

# COMMON COUNCIL

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



Wednesday, April 02, 2025 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 March 18, 2025.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
  - a. Congratulations to Jason Holmes on 25 years- Engineering Department.
  - b. Reappointment of Michael Avanzi to the Industrial and Commercial Development Commission (3-year term).
  - c. Reappointment of Glen Schilling to the Industrial and Commercial Development Commission (3-year term).
  - d. Temporary Allowance of Goats to be used at 1000 Islands Conservancy Zone to Control Invasive Species (June 9-23, 2025).
  - e. [Proclamation National Library Week April 6-12, 2025.](#)
6. Reports of standing and special committees.
  - a. Board of Public Works Meeting Minutes of April 3, 2025.
  - b. Health and Recreation Committee Meeting Minutes of April 3, 2025.
  - c. Legislative Committee Meeting Minutes of April 3, 2025.
  - d. [RACK Meeting Minutes of March 6, 2025.](#)
  - e. [Plan Commission Meeting Minutes of March 6, 2025.](#)
  - f. [Library Board Meeting Minutes of February 25, 2025.](#)
  - g. [1000 Islands Environmental Center Committee Meeting Minutes of February 20, 2025.](#)
  - h. Operator (Bartender) Licenses.
7. Reports of City officers.
  - a. [Fox Cities Chamber Update.](#)
  - b. [Introduction to ordinance update 12.17 Chicken Keeping Permits.](#)
  - c. [Introduction to ordinance update 14.07 Applications, Plans, and Specifications.](#)
  - d. [Introduction to ordinance update 17.51 Amendments.](#)
  - e. [Development Update.](#)
  - f. [Residency Incentive Program.](#)

8. Presentation of ordinances and resolutions.
9. Closed session.
  - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session-Fox Cities Economic Development Investment.
  - b. Return to Open Session for possible action.
10. Adjourn.

#### **NOTICES**

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

## **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 – MARCH 18, 2025

Pursuant to adjournment on March 4, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 18, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Plan. & Com. Dev. Kittel, Fin. Dir. Van Rossum, Library Director Thiem-Menning, HR Director Hodge (Zoom), and interested citizens.

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

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of the minutes of the Common Council meeting of March 4, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of March 4, 2025.

All Ald. voted aye.

Motion carried.

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

#### **Bills Payable**

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

All Ald. voted aye.

Motion carried.

### PUBLIC APPEARANCES

#### **BUSINESS PRESENTED BY THE MAYOR**

##### **Happy 140<sup>th</sup> Birthday City of Kaukauna.**

Mayor Penterman gave some brief history on how in March 1885 the act of incorporation of the villages of Ledyard (southside) and Kaukauna (northside) was passed by the state legislature. Once passed the act to be effective March 25<sup>th</sup> was sent to Governor Jeremiah Rusk for his signature. Governor Rusk failed to sign it by the March deadline, hence Kaukauna became a city without the approval of the governor. And that on Tuesday March 25<sup>th</sup>, 2025, the City of Kaukauna will be celebrating its 140<sup>th</sup> birthday.

##### **The Point in Time Homeless Count - Kaukauna January 2025.**

The PIT is a statistically reliable count of people experiencing homelessness during a designated one-night period. The PIT Count occurs twice a year in (January and June) in cities around the



nation. Between 11pm-3am volunteers go into the streets to speak with individuals who are living in uninhabited places. The winter count in the Fox River Valley was 80 and in Kaukauna there were 0. In the summer count the Fox River Valley was N/A and Kaukauna was 2. These statistics are gathered and submitted which in turn helps determine how much federal funding we get to help with those facing housing insecurities.

**Congratulations John Neumeier on 20 years - Engineering Department.**

Mayor Penterman thanked John Neumeier for his 20 years of service with the City of Kaukauna as of March 2<sup>nd</sup>. Your exceptional leadership as the director of Public Works/City Engineer has been instrumental in the success and development of our city’s infrastructure. Thank you for your dedication to the City of Kaukauna and we wish you continued success.

**Appointment of Dana Tatro to the Library Board to Replace Channy Avanzi for the Remainder of her Term Ending 6-30-27.**

Motion by Kilgas, seconded by Eggleston to appoint Dana Tatro to the Library Board to replace Channy Avanzi for the remainder of her term ending 6-30-27.  
All Ald. Voted aye.  
Motion carried.

**Appointment of Paul Hennes to the Board of Appeals 1st Alternate.**

Motion by Antoine, seconded by Moore to appoint Paul Hennes to the Board of Appeals 1<sup>st</sup> Alternate.  
All Ald. Voted aye.  
Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Board of Public Works Meeting Minutes of March 17, 2025.**

**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, March 17, 2025 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Street Superintendent Van Gompel, Lib. Dir. Thiem-Menning (Zoom), HR Director Hodge, and interested citizens.

- 1. **Correspondence** – none.
- 2. **Discussion Topics.**
  - a. **Recommend award of Project 6-25 - Kaukauna Public Library Office Improvements.**

This project will help improve workplace culture in offering staff proper areas to complete their work. Further, the separate meeting room, if authorized, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

Motion by DeCoster, seconded by Kilgas to award Project 6-25, Kaukauna Public Library Office Improvements to Milbach Construction Services for the total base bid and alternate bid #1 for a total contract amount of \$83,607.00.

Roll call vote: Antoine- aye, DeCoster- aye, Eggleston- aye, Kilgas- aye, Moore- nay, Schell-aye, Schumacher-aye, and Thiele-aye.  
Motion carried 7-1 (Moore).

Motion by DeCoster, seconded by Schell to authorize Director of Public Works to amend the SEH agreement to include construction administration for \$3,000.  
Roll call vote: Antoine- aye, DeCoster- aye, Eggleston- aye, Kilgas- aye, Moore- aye, Schell-aye, Schumacher-aye, and Thiele-aye.  
Motion carried.

**b. Recommend award of Project 7-25 - Kaukauna Public Library Automated Material Handling System.**

The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. In addition to the sorting machine, we are proposing to upgrade the entire automated system, including three selfchecks, two sets of security gates, and replacement radio frequency identification (RFID) pads for all the service desks to be able to utilize the same technologies. We have received three proposals and are providing the two low proposals for consideration. Discussion held and questions answered.

Motion by Antoine, seconded by Kilgas to authorize the Library Director to accept the proposal from mk Solutions, Inc. for Project 7-25 Kaukauna Public Library Automated Material Handling System with all accessories and services noted, in the amount of \$122,830.00.  
All Ald. voted aye.  
Motion carried.

**c. Recommend award for replacement of Truck #14 - Engineering Pick-Up.**

Truck #14 is one of two trucks in the Engineering Department. Truck #14 is 16 years old with 39,555 miles. Because of the low mileage and condition of the body and frame it was determined to have this truck turned over to another department in need of a vehicle instead of trading it in. Gustman Chevrolet was the sole bidder on this vehicle with a total bid price with option #1 of \$47,510. Discussion held and questions answered.

Motion by Moore, seconded by Eggleston to authorize the Street Superintendent to award bid to Gustman Chevrolet for truck build with option #1 for \$47,510.00 contingent on if a 2025 model is not available and we are provided a 2026 model truck, there are no price increase.  
All Ald. voted aye.  
Motion carried.

**d. Authorization to seek bids for replacement of 1991 John Deere Grader unit #21.**

Unit #21 has been in operation with the Street Department for 34 years. This tractor has been used primarily for plowing/removal of snow and reconditioning gravel streets. Although This machine usually sees low hours in each year's seasonal cycle, it is a vital piece of equipment in the maintenance operations it is required for. Discussion held and questions answered.

Motion by DeCoster, seconded by Moore to authorize the Street Superintendent to seek bids for the replacement of unit #21 the 1991 John Deere Grader with plow package.  
Motion carried. 7-1 (Schumacher).

**e. Authorization to seek bids for replacement of 2008 Single Axel Dump Truck unit # 212.**

Truck 212 is a 2008 International Work Star. Current engine hours are 3,500 with 30,700 miles. Plowing snow and hauling brush have been this unit's primary functions. The last few

single axel dump truck replacements have been replaced with trucks with a larger load capacity to accommodate the amount of material hauled from the disposal site and to help with weather emergencies when multiple trucks are needed to haul material. This unit's replacement would be with the exact dimensions to help with loading from smaller equipment, and maneuverability on tight job sites. Discussion held and questions answered.

Motion by Antoine, seconded by Schell to authorize the Street Superintendent to seek bids for the replacement of unit #212 the 2008 Single Axel Dump Truck with plow package.

All Ald. Voted aye.

Motion carried.

**f. Authorization to seek bids for replacement of 2012 Chevrolet 1 Ton Dump Truck.**

Truck #9 has been in the Street Department fleet for 13yrs and has 60,300 miles. This truck is out almost daily year-round on miscellaneous maintenance tasks and plays a vital role in our snow removal operations with plowing alleys and parking lots.

Motion by Moore, seconded by DeCoster to authorize the Street Superintendent to seek bids for the replacement of unit #9 the 2012 Chevrolet 1 Ton Dump Truck With Plow Package.

All Ald. voted aye.

Motion carried.

**g. Municipal Separate Storm Sewer System (MS4) Annual Report.**

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing to maintain compliance with State and Federal regulations as well as gather comments on the report itself.

Motion by Moore, seconded by DeCoster to receive and place on file the 2024 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the report to Wisconsin DNR.

All Ald. voted aye.

Motion carried.

**h. Public works Updates.**

Street Superintendent Van Gompel provided street department updates. The street department just finished the new roof on the concession building at Horseshoe Valley Park and are almost finished with the siding on the 1000 Islands Nature Center. The Park Inventory reports are finished which will be key information for the Park Master Plan.

**3. Adjourn.**

Motion made by Antoine, seconded by Eggleston to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:04 pm.

Kayla Nessmann

Clerk

Motion by Thiele, seconded by Schell to adopt the Board of Public Works Meeting Minutes of March 17, 2025.

All Ald. voted aye.

Motion carried.

**Finance and Personnel Committee Meeting Minutes of March 17, 2025.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, March 17, 2025, at 7:05 pm.

Members present: Mayor Penterman, DeCoster, Kilgas, Moore, Schell, and Schumacher.

Also present: Ald. Eggleston, Ald. Thiel, Ald. Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Street Superintendent Van Gompel, Lib. Dir. Thiem-Menning (Zoom), HR Director Hodge, and interested citizens.

**1. Correspondence.**

None.

**2. Discussion Topics.**

**a. Modification to CDL Training Reimbursement Policy.**

The current policy and program for new employees in the Public Works Department to obtain their CDL (commercial driver’s license) is that the employee pays for the program and test and may submit for reimbursement. The overall cost of the program is around \$4,000 for the course and testing. To support a new employee who will be required to go through this course, it is proposed to modify the current program. We propose changing the process to be that the City pays directly to the training provider for the course and test fee for the employee who will attend the program. The employee will still be required to sign an agreement regarding repayment if they fail to obtain their license or if they leave employment with the City within 36 months. Discussion held and questions answered.

Motion by Moore, seconded Schell to approve the modification to the current policy and program for CDL to allow for the City to pay the training provider for course and testing fees upfront.

All members voted aye.

Motion carried.

**b. Creation of Firefighter/EMS Position.**

Due to the current competitive state of available Paramedic candidates and the overall shortage of available candidates, it has become necessary to evaluate alternative approaches to hiring. To address the shortage and challenge to fill vacant positions, it is proposed to create the Firefighter/EMT position for the Fire Department. This proposed approach and new position are supported by the Kaukauna Firefighters Union.

Motion by Moore, seconded Kilgas to approve the creation of a new position with the title of Firefighter/EMT for the department and the authorization to fill vacant positions with the new title.

All members voted aye.

Motion carried.

**3. Adjourn.**

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

Meeting adjourned at 7:19 pm.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schumacher to adopt the Finance and Personnel Meeting Minutes, of March 17, 2025.  
All Ald. voted aye.  
Motion carried.

**RACK Meeting Minutes of February 6, 2025.**

Motion by Moore, seconded by Antoine to receive and place on file the RACK Meeting Minutes of February 6, 2025.  
All Ald. voted aye.  
Motion carried.

**Grignon Mansion Board Meeting Minutes of January 27, 2025.**

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of January 27, 2025.  
All Ald. voted aye.  
Motion carried

**RACK Meeting Minutes of January 9, 2025.**

Motion by Moore, seconded by Eggleston to receive and place on file the RACK Meeting Minutes of January 9, 2025.  
All Ald. voted aye.  
Motion carried.

**Plan Commission Meeting Minutes of January 9, 2025**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of January 9, 2025.  
All Ald. voted aye.  
Motion carried.

**Industrial Park Commission Meeting Minutes of September 26, 2024.**

Motion by Moore, seconded by Schell to receive and place on file the Industrial Park Commission Meeting Minutes of September 26, 2024.  
All Ald. 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:

Ryan	Barry	D.	N1830 Maple Terrace Rd	Greenville
Emily	Bichel	A.	719 Oviatt St	Kaukauna
Brad	Micke		2032 Meadowview St	Kaukauna
Benjamin	Pahlman	V.	2510 Sullivan Ave	Kaukauna

Motion by Schell, seconded by Kilgas to approve the operator/bartender licenses as listed.  
 All Ald. Present Voted aye.  
 Motion carried.

## REPORTS OF CITY OFFICERS

### **Fire Report**

Motion by Moore, seconded by DeCoster to receive and place on file the February 2025 Fire Report.  
 All Ald. voted aye.  
 Motion carried.

### **Ambulance Report**

Motion by Moore, seconded by Eggleston to receive and place on file the February 2025 Ambulance Report.  
 All Ald. voted aye.  
 Motion carried.

### **Police Report**

Motion by Moore, seconded by Kilgas to receive and place on file the February 2025 Police Report.  
 All Ald. voted aye.  
 Motion carried.

### **Code Enforcement Report**

Motion by Moore, seconded by Thiele to receive and place on file the February 2025 Code Enforcement Report.  
 All Ald. voted aye.  
 Motion carried.

### **Municipal Court Report**

Motion by Moore, seconded by Antoine to receive and place on file the February 2025 Municipal Court Report.  
 All Ald. voted aye.  
 Motion carried.

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

Motion by Moore, seconded by DeCoster to receive and place on file the February 2025 Clerk-Treasurer's Deposit Report.  
 All Ald. voted aye.  
 Motion carried.

### **Building Inspection Report.**

Motion by Moore, seconded by Schell to receive and place on file the February 2025 Building Inspection Report.  
 All Ald. voted aye.  
 Motion carried.

### **Kaukauna Utility Site Plans- Riverside Park.**

The existing facility for water treatment at Riverside Park is being updated to accommodate for the new Reverse Osmosis treatment. Currently there are two buildings at riverside park one houses the public bathrooms and well, the other the water treatment equipment. The plan is to add an addition

onto the existing water treatment building. This addition will also combine the existing water treatment building with the existing public bathrooms/well. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Kaukauna Utility City Plan- Pool Hill (Parcel 325021600 & 325021900).**

The new water treatment plant to be located on top of Pool Hill (parcels 325021600 & 325021900) site plan has been submitted to the City. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Schell, seconded by DeCoster to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Kaukauna Utility City Plan- Well #10.**

The building that houses well #10 is at the end of its useful life and in need of replacement. The new facility will maintain the same look as the two water treatment facilities at Riverside Park and Pool Hill. A generator will be added to the well, but the building will have the same footprint and be in the same location as the old building. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Moore, seconded by Kilgas to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Number of Chicken Keeping Permits.**

The City of Kaukauna currently has 10 permits available for residents to keep chickens on their property. The ordinance that regulates chicken keeping is Section 12.17 and includes additional items such as setbacks and coop requirements. There has been an increase in inquires on chicken keeping permits in the city with some disheartened that only 10 permits are available. This is only coming forth to the Council for discussion and possible direction to staff. With the increase in popularity of producing more of your own food and an interest in the community for additional permits to be made available and the possibility of new legislation this is an appropriate time to relook at our existing ordinance to see if any updates are needed. Discussion held and questions answered.



## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### CLOSED SESSION

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

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:58 PM.

### Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:11 PM.

### ADJOURN

Motion by Eggleston, seconded by Antoine to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:11 p.m.

Kayla Nessmann, Clerk





## City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
124351	155654	3/14/2025		Skid Steer #30	A T F Tires & Service Center Inc.	74.83
124351	155652	3/14/2025		Park Tractor #107	A T F Tires & Service Center Inc.	706.33
124352	02-39683	3/14/2025		Janitorial Service - 02/16 - 02/28/25	Advanced Maintenance Solutions	1,303.92
124352	02-39511	3/14/2025		Janitorial Service - March	Advanced Maintenance Solutions	2,277.40
124352	02-39448	3/14/2025		Janitorial Service - 03/01 - 03/15/25	Advanced Maintenance Solutions	409.50
124353	0477613-IN	3/14/2025		Rigging	All-Lift Systems, LLC	711.04
124354	031225	3/14/2025		Reimbursement - Food for XYZ Program	Allison Engels	73.93
124355	25146	3/14/2025		Monthly Managed Services	Amplitel Technologies LLC	13,030.00
124356	806153	3/14/2025		Dreamville Kaukauna Matter	Amundsen Davis, LLC	1,010.00
124357	1799843	3/14/2025		Random/Reasonable Suspicion, Pre-Employment	Aurora Health Care, Inc.	752.00
124358	P80445524	3/14/2025		Batteries	Batteries Plus, LLC.	24.96
124359	274053	3/14/2025		Sanitary Sewers	Carstens Ace Hardware	14.38
124359	273273	3/14/2025		Tools/Supplies Parks Equipment	Carstens Ace Hardware	15.17
124359	274433	3/14/2025		Storm Station Pump Repair	Carstens Ace Hardware	17.95
124359	272448	3/14/2025		Wash Bay, Park Shop	Carstens Ace Hardware	26.62
124359	273202	3/14/2025		Harlan - Shop	Carstens Ace Hardware	28.78
124359	273320	3/14/2025		Augustine Lift Station	Carstens Ace Hardware	10.79
124359	273341	3/14/2025		Harlan - Shop	Carstens Ace Hardware	16.17
124359	274963	3/14/2025		General Supplies	Carstens Ace Hardware	30.18
124359	273605	3/14/2025		Horseshoe Concession	Carstens Ace Hardware	44.99
124359	273206	3/14/2025		Shop Supplies	Carstens Ace Hardware	31.93
124359	274426	3/14/2025		Water Softener Salt	Carstens Ace Hardware	72.72
124359	274367	3/14/2025		Sanitary Sewers	Carstens Ace Hardware	14.38
124359	273794	3/14/2025		Parks - General Supplies	Carstens Ace Hardware	32.39
124359	273780	3/14/2025		Horseshoe Park Building	Carstens Ace Hardware	35.99
124359	273161	3/14/2025		Bucket truck	Carstens Ace Hardware	12.85
124359	273323	3/14/2025		MSB Tile	Carstens Ace Hardware	13.49
124359	274548	3/14/2025		Wall Repair	Carstens Ace Hardware	14.83
124359	274180	3/14/2025		Park Shop Tools	Carstens Ace Hardware	26.60
124359	273210	3/14/2025		MSB Tile	Carstens Ace Hardware	30.58
124359	273335	3/14/2025		MSB Tile	Carstens Ace Hardware	15.53
124359	273655	3/14/2025		Truck #10, Forestry - Chain Saw	Carstens Ace Hardware	29.31
124359	272417	3/14/2025		Parks	Carstens Ace Hardware	32.19
124359	273570	3/14/2025		Horseshoe	Carstens Ace Hardware	35.99
124359	274541	3/14/2025		Roof Repair Supplies	Carstens Ace Hardware	17.08
124359	274322	3/14/2025		Building Janitorial Supplies/Maint.	Carstens Ace Hardware	49.90
124359	273632	3/14/2025		SPaR Roof Repair	Carstens Ace Hardware	6.46
124359	273339	3/14/2025		MSB Tile	Carstens Ace Hardware	8.09
124359	274209	3/14/2025		Loader #29	Carstens Ace Hardware	9.32
124359	274145	3/14/2025		Temp Mailbox Supplies	Carstens Ace Hardware	10.78
124360	031025	3/14/2025		Evidence Conference Reimbursement	Charlie Vosters	261.39
124361	152855801030125	3/14/2025		SIP Block - March	Charter Communications	212.86

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
124361	152858701030125	3/14/2025		NTL Fbr - March	Charter Communications	1,099.00
124361	152858601030125	3/14/2025		Internet & Phone - March	Charter Communications	134.75
124362	872677	3/14/2025		Red Toner for Desktop Printer	Complete Office of Wisconsin	124.36
124363	721531	3/14/2025		Bricks for Ring of Honor	Creative Brick & Concrete	300.01
124364	52092	3/14/2025		Oil #81	DC Auto Repair, LLC	52.57
124364	52086	3/14/2025		Oil #83	DC Auto Repair, LLC	78.65
124364	52073	3/14/2025		#85 Oil & Tire Rotation	DC Auto Repair, LLC	109.54
124365	436616	3/14/2025		HRA - March	Diversified Benefit Services, Inc.	739.12
124366	INV8333	3/14/2025		IamResponding Subscription	Emergency Services Marketing Corp.	899.00
124367	26059	3/14/2025		Chainsaw Blade	Evergreen Power	76.99
124367	26061	3/14/2025		Hedge Trimmer #176	Evergreen Power	226.17
124368	6133	3/14/2025		3 Animals	Fox Valley Humane Association	276.00
124369	14227	3/14/2025		E Cards	Fox Valley Technical College	135.00
124370	23263	3/14/2025		Trenchless Sewer Repair from TDS Damage	Great Lakes TV Seal Inc	5,037.35
124371	86704694	3/14/2025		Books	Ingram	14.37
124371	86759340	3/14/2025		Books	Ingram	14.70
124371	86704699	3/14/2025		Books	Ingram	14.36
124371	86754579	3/14/2025		Books	Ingram	18.20
124371	86759342	3/14/2025		Books	Ingram	21.13
124371	86704695	3/14/2025		Books	Ingram	22.05
124371	86704686	3/14/2025		Books	Ingram	23.40
124371	86759345	3/14/2025		Books	Ingram	30.23
124371	86759343	3/14/2025		Books	Ingram	6.79
124371	86759338	3/14/2025		Books	Ingram	9.96
124371	86704685	3/14/2025		Books	Ingram	10.59
124371	86704680	3/14/2025		Books	Ingram	15.64
124371	86704692	3/14/2025		Books	Ingram	20.73
124371	86704696	3/14/2025		Books	Ingram	25.98
124371	86754581	3/14/2025		Books	Ingram	63.95
124371	86704693	3/14/2025		Books	Ingram	71.01
124371	86704689	3/14/2025		Books	Ingram	17.90
124371	86754580	3/14/2025		Books	Ingram	13.68
124371	86704682	3/14/2025		Books	Ingram	33.65
124371	86704687	3/14/2025		Books	Ingram	12.27
124371	86704698	3/14/2025		Books	Ingram	33.15
124371	86759339	3/14/2025		Books	Ingram	60.44
124371	86704681	3/14/2025		Books	Ingram	7.33
124371	86759344	3/14/2025		Books	Ingram	10.47
124371	86704697	3/14/2025		Books	Ingram	10.73
124371	86759346	3/14/2025		Books	Ingram	12.03
124371	86704684	3/14/2025		Books	Ingram	16.78
124371	86704691	3/14/2025		Books	Ingram	20.73
124371	86754582	3/14/2025		Books	Ingram	21.76
124371	86704679	3/14/2025		Books	Ingram	30.85

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
124371	86759341	3/14/2025		Books	Ingram	10.74
124371	86704688	3/14/2025		Books	Ingram	17.17
124371	86704690	3/14/2025		Books	Ingram	17.98
124371	86704683	3/14/2025		Books	Ingram	38.01
124371	86754583	3/14/2025		Books	Ingram	39.87
124372	129799	3/14/2025		Business Cards - Lydia, Business Cards - Mayor	Insta Prints Plus, Inc.	41.35
124373	8701903	3/14/2025		Park Mower #125	Interstate Battery	311.90
124373	8701932	3/14/2025		Lift Truck #32	Interstate Battery	137.95
124374	713450	3/14/2025		Fire Equipment Inspections	J.F. Ahern Co.	638.09
124375	31255	3/14/2025		Security Deposit Refund	Jenny Welhouse	200.00
124376	031125	3/14/2025		Joey Larson/Safety Shoe Reimbursement - 2025	Joey Larson	125.00
124377	031325	3/14/2025		LEAD Program Activity	Kaukauna High School (LEAD)	750.00
124378	030725	3/14/2025		Kurt Ebben/Safety Shoe Reimbursement	Kurt Ebben	106.17
124379	48121196	3/14/2025		Oxygen	Linde Gas & Equipment Inc.	52.92
124380	00938241	3/14/2025		12-23 Seawall - Engineering	McMahon Associates Inc	3,300.00
124381	030725	3/14/2025		Melanie Knott/Safety Shoe Reimbursement	Melanie Knott	125.00
124382	234413	3/14/2025		Harlan - Shop	MGD Industrial Corp	86.35
124383	CINV_002642	3/14/2025		Charlie - Training	Northeast Wisconsin Technical College	199.00
124384	573562	3/14/2025		Postage Machine Ink	Office Enterprises, Inc.	267.07
124385	273679558	3/14/2025		Building Maint./Shops/Garages	ORKIN Pest Control	173.00
124385	273680256	3/14/2025		Building Maint/MSB	ORKIN Pest Control	114.00
124386	196359	3/14/2025		New Squad Cage	Oshkosh Fire & Police Equipment	348.00
124387	36811	3/14/2025		Refuse Disposal - Truck #224	Outagamie County Treasurer	429.00
124388	022725	3/14/2025		Postage	Quadient Finance USA, Inc.	1,073.52
124389	Q1745742	3/14/2025		Postage Machine Lease	Quadient Leasing USA, Inc.	500.91
124390	000149871	3/14/2025		Tank, Air	Seagrave Fire Apparatus, LLC	783.09
124391	5381673946	3/14/2025		Gas Service - February	We Energies	1,223.99
00000388/1	022825	3/14/2025		Sales Tax - February, Sales Tax - February, Sales Tax - February, Sales Tax - February, Sales Tax - February, Sales Tax - February, Sales Tax - February, Sales Tax - February	Wis. Dept. of Revenue - ACH PAYMENT	597.89
00000388/2	WS2GPC012233998	3/14/2025		April Insurance	Wisconsin Employee Trust Funds (ETF)	435,494.56
00000388/3	031325	3/14/2025		03/13/25 Payroll, 03/13/25 Payroll	MissionSquare Retirement	20,867.00
00000387/1	501802-00 022825	3/17/2025		2590 Tower Drive Sewer Lift	Kaukauna Utilities	1,669.33
00000387/2	DBS45295729	3/17/2025		03/13/25 Payroll, 03/13/25 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	8,285.39
00000387/3	IAFF45295729	3/17/2025		03/13/25 Payroll	Fire Association Local 1594	625.41
00000387/4	KPPA45295729	3/17/2025		03/13/25 Payroll	Police Association	696.00
00000387/5	PEL45295729	3/17/2025		03/13/25 Payroll	Pelion Benefits, Inc (SSA)	1,513.23
124392	5514510301	3/21/2025		Medical Oxygen	Airgas USA, LLC	191.52
124393	25234	3/21/2025		Camera Upgrades PD & MSB	Amplitel Technologies LLC	8,272.39
124393	25235	3/21/2025		Verkada Trial Camera Install	Amplitel Technologies LLC	282.50
124394	061012598	3/21/2025		Sway Bar Link #2192	Automotive Supply Co	90.80
124395	188-C10001164	3/21/2025		Medication	BayCare Aurora LLC	185.84
124396	031925	3/21/2025		Pickleball Class Winter 2025	Bret Lewis	170.00

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
124397	275234	3/21/2025		General Supply	Carstens Ace Hardware	2.33
124397	273596	3/21/2025		Car Wash	Carstens Ace Hardware	10.78
124397	275033	3/21/2025		Fasteners	Carstens Ace Hardware	14.36
124397	275116	3/21/2025		Tape Mount - Building, AAA Batteries	Carstens Ace Hardware	18.52
124397	272519	3/21/2025		Ice Rink	Carstens Ace Hardware	14.99
124398	16683	3/21/2025		Weights & Measures - March 2025	City Of Appleton	1,006.00
124399	1000 Islands Endowment Fund 031025	3/21/2025		Memorial Donation for Rose Mary Green	Community Foundation for Fox Valley Region	250.00
124400	0533558	3/21/2025		Shield	Conway Shield	517.50
124401	I3130	3/21/2025		Portable/Dog Park	Dean Enterprises, LLC	137.50
124401	I3051	3/21/2025		Portable/Nelson Trail	Dean Enterprises, LLC	217.50
124402	BE268605	3/21/2025		Replace Truck # 14 - Ad	Finger Publishing, Inc.	36.07
124402	BE265337	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.07
124402	BE262213	3/21/2025		1-25 Concrete Paving Ad	Finger Publishing, Inc.	106.28
124402	BE268604	3/21/2025		5-25 - Strassburg Park - Ad	Finger Publishing, Inc.	28.71
124402	BE268603	3/21/2025		7-25 Library AMHS - Ad	Finger Publishing, Inc.	28.71
124402	BE265336	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.07
124402	BE266523	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	83.29
124402	BE268602	3/21/2025		6-25 Library Office Ad	Finger Publishing, Inc.	84.95
124402	BE266515	3/21/2025		Advertisement for 3-25 Alley Paving Bid	Finger Publishing, Inc.	87.89
124402	BE266516	3/21/2025		Publication Fee for Council Minutes	Finger Publishing, Inc.	599.45
124402	BE266520	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.08
124402	BE267742	3/21/2025		6-25 - Library Office Renovation	Finger Publishing, Inc.	106.28
124402	BE267745	3/21/2025		12-23 Seawall Ad	Finger Publishing, Inc.	99.48
124402	BE262214	3/21/2025		Project 2-25 - Utility Ad	Finger Publishing, Inc.	106.28
124402	BE265335	3/21/2025		Project 12-23-Seawall Bid Ad	Finger Publishing, Inc.	124.68
124402	BE266517	3/21/2025		Publication Fee for Council Minutes	Finger Publishing, Inc.	196.95
124402	BE267744	3/21/2025		5-25 - Strassburg Playground - Ad	Finger Publishing, Inc.	35.07
124402	BE266521	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.08
124402	BE266519	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.08
124402	BE262212	3/21/2025		Project 4-25 - Asphalt Ad	Finger Publishing, Inc.	124.68
124402	BE267743	3/21/2025		Project 7-25 Library AMHS - Ad	Finger Publishing, Inc.	35.07
124402	BE266514	3/21/2025		12-23 Bid Ad-Seawall	Finger Publishing, Inc.	98.48
124402	BE266522	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	36.08
124402	BE266518	3/21/2025		Publication Fee for Ordinance	Finger Publishing, Inc.	46.87
124402	BE267746	3/21/2025		Advertisement for 3-25 Alley Paving Bind 2nd Run	Finger Publishing, Inc.	70.42
124402	BE268606	3/21/2025		Publication Fee for Council Minutes	Finger Publishing, Inc.	603.61
124403	00093/2025	3/21/2025		Coffee for Upstairs Breakroom	Fox River Vending, Inc.	300.00
124404	55088	3/21/2025		Custodial Supplies	Fox Specialty Company LLC	65.00
124405	6152	3/21/2025		1 Animal	Fox Valley Humane Association	92.00
124406	INV0011495	3/21/2025		BPP ACH Fee - Feb 2025	Gila, LLC	2.25
124407	14312	3/21/2025		SPaR Maintenance, Shop/Building Maintenance	Haenco LLC	655.47
124408	KDGV379	3/21/2025		Shredding - Administration Fee	Iron Mountain Inc.	11.95
124409	031425	3/21/2025		February Mileage = 89 Miles @ \$.70/Mile	Kat Berge	62.30
124410	030325	3/21/2025		Mitchell Training	Keil Enterprises	249.00
124411	287888	3/21/2025		Athletic Fields Equipment Maint.	Little Chute Ace Hardware	0.79
124412	38672529	3/21/2025		Copier	Marco	248.09

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
124413	INV13586611	3/21/2025		PD - 1st Floor Copier, PD - 2nd Floor Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier	Marco Technologies LLC NW 7128	293.12
124413	INV13642632	3/21/2025		Copier	Marco Technologies LLC NW 7128	53.75
124414	13634	3/21/2025		General Liab, Auto, Crime & Cyber 2 of 4, Workers Comp 2 of 4	McClone	70,251.00
124415	022825-01	3/21/2025		Safety Management Program	Municipal Electric Utilities of Wisconsin	28,500.00
124416	2108303	3/21/2025		NetSuite SuiteSuccess Financials First Std Cloud	Oracle NetSuite	1,633.50
124417	130419	3/21/2025		Translation	Outagamie County Treasurer	157.66
124417	1021518	3/21/2025		Salt Brine	Outagamie County Treasurer	660.66
124418	3 022725	3/21/2025		Payment #3 for Project 6-24	Radtke Contractors, Inc.	191,123.96
124419	1147	3/21/2025		Commercial Inspections - February	RG Inspections LLC	6,182.00
124420	SC100378901	3/21/2025		Volunteer Screenings for 1000 Islands	Screening One, Inc.	13.70
124421	676885380234SFL	3/21/2025		Recording Fee for Development Agreement Hotel & KU Agreement	Simplifile, LC	60.50
124422	0606052-IN	3/21/2025		Books	The Penworthy Company LLC	4,742.69
124423	205550-202502-1	3/21/2025		TLO	TransUnion Risk and Alternative Data Solutions Inc	75.00
124424	119674	3/21/2025		Konkapot Trail Portable	VandenPlas Portable Solutions, LLC	176.00
124425	5388353520	3/21/2025		Gas Service - February	We Energies	2,110.08
124426	502545	3/21/2025		Newspaper Archive	WiLS	711.90
124427	9388	3/21/2025		WPRA Technician Workshop - Bud	Wisconsin Park & Recreation Assn	55.00
124428	680-0000001451	3/21/2025		2025 Continuing Judicial Education	Wisconsin Supreme Court	800.00
00000390/1	031725	3/24/2025		Supplemental Select - April , Supplemental Select Plus - April, Delta Vision - April	Delta Dental of Wisconsin	2,104.96
00000390/2	320279	3/24/2025		February WRS	Wisconsin Employee Trust Funds (ETF)	200,319.31
00000391/1	10279-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	42.43
00000391/1	111340-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	83.29
00000391/1	120560-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	160.10
00000391/1	12960-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	176.00
00000391/1	10730-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	198.22
00000391/1	10650-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	1,099.98
00000391/1	10635-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	16.48
00000391/1	10465-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	38.39
00000391/1	10591-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	104.10
00000391/1	501803-00 031125	3/24/2025		Tower Drive Sewer Lift	Kaukauna Utilities	11.00
00000391/1	10620-00 031125	3/24/2025		Dodge Street Sewer Pump	Kaukauna Utilities	18.08
00000391/1	10672-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	18.32
00000391/1	12970-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	24.01
00000391/1	10600-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	39.06
00000391/1	31522-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	59.00
00000391/1	50821-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	61.70
00000391/1	10579-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	63.67

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
00000391/1	92505-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	394.70
00000391/1	15010-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	1,995.71
00000391/1	10690-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	17.02
00000391/1	10580-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	43.63
00000391/1	10593-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	166.00
00000391/1	31524-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	176.22
00000391/1	16015-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	30.89
00000391/1	282505-00 031125	3/24/2025		Riverside Boardwalk Lighting	Kaukauna Utilities	32.53
00000391/1	100420-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	64.76
00000391/1	26412-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	80.17
00000391/1	10615-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	235.10
00000391/1	391515-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	400.88
00000391/1	10680-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	566.30
00000391/1	10610-00 031125	3/24/2025		Dodge Street Sewer Lift Pump	Kaukauna Utilities	69.03
00000391/1	10592-02 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	70.80
00000391/1	801162-00 031125	3/24/2025		Commerce X-ing Sign	Kaukauna Utilities	80.77
00000391/1	31641-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	99.18
00000391/1	10581-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	1,067.09
00000391/1	12922-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	6,054.50
00000391/1	10671-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	18.84
00000391/1	31521-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	37.70
00000391/1	21995-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	40.19
00000391/1	10590-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	65.34
00000391/1	10660-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	213.72
00000391/1	10630-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	22.08
00000391/1	21846-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	80.72
00000391/1	10595-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	113.69
00000391/1	12953-01 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	4,421.06
00000391/1	25720-00 031125	3/24/2025		Water, Sewer, & Electric	Kaukauna Utilities	16.48
00000391/1	504000-00 031125	3/24/2025		Progress Way Fountain	Kaukauna Utilities	40.10
<b>Total</b>						<b>1,057,328.74</b>

### National Library Week Proclamation

**WHEREAS**, today’s libraries are more about what they can do with and for their communities, and not just about what they have on the shelves;

**WHEREAS**, libraries have long served as trusted institutions, often the heart of their cities, towns, schools, and academic campuses;

**WHEREAS**, libraries serve people of all ages, interests and backgrounds providing the resources and space to engage in life-long learning;

**WHEREAS**, libraries offer equipment and professional staff support to utilize technology, programs and services; often free or with nominal charges to users;

**WHEREAS**, libraries are a resource for all - regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

**WHEREAS**, we recognize librarians as information professionals who provide expertise, services and guidance for patrons to access credible sources and material, making their own informed decisions about the world today;

**WHEREAS**, librarians hold the professional values of diversity, equity and inclusion to meet the needs of all users;

**WHEREAS**, America is celebrating National Library Week for the immeasurable contributions made by library workers;

**NOW, THEREFORE, BE IT RESOLVED** that I, Anthony J. Penterman, Mayor of the City of Kaukauna, proclaim National Library Week, April 6-12, 2025 in Kaukauna, Wisconsin. During this week, we encourage all residents to visit our libraries and explore all that they offer.

Date this 2<sup>nd</sup> day of April 2025.

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





**Redevelopment Authority of the City of Kaukauna**

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



Thursday, March 6, 2025 at 9:00 AM

**Minutes**

In-Person in Common Council Chambers, City of Kaukauna

Director Kittel called the meeting to order at 9:03 a.m.

1. Roll Call

Members Present: Quin Lenz, Julie Schroeder, Nicci Sprangers, Leon Vanevenhoven

Members Absent: Karl Kilgas, John Moore, Heather Hayes

Other(s) Present: Director Kittel, Associate Planner Nelson

Schroeder made a motion to excuse the absent members. Seconded by Sprangers. The motion passed unanimously.

2. Approval of Minutes

a. Amend Minutes from January 9, 2025

Sprangers made a motion to amend the minutes from January 9, 2025. Seconded by Vanevenhoven. The motion passed unanimously.

b. Approve Minutes from February 6, 2025

Lenz made a motion to approve the minutes from February 6, 2025. Seconded by Schroeder. The motion passed unanimously.

3. Old Business

None

4. New Business

a. Design Guide

Director Kittel presented the finalized design guide. It was created to help guide the approval process for obtaining a Certificate of Appropriateness from RACK for buildings located in the Commercial Core District, but it can be used as a reference for other commercial districts as well. It is a living document to be reviewed annually and updated on an as needed basis.

Lenz asked that it be noted in the design guide that any changes to a plan already approved by RACK must come back before RACK again to be reapproved.



Kittel said that Lenz's requested change could be made to the document. He also noted that when RACK approves or does not approve a project, a letter regarding the decision is sent out to the applicant's address and email. This letter includes the hearing date for the project, the decision made by RACK, and any conditions of approval (for example, approvals of specific colors or materials). An affidavit of mailing is also created. Finally, the project must be permitted by the Building Inspector. By making this additional note in the design guide, applicants will have three reminders that they must return to RACK for any changes made to the plan.

Sprangers agreed that this would be a good addition to the design guide.

Schroeder noted that, in the design guideline, black was not a permitted color. She pointed out that it is a good accent color.

Kittel agreed. He stated that the intention was to not have a fully black building.

Nelson asked for clarification on how to reword that section.

Kittel asked that black be permitted, but to specify that multiple colors are preferred on a building.

Schroeder asked if there were any upcoming projects that the design guide could be tested on.

Kittel stated that the next project would likely be coming up in summer.

Lenz made a motion to approve the design guide with the two changes discussed. Seconded by Sprangers. The motion passed unanimously.

## 5. Other Business

None

## 6. Adjourn

Schroeder made a motion to adjourn. Seconded by Vanevenhoven. Motion passed unanimously, adjourned at 9:44 a.m.

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



Thursday, March 6, 2025 at 4:00 PM

**MINUTES**

**In-Person**

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

- 1. Roll Call

Members Present: Brett Jensen, Giovanna Feller, John Neumeier, John Moore, Michael Avanzi (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson, Times Villager Reporter Brian Roebke, Representatives from Kaukauna Utilities

- 2. Approval of Minutes
  - a. Amend Minutes from January 9, 2025

Neumeier made a motion to amend the minutes from January 9, 2025 to change the listed date from January 9, 2024, to January 9, 2025. Seconded by Moore. The motion passed unanimously.

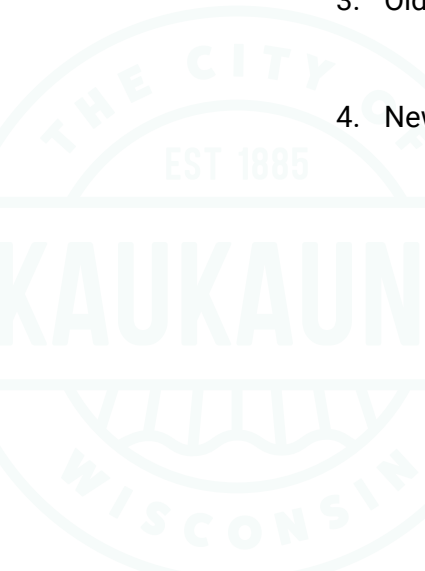
- b. Approve Minutes from January 9, 2025

Neumeier made a motion to approve the minutes from January 9, 2025. Seconded by Moore. The motion passed unanimously.

- 3. Old business
  - a. None

- 4. New business
  - a. Site Plan Review – 1200 Prospect Lane (Eagle Graphics)

Director Kittel presented the site plan for the Eagle Graphics building located at 1200 Prospect Lane. The plan is to add an addition to the front of the building and redo the front access point. The site plan is in compliance with all existing covenants and ordinances, and the addition will follow the look of the existing building. The site plan has already received approval from the Industrial Park Commission. The Planning and Community Development Department did note that, given the layout of the front access point, trucks will have to back into the property. The street is wide enough to handle this and it does not violate any existing ordinances. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department.



Moore asked if staff knew if this addition would lead to the hiring of more employees at Eagle Graphics.

Kittel stated that staff did not know if additional employees would be hired, but that it is likely that some additional staff may be hired on. This addition is being done primarily to allow for Eagle Graphics to continue to grow their in-house vehicle wrapping business.

Neumeier asked if landscaping requirements would still be met even with the removal of trees to widen the driveway.

Kittel stated that they will still have enough trees to meet landscaping requirements.

Schoenike made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department. Seconded by Moore. The motion passed unanimously.

b. Site Plan Review – 2130 Badger Road (Precision Scraping)

Director Kittel presented the site plan for the Precision Scraping building located at 2130 Badger Road. The plan is to add an addition to the back of the building. The site plan is in compliance with all existing covenant and ordinances, and the addition will follow the look of the existing building. The site plan has already received approval from the Industrial Park Commission. The Planning and Community Development Department did note that, during the last addition Precision Scraping added onto their building, they planned ahead to ensure facilities were upgraded to handle stormwater in preparation for another addition. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department. Seconded by Feller. The motion passed unanimously.

c. Site Plan Review – Water Treatment Plant Pool Hill (325021600 & 325021900)

Director Kittel presented the site plan for the water treatment plant to be located on parcels 325021600 and 325021900. The site plan is in compliance with all existing ordinances. The building façade will be made of texturized panels similar in color to City Hall. A certified survey map will be coming before the Plan

Commission in the future in order to finalize the property lines for these parcels. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier asked if there was a setback for the water tank required by ordinance. Kittel stated that the tank would meet necessary setback in this zoning district. Accessory structures could be built up to the property line depending on neighboring districts.

Moore asked if the basketball court would be removed.

Kittel stated that the basketball court would be removed.

Schoenike asked if the water tanks would be screened from view – particularly the view from the nearby swimming pool.

Neumeier stated that a preliminary discussion is underway regarding the creation of a landscaping buffer between the water tanks and parking lot.

The representatives from Kaukauna Utilities explained that their vision is to install a walking trail around the storm water retention basin and plant natural grasses around the area.

Moore questioned if there was a need for a barrier to block views from the pool, or if it would only be visible from the parking lot.

Neumeier asked how tall the water tank will be.

The representatives from Kaukauna Utilities stated that the water tank will be eighteen feet tall and will match the building.

Mayor Penterman explained that the water tank would not be able to go deeper into the ground without dramatically increasing the cost to build it.

The representatives from Kaukauna Utilities explained that it would cost an additional \$100,000 to dig down an additional four to five feet. There are concerns that lowering the height of the water tank could lead people to try to climb onto it, so there would need to be fencing around it. Additionally, it is easier to observe the integrity of the tank when it is largely visible.

Neumeier clarified that the original concept for the water tanks was to have them underground.

Penterman asked what other potential uses for this site were considered. Neumeier stated that the original idea discussed was to have a mini golf course at this location.

Kittel went on to explain that the archery range currently located on the property would be moved to the existing water treatment site.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

d. Site Plan Review – Water Treatment Plant Riverside Park (Parcel 321002900 & 321056400)

Director Kittel presented the site plan for the water treatment plant to be located on parcels 321002900 and 321056400. The plan is to add an addition onto the existing water treatment building. This addition will also combine the existing water treatment building with the existing public bathrooms. The site plan is in compliance with all existing ordinances. The addition will be similar in appearance to the water treatment plant proposed for parcels 325021600 and 325021900 on Pool Hill. The batting cages will need to be relocated, but they will still remain in the park. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier added that ten to eleven trees will need to be removed for this project. Half of these trees are dead or past their prime. Replacement trees will need to be included in the landscaping plan.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

e. Site Plan Review – Well 10

Director Kittel presented the site plan for well 10. The proposal is to replace the existing facility, which is dated and has already been through numerous updates and remodels. The new facility will maintain the same look as the two water treatment facilities discussed prior. A generator will be added to the well, but the building will have the same footprint and be in the same location as the old

building. Staff recommends approval with the condition that, prior to the issuance of building permits, stormwater and erosion control permits must be obtained from the Engineering Department and a finalized landscaping plan must be approved by staff.

Neumeier asked if there will be a screening wall blocking the generator. The representatives of Kaukauna Utilities confirmed that there will be a screening wall blocking the generator.

Neumeier made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Seconded by Jensen. Avanzi recused himself. The motion passed unanimously.

f. Park Donation – Bench Wolfinger

Associate Planner Nelson presented a request by Lisa Wolfinger to donate a bench in memory of Patricia and Gerald Arnoldussen, to be installed at Hydro Park, in the city's standard bench style. This bench would include a plaque, which would read as follows: "In memory of Patricia & Gerald Arnoldussen". Staff recommends approval of the park bench donation for Lisa Wolfinger in memory of Patricia and Gerald Arnoldussen with the condition that staff work with the donor to finalize the location of the bench.

Moore asked that the location of this bench be considered carefully, so as not to interfere with Electric City River Jam.

Mayor Penterman agreed that the bench should go by the sidewalk, and not in the middle of the park.

Director Kittel stated that staff would work with the Engineering Department and the Public Works Department to ensure that the bench would not impede anything.

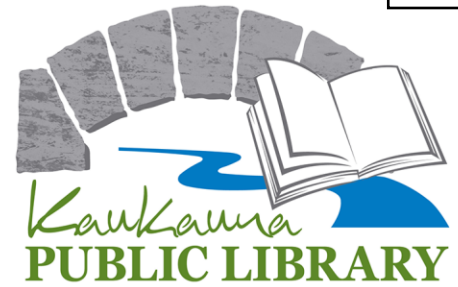
Thiele made a motion to approve the bench donation as presented with the condition that staff work with the donor to finalize the location of the bench. Seconded by Avanzi. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Jensen made a motion to adjourn the meeting. Seconded by Schoenike. The motion passed unanimously. The meeting adjourned at 4:29 pm.



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

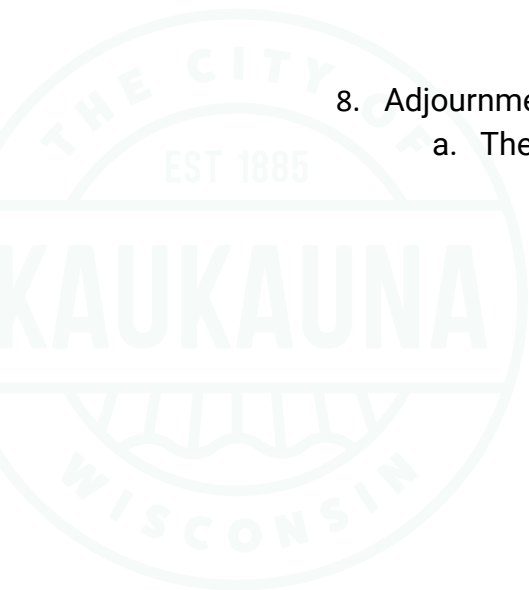
207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 25, 2025 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 5:33p.
2. Roll call of membership
  - a. Present: M.J. Kilgas, A. Neumeier, J. Sager, J. Lucas, C. Van Boxtel, J. Vondracek, C. Fallona & J. Van De Hey
  - b. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, January 28, 2024 Meeting Minutes
  - b. A. Neumeier made a motion to approve the Tuesday, January 28, 2024 Meeting Minutes seconded by J. Vondracek. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register January 2025
    - i. C. Fallona made a motion to approve the Bill Register January 2025, seconded by C. Van Boxtel. Motion carries; all in favor.
  - b. Approve 2024 DPI Report
    - i. J. Sager made a motion to approve the 2024 DPI Report, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. A. Thiem-Menning gave updates on the capital improvement project.
  - b. Youth Services Librarian Report
  - c. Trustee Topic 23
    - i. Trustee topic was on book challenges.

- d. Statistics
  - i. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
- 7. Closed Session
  - a. Adjourn to closed session pursuant to State Statute 19.85(1)f with respect to preliminary consideration of specific personnel problems-resignation of part-time employee.
    - i. At 6:20p, C. Fallona made a motion to adjourn to closed session pursuant to State Statute 19.85(1)f, seconded by J. Van De Hey.
      - 1. Return to open session for possible action.
        - a. At 6:32p J. Van De Hey made a motion to return to open session, seconded by C. Van Boxtel. Motion carries: all in favor.
  - b. Adjourn to closed session pursuant to State Statute 19.85(1)f with respect to preliminary consideration of specific personnel problems-resignation of part-time employee.
    - i. At 6:32p J. Van De Hey made a motion to adjourn to closed session pursuant to State Statute 19.85(1)f, seconded by C. Fallona. Motion carries; all in favor.
      - 1. Return to open session for possible action.
        - a. At 6:41p J. Van De Hey made a motion to return to open session, seconded by J. Sager. Motion carries; all in favor.
- 8. Adjournment
  - a. The meeting adjourned at 6:41p.





## Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, February 20, 2025

**Members Present** Hietpas, Jakel, Rumbuc, Eggleston, Manion, White, Breitzman, and West

**Not Present** Van Berkel, and Pautz

**Also Present** Brad Garrity, Cassandra Kohls, and Terri Vosters

White called the meeting to order at 6:31 PM. A quorum was present.

**Public Appearances** None

### **January 16, 2025, Committee Meeting Minutes**

Manion moved to approve the January 16, 2025, meeting minutes; seconded by Breitzman. Motion carried.

### **Financial Reports**

The Committee reviewed the January financial report and Donation Report. Garrity stated Friends donated the Eagle Days collection bin proceeds to 1000 Islands. The donation will be utilized to repair the popcorn machine. Eggleston requested a 2024 Year End Endowment Statement. Eggleston made a motion to approve and place on file the January financial report and donation report; seconded by Jakel. Motion carried.

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

Hietpas reported that preparations for the Pancake and Porkie breakfast are underway, with a sign-up sheet available at the Nature Center. Art Fair applications are open, and Hietpas plans to increase the number of vendor booths from 50 to 55.

### **Naturalist's Report**

Garrity reviewed the Naturalist Report. Eagle Days attendance was slightly down from last year. Kim Cackowski from the Kaukauna Public Library provided a good program. WFRV interviewed 1000 Islands staff. More donation boxes will be placed out for the event next year.

The Junior Naturalist program was successful with about 10 students attending each session. Students will create a toolkit to teach their skills.

Boardwalk construction paused due to weather; bridges are built, land sections remain. Trails were disconnected for 5 days.

The nature center siding replacement is getting underway. Coordination with the Street Department is ongoing, with materials planned to be staged on the track. Eggleston inquired about the scope of the project. Garrity confirmed the whole building is being resided. The nature center roof was inspected by Security Luebke. The roof is structurally sound but needs replacement soon. Areas were noted to have bare spots, raised nails, and missing granules.

Garrity shared Gonnering's idea for a skating rink at 1000 Islands. The Street Department offered to donate a used liner from Horseshoe Park next winter.

Gonnering participated in the City of Kaukauna Safety Committee meetings. He suggested fixing the bridge by the kayak launch; a temporary fix is in place, with a new bridge planned when weather improves. Materials will come from Radtke.

Staff requested a crosswalk at the Valley Trail on Dodge St. Manion estimated \$25,000 for a lighted crosswalk. A bike lane with outlets at Dodge St was discussed.

A bird diorama display was completed with help from Diane White, Kathy Breitzman, Deb Jakel, Penni Pautz, and Eric Gonnering. Board members were thanked.

Outagamie County Land Conservation Department is writing a cost-share grant for gully erosion and agricultural runoff, proposing a step pool project.

Garrity coordinated the Bald Eagle Nest Watch program and is a nest watcher at 1000 Islands. Eggleston suggested sharing the program on social media. Hietpas suggested installing a camera on the eagle's nest on 1000 Islands property.

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

No report

#### **Education Sub-Committee**

No report

#### **Building & Grounds**

No report

#### **Old Business**

None

#### **New Business**

Friends is accepting volunteers for Pancake and Porkie Breakfast. Friends will purchase supplies. Flyers have been handed out. Eggleston posted in a newsletter. A quarter-page ad was posted in the Times-Villager in Kaukauna and Wrightstown.

Hietpas announced that sap collection will start this weekend. Garrity stated 1000 Islands staff will be assist with sap collection. Hietpas also plans to raise maple syrup prices and proposed changes to the syrup labels and bottles.

#### **Good of the Center**

The Committee Member listing was reviewed.

#### **Next Committee Meeting**

The next Committee Meeting will be on March 20, 2025, at 6:30 PM in the Nature Center building.

#### **Adjournment**

There being no further business, White moved to adjourn the February 20, 2025, Committee Meeting at 7:29 PM. Seconded by Hietpas. Motion carried.

Cassandra Kohls, Administrative Assistant



**FOX CITIES CHAMBER**  
REGIONAL PARTNERSHIP



# Fox Cities Chamber Regional Partnership Update



# Who We Are



- Fox Cities Chamber Regional Partnership: Built for Business
  - Our Goal: We focus on economic development initiatives that stimulate growth and cultivate a thriving business ecosystem to ensure sustained vitality in the Fox Cities.
  - Our footprint covers the areas of Outagamie County, Calumet County and Northern Winnebago County.
  - Our Focuses
    - Talent retention/attraction
    - Business growth
    - Business resources
    - Partnerships & collaborations



# Awards Won - 2024

- ACCE (Association of Chamber of Commerce Executives)
  - National Chamber of the Year (out of over 7,600 chambers)
  - National Communications Award of Excellence
- Wisconsin Innovation Award – Nonprofit Category



**WISCONSIN**

innovation awards



# Connect Free



- ✓ Free Chamber membership and benefits to small businesses who qualify (5 or fewer FTEs, Freestanding restaurants and non-profits with 10 or fewer FTEs)
  - ✓ 785 Connect Free Members across the Fox Cities Region to date
  - ✓ Health insurance for small businesses
  - ✓ YMCA Discount Program
  - ✓ Free small business consulting
  - ✓ Free U.S. Chamber membership
  - ✓ Member to member discounts
  - ✓ Fox Talks seminar series



**FOX CITIES CHAMBER**  
REGIONAL PARTNERSHIP



# Network Health Partnership



“Our partnership with the Fox Cities Chamber demonstrates our common goal to expand access to high quality, competitively priced group health insurance plans, backed by local, personalized service and support. Founded and headquartered right here in the Fox Valley, Network Health has been a Chamber member for over 40 years.”

**Coreen Dicus-Johnson - President and Chief Executive Officer, Network Health**



This exclusive partnership with Network Health is available for Fox Cities Chamber members that are signing on as new Network Health participants. The plan includes:

- 5% off the base rate of any Network Health underwritten group product
- 3 months of credit on administrative fees
- \$0 for first three PCP visits, per family member, then only \$25 per visit
- \$0 preventive care services
- \$0 annual vision exam
- \$0 virtual doctor visits (for some plans, the deductible must be met first)
- Plans with a deductible as low as \$500 for a single, and \$1,000 for a family
- SmartChoice (adherence generic drugs) \$5 per prescription or refill
- Patient Assurance Program (\$25 preferred insulin before deductible)
- WellnessWays health rewards program
- Free COBRA services, on qualified groups, through our partnership with Employee Benefits Corporation (EBC)
- Access to health management service programs
- Superior, local service

*This is a level-funded plan ideal for businesses with 2 to 99 employees.*





# Octoberfest & License to Cruise



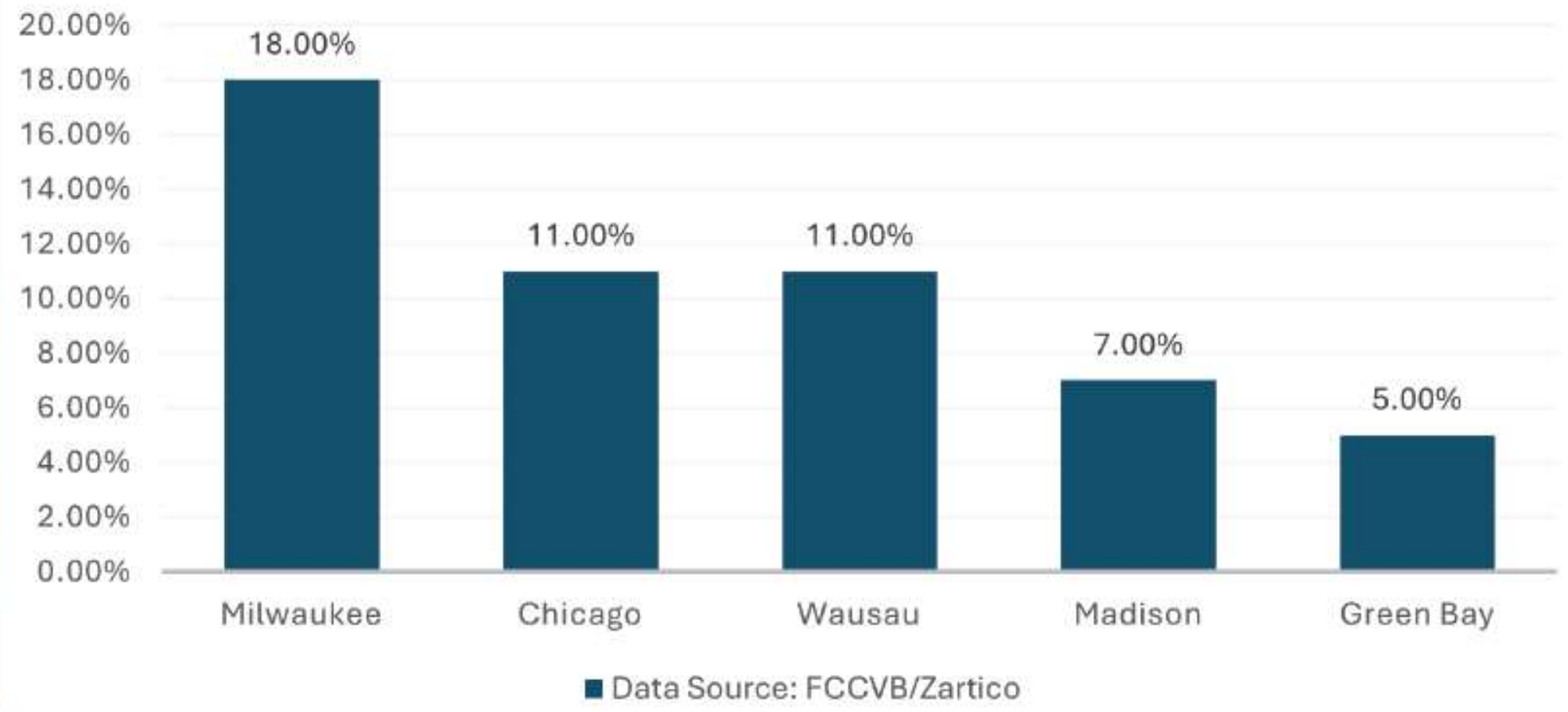
- 2022 Community Event of the Year (Mid-America Chamber Executives)
- \$42.3M economic impact
- \$3million+ given to local non-profits since 1981
- 350,000+ attendees



## Fox Cities - Increase in Spending Octoberfest Weekend Compared to an Average of the Previous Four Weeks



## Fox Cities - Changes in Visitor Origin During Octoberfest Weekend







# Kaukauna By the Numbers

- ✓ 50 Active Business Members
- ✓ 36 Connect Free Members
- ✓ 25 PULSE Members



# Questions?





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
 From: Dave Kittel, Director of Planning and Community Development  
 Date: 3/20/2025  
 Re: Chicken Keeping Ordinance Update

### Background Information:

From the previous discussion with the council on the number limits to the permits for chickens, the council directed staff to gather some information and draft updates to the ordinance. Staff has reached out to the surrounding municipalities that have chicken keeping permits to see how many active permits they have. See table below:

Municipality	# active chicken keeping permits
Appleton	60
Buchanan	0
Fox Crossing	They do not track # of permits.
Greenville	1
Harrison	They do not track # of permits.
Kimberly	4
Neenah	They do not track # of permits but estimated 15 to 20.
Menasha	10

If the council moves forward with updating this provision in the City Ordinance staff has noted two areas that should be updated as well. The first area is with ensuring some language is added to ensure that setbacks from property lines and corner lot situations are clearly addressed. Second would be to update 12.17(5) so permit holders would not need to get permission from new owners of properties and add clear language that neighbor permission is only needed for new applications that cannot meet requirements of 12.17(3). See the below ordinance with proposed deletions in **RED** additions in **Green**:

### 12.17 Chicken Keeping Permit

1. *Permit required.* No person shall possess, keep, or harbor hens or chicks in the city without first obtaining a chicken keeping permit, and payment to the city of a \$24.00 annual chicken keeping permit fee. **Permits will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year.** No more than a total of six (6) hens and/or chicks shall be permitted to be kept for each chicken keeping permit issued. No more than one chicken keeping permit shall be issued for any property or household.
- ~~2. *Permits limited.* Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.17.~~
2. *Property requirements.* A coop shall be located only in the rear yard. Coops shall be located not less than 50 feet from any side and rear lot lines, and shall be a minimum of 100 feet from any dwelling structure and a minimum of 25 feet from any public sidewalk
3. *Property requirement exceptions for those properties or coop locations that do not meet the setback requirements as set forth in paragraph (4)(c).* When prior written approval is provided from all abutting property owners that have an occupied dwelling unit within 100 feet of proposed coop location the following coop location requirements shall apply: A coop shall be located only in the rear yard. Coops shall be located not less than ten feet from any side and rear lot lines, and shall be a minimum of 25 feet from any neighboring dwelling **structure** or public sidewalk. **The coop must be at least 10 feet from the dwelling on the property. Corner lots may be exempt from the 10 foot setback from property lines if, due to layout of property, the 10 foot setback cannot be met, and all other provisions can be met, provided the coop is at least 3 feet from property lines.**
4. *New dwellings, **new-owners.*** If a new dwelling unit is built upon, ~~or if a new owner purchases,~~ abutting property after permit is issued, the permit holder shall be responsible for meeting all requirements set forth in this section, and shall be required to move the coop, obtain written authorization of abutting property owners that have an occupied dwelling unit within 100 feet, or remove the coop from the premises within 30 days of non-compliance resulting from such new dwelling unit ~~or new-ownership.~~
5. *Coop requirements.* All chickens shall be kept in a ventilated and roofed coop with the floor area of not less than three (3) square feet for each hen. All coops must include an enclosed run area, and all components of the coop shall be enclosed with wire netting or material that prevents chickens from escaping the coop and of adequate structure to prevent predators from entering the coop. All coops must be kept in clean and sanitary condition, and shall not cause any objectionable odor. Chickens shall not be kept upon a vacant lot, inside a residential dwelling unit or attachments thereto, including basements, garages, porches, sheds or other similar structures. Chickens shall not be allowed within a residential dwelling unit.
6. *Permit subject to review.* Premises shall be subject to review by City personnel. Where deficiencies in compliance with this section are noted upon review and/or inspection, permits may be revoked. Upon revocation or expiration of a non-renewed



annual chicken keeping permit coops shall be removed within 30 days of such revocation or expiration. If the permit holder, owner or occupant fails or refuses to remove the coop within 30 days of such revocation or expiration, the city shall enter upon the premises and cause the coop and any animals therein to be removed and the city shall recover the costs and expenses thereof from the property owner, occupant, or permit holder. In addition to any other penalty imposed by this, the cost of abating a non-compliant coop by the City shall be collected as a debt from the owner, occupant, or permit holder, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

**Strategic Plan:**

Reviewing ordinances and providing appropriate updates plays into the community of choice aspect of the strategic plan.

**Budget:**

Not applicable.

**Recommendation:**

To forward the updates to Section 12.17 to the legislative committee for review and bring back to council for final discussion/action.







# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Common Council  
From: Adrienne Nelson, Associate Planner  
Date: March 24, 2025  
Re: Survey Requirement for New Buildings & Additions

Planning and Community Development staff are requesting direction from the Common Council in pursuing ordinance updates to section 14.07 of the municipal code. This section contains information on the applications, plans, and specifications required to obtain a building permit. Currently, a survey is not required to obtain a building permit unless lot lines cannot be properly identified by permanent monuments. Changing 14.07(b) to require surveys for new buildings and additions would prevent future issues with approving permits for accessory structures and fences. Other communities that have this requirement include Combined Locks, Kimberly, Little Chute, Neenah, and Brillion.

### **Staff Recommendation**

Staff recommend pursuing this ordinance change.



**CITY OF KAUKAUNA**

**ORDINANCE NO. xxxx-2025**

**ORDINANCE AMENDING SECTION 14.07**

WHEREAS, updates were needed to require surveys for new buildings and additions; and,

WHEREAS, this change will help prevent future issues with approving permits for accessory structures and fences; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 14.07 of the Kaukauna Municipal Code be amended as follows:

**BEFORE AMENDMENT**

**14.07 Applications, Plans, and Specifications**

Application for a permit shall be made by the owner of a building or structure or an authorized agent and shall be made in writing upon a blank form furnished by the building inspector. The permit application shall contain the name, mailing address, and phone number of the owner of the building and land; the name, mailing address, and phone number of the engineer, architect, designer, or contractor responsible for the work; and a general description of the location of the proposed work, the use and occupancy of all parts of the building or structure and such other information as required by the building inspector to enforce the provisions of this chapter.

1. *Plans required.*
  - a. Building plans, site plans, and specifications shall accompany every application for a permit and shall be filed with the building inspector. All plans submitted shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with this chapter and all other applicable regulations. Plans shall be prepared in accordance with the provisions of this chapter, shall bear the name of the architect, engineer, or designer who prepared them, if any, and shall be of sufficient clarity to clearly indicate the nature and character of the work proposed.
  - b. When lot lines cannot be properly identified by permanent monuments, a survey shall be prepared and certified by a surveyor registered by the state.
  - c. Delegated Appointed Agent Municipality. The municipality has adopted the Appointed Agent Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
    - (1) Responsibilities. The City shall assume the following responsibilities for the Department of Safety and Professional Services (Department):

- (A) Provide inspection of commercial buildings with certified commercial building inspectors.
- (B) Provide plan examination of commercial buildings with certified commercial building inspectors.
- (2) Plan Examination. Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures and other structures exempted in SPS 361.03(3), to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
  - (A) A new building or structure.
  - (B) An addition to a building, structure, or building system such as fire alarm, sprinkler, plumbing, or HVAC system.
  - (C) An alteration of a building space, element, or structure. Including alteration of an existing fire alarm system, fire sprinkler system, plumbing system, HVAC system or replacement of equipment or fixtures within those systems.
  - (D) A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
  - (E) The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
- (3) Plan Submission Procedures. All commercial buildings, structures and alterations, including new buildings and additions require plan submission as follows:
  - (A) Building permit application
  - (B) Application for review – State of Wisconsin forms as applicable based on trade submitted or Municipal Equivalent.
    - (a) Fees per municipal fee schedule
    - (b) Fees apply to all commercial projects AND one of the following options
  - (C) 4 sets of plans
    - (a) Signed and sealed per SPS 361.31
    - (b) (1) set of specifications
    - (c) Component and system plans
    - (d) Calculations showing code compliance

OR

  - (D) 1 sets of plans with 3 Project cover sheets
    - (a) Signed and sealed per SPS 361.31
    - (b) (1) set of specifications
    - (c) Component and system plans
    - (d) Calculations showing code compliance

Note: Nothing in this code or chs. SPS 361 to 366 is intended to prohibit the submission and acceptance of plans and construction documents in an electronic or digital media. However, if plans are approved electronically, 2 sets of hard copies bearing the approval stamp of the reviewer is still required to be submitted prior to permit issuance.

2. *Review by other departments.* Building plans requiring review by other city departments, such as the fire department, planning and community development department, plan commission, or the state Department of Safety and Professional Services (DSPPS), shall be reviewed and stamped "approved" or "conditionally approved" by such departments or agencies prior to submittal for permits.
3. *Quality of materials.* When the quality of materials is essential for conformity to this chapter, specific information shall be given on plans submitted to establish such quality and this chapter shall not be cited, or the term "legal" or its equivalent be used as a substitute for specific information.
4. *Waiver of plans.* The building inspector may waive the requirement for the filing of plans when the work involved is of a minor nature, when plans would not sufficiently show the nature and character of the work, or when the work is adequately described on the permit application. A detailed written description of all work proposed may also be substituted for building plans at the discretion of the building inspector.
5. *Amendments to plans.* Subject to the limitations described in subsection (6) of this section, amendments to a plan, application, or other record accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments are subject to the same review and approval process as the original plans and shall be deemed part of the original application.
6. *Time limitations.* An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued, except that the building inspector may grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.

### AFTER AMENDMENT

#### **14.07 Applications, Plans, and Specifications**

Application for a permit shall be made by the owner of a building or structure or an authorized agent and shall be made in writing upon a blank form furnished by the building inspector. The permit application shall contain the name, mailing address, and phone number of the owner of the building and land; the name, mailing address, and phone number of the engineer, architect, designer, or contractor responsible for the work; and a general description of the location of the proposed work, the use and occupancy of all parts of the building or structure and such other information as required by the building inspector to enforce the provisions of this chapter.

1. *Plans required.*
  - a. Building plans, site plans, and specifications shall accompany every application for a permit and shall be filed with the building inspector. All plans submitted shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with this chapter and all other

applicable regulations. Plans shall be prepared in accordance with the provisions of this chapter, shall bear the name of the architect, engineer, or designer who prepared them, if any, and shall be of sufficient clarity to clearly indicate the nature and character of the work proposed.

- b. A survey shall be prepared and certified by a surveyor registered by the State; shall be made in no case earlier than one year prior to the issuance of a building permit; and shall bear the date of the survey. The certified survey shall also show the following:
  - (1) Location and dimensions of all buildings on the lot, both existing and proposed.
  - (2) Dimensions of the lot.
  - (3) Dimensions showing all setbacks to all buildings on the lot.
  - (4) The location of the centerline and lines of the street abutting the lot.
  - (5) Proposed grade of proposed structure, to city datum.
  - (6) Grade of lot and of the street abutting the lot.
  - (7) Grade and set-back of adjacent buildings. If adjacent lot is vacant, submit elevation of nearest buildings on same side of road.
  - (8) Type of monuments at each corner of lot.
  - (9) Watercourses or existing drainage ditches.
  - (10) Easements or other restrictions affecting the lot.
  - (11) Seal and signature of surveyor.

Following approval of the certified survey, the lot corners and the proposed structure corners shall be staked on the ground before construction begins.

- c. Delegated Appointed Agent Municipality. The municipality has adopted the Appointed Agent Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
  - (1) Responsibilities. The City shall assume the following responsibilities for the Department of Safety and Professional Services (Department):
    - (A) Provide inspection of commercial buildings with certified commercial building inspectors.
    - (B) Provide plan examination of commercial buildings with certified commercial building inspectors.
  - (2) Plan Examination. Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures and other structures exempted in SPS 361.03(3), to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
    - (A) A new building or structure.
    - (B) An addition to a building, structure, or building system such as fire alarm, sprinkler, plumbing, or HVAC system.
    - (C) An alteration of a building space, element, or structure. Including alteration of an existing fire alarm system, fire sprinkler system, plumbing system, HVAC system or replacement of equipment or fixtures within those systems.

- (D) A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
- (E) The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
- (3) Plan Submission Procedures. All commercial buildings, structures and alterations, including new buildings and additions require plan submission as follows:
  - (A) Building permit application
  - (B) Application for review – State of Wisconsin forms as applicable based on trade submitted or Municipal Equivalent.
    - (a) Fees per municipal fee schedule
    - (b) Fees apply to all commercial projects AND one of the following options
  - (C) 4 sets of plans
    - (a) Signed and sealed per SPS 361.31
    - (b) (1) set of specifications
    - (c) Component and system plans
    - (d) Calculations showing code compliance

OR

- (D) 1 sets of plans with 3 Project cover sheets
  - (a) Signed and sealed per SPS 361.31
  - (b) (1) set of specifications
  - (c) Component and system plans
  - (d) Calculations showing code compliance

Note: Nothing in this code or chs. SPS 361 to 366 is intended to prohibit the submission and acceptance of plans and construction documents in an electronic or digital media. However, if plans are approved electronically, 2 sets of hard copies bearing the approval stamp of the reviewer is still required to be submitted prior to permit issuance.

- 2. *Review by other departments.* Building plans requiring review by other city departments, such as the fire department, planning and community development department, plan commission, or the state Department of Safety and Professional Services (DSPS), shall be reviewed and stamped "approved" or "conditionally approved" by such departments or agencies prior to submittal for permits.
- 3. *Quality of materials.* When the quality of materials is essential for conformity to this chapter, specific information shall be given on plans submitted to establish such quality and this chapter shall not be cited, or the term "legal" or its equivalent be used as a substitute for specific information.

- 4. *Waiver of plans.* The building inspector may waive the requirement for the filing of plans when the work involved is of a minor nature, when plans would not sufficiently show the nature and character of the work, or when the work is adequately described on the permit application. A detailed written description of all work proposed may also be substituted for building plans at the discretion of the building inspector.
- 5. *Amendments to plans.* Subject to the limitations described in subsection (6) of this section, amendments to a plan, application, or other record accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments are subject to the same review and approval process as the original plans and shall be deemed part of the original application.
- 6. *Time limitations.* An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued, except that the building inspector may grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.

Introduced and adopted by Common Council on the X day of X, 2025.

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

Anthony J. Penterman, Mayor

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

Kayla Nessmann, Clerk



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
 From: Dave Kittel, Director of Planning and Community Development  
 Date: 3/20/2025  
 Re: Update to 17.51

### Background information:

In 2017 Wisconsin Act 243 passed which repealed Wis. Stat. § 62.23(7)(d)2m.a, which required a three-fourths vote by the governing body to approve a proposed zoning amendment when a protest petition was filed. And in 2023 Wis. Act 16 created Wis. Stat. § 66.10015(3)(a), which provides that a zoning amendment only requires approval by a simple majority of a quorum of the members-elect. These law changes have implications for [Section 17.51](#) in the City’s ordinances. Currently 17.51(4)a has language that would require a three fourths majority vote to approve a zoning amendment if 20 percent of the owners in the immediate area signed a petition in opposition. Based on the above-mentioned law changes and guidance from the Wisconsin League of Municipalities staff is recommending to update the ordinance to remove that specific provision. See the Ordinance language below with edits:

### 17.51 Amendments

1. *Power of amendment.* The city council may from time to time, on its own motion or petition, amend, supplement, or change this chapter, including the official zoning map.
2. *Procedures.* The city council shall refer every proposed amendment to the city plan commission for a report and recommendation. If the city council does not receive a report and recommendation from the city plan commission within 60 days of submitting the proposed amendment, the city council may proceed with the necessary hearing.
3. *Public hearing and notice.* No amendment of this chapter shall become effective until a public hearing is held before the city council where parties in interest and citizens shall have the opportunity to be heard. A class 2 notice in accordance with Wis. Stats. ch. 985 shall be published in the official newspaper of the city once during each of the two weeks prior to such hearing. At least ten days before



the public hearing, a written notice of such hearing shall also be given to the clerk of any city whose boundaries are within 1,000 feet of any lands included in the proposed amendment. Failure to give such notice shall not invalidate such amendment.

4. *Final approval.*

1. An amendment shall become effective upon a majority vote of the members of the city council voting on the proposed change. ~~However, in case of a protest against such amendment, duly signed and acknowledged by the owners of 20 percent or more of the land included in such proposed amendment or by owners of 20 percent or more of the area immediately adjacent extending 100 feet therefrom, or by owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall not become effective except by a favorable vote of three-fourths of the members of the city council voting on the proposal.~~
2. No amendment concerning the floodway, flood fringe, or general floodplain districts, shall become effective until also being approved by the department of natural resources, the Federal Insurance Administration and, in the case of district boundary amendments, until an official letter of the boundary change has been issued by the Federal Insurance Administration.

5. *Amendments to floodplain districts.*

1. *Actions requiring amendment.* Actions which require amendment include, but are not limited to, the following:
  1. Any change to the official floodplain zoning map, including the floodway lines or boundary of the floodplain area.
  2. Correction of significant discrepancies between the water surface profiles and floodplain zoning maps.
  3. Any fill in the floodplain which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain.
  4. Any fill or encroachment into the floodplain that will cause a change equal to or greater than 0.01 foot in the height of the regional flood.
  5. Any upgrading of floodplain zoning ordinances required by Wis. Admin. Code § NR 116.05(4), or otherwise required by law.
2. *Referral and approval.* Copies of the proposed amendment and notice of public hearing shall be submitted to the appropriate district office of the department. No amendment to the floodplain maps or text shall become effective until reviewed and approved by the department. When considering amendments to the official zoning map in areas where no water surface profile exists, the city shall consider data submitted by the department, on-site inspections, and other available information.
3. *Flood easements.* All persons petitioning for a map amendment which involves an increase in the height of the regional flood of 0.01 foot or

more shall obtain flooding easements or other appropriate legal arrangements from all affected local units of government and property owners before the city may approve such amendment.

6. *Fees.* Any petition for an amendment shall be accompanied by a fee of \$25.00 to compensate the city for publication of notices and other expenses. No action shall be taken until such fee has been paid.
7. *Annexation to city.* All new territory annexed to the city shall automatically become residential single-family district until definite boundaries and regulations for such territory are recommended by the plan commission and adopted by the council.

(Code 2011, § 17.51)

See below links for more information:

League of Wisconsin Municipalities: <https://www.lwm-info.org/1135/Zoning-FAQ-5>

2017 Wis. Act 243: <https://docs.legis.wisconsin.gov/2017/related/acts/243>

2023 Wis. Act 16: <https://docs.legis.wisconsin.gov/2023/related/acts/16>

### **Strategic Plan:**

This is a procedural review and not directly tied to the strategic plan

### **Budget:**

No impact

### **Recommendation:**

To review the law changes and guidance from the League of Wisconsin Municipalities and refer this item to the legislative committee for review and bring back to Common Council for a hearing and final discussion/action on updating Section 17.51 of the City's Ordinance.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
 From: Dave Kittel, Director of Planning and Community Development  
 Date: 3/27/2025  
 Re: Development Update

Currently there are numerous projects on going in the city. Below are updates on the larger developments currently under construction or about to begin:

1. Grand Stay Hotel in Commerce Crossing- Rough framing is completed with interior work beginning.



- 2. Legacy Creekside Apartments-Only one building remains to be framed up with the foundation in place. Framing is complete on the other buildings with the detached garages and clubhouse well underway.



3. Industrial Flex building (Bakery)- Located on the corner of J and JJ a new facility is being constructed with the foundation in and framing completed:



4. Central Block- The windows are installed with drywall being installed on the inside of the building, partial occupancy has been requested with some of the apartment units completed.
5. Home Town Ice- Home town ice is moving into the old Midwest Carries Building at 1011 Delanglade st. A small addition is being added to the property that has the foundation in place.



Coming soon:

- Addition on Eagle Graphics
- Addition on Precision Scraping





# MEMO

To: Common Council  
From: City Attorney, Tim Greenwood  
Date: April 2, 2025  
Re: Residency Incentive Program

A question came up regarding the residency incentive program which led to the City Attorney reviewing the documents and resolutions that implemented that program, which caused a few questions to come up.

## Background:

The City has a residency incentive policy that was first created with Resolution 3848 (attached) passed by Common Council on November 5, 2013, creating a benefit for Qualified Employees, which included all non-represented employees, employees under a collective bargaining agreement where that collective bargaining agreement provides for the incentive, and certain elected officials: Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge. (At the time the Clerk/Treasurer position was elected). These positions were also included explicitly under the Eligibility section as well. This resolution was set for review to determine whether to extend, modify, or terminate after December 31, 2017.

In April of 2017 the Common Council began its review, which culminated in passage of Resolution 4088 (attached). In the qualified employees section of this new resolution there was a change made that just removed the above-mentioned elected officials from the Qualified Employees and Eligibility sections.

From looking at the minutes of the Common Council at the time on April 5, 2017 (minutes attached), there was a meeting where it was indicated there was intent to remove eligibility for elected officials at the end of their current terms and establish a \$250,000 maximum benefit expenditure by the city, per year, to this program. This Resolution was then presented at the April 18, 2017, Common Council meeting (minutes attached). At this meeting the Resolution was presented and passed establishing incentives for employees residing with the City of Kaukauna.

#### Current review:

In looking at the actual language of Resolution 4088, as mentioned before, elected officials were removed by name from the Qualified Employee and Eligibility sections and a \$250,000 incentive maximum were included. There is also an application form for the Employee Residency Incentive Program (attached). Potential problems arise with these two changes and when looking at the application form, the first of which discussed here is the incentive maximum.

**Incentive Maximum.** From the language of the resolution it states that there will be a \$250,000 maximum and when the incentive should exceed that amount the percentage contributed to employees in the programs drops to a percentage that does not allow the total expenditure to go above \$250,000. The issue arises that the language does not indicate anywhere that this is \$250,000 per year as discussed at the April 5, 2017, Common Council meeting. It appears the City has been operating in that way, but is not explicit in the Resolution. Currently, as written, the program should effectively terminate when \$250,000 total is paid out because every eligible employee's percentage would drop to 0%.

**Qualified Employees and Eligibility.** By removing the elected officials it appears the intent was to make them ineligible. When looking at the Employee Residency Incentive Program application form and current language of the Resolution, we just have Qualified Employees being an employee who works more than 1,000 hours per year with their actual residence being in Kaukauna's corporate limits. No distinction is made between employees and elected officials. In discussing other benefit policies with Kaukauna's Human Resources Department other benefit policies include things such as an employee who is eligible for Wisconsin Retirement System benefits (such as the City's Health Insurance program) or just being a part-time/full-time employee (fitness reimbursement program). Here, in Resolution 4088, we just have all non-represented employees, employees under a collective bargaining agreement where that collective bargaining agreement provides for the incentive.

A conflict arises when elected officials are eligible for things like the City's Health Insurance plan that requires being an employee who is eligible for Wisconsin Retirement System benefits, which elected officials are and treated as an employee for such benefit, but are not an employee for purposes of the residency benefit as written. If the Resolution explicitly excluded elected officials, this would be more apparent.

There is also potentially an overbroad statement of all employees who work more than 1,000 hours are eligible. This opens it up to seasonal and temporary employees who could work both summer and winter seasonal positions cross this 1,000 hours per year threshold, but the City wouldn't know or plan for such an individual when sending out payments to others. This would then cause a need for payments for that individual to be entirely sent at one time to "catch up" their contribution amount. A potential option would be in a revision to remove seasonal and temporary employees from the pool of eligible employees.

**Budget:**

None as the funds are already budgeted.

**Staff Recommended Action:**

Provide direction on potentially revising Resolution 4088.

Should elected officials be explicitly not allowed to participate in this program?

Should temporary/seasonal employees be eligible for the program?

Should the \$250,000 be re-written to indicate it is a per-year amount before percentages are reduced?

Should the application be re-written to indicate the changes to the above matters?





**RESOLUTION NO. 3848****RESOLUTION ESTABLISHING INCENTIVES FOR EMPLOYEES  
OF THE CITY OF KAUKAUNA  
RESIDING WITHIN THE CITY OF KAUKAUNA**

WHEREAS, the City of Kaukauna Municipal Code, Section 1.50, did provide for residency requirements for employees of the City of Kaukauna; and,

WHEREAS, Wisconsin State Statutes Section 66.502 states that no local governmental unit may require, as a condition of employment, that any employee or prospective employee reside within any jurisdictional limit and that if a local governmental unit has a residency requirement that is in effect on July 2, 2013, the residency requirement does not apply and may not be enforced; and,

WHEREAS, Section 1.50 of the Kaukauna Municipal Code has been stricken from the Code in its entirety; and,

WHEREAS, it is desirous that employees of the City of Kaukauna reside within the City of Kaukauna to promote and enhance the community, employee community pride, community identity, and efficiency of operations; and,

WHEREAS, the matter having been brought before and heard by the Common Council of the City of Kaukauna at its regular meeting of October 1, 2013; and,

WHEREAS, the Common Council of the City of Kaukauna did by a unanimous vote as recorded in its official minutes take action approving a program of incentives for employees of the City of Kaukauna residing within the City of Kaukauna;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that said council does hereby establish and implement an employee Residency Incentive Program to be effective as of January 1, 2014, as follows:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna, represented employees of the City of Kaukauna employed under a Collective Bargaining Agreement which provides for this Residency Incentive Program benefit, and the Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one-thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate limits of the City of Kaukauna, and the Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge may be eligible to receive the incentives as set forth under paragraph 3 herein:

a. A Qualified Employee residing within the Corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.

b. A Qualified Employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who resides within the Corporate limits of the City of Kaukauna upon the employment start date.

c. Eligibility of an employee or elected official shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

2. INCENTIVES. Each eligible employee or elected official shall receive an incentive equivalent to a percentage of Wisconsin Retirement eligible wages as follows:

2014: From January 1, 2014, through December 31, 2014, the incentive shall be equivalent to 3% of the eligible employee's Wisconsin Retirement eligible wages.

2015: From January 1, 2015, through December 31, 2015, an amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 4% of the eligible employee's Wisconsin Retirement eligible wages.

2016: From January 1, 2016, through December 31, 2016, an additional amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 5% of the eligible employee's Wisconsin Retirement eligible wages.

2017: From January 1, 2017, through December 31, 2017, an additional amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 6% of the eligible employee's Wisconsin Retirement eligible wages.

Such incentive shall be provided as a bi-weekly contribution deposited into a 401 (a) Supplemental Retirement Plan for the employee, and shall be vested immediately upon deposit. All employer contributions shall be discretionary as authorized by the Common Council hereunder.



3. RESIDENCY DEFINED. The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

4. ELIGIBILITY DETERMINATION. Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.

b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.

5. This Residency Incentive Program shall be reviewed by staff after June, 2017, to determine its effectiveness, at which time staff shall provide recommendations to the Common Council regarding such effectiveness and recommendations regarding whether to extend, modify, or terminate the Residency Incentive Program after December 31, 2017.

Introduced and adopted this 5th day of November, 2013.

APPROVED: Eugene J. Rosin  
Eugene J. Rosin, Mayor

ATTEST: Susan J. Duda  
Susan J. Duda, Clerk/Treasurer

### **Employee Residency Verification and Certification**

The City of Kaukauna has established a Residency Incentive Program (hereinafter referred to as "Incentive") to encourage qualified employees of the City to reside within the City. The Incentive as adopted by the Common Council applies to eligible qualified employees as defined below:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna and all elected officials of the City of Kaukauna shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one-thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 3 herein:

- a. A Qualified Employee residing within the Corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.
- b. A Qualified employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who reside within the Corporate limits of the City of Kaukauna upon the employment start date.
- c. Eligibility of an employee or elected official shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

3. **RESIDENCY DEFINED.** The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

4. **ELIGIBILITY DETERMINATION.** Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

- a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.
- b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.

I, the undersigned, do hereby certify and represent that my actual living quarters and bona-fide residence is maintained within the City of Kaukauna at the below specified address for the time specified. I state that I have provided current and accurate information and documentation as indicated below on this form. I acknowledge and understand that any misrepresentation set forth for the purpose of obtaining a monetary benefit constitutes fraud. I further understand that I must notify the Department Head or Human Resources Director of any change in my residency status, and that I may be liable for repayment of any amounts received for which I was not eligible in the event that I should fail to so notify the Department Head or Human Resources Director.

Employee Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

I have resided here since : \_\_\_\_\_

Documentation Provided:

- WI driver's license \_\_\_\_\_
- WI or US ID Card \_\_\_\_\_
- Utility Bill \_\_\_\_\_
- Telephone Bill \_\_\_\_\_
- WI photo ID \_\_\_\_\_
- Voter Registration \_\_\_\_\_
- Property Tax Bill \_\_\_\_\_
- Other \_\_\_\_\_

please identify other  
documentation provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

So Certified this \_\_\_\_\_(date),

\_\_\_\_\_  
Employee signature

For Department Head/Human Resources Use

Documentation verified ? \_\_\_\_\_  
Eligibility approved? \_\_\_\_\_

By: \_\_\_\_\_ (print name)                      \_\_\_\_\_ (signature)                      \_\_\_\_\_ (date)



**RESOLUTION NO. 4088****REPEALING AND RECREATING RESOLUTION NO. 3848 ESTABLISHING  
INCENTIVES FOR EMPLOYEES OF THE CITY OF KAUKAUNA  
RESIDING WITHIN THE CITY OF KAUKAUNA**

WHEREAS, the Common Council of the City of Kaukauna at its regular meeting of November 5, 2013, did enact Resolution No. 3848 approving a program of incentives for employees of the City of Kaukauna residing within the City of Kaukauna; and

WHEREAS, Resolution No. 3848 included such incentives to continue through December 31, 2017; and

WHEREAS, Resolution No. 3848 did direct that such incentives would continue through December 31, 2017; and

WHEREAS, Resolution No. 3848 did direct that the incentive program be reviewed by staff after June, 2017, to determine its effectiveness, at which time staff should provide recommendations to the Common Council regarding such effectiveness and recommendations regarding whether to extend, modify, or terminate the Residency Incentive Program after December 31, 2017; and

WHEREAS, it is desirous that employees of the City of Kaukauna reside within the City of Kaukauna to promote and enhance the community, employee community pride, community identity, and efficiency of operations; and

WHEREAS, the matter having been brought before and heard by the Common Council of the City of Kaukauna at its regular meeting of April 5, 2017; and,

WHEREAS, the Common Council of the City of Kaukauna did approve extending the residency incentives beyond December 31, 2017, with amendments;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that said Council does hereby repeal Resolution No. 3848 and does recreate and implement an Employee Residency Incentive Program to be effective through December 31, 2017, as previously set forth under Resolution No. 3848 approved and enacted on November 5, 2013, and effective as of January 1, 2018, as follows:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna, and represented employees of the City of Kaukauna employed under a Collective Bargaining Agreement which provides for this Residency Incentive Program benefit, shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate Limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 3 herein:

a. A Qualified Employee residing within the Corporate Limits of the City of Kaukauna as of January 1, 2018, shall be eligible upon implementation of this Residency Incentive Program.



b. A Qualified Employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate Limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who resides within the Corporate Limits of the City of Kaukauna upon the employment start date.

c. Eligibility of an employee shall end with the last full pay period that the employee resides within the Corporate Limits of the City of Kaukauna before establishing residency outside of Corporate Limits of the City of Kaukauna.

3. INCENTIVES. Each eligible employee shall receive an incentive equivalent to 6% percent of Wisconsin Retirement eligible wages.

Such incentive shall be provided as a bi-weekly contribution deposited into a 401 (a) Supplemental Retirement Plan for the employee and shall be vested immediately upon deposit. All employer contributions shall be discretionary as authorized by the Common Council hereunder.

4. RESIDENCY DEFINED. The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

5. ELIGIBILITY DETERMINATION. Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.

b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.

6. INCENTIVE MAXIMUM. Notwithstanding the foregoing, the total cost of implementation to the City of Kaukauna in providing this incentive to Qualified Employees shall not exceed \$250,000. In the event that the total cost of implementation to the City in providing this incentive to Qualified Employees should exceed \$250,000, that percentage specified in Paragraph 3 herein shall be reduced by an amount sufficient to reduce the total cost of implementation to the City of Kaukauna in providing this incentive to Qualified Employees such that it shall not exceed \$250,000.

Introduced and adopted this 18th day of April, 2017.

APPROVED: Eugene J. Rosin  
Eugene J. Rosin, Mayor

ATTEST: Susan J. Duda  
Susan J. Duda, Clerk/Treasurer

Regular meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin in the Council Chambers at 7:00 P.M. on Wednesday, April 5, 2017.

Roll call, present: Coenen (via phone), Collins, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Police Chief Manion, Fin. Dir. VanRossum, Planner Jakel, HR Dir. Vanderloop, Fire Chief Hirte, and interested citizens.

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

Motion by Meyerhofer, seconded by Penterman, to suspend the rules and waive the reading of the minutes of the previous meeting of March 21, 2017.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the minutes of the previous meeting of March 21, 2017.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by McGinnis, that Vouchers No. 102182 through No. 102282 be approved and placed on file with the Clerk/Treasurer.

Upon roll call, all Ald. voted aye.

Motion carried.

The Mayor declared the Public Hearing open at 7:04 P.M. for the proposed vacation of a portion of East 13th Street and asked if anyone present wanted to speak FOR or AGAINST the proposed street vacation, no one appeared. The Mayor declared the Public Hearing closed at 7:05 P.M.

Motion by Penterman, seconded by Leon, to appoint Shannon Young to the Police and Fire Commission to replace Dave Kenney.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Kaukauna Veterans Memorial Park Association of March 13, 2017, and moved it be accepted and placed on file, seconded by Leon.

All Ald. voted aye.

Motion carried.

Ald. McGinnis presented the following report:

#### **CITY PLAN COMMISSION**

A meeting of the City Plan Commission was called to order at 4:00 p.m. on Friday, March 17, 2017, by Chairman Rosin.

Members Present: Feldt, McGinnis, Penterman, Rosin, Schoenike, and Sundelius.

Absent and Excused: Oldenburg and VanderSanden.

1. A motion to excuse the absent Commission members was made by Penterman, seconded by McGinnis. All members voted aye. Motion carried.
2. A motion to approve the minutes of the February 9, 2017, meeting was made by Feldt, seconded by Schoenike. All members voted aye. Motion carried.
3. Mr. Jakel explained that the applicant for the one lot CSM intends to combine two lots into one lot to accommodate the construction of a large single family home and would like to start construction as soon as possible. This is the third request from this neighborhood staff has received to combine lots to accommodate larger homes – a good thing for the City. The surveyor incorporated all easements from the original plat and there are no additional storm water issues as a result of the CSM. The owner is aware of that the additional frontage will be subject to special assessments. A motion to recommend to the Council approval of the Certified Survey Map for Vanderloop as presented was made by Feldt, seconded by McGinnis. All members voted aye. Motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 8:40 a.m. was made by Sundelius, seconded by Feldt. All members voted aye. Motion carried.

Julianne Schroeder, Executive Secretary

and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented and read the following report:

#### FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Rosin on Monday, April 3, 2017, at 6:00 P.M.

Members present: Coenen (via phone), Collins, Driessen, Meyerhofer, and Roehrig.

Also present: Ald. McGinnis and Penterman, Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Police Chief Manion, HR Dir. Vanderloop, and interested citizens.

1. Fin. Dir. VanRossum presented a balance sheet showing the funds for the Grignon Home. We had previously approved an agreement between the Grignon Mansion Board and the Friends of the Grignon Mansion to manage and develop the assets of the Grignon Mansion. A resolution approving the transfer of funds as of today of \$14,160.38 is on the agenda for the Council Meeting on Wednesday. This does not include the endowment fund of \$8,800.

Motion by Meyerhofer, seconded by Driessen, to recommend to the Council the transfer of Grignon Mansion funds of \$14,160.38 to the Friends of the Grignon Mansion.

All members voted aye.

Motion carried.

2. Motion by Meyerhofer, seconded by Roehrig, to grant permission to fill the vacant firefighter/paramedic position created by the resignation of Curtis Halbach.

All members voted aye.

Motion carried.

3. Discussion on the recently revised personnel policies and employee handbook. HR Dir. Vanderloop stated the handbook has not been updated since 1996.

Motion by Meyerhofer, seconded by Coenen, to change the Education Reimbursement policy for employees with at least one year of service are eligible for the education reimbursement program to three years of service.

All members voted aye.

Motion carried.

4. Motion by Meyerhofer, seconded by Roehrig, to send the final draft of the employee handbook as amended to all employees for their review and bring back in two weeks for adoption.

All members voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Collins, to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:29 P.M.

Susan Duda  
Clerk/Treasurer

and moved for its adoption, seconded by Penterman.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Heart of the Valley Metropolitan Sewerage District Commission of February 14 and 28, 2017, and moved it be accepted and placed on file, seconded by McGinnis.

All Ald. voted aye.

Motion carried.

Ald. Collins presented and read the following report:

#### HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Vice-Chairman Collins on Monday, April 3, 2017, at 6:30 p.m.

Members present: Coenen (via phone), Collins, and McGinnis.

Absent & excused: Leon.

Also present: Ald. Driessen, Meyerhofer, Penterman, and Roehrig, Atty. Davidson, Mayor Rosin, Planner Jakel, Fire Chief Hirte, Fin. Dir. VanRossum, Police Chief Manion, DPW/Eng. Sundelius, HR Dir. Vanderloop, and interested citizens.

1. Motion by McGinnis, seconded by Coenen, to grant a Solicitor's License to Luke A. Hargrove, Green Bay, to sell replacement windows and doors for Packerland Home Improvement.

All members voted aye.

Motion carried.

2. Planner Jakel reported on the success of the indoor Farmers Market and presented the lineup



for Live from Hydro Park from June 7 through August 9.

Meeting adjourned at 6:32 P.M.

Susan J. Duda  
Clerk/Treasurer

and moved for its adoption, seconded by McGinnis.

All Ald. voted aye.

Motion carried.

Ald. Collins presented the following applications for operator licenses for the 2016-2018 License Year:

Sarah R. Aeby – 1042 W. Kamps Avenue, Appleton  
Carmen H. Alvarez – 201 E. Ducharme Street, Kaukauna  
Megan A. Stauffacher – W386 Stumpf Avenue, Sherwood  
Bonnie F. Pierce – 105 Sycamore Drive, Black Creek  
Daman J. Potthoff – 2830 Park Drive, Appleton

and moved that they be granted as presented, seconded by Penterman.

All Ald. voted aye.

Motion carried.

Ald. Collins presented the following application for an operator's license for the 2016-2018 License Year:

Kendra M.K. Rettke – 1837 W. Roselawn Drive, Appleton

and moved that it be denied based upon the recommendation of the Police Department due to a falsified application, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Pat Skalecki from Graef Engineering gave a presentation on the Loop the Locks Project. He submitted the Fox River Boardwalk Feasibility Study that was prepared for the City and the Village of Little Chute. Multiple projects linking the commercial, residential, and recreational areas have provided valuable connections and access within the communities. Four public informational meetings were held throughout the project. Graef has recommended two alternatives after comments received from these public meetings and the online survey for final consideration to the governing bodies. Alternative #1 is the eastern structure with medium length boardwalk and spans from the eastern tip of Little Chute approximately 380 feet from the end of the property line. Alternative #3 is the western structure with long boardwalk and shares the same north termination point on Little Chute Island but spans at a different angle slightly west of Alternative #1 terminating along the railroad property approximately 820 feet from the property line. Terry Rebholz, 10 McFarland Place, questioned the routes that were proposed. Al Auden, 213 E. 13th Street, questioned how the boat traffic will be affected by the bridge. Mark Baehr, 2201 Welhouse Drive, questioned when the project will be done. This study will be posted on the website for the City of Kaukauna and the Village of Little Chute.

Planner Jakel gave an update on Bazaar After Dark which will be held on April 29, 2017, from 5 to 10 pm. They will have about 70 vendors with the band located in the Bob's Inn parking lot. Second Street and Third Street will be closed along with the alleys between them and Main Avenue between Second Street and Third Street.

Planner Jakel explained that we will be starting the condemnation of property at 1100 Lawe Street for Hwy. 55 reconstruction. There was a big difference in the two appraisals received.



Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Resolution No. 4083, final resolution vacating a portion of East 13th Street and moved for its adoption, seconded by McGinnis.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer presented Resolution No. 4083, final resolution vacating a portion of East 13th Street and moved for its adoption, seconded by McGinnis.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4084.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer presented Resolution No. 4084 approving a Certified Survey Map for St. Paul Elder Services, Inc. and moved for its adoption, seconded by Penterman.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4085.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer presented Resolution No. 4085 accepting Wisconsin Economic Development Corporation Grant and moved for its adoption, seconded by Penterman.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Resolution No. 4086.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer presented Resolution No. 4086 transferring Grignon Mansion Funds to the Friends of the Grignon Mansion and moved for its adoption, seconded by Driessen.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4087.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer presented Resolution No. 4087, Preliminary resolution declaring intent to exercise special assessment police powers for public improvements on East Second Street, West Second Street, East Third Street, West Third Street, Main Avenue, Reaume Avenue, Bicentennial Court, East 15<sup>th</sup> Street, East 16<sup>th</sup> Street, Oakridge Avenue, Loderbauer Road, and White Wolf Lane, and moved for its adoption, seconded by Penterman.  
All Ald. voted aye.  
Motion carried.

Motion by McGinnis, seconded by Leon, to convene to Closed Session at 8:11 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (c) to discuss performance data of public employees regarding the Municipal Services Building.  
All Ald. voted aye.  
Motion carried.

Motion by McGinnis, seconded by Penterman, to reconvene to Open Session at 8:23 P.M.

All Ald. voted aye.  
Motion carried.

Motion by McGinnis, seconded by Meyerhofer, to approve the benchmarks/milestones with the payouts as presented for 2016 for the Municipal Services Building Improvement Projects.

All Ald. voted aye.  
Motion carried.

Staff was commended on how well the project has been going.

Motion by Penterman, seconded by Leon, to convene to Closed Session at 8:27 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (c) to discuss compensation of benefits for public employees as it relates to the residency incentive.

Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to reconvene to Open Session at 8:49 P.M.

All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to repeal and recreate Resolution No. 3848 establishing incentives for employees of the City of Kaukauna residing within the City of Kaukauna, and amend to extend the benefit beyond December 31, 2017, to eliminate eligibility for elected officials after the completion of their current terms, and to establish a maximum total benefit expenditure cap of \$250,000 per year (Resolution No. 4088).

Upon roll call, aye: Coenen, Collins, Driessen, McGinnis, Meyerhofer, Penterman, and Roehrig (7).  
abstain: Leon (1).

Motion carried.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 8:51 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (e) to discuss disposition of property in NEW Prosperity Center with Polyflex.

All Ald. voted aye.  
Motion carried.

Motion by Driessen, seconded by Collins, to reconvene to Open Session at 9:01 P.M.

All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the developer's agreement with Poly-Flex, Inc. as presented upon City Attorney approval.

All Ald. voted aye.  
Motion carried.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 9:03 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (f) to discuss preliminary consideration of specific personnel problems.

All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by McGinnis, to reconvene to Open Session at 9:08 P.M.

All Ald. voted aye.  
Motion carried.

Motion by McGinnis, seconded by Collins, to adjourn.

All Ald. voted aye.  
Motion carried.

Meeting adjourned at 9:09 P.M.

Susan J. Duda  
Clerk/Treasurer

Pursuant to adjournment on April 5, 2017, meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin at 7:00 P.M. on Tuesday, April 18, 2017.

Roll call, present: Coenen, Collins, Driessen, Leon, McGinnis, Meyerhofer, and Penterman.

Absent & excused: Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Asst. Police Chief Graff, HR Dir. Vanderloop, IT Mgr. Krause, Lib. Wiczorek, Rec. Dir. Malloy, Ald. Elect DeCoster, and interested citizens.

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

Motion by Meyerhofer, seconded by Collins, to suspend the rules and waive the reading of the minutes of the previous meeting of April 5, 2017.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by McGinnis, to adopt the minutes of the previous meeting of April 5, 2017.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, that Vouchers No. 102283 through No. 102479 be approved and placed on file with the Clerk/Treasurer.

All Ald. present voted aye.

Motion carried.

The Mayor reported that the water wheel that was being rehabilitated was installed and the dedication will be in the Spring.

Motion by Meyerhofer, seconded by Collins, to adopt the arbor day proclamation declaring April 28, 2017, as Arbor Day.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented and read the following report:

#### BOARD OF PUBLIC WORKS

Meeting of the Board of Public Works called to order by Chairman McGinnis at 6:00 P.M. on Monday, April 17, 2017.

Members present: Coenen, Collins, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Mayor Rosin, DPW/Eng. Sundelius, Planner Jakel, Police Chief Manion, Fin. Dir. VanRossum, Fire Chief Hirte, HR Dir. Vanderloop, Rec. Dir. Malloy, Eng./GIS Spec. Neumeier, Sr. Proj. Eng. Strelcheck, and interested citizens.

1. Motion by Meyerhofer, seconded by Leon, that no more bids be accepted for Project No. 1-17 – Concrete Street Paving Project and those already received be opened.

All Ald. voted aye.

Motion carried.

2. Bids are as follows:

CONTRACTOR	BID AMOUNT
Vinton Construction, Manitowoc	\$5,856,920.32

Motion by Meyerhofer, seconded by Penterman, to authorize Engineering Department to tabulate the bid and come back with a recommendation.

All Ald. voted aye.

Motion carried.

3. Planner Jakel explained that to accommodate the proposed expansion to the Poly Flex facility, the City would realign the storm sewer out of an existing easement on Oak Grove Road with TIF financing.

Motion by Meyerhofer, seconded by Coenen, to authorize the Engineering Department to seek bids for Project No. 3-17 – NEW Prosperity Center Storm Sewer Realignment.

All Ald. voted aye.

Motion carried.

4. DPW/Eng. Sundelius gave an update on the Veterans Memorial Bridge. There will be a public involvement meeting to discuss the bridge on May 1, 2017, at 5:00 p.m. This project is being proposed for rehabilitation starting in the Fall of 2018. The Mayor sent out letters to the state and federal officials about three weeks ago stating the burden this project is placing on the City. He has not heard anything from anyone yet but will follow through with phone calls.

The current scope estimate is \$1,420,000 assuming the existing temporary shoring is usable. If not, the cost would increase. A reduced scope estimate of \$1,140,000 eliminates items that still need to be done but are not critical to operation of the bridge and could be deferred to a later date.

5. Planner Jakel gave an update on the CE trail extension. A recent meeting was held by the Planning Department with the Outagamie County Highway Department, County Park Department, and County Planning Department and all are in favor of the trail extension.

6. Ald. Penterman questioned when the tornado siren will be relocated. Fire Chief Hirte will contact Outagamie County Emergency Management and report back.

Meeting adjourned at 6:19 P.M.

Susan J. Duda  
Clerk/Treasurer

and moved for its adoption, seconded by Driessen.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented the minutes of the 1000 Islands Environmental Center Committee of March 16, 2017, and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented the following report:

### CITY PLAN COMMISSION

A meeting of the City Plan Commission was called to order at 4:00 p.m. on Thursday, March 23, 2017, by Chairman Rosin.

Members Present: Feldt, McGinnis, Oldenburg, Penterman, Rosin, and Schoenike.

Absent and Excused: Sundelius and VanderSanden.

Also Present: Planning Director Jakel, Project Engineer Neumeier, and Media.

1. A motion to excuse the absent Commission members was made by Penterman, seconded by McGinnis. All members voted aye. Motion carried.

2. A motion to approve the minutes of the March 17, 2017, meeting was made by Feldt, seconded by Schoenike. All members voted aye. Motion carried.

3. Mr. Jakel explained that the Fox River Boardwalk is a multi-jurisdictional project including the City of Kaukauna, Village of Little Chute, Outagamie County, and others. The study was completed by GRAEF and who looked at design, environmental impacts, and financing options. Four public meetings were held to gather input – most comments were positive however, five property owners with lots backing up to the river had concerns regarding obstructing the river view. The consensus was that a truss or steel girder bridge was preferred over wood or concrete with some options being determined to be too costly or adversely impacting the environment. Once a final determination on location is made, the next step would be to conduct borings in the river. As the borings are costly, they would only be done where the bridge piers are likely to be placed. Mr. Jakel explained that he has been contacted by several residents with questions or concerns regarding access to the river, trespassing on private property, fishing accommodations, user and neighbor safety, and the possibility of donating funds for benches or piers along the trail. GRAEF will present their findings to the Council and the big questions are the cost of the project and how it will be funded. GRAEF anticipated 90% of the \$2.7 million cost of the boardwalk will be funded by non-local money. Mr. Schoenike asked if the railroad anticipated abandoning any more rail line. Mr. Jakel explained that railroad needs to maintain access to the Combined Locks mill and approval by the railroad to do construction adjacent to the trails would need to be granted. Mr. Roebke asked how wide the boardwalk would be. Mr. Jakel explained that a typical trail is 10 feet wide and this one would be 12 feet wide to accommodate maintenance equipment, bump-outs for fishing, and wheelchair accessibility. Riverside Park or preferably, Central Park, would be used as a staging area for the borings and construction process. Mr. Schoenike explained that it is a similar situation to the process used for the river interceptor project. Mr. McGinnis asked about possible eagle nests in the area. Mr. Penterman suggested that consideration be given to the bridge design and possible impacts to the flow of water and ice formation relative to eagle feeding. Mr. Jakel explained that Little Chute has equipment to remove spider webs and goose droppings on the bridge. Mr. Oldenburg explained that Little Chute averages 55 users per day on their trail. Mr. Penterman asked about any plans to blacktop the trail in



the future to make it more accessible to elderly or handicapped users. Mr. Jakel explained that it would be brought to the Council. Mr. Neumeier explained that if the trail is used year-round, it would make the decision on blacktop easier. He also asked if there were any plans for access to the boardwalk from the surrounding residential areas. Mr. Jakel explained that the status of the railroad acquisition is up in the air. Mr. Feldt explained that acquiring additional railroad property would likely be less expensive than building a boardwalk. Mr. Oldenburg asked about access from Brill Street. Mr. Jakel explained that there were issues with DNR permitting and setbacks. Mr. McGinnis asked about the City's total cost percentage. Mr. Jakel estimated the cost at approximately \$150,000 contingent on the receipt of grants and donations. The next step is for GRAEF to start work on design, environmental impacts, and borings at a total cost of approximately \$100,000. That cost would be divided between Outagamie County who has committed \$17,000, the City of Kaukauna, and the Village of Little Chute.

4. Mr. Jakel explained that McMahon has completed preliminary design work on plans for the extension of the CE Trail from Loderbauer Road to Haas Road back in 2007, however, infrastructure issues, wetland mitigation, and a creek crossing made the project cost-prohibitive. Staff has received numerous comments regarding the safety of crossing CTH CE to get to schools and to access the trails. The Town of Buchanan is willing to work with the City on acquiring property and Brown County will participate in the project when the trail reaches their location. The project will benefit residents with improved access to recreation and safe routes to school and will have a regional benefit as well connecting Outagamie County to Brown County via trail. Grants may be available from Outagamie County and the Greenways program as well. Mr. Schoenike asked about wetland mitigation. Mr. Jakel explained that it is expensive and time consuming and could be made worse by the use of federal funds which would require environmental review, prevailing wage rates for labor, and a state review process. Mr. Penterman asked if sidewalk was planned up to Walton Court. Mr. Jakel explained that it is staff's intent to extend sidewalk or a widened shoulder. Mr. Feldt explained that traffic will definitely increase in that area due to the rerouting of county roads. Chairman Rosin asked if it was possible to elevate the trail over the wetlands. Mr. Jakel explained that it may be an option, however, whatever we use has to be equipment friendly to allow for year-round maintenance. A motion to recommend to the Council approving an Agreement for Professional Services with McMahon for design work only up to \$78,000 was made by Penterman, seconded by Schoenike. All members voted aye. Motion carried.

5. Mr. Jakel explained that the preliminary plat for Hurkman Heights 4 Subdivision will be presented at the next meeting and that while the road system lines up well, it is now looped instead of running parallel which is preferred. Mr. Jakel suggested securing a road ROW to access the property on the other side of the unimproved road to connect the two areas and avoid a situation where property would be landlocked. Mr. Neumeier explained that the ROW would be beneficial to future projects as well, including running watermain to the WalMart project in Commerce Crossing. Mr. Schoenike explained that it is clearly necessary to accommodate additional development. Mr. Jakel explained that the City is nearly out of single-family lots. Mr. Oldenburg explained that his office is busy writing permits as the residential areas fill in. Mr. Schoenike asked about sound control along I-41. Mr. Jakel explained that it may become necessary when the highway is improved to six lanes. A motion to approve the subdivision schematic contingent on securing a road ROW in the general area of Greyhound Street to Lot 54 for access to property on the other side of the unimproved road was made by McGinnis, seconded by Oldenberg. All members voted aye. Motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 5:10 p.m. was made by Feldt, seconded by Sundelius. All members voted aye. Motion carried.

Julianne Schroeder, Executive Secretary

and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Heart of the Valley Metropolitan Sewerage District Commission of March 14, 2017, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present voted aye.

Motion carried.

Ald. Coenen presented and read the following report:

#### HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Coenen on Monday, April 17, 2017, at 6:20 p.m.

Members present: Coenen, Collins, Leon, and McGinnis.

Also present: Ald. Driessen, Meyerhofer, Penterman, and Roehrig, Mayor Rosin, Planner Jakel, Fire Chief Hirte, Fin. Dir. VanRossum, DPW/Eng. Sundelius, Police Chief Manion, HR Dir. Vanderloop, Rec. Dir. Malloy, Eng./GIS Spec. Neumeier, Sr. Proj. Eng. Strelcheck, and interested citizens.

1. Motion by Leon, seconded by Collins, to grant a Temporary Class B Retailers License to PULSE Young Professionals for Bazaar After Dark on Main Avenue, Second Street, and Third Street on April 29, 2017.

All members voted aye.

Motion carried.

2. Planner Jakel and Jason Lipsky presented the Alcohol Control Plan for Electric City Experience on June 10, 2017. They will have the main stage/beer tent in Hydro Park and another beer tent at Badger Island as well as a beer tent on Main Avenue by Central Park. The car show, helicopter rides, and fireworks will all be located in Central Park. They would like to close off a portion of Main Avenue by Central Park and alley adjacent to Hydro Park.

Motion by Leon, seconded by Collins, to approve the closing of a portion of Main Avenue by Central Park and alley adjacent to Hydro Park for the Electric City Experience on June 10, 2017.

All members voted aye.

Motion carried.

3. Street Department or Recreation Department will take a look at the condition of the basketball hoop at Horseshoe Valley Park.

Meeting adjourned at 6:28 P.M.

Susan J. Duda  
Clerk/Treasurer

and moved for its adoption, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Cheryl J. Bruce - 805 Grignon Street, Kaukauna  
Brendan W. Brustman - 1224 S. Clara Street, Appleton  
Tabitha C. Hauser - 4150 Willow Dale Court, Kaukauna  
Laura A. VandenBloomer - 1753 N. Oneida Street, Appleton  
Kelly M. Vanderloop - 208 W. Henry Street, Kaukauna  
Tara S. Vanderloop - 922 Park Avenue, Little Chute

and moved that they be granted as presented, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Coenen presented the following application for an operator's license for the 2016-2018 License Year:

Melanie M. Henke – 117 W. 3rd Street, Kaukauna

and moved it be denied based upon the recommendation of the Police Department due to her record, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Fire Report for the month of March, 2017, and moved it be accepted and placed on file, seconded by Collins.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the Ambulance Report for the month of March, 2017, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present aye.

Motion carried.

Ald. Meyerhofer presented the Police Department Report for the month of March, 2017, and moved it be accepted and placed on file, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Treasurer Deposit Report for the month of March, 2017, and moved it be accepted and placed on file, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Municipal Court Report for the month of March, 2017, and moved it be accepted and placed on file, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Summary of Permits and Fees for the month of March, 2017, and moved it be accepted and placed on file, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the Personnel Policies and Employee Handbook as presented.

All Ald. present voted aye.

Motion carried.

Fin. Dir. VanRossum reviewed the Dawes Rigging & Crane Rental personal property refund claim. The amount of the claim for 2015 is \$71,700 and the amount for 2016 is \$137,800 for a total of \$209,500. The reason this occurred is due to a change in the law for leased/rented equipment

Motion by Meyerhofer, seconded by McGinnis, to approve the refund of \$209,500 to Dawes Rigging & Crane Rental for personal property for 2015 and 2016 and pay within 90 days from the fund balance.

All Ald. present voted aye.

Motion carried.

Ald. Roehrig arrived at this time – 7:19 P.M.

DPW/Eng. Sundelius explained that the Engineering Department reviewed the bid for Project No. 1-17 – Concrete Street Paving Project and are not ready to award tonight. The bid included three plaza areas totaling \$670,000 which is 11% of the bid. We are looking at scaling back or eliminating these plaza areas for now and rebid at a later date. We will come back in two weeks with a recommendation.

Motion by Meyerhofer, seconded by Coenen, to suspend the rules and waive the reading of Resolution No. 4088.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented Resolution No. 4088 repealing and recreating Resolution No. 3848 establishing incentives for employees of the City of Kaukauna residing within the City of Kaukauna and moved for its adoption, seconded by McGinnis.

All Ald. voted aye except Leon abstained.

Motion carried.

Mayor presented Lin Collins with an award for her six years of service as alderperson for Ald. Dist. No. 1. Ald. Collins thanked everyone (council, department heads, and staff) for what they do for the City and for the quick and efficient response in answering the questions that were asked of them. She stated “You do so much and are an awesome bunch”.

Clerk/Treasurer Duda administered the oath of office to the newly elected officials: Marty DeCoster – Alderperson – 1st District, Tim Roehrig – Alderperson - 2nd District, Tom McGinnis – Alderperson – 3rd District, and Tony Penterman, Alderperson - 4th District.

Motion by McGinnis, seconded by Penterman, to adjourn sine die.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:25 P.M.

Susan J. Duda  
Clerk/Treasurer

Pursuant to Section 62.11 (2) of the Wisconsin Statutes, meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin at 7:26 P.M. on Tuesday, April 18, 2017.

Roll call, present: Coenen, DeCoster, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Asst. Police Chief Graff, HR Dir. Vanderloop, IT Mgr. Krause, Lib. Wiczorek, Rec. Dir. Malloy, and interested citizens.

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

Ald. Coenen nominated Ald. Lee Meyerhofer for President of the Council, seconded by McGinnis.

Motion by Coenen, seconded by Driessen, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Lee Meyerhofer as President of the Council.

All Ald. voted aye.

Present: Meyerhofer.

Motion carried.

Ald. Penterman nominated Ald. Tom McGinnis for Chairman of the Board of Public Works, seconded by Driessen.

Motion by Meyerhofer, seconded by Penterman, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Tom McGinnis as Chairman of the Board of Public Works.

All Ald. voted aye.

Present: McGinnis.

Motion carried.

The Mayor reviewed the accomplishments of the past year.

Motion by Meyerhofer, seconded by Coenen, to approve the following appointments:

STANDING COMMITTEES  
2017-2018

FINANCE AND PERSONNEL COMMITTEE

- Mayor Rosin ..... Chairman
- Ald. Coenen .....
- Ald. DeCoster .....
- Ald. Meyerhofer .....
- Ald. Roehrig .....
- Ald. Penterman .....

HEALTH AND RECREATION COMMITTEE

- Ald. Coenen ..... Chairman
- Ald. Driessen .....
- Ald. McGinnis .....
- Ald. Roehrig .....



LEGISLATIVE COMMITTEE

- Ald. Meyerhofer ..... Chairman
- Ald. Leon.....
- Ald. Penterman .....
- Ald. Roehrig .....

PUBLIC PROTECTION AND SAFETY COMMITTEE

- Ald. Leon ..... Chairman
- Ald. Coenen .....
- Ald. Driessen .....
- Ald. McGinnis .....

KAUKAUNA ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE PREVENTION BOARD - Ald. DeCoster

KAUKAUNA LIBRARY BOARD - Ald. Meyerhofer

CITY PLAN COMMISSION - Ald. Penterman

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE - Ald. McGinnis

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA - Ald. McGinnis

CONSTRUCTION REVIEW BOARD - Ald. Coenen

GRIGNON HOME BOARD – Ald. Driessen

VETERANS MEMORIAL PARK ASSOCIATION – Ald. Leon

CITY/SCHOOL LIAISON - Ald. Coenen and Ald. Driessen

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Penterman, to approve the reappointment of Jeff Feldt to the City Plan Commission.

All Ald. voted aye.

Motion carried.

Fire Chief Hirte reported that he did contact the County and the siren has not been moved yet as the ground is too soft. The tornado siren is owned and maintained by the County. It will be installed at Quinney at a time when the students are not present.

Ald. McGinnis questioned the restrictions for individuals that are picking up odds and ends in the City and dangerously loading their trucks. Someone on a bicycle was nearly hit when an item fell off a loaded pickup truck. It was recommended to have the Police Department enforce the regulations for securing items in a truck and look at establishing restrictions for scavenging.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 7:40 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (e) to discuss the sale of property to TARP LLC for Lot 8 of NEW Prosperity Center.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to reconvene to Open Session at 8:54 P.M.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Penterman, to accept the offer to purchase with TARP LLC with a counter offer amending the binding acceptance date to April 19, 2017, and amending the closing date to not later than May 5, 2017.

All Ald. voted aye.

Motion carried.

Motion by Penterman, seconded by Driessen, to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:55 P.M.

Susan J. Duda  
Clerk/Treasurer



# Employee Residency Incentive Program

The City of Kaukauna has established a Residency Incentive Program (hereinafter referred to as "Incentive") to encourage its employees to reside within the City of Kaukauna. The Incentive applies to eligible employees as defined below:

## Eligibility

Qualified Employees who work more than one thousand (1,000) hours per year who maintain their actual bona fide residence within the corporate limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 2 herein:

1. An Employee residing within the corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.
2. An employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Employee who resides within the Corporate limits of the City of Kaukauna upon the employment start date.
3. Eligibility of an employee shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

## Residency Defined

The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, City Council.



# Verification and Certification Form

## Information

Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date residency began: \_\_\_\_\_

## Documentation

Please provide one of the below items to verify residence of above address.

- Wisconsin driver's license
- Wisconsin or Federal ID card
- Utility bill
- Telephone bill
- Voter Registration
- Property tax bill
- Other: \_\_\_\_\_

## Certification

I, the undersigned, do hereby certify and represent that my actual living quarters and bona-fide residence is maintained within the City of Kaukauna at the below specified address for the time specified. I state that I have provided current and accurate information and documentation as indicated below on this form. I acknowledge and understand that any misrepresentation set forth for the purpose of obtaining a monetary benefit constitutes fraud. I further understand that I must notify Human Resources of any change in my residency status, and that I may be liable for repayment of any amounts received for which I was not eligible in the event that I should fail to notify Human Resources.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Human Resources Verification

- Documentation Verified
- Eligibility Verified and Approved

HR Representative Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_