

COMMON COUNCIL

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



Tuesday, April 16, 2024 at 7:00 PM

AGENDA

In-Person

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 April 3, 2024.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
 - a. Congratulations to Assistant Chief Brad Sanderfoot on 25 years - Kaukauna Police Department.
 - b. Appointment of Tim Hufschmid to the Police and Fire Commission (5-year term).
 - c. Reappointment of Ken Schoenike to the City Plan Commission (3-year term).
 - d. [Proclamation ARBOR DAY - April 26, 2024.](#)
 - e. Tree City USA - 31 Years.
 - f. Severe Weather Radios.
6. Reports of standing and special committees.
 - a. [Board of Public Works Meeting Minutes of April 15, 2024.](#)
 - b. [Finance and Personnel Committee Meeting Minutes of April 15, 2024.](#)
 - c. [Health and Recreation Committee Meeting Minutes of April 15, 2024.](#)
 - d. [Legislative Committee Meeting Minutes of April 15, 2024.](#)
 - e. [Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of March 12, 2024.](#)
 - f. [Operator \(Bartender\) Licenses.](#)
7. Reports of City officers.
 - a. [Fire Report.](#)
 - b. [Ambulance Report.](#)
 - c. [Police Report.](#)
 - d. [Court Report.](#)
 - e. [Clerk/Treasurer's Daily Deposit Report.](#)
 - f. [Building Inspection Report.](#)
 - g. [Fire Department Annual Report.](#)
 - h. [Police Department Annual Report.](#)

8. Presentation of ordinances and resolutions.
 - [a.](#) Resolution 2024-5425 Resolution Approving CSM for Karen Mader.
 - [b.](#) Resolution 2024-5426 Resolution Approving a 2 Lot Certified Survey Map for Dercks DeWitt LLC.
 - [c.](#) Resolution 2024-5427 Authorizing Resolution for 2024 Inflation Reduction Act Urban Forestry Grant.
 - [d.](#) Ordinance 1905-2024 Amending Section 3.14(7) Operating Permit.
 - [e.](#) Ordinance 1906-2024 Ordinance Repealing and Recreating Section 7.04 One-Way Traffic – Thilmany Road and E 10th Street.
9. Consideration of Miscellaneous Business.
 - a. Swearing in of newly elected officials.
10. Adjourn sine die.

NOTICES

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

Topic: **Kaukauna April 16, 2024 - Common Council Meeting**

Time: **Apr 16, 2024 07:00 PM Central Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/2346054161?pwd=SWRkZ3k5V2t0MDkzN241d0RvR3h1QT09&omn=89573347091>

Meeting ID: 234 605 4161 Passcode: 54130

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- +1 346 248 7799 US (Houston)
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- +1 386 347 5053 US
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Find your local number: <https://us06web.zoom.us/j/kdbmLdH1Z>



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – APRIL 3, 2024

Pursuant to adjournment on March 19, 2024 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:02 P.M. on Wednesday, April 3, 2024.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Director Van Rossum, Planning and Community Development Director Kittel, Fire Chief Carrel, Police Chief Graff, Marketing and Communications Manager Fencil, HR Dir. Swaney, 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 Coenen to suspend the rules and waive the reading of the minutes of the Common Council meeting of March 19, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of March 19, 2024.

All Ald. voted aye.

Motion carried.

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

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Appointment of Janet Sager to the Kaukauna Public Library to replace Kevin Hietpas for the remainder of his term ending 6/23/26.

Motion by Kilgas, seconded by Schell to appoint Janet Sager to the Kaukauna Public Library to replace Kevin Hietpas for the remainder of his term ending 6/23/26.

All Ald. voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of April 3, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, April 3, 2024 at 5:30 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney, Police Chief Graff, Fire Chief Carrel, Communications and Marketing Mgr. Fencil, Planning and Community Dev. Dir. Kittel, and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Recommendation to award Project 1-24 Concrete Street Paving Project.

The Engineering Department has compared the three received bids against each other, and the engineers estimate. All three bids were under the engineer's estimate, which is an indication that the received bids are reasonable and competitive. The bids themselves are within \$250,000 of each other which is another good indication that they are competitive. The bid tabulation showing the unit pricing differences between the received bids was provided.

Motion by Antoine, seconded by Kilgas to award Project 1-24 Concrete Street Paving to Vinton Construction Company for a total bid price of \$2,081,269.59.

All Ald. voted aye.

Motion carried.

b. Sidewalk Builders License to Dan Verbeten.

Motion by Eggleston Motion by Eggleston, seconded by Moore to approve the Sidewalk Builders License to Dan Verbeten.

All Ald. voted aye.

Motion carried.

c. Public Works Update.

DPW/Eng. Neumeier provided an update on the Company Woods Pond near the Girl Scout Camp. Preliminary plans for prairie plantings and a habitat area are being worked on. Jonen Park pavilion pictures were shown. This project is moving along nicely. Pool renovation pictures were provided. Code Enforcement Office buildout is complete. The Street Department staff took on the extra tasks and the project is under budget. The Kenneth Avenue public information meeting will be before our next Board of Public Works meeting on April 15. HOV Interceptor project meeting was held, and a timeline was given. Questions were answered.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 5:42 pm.

Sally Kenney

Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of April 3, 2024.

All Ald. voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of April 3, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Wednesday, April 3, 2024 at 5:43 p.m.

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

Also present: Ald. Kilgas, Ald. DeCoster, Ald. Schell, Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney, Police Chief Graff, Fire Chief Carrel, Communications and Marketing Mgr. Fencil, Planning and Community Dev. Dir. Kittel, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan discussion.**

On March 18, 2024, the first draft of the proposed compensation plan was presented and discussed. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program. Some key highlights of this proposed system were provided. Should this body want to move forward with the proposed compensation plan, the following tentative timeline is being proposed for implementation:

- Final review and potential approval on 4/16/24.
- Education to staff and supervisors beginning in May.
- Review process to be initiated June 1 with a due date of August 31st.
- Merit Incentive Recommendation Forms due by August 31st.
- Merit Incentive Award Team to meet in September to review all recommendations.

Discussion was held and questions answered.

b. **CGI Digital Video Tour Project.**

CGI Digital will work with Wisconsin-based videographers to produce four, 1-minutelong videos. These videos promote growth within cities such as economic opportunities, workforce development, tourism, and community engagement. CGI Digital does all the production, script writing, and filming; the City can determine shoot dates, and will have feedback throughout the entire process. What makes this project cost-free to the City are the sponsorships provided by area businesses. The City would put together a letter of introduction that CGI Digital would distribute to area businesses and ask if they would be interested in having an ad spot on the page that the video is hosted. CGI Digital does all of the canvassing for sponsors, however the City can identify which businesses CGI would reach out to. If in the off chance that none of the area businesses are interested in participating, the project is still made cost-free to the City due to the sponsorship funds CGI Digital has received for the program.

Motion by Thiele, seconded by Coenen to grant permission to the Mayor to enter into an

agreement with CGI Digital to participate in their cost-free Community Video Program after the City Attorney reviews the contract.
All members voted aye.
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 6:23 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of April 3, 2024.
All Ald. voted aye.
Motion carried.

Health and Recreation Committee Meeting Minutes of April 3, 2024.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Wednesday, April 3, 2024 at 6:24 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Eggleston, Ald. Moore, Ald. Thiele, Ald. Antoine, Attorney Davidson, DPW/Eng. Neumeier, and interested citizens.

1. **Correspondence** – None.

2. **Discussion Topics.**

a. Class "B" Beer and "Class C" Wine License to New China Wok, Inc., Dong Sheng Chen Agent, 1810 Crooks Ave. B, Kaukauna.

Motion by DeCoster, seconded by Schell to grant the Class "B" Beer and "Class C" Wine License to New China Wok, Inc., Dong Sheng Chen Agent, 1810 Crooks Ave. B, Kaukauna.
All members voted aye.
Motion carried.

d. Adjourn.

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

The meeting adjourned at 6:25 P.M.

Sally Kenney, Clerk

Motion by Kilgas, seconded by Moore to adopt the Health and Recreation Committee Meeting Minutes of April 3, 2024 as amended.

All Ald. voted aye.

Motion carried.

Legislative Committee Meeting Minutes of April 3, 2024.

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Wednesday, April 3, 2024 at 6:26 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

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

1. **Correspondence** - None.

2. **Discussion Topics.**

a. Ordinance 1902-2024 – Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

Motion by Moore, seconded by Eggleston to recommend approval to the Common Council the Ordinance 1902-2024 – Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

All members voted aye.

Motion carried.

b. Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

Motion by Moore, seconded by Schell to recommend approval to the Common Council the Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:34 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of April 3, 2024.

All Ald. voted aye.

Motion carried.

Plan Commission Meeting Minutes of March 7, 2024.

Motion by Moore, seconded by Eggleston to receive and place on file the Plan Commission Meeting Minutes of March 7, 2024.

All Ald. voted aye.

Motion carried.

Industrial Park Commission Meeting Minutes of December 18, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the Industrial Park Commission Meeting Minutes of December 18, 2023.

All Ald. voted aye.

Motion carried.

1000 Islands Environmental Center Committee Meeting Minutes of February 15, 2024.

Motion by Eggleston, seconded by Antoine to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of February 15, 2024.

All Ald. voted aye.

Motion carried.

Grignon Mansion Board Meeting Minutes of January 22, 2024.

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of January 22, 2024.

All Ald. voted aye.

Motion carried.

Library Board Meeting Minutes of February 27, 2024.

Motion by Kilgas, seconded by Schell to receive and place on file the Library Board Meeting Minutes of February 27, 2024.

All Ald. voted aye.

Motion carried.

Operator (Bartender) Licenses.

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

Erickson	Anita	L.	342 E. Columbian Ave.	Neenah
Jansen	Kayla	L.	N142 Briarwood Dr.	Appleton
Raatz	Linda	M.	N3971 Washington Ave. #5	Freedom
Schmidt	Jeremy	J.	603 Gertrude St.	Kaukauna
Sumislaski	Amanda	L.	222 W. 9 th St.	Kaukauna
VanDriel	Nicole	A.	4400 Coriander Court	Kaukauna

Motion by Kilgas, seconded by Thiele to approve the operator/bartender license.

All Ald. voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

Development Update.

Planning and Community Development Director Kittel reviewed the current projects. Currently there are numerous projects going on in the City. The updates on the larger developments currently under construction or about to begin are: Grand Stay Hotel in Commerce Crossing- Site plans have been approved with construction anticipated to start in the next few months; U-Haul Project at Commerce Crossing- The buildings are coming along with most of the exterior work wrapping up and interior work on going; Legacy Creekside Apartments - The western most building has all the siding on and interior work is ongoing. One other apartment building is just starting to be framed up with the foundations in for two more apartment buildings; TANN Corp- Manufacturing Facility at New Prosperity Industrial Park- Foundation is in and the building shell is being put up; Straight line- Manufacturer in New Prosperity Industrial Park- Exterior walls are up and interior work is about to begin; Klink Equipment- Site plans have been approved with construction anticipated starting this

spring; The Reserve - Site Plans are being developed with construction anticipated to start this summer; Berker's Family Dentistry is nearing completion of addition; Enterprise Electric- Site plans have been approved for a new 9,000 square foot facility off Driessen Drive. Construction to start soon.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1902-2024 Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1902-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1902-2024.

All Ald. voted aye.

Motion carried.

Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Ordinance 1903-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Ordinance 1903-2024.

All Ald. voted aye.

Motion carried.

Ordinance 1904-2024 Ordinance to Annex Land from the Town of Buchanan to the City of Kaukauna.

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1904-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1904-2024.

All Ald. voted aye.

Motion carried.

Resolution 2024-5423 Resolution to Approve the Blue Stem West Preliminary Plat.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Resolution 2024-5423.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2024-5423.

All Ald. voted aye.

Motion carried.

Resolution 2024-5424 Resolution to Deny the Country Trails Preliminary Plat.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5424.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5424.
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 or bargaining reasons require a closed session. - N.E.W. Prosperity Center - 2023-PL-09.

Motion by Moore, seconded by Coenen to adjourn to closed session.
All Ald. voted aye.
Motion carried.

Adjourned to close session at 7:27 p.m.

Return to open session for possible action.

Motion by Moore, seconded by DeCoster to return to open session.
All Ald. voted aye.
Motion carried.

Returned to Open Session at 7:30 pm

Motion by Antoine, seconded Moore to approve the Amendment to Offer to Purchase to list Klink Properties 2, LLC and change the closing date from April 1, 2024 to April 4, 2024.
All Ald. Voted aye.
Motion carried.

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

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

Adjourned to closed session at 7:30 pm.

Return to open session for possible action.

Motion by Moore, seconded by Coenen to return to open session.
All Ald. voted aye.
Motion carried.

Returned to Open Session at 7:39 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 - 2024-PL-02; 106 E. Second Street.

Motion by Moore, seconded by Coenen to adjourn to closed session.
All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:40 pm.

Return to open session for possible action.

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

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:45 pm.

Motion by Moore, seconded Kilgas to approve the agreement and direct staff to finalize the agreement with the Developer with condition that all documents require in agreement are provided to staff and allow staff to make non-substance changes.

All Ald. voted aye.

Motion carried.

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 – Kay Drive.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:47 pm.

Return to open session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to Open Session at 8:00 pm.

ADJOURN

Motion by Moore, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:02 p.m.

Sally Kenney, Clerk

City - Bills Payable

Check #	Date	Class	Addressee	Absolute Value of Amount
00000160/1	3/18/2024	General Fund - 101	Kaukauna Utilities	1,334.29
00000161/1	3/18/2024	General Fund - 101	Securian Financial Group, Inc.	2,478.74
00000161/2	3/18/2024	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	8,425.82
00000161/3	3/18/2024	General Fund - 101	Fire Association Local 1594	637.80
00000161/4	3/18/2024	General Fund - 101	Police Association	696.00
00000161/5	3/18/2024	General Fund - 101	Pelion Benefits, Inc (SSA)	1,670.24
00000162/1	3/22/2024	General Fund - 101	Delta Dental of Wisconsin	1,987.26
00000162/2	3/22/2024	General Fund - 101	Wis. Dept. of Revenue - ACH PAYMENT	129.63
00000162/3	3/22/2024	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	274,934.82
00000163/1	3/22/2024	Solid Waste - 220	Wis. Dept. of Revenue - ACH PAYMENT	22.06
00000164/1	3/22/2024	TID #5 Construction Fund - 465	Kaukauna Utilities	91.16
00000165/1	3/22/2024	Storm Water Utility - 601	Kaukauna Utilities	10.50
00000166/1	3/22/2024	Sanitary Sewer Utility - 602	Kaukauna Utilities	101.58
00000167/1	3/22/2024	Industrial Park - 401	Kaukauna Utilities	43.87
00000168/1	3/22/2024	General Fund - 101	Kaukauna Utilities	17,175.57
121545	3/22/2024	1000 Islands - 201	Community Foundation for Fox Valley Region	151.64
121551	3/22/2024	Park & Pool Capital - 422	HMF Innovations	50,355.00
121561	3/22/2024	Park & Pool Capital - 422	Parkitecture + Planning	1,708.80
121553	3/22/2024	TID #6 Construction Fund - 466	Journal Communications, Inc.	4,335.00
121537	3/22/2024	Sanitary Sewer Utility - 602	BoardmanClark	50,561.00
121538	3/22/2024	Sanitary Sewer Utility - 602	Carstens Ace Hardware	112.85
121549	3/22/2024	Sanitary Sewer Utility - 602	Great Lakes TV Seal Inc	20,905.00
121550	3/22/2024	Sanitary Sewer Utility - 602	Green Bay Pipe & TV	22,628.96
121532	3/22/2024	General Fund - 101	Airgas USA, LLC	181.83
121533	3/22/2024	General Fund - 101	ARS Productions	20,000.00
121535	3/22/2024	General Fund - 101	Automotive Supply Co	92.31
121536	3/22/2024	General Fund - 101	BayCare Aurora LLC	226.64
121539	3/22/2024	General Fund - 101	Carstens Ace Hardware	430.78
121540	3/22/2024	General Fund - 101	Center for Internet Security, Inc.	403.98
121542	3/22/2024	General Fund - 101	Charter Communications	1,442.33
121543	3/22/2024	General Fund - 101	Cintas Corp.	317.51
121544	3/22/2024	General Fund - 101	City Of Appleton	805.00
121547	3/22/2024	General Fund - 101	Dean Enterprises, LLC	255.00
121548	3/22/2024	General Fund - 101	Gary Arndt	175.00
121552	3/22/2024	General Fund - 101	Ingram	162.07
121554	3/22/2024	General Fund - 101	Kaukauna High School (LEAD)	500.00
121555	3/22/2024	General Fund - 101	Ken's Sports Inc	29.99
121556	3/22/2024	General Fund - 101	KK Sew & Vac Inc.	53.94
121557	3/22/2024	General Fund - 101	Marco	967.91
121558	3/22/2024	General Fund - 101	Marco Technologies LLC NW 7128	46.74
121559	3/22/2024	General Fund - 101	McClone	70,120.75
121560	3/22/2024	General Fund - 101	Midwest Tape	881.53
121562	3/22/2024	General Fund - 101	S.I. Metals and Supply	733.00
121563	3/22/2024	General Fund - 101	Screening One, Inc.	136.55
121566	3/22/2024	General Fund - 101	Talogy, Inc.	368.00
121567	3/22/2024	General Fund - 101	The Penworthy Company LLC	2,523.71
121568	3/22/2024	General Fund - 101	Unemployment Insurance, Dept. of Workforce Development	4,258.63

Check #	Date	Class	Addressee	Absolute Value of Amount
121569	3/22/2024	General Fund - 101	Wisconsin Supreme Court	800.00
121534	3/22/2024	General Fund - 101	Ascension WI Employer Solutions	931.50
121565	3/22/2024	General Fund - 101	T-Mobile	696.69
121564	3/22/2024	General Fund - 101	Stanard & Associates, Inc.	161.50
121546	3/22/2024	General Fund - 101	Daryl Skrupky	47.00
121541	3/22/2024	General Fund - 101	Chantal Dietrich	200.00
00000169/1	3/29/2024	General Fund - 101	MissionSquare Retirement	18,682.80
00000170/1	3/29/2024	Nelson Crossing Fund - 224	Kaukauna Utilities	33.91
00000171/1	3/29/2024	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	3,196.14
00000171/2	3/29/2024	General Fund - 101	Fire Association Local 1594	637.80
00000171/3	3/29/2024	General Fund - 101	Police Association	696.00
00000171/4	3/29/2024	General Fund - 101	Fire House Fund	336.00
00000171/5	3/29/2024	General Fund - 101	Pelion Benefits, Inc (SSA)	1,436.93
121621	3/29/2024	Storm Water Utility - 601	MacQueen Equip Group	354.48
121638	3/29/2024	Storm Water Utility - 601	Roger Bowers Construction Co, Inc	120,354.55
121576	3/29/2024	Storm Water Utility - 601	AT&T Mobility	43.63
121591	3/29/2024	1000 Islands - 201	Community Foundation for Fox Valley Region	350.00
121597	3/29/2024	Library Special Use - 255	Elan Financial Services	65.51
121624	3/29/2024	Park & Pool Capital - 422	McMahon Associates Inc	538.00
121636	3/29/2024	Park & Pool Capital - 422	Robert E Lee & Assoc. Inc	3,816.20
121628	3/29/2024	Park & Pool Capital - 422	Miron Construction Co, Inc	530,920.08
121626	3/29/2024	Park & Pool Capital - 422	Milbach Construction Services, Co.	84,936.02
121575	3/28/2024	Sanitary Sewer Utility - 602	AT&T	68.12
121594	3/28/2024	Sanitary Sewer Utility - 602	Diggers Hotline Inc.	316.55
121615	3/28/2024	Sanitary Sewer Utility - 602	Klink Hydraulics, LLC	782.46
121620	3/28/2024	Sanitary Sewer Utility - 602	Lazer Utility Locating, LLC	28.50
121580	3/28/2024	Sanitary Sewer Utility - 602	B&M Technical Services, Inc.	9,907.00
121641	3/29/2024	Special Assessment Fund - 215	Stewart Title Guaranty Company	8.96
121572	3/29/2024	General Fund - 101	Amplitel Technologies LLC	562.00
121570	3/29/2024	General Fund - 101	A T F Tires & Service Center Inc.	964.65
121573	3/29/2024	General Fund - 101	Aramark Uniform	243.69
121579	3/29/2024	General Fund - 101	Automotive Supply Co	1,138.32
121581	3/29/2024	General Fund - 101	Baycom Inc.	1,734.00
121582	3/29/2024	General Fund - 101	Bibliotheca, LLC	2,687.19
121583	3/29/2024	General Fund - 101	Bound Tree Medical, LLC.	561.45
121585	3/29/2024	General Fund - 101	Capital One Commercial	870.27
121586	3/29/2024	General Fund - 101	Carstens Ace Hardware	35.08
121588	3/29/2024	General Fund - 101	Cellcom	1,842.94
121590	3/29/2024	General Fund - 101	Cintas Corp.	423.04
121592	3/29/2024	General Fund - 101	Creative Brick & Concrete	229.49
121595	3/29/2024	General Fund - 101	Diversified Benefit Services, Inc.	281.05
121600	3/29/2024	General Fund - 101	EZ Glide Garage Doors	591.25
121601	3/29/2024	General Fund - 101	Gary Hietpas	200.00
121603	3/29/2024	General Fund - 101	Griesbach Ready-Mix, LLC	161.00
121605	3/29/2024	General Fund - 101	Ingram	726.53
121606	3/29/2024	General Fund - 101	J.F. Ahern Co.	2,498.23
121608	3/29/2024	General Fund - 101	Jenny Welhouse	200.00
121609	3/29/2024	General Fund - 101	Joe's Power Center	349.95
121610	3/29/2024	General Fund - 101	Johnson Controls Fire Protection LP	1,035.89

Check #	Date	Class	Addressee	Absolute Value of Amount
121611	3/29/2024	General Fund - 101	JX Enterprises, Inc.	124.18
121612	3/29/2024	General Fund - 101	Ken's Sports Inc	1,714.71
121614	3/29/2024	General Fund - 101	Klink Hydraulics, LLC	100.30
121617	3/29/2024	General Fund - 101	Kory Krueger	10.86
121618	3/29/2024	General Fund - 101	Kwik Trip, Inc.	106.08
121619	3/29/2024	General Fund - 101	Lappen Security Products, Inc.	729.29
121622	3/29/2024	General Fund - 101	Marco Technologies LLC NW 7128	448.81
121623	3/29/2024	General Fund - 101	MCC Inc.	28.88
121625	3/29/2024	General Fund - 101	MGD Industrial Corp	85.14
121627	3/29/2024	General Fund - 101	Milton Propane	100.55
121630	3/29/2024	General Fund - 101	Patrick O'Kane	20.04
121631	3/29/2024	General Fund - 101	Pitney Bowes Inc	253.98
121632	3/29/2024	General Fund - 101	Plymouth Lubricants	3,111.63
121633	3/29/2024	General Fund - 101	Quality Truck Care Center	349.84
121634	3/29/2024	General Fund - 101	Reinders Inc.	220.09
121635	3/29/2024	General Fund - 101	Rent-A-Flash of Wisconsin, Inc	2,761.42
121637	3/29/2024	General Fund - 101	Robert Momberg	297.00
121639	3/29/2024	General Fund - 101	Silver Squirrel Engraving & Gifts	15.00
121642	3/29/2024	General Fund - 101	Stryker Sales Corporation	525.30
121644	3/29/2024	General Fund - 101	Triumph Tires Inc	4,639.00
121645	3/29/2024	General Fund - 101	Truck Country Of Wisconsin	99.72
121646	3/29/2024	General Fund - 101	Utility Sales & Service	9,413.86
121584	3/29/2024	General Fund - 101	Brian Schaefer	11.38
121571	3/29/2024	General Fund - 101	Advanced Maintenance Solutions	1,687.85
121574	3/29/2024	General Fund - 101	Ascension WI Employer Solutions	138.00
121587	3/29/2024	General Fund - 101	CDW Government	442.92
121593	3/29/2024	General Fund - 101	DC Auto Repair, LLC	781.43
121596	3/29/2024	General Fund - 101	Eagle Graphics LLC	486.75
121602	3/29/2024	General Fund - 101	Gila, LLC	1.75
121577	3/29/2024	General Fund - 101	AT&T Mobility	137.18
121604	3/29/2024	General Fund - 101	Haenco LLC	1,885.85
121616	3/29/2024	General Fund - 101	KnowBe4	729.00
121607	3/29/2024	General Fund - 101	James Imaging	62.94
121629	3/29/2024	General Fund - 101	National PELRA	150.00
121578	3/29/2024	General Fund - 101	Aurora Health Care, Inc.	488.00
121599	3/29/2024	General Fund - 101	Esri	550.00
121589	3/29/2024	General Fund - 101	Cheryl VandenOever	73.15
121598	3/29/2024	General Fund - 101	EMS Inc.	758.79
121640	3/29/2024	General Fund - 101	Snap-on Industrial	280.00
121647	3/29/2024	General Fund - 101	Wood County Sheriff's Dept.	75.00
121613	3/29/2024	General Fund - 101	Kevin Hietpas	306.38
121643	3/29/2024	General Fund - 101	Tara Jokipii	200.00
121648	3/29/2024	General Fund - 101	Elan Financial Services	3,001.68
00000172/1	3/29/2024	General Fund - 101	Wisconsin Employee Trust Funds (ETF)	2,308.22
Total				1,403,005.09

ARBOR DAY PROCLAMATION

Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and,

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and,

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees are a source of joy and spiritual renewal; and

WHEREAS, Kaukauna has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,

NOW, THEREFORE, BE IT RESOLVED, that I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proudly proclaim Friday, April 26, 2024, as "**ARBOR DAY**" in the City of Kaukauna, and I urge all citizens to support efforts to care for our trees and woodlands and to support our city's community forestry program, and

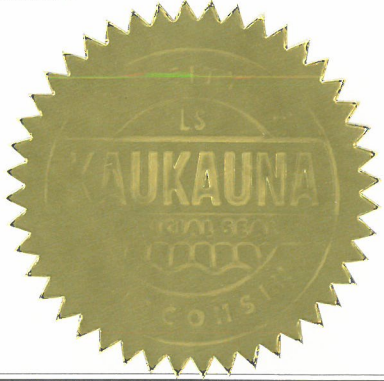
FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well being of present and future generations.

DATED this 16th day of April, 2024.

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, April 15, 2024 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney (Via ZOOM), Fire Chief Carrel (via ZOOM), Street Sup. VanGompel, Com. Enrich. & Rec. Dir. Vosters, Com. Enrich Prog. Mgr. Mickelson, Lib. Dir. Thiem-Menning, and interested citizens.

Absent & Excused: Antoine.

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

All Ald. present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Capital Project Improvement Plan Review/Approval.

The latest Capital Improvement Plan (CIP) for the City of Kaukauna was provided. Staff has met to review the projects within the plan and adjusted to the latest status of each project. Items from the Equipment Fund, Utility Funds, Street and Sidewalk Fund, and Building and Miscellaneous Funds were discussed. Discussion was held and questions answered.

Motion by DeCoster, seconded by Kilgas to have staff review the 2024-28 CIP list and give approval to move ahead with the projects listed in 2024 year of the plan and direct the Finance Director to come back at a future meeting for approval of the 2024 bonding needs.

Motion carried.

b. Authorization Resolution Inflation Reduction Act.

The Urban Forestry Inflation Reduction Act (UF IRA) Grant program uses federal funds to support projects that positively impact trees and people within disadvantaged communities in Wisconsin. Grants range from \$1,000 to \$500,000 and require no match. Projects must take place in or benefit people living in disadvantaged communities. Opportunities for the City include Grignon Park, Strassberg Park, LaFollette Park, and 2024 Paving Project. Grant projects may cover a duration up to 3 years from the project start date. Federal grant dollars are subject to the Code of Federal Regulation (CFR). Discussion held and questions answered.

Motion by Eggleston, seconded by Schell to recommend approval of the Authorizing Resolution to Common Council and direct the Director of Public Works / City Engineer to apply for a 2024 Inflation Reduction Act Urban Forestry Grant.

All Ald. present voted aye.

Motion carried.

c. 2024 Slow Mow Summer.

In 2023, the City stopped promoting “No-Mow May” and began to promote different ways to help pollinators with a more holistic approach called “Slow-Mow Summer”. Ways to participate include decreasing the amount of times grass is cut, planting flowers and native plants; especially plants that flower early in the season, increasing mower height to highest setting,

and reducing pesticide use. These actions not only help pollinators like bees and butterflies, but they are also important stormwater management practices. Slow-Mow Summer actions help create lawns that require less chemicals, promote more infiltration, require less watering, and help keep pollutants out of our rivers and lakes. We are again recommending the City encourages residents to participate in Slow-Mow Summer, promoting pollinator friendly actions that anyone can take part in to create pollinator friendly yards.

Motion by Coenen, seconded by Kilgas to direct staff to continue promoting the "Slow-Mow Summer" program and participate in City parks and open spaces.

All Ald. present voted aye.

Motion carried.

d. **Public Works Update.**

DPW/Eng. Neumeier stated the Fox-Wolf Watershed Alliance Cleanup is occurring on May 4. Kaukauna will have three sites: 1000 Islands, Konkapot Trail, and Grignon Park. There will also be a new 8K event on May 3 & 4. The Kaukauna Utilities will be hosting an Electronic Recycling Event on April 20 from 8 to 11 am at Kaukauna Utilities.

Street Superintendent Van Gompel stated crews collected 11.3 tons of tires during tire collection week. Today is the first day of large and irregular collection with the 5 item limit. Street Department Operators Josh Karl and Kyle Rich went to Park Community Charter School to show students large equipment. This went very well. Groundbreaking at LaFollette Park for the playground took place today. The Arbor Day planting is scheduled for April 26. Riverview Fifth Grade students will be taking part in the tree planting. Moore thanked staff for the Facebook post on the 5-item large irregular pickup limit. Questions were answered.

3. Adjourn.

Motion made by Moore, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:35 pm.

Sally Kenney
Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, April 15, 2024 at 6:37 p.m.

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

Absent & Excused: Antoine.

Also present: Ald. Kilgas, Ald. DeCoster, Ald. Schell, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel (via Zoom), HR Dir. Swaney (via Zoom), Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Street Sup. Van Gompel, Com. Enrich. Prog. Mgr. Mickelson, Lib. Dir. Thiem-Menning, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan Approval.**

On March 18, 2024, and April 3, 2024, the proposed compensation plan was presented and discussed. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program.

Motion by Thiele, seconded by Coenen to approve the 2025 compensation guide as presented.

All members present voted aye.

Motion carried.

Motion by Coenen, seconded by Moore to approve the 2025 non-represented pay scale as presented.

All members present voted aye.

Motion carried.

b. **Permission to fill Police Officer and Court Clerk positions.**

Sergeant Mike Frank has turned in notice of his retirement. His last day will be June 14, 2024. Sergeant Frank has been with the Kaukauna Police Department for 26 years. Municipal Court Clerk Jean Semenuk has turned in notification of her resignation effective no later than June 26, 2024. Jean has been with the City for 1 year.

Motion by Eggleston, seconded by Moore to authorize staff to fill a Patrol Officer position due to the retirement of Sergeant Frank.

All members present voted aye.

Motion carried.

Motion by Thiele, seconded by Coenen to authorize staff to fill a Municipal Court Clerk position due to the resignation of Jean Semenuk.

All members present voted aye.

Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:41 p.m.

Sally Kenney, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, April 15, 2024 at 6:41 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Com. Enrich & Rec. Dir. Vosters, Community Enrichment Program Manager Mickelson, Street Sup. Van Gompel, Lib. Dir. Thiem-Menning, Fire Chief Carrel (via Zoom), HR Dir. Swaney (via Zoom), and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. Request from Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and amplified sound on May 4, 2024 from 9 am to 3 pm for the 2nd Wisconsin Civil War Reenactors practice drills.

Motion by Coenen, seconded by Schell to approve the request from Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and amplified sound on May 4, 2024 from 9 am to 3 pm for the 2nd Wisconsin Civil War Reenactors practice drills.

All members voted aye.

Motion carried.

b. Special Events Application and amplified sound to Chris Wachel, Riverside Rally on Saturday, May 11, 2024 from 8:00 am to 1 PM for Riverside Rally Car Show.

Motion by Schell, seconded by DeCoster to approve the Special Events Application and amplified sound to Chris Wachel, Riverside Rally on Saturday, May 11, 2024 from 8:00 am to 1 PM for Riverside Rally Car Show.

All members voted aye.

Motion carried.

c. Special Events Application and amplified sound to Officer Adam VanderHyden, Kaukauna Area School District on Friday, May 17, 2024 (Rain Date May 20, 2024) from 9:00 am to 12 PM for Breaking Boundaries Triathlon.

Motion by Coenen, seconded by DeCoster to approve the Special Events Application and amplified sound to Officer Adam VanderHyden, Kaukauna Area School District on Friday, May 17, 2024 (Rain Date May 20, 2024) from 9:00 am to 12 PM for Breaking Boundaries Triathlon.

All members voted aye.

Motion carried.

d. Request for amplified music to Merri Bowser on June 28, 2024 from 6 - 8:30 PM at Riverside Park.

Motion by Schell, seconded by Coenen to approve the request for amplified music to Merri Bowser on June 28, 2024 from 6 - 8:30 PM at Riverside Park.

All members voted aye.

Motion carried.

e. Special Events Application and amplified sound to Melanie Draheim, Fox Communities Credit Union on Saturday, August 3, 2024 from 7:30 am to 1 PM for Bike to the Beat.

Motion by DeCoster, seconded by Schell to approve the Special Events Application and amplified sound to Melanie Draheim, Fox Communities Credit Union on Saturday, August 3, 2024 from 7:30 am to 1 PM for Bike to the Beat.

All members voted aye.

Motion carried.

f. Special Events Application to Kristy Stumpf, Uptown Girl Beauty & Boutique on Saturday, September 21, 2024 from 6 AM to 6 PM in the city lot behind Uptown Girl for the Boutique Fall Festival.

Community Enrichment and Recreation Director Vosters expressed concerns from both her department and the Public Works Department regarding this event. Another large event is scheduled on the same day and parking will likely be an issue. Vosters stated it was not feasible to have 2 events at the same time. Discussion was held and questions answered. The Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique on Saturday, September 21, 2024 from 6 AM to 6 PM in the city lot behind Uptown Girl for the Boutique Fall Festival was postponed until the next Health & Recreation Committee Meeting.

g. Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses, and overnight camping August 23-26,2024 for the Civil War Living History Demonstration.

Motion by Coenen, seconded by Schell to approve the request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses, and overnight camping August 23-26, 2024 for the Civil War Living History Demonstration contingent upon receiving background checks and proof of insurance.
All members voted aye.
Motion carried.

h. Request for amplified noise August 24-25 for the Civil War Living History Demonstration.

Motion by Coenen, seconded by DeCoster to approve the request for amplified noise August 24-25 for the Civil War Living History Demonstration.
All members voted aye.
Motion carried.

i. Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses August 11, 2024 for the Grignon Mansion Car Show.

Motion by Coenen, seconded by Kilgas to approve the request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses August 11, 2024 for the Grignon Mansion Car Show.
All members voted aye.
Motion carried.

j. Request for amplified music August 11, 2024 for the Grignon Mansion Car Show.

Motion by Schell, seconded by DeCoster to approve the request for amplified music August 11, 2024 for the Grignon Mansion Car Show.
All members voted aye.
Motion carried.

k. Request for amplified music May 18, 2024 for the Native American Dance Performance.

Motion by Decoster seconded by Coenen to approve the request for amplified music May 18, 2024 for the Native American Dance Performance.
All members voted aye.
Motion carried.

l. Request for amplified music June 12, 2024 for the Little Chute Community Band Concert.

Motion by Schell, seconded by Coenen to approve the request for amplified music June 12, 2024 for the Little Chute Community Band Concert.
All members voted aye.

Motion carried.

m. Request from St. Ignatius Catholic School for the allowance of a bounce house at Riverside Park on Wednesday, May 29, 2024 from 1-3 pm for Field Day Event.

Motion by Coenen, seconded by Schell to approve the request from St. Ignatius Catholic School for the allowance of a bounce house at Riverside Park on Wednesday, May 29, 2024 from 1-3 pm for Field Day Event.

All members voted aye.

Motion carried.

n. Special Event Application to Jason Lipsky, Electric City Experience at Hydro Park, Farm Market Lot, and adjacent areas on June 6, 7, and 8, 2024.

Motion by DeCoster, seconded by Schell to approve the Special Event Application to Jason Lipsky, Electric City Experience at Hydro Park, Farm Market Lot, and adjacent areas on June 6, 7, and 8, 2024.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by DeCoster, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:08 P.M.

Sally Kenney, Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, April 15, 2024 at 7:10 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Ald. Kilgas, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Street Sup. Van Gompel, Lib. Dir. Thiem-Menning, Mickelson, Vosters, HR Dir. Swaney and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Ordinance Repealing and Recreating Section 7.04 One-Way Traffic – Thilmany Road and E 10th Street.**

The Engineering Department is recommending creating a one-way street for vehicles to exit from the alley or Spring Street westerly only onto 10th Street at this location. The improvements will create a safer driving lane, as well as allowing for a sidewalk installation to connect to the park. If the new traffic pattern is approved, a three-way stop at Metoxen and Tenth intersection will be recommended.

Motion by Eggleston, seconded by Schell to allow affected property owner to speak.
All members voted aye.
Motion carried.

Sarah Ochowicz, 920 Metoxen Avenue spoke with concerns about the one-way street. She read a letter from property owner, Keith Stern, regarding the change of road to a one-way and the placing of a sidewalk.

Motion by Moore, seconded by Schell to recommend approval to the Common Council the Ordinance 1906-2024 – Ordinance Repealing and Recreating Section 7.04 One-Way Traffic.
All members voted aye.
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 7:23 p.m.

Sally Kenney, Clerk

MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
REGULAR MEETING HELD ON MARCH 12, 2024 AT THE
HEART OF THE VALLEY MSD MEETING ROOM**

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

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance
John Neumeier - City of Kaukauna

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 February 13, 2024 Regular Meeting

The minutes of the February 13, 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. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

4. Correspondence

The Commission received a copy of a photo published in the Times Villager regarding the PSC virtual hearing between the City of Kaukauna and Heart of the Valley MSD.

5. General Discussion Items

A. County Highway Z Project - Parcel #26 & #28 Land Sale; Discussion & Possible Action

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve the sale of Parcel #26 for \$3,400 and Parcel #28 for \$2,850 to Outagamie County as described in the November 29, 2023 information received from Jewell Associates Engineers, Inc., with the contingency that the parcels will be re-monumented. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Effluent Filtration Project - Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from January 21 - February 24, 2024 along with a startup schedule from Veolia outlining tentative dates for checkouts, training, and performance testing for March & April. District Director Helminger invited the Commissioners for a walk through prior to next months commission meeting. Helminger also noted that there will be asbestos testing done to verify areas that the previous inspection report didn't include.

C. Donohue Task Order – Clearwater Reduction Monitoring & Report for 2024/2025; Discussion & Possible Action

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to authorize District Director Helminger to sign the Engineering Services Agreement for Clearwater Reduction Monitoring with Donohue for years 2024 & 2025 at a total cost of \$62,280. The Commission requested that the Project be labeled Task Order 6B and not be linked to the prior contract 6A as presented. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

D. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for February. Construction kick-off will be held on March 27, 2024 at 9 AM at the Combined Locks Community Room and is expected to be a full day meeting. MOU's from the City of Kaukauna, Village of Combined Locks, and the Ahlstrom Paper Mill are not yet signed but in process.

E. 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 February 2024 invoice.

F. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in February as well as a list of ongoing and upcoming tasks for March and April which include news releases, website updates, social media posts, and whiteboard videos for the effluent disc filter project and the interceptor rehab project. Chris Christenson from Leonard & Finco will also be

attending the construction kick-off meeting on 3/27/2024 as well as the next community meeting.

G. Resolution #208 Commissioner Compensation; Discussion & Possible Action

After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to adopt Resolution #208 with the suggested verbiage clarifications. The compensation increase will take effect on 11/1/2028. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

6. Plant Reports for February 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 February 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in February = \$14,991.36; Revenue received to date for 2024 = \$30,823.28. WPS-Fox Energy purchased 42% of the effluent produced in February.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	6.1 mg/L	30 mg/L
Suspended Solids	6.8 mg/L	30 mg/L
Suspended Solids	225 lbs.	801 lbs.
Phosphorus	.26 mg/L	1.0 mg/L
Ammonia	.19 mg/L	10 mg/L
Chlorides	672 mg/L	n/a

All permit values were met for February 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for February. Checkout and startup of the new equipment for the filters continued throughout the month. A controller and sensor was replaced on the turbidity meter on train #2 in Actiflo at a total cost of \$6,044.54. Thermal Process Systems was onsite to discuss the haydite stone issue and gave reassurance that they will make it right going forward. A new Isco sampler was ordered for the disc filter final sampler at a cost of \$9,123.00. A post Atad #2 jet pump discharge valve was purchased for \$5,465.00 and has been installed.

7. Financials

A. March 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$809,162.06. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

B. Budget Comparison Report


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

8. General Old or New Business

- *Emergency Response Plan – Interceptor Rehab Project:* Commissioner Sundelius questioned if there was an emergency plan in place for the interceptor rehabilitation project. The Commission directed District Director Helminger to reach out to Kaukauna Utilities, U.S. Oil, and FEMA to assist with putting a plan in place.
- *Public Service Commission:* All briefs are due by 3/21/2024 with an expected final decision by mid to late April.
- *Haulers Waste Station:* Donohue recommends putting this project out for bids in the fall of 2024 with work beginning in the spring of 2025.
- *Contaminated Soils:* The DNR concluded that the site investigation is complete per NR716. The District is responsible for submitting an NR700 semi annual progress report until officially closed.
- *Ehlers Public Finance Advisors:* The Commission requested that Jon Cameron of Ehlers provide a financial update at the April 9th commission meeting.

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: 6:02 PM)

SIGNED & APPROVED BY: 
Patrick E. Hennessey, Secretary

April 16, 2024

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

Brehmer	Reyce	D.	1020 Oviatt St. Apt. 5	Kaukauna
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Kaukauna Fire Department

Fire Report - March 2024

Incident Type: Fire		
Code - Description	Number of Runs	Year to Date
111 - Building Fire	1	1
113 - Cooking Fire, Confined to Container	0	2
Total	1	3

Incident Type: Rescue & Emergency Medical Services		
Code - Description	Number of Runs	Year to Date
311 - Medical Assist, Asssit EMS Crew	0	1
321 - EMS Call	98	341
322 - Motor Vehicle Accident With Injuries	1	5
324 - Motor Vehicle Accident With No Injuries	0	1
353 - Removal of Victim(s) from Stalled Elevator	1	1
360 - Water & Ice-Related Rescue, Other	0	1
Total	100	350

Incident Type: Rescue & Emergency Medical Services		
Code - Description	Number of Runs	Year to Date
410 - Combustible/Flammable Gas/Liquid Condition, Other	1	1
411 - Gasoline or Other Flammable Liquid Spill	1	1
412 - Gas Leak (natural gas or LPG)	3	5
422 - Chemical Spill or Leak	0	1
424 - Carbon Monoxide Incident	1	2
440 - Electrical Wiring/Equipment Problem, Other	1	1
460 - Accident, Potential Accident, Other	0	1
463 - Vehicle Accident, General Cleanup	1	4
Total	8	16

Incident Type: Service Call		
Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	1	1
511 - Lock-Out	2	3
512 - Ring or Jewelry Removal	0	1
520 - Water Problem, Other	0	1
540 - Animal Problem, Other	0	1
550 - Public Service Assistance, Other	0	1
551 - Assist Police or Other Governmental Agency	1	1
561 - Unauthorized Burning	1	2
Total	5	11

Kaukauna Fire Department

Fire Report - March 2024

Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good Intent Call, Other	0	2
611 - Dispatched and Canceled Enroute	3	9
622 - No Incident Found on Arrival at Dipatch Address	1	1
651 - Smoke Scare, Odor of Smoke	0	1
Total	4	13

Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False Alarm or False Call, Other	0	1
733 - Smoke Detector Activation Due to Malfunction	1	1
735 - Alarm System Sounded Due to Malfunction	2	5
736 - CO Detector Activation Due to Malfunction	0	3
745 - Alarm System Activation, No Fire - Unintentional	5	9
746 - Carbon Monoxide Detector Activation, No CO	2	7
Total	10	26

Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	2	3
Total	2	3

Grand Total	130	422
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Fire Inspection Summary

	Completed This Month	Year to Date
Inspections Completed	126	288
Violations Found	12	32
Violations Corrected	12	14

Kaukauna Fire Department

Ambulance Report - March 2024

Runs by Municipality		
City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	89	310
Village of Combined Locks	7	32
Town of Holland	3	6
City of Appleton	0	1
Greenleaf	0	1
Village of Wrightstown	1	1
Total	100	351

Runs by County		
County	Number of Runs	Year to Date
Outagamie	96	343
Brown	4	8
Total	100	351

Runs by Disposition		
Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	75	260
Patient Treated, Released	12	38
Patient Refused Evaluation/Care, No Transport	2	15
Patient Evaluated, No Treatment/Transport Required	7	21
Patient Dead at Scene - No Resuscitation Attempted, No Transport	2	8
Canceled Prior to Arrival	1	4
Canceled Request Transferred to Another Provider	0	1
Canceled on Scene No Patient Contact	1	2
Patient Dead at Scene - Resuscitation Attempted, No Transport	0	1
Patient Refused Evaluation/Care, With Transport	0	1
Total	100	351

Runs by Ambulance		
Primary Unit	Number of Runs	Year to Date
First Out Ambulance	91	314
Second Out Ambulance	9	33
Third Out Ambulance	0	2
Engine Company	0	2
Total	100	351

Mutual Aid		
	Number of Runs	Year to Date
Provided	2	5
Received	1	3

Police calls generated by:		YTD
911 call	196	555
Officer initiated	640	1851
Called general phone number	246	783
TOTAL	1082	3189
Breakdown of calls:		
ABANDONED VEHICLE	4	8
ACCIDENT	20	91
ALARMS	12	32
ALCOHOL OFFENSE	0	0
ANIMAL	24	76
ARSON	0	0
ASSISTS	95	307
ASSAULT	0	1
BURGLARY	1	1
CIVIL PROCESS	1	10
CRIME PREVENTION	149	471
DAMAGE TO PROPERTY	5	12
DISTURBANCES	23	63
DOMESTIC	3	8
DRUGS	5	20
FIRE CALLS	19	39
FIREWORKS	1	1
FRAUD	8	31
HARASSMENT	3	24
HAZARD	10	27
JUVENILE	24	43
LOCKOUT	9	26
LOST & FOUND	15	36
MEDICAL	71	263
MISSING PERSON	0	4
OPEN DOOR	5	12
OPERATING WHILE INTOXICATED	3	16
ORDINANCE VIOLATIONS	15	37
PARKING	18	52
RECKLESS DRIVE COMPLAINT	21	60
SCHOOL SAFETY	47	159
SEX OFFENSE	3	8
SUICIDE; ATTEMPT, THREAT, COMPLETED	4	8
SUSPICIOUS PERSON, VEHICLE , SITUATION	38	93
THEFT	13	35
TRAFFIC	232	602
TRAFFIC SAFETY	23	79
TRESPASS	4	7
TRUANCY	0	3
VIOLATE COURT ORDER	2	6
WANTED PERSON OR APPREHENSION	5	29
WARNINGS	156	435
WEAPON	3	6
WELFARE CHECK	42	144
911 HANGUP/ASSIST	48	135
total	1184	3520
note- the difference between the totals is some calls have mulitple offenses		

**MUNICIPAL JUDGE
COURT REPORT**

MARCH

	2023	2024	2023 CUMULATIVE	2024 CUMULATIVE
FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS	\$5,082.23	\$10,901.80	\$19,163.65	\$17,811.06
MUNICIPAL COURT COSTS	\$1,575.00	\$4,161.46	\$6,791.82	\$7,068.98
PENALTY SURCHARGES	\$1,349.67	\$2,719.32	\$4,991.29	\$4,718.74
COUNTY JAIL SURCHARGES	\$360.00	\$1,033.71	\$1,848.85	\$1,818.01
DRIVER IMPROVEMENT SURCHARGES	\$600.00	\$1,270.82	\$3,667.44	\$2,492.45
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	\$468.00	\$1,362.82	\$2,392.32	\$2,415.82
IGNITION INTERLOCK DEVICE SURCHARGE	\$0.00	\$0.00	\$0.00	\$50.00
SAFE RIDE PROGRAM	\$50.00	\$150.00	\$600.00	\$250.00
TOTAL	\$9,484.90	\$21,599.93	\$39,455.37	\$36,625.06

Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
3/1/2024	\$2,000.00	\$33,760.17
3/1/2024	\$1,558.50	\$31,760.17
3/1/2024	\$155.67	\$30,201.67
3/1/2024	\$46.00	\$30,046.00
3/4/2024	\$19,663.84	\$49,793.84
3/4/2024	\$130.00	\$30,130.00
3/5/2024	\$1,801.98	\$31,857.98
3/5/2024	\$56.00	\$30,056.00
3/6/2024	\$992.59	\$31,012.59
3/6/2024	\$20.00	\$30,020.00
3/7/2024	\$208.75	\$30,263.75
3/7/2024	\$35.00	\$30,055.00
3/7/2024	\$20.00	\$30,020.00
3/8/2024	\$543,527.51	\$573,577.51
3/8/2024	\$50.00	\$30,050.00
3/11/2024	\$4,892.28	\$35,042.28
3/11/2024	\$150.00	\$30,150.00
3/12/2024	\$3,166.90	\$33,261.90
3/12/2024	\$50.00	\$30,095.00
3/12/2024	\$40.00	\$30,045.00
3/12/2024	\$5.00	\$30,005.00
3/13/2024	\$4,253.60	\$34,313.60
3/13/2024	\$60.00	\$30,060.00
3/14/2024	\$21,350.00	\$51,928.50
3/14/2024	\$450.00	\$30,578.50
3/14/2024	\$128.50	\$30,128.50
3/15/2024	\$375.00	\$30,460.00
3/15/2024	\$60.00	\$30,085.00
3/15/2024	\$25.00	\$30,025.00
3/18/2024	\$67,727.78	\$97,762.78
3/18/2024	\$35.00	\$30,035.00
3/19/2024	\$16,101.23	\$46,183.23
3/19/2024	\$80.00	\$30,082.00
3/19/2024	\$2.00	\$30,002.00
3/20/2024	\$2,944.88	\$32,999.88
3/20/2024	\$55.00	\$30,055.00
3/21/2024	\$43,654.04	\$76,177.89
3/21/2024	\$2,053.85	\$32,523.85
3/21/2024	\$470.00	\$30,470.00
3/22/2024	\$36,862.70	\$66,994.70
3/22/2024	\$130.00	\$30,132.00
3/22/2024	\$2.00	\$30,002.00
3/25/2024	\$26,364.89	\$58,529.89

Month of: *March*

3/25/2024	\$2,000.00	\$32,165.00
3/25/2024	\$165.00	\$30,165.00
3/26/2024	\$1,500.82	\$31,744.82
3/26/2024	\$235.00	\$30,244.00
3/26/2024	\$9.00	\$30,009.00
3/27/2024	\$30,814.31	\$61,049.31
3/27/2024	\$235.00	\$30,235.00
3/28/2024	\$36,039.55	\$82,517.13
3/28/2024	\$130.25	\$46,477.58
3/28/2024	\$25.00	\$46,347.33
3/29/2024	\$7,576.19	\$38,546.19
3/29/2024	\$810.00	\$30,970.00
3/29/2024	\$115.00	\$30,160.00
3/29/2024	\$45.00	\$30,045.00

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

Municipal address	Category	Work type	Work target	Applicant	Owner	Status	Item 7.f.
609 KAUKAUNA ST	Electrical	New	Service	Kyle Miller	John Graham	Permit issued	
28 ASH GROVE PL	Residential buildi	New	Single-family	Marcus McGuire	Marcus McGuire	Permit issued	
21 ASH GROVE PL	Residential buildi	New	Single-family	Marcus McGuire	Marcus McGuire	Permit issued	
1302 MOON RIDGE CT	Residential buildi	New	Single-family	Jason Lotzer	Andy Thielke	Submitted	
2220 WHITE WOLF LA	HVAC	New	Heating	steve Cogar	Mike Ninedorf	Permit fee payment	
606 MAIN AV	Other structures	New	Fence	Saeed Baha	Saeed Baha	Permit issued	
309 KAUKAUNA ST	Accessory structu	New	Garage	Jennie Eggleston	Jennie Eggleston	Construction started	
206 E NINTH ST	Other structures	Repair	Other	Michael Jackman	Michael Jackman	Permit issued	
2101 ANTELOPE TR	Other structures	New	Concrete Sla	Timothy Murphy	Timothy Murphy	Rejected	
2061 ANTELOPE TR	Electrical	New	Open Frame	Jay Vosters	Jon Huss	Construction started	
3380 BECKETT LA	Electrical	New	Open Frame	Jay Vosters	Jon Huss	Permit issued	
2051 BEAR PAW TR	Electrical	New	Open Frame	Jay Vosters	Jon Huss	Permit issued	
1950 ANTELOPE TR	Other structures	New	Fence	Ashley Jared	Marshall Hooyman	Permit issued	
1300 BENS WAY	HVAC	New	Heating	Jeff Berken	RYAN LONDRE	Withdrawal requested	
107 E NINTH ST	HVAC	Remodel	Furnace	Black-Haak Heating	Matthew Kutzner	Permit issued	
200 SPRING RIDGE DR	HVAC	Remodel	Furnace	Black-Haak Heating	Mary Yates	Permit issued	
21 ASH GROVE PL	Plumbing	New	Municipal co	Andy Nielsen	Marcus McGuire	Permit issued	
28 ASH GROVE PL	Plumbing	New	Municipal co	Andy Nielsen	Marcus McGuire	Permit issued	
3600 RIDGECREST LA	Plumbing	New	Other	Brittney Pauley	Brittney Pauley	Construction started	
2091 ANTELOPE TR	Residential buildi	Remodel	Single-family	Marian Cobb	Marian Cobb	Permit issued	
2061 ANTELOPE TR	Plumbing	New	Other	Brittney Pauley	Brittney Pauley	Construction started	
1951 WHITE DOVE LA	Plumbing	New	Other	Kevin Kussow	Bryan Renaud	Permit issued	
3511 RIDGECREST LA	Plumbing	New	Other	Kevin Kussow	Bryan Renaud	Permit issued	
801 WESTFIELD ST	Electrical	New	Service	Krystal Pfeifer	Krystal Pfeifer	Construction started	
605 DRAPER ST	Residential buildi	Repair	Single-family	Crystal Meltz	Patti Janz	Permit issued	
513 W SIXTH ST	Residential buildi	Repair	Single-family	Robert Mcgraw	Ben Unknown	Permit issued	
1300 BENS WAY	Electrical	New	Service	Lori Locy	ryan londre	Withdrawn	
3380 BECKETT LA	Plumbing	New	Other	Brittney Pauley	Brittney Pauley	Construction started	
2220 WHITE WOLF LA	Other structures	New	Fence	Michael Ninedorf	Michael Ninedorf	Permit issued	
901 TAFT ST	Residential buildi	Remodel	Single-family	Ashley Jenkins	Austin Prudom	Permit issued	
2051 BEAR PAW TR	Plumbing	New	Other	Brittney Pauley	Brittney Pauley	Construction started	
30 ASH GROVE PL	Electrical	New	Service	Black-Haak Heating	Marcus McGuire	Permit fee payment	
30 ASH GROVE PL	HVAC	New	Furnace	Black-Haak Heating	Marcus McGuire	Permit fee payment	
177 W WISCONSIN AV	Electrical	Repair	Service	Nick Kampo	Chris Berkers	Permit issued	
177 W WISCONSIN AV	Combined use bu	Remodel	Residential/(Deane Mader	chris berkers	Submitted	
810 W ANN ST	Other structures	New	Fence	Ryan Lawson	Ryan Lawson	Permit issued	
9 ASH GROVE PL	HVAC	New	Furnace	Vans Heating and C	Jerome Scott	Permit issued	
22 EAGLES CT	Accessory structu	Remodel	Deck	Brian Vanderloop	Brian Vanderloop	Permit issued	
1020 W HYLAND AV	Commercial build	New	Mini/self sto	Brian Vanderloop	Brian Vanderloop	Submitted	
1005 CROOKS AV	Commercial build	Remodel	Service Stati	Chris Robbins	Hari Azex	Permit issued	
106 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
108 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
202 W DIVISION ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
205 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
206 W DIVISION ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
209 W DIVISION ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
210 W TOBACNOIR ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
212 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
224 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
301 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
305 W DIVISION ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	
310 BROTHERS ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued	

312 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
315 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
408 W DIVISION ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
411 W DIVISION ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
507 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
600 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
601 LAWE ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
615 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
619 KAUKAUNA ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
703 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
704 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
709 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
710 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
711 BLACKWELL ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
712 BLACKWELL ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
714 OVIATT ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
717 BLACKWELL ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
720 BLACKWELL ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
727 DESNOYER ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
727 LAWE ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
806 BLACKWELL ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
806 OVIATT ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
1550 ARBOR WAY KAU	HVAC	New	Heating	Julia Bronat	AMERCO REAL ESTA	Permit issued
628 ALYSSA ST	Electrical	New	Open Frame	Cynthia Hietpas	Cynthia Hietpas	Permit issued
1040 DRIESSEN DR	Commercial build	New	Office Buildii	Tony Pullara	Ryan Van Derra	Permit issued
219 LEMONGRASS WA	Accessory structu	New	Gazebo	Jennifer Kleveno	Jennifer Kleveno	Permit issued
2231 WHITE DOVE LA	Residential buildii	New	Single-family	Lisa Schmidt	Schmidt Bros Custom	Permit issued
2040 BEAR PAW TR	Residential buildii	New	Single-family	Arlen Baumann	Arlen Baumann	Permit fee payment
2012 BEAR PAW TR	Residential buildii	New	Single-family	Arlen Baumann	Arlen Baumann	Permit fee payment
917 BOYD AV	Residential buildii	Remodel	Single-family	Warren Wilde	Craig Schmidt	Permit issued
921 WILSON ST	Plumbing	Replacem€	Water Heate	Black-Haak Heating	Josh Stephenson	Permit issued
2181 WHITE DOVE LA	Residential buildii	New	Single-family	Ali DeWitt	Ali DeWitt	Permit issued
2181 WHITE DOVE LA	Electrical	New	Panel	Ali DeWitt	Ali DeWitt	Permit issued
2181 WHITE DOVE LA	HVAC	New	Ductwork	Ali DeWitt	Ali DeWitt	Permit issued
2181 WHITE DOVE LA	Plumbing	New	Other	Ali DeWitt	Ali DeWitt	Permit issued
1275 BENS WAY	Residential buildii	New	Single-family	Bryan Renaud	Larry Dassinger	Permit issued
600 W EIGHTH ST	Other structures	New	Other	Jim Fiala	Jim Fiala	Permit issued
2231 WHITE DOVE LA	Plumbing	New	Other	Derek Schaffer	Derek Schaffer	Permit issued
2900 HAAS RD	Plumbing	New	Other	Derek Schaffer	Derek Schaffer	Permit issued
3511 RIDGECREST LA	HVAC	New	Furnace	Pat Randerson	Bryan Renaud	Permit issued
3361 BECKETT LANE	Plumbing	New	Other	Derek Schaffer	Derek Schaffer	Permit issued
2160 WHITE DOVE LAN	Plumbing	New	Other	Derek Schaffer	Derek Schaffer	Permit issued
917 BOYD AV	Plumbing	Replacem€	Other	Warren Wilde	Craig Schmidt	Permit issued
1313 EDGEWOOD DR	Residential buildii	Remodel	Single-family	Jo Budke	Jef Belongea	Construction started
113 W DIVISION ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
122 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
133 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
206 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
209 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
219 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
228 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
307 BROTHERS ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
407 W DIVISION ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued
504 W DIVISION ST	Storm Sewer/ Wa Replacem€		Water, storn	Amber Smocke	Amber Smocke	Permit issued

Item 7.f.

505 DESNOYER ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
512 DESNOYER ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
601 DESNOYER ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
609 KAUKAUNA ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
614 KAUKAUNA ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Ready to issue
716 BLACKWELL ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
721 DESNOYER ST	Storm Sewer/ Wa	Replacem€	Water, storn	Amber Smocke	Amber Smocke	Permit issued
3600 RIDGECREST LA	Electrical	New	Open Frame	Eric Hartjes	Eric Hartjes	Construction started
177 W WISCONSIN AV	Commercial build	New	Other	Ramiro Mireles	Chris Berkers	Permit issued
2210 WHITE DOVE LA	Electrical	New	Service	Andrew Boucher	Andrew Boucher	Permit issued
1801 GREEN BAY RD	HVAC	Remodel	Furnace	Black-Haak Heating	Jamie Micksch	Permit issued
2117 CHESTERFIELD CT	HVAC	Remodel	Furnace	Black-Haak Heating	Cody Wood	Permit issued
705 DRAPER ST	Plumbing	Replacem€	Water Heate	Black-Haak Heating	Cole Boge	Permit issued
133 WOODLAND CT	Other structures	New	Fence	Alexis Willey	Anders Granberg	Permit issued
3420 BECKETT LA	Residential buildii	New	Single-family	Troy Hartl	Troy Hartl	Permit fee payment
3600 RIDGECREST LA	HVAC	New	Heating	Jeff Berken	JASON SELIG	Permit issued
309 DESNOYER ST	HVAC	Remodel	Heating	Denise Williams	Denise Williams	Ready to issue
233 BROTHERS ST	Electrical	New	Open Frame	Katherine Galoff	Katherine Galoff	Permit issued
2231 WHITE DOVE LA	Storm Sewer/ Wa	New	Water, storn	Andy Parker	Lisa Schmidt	Finished
30 ASH GROVE PL	Storm Sewer/ Wa	New	Water, storn	Andy Parker	Marcus Mcquire	Permit issued
36 ASH GROVE PL	Storm Sewer/ Wa	New	Water, storn	Andy Parker	Marcus Mcquire	Permit issued
29 ASH GROVE PL	Storm Sewer/ Wa	New	Water, storn	Andy Parker	Marcus Mcquire	Permit issued
36 ASH GROVE PL	Electrical	New	Service	Black-Haak Heating	Marcus McGuire	Permit fee payment
1325 BENS WAY	Residential buildii	New	Single-family	Ali DeWitt	Ali DeWitt	Permit issued
36 ASH GROVE PL	HVAC	New	Furnace	Black-Haak Heating	Marcus McGuire	Permit fee payment
1325 BENS WAY	Electrical	New	Service	Ali DeWitt	Ali DeWitt	Permit issued
1325 BENS WAY	HVAC	New	Ductwork	Ali DeWitt	Ali DeWitt	Permit issued
1325 BENS WAY	Plumbing	New	Other	Ali DeWitt	Ali DeWitt	Permit issued
1315 BENS WAY	Residential buildii	New	Single-family	Ali DeWitt	Ali DeWitt	Permit issued
1315 BENS WAY	HVAC	New	Ductwork	Ali DeWitt	Ali DeWitt	Permit issued
1315 BENS WAY	Electrical	New	Panel	Ali DeWitt	Ali DeWitt	Permit issued
1315 BENS WAY	Plumbing	New	Other	Ali DeWitt	Ali DeWitt	Permit issued
1940 BEAR PAW TR	HVAC	Remodel	Furnace	Black-Haak Heating	Ben Blackwell	Permit issued
1275 BENS WAY	Storm Sewer/ Wa	New	Water, storn	Ryan Peterson	Brian Renaud	Permit issued
1325 BENS WAY	Storm Sewer/ Wa	New	Water, storn	Ryan Peterson	Scott Dewitt	Permit issued
1315 BENS WAY	Storm Sewer/ Wa	New	Water, storn	Ryan Peterson	Scott Dewitt	Permit issued
2012 BEAR PAW TR	Storm Sewer/ Wa	New	Water, storn	Ryan Peterson	Arlen Baumann	Permit issued
2040 BEAR PAW TR	Storm Sewer/ Wa	New	Water, storn	Ryan Peterson	Arlen Baumann	Permit issued
801 OVIATT ST	Driveway/Culvert	Additional	Residential	Alexandrea Yedica	Alexandrea Yedica	Permit issued
801 OVIATT ST	Other structures	New	Fence	Alexandrea Yedica	Alexandrea Yedica	Permit issued
300 E KELSO	Electrical	New	Open Frame	Anthony Schmidt	Korey Boisvert	Construction started
910 W ANN ST	Residential buildii	Remodel	Single-family	Matthew Heiberge	Joe Kluck	Permit issued
3011 LAWE ST	Commercial build	Remodel	Retail Compl	Travis Zimmerman	Tom Matuszak	Permit issued
3020 HAAS RD	Accessory structu	New	Shed	Margaret Waldo	Margaret Waldo	Submitted
213 E SEVENTEENTH S	Plumbing	Remodel	Other	Kevin Koch	Kyle Kroll	Permit issued
2900 S WEILER RD	Other structures	New	Fence	Aaron Gitter	Aaron Gitter	Submitted

Item 7.f.

KAUKAUNA FIRE DEPARTMENT



				
FIRE/RESCUE	EMS	PREVENTION	TRAINING	MAINTENANCE

2023 ANNUAL REPORT

201 Reaume Ave
Kaukauna, WI 54130

920-766-6320
www.kaukauna.gov



KAKAUNA FIRE DEPARTMENT

2023 ANNUAL REPORT

Message from the Chief	1
City Officials and Commissioners	2
Administrative Staff	3
A-Shift Personnel	4
B-Shift Personnel	5
C-Shift Personnel	6
Paid-On-Call Personnel	7
Emergency Medical Services	9
Training	13
Fire Report	15
Inspections	17
Community Risk Reduction	19
Maintenance and Equipment	20

MESSAGE FROM THE CHIEF

2023 Annual Report

It is with great pride and gratitude that I present to you the Kaukauna Fire Department's Annual Report for 2023. As we reflect on the past year, I am humbled by the dedication, professionalism, and willingness to adapt demonstrated by our firefighter/paramedics in their service to our community.

In 2023, we continued to build upon the solid foundation laid over the past century by the dedicated firefighters, fire chiefs, and city leaders who have come before us. Their commitment to excellence and tireless efforts have paved the way for our department to thrive and adapt to the ever-evolving challenges and needs of our growing community. This year, in keeping with this tradition, we have made significant strides in enhancing our emergency response capabilities, training initiatives, and community risk reduction efforts.



Jacob Carrel
Fire Chief

We were honored to receive the prestigious Mission: Lifeline achievement award from the American Heart Association, recognizing our department's exceptional care for heart attack and stroke patients. This national recognition is a testament to the skill and dedication of our personnel.

Our commitment to continuous improvement was evident in the acquisition of a new ambulance and a versatile EMS Quick Response Vehicle, which have bolstered our ability to respond efficiently to emergencies and provide high-quality care to those in need.

Training remained a top priority, with our firefighter/paramedics collectively logging over 2,153 hours of comprehensive training in Fire and EMS disciplines. We also transformed our Fire Prevention division into a multifaceted Community Risk Reduction division, focusing on data-driven initiatives, partnerships with area agencies, and life-saving education programs.

As we look to the future, we remain committed to seeking alternative funding sources and leveraging technology to enhance our services. We are grateful for the support of our community and governing bodies, which enable us to carry out our mission effectively.

On behalf of the entire Kaukauna Fire Department, I extend my heartfelt appreciation for the opportunity to serve this great city. Together, we will continue to protect and support the well-being of our residents and visitors.

A handwritten signature in black ink, appearing to read 'Jacob Carrel', written in a cursive style.

CITY OFFICIALS & COMMISSIONERS

MAYOR

- ANTHONY J. PENTERMAN

COMMON COUNCIL MEMBERS

- MARTY DECOSTER
- JENNIE EGGLESTON
- KELLI ANTOINE
- JOHN MOORE
- BRIAN SCHELL
- MARY JO KILGAS
- PENNIE THIELE
- MIKE COENEN

POLICE & FIRE COMMISSIONERS

- SHANNON YOUNG
- BETH JASIAK
- PAUL VAN BERKEL
- JOHN VERKUILEN
- CARLA ZACHARIAS

FIRE DEPARTMENT STAFF

Administration



Jacob Carrel
Fire Chief
4 Years of Service



Megan Brouch
Administrative Assistant
7 months of Service



Craig Schneider
Assistant Chief - EMS
25 Years of Service



Heath Buechel
Assistant Chief - Training
16 Years of Service

FIRE DEPARTMENT STAFF

A-Shift



Cody Foss
Assistant Chief
Fire Inspector
14 Years of Service



Ryan Steffel
Lieutenant
Paramedic
13 Years of Service



Lonny Ziemer
Driver/Operator
Paramedic
26 Years of Service



Austin Klister
Driver/Operator
Paramedic
7 Years of Service



Elliot Chier
Firefighter
Paramedic
1 Year of Service



Steve McEssey
Firefighter
Paramedic
6 Months of Service

FIRE DEPARTMENT STAFF

B-Shift



Joe Resch
Assistant Chief
Community Risk Reduction
15 Years of Service



Nick Bouressa
Lieutenant
Paramedic
11 Years of Service



Ryan Kussow
Driver/Operator
Paramedic
18 Years of Service



Nick Ziegler
Driver/Operator
Paramedic
10 Years of Service



Sam Klimek
Firefighter
Paramedic
4 Years of Service



Wyatt Gezella
Firefighter
Paramedic
1 Year of Service

FIRE DEPARTMENT STAFF

C-Shift



Chad Gerrits
Assistant Chief
Maintenance/Equipment
20 Years of Service



Mike Hamilton
Lieutenant
Paramedic
23 Years of Service



Brian Inocelda
Driver/Operator
Paramedic
10 Years of Service



Robert Aschenbrener
Driver/Operator
Paramedic
6 Years of Service



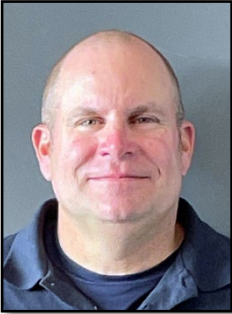
Sam Hebert
Firefighter
Paramedic
2 Years of Service



Trent Forst
Firefighter
Paramedic
8 Months of Service

FIRE DEPARTMENT STAFF

Paid-On-Call



Jeff Moericke
25 Years of Service



Alex Bain
13 Years of Service



Brad Van Asten
13 Years of Service



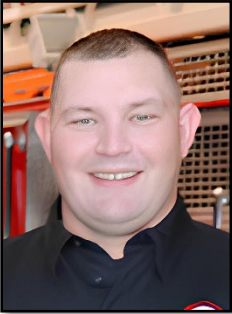
Kurt Vanderloop
10 Years of Service



Justin Uitenbroek
9 Years of Service



John Novak
9 Months of Service



Jeremy Uitenbroek
8 Years of Service



Keith Romenesko
4 Years of Service



Shaun Simon
3 Years of Service

FIRE DEPARTMENT STAFF

Paid-On-Call



Cory Swedberg
9 Months of Service



Trevor Prusinski
9 Months of Service



Kyle Reif
9 Months of Service



Tom Self
9 Months of Service

EMERGENCY MEDICAL SERVICES

The Kaukauna Fire Department upholds a steadfast commitment to providing efficient and high-quality emergency medical care to all residents and visitors within our community. This enduring dedication was duly recognized this past year when the department received the prestigious Mission: Lifeline achievement award from the American Heart Association, one of only 18 EMS agencies in the State of Wisconsin to receive this honor. This national honor celebrates the department’s unwavering efforts in ensuring heart attack and stroke patients receive research-based, timely, and exceptional care, ultimately leading to improved patient outcomes.



*Craig Schneider
Assistant Chief of EMS*

In our continuous pursuit of enhancing emergency response capabilities, the fire department bolstered its fleet with the acquisition of a new ambulance, maintaining its current inventory of three in-service ALS ambulances. Furthermore, a significant addition to the department’s resources was the procurement of a 2023 Chevrolet Silverado pickup truck, funded primarily through EMS grants covering over 75% of the vehicle cost and outfitting.

Once outfitted, this versatile vehicle will serve as an EMS Quick Response Vehicle (QRV), affording the fire department increased flexibility and efficiency when responding to assist fire department paramedics on ambulance calls. With a single paramedic aboard the QRV, additional personnel remain available to promptly respond to subsequent emergencies. Moreover, this strategic implementation will reduce wear and tear on fire engines currently utilized for ambulance response assists.

The multipurpose design of the QRV also allows it to function as an incident command vehicle during small or large-scale incidents, whether fire or EMS related, further enhancing the department’s preparedness and coordination efforts.

Through these proactive measures and continued investments in personnel, training, and resources, the Kaukauna Fire Department reaffirms its unwavering commitment to providing exceptional emergency medical services, safeguarding the well-being of our community.

EMERGENCY MEDICAL SERVICES

2023 EMS STATISTICS

Incident Location	2020	2021	2022	2023	% of Total
City of Kaukauna	1,043	1,149	1,300	1,333	87.8%
Village of Combined Locks	10	5	128	139	9.2%
Town of Holland	10	17	17	22	1.5%
Town of Grand Chute	1	1	0	8	0.5%
Village of Little Chute	41	57	52	5	0.3%
City of Appleton	3	8	7	4	0.3%
Village of Kimberly	1	0	1	2	0.1%
Town of Kaukauna	49	46	56	1	0.1%
Town of Buchanan	34	37	22	1	0.1%
Town of Freedom	1	0	7	1	0.1%
Town of Greenleaf	1	2	0	1	0.1%
Town of Vandebroek	36	34	40	0	0.0%
City of Menasha	0	0	3	0	0.0%
Village of Wrightstown	0	1	2	0	0.0%
City of Seymour	0	0	1	0	0.0%
Town of Bovina	0	0	1	0	0.0%
Town of Morrison	0	1	0	0	0.0%
Village of Ashwaubenon	0	3	0	0	0.0%
Total	1,230	1,361	1,637	1,517	100%
Response Disposition				# of Runs	% of Runs
Patient Treated, Transported by KKFD				1,123	74.0%
Patient Treated, Released				152	10.0%
Patient Evaluated, No Treatment/Transport Required				81	5.3%
Patient Refused Evaluation/Care (No Transport)				75	5.0%
Canceled (Prior to Arrival)				32	2.1%
Patient Dead at Scene - No Resuscitation Attempted				20	1.3%
Canceled on Scene (No Patient Found)				9	0.6%
Canceled on Scene (No Patient Contact)				6	0.4%
Standby- No Services or Support Provided				6	0.4%
Patient Dead at Scene – Resuscitation Attempted (No Transport)				5	0.3%
Canceled (Request Transferred to Another Provider)				4	0.3%
Patient Treated, Transferred Care to Another EMS Unit				2	0.1%
Standby- Public Safety, Fire, or EMS Operation Support Provided				2	0.1%
Total				1,517	100%

EMERGENCY MEDICAL SERVICES

2023 EMS STATISTICS

Emergency Response Times in the City of Kaukauna Fire Department Notified > First Unit On Scene	# of Runs	% of Runs
Less than 5 Minutes	508	72.8%
Greater than 5 Minutes	190	27.2%

*NFPA 1710 standard is less than 5 minutes 90% of the time.
Kaukauna Fire Department's 90th percentile time is 6 minutes, 9 seconds.*

Incident Location Type	# of Runs	% of Runs
Residence - Single Family Home	808	49.4%
Residence - Apartment or Townhouse	278	17.0%
Nursing Home (SNIF, LTCF, Etc.)	222	13.6%
Street or Highway	99	6.1%
Health Facility - Medical Office	39	2.4%
Health Facility – Free-Standing ED/Urgent Care Center	30	1.8%
Factory	30	1.8%
Public Building – Commercial Establishment	28	1.7%
Not Applicable/Not Recorded	24	1.5%
Public Building - Restaurant/Café	17	1.0%
Public Building – Government	9	0.6%
School – High School	7	0.4%
Recreation Area – Public Park	6	0.4%
Public Building - Not Otherwise Listed	6	0.4%
School - Elementary	5	0.3%
Recreation Area - Not Otherwise Listed	5	0.3%
Religious Facility (not school)	4	0.2%
Sport Facility - Not Otherwise Listed	4	0.2%
Wilderness Area	3	0.2%
Other Paved Road	2	0.1%
Construction Site - Building	2	0.1%
Sport Facility - Field	2	0.1%
Health Facility – Not Otherwise Listed	2	0.1%
Residential Institution - Not Otherwise Listed	1	0.1%
Garage of Single Family Home	1	0.1%
School - Middle School	1	0.1%
Farm	1	0.1%
Residence - Not Otherwise Listed	1	0.1%

EMERGENCY MEDICAL SERVICES

2023 Financial Report

Coverage Contracts	2019	2020	2021	2022	2023
Village of Combined Locks	\$0	\$0	\$0	\$72,540	\$72,540

Billing Charge Summary	2019	2020	2021	2022	2023
Total Charges	\$1,103,514	\$1,033,601	\$1,133,796	\$1,341,496	\$1,279,725
Gross Revenue	\$559,307	\$521,903	\$512,668	\$627,547	\$665,385
Service Revenue	\$523,855	\$487,828	\$479,900	\$588,452	\$624,115

Payor Mix	2019	2020	2021	2022	2023
Commercial Insurance	19.0%	16.3%	17.8%	17.4%	16.1%
Medicaid	10.9%	13.0%	13.2%	15.2%	15.9%
Medicare	55.9%	55.0%	55.7%	53.4%	54.2%
Private	12.4%	13.3%	10.5%	11.5%	10.7%
Other	2.0%	2.4%	2.8%	2.5%	2.2%

Collection Rate by Payor	2019	2020	2021	2022	2023
Commercial Insurance	80.1%	83.2%	73.1%	69.2%	84.2%
Medicaid	25.8%	26.6%	21.7%	34.0%	42.7%
Medicare	41.3%	40.1%	38.4%	40.5%	44.8%
Private	59.8%	77.2%	67.3%	53.6%	49.8%
Other	74.3%	90.2%	57.0%	83.9%	64.9%
Overall Collection Rate	50.7%	50.5%	45.3%	46.8%	52.0%

TRAINING

In our relentless pursuit of excellence and commitment to providing unparalleled fire service to our community, our department has made significant strides in training initiatives throughout the year. Despite grappling with staffing limitations and budget constraints, we remain steadfast in elevating our educational standards to meet and exceed NFPA requirements.

Throughout 2023, we collectively logged over 2,153 documented hours of comprehensive training in Fire and EMS disciplines, underscoring our dedication to continuous professional development. Each paramedic fulfilled a mandatory 30 hours of refresher training, supplemented by an additional 9 hours of online coursework, ensuring adherence to National Registry of Emergency Medical Technician standards.



*Heath Buechel
Assistant Chief of Training*

The year also witnessed the integration of cutting-edge firefighting techniques and skills honed through joint training opportunities at Fox Valley Technical College. Exercises in quick attack and rescue operations, water movement, and handling ignitable gas fires proved instrumental, directly contributing to successful interventions such as those observed in the Konkapot Trail Road and 7th Street incidents, where significant property loss was averted. Paid-on-call (POC) staff training was updated in 2023 to mirror that of our full-time staff. Our POCs respond to large incidents and must be trained to work alongside our full-time staff. They train two nights per month for a total of 72 annual training hours per paid-on-call firefighter.

Furthermore, our commitment to Hazmat education saw a notable upgrade, transitioning from Awareness Level to Operations, in alignment with NFPA standards. This advancement empowers us to better comprehend and support regional Hazmat teams in their missions, enhancing overall emergency response capabilities. We also began conducting joint EMS training classes with Combined Locks Fire & Rescue and Buchanan Fire Department. Our personnel regularly work with personnel from these departments, and our joint training sessions ensure a smooth transition of patient care in the field.

Emphasizing foundational training, we introduced NFPA 1410 drills, focusing on the proper placement of supply and attack hoses in firefighting scenarios. Additionally, the completion of firefighting JPRs not only delineated expectations but underscored our unwavering dedication to meeting NFPA benchmarks for performance excellence.

TRAINING

As part of our ongoing commitment to professional development, we implemented a structured temporary driver operator workbook in 2023, providing aspiring candidates with clear guidance and milestones towards their future roles, in accordance with SPS330 guidelines.

While our accomplishments are commendable, we recognize the ongoing challenge of balancing training with other essential tasks, such as maintenance and fire inspections, all while striving to meet SPS330 and the NFPA's rigorous standards.

Training by the numbers:

- Active Members: 34
- Paramedic/firefighters: 21 (Totaling 513 EMS educational hours)
- In-Person Training: 1,441 hours (Conducted in-house across multiple shifts and the Paid-on-Call program)
- Online Hours: 199.20 (Ensuring compliance with EMS licensure, state, and OSHA regulations)



FIRE REPORT



The Kaukauna Fire Department is a combination fire department that consists of 21 full-time paid staff and 13 active paid-on-call members. All full-time staff are cross-trained as firefighters and licensed paramedics. Each shift is comprised of 6 firefighters including the ranks of Assistant Chief, Lieutenant, two Driver/Operators, and two Firefighter/Paramedics. Administrative day staff consists of the Fire Chief, Asst. Chief of EMS, and Asst. Chief of Training. Staff is aided by an Administrative Assistant one day per week.

In addition to fire suppression and emergency medical services, we provide swift water rescue, ice rescue, confined space entry, trench rescue, and extrication services. The fire department actively pursues fire prevention through regular inspections and public education activities.

The Kaukauna Fire Department is committed to providing a safe and healthy community for both citizens and businesses by minimizing fire loss through sound prevention efforts, competent suppression techniques and efficient medical care.

FIRE REPORT

2023 FIRE STATISTICS

Incident Type - Summary	2020	2021	2022	2023	% of Total
Fire	27	24	18	28	1.6%
Rescue & EMS	1,192	1,317	1,607	1,482	85.2%
Hazardous Condition	45	45	57	27	1.6%
Service Call	40	45	50	42	2.4%
Good Intent	56	67	58	75	4.3%
False Alarm & False Call	60	52	70	78	4.5%
Special Incident	10	8	4	8	0.5%
Total Incidents	1,430	1,558	1,864	1,740	100%

Property Loss - Summary	2020	2021	2022	2023
Pre-incident Property Values	1,355,302	9,977,800	11,112,550	17,360,200
Total Value Lost	277,002	124,550	55,550	951,641
Total Value Saved	1,078,300	9,853,250	11,057,000	16,408,559

Casualty – Summary	2020	2021	2022	2023
Civilian Injuries	2	1	2	0
Civilian Deaths	0	0	0	0
Firefighter Injuries	1	0	0	1
Firefighter Deaths	0	0	0	0

INSPECTIONS

In accordance with Wisconsin SPS 314.01, "the chief of the fire department shall be responsible for having all public buildings and places of employment within the territory of the fire department inspected for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violations of any law or ordinance relating to fire hazards or to the prevention of fires." The Kaukauna Fire Department is committed to fulfilling this requirement and ensuring the safety of all public buildings and those who occupy them. Fire departments that adhere to the requirements outlined in SPS 314.01 are eligible to receive a portion of the Wisconsin 2% Dues from insurance premiums as a financial incentive from the state of Wisconsin. In recognition of its compliance with SPS 310.01, the Kaukauna Fire Department was allocated \$62,542.99 for the year 2023.



*Cody Foss
Assistant Chief of Inspections*

The City of Kaukauna Fire Department has implemented a comprehensive inspection program to ensure compliance with Wisconsin SPS 314.01. This program is efficiently managed through the use of field-based reporting in the Image Trend reporting software. By conducting company-based fire inspections in the field, all shifts and members of the Kaukauna Fire Department actively participate in the inspection process. This approach allows every full-time member of the fire department to gain valuable experience inspecting and familiarizing themselves with all occupancies within the City of Kaukauna.

The primary objective of the Kaukauna Fire Department during fire inspections is to ensure the safety of all employees and residents by identifying and addressing potential fire hazards in businesses and occupancies. When a fire hazard is discovered, the fire department prioritizes education and collaboration with building owners or tenants to resolve the issue. In most cases, these fire hazards are effectively corrected through open communication and cooperation with the building owner. However, in situations where building owners fail to address the identified hazards after multiple attempts to gain compliance, the Kaukauna Fire Department worked to adopt a fine structure within its municipal code to enforce and achieve compliance for repeated fire code violations. This ordinance was officially adopted on May 16, 2023 (see table below).

INSPECTIONS

Sec. 21.10 – Penalty and Fines

Burning Restricted 21.03	–
First Violation of 21.03 Burning Restricted	\$0.0 Extinguishment of materials burning
Second Violation of 21.03 Burning Restricted	\$238.00
Fire Inspections	–
Routine Fire inspection	\$0.0
Noncompliance of any violation noted on the First Re-inspection	\$0.0
Noncompliance of any violation noted on the Second Re-inspection	\$338.00
Noncompliance of any violation noted on the Third Re-inspection	\$338.00 Daily until violation is corrected

In the event that an immediate fire code violation affecting life safety is discovered during a fire inspection, the fire department retains the right to declare the occupancy unsafe. In such cases, we will prohibit anyone from occupying the building until the violation is rectified, ensuring the safety of all occupants.

As the City of Kaukauna welcomes new occupancies in 2024, the fire department will continue to conduct thorough inspections and collaborate with building owners to maintain fire safety standards. By working together, the Kaukauna Fire Department aims to create a safe community for all residents and visitors to work and play.

COMMUNITY RISK REDUCTION

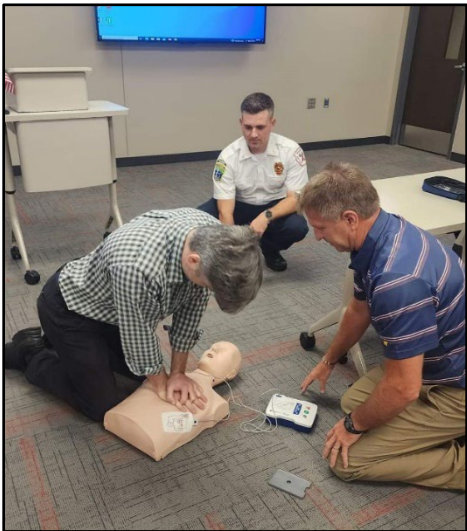
To meet the ever-changing needs of our community, in 2023, we transformed our fire prevention division into a comprehensive “Community Risk Reduction” division. This strategic change was designed to better serve the community’s needs by addressing a broader spectrum of risks. This change includes not only traditional fire prevention but also data-driven initiatives, partnerships with local businesses, and CPR and other first-aid classes.



*Joe Resch
Assistant Chief of Community Risk
Reduction*

In 2023, we provided nearly 40 classes to Kaukauna Area School District students and spread the message of “Cooking safety starts with you.” During these visits, we personally met with over 1,100 students and provided valuable take-home materials to over 2,100 students. Local Kaukauna businesses, in conjunction with the National Fire Council, were able to raise \$4,700 in donations to provide KASD students with these valuable fire prevention materials. In the summer, we continued our partnership with the Kaukauna Recreational Department and hosted Safety Town. During Safety Town week, we brought 60 local children ages 4-6 into the fire station to teach them how to be “fire-safe kids”.

With help from private donations and the American Red Cross, we installed carbon monoxide and smoke detectors in 17 local homes. We continue to offer free home safety assessments and free carbon monoxide and smoke detectors when needed through these generous donations.



As part of our Community Risk Reduction program, we have begun to launch “hands-only” CPR training to local residents and community groups. During these workshops, participants receive hands-on training with our firefighter/paramedics to teach them how to respond to a cardiac arrest emergency. This initiative aligns with our continual commitment to risk reduction, preparing our community to play a vital role in helping their friends, family, and neighbors.

APPARATUS & EQUIPMENT

The Kaukauna Fire Department's firefighters play a significant role in maintaining our fire apparatus, equipment, and the building itself. Their responsibilities extend beyond firefighting duties, including landscaping, snow removal, plumbing, and daily maintenance of the overall building facilities. This involvement showcases their versatility and commitment to keeping everything in top condition, ensuring readiness for any emergency situation, and ultimately contributing to public safety while saving taxpayer money.

In 2023, our firefighters logged more than 1,368 man-hours in daily truck readiness checks alone. They undertake various vehicle maintenance tasks in-house to ensure that our fire apparatuses remain in optimal condition for emergency response. Examples of their work include replacing lightbar rotor assemblies, auto chargers, ball valves, serpentine belts, pressure gauges, shaft seals, and performing light repairs. Regular oil changes, completed multiple times per vehicle per year, are also essential for engine health and longevity. By handling these maintenance tasks internally, the department ensures timely upkeep without relying on external services, saving both time and money.



*Chad Gerrits
Assistant Chief of Apparatus/Equipment*

Collaboration with DPW's in-house mechanic to complete annual DOT truck inspections showcases our effective teamwork with other city departments. Leveraging internal expertise and resources allows the fire department to maintain compliance with regulations while minimizing costs and downtime associated with external inspections.

Furthermore, our firefighters complete the annual testing of 13 ground ladders for safety standards and perform rigorous testing and washing of 198 lengths of fire hoses to meet NFPA 1962 standards. This essential practice ensures the effectiveness and reliability of equipment during emergency situations. By conducting these tests and maintenance procedures internally, firefighters can promptly identify and address any issues, thereby enhancing the overall safety and readiness of their equipment.

APPARATUS & EQUIPMENT

Noteworthy improvements made in 2023 by the Kaukauna Fire Department:

- Finalized the multi-agency radio grant in Outagamie County. This significant investment of \$155,994.60 into radios will undoubtedly have a positive impact on public safety in the area.
- Secured a 50% match grant from the Wisconsin DNR for fire and communications equipment, demonstrating proactive efforts to maximize resources and save taxpayer money. The \$3,000 saved through this grant can be reallocated to other critical needs within the city, further benefiting the community.
- The fleet of 13 apparatuses includes the new 2023 Silverado Pickup truck unit for EMS quick response and command purposes. While maintenance expenses can be significant, ensuring the apparatus's safety and operational readiness is essential for effective emergency response.
- The introduction of the cot lift assist and power load system on ambulances is another significant improvement aimed at enhancing firefighter safety. By reducing the risk of back injuries during patient transport, the department is prioritizing the well-being of its personnel, ultimately reducing long-term costs associated with injuries and medical leave.



APPARATUS & EQUIPMENT

2023 Fleet

Type	Year	Make	Model	Recommended Replacement
Ladder Truck	1995	Pierce	Arrow	2025
Fire Engine	2003	Pierce	Enforcer	2027
Rescue Unit	2007	Pierce	Freightliner	2027
Utility Truck	2009	Chevrolet	Silverado	2025
ALS Ambulance	2009	Ford	E450	2028
Fire Engine	2014	Seagrave	Marauder	2038
Chief Officer Vehicle	2015	Chevrolet	Impala	2027
Inflatable Rescue Boat	2015	Zodiac	Futura Mark II	2027
UTV	2016	Polaris	Ranger 6x6	2031
ALS Ambulance	2018	Ford	E450	2036
ALS Ambulance	2023	Ford	F550	2041
Quick Response Vehicle	2023	Chevrolet	Silverado	2035
Aluminum Boat	Unknown	Alumacraft	F9-15	N/A

UNIFORM POLICE REPORT OF MOTOR VEHICLE TRAFFIC ACCIDENT

A. TIME DATE OF ACCIDENT Aug 19 1963 DAY OF WEEK Mon HOUR 9:AM M.

B. PLACE WHERE ACCIDENT OCCURRED: COUNTY Outagamie INDICATE CITY VILLAGE TOWNSHIP HIT AND RUN

IF ACCIDENT WAS OUTSIDE CITY LIMITS, INDICATE DISTANCE FROM NEAREST TOWN NORTH S E W OF CITY OR VILLAGE MILES

GIVE NAME OF STREET OR HIGHWAY NUMBER ON E. Wis Ave KIND OF LOCALITY STORES, 3. SCHOOL OR PLAYGROUND

AT Draw-bridge HOMES 4. FARMS, FIELDS MILEPOST, DELINEATOR OR LANDMARK

IF NOT AT INTERSECTION NORTH E W FEET OF

C. VEHICLE YEAR MAKE TYPE (SEDAN, TRUCK, TAXI, BUS, ETC.) STATE EXP. YEAR '63

PARTS OF VEHICLE DAMAGED Semi Trailer # DRIVER Green Bay BY Driver

OWNER Leicht's Transp PRINT OR TYPE FULL NAME CITY AND STATE

DRIVER Black PRINT OR TYPE FULL NAME CITY AND STATE

TOTAL NUMBER OF VEHICLES INVOLVED 2 NO. INJURED 0 INSURANCE YES NO

D. VEHICLE TYPE (SEDAN, TRUCK, TAXI, BUS, ETC.) LICENSE PLATE NO.

PARTS OF VEHICLE DAMAGED AMT. VEHICLE REMOVED TO:

OWNER PRINT OR TYPE FULL NAME ADDRESS STREET OR R.F.D.

DRIVER PRINT OR TYPE FULL NAME ADDRESS STREET OR R.F.D.

DRIVER'S LICENSE TYPE LICENSE-NO. STATE RES. ACTIONS DATE OF BIRTH MONTH, DAY, YEAR AGE SEX INJURY

TOTAL OCCUPANTS NO. KILLED NO. INJURED INSURANCE - NAME OF COMPANY YES NO

E. KILLED NAME ADDRESS AGE SEX INJURY POSITION IN VEHICLE

1 NATURE OF INJURIES IN VEHICLE NO. 1 2 3 4 5 6

2 NAME ADDRESS AGE SEX INJURY POSITION IN VEHICLE 1 2 3 4 5 6

3 NATURE OF INJURIES IN VEHICLE NO. 1 2 3 4 5 6

4 PEDESTRIAN ADDRESS AGE SEX INJURY

INJURED NAME ADDRESS AGE SEX INJURY

INJURED-TAKEN TO

F. PROPERTY STRUCK OTHER THAN VEHICLES AND NATURE OF DAMAGE, IF ANY. Overhead Structure of lift Bridge

NAME AND ADDRESS OF OWNER OF OBJECT STRUCK City of Kaukauna

H. WITNESSES NAME ADDRESS AGE SEX

NAME ADDRESS

TURN THE PAGE - COMPLETE BOTH SIDES MOTOR VEHICLE DEPARTMENT



City of Kaukauna Police Department 2023 Annual Report



From the Office of the Chief of Police



On behalf of the professional women and men of the Kaukauna Police Department, I am very pleased to present our 2023 Annual Report. In this report, you will see many of the faces and names of those who have chosen Kaukauna Police as their destination department and have chosen Kaukauna as the community in which they want to serve. We are proud of this team and hope this report will add to your pride in those who are here to serve you.

The City of Kaukauna continues to be popular for both residential and business development. Growth creates both challenges and opportunities for the department. We continue to see an increase in calls for service, and we are always looking for more efficient ways to better serve our community.

Building a strong, effective relationship built on mutual respect and trust remains a top priority for the Kaukauna Police Department. The department staff participates in our efforts to build trust through community and problem oriented policing. We continued to hold our Department Open House which allowed us to have positive interactions with the community. We also continued to participate in the "Lights of Christmas" Program, which benefits less fortunate citizens in our community. Officers also participated in several school presentations, Trunk or Treat, Family Fun Night at school, and were able to chat with community members during many community events.

As we have witnessed, the landscape of policing is continuously evolving. The Kaukauna Police Department is dedicated to analyzing ways to utilize technology, training, outreach, and partnerships to serve more effectively and efficiently. In 2023, the police department incorporated automated license plate readers at several locations in the City of Kaukauna to help investigate complaints. Officers also transitioned to new handguns with red dot sights to help with accuracy. In 2023, the police department also explored an employee wellness program, and we are excited to start this program in 2024.

The men and women of the Kaukauna Police Department work tirelessly every day to serve our community with compassion, integrity and professionalism. With that said, 2023 has been an especially challenging time for law enforcement, but our team has persevered and proudly continued this tradition of service. Thanks to their hard work, I am confident our city is a safe place to live, play and work.

Jamie Graff
Chief of Police

*2023 Annual Report
Kaukauna Police Department*

Table of Contents

Department Information

A Message from the Chief of Police	2
Law Enforcement Code of Ethics	4
A Message from the Assistant Chief	5
Investigations	7
Department Roster	8
Department Photo	9

Specialities

Police School Resource Officers	10
K9	11
Evidence	14
EVOC	21
VCR	24
DAAT	25
CSO	26

Administrative Support

Support Team	27
Crossing Guards	28

Programs

List of Programs	29
Program Spotlight -- Police Lights of Christmas	30

Statistics

Police Statistics	32
Parking	34
Promotions	35
Retirements and Resignations	36

*kaukauna.gov
Cover and back photos by Don Krueger*

THE LAW ENFORCEMENT CODE OF ETHICS

*AS A LAW ENFORCEMENT OFFICER,
My fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.*

*I WILL,
Keep my private life unsullied as an example to all; maintain courageous calm in the face of danger; scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.*

*I WILL,
Never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I RECOGNIZE,
The badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.....law enforcement.*



The Assistant Chief of Police works closely with the Chief of Police in the management of the Kaukauna Police Department. The Chief and his staff are responsible for the direction and management of 44 employees, including 27 sworn officers. This includes two Detectives, three School Resource Officers, one Drug Officer, one K9 Unit and one Community Service Officer. The Chief and Assistant Chief work closely with the city officials to ensure the safety of our residents. The Assistant Chief works directly with daily operations including scheduling, planning, organizing, staffing and budgetary issues.

One of the responsibilities of the Assistant Chief of Police is to provide training to all of the officers in the department to give them the skills they need to help the public in a professional manner. Every officer attends annual and bi-annual trainings that include: legal update, firearms, defense and arrest tactics (DAAT), CPR and emergency vehicle operations and control (EVOC). Most of these annual trainings we are able to conduct in-house, which means we need to keep several of our officers as certified instructors. Our department currently has two DAAT/Firearms instructors, but we were able to certify two more officers in instructor development in 2023 with the anticipation of certifying them as DAAT and Firearms instructors in 2024. We also currently have four EVOC instructors and one vehicle contacts instructor. Beyond the annual and bi-annual training, this past year we continued our mental health training with several of our officers. We currently have three officers that are certified in Cellebrite, which is a computer program used for the forensic download of cellphones. We also sent all four of our Patrol Sergeants to a tactical leadership and decision-making training.

In 2024, the Kaukauna Police Department will continue to strive for excellence, and we resolve to make an even more significant and positive impact in our community. In 2023, we responded to just under 13,000 calls for service. In every one of those calls, we recognize an opportunity exists to have a positive impact in the lives of people in our community. Your trust and support of local law enforcement is vitally important to our success as a police department. We will work diligently every day to earn your trust and support by carrying out our work with integrity, accountability, professionalism and respect.

Brad Sanderfoot
Assistant Chief of Police

Mayor
Anthony Penterman

President
John Moore

Council Members

First Aldermanic District
Jennie Eggleston
Marty Decoster

Second Aldermanic District
John Moore
Kelli Antoine

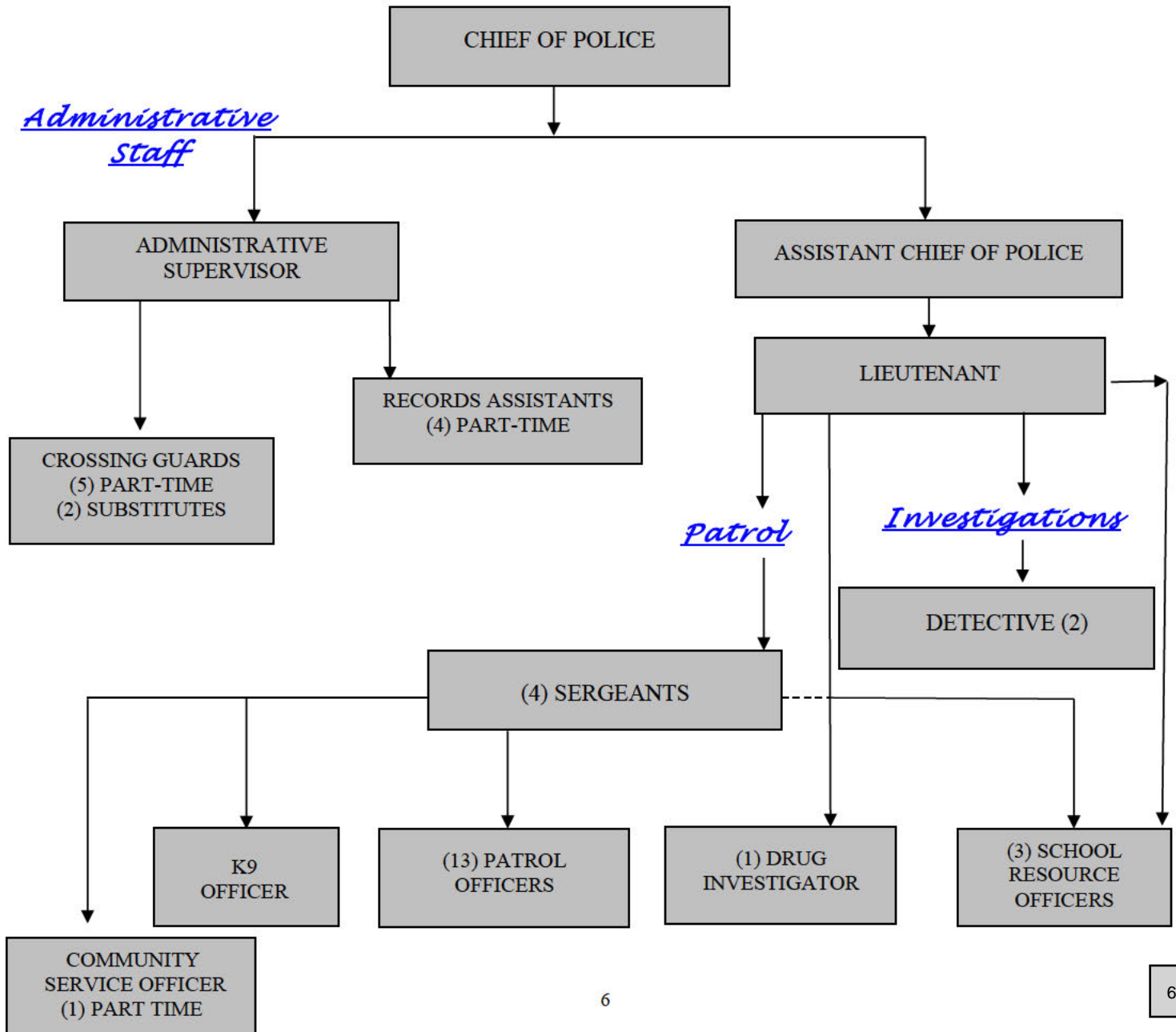
Third Aldermanic District
Mary Jo Kilgas
Brian Schell

Fourth Aldermanic District
Mike Coenen
Pennie Thiele

Police and Fire Commission

Chairman, John Verkuilen
Carla Zacharias
Beth Jasiak
Paul Van Berkel
Shannon Young

Kaukauna Police Department Administration





Det. Tyler Romenesko



Lt. Thomas P. Bartolazzi



Det. Kory Krueger

The Lieutenant Investigator is a member of the management team and assists the Chief and Assistant Chief on day-to-day operations. The Lieutenant Investigator is the direct supervisor for two detectives, three school resource officers, and one drug investigator who is assigned to the Lake Winnebago Area Metropolitan Enforcement Group.

The Lieutenant Investigator assists and manages all the investigations that are initiated for patrol officers and the investigative team.

The Kaukauna Police Department had a busy year in 2023 investigating violent crimes and property crimes. Investigators are continually working on past and incoming crimes to insure justice for crime victims. The following are just a portion of the crimes investigated by Kaukauna Police Officers in 2023:

- Homicides
- Drug Overdoses
- Sexual Assaults
- Child Abuse
- Fraud
- Theft
- Internet Crimes Against Children
- Other Various Scams

These crimes consume a substantial amount of our time and resources. As technology continues to improve, crimes are more technical and time consuming to investigate. Some of the crimes can create challenges to law enforcement as they often result in suspects that are out of the state or the country.

The first detective position was created in 2015 and a second detective was added to our investigation team in 2023. Detectives have the availability to spend more time on serious crimes and conducting follow-up, which leads to a higher close out rate on investigations.

The detective works closely with other investigators in surrounding agencies on major incidents. The detective is able to interview witnesses, interrogate suspects, and collect evidence that may have not been able to be collected when an incident occurred. The detective also works with patrol officers and assists with drafting search warrants, subpoenas, and conducting follow-up interviews. With the detective's assistance, this allows the patrol officers to spend more time on the road and be available to handle the day-to-day calls.

Our current focus is on increasing training to keep up with the ever-evolving technology and crimes associated with it and to continue improving our accountability to the victims.

2023 Kaukauna Police Department Roster

Item 7.h.

		Year hire
Chief of Police	Jamie J. Graff	1997
Assistant Chief of Police	Bradley J. Sanderfoot	1999
Lieutenant Investigator	Thomas J. Bartolazzi	1996
Detectives	Kory J. Krueger	2000
	Tyler J. Romensko	2006
Sergeants	Rex H. Swanson - <i>Retired</i>	1997
	Robert T. Momberg	1998
	Thomas L. Raether	2000
	Jason G. Treichel	2002
	Michael W. Frank	1998
Officer	Charles P. Vosters	2005
Officer	Jeffrey S. Bowen	2007
School Resource Officer	Adam J. Vander Hyden	2008
Officer	Patrick J. O'Kane	2010
SRO	Lucas A. Meyer - <i>Former K9 Officer</i>	2011
Officer	Brian P. Schaefer	2013
Officer	Timothy J. Lau	2013
School Resource Officer	Matthew J. Kohl	2015
K9 Officer	Stephanie A. Maas	2015
Officer	Ryan P. Geenen	2016
Officer	Thayen V. Thao	2016
Officer	Andrew N. Pelot	2017
Officer	Natasha R. Lansbach	2018
Officer	Michael T. Lambie	2019
Officer	James A. Brandt	2019
Officer	Caleb W. Lyons	2022
Officer	Tobias M. Timm	2023
Officer	Kaylee M. Mickelson	2023
Community Service Officer	Ada B. Schaefer	2023
Administrative Services Supervisor	Inge M. Murphy	2019
Records Assistants	Tammie L. Borin	2011
	Melody L. Lankey	2016
	Tammie J. Domek	2017
	Brenda VandenHeuvel - <i>Resigned</i>	2018
	Brenda Hufschmid	2023
School Crossing Guards	Lisa A.Sawlsville - <i>Retired</i>	2012
	Dennis Bruhn	2019
	Diane Mashuda	2019
	Vicky Vandenberg	2019
	Marie Soffa	2020
	Richard Puhl - <i>Retired</i>	2021
	Sue Hagens	2023
	Alliceson Krummelbein - <i>Resigned</i>	2023
School Crossing Guard Subs	Juli Hoffman	2021
	Kathy Breitzman - <i>Retired</i>	2022
	Mike Schmidt	2022
	Jalissa Snyder - <i>Resigned</i>	2022
	Vicki Wagner	2022
	Courtney Griffin - <i>Resigned</i>	2023



A.C. Bradley Sanderfoot



Chief Jamie Graff



Lt. Thomas Bartolazzi



Item 7.h.



Sgt. Rex Swanson



Sgt. Robert Momberg



Sgt. Michael Frank



Sgt. Thomas Raether



Det. Kory Krueger



Sgt. Jason Treichel



Off. Charlie Vosters



SRO Tyler Romenesko



Off. Jeffrey Bowen



SRO Adam Vander Hyden



SRO Lucas Meyer



Off. Brian Schaefer



Off. Timothy Lau



SRO Matthew Kohl



Off. Stephanie Maas



Off. Ryan Geenen



Off. Thayen Thao



Off. Andrew Pelot



Off. Natasha Lansbach



Off. Michael Lambie



Off. James Brandt



Off. Caleb Lyons



K9 Rocko



Off. Kaylee Mickelson



CSO Ada Schaefer



Off. Tobias Timm



K9 Bodo

School Resource Officers



SRO Adam Vander Hyden
Kaukauna High School
 766-6113 ext. 5303



SRO Matthew Kohl
River View Middle School
 766-6111 ext. 4188



SRO Lucas Meyer
Elementary Schools
 766-6134 ext. 3180

School Resource Officers (SROs) work in cooperation with the schools in a proactive manner to deal with youth concerns before they become youth problems. Beyond the family, the school is the primary institution that has the opportunity to affect the ideas and activities of our children. Police working in partnership with the schools provides the opportunity to implement programs aimed primarily at prevention of delinquent behavior through education, communication, and understanding among the school, youth, police, and the community. Statistics show that reaching children in this age group can lead to lowering juvenile delinquency by giving them the skills needed to make positive decisions.

School Resource Officers:

- Serve as a liaison between juveniles and/or their parents, service organizations, school personnel, and the community.
- Work with school administrators and the District Office of Kaukauna Schools on developing policies and procedures to keep schools safe.
- ALICE (Alert-Lockdown-Inform-Counter-Evacuate) instructors. SROs work closely with the school and local businesses in training to prepare individuals in the event of an active shooter emergency.
- Give classroom and other instructions and presentations.
- Teach children about crime, leadership, and citizenship.
- Teach children about drug prevention, internet safety, and sexting.
- Provide training for KASD Staff in areas of drug prevention, crime prevention, and school safety.
- Are a friend, counselor, and listener to youth with personal issues, or to those who want to share stories of their life.
- Work closely with families, students, and school staff to assist with accessing mental health services.
- Investigate crimes where juveniles are either victims or perpetrators and enforce applicable laws.
- Conduct sensitive crime investigations involving both adults and juveniles.
- Work closely with Child Protection Services, Social Services, Juvenile Intake, and the District Attorney's Office.
- Share information with school administrators about the conduct of students in the community.
- Provide training to other police officers on the special needs and concerns of youth.
- Serve on a variety of committees and task forces working to improve services available for juveniles.
- Provide early intervention to keep small problems from becoming large ones. This diverts students from the juvenile justice system when appropriate.
- Participate in Internet Crimes Against Children (ICAC) Investigations.

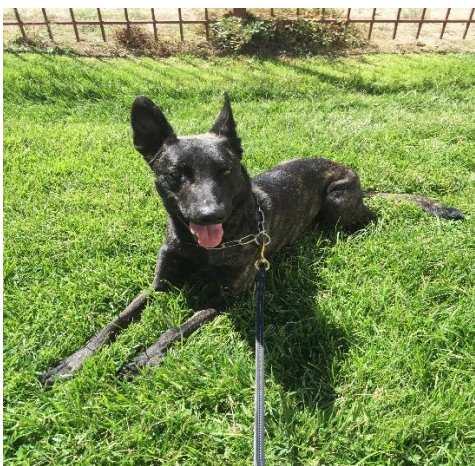
K9 Rocko

In August 2023, K9 Rocko transitioned from a working patrol K9 into retirement and a new role. He has since been making appearances in the community and in Kaukauna Area School District Schools with his handler, Lucas Meyer, who is now the Elementary School Resource Officer.

In 2023 through August, Rocko logged:

- 32 deployments which accounted for numerous arrests, the seizures of various drugs, to include methamphetamine, and one illegally possessed handgun.

K9 Rocko started his career as Kaukauna’s first police K9 in 2015 when he and Officer Meyer began their journey together training in the mountains of Albuquerque, New Mexico. Rocko, who is now over ten years old, and Officer Meyer have served the City of Kaukauna for the past nine years together working patrol, as well as conducting countless community presentations.



Throughout their career together, Rocko and Officer Meyer had nearly 800 career deployments resulting in the seizure of large sums of illegal narcotics, to include pounds of methamphetamine, as well as 14 illegally possessed firearms.

Rocko now makes occasional visits into school classrooms where students can see and interact with him.

SRO Meyer and some of our younger friends enjoying time with one another and our "forever" friend, Rocko



Kaukauna Police Department 2023 Annual Report

K9 Bodo

56 - Total Deployments

27 - Arrests

- 23 - Kaukauna PD
- 17- Appleton PD
- 4- Outagamie County SO
- 6 - Fox Valley Metro PD
- 1- LWAM
- 1- Fox Crossing PD
- 1- State Patrol
- 2- Grand Chute PD
- 1- Calumet County SO

54- Narcotics Detection Deployments

- 72.14g Marijuana
- 6.55g Methamphetamine
- 1.1g Heroin
- 16.43g Cocaine
- 6.09g Ecstasy

Other items attributed to K9 Bodo

- 23.1g Fentanyl
- 47 Drug paraphernalia items
- 112 Illegally possessed prescription pills

Total sniffs conducted by K9 Bodo

- 7 Rooms
- 250 Luggage items
- 594 Vehicles
- 1,350 Lockers



OFFICER MAAS & K9 BODO

2 - Patrol Deployments

- 2-Tracks
 - One of K9 Bodo’s tracks assisted with locating a suicidal/homicidal individual who had escaped from police custody

City of Kaukauna Police Evidence Unit

Evidence: “something (as testimony, writings, or objects) presented at a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact”

Overview of Evidence

The evidence and property room of the City of Kaukauna Police Department is responsible for maintaining recovered property and evidence from crimes in the city. We work together with investigators, the District Attorney’s Office, and state and federal crime laboratories.

Four officers served as evidence technicians in 2023. Sgt. Momberg and Officers Vosters, Schaefer and Lau being the main evidence and property technicians, and Lt. Bartolazzi was the investigations supervisor but still had a role in evidence and could process scenes. The technicians are called out to examine, document, collect, and preserve evidence at various crime scenes including death scenes, sexual assaults, burglaries, thefts, and crash scenes. The evidence technicians also photograph and record property collected at those scenes. We currently use a fully marked Dodge Durango as our main evidence vehicle to hold, and transport, most of our crime scene supplies. We must use additional vehicles to get other supplies when needed.

All the main technicians are members of the Wisconsin Association for Identification (WAI). Their mission is to provide educational seminars to members of the law enforcement community, to disseminate useful information related to all the disciplines of the forensic sciences, to provide local administration in the State of Wisconsin for the international professional certification programs of the International Association for Identification (IAI), and to encourage the highest ethical standards in the collection, preservation, and examination of evidence. Sgt. Momberg and Officer Schaefer are on an Evidence and Property Committee working with the WAI.

Sgt Robert Momberg



Officer Charlie Vosters



Officer Brian Schaefer



Officer Tim Lau



City of Kaukauna Police Evidence Unit

Evidence and Property Room

During **2023**, about **790** items of evidence and property were collected and recorded in the property room, with about **260** drug related items. We take in,



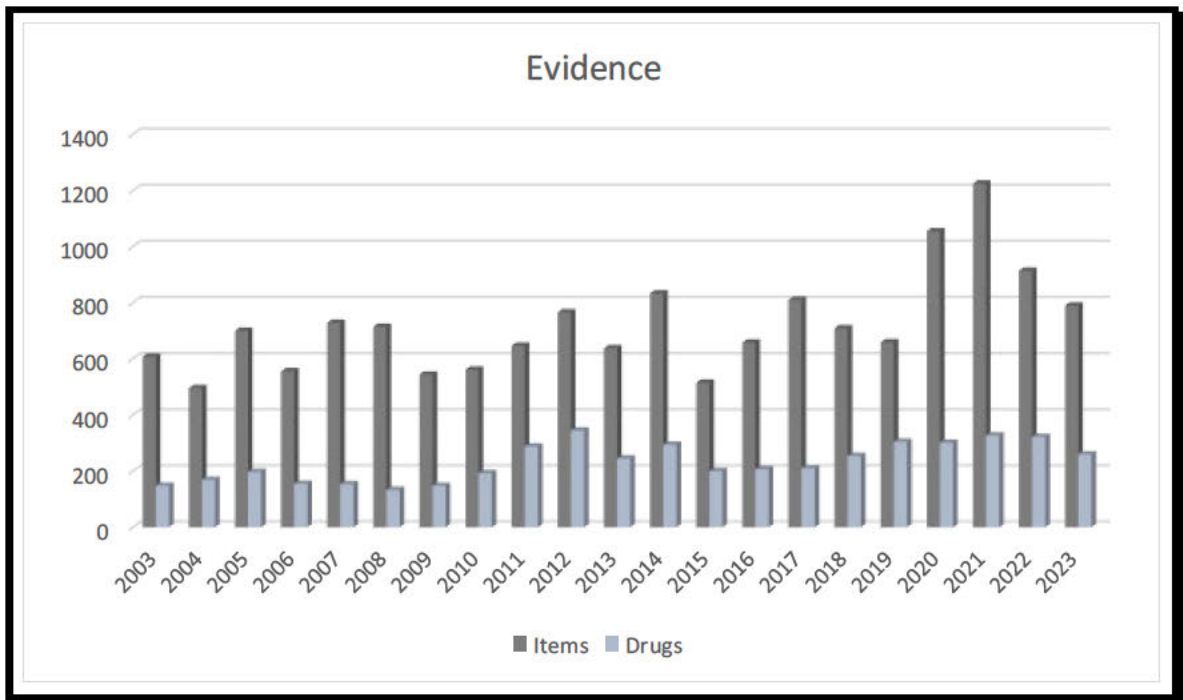
on a yearly basis, several items of found personal property such as wallets, cell phones, tools, CDs, yard items, and several bikes. Many of the unclaimed bikes and property are donated or disposed of.



Laws require us to maintain custody of evidence for extended periods. This could be a few months, years, or even for the incarcerated individual's lifetime or sentence duration. Many of these laws are related



specifically to items in which DNA was collected or could be collected. The picture on the left shows our secure safes for money, jewelry and other high valuables. The upper right picture is our drug evidence storage, and the bottom right is the general storage area.



***The darker columns in the chart depict the total number of items logged into the evidence room each year. The lighter columns depict the number of drug items (drugs and drug paraphernalia) included in the total items logged for that year.

City of Kaukauna Police Evidence Unit

Evidence and Property Tracking

Since about mid-year 2016, we have been utilizing the Crime Fighter **BEAST** (Bar coded Evidence Analysis Statistics & Tracking) software from Porter Lee Corporation. Tracking and moving evidence and property is much easier now and takes a lot less time. A lot of time was spent inventorying evidence from the old system and either purging or entering it into the BEAST. It is still an ongoing process. BEAST utilizes barcodes to speed information transfer with a high level of data integrity and security. Conventional barcodes printed on labels identify individual items and allow for quick and simple handling and tracking.



Digital Evidence



Most of our evidence collection consists of digital files. Many crimes, including retail thefts, burglaries and other property crimes involve the collecting of video files from homes or businesses from their security systems. Computers and cell phones are collected on many investigations and information from those are also collected in a digital format. Fraud and other crimes may constitute the collection of bank and other records, often provided in a digital format, rather than on paper. If we receive a CD, DVD or a flash drive, the contents are copied, and the disc or drive may be saved as well. In **2023**, we collected over **62,000** digital files (**almost 1 terabyte**) to include photos, videos, audio files, and documents from about **852** incidents.

In the beginning of 2021, the police department began using body worn cameras. They have been instrumental in helping in documenting incidents and in protecting officers and citizens. It also added to the amount of evidence we collect, especially digital evidence. The evidence techs are responsible for providing copies of all digital evidence obtained during an investigation to anyone who requests it. Mainly this is the District Attorney’s Office, defense attorneys or civil attorneys. Sometimes citizens and other groups also request copies of the evidence. Evidence techs must sift through the digital photos, videos, and documents to be sure we are complying with all release of records laws and privacy laws. This is very time-consuming at times spending hours watching videos and redacting information.

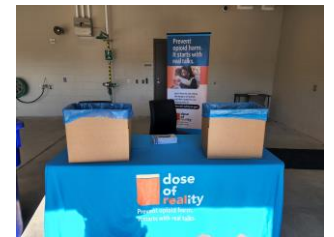


City of Kaukauna Police Evidence Unit

Drug Take Back



In **2023**, we hosted drug take back events in April and October. We turned over about **641 lbs.** of prescription and non-prescription medications to the Department of Justice for disposal. We have a permanent drug drop box installed in the lobby of the police department available during office hours. In **2023**, we collected about **290 lbs.** of material from the drop box alone. For answers to your questions about drug take back, go to the website **doseofrealitywi.gov** or contact Sgt. Robert Momberg or Officer Brian Schaefer.



Digital Media



Since early 2019, the police department has been utilizing forensic computer software to analyze digital media such as cell phones and tablets. Officers Tim Lau and Mike Lambie are currently trained in using the software. The software, Cellebrite, allows investigators to extract a lot of information like photos and videos from a piece of media that may not be apparent just by first looking at the item. This software can be utilized during any investigation in which a phone or tablet could contain useful information for the case including drug cases, sexual assaults, child pornography investigations, burglaries, thefts, frauds, and serious crash investigations.



Since early 2019, several dozen forensic extractions have been performed on devices. As with any search, we would need permission from the owner to perform one of these extractions, or we need to get a search warrant. In some cases, different forensic software may be needed. In those instances, we would transfer the media to a different agency such as the Department of Criminal Investigations.

- 2019 – 15 investigations
- 2020 – 9 investigations
- 2021 – 13 investigations
- 2022 – 10 investigations
- 2023 – 11 investigations (24 phones)

City of Kaukauna Police Evidence Unit

Evidence Photography

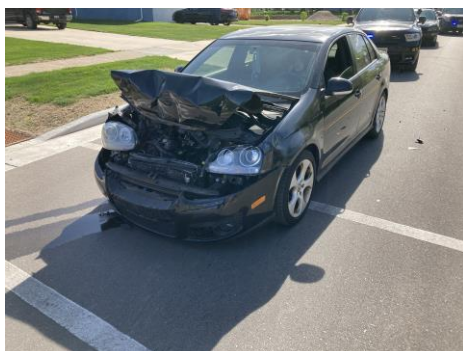
Photography is a very important aspect of evidence. Supplementing police reports with photographs and video can answer questions that arise during and after incidents by creating an accurate representation of the scene as it was at the time of the incident, whether it was injuries to a victim, damage to property, or photos at a crash scene. Many defendants are quick to plea to criminal charges after they see photographs and other documentation of a scene. Photos of crash scenes can help officers in filling out reports and answering questions later. Documenting damage and injuries can aid insurance companies with proper claim processing, the auto industry in making safer automobiles, and the Department of Transportation in making roads safer.

Each squad car is equipped with a digital camera and a smart phone. Both can be used to take photographs of scenes. Officers can adjust settings as they see fit based on their scene and their knowledge of the camera. For serious cases, in which evidence technicians may be called, the more advanced digital SLR cameras would be used. We currently utilize Canon brand DSLRs to include the Rebel T3i and Rebel T6. Along with the camera bodies, the techs have the availability of external flashes and other lenses to record the evidence and crime scenes.



Photographs from 2023

Crash Photos



City of Kaukauna Police Evidence Unit

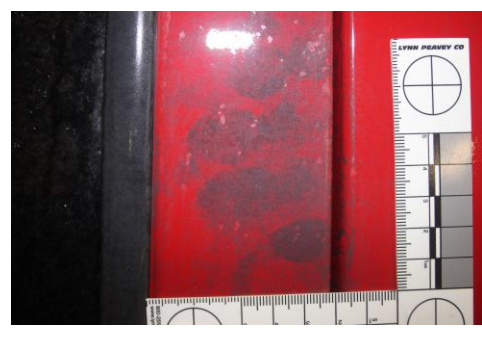
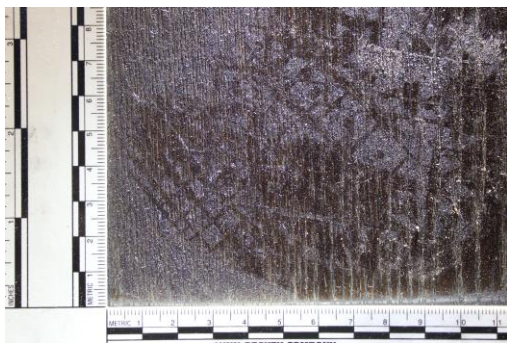
Scene of a stand-off, suspect ran and was apprehended.



Fire investigation at Best Wash



Fingerprint and shoe print development



City of Kaukauna Police Evidence Unit

Drug Investigations (methamphetamine)



Training in 2023

From March 21-24, 2023, Sgt. Momberg and Officers Vosters, Schaefer and Lau were able to attend the WAI educational conference in Appleton, Wisconsin. Training at these events usually consists of case study presentations and breakout training sessions related to the collection and preservation of evidence. One full day is an update for evidence and property managers to update them on changing laws and to share ideas on storage and guidelines regarding evidence.



Emergency Vehicle Operation and Control

Overview

Like many aspects of law enforcement, Emergency Vehicle Operation and Control (EVOC) is always an evolving area. Many factors figure into this. Changing types of vehicles, changes to vehicle operation laws, legal issues, liability, as well as decision making.

EVOC, specifically pursuit driving, has long been a very closely monitored area in law enforcement. Specific data of each pursuit is collected, documented and reviewed with great scrutiny. A pursuit can be defined as:



An active attempt by a law enforcement officer, on-duty in an authorized law enforcement vehicle to apprehend one or more occupants of a moving motor vehicle, provided the driver of such vehicle is aware of the attempt and is resisting apprehension by maintaining or increasing his or her speed or by ignoring the law enforcement officer's attempt to stop him or her.

The reason for the pursuit, liability concerns and general attitudes toward pursuits weigh heavily in the decision making process regarding when to pursue a suspected criminal. Many departments are going to very restrictive pursuit policies. This topic has been discussed nationwide for many years now, although no national consensus on the topic is in place. Every department follows their own policies and procedures, which can vary greatly from jurisdiction to jurisdiction. We share a county-wide pursuit policy with other agencies in Outagamie County, but individual departments can make them more restrictive.

The most important aspect of emergency vehicle operations is officer and citizen safety. Vehicle crashes have become the number one cause of line-of-duty deaths for law enforcement officers across the country. This underscores the need for quality, recurring training. We constantly stress officer use of seat belts, headlamps, wearing of body armor and being aware of one's surroundings.

Training



Officer Ryan Geenen and Officer Thayen Thao both completed the 4-day instructor development course before completing a 5-day EVOC instructor training course. With the completion of the instructor courses, both Officer Geenen and Officer Thao are certified to conduct some of this training in the classroom, as well as out on the EVOC track. With the construction of Fox Valley Technical College's Public Safety Training Center (PSTC), we now have a state-of-the-art center to conduct our training. We train in several pursuit termination techniques including boxing in, channeling, roadblock techniques, and all squad cars are equipped with tire deflation devices (TDDs). Officer Geenen and Officer Thao are the main EVOC instructors for our department.



Emergency Vehicle Operation and Control

Some of the skills taught were emergency driving, pursuit driving, decision making, legal issues and even parking. Officers need to show proficiency in these skill areas every two years by participating in at least 4 hours of training as set by the Wisconsin Law Enforcement Training and Standards Board. This includes about 2 hours of classroom material and typically includes about 2 hours of hands-on training out on the driving range with all topics set by the Training and Standards Board. Emergency vehicle operation and control is a critical area for officers to train in; not only to keep their skills sharp but to also learn new driving and safety techniques.

In 2022, we conducted the biennial 4-hour training in September 2022 at the PSTC. Training focused on the use of techniques used to stop fleeing vehicles in addition to the use of our tire deflation devices and communications during pursuits. Officers participated in controlled pursuit scenarios while utilizing these techniques.



Documentation of Pursuits

All pursuits engaged in by Kaukauna police officers must be reported and transmitted electronically to the Wisconsin State Patrol via the TraCS computer program (Traffic and Criminal Software). Certain statistics are gathered such as distance, speeds, locations, damages, injuries, and all violations encountered. The State Patrol is required, by state statute, to submit an annual report to the state legislature summarizing statewide pursuits.



In 2023 there were a total of three (3) pursuits reported by the City of Kaukauna. Two (2) of the pursuits ended with the driver being apprehended immediately at the end of the pursuit or shortly after. The one (1) other pursuit did not result in the suspect being apprehended or identified, but enforcement was taken against the vehicle owner. The longest pursuit in 2023 was 6.6 miles, and the shortest was 1.3 miles. One (1) of the pursuits ended in property damage, involving the suspect vehicle and a police squad. No

one was injured during any of the pursuits.

The reasons drivers flee cover a wide range, from just not having a valid license, being intoxicated, having a warrant for their arrest, or even just not wanting to stop due to their own attitude. Again, the safety of everyone, including the occupants of the fleeing vehicle, is our main concern.

The table below shows the number of pursuits our agency has been involved in. Officers are making smart decisions, during a very stressful time, when involved in the pursuits. Most pursuits are voluntarily terminated by the officer.

Emergency Vehicle Operation and Control

Year	Pursuits	Total Distance (miles)
2023	3	10.8
2022	7	14.5
2021	11	45.7
2020	10	46.7
2019	9	26.6
2018	5	3.5
2017	6	13.8
2016	7	13.1
2015	2	35.7
2014	6	17.8
2013	3	1.3
2012	5	5
2011	2	4.7
2010	3	8.7
2009	4	13.8
2008	1	2.2
2007	1	0.6
2006	4	22.4
2005	3	25.5
2004	4	5.8
2003	1	2
2002	2	42.6
2001	1	1
Totals	100	363.8

The longest pursuit since 2001 was 35.2 miles. The shortest pursuit was .1 miles.

The average pursuit was about 3.7 miles

VICTIM CRISIS RESPONSE (VCR) PROGRAM

VCR stands for **Victim Crisis Response**. The VCR program is a resource available to local Fox Valley Law Enforcement agencies and victims. VCRs assist local law enforcement in various ways. Their main priority is to assist law enforcement at the scene of crimes and tragic events, whether it be domestic violence, suicide, burglary, auto-theft, child abuse or many other types of calls. VCRs can provide a buffer between law enforcement and victims/families at the scene, while law enforcement officers are performing investigative duties.

VCRs are volunteers who are willing to take time away from their families to help other people going through various types of crisis. They are on call 24 hours a day, 365 days a year. Many VCR requests are made in the middle of the night at the scene of various types of calls. VCRs go through a rigorous background check and training program before being allowed to respond to calls.

VCRs are requested by officers on scene to provide emotional support, crisis intervention, immediate needs assessments, education on crisis, trauma and grief, help make phone calls to family members, as well as help victims plan for the future. VCRs are also available to assist with low level follow up. For example, VCRs may follow up with citizens who have called in damage complaints which have been classified as inactive. VCRs will call these citizens and ask if they have any more information regarding their case.



The Fox Cities VCR Team is a 501c3, non-profit organization. They are funded by both the Wisconsin Department of Justice Victims of Crime Act (VOCA grant) and donations. Much of their ability to continue to do the work they do in the Fox Cities relies on donations from citizens, groups and businesses.

They have many free resources to offer victims through the Crime Victim Compensation application. Although Marsy’s Law has made the VCR’s job a bit more difficult, they have come together with partnering agencies to overcome the adversity and continue to help those victims in need. VCRs have become an invaluable resource for Fox Cities Law Enforcement. The program started over 20 years ago at the Appleton Police Department and has spread throughout the Fox Valley to include all departments in Outagamie County, as well as various Winnebago County Agencies.

In 2023, there were a total of 1,170 hours spent on scene helping 1,264 community members in need. There were numerous victims and citizens served within the communities, including residents of Kaukauna.



**Officer Stephanie Maas
Kaukauna Police
Department Liaison**

In a typical calendar year, we schedule four training days; one 4 hour day and three 8 hour days. This gives our officers a total of 28 hours of training annually. Of the 28 training hours, 16 hours are specific to firearms training and 12 hours of Defense and Arrest Tactics (DAAT) training. In 2023, however, we had an adjusted training schedule for a couple of reasons. First, our officers transitioned to a new model of handguns with the option to purchase a red dot optic sight. Along with the handgun transition, our officers needed to adjust to a new model of holster. Second, in 2023 officers throughout the state saw a shift in tactics used during high risk vehicle contacts. Due to these two significant changes, we added several hours of training to our regular training schedule. In 2023, our officers had a total of 20 hours of firearms training, 8 of which was dedicated to our handgun transition. We then held a total of 16 hours of DAAT training, 8 hours of that was dedicated to learn the new tactics for the state-wide transition with high risk vehicle contacts.



In addition to learning new tactics, our department was able to purchase two new tools to help ensure our officer's safety when responding to higher risk calls. Late in 2023, we purchased a new ballistic shield. The ballistic level of the shield is a NIJ Level III. This means the shield will stop handgun rounds and some rifle rounds. In addition to a new shield, we purchased a restraint tool called The Wrap. The Wrap is a tool that our officers can utilize when taking

uncooperative/combative individuals into custody. The Wrap has several different applications, but when used to its full extent, can fully, safely secure an individual's ankles, legs, arms, and upper torso. Securing a combative individual to this extent can prevent injury to themselves and our officers in addition to preventing potential property damage.

As tactics instructors, we continue to include de-escalation and communication into our training and scenario-based training days. We continued to make this a priority in our yearly training schedule. By including scenarios that stress the importance of communication, we ensure that our officers are well balanced and won't be quick to resort to using force to solve conflicts. We have and continue to urge our officers to engage in communication, non-verbal communication, and to explore alternative options whenever possible as a way to de-escalate certain situations. We incorporate these principles into all of our Defense and Arrest Tactics training sessions. We accomplish these types of training in scenario-based training, case review training, and open discussions of applicable incidents.

Pictures show Kaukauna Police Department Officers during training sessions.

Kaukauna Police Department Unified Tactics Instructors are:

- Matt Kohl
- Lucas Meyer

Community Service Officer



CSO Ada Schaefer

The Kaukauna Police Department has one part-time Community Service Officer (CSO) serving the community through a variety of duties.

- Vacation house checks are provided for city residents who are away from home. The CSO will go and check for any suspicious activity while a resident is on vacation. If you would like a house check done on your home while you are on vacation, please stop by the police department to fill out the appropriate paperwork.
- We also provide vehicle lockout service to our residents. The CSO will perform this service when on duty to keep the officers free for other calls and emergencies.
- The CSO also helps with traffic control at accidents, parades, and other special events. They may even fill in for a crossing guard every so often.
- The Community Service Officer also reports any junk vehicles found in the city. Junk vehicles cannot only have a disorderly appearance in the city but can be a health and safety issue.
- The CSO picks up stray animals in the city and brings them back to the police station. They are kept 24 hours for someone to claim. If not claimed, the CSO transports them to the Fox Valley Humane Association.



Animal Calls	343
Animal Bites	50
Animals Transported to Fox Valley Humane Association	22
Vacation House Checks	26
Vehicle Lockouts	131

Administrative Support



Inge Murphy
Admin. Supervisor



Tammie Borin
Records Assistant



TJ Domek
Records Assistant



Melody Lankey
Records Assistant



Brenda Hufschmid
Records Assistant

The Administrative staff is an integral part of the Kaukauna Police Department. Tammie, Melody, TJ and Brenda are the first contact our citizens have when they come into the police department. When a citizen comes into the police department, it can be to file a complaint, fill out a vacation check form, obtain an alcohol permit or pay a parking ticket, among other things. The majority of the time, people are friendly, kind and thankful for the service our officers and staff provide.

Inge oversees the office happenings as the Administrative Services Supervisor. She works closely with office staff to streamline processes and keep things running smoothly for the officers.

She also trains and works with our crossing guards. There are two meetings per year she coordinates with the crossing guards. Additionally, she addresses any issues our crossing guards are having on their respective corners. If you have an opportunity, stop and thank our crossing guards for a job well done. The Kaukauna Police Department is always looking to add Crossing Guards to our group; if you, or someone you know, might be interested in assisting as a Crossing Guard, please call 920-766-6333.



One of the biggest responsibilities of the Administrative Services Supervisor is to fulfill records requests from citizens, other agencies and insurance companies. Before a record can be released, it must be reviewed to make sure it can be released. There are various reasons a report is unable to be released. If a report is able to be released, it must then be decided if anything in the report should be redacted, such as juvenile names. This process can take some time depending upon the individuals involved, severity of the case, as well as other factors.

Crossing Guards



Marie Soffa



Vicky Vandenberg



Diane Mashuda



Dennis Bruhn



Juli Hartzheim



Mike Schmidt



Sue Hagens

Not Shown: Alliceson Kruemmelbein and Courtney Griffin

The City of Kaukauna School Crossing Guard Program provides uniformed adult supervision at five school intersections where the majority of the students cross within the city. The crossing guards assist students, bikers and pedestrians when they are crossing the intersections to and from their classes. This service is provided between the hours of 6:45 and 8:00 A.M. and from 3:00 through 4:00 P.M.

During three weeks in June, some of the Crossing Guards are involved in the Safety Town Program that is designed to teach safety habits to the children who are entering school. It has evolved into a comprehensive program covering everything from crossing the street, to playground behavior, littering, avoiding poisons, stranger danger, call 911 and fire prevention. Police Officers and Firemen also participate as guest speakers.

The crossing guards are a vital part of our children's safety. This is a position that our guards take great pride in, and we are always looking to add more crossing guards to our group. *If you are interested in joining this amazing group, please contact Inge Murphy at the Kaukauna Police Department, 920-766-6333.*

- **Abatement Program**
The Kaukauna Police Department assists landlords with eliminating problem tenants involved in disturbances, gang and drug activity.
- **Bicycle Licensing**
License bicycles for locating and returning bicycles to owner.
- **Bicycle Safety**
Provide bicycle safety guidelines, teach bicycle laws, and promote bicycle helmet use, helmet giveaways and ice cream rewards for good bicycle obedience.
- **Business Security**
Perform routine business checks looking for open doors or suspicious activity.
- **Crime Prevention**
Give safety and crime prevention talks, provide and train individuals with information on detection and prevention of crime, and proper methods of reporting crime and what to look for.
- **Crime Stoppers**
Crime Stoppers is a Police Community program geared toward the fight against crime. It involves the public, media and the police working together.
- **McGruff Program**
The McGruff program has many different functions. We are currently using McGruff for discussion and appearances, along with educating children.
- **Police Lights of Christmas**
The Lights of Christmas program provides support for people in need. Funds are raised throughout the year, and the monies are turned into gift cards for officers to disperse to people in need they come in contact with while on patrol.
- **Safety Town**
Teach children how to obey stop signs, traffic lights, crossing the streets and being safe. Also teach how to use 911 for emergencies.
- **School Resource Program**
The School Resource Officers (SROs) work in cooperation with the schools, parents and police. Provide early intervention. Work with delinquent behavior, promote positive decision making, teach conflict resolution and responsibility. Give presentations, provide education and services available for juveniles.
- **Vacation House Checks**
Provide house checks for residents on vacation.
- **Vehicle Lock Outs**
Provide vehicle lock out service to residents free of charge.
- **Victim Crisis Response**
The Victim Crisis Response program (VCRs) is a resource available for law enforcement and victims to assist in tragic events. Volunteers assist any time of day or night wherever needed.

Police Lights of Christmas





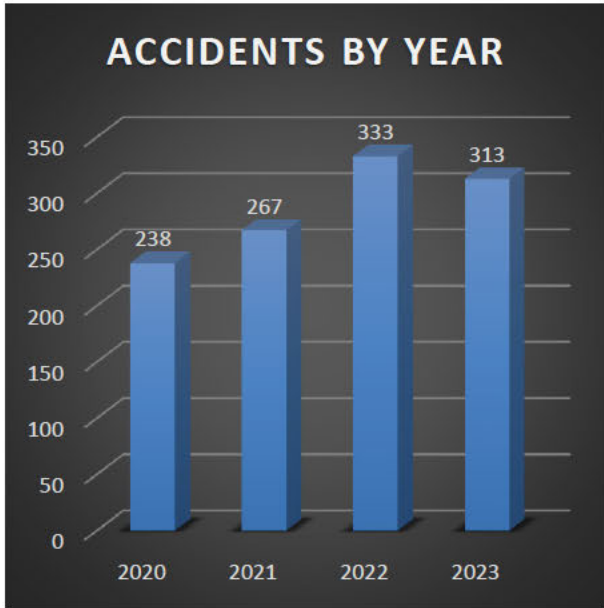
From 2 departments in 2016 to 82 departments in 2023 - the 8th year of the Police Lights of Christmas program is continuing to show tremendous growth and community excitement. Annual fundraising events like the Law Enforcement "Ride With the Lights" motorcycle rally and "Cops@Culver's Day" not only present fun opportunities to hang out with your local officers, but all funds raised from events (and sponsors) get turned into gift cards and then stocked in area squad cars and on duty belts for officers to use to help people in need that they come into contact with while on patrol. In 2022 \$175,000 was handed off to 55 police departments. With over 80 law enforcement agencies participating for the 2023 season, the program has added one more FUN-raiser - a state-wide Photo COPetition between all of the agencies! Each department (or several collaborating together) was assigned a 'neighborly' theme to capture a photo of; a picture of an officer doing normal, random things you'd see everyday neighbors doing - because these officers ARE our neighbors! Communities across the state had an opportunity beginning September 1st to see all of the submitted photos and to VOTE for their favorite! Every dollar donated towards each photo equals 1 vote. The winning photo (department) earned an extra \$2000 in gift cards for their community courtesy of Kolosso Toyota (\$1000 for 2nd place; \$500 for 3rd). Plus each department gets to keep all of the donations earned from their photo during voting! In November all the departments were invited to the Johnsonville Tailgate Village at Lambeau Field to assemble backpacks and learn the winners of the Photo COPetition. Special guest and Green Bay Packer, Jordan Love, stopped by and had a photo opp with any of the officers.

This truly is a win for each community - meeting officers at these events, forging those relationships - all while raising money for those in need. And the benefit to each department, to each officer, as they are able to utilize these gift cards in some of the toughest situations... Strong, tight knit communities come from working together. That's what those POLICE LIGHTS truly represent to each of us - hope.



Statistics

Accidents	313
Accidents with Injuries	22
Hit and Run Accidents	35
Accidents in Round-About	28



Traffic Citations

Total Citations	1,301
Total Warnings	1,596
Total	2,897

OWI/ Operating While Intoxicated 40
 Criminal OWI's (2nd and greater offenses) 21

Our officers and school resource officers deal with juvenile calls on a daily basis all year long. The nature of these calls include: apprehension requests, battery, curfew, disorderly conduct, drugs, harassment, resisting, runaways, theft, truancy, trespassing and vaping, among many others.

In 2023, our officers dealt with **503 calls involving juveniles in our city**. This is comparable to 300 calls involving juveniles in 2022.

In 2022, there were 904 municipal citations issued by the Kaukauna Police Department. **In 2023, our officers issued 1163 municipal citations.**

Criminal Arrests Referred to District Attorney's Office

	<u>2022</u>	<u>2023</u>
Aggravated Assault/Battery	31	36
Bail Jumping	69	71
Burglary	7	14
Criminal Damage to Property	10	22
Disorderly Conduct	44	60
Domestic Abuse	32	35
Drugs/Paraphernalia	77	57
Fraud	11	17
Hit and Run	2	3
Operating After Revoked	38	51
OWI Criminal – 2 nd , 3 rd , 4 th , 5 th	9	21
Resisting/Obstructing an Officer	13	17
Sexual Assault	10	10
Strangulation	5	5
Theft	21	45
Weapons	5	2
Total Persons Criminally Charged	173	240
Charges Associated with Those Cases	402	470

Statistics

Kaukauna Police Department has 27 full-time sworn officers.

Officers cover all areas of the city and are not assigned to a specific district. This provides all the officers familiarity with the entire city not just a specific range. Officers not only handle the traffic and accident calls on the road but also manage an array of incidents that come in daily, as are listed on the right. In addition, officers handle over 450 serious crimes that are referred to the District Attorney's Office.

The School Resource Officers handle calls that occur at the schools, and patrol may be called to juvenile calls that occur at home or in the city. Juvenile calls may include thefts, runaway, truancy, disturbances, smoking, drugs/alcohol, and damage to property.

Police need to be cross-trained to handle any situation at any given time. They also need to be able to switch from handling one diverse call after another.

Officers cover the following specialty areas:

- School Resource Officer (SRO)
- Crime Prevention
- DAAT Training
- Evidence Technicians
- Emergency Response Team (ERT/SWAT)
- MEG Unit (Drugs)
- K9 Unit
- Emergency Vehicle Operation Control (EVOC)
- Victim Crisis Response (VCR)

Incidents

	2022	2023
ABANDONED VEHICLE	32	28
ACCIDENT	360	335
ALARM	137	113
ALCOHOL OFFENSE	7	8
ANIMAL CALLS	397	393
ARSON	0	0
ASSISTS	1544	1384
ASSAULTS	9	8
AUTO THEFT	11	7
BURGLARY	11	15
CIVIL PROCESS	17	6
CRIME PREVENTION	2736	1708
DAMAGE TO PROPERTY	76	100
DISTURBANCES	287	303
DOMESTIC	25	49
DRUGS	111	105
FIRE CALLS	125	148
FIREWORKS COMPLAINT	22	20
FRAUD	91	109
HARRASSMENT	63	95
HAZARD	144	118
JUVENILE INCIDENTS	304	503
LOCKOUT	152	135
LOST/FOUND	166	157
MEDICAL	1064	1100
MISSING PERSON	9	8
OPEN DOOR	77	41
OPERATING WHILE INTOXICATED	39	40
ORDINANCE VIOLATIONS	174	95
PARKING	261	238
RECKLESS DRIVING COMPLAINT	285	327
SEX OFFENSES	47	60
SUICIDE; ATTEMPT, THREAT, COMMIT	35	19
SUSPICIOUS PERSON, VEHICLE, SITUATION	506	420
THEFT	138	154
TRAFFIC	1994	2189
TRAFFIC SAFETY	213	65
TRESPASS	22	31
TRUANCY	10	20
VIOLATION OF COURT ORDER	44	49
WANTED PERSON OR APPREHENSION	73	86
WEAPON	11	16
WELFARE CHECK	515	596
911 HANGUP/ASSIST	720	1167

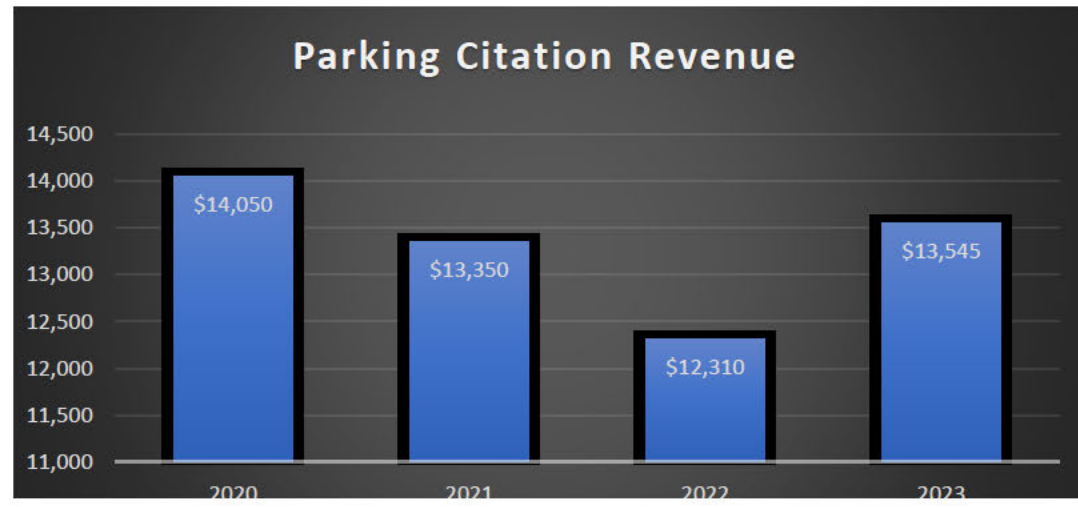
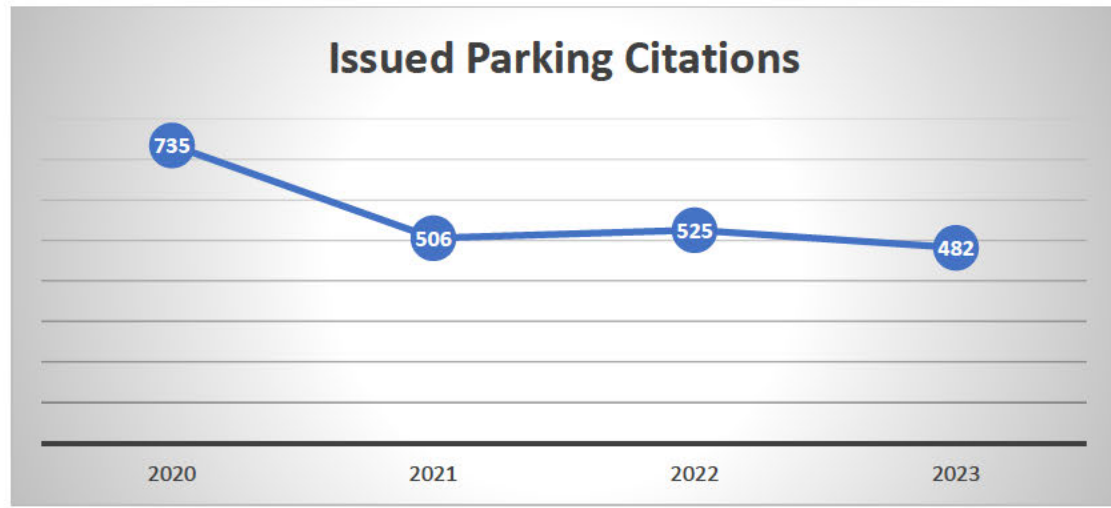


PARKING

Our officers continue to monitor the parking according to the City Ordinance Traffic Code Chapter 7.12. Most of our parking violations come from our winter parking restrictions from December 1 through March 31 in which:

No vehicle shall be parked or standing unattended on any public street of the City of Kaukauna between the hours of 2:00 a.m. and 6:00 a.m.

Our officers have also continued to monitor our business district where we have 15, 30 and 90 minute parking stalls, also with the no parking restriction from 2:00 a.m. to 6:00 a.m.



PROMOTIONS



Mike Frank was promoted to Sergeant.



Tyler Romenesko was promoted to Detective.



Lucas Meyer was promoted to School Resource Officer.

RETIREMENTS & RESIGNATIONS



Kathy Breitzman



Rick Puhl



Lisa Sawlsville



Jalissa Snyder



Rex Swanson



Brenda VandenHeuvel

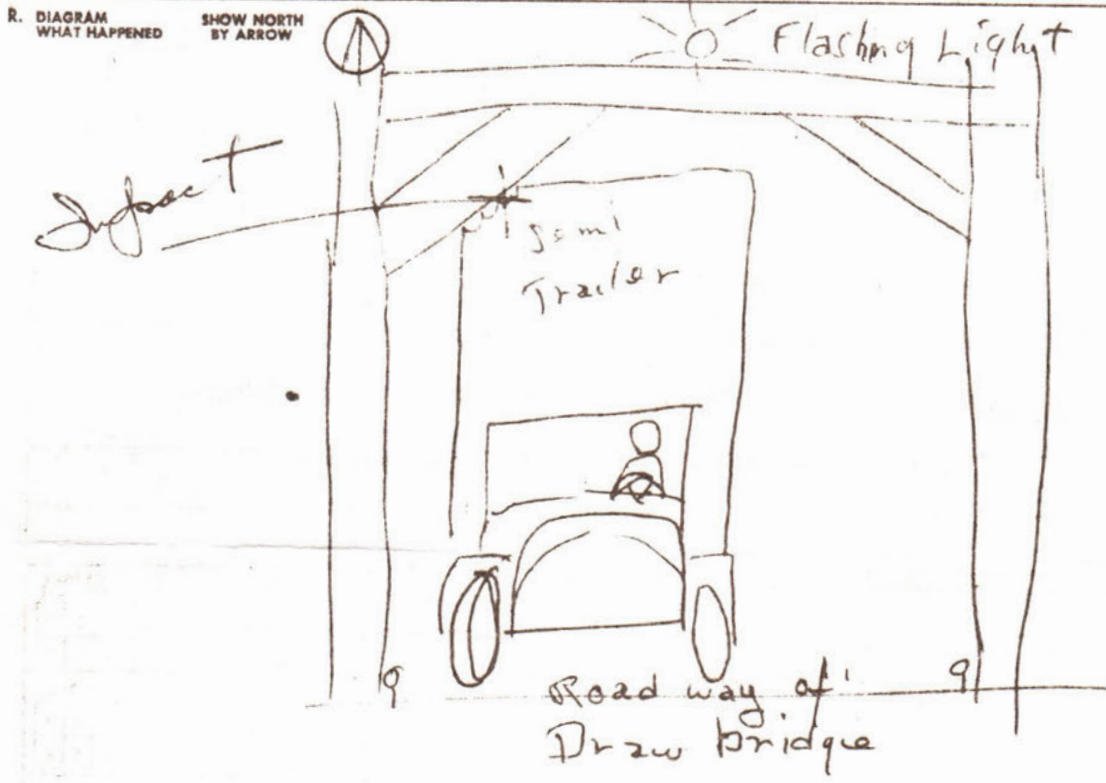


Rocko

*Cheers to you all and thank you
for the time and service
dedicated to our great City.*

Not shown: Alliceson Kruemmelbein and Courtney Griffin

I. ROAD TYPE (CHECK ONE OR MORE) DRIVER 1 2 <input type="checkbox"/> 1. ONE LANE, ALLEY <input checked="" type="checkbox"/> 2. TWO LANES <input type="checkbox"/> 3. THREE LANES <input type="checkbox"/> 4. FOUR OR MORE <input type="checkbox"/> 5. DIVIDED ROADWAY <input type="checkbox"/> 6. EXWAY, I-SYSTEM <input type="checkbox"/> 7. ONE-WAY STREET <input type="checkbox"/> 8. UNPAVED		L. TRAFFIC CONTROL (CHECK ONE OR MORE) <input type="checkbox"/> 1. RAILROAD CROSSING <input type="checkbox"/> 2. OFFICER OR WATCHMAN <input type="checkbox"/> 3. AUTOMATIC SIGNAL <input type="checkbox"/> 4. STOP SIGNS <input type="checkbox"/> 5. WARNING SIGNS <input checked="" type="checkbox"/> 6. FLASHING LIGHTS <input type="checkbox"/> 7. NO CONTROL <input type="checkbox"/> 8.		O. DRIVERS ACTION BEFORE ACCIDENT STREET OR HIGHWAY DRIVER NO. 1 WAS HEADED <input checked="" type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST ON <u>E. Wis Ave Bridge</u> DRIVER NO. 2 WAS HEADED <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST ON _____ <input checked="" type="checkbox"/> 1. GO STRAIGHT AHEAD <input type="checkbox"/> 4. MAKE LEFT TURN <input type="checkbox"/> 7. START IN TRAFFIC LANE <input type="checkbox"/> 10. REMAIN STOPPED IN TRAFFIC LANE <input type="checkbox"/> 2. OVERTAKE <input type="checkbox"/> 5. MAKE U TURN <input type="checkbox"/> 8. START FROM PARKED POSITION <input type="checkbox"/> 3. MAKE RIGHT TURN <input type="checkbox"/> 6. SLOW OR STOP <input type="checkbox"/> 9. BACK <input type="checkbox"/> 11. REMAIN PARKED	
J. ROAD SURFACE <input checked="" type="checkbox"/> 1. DRY <input type="checkbox"/> 2. WET <input type="checkbox"/> 3. SNOWY OR ICY <input type="checkbox"/> 4.		M. LIGHT CONDITIONS <input checked="" type="checkbox"/> 1. DAYLIGHT <input type="checkbox"/> 2. DUSK OR SEMI-DARK <input type="checkbox"/> 3. DARKNESS - ST. LIGHT <input type="checkbox"/> 4. DARKNESS - NO LIGHTS		P. POSSIBLE CONTRIBUTING CIRCUMSTANCES (DRIVER OR PEDESTRIAN) (CHECK ONE OR MORE FOR EACH) <input type="checkbox"/> 1. SPEED TOO FAST <input type="checkbox"/> 4. IMPROPER OVERTAKING <input type="checkbox"/> 2. FAILED TO YIELD RIGHT OF WAY <input type="checkbox"/> 5. PASSED STOP SIGN <input type="checkbox"/> 3. DROVE LEFT OF CENTER <input type="checkbox"/> 6. DISREGARDED TRAFFIC SIGNAL <input type="checkbox"/> 7. FOLLOWED TOO CLOSELY <input type="checkbox"/> 8. MADE IMPROPER TURN <input type="checkbox"/> 9. INADEQUATE BRAKES <input type="checkbox"/> 10. IMPROPER LIGHTS <input type="checkbox"/> 11. HAD BEEN DRINKING <input type="checkbox"/> 12. OTHER, SPECIFY	
K. ROAD CHARACTER (CHECK TWO) <input checked="" type="checkbox"/> 1. STRAIGHT ROAD <input type="checkbox"/> 2. CURVE <input type="checkbox"/> 1. LEVEL <input type="checkbox"/> 2. ON GRADE <input type="checkbox"/> 3. HILLCREST		N. WEATHER <input checked="" type="checkbox"/> 1. CLEAR <input type="checkbox"/> 2. RAINING <input type="checkbox"/> 3. SNOWING <input type="checkbox"/> 4. FOG <input type="checkbox"/> 5.		Q. PEDESTRIAN ACTION NORTH S E W <input type="checkbox"/> ALONG STREET, HIGHWAY NO. N.E. CORNER TO S.E. CORNER, OR W. TO E. ETC. GOING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ACROSS OR INTO _____ FROM _____ TO _____ <input type="checkbox"/> 1. CROSS OR ENTER AT INTERSECTION <input type="checkbox"/> 5. STANDING IN ROADWAY <input type="checkbox"/> 9. PLAYING IN ROADWAY <input type="checkbox"/> 2. CROSS OR ENTER NOT AT INTERSECTION <input type="checkbox"/> 6. GETTING ON OR OFF VEHICLE <input type="checkbox"/> 10. OTHER IN ROADWAY <input type="checkbox"/> 3. WALKING IN RDWAY-WITH TRAFFIC <input type="checkbox"/> 7. PUSHING OR WORKING ON VEHICLE <input type="checkbox"/> 11. NOT IN ROADWAY <input type="checkbox"/> 4. WALKING IN RDWAY-AGAINST TRAFFIC <input type="checkbox"/> 8. OTHER WORKING IN ROADWAY <input type="checkbox"/> 12. CROSSING FROM BETWEEN PARKED CARS	



5. DESCRIBE WHAT HAPPENED: Driver thought he was far enough from curbing, but had a higher trailer than usual.

Accident Report from 1963

T. POLICE ACTIVITY TIME NOTIFIED OF ACCIDENT: <u>8-19-63</u> DATE <u>9:4</u> HOUR M.		WHAT WAS SOURCE OF ACCIDENT INFORMATION? <u>OFFICER AT SCENE, NO. 1 DRIVER CONTACTED STATION, ETC.</u>		PHOTOS TAKEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
NAME <u>Sgt Bell</u>		ACTION OR CHARGE <u>None</u>		DISPOSITION	
SIGN HERE <u>Dean J Bell</u> OFFICERS RANK AND NAME		BADGE NO. <u>3</u>		DEPARTMENT	
				DATE OF REPORT <u>8-19-63</u>	

RESOLUTION 2024-5425

RESOLUTION APPROVING A 2 LOT CERTIFIED SURVEY MAP FOR 030022200

WHEREAS, Karen D Mader as owner of Parcel 030022200 have presented a Certified Survey Map to the City of Kaukauna Common Council as prepared by James R. Sehloff; and

WHEREAS, This parcel has been annexed into the City of Kaukauna by Ordinance NO. 1904-2024; and

WHEREAS, a 2 lot Certified Survey Map of the following described parcel of land has been presented to and recommended for approval by the Plan Commission:

Commencing at the North 1/4 corner of Section 31, Township 21 North, Range 19 East; thence, along the East line of the Northwest 1/4 of said Section 31, S00°54'17"W, 1951.12 feet to the Southeast corner of Haas Road said point being the point of beginning; thence, continuing along said East line, S00°54'17"W, 650.59 feet to the Center of Section of said Section 31; thence, along the South line of said Fractional Northwest 1/4, N89°00'45"W, 1315.32 feet to the West line of said Southeast 1/4 of the Fractional Northwest 1/4; thence, along said West line, N00°47'01"E, 655.31 feet to the South line of Lots 139-151 and said South right of way line of Haas Road; thence, along said South line, S88°48'27"E, 1316.72 feet to the point of beginning, subject to all easements, and restrictions of record.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin as follows:

1. That the said Certified Survey Map attached and made a part hereof is hereby accepted and approved; and
2. That the City Mayor, Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the City of Kaukauna upon the Certified Survey Map documents as required.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 16 day of April, 2024.

APPROVED: _____
Anthony J. Penterman, Mayor

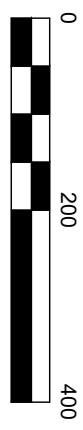
ATTEST: _____
Sally A. Kenney, City Clerk

Certified Survey Map No. _____

Part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31,
Township 21 North, Range 19 East, City of Kaukauna, Outagamie County, Wisconsin.

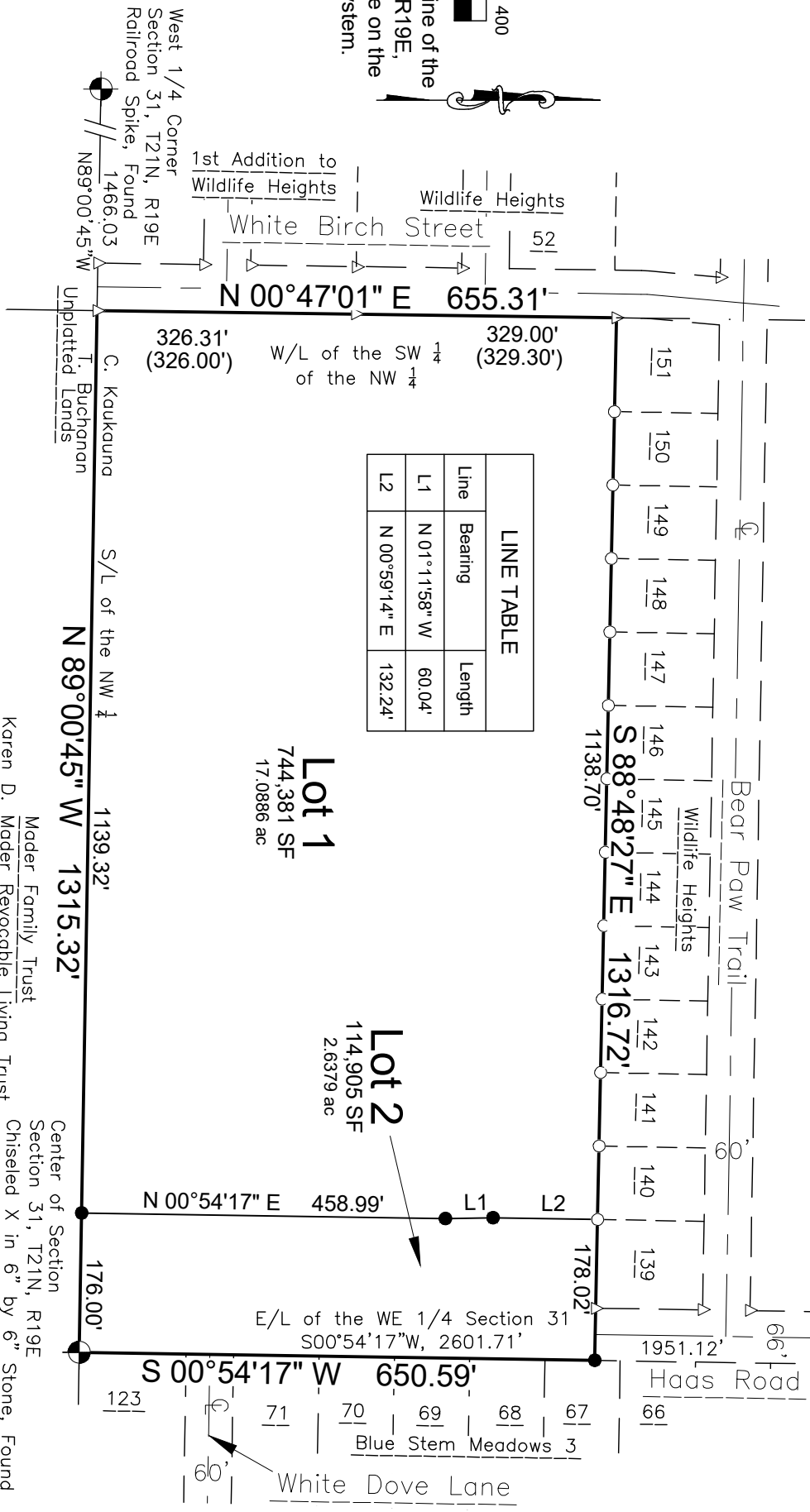
North 1/4 Corner
Section 31, T21N, R19E
Bertsen Monument, Found

Bearings are referenced to the East line of the
Northwest 1/4, Section 31, T20N, R19E,
assumed to bear S00°54'17"W, base on the
Outagamie County Coordinate System.



LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- △ 1 1/4" Rebar Found
- 3/4" Rebar Found
- ◐ Government Corner
- () Recorded As



LINE TABLE		
Line	Bearing	Length
L1	N 01°11'58" W	60.04'
L2	N 00°59'14" E	132.24'



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davelpro

1/31/2024 8:02 AM J:\Projects\4198der\dwg\Civil_3D\4198CSM4.dwg Printed by: jim

James R. Sehloff Professional Land Surveyor No. S-2692 Date _____

Survey for:
Dercks Builders & Masonry
W857 CTY TK "ZZ"
Kaukauna, WI 54130

File: 4198CSM4.dwg
Date: 01/31/2024
Drafted By: jim
Sheet: 1 of 4

Certified Survey Map No. _____

Part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagmaie County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Kaukauna, and under the direction of Karen D. Mader Revocable Living Trust and Mader Family Trust, the property owner of said land, we have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagmaie County, Wisconsin, containing 859,286 Square Feet (19.7265 Acres) of land described as follows:

Commencing at the North 1/4 corner of Section 31, Township 21 North, Range 19 East; thence, along the East line of the Northwest 1/4 of said Section 31, S00°54'17"W, 1951.12 feet to the Southeast corner of Haas Road said point being the point of beginning; thence, continuing along said East line, S00°54'17"W, 650.59 feet to the Center of Section of said Section 31; thence, along the South line of said Fractional Northwest 1/4, N89°00'45"W, 1315.32 feet to the West line of said Southeast 1/4 of the Fractional Northwest 1/4; thence, along said West line, N00°47'01"E, 655.31 feet to the South line of Lots 139-151 and said South right of way line of Haas Road; thence, along said South line, S88°48'27"E, 1316.72 feet to the point of beginning, subject to all easements, and restrictions of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

Owners' Certificate

As the Trustee of the Karen D Mader Revocable Living Trust, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

I do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Kaukauna

Dated this _____ day of _____, 20_____

Karen D. Mader
Trustee
State of Wisconsin)
)SS
_____) County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

File: 4198CSM4.dwg
Date: 01/31/2024
Drafted By: jim
Sheet: 2 of 4

Certified Survey Map No. _____

Part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East,
City of Kaukauna, Outagamaie County, Wisconsin.

Owners' Certificate

As the Co-Trustees of the Mader Family Trust, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Kaukauna

Dated this _____ day of _____, 20_____

Karen D. Mader
Co-Trustee

Sara Jane Massonet
Co-Trustee

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

James R. Sehloff Professional Land Surveyor No. S-2692 Date

Certified Survey Map No. _____

Part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East,
City of Kaukauna, Outagamie County, Wisconsin.

City of Kaukauna Common Council Approval Certificate

Resolved, that this certified survey map in the City of Kaukauna, Outagamie County, Karen D. Mader Revocable Living Trust and Mader Family Trust, the property owners, is hereby approved by the Common Council.

Mayor Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Kaukauna.

City Clerk Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Kaukauna and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

City Treasurer Date

County Treasurer Date

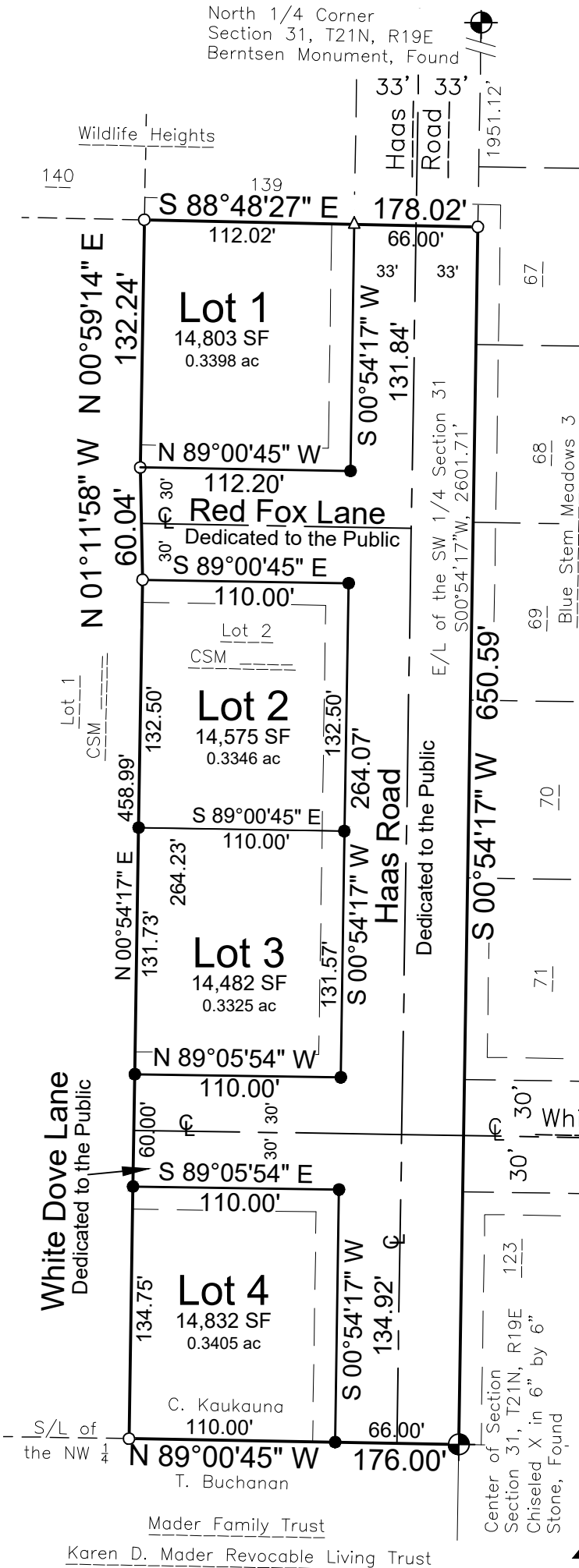
This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

The property owners of record:	Recording Information:	Parcel Number(s):
Karen D. Mader Revocable Living Trust	Doc 1621753	030022200
Mader Family Trust		

James R. Sehloff Professional Land Surveyor No. S-2692 Date

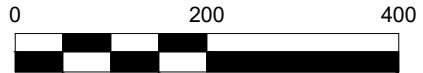
Certified Survey Map No. _____

All of Lot 2, Certified Survey Map _____ being part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagamie County, Wisconsin.



LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- △ 1/4" Rebar Found
- 3/4" Rebar Found
- ⊙ Government Corner
- () Recorded As
- 12' Utility Easement (per this document)



Bearings are referenced to the East line of the Northwest 1/4, Section 31, T20N, R19E, assumed to bear S00°54'17"W, base on the Outagamie County Coordinate System.

Total Right of Way Dedicated to the Public 56,213 Square Feet.

James R. Sehloff PLS No. S-2692 Date

Survey for:
Dercks Dewitt LLC
W857 CTY TK "ZZ"
Kaukauna, WI 54130

File: 4198CSM5.dwg
Date: 03/13/2024
Drafted By: jim
Sheet: 1 of 4



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Certified Survey Map No. _____

All of Lot 2, Certified Survey Map ____ being part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagmaie County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Kaukauna, and under the direction of Dercks Dewitt, LLC, the property owner of said land, we have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 2, Certified Survey Map ____ being part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagmaie County, Wisconsin, containing 114,905 Square Feet (2.6379 Acres) of land, subject to all easements, and restrictions of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

Owner's Certificate of Dedication

Dercks Dewitt, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this map.

Dercks Dewitt, LLC, does further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Kaukauna

Dated this _____ day of _____, 20____.

In the presence of: Dercks Dewitt, LLC

Tom Dercks, Managing Member

State of Wisconsin)

_____ County) ss

Personally came before me this _____ day of _____, 20____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

All of Lot 2, Certified Survey Map ____ being part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagmaie County, Wisconsin.

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by:

Dercks Dewitt, LLC, Grantor

to:

Kaukauna Utilities, Grantee,
Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee,
AT&T, Grantee,
Spectrum, Grantee,
TDS Metrocom, LLC, Grantee,

and

Any utility company with a current and approved Public Right-of-Way Registration in the City of Kaukauna, Grantees

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Buildings shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Tom Dercks, Managing Member

Date

James R. Sehloff PLS No. S-2692 Date

Certified Survey Map No. _____

All of Lot 2, Certified Survey Map ____ being part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 31, Township 21 North, Range 19 East, City of Kaukauna, Outagamie County, Wisconsin.

City of Kaukauna Common Council Approval Certificate

Resolved, that this certified survey map in the City of Kaukauna, Outagamie County, Dercks Dewitt, LLC, the property owner, is hereby approved by the Common Council.

Mayor Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Kaukauna.

City Clerk Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Kaukauna and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

City Treasurer Date

County Treasurer Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

The property owners of record:	Recording Information:	Parcel Number(s):
Dercks Dewitt, LLC	Doc _____	_____

James R. Sehloff PLS No. S-2692 Date

RESOLUTION 2024-5426

RESOLUTION APPROVING A 2 LOT CERTIFIED SURVEY MAP FOR DERCKS DEWITT LLC

WHEREAS, Karen D Mader and Dercks Dewitt LLC, as owner of Parcel 030022200 have presented a Certified Survey Map to the City of Kaukauna Common Council as prepared by James R. Sehloff; and

WHEREAS, This parcel has been annexed into the City of Kaukauna by Ordinance NO. 1904-2024; and

WHEREAS, a 4 lot Certified Survey Map of the following described parcel of land has been presented to and recommended for approval by the Plan Commission:

Commencing at the North 1/4 corner of Section 31, Township 21 North, Range 19 East; thence, along the East line of the Northwest 1/4 of said Section 31, S00°54'17"W, 1951.12 feet to the Southeast corner of Haas Road said point being the point of beginning; thence, continuing along said East line, S00°54'17"W, 650.59 feet to the Center of Section of said Section 31; thence, along the South line of said Fractional Northwest 1/4, N89°00'45"W, 176 feet; thence, N00°54'17"E, 458.99 feet; thence, N01°11'58"W, 60.04 feet; thence, N00°59'14"E, 132.24 feet: thence, S88°48'27"E, 178.02 feet to the point of beginning, subject to all easements, and restrictions of record.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin as follows:

1. That the said Certified Survey Map attached and made a part hereof is hereby accepted and approved; and
2. That the City Mayor, Clerk, and Finance Director, upon full payment of, if applicable, all fees, taxes, and special assessments are directed to execute signatures on behalf of the City of Kaukauna upon the Certified Survey Map documents as required.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 16 day of April, 2024.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally A. Kenney, City Clerk

City of Kaukauna
Board of Public Works
jn/engr dept

April 15, 2024

Agenda Item #2b

Authorizing Resolution for 2024 Inflation Reduction Act Urban Forestry Grant

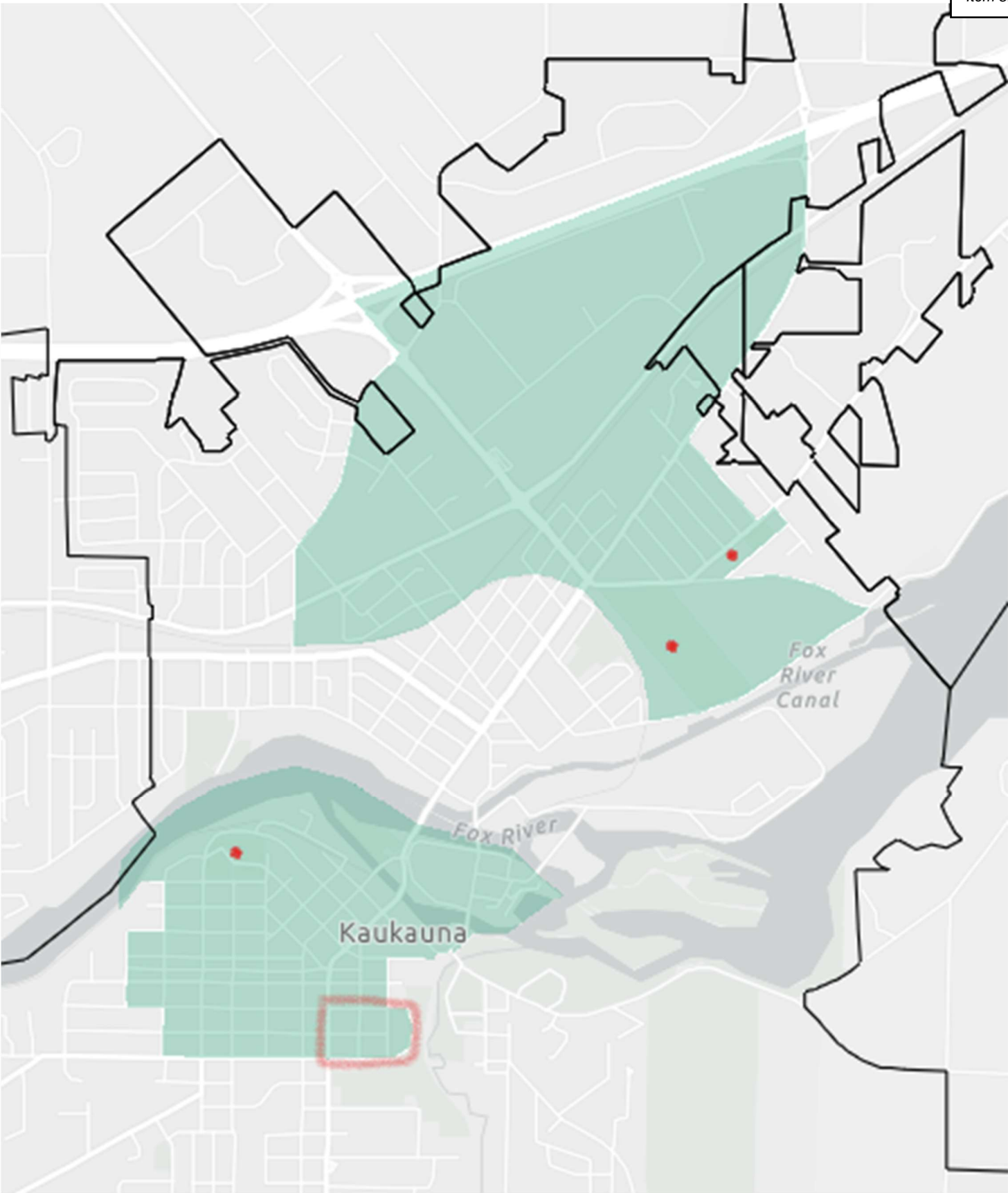
Background

From DNR: The Urban Forestry Inflation Reduction Act (UF IRA) Grant program uses federal funds to support projects that positively impact trees and people within disadvantaged communities in Wisconsin.

- Grants range from \$1,000 to \$500,000 and require no match.
- Projects must take place in or benefit people living in disadvantaged communities. (See green shaded areas of the map on the next page.)
 - Opportunities
 - Grignon Park
 - Strassberg Park
 - LaFollette Park
 - 2024 Paving Project
- Grant projects may cover a duration up to 3 years from the project start date.
- Procurement: Federal grant dollars are subject to the Code of Federal Regulation (CFR).

Staff Recommendation

Recommend approval of the Authorizing Resolution to Common Council and direct the Director of Public Works / City Engineer to apply for a 2024 Inflation Reduction Act Urban Forestry Grant.



RESOLUTION 2024-_____
CITY OF KAUKAUNA
AUTHORIZING RESOLUTION FOR 2024 INFLATION REDUCTION ACT
URBAN FORESTRY GRANT

WHEREAS, the applicant, City of Kaukauna, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Kaukauna, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Public Works/City Engineer, its official or employee, to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and the DNR.
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement.
4. Submit grant reimbursement request to the DNR.
5. Sign and submit other required documentation.

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

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally A. Kenney, Clerk

**RESOLUTION 2024-5427
CITY OF KAUKAUNA
AUTHORIZING RESOLUTION FOR 2024 INFLATION REDUCTION ACT
URBAN FORESTRY GRANT**

WHEREAS, the applicant, City of Kaukauna, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Kaukauna, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Public Works/City Engineer, its official or employee, to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and the DNR.
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement.
4. Submit grant reimbursement request to the DNR.
5. Sign and submit other required documentation.

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

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally A. Kenney, Clerk

**CITY OF KAUKAUNA
ORDINANCE 1905-2024**

ORDINANCE AMENDING SECTION 3.14(7) OPERATOR PERMIT

WHEREAS, City Kaukauna Common Council believes that the fee should be an annual fee so that the operator has to comply with all aspects of the Room Tax Ordinance and State Statutes in order to operate in the City of Kaukauna; and

WHEREAS, the Operating Permit fee has been the same since the enactment of the Room Tax Ordinance in 2015. City of Kaukauna Common Council believes that the \$5.00 increase is minimal; and

WHEREAS, City of Kaukauna Common Council believes it is in the City's best interest to have the Director of Finance or designee thereof notify the City Clerk that all required documents and payments have been submitted prior to any permits being assigned;

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

SECTION 1: **AMENDMENT** “3.14 Room Tax” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

3.14 Room Tax

1. *Definitions.* In addition to those terms defined in this section, the terms used in this Ordinance shall have the definition, if any, ascribed to them in Wis. Stats. § 66.0615. *ARA* shall mean the redevelopment authority of the City of Appleton, Wisconsin, a Wisconsin body politic and corporate. *CVB* shall mean the Fox Cities Convention & Visitors Bureau, Inc., a Wisconsin corporation. *Exhibition center bonds* shall mean the Redevelopment Authority of the City of Appleton, Wisconsin Taxable Lease Revenue Bonds, Series 2018 (Fox Cities Exhibition Center Project), issued to finance or refinance the construction and related costs of the Fox Cities Exhibition Center, and any additional bonds issued to refinance said bonds.

Fiscal Agent shall mean a financial institution acting in the capacity as an agent on behalf of the City for the receipt and allocation of the Room Taxes in accordance with this Ordinance.

Fiscal Agency Agreement shall mean an agreement entered into by and among the

Municipalities, the Room Tax Commission, and the Fiscal Agent that sets forth the duties of the Fiscal Agent with respect to the Room Taxes as described in this Ordinance.

Fox Cities Tourism Zone shall mean that geographic area encompassing the City of Appleton, Wisconsin; the City of Kaukauna, Wisconsin; the City of Neenah, Wisconsin; the Village of Kimberly, Wisconsin; the Village of Little Chute, Wisconsin; the Town of Grand Chute, Wisconsin; the Town of Neenah, Wisconsin; the Village of Fox Crossing, Wisconsin; the City of Menasha, Wisconsin, the Village of Sherwood, Wisconsin, and that may in the future include any municipality that hereafter becomes a party to the Room Tax Commission Agreement.

Operators shall mean hotelkeepers, motel operators, lodging marketplaces, owners of short-term rentals, and other persons furnishing accommodations that are available to the public, which are located in the City and are obligated to pay Room Taxes under this Ordinance.

Pledge Agreement shall mean any pledge agreement entered into by the Municipalities and the Room Tax Commission, pursuant to which a portion of the Room Tax is pledged to pay a particular project or purpose in furtherance of the purposes of the Room Tax set forth in this Ordinance, which includes the Exhibition Center Bonds and any Tourism Facilities Bonds.

Quarterly Payment Date shall mean each January 31, April 30, July 31, and October 31, each of which is the last day of the month next succeeding the end of a calendar quarter.

Room Tax shall mean a tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by the Operators, pursuant to the Room Tax Act.

Room Tax Act shall mean Wis. Stats. § 66.0615, as amended from time to time.

Fox Cities Room Tax Commission shall mean the Fox Cities Room Tax Commission created by the Municipalities within the Fox Cities Tourism Zone pursuant to the Room Tax Commission Agreement in order to coordinate tourism promotion and tourism development within the Fox Cities Tourism Zone.

Room Tax Commission Agreement shall mean the Amended and Restated Room Tax Commission Agreement, dated as of November 24, 2015 entered into by and among the Municipalities and the Room Tax Commission, as amended from time to time.

Tourism Facilities Bonds shall mean any one or more series of bonds issued to finance or refinance the construction and related costs of projects undertaken by or on behalf of the Municipalities in furtherance of the Tourism Facilities Room Tax, and any additional bonds issued to refinance said bonds.

PAC bonds shall mean those bonds issued by the ARA to partially fund construction of the Fox Cities Performing Arts Center.

2. *Imposition of room tax.* Pursuant to the Room Tax Act, there is hereby imposed a 10% Room Tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients, by the Operators. Operators shall remit all Room Taxes to (i) the City's Clerk/Treasurer or (ii) to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement in accordance with the requirements of this Ordinance and the Room Tax Act. Such 10% Room Tax shall be allocated as follows:
- a. A 2.85% Room Tax shall be imposed and allocated toward the support of the CVB, to be used for the promotion of the Fox Cities Tourism Zone as a tourism destination (the "CVB Room Tax").
 - b. A 3% Room Tax shall be imposed (subject to sunset as provided in subsection (C) hereof) and allocated toward payment of debt service on the Exhibition Center Bonds in accordance with a Pledge Agreement (the "Exhibition Center Room Tax").
 - c. A 3% Room Tax shall be imposed and allocated toward the support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel, motel, or other lodging establishment within the Fox Cities Tourism Zone (the "Tourism Facilities Room Tax").
 - d. A 1.15% Room Tax shall be imposed and retained by the City to be used for general tourism support and development in the Fox Cities Tourism Zone in accordance with the requirements of the Room Tax Act (the "Municipal Room Tax").
 - e. The City or its Fiscal Agent shall forward the Room Taxes it has received, to be used as described above, to the following parties: (i) the CVB Room Tax to the CVB, (ii) the Exhibition Center Room Tax as required under the related Pledge Agreement, (iii) the Municipal Room Tax to the City, and (iv) the Tourism Facilities Room Tax to the Room Tax Commission or its designees on its behalf (including the CVB), or as otherwise required under a Pledge Agreement.
3. *Expiration of Exhibition Center Room Tax.* The Exhibition Center Room Tax shall sunset and expire upon payment in full of all outstanding Exhibition Center Bonds and any related outstanding fees or expenses therefor, at which time the Room Tax shall be reduced by 3% with such reduction being deemed to be the share of the Room Tax allocated to the Exhibition Center Room Tax. Notwithstanding the foregoing, Operators may not discontinue collection of the Exhibition Center Room Tax until the City provides notice that the Exhibition Center Room Tax has been terminated by operation of this Ordinance. After all outstanding Exhibition Center Bonds are paid in full, any excess Exhibition Center Room Tax revenues collected that are not needed to pay the Exhibition Center Bonds or any related outstanding fees or expenses shall be forwarded to the CVB and reallocated to the purposes of the Tourism Facilities Room Tax.
4. *Priority of payment.* In the event any Operator fails to remit the entire Room Tax amounts due on any Quarterly Payment Date under this Ordinance, the City directs that the amounts actually received by the City (or its Fiscal Agent) shall be applied in the following priority order:

- a. first, to the CVB Room Tax until paid in full;
 - b. second, to the Exhibition Center Room Tax, if any, until paid in full;
 - c. third, to the Tourism Facilities Room Tax until paid in full; and
 - d. fourth, to the Municipal Room Tax.
5. *Tourism entity.* The CVB shall act as the "tourism entity," as that term is defined in the Room Tax Act, for purposes of providing staff, support services and assistance to the Room Tax Commission in developing and implementing programs to promote the Fox Cities Tourism Zone to visitors, as more fully set forth in an agreement between the Room Tax Commission and the CVB. The CVB may also hold and administer the Tourism Facilities Room Tax on behalf of the Room Tax Commission in furtherance of the purpose of the Tourism Facilities Room Tax, except when a related Pledge Agreement is in effect.
6. *Collection and administration of room tax: Operator Reports.* This Ordinance shall be administered by the City's Clerk. The Room Tax imposed by this Ordinance shall be payable on each Quarterly Payment Date to the City (or to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement). A report shall be filed by each Operator with the City's Clerk/Treasurer (or with a Fiscal Agent) on or before each Quarterly Payment Date. Such report shall show the gross room receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of Room Tax imposed for such period, and such other information as the City deems necessary. Every Operator required to file such quarterly report shall, with its first report, elect to file an annual report based on either the calendar year or its fiscal year. Such annual report shall be filed within 90 days after the close of each such calendar or fiscal year. The annual report shall summarize the quarterly reports, shall reconcile and adjust for errors in the quarterly reports, and shall contain certain such additional information as the City requires. Such annual reports shall be signed by a representative of the Operator or its duly authorized agent, but need not be verified by oath. The City may, for good cause, extend the due date for filing any report, but in no event shall such extension be longer than one month after the due date.
7. *Operator Permit required.* Every Operator is required under this Ordinance to file with the City's Clerk an application for a permit for each place of business that is required to pay Room Tax hereunder. Every application for a permit shall be submitted to the City's Clerk using a form prescribed by the City and shall set forth the name under which the Operator transacts or intends to transact business, the location of its place of business, and such other information as the City requires. The application shall be signed by the owner of the Operator if a sole proprietor and, if not a sole proprietor, by an authorized representative of such Operator. Together with the permit application, each Operator shall pay the City an initial fee of \$20.00 for each permit. A permit issued hereunder is non-transferable.
8. *Penalty for violations.* In addition to the Schedule of Forfeiture described in subsection (J) hereof, any Operator in violation of the terms of this Ordinance by failing to obtain a permit shall be subject to a penalty not to exceed \$200.00 for each violation. Each room or unit separately rented or offered for rent, and each day of such rental or offer for rental of such unit shall be a separate violation. In addition, injunctive relief is

hereby authorized to discontinue any violation of this Ordinance. Any Operator deemed to have violated any of the provisions of this Ordinance shall be obligated to pay the costs of prosecution, in addition to actual attorney fees expended in the course of said enforcement. The City may revoke or suspend any permit issued hereunder for failure to comply with the provisions hereof.

- 9. *Liability for tax on sale or transfer of business.* If any Operator sells or transfers all or substantially all of its interest in its hotel, motel or other lodging accommodation, its successors or assigns shall withhold sufficient amounts from the purchase price to pay any amount of Room Tax liability due through the sale or transfer date until the Operator produces a receipt from the City's Treasurer that its liability has been paid in full or a certificate stating that no Room Tax amount is due. If a successor Operator fails to withhold such amount from the purchase price as required, such successor Operator shall become liable for payment of the Room Tax amount it is required to withhold.
- 10. *Schedule of forfeiture.* In addition to paying the Room Taxes due hereunder, any Operator that has failed to pay any Room Tax when due shall be required to pay a forfeiture in an amount equal to 25% of the Room Tax due from the Operator to the City for the previous year and unpaid, or \$5,000, whichever is less, for failure to pay the Room Tax due hereunder.
- 11. *Confidentiality of information.* To the extent permitted under the law, the information provided to the City under Section 66.0615 (2) of the Wisconsin Statutes shall remain confidential; provided, however, that the City or any employee thereof may use such information in the discharge of duties imposed by law or of the duties of their office or by order of a court. Persons violating the provisions of this subsection may be required to forfeit not less than \$100 nor more than \$500.
- 12. *Enforcement.* The city shall enforce this article in accordance with the Room Tax Act.

(Code 2011, § 3.14)

AFTER AMENDMENT

3.14 Room Tax

- 1. *Definitions.* In addition to those terms defined in this section, the terms used in this Ordinance shall have the definition, if any, ascribed to them in Wis. Stats. § 66.0615. *ARA* shall mean the redevelopment authority of the City of Appleton, Wisconsin, a Wisconsin body politic and corporate. *CVB* shall mean the Fox Cities Convention & Visitors Bureau, Inc., a Wisconsin corporation. *Exhibition center bonds* shall mean the Redevelopment Authority of the City of Appleton, Wisconsin Taxable Lease Revenue Bonds, Series 2018 (Fox Cities Exhibition Center Project), issued to finance or refinance the construction and related costs of the Fox Cities Exhibition Center, and any additional bonds issued to refinance said bonds.

Fiscal Agent shall mean a financial institution acting in the capacity as an agent on

behalf of the City for the receipt and allocation of the Room Taxes in accordance with this Ordinance.

Fiscal Agency Agreement shall mean an agreement entered into by and among the Municipalities, the Room Tax Commission, and the Fiscal Agent that sets forth the duties of the Fiscal Agent with respect to the Room Taxes as described in this Ordinance.

Fox Cities Tourism Zone shall mean that geographic area encompassing the City of Appleton, Wisconsin; the City of Kaukauna, Wisconsin; the City of Neenah, Wisconsin; the Village of Kimberly, Wisconsin; the Village of Little Chute, Wisconsin; the Town of Grand Chute, Wisconsin; the Town of Neenah, Wisconsin; the Village of Fox Crossing, Wisconsin; the City of Menasha, Wisconsin, the Village of Sherwood, Wisconsin, and that may in the future include any municipality that hereafter becomes a party to the Room Tax Commission Agreement.

Operators shall mean hotelkeepers, motel operators, lodging marketplaces, owners of short-term rentals, and other persons furnishing accommodations that are available to the public, which are located in the City and are obligated to pay Room Taxes under this Ordinance.

Pledge Agreement shall mean any pledge agreement entered into by the Municipalities and the Room Tax Commission, pursuant to which a portion of the Room Tax is pledged to pay a particular project or purpose in furtherance of the purposes of the Room Tax set forth in this Ordinance, which includes the Exhibition Center Bonds and any Tourism Facilities Bonds.

Quarterly Payment Date shall mean each January 31, April 30, July 31, and October 31, each of which is the last day of the month next succeeding the end of a calendar quarter.

Room Tax shall mean a tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by the Operators, pursuant to the Room Tax Act.

Room Tax Act shall mean Wis. Stats. § 66.0615, as amended from time to time.

Fox Cities Room Tax Commission shall mean the Fox Cities Room Tax Commission created by the Municipalities within the Fox Cities Tourism Zone pursuant to the Room Tax Commission Agreement in order to coordinate tourism promotion and tourism development within the Fox Cities Tourism Zone.

Room Tax Commission Agreement shall mean the Amended and Restated Room Tax Commission Agreement, dated as of November 24, 2015 entered into by and among the Municipalities and the Room Tax Commission, as amended from time to time.

Tourism Facilities Bonds shall mean any one or more series of bonds issued to finance or refinance the construction and related costs of projects undertaken by or on behalf of the Municipalities in furtherance of the Tourism Facilities Room Tax, and any

additional bonds issued to refinance said bonds.

PAC bonds shall mean those bonds issued by the ARA to partially fund construction of the Fox Cities Performing Arts Center.

2. *Imposition of room tax.* Pursuant to the Room Tax Act, there is hereby imposed a 10% Room Tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients, by the Operators. Operators shall remit all Room Taxes to (i) the City's Clerk/Treasurer or (ii) to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement in accordance with the requirements of this Ordinance and the Room Tax Act. Such 10% Room Tax shall be allocated as follows:
 - a. A 2.85% Room Tax shall be imposed and allocated toward the support of the CVB, to be used for the promotion of the Fox Cities Tourism Zone as a tourism destination (the "CVB Room Tax").
 - b. A 3% Room Tax shall be imposed (subject to sunset as provided in subsection (C) hereof) and allocated toward payment of debt service on the Exhibition Center Bonds in accordance with a Pledge Agreement (the "Exhibition Center Room Tax").
 - c. A 3% Room Tax shall be imposed and allocated toward the support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel, motel, or other lodging establishment within the Fox Cities Tourism Zone (the "Tourism Facilities Room Tax").
 - d. A 1.15% Room Tax shall be imposed and retained by the City to be used for general tourism support and development in the Fox Cities Tourism Zone in accordance with the requirements of the Room Tax Act (the "Municipal Room Tax").
 - e. The City or its Fiscal Agent shall forward the Room Taxes it has received, to be used as described above, to the following parties: (i) the CVB Room Tax to the CVB, (ii) the Exhibition Center Room Tax as required under the related Pledge Agreement, (iii) the Municipal Room Tax to the City, and (iv) the Tourism Facilities Room Tax to the Room Tax Commission or its designees on its behalf (including the CVB), or as otherwise required under a Pledge Agreement.
3. *Expiration of Exhibition Center Room Tax.* The Exhibition Center Room Tax shall sunset and expire upon payment in full of all outstanding Exhibition Center Bonds and any related outstanding fees or expenses therefor, at which time the Room Tax shall be reduced by 3% with such reduction being deemed to be the share of the Room Tax allocated to the Exhibition Center Room Tax. Notwithstanding the foregoing, Operators may not discontinue collection of the Exhibition Center Room Tax until the City provides notice that the Exhibition Center Room Tax has been terminated by operation of this Ordinance. After all outstanding Exhibition Center Bonds are paid in full, any excess Exhibition Center Room Tax revenues collected that are not needed to pay the Exhibition Center Bonds or any related outstanding fees or expenses shall be forwarded to the CVB and reallocated to the purposes of the Tourism Facilities Room Tax.
4. *Priority of payment.* In the event any Operator fails to remit the entire Room Tax

amounts due on any Quarterly Payment Date under this Ordinance, the City directs that the amounts actually received by the City (or its Fiscal Agent) shall be applied in the following priority order:

- a. first, to the CVB Room Tax until paid in full;
 - b. second, to the Exhibition Center Room Tax, if any, until paid in full;
 - c. third, to the Tourism Facilities Room Tax until paid in full; and
 - d. fourth, to the Municipal Room Tax.
5. *Tourism entity.* The CVB shall act as the "tourism entity," as that term is defined in the Room Tax Act, for purposes of providing staff, support services and assistance to the Room Tax Commission in developing and implementing programs to promote the Fox Cities Tourism Zone to visitors, as more fully set forth in an agreement between the Room Tax Commission and the CVB. The CVB may also hold and administer the Tourism Facilities Room Tax on behalf of the Room Tax Commission in furtherance of the purpose of the Tourism Facilities Room Tax, except when a related Pledge Agreement is in effect.
6. *Collection and administration of room tax: Operator Reports.* This Ordinance shall be administered by the City's Clerk. The Room Tax imposed by this Ordinance shall be payable on each Quarterly Payment Date to the City (or to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement). A report shall be filed by each Operator with the City's Clerk/Treasurer (or with a Fiscal Agent) on or before each Quarterly Payment Date. Such report shall show the gross room receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of Room Tax imposed for such period, and such other information as the City deems necessary. Every Operator required to file such quarterly report shall, with its first report, elect to file an annual report based on either the calendar year or its fiscal year. Such annual report shall be filed within 90 days after the close of each such calendar or fiscal year. The annual report shall summarize the quarterly reports, shall reconcile and adjust for errors in the quarterly reports, and shall contain certain such additional information as the City requires. Such annual reports shall be signed by a representative of the Operator or its duly authorized agent, but need not be verified by oath. The City may, for good cause, extend the due date for filing any report, but in no event shall such extension be longer than one month after the due date.
7. *Operator Permit required.* Every Operator is required under this Ordinance to file with the City's Clerk an application for a permit for each place of business that is required to pay Room Tax hereunder. Every application for a permit shall be submitted to the City's Clerk using a form prescribed by the City and shall set forth the name under which the Operator transacts or intends to transact business, the location of its place of business, and such other information as the City requires. The application shall be signed by the owner of the Operator if a sole proprietor and, if not a sole proprietor, by an authorized representative of such Operator. Together with the permit application, each Operator shall pay the City an ~~initial~~ annual fee of \$205.00 for each permit. A permit issued hereunder is non-transferable. No license or permit shall be issued until the Director of Finance or designee thereof has notified the City Clerk in writing that all required payments have been made.
8. *Penalty for violations.* In addition to the Schedule of Forfeiture described in subsection

(J) hereof, any Operator in violation of the terms of this Ordinance by failing to obtain a permit shall be subject to a penalty not to exceed \$200.00 for each violation. Each room or unit separately rented or offered for rent, and each day of such rental or offer for rental of such unit shall be a separate violation. In addition, injunctive relief is hereby authorized to discontinue any violation of this Ordinance. Any Operator deemed to have violated any of the provisions of this Ordinance shall be obligated to pay the costs of prosecution, in addition to actual attorney fees expended in the course of said enforcement. The City may revoke or suspend any permit issued hereunder for failure to comply with the provisions hereof.

9. *Liability for tax on sale or transfer of business.* If any Operator sells or transfers all or substantially all of its interest in its hotel, motel or other lodging accommodation, its successors or assigns shall withhold sufficient amounts from the purchase price to pay any amount of Room Tax liability due through the sale or transfer date until the Operator produces a receipt from the City's Treasurer that its liability has been paid in full or a certificate stating that no Room Tax amount is due. If a successor Operator fails to withhold such amount from the purchase price as required, such successor Operator shall become liable for payment of the Room Tax amount it is required to withhold.
10. *Schedule of forfeiture.* In addition to paying the Room Taxes due hereunder, any Operator that has failed to pay any Room Tax when due shall be required to pay a forfeiture in an amount equal to 25% of the Room Tax due from the Operator to the City for the previous year and unpaid, or \$5,000, whichever is less, for failure to pay the Room Tax due hereunder.
11. *Confidentiality of information.* To the extent permitted under the law, the information provided to the City under Section 66.0615 (2) of the Wisconsin Statutes shall remain confidential; provided, however, that the City or any employee thereof may use such information in the discharge of duties imposed by law or of the duties of their office or by order of a court. Persons violating the provisions of this subsection may be required to forfeit not less than \$100 nor more than \$500.
12. *Enforcement.* The city shall enforce this article in accordance with the Room Tax Act.

(Code 2011, § 3.14)

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

_____.

Presiding Officer

Attest

Anthony J. Penterman, Mayor, City of
Kaukauna

Sally Kenney, Clerk, City of
Kaukauna

**CITY OF KAUKAUNA
ORDINANCE 1906-2024**

**ORDINANCE REPEALING AND RECREATING SECTION 7.04 ONE-WAY
TRAFFIC**

WHEREAS, Thilmany Road from the Island Street Bridge to Elm Street has been realigned and reconstructed to allow for two-way traffic and the one-way road designation is no longer needed; and

WHEREAS, a section of E. Tenth Street between Metoxen Avenue and the Spring Street alley is very narrow due to a steep hill along Horseshoe Valley Park; and

WHEREAS, creating a one-way street for vehicles to exit from the alley or Spring Street westerly onto Tenth Street will create a safer driving lane, as well as allowing for a sidewalk installation to connect to the park;

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

SECTION 1: **AMENDMENT** “7.04 One-Way Traffic” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

7.04 One-Way Traffic

The following streets or portions thereof shall be one-way streets, and traffic shall move in the direction indicated:

1. Alley connecting Crooks Avenue and Main Avenue through the 200 Block: easterly only except for the westerly 75 feet thereof.
2. Pool Road: southerly from the south side of the pool building to the exit at Boyd Avenue.
3. Pool Road: northerly on the Horseshoe Driveway directly in front of the swimming pool.
4. Thilmany Road: in an easterly direction from the intersection of Island Street Bridge and Thilmany Road to the intersection of Thilmany Road and Elm Street.
5. Twelfth Street: westerly on the Horseshoe Driveway and parking area at Horseshoe Valley Park.

(Code 2011, § 7.04)

AFTER AMENDMENT

7.04 One-Way Traffic

The following streets or portions thereof shall be one-way streets, and traffic shall move in the direction indicated:

1. Alley connecting Crooks Avenue and Main Avenue through the 200 Block: easterly only except for the westerly 75 feet thereof.
2. Pool Road: southerly from the south side of the pool building to the exit at Boyd Avenue.
3. Pool Road: northerly on the Horseshoe Driveway directly in front of the swimming pool.
4. ~~Thilmany Road: in an easterly direction from the intersection of Island Street Bridge and Thilmany Road to the intersection of Thilmany Road and Elm Street.~~ E. Tenth Street: in a southwesterly direction from the Alley to the intersection of Tenth Street and Metoxen Avenue for a distance of approximately 140'
5. Twelfth Street: westerly on the Horseshoe Driveway and parking area at Horseshoe Valley Park.

(Code 2011, § 7.04)

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

_____.

Presiding Officer

Attest

Anthony J. Penterman, Mayor, City of
Kaukauna

Sally Kenney, Clerk, City of
Kaukauna