



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 18, 2025

Pursuant to adjournment on March 4, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 18, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Plan. & Com. Dev. Kittel, Fin. Dir. Van Rossum, Library Director Thiem-Menning, HR Director Hodge (Zoom), 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 Eggleston to suspend the rules and waive the reading of the minutes of the Common Council meeting of March 4, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of March 4, 2025.

All Ald. voted aye.

Motion carried.

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

#### **Bills Payable**

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

All Ald. voted aye.

Motion carried.

### PUBLIC APPEARANCES

#### **BUSINESS PRESENTED BY THE MAYOR**

##### **Happy 140<sup>th</sup> Birthday City of Kaukauna.**

Mayor Penterman gave some brief history on how in March 1885 the act of incorporation of the villages of Ledyard (southside) and Kaukauna (northside) was passed by the state legislature. Once passed the act to be effective March 25<sup>th</sup> was sent to Governor Jeremiah Rusk for his signature. Governor Rusk failed to sign it by the March deadline, hence Kaukauna became a city without the approval of the governor. And that on Tuesday March 25<sup>th</sup>, 2025, the City of Kaukauna will be celebrating its 140<sup>th</sup> birthday.

##### **The Point in Time Homeless Count - Kaukauna January 2025.**

The PIT is a statistically reliable count of people experiencing homelessness during a designated one-night period. The PIT Count occurs twice a year in (January and June) in cities around the

nation. Between 11pm-3am volunteers go into the streets to speak with individuals who are living in uninhabited places. The winter count in the Fox River Valley was 80 and in Kaukauna there were 0. In the summer count the Fox River Valley was N/A and Kaukauna was 2. These statistics are gathered and submitted which in turn helps determine how much federal funding we get to help with those facing housing insecurities.

**Congratulations John Neumeier on 20 years - Engineering Department.**

Mayor Penterman thanked John Neumeier for his 20 years of service with the City of Kaukauna as of March 2<sup>nd</sup>. Your exceptional leadership as the director of Public Works/City Engineer has been instrumental in the success and development of our city's infrastructure. Thank you for your dedication to the City of Kaukauna and we wish you continued success.

**Appointment of Dana Tatro to the Library Board to Replace Channy Avanzi for the Remainder of her Term Ending 6-30-27.**

Motion by Kilgas, seconded by Eggleston to appoint Dana Tatro to the Library Board to replace Channy Avanzi for the remainder of her term ending 6-30-27.

All Ald. Voted aye.

Motion carried.

**Appointment of Paul Hennes to the Board of Appeals 1st Alternate.**

Motion by Antoine, seconded by Moore to appoint Paul Hennes to the Board of Appeals 1<sup>st</sup> Alternate.

All Ald. Voted aye.

Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Board of Public Works Meeting Minutes of March 17, 2025.**

**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, March 17, 2025 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Street Superintendent Van Gompel, Lib. Dir. Thiem-Menning (Zoom), HR Director Hodge, and interested citizens.

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Recommend award of Project 6-25 - Kaukauna Public Library Office Improvements.**

This project will help improve workplace culture in offering staff proper areas to complete their work. Further, the separate meeting room, if authorized, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

Motion by DeCoster, seconded by Kilgas to award Project 6-25, Kaukauna Public Library Office Improvements to Milbach Construction Services for the total base bid and alternate bid #1 for a total contract amount of \$83,607.00.

Roll call vote: Antoine- aye, DeCoster- aye, Eggleston- aye, Kilgas- aye, Moore- nay, Schell-aye, Schumacher-aye, and Thiele-aye.  
Motion carried 7-1 (Moore).

Motion by DeCoster, seconded by Schell to authorize Director of Public Works to amend the SEH agreement to include construction administration for \$3,000.  
Roll call vote: Antoine- aye, DeCoster- aye, Eggleston- aye, Kilgas- aye, Moore- aye, Schell-aye, Schumacher-aye, and Thiele-aye.  
Motion carried.

**b. Recommend award of Project 7-25 - Kaukauna Public Library Automated Material Handling System.**

The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. In addition to the sorting machine, we are proposing to upgrade the entire automated system, including three selfchecks, two sets of security gates, and replacement radio frequency identification (RFID) pads for all the service desks to be able to utilize the same technologies. We have received three proposals and are providing the two low proposals for consideration. Discussion held and questions answered.

Motion by Antoine, seconded by Kilgas to authorize the Library Director to accept the proposal from mk Solutions, Inc. for Project 7-25 Kaukauna Public Library Automated Material Handling System with all accessories and services noted, in the amount of \$122,830.00.  
All Ald. voted aye.  
Motion carried.

**c. Recommend award for replacement of Truck #14 - Engineering Pick-Up.**

Truck #14 is one of two trucks in the Engineering Department. Truck #14 is 16 years old with 39,555 miles. Because of the low mileage and condition of the body and frame it was determined to have this truck turned over to another department in need of a vehicle instead of trading it in. Gustman Chevrolet was the sole bidder on this vehicle with a total bid price with option #1 of \$47,510. Discussion held and questions answered.

Motion by Moore, seconded by Eggleston to authorize the Street Superintendent to award bid to Gustman Chevrolet for truck build with option #1 for \$47,510.00 contingent on if a 2025 model is not available and we are provided a 2026 model truck, there are no price increase.  
All Ald. voted aye.  
Motion carried.

**d. Authorization to seek bids for replacement of 1991 John Deere Grader unit #21.**

Unit #21 has been in operation with the Street Department for 34 years. This tractor has been used primarily for plowing/removal of snow and reconditioning gravel streets. Although This machine usually sees low hours in each year's seasonal cycle, it is a vital piece of equipment in the maintenance operations it is required for. Discussion held and questions answered.

Motion by DeCoster, seconded by Moore to authorize the Street Superintendent to seek bids for the replacement of unit #21 the 1991 John Deere Grader with plow package.  
Motion carried. 7-1 (Schumacher).

**e. Authorization to seek bids for replacement of 2008 Single Axel Dump Truck unit # 212.**

Truck 212 is a 2008 International Work Star. Current engine hours are 3,500 with 30,700 miles. Plowing snow and hauling brush have been this unit's primary functions. The last few

single axel dump truck replacements have been replaced with trucks with a larger load capacity to accommodate the amount of material hauled from the disposal site and to help with weather emergencies when multiple trucks are needed to haul material. This unit's replacement would be with the exact dimensions to help with loading from smaller equipment, and maneuverability on tight job sites. Discussion held and questions answered.

Motion by Antoine, seconded by Schell to authorize the Street Superintendent to seek bids for the replacement of unit #212 the 2008 Single Axel Dump Truck with plow package.

All Ald. Voted aye.

Motion carried.

**f. Authorization to seek bids for replacement of 2012 Chevrolet 1 Ton Dump Truck.**

Truck #9 has been in the Street Department fleet for 13yrs and has 60,300 miles. This truck is out almost daily year-round on miscellaneous maintenance tasks and plays a vital role in our snow removal operations with plowing alleys and parking lots.

Motion by Moore, seconded by DeCoster to authorize the Street Superintendent to seek bids for the replacement of unit #9 the 2012 Chevrolet 1 Ton Dump Truck With Plow Package.

All Ald. voted aye.

Motion carried.

**g. Municipal Separate Storm Sewer System (MS4) Annual Report.**

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing to maintain compliance with State and Federal regulations as well as gather comments on the report itself.

Motion by Moore, seconded by DeCoster to receive and place on file the 2024 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the report to Wisconsin DNR.

All Ald. voted aye.

Motion carried.

**h. Public works Updates.**

Street Superintendent Van Gompel provided street department updates. The street department just finished the new roof on the concession building at Horseshoe Valley Park and are almost finished with the siding on the 1000 Islands Nature Center. The Park Inventory reports are finished which will be key information for the Park Master Plan.

**3. Adjourn.**

Motion made by Antoine, seconded by Eggleston to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:04 pm.

Kayla Nessmann

Clerk

Motion by Thiele, seconded by Schell to adopt the Board of Public Works Meeting Minutes of March 17, 2025.

All Ald. voted aye.

Motion carried.

### **Finance and Personnel Committee Meeting Minutes of March 17, 2025.**

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

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, March 17, 2025, at 7:05 pm.

Members present: Mayor Penterman, DeCoster, Kilgas, Moore, Schell, and Schumacher.

Also present: Ald. Eggleston, Ald. Thiel, Ald. Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Fire Chief Carrel, Street Superintendent Van Gompel, Lib. Dir. Thiem-Menning (Zoom), HR Director Hodge, and interested citizens.

#### **1. Correspondence.**

None.

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

##### **a. Modification to CDL Training Reimbursement Policy.**

The current policy and program for new employees in the Public Works Department to obtain their CDL (commercial driver's license) is that the employee pays for the program and test and may submit for reimbursement. The overall cost of the program is around \$4,000 for the course and testing. To support a new employee who will be required to go through this course, it is proposed to modify the current program. We propose changing the process to be that the City pays directly to the training provider for the course and test fee for the employee who will attend the program. The employee will still be required to sign an agreement regarding repayment if they fail to obtain their license or if they leave employment with the City within 36 months. Discussion held and questions answered.

Motion by Moore, seconded Schell to approve the modification to the current policy and program for CDL to allow for the City to pay the training provider for course and testing fees upfront.

All members voted aye.

Motion carried.

##### **b. Creation of Firefighter/EMS Position.**

Due to the current competitive state of available Paramedic candidates and the overall shortage of available candidates, it has become necessary to evaluate alternative approaches to hiring. To address the shortage and challenge to fill vacant positions, it is proposed to create the Firefighter/EMT position for the Fire Department. This proposed approach and new position are supported by the Kaukauna Firefighters Union.

Motion by Moore, seconded Kilgas to approve the creation of a new position with the title of Firefighter/EMT for the department and the authorization to fill vacant positions with the new title.

All members voted aye.

Motion carried.

### 3. Adjourn.

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

Meeting adjourned at 7:19 pm.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schumacher to adopt the Finance and Personnel Meeting Minutes, of March 17, 2025.  
All Ald. voted aye.  
Motion carried.

#### **RACK Meeting Minutes of February 6, 2025.**

Motion by Moore, seconded by Antoine to receive and place on file the RACK Meeting Minutes of February 6, 2025.  
All Ald. voted aye.  
Motion carried.

#### **Grignon Mansion Board Meeting Minutes of January 27, 2025.**

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of January 27, 2025.  
All Ald. voted aye.  
Motion carried.

#### **RACK Meeting Minutes of January 9, 2025.**

Motion by Moore, seconded by Eggleston to receive and place on file the RACK Meeting Minutes of January 9, 2025.  
All Ald. voted aye.  
Motion carried.

#### **Plan Commission Meeting Minutes of January 9, 2025**

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of January 9, 2025.  
All Ald. voted aye.  
Motion carried.

#### **Industrial Park Commission Meeting Minutes of September 26, 2024.**

Motion by Moore, seconded by Schell to receive and place on file the Industrial Park Commission Meeting Minutes of September 26, 2024.  
All Ald. voted aye.  
Motion carried.

#### **Operator (Bartender) Licenses.**

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

Ryan	Barry	D.	N1830 Maple Terrace Rd	Greenville
Emily	Bichel	A.	719 Oviatt St	Kaukauna
Brad	Micke		2032 Meadowview St	Kaukauna
Benjamin	Pahlman	V.	2510 Sullivan Ave	Kaukauna

Motion by Schell, seconded by Kilgas to approve the operator/bartender licenses as listed.  
All Ald. Present Voted aye.  
Motion carried.

## **REPORTS OF CITY OFFICERS**

### **Fire Report**

Motion by Moore, seconded by DeCoster to receive and place on file the February 2025 Fire Report.  
All Ald. voted aye.  
Motion carried.

### **Ambulance Report**

Motion by Moore, seconded by Eggleston to receive and place on file the February 2025 Ambulance Report.  
All Ald. voted aye.  
Motion carried.

### **Police Report**

Motion by Moore, seconded by Kilgas to receive and place on file the February 2025 Police Report.  
All Ald. voted aye.  
Motion carried.

### **Code Enforcement Report**

Motion by Moore, seconded by Thiele to receive and place on file the February 2025 Code Enforcement Report.  
All Ald. voted aye.  
Motion carried.

### **Municipal Court Report**

Motion by Moore, seconded by Antoine to receive and place on file the February 2025 Municipal Court Report.  
All Ald. voted aye.  
Motion carried.

### **Clerk-Treasurer's Deposit Report**

Motion by Moore, seconded by DeCoster to receive and place on file the February 2025 Clerk-Treasurer's Deposit Report.  
All Ald. voted aye.  
Motion carried.

### **Building Inspection Report.**

Motion by Moore, seconded by Schell to receive and place on file the February 2025 Building Inspection Report.  
All Ald. voted aye.  
Motion carried.

### **Kaukauna Utility Site Plans- Riverside Park.**

The existing facility for water treatment at Riverside Park is being updated to accommodate for the new Reverse Osmosis treatment. Currently there are two buildings at riverside park one houses the public bathrooms and well, the other the water treatment equipment. The plan is to add an addition

onto the existing water treatment building. This addition will also combine the existing water treatment building with the existing public bathrooms/well. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Kaukauna Utility City Plan- Pool Hill (Parcel 325021600 & 325021900).**

The new water treatment plant to be located on top of Pool Hill (parcels 325021600 & 325021900) site plan has been submitted to the City. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Schell, seconded by DeCoster to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Kaukauna Utility City Plan- Well #10.**

The building that houses well #10 is at the end of its useful life and in need of replacement. The new facility will maintain the same look as the two water treatment facilities at Riverside Park and Pool Hill. A generator will be added to the well, but the building will have the same footprint and be in the same location as the old building. Plan commission reviewed the plans and made a motion to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff. Discussion held and questions answered.

Motion by Moore, seconded by Kilgas to approve the site plan as presented with the condition that, prior to the issuance of building permits, stormwater and erosion control permits are obtained from the Engineering Department and a finalized landscaping plan is approved by staff.

All Ald. voted aye.

Motion carried.

#### **Number of Chicken Keeping Permits.**

The City of Kaukauna currently has 10 permits available for residents to keep chickens on their property. The ordinance that regulates chicken keeping is Section 12.17 and includes additional items such as setbacks and coop requirements. There has been an increase in inquires on chicken keeping permits in the city with some disheartened that only 10 permits are available. This is only coming forth to the Council for discussion and possible direction to staff. With the increase in popularity of producing more of your own food and an interest in the community for additional permits to be made available and the possibility of new legislation this is an appropriate time to relook at our existing ordinance to see if any updates are needed. Discussion held and questions answered.



## PRESENTATION OF ORDINANCES AND RESOLUTIONS

### 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 - River View**

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:58 PM.

### Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 8:11 PM.

### ADJOURN

Motion by Eggleston, seconded by Antoine to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:11 p.m.

Kayla Nessmann, Clerk

