



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – APRIL 16, 2024

Pursuant to adjournment on April 3, 2024 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, April 16, 2024.

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

Absent & Excused: Antoine

Also present: Attorney Davidson, DPW/Eng. Neumeier, Planning and Community Dev. Dir. Kittel, Street Sup. Van Gompel, Fire Chief Carrel, Fin. Dir. Van Rossum, Police Chief Graff, Lib. Dir. Thiem-Menning (via Zoom), Com. Cord. Fencil (via Zoom), and interested citizens.

Motion by Coenen, seconded by Moore 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.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of the minutes of the Common Council meeting of April 3, 2024.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt the minutes of the Common Council meeting of April 3, 2024.

All Ald. present voted aye.

Motion carried.

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

Bills Payable

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

All Ald. present voted aye.

Motion carried.

PUBLIC APPEARANCES

No one appeared.

BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman congratulated Alder Antoine on her new granddaughter who was born today.

Mayor Penterman informed the Council of the Grand Opening for Patty and Pablo's, 143 E. 2nd Street which will take place this Saturday, April 20.

Congratulations to Assistant Chief Brad Sanderfoot on 25 years - Kaukauna Police Department.

Mayor Penterman congratulated Assistant Chief Sanderfoot on 25 years of service with the City of Kaukauna Police Department and presented him with a gift.

Appointment of Tim Hufschmid to the Police and Fire Commission (5-year term).

Motion by Moore, seconded by Eggleston to appoint Tim Hufschmid to the Police and Fire Commission (5-year term).

All Ald. Present voted aye.

Motion carried.

Reappointment of Ken Schoenike to the City Plan Commission (3-year term).

Motion by Thiele, seconded by Coenen to reappoint Ken Schoenike to the City Plan Commission (3-year term).

All Ald. present voted aye.

Motion carried.

Proclamation for Arbor Day - April 26, 2024.

Mayor Penterman read the Proclamation for Arbor Day – April 26, 2024.

Motion by Moore, seconded by Schell to receive and place on file the Proclamation for Arbor Day – April 26, 2024.

All Ald. present voted aye.

Motion carried.

Tree City USA - 31 Years.

Mayor Penterman stated the City has won recognition of a Tree City for the 31st year in a row. The criteria needed to receive this recognition is to have a Tree Board, a list of our tree inventory, and budget \$2 per resident towards this program. The City will be having a tree planting ceremony.

Severe Weather Radios.

In 2019 Outagamie County ordered municipalities take over the outdoor warning sirens. The City of Kaukauna has five outdoor warning sirens and were given fifteen severe weather radios per outdoor warning siren. These radios are available to elder and/or low-income residents without cell phones. Requests for a radio can be made to the mayor's office.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of April 15, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, April 15, 2024 at 6:00 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney (Via ZOOM), Fire Chief Carrel (via ZOOM), Street Sup. VanGompel, Com. Enrich. & Rec. Dir. Vosters, Com. Enrich Prog. Mgr. Mickelson, Lib. Dir. Thiem-Menning, and interested citizens.

Absent & Excused: Antoine.

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

All Ald. present voted aye.
Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Capital Project Improvement Plan Review/Approval.

The latest Capital Improvement Plan (CIP) for the City of Kaukauna was provided. Staff has met to review the projects within the plan and adjusted to the latest status of each project. Items from the Equipment Fund, Utility Funds, Street and Sidewalk Fund, and Building and Miscellaneous Funds were discussed. Discussion was held and questions answered.

Motion by DeCoster, seconded by Kilgas to have staff review the 2024-28 CIP list and give approval to move ahead with the projects listed in 2024 year of the plan and direct the Finance Director to come back at a future meeting for approval of the 2024 bonding needs. Motion carried.

b. Authorization Resolution Inflation Reduction Act.

The Urban Forestry Inflation Reduction Act (UF IRA) Grant program uses federal funds to support projects that positively impact trees and people within disadvantaged communities in Wisconsin. Grants range from \$1,000 to \$500,000 and require no match. Projects must take place in or benefit people living in disadvantaged communities. Opportunities for the City include Grignon Park, Strassburg Park, LaFollette Park, and 2024 Paving Project. Grant projects may cover a duration up to 3 years from the project start date. Federal grant dollars are subject to the Code of Federal Regulation (CFR). Discussion held and questions answered.

Motion by Eggleston, seconded by Schell to recommend approval of the Authorizing Resolution to Common Council and direct the Director of Public Works / City Engineer to apply for a 2024 Inflation Reduction Act Urban Forestry Grant.

All Ald. present voted aye.

Motion carried.

c. 2024 Slow Mow Summer.

In 2023, the City stopped promoting “No-Mow May” and began to promote different ways to help pollinators with a more holistic approach called “Slow-Mow Summer”. Ways to participate include decreasing the amount of times grass is cut, planting flowers and native plants; especially plants that flower early in the season, increasing mower height to highest setting, and reducing pesticide use. These actions not only help pollinators like bees and butterflies, but they are also important stormwater management practices. Slow-Mow Summer actions help create lawns that require less chemicals, promote more infiltration, require less watering, and help keep pollutants out of our rivers and lakes. We are again recommending the City encourages residents to participate in Slow-Mow Summer, promoting pollinator friendly actions that anyone can take part in to create pollinator friendly yards.

Motion by Coenen, seconded by Kilgas to direct staff to continue promoting the “Slow-Mow Summer” program and participate in City parks and open spaces.

All Ald. present voted aye.

Motion carried.

d. **Public Works Update.**

DPW/Eng. Neumeier stated the Fox-Wolf Watershed Alliance Cleanup is occurring on May 4. Kaukauna will have three sites: 1000 Islands, Konkapot Trail, and Grignon Park. There will also be a new 8K event on May 3 & 4. The Kaukauna Utilities will be hosting an Electronic Recycling Event on April 20 from 8 to 11 am at Kaukauna Utilities.

Street Superintendent Van Gompel stated crews collected 11.3 tons of tires during tire collection week. Today is the first day of large and irregular collection with the 5-item limit. Street Department Operators Josh Karl and Kyle Rich went to Park Community Charter School to show students large equipment. This went very well. Groundbreaking at LaFollette Park for the playground took place today. The Arbor Day planting is scheduled for April 26. Riverview Fifth Grade students will be taking part in the tree planting. Moore thanked staff for the Facebook post on the 5-item large irregular pickup limit. Questions were answered.

3. Adjourn.

Motion made by Moore, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:35 pm.

Sally Kenney
Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of April 15, 2024, as presented.

All Ald. present voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of April 15, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, April 15, 2024 at 6:37 p.m.

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

Absent & Excused: Antoine.

Also present: Ald. Kilgas, Ald. DeCoster, Ald. Schell, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel (via Zoom), HR Dir. Swaney (via Zoom), Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Street Sup. Van Gompel, Com. Enrich. Prog. Mgr. Mickelson, Lib. Dir. Thiem-Menning, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan Approval.**

On March 18, 2024, and April 3, 2024, the proposed compensation plan was presented and discussed. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program.

Motion by Thiele, seconded by Coenen to approve the 2025 compensation guide as presented.
All members present voted aye.
Motion carried.

Motion by Coenen, seconded by Moore to approve the 2025 non-represented pay scale as presented.
All members present voted aye.
Motion carried.

b. **Permission to fill Police Officer and Court Clerk positions.**

Sergeant Mike Frank has turned in notice of his retirement. His last day will be June 14, 2024. Sergeant Frank has been with the Kaukauna Police Department for 26 years. Municipal Court Clerk Jean Semenuk has turned in notification of her resignation effective no later than June 26, 2024. Jean has been with the City for 1 year.

Motion by Eggleston, seconded by Moore to authorize staff to fill a Patrol Officer position due to the retirement of Sergeant Frank.
All members present voted aye.
Motion carried.

Motion by Thiele, seconded by Coenen to authorize staff to fill a Municipal Court Clerk position due to the resignation of Jean Semenuk.
All members present voted aye.
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 6:41 p.m.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Moore to adopt the Finance and Personnel Meeting Minutes of April 15, 2024, as presented.
All Ald. present voted aye.
Motion carried.

Health and Recreation Committee Meeting Minutes of April 15, 2024.
HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, April 15, 2024 at 6:41 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Eggleston, Ald. Moore, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Com. Enrich & Rec. Dir. Vosters, Community Enrichment Program Manager Mickelson, Street Sup. Van Gompel, Lib. Dir. Thiem-Menning, Fire Chief Carrel (via Zoom), HR Dir. Swaney (via Zoom), and interested citizens.

1. Correspondence – None.

2. Discussion Topics.

a. Request from Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and amplified sound on May 4, 2024 from 9 am to 3 pm for the 2nd Wisconsin Civil War Reenactors practice drills.

Motion by Coenen, seconded by Schell to approve the request from Cassidy Mickelson for the use of Grignon Mansion Grounds and Lower Grignon Park and amplified sound on May 4, 2024 from 9 am to 3 pm for the 2nd Wisconsin Civil War Reenactors practice drills.

All members voted aye.

Motion carried.

b. Special Events Application and amplified sound to Chris Wachel, Riverside Rally on Saturday, May 11, 2024 from 8:00 am to 1 PM for Riverside Rally Car Show.

Motion by Schell, seconded by DeCoster to approve the Special Events Application and amplified sound to Chris Wachel, Riverside Rally on Saturday, May 11, 2024 from 8:00 am to 1 PM for Riverside Rally Car Show.

All members voted aye.

Motion carried.

c. Special Events Application and amplified sound to Officer Adam VanderHyden, Kaukauna Area School District on Friday, May 17, 2024 (Rain Date May 20, 2024) from 9:00 am to 12 PM for Breaking Boundaries Triathlon.

Motion by Coenen, seconded by DeCoster to approve the Special Events Application and amplified sound to Officer Adam VanderHyden, Kaukauna Area School District on Friday, May 17, 2024 (Rain Date May 20, 2024) from 9:00 am to 12 PM for Breaking Boundaries Triathlon.

All members voted aye.

Motion carried.

d. Request for amplified music to Merri Bowser on June 28, 2024 from 6 - 8:30 PM at Riverside Park.

Motion by Schell, seconded by Coenen to approve the request for amplified music to Merri Bowser on June 28, 2024 from 6 - 8:30 PM at Riverside Park.

All members voted aye.

Motion carried.

e. Special Events Application and amplified sound to Melanie Draheim, Fox Communities Credit Union on Saturday, August 3, 2024 from 7:30 am to 1 PM for Bike to the Beat.

Motion by DeCoster, seconded by Schell to approve the Special Events Application and amplified sound to Melanie Draheim, Fox Communities Credit Union on Saturday, August 3, 2024 from 7:30 am to 1 PM for Bike to the Beat.

All members voted aye.

Motion carried.

f. Special Events Application to Kristy Stumpf, Uptown Girl Beauty & Boutique on Saturday, September 21, 2024 from 6 AM to 6 PM in the city lot behind Uptown Girl for the Boutique Fall Festival.

Community Enrichment and Recreation Director Vosters expressed concerns from both her department and the Public Works Department regarding this event. Another large event is scheduled on the same day and parking will likely be an issue. Vosters stated it was not feasible to have 2 events at the same time. Discussion was held and questions answered. The Special Event Application to Kristy Stumpf, Uptown Girl Beauty & Boutique on Saturday, September 21, 2024 from 6 AM to 6 PM in the city lot behind Uptown Girl for the Boutique Fall Festival was postponed until the next Health & Recreation Committee Meeting.

g. Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses, and overnight camping August 23-26,2024 for the Civil War Living History Demonstration.

Motion by Coenen, seconded by Schell to approve the request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses, and overnight camping August 23-26, 2024 for the Civil War Living History Demonstration contingent upon receiving background checks and proof of insurance.

All members voted aye.

Motion carried.

h. Request for amplified noise August 24-25 for the Civil War Living History Demonstration.

Motion by Coenen, seconded by DeCoster to approve the request for amplified noise August 24-25 for the Civil War Living History Demonstration.

All members voted aye.

Motion carried.

i. Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses August 11, 2024 for the Grignon Mansion Car Show.

Motion by Coenen, seconded by Kilgas to approve the request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses August 11, 2024 for the Grignon Mansion Car Show.

All members voted aye.

Motion carried.

j. Request for amplified music August 11, 2024 for the Grignon Mansion Car Show.

Motion by Schell, seconded by DeCoster to approve the request for amplified music August 11, 2024 for the Grignon Mansion Car Show.

All members voted aye.

Motion carried.

k. Request for amplified music May 18, 2024 for the Native American Dance Performance.

Motion by Decoster seconded by Coenen to approve the request for amplified music May 18, 2024 for the Native American Dance Performance.

All members voted aye.

Motion carried.

l. Request for amplified music June 12, 2024 for the Little Chute Community Band Concert.

Motion by Schell, seconded by Coenen to approve the request for amplified music June 12, 2024 for the Little Chute Community Band Concert.

All members voted aye.

Motion carried.

m. Request from St. Ignatius Catholic School for the allowance of a bounce house at Riverside Park on Wednesday, May 29, 2024 from 1-3 pm for Field Day Event.

Motion by Coenen, seconded by Schell to approve the request from St. Ignatius Catholic School for the allowance of a bounce house at Riverside Park on Wednesday, May 29, 2024 from 1-3 pm for Field Day Event.

All members voted aye.

Motion carried.

n. Special Event Application to Jason Lipsky, Electric City Experience at Hydro Park, Farm Market Lot, and adjacent areas on June 6, 7, and 8, 2024.

Motion by DeCoster, seconded by Schell to approve the Special Event Application to Jason Lipsky, Electric City Experience at Hydro Park, Farm Market Lot, and adjacent areas on June 6, 7, and 8, 2024.

All members voted aye.

Motion carried.

3. Adjourn.

Motion made by DeCoster, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

The meeting adjourned at 7:08 P.M.

Sally Kenney, Clerk

Motion by Kilgas, seconded by Schell to adopt the Health and Recreation Committee Meeting Minutes of April 15, 2024.

All Ald. present voted aye.

Motion carried.

Legislative Committee Meeting Minutes of April 15, 2024.

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, April 15, 2024 at 7:10 P.M.

Members present: Coenen, Eggleston, Moore, and Schell.

Also present: Mayor Penterman, Ald. DeCoster, Ald. Kilgas, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Street Sup. Van Gompel, Lib. Dir. Thiem-Menning, Mickelson, Vosters, HR Dir. Swaney and interested citizens.

1. Correspondence - None.

All Ald. present voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Moore, seconded by Coenen to receive and place on file the March 2024 Fire Report.
All Ald. present voted aye.
Motion carried.

Ambulance Report

Motion by Moore, seconded by Eggleston to receive and place on file the March 2024 Ambulance Report.
All Ald. present voted aye.
Motion carried.

Police Report

Motion by Moore, seconded by Schell to receive and place on file the March 2024 Police Report.
All Ald. present voted aye.
Motion carried.

Municipal Court Report

Motion by Moore, seconded by Kilgas to receive and place on file the March 2024 Municipal Court Report.
All Ald. present voted aye.
Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Coenen to receive and place on file the March 2024 Clerk-Treasurer's Deposit Report.
All Ald. present voted aye.
Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Schell to receive and place on file the March 2024 Building Inspection Report.
All Ald. present voted aye.
Motion carried.

2023 Fire Department Annual Report

Fire Chief provided an overview of the report information and answered questions from the Council.

Motion by Coenen, seconded by Moore to receive and place on file the Fire Department 2023 Annual Report.
All Ald. present voted aye.
Motion carried.

2023 Police Department Annual Report

Police Chief Graff acknowledged Administrative Assistant Inge Murphy and officers for the work they put into the annual report. Graff provided an overview of the report information and answered questions from the Council.

Motion by Moore, seconded by Schell to receive and place on file the Police Department 2023 Annual Report.
All Ald. present voted aye.
Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2024-5425 Resolution Approving CSM for Karen Mader.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5425.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2024-5425 as presented.

All Ald. present voted aye.

Motion carried.

Resolution 2024-5426 Resolution Approving a 2 Lot Certified Survey Map for Dercks DeWitt LLC.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5426.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5426.

All Ald. present voted aye.

Motion carried.

Resolution 2024-5427 Authorizing Resolution for 2024 Inflation Reduction Act Urban Forestry Grant.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5427.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2024-5427.

All Ald. present voted aye.

Motion carried.

Ordinance 1905-2024 Amending Section 3.14(7) Operating Permit.

This Ordinance was pulled.

Ordinance 1906-2024 Ordinance Repealing and Recreating Section 7.04 One-Way Traffic – Thilmany Road and E 10th Street.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1906-2024.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1906-2024.

All Ald. present voted aye.
Motion carried.

CONSIDERATION OF MISCELLANEOUS BUSINESS

Swearing in of newly elected officials.

Clerk Kenney swore in the newly elected officials.

ADJOURN SINE DIE

Motion by Moore, seconded by Coenen to adjourn sine die.
All Ald. present voted aye.
Motion carried.

Meeting adjourned at 8:12 p.m.

Sally Kenney, Clerk

