



**KAUKAUNA VETERAN'S MEMORIAL PARK ASSOCIATION AGENDA**  
**Hydro View Conference Room**  
**Kaukauna Municipal Services Building**  
**144 W. Second Street, Kaukauna, WI 54130**

Thursday, May 2, 2019 – 4:00 P.M.

1. Roll call.
2. Approval of the October 9, 2018, minutes.
3. Items to be discussed:
  - Discuss maintenance of Veteran's Memorial Park.
  - Discuss flag placement for holidays and observances. (See attached email from Committee member, Fred Cazzola.)
4. General matters.

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**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

A meeting of the Kaukauna Veterans Memorial Park Association was called to order by President Anthony Penterman at 4:00 p.m. on Tuesday, October 9, 2018.

Present: Gene Schaefer, Fred Cazzola, Lisa Wolfinger, Bob Kelly, Brian Roebke, Mayor Penterman and Karen Koch. Brenda Leon arrived at 4:10 p.m.

Absent: Mark Landreman, Kennedy Coffey and Katie Harris, Phil Kohne\*

A motion to excuse the absent was made by Karen, seconded by Lisa. All members voted aye, motion carried.

A motion to approve the minutes of March 28, 2018, was made by Lisa, seconded by Gene. All members voted aye, motion carried.

Mayor Anthony Penterman was introduced to the Association members as the new President.

Discussion regarding adding a member of the Street Department staff to the Association - Pat Vandenheuvel, Street Superintendent, was contacted regarding this possibility, and he doesn't feel it is appropriate to allow staff to attend meetings during work hours. Fred would like to see Street staff learning the ropes to put flags out for celebrations and observances, and put funds in the City Budget in case Tony Huss and his wife decide to retire from these duties. Brian Roebke suggested getting a community group to assist, i.e. Boy Scouts or students from the National Honor Society to help teach the young people in our society to volunteer. He doesn't feel it is necessary to pay someone to place the flags for these observances and would like that to be a last resort. The members discussed changing the meeting time to 3:45 to accommodate a Street Department volunteer. Pat stated that either he or Tim could show up to represent the Street Department. Mayor will check with Pat to see if someone wants to join or how they want to handle this request.

After Tony Huss retires from flag duty, the flags he has will automatically go to the Street Department for storage. Fred stated new flags for the holidays have been purchased and money has been donated for new flag poles. Days that the flags are placed: Armed Forces Day, Memorial Day, Flag Day, and Fourth of July, Labor Day and Veterans Day. Fred will verify how many flags Tony has and what holidays they are put out and what time they are placed / removed. (Since the meeting, Fred has verified the number of flags. His email is attached.)

Maintenance at the Ring of Honor was discussed. The park should be checked regularly to be sure it looks nice as people visit the Ring of Honor. Fred stated like the American flag should always be changed before Veterans Day and Memorial Day based on weather conditions, etc. It was suggested we inquire about the type of material that is used to melt the salt to ensure the pavement isn't damaged.

A comment was made that another branch will be added to the military - Space Force - in 2020: Arrangements will have to be made to place another pole for the flag.

White crosses were touched up before Memorial Day.

General Matters: Veterans Day Ceremony - VFW. Dennis Schmidt stopped in to see the Mayor. VFW will pick up the chairs and asked if they can be put on a trailer for easy pick-up.

There being no further business to be brought before the Association, a motion to adjourn was made by Brian seconded by Brenda. All members voted aye. Meeting adjourned at 4:40 p.m.

Submitted by: Karen Koch, KVMPA Secretary

**Karen Koch**

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**Subject:** FYI - Flag Placement Information

-----Original Message-----

From: fred cazzola [mailto:fred.cazzola@hotmail.com]  
Sent: Tuesday, October 09, 2018 9:27 PM  
To: Karen Koch <Kochkk@kaukauna-wi.org>  
Cc: fred cazzola <fred.cazzola@hotmail.com>  
Subject: RE: KVMPA MEETING/FLAG Day Information and Requirements

Good Day Ms Koch

I have obtained the below information about Flag Day Requirements and Information from Mr Tony and Susan Huss.

FLAG MOUNTS/HOLDER LOCATION- 43 PRESENT LOCATIONS TONY AND SUSAN HUSS THEY COULD SHOW LOCATIONS

FLAG TOTALS ON HAND PRESENT 43 PLUS 2/3 ADDITIONAL FLAGS TOTAL 46

TIME TO PUT FLAG OUT EARLY DAWN/BEFORE LIGHT- TAKE DOWN AT DUSK OR EARLY EVENING

REQUIREMENT DAYS FOR PLACEMENT OF FLAGS TOTAL SIX (6 ) DAYS

1. ARMED FORCE DAY - 3 RD SATURDAY IN MAY 2. MEMORIAL DAY - LAST MONDAY OF MAY 3. FLAG DAY 14 JUNE - THIS COULD HAPPEN ON ANY DAY OF THE WEEK 4. 4TH OF JULY-INDEPENDENCE DAY - THIS COULD HAPPEN ON ANY DAY OF THE WEEK 5. LABOR DAY- 1ST MONDAY IN SEPTEMBER 6. VETERANS DAY- THIS COULD HAPPEN ON ANY DAY OF THE WEEK

RECOMMEND TWO (2) PEOPLE PUT THE FLAGS OUT AND TWO(2) PEOPLE TAKE THEM DOWN

I AM ESTIMATING A TRUCK (PICK-UP) FOR TRANSPORTATION OF THE FLAGS

THIS SHOULD BE ABLE TO PROVIDE INFORMATION PLANNING AND BUDGETING THIS PROJECT. MR HUSS INDICATED HE COULD PROVIDE ANY OTHER INFORMATION.

MR. FRED CAZZOLA  
MEMBER OF KVMPA