

# LEGISLATIVE COMMITTEE MEETING

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



Wednesday, February 18, 2026 at 6:20 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - a. Resolution 2026-5498 Resolution Authorizing the City of Kaukauna Fire Department to Enter into an Equipment Sharing Agreement with Nearby Fire Departments.
  - b. 1.44 – 1000 Island Environment Center Committee Ordinance Update.
  - c. 2.12 – Standing Committees Ordinance Update.
  - d. 1.30 Board of Public Works Ordinance Update.
3. Adjourn.

## NOTICES

Legislative Committee - Notice is hereby given this is a public meeting of the Legislative Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Legislative Committee will take formal action.

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

## **MEETING ACCESS INFORMATION:**

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

To access the meeting by telephone:

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

To access the meeting by computer:

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

To access the meeting by smartphone or tablet:

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

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

**RESOLUTION NO. 2026-5498****RESOLUTION AUTHORIZING THE CITY OF KAUKAUNA FIRE DEPARTMENT TO ENTER  
INTO AN EQUIPMENT SHARING AGREEMENT WITH NEARBY FIRE DEPARTMENTS**

WHEREAS, area fire departments are interest in occasionally sharing equipment to ensure efficient and effective operations; and

WHEREAS, the purpose of the Agreement is to create a system for occasional and temporary sharing of motor vehicles, equipment, tools, and machinery (collectively referred to in the Agreement as "equipment") between the Parties to that Agreement for efficiency and effectiveness operations; and

WHEREAS, the Agreement is attached hereto as Exhibit A; and

WHEREAS, the Common Council previously approved a substantially similar resolution and agreement at its regular meeting on July 18, 2023; and

WHEREAS, The City of Kaukauna Common Council believes it is in the best interest of its citizens and the Kaukauna Fire Department to enter into the Equipment Sharing Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin authorizes the City of Kaukauna Fire Chief, Jake Carrel, to enter into the Equipment Sharing Agreement Between Area Fire Departments.

Introduced and adopted this 18<sup>th</sup> day of February 2026

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

ATTEST: \_\_\_\_\_  
Kayla Nessmann, Clerk



# MEMO

## Department

To: Legislative Committee  
From: Tim Greenwood, City Attorney  
Date: February 18, 2026  
Re: 1.44 – 1000 Island Environment Center Committee Ordinance Update

### Background information:

From discussions at the Committee of the Whole meeting held on January 6, 2026, there was direction to clarify ordinances that reference "ex-officio" members to note whether the ex-officio member mentioned should be a voting or non-voting member. This section was one of a few that mention the term and this amendment to the City Ordinance is presented to clarify the voting nature of the position on the board/committee.

This amendment also makes changes to the nature of the committee by clarifying its powers to be advisory in nature. It also cleans up same language to be more concise.

### Strategic Plan:

This change provides accountability of ex-officio members if voting rights are provided and transparency to the community as to whether the position has voting capacity or not.

### Budget: N/A

### Staff Recommended Action:

Recommend approval of the amendment to Ordinance 1.44 to the Common Council as presented.

**CITY OF KAUKAUNA  
ORDINANCE \_\_\_\_\_**

**ORDINANCE REPEALING AND REPLACING SECTION 1.44  
1000 ISLAND ENVIRONMENTAL CENTER COMMITTEE**

**WHEREAS**, Section 1.44 of the Kaukauna Municipal Code currently establishes the composition and duties of the 1000 Island Environmental Center Committee; and

**WHEREAS**, the City desires to clarify the role of ex-officio members of the 1000 Island Environmental Center Committee to ensure consistency and transparency in governance; and

**WHEREAS**, it is the intent of the Common Council to specify that ex-officio members shall serve in a non-voting capacity; and

**WHEREAS**, the City desires to align the Committee's authority with what has been practiced and that these changes to Committee authority have been approved by the 1000 Island Environmental Center Committee at its meeting on August 21, 2025; and

**WHEREAS**, the Common Council finds it necessary and appropriate to repeal and replace Section 1.44 of the Kaukauna Municipal Code to reflect this clarification;

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Kaukauna, State of Wisconsin, that Section 1.44, *1000 Island Environmental Center Committee*, of the City of Kaukauna Municipal Code is hereby repealed and replaced as follows:

**BEFORE REPEAL AND REPLACE**

**1.44 1000 Island Environmental Center Committee**

1. Mission. The 1000 Islands Environmental Center Committee is charged with providing the citizens of Kaukauna the knowledge and skills needed to build a sustainable balance among the environment, economy, and community through education, conservation, and recreation.
2. Composition. The 1000 Islands Environmental Center Committee shall consist of eleven (11) members. The President of Friends of the 1000 Islands, or designee, an alderperson, a school board representative, and eight (8) citizen members shall constitute the eleven (11) members of the 1000 Islands Environmental Committee.
3. Appointments.
  - a. The President of Friends of the 1000 Islands, or designee, shall be an

ex-officio member that serves.

- b. The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council for a three-year term. These terms shall be staggered so that no more than three (3) citizen members' terms shall expire each year.
- c. The school board representative and alderperson shall be appointed by their respective governing bodies to a one (1) year term.
- d. Members shall be persons of recognized experience and qualifications.
- e. Residency within Kaukauna's municipal borders shall not be a factor for membership.

4. Organization. The members of the committee shall annually organize by the election of a Chair and a Vice-Chair, who shall serve a one (1) year term. All members shall serve without compensation.

5. Powers and Duties.

- a. The Committee shall determine the policies, programs, and regulations governing the 1000 Islands Environmental Center, and the surrounding 1000 Islands Conservancy Zone.
- b. The Committee shall recommend a budget to the Kaukauna Common Council.
- c. The Committee may make recommendations on policy, regulations, ordinances, and other measures concerning sustainability, conservation, or other environmental issues that may affect the 1000 Islands Environmental Center, the 1000 Islands Conservancy Zone, or the City of Kaukauna as a whole.

#### AFTER REPEAL AND REPLACE

#### 1.44 1000 Islands Environmental Center Committee

- 1. Mission. The 1000 Islands Environmental Center Committee is charged with providing the citizens of Kaukauna the knowledge and skills needed to build a sustainable balance among the environment, economy, and community through education, conservation, and recreation.
- 2. Composition. The 1000 Islands Environmental Center Committee shall consist of eleven (11) members. The President of Friends of the 1000 Islands, or designee, an alderperson, a school board representative, and eight (8) citizen members shall constitute the eleven (11) members of the 1000 Islands Environmental Center Committee.
- 3. Appointments.

- a. The President of Friends of the 1000 Islands, or designee, shall be a **voting**, ex-officio member **that serves**.
- b. The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council for a three-year term. These terms shall be staggered so that no more than three (3) citizen members' terms shall expire each year.
- c. The school board representative and alderperson shall be appointed by their respective governing bodies to a one (1) year term.
- d. Members shall be **persons** **people** of recognized experience and qualifications.
- e. **Residency within Kaukauna's municipal borders shall not be a factor for membership.** Members do not need to be City of Kaukauna residents.

4. Organization. The members of the committee shall **meet annually to elect annually organize by the election of** a Chair and a Vice-Chair, who shall serve a one (1) year term. All members shall serve without compensation.

5. Powers and Duties.

- a. The Committee **shall determine the** **may advise the Kaukauna Common Council** on policies, programs, and regulations governing the 1000 Islands Environmental Center, and the surrounding 1000 Islands Conservancy Zone.
- b. **The Committee shall recommend a budget to the Kaukauna Common Council.** The Committee may recommend budgetary priorities or needs to the City department overseeing the 1000 Islands Environmental Center, which may be considered in the department's budget proposal to the Kaukauna Common Council.
- c. The Committee may make recommendations on policy, regulations, ordinances, and other measures concerning sustainability, conservation, or other environmental issues that may affect the 1000 Islands Environmental Center, the 1000 Islands Conservancy Zone, or the City of Kaukauna as a whole.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

\_\_\_\_\_, 2026.

Presiding Officer

Attest

Anthony J. Penterman, Mayor,  
City of Kaukauna

Kayla Nessmann, Clerk,  
City of Kaukauna



# MEMO

## Department

To: Legislative Committee  
From: Tim Greenwood, City Attorney  
Date: February 18, 2026  
Re: 2.12 – Standing Committees Ordinance Update

### Background information:

From discussions at the Committee of the Whole meeting held on January 6, 2026, there was direction to clarify ordinances that reference "ex-officio" members to note whether the ex-officio member mentioned should be a voting or non-voting member. This section was one of a few that mention the term and this amendment to the City Ordinance is presented to clarify the voting nature of the position on the board/committee.

### Strategic Plan:

This change provides accountability of ex-officio members if voting rights are provided and transparency to the community as to whether the position has voting capacity or not.

**Budget:** N/A

### Staff Recommended Action:

Recommend approval of the amendment to Ordinance 2.12 to the Common Council as presented.

**CITY OF KAUKAUNA  
ORDINANCE \_\_\_\_\_**

**ORDINANCE REPEALING AND REPLACING SECTION 2.12  
RULE 12: STANDING COMMITTEES**

**WHEREAS**, Section 2.12 of the Kaukauna Municipal Code currently establishes the composition and duties of the Standing Committees; and

**WHEREAS**, the City desires to clarify the role of ex-officio members of the Standing Committees to ensure consistency and transparency in governance; and

**WHEREAS**, it is the intent of the Common Council to specify that ex-officio members shall serve in a non-voting capacity; and

**WHEREAS**, the Common Council finds it necessary and appropriate to repeal and replace Section 2.12 of the Kaukauna Municipal Code to reflect this clarification;

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Kaukauna, State of Wisconsin, that Section 2.12, *Rule 12: Standing Committees*, of the City of Kaukauna Municipal Code is hereby repealed and replaced as follows:

**BEFORE REPEAL AND REPLACE**

**2.12 Rule 12: Standing Committees**

1. *Enumerated*. The standing committees shall be appointed by the mayor and confirmed by the council, as follows:

a. *Finance and personnel committee*.

(1) *Composition*. The finance and personnel committee shall consist of five councilmembers, in addition to the mayor, who shall be the chairperson. The mayor shall not have the power to vote.

(2) *Duties*. The duties of the committee shall be to:

(A) Provide policy and legislative direction relative to all financial, personnel, employee benefit, and employer insurance matters.

(B) Review all sales and purchase contracts of city property which are not under the jurisdiction of the industrial and commercial commission and make appropriate recommendations to the council.

(C) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

b. *Health and recreation committee.*

(1) *Composition.* The health and recreation committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

(A) Provide policy and legislative direction relative to all recreational facilities.

(B) Consider all health programs, act on any problems involving health and ensure that health standards are maintained in the city.

(C) Receive and make recommendations on all applications for beer and liquor licenses. License applications shall be investigated to determine their compliance with local and state laws.

(D) Review beer and liquor license holders' performance on a quarterly basis and recommend appropriate council action.

(E) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

c. *Public protection and safety committee.*

(1) *Composition.* The public protection and safety committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

(A) Provide policy and legislative direction to the police and fire departments for all matters which are not under the jurisdiction of the police and fire commission. The matters which are under the jurisdiction of this committee shall include, but not be limited to, parking lot operations, traffic patterns, traffic control, rescue squad operations, fire department operations, and police department operations.

(B) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

d. *Legislative committee.*

(1) *Composition.* The legislative committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

- (A) Supervise the introduction of all ordinances, resolutions, and other written rules for adoption by the council.
- (B) Supervise all elections to ensure they are conducted in an orderly manner.
- (C) Work with other committees in preparing ordinances and resolutions, study existing ordinances, and make suggestions and recommendations to the council relative to changing or adding ordinances to increase efficiency in the operations of the city.

e. *Board of public works.*

- (1) *Composition.* The board of public works shall consist of eight councilmembers, the city attorney, who shall act as legal advisor, the city clerk, who shall be the recording secretary, and the city engineer. The city attorney, city clerk, and city engineer shall not have the power to vote. The board of public works shall elect a chairperson who shall also serve as the council representative on the utility commission. Five councilmembers shall constitute a quorum.
- (2) *Duties.* The duties of the board shall be to:
  - (A) Provide policy and legislative direction relative to garbage collection and disposal, bridges, streets, sidewalks, storm, and sanitary sewers, curb and gutter, and park facilities.
  - (B) Approve and monitor all new construction, or reconstruction of, bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.
  - (C) Perform all such duties so prescribed by state law and any other duties delegated by the council.
  - (D) Recommend appropriate fee and license structure for all services under the jurisdiction of the board.

2. *Mayor.* The mayor shall be the ex officio member of all standing committees and the board of public works.

**AFTER REPEAL AND REPLACE**

**2.12 Rule 12: Standing Committees**

1. *Enumerated.* The Standing Committees shall be appointed by the Mayor and

confirmed by the **Common Council**, as follows:

a. *Finance and Personnel Committee.*

(1) *Composition.* The **Finance and Personnel Committee** shall consist of five councilmembers, ~~in addition to~~ and the **Mayor**, ~~who~~ **The Mayor** shall **serve as a non-voting, ex-officio member and be the chairperson of the committee. The mayor shall not have the power to vote.**

(2) *Duties.* The duties of the **Finance and Personnel Committee** shall be to:

- (A) Provide policy and legislative direction relative to all financial, personnel, employee benefit, and employer insurance matters.
- (B) Review all sales and purchase contracts of city property which are not under the jurisdiction of the industrial and commercial commission and make appropriate recommendations to the **Common Council**.
- (C) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

b. *Health and Recreation Committee.*

(1) *Composition.* The **Health and Recreation Committee** shall consist of four councilmembers **and the Mayor. The Mayor shall serve as a non-voting, ex-officio member.**

(2) *Duties.* The duties of the **Health and Recreation Committee** shall be to:

- (A) Provide policy and legislative direction relative to all recreational facilities.
- (B) Consider all health programs, act on any problems involving health, and ensure that health standards are maintained in the city.
- (C) Receive and make recommendations on all applications for beer and liquor licenses. License applications shall be investigated to determine their compliance with local and state laws.
- (D) Review beer and liquor license holders' performance on a quarterly basis and recommend appropriate **Common Council** action.
- (E) Recommend appropriate fee and license structure for

all services under the jurisdiction of the committee.

c. *Public Protection and Safety Committee.*

- (1) *Composition.* The Public Protection and Safety Committee shall consist of four councilmembers and the Mayor. The Mayor shall serve as a non-voting, ex-officio member.
- (2) *Duties.* The duties of the Public Protection and Safety Committee shall be to:
  - (A) Provide policy and legislative direction to the police and fire departments for all matters which are not under the jurisdiction of the police and fire commission. The matters which are under the jurisdiction of this committee shall include, but not be limited to, parking lot operations, traffic patterns, traffic control, rescue squad operations, fire department operations, and police department operations.
  - (B) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

d. *Legislative Committee.*

- (1) *Composition.* The Legislative Committee shall consist of four councilmembers and the Mayor. The Mayor shall serve as a non-voting, ex-officio member.
- (2) *Duties.* The duties of the Legislative Committee shall be to:
  - (A) Supervise the introduction of all ordinances, resolutions, and other written rules for adoption by the Common Council.
  - (B) Supervise all elections to ensure they are conducted in an orderly manner.
  - (C) Work with other committees in preparing ordinances and resolutions, study existing ordinances, and make suggestions and recommendations to the Common Council relative to changing or adding ordinances to increase efficiency in the operations of the city.

e. *Board of Public Works.*

- (1) *Composition.* The Board of Public Works shall consist of

eight councilmembers, the City Attorney, who shall act as legal advisor, the City Clerk, who shall be the recording secretary, the Mayor, and the City Engineer. The City Attorney, City Clerk, Mayor, and City Engineer shall ~~not have the power to vote~~ be non-voting, ex-officio members of the Board of Public Works. The Board of Public Works shall elect a chairperson who shall also serve as the Common Council representative on the utility commission. Five councilmembers shall constitute a quorum.

(2) **Duties.** The duties of the Board of Public Works shall be to:

- (A) Provide policy and legislative direction relative to garbage collection and disposal, bridges, streets, sidewalks, storm, and sanitary sewers, curb and gutter, and park facilities.
- (B) Approve and monitor all new construction, or reconstruction of, bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.
- (C) Perform all such duties so prescribed by state law and any other duties delegated by the Common Council.
- (D) Recommend appropriate fee and license structure for all services under the jurisdiction of the board.

~~2. Mayor. The mayor shall be the ex officio member of all standing committees and the board of public works.~~

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL  
\_\_\_\_\_, 2026.

Presiding Officer

Attest

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Anthony J. Penterman, Mayor,  
City of Kaukauna

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Kayla Nessmann, Clerk,  
City of Kaukauna



# MEMO

## Department

To: Legislative Committee  
From: Tim Greenwood, City Attorney  
Date: February 18, 2026  
Re: 1.30 – Board of Public Works Ordinance Update

### Background information:

From discussions at the Committee of the Whole meeting held on January 6, 2026, there was direction to clarify ordinances that reference "ex-officio" members to note whether the ex-officio member mentioned should be a voting or non-voting member. This section was one of a few that mention the term and this amendment to the City Ordinance is presented to clarify the voting nature of the position on the board/committee.

### Strategic Plan:

This change provides accountability of ex-officio members if voting rights are provided and transparency to the community as to whether the position has voting capacity or not.

**Budget:** N/A

### Staff Recommended Action:

Recommend approval of the amendment to Ordinance 1.30 to the Common Council as presented.

**CITY OF KAUKAUNA  
ORDINANCE \_\_\_\_\_**

**ORDINANCE REPEALING AND REPLACING SECTION 1.30  
BOARD OF PUBLIC WORKS**

**WHEREAS**, Section 1.30 of the Kaukauna Municipal Code currently establishes the composition and duties of the Board of Public Works; and

**WHEREAS**, the City desires to clarify the role of ex-officio members of the Board of Public Works to ensure consistency and transparency in governance; and

**WHEREAS**, it is the intent of the Common Council to specify that ex-officio members of the Board of Public Works shall serve in a non-voting capacity; and

**WHEREAS**, the Common Council finds it necessary and appropriate to repeal and replace Section 1.30 of the Kaukauna Municipal Code to reflect this clarification.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Kaukauna, State of Wisconsin, that Section 1.30, *Board of Public Works*, of the City of Kaukauna Municipal Code is hereby repealed and replaced as follows:

**BEFORE REPEAL AND REPLACE**

**1.30 Board Of Public Works**

The board of public works for the city shall consist of eight councilmembers. The city clerk, city engineer, and city attorney shall be ex officio members of the board. The members of the board shall choose a chairperson. The city clerk shall be clerk of the board.

**AFTER REPEAL AND REPLACE**

**1.30 Board Of Public Works**

The **Board of Public Works** for the **City** shall consist of eight councilmembers. The **City Clerk, City Engineer, and City Attorney, and Mayor** shall **be also serve as non-voting**, ex officio members of the board. The members of the board shall choose a chairperson. The **City Clerk** shall be **Clerk** of the board.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

\_\_\_\_\_, 2026.

Presiding Officer

Attest

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Anthony J. Penterman, Mayor,  
City of Kaukauna

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Kayla Nessmann, Clerk,  
City of Kaukauna