

# COMMON COUNCIL

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



Tuesday, November 07, 2023 at 7:00 PM

## AGENDA

### In-Person and via Zoom

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
  - [a.](#) Common Council Meeting Minutes of October 17, 2023.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
  - a. Appointment of Olive Planert to the KATODA Board as a student representative.
  - b. Appointment of Brian Hintz to the 1000 Islands Environmental Center Committee to replace Kymberly Carlson.
6. Reports of standing and special committees.
  - [a.](#) Committee of the Whole Meeting Minutes of November 1, 2023.
  - [b.](#) Finance & Personnel Meeting Minutes of November 6, 2023.
  - [c.](#) Health & Recreation Committee Meeting Minutes of November 6, 2023.
  - [d.](#) Public Protection & Safety Meeting Minutes of November 6, 2023.
  - [e.](#) 1000 Islands Environmental Center Committee Meeting Minutes of September 21, 2023.
  - [f.](#) Grignon Mansion Board Meeting of August 28, 2023
  - [g.](#) Plan Commission Meeting Minutes of October 5th, 2023.
  - [h.](#) Operator (Bartender) Licenses.
7. Reports of City officers.
  - [a.](#) Code Enforcement Report
  - [b.](#) Flood Storage District
  - [c.](#) Community Development Block Grant
8. Presentation of ordinances and resolutions.
  - [a.](#) Ordinance 1890-2023 Repeal and Recreate Section 14.04 Building Inspector and Building Inspection Department.
  - [b.](#) Ordinance 1891-2023 Repeal and Recreate Section 1.31 (1) Plan Commission Composition.
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. - N.E.W. Prosperity Center
- b. Return to Open Session for possible action.
- c. 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
- d. Return to Open Session for possible action.
- 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. - Dreamville Kaukauna
- f. 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.**

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## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 17, 2023

Pursuant to adjournment on October 3, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, October 17, 2023.

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

Absent & Excused: DeCoster.

Also present: Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Planner Stephenson, Fire Chief Carrel, Fin. Dir. Van Rossum, Dir./Naturalist Nowak, Rec. Prog. Mgr. Zimmer, Lib. Dir. Thiem-Menning, Police Chief Graff, Com. Enrich. Serv. Dir. Vosters and interested citizens.

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

All Ald. present voted aye.

Motion carried.

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

Mayor Penterman informed the Council that the groundbreaking of Dreamville has been pushed back for a week or two.

Motion by Moore, seconded by Schell to adopt the minutes of the Common Council meeting of October 3, 2023.

All Ald. present voted aye.

Motion carried.

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

#### Bills Payable

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

All Ald. present voted aye.

Motion carried.

### PUBLIC APPEARANCES

None.

### BUSINESS PRESENTED BY THE MAYOR

#### Memorandum of Understanding between the City of Kaukauna and Wisconsin Elections Commission.

Motion by Antoine, seconded by Eggleston to allow Mayor Penterman to enter into a Memorandum of Understanding between the City of Kaukauna and Wisconsin Elections Commission.

All Ald. present voted aye.

Motion carried.

**Appointment of Charles West to the 1000 Islands Environmental Center Committee to replace Sue Gertz.**

Motion by Moore, seconded by Eggleston to appoint Charles West to the 1000 Islands Environmental Center Committee to replace Sue Gertz.

All Ald. present voted aye.

Motion carried.

**Proclamation declaring October 17, 2023 as Hill Top Bakery Day in the City of Kaukauna.**

Motion by Thiele, seconded by Coenen to receive and place on file the Proclamation declaring October 17, 2023 as Hill Top Bakery Day in the City of Kaukauna.

All Ald. present voted aye.

Motion carried.

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

**Committee of the Whole Meeting Minutes of October 16, 2023.**

Motion by Moore, seconded by Schell to receive and place on file the Committee of the Whole Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

**Board of Public Works Meeting Minutes of October 16, 2023.**

**BOARD OF PUBLIC WORKS**

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

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

Absent & Excused: DeCoster.

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

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

All Ald. present voted aye.

Motion carried.

**1. Correspondence – none.**

**2. Discussion Topics.**

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

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

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

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

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

All Ald. present voted aye.

Motion carried.

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

Senior Project Engineer Bodoh presented the 2022 Annual Clearwater Sustainability Program Report. Member communities of the HOVMSD (Kaukauna, Kimberly, Little Chute, Combined Locks, and the Darboy Sanitary District) are required to file an annual Clearwater Sustainability Program report to the HOVMSD. The intent of the annual report is to update the HOVMSD on the community's efforts toward maintaining a sustainable level of inflow and infiltration. The governing body of each HOVMSD member community must review each year's annual report. A resolution stating that the governing body has reviewed and accepted the annual report is on the Common Council agenda tomorrow night. Questions from the Board were answered.

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

All Ald. present voted aye.

Motion carried.

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

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

Motion by Moore, seconded by Coenen to receive and place on file the 2023 Total Maximum Daily Loading (TMDL) Implementation Plan Updates to the Stormwater Management Plan of

Action and direct the Engineering Department to submit the updates to WDNR and to direct the Director of Public Works to apply for continued coverage under the WPDES General Permit.

All Ald. present voted aye.

Motion carried.

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

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

**f. Mini Golf Update.**

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

**g. Public Works Update.**

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

**3. Adjourn.**

Motion made by Coenen, seconded by Moore to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:40 pm.

Sally Kenney, Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

### **Finance and Personnel Committee Meeting Minutes of October 16, 2023.**

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

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

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

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

1. **Correspondence** - None.

2. **Discussion Topics.**

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

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

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

All members voted aye.

Motion carried.

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

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

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

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

All members voted aye.

Motion carried.

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



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

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

All members voted aye.

Motion carried.

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

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

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion by Antoine, seconded Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:22 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

**Health and Recreation Committee Meeting Minutes of October 16, 2023.**

**HEALTH AND RECREATION COMMITTEE**

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

Members present: Coenen, Kilgas and Schell.

Absent & Excused: DeCoster.

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

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

All members present voted aye.

Motion carried.

**1. Correspondence – None.**

**2. Discussion Topics.**

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

The City of Kaukauna Community Enrichment Department is seeking proposals for entertainment management of the City's Live! From Hydro Park Concert Series. The series begins in early June and runs ten (10) consecutive Wednesdays with two additional dates as

rain dates. A proposal for entertainment management should include the following: Ability to set up and take down a portable stage; Contract ten (10) bands of significant talent and experience to perform for two (2) consecutive hours; The selected contractor will be expected to provide a schedule of entertainment for approval no later than February 1st; Ability to provide proof of insurance; Provide a list of prior events hosted and references. This proposal will be in effect for 3 years, with individual contracts to be signed on an annual basis.

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

All members present voted aye.

Motion carried.

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

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

All members present voted aye.

Motion carried.

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

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

All members present voted aye.

Motion carried.

### 3. Adjourn.

Motion made by Schell, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

The meeting adjourned at 8:27 P.M.

Sally Kenney  
Clerk

Motion by Kilgas, seconded by Thiele to adopt the Health and Recreation Committee Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

**Plan Commission Meeting Minutes of September 7, 2023.**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of September 7, 2023.

All Ald. present voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of September 12, 2023.**

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of September 12, 2023.

All Ald. present voted aye.

Motion carried.

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

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

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

Motion by Kilgas, seconded by Schell to approve the Operator (Bartender) Licenses.

All Ald. present voted aye.

Motion carried.

## **REPORTS OF CITY OFFICERS**

### **Fire Report**

Motion by Moore, seconded by Coenen to receive and place on file the September 2023 Fire Report.

All Ald. present voted aye.

Motion carried.

### **Ambulance Report**

Motion by Moore, seconded by Kilgas to receive and place on file the September 2023 Ambulance Report.

All Ald. present voted aye.

Motion carried.

### **Police Report**

Motion by Moore, seconded by Schell to receive and place on file the September 2023 Police Report.

All Ald. present voted aye.

Motion carried.

### **Municipal Court Report**

Motion by Moore, seconded by Antoine to receive and place on file the September 2023 Municipal Court Report.

All Ald. present voted aye.

Motion carried.

### **Clerk-Treasurer's Deposit Report**

Motion by Moore, seconded by Eggleston to receive and place on file the September 2023 Clerk-Treasurer's Deposit Report.

All Ald. present voted aye.

Motion carried.

### **Building Inspection Report.**

Motion by Moore, seconded by Eggleston to receive and place on file the September 2023 Building Inspection Report.

All Ald. present voted aye.

Motion carried.

**Presentation of the preliminary 2024 Budget - Personnel details.**

Finance Director/Treasurer Van Rossum presented the personnel budget items. Overall, the personnel side of the budget is going up by 6.3%. The reasons for the increases were provided. The significant changes in wages, group health insurance, residency incentive, retirement, and social security were presented. Discussion was held and questions answered.

**Review the procedure for the Financial Support to special event.**

The City of Kaukauna routinely receives a multitude of requests for support from a diverse range of organizations, groups, and individuals, all seeking assistance for various causes, events, and projects. Although we have consistently demonstrated our commitment to enhancing the community, the absence of a structured procedure has often led to inconsistent decision-making and challenges in resource allocation. A recommended process was provided. Our plan is to house this process on the City's website and direct potential requestors to this webpage. Additionally, the request form will be designed for online submission, making it convenient for applicants to apply and for the City to manage requests efficiently. We believe that this enhanced framework will greatly improve our ability to manage requests, ensure alignment with our community goals, and foster transparency in our support initiatives. Discussion was held and questions answered.

Motion by Antoine, seconded by Thiele to approve the procedure for the Financial Support to special events.

All Ald. present voted aye.

Motion carried.

**Municipal Pool Update.**

This item was covered at the October 16, 2023 Board of Public Works meeting.

**PRESENTATION OF ORDINANCES AND RESOLUTIONS**

**Resolution 2023-5407 Resolution Accepting the City of Kaukauna 2022 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD)**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5407.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5407.

All Ald. present voted aye.

Motion carried.

**Resolution 2023-5408 Resolution Adopting the City of Kaukauna 2024-2026 Strategic Plan.**

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2023-5408.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2023-5408.

All Ald. present voted aye.

Motion carried.

## CLOSED SESSION

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds - 207 Thilmany Road.**

Motion by Coenen, seconded by Antoine to adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds - 207 Thilmany Road.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:12 p.m.

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

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

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:37 p.m.

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

Motion by Moore, seconded by Antoine to adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:38 p.m.

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

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

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:44 p.m.

## ADJOURN

Motion by Antoine, seconded by Coenen to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 8:44 p.m.

Sally Kenney, Clerk

## City - Bills Payable

Check #	Date	Fund	Addressee	Absolute Value of Amount
00000065/1	10/9/2023	Park & Pool Capital - 422	Kaukauna Utilities	54,924.00
00000066/1	10/10/2023	Environmental Remediate TID - 450	Kaukauna Utilities	16.61
00000067/1	10/10/2023	Sanitary Sewer Utility - 602	Kaukauna Utilities	1,562.52
00000068/1	10/10/2023	General Fund - 101	Grand Kakalin LLC	20,813.00
00000068/2	10/10/2023	General Fund - 101	Kaukauna Utilities	25,318.42
120227	10/6/2023	Library Special Use - 255	Cardmember Service	1,329.20
120228	10/6/2023	Park & Pool Capital - 422	Evergreen Power, LLC	339.99
120229	10/6/2023	Park & Pool Capital - 422	Gerber Leisure Products, Inc.	1,935.00
120230	10/6/2023	Park & Pool Capital - 422	Jodi Sweeney	3,000.00
120235	10/6/2023	Storm Water Utility - 601	MacQueen Equip Group	568.12
120236	10/6/2023	Storm Water Utility - 601	Visu-Sewer, Inc.	174,804.30
120237	10/6/2023	General Fund - 101	Amplitel Technologies LLC	11,500.00
120238	10/6/2023	General Fund - 101	A T F Tires & Service Center Inc.	814.35
120239	10/6/2023	General Fund - 101	American Bottling Company	168.00
120240	10/6/2023	General Fund - 101	Automotive Supply Co	331.30
120241	10/6/2023	General Fund - 101	Baycom Inc.	3,236.00
120242	10/6/2023	General Fund - 101	Brian Jacobs	51.00
120243	10/6/2023	General Fund - 101	Brooks Tractor Inc.	59.62
120244	10/6/2023	General Fund - 101	Capital One Commercial	435.07
120245	10/6/2023	General Fund - 101	Cardmember Service	3,167.43
120246	10/6/2023	General Fund - 101	Carstens Ace Hardware	81.07
120247	10/6/2023	General Fund - 101	Cellcom	1,613.99
120248	10/6/2023	General Fund - 101	CivicPlus, LLC	2,495.00
120249	10/6/2023	General Fund - 101	Dean Enterprises, LLC	540.00
120250	10/6/2023	General Fund - 101	Diversified Benefit Services, Inc.	241.28
120251	10/6/2023	General Fund - 101	Fox Valley Safety LLC	2,481.00
120252	10/6/2023	General Fund - 101	Fox Valley Technical College	80.00
120253	10/6/2023	General Fund - 101	Ingram	411.85
120254	10/6/2023	General Fund - 101	Interstate Battery	488.90
120255	10/6/2023	General Fund - 101	James Daniels	2,400.00
120256	10/6/2023	General Fund - 101	James Imaging Systems, Inc.	128.57
120257	10/6/2023	General Fund - 101	Klink Hydraulics, LLC	362.90
120258	10/6/2023	General Fund - 101	Lappen Security Products, Inc.	60.00
120259	10/6/2023	General Fund - 101	Lexipol	1,771.60
120260	10/6/2023	General Fund - 101	MacQueen Equip Group	364.75
120261	10/6/2023	General Fund - 101	Marco	64.46
120262	10/6/2023	General Fund - 101	Marco Technologies LLC	487.24
120263	10/6/2023	General Fund - 101	MGD Industrial Corp	27.82
120264	10/6/2023	General Fund - 101	ORKIN Pest Control	191.98
120265	10/6/2023	General Fund - 101	Outagamie County Sheriff's Office	375.00
120266	10/6/2023	General Fund - 101	Outagamie County Treasurer	719.70
120267	10/6/2023	General Fund - 101	Pitney Bowes Inc	253.98
120268	10/6/2023	General Fund - 101	Reinders Inc.	113.69
120269	10/6/2023	General Fund - 101	Rennert's Fire Equipment Service, Inc.	3,168.26
120270	10/6/2023	General Fund - 101	Riesterer & Schnell Inc	650.80
120271	10/6/2023	General Fund - 101	Sally Kenney	47.16
120272	10/6/2023	General Fund - 101	Screening One, Inc.	134.50

Check #	Date	Fund	Addressee	Absolute Value of Amount
120273	10/6/2023	General Fund - 101	Seagrave Fire Apparatus, LLC	1,763.93
120274	10/6/2023	General Fund - 101	Service Motor Company, Inc.	164.47
120275	10/6/2023	General Fund - 101	State of Wisconsin	1,974.05
120276	10/6/2023	General Fund - 101	Superior Chemical, LLC	574.28
120277	10/6/2023	General Fund - 101	Talogy, Inc.	1,104.00
120278	10/6/2023	General Fund - 101	The Sherwin Williams Co.	815.83
120279	10/6/2023	General Fund - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
120280	10/6/2023	General Fund - 101	Truck Country Of Wisconsin	2,317.84
120281	10/6/2023	General Fund - 101	Wastebuilt Environmental Solutions	691.60
120282	10/6/2023	General Fund - 101	We Energies	21.12
120283	10/6/2023	General Fund - 101	Ascension WI Employer Solutions	319.00
120284	10/6/2023	General Fund - 101	DC Auto Repair, LLC	45.90
120285	10/6/2023	General Fund - 101	Eagle Graphics LLC	905.00
120286	10/6/2023	General Fund - 101	James Imaging	56.20
120287	10/6/2023	General Fund - 101	Peggy VanDinter	100.00
120288	10/6/2023	General Fund - 101	Jenny Woelfel	50.00
120289	10/6/2023	General Fund - 101	Don Rademaker	27.00
120290	10/6/2023	General Fund - 101	Waukesha County Technical College	515.00
120291	10/6/2023	General Fund - 101	Calumet County Circuit Court	175.30
120292	10/6/2023	General Fund - 101	Kaukauna Ghosts Running Club, Inc.	1,125.00
120231	10/6/2023	Sanitary Sewer Utility - 602	AT&T	180.90
120232	10/6/2023	Sanitary Sewer Utility - 602	Capital One Commercial	27.46
120233	10/6/2023	Sanitary Sewer Utility - 602	Klink Hydraulics, LLC	216.40
120234	10/6/2023	Sanitary Sewer Utility - 602	Lazer Utility Locating, LLC	112.75
120293	10/10/2023	Buildings & Misc. Capital - 423	ACSM Inc.	20,000.00
00000069/1	10/13/2023	Storm Water Utility - 601	Kaukauna Utilities	1,045.46
00000070/1	10/12/2023	General Fund - 101	Kaukauna Utilities	19.30
00000070/2	10/12/2023	General Fund - 101	Securian Financial Group, Inc.	2,937.74
00000070/4	10/12/2023	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	8,332.83
00000070/5	10/12/2023	General Fund - 101	Fire Association Local 1594	637.80
00000070/6	10/12/2023	General Fund - 101	Police Association	696.00
00000070/7	10/12/2023	General Fund - 101	Pelion Benefits, Inc (SSA)	1,929.64
120294	10/13/2023	Park & Pool Capital - 422	Parkitecture + Planning	4,855.00
00000071/1	10/13/2023	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	353,166.28
120296	10/13/2023	TID #12 Construction Fund - 472	Mead & Hunt	1,204.00
120301	10/13/2023	General Fund - 101	Anthony Penterman	55.69
120302	10/13/2023	General Fund - 101	Bergstrom of Kaukauna	24,439.00
120303	10/13/2023	General Fund - 101	Bound Tree Medical, LLC.	1,259.57
120304	10/13/2023	General Fund - 101	Carstens Ace Hardware	328.95
120305	10/13/2023	General Fund - 101	Center for Internet Security, Inc.	1,203.30
120306	10/13/2023	General Fund - 101	Charter Communications	1,300.55
120307	10/13/2023	General Fund - 101	Community Foundation - Kaukauna K-9 Fund	2,299.00
120308	10/13/2023	General Fund - 101	Diversified Benefit Services, Inc.	688.13
120309	10/13/2023	General Fund - 101	Emergency Medical Products	1,162.03
120310	10/13/2023	General Fund - 101	Ingram	157.27
120311	10/13/2023	General Fund - 101	J.F. Ahern Co.	248.54
120312	10/13/2023	General Fund - 101	John Fabick Tractor Company	618.25
120313	10/13/2023	General Fund - 101	Kaukauna Veterinary Clinic, LLP	149.57
120314	10/13/2023	General Fund - 101	Linde Gas & Equipment Inc.	43.01

Check #	Date	Fund	Addressee	Absolute Value of Amount
120315	10/13/2023	General Fund - 101	Mead & Hunt	432.00
120316	10/13/2023	General Fund - 101	Morton Salt	45,066.72
120317	10/13/2023	General Fund - 101	Outagamie County Treasurer	9.54
120318	10/13/2023	General Fund - 101	Simplifile, LC	60.50
120319	10/13/2023	General Fund - 101	Stoneridge Piggly Wiggly	91.59
120320	10/13/2023	General Fund - 101	TheDACare Laboratories	42.50
120321	10/13/2023	General Fund - 101	We Energies	772.83
120322	10/13/2023	General Fund - 101	Winnebago County Sheriff's Office	435.00
120323	10/13/2023	General Fund - 101	Wis. Dept. of Revenue	10.00
120324	10/13/2023	General Fund - 101	Advanced Maintenance Solutions	3,443.71
120325	10/13/2023	General Fund - 101	Complete Office of Wisconsin	274.68
120326	10/13/2023	General Fund - 101	DC Auto Repair, LLC	1,391.13
120327	10/13/2023	General Fund - 101	Eagle Graphics LLC	955.90
120328	10/13/2023	General Fund - 101	Heart of the Valley Metropolitan - New Connections	7,155.00
120329	10/13/2023	General Fund - 101	T-Mobile	399.08
120330	10/13/2023	General Fund - 101	Galls, LLC	200.95
120331	10/13/2023	General Fund - 101	LastPass US LP	1,260.00
120332	10/13/2023	General Fund - 101	Jenny Jansen	50.00
120333	10/13/2023	General Fund - 101	Hannah Ulwelling	50.00
120334	10/13/2023	General Fund - 101	Jodi Petersen	300.00
120335	10/13/2023	General Fund - 101	Makayla Brennan	50.00
120336	10/13/2023	General Fund - 101	Melinda Hebdon	50.00
120337	10/13/2023	General Fund - 101	Meredith Birmingham Karpin	50.00
120338	10/13/2023	General Fund - 101	Heather Menting	100.00
120339	10/13/2023	General Fund - 101	Leah Fink	50.00
120340	10/13/2023	General Fund - 101	Jamie VandeHey	50.00
120341	10/13/2023	General Fund - 101	Emilie Bryner	50.00
120342	10/13/2023	General Fund - 101	Casey Hungerford	90.00
120343	10/13/2023	General Fund - 101	Brooke Eberly	180.00
120344	10/13/2023	General Fund - 101	Molly Longworth	90.00
120345	10/13/2023	General Fund - 101	Jillian Schroeder	50.00
120346	10/13/2023	General Fund - 101	Kelly Lamers	100.00
120347	10/13/2023	General Fund - 101	Ashley Baldwin	70.00
120348	10/13/2023	General Fund - 101	Jessica Cumber	90.00
120349	10/13/2023	General Fund - 101	Jodi Zahn	200.00
120350	10/13/2023	General Fund - 101	Heidi Errard	90.00
120351	10/13/2023	General Fund - 101	Julie Carlson	60.75
120352	10/13/2023	General Fund - 101	Brittany Coulthurst	90.00
120295	10/13/2023	Streets & Sidewalk Capital - 420	Westwood Professional Services, Inc.	716.12
120297	10/13/2023	Sanitary Sewer Utility - 602	AT&T	86.27
120298	10/13/2023	Sanitary Sewer Utility - 602	BoardmanClark	6,167.00
120299	10/13/2023	Sanitary Sewer Utility - 602	Carstens Ace Hardware	5.93
120300	10/13/2023	Sanitary Sewer Utility - 602	Heart of the Valley Metropolitan Sewerage District	121,208.49
<b>Total</b>				<b>958,360.06</b>



## COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chairman Penterman on Wednesday, November 1, 2023 at 6:00 P.M.

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

Absent & Excused: Moore and Schell.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Staff Accountant Roehl, Planning Dir. Stephenson, Library Dir. Thiem-Menning, Fire Chief Carrel, HR Dir. Swaney, Naturalist Nowak, and Com. Enrich. Services Dir. Vosters.

Motion by Coenen, seconded by Kilgas to excuse the absent members.

All Ald. present voted aye.

Motion carried.

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. 2024 Budget presentation.**

Mayor Penterman read his letter dated November 1, 2023. The proposed 2024 budget reflects a tax increase of \$0.46 per thousand of assessed value, which is a 4.9% increase in the assessed tax rate. The City's tax levy increased \$696,292 or 5.67%. Under state law the levy is allowed to increase 5.67% plus increase debt service requirements. This levy increase is less than the maximum increase allowed under state law. Budgeted general fund expenditures for 2024 are \$18,830,495. An increase of 11.8%. This will allow the city to continue to qualify for the state expenditure restraint program aid. The general fund balance is projected to be \$5,836,346 on December 31, 2023. This fund balance exceeds the Council's objective of \$2,824,574, which will allow the City to continue to receive an excellent bond rating resulting in low interest rates when issuing further debt.

Motion by Coenen, seconded by Thiele to receive and place on file the Mayor's 2024 Budget Letter to the Common Council.

All members present voted aye.

Motion carried.

Mayor Penterman presented his 2023-2024 Goals and Objectives.

Motion by Antoine, seconded by Eggleston to receive and place on file the Mayor's 2023-2024 Goals and Objectives.

All members present voted aye.

Motion carried.

Finance Dir. VanRossum presented highlights for the 2024 budget. The impact on the city with Act 12 was discussed including repealed personal property taxes starting in 2024. Various schedules were presented showing a 2023 levy for city purposes of \$12,984,885 with an assessed tax rate of \$9.896. He reviewed the levy limit calculation for 2023, the expenditure restraint calculation and the city's debt service. Revenues and expenses were discussed, and with a balanced budget, both are increasing by 11.8% or about \$1.9m. The assessment to equalized ratio was discussed with how it's the major categories area again out of compliance with the overall ratio at 82.7%. Finance Dir. explained that revaluation will need to happen within the next 5 years per State Statute. This topic will be analyzed in the coming year with a plan presented to Council for action. The Storm and Sanitary Utility Funds were

also highlighted with the overall net position for both improving. Stormwater rate is proposed to increase \$0.70 per ERU to \$10.50/ERU. Sanitary rate is stating the same at \$8.75/100 Cubic Feet. Discussion was held on the proposed budget.

**b. 2024 Budget deliberations.**

Alderspersons asked several questions of staff during the deliberation process. Discussion items included health insurance plans, benefits, residency, new housing construction growth and its impact on the budget, long-term debt, intern positions, RACK money and future job positions.

Alder Eggleston congratulated Library Dir. Thiem-Menning on the library's long list of accomplishments and well-written mission statement.

Alder Kilgas shared comments for the absent Alder Schell on his desire to review the residency incentive benefit and look to remove this benefit.

**3. Position Classifications and Wage Scale Pertaining to the 2024 Budget.**

**a. Memo and Pay Grade Scale.**

Finance Dir. VanRossum presented the wage scale and position classification for the non-represented employees of the city. This scale aligns with the 3% increase that is included in the budget for the 2024 fiscal year. The scale also reflects the market conditions and cost-of-living adjustments for employees.

**4. Tax Bill Breakdown Widget.**

**a. Overview of the website – <https://kaukauna.gov/departments/finance/tax-bill-breakdown/>.**

Finance Dir. VanRossum presented the new Tax Bill Breakdown Widget available on the city website. This was created to help give property owners a visual tool to gain a better understanding of what their tax dollars are used for. The widget allows users to input any address or parcel number within the City of Kaukauna to access a comprehensive breakdown of their tax bill by taxing jurisdiction, as well as a detailed overview of how the city's share of the tax dollar is allocated across various areas. Each segment of the tax bill breakdown is explained on the webpage. It explains what each area contributes to the city and specifies the portion of their property tax bill that supports that service. This initiative promotes transparency in how tax dollars are utilized.

**b. Demonstration on how to look up your tax bill on website.**

Finance Dir. VanRossum demonstrated looking up a tax bill on the new Tax Bill Breakdown Widget and further explained graphs and explanation tables the widget provides.

Alderspersons asked questions and had favorable comments regarding the Tax Bill Breakdown Widget.

**5. Adjourn.**

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

Meeting adjourned at 7:28 p.m.

Christina Nelson, Deputy Clerk

## FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, November 6, 2023, at 6:00 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, Police Chief Graff, and interested citizens.

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

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

#### a. **Permission to fill Marketing and Communications Manager position.**

HR Director Swaney stated staff presented the proposed Marketing and Communications Manager position to the Finance and Personnel Committee on 10/16/2023 for discussion and on 10/17/2023 as part of the 2024 personnel budget presentation. This position is being included as part of the 2024 budget in order to provide the City with a full-time, dedicated Communications position. Staff would like to begin the recruitment process for this position with the intention of having a candidate available to start in early 2024.

Motion by Antoine, seconded by Coenen to authorize staff to fill a Marketing and Communications Manager position with a start date no earlier than January 1, 2024.  
All members voted aye.  
Motion carried.

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

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

Moved to closed session at 6:02 p.m.

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

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

Returned to Open Session at 7:16 p.m.

### 3. **Adjourn.**

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

Meeting adjourned at 7:16 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, November 6, 2023 at 7:17 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

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

**1. Correspondence – None.****2. Discussion Topics.****a. Special Events Application to Jessica Decet, Fox Heritage Run at Main Avenue, Kaukauna for May 3 & 4, 2024.**

Motion by Schell, seconded by DeCoster to approve the Special Events Application to Jessica Decet, Fox Heritage Run at Main Avenue, Kaukauna for May 3 & 4, 2024 contingent upon proof of insurance.

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion made by Coenen, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:19 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, November 6, 2023 at 7:20 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, HR Dir. Swaney, Police Chief Graff, Fin. Dir. Van Rossum, and interested citizens.

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

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

#### **a. Fox Valley Technical College Public Safety Training Center Use Agreement and Hold Harmless Agreement - Fire Department.**

Fire Chief Carrel stated the Kaukauna Fire Department has had a long-standing agreement with the Fox Valley Technical College to utilize their state-of-the-art training facility. This training ground provides our firefighters with invaluable hands-on training opportunities that we do not have access to at our own facility. Each year, we renew the attached hold harmless agreement to continue utilizing their burn building, training props, and other resources. These hands-on training opportunities are vital for our firefighters to maintain their skills and readiness to serve our community.

Motion by Thiele, seconded by Kilgas to authorize the City of Kaukauna Fire Department to enter into the Fox Valley Technical College Public Safety Training Center Use Agreement and Hold Harmless Agreement for 2024.

All members voted aye.

Motion carried.

#### **b. Appleton Radio Contract - Fire Department.**

Fire Chief Carrel stated our department has been participating in a regional radio grant through the Assistance to Firefighters Grant (AFG) program. The journey began in January of 2022 and received the award in the fall of 2022. The Appleton Fire Department served as the host agency, and the grant award helps Kaukauna along with 17 other departments throughout Outagamie County to make necessary radio replacements.

Motion by Thiele, seconded by Kilgas to authorize the Mayor to enter into the Appleton Radio Contract.

All members voted aye.

Motion carried.

#### **c. 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.**

Motion by Thiele, seconded by Kilgas to 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.

All members voted aye.

Motion carried.

Adjourned to closed session at 7:25 p.m.

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

Motion by Thiele, seconded by Antoine to return to Open Session for possible action.

All members voted aye.

Motion carried.

Returned to Open Session at 7:46 p.m.

**3. Adjourn.**

Motion by Kilgas, seconded by Antoine to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:46 p.m.

Sally Kenney, Clerk

## Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, September 21, 2023

**Members Present:** Brietzman, Carlson, Eggleston, Gertz, Hietpas, Manion, Pautz, and Van Berkel and White

**Not Present:** Jakel

**Also Present:** Debra Nowak and Maureen Feldt

Chair, Pautz called the September Committee Meeting to order at 6:30 PM. A quorum is present.

### **August 17, 2023 Committee Meeting Minutes**

Manion made a motion to waive the reading of the minutes and approve the August 17, 2023, Committee Meeting minutes with the correct spelling of *Ahlstrom*. Seconded by Hietpas. Motion carried.

**Public Appearances:** None

### **August Financial Report**

Eggleston made a motion to approve the August Financial Report. Seconded by Manion. Motion carried.

### **Correspondence**

Two more memorial donations came in for Nancy Green and one was received for Mai Plzak. Louise Van Harpen donated several wildlife art prints that were her husband's. Culver's donated individual custard cups for "A Very Jabber Thank You" event and Gary Roehrig designed and built the butterfly enclosure and a multi-level bird display.

### **Friends of 1000 Islands Report**

A new Treasurer is in place and looking into moving checkbook and CD accounts around to better serve the Friends group.

### **Naturalist's Report**

Focus on the Fox is Saturday (Sept. 23) and volunteers are still needed.

Goats will be here for two weeks starting Sept. 25. The high school Environmental Topics class will once again evaluate the effectiveness of the goat browsing. All City employees and Council members have been invited to two "meet and greet" sessions with the goats.

Brad is working on getting quotes to replace windows in the Nature Center building.

Nowak further explained the Credit Card Service Fee that is being passed on to a customer who utilizes a Credit Card or Debit Card for a gift shop purchase, pavilion rental or field trip payment.

Gertz made a motion to accept the August Naturalist's Report and place it on file. Seconded by Hietpas. Motion carried.

### **Admin and Finance Sub-Committee**

Van Berkel made a motion to receive and place on file, with a spelling correction, the July 20, 2023 Admin and Finance Sub-Committee meeting minutes. Seconded by Gertz. Motion carried.

Proposed resolutions 5397 and 5398 have been drafted but they need to be reviewed and edited. The Committee agreed that this task needs to go back to the Admin and Finance Sub-Committee to complete before Committee review and approval.

### **Education Sub-Committee**

Nothing to report.

### **Buildings and Grounds Sub-Committee**

Manion made a motion to receive and place on file the June 28, 2023 Building and Grounds Sub-Committee meeting minutes. Seconded by Carlson. Motion carried.

### **Old Business**

Nothing to report.

### **New Business**

October Committee Reappointments: Hietpas has agreed to stay on for another three-year term. Gertz has decided to retire from the 1000 Islands Committee and to have someone else represent the Kaukauna School Board. Nowak is reaching out to all School Board members for interest in being on the 1000 Islands Committee.

### **Good for the Center**

Jabber is doing well and the medicines are helping him from falling off his perch. *Grover the Goat* book is printed and available for purchase in the gift shop. Honey from the hives is also available now.

### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, October 19, 2023, at 6:30 PM in the Nature Center building.

### **Adjournment**

There being no further business, Carlson moved to adjourn the September 21 Committee Meeting at 7:36 PM. Seconded by Manion. Motion carried.

Maureen Feldt,  
Acting Secretary



# GRIGNON MANSION BOARD MEETING MINUTES

Monday, August 28, 2023

The meeting was called to order by Pennie Thiele at 5:30 PM in the Municipal Services Building, Hydro View Room

## Roll Call

Present – Al Borchardt, Bruce Werschem, Sandy Coenen, Christina Crook, Patty Brogan, Gavin Schmitt, Pennie Thiele

Others in Attendance – Terri Vosters, Cassidy Mickelson

## Review/Approve Minutes from July 24, 2023 Meeting

- Motion by Sandy Coenen to approve meeting minutes. Seconded by Bruce Werschem. Motion Unanimously Approved.

## Closed Session

- Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee. Motion by Bruce Werschem. Seconded by Sandy Coenen. Motion Unanimously Approved.
- Return to Open Session for possible action. Motion by Bruce Werschem. Seconded by Gavin Schmitt. Motion Unanimously Approved.

## Report from the City

- August Event Wrap-Up
  - A big thank you to all volunteers who helped with planning and on the day of the events. The Car Show had 125 cars register (99 last year) and there were 438 attendees to the Civil War Living History Demonstration (377 last year). Mickelson is still working on final amounts for revenue, but both events were more successful than last year.

## Report from Friends

- Financial Reports
  - July 2023
    - Grant Money Account - Beginning balance of \$30,042.15, ending balance \$30,049.64.
    - Checking Account - Beginning balance of \$3,386.12, ending balance \$3,361.52, with total deposits of \$622.45 and total withdrawals of \$494.50.
    - Savings account – Beginning balance of \$44,936.21, ending balance of \$41,945.45.
- Motion to recommend the City of Kaukauna provides the monthly expenditure report on bills paid for by endowment funds by Patty Brogan. Seconded by Christina Crook. Motion Unanimously Approved.

## Report from the Chair

- Grignon Mansion Endowment
  - Thiele presented information on the current status of the endowment that is held by the Community Foundation and interest is given annually to the City of Kaukauna to pay for utilities and maintenance of the Mansion. She also pointed out that although the fund is called the Charles A Grignon Mansion fund, the Grignon board is still called “Grignon Home” in the bylaws.
- Grignon Mansion Strategic Plan
  - Thiele pointed out the necessity to complete a strategic plan to guide the Grignon

Mansion moving forward. A clear mission and vision will be needed as the Mansion moves into its next stage of growth.

**Set Next Meeting Date and Location**

- Monday, September 25, 2023, at **5:00 PM** in the Hydro View Room.

**Adjourn at 6:42 PM**

- Motion by Bruce Werschem. Seconded by Al Borchardt. Motion Unanimously Approved.



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

Thursday, October 5, 2023 at 4:00 PM

## MINUTES

### 1. Roll Call.

Members Present: Giovanna Feller, DPW John Neumeier, Mayor Tony Penterman, Pennie Thiele, John Moore

Members Absent: Michael Avanzi, Ken Schoenike,

Others Present: Jason Holmes, Joe Stephenson by phone

Moore made a motion to excuse the absent member. Neumeier seconded the motion. The motion passed unanimously.

### 2. Approval of Minutes.

- a. Approve Minutes from September 7, 2023 Meeting

Feller made a motion to approve the minutes from September 7, 2023 meeting. Moore seconded the motion. The motion passed unanimously.

### 3. New Business.

- a. Review Petition for Direct Annexation by Unanimous Consent.

The Mayor explained the location of the proposed annexation and gave background information as to the need for City sewer and water service. Mr. Neumeier asked if a commercial business was going to be operated from the out building on the Lot. Joe was called by the Mayor and said he was unaware of any business plans for that building. Moore stated a direct question should be asked of the applicants for an explanation of intentions regarding an out building and the owners plans for it. The question was raised if the annexation had to go before the Common Council. Joe replied it did.

Neumeier made a motion to forward the request to the Common Council contingent upon the use of the lot conforms to the Single Family Zoning Code, seconded by Moore, all members voted Aye.

- b. Park Donation Application Review

Discussion was led by the Mayor about a park bench being donated for Riverside Park and a tree donation for the Dog Park. Thiele asked if the bench was replacing

an existing bench and if the bench being replaced was a memorial bench. Neumeier stated it was replacing an existing bench that will be used somewhere else in the City.

Thiele made a motion directing staff to work with the family for the installation of the bench at Riverside Park. Feller seconded the motion all members voted Aye.

Moore made a motion to approve the tree at the Dog Park and directed staff to work with the Family. Second by Neumeier, all members voted Aye

4. Other Business.

*There was no other business.*

5. Adjourn.

Neumeier made a motion to adjourn the meeting. Thiele seconded the motion. The motion passed unanimously, meeting adjourned at 4:21 PM.

November 7, 2023

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

Brown	Jacob	R.	300 Sarah St.	Kaukauna
Eckert	Kristen	L.	1836 Lawe St.	Kaukauna
Hoffman	Kalli	L.	100 E. 15 <sup>th</sup> St.	Kaukauna
Koester	Travis	L.	1515 Vandenbroek Rd. Lot #12	Little Chute
Luehring	Phillip	C.	1319 N. Erb St.	Appleton

DATE	ADDRESS	ORD. VIOLATION	LETTERS	CITATIONS	CURRENT STATUS	CASE CLOSED
9/29/2021	103 E 3rd Street	Building exterior	3	3	<i>compliance</i>	X
9/29/2021	103 E 3rd Street	Junk/debris	3	2	non-compliance	
6/4/2022	211 Taylor Street	Junk/debris	3	8	<i>compliance</i>	X
6/8/2022	1402 Crooks Ave	Damaged fence	2	0	<i>compliance</i>	X
6/13/2022	317 Park Street	Vacant house(Demo in process)	2	0	<i>compliance</i>	X
6/14/2022	1616 Main Ave	junk/debris-parking viol.	4	2	<i>compliance</i>	X
6/15/2022	303 W 4th Street	junk/debris-junk vehicle	3	2	<i>compliance</i>	X
6/16/2022	608 W Wisconsin Street	junk/debris	1	0	<i>compliance</i>	X
6/16/2022	700 Draper Street	junk/debris-junk vehicle	3	0	<i>compliance</i>	X
6/17/2022	514 Draper Street	junk/inoperable vehicles	2	0	non-compliance	
6/17/2022	615 Quinney Ave	junk/debris	2	0	<i>compliance</i>	X
6/20/2022	304 Dixon Street	Junk/debris	2	0	<i>compliance</i>	X
6/21/2022	401 Dixon Street	Junk/debris	1	0	<i>compliance</i>	X
6/21/2022	303 E 9th Street	Junk/debris	1	0	<i>compliance</i>	X
6/22/2022	809 Lawe Street	Illegal burn/inoperable veh.	2	0	<i>compliance</i>	X
6/22/2022	809 Lawe Street	Illegal home occ./junk/debris	3	1	<i>compliance</i>	X
6/22/2022	1611 Main Ave	junk/debris (abatement complete)	3	0	<i>compliance</i>	X
6/29/2022	1010 Draper Street	Tree maintenance violation	1	0	<i>compliance</i>	X
6/29/2022	621 George Street	Clear water discharge violation	1	0	<i>compliance</i>	X
6/29/2022	507 Draper Street	Junk/debris	3	0	<i>compliance</i>	X
6/30/2022	400 W Division Street	Building exterior violation	3	0	<i>compliance</i>	X
7/1/2022	918 Taft Street	Dilapidated bldg/ext. prop. Cond.	3	0	<i>compliance</i>	X
7/5/2022	128 E 3rd Street	Building exterior violation	3	0	<i>compliance</i>	X

7/6/2022	303 Gertude Street	Bldg ext./prop. Ext. violations	3	0 non-compliance	
7/7/2022	310 E Ducharme Street	Tree maint./ext. prop. Violations	2	0 compliance	X
7/12/2022	1312 Main Ave	Vegetation overgrowth/ext. prop.	2	0 compliance	X
7/12/2022	1413 Crooks Ave	Dead/diseased tree	2	0 compliance	X
7/12/2022	1405 Crooks Ave	Ext. prop. Cond./weeds/dead tree	2	0 compliance	X
7/12/2022	210 Amanda Street	Noxious/overgrowth of weeds	3	2 compliance	X
7/13/2022	1409 Crooks Ave	Noxious/overgrowth of weeds	2	0 compliance	X
7/13/2022	1401 Crooks Ave	Noxious/overgrowth of weeds	2	0 compliance	X
7/13/2022	1400 Main Ave	Noxious/overgrowth of weeds	2	0 compliance	X
7/13/2022	1117 Crooks Ave	Tree maintenance violation	1	0 compliance	X
7/14/2022	1512 Harrison Street	Residential SF zoning violation	1	0 compliance	X
7/15/2022	112 Tobacnoir Street	Junk/debris	2	0 compliance	X
7/15/2022	324 Doty Street	Dilapidated bldg/ext. prop. Cond.	3	0 On Hold	
7/18/2022	108 E Tobacnoir Street	Dilapidated detach garage	3	0 compliance	X
7/19/2022	1617 Crooks Ave	Exterior property conditions	3	2 non-compliance	
7/19/2022	811 Grignon Street	Vacant-Fire(Renovation plan)	2	0 non-compliance	
7/26/2022	628 Walter Street	Unpermitted structure	1	0 compliance	X
7/26/2022	1801 Crooks Ave	Overgrowth foliage over sidewalk	1	0 compliance	X
7/26/2022	1901 Crooks Ave	Overgrowth foliage over sidewalk	1	0 compliance	X
7/26/2022	1913 Crooks Ave	Overgrowth foliage over sidewalk	1	0 compliance	X
7/27/2022	821 Oviatt Street	Illegal parking of vehicles	2	2 compliance	X
8/1/2022	2108 Parkwood Drive	Inoperable/junk vehicle	1	0 compliance	X
8/2/2022	813 Lawe Street	Exterior property conditions	4	4 compliance	X
8/2/2022	805 Lawe Street	Exterior property conditions	2	0 compliance	X
8/3/2022	300 Taylor Street	Dilapidated detach garage	2	0 compliance	X
8/3/2022	917 Eden Ave	Exter. Prop. Cond./weeds	1	0 compliance	X

8/4/2022	707 E 10th Street	Ext. wall deterioration/infestation	1	0	<i>compliance</i>	X
8/4/2022	1113 Oviatt Street	Exter. Prop. Cond./illegal parking	1	0	<i>compliance</i>	X
8/4/2022	610 Kaukauna Street	Exter. Prop. Cond./illegal parking	2	0	<i>compliance</i>	X
8/4/2022	213 Diedrich Street	Exterior property conditions	1	0	non-compliance	
8/5/2022	227 Diedrich Street	Exter. Prop. Cond./illegal parking	1	0	<i>compliance</i>	X
8/5/2022	1701 Green Bay Rd	Exterior property conditions	1	0	<i>compliance</i>	X
8/10/2022	108 E 8th Street	Sump/down sp. Clear water viol.	2	0	<i>compliance</i>	X
8/10/2022	1200 Bens Way	Unpermitted str. Fence/driveway	1	0	<i>compliance</i>	X
8/15/2022	617 W 8th Street	Unpermitted str.-illegal fence	2	1	<i>compliance</i>	X
8/18/2022	809 Lawe Street	Unpermitted structure - fence	1	0	<i>compliance</i>	X
8/24/2022	215 W 6th Street	Accumulation/storage junk	2	2	<i>compliance</i>	X
8/26/2022	565 Willow Street	Junk vehicles/ext. prop. Conditions	2	0	<i>compliance</i>	X
8/26/2022	2108 Thelen Ave	Illegal accessory vehicle parking	1	0	<i>compliance</i>	X
8/26/2022	712 W 9th Street	Excessive firewood/illegal parking	1	0	<i>compliance</i>	X
8/29/2022	913 Draper Street	Unperm. Structure/debris/unlic. Veh	3	0	<i>compliance</i>	X
8/30/2022	321 E 20th Street	Junked vehicles	1	0	<i>compliance</i>	X
9/8/2022	228 Jefferson Street	Storage of accessory vehicles	1	0	<i>compliance</i>	X
9/8/2022	1909 Hendricks Ave	Long grass/weeds/garbage/debris	1	0	<i>compliance</i>	X
9/12/2022	705 Desnoyer Street	Junk/debris	1	0	<i>compliance</i>	X
9/15/2022	703 Desnoyer Street	Junk/unlicensed vehicles	1	0	<i>compliance</i>	X
9/15/2022	1105 Janet Street	Junk/unlicensed vehicles	1	0	<i>compliance</i>	X
9/19/2022	204 Island Street	Ext. prop. Cond./Public nuisance	2	0	<i>compliance</i>	X
9/22/2022	164 Grant Street	Unlicensed/inoperable vehicle	1	0	<i>compliance</i>	X
10/17/2022	321 W 12th Street	Accumulation/storage junk	1	0	<i>compliance</i>	X
10/21/2022	414 Klein Street	Yard waste/debris breeding vermin	1	0	<i>compliance</i>	X
11/14/2022	400 W Division Street	Illegal fence height in front yard	1	0	<i>compliance</i>	X



11/17/2022	1300 Oakridge Ave	Illegal parking of construction equip.	1	0	compliance	X
11/17/2022	556 Ferncliff Dr	Long grass/weeds/debris	1	0	compliance	X
11/30/2022	808 Desnoyer Street	Illegal fencing	1	0	compliance	X
12/1/2022	500 E 20th Street	Unlicensed/inoperable vehicle	1	0	compliance	X
12/15/2022	1817 Travis Lane	Public nuisance/zoning violation POD	1	0	compliance	X
1/23/2023	111 E 2nd St	Building exterior violation	1	0	compliance	X
2/11/2023	108 W 8th St	Clear water discharge violation	1	0	compliance	X
2/27/2023	229 John St	Illegal parking of vehicles	1	0	compliance	X
3/16/2023	131 E 2nd St	Bldg exterior/dilapidated garage	1	0	compliance	X
3/17/2023	600 Quinney St	Building interior violation-water intr.	1	0	compliance	X
3/22/2023	1300 Crooks Ave	Illegal storage of tires	1	0	compliance	X
4/3/2023	701 Quinney Ave	Accumulation of junk/appliances	1	0	compliance	X
4/18/2023	301 Dixon St	Building exterior condition violations	1	0 non-compliance		
4/20/2023	913 Draper Street	Property maintenance violations	2	5	compliance	X
4/28/2023	1913 Crooks Ave	Property maintenance violations	1	0	compliance	X
5/2/2023	805 Lawe Street	Property maintenance violations	1	0	compliance	X
5/2/2023	311 Park Street	Unlicensed/inoperable vehicle	1	0	compliance	X
5/4/2023	211 Taylor Street	Property maintenance violations	1	0	compliance	X
5/17/2023	316 E 8th Street	Unpermitted chickens	1	1	compliance	X
5/18/2023	412 W Division Street	Dead/diseased tree	2	3 non-compliance		
5/18/2023	705 Lawe Street	Weeds/Bldg Ext/Public Nuisance	2	7 non-compliance		
5/18/2023	507 Draper Street	Junk/debris/weeds	2	5	compliance	X
5/25/2023	628 Walter Street	Fence encroachment	1	0	compliance	X
6/5/2023	817 Dodge Street	Property maint./Bldg exterior	1	0 non-compliance		
6/8/2023	707 E 10th Street	Tree trim maintenance	1	0	compliance	X
6/8/2023	1213 Hillcrest Drive	Tree trim maint./shrubs on sidewalk	1	0	compliance	X

6/8/2023	910 Crooks Avenue	Tree trim maint./shrubs on sidewalk	1	0	<i>compliance</i>	X
6/14/2023	207 E Ducharme Street	Exterior prop. Maint./excess wood	1	0	<i>compliance</i>	X
6/16/2023	613 W 10th Street	Exterior prop. Maint./illegal contain.	1	0	non-compliance	
6/19/2023	614 Kaukauna Street	Dead/diseased tree	2	2	<i>compliance</i>	X
6/22/2023	316 Taylor Street	Dead/diseased tree	1	1	<i>compliance</i>	X
6/22/2023	204 Island Street	Exterior prop. Cond./bldg exterior	1	0	<i>compliance</i>	X
6/28/2023	821 Oviatt Street	Illegal parking of vehicles/trailers	1	1	<i>compliance</i>	X
6/29/2023	215 Lemongrass Way	Exterior prop. Maint./illegal parking	1	0	<i>compliance</i>	X
6/29/2023	210 Amanda Street	Noxious/overgrowth of weeds	1	0	<i>compliance</i>	X
7/11/2023	310 Ducharme Street	Overgrowth foliage over sidewalk	1	0	<i>compliance</i>	X
7/11/2023	2600 Konkapot Trail Rd	Dilapidated Bldg/Bldg exter. Deter.	1	0	non-compliance	
7/25/2023	407 Klein Street	Unpermitted birds/fowl	1	0	<i>compliance</i>	X
7/25/2023	153 E 2nd Street	Deteriorating bldg exterior surfaces	1	1	non-compliance	
8/1/2023	153 E 3rd Street	Property maintenance violations	1	0	<i>compliance</i>	X
8/1/2023	229 John Street	Property maintenance violations	1	0	<i>compliance</i>	X
8/2/2023	821 Lawe Street	Overgrowth of tree/foliage	1	0	<i>compliance</i>	X
8/3/2023	1505 Glenview Ave	Illegal clear water discharge	1	0	<i>compliance</i>	X
8/3/2023	1930 White Dove Lane	Overgrowth of weeds/grass	1	0	<i>compliance</i>	X
8/8/2023	2501 Hendricks Ave	Unlicensed birds/fowl	1	0	<i>compliance</i>	X
8/9/2023	1445 Haen Drive	Drainage maint. easement violation	1	0	non-compliance	
8/15/2023	1475 Haen Drive	Drainage maint. easement violation	1	0	non-compliance	
8/16/2023	1469 Haen Drive	Drainage maint. easement violation	1	0	non-compliance	
8/17/2023	1415 Haen Drive	Drainage maint. easement violation	1	0	non-compliance	
8/29/2023	524 W 6th Street	Fire damage/dilapidated bldg	1	0	<i>compliance</i>	X
9/14/2023	307 Seymour Street	Property maintenance violations	1	0	<i>compliance</i>	X
9/21/2023	108 W 7th Street	Unlicensed birds/fowl	1	0	<i>compliance</i>	X

9/29/2023	1501 Oakridge Avenue	Exterior property conditions	1	1 non-compliance	
9/29/2023	12 and 14 Links Ct	Exterior property conditions	1	1 non-compliance	
10/4/2023	1201 Cleveland Street	Unlicensed birds/vehicles/junk/deb.	1	0 non-compliance	
10/4/2023	1409 Crooks Ave	Long grass/weeds/vegetation growth	1	0 compliance	X
10/5/2023	105 Seymour Street	Dead/diseased trees	1	0 non-compliance	
10/13/2023	924 Oviatt Street	Dead/diseased trees	1	0 non-compliance	
10/13/2023	220 John Street	Dead/diseased trees	1	0 non-compliance	
10/13/2023	409 E 20th Street	Property maintenance violations	1	0 compliance	X
10/23/2023	821 Oviatt Street	Illegal vehicle parking/junk & debris	1	0 non-compliance	
11/1/2023	237 Idlewild Street	Clear water discharge violation	1	0 non-compliance	

HOLD

tax foreclosure by county



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson  
Date: November 7<sup>th</sup>, 2023  
Re: Flood Storage District - Discussion

Flood storage district is the area delineated adjacent to floodways and often within floodplains. These areas are where flood waters are stored and relied upon to reduce regional flood hazards. The district protects the area and prevents development from increasing the elevation of a flood event. For various reasons, during developments these districts may have to move from their original locations. Currently the City of Kaukauna does not allow such a movement but both Outagamie County and FEMA guidance allows for this practice to occur.

One of the items Outagamie County's ordinance covers that the City's ordinance does not is the use of compensatory storage. Compensatory storage covers the event in which floodplain storage is lost, that lost storage would be compensated for in an adjacent floodplain. This allows for the shifting of floodplain areas while still keeping the total amount of floodplain storage; allowing for more flexibility within projects and developments.

Plan Commission approved an ordinance to allow for compensatory storage and about the ordinance currently being used by Outagamie County. See attached.

No action is required. This is a discussion item to provide notice to council ahead of a public hearing and adoption at the next council meeting.

## **17.07 Floodplain Zoning Ordinance**

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### **5. Flood Storage District (FS)**

1. *Intent.* The Flood Storage District delineates that portion of the floodplain where storage of floodwaters has been taken into account and is relied upon to reduce the Regional Flood Discharge. The district protects the flood storage areas and ensures that any development in the storage areas will not decrease the effective flood storage capacity which would cause higher flood elevations.
2. *Development Within the Flood Storage District.*
  - a. Any use or development which occurs in the Flood Storage District must also meet the requirements outline in section 17.07 (4) Flood Fringe District.
  - b. Development in the Flood Storage District shall not cause an increase equal or greater than 0.00 of a foot in the height of the Regional Flood.
  - c. No development shall be allowed which removes flood storage volume unless an equal volume of storage, as defined by the pre-development ground surface and the Regional Flood Elevation, shall be provided in the immediate area of the proposed development to compensate for the volume of storage which is lost, (Compensatory Storage). Excavation below the groundwater table is not considered to provide an equal volume of storage.
  - d. If Compensatory Storage cannot be provided, the area may not be developed unless the entire area zoned as Flood Storage District on this waterway is rezoned to the Flood Fringe District. This must include a revision to the floodplain study and map done for the waterway to revert to the higher regional flood discharge calculated without floodplain storage.
  - e. No area may be removed from the Flood Storage District unless it can be shown that the area has been filled to the Flood Protection Elevation and is contiguous to other lands lying outside of the floodplain.

### **65. General floodplain district (GFP)**

...

### **76. Nonconforming uses.**

...

87. Administration.

...

98. Amendments.

...

109. Enforcement and penalties.

...

1110. Definitions.

...



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson – Director of Planning and Community Development  
Date: November 7<sup>th</sup>, 2023  
Re: Community Development Block Grant Funds

The Community Development Block Grant (CDBG) is an allocation of money given to the City of Kaukauna to administer a series of loans for eligible low-income residents to fix their homes. Loans are given to the resident and upon the sale of their home the loan is paid back in full. While the program has a direct benefit to many of our residents the staff time to administer the loan and fill out the needed paperwork for the state and federal government is time intensive.

Brown County's housing division has started administering the CDBG money on behalf of the state for the entire Outagamie/Brown County Region, but they will not fund projects in communities that still have CDBG funds. If the City of Kaukauna were to give their funds back to the state, Brown County Housing would administer the same program we have now but also allow for downpayment assistance as an increased service to low-income residents. The City currently holds \$229,931.44 in CDBG funds.

At the last meeting the council discussed the options presented before us and had a handful of follow up questions. The following is a summary of the answers we got from Brown County:

1. Brown County does not have a waiting list and has completed 100% of requests for qualified applicants. They do not foresee a risk of Kaukauna residents being turned away.
2. Brown County has a yearly budget of about 1.5 million for CDBG renovations.

Since Brown County has multiple dedicated full-time staff to administer this program, we feel it is in the City's best interest for Brown County to administer the program. This will free up valuable time for city staff, allow us to participate in a larger pot of money that is allocated yearly, and provide a better service to our residents. The City will continue to be a partner





**CITY OF KAUKAUNA  
ORDINANCE 1890-2023**

**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;

**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 Planning Director.

- 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 as approved by council. The code enforcement officer shall report to the Planning Director.

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

**CITY OF KAUKAUNA  
ORDINANCE 1891-2023**

**ORDINANCE REPEAL AND RECREATING SECTION 1.31(1) PLAN  
COMMISSION COMPOSITION**

**WHEREAS**, the Building Inspector was removed from the Plan Commission in 2021 due to the City having a contracted inspector; and

**WHEREAS**, the City of Kaukauna Common Council appointed a full-time Building Inspector in 2022; and

**WHEREAS**, The City of Kaukauna Common Council believes the Plan Commission is best suited to have the City of Kaukauna Building Inspector on the Commission to meet inspection needs;

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

**SECTION 1:        REPEAL AND REPLACE** “1.31 City Plan Commission” of the City of Kaukauna Municipal Code is hereby *repealed and replaced* as follows:

**BEFORE REPEAL AND REPLACE**

1.31 City Plan Commission

1. *Composition*. The city plan commission shall consist of seven members and one alternate member. The mayor, who shall be the presiding officer, the city engineer, the chairperson of the board of public works, an alderperson, and three citizens shall be the seven members. Citizen members shall be residents of the city, shall be persons of recognized experience and qualifications and shall receive no compensation. A designee of the city engineer shall be the alternate member to act with full authority in the absence of the city engineer.
2. *Appointments*.
  - a. *Citizens*. One citizen member shall be appointed by the mayor, subject to confirmation by the council, annually for a three-year term.
  - b. *Councilmembers*. The councilmembers of the commission shall be appointed by the mayor, subject to confirmation by the council, at the annual organization meeting of the council.
3. *Organization*. The members of the commission shall annually organize by the election of a vice-president, secretary, and such other officers as may, in their judgment, be necessary. All the members of the commission shall serve without compensation, except the secretary may receive such compensation as may be fixed from time to time by the council in the annual budget.

4. *Powers and duties; Applicable Statute.* See Wis. Stats. § 62.23.

5. *Matters referred to commission.*

a. *Mandatory reference.*

- (1) The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission for its consideration and report before final action is taken by the council, public body, or officer, the following matters:
  - (A) The location and architectural design of any public building;
  - (B) The location of any statue or other memorial;
  - (C) The location, acceptance, extension, alteration, vacation, abandonment, or authorization for any public utility whether publicly or privately owned;
  - (D) All plats of lands in the city or within the territory over which the city is given platting jurisdiction by Wis. Stats. ch. 236;
  - (E) The location, character, and extent or acquisition, leasing, or sale of lands for public or semipublic housing, slum clearance, relief of congestion or vacation camps for children; and
  - (F) The amendment or repeal of any ordinance adopted pursuant to this section.
- (2) Unless such report is made within 30 days, or such longer period as may be stipulated by the council, the council or other public body or officer may take final action without it.

b. *Public works.* The council may refer to the commission, the construction or carrying out of any public work not expressly within the province of other boards or commissions and may delegate to such commission all powers necessary to carry out the details thereof.

6. *Employment of experts.* The commission may employ expert advice upon authority granted by the council and an appropriation made by the council therefor. The commission shall, as far as possible, use the facilities of such other public agencies as may be of assistance to it and shall keep written records of its proceedings, which shall be open to inspection at all times.

(Code 2011, § 1.31; Ord. No. 1738, 8-16-2016; Ord. No. 1739, 8-16-2016)

## AFTER REPEAL AND REPLACE

### 1.31 City Plan Commission

1. *Composition.* The city plan commission shall consist of ~~seven~~eight members and one alternate member. The mayor, who shall be the presiding officer, ~~the building inspector,~~ the city engineer, the chairperson of the board of public works, an alderperson, and three citizens shall be the ~~seven~~eight members. Citizen members shall be residents of the city, shall be persons of recognized experience and qualifications and shall receive no compensation. A designee of the city engineer shall be the

alternate member to act with full authority in the absence of the city engineer.

2. *Appointments.*

- a. *Citizens.* One citizen member shall be appointed by the mayor, subject to confirmation by the council, annually for a three-year term.
- b. *Councilmembers.* The councilmembers of the commission shall be appointed by the mayor, subject to confirmation by the council, at the annual organization meeting of the council.

3. *Organization.* The members of the commission shall annually organize by the election of a vice-president, secretary, and such other officers as may, in their judgment, be necessary. All the members of the commission shall serve without compensation, except the secretary may receive such compensation as may be fixed from time to time by the council in the annual budget.

4. *Powers and duties; Applicable Statute.* See Wis. Stats. § 62.23.

5. *Matters referred to commission.*

a. *Mandatory reference.*

- (1) The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission for its consideration and report before final action is taken by the council, public body, or officer, the following matters:
  - (A) The location and architectural design of any public building;
  - (B) The location of any statue or other memorial;
  - (C) The location, acceptance, extension, alteration, vacation, abandonment, or authorization for any public utility whether publicly or privately owned;
  - (D) All plats of lands in the city or within the territory over which the city is given platting jurisdiction by Wis. Stats. ch. 236;
  - (E) The location, character, and extent or acquisition, leasing, or sale of lands for public or semipublic housing, slum clearance, relief of congestion or vacation camps for children; and
  - (F) The amendment or repeal of any ordinance adopted pursuant to this section.
- (2) Unless such report is made within 30 days, or such longer period as may be stipulated by the council, the council or other public body or officer may take final action without it.

b. *Public works.* The council may refer to the commission, the construction or carrying out of any public work not expressly within the province of other boards or commissions and may delegate to such commission all powers necessary to carry out the details thereof.

6. *Employment of experts.* The commission may employ expert advice upon authority granted by the council and an appropriation made by the council therefor. The commission shall, as far as possible, use the facilities of such other public agencies as may be of assistance to it and shall keep written records of its proceedings, which shall be open to inspection at all times.



(Code 2011, § 1.31; Ord. No. 1738, 8-16-2016; Ord. No. 1739, 8-16-2016)

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