



## OFFICIAL DIRECTORY

(Updated 5/9/2025)

# 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://kaukauna.gov)

2024 Official Population – 18,250  
Miles of Street – 89.16

## TABLE OF CONTENTS

Elected Officials .....	3
Alderspersons .....	4
Departmental Staff Listings .....	5-10
Standing Committees .....	11
Committees, Boards, Authorities .....	12-17
County Officials .....	18
State Government Officials' Email .....	18
Municipal Code Chapter 2: Governing Body Table of Contents...	19
Rules of the Council .....	20-26
General Charter Law.....	27-31
Governing Body Calendar .....	32-33
Population.....	34
Parks/Recreation Facilities .....	35
Quick Contact Information .....	36

## 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 2028  
[municipaljudge@kaukauna.gov](mailto: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.gov)

## ALDERPERSONS

<u>Name and Address</u>	<u>Phone No.</u>	<u>Term Expires</u>
<b>FIRST ALDERMANIC DISTRICT</b>		
<b>Marty DeCoster</b> ..... 157 Raught Street <a href="mailto:marty.decoster@kaukauna.gov">marty.decoster@kaukauna.gov</a>	920.716.7484	April 2027
<b>Jennie Eggleston</b> ..... 309 Kaukauna Street <a href="mailto:jennie.eggleston@kaukauna.gov">jennie.eggleston@kaukauna.gov</a>	920.421.9911	April 2026
<b>SECOND ALDERMANIC DISTRICT</b>		
<b>Kelli Antoine</b> ..... 2201 Nottingham Ln. <a href="mailto:kelli.antoine@kaukauna.gov">kelli.antoine@kaukauna.gov</a>	920.284.0265	April 2027
<b>John Moore</b> ..... 2381 Fairway Drive <a href="mailto:john.moore@kaukauna.gov">john.moore@kaukauna.gov</a>	920.213.3469	April 2026
<b>THIRD ALDERMANIC DISTRICT</b>		
<b>Brian Schell</b> ..... 900 Joshua Street <a href="mailto:brian.schell@kaukauna.gov">brian.schell@kaukauna.gov</a>	920.268.2153	April 2027
<b>Mary Jo Kilgas</b> ..... 5 Ashgrove Place <a href="mailto:maryjo.kilgas@kaukauna.gov">maryjo.kilgas@kaukauna.gov</a>	920.766.2548	April 2026
<b>FOURTH ALDERMANIC DISTRICT</b>		
<b>Pennie Thiele</b> ..... 118 E. Morningside Drive <a href="mailto:pennie.thiele@kaukauna.gov">pennie.thiele@kaukauna.gov</a>	920.766.2702	April 2027
<b>Marty Schumacher</b> ..... 1920 Antelope Trail <a href="mailto:marty.schumacher@kaukauna.gov">marty.schumacher@kaukauna.gov</a>	920.277.4522	April 2026

## 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 – Lydia Reif**

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

**City Clerk** ..... 920.766.6300

**Kayla Nessmann**

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

**Marketing & Communications Manager** ..... 920.759.5348

**Andrea Fencel**

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

**Community Enrichment, Recreation, & 1000 Islands** .....

(Community Enrichment-920.766.6335, 1000 Islands-920.766.4733)

**Director – Terri Vosters**

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

**Recreation Program Manager – David Herrmann**

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

**Recreation Administrative Assistant – Michelle Mielke**

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

**Community Enrichment Program Manager – Allison Engels**

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

**Community Enrichment Coordinator – Olivia Lamers**

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

**Community Enrichment Coordinator – Alex DePagter**

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

**Naturalist – Brad Garrity, [bgarrity@kaukauna.gov](mailto:bgarrity@kaukauna.gov)**

..... 920.759.5676, x1192

**Assistant Naturalist – Kathryn Berge, [kberge@kaukauna.gov](mailto:kberge@kaukauna.gov)**

..... 920.759.5681, x1193

**Site Manager – Eric Gonnering, [egonnering@kaukauna.gov](mailto:egonnering@kaukauna.gov)**

..... 920.759.5673, x1190  
**1000 Islands Admin. Asst. – Cassie Kohls,**  
[ckohls@kaukauna.gov](mailto:ckohls@kaukauna.gov)

..... 920.759.5674, x1191

**Emergency Management**..... 920.766.6320

**Jacob Carrel, Fire Chief**

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

**Finance**..... 920.766.6300

**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)

**Accounting Specialist /Accts. Receivable – Graci Schomaker**

Email: [gschomaker@kaukauna.gov](mailto:gschomaker@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 – Elisa Hodge**

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

**Library** ..... 920.766.6340

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

[menning@kaukauna.gov](mailto: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–**

**Library Assistant – Native Am. Outreach & Engagement**

**Coordinator–Kim Cackowski:** [kcackowski@kaukauna.gov](mailto:kcackowski@kaukauna.gov)

**Library Assistant–African Am. Outreach & Engagement  
Coordinator–  
Local Historian –Gavin Schmitt: [gschmitt@kaukauna.gov](mailto:gschmitt@kaukauna.gov)**

*Library Assistants*

John Hammond                      Sue Meyer                      Casey Woodward

*On-Call Assistants:*

Bobbie Behnke	Tyler Hodkiewicz	Sarah Read
Claire Dodge	Jasmine Kelly	Julie Reif
Mary Eanes	Donna Leicht	Geri Rock
Becky Haen		Amber Wolfinger

*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 – Jessica Schneider**

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 – Adrienne Nelson**

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

## 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 Foreman**

Jacob Van Gompel

### **Street**

Pete Nelson

### **Equipment Mechanic**

Harlan Hirschy

### **Sewer Crew**

Tyler Fredrickson

Roy Van Zeeland

### **Heavy Equipment Operator**

Josh Karl

Marcus Onkels

Matt Wallace

### **Parkman**

Christie Fortemps

Melanie Knott

Dean Meyer

Chuck Rasmussen

### **Truck Driver**

Jim Hungerford

Kyle Rich

### **Laborer**

Riley Brochtrup

Jerrold Butteris

Kurt Ebben

Eric Fischer

Kyle Haines

Jim Hungerford

Dakota King-Whitney

Joey Larson

Grady Nettekoven

Salvador Solorzano

Ryan Sprangers

### **Tandem Truck Driver**

Jeremy Goffard

Logan Van Hoof

### **Administrative Assistant**

Tammy Nieuwenhuis

### **Janitor**

Wes Hietpas



**POLICE DEPARTMENT** – Non-Emergency Phone: 920.766.6333,  
Fax: 920.766.6345

**Police Chief**  
**Jamie Graff**

**Asst. Police Chief**  
**Bradley Sanderfoot**

**Lieutenant**  
Kory Krueger

**Detective**  
Matt Kohl  
Tyler Romenesko

**Administrative Services Supervisor**  
Inge Murphy

**Investigator**  
Patrick O'Kane

**Sergeants**  
Michael Frank  
Robert Momberg

Thomas Raether  
Jason Treichel

**Patrol Officers**  
Jeffrey Bowen  
James Brandt  
Ryan Geenen  
Michael Lambie (SRO)  
Natasha Lansbach  
Timothy Lau  
Caleb Lyons  
Stephanie Maas  
Lucas Meyer (SRO)

Kaylee Mickelson  
Logan Mitchell  
Andrew Pelot  
Brian Schaefer  
Thayen Thao  
Tobias Timm  
Adam VanderHyden (SRO)  
Charles Vosters  
Philip Watry

**Record Clerks**  
Tammie Borin  
Sheri del Plaine

Brenda Hufschmid  
Amanda Nushart

**Community Service Officer**  
Aidan Hufschmid

**Code Enforcement**  
Tom Bartolazzi

**Crossing Guards**  
Dennis Bruhn  
Sue Hagens  
Juli Hartzheim  
Diane Mashuda

Mike Schmidt  
Marie Soffa  
Vicky Vandenberg  
Vicki Wagner

**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 Bouessa  
Mike Hamilton

Ryan Steffel

**Driver Operators/Paramedics**

Robert Aschenbrener  
Brian Inocelda  
Austin Klister

Ryan Kussow  
Nick Ziegler  
Lonny Zierner

**Firefighters/Paramedics**

Elliot Chier  
Wyatt Gezella  
Samuel Hebert

Sam Klimek  
Ray Shanle

**Paid-on-Call Firefighters**

Alex Bain  
Jeff Moericke  
Jon Novak  
Trevor Prusinski  
Keith Romenesko  
Kyle Reif  
Tom Self

Shaun Simon  
Cory Swedberg  
Jeremy Uitenbroek  
Bradley Van Asten  
Kurtis Vanderloop

STANDING COMMITTEES  
2025-2026

FINANCE AND PERSONNEL COMMITTEE

- Mayor Penterman .....Chair
- Ald. Moore ..... Vice Chair
- Ald. Eggleston..... Secretary
- Ald. Antoine
- Ald. Schumacher
- Ald. DeCoster

HEALTH AND RECREATION COMMITTEE

- Ald. DeCoster .....Chair
- Ald. Schell ..... Vice Chair
- Ald. Kilgas ..... Secretary
- Ald. Thiele

LEGISLATIVE COMMITTEE

- Ald. Moore .....Chair
- Ald. Schumacher ..... Vice Chair
- Ald. Antoine ..... Secretary
- Ald. Thiele

PUBLIC PROTECTION AND SAFETY COMMITTEE

- Ald. Kilgas .....Chair
- Ald. Eggleston..... Vice Chair
- Ald. Schumacher ..... Secretary
- Ald. Schell

1000 ISLANDS ENVIRONMENTAL  
CENTER COMMITTEE  
(3-Year Term)

	<u>Term Expires</u>
John Manion .....	10-15-25
Penni Pautz .....	10-15-25
Deb Jakel, Vice Chairman .....	10-15-25
Paul Van Berkel .....	10-15-25
Eric Hietpas .....	10-15-26
Charles West .....	10-15-26
Diane White, Chairman .....	10-15-27
Kathy Brietzman .....	10-15-27
Jenny Rumbac .....	10-15-27
Jennie Eggleston, Ald. Rep. ....	5-01-26

ARA EXHIBITION CENTER ADVISORY COMMITTEE  
(2-Year Term)

	<u>Term Expires</u>
Kelli Antoine, Kaukauna Rep. ....	1-01-26

BOARD OF APPEALS  
(3-Year Term)

	<u>Term Expires</u>
Bruce Werschem, Chairman .....	2-28-26
Kenneth J. Kavanaugh .....	2-28-26
Sharon Nisler .....	2-28-27
Mike Vandenberg .....	2-28-28
John Sundelius .....	2-28-28
Paul Hennes .....	1 <sup>st</sup> Alternate
Cindy Fallona .....	2 <sup>nd</sup> Alternate
Kayla Nessmann .....	Secretary, Ex Officio

BOARD OF CANVASSERS  
(2-Year Term)

	<u>Term Expires</u>
Kayla Nessmann .....	Clerk
Megan Brouch .....	12-31-26
Julie Schroeder .....	12-31-26

## BOARD OF PUBLIC WORKS

	<u>Term Expires</u>
Ald. Thiele .....	Chairman
Ald. Kilgas .....	Vice-Chairman
Kayla Nessmann .....	Secretary, Ex Officio
Tim Greenwood .....	Attorney, Ex Officio
John Neumeier .....	Engineer, Ex Officio
Anthony Penterman.....	Mayor, Ex Officio
All Alderpersons	

## BOARD OF REVIEW (5-Year Term)

	<u>Term Expires</u>
Brett Jensen.....	Building Inspector
Anthony Penterman.....	Mayor
Kayla Nessmann, Secretary .....	Clerk
George Burton .....	2-28-26
David Pahl .....	2-28-29

## BUILDING CONSTRUCTION BOARD OF REVIEW (3-Year Term)

	<u>Term Expires</u>
VACANT .....	8-01-22
Brian Schell, Ald. Rep .....	5-01-26
Lee St. Aubin .....	8-01-26
Keith Petersen .....	8-01-26

## CITY PLAN COMMISSION (3-Year Term)

	<u>Term Expires</u>
Michael Avanzi .....	4-30-26
John Moore, Ald. Rep. ....	5-01-26
Pennie Thiele, Chmn. of B.P.W. ....	5-01-26
Ken Schoenike .....	4-30-27
Giovanna Feller.....	4-30-28
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)

	<u>Term Expires</u>
Will Van Rossum, Kaukauna Rep.....	4-30-26

**FOX CITIES TRANSIT COMMISSION**  
(3-Year Term)

	<u>Term Expires</u>
Greg VandeHey.....	2-01-2027

**GRIGNON MANSION BOARD**  
(3-Year Term)

	<u>Term Expires</u>
Bruce Werschem, Vice-Chairman .....	1-17-26
Secretary .....	1-17-26
Patricia Brogan .....	1-17-27
Christina Crook, Secretary .....	1-17-27
Brian Schuh.....	1-17-27
Brian Buechel.....	1-17-28
Lyle Hansen .....	1-17-28
Gavin Schmitt .....	1-17-28
, Ald. Rep., Chairman .....	5-01-26

**HEART OF THE VALLEY METROPOLITAN  
SEWERAGE COMMISSION**  
(5-Year Term)

	<u>Term Expires</u>
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)

	<u>Term Expires</u>
Scott Jerome.....	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
Dale Eggert .....	4-01-27
Glenn L. Schilling.....	4-01-28
Michael Avanzi.....	4-01-28
Planning & Community Development Coordinator .....	Secretary

## KAUKAUNA ALCOHOL, TOBACCO AND OTHER DRUG AWARENESS BOARD (3-Year Term)

	<u>Term Expires</u>
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
Chris Wardlow .....	2-01-28
Laura Lindberg .....	2-01-28
Karen Wirth.....	2-01-28
Satia Kavanaugh Vanderloop.....	2-01-28
Brian Schell, Ald. Rep. ....	5-01-26

Olivia Planert, Student  
Peyton VanDeLoo, 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.....	5-01-26

### LIBRARY BOARD (3-Year Term)

	<u>Term Expires</u>
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
Dana Tatro .....	6-30-27
Cindy Fallona .....	6-30-27
James Van De Hey .....	6-30-27
Janet Sager .....	School District Rep
Mary Jo Kilgas, Vice President, Ald. Rep. ....	5-01-26

### POLICE AND FIRE COMMISSION (5-Year Term)

	<u>Term Expires</u>
Carla Zacharias .....	4-30-26
Shannon Young .....	4-30-27
Beth Jasiak .....	4-30-28
Tim Hufschmid.....	4-30-29
Paul Van Berkel .....	4-30-30

### PUBLIC HOUSING AUTHORITY (5-Year Term)

	<u>Term Expires</u>
John Moore .....	2-01-26
John Neumeier III, Chairman .....	2-01-27
Debbie Niesen .....	2-01-28
Cindy Darling .....	2-01-29
Ellen Tiedt.....	2-01-30
Pennie Thiele.....	Executive Director

### REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA (5-Year Term)

	<u>Term Expires</u>
Nicci Sprangers.....	9-07-25
Julie Schroeder .....	9-07-26
Quin Lenz.....	9-07-27
John Moore, Chairman .....	5-01-26
Leon Vanevenhoven, Vice Chairman.....	9-07-28
Karl Kilgas .....	9-07-29
Heather Hayes.....	9-07-29

# SCHOOL BOARD MEMBERS (3-Year Term)

	<u>Term Expires</u>
Sue Gertz .....	2023-2026
Charles West .....	2023-2026
Mike Campbell .....	2024-2027
Josh Karl .....	2024-2027
Chad Berken .....	2022-2028
Chris Bouressa .....	2022-2028
Kimberly Schaefer .....	2022-2028
Mike Slowinski .....	Superintendent of Schools

# UTILITY COMMISSION (5-Year Term)

	<u>Term Expires</u>
Sue Hennes .....	10-01-25
Gregory Lenz .....	10-01-26
John Moore .....	10-01-27
Lee Meyerhofer .....	10-01-28
Paul Van Berkel .....	10-01-29
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* ..... 920.832.5252  
REGISTER OF DEEDS, *Sarah VanCamp* ..... 920.832.5095  
SHERIFF, *Clint C. Kriewaldt* ..... 920.832.5605  
COUNTY CLERK, *Kelly Gerrits* ..... 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

### Table of Contents

Rule 1.....	Meetings – p. 20
Rule 2.....	Quorum; Attendance – p. 20
Rule 3.....	Order of Business – p. 20
Rule 4.....	Matters to be in Writing – p. 20
Rule 5.....	Reading at Length – p. 21
Rule 6.....	Addressing Council – p. 21
Rule 7.....	Motions – p. 21
Rule 8.....	Members to Vote – p. 21
Rule 9.....	Voting Order – p. 21
Rule 10 .....	Ayes and Nays – p. 22
Rule 11 .....	Motion to Reconsider – p. 22
Rule 12 .....	Standing Committees – p. 22
Rule 13 .....	Committees, Meetings – p. 24
Rule 14 .....	Committee Reports, Action On – p. 24
Rule 15 .....	Licenses –p. 25
Rule 16 .....	New Work – p. 25
Rule 17 .....	Rules; Suspension, Rescission, Amendment – p. 25
Rule 18 .....	Extraordinary Majorities – p. 25
Rule 19 .....	Council Elections and Appointments – p. 25
Rule 20 .....	Bonds and Insurance, Expiration of – p. 26
Rule 21 .....	Vacancies, Filling; Physical Examinations – p. 26
Rule 22 .....	City Hall Office Hours – p. 26

## 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.**

- I. Roll call, one minute of silent prayer, Pledge of Allegiance to the American flag.
- II. 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 20<sup>th</sup>, 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](http://kaukauna.gov/community/parks)

## REGIONAL PARKS

- 1000 Islands Environmental Center
- Kaukauna Dog Park
- Doty Bayougeon 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

<b>Emergency Fire, Police, and Ambulance</b> .....	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 (GFL Environmental) .....	920.759.0501
Register of Deeds .....	920.832.5095