

COMMON COUNCIL

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



Wednesday, February 19, 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 February 4, 2025.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
 - a. 5-21-24: Wisconsin Disaster Fund (WDF) Grant.
 - b. [Proclamation Government Communicators Day February 21, 2025.](#)
 - c. Reappoint Mike VandeBerg to the Board of Appeals (3-year term) February 18th.
6. Reports of standing and special committees.
 - a. [Board of Public Works Meeting Minutes of February 19, 2025.](#)
 - b. [Finance and Personnel Committee Meeting Minutes of February 19, 2025.](#)
 - c. [Health and Recreation Meeting Minutes of February 19, 2025.](#)
 - d. [Legislative Committee Meeting Minutes of February 19, 2025.](#)
 - e. [Board of Appeals Meeting Minutes of January 22, 2025.](#)
 - f. [RACK Meeting Minutes of January 9, 2025.](#)
 - g. [Board of Appeals Meeting Minutes of December 18, 2024.](#)
 - h. [Grignon Mansion Board Meeting Minutes of October 28, 2024.](#)
 - i. Operator (Bartender) Licenses.
7. Reports of City officers.
 - a. [Fire Report.](#)
 - b. [Ambulance Report.](#)
 - c. [Police Report.](#)
 - d. [Code Enforcement Report.](#)
 - e. [Court Report.](#)
 - f. [Clerk-Treasurer's Daily Deposit Report.](#)
 - g. [Building Inspection Report.](#)
 - h. [Loft License Fee.](#)
8. Presentation of ordinances and resolutions.

- [a.](#) Resolution 2025-5461 Establishing a Policy Accumulating a Surplus Undesignated Fund Balance.
 - [b.](#) Resolution 2025-5462 Resolution Approving Fee for Loft License.
- 9. Closed session.
 - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) with respect to litigation in which it is or is likely to become involved. - Dreamville.
 - b. Return to Open Session for possible action.
- 10. Adjourn.

NOTICES

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

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 – FEBRUARY 4, 2025

Pursuant to adjournment on January 21, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, February 4, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel, Fin. Dir. VanRossum, Lib. Dir. Thiem-Menning, Paralegal Reif, Assistant Chief Sanderfoot, Mark. and Com. Man. FencI, HR Director Hodge, Point of Beginning Lundberg, Kaukauna Area School District Slowinski and McDaniel, 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 January 21, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of January 21, 2025.

All Ald. voted aye.

Motion carried.

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

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

BUSINESS PRESENTED BY THE MAYOR

Public Hearing to repeal and replace 17.32 to add storage container regulations.

Appointment of Brett Jensen as Building Inspector.

Motion by Moore, seconded by Eggleston to appoint Brett Jensen as Building Inspector.

All Ald. voted aye.

Motion carried.

Appointment of Kayla Nessmann as City Clerk.

Motion by Thiele, seconded by DeCoster to appoint Kayla Nessmann as City Clerk.

All Ald. voted aye.

Motion carried.

Appointment of Dave Kittel as Director of Planning & Community Development.

Motion by Antoine, seconded by Kilgas to appoint Dave Kittel as Director of Planning & Community Development.

All Ald. voted aye.

Motion carried.

Appointment of Terri Vosters as Community Enrichment & Recreation Director.

Motion by Moore, seconded by Schell to appoint Terri Vosters as Community Enrichment & Recreation Director.

All Ald. voted aye.

Motion carried.

Appointment of Jake Van Gompel as Street Superintendent.

Motion by Eggleston, seconded by DeCoster to appoint Jake Van Gompel as Street Superintendent.

All Ald. voted aye.

Motion carried.

Appointment of Will Van Rossum as Treasurer.

Motion by Moore, seconded by Antoine to appoint Will Van Rossum as Treasurer.

All Ald. voted aye.

Motion carried.

2026 Budget Process and Approval Schedule.

Motion by Antoine, seconded by Kilgas to receive and place on file the 2026 budget preparation and approval schedule.

All Ald. Voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of February 3, 2025

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, February 3, 2025 at 6:00 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Lib. Dir. Thiem-Menning (Zoom), and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Elect Vice-Chair.

Motion by Antoine that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Kilgas as Vice-Chair of the Board of Public Works.

Roll call vote: Antoine- aye, Eggleston- aye, Kilgas- aye, Moore- aye, Schell-aye, Schumacher-aye, and Thiele-aye.

Motion carried. 7-0.

b. Recommendation for award of Project 1-25, Concrete Street Paving.

The Engineering Department has reviewed the bids from three contractors, received on January 29, 2025, at 4:00 PM for the 1-25 Concrete Street Paving Project. The Engineering Department also created an engineer's estimate prior to bid opening.

Motion by Antoine, seconded by Kilgas to award Project 1-25 Concrete Street Paving to Vinton Construction for a total bid price of \$2,799,836.49.

All Ald. Present voted aye.

Motion carried.

c. Recommendation for award of Project 4-25, Asphalt Paving.

The Engineering Department has reviewed the bids from two contractors, received on January 29, 2025, at 4:00 PM for the 4-25 Asphalt Paving Project. The Engineering Department also created an engineer's estimate prior to bid opening.

Motion by Moore, seconded by Eggleston to award Project 4-25 Asphalt Paving to MCC, Inc. for a total bid price of \$283,184.50.

All Ald. Present voted aye.

Motion carried.

d. Authorization to seek bids for Project 3-25, Alley Paving Project.

The Engineering Department has completed survey and is finalizing design for the asphalt paving for West Ninth/Tenth Street Alley – Eden Avenue to Main Avenue and East Ninth/Tenth Street Alley –Main Avenue to Crooks Avenue. The Alley needs reconstruction. The project will include excavation, storm sewer replacement, stone replacement and asphalt paving. Discussion held and questions answered.

Motion by Eggleston, seconded by Schell to authorize the Engineering Department to see bids for Project 3-25 Alley Paving.

All Ald. Present voted aye.

Motion carried.

e. Authorization to seek bids for Project 6-25, Kaukauna Public Library Office Renovations.

The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. Discussion held and questions answered.

Motion by Antoine, seconded by Kilgas to authorize Director of Public Works to seek bids for Project 6-25, Kaukauna Public Library Office Renovations.

Roll call vote: Antoine- aye, Eggleston- aye, Kilgas- aye, Moore- nay, Schell-aye, Schumacher-aye, and Thiele-aye.

Motion carried. 6-1 (Moore).

f. Authorization to seek proposals for Project 7-25 Kaukauna Public Library Automated Material Handling System.

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

Motion by Kilgas, seconded by Schell to authorize Director of Public Works to seek proposals for Project 7-25 Kaukauna Public Library Automated Material Handling System.

All Ald. Present voted aye.

Motion carried.

g. Authorization to seek bids for Project 8-25, 2025 Cured-In-Place Pipe Rehabilitation Project.

The Engineering Department is completing plans for a city wide Sanitary and Storm Sewer trenchless rehabilitation project. This project will include cleaning of sewer lines, installation of cure-in-place pipe liner, reinstatement of private sewer services, post televising, rehabilitation of old manholes, and documentation of all repairs. Discussion held and questions answered.

Motion by Moore, seconded by Antoine to authorize the Engineering Department to seek bids for Project #8-25, Cured-In-Place-Pipe (CIPP) Rehabilitation Project.

All Ald. Present voted aye.

Motion carried.

h. Public works Updates.

The second phase of the boardwalk project at 1000 Islands is underway and should be done by March. The Company Woods Pond grant reimbursement from DNR was received for just over \$85,000. A State Municipal Financial Agreement for I-41 projects will be on the next Board agenda. The street department has been hard at work with Ash tree removal and re-forestation throughout various Kaukauna parks. 293 Ash trees were removed in 2024 and 39 have been removed so far in 2025. Over 50 trees were planted last year and more re-forestation efforts can ramp up now that most of the Ash trees are removed.

3. Adjourn.

Motion made by Schell, seconded by Kilgas to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 6:31 pm.

Kayla Nessmann
Clerk

Motion by Thiel, seconded by Moore to adopt the Board of Public Works Meeting Minutes of February 3, 2025.

All Ald. Voted aye.

Motion carried.

Health & Recreation Committee Meeting Minutes of February 3, 2025

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, February 3, 2025 at 6:33 P.M.

Members present: Eggleston, Schell, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Moore, Alder Antoine, Ald. Kilgas, Ald. Schumacher, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Lib. Dir. Thiem-Menning (Zoom), and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

- a. **Temporary Class B License to St. Katharine Drexel Parish, 112 W 8th Street, on March 2, 2025, for Breakfast Bingo.**

Motion by Eggleston, seconded by Thiele to approve the Temporary Class B License to St. Katharine Drexel Parish, 112 W 8th Street, on March 2, 2025, for Breakfast Bingo.

All members Voted aye.

Motion carried.

3. Adjourn.

Motion by Thiele, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:35 pm.

Kayla Nessmann, Clerk

Motion by Schell, seconded by Eggleston to adopt the Health & Recreation Committee Meeting Minutes of February 3, 2025.

All Ald. Voted aye.

Motion carried.

Legislative Committee Meeting Minutes of February 3, 2025

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Antoine on Monday, February 3, 2025 at 6:36 P.M.

Members present: Antoine, Thiele, and Schumacher.

Absent & Excused: DeCoster.

Also present: Ald. Schell, Ald. Kilgas, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Lib. Dir. Thiem-Menning (Zoom), and interested citizens.

Motion by Antoine, seconded by Thiele to excuse the absent member.
All members Present voted aye.
Motion carried.

1. Correspondence

2. Discussion Topics.

a. Resolution 2025-5459 Resolution of the Common Council Adopting the Outagamie County Hazard Mitigation Plan 2024-2029.

Motion by Thiele, seconded by Schumacher to recommend approval to the Common Council resolution 2025-5459, Outagamie County Hazard Mitigation Plan 2024-2029.
All members present voted aye.
Motion carried.

b. Resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue.

Motion by Thiele, seconded by Schumacher to recommend approval to the Common Council resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue
All members present voted aye.
Motion carried.

c. Ordinance 1917-2025 Ordinance Repealing and Replacing Section 17.32.

Motion by Thiele, seconded by Schumacher to approve the updated ordinance to repeal and replace 17.32 with this additional language and recommend the same to Common Council.
All members present voted aye.
Motion carried.

d. Ordinance 1918-2025 Ordinance to Annex 144.576 Acres of Land from the Town of Buchanan to the City of Kaukauna.

Motion by Antoine, seconded by Schumacher to approve the Ordinance for Annexation for Kaukauna Area School District parcels 030064701, 030066900, 030064200, 030064600 & 030064700, subject to verification of the legal description, and recommend the same to Common Council.

2 aye, 1 nay (Thiele).

Motion carried.

e. Ordinance 1919-2025 Ordinance Creating Section 12.16.

Motion by Thiele, seconded by Schumacher to approve the updated ordinance for 12.16 and recommend the same to Common Council.

All members present voted aye.

Motion carried.

f. Ordinance 1920-2025 Ordinance Creating Section 12.17.

Motion by Thiele, seconded by Schumacher to approve the updated ordinance for 12.17 and recommend the same to Common Council.

All members present voted aye.

Motion carried.

g. Ordinance 1921-2025 Ordinance Repealing Section 11.12.

Motion by Thiele, seconded by Schumacher to approve the updated ordinance for 11.12 and recommend the same to Common Council.

All members present voted aye.

Motion carried.

h. Ordinance 1922-2025 Ordinance Amending Section 9.15.

Motion by Thiele, seconded by Schumacher to approve the updated ordinance for 9.15 and recommend the same to Common Council.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion by Schumacher, seconded by Thiele to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:04 p.m.

Kayla Nessmann, Clerk

Motion by Antoine, seconded by Thiele to adopt the Legislative Committee Meeting Minutes of February 3, 2025.

All Ald. Voted aye.

Motion carried.

Board of Appeals Meeting Minutes of January 22, 2025.

Item was pulled.

Board of Appeals Meeting Minutes of December 18, 2024.

Item was pulled.

Library Board Meeting Minutes of November 26, 2024.

Motion by Kilgas, seconded by Eggleston to receive and place on file the Library Board Meeting Minutes of November 26, 2024.

All Ald. Voted aye.

Motion carried.

Operator (Bartender) Licenses.

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

Victoria	Fischer	L.	1101 Holly Ct	Kaukauna
Roscoe	Kincheloe	L.	901 9 th St	Menasha
Blaine	Mc Laurin	W.	204 Clairmont Ct Apt #2	Neenah
Peter	Verbruggen	J.	415 Buchanan Rd	Kaukauna
Brittany	Wiegand	N.	W2584 Ridgefield Ct	Appleton

Motion by Schell, seconded by Antoine to approve the operator/bartender licenses as listed.

All Ald. Voted aye.

Motion carried.

REPORTS OF CITY OFFICERS**Storage Container Ordinance.**

The Plan Commission has been working through an update to Section 17 to place clear guidance on the use of storage containers in the City of Kaukauna. The ordinance would limit the use of these containers in residential areas while still allowing provisions to have shipping containers for moving/temporary use. Commercial properties would be able to use storage containers for temporary use but would need Plan Commission approval for long term/permanent use. Discussion held and questions answered.

Annexation -Parcel 030064701, 030066900, 030064200, 030064600 & 030064700.

The Kaukauna Area School District has submitted an annexation request for direct annexation of parcels 030064701, 030066900, 030064200, 030064600 & 030064700. This annexation request is a total of 144.576 acres and will assist in facilitating the development of the new middle school on this property as well as open new land for future development potential for the City. This annexation request aligns with the City's Comprehensive Plan and assists in meeting goals stated in economic development, Utilities and Community Facilities as well as aligning with the City's future land use map. As it currently stands, the property would default to Residential Single family for zoning if the annexation is approved. Discussion held and questions answered.

Pigeon Ordinance.

After the last discussion in January on the City of Kaukauna's Pigeon keeping ordinance, the Common Council directed staff to clarify a few points on the proposed ordinance updates for keeping of pigeons. A restriction of height of the loft, the number of permits and clarifications on removal have been added.

Library Annual Report 2024.

Motion by Moore, seconded by Kilgas to receive and place on file the Library Annual Report 2024.

All Ald. voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS**Resolution 2025-5459 Resolution of the Common Council Adopting the Outagamie County Hazard Mitigation Plan 2024-2029.**

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2025-5459 Resolution of the Common Council Adopting the Outagamie County Hazard Mitigation Plan 2024-2029.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2025-5459 Resolution of the Common Council Adopting the Outagamie County Hazard Mitigation Plan 2024-2029.

All Ald. voted aye.

Motion carried.

Resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue.

All Ald. voted aye.

Motion carried.

Ordinance 1917-2025 Ordinance Repealing and Replacing Section 17.32.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1917-2025 Ordinance Repealing and Replacing Section 17.32.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1917-2025 Ordinance Repealing and Replacing Section 17.32.

All Ald. voted aye.

Motion carried.

Ordinance 1918-2025 Ordinance to Annex 144.576 Acres of Land from the Town of Buchanan to the City of Kaukauna.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Ordinance 1918-2025 Ordinance to Annex 144.576 Acres of Land from the Town of Buchanan to the City of Kaukauna.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1918-2025 Ordinance to Annex 144.576 Acres of Land from the Town of Buchanan to the City of Kaukauna.

Roll call vote: Antoine- aye, DeCoster- aye, Eggleston- aye, Kilgas- aye, Moore- aye, Schell- aye, Schumacher- aye, Thiele- nay.

Motion carried. 7-1.

Ordinance 1919-2025 Ordinance Creating Section 12.16.

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Ordinance 1919-2025 Ordinance Creating Section 12.16.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Ordinance 1919-2025 Ordinance Creating Section 12.16.

All Ald. voted aye.

Motion carried.

Ordinance 1920-2025 Ordinance Creating Section 12.17.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1920-2025 Ordinance Creating Section 12.17.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Ordinance 1920-2025 Ordinance Creating Section 12.17.

All Ald. voted aye.

Motion carried.

Ordinance 1921-2025 Ordinance Repealing Section 11.12.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1921-2025 Ordinance Creating Section 11.12.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1921-2025 Ordinance Repealing Section 11.12.

All Ald. voted aye.

Motion carried.

Ordinance 1922-2025 Ordinance Amending Section 9.15.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1922-2025 Ordinance Creating Section 9.15.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Ordinance 1922-2025 Ordinance Amending Section 9.15.

All Ald. voted aye.

Motion carried.

CLOSED SESSION

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

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:06 pm.

Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:20 p.m.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:21 PM.

Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:48 PM.

ADJOURN

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

Meeting adjourned at 8:49 p.m.

Kayla Nessmann, Clerk



City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
00000373/1	IAFF45875687	2/3/2025		01/30/25 Payroll	Fire Association Local 1594	566.67
00000373/2	KPPA45875687	2/3/2025		01/30/25 Payroll	Police Association	696.00
00000373/3	PEL45875687	2/3/2025		01/30/25 Payroll	Pelion Benefits, Inc (SSA)	1,334.90
124081	0476403-IN	2/7/2025		Rigging Inspection	All-Lift Systems, LLC	1,000.00
124082	24995	2/7/2025		Managed Monthly Services	Amplitel Technologies LLC	13,030.00
124083	013125	2/7/2025		January Mileage	Anthony Penterman	60.90
124084	911103	2/7/2025		Loader #29	Aring Equipment Co. Inc	111.15
124085	061009865	2/7/2025		Park Pick Up #10	Automotive Supply Co	207.69
124085	061009676	2/7/2025		Park Pick Up #10	Automotive Supply Co	37.80
124085	061009866	2/7/2025		Harlan - Shop	Automotive Supply Co	192.96
124085	061009683	2/7/2025		Park Pick Up #10	Automotive Supply Co	22.22
124085	061009494	2/7/2025		Parks Pick Up #10	Automotive Supply Co	1,056.76
124086	INUS316131	2/7/2025		Body Cam Contract	Axon Enterprise, Inc.	23,663.23
124087	INV-US79081	2/7/2025		Self-Check Paper - 2 Cases	Bibliotheca, LLC	423.20
124088	1660380677	2/7/2025		Horseshoe Concession Building - Roof Material, Bird House Workshop Supplies, Park Supplies, Riverside Retaining Wall, Riverside Retaining Wall, Chain Saw Oil, Plumbing/Horseshoe Women's Restroom, Horseshoe Concession Bldg - Roof Material, Parks/Picnic(more...)	Capital One Commercial	4,887.96
124089	272925	2/7/2025		Tool Organizers	Carstens Hardware	68.33
124089	273274	2/7/2025		New Handle	Carstens Hardware	11.69
124090	CAL3502021	2/7/2025		Books	Cavendish Square	186.03
124091	020425	2/7/2025		Incentive 1 of 2 Per Agreement	Central Block, LLC	50,000.00
124092	324740	2/7/2025		Annual Self-Publishing Software License Renewal	CivicPlus, LLC	2,495.00
124093	30921	2/7/2025		Security Deposit Refund	Cub Scout Pack #3104	100.00
124094	30922	2/7/2025		Security Deposit Refund	Danielle Dietrich	200.00
124095	51660	2/7/2025		Oil Filter #81	DC Auto Repair, LLC	101.58
124095	51476	2/7/2025		Suspension & Axel #83	DC Auto Repair, LLC	629.04
124095	51664	2/7/2025		Oil & Filter	DC Auto Repair, LLC	86.53
124096	312212	2/7/2025		Kasper Wrestling Shirts	Eagle Graphics LLC	785.60
124096	312213	2/7/2025		Phantoms Wrestling Shirts	Eagle Graphics LLC	1,455.80
124097	15360 01	2/7/2025		Traffic Control/Contract Services	Elmstar Electric Corp.	3,085.81
124098	25824	2/7/2025		Chain Saw #171	Evergreen Power	53.99
124099	WIKIM299480	2/7/2025		AA Batteries	Fastenal Company	15.55
124100	54836	2/7/2025		Custodial Supplies	Fox Specialty Company LLC	143.78
124101	U30000171579	2/7/2025		January Recycle Charges	GFL Green For Life Environmental	1,029.31
124102	68009	2/7/2025		Parks Engine Replacement #10	Gustman Chevrolet Buick GMC	25.58
124103	013125	2/7/2025		New Connections - January 2025	Heart of the Valley Metropolitan - New Connections	31,040.00
124104	020625	2/7/2025		Wastewater Treatment - January	Heart of the Valley Metropolitan Sewerage District	147,093.00

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
124105	C62141A	2/7/2025	Firefighter/EMT Exam Form	I/O Solutions, Inc.	122.00
124106	86081230	2/7/2025	Books	Ingram	12.27
124106	85974648	2/7/2025	Books	Ingram	34.37
124106	86011192	2/7/2025	Books	Ingram	18.93
124106	85974637	2/7/2025	Books	Ingram	43.14
124106	85974659	2/7/2025	Books	Ingram	92.29
124106	85974649	2/7/2025	Books	Ingram	305.01
124106	86011194	2/7/2025	Books	Ingram	19.11
124106	85974654	2/7/2025	Books	Ingram	51.27
124106	85974631	2/7/2025	Books	Ingram	103.01
124106	85974662	2/7/2025	Books	Ingram	219.72
124106	85974657	2/7/2025	Books	Ingram	469.72
124106	85974653	2/7/2025	Books	Ingram	25.22
124106	85974658	2/7/2025	Books	Ingram	26.95
124106	85974630	2/7/2025	Books	Ingram	41.76
124106	85974636	2/7/2025	Books	Ingram	43.83
124106	85974632	2/7/2025	Books	Ingram	72.06
124106	85974660	2/7/2025	Books	Ingram	147.90
124106	85974629	2/7/2025	Books	Ingram	204.27
124106	86081224	2/7/2025	Books	Ingram	16.91
124106	85974646	2/7/2025	Books	Ingram	27.74
124106	85974639	2/7/2025	Books	Ingram	54.33
124106	85974647	2/7/2025	Books	Ingram	91.85
124106	85974650	2/7/2025	Books	Ingram	132.17
124106	85974645	2/7/2025	Books	Ingram	292.45
124106	85974661	2/7/2025	Books	Ingram	369.60
124106	85974655	2/7/2025	Books	Ingram	29.97
124106	86081228	2/7/2025	Books	Ingram	37.60
124106	85974634	2/7/2025	Books	Ingram	39.07
124106	85974651	2/7/2025	Books	Ingram	104.91
124106	85974642	2/7/2025	Books	Ingram	248.97
124106	86081226	2/7/2025	Books	Ingram	11.23
124106	86011193	2/7/2025	Books	Ingram	11.95
124106	86081229	2/7/2025	Books	Ingram	12.77
124106	85974638	2/7/2025	Books	Ingram	147.38
124106	85974640	2/7/2025	Books	Ingram	259.45
124106	85974633	2/7/2025	Books	Ingram	278.21
124106	86081227	2/7/2025	Books	Ingram	12.46
124106	85974663	2/7/2025	Books	Ingram	16.24
124106	85974656	2/7/2025	Books	Ingram	32.30
124106	86081225	2/7/2025	Books	Ingram	59.08
124106	85974652	2/7/2025	Books	Ingram	149.13
124106	85974644	2/7/2025	Books	Ingram	170.64
124106	85974641	2/7/2025	Books	Ingram	279.97
124106	85974635	2/7/2025	Books	Ingram	311.01
124106	85974643	2/7/2025	Books	Ingram	535.14
124107	8500179	2/7/2025	Truck #210	Interstate Battery	36.90
124107	90164380	2/7/2025	Battery - #83	Interstate Battery	275.95

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
124108	706187	2/7/2025	Fiic Equipment Inspections	J.F. Ahern Co.	895.00
124109	14149038	2/7/2025	Parks Pick Up #10	Jasper Engines & Transmissions	3,851.00
124110	013125	2/7/2025	January Mileage = 25.2 Miles @ \$.70/Mile	Kat Berge	17.64
124111	423450	2/7/2025	Automotive Maint.	L&S Truck Center	1,637.13
124112	20088	2/7/2025	Car Detail	Little Grizz Auto Workz & Detail LLC	370.00
124113	P36830	2/7/2025	Street Sweeper #26	MacQueen Equip Group	19.05
124113	P36786	2/7/2025	Street Sweeper #26	MacQueen Equip Group	1,157.36
124114	233205	2/7/2025	Harlan/Shop Supplies	MGD Industrial Corp	967.03
124115	855829	2/7/2025	Box Sander #34/Brine	Monroe Truck Equip - Green Bay	625.42
124116	2076419	2/7/2025	NetSuite Software	Oracle NetSuite	7,748.85
124117	020425	2/7/2025	Appeton PD Warrant Pmt for: David Jackson #24CT147	Outagamie County Clerk of Circuit Court	100.00
124118	013125	2/7/2025	County Court Share - Jan 2025	Outagamie County Treasurer	1,775.88
124119	4537	2/7/2025	2025 WPLC Dig Buying Pool, Office 365 Jan - Jun 25, Receipt Paper - 2 Cases, Spine Labels - 3 Rolls	Outagamie Waupaca Library System	5,404.47
124120	6206344	2/7/2025	Grease Pump/Equipment Maint.	Plymouth Lubricants	95.00
124121	293219	2/7/2025	Sanitary Sewer - Steel for New Cleaning Skids	S.I. Metals and Supply	43.00
124122	85654	2/7/2025	Payment for Cleaning & Televising Services	Speedy Clean Drain & Sewer	14,973.49
124123	013125	2/7/2025	State Court Share - Jan 2025	State of Wisconsin	3,483.35
124124	020125	2/7/2025	Water, Custodial Supplies, XYZ Chili Cookoff	Stoneridge Piggly Wiggly	163.45
124125	020725	2/7/2025	Witness Fees	Troy Naparalla	14.20
124126	X202826761:01	2/7/2025	Oil Change	Truck Country Of Wisconsin	61.36
124126	X202824675:01	2/7/2025	Rear Load Refuse Truck #229	Truck Country Of Wisconsin	40.38
124127	6160317454	2/7/2025	Coverall/Mat Service	VESTIS	86.51
00000374/1	INV06096352	2/7/2025	Payroll Software	Paycor, Inc.	3,411.40
00000375/1	020525	2/10/2025	February - Rent, February - Maintenance	Grand Kakalin LLC	20,676.00
00000375/2	452210-00 012425	2/10/2025	CE Lift Pump	Kaukauna Utilities	216.27
00000375/2	403075-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	16.48
00000375/2	500312-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	17.56
00000375/2	550060-01 012425	2/10/2025	Emergency Siren - Cty Rd J	Kaukauna Utilities	26.75
00000375/2	500340-01 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	29.80
00000375/2	352197-00 012425	2/10/2025	Bel Air Ct Lift Station	Kaukauna Utilities	33.81
00000375/2	311674-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	58.75
00000375/2	350376-00 012425	2/10/2025	10th St Lift Station	Kaukauna Utilities	53.26
00000375/2	490122-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	179.21
00000375/2	410785-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	21.73
00000375/2	500114-01 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	1,023.02
00000375/2	332580-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	175.60
00000375/2	460192-00 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	11.18
00000375/2	421955-05 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	26.54
00000375/2	391620-02 012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	50.32

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
00000375/2	331391-02	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	123.50
00000375/2	500890-00	012425	2/10/2025	Sherry Ln Sewer Lift	Kaukauna Utilities	294.69
00000375/2	403062-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	471.43
00000375/2	332585-01	012425	2/10/2025	Emergency Siren - Lafolletter Park	Kaukauna Utilities	18.62
00000375/2	500249-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	43.45
00000375/2	500248-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	48.88
00000375/2	312212-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	59.99
00000375/2	380721-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	61.42
00000375/2	403066-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	17.87
00000375/2	403065-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	755.01
00000375/2	052124	Storm Damage Grant	2/10/2025	May 2024 Storm Damage Grant Share	Kaukauna Utilities	21,501.86
00000375/2	5823		2/10/2025	2025 HR Manager Retiree Insurance, 2025 Sewer Meter Costs	Kaukauna Utilities	269,464.18
00000375/2	441511-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	18.63
00000375/2	500342-01	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	28.00
00000375/2	452198-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	31.88
00000375/2	454115-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	137.88
00000375/2	500341-01	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	148.16
00000375/2	452921-00	012425	2/10/2025	Lehrer Landfill	Kaukauna Utilities	16.59
00000375/2	310902-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	19.43
00000375/2	500364-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	290.33
00000375/2	500380-00	012425	2/10/2025	Augustine St Sewer Lift	Kaukauna Utilities	727.80
00000375/2	310903-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	20,557.26
00000375/2	452204-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	34.46
00000375/2	390980-00	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	40.69
00000375/2	551035-00	012425	2/10/2025	Cty J Sewer Lift	Kaukauna Utilities	71.68
00000375/2	403061-01	012425	2/10/2025	Water, Sewer, & Electric	Kaukauna Utilities	93.64
00000375/3	020525		2/10/2025	March 2025, March 2025	Securian Financial Group, Inc.	2,723.87
00000375/4	407941		2/10/2025	Shop Building Maintenance, SPaR Building Maintenance	Superior Chemical, LLC	377.40
00000375/5	DBS45075307a		2/10/2025	01/16/25 Payroll - Shorted by \$200	Diversified Benefit Services, Inc (DBS) (ACH)	200.00
Total						679,932.12

**PROCLAMATION
GOVERNMENT COMMUNICATORS DAY
FEBRUARY 21, 2025**

WHEREAS, the role of government communications professions is to inform, educate and engage their communities; and

WHEREAS, robust communication in government creates trust and inspires residents to take action and be involved; and

WHEREAS, government communications create relationships and calls to action, build awareness and understanding through storytelling, engage and foster engagement on civic issues and use all channels to include people in critical decisions; and

WHEREAS, it is essential to have strong communications in government because it is a foundational element of living in a democracy where citizens have the freedom to make their voice heard; and

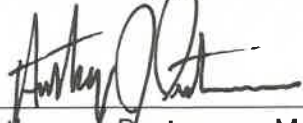
WHEREAS, the City is proud and has deep gratitude and recognition for government communicators' professionalism, dedication, hard work, commitment, enthusiasm and sacrifice;

NOW, THEREFORE, I, Mayor Anthony J. Penterman of the City of Kaukauna, Wisconsin do hereby proclaim February 21, 2025 as

GOVERNMENT COMMUNICATORS DAY

in Kaukauna, WI and encourage all residents to thank the members of the Communications Team who have dedicated their careers to ensure the City has effective, impactful and successful communication strategies that resonate and are relevant. Dated this 19th day of February 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 Wednesday, February 19, 2025 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Chief Graff, HR Director Hodge (Zoom), Com Enrich. & Rec Dir. Vosters (Zoom), Fin. Dir. Van Rossum, Mark. & Com. Manager Fencil (Zoom), Judge Proffitt, and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Recommendation to award Project #2-25 –Sanitary Sewer and Water Main Joint Utility Project.

The Engineering Department has reviewed and analyzed the bids from Feaker & Sons, Kruczek Construction, Carl Bowers & Sons, DeGroot Inc., Advance Construction, Dorner Inc., David Tenor Corp., and PTS Contractors received on February 5th, 2025, at 4:00pm for the 2-25 Sanitary Sewer and Water Main Joint Utility Project. The Engineering Department received eight bids for this project and compared said bids against the Engineer's estimate that was put together prior to bid opening.

Motion by Antoine, seconded by Schell to Award Project #2-25 Sanitary Sewer and Water Main Joint Utility Project to Carl Bowers & Sons, Kaukauna, WI for Base Bid Units A thru E and Alternate Unit F, a total amount of \$3,671,905.15.

All Ald. Voted aye.

Motion carried.

b. Authorization to seek bids for Project #9-25 – Linda Court Utility Relay and K4 Stormwater Basin Improvements.

The Engineering Department is completing plans with Kaukauna Utilities for a utility relay/construction project. A main focus of this project will be to provide Stormwater storage and relieve flooding caused by the flow restrictions within the K4 Basin, specifically in the Linda Court area. Additional work on this project will replace failing water mains, sanitary sewer mains, and services as well as providing turf restoration and an asphalt overlay. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to authorize the Engineering Department to seek bids for Project #9-25, Linda Court Utility Relay and K4 Stormwater Basin Improvements.

All Ald. voted aye.

Motion carried.

c. State/Municipal Financial Agreement for (SMFA) for County Trunk Highway (CTH) CC/Rosehill Road and CTH J/Lawe Street.

Motion by Moore, seconded by Kilgas to authorize the Director of Public Works/ Engineer Neumeier to enter into a State/ Municipal Agreement for (SMFA) for County Trunk

Highway (CTH) CC/Rosehill Road and CTH J/ Lawe Street.
All Ald. voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:13 pm.

Kayla Nessmann, Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Wednesday, February 19, 2025, at 6:14 pm.

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

Also present: Ald. Antoine, Ald. Eggleston, Ald. Thiel, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Chief Graff, HR Director Hodge (Zoom), Com Enrich. & Rec Dir. Vosters (Zoom), Fin. Dir. Van Rossum, Mark. & Com. Manager Fencil (Zoom), Judge Proffitt, and interested citizens.

1. Correspondence.

None.

2. Discussion Topics.

a. Request for Additional Funds by Municipal Court.

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

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

All Members Voted aye.

Motion carried.

Adjourned to closed session at 6:29 PM.

c. Return to Open Session for possible action.

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

All Members Voted aye.

Motion carried.

Returned to open session at 7:03 PM.

Motion by Moore, seconded by Schell to approve an additional 90 hours for the Clerk of Court hours in the Court budget to be covered by city fund balance from the 2025 budgeted funds.

All Members voted aye.

Motion carried.

d. Fund Balance Policy Adjustment.

The City of Kaukauna is projected to have a surplus in its fund balance in its 2024 financial statements due to multiple factors. Cost savings have been realized as certain positions remained unfilled during the year, and department heads exercised fiscal responsibility in managing allocated budget line items. The City is in a strong financial position regarding stability, operational liquidity, and safeguarding against economic downturns or emergencies. This surplus presents an opportunity to reassess the undesignated fund balance policy, which is currently set at 15% of general fund operating expenditures. The 2024 year-end financial statements indicate a fund balance of 34.6%. In the past, we have only talked about the growing fund balance and now can commit to the long-term financial stability of the city. Discussion held and questions answered.

Motion by Moore, seconded by Kilgas to approve a policy adjustment to establish a minimum undesignated fund balance of thirty percent (30%) of general fund operating expenses and forward the attached resolution to the Legislative Committee and Common Council for

consideration.
 All Members Voted aye.
 Motion carried.

e. 2024 Fiscal Year Surplus Fund Balance Allocation.

As noted in the Fund Balance Policy update agenda item, the City of Kaukauna is projected to have a surplus in its fund balance in the 2024 financial statements. This surplus is driven by multiple factors, including cost savings and revenues exceeding budgeted expectations. The primary contributor, once again this year, is the higher-than-anticipated interest income earned on the City's reserves. While the additional funds are beneficial, they also present a challenge, as they represent a one-time financial event. To ensure fiscal responsibility, these funds should be applied to one-time expenditures or project funding, thereby mitigating the risk of creating ongoing expenses that may become unfunded in the future. Discussion held and questions answered.

Motion by DeCoster, seconded by Moore to Approve the reallocation of \$700,000 from the undesignated General Fund balance to support a one-time expense in a restricted account of the Parks & Pool Fund.

All Members Voted aye.
 Motion carried.

f. Department of Public Works Proposal to Add Annual Clothing Allowance.

Regular employees of the DPW department will receive an annual clothing allowance of \$300. The clothing allowance is to be used for the purchase of work-appropriate apparel (shirts, sweatshirts, safety footwear, pants, shorts, etc.). Discussion held and questions answered.

Motion by Schell, seconded by Kilgas to approve the described process to allow for payroll processing and employee communication. The Employee Handbook will include the approved changes with the next applicable update.

All Members Voted aye.
 Motion carried.

g. Department of Public Works Proposal to Change Regular Work Hours.

The DPW hourly staff have proposed moving from the current work hours schedules to a version of the "Summer Hours" program year-round for that department. The current pay practice for overtime is to calculate the premium pay (1.5x regular rate of pay) on daily hours exceeding 8. The current premiums also pay double time (2x regular rate of pay) on Sunday hours and overtime (1.5x regular rate of pay) on Saturday hours. Discussion held and questions answered.

Motion by Moore, seconded by Schell to approve the standard work schedules described to be the standard year-round schedules. The Employee Handbook will include the approved changes with the next applicable update.

All Members Voted aye.
 Motion carried.

h. International Association of Firefighters Local 1594 Collective Bargaining Agreement for 2025-2027.

The City and the International Association of Firefighters Local 1594 have reached an agreement regarding their Collective Bargaining Agreement for 2025-2027. Discussion held and questions answered.

Motion by Moore, seconded by Kilgas to ratify the International Association of Firefighters AFL-CIO-Kaukauna Local 1594 Collective Bargaining Agreement for January 1, 2025 – December 31, 2027.

All Members Voted aye.
 Motion carried.

3. Adjourn.

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

Meeting adjourned at 8:10 pm.

Kayla Nessmann, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Wednesday, February 19, 2025 at 8:11 P.M.

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

Also present: Mayor Penterman, Ald. Moore, Alder Antoine, Ald. Kilgas, Ald. Schumacher, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Chief Graff, HR Director Hodge (Zoom), Com Enrich. & Rec Dir. Vosters (Zoom), Fin. Dir. Van Rossum, Mark. & Com. Manager Fencil (Zoom), and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

- a. Temporary Class B License to Holy Cross Parish/St. Ignatius Catholic School, 220 Doty Street, gym, lobby, & cafeteria, on March 28-30, 2025, and April 4-6, 2025, for "Holy Cross Men's Open."**

Motion by DeCoster, seconded by Eggleston to approve the Temporary Class B License to Holy Cross Parish/St. Ignatius Catholic School, 220 Doty Street, gym, lobby, & cafeteria, on March 28-30, 2025, and April 4-6, 2025, for "Holy Cross Men's Open."

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 8:12 pm.

Kayla Nessmann, Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Antoine on Monday, February 3, 2025, at 8:13 P.M.

Members present: Antoine, DeCoster, Thiele, and Schumacher.

Also present: Ald. Schell, Ald. Kilgas, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Chief Graff, HR Director Hodge (Zoom), Com Enrich. & Rec Dir. Vosters (Zoom), Fin. Dir. Van Rossum, Mark. & Com. Manager FencI (Zoom), and interested citizens.

1. Correspondence

2. Discussion Topics.

a. Resolution for Fund Balance Policy Adjustment.

This resolution is adjusting the policy to maintain a minimum undesignated fund balance of 30% would align with best practices and financial prudence. This change will provide the following benefits to the City: financial stability & risk management, improved creditworthiness, operational flexibility, tax rate stability, enhance public confidence, compliance with best practices, and support strategic planning.

Motion by Thiele, seconded by Schumacher to approve the attached resolution to establish a minimum undesignated fund balance of thirty percent (30%) of general fund operating expenses and forward on to the Council for consideration.

All members voted aye.

Motion carried.

b. Resolution 2025-5462 Resolution Approving Fee for Loft License.

With 12.16 being recently created for the allowance of pigeons keeping in the city of Kaukauna, the next step is setting the fee for this license. As stated in 12.36(2)(a) an annual loft license fee is set by the common council from time to time. For simplicity, staff is proposing the fee to be set at \$24 to match the fee for chicken keeping as the work required is very similar on staff. Staff will be keeping a record of roughly how much time is spent reviewing and inspecting any application that would come forth for a loft license to ensure this fee is appropriate moving forward and come back to common council if any changes are needed.

Motion by Schumacher, seconded by DeCoster to adopt a resolution setting the annual fee for a Loft License as stated in 12.16 at \$24.00

All members voted aye.

Motion carried.

3. Adjourn.

Motion by DeCoster, seconded by Thiele to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:17 p.m.

Kayla Nessmann, Clerk

BOARD OF APPEALS

A Meeting of The Board of Appeals was called to order by Chair Kavanaugh at 4:00 P.M. on Wednesday, January 22, 2025.

Members present: Kavanaugh, Werschem, Sundelius, and Fallona, and Vandeberg.

Absent & Excused: Nisler and Brandt.

Also Present: Associate Planner Nelson, Planning/Eng. Tech. Holmes, DPW/ Engineer Neumeier, Ald. Thiele, applicant, and interested citizens.

Motion by Sundelius, seconded by Werschem to excuse the absent members.

All Members Present voted aye.

Motion carried.

1. Approval of Minutes

- a) Approval of minutes from December 18, 2024.

2. Public Hearing/ Appearances

- a) Hear Appeal- 2108 Sullivan Ave Special Exception.

City of Kaukauna City Clerk, Nessmann, swore in the applicant, Hassan Sharif, 2108 Sullivan Ave. Sharif discussed why a special exception should be made for his property, Tonic Home Care, which was previously brought to the Plan Commission and Common Council. Discussion held and questions answered.

Motion by Vandeberg, seconded by Sundelius to reject the request for a special exception at 2108 Sullivan Ave.

All members present voted aye.

Motion carried.

3. Action Item.

- a) Appeal- Sullivan Ave Special Exception.

4. Adjourn.

Motion by Werschem, seconded by Sundelius to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 4:22 P.M.

Kayla Nessmann, Clerk

Redevelopment Authority of the City of Kaukauna

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, January 9, 2024 at 9:00 AM

Minutes

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call

Members Present: Karl Kilgas, John Moore, Quin Lenz, Julie Schroeder, Nicci Sprangers, Heather Hayes

Member(s) Absent: Leon Vanevenhoven

Other(s) Present: Director Kittel, AP Nelson

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

2. Approval of Minutes

a. Approve Minutes from November 14, 2024

Kilgas made a motion to approve the minutes from November 14, 2024. Seconded by Schroeder. The motion passed unanimously.

3. Old Business

None

4. New Business

a. Certificate of Appropriateness – 319 Lawe Street (322040500)

Director Kittel introduced the updated proposal for the façade replacement at 319 Lawe Street. Brick and vinyl are still being utilized for the façade, but some updates were made to the proposal without prior consultation with RACK. The black band separating the cream and dark gray vinyl was moved further up on the building at the recommendation of the contractors to prevent a seam that would ultimately require maintenance sooner and be visually less appealing. Additionally, the cream color was replaced with a gray, and the dark gray color was replaced with a blue. This was done because the original colors would have been on back order for an estimated three to six months, while the new colors were readily available. The owners are requesting a Certificate of Appropriateness for this new design.

Conversation among the RACK members ensued regarding the fact that this update was not brought back before them before construction was started, the change in overall aesthetics brought upon by the movement of the black band and the color alteration of the vinyl, and further clarity on what was approved last time and what was communicated to the applicant. The main concern points were conformity with the surrounding buildings, the lack of communication, and the change in aesthetics.

The applicant explained that there is always a slight difference in colors from the proposal to the final product and that colors can appear differently on a rendering as compared to reality. He stated the "cream" color was always supposed to be a light gray.

Moore suggested that physical color samples be provided in the future. Hayes agreed that accurate colors should be presented.

Sprangers stated that the circumstances were unfortunate, and that the approval was based on the rendering presented. The updated proposal is not in the spirit of the original proposal.

Director Kittel explained that the languages surrounding façade updates is very generalized, and the ordinances are based more on individual opinion than on a standardized procedure. This has led to inconsistency with past approvals and waivers. He stated that the Planning and Community Development Department is currently working on creating points-based design guidelines to prevent issues like this from occurring in the future.

Moore asked Director Kittel for his recommendation. Director Kittel stated that the updated proposal is generally consistent with what was approved and recommended moving forward while also taking action to create more formal guidelines.

Lenz commented that, although he had no opinion on the colors, he found the new placement of the black band to be off putting.

Kilgas made a motion to grant a Certificate of Appropriateness for the updated brick and siding as presented, without the 25% masonry requirement, with one update to the changed proposal: on the front of the building, the gray vinyl siding will go all the way down to the signage. This will bring it past the black band and make it appear more consistent with the original design. Seconded by Lenz. The motion passed unanimously.

5. Closed Session

This item was removed from the agenda because staff is still waiting on mortgage documentation.

6. Other Business

None

7. Adjourn

Kilgas made a motion to adjourn. Seconded by Schroeder. Motion carried unanimously, adjourned at 9:47 a.m.

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

GRIGNON MANSION BOARD MEETING MINUTES

Monday, October 28, 2024

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

Roll Call

Present – Sandy Coenen, Christina Crook, Gavin Schmitt, Brian Buechel, Pennie Thiele, Bruce Werschem

Absent – Patty Brogan

Others in Attendance – Terri Vosters

Review/Approve Minutes from September 23, 2024 Meeting

Motion by Coenen to approve meeting minutes, with the spelling alteration of "Cook" to "Crook." Seconded by Werschem. Motion unanimously approved.

Report from the City (Vosters)

Report from Friends (Werschem)

Report from the Chair (Thiele)

Discussion was open among the three and the board as a whole, making it difficult to delineate where one report ends and another begins. Matters discussed were as follows:

- a. Vosters attended two recent Friends meetings and tasked them with determining what they would like to see from the new Community Enrichment position. In the short term, it was thought the position would be a liaison between the Friends and the City, with event planning and operation falling more on the Friends side. Friends would still like to see a designated employee for the Mansion to handle the historic end of things and on-site management.
- b. Werschem agreed, and said he would like to see more commitment from the City accepting the Mansion as an active project rather than an afterthought. Vosters said a Mansion director would be a hard sell at this time due to other department needs. In general, Friends may have to temporarily scale back events because membership is down; two key volunteers have stepped back.
- c. Thiele brought up the idea of needing to encourage community support, an idea seconded by Schmitt – the difference between experts saying something is important, and the community feeling it is, and why the second is necessary for sustainability. Thiele further said she has found that museums often have highs and lows, and right now there is competition for citizen funding – the City, the school district and the utilities would all like to expand. With this in mind, the 2025 focus should be on the growth of community, not budget.
- d. By board consensus, November's meeting will be an invitation to Friends to have a roundtable discussion on where we go from here.

Other Business

None.

Set Next Meeting Date and Location

Monday, November 25, 2024 at 4:30 PM in the Hydro View Room was set.

Adjournment

Motion by Coenen. Seconded by Schmitt. Motion unanimously approved, with meeting adjourned at 5:48pm.

Kaukauna Fire Department

Fire Report - January 2025

Item 7.a.

Incident Type: Fire

Code - Description	Number of Runs	Year to Date
100 - Fire, Other	1	1
111 - Building Fire	2	2
Total	3	3

Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
321 - EMS Call	124	124
323 - Moter Vehicle/Pedestrian Accident	1	1
Total	125	125

Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
412 - Gas Leak (natural gas or LPG)	1	1
424 - Carbon Monoxide Incident	1	1
445 - Arcing, Shorted Electrical Equipment	1	1
463 - Vehicle Accident, General Cleanup	2	2
Total	5	5

Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
511 - Lock-Out	2	2
542 - Animal Rescue	1	1
Total	3	3

Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good Intent Call, Other	5	5
611 - Dispatched and Canceled Enroute	1	1
Total	6	6

Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False Alarm or False Call, Other	1	1
733 - Smoke Detector Activation Due to Malfunction	1	1
735 - Alarm System Sounded Due to Malfunction	1	1
741 - Sprinkler Activation, No Fire - Unintentional	3	3
743 - Smoke Detector Activation, No Fire - Unintentional	1	1
745 - Alarm System Activation, No Fire - Unintentional	6	6
Total	13	13

Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	1	1
Total	1	1
Grand Total		156

Kaukauna Fire Department
Fire Report - January 2025

Fire Inspection Summary		
	Completed This Month	Year to Date
Inspections Completed	24	24
Violations Found	0	0
Violations Corrected	1	1

Kaukauna Fire Department

Ambulance Report - January 2025

Runs by Municipality

City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	118	118
Village of Combined Locks	8	8
Total	126	126

Runs by County

County	Number of Runs	Year to Date
Outagamie	126	126
Total	126	126

Runs by Disposition

Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	89	89
Patient Treated, Released	17	17
Patient Evaluated, No Treatment/Transport Required	13	13
Patient Dead at Scene - No Resuscitation Attempted, No Transport	4	4
Canceled Prior to Arrival	1	1
Canceled on Scene No Patient Contact	1	1
Patient Refused Evaluation/Care, No Transport	1	1
Total	126	126

Runs by Ambulance

Primary Unit	Number of Runs	Year to Date
First Out Ambulance	114	114
Second Out Ambulance	12	12
Third Out Ambulance	0	0
Engine Company	0	0
Total	126	126

Mutual Aid

	Number of Runs	Year to Date
Provided	0	0
Received	0	0

Police calls generated by:		YTD
911 call	169	169
Officer initiated	613	613
Called general phone number	247	247
TOTAL	1,029	1,029
Breakdown of calls:		
ABANDONED VEHICLE	3	3
ACCIDENT	19	19
ALARMS	21	21
ALCOHOL OFFENSE	0	0
ANIMAL	11	11
ARSON	0	0
ASSISTS	88	88
ASSAULT/BATTERY	1	1
BURGLARY	1	1
CIVIL	0	0
CRIME PREVENTION	146	146
DAMAGE TO PROPERTY	2	2
DISTURBANCES	22	22
DOMESTIC	0	0
DRUGS	7	7
FIRE CALLS	21	21
FIREWORKS	0	0
FRAUD	8	8
HARASSMENT	16	16
HAZARD	10	10
JUVENILE	17	17
LOCKOUT	6	6
LOST & FOUND	11	11
MEDICAL	96	96
MISSING PERSON	2	2
OPEN DOOR	2	2
OPERATING WHILE INTOXICATED	3	3
ORDINANCE VIOLATIONS	57	57
PARKING	7	7
RECKLESS DRIVE COMPLAINT	22	22
SCHOOL SAFETY	60	60
SEX OFFENSE	5	5
SUICIDE; ATTEMPT, THREAT, COMPLETED	3	3
SUSPICIOUS PERSON, VEHICLE , SITUATION	20	20
THEFT	5	5
TRAFFIC	141	141
TRAFFIC SAFETY	2	2
TRESPASS	3	3
TRUANCY	4	4
VIOLATE COURT ORDER	4	4
WANTED PERSON OR APPREHENSION	9	9
WARNINGS	109	109
WEAPON	0	0
WELFARE CHECK	50	50
911 HANGUP/ASSIST	35	35
total	1,049	1,049
note- the difference between the totals is some calls have mulitple offenses		

MUNICIPAL JUDGE
COURT REPORT

JANUARY

	2025	2024	2025 CUMULATIVE	2024 CUMULATIVE
FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS	\$3,321.91	\$3,642.14	\$3,321.91	\$3,642.14
MUNICIPAL COURT COSTS	\$1,660.07	\$1,447.46	\$1,660.07	\$1,447.46
PENALTY SURCHARGES	\$981.36	\$1,242.56	\$981.36	\$1,242.56
COUNTY JAIL SURCHARGES	\$472.08	\$405.77	\$472.08	\$405.77
DRIVER IMPROVEMENT SURCHARGES	\$2,695.50	\$433.82	\$2,695.50	\$433.82
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$621.12	\$537.18	\$621.12	\$537.18
IGNITION INTERLOCK DEVICE SURCHARGE	\$0.00	\$50.00	\$0.00	\$50.00
SAFE RIDE PROGRAM	\$259.17	\$50.00	\$259.17	\$50.00
TOTAL	\$10,011.21	\$7,808.93	\$10,011.21	\$7,808.93

Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
1/2/2025	\$380,270.54	\$429,482.53
1/2/2025	\$10,531.16	\$49,211.99
1/2/2025	\$8,505.83	\$38,680.83
1/2/2025	\$100.00	\$30,175.00
1/2/2025	\$75.00	\$30,075.00
1/2/2025	\$36,448.68	\$466,671.21
1/2/2025	\$740.00	\$430,222.53
1/3/2025	\$49,968.52	\$127,285.46
1/3/2025	\$28,605.16	\$77,316.94
1/3/2025	\$17,970.88	\$48,711.78
1/3/2025	\$475.00	\$30,740.90
1/3/2025	\$163.90	\$30,265.90
1/3/2025	\$102.00	\$30,102.00
1/3/2025	\$675.00	\$131,098.15
1/3/2025	\$140.00	\$127,425.46
1/6/2025	\$291,347.22	\$346,626.18
1/6/2025	\$24,978.46	\$55,278.96
1/6/2025	\$225.00	\$30,300.50
1/6/2025	\$75.50	\$30,075.50
1/6/2025	\$14,258.27	\$363,074.45
1/6/2025	\$1,890.00	\$348,816.18
1/6/2025	\$300.00	\$346,926.18
1/7/2025	\$53,033.32	\$157,996.29
1/7/2025	\$40,300.39	\$104,962.97
1/7/2025	\$34,222.58	\$64,662.58
1/7/2025	\$400.00	\$30,440.00
1/7/2025	\$40.00	\$30,040.00
1/7/2025	\$970.00	\$159,658.29
1/7/2025	\$692.00	\$158,688.29
1/8/2025	\$112,065.44	\$251,192.65
1/8/2025	\$102,039.72	\$139,127.21
1/8/2025	\$3,571.81	\$37,087.49
1/8/2025	\$3,490.68	\$33,515.68
1/8/2025	\$25.00	\$30,025.00
1/8/2025	\$615,283.41	\$870,008.27
1/8/2025	\$1,951.21	\$254,724.86
1/8/2025	\$1,126.00	\$252,773.65
1/8/2025	\$455.00	\$251,647.65
1/9/2025	\$188,298.05	\$30,000.00
1/9/2025	\$669.00	\$31,299.00
1/9/2025	\$630.00	\$30,630.00
1/10/2025	\$103,928.75	\$312,649.38
1/10/2025	\$74,712.70	\$208,720.63

Month of: *January*

1/10/2025	\$56,110.09	\$134,007.93
1/10/2025	\$31,816.30	\$77,897.84
1/10/2025	\$11,516.80	\$46,081.54
1/10/2025	\$2,849.62	\$34,564.74
1/10/2025	\$1,098.13	\$31,715.12
1/10/2025	\$360.00	\$30,616.99
1/10/2025	\$174.99	\$30,256.99
1/10/2025	\$82.00	\$30,082.00
1/10/2025	\$3,492.87	\$317,087.25
1/10/2025	\$780.00	\$313,594.38
1/10/2025	\$165.00	\$312,814.38
1/13/2025	\$252,667.00	\$347,300.96
1/13/2025	\$59,614.41	\$94,633.96
1/13/2025	\$4,694.55	\$35,019.55
1/13/2025	\$325.00	\$30,325.00
1/13/2025	\$4,215,402.76	\$30,000.00
1/13/2025	\$540.00	\$348,030.96
1/13/2025	\$190.00	\$347,490.96
1/14/2025	\$100,072.25	\$165,366.18
1/14/2025	\$30,022.93	\$65,293.93
1/14/2025	\$4,800.00	\$35,271.00
1/14/2025	\$335.00	\$30,471.00
1/14/2025	\$136.00	\$30,136.00
1/14/2025	\$1,666,305.88	\$30,000.00
1/14/2025	\$480.00	\$166,016.18
1/14/2025	\$170.00	\$165,536.18
1/15/2025	\$228,755.46	\$336,900.41
1/15/2025	\$61,713.92	\$108,144.95
1/15/2025	\$16,362.03	\$46,431.03
1/15/2025	\$54.00	\$30,069.00
1/15/2025	\$15.00	\$30,015.00
1/15/2025	\$745,569.14	\$30,000.00
1/16/2025	\$117,999.98	\$151,632.74
1/16/2025	\$3,095.81	\$33,632.76
1/16/2025	\$536.95	\$30,536.95
1/16/2025	\$925.01	\$152,682.75
1/16/2025	\$35,239.80	\$187,922.55
1/16/2025	\$125.00	\$151,757.74
1/17/2025	\$310,584.73	\$536,053.83
1/17/2025	\$89,079.89	\$225,469.10
1/17/2025	\$53,010.93	\$136,389.21
1/17/2025	\$48,365.09	\$83,378.28
1/17/2025	\$4,912.19	\$35,013.19
1/17/2025	\$51.00	\$30,101.00
1/17/2025	\$50.00	\$30,050.00
1/17/2025	\$560.00	\$536,733.83
1/17/2025	\$120.00	\$536,173.83

1/21/2025	\$1,115,510.87	\$1,301,970.91
1/21/2025	\$122,677.69	\$186,460.04
1/21/2025	\$32,454.35	\$63,782.35
1/21/2025	\$1,268.00	\$31,328.00
1/21/2025	\$60.00	\$30,060.00
1/21/2025	\$385.00	\$1,302,355.91
1/22/2025	\$65,657.94	\$146,046.02
1/22/2025	\$49,988.08	\$80,388.08
1/22/2025	\$400.00	\$30,400.00
1/22/2025	\$151,068.26	\$297,254.28
1/22/2025	\$2,519,065.30	\$3,001,948.91
1/22/2025	\$185,629.33	\$482,883.61
1/22/2025	\$60.00	\$146,106.02
1/22/2025	\$80.00	\$146,186.02
1/23/2025	\$588,184.62	\$619,004.62
1/23/2025	\$820.00	\$30,820.00
1/23/2025	\$350.00	\$619,474.62
1/23/2025	\$120.00	\$619,124.62
1/24/2025	\$252,800.91	\$614,363.03
1/24/2025	\$106,963.07	\$361,562.12
1/24/2025	\$97,070.05	\$254,599.05
1/24/2025	\$91,744.16	\$157,529.00
1/24/2025	\$30,769.75	\$65,784.84
1/24/2025	\$3,536.59	\$35,015.09
1/24/2025	\$1,478.50	\$31,478.50
1/24/2025	\$66,359.03	\$680,757.06
1/24/2025	\$35.00	\$614,398.03
1/27/2025	\$371,373.67	\$517,816.45
1/27/2025	\$105,299.14	\$146,442.78
1/27/2025	\$11,108.64	\$41,143.64
1/27/2025	\$35.00	\$30,035.00
1/27/2025	\$325.00	\$518,217.45
1/27/2025	\$76.00	\$517,892.45
1/28/2025	\$96,632.92	\$335,790.45
1/28/2025	\$83,331.04	\$239,157.53
1/28/2025	\$56,987.11	\$155,826.49
1/28/2025	\$4,027.75	\$98,839.38
1/28/2025	\$535.00	\$94,811.63
1/28/2025	\$150.00	\$94,276.63
1/28/2025	\$64,126.63	\$94,126.63
1/28/2025	\$17.40	\$335,807.85
1/29/2025	\$89,164.64	\$281,228.62
1/29/2025	\$86,385.37	\$192,063.98
1/29/2025	\$56,145.05	\$105,678.61
1/29/2025	\$19,533.56	\$49,533.56
1/29/2025	\$13,093.74	\$294,593.56
1/29/2025	\$210,988.34	\$30,000.00

1/29/2025	\$271.20	\$281,499.82
1/30/2025	\$86,113.30	\$157,845.85
1/30/2025	\$39,804.05	\$71,732.55
1/30/2025	\$810.00	\$31,928.50
1/30/2025	\$693.50	\$31,118.50
1/30/2025	\$425.00	\$30,425.00
1/30/2025	\$35,596.70	\$193,852.55
1/30/2025	\$410.00	\$158,255.85
1/31/2025	\$234,285.32	\$605,104.54
1/31/2025	\$172,436.09	\$370,819.22
1/31/2025	\$91,395.22	\$198,383.13
1/31/2025	\$66,890.40	\$106,987.91
1/31/2025	\$9,245.08	\$40,097.51
1/31/2025	\$425.00	\$30,852.43
1/31/2025	\$368.43	\$30,427.43
1/31/2025	\$59.00	\$30,059.00
1/31/2025	\$235.00	\$605,339.54
1/31/2025	\$345.00	\$605,684.54

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-2024-924	205 W NINTH ST	Accessory structures
KU-2025-4	3540 HAAS RD	HVAC
KU-2025-1	1345 BENS WAY	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1099	19 ASH GROVE PL	Electrical
KU-2025-2	106 E SECOND ST	Commercial building
KU-2024-1095	2081 WHITE DOVE LANE	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1094	2081 WHITE DOVE LANE	Residential building
KU-2024-1091	2081 WHITE DOVE	Electrical
KU-2024-1104	2035 RED FOX LANE	Residential building
KU-2024-1093	2081 WHITE DOVE LANE	Plumbing
KU-2024-1092	2081 WHITE DOVE LANE	HVAC
KU-2024-1088	173 ARTHUR ST	Residential building
KU-2024-1103	1151 BADGER RD	Electrical
KU-2025-7	2001 WHITE DOVE LANE	Storm Sewer/ Waters / Sanitary laterals
KU-2024-1105	2031 RED FOX LANE	Residential building
KU-2025-5	2001 WHITE DOVE LANE	Residential building
KU-2024-1001	1011 DELANGLADE ST	Plumbing
KU-2025-6	2027 RED FOX LANE	Residential building
KU-2025-14	2018 RED FOX LANE	Residential building
KU-2025-10	204 DEPOT ST	Accessory structures
KU-2025-11	204 DEPOT ST	Electrical
KU-2025-12	204 DEPOT ST	HVAC
KU-2025-19	2051 WHITE DOVE LN KAUKAUNA WI 541	Storm Sewer/ Waters / Sanitary laterals
KU-2025-24	2022 RED FOX LA	Residential building
KU-2025-15	2051 WHITE DOVE LN KAUKAUNA WI 541	Electrical
KU-2025-16	2051 WHITE DOVE LN KAUKAUNA WI 541	HVAC
KU-2025-23	2035 RED FOX LANE	Plumbing
KU-2025-22	2031 RED FOX LANE	Plumbing
KU-2025-17	2051 WHITE DOVE LN KAUKAUNA WI 541	Plumbing
KU-2025-9	2014 RED FOX LANE	Residential building
KU-2025-26	2022 RED FOX LA	HVAC
KU-2025-18	2051 WHITE DOVE LN KAUKAUNA WI 541	Residential building
KU-2025-21	2027 RED FOX LANE	Plumbing
KU-2025-8	2010 RED FOX LANE	Residential building
KU-2025-27	2022 RED FOX LA	Plumbing
KU-2025-25	2022 RED FOX LA	Electrical
KU-2025-13	719 OVIATT ST	Residential building
KU-2025-28	206 W NINTH ST	Residential building
KU-2025-20	2151 WHITE DOVE LA	Other structures
KU-2025-30	2010 RED FOX LA	Plumbing
KU-2025-32	2018 RED FOX LA	Plumbing
KU-2024-1102	310 FARMLAND DR	Other structures
KU-2025-35	2010 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-37	2035 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-39	317 W TENTH ST	Storm Sewer/ Waters / Sanitary laterals
KU-2025-33	1828 TRAVIS LA	Electrical
KU-2025-41	2010 RED FOX LA	Electrical

KU-2025-38	2031 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-34	712 BLACKWELL ST	Electrical
KU-2025-40	2608 MAIN AV	Plumbing
KU-2025-44	2011 RED FOX LA	Residential building
KU-2025-43	2015 RED FOX LANE	Residential building
KU-2025-54	522 GREEN ST	HVAC
KU-2025-42	100 E KELSO RD	Industrial building
KU-2025-47	2080 RED FOX LA	Residential building
KU-2025-52	2014 RED FOX LA	Electrical
KU-2025-49	17 DEER RUN CT	HVAC
KU-2025-48	2070 RED FOX LA	Residential building
KU-2025-53	2018 RED FOX LA	Electrical
KU-2025-51	1024 DRAPER ST	Electrical
KU-2025-55	2020 RED FOX LA	Residential building
KU-2025-57	2020 RED FOX LA	HVAC
KU-2025-69	2022 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-68	2020 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-58	2020 RED FOX LA	Plumbing
KU-2025-56	2020 RED FOX LA	Electrical
KU-2025-70	906 WILSON ST	HVAC
KU-2025-62	2045 WHITE DOVE LA	Residential building
KU-2025-60	2045 WHITE DOVE LA	HVAC
KU-2025-61	2045 WHITE DOVE LA	Plumbing
KU-2025-63	2045 WHITE DOVE LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-67	2041 WHITE DOVE LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-66	2041 WHITE DOVE LA	Plumbing
KU-2025-64	2041 WHITE DOVE LA	Electrical
KU-2025-73	2041 WHITE DOVE LA	Residential building
KU-2025-59	2045 WHITE DOVE LA	Electrical
KU-2025-65	2041 WHITE DOVE LA	HVAC
KU-2025-45	316 E FOURTEENTH ST	Plumbing
KU-2025-29	313 PARK ST	Electrical
KU-2025-76	2080 RED FOX LA	Plumbing
KU-2025-75	2015 RED FOX LA	Plumbing
KU-2025-89	1800 WELHOUSE DR	Plumbing
KU-2025-46	316 E FOURTEENTH ST	Electrical
KU-2025-78	2070 RED FOX LA	Plumbing
KU-2025-77	217 DIEDRICH ST	Plumbing
KU-2025-86	1701 FIELDCREST DR	Plumbing
KU-2025-74	2011 RED FOX LA	Plumbing
KU-2025-83	2023 RED FOX LA	Plumbing
KU-2025-88	1901 BADGER RD	Electrical
KU-2025-87	17 ASH GROVE PL	Plumbing
KU-2025-80	2014 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-81	2018 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-84	3301 RIDGECREST LA	Plumbing
KU-2024-1090	316 E FOURTEENTH ST	Institutional building
KU-2025-85	1011 DELANGLADE ST	Electrical
KU-2025-82	17 ASH GROVE PL	Residential building

KU-2025-72	2023 RED FOX LA	Residential building
KU-2025-98	2001 WHITE DOVE LA	Electrical
KU-2025-91	2011 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-94	3380 BECKETT LA	HVAC
KU-2025-96	2015 RED FOX LA	Electrical
KU-2025-97	2011 RED FOX LA	Electrical
KU-2025-95	2001 WHITE DOVE LA	HVAC
KU-2025-93	2061 WHITE DOVE LA	Storm Sewer/ Waters / Sanitary laterals
KU-2025-92	2015 RED FOX LA	Storm Sewer/ Waters / Sanitary laterals

Work type	Work target	Issued date	Issued by
New	Garage	25-01-03	Ryan Geiger
New	Heating	25-01-06	Brett Jensen
New	Water, storm and sanitary	25-01-06	Brett Jensen
New	Open Frame	25-01-06	Brett Jensen
Remodel	Office Building	25-01-06	Brett Jensen
New	Water, storm and sanitary	25-01-07	Brett Jensen
New	Single-family dwelling	25-01-07	Brett Jensen
New	Underground	25-01-07	Brett Jensen
New	Single-family dwelling	25-01-07	Brett Jensen
New	Municipal connection	25-01-07	Brett Jensen
New	Furnace	25-01-07	Brett Jensen
New	Single-family dwelling	25-01-07	Brett Jensen
Remodel	Open Frame	25-01-07	Ryan Geiger
New	Water, storm and sanitary	25-01-08	Brett Jensen
New	Single-family dwelling	25-01-08	Brett Jensen
New	Single-family dwelling	25-01-08	Brett Jensen
Remodel	Other	25-01-08	Brett Jensen
New	Single-family dwelling	25-01-09	Brett Jensen
New	Single-family dwelling	25-01-09	Brett Jensen
New	Deck	25-01-09	Brett Jensen
New	Open Frame	25-01-09	Brett Jensen
New	Heating	25-01-09	Brett Jensen
New	Water, storm and sanitary	25-01-10	Brett Jensen
New	Single-family dwelling	25-01-10	Brett Jensen
New	Panel	25-01-10	Brett Jensen
New	Furnace	25-01-10	Brett Jensen
New	Municipal connection	25-01-10	Brett Jensen
New	Municipal connection	25-01-10	Brett Jensen
New	Municipal connection	25-01-10	Brett Jensen
New	Single-family dwelling	25-01-10	Brett Jensen
New	Ductwork	25-01-10	Brett Jensen
New	Single-family dwelling	25-01-10	Brett Jensen
New	Municipal connection	25-01-10	Brett Jensen
New	Single-family dwelling	25-01-10	Brett Jensen
New	Other	25-01-10	Brett Jensen
New	Service	25-01-10	Brett Jensen
Repair	Single-family dwelling	25-01-10	Brett Jensen
Remodel	Single-family dwelling	25-01-13	Brett Jensen
New	Fence	25-01-13	Adrienne Nelson
New	Other	25-01-13	Brett Jensen
New	Other	25-01-13	Brett Jensen
New	Tank	25-01-14	Brett Jensen
New	Water, storm and sanitary	25-01-14	Brett Jensen
New	Water, storm and sanitary	25-01-15	Brett Jensen
New	Water, storm and sanitary	25-01-15	Brett Jensen
New	Panel	25-01-15	Brett Jensen
New	Open Frame	25-01-15	Brett Jensen

New	Water, storm and sanitary	25-01-15 Brett Jensen
Repair	Service	25-01-15 Brett Jensen
Remodel	Other	25-01-15 Brett Jensen
New	Single-family dwelling	25-01-17 Brett Jensen
New	Single-family dwelling	25-01-17 Brett Jensen
Remodel	Furnace	25-01-21 Brett Jensen
Remodel	Manufacturing, Processing or	25-01-21 Brett Jensen
New	Single-family dwelling	25-01-21 Brett Jensen
New	Open Frame	25-01-21 Brett Jensen
New	Heating	25-01-21 Brett Jensen
New	Single-family dwelling	25-01-21 Brett Jensen
New	Open Frame	25-01-21 Brett Jensen
Remodel	Service	25-01-21 Brett Jensen
New	Single-family dwelling	25-01-22 Brett Jensen
New	Ductwork	25-01-22 Brett Jensen
New	Water, storm and sanitary	25-01-22 Brett Jensen
New	Water, storm and sanitary	25-01-22 Brett Jensen
New	Other	25-01-22 Brett Jensen
New	Service	25-01-22 Brett Jensen
Repair	Furnace	25-01-22 Brett Jensen
New	Single-family dwelling	25-01-23 Brett Jensen
New	Furnace	25-01-23 Brett Jensen
New	Municipal connection	25-01-23 Brett Jensen
New	Water, storm and sanitary	25-01-23 Brett Jensen
New	Water, storm and sanitary	25-01-23 Brett Jensen
New	Municipal connection	25-01-23 Brett Jensen
New	Underground	25-01-23 Brett Jensen
New	Single-family dwelling	25-01-23 Brett Jensen
New	Underground	25-01-23 Brett Jensen
New	Furnace	25-01-23 Brett Jensen
Replacement	Other	25-01-24 Brett Jensen
Repair	Service	25-01-27 Brett Jensen
New	Other	25-01-28 Brett Jensen
New	Other	25-01-28 Brett Jensen
Replacement	Water Heater	25-01-28 Brett Jensen
Remodel	Open Frame	25-01-28 Brett Jensen
New	Other	25-01-28 Brett Jensen
Repair	Basement Flooding Protection	25-01-28 Brett Jensen
New	Other	25-01-28 Brett Jensen
New	Other	25-01-28 Brett Jensen
New	Municipal connection	25-01-28 Brett Jensen
Repair	Service	25-01-28 Ryan Geiger
Remodel	Other	25-01-28 Brett Jensen
New	Water, storm and sanitary	25-01-28 Brett Jensen
New	Water, storm and sanitary	25-01-28 Brett Jensen
New	Other	25-01-28 Brett Jensen
Remodel	Day Care, Nursing Home, etc	25-01-28 Brett Jensen
Remodel	Service	25-01-28 Brett Jensen
Addition	Single-family dwelling	25-01-29 Brett Jensen

New	Single-family dwelling	25-01-29 Brett Jensen
New	Open Frame	25-01-30 Brett Jensen
New	Water, storm and sanitary	25-01-30 Brett Jensen
New	Furnace	25-01-30 Brett Jensen
New	Open Frame	25-01-30 Brett Jensen
New	Open Frame	25-01-30 Brett Jensen
New	Furnace	25-01-30 Brett Jensen
New	Water, storm and sanitary	25-01-30 Brett Jensen
New	Water, storm and sanitary	25-01-30 Brett Jensen



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 2/12/2025
Re: Loft License Fee

With 12.16 being recently created for the allowance of pigeons keeping in the city of Kaukauna, the next step is setting the fee for this license. As stated in 12.36(2)(a) an annual loft license fee is set by the common council from time to time. For simplicity, staff is proposing the fee to be set at \$24 to match the fee for chicken keeping as the work required is very similar on staff. Staff will be keeping a record of roughly how much time is spent reviewing and inspecting any application that would come forth for a loft license to ensure this fee is appropriate moving forward and come back to common council if any changes are needed.

Recommendation:

To adopt a resolution setting the annual fee for a Loft License as stated in 12.16 at \$24.00



RESOLUTION NO. 2025-5461**RESOLUTION ESTABLISHING A POLICY FOR ACCUMULATING A
SURPLUS UNDESIGNATED FUND BALANCE**

WHEREAS, the City of Kaukauna recognizes the importance of maintaining a fiscally responsible and sustainable financial position; and

WHEREAS, an adequate undesignated fund balance is essential to ensure financial stability, provide liquidity for operations, and safeguard against unexpected economic downturns or emergencies; and

WHEREAS, establishing a policy to accumulate and maintain a surplus undesignated fund balance at a minimum level of 30% of annual operating expenses promotes sound financial management and strengthens the City's overall fiscal health.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that: The City shall accumulate and maintain a surplus undesignated fund balance in an amount not less than thirty percent (30%) of General Fund (101) annual operating expenses.

BE IT FURTHER RESOLVED the undesignated fund balance shall be used as a financial safeguard to address unforeseen revenue shortfalls, emergency expenditures, or other financial contingencies as determined by the Common Council.

BE IT FURTHER RESOLVED that any utilization of the undesignated fund balance that results in a balance below the 30% threshold shall require approval from the Common Council and shall include a plan to restore the balance to the minimum level within a reasonable timeframe.

BE IT FURTHER RESOLVED that the Finance Director shall regularly review its financial condition, revenue projections, and expenditure trends to ensure compliance with this policy.

BE IT FURTHER RESOLVED this resolution shall take effect immediately upon adoption and shall remain in force unless amended or repealed by the Common Council.

Introduced and adopted this 19th day of February 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessman, Clerk

RESOLUTION 2025- 5462

RESOLUTION APPROVING FEE FOR LOFT LICENSE

WHEREAS, Chapter 12.16(2)(a) states the annual loft license fee is to be set by the Common Council ; and

WHEREAS, Other similar license fee's are set at \$24;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that a loft license fee of \$24 is hereby accepted and approved.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 19th day of February 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, City Clerk