



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – JANUARY 19, 2021

Pursuant to adjournment on January 5, 2021 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, January 19, 2021 with remote teleconference via ZOOM.

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

Absent & Excused: Driessen

Also present: DPW/Eng. Sundelius, City Attorney Davidson, Planner Jakel, Fire Chief Carrel, Police Chief Graff, Rec. Dir. Malloy, Finance Dir. Van Rossum, HR Dir. Audette, Grignon Mansion Dir. Mickelson, Lib. Dir. Thiem-Menning, IT Dir. Krause, and interested citizens.

Motion by Coenen, seconded by Thiele to excuse the absent member.

All Ald. present voted aye.

Motion carried.

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 January 5, 2021.

All Ald. present voted aye.

Motion carried.

Motion by Coenen, seconded by Roehrig to adopt the minutes of the meeting of January 5, 2021.

All Ald. present voted aye

Motion carried.

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

#### **Bills Payable**

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

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

Motion carried.

### **PUBLIC APPEARANCES – none.**

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

**Reappointment of Scott Granger to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.**

Motion by Schell, Seconded by DeCoster to reappoint Scott Granger to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.

All Ald. present voted aye.

Motion carried.

**Reappointment of Paul Russo to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.**

Motion by Coenen, seconded by Roehrig to reappoint Paul Russo to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.

All Ald. present voted aye.

Motion carried.

**Reappointment of Jack Pautz to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.**

Motion by Moore, seconded by Schell to reappoint Jack Pautz to the Kaukauna Alcohol, Tobacco and Other Drug Awareness Board.

All Ald. present voted aye.

Motion carried.

**Reappointment of Greg Vande Hey to the Fox Cities Transit Commission.**

Motion by Moore, seconded by Coenen to reappoint Greg Vande Hey to the Fox Cities Transit Commission.

All Ald. present voted aye.

Motion carried.

**Reappointment of John Moore to the Public Housing Authority.**

Motion by Thiele, seconded by Schell to reappoint John Moore to the Public Housing Authority.

All Ald. present voted aye.

Motion carried.

**Thank you to St. Ignatius Athletic Association for the \$600 donation for the use of the Farmer's Market parking lot to sell Christmas Trees.**

Mayor Penterman, on behalf of the City of Kaukauna, expressed gratitude St. Ignatius Athletic Association for the \$600 donation for the use of the Farmer's Market parking lot to sell Christmas Trees. This money will be used to support Farmer's Market events.

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

In 2020 COVID-19 saw the cancellation of a number of events that brought the community to the down town. The most notably was the cancellation of the Fire Cracker 5K, July 3<sup>rd</sup> Concert, and The Big Run that kicked off the Live from Hydro Series. The City held five of the ten concerts last year. The Electric City Experience was cancelled in 2020 and 2021 with the hopes of holding the event in 2022. The primary goal in 2021 is to reestablish the Farmer's Market, coordinate special events with Live from Hydro Park and hold musical performances in the revitalized Fassbender Park. Recreation Director Malloy, Library Director Thiem-Mennig, Grignon Mansion Executive Director Mickelson, 1000 Islands Director Nowak, Community Enrichment Coordinator Hicks, Fire Chief Carrel and Mayor Penterman will continue to meet every two weeks to see how the City can safely resume spring and summer programming. Planner Jakel stated that as of now the 2021 Fire Cracker 5K will be held.

As part of the COVID CARES Act, the City was able use funds to acquire iPads for the Council members to use. These will be distributed in the upcoming days.

Ald. Moore inquired about the possibility of having the Library open sooner than other City buildings. City residents, especially the older population, use the Library as their main source of communication. The Library could possibly open with a limited number of people for safety. Library Director Thiem-Menning stated that a computer terminal is accessible to residents in the Library lobby. The issue the Library is running into is that Kaukauna is the only Library that is ready to open. When the Kaukauna Library opened for a few months all of the patrons from other Libraries came to Kaukauna to use the equipment. Kaukauna Library only has a staff of 14, whereas Appleton has a staff of 50+. From a service standpoint this has been very difficult for the staff. The tax forms are available to patrons in the lobby. Library staff continues to discuss options for opening. AARP is setting up at the library and allowing people to drop off tax information.

#### **Resignation Letter from District 1 Alderperson Diana Driessen.**

Mayor Penterman read the resignation letter dated January 5, 2021 from District 1 Alderperson Diana Driessen. The resignation is effective immediately.

Motion by Coenen, seconded Moore to receive and place on file the resignation letter from District 1 Alderperson Diana Driessen.

All Ald. voted aye.

Motion carried.

#### **Permission to seek applicants to replace District 1 Alderperson Diana Driessen for the remainder of her term ending April 19, 2022.**

An ad will be placed in the Times-Villager and on the City's Facebook page seeking applicants for the position. Once applications are received, a Committee of the Whole meeting will be scheduled to interview the applicants and then someone will be appointed.

Motion by Coenen, seconded by Roehrig to grant permission to seek applicants to replace District 1 Alderperson Diana Driessen for the remainder of her term ending April 19, 2022.

All Ald. voted aye.

Motion carried.

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

#### **Board of Public Works Meeting Minutes of January 18, 2021.**

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

A meeting of the Board of Public Works was called to order by Chairman Thiele on Monday, January 18, 2021 at 6:00 P.M. remote teleconference via ZOOM.

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

Absent & Excused: Driessen

Also present: Mayor Penterman, Attny. Davidson, DPW/Eng. Sundelius, Sen. Proj. Eng. Neumeier, Planner Jakel, Fin. Dir. Van Rossum, Fire Chief Carrel, Police Chief Carrel, Street Sup. Vandenhuevel, HR Dir. Audette, and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.

All Ald. present voted aye.  
Motion carried.

**1. Correspondence – None.**

**2. Award bid for Project 8-20 REBID, 10<sup>th</sup> Street & Bel Air Court Lift Station Upgrades.**

Senior Project Eng. Neumeier stated this project was bid for a second time due to only getting one bid the first time. Additional products and specs changes were made in the hopes of getting more companies to bid for this project. The projects need to be completed so the Engineering Department is recommending awarding the bid to the only bidder.

Motion by Coenen, seconded by DeCoster to award Project 8-20 REBID: 10<sup>th</sup> Street and Bel Air Court Lift Station Upgrades to August Winter & Sons Inc., for a total bid price of \$198,985.00.  
All Ald. present voted aye.  
Motion carried.

**3. Railroad Quiet Zone Study Proposal.**

The railroad quiet zone presentation by S.E.H. at the October 5, 2020 meeting resulted in a directive for the Engineering Department to work with S.E.H. to develop a proposal to continue work towards the establishment of a railroad quiet zone in the City of Kaukauna. The quiet zone study would only involve the main line through the City and not the spur lines.

DPW/Eng. Sundelius introduced Brian Cunningham, SEH Project Manager, to present further information on the Railroad Quiet Zone Study. Background information and the Professional Services Agreement were provided. Questions by the Board were answered.

Motion by Moore, seconded by DeCoster to authorize the Director of Public Works to enter into a Professional Service Agreement with S.E.H. for a Railroad Quiet Zone Feasibility Study with a maximum fee of \$15,700.  
All Ald. present voted aye.  
Motion carried.

**4. Transportation Project Plan for reconstruction of the Island Street Bridge over the Tail Race.**

A Transportation Project Plat (TPP) has been created for the Island Street Bridge over the Tail Race local bridge project, in conjunction with Wisconsin Department of Transportation (DOT). Senior Project Eng. Neumeier provided background information. In order to build this new bridge with pedestrian accommodations on both sides the City is required to acquire any right-of-way necessary. Questions from the Board were answered.

Motion by Roehrig, seconded by Schell to recommend adoption of the Transportation Project Plat for Reconstruction of the Island Street Bridge over the Tail Race to the Common Council and to authorize the Director of Public Works to sign the plat on behalf of the City of Kaukauna.  
All Ald. present voted aye.  
Motion carried.

**5. Street Department Addition/Renovations (Phase IV) Project Update.**

DPW/Eng. Sundelius introduced Trevor Frank, S.E.H. Senior Architect. Frank provided updates with photos on the Street Department Addition/Renovations (Phase IV) Project and answered questions from the Board.

**6. General Matters – none.**

Motion made by DeCoster, seconded by Coenen to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:31 P.M.

Sally Kenney  
Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of January 18, 2021.

All Ald. voted aye.

Motion carried.

**Finance & Personnel Committee Meeting Minutes of January 18, 2021.**

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, January 18, 2021 at 6:31 p.m. remote teleconference via ZOOM.

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

Also present: Ald. DeCoster, Thiele, Attorney Davidson, DPW/Eng. Sundelius, Sen. Proj. Eng. Neumeier, Fin. Dir. Van Rossum, Planner Jakel, Fire Chief Carrel, Police Chief Graff, Street Sup. Vandenhuevel, HR Dir. Audette and interested citizens.

1. **Correspondence** - None.
2. **Adjourn to closed session pursuant to Wisconsin State Statue 19.85(1)(c) considering compensation or performance evaluation – Memorandum of Understanding to modify the existing K-9 Program Agreement.**

Motion by Moore, seconded by Coenen to adjourn to closed session.

All members voted aye.

Motion carried.

Adjourned to closed session at 6:33 p.m.

3. **Return to open session for possible action.**

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

All members voted aye.  
Motion carried.

Returned to open session at 6:45 p.m.

Motion by Moore, seconded by Schell to approve the Memorandum of Understanding to modify the existing K-9 Program Agreement with two changes to item 2 and item 4. Under item number 2 the modification should state "The K-9 Officers will receive a \$5,400 annual increase in pay, paid on a bi-weekly paycheck, while being assigned this position as a compensation for the time spend in caring for the K-9 during the K-9 Officer's non-work hours." Under item number 4 the modification will read "The squad car is to be used for training, court or authorized outside City call-outs as approved the by the Chief of Police."

All members voted aye.  
Motion carried.

4. **General Matters** - none.

Motion by Coenen, seconded Moore to adjourn.  
All members voted aye.  
Motion carried.

Meeting adjourned at 6:47 P.M.

Sally Kenney  
Clerk

Motion by Coenen, seconded by Roehrig to adopt the Finance & Personnel Committee Meeting Minutes of January 18, 2021.

All Ald. voted aye.  
Motion carried.

**Plan Commission Meeting Minutes of December 3, 2020.**

Motion by Thiele, seconded by Coenen to receive and place on file the Plan Commission Meeting Minutes of December 3, 2020.

All Ald. voted aye.  
Motion carried.

**Redevelopment Authority of the City of Kaukauna Meeting Minutes of December 14, 2020.**

Motion by Moore, seconded by Roehrig to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of December 14, 2020.

All Ald. voted aye.  
Motion carried.

**Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 8, 2020.**

Motion by Coenen, seconded by DeCoster to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 8, 2020.

All Ald. voted aye.  
Motion carried.

### **1000 Islands Environmental Center Meeting Minutes of November 19, 2020.**

Motion by Coenen, seconded by DeCoster to receive and place on file the 1000 Islands Environmental Center Meeting Minutes of November 19, 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:

Berkers	Shauna	M	2000 Hendricks Ave.	Kaukauna
Subedi	Raju		155 W. Calumet St. Apt. 4	Appleton
Subedi	Suresh		153 W. Calumet St. Apt. 1	Appleton
Wyman	Melanie	M	1512 Glenview Ave.	Kaukauna

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

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 November 2020 Fire Report.

All Ald. voted aye.

Motion carried.

#### **Ambulance Report**

Motion made by Coenen, seconded by Roehrig to receive and place on file the December 2020 Ambulance Report.

All Ald. present voted aye.

Motion carried.

Ald. Moore asked for an update on the bi-annual fire inspections and when they will resume. Chief Carrell stated they have resumed starting January 1, 2021.

#### **Police Report**

Motion made by Coenen, seconded by Roehrig to receive and place on file the December 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 December 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 December 2020 Clerk-Treasurer's Deposit Report.

All Ald. voted aye.

Motion carried.

### **Building Inspection Report**

This item was pulled. This report format has changed to Building Inspection Permit Summary.

### **Building Inspection Permit Summary Report dated December 2020.**

Motion made by Coenen, seconded by Roehrig to receive and place on file the December 2020 Building Inspection Permit Summary Report in the new format.

All Ald. voted aye.

Motion carried.

Ald. Coenen asked that a Fire Report for December 2020 be reviewed in February.

### **Award of Grant Monies to the Friends of the Grignon Mansion for COVID-19 Relief.**

Grignon Mansion Director Mickelson stated a grant from the Fox Cities Convention and Visitors Bureau was applied for in late 2020. This grant is to off-set lost income due to COVID-19. The Friends of Grignon Mansion will be awarded the \$5,000 grant.

## **PRESENTATION OF ORDINANCES AND RESOLUTIONS.**

### **Resolution 2021-5252 Authorizing the contract with the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report.**

Motion by Coenen, seconded by Moore to suspend the rules and waive the reading of Resolution 2021-5252 Authorizing the contract with the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by Roehrig to adopt Resolution 2021-5252 Authorizing the contract with the Wisconsin Historical Society for the Charles A. Grignon Mansion Historic Structure Report.

All Ald. voted aye.

Motion carried.

### **Resolution 2021-5253 Authorizing the contract with Legacy Architecture, Inc. to perform the Historic Structure Report on the Charles A. Gignon Mansion.**

Motion by Coenen, seconded by Thiele to suspend the rules and waive the reading of Resolution 2021-5253 Authorizing the contract with Legacy Architecture, Inc. to perform the Historic Structure Report on the Charles A. Gignon Mansion.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by Thiele to adopt Resolution 2021-5253 Authorizing the contract with Legacy Architecture, Inc. to perform the Historic Structure Report on the Charles A. Gignon Mansion.

All Ald. voted aye.

Motion carried.

**Resolution 2021-5254 Accepting a Transportation Project Plat for Project No. 6498-06-00 Island Street Bridge over Tail Race.**

Motion by Coenen, seconded by Schell to suspend the rules and waive the reading of Resolution 2021-5254 Accepting a Transportation Project Plat for Project No. 6498-06-00 Island Street Bridge over Tail Race.

All Ald. voted aye.

Motion carried.

Motion by Coenen, seconded by Schell to adopt Resolution 2021-5254 Accepting a Transportation Project Plat for Project No. 6498-06-00 Island Street Bridge over Tail Race.

All Ald. voted aye.

Motion carried.

**CONSIDERATION OF MISCELLANEOUS BUSINESS**

Ald. Coenen, Council President, asked to recognize Ald. Driessen for all she has done for the City of Kaukauna. Mayor Penterman stated that he and Rec. Dir. Malloy visited Ald. Driessen and presented her with a certificate of recognition and gift.

Ald. Moore inquired about the railing at the Nelson Overlook and when it would be installed. DPW/Eng. Sundelius stated that the railing was on back order. If the railing is not installed before Eagle Days on Saturday, January 23, the contractor will secure the area allowing it to be open for the event.

Ald. Roehrig thanked Ald. Driessen for her impact on the community, the kids she taught hunters safety and for serving on the Council in the City of Kaukauna.

Ald. Thiele thanked Ald. Driessen for giving countless hours to our community.

Ald. Schell inquired about the smell from the sludge pond off of Hwy. CE and asked for updates. DPW/Sundelius stated that there will be an agenda item on the next Board of Public Works meeting. A representative from Ahlstrom Munksjo will be making a presentation.

Ald. Schell asked City staff to look at the new riverfront apartments that are being constructed in Manitowoc.

**ADJOURN**

Motion by Schell, seconded by Moore to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:49 PM.

Sally Kenney  
Clerk