

COMMON COUNCIL

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



Tuesday, September 05, 2023 at 7:00 PM

AGENDA

In-Person

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
 - [a.](#) Common Council Meeting Minutes of August 15, 2023.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
 - a. Public Hearing for the Creation of Municipal Ordinance, Section 17.53, Facade Standards.
 - b. Swearing in of Patrol Officer Kaylee Haring.
 - [c.](#) Semi-Retirement of K9 Officer Rocko.
 - [d.](#) Revised 2024 Budget Preparation and Approval Process Schedule.
6. Reports of standing and special committees.
 - [a.](#) Board of Public Works Meeting Minutes of September 5, 2023.
 - [b.](#) Finance and Personnel Meeting Minutes of September 5, 2023.
 - [c.](#) Legislative Committee Meeting Minutes of September 5, 2023.
 - [d.](#) Plan Commission Meeting Minutes of July 20, 2023.
 - [e.](#) 1000 Islands Environmental Center Committee Meeting Minutes of July 20, 2023.
 - [f.](#) Grignon Mansion Board Meeting Minutes of July 24, 2023.
 - [g.](#) Kaukauna Public Library meeting minutes of June 27, 2023.
 - [h.](#) Operator (Bartender) Licenses.
7. Reports of City officers.
 - [a.](#) Municipal Aquatic Center Project Funding.
 - [b.](#) Donation Request Process and Form Proposal.
8. Presentation of ordinances and resolutions.
 - [a.](#) Ordinance 1886-2023 An Ordinance Creating Section 17.53 Facade Standards.
9. Closed session.
 - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(g) to confer with legal counsel with regard to litigation in which it is or is likely to become involved.
 - b. Return to Open Session for possible action.

- c. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public property – Commerce Crossing.
- d. Return to Open Session for possible action.

10. Adjourn.

NOTICES

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



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – AUGUST 15, 2023

Pursuant to adjournment on August 1, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, August 15, 2023.

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

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson, Asst. Police Chief Sanderfoot, Director/Naturalist Nowak and interested citizens.

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

Motion by Moore, seconded by Antoine to adopt the minutes of the Common Council meeting of August 1, 2023.

All Ald. voted aye.

Motion carried.

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

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Reappointment of Paul Hennes to the Redevelopment Authority of the City of Kaukauna.

Motion by Moore, seconded by Kilgas to reappoint Paul Hennes to the Redevelopment Authority of the City of Kaukauna.

All Ald. voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of August 14, 2023.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, August 14, 2023 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Com. Enrich. Serv. Dir. Vosters, HR Dir. Swaney, Fire Chief Carrel, Grignon Mansion Dir. Mickelson, and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Authorize Director of Public Works to apply for Wisconsin Department of Transportation Program Funding.

DPW/Eng. Neumeier is requesting authorization to apply for a STP (Service Transportation) Urban Grant awarded through the Department of Transportation (DOT). The City project, for which the grant would be for, starts on 3rd Street at the Street Department and goes up to 10th Street. Funding for this grant would not be awarded until 2029.

Motion by Moore, seconded by Coenen to authorize Director of Public Works to apply for Wisconsin Department of Transportation Program Funding.

All Ald. voted aye.

Motion carried.

b. Heart of the Valley Metropolitan Sewerage District Interceptor Project Update.

DPW/Eng. Neumeier provided an update on the interceptor project. The bid award recommendation is to Visu Sewer. Their bid came in at just over \$18 million. Riverside Park was chosen for the boat launch site. A use of park memorandum of understanding agreement will be coming soon. The budget this fall includes a sanitary sewer improvement to Meter Station 6 on Augustine Street. As part of the lift station the City has a well where water is pumped out of. That concrete tank is undergoing the same attack of microbial that the HOV is seeing in their interceptor. The HOV has included a bid on this improvement as part of the interceptor project. The cost for Meter Station 6 upgrades will be \$78,000. This amount will be placed on the 2024/2025 CIP plan. Questions from the Board were answered.

c. Public Works Update.

DPW/Eng. Neumeier updated the Board on current projects. The Main Avenue bridge project was completed last week. Hwy 55 patching and watermain work is about 90% complete. They do have to come back to do the far West Lane with sewer and extra panels. The City was lucky to have the high school football team help with numerous projects last week. A huge thank you to coach Binsfeld and the players. Coming up soon will be curb repairs, updating school signage and more tree removal.

Community Enrichment Services Director Vosters provided the Board with an update on the pool renovations. Park and Recreation crews were removing things from the pool site. The entire playground was salvaged and will be stored until next year, when it can be repurposed at another park. Sand was taken out of volleyball area to be used in other City parks. The project manager will be bringing their trailer onsite later this week. Demolition is scheduled to start next week. Questions from the Board were answered.

3. Adjourn.

Motion made by Coenen, seconded by Antoine to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:14 pm.

Sally Kenney
Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of August 14, 2023.

All Ald. voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of August 14, 2023.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, August 14, 2023, at 6:16 p.m.

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

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

1. Correspondence - None.

2. Discussion Topics.

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

Motion by Moore, seconded by Coenen to Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.

All members voted aye.

Motion carried.

Moved to closed session at 6:17 p.m.

b.Return to Open Session for possible action.

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

All members voted aye.

Motion carried.

Returned to Open Session at 7:13 p.m.

3. Adjourn.

Motion by Thiele, seconded Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:14 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Eggleston to adopt the Finance and Personnel Committee Meeting Minutes of August 14, 2023.

All Ald. voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of August 14, 2023.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, August 14, 2023 at 7:15 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Com. Enrich. Serv. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. Solicitors License to Angella Krueger, 330 W. Wilson Ave., Appleton for the sale of Kirby Vacuums.

Motion by Coenen, seconded by Schell to approve the Solicitors License to Angella Krueger, 330 W. Wilson Ave., Appleton for the sale of Kirby Vacuums.

All members voted aye.

Motion carried.

b. Request from Sarah VanderSteen, Precision Paper Converters, for a bounce house at LaFollette Park on September 23, 2023.

Motion by Coenen, seconded by Schell to approve the request from Sarah VanderSteen, Precision Paper Converters, for a bounce house at LaFollette Park on September 23, 2023 contingent upon receiving an insurance certificate.

All members voted aye.

Motion carried.

c. Amplified music request to Rachel Elliott, Flow Family Chiropractic at Hydro Park on September 16, 2023.

Motion by Schell, seconded by DeCoster to approve the request for amplified music to Rachel Elliott, Flow Family Chiropractic at Hydro Park on September 15, 2023.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by DeCoster, seconded by Coenen to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:20 P.M.

Sally Kenney

Clerk

Motion by Kilgas, seconded by Schell to adopt the Health and Recreation Committee Meeting Minutes of August 14, 2023.
All Ald. voted aye.
Motion carried.

Plan Commission Meeting Minutes of June 8, 2023.

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of June 8, 2023.
All Ald. voted aye.
Motion carried.

Redevelopment Authority Meeting Minutes of July 6, 2023.

Motion by Moore, seconded by Kilgas to receive and place on file the Redevelopment Authority Meeting Minutes of July 6, 2023.
All Ald. voted aye.
Motion carried.

Industrial Park Commission Meeting Minutes of July 12, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the Industrial Park Commission Meeting Minutes of July 12, 2023.
All Ald. voted aye.
Motion carried.

Operator (Bartender) Licenses.

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

DeGroot	Michelle	L.	950 State St.	Kaukauna
Dragoo	Malorie	L.	300 Schindler Pl. Apt. 203	Menasha
Kutzleb	Kristin	E.	530 E. Sylvan Ave.	Appleton
Miller	Hollan	B.	916 Denise Ct.	Kaukauna
Welter	Korena	J.	1617 Crooks Ave.	Kaukauna

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

REPORTS OF CITY OFFICERS

Fire Report

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

Ambulance Report

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

Police Report

Motion by Moore, seconded by Antoine to receive and place on file the July 2023 Police Report.

All Ald. voted aye.
Motion carried.

Municipal Court Report

Motion by Moore, seconded by Eggleston to receive and place on file the July 2023 Municipal Court Report.

All Ald. voted aye.
Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Coenen to receive and place on file the July 2023 Clerk-Treasurer's Deposit Report.

All Ald. voted aye.
Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Thiele to receive and place on file the July 2023 Building Inspection Report.

All Ald. voted aye.
Motion carried.

1000 Islands Environmental Center Strategic Plan.

Director/Naturalist Nowak explained the process of creating the Strategic Plan for 1000 Islands Environmental Center. The purpose is to be a guiding document to make proactive decisions for the community. The plan was created all in-house and was done in sessions. A small survey was completed by the community. A stakeholder planning committee, staff and the sub-committees of the board met and establish goals for the 1000 Islands.

Alders congratulated Director/Naturalist Nowak, committee members and staff on the great job they are performing at the Center.

Motion by Eggleston, seconded by Moore to receive and place on file the 1000 Islands Environmental Center Strategic Plan 2023-2027.

All Ald. voted aye.
Motion carried.

Development Update.

Planner Stephenson provided the Alders with an update on the development taking place in the City.

1. U-Haul Project at Commerce Crossing –U-Haul broke ground and will begin construction.
2. Legacy Creekside Apartments – 5 apartment buildings at Commerce Crossing –Foundations have been poured and they are starting work on the largest apartment building on the west end.
3. Annexation: the annexation of land north of commerce crossing continues to move forward. This annexation will pave the way for multiple developments in the future. The staff has talked with all landowners and while not all agree with the annexation they understand the process. In addition, all governments affected have been notified and staff had a conversation with Little Chute on the matter.
4. Dreamville –no new updates. Staff meets with Dreamville every ten days.
5. The Reserve – Medical Residential, Senior Living Facility at Commerce Crossing. The development team agreed to the City's terms and signed the Development Agreement. The Reserve

has started their architecture and engineering process. They have a letter of intent for site plans and estimate the plans will cost about \$1.5 million.

6. Tann Corporation – Manufacturing Facility at New Prosperity Center. Tann plans to start construction this summer in August or September. This project is a relatively quick build and it will likely be completed before the December 31st, 2024 deadline.

7. Ready Mix – Concrete Manufacturer at New Prosperity Center – this project was rejected by the Industrial Park Commission, due to concerns about dust and the issues with existing facilities this owner has in town.

8. Copps Building – Former City Hall – the Copps building has been purchased by 111 Main Street LLC – Timothy Shuelke (Owner of Carnegie building). Staff continue to have meetings with the new owner to discuss development ideas for the site.

9. Bassett Mechanical – Industrial Manufacturer in the South Industrial Park – currently under construction. Foundations have been poured and steel framing is up.

10. As always, staff talks with many developers and people interested in sites. We have had particular interest in our Industrial Zoned lots at New Prosperity Center but no formal offers or projects have been submitted yet.

11. Renew Kaukauna is live and we have had a lot of interest from the business community downtown. Our first mural was approved and we have met with several businesses to discuss façade renovations.

12. Grandstay Hotel –Contract Update.

13. Inside the Park Place –Contract Update.

14. Straightline – Manufacturer in New Prosperity Industrial Park – Straightline has performed soil borings, wetland delineations, and just submitted a full site plan set to be reviewed by plan commission. Once the site plan is approved, they will apply for building permits and begin construction.

Discussion was held and questions answered.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2023-5402 Resolution Approving a Lot Division for Parcel 322095500.

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5402.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5402.

All Ald. voted aye.

Motion carried.

CLOSED SESSION

Adjourn to Closed Session Pursuant to State Statute 19.85(1) (e) to discuss disposition of public property – Listing Contract.

Motion by Moore, seconded by Coenen to adjourn to closed session pursuant to State Statute 19.85(1) (e) to discuss disposition of public property – Listing Contract.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:47 p.m.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 7:55 p.m.

Motion by Moore, seconded by Schell to approve the listing contract between Aaron Curran Real Estate and the City of Kaukauna.

All Ald. voted aye.

Motion carried.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds – Commerce Crossing.

Motion by Moore, seconded by Coenen to adjourn to closed session pursuant to State Statute 19.85(1)(e) to discuss disposition of public funds – Commerce Crossing.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:56 p.m.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:07 p.m.

Motion by Antoine, seconded by Kilgas to approve Addendum A, an addendum to the Developer's Agreement between the City of Kaukauna and Kaukauna Hospitality LLC.

All Ald. voted aye.

Motion carried.

ADJOURN

Motion by Antoine, seconded by Coenen to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:07 p.m.

Sally Kenney, Clerk

City - Bills Payable

Check #	Date	Fund	Addressee	Absolute Value of Amount
00000033/1	8/4/2023	Storm Water Utility - 601	Wis. Dept of Natural Resources - EFT	1,403.00
00000034/1	8/4/2023	Environmental Remediate TID - 450	Kaukauna Utilities	16.48
00000035/1	8/4/2023	Sanitary Sewer Utility - 602	Kaukauna Utilities	1,316.53
00000036/1	8/4/2023	General Fund - 101	Grand Kakalin LLC	20,813.00
00000036/2	8/4/2023	General Fund - 101	Kaukauna Utilities	23,870.26
119698	8/4/2023	1000 Islands - 201	Cindy Fallona	200.00
119699	8/4/2023	American Rescue Plan Act Funds - 223	Kate A Gietman	1,250.00
119702	8/4/2023	Sanitary Sewer Utility - 602	Carstens Ace Hardware	34.19
119700	8/4/2023	Equipment Capital - 421	Conway Shield	8,653.53
119701	8/4/2023	RedHill Landfill - 222	Ahlstrom Munksjo	12,392.50
119703	8/4/2023	Streets & Sidewalk Capital - 420	Al Dix Concrete Inc.	1,247.50
119704	8/4/2023	Streets & Sidewalk Capital - 420	Northeast Asphalt Inc.	19,293.12
119705	8/4/2023	Streets & Sidewalk Capital - 420	All Star Cutting & Coring LLC	1,150.00
119706	8/4/2023	General Fund - 101	Airgas USA, LLC	185.46
119707	8/4/2023	General Fund - 101	American Red Cross	378.00
119708	8/4/2023	General Fund - 101	Anthony Penterman	72.71
119709	8/4/2023	General Fund - 101	Aramark Uniform	252.84
119710	8/4/2023	General Fund - 101	Automotive Supply Co	2,226.56
119711	8/4/2023	General Fund - 101	Bob & Dave's Lawn & Landscaping	460.00
119712	8/4/2023	General Fund - 101	Capital One Commercial	172.54
119713	8/4/2023	General Fund - 101	Carstens Ace Hardware	853.88
119714	8/4/2023	General Fund - 101	Cintas	447.92
119715	8/4/2023	General Fund - 101	City Of Appleton	36,327.00
119716	8/4/2023	General Fund - 101	Craig D. Childs, PhD, SC	500.00
119717	8/4/2023	General Fund - 101	Diversified Benefit Services, Inc.	240.65
119718	8/4/2023	General Fund - 101	Evergreen Power, LLC	126.18
119719	8/4/2023	General Fund - 101	Fastenal Company	15.40
119720	8/4/2023	General Fund - 101	Fox Specialty Company LLC	256.16
119721	8/4/2023	General Fund - 101	Fox Valley Safety LLC	2,481.00
119722	8/4/2023	General Fund - 101	Fox Valley Technical College	7,182.50
119723	8/4/2023	General Fund - 101	GFL Green For Life Environmental	613.80
119724	8/4/2023	General Fund - 101	Griesbach Ready-Mix, LLC	205.50
119725	8/4/2023	General Fund - 101	Gustman Chevrolet Buick GMC	606.56
119726	8/4/2023	General Fund - 101	Home Team Sports & Apparel Inc	1,719.88
119727	8/4/2023	General Fund - 101	Ingram	1,365.20
119728	8/4/2023	General Fund - 101	Interstate Battery	155.95
119730	8/4/2023	General Fund - 101	K. R. West Company Inc	95.96
119731	8/4/2023	General Fund - 101	Klink Hydraulics, LLC	140.24
119732	8/4/2023	General Fund - 101	Kory Krueger	36.75
119733	8/4/2023	General Fund - 101	Linde Gas & Equipment Inc.	203.99
119734	8/4/2023	General Fund - 101	MacQueen Equip Group	341.69
119735	8/4/2023	General Fund - 101	Marco	64.46
119736	8/4/2023	General Fund - 101	Marco Technologies LLC	487.24
119737	8/4/2023	General Fund - 101	Matthew Kohl	27.55
119738	8/4/2023	General Fund - 101	McMahon Associates Inc	678.10
119739	8/4/2023	General Fund - 101	Milton Propane	100.55
119740	8/4/2023	General Fund - 101	Modern Dairy	2,587.01

Check #	Date	Fund	Addressee	Absolute Value of Amount
119741	8/4/2023	General Fund - 101	Monroe Truck Equip - Green Bay	50.66
119742	8/4/2023	General Fund - 101	Northcentral Utility of Wisconsin, LLC	210.66
119743	8/4/2023	General Fund - 101	Outagamie County Treasurer	65,418.11
119744	8/4/2023	General Fund - 101	Packer City International Trucks, Inc.	333.64
119745	8/4/2023	General Fund - 101	Proshine Window Cleaning LLC	2,465.00
119746	8/4/2023	General Fund - 101	Quality Truck Care Center	543.86
119747	8/4/2023	General Fund - 101	Reinders Inc.	703.79
119748	8/4/2023	General Fund - 101	Rennert's Fire Equipment Service, Inc.	1,082.73
119749	8/4/2023	General Fund - 101	Riesterer & Schnell Inc	110.77
119750	8/4/2023	General Fund - 101	Rivistas Subscription Services	1,815.95
119751	8/4/2023	General Fund - 101	Seagrave Fire Apparatus, LLC	361.76
119752	8/4/2023	General Fund - 101	The Lifeguard Store, Inc.	523.50
119753	8/4/2023	General Fund - 101	The Sherwin Williams Co.	712.93
119754	8/4/2023	General Fund - 101	TransUnion Risk and Alternative Data Solutions Inc	75.00
119755	8/4/2023	General Fund - 101	Zorn Compressor & Equipment	185.00
119756	8/4/2023	General Fund - 101	Advanced Maintenance Solutions	3,759.63
119757	8/4/2023	General Fund - 101	Complete Office of Wisconsin	426.48
119758	8/4/2023	General Fund - 101	DC Auto Repair, LLC	1,538.12
119759	8/4/2023	General Fund - 101	Eagle Graphics LLC	1,219.21
119760	8/4/2023	General Fund - 101	Haenco LLC	662.33
119761	8/4/2023	General Fund - 101	Samantha Hull	116.00
119762	8/4/2023	General Fund - 101	Melanie Balthazor	20.59
119763	8/4/2023	General Fund - 101	Toni Giebel	50.00
119764	8/4/2023	General Fund - 101	Tim Hufschmid	50.00
119765	8/4/2023	General Fund - 101	El Mensajero Latino LLC	75.00
119766	8/4/2023	General Fund - 101	Ripon Police Department	700.00
119767	8/4/2023	General Fund - 101	Galls, LLC	168.98
119768	8/4/2023	General Fund - 101	April Jaure	50.00
119769	8/4/2023	General Fund - 101	Angela Shalkhauser	106.00
119770	8/4/2023	General Fund - 101	Noell VandenHeuvel	200.00
119771	8/4/2023	General Fund - 101	Belson Co.	119.83
119772	8/4/2023	General Fund - 101	Metzners Culligan	313.50
119774	8/4/2023	General Fund - 101	Carrie Churchwell	88.59
119775	8/4/2023	General Fund - 101	James Imaging Systems, Inc.	128.57
119776	8/4/2023	General Fund - 101	Jean Semenuk	50.00
119777	8/4/2023	General Fund - 101	Jim Hungerford	75.58
119778	8/4/2023	General Fund - 101	John VanDrunen	189.94
119779	8/4/2023	Buildings & Misc. Capital - 423	ACSM Inc.	20,000.00
119780	8/4/2023	General Fund - 101	Cellcom	1,541.72
Total				259,492.77



Dear council members,

It seems like just a few years ago we sat down to strategize ways to fundraise for a Kaukauna Police Department K-9. In 2014, our committee members worked hard to fundraise money, and with community support in 2015, we received our first K-9, Rocko, who was 1 1/2 years old. Fast forward to today and Rocko is 9 1/2 years old and has been with us as a "working dog" for over 8 years. Rocko and handler, Lucas Meyer, have been involved in nearly 800 deployments, taking large amounts of drugs off our streets and taken 13 illegally possessed firearms out of our community.

Working dogs typically can work in the field for about 8 or 9 years. Rocko is still a relatively healthy K-9, but he has had some minor health issues over the years, and he is slowing down as he ages. Officer Lucas Meyer has recently been assigned to a new position as an Elementary School Resource Officer which provides us with a unique opportunity. After much discussion and considering Rocko's quality of life, we decided that Rocko is going to school with Officer Meyer.

After consulting with the Kaukauna Area School District, we decided it would be a great idea for Officer Meyer to periodically bring Rocko into the schools to do classroom presentations, show and tell days, and to be used as a reward for classrooms (i.e. penny wars, classroom fun days, etc.) We believe this would be another way for the police to build positive interactions with students.

I would like to thank Officer Meyer and Rocko for their dedication and hard work.

Sincerely,

Chief Jamie Graff

K9 Rocko Total Career Stats - Kaukauna Police Department

781-Total Deployments

270-Arrests

(98 public speaking/ community appearances)

437- for Kaukauna PD

344- for a different jurisdiction (18 other jurisdictions)

86- Appleton PD

3- Oshkosh PD

68- Fox Valley Metro PD

1- Menasha PD

67- Grand Chute PD

1-Black Creek PD

46- Outagamie County SO

1- Chilton PD

39- Wisconsin State Patrol

1- Freedom PD

10-Neenah PD

1- Oshkosh Correctional Institution

8- Calumet County SO

1- Winnebago County SO

6- Fox Crossing PD

1- Seymour PD

3- Hortonville PD

1- Hobart Lawrence PD

712- Narcotics Detection Deployments

- 6,805.6g marijuana (15.004 pounds)
- 1,739.8g methamphetamine (3.84 pounds)
- 101.6g cocaine
- 9.5g MDMA
- 5.6g heroin

555-traffic stop vehicle sniffs

157-other (school sniffs, parked car sniffs, outdoor area sniffs, building sniffs, cash sniffs)

69- Patrol Deployments

31-tracks

9-building searches

24-perimeter/ tactical deployments

5-area searches

Other items attributed to Rocko

- 14 illegally possessed hand guns
- \$12,133 seized drug money
- 159.5 illegally possessed prescription pills
- 49g mushrooms (psilocybin)
- 1.3g fentanyl
- .5g LSD
- 1 illegally possessed Electronic Control Weapon (TASER)

2024 Budget Preparation and Approval Process Schedule

August '23							September '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

October '23							November '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

- August 2– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 7 – Distribution of Budget Worksheets to Department Managers
- September 1 – Review CIP Internally with Department Heads
- September 8 – Non –Personnel Budgets Due
- September 18 – through 22 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 19 – Present 5-year Capital Improvement CIP to Council for Feedback
- October 3 – Present Non-Personnel Items and Tax Rate to Council for feedback
- October 17 – Present Personnel items to Council for feedback
- *Week of October 23rd – Print Budget Books and Distribute*
- **October 26 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- November 1 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 21 – Public Hearing and Budget Adoption

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Tuesday, September 5, 2023 at 6:00 P.M.

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

Absent & Excused: Schell.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fire Chief Carrel, Street Superintendent Van Gompel, Planner Stephenson, Police Chief Graff, 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 11-22R Jonen Park Pavilion Re-Bid.

DPW/Eng. Neumeier provided the bid tabulation from the five companies who bid for this project. After evaluating each bid the Engineering Department is recommending that Project 11-22R Jonen Park Pavilion be completed as bid going over the estimated cost by approximately \$100,000 or scale down the project to take away the pavilion/concession area. Discussion held and questions answered. The Board would like staff to gather data on usage amounts and financing options and bring this item back to the next Board of Public Works Meeting.

b. Recommendation for award of Project 13-23 Company Woods Pond.

DPW/Eng. Neumeier provided the bid tabulation from the three companies who bid for this project. After evaluating each bid the Engineering Department is recommending that Project #13-23, Company Woods Pond be awarded to Roger Bowers Construction. Discussion was held and questions answered.

Motion by Antoine, seconded by Moore to award Project #13-23: Company Woods Pond, to Roger Bowers Construction, Kaukauna, for the total bid price of \$189,059.00.

All Ald. voted aye.

Motion carried.

c. Request for Scoreboard Equipment Repairs – Kaukauna Youth Baseball and Kaukauna Athletic Club.

Staff has become aware of transmission issues with the electronic controls on city athletic fields. Kaukauna Athletic Club and Kaukauna Youth Baseball would like to split the cost for the updated electronics. The updated electronics are \$1185.00 per field, with an extra controller. There would be five baseball/softball field upgrades in total with a city contribution of \$2,962.50. The supplier was contacted about the troubles with the electronics and replacement was the advice received. Current controls are outdated and of lower quality. The supplier agreed to refund the controls if the issues were mis diagnosed.

Motion by Eggleston, seconded by DeCoster to acknowledge that Ald. Schell arrived at 6:25 p.m.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by DeCoster to direct Street Superintendent to enter into an agreement with both KAC and KYB for a 50/50 split on replacement of electronic controls on Bayorgeon Diamond # 1 and 2, Lower Riverside and both Horseshoe Park fields. With city staff conducting the install and setup.

All Ald. voted aye.

Motion carried.

d. Public Works Update.

DPW/Eng. Neumeier updated the Board on current projects. The PFC found sufficient cause to proceed with the hearing on the complaint with HOVMSD. Monday, September 18 from 4:30 to 5:30 p.m. will be the public informational meeting on waste ordinance update. Horseshoe Park pipeline project will take place next week. DPW/Eng. Neumeier gave a big thank you to Street Superintendent Van Gompel and staff for getting cleanup and other projects done before the start of school. Construction within school zones will only take place from 8:00 am to 2:00 pm as to not create disturbance for the school.

3. Adjourn.

Motion made by Moore, seconded by Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:32 pm.

Sally Kenney
Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Tuesday, September 5, 2023, at 6:33 p.m.

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

Also present: Ald. Schell, Ald. DeCoster, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Police Chief Graff, Planner Stephenson, Street Superintendent Van Gompel and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Authorization to fill vacant Laborer position due to retirement.**

Motion by Antoine, seconded by Coenen to grant authorization to fill a laborer position vacancy due to the retirement of Larry Novak.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:37 p.m.

Sally Kenney, Clerk

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Tuesday, September 5, 2023 at 6:37 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Kilgas, Antoine, Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, HR Dir. Swaney, Planner Stephenson, Street Superintendent Van Gompel and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Ordinance Creating Chapter 17, Section 17.53, Façade Standards.**

The Façade Standards code is intended to create an aesthetically pleasing community and ensure that certain districts build and maintain a higher quality exterior façade. The proposed façade code would affect five zoning districts: Commercial Highway, Business District, Institutional District, Multi-family, and Commercial Core. Within the former four districts standing seam metal, also known as corrugated metal, would not be allowed in most instances. In addition, 10% masonry would be required on sides that face a public street. In the Commercial Core District, to maintain the historic aesthetic of our downtown, standing seam metal would not be allowed at all and 25% of the front would need to be masonry. In addition, this code explicitly spells out that all buildings in this zone must go to Redevelopment Authority for a certificate of appropriateness before making façade alterations. Residential homes and industrial properties are not affected by this ordinance. In addition, existing buildings that do not meet this code are not required to bring their building up to current code, but new additions or new buildings would be required to meet this code.

Motion by Moore, seconded by Schell to recommend approval of the proposed ordinance, and recommend the same to Common Council.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:47 p.m.

Sally Kenney, Clerk

PLAN COMMISSION

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



Thursday, July 20, 2023 at 4:00 PM

MINUTES

1. Roll Call.

Members present: Giovanna Feller, DPW John Neumeier, Mayor Tony Penterman, Ken Schoenike

Member(s) absent: Michael Avanzi, John Moore, Pennie Thiele

Other(s) present: AP Lily Paul, PCDD Joe Stephenson, Brad Rymer from Vierbicher, Doug Woelz from McMahon, interested citizens.

Neumeier made a motion to excuse the absent members. Feller seconded the motion. The motion passed unanimously.

2. Approval of Minutes.

a. Approve minutes from June 8, 2023 Meeting

Feller made a motion to approve the meeting minutes from June 8, 2023. Schoenike seconded the motion. The motion passed unanimously.

3. New Business.

a. Park Donation Application Review - Lower Grignon Park

AP Lily reviewed a centennial blush magnolia tree donation requested to be placed in Lower Grignon Park. The tree donation is in memory of Rebecca Verbeten, and donated by classmates. Lily will work with the donors and family to pick the right spot for the tree and set up a planting ceremony.

Schoenike made a motion to approve the tree donation and grant staff to work with the family to pick a more precise location and arrange a planting ceremony. Neumeier seconded the motion. The motion passed unanimously.

b. Park Donation Application Review - Locks Trail

AP Lily brought forward an Autumn Blaze maple tree donation requested on the Fox Locks Trail. The tree is donated by the Koch family in memory of Troy Skalmusky. Lily may have to work with the Fox River Navigational System Authority to gain access to an appropriate spot for planting.

Neumeier made a motion to approve the tree donation and grant staff to work with the family to pick a more precise location. Feller seconded the motion. The motion passed unanimously.

c. Facade Ordinance

PCDD Stephenson went over new façade requirements for Commercial, Business, Institutional and Multi-family zoning districts. This code is looking to eliminate corrugated metal/standing seam metal panels, specifically. All these zones shall have at least 10% masonry on sides that face public streets, while Commercial Core District shall require at least 25%. Also, CCD requires a Certificate of Appropriateness in instances where the façade is altered significantly. Industrial Zoning codes and covenants specify the requirements in those districts.

Feller made a motion to approve the façade ordinance and recommend the same to the Legislative Committee. Schoenike seconded the motion. The motion passed unanimously.

d. Certified Survey Map Review - Lots 117, 118, & 119 of Blue Stem Meadows 3

AP Paul presented a 3 Lot Split CSM for a recently created subdivision, Blue Stem Meadows 3. The reason for this CSM is to create one more parcel/lot on White Dove Lane within this subdivision. The construction of "Cottage Style" houses are proposed to be built here and the lot size requirements are not as large as the original lot sizes. This style of house is geared toward retired people that want less maintenance. This CSM meets all zoning code requirements.

Neumeier made a motion to approve the 3 Lot Split Certified Survey Map and recommend the same to the Common Council. Schoenike seconded the motion. The motion passed unanimously.

e. Certified Survey Map Review - Lots 119, 120, 121, & 122 of Blue Stem Meadows 3

AP Paul presented a 4 Lot Split CSM for a recently created subdivision, Blue Stem Meadows 3. The reason for this CSM is to create one more parcel/lot on White Dove Lane within this subdivision. The construction of "Cottage Style" houses are proposed to be built here and the lot size requirements are not as large as the original lot sizes. This style of house is geared toward retired people that want less maintenance. This CSM meets all zoning code requirements.

Neumeier made a motion to approve the 4 Lot Split Certified Survey Map and recommend the same to the Common Council. Feller seconded the motion. The motion passed unanimously.

f. Certified Survey Map Review - Legacy Creekside Apartments

PCDD Joe Stephenson reviewed a Lot Split CSM for Legacy Creekside Apartments. This parcel, located in Commerce Crossing, is split by a navigable stream and the CSM is creating two lots from that natural split. Foundations for the Multi-family

development have already been poured, and this adjustment will not affect setbacks. The CSM meets all zoning code requirements.

Schoenike made a motion to approve the Lot Split CSM for Legacy Creekside Apartments and recommend the same to the Common Council. Neumeier seconded the motion. The motion passed unanimously.

g. Extraterritorial Review - Certified Survey Map; Parcel 130044800 Town of Kaukauna

AP Lily showed a 4 Lot CSM from a large parcel, number 130044800, in the Town of Kaukauna. 3 parcels, ~1+, ~2+ and ~3+ acres, are created with the Rural Residential Zone and are a part of the Legacy Acres plat directly north. The remaining acreage, or Lot 4, equals around 43 acres and cannot be built on until adequate road frontage is provided.

Feller made a motion to approve the 4 Lot CSM in the Town of Kaukauna and recommend the same to the Common Council. Schoenike seconded the motion. The motion passed unanimously.

h. Extraterritorial Review - Final Plat; Legacy Acres

AP Lily brought the Final Plat of Legacy Acres forward. The Preliminary plat was reviewed and approved previously. There have been no changes to the plat. This is Rural residential zone, each lot is 1 acre or more and will have their own wall and septic.

Neumeier made a motion to approve the Final Plat for Legacy Acres and recommend the same to the Common Council. Feller seconded the motion. The motion passed unanimously.

4. Other Business.

Staff will encourage subdivision developments to have mixed residential zoning.

5. Adjourn.

Schoenike made a motion to adjourn the meeting. Neumeier seconded the meeting. Motion passed unanimously. Meeting adjourned at 4:23 PM.

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, July 20, 2023

Members Present: Brietzman, Carlson, Eggleston, Gertz, Jakel, Manion, Pautz, and Van Berkel and White

Not Present: Hietpas

Also Present: Debra Nowak and Maureen Feldt

Chair, Pautz called the July Committee Meeting to order at 6:30 PM. A quorum is present.

June 15, 2023 Committee Meeting Minutes

Within the Building & Grounds Sub-Committee meeting minutes, Van Berkel noted that there was a question regarding the expiration of a grant. The specific grant should be noted in the meeting minutes as the ARPA Fund Grant. Manion made a motion to amend the June 15, 2023, meeting minutes to include Van Berkel's recommendation to state the specific grant and approve the June 15, 2023, Committee Meeting minutes. Seconded by Gertz. Motion carried.

Public Appearances: None

June Financial Report

White made a motion to approve the June Financial Report. Seconded by Jakel. Motion carried.

Correspondence

A thank you note was received from the Verhasselt family (Jennie) for the memorial given. We received work gloves and a goldeneye and harlequin duck mount. Ameriprise Financial – Hinnendael, Greene & Associates volunteered and spread mulch on June 2nd. Donations were received from the River Valley Outdoorsmen and Eagle Graphics. Numerous donations have come in for Jabber's medical bills.

Friends of 1000 Islands Report

Arlene Hardtke, Treasurer for the Friends has resigned from the Board.

Naturalist's Report

The City's Rec Dept is getting new software to handle program registrations/facility rentals and 1000 Islands is looking into utilizing the same software for our program registrations and pavilion rentals. Deb is working with Terri of the Rec Dept to see if this is feasible and if it would benefit the Nature Center.

Van Berkel made a motion to accept the June Naturalist's Report and place it on file. Seconded by Carlson. Motion carried.

Eggleston made a motion to accept the Second Quarter Usage Report and place it on file. Seconded by Manion. Motion carried.

Admin and Finance Sub-Committee

Gertz made a motion to accept and place on file the Admin/Finance Sub-Committee Meeting Minutes of June 14, 2023. Seconded by Manion. Motion carried.

1000 Islands Foundation – Continued discussion of the tasks and funds necessary to create a 1000 Islands Foundation. The Sub-Committee agreed to look into utilizing the Community Foundation instead of creating our own. Van Berkel will meet with the City Attorney to see if we can utilize the Community Foundation to eliminate all of the expenses and work to complete the tasks necessary for creating a Foundation.

Education Sub-Committee

Eggleston made a motion to accept and place on file the Education Sub-Committee Meeting Minutes of March 16, 2023. Seconded by Jakel. Motion carried.

Buildings and Grounds Sub-Committee

Gertz made a motion to accept and place on file the Building & Grounds Sub-Committee Meeting Minutes of May 30, 2023. Seconded by Breitzman. Motion carried.

Old Business

Nothing to report.

New Business

Two new trees have been planted in the picnic area this week. A group from Ahlstrom Thilmany Mill planted the trees.

“A Very Jabber Thank You” event is planned for Saturday, August 12th to thank the many donors who generously gave for Jabber’s medical expenses. We hope to offer ice cream and have a photo op with Jabber.

A possible color/fun run is in the beginning planning stage to raise funds for ongoing animal care expenses. Nowak is looking to maintain a small group of live, native animals to have in the Nature Center building for visitors and educational purposes.

Good for the Center

Nothing to report.

Next Committee Meeting

Next Committee Meeting will be on Thursday, August 17, 2023, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Gertz moved to adjourn the July 20 Committee Meeting at 7:18 PM. Seconded by Van Berkel. Motion carried.

Maureen Feldt,
Acting Secretary

GRIGNON MANSION BOARD MEETING MINUTES

Monday, July 24, 2023

The meeting was called to order by Bruce Werschem at 5:30 PM in the Municipal Services Building, Hydro View Room

Roll Call

Present – Shellee Jackels, Al Borchardt, Bruce Werschem, Sandy Coenen, Christina Crook, Patty Brogan, Gavin Schmitt
Absent – Pennie Thiele
Others in Attendance – Cassidy Mickelson

Review/Approve Minutes from June 26, 2023 Meeting

- Motion by Al Borchardt to approve meeting minutes. Seconded by Shellee Jackels. Motion Unanimously Approved.

Report from the City

- Mickelson is meeting with the Nelson Family Foundation at the Grignon Mansion to update them on the projects they have contributed to. Otherwise, the day-to-day of planning for the August events has been the priority.

Report from Friends

- Financial Reports
 - June 2023
 - Grant Money Account - Beginning balance of \$30,042.15, ending balance \$30,042.15.
 - Checking Account - Beginning balance of \$4,096.53, ending balance \$3,386.12, with total deposits of \$1,378.89 and total withdrawals of \$1,953.49.
 - Savings account – Beginning balance of \$44,936.21, ending balance of \$44,936.21.
- The Friends are looking at investing in a CD to gain more interest on funds.

Report from the Chair

- None

Other Business

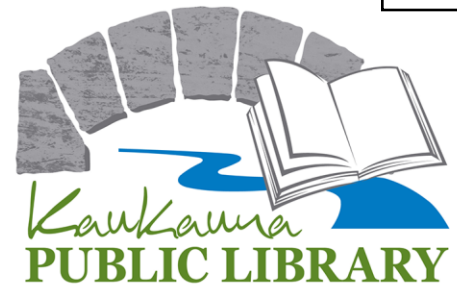
- Discussion of large projects. Mickelson will present a report on next steps for realistic projects moving forward.

Set Next Meeting Date and Location

- Monday, August 28, 2023, at 5:30 PM in the Hydro View Room.

Adjourn at 5:38 PM

- Motion by Sandy Coenen. Seconded by Christina Crook. Motion Unanimously Approved.



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 27, 2023 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:32p by Vice President C. Fallona.
2. Roll call of membership
 - a. Present: C. Fallona, C. Van Boxtel, J. Vondracek, J. Lucas, J. Van De Hey, A. Neumeier, & K. Hieptas
 - b. Excused: M.J. Kilgas, A. Schneider
 - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, May 23, 2023 Meeting Minutes
 - i. C. Van Boxtel made a motion to approve the Tuesday, May 23, 2023 Meeting Minutes, seconded by J. Lucas; motion carries, all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register May 2023
 - i. J. Vondracek made a motion to approve the Bill Register May 2023, seconded by K. Hietpas. Motion carries, all in favor.
 - b. Board Committee Appointments
 - i. J. Van De Hey made a motion to appoint C. Fallona, K. Hietpas, C. Van Boxtel, and A. Neumeier to the Personnel & Policy Committee, J. Van De Hey, J. Vondracek, A. Schneider and H. Lucas to the Finance Committee, and C. Fallona and K. Hietpas to the Nominating Committee, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Update Kaukauna Public Library Study Room Policy
 - i. J. Lucas made a motion to update the Library Study Room Policy, seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. Thiem-Menning reported on the first day of City Strategic Planning.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 7
 - i. The topic this month was on library personnel.
 - e. Statistics
7. Adjournment
 - a. The meeting adjourned at 6:36p.

September 5, 2023

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

Berkers	Shauna	M.	2000 Hendricks Ave.	Kaukauna
Brum	Lisa	M.	507 Creekview Ln.	Appleton
Fay	Destiny	S.	101 E. Ann St.	Kaukauna
Keddell	Emma	M.	2081 Hidden Creek Rd.	Neenah
Krause	Brady	S.	2008 Welhouse Dr.	Kaukauna
Nelson	Kortney	M.	168 Grant St.	Kaukauna



MEMO

Finance

To: Common Council
From: Finance Director
Date: 9/5/2023
Re: Municipal Pool/Aquatic Center Project

With the final cost now locked in for the pool we are preparing for the bonding that will be necessary to finance the Aquatic Center project. The original estimate for the project had a requested \$4.5 million bond amount. The City will need to increase the bond amount to \$5.3 million to cashflow the project.

Of the \$7.3 million dollar project amount, the City currently has \$1.8 million of cash on hand to work with. The plan is to issue a five-year Bond anticipation note for the \$5.3 million. The City will then pay interest only on this note while the pool is being constructed, campaign pledges are collected and the establishment and incremental generation of the TIF district that supports the project's amenities.

By 2028 the city will then pay down the bond and refinance the remaining amount of roughly \$3.5 million. The following page has a few tables showing the project cost and cashflows mentioned in the above memorandum.

I am requesting permission to proceed with the bonding process for the increased amount of \$5.3 million with an intended sale date of October 3, 2023.

Municipal Aquatic Center Project

Project Details

	Amount
Total Project Cost	\$7,300,000
Pool Amenities	\$1,085,435
Campaign	\$1,000,000
Total cost to Tax Payers	\$5,214,565

Cashflow

	Amount
Cash On Hand	\$1,588,000
Campaign Cash To Date	\$315,000
Total Cash on Hand	\$2,000,000
Bonding Need	\$5,300,000

TIF Funded Amenities

Final Bond in 2028

Splash pad equipment	\$465,220
Aquatic Play Structure	\$103,780
Climbing Wall	\$61,315
Basketball Hoop	\$4,155
Waterslide	\$450,965
Mini Golf	\$0
Total	\$1,085,435

Original Bond Anticipation Note	\$5,300,000
Campaign Cash Collected	\$685,000
Pool Amenities Funds from TIF	\$1,085,435
Refinancing Bond Amount	\$3,529,565

Pool Project Effect on Tax Payer

Total Amount	\$5,214,565
Rate	5.50%
Term	20 Years
Total	\$8,662,751
Average Payoff Each year	\$433,138
Per \$1,000 assessed value	\$0.37

Example Value	Per Year	Total Over 20 Yrs.
\$150,000 Value	\$55.50	\$1,110.00
\$200,000 Value	\$74.00	\$1,480.00
\$300,000 Value	\$111.00	\$2,220.00
\$500,000 Value	\$185.00	\$3,700.00



MEMO

Finance

To: Common Council
From: Finance Director
Date: 9/5/2023
Re: Donation Request Process

I am writing to propose the establishment of a formal donation request process for the City of Kaukauna. As part of our ongoing commitment to support community initiatives, it is crucial that we streamline and standardize the way we consider and allocate resources for donation requests. This process will not only help in managing our budget effectively but also ensure fairness and transparency in evaluating and approving the various requests that come to the city.

Background:

The City of Kaukauna receives numerous donation requests from various organizations, groups, and individuals seeking support for a wide range of causes, events, and projects. While we have shown dedication to contributing to the betterment of our community, the lack of a structured process often results in inconsistent decision-making and difficulties in allocating resources appropriately.

Proposal:

I recommend the implementation of a Donation Request Process, which will enable us to effectively manage, evaluate, and respond to the donation requests we receive. The primary goal of this process is to ensure that our contributions align with the city's strategic objectives while being mindful of our budget constraints.

Components of the Donation Request Process:

Request Form: I have created a standardized Donation Request Form that will serve as the starting point for all donation requests. (See attached form) This form will collect essential information such as the purpose of the request, the intended impact on the community, the requested amount, and other pertinent details.

Submission Guidelines:

We have a few options on when we want to see the requests submitted. Two options I think can work are listed below.

Option 1: Have an annual submission deadline of September 30. All submissions get reviewed by staff for completeness and then passed along to council for review. Council then approves the request to be placed into that upcoming year budget.

Option 2: Budget a set amount each year. Allow request to be submitted throughout the year for approval by council. The council can make the decision to approve request up to the budgeted amount.

Approval Process:

Depending on how many requests the council want to see there are again a couple options I think can work listed below.

Option 1: If option 1 from above is selected then have all requests come to the council for review and approval.

Option 2: Give the mayor authorization to approve up to a defined request amount. Requests exceeding a certain threshold require approval from the City Council.

Report Back: Requests exceeding \$1,000 must be brought back to the council within sixty (60) days after the successful conclusion of the event. Similarly, requests surpassing \$5,000 should include financial details of the event. Recipients are required to submit a report to the staff, which will then be included in the council's agenda for informational purposes.

Website Posting: I envision this process/procedure living on the city website. The page can explain our process while providing access to the submission form. It can also be a place where we showcase the current or previous year recipients of the donation.

Benefits:

Effective Resource Management: A structured process will enable us to allocate our resources more efficiently and avoid ad-hoc decisions.

Strategic Alignment: We can ensure that our contributions are in line with the city's goals and objectives, making a meaningful impact on the community.

Fairness: Standardized evaluation criteria will promote fairness and consistency in decision-making.

Transparency: By communicating decisions to applicants, we promote transparency and maintain positive relationships with community stakeholders.

The establishment of a Donation Request Process will enhance our ability to support valuable community initiatives while maintaining fiscal responsibility. With that I am seeking consideration and support for the implementation of this process and form in some fashion.

Donation Request Submission Form



Organization Name: _____ Date of Request: _____

Contact Person: _____

Contact Email: _____ Contact Phone Number: _____

Donation Details:

Purpose of Donation: _____

Amount Requested: _____

Has this donation been previously requested? (Yes/No)

Organization Information:

Organization's Mission or Cause: _____

Brief Description of Organization: _____

How will the donation be utilized (Itemize the expenses)?

Event Information (if applicable):

Event Name: _____ Date of Event: _____

Location: _____

Brief Description of Event: _____

Additional Information (Optional): _____

- ☐ By checking this box, recipient agrees to report back to City staff and council on the event success. Any donation request over \$5,000 will requires the update to include the financials of the event.

Internal Use Only

Estimated cost to city operations (Police, Fire, DPW, etc.) _____
 (Staff time and other known expenses)

*Is this donation funded by the budget ? (Yes / No)**What account will fund this donation?* _____*Approvals/Recommendations**Recommended by Mayor* _____ *Date:* _____*Date spending approved by Council* _____



MEMO

Finance

To: Common Council
From: Finance Director
Date: 9/5/2023
Re: Donation Request Process

I am writing to propose the establishment of a formal donation request process for the City of Kaukauna. As part of our ongoing commitment to support community initiatives, it is crucial that we streamline and standardize the way we consider and allocate resources for donation requests. This process will not only help in managing our budget effectively but also ensure fairness and transparency in evaluating and approving the various requests that come to the city.

Background:

The City of Kaukauna receives numerous donation requests from various organizations, groups, and individuals seeking support for a wide range of causes, events, and projects. While we have shown dedication to contributing to the betterment of our community, the lack of a structured process often results in inconsistent decision-making and difficulties in allocating resources appropriately.

Proposal:

I recommend the implementation of a Donation Request Process, which will enable us to effectively manage, evaluate, and respond to the donation requests we receive. The primary goal of this process is to ensure that our contributions align with the city's strategic objectives while being mindful of our budget constraints.

Components of the Donation Request Process:

Request Form: I have created a standardized Donation Request Form that will serve as the starting point for all donation requests. (See attached form) This form will collect essential information such as the purpose of the request, the intended impact on the community, the requested amount, and other pertinent details.

Submission Guidelines:

Budget a set amount each year. Allow request to be submitted throughout the year for approval by council. The council can make the decision to approve request up to the budgeted amount.

Approval Process:

Give the mayor authorization to approve up to a defined request amount \$500 or less. Requests exceeding a certain threshold require approval from the City Council.

Report Back: Requests exceeding \$1,000 must be brought back to the council within sixty (60) days after the successful conclusion of the event. Similarly, requests surpassing \$5,000 should include financial details of the event. Recipients are required to submit a report to the staff, which will then be included in the council's agenda for informational purposes.

Website Posting: I envision this process/procedure living on the city website. The page can explain our process while providing access to the submission form. It can also be a place where we showcase the current or previous year recipients of the donation.

Benefits:

Effective Resource Management: A structured process will enable us to allocate our resources more efficiently and avoid ad-hoc decisions.

Strategic Alignment: We can ensure that our contributions are in line with the city's goals and objectives, making a meaningful impact on the community.

Fairness: Standardized evaluation criteria will promote fairness and consistency in decision-making.

Transparency: By communicating decisions to applicants, we promote transparency and maintain positive relationships with community stakeholders.

The establishment of a Donation Request Process will enhance our ability to support valuable community initiatives while maintaining fiscal responsibility. With that I am seeking consideration and support for the implementation of this process and form in some fashion to come back at a later date.

Donation Request Submission Form



Organization Name: _____ Date of Request: _____

Contact Person: _____

Contact Email: _____ Contact Phone Number: _____

Donation Details:

Purpose of Donation: _____

Amount Requested: _____

Has this donation been previously requested? (Yes/No)

Organization Information:

Organization's Mission or Cause: _____

Brief Description of Organization: _____

How will the donation be utilized (Itemize the expenses)?

Event Information (if applicable):

Event Name: _____ Date of Event: _____

Location: _____

Brief Description of Event: _____

Additional Information (Optional): _____

- ☐ By checking this box, recipient agrees to report back to City staff and council on the event success. Any donation request over \$5,000 will requires the update to include the financials of the event.

Internal Use Only

Estimated cost to city operations (Police, Fire, DPW, etc.) _____
 (Staff time and other known expenses)

*Is this donation funded by the budget ? (Yes / No)**What account will fund this donation?* _____*Approvals/Recommendations**Recommended by Mayor* _____ *Date:* _____*Date spending approved by Council* _____

**CITY OF KAUKAUNA
ORDINANCE 1886-2023**

ORDINANCE CREATING SECTION 17.53 FACADE STANDARDS

WHEREAS, the Common Council of the City of Kaukauna, having reviewed the recommendation of the City Plan Commission regarding the proposed changes to Municipal Code of Ordinances and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, after due notice as required by law, a public hearing having been held on the 5th of September, 2023 at 7:00 p.m., and the Common Council having heard all interested parties or their agents and attorneys;

NOW THEREFORE, be it ordained by the Common Council of the City of Kaukauna, in the State of Wisconsin, as follows:

SECTION 1:**AMENDMENT** “17.53 Facade Standards” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

17.53 Facade Standards

AFTER AMENDMENT

17.53 Facade Standards

1. Purpose. Section 17.53- Façade Standards are intended to maintain aesthetic appeal and cohesive image for the buildings within each district throughout the City of Kaukauna.
2. Facade Plan Submittal. When new construction or an addition is proposed within a commercial, industrial, institutional, or multifamily district, facade elevations shall be submitted to and approved by the City of Kaukauna Plan Commission along with other applicable plan submittals.
 - a. The Façade Plan shall be to scale and provide details for existing and proposed façade materials.
 - b. Glazed surfaces shall not be included in any calculation of façade materials.
 - c. Masonry shall include brick, stone, brick veneer, stone veneer, or other material similar in nature approved by the Plan Commission. Materials made of vinyl or other synthetic materials that seek to mimic masonry, shall not count towards this requirement.
 - d. The façade requirements in this section shall apply to all buildings on the site.
3. Façade Standards. The following standards shall apply:

a. Commercial Highway District, Business District, Institutional District and Multi-family District zones.

- (1) In no instance shall exterior corrugated metal, standing seam metal panels, or the like, be used for any portion of the façade, except as provided in Section 17.53 (3)(a)(iii).
- (2) Facades shall have a minimum of 10% masonry on sides that face a public street.
- (3) In instances where standing seam metal panels are used as decorative accents but not the primary façade material, the Plan Commission may approve an exception to the façade plan and allow up to 10% of the entire façade of the building to be standing seam metal panels, or the like.

b. Commercial Core District. The following standards shall apply to uses within the Commercial Core District and help to promote a historic and attractive district:

- (1) In no instance shall exterior corrugated metal, standing seam metal panels, or the like, be used for any portion of the façade.
- (2) Facades shall have a minimum of 25% masonry on sides that face a public street.
- (3) All façade alterations, excluding basic maintenance, painting, or in-kind replacement, require a Certificate of Appropriateness from the Redevelopment Authority City of Kaukauna.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

Presiding Officer

Attest

Anthony J. Penterman, Mayor, City of
Kaukauna

Sally Kenney, Clerk, City of
Kaukauna