



# COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – AUGUST 20, 2024

Pursuant to adjournment on August 6, 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, August 20, 2024.

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

Also present: Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Planner Kittel, Com. Cord. Fencil (via 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 Antoine to suspend the rules and waive the reading of the minutes of the Common Council meeting of August 6, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt the minutes of the Common Council meeting of August 6, 2024.

All Ald. voted aye.

Motion carried.

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

### Bills Payable

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

All Ald. voted aye.

Motion carried.

## PUBLIC APPEARANCES

None.

## BUSINESS PRESENTED BY THE MAYOR

### Electric City River Jam 2025.

Mayor Penterman announced Electric City River Jam is the new name of the annual music festival going forward and that a recap of the 2024 event will be on a future agenda.

### Appointment of Dale Eggert to the Industrial and Commercial Development Commission (3-year term).

Motion by Kilgas, seconded by Schell to appoint Dale Eggert to the Industrial and Commercial Development Commission for a 3-year term.

All Ald. Voted aye.

Motion carried.

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### Board of Public Works Meeting Minutes of August 19, 2024.

#### BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, August 19, 2024 at 6:00 P.M.

Members present: Antoine, Coenen, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: DeCoster, Eggleston.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Staff Acct. Roehl (via ZOOM), Fire Chief Carrel, Proj. Eng. Conger, Police Chief Graff, Com. Enrich & Rec. Mgr. Vosters, Naturalist Garrity, 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. Recommendation for award of Project 6-24 - 1000 Islands Boardwalk Reconstruction.**

The Engineering Department has compared the four received bids against the engineers estimate. The low bid was \$1,085.45 lower than the Engineer's estimate, which falls within budgeted costs. A bid tabulation file showing the pricing differences between the four received bids and between the engineer estimate and low bidder was provided. A Nelson Foundation Grant has been applied for to offset costs for this project. Staff will know soon if this grant is approved. Questions from the Board were answered.

Motion by Moore, seconded by Schell to award Project 6-24 – 1000 Islands Boardwalk Reconstruction to Radtke Contractors, Winneconne, WI for both units A and B, a total amount of \$399,819.55.

All Ald. present voted aye.

Motion carried.

**b. Red Hills Landfill Update.**

DPW/Eng. Neumeier introduced Ahlstrom representatives Aimee McClure, Environmental Manager and Eliza Brewer, Landfill and Wastewater Treatment Plant Manager. An overview with photos was given. They are trying to be more proactive to get leachate lines cleaned out and pumping off the surface. Ahlstrom continually monitors and reviews the program and parameters at the landfill to reduce odors. This area has received more precipitation during 2024 than 2023, especially during the months where we expect to be drier. Ahlstrom has been proactive on checking leachate lines by increasing the frequency of jetting to every other month, April, June, and August and has purchased a tanker to haul excess leachate back to the treatment plant. Discussion held and questions answered.

**c. Interstate 41 Aesthetics Discussion.**

DPW/Eng. Neumeier brought forth designs and will bring this matter back to the Board in September for approval and opinions on color and design. The Department of Transportation (DOT) is putting in sound barrier walls along portions of the highway at 100% DOT expense. DOT

is also installing retaining walls, bridges, and possibly decals on fences with a regional symbol. The DOT will cover eighty percent of the costs for staining these features, enhanced landscaping, or the fence decals. Discussion was held and questions answered.

#### **d. Public Works Update.**

DPW/Eng. Neumeier provided information on the current projects happening. Concrete paving has begun on Crooks Avenue in the Quinny/Metoxen area. Two utility projects by Park School and Kenneth and Arthur Streets are mostly complete. Cleanup in these areas will begin soon. The Street Department crew has been busy with extra community events. Street Superintendent Van Gompel thanked Street Foreman Pete Nelson and the entire street staff for the work efforts for the Kaukauna Music Festival. Thank you to Mike Knott from the Kaukauna Athletic Club for allowing the City borrow their refrigeration trailer and the use of their freezers. Thank you to Matt Binsfeld and the Kaukauna JV and Varsity Football Team players for coming out and helping with cleaning up. Thirty kids came and helped clean-up the streambank between Draper and Wisconsin Avenue. Sixty kids came to spread mulch by the upper disc golf area. Questions from the Board were answered.

### **3. Adjourn.**

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

Meeting adjourned at 6:23 pm.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Coenen to adopt the Board of Public Works Meeting Minutes of August 19, 2024.  
All Ald. voted aye.  
Motion carried.

#### **Finance and Personnel Committee Meeting Minutes of August 19, 2024.**

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

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, August 19, 2024 at 6:24 pm.

Members present: Mayor Penterman, Coenen, DeCoster (via phone), Kilgas, Moore, and Schell.

Also present: Ald. Thiele, Ald. Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Proj. Eng. Conger, Staff Acct. Roehl (via Zoom), Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, and interested citizens.

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

A retirement letter from Tracy Uitenbroek was read.

Motion by Kilgas, seconded by Moore to receive and place on file the retirement letter from Tracy Uitenbroek.

All members voted aye.  
Motion carried.

A retirement letter from Sally Kenney was read.

Motion by Coenen, seconded by Schell to receive and place on file the retirement letter from Sally Kenney.

All members voted aye.

Motion carried.

2. **Discussion Topics.**

a. **Permission to fill Accounting Specialist position due to retirement.**

After 4.5 years of dedicated service as one of the public-facing representatives at the Clerk's window for the City of Kaukauna, Tracy Uitenbroek has announced her decision to retire on November 7, 2024.

Motion by Moore, seconded by Kilgas to fill the Accounting Specialist Role Position ahead of the Retirement of Tracy Uitenbroek.

All members voted aye.

Motion carried.

b. **Permission to fill City Clerk position due to retirement.**

After 25 years of dedicated service to the City of Kaukauna, and nearly 7 years as City Clerk, Sally Kenney has decided to embark on her next chapter. Her intention is to retire on January 8, 2025.

Motion by Moore, seconded by Coenen to grant permission to fill the City Clerk Position ahead of the Retirement of Sally Kenney.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Coenen, seconded Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:32 pm.

Sally Kenney, Clerk

Motion by Moore, seconded by Antoine to adopt the Finance and Personnel Meeting Minutes of August 19, 2024, as presented.

All Ald. voted aye.

Motion carried.

**Health and Recreation Committee Meeting Minutes of August 19, 2024.**

**HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, August 19, 2024 at 6:33 P.M.

Members present: DeCoster (via phone), Schell, and Thiele.

Absent & Excused: Eggleston.

Also present: Mayor Penterman, Ald. Coenen, Ald. Moore, Alder Antoine, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fire Chief Carrel, Police Chief Graff and interested citizens.

Motion by Thiele, seconded by Schell to excuse the absent member.

All members present voted aye.

Motion carried.

**1. Correspondence** – None.

**2. Discussion Topics.**

**a. Combination Class B License to Player's Pub, Tracy Blackwell Agent, 701 Dodge Street.**

Motion by Thiele, seconded by DeCoster to approve the Combination Class B License to Player's Pub, Tracy Blackwell Agent, 701 Dodge Street contingent upon Fire Inspection.

All members present voted aye.

Motion carried.

**b. Extension of Class B Liquor License premise for Pub 55 on September 21, 2024 for "23 Cleats Car Show Event".**

Motion by Thiele, seconded by DeCoster, to approve the Extension of Class B Liquor License premise for Pub 55 on September 21, 2024 for "23 Cleats Car Show Event".

All members present voted aye.

Motion carried.

**c. Special Event Application to Thomas McNeely, Electric Vehicle Association on October 5, 2024 at Hydro Park from 9am to 1pm for "National Drive Electric Week Fox Cities".**

Motion by Thiele, seconded by Schell to approve the Special Event Application to Thomas McNeely, Electric Vehicle Association on October 5, 2024 at Hydro Park from 9am to 1pm for "National Drive Electric Week Fox Cities" contingent upon clarifying if insurance is needed.

All members present voted aye.

Motion carried.

**3. Adjourn.**

Motion made by Thiele, seconded by DeCoster to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:38 P.M.

Sally Kenney

Clerk

Motion by Schell, seconded by Eggleston to adopt the Health and Recreation Committee Meeting Minutes of August 19, 2024 as presented.

All Ald. voted aye.

Motion carried.

**Legislative Committee Meeting Minutes of August 19, 2024**

## **LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Antoine on Monday, August 19, 2024 at 6:40 P.M.

Members present: Antoine, Coenen, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Proj. Eng. Conger, Fire Chief Carrel, Police Chief Graff, and interested citizens.

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

All Ald. Present Voted aye.

Motion carried.

### **1. Correspondence.**

An email from Pedro Barraza was read.

Motion by Thiele, seconded by Coenen to receive and place on file the email from Pedro Barraza.

All members present voted aye.

Motion carried.

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

#### **a. St. Mary's Place Parking Ordinance.**

At the August 5, 2024, Public Protection and Safety Committee meeting the committee approved a "Proposed No-Parking on the northside of St. Mary's Place – Sullivan Ave to Hendricks Ave" and directed the City Attorney to draft an ordinance to restrict parking on the north side of St. Mary's Place between Sullivan Avenue and Hendricks Avenue. The Ordinance creates a no parking zone in that area between 7:00 am and 4:00 pm, except Saturdays, Sundays, and holidays. The proposed Ordinance also removes restricted parking for school bus loading and unloading zones from Sullivan Avenue directly in front of Electa Quinney Elementary School. Staff recommends changing the wording to remove Saturdays, Sundays, and holidays and replace it with "on school days."

Motion by Thiele, seconded by Coenen to recommend approval to the Common Council the proposed ordinance to repeal and replace Section 7.12 Parking Regulations within the municipal code with modifications striking words Saturdays, Sundays, and holidays and replacing with "on school days."

All members present voted aye.

Motion carried.

#### **b. Memorandum of Understanding (MOU) Establishing Unified Command for Fox Cities Marathon 2024.**

Fire Chief Carrel stated this is formalizing that there will be unified command center for this event and outlines the City's involvement. The City will provide one ambulance and two paramedics along the event route.

Motion by Coenen, seconded by Thiele to recommend approval and forward to the Common Council Resolution 2024-5440 Resolution Authorizing the Memorandum of Understanding (MOU)

Establishing Unified Command for Fox Cities Marathon 2024.  
All members present voted aye.  
Motion carried.

### 3. **Adjourn.**

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

Meeting adjourned at 6:50 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Moore to adopt the Legislative Committee Meeting Minutes of August 19, 2024.  
All Ald. voted aye.  
Motion carried.

### **Public Protection and Safety Committee Meeting Minutes of August 19, 2024.**

#### **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Vice-Chair Kilgas on Monday, August 19, 2024, at 6:51 P.M.

Members present: Antoine, Kilgas, and Moore.

Absent & Excused: Eggleston

Also present: Mayor Penterman, Ald. Coenen, Ald. Thiele, Ald. Schell, Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, Fire Chief Carrel, Police Chief Graff, and interested citizens.

Motion by Moore, seconded by Antoine to excuse the absent member.  
All members present voted aye.  
Motion carried.

#### 1. **Correspondence** - None.

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

- a. **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 – Holland Township Ambulance Service.**

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 – Holland Township Ambulance Service.

All members present voted aye.  
Motion carried.

Moved to closed session at 6:53 p.m.

**b. Return to Open Session for possible action.**

Motion by Moore, seconded by Antoine to return to Open Session.  
All members present voted aye.  
Motion carried.

Returned to open Session at 7:17 p.m.

**3. Adjourn.**

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

Meeting adjourned at 7:17 p.m.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Kilgas to adopt the Public Protection and Safety Committee Meeting Minutes of August 19, 2024.  
All Ald. voted aye.  
Motion carried.

**Board of Appeals Meeting Minutes of July 31, 2024.**

Motion by Moore, seconded by Eggleston to receive and place on file the Board of Appeals Meeting Minutes of July 31, 2024.  
All Ald. voted aye.  
Motion carried.

**Board of Appeals Meeting Minutes of August 7, 2024.**

Motion by Moore, seconded by Kilgas to receive and place on file the Board of Appeals Meeting Minutes of August 7, 2024.  
All Ald. voted aye.  
Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of July 9, 2024.**

Motion by Moore, seconded by Coenen to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of July 9, 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:

Reyes	Hope	M.	2200 Green Bay Rd.	Kaukauna
Robertson	Cassidy	K.	614 ½ W. Winnebago St.	Appleton
Sorge	Samantha	J.	W3127 Emons Rd.	Appleton
Vanderloop	Kelly	A.	N1835 Emery Ln.	Kaukauna



Motion by Schell, seconded by Moore to approve the operator's licenses as listed.  
All Ald. voted aye.  
Motion carried.

The following applicant has applied for a **2024-2026** operator's license and has been recommended for denial based on their record check by the police department:

Chase                      Jesse                      A.                      1225 E. Amelia St.                      Appleton

Motion by Schell, seconded by Eggleston to deny the Operator (Bartender) License.  
All Ald. voted aye.  
Motion carried.

## **REPORTS OF CITY OFFICERS**

### **Fire Report**

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

### **Ambulance Report**

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

### **Police Report**

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

### **Code Enforcement Report**

Motion by Moore, seconded by Coenen to receive and place on file the July 2024 Code Enforcement Report.  
All Ald. voted aye.  
Motion carried.

### **Municipal Court Report**

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

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

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

### **Building Inspection Report.**

Motion by Moore, seconded by DeCoster to receive and place on file the July 2024 Building Inspection Report.

All Ald. voted aye.  
Motion carried.

**Special Exception 194 Plank Road Unit change.**

Director of Planning and Community Development Director Kittel explained the reason for the special exception. Changing the address for this unit will allow for a better flow of use. Plan Commission did review this request and is recommending to the Common Council this address change.

Motion by Moore, seconded by Schell to approve the address change from 194 Plank Road to 150 Plank Road.

All Ald. Voted aye.  
Motion carried.

**PRESENTATION OF ORDINANCES AND RESOLUTIONS**

**Ordinance 1912-2024 Ordinance Repealing and Replacing Section 7.12 Parking Regulations.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Ordinance 1912-2024.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1912-2024.

All Ald. voted aye.  
Motion carried.

**Resolution 2024-5440 Resolution Authorizing the Memorandum of Understanding (MOU) Establishing Unified Command for Fox Cities Marathon 2024.**

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2024-5440.

All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5440.

All Ald. voted aye.  
Motion carried.

**CLOSED SESSION**

**Adjourn to Closed Session Pursuant to 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 – The Reserve.**

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

All Ald. voted aye.  
Motion carried.

Adjourned to closed session at 7:32 pm.

**Return to open session for possible action.**

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

All Ald. voted aye.

Motion carried.

Returned to open session at 7:54 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- CBRF 2024-PL-08.**

This item was pulled.

## **ADJOURN**

Motion by Eggleston, seconded by DeCoster to adjourn.

All Ald. Present voted aye.

Motion carried.

Meeting adjourned at 7:55 p.m.

Sally Kenney, Clerk

