

# \* AMENDED COMMON COUNCIL

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



Tuesday, May 16, 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 May 2, 2023.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
  - a. Reappointment of Will Van Rossum to the Fox Cities Room Tax Commission.
  - b. \* Wisconsin Economic Development Corporation Community Development Investment-Vibrant Spaces Grant update.
  - c. City of Kaukauna business received \$360,000 through Main Street Bounceback Program.
  - [d.](#) Proclamation National Police Week May 21-27, 2023.
  - [e.](#) Proclamation National Public Works Week May 21-27, 2023.
  - [f.](#) Proclamation Emergency Medical Services Week May 21-27, 2023.
  - [g.](#) \* Request from Electric City VFW Post 3319 for \$300 for Memorial Day expenses.
6. Reports of standing and special committees.
  - [a.](#) Board of Public Works Meeting Minutes of May 15, 2023.
  - [b.](#) Finance and Personnel Committee Meeting Minutes of May 15, 2023.
  - [c.](#) Health and Recreation Committee Meeting Minutes of May 15, 2023.
  - [d.](#) Legislative Committee Meeting Minutes of May 15, 2023.
  - [e.](#) Library Board Meeting Minutes of March 28, 2023.
  - [f.](#) Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of April 11, 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.](#) Renew Kaukauna Initiative.

8. Presentation of ordinances and resolutions.
  - [a.](#) Ordinance 1881-2023 Ordinance Amending Section 21.10 Penalty and Fines.
  - [b.](#) Resolution 2023-5385 Resolution Accepting Plan Commission Approval of a Special Exception for Parcel 323172300.
  - [c.](#) Resolution 2023-5386 Resolution Accepting Plan Commission Approval of a Special Exception for Parcel 321017800.
  - [d.](#) Resolution 2023-5387 Resolution Approving the preliminary Plat for Legacy Acres Subdivision.
9. 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 – MAY 2, 2023

Pursuant to adjournment on April 18, 2023, meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, May 2, 2023.

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

Also present: DPW/Eng. Neumeier, Planner Stephenson, Fire Chief Carrel, Police Chief Graff, Fin. Dir. Van Rossum, and interested citizens.

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

Motion by Moore, seconded by Coenen to adopt the minutes of the Common Council meeting of April 18, 2023.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the minutes of the Common Council meeting of April 18, 2023 – New Council Seated.

All Ald. voted aye.

Motion carried.

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

#### Bills Payable

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

All Ald. voted aye.

Motion carried.

### PUBLIC APPEARANCES

No one appeared.

### BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman congratulated Lieutenant Bartolazzi and Detective Korey Krueger on receiving the "Best Badge Award" at a recent event hosted by the Outagamie County District Attorney's office. This award was for their outstanding work in law enforcement.

Mayor Penterman provided dates for the Local Government 101 Seminar coming up. This is an all-day conference for local government officials.

**Proclamation for Professional Municipal Clerk's Week April 30 – May 6, 2023.**

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

Motion by Moore, seconded by Coenen to receive and place on file the Proclamation for Professional Municipal Clerk's Week April 30 – May 6, 2023.

All Ald. voted aye.

Motion carried.

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### Board of Public Works Meeting Minutes of May 1, 2023.

#### BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Mayor Penterman on Monday, May 1, 2023 at 6:00 P.M.

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

Also present: Mayor Penterman, DPW/Eng. Neumeier, Sen. Proj. Eng. Bodoh, Street Sup. Van Gompel, HR Dir. Swaney, Com. Enrich. & Rec. Dir. Vosters, Fin. Dir. Van Rossum, and interested citizens.

#### 1. Correspondence – none.

#### 2. Discussion Topics.

##### a. Elect Chair.

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

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

Motion carried.

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

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

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

Motion carried.

##### c. Public Hearing for Project 1-23; Concrete Street Paving.

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

Mayor Penterman declared the Public Hearing open and asked if anyone in the Council



Chambers wished to address the Board of Public Works regarding Project 1-23, Concrete Street Paving.

Jane Zimmerman, 253 Canal Street spoke regarding the assessment rate creating a financial hardship for her family. She feels the street could be redesigned to be smaller, thus creating a less costly assessment for the property owners on the street.

Kurt Johnson, 250 Canal Street spoke about the unique situation on Canal Street. There will be no place for the snow to go if a sidewalk is installed. It is an undue burden he will have for the rest of his life. It is a sidewalk to nowhere.

Lee Mothes, 425 Dixon Street, spoke about the assessment rate charge for Dixon Street. He stated the width of the Street is incorrect on the estimate.

Mike Sitter, 407 Dixon Street spoke saying the road needs repair. He is upset about the City using concrete. He feels Dixon Street is a low traffic street and should be redone with asphalt.

Dan Baxter, 417 Dixon Street spoke saying Dixon Street does not need to be redone. It puts an undue burden on the taxpayer and homeowners.

Rebecca Bjorkman, 302 E. 8<sup>th</sup> Street spoke wanting all the roads scheduled for paving to be remeasured to ensure accuracy.

Rod Swoboda, 418 E. Dixon Street asked about sidewalks and why sidewalks on both sides are needed on this dead-end street.

Darryl Baumgart, 401 Dixon Street spoke about his concern with paying for these assessments.

Shawn Schmitt, 300 E. 7<sup>th</sup> Street spoke asking why the City is borrowing for the project and the interest rate being put onto the taxpayer.

Lisa Sitter, 407 Dixon Street is concerned about the estimates and how close they will be to the actual cost of the project. Her street is a dead-end street and has very low traffic. The alley behind their house is in greater need of repair.

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

**d. Recommendation to award bid for Project 6-23: LaFollette Park Playground Renovation.**

Community Enrichment and Recreation Director Vosters stated staff has reviewed and analyzed bids from PlayPower LT Farmington, Inc (Little Tykes) and Lee Recreation, received for the 6-23 LaFollette Park Playground Renovation. APRA funds of \$350,000 were allocated for this project. Staff has reviewed the equipment and warranty in each of the bids. Discussion was held and questions answered.

Motion by Thiele, seconded by Kilgas to award total base bid for Project 6-23, LaFollette Park Playground Renovation to Lee Recreation for a total bid price of \$326,478.

All Ald. voted aye.

Motion carried.

**e. Authorization to seek bids for Project 7-23: City of Kaukauna Municipal Pool Project.**

Community Enrichment and Recreation Director Vosters stated staff has been working with Parkitecture + Planning on the design for the Kaukauna Municipal Pool Renovation on final plans and specifications with guidelines for the types of equipment, site amenities and construction. The renovation will revitalize the facility, provide a new bathhouse with state-of-the-art facilities and pool equipment in compliance with state pool regulations, and add new amenities for residents. The new day-use area will extend the season beyond the current summer pool season with a recirculating splashpad and miniature golf course. City staff will save costs by performing some of the sitework (asphalt and lighting) in and around the area in conjunction with the project. Work would begin in late summer or early fall of 2023 after the closure of the 2023 pool season. Parkitecture + Planning representative Katie MacDonald was present to answer questions.

Motion by Moore, seconded by Antoine to authorize staff to seek bids for Project #7-23: Municipal Pool Renovation.

All Ald. voted aye.

Motion carried.

**f. Authorization to seek bids for Replacement of Truck 213.**

Street Superintendent Van Gompel stated that Truck 213 is one of the oldest five-yard dump trucks in our fleet at 15 years old. Its main uses have been snow removal, leaf collection and brush collection. This truck has a ten-foot bed which we would like to replace with a larger twelve-foot bed to help our operations by having a larger capacity.

Motion by Schell, seconded by DeCoster to authorize the Street Department to seek bids for a 2023 or newer single axel dump truck with plow equipment.

All Ald. voted aye.

Motion carried.

**g. Authorization to seek bids for a new  $\frac{3}{4}$  ton truck to add to DPW fleet.**

Street Superintendent Van Gompel stated that the City has budgeted for an addition of a  $\frac{3}{4}$  ton pickup truck to add to the fleet. This truck will be outfitted for the use of the mechanic and crew with a tool box for making repairs on job sites and a tommy lift for the tailgate to help with the loading and unloading of heavy tires and materials used on job sites. Questions from the Board were answered.

Motion by Moore, seconded by Kilgas to authorize the Street Department to seek bids for a 2023 or newer  $\frac{3}{4}$  ton truck.

All Ald. voted aye.

Motion carried.

**h. Public Works Update.**

DPW/Eng. Neumeier updated the Board on the 2022/2023 Projects. Projects include planned traffic counts/intersection studies at Taylor/Lawe and Ann/Crooks. High sewer flows and

possible leaks creating this volume are being looked at. Kaukauna Athletic Club concession building repairs are nearing completion. Sidewalks on Nature View Court are installed.

### 3. Adjourn.

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

Meeting adjourned at 7:30 p.m.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Coenen to adopt the Board of Public Works Meeting Minutes of May 1, 2023, as presented.  
All Ald. voted aye.  
Motion carried.

### Finance and Personnel Committee Meeting Minutes of May 1, 2023.

#### FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, May 1, 2023, at 7:31 p.m.

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

Also present: Ald. Schell, Ald. DeCoster, Ald. Kilgas, DPW/Eng. Neumeier, Sen. Eng. Bodoh, HR Dir. Swaney, Com. Enrich. & Rec. Dir. Vosters, Fin. Dir. Van Rossum, Street Sup. Van Gompel, and interested citizens.

#### 1. Correspondence - None.

#### 2. Discussion Topics.

##### a. Elect Vice-Chair.

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

All members voted aye.  
Motion carried.

##### b. Elect Secretary.

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

All members voted aye.  
Motion carried.

##### c. Authorization to fill vacant Records Assistant position due to resignation.

Motion by Thiele, seconded by Antoine to authorize staff to fill the Records Assistant vacancy due

to resignation.  
All members voted aye.  
Motion carried.

### 3. Adjourn.

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

Meeting adjourned at 7:34 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Moore to adopt the Finance and Personnel Committee Meeting Minutes of May 1, 2023, as presented.  
All Ald. voted aye.  
Motion carried.

### Health & Recreation Meeting Minutes of May 1, 2023.

#### HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, May 1, 2023 at 7:35 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Antoine, Ald. Moore, Ald. Eggleston, Ald. Thiele, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Street Sup. Van Gompel, HR Dir. Swaney, Com. Enrich. & Rec. Dir. Vosters and interested citizens.

#### 1. Correspondence – None.

#### 2. Discussion Topics.

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

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

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

Motion carried.

##### b. Elect Secretary.

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

Roll call: DeCoster-aye, Kilgas-aye, Schell-aye, Coenen-aye.

Motion carried.

##### c. Amplified Music request to Jessica Decet, Fox Firecracker 5K and Kids Run on July 4, 2023 from 7:30 am to 10:30 am in Hydro Park.

Motion by Coenen, seconded by DeCoster to grant the amplified music request to Jessica Decet, Fox Firecracker 5K and Kids Run on July 4, 2023 from 7:30 am to 10:30 am in Hydro Park.  
All members voted aye.  
Motion carried.

**d. Request from Brandi and Joe Bruley to hold a fund raiser at Riverside Park on July 8, 2023.**

Item was pulled.

**3. Adjourn.**

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

Meeting adjourned at 7:39 P.M.

Sally Kenney  
Clerk

Motion by Kilgas, seconded by Eggleston to adopt the Health & Recreation Meeting Minutes of May 1, 2023, as presented.  
All Ald. voted aye.  
Motion carried.

**Legislative Committee Meeting Minutes of May 1, 2023.**

**LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, May 1, 2023 at 7:39 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Kilgas, Antoine, Thiele, DPW/Eng. Neumeier, HR Dir. Swaney, Street Sup. Van Gompel, Fin. Dir. Van Rossum, Com. Enrich. & Rec. Dir. Vosters, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Elect Vice Chair.**

Motion by Schell that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Eggleston as Vice-Chair of the Legislative Committee.

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

Motion carried.

**b. Elect Secretary.**

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

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

Motion carried.

**c. Special Charges Payment Plan Program.**

Finance Director/Treasurer Van Rossum stated that this program pertains to all City Special Charges that cannot be transferred to the tax roll for collection Per the statutes. This program offers the property owner an option to establish a payment plan with the City that will allow for a payment term of up to 10 years depending on the special charge amount per the table provided. Discussion was held and questions answered. Staff was directed to have attorney Davidson review this payment plan program and report back to the Legislative Committee regarding code changes needed.

**3. Adjourn.**

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

Meeting adjourned at 7:52 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of May 1, 2023 as presented.  
All Ald. voted aye.  
Motion carried.

**Public Protection & Safety Committee Meeting Minutes of May 1, 2023.**

**PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair DeCoster on Monday, May 1, 2023 at 7:52 P.M.

Members present: Antoine, DeCoster, Kilgas, Thiele.

Also present: Mayor Penterman, Ald. Coenen, Ald. Eggleston, Ald. Moore, Ald. Schell, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, HR Dir. Swaney, Street Sup. Van Gompel, Com. Enrich. & Rec. Dir. Vosters and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Elect Vice Chair.**

Motion by Thiele that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Kilgas as Vice-Chair of the Public Protection and Safety Committee.  
Roll call vote: Antoine-aye, DeCoster-aye, Kilgas-aye, Thiele-aye.  
Motion carried.

**b. Elect Secretary.**

Motion by Kilgas that nominations be closed, rules be suspended, and a unanimous ballot be cast

for Ald. Antoine as Secretary of the Public Protection and Safety Committee.  
 Roll call vote: DeCoster-aye, Kilgas-aye, Thiele-aye, Antoine-aye.  
 Motion carried.

### 3. Adjourn.

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

Meeting adjourned at 7:55 p.m.

Sally Kenney  
 Clerk

Motion by DeCoster, seconded by Kilgas to adopt the Public Protection & Safety Committee Meeting Minutes of May 1, 2023, as presented.  
 All Ald. voted aye.  
 Motion carried.

#### **Plan Commission Meeting Minutes of April 6, 2023.**

Motion by Moore, seconded by Coenen to receive and place on file the Plan Commission Meeting Minutes of April 6, 2023.  
 All Ald. voted aye.  
 Motion carried.

#### **1000 Islands Environmental Center Committee Minutes of March 16, 2023.**

Motion by Eggleston, seconded by Antoine to receive and place on file the 1000 Islands Environmental Center Committee Minutes of March 16, 2023.  
 All Ald. voted aye.  
 Motion carried.

#### **Grignon Mansion Board Meeting Minutes of March 27, 2023.**

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of March 27, 2023.  
 All Ald. voted aye.  
 Motion carried.

#### **Operators/Bartenders License**

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

Denil III	Robert	L.	1500 S. Telulah Ave.	Appleton
Hill	Amanda	E.	2002 Fern Ln.	Green Bay
Kappus	Emily	A.	2321 Fairway Dr.	Kaukauna
Stucke	Lisa	J.	709 W. Third St.	Appleton
Wisniewski	Mary	A.	301 W. 12 <sup>th</sup> St.	Kaukauna

Motion by Kilgas, seconded by Schell to approve the operators/bartender Licenses.  
 All Ald. voted aye.

Motion carried.

## REPORTS OF CITY OFFICERS

None.

## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### **Resolution 2023-5383 World Migratory Bird Day.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5383.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5383.

All Ald. voted aye.

Motion carried.

**Resolution 2023-5384 Final Resolution authorizing public improvements on street, sidewalk, driveway aprons and utility assessments on Greyhound Street, Boxer Street, Setter Drive, Loderbauer Road, White Dove Lane, White Birch Street, Dixon Street, Seventh Street, Metoxen Avenue, Quinney Avenue, Canal Street, Oak Street and Schulteis Street.**

DPW/Eng. Neumeier stated two changes have been made to the Resolution, which includes the corrected street width for Dixon Street from Metoxen Avenue to the East terminus and also Canal Street down to the East terminus. The rates for the far end of Canal Street and the East of Dixon Street have been reconfigured. The corrected resolution was passed out.

Ald. Antoine asked for clarification on the timeline of when residents were notified of this work.

DPW/Eng. Neumeier stated residents are typically notified about a month before the public hearing.

Ald. Kilgas asked if one side of Canal Street can remain without a sidewalk. DPW/Eng. Neumeier stated approximately 10 feet of additional sidewalks will be installed from where the walk currently ends at the end of the parking area to the end of the land the City owns and alongside the property owners' garage to his driveway.

Ald. Moore asked how the City handles plowing on those streets where sidewalks directly abut property. DPW/Eng. Neumeier explained how they will keep the snow from being pushed onto the sidewalks by creating a windrow temporarily until snow can be removed. Typically, this will automatically be done, but residents can also contact the street department to have them come remove the snow.

Ald. Moore asked about the interest rate being charged for these assessments. DPW/Eng. Neumeier stated these are an estimate. Finance Director Van Rossum stated he did reach out to the City's bond advisor to get the best estimate of what the interest rate will be when we borrow for this project.

Ald. Moore asked for clarification on why the City prefers concrete rather than asphalt on the street paving projects. DPW/Eng. Neumeier stated historically concrete has a much better value than asphalt.



Ald. Eggleston asked for clarification on comments residents made about Dixon Street not needing to be repaired. DPW/Eng. Neumeier stated these roads were patched temporarily during the utility project. Now that the utility project is complete it is time to complete the paving of these Streets.

Ald. DeCoster asked about retaining walls on Canal Street falling into the sidewalk and if it is part of the City's project. DPW/Eng. Neumeier will verify if it is the homeowners project or part of the City's project.

Ald. Moore thanked DPW/Eng. Neumeier for meeting with Kurt Johnson on Canal Street in regard to the street runoff into the canal.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5384 as handed out with changes.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Resolution 2023-5384.

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

Motion carried.

## CLOSED SESSION

### **Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss disposition of public property – Land Acquisition.**

Motion by Moore, seconded by DeCoster to adjourn to closed session pursuant to 19.85(1)(e) to discuss disposition of public property – Land Acquisition.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:50 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. voted aye.

Motion carried.

Returned to open session at 8:13 p.m.

### **Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss disposition of public property – Land Acquisition.**

Motion by Moore, seconded by Coenen to adjourn to closed session pursuant to 19.85(1)(e) to discuss disposition of public property – Land Acquisition.

All Ald. voted aye.

Motion carried.

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

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

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

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

**Adjourn to Closed Session Pursuant to 19.85(1)(e) to discuss disposition of public funds – 2022-PL-24 – The Reserve.**

Motion by Eggleston, seconded by Moore to adjourn to closed session pursuant to 19.85(1)(e) to discuss disposition of public funds – 2022-PL-24 – The Reserve.

All Ald. voted aye.

Motion carried.

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

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

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:50 p.m.

Motion by Moore, seconded by Eggleston to approve the WD-40 Amendment to Offer to Purchase for The Reserve with an on or before hard closing date of October 2, 2023.

All Ald. voted aye.

Motion carried.

**ADJOURN**

Motion by DeCoster, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:52 p.m.

Sally Kenney, Clerk

# Accounts Payable

## Checks for Approval

User: cnelson  
Printed: 5/8/2023 - 1:20 PM



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	04/21/2023	General Fund	Adult Programs	Wis. Dept. of Revenue - ACH PAYMENT		522.84
0	04/21/2023	General Fund	Facilities Rental	Wis. Dept. of Revenue - ACH PAYMENT		77.54
0	04/21/2023	General Fund	Aquatics	Wis. Dept. of Revenue - ACH PAYMENT		25.71
0	04/21/2023	General Fund	Building Rental (Taxable)	Wis. Dept. of Revenue - ACH PAYMENT		6.80
0	04/21/2023	General Fund	Gift Shop Sales	Wis. Dept. of Revenue - ACH PAYMENT		36.40
0	04/21/2023	1000 Islands	Fundraising Sales	Wis. Dept. of Revenue - ACH PAYMENT		239.14
0	04/21/2023	Solid Waste	Other Payments-Cart Repayments	Wis. Dept. of Revenue - ACH PAYMENT		16.08
0	04/21/2023	General Fund	Supplemental Dental/Vision Ins	Delta Dental of Wisconsin		144.40
0	04/21/2023	General Fund	Supplemental Dental/Vision Ins	Delta Dental of Wisconsin		1,275.90
0	04/21/2023	General Fund	Supplemental Dental/Vision Ins	Delta Dental of Wisconsin		330.54
0	04/28/2023	General Fund	Miscellaneous	Garrow Oil Corp.		23,250.49
0	04/28/2023	General Fund	Miscellaneous	Garrow Oil Corp.		26,229.20
118898	04/21/2023	General Fund	Maintenance - Automotive	A T F Tires & Service Center Inc.		132.30
118899	04/21/2023	General Fund	K9 Program	AceK9		168.00
118900	04/21/2023	General Fund	Maintenance - Buildings	Advanced Maintenance Solutions		409.50
118900	04/21/2023	General Fund	Contractual Services	Advanced Maintenance Solutions		1,278.35
118901	04/21/2023	General Fund	Contractual Services	City Of Appleton		36,227.00
118901	04/21/2023	General Fund	Contractual Services	City Of Appleton		100.00
118901	04/21/2023	General Fund	Contractual Services	City Of Appleton		780.50
118902	04/21/2023	General Fund	Automotive	Bergstrom Kaukauna, Inc.		40,774.50
118903	04/21/2023	General Fund	Youth Programs Non-Taxable	Megan Bolle		85.00
118904	04/21/2023	Sanitary Sewer Utility	CIP - Infrastructure	Roger Bowers Construction Co, Inc		350.00
118905	04/21/2023	General Fund	Education & Memberships	Cardmember Service		502.00
118905	04/21/2023	General Fund	Advertising	Cardmember Service		23.76
118905	04/21/2023	General Fund	Office Supplies	Cardmember Service		568.68
118905	04/21/2023	General Fund	Desktop Printing Expense	Cardmember Service		208.90
118905	04/21/2023	General Fund	Data Processing Supplies	Cardmember Service		571.31
118905	04/21/2023	General Fund	Postage	Cardmember Service		24.20
118905	04/21/2023	General Fund	Library Materials	Cardmember Service		617.71
118905	04/21/2023	General Fund	Service Contracts	Cardmember Service		136.52
118905	04/21/2023	General Fund	Library Programs	Cardmember Service		367.52
118905	04/21/2023	General Fund	Miscellaneous	Cardmember Service		91.35
118905	04/21/2023	Library Special Use	Misc Expenses	Cardmember Service		644.30
118906	04/21/2023	General Fund	Computing	CDW Government		317.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118906	04/21/2023	General Fund	Office Supplies	CDW Government		68.21
118907	04/21/2023	General Fund	Recruitment Expenses	Craig D. Childs, PhD, SC		500.00
118908	04/21/2023	General Fund	Contractual Services	Cintas Fire Protection 636525		988.90
118909	04/21/2023	General Fund	Temporary Payroll	Linda Collins		30.00
118910	04/21/2023	General Fund	Contractual Services	Dean Enterprises, LLC		137.50
118911	04/21/2023	General Fund	Facilities Rental Non-Taxable	Kara DeCoster		200.00
118912	04/21/2023	General Fund	Data Processing Supplies	Demco		231.11
118913	04/21/2023	General Fund	Contractual Services	Diversified Benefit Services, Inc.		243.05
118914	04/21/2023	General Fund	Maintenance - Buildings	Energy Control & Design, Inc.		467.37
118915	04/21/2023	General Fund	Maintenance - Buildings	Fireline Sprinkler Corp		295.00
118916	04/21/2023	General Fund	Clothing Expense	Cody Foss		270.08
118917	04/21/2023	General Fund	Seminar Expenses	Fox Valley Technical College		295.00
118918	04/21/2023	General Fund	Clothing Expense	Galls, LLC		159.27
118919	04/21/2023	General Fund	Contractual Services	Ryan Geiger		2,677.00
118920	04/21/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		141.36
118921	04/21/2023	General Fund	Library Materials	Ingram		200.12
118921	04/21/2023	General Fund	Library Materials	Ingram		74.06
118921	04/21/2023	General Fund	Library Materials	Ingram		33.87
118921	04/21/2023	Library Special Use	Misc Expenses	Ingram		19.33
118921	04/21/2023	General Fund	Library Materials	Ingram		99.65
118921	04/21/2023	General Fund	Library Materials	Ingram		253.88
118921	04/21/2023	General Fund	Library Materials	Ingram		1,078.09
118921	04/21/2023	General Fund	Library Materials	Ingram		79.39
118922	04/21/2023	General Fund	Contractual Services	Iron Mountain Inc.		26.78
118922	04/21/2023	General Fund	Contractual Services	Iron Mountain Inc.		53.60
118922	04/21/2023	General Fund	Contractual Services	Iron Mountain Inc.		26.78
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		2,042.67
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		5,261.10
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		3,768.37
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		115.08
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		79.63
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		208.87
118923	04/21/2023	Sanitary Sewer Utility	Water Sewer & Electric	Kaukauna Utilities		163.45
118923	04/21/2023	Storm Water Utility	Water Sewer & Electric	Kaukauna Utilities		9.00
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		1,421.19
118923	04/21/2023	Nelson Crossing Fund	Boardwalk Bridge - Utilities	Kaukauna Utilities		28.40
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		548.28
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		1,837.37
118923	04/21/2023	Industrial Park	Expenditures	Kaukauna Utilities		50.57
118923	04/21/2023	TID #5 Construction Fund	Property Acquisition	Kaukauna Utilities		94.08
118923	04/21/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		885.74
118924	04/21/2023	General Fund	Adult Programs Non-Taxable	Shelly Klister		30.00
118925	04/21/2023	General Fund	Workers Compensation	McClone		21,279.00
118926	04/21/2023	General Fund	Contractual Services	McMahon Associates Inc		965.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118927	04/21/2023	1000 Islands	Restricted Funds	Tony Montag		45.00
118928	04/21/2023	General Fund	Maintenance - Buildings	ORKIN Pest Control		560.60
118928	04/21/2023	General Fund	Maintenance - Buildings	ORKIN Pest Control		1,121.20
118929	04/21/2023	General Fund	Youth Programs Non-Taxable	Amy Parker		25.00
118930	04/21/2023	General Fund	Maintenance - Buildings	PHD Roof Doctor's Inc.		385.00
118931	04/21/2023	General Fund	Data Processing Supplies	RecTrac, LLC		4,000.00
118931	04/21/2023	General Fund	Data Processing Supplies	RecTrac, LLC		1,440.00
118932	04/21/2023	1000 Islands	Restricted Funds	Amy Schmitt		60.00
118933	04/21/2023	General Fund	Lease - Buildings	Simplifile, LC		30.25
118933	04/21/2023	Sanitary Sewer Utility	Contractual Services	Simplifile, LC		30.25
118933	04/21/2023	Park & Pool Capital	Trails and Bridges	Simplifile, LC		60.50
118934	04/21/2023	Sanitary Sewer Utility	CIP - Infrastructure	Speedy Clean Drain & Sewer		4,250.00
118934	04/21/2023	Sanitary Sewer Utility	CIP - Infrastructure	Speedy Clean Drain & Sewer		4,600.00
118934	04/21/2023	Sanitary Sewer Utility	CIP - Infrastructure	Speedy Clean Drain & Sewer		2,990.00
118935	04/21/2023	General Fund	Youth Programs Non-Taxable	Tammy Tucker		105.00
118936	04/21/2023	General Fund	Maintenance - Automotive	Unison Credit Union		142.78
118936	04/21/2023	General Fund	Maintenance - Automotive	Unison Credit Union		-6.73
118936	04/21/2023	General Fund	General Supplies	Unison Credit Union		21.51
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		11.90
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		29.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		32.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		7.62
118936	04/21/2023	General Fund	Maintenance - Roads & Walks	Unison Credit Union		14.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		6.89
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		9.98
118936	04/21/2023	General Fund	Maintenance - Automotive	Unison Credit Union		16.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		47.17
118936	04/21/2023	General Fund	Maintenance - Buildings	Unison Credit Union		62.62
118936	04/21/2023	General Fund	Maintenance - Buildings	Unison Credit Union		123.72
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		49.00
118936	04/21/2023	General Fund	Contractual Services	Unison Credit Union		443.10
118936	04/21/2023	TID #5 Construction Fund	Street Improvements	Unison Credit Union		894.25
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		24.44
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		48.00
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		20.45
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		7.98
118936	04/21/2023	General Fund	Miscellaneous	Unison Credit Union		150.00
118936	04/21/2023	General Fund	Expense Allowance	Unison Credit Union		40.43
118936	04/21/2023	General Fund	Contractual Services	Unison Credit Union		49.00
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		100.00
118936	04/21/2023	General Fund	Education & Memberships	Unison Credit Union		75.00
118936	04/21/2023	General Fund	Education & Memberships	Unison Credit Union		100.00
118936	04/21/2023	General Fund	Travel - City Business	Unison Credit Union		64.10
118936	04/21/2023	General Fund	Education & Memberships	Unison Credit Union		206.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118936	04/21/2023	General Fund	Aminal & Bird Care	Unison Credit Union		554.41
118936	04/21/2023	General Fund	General Supplies	Unison Credit Union		19.98
118936	04/21/2023	General Fund	Education & Memberships	Unison Credit Union		170.00
118936	04/21/2023	General Fund	Automotive Supplies	Unison Credit Union		64.05
118936	04/21/2023	General Fund	Miscellaneous	Unison Credit Union		50.00
118936	04/21/2023	General Fund	Programs	Unison Credit Union		11.75
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		395.00
118936	04/21/2023	General Fund	Education & Memberships	Unison Credit Union		90.00
118936	04/21/2023	General Fund	Concession Product	Unison Credit Union		82.50
118936	04/21/2023	General Fund	Postage	Unison Credit Union		17.60
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		-395.00
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		-37.26
118936	04/21/2023	General Fund	Maintenance - Buildings	Unison Credit Union		38.75
118936	04/21/2023	General Fund	Contractual Services	Unison Credit Union		195.00
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		-24.28
118936	04/21/2023	General Fund	K9 Program	Unison Credit Union		63.00
118936	04/21/2023	General Fund	K9 Program	Unison Credit Union		62.00
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		345.00
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		365.00
118936	04/21/2023	General Fund	Evidence	Unison Credit Union		173.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		149.25
118936	04/21/2023	General Fund	Evidence	Unison Credit Union		130.58
118936	04/21/2023	General Fund	Evidence	Unison Credit Union		76.99
118936	04/21/2023	General Fund	Seminar Expenses	Unison Credit Union		238.00
118936	04/21/2023	General Fund	Advertising	Unison Credit Union		89.65
118936	04/21/2023	General Fund	General Supplies	Unison Credit Union		44.98
118936	04/21/2023	General Fund	General Supplies	Unison Credit Union		82.20
118936	04/21/2023	General Fund	Travel - City Business	Unison Credit Union		22.02
118936	04/21/2023	General Fund	Miscellaneous	Unison Credit Union		49.00
118936	04/21/2023	General Fund	Contractual Services	Unison Credit Union		9.99
118936	04/21/2023	General Fund	Medical & Laboratory Supplies	Unison Credit Union		78.25
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		62.09
118936	04/21/2023	General Fund	Communications	Unison Credit Union		282.20
118936	04/21/2023	General Fund	Postage	Unison Credit Union		14.82
118936	04/21/2023	General Fund	Maintenance - Buildings	Unison Credit Union		97.79
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		14.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		66.10
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		126.00
118936	04/21/2023	General Fund	General Supplies	Unison Credit Union		46.99
118936	04/21/2023	General Fund	Office Supplies	Unison Credit Union		97.29
118937	04/21/2023	General Fund	Aquatics Non-Taxable	Michelle Utecht		25.00
118940	04/28/2023	General Fund	Maintenance - All Other Equipm	A T F Tires & Service Center Inc.		258.98
118940	04/28/2023	General Fund	Maintenance - Automotive	A T F Tires & Service Center Inc.		176.25
118940	04/28/2023	General Fund	Maintenance - Automotive	A T F Tires & Service Center Inc.		577.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118940	04/28/2023	General Fund	Maintenance - Automotive	A T F Tires & Service Center Inc.		167.99
118940	04/28/2023	General Fund	Maintenance - All Other Equipm	A T F Tires & Service Center Inc.		722.00
118940	04/28/2023	General Fund	Maintenance - All Other Equipm	A T F Tires & Service Center Inc.		47.17
118940	04/28/2023	General Fund	Maintenance - All Other Equipm	A T F Tires & Service Center Inc.		111.00
118941	04/28/2023	General Fund	Contractual Services	J.F. Ahern Co.		305.00
118942	04/28/2023	General Fund	Contractual Services	Airgas USA, LLC		32.40
118942	04/28/2023	General Fund	Contractual Services	Airgas USA, LLC		188.43
118943	04/28/2023	General Fund	Maintenance - Automotive	Aring Equipment Co. Inc		468.38
118943	04/28/2023	General Fund	Maintenance - Automotive	Aring Equipment Co. Inc		54.30
118943	04/28/2023	General Fund	Maintenance - Automotive	Aring Equipment Co. Inc		1,817.93
118944	04/28/2023	Sanitary Sewer Utility	Contractual Services	AT&T		251.16
118945	04/28/2023	General Fund	Communications	AT&T Mobility		38.76
118945	04/28/2023	General Fund	Communications	AT&T Mobility		38.76
118945	04/28/2023	Storm Water Utility	Communications	AT&T Mobility		39.96
118945	04/28/2023	General Fund	Contractual Services	AT&T Mobility		61.25
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		120.88
118946	04/28/2023	General Fund	Automotive Supplies	Automotive Supply Co		146.45
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		-82.58
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		32.38
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		87.13
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		25.59
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		38.99
118946	04/28/2023	General Fund	General Supplies	Automotive Supply Co		88.46
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		339.93
118946	04/28/2023	General Fund	Maintenance - All Other Equipm	Automotive Supply Co		57.37
118946	04/28/2023	General Fund	Maintenance - Automotive	Automotive Supply Co		189.03
118946	04/28/2023	General Fund	Maintenance - All Other Equipm	Automotive Supply Co		4.78
118946	04/28/2023	Storm Water Utility	Maintenance - Automotive	Automotive Supply Co		109.92
118946	04/28/2023	Sanitary Sewer Utility	General Supplies	Automotive Supply Co		2.00
118946	04/28/2023	Sanitary Sewer Utility	Maintenance - All Other Equip	Automotive Supply Co		50.36
118947	04/28/2023	General Fund	Youth Wrestling	Badger Sports Park		880.00
118948	04/28/2023	General Fund	General Supplies	Batteries Plus, LLC.		21.15
118948	04/28/2023	General Fund	Maintenance - Buildings	Batteries Plus, LLC.		124.70
118949	04/28/2023	General Fund	Medical & Laboratory Supplies	BayCare Aurora LLC		291.91
118950	04/28/2023	General Fund	Facilities Rental Non-Taxable	Samantha Behnke		100.00
118951	04/28/2023	Sanitary Sewer Utility	Contractual Services	BoardmanClark		8,066.00
118952	04/28/2023	General Fund	Dance Non-Taxable	Jenni Cazzola		50.00
118953	04/28/2023	General Fund	Computing	CDW Government		28.12
118954	04/28/2023	General Fund	Communications	Cellcom		85.34
118954	04/28/2023	General Fund	Communications	Cellcom		31.21
118954	04/28/2023	General Fund	Communications	Cellcom		971.18
118954	04/28/2023	General Fund	Communications	Cellcom		31.21
118954	04/28/2023	General Fund	Communications	Cellcom		74.88
118954	04/28/2023	General Fund	Communications	Cellcom		65.00



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118954	04/28/2023	General Fund	Communications	Cellcom		165.85
118954	04/28/2023	General Fund	Communications	Cellcom		62.42
118954	04/28/2023	General Fund	Communications	Cellcom		31.21
118955	04/28/2023	General Fund	Custodial Supplies	Complete Office of Wisconsin		525.40
118955	04/28/2023	General Fund	Maintenance - Buildings	Complete Office of Wisconsin		131.35
118955	04/28/2023	General Fund	Maintenance - Buildings	Complete Office of Wisconsin		131.35
118956	04/28/2023	General Fund	Maintenance - Automotive	DC Auto Repair, LLC		912.90
118956	04/28/2023	General Fund	Maintenance - Automotive	DC Auto Repair, LLC		71.33
118957	04/28/2023	General Fund	Health Reimburse Payable	Kurt Ebben		24.52
118958	04/28/2023	General Fund	Contractual Services	Elmstar Electric Corp.		3,052.75
118959	04/28/2023	General Fund	Medical & Laboratory Supplies	Emergency Medical Products		370.16
118959	04/28/2023	General Fund	Medical & Laboratory Supplies	Emergency Medical Products		471.65
118960	04/28/2023	Sanitary Sewer Utility	Contractual Services	Enterprise Electric Inc		413.78
118961	04/28/2023	General Fund	General Supplies	Evergreen Power, LLC		53.98
118961	04/28/2023	General Fund	General Supplies	Evergreen Power, LLC		118.73
118961	04/28/2023	General Fund	General Supplies	Evergreen Power, LLC		184.98
118962	04/28/2023	General Fund	General Supplies	Federal Security Inc.		88.50
118963	04/28/2023	General Fund	Dance Non-Taxable	Lainey Felzer		35.00
118964	04/28/2023	General Fund	Plumbing Supplies	Ferguson Enterprises, LLC #1550		46.58
118965	04/28/2023	General Fund	Custodial Supplies	Fox Specialty Company LLC		58.61
118965	04/28/2023	General Fund	Custodial Supplies	Fox Specialty Company LLC		363.22
118966	04/28/2023	General Fund	Seminar Expenses	Fox Valley Technical College		325.00
118966	04/28/2023	General Fund	Seminar Expenses	Fox Valley Technical College		99.00
118967	04/28/2023	General Fund	Facilities Rental Non-Taxable	Diana Gamez-Sanchez		300.00
118968	04/28/2023	General Fund	Dance Non-Taxable	Sarah Gessert		25.00
118969	04/28/2023	General Fund	Expense Allowance	Heart of The Valley Chamber Of Commerce		500.00
118970	04/28/2023	General Fund	Botanical & Agricultural	Horst Distributing, Inc.		6,100.00
118971	04/28/2023	General Fund	Rent - Equipment	James Imaging Systems, Inc.		154.57
118972	04/28/2023	General Fund	Printing Expense	JP Graphics		958.00
118973	04/28/2023	General Fund	Maintenance - Automotive	K. R. West Company Inc		111.37
118973	04/28/2023	General Fund	Maintenance - Automotive	K. R. West Company Inc		127.18
118973	04/28/2023	General Fund	Maintenance - Automotive	K. R. West Company Inc		136.33
118973	04/28/2023	General Fund	Maintenance - Automotive	K. R. West Company Inc		22.96
118974	04/28/2023	General Fund	Maintenance - Automotive	Klink Hydraulics, LLC		199.56
118974	04/28/2023	General Fund	Maintenance - Automotive	Klink Hydraulics, LLC		54.77
118974	04/28/2023	General Fund	Maintenance - Automotive	Klink Hydraulics, LLC		225.40
118975	04/28/2023	General Fund	Contractual Services	Chad Koch		850.00
118976	04/28/2023	General Fund	Maintenance - Buildings	Kuettel's Septic Service		112.50
118976	04/28/2023	General Fund	Maintenance - Buildings	Kuettel's Septic Service		112.50
118977	04/28/2023	General Fund	Dance Non-Taxable	Christina Lawson		15.00
118978	04/28/2023	Sanitary Sewer Utility	Contractual Services	Lazer Utility Locating, LLC		41.75
118978	04/28/2023	Sanitary Sewer Utility	Contractual Services	Lazer Utility Locating, LLC		5.25
118979	04/28/2023	General Fund	Youth Programs Non-Taxable	Lyndsey Lee		95.00
118980	04/28/2023	General Fund	Contractual Services	Lance Lewis		499.00



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118981	04/28/2023	Sanitary Sewer Utility	Maintenance - All Other Equip	Lincoln Contractors Supply, Inc.		14.54
118982	04/28/2023	General Fund	Contractual Services	Linde Gas & Equipment Inc.		40.58
118982	04/28/2023	General Fund	Contractual Services	Linde Gas & Equipment Inc.		43.01
118982	04/28/2023	General Fund	Contractual Services	Linde Gas & Equipment Inc.		116.16
118983	04/28/2023	General Fund	Park Equipment	Little Chute Ace Hardware		24.99
118984	04/28/2023	Sanitary Sewer Utility	Maintenance - Automotive	MacQueen Equip Group		350.97
118984	04/28/2023	Storm Water Utility	Maintenance - Automotive	MacQueen Equip Group		799.82
118984	04/28/2023	Storm Water Utility	Maintenance - Automotive	MacQueen Equip Group		569.07
118985	04/28/2023	General Fund	Maintenance - Office Equipment	Marco		64.46
118986	04/28/2023	General Fund	Maintenance - Office Equipment	Marco Technologies LLC		135.60
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		68.77
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		68.77
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		38.70
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		17.20
118986	04/28/2023	General Fund	Printing Expense	Marco Technologies LLC		17.20
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		21.50
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		21.50
118986	04/28/2023	General Fund	Rent - Equipment	Marco Technologies LLC		21.50
118986	04/28/2023	General Fund	Printing Expense	Marco Technologies LLC		21.50
118986	04/28/2023	General Fund	Contractual Services	Marco Technologies LLC		64.48
118986	04/28/2023	General Fund	Contractual Services	Marco Technologies LLC		17.20
118986	04/28/2023	General Fund	Contractual Services	Marco Technologies LLC		51.59
118986	04/28/2023	General Fund	Desktop Printer/Fax Expense	Marco Technologies LLC		13.03
118987	04/28/2023	General Fund	Maintenance - Roads & Walks	MCC Inc.		682.50
118988	04/28/2023	Storm Water Utility	CIP - Infrastructure	McMahon Associates Inc		396.70
118988	04/28/2023	Storm Water Utility	CIP - Infrastructure	McMahon Associates Inc		2,749.50
118988	04/28/2023	Storm Water Utility	Contractual Services	McMahon Associates Inc		365.04
118988	04/28/2023	Storm Water Utility	Contractual Services	McMahon Associates Inc		2,734.92
118989	04/28/2023	General Fund	Maintenance - Roads & Walks	Milton Propane		129.77
118990	04/28/2023	General Fund	Medical & Laboratory Supplies	MO Med Supplies		260.00
118991	04/28/2023	General Fund	Maintenance - Roads & Walks	Morton Salt		7,681.62
118992	04/28/2023	General Fund	Maintenance - Buildings	ORKIN Pest Control		656.52
118993	04/28/2023	General Fund	Maintenance - Roads & Walks	Outagamie County Treasurer		634.00
118993	04/28/2023	General Fund	Maintenance - Roads & Walks	Outagamie County Treasurer		522.12
118993	04/28/2023	General Fund	Miscellaneous	Outagamie County Treasurer		30.21
118994	04/28/2023	General Fund	Maintenance - Automotive	Pleshek Outdoor Power		40.10
118994	04/28/2023	General Fund	Maintenance - All Other Equipm	Pleshek Outdoor Power		18.00
118995	04/28/2023	General Fund	Printing Expense	ProSolutions, Inc.		317.50
118996	04/28/2023	General Fund	Maintenance - Automotive	Quality Truck Care Center		67.13
118996	04/28/2023	General Fund	Maintenance - Automotive	Quality Truck Care Center		185.01
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		286.78
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		192.61
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		188.35
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		2,999.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		184.98
118997	04/28/2023	General Fund	Maintenance - Automotive	R.N.O.W., Inc.		-713.00
118998	04/28/2023	General Fund	General Supplies	Charles Rasmussen		200.00
118999	04/28/2023	General Fund	Maintenance - Automotive	Red Power Diesel		487.55
119000	04/28/2023	Streets & Sidewalk Capital	Street Improvements	Short Elliott Hendrickson, Inc		1,690.25
119001	04/28/2023	General Fund	Miscellaneous	Silver Squirrel Engraving & Gifts		167.00
119002	04/28/2023	General Fund	Youth Programs Non-Taxable	Lyla Streck		85.00
119003	04/28/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		295.15
119003	04/28/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		267.18
119003	04/28/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		1,857.55
119003	04/28/2023	General Fund	General Supplies	Superior Chemical Corp.		643.01
119004	04/28/2023	General Fund	Aquatics Non-Taxable	Abby Swaagman		35.00
119005	04/28/2023	General Fund	Aquatics Non-Taxable	Carrie VanDaalwyk		35.00
119006	04/28/2023	General Fund	Travel - City Business	John VanDrunen		379.90
119007	04/28/2023	Streets & Sidewalk Capital	Street Improvements	Wis. Dept. of Transportation		12,889.59
Report Total:						288,532.07



# PROCLAMATION

Honoring men and women of law enforcement.

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

**WHEREAS**, the members of the law enforcement agency of Kaukauna play an essential role in safeguarding the rights and freedoms of everyone; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and weak against oppression; and

**WHEREAS**, the men and women of the law enforcement agency of Kaukauna unceasingly provide a vital public service.

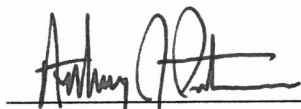
**NOW, THEREFORE**, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, call upon all citizens of Kaukauna and upon all patriotic, civic, and educational organizations to observe the week of May 14-20, 2023, as

## POLICE WEEK

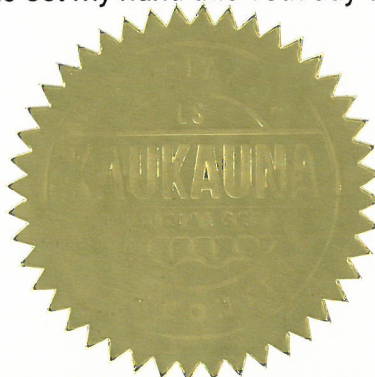
in which all our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**IN WITNESS THEREOF**, I have hereunto set my hand this 16th day of May, 2023.

CITY OF KAUKAUNA



Anthony J. Penterman, Mayor





# PROCLAMATION

## NATIONAL PUBLIC WORKS WEEK

May 21-27, 2023

"Ready and Resilient"

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Kaukauna; and,

**WHEREAS**, these infrastructures, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in the City of Kaukauna to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

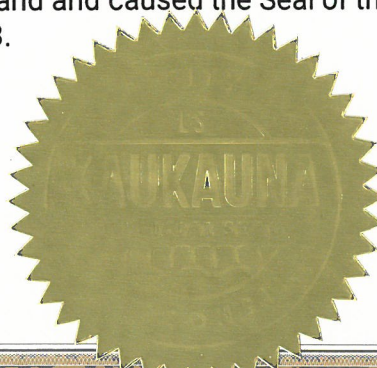
**WHEREAS**, the year 2022 marks the 62<sup>nd</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

**THEREFORE, BE IT RESOLVED**, that I, Mayor Anthony J. Penterman, do hereby designate the week May 21-27, 2023, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 16<sup>th</sup> day of May, 2023.

CITY OF KAUKAUNA

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





# PROCLAMATION

Honoring emergency care personnel.

**WHEREAS**, emergency medical services are a vital public service to the people and communities of Wisconsin; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the State of Wisconsin hopes to improve its emergency medical services and trauma care systems in order to assure all citizens the highest standards of emergency medical care, and

**WHEREAS**, emergency care personnel, including skilled dispatchers, first responders, emergency medical technicians, paramedics, nurses, and physicians – both volunteers and paid personnel – engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, members of emergency medical services teams are ready to provide lifesaving care to those in need 24-hours-a-day, 7-days-a-week; and

**WHEREAS**, people in Wisconsin benefit daily from the knowledge and skills of these highly training individuals and their unselfish dedication to Wisconsin's residents and visitors.


**NOW, THEREFORE**, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proclaim the week of May 21-27, 2023, as

## EMERGENCY MEDICAL SERVICES WEEK

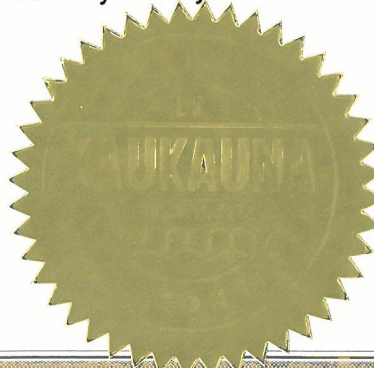
in the City of Kaukauna and I commend this observance to all of our citizens.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 16<sup>th</sup> day of May.

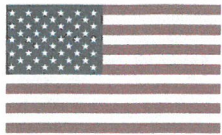
CITY OF KAUKAUNA



Anthony J. Penterman  
Mayor







ELECTRIC CITY POST 3319  
Veterans of Foreign Wars of the United States



Item 5.g.

May 9, 2023

RECEIVED

MAY 11 2023

AJP

City Clerk Sally Kenny  
144 W. Second St.  
P.O. Box 890  
Kaukauna, WI 54130-0890

Dear Ms. Kenny,

VFW Post 3319 will again be performing military honors at Kaukauna's 5 cemeteries and performing the Memorial Day Program at Kaukauna Veteran's Memorial Park on May 29<sup>th</sup>. After the program, refreshments/Bernatellos pizza will be available for the public at the SPAR Building Community room.

We are requesting help from the City of Kaukauna, as you have traditionally made a donation to our Post to help defray the costs of the program. We thank the city for its generous support in previous years and look forward to your participation again this year. If you could submit this request to the Mayor and City Council it would be most appreciated.

Please make the check payable to VFW Post 3319 and send it to P.O. Box 163, Kaukauna, WI 54130-0163 if the request is approved. If you have questions you may contact me by e-mail or telephone as listed below.

Thanks again for helping to make the Memorial Day Program a success and the city's support of Veterans.

Sincerely,

Mel Rabideau,  
Post 3319 Adjutant

e-mail: [mrabideau@new.rr.com](mailto:mrabideau@new.rr.com)

Tel: 920-766-1988 H  
920-419-4964 C

## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, May 15, 2023 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

1. **Correspondence** – none.

2. **Discussion Topics.**

**a. Recommendation on Award for Project 10-23 Diesel Back-up Generator Replacement at Tower Drive Lift Station.**

DPW/Eng. Neumeier stated only one bid was received for this project. The bid received was over budget. The generator does not meet code, so the project was bid accordingly. DPW/Eng. Neumeier is recommending the bid received be rejected and that Project 10-23, diesel back-up generator replacement at Tower Drive Lift Station be re-bid with an alternate scope.

Motion by Coenen, seconded by Kilgas to reject all bids for Project 10-23 Diesel Back-up Generator Replacement at Tower Drive Lift Station.

All Ald. voted aye.

Motion carried.

**b. Sidewalk Builders License to Fuzzy's Concrete, Sturgeon Bay, WI.**

Motion by Antoine, seconded by Schell to grant the Sidewalk Builders License to Fuzzy's Concrete.

All Ald. voted aye.

Motion carried.

**c. 2023 Capital Borrowing.**

Finance Director/Treasurer Van Rossum provided a list of proposed projects requiring approval, along with their funding needs. Funding for these projects will require municipal bonding. Some projects will also receive funding from other sources such as special assessments, grants, or TIFs. The table provided shows the breakdown of project costs and funding sources. These projects are expected to be completed over the next one to three years. Of note, the Aquatic Center and various development projects are included in the list. While the entire list of projects will be backed by G.O. bonds, the \$4.1 million associated with development incentives will be repaid by Tax Increment districts. To accommodate this, the City will issue taxable bonds for these incentives and nontaxable bonds for the other projects. City staff is currently preparing for the rating calls, document preparations, and reporting required for the debt issues. Pending approval, the City plans to issue the bonds by the end of August 2023. Questions from the Board were answered.

Motion by Coenen, seconded by Moore to approve the 2023 Proposed Capital Projects Lists.

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

Motion carried.

Motion by Schell, seconded by Moore to authorize the Finance Director to obtain the necessary

funds, as indicated to fully execute the approved project.

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

Motion carried.

**d. Public Works Update.**

DPW/Eng. Neumeier updated the Board on a HOVMSD Community Meeting on Wednesday, May 17 in Combined Locks. Recreation boating facilities funding through the DNR awarded 50% cost share for the Wisconsin Avenue Seawall project. Between two sources \$223,000 in grants have been awarded, which is 86% of the estimated project costs. TDS has a new contractor in the City, Spriggs Construction, LLC. They are projecting end of this year for completion of the project.

**3. Adjourn.**

Motion made by Antoine, seconded by Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:36 p.m.

Sally Kenney

Clerk



## FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, May 15, 2023, at 6:37 p.m.

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

Also present: Ald. Schell, Ald. DeCoster, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Authorization to fill vacant Police Officer position due to resignation.**

Motion by Moore, seconded by Coenen to authorize the filling of the vacant Police Officer position due to resignation.

All members voted aye.

Motion carried.

b. **Summer hours pilot program.**

Staff would like to propose a pilot program for alternative hours. The purpose of this program is to try and provide more flexibility and work-life balance for as many staff as possible, while still providing great service to our residents. This pilot program will not reduce the number of hours in which staff work, but will adjust start times, and lunch lengths in some cases, to provide for early outs on Fridays. This may also benefit residents by opening the Municipal Services Building and Street Park and Recreation offices at 7:30 am to allow the public to take care of their business in the early AM hours before many other businesses are open. In researching this topic, we found numerous municipalities in our area have alternative schedule arrangements providing shortened workdays on Fridays. Additionally, we asked departments that may be affected by this to track their unexpected window and phone traffic on Fridays. This tracking began in April 2023. Observationally staff felt that window and phone traffic was very sparse, but tracking allowed us to better identify whether closing early on Fridays would provide a major disruption for residents. Discussion was held and questions answered.

Proposed Municipal Services Building Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday

Proposed Municipal Services Building Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday Lunch = ½ hour unpaid

Total hours for the week = 37.5 hours

Proposed Street Department Crew Hours:

7:00 am – 3:30 pm Monday – Thursday 7:00 am – 1:00 pm Friday Lunch = 15 minutes paid

Total hours for the week = 40 hours.

Proposed SPAR Building Office Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday.

Proposed SPAR Office Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 2:00 pm Friday Lunch = 1-hour unpaid

Total hours for the week = 37.5 hours Full and part-time employees within these

departments/buildings will be participating in the alternative schedules.

We would like to implement these hours beginning on June 1 and ending on September 6.

Motion by Moore, seconded by Eggleston to approve the summer schedule for the dates and areas mentioned above and direct mayor and staff to report back the data at the end of the year.

All members voted aye.

Motion carried.

**c. Strategic Plan Facilitator.**

Staff have been working to determine a process to better align capital and people requests with overall City priorities and goals that can be understood by all those involved in these processes. This began by establishing the People Operations Plan or POP plan. The purpose of this was to allow us to identify and budget for staffing requests over an ongoing five-year period. However, this process didn't solve some of the other concerns that arise from multiple capital and staff requests coming in with a limited budget to allocate. Specifically, we would like to establish a process in which requests are being allocated in alignment with overall City goals and priorities. We believe this will allow us to more effectively and confidentially allocate resources and provide a shared understanding of decisions. Additionally, as part of these requests, we would like to equip departments with tools to be able to analyze and identify if other solutions may exist other than the allocation of additional people and capital. Dates have been established for this process to begin. The dates selected are June 27 and June 28, 2023. Because this project is one that is complex and may have a significant impact on the City's resource allocation strategy, we believe it would be prudent to work with a professional who has experience in facilitating strategic plans. Additionally, hiring a facilitator will ensure that all City department heads can be active participants in the process. Staff had discussions with multiple strategic planning facilitators and have determined that Fox Valley Technical College has the expertise and experience to help us accomplish our goals outlined. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to authorize staff to engage Fox Valley Technical College to facilitate the development of an operational strategic plan, with a maximum cost of \$7,085.

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion by Moore, seconded Antoine to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:31 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, May 15, 2023 at 7:31 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

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

**1. Correspondence – None.**

**2. Discussion Topics.**

- a. Amplified Music request to Michael Weaver, VFW Post 3319 on May 29, 2023 from 11:00 am to Noon for the Memorial Day Ceremony.**

Motion by Coenen, seconded by Schell to approve the amplified Music request to Michael Weaver, VFW Post 3319 on May 29, 2023 from 11:00 am to Noon for the Memorial Day Ceremony.

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion made by Coenen, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:32 P.M.

Sally Kenney  
Clerk

**LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, May 15, 2023 at 7:33 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Kilgas, Antoine, Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Ordinance Amending Section 21.10 Penalty and Fines.**

Chief Carrel stated changes will give Kaukauna citizens a clear and concise step by step process to the fire code violations and fees associated with them. Communities in the area were surveyed to come up with common fees. Attorney Davidson did state all departments will be implementing a change to this code for a clearer list of fees. Discussion was held and questions answered.

Motion by Moore, seconded by Eggleston to forward, and recommend approval of, Ordinance 1881-2023 - Ordinance amending section 21.10 Penalty and Fines, to the Common Council.

All members voted aye.

Motion carried.

**3. Adjourn.**

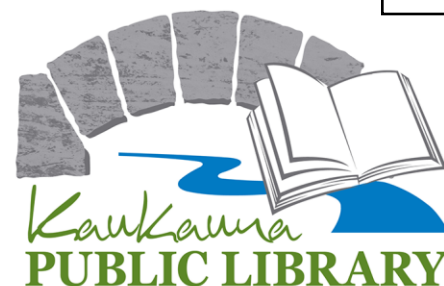
Motion by Eggleston, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:42 p.m.

Sally Kenney, Clerk



## LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 28, 2023 at 5:30p

1. Call meeting to order
  - a. The meeting was called to order at 5:32p by Vice President M. Kilgas.
2. Roll call of membership
  - a. Present: M. Kilgas, J. Lucas, J. Vondracek, C. Van Boxtel, A. Neumeier, A. Schnieder, J. Van de Hey, & C. Fallona
  - b. Excused: K. Hietpas
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, February 28, 2023 Meeting Minutes
    - i. C. Fallona made a motion to approve the Tuesday, February 28, 2023 Meeting Minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register February 2023
    - i. J. Vondracek made a motion to approve the Bill Register February 2023, seconded by A. Neumeier. Motion carries; all in favor.
  - b. Update Reconsideration of Title Policy
    - i. A. Schneider made a motion to update the Reconsideration of Title Policy, seconded by J. Van De Hey. Motion carries; all in favor.
  - c. Update Meeting Room Policy
    - i. C. Van Boxtel made a motion to update the Meeting Room Policy, seconded by A. Neumeier. Motion carries; all in favor.
  - d. Adopt Restroom Policy
    - i. J. Van De Hey made a motion to adopt the Restroom Policy, seconded by C. Fallona. Motion carries; all in favor.
  - e. Adopt Equity, Diversity & Inclusion Policy
    - i. J. Lucas made a motion to adopt the Equity, Diversity & Inclusion Policy with a change in the wording of the definition of Diversity to be "The inclusion of all types of people," seconded by C. Van Boxtel. Motion carries; all in favor.
  - f. Adopt Intellectual Freedom Policy
    - i. C. Fallona made a motion to adopt the Intellectual Freedom Policy, seconded by C. Van Boxtel. Motion carries; eight in favor, one opposed.
6. Information Items
  - a. Directors Report

- i. Director Thiem-Menning indicated that policies will continue to be created and updated. She also noted that the FEH report would be going to Common Council on 4/4/23 and that the Youth Services Report was pulled due to illness.
  - b. Adult Services Librarian Report
  - c. Trustee Topic 4
    - i. This topic was on running effective meetings.
  - d. Statistics
    - i. Director Thiem-Menning noted that social media statistics are often rolling; the Communications Coordinator is working on tracking them for board packets as requested.
    - ii. J. Vondracek made a motion to place the reports on file, seconded by C. Fallona. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:28p.

Join Zoom Meeting

<https://us06web.zoom.us/j/82072169200>

Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US



# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **APRIL 11, 2023** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** David Casper - President  
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  
Kevin Skogman - Director of Operations & Maintenance HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
John Neumeier - City of Kaukauna  
Scott Schramm - Strategic Municipal Services

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

President Casper called the meeting to order at 5:00 PM.

### 2. Public Appearances

No appearances were made.

### 3. Approval of the Minutes of the March 14, 2023 Regular Meeting

The minutes of the March 14, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers 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

Copied for the Commission was an article in the Times Villager regarding approval by the City of Kaukauna Council to file a complaint with the PSC regarding the debt allocation costs for the interceptor rehabilitation project. The Commission asked Staff to direct all questions and communications to the District Director.

### 5. General Discussion Items

#### A. Interceptor Rehab Project - Monthly Activity Report by Scott Schramm of SMS



Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for March. Scott also reviewed his memorandum dated 4/11/2023 outlining four key contract amendment topics: 1) remove marine structure exterior coating systems 2) include Kimberly trunk sewer/structures (southwest), 3) include meter station ventilation and I/C-SCADA improvements, and 4) include electric service drops at the majority of the bypass locations. Scott noted a large cost savings to the District because the District will be leasing the electrical transformers from Kaukauna Utilities rather than purchasing. Scott anticipates a two-month bidding process with mandatory prequalification and pre-bid attendance.

### **B. Effluent Filtration Project - Monthly Activity Report**

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from February 19 – March 25, 2023. Helminger noted that construction is progressing timely and filters are expected to be delivered this week.

### **C. 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 March 2023 invoice.

### **D. Site Remediation Update**

District Director Helminger noted that he's waiting for a response from the DNR regarding their review of the site plan recommendations by SEH. Hopefully there will be more to report in May.

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

Leonard & Finco provided a written monthly update of projects completed in March as well as a list of ongoing and upcoming tasks for April & May.

### **F. HR/Staffing Considerations**

District Director Helminger shared a copy of the proposal request for employee handbook revisions, which will be sent to three firms. The proposals will be reviewed at the May 9<sup>th</sup> Commission Meeting.

## **6. Plant Reports for March 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 March 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in March = \$15,516.23; Revenue received to date for 2023 = \$43,533.02. WPS-Fox Energy purchased 51% of the effluent produced in March.

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



<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	11.9 mg/L	30 mg/L
Suspended Solids	19.6 mg/L	30 mg/L
Suspended Solids	801 lbs.	801 lbs.
Phosphorus	.36 mg/L	1.0 mg/L
Ammonia	.29 mg/L	10 mg/L
Chlorides	505 mg/L	n/a

***All permit values were met for March 2023.  
(Water Quality Trading Credits were used)***

Staff informed the commission that the plant peaked at 56 MGD during the heavy rainfall event on April 1<sup>st</sup>. This is the highest recorded peak since 1980. Commissioner Casper noted that I/I problems should be a discussion point on the agenda for the next community meeting. The Commission directed District Director Helminger to draft a letter to the communities informing them that the recent ground saturation and heavy rainfall created a blending event at the treatment plant.

## **B. Operations & Maintenance Report**

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for March. Due to high flows in the later part of the month, effluent suspended solids were above normal. Secondary treatment was overwhelmed and there was a portion of primary treated water diverted around secondary treatment. The plant peaked at 56 MGD.

The heat sink fan failed on turbine pump #1; the fan has changed from an AC to a DC and the retrofit kit cost \$6,575.00. A new coil is on order for the administration building and a new heating/air conditioning unit for the solids building garage is in the process of being replaced.

## **7. Funds**

### **A. April 2023 Accounts Payable; Action for Approval**

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$1,011,177.61. A roll call vote was taken: Commissioner Casper, 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**

- **PFAS Testing:** The first samples were sent to the Wisconsin State Lab of Hygiene on 4/5/2023. No results have been received yet.

- *Annual WWOA Conference Presentation:* Strategic Municipal Services submitted an abstract for a presentation related to the interceptor rehab project and biofilm testing taken to identify ammonia as being the cause of corrosion. The submission was accepted for presentation at the annual WWOA Conference in Wisconsin Dells on Thursday, October 26<sup>th</sup>. Commissioner Casper noted that it would also be a good topic for presentation at WEFTEC.
- *Community Meeting:* The first community meeting for 2023 will be on Wednesday, May 17<sup>th</sup>, at noon in Kaukauna.
- *I/I Presentation by Donohue:* Donohue will be on the agenda for the May 9<sup>th</sup> Commission meeting to present the findings of the new I/I model. This presentation will also be given at the May 17<sup>th</sup> community meeting.
- *New I/I Model Educational Presentation:* The Commission asked staff to host a virtual meeting with the communities, Donohue, and Steve Strickland to educate the communities on how the new I/I model works.

## 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: 6:08 PM)

SIGNED & APPROVED BY:

  
Patrick E. Hennessey, Secretary

May 16, 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:

Brice	Parris	M.	2071 Jenny Ct.	Pulaski
Gehrman	Janelle	M.	2700 N. Ullman St.	Appleton
Hurst	Jessica	M.	212 W. 17 <sup>th</sup> St.	Kaukauna
Meyer	Tobin	J.	812 Cleveland Ave.	Kaukauna
Riha	Amber	L.	512 N. 10 <sup>th</sup> St. Apt. 27	De Pere
Soto	Edith	M.	W4858 Spring Hill Dr.	Sherwood
Stindle Jr.	Timothy	R.	W5574 Hoelzel Way	Appleton
Vandenberg	Amy	L.	1801 White Dove Ln.	Kaukauna
Woelfel	Jackie	S.	N4243 Finnegan Rd.	Chilton

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

Moore	Enos	E.	704 E. 9 <sup>th</sup> St.	Kaukauna
-------	------	----	----------------------------	----------



## Kaukauna Fire Department Fire Report - April 2023

### Incident Type: Fire

Code - Description	Number of Runs	Year to Date
100 - Fire, other	0	1
111 - Building Fire	0	5
113 - Cooking Fire, confined to container	1	3
142 - Brush or Brush And Grass Mixture	1	1
151 - Outside rubbish, trash or waste fire	0	1
<b>Total</b>	<b>2</b>	<b>11</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
321 - EMS Call	112	478
322 - Motor Vehicle Accident with Injuries	2	9
323 - Motor Vehicle/Pedestrian Accident	1	1
324 - Motor Vehicle Accident with No Injuries	2	8
381 - Rescue or EMS Standby	2	3
<b>Total</b>	<b>119</b>	<b>499</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
413 - Oil or other combustible liquid spill	0	1
424 - Carbon Monoxide Incident	0	1
444 - Power Line Down	0	2
463 - Vehicle Accident, General Cleanup	1	3
<b>Total</b>	<b>1</b>	<b>7</b>

### Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	2	2
511 - Lock-out	4	9
520 - Water Problem, Other	0	1
531 - Smoke or Odor Removal	0	1
542 - Animal Rescue	0	1
550 - Public Service Assistance, Other	0	1
552 - Police Matter	0	1
561 - Unauthorized Burning	1	1
<b>Total</b>	<b>7</b>	<b>17</b>

### Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good intent call, other	1	2
611 - Dispatched and Canceled Enroute	3	14
651 - Smoke scare, odor or smoke	2	4
<b>Total</b>	<b>6</b>	<b>20</b>

## Kaukauna Fire Department Fire Report - April 2023

### Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
731 - Sprinkler Activation Due to Malfunction	0	1
733 - Smoke Detector Activation due to Malfunction	0	5
734 - Heat Detector Activation Due to Malfunction	1	1
735 - Alarm System Sounded due to Malfunction	1	4
736 - CO detector activation due to malfunction	0	2
743 - Smoke Detector Activation, No Fire - Unintentional	0	2
744 - Detector Activation, No Fire - Unintentional	1	1
745 - Alarm System Activation, No Fire - Unintentional	2	7
746 - Carbon Monoxide Detector Activation, No CO	0	3
<b>Total</b>	<b>5</b>	<b>26</b>

### Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	1	1
<b>Total</b>	<b>1</b>	<b>1</b>
<b>Grand Total</b>	<b>141</b>	<b>581</b>

### Fire Inspection Summary

	Completed This Month	Year to Date
Inspections Completed	125	409
Violations Found	21	38
Violations Corrected	5	22

\* Reflects corrected YTD numbers



# Kaukauna Fire Department Ambulance Report - April 2023

## Runs by Municipality

City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	110	409
Village of Combined Locks	10	52
Town of Holland	0	4
Village of Little Chute	0	1
Town of Grand Chute	0	2
<b>Total</b>	<b>120</b>	<b>468</b>

## Runs by County

County	Number of Runs	Year to Date
Outagamie	120	464
Brown	0	4
<b>Total</b>	<b>120</b>	<b>468</b>

## Runs by Disposition

Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	93	354
Patient Treated, Released	11	50
Patient Refused Evaluation/Care, No Transport	8	24
Patient Evaluated, No Treatment/Transport Required	3	15
Patient Dead at Scene - No Resuscitation Attempted	1	8
Canceled Prior to Arrival	1	6
Canceled on Scene, No Patient Found	1	5
Standby- No Services or Support Provided	2	4
Canceled on Scene, No Patient Contact	0	1
Standby- Public Safety, Fire, or EMS Operational Support Provided	0	1
<b>Total</b>	<b>120</b>	<b>468</b>

## Runs by Ambulance

Primary Unit	Number of Runs	Year to Date
First Out Ambulance	101	400
Second Out Ambulance	18	64
Third Out Ambulance	1	4
Engine Company	0	0
<b>Total</b>	<b>120</b>	<b>468</b>

## Mutual Aid

	Number of Runs	Year to Date
Provided	0	2
Received	0	0

Police calls generated by:		YTD
911 call	260	938
Officer initiated	490	2,235
Called general phone number	296	1,195
<b>TOTAL</b>	<b>1,046</b>	<b>4,368</b>
<b>Breakdown of calls:</b>		
ABANDONED VEHICLE	0	8
ACCIDENT	24	112
ALARMS	7	33
ALCOHOL OFFENSE	0	2
ANIMAL	38	103
ARSON	0	0
ASSISTS	131	526
ASSAULT	0	3
BURGLARY	5	5
CIVIL	0	0
CRIME PREVENTION	149	596
DAMAGE TO PROPERTY	7	26
DISTURBANCES	31	96
DOMESTIC	5	11
DRUGS	12	46
FIRE CALLS	14	40
FIREWORKS	1	1
FRAUD	4	28
HARASSMENT	6	19
HAZARD	7	37
JUVENILE	29	78
LOCKOUT	7	44
LOST & FOUND	16	37
MEDICAL	88	342
MISSING PERSON	0	2
OPEN DOOR	1	10
OPERATING WHILE INTOXICATED	4	12
ORDINANCE VIOLATIONS	3	30
PARKING	12	85
RECKLESS DRIVE COMPLAINT	17	87
SCHOOL SAFETY	45	184
SEX OFFENSE	3	20
SUICIDE; ATTEMPT, THREAT, COMPLETED	2	6
SUSPICIOUS PERSON, VEHICLE , SITUATION	37	133
THEFT	5	45
TRAFFIC	107	726
TRAFFIC SAFETY	1	8
TRESPASS	2	8
TRUANCY	4	15
VIOLATE COURT ORDER	3	16
WANTED PERSON OR APPREHENSION	2	18
WARNINGS	74	567
WEAPON	3	3
WELFARE CHECK	48	170
911 HANGUP/ASSIST	114	413
<b>total</b>	<b>1,068</b>	<b>4,751</b>
note- the difference between the totals is some calls have mulitple offenses		

**MUNICIPAL JUDGE  
COURT REPORT**

**APRIL**

	<b>2023</b>	<b>2022</b>	<b>2023 CUMULATIVE</b>	<b>2022 CUMULATIVE</b>
FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS	\$13,813.61	\$6,739.84	\$35,655.88	\$22,882.26
MUNICIPAL COURT COSTS	\$2,794.84	\$1,925.83	\$11,648.60	\$8,219.40
PENALTY SURCHARGES	\$3,743.65	\$2,173.54	\$9,490.86	\$6,668.47
COUNTY JAIL SURCHARGES	\$758.10	\$644.46	\$3,168.93	\$2,460.06
DRIVER IMPROVEMENT SURCHARGES	\$1,284.60	\$1,291.37	\$6,671.35	\$3,963.38
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$996.74	\$851.61	\$4,155.99	\$3,230.93
IGNITION INTERLOCK DEVICE SURCHARGE	\$50.00	\$50.00	\$50.00	\$100.00
SAFE RIDE PROGRAM	\$150.00	\$67.00	\$683.00	\$417.00
TOTAL	\$23,591.54	\$13,743.65	\$71,524.61	\$47,941.50



## Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
4/4/2023	\$16,472.58	\$46,677.58
4/4/2023	\$130.00	\$30,205.00
4/4/2023	\$40.00	\$30,075.00
4/4/2023	\$35.00	\$30,035.00
4/5/2023	\$2,230.08	\$32,715.08
4/5/2023	\$370.00	\$30,485.00
4/5/2023	\$115.00	\$30,115.00
4/6/2023	\$1,935.00	\$31,965.00
4/6/2023	\$30.00	\$30,030.00
4/7/2023	\$8,074.55	\$40,707.08
4/7/2023	\$1,916.78	\$32,632.53
4/7/2023	\$665.75	\$30,715.75
4/7/2023	\$50.00	\$30,050.00
4/10/2023	\$10,302.13	\$40,482.13
4/10/2023	\$180.00	\$30,180.00
4/11/2023	\$18,823.05	\$49,013.05
4/11/2023	\$150.00	\$30,190.00
4/11/2023	\$40.00	\$30,040.00
4/12/2023	\$40,149.80	\$70,310.80
4/12/2023	\$161.00	\$30,161.00
4/13/2023	\$405.00	\$30,670.00
4/13/2023	\$265.00	\$30,265.00
4/14/2023	\$721.00	\$31,011.00
4/14/2023	\$215.00	\$30,290.00
4/14/2023	\$75.00	\$30,075.00
4/17/2023	\$4,670.06	\$34,818.06
4/17/2023	\$75.00	\$30,148.00
4/17/2023	\$73.00	\$30,073.00
4/18/2023	\$2,048.75	\$32,103.75
4/18/2023	\$55.00	\$30,055.00
4/19/2023	\$1,795.00	\$32,018.00
4/19/2023	\$200.00	\$30,223.00
4/19/2023	\$23.00	\$30,023.00
4/20/2023	\$1,290.00	\$31,425.00
4/20/2023	\$95.00	\$30,135.00
4/20/2023	\$40.00	\$30,040.00
4/21/2023	\$20,353.00	\$50,633.50
4/21/2023	\$255.50	\$30,280.50
4/21/2023	\$25.00	\$30,025.00
4/24/2023	\$18,271.65	\$48,680.65
4/24/2023	\$330.00	\$30,409.00
4/24/2023	\$79.00	\$30,079.00
4/25/2023	\$692.90	\$30,815.90

Month of: *April*

4/25/2023	\$120.00	\$30,123.00
4/25/2023	\$3.00	\$30,003.00
4/26/2023	\$10,865.80	\$48,407.18
4/26/2023	\$7,541.38	\$37,541.38
4/27/2023	\$6,053.79	\$36,338.79
4/27/2023	\$285.00	\$30,285.00
4/28/2023	\$217,829.41	\$280,460.00
4/28/2023	\$1,202.00	\$62,630.59
4/28/2023	\$275.00	\$61,428.59
4/28/2023	\$8.00	\$61,153.59

*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*

Municipal address	Legal address	Category	Work type	Work target	Applicant	Owner	Status
651 FERN ST	BOWERS EAST PLAT LOT 3 & E21FT LOT 4 LESS E1/2 LOT 3	Residential building	Addition	Additional dwelling unit	Brock Eklund	JESSICA FRANZKE	Permit issued
2601 NATURE VIEW CT	NATURE VIEW PLAT LOT 4	Residential building	New	Single-family dwelling	Samuel Kuen	Samuel Kuen	Permit issued
2940 S. WEILER RD.	Parcel Number 325118134 LOT 3 CSM 8327	Residential building	New	Single-family dwelling	Riley Vander Wyst	Riley Vander Wyst	Permit issued
1910 BEAR PAW TR	WILDLIFE HEIGHTS LOT 82	Residential building	Addition	Single-family dwelling	Cory Nackers	Cory Nackers	Construction started
211 IDLEWILD ST	J.M BLACKS 2ND ADDN LOT 7 BLK 2 LESS A TRIAN PICE IN SW COR THEREOF TRIAN PICE LAND AT N END OF LOT 8 BLK 2 AS DESC IN 329D595	Plumbing	Repair	Water Heater	Matthew Van Den Elzen	Araceli Mendozasalais	Permit issued
1970 WHITE DOVE LA	LOT 178 WILDLIFE HEIGHTS 1ST ADDITION TO	Accessory structures	New	Shed	Brock Wenzel	Brock Wenzel	Permit issued
701 TARRAGON DR	LOT 1 CSM 7721	HVAC	New	Heating	Shana Shepard	Todd Schuh	Permit issued
2120 WHITE WOLF LA	LOT 12 BLUE STEM MEADOWS	HVAC	Remodel	Ductwork	Brittney Johnston	Brittney Johnston	Permit issued
3140 S WEILER RD	LOT 21 COUNTRY SIDE ESTATES	Accessory structures	Addition	Deck	Ross DeBoth	Ross DeBoth	Permit issued

217 GERTRUDE ST	LOT 16 BLK 3 STOVEKIN PLAT	Storm Sewer/ Waters / Sanitary laterals	Replacement	Sanitary	Kirk Popp	Conner Lamers	Finished
1105 LAWE ST	LOT 2 BLK 1 GRIGNON ADDN	Plumbing	Replacement	Water Heater	Black-Haak Heating	Debbie Konitzer	Permit issued
2117 CHESTERFIELD CT	LOT 20 FIRST ADDITION TO WINCHESTER PARK	Plumbing	Remodel	Other	Black-Haak Heating	Cody Wood	Permit issued
2117 CHESTERFIELD CT	LOT 20 FIRST ADDITION TO WINCHESTER PARK	Electrical	Remodel	Open Frame	Black-Haak Heating	Cody Wood	Permit issued
216 WHITNEY ST	JOS KLEINS ADDN LOT 2 BLK 8 LESS WLY2FT	Plumbing	Remodel	Other	Bath Fitter	Jerd Miller	Construction started
2040 ANTELOPE TR	WILDLIFE HEIGHTS LOT 107	Residential building	New	Single-family dwelling	Arlen Baumann	Arlen Baumann	Permit issued
2080 ANTELOPE TR	WILDLIFE HEIGHTS LOT 111	Electrical	New	Open Frame	Lisa Hidde	Schmidt Brothers	Permit issued
2070 ANTELOPE TR	WILDLIFE HEIGHTS LOT 110	Electrical	New	Open Frame	Lisa Hidde	Schmidt Brothers	Permit issued
2018 ANTELOPE TR	WILDLIFE HEIGHTS LOT 104	Residential building	New	Single-family dwelling	Arlen Baumann	Arlen Baumann	Permit issued
315 W EIGHTH ST	JOS KLEINS ADDN LOT 10 BLK 3	Electrical	New	Service	Mitchell Hollern	Andy Schmitt	Finished

617 W TENTH ST	E1.50AC OF W4.50AC OF N435FT OF PRT GOV LOT 5 LY S OF HY Z SEC23 T21N R18E 1.50AC M/L 591R591	Electrical	New	Service	Shannon Whittaker	Charles West	Permit issued
2070 ANTELOPE TR	WILDLIFE HEIGHTS LOT 110	Residential building	New	Single-family dwelling	Lisa Schmidt, Lisa Schmidt	Lisa Schmidt	Permit issued
2080 ANTELOPE TR	WILDLIFE HEIGHTS LOT 111	Residential building	New	Single-family dwelling	Lisa Schmidt, Lisa Schmidt	Lisa Schmidt	Permit issued
1300 GREYHOUND ST	LOT 47 HURKMAN HEIGHTS 3	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Ryan Peterson	Scott Dewitt	Permit issued
2040 ANTELOPE TR	WILDLIFE HEIGHTS LOT 107	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Ryan Peterson	Arlen Baumann	Permit issued
2018 ANTELOPE TR	WILDLIFE HEIGHTS LOT 104	Residential building	New	Single-family dwelling	Arlen Baumann	Arlen Baumann	Revoked
605 DIEDRICH ST	D S K HYLAND HEIGHTS LOT 18 & JOHN P DIEDRICH SUBD N10FT OF LOTS 1 & 2 BLK 1	Residential building	Repair	Single-family dwelling	Ashley Jenkins	Rosemary Van Den Langenberg	Permit issued
1225 BOXER ST	Lot 27, Hurkman Heights 2	Accessory structures	Addition	Deck	Dallas Ujazdowski	Dallas Ujazdowski	Permit issued

1831 ANTELOPE TR	LOT 88 WILDLIFE HEIGHTS	Residential building	Remodel	Single-family dwelling	Keely Hass, Anthony Hass, Keely Hass	Anthony Hass, Keely Hass	Permit issued
1816 MELISSA CT	FARMVIEW VILLAGE LOT 15	HVAC	New	Furnace	Jeff Ring	Dave Kenney	Permit issued
2051 ANTELOPE TR	WILDLIFE HEIGHTS LOT 117	Residential building	New	Single-family dwelling	Jon Huss	Jon Huss	Permit issued
2013 ANTELOPE TR	WILDLIFE HEIGHTS LOT 123	Residential building	New	Single-family dwelling	Jon Huss	Jon Huss	Permit issued
313 DODGE ST	LEDYARD PLAT E1/2 LOT 12 BLK 12 & ALL LOT 13 BLK 12	Accessory structures	Remodel	Ramp	Mark Abel	Mark Abel	Permit issued
911 DELANGLADE ST	LOT 2 CSM 3994 EXCPTG ROW IN #2100254	Commercial building	Addition	Other	Jason Brunhoefer	TILAK ANDHOLE	Permit issued
216 E SIXTEENTH ST	VAN DAALWYK SUBD NO 2 LOT 1 BLK 1	Residential building	Remodel	Single-family dwelling	MAD CITY WINDOWS AND BATH	Karen Cronin	Permit issued
2040 ANTELOPE TRAIL KAUKAUNA, WISCONSIN 54130		Plumbing	New	Other	Timothy Rausch	Arlen Baumann	Permit issued
813 OVIATT ST	LOT 4 BLK B BLACKWELL ADDN	Electrical	Repair	Service	Andrew Boucher	Shelly Vangrisven	Permit issued
200 W MORNINGSIDE DR	FIELDCREST SUBD LOT 45	Residential building	Repair	Single-family dwelling	Ashley Jenkins	Craig & June Fuss	Permit issued
331 W HENRY ST	KLEINS HARMONY PLAT LOT 16	Other structures	New	Fence	Ashley Zellner	Ashley Zellner	Permit issued

2300 TOWER DR	PART LOTS 19 & 20 KAUKAUNA INDUSTRIAL PARK NO 1 DESC AS FOLL: COM NE COR LOT 20 S69D W660.68FT POB S69D W225.02FT S21D E488.28FT N68D E225FT N21D W484.94FT TO POB	Plumbing	Remodel	Other	Black-Haak Heating	Carl Hardtke	Permit issued
33 ASH GROVE PL	LOT 3 ASH GROVE ESTATES	Residential building	New	Single-family dwelling	Marcus McGuire	Marcus McGuire	Construction started
31 ASH GROVE PL	LOT 4 ASH GROVE ESTATES	Residential building	New	Single-family dwelling	Marcus McGuire	Marcus McGuire	Construction started
264 W WISCONSIN AVE	STOVEKIN PLAT N1/2 LOT 6 BLK 4 & ALL LOT 7 BLK 4	Commercial building	Remodel	Office Building	Terry Ellenbecker	TJ Minnehan	Permit issued
2940 S WEILER RD	LOT 3 CSM 8327	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Ric Huss	Riley Vander Wyst	Permit issued
129 GRANT ST	BLACK PLAT OF PRT PC #33 LOT 25 BLK A	Other structures	New	Fence	Ben Dercks	Ben Dercks	Permit issued
3141 S WEILER RD	LOT 9 COUNTRY SIDE ESTATES	Other structures	New	Fence	Sandra Rogers	Sandra Rogers	Permit issued
1909 SULLIVAN AV	LOT 10 HERMSEN PLAT	Other structures	New	Fence	Ron Rogers	Ron Rogers	Permit issued



201 NIKKI LA	LOT 14 INSIDE THE PARK PLACE	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Holly Dercks	Holly Dercks	Permit issued
811 JOSHUA ST	THIRD ADDITION TO FARMVIEW VILLAGE LOT 81	Plumbing	Remodel	Other	Ryan Petersen	River Reiner	Permit issued
2071 BEAR PAW TR	WILDLIFE HEIGHTS LOT 141	Residential building	New	Single-family dwelling	Aaron Meloan	Aaron Meloan	Permit issued
307 DOTY ST	LAW MEADE BLACK ADDN LOT 2 BLK 24	Electrical	New	Service	Nick Kampo	Sean Parker	Permit issued
2041 ANTELOPE TR	WILDLIFE HEIGHTS LOT 118	Residential building	New	Single-family dwelling	Bryan Renaud	Bryan Renaud	Permit issued
807 DESNOYER STREET	residential home	Plumbing	Remodel	Other	Ryan Petersen	Kevin Berry	Permit issued
120 E THIRD ST	LEDYARD PLAT LOT 23 BLK 6 TID 2	Accessory structures	New	Deck	Donald Dix	Donald Dix	Permit issued
1961 WHITE DOVE LANE	WILDLIFE HEIGHTS LOT 46	Driveway/Culv ert	Improve existing	Residential	Steve Fischer	Steve Fischer	Permit issued
715 E EIGHTH ST	BEAULIEUS ADD LOT 4 BLK 2	Residential building	Repair	Single-family dwelling	Ashley Jenkins	Sally & Paul De Bruin	Permit issued
317 PARK ST	JOS KLEINS ADDN LOT 11 BLK 10	Electrical	New	Panel	Addison Robles	Addison Robles	Permit issued
207 W TENTH ST	BLACKWELL BROS ADDN REPLAT OF BLK 6 & ALL OF LOT 5 BLK 6 & WLY10FT LOT 6 BLK 6	Other structures	New	Other	DAN JONES	DAN JONES	Permit issued

2151 WHITE WOLF LA	LOT 32 BLUE STEM MEADOWS	Plumbing	New	Other	Black-Haak Heating	Kyle Hook	Permit issued
2070 ANTELOPE TR	WILDLIFE HEIGHTS LOT 110	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Ryan Jelovnik	Ryan Jelovnik	Permit issued
2080 ANTELOPE TR	WILDLIFE HEIGHTS LOT 111	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Ryan Jelovnik	Ryan Jelovnik, Lisa Schmidt	Permit issued
2018 ANTELOPE TRAIL		Plumbing	New	Municipal connection	Timothy Rausch	Arlen Baumann	Permit issued
2160 WHITE WOLF LA	LOT 16 BLUE STEM MEADOWS	Residential building	Remodel	Single-family dwelling	Gerry La Bonte	JENNESSA YANG	Permit issued
104 E TWELFTH ST	BARNARD JACOBS ADD LOT 6 REPLAT BLK 5	HVAC	Remodel	Furnace	Michael Christensen	Heather Quaintance	Permit issued
1215 E HYLAND AV	LOT 1 CSM 3651 EXCPTG ROW IN DOC #2099252, LESS PRT DESC IN DOC #2283586	Storm Sewer/ Waters / Sanitary laterals	Replacement	Water lateral	Paul Korth	TJ Anderson	Permit issued
911 DELANGLADE ST	LOT 2 CSM 3994 EXCPTG ROW IN #2100254	Electrical	Remodel	Open Frame	James Eland II	TILAK ANDHOLE	Permit issued
711 LAWE ST	CENTRAL ADD. LOT 3 BLK 1 LESS NW4.28FT	HVAC	Remodel	Heating	Jon Kautzer	Melanie Braddock	Permit issued
2009 ANTELOPE TR	WILDLIFE HEIGHTS LOT 125	Residential building	New	Single-family dwelling	Jeremy Olmsted	Jeremy Olmsted	Permit issued
2071 BEAR PAW TR	WILDLIFE HEIGHTS LOT 141	Electrical	New	Underground	Chad Bader	Rock Solid Properties LLC	Permit issued

2940 HAAS RD	LOT 3 BLUE STEM MEADOWS	Accessory structures	New	Gazebo	Adriana Perez	Adriana Perez	Permit issued
107 E NINTH ST	BARNARD JACOBS ADD ALL LOT 4 BLK 1 LESS ELY11.6FT & ELY11.6 FT LOT 5 BLK 1	Other structures	New	Fence	Matthew Kutzner, Isabel Kutzner	Matthew Kutzner	Permit issued
1215 E HYLAND AV	LOT 1 CSM 3651 EXCPTG ROW IN DOC #2099252, LESS PRT DESC IN DOC #2283586	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Nick newhouse	Basset Mechanical	Permit issued
2009 ANTELOPE TR	WILDLIFE HEIGHTS LOT 125	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Joan Klister	jeremy olmstead	Permit issued
2011 ANTELOPE TRAIL	Lot # 125 Wildlife Heights	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Joan Klister	Jeremy olmstead	Permit issued
264 W WISCONSIN AV	CSM 4685 LOT 1 (PLATTED OUT OF PRT LOTS 7, 8, 9, 10, 11 12 & PRT LOT 13 BLK 12 LAWE MEADE & BLACKS ADDN) 1.30AC M/L	Plumbing	Remodel	Other	RYAN ALBRECHT	TJ MINNEHAN	Permit issued

1910 BEAR PAW TR	WILDLIFE HEIGHTS LOT 82	Electrical	New	Open Frame	Robert Schommer, Bob Schommer	Cory Nackers	Permit issued
1213 CHERRY ST	1213 & 1215 CHERRY STREET CONDOMINIUM UNIT 1213 & 50% INT IN COMMON AREAS	Plumbing	Replacement	Water Heater	TUREKS PLUMBING	DENNIS DOMACK	Permit issued
2018 ANTELOPE TR	WILDLIFE HEIGHTS LOT 104	Electrical	New	Open Frame	Patrick Jensen, Patrick Jensen	Arlene Baumann	Permit issued
1002 SAUNDERS RD	SAUNDERS ROAD CONDOMINIUM NO. 1002-1004 UNIT 2 & 50% INT IN COMMON AREAS	Residential building	Remodel	Single-family dwelling	Heather Vande Burgt	Tony Swanningson	Finished
2040 ANTELOPE TR	WILDLIFE HEIGHTS LOT 107	Electrical	New	Open Frame	Patrick Jensen, Patrick Jensen	Arlene Baumann	Permit issued
2071 ANTELOPE TR	WILDLIFE HEIGHTS LOT 115	Electrical	New	Open Frame	Patrick Jensen, Patrick Jensen	Arlene Baumann	Permit issued
401 W HENRY ST	KLEINS HARMONY PLAT LOT 15	Other structures	New	Fence	Roger Kamin	Roger Kamin	Permit issued
2071 BEAR PAW TR	WILDLIFE HEIGHTS LOT 141	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Chad Schuh	aaron malone	Finished

2012 ANTELOPE TR	WILDLIFE HEIGHTS LOT 101	Storm Sewer/ Waters / Sanitary laterals	New	Water, storm and sanitary	Joan Klister	Jeremy Olmstead	Permit issued
------------------	-----------------------------	--	-----	------------------------------	--------------	-----------------	---------------





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
 From: Director of Planning and Community Development  
 Date: 05-16-2023  
 Re: Renew Kaukauna – ARPA and RACK Program

In 2022 the Council approved ARPA funding for a program aimed at improving the City's Historic Core and gave direction to staff to develop the program and bring it back for consideration. RACK then approved matching funds to the program and similarly directed staff to create the program for further review. To that end, staff created the attached initiative with three programs within in it, all aimed at addressing different needs within the City's core.

1. **Façade Improvement Program (FIP)** a forgivable loan program to help renovate the exterior of historic buildings within the Commercial Core District. The program provides matching forgivable loans up to \$15,000.
2. **Interior Renovation Program (IRP)** a forgivable loan program to help bring up to code the interior of historic buildings within the Commercial Core District. The program provides 1/3 matching forgivable loans up to \$15,000.
3. **Downtown Beautification** is a grant program meant to beautify the downtown through use of art and plantings.

The goal of the Renew Kaukauna Initiative is to invest both public and private funds into Kaukauna's downtown to both beautify and revitalize the corridor. RACK has discussed the program at multiple meetings and made several edits. The program presented to council today has been approved by RACK and recommended for approval by the common council.

If Council chooses to move forward with this program, the funds would be made available immediately after approval and RACK would administer the oversight of each project applying for funding.

### Recommendation:

### Approval of the Renew Kaukauna Initiative





# RENEW KAUKAUNA

A Downtown Revitalization Program

Date: 1/1/2023

Author: City of Kaukauna:  
Community Development  
Department

## **Overview**

The City of Kaukauna is known for its vibrant history and a community of firsts. Kaukauna is lucky to have one of the most historic city cores and some of the oldest buildings in the state of Wisconsin. Sixty-Four (64) commercial buildings, between uptown and downtown, are over 100 years old and another dozen buildings are over 70 years old. The historic charm of the city's core is one of its greatest assets, but an old building needs a lot of work to remain usable and aesthetically pleasing.

Kaukauna has come to a crossroads where many of its downtown buildings are seeing their age. From façade degradation to interior neglect, the downtown is losing its vibrancy. The cost to repair an exterior historic building can often be 10's of thousands of dollars. Similarly, the cost to renovate and bring units up to code, in a 100+ year old building, is very cost prohibitive to many businesses. Business owners and building owners who just saw one of the largest economic downturns in US history, are not flush with thousands of dollars to renovate their buildings.

To revitalize and breathe new life into our downtown, the city needs to get serious about programs that will fix our aging buildings, reduce vacancies, provide code compliant units, and attract new foot traffic to the city's core.

The planning department took a walking tour and asked businesses about their perceptions of the downtown and if they believe investment in the buildings would help. The answer was a resounding "yes". Business owners are by and large concerned about the city's downtown health and a number of business owners stated they would use both façade improvement grants and interior renovation grants to improve their facility.

Planning staff proposes a three-pronged approach to "Renewing" Kaukauna's Commercial Core.

1. Façade Improvement Program (FIP)
2. Interior Renovation Program (IRP)
3. Downtown Beautification

## **Facade Improvement Program**

The Façade Improvement Program (FIP) is a forgivable loan program to help renovate the exterior of historic buildings within the Commercial Core District. The program provides matching forgivable loans up to \$15,000.

Example:

Total Project Cost	Maximum City Match	Private Match
\$30,000.00	\$15,000.00	\$15,000.00
\$10,000.00	\$5,000.00	\$5,000.00
\$40,000.00	\$15,000.00	\$25,000.00

- A. Eligible Properties: Properties that meet the following criteria may apply for FIP.
  - a. Properties Zoned Commercial Core District (CCD).
  - b. Properties built prior to 1950 and/or properties that are recognized as a contributing property on the State Historic Registry.
  - c. Total Project cost must be \$10,000 or more.

- B. Ineligible Projects and Expenditures: *See Additional Program Details*
- C. Eligible Projects:
  - a. All projects shall be comprehensive and not partial projects. (Example of comprehensive project: All masonry work on the front façade, all windows replaced, entire back façade renovation)
  - b. Repair or replace the following:
    - i. Existing siding.
    - ii. Existing masonry work.
    - iii. Historic architectural detail.
    - iv. Gutters, soffit, fascia or trim
    - v. Roof, windows or doors
  - c. City of Kaukauna Redevelopment Authority reserves the right to approve or deny any project as it fits within the scope of this program. If scenarios outside the bounds of this program guide arise, the Redevelopment Authority shall make their best judgement in awarding project funding.
  - d. All exterior materials shall be replaced in kind and with like materials. If the applicant wishes to replace with not like materials the Redevelopment Authority shall approve the new materials on a case by case basis using the Secretary of the Interior's Standards for the Treatment of Historic Properties as a guide.
- D. The forgivable loan will be secured via a lien on the property. If the original applicant maintains ownership of the building for 10 consecutive years, the loan is forgiven. For the first 5 years of the loan, \$1,000 per year shall be forgiven. If the building were to sell before the 10-year period, the loan shall be paid back in its entirety, less any portion of the loan forgiven within the first 5 years.

### **Interior Renovation Program (IRP)**

The Interior Renovation Program (IRP) is a forgivable loan program to help bring up to code the interior of historic buildings within the Commercial Core District. The program provides 1/3 matching forgivable loans up to \$15,000.

Example:

Total Project Cost	Maximum City Match	Private Match
\$30,000.00	\$10,000.00	\$20,000.00
\$10,000.00	\$3,333.33	\$6,666.67
\$45,000.00	\$15,000.00	\$30,000.00

- A. Eligible Properties: Properties that meet the following criteria may apply for FIP.
  - a. Properties Zoned Commercial Core District (CCD).
  - b. Properties built prior to 1950 and/or properties that are recognized as a contributing property on the State Historic Registry.
  - c. Total Project cost must be \$15,000 or more.
- B. Ineligible Projects and Expenditures: *See Additional Program Details*
- C. Eligible Projects:
  - a. Repair or replace the following:
    - i. Noncompliant Electrical systems

- ii. Noncompliant Plumbing systems
- iii. Noncompliant HVAC systems
- iv. Historic architectural details
- v. Structural elements of the building deemed unsafe by the City's Building Inspector.
- vi. Interior walls, doors or floor that are dilapidated or in a state of disrepair.
- b. City of Kaukauna Redevelopment Authority reserves the right to approve or deny any project as it fits within the scope of this program. If scenarios outside the bounds of this program guide arise, the Redevelopment Authority shall make their best judgement in awarding project funding.
- D. The forgivable loan will be secured via a lien on the property. If the original applicant maintains ownership of the building for 10 consecutive years, the loan is forgiven. For the first 5 years of the loan, \$1,000 per year shall be forgiven. If the building were to sell before the 10-year period, the loan shall be paid back in its entirety, less any portion of the loan forgiven within the first 5 years.

### **Downtown Beautification**

Downtown Beautification is a grant program meant to beautify the downtown through use of art and plantings.

- A. Eligible Properties: Properties that meet the following criteria may apply for FIP.
  - a. Properties Zoned Commercial Core District (CCD).
- B. Ineligible Projects and Expenditures: *See Additional Program Details*
- C. Murals: approved murals are eligible for 100% of the cost up to \$2,500. This amount covers all costs of the mural, from materials to payment of the artist.
- D. Planters: The City will purchase planters for the Commercial Core and place them in front of qualified business on a first come first serve bases. The flowers and vegetation within the planters will be maintained by the business owner while the planter itself remains the property of the City of Kaukauna and will be maintained by the City.
- E. Blade Signs: Blade signs, following the City's sign code, are eligible for a 50/50 cost share or up to a \$500 grant.

### **Ineligible Properties:**

In addition to the eligibility outlined within each program, any property which has one or more of the following conditions shall be in ineligible for any of programs within this document.

- A. Any property where the owner or the property itself, is delinquent on any debt owed to the City of Kaukauna.
- B. Properties owned in part or in whole by tax exempt entities.
- C. Properties that have open code violations unless the funds are being used to correct a current code violation.
- D. Properties that do not meet existing fire code.
- E. Properties that have an open Renew Kaukauna loan or properties that have received Renew Kaukauna funds in the past 10 years, excluding any Downtown Beautification funds.
- F. Projects that do not employ professional labor.
  - a. Only projects that that employ professional labor shall be eligible for this program.

- b. Professional labor is considered work done by an individual who is trained and engaged in such work as a career.
- c. Painting and staining shall be exempt from this requirement.

### **Ineligible Expenditures:**

All items listed below shall not be funded by this program.

- A. Projects that are completed or underway prior to Redevelopment Authority Approval.
- B. Purchasing of permanent equipment or tools.
- C. Demolitions of an entire structure or part of a structure that do not have a planned in-kind replacement.
- D. Organizations may not use this program to reimburse their own staff's labor expenses.
- E. Building additions or projects that are entirely demolition work.

### **Application Process:**

1. Talk with Planning Staff to determine if you project is eligible.
2. Submit an application to the City of Kaukauna Planning Department.
  - a. Applications must be filled out in full and can be submitted any time of the year.
  - b. Completed applications will take 2 weeks to review and will be submitted to the next available RACK meeting for discussion and approval.
  - c. Applications that are not completed may take longer to review than 2 weeks.
  - d. The applicant must submit the following with the application:
    - i. Proof of insurance on the property
    - ii. Proof of ownership
    - iii. Bids from a qualified contractor – (Qualified Contractors being a company or individual who has the appropriate licenses active on the Wisconsin Department of Safety and Professional Services Divisions of Industry Services (DPS) website and that meet the qualifications of professional labor.)
    - iv. Most recent bank statements
    - v. Two years of tax statements
    - vi. Proof of personal financing for the remainder of the project amount
    - vii. Sites plans and or improvement visuals for the project.
    - viii. Signed Contract with selected qualified contractor.
3. Inspection: Prior to RACK Review the applicant must schedule an inspection with the fire department, code enforcement office, and building inspector to determine if the building is up to code and if any funds need to be used in such repairs.
4. RACK Review: the application will be presented to RACK for formal review. RACK will vote on whether or not to fund the project based on the above guidelines.
5. If the application is approved, a loan document will be drafted by the City of Kaukauna or it's legal consultant.
  - a. The loan document may take up to three weeks to draft.
  - b. Loan monies will be dispersed only after all documents have been signed and the applicant has spent their portion of the project money.
    - i. Expenses for the remaining work will be substantiated with invoices.

- ii. Using the invoices to indicate the remainder of the project cost, the city will make a one time payment to the applicant or contractor for the remainder of the project or the amount agreed to in the Loan.
- iii. The preference shall be to pay the contractor directly and the City reserves the right to determine if the contractor of applicant shall receive the funds.
- iv. All funds must be spent on the project and in no case should the funds be used for anything other than the project.
- v. In the event there is a costs savings on the project the City's portion of the remaining funds will be reduced.
- vi. In the event the project costs more than anticipated, it is the responsibility of the applicant to make up those remaining funds.

### **Budget**

This initiative is funded by the American Rescue Plan Act allocation and Redevelopment Authority of the City of Kaukauna funds. While the below budget shall serve as a guide RACK reserves the right to alter allocations to each of the programs based on applicant need.

Total Budget: \$300,000

Façade Improvement Program: \$170,000

Interior Renovation Program: \$100,000

Downtown Beautification: \$30,000





**CITY OF KAUKAUNA  
ORDINANCE 1881-2023**

**ORDINANCE AMENDING SECTION 21.10 PENALTY AND FINES**

**WHEREAS,** The City of Kaukauna Fire Department fees have never been specifically listed within the City of Kaukauna Municipal Code in the past; and

**WHEREAS,** The City of Kaukauna Common Council and the City of Kaukauna Fire Department believe that the fee schedule listed below gives the citizens of Kaukauna a clear and concise step by step process to the fire code violations and fees associated with the same;

**NOW THEREFORE,** be it ordained by the Common Council of the City of Kaukauna, in the State of Wisconsin, as follows:

**SECTION 1:**        **AMENDMENT** “21.10 Penalty” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

21.10 Penalty

Except as otherwise provided, any person who shall fail to comply with or who violates any of the rules, regulations, or provisions of this chapter shall be subject to a penalty as provided in section 25.04.

(Code 2011, § 21.10)

**AFTER AMENDMENT**

21.10 Penalty

~~Except as otherwise provided, any person who shall fail to comply with or who violates any of the rules, regulations, or provisions of this chapter shall be subject to a penalty as provided in section 25.04.~~ Except as otherwise provided, any person who shall fail to comply with or who violates any of the rules, regulations, or provisions of this chapter shall be subject to a penalty as provided below:

<b>Burning Restricted 21.03</b>	<b>—</b>
First Violation of 21.03 Burning Restricted	\$0.0 Extinguishment of materials burning
Second and subsequent Violation of 21.03 Burning Restricted	\$238.00
<b>Fire Inspections</b>	<b>—</b>
Routine Fire inspection	\$0.0
Noncompliance of any violation noted on the First Re-inspection	\$0.0
Noncompliance of any violation noted on the Second Re-inspection	\$338.00
Noncompliance of any violation noted on the Third Re-inspection	\$338.00 Daily until violation is corrected

If during a fire inspection an immediate fire code violation affecting life safety is found, the AHJ (Authority Having Jurisdiction) reserves the right to declare the occupancy unsafe and bar anyone from occupying the building until said violation is corrected.

(Code 2011, § 21.10)

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

Presiding Officer

Attest

\_\_\_\_\_  
Anthony J. Penterman, Mayor, City of  
Kaukauna

\_\_\_\_\_  
Sally Kenney, Clerk, City of  
Kaukauna



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson, Planning & Community Development Director  
Date: April 28, 2023  
Re: Special Exception Request – 548 Frances Street

Plan Commission has approved and recommended approval for a Special Exception request of the following matter:

Class 2 notice pursuant to Wis. Stats. ch. 985 has occurred in the Times Villager for a Public Hearing to consider a special exception request at 548 Frances Street.

Bright Amudoaghan, owner of 548 Frances Street, has submitted an application for a Special Exception for parcel 323172300. The parcel is zoned Residential Single Family (RSF), and the current use of the property is assisted living, but there is a change in ownership that requires this special exception request. The owner is proposing to continue operating an assisted living facility.

The City of Kaukauna Code of Ordinances, [Section 17.16 \(3\)](#) allows convalescent homes, nursing homes, and community living arrangements/group homes [subject to Wis. Stats. § 62.23(7)(i)] as a special exception use.

**Recommendation:**

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff & Plan Commission recommends to approve the Special Exception Use of Assisted Living Facility within the Residential Single Family District, at parcel 323172300.

RESOLUTION 2023-5385  
RESOLUTION ACCEPTING PLAN COMMISSION APPROVAL OF A SPECIAL EXCEPTION  
FOR PARCEL 323172300

WHEREAS, Bright Amudoaghan applied for a Special Exception to operate an Assisted Living Facility on property located within the Residential Single Family District (RSF) on parcel 323172300; and

WHEREAS, the matter having come before the Plan Commission of the City of Kaukauna for review, and the Plan Commission of the City of Kaukauna having confirmed that all requirements for a Special Exception as set forth in Section 17.47(4) of the Kaukauna Municipal Code are met; and

WHEREAS, after a duly noticed public hearing held on Thursday, May 4, 2023, the Plan Commission of the City of Kaukauna recommended approval of the Special Exception.

NOW, THEREFORE, Be It Resolved, by the Common Council of the City of Kaukauna, Wisconsin, that the Special Exception application submitted by Bright Amudoaghan is hereby accepted subject to the safeguards and conditions set forth above.

Introduced and adopted this 16<sup>th</sup> day of May 2023.

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

Attest: \_\_\_\_\_  
Sally A. Kenney, Clerk



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson, Planning & Community Development Director  
Date: April 28, 2023  
Re: Special Exception Request – 200 W Wisconsin Ave

Plan Commission has approved and recommended approval for a Special Exception request of the following matter:

Class 2 notice pursuant to Wis. Stats. ch. 985 has occurred in the Times Villager for a Public Hearing to consider a special exception request at 200 W Wisconsin Avenue.

Bill Wolfe, owner of 200 W Wisconsin Ave, has submitted an application for a Special Exception for parcel 321017800. The parcel is zoned Commercial Core District (CCD). Bill Wolfe is proposing to operate a Boutique Auto Sales Business. The business will focus on manual transmission vehicles.

The City of Kaukauna Code of Ordinances, Section [17.20 \(4\)\(g\)](#) allows automobile sales and service as a special exception use. The building currently meets the requirements from the State of Wisconsin for an Auto Dealership. No alterations are required or proposed, only cosmetic work will be done.

**Recommendation:**

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff & Plan Commission recommends to approve the Resolution for Special Exception of Automobile Sales within the Commercial Core District, at parcel 321017800.

RESOLUTION 2023-5386  
RESOLUTION ACCEPTING PLAN COMMISSION APPROVAL OF A SPECIAL EXCEPTION  
FOR PARCEL 321017800

WHEREAS, Bill Wolfe applied for a Special Exception to operate an Automobile Sales Business on property located within the Commercial Core District (CCD) on parcel 321017800; and

WHEREAS, the matter having come before the Plan Commission of the City of Kaukauna for review, and the Plan Commission of the City of Kaukauna having confirmed that all requirements for a Special Exception as set forth in Section 17.47(4) of the Kaukauna Municipal Code are met; and

WHEREAS, after a duly noticed public hearing held on Thursday, May 4, 2023, the Plan Commission of the City of Kaukauna recommended approval of the Special Exception.

NOW, THEREFORE, Be It Resolved, by the Common Council of the City of Kaukauna, Wisconsin, that the Special Exception application submitted by Bill Wolfe is hereby accepted subject to the safeguards and conditions set forth above.

Introduced and adopted this 16<sup>th</sup> day of May 2023.

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

Attest: \_\_\_\_\_  
Sally A. Kenney, Clerk



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson, Director of Planning & Community Development  
Date: April 28, 2023  
Re: Extraterritorial Review: Preliminary Plat – Legacy Acres

Plan Commission approved and recommended approval of the following matter:

McMahon Associates, agent for owner, has submitted a Preliminary Plat for Extraterritorial Review. Legacy Acres is a residential development in the Town of Kaukauna, north of the City, off of State Highway 96. The developer has acquired Town of Kaukauna approval and State Plat Review Application confirmation. Wisconsin DOT Approval for Connection to State Trunk Highway has been submitted.

The plat shows a 27 Lot subdivision with one Outlot for storm water purposes. The average lot size is just over an acre. There will be private wells and septic systems. Farmland Drive will be extended and a connection from Fox Meadow Lane is made to provide adequate traffic flow. Fallen Star Drive shows a road dedication to the unplatted lands to the south, available for future expansion. Shadow Ridge Court shows an Additional Road Dedication and Creation of Three Lots by Proposed CSM – resulting in a bulb for a cul-de-sac.

**Recommendation:**  
**Approval of the Legacy Acres Preliminary Plat**



ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 2646, RECORDED IN VOLUME 14 OF MAPS ON PAGE 2646, AS DOCUMENT No. 1200413 AND ALL OF LOT 2 OF CERTIFIED SURVEY MAP No. 7070, RECORDED IN VOLUME 42 OF MAPS ON PAGE 7070, AS DOCUMENT No. 2054922 AND ALL OF LOT 2 OF CERTIFIED SURVEY MAP No. 7440, RECORDED IN VOLUME 45 OF MAPS ON PAGE 7440, AS DOCUMENT No. 2115916 AND A PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 18, TOWNSHIP 21 NORTH, RANGE 19 EAST, TOWN OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.

All of Lot 1 of Certified Survey Map No. 2646, recorded in Volume 14 of Maps on Page 2646, as Document No. 1200413 and all of Lot 2 of Certified Survey Map No. 7070, recorded in Volume 42 of Maps on Page 7070, as Document No. 2054922 and all of Lot 2 of Certified Survey Map No. 7440, recorded in Volume 45 of Maps on Page 7440, as Document No. 2115916 and a part of the Northwest 1/4 of the Northeast 1/4, Section 18, Township 21 North, Range 19 East, Town of Kaukauna, Outagamie County, Wisconsin containing 1,843,993 square feet (42.332 acres) of land more or less and described as follows:

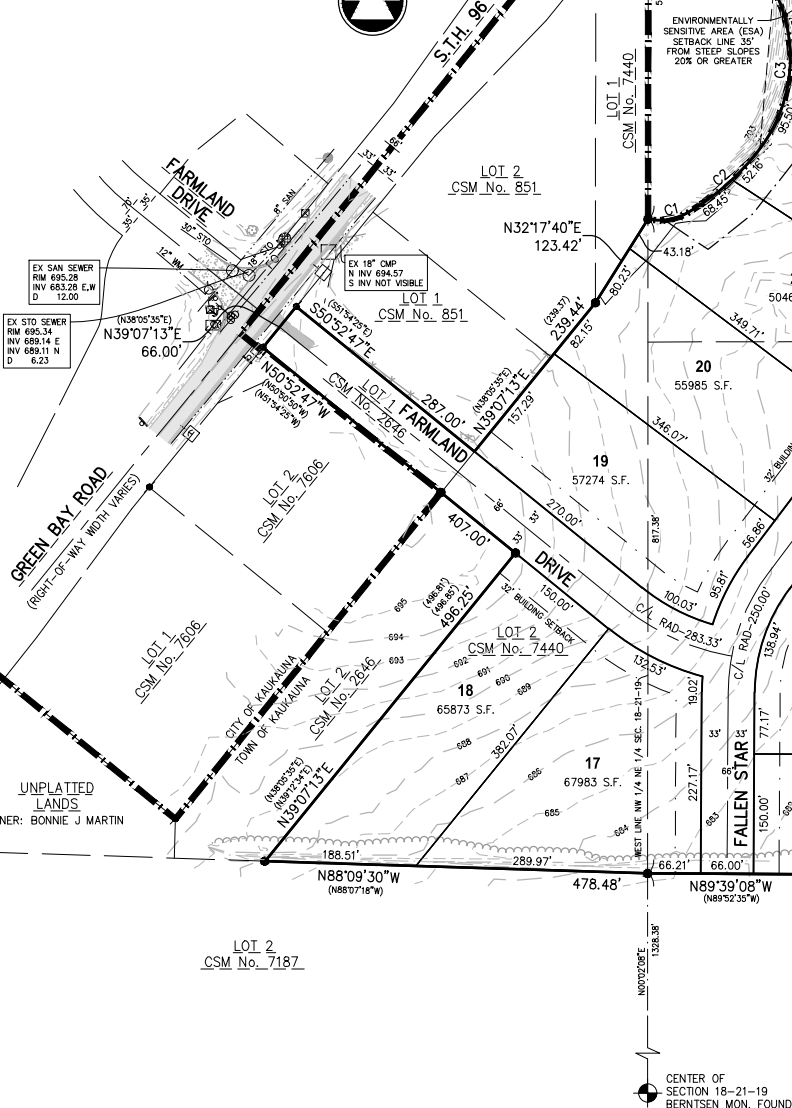
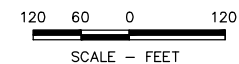
ALL LOTS TO BE SERVICED WITH INDIVIDUAL ON-SITE PRIVATE SEPTIC  
SYSTEMS & PRIVATE WELLS

-6-2023 date Professional Land Surveyor



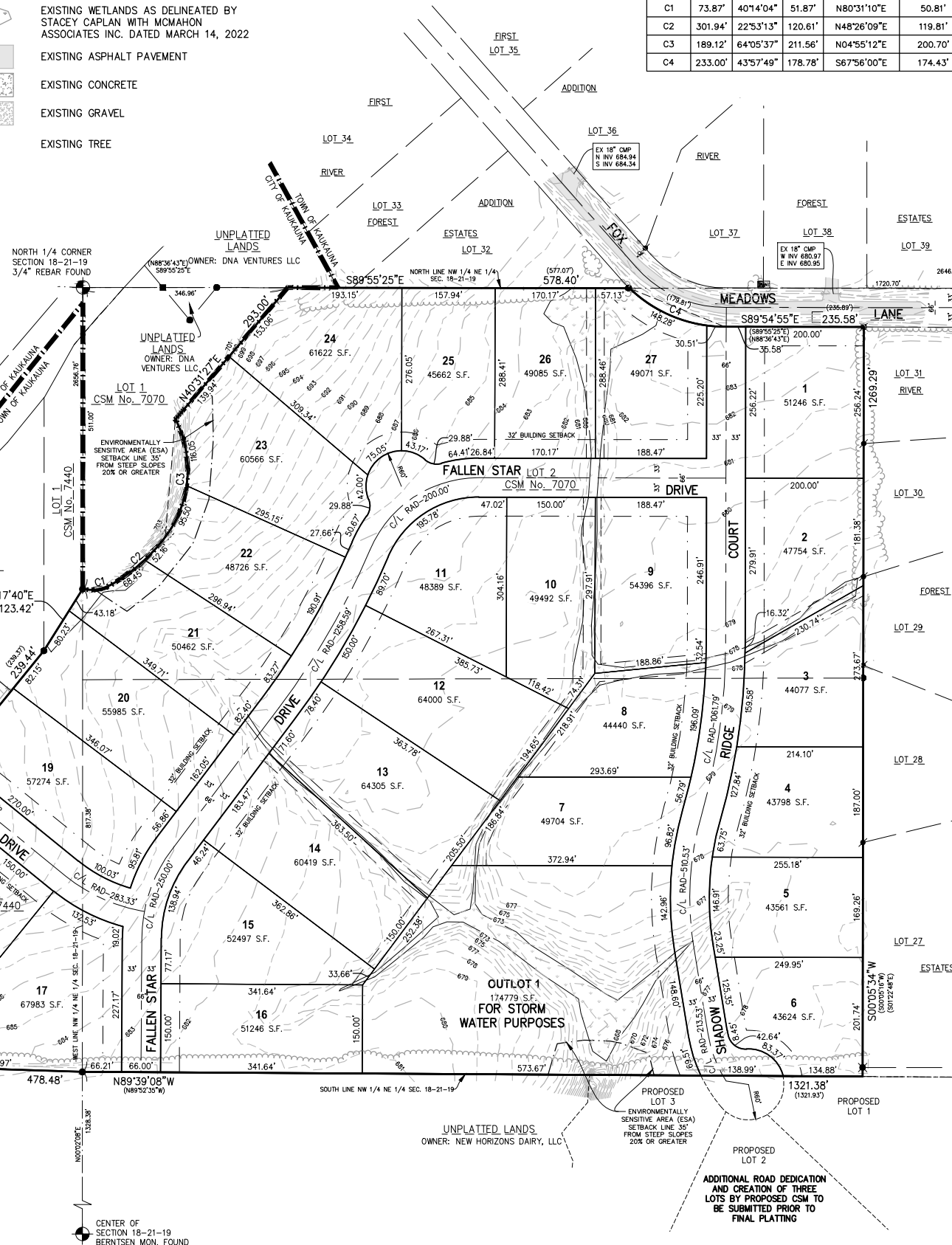
1000 500 0 1000

SCALE - FEET



SURVEYOR:  
DOUGLAS E. WOELZ  
1445 MCMAHON DRIVE  
NEENAH, WI 54956  
(920) 751-4200

Curve #	Radius	Delta	Length	Chord Direction	Chord Length	Tangent	Bearing
C1	73.87'	40°14'04"	51.87'	N80°31'10"E	50.81'	S79°21'48"E	N60°24'07"E
C2	301.94'	22°53'13"	120.61'	N48°26'09"E	119.81'	N59°52'45"E	N36°59'32"E
C3	189.12'	64°05'37"	211.56'	N04°55'12"E	200.70'	N36°58'00"E	N27°07'37"W
C4	233.00'	43°57'49"	178.78'	S67°56'00"E	174.43'	S45°57'06"E	S89°54'56"E



Working, W:\PROJECTS\B0632\092100374\CADD\Civil3D\Survey Documents\SUBDIVISION PLATS\Legacy Acres Prel Plot.dwg, 22x34, Plot Date: 4/6/2023 12:30 PM

RESOLUTION 2023-5387

RESOLUTION APPROVING THE PRELIMINARY PLAT FOR LEGACY ACRES SUBDIVISION

BE IT RESOLVED, by the Common Council of the City of Kaukauna, Wisconsin, that the extraterritorial preliminary plat for Legacy Acres subdivision development is hereby accepted and approved, there having been compliance with all local applicable provisions of law related thereto.

Introduced and adopted this 16<sup>th</sup> day of May, 2023.

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

Attest: \_\_\_\_\_  
Sally A. Kenney, City Clerk