

# \* AMENDED COMMON COUNCIL

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



Tuesday, October 17, 2023 at 7:00 PM

## AGENDA

### In-Person

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
  - [a.](#) Common Council Meeting Minutes of October 3, 2023.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
  - [a.](#) Memorandum of Understanding between the City of Kaukauna and Wisconsin Elections Commission.
  - [b.](#) Appointment of Charles West to the 1000 Islands Environmental Center Committee to replace Sue Gertz.
  - [c.](#) Proclamation declaring October 17, 2023 as Hill Top Bakery Day in the City of Kaukauna.
6. Reports of standing and special committees.
  - [a.](#) Committee of the Whole Meeting Minutes of October 16, 2023.
  - [b.](#) Board of Public Works Meeting Minutes of October 16, 2023.
  - [c.](#) Finance & Personnel Committee Meeting Minutes of October 16, 2023.
  - [d.](#) Health & Recreation Committee Meeting Minutes of October 16, 2023.
  - [e.](#) Plan Commission Meeting Minutes of September 7, 2023.
  - [f.](#) Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of September 12, 2023.
  - [g.](#) Operator (Bartender) Licenses.
7. Reports of City officers.
  - [a.](#) Fire Report.
  - [b.](#) Ambulance Report.
  - [c.](#) Police Report.
  - [d.](#) Court Report.
  - [e.](#) Clerk-Treasurer's Daily Deposit Report.
  - [f.](#) Building Inspection Report.
  - [g.](#) Presentation of the preliminary 2024 Budget - Personnel details.
  - [h.](#) Review the procedure for the Financial Support to special event.
  - [i.](#) Municipal Pool Update.

8. Presentation of ordinances and resolutions.
  - [a.](#) Resolution 2023-5407 Resolution Accepting the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).
  - [b.](#) Resolution 2023-5408 Resolution Adopting the City of Kaukauna 2024-2026 Strategic Plan.
9. Closed session.
  - a. Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss disposition of public funds - 207 Thilmany Road.
  - b. Return to Open Session for possible action.
  - c. **\* Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.**
  - d. **\* Return to Open Session for possible action.**
10. Adjourn.

## NOTICES

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER  
WILL BE MADE AVAILABLE AT NO CHARGE.**



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 3, 2023

Pursuant to adjournment on September 19, 2023, the meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, October 3, 2023.

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

Absent & Excused: DeCoster.

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson (via ZOOM), Fin. Dir. Van Rossum, HR Dir. Swaney, Com. Enrich, Serv. Dir. Vosters, Dir./Naturalist Nowak, Lib. Dir. Thiem-Menning, Police Chief Graff, and interested citizens.

Motion by Coenen, seconded by Schell 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.

Motion by Moore, seconded by Antoine to adopt the minutes of the Common Council meeting of September 19, 2023.

All Ald. present voted aye.

Motion carried.

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

#### Bills Payable

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

All Ald. present voted aye.

Motion carried.

### PUBLIC APPEARANCES

None.

### BUSINESS PRESENTED BY THE MAYOR

#### Public Hearing for the Annexation of 142.61 Acres of land from the Town of Vandenbroek to the City of Kaukauna.

Mayor Penterman declared the Public Hearing for the Annexation of 142.61 Acres of land from the Town of Vandenbroek to the City of Kaukauna open and asked if anyone wished to address the council.

Ernest J. Schumacher, W2693 County Rd. S, Freedom spoke against the annexation. CRE Storage owns a portion of the land being annexed. He does not feel this annexation would have any benefit to him as a landowner.

Glenda Kufner, W1934 Coenen Road, Kaukauna. She is part owner of the Weyenberg property. They had a buyer for the property, but this fell through. She is wondering if they will have to pay for City Road and Sewer. She is against annexing this land currently.

Mayor Penterman asked two more times if anyone in person wished to address the Council. No one else appeared. The Public Hearing was declared closed.

**Public Hearing to Rezone 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND).**

Mayor Penterman declared the Public Hearing to Rezone 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND) open and asked if anyone wished to address the council.

Mayor Penterman asked two more times if anyone in person wished to address the Council. No one appeared. The Public Hearing was declared closed.

**Retirement of Larry Novak for 21 years with the Street Department.**

Mayor Penterman congratulated Larry Novak on his retirement. Larry has been employed with the City Street Department for 21 years.

**Appointment of Ella Cronin to the KATODA Board as a student representative.**

Motion by Schell, seconded by Kilgas to approve the appointment of Ella Cronin to the KATODA Board as a student representative.

All Ald. present voted aye.

Motion carried.

**Reappointment of Eric Hietpas to the 1000 Islands Environmental Center Committee.**

Motion by Eggleston, seconded by Coenen to approve the reappointment of Eric Hietpas to the 1000 Islands Environmental Center Committee.

All Ald. present voted aye.

Motion carried.

**Proclamation for Public Power Week October 1-7.**

Motion by Moore, seconded by Antoine to receive and place on file the Proclamation for Public Power Week October 1-7.

All Ald. present voted aye.

Motion carried.

**Proclamation for National Walk to School Day October 4.**

Motion by Kilgas, seconded by Schell to receive and place on file the Proclamation for National Walk to School Day October 4.

All Ald. present voted aye.

Motion carried.

**Proclamation for White Cane Safety Day October 15.**

Mayor Penterman presented Kaylie Cavil with a proclamation for White Cane Safety Day.



Motion by Antoine, seconded by Moore to receive and place on file the Proclamation for White Cane Safety Day October 15.  
All Ald. present voted aye.  
Motion carried.

#### **Fox Firecracker 5k Recap and Donation.**

Race Director Jessica Decet showed a PowerPoint presentation on this year's race. She thanked the numerous sponsors especially the City of Kaukauna and presented a donation check to the City. This donation will be used for the Pool Renovation project.

#### **Presentation by Jeff Belongia, from HSE, of the 2023B&C Kaukauna General Obligation Note Anticipation Notes Bonding Results and Ratings.**

Finance Director Van Rossum introduced Jeff Belongia from Huntington. Mr. Belongia provided information on the 2023 General Obligation Bonding 2023B Results and Ratings. The interest rates and credit ratings were presented. The rate of this 5 Year Bond is 4.23%. The City will not go out for the taxable bonds in 2023C at this time due to unfavorable rates. Questions were answered.

#### **Strategic Plan Reminder.**

Mayor Penterman reminded the Council of the Committee of the Whole Meeting scheduled for Monday, October 16 at 5:00 pm to go over the Strategic Plan.

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

#### **Finance and Personnel Committee Meeting Minutes of October 2, 2023.**

##### **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, October 2, 2023, at 6:00 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Com. Enrich. Service Dir. Vosters and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **2024 Employee Handbook.**

HR Director Swaney provided a list of changes recommended to the 2024 Employee Handbook. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to approve the 2024 Employee Handbook with recommended changes starting January 1, 2024.

All members voted aye.

Motion carried.

b. **Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Antoine, seconded by Moore to Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation, or performance evaluation data

of any public employee.  
All members voted aye.  
Motion carried.

Moved to closed session at 6:14 p.m.

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

Motion by Moore, seconded by Coenen to return to Open Session.  
All members voted aye.  
Motion carried.

Returned to Open Session at 6:54 p.m.

Motion by Moore, seconded by Thiele to approve the retention letter to HR Director Shanon Swaney and move DPW/Eng. Neumeier to Grade 25 - Step 5 and forward these recommendations to the Common Council.  
All members voted aye.  
Motion carried.

**3. Adjourn.**

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

Meeting adjourned at 6:56 p.m.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Moore to adopt the Finance & Personnel Committee Meeting Minutes of October 2, 2023, as amended.  
All Ald. present voted aye.  
Motion carried.

**Health & Recreation Committee Meeting Minutes of October 2, 2023.**

**HEALTH & RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, October 2, 2023 at 6:56 P.M.

Members present: Coenen, Kilgas and Schell.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Com. Enrich. Serv. Dir. Vosters, Fin. Dir. Van Rossum and interested citizens.

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

**1. Correspondence – None.**

**2. Discussion Topics.**

**a. Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique, Fall Boutique Blowout Tent Sale in parking lot behind Uptown Girl Beauty & Boutique on October 14, 2023 from 9 am to 5 pm.**

Motion by Schell, seconded by Coenen to approve the Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique, Fall Boutique Blowout Tent Sale in parking lot behind Uptown Girl Beauty & Boutique on October 14, 2023, from 9 am to 5 pm.

All members present voted aye.

Motion carried.

**b. Temporary Class B License to Holy Cross Parish, 309 Desnoyer Street, gym and cafeteria area below gym for the Octoberfest on October 15, 2023.**

Motion by Coenen, seconded by Schell to approve Temporary Class B License to Holy Cross Parish, 309 Desnoyer Street, gym, and cafeteria area below gym for the Octoberfest on October 15, 2023.

All members present voted aye.

Motion carried.

**c. Special Event Application to Emily Getchius, St. Ignatius Catholic School, 220 Doty Street, Kaukauna on October 20, 2023 from 4-7 PM for Trunk n' Treat.**

Motion by Schell, seconded by Coenen to approve Special Event Application to Emily Getchius, St. Ignatius Catholic School, 220 Doty Street, Kaukauna on October 20, 2023, from 4-7 PM for Trunk n' Treat.

All members present voted aye.

Motion carried.

**d. Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ, 510 Sullivan Avenue, Kaukauna on October 28, 2023 from 12-4 PM for Trunk or Treat.**

Motion by Schell, seconded by Coenen to approve the Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ, 510 Sullivan Avenue, Kaukauna on October 28, 2023, from 12-4 PM for Trunk or Treat.

All members present voted aye.

Motion carried.

**e. Special Event Application to Dawn Gasparick, Kaukauna Dog Park Friends for a Halloween Party at the Kaukauna Dog Park on October 29, 2023 from 12 - 3 pm.**

Motion by Coenen, seconded by Schell to approve the Special Event Application to Dawn Gasparick, Kaukauna Dog Park Friends for a Halloween Party at the Kaukauna Dog Park on October 29, 2023, from 12 - 3 pm.

All members present voted aye.

Motion carried.

**f. Special Event Application to Michael Weaver, VFW Post #3319 at Memorial Park Ring of Honor and Community Room on November 11, 2023.**

Motion by Coenen, seconded by Schell to approve the Special Event Application to Michael Weaver, VFW Post #3319 at Memorial Park Ring of Honor and Community Room on November 11, 2023.

All members present voted aye.

Motion carried.

### 3. Adjourn.

Motion made by Coenen, seconded by Schell to adjourn.

All members present voted aye.

Motion carried.

The meeting was adjourned at 7:01 P.M.

Sally Kenney

Clerk

Motion by Kilgas, seconded by Coenen to adopt the Health & Recreation Committee Meeting Minutes of October 2, 2023, as presented.

All Ald. present voted aye.

Motion carried.

#### **1000 Islands Environmental Center Committee Meeting Minutes of August 17, 2023.**

Motion by Eggleston, seconded by Coenen to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of August 17, 2023.

All Ald. present voted aye.

Motion carried.

#### **Kaukauna Public Library Meeting Minutes of August 22, 2023.**

Motion by Kilgas, seconded by Eggleston to receive and place on file the Kaukauna Public Library Meeting Minutes of August 22, 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:

Carstens	Lisa	A.	303 E. 9 <sup>th</sup> St.	Kaukauna
Dodd	Chloe	N.	180 Lamp Lighter Dr. #3	Kaukauna
Micke	Kelly	A.	117 Raught St.	Kaukauna
VerVoort	Amber	G.	W1843 Van Asten Rd.	Kaukauna

Motion by Kilgas, seconded by Schell to approve the operators/bartender Licenses.

All Ald. present voted aye.

Motion carried.

### **REPORTS OF CITY OFFICERS**

#### **Planning Development Update.**

Planning and Community Development Director Stephenson provided an update on the development projects happening in the City:

1. U-Haul Project at Commerce Crossing – Continues construction and they plan to build through the winter.

2. Legacy Creekside Apartments – 5 apartments at Commerce Crossing – continue to build and has started on the western larger apartment unit. Two floors have been framed.
3. Dreamville – Has gotten their construction trailer set up and started site preparation work. An easement has been secured for the neighboring corner property, allowing them to use this site throughout construction. Earth work will begin mid-October with foundations following. This project will build through the winter. In addition, the project has opted for traditional financing and will not be using the bond provided by the federal government. This does not change the project for the City but means there are no income restrictions on the units.
4. The Reserve – Medical Residential, Senior Living Facility at Commerce Crossing has gained special exception approval from Plan Commission and the Common Council. They are working on architecture and engineering. They plan to close December 4th, on the property.
5. Tann Corporation – Manufacturing Facility at New Prosperity Center – Tann broke ground Monday September 25, 2023.
6. Bassett Mechanical – Industrial Manufacturer in the South Industrial Park. Office addition is nearly complete. This project will likely have occupancy before the end of the year.
7. Straightline – Manufacturer in New Prosperity Industrial Park – Will be breaking ground early October, staff is in the process of planning a groundbreaking ceremony.
8. City Property Zoning Clean Up – The City currently owns several properties that are zoned incorrectly. Likely many of these parcels were purchased for various projects and kept their initial zoning district. Planning staff will be coming forward with a rezoning to have City owned and operated parcels zoned properly.
9. Community Development Investment Grant Update – The State has updated their processes for the CDI grant, a grant for small cities to help with redevelopment and historic preservation. The State will now allow the developer to apply for this grant with City support, instead of the City applying on behalf of the developer. This will reduce staff administration and allow for a more streamlined process during historic redevelopments. Discussion was held and questions answered.

#### **Presentation of the preliminary 2024 Budget - Non-Personnel details and estimated tax rate.**

Finance Director Van Rossum presented the 2024 non-personnel budget items.

Background information and a break-down of various items was provided. The next steps will be to review the personnel items, roll up all the expenses from personnel and non-personnel, get additional information from the Department of Revenue on the tax rate and see what that affect is on the expenditure restraint and levy limits. Staff will regroup to align overall expenses. These items will be done and presented on October 17.

#### **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

##### **Resolution 2023-5406 Resolution Authorizing the Issuance of \$5,520,000 General Obligation Promissory Notes and the Issuance and Sale of \$5,520,000 Note Anticipation Notes, Series 2023B in Anticipation Thereof.**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5406.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2023-5406.

All Ald. present voted aye.

Motion carried.

**Resolution 2023-5407 Resolution Authorizing the Issuance of \$5,475,000 General Obligation Promissory Notes and the Issuance and Sale of \$5,475,000 Taxable Note Anticipation Notes, Series 2023C in Anticipation Thereof.**

This item was pulled.

Motion by Moore, seconded by Antoine to go out of order and take up item 9a. prior to 8c.

All Ald. present voted aye.

Motion carried.

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.**

Motion by Moore, seconded by Eggleston to adjourn to closed session pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:14 p.m.

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

Motion by Coenen, seconded by Schell to return to open session for possible action.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:47 p.m.

Motion by Thiele, seconded by Eggleston to go back into order and take up 8c.

All Ald. present voted aye.

Motion carried.

**Ordinance 1888-2023 An Ordinance Annexing 142.61 Acres of land from the Town of Vandebroek to the City of Kaukauna.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Ordinance 1888-2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1888-2023.

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

Motion carried 7-0.

**Ordinance 1889-2023 An Ordinance Rezoning 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND).**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1889-2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1889-2023.

All Ald. present voted aye.

Motion carried.

## CLOSED SESSION

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Moore, seconded by Eggleston to adjourn to closed session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:52 p.m.

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

Motion by Moore, seconded by Coenen to return to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 9:26 p.m.

Motion by Moore, seconded by Coenen to approve the retention proposal to Shannon Swaney as presented.

Motion carried.

## ADJOURN

Motion by Moore, seconded by Antoine to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 9:28 p.m.

Sally Kenney, Clerk



## City - Bills Payable

Check #	Date	Fund	Addressee	Absolute Value of Amount
00000049/1	9/19/2023	Environmental Remediate TID - 450	Kaukauna Utilities	16.48
00000055/1	9/22/2023	Solid Waste - 220	Wis. Dept. of Revenue - ACH PAYMENT	40.75
00000056/1	9/22/2023	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	256,814.37
00000056/2	9/22/2023	General Fund - 101	Wis. Dept. of Revenue - ACH PAYMENT	934.93
00000057/1	9/22/2023	Industrial Park - 401	Kaukauna Utilities	49.35
00000058/1	9/22/2023	TID #5 Construction Fund - 465	Kaukauna Utilities	158.13
00000059/1	9/22/2023	Storm Water Utility - 601	Kaukauna Utilities	9.80
00000060/1	9/22/2023	Sanitary Sewer Utility - 602	Kaukauna Utilities	101.14
00000061/1	9/22/2023	General Fund - 101	Kaukauna Utilities	20,548.51
120102	9/22/2023	American Rescue Plan Act Funds - 223	Unison Credit Union	32.23
120103	9/22/2023	Buildings & Misc. Capital - 423	Camera Corner/ Connecting Point Computer Center	20,352.59
120104	9/22/2023	Industrial Park - 401	Wisconsin Central	1,529.07
120105	9/22/2023	Park & Pool Capital - 422	Unison Credit Union	185.37
120107	9/22/2023	Sanitary Sewer Utility - 602	Carl Bowers & Sons Construction Co, Inc	130,500.00
120108	9/22/2023	Sanitary Sewer Utility - 602	Unison Credit Union	575.04
120106	9/22/2023	Rack - Commercial Revolving - 206	McCarty Law, LLP	407.00
120109	9/22/2023	Streets & Sidewalk Capital - 420	Al Dix Concrete Inc.	37,319.48
120110	9/22/2023	Streets & Sidewalk Capital - 420	Eagle Sign & Design LLC	50.00
120111	9/22/2023	Streets & Sidewalk Capital - 420	All Star Cutting & Coring LLC	575.00
120112	9/22/2023	Streets & Sidewalk Capital - 420	Whirlwind Post Holes & Fencing	3,817.68
120113	9/22/2023	General Fund - 101	A T F Tires & Service Center Inc.	928.07
120114	9/22/2023	General Fund - 101	Airgas USA, LLC	194.37
120115	9/22/2023	General Fund - 101	Anthony Penterman	126.43
120116	9/22/2023	General Fund - 101	Ascension NE Wisconsin St. Elizabeth Hospital	102.00
120117	9/22/2023	General Fund - 101	Automotive Supply Co	181.41
120118	9/22/2023	General Fund - 101	BayCare Aurora LLC	154.36
120119	9/22/2023	General Fund - 101	Bob & Dave's Lawn & Landscaping	460.00
120120	9/22/2023	General Fund - 101	Camera Corner/ Connecting Point Computer Center	282.50
120121	9/22/2023	General Fund - 101	Cash	465.00
120122	9/22/2023	General Fund - 101	Charter Communications	1,099.80
120123	9/22/2023	General Fund - 101	Creative Brick & Concrete	689.75
120124	9/22/2023	General Fund - 101	Ingram	2,532.14
120125	9/22/2023	General Fund - 101	John VanDrunen	575.08
120126	9/22/2023	General Fund - 101	Kaukauna High School	500.00
120127	9/22/2023	General Fund - 101	Kwik Trip, Inc.	8.23
120128	9/22/2023	General Fund - 101	Marco	947.31
120129	9/22/2023	General Fund - 101	Marco Technologies LLC	75.83
120130	9/22/2023	General Fund - 101	McClone	71,933.00
120131	9/22/2023	General Fund - 101	Midwest Tape	1,267.46
120132	9/22/2023	General Fund - 101	Netgain Solutions, Inc.	310.00
120133	9/22/2023	General Fund - 101	News Publishing Co, Inc.	2,390.10
120134	9/22/2023	General Fund - 101	Quadient Finance USA, Inc.	500.00
120135	9/22/2023	General Fund - 101	Thedacare Laboratories	127.50
120136	9/22/2023	General Fund - 101	Unison Credit Union	15,268.84
120137	9/22/2023	General Fund - 101	William VanRossum	124.90
120138	9/22/2023	General Fund - 101	Wisconsin Park & Recreation Assn	6,783.75
120139	9/22/2023	General Fund - 101	Wisconsin Supreme Court	40.00



Check #	Date	Fund	Addressee	Absolute Value of Amount
120140	9/22/2023	General Fund - 101	Ascension WI Employer Solutions	1,809.75
120141	9/22/2023	General Fund - 101	Wisconsin Dept of Justice	70.00
120142	9/22/2023	General Fund - 101	Ryan Geiger	4,981.00
120143	9/22/2023	General Fund - 101	Gila, LLC	258.42
120144	9/22/2023	General Fund - 101	Amelia Hopfensperger	200.00
120145	9/22/2023	General Fund - 101	Rebecca Krueger	50.00
120146	9/22/2023	General Fund - 101	Broad Reach	81.96
120147	9/22/2023	General Fund - 101	Kimberly Lamers	40.00
120148	9/22/2023	General Fund - 101	Tiffany Seefeldt	90.00
120149	9/22/2023	General Fund - 101	Leslie Clark	50.00
120150	9/22/2023	General Fund - 101	Immanuel United Church of Christ	50.00
120151	9/22/2023	General Fund - 101	David Vanderloop	50.00
120152	9/22/2023	General Fund - 101	Pam Basler	50.00
120153	9/22/2023	General Fund - 101	Flow Family Chiropractic	50.00
120154	9/22/2023	General Fund - 101	Kara VandeVoort	25.00
120155	9/22/2023	General Fund - 101	Geoff Bayer	200.00
120156	9/22/2023	General Fund - 101	Elena Noonan	90.00
120157	9/22/2023	General Fund - 101	Noah VandeVoort	50.00
120158	9/22/2023	General Fund - 101	Sarah Reimer	95.00
00000062/1	9/29/2023	General Fund - 101	Delta Dental of Wisconsin	1,693.44
00000062/2	9/29/2023	General Fund - 101	MissionSquare Retirement	20,435.79
120162	9/29/2023	Sanitary Sewer Utility - 602	Diggers Hotline Inc.	730.61
120163	9/29/2023	Sanitary Sewer Utility - 602	Energenees, Inc.	692.50
120167	9/29/2023	General Fund - 101	Amplitel Technologies LLC	3,233.80
120168	9/29/2023	General Fund - 101	A T F Tires & Service Center Inc.	369.25
120169	9/29/2023	General Fund - 101	Accurate	28.52
120170	9/29/2023	General Fund - 101	Aramark Uniform	163.84
120171	9/29/2023	General Fund - 101	Automotive Supply Co	339.12
120172	9/29/2023	General Fund - 101	BayCare Aurora LLC	91.66
120173	9/29/2023	General Fund - 101	Baycom Inc.	157.50
120174	9/29/2023	General Fund - 101	Bob & Dave's Lawn & Landscaping	387.00
120175	9/29/2023	General Fund - 101	Carstens Ace Hardware	130.27
120176	9/29/2023	General Fund - 101	Cintas Corp.	305.47
120177	9/29/2023	General Fund - 101	Cintas Corp.	396.43
120178	9/29/2023	General Fund - 101	City Of Appleton	780.50
120179	9/29/2023	General Fund - 101	Conway Shield	595.00
120180	9/29/2023	General Fund - 101	Cummins Sales & Service	257.89
120181	9/29/2023	General Fund - 101	Emergency Medical Products	22.44
120182	9/29/2023	General Fund - 101	Evergreen Power, LLC	129.98
120183	9/29/2023	General Fund - 101	EZ Glide Garage Doors	259.85
120184	9/29/2023	General Fund - 101	Fox Specialty Company LLC	290.88
120185	9/29/2023	General Fund - 101	Fox Valley Safety LLC	1,032.00
120186	9/29/2023	General Fund - 101	GFL Green For Life Environmental	613.80
120187	9/29/2023	General Fund - 101	Griesbach Ready-Mix, LLC	616.50
120188	9/29/2023	General Fund - 101	Ingram	468.20
120189	9/29/2023	General Fund - 101	Interstate Battery	779.84
120190	9/29/2023	General Fund - 101	John Fabick Tractor Company	179.50
120191	9/29/2023	General Fund - 101	Joe Stephenson	163.90
120192	9/29/2023	General Fund - 101	Kaukauna CDJRF	25.01

Check #	Date	Fund	Addressee	Absolute Value of Amount
120193	9/29/2023	General Fund - 101	Klink Hydraulics, LLC	106.65
120194	9/29/2023	General Fund - 101	Kwik Trip, Inc.	273.26
120195	9/29/2023	General Fund - 101	Larry Novak	125.00
120196	9/29/2023	General Fund - 101	Lily Paul	659.12
120197	9/29/2023	General Fund - 101	Marco Technologies LLC	46.74
120198	9/29/2023	General Fund - 101	McMahon Associates Inc	1,420.10
120199	9/29/2023	General Fund - 101	MO Med Supplies	260.00
120200	9/29/2023	General Fund - 101	Outagamie County Treasurer	35,859.40
120201	9/29/2023	General Fund - 101	Outagamie Waupaca Library System	559.72
120202	9/29/2023	General Fund - 101	Rivistas Subscription Services	53.64
120203	9/29/2023	General Fund - 101	Ronald Beck	830.00
120204	9/29/2023	General Fund - 101	Teleflex LLC	612.50
120205	9/29/2023	General Fund - 101	The Wall Street Journal	719.88
120206	9/29/2023	General Fund - 101	Truck Country Of Wisconsin	326.63
120207	9/29/2023	General Fund - 101	Advanced Maintenance Solutions	1,687.85
120208	9/29/2023	General Fund - 101	CDW Government	3,412.53
120209	9/29/2023	General Fund - 101	DC Auto Repair, LLC	135.85
120210	9/29/2023	General Fund - 101	AT&T Mobility	137.08
120211	9/29/2023	General Fund - 101	Haenco LLC	445.69
120212	9/29/2023	General Fund - 101	Tracy Uitenbroek	50.00
120213	9/29/2023	General Fund - 101	WSESI	294.00
120214	9/29/2023	General Fund - 101	Knox Company	2,053.00
120215	9/29/2023	General Fund - 101	Red Power Diesel	90.29
120216	9/29/2023	General Fund - 101	Jacci VandenHuevel	90.00
120217	9/29/2023	General Fund - 101	William Reinke	6.64
120218	9/29/2023	General Fund - 101	Jesse Becher	12.08
120219	9/29/2023	General Fund - 101	David Schmidt	8.96
120220	9/29/2023	General Fund - 101	Juan Rojas-Martinez	9.04
120221	9/29/2023	General Fund - 101	Keith Ahrens	5.88
120222	9/29/2023	General Fund - 101	Keith Meyer	12.20
120223	9/29/2023	General Fund - 101	Parker Collar	200.00
120224	9/29/2023	General Fund - 101	Bowtie Carpet Cleaning LLC	1,144.00
120225	9/29/2023	General Fund - 101	Penni Pautz	54.46
120226	9/29/2023	General Fund - 101	Gunderson Cleaners	24.02
00000063/1	9/29/2023	General Fund - 101	Garrow Oil Corp.	27,631.92
00000064/1	9/29/2023	Nelson Crossing Fund - 224	Kaukauna Utilities	27.20
120159	9/29/2023	1000 Islands - 201	Eagle Graphics LLC	105.00
120160	9/29/2023	Park & Pool Capital - 422	Parkitecture + Planning	4,272.00
120161	9/29/2023	Streets & Sidewalk Capital - 420	Zignego Company, Inc.	809,437.44
120164	9/29/2023	Storm Water Utility - 601	Ferguson Waterworks #1476	1,185.00
120165	9/29/2023	Storm Water Utility - 601	AT&T Mobility	43.58
120166	9/29/2023	Storm Water Utility - 601	Zignego Company, Inc.	162,490.85
<b>Total</b>				<b>1,682,665.57</b>



# Memorandum of Understanding

By and Between

City  Kaukauna  
 (Badger Book User, Name of Municipality, County)

And

Wisconsin Elections Commission

This Memorandum of Understanding (hereinafter referred to as the "MOU") is effective as of the last date of signature affixed hereto, and is entered into by and between the Badger Book User, City  of Kaukauna in Outagamie County, Wisconsin, Administrator/Chair Mayor Anthony J. Penterman ("Municipal User"), Address 144 W. Second Street, Kaukauna, WI 54130, and the Wisconsin Elections Commission ("Commission"), 201 West Washington Avenue, Madison, WI 53703 for the purpose of detailing the parties' obligations pertaining to the Badger Books electronic poll book and associated software.

**Whereas**, the Wisconsin Elections Commission authorized the development of an electronic poll book system in 2017 to be used in polling places in the state on election day. The "Badger Book" is electronic poll book software that is specific to Wisconsin elections practices and statutes. The Badger Book is the only electronic poll book software created with, and given the necessary permissions to have, direct integration to WisVote, the statewide election management and voter registration system.

**Whereas**, the Badger Book will only be supported and allowable on a limited set of hardware selected by the Commission, which is defined as Approved Hardware herein.

**Whereas**, Municipal User seeks to participate in the Badger Book program and utilize the electronic poll book software created by the Commission.

**Therefore**, the parties hereby resolve and agree they will mutually comply with the following terms of this MOU.

## I. **Scope**

- A. **Badger Book Software:** The Badger Book is primarily used by Municipal Users to check in voters, process absentee ballots, and register voters on election day. The Badger Book, and associated operating system, drivers, and other components, is used to maintain the voter number and count independent of poll worker input. Each process was chosen and designed based on feedback provided by clerks and poll workers from across the state, and the Commission welcomes continued feedback from the Municipal User. After election day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into the Commission's WisVote system. Regardless, each party to this MOU retains the independent custodial and recordkeeping responsibilities required under Wis. Stat. Chapter 19, and other provisions of law. The software utilized to operate the Badger Book will only be that approved by the Commission for use, as conveyed to the Municipal user ("Approved Software"). The sunseting, movement to an updated version, or prohibition of use, of current Approved Software will be ordered within the sole discretion of the Commission.
- B. **Badger Book Hardware:** One Badger Book station includes the main terminal computer with a touch screen for electronic signature capture, a wireless mouse, a wireless keyboard, a barcode scanner, a case of thermal printer paper, and a printer that can either be integrated into the terminal base column or as a stand-alone printer. Additionally, a router and a specific USB flash drive (a/k/a memory stick) must be purchased by Municipal User for each polling place. The router facilitates secure communication locally between the Badger Book machines. The USB drive is used to transfer data from an internet-connected computer to the Badger Book server machine, and this is the only method that may be employed by Municipal User to transfer this critical information.
  - i. The Badger Book is currently supported on the HP ElitePOS 141 Point of Sale retail terminal, and this is the only Commission-approved hardware for use with Badger Book software.
  - ii. Additional hardware may be approved by the Commission at a future date. This MOU will not be nullified or otherwise invalidated by a Municipal User's purchase or use of new Badger Book hardware configurations approved by an affirmative vote of the Commission or otherwise authorized by Commission staff through formal, written notification to Municipal Users or public postings directed to elections officials ("Approved Hardware").
  - iii. The sunseting, or prohibition of use, of current Approved Hardware will be ordered within the sole discretion of the Commission. The Commission will use best efforts to plan, notify, and otherwise give advance notice to Municipal Users that a sunseting of currently Approved Hardware is upcoming, so that Municipal Users will have time to prepare and budget for any required changes. The sunseting or de-authorization of use for an Approved Hardware component/package will include, at a minimum, a loss of support for that hardware by the Commission or a future authorized support provider. The Commission may designate, in its exclusive discretion, a deadline at which the continued use of certain



hardware may result in a loss of license to use the Badger Book software (*e.g.*, hardware poses a significant security risk, a sunset timeline has passed, etc.).

- iv. Use of hardware with the Badger Book software, other than Approved Hardware, is prohibited. Use of unapproved hardware with the Badger Book may result in the Commission immediately or subsequently revoking Municipal User's license to the software. The Badger Book hardware should not be used with any non-Commission authorized software, applications, internet connected activities, or purposes not associated with the administration of elections.

## II. **Badger Book Software License**

- A. Badger Book is an on-premise software solution, which may be downloaded onto the Approved Hardware with the permission of the Commission staff, only after agreement to the terms provided within this MOU. Existing Municipal Users may be asked to retroactively agree to the terms of this MOU, and continued use is contingent upon such execution of these required terms.
- B. The Commission grants to Municipal User, solely for the uses authorized herein, a nontransferable, nonexclusive, terminable, limited license to the Badger Book software. Municipal User shall prevent unauthorized access to the Badger Book software and municipal hardware. The Commission requires installation of antivirus and antispyware software on the Approved Hardware and other internet-connected hardware used for uploading the extracted data into WisVote.
- C. The Badger Book software is licensed not sold to Municipal User. The Commission retains all rights, title, interest, and ownership over the software, as well as audit access to the Badger Book and licensed software therein.

## III. **Badger Book License Use Provisions**

- A. Municipal User shall not, and shall not permit any third-party to: i) reverse engineer, decompile, or disassemble the Badger Book software; ii) attempt in any other manner to obtain the source code; iii) create derivative works of, or make modifications to the Badger Book software; iv) grant use of the Badger Book to any user not approved by the Commission as detailed herein; v) otherwise grant unauthorized access or visibility to ancillary systems such as WisVote and its protected data and information; vi) use the Approved Hardware or Badger Book software shall only be in accordance with the intended purpose and no other systems or solutions shall be placed on or utilized on the hardware.
- B. While some Approved Hardware may be enabled to have router connectivity, Municipal User shall only use that connectivity to allow the Approved Hardware (*i.e.*, Badger Books) to connect securely to each other within the polling place. **At no time should Approved Hardware ever be connected to the internet or any other network outside the polling place. Municipal User may wish to disable or otherwise block such functionality as it pertains to internet or outside connectivity.** Unauthorized connection of the Municipal User's Approved Hardware may result in loss of the user's license, or removal from the Badger Book program by the Commission.

## IV. **Software and Approved Hardware Delivery/Implementation/Use**

- A. Municipal User will purchase Approved Hardware through the Commission-authorized vendors. The vendor has been granted authority to download the

Badger Book software onto the purchased units. Municipal User is responsible for attending baseline, introductory training prior to the first election cycle for which the Approved Hardware will be used.

**V. Allowance of Use and Program Requirements**

- A. The Badger Book software license is provided to Municipal User free of charge. The only requirement for implementation and continued use is Municipal User compliance with the terms of this MOU. The joint obligations of the parties to this MOU include:
- B. Commission Requirements
  - i. Provide continued and free access to the Badger Book software.
  - ii. Provide reasonable, free software support, maintenance, and troubleshooting. This will include upgraded support and response times within one week of an election, and in the two days following an election, contingent upon Municipal User's continued compliance with the Commission's software update schedule.
  - iii. Provide reasonable hardware troubleshooting support.
  - iv. Continue to seek third-party software/hardware support for Municipal Users, that can be purchased by the user off of a competitively-procured state contract.
  - v. Provide baseline, train-the-trainer user training on the Badger Book, at no expense, to the authorized staff of the Municipal User. This may be initially conducted by Commission staff, or another trainer authorized by the Commission.
- C. Municipal User Requirements
  - i. Municipal Clerk and Deputy Clerk must remain certified and maintain required training hours every two years. Wis. Stat. § 7.15(1m) and Wis. Admin. Code EL 12.03(2).
  - ii. Authorized staff of the Municipal User, including but not limited to Municipal Clerk and/or designee, agree to attend introductory training provided by Commission staff or another trainer authorized by the Commission and provide such training to municipal election inspectors.
  - iii. An accurate user count of authorized municipal Badger Book users must be maintained, and that list shall be provided to the Commission upon request.
  - iv. Notification shall be given to the Commission each time new or additional Approved Hardware is purchased.
  - v. Municipal User must implement each required software update on all Badger Books in their possession, as required by the Commission, and on the schedule provided by the Commission. Non-compliance may result in revocation of the software license or removal from the program.
  - vi. All support requests to the Commission must be routed only through the Commission Helpdesk at Email: [elections@wisconsin.gov](mailto:elections@wisconsin.gov) or Phone: (608) 261-2028.
  - vii. The Badger Book shall be used, and elections must be conducted, in accordance with Wisconsin Statutes Chapters 5-10 and 12, as well as other applicable statutes, laws, and requirements placed on local



elections officials and Municipal Users. Paper pollbook copies should be prepared and maintained as a backup to the Badger Book.

- viii. If Municipal User is not a WisVote user ("Relier") and is part of an agreement with another jurisdiction to provide WisVote election system services, the provider ("WisVote Provider") must be a cosigner on this agreement. WisVote Providers are generally employees of the county in which the Relier is situated, but in some instances may be employees of another municipality.
- ix. Municipal User shall immediately report all suspected and actual Badger Book/software security breaches, improper system access, and noncompliance with this MOU to the Commission.

#### **VI. Terms and Conditions of Badger Book Software License/Use**

- A. **Term:** The term of this MOU, and the associated software license, are perpetual. Use and licensing of the software may be revoked by the Commission at any time for non-compliance with the terms of this MOU by the Municipal User. Revocation of a Municipal User's software license for reasons other than noncompliance requires ninety (90) days advance notice by the Commission. Municipal Users may withdraw from the Badger Book program at any time, but the Commission requests as much advance notice of potential or actual termination of program participation as possible. The Commission retains the right to require any reasonable withdrawal or return requirements associated with program participation and software usage.
- B. **Representations:** Each party to this MOU has and will provide accurate, current, and complete information. The signatories of this agreement are duly authorized to bind the parties to the terms stated herein. The Commission will use best efforts to create software updates to address functionality and security, and the Municipal User must implement such updates. Neither party will use or develop the software to infringe upon the intellectual property rights of third parties.
- C. **Warranties:** The Commission warrants that the Badger Book software will reasonably perform in accordance with program requirements and the purposes stated herein. Municipal User will only use the Badger Book software as authorized herein or as appropriate under the law. The Commission makes no warranty as to the performance or replacement of the Approved Hardware. Municipal User's sole recourse for hardware non-performance will be the manufacturer's warranty and similar guarantees. ALL OTHER WARRANTIES NOT DETAILED IN THIS MOU ARE DISCLAIMED AND NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, OR ANY OTHER SIMILAR DAMAGES UNDER ANY THEORY OF LIABILITY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- D. **Indemnification:** The parties to this MOU will indemnify each other to the extent allowable under Wisconsin law.
- E. **Confidentiality:** The Badger Book software, Approved Hardware, associated documentation, WisVote system, login credentials, and data within those systems are confidential under state and federal law, and to the extent they are not, are required to be kept confidential under the terms of this MOU. Municipal User shall maintain the confidentiality of each and all of those items to the greatest

extent allowable by law. Industry best practices shall be employed when creating and maintaining passwords (*e.g.*, unique/lengthy/complicated passwords, updating of passwords, etc.). Furthermore, both parties shall maintain the confidentiality of any other information or data which the other party designates or which a party knows or has reason to believe is proprietary or protected, in at least the same manner as the party maintains the confidentiality of its own information ("Confidential Information"). Each party may use Confidential Information only as permitted hereunder. Neither party shall disclose or provide any Confidential Information to any third-party and shall take necessary measures to prevent any unauthorized disclosure by its employees, agents, contractors, or consultants including by completing appropriate individual nondisclosure agreements.

- F. Amendment: Any term changes, amendments, or addenda to this MOU must be in writing, executed by both parties. Changes to the program, Badger Book software, or Approved Hardware may require an addendum, new MOU, or the formal attachment of items such as a technical specifications or security-based document.



**IN WITNESS WHEREOF**, the parties have executed this MOU on the date shown below.  
The signatories hereto personally represent that this MOU is executed pursuant to legal authorization by the organizations on behalf of which they are signing.

BADGER BOOK USER

WISCONSIN ELECTIONS COMMISSION

Signed

Date

Signed

Date

Printed name

Kaukauna

Printed Name

Outagamie

Municipality Name

County Name

WisVote Relier

☐

If yes, WisVote Provider must sign below:

WISVOTE PROVIDER

Signed

Date

Printed name

WisVote Provider Name (County)

## HILL TOP BAKERY PROCLAMATION

Declaring October 17, 2023, as Hill Top Bakery Day in the City of Kaukauna Commemorating 100 years at 7<sup>th</sup> and Main

**WHEREAS**, Hill Top Bakery has been a favorite bakery since 1923, and,

**WHEREAS**, generations of Kaukaunaians have enjoyed their doughnuts, pies, breads, and buns, and,

**WHEREAS**, for a century (10 decades) this bakery has been cranking out quality baked goods, and,

**WHEREAS**, who knew back in 1923 the same building and location would still be a beloved bakery and destination 100 years later, and,

**WHEREAS**, many essential recipes created and acquired throughout the century make Hill Top Bakery what it is today, and,

**WHEREAS**, Hill Top Bakery have kept their loyal customer base and have expanded it greater than they could have imagined, and,


**WHEREAS**, Hill Top Bakery is known for their friendly staff and talented bakers, and,

**WHEREAS**, Good ownership, grit, determination, and good old school baking is what gets you to 100 years, and,

**WHEREAS**, over the years Hill Top Bakery has slightly contributed to increased waistlines of residents within our community, and,

**WHEREAS**, a retired Kaukauna firefighter loves Hill Top Bakery so much that they requested one dozen triple chocolate doughnuts to be overnighted to an assisted living facility in Noblesville, Indiana.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Mayor Anthony Penterman proclaim October 17, 2023, as Hill Top Bakery Day in the City of Kaukauna commemorating 100 years at 7<sup>th</sup> and Main and call on our residents to continue to support our small business and shop local.

  
\_\_\_\_\_  
Anthony J. Penterman, Mayor



## COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, October 16, 2023 at 5:00 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, HR Dir. Swaney, Planner Stephenson, Police Chief Graff, Fire Chief Carrel, Com. Enrich. Serv. Dir. Vosters, Lib. Dir. Thiem-Menning, Dir./Naturalist Nowak, Street Sup. Van Gompel, IT Mgr. Taplin, Grignon Mansion Dir. Mickelson, Com. Cord. Simonson, 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. Strategic Plan Presentation.

HR Director Swaney introduced Yvonne from Fox Valley Technical College. Yvonne helped out at the retreat and was present to help answer questions. Mayor Penterman gave an overview of the Strategic Plan. This plan is a strategic direction or path to provide framework and direction, but ultimately is a living and breathing document that will have continual reviews of progress, setbacks, and developments. This plan will serve as a roadmap that unites departments, helps guide resource allocation, fosters sustainable growth, and considers the quality of life for residents and City operational needs. We believe that through forward thinking and creativity, this plan will help create a more unified direction for City operations. The objectives of the strategic plan are creating a people management plan, creating a community of choice, and enhancing internal and external communications. The Strategic Plan will be forwarded on to the Common Council for consideration at tomorrow night's meeting. The Mayor and Communications Coordinator will work on a video outlining the plan and send out to all staff. Discussion was held and questions answered.

### 3. Adjourn.

Motion made by Antoine, seconded by Kilgas to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 5:56 pm.

Sally Kenney, Clerk



## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, October 16, 2023 at 6:05 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Sen. Proj. Eng. Bodoh, Com. Enrich. Serv. Cord. Vosters, Street Superintendent Van Gompel, Planner Stephenson, Grignon Mansion Dir. Mickelson, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

### 1. Correspondence – none.

### 2. Discussion Topics.

#### a. Grignon Park Shelter Update – KHS Civic Engagement.

Mayor Penterman introduced Tim Roerig, head of the Kaukauna High School Civic Engagement Class. Roerig, along with several of his students, gave a presentation on the project “Winter Park” which would be located at Grignon Park. The class has received lots of community support. The proposed park design was discussed, and next steps would be to get a better grasp of what this park will include. The group will come back with a realistic vision of what this project will be and make sure we have the appropriate infrastructure to handle this facility. Discussion was held and questions answered.

#### b. Kaukauna Youth Baseball (KYB) request to construct batting cages at Horseshoe Park and update on other projects.

Kaukauna Youth Baseball has approached the city with the desire to have a second batting cage added to Horseshoe Park this fall. The new cage would be adjacent to the existing and be of the same size. This will help with warming multiple teams up before tournaments and allow more time for batting practice when both fields are utilized for practices. The excavation and concrete work will be completed by Jacobs Concrete, volunteers from Kaukauna Youth Baseball will be constructing the cage, and city staff would complete restoration. The city has discussed with KYB that there is a main storm interceptor that runs below the proposed batting cage and the city holds no responsibility for replacement of said batting cage if the city needs to remove the cage to excavate for repairs or replacement of the interceptor. Discussion was held and questions answered.

Motion by Moore, seconded by Schell to approve Kaukauna Youth Baseball to contract and construct a second batting cage adjacent to the existing at Horseshoe Park with city staff to complete turf restoration of the work site.

All Ald. present voted aye.

Motion carried.

#### c. 2022 Annual Clearwater Sustainability Program Report.

Senior Project Engineer Bodoh presented the 2022 Annual Clearwater Sustainability Program Report. Member communities of the HOVMSD (Kaukauna, Kimberly, Little Chute, Combined Locks, and the Darboy Sanitary District) are required to file an annual Clearwater Sustainability Program report to the HOVMSD. The intent of the annual report is to update the HOVMSD on the

community's efforts toward maintaining a sustainable level of inflow and infiltration. The governing body of each HOVMSD member community must review each year's annual report. A resolution stating that the governing body has reviewed and accepted the annual report is on the Common Council agenda tomorrow night. Questions from the Board were answered.

Motion by Antoine, seconded by Kilgas to accept and place on file the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to HOVMSD.

All Ald. present voted aye.

Motion carried.

**d. 2023 TMDL Implementation Plan Updates "Stormwater Management Plan of Action".**

As a Permitted Municipality under Wisconsin NR 216, with a General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System - WPDES Permit No. WI-S050075-3, municipalities within a watershed with Total Maximum Daily Loading(TMDL) must reduce pollutants of concern within their permit term. The City of Kaukauna Municipal Separate Storm Sewer System(MS4) boundary includes land within the Lower Fox TMDL, including the watersheds of Garners Creek, Konkapot Creek, Apple Creek, Plum Creek and the main stem Lower Fox Basin, all having TMDL requirements to reduce Total Suspended Solids(TSS) and Total Phosphorus (TP). If, a full reduction pollutant load reduction cannot be achieved within the permit term, alternate provisions and reports must be made to the Wisconsin Department of Natural Resources (WDNR). Many of the requirements were previously met with updates to the City Post-Construction Stormwater Management Ordinance and updates to our leaf collection and street sweeping programs. The City has worked with McMahon Associates to provide the updated maps and pollutant reduction analysis documents.

Motion by Moore, seconded by Coenen to receive and place on file the 2023 Total Maximum Daily Loading (TMDL) Implementation Plan Updates to the Stormwater Management Plan of Action and direct the Engineering Department to submit the updates to WDNR and to direct the Director of Public Works to apply for continued coverage under the WPDES General Permit.

All Ald. present voted aye.

Motion carried.

**e. Update on Waste Ordinance Implementation Plans.**

DPW/Eng. Neumeier and Street Superintendent Van Gompel provided an update on the Waste Ordinance implementation. First steps are addressing the cart and can locations. Staff will be putting orange tags out when residents are in violation. In fall 2023, businesses with City garbage collection who are affected by the ordinance changes will receive letters about their options for garbage collection beginning June 1, 2024. In early December 2023, the City will focus on notifying residents about the coming changes to large and irregular and brush collections. Specifically noting that December 2023 will be the last large and irregular pick up until April 2024, and providing alternate waste disposal options. Discussion held and questions answered.

**f. Mini Golf Update.**

Community Enrichment Services Coordinator Vosters stated that staff met with Vande Hey Company, Inc. to determine project scope projected cost of a mini golf course at the Aquatic Center site. Vande Hey Company looked at multiple options but found that the space adjacent to the Aquatic Center would be advantageous for families but also create structural challenges. The proposed location needs retaining walls and the exact amount depends on ADA compliance/sloping/grade. The cost of the retaining walls would budget in the area of \$250,000. To produce a course in that location would budget \$750,000 which would include basic landscaping, layouts, and backdrops. A budget of \$850,000 to \$1 million would include water features and exciting backdrops. This information is concurrent to what Commercial Recreation Specialists and Parkitecture & Planning provided to the City in July of 2023. Staff was directed to bring back options and estimates for a 9-hole mini golf course for consideration. Discussion held

and questions answered.

**g. Public Works Update.**

Street Superintendent Van Gompel stated 59 ash trees have been cut down. The majority of trees cut down were from Horseshoe Park and the Dog Park. Powerhouse Grinding was hired to remove stumps. Park restroom facilities are currently being closed and winterized. DPW/Eng. Neumeier provided an update on City projects. Board members were informed about the upcoming HOV meeting on November 2. Traffic counts on Ann and Crooks will be attempted for the third time on Tuesday and Wednesday of this week. Two TDS contractors, Spriggs Construction and Moreno and Sons are no longer permitted to work in the City right-of-way due to continued safety violations. Community Enrichment Services Coordinator Vosters provided an update on the Pool renovations. The bathhouse has been torn down. Demolition of the chemical building will begin as soon as WE Energies abandons the existing gas service.

**3. Adjourn.**

Motion made by Coenen, seconded by Moore to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:40 pm.

Sally Kenney  
Clerk

## FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, October 16, 2023, at 7:50 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Community Enrichment Coordinator position(s) due to resignation.**

HR Director Swaney stated the City's part-time Community Enrichment Coordinator position was being split by two employees who have both resigned from their positions. The position is budgeted for up to 1,100 hours annually.

Motion by Moore, seconded by Antoine to fill a Community Enrichment Coordinator(s) position due to resignation.

All members voted aye.

Motion carried.

b. **Marketing and Communications Manager discussion.**

The City currently shares this position with Kaukauna Utilities. Based on our needs, staff does not feel half this position is enough and is looking to hire a full-time person for this role. As part of the 2024 budget process, staff are proposing a shift from a shared communications position to a full-time Marketing and Communications Manager dedicated to the City. Some primary functions of this position would be the development and execution of internal and external communications processes and procedures, the execution of strategic objectives and tactics specific to communications, the development and refinement of City branding and marketing materials and providing guidance to staff and Mayor with public relations. The job description and roles were discussed.

c. **Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Coenen, seconded by Moore to Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.

All members voted aye.

Motion carried.

Moved to closed session at 7:59 p.m.

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

Motion by Thiele, seconded by Coenen to return to Open Session.

All members voted aye.

Motion carried.

Returned to Open Session at 8:21 p.m.

Motion by Moore, seconded by Thiele to reclassify the full-time Grignon Mansion Executive Director position to a full-time Community Enrichment Program Manager with compensation at grade 14 to begin in January 2024.  
All members voted aye.  
Motion carried.

**3. Adjourn.**

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

Meeting adjourned at 8:22 p.m.

Sally Kenney, Clerk



## HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, October 16, 2023 at 8:23 P.M.

Members present: Coenen, Kilgas and Schell.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Com. Enrich. Serv. Dir. Vosters, Fin. Dir. Van Rossum, HR Dir. Swaney, Grignon Mansion Ex. Dir. Mickelson and interested citizens.

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

All members present voted aye.

Motion carried.

### 1. Correspondence – None.

### 2. Discussion Topics.

#### a. RFP for Live! at Hydro Park.

The City of Kaukauna Community Enrichment Department is seeking proposals for entertainment management of the City's Live! From Hydro Park Concert Series. The series begins in early June and runs ten (10) consecutive Wednesdays with two additional dates as rain dates. A proposal for entertainment management should include the following: Ability to set up and take down a portable stage; Contract ten (10) bands of significant talent and experience to perform for two (2) consecutive hours; The selected contractor will be expected to provide a schedule of entertainment for approval no later than February 1st; Ability to provide proof of insurance; Provide a list of prior events hosted and references. This proposal will be in effect for 3 years, with individual contracts to be signed on an annual basis.

Motion by Coenen, seconded by Schell Authorize Community Enrichment & Recreation Director to seek proposals for entertainment management of the City's Live! at Hydro Park Concert Series.

All members present voted aye.

Motion carried.

#### b. Class "B" Beer License and "Class B" Winery License to Hex Meadery LLC, Lexi Lau Agent, 175 W. Wisconsin Avenue, Kaukauna.

Motion by Schell, seconded by Coenen to approve the Class "B" Beer License and "Class B" Winery License to Hex Meadery LLC, Lexi Lau Agent, 175 W. Wisconsin Avenue, Kaukauna.

All members present voted aye.

Motion carried.

#### c. Special Event Application to Matt Gilkerson, Encounter Church, 1008 Hyland Avenue, Kaukauna on October 21, 2023 from 9 am to 2 pm for Trunk or Treat.

Motion by Coenen, seconded by Schell to approve Special Event Application to Matt Gilkerson, Encounter Church, 1008 Hyland Avenue, Kaukauna on October 21, 2023 from 9 am to 2 pm for Trunk or Treat.

All members present voted aye.

Motion carried.

### 3. Adjourn.

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

The meeting adjourned at 8:27 P.M.

Sally Kenney  
Clerk

# PLAN COMMISSION

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



Thursday, September 07, 2023 at 4:00 PM

## MINUTES

### 1. Roll Call.

Members present: Giovanna Feller, DPW John Neumeier, Mayor Penterman, Pennie Thiele

Member(s) absent: Michael Avanzi, John Moore, Ken Schoenike

Others present: Associate Planner Lily Paul, PCDD Joe Stephenson, Tom Saindon TANN Corp.

Thiele made a motion to excuse the absent members. Feller seconded the motion. The motion passed unanimously.

### 2. Approval of Minutes.

#### a. Approve Minutes from August 17, 2023 Meeting

Neumeier made a motion to approve the minutes from August 17, 2023 meeting. Feller seconded the motion. The motion passed unanimously.

### 3. Public Hearing.

#### a. Special Exception Request - 1400 Arbor Way

Mayor Penterman declared the public hearing open. No comment was made after asking three times. Mayor Penterman closed the public hearing.

### 4. New Business.

#### a. Rezone Request - 1011 Delanglade Street

AP Lily presented a rezoning request for the former Midwest Carriers location. The property is currently zoned Institutional which may have been a mistake, but the property has been an industrial use for the last 10 years. This rezone is to correct the zoning and aid with future sales of the property.

Thiele made a motion to approve the rezoning for 1011 Delanglade Street and recommend the same to the Common Council. Feller seconded the motion. The motion passed unanimously.

#### b. Special Exception Request - 1400 Arbor Way

The special exception received no comment during the public hearing. This special exception is to allow a Medical Residential Facility in the Commercial Highway District. A large retirement, assisted living, memory care, and nursing complex is proposed for the parcels within Commerce Crossing. The need for this type of facility is great.

Thiele made a motion to approve the special exception for 1400 Arbor Way and recommend the same to the common council. Neumeier seconded the motion. The motion passed unanimously.

c. Site Plan Review - TANN Investments LLC - 350 Oak Grove Road

AP Lily presented a site plan for TANN Investments LLC – air pollution control manufacturer. This site plan adheres to all necessary setbacks and completes all façade requirements. The landscaping plan was adjusted due to utility easements, but is adequate. Storm water and erosion control was already approved, and a lot of foundation work pertaining to that has already been completed.

Feller made a motion to approve the site plan for TANN. Thiele seconded the motion. The motion passed unanimously.

5. Other Business.

*There was no other business*

6. Adjourn.

Neumeier made a motion to adjourn the meeting. Feller seconded the motion. The motion passed unanimously. Meeting adjourned at 4:25 PM.

## MINUTES

### HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **SEPTEMBER 12, 2023** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** David Casper - President (teleconference)  
Bruce Siebers - Vice President  
Patrick Hennessey - Secretary  
John Sundelius - Commissioner  
Kevin Coffey - Commissioner

**Absent:** None

**Also Present:** Brian Helminger - District Director HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Karen Brake - Accounts Payable/Asset Management HOVMSD  
John Neumeier - City of Kaukauna

#### 1. 5:00 p.m. Call to Order – Roll Call

President Casper called the meeting to order at 5:00 PM. Commissioner Siebers took over the meeting for Commissioner Casper who was attending by teleconference.

#### 2. Public Appearances

No appearances were made.

#### 3. Approval of the Minutes of the August 8, 2023 Regular Meeting

The minutes of the August 8, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to approve the minutes as written. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

#### 4. Correspondence

The commission received a copy of an article in the Times Villager regarding the contract award for the interceptor rehab project.

#### 5. General Discussion Items

##### A. 2024 Budget Workshop

The Commission and staff reviewed the 2024 proposed budget figures including detailed expense accounts, debt service, rate & income data, and replacement information. Utilities and chemical costs played a large role in the overall budget increase of 8%. Increases to interest revenue and projected growth in loadings offset a large part of the overall increase and stabilized the individual sewage rate parameters.

The 2024 budget and rate parameters will be officially adopted at the October 10, 2023 Regular Commission Meeting/Public Hearing.

## **B. Interceptor Rehabilitation Project – Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for August. The contract documents have been sent to legal counsel for language review and feedback on insurance coverages. SMS will be preparing a construction related services/observation contract for review and possible action at the October commission meeting.

## **C. Effluent Filtration Project – Monthly Activity Report**

The Commission received a project status report from Donohue detailing construction activities and progress photos from July 23 – August 26, 2023.

## **D. FOG Program - Monthly Activity Report**

John Stoeger of Stoeger & Associates provided a written fats, oil, and grease update by community, including a grease trap inspection report and site visit correspondence. The Commission also received an itemized copy of the August 2023 invoice.

## **E. Site Remediation Report**

District Director informed the Commission that the site investigation report is in draft form and should be available next week for staff review. Once the report is finalized it will be submitted to DNR for their review. SEH believes that the report will be found satisfactory and that it will be reviewed by the DNR site closure committee.

## **F. Leonard & Finco - Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in August as well as a list of ongoing and upcoming tasks for September & October. District Director Helminger noted that there will be a meeting on 9/19/2023 with Leonard & Finco, Staff, Commissioner Casper, and Scott Schramm to discuss public communications and community outreach for the interceptor rehab project.

## **G. Employee Handbook Update; Discussion & Possible Action**

District Director Helminger distributed a handout showing comparisons and proposals for a vacation schedule, sick leave payout, and health reimbursement account. A motion was



made by Commissioner Siebers and seconded by Commissioner Sundelius to table discussions for the October commission meeting. Motion carried unanimously.

## 6. Plant Reports for July 2023

### A. Flows & Revenues Report

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength projections, which shows the year-to-date surplus/deficit in revenue for the month of August 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in August = \$18,350.25; Revenue received to date for 2023 = \$119,242.55. WPS-Fox Energy purchased 64% of the effluent produced in August.

The average effluent concentrations for **August 2023** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	9.5 mg/L	30 mg/L
Suspended Solids	22.2 mg/L	30 mg/L
Suspended Solids	519 lbs.	801 lbs.
Phosphorus	.49 mg/L	1.0 mg/L
Ammonia	.39 mg/L	4.4 mg/L
Chlorides	691 mg/L	n/a

**All permit values were met for August 2023.**

### B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for August. Kevin noted that bio-solids hauling will resume soon, another biostyr blower failed and has been sent in for a possible rebuild, the Actiflo mixer has been installed and put into service, and a new rain gauge for Darboy has arrived and will be installed soon.

## 7. Financials

### A. September 2023 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$1,324,208.35. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

## B. Budget Comparison Report

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances.

## 8. General Old or New Business

- The District hosted a plant tour for NWTC students on 8/14/2023.
- District Director Helminger was interviewed for a television show called Building Wisconsin. The Local 400 union was highlighted along with the construction work they completed on the disc filter project.
- Donohue's 2022 clearwater review report is near completion and will be presented at the October commission meeting as well as the next community meeting.
- Commissioner Sundelius noted that he will not be present for the November commissioner meeting.

## 9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 5:45 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary



October 17, 2023

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:

Rice	Cynthia	R.	615 Quinney Ave.	Kaukauna
Simons	Breanna	J.	612 Frances St Apt 7	Kaukauna
Verbruggen	Peter	J.	415 Buchanan Rd.	Kaukauna

# Kaukauna Fire Department

## Fire Report -September 2023

Item 7.a.

### Incident Type: Fire

Code - Description	Number of Runs	Year to Date
100 - Fire, other	0	2
111 - Building Fire	1	10
113 - Cooking Fire, confined to container	0	4
131 - Passenger vehicle fire	0	4
142 - Brush or Brush And Grass Mixture	0	1
151 - Outside rubbish, trash or waste fire	0	1
154 - Dumpster or other outside trash receptable fire	0	1
<b>Total</b>	<b>1</b>	<b>23</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
321 - EMS Call	117	1,080
322 - Motor Vehicle Accident with Injuries	2	23
323 - Motor Vehicle/Pedestrian Accident	0	4
324 - Motor Vehicle Accident with No Injuries	3	14
340 - Search for lost person, other	0	1
350 - Extrication, rescue, other	0	1
381 - Rescue or EMS Standby	1	7
<b>Total</b>	<b>123</b>	<b>1,130</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
411 - Gasoline or other flammable liquid spill	1	2
412 - Gas leak (natural gas or LPG)	1	5
413 - Oil or other combustible liquid spill	0	1
422 - Chemical spill or leak	1	1
424 - Carbon Monoxide Incident	0	1
440 - Electrical wiring/equipment problem, other	0	2
444 - Power Line Down	0	2
463 - Vehicle Accident, General Cleanup	0	4
<b>Total</b>	<b>3</b>	<b>18</b>

### Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	0	8
511 - Lock-out	0	13
512 - Ring or jewelry removal	1	1
520 - Water Problem, Other	0	2
531 - Smoke or Odor Removal	0	1
542 - Animal Rescue	3	6
550 - Public Service Assistance, Other	0	1
552 - Police Matter	0	1
553 - Public service	1	1
561 - Unauthorized Burning	1	3
<b>Total</b>	<b>6</b>	<b>37</b>

# Kaukauna Fire Department

## Fire Report - September 2023

Item 7.a.

### Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good intent call, other	1	8
611 - Dispatched and Canceled Enroute	2	34
631 - Authorized controlled burning	0	2
651 - Smoke scare, odor or smoke	0	6
<b>Total</b>	<b>3</b>	<b>50</b>

### Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False alarm or false call, other	0	1
711 - Municipal Alarm System, Malicious False Alarm	0	1
731 - Sprinkler Activation Due to Malfunction	0	4
733 - Smoke Detector Activation due to Malfunction	1	7
734 - Heat Detector Activation Due to Malfunction	0	1
735 - Alarm System Sounded due to Malfunction	1	6
736 - CO detector activation due to malfunction	1	4
740 - Unintentional transmission of alarm, other	0	1
743 - Smoke Detector Activation, No Fire - Unintentional	1	7
744 - Detector Activation, No Fire - Unintentional	0	2
745 - Alarm System Activation, No Fire - Unintentional	2	17
746 - Carbon Monoxide Detector Activation, No CO	0	5
<b>Total</b>	<b>6</b>	<b>56</b>

### Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint		7
<b>Total</b>	<b>0</b>	<b>7</b>

**Grand Total**      **142**      **1,321**

### Fire Inspection Summary

	Completed This Month	Year to Date
Inspections Completed	84	876
Violations Found	8	62
Violations Corrected	1	36

\* Reflects corrected YTD numbers

# Kaukauna Fire Department

## Ambulance Report - September 2023

Runs by Municipality		
City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	109	985
Village of Combined Locks	14	105
Town of Holland	2	15
Village of Little Chute	1	5
Town of Grand Chute	0	5
City of Appleton	0	3
Town of Buchanan	0	1
Village of Fox Crossing	0	1
Village of Kimberly	0	1
<b>Total</b>	<b>126</b>	<b>1,121</b>

Runs by County		
County	Number of Runs	Year to Date
Outagamie	124	1,105
Brown	2	15
Winnebago	0	1
<b>Total</b>	<b>126</b>	<b>1,121</b>

Runs by Disposition		
Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	91	827
Patient Treated, Released	16	117
Patient Refused Evaluation/Care, No Transport	6	61
Patient Evaluated, No Treatment/Transport Required	9	52
Canceled Prior to Arrival	2	23
Patient Dead at Scene - No Resuscitation Attempted	0	14
Canceled on Scene, No Patient Found	0	8
Standby- No Services or Support Provided	0	6
Canceled on Scene, No Patient Contact	0	5
Canceled - Request Transferred to Another Provider	0	3
Patient Dead at Scene - Resuscitation Attempted	0	2
Standby- Public Safety, Fire, or EMS Operational Support Provided	1	2
Patient treated, Transferred Care to Another EMS Unit	1	1
<b>Total</b>	<b>126</b>	<b>1,121</b>

Runs by Ambulance		
Primary Unit	Number of Runs	Year to Date
First Out Ambulance	105	954
Second Out Ambulance	17	151
Third Out Ambulance	4	14
Engine Company	0	2
<b>Total</b>	<b>126</b>	<b>1,121</b>

Kaukauna Fire Department  
Ambulance Report - September 2023

Item 7.b.

Mutual Aid		
	Number of Runs	Year to Date
Provided	1	13
Received	0	2

Police calls generated by:		YTD
911 call	205	2,367
Officer initiated	659	5,238
Called general phone number	339	2,845
<b>TOTAL</b>	<b>1,203</b>	<b>10,450</b>
Breakdown of calls:		
ABANDONED VEHICLE	2	22
ACCIDENT	29	250
ALARMS	7	83
ALCOHOL OFFENSE	1	5
ANIMAL	57	312
ARSON	0	0
ASSISTS	94	1,074
ASSAULT	2	6
BURGLARY	0	13
CIVIL	0	4
CRIME PREVENTION	136	1,347
DAMAGE TO PROPERTY	11	76
DISTURBANCES	40	233
DOMESTIC	2	31
DRUGS	8	89
FIRE CALLS	9	98
FIREWORKS	1	19
FRAUD	15	84
HARASSMENT	9	67
HAZARD	8	93
JUVENILE	25	163
LOCKOUT	11	96
LOST & FOUND	18	124
MEDICAL	85	806
MISSING PERSON	2	6
OPEN DOOR	6	30
OPERATING WHILE INTOXICATED	4	30
ORDINANCE VIOLATIONS	10	82
PARKING	22	194
RECKLESS DRIVE COMPLAINT	27	250
SCHOOL SAFETY	52	303
SEX OFFENSE	4	42
SUICIDE; ATTEMPT, THREAT, COMPLETED	1	15
SUSPICIOUS PERSON, VEHICLE, SITUATION	50	341
THEFT	9	111
TRAFFIC	254	1,787
TRAFFIC SAFETY	8	24
TRESPASS	3	22
TRUANCY	0	15
VIOLATE COURT ORDER	6	37
WANTED PERSON OR APPREHENSION	11	66
WARNINGS	189	1,321
WEAPON	2	11
WELFARE CHECK	47	435
911 HANGUP/ASSIST	58	1,041
<b>total</b>	<b>1,335</b>	<b>11,258</b>

note- the difference between the totals is some calls have multiple offenses

**MUNICIPAL JUDGE  
COURT REPORT**

	<b>SEPTEMBER</b>			
	<b>2022</b>	<b>2023</b>	<b>2022 CUMULATIVE</b>	<b>2023 CUMULATIVE</b>
FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS	\$9,566.04	\$3,213.55	\$39,554.91	\$60,666.90
MUNICIPAL COURT COSTS	\$4,373.43	\$1,880.16	\$18,434.62	\$24,539.71
PENALTY SURCHARGES	\$2,207.35	\$830.19	\$10,182.03	\$14,777.97
COUNTY JAIL SURCHARGES	\$1,181.41	\$489.40	\$4,943.51	\$6,654.51
DRIVER IMPROVEMENT SURCHARGES	\$740.45	\$420.00	\$6,257.37	\$11,881.18
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$1,539.14	\$637.00	\$5,241.63	\$7,554.10
IGNITION INTERLOCK DEVICE SURCHARGE	\$0.00	\$0.00	\$300.00	\$100.00
SAFE RIDER TOTAL	\$50.00	\$7.16	\$743.00	\$1,140.16
	\$19,657.82	\$7,477.46	\$85,657.07	\$127,314.53





## Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
9/1/2023	\$6,298.00	\$37,692.00
9/1/2023	\$1,394.00	\$31,394.00
9/5/2023	\$29,432.43	\$59,641.43
9/5/2023	\$129.00	\$30,209.00
9/5/2023	\$80.00	\$30,080.00
9/6/2023	\$850.00	\$30,850.00
9/7/2023	\$10,155.67	\$40,165.67
9/7/2023	\$10.00	\$30,010.00
9/8/2023	\$3,533.28	\$33,947.03
9/8/2023	\$293.75	\$30,413.75
9/8/2023	\$120.00	\$30,120.00
9/11/2023	\$3,710.84	\$33,815.84
9/11/2023	\$105.00	\$30,105.00
9/12/2023	\$32,352.72	\$62,585.72
9/12/2023	\$207.00	\$30,233.00
9/12/2023	\$26.00	\$30,026.00
9/13/2023	\$11,512.54	\$41,857.54
9/13/2023	\$120.00	\$30,345.00
9/13/2023	\$115.00	\$30,225.00
9/13/2023	\$110.00	\$30,110.00
9/14/2023	\$10,603.92	\$40,838.42
9/14/2023	\$169.50	\$30,234.50
9/14/2023	\$65.00	\$30,065.00
9/15/2023	\$6,254.16	\$39,641.29
9/15/2023	\$3,387.13	\$33,387.13
9/18/2023	\$12,439.32	\$42,609.32
9/18/2023	\$170.00	\$30,170.00
9/19/2023	\$1,616.51	\$31,956.51
9/19/2023	\$340.00	\$30,340.00
9/20/2023	\$4,030.90	\$34,155.90
9/20/2023	\$125.00	\$30,125.00
9/21/2023	\$5,865.66	\$35,930.66
9/21/2023	\$65.00	\$30,065.00
9/22/2023	\$9,293.00	\$45,669.33
9/22/2023	\$6,296.33	\$36,376.33
9/22/2023	\$80.00	\$30,080.00
9/25/2023	\$6,971.70	\$37,321.70
9/25/2023	\$250.00	\$30,350.00
9/25/2023	\$100.00	\$30,100.00
9/26/2023	\$989.00	\$31,054.00
9/26/2023	\$40.00	\$30,065.00
9/26/2023	\$25.00	\$30,025.00
9/27/2023	\$19,415.34	\$49,563.34

Month: September

9/27/2023	\$108.00	\$30,148.00
9/27/2023	\$40.00	\$30,040.00
9/28/2023	\$3,853.00	\$49,171.18
9/28/2023	\$1,441.25	\$45,318.18
9/28/2023	\$25.00	\$43,876.93
9/29/2023	\$3,848.02	\$33,882.02
9/29/2023	\$34.00	\$30,034.00

*Note: This deposit report includes all cash and checks that were handled/receipted in the clerk's office and deposited at close of business for the month indicated on the top of report*

Permit number	Municipal address	Category	Work type
KU-2023-730	635 BUCHANAN RD	Other structures	New
KU-2023-731	2221 ANTELOPE TR	Other structures	New
KU-2023-736	151 E SECOND ST	Plumbing	Remodel
KU-2023-734	318 W NINTH ST	Storm Sewer/ Waters / Sanitary laterals	Replacement
KU-2023-746	2361 FAIRWAY DR	Other structures	New
KU-2023-743	313 E NINTH ST	Electrical	Repair
KU-2023-735	2204 MAIN AV	Plumbing	Replacement
KU-2023-737	124 CLARE CT	Electrical	New
KU-2023-740	240 CANAL ST	Storm Sewer/ Waters / Sanitary laterals	Replacement
KU-2023-739	1806 TRAVIS LA	Accessory structures	New
KU-2023-751	524 W SIXTH ST	Accessory structures	Demolition
KU-2023-750	1801 WHITE DOVE LANE	Other structures	New
KU-2023-752	4525 CORIANDER CT	Accessory structures	New
KU-2023-741	250 CANAL ST	Storm Sewer/ Waters / Sanitary laterals	Replacement
KU-2023-748	201 NIKKI LA	Plumbing	New
KU-2023-749	2009 ANTELOPE TR	Plumbing	New
KU-2023-738	230 CANAL ST	Storm Sewer/ Waters / Sanitary laterals	Replacement
KU-2023-754	1509 SULLIVAN AV	Electrical	New
KU-2023-753	2909 WELHOUSE DR	Residential building	Remodel
KU-2023-717	1550 ARBOR WAY	Electrical	New
KU-2023-726	2180 ANTELOPE TR	Residential building	Remodel
KU-2023-763	201 NIKKI LA	Electrical	New
KU-2023-744	1612 STAFFORD LA	Accessory structures	New
KU-2023-759	2009 BEAR PAW TR	Plumbing	New
KU-2023-760	2010 BEAR PAW TR	Plumbing	New
KU-2023-776	2010 BEAR PAW TR	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-774	2011 BEAR PAW TR	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-771	809 W HYLAND AV	Plumbing	Replacement
KU-2023-778	931 SETTER DR	Plumbing	New
KU-2023-773	2009 BEAR PAW TR	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-775	25 ASH GROVE PL	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-762	3124 FIELDCREST DR	HVAC	Repair
KU-2023-780	211 NIKKI LA	Residential building	Remodel
KU-2023-777	931 SETTER DR	Electrical	New
KU-2023-742	253 CANAL ST	Storm Sewer/ Waters / Sanitary laterals	Replacement
KU-2023-764	2009 ANTELOPE TR	Electrical	New
KU-2023-772	1941 WHITE DOVE LA	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-747	1941 WHITE DOVE LA	Residential building	New
KU-2023-769	322 LAWE ST	Commercial building	Remodel
KU-2023-761	2331 CAMPFIRE CT	Storm Sewer/ Waters / Sanitary laterals	New
KU-2023-766	2014 BEAR PAW TR	Electrical	New
KU-2023-768	1101 GERTRUDE ST	Commercial building	Remodel
KU-2023-779	931 SETTER DR	HVAC	New
KU-2023-767	2031 BEAR PAW TR	Electrical	New
KU-2023-765	2012 ANTELOPE TR	Electrical	New
KU-2023-733	3520 BECKETT LN. KAUKAL	Residential building	New

KU-2023-756	2331 CAMPFIRE CT	Residential building	New
KU-2023-782	1519 HILLCREST DR	Electrical	Remodel
KU-2023-788	33 ASH GROVE PL	HVAC	New
KU-2023-770	1432 MERA LA	Electrical	Remodel
KU-2023-790	1405 HENDRICKS AV	Residential building	Repair
KU-2023-786	1509 STAFFORD LA	Electrical	Remodel
KU-2023-789	317 PARK ST	HVAC	Remodel
KU-2023-784	115 E FOURTH ST	Electrical	Remodel
KU-2023-787	144 E SECOND ST	Signs	New
KU-2023-785	19 ASH GROVE PL	Residential building	New
KU-2023-794	2014 BEAR PAW TR	HVAC	New
KU-2023-793	807 BOYD AV	Commercial building	Demolition
KU-2023-792	124 CLARE CT	HVAC	New
KU-2023-781	350 OAK GROVE RD	Electrical	New
KU-2023-791	820 HYLAND AVE	Industrial building	Remodel
KU-2023-795	216 WHITNEY ST	Plumbing	Replacement
KU-2023-796	211 NIKKI LA	HVAC	Remodel
KU-2023-802	2400 SULLIVAN AV	Plumbing	Repair
KU-2023-806	25 ASH GROVE PL	Plumbing	New
KU-2023-810	2900 S WEILER RD	Plumbing	New
KU-2023-799	3500 BECKETT LA	Plumbing	New
KU-2023-813	2200 WHITE DOVE LA	HVAC	New
KU-2023-811	2505 LAVERNE LA	Other structures	New
KU-2023-803	2404 SULLIVAN AV	Plumbing	Repair
KU-2023-805	31 ASH GROVE PL	HVAC	New
KU-2023-804	2408 SULLIVAN AV	Plumbing	Repair
KU-2023-815	140 RAUGHT ST	Electrical	Repair
KU-2023-807	19 ASH GROVE PL	Plumbing	New
KU-2023-809	209 W SIXTEENTH ST	Other structures	New
KU-2023-429	317 DIXON ST	Residential building	New
KU-2023-798	3520 BECKETT LA	Plumbing	New
KU-2023-800	2200 WHITE DOVE LA	Plumbing	New
KU-2023-817	1155 HARRISON ST	Electrical	Remodel
KU-2023-816	31 ASH GROVE PL	Electrical	New

Work target	Applicant
Fence	Sarah Ironside
Fence	Scott Ebben
Other	Leonard Salm, Leonard Salm
Water, storm and sanitary	Craig Baumgart, Craig Baumgart
Fence	Kathy Landro
Service	Randy Mader
Water Heater	TUREKS PLUMBING
Open Frame	Karl Kramer
Sanitary	Ryan Mathys
Shed	Benjamin Chapman, Jackie Chapman
Garage	RANDY DELCORE
Fence	Amy Vandenberg
Garage	Travis De Valk
Water lateral	Ryan Mathys
Other	Timothy Rausch
Other	Timothy Rausch
Water, storm and sanitary	Ryan Mathys
Open Frame	Randi Trudeau
Single-family dwelling	Heather Vande Burgt
Service	Ryan Van Deraa
Single-family dwelling	Quin Lenz
Service	Dawn Penning
Deck	Edwin Falstad
Other	Derek Schaffer
Other	Derek Schaffer
Water, storm and sanitary	Andy Parker, Andy Parker
Water, storm and sanitary	Andy Parker, Andy Parker
Water Heater	Black-Haak Heating
Other	Ben Selsing, Ben Selsing
Water, storm and sanitary	Andy Parker, Andy Parker
Water, storm and sanitary	Andy Parker, Andy Parker
Furnace	Black-Haak Heating
Single-family dwelling	Joe Mitchell
Service	Dawn Penning
Water, storm and sanitary	Ryan Mathys
Service	Dawn Penning
Water, storm and sanitary	Ryan Peterson
Single-family dwelling	Bryan Renaud
Service Station, Repair Garage and Specialty Shop	Brittney Pieper
Water, storm and sanitary	Holly Dercks
Service	Dawn Penning
Service Station, Repair Garage and Specialty Shop	Brittney Pieper
Heating	Ben Selsing
Service	Dawn Penning
Service	Dawn Penning
Single-family dwelling	Riley Vander Wyst

Single-family dwelling	Max Lasee
Open Frame	Michael Rebman
Furnace	Black-Haak Heating
Service	Phil Sutter
Single-family dwelling	Tanya Mollen
Open Frame	Robert Schommer, Bob Schommer
Heating	John Kramer
Open Frame	Zachary Biese
Pole	Dan De Bruin
Single-family dwelling	Marcus McGuire
Furnace	Black-Haak Heating
Outdoor Recreational Building	Reece Frederick
Cooling	Black-Haak Heating
Service	Ryan Van Deraa
Manufacturing, Processing or Assembly Plant	Andrew Schmidt
Water Heater	Black-Haak Heating
Ductwork	John Kramer
Other	TUREKS PLUMBING
Municipal connection	Andy Nielsen
Other	Terry Huss, riley VanderWyst
Other	Terry Huss
Furnace	Pat Haak
Fence	Caleb Lyons
Other	TUREKS PLUMBING
Furnace	Black-Haak Heating
Other	TUREKS PLUMBING
Service	JACI Malueg
Municipal connection	Andy Nielsen
Fence	Shilah Sierra Gonzalez
Single-family dwelling	Joe Mitchell
Municipal connection	Terry Huss
Other	Terry Huss
Open Frame	Richard Nickel
Service	Black-Haak Heating



Status	Issued date
Permit issued	23-09-01
Permit issued	23-09-05
Permit issued	23-09-06
Permit issued	23-09-07
Permit issued	23-09-07
Permit issued	23-09-07
Construction started	23-09-07
Construction started	23-09-07
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Permit issued	23-09-08
Construction started	23-09-11
Permit issued	23-09-11
Construction started	23-09-11
Permit issued	23-09-11
Permit issued	23-09-12
Permit issued	23-09-12
Permit issued	23-09-12
Permit issued	23-09-12
Permit issued	23-09-12
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Permit issued	23-09-14
Permit issued	23-09-14
Permit issued	23-09-14
Permit issued	23-09-14
Construction started	23-09-14
Permit issued	23-09-14
Permit issued	23-09-14
Construction started	23-09-14
Permit issued	23-09-14
Construction started	23-09-15

Permit issued	23-09-15
Construction started	23-09-15
Permit issued	23-09-19
Permit issued	23-09-19
Permit issued	23-09-19
Construction started	23-09-19
Permit issued	23-09-19
Permit issued	23-09-19
Permit issued	23-09-19
Permit issued	23-09-20
Permit issued	23-09-21
Permit issued	23-09-21
Permit issued	23-09-21
Permit issued	23-09-25
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Permit issued	23-09-27
Permit issued	23-09-28
Permit issued	23-09-28

# 2024 Personnel Budget Item Preview



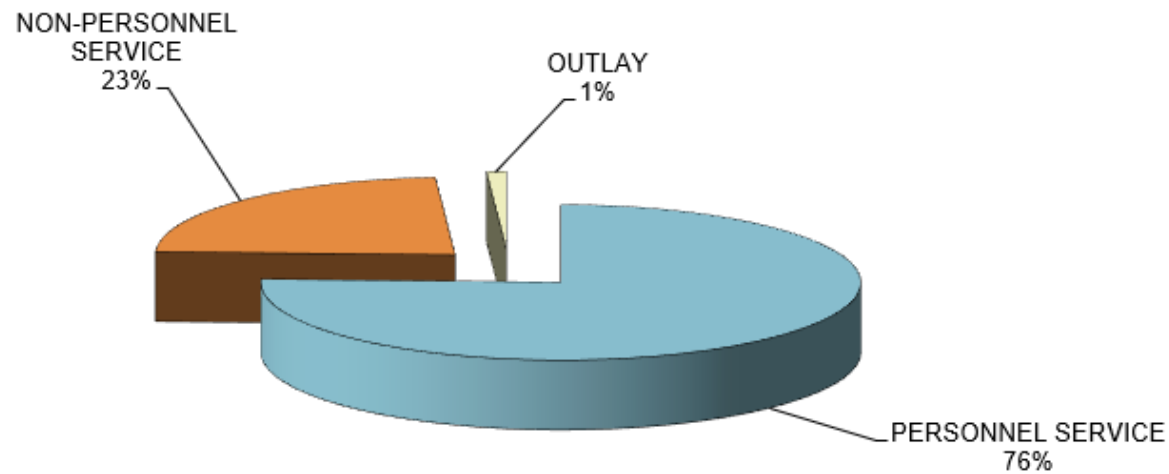
# Budget Calendar

October '23							November '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

- October 17<sup>th</sup> – Present Personnel items to Finance/Personnel committee for feedback
- *Week of October 23<sup>rd</sup> – Print Budget Books and Distribute*
- November 1 – Proposed Budget Presentation to Council at 6:30pm
- November 21 – Public Hear and Budget Adoption

# 2024 Budgeted General Fund Expenditures by Type

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# Personnel 2024 Budget Preview

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<b>2023</b>	<b>2024</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>BUDGET</b>	<b>BUDGET</b>		
\$12,906,665	\$13,719,211	\$812,546	6.3%



# What are Personnel Items

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## Benefits

1. Group Health Insurance
2. Retirement Plan
3. Social Security
4. Workers Compensation
5. Residency
6. Group Life Insurance

## Salary and Wages

1. Regular Payroll
2. Temporary Payroll
3. Overtime Pay
4. Holiday Pay
5. Longevity Pay
6. Job Class Premium Pay
7. Shift Premium Pay

# Larger Variances

- The tables to the right are showing any large variances +/- from 2023 to 2024 budget by category

	2023 BUDGET	2024 BUDGET	\$ Diff	% Diff
Regular Payroll	\$7,758,277	\$8,235,103	\$476,826	6.1%
Holiday Pay	\$185,717	\$191,688	\$5,971	3.2%
Longevity Pay	\$13,709	\$15,598	\$1,889	13.8%
Temporary Payroll	\$477,549	\$446,306	-\$31,243	-6.5%

	2023 BUDGET	2024 BUDGET	\$ Diff	% Diff
<b>Group Health Insurance</b>	\$2,360,385	\$2,648,583	\$288,198	12.2%
<b>Retirement Plan</b>	\$909,596	\$1,003,094	\$93,498	10.3%
<b>Social Security</b>	\$506,476	\$533,478	\$27,002	5.3%
<b>Workers Compensation</b>	\$221,287	\$213,552	-\$7,735	-3.5%
<b>Residency</b>	\$218,017	\$175,268	-\$42,749	-19.6%

# Wages

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## Significant Changes

- New Positions
  - Marketing Communications Manager
  - Community Enrichment Program Manager Role Increase Grade 9 to Grade 14 (\$8,607)
  - Regraded Recreation Program Manager Down from 17 to 14 (-\$16,350)
  - Pool Concession Lead Position – Staff, scheduling, ordering inventory
- Increased Hours
  - Increased Temporary Hours for Library Staff
  - Increased hours/cost covered by City with Kaukauna obtaining separate legal service
- Wage scale cost of living adjustment of 3%
- Several Employees making a step increase through the 7-step wage scale

# Group Health Insurance

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- City offers Ten (10) different health plans through the State (Employee Trust Fund)
- All plans had a 15.1% increase
- Overall plan mix had a 10% increase in premiums
- Causes of Premium Increases
  - Inflation and increased utilization drove much of this increase
  - Costs for health care have increased across the insurance industry and are projected to continue to increase along with inflation. This is in part due to higher utilization following the COVID pandemic
  - Stabilizing the Reserve Fund
    - In 2022, the Board used funds to offset 2023 premium costs. However, due to lower market returns, the fund dropped to the point where it could not be used for this purpose for 2024. Following its target reserve balance policy, the Board took action to increase reserves to mitigate the need for large rate increases in the future.
  - ETF recognizes the rate increase for the local program is substantial. ETF is planning to re-open an analysis of the local program's structure to determine whether additional changes might help to increase stability and smooth rate increases year over year.

# Group Health Insurance Continued

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- Budgeting for the unknowns
  - New or Vacant positions don't have previous year as benchmark
    - Budgeting these positions for family plan to cover potential cost
    - Marketing Communications Manager Position
- Some elections have switched from Single to Family and some have added coverage through the city
- Note Open enrollment goes through October 20<sup>th</sup>. We will have all the known plan changes in the budget on Oct 20<sup>th</sup> cutoff. Any unknown at that time will be budgeted status quo to last year

# Residency

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- The City provides a 6% of salary in residency incentive for those employee's who live within the city corporate limits.
- The city capped this overall benefit to an aggregate of \$250,000. If the City reaches this amount, it will then adjust the overall percentage by employee of the incentive to stay within that total amount.
- The City is at \$175,000 in the 2024 budget
- Big change this year is the Police Union bargained to give up this benefit in favor of an increased wage in 2023 and 2024.
- Much of the \$42,000 decrease is from the above moving to the wage category

# Retirement

- The City participates in the Wisconsin Retirement System (WRS). The City has 4 category classes within the system in which 2 had a slight increase and 2 had higher increase.

Category	2023	2024	% Diff
WRS General	6.80%	6.90%	0.10%
WRS Elected	6.80%	6.90%	0.10%
WRS Protective W	13.22%	14.32%	1.10%
WRS Protective W/O	18.12%	19.12%	1.00%

- Most City employees eligible are in the General Category. These are employees who work at least 1,200 hours
- With this being tied to wages, it fluctuate the same direction as overall wages.



# Social Security

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- Social Security is also tied to wages, which too will fluctuate the same direction as overall wages
  - Larger Increases include:
    - Police Department
    - Street Department
    - New Positions
- New Positions making up some of the increase
  - Marketing Communications Manager
  - Covering all City Attorney Department Expense in 2024

# Noteworthy Items

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- Seeing the affects of the retiree health benefit usage and cost increase
  - 19 Participants
  - 2024 is budgeted at \$443,448 an increase of \$139,196 over 2023 budget

# Marketing Communications Manager

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- Responsible for designing and executing creative and effective communication and marketing strategies between the City and its stakeholders.
  - City employees, the public, media, elected officials, businesses, and community groups.
  - Ensuring these align with City's mission and objectives.
- Manage City's web presence for accessibility and ease of use.
- Oversee social media for engagement, brand adherence, and timely responses.
- Act as City spokesperson to media and external audiences.
- Create and distribute press releases, print materials, and reports.
- Develop and maintain City's branding strategy and compliance.
- Collaborate with all City departments for strategic project planning and execution.

# City Attorney

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With the separation from Kaukauna Utilities, the City Attorney's office can now dedicate all its time and resources to addressing city-specific matters. Some of these items may included:

- 1) Legal Counsel for City Events: The City Attorney will provide legal guidance and support for various city events, ensuring compliance with laws and regulations.
- 2) Handling Municipal Affairs: The City Attorney will play a more central role in municipal affairs, including advising city officials, drafting ordinances, and reviewing contracts and agreements.
- 3) Resolving Local Situations: The department will have more time to address and resolve local situations, such as land use disputes, zoning issues, and property-related matters.
- 4) Policy and Legislative Support: The department can offer increased assistance in developing city policies and legislation, ensuring legal compliance and effectiveness.
- 5) Public Engagement: The City Attorney may engage more with the public, educating citizens about local laws and regulations and providing legal information.
- 6) Proactive Legal Initiatives: The City Attorney's office can proactively initiate legal actions or strategies to benefit the city's development and growth.
- 7) Streamlined Legal Services: With a singular focus on city matters, the department can provide more efficient and specialized legal services for the city's benefit.

# Items Requested but not included

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- Full-time Naturalist at the Environmental Center
- Full-time Public Service Coordinator position at the Library

# Department Goals and Objectives

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- Department Heads will update the goals, objects and accomplishments on the Department pages for the 2024 budget.
- With the Strategic plan coming in 2024 staff will migrate these goals, objectives, achievements to a section within that process
  - Staff feels this is a more appropriate place to house this information. It will give more attention to progress of these goals as they support the strategic plan efforts as we execute the plan.
- Goals and Objects in the 2024 budget packet will align with most of the strategic plan. Although there will be some that aren't related as we transition to the Strategic Plan process.

# Current Organizational Chart

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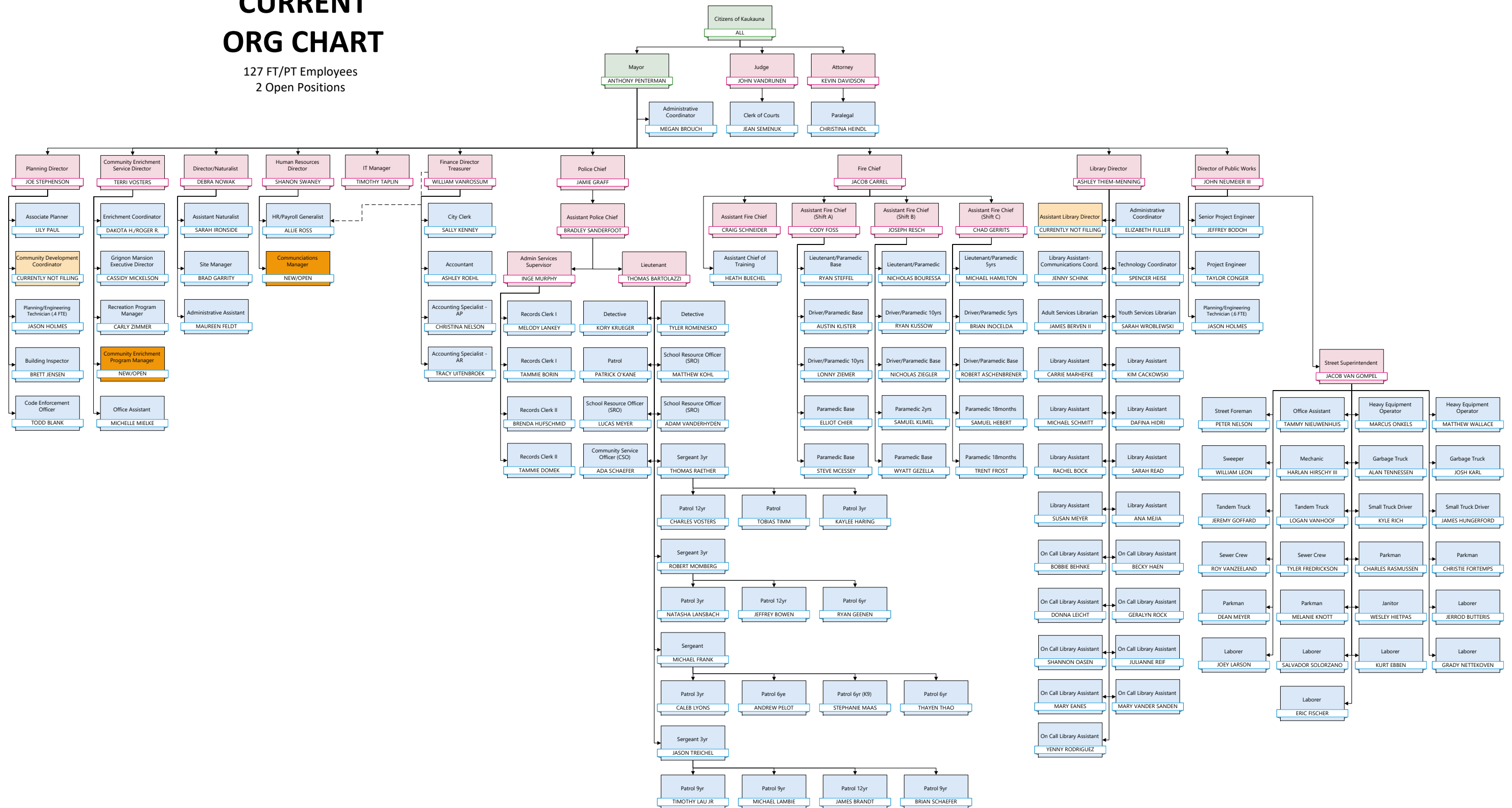
The next page will have the current organizational Chart of City Staff.



# CITY OF KAUKAUNA

## CURRENT ORG CHART

127 FT/PT Employees  
2 Open Positions



Updated: 10/11/2023

# Personnel By Area Handout

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Next page contains expense type by area



Microsoft Excel  
Worksheet

<i>DESCRIPTION</i>	<i>PERSONNEL SERVICES</i>
<b>GENERAL GOVERNMENT</b>	
Assessment	150
City Attorney	206,223
City Clerk	218,966
Commissioners	4,573
Common Council	45,271
Community Enrichment	197,779
Engineering	461,314
Elections	25,689
Finance	314,186
Human Resources	359,715
Information Technology	129,958
Mayor	210,500
Municipal Judge	38,484
Planning/Community Development	347,997
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,099,491</b>
<b>PUBLIC SAFETY</b>	
Fire/Ambulance	2,870,556
Building Inspection	131,542
Police	3,723,300
School Patrol	62,204
<b>TOTAL PUBLIC SAFETY</b>	<b>3,917,046</b>
<b>TRANSPORTATION</b>	
Street Department Administration	201,068
Street Maintenance	2,203,528
<b>TOTAL TRANSPORTATION</b>	<b>2,865,910</b>
<b>COMMUNITY ENRICHMENT</b>	
Adult Sports	121,697
Dance Classes	29,255
Grignon Mansion	66,341
Library	740,960
Swimming Pool	235,371
Youth Sports	88,630
1000 Islands Environmental Center	240,506
<b>TOTAL Community Enrichment</b>	<b>1,522,760</b>
<b>OTHER</b>	
Health Insurance	443,448
<b>TOTAL Other</b>	<b>443,448</b>



# MEMO

## Finance

To: Common Council  
From: Finance Director  
Date: 10/17/2023  
Re: Event Support Process (Financial or In-Kind City Services) Proposal

In our previous meeting on September 5, 2024, I presented a proposal aimed at establishing a structured process to effectively manage, assess, and align donation requests with the City's objectives and goals while ensuring increased transparency in tracking the impact of our support. After that meeting, I have collaborated with various stakeholders, including the Community Enrichment team, Engineering/DPW, Legal department, and the mayor, to develop a comprehensive framework that fulfills the requirements we identified.

### Background

The City of Kaukauna routinely receives a multitude of requests for support from a diverse range of organizations, groups, and individuals, all seeking assistance for various causes, events, and projects. Although we have consistently demonstrated our commitment to enhancing the community, the absence of a structured procedure has often led to inconsistent decision-making and challenges in resource allocation.

### Key Insights from the Initial Proposal

- 1. Clarifying "Donations"** – In our discussions, it was suggested that we refer to these contributions as "financial support" to provide clarity. Additionally, we recognized the importance of distinguishing whether these requests are intended to support new events or sustain existing ones. This distinction can be framed as "Seed" for new initiatives and "Survival" for existing endeavors.
- 2. Inclusion of In-Kind Services** – We acknowledged the significance of incorporating any in-kind services offered by the City as part of this support request. This ensures a comprehensive approach to assistance.

**3. Transparency on Financial Impact** – We also highlighted the importance of sharing the financial impact of the supported event within a specified timeframe after its completion, enabling a transparent assessment of the contribution's effectiveness.

**4. Proposed Workflow** – We discussed commencing the request process with the Finance and Personnel Committee and subsequently forwarding it to the Council for final evaluation.

Attached is the recommended process, which combines the essential elements of the original proposal and the insights from our meeting. Our plan is to house this process on the City's website and direct potential requestors to this webpage. Additionally, the request form will be designed for online submission, making it convenient for applicants to apply and for the City to manage requests efficiently.

We believe that this enhanced framework will greatly improve our ability to manage requests, ensure alignment with our community goals, and foster transparency in our support initiatives.

Please feel free to reach out if you have any questions or require further information.

## Financial Support or In-kind City Service Request Process

If you are seeking financial support or in-kind City Services for an upcoming event in the City of Kaukauna, please follow the outlined process to submit your request for funding or services. Please note that this process may take up to 8 weeks for approval, so it's advisable to submit your request well in advance for thorough consideration. Should you have any questions about this process, please feel free to contact the City Finance Director.

### 1. Submission of Financial Support Requests

- a. Support Request Form: Start by using the standardized Request Form at the link below the official document for your request. This form will collect essential information including the purpose of the request, intended community impact, requested amount, and other pertinent details.
- b. Submission Throughout the Year: Requests may be submitted at any time throughout the year.

### 2. Initial Submission Review and Recommendation

- a. Upon receiving a request, the Financial Department staff will review the submission to determine if it meets the basic requirements and aligns with the City's goals and policies.
- b. Once all required submission information is gathered, the request will be reviewed by the Mayor and Senior Management Advisory Team for consideration and recommendation.
- c. Upon recommendation by the Mayor and Senior Management Team, Finance Director will indicate how the funding can be accomplished for the request within the City budget.
- d. Once recommended and financing identified, the request will be forwarded on to the Finance and Personnel Committee for review and recommendation to the Common Council.

### 3. Approval Process

- a. Review by Finance and Personnel Committee
  - i. Staff presents the submission request to the committee for review.
  - ii. It is recommended that the event requestor be present at the meeting to provide more background and answer questions if committee requests.
  - iii. Committee may discuss, request more information or make recommendation to Council to approve or deny the request.
- b. Review by Council for approval
  - i. Upon recommendation to Common Council for consideration, Council may discuss, approve, or deny the request.

### 4. Budget Allocation

- a. The city will allocate a predetermined budget amount for requests each year. Requests can be approved if they fall within this budgeted amount.

## 5. Reporting and Accountability

- a. **Post-Event Reporting:** Recipients who receive funds or in-kind City Services exceeding \$1,000 must submit a detailed event and financial report to the City Finance Director within sixty (60) days after the successful conclusion of the event or project funded. This report should outline the outcomes, attendance and participation, benefits to the community, what specific costs the City's contribution was allocated to, and any other relevant information.
- b. **Financial Details for Large Requests:** For requests surpassing \$5,000, the recipients should include financial details of the event or project in their report which includes details on all revenues and expenses, demonstrating responsible and transparent use of the funds.
- c. All reports received from recipients (including those for requests over \$1,000) will be reviewed by the Finance Director. Summaries of these reports will be included in the City Council's agenda for informational purposes, ensuring transparency and accountability to the community.
- d. We encourage the event manager to attend this council meeting to provide a short summary on how the event turned out.

This Financial Support management process is intended to effectively evaluate, approve, and monitor request while maintaining financial responsibility and transparency. This process allows City staff and the Common Council to ensure that funds are distributed in alignment with the City's objectives and use of City funds are accounted for in an accordance with the direction and intent of the Common Council.

**\*\*Note\*\***Any event that has over 250 people, open to the public or needs street closure or public space occupancy will require a special event application submitted for review and approved before funds will be issued. Please contact the Community Enrichment and Recreation Director for more information on this application.



# Event Financial or In-kind Support Submission Form



Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

## Request Details:

Purpose of Request: \_\_\_\_\_

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Amount Requested: \_\_\_\_\_

Services Requested: \_\_\_\_\_

Has this request been previously requested? (Yes / No)

Is this support to help get a new event started or to keep an existing event surviving?

Check one: New event \_\_\_\_\_ Survival \_\_\_\_\_

## Organization Information:

Organization's Mission or Cause: \_\_\_\_\_

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Brief Description of Organization: \_\_\_\_\_

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How will the financial support be utilized (Itemize the expenses)?

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### Event Information

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

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Additional Information (Optional): \_\_\_\_\_

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- ☐ By checking this box, recipient agrees to report back to City staff and council on the event success. Any support request over \$5,000 will requires the update to include the financials of the event.

### *Internal Use Only*

Estimated cost to city operations (Police, Fire, DPW, etc. ) \_\_\_\_\_  
(Staff time and other known expenses)

*Is this request funded by the budget ? (Yes / No)*

*What account will fund this request?* \_\_\_\_\_

### *Approvals/Recommendations*

*Recommended by Mayor* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Date spending approved by Council* \_\_\_\_\_

## RESOLUTION NO. 2023-5407

### Resolution Accepting the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD)

WHEREAS, it is a requirement of the HOVMSD that member communities file an annual report as part of its Clearwater Sustainability Program; and

WHEREAS, the governing body of the City of Kaukauna has reviewed the annual report to the HOVMSD; and

WHEREAS, the annual report contains the following components as required by the HOVMSD:

1. CMAR as submitted to the WDNR
2. WDNR response to CMAR
3. Summary of construction and non-construction inflow/infiltration reduction projects
4. Local ordinance changes related to inflow/infiltration
5. CMOM updates or changes

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna that the report prepared by the City of Kaukauna Engineering Department has been accepted and shall be forwarded to the HOVMSD as per HOVMSD requirements.

Introduced and adopted this 17<sup>th</sup> day of October, 2023.

APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Sally Kenney, Clerk

## RESOLUTION 2023-5408

### RESOLUTION ADOPTING THE CITY OF KAUKAUNA 2024-2026 STRATEGIC PLAN

**WHEREAS**, City Department Heads worked together since March 2023 to develop a strategic plan for the City of Kaukauna; and

**WHEREAS**, City staff conducted a survey from both staff and citizens of the City of Kaukauna to determine what areas it is doing well and what areas are not doing so well; and

**WHEREAS**, the City of Kaukauna Common Council believes that the proposed Strategic Plan is in the best interest of the City of Kaukauna and its citizens;

**WHEREAS**, the attached Exhibit A is a true and accurate copy of the 2024-2026 proposed Strategic Plan;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Kaukauna, the 2024-2026 Strategic Plan is hereby adopted as a working document.

Introduced and adopted this 17th day of October, 2023.

APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Sally Kenney, Clerk

# STRATEGIC PLAN 2024 - 2026



## WHY

To enrich our community through service.

## MISSION

Offer a high quality of life through services and opportunities, while providing a safe and inclusive community.

## VISION

Be a community of choice by connecting residents, businesses, and visitors to natural resources, recreation, economic opportunities, and quality of life through forward thinking, inclusivity, and sustainable advancements.

## FOUNDATION

**Innovation** - Find new and better ways of doing things; develop new services, improve existing processes, and find new ways to enhance the quality of life, all to keep a competitive tax rate.

**Sustainability** - Meet the needs of the present community without compromising future generations, considering environmental, economic, and social concerns.

**Financial Responsibility** - Manage the resources available in a responsible way to provide services and amenities that enrich our community; being a steward of resources is essential for the city to operate the most efficiently.

**Culture** - Foster a welcoming community and an engaging workplace.

## VALUES

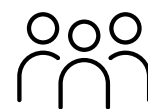
**Collaboration** - A mindset and approach of working together.

**Accountability** - Honor commitments.

**Respect** - Treat all people, property, and nature with understanding and kindness.

**Service** - Do what's right for all residents, business owners, and visitors.

## STRATEGIC OBJECTIVES



Create a **People Management Plan**



Create a **Community of Choice**



Enhance Internal and External **Communication**