

COUNCIL PROCEEDINGS - Council Chambers - Kaukauna, Wisconsin – December 4, 2018

Pursuant to adjournment on November 20, 2018, meeting of the Common Council of the City of Kaukauna called to order by Mayor Penterman at 7:00 P.M. on Tuesday, December 4, 2018.

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

Also present: DPW/Eng. Sundelius, City Attorney Davidson, Planner Jakel, Fire Chief Hirte, Asst. Police Chief Graff, Fin. Dir. Van Rossum, HR Director Vanderloop, Principal Planner Watson, and interested citizens.

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

Motion by Coenen, seconded by DeCoster to suspend the rules and waive the reading of the minutes of the previous meeting of November 20, 2018.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by McGinnis to adopt the minutes of the meeting of November 20, 2018 as presented. Ald. Kohne stated his reservations on the action taken on the item of update on the Clerk/Treasurer Office Recommendation Committee. Discussion was held on this item.

All Ald. voted aye.

Motion carried.

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

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

All Ald. voted aye.

Motion carried.

Public Appearances – None.

Business Presented by the Mayor

Fire Station Awards

Mayor Penterman introduced Tom Zeise, President of Zeise Construction. A video announcing a BUILD Wisconsin Award for the fire station was shown. Mr. Zeise thanked the Mayor, City Council, and the Fire Department for allowing his company to work on this project. The 2018 BUILD Wisconsin Award was presented on behalf of Zeise Construction to the City of Kaukauna.

Mayor Penterman introduced Trevor Frank from SEH to present an award. The Firehouse Magazine Design Notable Award, based on overall design and construction excellence, was awarded to the Kaukauna Fire Station.

Appoint Kymberly Carlson to the 1000 Islands Environmental Center Committee to replace Tom Kalupa for the remainder of term (10/15/21).

Motion made by McGinnis, seconded by Roehrig to postpone this appointment.

Motion passed 6 ayes and 2 nays.

Thank you to Sue & Doug DeVries for donating the Christmas tree for Hydro Park.

Mayor Penterman thanked Sue & Doug DeVries for donating the Christmas tree. The initial lighting took place during the Christmas parade.

Reports of Standing and Special Committees

Board of Public Works Meeting of December 3, 2018

BOARD OF PUBLIC WORKS

Meeting of the Board of Public Works called to order by Chairman McGinnis at 6:00 P.M. on Monday, December 3, 2018.

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

Also present: Mayor Penterman, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Planner Jakel, Street Superintendent VandenHeuvel, HR Director Vanderloop, Fire Chief Hirte, Asst. Fire Chief Grindheim, Fin. Director VanRossum Rec. Director Malloy and interested citizens.

- 1. Correspondence** – None.
- 2. Open bids for Project #11-18, Dog Park Pedestrian Bridge Foundations and settings.**

Motion by Kohne, seconded by Driessen to receive no more bids and to open bids for Project #11-18, Dog Park Pedestrian Bridge Foundations and settings.

All Ald. voted aye.

Motion carried.

DPW/Eng. Sundelius gave an overview of the project and answered questions from the Council.

<u>BIDDER</u>	<u>TOTAL BID</u>	<u>ALTERNATE BID PRICE</u>
Sonrise Construction	62,912.00	
Janke General Contractors	79,999.00	
Milbach Construction Services	148,805.00	
Pheifer Brothers Construction	76,179.26	75,179.26

Motion made by Driessen, seconded by DeCoster to have the Engineering Department tabulate the bids and come back with a recommendation to the Council.

All voted aye.

Motion carried.

- 3. 2019-2023 Capital Improvement Plan.**

DPW/Eng. Sundelius reviewed the 2019-2023 Capital Improvement Plan and answered questions from the Council. This item will be on the agenda for the next Board of Public Works meeting.

4. Haas Road Park Site Plan

DPW/Eng. Sundelius gave an overview on the project and answered questions from the Council.

Motion by DeCoster, seconded by Roehrig to approve the site plan and installation of playground equipment at Haas Road Park.

All Ald. voted aye.

Motion carried.

5. General Matters – None.

Motion by Coenen, seconded by Roehrig to adjourn.

All voted aye.

Motion carried.

Meeting adjourned at 6:23 P.M.

Sally Kenney
Clerk/Treasurer

Motion by McGinnis, seconded by Kohne to approve the Board of Public Works minutes of December 3, 2018. Kohne thanked DPW/Eng. Sundelius for allowing the Council to review the Capital Improvement plan for two weeks.

All Ald. voted aye.

Motion carried.

Finance and Personnel Meeting Minutes of December 3, 2018.

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, December 3, 2018, at 6:27 P.M.

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

Also present: Ald. Driessen, Duda, Kohne, DPW/Eng. Sundelius, Fin. Dir. VanRossum, Planner Jakel, Fire Chief Hirte, Asst. Fire Chief Grindheim, HR Dir. Vanderloop, Rec. Dir. Malloy, Street Superintendent VandenHeuvel, Eng./GIS Spec. Neumeier, and interested citizens.

1. **Correspondence** - None.

2. **2019 Pay Grade Classification.**

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

Motion by Coenen, seconded by McGinnis to adopt the Pay Grade Classification as presented.

All members voted aye.

Motion carried.

3. 2019 Pay Schedule

HR Director Vanderloop presented the 2019 pay schedule reflecting a 3.0% across the board increase. Discussion was held on this increase amount.

Motion by Coenen, seconded by McGinnis to adopt the 2019 pay schedule as presented.
All members voted aye.
Motion carried.

4. 2019 Pay Schedule for Department of Public Works.

HR Director Vanderloop presented the 2019 pay schedule for the Department of Public Works.

Motion by McGinnis, seconded by DeCoster to adopt the 2019 pay schedule for the Department of Public Works.
All members voted aye.
Motion carried.

5. 2019 Pay Schedule for seasonal employees.

Motion by Coenen, seconded by Thiele to adopt the 2019 pay schedule for seasonal employees.
4 voted aye.
Roehrig abstained.
Motion carried.

6. Standard Operating Guidelines (SOG's) for DPW Updates/Revisions.

HR Director reviewed the changes in the Standard Operating Guidelines (SOG's) for the Department of Public Works and answered questions from the Council.

Motion by McGinnis, seconded by Thiele to adopt the SOG's for the Department of Public Works.
All members voted aye.
Motion carried.

7. Employee Handbook Update/Revisions.

Motion by Coenen, seconded by Thiele to adopt the employee handbook update/revisions.
All members voted aye.
Motion carried.

8. General Matters – None.

Meeting adjourned at 6:57 P.M.

Sally Kenney
Clerk/Treasurer

Motion by Coenen, seconded by Thiele to adopt the Finance & Personnel Committee meeting minutes of December 3, 2018.

Motion made by Kohne to amend the motion to receive and place on file the Finance & Personnel

Committee meeting report and that it go to the next Council meeting for adoption. No second to the motion. Ald. Coenen stated all the numbers were in the proposed budget which were given to the Council with ample time to review.

Roll call vote: Thiele – aye, Roehrig – aye, McGinnis – aye, Kohne – nay, Duda – aye, Driessen – aye, DeCoster – aye, Coenen – aye.

Motion to adopt the minutes passed 7 to 1.

Health & Recreation Committee Meeting of December 3, 2018.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Roehrig on Monday, December 3, 2018 at 6:57 p.m.

Members present: Roehrig, Duda, Kohne and McGinnis.

Also present: Mayor Penterman, Ald. Coenen, DeCoster, Driessen, Thiele, DPW/Eng. Sundelius, Planner Jakel, Fire Chief Hirte, Asst. Fire Chief Grindheim, HR Dir. Vanderloop, Rec. Dir. Malloy, Finance Director VanRossum and interested citizens.

Correspondence – None.

Class “A” Beer License to Suyash Gioel d/b/a/ SG Petroleum LLC, 1350 Delanglade Street.

Motion by McGinnis, seconded by Duda to approve Class “A” Beer License to Suyash Gioel d/b/a SG Petroleum LLC, 1350 Delanglade Street.

All members voted aye.

Motion carried.

General matters – None.

Motion made by Kohne, seconded by Duda to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:59 P.M.

Sally Kenney
Clerk/Treasurer

Motion by Roehrig, seconded by Thiele to approve the Health and Recreation minutes of December 3, 2018.

All Ald. voted aye.

Motion carried.

Kaukauna Alcohol, Tobacco and Other Drug Abuse Prevention Board (KATODA) Minutes of October 17, 2018.

Motion by DeCoster, seconded by Kohne to receive and place on file the meeting minutes from the Kaukauna Alcohol, Tobacco and Other Drug Abuse Prevention Board (KATODA) Minutes of October 17, 2018.

All Ald. voted aye.

Motion carried.

Library Board Meeting Minutes of October 23, 2018.

Motion by Driessen, seconded by Kohne to receive and place on file the meeting minutes from the Library Board Meeting of October 23, 2018.

All Ald. 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.

Jody L. Calmes – N1851 State Hwy. 55, Kaukauna

Kristin M. Hall – 910 Desnoyer Street, Kaukauna

Marie Y. Polar – 741 Reed Street, Neenah

Brett J. VanDrasek – 564 Willow Drive, Kaukauna

Amanda M. Winkler – 720 Woodfield Court, Neenah

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

All Ald. present voted aye.

Motion carried.

Reports of City Officers

Award bid for Project #11-18, Dog Walking Park Bridge Abutments.

DPW/Eng. Sundelius provided bid tabulations and background on previous projects completed by Sonrise Construction.

Motion by Kohne, seconded by Roehrig to award bid for Project #11-18, Dog Walking Park Bridge Abutments to Sonrise Construction, for a cost of \$62,392.

All Ald. voted aye.

Motion carried.

Update on TID #10 resubmission.

Principal Planner Watson gave an update on the project, which was rejected in October by the Wisconsin Department of Revenue. The proposed residential development will not change, but a resubmission of TID #10 to the Department of Revenue with expanded boundaries is required to move forward. A public hearing before the City Plan Commission is tentatively scheduled for January 24, 2019.

Presentation of Ordinances and Resolutions.

Motion made by Coenen, seconded by DeCoster to suspend the rules and wave the reading of Resolution 5161 Amending Equivalent Runoff Unit (ERU) Changes for Stormwater Utility.

All Ald. voted aye.

Motion carried.

Motion made by Coenen, seconded by McGinnis to approve Resolution 5161 Amending Equivalent Runoff Unit (ERU) Changes for Stormwater Utility.

All Ald. voted aye.

Motion carried.

Consideration of Miscellaneous Business – Ald. Kohne expressed his concerns on the budget process schedule.

Adjourn

Motion by Coenen, seconded by Roehrig to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:40 pm.

Sally A. Kenney

Clerk/Treasurer