

# COMMON COUNCIL

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



Tuesday, January 16, 2024 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 January 2, 2024.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
  - a. Badge Pinning of Firefighter/Paramedic Elliott Chier.
  - b. Retirement of Tom Bartolazzi from the Police Department - 27 years.
  - c. Retirement of Al Tennessen from the Street Department - 26 Years.
  - d. Retirement of Bill Leon from the Street Department - 26 Years.
  - e. Appointment of Carmen Greenwood to Public Housing Authority to replace Henry Beno.
  - f. Reappointment of Christina Crook to the Grignon Mansion Board.
  - g. Reappointment of Sandy Coenen to the Grignon Mansion Board.
  - h. Reappointment of Scott Granger to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.
  - i. Reappointment of Jack Pautz to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.
  - j. Reappointment of Dr. Paul Russo to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.
  - k. Reappointment of Greg VandeHey to the Fox Cities Transit Commission.
  - [l. Proclamation City of Kaukauna School Choice Week - January 21-27, 2024.](#)
  - [m. Proclamation Wisconsin Adult School Crossing Guard Recognition Week - January 22-26, 2024.](#)
  - [n. Sheldon Niquette Fund.](#)
  - [o. American Legion Post 41 Pole Banner Agreement.](#)
6. Reports of standing and special committees.
  - [a. Board of Public Works Meeting Minutes of January 15, 2024.](#)
  - [b. Finance and Personnel Committee Meeting Minutes of January 15, 2024.](#)
  - [c. Health and Recreation Committee Meeting Minutes of January 15, 2024.](#)
  - [d. Legislative Committee Meeting Minutes of January 15, 2024.](#)
  - [e. Public Protection and Safety Committee Meeting Minutes of January 15, 2024.](#)
  - [f. Plan Commission Meeting Minutes of December 7, 2023.](#)

- [g.](#) Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 2, 2023.
  - [h.](#) 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.](#) Development Update.
- 8. Presentation of ordinances and resolutions.
  - [a.](#) Ordinance 1900-2024 - Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).
  - [b.](#) Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.
  - [c.](#) Resolution 2024-5416 Resolution Supporting the WEDC Grant Application for Funds to Renovate a Downtown Building
  - [d.](#) Resolution 2024-5417 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties along East 2nd Street, West 2nd Street, East 3rd Street, West 3rd Street, Reaume Avenue, Main Avenue, Crooks Avenue.
- 9. Closed session.
  - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Dreamville.
  - b. Return to Open Session for possible action.
- 10. Adjourn.

## **NOTICES**

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



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JANUARY 2, 2024

Pursuant to adjournment on December 19, 2023 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, January 2, 2024.

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

Also present: Mayor Penterman, DPW/Eng. Neumeier, Fire Chief Carrell, Fin. Dir. Van Rossum, Ass. Planner Paul 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 suspend the rules and waive the reading of the minutes of the Common Council meeting of December 19, 2023.

All Ald. voted aye.

Motion carried.

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

All Ald. voted aye.

Motion carried.

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

#### Bills Payable

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

All Ald. voted aye.

Motion carried.

### PUBLIC APPEARANCES

None.

### BUSINESS PRESENTED BY THE MAYOR

#### Reappointment of Kelli Antoine to the ARA Exhibition Center Advisory Committee.

Motion by Thiele, seconded by Moore to reappoint Kelli Antoine to the ARA Exhibition Center Advisory Committee.

All Ald. voted aye.

Motion carried.

#### Proclamation National Law Enforcement Appreciation Day.

Mayor Penterman read the Proclamation National Law Enforcement Appreciation Day.

Motion by Antoine, seconded by Schell to receive and place on file the Proclamation National Law Enforcement Appreciation Day.

All Ald. voted aye.

Motion carried.

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### **Industrial Park Commission Meeting Minutes of December 11, 2023.**

Motion by Moore, seconded by Eggleston to receive and place on file the Industrial Park Commission Meeting Minutes of December 11, 2023.

All Ald. voted aye.

Motion carried.

### **Board of Appeals Meeting Minutes of December 20, 2023.**

Motion by Moore, seconded by Eggleston to receive and place on file the Board of Appeals Meeting Minutes of December 20, 2023.

All Ald. voted aye.

Motion carried.

### **Operator (Bartender) Licenses.**

None.

## REPORTS OF CITY OFFICERS

None.

## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### **Ordinance 1899-2024 Ordinance Amending the General Ordinances of the City of Kaukauna, Wisconsin.**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1899-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Ordinance 1899-2024.

All Ald. voted aye.

Motion carried.

## CLOSED SESSION

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. - N.E.W. Prosperity Center (Klink Equipment).**

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

All Ald. voted aye.

Motion carried.

Adjourned to close session at 7:07 p.m.

### **Return to open session for possible action.**

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

All Ald. voted aye.

Motion carried.

Returned to Open Session at 7:17 pm



Motion by Moore, seconded by Schell to approve the Developer's Agreement contingent upon Developer agreeing to the provided draft. If developer doesn't agree, direct City Attorney to draft a counter to extend the Developer Agreement Contingency due date to January 19, 2024, and come back with a final Developer's agreement at the January 16, 2024, meeting.

All Ald. voted aye.

Motion carried.

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Outlot 3 N.E.W. Prosperity Center.**

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:19 pm.

**Return to open session for possible action.**

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

All Ald. voted aye.

Motion carried.

Returned to Open Session at 7:30 pm

Motion by Moore, seconded by Antoine to approve the counteroffer for 2023-PL-11 Developer's Agreement as presented contingent upon legal approval.

All Ald. voted aye.

Motion carried.

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - (Inside the Park Place).**

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:31 pm.

**Return to open session for possible action.**

Motion by Coenen, seconded by Schell to return to open session.

All Ald. voted aye.

Motion carried.

Returned to Open Session at 7:34 pm

Motion by Moore, seconded by Thiele to approve the Amendment to Offer to Purchase of Lot 8 – Inside the Park with a closing date of on or before January 31, 2024.

All Ald. voted aye.

Motion carried.

## ADJOURN

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

Meeting adjourned at 7:35 p.m.

Sally Kenney, Clerk



## City - Bills Payable

Check #	Date	Fund	Addressee	Absolute Value of Amount
00000106/1	12/26/2023	General Fund - 101	Wis. Dept. of Revenue - ACH PAYMENT	299.86
00000106/2	12/26/2023	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	387,927.16
00000106/3	12/26/2023	General Fund - 101	MissionSquare Retirement	23,638.35
00000107/1	12/26/2023	American Rescue Plan Act Funds - 223	Kaukauna Utilities	496,751.93
00000108/1	12/26/2023	Industrial Park - 401	Kaukauna Utilities	43.52
00000109/1	12/26/2023	Nelson Crossing Fund - 224	Kaukauna Utilities	37.52
00000110/1	12/26/2023	Sanitary Sewer Utility - 602	Kaukauna Utilities	98.74
00000112/1	12/26/2023	Storm Water Utility - 601	Kaukauna Utilities	9.80
00000113/1	12/26/2023	TID #5 Construction Fund - 465	Kaukauna Utilities	100.30
00000114/1	12/26/2023	General Fund - 101	Grand Kakalin LLC	6,818.35
00000114/2	12/26/2023	General Fund - 101	Garrow Oil Corp.	20,683.18
00000114/3	12/26/2023	General Fund - 101	Kaukauna Utilities	15,931.77
00000114/4	12/26/2023	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	2,545.25
00000114/5	12/26/2023	General Fund - 101	Fire Association Local 1594	637.80
00000114/6	12/26/2023	General Fund - 101	Police Association	696.00
00000114/7	12/26/2023	General Fund - 101	Fire House Fund	336.00
00000114/8	12/26/2023	General Fund - 101	Pelion Benefits, Inc (SSA)	1,268.59
120867	12/22/2023	1000 Islands - 201	Unison Credit Union	97.43
120841	12/22/2023	Equipment Capital - 421	Oshkosh Fire & Police Equipment	5,008.79
120846	12/22/2023	Park & Pool Capital - 422	Parkitecture + Planning	4,272.00
120832	12/22/2023	Rack - Commercial Revolving - 206	McCarty Law, LLP	252.00
120802	12/22/2023	RedHill Landfill - 222	Ahlstrom Specialty Solutions	108,450.00
120777	12/22/2023	Storm Water Utility - 601	Carl Bowers & Sons Construction Co, Inc	6,889.70
120865	12/22/2023	Storm Water Utility - 601	Truck Country Of Wisconsin	754.36
120868	12/22/2023	Storm Water Utility - 601	Unison Credit Union	413.28
120766	12/22/2023	Sanitary Sewer Utility - 602	A T F Tires & Service Center Inc.	33.31
120778	12/22/2023	Sanitary Sewer Utility - 602	Carl Bowers & Sons Construction Co, Inc	10,056.54
120804	12/22/2023	Sanitary Sewer Utility - 602	Ferguson Waterworks #1476	64.12
120814	12/22/2023	Sanitary Sewer Utility - 602	Interstate Battery	11.96
120823	12/22/2023	Sanitary Sewer Utility - 602	Klink Hydraulics, LLC	623.04
120827	12/22/2023	Sanitary Sewer Utility - 602	Lazer Utility Locating, LLC	456.50
120834	12/22/2023	Sanitary Sewer Utility - 602	MGD Industrial Corp	36.00
120765	12/22/2023	General Fund - 101	A T F Tires & Service Center Inc.	236.99
120768	12/22/2023	General Fund - 101	Airgas USA, LLC	188.10
120769	12/22/2023	General Fund - 101	Andrew Pelot	48.02
120770	12/22/2023	General Fund - 101	Aring Equipment Co. Inc	5,418.28
120771	12/22/2023	General Fund - 101	Austin Klister	84.40
120772	12/22/2023	General Fund - 101	Automotive Supply Co	501.40
120773	12/22/2023	General Fund - 101	BayCare Aurora LLC	8,178.62
120774	12/22/2023	General Fund - 101	Bear Graphics	3,270.24
120775	12/22/2023	General Fund - 101	Bergstrom of Kaukauna	433.50
120776	12/22/2023	General Fund - 101	Brian Inocelda	350.00
120779	12/22/2023	General Fund - 101	Carstens Ace Hardware	359.07
120780	12/22/2023	General Fund - 101	Casper's Truck Equipment	26.84
120781	12/22/2023	General Fund - 101	Cavendish Square	335.89
120782	12/22/2023	General Fund - 101	Chad Gerrits	403.32
120783	12/22/2023	General Fund - 101	Charles Rasmussen	117.11

Check #	Date	Fund	Addressee	Absolute Value of Amount
120784	12/22/2023	General Fund - 101	Charlie Vosters	13.88
120785	12/22/2023	General Fund - 101	Christie Fortemps	125.00
120786	12/22/2023	General Fund - 101	City Of Appleton	402.40
120788	12/22/2023	General Fund - 101	Cody Foss	33.90
120789	12/22/2023	General Fund - 101	Conway Shield	1,215.50
120790	12/22/2023	General Fund - 101	Craig Schneider	272.64
120791	12/22/2023	General Fund - 101	Dean Enterprises, LLC	137.50
120792	12/22/2023	General Fund - 101	Debra Nowak	200.00
120793	12/22/2023	General Fund - 101	Diamond Vogel Inc.	387.34
120794	12/22/2023	General Fund - 101	Digisage	285.00
120795	12/22/2023	General Fund - 101	Diversified Benefit Services, Inc.	702.28
120796	12/22/2023	General Fund - 101	Eagle Sign & Design LLC	1,272.15
120798	12/22/2023	General Fund - 101	Elliot Chier	200.00
120799	12/22/2023	General Fund - 101	Emergency Medical Products	91.48
120800	12/22/2023	General Fund - 101	Energy Control & Design, Inc.	4,969.00
120801	12/22/2023	General Fund - 101	Evergreen Power, LLC	82.99
120803	12/22/2023	General Fund - 101	Fastenal Company	5.16
120805	12/22/2023	General Fund - 101	Fox Cities Convention & Visitors Bureau	900.00
120806	12/22/2023	General Fund - 101	Fox Cities Magazine	545.00
120807	12/22/2023	General Fund - 101	Fox River Navigational System Authority	17,982.16
120809	12/22/2023	General Fund - 101	H & R Safety Solutions, LLC	222.74
120810	12/22/2023	General Fund - 101	Harlan Hirschy	125.00
120811	12/22/2023	General Fund - 101	Inge Murphy	75.33
120812	12/22/2023	General Fund - 101	Ingram	33.59
120813	12/22/2023	General Fund - 101	Interstate Battery	468.95
120815	12/22/2023	General Fund - 101	Iron Mountain Inc.	107.02
120816	12/22/2023	General Fund - 101	J.F. Ahern Co.	240.00
120817	12/22/2023	General Fund - 101	Jacob Carrel	650.00
120818	12/22/2023	General Fund - 101	Jeff Bowen	94.43
120819	12/22/2023	General Fund - 101	Jeff Moericke	98.56
120820	12/22/2023	General Fund - 101	John VanDrunen	379.90
120821	12/22/2023	General Fund - 101	K. R. West Company Inc	480.86
120822	12/22/2023	General Fund - 101	Klink Hydraulics, LLC	978.85
120824	12/22/2023	General Fund - 101	Kory Krueger	1,396.94
120825	12/22/2023	General Fund - 101	Kurt Vanderloop	94.99
120826	12/22/2023	General Fund - 101	Kwik Trip, Inc.	533.43
120828	12/22/2023	General Fund - 101	Lonny Ziemer	378.59
120829	12/22/2023	General Fund - 101	MacQueen Equip Group	534.57
120830	12/22/2023	General Fund - 101	Marco	1,107.17
120831	12/22/2023	General Fund - 101	Marco Technologies LLC NW 7128	46.74
120833	12/22/2023	General Fund - 101	MGD Industrial Corp	1,461.04
120835	12/22/2023	General Fund - 101	Michael Hamilton	450.00
120836	12/22/2023	General Fund - 101	Monroe Truck Equip - Green Bay	361.27
120838	12/22/2023	General Fund - 101	News Publishing Co, Inc.	3,800.46
120839	12/22/2023	General Fund - 101	Nick Bouressa	68.54
120840	12/22/2023	General Fund - 101	Northcentral Utility of Wisconsin, LLC	16.14
120842	12/22/2023	General Fund - 101	Outagamie County Chaplain Program Inc.	300.00
120843	12/22/2023	General Fund - 101	Outagamie County Treasurer	28,655.12
120844	12/22/2023	General Fund - 101	Outagamie Waupaca Library System	160.00

Check #	Date	Fund	Addressee	Absolute Value of Amount
120845	12/22/2023	General Fund - 101	Packer City International Trucks, Inc.	3,261.77
120847	12/22/2023	General Fund - 101	Quadient Finance USA, Inc.	500.00
120848	12/22/2023	General Fund - 101	Quality Truck Care Center	767.37
120849	12/22/2023	General Fund - 101	R.N.O.W., Inc.	1,491.13
120850	12/22/2023	General Fund - 101	RecTrac, LLC	1,162.50
120851	12/22/2023	General Fund - 101	Riesterer & Schnell Inc	319.15
120852	12/22/2023	General Fund - 101	Roy VanZeeland	125.00
120854	12/22/2023	General Fund - 101	Ryan Kussow	450.00
120855	12/22/2023	General Fund - 101	Sam Klimek	357.10
120857	12/22/2023	General Fund - 101	Samuel Hebert	30.20
120858	12/22/2023	General Fund - 101	Silver Squirrel Engraving & Gifts	129.97
120860	12/22/2023	General Fund - 101	Stryker Sales Corporation	316.20
120861	12/22/2023	General Fund - 101	TheDACare Laboratories	42.50
120862	12/22/2023	General Fund - 101	Thomas M Kromm d/b/a Kromm Land Surveying LLC	700.00
120864	12/22/2023	General Fund - 101	Truck Country Of Wisconsin	389.26
120866	12/22/2023	General Fund - 101	Unison Credit Union	12,706.26
120870	12/22/2023	General Fund - 101	We Energies	663.41
120873	12/22/2023	General Fund - 101	Zorn Compressor & Equipment	982.81
120767	12/22/2023	General Fund - 101	Advanced Maintenance Solutions	1,687.85
120871	12/22/2023	General Fund - 101	Wisconsin Dept of Justice	21.00
120853	12/22/2023	General Fund - 101	RG Inspections LLC	7,891.50
120808	12/22/2023	General Fund - 101	Gila, LLC	22.00
120859	12/22/2023	General Fund - 101	Steve McEssey	179.50
120856	12/22/2023	General Fund - 101	Samantha Precord	404.00
120837	12/22/2023	General Fund - 101	Nelson Tactical	1,130.83
120797	12/22/2023	General Fund - 101	Electric City Lanes	4,829.41
120872	12/22/2023	General Fund - 101	Wyatt Gezella	446.16
120863	12/22/2023	General Fund - 101	Trevor Prusinski	158.14
120869	12/22/2023	General Fund - 101	VandeHey Company, Inc	2,077.58
120787	12/22/2023	General Fund - 101	City of Hartford	42.00
120874	12/22/2023	General Fund - 101	Cintas Corp.	760.29
120875	12/22/2023	General Fund - 101	Plymouth Lubricants	3,028.40
120876	12/22/2023	General Fund - 101	Ryan Steffel	447.56
00000115/1	12/29/2023	General Fund - 101	Delta Dental of Wisconsin	1,915.24
120878	12/29/2023	Storm Water Utility - 601	AT&T Mobility	43.63
120879	12/29/2023	General Fund - 101	Automotive Supply Co	811.90
120880	12/29/2023	General Fund - 101	Conway Shield	11,099.00
120883	12/29/2023	General Fund - 101	Fox Cities P. A. C.	510.00
120884	12/29/2023	General Fund - 101	Ingram	946.72
120885	12/29/2023	General Fund - 101	Jacqueline Chapman	825.00
120887	12/29/2023	General Fund - 101	Marco	248.09
120881	12/29/2023	General Fund - 101	DC Auto Repair, LLC	45.90
120877	12/29/2023	General Fund - 101	AT&T Mobility	137.16
120886	12/29/2023	General Fund - 101	Lilia Villar	390.00
120882	12/29/2023	General Fund - 101	Environment Control of WI - 613	1,596.00
00000116/1	1/5/2024	General Fund - 101	Paycor HCM Inc.	1,369.25
00000116/2	1/5/2024	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	200,175.15
00000116/3	1/5/2024	General Fund - 101	MissionSquare Retirement	20,636.36
120900	1/5/2024	Park & Pool Capital - 422	Capital One Commercial	164.70

Check #	Date	Fund	Addressee	Absolute Value of Amount
120933	1/5/2024	Park & Pool Capital - 422	McMahon Associates Inc	89,946.75
120935	1/5/2024	Park & Pool Capital - 422	Miron Construction Co, Inc	847,547.12
00000117/1	1/5/2024	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	75,896.82
00000117/2	1/5/2024	General Fund - 101	Fire Association Local 1594	637.80
00000117/3	1/5/2024	General Fund - 101	Police Association	696.00
00000117/4	1/5/2024	General Fund - 101	Pelion Benefits, Inc (SSA)	1,579.10
120921	1/5/2024	1000 Islands - 201	Insta Prints Plus, Inc.	494.00
120919	1/5/2024	Equipment Capital - 421	Gustman Chevrolet Buick GMC	48,478.50
120895	1/5/2024	Storm Water Utility - 601	Automotive Supply Co	615.97
120898	1/5/2024	Storm Water Utility - 601	Capital One Commercial	89.94
120931	1/5/2024	Storm Water Utility - 601	McMahon Associates Inc	3,122.50
120893	1/5/2024	Sanitary Sewer Utility - 602	AT&T	139.42
120889	1/5/2024	General Fund - 101	Amplitel Technologies LLC	13,088.00
120888	1/5/2024	General Fund - 101	A T F Tires & Service Center Inc.	2,621.58
120890	1/5/2024	General Fund - 101	Aramark Uniform	186.94
120896	1/5/2024	General Fund - 101	Automotive Supply Co	129.06
120897	1/5/2024	General Fund - 101	Baycom Inc.	4,550.00
120899	1/5/2024	General Fund - 101	Capital One Commercial	326.74
120901	1/5/2024	General Fund - 101	Carstens Ace Hardware	43.16
120903	1/5/2024	General Fund - 101	Cellcom	1,550.10
120906	1/5/2024	General Fund - 101	Dean Enterprises, LLC	255.00
120907	1/5/2024	General Fund - 101	Diversified Benefit Services, Inc.	241.91
120910	1/5/2024	General Fund - 101	Emergency Medical Products	113.59
120911	1/5/2024	General Fund - 101	Energy Control & Design, Inc.	1,533.94
120912	1/5/2024	General Fund - 101	Fastenal Company	14.77
120913	1/5/2024	General Fund - 101	Fox River Vending, Inc.	95.00
120915	1/5/2024	General Fund - 101	Gary Hietpas	200.00
120916	1/5/2024	General Fund - 101	GFL Green For Life Environmental	613.80
120917	1/5/2024	General Fund - 101	Grainger Inc	178.73
120920	1/5/2024	General Fund - 101	Ingram	238.28
120922	1/5/2024	General Fund - 101	JX Enterprises, Inc.	1,404.73
120924	1/5/2024	General Fund - 101	Kaukauna Veterinary Clinic, LLP	623.25
120925	1/5/2024	General Fund - 101	Kiesler Police Supply	47.00
120926	1/5/2024	General Fund - 101	MacQueen Equip Group	1,559.53
120927	1/5/2024	General Fund - 101	Marco Technologies LLC NW 7128	597.83
120928	1/5/2024	General Fund - 101	Matheson Tri-Gas Inc.	61.46
120929	1/5/2024	General Fund - 101	MCC Inc.	885.00
120930	1/5/2024	General Fund - 101	McClone	70,121.75
120932	1/5/2024	General Fund - 101	McMahon Associates Inc	1,530.00
120934	1/5/2024	General Fund - 101	Milton Propane	100.55
120936	1/5/2024	General Fund - 101	North East Wisconsin Welding LLC	35.00
120937	1/5/2024	General Fund - 101	Outagamie County Sheriff's Office	100.00
120938	1/5/2024	General Fund - 101	Outagamie County Treasurer	399.50
120939	1/5/2024	General Fund - 101	RecTrac, LLC	1,375.00
120941	1/5/2024	General Fund - 101	S.I. Metals and Supply	174.00
120943	1/5/2024	General Fund - 101	Salvador Solorzano	75.48
120944	1/5/2024	General Fund - 101	Screening One, Inc.	68.45
120945	1/5/2024	General Fund - 101	Sherwin Industries	1,915.00
120947	1/5/2024	General Fund - 101	State of Wisconsin	1,228.63

Check #	Date	Fund	Addressee	Absolute Value of Amount
120948	1/5/2024	General Fund - 101	Tapco	1,162.14
120949	1/5/2024	General Fund - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
120950	1/5/2024	General Fund - 101	Triumph Tires Inc	725.00
120951	1/5/2024	General Fund - 101	William Leon	125.00
120952	1/5/2024	General Fund - 101	Wisconsin Municipal Court Clerks Assoc.	45.00
120891	1/5/2024	General Fund - 101	Ascension WI Employer Solutions	1,372.75
120902	1/5/2024	General Fund - 101	CDW Government	5,954.22
120905	1/5/2024	General Fund - 101	DC Auto Repair, LLC	45.10
120909	1/5/2024	General Fund - 101	Eagle Graphics LLC	885.85
120914	1/5/2024	General Fund - 101	Fox Valley Humane Association	570.00
120918	1/5/2024	General Fund - 101	Gunderson Cleaners	38.98
120908	1/5/2024	General Fund - 101	Don Rademaker	66.00
120894	1/5/2024	General Fund - 101	Atlas Outfitters	1,222.75
120946	1/5/2024	General Fund - 101	Southeast Wisconsin Process, LLC	45.00
120942	1/5/2024	General Fund - 101	Sally DeBruin	200.00
120923	1/5/2024	General Fund - 101	Karen Allen	200.00
120904	1/5/2024	General Fund - 101	Chris Kerscher	200.00
120940	1/5/2024	General Fund - 101	Reg Munes	200.00
120892	1/5/2024	General Fund - 101	Association of Nature Center Administrators	40.00
<b>Total</b>				<b>2,667,472.96</b>



## PROCLAMATION

WHEREAS, all children in the City of Kaukauna should have access to the highest quality education possible; and

WHEREAS, the City of Kaukauna recognizes the important role that an effective education plays in preparing all students in the City of Kaukauna to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of the City of Kaukauna; and

WHEREAS, the City of Kaukauna is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS, the City of Kaukauna has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

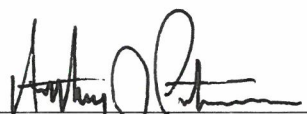
NOW, THEREFORE, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby recognize January 21 through January 27, 2024, as

### CITY OF KAUKAUNA SCHOOL CHOICE WEEK

and I call this observance to the attention of all our citizens.

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 January 2024.

CITY OF KAUKAUNA

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





## PROCLAMATION

WHEREAS, Wisconsin's adult school crossing guards provide an invaluable service in helping to ensure the safe passage of our youngest, most vulnerable pedestrians—children—walking between home and school; and

WHEREAS, adult school crossing guards typically serve with a dedication that discounts the rigors of harsh weather, split shifts, and heavy traffic; and

WHEREAS, for more than five decades, adult school crossing guards have served communities across Wisconsin; and

WHEREAS, that service has helped to drive down the rates of young pedestrian deaths and injuries, despite increases in traffic volume; and

WHEREAS, adult school crossing guards add to the effectiveness of the student safety patrol members with whom they often serve and whose activity they help direct; and

WHEREAS, adult school crossing guards help reinforce in the minds of the young people they assist, the importance of traffic-hazard identification and safe street-crossing behavior; and

WHEREAS, school assemblies, school board resolutions, police department honors, parent-teacher organization observances, local news coverage, and especially smiles and kind words from children, will help to convey the gratitude of our communities for the life-saving, injury-reducing role that Wisconsin's adult school crossing guards play;

NOW, THEREFORE, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proclaim January 22 through January 26, 2024, as

### WISCONSIN ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK

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

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 January 2024.

CITY OF KAUKAUNA

  
Anthony J. Penterman, Mayor





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Mayor Anthony. J Penterman  
Date: January 10, 2023  
Re: Sheldon Niquette Fund

Community Members have generously come together to recognize a past educator of the Kaukauna Area School District: Sheldon Niquette. He passed in 2021 and family and friends are looking for a way to remember him.

Those that are interested may donate money in his name which will be put into a large fund. Come spring, the fund will be used to install benches/picnic tables with plaques to a City park TBD. Any funds that are left over will go toward the Aquatic Center.

For information on how to submit a donation please contact the Planning Department.

## BANNER DISPLAY AGREEMENT

The City of Kaukauna (henceforth referred to as “City”) hereby grants American Legion Post 41 (henceforth referred to as “Post 41”) the ability to display donated banners recognizing area veterans on municipally-owned light poles (henceforth referred to as “Pole Banners”), pursuant to the terms of this agreement.

## TERMS AND CONDITIONS

1. **SHORT-TERM AGREEMENT LENGTH.** This agreement governs the temporary display of 60 donated pole banners on municipally-owned light poles in the downtown area. Pole banners will be displayed in 2024, 2025 and 2026 for approximately 12 weeks, from roughly early September through mid-November. After three years, the pole banners will be evaluated to measure condition and wear and tear. If condition is still good, a separate agreement extending the display timeframe may be offered to Post 41.
2. **STORAGE SPECIFICATIONS.** The City of Kaukauna agrees to store the 60 donated Pole Banners in the City Street Department facilities.
3. **BANNER DESIGN AND PLACEMENT.**
  - a. **DESIGN APPROVAL.** The City of Kaukauna has approved the proposed design (attached as Exhibit A) for the Pole Banners. This design is to be professionally produced by Eagle Graphics, who is familiar with City brand standards and the specifications of municipally-owned light poles. Post 41 is responsible for bearing all costs of banner production.
  - b. **BANNER PLACEMENT AND INSTALLATION.** The City of Kaukauna Street Superintendent reserves the right to determine placement of pole banners. Pole banners shall be placed in the downtown area on the light poles with permanent banner brackets. The City is responsible for bearing all costs of installing and removing pole banners on a yearly basis. No additional items shall be displayed on or near light poles.
  - c. **BANNER CONDITION EVALUATION AND REPLACEMENT.** The City of Kaukauna Street Superintendent shall report to Post 41 each winter (following seasonal removal of pole banners) the condition of the pole banners and if any were damaged and necessitate replacement. Pole banners damaged within the short-term agreement are the responsibility of Post 41 to replace at Post’s discretion. Pole banners must be replaced

prior to the installation date the following year. Pole banners will not be replaced during the 12-week display period.

4. TERMINATION. This Agreement will terminate on December 31, 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF KAUKAUNA REPRESENTATIVE:

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

AMERICAN LEGION POST #41 REPRESENTATIVE:

\_\_\_\_\_  
Bruce Werschem

This instrument prepared by:  
Lily Paul  
Department of Planning and Community Development  
City of Kaukauna  
144 W. 2nd Street  
Kaukauna, WI 54130



EXHIBIT A:

PG.1

\*City of Kaukauna will be installing

The image shows a vertical poster for the American Legion Post 41. At the top, there are seven blue stars arranged in a slight arc against a white background. Below the stars are three horizontal stripes of red and white. The main body of the poster is dark blue. In the center, the words "HONORING THOSE WHO SERVED" are written in large, bold, white capital letters. At the bottom, there is a black silhouette of an eagle with its wings spread wide, perched on a branch.

**AMERICAN  
LEGION  
POST 41**

SD

## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, January 15, 2024 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, HR Dir. Swaney, Street Sup. Van Gompel, Police Chief Graff, Com. Enrich. & Rec. Dir. Vosters, Fire Chief Carrel, Fin. Dir. Van Rossum, and interested citizens.

**1. Correspondence** – none.

## **2. Discussion Topics.**

### **a. Recommendation for award of Project 2-24 - Tobacnoir Street Area Utility Relay.**

The Engineering Department has compared the eight received bids against the engineers estimate. The two lowest bidders are within \$53,243.55 with their total bid, which is a good indication that they are competitive, yet the City is also getting a much better price. The six lowest bids were within \$353,177 of one another, again showing the competitiveness and that the City is receiving great prices for the work to be completed. The engineer's estimate is compiled utilizing previous years' prices and adjusted for inflation and changes in work descriptions, and three of the bids were lower than that estimate. Discussion was held and questions answered.

Motion by Moore, seconded by Schell to award Project 2-24 – Tobacnoir Street Area Utility Relay – Phase 1 to Carl Bowers & Sons, Kaukauna, WI for all units, an amount of \$2,482,213.00. All Ald. voted aye.  
Motion carried.

### **b. Authorization to add utility relay on Arthur Street as an Alternate Bid for Project 5-24 Kenneth Avenue Utility Relay.**

DPW/Eng. Neumeier stated Arthur Street was identified as an area that needed repair sooner than anticipated. Several spots are separated. Some areas have cracks along the top edge of the pipes. The Engineering Department would like to add Arthur Street to Project 5-24 as an alternative bid and hoping to get favorable pricing for this work.

Motion by Antoine, seconded by Kilgas to add the utility relay on Arthur Street as an Alternative Bid for Project 5-24 Kenneth Avenue Utility Relay. All Ald. voted aye.  
Motion carried.

### **c. Authorization to seek bids for an athletic field groomer.**

The park department has been grooming athletic fields with a compact tractor and drag attachments to prep baseball/softball fields before games and tournaments. With the time constraints of rain, maneuverability, and weight issues with the compact tractor, the field groomer is the right piece of equipment for the job. The groomer is a lighter three-wheel tractor with wider tires which allows staff to get on fields quicker after rain. The groomer also carries both attachments which allows the operator to change operations and transport to the next field without cleaning and lifting heavy drags onto a trailer. Questions from the Board were answered.

Motion by Moore, seconded by DeCoster to authorize the street superintendent to seek bids for one athletic field groomer.

All Ald. voted aye.

Motion carried.

**d. Public Works Update.**

DPW/Eng. Neumeier thanked the Street Department crew for putting in extra hours working hard all weekend to get the snow cleaned up. There is no considerable progress to report on the Jonen Park pavilion or the pool renovations. A garbage truck recently had a hydraulic line leak on the area of Fieldcrest and Frances Street. This leak was contained and isolated by the Street Department. A more formal report on this will be brought back to the Board in the near future. Discussion held and questions answered.

**e. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Pool Renovations.**

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

All Ald. voted aye.

Motion carried.

Meeting adjourned to closed session at 6:15 p.m.

**f. Return to open session for possible action.**

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

All Ald. voted aye.

Motion carried.

Returned to open session at 6:25 p.m.

**3. Adjourn.**

Motion made by Eggleston, seconded by Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:26 pm.

Sally Kenney

Clerk

## FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, January 15, 2024 at 6:27 p.m.

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

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

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill 1000 Islands Environmental Center Administrative Assistant position due to retirement.**

Maureen Feldt, Environmental Center Administrative Assistant, has turned in official notice of her retirement. Maureen has been with the City since 2018. Her last day of employment will be 02/02/2024.

Motion by Thiele, seconded by Antoine to authorize HR to fill an Environmental Center Administrative Assistant position due to retirement.

All members voted aye.

Motion carried.

b. **Permission to fill Laborer Position due to retirement.**

Al Tennesen, Garbage Truck Operator, in the street department, has turned in official notice of his retirement. Al has been with the street department since 1997. His last day of employment was 1/10/2024.

Motion by Eggleston, seconded by Moore to authorize HR to fill a Laborer position due to retirement.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Antoine, seconded Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:29 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, January 15, 2024 at 6:30 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

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

### 1. Correspondence – None.

### 2. Discussion Topics.

#### a. **Permission to enter into an agreement with ARS Productions for Live! from Hydro.**

After entering negotiations with ARS Productions, LLC and reaching an agreement in expectations, staff is seeking authorization to enter into the attached Service Agreement based on the proposal received for the Live! from Hydro Park Concert Series. Discussion was held and questions answered.

Motion by Coenen, seconded by Schell to authorize staff to enter into an agreement with ARS Productions for Live! From Hydro.

All members voted aye.

Motion carried.

#### b. **Special Events Application to Mary Brennan, 12th Annual Alex's Peace 'N Love 5K Walk at Hydro Park on April 27, 2024 from start to 10am.**

Motion by DeCoster, seconded by Coenen to approve the 12<sup>th</sup> Annual Alex's Peace N' Love 5K Walk at Hydro Park on April 27, 2024.

All members voted aye.

Motion carried.

#### c. **Special Events Application to Sarah Wroblewski, Kaukauna Public Library for Touch-a-Truck event at Hydro Park on Wednesday, July 10, 2024 from 10am to 12pm.**

Motion by Schell, seconded by DeCoster to approve the Touch-a-Truck event at Hydro Park on Wednesday, July 10, 2024 from 10am to 12pm.

All members voted aye.

Motion carried.

#### d. **Special Events Application to Brad Zuraski, Ghosts in the Grignon at Grignon Park on September 14, 2024 from 7am to 7pm.**

Motion by Coenen, seconded by Schell to approve the Ghosts in the Grignon at Grignon Park on September 14, 2024 from 7am to 7pm.

All members voted aye.

Motion carried.

### 3. Adjourn.

Motion made by DeCoster, seconded by Coenen to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 6:43 P.M.

Sally Kenney, Clerk

## LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, January 15, 2024 at 6:43 P.M.

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

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

### 1. **Correspondence** - None.

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

#### a. **Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee - Building Inspection and Code Enforcement Officer.**

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

All members voted aye.

Motion carried.

Moved to closed session at 6:44 p.m.

#### b. **Return to open session for possible action.**

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

All members voted aye.

Motion carried.

Returned to open session at 6:51 p.m.

#### c. **Ordinance 1900-2024 - Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).**

Motion by Moore, seconded by Schell to recommend approval to the Common Council the Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).

All members voted aye.

Motion carried.

#### d. **Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.**

Motion by Moore, seconded by Eggleston to recommend approval to the Common Council the Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.

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 6:53 p.m.

Sally Kenney, Clerk

## **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair DeCoster on Monday, January 15, 2024 at 6:54 P.M.

Members present: Antoine, DeCoster, Kilgas, Thiele.

Also present: Mayor Penterman, Ald. Coenen, Ald. Eggleston, Ald. Moore, Ald. Schell, DPW/Eng. Neumeier, Attorney Davidson, Fire Chief Carrel, and interested citizens.

1. **Correspondence** - None.

## **2. Discussion Topics.**

- a. **Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Holland Township – Ambulance Coverage.**

Motion by Thiele, seconded by Kilgas to adjourn to closed session.

All members voted aye.

Motion carried.

Adjourned to closed session at 6:55 p.m.

- b. **Return to open session for possible action.**

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

All members voted aye.

Motion carried.

Returned to open session at 7:14 p.m.

## **3. Adjourn**

Motion by Eggleston, seconded by Kilgas to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:15 p.m.

Sally Kenney, Clerk

# PLAN COMMISSION

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



Thursday, December 07, 2023 at 4:00 PM

## MINUTES

Mayor Penterman called the meeting to order at 4:00 PM.

### 1. Roll Call.

Members present: Michael Avanzi via Phone, Giovanna Feller, John Moore, John Neumeier, Mayor Penterman, Pennie Thiele, Ken Schoenike

Other(s) present: Lily Paul – Associate Planner, Brad Rymer – Vierbicher

### 2. Approval of Minutes.

#### a. Approve Minutes from November 9, 2023 Meeting

Moore made a motion to approve the minutes from November 9, 2023. Feller seconded the motion. The motion passed unanimously.

### 3. New Business.

#### a. Site Plan Review - Enterprise Electric

AP Lily presented a new 9,600 sq ft building for Enterprise Electric on Driessen Drive. Parking and setback requirements in the Industrial Park Zoning Code and Industrial Park South Covenants are being met.

Schoenike made a motion to approve the site plan for Enterprise Electric with the following conditions:

- Prior to issuance of building permits, must obtain Stormwater and Erosion Control permits from Engineering Department
  - o Add inlet protection to existing inlet 1
- Update façade with a decorative masonry wainscoting
- Landscape plan is submitted showing one canopy tree and a screened dumpster enclosure
- Location is shown for snow removal/storage

Thiele seconded the motion. The motion passed unanimously.

#### b. Park Donation Application Review – Bench

Laura Comerford submitted a park donation request in honor/memory of her grandparents Vi and Ken Pomeroy. The proposed location of the bench is in Strassburg Park where Vi Pomeroy still lives next to. There have been requests to update the parks so staff should be aware of any updates to ensure the bench does not have to be relocated after installation.

Thiele made a motion to approve the bench donation for Laura Comerford in honor of Ken & Vi Pomeroy and direct staff to work with the donor to pick a precise location. Neumeier seconded the motion. The motion passed unanimously.

c. Certified Survey Map Review - Lot Split for Parcel 322095504

AP Lily presented a lot split CSM for the Legacy Creekside Apartments. The purpose of the split is for financing. The site is zoned Commercial Highway District and all lot widths and setbacks are being met with the split. Easements for ingress/egress, storm sewer, sanitary sewer and water main are shown.

Avanzi made a motion to approve the CSM Lot Split for parcel 322095504 and recommend the same to council with the following contingency:

- All other utility easements are accounted for

Feller seconded the motion. Avanzi, Feller, Moore, Penterman, Thiele and Schoenike voted aye. Neumeier voted nay. The motion passed 6-1.

4. Other Business.

*There was no other business.*

5. Adjourn.

Thiele made a motion to adjourn the meeting. Schoenike seconded the motion. The motion passed unanimously. Meeting adjourned at 4:18 PM.

## MINUTES

### HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **DECEMBER 12, 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  
Dustin Jerabek - Foreman HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
John Neumeier - City of Kaukauna

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

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

#### 2. Public Appearances

No appearances were made.

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

The minutes of the November 14, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve the minutes as written. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

#### 4. Correspondence

The Commission received a copy of a Times Villager article, dated 11/22/2023, regarding preparations for the interceptor rehabilitation construction project.

#### 5. General Discussion Items

##### A. Interceptor Rehabilitation Project – Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for November. There will be a pre-construction meeting in the first quarter of 2024.

Commissioner Casper asked about the PSC information request and District Director Helminger stated that HOV has supplied the requested documents. Scott Schramm of SMS is working on compiling relevant information and data related to the interceptor rehabilitation project as the District's engineer of record on the project.

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

The Commission received a project status report from Donohue detailing construction activities and progress photos from October 22 - November 25, 2023. Expected delivery of PLC's from LW Allen is January 2024. Progress is still on schedule with start-up planned for February.

After a discussion the commission consented to pay Donohue \$2521.70 (Task Order #5) for the preparation and attendance of the special community meeting on November 2, 2023.

### **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 November 2023 invoice. Stoeger noted three businesses in Kaukauna have permanently closed.

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

SEH has submitted the Site Investigation Report to the DNR on behalf of the District and HOV provided a check for the DNR review fee of \$1,050. The report recommends that the next step be to request case closure. District Director Helminger asked SEH for a proposal for the final case closure document. There will be more discussion in January.

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

Leonard & Finco provided a written monthly update of projects completed in November as well as a list of ongoing and upcoming tasks for December & January which include ordering signage, drafting letters to residents on Vandenberg Lane, Sanitorium Road, along the Fox River & adjacent to Heesakker Park. Additional social media posts will be drafted along with the completion of a whiteboard video. Leonard & Finco will also be updating the HOV facility brochure.

### **F. Employee Handbook Update – Discussion & Possible Action**

District Director Helminger noted that the changes approved in October have been incorporated into the Employee Handbook. After a discussion the Commission consented to employees using PTO days in 2-hour increments if approved by the immediate supervisor based on staffing needs, and the commission also consented to paying employees double time for time worked when called in on a holiday.



## 6. Plant Reports for November 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 November 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$15,458.59; Revenue received to date for 2023 = \$159,119.10. WPS-Fox Energy purchased 53% of the effluent produced in November.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	13.6 mg/L	30 mg/L
Suspended Solids	23.6 mg/L	30 mg/L
Suspended Solids	523 lbs.	801 lbs.
Phosphorus	.65 mg/L	1.0 mg/L
Ammonia	1.15 mg/L	4.4 mg/L
Chlorides	743 mg/L	n/a

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

The Commission and Staff discussed sewage revenues outpacing the projections for 2023. Discussions centered around alternative calculations that may provide closer projections and avoid the collection of revenue that exceeds the District budget. The analysis could be adjusted to include load growth percentages or further manipulation of the 3 year rolling averages that have customarily been used. Staff will review early 2024 loadings and bring forward changes that show promise for discussion prior to deliberations on the 2025 budget.

### B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for November. A new pump is on order for Meter Station #9 at a cost of \$7,858.00. Sludge transfer pump #1 was rebuilt at a cost of \$3,996.44.

## 7. Financials

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

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$866,105.97. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, 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

- *Fox Wolf Watershed Sponsorship & Conference:* A motion was made by Commissioner Siebers and seconded by Commissioner Casper to sponsor the Fox Wolf Watershed Conference at the \$1,500 gold level, which includes three attendees to the annual conference. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The conference will be held on 2/27/24 & 2/28/24 in Green Bay.
- *Property Acquisition:* A road project on Hwy Z near HOV owned property by the sedimentation basin and Boy Scout wood lot will require a portion of the Boy Scout's fence to be moved and set back. Once a quote is received, HOV will negotiate who pays for the fence relocation. Land offers are based on \$13,000 per acre with .278 acres needed for the project.
- *Outagamie County Landfill:* Commissioner Casper asked for a status update on the Outagamie County Landfill's leachate delivery system for the reduction of ammonia. District Director Helming noted that he receives monthly updates from them and was told that construction is to begin in 2024 with completion in August 2024.

## 9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2024 wage adjustments; return to Open Session for possible action

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Closed Session. Motion carried. (Time: 5:54 PM)


A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to return to Open Session. Motion carried.

A motion was made by Commissioner Coffey to adjust the step plan by 3% and have a consultant review the plan in 2024. The motion was seconded by Commissioner Siebers. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## 10. 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: 6:25 PM)

SIGNED & APPROVED BY:

  
 Patrick E. Hennessey, Secretary

January 16, 2024

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:

Krueger	Mackenzie	S.	N4003 McHugh Rd.	Freedom
Mueller	Kelly	A.	W5006 Schmidt Rd.	Kaukauna
Oli	Madhu Sudhan		1386 Kingston Ter #2	Green Bay
Wojcik	Carri	S.	110 W. 11 <sup>th</sup> St. #7	Kaukauna

# Kaukauna Fire Department

## Fire Report - December 2023

Item 7.a.

### Incident Type: Fire

Code - Description	Number of Runs	Year to Date
100 - Fire, other	0	3
111 - Building Fire	0	10
113 - Cooking Fire, confined to container	0	6
131 - Passenger vehicle fire	1	6
140 - Natural vegetation fire, other	0	1
142 - Brush or Brush And Grass Mixture	0	1
151 - Outside rubbish, trash or waste fire	0	1
154 - Dumpster or other outside trash receptable fire	0	1
<b>Total</b>	<b>1</b>	<b>29</b>

### Incident Type: Overpressure Rupture, Explosion, Overheat (No Fire)

Code - Description	Number of Runs	Year to Date
251 - Excessive heat, scorch burns with no ignition	0	1
<b>Total</b>	<b>0</b>	<b>1</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
321 - EMS Call	123	1,515
322 - Motor Vehicle Accident with Injuries	1	31
323 - Motor Vehicle/Pedestrian Accident	0	4
324 - Motor Vehicle Accident with No Injuries	1	19
340 - Search for lost person, other	0	1
350 - Extrication, rescue, other	1	2
353 - Removal of victim(s) from stalled elevator	0	1
381 - Rescue or EMS Standby	0	7
<b>Total</b>	<b>126</b>	<b>1,580</b>

### Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
411 - Gasoline or other flammable liquid spill	0	2
412 - Gas leak (natural gas or LPG)	0	7
413 - Oil or other combustible liquid spill	0	1
422 - Chemical spill or leak	0	1
424 - Carbon Monoxide Incident	0	2
440 - Electrical wiring/equipment problem, other	0	3
444 - Power Line Down	0	4
445 - Arcing, shorted electrical equipment	0	1
460 - Accident, potential accident, other	0	1
463 - Vehicle Accident, General Cleanup	0	5
<b>Total</b>	<b>0</b>	<b>27</b>

### Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	0	10
511 - Lock-out	0	16
512 - Ring or jewelry removal	0	1

# Kaukauna Fire Department

## Fire Report - December 2023

Item 7.a.

520 - Water Problem, Other	0	2
531 - Smoke or Odor Removal	0	1
542 - Animal Rescue	0	6
550 - Public Service Assistance, Other	0	2
552 - Police Matter	0	1
553 - Public service	0	1
561 - Unauthorized Burning	1	4
<b>Total</b>	<b>1</b>	<b>44</b>

### Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good intent call, other	0	17
611 - Dispatched and Canceled Enroute	7	49
631 - Authorized controlled burning	0	2
651 - Smoke scare, odor or smoke	2	10
652 - Steam, vapor, fog or dust thought to be smoke	0	2
<b>Total</b>	<b>9</b>	<b>80</b>

### Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False alarm or false call, other	0	1
711 - Municipal Alarm System, Malicious False Alarm	0	1
731 - Sprinkler Activation Due to Malfunction	0	4
733 - Smoke Detector Activation due to Malfunction	0	7
734 - Heat Detector Activation Due to Malfunction	0	1
735 - Alarm System Sounded due to Malfunction	0	8
736 - CO detector activation due to malfunction	2	6
740 - Unintentional transmission of alarm, other	1	2
743 - Smoke Detector Activation, No Fire - Unintentional	0	13
744 - Detector Activation, No Fire - Unintentional	0	2
745 - Alarm System Activation, No Fire - Unintentional	2	28
746 - Carbon Monoxide Detector Activation, No CO	2	11
<b>Total</b>	<b>7</b>	<b>84</b>

### Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	0	8
<b>Total</b>		<b>8</b>

**Grand Total** 1,853

### Fire Inspection Summary

	Completed This Month	Year to Date
Inspections Completed	103	1,274
Violations Found	6	96
Violations Corrected	15	97

\* Reflects corrected YTD numbers

# Kaukauna Fire Department

Item 7.b.

## Ambulance Report - December 2023

### Runs by Municipality

City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	118	1,335
Village of Combined Locks	10	139
Town of Holland	0	22
Village of Little Chute	0	5
Town of Grand Chute	0	5
City of Appleton	1	4
Town of Buchanan	0	1
Village of Fox Crossing	0	1
Village of Kimberly	1	2
Freedom	1	1
<b>Total</b>	<b>131</b>	<b>1,515</b>

### Runs by County

County	Number of Runs	Year to Date
Outagamie	131	1,492
Brown	0	22
Winnebago	0	1
<b>Total</b>	<b>131</b>	<b>1,515</b>

### Runs by Disposition

Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	94	1,121
Patient Treated, Released	7	153
Patient Refused Evaluation/Care, No Transport	4	74
Patient Evaluated, No Treatment/Transport Required	12	81
Canceled Prior to Arrival	7	32
Patient Dead at Scene - No Resuscitation Attempted	4	20
Canceled on Scene, No Patient Found	1	9
Standby- No Services or Support Provided	0	6
Canceled on Scene, No Patient Contact	1	6
Canceled - Request Transferred to Another Provider	0	4
Patient Dead at Scene - Resuscitation Attempted	1	5
Standby- Public Safety, Fire, or EMS Operational Support Provided	0	2
Patient treated, Transferred Care to Another EMS Unit	0	2
<b>Total</b>	<b>131</b>	<b>1,515</b>

### Runs by Ambulance

Primary Unit	Number of Runs	Year to Date
First Out Ambulance	110	1,286
Second Out Ambulance	20	211
Third Out Ambulance	1	16
Engine Company	0	2
<b>Total</b>	<b>131</b>	<b>1,515</b>

Kaukauna Fire Department  
Ambulance Report - December 2023

Mutual Aid		
	Number of Runs	Year to Date
Provided	3	18
Received	0	3

Police calls generated by:		YTD
911 call	201	2,984
Officer initiated	515	6,707
Called general phone number	292	3,742
<b>TOTAL</b>	<b>1,008</b>	<b>13,433</b>
<b>Breakdown of calls:</b>		
ABANDONED VEHICLE	2	28
ACCIDENT	32	346
ALARMS	5	113
ALCOHOL OFFENSE	1	5
ANIMAL	23	393
ARSON	0	0
ASSISTS	108	1,384
ASSAULT	0	8
BURGLARY	1	15
CIVIL	0	5
CRIME PREVENTION	144	1,708
DAMAGE TO PROPERTY	4	100
DISTURBANCES	18	144
DOMESTIC	8	49
DRUGS	6	48
FIRE CALLS	9	148
FIREWORKS	1	20
FRAUD	9	109
HARASSMENT	9	95
HAZARD	2	118
JUVENILE	19	228
LOCKOUT	11	135
LOST & FOUND	15	157
MEDICAL	103	1,100
MISSING PERSON	1	8
OPEN DOOR	2	41
OPERATING WHILE INTOXICATED	5	40
ORDINANCE VIOLATIONS	7	95
PARKING	14	0
RECKLESS DRIVE COMPLAINT	25	327
SCHOOL SAFETY	50	454
SEX OFFENSE	9	57
SUICIDE; ATTEMPT, THREAT, COMPLETED	1	19
SUSPICIOUS PERSON, VEHICLE , SITUATION	38	56
THEFT	12	154
TRAFFIC	149	2,194
TRAFFIC SAFETY	17	65
TRESPASS	4	31
TRUANCY	0	20
VIOLATE COURT ORDER	3	49
WANTED PERSON OR APPREHENSION	1	86
WARNINGS	109	1,625
WEAPON	2	16
WELFARE CHECK	65	596
911 HANGUP/ASSIST	41	1,167
<b>total</b>	<b>1,085</b>	<b>13,556</b>

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

**MUNICIPAL JUDGE  
COURT REPORT**

	DECEMBER			
	2022	2023	2022 CUMULATIVE	2023 CUMULATIVE
FORFEITURES FOR MUNICIPAL ORDINANCE VIOLATIONS	\$7,090.27	\$2,369.82	\$47,572.04	\$74,720.50
MUNICIPAL COURT COSTS	\$3,198.76	\$1,380.00	\$22,659.49	\$30,451.18
PENALTY SURCHARGES	\$1,751.99	\$528.63	\$12,550.85	\$18,178.59
COUNTY JAIL SURCHARGES	\$840.62	\$350.00	\$6,088.22	\$8,213.54
DRIVER IMPROVEMENT SURCHARGES	\$2,175.00	\$0.00	\$9,718.18	\$13,962.43
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$1,105.00	\$455.00	\$6,771.58	\$9,564.08
IGNITION INTERLOCK DEVICE SURCHARGE	\$192.00	\$49.50	\$572.05	\$149.50
SAFE RIDE PROGRAM	\$200.00	\$50.00	\$993.00	\$1,524.60
TOTAL	\$16,553.64	\$5,182.95	\$106,925.41	\$156,764.42



## Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
12/1/2023	\$389.00	\$30,439.00
12/1/2023	\$50.00	\$30,050.00
12/4/2023	\$11,236.48	\$48,110.50
12/4/2023	\$6,829.02	\$36,874.02
12/4/2023	\$45.00	\$30,045.00
12/5/2023	\$1,454.23	\$31,519.23
12/5/2023	\$65.00	\$30,065.00
12/6/2023	\$12,166.04	\$42,191.04
12/6/2023	\$25.00	\$30,025.00
12/7/2023	\$82,610.31	\$114,047.81
12/7/2023	\$1,252.50	\$31,437.50
12/7/2023	\$185.00	\$30,185.00
12/8/2023	\$319,505.13	\$499,549.11
12/8/2023	\$123,596.16	\$180,043.98
12/8/2023	\$22,458.32	\$56,447.82
12/8/2023	\$3,619.50	\$33,989.50
12/8/2023	\$300.00	\$30,370.00
12/8/2023	\$70.00	\$30,070.00
12/11/2023	\$202,828.40	\$620,219.99
12/11/2023	\$163,083.05	\$417,391.59
12/11/2023	\$114,600.94	\$254,308.54
12/11/2023	\$101,601.76	\$139,707.60
12/11/2023	\$8,105.84	\$38,105.84
12/12/2023	\$121,944.28	\$310,962.36
12/12/2023	\$78,913.78	\$189,018.08
12/12/2023	\$60,404.25	\$110,104.30
12/12/2023	\$16,865.80	\$49,700.05
12/12/2023	\$1,526.25	\$32,834.25
12/12/2023	\$1,253.00	\$31,308.00
12/12/2023	\$55.00	\$30,055.00
12/13/2023	\$104,489.21	\$336,550.99
12/13/2023	\$72,486.49	\$232,061.78
12/13/2023	\$64,363.02	\$159,575.29
12/13/2023	\$63,095.97	\$95,212.27
12/13/2023	\$1,951.30	\$32,116.30
12/13/2023	\$90.00	\$30,165.00
12/13/2023	\$75.00	\$30,075.00
12/14/2023	\$148,567.54	\$304,927.19
12/14/2023	\$75,135.96	\$156,359.65
12/14/2023	\$50,791.02	\$81,223.69
12/14/2023	\$427.67	\$30,432.67
12/14/2023	\$5.00	\$30,005.00
12/15/2023	\$163,002.81	\$440,893.00

Month: December

12/15/2023	\$118,196.46	\$277,890.19
12/15/2023	\$109,088.07	\$159,693.73
12/15/2023	\$20,575.66	\$50,605.66
12/15/2023	\$30.00	\$30,030.00
12/18/2023	\$319,004.09	\$603,112.04
12/18/2023	\$169,978.88	\$284,107.95
12/18/2023	\$80,907.22	\$114,129.07
12/18/2023	\$1,795.25	\$33,221.85
12/18/2023	\$1,186.60	\$31,426.60
12/18/2023	\$240.00	\$30,240.00
12/19/2023	\$183,719.75	\$338,649.29
12/19/2023	\$124,805.54	\$154,929.54
12/19/2023	\$70.00	\$30,124.00
12/19/2023	\$49.00	\$30,054.00
12/19/2023	\$5.00	\$30,005.00
12/20/2023	\$362,351.07	\$757,301.64
12/20/2023	\$171,738.21	\$394,950.57
12/20/2023	\$105,118.60	\$223,212.36
12/20/2023	\$83,191.25	\$118,093.76
12/20/2023	\$4,872.51	\$34,902.51
12/20/2023	\$30.00	\$30,030.00
12/21/2023	\$165,168.35	\$397,331.82
12/21/2023	\$101,612.72	\$232,163.47
12/21/2023	\$86,228.23	\$130,550.75
12/21/2023	\$14,302.52	\$44,322.52
12/21/2023	\$20.00	\$30,020.00
12/22/2023	\$516,117.26	\$873,483.36
12/22/2023	\$226,949.51	\$357,366.10
12/22/2023	\$92,769.96	\$130,416.59
12/22/2023	\$4,970.24	\$37,646.63
12/22/2023	\$2,541.64	\$32,676.39
12/22/2023	\$124.75	\$30,134.75
12/22/2023	\$10.00	\$30,010.00
12/26/2023	\$466,027.63	\$1,052,999.75
12/26/2023	\$289,650.34	\$586,972.12
12/26/2023	\$252,109.41	\$297,321.78
12/26/2023	\$8,585.95	\$45,212.37
12/26/2023	\$5,755.92	\$36,626.42
12/26/2023	\$595.50	\$30,870.50
12/26/2023	\$275.00	\$30,275.00
12/27/2023	\$251,934.53	\$740,867.67
12/27/2023	\$241,921.17	\$488,933.14
12/27/2023	\$178,493.14	\$247,011.97
12/27/2023	\$29,154.59	\$68,518.83
12/27/2023	\$9,314.24	\$39,364.24
12/27/2023	\$50.00	\$30,050.00
12/28/2023	\$286,170.04	\$777,224.44

12/28/2023	\$192,115.60	\$491,054.40
12/28/2023	\$133,566.07	\$298,938.80
12/28/2023	\$117,464.88	\$165,372.73
12/28/2023	\$1,003.05	\$47,907.85
12/28/2023	\$30.00	\$46,904.80
12/29/2023	\$264,913.72	\$838,063.68
12/29/2023	\$207,426.12	\$573,149.96
12/29/2023	\$203,152.67	\$365,723.84
12/29/2023	\$131,153.42	\$162,571.17
12/29/2023	\$1,243.00	\$31,417.75
12/29/2023	\$99.75	\$30,174.75
12/29/2023	\$75.00	\$30,075.00

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

Municipal address	Category	Work type	Work target	Applicant	Owner
3401 BECKETT LA	Plumbing	New	Other	Derek Schaffer	Derek Schaffer
1464 MERA LA	Electrical	Remodel	Open Frame	Ian Pockat	Ian Pockat
2609 NATURE VIEW CT	Electrical	New	Open Frame	Dwayne Hipke	Craig Van Asten
2191 WHITE DOVE LA	Storm Sewer/	New	Water, storm	Wiliam Geurts	Robert Schoelzel
317 DIXON ST	HVAC	New	Heating	John Kramer	John Kramer
3381 BECKETT LA	Storm Sewer/	New	Water, storm	Chad Schuh	Tom Mchugh
3440 BECKETT LA	Storm Sewer/	New	Water, storm	Chad Schuh	Tom Mchugh
716 W COUNTY RD KK	Plumbing	Replacement	Water Heater	Black-Haak Heating	Filters Unlimited
310 FARMLAND DR	Agricultural b	Addition	Other	Charlie Grapatin	Jeffery Masephol
625 W EIGHTH ST	Electrical	Repair	Service	Sara Genske	Bea Grissman
3421 BECKETT LA	Plumbing	New	Other	Derek Schaffer	Derek Schaffer
2171 WHITE DOVE LA	Plumbing	New	Other	Derek Schaffer	Derek Schaffer
305 W SIXTH ST	Electrical	Repair	Service	Alan Posselt	Steve Gerend
2010 BEAR PAW TR	HVAC	New	Heating	John Kramer	John Kramer
2010 ANTELOPE TR	HVAC	New	Heating	John Kramer	John Kramer
2017 ANTELOPE TR	HVAC	New	Furnace	Pat Randerson	Marcus Wojtowicz
2017 ANTELOPE TR	Plumbing	New	Other	Braden Dornfeld	Marcus Wojtowicz
211 E ANN ST	Electrical	Remodel	Open Frame	Nick Gibson	Nick Gibson
2013 BEAR PAW TR	HVAC	New	Heating	John Kramer	John Kramer
27 ASH GROVE PL	HVAC	New	Furnace	Black-Haak Heating	Marcus McGuire
27 ASH GROVE PL	Electrical	New	Service	Black-Haak Heating	Marcus McGuire
1400 PETERS RD	Residential b	Repair	Single-family c	Ashley Jenkins	Eric Marquardt
205 W DIVISION ST	Electrical	Repair	Service	Rick Steffens	Jerome Nachwey
3304 RIDGECREST LA	Electrical	New	Service	Rick Steffens	Romenesko Develo
211 E ANN ST	Plumbing	Remodel	Other	Chad Reader	Valvoline LLC
1032 FORESTEDGE DR	Plumbing	Replacement	Water Heater	TUREKS PLUMBING	ALBERT SCHMIDT
2191 WHITE DOVE LA	Electrical	New	Service	Dawn Penning	Dawn Penning
2016 ANTELOPE TR	Electrical	New	Service	Dawn Penning	Dawn Penning
2016 BEAR PAW TR	Electrical	New	Service	Dawn Penning	Dawn Penning
2016 ANTELOPE TR	Electrical	New	Underground	Dawn Penning	Dawn Penning
413 E EIGHTEENTH ST	Residential b	Repair	Single-family c	Ashley Jenkins	Irene Ramirez
3521 BECKETT LA	HVAC	New	Heating	John Kramer	John Kramer
144 GRANT ST	Plumbing	Remodel	Other	Adrian Bolyard	Rebecca Peters
2080 WHITE WOLF LA	Residential b	Remodel	Single-family c	Ashley Jenkins	Wayne Schwarz
2101 GLENVIEW AV	Other structu	Repair	Fence	Deb Brill	Deb Brill
1000 EVERGREEN DR	Commercial b	New	Other	KEITH DUQUAINE	Janet Duquaine
1000 EVERGREEN DR 3C	Commercial b	New	Other	KEITH DUQUAINE	Janet Duquaine
1000 EVERGREEN DR	Electrical	New	Service	Jesse Colwell	Delvin Johnson
1000 EVERGREEN DR	Electrical	New	Service	Jesse Colwell	Delvin Johnson
1010 EVERGREEN DR	Electrical	New	Service	Jesse Colwell	Delvin Johnson
1100 EVERGREEN DR	HVAC	New	Heating	KEITH DUQUAINE	KEITH DUQUAINE
1000 EVERGREEN DR	HVAC	New	Heating	KEITH DUQUAINE	KEITH DUQUAINE
1000 EVERGREEN DR	HVAC	New	Heating	KEITH DUQUAINE	KEITH DUQUAINE
1000 EVERGREEN DR	HVAC	New	Heating	KEITH DUQUAINE	KEITH DUQUAINE
1810 CROOKS AV	Signs	Replacement	Wall Sign	Tina Kruger	Beaten Mini Mall
1401 ARBOR WAY	Electrical	New	Open Frame	David Buss Buss Elect	Dave Stubbs

211 E ANN ST	Signs	Remodel	Sign	KIRK REIMANN	David Church
211 E ANN ST	Signs	Remodel	Wall Sign	KIRK REIMANN	David Church
211 E ANN ST	Signs	Remodel	Wall Sign	KIRK REIMANN	David Church
211 E ANN ST	Signs	Remodel	Pole	KIRK REIMANN	David Church
3900 RIDGECREST LA	Residential bu	New	Single-family c	Andy Mendoza	Andy Mendoza
1505 GLENVIEW AV	Electrical	New	Service	Anne Eisch	Jason orr
309 W SEVENTH ST	Accessory str	New	Siding	Jason Geise	Wayne Anoytte
115 E FOURTH ST	Plumbing	Remodel	Other	Robert Burdick	Brett Konkle
1300 BENS WAY	Electrical	New	Open Frame	Ryan Londre	Ryan Londre
1300 BENS WAY	HVAC	New	Ductwork	Ryan Londre	Ryan Londre
1300 BENS WAY	Plumbing	New	Other	Ryan Londre	Ryan Londre
1300 BEN'S WAY	Residential bu	New	Single-family c	Ryan Londre	Ryan Londre
3501 BECKETT LA	HVAC	New	Heating	John Kramer	John Kramer
101 W FOURTH ST	Electrical	Repair	Panel	Black-Haak Heating	Rule Property Man
2551 NATURE VIEW CT	Residential bu	New	Single-family c	Thomas McHugh	Thomas McHugh
2575 NATURE VIEW CT	Residential bu	New	Single-family c	Thomas McHugh	Thomas McHugh
360 E ANN ST	Signs	Replacement	Sign	Jon Gilbert	Jon Gilbert
1409 GREEN BAY RD	Other structu	New	Fence	Dave Diedrich	Dave Diedrich
1321 KAY DR	Other structu	New	Fence	Shaun Simon	Shaun Simon
324 DOTY ST	Electrical	Repair	Panel	Andrew Van Deraa	Nate Andre
500 E FIFTEENTH ST	Plumbing	Replacement	Other	Scott Fields	Dick Kickland



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Lily Paul, Associate Planner  
Date: January 10, 2024  
Re: Development Update

1. Uhaul Project at Commerce Crossing – Continues construction
2. Legacy Creekside Apartments – 5 apartments at Commerce Crossing – Continues construction
3. Dreamville – Update will be given in closed session
4. Tann Corporation – Continues construction
5. Bassett Mechanical – Has gained Occupancy
6. Hindu Temple of NE Wisconsin – Has completed their addition and gained occupancy
7. Straightline – Manufacturer in New Prosperity Industrial Park – Continues construction
8. Klink Equipment – Developer's Agreement has been approved by both parties. Next step is site plan approval. Closing date is March 1, 2024.
9. Outlot 3 NEW Prosperity Center (Bakery) – The buyer and the City have agreed to the terms of an offer to purchase on the lot. Staff has been preparing all the deliverables for the contract and the developer has started their due diligence work on the property.



10. Senior Living

- a. The Reserve – Medical Residential, Senior Living Facility at Commerce Crossing has closed on the property. Site engineering and site plans are the next steps for this development.
- b. Another Senior Living Center is in the works, this will be a smaller facility.

11. Haen Meats – The site plan for a 4,300 sq ft addition to the back of Haen Meats has been approved. This will feature a shipping and receiving area on their campus and provide more storage.

12. Prospect developments:

- a. There is interest in an industrial style development on the large parcel adjacent to Commerce Crossing to the west (this land has recently been annexed to the City)
- b. There is interest in more residential development adjacent to the west of Legacy Creekside Apartments (this land has recently been annexed to the City)
- c. There is interest in a light industrial development on Lot 7 of NEW Prosperity Center



---

## M E M O R A N D U M

---

**DATE:** January 15, 2024  
**TO:** Legislative Committee  
**FROM:** Attorney Kevin Davidson  
**RE:** ORDINANCE CREATING SECTION 8.09 AND REPEALING AND REPLACING SECTIONS 10.07(2), 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1)

The Ordinance presented is an update to our Municipal Code to align with removing the Code Enforcement Officer ("CEO") from under the Director of Planning and Community Development.

The current code does not provide full authority required for a CEO to inspect properties, take enforcement action, or issue citations without direct oversight of either the Director of Planning and Community Development or the Building Inspector.

With anticipation of moving the CEO under the supervision and authority of the Kaukauna Police Department, these revisions to the code will or allow for full functionality as an enforcement officer upon hire of a CEO.

**Recommendation:** Recommend to Common Council for adoption Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(2), 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).

## ORDINANCE NO. 1900-2024

### ORDINANCE CREATING SECTION 8.09 AND REPEALING AND REPLACING SECTIONS 10.07(2), 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1)

WHEREAS, the City of Kaukauna Common Council approved a Code Enforcement position to handle all code enforcement issues; and

WHEREAS, many sections of the City of Kaukauna Municipal Code allow for the Police Department or the Building Inspector to enforce such codes, but do not allow for the Code Enforcement Officer to do such duties;

NOW, THEREFORE, the Common Council of the City of Kaukauna, Wisconsin, do ordain as follows:

Sections 8.19, 10.07(2), 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1) are hereby created and/or repealed and replaced to read as follows:

#### **8.19 Enforcement.**

The Director of Public Works or his or her designee shall have the authority to enforce the provisions of this Chapter. The Code Enforcement Officer shall additionally have authority to enforce Section 8.08.

#### **10.07 Storage Of Junk Vehicles**

1. No disassembled, inoperable, unlicensed, junked or wrecked motor vehicles shall be stored or allowed to remain in the open upon public or private property within the city for a period in excess of three consecutive days, unless it is in connection with an automotive sales or repair business enterprise located in an area zoned to allow for such business use. Any violation of this subsection is declared to be a public nuisance.
2. Whenever an officer of the police department or the building inspector or code enforcement officer shall find any such vehicles placed or stored in the open upon public property within the corporate limits of the city, he shall cause such vehicles to be removed by a junkyard or salvage yard and stored in such junkyard or salvage yard for a period of 30 days, at the end of which time such junkyard or salvage yard shall dispose of the vehicles unless previously claimed by the owner. In order to correctly claim the vehicles, the owner must pay all reasonable removal and storage costs applicable to such vehicles.
3. *Storage upon private property within the city; notice.*
  - a. Whenever an officer of the police department or building inspector or code enforcement officer shall find any such vehicles placed or stored in the open upon private property within the corporate limits of the city, he shall

notify the owner or the occupant/tenant of the premises upon which such vehicles are placed or stored or notify the owner of the vehicles of the violations of this section. If the vehicles are not removed within five days of delivery of notice, as provided in subsection (3)(b) of this section, an officer of the police department shall cause a citation to be issued to the person who had been so notified. Each such vehicle shall constitute a separate violation, and each succeeding day that such vehicle is not removed shall be considered a separate violation.

- b. Notice shall be served upon any or all of the vehicle owners, the premises owner, or the occupant/tenant of the premises upon which the vehicle is located, provided that the notice shall be deemed properly served upon such vehicle owner, premises owner or occupant/tenant of the premises either by mailing a copy to such person's last known address or by delivering a copy to such person or the registered agent of the property personally or, if not found, by leaving a copy at such premises in the presence of some competent member of the family at least 14 years of age, who shall be informed of the contents thereof. It shall be deemed sufficient notice to the vehicle owner if a copy of the notice is mailed to the last known address of the vehicle owner as identified by the record of the state department of transportation. It shall be deemed sufficient notice to the premises owner if a copy of the notice is mailed to the last known address of the premises owner as identified by the **inspecting officer** as the case may be. When service has been completed as prescribed in this subsection, the notice shall be effective as to anyone having an interest in the vehicle or premises, whether recorded or not, at the time the notice was issued and shall be effective against any subsequent owner of the vehicle or premises as long as such violation exists and there remains a city record of the notice in a public file maintained by the police department or the building inspector.
- c. If such vehicle is not removed within 20 days after issuance of a citation to the registered owner of the vehicle, the chief of police or building inspector **or code enforcement officer** shall cause the vehicle to be removed and impounded and it shall be disposed of as prescribed in section 10.06 by the chief of police or his duly authorized representative.
- d. Any costs incurred in the removal, storage, and sale of the vehicle shall be recovered from the sale proceeds or charged to the registered owner of the vehicle or the owner of the premises as follows:
  1. If the citation was issued to the registered owner of the vehicle, from the owner.
  2. If unable to identify or to locate the vehicle owner, and the citation was issued to the owner of the premises, this charge, if unpaid as of the November 1 following billing of costs incurred to the real property owner, shall be handled as a special charge on the tax roll.

### **10.13 Abatement Of Public Nuisances**

1. *Enforcement.* The chief of police, the fire chief, building inspector, **code enforcement officer**, and health officer shall enforce those provisions of this chapter that come within the jurisdiction of their offices, and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or cause to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does, in fact, exist.

### **17.56 Penalty**

Any person who violates any provision of this chapter, or any order, rule, or regulation made under this chapter, shall be subject to a penalty as provided in section 25.04. In floodplain districts, violators shall be subject to penalties as provided in Wis. Stats. § 87.30. Whenever a person shall have been notified in writing by the building inspector **or code enforcement officer** that he is in violation of the provisions of this chapter, such person shall commence correction of all violations within seven days after notice and shall correct all violations within 30 days after notice. If corrections are not commenced within seven days of written notice, each day that a violation continues shall be considered a separate offense.

### **19.30 Prosecutions**

The building inspector **or code enforcement officer, as the case may be**, shall take the necessary action to see to it that violations of this chapter are prosecuted in the municipal court. However, nothing in this chapter shall preclude the building inspector **or code enforcement officer, as the case may be**, from commencing actions directly under Wis. Stats. § 66.0413, under local ordinances relating to the abatement of nuisances, or under Wis. Stats. § 823.02 ~~or 823.33~~. In any court action or legal proceeding, any error, oversight, or declaration of duty on the part of the building inspector **or code enforcement officer, as the case may be**, shall not constitute a defense.

1. *Notice of violation and order.* As a complete alternative to the direct commencement of a court action, the building inspector **or code enforcement officer** may serve a notice of violation and order on the owner or any person responsible for the use or occupancy of a building or structure in violation of the provisions of this chapter. If a notice of violation and order is not complied with promptly, the building inspector shall see to the enforcement under this subsection. Where circumstances warrant, the building inspector **or code enforcement officer** may grant reasonable extensions of time for the completion of any remedial action required.
  - A. The notice and order provided for herein shall:

- (1) Be in writing.
- (2) Include a description of the real estate sufficient for identification.
- (3) Specify the violations which exist and the remedial action required.
- (4) Allow a reasonable time for the performance of any act it requires.
- (5) Include a copy of the appeal procedure.

Passed and adopted by Council on the 16th day of January, 2024.

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

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

**CITY OF KAUKAUNA  
ORDINANCE 1901-2024**

**ORDINANCE REPEAL AND RECREATING SECTION 14.04 BUILDING  
INSPECTION AND BUILDING INSPECTION DEPARTMENT**

**WHEREAS**, the City of Kaukauna conducted an analysis of the different departments in 2022; and

**WHEREAS**, under the newly structured Planning Department, it was determined that the Building Inspector and Building Department staff would report directly to the Planning Director; and

**WHEREAS**, that a Code Enforcement Officer was appointed in 2022 and the current code does not adequately state the powers of said position;

**WHEREAS**, that the City of Kaukauna Common Council believes it would be most advantageous for the Code Enforcement Officer to report directly to the Chief of Police;

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

**SECTION 1:            AMENDMENT** “14.04 Building Inspector And Building Inspection Department” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

**14.04 Building Inspector And Building Inspection Department**

The city building inspection department is hereby created, and the designated official in charge thereof shall be known as the building inspector. The building inspector may be an employee of the city or may be contracted to perform the duties of building inspector, as approved by the Common Council,

1. *Department head.* In the event that the building inspector is an employee of the city, the building inspector shall be a department head and shall be fully covered as a full-time employee.
2. *Appointment.* In the event that the building inspector is an employee of the city, the building inspector shall be appointed by the city council and shall not be removed from office, except for cause and after full opportunity to be heard on specific and relevant charges by and before the city council. In the event that the building inspector is contracted to perform the duties of building inspector, the contract shall be approved by the city council, and removal or termination shall be as set forth in the terms of such



contract.

3. *Organization.* The building inspector shall appoint such number of officers, technical assistants, inspectors, and other employees as shall be necessary for the administration and enforcement of this chapter and as authorized by the city council.
4. *Qualifications.* The building inspector shall possess state certifications in the following categories: residential building and framing; residential heating, ventilating, and air conditioning; residential electric, and plumbing; and commercial building. The building inspector shall also possess the necessary qualifications to supervise the general construction and maintenance of all buildings and structures as required by state and local ordinances. The assistant building inspector and other appointed department employees shall possess necessary Department of Safety and Professional Services inspector certifications as mandated by law and other qualifications as required by the building inspector and the city.
5. *Restrictions on employees.* An official, employee, or contracted building inspector connected with the building inspection department shall not be engaged in or, directly or indirectly, connected with the furnishing of labor, materials, or appliances for the construction, alteration, or maintenance of any building within the city or the preparation of plans or of specifications thereof, unless that person is the owner of the building, nor shall such officer, employee, or contracted building inspector engage in any work which conflicts with official duties or with the interest of the city.
6. *Relief from personal responsibilities.* The building inspector or other department employee charged with the enforcement of this chapter, while acting on behalf of the city, shall not thereby be rendered liable personally and the building inspector or department employee is hereby relieved of all personal liability for any damage accruing to persons or property as a result of any act required or permitted in the discharge of official duties. Any suit instituted against any department officer, employee, or contracted building inspector because of an act performed by that person in the lawful discharge of duties and under the provisions of this chapter shall be defended by the legal representative of the city until the final termination of the proceedings. The building inspector or any subordinates shall not be liable for any costs in any action, suit, or proceeding that is instituted in pursuance of the provisions of this chapter and any officer of the building inspection department, acting in good faith and without malice, shall be free of liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith.

(Code 2011, § 14.04)

## AFTER AMENDMENT

### 14.04 Building Inspector And Building Inspection Department

The city building inspection department is hereby created, and the designated official in charge thereof shall be known as the building inspector. The building inspector may be an employee of the city or may be contracted to perform the duties of building inspector, as approved by the Common Council.

1. ~~*Department head.* In the event that the building inspector is an employee of the city, the building inspector shall be a department head and shall be fully covered as a full-time employee. *Appointment.* In the event that the building inspector is an employee of the city, the building inspector shall be appointed by the city council and shall not be removed from office, except for cause and after full opportunity to be heard on specific and relevant charges by and before the city council. In the event that the building inspector is contracted to perform the duties of building inspector, the contract shall be approved by the city council, and removal or termination shall be as set forth in the terms of such contract. *Organization.* The building inspector shall appoint such number of officers, technical assistants, inspectors, and other employees as shall be necessary for the administration and enforcement of this chapter and as authorized by the city council. *Qualifications.* The building inspector shall possess state certifications in the following categories: residential building and framing; residential heating, ventilating, and air conditioning; residential electric, and plumbing; and commercial building. The building inspector shall also possess the necessary qualifications to supervise the general construction and maintenance of all buildings and structures as required by state and local ordinances. The assistant building inspector and other appointed department employees shall possess necessary Department of Safety and Professional Services inspector certifications as mandated by law and other qualifications as required by the building inspector and the city.~~

1. **Building Inspector.**

The building inspector may be an employee of the City or may be contracted to perform the duties of building inspector, as approved by council. The building inspector, whether appointed or contracted shall report to the Director of Planning and Community Development.

- a. *Appointment.* In the event that the building inspector is an employee of the city, the building inspector shall be appointed by the city council and shall not be removed from office, except for cause and after full opportunity to be heard on specific and relevant charges by and before the city council. In the event that the building inspector is contracted to perform the duties of building inspector, the contract shall be approved by the city council, and removal or termination shall be as set forth in the terms of such contract.
- b. *Qualifications.* The building inspector shall possess state certifications in the following categories: residential building and framing; residential heating, ventilating, and air conditioning; residential electric, and plumbing; and commercial building. The building inspector shall also possess the necessary qualifications to supervise the general construction and maintenance of all buildings and structures as required by state and local ordinances. The assistant building inspector and other appointed department employees shall possess necessary Department of Safety and Professional Services inspector certifications as mandated by law and other qualifications as required by the building inspector and the city.
- c. *General Powers and Duties.* The Building Inspector and his delegated assistants shall enforce the building code (Chapter 14), the zoning code (Chapter 17), the housing code (Chapter 19) and remove public nuisances (Chapter 10), all as more specifically set forth in those Chapters of this

Municipal Code.

- d. Citation Authority. The Building Inspector and his delegated assistants shall have the authority to issue municipal citations for violations of Chapters 10, 14, 17, 19 and other sections of the Municipal Code of the City of Kaukauna that are directly related to the responsibilities of the Building Inspector or Building Inspection Office. This authority shall be exercised in substantial compliance with the requirements of Sections 800.01 and 800.02 of the Wisconsin Statutes as to the service of citations and their form and contents.
  - e. Plan Commission. The Building Inspector shall be a member of the City of Kaukauna Plan Commission.
2. **Code Enforcement Officer.** The code enforcement officer shall be an employee of the City, appointed pursuant to Section 4.03. The code enforcement officer shall report to the Chief of Police.
- a. General Powers and Duties. The code enforcement officer and his delegated assistants shall enforce the building code (Chapter 14), the zoning code (Chapter 17), the housing code (Chapter 19) and remove public nuisances (Chapter 10), all as more specifically set forth in those Chapters of this Municipal Code.
  - b. Citation Authority. The code enforcement officer and his delegated assistants shall have the authority to issue municipal citations for violations of Chapters 10, 14, 17, 19 and other sections of the Municipal Code of the City of Kaukauna that are directly related to the responsibilities of the Code Enforcement Officer or Building Inspection Office. This authority shall be exercised in substantial compliance with the requirements of Sections 800.01 and 800.02 of the Wisconsin Statutes as to the service of citations and their form and contents.
3. **Restrictions on employees.** An official, employee, or contracted building inspector connected with the building inspection department shall not be engaged in or, directly or indirectly, connected with the furnishing of labor, materials, or appliances for the construction, alteration, or maintenance of any building within the city or the preparation of plans or of specifications thereof, unless that person is the owner of the building, nor shall such officer, employee, or contracted building inspector engage in any work which conflicts with official duties or with the interest of the city.
4. **Relief from personal responsibilities.** The building inspector or other department employee charged with the enforcement of this chapter, while acting on behalf of the city, shall not thereby be rendered liable personally and the building inspector or department employee is hereby relieved of all personal liability for any damage accruing to persons or property as a result of any act required or permitted in the discharge of official duties. Any suit instituted against any department officer, employee, or contracted building inspector because of an act performed by that person in the lawful discharge of duties and under the provisions of this chapter shall be defended by the legal representative of the city until the final termination of the proceedings. The building inspector or any subordinates shall not be liable for any costs in any action, suit, or proceeding that is instituted in pursuance of the provisions of this chapter and any officer of the building inspection department, acting in good

faith and without malice, shall be free of liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith.

(Code 2011, § 14.04)

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

**RESOLUTION NO. 2024-5416**

**GOVERNMENTAL RESPONSIBILITY RESOLUTION  
FOR WISCONSIN ECONOMIC DEVELOPMENT CORPORATION COMMUNITY  
DEVELOPMENT INVESTMENT (CDI) GRANT – BUILDING RENOVATION AT PARCELS  
324004100 & 324004200**

**WHERE AS**, Building Owner, Central Block LLC, is interested in acquiring a Grant from Wisconsin Economic Development Corporation (WEDC) for the purpose of renovating the buildings at parcels 324004100 and 324004200

**WHEREAS**, City of Kaukauna supports the renovation of aging buildings within the Commercial Core District

**WHERE AS**, updates in the Commercial Core District (CCD) with the proposed project will encourage economic growth and increase the quality of the downtown.

**WHEREAS**, the CDI Grant has funds to assist the project

**NOW, THEREFORE, BE IT RESOLVED** City of Kaukauna, supports the application of Central Block LLC to WEDC CDI Grant

Introduced and adopted on this 16<sup>th</sup> day of January, 2024.

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

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

**RESOLUTION NO. 2024-5417****PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT  
POLICE POWERS FOR PUBLIC IMPROVEMENTS TO ALLEYS ABUTTING PROPERTIES  
ALONG EAST 2<sup>ND</sup> STREET, WEST 2<sup>ND</sup> STREET, EAST 3<sup>RD</sup> STREET, WEST 3<sup>RD</sup> STREET,  
REAUME AVENUE, MAIN AVENUE, CROOKS AVENUE**

WHEREAS, Kaukauna Municipal Code requires cost of alley reconstruction to be assessed by the lineal footage of alley frontage for such property abutting the alley; and

WHEREAS, the Kaukauna Municipal Code authorizes, pursuant to state statutes, the exercise of police powers for such public improvements;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that the Common Council hereby declares its intention to exercise the police powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon property within the following areas for improvements conferred upon such property:

1. The installation of curb, asphalt, grading, gravel base, excavation, storm sewer laterals, and landscaping, including engineering charges on the following alleys:
  - Alley Between E 2<sup>nd</sup> Street and E 3<sup>rd</sup> Street–Crooks Avenue to Main Avenue
  - Alley Between W 2<sup>nd</sup> Street W 3<sup>rd</sup> Street– Main Avenue to Reaume Avenue
2. The assessment against any parcel abutting the project related to the installation of concrete alleys, grading, gravel base, excavation, asphalt paving, landscaping and topsoil installation may be paid in cash or over a period of ten (10) years or less. All deferred payments shall bear interest at the rate paid by the City on the borrowed money plus one percent (1%).
3. The City Engineer and Board of Public Works are hereby directed to prepare a report consisting of:
  - a. Final plans and specifications for the said improvements.
  - b. An estimate of the entire cost of the proposed project.
  - c. A schedule of the proposed assessments.
  - d. A statement that the property against which the assessments are proposed is benefited.
4. Upon completion of the above report, a copy of the same is to be filed in the office of the City Clerk for public inspection, and the Clerk is then directed to give notice of a public hearing on such report pursuant to Section 66.0703(7) of the Wisconsin Statutes.

Introduced and adopted this 16<sup>th</sup> day of January, 2024

APPROVED: \_\_\_\_\_

Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_

Sally A. Kenney, Clerk