

COMMON COUNCIL (RESCHEDULED)

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



Wednesday, October 02, 2024 at 6:00 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 September 17, 2024.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
 - a. Reappointment of Diane White to the 1000 Islands Environmental Center Committee (3-year term).
 - b. Reappointment of Kathy Brietzman to the 1000 Islands Environmental Center Committee (3-year term).
 - c. [Proclamation recognizing Walk to School Day October 2, 2024.](#)
 - d. [Proclamation recognizing Public Power Week October 6-12, 2024.](#)
 - e. [Use of Absentee Ballot Drop Box for the November Election.](#)
6. Reports of standing and special committees.
 - a. [Board of Public Works Meeting Minutes of September 30, 2024.](#)
 - b. [Finance and Personnel Committee Meeting Minutes of September 30, 2024.](#)
 - c. [Health and Recreation Committee Meeting Minutes of September 30, 2024.](#)
 - d. [Public Protection and Safety Committee Meeting Minutes of September 30, 2024.](#)
 - e. [Library Board Meeting Minutes of August 27, 2024.](#)
 - f. [1000 Islands Environmental Center Committee Meeting Minutes of July 18, 2024.](#)
 - g. [Operator \(Bartender\) Licenses.](#)
7. Reports of City officers.
8. Presentation of ordinances and resolutions.
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 – The Reserve.
 - 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 – Amendment Offer to Purchase Out Lot 3 New Prosperity Center 2023-PL-11.
 - d. Return to Open Session for possible action.
10. Adjourn.

NOTICES

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

MEETING ACCESS INFORMATION:

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

To access the meeting by telephone:

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

To access the meeting by computer:

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

To access the meeting by smartphone or tablet:

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

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



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – SEPTEMBER 17, 2024

Pursuant to adjournment on September 3, 2024 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, September 17, 2024.

Roll call present: Antoine, Coenen, DeCoster, Eggleston, Kilgas, Moore (arrived at 7:04 via Zoom) and Schell.

Absent & Excused: Thiele.

Also present: Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Planner Kittel, Marketing & Com. Mgr. Fencil (via Zoom), HR Dir. Hodge, Lib. Dir. Thiem-Menning, and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

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

Motion by Coenen, seconded by Kilgas to suspend the rules and waive the reading of the minutes of the Common Council meeting of September 3, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Coenen, seconded by Kilgas to adopt the minutes of the Common Council meeting of September 3, 2024.

All Ald. Present voted aye.

Motion carried.

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

Bills Payable

Motion by Coenen, seconded by Antoine to pay bills out of the proper accounts.

All Ald. Present voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

Motion by DeCoster, seconded by Schell to acknowledge Ald. Moore arrived at meeting at 7:04 pm (via Zoom).

All Ald. Present voted aye.

Motion carried.

BUSINESS PRESENTED BY THE MAYOR

Reappointment of Paul Van Berkel to the Utilities Commission (5-year term).

Motion by Antoine, seconded by Eggleston to reappoint Paul Van Berkel to the Utilities Commission (5-year term).

All Ald. Present Voted aye.

Motion carried.

Proclamation recognizing National Drive Electric Week September 27 to October 6, 2024.

Mayor Penterman read the proclamation.

Motion by Antoine, seconded by Coenen to receive and place on file the Proclamation recognizing National Drive Electric Week September 27 to October 6, 2024.

All Ald. Present Voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES**Board of Public Works Meeting Minutes of September 16, 2024.****BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, September 16, 2024 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fire Chief Carrel, Police Chief Graff, Com. Enrich & Rec. Mgr. Vosters, and interested citizens.

1. Correspondence – none.**2. Discussion Topics.****a. Recommendation for award of Project 7-24 – Municipal Services Building Fence.**

DPW/Eng. Neumeier stated the Engineering Department has reviewed and analyzed the single bid received from Milbach Construction Services Co, Kaukauna for Project #7-24 – Municipal Services Building Fence. Due to only receiving one bid, we have searched out similar projects in the area and adjusted for size, scope, and inflation. After meeting with the proposed subcontractors and comparing similar items and two similar projects in 2021 and 2022, we believe the pricing is competitive and we will recommend awarding the project. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to award Project #7-24 – Municipal Services Building Fence to Milbach Construction Services for the total bid price of \$77,796.81 and approve adding this project to the ARPA Project List to utilize any remaining unspent funds.

All Ald. voted aye.

Motion carried.

b. Recommendation for award for 2024 or newer Wheel Loader.

Street Superintendent Van Gompel the stated four bids were received and reviewed by staff. Airing Equipment with the Volvo L90 Loader was low bid. With a trade value at \$6000 from Airing Equipment staff believes it would be a better financial decision to sell the 1991 John Deere Grader rather than taking the trade. Monroe Equipment who will be building this plow

package advised to upgrade the hydraulic cylinders on the front plow. Specifications called for 3" cylinders which could cause cylinders to fail under heavy load. The advised cylinders would be 4". Monroe Equipment and staff believe this is a necessary upgrade for the larger plow package. This option is \$587.00. Discussion held and questions answered.

Motion by Antoine, seconded by Eggleston to approve the Street Superintendent to award bid for new loader (Unit 21) to Airing Equipment plus all three options without trade for \$371,187. All Ald. Voted aye.
Motion carried.

c. Notice of Non-Compliance for Closed CE Landfill.

DPW/Eng. Neumeier stated there are some items that the City can take care of, other items will need to be discussed further with DNR. Neumeier will provide an update and proposed correspondence at the next Board meeting. Discussion held and questions answered.

3. Adjourn.

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

Meeting adjourned at 6:16 pm.

Sally Kenney
Clerk

Motion by Coenen, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of September 16, 2024.
All Ald. Present voted aye.
Motion carried.

Finance and Personnel Committee Meeting Minutes of September 16, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, September 16, 2024 at 6:17 pm.

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

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, Com. Enrich Dir. Vosters, HR Dir. Hodge (via ZOOM) and interested citizens.

1. Correspondence.

None.

2. Discussion Topics.

a. Donation request from Holy Cross Parish for Oktoberfest parish fundraiser.

Holy Cross Parish has requested a donation for their annual Oktoberfest on October 27, 2024. Vosters stated that the City receives several requests like this per year. She is looking for guidance from the Finance and Personnel Committee on supporting these requests.

Discussion was held and questions answered.

b. Permission to fill Laborer position due to resignation.

Laborer, Ryan Sprangers, has submitted resignation from his position effective 9/20/2024.

Motion by Moore, seconded by Coenen to authorize staff to fill a laborer position due to resignation.

All members voted aye.

Motion carried.

c. Permission to fill Recreation Program Manager position due to resignation.

Recreation Program Manager, Carly Zimmer, has submitted resignation from her position effective 11/29/2024.

Motion by Schell, seconded by DeCoster to authorize staff to fill the Recreation Program Manager position due to resignation.

All members voted aye.

Motion carried.

d. Permission to fill Firefighter/Paramedic position due to resignation.

Firefighter/Paramedic, Stephan McEssey, has submitted resignation from his position effective 9/20/2024.

Motion by Moore, seconded by Coenen to authorize staff to fill the Firefighter/Paramedic position due to resignation.

All members voted aye.

Motion carried.

3. Adjourn.

Motion by Coenen, seconded DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:33 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Schell to adopt the Finance and Personnel Meeting Minutes of September 16, 2024, as presented.

All Ald. Present voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of September 16, 2024.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, September 16, 2024 at 6:34 P.M.

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

Also present: Mayor Penterman, Ald. Coenen, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney

Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Com. Enrich. Rec. Dir. Vosters, Fire Chief Carrel, Police Chief Graff, and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. Special Event Application to Iris Kriefall, Kaukauna Clinic on October 5, 2024 from 7:30 -11 am for Kaukauna Clinic Drive-Thru Flu Clinic.

Motion by DeCoster, seconded by Eggleston to approve the Special Event Application to Iris Kriefall, Kaukauna Clinic on October 5, 2024 from 7:30 -11 am for Kaukauna Clinic Drive-Thru Flu Clinic.

All members voted aye.

Motion carried.

b. Special Event Application to Dawn Gasparick on October 6, 2024 from 11 am to 2 pm for Halloween Dress Up at the Kaukauna Dog Park.

Motion by Eggleston, seconded by DeCoster to approve the Special Event Application to Dawn Gasparick on October 6, 2024 from 11 am to 2 pm for Halloween Dress Up at the Kaukauna Dog Park.

All members voted aye.

Motion carried.

c. Special Event Application and Amplified Music Request to Samantha Behnke, Girl Scout Troop 2284 on October 25, 2024 from 5-9 pm for Girl Scout Dance - Halloween.

Motion by Thiele, seconded by DeCoster to approve Special Event Application and Amplified Music Request to Samantha Behnke, Girl Scout Troop 2284 on October 25, 2024 from 5-9 pm for Girl Scout Dance - Halloween.

All members voted aye.

Motion carried.

d. Special Event Application and Amplified Music request to Officer Adam Vander Hyden, Kaukauna School District on October 2, 2024 from 5:45-6:45 pm for Homecoming Parade

Motion by DeCoster, seconded by Eggleston to approve the Special Event Application to Officer Adam Vander Hyden, Kaukauna School District on October 2, 2024 from 5:45-6:45 pm for Homecoming Parade.

All members voted aye.

Motion carried.

e. Special Event Application and Amplified Music request to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8:00 am -3:00 pm for Trunk or Treat Community Event.

Motion by DeCoster, seconded by Thiele to approve the Special Event Application to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8:00 am -3:00 pm for Trunk or Treat Community Event.

All members voted aye.

Motion carried.

f. Temporary Class B License to Holy Cross Church, 309 Denoyer Street on October 27, 2024 for Oktoberfest.

Motion by Eggleston, seconded by Thiele to approve the Temporary Class B License to Holy Cross Church, 309 Denoyer Street on October 27, 2024 for Oktoberfest.

All members voted aye.

Motion carried.

g. Live! from Hydro 2024 Recap.

This year we moved the Farmers Market on Wednesday nights with a similar time to the Live! Concerts looking to drive participation to both events. This was a success as both events saw crossover participation. Community Enrichment and Recreation Director Vosters thanked the artists, volunteers, and audience for making this concert series a success.

3. Adjourn.

Motion made by Thiele, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:41 P.M.

Sally Kenney
Clerk

Motion by Schell, seconded by Antoine to adopt the Health and Recreation Committee Meeting Minutes of September 16, 2024 as presented.

Motion by Coenen, seconded by Schell to amend the minutes to read 6:45 instead of 6:46 under item 2d.

All Ald. Present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of August 13, 2024.

Motion by Moore, seconded by Coenen to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of August 13, 2024.

All Ald. Present voted aye.

Motion carried.

Board of Appeals Meeting Minutes of September 11, 2024.

Motion by Moore, seconded by Antoine to receive and place on file the Board of Appeals Meeting Minutes of September 11, 2024.

All Ald. Present voted aye. DeCoster- abstained.

Motion carried.

Operator (Bartender) Licenses.

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

Bowers	Alyssa	R.	W1792 Dragonfly Ct.	Kaukauna
Burns	Andrew	R.	141 Lamplighter Dr. Apt. 3	Kaukauna
Creapeau	Rose	G.	204 Depot St.	Kaukauna
Kasten	Elizabeth	D.	807 W. Wisconsin Ave.	Kaukauna
LaBrec	Amanda	K.	2219 E. John St.	Appleton
Lukasavage	Melissa	L.	604 W. 9th St.	Kaukauna
Miller	Hollan	B.	916 Denise Ct.	Kaukauna
O’Claire	James	K.	2200 Green Bay Rd. #202	Kaukauna
VanCamp	Peggy	J.	W2290 Dans Ct.	Kaukauna

Verstegen Nicole M. 3091 Green Meadow Dr. #5 Appleton

Motion by Schell, seconded by Kilgas to approve the operator’s licenses as listed.
All Ald. Present voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Moore, seconded by Eggleston to receive and place on file the August 2024 Fire Report.
All Ald. Present voted aye.
Motion carried.

Ambulance Report

Motion by Moore, seconded by Schell to receive and place on file the August 2024 Ambulance Report.
All Ald. Present voted aye.
Motion carried.

Police Report

Motion by Moore, seconded by Eggleston to receive and place on file the August 2024 Police Report.
All Ald. Present voted aye.
Motion carried.

Code Enforcement Report

Motion by Moore, seconded by Kilgas to receive and place on file the August 2024 Code Enforcement Report.
All Ald. Present voted aye.
Motion carried.

Municipal Court Report

Motion by Moore, seconded by Coenen to receive and place on file the August 2024 Municipal Court Report.
All Ald. Present voted aye.
Motion carried.

Clerk-Treasurer’s Deposit Report

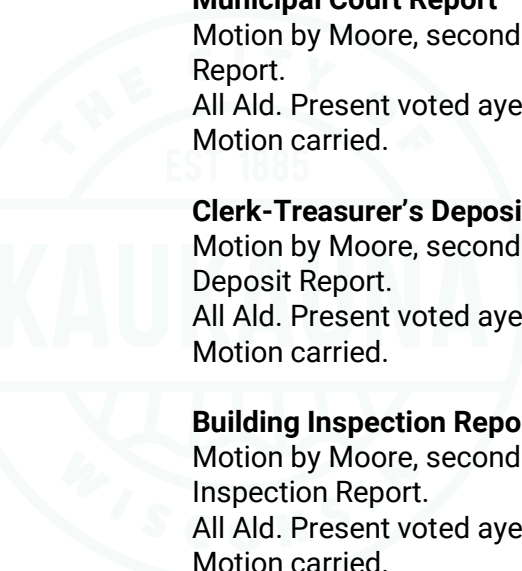
Motion by Moore, seconded by Kilgas to receive and place on file the August 2024 Clerk-Treasurer’s Deposit Report.
All Ald. Present voted aye.
Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Schell to receive and place on file the August 2024 Building Inspection Report.
All Ald. Present voted aye.
Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

None.



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 – Amendment Offer to Purchase Out Lot 3 New Prosperity Center 2023-PL-11.

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

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 7:23 pm.

Motion by Coenen, seconded by Schell to allow guests to speak in closed session on the amendment request.

All Ald. Present voted aye.

Motion carried.

Return to open session for possible action.

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

All Ald. Present voted aye.

Motion carried.

Returned to open session at 8:05 p.m.

Motion by Coenen, seconded by Kilgas to direct City Attorney to formulate a counteroffer extending the date to Oct. 15, 2024 and authorize the Mayor to sign the amendment.

All Ald. Present voted aye.

Motion carried.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved - HOVMSD-PSC.

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

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 8:07 pm.

Return to open session for possible action.

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

All Ald. Present voted aye.

Motion carried.

Returned to open session at 8:26 p.m.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved.

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

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 8:26 pm.

Return to open session for possible action.

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

All Ald. Present voted aye.

Motion carried.

Returned to open session at 8:40 p.m.

ADJOURN

Motion by Coenen, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 8:40 p.m.

Sally Kenney, Clerk



City - Bills Payable

Check #	Date	Class	Line Description	Addressee	Amount Paid
122850	9/4/2024	Library Special Use - 255		Elan Financial Services	2,062.81
122851	9/4/2024	General Fund - 101		Elan Financial Services	1,716.19
122853	9/6/2024	General Fund - 101		A T F Tires & Service Center Inc.	257.80
122854	9/6/2024	General Fund - 101		Amplitel Technologies LLC	12,049.99
122855	9/6/2024	General Fund - 101		Anthony Penterman	31.49
122856	9/6/2024	General Fund - 101		Applied Industrial Tech, Inc.	62.25
122857	9/6/2024	General Fund - 101		Associated Trust Company, N.A.	612.00
122858	9/6/2024	General Fund - 101		Automotive Supply Co	270.95
122859	9/6/2024	General Fund - 101		Bob & Dave's Lawn & Landscaping	198.00
122860	9/6/2024	General Fund - 101		Bound Tree Medical, LLC.	14.16
122861	9/6/2024	General Fund - 101		Brian Sanderfoot	31.62
122862	9/6/2024	General Fund - 101		Carrico Aquatic Resources	66.80
122863	9/6/2024	Sanitary Sewer Utility - 602		Carstens Ace Hardware	8.95
122865	9/6/2024	General Fund - 101		CDW Government	667.56
122866	9/6/2024	General Fund - 101		Center for Internet Security, Inc.	7,128.00
122867	9/6/2024	General Fund - 101		Cintas Corp.	668.28
122868	9/6/2024	General Fund - 101		Creative Brick & Concrete	65.39
122869	9/6/2024	General Fund - 101		Dean Enterprises, LLC	295.00
122870	9/6/2024	General Fund - 101		Eagle Links Golf Club	6,100.00
122871	9/6/2024	General Fund - 101		Eagle Sign & Design LLC	120.00
122872	9/6/2024	General Fund - 101		Evergreen Power	155.07
122873	9/6/2024	General Fund - 101		Farrell Equipment & Supply Co., Inc.	142.99
122874	9/6/2024	General Fund - 101		FBI-LEEDA	795.00
122875	9/6/2024	General Fund - 101		Finger Publishing, Inc.	24.01
122876	9/6/2024	General Fund - 101		Gary Hietpas	200.00
122877	9/6/2024	General Fund - 101		General Beer Dist-NE	776.30
122878	9/6/2024	General Fund - 101		Gila, LLC	399.80
122879	9/6/2024	General Fund - 101		Great Lakes Coca-Cola Distribution	442.40
122880	9/6/2024	General Fund - 101		Ingram	2,933.02
122881	9/6/2024	General Fund - 101		Interstate Battery	191.75
122882	9/6/2024	General Fund - 101		Jacqueline Chapman	3,445.00
122883	9/6/2024	General Fund - 101		James Imaging Systems, Inc.	128.57
122884	9/6/2024	General Fund - 101		Julie Johnson	100.00
122885	9/6/2024	General Fund - 101		Killian's Lawnscapeing, Inc.	250.00
122886	9/6/2024	General Fund - 101		Marco Technologies LLC NW 7128	1,322.71
122887	9/6/2024	Storm Water Utility - 601		Marshland Trnsplnt Aqtc Nrsr	690.00
122888	9/6/2024	General Fund - 101		Mary Aschenbrener	200.00
122889	9/6/2024	General Fund - 101		Modern Dairy	190.50
122890	9/6/2024	American Rescue Plan Act Funds - 223		Motorola Solutions, Inc.	10,567.86
122891	9/6/2024	General Fund - 101		Outagamie County Treasurer	1,050.60
122892	9/6/2024	Equipment Capital - 421		Packer City International Trucks, Inc.	189,379.50
122893	9/6/2024	General Fund - 101		Porter Lee Corporation	965.00
122894	9/6/2024	General Fund - 101		Quality Truck Care Center	251.03
122895	9/6/2024	General Fund - 101		Service Motor Company, Inc.	5,772.54
122896	9/6/2024	General Fund - 101		State of Wisconsin	3,384.29
122897	9/6/2024	General Fund - 101		Stryker Sales Corporation	6,525.56
122898	9/6/2024	General Fund - 101		TransUnion Risk and Alternative Data Solutions Inc	75.00

Check #	Date	Class	Line Description	Addressee	Amount Paid
122899	9/6/2024	General Fund - 101		Waite's Tree Service	2,200.00
122900	9/6/2024	General Fund - 101		Wisconsin Dept of Justice	7.00
122901	9/6/2024	General Fund - 101		Wisconsin Park & Recreation Assn	449.00
122902	9/6/2024	General Fund - 101		Carstens Ace Hardware	487.10
00000257/1	9/6/2024	General Fund - 101	00000257/1	MissionSquare Retirement	18,935.68
00000258/1	9/9/2024	Environmental Remediate TID - 450	00000258/1	Kaukauna Utilities	16.73
00000259/1	9/9/2024	Nelson Crossing Fund - 224	00000259/1	Kaukauna Utilities	26.60
00000261/1	9/9/2024	Sanitary Sewer Utility - 602	00000261/1	Kaukauna Utilities	1,999.82
00000262/1	9/9/2024	General Fund - 101	00000262/1	Kaukauna Utilities	25,140.66
00000262/2	9/9/2024	General Fund - 101	00000262/2	Diversified Benefit Services, Inc (DBS) (ACH)	2,989.63
00000262/3	9/9/2024	General Fund - 101	00000262/3	Fire Association Local 1594	595.28
00000262/4	9/9/2024	General Fund - 101	00000262/4	Police Association	696.00
00000262/5	9/9/2024	General Fund - 101	00000262/5	Pelion Benefits, Inc (SSA)	4,535.54
00000262/6	9/9/2024	General Fund - 101	00000262/6	Compello Suite360, LLC	2,125.00
122903	9/10/2024	General Fund - 101		Wisconsin Park & Recreation Assn	8,648.50
122904	9/13/2024	General Fund - 101	1992 2022	Advanced Maintenance Solutions	3,965.25
122905	9/13/2024	General Fund - 101		Amplitel Technologies LLC	273.20
122906	9/13/2024	General Fund - 101		Aurora Health Care, Inc.	178.00
122907	9/13/2024	General Fund - 101		Automotive Supply Co	55.76
122908	9/13/2024	General Fund - 101		Betsy Cortes	200.00
122909	9/13/2024	General Fund - 101		Carstens Ace Hardware	193.66
122910	9/13/2024	General Fund - 101		CDW Government	2,388.10
122911	9/13/2024	General Fund - 101		David Pahl	75.00
122912	9/13/2024	General Fund - 101		Diamond Vogel Inc.	1,862.91
122913	9/13/2024	General Fund - 101		Diversified Benefit Services, Inc.	702.06
122914	9/13/2024	General Fund - 101	5568980	Econoprint Powderkeg Web Design	3,880.00
122915	9/13/2024	Sanitary Sewer Utility - 602		Energenecs, Inc.	483.75
122916	9/13/2024	General Fund - 101		Erin Diedrick	120.00
122917	9/13/2024	General Fund - 101		Faith Technologies, Inc.	404.00
122918	9/13/2024	TID #6 Construction Fund - 466		Finger Publishing, Inc.	47.02
122919	9/13/2024	General Fund - 101		Finger Publishing, Inc.	2,235.71
122920	9/13/2024	General Fund - 101		Fox Cities P. A. C.	650.00
122921	9/13/2024	General Fund - 101		General Beer Dist-NE	544.54
122922	9/13/2024	General Fund - 101		George Burton	75.00
122923	9/13/2024	General Fund - 101		H & R Safety Solutions, LLC	662.13
122924	9/13/2024	General Fund - 101		Heart of the Valley Metropolitan - New Connections	4,545.00
122925	9/13/2024	Sanitary Sewer Utility - 602		Heart of the Valley Metropolitan Sewerage District	180,785.73
122926	9/13/2024	General Fund - 101		Ingram	1,576.51
122927	9/13/2024	General Fund - 101		Insta Prints Plus, Inc.	35.84
122928	9/13/2024	General Fund - 101		Interstate Battery	18.95
122929	9/13/2024	General Fund - 101		Klink Hydraulics, LLC	6.00
122930	9/13/2024	General Fund - 101		Knox Company	2,670.00
122931	9/13/2024	General Fund - 101		Library Supply Solutions	1,507.00
122932	9/13/2024	General Fund - 101		Linde Gas & Equipment Inc.	47.66
122933	9/13/2024	General Fund - 101		Marco	248.09
122934	9/13/2024	General Fund - 101		Marco Technologies LLC NW 7128	15.77
122935	9/13/2024	General Fund - 101		MCC Inc.	613.05
122936	9/13/2024	General Fund - 101		MGD Industrial Corp	104.28
122937	9/13/2024	General Fund - 101		Oracle NetSuite	1,633.50

Check #	Date	Class	Line Description	Addressee	Amount Paid
122938	9/13/2024	General Fund - 101		Outagamie County Treasurer	33,527.67
122939	9/13/2024	General Fund - 101		Pleshek's Outdoor Power	154.27
122940	9/13/2024	General Fund - 101		Quadient Finance USA, Inc.	1,558.99
122941	9/13/2024	General Fund - 101		Quadient Leasing USA, Inc.	500.91
122942	9/13/2024	General Fund - 101		Reinders Inc.	444.00
122943	9/13/2024	General Fund - 101		Tapco	2,792.00
122944	9/13/2024	General Fund - 101		The Sherwin Williams Co.	1,197.92
122945	9/13/2024	General Fund - 101		TheDACARE Laboratories	85.00
122946	9/13/2024	General Fund - 101		TKK Electronics, LLC	1,624.00
122947	9/13/2024	General Fund - 101		Triumph Tires Inc	364.00
122948	9/13/2024	Sanitary Sewer Utility - 602		Truck Country Of Wisconsin	375.48
122949	9/13/2024	General Fund - 101		Truck Country Of Wisconsin	69.34
122950	9/13/2024	Park & Pool Capital - 422		Unison Credit Union	160.00
122951	9/13/2024	General Fund - 101		Unison Credit Union	8,163.48
122952	9/13/2024	General Fund - 101		We Energies	2,265.93
122953	9/13/2024	General Fund - 101		Wis. Dept. of Financial Institutions	20.00
00000267/1	9/13/2024	General Fund - 101	00000267/1	Paycor, Inc.	5,097.80
00000267/2	9/13/2024	General Fund - 101	00000267/2	Wisconsin Employee Trust Funds (ETF)	369,293.08
00000268/1	9/13/2024	General Fund - 101	00000268/1	Grand Kakalin LLC	20,676.00
00000268/2	9/13/2024	General Fund - 101	00000268/2	Kaukauna Utilities	18.82
00000268/3	9/13/2024	General Fund - 101	00000268/3	Securian Financial Group, Inc.	2,630.55
00000268/4	9/13/2024	General Fund - 101	00000268/4	Diversified Benefit Services, Inc (DBS) (ACH)	8,446.63
00000268/5	9/13/2024	General Fund - 101	00000268/5	Fire Association Local 1594	595.28
00000268/6	9/13/2024	General Fund - 101	00000268/6	Police Association	696.00
00000268/7	9/13/2024	General Fund - 101	00000268/7	Pelion Benefits, Inc (SSA)	2,051.97
Total					1,007,250.87

**PROCLAMATION RECOGNIZING
WALK TO SCHOOL DAY**

October 2, 2024

WHEREAS, hundreds of children could be saved each year if communities take steps to make pedestrian safety a priority, and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine, and


WHEREAS, driving students to school by private vehicle contributes to traffic congestion and air pollution, and

WHEREAS, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution, and

WHEREAS, children, parents and caregivers, and community leaders across North America are joining together to walk to school in an effort to learn healthful and safe pedestrian habits and to evaluate pedestrian safety in their communities,

NOW THEREFORE, BE IT RESOLVED that I, Anthony J. Penterman, Mayor of the City of Kaukauna, proclaim October 2nd as "Walk to School Day" in Kaukauna, Wisconsin and encourage everyone to consider the safety and health of children this month and throughout the year.

Dated this 1st day of October 2024.



Anthony J. Penterman, Mayor



**PROCLAMATION RECOGNIZING
PUBLIC POWER WEEK, OCT. 6-12, 2024:**

A Week-Long Celebration of Kaukauna Utilities' Year-Round Service

WHEREAS, Kaukauna Utilities, a community-owned, not-for-profit electric and water utility, strives to set the benchmark in customer service and value to our community by providing homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity and water, while employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, Kaukauna Utilities is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

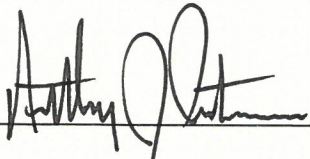
WHEREAS, Kaukauna Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that Kaukauna Utilities will continue to work to bring low-cost, safe, reliable electricity to community homes and businesses just as it has since 1912, the year when the utility was created; and

BE IT FURTHER RESOLVED: that the week of Oct. 6-12, 2024 be designated Public Power Week to recognize Kaukauna Utilities for its contributions to the community and to educate customer-owners, policy makers, and employees on the benefits of public power;

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which put our residents, businesses, and the community before profits.

Dated this 1st day of October 2024.



Anthony J. Penterman, Mayor





MEMO

Clerk

To: Common Council

From: Clerk

Date: October 1, 2024

Re: Use of Absentee Ballot Drop Boxes

The Wisconsin Supreme Court ruled that absentee ballot drop boxes are allowed to be used in the state, reversing its own decision on the issue from two years ago.

This decision does not force or require that any municipal clerks use drop boxes, it merely acknowledges that clerks may lawfully utilize secure drop boxes at their own discretion.

In speaking with other Clerks in the area, municipalities using drop boxes are Grand Chute and Combined Locks. Municipalities not using drop boxes are Little Chute and Kimberly.

The City of Kaukauna Ballot Drop Box is located in the front of the Municipal Services Building and is covered by a camera.



Sally Kenney

From: Michael Greif <mgreif@2024victory.com>
Sent: Thursday, September 26, 2024 4:20 PM
To: Sally Kenney
Cc: Audrey Garfield
Subject: Drop Box Usage in NE Wisconsin

Hello Sally,

I put together a list of communities in NE Wisconsin and whether they'll be using drop boxes in the November election. I thought this might be helpful as you prepare for your city council meeting next week.

MUNICIPALITY	DROPBOX IN NOVEMBER?
Allouez	Yes
Appleton	Yes
Ashwaubenon	Yes
Bellevue	Yes
De Pere	Yes
Grand Chute	Yes
Green Bay	Yes
Hobart	Yes
Howard	Yes
Kimberly	No
Lawrence	Yes
Ledgeview	Yes
Little Chute	No
Menasha	Yes
Neenah	Yes
Suamico	Yes

Separately, I've found a couple of folks interested in being poll workers on 11/5. I'll aim to get you their names by next week.

Please let me know if there is anything else I can do to help.

Respectfully,

--
Michael Greif
 Regional Voter Protection Director
 Democratic Party of Wisconsin
 414-340-8497
mgreif@2024victory.com

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, September 30, 2024 at 6:00 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fire Chief Carrel, Police Chief Graff, Com. Enrich & Rec. Mgr. Vosters, Senior Staff Acct. Roehl, Finance Dir. Van Rossum, HR Dir. Hodge, 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. 2025-2029 Capital Improvement Plan.

DPW/Eng. Neumeier and Finance Director Van Rossum provided the latest version of the Capital Improvement Plan (CIP), which has been reviewed and updated by city staff as of September 2024. This plan provides valuable insights into future projects and helps us understand the potential debt service impact of bonding. Questions from the Board were answered.

b. Authorization to seek bids for Project 11-24: Doty Bayorgeon Hardball Stadium Light Replacement.

During the tornado and straight-line windstorm in May 2024, one stadium light pole and associated lights at Doty Bayorgeon hardball diamond was damaged. Street Superintendent VanGompel has been working with the city insurance carrier, vendors, and contractors to try and find a proper repair or replacement for the wooden pole and lights that were damaged. Due to design constraints, age/style of the existing lights, and bedrock depths, a new galvanized light pole with concrete base and LED lights is the recommended replacement. Discussion held and questions answered.

Motion by Antoine, seconded by Schell to authorize the Engineering Department to seek bids for Project #11-24 – Doty Bayorgeon Hardball Stadium Light Replacement.

All Ald. Present Voted aye.

Motion carried.

c. Response to Notice of Non-Compliance for Closed CE Landfill.

DPW/Eng. Neumeier stated this was brought to the attention of the Board a couple of weeks ago. Some tasks have been taken care of already. Other tasks will be worked on in the coming months. An official notice needs to be sent to the Department of Natural Resources (DNR) by October 3. The notice was discussed, and questions were answered.

Motion by Kilgas, seconded by Moore to direct the DPW/Eng. Neumeier to submit the draft response to the DNR.

All Ald. Present voted aye.

Motion carried.

d. Public Works Update.

DPW/Eng. Neumeier provided a list of projects happening. The decorative pedestrian alley is being constructed and the driving portion of the alley is almost complete. Pickle ball courts will be paved in the next couple of weeks. The top surface and striping will most likely not take place until Spring.

3. Adjourn.

Motion made by Coenen, seconded by Schell to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 6:21 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, September 30, 2024 at 6:23 pm.

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

Absent & Excused: DeCoster.

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, Com. Enrich Dir. Vosters, HR Dir. Hodge, Fin. Dir. Van Rossum, Staff Acct. Roehl, Com. Cord. FencI (via Zoom) and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.
All members present voted aye.
Motion carried.

1. **Correspondence.**

None.

2. **Discussion Topics.**

a. **2025 Non-Personnel Budget Item Review.**

Finance Director Van Rossum presented the 2025 non-personnel budget items. Background information and a break-down of various items was provided. The next steps will be to review the personnel items, roll up all the expenses from personnel and non-personnel, get additional information from the Department of Revenue on the tax rate and see what that affect is on the expenditure restraint and levy limits. Staff will regroup to align overall expenses. These items will be done and presented on October 14.

b. **2024 City of Kaukauna Music Festival Recap.**

Community Enrichment and Recreation Director Vosters provided a summary of the Kaukauna Music Festival event. A list of sponsors, list of expenses and a list of income was given. Many volunteers/organizations helped organize and staff this event. Discussion held and questions were answered.

c. **Electric City River Jam 2025 Planning Commitment Request.**

The planning committee is finalizing details for the fixed costs associated with hosting the event. The dates for the festival have been set for June 19–21, 2025. The event will feature carnival rides, live music, a variety of food options, and scenic riverfront views. The music festival is proposed to take place in Hydro Park and Farmers parking lot. These locations offer ample space for all planned activities, catering to attendees of all ages. While the exact layout is still being developed, the venue is well-suited to accommodate the event's diverse offerings. To secure vendor commitments for these dates, the City will need to enter into agreements in the coming weeks. A few deposits will be required, but most of the fixed costs will not be due until closer to the event in 2025.

Motion by Moore, seconded by Coenen to grant permission to Mayor to enter into agreements with vendors to secure commitments for the 2025 Electric City River Jam event with a total commitment not to exceed \$60,000.

All members present voted aye.

Motion carried.

d. **Permission to fill Community Enrichment Manager with scope changes due to resignation.**

On September 18, 2024, the Community Enrichment Program Manager position became vacant. This provided the opportunity to implement some changes to improve department functionality and success rather than filling the position in the same capacity. Staff are making recommendations regarding the job description based upon the understanding that there are

Grignon Mansion staff duties that will be removed from the description and are currently being evaluated. The goal of these moves is to address both concerns by providing better alignment to allow positions to focus on specific areas to provide better quality programming and more program offerings.

Motion by Kilgas, seconded by Schell to grant permission to fill the Community Enrichment Program Manager with proposed changes to the job description position due to resignation. All members present voted aye.
Motion carried.

e. Permission to modify Paralegal position to a Senior level position and permission to fill.

Due to the inability to fill the position staff is recommending creating a Senior Paralegal position with a new pay grade and increasing responsibilities and qualifications.

Motion by Moore, seconded by Kilgas to authorize Human Resource Director Hodge to create a Senior Paralegal position in a new pay grade 13B (\$28.74-33.58/hour) and post the position for hire.

All members present voted aye.

Motion carried.

f. 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 close session at 7:05 p.m.

g. Return to open session for possible action.

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

All members present voted aye.

Motion carried.

Returned to Open Session at 7:53 pm.

3. Adjourn.

Motion by Moore, seconded Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:54 pm.

Sally Kenney, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, September 30, 2024 at 7:54 P.M.

Members present: Eggleston, Schell, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Coenen, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. Rec. Dir. Vosters, Fire Chief Carrel, and interested citizens.

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

1. Correspondence – None.

2. Discussion Topics.

a. Special Event Application to Jessica Poch, St. Ignatius Catholic School on October 24, 2024 from 4-7 pm for Trunk-n-Treat.

Motion by Thiele, seconded by Eggleston to approve the Special Event Application to Jessica Poch, St. Ignatius Catholic School on October 24, 2024 from 4-7 pm for Trunk-n-Treat.
All members present voted aye.
Motion carried.

b. Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ on October 26, 2024 from 12-4 pm for Trunk or Treat.

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ on October 26, 2024 from 12-4 pm for Trunk or Treat.
All members present voted aye.
Motion carried.

c. Special Event Application to Tracy Blackwell, Player's Pub on October 12, 2024 from 9 am to 5 pm at Bayorgon Ball Diamond for Kickball Games.

Motion by Thiele, seconded by Eggleston to approve Special Event Application to Tracy Blackwell, Player's Pub on October 12, 2024 from 9 am to 5 pm at Bayorgon Ball Diamond for Kickball Games.
All members present voted aye.
Motion carried.

d. Special Event Application to Jessica Decet, Fox Family Endurance Ever on May 2, 2025 from 2-7 pm and May 3, 2025 from 6-11am for Fox Heritage Run.

Motion by Schell, second by Thiele to approve the event as read with wording amendments.
All members present voted aye.
Motion carried.

Motion by Thiele, seconded by Eggleston to approve the Special Event Application to Jessica Decet, Fox Family Endurance Ever on May 2, 2024 from 2-7 pm and May 3, 2024 from 6-11 am for Fox Heritage Run.

e. **Special Event Application to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8 am to 3 pm for Trunk or Treat Community Event.**

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Andrea Renkas, Motherhood Alliance, LLC on October 19, 2024 from 8 am to 3 pm for Trunk or Treat Community Event.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion made by Thiele, seconded by Eggleston to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 8:02 P.M.

Sally Kenney

Clerk

PUBLIC PROTECTION AND SAFETY COMMITTEE

A meeting of the Public Protection and Safety Committee was called to order by Chair Eggleston on Monday, September 30, 2024 at 8:03 P.M.

Members present: Antoine, Eggleston, Kilgas and Moore.

Also present: Mayor Penterman, Ald. Coenen, Ald. Thiele, Ald. Schell, Attorney Greenwood, and Fire Chief Carrel.

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 Service.**

Motion by Moore, seconded by Kilgas 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 – Holland Township Ambulance Service.

All members voted aye.

Motion carried.

Moved to closed session at 8:04 p.m.

- b. **Return to Open Session for possible action.**

Motion by Moore, seconded by Kilgas to return to Open Session.

All members present voted aye.

Motion carried.

Returned to open session at 8:16 p.m.

3. **Adjourn.**

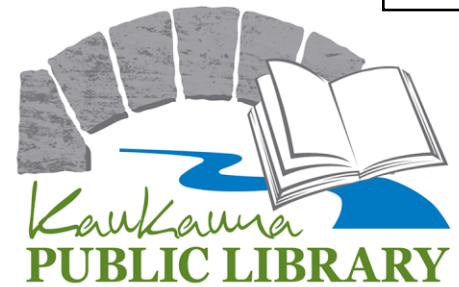
Motion by Antoine, seconded by Kilgas to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 8:17 p.m.

Sally Kenney, Clerk



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 27, 2024 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President M.J. Kilgas at 5:31p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, J. Vondracekt, J. Sager, J. Van De Hey, C. Avanzi, C. Van Boxtel & A. Neumeier
 - b. Excused: J. Lucas, C. Fallona
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, June 25, 2024 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, June 25, 2024 Meeting Minutes seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning read a thank you note from Round House Manor. Staff donated personal funds towards food for residents when they were displaced.
 - b. A. Thiem-Menning read correspondence received with a donation: Dear Director and Friends of the Kaukauna Public Library, As part of the InfoSoup Road Trip sponsored by OWLS, we visited the Kaukauna Library last week. We were amazed at the beautiful space you have created. We have told so many other librarians to please stop and see your marvelous creations. Even more amazing was the wealth of programs and services you provide the community. Chatting with the librarian on duty, we learned of the Friends group and all they do to support. Enclosed is a small donation to continue this work. Thank you for taking care of your community.
5. Action Items

- a. Bill Register June 2024
 - i. A. Neumeier made a motion to approve the Bill Register June 2024, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Bill Register July 2024
 - i. A. Neumeier made a motion to approve the Bill Register July 2024, seconded by J. Vondracek. Motion carries; all in favor.
 - c. Election of Officers
 - i. J. Sager made a motion to appoint the same slate of officers: M. J. Kilgas as President, C. Fallona as Vice President, J. Vondracek as Treasurer and A. Neumeier as Secretary, seconded by C. Van Boxtel. Motion carries; all in favor.
 - d. Committee Assignments
 - i. A. Neumeier made a motion to appoint the following members to committees: Personnel as follows: C. Fallona, C. Van Boxtel, A. Neumeier, J. Sager & C. Avanzi, Finance as follows: J. Van De Hey, J. Lucas and J. Vondracek. Motion seconded by J. Van De Hey. Motion carries; all in favor.
 - e. Circulation Policy Update
 - i. C. Van Boxtel made a motion to approve the Circulation Policy Update, seconded by A. Neumeier. Motion carries; all in favor.
 - f. 2025 Calendar Approval
 - i. J. Sager made a motion to approve the proposed 2025 calendar, with the addition of Saturday, April 19th 2025 as a closed day. Motion seconded by J. Vondracek. Motion carries; all in favor.
6. Information Items
- a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Communications Coordinator Report
 - f. Review Bylaws
 - i. Discussion was held and the group agreed that the Nominating Committee is not necessary at this time and can be moved to the Ad Hoc Committee section. A. Thiem-Menning will make this change for adoption at the September meeting.
 - g. Trustee Topic 18

h. Statistics

- i. J. Vondracek made a motion to receive and place the reports on file. Seconded by A. Neumeier. Motion carries, all in favor.

7. Adjournment

- a. The meeting adjourned at 7:07p.

Join Zoom Meeting

<https://us06web.zoom.us/j/88900740902>



Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, July 18, 2024

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

Not Present West

Also Present Nathaniel Blood, Brad Garrity, Cassandra Kohls, and Jill Zipperer

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

Public Appearances None

Manion raised a motion to go out of order. Seconded by Hintz. Motion carried.

Friends of 1000 Islands Report

Friends of 1000 Islands member, Jill Zipperer, summarized the art fair expenses and revenue. Pautz commented that foot traffic was down this year. The bake sale was all profit and based on a free-will offering. Better signage may help increase baked good sales. The food stand had the highest expenses; leftover meat and soda were resold, recouping \$400. Hintz suggested a food truck to increase revenue. Pautz noted food trucks require guaranteed revenue. Zipperer stated craft beer and soda may be options for next year. Wood-fired pizza was suggested by Eggleston. Overall revenue was down \$1,500 from last year, with the raffle being the most profitable. Eggleston commented that last year was the first year after COVID. Blood stated the Friends purchased a new reusable sign this year. Next year, sponsors will be contacted 6 weeks in advance. Garrity indicated Scheels donated items in the past.

June 20, 2024, Committee Meeting Minutes

Pautz wanted to attend the Nelson Boardwalk Tour. Garrity stated a presentation was held inside the Nature Center, followed by a boardwalk loop walk. Van Berkel requested a correction to change the next meeting date to July 18 (from June 20). White made a motion to approve the June 20, 2024, Committee Meeting minutes with the correction. Seconded by Van Berkel. Motion carried.

Financial Reports

The June Financial report was reviewed by the Committee. Van Berkel suggested the Admin/Finance Sub-Committee meet to discuss the budget and endowment. Pautz commented on the clear format of the report. Capital projects were discussed. Garrity stated there will be no labor charges for residing the nature center as the City's Street Department will provide labor. Van Berkel requested a correction from "fising" to "fishing" on the June Donation Report. Manion moved to approve the June Financial and Donation Reports. Seconded by White. Motion carried.

Naturalist's Report

Blood reported Kohls met with the Community Foundation. Grants are possible in 2025 to fund an Assistant Naturalist.

The Goat Schmooze had a good turnout.

Rain presented some challenges. Crayfishing was cancelled due to high water levels; trails closed as water was over the boardwalk. No major damage occurred but the need for a new boardwalk was shown. Manion asked if the new boardwalk will be able to be raised. Blood indicated it will be raised and can be adjusted if necessary. Garrity indicated swamp mats and modular sections will be used which can be raised/lowered as needed. Manion asked about railings along the boardwalk. Garrity stated the new

design will be ADA compliant with more railing along the river. The design keeps the boardwalk open while maintaining safety. Pautz indicated the boardwalk will increase to 6ft wide instead of 4 feet wide. Garrity stated construction is scheduled to begin in October and conclude before Eagle Days in January 2025. Phase 1: Boardwalk section along the river, completed by January 2025. Phase 2: Area by the Sugar Shack, beginning in 2025. Boardwalk material likely to be white pine. The Nelson Family will be meeting to decide on grant awards.

2nd Quarter Usage Report

Blood reported the first quarter had 400-500 students. Attendance in the second quarter increased significantly. Pautz requested a correction to change Lineville school to "other school". Eggleston made a motion to receive and place on file the 2nd Quarter Usage Report with the correction to change Lineville Intermediate School from "KASD" to "other school". Seconded by Breitzman. Motion carried.

Admin and Finance Sub-Committee

No meeting, but members will meet soon.

Education Sub-Committee

There was an informal meeting to discuss coverage after Blood's departure. White is covering one day and Jakel is covering another. White is exploring ways to fund Jabber's expenses. Eggleston suggested a flat-rate sponsorship for goats. White suggested expanding the goat enclosure roof height.

Building and Grounds Sub-Committee

No report. The Committee recommended scheduling a meeting. Garrity indicated two quotes were received for the building siding; quotes were under budget and for vinyl material. Manion suggested cement board for durability. Eggleston commented that the city was installing the siding. Garrity indicated quotes did not include labor costs. Windows will not be replaced as part of the siding project. Garrity recommended an update to the Conservancy Zone Master Plan, created in 1981. Items to review include the timber harvest, erosion issues, invasive and native species inventory and recreation plan. Eggleston indicated Kaukauna Utilities (KU) mapped the trail with GPS. Garrity indicated the boardwalk was the only area mapped; the city engineer has the data. We may ask KU to assist with future mapping for trail signage. Fox Valley Tech could assist with forestry assessment/mapping. The Conservancy Zone may also include future expansion areas.

Old Business

Staffing Update: Blood's last day as Naturalist is July 25, 2024. Garrity was offered the Naturalist position and will be starting on July 27, 2024. There were 20 applicants for the Assistant Naturalist position. 4 applicants for the Site Manager position. Applications are under view and interviews will be taking place in the next few weeks. Summer intern, Maddie West, will be leaving on August 27th and is interested in coming back next summer.

New Business

Focus on the Fox will be held September 21, 2024, at 1000 Islands. Fox-Wolf Watershed Alliance will not be participating in the clean-up this year. Friends will run a food stand. KHS will be hosting fishing lessons. Carol Mainville Van Boxtel, author and local historian will provide storytelling sessions. Grignon Mansion staff will share history and Fox Locks will provide a Lock Demonstration.

Good of the Center

Jakel suggested a goat calendar as a fundraiser.

Next Committee Meeting

The next Committee Meeting will be on August 15, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Manion moved to adjourn the July 18, 2024, Committee Meeting at 7:55 PM. Seconded by Hintz. Motion carried.

Cassandra Kohls, Administrative Assistant

October 1, 2024

Item 6.g.

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

Carter	Jessica	S.	166 Villa Dr.	Neenah
Waldrop	Anthony	R.	204 Lawson St.	Menasha