



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – DECEMBER 01, 2020

Pursuant to adjournment on November 17, 2020 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 1, 2020 with remote teleconference via ZOOM.

Roll call present: Coenen, Driessen, DeCoster, Duda, Moore, Roehrig, Schell and Thiele.

Also present: DPW/Eng. Sundelius, City Attorney Davidson, Planner Jakel, Principal Planner Watson Brunette, Fire Chief Carrel, Police Chief Graff, Rec. Dir. Malloy, Finance Dir. Van Rossum, HR Dir. Vanderloop, Library Dir. Thiem-Menning, IT Dir. Krause, and interested citizens.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly with remote teleconference via ZOOM.

Motion by Coenen, seconded by Moore to suspend the rules and waive the reading of the minutes of the previous meeting of November 17, 2020.

All Ald. voted aye.

Motion carried.

Motion by DeCoster, seconded by Thiele to amend the November 16, 2020 Public Protection & Safety Committee Meeting Minutes under item number two to have the update of ambulance billing rate changes sent back to the Public Protection & Safety Committee and reconsider.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by DeCoster to adopt the minutes of the meeting of November 17, 2020.

All Ald. voted aye

Motion carried.

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

Mayor Penterman read a petition against the rezoning of property adjoining State Street and Ashgrove Place. The petition was signed by 38 residents of the area adjacent to or within 100 feet of property.

Motion by Coenen, seconded by Thiele to receive and place on file the petition against the rezoning of land between Ashgrove Place and State Street.

All Ald. voted aye.

Motion carried.

### **Bills Payable**

Motion by Coenen, seconded by DeCoster to pay bills out of the proper accounts.

Roll call vote: Coenen-aye, DeCoster-aye, Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye.

Motion carried.

### **PUBLIC APPEARANCES – none**

Mayor Penterman, on behalf of the City of Kaukauna and the Common Council, expressed condolences to Alderman DeCoster on the loss of his father.

Mayor Penterman, on behalf of the City of Kaukauna and the Common Council, expressed condolences to the family of Florence Brewster who passed away at the age of 96. Florence served on the 1000 Islands Environmental Center Committee, the Kaukauna Library Board and the Kaukauna Health Associates.

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

#### **Public Hearing to Rezone Certain Property Located at 111 Main Avenue.**

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers or via ZOOM wished to address the Council regarding rezoning certain property located at 111 Main Avenue.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman declared the public hearing closed.

#### **Public Hearing to Rezone Certain Property Adjoining State Street and Ashgrove Place.**

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers or via ZOOM wished to address the Council regarding the rezoning of certain property adjoining State Street and Ashgrove Place.

The following residents spoke against the rezoning of Certain Property Adjoining State Street and Ashgrove Place:

Mary Jo Kilgas – 5 Ashgrove Place, Kaukauna

Mary Kress – 10 Ashgrove Place, Kaukauna

Joe Urban – 917 State Street, Kaukauna

Lynn Hennes – 1031 Hennes Court, Kaukauna

Megan Kilsdonk – 1025 Hennes Court, Kaukauna

Denise Lang – 1033 Hennes Court, Kaukauna

Amanda Casey – 1029 Hennes Court, Kaukauna

Peter Patschke – 1017 Hennes Court, Kaukauna

Katheryn Polinski – 1034 Hennes Court, Kaukauna  
Ryan Steffel – 925 State Street, Kaukauna  
Amy Villavicencio – 1013 Hennes, Kaukauna

The following person spoke in favor of the proposed rezoning of Certain Property Adjoining State Street and Ashgrove Place:

Marcus McGuire, Owner and Developer, thanked everyone for coming out. He realizes change is hard, but feels the development will bring a lot of quality to the neighborhood.

Ald. Schell mentioned that he and Ald. Duda, as District 3 representatives, are not in favor of the rezoning.

After asking two more times if anyone else wished to address the council, Mayor Penterman declared the public hearing closed.

**Public Hearing Repealing and Recreating Chapter 17, Sec. 17.05 – Establishment of Districts and Creating Chapter 17, Sec. 17.29 Groundwater Protection Overlay District, of the Municipal Code of the City of Kaukauna, Outagamie County, Wisconsin, Relating to the Protection of the Municipal Water Supply.**

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers or via ZOOM wished to address the Council regarding the Repealing and Recreating Chapter 17, Sec. 17.05 – Establishment of Districts and Creating Chapter 17, Sec. 17.29 Groundwater Protection Overlay District, of the Municipal Code of the City of Kaukauna, Outagamie County, Wisconsin, Relating to the Protection of the Municipal Water Supply.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman declared the public hearing closed.

**2nd Annual City Staff Holiday Food Drive November 30 – December 14, 2020.**

Mayor Penterman stated the City Staff will be holding the 2nd Annual Holiday Food Drive from November 30 through December 14, 2020. A list of items needed was provided to the Council and City Staff. Items can be brought to City Hall.

**Proclamation Shop Wisconsin Downtowns this Holiday Season.**

Mayor Penterman read the Proclamation Shop Wisconsin Downtowns this Holiday Season.

Motion by Schell, seconded by DeCoster to receive and place in file the Proclamation Shop Wisconsin Downtowns this Holiday Season.

All Ald. voted aye.

Motion carried.

## **Cancellations and closings due to COVID-19 ALERT.**

City staff has meetings twice weekly to monitor the latest COVID-19 issues. All City buildings remain closed until further notice.

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

### **Board of Public Works Meeting Minutes of November 30, 2020.**

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

A meeting of the Board of Public Works was called to order by Chairman Thiele on Monday, November 30, 2020 at 6:00 P.M. remote teleconference via ZOOM.

Members present: Coenen, DeCoster, Driessen, Duda, Moore, Roehrig, Schell and Thiele.

Also present: Mayor Penterman, Attny. Davidson, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Planner Jakel, Fin. Dir. Van Rossum, Fire Chief Carrel, Rec. Dir. Malloy, HR Dir. Vanderloop, KU Gen. Mgr. Feldt, IT Dir. Krause, and interested citizens.

1. Correspondence – None.
2. TDS Telecom presentation on an upcoming fiber network project in the City.

TDS Telecom is in the process of designing and installing a regional FTTH (fiber to the home) overbuild in the Fox Valley. Construction has started in several communities already. TDS has identified the City of Kaukauna as a location for their fiber overbuild. The project would construct a fiber network to every residential and commercial address and provide an additional competitive option for internet, TV and phone. A representative for TDS gave a presentation on the scope, timing, and gave other information on the proposed project.

3. Award bid for Project 7-20, Bel Air Court Outfall.

Bids for the project have been tabulated and the Engineering Department is confident in awarding the bid to Scott Lamers Construction for the full bid amount.

Motion by Schell, seconded by Moore to award bid for Project 7-20, Bel Air Court Outfall to Scott Lamers Construction of Kaukauna.

Roll call vote: Coenen-aye, DeCoster-aye, Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye.

Motion carried.

4. Reject bid and authorize rebidding of Project 8-20, 10th Street and Bel Air Court Lift Station Upgrades.

Eng./GIS Spec. Neumeier stated only one bid was received for this project. The Engineering Department, after looking into comparable projects, is not confident that the bid is competitive. They would like to reject the one bid without posting the unit prices for the project and to rebid Project 8-20, 10th Street and Bel Air Court Outfall Lift Station Upgrades.

Motion by Coenen, seconded by Moore to reject bid and authorize the Engineering Department to rebid Project 8-20, 10th Street and Bel Air Court Outfall Lift Station Upgrades. All Ald. voted aye.  
Motion carried.

5. Award bids for Project 9-20, Ann Street Detention Pond Expansions.

Eng./GIS Spec. Neumeier provided bid tabulations for this project. The Engineering Department is confident in awarding the bid to Roger Bowers Construction for the total bid price.

Motion by DeCoster, seconded by Roehrig to award bid for Project 9-20, Ann Street Detention Pond Expansions to Roger Bowers Construction.

Roll call vote: DeCoster-aye, Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye, Coenen-aye.  
Motion carried.

6. Snow/Ice removal from private walks.

The Mayor met with Pennie Thiele, John Moore and Pat Vandenheuvel to discuss Sec. 8.13 of the snow and ice removal ordinance. The group reviewed the ordinance and how property owners were noticed-via newspaper, newsletter, and social media. The group decided not to recommend any changes to the Council but rather to educate residents again this year using the same venues as last year, as well as adding an ordinance FAQ sheet in with the Community Calendar that each City homeowner receives. It will also be on the front of the 2020 Property Tax Bills. Discussion was held.

7. KHS Civic Engagement Welcome Signs and Roundabouts Project.

Students from the KHS Civic Engagement Class met with the Mayor and DPW/Eng. Sundelius regarding putting in welcome signs at the roundabout at Hwy. 55 and C.T.H. CE and the roundabout at Hwy. 55 and Hwy. 41. Members of the KHS Civic Engagement group, Tommy Tetzlaff and Matthew Vandenbloemen, presented information about the project. Discussion was held on options for this project. Questions from the Board were answered.

Motion by Coenen, seconded by Schell to authorize the KHS Civic Engagement Welcome Sign and Roundabout Project in collaboration with the appropriate City staff. All members voted aye.  
Motion carried.

8. KHS Civic Engagement Veterans Flag/Banner Project.

A member of the KHS Civic Engagement class, Ellie Davis, presented information about the project. The Veterans Flag/Banner Project would pay tribute to all the Kaukauna Veterans who have lost their lives in combat. The flag/banner would list the veteran's name, years of service, branch of service and date of death. They would then to be displayed in the City of Kaukauna. Location, costs, storage and other details were discussed.

Chairperson Thiele thanked Ms. Davis and the Civic Engagement Class on the work they put into this project. City staff will continue to look at options and work with the KHS Civic Engagement Class on the flag/banner project.

9. Pool Master Plan Update.

The Kaukauna Municipal Pool Master Plan process is underway. Mayor Penterman, Ald. Thiele, and Recreation Director Malloy have been meeting with an advisory group comprised of community representatives with substantial knowledge of the pool facility and its operations. The group has been meeting with representatives from Parkitecture + Planning, the consultants chosen for the project. Parkitecture + Planning provided the group with some initial drawings highlighting three concepts for the improvement of the existing pool, grounds and bathhouse. The group chose elements from each of the three plans and presented these elements in the form of a community survey that was distributed/collected in October. From the results, Parkitecture + Planning has provided an updated concept drawing. Along with the concept drawings, Parkitecture + Planning has provided some initial cost projection range. This information was provided to the Board. Discussion was held on using the current pool site, moving the location of the pool, remodeling the existing bath house, and constructing a new bath house/filter building.

Motion by Duda, seconded by Coenen to replace bath house building on the current pool site.

Roll call vote: Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye, Coenen-aye, DeCoster-aye.

Motion carried.

Motion by Coenen, seconded by Schell to direct the Recreation Department to continue on its current course working with the advisory group and Parkitecture + Planning to create a final Master Plan and get prices on the building replacement.

All Ald. voted aye.

Motion carried.

10. General Matters – none.

Motion made by Coenen, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:12 P.M.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Coenen to adopt the Board of Public Works Meeting Minutes of November 30, 2020.

All Ald. voted aye.

Motion carried.

**Public Protection & Safety Committee Meeting Minutes of November 30, 2020.**

This meeting was not held.

**Finance & Personnel Committee Meeting Minutes of November 30, 2020.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, November 30, 2020 at 8:13 p.m. remote teleconference via ZOOM.

Members present: Mayor Penterman, Coenen, Duda, Moore, Schell, and Roehrig.

Also present: Ald. DeCoster, Driessen, Thiele, Attorney Davidson, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Carrel, HR Dir. Vanderloop, Rec. Dir. Malloy, KU Gen. Mgr. Feldt, IT Dir. Krause and interested citizens.

1. Correspondence - None.
2. 2021 Pay Grade Classification.

HR Director Vanderloop gave an overview of the Pay Grade Classification revisions and answered questions.

Motion by Coenen, seconded by Schell to adopt the Pay Grade Classification as presented with the change Finance Director to Finance Director/Treasurer.

Roll call vote: Coenen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Penterman-aye.

Motion carried.

3. 2021 Pay Schedule

HR Director Vanderloop presented the 2021 pay schedule reflecting a 2.5% across the board increase over the 2020 schedule for non-represented employees as adopted in the budget.

This schedule is effective December 17, 2020.

Motion by Duda, seconded by Coenen to adopt the 2021 pay schedule as presented.

Roll call vote: Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Penterman-aye, Coenen-aye.  
Motion carried.

4. 2021 Pay Schedule for Department of Public Works.

HR Director Vanderloop presented the 2021 pay schedule for the Department of Public Works, which includes the table of organization and wage schedule effective December 17, 2020.

Motion by Coenen, seconded by Moore to adopt the 2021 pay schedule for the Department of Public Works.

Roll call vote: Moore-aye, Roehrig-aye, Schell-aye, Penterman-aye, Coenen-aye, Duda-aye.  
Motion carried.

5. 2021 Pay Schedule for seasonal employees.

Motion by Coenen, seconded by Duda to adopt the 2021 salaries for seasonal employees as presented.

Roll call vote: Roehrig-abstain, Schell-aye, Penterman-aye, Coenen-aye, Duda-aye, Moore-aye.  
Motion carried.

6. Permission to hire Planning and Community Development Director due to retirement.

Motion by Coenen, seconded by Schell to grant permission to hire Planning and Community Development Director due to retirement and to look at possible restructuring of the Planning Department.

Roll call vote: Schell-aye, Penterman-aye, Roehrig-aye, Coenen-aye, Duda-aye, Moore-aye.  
Motion carried.

7. Adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) considering compensation or performance evaluations – International Association of Firefighters, Local 1594 Memorandum of Understanding.

Motion by Coenen, seconded by Moore to Adjourn to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) considering compensation or performance evaluations – International Association of Firefighters, Local 1594 Memorandum of Understanding.  
All members voted aye.  
Motion carried.

Moved to closed session at 8:24 p.m.

8. Return to open session for possible action.

Motion by Duda, seconded by Moore to return to open session for possible action.



All members voted aye.  
Motion carried.

Returned to open session at 8:42 p.m.

Motion by Moore, seconded by Coenen to approve the City establishing a City Emergency Paid Sick Leave Policy for the IAFF, Local 1594 as defined in the Memorandum of Understanding.

Roll call vote: Penterman-aye, Coenen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye.  
Motion carried.

9. General Matters.

Ald. Moore would like to look into a classification change for the Finance Director/Treasurer due to the increase in duties since the restructuring of the Finance Department.

Motion by Moore, seconded Coenen to adjourn.

Meeting adjourned at 8:48 P.M.

Sally Kenney  
Clerk

Motion by Coenen, seconded by Moore to adopt the Finance & Personnel Committee Meeting Minutes of November 30, 2020.

All Ald. voted aye.  
Motion carried.

**Operators/Bartenders License.**

The following applicants have applied for an operator's license for the license year 2020 2022 and have been recommended for approval based on their record check by the police department:

Carey	Anne P	719 Desnoyer St	Kaukauna
Edinger	Ashley N	406 E 20th St	Kaukauna
Schmoeker	Tracy R	209 W 7th St	Kaukauna

Motion by Duda, seconded by Schell to grant the operator/bar tender licenses.

All Ald. voted aye.  
Motion carried.

**REPORTS OF CITY OFFICERS.**

**Petition to Rezone Property Located at 500 Hendricks Avenue, received from Jeremy Mattson.**

An application, aerial map and zoning map were submitted by Jeremy Mattson for a rezoning request at property located at 500 Hendricks Avenue. This property is currently the Wichmann Funeral Home Fargo Funeral Home location. Jeremy Mattson is the potential buyer and petitioner for this rezoning request. The petitioner requests a rezoning from Commercial Core District (CCD) classification to Residential Two-Family (RTF) zoning classification.

Motion by Thiele, seconded by DeCoster to refer the petition to rezone property located at 500 Hendricks Avenue to the City of Kaukauna Plan Commission, who will review this at their next meeting on Thursday, December 3, 2020.

All Ald. voted aye.

Motion carried.

**Authorization for Staff to enter into contract with Guide Studio for Design Development and bid package compilation of Municipal Wayfinding.**

A proposal was provided of Phase 2 of the municipal branding effort, an effort to upgrade and improve wayfinding signage throughout the City of Kaukauna this is in average/poor condition or is factually inaccurate. A comprehensive analysis of Kaukauna's wayfinding signage inventory was conducted in 2018-2019 with East Central Wisconsin Regional Planning Commission and was presented to the Plan Commission in September of 2019. This analysis confirmed both the lack of a cohesive wayfinding strategy and predicated the need for a consistent image for the City's assets.

Motion by Moore, seconded by DeCoster to authorize the Mayor to enter into a contract with Guide Studio for design development and bid package compilation of Municipal Wayfinding Signs.

All Ald. voted aye.

Motion carried.

**Amendment to Army Corps Lease – Central Park.**

The City of Kaukauna has a lease with the Department of the Army US Army Corps of Engineers – Detroit District, for a portion of the open space in Central Park. In 2021, the jurisdiction of the Federal Navigational Project – Fox River will transfer to the Chicago District. A letter and Supplemental Agreement No. 1, which was provided, merely reflects this change from the Detroit District to the Chicago District.

Motion by Coenen, seconded by Schell to authorize the Mayor to sign the Supplemental Agreement and designate the Department of Planning and Community Development as lessee administrator.

All Ald. voted aye.

Motion carried.

**PRESENTATION OF ORDINANCES AND RESOLUTIONS.**

**Ordinance 1820 Rezoning Certain Property Adjoining State Street and Ashgrove Place.**

Motion by Coenen, seconded by Thiele to suspend the rules and waive the reading of Ordinance 1820 Rezoning Certain Property Adjoining State Street and Ashgrove Place. Roll call vote: Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-nay, Thiele-aye, Coenen-aye, DeCoster-aye.  
Motion carried 7 to 1.

Discussion on this rezoning was held.

Motion by Coenen, seconded by Thiele to not rezoning certain property adjoining State Street and Ashgrove Place.  
Roll call vote: Driessen-aye, Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye, Coenen-aye, DeCoster-aye.  
Motion carried.

**Ordinance 1821 Repealing and Recreating Chapter 17, Sec. 17.05 – Establishment of Districts and Creating Chapter 17, Sec. 17.29 Groundwater Protection Overlay District, of the Municipal Code of the City of Kaukauna, Outagamie County, Wisconsin, Relating to the Protection of the Municipal Water Supply.**

Motion by Coenen, seconded by Moore to suspend the rules and waive the reading of Ordinance 1821 Repealing and Recreating Chapter 17, Sec. 17.05 – Establishment of Districts and Creating Chapter 17, Sec. 17.29 Groundwater Protection Overlay District, of the Municipal Code of the City of Kaukauna, Outagamie County, Wisconsin, Relating to the Protection of the Municipal Water Supply.  
All Ald. voted aye.  
Motion carried.

Motion by Coenen, seconded by Thiele to adopt Ordinance 1821 Repealing and Recreating Chapter 17, Sec. 17.05 – Establishment of Districts and Creating Chapter 17, Sec. 17.29 Groundwater Protection Overlay District, of the Municipal Code of the City of Kaukauna, Outagamie County, Wisconsin, Relating to the Protection of the Municipal Water Supply.  
All Ald. voted aye.  
Motion carried.

**ADJOURN TO CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTE 19.85(1)(E) TO DISCUSS THE DISPOSITION OF PROPERTY LOCATED IN NEW PROSPERITY CENTER (LOTS 12 & 13).**

Motion by Thiele, seconded by Moore to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of property located in NEW Prosperity Center (Lots 12 & 13).  
All Ald. voted aye.  
Motion carried.

Adjourned to Closed Session at 8:28 P.M.

### **RETURN TO OPEN SESSION FOR POSSIBLE ACTION.**

Motion by Driessen, seconded by DeCoster to return to Open Session for possible action.

All Ald. voted aye.

Motion carried.

Returned to Open Session at 8:42 P.M.

Motion by Coenen, seconded by Schell to authorize the Mayor to terminate purchase contract and return earnest money to buyer less any monies owed to the City.

Roll call vote: Duda-aye, Moore-aye, Roehrig-aye, Schell-aye, Thiele-aye, Coenen-aye, DeCoster-aye, Driessen-aye.

Motion carried.

### **CONSIDERATION OF MISCELLANEOUS BUSINESS**

Ald. Thiele thanked everyone for their input in Monday night's Committee Meetings.

Ald. Roehrig would like to recommend that City staff perform more than the minimum requirements for notification on public hearings.

### **ADJOURN**

Motion by Driessen, seconded by DeCoster to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:47 PM.

Sally Kenney  
Clerk

