

COMMON COUNCIL

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



Tuesday, August 06, 2024 at 7:00 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
 - [a.](#) Common Council Meeting Minutes of July 16, 2024.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
 - a. Appointment of Jake Van Gompel as Weed Commissioner (1-year term).
 - b. Appointment of Tony Penterman to the Metropolitan Planning Organization (MPO) Policy Board.
 - c. Reappointment of Heather Hayes to the Redevelopment Authority of the City of Kaukauna (5-year term).
 - d. Reappointment of Karl Kilgas to the Redevelopment Authority of the City of Kaukauna (5-year term).
 - [e.](#) Grignon Park Project Grant Pledges Fox Cities Convention and Visitors Bureau and Nelson Fund.
 - f. American Heart Association EMS Award to the Kaukauna Fire Department.
 - [g.](#) Bird City Wisconsin.
 - [h.](#) Kaukauna Music Festival at Hydro Park August 9th and 10th.
6. Reports of standing and special committees.
 - [a.](#) Board of Public Works Meeting Minutes of August 5, 2024.
 - [b.](#) Finance and Personnel Committee Meeting Minutes of August 5, 2024.
 - [c.](#) Health and Recreation Committee Meeting Minutes of August 5, 2024.
 - [d.](#) Public Protection and Safety Committee Meeting Minutes of August 5, 2024.
 - [e.](#) 1000 Islands Environmental Center Committee Meeting Minutes of June 20, 2024.
 - [f.](#) Operator (Bartender) Licenses.
7. Reports of City officers.
 - a. Community Enrichment and 1000 Islands Staffing Alignment.
 - [b.](#) Development Update.
8. Presentation of ordinances and resolutions.

9. Closed session.
 - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session - City Wide Revaluation.
 - b. Return to Open Session for possible action.
 - c. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session - Dreamville.
 - d. Return to Open Session for possible action.
 - e. 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 - Community Enrichment and 1000 Islands Staffing Alignment.
 - f. Return to Open Session for possible action.
 - g. 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 bargaining reasons require a closed session - Amendment Offer to Purchase Out Lot 3 New Prosperity Center 2023-PL-11
 - h. Return to Open Session for possible action.
 - i. 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 bargaining reasons require a closed session - CBRF 2024-PL-08.
 - j. Return to Open Session for possible action.
10. Adjourn.

NOTICES

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

MEETING ACCESS INFORMATION:

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

To access the meeting by telephone:

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

To access the meeting by computer:

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

To access the meeting by smartphone or tablet:

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

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



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JULY 15, 2024

Pursuant to adjournment on June 18, 2024 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, July 16, 2024.

Roll call present: Coenen (via Zoom), DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Com. Cord. Fencel, Planner Kittel, Police Chief Graff and interested citizens.

Motion by Moore, seconded by Kilgas 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 Thiele to suspend the rules and waive the reading of the minutes of the Common Council meeting of June 18, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt the minutes of the Common Council meeting of June 18, 2024.

All Ald. Present voted aye.

Motion carried.

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

A letter from Gerald Palmer, 645 Benedict Drive was read.

Motion by Moore, seconded by DeCoster to receive and place on file the letter from Gerald Palmer.

All Ald. Present voted aye.

Motion carried.

Bills Payable

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

All Ald. Present voted aye.

Motion carried.

PUBLIC APPEARANCES

Gerald Palmer, 645 Benedict Drive Kaukauna, spoke to reinforce his letter regarding his neighbor's fence placement. He would like to see the vegetation and fence setback brought to code for safety reasons.

Cheryl Smith, 1408 Main Ave. Kaukauna spoke about adding more ordinances to the City Municipal Code. She has several issues regarding their neighbors caved in rock wall, tall weeds and rodents coming from their yards. She would like the City Council to have stronger rules on these issues.

Mayor stated a ribbon cutting for the pool will be next Friday, July 26.

BUSINESS PRESENTED BY THE MAYOR

Swearing in of Officer Logan Mitchell to the Kaukauna Police Department.

Chief Graff gave background information on Logan Mitchell and welcomed him to the Kaukauna Police Department. Clerk Kenney swore in officer Mitchell.

Retirement of Sgt. Mike Frank 26 years - Kaukauna Police Department.

Mayor Penterman thanked Sgt. Frank on serving in the Kaukauna Police Department for the last 26 years and presented him with a gift.

2025 Budget Process and Approval Schedule.

The 2025 Budget Schedule was provided.

Motion by DeCoster, seconded by Moore to receive and place on file the 2025 Budget Process and Approval Schedule.

All Ald. Present voted aye.

Motion carried.

Use of Absentee Ballot Drop Boxes.

Motion by Moore, seconded by Thiele to allow the Clerk to not use the ballot drop box for the August Election and reevaluate this matter before the November election.

All Ald. Present Voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Committee of the Whole Meeting Minutes of July 15, 2024.

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chairman Penterman on Friday, July 15, 2024 at 5:00 P.M.

Members present: Coenen (Via Zoom), DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Com Enrich. & Rec. Dir. Vosters, Plan. & Com. Dev. Dir. Kittel, Communications Coordinator Fencil, PD Chief Graff, Lib. Dir. Thiem-Menning, and interested citizens.

Motion by Thiele, seconded by Moore to excuse the absent member.

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics

a. Quarter 2 Strategic Plan progress update.

Mayor Penterman gave an update on the progress for Quarter 2 of the Strategic Plan. Edits were made based on the feedback from the last Committee of the Whole meeting. Items worked on in Quarter 2 are creating a safe and healthy community, creating a belonging and inclusion resource group, and increasing public and park open space attendance. The anticipated focus for next quarter(s) are to put together a request for proposals for intranet, finalize Department Head/Council communications guidelines, finalize elected officials' orientation guide, and begin monthly meetings with communications team.

Additional discussion will be held at the next Committee of the Whole. The due date has been pushed from 6/3/24 to 8/30/24 to allow for further discussion.

b. Old Business – Communication Guide.

Mayor Penterman and Marketing and Communications Manager Fencel provided a document which outlines steps that City of Kaukauna Department Heads and City of Kaukauna Alders will take to communicate with one another for matters regarding committee meetings and Common Council Meetings. This item was brought back from the last Committee of the Whole meeting after some changes. Discussion was held and questions answered.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 6:56 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Kilgas to approve the Committee of the Whole Meeting Minutes of July 15, 2024.

All Ald. Present voted aye.

Motion carried.

Board of Public Works Meeting Minutes of July 15, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, July 15, 2024 at 6:01 P.M.

Members present: Coenen (via Zoom), DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Com. Cord. Fencel, Lib. Dir. Thiem-Menning, Com. Enrich & Rec Dir. Vosters, and interested citizens.

Motion by Moore, seconded by Eggleston to excuse the absent member.
 All Ald. Present voted aye.
 Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Kay Drive Extension Proposal.

The owner of parcel has requested driveway access off the end of Kay Drive. The current alignment and road termination does not lend itself to a safe driveway access. The owner has been working with City staff to extend Kay Drive and to allow for a safe driveway connection and the owner is willing to enter into an easement agreement for the same. All expenses related to the installation of the extension of Kay Drive within said easement, including but not limited to, design, excavation, grading, base material, pavement and ancillary concrete, and all restoration will be the responsibility of the property owner. A separate watermain re-location will be associated with this work but will be at the discretion of Kaukauna Utilities. Questions from the Board were answered.

Motion by Moore, seconded by Eggleston to recommend approval of the Kay Drive Extension and easement agreement to Common Council, pending Plan Commission approval.
 All Ald. Present Voted aye.
 Motion carried.

b. State Municipal Agreement (SMA) for Kenneth Avenue Reconstruction Design, Construction, and Oversight.

The City of Kaukauna has applied for and has been awarded a Surface Transportation Program (STP) Urban project grant through Wisconsin Department of Transportation (WisDOT) for Kenneth Avenue Reconstruction. The project design may start in fiscal year 2026 and construction has been tentatively scheduled for 2029. The grant includes up to 80% funding for design, construction, and oversight of participating costs. The City must enter into a State/Municipal Agreement in order to complete the project and receive funding.

Motion by Kilgas, seconded by Schell to authorize the Director of Public Works to enter into a State Municipal Agreement with the State of Wisconsin for the Kenneth Avenue Reconstruction project design, construction, and oversight.
 All Ald. Present Voted aye.
 Motion carried.

c. Authorization to seek proposals for A/E services for library offices redesign.

The library will be adding a new sorting machine as an innovative solution to help relieve issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. As part of the 2024 Capital Improvement Plan, funds were allocated for the sorting machine upgrade in the current office spaces up to five new/replacement office spaces, and if feasible, a separate meeting room, to be located within the adult fiction area.

Motion by Kilgas, seconded by DeCoster to authorize staff to seek proposals for Architectural/Engineering services related to the Library Offices Redesign.
 Motion carried.

d. Kaukauna Utilities' Request to Install Flashing Pedestrian Crossing Signs.

Kaukauna Utilities has requested to purchase, install, and maintain a set of flashing pedestrian crossing signs for the mid-block crossing on Island Street. The KU safety committee has recommended enhancements to the crossing which serves KU employees accessing the employee parking area. Prior to this recommendation, standard crossing signs, a centerline pedestrian sign, and enhanced lighting have been implemented. Other options have been considered.

Motion by Schell, seconded by DeCoster to permit KU to purchase, install, and maintain flashing pedestrian crossing signs in the Island Street right-of-way.

All Ald. Present voted aye.

Motion carried.

e. Public Works Update.

DPW/Eng. Neumeier provided updates on current projects. The quiet zone study is up and running again after some delays. An update on this will be provided next month. Jonen Park pavilion bathrooms are now open. There was an issue with the wrong doors delivered, but this is being corrected. Lighting has been backordered. The City will be looking for some cooperation with Youth Soccer and Youth Baseball to get the concession area built. Picnic tables for the park are ordered and will be put together and placed as soon as they are delivered. Questions from the Board were answered.

Community Enrichment and Recreation Director Vosters gave an update on the pool project. The pool opened 12 days ago. The splash pad had problems and was not able to open for three days. Some splash pad features are working incorrectly, but progress is being made to correct the issues. A special event is scheduled on July 26 and a ribbon cutting will take place during this event. Discussion was held and questions answered.

3. Adjourn.

Motion made by Moore, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 6:37 pm.

Sally Kenney
Clerk

Motion by Thiele, seconded by Kilgas to amend the minutes under 2c to have the motion carried by majority.

All Ald. Present voted aye.

Motion carried.

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of July 15, 2024, as amended.

All Ald. Present voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of July 15, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on

Monday, July 15, 2024 at 6:38 pm.

Members present: Mayor Penterman, Coenen (via Zoom), DeCoster, Kilgas, Moore, and Schell.

Also present: Ald. Thiele, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Planner Kittel, Fin. Dir. Van Rossum, Police Chief Graff, Fire Chief Carrel, Com. Enrich. Rec. Dir. Vosters, Com. Cord. Fencil and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Firefighter/Paramedic position due to resignation.**

Firefighter/Paramedic Trent Frost resigned from his position effective June 29, 2024.

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

All members voted aye.

Motion carried.

b. **Permission to fill HR Director position due to resignation.**

HR Director Shanon Swaney resigned from her position effective June 27, 2024.

Motion by Kilgas, seconded by DeCoster to fill a Human Resources Director position due to resignation.

All members voted aye.

Motion carried.

c. **Permission to fill DPW Laborer position due to termination.**

Staff is seeking authorization to fill a Laborer position due to a recent staff termination.

Motion by Schell, seconded by Moore to fill a Laborer position due to termination.

All members voted aye.

Motion carried.

d. **Permission to fill Assistant Naturalist and Site Manager positions.**

Naturalist Nathaniel Blood resigned from his position effective 7/26/2024. Staff seeks authorization from the Finance and Personnel Committee to fill an Assistant Naturalist position and a Site Manager position due to vacancy.

Motion by Moore, seconded by Kilgas to fill the Naturalist position.

All members voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to readdress the previous motion to fill the Naturalist position.

All members voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to fill Assistant Naturalist and Site Manager positions due to vacancies.

All members voted aye.

Motion carried.

e. **Permission to fill Naturalist position due to resignation.**

Discussed in closed session.

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

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

All members voted aye.

Motion carried.

Adjourned to close session at 6:46 p.m.

g. **Return to open session for possible action.**

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

All members voted aye.

Motion carried.

Returned to Open Session at 6:59 pm.

Motion by Moore, seconded by Kilgas to fill the Naturalist position as presented by staff.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by DeCoster, seconded Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:00 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Eggleston to adopt the Finance and Personnel Meeting Minutes of July 15, 2024, as presented.

All Ald. Present voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of July 15, 2024.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, July 15, 2024 at 7:01 P.M.

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

Also present: Mayor Penterman, Ald. Coenen (via Zoom), Ald. Kilgas, Ald. Moore, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Kittel, Com. Erich. Rec. Dir. Vosters, Police Chief Graff, Fire Chief Carrel, Com. Cord. Fencel, Lib. Dir. Thiem-Menning, and interested citizens.

1. **Correspondence** – None.

2. Discussion Topics.

a. Temporary Class B License to Fox Cares Foundation for Bike to the Beat on August 3, 2024 at the Grignon Mansion.

Motion by Thiele, seconded by Eggleston to grant the Temporary Class B License to Fox Cares Foundation for Bike to the Beat on August 3, 2024 at the Grignon Mansion.

All members voted aye.

Motion carried.

b. Special Event Application and Amplified Music Request to Michael Jarosinski for the Community Appreciation Event on July 24, 2024 from 11 am to 2 pm at the Bank of Kaukauna.

Motion by Eggleston, seconded by DeCoster, to approve the Special Event Application and Amplified Music Request to Michael Jarosinski for the Community Appreciation Event on July 24, 2024 from 11 am to 2 pm at the Bank of Kaukauna.

All members voted aye.

Motion carried.

c. Bounce House Request to Amy Brick, Kaukauna Utilities on August 8, 2024 at La Follette Park.

Motion by Thiele, seconded by DeCoster to approve Bounce House Request to Amy Brick, Kaukauna Utilities on August 8, 2024 at La Follette Park.

All members voted aye.

Motion carried.

d. Temporary Class B License to Kaukauna Lion's Club on August 9 - 10, 2024 for the Kaukauna Music Festival

Motion by Eggleston, seconded by DeCoster to approve the Temporary Class B License to Kaukauna Lion's Club on August 9 - 10, 2024 for the Kaukauna Music Festival.

All members voted aye.

Motion carried.

e. Amplified music request from John Moore, Kaukauna Lion's Club for the Kaukauna Music Festival at Hydro Park on August 9 from 4-11 PM and August 10 from 12-10:30 PM.

Motion by DeCoster, seconded by Eggleston to approve the Amplified music request from John Moore, Kaukauna Lion's Club for the Kaukauna Music Festival at Hydro Park on August 9 from 4-11 PM and August 10 from 12-10:30 PM.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by Thiele, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:05 P.M.

Sally Kenney, Clerk

Motion by Schell, seconded by Eggleston to adopt the Health and Recreation Committee Meeting Minutes of July 15, 2024 as presented.

All Ald. Present voted aye.

Motion carried.

Legislative Committee Meeting Minutes of July 15, 2024

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Vice Chair DeCoster on Monday, July 15, 2024 at 7:06 P.M.

Members present: Coenen (via ZOOM), DeCoster, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Kittel, Fire Chief Carrel, Police Chief Graff, Com. Enrich and Rec. Dir. Vosters, Communication Manager Fencil, and interested citizens.

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

All Ald. Present Voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Ordinance creating section 1.26 and repealing and replacing sections 1.03 and 10.03(6) of the municipal code.**

The Ordinance presented is an update to our Municipal Code to create a Weed Commissioner role that would be designated by the Mayor, as indicated by statute (Wis. Stat. 66.0517). The Ordinance also updates our Municipal Code's process and procedure for dealing with Noxious Weeds within the City. The current code does not appoint a Weed Commissioner who is statutorily allowed certain powers and duties to help regulate and enforce the destruction of Noxious Weeds within the City. The current code also does not provide a procedure for residents to be notified if there is a violation of the Noxious Weeds ordinance, for a resident to be allowed to come into compliance with the Noxious Weed ordinance, and if the resident fails to destroy the Noxious Weeds, for the City to come in and remove such Noxious Weeds.

Motion by Thiele, seconded by Coenen to recommend approval to the Common Council Ordinance creating section 1.26 and repealing and replacing sections 1.03 and 10.03(6) of the municipal code.

All members present voted aye.

Motion carried.

b. **Ordinance repealing and replacing section 14.04 of the Municipal Code.**

The Ordinance presented is an update to our Municipal Code to allow the Code Enforcement Officer to issue citations under Chapter 19 (Fire Prevention). The current code allows the Code Enforcement Officer to issue citations for Chapters 10, 14, 17, 19, and other sections of the Municipal Code of the City of Kaukauna that are directly related to the responsibilities of the Code Enforcement Officer or Building Inspection Office. Staff wishes for the Code Enforcement

Officer to be allowed to issue citations under Chapter 19 (Fire Prevention) to be able to aid in getting potential citations out to violators. The changes also make minor modifications of grammar and capitalization within the Ordinance.

Motion by Thiele, seconded by Coenen to recommend approval to the Common Council the of Ordinance repealing and replacing section 14.04 of the Municipal Code.

All members present voted aye.

Motion carried.

3. **Adjourn.**

Motion by Thiele, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:16 p.m.

Sally Kenney, Clerk

Motion by DeCoster, seconded by Thiele to adopt the Legislative Committee Meeting Minutes of July 15, 2024.

All Ald. Present voted aye.

Motion carried.

Motion by Moore seconded by Eggleston to go out of order at take up item 9c.

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 - The Reserve 2022-PL-24.

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

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 7:41 pm.

Return to open session for possible action.

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

All Ald. Present voted aye.

Motion carried.

Returned to Open Session at 9:12 pm.

Motion by DeCoster, seconded by Moore to go back in order and take up item 6f.

All Ald. Present voted aye.

Motion carried.

1000 Islands Environmental Center Committee Meeting Minutes of May 16, 2024.

Motion by Eggleston, seconded by Moore to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of May 16, 2024.

All Ald. Present voted aye.

Motion carried.

Grignon Mansion Board Meeting Minutes of May 28, 2024.

Motion by Thiele, seconded by Schell to receive and place on file the Grignon Mansion Board Meeting Minutes of May 28, 2024.

All Ald. Present voted aye.

Motion carried.

Library Board Meeting Minutes of May 28, 2024.

Motion by Kilgas, seconded by Thiele to receive and place on file the Library Board Meeting Minutes of May 28, 2024.

All Ald. Present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of June 11, 2024.

Motion by Moore, seconded by DeCoster to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of June 11, 2024.

All Ald. Present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of June 20, 2024.

Motion by Moore, seconded by Eggleston to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of June 20, 2024.

All Ald. Present voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of June 25, 2024.

Motion by Moore, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of June 25, 2024.

All Ald. Present voted aye.

Motion carried.

Operator (Bartender) Licenses.

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

Arnold	Sean	R.	1409 Oakridge Ave.	Kaukauna
Arnoldussen	Sharon	M.	408 W. 15th St.	Kaukauna
Ashauer	Adam	P.	W5008 Golf Course Rd., #603	Sherwood
Atkinson	Todd	D.	1452 Haen Dr.	Kaukauna
Berkers	Shauna	M.	2000 Hendricks Ave.	Kaukauna
Brantmeier	Robert	J.	701 Eden Ave.	Kaukauna
Brautigan	Wendy	L.	141 Lamplighter Dr., #7	Kaukauna
Broehm	Kayla	M.	929 E. Evergreen Dr.	Kaukauna
Brum	Lisa	M.	507 Creekview Ln.	Appleton
Butler	Sheila	K.	1320 N. Alvin St.	Appleton
Dercks	Kay	L.	1805 Glenview Ave.	Kaukauna
Ernst	Brittney	N.	310 Taylor St., Apt. A	Kaukauna
Godin	Pamela	J.	3404 E. Canary St., Apt. 9	Appleton
Hollingsworth	Travis	C.	2415 Main Ave.	Kaukauna

Hummel	Jade	A.	2167 Allouez Ave.	Green Bay
Jansen	Kayla	L.	N142 Briarwood Dr.	Appleton
Kaufert	Linda	L.	901 Saunders Rd., Apt. 11	Kaukauna
Kressin	Audrey	A.	501 Gertrude St.	Kaukauna
Lindberg	Andrea	M.	7 Armstrong Ct.	Kaukauna
Momberg	Jane	E.	144 E. Tobacnoir St.	Kaukauna
Morien	Joel	L.	78 Northbreeze Dr.	Appleton
Mueller	Kelly	A.	W5006 Schmidt Rd.	Kaukauna
Nagan	Kimberly	A.	409 Turner St.	Wrightstown
Peeters	Jacob	M.	940 W. Elm Dr., Apt. E5	Little Chute
Reybrock	Jennifer	M.	315 S. Maple St.	Kimberly
Rohan	Sean	P.	1808 Oakridge Ave.	Kaukauna
Sampson	Crystal	A.	124 Kayla St.	Combined Locks
Sherry	Samantha	A.	819 Thelosen Dr.	Kimberly
Shimek	Brandon	A.	3172 Windland Dr.	Green Bay
Smith	Stephanie	R.	1507 Cleveland Ave.	Kaukauna
Steineke	Carter	J.	N2352 Vandebroek Rd.	Kaukauna
Theunis	Stella	J.	353 Main St.	Wrightstown
VanAbel	Lisa	A.	609 W. 9 th St.	Kaukauna
VanArk	Kyra	M.M.	2200 Green Bay Rd., #406	Kaukauna
Vanover	Richard	H.	225 W. 12 th St., Apt #7	Kaukauna
Vosters	Jesse	D.	220 E. 10 th St.	Kaukauna
Wallace	Caitlin	A.	W2412 Snowberry Dr.	Appleton
Woldt	Hayden	W.	1981 Greengrove St.	Kaukauna

Motion by Schell, seconded by Kilgas to approve the Operator (Bartender) Licenses.
 All Ald. Present voted aye.
 Motion carried.

The following applicants have applied for an operator's license for the license year **2024-2026, as well as a provisional license covering July of 2024**, and have been recommended for approval based on their record check by the police department:

Horn	Ann	M.	330 E. North Ave.	Little Chute
Ott	Gavin	E.	2981 S. Weiler Rd.	Kaukauna

Motion by Schell, seconded by Eggleston to approve the operator's license for the license year 2024-2026, as well as a provisional license covering July of 2024.
 All Ald. Present voted aye.
 Motion carried.

The following applicant has applied for a **2024-2026** operator's license and has been recommended for **denial** based on their record check by the police department:

Blackwell	Damien	A.	209 W. Seventh St.	Kaukauna
-----------	--------	----	--------------------	----------

Motion by Schell, seconded by Moore to deny the Operator (Bartender) License.
 All Ald. Present voted aye.
 Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

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

Ambulance Report

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

Police Report

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

Code Enforcement Report

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

Municipal Court Report

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

Building Inspection Report.

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

Refunding Taxes to Kaukauna Housing Authority for Parcel 323026000.

Finance Director Van Rossum stated that this property is tax exempt.

Motion by DeCoster, seconded by Eggleston to approve the refund to owner of parcel 323026000 for the full tax bill of \$7297.62 and submit the PC-201 form for reimbursement.
Motion carried.

Community Enrichment and 1000 Islands Staffing Alignment.

This item is being brought back from the June 17 Finance and Personnel Meeting.

Motion by Moore, seconded by Eggleston to table the Community Enrichment and 1000 Islands Staffing Alignment.

All Ald. Present voted aye.
Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1910-2024 Ordinance Creating Section 1.26 and Repealing and Replacing Sections 1.03 and 10.03(6).

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1910-2024.

All Ald. Present voted aye.
Motion carried.

Motion by Moore, seconded by Thiele to adopt Ordinance 1910-2024.

All Ald. Present voted aye.
Motion carried.

Ordinance 1911-2024 Ordinance Repealing and Replacing Section 14.04.

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Ordinance 1911-2024.

Motion carried.

Motion by Moore, seconded by Schell to adopt Ordinance 1911-2024.

All Ald. Present voted aye.
Motion carried.

Resolution 2024-5439 Resolution Authorizing the Mayor to Sign a Road Easement Agreement.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Resolution 2024-5439.

All Ald. Present voted aye.
Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2024-5439 Resolution Authorizing the Mayor to Sign a Road Easement Agreement pending approval by the Plan Commission.

All Ald. Present voted aye.
Motion carried.

CLOSED SESSION

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 - Community Enrichment and 1000 Islands Staffing Alignment.

Item pulled.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Amendment to Offer to Purchase Outlot 3N.E.W 2023-PL-11.

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

All Ald. voted aye.
Motion carried.

Adjourned to closed session at 9:33 pm.

Return to open session for possible action.

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

All Ald. Present voted aye.

Motion carried.

Returned to Open Session at 9:36 pm.

Motion by Moore, seconded by Thiele to amend the Offer to Purchase Outlot 3 N.E.W 2023-PL-11 and authorize the Mayor to sign the amendment.

All Ald. Present Voted aye.

Motion carried.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(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 – Dreamville.

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

All Ald. Present voted aye.

Motion carried.

Adjourned to closed session at 9:38 pm.

Return to open session for possible action.

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

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 9:56 pm.

ADJOURN

Motion by Eggleston, seconded by Kilgas to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 9:57 p.m.

Sally Kenney, Clerk

City - Bills Payable

Check #	Date	Class	Addressee	Absolute Value of Amount
122266	7/5/2024	Equipment Capital - 421	10-33 Vehicle Services LLC	8,327.94
122267	7/5/2024	General Fund - 101	A T F Tires & Service Center Inc.	35.65
122268	7/5/2024	General Fund - 101	Advanced Maintenance Solutions	3,965.25
122269	7/5/2024	Park & Pool Capital - 422	Amplitel Technologies LLC	844.47
122270	7/5/2024	General Fund - 101	Amplitel Technologies LLC	18,679.70
122271	7/5/2024	General Fund - 101	ARS Productions	20,000.00
122272	7/5/2024	Storm Water Utility - 601	AT&T Mobility	43.61
122273	7/5/2024	General Fund - 101	AT&T Mobility	137.14
122274	7/5/2024	General Fund - 101	Automotive Supply Co	363.91
122275	7/5/2024	General Fund - 101	Baycom Inc.	67.50
122276	7/5/2024	General Fund - 101	Berken Heating & Cooling, Inc	360.00
122277	7/5/2024	General Fund - 101	Bound Tree Medical, LLC.	19.99
122278	7/5/2024	Park & Pool Capital - 422	Capital One Commercial	143.04
122279	7/5/2024	General Fund - 101	Capital One Commercial	594.50
122280	7/5/2024	General Fund - 101	Carlos Ortega Narciso	300.00
122281	7/5/2024	Sanitary Sewer Utility - 602	Carstens Ace Hardware	20.74
122282	7/5/2024	General Fund - 101	Carstens Ace Hardware	1,138.91
122283	7/5/2024	Park & Pool Capital - 422	Carstens Ace Hardware	135.29
122284	7/5/2024	Park & Pool Capital - 422	CDW Government	4,330.88
122285	7/5/2024	General Fund - 101	Christie Fortemps	125.00
122286	7/5/2024	General Fund - 101	Complete Office of Wisconsin	1,173.48
122287	7/5/2024	General Fund - 101	Dean Enterprises, LLC	340.53
122288	7/5/2024	General Fund - 101	Eagle Sign & Design LLC	2,080.80
122289	7/5/2024	Library Special Use - 255	Elan Financial Services	283.69
122290	7/5/2024	General Fund - 101	Elan Financial Services	7,432.81
122291	7/5/2024	General Fund - 101	Energy Control & Design, Inc.	2,045.50
122292	7/5/2024	General Fund - 101	Faith Technologies, Inc.	3,214.37
122293	7/5/2024	General Fund - 101	Fireline Sprinkler Corp	295.00
122295	7/5/2024	General Fund - 101	Fox Specialty Company LLC	497.18
122296	7/5/2024	General Fund - 101	General Beer Dist-NE	1,332.36
122297	7/5/2024	General Fund - 101	Haen Meat Packing	587.58
122298	7/5/2024	General Fund - 101	Holiday Wholesale, Inc.	563.00
122299	7/5/2024	General Fund - 101	Human Resources Consulting, LLC	360.00
122300	7/5/2024	General Fund - 101	Ingram	1,051.19
122301	7/5/2024	Park & Pool Capital - 422	Insta Prints Plus, Inc.	394.62
122302	7/5/2024	General Fund - 101	James Imaging Systems, Inc.	128.57
122303	7/5/2024	General Fund - 101	Jeremy Goffard	125.00
122304	7/5/2024	General Fund - 101	Jim Hungerford	115.00
122305	7/5/2024	General Fund - 101	Kendra Hietpas	200.00
122306	7/5/2024	General Fund - 101	Kiesler Police Supply	141.00
122307	7/5/2024	General Fund - 101	Killian's Landscaping, Inc.	250.00
122308	7/5/2024	General Fund - 101	Linde Gas & Equipment Inc.	47.66
122309	7/5/2024	American Rescue Plan Act Funds - 223	Maders Building LLC	4,314.17
122310	7/5/2024	General Fund - 101	Marco	64.46
122311	7/5/2024	General Fund - 101	Marco Technologies LLC NW 7128	563.12
122312	7/5/2024	General Fund - 101	Marie DeValk	300.00
122313	7/5/2024	General Fund - 101	Mead & Hunt	1,281.51

Check #	Date	Class	Addressee	Absolute Value of Amount
122314	7/5/2024	General Fund - 101	Merri Bowser	300.00
122315	7/5/2024	Park & Pool Capital - 422	Miron Construction Co, Inc	683,336.00
122316	7/5/2024	General Fund - 101	Modern Dairy	3,710.22
122317	7/5/2024	Streets & Sidewalk Capital - 420	Northeast Asphalt Inc.	250,616.81
122318	7/5/2024	Storm Water Utility - 601	Northeast Asphalt Inc.	90,971.45
122319	7/5/2024	General Fund - 101	Outagamie County Treasurer	432.97
122320	7/5/2024	General Fund - 101	Proshine Window Cleaning LLC	2,589.00
122321	7/5/2024	Park & Pool Capital - 422	Robert E Lee & Assoc. Inc	288.00
122322	7/5/2024	General Fund - 101	Ronald Beck	3,948.80
122323	7/5/2024	General Fund - 101	Schindler Elevator Corporation	4,298.28
122324	7/5/2024	General Fund - 101	Silver Squirrel Engraving & Gifts	42.00
122325	7/5/2024	General Fund - 101	State of Wisconsin	1,605.40
122326	7/5/2024	General Fund - 101	Stephanie Maas	252.15
122327	7/5/2024	General Fund - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
122328	7/5/2024	Storm Water Utility - 601	Triumph Tires Inc	341.00
122329	7/5/2024	General Fund - 101	United States Treasury	412.16
122330	7/5/2024	Streets & Sidewalk Capital - 420	Vinton Construction Co.	71,154.05
122331	7/5/2024	Storm Water Utility - 601	Vinton Construction Co.	18,618.75
122332	7/5/2024	General Fund - 101	We Energies	396.44
122333	7/5/2024	Streets & Sidewalk Capital - 420	Wisconsin Dept of Transportation	320.62
122334	7/5/2024	General Fund - 101	Wisconsin Municipal Court Clerks Assoc.	315.00
122335	7/5/2024	General Fund - 101	Wisconsin Supreme Court	40.00
122336	7/5/2024	General Fund - 101	Yecenia Bedolla	53.31
122337	7/5/2024	General Fund - 101	NEXT Electric	2,900.00
00000221/1	7/5/2024	General Fund - 101	Delta Dental of Wisconsin	2,240.88
00000221/2	7/5/2024	General Fund - 101	MissionSquare Retirement	19,488.26
00000221/3	7/5/2024	General Fund - 101	Paycor HCM Inc.	4,472.70
00000222/1	7/5/2024	Environmental Remediate TID - 450	Kaukauna Utilities	16.59
00000223/1	7/5/2024	Storm Water Utility - 601	Kaukauna Utilities	2,864.21
00000224/1	7/5/2024	Sanitary Sewer Utility - 602	Kaukauna Utilities	1,561.38
00000225/1	7/5/2024	General Fund - 101	Grand Kakalin LLC	20,676.00
00000225/2	7/5/2024	General Fund - 101	Kaukauna Utilities	22,525.69
00000225/3	7/5/2024	General Fund - 101	Diversified Benefit Services, Inc (DBS) (ACH)	8,081.80
00000225/4	7/5/2024	General Fund - 101	Fire Association Local 1594	595.28
00000225/5	7/5/2024	General Fund - 101	Police Association	667.00
00000225/6	7/5/2024	General Fund - 101	Pelion Benefits, Inc (SSA)	4,260.49
122338	7/8/2024	General Fund - 101	Cash	500.00
122339	7/10/2024	General Fund - 101	Amplitel Technologies LLC	510.00
122340	7/10/2024	General Fund - 101	Anthony Penterman	20.10
122341	7/10/2024	General Fund - 101	Cellcom	1,877.20
122342	7/10/2024	General Fund - 101	Charter Communications	1,447.93
122343	7/10/2024	Sanitary Sewer Utility - 602	Diggers Hotline Inc.	840.27
122344	7/10/2024	General Fund - 101	Diversified Benefit Services, Inc.	718.51
122345	7/10/2024	General Fund - 101	Energy Control & Design, Inc.	907.00
122346	7/10/2024	General Fund - 101	GFL Green For Life Environmental	655.44
122347	7/10/2024	General Fund - 101	Haenco LLC	894.31
122348	7/10/2024	General Fund - 101	Heart of the Valley Metropolitan - New Connections	12,120.00
122349	7/10/2024	Sanitary Sewer Utility - 602	Heart of the Valley Metropolitan Sewerage District	192,951.91
122350	7/10/2024	General Fund - 101	Ingram	46.03

Check #	Date	Class	Addressee	Absolute Value of Amount
122351	7/10/2024	General Fund - 101	J.F. Ahern Co.	713.62
122352	7/10/2024	Storm Water Utility - 601	McMahon Associates Inc	669.95
122353	7/10/2024	General Fund - 101	ORKIN Pest Control	648.10
122354	7/10/2024	General Fund - 101	Outagamie County Public Health	1,240.00
122355	7/10/2024	General Fund - 101	Outagamie County Treasurer	1,408.58
122356	7/10/2024	General Fund - 101	Penni Pautz	187.17
122357	7/10/2024	General Fund - 101	Reinders Inc.	408.96
122358	7/10/2024	Park & Pool Capital - 422	Robert E Lee & Assoc. Inc	345.00
122359	7/10/2024	General Fund - 101	Ryan Steffel	589.32
122360	7/10/2024	General Fund - 101	Stoneridge Piggly Wiggly	44.39
122361	7/10/2024	General Fund - 101	T-Mobile	332.89
122362	7/10/2024	General Fund - 101	Truck Country Of Wisconsin	7,170.49
122363	7/10/2024	General Fund - 101	VESTIS	495.06
122364	7/10/2024	General Fund - 101	Village of Howard	474.68
122365	7/10/2024	General Fund - 101	We Energies	533.67
00000226/1	7/10/2024	General Fund - 101	Garrow Oil Corp.	19,717.71
00000226/2	7/10/2024	General Fund - 101	Superior Chemical, LLC	1,722.76
00000227/1	7/10/2024	General Fund - 101	Ramp Financial	3,798.80
00000228/1	7/10/2024	1000 Islands - 201	Ramp Financial	79.43
00000229/1	7/10/2024	American Rescue Plan Act Funds - 223	Ramp Financial	1,731.44
00000230/1	7/10/2024	Park & Pool Capital - 422	Ramp Financial	73.92
Total				1,569,158.45



MEMO

Finance

To: Common Council
From: Finance Director (William Van Rossum)
Date: 08/06/2024
Re: Grant funding for Proposed Grignon Park Project

Background Information:

The KHS Civic Engagement Class presented a proposed Grignon Park Project to the council back in March 2023. This project includes a sledding hill, ice rink, and a multipurpose warming shelter. During the presentation, the group highlighted that this park enhancement would be a regional draw to the City of Kaukauna during the winter period.

Since that presentation, City staff organized a stakeholder meeting in October 2023, which included all the clubs and organizations that would be impacted by this project. During this meeting, ideas and desires were shared. An updated presentation was provided to the council following this meeting. The Civic Engagement Class has continued to modify the project plan and pitch the project to potential donors.

The first two donors have pledged funds toward the project. The first pledge is \$200,000 from the Fox Cities Convention & Visitors Bureau (FCCVB), and the second is \$250,000 from the Nelson Fund of the Community Foundation. Both grant pledges require some form of commitment from the city. The FCCVB pledge is a reimbursement grant requiring the project to be completed by the end of 2026, while the Nelson Fund pledge is a multiyear payment that needs commitment within the City capital budget. Included with this memo are both grant pledge communications.

Strategic Plan:

This project supports the "Community of Choice" initiative within the City Strategic Plan and furthers the goal of updating a park within the city.

Budget:

This project will impact the City's capital budget as some of the funds will need to be bonded. The council may also consider covering some of the park amenities using funds from TID 9, TID 11, TID 12, or a combination of the three, as they are all within the radius to contribute to the project.

Staff Recommended Action:

The FCCVB pledge should be accepted, as it poses no financial risk if the project does not come to fruition, given that it is a reimbursement grant. The Nelson Fund, however, requires a firm commitment from the city to the project before funds can be disbursed, starting in 2025. Staff seeks further discussion from the council to determine the level of support for the project.

AGREEMENT FOR GRANT

AGREEMENT made and effective this _____ day of _____ by and between the Fox Cities Convention & Visitors Bureau, Inc. a Wisconsin corporation with principal offices located at 213 S. Nicolet Rd., Appleton, Wisconsin (hereinafter "FCCVB") and the City of Kaukauna with principal offices located at 144 W. 2nd St., Kaukauna, WI 54130 (hereinafter "GRANTEE").

RECITALS

- Whereas, FCCVB offers a grant program to develop and enhance tourism to the Fox Cities.
- Whereas, GRANTEE intends to renovate Grignon Park adding soccer and sledding hill amenities, including a rope tow and lighting (hereinafter "the Project").
- Whereas, the Project is expected to cost approximately \$ 1.5 million.
- Whereas, the Project will serve visitors by providing a unique to the area winter attraction and improved tournament-quality soccer facilities.

COVENANTS

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the parties agree as follows:

- 1) **Recitals.** The foregoing Recitals are made a part hereof and are incorporated herein by reference.
- 2) **Grant.** The FCCVB agrees to grant GRANTEE \$200,000 for the Project. Remaining funding will be secured by GRANTEE and FCCVB shall have no liability regarding same.
- 3) **Project Specifications.** The aforementioned Project shall be as outlined in the grant application dated October 20, 2023.
- 4) **Grant Funding.**
 - a) A grant of \$200,000 is pledged to the Project.
 - b) The grant will be paid to GRANTEE upon completion the project contingencies being met as set forth in section 5 and after FCCVB receives from GRANTEE written confirmation of project completion, documents demonstrating final total costs and photographs of finished Project.
 - c) In the event the Project is not completed on or before **December 1, 2026**, the FCCVB shall not have any further obligation to grant or pay for any present or current obligations of the Project.

- 5) **Contingencies.** The making and payment of the grant is conditioned and contingent upon the following conditions having occurred:
- The Project is constructed as described in the grant application dated October 20, 2023.
 - The GRANTEE provides clarification of City support as documented in the City budget or a resolution of the City Council;
 - The GRANTEE provides a written summary of support from Kaukauna Utilities;
 - The GRANTEE provide documentation that at least 50% of total funds have been raised by May 2025.
 - GRANTEE provides evidence of project completion as noted in section 4 above.
 - The project is completed by **December 1, 2026**.
- 6) **Liability.** FCCVB shall in no way be considered an owner or operator of the Project, and shall not be liable for any injury or property damage sustained by any party or person. GRANTEE shall fully indemnify and hold FCCVB harmless there from.
- 7) **Use of Funds.** All grant funds received by GRANTEE shall be used solely and exclusively for the Project noted above and for no other purpose whatsoever.
- 8) **Default.** In the event FCCVB determines, at any time, that any of the obligations or conditions are not being met by GRANTEE, FCCVB shall provide written notice to GRANTEE of the default and allow 30 days from the date the notice is given for GRANTEE to cure the default. In the event GRANTEE fails to timely cure the default to the sole satisfaction of FCCVB, FCCVB may withhold any pending fund distribution under this Agreement, or, if the grant has been fully funded, GRANTEE shall be obligated to refund the full amount paid to GRANTEE by FCCVB.
- 9) **Termination of Grant.** Notwithstanding anything else herein to the contrary, in the event the Project is not fully completed and functional, then the grant in FCCVB's sole discretion may be declared null and void and of no further force.
- 10) **Integration Clause.** This Agreement expresses the entire understanding between the parties as to the terms and covenants of this grant transaction and no other verbal or written understanding shall change or alter the terms contained above.

IN WITNESS THEREOF, the parties have entered into this Agreement on the date as set forth

**FOX CITIES CONVENTION & VISITORS
BUREAU, INC.:**

GRANTEE NAME:

By: _____
Pam Seidl, Executive Director

By: _____

Date: _____

Its: _____

By: _____
Board Chair

Date: _____

Date: _____

William J. VanRossum

From: wvanrossum@kaukauna.gov
Subject: FW: Grignon Park Follow up

----- Forwarded message -----

From: Ann Engelhard <AEngelhard@cfoxvalley.org>
Date: Tue, Jul 23, 2024 at 11:24 AM
Subject: Grignon Park Follow up
To: madersophie@gmail.com <madersophie@gmail.com>

Hello Sophie –

It was a pleasure speaking with you yesterday! As I mentioned, I will need some additional information to begin processing the grant and grant agreement:

- Confirm the grant should be made to City of Kaukauna
- Who will be our project connection at the City? Assuming it would be Terri Vosters but would like confirmation and confirmation that she will be signing the grant agreement.
- Who will be the 2nd signature on the grant agreement? Perhaps the Mayor?
- This grant will be a multi-year payment. Currently scheduled as \$100,000 in 2025 and \$150,000 in 2026. Does this align with your timeline? Any suggestions on which month we should plan to make payments?
- The grant is contingent on the project being approved in the City budget and permits being approved.

If you could assist in gathering this information, that would be much appreciated.

Also, I want to let you know that Curt mentioned this project to Bank of Kaukauna and I will be sharing your power point, and the Nelson Fund's support of this project, with TJ Minnehan, President. I will share your name, email address and phone number with him, as well. Hope that helps the Bank see the project moving forward.

Have a great day, Ann



Annamarie Engelhard (She/Her)

VP of Donor Services & Gift Planning

Together, we flourish.

Community Foundation for the Fox Valley Region

920.702.7627 | [4455 W. Lawrence St. Appleton, WI 54914](https://www.cffoxvalley.org)

www.cffoxvalley.org | aengelhard@cffoxvalley.org

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21/6



Bird City Wisconsin

Recognizes the

City of Kaukauna

for implementing sound practices and fostering public education on important bird conservation issues.

High Flyer Award (2024)



Bird City Wisconsin

Making our communities healthy for birds ... and people

4230 N. Oakland Ave., No. 219

Shorewood, WI 53211

July 23, 2024

Dear City of Kaukauna,

On behalf of myself and Bird City Wisconsin's Steering Committee, I would like to congratulate the City of Kaukauna on achieving High Flyer status in the Bird City Wisconsin program.

Bird City communities are at the forefront of efforts to forge a statewide coalition of citizens and public officials who recognize that birds are more than beautiful - they are significant. High Flyers go above and beyond in their conservation and education actions, and Bird City Wisconsin truly appreciates both all that you do to green your community as well as all of the effort that you put into demonstrating all of your community's actions to us during the renewal process.

THANK YOU!

We ask that you share news of your renewal with local media. To make your job easier, we have included some general text about the program at the bottom of this letter. Feel free to use Bird City's logo to promote your community – and let us know if you would like a digital copy. Please also consider other ways that we can help you achieve public recognition for your accomplishments, or any other way that we might be able to assist you. As always, feel free to contact us with your thoughts at director@birdcitywisconsin.org.

We celebrate your efforts to improve the quality of life of the people and birds that reside in your community. Thank you for helping to make Wisconsin healthy for birds... and people.

Sincerely,

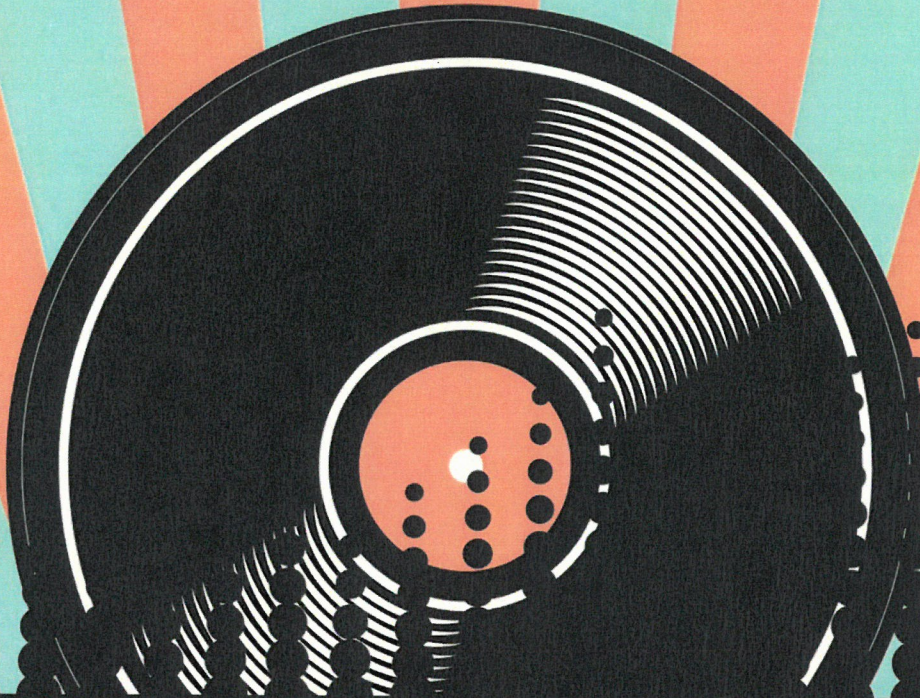
Bryan Lenz, Ph.D.
Interim Director

About Bird City

Bird City Wisconsin was created in 2009 and began recognizing communities the following year. The program recognizes municipalities for the conservation and education activities that they undertake to make their communities healthy for birds... and people. Bird City Wisconsin is the first Bird City program and served as the model for the Western Hemisphere-wide Bird City Network, of which Bird City Wisconsin is a founding member.

To be recognized as a Bird City, a community must take actions across four categories (Habitat, Threat Reduction, Education & Engagement, and Sustainability) and officially recognize and celebrate World Migratory Bird Day. Bird City also offers High Flyer recognition for those communities that truly go above and beyond in their conservation and education programs. To become a High Flyer, a community must meet additional, and more involved, criteria.

THE CITY OF KAUKAUNA



MUSIC FESTIVAL

AUGUST 9-10, 2024 | 100 CROOKS AVE, KAUKAUNA

MUSIC BY :

PEGASIS | HORACE GREENE | THE COOL WATERS BAND
MOOOOSE! THE BAND | LISTENING PARTY
KYLE MEGNA & THE MONSOONS | MILES NIELSEN & THE
RUSTED HEARTS

THANK YOU, SPONSORS



920.766.6335 | [KAUKAUNA.GOV/COMMUNITY/KAUKAUNA-MUSIC-FESTIVAL/](https://kaukauna.gov/community/kaukauna-music-festival/)

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, August 5, 2024 at 6:00 P.M.

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

Absent & Excused: Kilgas.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Com. Enrich. Prog. Mgr. Mickelson, Fin. Dir. Van Rossum, and interested citizens.

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

All Ald. Present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Recommendation for award of Project 10-24 - LaFollette Park Pickleball Complex.

Project Engineer Taylor Conger has compared the two bids against the engineers estimate. The two bidders are within \$37,702.30 with their total base bid, which is a good indication that they are competitive. The two bidders were also within \$2,895.00 for Alternate Unit B and within \$2,223.00 for Alternate Unit C, which continues to show the competition and great pricing. The engineer's estimate is compiled utilizing pricing from other municipalities' similar past projects and adjusted for inflation, and both bids were lower than that estimate. The lowest bid was \$167,362.70 lower than the Engineer's estimate, which again shows how great the pricing is for this work. Doctor Cherkasky has committed funds from the Fox Firecracker to purchase an AED for the Pickleball Complex. Questions from the Board were answered.

Motion by Coenen, seconded by Schell to award Project 10-24 LaFollette Park Pickleball Complex to Vinton Construction Company, Two Rivers, WI for all units A, B, and C, a total amount of \$344,509.30.

All Ald. Present Voted aye.

Motion carried.

b. State/Municipal Financial Agreement (SMFA) for County Trunk Highway J (CTH J).

DPW/Eng. Neumeier stated the proposed project will remove the existing CTH J bridge over I-41 and replace it with a new bridge. The CTH J roadway approaches will be constructed to match into the new bridge including reconstructing the roundabout intersections and approaching interchange ramps. The existing CTH J asphalt pavement will be replaced with a concrete pavement per the approved project pavement design. Sidewalks will be installed at no cost to the City. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to allow the Engineering Department to authorize DPW/Eng. Neumeier to sign State/Municipal Financial Agreement (SMFA) for County Trunk Highway J (CTH J).

All Ald. Present Voted aye.

Motion carried.

c. Public Works Update.

DPW/Eng. Neumeier provided information on the current projects happening. Utility projects are wrapping up. The asphalt paving for these projects will take place next week. Ally project utility work is in the cut-over phase. The utility portion of this project should be done by the end of the month and then paving will take place after Labor Day. Street crews are out doing

asphalt patching, installing benches, and adding an asphalt patch by the Nelson crossing parking lot where an accessible portable toilet will be installed.

Street Superintendent VanGompel stated an asphalt pad has been added at LaFollette Park for a bike rack. Work continues at the Disc golf course. Calumet County has been contracted to paint road center lines. Seasonal workers are helping the crew with crack sealing asphalt streets and parking lots. Questions from the Board were answered.

3. Adjourn.

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

Meeting adjourned at 6:12 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, August 5, 2024 at 6:13 pm.

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

Absent & Excused: Kilgas.

Also present: Ald. Thiele, Ald. Eggleston, Ald. Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Com. Enrich. Prog. Mgr. Mickelson, Street Sup. Van Gompel, and interested citizens.

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

All Ald. Present Voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Human Resources pay grade change to Grade 23.**

No discussion held.

b. **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 - Human Resources Director.**

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

All members present voted aye.

Motion carried.

Adjourned to closed session at 6:14 pm.

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

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

All members present voted aye.

Motion carried.

Returned to Open Session at 6:20 pm.

Motion by Moore, seconded by DeCoster to authorize staff to regrade the Human Resources position to pay grade 23.

All members present voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:21 pm.

Sally Kenney, Clerk

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, August 5, 2024 at 6:22 P.M.

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

Also present: Mayor Penterman, Ald. Coenen, Ald. Moore, Alder Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Street Sup. Van Gompel, Com. Enrich. Prog. Mgr. Mickelson and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. Park Signage Donation Authorization – Grignon Disc Golf Course.

Appleton Area Disc Golf Club has been volunteering with clean-up and improvements, helping with new hole layouts, and collecting donations to improve the Grignon Park Disc Golf course. With the utility work, stream restoration, and ash tree removal work, there was a wonderful opportunity for upgrades to the course. New holes and signage are being donated and would be installed by public works, in addition to various new tee pads, benches, and site work. The following businesses, groups, and individuals would be recognized on the signage.

• The Wingz Disc Golf Team and Ridge Roller Customs Team (4 holes) • Appleton Area Disc Golf Club (4 holes) • Wisconsin Disc Sports Association • Bad Batch CrossFit and Fox Valley Meal Prep • Andrew Wolfinger (2 holes) • Justin Lamers • Liz Phillippi • Yates Vanden Heuvel. Discussion held and questions answered.

Motion by Eggleston, seconded by DeCoster to approve the donors/sponsors listed for recognition on the new disc golf signs.

All members voted aye.

Motion carried.

b. Amplified Music request to Kurt Sedo on August 17, 2024 from 12 to 6 pm at 1000 Islands Environmental Center.

Motion by DeCoster, seconded by Thiele, to approve the Amplified Music request to Kurt Sedo on August 17, 2024 from 12 to 6 pm at 1000 Islands Environmental Center.

All members voted aye.

Motion carried.

c. Special Event Application to Michael Vanderscheuren, Riverview Middle School on September 24 and 30, 2024 for Cross Country Meets at Grignon Park.

Motion by Eggleston, seconded by DeCoster to approve the Special Event Application to Michael Vanderscheuren, Riverview Middle School on September 24 and 30, 2024 for Cross Country Meets at Grignon Park.

All members voted aye.

Motion carried.

d. Grignon Mansion Civil War Living History Demonstration Request

At the April 15, 2024, Health and Recreation Meeting, a motion to approve the Grignon Mansion Civil War Living History Demonstration was made contingent on receiving background checks and proof of insurance. The minutes of the April 15th Health & Recreation Meeting were adopted at the April 16, 7:00 PM Common Council Meeting, and a new Council was seated at 7:30 PM at the April 16th meeting. Because a new Council has been seated, I would like to revisit the concern about background checks on Civil War Reenactors. Community Enrichment and Program Manager Mickelson stated that other

groups with similar activities do not do background checks on participants and staff feels that having the liability waiver signed by participants would be sufficient.

Motion by Thiele, seconded by DeCoster to approve the Civil War Living History Demonstration without the contingency to run background checks on reenactors.
All members voted aye.
Motion carried.

3. Adjourn.

Motion made by Thiele, seconded by DeCoster to adjourn.
All members voted aye.
Motion carried.

Meeting adjourned at 6:35 P.M.

Sally Kenney
Clerk

PUBLIC PROTECTION AND SAFETY COMMITTEE

A meeting of the Public Protection and Safety Committee was called to order by Chair Eggleston on Monday, August 5, 2024, at 6:35 P.M.

Members present: Antoine, Eggleston, and Moore.

Absent & Excused: Kilgas.

Also present: Mayor Penterman, Ald. Coenen, Ald. DeCoster, Ald. Thiele, Ald. Schell, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fin. Dir. Van Rossum, Com. Enrich. Prog. Mgr. Mickelson and interested citizens.

Motion by Moore, seconded by Antoine to excuse the absent member.

All members present voted aye.

Motion carried.

1. Correspondence - None.

2. Discussion Topics.

a. Proposed No-Parking on the northside of St. Mary's Place – Sullivan to Hendricks.

Kaukauna Police staff and Kobussen Bus safety coordinator have requested an area of St. Mary's Place have parking restricted due to school and bus traffic concerns. Street Superintendent VanGompel also met onsite with Kobussen staff to look at the concern. With current parking on both sides of St. Mary's Place, school busses entering and exiting the Quinney parking lot will cause backups and congestion as travel and turn areas become too tight to navigate. Our recommendation will be to create a no parking zone between the hours of 7:00 a.m. and 4:00 p.m., except Saturdays, Sundays, and holidays.

Motion by Moore, seconded by Antoine to direct the City Attorney to draft the necessary ordinance to restrict parking on the north side of St. Mary's Place between Sullivan Avenue and Hendricks Avenue.

All members present voted aye.

Motion carried.

b. Request to Install Flashing Pedestrian Crossing Signs on Dodge Street – Municipal Pool.

A request has been made to purchase, install, and maintain a set of flashing pedestrian crossing signs for the mid-block crossing on Dodge Street (CTH Z) near the municipal pool. During construction and continuing with the new Aquatic Center operations, staff has witnessed the difficulty pedestrians have crossing the road from the Diamond #1 parking lot to the pool. Being a county road, any recommendations from the City will also need approval from Outagamie County Highway Department.

Motion by Moore, seconded by Antoine to recommend approval of the installation of flashing pedestrian crossing signs for the mid-block crossing on Dodge Street (CTH Z) to Board of Public Works and Common Council.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion by Antoine, seconded by Moore to adjourn.

All members present voted aye.
Motion carried.

Meeting adjourned at 6:49 p.m.

Sally Kenney
Clerk

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, June 20, 2024

Members Present Breitzman, Eggleston, Pautz, White, Hintz, Jakel, Manion, West

Not Present Blood, Hietpas, and VanBerkel

Also Present Terri Vosters and Cassandra Kohls

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

Public Appearances None

May 16, 2024, Committee Meeting Minutes

Eggleston made a motion to approve the May 16, 2024, Committee Meeting minutes with a correction to list Hintz as present. Seconded by Manion. Motion carried.

Financial Reports

The May Financial Report was reviewed by the Committee. Jakel approved of splitting out Jabber's expenses and revenue to identify when fundraising would be necessary. Jakel made a motion to approve the May Financial Report. Seconded by Eggleston. Motion carried.

Correspondence

The committee reviewed the May Donation Report and supported the donation of two garden beds to the Statesburg Apartments in Kaukauna. Eggleston moved to approve the Correspondence Report. Jakel seconded. Motion carried.

Friends of 1000 Islands Report

In Hietpas' absence, Vosters reported based on the Friends Treasurer's report. The Art Fair revenue was lower than last year, with food stand profits down and leftovers remaining. The Art Fair revenue totaled \$7,300 revenue with \$5,500 expenses. The Committee discussed potential reasons for the lower attendance, including competing community events. Vosters reported the basket raffle did well. Eggleston spoke in favor of the variety of baskets this year.

Naturalist's Report

Breitzman supported revising the field trips. Jakel supported staff putting packets together for ages/grades. Vosters spoke in support of evaluating the program time frames. 1000 Islands staff were featured in four press segments on WLUK. Jakel moved to approve the May Naturalist report. Seconded by Breitzman. Motion carried.

Committee Reports

Admin and Finance Sub-Committee

No report.

Education Sub-Committee

White reported plans for fundraising for Jabber's medications in August. Eggleston moved to receive and place on file Minutes of May 13, 2024, Sub-Committee. Seconded by White. Motion carried.

Building and Grounds Sub-Committee

No report. The Committee is working to schedule a meeting.

Old Business

The Goat gathering with Council was well received. Manion mentioned it was impressive to see the goats running.

Eggleston encouraged more marketing for Service Saturdays to increase attendance.

New Business:

Staffing Update – City Council will meet in July to review/approve Vosters as the Director of 1000 Islands. Garrity's temporary dual role of Site Manager and Assistant Naturalist will end in August. A decision will be made whether to post the Assistant Naturalist position. Vosters voiced the need for additional education staff. Vosters informed the Committee of the phases of the city's staffing plan for 2025. Eggleston suggested adding media contacts to the data collected in the plan. Blood compiled attendance data from surrounding nature centers. The Committee discussed various staffing options including adding a facility manager position. Manion wanted defined roles if a facility manager is overseeing the Nature Center's site manager. Vosters would like to combine the Parks and Recreation Departments. Vosters spoke of the possible creation of a Community Enrichment Board with representation from each committee. Vosters indicated the AmeriCorps position that was not utilized this year was part of the 2024 Capital Improvement Projects and is not part of the 1000 Islands operational budget.

Website Plan – The 1000 Islands website will be integrated into the City of Kaukauna website with a rollout planned for December 2024. Friends of 1000 Islands could utilize the current 1000 Island website.

Music Festival - Vosters announced a music festival is planned for August 9-10 at Hydro Park. Hintz suggested marketing this event at the Grignon Mansion car show.

Good of the Center

The Girl Scouts "Bags to Benches" program was a success. 1,200 pounds of plastic and film were collected. Pautz suggested a different drop off process for next year to avoid the collection in the nature center lobby.

A Nelson Grant Tour of the Boardwalk will be held on July 17, 2024. 1000 Islands staff and the Community Foundation of Fox Valley Region will attend.

Vosters reported that staff have not received an update about the Greenways Grant application. John Neumeier is applying for a DNR Grant.

Jakel thanked Kohls for creating the goat celebration invitation.

Next Committee Meeting

The next Committee Meeting will be on July 18, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, White moved to adjourn the June 20, 2024, Committee Meeting at 7:55 PM. Seconded by Jakel. Motion carried.

Cassandra Kohls, Administrative Assistant

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

Adhikari	Sushma	-	W6561 Ethan Dr.	Appleton
Blackwell	Damien	A.	209 W. 7th St.	Kaukauna
Diedrich-Vasquez	Jennifer	L.	1022 Jefferson Pl.	Kimberly
Farrell	Shelby	R.	400 Racine St.	Menasha
Kopp	Cheryl	L.	3445 E. Aquamarine Ave.	Appleton
Lane	Bonnie	R.	N1653 Maloney Rd.	Kaukauna
MacDonald	Forrest	X.	15412 Grindle Oak Dr.	Crivitz
Peterson	Ronald	-	134 W. Ann St.	Kaukauna
Stanley	Amber	E.	2837 Schaefer Cir.	Appleton
Stindle	Tim	R.	W5574 Hoelzel Way	Appleton
Timilsina	Samjhana	-	600 Quinney Ave. #L	Kaukauna
Wiedmeyer	Carolyn	S.	1248 Marian Lane	Green Bay
Yang	Xay	N.	231 W. 12 th St., Apt. 6	Kaukauna



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 7/31/2024
Re: Development Update

Currently there are numerous projects on going in the City. Below are updates on the larger developments currently under construction or about to begin:

1. Grand Stay Hotel in Commerce Crossing- Site plans have been approved with construction anticipated to start in the next week or two.
2. U-Haul Project at Commerce Crossing- The buildings are complete with Grand Opening scheduled for August 1st from 2pm to 4pm.



3. Legacy Creekside Apartments- The western most building has partial occupancy and nearing completion. One other apartment building is framed up with another mostly framed and one foundation waiting for framing to start.



4. TANN Corp- Manufacturing Facility at New Prosperity Industrial Park- Framing completed with exterior work nearing completion and interior work beginning.



5. Straight line-Manufacturer in New Prosperity Industrial Park- Construction is almost completed with minor finishing items remaining and planning to be completed early August.



6. Klink Equipment- Construction has begun with the building framed up.



7. The Reserve- Site Plans are being finalized with construction anticipated to start this fall.

8. Berkers Family Dentistry addition is complete.



9. Enterprise Electric- Site plans have been approved for a new 9,000 square foot facility off Driessen Drive. Construction to start soon.

