

**OFFICIAL DIRECTORY**

**(Updated 4/22/24)**

CITY HALL

OFFICE HOURS

8:00 A.M. TO 4:30 P.M.

MONDAY – FRIDAY

ELECTION POLLS OPEN FROM

7:00 A.M. TO 8:00 P.M.

MUNICIPAL SERVICES BUILDING

144 W. SECOND STREET

VISIT US ON THE WEB:

[kaukauna.gov](http://www.cityofkaukauna.gov)

2020 Official Population – 16,634

Miles of Street – 89.16

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ELECTED OFFICIALS

Phone No.

MAYOR

**Anthony J. Penterman** 920.470.7849  
508 Ferncliff Drive  
Term Expires April 2026

[mayor@kaukauna.gov](mailto:mayor@kaukauna.gov)

CITY ATTORNEY

**Tim Greenwood** 920.766.6318  
Term Expires April 2026

[cityattorney@kaukauna.gov](mailto:cityattorney@kaukauna.gov)

MUNICIPAL JUDGE

**John Proffitt** 920.766.6378

Term Expires April 2026

municipaljudge@kaukauna.gov

PRESIDENT OF THE COUNCIL

**John Moore**

2381 Fairway Drive 920.213.3469

Term Expires April 2026

[john.moore@kaukauna.gov](mailto:john.moore@kaukauna-wi.org)

ALDERPERSONS

Name and Address Phone No. Term Expires

FIRST ALDERMANIC DISTRICT

**Marty DeCoster** 920.716.7484 April 2025

157 Raught Street

[marty.decoster@kaukauna.gov](mailto:marty.decoster@kaukauna.gov)

**Jennie Eggleston** 920.421.9911 April 2026

309 Kaukauna Street

[jennie.eggleston@kaukauna.gov](mailto:jennie.eggleston@kaukauna.gov)

SECOND ALDERMANIC DISTRICT

**Kelli Antoine** 920.284.0265 April 2025

2201 Nottingham Ln.

[kelli.antoine@kaukauna.gov](mailto:kelli.antoine@kaukauna.gov)

**John Moore** 920.213.3469 April 2026

2381 Fairway Drive

[john.moore@kaukauna.gov](mailto:john.moore@kaukauna.gov)

THIRD ALDERMANIC DISTRICT

**Brian Schell** 920.268.2153 April 2025

900 Joshua Street

[brian.schell@kaukauna.gov](mailto:brian.schell@kaukauna.gov)

**Mary Jo Kilgas** 920.766.2548 April 2026

5 Ashgrove Place

[maryjo.kilgas@kaukauna.gov](mailto:maryjo.kilgas@kaukauna.gov)

FOURTH ALDERMANIC DISTRICT

**Pennie Thiele** 920.766.2702 April 2025

118 E. Morningside Drive

pennie.thiele[@kaukauna.gov](mailto:tony.penterman@kaukauna-wi.org)

**Michael Coenen** 920.759.9776 April 2026

2808 Glenview Avenue

[mike.coenen@kaukauna.gov](mailto:mike.coenen@kaukauna-wi.org)

CITY OF KAUKAUNA DEPARTMENTS

Fax No. – 920.766.6339 (First Floor)  
Fax No. – 920.766.6324 (Second Floor)

Assessment 920.733.5369

**Assessor – Bowmar Appraisals**

Attorney 920.766.6318

**Attorney – Tim Greenwood**

Email: [cityattorney@kaukauna.gov](mailto:cityattorney@kaukauna.gov)

**Paralegal – Christina Heindl**

Email: [paralegal@kaukauna.gov](mailto:paralegal@kaukauna.gov)

City Clerk 920.766.6300

**Sally Kenney**

Email: [clerk@kaukauna.gov](mailto:clerk@kaukauna.gov)

Communications Coordinator 920.759.5348

**Andrea Fencl**

Email: [afencl@kaukauna.gov](mailto:afencl@kaukauna.gov)

Community Enrichment & Recreation Director 920.766.6335

**Director** – **Terri Vosters**

Email: [tvosters@kaukauna.gov](mailto:tvosters@kaukauna.gov)

**Recreation Program Manager – Carly Zimmer**

Email: [czimmer@kaukauna.gov](mailto:czimmer@kaukauna.gov)

**Administrative Assistant – Michelle Mielke**

Email: [mmielke@kaukauna.gov](mailto:mmielke@kaukauna.gov)

**Community Enrichment Program Manager** **– Cassidy Mickelson**

Email: [cmickelson@kaukauna.gov](mailto:cmickelson@kaukauna.gov)

**Community Enrichment Coordinator – Tayler Lentz**

Email: [tlentz@kaukauna.gov](mailto:tlentz@kaukauna.gov)

**Community Enrichment Coordinator – Alex DePagter**

Email: [adepagter@kaukauna.gov](mailto:adepagter@kaukauna.gov)

Emergency Management 920.766.6320

**Jacob Carrel, Fire Chief**

Email: [jcarrel@kaukauna.gov](mailto:jcarrel@kaukauna.gov)

Finance 920.766.6312

**Finance Director/Treasurer – William Van Rossum**

Email: [wvanrossum@kaukauna.gov](mailto:wvanrossum@kaukauna.gov)

**Accountant – Ashley Roehl**  
Email: [aroehl@kaukauna.gov](mailto:aroehl@kaukauna.gov)

**Accounting Specialist/Accounts Payable – Christina Nelson**

Email: [cnelson@kaukauna.gov](mailto:cnelson@kaukauna.gov)   
**(P/T) Accounting Specialist /Accts. Receivable – Tracy Uitenbroek**  Email: [tuitenbroek@kaukauna.gov](mailto:tuitenbroek@kaukauna.gov)

**Payroll Coordinator – Tyler Ault**

Email: [tault@kaukauna.gov](mailto:tault@kaukauna.gov)

IT  
**IT Manager**

**Tim Taplin** Ext. 1196

Human Resources 920.766.6375

**Director – Shanon Swaney**

Email: [sswaney@kaukauna.gov](mailto:sswaney@kaukauna.gov)

Library 920.766.6340

**Director–Ashley Thiem-Menning**: [athiem-menning@kaukauna.gov](mailto:athiem-menning@kaukauna.gov)

**Technology Coord.–Spencer Heise**: [sheise@kaukauna.gov](mailto:sheise@kaukauna.gov)

**Communications Coordinator–Jenny Schink:** [jschink@kaukauna.gov](mailto:jschink@kaukauna.gov)

**Administrative Coordinator–Elizabeth Fuller**: [efuller@kaukauna.gov](mailto:efuller@kaukauna.gov)

**Adult Services Librarian–James Berven**: [jberven@kaukauna.gov](mailto:jberven@kaukauna.gov)

**Youth Services Librarian–Sarah Miller:** [smiller@kaukauna.gov](mailto:smiller@kaukauna.gov)

**Library Assistant – Hispanic Outreach Coordinator–Ana Mejia:**

[amejia@kaukauna.gov](mailto:amejia@kaukauna.gov)

**Library Assistant – Native Am. Outreach & Engagement Coordinator–Kim Cackowski:** [kcackowski@kaukauna.gov](mailto:kcackowski@kaukauna.gov)

*Library Assistants*

Rachel Bock Dafina Hidri Yenny Rodriguez

John Hammond Sue Meyer Gavin Schmitt

*On-Call Assistants:*

Bobbie Behnke Julie Krause Sarah Read

Mary Eanes Donna Leicht Julie Reif

Becky Haen Venn Peters Geri Rock

Tyler Hodkiewicz

Mayor 920.766.6310

**Mayor – Anthony J. Penterman**

Email: [mayor@kaukauna.gov](mailto:mayor@kaukauna.gov)

**Administrative Coordinator – Megan Brouch**  
Email: [mbrouch@kaukauna.gov](mailto:mbrouch@kaukauna.gov)

Municipal Judge 920.766.6378

**Municipal Judge – John Proffitt**

Email: [municipaljudge@kaukauna.gov](mailto:municipaljudge@kaukauna.gov)

**Municipal Clerk of Courts – Brad Strouf**

Email: [clerkofcourts@kaukauna.gov](mailto:clerkofcourts@kaukauna.gov)

Planning and Community Development 920.766.6315

**Director – David Kittel**

Email: [dkittel@kaukauna.gov](mailto:dkittel@kaukauna.gov)

**Associate Planner – Lily Paul**

Email: [lpaul@kaukauna.gov](mailto:lpaul@kaukauna.gov)

**Planning/Engineering Technician – Jason Holmes**

Email: [jholmes@kaukauna.gov](mailto:jholmes@kaukauna.gov)

**Building Inspector – Brett Jensen** 920.766.6325

Email: [bjensen@kaukauna.gov](mailto:bjensen@kaukauna.gov)

1000 Islands Environmental Center 920.766.4733

**Director/Naturalist – Nathaniel Blood,** [nblood@kaukauna.gov](mailto:nblood@kaukauna.gov)

920.759.5673, x1190

**Asst. Naturalist – Sarah Ironside,** [sironside@kaukauna.gov](mailto:sironside@kaukauna.gov)

920.759.5681, X1193  
**Site Manager** **–Brad Garrity,** [bgarrity@kaukauna.gov](mailto:bgarrity@kaukauna.gov)

920.759.5676, x1192

**Admin. Asst. – Cassie Kohls,** [ckohls@kaukauna.gov](mailto:ckohls@kaukauna.gov)

920.759.5674, x1191

Engineering/Dept. of Public Works **–** 920.766.6305

**Director of Public Works/City Engineer** – **John Neumeier** –

[jneumeier@kaukauna.gov](mailto:jneumeier@kaukauna.gov)

Sr. Project Engineer – **Jeffrey Bodoh –** [jbodoh@kaukauna.gov](mailto:jbodoh@kaukauna.gov)

Project Engineer – **Taylor Conger** – [tconger@kaukauna.gov](mailto:tconger@kaukauna.gov)

Planning/Engineering Technician – **Jason Holmes** – [jholmes@kaukauna.gov](mailto:jholmes@kaukauna.gov)

STREET AND PARK DEPARTMENT **–** 920.766.6337,

Fax: 920.766.6317

**Street Superintendent**  **Street Foreman**

Jacob Van Gompel Pete Nelson

**Equipment Mechanic**  **Sewer Crew**

Harlan Hirschy Tyler Fredrickson

Roy Van Zeeland

**Heavy Equipment Operator**

Josh Karl  **Parkman**

Marcus OnkelsChristie Fortemps

Matt Wallace Melanie Knott

Dean Meyer

**Truck Driver** Chuck Rasmussen

Jim Hungerford

Kyle Rich **Laborer**

Jerrod Butteris **Tandem Truck Driver** Kurt Ebben

Jeremy Goffard Eric Fischer

Logan Van Hoof Kyle Haines

Jim Hungerford

**Administrative Assistant** Dakota King-Whitney

Tammy Nieuwenhuis Joey Larson

Grady Nettekoven

**Janitor** Salvador Solorzano

Wes Hietpas

POLICE DEPARTMENT– Non-Emergency Phone: 920.766.6333,

Fax: 920.766.6345

**Police Chief Asst. Police Chief**

**Jamie Graff** **Bradley Sanderfoot**

**LieutenantDetective**

Kory Krueger Tyler Romenesko

**Administrative Services SupervisorInvestigator**

Inge MurphyPatrick O’Kane

**Sergeants**

Michael Frank Thomas Raether

Robert Momberg Jason Treichel

**Patrol Officers**

Jeffrey Bowen Lucas Meyer (SRO)

James Brandt Kaylee Mickelson

Ryan Geenen Andrew Pelot

Matthew Kohl (SRO) Brian Schaefer

Michael Lambie Thayen Thao

Natasha Lansbach Tobias Timm

Timothy Lau Adam VanderHyden (SRO)

Caleb Lyons Charles Vosters

Stephanie Maas Philip Watry

**Record Clerks**

Tammie Borin Brenda Hufschmid

Sheri del Plaine Kari Surman

**Community Service Officer Code Enforcement**

Ada Schaefer Tom Bartolazzi

**Crossing Guards**

Kathy Breitzman Richard Puhl

Dennis Bruhn Mike Schmidt

Sue Hagens Jalissa Snyder

Juli Hartzheim Marie Soffa

Diane Mashuda Vicky Vandenberg

FIRE DEPARTMENT*–*Non-Emergency Phone:920.766.6320,

Fax: 920.766.6322

**Fire Chief**–**Jacob Carrel**

**Assistant Chief of EMS*–* Craig Schneider**

**Assistant Fire Chiefs/Paramedics**

Cody Foss

Chad Gerrits

Joe Resch

**Assistant Chief of Training**

Heath Buechel

**Lieutenants/Paramedics**

Nick Bouressa Ryan Steffel

Mike Hamilton

**Driver Operators/Paramedics**

Robert Aschenbrener Ryan Kussow

Brian Inocelda Nick Ziegler

Austin Klister Lonny Ziemer

**Firefighters/Paramedics**

Elliot Chier Samuel Hebert

Trent Forst Sam Klimek

Wyatt Gezella Stephan McEssey

**Paid-on-Call Firefighters**

Alex Bain Shaun Simon

Jeff Moericke Cory Swedberg

Jon Novak Jeremy Uitenbroek

Trevor Prusinski Justin Uitenbroek

Keith Romenesko Bradley Van Asten

Kyle Reif Kurtis Vanderloop

Tom Self

STANDING COMMITTEES

2023-2024

FINANCE AND PERSONNEL COMMITTEE

Mayor Penterman Chairman

Ald. Antoine Vice Chairman

Ald. Eggleston Secretary

Ald. Moore

Ald. Thiele

Ald. Coenen

HEALTH AND RECREATION COMMITTEE

Ald. Kilgas Chairman

Ald. Schell Vice Chairman

Ald. DeCoster Secretary  
Ald. Coenen

LEGISLATIVE COMMITTEE

Ald. Coenen Chairman

Ald. Eggleston Vice Chairman

Ald. Schell Secretary

Ald. Moore

PUBLIC PROTECTION AND SAFETY COMMITTEE

Ald. DeCoster Chairman

Ald. Kilgas Vice Chairman

Ald. Antoine Secretary

Ald. Thiele

1000 ISLANDS ENVIRONMENTAL

CENTER COMMITTEE

(3-Year Term)

Term Expires

Jennie Eggleston, Ald. Rep. 5-01-24

Brian Hintz 10‑15‑24

Diane White, Vice Chairman 10‑15‑24

Kathy Brietzman 11-16-24

John Manion 10-15-25

Penni Pautz, Chairman 10‑15‑25

Deb Jakel 10-15-25

Paul Van Berkel 10‑15‑25

Eric Hietpas 10‑15‑26

Charles West 10‑15‑26

ARA EXHIBITION CENTER ADVISORY COMMITTEE

(2-Year Term)

Term Expires

Kelli Antoine, Kaukauna Rep. 1-01-26

BOARD OF APPEALS

(3-Year Term)

Term Expires

Jim Brandt 2‑28‑25

Mike Vandenberg 2‑28‑25

Kenneth J. Kavanaugh, Chairman 2‑28‑26

Bruce Werschem 2‑28‑26

Sharon Nisler 2‑28‑27

Paul Hennes 1st Alternate

Cindy Fallona 2nd Alternate

Sally Kenney Secretary, Ex Officio

BOARD OF CANVASSERS  
(2-Year Term)

Term Expires

Sally Kenney Clerk

Megan Brouch 12-31-24

Julie Schroeder 12‑31‑24

BOARD OF PUBLIC WORKS

Term Expires

Ald. Thiele Chairman

Ald. Coenen Vice‑Chairman

Sally Kenney Secretary, Ex Officio

Kevin Davidson Attorney, Ex Officio

John Neumeier Engineer, Ex Officio

Anthony Penterman Mayor, Ex Officio

All Alderpersons

BOARD OF REVIEW

(5-Year Term)

Term Expires

Brett Jensen Building Inspector

Anthony Penterman Mayor

Sally Kenney, Secretary Clerk

George Burton 2-28-26

David Pahl 2-28-29

BUILDING CONSTRUCTION BOARD OF REVIEW

(3-Year Term)

Term Expires

VACANT 8-01-22

Brian Schell, Ald. Rep 5-01-24

Lee St. Aubin 8-01-26

Keith Petersen 8-01-26

CITY PLAN COMMISSION

(3-Year Term)

Term Expires

John Moore, Ald. Rep. 5-01-24

Pennie Thiele, Chmn. of B.P.W. 5-01-24

Giovanna Feller 4‑30‑25

Michael Avanzi 4‑30‑26

Ken Schoenike 4‑30‑27

John Neumeier City Engineer/DPW

Tony Penterman, Chairman Mayor

Dave Kittel, Dir. Planning & Comm Dev. Ex Officio

FOX CITIES AREA ROOM TAX COMMISSION   
(1-Year Term)

Term Expires

Will Van Rossum, Kaukauna Rep. 5-31-24

FOX CITIES TRANSIT COMMISSION

(3-Year Term)

Term Expires

Greg VandeHey 2-01-2027

GRIGNON MANSION BOARD   
(3-Year Term)

Term Expires

Al Borchardt 1-17-25

Brian Buechel 1-17-25

Gavin Schmitt 1-17-25

Bruce Werschem, Vice-Chairman 1-17-26

VACANT, Secretary 1-17-26

Patricia Brogan 1-17-27

Christina Crook 1-17-27

Sandy Coenen 1-17-27

Pennie Thiele, Ald. Rep., Chairman 5-01-24

Cassidy Mickelson Ex Officio

HEART OF THE VALLEY METROPOLITAN

SEWERAGE COMMISSION

(5-Year Term)

Term Expires

Patrick E. Hennessey, Secretary 10-01-24

John W. Sundelius, Commissioner 10‑01-25

Bruce M. Siebers, Vice President 10‑01‑26

David J. Casper, President 10‑01‑27

Kevin P. Coffey, Commissioner 10‑01‑28

INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION

(3-Year Term)

Term Expires

VACANT 4‑01‑24

Michael Avanzi 4‑01‑25

Scott Jerome 4‑01‑25

Glenn L. Schilling 4‑01‑25

Tony Nytes 4‑01‑26

Mike Vandenberg 4‑01‑26

John Sundelius 4-01-26

Nick Rieth 4‑01‑27

Ryan Gaffney 4‑01‑27

Planning & Community Development Coordinator Secretary

KAUKAUNA ALCOHOL, TOBACCO AND OTHER DRUG AWARENESS BOARD

(3-Year Term)

Term Expires

Laura Lindberg 2-01‑25

Karen Wirth 2-01-25

Satia Kavanaugh Vanderloop 2-01-25

Chris Wardlow 2-01-25

Jerry Brien 2‑01‑26

Phil Kohne 2‑01‑26

Dr. Paul Russo 2‑01‑27

Scott Granger 2‑01‑27

Jack Pautz, Prevention Coordinator 2-01-27

Brian Schell, Ald. Rep. 5-01-24

Ella Cronin, Student

Olivia Planert, Student

KAUKAUNA VETERANS MEMORIAL PARK ASSOCIATION

Mayor Tony Penterman President

Mark Landreman, Vice President Citizen

Megan Brouch, Secretary Citizen

Paul Hennes VFW

Gary Wolf VFW

Mark Landreman Citizen

Brian Roebke Citizen

Lisa Wolfinger Ladies of the VFW and Ladies of the American Legion

Neal Borchert American Legion

Brenda Leon Citizen

Citizen/Civic Engagement Class Students (2)

Marty DeCoster, Ald. Rep. 5-01-24

LIBRARY BOARD

(3-Year Term)

Term Expires

Angela Schneider 6-30-24

Cindy Fallona 6‑30‑24

James Van De Hey 6‑30‑24

Carol VanBoxtel 6‑30‑25

Jane Vondracek, Financial Secretary 6‑30‑25

Joseph Lucas, President 6‑30‑26

Anna Neumeier, Recording Secretary 6‑30‑26

Janet Sager School District Rep

Mary Jo Kilgas, Vice President, Ald. Rep. 5-01-24

POLICE AND FIRE COMMISSION

(5-Year Term)

Term Expires

Paul Van Berkel 4‑30‑25

Carla Zacharias 4‑30‑26

Shannon Young 4‑30‑27

Beth Jasiak 4‑30‑28

Tim Hufschmid 4‑30‑29

PUBLIC HOUSING AUTHORITY

(5-Year Term)

Term Expires

Ellen Tiedt 2-01-25

John Moore 2‑01‑26

John Neumeier III, Chairman 2‑01‑27

Debbie Niesen 2‑01‑28

Carmen Greenwood 2‑01‑29

Pennie Thiele Executive Director

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA

(5-Year Term)

Term Expires

Karl Kilgas 9‑07‑24

Heather Hayes 9-07-24

Nicci Sprangers 9‑07‑25

Julie Schroeder 9‑07‑26

Quin Lenz 9‑07‑27

John Moore, Chairman 5-01-24

Paul Hennes, Vice Chairman .……………………………………………………………………9-07-28

SCHOOL BOARD MEMBERS

(3-Year Term)

Term

Chad Berken 2022-2025

Chris Bouressa 2022-2025

Melissa Kurey 2022-2025

Sue Gertz 2023-2026

Charles West 2023-2026

Mike Campbell 2024-2027

Josh Karl 2024-2027

Mike Slowinski Superintendent of Schools

UTILITY COMMISSION

(5-Year Term)

Term Expires

Paul Van Berkel 10‑01‑24

Sue Hennes 10‑01‑25

Gregory Lenz 10‑01‑26

John Moore 10‑01‑27

Lee Meyerhofer 10‑01‑28

Tony Penterman Mayor

Pennie Thiele Chairman, B.P.W.

Michael Avanzi. Kaukauna Utilities General Manager

COUNTY GOVERNMENT

County Web Site: <https://www.outagamie.org/>

COUNTY SUPERVISORS

COUNTY DISTRICT NO. 10

Christine Lamers 920.766.2885

City of Kaukauna Wards 3, 4, 5

COUNTY DISTRICT NO. 11

Ryan Ferguson 920.420.9770

City of Kaukauna Wards 9, 10, 12 and 13

COUNTY DISTRICT NO. 12

Jeffrey McCabe 920.470.5649

City of Kaukauna Wards 6, 7 and 8

COUNTY DISTRICT NO. 13

Jason Wegand 920.419.4646

City of Kaukauna Wards 1 and 2

COUNTY OFFICIALS

COUNTY EXECUTIVE, *Thomas Nelson* 920.832.1684

REGISTER OF DEEDS, *Sarah VanCamp* 920.832.5095

SHERIFF, ***Clint C. Kriewaldt* 920.832.5605**

COUNTY CLERK, *Jeff King* 920.832.5077

DISTRICT ATTORNEY, *Melinda Tempelis* 920.832.5024

CLERK OF COURTS, *Barb Bocik* 920.832.5131

CORONER, *Doug Bartelt* 920.832.5841

COUNTY TREASURER, *Rochelle Oskey* 920.832.5065

STATE GOVERNMENT OFFICIALS

Governor Tony Evers – [govgeneral@wisconsin.gov](mailto:govgeneral@wisconsin.gov)

Senator Robert Cowles – [sen.cowles@legis.wisconsin.gov](mailto:sen.cowles@legis.wisconsin.gov)

Representative Joy Goeben – [rep.goeben@legis.wisconsin.gov](mailto:rep.goeben@legis.wisconsin.gov)

KAUKAUNA MUNICIPAL CODE  
CHAPTER 2: GOVERNING BODY  
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RULES OF THE COUNCIL

**RULE 1 - MEETINGS**. The regular meetings of the City Council shall be held on the first and third Tuesday in each month at 7 p.m., except when such Tuesday falls on a holiday or Election Day, the meeting shall be held on Wednesday following such Tuesday. Special meetings may be called in accordance with Section 62.11 (2), Wisconsin Statutes.

**RULE 2 - QUORUM; ATTENDANCE**. When the presiding officer has called the members to order, the City Clerk-Treasurer shall proceed to call the roll in alphabetical order, noting who is present and who is absent. If, after going through with the call, it appears that a quorum (six alderpersons) is present, the Council shall proceed to business; and, if there is not a quorum, the Mayor, or in his absence, the President of the Council may order the attendance of absentees. If within 30 minutes no quorum appears, the Council may adjourn to any time agreed upon.

**RULE 3 - ORDER OF BUSINESS**.

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American flag.
2. Reading and approval of minutes.

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

IV. Public appearances.

V. Business presented by the Mayor.

VI. Reports of standing and special committees.

VII. Reports of City officers.

VIII. Presentation of ordinances and resolutions.

IX. Consideration of miscellaneous business.

**RULE 4 - MATTERS TO BE IN WRITING**. All resolutions, ordinances, and amendments to any document before the Council shall be reduced in writing before they shall be acted upon. The minutes of all boards, commissions, authorities, and committees shall be in writing when presented to the Council for adoption or approval.

**RULE 5 - READING AT LENGTH**. All letters, petitioners, remonstrances, and memorials, when presented to the committee of jurisdiction or the Council, shall be read at length by the presiding officer, secretary, or City Clerk-Treasurer, unless otherwise ordered. All resolutions, ordinances, and all board, commission, authority, or committee reports which require Council adoption shall be read at length by the alderperson or official introducing the same, unless ordered otherwise. All department reports, committee reports, and board reports which do not require Council adoption may be read at length, summarized by the presenting alderperson or official or received as presented.

**RULE 6 - ADDRESSING COUNCIL**. No member shall speak more than twice on any question and only 10 minutes at a time without permission. When the Mayor or presiding officer shall deny a Council member the right to speak a third time, he may appeal to the Council and a 3/4 vote of the members present may overrule the presiding officer’s decision.

**RULE 7 - MOTIONS**. When a motion is made, it shall be stated by the Chair or read by the City Clerk-Treasurer previous to debate. If required by the Chair or by any member, any motion (except to adjourn, to postpone, or to commit) shall be reduced to writing.

**RULE 8 - MEMBERS TO VOTE**. Every member present when a question is put, or when his name is called, shall vote unless the Council shall for special cause excuse him.

**RULE 9 - VOTING ORDER**. At all Council meetings, voting shall proceed in alphabetical order on a progressive basis so that the alderperson whose name is first alphabetically will vote first on the first issue presented, the second alderperson alphabetically will vote first on the second issue presented, etc. Such voting order shall not carry over from one meeting to another and the first alderperson alphabetically will vote first on the first issue presented at every meeting.

**RULE 10 - AYES AND NAYS**. The ayes and nays shall be ordered upon any question at the request of any member and the Clerk-Treasurer shall call the roll in alphabetical order.

**RULE 11 - MOTION TO RECONSIDER**. No motion to reconsider shall be made except by a member who voted on the prevailing side, and such motion to reconsider shall be made at the same or next succeeding regular meeting of the Council.

**RULE 12 - STANDING COMMITTEES**.

I. ENUMERATED. The standing committees shall be appointed by the Mayor and confirmed by the Council, as follows:

A. Finance and Personnel Committee.

1. Composition. The Finance and Personnel Committee shall consist of five alderpersons, in addition to the Mayor, who shall be the chairman. The Mayor shall not have the power to vote.

2. Duties. The duties of the Committee shall be to:

a) Provide policy and legislative direction relative to all financial, personnel, employee benefit, and employer insurance matters.

b) Review all sales and purchase contracts of City property which are not under the jurisdiction of the Industrial and Commercial Commission and make appropriate recommendations to the Council.

c) Recommend appropriate fee and license structure for all services under the jurisdiction of the Committee.

B. Health and Recreation Committee.

1. Composition. The Health and Recreation Committee shall consist of four alderpersons.
2. Duties. The duties of the Committee shall be to:

a) Provide policy and legislative direction relative to all recreational facilities.

b) Consider all health programs, act on any problems involving health and insure that health standards are maintained in the City.

c) Receive and make recommendations on all applications for beer and liquor licenses. License applications shall be investigated to determine their compliance with local and State laws.

d) Review beer and liquor license holders’ performance on a quarterly basis and recommend appropriate Council action.

e) Recommend appropriate fee and license structure for all services under the jurisdiction of the Committee.

C. Public Protection and Safety Committee.

1. Composition. The Public Protection and Safety Committee shall consist of four alderpersons.

2. Duties. The duties of the Committee shall be to:

a) Provide policy and legislative direction to the Police and Fire Departments for all matters which are not under the jurisdiction of the Police and Fire Commission. The matters which are under the jurisdiction of this Committee shall include, but not be limited to, parking lot operations, traffic patterns, traffic control, rescue squad operations, Fire Department operations, and Police Department operations.

b) Recommend appropriate fee and license/ structure for all services under the jurisdiction of the Committee.

D. Legislative Committee.

1. Composition. The Legislative Committee shall consist of four alderpersons.

2. Duties. The duties of the Committee shall be to:

a) Supervise the introduction of all ordinances, resolutions, and other written rules for adoption by the Council.

b) Supervise all elections to insure they are conducted in an orderly manner.

c) Work with other committees in preparing ordinances and resolutions, study existing ordinances, make suggestions, and recommendations to the Council relative to changing or adding ordinances to increase efficiency in the operations of the City.

E. Board of Public Works.

1. Composition. The Board of Public Works shall consist of eight alderpersons, the City Attorney who shall act as legal advisor, the City Clerk-Treasurer who shall be the recording secretary, and the City Engineer. The City Attorney, City Clerk-Treasurer, and City Engineer shall not have the power to vote. The Board of Public Works shall elect a chairman who shall also serve as the Council representative on the Utility Commission. Five alderpersons would constitute a quorum.
2. Duties. The duties of the Board shall be to:

a) Provide policy and legislative direction relative to garbage collection and disposal, bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.

b) Approve and monitor all new or reconstruction of bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.

c) Perform all such duties so prescribed by the Wisconsin Statutes and any other duties delegated by the Council.

d) Recommend appropriate fee and license structure for all services under the jurisdiction of the Board.

II. MAYOR. The Mayor shall be the Ex Officio member of all standing committees and the Board of Public Works.

**RULE 13 - COMMITTEES, MEETINGS**. The committees shall meet as required to consider and make recommendations on all matters before the committees.

**RULE 14 - COMMITTEE REPORTS, ACTION ON**. Any alderperson may, without a second, require a separate vote on any item in a committee report which requires Council action.

**RULE 15 - LICENSES**. All applications for liquor and beer licenses shall be referred to the Health and Recreation Committee.

Where approval must be given by the Board of Health, Chief of Police, or other public officers, such approval shall be attached to the application before presentation to the Council.

**RULE 16 - NEW WORK**. All letters, petitions, and resolutions which have been presented to the Council shall be referred to the committee of jurisdiction and reported upon before any action shall be initiated.

**RULE 17 - RULES; SUSPENSION, RESCISSION, AMENDMENT**. No rule shall be suspended, rescinded, or amended without the consent of 2/3 of the members present at any meeting

**RULE 18 - EXTRAORDINARY MAJORITIES**. The City is presently composed of four aldermanic districts with two alderpersons from each district, making a total membership in the Council of eight. Where a 2/3 majority of the entire Council is called for, such shall be a majority of six votes and, where a 3/4 majority of the entire Council is called for, such shall consist of six votes.

**RULE 19 - COUNCIL ELECTIONS AND APPOINTMENTS**. Where the Council has the authority to make appointments to the various boards, commissions, or positions, the Council procedure shall be as follows:

I. Nominations and ballots shall be by open ballot.

II. The first ballot shall be informal and shall be considered the nominating ballot. Where there are more than three candidates, the three persons receiving the highest number of votes shall be considered nominated.

III. The second ballot shall be a formal ballot and, if one of the nominees receives a clear majority of the number of votes cast, he shall be declared elected. If on the first formal ballot no one receives a clear majority, a second ballot shall be taken, but such shall be on the two persons receiving the highest number of votes. The balloting shall then continue until one of the nominees has received the majority of the votes cast.

**RULE 20 - BONDS AND INSURANCE, EXPIRATION OF**. The Finance Director shall notify the chairman of the Finance and Personnel Committee at least 30 days prior to the expiration of all bonds and insurance policies affecting City property.

**RULE 21 - VACANCIES, FILLING; PHYSICAL EXAMINATIONS**. Any vacancy for permanent employment shall be advertised. Any prospective employee for a regular position with the City shall submit to a physical examination at the City’s expense, certifying such applicant is in good health before being hired.

**RULE 22 - CITY HALL OFFICE HOURS**. The office hours of the City shall be recommended by the Finance and Personnel Committee and approved by the Council.

GENERAL CHARTER LAW

62.11 Common Council.

1. How constituted. The Mayor and Aldermen shall be the Common Council. The Mayor shall not be counted in determining whether a quorum is present at a meeting, but may vote in case of a tie. When the Mayor does vote in case of a tie, his vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure.

2. Time of Meeting. The Council shall meet at least once a month, and on the first Tuesday unless a different day be fixed by the Council. More frequent, regular meetings may be established by the Council, and the Mayor may call a special meeting by written notice to each member delivered to him/her personally or left at his/her usual abode at least six hours before the meeting. Following a regular City election, the new Council shall first meet on the third Tuesday of April.

3. Procedure.

a) The Council shall be the judge of the election and qualification of its members, may compel their attendance, and may fine or expel for neglect of duty.

b) Two-thirds of the members shall be a quorum, except that in cities having not more than five aldermen, a majority shall be a quorum. Less number may compel the attendance of absent members and adjourn. A majority of all the members shall be necessary to a confirmation. In case of a tie, the Mayor shall have a casting vote as in other cases.

c) Meetings shall be open to the public; and the council may punish by fining members or other persons present for disorderly behavior.

d) The ayes and nays may be required by any member. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating, or disbursing money or creating any liability or charges against the City or any fund thereof, the vote shall be by ayes and nays. All aye and nay votes shall be recorded in the journal.

e) The Council shall, in all other respects, determine the rules of its procedure.

f) The style of all ordinances shall be “The Common Council of the City of Kaukauna do ordain as follows.”

4. Publication.

a) Proceedings of the Council shall be published in the newspaper designated under Section 985.06 as a Class 1 notice, under Chapter 985. The proceedings for the purpose of publication shall include the substance of every official action taken by the governing body. Except as provided in this subsection, all Ordinances shall be published as a Class 1 notice, under Ch. 985, within 15 days of passage, and shall take effect on the day after its publication or at a later date if expressly prescribed.

62.12 Finance.

1. Fiscal Year. The calendar year shall be the fiscal year.

2. Budget. On or before October 1 each year, each officer or department shall file with the City Clerk an itemized statement of the disbursements made to carry out the powers and duties of such officer or department during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer or department during such year, and of the condition and management of such funds; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year.

3. Accounting. The City Treasurer shall keep separate all special funds and the City Clerk shall keep a separate account with the General Fund for each officer or department through which disbursements are made from the General Fund to carry out the powers and duties of such officer or department. The Council shall examine and adjust the accounts of the Clerk, Treasurer, and all other officers or agents of the City after the same shall have been audited.

4. Tax Limitation. The tax levied by the Council for any one year for municipal purposes, together with all other taxes to be levied for any City purpose except as provided in Section 67.035.

a) Bonded debt limitations. Sec. 67.03 5% of equalized value for City purposes.

5. License Moneys. Moneys received for licenses may be used for such purposes as the Council shall direct in the absence of specific appropriation by law.

6. FUNDS: APPROPRIATIONS: DEBTS

a) Unless otherwise provided by law, City funds shall be paid out only by authority of the Council. Such payment shall be made in the manner provided by Section 66.042.

b) The Council shall not appropriate nor shall the Treasurer payout (1) funds appropriated by law to a special purpose except for that purpose, (2) funds for any purpose not authorized by the Statutes, or (3) from any fund in excess of the moneys therein.

c) No debt shall be contracted against the City nor evidence thereof given unless authorized by a majority vote of all the members of the Council.

7. CITY DEPOSITORIES

a) The Council shall designate a bank or banks within this state with which City funds shall be deposited, and when the money is deposited in such depository in the name of the City, the Treasurer and his bondsmen shall not be liable for such losses as are defined by subsection (6) of Section 34.01(6) Wis. Stats. The interest arising therefrom shall be paid into the City Treasury.

62.09 (7) General Provisions.

a) The corporate authority of the City shall be vested in the Mayor and Common Council.

b) Officers shall have generally the powers and duties prescribed for like officers of towns and villages, except as otherwise provided, and such powers and duties as are prescribed by law and except as to the Mayor shall perform such duties as shall be required of them by the Council. Officers whose powers and duties are not enumerated in this subchapter shall have such powers and duties as are prescribed by law for like officers or as are directed by the Council.

c) All officers and departments may make the necessary rules for the conduct of their duties and incidental proceedings.

d) The general laws for the punishment of bribery, misdemeanors and corruption in office shall apply to City officers.

e) Whenever a City Official in his official capacity proceeded against or obliged to proceed before any court, board or Commission, to defend or maintain his official position, or because of some act arising out of the performance of his official duties, and he has prevailed in such proceeding, or the Council has ordered the proceeding discontinued, the Council may provide for payment to such official such sum as it sees fit, to reimburse him for the expenses reasonably incurred for costs and attorney fees.

LAWS GOVERNING

CITY ADMINISTRATION PROCEDURE

1. City Officers, Terms of Mayor and Alderperson  
   Chap. 62.09(5)(a) Wis. Stat.

2. Mayor, Duties of

Chap. 62.09(8)(a) Wis. Stat.

3. Mayor, Veto Power

Chap. 62.09 (8)(c) Wis. Stat.

4. President of the Council, (“Acting Mayor”)

Chap. 62.09 (8)(e) Wis. Stat.

5. Time of Council Meetings

Chap. 62.11 (2) Wis. Stat.

6. Council Procedure

Chap. 62.11 (3) Wis. Stat.

7. Council Proceedings, Publication of

Chap. 62.11 (4) Wis. Stat.

8. Common Council, Powers of

Chap. 62.11 (5) Wis. Stat.

9. Police, Duties of

Chap. 62.09 (13) Wis. Stat.

10. Official Newspaper

Chap. 985.06 Wis. Stat.

11. Finance

Chap. 62.12 Wis. Stat.

Bonding Chap. 67.03 Wis. Stat.

**CHAPTER 62.12 WIS. STAT.**

Fiscal Year Par. 1

Budget Par. 2

Accounting Par. 3

License Moneys Par. 5

Funds Par. 6

City Depositories Par. 7

Claims Par. 8

Loans Par. 9

12. Liquor Licenses, Application Dates

Chap. 125.04(3) Wis. Stat.

13. Clerk, Duties of, Etc.

Chap. 62.09(11) Wis. Stat.

14. Treasurer, Duties of, Etc.

Chap. 62.09(9) Wis. Stats.

15. Attorney, Duties of, Etc.

Chap. 62.09(12) Wis. Stat.

Chap. 62.115 Wis. Stat.

16. Board of Public Works

Duties of 62.14(6)

17. Board of Review, Duties and Powers of

Chap. 70.47 Wis. Stat.

18. Utility Commission, Duties and Powers of,

Chap. 66.0805

GOVERNING BODY CALENDAR

April - First Tuesday – Election

First Wednesday – Board of Canvassers meets

and Canvassers vote.

April - Third Tuesday – First meeting of new Council.

April - President of Council elected.

April - Official newspaper designated.

April - Bond of officials established.

April - Rules of Order adopted.

April - Citizen Member of Plan Commission appointed by Mayor (Chap. 62.23 (1)(d) Wis. Stat.)

April - Mayor appoints one citizen member for a three-year term on Plan Commission (Chap. 62.23(1)(d) Wis. Stat.).

April - Mayor appoints one citizen member for a five-year term on Police and Fire Commission.

May - On or before first Monday – Assessors must deliver assessment rolls and all statements to City Clerk (Chap. 70.50 Wis. Stat.).

May - City Clerk posts notices at least 15 days prior to meeting of Board of Review (in at least three public places). (Chap. 70.47(2) Wis. Stat.).

May - Second Monday – First meeting of Board of Review (Chap. 70.47(1) Wis. Stat.).

June - Mayor appoints Library Board Members for three-year terms. Council approval necessary (Chap. 43.54 Wis. Stat.).

June - Before second Monday – Assessment roll statement must be filed with State Tax Department (Chap. 70.53 Wis. Stat.).

July - Library Board annual meeting – Election of Officers (Chap. 43.54 (2) Wis. Stat.).

Sept. - Budgets to be prepared by officers and departments.

Oct. - Before October 1, officials and departments shall file budgets with City Clerk (Chap. 62.12(2) Wis. Stat.).

Dec. - On or before third Monday, Clerk submits statement of taxes to Department of Taxation (Chap. 74.03 Wis. Stat.).

Dec. - On or before third Monday in December, City Clerk must deliver tax roll to local treasurer (Chap. 70.65).

Dec. - Mayor shall nominate to the governing body, no later than their last regular meeting in December of each even-numbered year, the necessary election officials for each election ward. If no regular meeting is scheduled, Mayor shall call a special meeting for this purpose no later than December 31. (Chap. 7.30 (4) (a) (b) (c) Wis. Stat.).

Jan. 31 - Last day to pay taxes without penalty. (Chap. 74.11 (2) (a) Wis. Stat.).

Feb. - Not later than the first regular meeting, salaries must be set. (Chap. 62.09 (6) (b) Wis. Stat.).

Feb. - On or before the 20th, the City Treasurer shall transfer the tax roll to the County Treasurer (Chap. 74.43 (1) Wis. Stat.).

POPULATION

Population (Official U.S. Census)

1930 6,581

1940 7,382

1950 8,361

1960 10,096

1970 11,308

1980 11,310

1990 11,982

2000 12,983

2010 15,462

2020 16,634

PARKS/GREEN SPACES   
kaukauna.gov/community/parks

REGIONAL PARKS

1000 Islands Environmental Center

Kaukauna Dog Park

Doty Bayorgeon Recreation Area

Grignon Mansion

Horseshoe Valley Park

Hydro Park

Municipal Pool and Archery Range

LOCAL PARKS:

Glenview Park

Grignon Park (Upper and Lower)

Jonen Park

La Follette Park

Riverside Park

Skate Park

NEIGHBORHOOD PARKS:

Anderson Park

Fieldcrest Park

Haas Road Park

Little Tykes Tot Lot

Strassburg Park

Thelen Park

White City Park

NATURAL OPEN SPACE

Central Park

Kelso Park and Pond

Konkapot Trail/Preserve

Nature View Park

Quarry Point Park

Rapid Croche Picnic Area

Thilwerth Park

Trestle Park

Van Eperen Park and Pond

URBAN OPEN SPACE

Eagle Plaza

Fassbender Park

Friends and Family Sculpture Garden and Heritage Parkway Trail

Gathering of the Pike Plaza

Interactive Learning Garden at the Kaukauna Public Library

Nelson Family Heritage Crossing

Vaudette Plaza

Veterans Memorial Park and Ring of Honor

CITY OF KAUKAUNA PHONE NUMBERS

Municipal Services Building – 920.766.6300

Fax – 920.766.6339

Emergency Fire, Police, and Ambulance 911

Assessment 920.766.6306

City Attorney 920.766.6318

City Clerk 920.766.6300

Clerk of Courts 920.766.6378

Engineering 920.766.6305

Finance/Treasurer 920.766.6312

Fire (Non‑emergency) 920.766.6320

Human Resources 920.766.6375

Inspection 920.766.6325

Mayor 920.766.6310

Planning 920.766.6315

Police (Non‑emergency) 920.766.6333

Public Library 920.766.6340

Recreation 920.766.6335

Street and Park 920.766.6337

Swimming Pool 920.766.6323

Miscellaneous Phone Numbers:

Spectrum 920.738.3160

Chamber of Commerce (HOV) 920.766.1616

County Clerk 920.832.5077

County Treasurer 920.832.5065

County Immunizations (Health) 920.832.5100

Environmental Center 920.766.4733

Heart of the Valley Metropolitan

Sewerage District 920.766.5731

Kaukauna Area School District 920.766.6100

Kaukauna Utilities 920.766.5721

Emergency Number – K.U. 920.766.5988

Kaukauna Housing Authority 920.766.4772

Post Office 1.800.275.8777

Recycling (ORION) 920.759.0501

Register of Deeds 920.832.5095