



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JANUARY 7, 2025

Pursuant to adjournment on December 17, 2024, 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, January 7, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel, and Fin. Dir. VanRossum, Lib. Dir. Thiem-Menning, 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 Schell to suspend the rules and waive the reading of the minutes of the Common Council meeting of December 17, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of December 17, 2024.

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

Retirement of Sally Kenney 25 years- City of Kaukauna.

Mayor Penterman recognized City Clerk, Sally Kenny, on 25 years with the City of Kaukauna. Mayor Penterman read a speech on Kenney's hard work and dedication, congratulating her on retirement. Kenney also read a speech and expressed her gratitude for the City of Kaukauna.

Certificate of Recognition to KHS Students Lea Verhagen, Nora Boucher, and Hailey Kobussen for coordinating the food drive for the Kaukauna Public Library Little Food Pantry

Mayor Penterman recognized KHS students for their participation in the Kaukauna Public Library Little Food Pantry.

Appointment of Lyle Hansen to the Grignon Mansion Board to replace Al Borchardt (3-year term).

Motion by Thiele, seconded by Moore to appoint Lyle Hansen to the Grignon Mansion Board to replace Al Borchardt (3-year Term).

All Ald. voted aye.

Motion carried.

Appointment of Kayla Nessmann to replace Sally Kenney on the Board of Canvassers (2- year term).

Motion by Moore, seconded by DeCoster to appoint Kayla Nessmann to the Board of Canvassers to replace Sally Kenney (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Megan Brouch to the Board of Canvassers (2-year term).

Motion by Moore, seconded by Eggleston to reappoint Megan Brouch to the Board of Canvassers (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Julie Schroeder to the Board of Canvassers (2-year term).

Motion by Moore, seconded by Schell to reappoint Julie Schroeder to the Board of Canvassers (2-year Term).

All Ald. voted aye.

Motion carried.

Reappointment of Gavin Schmitt to the Grignon Mansion Board (3-year term).

Motion by Thiele, seconded by Kilgas to reappoint Gavin Schmitt to the Grignon Mansion Board (3-year Term).

All Ald. voted aye.

Motion carried.

Proclamation National Law Enforcement Appreciation Day (LEAD) January 9, 2025.

Mayor Penterman read the Proclamation for National Law Enforcement Appreciation Day (LEAD) and declared January 9, 2025, to be recognized as National Law Enforcement Appreciation Day.

Motion by Moore, seconded by Antoine to receive and place on file the Proclamation for National Law Enforcement Appreciation Day (LEAD) celebrated January 9, 2025.

All Ald. Voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Committee of the Whole Meeting Minutes of January 6, 2025.

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, January 6, 2025 at 6:30 P.M.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Fin. Director Van Rossum, Fire Chief Carrel, Mark & Com. Mgr. Fencl, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, HR

Director Hodge, Lib. Dir. Thiem-Menning (arrived at 6:45 PM), and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Staffing Assessment Results Presentation.

Finance Director/ Treasurer Van Rossum presented staffing assessment results, which included an overview of each assessment phase. Discussion held and questions answered.

b. Staffing Assessment Initial Deliberation.

City staff has completed the 2024 Staffing Assessment Process, a key Strategic Plan initiative designed to evaluate current resources and identify opportunities for improvement in serving our core functions. This process yielded valuable insights into areas where operations can be enhanced, enabling staff to make thoughtful recommendations on addressing staffing needs for 2025. Moving forward, the insights and tools developed through this assessment will help the City continue its commitment to efficiency and excellence in service delivery. By building on these foundational efforts, the City is well-positioned to address future challenges and opportunities while staying aligned with its strategic goals. Discussion held and questions answered.

Motion by Moore, seconded by Thiele to move the following recommendation to the city council: Recommend the Library Restructure, 3 Fire Department Positions, Human Resources Temporary Intern, and Police Department Plus one staffing requests for approval.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:35 p.m.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schell to adopt the Committee of the Whole Meeting Minutes of January 6, 2025.

All Ald. Voted aye.

Motion carried.

Board of Public Works Meeting Minutes of January 6, 2025.

BOARD OF PUBLIC WORKS

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

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Fin. Director Van Rossum, Fire Chief Carrel, Mark & Com. Mgr. Fencil, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, and interested citizens.

2. Correspondence – none.

3. Discussion Topics.

a. Recommendation for Award of New Automated Garbage Truck.

Bids were received on December 11, 2024, as two separate items for a new automated garbage truck. The bid packet was broken down to separate the chassis from the body. The Street Department postponed a recommendation because of some unfamiliar chassis that were bid. After review of equipment and bids staff believes the Battle chassis with Labrie body is the best option for our operations.

Motion by Moore, seconded by Eggleston to authorize the Street Superintendent to award the bid to R-Now Incorporated for the Battle chassis and Labrie body for a total price of \$391,373. All Ald. voted aye.
Motion carried.

b. Authorization to seek bids for Project 1-25 Concrete Street Paving.

The Engineering Department has completed survey and is finalizing design for installation of concrete streets for the listed roads. The new construction streets outlined are in need of the final driving surface, sidewalk, and driveway apron installation. Discussion held and questions answered.

Motion by Eggleston, seconded by Schell to let the public speak on Project #1-25, 2025 Concrete Street Paving Project.
All Ald. voted aye.
Motion carried.

Philip Kussart, 1001 State Street, discussed how it was not necessary to install sidewalks in front of his house as there are sidewalks on the other side of the street.

Motion by Antoine, seconded by Schell to authorize the Engineering Department to seek bids for Project #1-25, 2025 Concrete Street Paving Project.
All Ald. voted aye.
Motion carried.

c. Authorization to seek bids for Project 4-25 Asphalt Paving.

The Engineering Department has completed survey and is finalizing design for asphalt paving for the listed roads and parking lot. The milling and asphalt paving of the road and pulverizing and asphalt paving of the Grignon Park road and parking lot outlined need asphalt and surface replacement. Discussion held and questions answered.

Motion by Kilgas, seconded by Moore to authorize the Engineering Department to seek bids for Project #4-25 Asphalt Paving.
All Ald. voted aye.
Motion carried.

d. Mailbox Replacement Policy

During collection routes or winter snowplow operations residential mailboxes can become damaged because of proximity to the work area. Currently, if city equipment contacts the mailbox and causes damage the city will reimburse for materials in the replacement (no maximum established). No labor costs would be reimbursed, and the city does not provide the reinstallation. Without a limit on the dollar amount for reimbursement there is potential for the city to reimburse for upgraded/unauthorized materials. Discussion held and questions answered.

e. Public Works Updates.

Director of Public Works/ City Engineer Neumeier provided public works updates. Phase 1 of the boardwalk installation at the 1000 Islands Environmental Center is now complete. The Street Department also completed the ice rink at Horseshoe Park, and it is available for use.

4. Adjourn.

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

Meeting adjourned at 6:30 pm.

Kayla Nessmann
Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of January 6, 2025.
All Ald. Voted aye.
Motion carried.

Plan Commission Meeting Minutes of December 19, 2024.
Item was pulled.

Board of Appeals Meeting Minutes of December 18, 2024.
Item was pulled.

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:

Christie	Conradt	A.	415 S. John St	Kimberly
Michael	Kaminski	D.	2108 N Division St	Appleton
Alicia	Sanchez	K.	W2563 Buchanan Rd	Appleton

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

REPORTS OF CITY OFFICERS

Special Exception Request- 205 Dodge Street.

Motion by Moore, seconded by Antoine to allow Marcus Rennie, the applicant, to speak to the council.

6-ayes, 1-nay (DeCoster)

Motion carried.

Marcus Rennie, 506 East Michigan Avenue, spoke about his anticipated plans for 205 Dodge Street and answered questions from the council.

Motion by Kilgas, seconded by Eggleston to approve the Special Exception request for operating an event space on the first floor of 205 Dodge Street with the following conditions:

1. All local ordinances are to be followed to include amplified devices
2. All rentals/events shall not continue past Midnight (12:00am)
3. No outdoor space should be used for amplified devices such as a band or DJ
4. Yearly inspection done by Community Development Department or other designee to ensure compliance.
5. This Special Exception is only for this specific address, and the applicant listed on the application. If the tenant/ownership changes, the new tenant/applicant/property owner would need to go through the special exception process again.

Motion carried.

Pigeon Ordinance.

Staff is currently recommending that Section 11.12 be removed and held in reserve with the bulk of the regulations in this section then moved to 9.15 where animals and restrictions on animals are discussed. Section 9.5 would also be updated to allow for banded pigeons and bees to be exempted from 9.15(4) animals at large. In addition, the portions of 11.12(1) and (2) that restricted type of animals prohibited in the City would be moved to section 9.5. This provides clarity and simplifies the review process when questions arise on what is or not allowed. Pigeon permits would be placed in section 12 as well as chicken permits being moved to section 12. Discussion held and questions answered.

Motion by Moore, seconded by DeCoster to continue to pursue pigeon ordinance.

All Ald. Voted aye.

Motion carried.

Storage Container Ordinance.

Discussion held and questions answered.

Motion by Thiele, seconded by Kilgas to send the Ordinance to review by the Legislative Committee and set a hearing for February 4th, 2025, at the Common Council meeting

All Ald. voted aye.

Motion carried.

Green Tier Legacy Community.

Item was pulled.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1915-2024 Ordinance 7.03 Update to Official Traffic Map.

Item was pulled.

Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

Item was pulled.

Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

Item was pulled.

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 bargaining reasons require a closed session - CBRF 2024-PL-08.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:24 pm.

Return to Open Session

Motion by Antoine seconded by Kilgas to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:49 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- Agreement for sale of Parcel 322095701.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:50 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 8:59 PM.

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 -
Amendment to Development Agreement 2024-PL-02 Central Block Development**

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:59 pm.

Return to Open Session

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

All Ald. voted aye.

Motion carried.

Returned to open session at 9:11 p.m.

Motion by Moore, seconded by Schell to approve the Development Agreement 2024-PL-02 Central Block Development with the amended date changes.

All Ald. voted aye.

Motion carried.

ADJOURN

Motion by DeCoster, seconded by Kilgas to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 9:12 p.m.

Kayla Nessmann, Clerk

