



# COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MAY 16, 2023

Pursuant to adjournment on May 2, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, May 16, 2023.

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

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Fin. Dir. Van Rossum, Planner Stephenson, Police Chief Graff, 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 Antoine to adopt the minutes of the Common Council meeting of May 2, 2023.

All Ald. voted aye.

Motion carried.

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

Letter from Mel Rabideau, VFW Post 3319 requesting a donation for the Memorial Day Program was read.

Motion by Coenen, seconded by Moore to receive and place on file the donation request letter from Mel Rabideau, VFW Post 3319.

All Ald. voted aye.

Motion carried.

## Bills Payable

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

All Ald. voted aye.

Motion carried.

## PUBLIC APPEARANCES

No one appeared.

Mayor Penterman congratulated Council President Moore on earning the Philip F. LaFollette Public Official Award. This award is presented to individuals who have made a significant impact on public power through an extraordinary commitment to service.

## BUSINESS PRESENTED BY THE MAYOR

**Reappointment of Will Van Rossum to the Fox Cites Room Tax Commission.**

Motion by Moore, seconded by Schell to reappoint Will Van Rossum to the Fox Cites Room Tax Commission.

All Ald. voted aye.

Motion carried.

**Wisconsin Economic Development Corporation Community Development Investment Vibrant Spaces Grant update.**

Mayor Penterman stated this grant was applied for to be used for alley reactivations. It is a new grant this year through the State. Announcement of grant awards should happen in the next couple of weeks.

**City of Kaukauna business received \$360,000 through Main Street Bounce Back Program.**

Mayor Penterman stated 36 Kaukauna businesses took part in the program. The City of Kaukauna was 3<sup>rd</sup> in the County with a number of awards given.

**Proclamation National Police Week May 14-20, 2023.**

Mayor Penterman read the Proclamation for National Police Week May 14-20, 2023.

Motion by Thiele seconded by Kilgas to receive and place on file the Proclamation National Police Week May 14-20, 2023.

All Ald. voted aye.

Motion carried.

**Proclamation National Public Works Week May 21-27, 2023.**

Mayor Penterman read the Proclamation National Public Works Week May 21-27, 2023.

Motion by Schell, seconded by Coenen to receive and place on file the Proclamation National Public Works Week May 21-27, 2023.

All Ald. voted aye.

Motion carried.

**Proclamation Emergency Medical Services Week May 21-27, 2023.**

Mayor Penterman read the Proclamation Emergency Medical Services Week May 21-27, 2023.

Motion by Moore, seconded by Kilgas to receive and place on file the Proclamation Emergency Medical Services Week May 21-27, 2023.

All Ald. voted aye.

Motion carried.

**Request from Electric City VFW Post 3319 for \$300 for Memorial Day expenses.**

Motion by Eggleston, seconded by DeCoster to approve the \$300 donation to Electric City VFW Post 3319 for Memorial Day expenses.

All Ald. voted aye.

Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Board of Public Works Meeting Minutes of May15, 2023.**

**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, May 15, 2023 at 6:00 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, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

**1. Correspondence – none.**

**2. Discussion Topics.**

**a. Recommendation on Award for Project 10-23 Diesel Back-up Generator Replacement at Tower Drive Lift Station.**

DPW/Eng. Neumeier stated only one bid was received for this project. The bid received was over budget. The generator does not meet code, so the project was bid accordingly. DPW/Eng. Neumeier is recommending the bid received be rejected and that Project 10-23, diesel back-up generator replacement at Tower Drive Lift Station be re-bid with an alternate scope.

Motion by Coenen, seconded by Kilgas to reject all bids for Project 10-23 Diesel Back-up Generator Replacement at Tower Drive Lift Station.

All Ald. voted aye.

Motion carried.

**b. Sidewalk Builders License to Fuzzy's Concrete, Sturgeon Bay, WI.**

Motion by Antoine, seconded by Schell to grant the Sidewalk Builders License to Fuzzy's Concrete.

All Ald. voted aye.

Motion carried.

**c. 2023 Capital Borrowing.**

Finance Director/Treasurer Van Rossum provided a list of proposed projects requiring approval, along with their funding needs. Funding for these projects will require municipal bonding. Some projects will also receive funding from other sources such as special assessments, grants, or TIFs. The table provided shows the breakdown of project costs and funding sources. These projects are expected to be completed over the next one to three years. Of note, the Aquatic Center and various development projects are included in the list. While the entire list of projects will be backed by G.O. bonds, the \$4.1 million associated with development incentives will be repaid by Tax Increment districts. To accommodate this, the City will issue taxable bonds for these incentives and nontaxable bonds for the other projects. City staff is currently preparing for the rating calls, document preparations, and reporting required for the debt issues. Pending approval, the City plans to issue the bonds by the end of August 2023. Questions from the Board were answered.

Motion by Coenen, seconded by Moore to approve the 2023 Proposed Capital Projects Lists.

Roll Call vote: Antoine-aye, Coenen-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye.

Motion carried.

Motion by Schell, seconded by Moore to authorize the Finance Director to obtain the necessary funds, as indicated, to fully execute the approved project.

Roll call vote: Coenen-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye, Antoine-aye.

Motion carried.

**d. Public Works Update.**

DPW/Eng. Neumeier updated the Board on a HOVMSD Community Meeting on Wednesday, May 17 in Combined Locks. Recreation boating facilities funding through the DNR awarded 50% cost share for the Wisconsin Avenue Seawall project. Between two sources \$223,000 in grants have been awarded, which is 86% of the estimated project costs. TDS has a new contractor in the City, Spriggs Construction, LLC. They are projecting the end of this year for completion of the project.

**3. Adjourn.**

Motion made by Antoine, seconded by Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:36 p.m.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of May 15, 2023.

All Ald. voted aye.

Motion carried.

**Finance and Personnel Committee Meeting Minutes of May 15, 2023.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, May 15, 2023, at 6:37 p.m.

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

Also present: Ald. Schell, Ald. DeCoster, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

**1. Correspondence - None.**

**2. Discussion Topics.**

**a. Authorization to fill vacant Police Officer position due to resignation.**

Motion by Moore, seconded by Coenen to authorize the filling of the vacant Police Officer position due to resignation.

All members voted aye.

Motion carried.

**b. Summer hours pilot program.**

Staff would like to propose a pilot program for alternative hours. The purpose of this program is to try and provide more flexibility and work-life balance for as many staff as possible, while

still providing great service to our residents. This pilot program will not reduce the number of hours in which staff work, but will adjust start times, and lunch lengths in some cases, to provide for early outs on Fridays. This may also benefit residents by opening the Municipal Services Building and Street Park and Recreation offices at 7:30 am to allow the public to take care of their business in the early AM hours before many other businesses are open. In researching this topic, we found numerous municipalities in our area have alternative schedule arrangements providing shortened workdays on Fridays. Additionally, we asked departments that may be affected by this to track their unexpected window and phone traffic on Fridays. This tracking began in April 2023. Observationally staff felt that window and phone traffic was very sparse, but tracking allowed us to better identify whether closing early on Fridays would provide a major disruption for residents. Discussion was held and questions answered.

Proposed Municipal Services Building Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday

Proposed Municipal Services Building Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday Lunch = ½ hour unpaid

Total hours for the week = 37.5 hours

Proposed Street Department Crew Hours:

7:00 am – 3:30 pm Monday – Thursday 7:00 am – 1:00 pm Friday Lunch = 15 minutes paid

Total hours for the week = 40 hours.

Proposed SPAR Building Office Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 11:00 am Friday.

Proposed SPAR Office Staff Hours:

7:30 am – 4:30 pm Monday – Thursday 7:30 am – 2:00 pm Friday Lunch = 1-hour unpaid Total hours for the week = 37.5 hours Full and part-time employees within these departments/buildings will be participating in the alternative schedules.

We would like to implement these hours beginning on June 1 and ending on September 6.

Motion by Moore, seconded by Eggleston to approve the summer schedule for the dates and areas mentioned above and direct mayor and staff to report back the data at the end of the year.

All members voted aye.

Motion carried.

**c. Strategic Plan Facilitator.**

Staff have been working to determine a process to better align capital and people requests with overall City priorities and goals that can be understood by all those involved in these processes. This began by establishing the People Operations Plan or POP plan. The purpose of this was to allow us to identify and budget for staffing requests over an ongoing five-year period. However, this process didn't solve some of the other concerns that arise from multiple capital and staff requests coming in with a limited budget to allocate. Specifically, we would like to establish a process in which requests are being allocated in alignment with overall City goals and priorities. We believe this will allow us to more effectively and confidentially allocate resources and provide a shared understanding of decisions. Additionally, as part of these requests, we would like to equip departments with tools to be able to analyze and identify if

other solutions may exist other than the allocation of additional people and capital. Dates have been established for this process to begin. The dates selected are June 27 and June 28, 2023. Because this project is one that is complex and may have a significant impact on the City's resource allocation strategy, we believe it would be prudent to work with a professional who has experience in facilitating strategic plans. Additionally, hiring a facilitator will ensure that all City department heads can be active participants in the process. Staff had discussions with multiple strategic planning facilitators and have determined that Fox Valley Technical College has the expertise and experience to help us accomplish our goals outlined. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to authorize staff to engage Fox Valley Technical College to facilitate the development of an operational strategic plan, with a maximum cost of \$7,085.

All members voted aye.

Motion carried.

### **3. Adjourn.**

Motion by Moore, seconded Antoine to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:31 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Moore to adopt the Finance and Personnel Committee Meeting Minutes of May 15, 2023.

All Ald. voted aye.

Motion carried.

### **Health and Recreation Committee Meeting Minutes of May 15, 2023.**

#### **HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chair Kilgas on Monday, May 15, 2023 at 7:31 P.M.

Members present: Coenen, DeCoster, Kilgas and Schell.

Also present: Mayor Penterman, Ald. Antoine, Ald. Moore, Ald. Eggleston, Ald. Thiele, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Fire Chief Carrel, Asst. Fire Chief Foss, and interested citizens.

#### **1. Correspondence – None.**

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

##### **a. Amplified Music request to Michael Weaver, VFW Post 3319 on May 29, 2023 from 11:00 am to Noon for the Memorial Day Ceremony.**

Motion by Coenen, seconded by Schell to approve the amplified Music request to Michael Weaver, VFW Post 3319 on May 29, 2023 from 11:00 am to Noon for the Memorial Day Ceremony.

All members voted aye.

Motion carried.

### **3. Adjourn.**

Motion made by Coenen, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:32 P.M.

Sally Kenney

Clerk

Motion by Kilgas, seconded by Schell to adopt the Health and Recreation Committee Meeting Minutes of May 15, 2023.

All Ald. voted aye.

Motion carried.

### **Legislative Committee Meeting Minutes of May 15, 2023.**

#### **LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Coenen on Monday, May 15, 2023 at 7:33 P.M.

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

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

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

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

##### **a. Ordinance Amending Section 21.10 Penalty and Fines.**

Chief Carrel stated changes will give Kaukauna citizens a clear and concise step by step process to the fire code violations and fees associated with them. Communities in the area were surveyed to come up with common fees. Attorney Davidson did state all departments will be implementing a change to this code for a clearer list of fees. Discussion was held and questions answered.

Motion by Moore, seconded by Eggleston to forward, and recommend approval of, Ordinance 1881-2023 - Ordinance amending section 21.10 Penalty and Fines, to the Common Council.

All members voted aye.

Motion carried.

#### **3. Adjourn.**

Motion by Eggleston, seconded by Schell to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:42 p.m.



Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of May 15, 2023.

All Ald. voted aye.

Motion carried.

**Library Board Meeting Minutes of March 28, 2023.**

Motion by Kilgas, seconded by Eggleston to receive and place on file the Library Board Meeting Minutes of March 28, 2023.

All Ald. voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of April 11, 2023.**

Motion by Moore, seconded by DeCoster to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of April 11, 2023.

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:

Brice	Parris	M.	2071 Jenny Ct.	Pulaski
Gehrman	Janelle	M.	2700 N. Ullman St.	Appleton
Hurst	Jessica	M.	212 W. 17 <sup>th</sup> St.	Kaukauna
Meyer	Tobin	J.	812 Cleveland Ave.	Kaukauna
Riha	Amber	L.	512 N. 10 <sup>th</sup> St. Apt. 27	De Pere
Soto	Edith	M.	W4858 Spring Hill Dr.	Sherwood
Stindle Jr.	Timothy	R.	W5574 Hoelzel Way	Appleton
Vandenberg	Amy	L.	1801 White Dove Ln.	Kaukauna
Woelfel	Jackie	S.	N4243 Finnegan Rd.	Chilton

Motion by Kilgas, seconded by Antoine to approve the Operator (Bartender) Licenses.

All Ald. voted aye.

Motion carried.

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

Moore	Enos	E.	704 E. 9 <sup>th</sup> St.	Kaukauna
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Motion by Kilgas, 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 Kilgas to receive and place on file the April 2023 Fire Report.

All Ald. voted aye.

Motion carried.



**Ambulance Report**

Motion by Moore, seconded by Antoine to receive and place on file the April 2023 Ambulance Report.

All Ald. voted aye.

Motion carried.

**Police Report**

Motion by Moore, seconded by Schell to receive and place on file the April 2023 Police Report.

All Ald. voted aye.

Motion carried.

**Municipal Court Report**

Motion by Moore, seconded by Eggleston to receive and place on file the April 2023 Municipal Court Report.

All Ald. voted aye.

Motion carried.

**Clerk-Treasurer's Deposit Report**

Motion by Moore, seconded by Kilgas to receive and place on file the April 2023 Clerk-Treasurer's Deposit Report.

All Ald. voted aye.

Motion carried.

**Building Inspection Report.**

Motion by Moore, seconded by Schell to receive and place on file the April 2023 Building Inspection Report.

All Ald. voted aye.

Motion carried.

**Renew Kaukauna Initiative.**

Planning and Community Development Director Stephenson stated the goal of the Renew Kaukauna Initiative is to invest both public and private funds into Kaukauna's downtown to both beautify and revitalize the corridor. RACK has discussed the program at multiple meetings and made several edits. The program presented to the Council today has been approved by RACK and recommended for approval by the common council. If the Council chooses to move forward with this program, the funds would be made available immediately after approval and RACK would administer the oversight of each project applying for funding. Discussion held and questions answered.

Motion by Thiele, seconded by Kilgas to approve the Renew Kaukauna Initiative.

All Ald. voted aye.

Motion carried.

**PRESENTATION OF ORDINANCES AND RESOLUTIONS****Ordinance 1881-2023 Ordinance Amending Section 21.10 Penalty and Fines.**

Motion by Moore, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1881-2023.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1881-2023.  
All Ald. voted aye.  
Motion carried.

**Resolution 2023-5385 Resolution Accepting Plan Commission Approval of a Special Exception for Parcel 323172300.**

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Resolution 2023-5385.  
All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2023-5385.  
All Ald. voted aye.  
Motion carried.

**Resolution 2023-5386 Resolution Accepting Plan Commission Approval of a Special Exception for Parcel 321017800.**

Motion by Moore, seconded by Coenen to suspend the rules and waive the reading of Resolution 2023-5386.  
All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Thiele to adopt Resolution 2023-5386.  
All Ald. voted aye.  
Motion carried.

**Resolution 2023-5387 Resolution Approving the preliminary Plat for Legacy Acres Subdivision**

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2023-5387.  
All Ald. voted aye.  
Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2023-5387.  
All Ald. voted aye.  
Motion carried.

**ADJOURN**

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

Meeting adjourned at 7:58 p.m.

Sally Kenney, Clerk