

AMMENDED-PLAN COMMISSION

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



Thursday, November 20, 2025 at 4:00 PM

AGENDA

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
 - [a.](#) Approve Minutes from November 6, 2025
3. Old Business.
4. New Business.
 - [a.](#) Park Donation Guidelines Update
 - [b.](#) *Park Donation Application Review – Bench
5. Other Business.
6. Adjourn.

NOTICES

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



PLAN COMMISSION

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Council Chambers

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144 W. Second Street, Kaukauna



Thursday, November 6, 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, John Neumeier, John Moore, Michael Avanzi (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Absent: Giovanna Feller

Other(s) Present: Director of Planning and Community Development Dave Kittel, Associate Planner Adrienne Nelson, Representatives from the Girl Scout Cadette Troop

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

2. Approval of Minutes

a. Approve Minutes from October 23, 2025

Moore made a motion to approve the minutes from October 23, 2025. Seconded by Jensen. The motion passed unanimously.

3. Old Business

a. None

4. New Business

a. DAR Monument

Director Kittel introduced the proposal submitted by the Daughters of the American Revolution (DAR) to create a parklet at the corner of Hendricks and Reaume Avenue and donate an updated monument in honor of Captain Hendrick Aupaumut. This donation would replace the existing, older rock monument at this location with a large stone

monument in his honor. Benches, flowers grown from seeds donated by the Stockbridge Tribe, and a Little Free Library would be included in the parklet alongside the updated monument. This would be a huge update for the area and a great opportunity to pay homage to someone who lived in the area who served in the Revolutionary War. DAR will be donating the monument and raising funds for paving the sitting area. The sidewalks will be added in later, and for now the only connection point would be to the main sidewalk. For the green area, staff is looking at utilizing clover instead of grass.

Moore commented that DAR has done some very thorough research in preparation for this monument. This parklet will make the intersection more inviting, and he is in support of the project.

Neumeier clarified that staff has recommended that the sidewalks be added in later because the roads will be getting paved in the next five years. If the sidewalks were put in now, they would need to be removed during that time. Once the roads are re-paved, the sidewalk can be extended, and a crosswalk can be added in. Staff will work with DAR on the final design and help determine what work can be done now, and what work can be done after the roads have been re-paved.

Mayor Penterman agreed with Moore's comments. This will enhance this intersection and pay homage to Captain Hendrick Aupaumut.

Neumeier made a motion to approve the proposed park donation from DAR in honor of Hendrick Aupaumut and the formal creation of a parklet at the corner of Hendricks and Reaume Avenue with the final site design to be approved by staff. Seconded by Thiele. The motion passed unanimously.

b. Girl Scout Silver Award Mural

Representatives Abby, Lillian, and Kenzie from the Girl Scout Cadette Troop introduced their proposal to paint a mural inside the tunnel leading under the CE Trail by Electa Quinney Elementary School. The tunnel is dim and has had issues with graffiti. They want to brighten it

up and add positive words for everyone to see when they pass through. It would beautify the community and appreciated for many years to come.

Mayor Penterman commented that the proposed designs look very nice.

Schoenike inquired as to how the troop plans to do the painting.

Lillian explained that they plan to get assistance from family members and other troops to complete the painting.

Schoenike commented that the mural on Catherine Street has held up well and recommended that the troop look into what sort of painting material was used there.

Neumeier added that there is currently an anti-graffiti coating on the tunnel which may take some work to remove. He likes the colorful designs, and is excited to see the finished product.

Thiele commented that she walks in the area very often and that she loves the idea. It will be a great talking point for those who live in the area and those who walk through the tunnel. She thanked the troop for helping to beautify her neighborhood. She then asked Neumeier if there were any concerns with how wet the tunnel can get in the springtime. Will this wreck the paint?

Neumeier stated that, when the troop reapplies the anti-graffiti coating, the mural should be well protected.

Moore asked if the mural would be completed by the end of next year.

Abby confirmed that the mural would be completed by the end of next year, as it needs to be done before the start of her freshman year in order to obtain her silver award.

Schoenike asked if anything else was needed from the city besides approval of the mural.

Nick Voigt, father of one of the troop members, mentioned that they would appreciate some guidance on how best to remove the anti-graffiti coating.

Thiele made a motion to approve the request to install a mural on the tunnel under the CE Trail by Electa Quinney Elementary School with the condition that, if any significant alterations are made to the proposed design, the applicants will come back before the Plan Commission to receive approval of the updated design. Seconded by Schoenike. The motion passed unanimously.

c. Annexation Petition Review – DeBruin Parcel 200049900

Director Kittel introduced the request for direct, unanimous annexation received from Thomas DeBruin for parcel 200049900. This parcel is a single-family property located in the Town of Vandenbroek. The owners are requesting annexation in order to obtain access to municipal sewer and water. Staff has reviewed the request and, if approved by the Plan Commission, the annexation would then go before the Common Council for final approval. The property would default to residential single-family zoning upon annexation, so there would be no need to rezone the property.

Moore asked who would pay for the sewer and water hookup.

Kittel explained that sewer and water hookup fees are paid by the applicant.

Thiele inquired about an item noted in the annexation review questionnaire that stated that property tax payments must be made by the City of Kaukauna to the Town of Vandenbroek for five years for the annexed property.

Kittel explained that this is common since there are no existing boundary agreements between the City of Kaukauna and the Town of Vandenbroek. It provides funding for the town until they can re-work their budget without the annexed property.

Thiele asked if that was standard practice for annexations.

Kittel explained that it is standard practice and is a state requirement. When farm fields are annexed into the city the cost is nominal, but because there is a home on this property the property tax payments are a little higher. A boundary agreement can be looked into in the future.

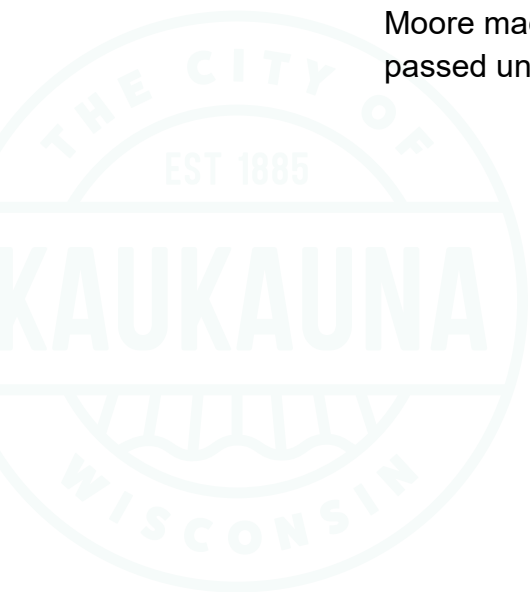
Moore made a motion to approve Thomas DeBruin's petition for unanimous annexation from the Town of Vandenbroek to the City of Kaukauna for parcel 200049900. Seconded by Neumeier. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Moore made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:17 p.m.





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: November 12, 2025
Re: Park Donation Policy Guidelines

In May of this year, suggested updates to the City's park donation guidelines were brought before the Plan Commission for initial review and feedback. Based on feedback received during that meeting, staff is now presenting an updated version of the initial proposal for review and discussion. These new guidelines simplify verbiage, add additional donation options, specify costs, and list available locations.

Staff Recommendation

To review the park donation policy guidelines and provide feedback.





Park Donation Policy Guidelines

Accepted Donations

- Bike Racks
- Benches
- Picnic Tables
- Planters
- Trees
- Other

Contact Information

Phone: 920.766.6315 ext. 1165

Email: planning@kaukauna.gov

Mailing:

Attn: Planning Department
144 W. Second Street
Kaukauna, WI 54130

Donation Process

- **Submit your application** to the Planning and Community Development Department. Staff will review the application and coordinate with you to finalize a location. Applications are available online or at City Hall.
- **Once a final location is chosen**, staff will bring your application before the Plan Commission for approval. The Plan Commission meets in the Common Council Chambers on Thursdays at 4 p.m. following the first and third Tuesday of the month. Your attendance is not required, but it is always welcomed!
- **Following approval of your application**, payment must be made by check, and your donation will then be added to the waiting list for installation. Installations take place starting late spring and go into early fall. The timeline for installation depends on lead time for ordering materials, staff availability, and planting season limitations. Staff will notify you once your donation has been installed.

Useful Life

The city maintains the donation for its expected/useful life. Any maintenance demands deemed excessive may lead to the removal of a donated item. The City of Kaukauna reserves the right to remove and/or relocate donations which are inappropriately located, no longer useful, or serve no continued value to the park system without notification.

Bike Racks

- **Cost:** \$500.00
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
 - Downtown Kaukauna
 - Friends and Family Sculpture Garden and Heritage Parkway Trail
 - Uptown Kaukauna
- **Other Notes:**
 - Bike racks come in many different shapes and sizes. If you would like to donate a different style of bike rack, please contact staff to discuss further.
 - A variety of colors are available. Please note in the application if you want a specific color. If no color is listed, it will be selected by staff.



Benches

- **Cost:** \$1,500.00
- **Plaque:** Automatically factored into price
- **Available Locations:**

- Most parks, including:
 - Anderson Park
 - Fieldcrest Park
 - Grignon Park
 - Haas Road Park
 - Horseshoe Valley Park
 - Jonen Park
 - Kelso Park and Pond
 - La Follette Park
 - Little Tykes Tot Lot
 - Quarry Point Park
 - Riverside Park
 - Strassburg Park
 - Thelen Park
 - Thilwerth Park
 - White City Park



- **Other Notes:**
 - Bench donations to the 1000 Islands Environmental Center, the Kaukauna Locks Trail, and the CE Trail go through separate processes. Please reach out to staff at the 1000 Islands Environmental Center, the Fox River Navigational System Authority, or Outagamie County for more information on donating to these areas.

Picnic Tables

- **Cost:** \$410.00
- **Plaque:** Not available
- **Available Locations:**
 - Most parks, including:
 - Anderson Park
 - Fieldcrest Park
 - Grignon Park
 - Haas Road Park
 - Horseshoe Valley Park
 - Jonen Park
 - Kelso Park and Pond
 - La Follette Park
 - Little Tykes Tot Lot
 - Quarry Point Park
 - Riverside Park
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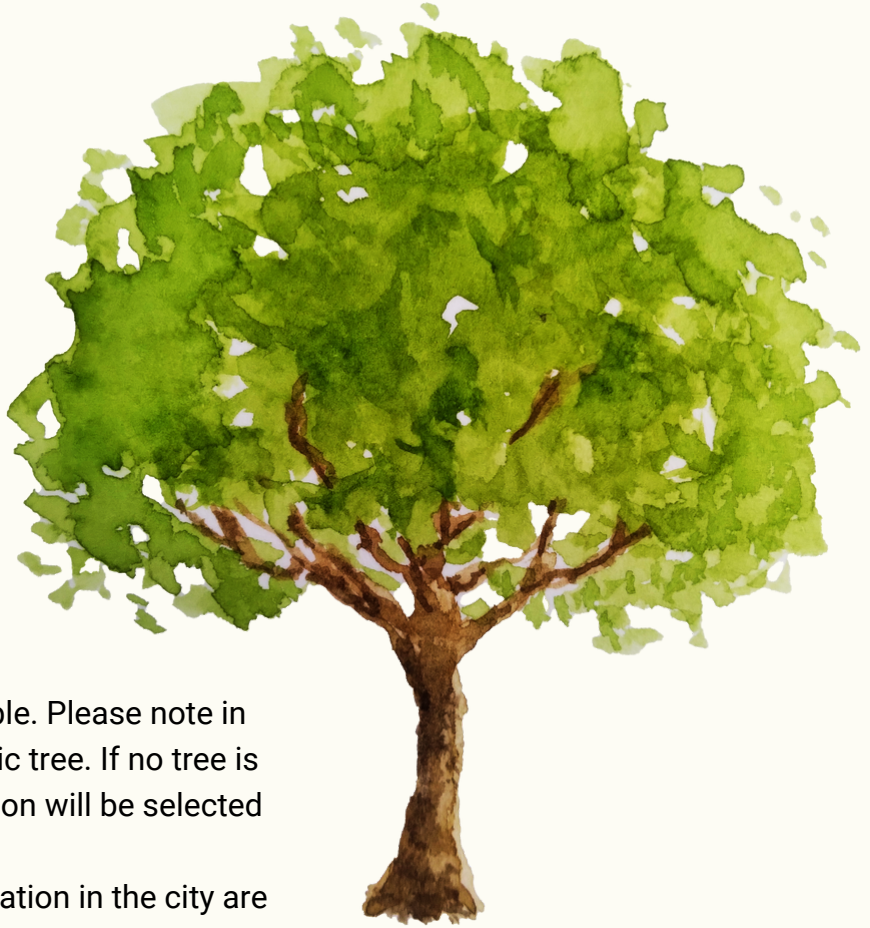
Planters

- **Cost:** \$675.00
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
 - Downtown Kaukauna
 - Friends and Family Sculpture Garden and Heritage Parkway Trail
 - Uptown Kaukauna



Trees

- **Cost:** \$250.00 (this is an average that may change depending on the type of tree requested)
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
 - Most parks, including:
 - Anderson Park
 - Fieldcrest Park
 - Glenview Park
 - Grignon Park
 - Horseshoe Valley Park
 - Jonen Park
 - La Follette Park
 - Little Tykes Tot Lot
 - Riverside Park
 - Strassburg Park
 - Thelen Park
 - White City Park
- **Other Notes:**
 - A variety of tree species are available. Please note in the application if you want a specific tree. If no tree is listed, the most affordable tree option will be selected by staff.
 - Cash donations to support reforestation in the city are also accepted and always appreciated!



Other

- If you have something specific you would like to donate or assist in funding, please reach out to staff to discuss further.
- Donations of bricks to the Veterans Memorial Park and Ring of Honor go through a separate process. Please reach out to the Office of the Mayor at 920.766.6310 for more information or apply online.





MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel, Director
Date: November 18, 2025
Re: Park Donation Application Review – Bench

A park bench donation application has been submitted to be installed at Riverside Park, in memory of Theresa Van Deraa. The benches would be in the City of Kaukauna's standard bench style and would include a plaque, which would read as follows:

"In memory of:
Theresa Van Deraa"

The donors have requested to replace an older bench at Riverside Park near the boat launch the potential location is included below.



If approved, these bench would be installed summer of 2026.

Staff Recommendation

Staff recommend approval of the park bench. Staff will work with the donor to finalize the location of the bench.

