

# COMMON COUNCIL

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



Tuesday, February 06, 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 January 16, 2024.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
  - a. Reappointment of Patricia Brogan to the Grignon Mansion Board.
  - b. [A Proclamation by the Kaukauna Mayor Declaring a Class III Snow Emergency Pursuant to 7.125 Traffic Regulations During Snow Emergencies.](#)
  - c. [Fox Firecracker 5k Banner Agreement.](#)
6. Reports of standing and special committees.
  - a. [Board of Public Works Meeting Minutes of February 5, 2024.](#)
  - b. [Finance and Personnel Committee Meeting Minutes of February 5, 2024.](#)
  - c. [1000 Islands Environmental Center Committee Meeting Minutes of November 16, 2023.](#)
  - d. [Grignon Mansion Board Meeting Minutes of November 27, 2023.](#)
  - e. [Operator \(Bartender\) Licenses.](#)
7. Reports of City officers.
8. Presentation of ordinances and resolutions.
  - a. [Resolution 2024-5417 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties along East 2nd Street, West 2nd Street, East 3rd Street, West 3rd Street, Reaume Avenue, Main Avenue, Crooks Avenue.](#)
  - b. [Resolution 2024-5418 Resolution Changing Meeting Schedule of the City of Kaukauna Common Council.](#)
  - c. [Resolution 2024-5419 Resolution Authorizing Various Budgetary Adjustments.](#)
9. Closed session.
  - a. [Adjourn to Closed Session Pursuant to State Statute 19.85\(1\)\(e\) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting](#)

other specified public business, whenever competitive or bargaining reasons require a closed session. (N.E.W. Prosperity Center - 2023-PL-09).

- b. Return to Open Session for possible action.
- c. 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. (Tax ID Parcel No. 23056 – Van Treeck).
- d. Return to Open Session for possible action.
- e. 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 - WPPI Agreement with Kaukauna Utilities.
- f. Return to Open Session for possible action.
- g. Adjourn to Closed Session Pursuant to 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 Kaukauna.
- h. Return to Open Session for possible action.

10. Adjourn.

#### **NOTICES**

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



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JANUARY 16, 2024

Pursuant to adjournment on January 2, 2024 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, January 16, 2024.

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

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Fin. Dir. Van Rossum, Police Chief Graff, 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 January 2, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt the Common Council meeting minutes of January 2, 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

#### Badge Pinning of Firefighter/Paramedic Elliott Chier.

Chief Carrel gave background on Eliot Chier and welcomed him to the Kaukauna Fire Department after an 18-month probationary period. The badge was pinned on by his wife.

#### Retirement of Tom Bartolazzi from the Police Department - 27 years.

Mayor Penterman thanked Lieutenant Tom Bartolazzi for his service for the last 27 years and wished him well in retirement.

#### Retirement of Al Tennesen from the Street Department - 26 Years.

Al's last day was January 10, 2024. Mayor Penterman thanked him for his service and dedication to the City of Kaukauna and wished him well in retirement.

**Retirement of Bill Leon from the Street Department - 26 Years.**

Mayor Penterman thanked Bill Leon for his 26 years of service with the Street Department and wished him well in retirement.

**Appointment of Carmen Greenwood to Public Housing Authority to replace Henry Beno.**

Motion by Coenen, seconded by Kilgas to appoint Carmen Greenwood to Public Housing Authority to replace Henry Beno.

All Ald. voted aye.

Motion carried.

Moore thanked Henry Beno for his dedication and service on the Public Housing Authority.

**Reappointment of Christina Crook to the Grignon Mansion Board.**

Motion by Thiele seconded by Moore to reappoint Christina Crook to the Grignon Mansion Board.

All Ald. voted aye.

Motion carried.

**Reappointment of Sandy Coenen to the Grignon Mansion Board.**

Motion by Antoine, seconded by Eggleston to reappoint Sandy Coenen to the Grignon Mansion Board.

All Ald. voted aye.

Motion carried.

**Reappointment of Scott Granger to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.**

Motion by Kilgas, seconded by Moore to approve the reappointment of Scott Granger to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.

All Ald. voted aye.

Motion carried.

**Reappointment of Jack Pautz to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.**

Motion by Moore, seconded by Schell to approve the reappointment of Jack Pautz to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.

All Ald. voted aye.

Motion carried.

**Reappointment of Dr. Paul Russo to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.**

Motion by Antoine, seconded by Coenen to approve the reappointment of Dr. Paul Russo to the Kaukauna Alcohol, Tobacco, and Other Drug Awareness Board.

All Ald. voted aye.

Motion carried.

**Reappointment of Greg VandeHey to the Fox Cities Transit Commission.**

Motion by Schell, seconded by Eggleston to approve the reappointment of Greg VandeHey to the Fox Cities Transit Commission.

All Ald. voted aye.

Motion carried.

**Proclamation City of Kaukauna School Choice Week - January 21-27, 2024.**

Mayor Penterman read the Proclamation.

Motion by Moore, seconded by Antoine to receive and place on file the Proclamation City of Kaukauna School Choice Week – January 21-27, 2024.

All Ald. voted aye.

Motion carried.

**Proclamation Wisconsin Adult School Crossing Guard Recognition Week - January 22-26, 2024.**

Mayor Penterman read the Proclamation.

Motion by Moore, seconded by Coenen to receive and place on file the Proclamation Wisconsin Adult School Crossing Guard Recognition Week – January 22-26, 2024.

All Ald. voted aye.

Motion carried.

**Sheldon Niquette Fund.**

Mayor Penterman stated that community members have generously come together to recognize a past educator of the Kaukauna Area School District: Sheldon Niquette. He passed in 2021 and family and friends are looking for a way to remember him. Discussion held and questions answered. Attorney Davidson stated that the City should not be in the position of handling funds for a charitable cause due to potential liability. Staff will reach out to these community members to discuss other arrangements for handling these funds.

**American Legion Post 41 Pole Banner Agreement.**

This is a renewal of the banner agreement for another three-year term.

Motion by Thiele, seconded by Schell to enter into an agreement with American Legion Post 41 for Pole Banners.

All Ald. voted aye.

Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Board of Public Works Meeting Minutes of January 15, 2024.**

**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, January 15, 2024 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Street Sup. Van Gompel, Police Chief Graff, Com. Enrich. & Rec. Dir. Vosters, Fire Chief Carrel, Fin. Dir. Van Rossum, and interested citizens.

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Recommendation for award of Project 2-24 - Tobacnoir Street Area Utility Relay.**

The Engineering Department has compared the eight received bids against the engineers estimate. The two lowest bidders are within \$53,243.55 with their total bid, which is a good indication that they are competitive, yet the City is also getting a much better price. The six

lowest bids were within \$353,177 of one another, again showing the competitiveness and that the City is receiving great prices for the work to be completed. The engineer's estimate is compiled utilizing previous years' prices and adjusted for inflation and changes in work descriptions, and three of the bids were lower than that estimate. Discussion was held and questions answered.

Motion by Moore, seconded by Schell to award Project 2-24 – Tobacnoir Street Area Utility Relay – Phase 1 to Carl Bowers & Sons, Kaukauna, WI for all units, an amount of \$2,482,213.00.

All Ald. voted aye.

Motion carried.

**b. Authorization to add utility relay on Arthur Street as an Alternate Bid for Project 5-24 Kenneth Avenue Utility Relay.**

DPW/Eng. Neumeier stated Arthur Street was identified as an area that needed repair sooner than anticipated. Several spots are separated. Some areas have cracks along the top edge of the pipes. The Engineering Department would like to add Arthur Street to Project 5-24 as an alternative bid and hoping to get favorable pricing for this work.

Motion by Antoine, seconded by Kilgas to add the utility relay on Arthur Street as an Alternative Bid for Project 5-24 Kenneth Avenue Utility Relay.

All Ald. voted aye.

Motion carried.

**c. Authorization to seek bids for an athletic field groomer.**

The park department has been grooming athletic fields with a compact tractor and drag attachments to prep baseball/softball fields before games and tournaments. With the time constraints of rain, maneuverability, and weight issues with the compact tractor, the field groomer is the right piece of equipment for the job. The groomer is a lighter three-wheel tractor with wider tires which allows staff to get on fields quicker after rain. The groomer also carries both attachments which allows the operator to change operations and transport to the next field without cleaning and lifting heavy drags onto a trailer. Questions from the Board were answered.

Motion by Moore, seconded by DeCoster to authorize the street superintendent to seek bids for one athletic field groomer.

All Ald. voted aye.

Motion carried.

**d. Public Works Update.**

DPW/Eng. Neumeier thanked the Street Department crew for putting in extra hours working hard all weekend to get the snow cleaned up. There is no considerable progress to report on the Jonen Park pavilion or the pool renovations. A garbage truck recently had a hydraulic line leak on the area of Fieldcrest and Frances Street. This leak was contained and isolated by the Street Department. A more formal report on this will be brought back to the Board in the near future. Discussion held and questions answered.

**e. 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 – Pool Renovations.**

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

Meeting adjourned to closed session at 6:15 p.m.

**f. 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 6:25 p.m.

**3. Adjourn.**

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

Meeting adjourned at 6:26 pm.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of January 15, 2024.  
All Ald. voted aye.  
Motion carried.

**Finance and Personnel Committee Meeting Minutes of January 15, 2024.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, January 15, 2024 at 6:27 p.m.

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

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Police Chief Graff, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

**a. Permission to fill 1000 Islands Environmental Center Administrative Assistant position due to retirement.**

Maureen Feldt, Environmental Center Administrative Assistant, has turned in official notice of her retirement. Maureen has been with the City since 2018. Her last day of employment will be 02/02/2024.

Motion by Thiele, seconded by Antoine to authorize HR to fill an Environmental Center

Administrative Assistant position due to retirement.  
 All members voted aye.  
 Motion carried.

**b. Permission to fill Laborer Position due to retirement.**

Al Tennesen, Garbage Truck Operator, in the street department, has turned in official notice of his retirement. Al has been with the street department since 1997. His last day of employment was 1/10/2024.

Motion by Eggleston, seconded by Moore to authorize HR to fill a Laborer position due to retirement.  
 All members voted aye.  
 Motion carried.

**3. Adjourn.**

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

Meeting adjourned at 6:29 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of January 15, 2024.  
 All Ald. voted aye.  
 Motion carried.

**Health and Recreation Committee Meeting Minutes of January 15, 2024.**

**HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, January 15, 2024 at 6:30 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, Com. Enrich. & Rec. Dir. Vosters, Police Chief Graff, Fire Chief Carrel, HR Dir. Swaney, Fin. Dir. Van Rossum, and interested citizens.

**1. Correspondence – None.**

**2. Discussion Topics.**

**a. Permission to enter into an agreement with ARS Productions for Live! from Hydro.**

After entering negotiations with ARS Productions, LLC and reaching an agreement in expectations, staff is seeking authorization to enter into the attached Service Agreement based on the proposal received for the Live! from Hydro Park Concert Series. Discussion was held and questions answered.

Motion by Coenen, seconded by Schell to authorize staff to enter into an agreement with ARS Productions for Live! From Hydro.



All members voted aye.  
Motion carried.

**b. Special Events Application to Mary Brennan, 12th Annual Alex's Peace 'N Love 5K Walk at Hydro Park on April 27, 2024 from start to 10am.**

Motion by DeCoster, seconded by Coenen to approve the 12<sup>th</sup> Annual Alex's Peace N' Love 5K Walk at Hydro Park on April 27, 2024.

All members voted aye.  
Motion carried.

**c. Special Events Application to Sarah Wroblewski, Kaukauna Public Library for Touch-a Truck event at Hydro Park on Wednesday, July 10, 2024 from 10am to 12pm.**

Motion by Schell, seconded by DeCoster to approve the Touch-a-Truck event at Hydro Park on Wednesday, July 10, 2024 from 10am to 12pm.

All members voted aye.  
Motion carried.

**d. Special Events Application to Brad Zuraski, Ghosts in the Grignon at Grignon Park on September 14, 2024 from 7am to 7pm.**

Motion by Coenen, seconded by Schell to approve the Ghosts in the Grignon at Grignon Park on September 14, 2024 from 7am to 7pm.

All members voted aye.  
Motion carried.

### 3. Adjourn.

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

The meeting adjourned at 6:43 P.M.

Sally Kenney, Clerk

Motion by Kilgas, seconded by Coenen to adopt the Health and Recreation Committee Meeting Minutes of January 15, 2024.

All Ald. voted aye.  
Motion carried.

#### **Legislative Committee Meeting Minutes of January 15, 2024.**

##### **LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, January 15, 2024 at 6:43 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, and interested citizens.

#### 1. Correspondence - None.

## 2. Discussion Topics.

- a. **Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee - Building Inspection and Code Enforcement Officer.**

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

All members voted aye.

Motion carried.

Moved to closed session at 6:44 p.m.

- b. **Return to open session for possible action.**

Motion by Moore, seconded by Schell to return to open session for possible action.

All members voted aye.

Motion carried.

Returned to open session at 6:51 p.m.

- c. **Ordinance 1900-2024 - Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).**

Motion by Moore, seconded by Schell to recommend approval to the Common Council the Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).

All members voted aye.

Motion carried.

- d. **Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.**

Motion by Moore, seconded by Eggleston to recommend approval to the Common Council the Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.

All members voted aye.

Motion carried.

## 3. Adjourn.

Motion by Eggleston, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:53 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Schell to adopt the Legislative Committee Meeting Minutes of January 15, 2024 as presented.

All Ald. voted aye.

Motion carried.

**Public Protection and Safety Committee Meeting Minutes of January 15, 2024.  
PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair DeCoster on Monday, January 15, 2024 at 6:54 P.M.

Members present: Antoine, DeCoster, Kilgas, Thiele.

Also present: Mayor Penterman, Ald. Coenen, Ald. Eggleston, Ald. Moore, Ald. Schell, DPW/Eng. Neumeier, Attorney Davidson, Fire Chief Carrel, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

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

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

All members voted aye.

Motion carried.

Adjourned to closed session at 6:55 p.m.

b. **Return to open session for possible action.**

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

All members voted aye.

Motion carried.

Returned to open session at 7:14 p.m.

3. **Adjourn**

Motion by Eggleston, seconded by Kilgas to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:15 p.m.

Sally Kenney, Clerk

Motion by DeCoster, seconded by Eggleston to adopt the Public Protection and Safety Committee Meeting Minutes of January 15, 2024.

All Ald. voted aye.

Motion carried.

**Plan Commission Meeting Minutes of December 7, 2023.**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of December 7, 2023.

All Ald. voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 12, 2023.**

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 12, 2023.

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:

|         |              |    |                                |           |
|---------|--------------|----|--------------------------------|-----------|
| Krueger | Mackenzie    | S. | N4003 McHugh Rd.               | Freedom   |
| Mueller | Kelly        | A. | W5006 Schmidt Rd.              | Kaukauna  |
| Oli     | Madhu Sudhan |    | 1386 Kingston Ter #2           | Green Bay |
| Wojcik  | Carri        | S. | 110 W. 11 <sup>th</sup> St. #7 | Kaukauna  |

Motion by Kilgas, seconded by Coenen to approve the Operator (Bartender) Licenses.  
All Ald. voted aye.  
Motion carried.

**REPORTS OF CITY OFFICERS**

**Fire Report**

Motion by Moore, seconded by DeCoster to receive and place on file the December 2023 Fire Report.  
All Ald. voted aye.  
Motion carried.

**Ambulance Report**

Motion by Moore, seconded by Schell to receive and place on file the December 2023 Ambulance Report.  
All Ald. voted aye.  
Motion carried.

**Police Report**

Motion by Moore, seconded by Kilgas to receive and place on file the December 2023 Police Report.  
All Ald. voted aye.  
Motion carried.

**Municipal Court Report**

Motion by Moore, seconded by Eggleston to receive and place on file the December 2023 Municipal Court Report.  
All Ald. voted aye.  
Motion carried.

**Clerk-Treasurer’s Deposit Report**

Motion by Moore, seconded by DeCoster to receive and place on file the December 2023 Clerk-Treasurer’s Deposit Report.  
All Ald. voted aye.  
Motion carried.

**Building Inspection Report.**

Motion by Moore, seconded by Schell to receive and place on file the December 2023 Building Inspection Report.  
All Ald. voted aye.

Motion carried.

### **Development Update.**

Mayor Penterman provided an update on developments within the City of Kaukauna.

- U-Haul Project at Commerce Crossing – Continues construction.
- Legacy Creekside Apartments – 5 apartments at Commerce Crossing – Continues construction.
- Dreamville – Update will be given in closed session.
- Tann Corporation – Continues construction.
- Bassett Mechanical – Has gained Occupancy.
- Hindu Temple of NE Wisconsin – Has completed their addition and gained occupancy.
- Straightline – Manufacturer in New Prosperity Industrial Park – Continues construction.
- Klink Equipment – both parties have approved Developer's Agreement. Next step is site plan approval. Closing date is March 1, 2024.
- Outlot 3 NEW Prosperity Center (Bakery) – The buyer and the City have agreed to the terms of an offer to purchase on the lot. Staff has been preparing all the deliverables for the contract and the developer has started their due diligence work on the property.

### **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

#### **Ordinance 1900-2024 - Ordinance Creating Section 8.09 and Repealing and Replacing Sections 10.07(2), 10.07(3)(a)(b) and (c), 10.13(1), 17.56, 19.30 and 19.30(1).**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1900-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1900-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded Thiele by to amend the Ordinance to add section 10.07(2).

All Ald. voted aye.

Motion carried.

#### **Ordinance 1901-2024 Ordinance Repeal and Recreating Section 14.04 Building Inspection and Building Inspection Department.**

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1901-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Ordinance 1901-2024.

All Ald. voted aye.

Motion carried.

#### **Resolution 2024-5416 Resolution Supporting the WEDC Grant Application for Funds to Renovate a Downtown Building.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5416.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2024-5416.

All Ald. voted aye.

Motion carried.

**Resolution 2024-5417 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties along East 2nd Street, West 2nd Street, East 3rd Street, West 3rd Street, Reaume Avenue, Main Avenue, Crooks Avenue.**

Item pulled.

### CLOSED SESSION

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

Motion by Moore, seconded by Coenen to 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.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:11 p.m.

### **Return to Open Session for possible action.**

Motion by Moore, seconded by Coenen to return to open session for possible action.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:41 p.m.

### ADJOURN

Motion by Antoine, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:42 p.m.

Sally Kenney, Clerk

## City - Bills Payable

| Check #    | Date     | Fund                         | Addressee                                     | Absolute Value of Amount |
|------------|----------|------------------------------|---|--------------------------|
| 00000116/1 | 1/5/2024 | General Fund - 101           | Paycor HCM Inc.                               | 1,369.25                 |
| 00000116/3 | 1/5/2024 | General Fund - 101           | MissionSquare Retirement                      | 20,636.36                |
| 120900     | 1/5/2024 | Park & Pool Capital - 422    | Capital One Commercial                        | 164.70                   |
| 120935     | 1/5/2024 | Park & Pool Capital - 422    | Miron Construction Co, Inc                    | 847,547.12               |
| 00000117/1 | 1/5/2024 | General Fund - 101           | Diversified Benefit Services, Inc (DBS) (ACH) | 75,896.82                |
| 00000117/2 | 1/5/2024 | General Fund - 101           | Fire Association Local 1594                   | 637.80                   |
| 00000117/3 | 1/5/2024 | General Fund - 101           | Police Association                            | 696.00                   |
| 00000117/4 | 1/5/2024 | General Fund - 101           | Pelion Benefits, Inc (SSA)                    | 1,579.10                 |
| 120921     | 1/5/2024 | 1000 Islands - 201           | Insta Prints Plus, Inc.                       | 494.00                   |
| 120919     | 1/5/2024 | Equipment Capital - 421      | Gustman Chevrolet Buick GMC                   | 48,478.50                |
| 120895     | 1/5/2024 | Storm Water Utility - 601    | Automotive Supply Co                          | 615.97                   |
| 120898     | 1/5/2024 | Storm Water Utility - 601    | Capital One Commercial                        | 89.94                    |
| 120931     | 1/5/2024 | Storm Water Utility - 601    | McMahon Associates Inc                        | 3,122.50                 |
| 120893     | 1/5/2024 | Sanitary Sewer Utility - 602 | AT&T  | 139.42                   |
| 120889     | 1/5/2024 | General Fund - 101           | Amplitel Technologies LLC                     | 13,088.00                |
| 120888     | 1/5/2024 | General Fund - 101           | A T F Tires & Service Center Inc.             | 2,621.58                 |
| 120890     | 1/5/2024 | General Fund - 101           | Aramark Uniform                               | 186.94                   |
| 120896     | 1/5/2024 | General Fund - 101           | Automotive Supply Co                          | 129.06                   |
| 120897     | 1/5/2024 | General Fund - 101           | Baycom Inc.                                   | 4,550.00                 |
| 120899     | 1/5/2024 | General Fund - 101           | Capital One Commercial                        | 326.74                   |
| 120901     | 1/5/2024 | General Fund - 101           | Carstens Ace Hardware                         | 43.16                    |
| 120903     | 1/5/2024 | General Fund - 101           | Cellcom                                       | 1,550.10                 |
| 120906     | 1/5/2024 | General Fund - 101           | Dean Enterprises, LLC                         | 255.00                   |
| 120907     | 1/5/2024 | General Fund - 101           | Diversified Benefit Services, Inc.            | 241.91                   |
| 120910     | 1/5/2024 | General Fund - 101           | Emergency Medical Products                    | 113.59                   |
| 120911     | 1/5/2024 | General Fund - 101           | Energy Control & Design, Inc.                 | 1,533.94                 |
| 120912     | 1/5/2024 | General Fund - 101           | Fastenal Company                              | 14.77                    |
| 120913     | 1/5/2024 | General Fund - 101           | Fox River Vending, Inc.                       | 95.00                    |
| 120915     | 1/5/2024 | General Fund - 101           | Gary Hietpas                                  | 200.00                   |
| 120916     | 1/5/2024 | General Fund - 101           | GFL Green For Life Environmental              | 613.80                   |
| 120917     | 1/5/2024 | General Fund - 101           | Grainger Inc                                  | 178.73                   |
| 120920     | 1/5/2024 | General Fund - 101           | Ingram  | 238.28                   |
| 120922     | 1/5/2024 | General Fund - 101           | JX Enterprises, Inc.                          | 1,404.73                 |
| 120924     | 1/5/2024 | General Fund - 101           | Kaukauna Veterinary Clinic, LLP               | 623.25                   |
| 120925     | 1/5/2024 | General Fund - 101           | Kiesler Police Supply                         | 47.00                    |
| 120926     | 1/5/2024 | General Fund - 101           | MacQueen Equip Group                          | 1,559.53                 |
| 120927     | 1/5/2024 | General Fund - 101           | Marco Technologies LLC NW 7128                | 597.83                   |
| 120928     | 1/5/2024 | General Fund - 101           | Matheson Tri-Gas Inc.                         | 61.46                    |
| 120929     | 1/5/2024 | General Fund - 101           | MCC Inc.                                      | 885.00                   |
| 120930     | 1/5/2024 | General Fund - 101           | McClone                                       | 70,121.75                |
| 120932     | 1/5/2024 | General Fund - 101           | McMahon Associates Inc                        | 1,530.00                 |
| 120934     | 1/5/2024 | General Fund - 101           | Milton Propane                                | 100.55                   |
| 120937     | 1/5/2024 | General Fund - 101           | Outagamie County Sheriff's Office             | 100.00                   |
| 120938     | 1/5/2024 | General Fund - 101           | Outagamie County Treasurer                    | 399.50                   |
| 120939     | 1/5/2024 | General Fund - 101           | RecTrac, LLC                                  | 1,375.00                 |
| 120941     | 1/5/2024 | General Fund - 101           | S.I. Metals and Supply                        | 174.00                   |
| 120943     | 1/5/2024 | General Fund - 101           | Salvador Solorzano                            | 75.48                    |

| Check #    | Date      | Fund                              | Addressee  | Absolute Value of Amount |
|------------|-----------|-----------------------------------|--|--------------------------|
| 120944     | 1/5/2024  | General Fund - 101                | Screening One, Inc.                                | 68.45                    |
| 120945     | 1/5/2024  | General Fund - 101                | Sherwin Industries                                 | 1,915.00                 |
| 120947     | 1/5/2024  | General Fund - 101                | State of Wisconsin                                 | 1,228.63                 |
| 120948     | 1/5/2024  | General Fund - 101                | Tapco  | 1,162.14                 |
| 120949     | 1/5/2024  | General Fund - 101                | TransUnion Risk and Alternative Data Solutions Inc | 75.00                    |
| 120950     | 1/5/2024  | General Fund - 101                | Triumph Tires Inc                                  | 725.00                   |
| 120951     | 1/5/2024  | General Fund - 101                | William Leon                                       | 125.00                   |
| 120952     | 1/5/2024  | General Fund - 101                | Wisconsin Municipal Court Clerks Assoc.            | 45.00                    |
| 120891     | 1/5/2024  | General Fund - 101                | Ascension WI Employer Solutions                    | 1,372.75                 |
| 120902     | 1/5/2024  | General Fund - 101                | CDW Government                                     | 5,954.22                 |
| 120905     | 1/5/2024  | General Fund - 101                | DC Auto Repair, LLC                                | 45.10                    |
| 120909     | 1/5/2024  | General Fund - 101                | Eagle Graphics LLC                                 | 885.85                   |
| 120914     | 1/5/2024  | General Fund - 101                | Fox Valley Humane Association                      | 570.00                   |
| 120918     | 1/5/2024  | General Fund - 101                | Gunderson Cleaners                                 | 38.98                    |
| 120908     | 1/5/2024  | General Fund - 101                | Don Rademaker                                      | 66.00                    |
| 120894     | 1/5/2024  | General Fund - 101                | Atlas Outfitters                                   | 1,222.75                 |
| 120946     | 1/5/2024  | General Fund - 101                | Southeast Wisconsin Process, LLC                   | 45.00                    |
| 120942     | 1/5/2024  | General Fund - 101                | Sally DeBruin                                      | 200.00                   |
| 120923     | 1/5/2024  | General Fund - 101                | Karen Allen  | 200.00                   |
| 120904     | 1/5/2024  | General Fund - 101                | Chris Kerscher                                     | 200.00                   |
| 120940     | 1/5/2024  | General Fund - 101                | Reg Munes  | 200.00                   |
| 120892     | 1/5/2024  | General Fund - 101                | Association of Nature Center Administrators        | 40.00                    |
| 00000120/1 | 1/12/2024 | Environmental Remediate TID - 450 | Kaukauna Utilities                                 | 16.59                    |
| 00000121/1 | 1/12/2024 | Sanitary Sewer Utility - 602      | Kaukauna Utilities                                 | 1,232.37                 |
| 00000122/1 | 1/12/2024 | General Fund - 101                | Grand Kakalin LLC                                  | 20,813.00                |
| 00000122/2 | 1/12/2024 | General Fund - 101                | Kaukauna Utilities                                 | 24,097.78                |
| 00000122/3 | 1/12/2024 | General Fund - 101                | Securian Financial Group, Inc.                     | 2,595.77                 |
| 120970     | 1/12/2024 | Agency - Other Governments - 702  | Fox Valley Technical College                       | 598,078.32               |
| 120976     | 1/12/2024 | Agency - Other Governments - 702  | Kaukauna Area School District                      | 4,970,473.70             |
| 120988     | 1/12/2024 | Agency - Other Governments - 702  | Outagamie County Treasurer                         | 2,303,053.77             |
| 120953     | 1/12/2024 | General Fund - 101                | A T F Tires & Service Center Inc.                  | 828.06                   |
| 120955     | 1/12/2024 | General Fund - 101                | Anthony Penterman                                  | 36.68                    |
| 120957     | 1/12/2024 | General Fund - 101                | ATIS Elevator Inspections, LLC                     | 375.00                   |
| 120959     | 1/12/2024 | General Fund - 101                | Automotive Supply Co                               | 2,950.17                 |
| 120960     | 1/12/2024 | General Fund - 101                | BIANEW   | 50.00                    |
| 120961     | 1/12/2024 | General Fund - 101                | Brad Garrity                                       | 15.81                    |
| 120964     | 1/12/2024 | General Fund - 101                | Chad Gerrits                                       | 146.22                   |
| 120965     | 1/12/2024 | General Fund - 101                | Cintas Corp.                                       | 394.70                   |
| 120967     | 1/12/2024 | General Fund - 101                | Eagle Sign & Design LLC                            | 30.00                    |
| 120968     | 1/12/2024 | General Fund - 101                | Elmstar Electric Corp.                             | 418.16                   |
| 120969     | 1/12/2024 | General Fund - 101                | Emmons Business Interiors                          | 22,288.00                |
| 120971     | 1/12/2024 | General Fund - 101                | Fox-Wolf Watershed Alliance                        | 220.00                   |
| 120974     | 1/12/2024 | General Fund - 101                | Jacob Carrel                                       | 1,041.95                 |
| 120975     | 1/12/2024 | General Fund - 101                | James Imaging Systems, Inc.                        | 128.57                   |
| 120980     | 1/12/2024 | General Fund - 101                | Linde Gas & Equipment Inc.                         | 47.34                    |
| 120981     | 1/12/2024 | General Fund - 101                | Lowe's   | 2,219.00                 |
| 120983     | 1/12/2024 | General Fund - 101                | Menasha Police Department                          | 199.20                   |
| 120984     | 1/12/2024 | General Fund - 101                | Michelle Mielke                                    | 144.00                   |
| 120986     | 1/12/2024 | General Fund - 101                | Monroe Truck Equip - Green Bay                     | 333.00                   |



| Check #      | Date      | Fund                                | Addressee  | Absolute Value of Amount |
|--------------|-----------|-------------------------------------|--|--------------------------|
| 120990       | 1/12/2024 | General Fund - 101                  | Robert Aschenbrener                                | 149.95                   |
| 120991       | 1/12/2024 | General Fund - 101                  | Ryan Steffel                                       | 610.97                   |
| 120993       | 1/12/2024 | General Fund - 101                  | Sally Kenney                                       | 40.88                    |
| 120994       | 1/12/2024 | General Fund - 101                  | Sarah Ironside                                     | 2.69                     |
| 120995       | 1/12/2024 | General Fund - 101                  | Scott Lamers Construction LLC                      | 7,800.00                 |
| 120996       | 1/12/2024 | General Fund - 101                  | Sherwin Industries                                 | 98.83                    |
| 120998       | 1/12/2024 | General Fund - 101                  | Stoneridge Piggly Wiggly                           | 579.22                   |
| 120999       | 1/12/2024 | General Fund - 101                  | von Briesen & Roper S.C.                           | 252.00                   |
| 121001       | 1/12/2024 | General Fund - 101                  | West Bend Mutual Insurance Company                 | 100.00                   |
| 121002       | 1/12/2024 | General Fund - 101                  | Wis. Dept. of Revenue                              | 10.00                    |
| 121003       | 1/12/2024 | General Fund - 101                  | Wisconsin Park & Recreation Assn                   | 150.00                   |
| 120954       | 1/12/2024 | General Fund - 101                  | Advanced Maintenance Solutions                     | 4,444.05                 |
| 120966       | 1/12/2024 | General Fund - 101                  | Eagle Graphics LLC                                 | 829.55                   |
| 120972       | 1/12/2024 | General Fund - 101                  | Heart of the Valley Metropolitan - New Connections | 4,293.00                 |
| 120977       | 1/12/2024 | General Fund - 101                  | KnowBe4  | 2,458.50                 |
| 120963       | 1/12/2024 | General Fund - 101                  | Carly Zimmer                                       | 101.45                   |
| 120997       | 1/12/2024 | General Fund - 101                  | Southeast Wisconsin Process, LLC                   | 35.00                    |
| 120973       | 1/12/2024 | General Fund - 101                  | Jack Grebe   | 30.00                    |
| 120978       | 1/12/2024 | General Fund - 101                  | Kris Sanders                                       | 200.00                   |
| 121004       | 1/12/2024 | General Fund - 101                  | Zion Lutheran Church                               | 50.00                    |
| 120979       | 1/12/2024 | General Fund - 101                  | Lighthouse Mobil                                   | 49.04                    |
| 120989       | 1/12/2024 | General Fund - 101                  | Rick Feyen   | 200.00                   |
| 120982       | 1/12/2024 | Park & Pool Capital - 422           | McMahon Associates Inc                             | 5,234.39                 |
| 120985       | 1/12/2024 | Park & Pool Capital - 422           | Milbach Construction Services, Co.                 | 87,861.30                |
| 120992       | 1/12/2024 | Public Protect & Safety Grant - 212 | Sage Control Ordnance, Inc.                        | 1,977.00                 |
| 120958       | 1/12/2024 | Storm Water Utility - 601           | Automotive Supply Co                               | 96.93                    |
| 120956       | 1/12/2024 | Sanitary Sewer Utility - 602        | AT&T   | 1.82                     |
| 120962       | 1/12/2024 | Sanitary Sewer Utility - 602        | Carl Bowers & Sons Construction Co, Inc            | 164,942.32               |
| 120987       | 1/12/2024 | Special Assessment Fund - 215       | NEW Title Services                                 | 19.14                    |
| 121005       | 1/12/2024 | General Fund - 101                  | We Energies  | 1,067.11                 |
| <b>Total</b> |           |                                     |  | <b>9,358,800.33</b>      |

**MAYORAL PROCLAMATION  
A PROCLAMATION BY THE KAUKAUNA MAYOR DECLARING A  
CLASS III SNOW EMERGENCY PURSUANT TO 7.125 TRAFFIC  
REGULATIONS DURING SNOW EMERGENCIES**

**WHEREAS**, the City of Kaukauna is expecting to receive approximately 12 inches of snow during January 12, 2024 through January 13, 2024; and,

**WHEREAS**, as a result of this snow accumulation, vehicle passage and snow removal will be made difficult under current parking regulations; and,

**WHEREAS**, in order to provide for the public health and safety, it is necessary to impose temporary parking prohibitions to enable the City’s Street Department the ability to remove the accumulating snow and better clear the streets for emergency access;

**NOW, THEREFORE**, I, Anthony J. Penterman, Mayor of the City of Kaukauna, on this 12<sup>th</sup> day of January 2024, that pursuant to the authority granted to me by the Kaukauna Code of Ordinance 7.125 Traffic Regulations During Snow Emergencies, the following SNOW EMERGENCY is hereby declared:

1. The SNOW EMERGENCY shall start at 2:00 p.m. Friday, January 12, 2024 and end at 2:00 p.m. on Saturday, January 13, 2024.
2. During the period of SNOW EMERGENCY, parking shall be prohibited on any city street in the City of Kaukauna.
3. During the period of the SNOW EMERGENCY, any vehicle in violation of these parking restrictions shall be ticketed by the Kaukauna Police Department and shall be subject to towing to clear streets for the public safely.
4. The Proclamation shall be submitted to the Kaukauna Common Council for consideration and ratification at its meeting on February 6, 2024.

Dated this 6<sup>th</sup> day of February 2024.

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

## BANNER DISPLAY AGREEMENT

The City of Kaukauna (henceforth referred to as “City”) hereby grants Fox Family Endurance Events (henceforth referred to as “Fox Firecracker 5k”) the ability to display donated banners advertising the event on municipally-owned light poles (henceforth referred to as “Pole Banners”), pursuant to the terms of this agreement.

### TERMS AND CONDITIONS

1. **SHORT-TERM AGREEMENT LENGTH.** This agreement governs the temporary display of 10-20 donated pole banners on municipally-owned light poles in the Kaukauna area. Pole banners will be displayed in 2024, 2025 and 2026 for approximately 6 weeks, from roughly late May through 4<sup>th</sup> of July. After three years, the pole banners will be evaluated to measure condition and wear and tear. If condition is still good, a separate agreement extending the display timeframe may be offered to Fox Firecracker 5k.
2. **STORAGE SPECIFICATIONS.** The City of Kaukauna agrees to store the 10-20 donated Pole Banners in the City Street Department facilities.
3. **BANNER DESIGN AND PLACEMENT.**
  - a. **DESIGN APPROVAL.** The City of Kaukauna has approved the proposed design (attached as Exhibit A) for the Pole Banners. This design is to be professionally produced by IDMarketing, LLC, who is familiar with City brand standards and the specifications of municipally-owned light poles. Fox Firecracker 5k is responsible for bearing all costs of banner production.
  - b. **BANNER PLACEMENT AND INSTALLATION.** The City of Kaukauna Street Superintendent reserves the right to determine placement of pole banners. Pole banners shall be placed in the downtown area on the light poles with permanent banner brackets. The City is responsible for bearing all costs of installing and removing pole banners on a yearly basis. No additional items shall be displayed on or near light poles.
  - c. **BANNER CONDITION EVALUATION AND REPLACEMENT.** The City of Kaukauna Street Superintendent shall report to Fox Firecracker 5k each winter (following seasonal removal of pole banners) the condition of the pole banners and if any were damaged and necessitate replacement. Pole banners damaged within the short-term agreement are the responsibility of Fox Firecracker 5k to replace at Fox Firecracker 5k’s discretion. Pole banners must be replaced prior to the installation date the following year. Pole banners will not be replaced during the 6-week display period.

4. TERMINATION. This Agreement will terminate on December 31, 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF KAUKAUNA REPRESENTATIVE:

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

FOX FAMILY ENDURANCE EVENTS REPRESENTATIVE:

\_\_\_\_\_  
Jessica Decet, President

This instrument prepared by:  
Lily Paul  
Department of Planning and Community Development  
City of Kaukauna  
144 W. 2nd Street  
Kaukauna, WI 54130

EXHIBIT A:

Date: 4/9/18  
Product Color: Yellow  
Print Color: yellow and royal blue

ART PROOF



Marketing



**FOXFIRECRACKER5K.COM**

40 vinyl stickers to cover old web info on 20 two sided banners

*Proof is an accurate representation of final product*



www.iDMarketingllc.com

920-492-0603

sues@iDMarketingllc.com

## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Vice-Chair Coenen on Monday, February 5, 2024 at 6:00 P.M.

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

Absent & Excused: Thiele

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, HR Dir. Swaney, Street Sup. Van Gompel, Com. Erich. & Rec. Dir. Vosters and interested citizens.

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

All Ald. present voted aye.

Motion carried.

### 1. Correspondence – none.

### 2. Discussion Topics.

#### a. Recommendation for award of Project 4-24: Asphalt Paving.

The Engineering Department has compared the two received bids against the Engineer's Estimate. The bids themselves are within \$58,605.44 of each other which is a good indication that they are competitive. The lower bid (Northeast) is under the Engineer's Estimate by \$59,394.50 which is another indication that the received bids are reasonable and competitive. There is the Alternate A section of this project, which is the relay of storm sewer in the Downtown Second Street Alley. This work would be done in early Spring, so the storm sewer relay does not interfere with other utility work in the Alley.

Motion by Schell, seconded by DeCoster to award Project 4-24: Asphalt Paving Units A and B to Northeast Asphalt, Greenville, WI for a total bid price of \$318,455.85 and award Project 4-24 Asphalt Paving Alternate A to Northeast Asphalt Paving for a total bid price of \$129,845.35. All Ald. present voted aye. Motion carried.

#### b. Recommendation for award of Project 5-24: Kenneth Avenue Utility Relay.

The Engineering Department has compared the eight received bids against the Engineer's Estimate. The bids themselves are within \$28,822.00 from the three lowest bids, which is a good indication that they are competitive. The lowest bid (Feaker) is under the Engineer's Estimate by \$60,186.50 which is another indication that the received bids are reasonable and competitive. The bids for the Alternate Arthur Street are within \$22,316.14 from the three lowest bids, which is competitive. The lowest bid (Feaker) is under the Engineer's Estimate by \$33,059.95, which indicates the bids we received are reasonable and competitive. Kaukauna Utilities Board will review the bids and recommend the project on February 21<sup>st</sup>.

Motion by Moore, seconded by Kilgas to Award Project 5-24 Kenneth Avenue Utility Relay to Feaker & Sons, De Pere, WI including the base bid price of \$1,318,816.00 and Alternate Bid for Arthur Street for bid price of \$658,752.50, total contract award of \$1,945,634.36. All Ald. present voted aye. Motion carried.

**c. Authorization to seek bids for Project 6-24: 1000 Islands Boardwalk.**

The Engineering Department is completing plans to reconstruct a series of trails through the 1000 Islands Conservancy Area. This project will include removal of the old boardwalks, installation of steel footings, construction of new boardwalks with safety edges and railings in select locations, and appropriate restoration of the affected areas. This boardwalk reconstruction is planned to be completed over 2 phases. Phase 1 will be the main focus for this project, with phase 2 being bid as an alternate. If prices are good, both phases may be awarded on this project.

Motion by Moore, seconded by Eggleston to authorize the Engineering Department to seek bids for Project #6-24, 1000 Islands Boardwalk Reconstruction.

All Ald. present voted aye.

Motion carried.

**d. Project Support and Authorization to submit applications for 2024 Grants – 1000 Islands Boardwalk.**

The Greenway Fund is an Outagamie County program that offers grants to assist local units of government, within Outagamie County, develop greenway networks that are regional in nature. A greenway, defined here, is a trail or collection of open space, usually continuous and linear in fashion, found in urban and rural settings, serving various purposes. Greenway Fund grants are awarded annually, following a competitive application process. Funding requests are limited to 25% of the total project cost. Funds are provided to grant recipients on a reimbursement basis only. Local units of government in Outagamie County are encouraged to apply. In this funding cycle, up to \$30,000 will be available.

Motion by Eggleston, seconded by Kilgas for the Board of Public Works to support the 1000 Islands Boardwalk replacement project and to authorize the Director of Public Works/City Engineer to apply for and administer 2024 Greenway Fund Grant and a Nelson Fund Grant on behalf of the City.

All Ald. present voted aye.

Motion carried.

**e. Office Update for Code Enforcement Officer.**

With Code Enforcement proposed to align under the Police Department, staff believe keeping the Code Enforcement office in the same department for communications, supervision, record keeping, and daily operations/collaborations is important. We have identified a storage area that could be converted to additional office space, and the location is ideal for communication and access to the department and to meet with any residents, complainants, or violators looking to have in-person conversations with Code Enforcement Officer. City staff has worked with several contractors to price out the project and would like to have the support of the Board to proceed. The anticipated project cost is \$4,400 plus any furnishings not already available. Funding will be discussed in a Finance and Personnel meeting later tonight. This project will also free up more office space in the MSB.

Motion by Antoine, seconded by Moore for the Board of Public Works to support the Code Enforcement Officer office project contingent upon budget amendment approval for Code Enforcement Budget Item Reallocation.

All Ald. present voted aye.

Motion carried.

f. **2024 Sidewalk Builders License to IEI General Contractors, Inc.**

Motion by Moore, seconded by Eggleston to approve the 2024 Sidewalk Builders License to IEI General Contractors, Inc.  
All Ald. present voted aye.  
Motion carried.

g. **Public Works Update.**

DPW/Eng. Neumeier provided an update on current projects. The structure at Jonen Park is going up and will be ready for the roof soon. Trusses for the Pool building are being erected. A Public Information Meeting regarding the Utility Relay Project will be held on March 4 at 5:00 pm. The main pressurized hydraulic line on garbage truck 225 leaked on December 28. The hydraulic fluid spill was cleaned up with no downstream or ditch exposure. The truck unloaded 50 to 75 gallons of hydraulic fluid. Sewer crew started vacuuming at all 6 inlets to the sewer main. It cost \$575 to dispose of oil water. Oil booms were purchased and installed. No visible residue is being seen. Total clean-up costs were just under \$1,000. The Street Department is looking at purchasing a few oil spill kits to be present on each of the garage trucks. Discussion held and questions answered.

**3. Closed Session.**

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

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

Meeting adjourned to closed session at 6:23 p.m.

b. **Return to open session for possible action.**

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

Returned to open session at 6:37 p.m.

**4. Adjourn.**

Motion made by Moore, seconded by Schell to adjourn.  
All members present voted aye.  
Motion carried.

Meeting adjourned at 6:38 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, February 5, 2024 at 6:39 p.m.

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

Absent & Excused: Thiele.

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters and interested citizens.

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

All members present voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Summer Hours 2023 Pilot Program Report.**

The program did not seem to have a significant impact on our ability to serve residents. With an increase in online services and a scheduled website update in 2024 to further enhance our website, we can continue to offer residents easy access to common questions and services. Employee morale was boosted by the program and staff were very appreciative of the opportunity to have more work/life balance during the summer months.

Motion by Moore, seconded by Coenen to implement summer hours as a regular program annually from Memorial Day – Labor Day, aligned by pay periods. The program will be continually monitored to ensure that city staff are able to continue meeting the needs of residents and the community.

All members present voted aye.

Motion carried.

b. **Code Enforcement Classification.**

Staff have completed a review of the Code Enforcement Officer (CEO) position and classification. This included a review of work products and progress the position made from its inception in June of 2022 to its vacancy in December of 2023, current outstanding caseload, potential caseload, review of current Code Enforcement processes and procedures, and review of other municipalities' Code Enforcement programs. In completing this review, staff determined that a part-time position with a well-qualified candidate would better meet current needs. Staff also believe a realignment of the position is warranted moving its supervision from Planning to the Police Department. We are confident that with a skilled CEO under the Police Department's supervision, 20 hours per week will be sufficient to begin to implement a successful Code Enforcement program. The Police Department will provide better access to resources, databases, and collaboration with law enforcement officers which will further help the success of the position. The Police Department's approach of education, respect, fairness, and integrity will also help support the success of the program.

Motion by Moore, seconded by Coenen to re-classify the full-time Code Enforcement Officer position to a part-time Code Enforcement Officer position at 20 hours per week

and re-classify the Code Enforcement Officer position from exempt to non-exempt in pay grade 11. Grant staff permission to fill a part-time Code Enforcement Officer due to the position being currently vacant.

All members present voted aye.

Motion carried.

**c. Budget Amendment for Code Enforcement Officer moving to Police Department and Record Clerk Hour changes.**

To align the budget effects of the code enforcement classification change, we will need a reallocation of budgeted funds from the Planning Department to the Police Department. This will align the expenses that will be charged with the position change. This reallocation will include the salary and benefits that were originally budgeted. This reclassification will also free up budgeted funds that will go toward the cost to convert the storage space into office space for this position. There is resolution to formalize this on the February 6, 2024, Council agenda.

The second budget adjustment in the Police Department pertains to the Records Clerk position. The four positions within this area have budgeted scheduled hours ranging from 20 hours to 29 hours. With the recent retirements the department is looking to make all positions within this area budgeted 25 hours. This will help with scheduling, crossing training and some of the processes within the department. There will be little to no fiscal impact on the 2024 Budget. With the recent changes, retirement, and vacant positions, it will allow this change to stay within budget.

Motion by Moore, seconded by Coenen to approve the reallocation of funds from Planning/Community Development to the Police department to match budget with actual expenses.

All members present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to approve the adjusted hours for the four Records Assistant positions within the police department, making them all consistently budgeted at 25 hours.

All members present voted aye.

Motion carried.

**d. Financial Request Submission - Electric City Experience 2024.**

This is the first request since implementing our process. The request is for an existing event that has happened for many years and appears to be successful without any issues with the crowd. The event organizer has shared that the event will be like years past and has indicated the request is to help pay for expenses for the event to survive.

Motion by Antoine, seconded by Moore to approve funding request for Electric City Experience 2024 contingent upon event organizer providing more information on the event description than what he has provided as well as it being approved by the special events committee.

All members present voted aye.

Motion carried.

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

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

All members present voted aye.  
Motion carried.

Adjourned to closed session at 7:04 pm.

f. **Return to Open Session for possible action.**

Motion by Moore, seconded by Coenen to return to Open Session.  
All members voted aye.  
Motion carried.

Returned to Open Session at 7:13 pm.

Motion by Eggleston, seconded by Coenen to reimburse Charlie Vosters \$577.77 to make him whole on his retirement contributions.  
All members present voted aye.  
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 7:14 p.m.

Sally Kenney, Clerk

## Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, November 16, 2023

**Members Present** Breitzman, Eggleston, Hietpas, Hintz, Jakel, Manion, Pautz, and Van Berkel, West, and White

**Not Present** N/A

**Also Present** Debra Nowak and Maureen Feldt

Chair, Pautz called the November Committee Meeting to order at 6:32 PM. A quorum is present. Welcome Brian Hintz and Charles West, our two new Committee members.

### **October 19, 2023, Committee Meeting Minutes**

Manion made a motion to waive the reading of the minutes and approve the October 19, 2023, Committee Meeting minutes. Seconded by Jakel. Motion carried.

**Public Appearances** None

### **October Financial Report**

Discussion on budget item, Seminar Expenses, and the City's decision to deny the Site Manager's FVTC Class expenditures. Eggleston made a motion to approve the October Financial Report. Seconded by Van Berkel. Motion carried.

### **Correspondence**

A group from Alliance Church volunteered on November 4<sup>th</sup> and did an outstanding job with fall clean-up tasks. Noah Acord completed his Eagle Project with 1000 Islands and built two portable snowshoe racks. Kurt Kress built a portable bookshelf cart so we can move it about the building for use. We received the KASD budget payment.

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

The Friends' checking account will be switching to East Wisconsin in the coming months. John Moyles, Director of J&R Aquatic Animal Rescue, will be the speaker at the Annual Meeting on Sunday, January 14 at 1:00 PM.

### **Naturalist's Report**

Nowak is the coordinator for the Outagamie County Bald Eagle Nest Watch and is working with other surrounding county coordinators.

The Motus receiver is installed, and we are working with the City's IT Dept. to get the app running for website viewing of migrating birds passing through along with migration patterns. All costs have been covered by a grant. The Bat Monitoring Station is still up and running through Lawrence University.

Per the City Fire Chief suggestion, our EpiPens and Narcan are stored in the AED case. Deb created a water quality program for the 6<sup>th</sup> grade science class at Riverview Middle School. The program went extremely well and we received very positive feedback.

Van Berkel made a motion to accept the October Naturalist's Report and place it on file. Seconded by White. Motion carried.

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

The following two Resolutions are on the Legislative Committee Agenda for approval on Monday, November 20<sup>th</sup> and on the Common Council Agenda for approval on Tuesday, November 21<sup>st</sup>.

- Resolution Directing the 1000 Islands Committee to update their Endowment Policy to match the Language of the Community Foundation.
- Resolution directing the 1000 Islands Committee to transfer Funds from existing Endowment CD's to the Community Foundation.

**Education Sub-Committee** Eagle Days is on Saturday, January 27<sup>th</sup> and we will once again have the National Eagle Center bring a live Bald Eagle and provide three presentations. The Kaukauna Public Library will also have events for Eagle Days and we are looking into ways to incorporate more Community businesses to become involved.

**Buildings and Grounds Sub-Committee** The water pressure regulator valve was failing and Petersen Plumbing replaced the unit this week.

Nowak walked the Boardwalk and Upper Woods trails with a GIS employee from Kaukauna Utilities to map the trails. This information will be instrumental when we start the Boardwalk replacement project and when we re-route and enhance the Upper Woods trails. Memorial benches will also be identified on the map.

**Old Business** Nothing to report.

### **New Business**

Sub-Committee Assignments will stay the same and Hintz will replace Carlson and West will replace Gertz's assignments.

A motion by Manion, seconded by Pautz to adjourn to closed session pursuant to State Statute 19.851(1)(C) to discuss employment, promotion, compensation, or performance evaluation data of any public employee. Motion carried. Adjourned to closed session at 7:30 PM. A motion by Manion, seconded by Eggleston to return to open session for possible action. Motion carried. Returned to open session at 7:52 PM.

### **Good for the Center**

Nowak shared two upcoming holiday events—the Electric City Christmas Parade which we will participate in, and the Volunteer Appreciation Holiday Party. Nowak invited everyone to a parade planning meeting on Monday, November 20 at 4:00 PM and encouraged everyone to stop by during the Volunteer Appreciation Party.

### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, January 18, 2024, at 6:30 PM in the Nature Center building.

### **Adjournment**

There being no further business, Van Berkel moved to adjourn the November 16, 2023, Committee Meeting at 8:03 PM. Seconded by Hietpas. Motion carried.

Maureen Feldt, Acting Secretary

# GRIGNON MANSION BOARD MEETING MINUTES

Monday, November 27, 2023

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

## Roll Call

Present – Al Borchardt, Sandy Coenen, Christina Crook, Gavin Schmitt, Pennie Thiele, Patty Brogan  
 Absent – Bruce Werschem  
 Others in Attendance – Cassidy Mickelson

## Review/Approve Minutes from October 23, 2023 Meeting

- Motion by Sandy Coenen to approve meeting minutes. Seconded by Christina Crook. Motion Unanimously Approved.

## Report from the City

- Two, part time Community Enrichment Coordinators have been hired to oversee Live! from Hydro Park, the Farmer's Market, Special Events, and assist with Grignon Mansion Events. Mickelson explained that her role with the board will remain the same and she will focus on the long term planning and success of the Grignon Mansion while the Friends of the Grignon Mansion take on more of the day to day duties.
- Mickelson gave another update on the Kaukauna High School Civic Engagement class's project to create a winter park in Lower Grignon Park. After several meetings with students and the class instructor, the project seems to be in the same place as it has been over the last year.
- Grignon Mansion Christmas Tours were a success and all three of the event days sold out. 432 people attended and a sponsorship from Unison Credit Union helped offset the cost of the horse drawn wagon rides around the property. Thank you to the board members and volunteers who made the event possible!

## Report from Friends

- Financial Reports
  - October 2023
    - Grant Money Account - Beginning balance of \$30,049.64, ending balance \$40,057.84.
    - Checking Account - Beginning balance of \$7,216.40, ending balance \$5,569.36.
    - Savings account – Beginning balance of \$44,945.45, ending balance of \$21,955.27.

## Report from the Chair

- Thiele asked current board members to recruit and fill the two vacancies currently on the Grignon Mansion Board.

## Set Next Meeting Date and Location

- Monday, January 22, 2024 at **5:00 PM** in the Hydro View Room.

## Adjourn at 5:18 PM

- Motion by Patty Brogan. Seconded by Sandy Coenen. Motion Unanimously Approved.

February 6, 2024

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:

|         |       |      |                         |          |
|---------|-------|------|-------------------------|----------|
| Micke   | Brad  | A.   | 2032 Meadowview St.     | Kaukauna |
| Schultz | Abbey | I.   | 2217 Joan Ct.           | Kaukauna |
| Van Ark | Kyra  | M.M. | 2200 Green Bay Rd. #406 | Kaukauna |

**RESOLUTION NO. 2024-5417**

**PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS FOR PUBLIC IMPROVEMENTS TO ALLEYS ABUTTING PROPERTIES ALONG EAST 2<sup>ND</sup> STREET, WEST 2<sup>ND</sup> STREET, EAST 3<sup>RD</sup> STREET, WEST 3<sup>RD</sup> STREET, REAUME AVENUE, MAIN AVENUE, CROOKS AVENUE**

WHEREAS, Kaukauna Municipal Code requires cost of alley reconstruction to be assessed by the lineal footage of alley frontage for such property abutting the alley; and

WHEREAS, the Kaukauna Municipal Code authorizes, pursuant to state statutes, the exercise of police powers for such public improvements;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that the Common Council hereby declares its intention to exercise the police powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon property within the following areas for improvements conferred upon such property:

1. The installation of concrete pavement, concrete curb, asphalt, grading, gravel base, excavation, storm sewer laterals, and landscaping, including engineering charges on the following alleys:
  - Alley Between E 2<sup>nd</sup> Street and E 3<sup>rd</sup> Street–Crooks Avenue to Main Avenue
  - Alley Between W 2<sup>nd</sup> Street W 3<sup>rd</sup> Street– Main Avenue to Reaume Avenue
2. The assessment against any parcel abutting the project related to the installation of concrete alleys, grading, gravel base, excavation, asphalt paving, landscaping and topsoil installation may be paid in cash or over a period of ten (10) years or less. All deferred payments shall bear interest at the rate paid by the City on the borrowed money plus one percent (1%).
3. The City Engineer and Board of Public Works are hereby directed to prepare a report consisting of:
  - a. Final plans and specifications for the said improvements.
  - b. An estimate of the entire cost of the proposed project.
  - c. A schedule of the proposed assessments.
  - d. A statement that the property against which the assessments are proposed is benefited.
4. Upon completion of the above report, a copy of the same is to be filed in the office of the City Clerk for public inspection, and the Clerk is then directed to give notice of a public hearing on such report pursuant to Section 66.0703(7) of the Wisconsin Statutes.

Introduced and adopted this 6<sup>th</sup> day of February ,2024

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

ATTEST: \_\_\_\_\_  
Sally A. Kenney, Clerk



**RESOLUTION 2024-5418**  
**RESOLUTION CHANGING MEETING SCHEDULE OF**  
**THE CITY OF KAUKAUNA COMMON COUNCIL**

WHEREAS, that the Spring Primary is scheduled for February 20, 2024; and

WHEREAS, the City of Kaukauna Common Council determined the meeting schedule around the February 20, 2024 primary election, setting the second February meeting of 2024 on Wednesday, February 21, 2024; and

WHEREAS, it is not necessary for the City of Kaukauna to hold a Spring Primary Election in 2024 due to the number of candidates running for the Spring Election; and

WHEREAS, the City of Kaukauna Common Council believes it should follow it's regular meeting schedule and hold the second February 2024 meeting on Tuesday, February 20, 2024;

NOW, THEREFORE, by the Common Council of the City of Kaukauna, Wisconsin, the February 21, 2024 Common Council meeting is rescheduled to Tuesday, February 20, 2024.

Passed and adopted by Council on the 6<sup>th</sup> day of February, 2024.

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

ATTEST: \_\_\_\_\_  
Sally Kenney, Clerk

RESOLUTION NO. 2024-5419

RESOLUTION AUTHORIZING VARIOUS BUDGETARY ADJUSTMENTS

BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that the said Council hereby approves and authorizes the following budget adjustments to the 2024 adopted budget.

| <u>Account</u>                           | <u>Fund</u> | <u>Reason</u>             | <u>Expenditure<br/>Budget<br/>Increase<br/>(Decrease)</u> |
|--|-------------|---------------------------|---|
| Regular Payroll – Planning Dept          | General     | Code Enforcement Position | (\$37,200)  |
| Social Security – Planning Dept          | General     | Code Enforcement Position | (\$1,684)   |
| Residency – Planning Dept                | General     | Code Enforcement Position | (\$2,232)   |
| Workers Comp – Planning Dept             | General     | Code Enforcement Position | (\$856)   |
| Regular Payroll – Police Dept            | General     | Code Enforcement Position | \$32,800  |
| Social Security – Police Dept            | General     | Code Enforcement Position | \$1,684   |
| Workers Comp – Police Dept               | General     | Code Enforcement Position | \$856   |
| Residency – Police Dept                  | General     | Code Enforcement Position | \$2,232   |
| Office Equipment – Police Dept           | General     | Code Enforcement Position | <u>\$4,400</u>  |
| <b>Total Expenditure Budget Increase</b> |             |                           | <b>\$0.00</b>   |

Introduced and adopted this the 6<sup>th</sup> day of February 2024.

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

ATTEST: \_\_\_\_\_  
Sally A. Kenney, Clerk