



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 21, 2023

Pursuant to adjournment on March 7, 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, March 21, 2023.

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

Absent & Excused: Antoine

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Fin. Dir. Van Rossum, Lib. Dir. Thiem-Menning and interested citizens.

Motion by Coenen, seconded by Moore 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 Schell to adopt the minutes of the Common Council meeting of March 7, 2023.

All Ald. present 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. present voted aye.

Motion carried.

PUBLIC APPEARANCES

No one appeared.

BUSINESS PRESENTED BY THE MAYOR

Appointment of Ryan Micke to the Building Construction Board of Review to replace Randy Vercauteren.

Motion by Moore, seconded by Kilgas to appoint Ryan Micke to the Building Construction Board of Review to replace Randy Vercauteren.

All Ald. present voted aye.

Motion carried.

Letter from HOVMSD (Heart of the Valley Metropolitan Sewerage District).

Mayor Penterman read the letter from HOVMSD.

Motion by Coenen, seconded by DeCoster to receive and place on file the letter from HOVMSD.

All Ald. present voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Board of Public Works Meeting Minutes of March 20, 2023.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chairperson Thiele on Monday, March 20, 2023 at 6:00 P.M.

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

Absent & Excused: Antoine.

Also present: Mayor Penterman, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Street Sup. Van Gompel, Police Chief Graff, Fire Chief Carrel, Planner Stephenson, Building Insp. Jensen, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

1. Correspondence – none.

2. Discussion Topics.

a. Recommendation for Award of Project 1-23: 2023 Concrete Street Paving.

The Engineering Department has compared the two received bids against the engineers estimate. The bids themselves are within \$237,593.71 of each other which is a good indication that they are competitive. The higher bid (Vinton) is under the Budget Estimates by \$179,804.41 which is another indication that the received bids are reasonable and competitive. Questions from the Board were answered.

Motion by Moore, seconded by Eggleston to award Project 1-23: 2023 Concrete Street Paving to Zignego Company, Waukesha, WI for a total bid price of \$3,647,601.88.

All members present voted aye.

Motion carried.

b. Recommendation for Award of Project 4-23: 2023 Concrete Street Patch Program.

The Engineering Department has compared the two received bids. The low bidder was Al Dix Concrete.

Motion by Kilgas, seconded by Moore to award Project 4-23: 2023 Street Patch Program to Al Dix Concrete for a total bid price of \$194,825.00.

All members present voted aye.

Motion carried.

c. Bayorgeon Diamond #2 KAC Concession Roof Repair and Cooler Reconstruction.

Street Superintendent Van Gompel introduced KAC members and contractor. Background on this project was provided. KAC is requesting that the city reconstruct the roof system of the cooler section of the concession building, so KAC can rebuild the cooler and be prepared for the upcoming softball and baseball season. Current estimated total cost of roof repair and cooler

reconstruction is \$10,000. KAC member Tom Smith, 1100 Kristy Street, stated that they just need approval to go ahead with the project. The KAC is looking for help from city to fix the roof. Contractor Greg VanElzen, 1000 Kristy Street, spoke as to what should be done to fix the roof. Creating a pitch on the roof he feels would help. DPW/Eng. Neumeier was only able to find small amounts of information on the original building of the concession stand. He feels we need to have a professional come in to evaluate the roof to make sure the roof is safe. The work to install a new cooler needs to be permitted and inspected.

Motion by DeCoster, seconded by Moore to authorize City Staff to consult with professionals to determine needed repairs to roof system, propose a plan, and allow KAC to construct/install a new cooler at KAC expense with the stipulation that KAC plan is approved, permitted, and inspected by the City, a volunteer form is filled out, and a certificate of insurance is on file with the City.

All members present voted aye.

Motion carried.

d. 2022 Municipal Separate Storm Sewer System (MS4) Annual Report to DNR.

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BOPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing in order to maintain compliance with State and Federal regulations as well as gather comments on the report itself. In addition to the DNR reporting form, a summary of activities and accomplishments was provided, citing each General Permit section requirements.

Motion by Moore, seconded by Kilgas to receive and place on file the 2022 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the same to Wisconsin DNR.

All members present voted aye.

Motion carried.

e. DNR Urban Forestry Grant Award.

DPW/Eng. Neumeier informed the Board the City has received financial assistance from the State of Wisconsin DNR for ash tree removal and reforestation. Guidelines on the grant were provided. The grant award was \$25,000. Questions from the Board were answered.

Ald. Thiele shared the story about Street Foreman Pete Nelson who found a deceased cat in the City Street Department yard. Nelson went above and beyond to locate the cat's owner and return the cat. The owner made a comment on social media on the thoughtfulness of Nelson.

3. Adjourn.

Motion made by Eggleston, seconded by DeCoster to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:52 p.m.

Sally Kenney

Clerk

Motion by Thiele, seconded by Schell to adopt the Board of Public Works Meeting Minutes of March 20, 2023.

All Ald. present voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of March 20, 2023.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Eggleston on Monday, March 20, 2023 at 6:52 P.M.

Members present: DeCoster, Eggleston, and Kilgas.

Absent & Excused: Antoine

Also present: Mayor Penterman, Attorney Davidson, Alder Thiele, Alder Coenen, Alder Schell, Alder Moore, Street Sup. Van Gompel, Fin. Dir. Van Rossum, DPW/Eng. Neumeier, Planner Stephenson, Police Chief Graff, Fire Chief Carrel, Building Insp. Jensen and interested citizens.

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

All members present voted aye.

Motion carried.

1. Correspondence – None.

2. Discussion Topics.

a. Temporary Class B License to Oshkosh Area Community Pantry, 2551 Jackson St., Oshkosh on June 8 through June 10, 2023 for Electric City Experience, Hydro Park and surrounding area, Farmer's Market Parking Lot and 1 Block of W. 2nd Street.

Motion by DeCoster, seconded by Kilgas to grant the Temporary Class B License to Oshkosh Area Community Pantry, 2551 Jackson St., Oshkosh on June 8 through June 10, 2023 for Electric City Experience, Hydro Park and surrounding area, Farmer's Market Parking Lot and 1 Block of W. 2nd Street.

All members present voted aye.

Motion carried.

b. Request for \$10,000 from Jason Lipsky, Electric City Experience for event expenses.

Motion by Kilgas, seconded by DeCoster to approve the request for \$10,000 from Jason Lipsky, Electric City Experience for event expenses paid directly to the vendors.

All members present voted aye.

Motion carried.

c. Solicitor Licenses.

The following applicants have applied for a Solicitor's License for the license year 2023 and have been recommended for approval based on their record check by the police department.

Brazil	Duane	J.	105 Second Ave.	Weyauwega
Emunson	Austin	B.	N3029 State Road 47	Appleton
Retzlaff	Derek	J.	1094 Honeysuckle Ln.	Neenah
Voster-Guerra	Tristen	Y.	2340 Holly Rd.	Neenah

Ziegenbein	Nathan	L.	402 E. Wilson Ave.	Appleton
------------	--------	----	--------------------	----------

Motion by DeCoster, seconded by Kilgas to grant the solicitor's licenses.
All members present voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:58 pm.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Kilgas to adopt the Health and Recreation Committee Meeting Minutes of March 20, 2023.
All Ald. present voted aye.
Motion carried.

Legislative Committee Meeting Minutes of March 20, 2023.

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Vice-Chairman Coenen on Monday, March 20, 2023 at 6:58 P.M.

Members present: Coenen, Moore, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Davidson, Alder Eggleston, Alder Kilgas, Alder Schell, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Stephenson, Fire Chief Carrel, Police Chief Graff, Building Insp. Jensen, and interested citizens.

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

1. Correspondence.

A letter from Paul Hennes regarding recycling was read.

Motion by Moore, seconded by Thiele to receive and place on file the letter from Paul Hennes.
All members present voted aye.
Motion carried.

Ald. Coenen requested staff to look into this issue.

2. Discussion Topics.

a. Updated Inspection Fee Schedule.

Planner Stephenson gave an overview about how these fees were calculated and stated City Staff have been working on updates to the Inspection Fee Schedule for several months. We are

bringing back a proposed new fee schedule for Legislative Committee approval. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to approve the updated Inspection Fee Schedule.
All members present voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 7:08 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of March 20, 2023.
All Ald. present voted aye.
Motion carried.

Public Protection and Safety Committee Meeting Minutes of March 20, 2023.

PUBLIC PROTECTION AND SAFETY COMMITTEE

A meeting of the Public Protection and Safety Committee was called to order by Chairman Kilgas on Monday, March 20, 2023 at 7:09 pm.

Members present: Eggleston, Kilgas, Schell, Thiele.

Also present: Mayor Penterman, Alders Coenen, DeCoster, Moore, DPW/Eng. Neumeier, Planner Stephenson, Building Insp. Jensen, Police Chief Graff, Fire Chief Carrel, Fin. Dir. Van Rossum, Street Sup. Van Gompel, and interested citizens.

1. Correspondence - None.

2. Discussion Topics.

a. Authorization to order a Fire Response/Command Vehicle.

Chief Carrel stated that the Fire Department is looking to place an order for the purchase of a response vehicle. The estimated delivery would be late summer/fall of 2023. We are looking to purchase and outfit a Chevrolet Silverado ½ pickup truck for this purpose. This vehicle is currently listed in year one (2023) of the 2023-2027 Capital Project List. We have created the vehicle specifications utilizing the Wisconsin State Contract in an effort to take advantage of their group pricing. The daily purpose of this vehicle will be to allow for flexibility in our responses throughout the city. We are currently utilizing our main fire engine for all EMS responses to transport additional paramedics to the scene, as well as hundreds of fire inspections each year. This isn't an efficient use of the fire engine, and operating a smaller vehicle will be more economical, faster, and safer. The secondary benefit will be that it can be utilized as a command vehicle at active incidents. Currently, we do not have a vehicle in our fleet for this purpose. It is common for fire departments to have at least one or two vehicles dedicated to this purpose.

Motion by Eggleston, seconded by Thiele to authorize ordering a 2023 Chevrolet Silverado pickup

truck using the State of Wisconsin contract pricing.
All members voted aye.
Motion carried.

3. Adjourn.

Motion by Schell, seconded by Eggleston to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 7:16 p.m.

Sally Kenney
Clerk

Motion by Kilgas, seconded by Eggleston to adopt the Public Protection and Safety Committee Meeting Minutes of March 20, 2023.
All Ald. present voted aye.
Motion carried.

Redevelopment Authority of the City of Kaukauna Meeting Minutes of January 5, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of January 5, 2023.
All Ald. present voted aye.
Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 14, 2023.

Motion by Moore, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 14, 2023.
All Ald. present voted aye.
Motion carried.

Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of March 3, 2023.

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of March 3, 2023.
All Ald. present voted aye.
Motion carried.

1000 Islands Environmental Center Committee Meeting Minutes of February 16, 2023.

Motion by Eggleston, seconded by Moore to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of February 16, 2023.
All Ald. present 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:

Aubreigh	Taylor	D.	554 S. Huron Rd. Apt 90	Green Bay
Eiting	Michaela	M.	W2037 Vans Ct.	Freedom
Finlayson-Greene	Sarah	Q.	131 W. Greenfield Dr.	Little Chute
Lancour	Stephanie	P.	916 Main Ave.	Kaukauna
Longsine	Justin	L.	554 S. Huron Rd. Apt 90	Green Bay
Zuleger	Amber	L.	308 E. Eighth St.	Kaukauna

Motion by Eggleston, seconded by DeCoster to approve the Operator (Bartender) Licenses.
All Ald. present voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

Fire Report

Motion by Moore, seconded by Kilgas to receive and place on file the February 2023 Fire Report.
All Ald. present voted aye.
Motion carried.

Ambulance Report

Motion by Moore, seconded by Schell to receive and place on file the February 2023 Ambulance Report.
All Ald. present voted aye.
Motion carried.

Police Report

Motion by Moore, seconded by Coenen to receive and place on file the February 2023 Police Report.
All Ald. present voted aye.
Motion carried.

Municipal Court Report

Motion by Moore, seconded by Kilgas to receive and place on file the February 2023 Municipal Court Report.
All Ald. present voted aye.
Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by DeCoster to receive and place on file the February 2023 Clerk-Treasurer's Deposit Report.
All Ald. present voted aye.
Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Schell to receive and place on file the February 2023 Building Inspection Report.
All Ald. present voted aye.
Motion carried.

Heart of the Valley Chamber of Commerce Partner of the Year Award to Kaukauna Public Library.

Library Director Thiem-Menning informed the Council that the Kaukauna Public Library received the Heart of the Valley Chamber of Commerce Partner of the Year Award. Thiem-Menning thanked the Council for their support and for all the hard work of the Library staff.

Alder Moore congratulated Thiem-Menning and Library staff on earning this award.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

None.

CLOSED SESSION

Adjourn to Closed Session Pursuant to 19.85(1)(g) with respect to litigation in which it is or is likely to become involved.

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

All Ald. present voted aye.

Motion carried.

Moved to closed session at 7:26 p.m.

Return to Open Session for possible action.

Motion by Coenen, seconded by Thiele to return to Open Session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:37 p.m.

Motion by Moore, seconded by Coenen to authorize Boardman & Clark LLP, on behalf of the City, to file a complaint with the Public Service Commission of Wisconsin related to HOVMSD's rates, rules, and practices for the allocation and recovery of its interceptor related costs, including its upcoming interceptor rehabilitation project, subject to any revisions to the complaint recommended by the City's attorney and approved by Mayor Penterman.

All Ald. present voted aye.

Motion carried.

Adjourn to Closed Session Pursuant to 19.85(1)(g) with respect to litigation in which it is or is likely to become involved.

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

All Ald. present voted aye.

Motion carried.

Moved to closed session at 7:38 p.m.

Return to Open Session for possible action.

Motion by Moore, seconded by Coenen to return to Open Session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:42 p.m.

ADJOURN

Motion by Coenen, seconded by Kilgas to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 7:43 p.m.

Sally Kenney, Clerk

