

COMMON COUNCIL

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



Tuesday, November 04, 2025 at 7:00 PM

AGENDA

1. **In-Person and Remote Teleconference via ZOOM**
2. Call to Order.
3. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
4. Presentation of letters, petitions, remonstrances, memorials, and accounts.
5. Public appearances.
6. Business presented by Mayor.
 - a. City of Kaukauna Food Drive October 31st through November 14th.
 - b. Appointment of Nathan King to the Kaukauna Alcohol Tobacco and Other Drug Awareness Board replacing Karen Wirth (retired).
 - c. Reappointment of Sue Hennes to the Utilities Commission (5-year term).
7. Consent Agenda.
 - a. Board of Public Works Meeting Minutes of November 3, 2025.
 - b. Health and Recreation Meeting Minutes of November 3, 2025.
 - c. Legislative Meeting Minutes of November 3, 2025.
 - d. Public Protection and Safety Meeting Minutes of November 3, 2025.
 - e. Common Council Meeting Minutes of October 21, 2025.
 - f. Plan Commission Meeting Minutes of October 9, 2025
 - g. Library Board Meeting Minutes of September 23, 2025.
 - h. Bills Payable.
8. Reports of standing and special committees.
 - a. Operator (Bartender) Licenses.
9. Reports of City officers.
 - a. MSB and SPAR Building Operations Survey Results.
 - b. Discussion- Continuation of Rooming House Licensing Under Ordinance 19.22
10. Presentation of ordinances and resolutions.
11. Alder requests for discussion at next Common Council meeting.
12. Closed session.
 - a. 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 -
207 Thilmany Rd.

- b. Return to Open Session for possible action.
- c. Adjourn to Closed Session Pursuant to 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Open Meetings Law.
- d. Return to Open Session for possible action.
- e. 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- Vanepern Property
- f. Return to Open Session for possible action.

13. Adjourn.

14. NOTICES

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

15.

16. **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:

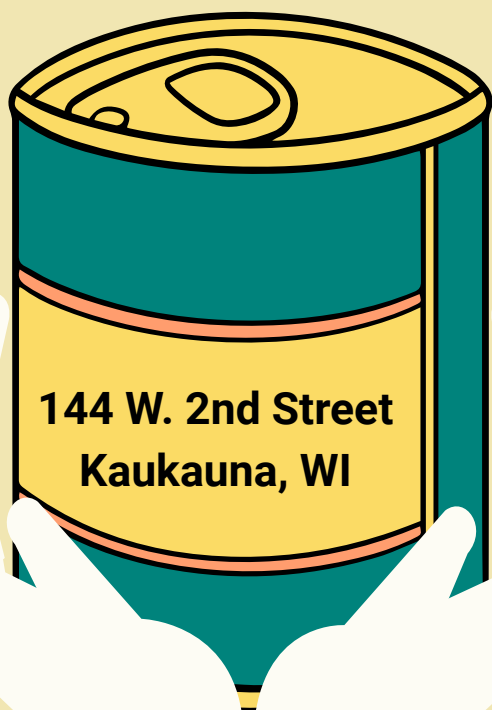
1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

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.

CITY OF KAUKAUNA

FOOD DRIVE

LETS HELP OUR RESIDENTS
AT STATESBURG AND ROUND
HOUSE MANOR



- **Unexpired, nonperishable food items**
- **Gift cards to Piggly Wiggly**

(Piggly Wiggly provides a bus weekly to residents as most don't have transportation)

Runs October 31 - November 14

Please drop off food items at the Municipal Services Building 1st floor rotunda

Gift cards can be brought upstairs to Megan in the Mayor's office

**Questions can be directed to
mbrouch@kaukauna.gov or 920.766.6300,
ext. 1123**



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 21, 2025

Pursuant to adjournment on September 16, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 6:00 P.M. on Tuesday, October 21, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/ Engineer Neumeier, Fire Chief Carrel, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, Lib. Dir. Thiem-Menning, HR Manager Hodge, Fin. Dir. Van Rossum, and interested citizens.

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

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

PUBLIC APPEARANCES

BUSINESS PRESENTED BY THE MAYOR

Congratulations Dean Meyer on 25 years -- Kaukauna Street Department.

Congratulations Josh Karl on 25 years -- Kaukauna Street Department.

Fox Firecracker 5K Donation to the City of Kaukauna -- Jessica Decet.

Motion by Moore, seconded by Eggleston to

All Ald. Present voted aye.

Motion carried.

Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.

Mayor Penterman read the Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.

Motion by Moore, seconded by DeCoster to receive and place on file the Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.

All Ald. Voted aye.

Motion carried.

Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.

Mayor Penterman read the Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.

Motion by DeCoster, seconded by Eggleston to receive and place on file the Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.

All Ald. Voted aye.
Motion carried.

Appointment of Barb Timmons to the 1000 Islands Environmental Center Committee (3- year term).

Motion by Moore, seconded by Eggleston to appoint Barb Timmons to the 1000 Islands Environmental Center Committee (3- year term).
All Ald. Present voted aye.
Motion carried.

Reappointment of John Manion to the 1000 Islands Environmental Center Committee (3- year term).

Motion by Moore, seconded by Eggleston to reappoint John Manion to the 1000 Islands Environmental Center Committee (3- year term).
All Ald. Present voted aye.
Motion carried.

Reappointment of Deb Jakel to the 1000 Islands Environmental Center Committee (3-year term).

Motion by Moore, seconded by Eggleston to reappoint Deb Jakel to the 1000 Islands Environmental Center Committee (3-year term).
All Ald. Present voted aye.
Motion carried.

Reappointment of Paul Van Berkel to the 1000 Islands Environmental Center Committee (3-year term).

Motion by Moore, seconded by Eggleston to reappoint Paul Van Berkel to the 1000 Islands Environmental Center Committee (3-year term).
All Ald. Present voted aye.
Motion carried.

Permission to St. Ignatius to sell Christmas trees in the Farmers Market lot.

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

Cell Phones for Alderpersons.

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

CONSENT AGENDA

Board of Public Works Meeting Minutes of October 20, 2025.

Finance & Personnel Committee Meeting Minutes of October 20, 2025.

Health & Recreation Committee Meeting Minutes of October 20, 2025.

Legislative Committee Meeting Minutes of October 20, 2025.

Public Protection and Safety Meeting Minutes of October 20, 2025.

Committee of the Whole Meeting Minutes of October 20, 2025.

Board of Public Works Meeting Minutes of October 6, 2025.

Finance and Personnel Committee Meeting Minutes of October 6, 2025.

Health and Recreation Committee Meeting Minutes of October 6, 2025.

Legislative Committee Meeting Minutes of October 6, 2025.

Public Protection & Safety Meeting Minutes of October 6, 2025.

Board of Review Meeting Minutes of September 24, 2025.

Plan Commission Meeting Minutes of September 18, 2025.

Common Council Meeting Minutes of September 16, 2025.

Plan Commission Meeting Minutes of September 4, 2025.

Library Board Meeting Minutes of August 26, 2025.

1000 Islands Environmental Center Committee Meeting Minutes of August 21, 2025.

Fire Report for September 2025.

Ambulance Report for September 2025.

Police Report for September 2025.

Code Enforcement Report for September 2025.

Court Report for September 2025.

Clerk-Treasurer's Daily Deposit Report for September 2025.

Building Inspection Report for September 2025.

Bills Payable.

Motion by Moore, seconded by Antoine to adopt the consent agenda.

All Ald. voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

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:

DeGroot	Karen	L.	224 Shady Ridge Ct.	Wrightstown
Gnawali	Sushil		4001 Towne Lakes Cir.	Appleton
Kussart	Paul	D.	440 W Henry St.	Kaukauna
Otradovec	Aidan	M.	206 W Division St.	Kaukauna
Prien	Addison	E.	5486 W Cedar Crest Ct.	Appleton

Motion by DeCoster, seconded by Eggleston to approve the operator/bartender licenses as listed.
 All Ald. Present Voted aye.
 Motion carried.

REPORTS OF CITY OFFICERS

CSM Review- Preliminary KASD CSM

The Kaukauna Area School District, in collaboration with Point of Beginning, has submitted a preliminary Certified Survey Map (CSM) exhibit for initial review by the city. The proposed CSM would create three large lots to accommodate the new school facility and allow for future growth or development. The layout includes land dedication for a roadway connection to Highway 55, consistent with previous planning efforts for the future extension of Speedway Lane through the property. While the final decision regarding a roundabout is pending, the current layout anticipates this feature and includes sufficient land dedication to accommodate the largest potential roundabout configuration, including separate turn lanes.

Motion by Moore, seconded by Antoine to
 All Ald. Voted aye.
 Motion carried.

2025-2030 Park Plan.

About every 5 years the city updates a plan to assist in the direction and development of the park system and related amenities. Over the last year, data has been collected through a community survey, listening sessions, and park inspections. Staff also looked at national data from the National Recreation and Parks Association (NRPA) and at some surrounding communities' plans to help establish a base line of existing amenities. Overall, the city meets or exceeds many of the national averages for the number of parks per resident and acres of parkland per 1,000 people. From looking through information from NRPA, previous park plans, and survey results, staff found four focus areas that kept coming up. Those areas are as follows: maintenance, amenities, community, and beautification. From those focus areas tactics have been created to help address these areas using the information and comments from the survey.

Motion by Moore, seconded by Antoine to review the park plan and to adopt the Comprehensive Outdoor and Recreation Plan.
 All Ald. Voted aye.
 Motion carried.

Ambulance Service Agreement - Town of Vandenbroek.

Motion by Kilgas, seconded by Antoine to
 All Ald. Voted aye.
 Motion carried.

Ambulance Service Agreement- Town of Kaukauna.

Motion by Moore, seconded by Antoine to

All Ald. Voted aye.

Motion carried.

Sign Ordinance update.

Staff have initiated an update and reorganization of the City's sign ordinance to improve clarity, enforcement, and alignment with current development patterns. These proposed updates have been reviewed by the Plan Commission with the Commission recommending approval of the updates pending a public hearing to be scheduled for the Common Council.

Motion by Moore, seconded by Schell to

All Ald. voted aye.

Motion carried.

Extraterritorial CSM Review-Hoelzel CSM Hollandtown.

Steve De Jong, agent, has submitted a certified survey map on behalf of Daniel Hoelzel, owner, to create three lots from parcels HL-183 and HL-183-1-1 in Hollandtown. Daniel Hoelzel would like to subdivide these existing parcels into three lots to sell the barn (located on lot 2 in the proposed CSM) to his son.

Motion by Moore, seconded by Antoine to

All Ald. Voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS**Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.**

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.

All Ald. Voted aye.

Motion carried.

Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.

All Ald. Voted aye.

Motion carried.

Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).

All Ald. Voted aye.

Motion carried.

ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

CLOSED SESSION

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 – 207 Thilmany Rd.

Motion by Moore, seconded by Kilgas to 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 – 207 Thilmany Rd.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:12 PM.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:09 PM.

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 - 101 Oak Street.

Motion by Moore, seconded by Kilgas to 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 - 101 Oak Street.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:12 PM.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:09 PM.

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

Motion by Moore, seconded by Kilgas to adjourn to Closed Session Pursuant to 19.85(1)(g)-

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. – Fox Shores.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:12 PM.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:09 PM.

ADJOURN

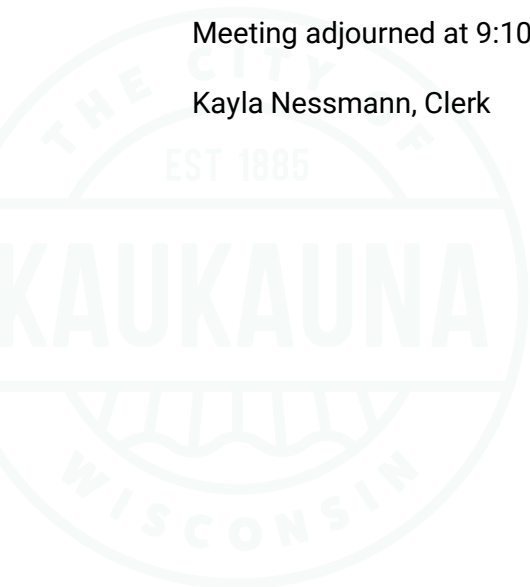
Motion by Moore, seconded by DeCoster to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 9:10 p.m.

Kayla Nessmann, Clerk



PLAN COMMISSION

City of Kaukauna

Council Chambers

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, October 9, 2025 at 4:00 PM

MINUTES**In-Person in Council Chambers**

Mayor Penterman called the meeting to order at 4:00 p.m.

1. Roll Call

Members Present: Brett Jensen, Giovanna Feller, John Neumeier, John Moore, Michael Avanzi, Pennie Thiele, Mayor Tony Penterman

Absent: Ken Schoenike

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

Moore made a motion to excuse the absent member. Seconded by Jensen. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from September 18, 2025

Feller made a motion to approve the minutes from September 18, 2025. Seconded by Avanzi. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. Extraterritorial CSM Review – Hoelzel CSM Hollandtown

Director Kittel presented the extraterritorial certified survey map (CSM) for review. He explained that, per state statute, the City of Kaukauna has review authority for all land divisions and new plats in townships located within three miles of the city border. This review authority allows the City of Kaukauna to make sure that these land divisions and plats are substantially compliant with city ordinances in the event that they are

annexed into the municipality in the future. This CSM would create an additional parcel by separating out the existing barn structure. This CSM does not interfere with any long-term city plans, and it's far enough away from city borders that it's not a point of concern. Staff is recommending approval of the CSM as presented.

Thiele asked if the CSM would be going before the Town Board as well.

Kittel confirmed that, although the city has first review, it would also be going before both the county and township for review.

Avanzi asked for more information on the city's extraterritorial review authority. If the Plan Commission were to deny a land division or plat located within the city's extraterritorial review jurisdiction, would the process stop?

Kittel explained that, although it's uncommon, the Plan Commission could halt the process. There are several factors that play into stopping the process, however, and it would usually only be stopped if the area in question was set to be annexed in the near future or should already be in the city. He gave an example of a development that occurred in the Town of Vandenbroek that was halted because of some concerns raised by the city. Once solutions to those concerns were found, the development was allowed to move forward. The city would only deny a land division or plat if it would cause problems. The closer the land in question is, the more applicable the review process is.

Thiele made a motion to approve the extraterritorial certified survey map creating three lots as presented. Seconded by Moore. The motion passed unanimously.

b. Discussion to Update Zoning Ordinance to Include Data Centers in Industrial District

Director Kittel began the discussion on updating the city's zoning ordinance to include data centers in the Industrial District (IND). This change would help the city to stay relevant by providing for new industry

and new opportunities, but there are many items to consider when it comes to data centers, both good and bad. The state of Wisconsin has taken the stance that we are promoting them. Wisconsin is ideal for these developments because we have ample water for cooling, our cold weather reduces the amount of cooling days, and we have the space to facilitate larger developments. Some of the benefits that could come from allowing data centers include the addition of support industries for these centers, such as HVAC businesses or maintenance staff. There are also secondary economic benefits, as the buildings themselves have a decent assessed value and would help distribute the tax burden. This conversation is being brought forth in order to make the process clear, as there is a high probability a data center could come to the area, and the city wants to be ready and not reactive. This discussion has already gone forth to the Common Council, and staff has been directed to research data centers further. More information will be available at the next Plan Commission meeting, but right now staff is looking to see what information commission members want and if there are any initial points of concern. Some cons for data centers already noted by staff are their high energy draw and high water usage, although there are some ways to mitigate these effects. Additionally, although these centers typically add about fifty jobs, these jobs are often remote work opportunities. One thought is that data centers could be allowed, but only up to a certain size. Any data center over that size would require a special exception and a more intense review process. Although there would be energy and water challenges, the centers themselves operate quietly and with no smell, and their warehouse-like appearance would allow them to blend in seamlessly with the rest of the Industrial District. In summary, the city wants to be prepared instead of reactionary, and there may be positives for the community if data centers are allowed in a way and in an area that makes sense.

Moore commented that, if a data center were to be placed in another zoning district such as the Commercial Highway District (CHD), there would need to be extra consideration taken in regards to size and proximity to residential areas. The CHD might be appealing to some groups because this zoning district is very close to needed resources of water and power.

Kittel stated that the city could require a conditional use or special exception for data centers that wanted to locate to the CHD. There is tremendous variation in the size, form, and use of data centers. Staff is also gathering information from Wisconsin communities that have already had experience with data centers, such as Wisconsin Rapids, Beaver Dam, Port Washington, Caledonia, and Port Washington (former location of FoxConn).

Moore commented that Caledonia had denied the construction of a data center in their community.

Mayor Penterman added that data centers create many jobs during construction and the creation of infrastructure, but once work is complete the numbers drop and eventually stabilize.

Moore asked how a data center would impact the tax base of the city.

Kittel explained that, although the data center buildings themselves are good for the tax base, items such as the computers needed to run the data center would be exempted. A data center would be helpful for the tax base, but it would not be a top taxpayer and would likely be on par or higher than the average industrial group. There is, however, a benefit they provide in the diversification of industry. This diversification ensures that if a certain industry were to leave Kaukauna or close, there would still be plenty of other industries operating.

Neumeier commented that he would prefer to see a data center allowed as a special exception. This would allow the city to address infrastructure and environmental concerns. He asked if Kaukauna Utilities had any guidance on how large of a data center they could realistically support.

Avanzi stated that data centers had been discussed extensively among energy providers in the state. A data center would need to be isolated from the rest of the customer base, with infrastructure built just to serve it. Risk mitigation measures would need to be taken in contracts with data centers to ensure that they wouldn't pull out and leave stranded assets. For context, Kaukauna Utilities' largest customer requires 20 megawatts. A

data center of the size that are currently being built would require 3 to 4 thousand megawatts. The entire load of energy for Kaukauna and the other communities served by Kaukauna Utilities is 110 megawatts. Realistically, Kaukauna Utilities can't serve a FoxConn-sized site. They could maybe serve a 200 megawatt facility. It would be a big challenge, but he would love to see a data center in the Electric City. It would be great for the utility and the city and would help create and attract tech jobs. He is all for it and is supportive of being proactive.

Penterman commented that the Port Washington data center will require 1 gigawatt, enough to power the City of Milwaukee.

Jensen asked what the power reserve is for Kaukauna Utilities. How much capacity is there?

Avanzi explained that Kaukauna Utilities doesn't have the capacity yet. It would need to be built and would take a number of years. This would require a partnership with WPPI Energy but could be done without putting taxpayers at risk.

Penterman commented that it would need to be hooked into ATC.

Kittel added that, even if construction on a data center started today, it would take about three years to be fully built out. The whole process would need to be planned out and done in phases. The key is to have it done in a way that's attuned to the city. The city could set a size limit on data centers and have a process in place for data centers that exceed that limit to allow for more municipal control. Developers want to know the process going in. Staff appreciates the guidance from the Plan Commission and will continue to research data centers and plan to bring back more information at a later date.

c. Park Donation Application Review – Little Free Library

Associate Planner Nelson presented the donation application for a "little free library" that was submitted by Mary Brennan in memory of her son. The library would be constructed out of recycled plastic and would not

include a plaque. It would be installed on the eastern side of Pool Hill near the parking lot entrance.

Jensen asked if there would be any concern about access during the winter months.

Neumeier explained that the location had already been discussed with the Public Works Department, and that it shouldn't cause any issues.

Avanzi asked who would own it and maintain it.

Director Kittel explained that it would be on city property but would be maintained by the donor.

Avanzi made a motion to approve the little free library donation from Mary Brennan to be installed at Pool Hill at the location as presented. Seconded by Moore. The motion passed unanimously.

d. Park Donation Application Review – Bench

Associate Planner Nelson presented the donation application for a park bench by John and Colette Kieffer to be installed at Riverside Park in memory of Clyde Kieffer. The bench would be in the City of Kaukauna's standard bench style and would include a plaque. It would replace an old wooden bench at the same location.

Moore asked for clarification on the location. Would it be replacing one of the benches overlooking the ball diamond?

Neumeier explained that it would be replacing a bench down by the boat launch.

Moore asked when the bench would be installed.

Nelson explained that it would be installed in the spring or summer of 2026. Staff bulk orders the benches in early spring.

Moore asked if there would be any concerns with the location in regards to road improvements.

Neumeier stated that the Engineering Department did not have any concerns.

Thiele asked about the red maple mentioned in the plaque. Would a tree be donated as well?

Neumeier explained that John and Colette Kieffer had originally donated a tree which unfortunately had to be removed during the construction of the boat launch. A new tree will be planted by the city using the forestry budget next to the location of the bench.

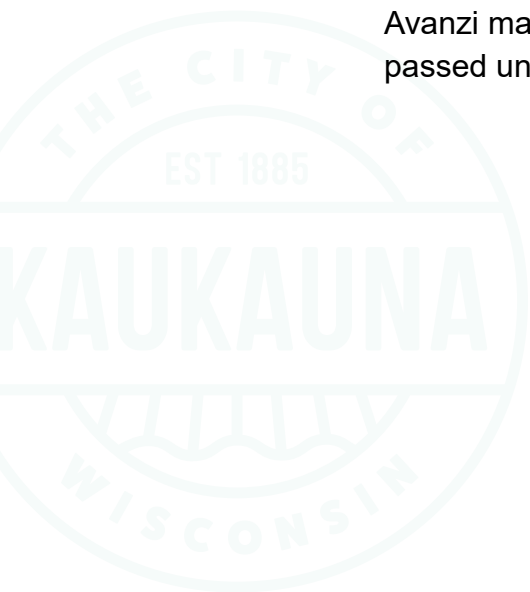
Thiele made a motion to approve the park bench donation for John and Colette Kieffer to be installed at Riverside Park at the location as presented. Seconded by Moore. The motion passed unanimously.

5. Other Business

a. None

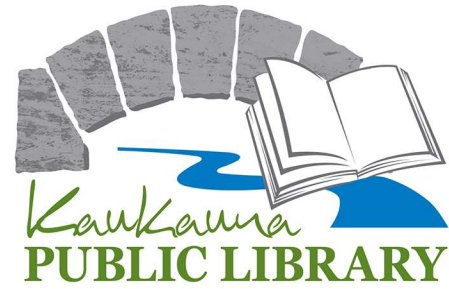
6. Adjourn

Avanzi made a motion to adjourn the meeting. Seconded by Moore. Motion passed unanimously. The meeting adjourned at 4:31 p.m.



LIBRARY BOARD MEETING**City of Kaukauna****Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna



Tuesday, September 23, 2025 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 at 5:30p.
2. Roll call of membership
 - a. Present: A. Neumeier, C. Fallona, C. Van Boxtel, D. Tatro, J. Vondracek, J. Van De Hey, J. Lucas, P, Davis.
 - b. Excused: M.J. Kilgas
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, August 26, 2025
 - i. C. Fallona made a motion to approve the Tuesday, August 26, 2025 meeting minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
 - b. Closed Session meeting minutes Tuesday, August 26, 2025
 - i. J. Van De Hey made a motion to approve the Closed Session meeting minutes Tuesday, August 26, 2025, seconded by J. Lucas. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register June 2025
 - i. C. Fallona made a motion to approve the Bill Register June 2025. Seconded by J. Van De Hey. Motion carries; all in favor.
 - b. Bill Register July 2025
 - i. D. Tatro made a motion to approve the Bill Register July 2025. Seconded by P. Davis. Motion carries; all in favor.
 - c. Bill Register August 2025
 - i. J. Lucas made a motion to approve the Bill Register August 2025, seconded by J. Vondracek. Motion carries; all in favor.
6. Information Items
 - a. Directors Report

- i. Director A. Thiem-Menning walked through the 2026 budget request.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Trustee Topic: Chapter 1
 - f. Statistics
 - i. A. Thiem-Menning noted that many statistics have trended down this year due to Appleton Public Library opening. Stats were higher while APL was closed, as some APL patrons made their way to Kaukauna during the closures or during the temporary locations.
 - ii. J, Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:37p.



City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
125749	159010	10/3/2025		Sewer 3/4 Ton Pick Up 6	A T F Tires & Service Center Inc.	272.35
125750	26315	10/3/2025		Sentinel One & Huntress Licensing Through 2025	Amplitel Technologies LLC	1,000.00
125750	26309	10/3/2025		Will PC Install	Amplitel Technologies LLC	300.00
125751	093025	10/3/2025		Mileage - September 2025	Anthony Penterman	59.50
125752	061025301	10/3/2025		Parks/Pick Up #10	Automotive Supply Co	56.94
125752	061025832	10/3/2025		Sewers	Automotive Supply Co	12.49
125752	061023702	10/3/2025		Refuse #224	Automotive Supply Co	224.55
125752	061026143	10/3/2025		Oil Change Supplies	Automotive Supply Co	71.59
125753	311124625223344	10/3/2025		Street Maintenance	Capital One Commercial	53.76
125753	311126225065226	10/3/2025		Athletic Fields/Diamond 2	Capital One Commercial	134.52
125754	293928	10/3/2025		Putty Knives	Carstens Ace Hardware	6.82
125754	283309	10/3/2025		Softener Salt, Runoff Polution Display	Carstens Ace Hardware	116.52
125754	280999	10/3/2025		CB 3440 Haas Rd Rear Lot Line	Carstens Ace Hardware	38.20
125754	283830	10/3/2025		Hose Washer Repair	Carstens Ace Hardware	25.86
125755	191614	10/3/2025		Cell Phone - IT, Cell Phone - City Attorney, Cell Phone - Cellcom Grignon Mansion, Cell Phone - PD, Cell Phone - Planning, Cell Phone - Inspection, Cell Phone - FD, Cell Phone - FD, Cell Phone - Engineering, Cell Phone - HR		2,286.64
125756	4243551192	10/3/2025		Mats	Cintas Corp.	152.65
125756	4242749898	10/3/2025		Mats	Cintas Corp.	33.45
125756	4243551186	10/3/2025		Mats	Cintas Corp.	195.04
125756	4243551218	10/3/2025		Mats	Cintas Corp.	254.55
125757	1000 Islands Endowment Fund 093025	10/3/2025		1000 Islands Endowment Fund - Memorial Donation for the Annual Steve Huston Memorial Bass Tournament	Community Foundation for Fox Valley Region	550.00
125758	110487	10/3/2025		Portable/Nelson Trail	Dean Enterprises, LLC	212.50
125758	110532	10/3/2025		Portable/Dog Park	Dean Enterprises, LLC	132.50
125759	207152358	10/3/2025		Athletic Fields/Paint	Diamond Vogel Inc.	172.40
125760	9885	10/3/2025		Wordfence for Website	Digisage	153.77
125761	28553	10/3/2025		Safety Helmets	Evergreen Power	584.95
125762	0555656	10/3/2025		Pool Plug	Ferguson Enterprises, LLC #1550	256.80
125763	BE302468	10/3/2025		KATODOA Start Talking	Finger Publishing, Inc.	300.00
125764	7506-1	10/3/2025		Repair Fitness Room Equipment	Fitness Machine Technicians of East Wisconsin	300.32
125764	7304-1	10/3/2025		Repair - Fitness Room Equipment	Fitness Machine Technicians of East Wisconsin	349.08
125765	U30000199025	10/3/2025		Recycling - September	GFL Green For Life Environmental	738.91
125766	90478741	10/3/2025		Books	Ingram	19.18
125766	90380624	10/3/2025		Books	Ingram	10.04
125766	90478739	10/3/2025		Books	Ingram	15.30
125766	90415764	10/3/2025		Books	Ingram	16.23
125766	90380627	10/3/2025		Books	Ingram	10.62
125766	90441174	10/3/2025		Books	Ingram	10.80
125766	90441173	10/3/2025		Books	Ingram	13.59

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
125766	90415767	10/3/2025	Books		Ingram	19.88
125766	90441172	10/3/2025	Books		Ingram	19.91
125766	90380618	10/3/2025	Books		Ingram	32.63
125766	90441170	10/3/2025	Books		Ingram	41.75
125766	90415765	10/3/2025	Books		Ingram	52.90
125766	90380622	10/3/2025	Books		Ingram	8.10
125766	90478740	10/3/2025	Books		Ingram	10.06
125766	90380626	10/3/2025	Books		Ingram	11.22
125766	90380621	10/3/2025	Books		Ingram	13.60
125766	90478736	10/3/2025	Books		Ingram	15.62
125766	90380623	10/3/2025	Books		Ingram	21.62
125766	90380619	10/3/2025	Books		Ingram	11.52
125766	90441169	10/3/2025	Books		Ingram	14.53
125766	90380625	10/3/2025	Books		Ingram	22.08
125766	90380615	10/3/2025	Books		Ingram	12.36
125766	90441171	10/3/2025	Books		Ingram	10.76
125766	90415766	10/3/2025	Books		Ingram	13.19
125766	90388586	10/3/2025	Books		Ingram	17.92
125766	90478738	10/3/2025	Books		Ingram	30.04
125766	90380617	10/3/2025	Books		Ingram	8.57
125766	90478737	10/3/2025	Books		Ingram	11.60
125766	90478735	10/3/2025	Books		Ingram	14.62
125766	90380620	10/3/2025	Books		Ingram	16.73
125766	90388587	10/3/2025	Books		Ingram	8.12
125766	90380628	10/3/2025	Books		Ingram	11.05
125767	90168678	10/3/2025	Harlan/Shop, Battery/PD #89		Interstate Battery	314.90
125768	64	10/3/2025	Lil Mad Kat Feb - Sept 2025		Jacqueline Chapman	3,040.00
125769	102225	10/3/2025	Inspection Service		James Daniels	2,600.00
125770	IN266583	10/3/2025	Taser Holster		Kiesler Police Supply	64.50
125771	9800	10/3/2025	Monthly Lawn & Landscape Maintenance		Killian's Lawnscape, Inc.	250.00
125772	17302-25	10/3/2025	Project 5-25 Strassburg Playground		Lee Recreation, LLC	142,626.00
125773	083125	10/3/2025	Mileage - August		Madelyn West	89.32
125774	00401051	10/3/2025	Professional Services 8/3 - 8/30/25		McMahon Associates Inc	329.90
125775	122624	10/3/2025	Jonen Pavilion - Final Payment		Milbach Construction Services, Co.	61,515.89
125776	1022037	10/3/2025	Permit Fee - Ped Crossing 1000 Islands		Outagamie County Treasurer	75.00
125777	M147637	10/3/2025	Medical Supplies		Penn Care, Inc.	1,107.12
125778	2258092	10/3/2025	Street Maintenance		Peters Concrete Company	525.00
125779	86169	10/3/2025	Trimmer String		Pleshek's Outdoor Power	13.99
125780	65555	10/3/2025	Security Deposit Refund		Rhonda Tamayo	100.00
125781	22167	10/3/2025	Subscription Renewals		Rivistas Subscription Services	1,996.99
125782	P15585	10/3/2025	Park Mower #126		Service Motor Company, Inc.	465.86
125782	P15718	10/3/2025	Park Mower #125		Service Motor Company, Inc.	143.95
125783	4971	10/3/2025	Memorial Bench Plates		Silver Squirrel Engraving & Gifts	270.00

[illegible]

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
125807	093025	10/10/2025		New Connections - September	Heart of the Valley Metropolitan - New Connections	4,656.00
125808	October 6 , 2025	10/10/2025		Wastewater Treatment - September	Heart of the Valley Metropolitan Sewerage District	140,424.97
125809	90644883	10/10/2025		Books	Ingram	21.67
125809	90553962	10/10/2025		Books	Ingram	39.37
125809	90644878	10/10/2025		Books	Ingram	17.30
125809	90553960	10/10/2025		Books	Ingram	12.20
125809	90644879	10/10/2025		Books	Ingram	8.05
125809	90553961	10/10/2025		Books	Ingram	52.59
125809	90553965	10/10/2025		Books	Ingram	24.37
125809	90553955	10/10/2025		Books	Ingram	17.74
125809	90553956	10/10/2025		Books	Ingram	15.59
125809	90644885	10/10/2025		Books	Ingram	16.25
125809	90644877	10/10/2025		Books	Ingram	13.10
125809	90644880	10/10/2025		Books	Ingram	11.68
125809	90553957	10/10/2025		Books	Ingram	11.59
125809	90553958	10/10/2025		Books	Ingram	10.73
125809	90553971	10/10/2025		Books	Ingram	238.08
125809	90644881	10/10/2025		Books	Ingram	23.11
125809	90553954	10/10/2025		Books	Ingram	21.39
125809	90553969	10/10/2025		Books	Ingram	9.58
125809	90644882	10/10/2025		Books	Ingram	16.28
125809	90553968	10/10/2025		Books	Ingram	69.12
125809	90553966	10/10/2025		Books	Ingram	37.08
125809	90644884	10/10/2025		Books	Ingram	21.67
125809	90553963	10/10/2025		Books	Ingram	13.51
125809	90553959	10/10/2025		Books	Ingram	10.91
125809	90553964	10/10/2025		Books	Ingram	39.94
125809	90553967	10/10/2025		Books	Ingram	11.87
125809	90553970	10/10/2025		Books	Ingram	10.73
125810	90169240	10/10/2025		Chipper #38	Interstate Battery	253.95
125810	90169177	10/10/2025		Shop Supplies	Interstate Battery	29.90
125811	762722	10/10/2025		Fire Equipment Inspection	J.F. Ahern Co.	85.50
125812	14368959P	10/10/2025		Refuse Truck #224	JX Enterprises, Inc.	223.58
125812	14368477P	10/10/2025		Refuse #228	JX Enterprises, Inc.	589.99
125812	14368694P	10/10/2025		Refuse Truck #224	JX Enterprises, Inc.	511.99
125813	100225	10/10/2025		Fuel	Kwik Trip, Inc.	387.33
125814	40246078	10/10/2025		Copier - PD 1st Floor, Copier - PD 2nd Floor, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier	Marco	1,457.82
125815	65601	10/10/2025		Security Deposit Refund	Mary Petit	200.00
125817	585947	10/10/2025		Mail Machine Ink	Office Enterprises, Inc.	267.68
125818	093025	10/10/2025		County Court Share - September 2025	Outagamie County Treasurer	683.19
125819	X103156304:01	10/10/2025		Bucket Truck #219	Packer City International Trucks, Inc.	1,314.29
125820	65680	10/10/2025		Security Deposit Refund	Randi Curtis	200.00

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
125821	2738145-00	10/10/2025		Athletic Field Sprinklers	Reinders Inc.	118.44
125822	August 31 , 2025	10/10/2025		Top Soil	R o g e r B o w e r s Construction Co, Inc	1,080.00
125823	65703	10/10/2025		Refund - Dance Cancelled	Samantha Behnke	70.00
125824	89271	10/10/2025		Sanitary Sewer CCTV - Hyland Ave Access	Speedy Clean Drain & Sewer	1,890.00
125825	093025	10/10/2025		State Court Share - September 2025	State of Wisconsin	2,084.68
125826	7345	10/10/2025		2025 Fall Muskrat Trapping - 6 Ponds	Suburban Wildlife Solutions LLC	4,367.00
125827	2066-8	10/10/2025		Street Paint	The Sherwin Williams Co.	552.41
125827	6031-9	10/10/2025		Diamond 1 Restroom	The Sherwin Williams Co.	31.77
125828	100125	10/10/2025		Circuit Court Trial Mileage	Tim Greenwood	9.80
125829	INV00440806	10/10/2025		Scheduling Software	TimeClock Plus, LLC	2,376.00
125830	205550-202509-1	10/10/2025		TLO Contract	TransUnion Risk and Alternative Data Solutions Inc	89.16
125831	25-950	10/10/2025		9/2025 Class	Treetop Explorer, LLC	351.00
125832	X202858223:01	10/10/2025		Tandem Dump Truck #214	Truck Country Of Wisconsin	1,070.71
125833	6160389123	10/10/2025		Coverall/Mat Service	VESTIS	96.13
125834	100725	10/10/2025		Billed Book for Waupaca	Waupaca Library	10.00
125835	5645106148	10/10/2025		Gas Service - September	We Energies	645.93
125835	5645776598	10/10/2025		Gas Service - September	We Energies	62.97
125835	5644547920	10/10/2025		Gas Service - September	We Energies	9.57
125835	5647691024	10/10/2025		Gas Service - September	We Energies	9.57
125835	5647865971	10/10/2025		Gas Service - September	We Energies	9.90
125835	5646415270	10/10/2025		Gas Service - September	We Energies	50.75
125835	5645995696	10/10/2025		Gas Service - September	We Energies	68.80
00000454/1	332185	10/14/2025		September 2025	Wisconsin Employee Trust Funds (ETF)	205,038.83
00000454/1	330050	10/14/2025		August 2025	Wisconsin Employee Trust Funds (ETF)	197,831.14
00000454/2	100925	10/14/2025		10/09/25 Payroll, 10/09/25 Payroll	M i s s i o n S q u a r e Retirement	20,128.68
00000454/3	INV06620473	10/14/2025		Payroll Software, HRIS Software	Paycor, Inc.	3,480.20
00000455/1	100825	10/14/2025		Rent - October, Maintenance - October	Grand Kakalin LLC	21,176.00
00000455/10	INV-008368	10/14/2025		Connect Communities Membership Fee	Wisconsin Economic Development Corporation	200.00
00000455/2	452204-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	39.60
00000455/2	311674-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	47.81
00000455/2	403061-012025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	182.23
00000455/2	403062-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	258.28
00000455/2	452210-002025-09-26	10/14/2025		County Rd CE Lift Pump	Kaukauna Utilities	282.88
00000455/2	410785-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	21.96
00000455/2	551035-002025-09-26	10/14/2025		Cty Rd J Sewer Lift Station	Kaukauna Utilities	44.63
00000455/2	312212-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	47.79
00000455/2	310902-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	13.80
00000455/2	452921-002025-09-26	10/14/2025		Lehrer Landfill	Kaukauna Utilities	16.48
00000455/2	550060-012025-09-26	10/14/2025		Emergency Siren - Cty Rd J	Kaukauna Utilities	18.61

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
00000455/2	500340-012025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	30.07
00000455/2	500249-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	36.71
00000455/2	441511-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	18.85
00000455/2	403075-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	27.31
00000455/2	331391-022025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	177.26
00000455/2	421955-052025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	28.23
00000455/2	332580-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	233.55
00000455/2	454115-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	138.53
00000455/2	380721-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	59.90
00000455/2	350376-002025-09-26	10/14/2025		10th St Lift Station	Kaukauna Utilities	38.31
00000455/2	500248-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	35.25
00000455/2	500342-012025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	28.04
00000455/2	501802-002025-09-30	10/14/2025		Tower Dr Sewer Lift	Kaukauna Utilities	1,956.54
00000455/2	500890-002025-09-26	10/14/2025		Sherry Ln Sewer Lift	Kaukauna Utilities	381.27
00000455/2	500380-002025-09-26	10/14/2025		Augustine St Sewer Lift	Kaukauna Utilities	806.79
00000455/2	500364-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	433.41
00000455/2	490122-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	308.10
00000455/2	403065-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	210.02
00000455/2	460192-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	11.22
00000455/2	500312-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	16.48
00000455/2	452198-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	29.83
00000455/2	390980-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	38.97
00000455/2	500341-012025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	210.69
00000455/2	500114-012025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	1,685.73
00000455/2	310903-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	19,944.16
00000455/2	332585-012025-09-26	10/14/2025		Emergency Siren - LaFollette Park	Kaukauna Utilities	18.61
00000455/2	352197-002025-09-26	10/14/2025		Bel Air Ct Lift Station	Kaukauna Utilities	27.03
00000455/2	391620-022025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	52.77
00000455/2	403066-002025-09-26	10/14/2025		Water, Sewer, & Electric	Kaukauna Utilities	98.99
00000455/3	676887551865SFL	10/14/2025		Recording Fees	Simplifile, LC	30.25
00000455/4	DBS45395939	10/14/2025		10/09/25 Payroll, 10/09/25 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	8,468.06
00000455/5	IAFF45395939	10/14/2025		10/09/25 Payroll	Fire Association Local 1594	855.57
00000455/6	KPPA45395939	10/14/2025		10/09/25 Payroll	Police Association	754.00
00000455/7	PEL45395939	10/14/2025		10/09/25 Payroll	Pelion Benefits, Inc (SSA)	1,628.07
00000455/8	INV-811-3023332319	10/14/2025		Annual Renewal	LastPass US LP	420.00
00000455/9	10/10/25	10/14/2025		Incentive 3 Of 3 Per Agreement of Passing Occupancy Inspection	Kaukauna Hospitality LLC	300,000.00
Total						1,246,478.26



MEMO

Department

To: Finance and Personnel
From: Marketing and Communications Manager Andrea Fencel
Date: 10.16.25
Re: MSB and SPAR Building Operations Survey Results

Background information:

During the Legislative Committee meeting on August 18, 2025, Mayor presented a proposed change in structuring the operation hours for the Municipal Services Building (MSB) and the Street, Parks and Recreation (SPAR) Building.

From that discussion, staff were asked to survey the public. The Marketing and Communications Manager put together a survey to better understand how people are accessing city services at MSB and SPAR so the city can better service their needs. The goal was to not only inform building operation hours, but to also understand how people are accessing city services (online, in person, over the phone) and for what reasons (taxes, elections, etc.). The survey ran from September 10, 2025 – October 10, 2025. It was posted to social media and the city's website. It was also displayed on the lobby monitors at MSB and SPAR, and paper copies were distributed at MSB, SPAR, and the Kaukauna Public Library. The survey was also shared in the city's quarterly external newsletter.

Results from the survey are included in this memo, however there were some specific items I wanted to point out:

- The two largest reasons people visit MSB are for elections and taxes, which makes sense when most people are visiting yearly.
- Lunch period (throughout the week) is the least visited time for both MSB and SPAR
- The largest reason people visit SPAR are to renew their disposal site card – something that can be done completely online
- Fridays are the least visited day for both MSB and SPAR
 - Of those visiting MSB on Friday afternoons (24 in total), 3 indicated they visit monthly, 21 indicated they visit yearly.

- Of those visiting SPAR on Friday afternoons (17 in total), 1 indicated they visit weekly, 1 indicated they visit monthly, and 15 indicated they visit yearly.
- Tuesday is the most visited day for MSB, Wednesday is the most visited day for SPAR
- 51 people indicated they prefer to do city business in person ONLY (ages range from 35-55+)
- 58 people indicated they prefer to do city business online ONLY (ages range from 18-55+)
- 23 people indicated they prefer to do city business online AND in person (ages range from 18-55+)

Staff also took record of how many people visited the windows at MSB and SPAR over the course of the same month. The results are also included in this document.

Strategic Plan:

The results of this survey can help inform the city of how to better assist the public.

Budget: N/A

Staff Recommended Action:

There is no recommended action on my part, just sharing the information and opening the floor for discussion.

Mayor's recommended action from the previous meeting was to move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-12pm, Doors and windows close to the public at Noon on Friday, staff have prep/quiet work time from 12-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.

Responses Overview

Closed

Responses

184



Average Time

01:56



Duration

30 Days



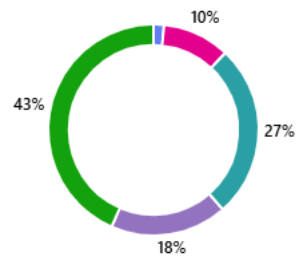
1. Are you a resident of the City of Kaukauna?

● Yes	181
● No	2
● No, but I am a resident of the Kaukauna Area School District	1



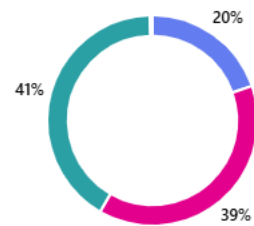
2. How old are you?

● 18-24	3
● 25-34	19
● 35-44	49
● 45-54	33
● 55+	80



3. How do you prefer to take care of city business? (Select all that apply)

● Over the phone	51
● In person	100
● Online	107
● Other	1



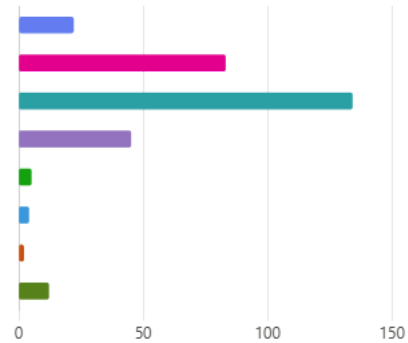
4. How often do you visit the Municipal Services Building (MSB/City Hall)?

Daily	1
Weekly	2
Monthly	19
Yearly	141
Never	21



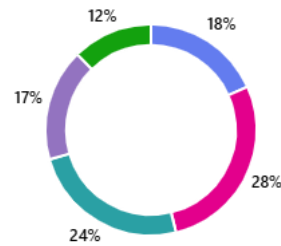
5. What usually brings you to MSB/City Hall? (Select all that apply)

Building permits and inspections	22
Taxes	83
Elections	134
Other permits (dog license, bartender license, etc.)	45
Meet with the Mayor	5
Special assessments	4
Court (payments and hearings)	2
Other	12



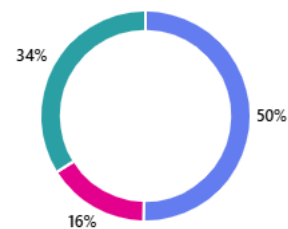
6. What days during the week do you normally visit MSB/City Hall? (Select the top 1-3 days)

Monday	67
Tuesday	102
Wednesday	89
Thursday	63
Friday	45



7. What times of the day do you normally visit MSB/City Hall?

Morning (8:00 AM - 11:00 AM)	83
Standard lunch period (11:00 AM - 1:00 PM)	26
Afternoon (1:00 PM - 4:30 PM)	56



8. How often do you visit the Street, Parks and Recreation building (SPAR)?



9. What usually brings you to the SPAR building? (Select all that apply)

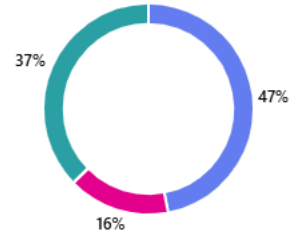


10. What days during the week do you normally visit the SPAR building? (Select the top 1-3 days)



11. What times of the day do you normally visit the SPAR building?

● Morning (8:00 AM - 11:00 AM)	63
● Standard lunch period (11:00 AM - 1:00 PM)	21
● Afternoon (1:00 PM - 4:30 PM)	50



INSTRUCTIONS:

Please utilize this sheet to track your unscheduled window and phone traffic.

From Sept 4 traffic should be tracked daily from 8:00am - 4:30pm

Please make sure to record all relevant information including time and reason for visit

You may track via a sheet by your window if you prefer, but data from any written sheets needs to be entered onto this shared tracking sheet at least once per week.

Date/Day	Time	Reason for Visit	Staff Member
Thursday 9/4/2025	10:00am	Meal site Key	Michelle Mielke
Thursday 9/4/2025	10:10am	Rec program Registration	Michelle Mielke
Thursday 9/4/2025	10:20am	Disposal Site card -new	Michelle Mielke
Thursday 9/4/2025	11:40am	Disposal Site card - renew	Michelle Mielke
Thursday 9/4/2025	12:07pm	Rec program Registration	Tammy Nieuwenhuis
Thursday 9/4/2025	12:30pm	Disposal Site card - renew	Michelle Mielke
Thursday 9/4/2025	12:40pm	Customer -pick up check	Michelle Mielke
Thursday 9/4/2025	1:20pm	Disposal Site card - renew	Michelle Mielke
Thursday 9/4/2025	2:11pm	Disposal Site questions	Tammy Nieuwenhuis
Thursday 9/4/2025	2:48pm	Gas questions	Tammy Nieuwenhuis
Thursday 9/4/2025	3:10pm	Lost Disposal card replacement	Tammy Nieuwenhuis
Thursday 9/4/2025	4:20pm	Disposal Site card - renew	Tammy Nieuwenhuis
Friday 9/5/2025	10:00am	Disposal Site card - renew	Tammy Nieuwenhuis
Friday 9/5/2025	10:30am	John Moore-meeting with Allison	Michelle Mielke
Friday 9/5/2025	11:15am	Disposal Site card - renew	Michelle Mielke
Friday 9/5/2025	11:30am	Disposal Site card - renew	Michelle Mielke
Friday 9/5/2025	12:30pm	Disposal Site card - renew	Tammy Nieuwenhuis
Friday 9/5/2025	12:35p	Tree Permit removal	Tammy Nieuwenhuis
Friday 9/5/2025	2:01pm	Non refrigerant sticker	Michelle Mielke
Friday 9/5/2025	2:20pm	Strong Bodies registration	Michelle Mielke
Friday 9/5/2025	2:35pm	Refrigerant Sticker	Michelle Mielke
Monday 9/8/2025	9:35am	PAC Ticket sales	Michelle Mielke
Monday 9/8/2025	10:54am	Disposal Site card - renew	Tammy Nieuwenhuis
Monday 9/8/2025	11:30am	Game Day questions	Michelle Mielke
Monday 9/8/2025	11:50am	Large /Irregular pick up questions	Michelle Mielke
Monday 9/8/2025	12:05pm	Disposal Site card - renew	Michelle Mielke
Monday 9/8/2025	1:55pm	Disposal Site card - renew	Michelle Mielke & Tammy N.
Monday 9/8/2025	2:05pm	Disposal Site card - renew	Michelle Mielke
Monday 9/8/2025	2:05pm	Community Room info-tour	Tammy Nieuwenhuis
Monday 9/8/2025	2:10pm	Little Dribblers registration	Michelle Mielke
Monday 9/8/2025	3:30pm	Disposal Site card -new	Tammy Nieuwenhuis
Monday 9/8/2025	3:40pm	Park key returned	Michelle Mielke
Tuesday 9/9/2025	8:10am	Appliance sticker	Tammy Nieuwenhuis
Tuesday 9/9/2025	9:02 AM	Disposal Site card -new	Michelle Mielke
Tuesday 9/9/2025	9:50am	Customer questions	Tammy Nieuwenhuis
Tuesday 9/9/2025	10:48am	Non refrigerant sticker	Lilly Foster
Tuesday 9/9/2025	11:00am	Disposal site card	Lilly Foster
Tuesday 9/9/2025	1:30pm	Loan Closet check out	Tammy Nieuwenhuis
Tuesday 9/9/2025	1:34pm	Strong Bodies registration	Lilly Foster
Tuesday 9/9/2025	2:51pm	Disposal Site card -new	Tammy Nieuwenhuis
Tuesday 9/9/2025	3:00pm	Disposal Site card -new	Michelle Mielke
Tuesday 9/9/2025	4:19pm	Non refrigerant sticker	Lilly Foster
Wednesday 9/10/2025	8:15 AM	Customer questions	Tammy Nieuwenhuis
Wednesday 9/10/2025	8:35am	Microphone pickup/room reserved	Michelle Mielke
Wednesday 9/10/2025	9:02am	Key Pick Up -mealsite	Tammy Nieuwenhuis
Wednesday 9/10/2025	9:22am	Disposal Site card - renew	Michelle Mielke
Wednesday 9/10/2025	9:40am	Community Room Rental	Michelle Mielke
Wednesday 9/10/2025	9:46am	Appliance sticker	Tammy Nieuwenhuis
Wednesday 9/10/2025	11:15am	Loan Closet return item/donation	Michelle Mielke
Wednesday 9/10/2025	1:50pm	Disposal Site card - renew	Tammy Nieuwenhuis
Wednesday 9/10/2025	2:10pm	Disposal Site card - renew	Tammy Nieuwenhuis
Wednesday 9/10/2025	2:30pm	Disposal Site card - renew	Tammy Nieuwenhuis
Wednesday 9/10/2025	2:47pm	Disposal Site card - renew	Michelle Mielke

Thursday 9/11/2025	8:20am	Street questions	Tammy Nieuwenhuis
Thursday 9/11/2025	8:34am	Disposal Site card - renew	Tammy Nieuwenhuis
Thursday 9/11/2025	8:35am	Appliance sticker	Michelle Mielke
Thursday 9/11/2025	9:05am	Key Pick Up -mealsite	Michelle Mielke
Thursday 9/11/2025	10:05am	Disposal Site card - renew	Michelle Mielke
Thursday 9/11/2025	10:15am	Disposal Site card - renew	Tammy Nieuwenhuis
Thursday 9/11/2025	10:40am	JonenPark Rental -Key Pick up	Michelle Mielke
Thursday 9/11/2025	10:45am	Disposal Site card - renew	Tammy Nieuwenhuis
Thursday 9/11/2025	10:45am	Microphone return from rental	Michelle Mielke
Thursday 9/11/2025	10:50am	Appliance sticker	Michelle Mielke
Thursday 9/11/2025	11:20am	UPS Delivery	Michelle Mielke
Thursday 9/11/2025	11:50am	Vendor Sales Rep-Streets	Michelle Mielke
Thursday 9/11/2025	12:00pm	XYZ registration	Michelle Mielke
Thursday 9/11/2025	12:32pm	Disposal Site card - renew	Tammy Nieuwenhuis
Thursday 9/11/2025	2:50pm	Recreation Registrations	Michelle Mielke
Friday 9/12/2025	8:08 am	2 Appliicance Stickers	Michelle Mielke
Friday 9/12/2025	8:26 am	1 Appliance Sticker	Tammy Nieuwenhuis
Friday 9/12/2025	8:41 am	1 Appliance Sticker	Tammy Nieuwenhuis
Friday 9/12/2025	8:46 am	Disposal Site card - renew	Michelle Mielke
Friday 9/12/2025	11:13 AM	Disposal Site card - renew	Michelle Mielke
Friday 9/12/2025	11:15 AM	Disposal Site card - renew	Michelle Mielke
Friday 9/12/2025	11:16 AM	Appliance sticker	Lilly Foster
Friday 9/12/2025	11:46 AM	Disposal Site card - renew	Tammy Nieuwenhuis
Friday 9/12/2025	11:50am	New XYZ registration	Michelle Mielke
Friday 9/12/2025	1:09 pm	Appliance sticker	Lilly Foster
Friday 9/12/2025	1:22 pm	Appliance sticker	Lilly Foster
Friday 9/12/2025	3:38 pm	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/15/2025	8:03 am	Appliance sticker	Michelle Mielke
Monday 9/15/2025	8:53 am	Appliance sticker	Michelle Mielke
Monday 9/15/2025	9:15 AM	Visitor - Meet with Terri	Michelle Mielke
Monday 9/15/2025	9:20 AM	Engineering lot line questions	Michelle Mielke
Monday 9/15/2025	9:27 am	Appliance sticker	Michelle Mielke
Monday 9/15/2025	9:48 am	Appliance sticker	Michelle Mielke
Monday 9/15/2025	10:19 AM	Disposal Card Renew	Michelle Mielke
Monday 9/15/2025	10:40 AM	Disposal Card New	Allison Engels
Monday 9/15/2025	12:21 PM	Appliance sticker	Lilly Foster
Monday 9/15/2025	12:22 PM	Appliance sticker	Michelle Mielke
Monday 9/15/2025	1:33 pm	Appliance sticker	Lilly Foster
Monday 9/15/2025	1:40 pm	XYZ registration	Lilly Foster
Monday 9/15/2025	1:44 pm	Appliance sticker	Lilly Foster
Monday 9/15/2025	2:15 pm	Card replacement	Michelle Mielke
Monday 9/15/2025	2:52 pm	XYZ registration	Michelle Mielke
Monday 9/15/2025	3:11 pm	Appliance sticker	Michelle Mielke
Monday 9/15/2025	3:22 pm	Appliance sticker	Michelle Mielke
Monday 9/15/2025	3:33 pm	Appliance sticker	Michelle Mielke
Monday 9/15/2025	3:42 pm	Appliance sticker	Michelle Mielke
Tuesday 9/16/2025	8:08 am	Appliance sticker	Michelle Mielke
Tuesday 9/16/2025	8:40 AM	Mealsite Key pick up	Michelle Mielke
Tuesday 9/16/2025	10:00 AM	Appliance sticker	Tammy Nieuwenhuis
Tuesday 9/16/2025	10:57 AM	Appliance sticker	Tammy Nieuwenhuis
Tuesday 9/16/2025	11:43 AM	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/16/2025	12:14 PM	Appliance sticker	Tammy Nieuwenhuis
Tuesday 9/16/2025	1:42 pm	Appliance sticker	Tammy Nieuwenhuis
Tuesday 9/16/2025	3:21 pm	Appliance sticker	Michelle Mielke
Tuesday 9/16/2025	3:30 PM	Loan Closet item	Michelle Mielke
Wednesday 9/17/2025	8:05 AM	Registration questions	Michelle Mielke
Wednesday 9/17/2025	8:20 AM	Rec registration	Michelle Mielke
Wednesday 9/17/2025	8:30 AM	Purchase delivery/supplies	Michelle Mielke
Wednesday 9/17/2025	8:40 AM	Meal site Key pick up	Michelle Mielke
Wednesday 9/17/2025	8:55 AM	Loan Closet item	Michelle Mielke
Wednesday 9/17/2025	10:13 AM	Disposal Card Renew	Michelle Mielke

Wednesday 9/17/2025	11:15 AM	Registration transfer	Michelle Mielke
Wednesday 9/17/2025	11:30 AM	XYZ registration	Michelle Mielke
Wednesday 9/17/2025	11:35 AM	XYZ registration	Michelle Mielke
Wednesday 9/17/2025	12:11 PM	Recreation Registration	Tammy Nieuwenhuis
Wednesday 9/17/2025	1:22 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	1:23 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	1:24 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	1:25 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	1:27 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	1:28 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	2:11 pm	Rec registration	Michelle Mielke
Wednesday 9/17/2025	3:25 pm	Appliance sticker	Michelle Mielke
Wednesday 9/17/2025	3:39 pm	Disposal Card Renew	Michelle Mielke
Thursday 9/18/2025	8:14 am	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/18/2025	8:30 am	Meal site Key pick up	Michelle Mielke
Thursday 9/18/2025	9:00 AM	Branch disposal questions	Michelle Mielke
Thursday 9/18/2025	9:05 am	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/18/2025	10:30 AM	Package Delivery	Michelle Mielke
Thursday 9/18/2025	11:22 AM	Package Delivery	Lilly Foster
Thursday 9/18/2025	12:03 PM	Phone -district question	Lilly Foster
Thursday 9/18/2025	12:30 PM	Community Room Rental Reservation	Lilly Foster
Thursday 9/18/2025	12:48 PM	Phone - question	Lilly Foster
Thursday 9/18/2025	1:17 pm	Disposal Card Renew	Lilly Foster
Thursday 9/18/2025	1:40 pm	Customer pick up PAC tickets	Lilly Foster
Thursday 9/18/2025	2:20 pm	Disposal Card Renew	Lilly Foster
Thursday 9/18/2025	2:35 pm	Disposal Card Renew	Lilly Foster
Thursday 9/18/2025	2:41 PM	Card follow up	Lilly Foster
Thursday 9/18/2025	2:46 PM	Customer questions	Lilly Foster
Thursday 9/18/2025	3:01 PM	Customer questions	Lilly Foster
Thursday 9/18/2025	3:05 PM	XYZ customer questions	Michelle Mielke
Thursday 9/18/2025	4:00 PM	Customer - lost shoe	Michelle Mielke
Thursday 9/18/2025	4:15 PM	Customer - sign rental agreement	Michelle Mielke
Thursday 9/18/2025	4:25 PM	Flag Football equipment pick up	Michelle Mielke
Friday 9/19/2025	8:00 AM	Lost & Found Customer follow up	Michelle Mielke
Friday 9/19/2025	8:20 AM	Large & Irregular pick up questions	Michelle Mielke
Friday 9/19/2025	8:32 AM	Phone questions	Lilly Foster
Friday 9/19/2025	8:41 AM	Disposal Card Renew	Michelle Mielke
Friday 9/19/2025	9:11 am	Disposal Card Renew	Lilly Foster
Friday 9/19/2025	9:58 am	Disposal Card Renew	Lilly Foster
Friday 9/19/2025	10:04AM	Customer comment	Lilly Foster
Friday 9/19/2025	10:16 AM	Phone - question	Lilly Foster
Friday 9/19/2025	10:20 AM	Phone - question	Lilly Foster
Friday 9/19/2025	10:20 AM	Loan Closet item	Michelle Mielke
Friday 9/19/2025	10:25 AM	Loan Closet item	Lilly Foster
Friday 9/19/2025	10:35 AM	Customer phone questions	Michelle Mielke
Friday 9/19/2025	10:43 AM	Vendor t-shirt delivery	Lilly Foster
Friday 9/19/2025	10:46 AM	Phone - Streets -Pete	Lilly Foster
Friday 9/19/2025	10:49 AM	Phone	Lilly Foster
Friday 9/19/2025	10:51 AM	Phone - Streets -Pete	Lilly Foster
Friday 9/19/2025	11:55 AM	Disposal Card Renew	Michelle Mielke
Friday 9/19/2025	12:02 PM	Disposal Card Renew	Michelle Mielke
Friday 9/19/2025	2:00 PM	Customer request tree types terrace	Michelle Mielke
Friday 9/19/2025	2:09 PM	Willy - Kickball team score sheets	Michelle Mielke
Friday 9/19/2025	3:05 PM	Deposit / Mail pick up	Michelle Mielke
Friday 9/19/2025	3:46 pm	Disposal Card Renew	Michelle Mielke
Monday 9/22/2025	8:25 am	Community Room Rental Reservation	Tammy Nieuwenhuis
Monday 9/22/2025	9:13 am	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/22/2025	9:50 AM	Dammage reported Community Room Counter	Michelle Mielke
Monday 9/22/2025	10:58 AM	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/22/2025	11:07 AM	Appliance Sticker	Michelle Mielke
Monday 9/22/2025	11:10 AM	Meal site doors -assist customers -raining	Michelle Mielke

Monday 9/22/2025	2:15 pm	Disposal Card New	Michelle Mielke
Monday 9/22/2025	2:15 PM	Garbage / Recycle questions	Michelle Mielke
Monday 9/22/2025	2:45 PM	Garbage / Recycle Set up - new	Michelle Mielke
Monday 9/22/2025	4:25 pm	Disposal Card New	Tammy Nieuwenhuis
Tuesday 9/23/2025	8:15 AM	Disposal Card questions	Tammy Nieuwenhuis
Tuesday 9/23/2025	8:35 am	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/23/2025	12:15 PM	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/23/2025	12:30 PM	Meal site key return	Michelle Mielke
Tuesday 9/23/2025	1:05 PM	UPS Package delivery	Michelle Mielke
Tuesday 9/23/2025	1:35 PM	Fire Dept applicant	Michelle Mielke
Tuesday 9/23/2025	1:49 pm	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/23/2025	1:52 pm	Disposal Card Renew	Michelle Mielke
Tuesday 9/23/2025	2:19 pm	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/23/2025	2:41 pm	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/23/2025	2:55 pm	Tree Planting questions	Tammy Nieuwenhuis
Tuesday 9/23/2025	3:36 PM	Pickleball Court questions	Tammy Nieuwenhuis
Wednesday 9/24/2025	9:20 AM	Meal site key pick up	Michelle Mielke
Wednesday 9/24/2025	10:30 AM	Loan Closet item - wheel chair	Michelle Mielke
Wednesday 9/24/2025	10:45 AM	Meal Site - new driver	Michelle Mielke
Wednesday 9/24/2025	11:15 AM	Disposal Card Renew	Michelle Mielke
Wednesday 9/24/2025	11:34 AM	Disposal Card Renew	Michelle Mielke
Wednesday 9/24/2025	11:43 AM	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 9/24/2025	11:49 AM	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 9/24/2025	12:18 PM	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 9/24/2025	1:15 PM	Lions Club- Picked up loan closet items	Tammy Nieuwenhuis
Wednesday 9/24/2025	1:21 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 9/24/2025	2:27 pm	Disposal Card Renew	Michelle Mielke
Wednesday 9/24/2025	2:34 pm	Appliance Sticker	Michelle Mielke
Wednesday 9/24/2025	2:39 pm	Disposal Card Renew	Michelle Mielke
Wednesday 9/24/2025	3:14 pm	Disposal Card Renew	Michelle Mielke
Wednesday 9/24/2025	3:22 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 9/24/2025	3:36 pm	Recreation Activity Registration	Tammy Nieuwenhuis
Wednesday 9/24/2025	4:00 PM	Re-check Renewal disposal card- not working	Tammy Nieuwenhuis
Thursday 9/25/2025	9:00 am	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/25/2025	10:27 AM	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/25/2025	11:02 AM	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/25/2025	1:01 pm	Disposal Card Renew	Michelle Mielke
Thursday 9/25/2025	1:39 pm	Recreation Activity Registration	Michelle Mielke
Thursday 9/25/2025	2:49 pm	Disposal Card Renew	Michelle Mielke
Thursday 9/25/2025	2:55 pm	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 9/25/2025	2:59 pm	Recreation Activity Registration	Michelle Mielke
Thursday 9/25/2025	3:18 pm	Disposal Card Renew	Michelle Mielke
Friday 9/26/2025	9:10 am	Community Room Rental Reservation Refund	Michelle Mielke
Friday 9/26/2025	9:24 am	Disposal Card Renew	Michelle Mielke
Friday 9/26/2025	10:34 AM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 9/26/2025	10:34 AM	Disposal Card Renew	Michelle Mielke
Friday 9/26/2025	12:43 PM	Card Replacement -lost	Tammy Nieuwenhuis
Friday 9/26/2025	12:47 PM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 9/26/2025	1:41 pm	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	8:01 am	Disposal Card Renew	Michelle Mielke
Monday 9/29/2025	8:48 am	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	9:39 am	Recreation Activity Registration	Michelle Mielke
Monday 9/29/2025	10:18 AM	Recreation Activity Registration	Michelle Mielke
Monday 9/29/2025	10:27 AM	Disposal Card Renew	Michelle Mielke
Monday 9/29/2025	10:40 AM	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	11:22 AM	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	1:30 pm	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	1:33 pm	Disposal Card Renew	Tammy Nieuwenhuis
Monday 9/29/2025	3:08 pm	Disposal Card Renew	Michelle Mielke
Monday 9/29/2025	3:28 pm	Disposal Card Renew	Michelle Mielke
Monday 9/29/2025	3:32 pm	Appliance Sticker	Michelle Mielke

Monday 9/29/2025	3:34 pm	Recreation Activity Registration	Michelle Mielke
Monday 9/29/2025	4:03 pm	Appliance Sticker	Tammy Nieuwenhuis
Tuesday 9/30/2025	11:58 AM	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/30/2025	12:31 PM	Recreation Activity Registration	Tammy Nieuwenhuis
Tuesday 9/30/2025	12:31 PM	Appliance Sticker	Michelle Mielke
Tuesday 9/30/2025	2:05 pm	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 9/30/2025	3:02 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wenesday 10/1/2025	8:05 AM	Renter picked up forgotten items	Michelle Mielke
Wenesday 10/1/2025	8:48 am	Community Room Rental Reservation Refund	Michelle Mielke
Wenesday 10/1/2025	8:52 am	Disposal Card Renew	Tammy Nieuwenhuis
Wenesday 10/1/2025	11:30 AM	Recreation Activity Registration	Michelle Mielke
Wenesday 10/1/2025	11:30 AM	Farmers Market questions	Tammy Nieuwenhuis
Wenesday 10/1/2025	11:35 AM	Recreation Activity Registration	Michelle Mielke
Wenesday 10/1/2025	11:39 AM	Disposal Card Renew	Tammy Nieuwenhuis
Wenesday 10/1/2025	1:28 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wenesday 10/1/2025	1:30 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wenesday 10/1/2025	2:41 pm	Disposal Card Renew	Michelle Mielke
Wenesday 10/1/2025	3:48 pm	Recreation Activity Registration	Michelle Mielke
Thursday 10/2/2025	8:23 am	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 10/2/2025	8:45 AM	Meal Site - Key pick up	Michelle Mielke
Thursday 10/2/2025	9:00 AM	Loan Closet item pick up	Michelle Mielke
Thursday 10/2/2025	9:17 am	Disposal Card Renew	Michelle Mielke
Thursday 10/2/2025	12:54 PM	Disposal Card Renew	Michelle Mielke
Thursday 10/2/2025	3:30 pm	Community Room Rental Reservation	Tammy Nieuwenhuis
Thursday 10/2/2025	3:50 PM	Kaukauna Parade	Tammy Nieuwenhuis
Friday 10/3/2025	10:24 AM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/3/2025	10:35 AM	Loan Closet return	Michelle Mielke
Friday 10/3/2025	11:04 AM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/3/2025	11:12 AM	Disposal Card Renew	Michelle Mielke
Friday 10/3/2025	1:06 pm	Phone-PAC Tickets	Lilly Fosters
Friday 10/3/2025	1:52 pm	Appliance Sticker	Lilly Fosters
Friday 10/3/2025	2:26 pm	Disposal Card Renew	Lilly Fosters
Friday 10/3/2025	2:31 AM	Phone questions	Lilly Fosters
Friday 10/3/2025	2:39 PM	Special Events Application	Lilly Fosters
Friday 10/3/2025	3:40 pm	Disposal Card Renew	Lilly Fosters
Friday 10/3/2025	3:52 pm	Disposal Card Renew	Lilly Fosters
Monday 10/6/2025	8:15 AM	Loan Closet -wheel chair	Michelle Mielke
Monday 10/6/2025	11:13 AM	Recreation Activity Registration	Michelle Mielke
Monday 10/6/2025	11:47 AM	Disposal Card Renew	Michelle Mielke
Monday 10/6/2025	12:49 PM	Disposal Card Renew	Tammy Nieuwenhuis
Monday 10/6/2025	12:57 PM	Disposal Card Renew	Tammy Nieuwenhuis
Monday 10/6/2025	2:34 pm	Disposal Card Renew	Michelle Mielke
Monday 10/6/2025	3:01 pm	Disposal Card Renew	Michelle Mielke
Monday 10/6/2025	3:43 pm	Disposal Card New	Michelle Mielke
Monday 10/6/2025	3:50 pm	Meeting Calendar change	Michelle Mielke
Monday 10/6/2025	4:10 PM	Community Room	Tammy Nieuwenhuis
Tuesday 10/7/2025	8:12 am	Recreation Activity Registration	Michelle Mielke
Tuesday 10/7/2025	8:54 am	Community Room Rental Refund	Michelle Mielke
Tuesday 10/7/2025	9:25 am	Streets - Branch pick up questions	Michelle Mielke
Tuesday 10/7/2025	10:24 AM	Disposal Card Renew	Michelle Mielke
Tuesday 10/7/2025	10:26 AM	Disposal Card Renew	Michelle Mielke
Tuesday 10/7/2025	10:39 AM	Disposal Card Renew	Michelle Mielke
Tuesday 10/7/2025	11:09 AM	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 10/7/2025	11:46 AM	Disposal Card Renew	Tammy Nieuwenhuis
Tuesday 10/7/2025	4:17 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 10/8/2025	9:34 am	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 10/8/2025	11:14 AM	Disposal Card Renew	Michelle Mielke
Wednesday 10/8/2025	11:25 AM	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 10/8/2025	11:48 AM	Recreation Activity Registration	Michelle Mielke
Wednesday 10/8/2025	11:40 AM	Meeting Supplies / Community Room	Michelle Mielke
Wednesday 10/8/2025	11:51 AM	Recreation Activity Registration	Michelle Mielke

Wednesday 10/8/2025	11:53 AM	Recreation Activity Registration	Michelle Mielke
Wednesday 10/8/2025	11:55 AM	Recreation Activity Registration	Michelle Mielke
Wednesday 10/8/2025	11:57 AM	Recreation Activity Registration	Michelle Mielke
Wednesday 10/8/2025	12:20 PM	Package Delivery	Michelle Mielke
Wednesday 10/8/2025	12:25pm	Community Room Rental questions	Michelle Mielke
Wednesday 10/8/2025	12:30 PM	Recreation Activity Registration	Michelle Mielke
Wednesday 10/8/2025	1:27 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 10/8/2025	2:06 pm	Disposal Card Renew	Tammy Nieuwenhuis
Wednesday 10/8/2025	3:26 pm	Appliance Sticker	Michelle Mielke
Wednesday 10/8/2025	3:37 pm	Appliance Sticker	Michelle Mielke
Thursday 10/9/2025	8:45 AM	Loan Closet item informatoin	Michelle Mielke
Thursday 10/9/2025	9:41 am	Disposal Card New	Tammy Nieuwenhuis
Thursday 10/9/2025	10:32 AM	Appliance Sticker	Michelle Mielke
Thursday 10/9/2025	10:41 AM	Disposal Card Renew	Michelle Mielke
Thursday 10/9/2025	12:04 PM	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 10/9/2025	12:46 PM	Loan Closet item informatoin	Tammy Nieuwenhuis
Thursday 10/9/2025	3:00 pm	Disposal Card Renew	Tammy Nieuwenhuis
Thursday 10/9/2025	3:59 pm	Disposal Card Renew	Michelle Mielke
Thursday 10/9/2025	4:11 pm	Recreation Activity Registration	Michelle Mielke
Friday 10/10/2025	9:34 am	Appliance Sticker	Michelle Mielke
Friday 10/10/2025	9:49 am	Appliance Sticker	Michelle Mielke
Friday 10/10/2025	10:10 AM	Community Room Rental	Michelle Mielke
Friday 10/10/2025	10:49 AM	Appliance Sticker	Tammy Nieuwenhuis
Friday 10/10/2025	11:06 AM	Appliance Sticker	Tammy Nieuwenhuis
Friday 10/10/2025	11:16 AM	Appliance Sticker	Tammy Nieuwenhuis
Friday 10/10/2025	11:37 AM	Appliance Sticker	Tammy Nieuwenhuis
Friday 10/10/2025	11:46 AM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	12:16 PM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	12:40 PM	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	1:06 pm	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	1:17 pm	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	1:36 pm	Disposal Card Renew	Tammy Nieuwenhuis
Friday 10/10/2025	2:29 pm	Disposal Card Renew	Tammy Nieuwenhuis

Date & Day of Week	Time	Reason for Visit	Staff Member	Phone		
Thursday 9/4/25	9:25am	Revaluation Question	Kayla			
Thursday 9/4/25	10:35am	Revaluation Question	Christina			
Thursday 9/4/25	12:40pm	Bartender Cert Turned In	Graci			
Thursday 9/4/25	1:10pm	Citation Payment	Christina			
Friday 9/5/25	1:25pm	Revaluation Question	Kayla	X		
Friday 9/5/25	2:00pm	Citation Payment	Graci			
Monday 9/8/25	9:00am	License questions for in-home business	Christina			
Monday 9/8/25	1:30pm	Citation Payment	Graci			
Monday 9/8/25	3:00pm	Citation Payment	Kayla			
Monday 9/8/25	3:25pm	Citation Payment	Christina			
Tuesday 9/9/25	8:40am	Invoice Payment	Kayla	X		
Tuesday 9/9/25	8:45am	Dog License Question	Kayla/Christina			*
Tuesday 9/9/25	9:05am	Court/Citation Payment	Christina			
Tuesday 9/9/25	9:07am	Court/Citation Payment	Christina			
Tuesday 9/9/25	9:09am	Court/Citation Payment	Christina			
Tuesday 9/9/25	10:12am	Wheel Tax Question	Kayla	X		
Tuesday 9/9/25	10:10am	Bartender Application	Christina			
Tuesday 9/9/25	11:00am	Voting Question	Christina			
Tuesday 9/9/25	2:54pm	Citation Payment	Kayla			
Tuesday 9/9/25	4:00pm	Citation Payment	Kayla			
Tuesday 9/9/25	4:25pm	Citation Payment	Kayla			
Wednesday 9/10/25	8:10am	Citation Payment	Christina			
Wednesday 9/10/25	9:57am	Directions to Library	Kayla			
Wednesday 9/10/25	9:50am	Someone looking to speak to the Clerk of Courts	Christina			
Wednesday 9/10/25	10:45am	Question on Check Received by Kwik Trip	Kayla/Christina	X		*
Thursday 9/11/25	10:00am	Board of Review Question	Kayla	X		
Thursday 9/11/25	10:34am	Citation Payment	Kayla			
Thursday 9/11/25	10:40am	Revaluation Question	Christina			
Friday 9/12/25	9:43am	Invoice Payment	Kayla	X		
Friday 9/12/25	9:46am	Revaluation Question	Kayla			
Friday 9/12/25	10:15am	Revaluation Question	Kayla			
Friday 9/12/25	2:10pm	Check Question	Kayla/Graci/Christina			*
Friday 9/12/25	3:35pm	Notary Question	Kayla			
Monday 9/15/25	10:35am	Real Estate Request Question	Kayla	X		
Monday 9/15/25	12:32pm	Court Fine Payment - Credit Card System Down	Graci			
Tuesday 9/16/25	12:50pm	Inspection Payment	Kayla			
Tuesday 9/16/25	11:50am	AP Question from Vendor	Christina	X		

Tuesday 9/16/25	9:00am	AP Call Regarding a Credit	Christina	X		
Wednesday 9/17/25	10:15am	Court Fine Payment - Credit Card System Down	Christina			
Wednesday 9/17/25	10:46am	Court Payment	Christina			
Wednesday 9/17/25	11:34am	Tax Revaluation Question	Graci	X		
Wednesday 9/17/25	3:35pm	Court Payment	Christina			
Wednesday 9/17/25	3:56pm	Question about when next council meeting is	Christina			
Thursday 9/18/25	9:25am	Question regarding notary services	Christina	X		
Thursday 9/18/25	11:00am	Liquor License Question	Kayla	X		
Thursday 9/18/25	12:10pm	Court Payment	Kayla			
Thursday 9/18/25	3:30pm	Court Question	Christina			
Thursday 9/18/25	3:40pm	Bartender Status Question	Christina	X		
Friday 9/19/25	9:30am	Building Permit Payment	Christina			
Friday 9/19/25	11:10am	Court Payment Question	Kayla	X		
Friday 9/19/25	12:46pm	Invoice Payment	Graci	X		
Friday 9/19/25	1:38pm	Invoice Payment	Graci	X		
Friday 9/19/25	3:50pm	Board of Review Form Drop Off	Graci			
Monday 9/22/25	2:13pm	Court Payment Question	Christina			
Tuesday 9/23/25	12:00pm	Special Assessment Payment	Christina			
Tuesday 9/23/25	12:01pm	Invoice Payment	Graci	X		
Tuesday 9/23/25	12:50pm	Street Special Assessment Question	Graci	X		
Tuesday 9/23/25	12:55pm	Revaluation/Tax Question	Graci	X		
Tuesday 9/23/25	2:23pm	Special Assessment Payment	Graci			
Tuesday 9/23/25	3:24pm	Inspection Payment	Graci			
Tuesday 9/23/25	3:50pm	Citation Payment	Christina			
Tuesday 9/23/25	4:12pm	Citation Payment	Christina			
Wednesday 9/24/25	10:00am	Special Assessment Question	Graci	X		
Wednesday 9/24/25	10:15am	Special Assessment Payment	Graci	X		
Wednesday 9/24/25	10:20am	Special Assessment Payment	Graci			
Wednesday 9/24/25	10:25am	Special Assessment Payment	Graci			
Wednesday 9/24/25	12:30pm	Tax Bill Question	Graci/Christina			*
Wednesday 9/24/25	1:37pm	Invoice Payment and Recycling Question	Graci			
Wednesday 9/24/25	2:324pm	Real Estate Request Payment	Christina	X		
Wednesday 9/24/25	3:45pm	Invoice Payment	Christina			
Thursday 9/25/25	8:35am	Special Assessment Payment	Christina			
Thursday 9/25/25	9:25am	Real Estate Request Payment	Christina			
Thursday 9/25/25	11:22am	Special Assessment Payment	Christina			
Thursday 9/25/25	12:11pm	Real Estate Request Payment	Christina	X		
Thursday 9/25/25	12:52pm	Citation Payment	Christina			

Friday 9/26/25	10:35am	Invoice Payment	Christina			
Friday 9/26/25	11:55am	Dog License	Christina			
Friday 9/26/25	1:13pm	Citation Payment	Christina			
Friday 9/26/25	4:24pm	Pickup Liquor License	Christina			
Monday 9/29/25	9:20am	Payment for Permit	Christina			
Monday 9/29/25	10:45am	Special Assessment Payment	Christina			
Monday 9/29/25	11:30am	Inpsection Permit Payment	Graci			
Monday 9/29/25	11:45am	Aldersperson Question	Graci	X		
Monday 9/29/25	1:30pm	Dog License Payment	Graci			
Monday 9/29/25	2:41pm	Citation Payment	Graci			
Monday 9/29/25	3:58pm	Tax Payment Question	Christina	X		
Wednesday 10/1/25	11:30am	Right of Way Permit Payment	Christina	X		
Wednesday 10/1/25	11:38am	Special Assessment Payment	Graci			
Wednesday 10/1/25	12:28pm	Special Assessment Question	Graci	X		
Wednesday 10/1/25	1:30pm	Special Assessment Question	Graci	X		
Wednesday 10/1/25	1:33pm	Citation Payment	Graci			
Wednesday 10/1/25	2:02pm	Invoice Payment	Graci			
Wednesday 10/1/25	2:38pm	Special Assessment Payment	Christina			
Wednesday 10/1/25	2:42pm	Special Assessment Question	Graci	X		
Thursday 10/2/25	10:05am	Special Assessment Payment	Christina			
Thursday 10/2/25	10:10am	Special Assessment Payment	Christina			
Thursday 10/2/25	10:58am	Special Assessment Payment	Christina			
Friday 10/3/25	9:30am	Special Assessment Payment	Christina			
Friday 10/3/25	9:35am	Real Estate Request Payment	Christina	X		
Friday 10/3/25	11:15am	Special Assessment Payment	Christina			
Friday 10/3/25	11:45am	Special Assessment Payment	Graci			
Friday 10/3/25	12:30pm	Citation Payment	Graci			
Friday 10/3/25	1:33pm	Special Assessment Payment	Graci			
Friday 10/3/25	1:58pm	Citation Payment	Graci			
Friday 10/3/25	2:15pm	Inquiry about Carnegie Building Apartments	Christina			
Friday 10/3/25	4:05pm	Notarize Papers	Christina			
Monday 10/6/25	8:50am	Permit Payment	Kayla	X		
Monday 10/6/25	9:00am	Citation Payment	Christina			
Monday 10/6/25	10:23am	Citation Payment	Christina			
Monday 10/6/25	10:40am	Citation Question	Christina			
Monday 10/6/25	10:50am	Special Assessment Payment	Kayla			
Monday 10/6/25	3:35pm	Citation Payment	Christina			
Tuesday 10/7/25	9:12am	Citation Payment	Christina			

[illegible]

Date & Day of Week	Time	Reason for Visit or Call	Staff Member	Phone		Department
Thursday 9/4/25	4:14 PM	Property Valuation Question for Property owner's Bank	William Van Rossum	x		Finance
Monday 9/8/25	9:30 AM	Question about home occupancy	Adrienne Nelson			Planning
Monday 9/8/25	3:54 PM	Property tax escrow question from resident	William Van Rossum	x		Finance
Monday 9/8/25	12:10 PM	Question regarding permit for pole shed	Ashley Roehl		No one from planning around to answer question	Finance
Tuesday 9/9/25	12:30pm	Wanted copy of fence permit from 2006	Adrienne Nelson			Planning
Tuesday 9/9/25	1:50 PM	Question regarding why a sump pump inspection was deemed "illegal", looking to see what he needs to do to make it "legal"	Tyler Ault		No one from planning around to answer question	Finance
Thursday 9/11/25	1:30pm	Fence permit application help	Adrienne Nelson			Planning
Friday 9/12/25	9:30am	Multiple permit applications help	Adrienne Nelson			Planning
Friday 9/12/25	10:00am	Detached garage permit application help	Adrienne Nelson			Planning
Friday 9/12/25	1:12 PM	Call from Sales person for bidding software	William Van Rossum	X		Finance
Friday 9/12/25	1:15pm	Detached garage questions	Adrienne Nelson			Planning
Tuesday 9/16/25	8:10am	Achitectual plan for burned out house	Brett Jansen			Planning
Wednesday 9/17/25	9:00am	Carport permit application	Brett/Adrienne			Planning
Thursday 9/18/25	8:31 AM	Dropping off sealed envelope for David Kittel	Tyler Ault			Finance
Thursday 9/18/25	10:34 AM	Call From Aaron Wallin from KU regarding an Investment Question	William Van Rossum	x		Finance
Thursday 9/18/25	1:00pm	Touchbase on building concept/facade requirements	Adrienne Nelson			Planning
Thursday 9/18/25	2:26 PM	Call From Sales person for Timeclock Plus	William Van Rossum	x		Finance
Thursday 9/18/25	2:31 PM	Call from Oracle sales person for Accounting software	William Van Rossum	x		Finance
Thursday 9/18/25	4:23PM	Parks Staff stopped over to turn in I9 Information	William Van Rossum			Finance
Friday 9/19/25	3:15pm	Slad and grade beam questions	Brett Jansen			Planning
Monday 9/22/25	1:00pm	Annexation follow up questions	Dave Kittel			Planning
Monday 9/22/25	2:45pm	Question on if Kaukauna offered housing grants	Adrienne Nelson			Planning
Tuesday 9/23/25	8:25am	Questions on constructing a flex space & setbacks	Brett/Dave			Planning
Tuesday 9/23/25	1:23PM	School District called about invoice regarding trip to environmental center	William Van Rossum	x		Finance
Tuesday 9/23/25	1:11pm	Dale Baumgart Stopped in to ask a questino about his revaluation letter he recieved in the mail	William Van Rossum			Finance
Wednesday 9/24/25	10:35am	Bench donation application	Adrienne Nelson			Planning
Wednesday 9/24/25	10:40am	Shed permit application questions	Adrienne Nelson			Planning
Friday 9/26/25	10:45am	House tear down questions	Megan Brouch		No one from planning around to answer question	Planning
Monday 9/29/25	9:15am	Driveway permit questions	Adrienne Nelson			Planning
Monday 9/29/25	9:20am	Permit payment - directed downstairs	Adrienne Nelson			Planning
Monday 9/29/25	12:00pm	Copy of permits and inspections	Adrienne Nelson			Planning
Monday 9/29/25	3:25 PM	Agenda and Council chambers software sales cal	William Van Rossum	x		Finance

Tuesday 9/30/25	9:52 AM	Brenda - Called regarding a fall on sidewalk at W Ann Street and Sullivan Avenue	William Van Rossum	x		Finance
Tuesday 9/30/25	3:20pm	Setback questions on variance	Adrienne Nelson			Planning
Thursday 10/2/25	8:41am	Jason Doeren called asking where his tax money was being spent. Asked a variety of questions. Ended with requesting him to send an email to look into his questions and concerns	William Van Rossum	x		Finance
Thursday 10/2/25	1:30pm	Major house renovation	Adrienne/Dave			Planning
Monday 10/6/25	1:55pm	Cloudpermit questions	Adrienne Nelson			Planning
Tuesday 10/7/25	9:36 AM	An Unsolicited Sales call on benefit service (Equitable)... Salesperson is sending email with more information.	William Van Rossum	x		Finance
Wednesday 10/8/25	9:30am	Cloudpermit application help	Adrienne Nelson			Planning
Wednesday 10/8/25	12:55pm	Shed permit questions	Adrienne Nelson			Planning
Wednesday 10/8/25	1:05pm	Paperwork drop off for Elisa	Adrienne Nelson			HR
Thursday 10/9/25	10:25am	Cloudpermit questions for addition	Adrienne Nelson			Planning
Friday 10/10/25	8:10am	Driveway permit questions	Adrienne Nelson			Planning
Friday 10/10/25	11:15am	Shed permit application help	Adrienne Nelson			Planning
Friday 10/10/25	11:30am	I9 Scan	Adrienne Nelson			HR
Friday 10/10/25	11:40am	Fence permit questions	Adrienne Nelson			Planning



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 9/24/2025
Re: Discussion on Continuation of Rooming House Licensing Under Ordinance 19.22

Background information:

The purpose of this memo is to initiate a discussion regarding the continued allowance and regulation of rooming houses within the City under Ordinance 19.22. Given evolving housing needs, enforcement challenges, and community feedback, it may be appropriate to re-evaluate whether rooming houses remain a viable and beneficial housing option. At this time there is one licensed rooming house in the city. The definition of a rooming house is:

Roominghouse means any building or any part thereof containing rooming units in which space is let by the owner or operator and having common bathroom facilities.

Ordinance [19.22](#) outlines the requirements for operating a rooming house, including licensing, inspections, minimum facility standards, and sanitary maintenance. Key provisions include:

- **Annual Licensing** through the City Clerk's office with a \$25 fee.
- **Inspections** by the Building Inspector to ensure compliance.
- **Minimum Standards** for bathroom facilities, floor area, window coverings, and exits.
- **Sanitary and Safety Requirements** for operators.
- **Enforcement Mechanisms** including suspension and revocation of licenses.

Rooming houses have historically provided low-cost housing options, particularly for individuals with limited income or transitional housing needs. However, concerns have been raised regarding:

- **Code compliance and enforcement capacity**
- **Safety**
- **Neighborhood impacts and compatibility**

Staff did look to see what other communities have similar provisions and found three other communities ([Waukesha](#), [Medford](#), and [Milwaukee](#)). The language for all were similar in nature but had additional provisions to restrict the location of a rooming house, where currently the City's doesn't.

To guide the council's discussion, consider the following:

1. **Housing Need & Equity**
 - Do rooming houses still serve a critical housing need in our community?
 - Are there alternative housing models that better meet those needs?
2. **Regulatory Effectiveness**
 - Is the current ordinance sufficient to ensure safe and sanitary conditions?
 - Are inspections and enforcement adequately resourced?
3. **Neighborhood Compatibility**
 - Have rooming houses contributed to complaints or conflicts in residential areas?
 - Are there zoning or location-based considerations that should be addressed?
4. **Policy Options**
 - Should the City continue to allow rooming houses under the current ordinance?
 - Should the ordinance be amended to strengthen standards or limit locations?
 - Should rooming houses be phased out in favor of other housing types?

Staff recommends the council discuss the above points and provide direction on whether to:

- Maintain the current ordinance as-is
- Propose amendments to Ordinance 19.22 to include more guidance on where these can be located
- Initiate a broader housing policy review to assess alternatives

Staff are in favor of keeping the provision with amendments to require Plan Commission review and a public hearing with final action by the Common Council for rooming houses in a single or two family zoning district, the same as a special exception, and allowed in residential multifamily by right. This would give opportunity for some areas to provide additional housing options while balancing the characteristics of a neighborhood and concerns of residents.

Staff can prepare additional analysis or draft ordinance revisions based on council feedback.

Strategic Plan:

This item is not directly linked to the strategic plan, but having a variety of housing options is apart of the strategic plan with objectives to add housing and diversification of housing in the community.

Budget:

Not applicable

Recommendation:

This item is up for discussion and direction.

