

# LEGISLATIVE COMMITTEE MEETING

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



Monday, March 03, 2025 at 6:20 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Consent Agenda Discussion.
  - [b.](#) Ordinance Establishing Salaries for Various Elected Officials.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Legislative Committee scheduled for Monday, March 3, 2025 at 6:20 P.M. to gather information about a subject over which they have decision making responsibility.

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



## **MEETING ACCESS INFORMATION:**

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

To access the meeting by telephone:

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

To access the meeting by computer:

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

To access the meeting by smartphone or tablet:

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

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



# MEMO

To: Legislative Committee  
 From: City Attorney, Tim Greenwood  
 Date: March 4, 2025  
 Re: Implementing a consent Agenda

## Background Information:

In our City Ordinances it is set at 2.03(2) that there is to be reading and approval of minutes and at (6) reports of standing and special committees. The reading of these items is sometimes time-consuming and are routine procedures the Common Council takes up at many or all of its meetings.

By implementation of a Consent Agenda, the City can approve all of the meeting minutes and reports of city officers, provided that the information is given to Council Members before the meeting to review, and pass all the items within the consent Agenda with a single motion. If during an Alder's review they notice a discrepancy within one of the items that needs to be amended, or otherwise wants to take that item up separately, an Alder can request the item be removed from the consent agenda. The item is then removed from the consent agenda and taken up immediately after the remaining consent agenda items are approved.

Example of how the item could be read with no items removed from Consent Agenda:

**Chairperson:** "Prior to today's meeting all Alders received a copy of the Consent Agenda to review. Has any Alder not had time to review prior to today's meeting? Do any of the Alders wish for an item within the Consent Agenda to be taken up separately?"

Once no items are removed.

**Alder:** "I move to adopt the Consent Agenda, which includes: Item 2a (*insert item*), 2b (*insert item*) ... etc." (No second is needed for a vote to approve the consent agenda).

Vote is taken, Consent Agenda items approved.

There will need to be changes to Ordinances 2.03 Rule 3: Order of Business and 2.05 Rule 5: Reading at Length to implement a Consent Agenda.

There will still be instances where committee meeting minutes will need to continue to be read at length, such as days where there are committee and common council meetings that take place on the same day (due to election, as an example).

Attached is an example of items recommended to be included in the consent agenda from our last Common Council agenda. Other items could be added if appropriate.

Budget:  
None.

Staff Recommended Action:  
Direction given to make necessary changes to City Ordinances to effectuate having a Consent Agenda item. Then return with those changes to Legislative Committee, and if approved, to Council.





# COMMON COUNCIL

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

Wednesday, February 19, 2025 at 7:00 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

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

**ORDINANCE NO. 1923-2025**

**ORDINANCE ESTABLISHING SALARIES FOR  
VARIOUS ELECTED OFFICIALS**

The Common Council of the City of Kaukauna, Wisconsin, do ordain that salaries for various elected officials of the City of Kaukauna are hereby established as follows:

|                 | <u>AMOUNT</u>         | <u>EFFECTIVE DATE</u> |
|-----------------|-----------------------|-----------------------|
| City Attorney   | \$114,551.00 per year | May 1, 2025           |
| Municipal Judge | \$13,074.00 per year  | May 1, 2025           |

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL on the 4th day of March, 2025.

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

ATTEST: \_\_\_\_\_  
Kayla Nessman, Clerk