

LEGISLATIVE COMMITTEE MEETING

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, October 20, 2025 at 6:25 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.
 - [b.](#) Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Legislative Committee scheduled for Monday, October 20, 2025, at 6:25 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission
From: Adrienne Nelson, Associate Planner
Date: October 16, 2025
Re: Extraterritorial CSM Review – Parcels HL-183 and HL-183-1-1

Steve De Jong, agent, has submitted a certified survey map on behalf of Daniel Hoelzel, owner, to create three lots from parcels HL-183 and HL-183-1-1 in Hollandtown. Daniel Hoelzel would like to subdivide these existing parcels into three lots in order to sell the barn (located on lot 2 in the proposed CSM) to his son.

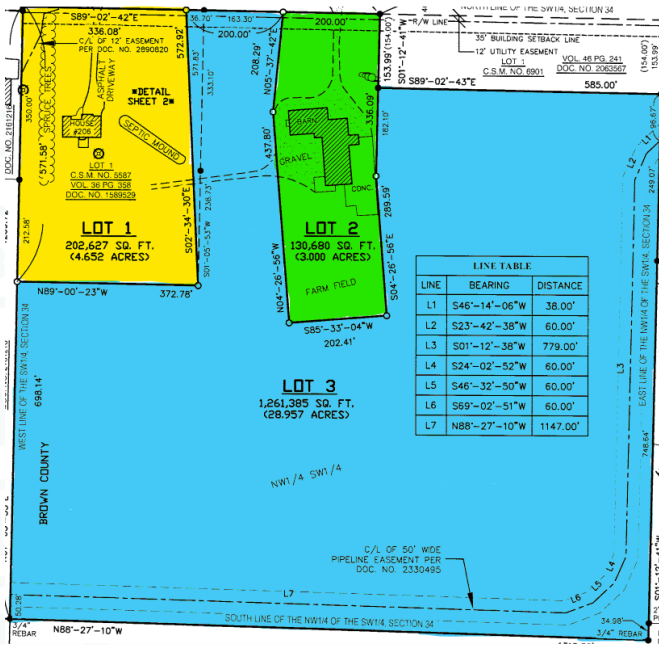
These parcels fall within the extraterritorial review area of the City of Kaukauna, which is why the CSM is being brought before the Plan Commission. This CSM will have no direct impact on any current and future plans of the city. The application and a draft of the CSM are attached to this report. The current map and proposed map are shown below for additional detail.



Current:



Proposed



The Plan Commission has reviewed this CSM request and is recommending the approval of this extraterritorial CSM.

Recommendation:

Approval of the Resolution for this CSM later in the agenda.



RESOLUTION 2025-5486**RESOLUTION APPROVING A CERTIFIED SURVEY MAP FOR PARCELS
HL-183 and HL-183-1-1**

WHEREAS, Daniel Hoelsel as owner of Parcels HL-183 and HL-183-1-1 has presented a Certified Survey Map to the City of Kaukauna Common Council as prepared by Steven C. De Jong, a registered Land Surveyor; and

WHEREAS, a Certified Survey Map of the following described parcel of land has been presented to and recommended for approval by the Plan Commission:

Commencing at the West Quarter Corner of said Section 34; thence S01°-05'-53"W 41.00 feet along the west line of the SW1/4 of said Section 34 to a point on the south line of County Highway CE and the point of beginning; thence S89°-02'-42"E 736.08 feet along said south line of County Highway CE to a point on the west line of Lot 1 of Certified Survey Map No. 6901 as recorded in Volume 46 on Page 241 as Document No. 2063567; thence S01°-12'-41"W 153.99 feet along said west line of Lot 1 of Certified Survey Map No. 6901 to the southwest corner thereof; thence S89°-02'-43"E 585.00 feet along the south line of Lot 1 of Certified Survey Map No. 6901 to the southeast corner thereof and a point on the east line of the NW1/4 of the SW1/4 of said Section 34; thence S01°-12'-41"W 1129.36 feet along said east line of the NW1/4 of the SW1/4 to the southeast corner thereof; thence N88°-27'-10"W 1318.58 feet along the south line of the NW1/4 of the SW1/4 of said Section 34 to the southwest corner thereof, thence N01°-05'-53"E 1269.72 feet along the west line of the SW1/4 of said Section 34 to the point of beginning. Being subject to any and all easements and restrictions of record.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that the said Certified Survey Map attached and made a part hereof is hereby accepted and approved.

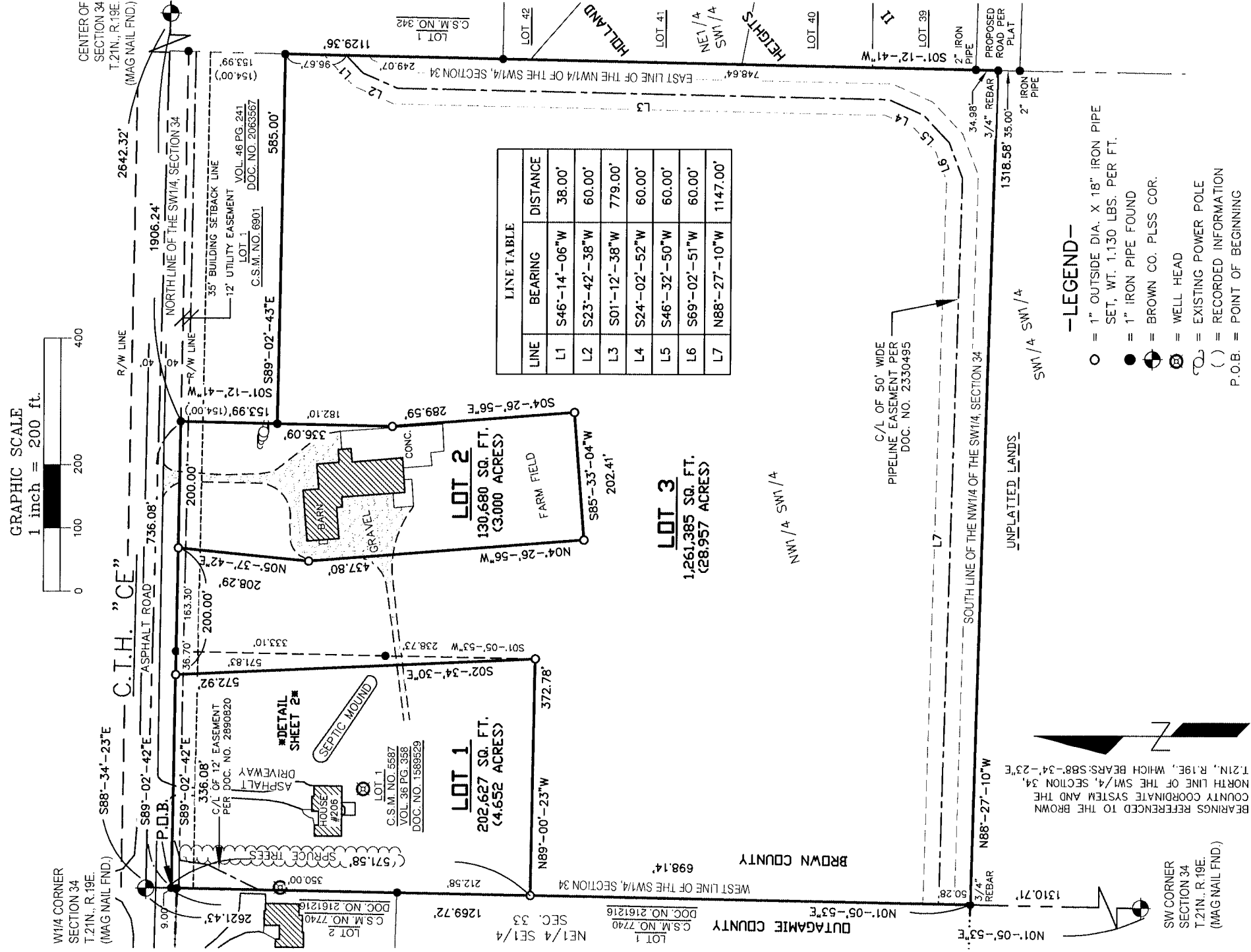
Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 21st day of October, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessman, City Clerk

CERTIFIED SURVEY MAP NO.

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOC. NO. 1589529; AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN



MERIDIAN
SURVEYING, LLC

920-993-0881
920-273-6037

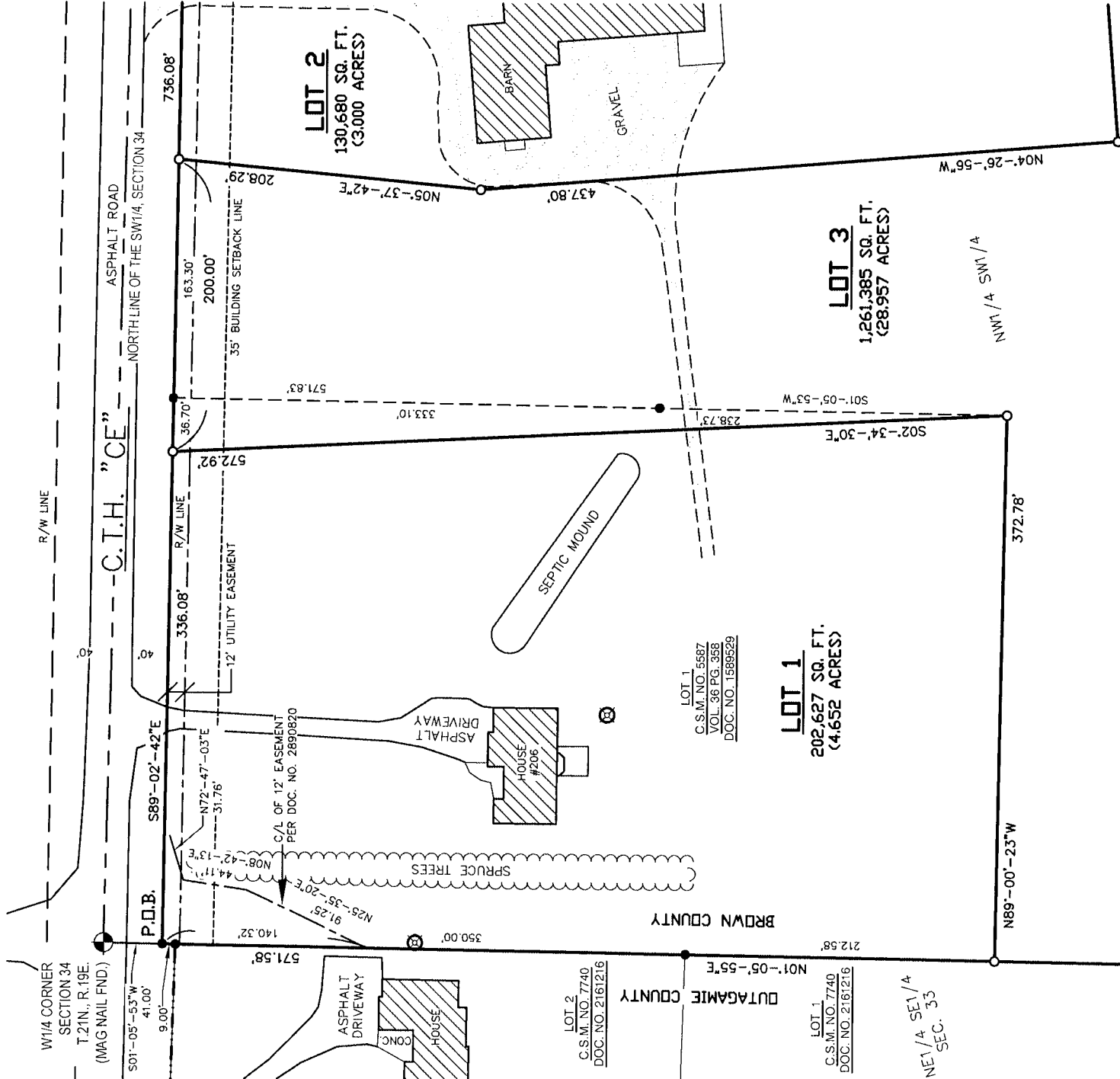
N9637 Friendship Drive
Kaukauna, WI 54130

THIS INSTRUMENT WAS DRAFTED BY:	K/R	FIELD WORK DATE:	5-15-25
CHECKED BY:	SCD	FIELD BOOK:	x
JOB NO.:	16268	SHEET	1 OF 6

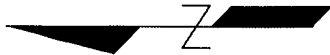
SURVEYED FOR:
DANIEL HOELZEL
206 C.T.H. "CE"
KAUKAUNA, WI 54130

CERTIFIED SURVEY MAP NO.

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOC. NO. 1589529; AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN



BEARINGS REFERENCED TO THE BROWN COUNTY COORDINATE SYSTEM AND THE NORTH LINE OF THE SW1/4, SECTION 34, T.21N., R.19E., WHICH BEARS: S88°-34'-23"E



—LEGEND—

- = 1" OUTSIDE DIA. X 18" IRON PIPE SET, WT. 1,130 LBS. PER FT.
- = 1" IRON PIPE FOUND
- ⊕ = BROWN CO. PLSS COR.
- ⊗ = WELL HEAD
- ⌒ = EXISTING POWER POLE
- () = RECORDED INFORMATION
- P.O.B. = POINT OF BEGINNING

MERIDIAN
SURVEYING, LLC
N9637 Friendship Drive
Kaukauna, WI 54130
Office: 920-993-0881
Fax: 920-273-6037

THIS INSTRUMENT WAS DRAFTED BY: KR	FIELD WORK DATE: 5-15-25		SURVEYED FOR: DANIEL HOELZEL 206 C.T.H. "CE" KAUKAUNA, WI 54130
	CHECKED BY: SCD	FIELD BOOK: X	
	JOB NO.: 16268	SHEET 2 OF 6	

SHEET 3 OF 6

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOCUMENT NO. 1589529, AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN

SURVEYOR’S CERTIFICATE:

I, Steven C. De Jong, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC., certify that I surveyed, divided and mapped under the direction of Joe Hoezel a parcel of land being all of Lot One (1) of Certified Survey Map No. 5587 as recorded in Volume 36 on Page 358 as Document No. 1589529, and also a part of the Northwest Quarter (NW1/4) of the Southwest Quarter (SW1/4) of Section Thirty-Four, Township Twenty-One (21) North, Range Nineteen (19) East, Town of Holland, Brown County, Wisconsin containing 1,594,692 square feet (36.609 acres) of land and being described by:

Commencing at the West Quarter Corner of said Section 34; thence S01°-05’-53”W 41.00 feet along the west line of the SW1/4 of said Section 34 to a point on the south line of County Highway CE and the point of beginning; thence S89°-02’-42”E 736.08 feet along said south line of County Highway CE to a point on the west line of Lot 1 of Certified Survey Map No. 6901 as recorded in Volume 46 on Page 241 as Document No. 2063567; thence S01°-12’-41”W 153.99 feet along said west line of Lot 1 of Certified Survey Map No. 6901 to the southwest corner thereof; thence S89°-02’-43”E 585.00 feet along the south line of Lot 1 of Certified Survey Map No. 6901 to the southeast corner thereof and a point on the east line of the NW1/4 of the SW1/4 of said Section 34; thence S01°-12’-41”W 1129.36 feet along said east line of the NW1/4 of the SW1/4 to the southeast corner thereof; thence N88°-27’-10”W 1318.58 feet along the south line of the NW1/4 of the SW1/4 of said Section 34 to the southwest corner thereof; thence N01°-05’-53”E 1269.72 feet along the west line of the SW1/4 of said Section 34 to the point of beginning. Being subject to any and all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of Brown County in surveying, dividing and mapping the same.

Dated this ____ day of _____, 2025

Wisconsin Professional Land Surveyor, S-2791
Steven C. De Jong

Survey Notes:

This survey is contained wholly within Parcel No’s. HL-183 & HL-183-1-1

This survey is contained wholly within Document No. 1302181 (Jacket 18996 Image 31)

Owner(s) of Record: Daniel E. Hoelzel

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOCUMENT NO. 1589529, AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN

OWNER'S CERTIFICATE

As owner I hereby certify that I caused the land on this Certified Survey Map to be surveyed, dedicated, divided & mapped as represented on this map. I also certify that this Certified Survey Map is required to be submitted to Brown County and the Town of Holland for approval or objection.

Daniel E. Hoelzel

Date

NOTARY CERTIFICATE

Personally came before me this _____ day of _____ 20____.
The above owner to me is known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ Wisconsin.

My Commission Expires _____

SHEET 5 OF 6

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOCUMENT NO. 1589529, AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN

TOWN OF HOLLAND CERTIFICATE

This Certified Survey in the SW1/4 of Section 34, T.21N., R19E., Town of Holland, Brown County, Wisconsin, is hereby approved.

_____ Town of Holland - Chairman	_____ Date
_____ Town of Holland Clerk	_____ Date

TOWN TREASURER'S CERTIFICATE

As duly elected Treasurer for the Town of Holland, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below

_____ Treasurer – Town of Holland	_____ Date
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BROWN COUNTY PLANNING COMMISSION

Pursuant to the Brown County Subdivision Ordinance, all requirements for approval have been fulfilled. This Certified Survey Map was approved this ____ day of ____ 20 ____.

Brown County Senior Planner

COUNTY TREASURER'S CERTIFICATE

As duly elected Brown County Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below

_____ Treasurer – Brown County	_____ Date
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**CITY OF KAUKAUNA EXTRATERRITORIAL REVIEW
COMMON COUNCIL RESOLUTION**

Resolved by the Common Council of the City of Kaukauna, that the above Certified Survey Map of the described property is approved,

Passed and approved by Resolution No. ____ this ____ day of ____, 20 ____.

Anthony J. Penterman (City of Kaukauna Mayor)

Sally Kenney (City of Kaukauna Clerk)

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 1 OF C.S.M. NO. 5587, VOL. 36, PAGE 358, DOCUMENT NO. 1589529, AND ALSO A PART OF THE NW1/4 OF THE SW1/4, SECTION 34, T.21N., R.19E., TOWN OF HOLLAND, BROWN COUNTY, WISCONSIN

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by:

Robert C. Schmidt, Marvin B. Biese Jr, and Patricia T. Biese, Grantor, to

WISCONSIN PUBLIC SERVICE CORPORATION, a Wisconsin corporation, Grantee,
CenturyLink of the Midwest-Wisconsin, Inc.
Wisconsin Bell Inc.. d/b/a AT&T Wisconsin, a Wisconsin Corporation
Charter Telecommunications Operating, LLC

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement as the Utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

RESOLUTION NO. 2025-5487

RESOLUTION ACCEPTING THE CITY OF KAUKAUNA 2024 ANNUAL CLEARWATER SUSTAINABILITY PROGRAM REPORT TO THE HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT (HOVMSD)

WHEREAS, it is a requirement of the HOVMSD that member communities file an annual report as part of its Clearwater Sustainability Program; and

WHEREAS, the governing body of the City of Kaukauna has reviewed the annual report to the HOVMSD; and

WHEREAS, the annual report contains the following components as required by the HOVMSD:

1. Compliance Maintenance Annual Report (CMAR) as submitted to the Wisconsin Department of Natural Resources (WDNR)
2. WDNR response to CMAR
3. Summary of construction and non-construction inflow/infiltration reduction projects
4. Local ordinance changes related to inflow/infiltration
5. Capacity, Management, Operation, and Maintenance (CMOM) updates or changes

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna that the report prepared by the City of Kaukauna Engineering Department has been accepted and shall be forwarded to the HOVMSD as per HOVMSD requirements.

Introduced and adopted this 21st day of October, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk