

*AMENDED COMMON COUNCIL

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



Tuesday, January 21, 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 January 7, 2025.
 - [b.](#) Common Council Meeting Minutes of January 16, 2025.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
 - a. Reappointment of Ellen Tiedt to the Public Housing Authority (5-year term).
 - b. Reappointment of Brian Buechel to the Grignon Mansion Board (3-year term).
 - c. Reappointment of Chris Wardlow to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).
 - d. Reappointment of Laura Lindberg to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).
 - e. Reappointment of Karen Wirth to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).
 - f. Reappointment of Satia Kavanaugh Vanderloop to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).
 - [g.](#) Proclamation Wisconsin Adult School Crossing Guard Recognition Week: January 20-January 24, 2025.
 - [h.](#) Proclamation City of Kaukauna School Choice Week: January 26-February 1, 2025.
 - i. * Appointment of Marty Schumacher to the Common Council to replace Mike Coenen for the remainder of his term ending April 7, 2026.
 - j. * Appointment of Marty Schumacher to the Finance & Personnel Committee.
 - k. * Appointment of Marty Schumacher to the Legislative Committee.
 - l. * Swearing in of newly appointed Alderperson Marty Schumacher.
6. Reports of standing and special committees.
 - [a.](#) Board of Public Works Meeting Minutes of January 20, 2025.
 - [b.](#) Finance and Personnel Committee Meeting Minutes of January 20, 2025.
 - [c.](#) Health and Recreation Committee Meeting Minutes of January 20, 2025.
 - [d.](#) Legislative Committee Meeting Minutes of January 20, 2025.

- [e.](#) Legislative Committee Meeting Minutes of January 16, 2025.
 - [f.](#) Committee of the Whole Meeting Minutes of January 13, 2025.
 - [g.](#) Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 20, 2024.
 - [h.](#) Plan Commission Meeting Minutes of December 19, 2024.
 - [i.](#) Board of Appeals Meeting Minutes of December 18, 2024.
 - [j.](#) Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 10, 2024.
 - [k.](#) Plan Commission Meeting Minutes of December 5, 2024.
 - [l.](#) Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of December 5, 2024.
 - [m.](#) 1000 Islands Environmental Center Committee Meeting Minutes of November 21, 2024.
 - [n.](#) RACK Meeting Minutes of November 14, 2024.
 - [o.](#) Operator (Bartender) Licenses.
- 7. Reports of City officers.
 - [a.](#) Green Tier Legacy Community.
 - [b.](#) Housing Affordability Report.
 - [c.](#) Development Update.
 - [d.](#) Staffing Assessment Deliberation.
 - [e.](#) Fire Report.
 - [f.](#) Ambulance Report.
 - [g.](#) Police Report.
 - [h.](#) Code Enforcement Report.
 - [i.](#) Court Report.
 - [j.](#) Clerk-Treasurer's Daily Deposit Report.
 - [k.](#) Building Inspection Report.
- 8. Presentation of ordinances and resolutions.
 - [a.](#) Ordinance 1916-2024 Ordinance 7.03 Update to Official Traffic Map.
 - [b.](#) Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.
 - [c.](#) Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.
- 9. Closed session.
- 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 – JANUARY 7, 2025

Pursuant to adjournment on December 17, 2024, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, January 7, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel, and Fin. Dir. VanRossum, Lib. Dir. Thiem-Menning, 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 Schell to suspend the rules and waive the reading of the minutes of the Common Council meeting of December 17, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of December 17, 2024.

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

Retirement of Sally Kenney 25 years- City of Kaukauna.

Mayor Penterman recognized City Clerk, Sally Kenny, on 25 years with the City of Kaukauna. Mayor Penterman read a speech on Kenney's hard work and dedication, congratulating her on retirement. Kenney also read a speech and expressed her gratitude for the City of Kaukauna.

Certificate of Recognition to KHS Students Lea Verhagen, Nora Boucher, and Hailey Kobussen for coordinating the food drive for the Kaukauna Public Library Little Food Pantry

Mayor Penterman recognized KHS students for their participation in the Kaukauna Public Library Little Food Pantry.

Appointment of Lyle Hansen to the Grignon Mansion Board to replace Al Borchardt (3-year term).

Motion by Thiele, seconded by Moore to appoint Lyle Hansen to the Grignon Mansion Board to replace Al Borchardt (3-year Term).

All Ald. voted aye.

Motion carried.

Appointment of Kayla Nessmann to replace Sally Kenney on the Board of Canvassers (2- year term).

Motion by Moore, seconded by DeCoster to appoint Kayla Nessmann to the Board of Canvassers to replace Sally Kenney (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Megan Brouch to the Board of Canvassers (2-year term).

Motion by Moore, seconded by Eggleston to reappoint Megan Brouch to the Board of Canvassers (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Julie Schroeder to the Board of Canvassers (2-year term).

Motion by Moore, seconded by Schell to reappoint Julie Schroeder to the Board of Canvassers (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Gavin Schmitt to the Grignon Mansion Board (3-year term).

Motion by Thiele, seconded by Kilgas to reappoint Gavin Schmitt to the Grignon Mansion Board (3-year Term).

All Ald. voted aye.

Motion carried.

Proclamation National Law Enforcement Appreciation Day (LEAD) January 9, 2025.

Mayor Penterman read the Proclamation for National Law Enforcement Appreciation Day (LEAD) and declared January 9, 2025, to be recognized as National Law Enforcement Appreciation Day.

Motion by Moore, seconded by Antoine to receive and place on file the Proclamation for National Law Enforcement Appreciation Day (LEAD) celebrated January 9, 2025.

All Ald. Voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Committee of the Whole Meeting Minutes of January 6, 2025.

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, January 6, 2025 at 6:30 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Fin. Director Van Rossum, Fire Chief Carrel, Mark & Com. Mgr. Fencl, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, HR

Director Hodge, Lib. Dir. Thiem-Menning (arrived at 6:45 PM), and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Staffing Assessment Results Presentation.

Finance Director/ Treasurer Van Rossum presented staffing assessment results, which included an overview of each assessment phase. Discussion held and questions answered.

b. Staffing Assessment Initial Deliberation.

City staff has completed the 2024 Staffing Assessment Process, a key Strategic Plan initiative designed to evaluate current resources and identify opportunities for improvement in serving our core functions. This process yielded valuable insights into areas where operations can be enhanced, enabling staff to make thoughtful recommendations on addressing staffing needs for 2025. Moving forward, the insights and tools developed through this assessment will help the City continue its commitment to efficiency and excellence in service delivery. By building on these foundational efforts, the City is well-positioned to address future challenges and opportunities while staying aligned with its strategic goals. Discussion held and questions answered.

Motion by Moore, seconded by Thiele to move the following recommendation to the city council: Recommend the Library Restructure, 3 Fire Department Positions, Human Resources Temporary Intern, and Police Department Plus one staffing requests for approval.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:35 p.m.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schell to adopt the Committee of the Whole Meeting Minutes of January 6, 2025.

All Ald. Voted aye.

Motion carried.

Board of Public Works Meeting Minutes of January 6, 2025.

BOARD OF PUBLIC WORKS

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

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Fin. Director Van Rossum, Fire Chief Carrel, Mark & Com. Mgr. Fencil, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, and interested citizens.

2. Correspondence – none.

3. Discussion Topics.

a. Recommendation for Award of New Automated Garbage Truck.

Bids were received on December 11, 2024, as two separate items for a new automated garbage truck. The bid packet was broken down to separate the chassis from the body. The Street Department postponed a recommendation because of some unfamiliar chassis that were bid. After review of equipment and bids staff believes the Battle chassis with Labrie body is the best option for our operations.

Motion by Moore, seconded by Eggleston to authorize the Street Superintendent to award the bid to R-Now Incorporated for the Battle chassis and Labrie body for a total price of \$391,373. All Ald. voted aye.
Motion carried.

b. Authorization to seek bids for Project 1-25 Concrete Street Paving.

The Engineering Department has completed survey and is finalizing design for installation of concrete streets for the listed roads. The new construction streets outlined are in need of the final driving surface, sidewalk, and driveway apron installation. Discussion held and questions answered.

Motion by Eggleston, seconded by Schell to let the public speak on Project #1-25, 2025 Concrete Street Paving Project.
All Ald. voted aye.
Motion carried.

Philip Kussart, 1001 State Street, discussed how it was not necessary to install sidewalks in front of his house as there are sidewalks on the other side of the street.

Motion by Antoine, seconded by Schell to authorize the Engineering Department to seek bids for Project #1-25, 2025 Concrete Street Paving Project.
All Ald. voted aye.
Motion carried.

c. Authorization to seek bids for Project 4-25 Asphalt Paving.

The Engineering Department has completed survey and is finalizing design for asphalt paving for the listed roads and parking lot. The milling and asphalt paving of the road and pulverizing and asphalt paving of the Grignon Park road and parking lot outlined need asphalt and surface replacement. Discussion held and questions answered.

Motion by Kilgas, seconded by Moore to authorize the Engineering Department to seek bids for Project #4-25 Asphalt Paving.
All Ald. voted aye.
Motion carried.

d. Mailbox Replacement Policy

During collection routes or winter snowplow operations residential mailboxes can become damaged because of proximity to the work area. Currently, if city equipment contacts the mailbox and causes damage the city will reimburse for materials in the replacement (no maximum established). No labor costs would be reimbursed, and the city does not provide the reinstallation. Without a limit on the dollar amount for reimbursement there is potential for the city to reimburse for upgraded/unauthorized materials. Discussion held and questions answered.

e. Public Works Updates.

Director of Public Works/ City Engineer Neumeier provided public works updates. Phase 1 of the boardwalk installation at the 1000 Islands Environmental Center is now complete. The Street Department also completed the ice rink at Horseshoe Park, and it is available for use.

4. Adjourn.

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

Meeting adjourned at 6:30 pm.

Kayla Nessmann
Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of January 6, 2025.
All Ald. Voted aye.
Motion carried.

Plan Commission Meeting Minutes of December 19, 2024.
Item was pulled.

Board of Appeals Meeting Minutes of December 18, 2024.
Item was pulled.

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:

Christie	Conradt	A.	415 S. John St	Kimberly
Michael	Kaminski	D.	2108 N Division St	Appleton
Alicia	Sanchez	K.	W2563 Buchanan Rd	Appleton

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

REPORTS OF CITY OFFICERS

Special Exception Request- 205 Dodge Street.

Motion by Moore, seconded by Antoine to allow Marcus Rennie, the applicant, to speak to the council.

6-ayes, 1-nay (DeCoster)

Motion carried.

Marcus Rennie, 506 East Michigan Avenue, spoke about his anticipated plans for 205 Dodge Street and answered questions from the council.

Motion by Kilgas, seconded by Eggleston to approve the Special Exception request for operating an event space on the first floor of 205 Dodge Street with the following conditions:

1. All local ordinances are to be followed to include amplified devices
2. All rentals/events shall not continue past Midnight (12:00am)
3. No outdoor space should be used for amplified devices such as a band or DJ
4. Yearly inspection done by Community Development Department or other designee to ensure compliance.
5. This Special Exception is only for this specific address, and the applicant listed on the application. If the tenant/ownership changes, the new tenant/applicant/property owner would need to go through the special exception process again.

Motion carried.

Pigeon Ordinance.

Staff is currently recommending that Section 11.12 be removed and held in reserve with the bulk of the regulations in this section then moved to 9.15 where animals and restrictions on animals are discussed. Section 9.5 would also be updated to allow for banded pigeons and bees to be exempted from 9.15(4) animals at large. In addition, the portions of 11.12(1) and (2) that restricted type of animals prohibited in the City would be moved to section 9.5. This provides clarity and simplifies the review process when questions arise on what is or not allowed. Pigeon permits would be placed in section 12 as well as chicken permits being moved to section 12. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to continue to pursue pigeon ordinance.

All Ald. Voted aye.

Motion carried.

Storage Container Ordinance.

Discussion held and questions answered.

Motion by Thiele, seconded by Kilgas to send the Ordinance to review by the Legislative Committee and set a hearing for February 4th, 2025, at the Common Council meeting

All Ald. voted aye.

Motion carried.

Green Tier Legacy Community.

Item was pulled.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1915-2024 Ordinance 7.03 Update to Official Traffic Map.

Item was pulled.

Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

Item was pulled.

Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

Item was pulled.

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 bargaining reasons require a closed session - CBRF 2024-PL-08.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:24 pm.

Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:49 p.m.

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- Agreement for sale of Parcel 322095701.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:50 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 8:59 PM.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified

**public business, whenever competitive or bargaining reasons require a closed session -
Amendment to Development Agreement 2024-PL-02 Central Block Development**

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:59 pm.

Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:11 p.m.

Motion by Moore, seconded by Schell to approve the Development Agreement 2024-PL-02 Central Block Development with the amended date changes.

All Ald. voted aye.

Motion carried.

ADJOURN

Motion by DeCoster, seconded by Kilgas to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 9:12 p.m.

Kayla Nessmann, Clerk





COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JANUARY 16, 2025

Pursuant to adjournment on January 7, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 1:12 P.M. on Thursday, January 16, 2025.

Roll call present: DeCoster, Antoine, Kilgas, Eggleston, and Thiele (via ZOOM) Moore (In Person)

Absent & Excused: Schell.

Also present: Mayor Penterman, Attorney Greenwood, and DPW/Eng. Neumeier.

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

All Ald. Present voted aye.

Motion carried.

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

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

None

PUBLIC APPEARANCES

None

BUSINESS PRESENTED BY THE MAYOR

None

REPORTS OF STANDING AND SPECIAL COMMITTEES

None

REPORTS OF CITY OFFICERS

None

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Decoster to adopt Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

All Ald. Present voted aye.

Motion carried.

Resolution 2025-5456 Resolution of the Common Council Changing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Resolution 2025-5456 Resolution of the Common Council Changing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2025-5456 Resolution of the Common Council Changing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

All Ald. Present voted aye.

Motion carried.

CLOSED SESSION

None

ADJOURN

Motion by Moore, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 1:19 p.m.

Kayla Nessmann, Clerk



City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123833	02-39053	1/3/2025	General Fund - 101	Janitorial Service - 12/16 - 12/31/24	Advanced Maintenance Solutions	1,278.35
123834	121824	1/3/2025	General Fund - 101	Health Club Membership Reimbursement	Allison Engels	35.00
123835	123124	1/3/2025	General Fund - 101	Mileage, Cup Holder Phone Mount & Tripod/Selfie Stick	Anthony Penterman	57.77
123836	30466	1/3/2025	General Fund - 101	Security Deposit Refund	Brenda Feldkamp	200.00
123837	1659793616	1/3/2025	General Fund - 101	Christmas Float, CLR for Fish Tank Covers, Wood for Bird House Kits, Ice Melt, Gloves, Lumber for Shop, Supplies for Christmas Float, Christmas Float, Ice Rink Supplies, Bucket Truck Bench, Shop Supplies	Capital One Commercial	660.34
123838	272006	1/3/2025	General Fund - 101	Silent Night Hike Supplies	Carstens Ace Hardware	41.56
123839	1CG9V02	1/3/2025	General Fund - 101	Computers & Cradlepoints	CDW Government	6,785.32
123840	814273	1/3/2025	General Fund - 101	Office Supplies	Complete Office of Wisconsin	35.27
123841	318432	1/3/2025	General Fund - 101	Winter Little Dribblers Shirts	Eagle Graphics LLC	473.20
123842	6061	1/3/2025	General Fund - 101	4 Animals	Fox Valley Humane Association	368.00
123842	6082	1/3/2025	General Fund - 101	3 Animals	Fox Valley Humane Association	184.00
123843	85511597	1/3/2025	General Fund - 101	Books	Ingram	10.98
123843	85511596	1/3/2025	General Fund - 101	Books	Ingram	5.60
123843	85511594	1/3/2025	General Fund - 101	Books	Ingram	24.75
123843	85511593	1/3/2025	General Fund - 101	Books	Ingram	18.88
123843	85511598	1/3/2025	General Fund - 101	Books	Ingram	12.11
123843	85523880	1/3/2025	General Fund - 101	Books	Ingram	28.86
123843	85511595	1/3/2025	General Fund - 101	Books	Ingram	11.30
123844	14349	1/3/2025	General Fund - 101	Medical Supplies	MO Med Supplies	156.00
123845	121824	1/3/2025	General Fund - 101	Health Club Membership Reimbursement	Ray Shanle	138.60
123846	REACT1045	1/3/2025	General Fund - 101	Heath Buechel - Fire Officer 3	REACT Center	1,100.00
123847	121824	1/3/2025	General Fund - 101	Health Club Membership Reimbursement	Sarah Wroblewski	200.00
00000352/1	1216947	1/6/2025	General Fund - 101	Fuel - Diesel (\$2.56/Gallon)	Garrow Oil Corp.	18,180.47
00000352/2	550060-01 123024	1/6/2025	General Fund - 101	Emergency Siren - Cty Rd J	Kaukauna Utilities	26.87
123848	154259	1/10/2025	General Fund - 101	Park Mower #126	A T F Tires & Service Center Inc.	459.39
123848	154790	1/10/2025	General Fund - 101	Dump Truck 1-Ton	A T F Tires & Service Center Inc.	62.92

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123849	02-38899	1/10/2025		Janitorial Service - Jan 2025	Advanced Maintenance Solutions	2,277.40
123849	02-38835	1/10/2025		Janitorial Service - 1/1 - 1/15/25	Advanced Maintenance Solutions	409.50
123850	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Alex Bain	100.00
123851	24922	1/10/2025		Managed Monthly Services	Amplitel Technologies LLC	13,030.00
123852	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Austin Klister	355.05
123853	061007789	1/10/2025	General Fund - 101	Battery	Automotive Supply Co	718.78
123854	SRVCE000000052961	1/10/2025		Baycom Service Agreement	Baycom Inc.	4,687.00
123855	272920	1/10/2025	General Fund - 101	Hose #86 - Tax Exempt	Bergstrom CDJR Fiat of Kaukauna	152.18
123856	INV-US78760	1/10/2025		Annual Renewal - 2025	Bibliotheca, LLC	11,378.90
123857	IG57535	1/10/2025	General Fund - 101	Chipper Trailer #38	Bobcat Plus Inc	735.84
123858	85588755	1/10/2025	General Fund - 101	Medical Supplies	Bound Tree Medical, LLC.	1,696.59
123859	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Brad VanAsten	12.34
123860	123124	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Brian Inocelda	372.21
123861	D28695	1/10/2025	General Fund - 101	Grader #20	Brooks Tractor Inc.	57.07
123862	33674	1/10/2025	General Fund - 101	Plow Truck #208 Blades	Burke Truck & Equipment	2,048.05
123863	0062142-IN	1/10/2025	General Fund - 101	Dump Truck 215	Casper's Truck Equipment	266.40
123864	154180	1/10/2025	General Fund - 101	Cell Phone - City Attorney, Cell Phone - Grignon Mansion, Cell Phone - PD, Cell Phone - Planning, Cell Phone - Inspection, Cell Phone - FD, Cell Phone - FD, Cell Phone - Engineering, Cell Phone - Recreation, Library Analog	Cellcom	1,976.60
123865	121624a	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Chad Gerrits	450.00
123866	L251005724	1/10/2025		Interim billing on the December 31, 2024 audit	CliftonLarsonAllen LLP	3,774.48
123867	0027020	1/10/2025	Park & Pool Capital - 422	Lifeguard Umbrellas	Commercial Recreation Specialists	1,507.56
123868	1000 Islands Endowment Fund 010725	1/10/2025		Memorial Donations to Endowment Fund	Community Foundation for Fox Valley Region	33,219.58
123869	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Craig Schneider	267.48
123870	51412	1/10/2025		Oil and Brakes #88	DC Auto Repair, LLC	1,249.85
123870	51407	1/10/2025		Oil #83	DC Auto Repair, LLC	45.26
123871	30321	1/10/2025	General Fund - 101	Security Deposit Refund	Deborah Heinritz	200.00
123872	240712	1/10/2025	S a n i t a r y - 602	Valves for Augustine LS Sewer Utility	Douglas Sabel	21,282.00
123873	319703	1/10/2025	General Fund - 101	Hoodies for Gift Shop	Eagle Graphics LLC	272.25
123873	318399	1/10/2025	General Fund - 101	Sweatshirts for Gift Shop	Eagle Graphics LLC	849.75

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123874	0101892-IN	1/10/2025	General Fund - 101	HVAC Maint. - PD	Energy Control & Design, Inc.	1,504.87
123875	24010B	1/10/2025	Storm Water Utility - 601	Tower Drive LS Generator	Enterprise Electric Inc	145,950.00
123876	BE259157	1/10/2025	General Fund - 101	Publication Fee for Council Minutes	Finger Publishing, Inc.	455.48
123876	BE259156	1/10/2025	General Fund - 101	Garbage Collection Holiday Ad	Finger Publishing, Inc.	169.20
123876	BE257885	1/10/2025	General Fund - 101	Garbage Collection Holiday Ad	Finger Publishing, Inc.	169.20
123876	BE259158	1/10/2025	General Fund - 101	Publication Fee for Ordinance	Finger Publishing, Inc.	36.19
123877	BE257066	1/10/2025	Park & Pool Capital - 422	Publishing	Finger Publishing, Inc.	24.01
123878	00036351	1/10/2025	General Fund - 101	Fox Cities Guide	Fox Cities Magazine	595.00
123879	2024 Levy Settlement	Jan- 1/10/2025		2024 Tax Levy January Tax Settlement - FVTC	Fox Valley Technical College	460,974.13
123880	200094911 122424	1/10/2025	General Fund - 101	Emergency Services Instructor - Aschenbrenner	Fox Valley Technical College	154.50
123881	U30000168335	1/10/2025	General Fund - 101	Recycle Charge - December	GFL Green For Life Environmental	704.20
123882	INV0011216	1/10/2025	General Fund - 101	CC Convenience Fee - BPP ACH Fee	Gila, LLC	46.75
123883	9357587584	1/10/2025	General Fund - 101	Sign Posts Bases/Street Signs	Grainger Inc	471.00
123884	123024	1/10/2025	General Fund - 101	New Connects - December	Heart of the Valley Metropolitan - New Connections	4,545.00
123885	010625	1/10/2025	S a n i t a r y - 602	Wastewater Treatment - December Sewer Utility	Heart of the Valley Metropolitan Sewerage District	150,018.57
123886	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Heath Buechel	376.68
123887	18884	1/10/2025	General Fund - 101	Wrestling Medals	Image 360 Inc.	189.50
123888	JZJM093	1/10/2025	General Fund - 101	Shredding Admin Fee	Iron Mountain Inc.	11.95
123889	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Jacob Carrel	450.00
123890	38141118	1/10/2025	General Fund - 101	Copier Agreement	James Imaging Systems, Inc.	128.57
123891	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Jeff Moericke	100.00
123892	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Joseph Resch	36.61
123893	14325758P	1/10/2025	General Fund - 101	Refuse Truck 224	JX Enterprises, Inc.	129.98
123893	14335707P	1/10/2025	General Fund - 101	Refuse Truck 228	JX Enterprises, Inc.	198.69
123893	14335190P	1/10/2025	General Fund - 101	Refuse Truck 228	JX Enterprises, Inc.	121.80
123894	123124	1/10/2025	General Fund - 101	Reimbursement for Purchases Made on Personal Card for 1000 Islands	Kat Berge	131.66
123895	2024 Levy Settlement	Jan- 1/10/2025		2024 Tax Levy January Tax Settlement - KASD	Kaukauna Area School District	4,423,571.61

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123896	123124	1/10/2025	General Fund - 101	Mileage - 11/26 - 12/30/24	Kayla Nessmann	80.93
123897	24247	1/10/2025		Faucet Repair	Keith Petersen Plumbing Inc.	251.94
123898	42501	1/10/2025	S a n i t a r y - 602	Sewer Pump Trailer 44 Sewer Utility	Klink Hydraulics, LLC	140.96
123899	42583	1/10/2025	General Fund - 101	Water Tank 62	Klink Hydraulics, LLC	240.92
123899	42417	1/10/2025	General Fund - 101	Road Grader #21	Klink Hydraulics, LLC	407.94
123900	010225	1/10/2025	General Fund - 101	Fuel	Kwik Trip, Inc.	17.58
123901	1915	1/10/2025	S a n i t a r y - 602	Locates - December Sewer Utility	Lazer Utility Locating, LLC	54.75
123902	47006564	1/10/2025	General Fund - 101	Oxygen Rental	Linde Gas & Equipment Inc.	48.50
123903	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Lonny Ziemer	450.00
123904	P36604	1/10/2025	General Fund - 101	Parks MSV #104	MacQueen Equip Group	1,773.93
123905	38227223	1/10/2025	General Fund - 101	Copier Usage	Marco	1,330.89
123906	363367	1/10/2025	General Fund - 101	Cold Mix	MCC Inc.	815.00
123906	363564	1/10/2025	General Fund - 101	Clean Chips/Snow & Ice	MCC Inc.	211.12
123907	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Michael Hamilton	450.00
123908	T554218	1/10/2025	General Fund - 101	Propane	Milton Propane	87.30
123909	8282047100	1/10/2025	Equipment Capital - 421	Motorola Radios	Motorola Solutions, Inc.	6,814.70
123910	30494	1/10/2025	General Fund - 101	Refund Reservation Cancelled	Nefali DeJesus Gonzalez	300.00
123911	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Nick Bouressa	144.00
123912	12/16/24	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Nick Ziegler	260.53
123913	270781730	1/10/2025	General Fund - 101	Pest Control - Building/Shops/Garages	ORKIN Pest Control	159.99
123914	2024 Levy Settlement	Jan- 1/10/2025		2024 Tax Levy January Tax Settlement - County	Outagamie County Treasurer	1,770,830.41
123915	111124	1/10/2025	Storm Water Utility - 601	1021-7560100.4124.99-2024 District Special Assessment	Vandenbroek Drainage Outagamie County Treasurer	2,254.08
123916	123124	1/10/2025	General Fund - 101	Safety Shoe Reimbursement	Peter Nelson	125.00
123917	2 122724	1/10/2025	Park & Pool Capital - 422	Payment #2 for Project 6-24	Radtke Contractors, Inc.	85,787.57
123918	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Ray Shanle	124.00
123919	1124	1/10/2025	General Fund - 101	Commercial Inspection Services - December	RG Inspections LLC	4,863.75
123920	121624	1/10/2025	General Fund - 101	Department Uniform Reimbursement	Robert Aschenbrener	84.55

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123921	121624	1/10/2025	General Fund	Department Uniform Reimbursement - 101	Ryan Kussow	18.98
123922	121624	1/10/2025	General Fund	Department Uniform Reimbursement - 101	Ryan Steffel	394.69
123923	292560	1/10/2025	General Fund	Harlan - Shop - 101	S.I. Metals and Supply	194.00
123924	121624	1/10/2025	General Fund	Department Uniform Reimbursement - 101	Sam Hebert	160.65
123925	121624	1/10/2025	General Fund	Department Uniform Reimbursement - 101	Sam Klimek	66.78
123926	478788	1/10/2025	Buildings & Library Offices/ Misc. Capital	Workroom Redesign - 423	Short Elliott Hendrickson, Inc	1,008.00
123926	480425	1/10/2025	Buildings & Library Offices/ Misc. Capital	Workroom Redesign - 423	Short Elliott Hendrickson, Inc	3,500.40
123927	625	1/10/2025	General Fund	Security Deposit Refund - Rolled Over from 2020 - Received in Sportsman - 101	Terry Verbeten	200.00
123928	1590	1/10/2025	General Fund	Annual Calendar Renewal - 101	TOG Development LLC	1,080.00
123929	205550-202412-1	1/10/2025	General Fund	TLO - December - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
123930	467512	1/10/2025	General Fund	Dump Truck #214 - 101	Triumph Tires Inc	1,399.00
123931	119193	1/10/2025	General Fund	Portable Toilet/Konkapot Trail Head - December 2024 - 101	VandenPlas Portable Solutions, LLC	176.00
123932	6160300137	1/10/2025	General Fund	Coverall/Mat Service - 101	VESTIS	86.51
123933	5308685526	1/10/2025	General Fund	Gas Service - December - 101	We Energies	393.91
123933	5308780180	1/10/2025	General Fund	Gas Service - December - 101	We Energies	193.48
123933	5307229675	1/10/2025	General Fund	Gas Service - December - 101	We Energies	29.75
123933	5306266763	1/10/2025	General Fund	Gas Service - December - 101	We Energies	3,790.97
123933	5308685481	1/10/2025	General Fund	December Gas Service - 101	We Energies	1,230.60
123933	5308904326	1/10/2025	General Fund	Gas Service - December - 101	We Energies	1,199.53
123933	5306581464	1/10/2025	General Fund	Gas Service - December - 101	We Energies	267.18
123933	5307426894	1/10/2025	General Fund	Gas Service - December - 101	We Energies	11.55
123934	123124	1/10/2025	General Fund	Safety Shoe Reimbursement - 101	Wesley Hietpas	103.39
123935	123124	1/10/2025	General Fund	2024 Municipal fee - manufacturing property assessment - 101	Wis. Dept. of Revenue	7,526.02
123936	011025	1/10/2025		2025 WMJA Dues - Proffitt	Wis. Municipal Judges Assn	150.00
123937	011025	1/10/2025		2025 WMCCA Dues - Schneider	Wisconsin Municipal Court Clerks Assoc.	55.00
123938	9141	1/10/2025		Michelle Mielke : 2025 Annual Conference WPRA	Wisconsin Park & Recreation Assn	150.00
123938	9162	1/10/2025		Bud Gadow : 2025 Annual Conference Professional Registration 3 Day - 3 - Day	Wisconsin Park & Recreation Assn	415.00

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
123939	121624	1/10/2025	General Fund	Department Uniform Reimbursement - 101	Wyatt Gezella	152.76
123940	011325	1/13/2025		3 Town of Kaukauna Parcels	Town of Kaukauna	6,643.64
00000353/1	INV06001651	1/13/2025	General Fund	Payroll Software - 101	Paycor, Inc.	2,840.30
00000354/1	426075	1/13/2025	General Fund	Augustin Lift Station Fuel - 101	Garrow Oil Corp.	479.85
00000354/2	506555101	1/13/2025	General Fund	Digital Library Material - 101	Midwest Tape	1,094.37
00000355/1	501802-00 123124	1/13/2025	Storm Water	2590 Tower Dr Sewer Lift Utility - 601	Kaukauna Utilities	1,835.50
00000356/1	6188543	1/13/2025	General Fund	1/2/25 Payroll - 101	M i s s i o n S q u a r e Retirement	12,438.67
00000356/1	7588401	1/13/2025	General Fund	1/02/25 Payroll - 101	M i s s i o n S q u a r e Retirement	7,888.55
00000357/1	011025	1/13/2025		January . - Rent, January -Maintenname	Grand Kakalin LLC	20,676.00
00000357/2	010325	1/13/2025		Feb 2025 Life Insurance	Securian Financial Group, Inc.	2,813.46
00000357/3	DBS45585658	1/13/2025		1/2/2025 Payroll, 1/2/2025 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	78,824.39
00000357/4	IAFF45585658	1/13/2025		1/2/25 Payroll	Fire Association Local 1594	610.26
00000357/5	KPPA45585658	1/13/2025		1/2/25 Payroll	Police Association	696.00
00000357/6	PEL45585658	1/13/2025		1/2/25 Payroll	Pelion Benefits, Inc (SSA)	1,713.17
Total						7,365,906.46

PROCLAMATION

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

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

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

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

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

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

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

NOW, THEREFORE, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proclaim January 20-24, 2025, as

WISCONSIN ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK

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

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 21st day of January 2025.

CITY OF KAUKAUNA



Anthony J. Penterman, Mayor



PROCLAMATION

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

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

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

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

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

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

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

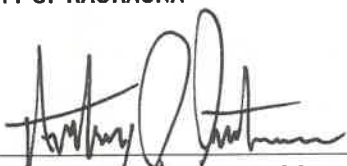
NOW, THEREFORE, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby recognize January 26 through February 1, 2025, as

CITY OF KAUKAUNA SCHOOL CHOICE WEEK

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

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 21st day of January 2025.

CITY OF KAUKAUNA



Anthony J. Penterman, Mayor



BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, January 20, 2025 at 6:00 P.M.

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

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

1. Correspondence – none.

2. Discussion Topics.

a. Authorization to seek bids for replacement of Truck #14 – 2009 Engineering Dept Pick-up.

Within the 2025 Capital Improvement Plan the Engineering Department has proposed the replacement of a fleet truck #14. This truck is the older of two trucks in the Engineering Department. It is a 2009 pick-up truck used for inspection, testing, and other transportation. In conjunction with capital planning process, discussion was had with 1000 Islands staff and the current truck #14 would replace their current 2000 pick-up to provide them with an updated work truck. Discussion held and questions answered.

Motion by DeCoster, seconded by Kilgas to authorize the Engineering Department to seek bids for replacement of Truck #14 – Engineering Department Pick-up.

All Ald. voted aye.

Motion carried.

b. 2025 Project Overview Map.

Director of Public Works/ Engineer Neumeier went over the 2025 Department of Public Works Project Map and provided an overview of where projects were located on the map. Discussion held and questions answered.

c. Mailbox Replacement Policy.

A final draft of the Mailbox Replacement Policy was presented with updates based on previous discussions. The draft has been reviewed by City Attorney, Street Supt. and DPW/Eng Neumeier.

Motion by Moore, seconded by Eggleston to approve attached mailbox replacement policy.

All Ald. voted aye.

Motion carried.

d. Public works Updates.

Director of Public Works/ Engineer Neumeier provided public works updates. A State Municipal Funding Agreement will be on the next agenda for I-41 corridor projects. Streetlights are up in pedestrian alleys. One section of Phase B is completed in the boardwalk project, in time for the 1000 Islands Eagles Day. Street Department is working in Riverside Park extending a retaining wall by the third baseline to help stop erosion of the hillside. Street Department has also been completing projects inside the Municipal Building to stay out of the cold weather and will be working on a roof replacement for Horseshoe Park concession building in the coming weeks.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 6:12 pm.

Kayla Nessmann
Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, January 20, 2025, at 6:20 pm.

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

Also present: Ald. Antoine, Ald. Eggleston, Ald. Thiel, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), HR Director Hodge, Fin. Dir. Van Rossum (Zoom), and interested citizens.

1. Correspondence.

None.

2. Discussion Topics.

a. Holiday Pay for Crossing Guards.

Year-Round Crossing Guards are classified as casual employees and do not currently receive any holiday pay for dates that fall within the school year. This affects those regularly employed Crossing Guards with losing a day's pay during those holidays. Discussion held and questions answered.

Motion by Kilgas, seconded by Schell recommend approving the addition of Holiday Pay for year-round Crossing Guards to be effective with the 2025-2026 school year.

All Members Voted aye.

Motion carried.

3. Adjourn.

Motion by Schell, seconded DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:23 pm.

Kayla Nessmann, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, January 20, 2025 at 6:25 P.M.

Members present: Eggleston, Schell, DeCoster, and Thiele.

Also present: Mayor Penterman, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), Fin. Dir. Van Rossum (Zoom), and interested citizens.

Correspondence.

None.

1. Discussion Topics.

a. Solicitors Licenses.

The following applicants have applied for a solicitor's license for the year 2025 and have been recommended for approval based on their record check by the police department:

Teal	Bradley	J.	1211 Elmwood Ave	Oshkosh
Voster	Alexander	M.	940 Ida St	Menasha
Vogl	Michael	D.	1053 Rock Ledge Ln	Neenah

Motion by Thiele, seconded by DeCoster to approve the Solicitors Licenses.

All members Voted aye.

Motion carried.

b. Special Event Application to Marty DeCoster for "Wisconsin Ave Block Party" on September 20, 2025, from 2-10 PM.

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Marty DeCoster for "Wisconsin Ave Block Party" on September 20, 2025, from 2-10 PM.

3-ayes, 1-abstain (DeCoster).

Motion carried.

c. Special Event Application to Mary Brennan for "13th Annual Alex's Peace 'N Love 5k Walk" at Hydro Park on April 26, 2025, from 7 AM-3 PM.

Motion by Eggleston, seconded by DeCoster to approve the Special Event Application to Mary Brennan for "13th Annual Alex's Peace /N Love 5k Walk" at Hydro Park on April 26, 2025, from 7 AM-3 PM.

All members Voted aye.

Motion carried.

d. Special Event Application to Jessica Decet for "Fox Heritage Run" from 2-7 PM on May 2, 2025, and 6-11 AM on May 3, 2025.

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Jessica Decet for "Fox Heritage Run" from 2-7 PM on May 2, 2025, and 6-11 AM on May 3, 2025.

All members Voted aye.

Motion carried.

e. Special Event Application to Brad Zuraski for "Wingz Ghosts in the Grignon" on October 18, 2025, from 7 AM- 5 PM.

Motion by DeCoster, seconded by Thiele to approve the Special Event Application to Brad Zuraski for “Wingz Ghosts in the Grignon” on October 18, 2025, from 7 AM- 5 PM.
All members Voted aye.
Motion carried.

2. Adjourn.

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

Meeting adjourned at 6:30 pm.

Kayla Nessmann, Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Antoine on Monday, January 20, 2025 at 6:31 P.M.

Members present: Antoine, Thiele, and DeCoster.

Also present: Ald. Schell, Ald. Kilgas, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), Fin. Dir. Van Rossum (Zoom), and interested citizens.

1. Correspondence

2. Discussion Topics.

a. Ordinance 1916-2024 Ordinance 7.03 Update to Official Traffic Map.

Motion by DeCoster, seconded by Thiele to approve the proposed Ordinance Updating the Official Traffic Map referenced in Ordinance 7.03 and Authorizing Placement of Traffic Regulation Signs pursuant to Ordinance 7.13(1).

All members voted aye.

Motion carried.

b. Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

Motion by Thiele, seconded by DeCoster to recommend approval to the Common Council Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter

All members voted aye.

Motion carried.

c. Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

Motion by DeCoster, seconded by Thiele to recommend approval to the Common Council Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

All members voted aye.

Motion carried.

3. Adjourn.

Motion by Thiele, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:40 p.m.

Kayla Nessmann, Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Vice Chair DeCoster on Monday, January 16, 2025 at 1:05 P.M.

Members present: Antoine, Thiele, and DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, and DPW/ City Engineer Neumeier.

1. Correspondence

2. Discussion Topics.

a. Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

Motion by Thiele, seconded by Antoine to recommend approval to the Common Council the Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

All members voted aye.

Motion carried.

b. Resolution 2025-5456 Resolution of the Common Council Changing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

Attorney Greenwood provided a background on why this resolution is needed for the February 18, 2025 primary. Discussion held and questions answered.

Motion by Thiele, seconded by Antoine to recommend approval and forward to the Common Council Resolution 2025-5456 Resolution of the Common Council Chancing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

All members voted aye.

Motion carried.

3. Adjourn.

Motion by Antoine, seconded by Thiele to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 1:11 p.m.

Kayla Nessmann, Clerk

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, January 13, 2025 at 6:05 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, and prospective candidates.

1. Correspondence.

Motion by Moore, seconded by Thiele to receive and place on file, letters of interest from Megan Sjoberg, Marty Schumacher, and Kelly Caflisch-Arnoldussen.

All Ald. voted aye.

Motion carried.

2. Interview Candidates for Alderperson in District 4.

(Candidates will appear in person. The order will be determined at the start of the meeting by random selection). Each candidate was asked a series of seven questions beginning with Megan Sjoberg and ending with Kelly Caflisch-Arnoldussen regarding the first question. The second question was first answered by Marty Schumacher and ending with Megan Sjoberg. The third question was answered by Kelly Caflisch and ending with Marty Schumacher. This sequence followed all seven questions.

a. Megan Sjoberg.

b. Marty Schumacher.

c. Kelly Caflisch-Arnoldussen.

3. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(c) to deliberate on candidates for appointment to the Fourth District Alderperson seat.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 6:36 PM.

4. Return to Open Session for Possible Action.

Motion by Eggleston, seconded by Thiele to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 6:58 PM.

Mayor Penterman thanked all the candidates for coming out today and for their interest in the district 4 Aldermanic seat. This appointment is for the remainder of the term with re-election in April of 2026.

Motion by Moore, seconded by Thiele to appoint Marty Schumacher to the 4th District Alderperson seat for the remainder of the vacant term.

Role call vote; Antoine – aye; DeCoster – aye; Eggleston – aye; Kilgas – aye; Moore – aye; Schell – aye; Thiele – aye.

Motion carried

Mayor Penterman informed the Committee that the swearing in of Marty Schumacher for 4th District Alderperson would take place on Tuesday January 21st at the end of the Council Meeting.

5. Adjourn.

Motion made by Moore, seconded by Thiele to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:02 p.m.

Kayla Nessmann, Clerk

MINUTES

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

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Matt Shefchik - Cottingham & Butler (virtual)

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

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

2. 2025 Compensation Implementation Options via TEAMS with Matt Shefchik of Cottingham & Butler

Matt Shefchik of Cottingham & Butler reviewed the Districts market study report including the three compensation implementation options that were previously discussed at the 9/10/2024 commission meeting. Matt responded to Commissioner questions related to overall plan; as well as each of the 3 potential options in the report. Each of the three suggested options would move the salary grid in order to keep the District in line with its market comparable employers.

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to enter into a Closed Session. Motion carried.

3. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2025 wage adjustments; return to Open Session for possible action

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to end the closed session and return to open session. Motion carried.

4. 2025 Compensation; Discussion & Possible Action

After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to implement Option #1, an across the board 5% increase to the current wage grid, as recommended by Cottingham & Butler.

A roll call vote was taken: Commissioner Casper, yes; Commissioner Hennessey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Coffey, yes. Motion carried.

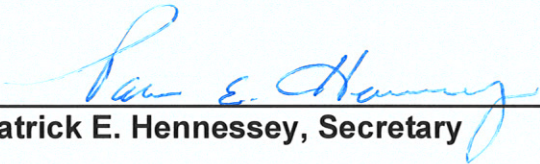
5. General Old or New Business

The Commission was updated on the very early steps in the NPDES permit renewal process for the District. The DNR is working toward a 2025 reissuance of the District's discharge permit.

6. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 12:40 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary

PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, December 19, 2024 at 4:00 PM

MINUTES**In-Person**

1. Roll Call.

Members Present: Giovanna Feller, John Moore, Pennie Thiele, John Neumeier, Brett Jensen, Mayor Tony Penterman, Ken Schoenike

Absent: Michael Avanzi (Avanzi arrived at 4:09pm)

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

Moore made a motion to excuse the absent member. Seconded by Thiele. The motion passed unanimously.

2. Approval of Minutes.

a. Approve Minutes from December 5, 2024 Meeting

Feller made a motion to approve the minutes from the December 5, 2024 meeting. Seconded by Jensen. Motion passed unanimously.

3. Public Hearing

a. Introduction to Special Exception Request at 205 Dodge Street

Director Kittel provided an overview of the special exception request at 205 Dodge Street for an event rental space. This rental space would be used for birthday parties, bridal showers, pop-up shop events, and more. Parking is proposed to be primarily Street parking with availability on Dodge, Quinney and 4th st plaza as well as City parking lot on 3rd street on the other side of Hwy 55.

b. Public Hearing-Special Exception for event space at 205 Dodge st

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers wished to address the Plan Commission regarding the special exception request at 205 Dodge Street.

After asking two more times if anyone wished to address the commission, no one appeared, and Mayor Penterman declared the public hearing closed.

4. Old Business.

None

5. New Business.

a. Special Exception Request- 205 Dodge St

Director Kittel provided an overview of the request and went over parking availability in the area as well as conditions staff felt may be appropriate for the special exception such as limiting the number of people at the event space, no outdoor music and ensuring the rentals do not go past midnight to minimize any conflicts with nearby residents. No calls, email or written correspondence was received from the neighboring properties. Neumeier clarified some parking restrictions on Quinney Street. Thiele inquired on if parking on both sides of Quinney could be a hazard to EMS accessing the properties. Neumeier provided insight on the width of the road and stated the width is the same as other roads and designed to still allow a fire truck down the road. The commissioners asked the applicant if restrictions on the number of occupants would be an issue. The applicant Marcus Rennicke stated that they would prefer no restrictions as the space is intended to be a small space. A discussion ensued on the fire occupancy limit. Due to not knowing the final square footage of the space after renovation it is hard to determine but would likely be maxed in the 100-occupant range. The commissioners agreed that there is enough parking to not need to restrict this portion of the special exception.

Commissioner Avanzi arrived at 4:09pm. Moore made a motion to allow Avanzi in the meeting. Seconded by Feller. Motion carried

Neumeier made motion to approve the Special Exception request of operating an event space on the first floor of 205 Dodge Street with the following conditions:

1. All local ordinances are to be followed to include amplified devices
2. All rentals/events shall not continue past Midnight (12:00am)
3. No outdoor space should be used for amplified devices such as a band or DJ
4. Yearly inspection done by Community Development Department or other designee to ensure compliance.

5. This Special Exception is only for this specific address, and the applicant listed on the application. If the tenant/ownership changes, the new tenant/applicant/property owner would need to go through the special exception process again.

Seconded by Avanzi. Motion passed unanimously.

6. Other Business.

None

7. Adjourn.

Theile made a motion to adjourn the meeting. Seconded by Schoenike. The motion passed unanimously the meeting adjourned at 4:18pm



BOARD OF APPEALS

A Meeting of The Board of Appeals was called to order by Chair Kavanaugh at 4:00 P.M. on Wednesday, December 18, 2024.

Members present: Brandt, Kavanaugh, Werschem, Nisler, Sundelius, and Fallona.

Absent & Excused: Vande berg

Also Present: Dir. of Planning and Com. Dev. Kittel, Planning/Eng. Tech. Holmes, and Property Owner.

1. Correspondence

2. Discussion Topics

- a) Extension of time for appeal of Special Exception at 2716 Main Ave.

The Special Exception at 2716 Main Ave. was brought before the Plan Commission on October 17, 2024, and the Common Council on November 6, 2024, being denied both times. The owner of this property was given 30 days after the Common Council action was made to make an appeal to the Board of Appeals. The owner of this property is asking for an extension on top of the 30 days to file an appeal with the Board of Appeals, due to outside circumstances that made them unable to file their appeal within the 30 days given.

The Board of Appeals has the option to either grant the exception and set a public hearing date for appeal of special exception or deny the exception.

The property owner spoke about why they were unable to meet the 30-day deadline and asked the Board of Appeals for an extension.

Motion made by Brandt to deny the appeal of Special Exception at 2716 Main Ave., no second made.

Motion by Fallona, seconded by Nisler to approve the appeal of Special Exception at 2716 Main Ave.

Roll call vote.

Fallona and Nisler voted aye.

Motion failed.

- b) Set public hearing date for appeal of special exception decision.

Motion by Fallona, seconded by Sundelius to set distance for notification to people within 500 feet as previously done.

Motion by Werschem, seconded by Fallona to set public hearing date for notice.

Roll call vote.

Motion carried.

3. General Matters.

New Board of Appeals member Sundelius introduced himself.

4. Adjourn.

Motion by Werschem, seconded by Sundelius to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 4:29 P.M.

Kayla Nessmann, Clerk

MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
REGULAR MEETING HELD ON DECEMBER 10, 2024 AT THE
HEART OF THE VALLEY MSD MEETING ROOM**

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Scott Schramm - Strategic Municipal Services
John Stoeger - Stoeger & Associates

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

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

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the November 12, 2024 Regular Meeting

The minutes of the November 12, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve the minutes as written and presented. Motion carried unanimously. The minutes were reviewed by District Director Helminger and Commission Secretary Hennessey prior to the meeting.

4. Correspondence

There was no correspondence for the record.

5. General Discussion Items

A. Interceptor Rehab Project – Monthly Activity Report

Scott Schramm of SMS updated the commission on the final stages of Phase 2 of the interceptor rehab project. Weekly progress meetings are concluded for 2024. The

contractors will be moving equipment offsite and depending on the weather, anticipate restarting construction activities in mid March. Scott noted that things have gone very smoothly so far with no reported accidents.

B. Effluent Filtration Project – Monthly Activity Report

There was no update this month on the effluent filtration project.

C. FOG Program - Monthly Activity Report

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

D. Stoeger & Associates Agreement for Professional Services

A motion was made by Commissioner Hennessey to enter into a professional services agreement with Stoeger & Associates, LLC effective 1/1/2025 - 12/31/2027. The motion was seconded by Commissioner Siebers. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

E. Hauled Waste Station Rehab Construction Related Services – Donohue

A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to enter into a professional services agreement with Donohue & Associates; Task Order 11B- Construction Related Services for Waste Tank Rehabilitation, at a cost of \$99,579.00. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Contracts, insurance, and legal review are the next steps. The Commission asked staff to do a competitive analysis of what other treatment plants are charging for hauled in waste.

F. Kane Communications – Monthly Activity Report

Kane Communications provided a written monthly update of work tasks completed in November as well as a list of ongoing and upcoming tasks for December & January which includes social media distribution to member communities, news releases, completion of a facility brochure, website updates, and continued monitoring of media coverage.

6. Plant Reports for November 2024

A. Flows & Revenues Report

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength projections, which shows the year-to-date surplus/deficit in revenue for the month of November 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$15,995.74; Revenue received to date for 2024 = \$176,722.83. WPS-Fox Energy purchased 36% of the effluent produced in November.

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

Parameter	Monthly Average	Permit Limit
BOD-Biochemical Oxygen Demand	4.6 mg/L	30 mg/L
Suspended Solids	3.0 mg/L	30 mg/L
Suspended Solids	129 lbs.	801 lbs.
Phosphorus	.15 mg/L	1.0 mg/L
Ammonia	.23 mg/L	18 mg/L
Chlorides	538 mg/L	n/a

All permit values were met for November 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were exceptional in November. After a discussion regarding a rebuild versus replacement of process return pump #3, which is 25 years old, the commission consented to the purchase of a complete pump replacement from LW Allen at a cost of \$52,378.00.

7. Financials

A. December 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$3,352,903.52. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

B. Budget Comparison Report

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

8. General Old or New Business

- *Mechanic Position:* The mechanic has started employment and training has begun.
- *Retirements:* In person interviews will begin soon for the Accounts Payable/Asset Coordinator position.
- *Internship:* A second-year student at NWTC will begin an internship with the District after the new year, working about 16 hours a week. A motion was made by Commissioner Siebers and seconded by Commissioner Casper to increase the hourly rate from \$15/hour to \$16/hour, effective immediately. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

- *Fox Energy Re-Use:* The Commission directed staff to work with Kane Communications to draft an informative section for the District website and possibly an article in the newspaper regarding the re-use of HOV's final effluent by Fox Energy.
- *Decant Line:* District Director Helminger informed the Commission that the decant line has been excavated and repaired. The repairs were on pipe components that were installed in 2006 making the District fully responsible for the excavation and repair work.
- *Ehlers – Financing of Septage Receiving Station:* The Commission directed District Director Helminger to request a cost proposal from Ehlers to provide professional assistance and a financial analysis on funding sources for the waste tank rehab project. If less than \$10,000 the District Director is authorized to enter into an agreement with Ehlers.

9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2025 wage adjustments; return to Open Session for possible action

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a closed session. Motion carried. (Time: 6:08 PM)

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to return to open session. Motion carried. (Time: 6:35 PM)

10. Adjournment

With no further business before the Commission and no action taken from the closed session, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 6:39 PM)

SIGNED & APPROVED BY: _____

 Patrick E. Hennessey, Secretary

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



Thursday, December 5, 2024 at 4:00 PM

MINUTES

In-Person

1. Roll Call

Members Present: Giovanna Feller, Michael Avanzi, John Moore, Pennie Thiele, John Neumeier, Brett Jensen, Mayor Tony Penterman

Absent: Ken Schoenike

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

Moore made a motion to excuse the absent member. Seconded by Avanzi. The motion passed unanimously.

2. Approval

- a. Approval of minutes from November 21, 2024 meeting.

Feller made a motion to approve the minutes from the November 21, 2024 meeting. Seconded by Jensen. Motion passed unanimously.

3. Old business

None

4. New business

- a. Site Plan Review – 1800 Crooks Ave

Director Kittel provided an overview of the proposed site plan for a Taco Bell, to be located at 1800 Crooks Avenue. The proposal put forth would seek to raze the existing Family Video structure and replace it with a modern Taco Bell design. The proposal is in compliance with all city ordinances, but staff was unable to confirm if there were any existing ingress/egress easements on the property. This could be an issue because of the proposed dumpster location. Although the dumpster

would be located on the property, it would open into the neighboring property. For the proposed site plan to receive full approval, there would need to be an ingress/egress agreement between the property owners. Staff noted that traffic may also be a concern at this location. They are working with the developers to possibly restrict access onto 18th Street by making it an entrance only.

Commissioner Moore asked for clarification on the square footage of the proposed building. Director Kittel confirmed that the proposed building would be smaller than the existing structure.

Director Kittel brought up façade requirements for the proposed building. Masonry is required by ordinance, but there may be an opportunity to wave this requirement. Taco Bell plans to use cement fiberboard, which would match with the overall look of the surrounding neighborhood.

Further discussion ensued regarding the dumpster, traffic flow, dilapidation concerns, and employee parking.

Mel and Ann Baeten, owners of the neighboring property, expressed concern about traffic issues. Ann Baeten suggested moving the order line to the south side of the building to hopefully assist with traffic flow. Similar concerns were voiced by attendee Brian Roebke.

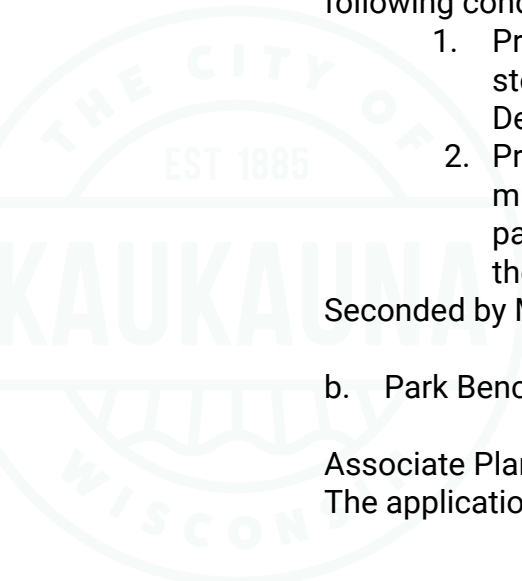
Avanzi made a motion to approve the site plan for the development with the following conditions:

1. Prior to the issuance of building permits, the applicant must obtain stormwater and erosion control permits from the Engineering Department.
2. Prior to the issuance of building permits, an ingress/egress easement must be shown for the access on Lehrer Lane to address the pavement upgrades and the dumpster enclosure doors swinging over the property line.

Seconded by Moore. Motion passed unanimously.

b. Park Bench Donation – Haen

Associate Planner Nelson went over a donation application from Gerald Haen. The application was for a park bench to be installed at Riverside Park.



Moore made a motion to approve the park bench donation in Riverside Park in the standardized bench format and direct staff to work with the donor to finalize the location of the bench. Seconded by Thiele. Motion passed unanimously.

5. Other Business

None

6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Neumeier. The motion passed unanimously the meeting adjourned at 4:22pm



MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT SPECIAL COMMUNITY MEETING HELD ON DECEMBER 5, 2024 AT THE VILLAGE OF LITTLE CHUTE

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

Absent: Dave Casper, excused

Also Present: Brian Helminger - District Director HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Scott Schramm - Strategic Municipal Services
Kent Taylor - Village of Little Chute
John McDonald - Village of Little Chute
John Neumeier - City of Kaukauna
Danielle Block - Village of Kimberly
George Schmidt - Darboy Sanitary District
Bruce Corning - Darboy Sanitary District
Chris Christenson - Kane Communications
Kaitlin Foley - Kane Communications
Don VanDeurzen - Village of Little Chute
Larry VanLankvelt - Village of Little Chute
Brian Roebke - Times Villager
John Stoeger - Stoeger & Associates
Alex Rossebo - Visu Sewer
Michael Srnec - Visu Sewer
Ryan Swick - Village of Combined Locks
Keith Weyenberg - Village of Combined Locks

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

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

2. Introduction – District Director Brian Helminger

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

The meeting presenters were introduced; Alex Rossebo of Visu Sewer, Scott Schramm of Strategic Municipal Services, John Stoeger of Stoeger & Associates, and Chris Christenson & Kaitlin Foley of Kane Communications. He reminded the audience that HOVMSD agendas, supporting materials, meeting minutes and current project updates are available on the District website at hvmsd.org.

3. HOVMSD Updates – District Director Brian Helminger

Helminger reviewed several power point slides that included 3rd quarter information on new connections, plant flows, and organic loadings. There were 145 new connections made thus far with the current pace to be in line with 180 connections per year average since 2007. Influent flows are up in 2024 with both BOD and ammonia loadings down for the year. The drop in ammonia was anticipated and District projections for 2025 were based upon the known load reduction in ammonia. This adjustment was implemented for 2025 sewer rates rather than waiting for the 3-year rolling average to adjust the ammonia load value. Once completed, the year end 2024 totals will be reviewed at the next community meeting.

Helminger went on to discuss projects and studies in place for 2025. The District’s hauled waste acceptance and storage tank is being rehabilitated. The tank is decades old and was repurposed to its current use in the last major upgrade completed in 2007. The concrete is corroding and has deteriorated to the point where repairs are necessary along with protective coatings being applied to stop future corrosion.

The District will also complete two other studies that will guide decision making in the future. The first is an evaluation of new mechanical screens that remove debris, rags, and inorganics from the influent waste stream. The current screens are nearing 25 years old, have served us well, but are nearing the end of their service life. The intent is to identify the ideal replacement equipment that would fit and function well in our application. Procurement and installation of this equipment is anticipated for 2026.

A second study will analyze existing and future flow and loadings to give the District a look into the future and when the existing plant will no longer be able to serve the entire service area. This study will require participation from the member communities to estimate population growth and development within the service area. The finding should give the District something of a roadmap into the future as area continues to grow and develop.

4. FOG Update by John Stoeger of Stoeger & Associates LLC

John Stoeger informed the group that the FOG program is running well. He reminded community leaders the importance of keeping him informed when a new business comes into their municipality or a current business changes ownership.

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

Schramm of Strategic Municipal Services updated the communities on the progress of the interceptor rehabilitation project and provided a slideshow presentation of Phase 1 and Phase 2 construction, bypass pumping, and marine work. Work will be wrapping up soon and starting again in March 2025, weather permitting.

6. Outreach & Communications – Chris Christenson & Kaitlin Foley of Kane Comm.

Kaitlin Foley and Chris Christenson gave an update on the community outreach & communications plan. Social media posts, trail signage, and website updates are continuing to be drafted and posted to keep residents and affected stakeholders up to date on project progress and potential trail closures.

7. Effluent Disc Filter Project Update

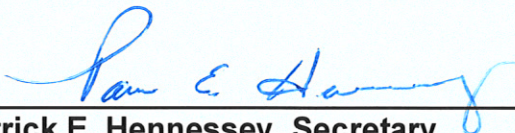
District Director Helminger discussed progress on the project along with next steps before the project closes out. A larger polymer aging tank and polymer emulsion pump have arrived on site but have yet to be installed. The need for this change came about as part of the initial startup and optimizing of the filtration equipment. The District is currently running the filtration system without chemical addition to evaluate if limits can be met either without chemical or if chemical will be needed year round. Veolia recently replaced a filter motor and gear box that had failed so all filters are again available. Once the project closes out the District is planning to host a public open house that would include invites to member community staff & leadership in the spring of 2025.

8. General Old or New Business

There was no Old or New Business for discussion.

9. Adjournment

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

SIGNED & APPROVED BY: 
Patrick E. Hennessey, Secretary

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, November 21, 2024

Members Present Pautz, Eggleston, White, Manion, Rumbuc, Breitzman, and Van Berkel

Not Present Jakel and Hietpas

Also Present Brad Garrity, Cassandra Kohls, Will VanRossum, and Ashley Roehl

White called the November Committee Meeting to order at 6:30 PM. A quorum was present.

Public Appearances None

October 17, 2024, Committee Meeting Minutes

VanBerkel moved to approve the October 17, 2024, minutes. Seconded by Pautz. Motion carried.

Financial Reports

The Committee reviewed the October Financial report. Pautz mentioned gift shop sales were down. Kohls indicated the budget over projected concession sales. Pautz moved to accept the October Financial report and Breitzman seconded. Motion carried.

Finance Presentation

Eggleston noted that the 1000 Islands Committee is responsible for developing the budget and suggested that discussions should start earlier. Roehl mentioned that Directors received budget materials in July, with a submission deadline to Finance in the first week of September. VanRossum recommended beginning budget discussions in June to address any needs and wants. He also provided an overview of the Capital Improvement Plan (CIP) process and the history of the 1000 Islands budget, noting that in 2023, the operational budget was moved from the 201-restricted account to the 101-operational account to align with other City Departments' budget schemas. VanRossum suggested moving the 4391-Kaukauna School District Appropriation and 4392-Outagamie County Appropriation revenues to intergovernmental revenue. The distribution from the community foundation for the 1000 Islands Endowment fund is going into the operational budget. The Committee will need to decide whether this distribution should go into the 101 or 201 accounts, or remain in the Community Foundation for reinvestment in the endowment. Manion emphasized that the Committee should consider potential budget cuts during discussions. Eggleston agreed, stating that cutting the EV truck was a good compromise. Garrity mentioned that Friends of 1000 Islands is developing a process for their annual budget donation to 1000 Islands.

Friends of 1000 Islands Report

In Hietpas' absence, Garrity reported that Friends will provide a food stand and hold a membership drive at Eagle Days. They will inventory the Nature Center kitchen, removing old or damaged items and replacing them with new, donated items. Friends has created a Facebook page, and both 1000 Islands staff and Friends are collaborating on social media. Manion suggested adding Friends as a subsidiary on the 1000 Islands website.

Naturalist's Report

Garrity reviewed the October Naturalist with the Committee. Friends received a grant from the Community Foundation of the Fox Valley Region to fund a full-time assistant naturalist position. The City Council approved covering the employee benefit costs not included in the grant.

Garrity and Vosters attended a budget meeting with Outagamie County, thanking them for their \$10,000 annual donation. The County was impressed with the number of residents and non-resident visitors served. West offered to provide KASD with information on student usage and program benefits. The Assistant Naturalist will go full-time in January, increasing her hours by 20. White noted the need for another full-time naturalist. Garrity mentioned an increase in off-site programming and bussing challenges.

New ADA-compliant sinks and countertops will be installed at the nature center, exceeding the \$5,000 budget but authorized to proceed. Pautz requested new towel dispensers.

Garrity reported that Bella Lundt, a Jet student, gained work experience while volunteering at the nature center.

The boardwalk project is about two weeks behind schedule due to weather and prior project delays. The tear-out is underway, with materials being removed in sections. The public can take used sections if available. Staking of Phase 2 will begin before the ground freezes, and the trail will remain open after staking.

Old Business

Eggleston noted to correct "Rumbac" to "Rumbuc". Rumbuc is appointed to the Building and Grounds and Education Sub-Committees.

New Business

Garrity provided a hand-out and explained the proposed sub-ledgers for the 201-restricted account. VanBerkel supported. Funding would be allocated from the general restricted account into sub-categories. Manion moved to approve the creation of sub-ledgers within the 201-restricted account, seconded by West. Motion carried.

The discussion on the Golden Investment Account allocation/closure was tabled and moved to the next meeting. Eggleston motioned to approve, seconded by Breitzman. Motion carried.

Garrity reported that both beehives at 1000 Islands have collapsed, with yellowjackets taking over one of them. The City Attorney has approved the purchase and ownership of honeybee hives and colonies for 1000 Islands, and the city's ordinance on this matter is currently being revised. Two full-time staff members will need to be trained in beekeeping, with hives costing between \$200 and \$300 each. VanBerkel noted that losing colonies is common and suggested increasing the educational value and visibility of the beekeeping program. Brian Jacobs, the current beekeeper at 1000 Islands, will work on enhancing visibility and offering beekeeping classes. Manion inquired about the educational use of the hives, the worthiness of the effort, and concerns about bee stings. Garrity assured that bees have not stung visitors, only yellowjackets have. Currently, there is no formal program, but Jacobs has organized a honey extraction event, and honey from the hives is sold in the gift shop. Additionally, a popular lip balm workshop has been expanded this year. Manion moved to approve the purchase and ownership of honeybee hives and colonies for 1000 Islands, with Pautz seconding the motion. Motion carried.

Good of the Center

Receiving the Community Foundation grant was good news for 1000 Islands.

The 2025 calendar was provided to the Committee.

Pautz requested the responsibilities of the Committee to be added to the January agenda.

1000 Islands Volunteer Appreciation party will be held at the Nature Center on December 4, 2024, beginning at 3 PM. 1000 Islands will have a float in the Holiday Parade on December 3, 2024.

Next Committee Meeting

The next Committee Meeting will be on January 16, 2025, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Breitzman moved to adjourn the November 21, 2024, Committee Meeting at 8:29 PM. Seconded by Manion. Motion carried.

Cassandra Kohls, Administrative Assistant

Redevelopment Authority of the City of Kaukauna

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



Thursday, November 14, 2024 at 9:00 AM

Minutes

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call

Members Present: Karl Kilgas, Paul Hennes, John Moore, Quin Lenz, Julie Schroeder

Member(s) Absent: Nicci Sprangers, Heather Hayes

Other(s) Present: Director Kittel, AP Nelson

Hennes made a motion to excuse the absent members. Seconded by Kilgas. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from October 3, 2024

Kilgas made a motion to approve the minutes from October 3, 2024. Seconded by Hennes. The motion passed unanimously.

3. Old Business

None

4. New Business

a. Certificate of Appropriateness – 319 Lawe Street

Director Kittel introduced the proposed brick and vinyl or LP smart board siding to update the façade at 319 Lawe Street. He also introduced a request by the property owners to allow an exception for them regarding façade standards (found in Section 17.53 of the City of Kaukauna’s Code of Ordinances). This ordinance states that facades shall have a minimum of 25% masonry on sides that face a public street. The property owner’s proposed design does not meet that 25% masonry standard.

Kilgas made a motion to grant a Certificate of Appropriateness for the brick and siding as presented, without the 25% masonry requirement, due to the vinyl or LP smart board siding being more of a fit than masonry for the character of the general area. Seconded by Lenz. The motion passed unanimously.

5. Closed Session

a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)e() to discuss the disposition of public funds – Revolving Loan Fund Application for 107 E Second Street.

Lenz made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Application for 107 E Second Street. Seconded by Schroeder. The motion passed unanimously.

Closed Session entered at 9:14 a.m.

b. Return to Open Session for Possible Action

Kilgas made a motion to return to open session. Seconded by Lenz. The motion passed unanimously.

Open Session entered at 9:58 a.m.

Hennes made a motion to approve drafting loan documents using the Revolving Loan Fund program with final documents to be reviewed and approved by RACK. Seconded by Kilgas. Motion carried unanimously.

6. Other Business

None

7. Adjourn

Kilgas made a motion to adjourn. Seconded by Lenz. Motion carried unanimously, adjourned at 9:59 a.m.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
 From: Dave Kittel, Director of Planning and Community Development
 Date: 1/2/2025
 Re: Green Tier Legacy Communities Program

Kaukauna Utilities has presented City staff with an opportunity to become a Green Tier Legacy Community. This is a program through the Wisconsin Department of Natural Resources (DNR) that may provide a plethora of resources and benefits to the City of Kaukauna. The program itself would assist the city to create a long-term plan to improve sustainability. A yearly report would be required to collect information to set a baseline for environmental performance and create goals to improve the City's performance. Some of the benefits of the program include:

- Special consideration for select state grants;
- Grant notifications and opportunities for joint grant applications;
- Peer-to-peer learning and resource sharing;
- An assigned DNR liaison;
- Access to the 'Sustainable Strategies' webinar series;
- Regional collaboration opportunities;
- Use of the Green Tier logo and statewide recognition; and,
- Free technical support from subject matter experts.

For more details on the program, reporting requirements and to see other municipalities participating in the program use the link below to the DNR's website:

<https://dnr.wisconsin.gov/topic/GreenTier/Participants/CharterPages/LegacyCommunities.html>

This opportunity directly aligns with the City's Strategic plan in the focus areas of sustainability and community of choice by providing additional resources to the City and Kaukauna Utilities to continue enhancing the City's commitment to sustainability.

Recommendation:

To adopt a resolution to join the Green Tier Legacy Communities



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 10/31/2024
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- Framing is ongoing.



- 2. Legacy Creekside Apartments- The western most building has occupancy and is completed. Two other buildings are near completion with one more being framed.



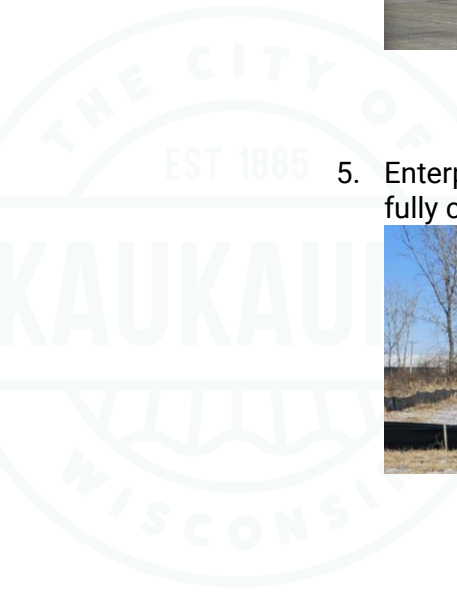
- 3. TANN Corp- Manufacturing Facility at New Prosperity Industrial Park- Complete



- 4. Klink Equipment- complete with full occupancy



- 5. Enterprise Electric- The new 9,000 square foot facility off Driessen Drive is fully completed.



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



7. Central Block- Most of the windows are installed with drywall being installed on the inside of the building, moving towards finishing work.





MEMO

Department

To: Committee Of The Whole

From: Finance Director Van Rossum with Human Resources Director Hodge

Date: January 6, 2025

Re: Staffing Assessment Results

City staff has completed the 2024 Staffing Assessment Process, a key Strategic Plan initiative designed to evaluate current resources and identify opportunities for improvement in serving our core functions. This process yielded valuable insights into areas where operations can be enhanced, enabling staff to make thoughtful recommendations on addressing staffing needs for 2025. A wealth of information was captured during this assessment, which will serve as a cornerstone for strategic decision-making and long-term planning.

One significant outcome of this initiative is the development of new tools to support ongoing planning and operational efficiency. Notably, the People and Operational Plan, which has been in discussion for several years, is now ready for implementation. This tool will provide a structured framework for identifying and addressing staffing and operational needs. It brings greater visibility to requests, ensures thorough consideration, and fosters productive conversations around resource allocation. In addition to this, staff has committed to an annual workshop session where departments collaborate to share challenges, brainstorm solutions, and prioritize initiatives. The workshops will begin with a review of past ideas, evaluating which were implemented, which should be revisited, and identifying innovative ideas to address deficiencies.

The process also provided a structured approach to evaluating staffing needs, following the three-phased methodology outlined in the 2024 Staffing Assessment Evaluation Process on the next page. The outcome of this process led to 2025 Staffing recommendation shown in section 3 of this document. All findings and support data from this process have been stored in the Teams drive, offering easy access to staff for review and reference.

Moving forward, the insights and tools developed through this assessment will help the City continue its commitment to efficiency and excellence in service delivery. By building on these foundational efforts, the City is well-positioned to address future challenges and opportunities while staying aligned with its strategic goals.



Staffing Assessment Process Overview

As part of the strategic plan, staff collaborated closely on the 2024 Staffing Assessment Evaluation Process, a structured approach designed to evaluate departmental staffing needs and operational efficiencies. The process consisted of three phases, each aimed at aligning staffing resources with organizational goals and improving service delivery.

In Phase 1, departments reviewed their core services and duties, assessed their ability to meet these requirements with existing staff, and identified gaps or inefficiencies. Key questions centered on distinguishing essential versus non-essential activities, defining the department’s customers, and exploring areas for improvement. Department heads completed these reviews, and findings were collectively analyzed during group discussions.

Phase 2 focused on a detailed evaluation of current staff responsibilities, workflows, and tools. Using a job analysis questionnaire, staff explored opportunities to optimize alignment and leverage technology to support core functions more effectively.

In Phase 3, some departments proposed new tools or positions, submitting detailed documentation such as job proposal questionnaires and personnel request forms. A review committee evaluated these requests based on their impact on operations, public health and safety, budget alignment, and strategic goals, with return on investment (ROI) serving as a critical factor. Requests were incorporated into the People Operations Plan, which is reviewed annually as part of the budget process and revisited every five years. The comprehensive data collected in Phases 1 and 2 was further summarized to formulate the People Operations Plan, creating a valuable reference for future planning discussions and ongoing efficiency improvements.

Budget Impact: The staffing assessment resulted in tools and recommended positions that will impact various budgets if/when implemented.

Recommended Action: No action is anticipated at this meeting, as its purpose is to introduce the results. However, staff has deliberated and developed recommended positions for the 2025 budget, which can be addressed when the council is prepared to proceed.

CITY OF KAUKAUNA

2024 Staffing Assessment Results

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Section 1: Phase 3 Staffing Requests

Below are the staffing requests for the 2025 and 2026 fiscal years. Following this page is a detailed summary of each request. For the 2025 requests, additional descriptions are provided. Each of these requests was reviewed by a committee that included the Mayor, Council President John Moore, Elisa Hodge, and William Van Rossum. During these meetings, the committee conducted thorough discussions, including a question-and-answer process, to explore alternatives and address any unmentioned considerations.

The initial staffing requests in Phase 3 are tied to the \$510,000 earmarked funds in the 2025 budget. The total estimated cost for all requested positions, including applicable benefits, amounts to \$1.3 million.

Requested Positions

1. (6) Firefighter/Paramedics
2. Public Service Coordinator – Library and an Assistant Library Director
3. Human Resources Intern (450 hours)
4. Additional Full-time Building Inspector
5. Police Officer
6. Laborer/Park and Facilities Foreman
7. Social Media Specialist

Total Estimated Costs

- (6) Position Fire Department \$ 782,000
- Library Request \$63,803
- Human Resources \$8,524
- Building Inspector \$108,873
- Police Department \$114,086
- Laborer/Park and Facilities Foreman - \$106,385
- Social Media Specialist \$92,698

RECOMMENDATION

After meeting with the departments that submitted these requests, the committee evaluated the risk of proceeding without these positions, their impact on operations, and the overall cost-effectiveness of aligning with the earmarked funds for 2025. Based on this analysis, the committee recommends the following staffing requests:

1. Library Restructure
2. 3 Fire Department Positions
3. Human Resources Temporary Intern
4. Police Department Plus one

While the total estimated costs exceed the earmarked funds if all roles were filled starting January 1, 2025, the recommendations assume staggered hiring. This approach ensures that the budget impact for 2025 remains within the allocated funds. It is also understood that if all positions are successfully filled during 2025, additional funding will be required in the 2026 budget to maintain these roles. Based on current estimates, this additional amount will be \$60,000.



Section 2: People and Operational Initial Plan



Initial People & Operations Plan

This section outlines the initial People and Operational Plan that has been under discussion for the past few years. This foundational plan serves as a starting point for conversations and strategic planning to address the needs of each department. The group will revisit this plan multiple times throughout the year to refine and adapt it, ensuring it evolves to meet the changing requirements of the organization.

As circumstances shift within each area, the plan can be updated to reflect those changes. Items moving into the first year of implementation will be discussed during the budget cycle, allowing the group to collaboratively determine how they can be accommodated within existing financial constraints.

Any request exceeding \$5,000 or spanning more than one budget cycle will be incorporated into this plan to ensure thoughtful, long-term planning. This approach provides the group with an opportunity to prepare and offer the council insights into anticipated future budget impacts.

The plan also enhances visibility into future budgetary and operational requests for both the council and the public. It fosters thoughtful discussion and ensures that requested funds are carefully considered and allocated efficiently, aligning with organizational priorities and long-term goals



CITY OF KAUKAUNA

1/3/2025

PEOPLE AND OPERATIONAL PLAN 2025-2029

*Red = Added from Phase 2 workshop

YEAR	Department	CLASSIFICATIONS/ DESCRIPTIONS	ESTIMATED TOTAL	REOCCURRING/ ONETIME EXPENSE
2025		PERSONNEL		
	Community Enrichment	Assistant Naturalist-1000 Islands Environmental Center	\$47,768	Recurring
	Fire	(3) Firefighter/Paramedics	\$391,000	Recurring
	Library	Public Services Coordinator	\$107,629	Recurring
	HR	Summer Temp	\$8,524	Recurring
	Library	Library Restructure	\$63,803	Recurring
2025		NON-PERSONNEL		
	HR/Communications	Social Media Management tool	\$10,000	Recurring
	All	City Intranet or SharePoint/One Drive standard*	\$30,000	Onetime
		TOTAL	\$658,724	
2026		PERSONNEL		
	Library	Assistant Library Director	\$138,450	Recurring
	Community Enrichment	Grignon Mansion Curator	?	Recurring
	DPW	Laborer / Park and Facilities Foreman*	\$130,000	Recurring
	HR/Communications	Social Media Specialist	\$92,698	Recurring
	Planning	Building Inspector	\$108,873	Recurring
2026		NON-PERSONNEL		
	Information Technology	Switch - Interconnect	\$10,000	Onetime
	Engineering	Plotter/Scanner	\$5,000	Onetime
	Information Technology	Server	\$15,000	Onetime
	DPW	Asset Management Software	\$10,000	Onetime
	Fire Department	Scheduling software specific to Fire Department *	\$3,000	Recurring
	Court/Police/Clerk	QR code for paying fines or completing form *	TBD	Onetime
		TOTAL	\$513,021	
2027		PERSONNEL		
	All	Purchase Specialist – Consolidate vendor contracts*	\$116,000	Recurring
	Fire	(3) Firefighter/Paramedics	\$391,000	Recurring
2027		NON-PERSONNEL		
	Legal, Court, Police	Legal research and people ID search system*	TBD	Recurring
	All	Standard Operation Procedures - Common process for creating, capturing, and updating S.O.P.'s that is user friendly*	TBD	Recurring
		TOTAL	\$0	

CITY OF KAUKAUNA

1/3/2025

PEOPLE AND OPERATIONAL PLAN 2025-2029

*Red = Added from Phase 2 workshop

YEAR	Department	CLASSIFICATIONS/ DESCRIPTIONS	ESTIMATED TOTAL	REOCCURRING/ ONETIME EXPENSE
2028		PERSONNEL		
	Library	Part-Time Library Assistant	\$20,000	Recurring
	Engineering	CAD/GIS/Stormwater Technician	\$117,000	Recurring
	Community Enrichment	Office Assistant/Program Coordinator	\$109,000	Recurring
	Police	Police Officer	\$117,000	Recurring
2028		NON-PERSONNEL		
	Engineering	GPS Unit	\$35,000	
		TOTAL	\$398,000	
2029		PERSONNEL		
		City Manager*	TBD	
		Grant Writing Staff Member*	TBD	
		Certified staff (chemical applied, arborist/forester, native plants, ecologist)*	TBD	
2029		NON-PERSONNEL		
		TOTAL	\$0	
2030		PERSONNEL		
2030		NON-PERSONNEL		
		TOTAL	\$0	



Section 3: Workshop Ideas and Future Format



Workshop Ideas and Meeting Format

This section summarizes the ideas generated during the Phase 2 working session, where all departments engaged in breakout discussions to identify pain points and propose strategies for enhancing efficiency and improving city operations. These collaborative sessions brought together a diverse range of perspectives, including both departments that frequently collaborate and those that seldom interact, fostering fresh ideas and innovative approaches to improvement.

Key suggestions with potential monetary impacts have been integrated into the plan, ensuring alignment with budgetary priorities and operational goals. For initiatives where a specific implementation date was not proposed during the discussions, the item has been provisionally scheduled for the final year of the People Plan as a placeholder. Items without monetary impacts have not been included in the People Plan but remain on the list for future consideration as circumstances and priorities evolve.

By capturing and incorporating these insights, this plan demonstrates a commitment to continuous improvement and a shared vision for enhancing city services and operations through collaboration across departments.





Workshop Ideas for Enhancing and Improving Operations

People Management Plan Meeting – 9/5/2024

Red = Added to People Operation Plan as Monetary budget affect

Blue = Non-Monetary Suggestion

Green = Included in the 2025 budget

Black = Needs Further Discussion

Staff Alignment:

- Workflows communicate with departments that collaborates
- City Manager
 - Fill in for vacant positions
 - Additional resource for residents
 - Big picture projects
 - Institutional knowledge
- Operational hours (lobby hours) – allows for uninterrupted time to focus. Example: workday 8:00am-4:30pm, lobby hours 9:00am-4:30pm. Allows for efficiency to get more work done.
- Certified staff (chemical applied, arborist/forester, native plants, ecologist)
- Grant writing staff (all departments, can self-sustain)
- Facility maintenance planning – parks/facility manager-foreman
- On-boarding HR
 - How City works
 - Using existing staff talents
 - Re-evaluation of levels with efficiencies
- Inspector – add staff to improve stormwater, code enforcement, and building inspection
- Court clerk/PD clerk/Paralegal – have collaborative meetings (bi-weekly)
- Communication system between circuit court and municipal court
- Special events – application, communication, trailer, equipment
- Grignon Mansion
- Updated calendars – make sure all staff calendars are up to date, makes it faster for scheduling meetings, special requests, etc.
- Recruiting, marketing, coms efforts
- Keep going with comms team
- Inter department training
- Consolidate purchasing efforts
- Cross department temps, summer help, co-op students
- Utilizing regional groups for tasks

- ECWRPC
- Vendors
- Community members (muskrats)
- KHS
- CESA 6
- Central office float administrative support
- Invoicing/payment standards – one person for City?
- Move street admin to MSB/Clerk
 - Consolidates till/purchases
 - Relieves window traffic at SPaR
 - Adds coverage at MSB for election/taxes
- Common process for creating scoring, and updating S.O.P.'s, user friendly
- Succession planning – cross training
- Shared cleaning maintenance resource
- Purchase specialist – consolidate vendor contracts

Technology:

- Project management software: HR onboarding, finance, communication, IT...or intern or part time personnel
- Budget Software
 - Process is time consuming and inconsistent
 - Software would speed up process and all from seamless transition
- Paycor optimization – better use the system to get process improved to gain more time and experience...or professional service to get system to desired state
- Scheduling software specific to Fire Department
- Tech training and communication – get people on the same page regarding how to communicate, when to meet, etc. Spending time efficiently and understanding the available tools
- GIS position – could help many departments with routing, mapping, record keeping, presentations, inspection/location, reporting, forestry
- QR code for paying fines or completing form
- Accepting of other forms of payment (Venmo)
- Volunteer requests
- Monthly tips and tricks sessions for Paycor, Office Suite, other software
- Legal research and people ID search system
- System communication between PD case numbers and citation numbers in court
- Maintenance facilities supervisor/ticketing
- Online/sales ticketing
- Ramp – (Already have service, use it more)
- City intranet or SharePoint/One Drive standard

- Collab programming w/shared calendar
- Mandatory employee timesheet approval
- Social media management tool
- Canva
- Tipps optimization for payments, information look up, streamline process
- One stop shop for everything: payments, issues, permits, licenses, like State of WI access)
- Resident communication: contact us form upgrades/more target to specific departments, thank you response. Fewer inboxes and uniform way to give the information



Section 4: Support Material and Resources

Support Materials

Phase 1 Department Reviews (75 Pages)

Phase 2 Position Reviews (65 Pages)

Phase 3 Staffing Request (38 Pages)

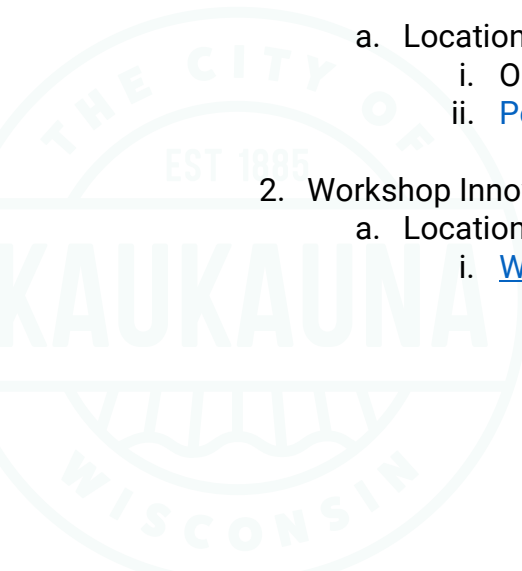
Resources

1. People and Operational Plan

- a. Location: Microsoft Teams Budget and Preparation and Timeline
 - i. Operational Planning (5 year Op-people
 - ii. [People and Operational Plan \(2025-2029\).xlsx](#)

2. Workshop Innovative Idea list

- a. Location: Microsoft Teams: Strategic Planning
 - i. [Workshop Ideas for Enhancing and Improving Operations.docx](#)



COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, January 6, 2025 at 6:30 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Fin. Director Van Rossum, Fire Chief Carrel, Mark & Com. Mgr. Fencil, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, Lib. Dir. Thiem-Menning (arrived at 6:45 PM), and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Staffing Assessment Results Presentation.

Finance Director/ Treasurer Van Rossum presented staffing assessment results, which included an overview of each assessment phase. Discussion held and questions answered.

b. Staffing Assessment Initial Deliberation.

City staff has completed the 2024 Staffing Assessment Process, a key Strategic Plan initiative designed to evaluate current resources and identify opportunities for improvement in serving our core functions. This process yielded valuable insights into areas where operations can be enhanced, enabling staff to make thoughtful recommendations on addressing staffing needs for 2025. Moving forward, the insights and tools developed through this assessment will help the City continue its commitment to efficiency and excellence in service delivery. By building on these foundational efforts, the City is well-positioned to address future challenges and opportunities while staying aligned with its strategic goals. Discussion held and questions answered.

Motion by Moore, seconded by Thiele to move the following recommendation to the city council: Recommend the Library Restructure, 3 Fire Department Positions, Human Resources Temporary Intern, and Police Department Plus one staffing requests for approval.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:35 p.m.

Kayla Nessmann, Clerk

2024 Staffing Assessment

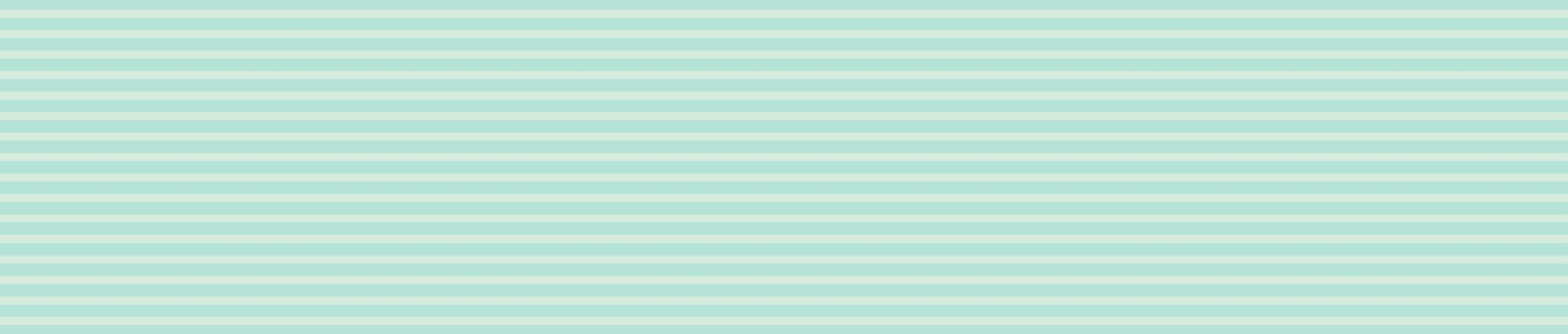
Presentation to the Committee of the Whole



January 6, 2025



Staffing Assessment Process



Phase 1: Department Review and Analysis

Purpose: To review the core services/duties of the department

Key questions for analysis:

- What are the core services/duties that your department needs to provide?
 - Can you meet these core requirements with existing staff?
 - If not, why?
- Are there core duties you believe you should be doing but you are not currently?

- Who is your “customer”?

Phase 1: Department Review and Analysis Continued

- What are some non-core activities that your department is currently doing?
- What are some non-core activities that your department is not currently doing that you would like to provide?
- What are some duties or activities you wish your department could stop doing?
- Each department head will complete for their applicable departments.
- A group meeting will be held to review each department's answers.

Phase 2: Current staff review

Purpose: review current staff delineation of duties and key duty processes.

Key questions for analysis:

- What are existing staff currently doing? Don't just consider the "what" but include the "how" i.e. their processes, procedures, tools, etc.
- How could current staff alignment be adjusted to better meet core duties?
- What technology could be utilized to better help support current staff and core functions?
- Tools to complete this: job analysis questionnaire

Phase 3: Staffing Requests

- Purpose: to propose a new position to the department and provide substantiation for the request.

Steps:

- Gather your job analysis' from phase 2
- Complete job proposal questionnaire (similar to a job analysis, but outlines how you will structure the position being requested).
- Complete and submit the personnel request form.

How will staffing request be reviewed?

1. Department head will complete the personnel request form and attach supporting documentation.
2. Mayor, HR Director, Finance Director, and submitting department head will complete a scorecard (more info shared below). The average of the Mayor, Finance Director and HR Director will determine overall score assigned to the request. Department Head's score will be listed in requests and any significant differences can be assessed.
3. Placement on people operations plan will be determined by the position score in item 2.
4. The POP plan reviewed annually and approved by Finance and Personnel committee as part of the overall budget approval process.

How will staffing request be reviewed?

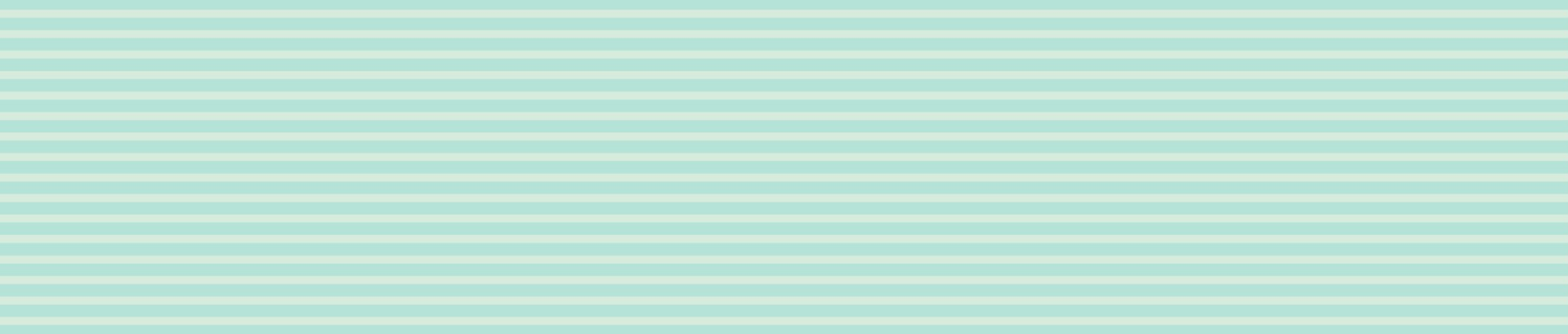
1. Department Operational impact
2. Urgency to core operations
3. Degree to which creative solutions have already been exhausted.
4. Impact to public health and safety
5. Flexibility of operations
6. Impact to budget and fiscal responsibility
7. Impact to strategic plan
8. Return on Investment (ROI) – how much additional productivity vs. cost will be gained with the additional staff member.

The on Going Process

1. Complete phase 1 and phase 2 every 5 years
2. If staffing requests arise outside of this cycle, departments will complete phases 1-3 individually and will submit documentation as part of their personnel request form? It will be determined if the request qualifies and where it fits on the overall staffing plan.



People and Operational Plan



Purpose of the People and Operational Plan (POP)

- 1. It fosters thoughtful discussions, ensuring requested funds are carefully considered, efficiently allocated, and aligned with organizational priorities and long-term goals.
- 2. The plan enhances visibility into future budgetary and operational requests for both the council and the public.
- 3. The plan serves as a starting point for conversations and strategic planning to address departmental needs.
- 4. Ensures the group can prepare for future changes.
- 5. Offer the council insights into anticipated budget impacts.

How we will use the POP

- The group will revisit the plan multiple times throughout the year to refine and adapt it to evolving organizational requirements.
- As circumstances shift within departments, the plan can be updated to reflect those changes.
- Items moving into the first year of implementation will be discussed during the budget cycle to collaboratively determine how they fit within existing financial constraints.
- Any new request/need that exceeds **\$5,000** or spanning **more than one budget** cycle will be incorporated into the plan for thoughtful, long-term planning. Furthermore, if an item doesn't fit into the budget, it will be placed on the POP plan.

Current POP plan

- <https://cityofkaukauna.sharepoint.com/:x:/s/BudgetpreparationandTimeline/EYKmQ5iSqG5NnWxOfTdWmp4BrKknXvZHAYGZajjb3mihXA?e=QrWwYK>



Annual Workshop

Phase 2 breakout Session Discussion items

- Many great ideas were generated during the Phase 2 working session, where all departments:
 - Engaged in breakout discussions to identify pain points and propose strategies for improving efficiency and city operations.
 - Collaborated across departments, including both:
 - Departments that frequently collaborate.
 - Departments that seldom interact, fostering fresh ideas and innovative approaches.

Organizing the Ideas and Suggestions

- With potential monetary impacts have been:
 - Integrated into the POP to ensure alignment with budgetary priorities and operational goals.
 - For initiatives without a proposed implementation date, these Items have been scheduled for the final year of the People Plan as placeholders.

- Items without monetary impacts:
 - Have not been included in the People Plan.
 - Remain on the list for **future consideration** as circumstances and priorities evolve.

Ongoing Work Sessions

By capturing and incorporating these insights, the plan demonstrates:

- A commitment to continuous improvement.
- A shared vision for enhancing city services and operations through collaboration across departments.
- Will help continue to formulate the POP plan items

Workshop Format

- Workshop Cadence
 - Meet once a year to start
- Workshop Layout
 - Report on any Wins that were inspired by the list
 - Review current list of ideas
 - Update list as applicable
 - Discuss the desire of implementing items from the list
 - Put together a subgroup to manage it



Recommendation for the 2025 Budget funding

2025 Earmarked Funds

- The 2025 budget has \$510,000 earmarked funds for staffing requests in Phase 3
- The total estimated cost for all requested positions, including applicable benefits, amounts to \$1.3 million.
- There were mini working session with each area that a request
- Followed by a larger discussion with the review committee

Review Committee

- Review committee included:
 - Mayor, Anthony Penterman
 - Council President John Moore
 - Human Resources Director, Elisa Hodge
 - Finance Director, William Van Rossum

- During these meetings, the committee
 - Conducted thorough discussions.
 - Engaged in a question-and-answer process.
 - Explored alternatives and addressed any unmentioned considerations.

Requested Positions

2025

- (6) Firefighter/Paramedics
- Public Service Coordinator - Library
- Human Resources Intern (450 hours)
- Additional Full-time Building Inspector
- Police Officer
- Assistant Library Director
- Laborer/Park and Facilities Foreman
- Social Media Specialist

Recommended Positions

2025

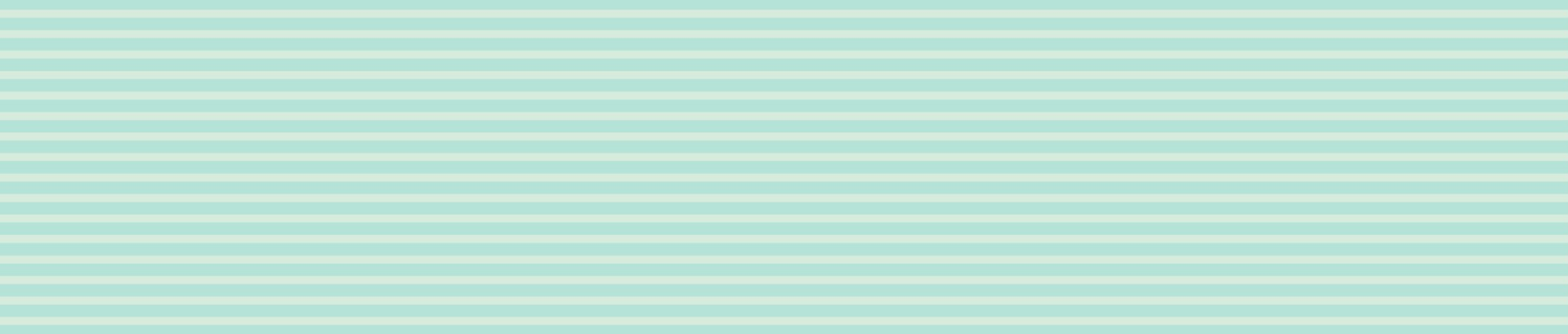
- Library Restructure
- 3 Fire Department Positions
- Human Resources Temporary Intern
- Police Department Plus one

Thoughts behind Recommendation

- Evaluated risks of not proceeding with the positions, operational impact, and cost-effectiveness.
- Recommendations align with earmarked funds for 2025 but consider staggered hiring.
- Total estimated costs exceed 2025 earmarked funds if all roles start on January 1, 2025.
- Staggered hiring ensures the 2025 budget remains within allocated funds.
- Additional funding of \$60,000 will be required in the 2026 budget to maintain the roles if all positions are filled in 2025.



Support Material and Resources

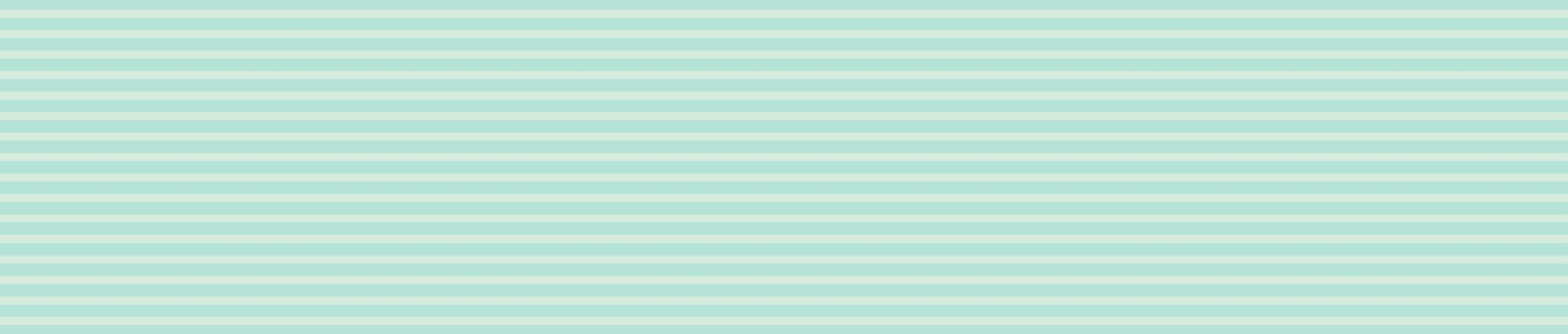


Materials

- Phase 1 Summary
- Phase 2 Summary
- Phase 3 Staffing Request Support
- Workshop List of Ideas
- People and Operational Plan

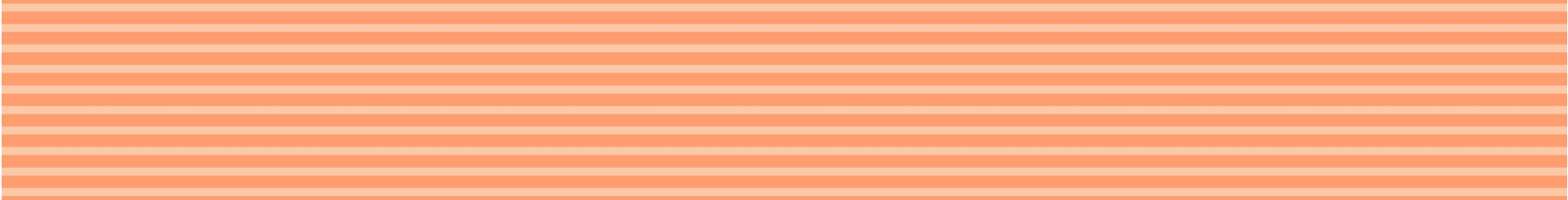


Questions or Comments?





THANK YOU



Kaukauna Fire Department

Fire Report - December 2024

Incident Type: Fire		
Code - Description	Number of Runs	Year to Date
111 - Building Fire	0	8
113 - Cooking Fire, Confined to Container	0	4
118 - Trash or Rubbish Fire, Contained	0	1
131 - Passenger Vehicle Fire	0	2
143 - Grass Fire	0	1
151 - Outside Rubbish, Trash, or Waste Fire	0	1
Total	0	17

Incident Type: Overpressure Rupture, Explosion, Overheat (No Fire)		
Code - Description	Number of Runs	Year to Date
240 - Explosion (no fire)	0	1
251 - Excessive Heat, Scorch Burns w/no Ignition	0	1
Total	0	2

Incident Type: Rescue & Emergency Medical Services		
Code - Description	Number of Runs	Year to Date
311 - Medical Assist, Assist EMS Crew	0	4
321 - EMS Call	146	1,491
322 - Motor Vehicle Accident With Injuries	1	29
323 - Motor Vehicle/Pedestrian Accident	1	3
324 - Motor Vehicle Accident With No Injuries	3	14
341 - Search for Person on Land	0	1
342 - Search for Person in Water	0	1
353 - Removal of Victim(s) from Stalled Elevator	0	1
360 - Water & Ice-Related Rescue, Other	0	1
381 - Rescue or EMS Standby	1	2
Total	152	1,547

Incident Type: Rescue & Emergency Medical Services		
Code - Description	Number of Runs	Year to Date
400 - Hazardous Condition, Other	0	1
410 - Combustible/Flammable Gas/Liquid Condition, Other	0	1
411 - Gasoline or Other Flammable Liquid Spill	0	4
412 - Gas Leak (natural gas or LPG)	2	13
413 - Oil or Other Combustible Liquid Spill	1	3
422 - Chemical Spill or Leak	1	2
424 - Carbon Monoxide Incident	0	5
440 - Electrical Wiring/Equipment Problem, Other	0	1
442 - Overheated Motor	0	1
444 - Power Line Down	0	7
460 - Accident, Potential Accident, Other	0	1
461 - Building or Structure Weakened or Collapsed	0	2
463 - Vehicle Accident, General Cleanup	0	8
Total	4	49

Kaukauna Fire Department

Fire Report - December 2024

Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	0	7
511 - Lock-Out	0	9
512 - Ring or Jewelry Removal	0	1
520 - Water Problem, Other	0	6
540 - Animal Problem, Other	0	1
541 - Animal Problem	0	1
542 - Animal Rescue	0	2
550 - Public Service Assistance, Other	0	1
551 - Assist Police or Other Governmental Agency	1	3
561 - Unauthorized Burning	0	8
Total	1	39

Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good Intent Call, Other	6	43
611 - Dispatched and Canceled Enroute	3	46
622 - No Incident Found on Arrival at Dipatch Address	0	3
650 - Steam, Other Gas Mistaken for Smoke	0	1
651 - Smoke Scare, Odor of Smoke	1	6
653 - Smoke from Barbecue, Tar Kettle	0	2
Total	10	101

Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False Alarm or False Call, Other	0	3
714 - Central Station, Malicious False Alarm	1	1
731 - Sprinkler Activation Due to Malfunction	0	1
733 - Smoke Detector Activation Due to Malfunction	1	7
734 - Heat Detector Activation Due to Malfunction	0	2
735 - Alarm System Sounded Due to Malfunction	2	19
736 - CO Detector Activation Due to Malfunction	0	5
741 - Sprinkler Activation, No Fire - Unintentional	0	1
743 - Smoke Detector Activation, No Fire - Unintentional	2	15
744 - Detector Activation, No Fire - Unintentional	0	1
745 - Alarm System Activation, No Fire - Unintentional	3	34
746 - Carbon Monoxide Detector Activation, No CO	3	16
Total	12	105

Incident Type: Severe Weather & Natural Disaster

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

Kaukauna Fire Department
Fire Report - December 2024

Incident Type: Special Incident Type		
Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	0	9
	Total	0
	Grand Total	179
		1,903

Fire Inspection Summary		
	Completed This Month	Year to Date
Inspections Completed	85	1241
Violations Found	1	105
Violations Corrected	5	72

Kaukauna Fire Department Ambulance Report - December 2024

Runs by Municipality		
City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	130	1,394
Village of Combined Locks	18	143
Town of Holland	3	22
Town of Buchanan	2	4
Town of Grand Chute	1	4
City of Appleton	0	3
Village of Wrightstown	0	2
Village of Little Chute	0	2
Village of Greenleaf	0	1
Village of Kimberly	0	1
Town of Freedom	0	1
Total	154	1,577
Runs by County		
County	Number of Runs	Year to Date
Outagamie	151	1,552
Brown	3	25
Total	154	1,577
Runs by Disposition		
Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	109	1,144
Patient Treated, Released	17	188
Patient Refused Evaluation/Care, No Transport	1	29
Patient Evaluated, No Treatment/Transport Required	20	130
Patient Dead at Scene - No Resuscitation Attempted, No Transport	1	20
Patient Dead at Scene - No Resuscitation Attempted, W/Transport	0	2
Canceled Prior to Arrival	3	34
Canceled Request Transferred to Another Provider	0	2
Canceled on Scene No Patient Contact	1	14
Patient Dead at Scene - Resuscitation Attempted, No Transport	0	5
Patient Refused Evaluation/Care, With Transport	0	2
Patient Treated, Transferred Care to Another EMS Unit	0	1
Canceled on Scene No Patient Found	1	2
Standby-No Services or Support Provided	1	4
Total	154	1,577
Runs by Ambulance		
Primary Unit	Number of Runs	Year to Date
First Out Ambulance	133	1,376
Second Out Ambulance	20	187
Third Out Ambulance	1	11
Engine Company	0	3
Total	154	1,577
Mutual Aid		
	Number of Runs	Year to Date
Provided	3	18
Received	0	5

Police calls generated by:		YTD
911 call	208	2,528
Officer initiated	572	7,529
Called general phone number	300	3,792
TOTAL	1,080	13,849
Breakdown of calls:		
ABANDONED VEHICLE	1	32
ACCIDENT	46	406
ALARMS	17	161
ALCOHOL OFFENSE	1	4
ANIMAL	44	409
ARSON	0	0
ASSISTS	109	1,206
ASSAULT	0	3
BURGLARY	1	6
CIVIL	0	14
CRIME PREVENTION	119	2,110
DAMAGE TO PROPERTY	5	67
DISTURBANCES	25	271
DOMESTIC	3	35
DRUGS	1	83
FIRE CALLS	19	201
FIREWORKS	0	19
FRAUD	16	131
HARASSMENT	13	130
HAZARD	6	181
JUVENILE	16	217
LOCKOUT	12	123
LOST & FOUND	6	151
MEDICAL	109	1,138
MISSING PERSON	1	18
OPEN DOOR	3	42
OPERATING WHILE INTOXICATED	6	55
ORDINANCE VIOLATIONS	110	1,257
PARKING	28	240
RECKLESS DRIVE COMPLAINT	25	293
SCHOOL SAFETY	39	8,453
SEX OFFENSE	3	40
SUICIDE; ATTEMPT, THREAT, COMPLETED	1	15
SUSPICIOUS PERSON, VEHICLE , SITUATION	42	473
THEFT	5	141
TRAFFIC	120	2,137
TRAFFIC SAFETY	2	139
TRESPASS	2	40
TRUANCY	3	21
VIOLATE COURT ORDER	4	31
WANTED PERSON OR APPREHENSION	5	81
WARNINGS	90	1,615
WEAPON	1	11
WELFARE CHECK	45	644
911 HANGUP/ASSIST	28	588
total	1,132	23,432

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

**MUNICIPAL JUDGE
COURT REPORT**

DECEMBER

	2024	2023	2024 CUMULATIVE	2023 CUMULATIVE
FORFEITURES FOR MUNICIPAL ORDINANCE VIOLATIONS	\$4,709.38	\$2,369.82	\$45,191.15	\$74,720.50
MUNICIPAL COURT COSTS	\$2,230.13	\$1,380.00	\$21,690.86	\$30,451.18
PENALTY SURCHARGES	\$1,073.35	\$528.63	\$11,872.21	\$18,178.59
COUNTY JAIL SURCHARGES	\$500.00	\$350.00	\$5,747.60	\$8,213.54
DRIVER IMPROVEMENT SURCHARGES	\$127.00	\$0.00	\$7,670.18	\$13,962.43
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$652.88	\$455.00	\$6,319.46	\$9,564.08
IGNITION INTERLOCK DEVICE SURCHARGE	\$0.00	\$49.50	\$380.05	\$149.50
SAFE RIDE PROGRAM	\$198.10	\$50.00	\$991.10	\$1,524.60
TOTAL	\$9,490.84	\$5,182.95	\$99,862.61	\$156,764.42

Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
8/1/2024	\$7,923.30	\$41,295.70
8/1/2024	\$1,188.75	\$33,372.40
8/1/2024	\$1,066.40	\$32,183.65
8/1/2024	\$376.25	\$31,117.25
8/1/2024	\$327.00	\$30,741.00
8/1/2024	\$304.00	\$30,414.00
8/1/2024	\$110.00	\$30,110.00
8/2/2024	\$4,720.00	\$37,079.17
8/2/2024	\$1,699.63	\$32,359.17
8/2/2024	\$292.79	\$30,659.54
8/2/2024	\$196.75	\$30,366.75
8/2/2024	\$170.00	\$30,170.00
8/5/2024	\$37,898.83	\$77,236.33
8/5/2024	\$1,835.50	\$39,337.50
8/5/2024	\$1,391.50	\$37,502.00
8/5/2024	\$1,311.25	\$36,110.50
8/5/2024	\$1,007.00	\$34,799.25
8/5/2024	\$899.00	\$33,792.25
8/5/2024	\$780.00	\$32,893.25
8/5/2024	\$637.00	\$32,113.25
8/5/2024	\$624.50	\$31,476.25
8/5/2024	\$540.75	\$30,851.75
8/5/2024	\$178.00	\$30,311.00
8/5/2024	\$82.00	\$30,133.00
8/5/2024	\$32.00	\$30,051.00
8/5/2024	\$10.00	\$30,019.00
8/5/2024	\$9.00	\$30,009.00
8/6/2024	\$6,063.00	\$36,458.50
8/6/2024	\$179.50	\$30,395.50
8/6/2024	\$119.00	\$30,216.00
8/6/2024	\$94.00	\$30,097.00
8/6/2024	\$3.00	\$30,003.00
8/7/2024	\$5,982.15	\$39,129.65
8/7/2024	\$1,563.00	\$33,147.50
8/7/2024	\$453.00	\$31,584.50
8/7/2024	\$390.00	\$31,131.50
8/7/2024	\$355.00	\$30,741.50
8/7/2024	\$300.00	\$30,386.50
8/7/2024	\$86.50	\$30,086.50
8/8/2024	\$609,973.18	\$644,065.68
8/8/2024	\$2,065.00	\$34,092.50
8/8/2024	\$609.00	\$32,027.50
8/8/2024	\$518.00	\$31,418.50

Month: August

8/8/2024	\$377.50	\$30,900.50
8/8/2024	\$344.00	\$30,523.00
8/8/2024	\$95.00	\$30,179.00
8/8/2024	\$84.00	\$30,084.00
8/9/2024	\$342.00	\$30,695.00
8/9/2024	\$331.25	\$30,353.00
8/9/2024	\$21.75	\$30,021.75
8/12/2024	\$13,216.00	\$56,029.90
8/12/2024	\$5,561.90	\$42,813.90
8/12/2024	\$5,272.00	\$37,252.00
8/12/2024	\$613.75	\$31,980.00
8/12/2024	\$537.00	\$31,366.25
8/12/2024	\$375.00	\$30,829.25
8/12/2024	\$115.75	\$30,454.25
8/12/2024	\$114.50	\$30,338.50
8/12/2024	\$108.00	\$30,224.00
8/12/2024	\$90.00	\$30,116.00
8/12/2024	\$26.00	\$30,026.00
8/13/2024	\$6,457.50	\$38,519.00
8/13/2024	\$743.50	\$32,061.50
8/13/2024	\$540.00	\$31,318.00
8/13/2024	\$325.00	\$30,778.00
8/13/2024	\$290.50	\$30,453.00
8/13/2024	\$145.50	\$30,162.50
8/13/2024	\$17.00	\$30,017.00
8/14/2024	\$2,985.45	\$36,385.45
8/14/2024	\$937.00	\$33,400.00
8/14/2024	\$905.00	\$32,463.00
8/14/2024	\$650.00	\$31,558.00
8/14/2024	\$452.50	\$30,908.00
8/14/2024	\$246.25	\$30,455.50
8/14/2024	\$106.00	\$30,209.25
8/14/2024	\$103.25	\$30,103.25
8/15/2024	\$28,820.76	\$67,581.76
8/15/2024	\$4,866.00	\$38,761.00
8/15/2024	\$1,767.25	\$33,895.00
8/15/2024	\$1,401.50	\$32,127.75
8/15/2024	\$375.00	\$30,726.25
8/15/2024	\$223.25	\$30,351.25
8/15/2024	\$128.00	\$30,128.00
8/16/2024	\$965.50	\$30,965.50
8/19/2024	\$19,864.37	\$53,652.72
8/19/2024	\$769.40	\$33,788.35
8/19/2024	\$662.00	\$33,018.95
8/19/2024	\$620.55	\$32,356.95
8/19/2024	\$464.40	\$31,736.40
8/19/2024	\$400.00	\$31,272.00

8/19/2024	\$337.50	\$30,872.00
8/19/2024	\$306.00	\$30,534.50
8/19/2024	\$100.00	\$30,228.50
8/19/2024	\$98.50	\$30,128.50
8/19/2024	\$30.00	\$30,030.00
8/20/2024	\$3,834.01	\$36,068.01
8/20/2024	\$855.00	\$32,234.00
8/20/2024	\$456.00	\$31,379.00
8/20/2024	\$341.00	\$30,923.00
8/20/2024	\$257.00	\$30,582.00
8/20/2024	\$240.00	\$30,325.00
8/20/2024	\$85.00	\$30,085.00
8/21/2024	\$3,526.13	\$34,581.47
8/21/2024	\$385.09	\$31,055.34
8/21/2024	\$368.25	\$30,670.25
8/21/2024	\$290.00	\$30,302.00
8/21/2024	\$12.00	\$30,012.00
8/22/2024	\$4,674.00	\$37,117.75
8/22/2024	\$1,078.50	\$32,443.75
8/22/2024	\$889.25	\$31,365.25
8/22/2024	\$248.00	\$30,476.00
8/22/2024	\$228.00	\$30,228.00
8/23/2024	\$1,189.00	\$32,603.25
8/23/2024	\$843.25	\$31,414.25
8/23/2024	\$232.75	\$30,571.00
8/23/2024	\$170.00	\$30,338.25
8/23/2024	\$168.25	\$30,168.25
8/26/2024	\$22,331.20	\$55,938.50
8/26/2024	\$1,231.75	\$33,607.30
8/26/2024	\$897.30	\$32,375.55
8/26/2024	\$852.00	\$31,478.25
8/26/2024	\$337.00	\$30,626.25
8/26/2024	\$239.25	\$30,289.25
8/26/2024	\$50.00	\$30,050.00
8/27/2024	\$3,368.80	\$34,004.30
8/27/2024	\$425.50	\$30,635.50
8/27/2024	\$210.00	\$30,210.00
8/29/2024	\$7,345.20	\$44,735.10
8/29/2024	\$6,804.40	\$37,389.90
8/29/2024	\$375.50	\$30,585.50
8/29/2024	\$210.00	\$30,210.00
8/30/2024	\$1,193.50	\$31,193.50

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

Permit number	Municipal address	Category
KU-2024-1031	3540 HAAS RD	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1049	3540 HAAS RD	Electrical
KU-2024-1040	2291 E COUNTY RD CE	Plumbing
KU-2024-1047	901 TAFT ST	Residential building
KU-2024-1036	3248 FIELDCREST DR	HVAC
KU-2024-1034	2081 ANTELOPE TR	Electrical
KU-2024-1033	2071 ANTELOPE TR	Other structures
KU-2024-1042	3040 HAAS RD	Electrical
KU-2024-1035	309 KAUKAUNA ST	Other structures
KU-2024-1045	105 W NINTH ST	Other structures
KU-2024-999	304 E NINETEENTH ST	Other structures
KU-2024-1046	2217 NOTTINGHAM LA	Other structures
KU-2024-1055	701 HIGH ST	Residential building
KU-2024-1029	305 E SEVENTH ST	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1044	176 RAUGHT ST	Accessory structures
KU-2024-1017	1439 HAEN DR	Other structures
KU-2024-1054	3521 SNOW GOOSE W/	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1050	3521 SNOW GOOSE W/	Electrical
KU-2024-1043	205 W NINTH ST	Electrical
KU-2024-1052	3521 SNOW GOOSE W/	Plumbing
KU-2024-1051	3521 SNOW GOOSE W/	HVAC
KU-2024-1053	3521 SNOW GOOSE W/	Residential building
KU-2024-1058	2608 MAIN AV	Residential building
KU-2024-1060	319 LAWE ST	Accessory structures
KU-2024-1039	1161 BENS WAY	Other structures
KU-2024-1048	1151 BADGER RD	Commercial building
KU-2024-1063	1115 HAEN DR	Residential building
KU-2024-1061	635 SUNSET AV	Residential building
KU-2024-1072	713 W NINTH ST	HVAC
KU-2024-1070	2200 GREEN BAY RD	HVAC
KU-2024-1056	1541 ARBOR WAY	HVAC
KU-2024-1069	3301 RIDGECREST LA	Electrical
KU-2024-1064	101 E COUNTY RD JJ	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1071	809 W HYLAND AV	HVAC
KU-2024-1065	1345 BENS WAY	Residential building
KU-2024-1068	1345 BENS WAY	HVAC
KU-2024-1062	101 E COUNTY RD JJ	Commercial building
KU-2024-1066	1345 BENS WAY	Electrical
KU-2024-1067	1345 BENS WAY	Plumbing
KU-2024-1073	1809 MAIN AV	Residential building
KU-2024-1057	317 W TENTH ST	Residential building
KU-2024-1074	561 PAUL DR	HVAC
KU-2024-1084	320 WHITNEY ST	Residential building
KU-2024-1083	1622 ORCHARD DR	Other structures
KU-2024-1087	328 E EIGHTEENTH ST	Storm Sewer/ Waters / Sanitary laterals
KU-2024-930	1050 PROSPECT LA	Industrial building
KU-2024-1085	137 E TOBACNOIR ST	HVAC
KU-2024-1096	610 KAUKAUNA ST	Plumbing

KU-2024-1097	131 WASHINGTON ST	Other structures
KU-2024-1082	1000 EVERGREEN DR	Signs
KU-2024-1098	1305 HAEN DR	Plumbing

Work type	Applicant	Issued date	Issued by
New	Ryan Peterson	24-12-03	Brett Jensen
New	Kevin Schuh	24-12-03	Brett Jensen
Repair	TUREKS PLUMBING	24-12-03	Brett Jensen
Remodel	Chris Beeman	24-12-03	Brett Jensen
Remodel	SHARON ZAKOWSKI	24-12-03	Brett Jensen
New	Nick Kampo	24-12-04	Brett Jensen
New	Alexis Willey	24-12-04	Adrienne Nelson
New	Nick Kampo	24-12-04	Brett Jensen
New	Jennie Eggleston	24-12-04	Adrienne Nelson
New	Ashley Jared	24-12-04	Adrienne Nelson
New	Tyler VanDynHoven	24-12-04	Adrienne Nelson
New	Ashley Jared	24-12-04	Dave Kittel
Remodel	Julie Dudek	24-12-05	Brett Jensen
New	John Mueller	24-12-05	Brett Jensen
New	Shawn Niemuth	24-12-06	Brett Jensen
New	Matthew Wild	24-12-06	Adrienne Nelson
New	Riley Vander Wyst	24-12-09	Brett Jensen
New	Riley Vander Wyst	24-12-09	Brett Jensen
New	Amos Geskse	24-12-09	Brett Jensen
New	Riley Vander Wyst	24-12-09	Brett Jensen
New	Riley Vander Wyst	24-12-09	Brett Jensen
New	Riley Vander Wyst	24-12-09	Brett Jensen
Remodel	Peter Meulemans	24-12-10	Brett Jensen
New	Jesus Septimo	24-12-11	Brett Jensen
New	Tricia Dreger	24-12-11	Adrienne Nelson
Remodel	jon diedrich	24-12-11	Brett Jensen
Repair	Leslie Yang	24-12-12	Brett Jensen
Addition	Leslie Yang	24-12-12	Brett Jensen
Remodel	Black-Haak Heating	24-12-12	Brett Jensen
Remodel	Black-Haak Heating	24-12-12	Brett Jensen
New	Megan Henkemeyer	24-12-12	Brett Jensen
New	Rick Steffens	24-12-12	Brett Jensen
New	Tim Sambs	24-12-12	Brett Jensen
Remodel	Black-Haak Heating	24-12-12	Brett Jensen
New	Ali DeWitt	24-12-13	Brett Jensen
New	Ali DeWitt	24-12-13	Brett Jensen
Footings and foundations	Mark Mashlan	24-12-13	Brett Jensen
New	Ali DeWitt	24-12-13	Brett Jensen
New	Ali DeWitt	24-12-13	Brett Jensen
Repair	Julie Dudek	24-12-13	Brett Jensen
New	Howard Fuerst	24-12-16	Brett Jensen
Remodel	John Kramer	24-12-16	Brett Jensen
Repair	Julie Dudek	24-12-17	Brett Jensen
New	James Ward	24-12-17	Adrienne Nelson
Replacement	Andy Nielsen	24-12-19	Brett Jensen
Remodel	Lynn Ebben	24-12-19	Brett Jensen
New	Jessica Gallo, Chris Knudse	24-12-20	Brett Jensen
Replacement	JASON QUANDT	24-12-23	Brett Jensen

New
New
Replacement

Chris Lang
Allie Jacobsen
JASON QUANDT

24-12-26 Adrienne Nelson
24-12-30 Adrienne Nelson
24-12-30 Dave Kittel



MEMO

To: Common Council
From: City Attorney, Tim Greenwood
Date: January 7, 2025
Re: Updates to Traffic Map and Authorizing Erection of
Traffic Regulation Signs

Background Information:

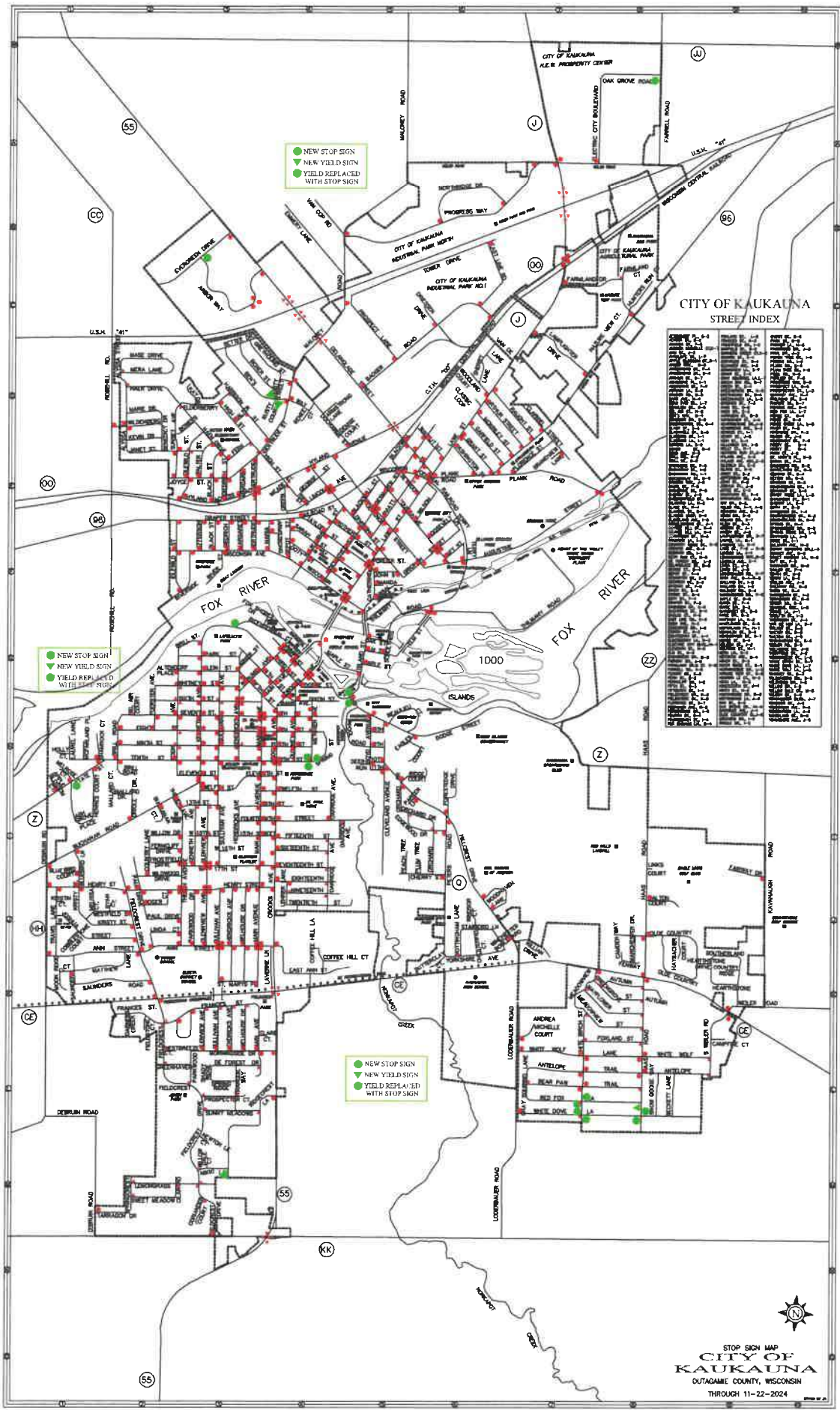
At the December 2, 2024, Public Protection and Safety Committee meeting the Committee was presented with information related to proposed changes to the Official Traffic Map of the City of Kaukauna pursuant to ordinance 7.03 and requesting to erect new or replace some signs with different traffic regulations at specific locations throughout the City. This Ordinance updates the Official Traffic Map to include these new signs and changes to locations with current signs. It also authorizes the Chief of Police to erect and cause to be erected the various signs at the locations designated within the ordinance and the sign orientation.

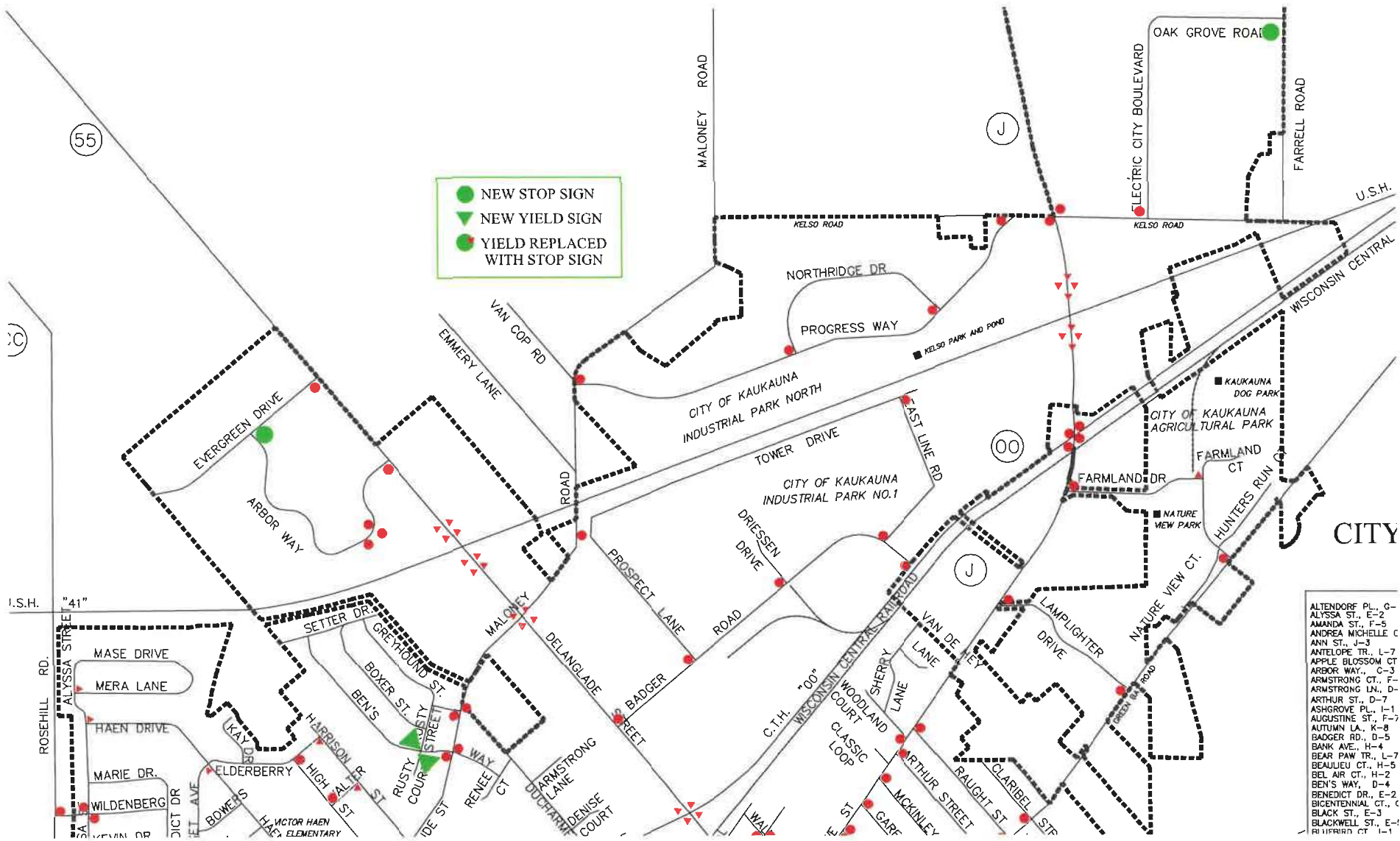
Budget:

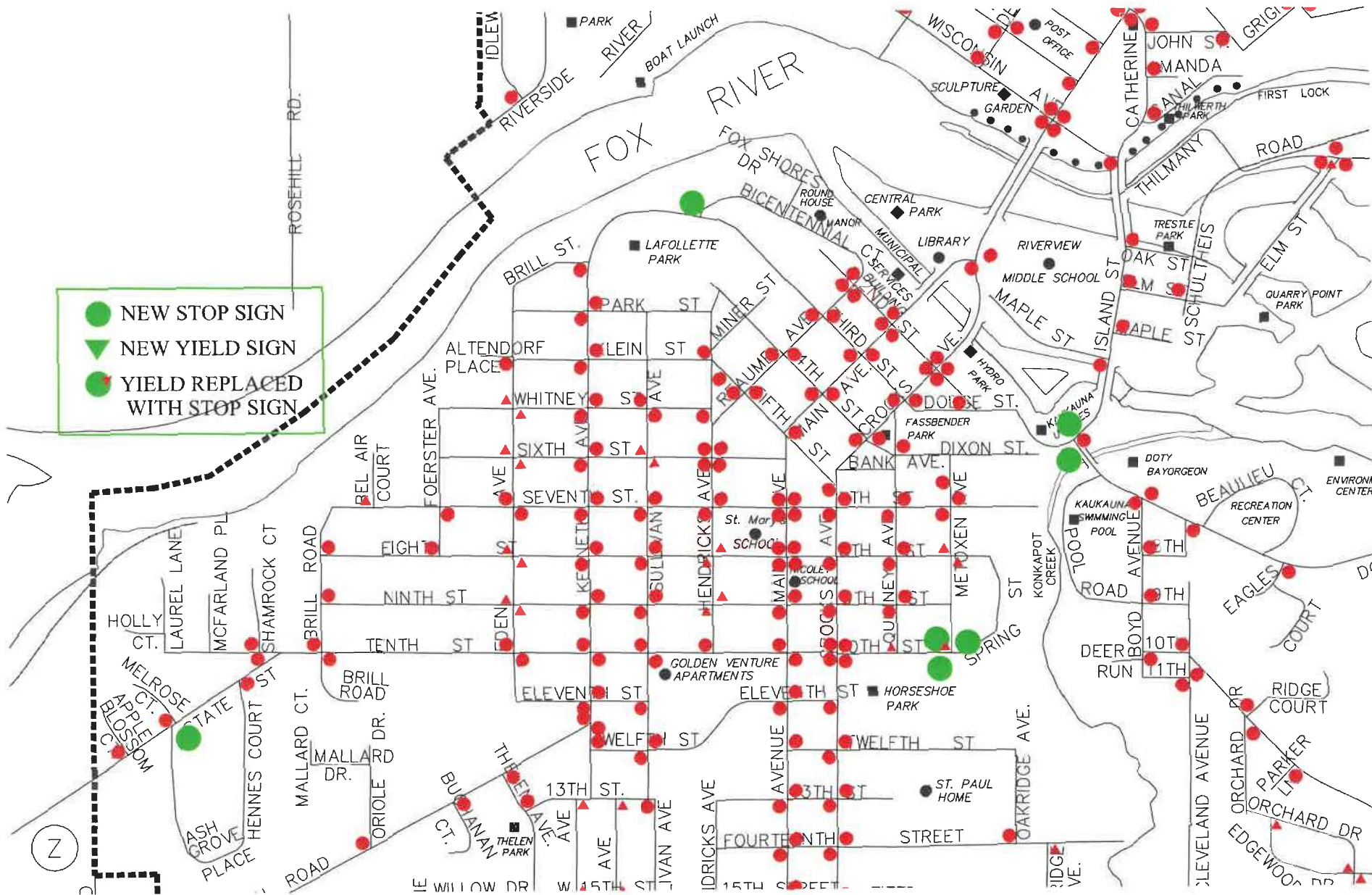
Cost of procuring signs to be placed and staff time to install.

Staff Recommended Action:

Approve the proposed Ordinance Updating the Official Traffic Map Referenced in Ordinance 7.03 and Authorizing Placement of Traffic Regulation Signs pursuant to ordinance 7.13(1).







- NEW STOP SIGN
- ▼ NEW YIELD SIGN
- YIELD REPLACED WITH STOP SIGN

CITY OF KAUKAUNA

ORDINANCE NO. 1916-2025

**ORDINANCE UPDATING THE OFFICIAL TRAFFIC MAP REFERENCED
IN ORDINANCE 7.03 AND AUTHORIZING PLACEMENT
OF TRAFFIC REGULATION SIGNS PURSUANT TO ORDINANCE 7.13(1)**

WHEREAS, the City of Kaukauna maintains an official traffic map, pursuant to City of Kaukauna Municipal Code Section 7.03, which indicates arterial highways, stop signs, and yield signs within the corporate city limits; and,

WHEREAS, from time to time the Common Council shall make appropriate additions and deletions to the official traffic map to ensure public safety; and,

WHEREAS, the City of Kaukauna Municipal Code Section 7.13(1) provides for the Common Council to authorize erection of appropriate standard traffic signs, signals, and markings conforming to the rules of the State Highway division; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on OAK GROVE ROAD at the intersection of Farrell Road facing West is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on ARBOR WAY at the intersection of Evergreen Drive facing Southeast is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a YIELD sign on RUSTY COURT at the intersection of Ben’s Way facing Northeast is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a YIELD sign on RUSTY STREET at the intersection of Ben’s Way facing Southwest is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on BICENTENNIAL COURT at the intersection of Third Street facing North/Northeast is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on DODGE STREET at the intersection of Island Street facing West/Southwest is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on ISLAND STREET at the intersection of Dodge Street facing Northeast is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on ASH GROVE PLACE at the intersection of State Street facing South is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on METOXEN AVENUE at the intersection of East 10th Street facing North, replacing the YIELD sign currently at that location, is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on E 10th STREET at the intersection of Metoxen Avenue facing West is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on SPRING STREET at the intersection of Metoxen Avenue facing East is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a YIELD sign on NIKKI LANE at the intersection of Ridgcrest Lane facing West is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on RED FOX LANE at the intersection of White Birch Street facing East is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on RED FOX LANE at the intersection of White

Birch Street facing West, replacing the YIELD sign currently at that location, is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on WHITE BIRCH STREET at the intersection of White Dove Lane facing North, replacing the YIELD sign currently at that location, is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on WHITE BIRCH STREET at the intersection of White Dove Lane facing South is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a YIELD sign on RED FOX LANE at the intersection of Haas Road facing West is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on WHITE DOVE LANE at the intersection of Haas Road facing West is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and,

WHEREAS, having been determined by the Common Council of the City of Kaukauna that placement of a STOP sign on WHITE DOVE LANE at the intersection of Haas Road facing East is required to ensure safe and efficient use of the public roadways and to ensure safety and security to the citizens of the City of Kaukauna; and

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that the Official Traffic Map referenced by Section 7.03 of the Municipal Code of the City of Kaukauna is hereby updated to include the changes ordained below.

BE IT FURTHER ORDAINED, that the Common Council of the City of Kaukauna, Wisconsin, does hereby authorize the Chief of Police, pursuant to Section 7.13(1) of the Municipal Code of the City of Kaukauna, to erect the following traffic control signs: a STOP sign on OAK GROVE Road at the intersection of Farrell Road facing West; a STOP sign on ARBOR WAY at the intersection of Evergreen Drive facing Southeast; a YIELD sign on RUSTY COURT at the intersection of Ben’s Way facing Northeast; a YIELD sign on RUSTY STREET at the intersection of Ben’s Way facing Southwest; a STOP sign on BICENTENNIAL COURT at the intersection of Third Street facing North/Northeast; a STOP sign on DODGE STREET at the intersection of Island Street facing West/Southwest; a STOP sign on ISLAND STREET at the intersection of Dodge Street facing Northeast; a

STOP sign on ASH GROVE PLACE at the intersection of State Street facing South; a STOP sign on METOXEN AVENUE at the intersection of East 10th Street facing North, replacing the YIELD sign currently at that location; a STOP sign on E 10th STREET at the intersection of Metoxen Avenue facing West; a STOP sign on SPRING STREET at the intersection of Metoxen Avenue facing East; a YIELD sign on NIKKI LANE at the intersection of Ridgecrest Lane facing West; a STOP sign on RED FOX LANE at the intersection of White Birch Street facing East; a STOP sign on RED FOX LANE at the intersection of White Birch Street facing West, replacing the YIELD sign currently at that location; a STOP sign on WHITE BIRCH STREET at the intersection of White Dove Lane facing North, replacing the YIELD sign currently at that location; a STOP sign on WHITE BIRCH STREET at the intersection of White Dove Lane facing South; YIELD sign on RED FOX LANE at the intersection of Haas Road facing West; a STOP sign on WHITE DOVE LANE at the intersection of Haas Road facing West; a STOP sign on WHITE DOVE LANE at the intersection of Haas Road facing East.

BE IT FURTHER ORDAINED, that the Chief of Police is hereby directed to cause such traffic control signs, as provided herein, to be erected.

Introduced and adopted by Common Council on the 21st day of January, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk

RESOLUTION 2025- 5457**RESOLUTION APPROVING PARTICIPATION IN THE GREEN TIER LEGACY COMMUNITIES CHARTER.**

WHEREAS, the Wisconsin Department of Natural Resources has created a Green Tier Charter called Legacy Communities with the following goals:

1. To assist and recognize all forms of local governments in achieving superior environmental performance and goals relating to environmental practices, economic development and social commitments;
 2. To improve the quality of life and economic vitality of communities;
 3. To help local governments and the Wisconsin Department of Natural Resources address wastewater, stormwater, drinking water, wetlands and other water issues in a holistic, watershed-based manner;
 4. To assist local governments in preparing and implementing a sustainability plan to reduce their impact on the environment while still being fiscally responsible and serving their residents;
 5. To facilitate access to state and federal funding for projects and activities related to achieving the purposes of this charter, such as energy efficiency, renewable energy, greenhouse gas reductions, comprehensive planning, transportation policies, and integrated planning for wastewater treatment, storm water treatment and management, and drinking water;
 6. To realize taxpayer savings through reduced municipal expenditures resulting from efficient development patterns;
 7. To help local governments comply with environmental regulations in a more efficient, cost effective and flexible manner;
 8. To achieve other demonstrable and measurable environmental improvements beyond what is required by local, state, or federal law;
- and

WHEREAS, the City of Kaukauna chooses to join in this voluntary program and believes that participation will further enhance our current commitments to sustainability, and

WHEREAS, the City of Kaukauna will benefit from such a partnership with Green Tier Legacy Communities by receiving positive recognition, gaining access to a

Wisconsin Department of Natural Resources staff liaison and their resource team, receiving preference on certain grants, streamlining certain Wisconsin Department of Natural Resources transactions, and gaining access to all Legacy Communities' annual scoresheet data, and

WHEREAS, by adopting this resolution, the City of Kaukauna agrees to sign and hold to the Green Tier Charter for Legacy Communities. The City, through its subsidiary, Kaukauna Utilities will participate in the quarterly meetings, network and share information with our public and the communities in the program, develop a baseline assessment of practices, and provide an annual report noting the progress on our goals, and sustainability plans.

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the City of Kaukauna declares itself a signatory to the Green Tier Charter for Legacy Communities and authorizes the City Mayor, Kaukauna Utilities General Manager and City Clerk to execute the necessary documents on behalf of the City of Kaukauna, and

BE IT FURTHER RESOLVED, that City of Kaukauna and Kaukauna Utilities staff are directed to assist with meeting the Charter goals and to submit an annual report to the Organizational Signatories, and

BE IT FURTHER RESOLVED, that upon adoption, the City Clerk is hereby directed to send a copy of this resolution to the Wisconsin Department of Natural Resources Green Tier Legacy Communities Program Coordinator.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 21st day of January, 2025.

APPROVED:

Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, City Clerk

RESOLUTION NO. 2025-5458

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS FOR PUBLIC IMPROVEMENTS ON ANTELOPE TRAIL, BEAR PAW TRAIL, WHITE DOVE LANE, SNOW GOOSE WAY, BECKETT LANE, WEILER ROAD, CAMP FIRE COURT, WHITE WOLF LANE, WHITE BIRCH STREET, ASH GROVE PLACE AND STATE STREET.

BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin;

That the Common Council hereby declares its intention to exercise the police powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon property within the following areas for improvements conferred upon such property:

1. The installation of concrete streets, concrete curb and gutter, concrete sidewalks, driveway aprons/approaches, storm sewer, grading, gravel base, excavation, landscaping and topsoil including engineering charges on the following streets:
 - Antelope Trail – White Birch Street to Weiler Road
 - Bear Paw Trail – White Birch Street to Haas Road
 - White Dove Lane – Haas Road to Weiler Road
 - Snow Goose Way – Antelope Trail to White Dove Lane
 - Beckett Lane - Antelope Trail to White Dove Lane
 - Weiler Road – C.T.H. “CE” to 150’ south of Antelope Trail
 - Camp Fire Court – Weiler Road to east terminus
 - White Wolf Lane – 160’ west of Weiler Road to Weiler Road
 - White Birch Street sidewalk– White Wolf Lane to White Dove Lane
 - Ash Grove Place – State Street to 850’ south of State Street
 - State Street sidewalk, south side – Ryan Street to Hennes Court

2. The assessment against any parcel abutting the project related to the installation of storm sewer, concrete streets, curb and gutter, sidewalk and driveway apron installation may be paid in cash or over a period of ten (10) years or less. All deferred payments shall bear interest at the rate paid by the City on the borrowed money plus one percent (1%).

3. The City Engineer and Board of Public Works are hereby directed to prepare a report consisting of:
 - a. Final plans and specifications for the said improvements.
 - b. An estimate of the entire cost of the proposed project.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.

4. Upon completion of the above report, a copy of the same is to be filed in the office of the City Clerk for public inspection, and the Clerk is then directed to give notice of a public hearing on such report pursuant to Section 66.0703(7) of the Wisconsin Statutes.

Introduced and adopted this 21st day of January 2025

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk