

## HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Vice Chair Schell on Monday, November 3, 2025, at 6:24 P.M.

Members present: Kilgas, Schell, and Thiele.

Also present: Ald. Antoine, Ald. Schumacher, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Director Vosters, Fire Chief Carrel, HR Director Hodge, Street Superintendent Van Gompel, and interested citizens.

Motion by Kilgas, seconded by Thiele to excuse the absent Member (DeCoster).

All members present voted aye.

Motion carried.

### 1. Correspondence – none.

### 2. Discussion Topics.

#### a. Solicitor License.

The following applicant has applied for a solicitor's license for the license year 2025 and has been recommended for approval based on their record check by the police department:

Ashton	Roberts	M.	N1550 Harrison Street	Kaukauna
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Alder Kilgas asked if solicitors are told they need to wear the badge/license once they receive it. Deputy Clerk Nelson stated that going forward the Clerk's Office will be sure to notify the applicant that they need to wear the badge when they are soliciting.

Motion by Thiele, seconded by Kilgas to grant the Solicitor License.

All members present voted aye.

Motion carried.

#### b. Live! at Hydro Park Music Series and Farmers Market 2025 Recap.

Com. Enrich. and Rec. Director Vosters stated that they had a very good season despite the rain. There were more sponsorships this year, but beer sales were down so the season was a wash, similar to last year. The farmers market, also held on Wednesday evenings, had twenty new vendors this year, as well as a waitlist. This year was also the first year they had sponsorships for the farmers market. Overall, Vosters stated it was a great year for both Live! and the farmers market. She also noted that there will be a survey sent out to the farmers market vendors. They notice a dip in attendance once the Live! concert series ends in the second week of August. The farmers market continues for another six weeks. They are looking for feedback to see if they should shorten the season for the market or other ideas.

Alder Kilgas asked if the Saturday market was compared to Wednesday night. Vosters stated that Saturdays are oversaturated in the area with farmers market and most vendors prefer Wednesday evening. Alder Schell asked about the possibility of adding a few more weeks to the Live! concert series to keep attendance up at the market. Vosters said she can look into the cost of extending to a ten or twelve week concert series. Vosters indicated that the contract for

Live! went up \$2,000 from 2024 to 2025 and the contract ends in 2026. Alder Thiele asked if we look at more than one vendor that offers the contract service. Vosters indicated that we do look at more than one vendor. Alder Kilgas thanked staff for all of the information that was put together.

**c. Special Event Fee Update Recommendation.**

The City of Kaukauna hosts more than 40 events (not including athletic tournaments) annually that meet the definition of a Special Event. A special event is defined as: any public event which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way. As part of the City's Strategic plan, the special events permit/application revision process began in 2024. The revision exercise provided an additional opportunity to examine challenges that the City has encountered throughout the last 10 years. We found that special events permitting local and national trends and challenges have changed over the last decade. The current permitting process and documents have not been revised in over ten years. Staff created an online form that streamlined the application process. Staff also noted that we are the only community in the area not charging for these events, so they put together fees to help recoup the cost to the city to hold the events.

Alder Kilgas asked if there is a cost difference for profit versus non-profit applicants. Com. Enrich. And Rec. Director Vosters indicated most applicants are non-profit and there is no difference in fees, but there is financial assistance available if needed. Alder Thiele asked for clarification as to why the Fox Heritage Run would have fees waived for 2026. This is because they have already submitted their application for next year but were made aware of fees being charged in the future.

Motion by Kilgas, seconded by Schell to allow staff to implement the following fees for external Special Events beginning for 2026 events: (1) City Staff: Overtime Labor \$70/hr./staff, (2) City Staff: Double time/Holiday \$93/hr./staff, (3) Picnic tables-\$7/table, (4) Garbage/recycle carts-\$4/cart, (5) Barricades-\$2/item/day, (6) Cones-1-20, \$10/day 20-50, \$20/day 51+, \$30/day, (7) Application fee-\$20 per application, nonrefundable or transferable, (8) Deadline-60 days before event; and forward it to Common Council for final action.

All members present voted aye.

Motion carried.

Motion by Thiele, seconded by Kilgas to waive Fox Heritage Run fees for 2026.

All members present voted aye.

Motion carried.

**d. Resolution 2025-5488 Resolution Clarifying Appointments to the 1000 Islands Environmental Center Board.**

At the October 21, 2025, Common Council meeting, four individuals were appointed to three-year terms on the 1000 Islands Environmental Center Committee. Upon review of Section 1.44(3) of the City ordinances, it was noted that citizen member terms must be staggered so that no more than three expire in any given year. The current appointments, if left unchanged, would result in all four terms expiring simultaneously, which is inconsistent with the ordinance.

Motion by Thiele, seconded by Kilgas to approve the proposed resolution and forward it to the Common Council for final action.

All members present voted aye.

Motion carried.

### **3.Adjourn.**

Motion by Kilgas, seconded by Thiele to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:45 pm.

Christina Nelson, Deputy Clerk