



OFFICIAL DIRECTORY

(Updated 4/2/2025)

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

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

CITY ATTORNEY

Tim Greenwood..... 920.766.6318
Term Expires April 2026
cityattorney@kaukauna.gov

MUNICIPAL JUDGE

John Proffitt..... 920.766.6378
Term Expires April 2028
municipaljudge@kaukauna.gov

PRESIDENT OF THE COUNCIL

John Moore
2381 Fairway Drive..... 920.213.3469
Term Expires April 2026
john.moore@kaukauna.gov

ALDERPERSONS

<u>Name and Address</u>	<u>Phone No.</u>	<u>Term Expires</u>
FIRST ALDERMANIC DISTRICT		
Marty DeCoster 157 Raught Street marty.decoster@kaukauna.gov	920.716.7484	April 2025
Jennie Eggleston 309 Kaukauna Street jennie.eggleston@kaukauna.gov	920.421.9911	April 2026
SECOND ALDERMANIC DISTRICT		
Kelli Antoine 2201 Nottingham Ln. kelli.antoine@kaukauna.gov	920.284.0265	April 2025
John Moore 2381 Fairway Drive john.moore@kaukauna.gov	920.213.3469	April 2026
THIRD ALDERMANIC DISTRICT		
Brian Schell 900 Joshua Street brian.schell@kaukauna.gov	920.268.2153	April 2025
Mary Jo Kilgas 5 Ashgrove Place maryjo.kilgas@kaukauna.gov	920.766.2548	April 2026
FOURTH ALDERMANIC DISTRICT		
Pennie Thiele 118 E. Morningside Drive pennie.thiele@kaukauna.gov	920.766.2702	April 2025
Marty Schumacher 1920 Antelope Trail marty.schumacher@kaukauna.gov	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

Paralegal – Lydia Reif

Email: paralegal@kaukauna.gov

City Clerk 920.766.6300

Kayla Nessmann

Email: clerk@kaukauna.gov

Marketing & Communications Manager 920.759.5348

Andrea Fencel

Email: 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

Recreation Program Manager – David Herrmann

Email: dherrmann@kaukauna.gov

Recreation Administrative Assistant – Michelle Mielke

Email: mmielke@kaukauna.gov

Community Enrichment Program Manager – Allison Engels

Email: aengels@kaukauna.gov

Community Enrichment Coordinator – Olivia Lamers

Email: cecoordinator@kaukauna.gov

Community Enrichment Coordinator – Alex DePagter

Email: adepagter@kaukauna.gov

Naturalist – Brad Garrity, bgarrity@kaukauna.gov

..... 920.759.5676, x1192

Assistant Naturalist – Kathryn Berge, kberge@kaukauna.gov

..... 920.759.5681, x1193

Site Manager – Eric Gonnering, egonnering@kaukauna.gov

..... 920.759.5673, x1190
1000 Islands Admin. Asst. – Cassie Kohls,
ckohls@kaukauna.gov

..... 920.759.5674, x1191

Emergency Management..... 920.766.6320

Jacob Carrel, Fire Chief

Email: jcarrel@kaukauna.gov

Finance..... 920.766.6300

Finance Director/Treasurer – William Van Rossum

Email: wvanrossum@kaukauna.gov

Accountant – Ashley Roehl

Email: aroehl@kaukauna.gov

Accounting Specialist/Accounts Payable – Christina Nelson

Email: cnelson@kaukauna.gov

Accounting Specialist /Accts. Receivable – Graci Schomaker

Email: gschomaker@kaukauna.gov

Payroll Coordinator – Tyler Ault

Email: tault@kaukauna.gov

IT

IT Manager

Tim Taplin.....Ext. 1196

Human Resources 920.766.6375

Director – Elisa Hodge

Email: ehodge@kaukauna.gov

Library 920.766.6340

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

menning@kaukauna.gov

Technology Coord. –Spencer Heise: sheise@kaukauna.gov

Communications Coordinator–Jenny Schink: jschink@kaukauna.gov

Administrative Coordinator–Elizabeth Fuller: efuller@kaukauna.gov

Adult Services Librarian–James Berven: jberven@kaukauna.gov

Youth Services Librarian–Sarah Miller: smiller@kaukauna.gov

Library Assistant – Hispanic Outreach Coordinator–

Library Assistant – Native Am. Outreach & Engagement

Coordinator–Kim Cackowski: kcackowski@kaukauna.gov

**Library Assistant–African Am. Outreach & Engagement
Coordinator–**

Local Historian –Gavin Schmitt: 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

Administrative Coordinator – Megan Brouch

Email: mbrouch@kaukauna.gov

Municipal Judge 920.766.6378

Municipal Judge – John Proffitt

Email: municipaljudge@kaukauna.gov

Municipal Clerk of Courts – Jessica Schneider

Email: clerkofcourts@kaukauna.gov

Planning and Community Development 920.766.6315

Director – David Kittel

Email: dkittel@kaukauna.gov

Associate Planner – Adrienne Nelson

Email: anelson@kaukauna.gov

Planning/Engineering Technician – Jason Holmes

Email: jholmes@kaukauna.gov

Building Inspector – Brett Jensen 920.766.6325

Email: bjensen@kaukauna.gov

ENGINEERING/DEPT. OF PUBLIC WORKS – 920.766.6305

Director of Public Works/City Engineer – John Neumeier –
jneumeier@kaukauna.gov

Sr. Project Engineer – Jeffrey Bodoh – jbodoh@kaukauna.gov

Project Engineer – Taylor Conger – tconger@kaukauna.gov

Planning/Engineering Technician – Jason Holmes –
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
2024-2025

FINANCE AND PERSONNEL COMMITTEE

Mayor PentermanChair
Ald. Moore Vice Chair
Ald. Schell Secretary
Ald. DeCoster
Ald. Kilgas
Ald. Schumacher

HEALTH AND RECREATION COMMITTEE

Ald. SchellChair
Ald. Eggleston..... Vice Chair
Ald. Thiele Secretary
Ald. DeCoster

LEGISLATIVE COMMITTEE

Ald. AntoineChair
Ald. DeCoster..... Vice Chair
Ald. Schumacher Secretary
Ald. Thiele

PUBLIC PROTECTION AND SAFETY COMMITTEE

Ald. Eggleston.....Chair
Ald. Kilgas Vice Chair
Ald. Antoine Secretary
Ald. Moore

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 st Alternate
Cindy Fallona	2 nd 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
VACANT, Secretary	1-17-26
Patricia Brogan	1-17-27
Christina Crook.....	1-17-27
Sandy Coenen.....	1-17-27
Brian Buechel.....	1-17-28
Lyle Hansen	1-17-28
Gavin Schmitt	1-17-28
Pennie Thiele, 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
Carmen Greenwood	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
Senator Robert Cowles – sen.cowles@legis.wisconsin.gov
Representative Joy Goeben – 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 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 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

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