

COMMON COUNCIL

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



Tuesday, July 16, 2024 at 7:00 PM

AGENDA

In-Person and Remote Teleconference 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 June 18, 2024.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
 - a. Swearing in of Officer Logan Mitchell to the Kaukauna Police Department.
 - b. Retirement of Sgt. Mike Frank 26 years - Kaukauna Police Department.
 - c. [2025 Budget Process and Approval Schedule.](#)
 - d. [Use of Absentee Ballot Drop Boxes.](#)
6. Reports of standing and special committees.
 - a. [Committee of the Whole Meeting Minutes of July 15, 2024.](#)
 - b. [Board of Public Works Meeting Minutes of July 15, 2024.](#)
 - c. [Finance and Personnel Committee Meeting Minutes of July 15, 2024.](#)
 - d. [Health & Recreation Committee Meeting Minutes of July 15, 2024.](#)
 - e. [Legislative Committee Meeting Minutes of July 15, 2024.](#)
 - f. [1000 Islands Environmental Center Committee Meeting Minutes of May 16, 2024.](#)
 - g. [Grignon Mansion Board Meeting Minutes of May 28, 2024.](#)
 - h. [Library Board Meeting Minutes of May 28, 2024.](#)
 - i. [Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of June 11, 2024.](#)
 - j. [Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of June 20, 2024.](#)
 - k. [Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of June 25, 2024.](#)
 - l. [Operator \(Bartender\) Licenses.](#)
7. Reports of City officers.
 - a. [Fire Report.](#)
 - b. [Ambulance Report.](#)
 - c. [Police Report.](#)
 - d. [Code Enforcement Report.](#)

- [e.](#) Court Report.
 - [f.](#) Clerk-Treasurer's Daily Deposit Report.
 - [g.](#) Building Inspection Report.
 - [h.](#) Refunding Taxes to Kaukauna Housing Authority for Parcel 323026000.
 - [i.](#) Community Enrichment and 1000 Islands Staffing Alignment.
- 8. Presentation of ordinances and resolutions.
 - [a.](#) Ordinance 1910-2024 Ordinance Creating Section 1.26 and Repealing and Replacing Sections 1.03 and 10.03(6).
 - [b.](#) Ordinance 1911-2024 Ordinance Repealing and Replacing Section 14.04.
 - [c.](#) Resolution 2024-5439 Resolution Authorizing the Mayor to Sign a Road Easement Agreement.
- 9. Closed session.
 - a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Community Enrichment and 1000 Islands Staffing Alignment.
 - 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 – The Reserve 2022-PL-24.
 - 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 -Amendment to Offer to Purchase Outlot 3N.E.W 2023-PL-11.
 - f. Return to Open Session for possible action.
 - g. 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.
 - h. Return to Open Session for possible action.
- 10. Adjourn.

NOTICES

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

MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JUNE 18, 2024

Pursuant to adjournment on June 4, 2024 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, June 18, 2024.

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

Absent & Excused: Moore.

Also present: Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Fire Dept. Personnel, Lib. Dir. Thiem-Menning (via Zoom) and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

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

Motion by Coenen, seconded by Kilgas to suspend the rules and waive the reading of the minutes of the Common Council meeting of June 4, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Coenen, seconded by Schell to adopt the minutes of the Common Council meeting of June 4, 2024.

All Ald. Present voted aye.

Motion carried.

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

Bills Payable

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

All Ald. Present voted aye.

Motion carried.

PUBLIC APPEARANCES

Michael Weaver, 516 E. 14th Street, Kaukauna spoke as the commander of the Kaukauna VFW Post. He expressed his deep appreciation and gratitude to the City for all their support with the ceremonies that they hold throughout the year.

Mayor Penterman informed the Council that the Community Enrichment and 1000 Islands Staff realignment will be put on the July 16 meeting agenda.

Ribbon Cutting Ceremony for LaFollette Park all-inclusive playground will be this Friday.

BUSINESS PRESENTED BY THE MAYOR

Badge Pinning of Firefighter/Paramedic Wyatt Gezella

Chief Carrel gave background on Wyatt Gezella and welcomed him to the Kaukauna Fire Department after an 18-month probationary period. The badge was pinned on by Chief Carrel.

2023 City Financial Statements - presented by Clifton Larson Allen (CLA).

Finance Director Van Rossum introduced Amber Drewieske from Clifton Larson Allen (CLA) to go over the 2023 City Financial Statements. The annual financial report and management communications were provided. Drewieske touched on several areas of this report. The annual audit went well, and no concerns were evident.

Motion by Antoine seconded by Kilgas to receive and place on file the 2023 Audited City Financial Statements.

All Ald. Present voted aye.

Motion carried.

2024 Kaukauna General Obligation Bonding Results and Ratings, Presentation by Huntington.

Finance Director Van Rossum introduced Jeff Belongia, Bond Advisor from Huntington. Mr. Belongia provided information on the 2024 General Obligation Bonding Results and Ratings. The interest rates and credit ratings were presented. Mayor Penterman thanked Mr. Belongia, Finance Director Van Rossum, City staff and the Common Council for being fiscally responsible and allowing us to capture a true interest cost of 3.87% and maintain our bond rating of AA-.

Proclamation designating July as National Park and Recreation Month.

Mayor Penterman read the Proclamation designating July as National Park and Recreation Month.

Motion by Thiele, seconded by Schell to receive and place on file the Proclamation designating July as National Park and Recreation Month.

All Ald. Present Voted aye.

Motion carried.

Appointment of Channy Avanzi to the Kaukauna Public Library Board (3-year term).

Motion by Kilgas, seconded by Eggleston to appoint Channy Avanzi to the Kaukauna Public Library Board (3-year term).

All Ald. Present Voted aye.

Motion carried.

Reappointment of Cindy Fallona to the Kaukauna Public Library Board.

Motion by Kilgas, seconded by Coenen to reappoint Cindy Fallona to the Kaukauna Public Library Board.

All Ald. Present Voted aye.

Motion carried.

Reappointment of James Van De Hey to the Kaukauna Public Library Board.

Motion by Kilgas, seconded by Eggleston to reappoint James Van De Hey to the Kaukauna Public Library Board.

All Ald. Present Voted aye.

Motion carried.

Committee/Council Meetings July 1st and 2nd.

Mayor Penterman stated that due to the lack of business and the holiday, the July 1 and 2 meetings will be dismissed.

Motion by Schell, seconded by Kilgas to dispense with the July 1 and July 2 Committee/Council Meetings.

All Ald. Present voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of June 17, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, June 17, 2024 at 6:00 P.M.

Members present: Antoine, Coenen, Eggleston, Kilgas, Moore (via Zoom), Schell, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Street Sup. VanGompel, Fire Chief Carrel, Asst. Fire Chief Foss, Com. Enrich & Rec Dir. Vosters, and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Project 4-24, Asphalt Paving Change Order #2 Recommendation.

During storm sewer installation in the 2nd/3rd Street alley, significant rock and unsuitable fill material caused over-excavation and additional granular backfill to be ordered by the project engineer. Additional time was also needed to make connections to exiting sewers due to past accepted practices. The recommended Change Order to contract 4-24 was provided. Sr. Project Engineer Jeff Bodoh has reviewed and approved additional work items as shown based on his observation and notes during the work. Questions from the Board were answered.

Motion by Antoine, seconded by Eggleston to Authorize the Director of Public Works to approve Change Order #2 for Project 4-24, Asphalt Paving.

All Ald. Present Voted aye.

Motion carried.

b. Authorization to seek bids for a new loader.

In the approved 2024 CIP vehicle replacement schedule we were looking to replace our 1991 John Deere grader. Taking a deeper look into operations and the versatility of other machinery, we were looking for something to better fit the mold of Street Department operations. Our current loader puts over 400 more hours on than our graders in a year. With the right attachments, we will be able to utilize a loader in more operations than a grader, making it an all-around better investment while still staying under the budgeted amount for

the replacement of the grader.

Motion by Kilgas, seconded by Coenen to authorize the Street Superintendent to seek bids for new loader and attachments with trading in or selling outright equipment #21, the 1991 John Deere grader.

All Ald. Present Voted aye.

Motion carried.

c. Heart of the Valley Metropolitan Sewerage District (HOVMSD) Interceptor Project Funding Update - PSC Hearing.

DPW/Eng. Neumeier provided an update from the hearing. The two points of contention in our complaint was that twenty five percent of our sewer does not go to the interceptor so we should not be charged for it. The volume metric system was oversimplifying that and was unreasonably and unjustly causing three times the payment for Kaukauna versus using the preferred Reach method. The City lost both of the decisions in the hearing.

d. Public Works Update.

DPW/Eng. Neumeier provided updates on building façade falling into Lawe Street. The street was closed immediately to make sure everyone was safe. Thank you to Fire, Police, Street, and Inspection Departments for coming together on a Sunday night to make sure everyone was safe. The second half of the second phase of Kenneth Avenue got paved today allowing the Avenue to reopen in the next day or two. The pool parking lot was paved today and some tentative dates for the pool opening were provided. The target time of opening the pool is early July. The utility project by Park School is on target to finish before school starts.

Street Superintendent VanGompel provided an update on the storm cleanup efforts. On June 1, all non-commercial core district residents lost their business dumpster service per our updated ordinance. Van Gompel is working with residents on this transition.

Vosters gave an update on the pool project and thanked staff for all their help. We are hoping to fill the pool this week, have it inspected next week and open the pool in early July. Questions from the Board were answered.

3. Closed Session.

- a. Adjourn to closed session as per Wisconsin State Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (HOVMSD).**

Item was pulled.

4. Adjourn.

Motion made by Coenen, seconded by Schell to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:17 pm.

Sally Kenney
Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of June 17, 2024, as presented.

All Ald. voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of June 17, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, June 17, 2024 at 6:18 pm.

Members present: Mayor Penterman, Coenen, Kilgas, Moore (via Zoom), and Schell.

Absent & Excused: DeCoster.

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Police Chief Graff, Com. Enrich. Rec. Dir. Vosters, HR Dir. Swaney, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

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

All members present voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Paralegal Position due to resignation.**

Mayor informed the Committee that Paralegal Christina Heindl resigned from her position effective 6/4/2024.

Motion by Schell, seconded by Coenen to authorize staff to fill the Paralegal position due to resignation.

All members present 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 Coenen, seconded by Kilgas 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 present voted aye.

Motion carried.

Moved to closed session at 6:21 pm.

Motion by Kilgas, seconded by Schell to allow Community Enrichment and Recreation Director Vosters into the closed session to answer questions.

All members present voted aye.

Motion carried.

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

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

All members present voted aye.

Motion carried.

Returned to Open Session at 6:33 pm.

Motion by Kilgas, seconded by Schell to forward on to the Common Council the Community Enrichment and 1000 Islands staffing alignment.

All members present voted aye.

Motion carried.

d. 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 Schell 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 present voted aye.

Motion carried.

Moved to closed session at 6:40 pm.

e. Return to Open Session for possible action.

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

All members present voted aye.

Motion carried.

Returned to Open Session at 6:49 pm.

3. Adjourn.

Motion by Kilgas, seconded Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:50 pm.

Sally Kenney, Clerk

Motion by Coenen, seconded by Schell to adopt the Finance and Personnel Meeting Minutes of June 17, 2024, as presented.

All Ald. Present voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of June 17, 2024.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, June 17, 2024 at 6:50 P.M.

Members present: Eggleston, Schell and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Antoine, Ald. Coenen, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Com. Erich. Rec. Dir. Vosters, Police Chief Graff, Fire Chief

Carrel, Asst. Fire Chief Foss and interested citizens.

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

1. Correspondence – None.

2. Discussion Topics.

a. Tavern Report.

Only one liquor license with a violation. Overall, it was a good year. Questions from the Committee were answered.

Motion by Eggleston, seconded by Thiele to receive and place on file the Tavern Report.
All members present voted aye.
Motion carried.

b. 2024-2025 Beer and Liquor Licenses.

The list was distributed. They have all been approved except for one establishment still waiting on Department approval and payment of taxes. Questions from the Committee were answered.

Motion by Thiele, seconded by Eggleston, to grant the 2024-2025 Beer and Liquor Licenses in compliance.
All members present voted aye.
Motion carried.

Motion by Thiele, seconded by Eggleston to approve the Liquor License for Pub 55 upon the full payment of taxes and all Fire and Inspection non-compliance issues being rectified.
All members present voted aye.
Motion carried.

c. 2024-2025 Sidewalk Display and Sidewalk Cafe' Permits.

Motion by Eggleston, seconded by Thiele to approve the 2024-2025 Sidewalk Café Permits.
All members present voted aye.
Motion carried.

d. Temporary Class "B" License to St. Paul Elder Services, St. Paul Home, on June 26, 2024 for "Brat Fry/Little Chute Community Band".

Motion by Thiele, seconded by Eggleston to approve the Temporary Class "B" License to St. Paul Elder Services, St. Paul Home, on June 26, 2024 for "Brat Fry/Little Chute Community Band".
All members present voted aye.
Motion carried.

e. Temporary Class "B" License to St. Paul Elder Services, St. Paul Home, on August 20, 2024 for "Car Show - Brat Fry".

Motion by Eggleston, seconded by Thiele to approve the Temporary Class "B" License to St. Paul Elder Services, St. Paul Home, on August 20, 2024 for "Car Show - Brat Fry".
All members present voted aye.
Motion carried.

f. **Special Event Application to Dustin Klitzke, Dustin Klitzke Agency, LLC for an Open House/Ribbing Cutting on June 19, 2024 from 3-7 pm.**

Motion by Thiele, seconded by Eggleston to approve the Special Event Application to Dustin Klitzke, Dustin Klitzke Agency, LLC for an Open House/Ribbing Cutting on June 19, 2024 from 3-7 pm.

All members present voted aye.

Motion carried.

g. **Special Event Application to Andrea Meulemans, Pure Barre for "Sweat+Social" at LaFollette Park on August 9, 2024 from 5-6:30 pm.**

Motion by Thiele, seconded by Eggleston to approve Special Event Application to Andrea Meulemans, Pure Barre for "Sweat+Social" at LaFollette Park on August 9, 2024 from 5-6:30 pm.

All members present voted aye.

Motion carried.

h. **Amplified music request from Sarah Wroblewski, Kaukauna Public Library for the "Fairy Walk" on Monday, August 19, 2024 from 5-8 PM.**

Motion by Eggleston, seconded by Thiele to approve the Amplified music request from Sarah Wroblewski, Kaukauna Public Library for the "Fairy Walk" on Monday, August 19, 2024 from 5-8 PM.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion made by Eggleston, seconded by Thiele to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:19 P.M.

Sally Kenney
Clerk

Motion by Thiele, seconded by Eggleston to make spelling corrections to the Health and Recreation Committee Meeting Minutes of June 17, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Schell, seconded by Thiele to adopt the Health and Recreation Committee Meeting Minutes of June 17, 2024 with corrections.

All Ald. Present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of May 14, 2024.

Motion by Coenen, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of May 14, 2024.

All Ald. Present voted aye.

Motion carried.

Operator (Bartender) Licenses.

The following applicants have applied for an operator's license for the license year **2024-2026** and have been recommended for approval based on their record check by the police department:

| | | | | |
|------------|-----------|----|-------------------------------|----------------|
| Abel | Janel | C. | 313 Dodge St. | Kaukauna |
| Barlow | Amanda | F. | 1215 E. Wisconsin Ave. | Little Chute |
| Barnett | Christina | L. | W3618 Schmidt Rd. | Kaukauna |
| Bay | Thomas | E. | 2550 Haas Rd. | Kaukauna |
| Besaw Jr. | William | J. | 409 Turner St. | Wrightstown |
| Blackwell | Tracy | R. | 209 W. 7th St. | Kaukauna |
| Boelter | Terri | M. | PO Box 73 | Kimberly |
| Boldt | Ashley | A. | 826 E. 1 st St. | Kimberly |
| Borgen | James | B. | 128 E. 2 nd St. | Kaukauna |
| Carstens | Lisa | A. | 303 E. 9 th St. | Kaukauna |
| DeCoster | Amos | A. | W5580 Sumac Ln. | Appleton |
| DeCoster | Barbara | J. | 919 Grignon St. | Kaukauna |
| DeCoster | Gina | M. | 443 Paw Ct. | Combined Locks |
| DeCoster | Jaclyn | M. | 157 Raught St. | Kaukauna |
| DeGroot | Michelle | L. | 950 State St. | Kaukauna |
| Detrie | Heather | E. | 3632 Glenbrooke Ln. | Green Bay |
| Dragoo | Malorie | L. | 300 Schindler Pl. Apt. 203 | Menasha |
| Earl | Monica | L. | 215 W. 6 th St. | Kaukauna |
| Eckert | Kristen | L. | 1836 Lawe St. | Kaukauna |
| Eick | Michele | R. | 204 W. 8 th St. | Kaukauna |
| Elmer | Corrine | M. | 322 N. Nash St. | Hortonville |
| Funk | Lexee | B. | 2201 W. Pershing St. Apt. 19 | Appleton |
| Gadbois | Erin | E. | 208 E. 10 th St. | Kaukauna |
| Garcia | Jesse | J. | 317 Brothers St. | Kaukauna |
| Gehrman | Janelle | M. | 2700 N. Ullman St. | Appleton |
| Gisvold | Cameron | L. | 917 Byrd Ave. | Neenah |
| Handrich | Megan | M. | 524 Wildwood Dr. | Kaukauna |
| Hawley | Catherine | E. | W6647 E. Midway Rd. #130 | Appleton |
| Hibbard | Paige | M. | 1816 Sherry Ln. | Kaukauna |
| Hungerford | Kelly | M. | 311 Depot St. | Kaukauna |
| Hurst | Lori | A. | 235 W. Wisconsin Ave. | Kaukauna |
| Joniaux | Samantha | J. | N6029 Cty. Rd. BB | Hilbert |
| Keberlein | Mary | J. | 209 W. 7 th St. | Kaukauna |
| Koester | Nikki | L. | 102 Parkway Dr. | Combined Locks |
| Krause | Brady | S. | 2008 Welhouse Dr. | Kaukauna |
| Kriescher | Desiree | N. | 111 W. Wisconsin Ave. | Kaukauna |
| Krueger | Mackenzie | S. | N4003 McHugh Rd. | Freedom |
| Lancour | Fox | A. | 3510 Cherryvale Ave., Unit 37 | Appleton |
| Leon | Kendra | R. | 660 Frances St. | Kaukauna |
| Manders | Shari | J. | 124 W. Morningside Dr. | Kaukauna |
| Megna | Kyle | B. | 111 Main Ave. Apt. 204 | Kaukauna |
| Meyer | Tobin | J. | 812 Cleveland Ave. | Kaukauna |
| Micke | Amy | C. | W2826 Brookhaven Dr. | Appleton |
| Moore | Sarah | A. | 312 W. 13 th St. | Kaukauna |
| Nelson | Kortney | M. | 168 Grant St. | Kaukauna |

| | | | | |
|---------------|-----------|----|--------------------------------|----------------|
| Nock | Jamie | L. | 505 Richard St. | Combined Locks |
| Ochoa | Erika | A. | 2055 Allerton Dr. | Oshkosh |
| Ochowicz | Sarah | E. | 920 Metoxen Ave. | Kaukauna |
| Olesen | Annika | M. | 409 E. Fernwood Ln. | Appleton |
| Paulson | Jennifer | S. | 515 Whitney St. | Kaukauna |
| Quella | Luke | S. | N4770 State Hwy. 55 | Freedom |
| Raab | Joy | L. | 1836 Lawe St. | Kaukauna |
| Rice | Mary Kay | E. | 908 Metoxen Ave. | Kaukauna |
| Russell | Tracy | L. | 2115 Glenview Ave. | Kaukauna |
| Schafer | Blanche | A. | 215 Park St. | Kaukauna |
| Scheffler | Margaret | C. | W130 Meadowridge Trl. | Kaukauna |
| Schmidt | Jeremy | J. | 603 Gertrude St. | Kaukauna |
| Schmitt | Derek | J. | 2801 Haas Rd. | Kaukauna |
| Schuelke | Nicole | L. | 202 ½ Whitney St. | Kaukauna |
| Seefeldt | Kim | M. | 809 Lawe St. | Kaukauna |
| Shiffert | Deenenn | L. | 1906 Green Bay Rd. | Kaukauna |
| Shiffert | Jacob | J. | 1906 Green Bay Rd. | Kaukauna |
| Stadtmueller | Ebony | L. | 1408 Kenneth Ave. | Kaukauna |
| Stadtmueller | Jason | D. | 1408 Kenneth Ave. | Kaukauna |
| Stamper | Amy | M. | 1201 Bartell Ct. #11 | Appleton |
| Stein | Rhonda | L. | 712 W. 7 th St. | Kaukauna |
| Stoeckert | Jennifer | L. | 120 Lamplighter Dr. #5 | Kaukauna |
| Taplin | Jeanette | K. | 87 S. Lake St. | Neenah |
| VanBerkel | Krista | M. | W3112 Schmidt Rd. | Brillion |
| VanDeLoo | Molly | B. | N2218 Farrell Rd. | Kaukauna |
| VandenBerg | Riley | R. | N3842 Cry Rd. J. | Kaukauna |
| VandenBoogard | Kimberly | A. | W5580 Sumac Ln. | Appleton |
| Vandinter | Jennifer | M. | 1488 Circle Dr. | Menasha |
| VanDrasek | Brett | J. | 564 Willow Dr. | Kaukauna |
| VanDriel | Nicole | A. | 4400 Coriander Ct. | Kaukauna |
| VerVoort | Stephanie | K. | 153 Garfield St. | Kaukauna |
| Waite | Mandy | J. | 106 W. 7 th St. | Kaukauna |
| Waldrop | Michelle | L. | 204 Lawson St. | Menasha |
| Wallace | Holly | A. | 539 Cobblestone Ln. | Kimberly |
| Warrens | Erin | E. | N433 Military Rd. | Sherwood |
| Wieseler | Amanda | J. | W1764 Elk Ln. | Freedom |
| Wojcik | Carri | S. | 110 W. 11 th St. #7 | Kaukauna |

Motion by Schell, seconded by Coenen to approve the Operator (Bartender) Licenses.
All Ald. Present voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Coenen, seconded by Thiele to receive and place on file the May 2024 Fire Report.
All Ald. Present voted aye.
Motion carried.

Ambulance Report

Motion by Coenen, seconded by Kilgas to receive and place on file the May 2024 Ambulance Report.

All Ald. Present voted aye.

Motion carried.

Police Report

Motion by Coenen, seconded by Eggleston to receive and place on file the May 2024 Police Report.

All Ald. Present voted aye.

Motion carried.

Municipal Court Report

Motion by Coenen, seconded by Antoine to receive and place on file the May 2024 Municipal Court Report.

All Ald. Present voted aye.

Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Coenen, seconded by DeCoster to receive and place on file the May 2024 Clerk-Treasurer's Deposit Report.

All Ald. Present voted aye.

Motion carried.

Building Inspection Report.

Motion by Coenen, seconded by Schell to receive and place on file the May 2024 Building Inspection Report.

All Ald. Present voted aye.

Motion carried.

Redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure.

DPW/Eng. Neumeier stated that during a federal certification review of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure, an item of concern came up regarding the policy board not representing the area that it was serving. During the 2023 federal certification review of the Appleton (Fox Cities) MPO, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) included a strong recommendation to redesignate the Appleton (Fox Cities) MPO policy board, to ensure compliance with federal requirements. A resolution supporting the restructuring of the policy board is on the agenda this evening.

Craig Moser, ECWRPC Deputy Director was available for questions.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2024-5436 Resolution Authorizing the Issuance and Sale of \$5,475,000 General Obligation Promissory Notes, Series 2024A.

Motion by Coenen, seconded by Thiele to suspend the rules and waive the reading of Resolution 2024-5436.

All Ald. Present voted aye.

Motion carried.

Motion by Coenen, seconded by Eggleston to adopt Resolution 2024-5436.

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

Motion carried.

Resolution 2024-5437 Resolution Authorizing the Issuance of \$7,920,000 General Obligation Promissory Notes and the Issuance and Sale of \$7,920,000 Taxable Note Anticipation Notes, Series 2024B in Anticipation Thereof.

Motion by Coenen, seconded by DeCoster to suspend the rules and waive the reading of Resolution 2024-5437.

Motion carried.

Motion by Coenen, seconded by Thiele to adopt Resolution 2024-5437.

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

Motion carried.

Resolution 2024-5438 Supporting and Approving of the New Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure and Redesignation Agreement.

Motion by Coenen, seconded by Schell to suspend the rules and waive the reading of Resolution 2024-5438.

All Ald. Present voted aye.

Motion carried.

Motion by Coenen, seconded by Antoine to adopt Resolution 2024-5438.

All Ald. Present voted aye.

Motion carried.

ADJOURN

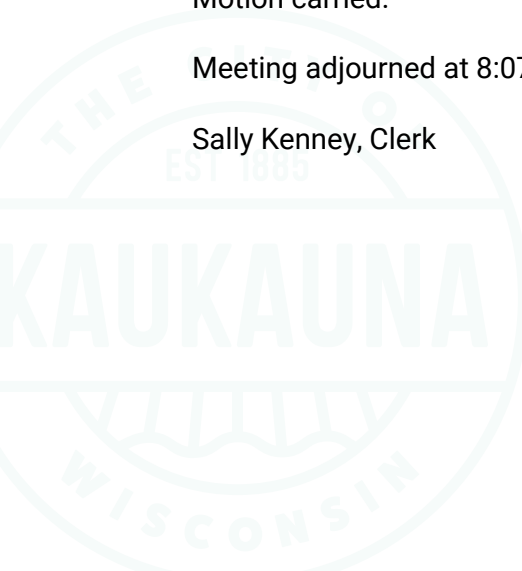
Motion by Antoine, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 8:07 p.m.

Sally Kenney, Clerk



City - Bills Payable

| Check # | Date | Class | Addressee | Absolute Value of Amount |
|---------|-----------|--------------------------------------|--|--------------------------|
| 122157 | 6/21/2024 | General Fund - 101 | A T F Tires & Service Center Inc. | 2,760.13 |
| 122158 | 6/21/2024 | General Fund - 101 | Advanced Maintenance Solutions | 1,687.85 |
| 122159 | 6/21/2024 | General Fund - 101 | Airgas USA, LLC | 194.37 |
| 122160 | 6/21/2024 | TID #11 Construction Fund - 471 | Amundsen Davis, LLC | 5,679.00 |
| 122161 | 6/21/2024 | General Fund - 101 | Aring Equipment Co. Inc | 41.04 |
| 122162 | 6/21/2024 | General Fund - 101 | Ascension WI Employer Solutions | 931.50 |
| 122163 | 6/21/2024 | General Fund - 101 | Ashley Roehl | 200.00 |
| 122164 | 6/21/2024 | General Fund - 101 | Aurora Health Care, Inc. | 913.00 |
| 122165 | 6/21/2024 | General Fund - 101 | Austin Klister | 94.95 |
| 122166 | 6/21/2024 | General Fund - 101 | Automotive Supply Co | 1,178.62 |
| 122167 | 6/21/2024 | General Fund - 101 | Badger Popcorn | 1,007.32 |
| 122168 | 6/21/2024 | Sanitary Sewer Utility - 602 | Blackburn Mfg. Co. | 248.80 |
| 122169 | 6/21/2024 | Sanitary Sewer Utility - 602 | BoardmanClark | 41,161.00 |
| 122170 | 6/21/2024 | General Fund - 101 | Brad VanAsten | 61.24 |
| 122171 | 6/21/2024 | Sanitary Sewer Utility - 602 | Carl Bowers & Sons Construction Co, Inc | 580,128.43 |
| 122172 | 6/21/2024 | General Fund - 101 | Carrico Aquatic Resources | 116.02 |
| 122173 | 6/21/2024 | General Fund - 101 | Carstens Ace Hardware | 492.16 |
| 122174 | 6/21/2024 | General Fund - 101 | Charlie Vosters | 32.84 |
| 122175 | 6/21/2024 | General Fund - 101 | Charter Communications | 1,432.94 |
| 122176 | 6/21/2024 | General Fund - 101 | Cintas Corp. | 653.05 |
| 122177 | 6/21/2024 | General Fund - 101 | City Of Appleton | 805.00 |
| 122178 | 6/21/2024 | General Fund - 101 | Complete Office of Wisconsin | 23.51 |
| 122179 | 6/21/2024 | General Fund - 101 | Craig Schneider | 182.52 |
| 122180 | 6/21/2024 | General Fund - 101 | Creative Sign | 91.50 |
| 122181 | 6/21/2024 | General Fund - 101 | DC Auto Repair, LLC | 520.48 |
| 122182 | 6/21/2024 | General Fund - 101 | Dean Enterprises, LLC | 122.50 |
| 122183 | 6/21/2024 | General Fund - 101 | Diamond Vogel Inc. | 1,050.00 |
| 122184 | 6/21/2024 | General Fund - 101 | Diversified Benefit Services, Inc. | 265.18 |
| 122185 | 6/21/2024 | General Fund - 101 | Econoprint Powderkeg Web Design | 1,500.00 |
| 122186 | 6/21/2024 | General Fund - 101 | ELITE Public Safety Consulting, Inc. | 900.00 |
| 122187 | 6/21/2024 | General Fund - 101 | Elliot Chier | 116.40 |
| 122188 | 6/21/2024 | General Fund - 101 | Emmons Business Interiors | 65.00 |
| 122189 | 6/21/2024 | General Fund - 101 | Evergreen Power | 918.76 |
| 122190 | 6/21/2024 | Park & Pool Capital - 422 | Evergreen Power | 308.26 |
| 122191 | 6/21/2024 | General Fund - 101 | Federal Security Inc. | 240.00 |
| 122192 | 6/21/2024 | General Fund - 101 | Finger Publishing, Inc. | 2,978.43 |
| 122193 | 6/21/2024 | Streets & Sidewalk Capital - 420 | Finger Publishing, Inc. | 538.01 |
| 122194 | 6/21/2024 | General Fund - 101 | Forest Industry Safety and Training Alliance, Inc. (FISTA) | 1,400.00 |
| 122195 | 6/21/2024 | General Fund - 101 | Fox Specialty Company LLC | 362.71 |
| 122196 | 6/21/2024 | General Fund - 101 | Fox Valley Technical College | 1,647.68 |
| 122197 | 6/21/2024 | General Fund - 101 | Frank's Radio | 1,056.00 |
| 122198 | 6/21/2024 | General Fund - 101 | GFL Green For Life Environmental | 1,299.93 |
| 122199 | 6/21/2024 | General Fund - 101 | Griesbach Ready-Mix, LLC | 979.00 |
| 122200 | 6/21/2024 | General Fund - 101 | Haenco LLC | 2,171.81 |
| 122201 | 6/21/2024 | General Fund - 101 | Heath Buechel | 73.32 |
| 122202 | 6/21/2024 | Equipment Capital - 421 | Horst Distributing, Inc. | 26,997.00 |
| 122203 | 6/21/2024 | American Rescue Plan Act Funds - 223 | Infinity Exteriors, LLC | 13,590.06 |

| Check # | Date | Class | Addressee | Absolute Value of Amount |
|---------|-----------|------------------------------|--|--------------------------|
| 122204 | 6/21/2024 | General Fund - 101 | Ingram | 3,289.04 |
| 122205 | 6/21/2024 | General Fund - 101 | Iron Mountain Inc. | 11.95 |
| 122206 | 6/21/2024 | General Fund - 101 | J.F. Ahern Co. | 335.00 |
| 122207 | 6/21/2024 | General Fund - 101 | James Imaging | 76.18 |
| 122208 | 6/21/2024 | General Fund - 101 | Jefferson Fire & Safety, Inc. | 247.99 |
| 122209 | 6/21/2024 | General Fund - 101 | Jeremy Uitenbroek | 100.00 |
| 122210 | 6/21/2024 | General Fund - 101 | Joe's Power Center | 177.98 |
| 122211 | 6/21/2024 | General Fund - 101 | Kenneth Reigel | 375.00 |
| 122212 | 6/21/2024 | General Fund - 101 | Klink Equipment | 123.87 |
| 122213 | 6/21/2024 | Sanitary Sewer Utility - 602 | Klink Hydraulics, LLC | 65.30 |
| 122214 | 6/21/2024 | General Fund - 101 | Klink Hydraulics, LLC | 667.76 |
| 122216 | 6/21/2024 | General Fund - 101 | Kurt Vanderloop | 100.00 |
| 122217 | 6/21/2024 | General Fund - 101 | Kwik Trip, Inc. | 483.24 |
| 122218 | 6/21/2024 | General Fund - 101 | Kyle Reif | 43.99 |
| 122219 | 6/21/2024 | Park & Pool Capital - 422 | Leaves Inspired Tree Nursery LLC | 3,473.00 |
| 122220 | 6/21/2024 | Storm Water Utility - 601 | MacQueen Equip Group | 114.52 |
| 122221 | 6/21/2024 | General Fund - 101 | MacQueen Equip Group | 2,351.79 |
| 122222 | 6/21/2024 | Park & Pool Capital - 422 | Makovsky Brush Service LLC | 1,000.00 |
| 122223 | 6/21/2024 | General Fund - 101 | Marco | 927.91 |
| 122224 | 6/21/2024 | General Fund - 101 | Marco Technologies LLC NW 7128 | 53.75 |
| 122225 | 6/21/2024 | General Fund - 101 | MCC Inc. | 535.32 |
| 122226 | 6/21/2024 | General Fund - 101 | McClone | 70,120.75 |
| 122227 | 6/21/2024 | General Fund - 101 | MGD Industrial Corp | 1,330.53 |
| 122228 | 6/21/2024 | General Fund - 101 | Nick Bouressa | 43.99 |
| 122229 | 6/21/2024 | General Fund - 101 | Northcentral Utility of Wisconsin, LLC | 491.91 |
| 122230 | 6/21/2024 | General Fund - 101 | ORKIN Pest Control | 209.98 |
| 122231 | 6/21/2024 | General Fund - 101 | Outagamie County Treasurer | 69,151.54 |
| 122232 | 6/21/2024 | General Fund - 101 | Packer City International Trucks, Inc. | 1,610.66 |
| 122233 | 6/21/2024 | Park & Pool Capital - 422 | Parkitecture + Planning | 4,272.00 |
| 122234 | 6/21/2024 | General Fund - 101 | Peter Nelson | 75.48 |
| 122235 | 6/21/2024 | General Fund - 101 | Pleshek's Outdoor Power | 37.39 |
| 122236 | 6/21/2024 | General Fund - 101 | Quadient Finance USA, Inc. | 1,039.00 |
| 122237 | 6/21/2024 | General Fund - 101 | Quality Truck Care Center | 316.62 |
| 122238 | 6/21/2024 | General Fund - 101 | Reinders Inc. | 643.88 |
| 122239 | 6/21/2024 | General Fund - 101 | RG Inspections LLC | 5,475.00 |
| 122240 | 6/21/2024 | General Fund - 101 | Robert Aschenbrener | 216.33 |
| 122241 | 6/21/2024 | General Fund - 101 | Ronald Beck | 4,473.80 |
| 122242 | 6/21/2024 | General Fund - 101 | Ryan Steffel | 55.31 |
| 122243 | 6/21/2024 | General Fund - 101 | Sam Hebert | 232.64 |
| 122244 | 6/21/2024 | General Fund - 101 | Sam Klimek | 383.22 |
| 122245 | 6/21/2024 | General Fund - 101 | Screening One, Inc. | 177.95 |
| 122246 | 6/21/2024 | General Fund - 101 | Service Motor Company, Inc. | 322.04 |
| 122247 | 6/21/2024 | General Fund - 101 | Steve McEssey | 194.89 |
| 122248 | 6/21/2024 | General Fund - 101 | Stryker Sales Corporation | 730.15 |
| 122249 | 6/21/2024 | Park & Pool Capital - 422 | Swinkles Trucking & Excavating Corp. | 273.75 |
| 122250 | 6/21/2024 | General Fund - 101 | The Sherwin Williams Co. | 416.00 |
| 122251 | 6/21/2024 | General Fund - 101 | Thomas Pennings | 800.00 |
| 122253 | 6/21/2024 | General Fund - 101 | Trent Forst | 78.74 |
| 122254 | 6/21/2024 | General Fund - 101 | Trevor Prusinski | 100.00 |

| Check # | Date | Class | Addressee | Absolute Value of Amount |
|--------------|-----------|-----------------------------------|---|--------------------------|
| 122256 | 6/21/2024 | General Fund - 101 | Triumph Tires Inc | 135.00 |
| 122257 | 6/21/2024 | Grignon Mansion - 219 | Unison Credit Union | 330.00 |
| 122258 | 6/21/2024 | Rack - Commercial Revolving - 206 | Unison Credit Union | 342.99 |
| 122259 | 6/21/2024 | Park & Pool Capital - 422 | Unison Credit Union | 6,591.90 |
| 122260 | 6/21/2024 | General Fund - 101 | Unison Credit Union | 4,908.71 |
| 122261 | 6/21/2024 | General Fund - 101 | VESTIS | 161.96 |
| 122262 | 6/21/2024 | General Fund - 101 | Waite's Tree Service | 7,500.00 |
| 122263 | 6/21/2024 | Park & Pool Capital - 422 | Waite's Tree Service | 7,500.00 |
| 122264 | 6/21/2024 | General Fund - 101 | We Energies | 18.99 |
| 122265 | 6/21/2024 | General Fund - 101 | Tim Greenwood | 308.60 |
| 00000214/1 | 6/21/2024 | General Fund - 101 | MissionSquare Retirement | 19,593.02 |
| 00000214/2 | 6/21/2024 | General Fund - 101 | Wisconsin Employee Trust Funds (ETF) | 182,748.97 |
| 00000214/3 | 6/21/2024 | General Fund - 101 | Wis. Dept. of Revenue - ACH PAYMENT | 509.30 |
| 00000214/4 | 6/21/2024 | General Fund - 101 | Ramp Financial | 149.03 |
| 00000215/1 | 6/21/2024 | Industrial Park - 401 | Kaukauna Utilities | 43.23 |
| 00000216/1 | 6/21/2024 | Nelson Crossing Fund - 224 | Kaukauna Utilities | 23.65 |
| 00000217/1 | 6/21/2024 | Sanitary Sewer Utility - 602 | Kaukauna Utilities | 114.74 |
| 00000218/1 | 6/21/2024 | Storm Water Utility - 601 | Kaukauna Utilities | 10.50 |
| 00000219/1 | 6/21/2024 | TID #5 Construction Fund - 465 | Kaukauna Utilities | 135.40 |
| 00000220/1 | 6/21/2024 | General Fund - 101 | Kaukauna Utilities | 16,720.43 |
| 00000220/2 | 6/21/2024 | General Fund - 101 | Midwest Tape | 1,127.94 |
| 00000220/3 | 6/21/2024 | General Fund - 101 | Superior Chemical, LLC | 186.26 |
| 00000220/4 | 6/21/2024 | General Fund - 101 | Diversified Benefit Services, Inc (DBS) (ACH) | 3,554.11 |
| 00000220/5 | 6/21/2024 | General Fund - 101 | Fire Association Local 1594 | 637.80 |
| 00000220/6 | 6/21/2024 | General Fund - 101 | Police Association | 696.00 |
| 00000220/7 | 6/21/2024 | General Fund - 101 | Fire House Fund | 336.00 |
| 00000220/8 | 6/21/2024 | General Fund - 101 | Pelion Benefits, Inc (SSA) | 3,093.31 |
| Total | | | | 1,134,522.30 |

2025 Budget Preparation and Approval Process Schedule

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

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

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

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

- August 1– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 5 – Distribution of Budget Worksheets to Department Managers
- September 4 – Review CIP Internally with Department Heads
- September 9 – Non –Personnel Budgets Due
- September 16 – through 20 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 17 – Present 5-year Capital Improvement CIP to Council for Feedback
- September 30 – Present Non-Personnel Items and Tax Rate to Committee of the Whole for feedback
- October 14 – Present Personnel items to Committee of the Whole for feedback
- **October 24 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 28th – Print Budget Books and Distribute*
- November 11 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 19 – Public Hearing and Budget Adoption



MEMO

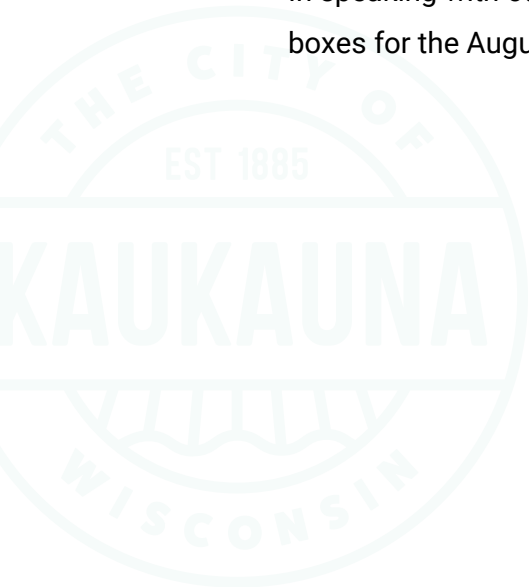
Clerk

To: Common Council
From: Clerk
Date: July 15, 2024
Re: Use of Absentee Ballot Drop Boxes

The Wisconsin Supreme Court ruled that absentee ballot drop boxes are allowed to be used in the state, reversing its own decision on the issue from two years ago.

This decision does not force or require that any municipal clerks use drop boxes, it merely acknowledges that clerks may lawfully utilize secure drop boxes at their own discretion.

In speaking with other Clerks in the area, the majority are choosing to not use the drop boxes for the August election. They will re-evaluate this decision for the November election.





COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chairman Penterman on Friday, July 15, 2024 at 5:00 P.M.

Members present: Coenen (Via Zoom), DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Com Enrich. & Rec. Dir. Vosters, Plan. & Com. Dev. Dir. Kittel, Communications Coordinator Fencl, PD Chief Graff, Lib. Dir. Thiem-Manning, and interested citizens.

Motion by Thiele, seconded by Moore to excuse the absent member.

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics

a. Quarter 2 Strategic Plan progress update.

Mayor Penterman gave an update on the progress for Quarter 2 of the Strategic Plan. Edits were made based on the feedback from the last Committee of the Whole meeting. Items worked on in Quarter 2 are creating a safe and healthy community, creating a belonging and inclusion resource group, and increasing public and park open space attendance. The anticipated focus for next quarter(s) are to put together an request for proposals for intranet, finalize Department Head/Council communications guidelines, finalize elected officials' orientation guide, and begin monthly meetings with communications team.

Additional discussion will be held at the next Committee of the Whole. The due date has been pushed from 6/3/24 to 8/30/24 to allow for further discussion.

b. Old Business – Communication Guide.

Mayor Penterman and Marketing and Communications Manager Fencl provided a document which outlines steps that City of Kaukauna Department Heads and City of Kaukauna Alders will take to communicate with one another for matters regarding committee meetings and Common Council Meetings. This item was brought back from the last Committee of the Whole meeting after some changes. Discussion was held and questions answered.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 6:56 pm.

Sally Kenney, Clerk

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, July 15, 2024 at 6:01 P.M.

Members present: Coenen (via Zoom), DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Com. Cord. Fencil, Lib. Dir. Thiem-Menning, Com. Enrich & Rec Dir. Vosters, and interested citizens.

Motion by Moore, seconded by Eggleston to excuse the absent member.
All Ald. Present voted aye.
Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Kay Drive Extension Proposal.

The owner of parcel has requested driveway access off the end of Kay Drive. The current alignment and road termination does not lend itself to a safe driveway access. The owner has been working with City staff to extend Kay Drive and to allow for a safe driveway connection and the owner is willing to enter into an easement agreement for the same. All expenses related to the installation of the extension of Kay Drive within said easement, including but not limited to, design, excavation, grading, base material, pavement and ancillary concrete, and all restoration will be the responsibility of the property owner. A separate watermain re-location will be associated with this work but will be at the discretion of Kaukauna Utilities. Questions from the Board were answered.

Motion by Moore, seconded by Eggleston to recommend approval of the Kay Drive Extension and easement agreement to Common Council, pending Plan Commission approval.
All Ald. Present Voted aye.
Motion carried.

b. State Municipal Agreement (SMA) for Kenneth Avenue Reconstruction Design, Construction, and Oversight.

The City of Kaukauna has applied for and has been awarded a Surface Transportation Program (STP) Urban project grant through Wisconsin Department of Transportation (WisDOT) for Kenneth Avenue Reconstruction. The project design may start in fiscal year 2026 and construction has been tentatively scheduled for 2029. The grant includes up to 80% funding for design, construction, and oversight of participating costs. The City must enter into a State/Municipal Agreement in order to complete the project and receive funding.

Motion by Kilgas, seconded by Schell to authorize the Director of Public Works to enter into a State Municipal Agreement with the State of Wisconsin for the Kenneth Avenue Reconstruction project design, construction, and oversight.
All Ald. Present Voted aye.
Motion carried.

c. Authorization to seek proposals for A/E services for library offices redesign.

The library will be adding a new sorting machine as an innovative solution to help relieve issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. As part of the 2024 Capital Improvement Plan, funds were allocated for the sorting machine upgrade in the current office spaces up to five new/replacement office spaces, and if feasible, a separate meeting room, to be located within the adult fiction area.

Motion by Kilgas, seconded by DeCoster to authorize staff to seek proposals for Architectural/Engineering services related to the Library Offices Redesign.

All Ald. Present voted aye.

Motion carried.

d. Kaukauna Utilities' Request to Install Flashing Pedestrian Crossing Signs.

Kaukauna Utilities has requested to purchase, install, and maintain a set of flashing pedestrian crossing signs for the mid-block crossing on Island Street. The KU safety committee has recommended enhancements to the crossing which serves KU employees accessing the employee parking area. Prior to this recommendation, standard crossing signs, a centerline pedestrian sign, and enhanced lighting have been implemented. Other options have been considered.

Motion by Schell, seconded by DeCoster to permit KU to purchase, install, and maintain flashing pedestrian crossing signs in the Island Street right-of-way.

All Ald. Present voted aye.

Motion carried.

e. Public Works Update.

DPW/Eng. Neumeier provided updates on current projects. The quiet zone study is up and running again after some delays. An update on this will be provided next month. Jonen Park pavilion bathrooms are now open. There was an issue with the wrong doors delivered, but this is being corrected. Lighting has been backordered. The City will be looking for some cooperation with Youth Soccer and Youth Baseball to get the concession area built. Picnic tables for the park are ordered and will be put together and placed as soon as they are delivered. Questions from the Board were answered.

Community Enrichment and Recreation Director Vosters gave an update on the pool project. The pool opened 12 days ago. The splash pad had problems and was not able to open for three days. Some splash pad features are working incorrectly, but progress is being made to correct the issues. A special event is scheduled on July 26 and a ribbon cutting will take place during this event. Discussion was held and questions answered.

3. Adjourn.

Motion made by Moore, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 6:37 pm.

Sally Kenney
Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, July 15, 2024 at 6:38 pm.

Members present: Mayor Penterman, Coenen (via Zoom), DeCoster, Kilgas, Moore, and Schell.

Also present: Ald. Thiele, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Planner Kittel, Fin. Dir. Van Rossum, Police Chief Graff, Fire Chie Carrel, Com. Enrich. Rec. Dir. Vosters, Com. Cord. Fencil and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Firefighter/Paramedic position due to resignation.**

Firefighter/Paramedic Trent Frost resigned from his position effective June 29, 2024.

Motion by Moore, seconded by Kilgas to authorize staff to fill a Firefighter/Paramedic position due to resignation.

All members voted aye.

Motion carried.

b. **Permission to fill HR Director position due to resignation.**

HR Director Shanon Swaney resigned from her position effective June 27, 2024.

Motion by Kilgas, seconded by DeCoster to fill a Human Resources Director position due to resignation.

All members voted aye.

Motion carried.

c. **Permission to fill DPW Laborer position due to termination.**

Staff is seeking authorization to fill a Laborer position due to a recent staff termination.

Motion by Schell, seconded by Moore to fill a Laborer position due to termination.

All members voted aye.

Motion carried.

d. **Permission to fill Assistant Naturalist and Site Manager positions.**

Naturalist Nathaniel Blood resigned from his position effective 7/26/2024. Staff seeks authorization from the Finance and Personnel Committee to fill an Assistant Naturalist position and a Site Manager position due to vacancy.

Motion by Moore, seconded by Kilgas to fill the Naturalist position.

All members voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to readdress the previous motion to fill the Naturalist position.

All members voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to fill Assistant Naturalist and Site Manager

positions due to vacancies.
 All members voted aye.
 Motion carried.

- e. **Permission to fill Naturalist position due to resignation.**
 Discussed in closed session.
- f. **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 DeCoster to adjourn to closed session.
 All members voted aye.
 Motion carried.

Adjourned to close session at 6:46 p.m.

- g. **Return to open session for possible action.**
 Motion by Moore, seconded by Kilgas to return to open session.
 All members voted aye.
 Motion carried.

Returned to Open Session at 6:59 pm.

Motion by Moore, seconded by Kilgas to fill the Naturalist position as presented.
 All members voted aye.
 Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 7:00 pm.

Sally Kenney, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, July 15, 2024 at 7:01 P.M.

Members present: DeCoster, Eggleston, Schell and Thiele.

Also present: Mayor Penterman, Ald. Coenen (via Zoom), Ald. Kilgas, Ald. Moore, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Kittel, Com. Erich. Rec. Dir. Vosters, Police Chief Graff, Fire Chief Carrel, Com. Cord. Fencel, Lib. Dir. Thiem-Menning, and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. **Temporary Class B License to Fox Cares Foundation for Bike to the Beat on August 3, 2024 at the Grignon Mansion.**

Motion by Thiele, seconded by Eggleston to grant the Temporary Class B License to Fox Cares Foundation for Bike to the Beat on August 3, 2024 at the Grignon Mansion.

All members voted aye.

Motion carried.

b. **Special Event Application and Amplified Music Request to Michael Jarosinski for the Community Appreciation Event on July 24, 2024 from 11 am to 2 pm at the Bank of Kaukauna.**

Motion by Eggleston, seconded by DeCoster, to approve the Special Event Application and Amplified Music Request to Michael Jarosinski for the Community Appreciation Event on July 24, 2024 from 11 am to 2 pm at the Bank of Kaukauna.

All members voted aye.

Motion carried.

c. **Bounce House Request to Amy Brick, Kaukauna Utilities on August 8, 2024 at La Follette Park.**

Motion by Thiele, seconded by DeCoster to approve Bounce House Request to Amy Brick, Kaukauna Utilities on August 8, 2024 at La Follette Park.

All members voted aye.

Motion carried.

d. **Temporary Class B License to Kaukauna Lion's Club on August 9 - 10, 2024 for the Kaukauna Music Festival**

Motion by Eggleston, seconded by DeCoster to approve the Temporary Class B License to Kaukauna Lion's Club on August 9 - 10, 2024 for the Kaukauna Music Festival.

All members voted aye.

Motion carried.

e. **Amplified music request from John Moore, Kaukauna Lion's Club for the Kaukauna Music Festival at Hydro Park on August 9 from 4-11 PM and August 10 from 12-10:30 PM.**

Motion by DeCoster, seconded by Eggleston to approve the Amplified music request from John Moore, Kaukauna Lion's Club for the Kaukauna Music Festival at Hydro Park on August 9 from 4-11 PM and August 10 from 12-10:30 PM.

All members voted aye.

Motion carried.

3. Adjourn.

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

Meeting adjourned at 7:05 P.M.

Sally Kenney
Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Vice Chair DeCoster on Monday, July 15, 2024 at 7:06 P.M.

Members present: Coenen (via ZOOM), DeCoster, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Kittel, Fire Chief Carrel, Police Chief Graff, Com. Enrich and Rec. Dir. Vosters, Communication Manager Fencl, and interested citizens.

Motion by Thiele, seconded by Coenen to excuse the absent member.
All Ald. Present Voted aye.
Motion carried.

- 1. **Correspondence** - None.
- 2. **Discussion Topics.**
 - a. **Ordinance creating section 1.26 and repealing and replacing sections 1.03 and 10.03(6) of the municipal code.**

The Ordinance presented is an update to our Municipal Code to create a Weed Commissioner role that would be designated by the Mayor, as indicated by statute (Wis. Stat. 66.0517). The Ordinance also updates our Municipal Code’s process and procedure for dealing with Noxious Weeds within the City. The current code does not appoint a Weed Commissioner who is statutorily allowed certain powers and duties to help regulate and enforce the destruction of Noxious Weeds within the City. The current code also does not provide a procedure for residents to be notified if there is a violation of the Noxious Weeds ordinance, for a resident to be allowed to come into compliance with the Noxious Weed ordinance, and if the resident fails to destroy the Noxious Weeds, for the City to come in and remove such Noxious Weeds.

Motion by Thiele, seconded by Coenen to recommend approval to the Common Council Ordinance creating section 1.26 and repealing and replacing sections 1.03 and 10.03(6) of the municipal code.
All members present voted aye.
Motion carried.

- b. **Ordinance repealing and replacing section 14.04 of the Municipal Code.**

The Ordinance presented is an update to our Municipal Code to allow the Code Enforcement Officer to issue citations under Chapter 19 (Fire Prevention). The current code allows the Code Enforcement Officer to issue citations for 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. Staff wishes for the Code Enforcement Officer to be allowed to issue citations under Chapter 19 (Fire Prevention) to be able to aid in getting potential citations out to violators. The changes also make minor modifications of grammar and capitalization within the Ordinance.

Motion by Thiele, seconded by Coenen to recommend approval to the Common Council the of

Ordinance repealing and replacing section 14.04 of the Municipal Code.
All members present voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 7:16 p.m.

Sally Kenney, Clerk

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, May 16, 2024

Members Present Breitzman, Eggleston, Hietpas, Pautz, VanBerkel, White, and Hintz

Not Present Jakel, Manion, West

Also Present Nathaniel Blood and Kevin Hietpas

Pautz called the April Committee Meeting to order at 6:32 PM. A quorum was present.

Public Appearances Kevin Hietpas was present, but just wanted to observe.

April 18, 2024, Committee Meeting Minutes

Eggleston made a motion to approve the April 18, 2024, Committee Meeting minutes with corrections to list White as Absent, remove Eggleston as moving to adjourn the meeting, replacing her with Manion moving to adjourn. Seconded by Breitzman. Motion carried.

Financial Reports

The April Financial Report was reviewed by the Committee. VanBerkel requested to include a report on the Endowment on future financial reports, dependent on the release of quarterly statements. Pautz questioned when the KASD financial aid would be released to the Center – Blood responded that typically that aid comes in October. Pautz questioned what determines when rentals are taxable or not, and where those funds go. VanBerkel made a motion to approve the April Financial Report. Seconded by Hietpas. Motion carried.

Correspondence

Blood asked to amend the Correspondence to strike that value of \$1765.30, as it was an error. Eggleston moved to approve the Correspondence Report with the corrections suggested by Blood. Seconded by White. Motion carried.

Friends of 1000 Islands Report

Hietpas spoke on the current preparations for the 2024 Art Fair. The committee celebrated the fact that 32 raffle baskets were put together based on donations from area businesses. Hietpas also discussed the coordination of volunteers for the event. Hietpas also explained that the Friends group investigated having a third party serve alcohol at the event, but not having time to figure out the logistics for this year, and commented that it was a possibility for next year.

Naturalist's Report

Blood explained how Jabber now has his own revenue and expense accounts to track medical expenses. Staff are also exploring a donation menu for memorials. Garrity has been pursuing quotes for siding and removing invasive species. Hintz inquired about how treatment proceeds after species are removed – Blood will follow up with Garrity. Recently developed programs included a solar eclipse event and career day at Sunrise Elementary. Blood also reached out to UW- Green Bay's Lower Fox River Watershed Monitoring Program to monitor sites along Konkapot Creek. Hintz expressed interest in seeing how data might change after the restoration and improvements made in the creek in 2017 – 2019.

1st Quarter Usage Report

Pautz recommend a more effective way to track attendance at events.

Admin and Finance Sub-Committee

No meeting, but members of the committee did discuss the need to revisit the by-laws in the near future.

Education Sub-Committee

No report.

Building and Grounds Sub-Committee

No report. The Committee recommended scheduling a meeting.

Old Business

Corrections to the By-laws were reviewed. Pautz requested a new front page for her binder.

The Member List was reviewed. Eggleston requested a double-check of her email to make sure it is correct, and an update to her term.

New Business

An event celebrating the goat project with the Council is scheduled for June 18th, 2024.

Good of the Center

Maddie West, the Center's Naturalist Intern, will be starting June 3rd, 2024.

Next Committee Meeting

The next Committee Meeting will be on June 20, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, White moved to adjourn the May 16, 2024, Committee Meeting at 7:33 PM. Seconded by Breitzman. Motion carried.

Nathaniel Blood, Naturalist

GRIGNON MANSION BOARD MEETING MINUTES
Tuesday, May 28, 2024

The meeting was called to order by Gavin Schmitt at 5:00 PM in the Municipal Services Building, Hydro View Room.

Roll Call

Present – Al Borchardt, Sandy Coenen, Christina Crook, Gavin Schmitt, Brian Buechel

Absent – Patty Brogan, Pennie Thiele, Bruce Werschem

Others in Attendance – Cassidy Mickelson

Review/Approve Minutes from April 22, 2024 Meeting

- Motion by Buechel to approve meeting minutes. Seconded by Borchardt. Motion unanimously approved.

Report from the City

- Following up on the Health and Recreation Committee's request for background checks for the Civil War re-enactment, Mickelson is waiting on the final word from Attorney Greenwood, but believes the checks can be waived if no minors are involved.
- Mickelson met with Yvonne at Fox Valley Tech concerning a strategic plan for the Mansion. The meeting was well-received and a follow-up will occur with Mickelson, Terri Vosters, a designated board member and a designated Friends member. Mickelson had a similar meeting with Timpano but was less impressed. \$10,000 is earmarked for the study, with an expectation of the cost being less.
- Unlike past years, Culver's will not be sponsoring the Little Chute band on June 12. Friends will look for an alternate source of ice cream.
- Museum entrance fees were raised from \$6 to \$8 for children and adults, \$7 for seniors, and ages 5 and under remaining free. Pricing is still very competitive with regional museums.

Report from Friends

- Income came from school tours, membership renewals and interest from the CD.
- Borchardt reports that Park Charter School also donated a hackberry tree to the grounds.

Report from the Chair

- Due to absence, there was no chair report this month.

Other Business

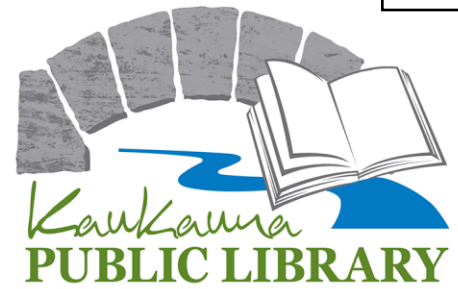
- Schmitt raised the idea of a "museum passport" or entrance fee reciprocity with regional historic sites. Coenen suggested Hazelwood, another property from Wisconsin's territorial days. Mickelson said overtures had been turned down in the past, but could be brought up again.
- On the topic of cross-promotion, Mickelson pointed out that the Friends will now have a table for Live from Hydro concert series.
- Crook asked if more signage could be arranged, particularly from the highway.

Set Next Meeting Date and Location

- Monday, June 24, 2024 at 5:00 PM in the Hydro View Room was set.

Adjournment

- Motion by Coenen. Seconded by Crook. Motion unanimously approved.



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 28, 2024 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:32p.
2. Roll call of membership
 - a. Present: C. Fallona, C. Van Boxtel, J. Lucas, J. Van De Hey, J. Vondracek. J. Sager
 - b. Excused: A. Neumeier, A. Schneider, & M. J. Kilgas
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, April 23, 2024 Meeting Minutes
 - i. C. Van Boxtel made a motion to approve the April 23, 2024 Meeting Minutes, seconded by J. Vondracek. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning read a letter from Easter Seals of Wisconsin commending Adult Services Librarian, James Berven, on the classes he teaches to county volunteer guardians on how to use Google Sheets for their reporting requirements.
 - b. A. Thiem-Menning read a thank you note from Outagamie County Public Health to James and the Library team for doing such a fabulous job hosting the 2024 CHIP Annual Update.
5. Action Items
 - a. Bill Register April 2024
 - i. J. Lucas made a motion to approve the Register April 2024, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Gifts & Donations Policy Update
 - i. C. Van Boxtel made a motion to update the Gifts & Donations Policy, seconded by J. Vondracek. Motion carries; all in favor.

- c. Appropriate Use Policy Update
 - i. J. Sager made a motion to update the Appropriate Use Policy Update, seconded by C. Van Boxtel. Motion carries; all in favor.
 - d. Adopt Service Standards
 - i. J. Lucas made a motion to adopt KPL Service Standards, seconded by J. Van de Hey. Discussion noted to send a copy to HR in regards to performance reviews. Motion carries; all in favor.
 - e. Adopt Display & Exhibit Policy
 - i. J. Vondracek made a motion to adopt the Display & Exhibit Policy, seconded by J. Sager. Motion carries; all in favor.
 - f. Authorization to allow OWLS to bill Winnebago County on our behalf under Act 420
 - i. J. Lucas made a motion to allow OWLS to bill Winnebago County on behalf of the Kaukauna Public Library under Act 420, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
- a. Directors Report
 - i. A. Thiem-Menning added that there was a staffing change occurring and a position would be opening soon.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Native American Outreach & Engagement Coordinator Report
 - i. The Board noted how wonderful it was to be able to send staff to conferences.
 - e. Trustee Topic 16
 - i. This month's topic was on ethics.
 - f. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by J. Sager. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:10p.

Join Zoom Meeting
<https://us06web.zoom.us/j/88900740902>

MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
REGULAR MEETING HELD ON JUNE 11, 2024 AT THE
HEART OF THE VALLEY MSD MEETING ROOM**

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance
Mike Gerbitz - Donohue & Associates
Steve Sticklen - Donohue & Associates (virtual attendance)
Scott Schramm - Strategic Municipal Services

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

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

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the May 14, 2024 Regular Meeting

The minutes of the May 14, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve the minutes as written and presented. Motion carried unanimously. The minutes were reviewed by District Director Helminger and Commission Secretary Hennessey prior to the meeting.

4. Correspondence

There was nothing to report.

5. General Discussion Items

A. 2023 Draft I/I Presentation by Donohue & Associates

Steve Sticklen of Donohue attended virtually and provided comments on the 2023 antecedent moisture model I/I analysis, using a revised approach to performance evaluations. The Mike Urban modeling software runs identified modeled flows during storm events early in the year when wet ground conditions and an elevated groundwater table are present. Donohue incorporated the use of evaporation data into the model to better replicate storm events throughout the year. This model upgrade will provide better accuracy and improve the agreement of predicted modeled flows versus actual observed sewage flows. After a discussion the commission decided to hold a special meeting at noon on June 20th to evaluate the report and data prior to presenting at the community meeting on June 25th.

B. Effluent Filtration Project - Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from April 21, 2024 – May 25, 2024. Veolia is fine tuning chemical usage and effluent quality along with providing required training and performance testing. Punchlist items are being addressed by the various contractors. The District plans to host an open house for the filter project later this summer.

C. FOG Program - Monthly Activity Report

John Stoeger of Stoeger & Associates provided a written fats, oil, and grease update by community, including a grease trap inspection report and site visit correspondence. The Commission also received an itemized copy of the May 2024 invoice.

D. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in May as well as a list of ongoing and upcoming tasks for June and July which includes mailings for a June public meeting invitation for affected residents along the Fox River. L&F will provide the District news releases & media coverage, website updates, boating safety signage, and social media posts. Leonard & Finco will also be updating the plant brochure and completing the whiteboard videos for the effluent disc filter project and the interceptor rehab project. Chris Christenson will be giving a brief presentation at the community meeting on 6/25/2024.

E. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for May. Lining will begin in late June by the Ahlstrom Mill and meter station 5 North and continue to move west on river sections throughout the summer and late fall. On June 20th the District will host an informational evening meeting for residents along the Fox River affected by the project. Scott will provide a project status update at the community meeting on 6/25/2024 in Kimberly.

F. Adoption of Resolution #210; Resolution Authorizing the Issuance and Sale of up to \$21,639,083 General Obligation Sewerage System Promissory Notes, Series 2024, and Providing for Other Details and Covenants with Respect Thereto

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to adopt Resolution #210 as presented and prepared by Quarles & Brady. A roll call vote

was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The paperwork was signed by Dave Casper, Pat Hennessey, and Brian Helminger. Closing on the Clean Water Fund loan is scheduled for June 26, 2024.

G. Carlson Dettmann - Compensation Plan Review Agreement; Discussion & Possible Action

A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to enter into a services agreement with Carlson Dettmann for compensation plan review at a cost of \$10,000. A roll vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

H. Adoption of Resolution #209; 2023 Compliance Maintenance Annual Report

After a review of the 2023 Compliance Maintenance Annual Report (CMAR), a motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #209 stating that the HOVMSD Commission has reviewed and understands the CMAR which will be submitted to the Wisconsin DNR. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Casper, yes. Motion carried unanimously. The CMAR was signed by President Casper and Secretary Hennessey.

6. Plant Reports for May 2024

A. Flows & Revenues Report

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength projections, which shows the year-to-date surplus/deficit in revenue for the month of May 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in May = \$18,737.14; Revenue received to date for 2024 = \$77,490.21. WPS-Fox Energy purchased 51% of the effluent produced in May.

The average effluent concentrations for **May 2024** were as follows:

| <i>Parameter</i> | <i>Monthly Average</i> | <i>Permit Limit</i> |
|-------------------------------|------------------------|---------------------|
| BOD-Biochemical Oxygen Demand | 7.6 mg/L | 30 mg/L |
| Suspended Solids | 9.0 mg/L | 30 mg/L |
| Suspended Solids | 319 lbs. | 801 lbs. |
| Phosphorus | .46 mg/L | 1.0 mg/L |
| Ammonia | .41 mg/L | 11 mg/L |
| Chlorides | 586 mg/L | n/a |

All permit values were met for May 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for May. The tornado and inclement weather on May 21st caused some plant electrical problems, and on May 29th blower #7 started on fire which caused biostyr to be offline for several hours. Parts for the Actiflo microsand pump were ordered from Foxland for \$17,650. Energy Control & Design will be replacing the AC unit in the post ATAD building at a cost of \$11,477 and also replacing the unit in the headworks building at a cost of \$10,108. The discs and gaskets for the digested sludge transfer pump were replaced at a cost of \$3,058.

7. Financials

A. June 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$1,729,451.64. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

B. Budget Comparison Report


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

8. General Old or New Business

- *Mechanic Vacancy:* The mechanic/PCT vacancy will be advertised in the Times Villager along with a renewal on the Indeed site.
- *PSC Update:* The Public Service Commission has HOV/City of Kaukauna on their agenda for June 13th.
- *Outagamie County Landfill:* District Director Helminger noted that the leachate tank was on site and ground has broken on their pretreatment project.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 7:20 PM)

SIGNED & APPROVED BY: 
Patrick E. Hennessey, Secretary

MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
SPECIAL MEETING HELD ON JUNE 20, 2024 AT THE
HEART OF THE VALLEY MEETING ROOM**

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Mike Gerbitz - Donohue (virtual)
Steve Sticklen - Donohue (virtual)

1. 12:00 PM. Call to Order – Roll Call

President Casper called the meeting to order at 12:02 PM.

2. 2023 Clearwater Draft Report – Review & Discussion

The Commission reviewed the 2023 Inflow Infiltration Summary showing dry and wet weather flow data along with comparison metrics for each member community. Donohue reported adding evaporation rate data to the modeling to tighten up predicted flows during dry weather months. There is room for including and modeling member community finished water and reject water flows from the water systems. High-capacity private wells will also be looked into for influencing modeling results for water that is not inflow or infiltration but yet is discharged through the meter stations to the WWTF. Also discussed was the 2022 versus 2023 annual I/I analysis/report cards for each community. This information will be condensed and shared at the June 25, 2024 community meeting to be held in Kimberly.

3. General Old or New Business

There was nothing to discuss under General Old or New Business.

4. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 1:11 PM)

SIGNED & APPROVED BY: 
Patrick E. Hennessey, Secretary

MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
SPECIAL COMMUNITY MEETING HELD ON JUNE 25, 2024 AT THE
VILLAGE OF KIMBERLY**

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Scott Schramm - Strategic Municipal Services
Michael Avanzi - Kaukauna Utilities
Danielle Block - Village of Kimberly
Racquel Giese - Village of Combined Locks
Bruce Corning - Darboy Sanitary District
Chris Christenson - Leonard & Finco
Kaitlin Foley - Leonard & Finco
Don VanDeurzen - Village of Little Chute
Larry VanLankvelt - Village of Little Chute
Lee Hammen - Village of Kimberly
Mike Gerbitz - Donohue & Associates
Marcia Trentlage - Village of Kimberly
Chuck Kuen - Village of Kimberly
Brian Roebke - Times Villager
John Stoeger - Stoeger & Associates

1. 12:00 Noon. Call to Order – Roll Call

President Casper called the meeting to order at 12:00 Noon.

2. Introduction – District Director Brian Helminger

District Director Helminger welcomed the group to the first District member community meeting for 2024.

The meeting presenters were introduced; Mike Gerbitz of Donohue, Scott Schramm of Strategic Municipal Services, and Chris Christenson of Leonard & Finco. He reminded the

audience that HOVMSD agendas, supporting materials, meeting minutes and current project updates are available on the District website at hvmsd.org.

3. HOVMSD Updates – District Director Brian Helminger

District Director Brian Helminger presented totals for 2023 year-end flows & organic loadings discharged to the plant by member communities. Flows to the treatment plant increased by 5.6% to an average of 6.725 MGD. Organic loadings were slightly higher in ammonia and lower in BOD for 2023. There were an additional 170 new connections made to member community sewers in 2023 which is in line with totals from preceding years.

4. 2023 Clearwater Progress / Community Results – Mike Gerbitz of Donohue & Associates

Mike Gerbitz of Donohue began by explaining the difference between stormwater & wastewater, and origin and sources of inflow versus infiltration. He explained how clearwater entering the plant wastes money by pumping and treating water that doesn't need treatment, reduces the wastewater carrying capacity of the collection system, and reduces treatment capacity of the plant. Mike then showed slides with individual community data for average dry weather flow and average peak wet weather flows as well as data from 2023 storm events. The District began modeling and monitoring clearwater flows in 2006 using the best available predictive modeling. The software for modeling was replaced last year and already updated to utilize evaporation data to better predict and analyze rain events during wet weather months. Mike stressed the importance of continued vigilance in monitoring and reducing the clearwater to the treatment plant to maximize the useful life of the current District infrastructure.

5. Disc Filter Project Update

District Director Helminger updated the group on the progress of the effluent filtration project and provided photos of new infrastructure and chemical conditioning equipment. Construction activities are complete and the six disc filters are installed and operational. Krueger is onsite optimizing chemical feed systems and performing contractually required training and performance testing. Punchlist items are being addressed by the various contractors. The District is planning to host an open house for the public and member community staff & leadership later this summer.

6. Interceptor Rehab Project Update – Scott Schramm of Strategic Municipal Services

Schramm of Strategic Municipal Services updated the communities on the progress of the interceptor rehabilitation project. Work has begun near the treatment plant and the Alstrom Mill, and Visu Sewer will be begin lining that portion of the interceptor this week. Work will continue moving west on river sections throughout the summer and late fall.

7. Outreach & Communications – Chris Christenson of Leonard & Finco

Chris Christenson gave an update on the community outreach & communications plan. Social media posts and website updates have been drafted and distributed. Additional posts and information will continue to be provided as progress continues on the project. Affected

stakeholders in close proximity to work areas have received informational letters and door hangers alerting them of construction in advance of contractors arriving. There was an informational meeting held on 6/20/2024 for residents along the Fox River. Chris noted that contractors have been given HOV contact information for residents who may approach them with questions or concerns. The goal is to steer questions and concerns through HOV rather than burden community leadership.

8. General Old or New Business

District Director Helminger informed the group that John Stoeger is in attendance if anyone has any questions or comments regarding the FOG Program. He then introduced Dustin Jerabek who has been promoted to Director of Operations & Maintenance for HOVMSD, and welcomed Danielle Block to the Village of Kimberly.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 1:12 PM)

SIGNED & APPROVED BY: 
Patrick E. Hennessey, Secretary

The following applicants have applied for an operator's license for the license year **2024-2026** and have been recommended for approval based on their record check by the police department:

| | | | | |
|---------------|-----------|------|-------------------------------------|----------------|
| Arnold | Sean | R. | 1409 Oakridge Ave. | Kaukauna |
| Arnoldussen | Sharon | M. | 408 W. 15th St. | Kaukauna |
| Ashauer | Adam | P. | W5008 Golf Course Rd., #603 | Sherwood |
| Atkinson | Todd | D. | 1452 Haen Dr. | Kaukauna |
| Berkers | Shauna | M. | 2000 Hendricks Ave. | Kaukauna |
| Brantmeier | Robert | J. | 701 Eden Ave. | Kaukauna |
| Brautigan | Wendy | L. | 141 Lamplighter Dr., #7 | Kaukauna |
| Broehm | Kayla | M. | 929 E. Evergreen Dr. | Kaukauna |
| Brum | Lisa | M. | 507 Creekview Ln. | Appleton |
| Butler | Sheila | K. | 1320 N. Alvin St. | Appleton |
| Dercks | Kay | L. | 1805 Glenview Ave. | Kaukauna |
| Ernst | Brittney | N. | 310 Taylor St., Apt. A | Kaukauna |
| Godin | Pamela | J. | 3404 E. Canary St., Apt. 9 | Appleton |
| Hollingsworth | Travis | C. | 2415 Main Ave. | Kaukauna |
| Hummel | Jade | A. | 2167 Allouez Ave. | Green Bay |
| Jansen | Kayla | L. | N142 Briarwood Dr. | Appleton |
| Kaufert | Linda | L. | 901 Saunders Rd., Apt. 11 | Kaukauna |
| Kressin | Audrey | A. | 501 Gertrude St. | Kaukauna |
| Lindberg | Andrea | M. | 7 Armstrong Ct. | Kaukauna |
| Momberg | Jane | E. | 144 E. Tobacnoir St. | Kaukauna |
| Morien | Joel | L. | 78 Northbreeze Dr. | Appleton |
| Mueller | Kelly | A. | W5006 Schmidt Rd. | Kaukauna |
| Nagan | Kimberly | A. | 409 Turner St. | Wrightstown |
| Peeters | Jacob | M. | 940 W. Elm Dr., Apt. E5 | Little Chute |
| Reybrock | Jennifer | M. | 315 S. Maple St. | Kimberly |
| Rohan | Sean | P. | 1808 Oakridge Ave. | Kaukauna |
| Sampson | Crystal | A. | 124 Kayla St. | Combined Locks |
| Sherry | Samantha | A. | 819 Thelosen Dr. | Kimberly |
| Shimek | Brandon | A. | 3172 Windland Dr. | Green Bay |
| Smith | Stephanie | R. | 1507 Cleveland Ave. | Kaukauna |
| Steineke | Carter | J. | N2352 Vandebroek Rd. | Kaukauna |
| Theunis | Stella | J. | 353 Main St. | Wrightstown |
| VanAbel | Lisa | A. | 609 W. 9 th St. | Kaukauna |
| VanArk | Kyra | M.M. | 2200 Green Bay Rd., #406 | Kaukauna |
| Vanover | Richard | H. | 225 W. 12 th St., Apt #7 | Kaukauna |
| Vosters | Jesse | D. | 220 E. 10 th St. | Kaukauna |
| Wallace | Caitlin | A. | W2412 Snowberry Dr. | Appleton |
| Woldt | Hayden | W. | 1981 Greengrove St. | Kaukauna |

The following applicants have applied for an operator's license for the license year **2024-2026, as well as a provisional licenses covering July of 2024**, and have been recommended for approval based on their record check by the police department:

| | | | | |
|------|-------|----|--------------------|--------------|
| Horn | Ann | M. | 330 E. North Ave. | Little Chute |
| Ott | Gavin | E. | 2981 S. Weiler Rd. | Kaukauna |

The following applicant has applied for a **2024-2026** operator's license and has been recommended for **denial** based on their record check by the police department:

| | | | | |
|-----------|--------|----|--------------------|----------|
| Blackwell | Damien | A. | 209 W. Seventh St. | Kaukauna |
|-----------|--------|----|--------------------|----------|

Kaukauna Fire Department

Fire Report - June 2024

| Incident Type: Fire | | |
|---|----------------|--------------|
| Code - Description | Number of Runs | Year to Date |
| 111 - Building Fire | 1 | 3 |
| 113 - Cooking Fire, Confined to Container | 0 | 3 |
| Total | 1 | 6 |

| Incident Type: Overpressure Rupture, Explosion, Overheat (No Fire) | | |
|--|----------------|--------------|
| Code - Description | Number of Runs | Year to Date |
| 240 - Explosion (no fire) | 0 | 1 |
| Total | 0 | 1 |

| Incident Type: Rescue & Emergency Medical Services | | |
|--|----------------|--------------|
| Code - Description | Number of Runs | Year to Date |
| 311 - Medical Assist, Assist EMS Crew | 1 | 2 |
| 321 - EMS Call | 128 | 700 |
| 322 - Motor Vehicle Accident With Injuries | 5 | 14 |
| 323 - Motor Vehicle/Pedestrian Accident | 0 | 1 |
| 324 - Motor Vehicle Accident With No Injuries | 3 | 5 |
| 353 - Removal of Victim(s) from Stalled Elevator | 0 | 1 |
| 360 - Water & Ice-Related Rescue, Other | 0 | 1 |
| Total | 137 | 724 |

| Incident Type: Rescue & Emergency Medical Services | | |
|---|----------------|--------------|
| Code - Description | Number of Runs | Year to Date |
| 410 - Combustible/Flammable Gas/Liquid Condition, Other | 0 | 1 |
| 411 - Gasoline or Other Flammable Liquid Spill | 0 | 2 |
| 412 - Gas Leak (natural gas or LPG) | 0 | 6 |
| 422 - Chemical Spill or Leak | 0 | 1 |
| 424 - Carbon Monoxide Incident | 0 | 2 |
| 440 - Electrical Wiring/Equipment Problem, Other | 0 | 1 |
| 444 - Power line down | 1 | 4 |
| 460 - Accident, Potential Accident, Other | 0 | 1 |
| 461 - Building or Structure Weakened or Collapsed | 1 | 1 |
| 463 - Vehicle Accident, General Cleanup | 0 | 5 |
| Total | 2 | 24 |

| Incident Type: Service Call | | |
|--|----------------|--------------|
| Code - Description | Number of Runs | Year to Date |
| 500 - Service Call, Other | 0 | 1 |
| 511 - Lock-Out | 1 | 5 |
| 512 - Ring or Jewelry Removal | 0 | 1 |
| 520 - Water Problem, Other | 0 | 3 |
| 540 - Animal Problem, Other | 0 | 1 |
| 542 - Animal Rescue | 0 | 2 |
| 550 - Public Service Assistance, Other | 0 | 1 |
| 551 - Assist Police or Other Governmental Agency | 1 | 2 |
| 561 - Unauthorized Burning | 0 | 6 |
| Total | 2 | 22 |

Kaukauna Fire Department

Fire Report - June 2024

Incident Type: Good Intent Call

| Code - Description | Number of Runs | Year to Date |
|---|----------------|--------------|
| 600 - Good Intent Call, Other | 5 | 25 |
| 611 - Dispatched and Canceled Enroute | 8 | 24 |
| 622 - No Incident Found on Arrival at Dipatch Address | 0 | 1 |
| 650 - Steam, Other Gas Mistaken for Smoke | 0 | 1 |
| 651 - Smoke Scare, Odor of Smoke | 0 | 3 |
| Total | 13 | 54 |

Incident Type: False Alarm & False Call

| Code - Description | Number of Runs | Year to Date |
|--|----------------|--------------|
| 700 - False Alarm or False Call, Other | 0 | 2 |
| 733 - Smoke Detector Activation Due to Malfunction | 0 | 1 |
| 734 - Heat Detector Activation Due to Malfunction | 2 | 2 |
| 735 - Alarm System Sounded Due to Malfunction | 0 | 5 |
| 736 - CO Detector Activation Due to Malfunction | 1 | 4 |
| 743 - Smoke Detector Activation, No Fire - Unintentional | 3 | 4 |
| 745 - Alarm System Activation, No Fire - Unintentional | 2 | 15 |
| 746 - Carbon Monoxide Detector Activation, No CO | 2 | 11 |
| Total | 10 | 44 |

Incident Type: Severe Weather & Natural Disaster

| Code - Description | Number of Runs | Year to Date |
|---|----------------|--------------|
| 800 - Severe Weather or Natural Disaster, Other | 0 | 33 |
| 813 - Wind Store, Tornado/Hurricane Assessment | 0 | 1 |
| Total | 0 | 34 |

Incident Type: Special Incident Type

| Code - Description | Number of Runs | Year to Date |
|-------------------------|----------------|--------------|
| 911 - Citizen Complaint | 0 | 3 |
| Total | 0 | 3 |

Grand Total **165** **912**

Fire Inspection Summary

| | Completed This Month | Year to Date |
|-----------------------|----------------------|--------------|
| Inspections Completed | 88 | 585 |
| Violations Found | 13 | 59 |
| Violations Corrected | 9 | 26 |

Kaukauna Fire Department Ambulance Report - June 2024

Item 7.b.

| Runs by Municipality | | |
|---------------------------|----------------|--------------|
| City / Village / Town | Number of Runs | Year to Date |
| City of Kaukauna | 130 | 661 |
| Village of Combined Locks | 10 | 62 |
| Town of Holland | 2 | 8 |
| City of Appleton | 0 | 2 |
| Greenleaf | 0 | 1 |
| Village of Kimberly | 0 | 1 |
| Town of Buchanan | 1 | 1 |
| Village of Wrightstown | 1 | 2 |
| Total | 144 | 738 |

| Runs by County | | |
|----------------|----------------|--------------|
| County | Number of Runs | Year to Date |
| Outagamie | 141 | 726 |
| Brown | 3 | 12 |
| Total | 144 | 738 |

| Runs by Disposition | | |
|--|----------------|--------------|
| Disposition | Number of Runs | Year to Date |
| Patient Treated, Transported by Kaukauna Fire | 103 | 550 |
| Patient Treated, Released | 19 | 82 |
| Patient Refused Evaluation/Care, No Transport | 2 | 17 |
| Patient Evaluated, No Treatment/Transport Required | 10 | 47 |
| Patient Dead at Scene - No Resuscitation Attempted, No Transport | 1 | 12 |
| Patient Dead at Scene - No Resuscitation Attempted, W/Transport | 1 | 1 |
| Canceled Prior to Arrival | 6 | 16 |
| Canceled Request Transferred to Another Provider | 0 | 1 |
| Canceled on Scene No Patient Contact | 2 | 6 |
| Patient Dead at Scene - Resuscitation Attempted, No Transport | 0 | 4 |
| Patient Refused Evaluation/Care, With Transport | 0 | 2 |
| Total | 144 | 738 |

| Runs by Ambulance | | |
|----------------------|----------------|--------------|
| Primary Unit | Number of Runs | Year to Date |
| First Out Ambulance | 121 | 655 |
| Second Out Ambulance | 20 | 76 |
| Third Out Ambulance | 3 | 5 |
| Engine Company | 0 | 2 |
| Total | 144 | 738 |

| Mutual Aid | | |
|------------|----------------|--------------|
| | Number of Runs | Year to Date |
| Provided | 0 | 6 |
| Received | 0 | 5 |

| Police calls generated by: | | YTD |
|--|--------------|--------------|
| 911 call | 238 | 1,219 |
| Officer initiated | 747 | 3,838 |
| Called general phone number | 339 | 1,697 |
| TOTAL | 1,324 | 6,754 |
| Breakdown of calls: | | |
| ABANDONED VEHICLE | 1 | 11 |
| ACCIDENT | 32 | 193 |
| ALARMS | 8 | 65 |
| ALCOHOL OFFENSE | 0 | 1 |
| ANIMAL | 40 | 197 |
| ARSON | 0 | 0 |
| ASSISTS | 120 | 624 |
| ASSAULT | 0 | 1 |
| BURGLARY | 0 | 1 |
| CIVIL | 1 | 13 |
| CRIME PREVENTION | 139 | 863 |
| DAMAGE TO PROPERTY | 5 | 35 |
| DISTURBANCES | 26 | 131 |
| DOMESTIC | 0 | 18 |
| DRUGS | 9 | 44 |
| FIRE CALLS | 16 | 100 |
| FIREWORKS | 2 | 6 |
| FRAUD | 11 | 62 |
| HARASSMENT | 12 | 50 |
| HAZARD | 23 | 100 |
| JUVENILE | 24 | 106 |
| LOCKOUT | 9 | 63 |
| LOST & FOUND | 10 | 75 |
| MEDICAL | 100 | 552 |
| MISSING PERSON | 0 | 7 |
| OPEN DOOR | 4 | 23 |
| OPERATING WHILE INTOXICATED | 4 | 27 |
| ORDINANCE VIOLATIONS | 162 | 334 |
| PARKING | 23 | 109 |
| RECKLESS DRIVE COMPLAINT | 24 | 127 |
| SCHOOL SAFETY | 13 | 256 |
| SEX OFFENSE | 4 | 16 |
| SUICIDE; ATTEMPT, THREAT, COMPLETED | 2 | 11 |
| SUSPICIOUS PERSON, VEHICLE , SITUATION | 37 | 204 |
| THEFT | 13 | 75 |
| TRAFFIC | 276 | 1,199 |
| TRAFFIC SAFETY | 4 | 105 |
| TRESPASS | 6 | 23 |
| TRUANCY | 0 | 8 |
| VIOLATE COURT ORDER | 0 | 12 |
| WANTED PERSON OR APPREHENSION | 10 | 48 |
| WARNINGS | 203 | 895 |
| WEAPON | 1 | 7 |
| WELFARE CHECK | 62 | 290 |
| 911 HANGUP/ASSIST | 61 | 294 |
| total | 1,497 | 7,381 |
| note- the difference between the totals is some calls have mulitple offenses | | |

**MUNICIPAL JUDGE
COURT REPORT**

JUNE

| | 2023 | 2024 | 2023 CUMULATIVE | 2024 CUMULATIVE |
|--|-------------|-------------|----------------------------|----------------------------|
| FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS | \$3,476.96 | \$3,790.39 | \$42,275.88 | \$32,451.29 |
| MUNICIPAL COURT COSTS | \$1,753.26 | \$2,029.88 | \$17,150.17 | \$13,280.54 |
| PENALTY SURCHARGES | \$793.00 | \$862.23 | \$10,586.58 | \$9,162.23 |
| COUNTY JAIL SURCHARGES | \$432.97 | \$540.00 | \$4,567.62 | \$3,797.60 |
| DRIVER IMPROVEMENT SURCHARGES | \$0.00 | \$319.31 | \$9,160.81 | \$5,333.20 |
| CRIME LAB/DRUG ENFORCEMENT SURCHARGES | \$559.00 | \$685.83 | \$5,380.16 | \$4,923.53 |
| IGNITION INTERLOCK DEVICE SURCHARGE | \$0.00 | \$0.00 | \$100.00 | \$100.00 |
| SAFE RIDE PROGRAM | \$0.00 | \$50.00 | \$950.00 | \$550.00 |
| TOTAL | \$7,015.19 | \$8,277.64 | \$90,171.22 | \$69,598.39 |

Clerk-Treasurer Daily Deposit Report

| <u>Date</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|----------------|----------------|
| 6/3/2024 | \$45,370.02 | \$75,685.02 |
| 6/3/2024 | \$315.00 | \$30,315.00 |
| 6/4/2024 | \$2,727.38 | \$33,254.38 |
| 6/4/2024 | \$310.00 | \$30,527.00 |
| 6/4/2024 | \$217.00 | \$30,217.00 |
| 6/5/2024 | \$187.65 | \$30,477.65 |
| 6/5/2024 | \$160.00 | \$30,290.00 |
| 6/5/2024 | \$130.00 | \$30,130.00 |
| 6/6/2024 | \$1,310.00 | \$32,305.00 |
| 6/6/2024 | \$885.00 | \$30,995.00 |
| 6/6/2024 | \$110.00 | \$30,110.00 |
| 6/7/2024 | \$1,600.00 | \$31,885.00 |
| 6/7/2024 | \$200.00 | \$30,285.00 |
| 6/7/2024 | \$85.00 | \$30,085.00 |
| 6/10/2024 | \$5,078.94 | \$35,633.94 |
| 6/10/2024 | \$555.00 | \$30,555.00 |
| 6/11/2024 | \$3,036.14 | \$34,264.69 |
| 6/11/2024 | \$938.55 | \$31,228.55 |
| 6/11/2024 | \$290.00 | \$30,290.00 |
| 6/12/2024 | \$2,444.34 | \$32,844.34 |
| 6/12/2024 | \$350.00 | \$30,400.00 |
| 6/12/2024 | \$50.00 | \$30,050.00 |
| 6/13/2024 | \$1,023.75 | \$31,153.75 |
| 6/13/2024 | \$130.00 | \$30,130.00 |
| 6/14/2024 | \$56,348.93 | \$89,110.93 |
| 6/14/2024 | \$1,895.00 | \$32,762.00 |
| 6/14/2024 | \$440.00 | \$30,867.00 |
| 6/14/2024 | \$427.00 | \$30,427.00 |
| 6/17/2024 | \$593,715.23 | \$624,757.23 |
| 6/17/2024 | \$1,042.00 | \$31,042.00 |
| 6/18/2024 | \$1,046.60 | \$31,199.60 |
| 6/18/2024 | \$125.00 | \$30,153.00 |
| 6/18/2024 | \$28.00 | \$30,028.00 |
| 6/20/2024 | \$1,719.69 | \$32,525.07 |
| 6/20/2024 | \$300.38 | \$30,805.38 |
| 6/20/2024 | \$215.00 | \$30,505.00 |
| 6/20/2024 | \$165.00 | \$30,290.00 |
| 6/20/2024 | \$125.00 | \$30,125.00 |
| 6/21/2024 | \$3,432.40 | \$35,167.40 |
| 6/21/2024 | \$1,585.00 | \$31,735.00 |
| 6/21/2024 | \$150.00 | \$30,150.00 |
| 6/24/2024 | \$580.00 | \$31,059.65 |

Month: June

| | | |
|-----------|------------|-------------|
| 6/24/2024 | \$479.65 | \$30,479.65 |
| 6/25/2024 | \$4,562.40 | \$35,612.40 |
| 6/25/2024 | \$570.00 | \$31,050.00 |
| 6/25/2024 | \$480.00 | \$30,480.00 |
| 6/26/2024 | \$907.50 | \$31,152.50 |
| 6/26/2024 | \$245.00 | \$30,245.00 |
| 6/27/2024 | \$560.47 | \$30,725.47 |
| 6/27/2024 | \$165.00 | \$30,165.00 |
| 6/28/2024 | \$817.84 | \$56,938.38 |

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

| Permit number | Municipal address | Category | Work type | Work target | Applicant | Issued date | Issued by |
|---------------|-----------------------------------|---|-----------|---------------------------|----------------------------|-------------|--------------|
| KU-2024-540 | 2022 FOXLAND ST | Other structures | New | Fence | Chris Lang | 24-06-03 | Megan Brouch |
| KU-2024-529 | 331 W HENRY ST | Other structures | New | Fence | Ashley Zelmer | 24-06-03 | Megan Brouch |
| KU-2024-541 | 3523 RIDGECREST LA | Electrical | Remodel | Panel | Matt Van thiel | 24-06-03 | Brett Jensen |
| KU-2024-532 | 1033 APPLE BLOSSOM CT | Other structures | New | Fence | Jordan Van Stippen | 24-06-03 | Megan Brouch |
| KU-2024-545 | 145 GRANT ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-549 | 131 WASHINGTON ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-550 | 1016 DESNOYER ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-546 | 400 PLANK RD | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-528 | 124 E TOBACNOIR ST | Residential building | Repair | Single-family dwelling | Casey Schulze | 24-06-04 | Brett Jensen |
| KU-2024-531 | 1101 FORESTEDGE DR | Plumbing | Remodel | Other | Emily Kampmann | 24-06-04 | Brett Jensen |
| KU-2024-547 | 603 W TENTH ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-548 | 420 W EIGHTH ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-555 | 3361 SNOW GOOSE WAY | Electrical | New | Open Frame | Lisa Hidde | 24-06-04 | Brett Jensen |
| KU-2024-543 | 808 DESNOYER ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-539 | 3360 SNOW GOOSE WAY | Electrical | New | Open Frame | Lisa Hidde | 24-06-04 | Brett Jensen |
| KU-2024-556 | 3381 SNOW GOOSE WAY | Electrical | New | Open Frame | Lisa Hidde | 24-06-04 | Brett Jensen |
| KU-2024-553 | 350 OAK GROVE RD | Signs | New | Wall Sign | Lisa Hidde | 24-06-04 | Brett Jensen |
| KU-2024-530 | 1101 FORESTEDGE DR | Residential building | Repair | Single-family dwelling | Emily Kampmann | 24-06-04 | Brett Jensen |
| KU-2024-551 | 831 W DUCHARME ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-04 | Brett Jensen |
| KU-2024-542 | 920 W TENTH ST | Other structures | New | Fence | Ashley Jared | 24-06-04 | Megan Brouch |
| KU-2024-554 | 3380 SNOW GOOSE WAY | Electrical | New | Open Frame | Lisa Hidde | 24-06-04 | Brett Jensen |
| KU-2024-563 | 37 ASH GROVE PL | Electrical | New | Service | Lisa Hidde | 24-06-05 | Brett Jensen |
| KU-2024-167 | 3360 BECKETT LA | Storm Sewer/ Waters / Sanitary laterals | New | Water, storm and sanitary | Ryan Jelovnik | 24-06-05 | Brett Jensen |
| KU-2024-560 | 103 E MORNINGSIDE DR | Accessory structures | New | Shed | Tom Barbeau | 24-06-05 | Brett Jensen |
| KU-2024-514 | 3750 RIDGECREST LA | Plumbing | New | Municipal connection | Kraig Knaack | 24-06-06 | Brett Jensen |
| KU-2024-534 | 2135 WHITE DOVE LA | Residential building | New | Single-family dwelling | Riley Vander Wvyst | 24-06-06 | Brett Jensen |
| KU-2024-557 | 210 BLACK STREET KAUKANA WI 54130 | HVAC | Remodel | A/C | SHARON ZAKOWSKI | 24-06-06 | Brett Jensen |
| KU-2024-538 | 2135 WHITE DOVE LA | Storm Sewer/ Waters / Sanitary laterals | New | Water, storm and sanitary | Riley Vander Wvyst | 24-06-06 | Brett Jensen |
| KU-2024-566 | 3360 SNOW GOOSE WAY | Storm Sewer/ Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-06 | Brett Jensen |
| KU-2024-536 | 2135 WHITE DOVE LA | HVAC | New | Furnace | Riley Vander Wvyst | 24-06-06 | Brett Jensen |
| KU-2024-515 | 3750 RIDGECREST LA | Residential building | New | Single-family dwelling | Kraig Knaack | 24-06-06 | Brett Jensen |
| KU-2024-537 | 2135 WHITE DOVE LA | Plumbing | New | Municipal connection | Riley Vander Wvyst | 24-06-06 | Brett Jensen |
| KU-2024-517 | 3750 RIDGECREST LA | Electrical | New | Service | Kraig Knaack | 24-06-06 | Brett Jensen |
| KU-2024-567 | 3361 BECKETT LA | HVAC | New | Furnace | John Kramer | 24-06-06 | Brett Jensen |
| KU-2024-516 | 3750 RIDGECREST LA | HVAC | New | Heating | Kraig Knaack | 24-06-06 | Brett Jensen |
| KU-2024-535 | 2135 WHITE DOVE LA | Electrical | New | Panel | Riley Vander Wvyst | 24-06-06 | Brett Jensen |
| KU-2024-565 | 2061 BEAR PAW TR | Storm Sewer/ Waters / Sanitary laterals | New | Water, storm and sanitary | Ryan Jelovnik | 24-06-06 | Brett Jensen |
| KU-2024-564 | 2014 ANTELOPE TR | Storm Sewer/ Waters / Sanitary laterals | New | Water, storm and sanitary | Ryan Jelovnik | 24-06-06 | Brett Jensen |
| KU-2024-572 | 1034 HENNES CT | Other structures | New | Fence | Alexis Willey | 24-06-10 | Megan Brouch |
| KU-2024-573 | 2231 WHITE DOVE LA | Accessory structures | New | Garage | Lisa Schmidt | 24-06-11 | Brett Jensen |
| KU-2024-524 | 3591 RIDGECREST LA | Residential building | New | Single-family dwelling | Justin Kaufman | 24-06-11 | Brett Jensen |
| KU-2024-574 | 2022 BEAR PAW TR | Other structures | New | Fence | Kristie Ihde, kristie Ihde | 24-06-11 | Megan Brouch |

| | | | | | | | |
|-------------|----------------------|--|-------------|---------------------------|-------------------------------|----------|--------------|
| KU-2024-576 | 3591 RIDGECREST LA | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Ryan Jelovnik | 24-06-13 | Brett Jensen |
| KU-2024-570 | 2940 HAAS RD | Other structures | Remodel | Other | John Lorblecki | 24-06-13 | Brett Jensen |
| KU-2024-575 | 3381 BECKETT LA | Storm Sewer/Waters / Sanitary laterals | New | Storm lateral | John Mueller | 24-06-13 | Brett Jensen |
| KU-2024-577 | 2081 BEAR PAW TR | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Ryan Peterson | 24-06-13 | Brett Jensen |
| KU-2024-585 | 140 E SECOND ST | Electrical | Remodel | Open Frame | Beez Electric | 24-06-13 | Brett Jensen |
| KU-2024-584 | 1208 FORESTEDGE DR | HVAC | Remodel | A/C | Black-Haak Heating | 24-06-13 | Brett Jensen |
| KU-2024-571 | 501 WILDWOOD DR | Accessory structures | Addition | Garage | Brian Nuhsart | 24-06-13 | Brett Jensen |
| KU-2024-580 | 2833 MAIN AV | HVAC | Repair | A/C | Black-Haak Heating | 24-06-13 | Brett Jensen |
| KU-2024-578 | 312 E TWENTIETH ST | HVAC | Repair | A/C | Black-Haak Heating | 24-06-13 | Brett Jensen |
| KU-2024-583 | 2916 MEADOWVIEW ST | HVAC | Remodel | A/C | Black-Haak Heating | 24-06-13 | Brett Jensen |
| KU-2024-582 | 220 E SEVENTEENTH ST | Residential building | Repair | Single-family dwelling | Emily Kampmann | 24-06-13 | Brett Jensen |
| KU-2024-586 | 1040 DRIESSEN DR | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Rob Scheibe | 24-06-14 | Brett Jensen |
| KU-2024-588 | 715 OVHATT ST | Accessory structures | New | Siding | JUSTIN VANDERAA | 24-06-14 | Brett Jensen |
| KU-2024-569 | 17 ASH GROVE PL | Residential building | New | Single-family dwelling | Marcus McGuire | 24-06-14 | Brett Jensen |
| KU-2024-93 | 716 E NINTH ST | Residential building | New | Single-family dwelling | Trisha Akey | 24-06-14 | Brett Jensen |
| KU-2024-581 | 1010 KENNETH AV | Accessory structures | New | Garage | Carl Van Dera | 24-06-14 | Brett Jensen |
| KU-2024-568 | 1325 BUCHANAN RD | Other structures | New | Fence | Joshua Oakley | 24-06-17 | Megan Brouch |
| KU-2024-603 | 311 OAK GROVE RD | Storm Sewer/Waters / Sanitary laterals | New | Storm lateral | Rob Scheibe | 24-06-18 | Brett Jensen |
| KU-2024-602 | 3520 BECKETT LA | Accessory structures | New | Garage | Todd schuh | 24-06-18 | Brett Jensen |
| KU-2024-609 | 540 PAUL DR | Residential building | Remodel | Single-family dwelling | Bob Brugger | 24-06-18 | Brett Jensen |
| KU-2024-616 | 1450 JANET ST | HVAC | Remodel | A/C | SHARON ZAKOWSKI | 24-06-20 | Brett Jensen |
| KU-2024-611 | 1275 BENS WAY | Plumbing | New | Other | Riverwood Homes, Kevin Kussow | 24-06-20 | Brett Jensen |
| KU-2024-615 | 625 E HYLAND AV | Electrical | Remodel | Open Frame | Michael Kortz | 24-06-20 | Brett Jensen |
| KU-2024-525 | 1040 DRIESSEN DR | Plumbing | New | Other | Charles Huth | 24-06-21 | Brett Jensen |
| KU-2024-503 | 1440 ORCHARD DR | Other structures | Remodel | Other | Aquarius Home Services | 24-06-21 | Brett Jensen |
| KU-2024-619 | 702 METOXEN AV | Plumbing | Replacement | Water Heater | JASON QUANDT | 24-06-24 | Brett Jensen |
| KU-2024-617 | 108 W SIXTH ST | Electrical | Repair | Service | Black-Haak Heating | 24-06-24 | Brett Jensen |
| KU-2024-624 | 21 ASH GROVE PL | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-26 | Brett Jensen |
| KU-2024-636 | 2131 WHITE DOVE LA | Electrical | New | Underground | Riley Vander Wyst | 24-06-26 | Brett Jensen |
| KU-2024-621 | 215 SPRING RIDGE DR | Plumbing | Replacement | Water Heater | TUREKS PLUMBING | 24-06-26 | Brett Jensen |
| KU-2024-626 | 3360 SNOW GOOSE WAY | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-26 | Brett Jensen |
| KU-2024-625 | 17 ASH GROVE PL | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-26 | Brett Jensen |
| KU-2024-634 | 2131 WHITE DOVE LA | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Riley Vander Wyst | 24-06-26 | Brett Jensen |
| KU-2024-635 | 2131 WHITE DOVE LA | HVAC | New | A/C | Riley Vander Wyst | 24-06-26 | Brett Jensen |
| KU-2024-629 | 416 DESNOYER ST | HVAC | Remodel | A/C | Black-Haak Heating | 24-06-26 | Brett Jensen |
| KU-2024-628 | 3361 SNOW GOOSE WAY | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-26 | Brett Jensen |
| KU-2024-587 | 2131 WHITE DOVE LA | Residential building | New | Single-family dwelling | Riley Vander Wyst | 24-06-26 | Brett Jensen |
| KU-2024-623 | 2291 E COUNTY RD CE | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Lisa Deis | 24-06-26 | Brett Jensen |
| KU-2024-637 | 2131 WHITE DOVE LA | Plumbing | New | Municipal connection | Riley Vander Wyst | 24-06-26 | Brett Jensen |
| KU-2024-627 | 3380 SNOW GOOSE WAY | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-26 | Brett Jensen |
| KU-2024-622 | 702 METOXEN AV | Plumbing | Replacement | Water Heater | TUREKS PLUMBING | 24-06-26 | Brett Jensen |
| KU-2024-605 | 1375 BENS WAY | Plumbing | New | Other | Alli DeWitt | 24-06-27 | Brett Jensen |
| KU-2024-607 | 1375 BENS WAY | Electrical | New | Panel | Alli DeWitt | 24-06-27 | Brett Jensen |
| KU-2024-604 | 1375 BENS WAY | Residential building | New | Single-family dwelling | Alli DeWitt | 24-06-27 | Brett Jensen |

| | | | | | | | |
|-------------|---------------------|--|---------|-----------------------------|-----------------|----------|--------------|
| KU-2024-599 | 1385 BENS WAY | Electrical | New | Panel | Ali DeWitt | 24-06-27 | Brett Jensen |
| KU-2024-640 | 140 E SECOND ST | Commercial building | Remodel | Retail and Wholesale Outlet | Mark Ihlenfeldt | 24-06-27 | Brett Jensen |
| KU-2024-638 | 1211 OAKRIDGE AV | Other structures | New | Fence | Mark Yande Hey | 24-06-27 | Brett Jensen |
| KU-2024-641 | 3381 SNOW GOOSE WAY | Storm Sewer/Waters / Sanitary laterals | New | Water, storm and sanitary | Andy Parker | 24-06-27 | Brett Jensen |
| KU-2024-597 | 1385 BENS WAY | Plumbing | New | Other | Ali DeWitt | 24-06-27 | Ryan Geiger |
| KU-2024-598 | 1385 BENS WAY | HVAC | New | Ductwork | Ali DeWitt | 24-06-27 | Brett Jensen |
| KU-2024-612 | 515 W NINTH ST | Electrical | New | Service | Jesse Michalski | 24-06-27 | Brett Jensen |
| KU-2024-606 | 1375 BENS WAY | HVAC | New | Ductwork | Ali DeWitt | 24-06-27 | Brett Jensen |



MEMO

Finance

To: Common Council
From: Finance Director (William Van Rossum)
Date: 07/15/2024
Re: Refunding Taxes to Kaukauna Housing Authority for Parcel 323026000

Background information:

The Kaukauna Housing Authority recently acquired the property identified as parcel 323026000. As a tax-exempt entity, they should not have incurred property taxes on this parcel. However, a delay in submitting the required tax-exempt forms resulted in a tax bill being issued and paid. The City of Kaukauna now needs to refund the total amount of \$7,297.62 to the Kaukauna Housing Authority, of which the City will be reimbursed \$3,705.15.

To resolve this, the City will issue the refund and then submit the PC-201 form to the Wisconsin Department of Revenue (DOR) to request reimbursement of the taxes from other jurisdictions. The DOR is expected to process and confirm the reimbursement by October, with funds being received from the other taxing jurisdictions by December 2024. It is recommended that the Finance and Personnel Committee approve the refund and authorize the submission of the PC-201 form to the DOR.

Strategic Plan: This topic isn't related to the strategic plan

Budget: This will impact the 2024 budget \$3,592.45

Staff Recommended Action:

A motion to approve the refund to owner of parcel 323026000 for the full tax bill of \$7,297.62 and submit the PC-201 form for reimbursement.

Parcel #: PAY 1ST INSTALLMENT - \$ 3,648.82
323026000
KAUKAUNA OR
PAY FULL PAYMENT - \$ 7,297.62
Bill #: 778640
BY Jan 31, 2024

Parcel #: PAY 2ND INSTALLMENT - \$ 3,648.80
323026000
KAUKAUNA
DUE BY July 31, 2024
Bill #: 778640
REMEMBER TO PAY TIMELY
TO AVOID INTEREST PENALTY

SEND THIS STUB AND MAKE CHECK PAYABLE TO:
CITY OF KAUKAUNA
WILL VAN ROSSUM, TREASURER
144 W SECOND ST, PO BOX 890
KAUKAUNA, WI 54130

SEND THIS STUB AND MAKE CHECK PAYABLE TO:
OUTAGAMIE COUNTY TREASURER
320 S. WALNUT STREET
APPLETON, WI 54911



If receipt is needed send a self addressed stamped envelope



If receipt is needed send a self addressed stamped envelope

CITY OF KAUKAUNA

PAYMENT OPTIONS INCLUDE:

- Online: www.cityofkaukauna.com/pay-online
- US Postal Mail
- Payment Box near main entrance at 144 W 2nd St
- Municipal Service Building (MSB) M-F(8a-4 pm)
- **Note MSB will be closed Dec. 25 & Jan. 1**
- Bank of Kaukauna at: 264 W Wisconsin Ave M-F(9a-4p)

DOG LICENSES CAN BE PURCHASED ON OUR WEBSITE.

Shovel your sidewalks within 48hrs of Snowfall to avoid an ordinance violation fine.

**OUTAGAMIE COUNTY
AFTER JANUARY 31ST – PAY COUNTY**

AFTER JANUARY 31ST PAYMENTS MADE:
www.outagamie.org or 920-832-5065 - Press 1

IS THIS YOUR PRIMARY RESIDENCE?
CHECK FOR LOTTERY & GAMING CREDIT

Sign up!! LAND NOTIFICATION – Fraud Alert Program
Details at www.Outagamie.org – Register of Deeds

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

| Taxing Jurisdiction | Total Additional Taxes | Total Additional Taxes Applied to Property | Year Increase Ends | Taxing Jurisdiction | Total Additional Taxes | Total Additional Taxes Applied to Property | Year Increase Ends |
|---------------------|------------------------|--|--------------------|---------------------|------------------------|--|--------------------|
| | | | | | | | |

KAUKAUNA HOUSING AUTHORITY

**STATE OF WISCONSIN - OUTAGAMIE COUNTY
REAL ESTATE TAX BILL FOR 2023**

Bill No. 778640
Parcel No. 323026000

Property Address: 109 W ELEVENTH ST

| Assessed Value Land | Assd. Value Improve | Tot. Assessed Value | Ave. Assmt. Ratio | Est. Fair Mkt. Land | Est. Fair Mkt. Improve | Total Est. Fair Mkt. | A star in this box means unpaid prior years taxes | |
|--|---------------------|--|-------------------------------------|---------------------|------------------------|---|---|--|
| 66,400 | 296,600 | 363,000 | 0.8274112500 | 80,300 | 358,500 | 438,800 | | |
| TAXING JURISDICTION | | 2022 | 2023 | 2022 | 2023 | % Tax Change | NET PROPERTY TAX \$ 7,297.62 | |
| | | Est. State Aids Allocated Tax Dist. | Est. State Aids Allocated Tax Dist. | Net Tax | Net Tax | | | |
| COUNTY | | 428,068 | 526,923 | 1,216.14 | 1,246.80 | 2.5% | | |
| LOCAL | | 3,650,192 | 4,403,508 | 3,423.14 | 3,592.45 | 4.9% | | |
| KAUKAUNA SCH | | 18,767,652 | 20,505,751 | 1,884.21 | 2,189.80 | 16.2% | | |
| FOX VALLEY TECH | | 1,230,425 | 1,264,329 | 309.28 | 323.78 | 4.7% | | |
| VALLEY M SEWER | | 0 | 0 | 0.00 | 0.00 | | | |
| TOTAL | | 24,076,337 | 26,700,511 | 6,832.77 | 7,352.83 | 7.6% | | |
| FIRST DOLLAR CREDIT | | | | -51.11 | -55.21 | 8.0% | | |
| LOTTERY AND GAMING CREDIT | | | | 0.00 | 0.00 | 0.0% | | |
| NET PROPERTY TAX | | | | 6,781.66 | 7,297.62 | 7.6% | | |
| School taxes reduced by school levy tax credit \$ 501.06 | | Important: This description is for property tax bill only and may not be a full legal description | | | | Net Assessed Value Rate (Does NOT reflect Credits) 0.02025575 | Warning: If not paid by due dates, installments option is lost and total tax is delinquent subject to interest (see reverse). | |
| | | | | | | Total Due FOR FULL PAYMENT BY | | |
| | | | | | | Jan 31, 2024 \$ 7,297.62 | | |

Sec. 22, T21N, R18E
BARNARD JACOBS ADDN LOTS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 BLK 4 LY S OF PRESENT 11TH ST ALSO VAC ST LY W OF LOT 8 & PRT VAC 12TH ST LY S OF LOTS 8 THRU 12 & VAC ALLEY BETW SD LOTS

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
UMS

FROM CITY OF KAUKAUNA
WILL VAN ROSSUM, TREASURER
144 W SECOND ST, PO BOX 890
KAUKAUNA, WI 54130

ADDRESS SERVICE REQUESTED
IMPORTANT REMINDER
FIRST INSTALLMENT OR PAYMENT IN FULL

MUST BE MADE BY - Jan 31, 2024

Tax Statement

323026000
KAUKAUNA HOUSING AUTHORITY
125 W TENTH ST
KAUKAUNA WI 54130

**CITY OF KAUKAUNA
ORDINANCE NO. 1910-2024**

**ORDINANCE CREATING SECTION 1.26 AND REPEALING AND REPLACING
SECTIONS 1.03 AND 10.03(6)**

WHEREAS, the City of Kaukauna Common Council approved Ordinance 10.03(6) previously to deal with Noxious Weeds within the City; and

WHEREAS, the Wisconsin State Statute contained within Ordinance 10.03(6) has since been renumbered where it no longer cites to a correct state statute; and

WHEREAS, the City of Kaukauna Common Council wishes to correct the referred to statute, update the process for destroying noxious weeds, and designate a Weed Commissioner role be created to carry out destroying Noxious Weeds within the City.

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

Sections 1.03; 1.26; and 10.03(6) are hereby created and/or repealed and replaced to read as follows:

BEFORE REPEAL AND REPLACE

1.03 Appointed Officials

The following shall be appointed officials:

| Official | How Appointed | Term |
|--|----------------------------|-------------|
| Building Inspector | City Council | Indefinite |
| Chief of Police | Police and Fire Commission | Indefinite |
| City Assessor | City Council | Indefinite |
| City Engineer | City Council | Indefinite |
| City Librarian | Library Board | Indefinite |
| City Clerk | City Council | Indefinite |
| Director of Planning and Community Development | City Council | Indefinite |
| Finance director | City council | Indefinite |
| Fire Chief | Police and Fire Commission | Indefinite |
| Recreation Director | City Council | Indefinite |
| Street Superintendent | City Council | Indefinite |
| Treasurer | City Council | Indefinite |

AFTER REPEAL AND REPLACE

1.03 Appointed Officials

The following shall be appointed officials:

| Official | How Appointed | Term |
|--|----------------------------|------------|
| Building Inspector | City Council | Indefinite |
| Chief of Police | Police and Fire Commission | Indefinite |
| City Assessor | City Council | Indefinite |
| City Engineer | City Council | Indefinite |
| City Librarian | Library Board | Indefinite |
| City Clerk | City Council | Indefinite |
| Director of Planning and Community Development | City Council | Indefinite |
| Finance director | City Council | Indefinite |
| Fire Chief | Police and Fire Commission | Indefinite |
| Recreation Director | City Council | Indefinite |
| Street Superintendent | City Council | Indefinite |
| Treasurer | City Council | Indefinite |
| Weed Commissioner | Mayor | 1-Year |

BEFORE ADOPTION

1.26 (Reserved)

AFTER ADOPTION

1.26 Weed Commissioner

- Appointment.* The Weed Commissioner shall be appointed by the Mayor pursuant to Wis. Stats. § 66.0517.
- Duties.* The Weed Commissioner shall have the powers and duties described in Wis. Stats. § 66.0517. The Weed Commissioner can carry out destruction of Noxious Weeds as described by City Ordinance 10.03(6).

BEFORE REPEAL AND REPLACE

10.03(6) Noxious weeds. All noxious weeds and other rank growth of vegetation. All weeds and grass shall be kept cut to a height of not to exceed one foot. The city may cause all weeds and grass to be cut and removed and brush to be removed and the cost thereof charged to the property under Wis. Stats. § 66.60(16). The charge for removing weeds and vegetation referred to herein shall be a \$150.00 minimum charge for city lots up to 8,000 square feet and a charge of \$150.00 per hour for larger city lots and/or additional work required to facilitate lawn cutting and removal of weeds and vegetation. This section shall not apply to vacant lots located on a face block where less than 50

percent of the face block is occupied. This section shall also not apply to vacant lots in the city industrial park until such lots are occupied.

AFTER REPEAL AND REPLACE

10.03(6) Noxious weeds:

a. Definitions:

- 1. Destroy, has a definition as defined in Wis. Stats. § 66.0407(1)(a)
- 2. Noxious weed(s), as described in (c) below and in Wis. Stats. § 66.0407(1)(b).

b. At the direction of the City Mayor, the City Clerk shall annually, on or before May 15, publish as required by state law a notice that every person is required by law to destroy all noxious weeds on lands in the City which they own, occupy or control. A joint notice with other towns or municipalities may be utilized.

c. Noxious weeds include any weed, grass, or similar plant growth which, if allowed to pollinate, would cause or produce hay fever in human beings or would cause a skin rash through contact with the skin. All weeds and grass shall be kept cut to a height of not to exceed twelve (12) inches. Any weed or grass that is kept to a height that exceeds twelve (12) inches can be considered a noxious weed for purposes of this section.

d. If the owner or occupant neglects to destroy any noxious weed as required by (b) of this section, then the Director of the Public Works, Code Enforcement Officer, or either of their assigns, shall give notice in the following manner:

1. Providing a documented warning to the owner or occupant of property of the violation. Typically done by either having a discussion with the owner or occupant about the violation and expectation to have the noxious weed destroyed within a certain time frame or by leaving notice at a conspicuous place about the property indicating the violation and to have the noxious weed destroyed within a certain time frame.

2. If the destruction of noxious weeds is not completed within the designated time frame under (1) of this subsection, formal notice shall be provided to the owner or occupant of a seven-day, written notice by mail to the owner or occupant of lands upon which noxious weeds are growing. If the owner or occupant neglects to destroy any noxious weeds as required by such notice, after the expiration of the seven-day period, the City’s Weed Commissioner can proceed to destroy, or cause to be destroyed, all such weeds growing upon the land. The cost thereof will be assessed as a tax upon the lands upon which the weeds are located pursuant to Wis. Stats. § 66.0517. The charge for removing noxious weeds shall be \$150.00 per hour, with a \$150.00 minimum charge to facilitate destroying, or causing to be destroyed, noxious weeds.

e. During the same growing season there will be no second notice to property owners to abate. If a second complaint is received and substantiated after City already destroyed Noxious Weeds during the same growing season and regarding the same parcel of land, the City may cause the destruction of Noxious Weeds at the property and bill the owner for time, machinery, and administrative costs without having to give formal notice a second time. The City Council has determined that it has zero tolerance regarding this issue – the abatement is the owner’s responsibility.

f. This section shall not apply to vacant lots located on a face block where less than 50 percent of the face block is occupied except for growth in the right-of-way, any growth obstructing any public sidewalks or streets, or any growth affecting safety across vision corners. This section shall also not apply to vacant lots in the City industrial park until such lots are occupied, except for growth in the right-of-way, any growth obstructing any public sidewalks or streets, or any growth affecting safety across vision corners.

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

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally Kenney, Clerk

ORDINANCE NO. 1911-2024

ORDINANCE REPEALING AND REPLACING SECTION 14.04

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

WHEREAS, the Code Enforcement Officer is limited in the types of ordinance violations it is able to enforce and issue citations for; and

WHEREAS, it is desired to allow the Code Enforcement Officer to be allowed to issue citations under Chapter 21 (Fire Prevention) of the City Ordinances;

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

Section 14.04 is hereby repealed and replaced to read as follows:

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. **Building Inspector.** The building inspector may be an employee of the City or may be contracted to perform the duties of building inspector, as approved by council. The building inspector, whether appointed or contracted shall report to the Director of Planning and Community Development.
 - 1. *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.
 - 2. *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.

- 3. *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.
 - 4. *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.
 - 5. *Plan Commission.* The Building Inspector shall be a member of the City of Kaukauna Plan Commission.
2. **Code Enforcement Officer.** The code enforcement officer shall be an employee of the City, appointed pursuant to Section 4.03. The code enforcement officer shall report to the Chief of Police.
- 1. *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.
 - 2. *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.

PROPOSED:

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. **Building Inspector.** The Building Inspector may be an employee of the City or may be contracted to perform the duties of Building Inspector, as approved by council. The Building Inspector, whether appointed or contracted, shall report to the Director of Planning and Community Development.
 - 1. *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~~ If 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.
 - 2. *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.
 - 3. *General Powers and Duties.* The Building Inspector and ~~his~~ ~~their~~ delegated assistants ~~shall~~ ~~may~~ 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.
 - 4. *Citation Authority.* The Building Inspector and ~~his~~ ~~their~~ 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 Wis. Stat. § 800.01 and 800.02 as to the service of citations and their form and contents.

- 5. *Plan Commission.* The Building Inspector shall be a member of the City of Kaukauna Plan Commission.
- 2. **Code Enforcement Officer.** The Code Enforcement Officer shall be an employee of the City, appointed pursuant to Section 4.03. The Code Enforcement Officer shall report to the Chief of Police.
 - 1. *General Powers and Duties.* The Code Enforcement Officer and ~~his~~ **their** delegated assistants ~~shall~~ **may** enforce the building code (Chapter 14), the zoning code (Chapter 17), the housing code (Chapter 19), **fire prevention (Chapter 21)**, and remove public nuisances (Chapter 10), all as more specifically set forth in those Chapters of this Municipal Code.
 - 2. *Citation Authority.* The Code Enforcement Officer and ~~his~~ **their** delegated assistants ~~shall~~ have the authority to issue municipal citations for violations of Chapters 10, 14, 17, 19, **21**, 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 Wis. Stats. § 800.01 and 800.02 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.

(1) **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.

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

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally Kenney, Clerk

RESOLUTION NUMBER 2024-5439

RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A ROAD EASEMENT AGREEMENT

WHEREAS, Douglas and Cheryl Mader, owners of N1555 Harrison Street, in the Town of Vandebroek (herein after "Grantors") and, the City of Kaukauna (herein after "Grantee") wish to enter into an agreement to extend Kay Drive; and

WHEREAS, the portion of Grantor's property subject to this Easement ("Premises") is part of Lot 1, CSM 7653, Outagamie County, Parcel 200047602, shown and more fully described on "Exhibit A"; and

WHEREAS, the extension of said Kay Drive will allow the Grantors to connect a new driveway access to the Premises; and

WHEREAS, the extension of said Kay Drive, shall be constructed to meet or exceed City standard specifications; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Kaukauna that the Mayor is authorized on behalf of the City to enter into an easement agreement with the Grantors, for road purposes.

Introduced and adopted this 16th day of July, 2024.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally A. Kenney, Clerk