



COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – SEPTEMBER 15, 2020.

Pursuant to adjournment on September 1, 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, September 15, 2020 with remote teleconference via ZOOM.

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

Absent and Excused: Roehrig

Also present: DPW/Eng. Sundelius, Attorney Davidson, Planner Jakel, Police Chief Graff, Fire Chief Carrel, Library Dir. Thiem-Menning, Finance Dir. Van Rossum, HR Dir. Vanderloop, IT Dir. Don Krause, Grignon Mansion Exec. Dir. Mickelson, and interested citizens.

Motion by Thiele, seconded by Coenen to excuse the absent member.
All members present voted aye.
Motion carried.

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

Motion by Coenen, seconded by Moore to suspend the rules and waive the reading of the minutes of the previous meeting of September 1, 2020.
All voted aye.
Motion carried.

Motion by Coenen, seconded by Thiele to adopt the minutes of the meeting of September 1, 2020 as presented.
All voted aye.
Motion carried.

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

A letter from retired Mayor John Lambie was read. Lambie thanked Mayor Penterman and the City Council for the gift and recognition of his service to the City of Kaukauna.

Motion by Schell, seconded by DeCoster to receive and place on file the letter from John Lambie.
All Ald. voted aye.
Motion carried.

Bills Payable

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

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

Motion carried.

Public Appearances

Mary Jo Kilgas, 5 Ashgrove Place, Kaukauna spoke as a member and Vice-President of the Kaukauna Library Board. She asked the Council to include the position of Public Service Coordinator in the 2021 Budget for the Library. Kilgas stated the many reasons the position is needed.

Phil Kohne, 2106 Olde Country Circle, Kaukauna, congratulated Planner Jakel on his 25 years of service to the City of Kaukauna.

Deneen Shiffert, 1906 Green Bay Road, Kaukauna spoke to the Council about the insurance claim made regarding the collapsing pipe on Green Bay Road and Claribel Street. She was informed that her insurance claim was denied and she asked what her next recourse would be. City Attorney Davidson stated she would need to work with the claims adjuster to file a new claim.

Ald. Roehrig arrived to the meeting at 7:12 p.m.

Keith Martin, 182 Claribel Street, Kaukauna spoke about the insurance claim he made in regard to the breaking pipe on Green Bay and Claribel Street. He feels it is not fair for the homeowner to have to hire an attorney to file a lawsuit for compensation of the loss of his property.

Alex Martin, 182 Claribel Street, Kaukauna, son of Keith Martin spoke about the insurance claim. Martin spoke about his family's loss of personal property. The Council was asked to reconsider the decision to deny the insurance claim.

Deneen Shiffert, 1906 Green Bay Road, Kaukauna spoke again asking what her steps should be to continue with investigation.

Mayor Penterman informed the Council that HR Director Vanderloop is retiring with her last day being January 8, 2021.

Mayor Penterman stated that Outagamie County Health and Human Services asked the City of Kaukauna to inform them of any large events being held. They would like to be consulted on the events in regards to COVID-19.

Business Presented by the Mayor

CE Trail Ribbon Cutting Tuesday, September 29, 2020 at 10:00 a.m.

Mayor Penterman informed the Council that the ribbon cutting ceremony for the CE Trail will be Tuesday, September 29, 2020 at 10:00 a.m.

Halloween Hours for 2020-2021, 1:00 to 4:00 p.m.

Mayor Penterman stated the hours for trick or treating in the City of Kaukauna will be held from 1:00 to 4:00 p.m. because the event falls on a Saturday in 2020 and a Sunday in 2021. Ald. Thiele asked the Council to consider the older kids trick or treating and how they like to go out in the dark. Ald. Coenen questioned about the safety of having trick or treating during COVID. Attorney Davidson stated that specific health guidelines for Halloween hours and procedures have not been given by any sources of authority. Mayor Penterman stated that if new information is provided before Halloween changes may need to be made.

Motion by Schell, seconded by Roehrig to approve the Halloween Hours for 2020-2021, 1:00 – 4:00 p.m.

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

Motion carried 6 to 2.

Robert Jakel – 25 Year Anniversary at the City of Kaukauna.

Mayor Penterman congratulated and thanked Robert Jakel on his 25 years of service with the City of Kaukauna.

Reappointment of Sue Hennes to the Utilities Commission.

Motion by Moore, seconded by Coenen to reappoint Sue Hennes to the Utility Commission.

All voted aye.

Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES:

Board of Public Works Meeting Minutes of September 14, 2020.

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chairman Thiele on Monday, September 14, 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, Police Chief Graff, Fire Chief Carrel, Rec. Dir. Malloy, HR Dir. Vanderloop, IT Dir. Krause, and interested citizens.

1. Correspondence – None.
2. Permission to bid Project 7-20: Bell Air Court Outfall Repair.

Eng./GIS Spec. Neumeier provided background information on the annually budgeted item of repairing an outfall. The Engineering Department is proposing to bid out a project to repair a failing outfall to the Fox River. A map and photo of the proposed work area were provided.

Motion by Schell, seconded by DeCoster to authorize the Engineering Department to seek bids for Project 7-20, Bell Air Court Outfall Repair.

All members voted aye.

Motion carried.

3. Permission to bid Project 8-20, 10th Street & Bel Air Court lift station upgrades.

Eng./GIS Spec. Neumeier provided background information on this proposed project. The Engineering Department is proposing to bid out a project to upgrade two of the City's smaller sanitary sewer lift stations. The 10th Street Lift Station serves the Ravina Courts area and the Bel Air Lift Station serves the Bel Air Court and Seventh Street area.

Motion by Coenen, seconded by Moore to authorize the Engineering Department to seek bids Project 8-20, 10th Street and Bel Air Court lift station upgrades.

All members voted aye.

Motion carried.

4. Permission to bid Project 9-20: Ann Street detention pond expansions.

Eng./GIS Spec. Neumeier provided background information on the project. The Engineering Department is proposing to bid out a project to expand two dry ponds within the K4 Basin. The Ann Street at Travis Lane existing dry pond would have storage increased within the same footprint by leveling out contours. The Ann Street at Fieldcrest existing dry pond would expand onto private property into a proposed easement area and also re-shape the side slopes to increase storage. Both projects are part of the K4 Basin Flood Relief plan. Questions from the Board were answered.

Motion by Roehrig, seconded by Schell to authorize the Engineering Department to seek bids for Project 9-20, Ann Street detention pond expansions with consensus of abutting property owners concerning vegetation type.

All members voted aye.

Motion carried.

5. Permission to hire for Public Works laborer due to retirement.

HR Director Vanderloop informed the Board of the retirement of Tom St. John in the Public Works department and are looking to begin the process of filling this position.

Motion by Moore, seconded by Roehrig to authorize the Street Department to hire for Public Works laborer due to retirement.

All members voted aye.

Motion carried.

6. General Matters.

Ald. Schell asked when the highway construction on Hwy CE will be completed.

DPW/Eng. Sundelius stated Hwy CE is scheduled to be completed and open to traffic later in the week.

Motion made by Roehrig, seconded by Moore to adjourn.

All members voted aye.

Motion carried

Meeting adjourned at 6:22 P.M.

Sally Kenney

Clerk

Motion by Thiele, seconded by Coenen to adopt the Board of Public Works Meeting Minutes of September 14, 2020 as presented.

All Ald. voted aye.

Motion carried.

Health & Recreation Committee Meeting Minutes of September 14, 2020.

HEALTH & RECREATION COMMITTEE MEETING

A meeting of the Health and Recreation Committee was called to order by Chairman Duda on Monday, September 14, 2020 at 6:22 P.M. remote teleconference via ZOOM.

Members present: Driessen, Duda, Roehrig and Schell.

Also present: Mayor Penterman, Ald. Coenen, DeCoster, Moore, Thiele, Atty. Davidson, DPW/Eng. Sundelius, Eng./GIS Spec. Neumeier, Police Chief Graff, Fire Chief Carrel, Fin. Dir. Van Rossum, Rec. Dir. Malloy, HR Dir. Vanderloop, IT Dir. Krause, Planner Jakel, and interested citizens.

1. Correspondence – None.

2. Combination Class A Beer and Liquor License to Kaukauna BP, Prashant Banjade Agent, Yeti LLC, 400 W. 10th Street, Kaukauna.

Chairman Duda stated that all the necessary departments have approved this request.

Motion by Schell, seconded by Driessen to approve the Combination Class A Beer and Liquor License to Kaukauna BP, Prashant Banjade Agent, Yeti LLC, 400 W. 10th Street, Kaukauna.

All members voted aye.

Motion carried.

3. Review of Chicken Permit.

Mayor Penterman provided information on the current Chicken Permit and Ordinance. A citizen asked that the Chicken Permit be reviewed to allow 6 hens rather than the existing limit of 4 hens. Discussion was held on the proposed revision to the permit.

Motion by Roehrig, seconded by Driessen to have the City Attorney draft a revised Ordinance updating the Chicken Permit based on discussions of allowing 6 chickens and brought back to the Health & Recreation Committee for approval.

All members voted aye.

Motion carried.

4. General Matters – None.

Motion made by Driessen seconded by Roehrig to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:33 P.M.

Sally Kenney
Clerk

Motion by Duda, seconded by Schell to adopt the Health & Recreation Meeting Minutes of September 14, 2020 as present.

All Ald. voted aye.

Motion

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of August 11, 2020.

Motion by Coenen, seconded by Moore to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of August 11, 2020.

All Ald. voted aye.

Motion carried.

KATODA Meeting Minutes of June 17, 2020.

Motion by Schell, seconded by Thiele to receive and place on file the KATODA Minutes of June 17, 2020.

All Ald. voted aye.

Motion carried.

Kaukauna Public Library Board Meeting Minutes of June 23, 2020.

Motion by Driessen, seconded by Roehrig to receive and place on file the Kaukauna Public Library Board Meeting Minutes of June 23, 2020.

All Ald. voted aye.

Motion carried.

1000 Islands Environmental Center Meeting Minutes of August 20, 2020.

Motion by Driessen, seconded by Thiele to receive and place on file the 1000 Islands Environmental Center Meeting Minutes of August 20, 2020.

All Ald. voted aye.

Motion carried.

Operators/Bar Tenders 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:

Menke, Olivia – 1202 N. State Street, Appleton

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

All Ald. voted aye.

Motion carried.

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

Dunbar, Azure – 142 W. 3rd Street, Apt. 6., Appleton – Record

Motion by Duda, seconded by Thiele to deny the operator/bar tender license.

All Ald. voted aye.

Motion carried.

REPORTS OF CITY OFFICERS.

Fire Report

Motion by Coenen, seconded by Moore to receive and place on file the August 2020 Fire Report.

All Ald. voted aye.

Motion carried.

Ambulance Report

Motion made by Coenen, seconded by Thiele to receive and place on file the August 2020 Ambulance Report.
All Ald. voted aye.
Motion carried.

Police Report

Motion made by Coenen, seconded by DeCoster to receive and place on file the August 2020 Police Report.
All Ald. voted aye.
Motion carried.

Municipal Court Report.

Motion made by Coenen, seconded by Duda to receive and place on file the August 2020 Municipal Court Report.
All Ald. voted aye.
Motion carried.

Clerk-Treasurer's Deposit Report

Motion made by Coenen, seconded by Schell to receive and place on file the August 2020 Clerk-Treasurer's Deposit Report.
All Ald. voted aye.
Motion carried.

Building Inspection Report

Motion made by Coenen, seconded by DeCoster to receive and place on file the August 2020 Building Inspection Report.
All Ald. voted aye.
Motion carried.

2021 Budget Preparation Schedule.

Finance Director Van Rossum provided the budget schedule and answered questions from the Council.

2020-2024 Capital Improvement Plan.

Finance Director Van Rossum provided the detailed Capital Project list and schedule for 2021-2024 and answered questions from the Council. The main concern from the budget prospective is get feedback on the 2021 project list.

Memorandum of Understanding with Lawrence University for Research and Documentation of History of the Grignon Mansion.

Grignon Mansion Executive Director Michelson provided the Memorandum of Understanding with Lawrence University for Research and Documentation of History of the Grignon Mansion. Creating a long-term memorandum of understanding between the Grignon

Mansion Executive Director and Lawrence University will allow flexibility in projects that will benefit the City of Kaukauna, the Grignon Mansion, and Lawrence University students.

Motion by Thiele, seconded by Moore to authorize Grignon Mansion Executive Director to enter into Memorandum of Understanding with Lawrence University.

All Ald. voted aye.

Motion carried.

Authorize Mayor to sign a statement of willingness to assume financial responsibility for the extension of the rails to trails program for the Nelson Crossing.

The City of Kaukauna proposes to acquire an addition 435 feet of rail line that would shorten the span for Nelson Crossing between the City of Kaukauna and the Village of Little Chute. The railroad initiated the abandonment project in April and the processes has gone smoothly.

Motion by Coenen, seconded by Thiele to authorize the Mayor to sign a statement of willingness to assume financial responsibility for the extension of the rails to trails program for the Nelson Crossing.

All Ald. voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS.

Resolution 2020-5239 Authorizing the submittal of a grant application to the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report.

Motion by Coenen, seconded by Roehrig to suspend the rules and waive the reading of Resolution 2020-5239 Authorizing the submittal of a grant application to the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report..

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by Thiele to adopt Resolution 2020-5239 Authorizing the submittal of a grant application to the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report.

All Ald. voted aye.

Motion carried.

Ordinance 1810-2020 Amending "No Exit" Portion of Traffic Code.

Motion by Coenen, seconded by DeCoster to suspend the rules and waive the reading of Ordinance 1810-2020 Amending "No Exit" Portion of Traffic Code.

All Ald. voted aye.

Motion carried.

Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss acquisition of property.

Motion by Coenen, seconded by Roehrig to Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss acquisition of property.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:13 p.m.

Return to Open Session for possible action.

Motion by Coenen, seconded by Roehrig to return to Open Session for possible action.

All Ald. voted aye.

Motion carried.

Returned to Open Session at 8:33 p.m.

CONSIDERATION OF MISCELLANEOUS BUSINESS – NONE.

ADJOURN

Motion by Schell, seconded by Coenen to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 8:34 p.m.

Sally Kenney
Clerk

