



MEMO

To: Common Council
From: City Attorney, Tim Greenwood
Date: April 2, 2025
Re: Residency Incentive Program

A question came up regarding the residency incentive program which led to the City Attorney reviewing the documents and resolutions that implemented that program, which caused a few questions to come up.

Background:

The City has a residency incentive policy that was first created with Resolution 3848 (attached) passed by Common Council on November 5, 2013, creating a benefit for Qualified Employees, which included all non-represented employees, employees under a collective bargaining agreement where that collective bargaining agreement provides for the incentive, and certain elected officials: Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge. (At the time the Clerk/Treasurer position was elected). These positions were also included explicitly under the Eligibility section as well. This resolution was set for review to determine whether to extend, modify, or terminate after December 31, 2017.

In April of 2017 the Common Council began its review, which culminated in passage of Resolution 4088 (attached). In the qualified employees section of this new resolution there was a change made that just removed the above-mentioned elected officials from the Qualified Employees and Eligibility sections.

From looking at the minutes of the Common Council at the time on April 5, 2017 (minutes attached), there was a meeting where it was indicated there was intent to remove eligibility for elected officials at the end of their current terms and establish a \$250,000 maximum benefit expenditure by the city, per year, to this program. This Resolution was then presented at the April 18, 2017, Common Council meeting (minutes attached). At this meeting the Resolution was presented and passed establishing incentives for employees residing with the City of Kaukauna.

Current review:

In looking at the actual language of Resolution 4088, as mentioned before, elected officials were removed by name from the Qualified Employee and Eligibility sections and a \$250,000 incentive maximum were included. There is also an application form for the Employee Residency Incentive Program (attached). Potential problems arise with these two changes and when looking at the application form, the first of which discussed here is the incentive maximum.

Incentive Maximum. From the language of the resolution it states that there will be a \$250,000 maximum and when the incentive should exceed that amount the percentage contributed to employees in the programs drops to a percentage that does not allow the total expenditure to go above \$250,000. The issue arises that the language does not indicate anywhere that this is \$250,000 per year as discussed at the April 5, 2017, Common Council meeting. It appears the City has been operating in that way, but is not explicit in the Resolution. Currently, as written, the program should effectively terminate when \$250,000 total is paid out because every eligible employee's percentage would drop to 0%.

Qualified Employees and Eligibility. By removing the elected officials it appears the intent was to make them ineligible. When looking at the Employee Residency Incentive Program application form and current language of the Resolution, we just have Qualified Employees being an employee who works more than 1,000 hours per year with their actual residence being in Kaukauna's corporate limits. No distinction is made between employees and elected officials. In discussing other benefit policies with Kaukauna's Human Resources Department other benefit policies include things such as an employee who is eligible for Wisconsin Retirement System benefits (such as the City's Health Insurance program) or just being a part-time/full-time employee (fitness reimbursement program). Here, in Resolution 4088, we just have all non-represented employees, employees under a collective bargaining agreement where that collective bargaining agreement provides for the incentive.

A conflict arises when elected officials are eligible for things like the City's Health Insurance plan that requires being an employee who is eligible for Wisconsin Retirement System benefits, which elected officials are and treated as an employee for such benefit, but are not an employee for purposes of the residency benefit as written. If the Resolution explicitly excluded elected officials, this would be more apparent.

There is also potentially an overbroad statement of all employees who work more than 1,000 hours are eligible. This opens it up to seasonal and temporary employees who could work both summer and winter seasonal positions cross this 1,000 hours per year threshold, but the City wouldn't know or plan for such an individual when sending out payments to others. This would then cause a need for payments for that individual to be entirely sent at one time to "catch up" their contribution amount. A potential option would be in a revision to remove seasonal and temporary employees from the pool of eligible employees.

Budget:

None as the funds are already budgeted.

Staff Recommended Action:

Provide direction on potentially revising Resolution 4088.

Should elected officials be explicitly not allowed to participate in this program?

Should temporary/seasonal employees be eligible for the program?

Should the \$250,000 be re-written to indicate it is a per-year amount before percentages are reduced?

Should the application be re-written to indicate the changes to the above matters?



RESOLUTION NO. 3848

**RESOLUTION ESTABLISHING INCENTIVES FOR EMPLOYEES
OF THE CITY OF KAUKAUNA
RESIDING WITHIN THE CITY OF KAUKAUNA**

WHEREAS, the City of Kaukauna Municipal Code, Section 1.50, did provide for residency requirements for employees of the City of Kaukauna; and,

WHEREAS, Wisconsin State Statutes Section 66.502 states that no local governmental unit may require, as a condition of employment, that any employee or prospective employee reside within any jurisdictional limit and that if a local governmental unit has a residency requirement that is in effect on July 2, 2013, the residency requirement does not apply and may not be enforced; and,

WHEREAS, Section 1.50 of the Kaukauna Municipal Code has been stricken from the Code in its entirety; and,

WHEREAS, it is desirous that employees of the City of Kaukauna reside within the City of Kaukauna to promote and enhance the community, employee community pride, community identity, and efficiency of operations; and,

WHEREAS, the matter having been brought before and heard by the Common Council of the City of Kaukauna at its regular meeting of October 1, 2013; and,

WHEREAS, the Common Council of the City of Kaukauna did by a unanimous vote as recorded in its official minutes take action approving a program of incentives for employees of the City of Kaukauna residing within the City of Kaukauna;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that said council does hereby establish and implement an employee Residency Incentive Program to be effective as of January 1, 2014, as follows:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna, represented employees of the City of Kaukauna employed under a Collective Bargaining Agreement which provides for this Residency Incentive Program benefit, and the Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one-thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate limits of the City of Kaukauna, and the Mayor, Clerk/Treasurer, City Attorney, and Municipal Judge may be eligible to receive the incentives as set forth under paragraph 3 herein:

a. A Qualified Employee residing within the Corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.

b. A Qualified Employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who resides within the Corporate limits of the City of Kaukauna upon the employment start date.

c. Eligibility of an employee or elected official shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

2. INCENTIVES. Each eligible employee or elected official shall receive an incentive equivalent to a percentage of Wisconsin Retirement eligible wages as follows:

2014: From January 1, 2014, through December 31, 2014, the incentive shall be equivalent to 3% of the eligible employee's Wisconsin Retirement eligible wages.

2015: From January 1, 2015, through December 31, 2015, an amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 4% of the eligible employee's Wisconsin Retirement eligible wages.

2016: From January 1, 2016, through December 31, 2016, an additional amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 5% of the eligible employee's Wisconsin Retirement eligible wages.

2017: From January 1, 2017, through December 31, 2017, an additional amount equivalent to 1% of the eligible employee's Wisconsin Retirement eligible wages shall be added to the incentive so that the total the incentive shall be equivalent to 6% of the eligible employee's Wisconsin Retirement eligible wages.

Such incentive shall be provided as a bi-weekly contribution deposited into a 401 (a) Supplemental Retirement Plan for the employee, and shall be vested immediately upon deposit. All employer contributions shall be discretionary as authorized by the Common Council hereunder.

3. RESIDENCY DEFINED. The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

4. ELIGIBILITY DETERMINATION. Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.

b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.


5. This Residency Incentive Program shall be reviewed by staff after June, 2017, to determine its effectiveness, at which time staff shall provide recommendations to the Common Council regarding such effectiveness and recommendations regarding whether to extend, modify, or terminate the Residency Incentive Program after December 31, 2017.

Introduced and adopted this 5th day of November, 2013.

APPROVED: _____


Eugene J. Rosin, Mayor

ATTEST: _____


Susan J. Duda, Clerk/Treasurer

Employee Residency Verification and Certification

The City of Kaukauna has established a Residency Incentive Program (hereinafter referred to as "Incentive") to encourage qualified employees of the City to reside within the City. The Incentive as adopted by the Common Council applies to eligible qualified employees as defined below:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna and all elected officials of the City of Kaukauna shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one-thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 3 herein:

- a. A Qualified Employee residing within the Corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.
- b. A Qualified employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who reside within the Corporate limits of the City of Kaukauna upon the employment start date.
- c. Eligibility of an employee or elected official shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

3. **RESIDENCY DEFINED.** The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

4. **ELIGIBILITY DETERMINATION.** Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

- a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.
- b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.

I, the undersigned, do hereby certify and represent that my actual living quarters and bona-fide residence is maintained within the City of Kaukauna at the below specified address for the time specified. I state that I have provided current and accurate information and documentation as indicated below on this form. I acknowledge and understand that any misrepresentation set forth for the purpose of obtaining a monetary benefit constitutes fraud. I further understand that I must notify the Department Head or Human Resources Director of any change in my residency status, and that I may be liable for repayment of any amounts received for which I was not eligible in the event that I should fail to so notify the Department Head or Human Resources Director.

Employee Name: _____

Residential Address: _____

I have resided here since : _____

Documentation Provided:

- WI driver's license _____
- WI or US ID Card _____
- Utility Bill _____
- Telephone Bill _____
- WI photo ID _____
- Voter Registration _____
- Property Tax Bill _____
- Other _____

please identify other
documentation provided _____

So Certified this _____(date),

Employee signature

For Department Head/Human Resources Use

Documentation verified ? _____
Eligibility approved? _____

By: _____ (print name) _____ (signature) _____ (date)

RESOLUTION NO. 4088

**REPEALING AND RECREATING RESOLUTION NO. 3848 ESTABLISHING
INCENTIVES FOR EMPLOYEES OF THE CITY OF KAUKAUNA
RESIDING WITHIN THE CITY OF KAUKAUNA**

WHEREAS, the Common Council of the City of Kaukauna at its regular meeting of November 5, 2013, did enact Resolution No. 3848 approving a program of incentives for employees of the City of Kaukauna residing within the City of Kaukauna; and

WHEREAS, Resolution No. 3848 included such incentives to continue through December 31, 2017; and

WHEREAS, Resolution No. 3848 did direct that such incentives would continue through December 31, 2017; and

WHEREAS, Resolution No. 3848 did direct that the incentive program be reviewed by staff after June, 2017, to determine its effectiveness, at which time staff should provide recommendations to the Common Council regarding such effectiveness and recommendations regarding whether to extend, modify, or terminate the Residency Incentive Program after December 31, 2017; and

WHEREAS, it is desirous that employees of the City of Kaukauna reside within the City of Kaukauna to promote and enhance the community, employee community pride, community identity, and efficiency of operations; and

WHEREAS, the matter having been brought before and heard by the Common Council of the City of Kaukauna at its regular meeting of April 5, 2017; and,

WHEREAS, the Common Council of the City of Kaukauna did approve extending the residency incentives beyond December 31, 2017, with amendments;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that said Council does hereby repeal Resolution No. 3848 and does recreate and implement an Employee Residency Incentive Program to be effective through December 31, 2017, as previously set forth under Resolution No. 3848 approved and enacted on November 5, 2013, and effective as of January 1, 2018, as follows:

1. **QUALIFIED EMPLOYEES.** All non-represented employees of the City of Kaukauna, and represented employees of the City of Kaukauna employed under a Collective Bargaining Agreement which provides for this Residency Incentive Program benefit, shall be Qualified Employees.

2. **ELIGIBILITY.** Qualified Employees who work more than one thousand (1,000) hours per year who maintain their actual bona fide residence within the Corporate Limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 3 herein:

a. A Qualified Employee residing within the Corporate Limits of the City of Kaukauna as of January 1, 2018, shall be eligible upon implementation of this Residency Incentive Program.

b. A Qualified Employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate Limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Qualified Employee who resides within the Corporate Limits of the City of Kaukauna upon the employment start date.

c. Eligibility of an employee shall end with the last full pay period that the employee resides within the Corporate Limits of the City of Kaukauna before establishing residency outside of Corporate Limits of the City of Kaukauna.

3. INCENTIVES. Each eligible employee shall receive an incentive equivalent to 6% percent of Wisconsin Retirement eligible wages.

Such incentive shall be provided as a bi-weekly contribution deposited into a 401 (a) Supplemental Retirement Plan for the employee and shall be vested immediately upon deposit. All employer contributions shall be discretionary as authorized by the Common Council hereunder.

4. RESIDENCY DEFINED. The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, the Common Council.

5. ELIGIBILITY DETERMINATION. Department heads shall provide to the Human Resources Director a list of all eligible department employees within such department, and shall notify the Human Resources Director of any change of eligibility status for department employees.

a. Any dispute regarding eligibility of a department employee shall be referred to the department head for investigation and determination. Any dispute regarding eligibility of a department head shall be referred to the Mayor for investigation and determination. All referrals under this section shall be by action of the Common Council.

b. After completion of the investigation the department head or mayor shall present a recommendation to the Common Council regarding residency determination and eligibility for the employee. The Common Council shall make a final determination regarding any residency and eligibility question. All employer contributions under this Residency Incentive Program shall be discretionary as authorized by the Common Council.

6. INCENTIVE MAXIMUM. Notwithstanding the foregoing, the total cost of implementation to the City of Kaukauna in providing this incentive to Qualified Employees shall not exceed \$250,000. In the event that the total cost of implementation to the City in providing this incentive to Qualified Employees should exceed \$250,000, that percentage specified in Paragraph 3 herein shall be reduced by an amount sufficient to reduce the total cost of implementation to the City of Kaukauna in providing this incentive to Qualified Employees such that it shall not exceed \$250,000.

Introduced and adopted this 18th day of April, 2017.

APPROVED: 
Eugene J. Rosin, Mayor

ATTEST: 
Susan J. Duda, Clerk/Treasurer

COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin – April 5, 2017

Regular meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin in the Council Chambers at 7:00 P.M. on Wednesday, April 5, 2017.

Roll call, present: Coenen (via phone), Collins, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Police Chief Manion, Fin. Dir. VanRossum, Planner Jakel, HR Dir. Vanderloop, Fire Chief Hirte, and interested citizens.

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

Motion by Meyerhofer, seconded by Penterman, to suspend the rules and waive the reading of the minutes of the previous meeting of March 21, 2017.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the minutes of the previous meeting of March 21, 2017.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by McGinnis, that Vouchers No. 102182 through No. 102282 be approved and placed on file with the Clerk/Treasurer.

Upon roll call, all Ald. voted aye.

Motion carried.

The Mayor declared the Public Hearing open at 7:04 P.M. for the proposed vacation of a portion of East 13th Street and asked if anyone present wanted to speak FOR or AGAINST the proposed street vacation, no one appeared. The Mayor declared the Public Hearing closed at 7:05 P.M.

Motion by Penterman, seconded by Leon, to appoint Shannon Young to the Police and Fire Commission to replace Dave Kenney.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Kaukauna Veterans Memorial Park Association of March 13, 2017, and moved it be accepted and placed on file, seconded by Leon.

All Ald. voted aye.

Motion carried.

Ald. McGinnis presented the following report:

CITY PLAN COMMISSION

A meeting of the City Plan Commission was called to order at 4:00 p.m. on Friday, March 17, 2017, by Chairman Rosin.

Members Present: Feldt, McGinnis, Penterman, Rosin, Schoenike, and Sundelius.

Absent and Excused: Oldenburg and VanderSanden.

Also Present: Planning Director Jakel, Project Engineer Neumeier.

1. A motion to excuse the absent Commission members was made by Penterman, seconded by McGinnis. All members voted aye. Motion carried.
2. A motion to approve the minutes of the February 9, 2017, meeting was made by Feldt, seconded by Schoenike. All members voted aye. Motion carried.
3. Mr. Jakel explained that the applicant for the one lot CSM intends to combine two lots into one lot to accommodate the construction of a large single family home and would like to start construction as soon as possible. This is the third request from this neighborhood staff has received to combine lots to accommodate larger homes – a good thing for the City. The surveyor incorporated all easements from the original plat and there are no additional storm water issues as a result of the CSM. The owner is aware of that the additional frontage will be subject to special assessments. A motion to recommend to the Council approval of the Certified Survey Map for Vanderloop as presented was made by Feldt, seconded by McGinnis. All members voted aye. Motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 8:40 a.m. was made by Sundelius, seconded by Feldt. All members voted aye. Motion carried.

Julianne Schroeder, Executive Secretary

and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented and read the following report:

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Rosin on Monday, April 3, 2017, at 6:00 P.M.

Members present: Coenen (via phone), Collins, Driessen, Meyerhofer, and Roehrig.

Also present: Ald. McGinnis and Penterman, Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Police Chief Manion, HR Dir. Vanderloop, and interested citizens.

1. Fin. Dir. VanRossum presented a balance sheet showing the funds for the Grignon Home. We had previously approved an agreement between the Grignon Mansion Board and the Friends of the Grignon Mansion to manage and develop the assets of the Grignon Mansion. A resolution approving the transfer of funds as of today of \$14,160.38 is on the agenda for the Council Meeting on Wednesday. This does not include the endowment fund of \$8,800.

Motion by Meyerhofer, seconded by Driessen, to recommend to the Council the transfer of Grignon Mansion funds of \$14,160.38 to the Friends of the Grignon Mansion.

All members voted aye.

Motion carried.

2. Motion by Meyerhofer, seconded by Roehrig, to grant permission to fill the vacant firefighter/paramedic position created by the resignation of Curtis Halbach.

All members voted aye.

Motion carried.

3. Discussion on the recently revised personnel policies and employee handbook. HR Dir. Vanderloop stated the handbook has not been updated since 1996.

Motion by Meyerhofer, seconded by Coenen, to change the Education Reimbursement policy for employees with at least one year of service are eligible for the education reimbursement program to three years of service.

All members voted aye.

Motion carried.

4. Motion by Meyerhofer, seconded by Roehrig, to send the final draft of the employee handbook as amended to all employees for their review and bring back in two weeks for adoption.

All members voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Collins, to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:29 P.M.

Susan Duda
Clerk/Treasurer

and moved for its adoption, seconded by Penterman.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Heart of the Valley Metropolitan Sewerage District Commission of February 14 and 28, 2017, and moved it be accepted and placed on file, seconded by McGinnis.

All Ald. voted aye.

Motion carried.

Ald. Collins presented and read the following report:

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Vice-Chairman Collins on Monday, April 3, 2017, at 6:30 p.m.

Members present: Coenen (via phone), Collins, and McGinnis.

Absent & excused: Leon.

Also present: Ald. Driessen, Meyerhofer, Penterman, and Roehrig, Atty. Davidson, Mayor Rosin, Planner Jakel, Fire Chief Hirte, Fin. Dir. VanRossum, Police Chief Manion, DPW/Eng. Sundelius, HR Dir. Vanderloop, and interested citizens.

1. Motion by McGinnis, seconded by Coenen, to grant a Solicitor's License to Luke A. Hargrove, Green Bay, to sell replacement windows and doors for Packerland Home Improvement.

All members voted aye.

Motion carried.

2. Planner Jakel reported on the success of the indoor Farmers Market and presented the lineup

for Live from Hydro Park from June 7 through August 9.

Meeting adjourned at 6:32 P.M.

Susan J. Duda
Clerk/Treasurer

and moved for its adoption, seconded by McGinnis.

All Ald. voted aye.

Motion carried.

Ald. Collins presented the following applications for operator licenses for the 2016-2018 License Year:

Sarah R. Aeby – 1042 W. Kamps Avenue, Appleton
Carmen H. Alvarez – 201 E. Ducharme Street, Kaukauna
Megan A. Stauffacher – W386 Stumpf Avenue, Sherwood
Bonnie F. Pierce – 105 Sycamore Drive, Black Creek
Daman J. Potthoff – 2830 Park Drive, Appleton

and moved that they be granted as presented, seconded by Penterman.

All Ald. voted aye.

Motion carried.

Ald. Collins presented the following application for an operator's license for the 2016-2018 License Year:

Kendra M.K. Rettke – 1837 W. Roselawn Drive, Appleton

and moved that it be denied based upon the recommendation of the Police Department due to a falsified application, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Pat Skalecki from Graef Engineering gave a presentation on the Loop the Locks Project. He submitted the Fox River Boardwalk Feasibility Study that was prepared for the City and the Village of Little Chute. Multiple projects linking the commercial, residential, and recreational areas have provided valuable connections and access within the communities. Four public informational meetings were held throughout the project. Graef has recommended two alternatives after comments received from these public meetings and the online survey for final consideration to the governing bodies. Alternative #1 is the eastern structure with medium length boardwalk and spans from the eastern tip of Little Chute approximately 380 feet from the end of the property line. Alternative #3 is the western structure with long boardwalk and shares the same north termination point on Little Chute Island but spans at a different angle slightly west of Alternative #1 terminating along the railroad property approximately 820 feet from the property line. Terry Rebholz, 10 McFarland Place, questioned the routes that were proposed. Al Auden, 213 E. 13th Street, questioned how the boat traffic will be affected by the bridge. Mark Baehr, 2201 Welhouse Drive, questioned when the project will be done. This study will be posted on the website for the City of Kaukauna and the Village of Little Chute.

Planner Jakel gave an update on Bazaar After Dark which will be held on April 29, 2017, from 5 to 10 pm. They will have about 70 vendors with the band located in the Bob's Inn parking lot. Second Street and Third Street will be closed along with the alleys between them and Main Avenue between Second Street and Third Street.

Planner Jakel explained that we will be starting the condemnation of property at 1100 Lawe Street for Hwy. 55 reconstruction. There was a big difference in the two appraisals received.

Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Resolution No. 4083.
All Ald. voted aye.
Motion carried.

Ald. Meyerhofer presented Resolution No. 4083, final resolution vacating a portion of East 13th Street and moved for its adoption, seconded by McGinnis.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4084.
All Ald. voted aye.
Motion carried.

Ald. Meyerhofer presented Resolution No. 4084 approving a Certified Survey Map for St. Paul Elder Services, Inc. and moved for its adoption, seconded by Penterman.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4085.
All Ald. voted aye.
Motion carried.

Ald. Meyerhofer presented Resolution No. 4085 accepting Wisconsin Economic Development Corporation Grant and moved for its adoption, seconded by Penterman.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Resolution No. 4086.
All Ald. voted aye.
Motion carried.

Ald. Meyerhofer presented Resolution No. 4086 transferring Grignon Mansion Funds to the Friends of the Grignon Mansion and moved for its adoption, seconded by Driessen.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to suspend the rules and waive the reading of Resolution No. 4087.
All Ald. voted aye.
Motion carried.

Ald. Meyerhofer presented Resolution No. 4087, Preliminary resolution declaring intent to exercise special assessment police powers for public improvements on East Second Street, West Second Street, East Third Street, West Third Street, Main Avenue, Reaume Avenue, Bicentennial Court, East 15th Street, East 16th Street, Oakridge Avenue, Loderbauer Road, and White Wolf Lane, and moved for its adoption, seconded by Penterman.
All Ald. voted aye.
Motion carried.

Motion by McGinnis, seconded by Leon, to convene to Closed Session at 8:11 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (c) to discuss performance data of public employees regarding the Municipal Services Building.
All Ald. voted aye.
Motion carried.

Motion by McGinnis, seconded by Penterman, to reconvene to Open Session at 8:23 P.M.

All Ald. voted aye.
Motion carried.

Motion by McGinnis, seconded by Meyerhofer, to approve the benchmarks/milestones with the payouts as presented for 2016 for the Municipal Services Building Improvement Projects.
All Ald. voted aye.
Motion carried.

Staff was commended on how well the project has been going.

Motion by Penterman, seconded by Leon, to convene to Closed Session at 8:27 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (c) to discuss compensation of benefits for public employees as it relates to the residency incentive.
Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Leon, to reconvene to Open Session at 8:49 P.M.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Leon, to repeal and recreate Resolution No. 3848 establishing incentives for employees of the City of Kaukauna residing within the City of Kaukauna, and amend to extend the benefit beyond December 31, 2017, to eliminate eligibility for elected officials after the completion of their current terms, and to establish a maximum total benefit expenditure cap of \$250,000 per year (Resolution No. 4088).
Upon roll call, aye: Coenen, Collins, Driessen, McGinnis, Meyerhofer, Penterman, and Roehrig (7).
abstain: Leon (1).

Motion carried.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 8:51 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (e) to discuss disposition of property in NEW Prosperity Center with Polyflex.
All Ald. voted aye.
Motion carried.

Motion by Driessen, seconded by Collins, to reconvene to Open Session at 9:01 P.M.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the developer's agreement with Poly-Flex, Inc. as presented upon City Attorney approval.
All Ald. voted aye.
Motion carried.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 9:03 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (f) to discuss preliminary consideration of specific personnel problems.
All Ald. voted aye.
Motion carried.

Motion by Meyerhofer, seconded by McGinnis, to reconvene to Open Session at 9:08 P.M.
All Ald. voted aye.
Motion carried.

Motion by McGinnis, seconded by Collins, to adjourn.
All Ald. voted aye.
Motion carried.

Meeting adjourned at 9:09 P.M.

Susan J. Duda
Clerk/Treasurer

COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin – April 18, 2017

Pursuant to adjournment on April 5, 2017, meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin at 7:00 P.M. on Tuesday, April 18, 2017.

Roll call, present: Coenen, Collins, Driessen, Leon, McGinnis, Meyerhofer, and Penterman.

Absent & excused: Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Asst. Police Chief Graff, HR Dir. Vanderloop, IT Mgr. Krause, Lib. Wiczorek, Rec. Dir. Malloy, Ald. Elect DeCoster, and interested citizens.

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

Motion by Meyerhofer, seconded by Collins, to suspend the rules and waive the reading of the minutes of the previous meeting of April 5, 2017.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by McGinnis, to adopt the minutes of the previous meeting of April 5, 2017.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, that Vouchers No. 102283 through No. 102479 be approved and placed on file with the Clerk/Treasurer.

All Ald. present voted aye.

Motion carried.

The Mayor reported that the water wheel that was being rehabilitated was installed and the dedication will be in the Spring.

Motion by Meyerhofer, seconded by Collins, to adopt the arbor day proclamation declaring April 28, 2017, as Arbor Day.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented and read the following report:

BOARD OF PUBLIC WORKS

Meeting of the Board of Public Works called to order by Chairman McGinnis at 6:00 P.M. on Monday, April 17, 2017.

Members present: Coenen, Collins, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Mayor Rosin, DPW/Eng. Sundelius, Planner Jakel, Police Chief Manion, Fin. Dir. VanRossum, Fire Chief Hirte, HR Dir. Vanderloop, Rec. Dir. Malloy, Eng./GIS Spec. Neumeier, Sr. Proj. Eng. Strelcheck, and interested citizens.

1. Motion by Meyerhofer, seconded by Leon, that no more bids be accepted for Project No. 1-17 – Concrete Street Paving Project and those already received be opened.

All Ald. voted aye.

Motion carried.

2. Bids are as follows:

CONTRACTOR	BID AMOUNT
Vinton Construction, Manitowoc	\$5,856,920.32

Motion by Meyerhofer, seconded by Penterman, to authorize Engineering Department to tabulate the bid and come back with a recommendation.

All Ald. voted aye.

Motion carried.

3. Planner Jakel explained that to accommodate the proposed expansion to the Poly Flex facility, the City would realign the storm sewer out of an existing easement on Oak Grove Road with TIF financing.

Motion by Meyerhofer, seconded by Coenen, to authorize the Engineering Department to seek bids for Project No. 3-17 – NEW Prosperity Center Storm Sewer Realignment.

All Ald. voted aye.

Motion carried.

4. DPW/Eng. Sundelius gave an update on the Veterans Memorial Bridge. There will be a public involvement meeting to discuss the bridge on May 1, 2017, at 5:00 p.m. This project is being proposed for rehabilitation starting in the Fall of 2018. The Mayor sent out letters to the state and federal officials about three weeks ago stating the burden this project is placing on the City. He has not heard anything from anyone yet but will follow through with phone calls.

The current scope estimate is \$1,420,000 assuming the existing temporary shoring is usable. If not, the cost would increase. A reduced scope estimate of \$1,140,000 eliminates items that still need to be done but are not critical to operation of the bridge and could be deferred to a later date.

5. Planner Jakel gave an update on the CE trail extension. A recent meeting was held by the Planning Department with the Outagamie County Highway Department, County Park Department, and County Planning Department and all are in favor of the trail extension.

6. Ald. Penterman questioned when the tornado siren will be relocated. Fire Chief Hirte will contact Outagamie County Emergency Management and report back.

Meeting adjourned at 6:19 P.M.

Susan J. Duda
Clerk/Treasurer

and moved for its adoption, seconded by Driessen.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented the minutes of the 1000 Islands Environmental Center Committee of March 16, 2017, and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented the following report:

CITY PLAN COMMISSION

A meeting of the City Plan Commission was called to order at 4:00 p.m. on Thursday, March 23, 2017, by Chairman Rosin.

Members Present: Feldt, McGinnis, Oldenburg, Penterman, Rosin, and Schoenike.

Absent and Excused: Sundelius and VanderSanden.

Also Present: Planning Director Jakel, Project Engineer Neumeier, and Media.

1. A motion to excuse the absent Commission members was made by Penterman, seconded by McGinnis. All members voted aye. Motion carried.

2. A motion to approve the minutes of the March 17, 2017, meeting was made by Feldt, seconded by Schoenike. All members voted aye. Motion carried.

3. Mr. Jakel explained that the Fox River Boardwalk is a multi-jurisdictional project including the City of Kaukauna, Village of Little Chute, Outagamie County, and others. The study was completed by GRAEF and who looked at design, environmental impacts, and financing options. Four public meetings were held to gather input – most comments were positive however, five property owners with lots backing up to the river had concerns regarding obstructing the river view. The consensus was that a truss or steel girder bridge was preferred over wood or concrete with some options being determined to be too costly or adversely impacting the environment. Once a final determination on location is made, the next step would be to conduct borings in the river. As the borings are costly, they would only be done where the bridge piers are likely to be placed. Mr. Jakel explained that he has been contacted by several residents with questions or concerns regarding access to the river, trespassing on private property, fishing accommodations, user and neighbor safety, and the possibility of donating funds for benches or piers along the trail. GRAEF will present their findings to the Council and the big questions are the cost of the project and how it will be funded. GRAEF anticipated 90% of the \$2.7 million cost of the boardwalk will be funded by non-local money. Mr. Schoenike asked if the railroad anticipated abandoning any more rail line. Mr. Jakel explained that railroad needs to maintain access to the Combined Locks mill and approval by the railroad to do construction adjacent to the trails would need to be granted. Mr. Roebke asked how wide the boardwalk would be. Mr. Jakel explained that a typical trail is 10 feet wide and this one would be 12 feet wide to accommodate maintenance equipment, bump-outs for fishing, and wheelchair accessibility. Riverside Park or preferably, Central Park, would be used as a staging area for the borings and construction process. Mr. Schoenike explained that it is a similar situation to the process used for the river interceptor project. Mr. McGinnis asked about possible eagle nests in the area. Mr. Penterman suggested that consideration be given to the bridge design and possible impacts to the flow of water and ice formation relative to eagle feeding. Mr. Jakel explained that Little Chute has equipment to remove spider webs and goose droppings on the bridge. Mr. Oldenburg explained that Little Chute averages 55 users per day on their trail. Mr. Penterman asked about any plans to blacktop the trail in

the future to make it more accessible to elderly or handicapped users. Mr. Jakel explained that it would be up to the Council. Mr. Neumeier explained that if the trail is used year-round, it would make the decision on blacktop easier. He also asked if there were any plans for access to the boardwalk from the surrounding residential areas. Mr. Jakel explained that the status of the railroad acquisition is up in the air. Mr. Feldt explained that acquiring additional railroad property would likely be less expensive than building a boardwalk. Mr. Oldenburg asked about access from Brill Street. Mr. Jakel explained that there were issues with DNR permitting and setbacks. Mr. McGinnis asked about the City's total cost percentage. Mr. Jakel estimated the cost at approximately \$150,000 contingent on the receipt of grants and donations. The next step is for GRAEF to start work on design, environmental impacts, and borings at a total cost of approximately \$100,000. That cost would be divided between Outagamie County who has committed \$17,000, the City of Kaukauna, and the Village of Little Chute.

4. Mr. Jakel explained that McMahon has completed preliminary design work on plans for the extension of the CE Trail from Loderbauer Road to Haas Road back in 2007, however, infrastructure issues, wetland mitigation, and a creek crossing made the project cost-prohibitive. Staff has received numerous comments regarding the safety of crossing CTH CE to get to schools and to access the trails. The Town of Buchanan is willing to work with the City on acquiring property and Brown County will participate in the project when the trail reaches their location. The project will benefit residents with improved access to recreation and safe routes to school and will have a regional benefit as well connecting Outagamie County to Brown County via trail. Grants may be available from Outagamie County and the Greenways program as well. Mr. Schoenike asked about wetland mitigation. Mr. Jakel explained that it is expensive and time consuming and could be made worse by the use of federal funds which would require environmental review, prevailing wage rates for labor, and a state review process. Mr. Penterman asked if sidewalk was planned up to Walton Court. Mr. Jakel explained that it is staff's intent to extend sidewalk or a widened shoulder. Mr. Feldt explained that traffic will definitely increase in that area due to the rerouting of county roads. Chairman Rosin asked if it was possible to elevate the trail over the wetlands. Mr. Jakel explained that it may be an option, however, whatever we use has to be equipment friendly to allow for year-round maintenance. A motion to recommend to the Council approving an Agreement for Professional Services with McMahon for design work only up to \$78,000 was made by Penterman, seconded by Schoenike. All members voted aye. Motion carried.

5. Mr. Jakel explained that the preliminary plat for Hurkman Heights 4 Subdivision will be presented at the next meeting and that while the road system lines up well, it is now looped instead of running parallel which is preferred. Mr. Jakel suggested securing a road ROW to access the property on the other side of the unimproved road to connect the two areas and avoid a situation where property would be landlocked. Mr. Neumeier explained that the ROW would be beneficial to future projects as well, including running watermain to the WalMart project in Commerce Crossing. Mr. Schoenike explained that it is clearly necessary to accommodate additional development. Mr. Jakel explained that the City is nearly out of single-family lots. Mr. Oldenburg explained that his office is busy writing permits as the residential areas fill in. Mr. Schoenike asked about sound control along I-41. Mr. Jakel explained that it may become necessary when the highway is improved to six lanes. A motion to approve the subdivision schematic contingent on securing a road ROW in the general area of Greyhound Street to Lot 54 for access to property on the other side of the unimproved road was made by McGinnis, seconded by Oldenberg. All members voted aye. Motion carried.

There being no further business to be brought before the Commission, a motion to adjourn the meeting at 5:10 p.m. was made by Feldt, seconded by Sundelius. All members voted aye. Motion carried.

Julianne Schroeder, Executive Secretary

and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Heart of the Valley Metropolitan Sewerage District Commission of March 14, 2017, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present voted aye.

Motion carried.

Ald. Coenen presented and read the following report:

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Coenen on Monday, April 17, 2017, at 6:20 p.m.

Members present: Coenen, Collins, Leon, and McGinnis.

Also present: Ald. Driessen, Meyerhofer, Penterman, and Roehrig, Mayor Rosin, Planner Jakel, Fire Chief Hirte, Fin. Dir. VanRossum, DPW/Eng. Sundelius, Police Chief Manion, HR Dir. Vanderloop, Rec. Dir. Malloy, Eng./GIS Spec. Neumeier, Sr. Proj. Eng. Strelcheck, and interested citizens.

1. Motion by Leon, seconded by Collins, to grant a Temporary Class B Retailers License to PULSE Young Professionals for Bazaar After Dark on Main Avenue, Second Street, and Third Street on April 29, 2017.

All members voted aye.

Motion carried.

2. Planner Jakel and Jason Lipsky presented the Alcohol Control Plan for Electric City Experience on June 10, 2017. They will have the main stage/beer tent in Hydro Park and another beer tent at Badger Island as well as a beer tent on Main Avenue by Central Park. The car show, helicopter rides, and fireworks will all be located in Central Park. They would like to close off a portion of Main Avenue by Central Park and alley adjacent to Hydro Park.

Motion by Leon, seconded by Collins, to approve the closing of a portion of Main Avenue by Central Park and alley adjacent to Hydro Park for the Electric City Experience on June 10, 2017.

All members voted aye.

Motion carried.

3. Street Department or Recreation Department will take a look at the condition of the basketball hoop at Horseshoe Valley Park.

Meeting adjourned at 6:28 P.M.

Susan J. Duda
Clerk/Treasurer

and moved for its adoption, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Ald. Coenen presented the following applications for operator licenses for the 2016-2018 License Year:

Cheryl J. Bruce - 805 Grignon Street, Kaukauna
Brendan W. Brustman - 1224 S. Clara Street, Appleton
Tabitha C. Hauser - 4150 Willow Dale Court, Kaukauna
Laura A. VandenBloomer - 1753 N. Oneida Street, Appleton
Kelly M. Vanderloop - 208 W. Henry Street, Kaukauna
Tara S. Vanderloop - 922 Park Avenue, Little Chute

and moved that they be granted as presented, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Coenen presented the following application for an operator's license for the 2016-2018 License Year:

Melanie M. Henke – 117 W. 3rd Street, Kaukauna

and moved it be denied based upon the recommendation of the Police Department due to her record,
seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Fire Report for the month of March, 2017, and moved it be accepted and
placed on file, seconded by Collins.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the Ambulance Report for the month of March, 2017, and moved it be accepted
and placed on file, seconded by Leon.

All Ald. present aye.

Motion carried.

Ald. Meyerhofer presented the Police Department Report for the month of March, 2017, and moved it be
accepted and placed on file, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Treasurer Deposit Report for the month of March, 2017, and moved it be
accepted and placed on file, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Municipal Court Report for the month of March, 2017, and moved it be
accepted and placed on file, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Summary of Permits and Fees for the month of March, 2017, and moved it be
accepted and placed on file, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Leon, to adopt the Personnel Policies and Employee Handbook as presented.

All Ald. present voted aye.

Motion carried.

Fin. Dir. VanRossum reviewed the Dawes Rigging & Crane Rental personal property refund claim. The amount of the claim for 2015 is \$71,700 and the amount for 2016 is \$137,800 for a total of \$209,500. The reason this occurred is due to a change in the law for leased/rented equipment

Motion by Meyerhofer, seconded by McGinnis, to approve the refund of \$209,500 to Dawes Rigging & Crane Rental for personal property for 2015 and 2016 and pay within 90 days from the fund balance.

All Ald. present voted aye.

Motion carried.

Ald. Roehrig arrived at this time – 7:19 P.M.

DPW/Eng. Sundelius explained that the Engineering Department reviewed the bid for Project No. 1-17 – Concrete Street Paving Project and are not ready to award tonight. The bid included three plaza areas totaling \$670,000 which is 11% of the bid. We are looking at scaling back or eliminating these plaza areas for now and rebid at a later date. We will come back in two weeks with a recommendation.

Motion by Meyerhofer, seconded by Coenen, to suspend the rules and waive the reading of Resolution No. 4088.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented Resolution No. 4088 repealing and recreating Resolution No. 3848 establishing incentives for employees of the City of Kaukauna residing within the City of Kaukauna and moved for its adoption, seconded by McGinnis.

All Ald. voted aye except Leon abstained.

Motion carried.

Mayor presented Lin Collins with an award for her six years of service as alderperson for Ald. Dist. No. 1. Ald. Collins thanked everyone (council, department heads, and staff) for what they do for the City and for the quick and efficient response in answering the questions that were asked of them. She stated “You do so much and are an awesome bunch”.

Clerk/Treasurer Duda administered the oath of office to the newly elected officials: Marty DeCoster – Alderperson – 1st District, Tim Roehrig – Alderperson - 2nd District, Tom McGinnis – Alderperson – 3rd District, and Tony Penterman, Alderperson - 4th District.

Motion by McGinnis, seconded by Penterman, to adjourn sine die.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:25 P.M.

Susan J. Duda
Clerk/Treasurer

COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin - April 18, 2017

Pursuant to Section 62.11 (2) of the Wisconsin Statutes, meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin at 7:26 P.M. on Tuesday, April 18, 2017.

Roll call, present: Coenen, DeCoster, Driessen, Leon, McGinnis, Meyerhofer, Penterman, and Roehrig.

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Asst. Police Chief Graff, HR Dir. Vanderloop, IT Mgr. Krause, Lib. Wieczorek, Rec. Dir. Malloy, and interested citizens.

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

Ald. Coenen nominated Ald. Lee Meyerhofer for President of the Council, seconded by McGinnis.

Motion by Coenen, seconded by Driessen, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Lee Meyerhofer as President of the Council.

All Ald. voted aye.

Present: Meyerhofer.

Motion carried.

Ald. Penterman nominated Ald. Tom McGinnis for Chairman of the Board of Public Works, seconded by Driessen.

Motion by Meyerhofer, seconded by Penterman, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Tom McGinnis as Chairman of the Board of Public Works.

All Ald. voted aye.

Present: McGinnis.

Motion carried.

The Mayor reviewed the accomplishments of the past year.

Motion by Meyerhofer, seconded by Coenen, to approve the following appointments:

STANDING COMMITTEES
2017-2018

FINANCE AND PERSONNEL COMMITTEE

Mayor Rosin	Chairman
Ald. Coenen	
Ald. DeCoster	
Ald. Meyerhofer	
Ald. Roehrig	
Ald. Penterman	

HEALTH AND RECREATION COMMITTEE

Ald. Coenen	Chairman
Ald. Driessen	
Ald. McGinnis	
Ald. Roehrig	

LEGISLATIVE COMMITTEE

Ald. Meyerhofer Chairman
Ald. Leon.....
Ald. Penterman
Ald. Roehrig

PUBLIC PROTECTION AND SAFETY COMMITTEE

Ald. Leon Chairman
Ald. Coenen
Ald. Driessen
Ald. McGinnis

KAUKAUNA ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE PREVENTION BOARD - Ald. DeCoster

KAUKAUNA LIBRARY BOARD - Ald. Meyerhofer

CITY PLAN COMMISSION - Ald. Penterman

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE - Ald. McGinnis

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA - Ald. McGinnis

CONSTRUCTION REVIEW BOARD - Ald. Coenen

GRIGNON HOME BOARD – Ald. Driessen

VETERANS MEMORIAL PARK ASSOCIATION – Ald. Leon

CITY/SCHOOL LIAISON - Ald. Coenen and Ald. Driessen

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Penterman, to approve the reappointment of Jeff Feldt to the City Plan Commission.

All Ald. voted aye.

Motion carried.

Fire Chief Hirte reported that he did contact the County and the siren has not been moved yet as the ground is too soft. The tornado siren is owned and maintained by the County. It will be installed at Quinney at a time when the students are not present.

Ald. McGinnis questioned the restrictions for individuals that are picking up odds and ends in the City and dangerously loading their trucks. Someone on a bicycle was nearly hit when an item fell off a loaded pickup truck. It was recommended to have the Police Department enforce the regulations for securing items in a truck and look at establishing restrictions for scavenging.

Motion by McGinnis, seconded by Penterman, to convene to Closed Session at 7:40 P.M. pursuant to Wisconsin State Statutes 19.85 (1) (e) to discuss the sale of property to TARP LLC for Lot 8 of NEW Prosperity Center.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to reconvene to Open Session at 8:54 P.M.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Penterman, to accept the offer to purchase with TARP LLC with a counter offer amending the binding acceptance date to April 19, 2017, and amending the closing date to not later than May 5, 2017.

All Ald. voted aye.

Motion carried.

Motion by Penterman, seconded by Driessen, to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:55 P.M.

Susan J. Duda

Clerk/Treasurer



Employee Residency Incentive Program

The City of Kaukauna has established a Residency Incentive Program (hereinafter referred to as "Incentive") to encourage its employees to reside within the City of Kaukauna. The Incentive applies to eligible employees as defined below:

Eligibility

Qualified Employees who work more than one thousand (1,000) hours per year who maintain their actual bona fide residence within the corporate limits of the City of Kaukauna may be eligible to receive the incentives as set forth under paragraph 2 herein:

1. An Employee residing within the corporate limits of the City of Kaukauna as of January 1, 2014, shall be eligible upon implementation of this Residency Incentive Program.
2. An employee shall become eligible under this Residency Incentive Program within the first full pay period after the employee establishes residency within the Corporate limits of the City of Kaukauna. Eligibility shall be upon the employment start date for a newly hired Employee who resides within the Corporate limits of the City of Kaukauna upon the employment start date.
3. Eligibility of an employee shall end with the last full pay period that the employee resides within the Corporate limits of the City of Kaukauna before establishing residency outside of Corporate limits of the City of Kaukauna.

Residency Defined

The term "residence", as used in this Residency Incentive Program, shall be construed to mean the actual living quarters maintained by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section. Final determination of any residency question shall be at the discretion of, and shall be determined by, City Council.



Verification and Certification Form

Information

Name (printed): _____

Address: _____

Date residency began: _____

Documentation

Please provide one of the below items to verify residence of above address.

- Wisconsin driver's license
- Wisconsin or Federal ID card
- Utility bill
- Telephone bill
- Voter Registration
- Property tax bill
- Other: _____

Certification

I, the undersigned, do hereby certify and represent that my actual living quarters and bona-fide residence is maintained within the City of Kaukauna at the below specified address for the time specified. I state that I have provided current and accurate information and documentation as indicated below on this form. I acknowledge and understand that any misrepresentation set forth for the purpose of obtaining a monetary benefit constitutes fraud. I further understand that I must notify Human Resources of any change in my residency status, and that I may be liable for repayment of any amounts received for which I was not eligible in the event that I should fail to notify Human Resources.

Signature: _____

Date: _____

Human Resources Verification

- Documentation Verified
- Eligibility Verified and Approved

HR Representative Name (printed): _____

Signature: _____

Date: _____