



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 3, 2023

Pursuant to adjournment on September 19, 2023, the meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, October 3, 2023.

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

Absent & Excused: DeCoster.

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson (via ZOOM), Fin. Dir. Van Rossum, HR Dir. Swaney, Com. Enrich, Serv. Dir. Vosters, Dir./Naturalist Nowak, Lib. Dir. Thiem-Menning, Police Chief Graff, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

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

Motion by Moore, seconded by Antoine to adopt the minutes of the Common Council meeting of September 19, 2023.

All Ald. present voted aye.

Motion carried.

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

Bills Payable

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

All Ald. present voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Public Hearing for the Annexation of 142.61 Acres of land from the Town of Vandenbroek to the City of Kaukauna.

Mayor Penterman declared the Public Hearing for the Annexation of 142.61 Acres of land from the Town of Vandenbroek to the City of Kaukauna open and asked if anyone wished to address the council.

Ernest J. Schumacher, W2693 County Rd. S, Freedom spoke against the annexation. CRE Storage owns a portion of the land being annexed. He does not feel this annexation would have any benefit to him as a landowner.

Glenda Kufner, W1934 Coenen Road, Kaukauna. She is part owner of the Weyenberg property. They had a buyer for the property, but this fell through. She is wondering if they will have to pay for City Road and Sewer. She is against annexing this land currently.

Mayor Penterman asked two more times if anyone in person wished to address the Council. No one else appeared. The Public Hearing was declared closed.

Public Hearing to Rezone 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND).

Mayor Penterman declared the Public Hearing to Rezone 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND) open and asked if anyone wished to address the council.

Mayor Penterman asked two more times if anyone in person wished to address the Council. No one appeared. The Public Hearing was declared closed.

Retirement of Larry Novak for 21 years with the Street Department.

Mayor Penterman congratulated Larry Novak on his retirement. Larry has been employed with the City Street Department for 21 years.

Appointment of Ella Cronin to the KATODA Board as a student representative.

Motion by Schell, seconded by Kilgas to approve the appointment of Ella Cronin to the KATODA Board as a student representative.

All Ald. present voted aye.

Motion carried.

Reappointment of Eric Hietpas to the 1000 Islands Environmental Center Committee.

Motion by Eggleston, seconded by Coenen to approve the reappointment of Eric Hietpas to the 1000 Islands Environmental Center Committee.

All Ald. present voted aye.

Motion carried.

Proclamation for Public Power Week October 1-7.

Motion by Moore, seconded by Antoine to receive and place on file the Proclamation for Public Power Week October 1-7.

All Ald. present voted aye.

Motion carried.

Proclamation for National Walk to School Day October 4.

Motion by Kilgas, seconded by Schell to receive and place on file the Proclamation for National Walk to School Day October 4.

All Ald. present voted aye.

Motion carried.

Proclamation for White Cane Safety Day October 15.

Mayor Penterman presented Kaylie Cavil with a proclamation for White Cane Safety Day.

Motion by Antoine, seconded by Moore to receive and place on file the Proclamation for White Cane Safety Day October 15.
All Ald. present voted aye.
Motion carried.

Fox Firecracker 5k Recap and Donation.

Race Director Jessica Decet showed a PowerPoint presentation on this year's race. She thanked the numerous sponsors especially the City of Kaukauna and presented a donation check to the City. This donation will be used for the Pool Renovation project.

Presentation by Jeff Belongia, from HSE, of the 2023B&C Kaukauna General Obligation Note Anticipation Notes Bonding Results and Ratings.

Finance Director Van Rossum introduced Jeff Belongia from Huntington. Mr. Belongia provided information on the 2023 General Obligation Bonding 2023B Results and Ratings. The interest rates and credit ratings were presented. The rate of this 5 Year Bond is 4.23%. The City will not go out for the taxable bonds in 2023C at this time due to unfavorable rates. Questions were answered.

Strategic Plan Reminder.

Mayor Penterman reminded the Council of the Committee of the Whole Meeting scheduled for Monday, October 16 at 5:00 pm to go over the Strategic Plan.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Finance and Personnel Committee Meeting Minutes of October 2, 2023.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, October 2, 2023, at 6:00 p.m.

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

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

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **2024 Employee Handbook.**

HR Director Swaney provided a list of changes recommended to the 2024 Employee Handbook. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to approve the 2024 Employee Handbook with recommended changes starting January 1, 2024.

All members voted aye.

Motion carried.

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.**

Motion by Antoine, seconded by Moore 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 6:14 p.m.

c. Return to Open Session for possible action.

Motion by Moore, seconded by Coenen to return to Open Session.
All members voted aye.
Motion carried.

Returned to Open Session at 6:54 p.m.

Motion by Moore, seconded by Thiele to approve the retention letter to HR Director Shanon Swaney and move DPW/Eng. Neumeier to Grade 25 - Step 5 and forward these recommendations to the Common Council.
All members voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:56 p.m.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Moore to adopt the Finance & Personnel Committee Meeting Minutes of October 2, 2023, as amended.
All Ald. present voted aye.
Motion carried.

Health & Recreation Committee Meeting Minutes of October 2, 2023.

HEALTH & RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, October 2, 2023 at 6:56 P.M.

Members present: Coenen, Kilgas and Schell.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Com. Enrich. Serv. Dir. Vosters, Fin. Dir. Van Rossum and interested citizens.

Motion by Coenen, seconded by Schell to excuse the absent member.
All members present voted aye.
Motion carried.

1. **Correspondence** – None.

2. **Discussion Topics.**

a. **Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique, Fall Boutique Blowout Tent Sale in parking lot behind Uptown Girl Beauty & Boutique on October 14, 2023 from 9 am to 5 pm.**

Motion by Schell, seconded by Coenen to approve the Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique, Fall Boutique Blowout Tent Sale in parking lot behind Uptown Girl Beauty & Boutique on October 14, 2023, from 9 am to 5 pm.

All members present voted aye.

Motion carried.

b. **Temporary Class B License to Holy Cross Parish, 309 Desnoyer Street, gym and cafeteria area below gym for the Octoberfest on October 15, 2023.**

Motion by Coenen, seconded by Schell to approve Temporary Class B License to Holy Cross Parish, 309 Desnoyer Street, gym, and cafeteria area below gym for the Octoberfest on October 15, 2023.

All members present voted aye.

Motion carried.

c. **Special Event Application to Emily Getchius, St. Ignatius Catholic School, 220 Doty Street, Kaukauna on October 20, 2023 from 4-7 PM for Trunk n' Treat.**

Motion by Schell, seconded by Coenen to approve Special Event Application to Emily Getchius, St. Ignatius Catholic School, 220 Doty Street, Kaukauna on October 20, 2023, from 4-7 PM for Trunk n' Treat.

All members present voted aye.

Motion carried.

d. **Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ, 510 Sullivan Avenue, Kaukauna on October 28, 2023 from 12-4 PM for Trunk or Treat.**

Motion by Schell, seconded by Coenen to approve the Special Event Application to Tracy Dollevoet, Immanuel United Church of Christ, 510 Sullivan Avenue, Kaukauna on October 28, 2023, from 12-4 PM for Trunk or Treat.

All members present voted aye.

Motion carried.

e. **Special Event Application to Dawn Gasparick, Kaukauna Dog Park Friends for a Halloween Party at the Kaukauna Dog Park on October 29, 2023 from 12 - 3 pm.**

Motion by Coenen, seconded by Schell to approve the Special Event Application to Dawn Gasparick, Kaukauna Dog Park Friends for a Halloween Party at the Kaukauna Dog Park on October 29, 2023, from 12 - 3 pm.

All members present voted aye.

Motion carried.

f. **Special Event Application to Michael Weaver, VFW Post #3319 at Memorial Park Ring of Honor and Community Room on November 11, 2023.**

Motion by Coenen, seconded by Schell to approve the Special Event Application to Michael Weaver, VFW Post #3319 at Memorial Park Ring of Honor and Community Room on November 11, 2023.

All members present voted aye.

Motion carried.

3. Adjourn.

Motion made by Coenen, seconded by Schell to adjourn.

All members present voted aye.

Motion carried.

The meeting was adjourned at 7:01 P.M.

Sally Kenney

Clerk

Motion by Kilgas, seconded by Coenen to adopt the Health & Recreation Committee Meeting Minutes of October 2, 2023, as presented.

All Ald. present voted aye.

Motion carried.

1000 Islands Environmental Center Committee Meeting Minutes of August 17, 2023.

Motion by Eggleston, seconded by Coenen to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of August 17, 2023.

All Ald. present voted aye.

Motion carried.

Kaukauna Public Library Meeting Minutes of August 22, 2023.

Motion by Kilgas, seconded by Eggleston to receive and place on file the Kaukauna Public Library Meeting Minutes of August 22, 2023.

All Ald. present voted aye.

Motion carried.

Operators/Bartenders License

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:

Carstens	Lisa	A.	303 E. 9 th St.	Kaukauna
Dodd	Chloe	N.	180 Lamp Lighter Dr. #3	Kaukauna
Micke	Kelly	A.	117 Raught St.	Kaukauna
VerVoort	Amber	G.	W1843 Van Asten Rd.	Kaukauna

Motion by Kilgas, seconded by Schell to approve the operators/bartender Licenses.

All Ald. present voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

Planning Development Update.

Planning and Community Development Director Stephenson provided an update on the development projects happening in the City:

1. U-Haul Project at Commerce Crossing – Continues construction and they plan to build through the winter.

2. Legacy Creekside Apartments – 5 apartments at Commerce Crossing – continue to build and has started on the western larger apartment unit. Two floors have been framed.
3. Dreamville – Has gotten their construction trailer set up and started site preparation work. An easement has been secured for the neighboring corner property, allowing them to use this site throughout construction. Earth work will begin mid-October with foundations following. This project will build through the winter. In addition, the project has opted for traditional financing and will not be using the bond provided by the federal government. This does not change the project for the City but means there are no income restrictions on the units.
4. The Reserve – Medical Residential, Senior Living Facility at Commerce Crossing has gained special exception approval from Plan Commission and the Common Council. They are working on architecture and engineering. They plan to close December 4th, on the property.
5. Tann Corporation – Manufacturing Facility at New Prosperity Center – Tann broke ground Monday September 25, 2023.
6. Bassett Mechanical – Industrial Manufacturer in the South Industrial Park. Office addition is nearly complete. This project will likely have occupancy before the end of the year.
7. Straightline – Manufacturer in New Prosperity Industrial Park – Will be breaking ground early October, staff is in the process of planning a groundbreaking ceremony.
8. City Property Zoning Clean Up – The City currently owns several properties that are zoned incorrectly. Likely many of these parcels were purchased for various projects and kept their initial zoning district. Planning staff will be coming forward with a rezoning to have City owned and operated parcels zoned properly.
9. Community Development Investment Grant Update – The State has updated their processes for the CDI grant, a grant for small cities to help with redevelopment and historic preservation. The State will now allow the developer to apply for this grant with City support, instead of the City applying on behalf of the developer. This will reduce staff administration and allow for a more streamlined process during historic redevelopments. Discussion was held and questions answered.

Presentation of the preliminary 2024 Budget - Non-Personnel details and estimated tax rate.

Finance Director Van Rossum presented the 2024 non-personnel budget items.

Background information and a break-down of various items was provided. The next steps will be to review the personnel items, roll up all the expenses from personnel and non-personnel, get additional information from the Department of Revenue on the tax rate and see what that affect is on the expenditure restraint and levy limits. Staff will regroup to align overall expenses. These items will be done and presented on October 17.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2023-5406 Resolution Authorizing the Issuance of \$5,520,000 General Obligation Promissory Notes and the Issuance and Sale of \$5,520,000 Note Anticipation Notes, Series 2023B in Anticipation Thereof.

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2023-5406.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2023-5406.

All Ald. present voted aye.

Motion carried.

Resolution 2023-5407 Resolution Authorizing the Issuance of \$5,475,000 General Obligation Promissory Notes and the Issuance and Sale of \$5,475,000 Taxable Note Anticipation Notes, Series 2023C in Anticipation Thereof.

This item was pulled.

Motion by Moore, seconded by Antoine to go out of order and take up item 9a. prior to 8c.

All Ald. present voted aye.

Motion carried.

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.

Motion by Moore, seconded by Eggleston to 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.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:14 p.m.

Return to Open Session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:47 p.m.

Motion by Thiele, seconded by Eggleston to go back into order and take up 8c.

All Ald. present voted aye.

Motion carried.

Ordinance 1888-2023 An Ordinance Annexing 142.61 Acres of land from the Town of Vandebroek to the City of Kaukauna.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Ordinance 1888-2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1888-2023.

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

Motion carried 7-0.

Ordinance 1889-2023 An Ordinance Rezoning 1011 Delanglade Street, Parcel 322075102, from Institutional District (IT) to Industrial District (IND).

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1889-2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1889-2023.

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.

Motion by Moore, seconded by Eggleston to adjourn to closed session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 8:52 p.m.

Return to Open Session for possible action.

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

All Ald. present voted aye.

Motion carried.

Returned to open session at 9:26 p.m.

Motion by Moore, seconded by Coenen to approve the retention proposal to Shannon Swaney as presented.

Motion carried.

ADJOURN

Motion by Moore, seconded by Antoine to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 9:28 p.m.

Sally Kenney, Clerk

