4. Adjourn.**

Motion by Eggleston, seconded by Schell to adjourn.  
All members voted aye.  
Motion carried.

Meeting adjourned at 6:44 p.m.

Sally Kenney  
Clerk

Motion by Kilgas, seconded by Thiele to adopt the Public Protection & Safety Committee Meeting Minutes of May 2, 2022, as presented.  
All Ald. voted aye.  
Motion carried.

**Plan Commission Meeting Minutes of April 7, 2022.**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of April 7, 2022.  
All Ald. voted aye.  
Motion carried.

**Grignon Mansion Board Meeting Minutes of March 28, 2022.**

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of March 28, 2022.  
All Ald. voted aye.  
Motion carried.

**Kaukauna Public Library Board Meeting Minutes of March 22, 2022.**

Motion by Kilgas, seconded by Antoine to receive and place on file the Kaukauna Public Library Board Meeting Minutes of March 22, 2022.  
All Ald. voted aye.  
Motion carried.

**1000 Islands Environmental Center Committee Minutes of March 17, 2022.**

Motion by Eggleston, seconded by Thiele to receive and place on file the 1000 Islands Environmental Center Committee Minutes of March 17, 2022.  
All Ald. 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:

Carey	Anne	P.	719 Desnoyer St.	Kaukauna
DeCoster	Deborah	K.	N1539 Lynn St.	Kaukauna
Dolan	Carla	M.	512 Desnoyer St.	Kaukauna



Dombrowski	Daniel	R.	N2972 French Rd.	Freedom
Eckes	Philip	K.	W2246 Gentry Dr. #1	Kaukauna
Fahrbach	Gene	D.	1136 Harrison St.	Kaukauna
Francis	Daniel	P.	120 W. 13 <sup>th</sup> St.	Kaukauna
Geibel	Mason	J.	2763 Gemini Ct.	Green Bay
Hofacker	Michelle		N4082 Twelve Corners Rd.	Black Creek
Jakubowski	Karen	A.	1268 Reber St.	Green Bay
LaChance	Jordan	M.	207 W. 7 <sup>th</sup> St.	Kaukauna
Marzahl	Gail	E.	720 S. Westhaven Place Unit A	Appleton
Moore	John	P.	2381 Fairway Dr.	Kaukauna
Peterson	Renee	E.	1140 Harrison St.	Kaukauna
Pristine	Alexander	M.	111 Lamp Lighter Dr. Apt. 15	Kaukauna
Rohan	Sean	P.	1808 Oakridge Ave.	Kaukauna
Sanderfoot	Merlin	J.	W1419 Peters Rd.	Kaukauna
Schmidt	Jordan	L.	1609 Glenview Ave.	Kaukauna
Singh	Jasbirpal		2906 Fieldcrest Dr.	Kaukauna
Smith	Thomas	M.	1100 Kristy St.	Kaukauna
St. John	Thomas	F.	1701 Biscayne Dr.	Little Chute
Stein	Rhonda	L.	712 W. 7 <sup>th</sup> St. Apt. B	Kaukauna
VandenBoogard	Kimberly	A.	W5580 Sumac Ln.	Appleton
VanRooy	Jennifer	A.	W2202 Center Valley Rd.	Freedom
Voet	Jamie	K.	525 W. 9 <sup>th</sup> St.	Kaukauna
Walczak	Kali	J.	1522 Orchard Dr.	Kaukauna
Wittman	David	J.	2400 Main Ave.	Kaukauna
Wyman	Melanie	M.	1512 Glenview Ave.	Kaukauna

Motion by Eggleston, seconded by DeCoster to approve the operator/bartender licenses.  
All Ald. voted aye.  
Motion carried.

The following applicants have applied for an operator's license for the license year **2022-2024, as well as a provisional license covering May & June of 2022**, and have been recommended for approval based on their record check by the police department:

Allen	Fiana	W.	207 W. 7 <sup>th</sup> St.	Kaukauna
Brennecke	Linda	L.	1338 W. Winnebago St.	Appleton
Kassel	William	J.	1106 W. Wisconsin Ave. Apt. 7	Appleton
Lancour	Fox	A.	3510 Cherry Vale Ave. Unit 37	Appleton
Merson	Hayley	M.	704 Buchanan St.	Little Chute
Rijal	Suman		2111 S. Maplecrest Dr. Apt. 6	Appleton
Winters	Ashley	L.	218 ½ E. 8 <sup>th</sup> St.	Kaukauna

Motion by Eggleston, seconded by Kilgas to approve the operator/bartender licenses.  
All Ald. voted aye.  
Motion carried.

The following applicant has applied for an operator's license and has been recommended for **denial** based on their record check by the police department:

Leary	Timothy	J.	133 Garfield St.	Kaukauna
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Motion by Eggleston, seconded by Thiele to deny the operator/bartender license.  
All Ald. voted aye.  
Motion carried.

## REPORTS OF CITY OFFICERS

None.

## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### **Resolution 2022-5333 Resolution Authorizing the Mayor and Clerk to enter into a Loan Agreement, Pilot Agreement and Subordinate to Rad Use Agreement with Kaukauna Rad, LLC.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2022-5333.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2022-5333.

All Ald. voted aye.  
Motion carried.

### **Resolution 2022-5334 Resolution Approving the Final Plan for Phase 1 of the Wolfinger Estates Subdivision.**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2022-5334.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2022-5334.

All Ald. voted aye.  
Motion carried.

### **Resolution 2022-5335 Resolution Approving a 4-Lot Certified Survey Map at Lots 32, 33, 34, and 35 of Country Side Estates for Dercks Builders & Masonry, Inc.**

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2022-5335.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2022-5335.

All Ald. voted aye.  
Motion carried.

### **Ordinance 1859-2022 Ordinance Authorizing Placement of Traffic Regulation Signs on Janet Street and Walter Street.**

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1859-2022.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Eggleston to adopt Ordinance 1859-2022.  
All Ald. voted aye.  
Motion carried.

**Ordinance 1860-2022 Ordinance Creating Section 10.08(1) of the Kaukauna Municipal Code to Prohibit Discharge of Grass Clippings, Leaves, Yard Waste and other Debris unto Public Streets.**  
Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1860-2022.  
All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Thiele to adopt Ordinance 1860-2022.  
All Ald. voted aye.  
Motion carried.

**Ordinance 1861-2022 Ordinance Repealing and Recreating Section 1.32(6) and Section 1.32(7) of the Kaukauna Code.**  
Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Ordinance 1861-2022.  
All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Kilgas to adopt Ordinance 1861-2022.  
All Ald. voted aye.  
Motion carried.

**Ordinance 1862-2022 An Ordinance Amending Section 1.39 Grignon Mansion Board.**  
This item was pulled from the agenda.

## **CLOSED SESSION**

**Adjourn to Closed Session Pursuant to 19.85(1)(g) with respect to litigation in which the City is or is likely to become involved.**

Motion by Moore, seconded by Coenen to adjourn to closed session pursuant to 19.85(1)(g) with respect to litigation in which the City is or is likely to become involved.  
All Ald. voted aye.  
Motion carried.

Adjourned to closed session at 7:33 p.m.

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

Motion by Coenen, seconded by Kilgas to return to open session for possible action.  
All Ald. voted aye.  
Motion carried.

Returned to open session at 8:40 p.m.

**Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss disposition of public funds - 250 Lawe Street and 300 Lawe Street.**

Motion by Moore, seconded by Antoine to adjourn to closed session pursuant to 19.85(1)(e) to discuss disposition of public funds - 250 Lawe Street and 300 Lawe Street.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:41p.m.

#### **Return to Open Session for possible action.**

Motion by Kilgas, seconded by DeCoster to return to open session for possible action.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:56 p.m.

Motion by Moore, seconded by Antoine to direct staff to prepare loan term agreements for properties at 250 Lawe Street and 300 Lawe Street as discussed.

All Ald. voted aye.

Motion carried.

#### **CONSIDERATION OF MISCELLANEOUS BUSINESS**

None.

#### **ADJOURN**

Motion by Moore, seconded by Coenen to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:57 p.m.

Sally Kenney, Clerk

