

# AMENDED COMMON COUNCIL

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



Tuesday, December 05, 2023 at 7:00 PM

## AGENDA

### In-Person

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
  - a. [Common Council Meeting Minutes of November 21, 2023.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - a. [Bills Payable.](#)
4. Public appearances.
5. Business presented by Mayor.
6. Reports of standing and special committees.
  - a. [Board of Public Works Meeting Minutes of December 4, 2023.](#)
  - b. [Finance and Personnel Committee Meeting Minutes of December 4, 2023.](#)
  - c. [Board of Appeals Meeting Minutes of November 11, 2023.](#)
  - d. [Library Board Meeting Minutes of October 24, 2023.](#)
  - e. [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.**
  - 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 - The Reserve.**
  - d. **\* Return to Open Session for possible action.**
10. Adjourn.

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





## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – NOVEMBER 21, 2023

Pursuant to adjournment on November 7, 2023 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, November 21, 2023.

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

Absent & Excused: Kilgas.

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson, Fire Chief Carrel, Fin. Dir. Van Rossum, Dir./Naturalist Nowak, Lib. Dir. Thiem-Menning, Com. Enrich. Rec. Prog. Mgr. Zimmer, Police Chief Graff and interested citizens.

Motion by Coenen, seconded by Moore 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 Moore, seconded by Antoine to suspend the rules and waive the reading of the minutes of the Common Council meeting of November 7, 2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of November 7, 2023.

All Ald. present voted aye.

Motion carried.

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

#### Bills Payable

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

All Ald. present voted aye.

Motion carried.

### PUBLIC APPEARANCES

None.

### BUSINESS PRESENTED BY THE MAYOR

#### Public Hearing on the 2024 City of Kaukauna Budget.

Mayor Penterman read the budget public hearing notice and highlights of his budget letter addressed to the Council dated November 1, 2023.

Motion by Coenen, seconded by Moore to receive and place on file the 2024 Public Hearing Memo.  
All Ald. present voted aye.  
Motion carried.

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers wished to address the Council regarding the 2024 City of Kaukauna Budget.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman declared the public hearing closed.

**Public Hearing for Ordinance Repealing and Recreating 17.07 Floodplain Zoning.**

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers wished to address the Council regarding the Ordinance Repealing and Recreating 17.07 Floodplain Zoning.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman declared the public hearing closed.

**Bird City Wisconsin - 8 Years.**

Bird City Wisconsin has selected the City of Kaukauna as an official Bird City, recognizing our efforts to celebrate and conserve our wonderful and diverse bird population. 1000 Islands Environmental Center played an instrumental role in achieving the Highflyer Community recognition.

Motion by Thiele, seconded by DeCoster to receive and place on file the letter from Charles Hagner with Bird City Wisconsin.  
All Ald. present voted aye.  
Motion carried.

**Appointment of Brett Jensen to the City Plan Commission.**

Motion by Moore, seconded by Schell to appoint Brett Jensen to the City Plan Commission contingent on him moving into the City of Kaukauna.  
All Ald. present voted aye.  
Motion carried.

**Proclamation Shop Wisconsin Downtowns this Holiday Season.**

Mayor Penterman read the Proclamation Shop Wisconsin Downtowns this Holiday Season.

Motion by Eggleston, seconded by DeCoster to receive and place on file the Proclamation Shop Wisconsin Downtowns this Holiday Season.  
All Ald. present voted aye.  
Motion carried.

**Day's Inn Delinquent Room Tax.**

Day's Inn has not paid the third quarter room tax which was due on October 31. Council authorized staff to serve a cease-and-desist order on the Days Inn.

**Wisconsin Ranks Number One during Fall Drug Take Back Day.**

City of Kaukauna Police Department took place in the Drug Take Back Day and collected 241 pounds of drugs on this single day.

**Letter of resignation from Director/Naturalist Debra Nowak, 1000 Islands Environmental Center.**

Mayor Penterman read the resignation letter dated November 17, 2023 from Director/Naturalist Nowak. Her last day will be December 26, 2023.

Motion by Coenen, seconded by Eggleston to receive and place on file the resignation letter from 1000 Islands Environmental Center Director/Naturalist Debra Nowak.

All Ald. present voted aye.

Motion carried.

Council members thanked Director/Naturalist Nowak for all her hard work for the past fifteen years and wished her well.

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### Board of Public Works Meeting Minutes of November 20, 2023.

#### BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, November 20, 2023 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fire Chief Carrel, Street Sup. Van Gompel, Planner Stephenson, Police Chief Graff, Com. Enrich Serv. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson, and interested citizens.

1. **Correspondence** – none.

2. **Discussion Topics.**

a. **Red Hills Landfill Update.**

DPW/Eng. Neumeier provided information from Ahlstrom Munksjo on the Red Hills Landfill odor. Pictures of the paving project they were able to do with Thilmany Funds were shown. After receiving rain recently, the leachate levels remain normal. Staff is unaware of any complaints from residents. Discussion held and questions answered.

b. **Outagamie County Highway Department Maintenance Agreement.**

DPW/Eng. Neumeier stated that the Outagamie County Highway Department has introduced this concept of a maintenance agreement with area communities. This agreement lists who is responsible for each portion of the projects. This document is an introduction to a more formal agreement to come.

c. **Proposed Parking Restrictions on Reaume Avenue - Hendricks Avenue to 5th Street.**

The City was contacted by Valley Transit in regard to construction and residential parking on Reaume Avenue making navigation of Reaume Avenue near Hendricks Avenue difficult and dangerous. Staff installed temporary no parking signage at this location during our utility project to maintain a safe route for busses and other vehicles. The Engineering Department has reviewed the request and has observed traffic in the area. We are recommending that in addition to the existing no-parking along the north/west side of Reaume Avenue, that a no-parking area be designated along the south/east side along the curve. Questions from the Board were answered.

Motion by Moore, seconded by Antoine to direct the Engineering Department and City

Attorney to draft the necessary ordinance to restrict parking on Reaume Avenue as shown and forward on to the Legislative Committee for consideration.

All Ald. vote aye.

Motion carried.

**d. Intersection Study - Crooks Avenue (STH 55) at Ann Street**

The Engineering Department has completed an intersection traffic study for Crooks Avenue (STH 55) at Ann Street. A request was made for traffic signals at this location. The city worked with East Central Wisconsin Regional Plan Commission to perform a traffic count using video equipment. Vehicle counts, turning movements, and pedestrian/bicycle use were all documented. Accident history for the intersection is also looked at as part of the study. All information is entered into a Wisconsin Department of Transportation (WisDOT) Traffic Signal Warrant Summary Worksheet. The worksheet uses the data to determine if any of the nine traffic signal warrants are met. After submitting the worksheet and data to WisDOT for review, it has been confirmed that none of signal warrants are met at this time. Questions from the Board were answered.

**e. Mini Golf Update.**

Community Enrichment and Recreation Director Vosters has met with Vande Hey Company, Inc. to determine project scope and projected cost of a 9-hole mini golf course at the Aquatic Center site. Vande Hey Company stated to produce a 9-hole mini golf course would cost approximately \$350,000 - \$400,000. This cost was similar to Miron's original alternate bid to the Kaukauna Aquatic Center Renovation project of \$361,000. Staff is looking for direction from Council on whether or not to proceed with the mini golf project. Discussion was held and questions answered. Staff was directed to come back with a change order for adding 9-holes of mini golf back into the Aquatic Center project for consideration.

**f. Pool Project Update.**

Community Enrichment and Recreation Director Vosters provided an update on the pool project with pictures. Splash pad foundation, underground plumbing and electrical are done. The masonry and the building will begin next week as well as the shade structure foundation. The bath house underground plumbing and electrical is complete. The Pool Capital Campaign is moving forward. So far, \$845,000 in donations have been received. Discussion was held and questions answered.

**g. Public Works Update.**

DPW/Eng. Neumeier provided an update on City projects. Jonen park pavilion is moving along. The entire floor and plumbing are in. Vertical construction will begin soon. About a week ago Gertrude Street was closed down by Canadian National Railroad to fix the railroad crossing. The street will open back up on Wednesday, November 22. The Street Department was thanked for putting up the Christmas tree and extending leaf collection. Discussion held and questions answered.

**3. Closed Session.**

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

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

All Ald. voted aye.

Motion carried.

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

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

Motion by Coenen, seconded by Eggleston to return to open Session.

All Ald. voted aye.

Motion carried.

Returned to Open Session at 7:18 p.m.

**4. Adjourn.**

Motion made by Moore, seconded by DeCoster to adjourn.

All Ald voted aye.

Motion carried.

Meeting adjourned at 7:19 pm.

Sally Kenney, Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of November 20, 2023 with correct version.

All Ald. present voted aye.

Motion carried.

**Finance and Personnel Committee Meeting Minutes of November 20, 2023.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, November 20, 2023, at 7:19 p.m.

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

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Planner Stephenson, Com. Enrich. & Rec. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson, Police Chief Graff, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Permission to fill Records Assistant position.**

HR Director Swaney stated TJ Domek, Records Assistant at the Police Department, has turned in official notice of her retirement. TJ has been with the department since 2017. Her last day of employment will be 2/5/2024.

Motion by Thiele, seconded by Coenen to authorize staff to fill a Records Assistant position due to retirement.

All members voted aye.

Motion carried.

**b. Permission to fill Patrol Officer position.**

HR Director Swaney stated Lieutenant Tom Bartolazzi has turned in official notice of retirement from his Lieutenant Investigator position at the Police Department. Lt. Bartolazzi has been with the Police Department since 1996. His last day will be 1/2/2024. Lt. Bartolazzi's retirement will create a Patrol Officer vacancy.

Motion by Antoine, seconded by Moore to authorize staff to fill a Patrol Officer vacancy due to retirement.

All members voted aye.

Motion carried.

**c. Permission to enter into agreement with MEUW.**

The City is currently utilizing Fox Valley Safety for safety services which includes safety training and compliance, safety audits and investigations, development of safety procedures, and safety consulting. The current annual fee for these services is \$29,772. Staff would like to end services with Fox Valley Safety effective 12/31/2023 and enter into an agreement with MEUW for the management of the City safety program effective 01/01/2024.

Motion by Eggleston, seconded by Antoine to authorize staff to enter into an agreement with MEUW for the management of the City Safety Program.

All members voted aye.

Motion carried.

**d. Ordinance Establishing Salary of the Mayor.**

The Mayor's annual salary is currently set at \$90,209. It is set to increase to \$92,915 annually, effective April 17, 2024, and increase to \$95,702 annually, effective April 16, 2025. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. The 2025 salary will be incorporated into the subsequent budget planning cycle.

Motion by Thiele, seconded by Coenen to recommend and forward the Ordinance Establishing Salary of the Mayor to the Common Council for consideration.

Motion carried.

**e. Ordinance Establishing Salaries for Various Elected Officials.**

The City Attorney is set to increase to \$111,215 annually, effective May 1, 2024, once the next City Attorney is elected. The City Judge is set to increase to \$12,636 annually, effective May 1, 2024, once the next City Judge is elected. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. These salaries are adjusted each year with the non representative rate as both roles are not in the position to present to council for a decision. Ald. Moore asked why these ordinances are done in different increments.

Motion by Moore, seconded by Coenen to recommend and forward the Ordinance Establishing Salary for various Elected Officials to the Common Council for consideration and get information on the Municipal Code.

All members voted aye.

Motion carried.

**f. Wage Scale Update.**

HR Dir. Swaney provided this information again because previously the position of Assistant



Fire Chief in Training was omitted from the wage scale. No changes have been made other than adding this position.

**3. Closed Session.**

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

Motion by Moore, seconded by Coenen to 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.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:32 p.m.

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

Motion by Moore, seconded by Thiele to return to Open Session for possible action.

All members present voted aye.

Motion carried.

Returned to Open Session at 7:53 p.m.

Motion by Moore, seconded by Thiele to direct HR Director Swaney to engage a recruitment agency for the purpose of identifying and recruiting city positions.

All members voted aye.

Motion carried.

**4. Adjourn.**

Motion by Moore, seconded Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:55 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Schell to adopt the Finance and Personnel Committee Meeting Minutes of November 20, 2023 as read.

All Ald. present voted aye.

Motion carried.

**Health and Recreation Committee Meeting Minutes of November 20, 2023.**

**HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, November 20, 2023 at 7:55 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Com. Erich. & Rec. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson, HR Dir. Swaney, Fire Chief Carrel, Police Chief Graff,

Dir/Naturalist Nowak, and interested citizens.

**1. Correspondence – None.**

**2. Discussion Topics.**

- a. Request from Grignon Mansion Executive Director Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and the temporary allowance of horses on December 2, 9 & 10, 2023.**

Motion by Schell, seconded by Coenen to approve the Request from Grignon Mansion Executive Director Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and the temporary allowance of horses on December 2, 9 & 10, 2023.

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion made by DeCoster, seconded by Coenen to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:57 P.M.

Sally Kenney

Clerk

Motion by Schell, seconded by Thiele to adopt the Health and Recreation Committee Meeting Minutes of November 20, 2023.

All Ald. present voted aye.

Motion carried.

**Legislative Committee Meeting Minutes of November 20, 2023.**

**LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, November 20, 2023 at 7:58 P.M.

Members present: Coenen, Eggleston, Moore and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Ald. Kilgas, Ald. Antoine, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fire Chief Carrel, Police Chief Graff, Com. Enrich. Serv. & Rec. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson, Dir/Naturalist Nowak, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

- a. Ordinance Repealing and Recreating 17.07 Floodplain Zoning Ordinance.**

Motion by Moore, seconded by Eggleston to forward this ordinance on to the Common Council for approval.

All members voted aye.

Motion carried.

- b. **Resolution Directing the 1000 Islands Committee to update their Endowment Policy to match the Language of the Community Foundation.**  
 Director/Naturalist Nowak provided background information on consideration of this update.

Motion by Moore, seconded by Eggleston to forward Resolutions 2023-5409 and 2023-5410 on to the Common Council for approval.

All members voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to amend prior motion to forward Resolution 2023-5409 and recommend the same to the Common Council.

All members voted aye.

Motion carried.

- c. **Resolution directing the 1000 Islands Committee to transfer Funds on existing CDS to the Community Foundation.**

Motion by Moore, seconded by Schell to forward Resolution 2023-5410 on to the Common Council for approval.

All members voted aye.

Motion carried.

- d. **Resolution amending Equivalent Runoff Unit (ERU) charges for Stormwater Utility.**

Motion by Moore, seconded by Eggleston to forward this resolution and recommend the same to the Common Council for approval.

All members voted aye.

Motion carried.

### 3. Adjourn.

Motion by Moore, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:13 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of November 20, 2023 as presented.

All Ald. voted aye.

Motion carried.

### **Public Protection and Safety Committee Meeting Minutes of November 20, 2023.**

#### **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair DeCoster on Monday, November 20, 2023 at 8:15 P.M.

Members present: Antoine, DeCoster, Kilgas, Thiele.

Also present: Mayor Penterman, Ald. Coenen, Ald. Eggleston, Ald. Moore, Ald. Schell, DPW/Eng.

Neumeier, Attorney Davidson, Fire Chief Carrel, HR Dir. Swaney, Police Chief Graff, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Crossing Guard at Lawe Street and Delanglade Street.**

Police Chief Graff stated he is proposing we eliminate the crossing guard at Lawe Street and Delanglade Street. The intersection of Lawe Street and Delanglade is a controlled intersection, which means there are stop lights and cross walk signals. This intersection is much like the intersection of Crooks Avenue and Second Street where we do not have a crossing guard. At the start of this school year, the Kaukauna Area School District changed their bussing radius from 1 mile to 2 miles. Before making a change at this intersection, I wanted to see if the new bussing regulations affected the foot traffic at this intersection. With the new bussing regulations, we are seeing less children using this crossing point than the year before. Discussion was held and questions answered.

Motion by Thiele, seconded by Antoine to eliminate the crossing guard at the intersection of Lawe Street and Delanglade Street.

All members voted aye.

Motion carried.

**b. Adjourn.**

Motion by Thiele, seconded by Kilgas to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:20 p.m.

Sally Kenney, Clerk

Motion by DeCoster, seconded by Eggleston to adopt the Public Protection and Safety Committee Meeting Minutes of November 20, 2023.

All Ald. present voted aye.

Motion carried.

**Plan Commission Meeting Minutes of October 19, 2023.**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of October 19, 2023.

All Ald. present voted aye.

Motion carried.

**Industrial Park Commission Meeting Minutes of August 16, 2023.**

Motion by Moore, seconded by Schell to receive and place on file the Industrial Park Commission Meeting Minutes of August 16, 2023.

All Ald. present voted aye.

Motion carried.

**Redevelopment Authority of the City of Kaukauna Meeting Minutes of October 16, 2023.**

Motion by Moore, seconded by Coenen to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

**1000 Islands Environmental Center Committee Meeting Minutes of October 19, 2023.**

Motion by Eggleston, seconded by Antoine to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of October 19, 2023.

All Ald. present voted aye.

Motion carried.

**Library Board Meeting Minutes of September 26, 2023.**

Motion by Moore, seconded by Coenen to receive and place on file the Library Board Meeting Minutes of September 26, 2023.

All Ald. present voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of October 10, 2023.**

Motion by Moore, seconded by Eggleston to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of October 10, 2023.

All Ald. present voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of October 16, 2023.**

Motion by Moore, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of October 16, 2023.

All Ald. present voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of November 2, 2023.**

Motion by Moore, seconded by Coenen to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of November 2, 2023.

All Ald. present voted aye.

Motion carried.

**Operator (Bartender) Licenses.**

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

Bevers	Isaac	R.	903 ½ Oviatt St.	Kaukauna
Birky	Zachary	D.	512 Idlewild St.	Kaukauna
Boldt	Ashley	A.	826 E. 1 <sup>st</sup> St.	Kimberly
Bolzenthall	Shanda	L.	228 W. 12 <sup>th</sup> St. Apt. 1	Kaukauna
Collingwood	Paul	D.	134 Sarah St.	Kaukauna
Creapeau	Rose	G.	204 Depot St.	Kaukauna
Hookenson	Tiffany	S.	219 W. 3 <sup>rd</sup> St.	Kaukauna
McCall	Kristopher	M.	960 W. Florida Ave.	Little Chute
Mrotek	Shane	H.	104 E. 5 <sup>th</sup> St.	Kaukauna
Smith	Guinevere	K.	654 Fern St.	Kaukauna
Tanner	Mary	T.E.	655 Trumpeter Trail	De Pere
VanLankveldt	Nicholas	B	400 Kadinger Way	Little Chute
Wiegert	Kari	L.	410 E. Kimberly Ave. Apt. B	Kimberly

Motion by Schell, seconded by Thiele to approve the Operator (Bartender) Licenses.

All Ald. present voted aye.

Motion carried.

## REPORTS OF CITY OFFICERS

### Fire Report

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

### Ambulance Report

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

### Police Report

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

### Municipal Court Report

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

### Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Eggleston to receive and place on file the October 2023 Clerk-Treasurer's Deposit Report.  
All Ald. present voted aye.  
Motion carried.

### Building Inspection Report.

Motion by Moore, seconded by Coenen to receive and place on file the October 2023 Building Inspection Report.  
All Ald. present voted aye.  
Motion carried.

## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### Ordinance 1893-2023 Ordinance Repealing and Recreating 17.07 Floodplain Zoning Ordinance.

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1893-2023.  
All Ald. present voted aye.  
Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1893-2023.  
All Ald. present voted aye.  
Motion carried.

### Resolution 2023-5412 Resolution Designating Appropriating and Levying a Tax for the 2024 Budget of the City of Kaukauna.

Ald. Moore provided a statement on the overall budget resolution as presented.

Ald. Moore read Resolution 2023-5412.

Resolution No. 2023-5412 Resolution Designating Appropriations and Levying a Tax for the 2024 Budget of the City of Kaukauna

BE IT HEREBY RESOLVED, by the City Council of the City of Kaukauna, Wisconsin, that there hereby be appropriated out of the receipts of the City of Kaukauna for the year 2024, including monies received from the general property tax levy, as described in attached budget schedules for General Fund, Debt Service Fund, Nelson Crossing Fund, Park & Pool Capital Fund, Sanitary Sewer Utility Fund, and Storm Water Utility Fund the amounts shown in said attached Schedules. BE IT FURTHER RESOLVED, that the following be and is hereby declared the tax levy for 2023, collected in 2024, upon all taxable property within the City of Kaukauna as returned by the Assessor in the year 2023, for the uses and purposes as set forth in said budget, and that all taxing officers of the City are hereby authorized and directed to spread the tax upon the current tax roll of the City of Kaukauna. 1. There is levied upon the taxable property of the City of Kaukauna for the General Fund, the sum of \$8,045,681. 2. There is levied upon the taxable property of the City of Kaukauna for debt service, all bonds and notes legally required, the sum of \$4,435,704. 3. There is levied upon the taxable property of the City of Kaukauna for Nelson Crossing, the sum of \$3,500. 4. There is levied upon the taxable property of the City of Kaukauna for the Park & Pool Capital Improvement Fund, the sum of \$500,000. Introduced and adopted this the 21st day of November 2023.

Motion by Moore, seconded by Thiele to adopt Resolution 2023-5412 as read.

Roll call vote: Antoine-aye, Coenen-aye, DeCoster-aye, Eggleston-aye, Moore-aye, Schell-aye, Thiele-aye.

Motion carried.

### **Ordinance 1895-2023 Ordinance Establishing Salaries for Various Elected Officials.**

Ald. Moore read Ordinance 1895-2023.

Ordinance No. 1895-2023 Ordinance Establishing Salaries for Various Elected Officials.

The Common Council of the City of Kaukauna, Wisconsin, do ordain that salaries for various elected officials of the City of Kaukauna are hereby established as follows: AMOUNT EFFECTIVE DATE City Attorney \$111,215.00 per year May 1, 2024 Municipal Judge \$12,693.00 per year May 1, 2024 passed and adopted by the City of Kaukauna Common Council on the 21st day of November, 2023.

Motion by Moore, seconded by Coenen to adopt Ordinance 1895-2023 as read.

Motion carried.

### **Ordinance 1894-2023 Ordinance Establishing Salary of Mayor.**

Ald. Moore read Ordinance 1894-2023.

ORDINANCE NO. 1894-2023 ORDINANCE ESTABLISHING SALARY OF MAYOR

The Common Council of the City of Kaukauna, Wisconsin, do ordain that the salary of the Mayor is hereby established at \$92,915 per year effective April 17, 2024, and \$95,702 per year effective April 16, 2025.

Motion by Moore, seconded by Antoine to adopt Ordinance 1894-2023 as read.

Motion carried.

**Resolution 2023-5409 Resolution Directing the 1000 Islands Committee to Update their Endowment Policy to match the language of the Community Foundation for the Fox Valley Region.**



Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5409.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2023-5409 as read.

All Ald. present voted aye.

Motion carried.

**Resolution 2023-5410 Resolution Directing the 1000 Islands Committee to transfer funds on existing CDS to the Community Foundation for the Fox Valley Region.**

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2023-5410.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2023-5410 as read.

All Ald. present voted aye.

Motion carried.

**Resolution 2023-5411 Resolution Amending Equivalent Runoff Unit (ERU) Charges for Stormwater Utility.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5411.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Resolution 2023-5411 as presented.

All Ald. present voted aye.

Motion carried.

**Resolution 2023-5413 Resolution Authorizing the City of Kaukauna to give the remainder of the Community Development Block Grant Funds back to the State of Wisconsin.**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5413.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2023-5413.

All Ald. present voted aye.

Motion carried.

**CLOSED SESSION**

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

Motion by Moore, seconded by Antoine 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 - Commerce Crossing.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:08 p.m.

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

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

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:12 p.m.

Motion by Antoine, seconded by Schell to approve the assignment of Development Agreement and the offer to Purchase for the Reserve on Arbor Way.

All Ald. present voted aye.

Motion carried.

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

Motion by Coenen, seconded by DeCoster to adjourn to Closed Session.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:12 p.m.

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

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

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:21 p.m.

Motion by DeCoster, seconded by Coenen authorize the counteroffer with the closing date on or before December 31, 2023 and acknowledge that counter offer 1 does not exist.

All Ald. present voted aye.

Motion carried.

**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 N.E.W Prosperity Center.**

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

All Ald. present voted aye.

Motion carried.

Adjourned to close session at 8:22 p.m.

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

Motion by Moore, seconded by Schell to return to Open Session.  
All Ald. present voted aye.  
Motion carried.

Returned to Open Session at 8:23 p.m.

Motion by Antoine, seconded by Schell to approve the Purchase Contract between Klink Properties, LLC and the City of Kaukauna.  
All Ald. present voted aye.  
Motion carried.

## ADJOURN

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

Meeting adjourned at 8:24 p.m.

Sally Kenney, Clerk



## City - Bills Payable

Internal ID	Check #	Date	Fund	Addressee	Absolute Value of Amount
65695	00000082/1	11/6/2023	General Fund - 101	MissionSquare Retirement	20,645.92
65796	00000083/1	11/6/2023	General Fund - 101	Garrow Oil Corp.	22,662.09
65797	00000083/2	11/6/2023	General Fund - 101	Kaukauna Utilities	2,504.65
65896	120430	11/3/2023	Storm Water Utility - 601	AT&T Mobility	43.63
65897	120434	11/3/2023	General Fund - 101	Amplitel Technologies LLC	785.19
65899	120436	11/3/2023	General Fund - 101	Automotive Supply Co	155.76
65900	120437	11/3/2023	General Fund - 101	Carstens Ace Hardware	62.23
65901	120438	11/3/2023	General Fund - 101	Cintas Corp.	544.02
65902	120439	11/3/2023	General Fund - 101	Dean Enterprises, LLC	245.00
65903	120440	11/3/2023	General Fund - 101	Digisage	122.50
65904	120441	11/3/2023	General Fund - 101	Election Systems & Software	1,907.20
65905	120442	11/3/2023	General Fund - 101	Emergency Medical Products	1,323.64
65906	120443	11/3/2023	General Fund - 101	Energy Control & Design, Inc.	3,162.00
65907	120444	11/3/2023	General Fund - 101	Fireline Sprinkler Corp	200.00
65908	120445	11/3/2023	General Fund - 101	Fox Specialty Company LLC	97.94
65909	120446	11/3/2023	General Fund - 101	Ingram	1,081.63
65910	120447	11/3/2023	General Fund - 101	Iron Mountain Inc.	11.95
65911	120448	11/3/2023	General Fund - 101	Jack Pautz	100.00
65912	120449	11/3/2023	General Fund - 101	Kwik Trip, Inc.	444.15
65913	120450	11/3/2023	General Fund - 101	Marco	64.46
65914	120451	11/3/2023	General Fund - 101	Marco Technologies LLC NW 7128	487.24
65915	120452	11/3/2023	General Fund - 101	MCC Inc.	4,588.54
65916	120453	11/3/2023	General Fund - 101	McMahon Associates Inc	545.60
65917	120454	11/3/2023	General Fund - 101	Mike Coenen	227.33
65918	120455	11/3/2023	General Fund - 101	Office Enterprises, Inc.	194.38
65919	120456	11/3/2023	General Fund - 101	Rick's Towing & Recovery	255.00
65920	120457	11/3/2023	General Fund - 101	Smith Pharmacy	49.00
65921	120458	11/3/2023	General Fund - 101	Speedy Clean Drain & Sewer	240.00
65922	120459	11/3/2023	General Fund - 101	Superior Chemical, LLC	525.56
65923	120460	11/3/2023	General Fund - 101	Wisconsin Park & Recreation Assn	600.00
65924	120461	11/3/2023	General Fund - 101	CDW Government	140.48
65925	120462	11/3/2023	General Fund - 101	Complete Office of Wisconsin	64.24
65926	120463	11/3/2023	General Fund - 101	AT&T Mobility	137.16
65927	120464	11/3/2023	General Fund - 101	Haenco LLC	459.78
65928	120465	11/3/2023	General Fund - 101	Ashley Tennie	8.00
65929	120466	11/3/2023	General Fund - 101	Angela Boudreau	200.00
65930	120467	11/3/2023	General Fund - 101	Tong Gretzinger	100.00
65931	120468	11/3/2023	General Fund - 101	Joe Huss	200.00
65932	120469	11/3/2023	General Fund - 101	Heather Lundt	700.00
65933	120470	11/3/2023	General Fund - 101	Safety First Aquatics LLC	350.00
65934	120471	11/3/2023	General Fund - 101	Adriana Aguirre	200.00
65996	120431	11/3/2023	Sanitary Sewer Utility - 602	AT&T	140.28
65997	120432	11/3/2023	Sanitary Sewer Utility - 602	Batteries Plus, LLC.	323.91
66096	120433	11/3/2023	Park & Pool Capital - 422	Automotive Supply Co	14.85
66434	00000084/1	11/13/2023	Environmental Remediate TID - 450	Kaukauna Utilities	16.48
66534	00000085/1	11/13/2023	Sanitary Sewer Utility - 602	Kaukauna Utilities	1,417.21
66634	00000086/1	11/13/2023	General Fund - 101	Grand Kakalin LLC	20,813.00

Internal ID	Check #	Date	Fund	Addressee	Absolute Value of Amount
66635	00000086/2	11/13/2023	General Fund - 101	Kaukauna Utilities	25,360.52
66636	00000086/3	11/13/2023	General Fund - 101	Securian Financial Group, Inc.	2,943.15
66637	00000086/4	11/13/2023	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	7,883.83
66638	00000086/5	11/13/2023	General Fund - 101	Fire Association Local 1594	637.80
66639	00000086/6	11/13/2023	General Fund - 101	Police Association	696.00
66640	00000086/7	11/13/2023	General Fund - 101	Pelion Benefits, Inc (SSA)	1,601.43
66734	120472	11/10/2023	Park & Pool Capital - 422	Geotech Environmental Equipment, Inc.	5,416.95
66834	120473	11/10/2023	Public Protect & Safety Grant - 212	Advantage Police Supply Inc.	2,279.25
66934	120474	11/10/2023	Sanitary Sewer Utility - 602	AT&T	87.68
66935	120475	11/10/2023	Sanitary Sewer Utility - 602	Klink Hydraulics, LLC	1,086.57
67034	120476	11/10/2023	Storm Water Utility - 601	Keith Petersen Plumbing Inc.	720.00
67035	120477	11/10/2023	Storm Water Utility - 601	Suburban Wildlife Solutions LLC	3,598.00
67135	120478	11/10/2023	Streets & Sidewalk Capital - 420	Vinton Construction Co.	131,153.17
67136	120479	11/10/2023	Streets & Sidewalk Capital - 420	Westwood Professional Services, Inc.	1,518.75
67137	120480	11/10/2023	Streets & Sidewalk Capital - 420	All Star Cutting & Coring LLC	1,150.00
67235	120481	11/10/2023	General Fund - 101	Amplitel Technologies LLC	11,500.00
67236	120482	11/10/2023	General Fund - 101	Anthony Penterman	274.32
67237	120483	11/10/2023	General Fund - 101	Capital One Commercial	1,164.37
67238	120484	11/10/2023	General Fund - 101	Carstens Ace Hardware	60.41
67239	120485	11/10/2023	General Fund - 101	Eillien's Candies, Inc.	720.52
67240	120486	11/10/2023	General Fund - 101	Envirotech Equipment Company, LLC.	851.59
67241	120487	11/10/2023	General Fund - 101	Fox Valley Safety LLC	2,481.00
67242	120488	11/10/2023	General Fund - 101	Home Team Sports & Apparel Inc	186.54
67243	120489	11/10/2023	General Fund - 101	Ingram	242.08
67244	120490	11/10/2023	General Fund - 101	James Imaging Systems, Inc.	128.57
67245	120491	11/10/2023	General Fund - 101	Joseph Resch	141.48
67246	120492	11/10/2023	General Fund - 101	Kaukauna Veterinary Clinic, LLP	640.00
67247	120493	11/10/2023	General Fund - 101	KidStage	2,720.00
67248	120494	11/10/2023	General Fund - 101	Laura Gruber	270.00
67249	120495	11/10/2023	General Fund - 101	Oracle NetSuite	7,748.85
67250	120496	11/10/2023	General Fund - 101	Outagamie County Clerk	1,829.00
67251	120497	11/10/2023	General Fund - 101	Proshine Window Cleaning LLC	1,335.00
67252	120498	11/10/2023	General Fund - 101	Reinders Inc.	217.91
67253	120499	11/10/2023	General Fund - 101	Ronald Beck	4,061.82
67254	120500	11/10/2023	General Fund - 101	State of Wisconsin	2,847.67
67255	120501	11/10/2023	General Fund - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
67256	120502	11/10/2023	General Fund - 101	We Energies	843.13
67257	120503	11/10/2023	General Fund - 101	Advanced Maintenance Solutions	1,687.85
67258	120504	11/10/2023	General Fund - 101	CDW Government	96.92
67259	120505	11/10/2023	General Fund - 101	DC Auto Repair, LLC	804.52
67260	120506	11/10/2023	General Fund - 101	Eagle Graphics LLC	444.60
67261	120507	11/10/2023	General Fund - 101	Kaukauna Quarterback Club	1,152.00
67262	120508	11/10/2023	General Fund - 101	Ascent Consulting, LLC	600.00
67263	120509	11/10/2023	General Fund - 101	Stacy Lutje	200.00
67264	120510	11/10/2023	General Fund - 101	Jane Eiting	20.00
67265	120511	11/10/2023	General Fund - 101	Cheyenne Rasmussen	300.00
<b>Total</b>					<b>320,940.25</b>

## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, December 4, 2023 at 6:00 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Street Superintendent Van Gompel, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

### 1. Correspondence – none.

### 2. Discussion Topics.

#### a. Authorization to seek bids for Project 2-24 - W. Tobacnoir Street Area Utility Relay – Phase 1.

The Engineering Department is completing plans for the annual utility relay project with Kaukauna Utilities. The proposed project is in the Taylor Street to Tobacnoir Street neighborhoods. The project will include replacement of sanitary sewer, water mains, private laterals from the main to the homes, temporary asphalt overlay, and restoration of the affected areas.

Motion by Kilgas, seconded by Antoine to authorize the Engineering Department to seek bids for Project #2-24, W. Tobacnoir Street Area Utility Relay – Phase 1.

All Ald. present voted aye.

Motion carried.

#### b. Authorization to seek bids for Project 4-24 – Asphalt Parking Lot Paving.

The Engineering Department has completed a survey and is finalizing design for asphalt paving for Pool Road – Dodge Street to 650' south of Dodge Street; Pool Building Parking Lot – west of new Pool Building, East of Pool Road; South Pool Road Parking Lots – Boyd Avenue to 430' West, both lots; and Horseshoe Park Parking Lot – North of Twelfth Street, 370' East of Crooks Avenue. The milling and asphalt paving of the parking lots and road need asphalt surface replacement, this project will include replacement of storm sewer in the South Pool Road Parking Lots. Discussion was held and questions answered.

Motion by Schell, seconded by Moore to authorize the Engineering Department to seek bids for Project #4-24 Asphalt Paving.

All Ald. present voted aye.

Motion carried.

#### c. Draft Memorandum of Understanding (MOU) - Outagamie County Highway Department.

This Memorandum of Understanding establishes the highway maintenance responsibilities for Outagamie County highways within the City of Kaukauna. This understanding is in regards to maintenance operations only, and does not change how capital project costs are shared.

DPW/Eng. Neumeier will meet with Outagamie County to make recommended changes to the agreement and bring back a final draft to the Board of Public Works for approval.

#### d. Update on Waste Ordinance Implementation.

DPW/Eng. Neumeier gave an update on the implementation of the new waste ordinance. Letters

are going out to dumpster owners throughout the area that are not in the Downtown Core District letting them know they will be losing their services. The next steps will be to implement our new large and irregular waste pickup to coincide with the 2024 calendar. The calendar will state no large or irregular pickup January through March. December will be the last large and irregular and brush pick up until April of 2024. Posts will be put on the City's website and social media to get the word out and give residents options for getting rid of these materials. Educational information on ways to reuse materials and use Outagamie County's Resource Recovery Park will be shared. Discussion held and questions answered.

**e. Public Works Update.**

DPW/Eng. Neumeier provided an update on City projects. The Jonen Park pavilion has a delay on the block delivery. Vertical construction of the pavilion will begin the week of December 11. The Pool construction project is going well.

**3. Adjourn.**

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

Meeting adjourned at 6:23 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, December 4, 2023, at 6:24 p.m.

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

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, and interested citizens.

### 1. **Correspondence.**

Mayor Penterman read the resignation letter from Planning and Community Development Director Joe Stephenson. His last day of employment with the City is December 14, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the resignation letter from Joe Stephenson.

All members voted aye.

Motion carried.

### 2. **Discussion Topics.**

Mayor Penterman stated that the Committee would be going into closed session to discuss the Director/Naturalist position but wanted to invite the members of the 1000 Islands Board to ask any question, or make comments regarding their thoughts on the position.

Deb Jakel, 513 Frances Street, Kaukauna spoke as a 1000 Islands Board member and an educator. The three 1000 Islands Sub-Committees met last week to discuss this position. They are worried about getting a person in-place before the busy fieldtrip season starts. Mayor Penterman stated there is no question on the need to fill this full-time position and thanked the board for their dedication to the 1000 Islands Nature Center.

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

Motion by Moore, seconded by Coenen to 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.

All members voted aye.

Motion carried.

Adjourned to Closed Session at 6:31pm.

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

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

All members voted aye.

Motion carried.

Returned to Open Session at 7:15 pm.

Motion by Moore, seconded by Coenen to reclassify the position of Director/Naturalist to Naturalist and grant authorization to fill that role.

All members voted aye.

Motion carried.

c. **Resignation letter from Joe Stephenson - Director of Planning and Community Development.**

Motion by Coenen, seconded by Thiele to accept the resignation letter from Planning and Community Development Director Joe Stephenson.

All members voted aye.

Motion carried.

d. **Permission to fill Director of Planning and Community Development.**

Motion by Moore, seconded by Antoine to authorize permission to fill the Director of Planning and Community Development position.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Coenen, seconded Thiele to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:18 p.m.

Sally Kenney, Clerk



## BOARD OF APPEALS

A Meeting of The Board of Appeals was called to order by Chairman Kavanaugh at 4:00 P.M. on Wednesday, November 8, 2023.

Members present: Hennes, Kavanaugh, Fallona, Werschem and Brandt.

Absent & Excused: Nisler, Vandeberg

Also Present: Planning/Eng. Tech. Holmes, Brett Jensen, applicants

Motion by Hennes, seconded by Brandt to excuse the absent members.

All members present voted aye.

Motion carried.

Holmes read the official published ad relative to the appeal. Notice is hereby given that Christine Murphey, 3301 Buchanan Road, Wisconsin has applied for a variance to the Zoning Board of Appeals for a decision of the City Building Inspector as follows:

ADDRESS OF AFFECTED PARCEL: 1810 White Dove Lane, Kaukauna WI 54130

The applicant is requesting a variance to construct a single-family home. Section 17.16 (4) (a) 1. Single-family dwellings. c. Front yard setback 25 feet minimum. The applicant wishes to construct the new home with a 22-foot front yard setback.

Property owner Christine Murphey was sworn in.

Christine Murphy gave background on the reasoning for the appeal request.

Planning/Eng. Tech. Holmes stated this property does have an unusual or unique characteristic which creates a hardship. A considerable portion of the western part of this lot contains a retention pond and the associated easements for the facility. It is necessary to move the home 3-feet into the front yard setback to allow the home as planned to be constructed on the lot. The hardship is not self-created. The applicant will not be able to construct the desired home without the granting of this variance. The variance that is being requested is the minimum amount needed to allow construction of the facility. The granting of this variance will not have a negative effect on the neighboring properties. Moving the home 3 feet closer to the sidewalk than the adjacent home will hardly be noticeable from the street.

Motion by Hennes, seconded by Brandt to grant the variance to Christine Murphey, 3301 Buchanan Road, Wisconsin

Upon roll call, Hennes – aye, Kavanaugh – aye, Fallona – aye, Brandt – aye, Werschem - nay.

Motion carried.

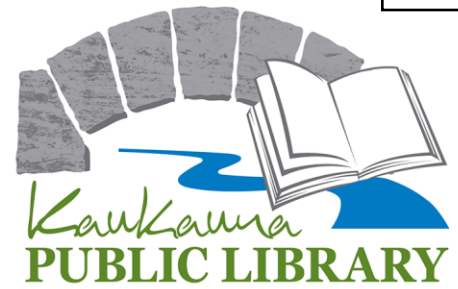
Motion by Hennes, seconded by Brandt to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 4:10 P.M.

Jason Holmes



## LIBRARY BOARD MEETING MINTUES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 24, 2023 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: C. Fallona, J. Lucas, M.J. Kilgas, C. Van Boxtel, A. Neumeier, K. Hietpas, J. Van De Hey & J. Vondracek
  - b. Excused: A. Schneider, A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, September 26, 2023 Meeting Minutes
    - i. J. Lucas made a motion to approve the Tuesday, September 26, 2023 Meeting Minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register September 2023
    - i. C. Fallona made a motion to approve the Bill Register September 2023, seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. The Director was absent from the meeting due to travel to the annual state conference.
  - b. Adult Services Librarian Report
    - i. The Board noted the library has been doing a wonderful job with community outreach.
  - c. Youth Services Librarian Report
  - d. Local Historian Report
  - e. Trustee Topic 10
    - i. The topic this month was on Developing Essential Library Policies.
  - f. Statistics
    - i. J. Vondracek made a motion to receive and place the reports on file, seconded by C. Van Boxtel. Motion carried: all in favor.
7. Closed Session
  - a. c. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director

- b. J. Lucas made a motion to adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director at 6:05 p.m. seconded by J Vondracek. Motion carries; all in favor.
  - c. C. Van Boxtel made a motion to return to open session at 6:40 p.m. seconded by C. Fallona. Motion carries; all in favor.
- 8. Adjournment
  - a. The meeting adjourned at 6:40p.



December 5, 2023

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

Jones	Jazmine	M.	229 W. Marquette St.	Appleton
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**WB-40 AMENDMENT TO OFFER TO PURCHASE**

**CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.  
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.**

1 Buyer and Seller agree to amend the Offer dated December 18, 2022, and accepted on January 13, 2023,  
2 for the purchase and sale of real estate at Arbor Way at Evergreen Dr. in Commerce Crossing, City of Kaukauna  
3 10.80 acres, parcel #2-0957, Wisconsin as follows:

4 Closing date is changed from December 4, 2023, to on or before December 8, 2023.

5 Purchase price is changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

6 Other: \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

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29 \_\_\_\_\_

30 \_\_\_\_\_

31 The attached \_\_\_\_\_ is/are made part of this Amendment.

32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.

33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party

34 offering the Amendment on or before Wednesday, December 6, 2023 at 10:00 a.m. (Time is of the Essence). Delivery

35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided

36 in this Amendment.

37 **NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and**

38 **delivery as provided at lines 33-34.**

39 This Amendment was drafted by Kevin W. Davidson, City of Kaukauna Attorney on December 5, 2023

40 \_\_\_\_\_ Licensee and Firm ▲ Date ▲

41 This Amendment was presented by \_\_\_\_\_ on \_\_\_\_\_

42 The Reserve on Arbor Way, LLC Licensee and Firm ▲ Date ▲

43 (x) James F. Boaris Date ▲ (x) \_\_\_\_\_ Date ▲

44 Buyer's Signature ▲ Seller's Signature ▲

45 Print name ► JAMES F. BOARIS, manager Print name ► Anthony J. Penterman, Mayor

46 (x) \_\_\_\_\_ (x) \_\_\_\_\_

47 Buyer's Signature ▲ Seller's Signature ▲

48 Print name ► \_\_\_\_\_ Print name ► \_\_\_\_\_

49 This Amendment was rejected \_\_\_\_\_

50 \_\_\_\_\_ Party Initials ▲ Date ▲