



## **COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – NOVEMBER 7, 2023**

Pursuant to adjournment on October 17, 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, November 7, 2023.

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

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planning & Com. Dev. Dir. Stephenson, Fin. Dir. Van Rossum, Fire Chief Carrel, 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 Thiele to suspend the rules and waive the reading of the minutes of the Common Council meeting of October 17, 2023.

All Ald voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt the minutes of the Common Council meeting of October 17, 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**

#### **Appointment of Olivia Planert to the KATODA Board as a student representative.**

Motion by Schell, seconded by Kilgas to appoint Olivia Planert to the KATODA Board as a student representative.

All Ald. voted aye.

Motion carried.

#### **Appointment of Brian Hintz to the 1000 Islands Environmental Center Committee to replace Kymberly Carlson.**

Motion by Coenen, seconded by Eggleston to approve the appointment of Brian Hintz to the 1000 Islands Environmental Center Committee to replace Kymberly Carlson.

All Ald. voted aye.  
Motion carried.

## **REPORTS OF STANDING AND SPECIAL COMMITTEES**

### **Committee of the Whole Meeting Minutes of November 1, 2023.**

#### **COMMITTEE OF THE WHOLE**

A meeting of the Committee of the Whole was called to order by Chairman Penterman on Wednesday, November 1, 2023 at 6:00 P.M.

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

Absent & Excused: Moore and Schell.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Staff Accountant Roehl, Planning Dir. Stephenson, Library Dir. Thiem-Menning, Fire Chief Carrel, HR Dir. Swaney, Naturalist Nowak, and Com. Enrich. Services Dir. Vosters.

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

#### **1. Correspondence – none.**

#### **2. Discussion Topics.**

##### **a. 2024 Budget presentation.**

Mayor Penterman read his letter dated November 1, 2023. The proposed 2024 budget reflects a tax increase of \$0.46 per thousand of assessed value, which is a 4.9% increase in the assessed tax rate. The City's tax levy increased \$696,292 or 5.67%. Under state law the levy is allowed to increase 5.67% plus increase debt service requirements. This levy increase is less than the maximum increase allowed under state law. Budgeted general fund expenditures for 2024 are \$18,830,495. An increase of 11.8%. This will allow the city to continue to qualify for the state expenditure restraint program aid. The general fund balance is projected to be \$5,836,346 on December 31, 2023. This fund balance exceeds the Council's objective of \$2,824,574, which will allow the City to continue to receive an excellent bond rating resulting in low interest rates when issuing further debt.

Motion by Coenen, seconded by Thiele to receive and place on file the Mayor's 2024 Budget Letter to the Common Council.  
All members present voted aye.  
Motion carried.

Mayor Penterman presented his 2023-2024 Goals and Objectives.

Motion by Antoine, seconded by Eggleston to receive and place on file the Mayor's 2023-2024 Goals and Objectives.  
All members present voted aye.  
Motion carried.

Finance Dir. VanRossum presented highlights for the 2024 budget. The impact on the city with Act 12 was discussed including repealed personal property taxes starting in 2024. Various schedules were presented showing a 2023 levy for city purposes of \$12,984,885 with an assessed tax rate of \$9.896. He reviewed the levy limit calculation for 2023, the expenditure restraint calculation and the city's debt service. Revenues and expenses were discussed, and with a balanced budget, both are increasing by 11.8% or about \$1.9m. The assessment to equalized ratio was discussed with how it's the major categories area again out of compliance with the overall ratio at 82.7%. Finance Dir. explained that revaluation will need to happen within the next 5 years per State Statute. This topic will be analyzed in the coming year with a plan presented to Council for action. The Storm and Sanitary Utility Funds were also highlighted with the overall net position for both improving. Stormwater rate is proposed to increase \$0.70 per ERU to \$10.50/ERU. Sanitary rate is staying the same at \$8.75/100 Cubic Feet. Discussion was held on the proposed budget.

**b. 2024 Budget deliberations.**

Alderspersons asked several questions of staff during the deliberation process. Discussion items included health insurance plans, benefits, residency, new housing construction growth and its impact on the budget, long-term debt, intern positions, RACK money and future job positions.

Alder Eggleston congratulated Library Dir. Thiem-Menning on the library's long list of accomplishments and well-written mission statement.

Alder Kilgas shared comments for the absent Alder Schell on his desire to review the residency incentive benefit and look to remove this benefit.

**3. Position Classifications and Wage Scale Pertaining to the 2024 Budget.**

**a. Memo and Pay Grade Scale.**

Finance Dir. VanRossum presented the wage scale and position classification for the non-represented employees of the city. This scale aligns with the 3% increase that is included in the budget for the 2024 fiscal year. The scale also reflects the market conditions and cost-of-living adjustments for employees.

**4. Tax Bill Breakdown Widget.**

**a. Overview of the website – <https://kaukauna.gov/departments/finance/tax-bill-breakdown/>.**

Finance Dir. VanRossum presented the new Tax Bill Breakdown Widget available on the city website. This was created to help give property owners a visual tool to gain a better understanding of what their tax dollars are used for. The widget allows users to input any address or parcel number within the City of Kaukauna to access a comprehensive breakdown of their tax bill by taxing jurisdiction, as well as a detailed overview of how the city's share of the tax dollar is allocated across various areas. Each segment of the tax bill breakdown is explained on the webpage. It explains what each area contributes to the city and specifies the portion of their property tax bill that supports that service. This initiative promotes transparency in how tax dollars are utilized.

**b. Demonstration on how to look up your tax bill on website.**

Finance Dir. VanRossum demonstrated looking up a tax bill on the new Tax Bill Breakdown Widget and further explained graphs and explanation tables the widget provides.

Alderspersons asked questions and had favorable comments regarding the Tax Bill Breakdown Widget.

## 5. Adjourn.

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

Meeting adjourned at 7:28 p.m.

Christina Nelson, Deputy Clerk

Motion by Moore, seconded by Eggleston to adopt the Committee of the Whole Meeting Minutes of November 1, 2023 as presented.  
All Ald. voted aye.  
Motion carried.

### **Finance and Personnel Committee Meeting Minutes of November 6, 2023.**

#### **FINANCE AND PERSONNEL COMMITTEE**

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

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

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Fin. Dir. Van Rossum, Police Chief Graff, and interested citizens.

#### 1. **Correspondence** - None.

#### 2. **Discussion Topics.**

##### **a. Permission to fill Marketing and Communications Manager position.**

HR Director Swaney stated staff presented the proposed Marketing and Communications Manager position to the Finance and Personnel Committee on 10/16/2023 for discussion and on 10/17/2023 as part of the 2024 personnel budget presentation. This position is being included as part of the 2024 budget in order to provide the City with a full-time, dedicated Communications position. Staff would like to begin the recruitment process for this position with the intention of having a candidate available to start in early 2024.

Motion by Antoine, seconded by Coenen to authorize staff to fill a Marketing and Communications Manager position with a start date no earlier than 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 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 6:02 p.m.

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

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

All members voted aye.

Motion carried.

Returned to Open Session at 7:16 p.m.

**3. Adjourn.**

Motion by Eggleston, seconded Coenen to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:16 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Eggleston to adopt the Finance & Personnel Committee Meeting Minutes of November 6, 2023, as presented.

All Ald. voted aye.

Motion carried.

**Health & Recreation Committee Meeting Minutes of November 6, 2023.**

**HEALTH & RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, November 6, 2023 at 7:17 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Antoine, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, HR Dir. Swaney, Fire Chief Carrel, Police Chief Graff, and interested citizens.

**1. Correspondence – None.**

**2. Discussion Topics.**

**a. Special Events Application to Jessica Decet, Fox Heritage Run at Main Avenue, Kaukauna for May 3 & 4, 2024.**

Motion by Schell, seconded by DeCoster to approve the Special Events Application to Jessica Decet, Fox Heritage Run at Main Avenue, Kaukauna for May 3 & 4, 2024 contingent upon proof of insurance.

All members voted aye.

Motion carried.

**3. Adjourn.**

Motion made by Coenen, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:19 P.M.

Sally Kenney  
Clerk

Motion by Kilgas, seconded by Schell to adopt the Health & Recreation Committee Meeting Minutes of November 6, 2023, as presented.

All Ald. voted aye.

Motion carried.

### **Public Protection and Safety Committee Meeting Minutes of November 6, 2023.**

#### **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chair DeCoster on Monday, November 6, 2023 at 7:20 P.M.

Members present: Antoine, DeCoster, Kilgas, Thiele.

Also present: Mayor Penterman, Ald. Coenen, Ald. Eggleston, Ald. Moore, Ald. Schell, DPW/Eng. Neumeier, Attorney Davidson, Fire Chief Carrel, HR Dir. Swaney, Police Chief Graff, Fin. Dir. Van Rossum, and interested citizens.

#### **1. Correspondence - None.**

#### **2. Discussion Topics.**

##### **a. Fox Valley Technical College Public Safety Training Center Use Agreement and Hold Harmless Agreement - Fire Department.**

Fire Chief Carrel stated the Kaukauna Fire Department has had a long-standing agreement with the Fox Valley Technical College to utilize their state-of-the-art training facility. This training ground provides our firefighters with invaluable hands-on training opportunities that we do not have access to at our own facility. Each year, we renew the attached hold harmless agreement to continue utilizing their burn building, training props, and other resources. These hands-on training opportunities are vital for our firefighters to maintain their skills and readiness to serve our community.

Motion by Thiele, seconded by Kilgas to authorize the City of Kaukauna Fire Department to enter into the Fox Valley Technical College Public Safety Training Center Use Agreement and Hold Harmless Agreement for 2024.

All members voted aye.

Motion carried.

##### **b. Appleton Radio Contract - Fire Department.**

Fire Chief Carrel stated our department has been participating in a regional radio grant through the Assistance to Firefighters Grant (AFG) program. The journey began in January of 2022 and received the award in the fall of 2022. The Appleton Fire Department served as the host agency, and the grant award helps Kaukauna along with 17 other departments throughout Outagamie County to make necessary radio replacements.

Motion by Thiele, seconded by Kilgas to authorize the Mayor to enter into the Appleton Radio Contract.

All members voted aye.  
Motion carried.

**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 or bargaining reasons require a closed session.**  
Motion by Thiele, seconded by Kilgas to 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.  
All members voted aye.  
Motion carried.

Adjourned to closed session at 7:25 p.m.

**d. Return to Open Session for possible action.**  
Motion by Thiele, seconded by Antoine to return to Open Session for possible action.  
All members voted aye.  
Motion carried.

Returned to Open Session at 7:46 p.m.

### **3. Adjourn.**

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

Meeting adjourned at 7:46 p.m.

Sally Kenney, Clerk

Motion by DeCoster, seconded by Kilgas to adopt the Public Protection and Safety Committee Meeting Minutes of November 6, 2023, as presented.  
All Ald. voted aye.  
Motion carried.

**1000 Islands Environmental Center Committee Meeting Minutes of September 21, 2023.**  
Motion by Eggleston, seconded by Antoine to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of September 21, 2023.  
All Ald. voted aye.  
Motion carried.

**Grignon Mansion Board Meeting Minutes of August 28, 2023.**  
Motion by Thiele, seconded by Moore to receive and place on file the Grignon Mansion Board Meeting Minutes of August 28, 2023.  
All Ald. voted aye.  
Motion carried.

**Plan Commission Meeting Minutes of October 5, 2023.**



Motion by Moore, seconded by Thiele to receive and place on file the Plan Commission Meeting Minutes of October 5, 2023.

All Ald. 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:

Brown	Jacob	R.	300 Sarah St.	Kaukauna
Eckert	Kristen	L.	1836 Lawe St.	Kaukauna
Hoffman	Kalli	L.	100 E. 15 <sup>th</sup> St.	Kaukauna
Koester	Travis	L.	1515 Vandenbroek Rd. Lot #12	Little Chute
Luehring	Phillip	C.	1319 N. Erb St.	Appleton

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

All Ald. voted aye.

Motion carried.

## **REPORTS OF CITY OFFICERS**

### **Code Enforcement Report.**

Planning and Community Enrichment Director Stephenson provided the Council with a list of all Code Enforcements since hiring the Code Enforcement Officer. Starting in December this report will be provided monthly. Discussion was held and questions answered.

Motion by Antoine, seconded by Moore to receive and place on file the Code Enforcement Report.

All Ald. voted aye.

Motion carried.

### **Flood Storage District.**

Flood storage district is the area delineated adjacent to floodways and often within floodplains. These areas are where flood water is stored and relied upon to reduce regional flood hazards. The district protects the area and prevents development from increasing the elevation of a flood event. For various reasons, during development these districts may have to move from their original locations. Currently the City of Kaukauna does not allow such a movement, but both Outagamie County and FEMA guidance allows for this practice to occur. One of the items Outagamie County's ordinance covers is the use of compensatory storage. Compensatory storage covers the event in which floodplain storage is lost, that lost storage would be compensated for in an adjacent floodplain. This allows for the shifting of floodplain areas while still keeping the total amount of floodplain storage, allowing for more flexibility within projects and developments. Plan Commission approved an ordinance to allow for compensatory storage and about the ordinance currently being used by Outagamie County. Discussion held and questions answered.

### **Community Development Block Grant.**

The Community Development Block Grant (CDBG) is an allocation of money given to the City of Kaukauna to administer a series of loans for eligible low-income residents to fix their homes. Loans are given to the resident and upon the sale of their home the loan is paid back in full. While the program has a direct benefit to many of our residents the staff time to administer the loan and fill out the needed paperwork for the state and federal government is time intensive. Brown County's



housing division has started administering the CDBG money on behalf of the state for the entire Outagamie/Brown County Region, but they will not fund projects in communities that still have CDBG funds. If the City of Kaukauna were to give their funds back to the state, Brown County Housing would administer the same program we have now but also allow for downpayment assistance as an increased service to low-income residents. The City currently holds \$229,931.44 in CDBG funds. Since Brown County has multiple dedicated full-time staff to administer this program, we feel it is in the City's best interest for Brown County to administer the program. This will free up valuable time for city staff, allow us to participate in a larger pot of money that is allocated yearly, and provide a better service to our residents. A draft ordinance will be brought back to the Council for approval.

## **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

### **Ordinance 1890-2023 Repeal and Recreate Section 14.04 Building Inspector and Building Inspection Department.**

This item was pulled.

### **Ordinance 1891-2023 Repeal and Recreate Section 1.31 (1) Plan Commission Composition.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Ordinance 1891-2023.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Ordinance 1891-2023.

All Ald. voted aye.

Motion carried.

## **CLOSED SESSION**

### **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 - N.E.W. Prosperity Center.**

Motion by Moore, seconded by Coenen to 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 - N.E.W. Prosperity Center.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 7:48 p.m.

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

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

All Ald. voted aye.

Motion carried.

Returned to open session at 7:56 p.m.

### **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 - Inside the Park Place**

Motion by Moore, seconded by Coenen to 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 - Inside the Park Place

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:57 p.m.

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

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

All Ald. voted aye.

Motion carried.

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

**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 Kaukauna.**

Motion by Moore, seconded by Eggleston to 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 Kaukauna.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:07 p.m.

Motion by DeCoster, seconded by Thiele to bring Alvin into the closed session to speak and give a status report on this project.

All Ald. voted aye.

Motion carried.

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

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:07 p.m.

**ADJOURN**

Motion by Antoine, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 9:07 p.m.

Sally Kenney, Clerk

