**COUNCIL PROCEEDINGS ‑ Council Chambers ‑ Kaukauna, Wisconsin – March 19, 2019.**

Pursuant to adjournment on March 5, 2019 meeting of the Common Council of the City of Kaukauna called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 19, 2019.

Roll call present: Coenen, Driessen, Duda, Kohne, McGinnis, Roehrig and Thiele.

Absent: DeCoster

Also present: DPW Sundelius, Planner Jakel, Asst. Fire Chief Teesch, Police Chief Manion, HR Director Vanderloop, Fin. Director VanRossum Rec. Director Malloy and interested citizens.

Motion by Coenen, seconded by Driessen 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 present.

Motion by Coenen, seconded by Roehrig to suspend the rules and waive the reading of the minutes of the previous meeting of March 5, 2019.

All Ald. present voted aye.

Motion carried.

Motion by Coenen, seconded by McGinnis to adopt the minutes of the meeting of March 5, 2019 as presented.

All Ald. present voted aye.

Motion carried.

**Presentation of letters, petitions, remonstrances, memorials, and accounts**.

**Bills Payable** - Coenen made a motion, seconded by Duda to pay bills out of the proper accounts.

All Ald. present voted aye.

Motion carried

**Public Appearances** – None.

**Business Presented by the Mayor**

**Reappointment of Jeff Feldt to the Industrial and Commercial Development Commission.**

Motion by Coenen, seconded by Roehrig to reappoint Jeff Feldt to the Industrial and Commercial Development Commission.

All Ald. present voted aye.

Motion carried.

**Reappointment of Scott Jerome to the Industrial and Commercial Development Commission.**

Motion by McGinnis, seconded by Roehrig to reappoint Scott Jerome to the Industrial and Commercial Development Commission.

All Ald. present voted aye.

Motion carried.

**Reappointment of Glenn Schilling to the Industrial and Commercial Development Commission.**

Motion by Driessen, seconded by Roehrig to reappoint Glenn Schilling to the Industrial and Commercial Development Commission.

All Ald. present voted aye.

Motion carried.

**Reappointment of John Moore to the City Plan Commission.**

Motion by Roehrig, seconded by Kohne to reappoint John Moore to the City Plan Commission.

All Ald. present voted aye.

Motion carried.

**Reappointment of Mike Weaver to the Fox Cities Area Room Tax Commission.**

Motion by McGinnis, seconded by Driessen to reappoint Mike Weaver to the Fox Cities Area Room Tax Commission.

All Ald. present voted aye.

Motion carried.

**Reports of Standing and Special Committees**

**Board of Public Works Meeting Minutes of March 18, 2019.**

**BOARD OF PUBLIC WORKS**

Meeting of the Board of Public Works called to order by Chairman McGinnis at 6:00 P.M. on Monday, March 18, 2019.

Members present: Coenen, Driessen, Duda, Kohne, McGinnis, Roehrig and Thiele.

Absent: DeCoster

Also present: Mayor Penterman, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Planner Jakel, HR Director Vanderloop, Fin. Director VanRossum, Police Chief Manion, Asst. Fire Chief Gerrits, Rec. Dir. Malloy, and interested citizens.

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

All Ald. present voted aye.

Motion carried.

1. **Correspondence** – None.
2. **Municipal Separate Storm Sewer System (MS4) 2018 Annual Report.**

Eng./GIS Spec. Neumeier explained the changes and additions made to the report over the last few weeks.

Motion by Roehrig, seconded by Driessen to approve the Municipal Separate Storm Sewer System (MS4) Annual Report as amended for submission to DNR.

All Ald. present voted aye.

Motion carried.

1. **S.T.H. 96, Green Bay Road Speed Study.**

DPW/Eng. Sundelius shared the response on the speed study from the Department of Transportation. The study shows significant compliance, so no action or changes will be made to the speed limit on S.T.H. 96, Green Bay Road.

1. **Approve contract with Robert E. Lee & Associates for Engineering Services on the former Lehrer Landfill.**

Planner Jakel gave an overview of the engineering services on the former Lehrer Landfill and answered questions from the Board.

Motion by Coenen, seconded by Roehrig to approve the contract with Robert E. Lee & Associates for Engineering Services on the former Lehrer Landfill.

All Ald. present voted aye.

Motion carried.

1. **General Matters**.

Ald. Kohne asked the Engineering Department to look into the portion of the referendum question by the Kaukauna Area School District on the parking lot at Riverview Middle School. They are recommending changes to enter and exit points in the parking lot.

Motion by Roehrig, seconded by Coenen to adjourn.

 All Ald. present voted aye.
 Motion carried.

Meeting adjourned at 6:10 P.M.

Sally Kenney

Clerk/Treasurer

Motion by McGinnis, seconded by Kohne to adopt the Board of Public Works meeting minutes of March 18, 2019.

All Ald. present voted aye.

Motion carried.

**Health & Recreation Meeting Minutes of March 18, 2019.**

**HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chairman Roehrig on Monday, March 18, 2019 at 6:15 p.m.

Members present: Roehrig, Duda, Kohne and McGinnis.

Also present: Mayor Penterman, Ald. Coenen, Driessen, Thiele, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Planner Jakel, HR Director Vanderloop, Fin. Director VanRossum, Police Chief Manion, Asst. Fire Chief Gerrits, Rec. Dir. Malloy, and interested citizens.

1. **Correspondence** – None.
2. **Written request for use of City facility (Konkapot Trail and Hillcrest Drive) and for amplified music allowance at Hydro Park for post-event party, submitted by SOAR Fox Cities for Glow 4 It Run/Walk on April 26, 2019.**

Motion by Kohne, seconded by Duda to allow the use of City facility (Konkapot Trail and Hillcrest Drive) and for amplified music allowance at Hydro Park for post-event party, by SOAR Fox Cities for Glow 4 It Run/Walk on April 26, 2019.

All Ald. voted aye.

Motion carried.

1. **Consideration of Temporary Class B License to SOAR Fox Cities for Glow 4 It 5K Run/Walk April 26, 2019, Hydro Park, 100 Crooks Avenue.**

Motion by McGinnis, seconded by Kohne to allow the Temporary Class B License to SOAR Fox Cities for Glow 4 It 5K Run/Walk April 26, 2019, Hydro Park, 100 Crooks Avenue.

All Ald. voted aye.

Motion carried.

1. **Written request for the use of City facility (Konkapot Trail and Hillcrest Drive), submitted by Peace and Love for Alex for Peace and Love for Alex 5K Walk on April 27, 2019.**

Motion by Kohne, seconded by Duda to approve the written request for the use of City facility (Konkapot Trail and Hillcrest Drive), submitted by Peace and Love for Alex for Peace and Love for Alex 5K Walk on April 27, 2019.

All Ald. voted aye.

Motion carried.

1. **Contract for services with ARS Productions LLC for stage and bands to perform at Live from Hydro Park.**

Motion by McGinnis, seconded by Roehrig to approve the Contract for services with ARS Productions LLC for stage and bands to perform at Live from Hydro Park.

All Ald. voted aye.

Motion carried.

1. **Request for change of agent from Jose Morales to Ernesto Morales for Pagoni’s Pizza,**

**320 E. Ann Street.**

Motion by Duda, seconded by Kohne to approve the change of agent form from Jose Morales to Ernesto Morales for Pagoni’s Pizza, 320 E. Ann Street.

All Ald. voted aye.

Motion carried.

1. **General Matters –** None.

Motion made by Roehrig, seconded by Kohne to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:22 P.M.

Sally Kenney

Clerk/Treasurer

Motion by Roehrig, seconded by McGinnis to adopt the Health & Recreation meeting minutes of March 18, 2019.

All Ald. present voted aye.

Motion carried.

**Finance and Personnel Meeting Minutes of March 18, 2019.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, March 18, 2019 at 6:23 p.m.

Members present: Coenen, McGinnis, Roehrig, Thiele and Penterman.

Absent: DeCoster

Also present: Ald. Driessen, Duda, Kohne, DPW/Eng. Sundelius, GIS Spec.

 Neumeier, Planner Jakel, Police Chief Manion, Asst. Fire Chief

 Gerrits, HR Dir.Vanderloop, Finance Director VanRossum, Rec.

 Dir. Malloy and interested citizens.

Motion made by Coenen, seconded by Roehrig to excuse the absent member.

All Ald. present voted aye.

Motion carried.

1. **Correspondence** – None.
2. **Update on City wide revaluation.**

Finance Director VanRossum gave an update and overview on the city-wide revaluation and answered questions from the committee.

Motion by Roehrig, seconded McGinnis to direct city finance director to send out request for

City-wide revaluation and future city assessor service.

All members present voted aye.

Motion carried.

1. **Adjourn to closed session pursuant to Wisconsin State Statues 19.85(1)(c) considering employment, promotion, compensation or performance evaluation.**

Motion by Coenen, seconded by McGinnis to adjourn to closed session pursuant to Wisconsin State Statues 19.85(1)(c) considering employment, promotion, compensation or performance evaluation.

All members present voted aye.

Motion carried.

Moved to closed session at 6:44 pm.

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

Motion by Coenen, seconded by Roehrig to return to open session for possible action.

All members present voted aye.

Motion carried.

Moved to open session at 6:54 pm.

Motion by Roehrig, seconded by Thiele to approve to reclassification of the Office Assistant Position to a pay grade 5, and move the affected employees to pay grade 5, step 8 and also change the title of Secretary/Receptionist to Office Assistant.

All members present voted aye.

Motion carried.

1. **General matters –** None.

Motion made by Roehrig, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:58 P.M.

Sally Kenney

Clerk/Treasurer

Motion by Coenen, seconded by Thiele to adopt the Finance and Personnel meeting minutes of March 18, 2019.

All Ald. present voted aye.

Motion carried.

**Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of February 26, 2019.**

Motion by Coenen, seconded by Roehrig to receive and place on file the meeting minutes from the Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of February 26, 2019.

All Ald. voted aye.

Motion carried.

**1000 Islands Environmental Center Meeting Minutes of February 21, 2019.**

Motion by McGinnis, seconded by Kohne to receive and place on file the meeting minutes from 1000 Islands Environmental Center Meeting Minutes of February 21, 2019.

All Ald. present voted aye.

Motion carried.

**Operators/Bar Tenders License -** The following operators have applied for an operator’s license for 2018-2020 and has been recommended for approval based upon the records check done by the Kaukauna Police Department.

Deborah A. Bowser – 1730 E. College Ave., Appleton

Corrine M. Callaway – 322 N. Nash Street, Hortonville

Krysta G. Carnot – 1806 Grandview Lande, Kaukauna

Nathaniel C. Flauger – W6017 Coral Ct., Appleton

Andrew J. Gay – 300 Southern Star Circle, DePere

Yvonne F. Katchenago – N583 Military Road Apt. 2, Sherwood

Randy J. Krueger – 2433 Lawe Street, Kaukauna

Joline G. Lynd – W11282 Deer Lake Rd., Crivitz

David W. Rice – 908 Metoxen Ave., Kaukauna

Noah C. Schink – 128 E. Tobacnoir Street, Kaukauna

Motion by Roehrig, seconded by Kohne to approve the Operators/Bartenders Licenses.

All Ald. present voted aye.

Motion carried.

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

Gayle I. Olson – 736 E. Murray Ave., Appleton

Erik L. Williams – 114 E. 4th Street, Kaukauna

Motion made by Roehrig, seconded by Kohne to deny the Operators/Bartenders license.

All Ald. present voted aye.

Motion carried.

**Reports of City Officers**

**Update on Revolving Loan Fund CDBG-CLOSE Status from Department of Administration.**

Planner Jakel provided background information on the Revolving Loan Fund CDBG-CLOSE Status from the Department of Administration. The program is progressing and will see some changes with many more opportunities in the future.

**Administrative update on TID 10 Expenditure Timeframe.**

Planner Jakel updated the Council on the timeframe for payments, demolition and construction on TID 10. Demolition contracts have been entered into and work has started.

**Fire Department Annual Report.**

Assistant Fire Chief Teesch reported that the call volume has gone up about 76% over the last 20 years. The Council asked questions and provided comments on the Fire Department Annual Report.

Motion by Duda, seconded by McGinnis to receive and place on file the Fire Department Annual Report 2018.

All Ald. present voted aye.

Motion carried.

**Police Department Annual Report.**

Police Chief Manion answered questions and gave comments on the Police Department Annual Report.

Motion by Duda, seconded by Kohne to receive and place on file the Police Department Annual Report 2018.

All Ald. present voted aye.

Motion carried.

**Fire Report**

Motion by Coenen, seconded by Roehrig to receive and place on file the Fire Report.

All Ald. present voted aye.

Motion carried.

**Ambulance Report**

Motion made by Coenen, seconded by Roehrig to receive and place on file the Ambulance Report.

All Ald. present voted aye.

Motion carried.

**Police Report**

Motion made by Coenen, seconded by Roehrig to receive and place on file the Police Report.

All Ald. present voted aye.

Motion carried.

**Municipal Court Report**

Motion made by Coenen, seconded by Driessen to receive and place on file the Municipal Court Report.

All Ald. present voted aye.

Motion carried.

**Treasurer’s Deposit Report**

Motion made by Coenen, seconded by Roehrig to receive and place on file the Treasurer’s Deposit Report.

All Ald. present voted aye.

Motion carried.

**Building Inspection Report**

Motion made by Coenen, seconded by McGinnis to receive and place on file the Building Inspection Report.

All Ald. present voted aye.

Motion carried.

**Presentation of Ordinances and Resolutions.**

Motion made by Coenen, seconded by McGinnis to suspend the rules and wave the reading of Resolution accepting a Four-Lot Certified Survey Map for property adjoining Peters Road and Orchard Drive, submitted by Eugene Linskens.

All Ald. present voted aye.

Motion carried.

Motion made by Coenen, seconded by McGinnis to adopt Resolution accepting a Four-Lot Certified Survey Map for property adjoining Peters Road and Orchard Drive, submitted by Eugene Linskens.

All Ald. present voted aye.

Motion carried.

Motion made by Coenen, seconded by Kohne to suspend the rules and wave the reading of Resolution accepting a Two-Lot Certified Survey Map for property adjoining Peters Road and Orchard Drive, submitted by Eugene Linskens.

All Ald. present voted aye.

Motion carried.

Motion by Coenen seconded by Kohne to adopt Resolution accepting a Two-Lot Certified Survey Map for property adjoining Peters Road and Orchard Drive, submitted by Eugene Linskens.

All Ald. present voted aye.

Motion carried.

**Consideration of Miscellaneous Business**.

Motion by Thiele, seconded by Roehrig to direct staff to look at the stipend for the Deputy Clerk as part of the 2020 Budget.

All Ald. present voted aye.

Motion carried.

**Adjourn to Closed Session pursuant to Wisconsin State Statue 19.85(1)(e) for the purpose of negotiating the sale of public properties located at 1551 and 1575 Nature View Court.**

Motion by Coenen, seconded by McGinnis to Adjourn to Closed Session pursuant to Wisconsin State Statue 19.85(1)(e) for the purpose of negotiating the sale of public properties located at 1551 and 1575 Nature View Court.

All Ald. present voted aye.

Motion carried.

Adjourned to closed session at 7:39 pm.

**Reconvene to Open Session for possible action.**

Motion by Coenen, seconded by Thiele to reconvene to open session for possible action.

All Ald. present voted aye.

Motion carried.

Returned to open session at 8:15 pm.

Motion by Coenen, seconded by Roehrig to make a counter offer to Ryan Quella to clarify that there are wetlands on property and a future sidewalk assessment on Nature View Court. The offer will state that at least one house will be constructed in 2019 on the property. The deadline for the counter offer is March 25, 2019. If rejected then the offer by Cody Skalmusky for $35,500 be accepted with written knowledge of wetlands on property and a future sidewalk assessment on Nature View Court.

All Ald. present voted aye.

Motion carried.

**Adjourn**

Motion by McGinnis, seconded by Coenen to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 8:16 pm.

Sally A. Kenney

Clerk/Treasurer