

COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin – May 1, 2018

Pursuant to adjournment on April 17, 2018, meeting of the Common Council of the City of Kaukauna called to order by Mayor Rosin at 7:00 P.M. on Tuesday, May 1, 2018.

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

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Police Chief Manion, HR Dir. Vanderloop, Lib. Wieczorek, Rec. Dir. Malloy, Interim Clerk/Treasurer Hartjes, and interested citizens.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly present.

Motion by Meyerhofer, seconded by Coenen, to suspend the rules and waive the reading of the minutes of the previous meeting of April 4, 2018.

All Ald. present voted aye.

Motion carried.

Kohne noted the listing of Ald. Peterman as being administered the oath of office of Alderman 4<sup>th</sup> Ward. This will be stricken from the minutes.

Motion by Roehrig, seconded by Driessen, to adopt the amended minutes of the previous meeting of April 17, 2018.

All Ald. present voted aye.

Motion carried.

Board of Public Works and Committee meetings were not on the agenda so these minutes were pulled and will need to be approved at the next council meeting.

All Aldermen have signed the bills payable.

Motion made by Roehrig. Seconded by McGinnis to have the bills paid out of the proper accounts.

All Ald. Voted aye.

Motion carried.

Public appearances.

Nanna Peterman, 208 Diedrich Street, Kaukauna. Nanna wanted to address the sale of the old library building. It stands as a coming together for people of the north and south sides. It commemorates the past people of the community. She would like to see the Carnigy library building become a museum.

Michael Weaver, 516 E. 14<sup>th</sup> Street, Kaukauna. Would like the following responded to by either the Mayor, the Council President or the City Attorney tonight if possible or in near future. He addressed the continuing saga happening in the Clerk/Treasurers office. The paper reported that Miss Duda was present in her former office the Monday, Tuesday and Wednesday following her resignation letter of April 13, 2018. There may have been attempts to shred and/or remove items from her office. How could this have happened.

Motion by Meyerhofer, seconded by McGinnis, that Vouchers No. 104856 through No. 105057 be approved and placed on file with the Clerk/Treasurer.

All Ald. present voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to accept and place on file and incorporate in the minutes the letter from Mike Weaver regarding the Clerk/Treasurer position, as read during public appearances on April 4, 2018.

All Ald. present voted aye.  
Motion carried.

Baker Tilly CPA Firm conducted an audit review in 2013. They noted numerous deficiencies in the clerk/treasurer's office that would be a high-risk for potential misappropriation of assets, errors in financial reporting and additional liability to The City. It is my understanding that she (Duda) sat down and worked with the mayor, city attorney, and the finance director to resolve issues with accountability and dual control measures to insure the integrity and honesty of the clerk/treasurer's office. I believe these measures were addressed and reported as resolved in 2013 or 2014 to the Common Council.

I do not think these measures were ever re-audited after that time, even though the Baker Tilly report recommended that The City should undergo an analysis of past transactions because there might be errors that have not been detected.

The citizens/taxpayers of Kaukauna expect and deserve that the honesty and integrity of the clerk/treasurer's office be above reproach.

My recommendation is that the Common Council consider bringing a referendum forward for the voters to consider not electing the clerk/treasurer in the future, but hiring/appointing that position based on academic credentials and employment history in the business world and governmental service, and that a comprehensive audit and review be conducted as soon as possible to see if all corrected measures have been implemented.

Mayor presented the following awards for service and retirement:

- 25 year anniversary award to Eric Bigelow as paid-on-call firefighter.
- 25 year anniversary award to Brendon McDaniel as paid-on-call firefighter.
- 25 year anniversary award to William VandenHeuvel as paid-on-call firefighter.
- Retirement award to John VanDrunen, Municipal Judge, for two years of service.
- Retirement award to Brenda Leon, Alderperson, for 12 years of service.
- Retirement award to Lee Meyerhofer, Alderperson, for 26 years of service.
- Retirement award to Gene Rosin, Mayor, for 12 years of service.

Ald. McGinnis presented and read the following report:

## BOARD OF PUBLIC WORKS

Meeting of the Board of Public Works called to order by Chairman McGinnis at 6:00 P.M. on Monday, April 16, 2018.

Members present: Coenen, DeCoster, Leon, McGinnis, Meyerhofer, and Penterman.

Absent & Excused: Driessen and Roehrig.

Also present: Mayor Rosin, DPW/Eng. Sundelius, Assistant Police Chief Graff, Fire Chief Hirte, Assistant Fire Chief Grindheim, Planner Jakel, Fin. Dir. VanRossum, HR Dir. Vanderloop, Eng./GIS Spec. Neumeier, Clerk/Treasurer- elect Kenney, Alderman-elect Duda, and interested citizens.

1. Motion by Meyerhofer, seconded by Leon, that no more bids be received for Project No. 1-18 – 2018 Concrete Street Paving and those already received be opened.

All Ald. voted aye.

Motion carried.

2. Bids are as follows:

CONTRACTOR	BID
Michels Corporation, Brownsville	\$2,859,648.82
Vinton Construction, Manitowoc	\$2,485,567.98

Motion by Meyerhofer, seconded by Penterman, to authorize Engineering Department to tabulate the bids and come back with a recommendation.

All Ald. voted aye.

Motion carried.

3. Motion by Meyerhofer, seconded by Penterman, that no more bids be received for Project No. 2-18 – Quinney/Metoxen Relay, Phase 2 of 2 and those already received be opened.

All Ald. voted aye.

Motion carried.

4. Bids are as follows:

CONTRACTOR	BID
Advance Construction, Green Bay	\$1,567,017.06
Carl Bowers and Sons Construction, Kaukauna	\$1,552,817.30
Roger Bowers Construction, Kaukauna	\$1,584,373.55
Wood Sewer and Excavating, New London	\$1,627,405.00

Motion by Penterman, seconded by Meyerhofer, to authorize Engineering Department to tabulate the bids and come back with a recommendation.

All Ald. voted aye.

Motion carried.

5. Two bids were received for the new ambulance. Foster Coach Medix did not meet the bid per specifications in the areas of cabinetry, electrical, and lighting areas. Bids are as follows:

Foster Coach Medix	\$170,872.00
Life Line Superliner	\$185,658.00

6. Motion by Meyerhofer, seconded by Penterman, to award the bid to Life Line Superliner for the 2018 Life Line Superliner (ambulance) E-450 Type III and associated equipment with installation for \$185,658.00.

All Ald. voted aye.

Motion carried.

7. Planner Jakel explained the situation of having to pay the 80% state cost as well as the 20% local cost to rehabilitate the Veterans Memorial Bridge. Anticipated project costs are over \$2,000,000 with only \$880,000 of federal funds which the city can lose if the project is not put to bid by 2018/2019. The DNR has not approved any invasive species barrier yet so that will take time. DPW Sundelius reported that it is looking unlikely that the city will get additional funding.

Motion by Coenen, seconded by Leon, to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 6:20 P.M.

Christina J. Hartjes

Interim Clerk/Treasurer

and moved for its adoption, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. McGinnis presented the minutes of the 1000 Islands Environmental Center Committee of March 15, 2018, and moved it be accepted and placed on file, seconded by Meyerhofer.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the minutes of the Heart of the Valley Metropolitan Sewerage District Commission of March 13, 2018, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Fire Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by Leon.

All Ald. voted aye.

Motion carried.

Ald. Meyerhofer presented the Ambulance Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by Penterman.

All Ald. present aye.

Motion carried.

Ald. Meyerhofer presented the Police Department Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by McGinnis.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Treasurer Deposit Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by Penterman.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Municipal Court Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Summary of Permits and Fees for the month of March, 2018, and moved it be accepted and placed on file, seconded by Leon.

All Ald. present voted aye.

Motion carried.

Ald. Meyerhofer presented the Finance Report for the month of March, 2018, and moved it be accepted and placed on file, seconded by Coenen.

All Ald. present voted aye.

Motion carried.

Planner Jakel explained that the City has been awarded two grant awards from the Outagamie County Greenways Fund. One is for \$600,000 for the walking bridge with Little Chute. Little Chute is also applying for a \$1,275,000 grant from the DNR with a letter of support from Kaukauna for the bridge project. The total project cost is \$3,277,000.

The City was also awarded a grant for \$50,000 for the trail network from the Outagamie County Greenways Fund to assist in trail development and downtown projects. These projects include the trail behind City Hall by the Power Canal that will eventually connect with the trail to Little Chute. It will also provide some matching funds for the sculpture project and trail improvements outside of the library.

Motion by McGinnis, seconded by Coenen directing the City Planner to apply for application and write letter of support for joint funds between the City of Kaukauna and Village of Little Chute for the bridge project in the amount of \$1,275,000.

All Ald. Voted aye.

Motion carried.

DPW/Eng. Sundelius explained that the Engineering Department received four bids for Project No. 2-18 – Quinney/Metoxin Utility Relay Project. The bids were competitive with only \$14,000 between the lowest bidder and the next bid. It is the Engineering Department's recommendation to award Project No. 2-18 to low bidder, Carl Bowers & Sons for \$1,552,817.30.

Motion by Meyerhofer, seconded by Coenen to award the bid to Carl Bowers & Sons for Project No. 2-18 – Quinney/Metoxin Utility Relay Project.

All Ald. Voted aye.

Motion carried.

Attorney Davidson presented a handout from staff listing advantages and disadvantages of options for the Clerk/Treasurer position. The three options are keeping the position as an elected position, making it an appointed position, or splitting the Clerk and Treasurer into separate positions. Atty. Davidson stated staff will be compiling additional information and will provide recommendations at a future date.

Ald. Coenen presented an application for a Class B beer and liquor license for Harvey's Bar LLC, 115 W. Wisconsin Avenue and moved for its adoption, seconded by Penterman

All Ald. Voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to suspend the rules and waive the reading of Ordinance annexing land from the Town of Buchanan (Schumacher).

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to adopt the Ordinance annexing land from the Town of Buchanan (Schumacher) as presented.

All Ald. voted aye.

Motion carried.

Motion by Meyerhofer, seconded by Coenen, to suspend the rules and waive the reading of Resolution authorizing the subordination of a TIF Loan to Kaukauna Senior Housing Limited Partnership, 137 E. Wisconsin Avenue.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Coenen, to adopt the Resolution authorizing the subordination of a TIF Loan to Kaukauna Senior Housing Limited Partnership, 137 E. Wisconsin Avenue.as presented.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Resolution approving project book for property acquisition as part of Hwy. 96 reconstruction.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Coenen, to adopt the Resolution approving project book for property acquisition as part of Hwy. 96 reconstruction as presented.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Leon, to suspend the rules and waive the reading of Preliminary Resolution for declaring intent to exercise special assessment police powers for public improvements on East 12th Street, East 13th Street, East 14th Street, Oakridge Avenue, Haen Drive, Alyssa Street, Nature View Court, Ridgecrest Lane, Tarragon Drive, Springcrest Drive, Sweet Meadow Lane, and Coriander Court.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Coenen, to adopt the Preliminary Resolution for declaring intent to exercise special assessment police powers for public improvements on East 12th Street, East 13th Street, East 14th Street, Oakridge Avenue, Haen Drive, Alyssa Street, Nature View Court, Ridgecrest Lane, Tarragon Drive, Springcrest Drive, Sweet Meadow Lane, and Coriander Court as presented.  
All Ald. voted aye.  
Motion carried.

Ald. Leon thanked Mayor and each Alderperson and spoke about their time together.

Judge VanDrunen administered the oath of office to the newly elected officials: Tony Penterman – Mayor, Diana Driessen – Alderperson – 1st District, Philip Kohne – Alderperson - 2nd District, Susan Duda – Alderperson – 3rd District.

Ald. McGinnis proposed posting for replacement of Sally Kenney at 1000 Islands Nature Center and moved for its adoption, seconded by Penterman.  
All Ald. voted aye.  
Motion carried.

Ald. Meyerhofer proposed to start looking for a candidate for the 4<sup>th</sup> District Alderman replacing Penterman and moved for its adoption, seconded by Driessen.  
All Ald. voted aye.  
Motion carried.

Motion by Meyerhofer, seconded by Driessen, to adjourn sine die.  
All Ald. voted aye.  
Motion carried.

Meeting adjourned at 7:51 P.M.

Christina J. Hartjes  
Interim Clerk/Treasurer

#### COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin - April 17, 2018

Pursuant to Section 62.11 (2) of the Wisconsin Statutes, meeting of the Common Council of the City of Kaukauna called to order by Mayor Penterman at 7:52 P.M. on Tuesday, April 17, 2018.

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

Also present: Atty. Davidson, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel,  
Asst. Police Chief Graff, HR Dir. Vanderloop, Lib. Wieczorek, Rec. Dir. Malloy,  
Clerk/Treasurer Elect Kenney, and interested citizens.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly present.

Ald. McGinnis nominated Ald. Mike Coenen for President of the Council, seconded by Driessen.

Motion by McGinnis, seconded by Driessen, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Mike Coenen as President of the Council.

All Ald. voted aye.

Present: Coenen.

Motion carried.

Ald. Driessen nominated Ald. Tom McGinnis for Chairman of the Board of Public Works, seconded by Coenen.

Motion by Driessen, seconded by Coenen, that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Tom McGinnis as Chairman of the Board of Public Works.

All Ald. voted aye.

Present: McGinnis.

Motion carried.

Mayor Penterman presented the following appointments:

STANDING COMMITTEES  
2018-2019

FINANCE AND PERSONNEL COMMITTEE

Mayor Penterman .....	Chairman
Ald. District 4 .....	
Ald. Coenen .....	
Ald. DeCoster .....	
Ald. McGinnis .....	
Ald. Roehrig .....	

HEALTH AND RECREATION COMMITTEE

Ald. Roehrig .....	Chairman
Ald. Duda .....	
Ald. McGinnis .....	
Ald. Kohne .....	

LEGISLATIVE COMMITTEE

Ald. Coenen .....	Chairman
Ald. Driessen.....	
Ald. DeCoster .....	
Ald. Roehrig .....	

PUBLIC PROTECTION AND SAFETY COMMITTEE

Ald. Driessen .....	Chairman
Ald. Duda .....	
Ald. District 4 .....	
Ald. Kohne .....	

KAUKAUNA ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE PREVENTION BOARD - Ald. DeCoster

KAUKAUNA LIBRARY BOARD - Ald. District 4

CITY PLAN COMMISSION - Ald. Coenen

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE - Ald. McGinnis

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA - Ald. McGinnis

CONSTRUCTION REVIEW BOARD - Ald. Coenen

GRIGNON HOME BOARD – Ald. Driessen



VETERANS MEMORIAL PARK ASSOCIATION – Ald. Kohne

CITY/SCHOOL LIAISON - Ald. Coenen and Ald. Driessen

Motion by Kohne, seconded by Coenen, to approve the Reappointment of Ken Schoenike to the City Plan Commission.

All Ald. voted aye.

Motion carried.

Motion by McGinnis, seconded by Coenen, to approve the Reappointment of Beth Jasiak to the Police and Fire Commission.

All Ald. voted aye.

Motion carried.

Motion by Driessen, seconded McGinnis to approve the Reappointment of John Moore to the City Plan Commission to replace Lee VanderSanden.

All Ald. voted aye.

Motion carried.

Motion by Driessen, seconded by Coenen, to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:55 P.M.

Christina J. Hartjes  
Interim Clerk/Treasurer