



# COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 4, 2025

Pursuant to adjournment on February 19, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 4, 2025.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel (Zoom), Judge Proffitt and interested citizens.

Motion by Moore, seconded by Eggleston 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 Thiele to suspend the rules and waive the reading of the minutes of the Common Council meeting of February 19, 2025.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to adopt the Common Council meeting minutes of February 19, 2025.

All Ald. Present voted aye.

Motion carried.

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

### **Bills Payable**

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

All Ald. Present voted aye.

Motion carried.

## PUBLIC APPEARANCES

## BUSINESS PRESENTED BY THE MAYOR

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### **Board of Public Works Meeting Minutes of February 3, 2025**

#### **BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, March 3, 2025.

2025 at 6:00 P.M.

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

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, Com Enrich. & Rec Dir. Vosters, Fin. Dir. Van Rossum, Mark. & Com. Manager Fencl, Finance Dir./Treasurer Van Rossum, and interested citizens.

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

All Ald. Present voted aye.

Motion carried

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Recommend Award for Project 12-23, Wisconsin Avenue Seawall.**

The City received three bids for the referenced project, ranging from \$311,864.35 to \$399,101.00. See attached Bid Tabulation. The low bid was Highway Landscapers, Inc. in the amount of \$311,864.35. The two lowest bids were within \$6,000 (about 1.7%). This indicates that the bids were competitive and the City is getting a fair price for the work.

Motion by Moore, seconded by DeCoster to award Project 12-23, Wisconsin Avenue Seawall to Highway Landscapers, Inc. for the total base bid price of \$311,864.35.

All Ald. Present Voted aye.

Motion carried.

**b. Recommend Award for Project 3-25, 2025 Alley Paving Project**

The Engineering Department has reviewed the bids from three contractors, received on February 26, 2025, at 4:00 PM for the 3-25 Alley Paving Project. The Engineering Department also created an engineer's estimate prior to bid opening.

Motion by Kilgas, seconded by Schell to award Project 3-25 Alley Paving to Northeast Asphalt, Inc. for a total bid price of \$289,874.75.

All Ald. Present voted aye.

Motion carried.

**c. Public Works Updates.**

Northeast Asphalt will be milling some heaving pavement at the CE/55 roundabout and at 55/00 area on Friday morning. Spring weight limits are on, information is on the website. Due to warm weather, the ice rink has been shut down for the season. The boardwalk at 1000 Islands is about 90% complete and should be done by the end of the week. Street Department will be installing new siding at the 1000 Islands Environmental Center.

**3. Adjourn.**

Motion made by Eggleston, seconded by Moore to adjourn.  
All Ald. Present voted aye.  
Motion carried.

Meeting adjourned at 6:07 pm.

Kayla Nessmann, Clerk

Motion by Thiel, seconded by Moore to adopt the Board of Public Works Meeting Minutes of March 3, 2025.  
All Ald. Present Voted aye.  
Motion carried.

### **Finance and Personnel Committee Meeting Minutes of March 3, 2025.**

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

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, March 3, 2025, at 6:10 pm.

Members present: Mayor Penterman, DeCoster, Kilgas, Moore, Schell, and Schumacher.

Also present: Ald. Eggleston, Ald. Thiel, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, Com Enrich. & Rec Dir. Vosters, Fin. Dir. Van Rossum, Mark. & Com. Manager Fencl, Finance Dir./Treasurer Van Rossum, and interested citizens.

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

None.

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

##### **a. Ordinance Establishing Salaries for Various Elected Officials.**

Mayor Penterman explained that this was inadvertently missed back in December and that it is also on tonight's Legislative agenda. The recommendation at the Legislative committee is to approve the Ordinance Establishing Salaries for Various Elected Officials and recommend the same to Common Council

##### **b. Proposed Job Title Creation to Fill Existing Vacancies in the Fire Department.**

The Fire Department is facing an urgent staffing challenge with four vacant positions, including one unfilled since September despite extensive recruitment efforts. This proposal seeks only to create a new job title to fill existing vacancies and does not request any positions beyond those already approved by the council. To address this shortage, I am proposing that we create a new "Firefighter/EMT" position that would allow us to hire qualified candidates who are still completing paramedic training. By implementing this change, we can immediately begin to fill our vacancies with promising candidates, address our critical staffing needs, and maintain our high standards of emergency service for our community. Discussion held and questions answered.

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

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

Motion carried.

Meeting adjourned at 6:23 pm.  
Kayla Nessmann, Clerk

Motion by Moore, seconded by Kilgas to adopt the Finance and Personnel Committee Meeting Minutes of March 3, 2025.

All Ald. present Voted aye.

Motion carried.

## **Health & Recreation Committee Meeting Minutes of March 3, 2025**

### **HEALTH AND RECREATION COMMITTEE**

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

Members present: Eggleston, DeCoster, Schell, and Thiele.

Also present: Mayor Penterman, Ald. Moore, Ald. Kilgas, Ald. Schumacher, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Street Superintendent Van Gompel, Dir. of Plan. & Com. Dev. Kittel (Zoom), Chief Graff, HR Director Hodge (Zoom), Com Enrich. & Rec Dir. Vosters (Zoom), Fin. Dir. Van Rossum, Mark. & Com. Manager Fencil (Zoom), and interested citizens.

**1. Correspondence** – none.

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

##### **a. Solicitors Licenses.**

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

Boehlke	Michael	J.	N9108 Noe Rd	Appleton
Goudy	Phillip	L.	427 Maple Ln	Neenah
Hausner	Matthew	G.	1000 Oviatt St	Kaukauna
Holsten	Dylon	C.	332 N Nash St	Hortonville
Johnston	Damian.	L.	2030 Regency Ct #3	Appleton
Krause	Mya	M.	2975 W Lawrence St	Appleton
Kvatek	Brandon	M.	913 Rugby St	Oshkosh
Pierce	Bryce	T.	N2755 Pryse	Waupaca
Turner	Colin	D.	625 A W 10th Ave	Oshkosh
Utley	Jared	L.	1834 Henry St	Neenah

Motion by Schell, seconded by Eggleston to approve the solicitors licenses.

All members voted aye.

Motion carried.

##### **b. Temporary Class B License to Kaukauna Lions Club, on June 11,18, 25; July 2, 9,16, 23, 30; August 6,13, 2025, for Hydro Live Concert Series and June 20-21, 2025, for River Jam.**

Motion by Thiele, seconded by DeCoster to approve the Temporary Class B License to Kaukauna Lions Club, on June 11,18, 25; July 2, 9,16, 23, 30; August 6,13, 2025, for Hydro Live Concert Series and June 20-21, 2025, for River Jam.

All members voted aye.  
Motion carried.

**c. Special Event Application to Melanie Draheim, on August 2, 2025, for Bike to the Beat at Grignon Mansion and Kaukauna Athletic Field from 7AM-3PM.**

Motion by DeCoster, seconded by Thiele to approve the Special Event Application to Melanie Draheim, on August 2, 2025, for Bike to the Beat at Grignon Mansion and Kaukauna Athletic Field from 7AM-3PM.

All members voted aye.  
Motion carried.

**d. Amplified Music Request to Melanie Draheim on August 2, 2025, for Bike to the Beat at Grignon Mansion from 7:30AM-1PM and Kaukauna Athletic Field from 7:30AM-2:30PM.**

Motion by Thiele, seconded by Eggleston to approve the Amplified Music Request to Melanie Draheim on August 2, 2025, for Bike to the Beat at Grignon Mansion from 7:30AM-1PM and Kaukauna Athletic Field from 7:30AM-2:30PM.

All members voted aye.  
Motion carried.

**e. Temporary Class B License to Fox Cares Foundation, on August 2, 2025, for Bike to the Beat at Grignon Mansion from 7AM-3PM.**

Motion by Eggleston, seconded by Thiele to approve the Temporary Class B License to Fox Cares Foundation, on August 2, 2025, for Bike to the Beat at Grignon Mansion from 7AM-3PM.

All members voted aye.  
Motion carried.

### **3.Adjourn.**

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

Meeting adjourned at 6:28 pm.

Kayla Nessmann, Clerk

Motion by Schell, seconded by Antoine to adopt the Health & Recreation Committee Meeting Minutes of March 3, 2025.

All Ald. Present Voted aye.  
Motion carried.

### **Legislative Committee Meeting Minutes of March 3, 2025 LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Vice Chair DeCoster on Monday, March 3, 2025, at 6:29 P.M.

Members present: DeCoster, Thiele, and Schumacher.

Absent & Excused: Antoine.

Also present: Ald. Schell, Ald. Kilgas, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, Com Enrich. & Rec Dir. Vosters, Fin. Dir. Van Rossum, Mark. & Com. Manager FencI, Finance Dir./Treasurer Van Rossum, and interested citizens.

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

All members Present voted aye.

Motion carried

## **1. Correspondence**

## **2. Discussion Topics.**

### **a. Consent Agenda Discussion.**

In our City Ordinances it is set at 2.03(2) that there is to be reading and approval of minutes and at (6) reports of standing and special committees. The reading of these items is sometimes time-consuming and are routine procedures the Common Council takes up at many or all its meetings. By implementation of a Consent Agenda, the City can approve all the meeting minutes and reports of city officers, provided that the information is given to Council Members before the meeting to review and pass all the items within the consent Agenda with a single motion. If during an Alder's review they notice a discrepancy within one of the items that needs to be amended, or otherwise wants to take that item up separately, an Alder can request the item be removed from the consent agenda. The item is then removed from the consent agenda and taken up immediately after the remaining consent agenda items are approved. Discussion held and questions answered.

### **b. Ordinance Establishing Salaries for Various Elected Officials.**

Motion by Thiele, seconded by Schumacher to approve Ordinance Establishing Salaries for Various Elected Officials and recommend the same to Common Council.

All members present voted aye.

Motion carried.

## **3. Adjourn.**

Motion by DeCoster, seconded by Thiele to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:38 p.m.

Kayla Nessmann, Clerk

Motion by Antoine, seconded by Eggleston to adopt the Legislative Committee Meeting Minutes of March 3, 2025.

All Ald. Present Voted aye.

Motion carried.

### **Committee of the Whole Meeting Minutes of March 3, 2025.**

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday,

March 3, 2025 at 6:40 P.M.

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

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Dir. of Plan. & Com. Dev. Kittel, HR Director Hodge, Com Enrich. & Rec Dir. Vosters, Fin. Dir. Van Rossum, Mark. & Com. Manager Fencil, Finance Dir./Treasurer Van Rossum, and interested citizens.

Motion by DeCoster, seconded by Eggleston to excuse the absent member.

All members Present voted aye.

Motion carried

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Strategic Plan Q3 and Q4 Update.**

City of Kaukauna staff provided a Strategic Plan Quarter 3 and Quarter 4 update. Some of the updates were, create a belonging & inclusion resource group, renovate one park every other year, enhance communication with council, and create an employee engagement plan. Discussion held and questions answered.

**b. Website Design Preview.**

Marketing and Communications Manager Fencil showed a preview of the City of Kaukauna's new website which will go live in a couple of weeks. Discussion held and questions answered.

**c. Communication Plan Initiative Clarification – Set up biennial Department Head meetings with each council member.**

As part of the Communications Plan, specifically under the initiative to enhance communication with the Council, there is an objective to "Establish biennial Department Head meetings with each council member." This initiative is scheduled for completion by the end of the year. The staff has been evaluating the most effective approach to implementing these meetings and would like input from the Council on their preferred structure. There are several existing avenues for communication, including emails, phone calls, scheduled meetings during business hours, and informal discussions before or after Council meetings. However, we want to ensure that this initiative aligns with what Council members find most valuable and efficient. Discussion held and questions answered.

**3. Adjourn.**

Motion made by Schell, seconded by Kilgas to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 7:58 p.m.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Schell to adopt the Committee of the Whole Meeting Minutes of

March 3, 2025.  
All Ald. Present Voted aye.  
Motion carried.

**Library Board Meeting Minutes of January 28, 2025.**

Motion by Kilgas, seconded by Antoine to receive and place on file the Library Board Meeting Minutes of January 28, 2025.

All Ald. Present 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:

Darrion	Englund	L.	600 Rosehill Rd	Kaukauna
Katie	Vandenberg	A.	W3130 E Broadway Dr	Freedom

Motion by Schell, seconded by Moore to approve the operator/bartender licenses as listed.  
All Ald. Present Voted aye.  
Motion carried.

**REPORTS OF CITY OFFICERS**

**Court Calendar.**

To alleviate the congestion on court days, we consulted with the SROs at both schools and Inge Murphy, Admin Services Supervisor at the Police Department to see if they would be open to moving the truancy court to the second Tuesday of the month, and have citations written by patrol officers to all be assigned to the first Tuesday of the month at 9 AM. I explained that I would be able to devote more time to each student, and have more opportunity to involve the parents, staff and the student in discussing how best to change the trajectory of the child, either in terms of attendance, performance or behavior modification. They agreed that having the day devoted to the students would likely be beneficial. Discussion held and questions answered.

Motion by Moore, seconded by Kilgas to approve the court calendar as presented and come back with an update in December.

All Ald. present voted aye.  
Motion carried.

**PRESENTATION OF ORDINANCES AND RESOLUTIONS**

**Ordinance 1923-2025 Ordinance Establishing Salaries for Various Elected Officials.**

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Ordinance 1923-2025 Ordinance Establishing Salaries for Various Elected Officials.

All Ald. present voted aye.  
Motion carried.

Motion by Moore, seconded by Antoine to adopt Ordinance 1923-2025 Ordinance Establishing Salaries for Various Elected Officials.

All Ald. Present voted aye.  
Motion carried.

**ADJOURN**



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

Meeting adjourned at 7:25 p.m.

Kayla Nessmann, Clerk

