



## **COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – DECEMBER 5, 2023**

Pursuant to adjournment on November 21, 2023 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, December 5, 2023.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, and interested citizens.

Motion by Coenen, 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 November 21, 2023.

All Ald. present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to adopt the Common Council meeting minutes of November 21, 2023.

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**

John Proffitt, 520 Bicentennial Court, Apt. 2, Kaukauna introduced himself as a candidate running for Kaukauna Municipal Judge and gave his background. Mayor Penterman wished him good luck.

### **BUSINESS PRESENTED BY THE MAYOR**

James McDaniel, age 91 passed away on Thanksgiving Day. James served as a City Alderman for 16 years, an Outagamie County Board Supervisor for 22 years and many other organizations.

Deepest sympathies go out to his wife Betty and family.

Mayor Penterman stated he is looking at calling a Committee of the Whole meeting to discuss Bill SB691 being introduced to Legislation. The meeting will most likely be held late this week or early next week to adopt a resolution regarding this bill.

## **REPORTS OF STANDING AND SPECIAL COMMITTEES**

### **Board of Public Works Meeting Minutes of December 4, 2023.**

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

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, December 4, 2023 at 6:00 P.M.

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

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Street Superintendent Van Gompel, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

#### **1. Correspondence – none.**

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

##### **a. Authorization to seek bids for Project 2-24 - W. Tobacnoir Street Area Utility Relay – Phase 1.**

The Engineering Department is completing plans for the annual utility relay project with Kaukauna Utilities. The proposed project is in the Taylor Street to Tobacnoir Street neighborhoods. The project will include replacement of sanitary sewer, water mains, private laterals from the main to the homes, temporary asphalt overlay, and restoration of the affected areas.

Motion by Kilgas, seconded by Antoine to authorize the Engineering Department to seek bids for Project #2-24, W. Tobacnoir Street Area Utility Relay – Phase 1.

All Ald. present voted aye.

Motion carried.

##### **b. Authorization to seek bids for Project 4-24 – Asphalt Parking Lot Paving.**

The Engineering Department has completed a survey and is finalizing design for asphalt paving for Pool Road – Dodge Street to 650' south of Dodge Street; Pool Building Parking Lot – west of new Pool Building, East of Pool Road; South Pool Road Parking Lots – Boyd Avenue to 430' West, both lots; and Horseshoe Park Parking Lot – North of Twelfth Street, 370' East of Crooks Avenue. The milling and asphalt paving of the parking lots and road need asphalt surface replacement, this project will include replacement of storm sewer in the South Pool Road Parking Lots. Discussion was held and questions answered.

Motion by Schell, seconded by Moore to authorize the Engineering Department to seek bids for Project #4-24 Asphalt Paving.

All Ald. present voted aye.

Motion carried.

**c. Draft Memorandum of Understanding (MOU) - Outagamie County Highway Department.**

This Memorandum of Understanding establishes the highway maintenance responsibilities for Outagamie County highways within the City of Kaukauna. This understanding is in regard to maintenance operations only and does not change how capital project costs are shared.

DPW/Eng. Neumeier will meet with Outagamie County to make recommended changes to the agreement and bring back a final draft to the Board of Public Works for approval.

**d. Update on Waste Ordinance Implementation.**

DPW/Eng. Neumeier gave an update on the implementation of the new waste ordinance. Letters are going out to dumpster owners throughout the area that are not in the Downtown Core District letting them know they will be losing their services. The next steps will be to implement our new large and irregular waste pickup to coincide with the 2024 calendar. The calendar will state no large or irregular pickup January through March. December will be the last large and irregular and brush pick up until April of 2024. Posts will be put on the City's website and social media to get the word out and give residents options for getting rid of these materials. Educational information on ways to reuse materials and use Outagamie County's Resource Recovery Park will be shared. Discussion held and questions answered.

**e. Public Works Update.**

DPW/Eng. Neumeier provided an update on City projects. The Jonen Park pavilion has a delay on the block delivery. Vertical construction of the pavilion will begin the week of December 11. The Pool construction project is going well.

**3. Adjourn.**

Motion made by Antoine, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:23 pm.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Antoine to adopt the Board of Public Works Meeting Minutes of December 4, 2023.

All Ald. present voted aye.

Motion carried.

**Finance and Personnel Committee Meeting Minutes of December 4, 2023.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, December 4, 2023, at 6:24 p.m.

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

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, and interested citizens.

**1. Correspondence.**

Mayor Penterman read the resignation letter from Planning and Community Development Director Joe Stephenson. His last day of employment with the City is December 14, 2023.

Motion by Moore, seconded by Coenen to receive and place on file the resignation letter from Joe Stephenson.

All members voted aye.

Motion carried.

## **2. Discussion Topics.**

Mayor Penterman stated that the Committee would be going into closed session to discuss the Director/Naturalist position but wanted to invite the members of the 1000 Islands Board to ask any question or make comments regarding their thoughts on the position.

Deb Jakel, 513 Frances Street, Kaukauna spoke as a 1000 Islands Board member and an educator. The three 1000 Islands Sub-Committees met last week to discuss this position. They are worried about getting a person in-place before the busy fieldtrip season starts. Mayor Penterman stated there is no question on the need to fill this full-time position and thanked the board for their dedication to the 1000 Islands Nature Center.

### **a.Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Moore, seconded by Coenen to adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.

All members voted aye.

Motion carried.

Adjourned to Closed Session at 6:31pm.

### **b.Return to Open Session for possible action.**

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

All members voted aye.

Motion carried.

Returned to Open Session at 7:15 pm.

Motion by Moore, seconded by Coenen to reclassify the position of Director/Naturalist to Naturalist and grant authorization to fill that role.

All members voted aye.

Motion carried.

### **c.Resignation letter from Joe Stephenson - Director of Planning and Community Development.**

Motion by Coenen, seconded by Thiele to accept the resignation letter from Planning and Community Development Director Joe Stephenson.

All members voted aye.

Motion carried.

### **d.Permission to fill Director of Planning and Community Development.**

Motion by Moore, seconded by Antoine to authorize permission to fill the Director of Planning and Community Development position.

All members voted aye.

Motion carried.

### 3. Adjourn.

Motion by Coenen, seconded Thiele to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:18 p.m.

Sally Kenney, Clerk

Motion by Antoine, seconded by Moore to adopt the Finance and Personnel Committee Meeting Minutes of December 4, 2023 as read.

All Ald. present voted aye.

Motion carried.

### **Board of Appeals Meeting Minutes of November 11, 2023.**

Motion by Moore, seconded by Kilgas to receive and place on file the Board of Appeals Meeting Minutes of November 11, 2023.

All Ald. present voted aye.

Motion carried.

### **Library Board Meeting Minutes of October 24, 2023.**

Motion by Kilgas, seconded by Schell to receive and place on file the Library Board Meeting Minutes of October 24, 2023.

All Ald. present voted aye.

Motion carried.

### **Operator (Bartender) Licenses.**

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

Jones	Jazmine	M.	229 W. Marquette St.	Appleton
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Motion by Kilgas, seconded by Moore to approve the Operator (Bartender) License.

All Ald. present voted aye.

Motion carried.

### **REPORTS OF CITY OFFICERS**

None.

### **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

None.

### **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.

This item was pulled.

**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.**

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

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 7:18 pm

**Return to open session for possible action.**

Motion by Antoine, seconded by Kilgas to return to open session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:20 pm

Motion by Antoine, seconded by Kilgas to approve the WB40 Amendment to the Offer to Purchase for the Reserve.

All Ald. present voted aye.

Motion carried.

## **ADJOURN**

Motion by Coenen, seconded by Schell to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 7:20 p.m.

Sally Kenney, Clerk

