



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – NOVEMBER 4, 2025

Pursuant to adjournment on October 21, 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, November 4, 2025.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/ Eng. Neumeier, Police Chief Graff, Dir. of Plan. and Com Dev. Kittel, HR Director Hodge (Zoom), Library Director Thiem-Menning, Fin. Dir. Van Rossum, Marketing & Comm. Man. Fencil, and interested citizens.

Motion by Moore, seconded by Eggleston to excuse the absent member.

All Ald. Present voted aye.

Motion carried.

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

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

PUBLIC APPEARANCES

Kyle Sargent, 1013 E. North St., Appleton, Corporation Counsel for Outagamie County. He will be running for judge in April with Mithcell Metropulos retiring and wanted to introduce himself.

Mark Schroeder, 431 E. Glendale Ave., Appleton, Circuit Court Branch VII Judge for Outagamie County. He is at the meeting to observe and learn what is going on in the community.

BUSINESS PRESENTED BY THE MAYOR

City of Kaukauna Food Drive October 31st through November 14th.

Alder Thiele reached out regarding a food drive for the residents of the Statesburg Apartments and Roundhouse Manor. Nonperishable food items and gift cards are being collected.

Alder Thiele stated that there has been an overwhelming response from the community and items will also be distributed to Loaves and Fishes and the Little Food Pantry at the library.

Appointment of Nathan King to the Kaukauna Alcohol Tobacco and Other Drug Awareness Board replacing Karen Wirth (retired).

Motion by Schell, seconded by Moore to appoint Nathan King to the Kaukauna Alcohol Tobacco and Other Drug Awareness Board replacing Karen Wirth (retired).

All Ald. Present voted aye.

Motion carried.

Reappointment of Sue Hennes to the Utilities Commission (5-year term).

Motion by Antoine, seconded by Thiele to reappoint Sue Hennes to the Utilities Commission (5-year term).

All Ald. Present voted aye.

Motion carried.

CONSENT AGENDA

Board of Public Works Meeting Minutes of November 3, 2025.

Health & Recreation Committee Meeting Minutes of November 3, 2025.

Item removed by alder and taken up separately.

Legislative Meeting Minutes of November 3, 2025.

Public Protection & Safety Meeting Minutes of November 3, 2025.

Common Council Meeting Minutes of October 21, 2025.

Item removed by Mayor and taken up separately.

Plan Commission Meeting Minutes of October 9, 2025.

Library Board Meeting Minutes of September 23, 2025.

Bills Payable.

Motion by Moore, seconded by Kilgas to adopt the remaining items of the consent agenda.

All Ald. Present voted aye.

Motion carried.

Health & Recreation Committee Meeting Minutes of November 3, 2025

Item was pulled for discussion regarding concession stands at ball diamonds and the proposed Special Event Fee Update Recommendation.

Motion by Eggleston, seconded by Kilgas to approve the Health & Recreation Committee Meeting Minutes of November 3, 2025.

Motion carried.

Common Council Meeting Minutes of October 21, 2025

Discussion about minutes not including vote taken. City Attorney Greenwood advised on procedure for approving consent agendas.

Motion by Moore, seconded by Schell to take up the Common Council Meeting Minutes of October 21, 2025, at the next Common Council Meeting.

All Ald. Present voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

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:

Eberrt	Amber	R.		Brillion
Hoernke	Paige	M.		Appleton

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

Alder Moore raised a concern regarding publishing bartender applicants' addresses. He noted that there is a concern for their safety with this information being published. This was researched by the City Attorney and going forward, addresses of the bartender applicants do not need to be included in the agenda/minutes/publication.

REPORTS OF CITY OFFICERS

MSB and SPAR Building Operations Survey Results.

During the Legislative Committee meeting on August 18, 2025, Mayor presented a proposed change in structuring the operation hours for the Municipal Services Building (MSB) and the Streets, Parks and Recreation (SPAR) Building. From that discussion, staff were asked to survey the public. The Marketing and Communications Manager put together a survey to better understand how people are accessing city services at MSB and SPAR so the city can better service their needs. The goal was to not only inform building operation hours, but to also understand how people are accessing city services (online, in person, over the phone) and for what reasons (taxes, elections, etc.). The survey ran from September 10, 2025 – October 10, 2025.

Alders thanked Marketing & Comm. Man. FencI and staff for their work collecting and analyzing data. Overall, the alders want the MSB and SPAR building hours to remain as is. However, they are open to employees working with department heads to flex hours, as long as there is coverage for their department. Summer hours would remain in effect Memorial Day to Labor Day.

Discussion- Continuation of Rooming House Licensing Under Ordinance 19.22

Given evolving housing needs, enforcement challenges, and community feedback, it may be appropriate to re-evaluate whether rooming houses remain a viable and beneficial housing option. Currently there is one licensed rooming house in the city. The definition of a rooming house is: Rooming house means any building or any part thereof containing rooming units in which space is let by the owner or operator and having common bathroom facilities. Discussion held and questions answered. Alders believe there is a need for rooming houses in our community to provide more housing options and directed Com. Dev. Kittel to bring back the format better defined with more of a special exception format.

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 – 207 Thilmany Rd.

Motion by Moore, seconded by Kilgas to adjourn to closed session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 207 Thilmany Rd.

All Ald. Present voted aye.
Motion carried.

Adjourned to closed session at 8:03 PM.

Return to Open Session for possible action.

Motion by Antoine, seconded by Eggleston to return to open session.
All Ald. Present voted aye.
Motion carried.

Returned to open session at 8:22 PM.

Motion by Moore, seconded by Thiele to direct the mayor to sign the offer to purchase 207 Thilmany Road.
Motion carried.

Adjourn to Closed Session Pursuant to 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Open Meetings Law.

Motion by Moore, seconded by Schell to adjourn to Closed Session Pursuant to 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Open Meetings Law.
All Ald. Present voted aye.
Motion carried.

Adjourned to closed session at 8:24 PM.

Return to Open Session for possible action.

Motion by Kilgas, seconded by Moore to return to open session.
All Ald. present voted aye.
Motion carried.

Returned to open session at 9:28 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 – Vanepern Property.

Motion by Moore, seconded by Antoine to adjourn to closed session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Vanepern Property.
All Ald. present voted aye.
Motion carried.

Adjourned to closed session at 9:29 PM.

Return to Open Session for possible action.

Motion by Antoine, seconded by Schell to return to open session.
All Ald. Present voted aye.
Motion carried.

Returned to open session at 10:02 PM.

ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

Alder Antoine would like clarification of the definition of voting and non-voting capabilities for an ex-officio member. Alder Antoine would also like clarification on current meeting procedures. Alder Schell would like to look at the public parking lot on Third Street. The auto business next to the parking lot is using a number of stalls again. Mayor would like to look at alders at large. Alder Kilgas would like to look at an area in front of Fast Taco that has been used for parking to determine whether or not there is a parking space there.

ADJOURN

Motion by Moore, seconded by Antoine to adjourn.
All Ald. Present voted aye.
Motion carried.

Meeting adjourned at 10:02 p.m.

Christina Nelson, Deputy Clerk

