



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – APRIL 3, 2024

Pursuant to adjournment on March 19, 2024 a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:02 P.M. on Wednesday, April 3, 2024.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Director Van Rossum, Planning and Community Development Director Kittel, Fire Chief Carrel, Police Chief Graff, Marketing and Communications Manager Fencil, HR Dir. Swaney, 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 Coenen to suspend the rules and waive the reading of the minutes of the Common Council meeting of March 19, 2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of March 19, 2024.

All Ald. voted aye.

Motion carried.

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

Bills Payable

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

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

None.

BUSINESS PRESENTED BY THE MAYOR

Appointment of Janet Sager to the Kaukauna Public Library to replace Kevin Hietpas for the remainder of his term ending 6/23/26.

Motion by Kilgas, seconded by Schell to appoint Janet Sager to the Kaukauna Public Library to replace Kevin Hietpas for the remainder of his term ending 6/23/26.

All Ald. voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of April 3, 2024.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, April 3, 2024 at 5:30 P.M.

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

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney, Police Chief Graff, Fire Chief Carrel, Communications and Marketing Mgr. Fencel, Planning and Community Dev. Dir. Kittel, and interested citizens.

1. Correspondence – none.

2. Discussion Topics.

a. Recommendation to award Project 1-24 Concrete Street Paving Project.

The Engineering Department has compared the three received bids against each other, and the engineers estimate. All three bids were under the engineer's estimate, which is an indication that the received bids are reasonable and competitive. The bids themselves are within \$250,000 of each other which is another good indication that they are competitive. The bid tabulation showing the unit pricing differences between the received bids was provided.

Motion by Antoine, seconded by Kilgas to award Project 1-24 Concrete Street Paving to Vinton Construction Company for a total bid price of \$2,081,269.59.

All Ald. voted aye.

Motion carried.

b. Sidewalk Builders License to Dan Verbeten.

Motion by Eggleston Motion by Eggleston, seconded by Moore to approve the Sidewalk Builders License to Dan Verbeten.

All Ald. voted aye.

Motion carried.

c. Public Works Update.

DPW/Eng. Neumeier provided an update on the Company Woods Pond near the Girl Scout Camp. Preliminary plans for prairie plantings and a habitat area are being worked on. Jonen Park pavilion pictures were shown. This project is moving along nicely. Pool renovation pictures were provided. Code Enforcement Office buildout is complete. The Street Department staff took on the extra tasks and the project is under budget. The Kenneth Avenue public information meeting will be before our next Board of Public Works meeting on April 15. HOV Interceptor project meeting was held, and a timeline was given. Questions were answered.

3. Adjourn.

Motion made by Moore, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 5:42 pm.

Sally Kenney

Clerk

Motion by Thiele, seconded by Kilgas to adopt the Board of Public Works Meeting Minutes of April 3, 2024.

All Ald. voted aye.

Motion carried.

Finance and Personnel Committee Meeting Minutes of April 3, 2024.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Wednesday, April 3, 2024 at 5:43 p.m.

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

Also present: Ald. Kilgas, Ald. DeCoster, Ald. Schell, Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir, Van Rossum, HR Dir. Swaney, Police Chief Graff, Fire Chief Carrel, Communications and Marketing Mgr. Fencil, Planning and Community Dev. Dir. Kittel, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan discussion.**

On March 18, 2024, the first draft of 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. Some key highlights of this proposed system were provided. Should this body want to move forward with the proposed compensation plan, the following tentative timeline is being proposed for implementation:

- Final review and potential approval on 4/16/24.
- Education to staff and supervisors beginning in May.
- Review process to be initiated June 1 with a due date of August 31st.
- Merit Incentive Recommendation Forms due by August 31st.
- Merit Incentive Award Team to meet in September to review all recommendations.

Discussion was held and questions answered.

b. **CGI Digital Video Tour Project.**

CGI Digital will work with Wisconsin-based videographers to produce four, 1-minutelong videos. These videos promote growth within cities such as economic opportunities, workforce development, tourism, and community engagement. CGI Digital does all the production, script writing, and filming; the City can determine shoot dates, and will have feedback throughout the entire process. What makes this project cost-free to the City are the sponsorships provided by area businesses. The City would put together a letter of introduction that CGI Digital would distribute to area businesses and ask if they would be interested in having an ad spot on the page that the video is hosted. CGI Digital does all of the canvassing for sponsors, however the City can identify which businesses CGI would reach out to. If in the off chance that none of the area businesses are interested in participating, the project is still made cost-free to the City due to the sponsorship funds CGI Digital has received for the program.

Motion by Thiele, seconded by Coenen to grant permission to the Mayor to enter into an

agreement with CGI Digital to participate in their cost-free Community Video Program after the City Attorney reviews the contract.
All members voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:23 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Coenen to adopt the Finance and Personnel Committee Meeting Minutes of April 3, 2024.
All Ald. voted aye.
Motion carried.

Health and Recreation Committee Meeting Minutes of April 3, 2024.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Wednesday, April 3, 2024 at 6:24 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Eggleston, Ald. Moore, Ald. Thiele, Ald. Antoine, Attorney Davidson, DPW/Eng. Neumeier, and interested citizens.

1. **Correspondence** – None.

2. Discussion Topics.

a. Class "B" Beer and "Class C" Wine License to New China Wok, Inc., Dong Sheng Chen Agent, 1810 Crooks Ave. B, Kaukauna.

Motion by DeCoster, seconded by Schell to grant the Class "B" Beer and "Class C" Wine License to New China Wok, Inc., Dong Sheng Chen Agent, 1810 Crooks Ave. B, Kaukauna.
All members voted aye.
Motion carried.

d. Adjourn.

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

The meeting adjourned at 6:25 P.M.

Sally Kenney, Clerk

Motion by Kilgas, seconded by Moore to adopt the Health and Recreation Committee Meeting Minutes of April 3, 2024 as amended.

All Ald. voted aye.

Motion carried.

Legislative Committee Meeting Minutes of April 3, 2024.

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Coenen on Wednesday, April 3, 2024 at 6:26 P.M.

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

Also present: Mayor Penterman, Ald. Antoine, Ald. DeCoster, Ald. Kilgas, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Police Chief Graff, Fire Chief Carrel, Kittel, Fencil, Swaney and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. Ordinance 1902-2024 – Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

Motion by Moore, seconded by Eggleston to recommend approval to the Common Council the Ordinance 1902-2024 – Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

All members voted aye.

Motion carried.

b. Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

Motion by Moore, seconded by Schell to recommend approval to the Common Council the Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded by Eggleston to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:34 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of April 3, 2024.

All Ald. voted aye.

Motion carried.

Plan Commission Meeting Minutes of March 7, 2024.

Motion by Moore, seconded by Eggleston to receive and place on file the Plan Commission Meeting Minutes of March 7, 2024.

All Ald. voted aye.

Motion carried.

Industrial Park Commission Meeting Minutes of December 18, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the Industrial Park Commission Meeting Minutes of December 18, 2023.

All Ald. voted aye.

Motion carried.

1000 Islands Environmental Center Committee Meeting Minutes of February 15, 2024.

Motion by Eggleston, seconded by Antoine to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of February 15, 2024.

All Ald. voted aye.

Motion carried.

Grignon Mansion Board Meeting Minutes of January 22, 2024.

Motion by Thiele, seconded by Kilgas to receive and place on file the Grignon Mansion Board Meeting Minutes of January 22, 2024.

All Ald. voted aye.

Motion carried.

Library Board Meeting Minutes of February 27, 2024.

Motion by Kilgas, seconded by Schell to receive and place on file the Library Board Meeting Minutes of February 27, 2024.

All Ald. voted aye.

Motion carried.

Operator (Bartender) Licenses.

The following applicants have applied for an operator's license for the license year 2022-2024 and have been recommended for approval based on their record check by the police department:

Erickson	Anita	L.	342 E. Columbian Ave.	Neenah
Jansen	Kayla	L.	N142 Briarwood Dr.	Appleton
Raatz	Linda	M.	N3971 Washington Ave. #5	Freedom
Schmidt	Jeremy	J.	603 Gertrude St.	Kaukauna
Sumislaski	Amanda	L.	222 W. 9 th St.	Kaukauna
VanDriel	Nicole	A.	4400 Coriander Court	Kaukauna

Motion by Kilgas, seconded by Thiele to approve the operator/bartender license.

All Ald. voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

Development Update.

Planning and Community Development Director Kittel reviewed the current projects. Currently there are numerous projects going on in the City. The updates on the larger developments currently under construction or about to begin are: Grand Stay Hotel in Commerce Crossing- Site plans have been approved with construction anticipated to start in the next few months; U-Haul Project at Commerce Crossing- The buildings are coming along with most of the exterior work wrapping up and interior work on going; Legacy Creekside Apartments - The western most building has all the siding on and interior work is ongoing. One other apartment building is just starting to be framed up with the foundations in for two more apartment buildings; TANN Corp- Manufacturing Facility at New Prosperity Industrial Park- Foundation is in and the building shell is being put up; Straight line- Manufacturer in New Prosperity Industrial Park- Exterior walls are up and interior work is about to begin; Klink Equipment- Site plans have been approved with construction anticipated starting this

spring; The Reserve - Site Plans are being developed with construction anticipated to start this summer; Berker's Family Dentistry is nearing completion of addition; Enterprise Electric- Site plans have been approved for a new 9,000 square foot facility off Driessen Drive. Construction to start soon.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1902-2024 Ordinance Amending Sections 11.11(3) and 11.11(5) Waste Material.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1902-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt Ordinance 1902-2024.

All Ald. voted aye.

Motion carried.

Ordinance 1903-2024 Ordinance Creating Section 7.12 (12) Municipal Property Deemed Private.

Motion by Moore, seconded by Schell to suspend the rules and waive the reading of Ordinance 1903-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt Ordinance 1903-2024.

All Ald. voted aye.

Motion carried.

Ordinance 1904-2024 Ordinance to Annex Land from the Town of Buchanan to the City of Kaukauna.

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1904-2024.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1904-2024.

All Ald. voted aye.

Motion carried.

Resolution 2024-5423 Resolution to Approve the Blue Stem West Preliminary Plat.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Resolution 2024-5423.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2024-5423.

All Ald. voted aye.

Motion carried.

Resolution 2024-5424 Resolution to Deny the Country Trails Preliminary Plat.

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2024-5424.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2024-5424.
All Ald. voted aye.
Motion carried.

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. - N.E.W. Prosperity Center - 2023-PL-09.

Motion by Moore, seconded by Coenen to adjourn to closed session.
All Ald. voted aye.
Motion carried.

Adjourned to close session at 7:27 p.m.

Return to open session for possible action.

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

Returned to Open Session at 7:30 pm

Motion by Antoine, seconded Moore to approve the Amendment to Offer to Purchase to list Klink Properties 2, LLC and change the closing date from April 1, 2024 to April 4, 2024.
All Ald. Voted aye.
Motion carried.

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 - Dreamville.

Motion by Moore, seconded by Eggleston to adjourn to closed session.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 7:30 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 7:39 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 - 2024-PL-02; 106 E. Second Street.

Motion by Moore, seconded by Coenen to adjourn to closed session.
All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:40 pm.

Return to open session for possible action.

Motion by Thiele, seconded by Schell to return to open session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:45 pm.

Motion by Moore, seconded Kilgas to approve the agreement and direct staff to finalize the agreement with the Developer with condition that all documents require in agreement are provided to staff and allow staff to make non-substance changes.

All Ald. voted aye.

Motion carried.

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 – Kay Drive.

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

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 7:47 pm.

Return to open session for possible action.

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

All Ald. voted aye.

Motion carried.

Returned to Open Session at 8:00 pm.

ADJOURN

Motion by Moore, seconded by Schell to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:02 p.m.

Sally Kenney, Clerk