

# COMMON COUNCIL

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



Wednesday, April 08, 2026 at 7:00 PM

## AGENDA

1. **In-Person and Remote Teleconference via ZOOM**
2. Call to Order.
3. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
4. Presentation of letters, petitions, remonstrances, memorials, and accounts.
5. Public appearances.
6. Business presented by Mayor.
  - a. Proclamation Have Small Talks to Prevent Underage Drinking.
  - b. Proclamation April - Deaf History Month.
  - c. Proclamation National Library Week April 19-25, 2026.
7. Consent Agenda.
  - a. Approve the Board of Public Works Meeting Minutes of April 8, 2026.
  - b. Approve the Finance and Personnel Committee Meeting Minutes of April 8, 2026.
  - c. Approve the Legislative Committee Meeting Minutes of April 8, 2026.
  - d. Approve the Common Council Meeting Minutes of March 17, 2026.
  - e. Receive and place on file the Industrial Park Commission Meeting Minutes of March 4, 2026.
  - f. Receive and place on file the Redevelopment Authority Meeting Minutes of February 26, 2026.
  - g. Receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of February 19, 2026.
  - h. Receive and place on file the Plan Commission Meeting Minutes of February 19, 2026.
  - i. Receive and place on file the Joint Review Board Meeting Minutes of September 3, 2025.
  - j. Receive and place on file the Joint Review Board Meeting Minutes of August 27, 2024.
  - k. Bills Payable.
8. Reports of standing and special committees.
  - a. Operator (Bartender) Licenses.
9. Reports of City officers.
  - a. Wisconsin Department of Transportation – Right-of-way acquisition for Interstate 41-Kaukauna Utilities.
  - b. 2025 Annual Police Report.
  - c. Status of Finance Director Search.
  - d. Interim Pay for Ashley Roehl.

- [e.](#) TID 6 Termination.
- [f.](#) Street Vacation Request - Calmes.

10. Presentation of ordinances and resolutions.

- [a.](#) Resolution 2026-5504 Resolution Authorizing the Sale of Real Estate to the Wisconsin Department of Transportation - Kaukauna Utilities.
- [b.](#) Resolution 2026-5505 Resolution Vacating a Railroad Spurr Easement on Lot 1 of CSM 3313, Parcel 322092401.
- [c.](#) Resolution 2026-5506 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to Exceed \$20,000,000 Waterworks System Revenue Bond Anticipation Notes.
- [d.](#) Resolution 2026-5507 Resolution Terminating Tax Increment District (TID) No. 6.
- [e.](#) Ordinance 1954-2026 Ordinance Repealing and Replacing Section 7.09 Neighborhood Electric Vehicles and other Motorized Vehicles.

11. Alder requests for discussion at next Common Council meeting.

12. Closed session.

- a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session – Dreamville Update.
- b. Return to Open Session for possible action.
- c. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session – Commerce Crossing Business Park Parcel 322095604.
- d. Return to Open Session for possible action.

13. Adjourn.

**14. NOTICES**

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

15.

16. **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.\*

# PROCLAMATION

## HAVE SMALL TALKS TO PREVENT UNDERAGE DRINKING

WHEREAS, the healthy development of the children of the City of Kaukauna, Wisconsin, is important to the wellbeing and prosperity of our City's young people, families, and community; and

WHEREAS, alcohol use by young people is dangerous, not only because of its risks associated with impairment, but also because of the grave threat to their long-term development and well-being; and

WHEREAS, the benefits of reducing underage drinking are substantial, including saving lives and dollars and promoting the health of young people. Delaying the age at which young people begin drinking will reduce their chances of developing an alcohol use disorder and of experiencing other negative consequences; and

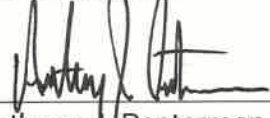
WHEREAS, parents, caregivers, teachers, coaches, and other caring adults who interact with children on a regular basis have a significant influence on young people's decisions about alcohol consumption and are our best advocates for responsible decision-making; and

WHEREAS, the *Small Talks* campaign is sponsored by the Wisconsin Department of Health Services in collaboration with partners statewide and in our own City of Kaukauna to educate parents and caregivers about the consequences of underage drinking and empower them with the knowledge and tools to begin having short, casual conversations with kids starting at age eight about the dangers of underage drinking; and

NOW, THEREFORE BE IT RESOLVED, THAT, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proclaim our community as an advocate for *Small Talks* AND urge parents, caregivers, teachers, coaches, and other caring adults to engage with children in frequent *Small Talks*

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 8<sup>th</sup> of April 2026.

CITY OF KAUKAUNA

  
\_\_\_\_\_  
Anthony J. Penterman, Mayor



# PROCLAMATION

## DEAF HISTORY MONTH

WHEREAS, National Deaf History Month celebrates the contributions and accomplishments of people who are deaf and hard of hearing and recognize the work our predecessors have done and paths they have paved; and

WHEREAS, on April 15, 1817, The American School for the Deaf, the first public permanent school for Deaf children in the Unites States, was opened. On April 8, 1864, Gallaudet University, the first institution of higher education for the deaf and hard of hearing, was officially founded; and

WHEREAS, this month is a time to continue to raise awareness about the inequities faced by members of these communities, and advocate for the rights of all deaf and hard of hearing persons; and

WHEREAS, our community is stronger when everyone is included. We believe in the unlimited potential for all our citizens, including those who are Deaf and hard of hearing, to live, work, and thrive in our communities.

NOW, THEREFORE BE IT RESOLVED, THAT, I, Anthony J. Penterman, Mayor of the City of Kaukauna, Wisconsin, do hereby proclaim the month of April 2026 as Deaf History Month, and encourage all residents to learn from, honor, and celebrate the history, language, and contributions of Deaf and hard of hearing individuals.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Kaukauna to be affixed this 8<sup>th</sup> of April 2026.

CITY OF KAUKAUNA

  
\_\_\_\_\_  
Anthony J. Penterman, Mayor



### National Library Week Proclamation

**WHEREAS**, today's libraries are more about what they can do with and for their communities, and not just about what they have on the shelves;

**WHEREAS**, libraries have long served as trusted institutions, often the heart of their cities, towns, schools, and academic campuses;

**WHEREAS**, libraries serve people of all ages, interests and backgrounds providing the resources and space to engage in life-long learning;

**WHEREAS**, libraries offer equipment and professional staff support to utilize technology, programs and services; often free or with nominal charges to users;

**WHEREAS**, libraries are a resource for all - regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;


**WHEREAS**, we recognize librarians as information professionals who provide expertise, services and guidance for patrons to access credible sources and material, making their own informed decisions about the world today;

**WHEREAS**, librarians hold the professional values of diversity, equity and inclusion to meet the needs of all users;

**WHEREAS**, America is celebrating National Library Week for the immeasurable contributions made by library workers;

**NOW, THEREFORE, BE IT RESOLVED** that I, Anthony J. Penterman, Mayor of the City of Kaukauna, proclaim National Library Week, April 19-25, 2026 in Kaukauna, Wisconsin. During this week, we encourage all residents to visit our libraries and explore all that they offer.

Date this 8<sup>th</sup> day of April 2026.

  
\_\_\_\_\_  
Anthony J. Penterman, Mayor



**BOARD OF PUBLIC WORKS**

A meeting of the Board of Public Works was called to order by Chair Thiele on Wednesday, April 8, 2026, at 6:02 P.M.

Alders present: Antoine, DeCoster, Eggleston, Kilgas, Moore, Schell, Schumacher, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Street Superintendent Van Gompel, Fire Chief Carrel, HR Director Hodge, Mark. and Com. Manager Fencl (Zoom), Lib. Director Thiem- Menning (Zoom), and interested citizens.

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Recommend Award for LaFollette Park Restroom Building and Site Design Proposal.**

LaFollette Park is located along Kenneth Avenue at Park Street and has close ties to the downtown, bus routes, the Nelson trail, and future bike lanes, giving us an opportunity to make it a destination for local and regional users. The park has aging restroom facilities, basketball surface, parking lot, and walking trails that all need updates to bring the park back up to safe and accessible conditions.

Engineering Department worked with the Community Enrichment and Recreation Director and Street/Park Departments to send a request for proposals (RFP) for the design, bidding, and construction services. We received five proposals from consultants or teams of consultants from around the region.

Motion made by Moore, seconded by Schell to authorize Director of Public Works to enter into an agreement for LaFollette Park Restroom Building and Site Design including design, bidding, and construction services with McMahon Associates.

All Ald. voted aye.

Motion carried.

**b. Authorization to seek bids for Project #10-26: Tower Drive Stormwater Pump Rehabilitation.**

The Engineering Department is requesting authorization to seek bids for a project to rehabilitate a second of three total, 36” stormwater pumps at Tower Drive pumping station. The stormwater pumping station collects surface water from approximately 550 acres and pumps it across I-41 to Kelso Pond. The pumps were originally installed with the station in the late 1970’s. The City rehabilitated one of the three pumps in 2023 and has developed a general scope and schedule to rehabilitate the remaining two pumps.

Motion made by Antoine, seconded by Eggleston to authorize the Engineering Department to seek bids for Project #10-26: Tower Drive Stormwater Pump Rehabilitation.

All Ald. voted aye.

Motion carried.

**c. Authorization to seek bids for Project #14-26: CE Lift Station Control Panel Replacement.**

The Engineering Department is proposing to bid out a project to make an important upgrade to our CE Lift Station that helps provide sanitary sewer service to the south east portion of the City. The station and existing panel were installed in 1997 with upgrades to various panel components in 2012. The city sewer crew has evaluated the panel and station with consultants/contractors to attempt to correct the issues with the Programmable Logic Controller (PLC) and Human-Machine interface (HMI / interface screen) systems. Based on the concerns regarding how the original cabinet is currently configured, we are not confident that a new PLC and HMI alone will solve all the current issues, including the PLC not powering up under generator power, and PLC not

automatically resetting when the power interrupts. For these reasons, we are recommending installing a completely new panel.

Motion made by Kilgas, seconded by Moore, to authorize the Engineering Department to seek bids for Project #14-26: CE Lift Station Control Panel Replacement.  
All Ald. voted aye.  
Motion carried.

**d. Request for Vacating an Easement – 1900 Tower Drive.**

Kaukauna Utilities (KU) has been working to upgrade power along the rear lot line of 1900 Tower Drive. The owner is making site upgrades and building additions which lead KU and the owner to also make upgrades to the utilities at the same time.

Currently, KU operates in a 6’ wide utility easement in the rear yard. The utility easement is adjacent to a 15’ wide railroad spur easement platted the city when first developing the Kaukauna Industrial Park. See attached sketch of the lot with easements. The rail spur was never installed in this area, and development of roads and buildings make the likelihood of a spur doubtful at best. The location of the RR spur easement would be beneficial to give KU and public utilities a reasonable width to install and maintain facilities. The City could also utilize the same area to improve drainage behind these businesses.

Motion made by Schell, seconded by Moore to recommend approval of a resolution vacating the 15’ railroad spur easement located at 1900 Tower Drive with the following condition: A utility and drainage easement agreement with the owner of 1900 Tower Drive is signed and recorded with Outagamie County.  
All Ald. voted aye.  
Motion carried.

**e. Conveyance of Rights – I41 Sewer Utility Easement Interests.**

Wisconsin Department of Transportation (WisDOT) has completed a Transportation Project Plat (TPP) for Project 1130-63-21, I-41, Outagamie & Brown Counties. City of Kaukauna - Sewer has easements on some existing parcels being partial acquired by WisDOT, but our sewer facilities will be remaining in place. For that reason, we are being provided with a Conveyance of Rights (COR) DT1660 instead of a Quit Claim Deed.

Motion made by Kilgas, seconded by Antoine to authorize (Mayor/DPW) to execute the Conveyance of Rights and associated documents for city sewer facilities related to WisDOT project 1130-63-21.  
All Ald. voted aye.  
Motion carried.

**f. Public Works Updates.**

Director of Public Works/ Engineer Neumeier provided public works updates. Public information meetings start on April 20, 2026, at 5 PM on the sewer project at Riverside Park. Street Superintendent Van Gompel also provided public works updates. Van Gompel said that leaf collection and tire collection are happening this week. Irregular and large garbage pickup starts next week. The week of April 20 will be spring cleanup week, park restrooms are now open for the season, and there will be an Arbor Day tree planting with the Riverview Middle School.

**3. Adjourn.**

Motion made by Antoine, seconded by Kilgas to adjourn.  
All Ald. voted aye.  
Motion carried.

Meeting adjourned at 6:30 pm.

Kayla Nessmann, Clerk

**FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Wednesday, April 8, 2026, at 6:31 pm.

Members present: Mayor Penterman, Antoine, DeCoster, Eggleston, Moore, and Schumacher.

Also present: Ald. Kilgas, Ald. Thiele, Ald. Schell, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Dir. Vosters, Street Superintendent Van Gompel, Fire Chief Carrel, HR Director Hodge, Mark. and Com. Manager Fencl (Zoom), Lib. Director Thiem- Menning (Zoom), Police Chief Graff, Associate Planner Nelson (Zoom), and interested citizens.

**1. Correspondence.**

**2. Discussion Topics.**

**a. Adjourn to Closed Session Pursuant to 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Interim Pay Ashley Roehl.**

Motion by Moore, seconded by Eggleston to Adjourn to Closed Session Pursuant to 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Interim Pay Ashley Roehl.

All Ald. Voted aye.

Motion carried.

Adjourned to closed session at 6:32 PM.

**b. Return to Open Session for possible action.**

Motion by Moore, seconded by Antoine to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 6:40 PM

**c. Adjourn to Closed Session Pursuant to 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Status of Finance Director Search.**

Motion by Moore, seconded by Schumacher to Adjourn to Closed Session Pursuant to 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee – Status of Finance Director Search.

All Ald. Voted aye.

Motion carried.

**d. Return to Open Session for possible action.**

Motion by Antoine, seconded by Schumacher to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:06 PM

Motion by Eggleston, seconded by DeCoster to return to item 2a, Adjourn to Closed Session Pursuant to 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Interim Pay Ashley Roehl.

All Ald. Voted aye.

Motion carried.

Adjourned to closed session at 8:09 PM

Motion by Antoine, seconded by Schumacher to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 8:18 PM

Motion by Moore, seconded by Schumacher to recommend to Common Council to direct Human Resources to change the job description of the Finance Director and the pay at the recommended pay grade of 25 and backfill the Accountant position at the grade 17 pay range.

All Ald. Voted aye.

Motion carried.

**3. Adjourn.**

Motion by Antoine, seconded by Moore to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:21 pm.

Kayla Nessmann, Clerk

**LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Chair Moore on Wednesday, April 8, 2026, at 8:22 P.M.

Members present: Antoine, Moore, Schumacher, and Thiele.

Also present: Ald. Kilgas, Ald. DeCoster, Ald. Eggleston, Ald. Schell, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Mark. and Com. Manager Fencil (Zoom), Associate Planner Nelson (Zoom), and interested citizens.

**1. Correspondence** – none.

**2. Discussion Topics.**

**a. Wisconsin Department of Transportation – Right-of-way acquisition for Interstate 41.**

Wisconsin Department of Transportation (WisDOT) has completed a Transportation Project Plat (TPP) for Project 1130-63-21, I-41, Outagamie & Brown Counties. The TPP identifies a small area of land adjacent to the I-41 project currently owned by the City of Kaukauna that are necessary for DOT to acquire to complete said project. The cover letter and TPP is enclosed for your review. Parcel 332 is located on Parcel 32209590. The parcel is the location of a Kaukauna Utilities (KU) Electric Substation. The area of note is the northwest corner of the lot. Total Fee area is 870 sq ft. The Utility Commission approved the sale of this property contingent upon the DOT providing considerations for the fence.

Motion by Thiele, seconded by Antoine to recommend approval of the resolution authorizing the sale of real estate to the Wisconsin Department of Transportation.  
All members voted aye.  
Motion carried.

**b. Resolution Vacating a Railroad Spurr Easement on Lot 1 of CSM 3313, Parcel 322092401.**

Motion by Antoine, seconded by Schumacher to recommend approval of Resolution Vacating a Railroad Spurr Easement on Lot 1 of CSM 3313, Parcel 322092401 to Common Council.  
All members voted aye.  
Motion carried.

**c. Resolution 2026-5506 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to Exceed \$20,000,000 Waterworks System Revenue Bond Anticipation Notes.**

Motion by Schumacher, seconded by Thiele to recommend approval of Resolution 2026-5506 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to Exceed \$20,000,000 Waterworks System Revenue Bond Anticipation Notes to Common Council.  
All members voted aye.  
Motion carried.

**3. Adjourn.**

Motion by Antoine, seconded by Schumacher to adjourn.  
All members voted aye.  
Motion carried.

Meeting adjourned at 8:28 PM

Kayla Nessmann, Clerk



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 17, 2026

Pursuant to adjournment on March 3, 2026, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:20 P.M. on Tuesday, March 17, 2026.

Roll call present: Antoine, DeCoster, Eggleston, Kilgas, Moore, Schell, Schumacher, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Senior Accountant Roehl, Fire Chief Carrel, Library Director Thiem-Menning (Zoom), HR Director Hodge (Zoom), Associate Planner Nelson (Zoom), and interested citizens.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly.

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

#### PUBLIC APPEARANCES

#### BUSINESS PRESENTED BY THE MAYOR

Mayor Penterman expressed his sympathies for Sue Gertz who recently passed away. She was the first woman to serve on the Kaukauna Common Council and was a prominent member of the Kaukauna Area School District Board of Education.

#### **Presentation by Jeff Belongia, from HSE, of the 2026 Kaukauna General Obligation and Revenue Bonding Results and Ratings.**

Jeff Belongia, from HSE, presented on the 2026 Kaukauna General Obligation and Revenue Bonding Results and Ratings. Belongia commended the City of Kaukauna for their financial efforts and pointed out the leadership of Mayor Penterman and Common Council members for their work on balanced budgets and adhering to the city's financial goals. Belongia also commended Senior Accountant and Deputy Treasurer, Ashley Roehl, for her preparations on the recent bond rating calls.

Two resolutions were presented to the Common Council, including the Resolution Authorizing the Issuance and Sale of \$2,300,000 Storm Water System Revenue Bond Anticipation Notes (BAN), Series 2026B, and the Resolution 2026-5502 Resolution Authorizing the Issuance and Sale of \$10,000,000 General Obligation Promissory Notes, Series 2026A.

#### **Bowmar Appraisal - Explanation on the 2025 Market Update Revaluation.**

Nick Marks, from Bowmar Appraisal, presented on the 2025 market update revaluation. The last revaluation prior to 2025 was in 2021. During that time, there was about a 45% increase in the city. The 2025 revaluation did not come as a result of city budgeting practices. Marks explained that the purpose of a revaluation is to react to whatever the market is doing. The buyers and the sellers are the ones who set the market and assessors respond to those market changes by applying the appropriate values. The 2025 revaluation caused housing prices to go up in value due to the current buying and selling market.

**Reappointment of John Sundelius to the Industrial and Commercial Development Commission (3-year term).**

Motion by Moore, seconded by Antoine to reappoint John Sundelius to the Industrial and Commercial Development Commission (3-year term).

All Ald. Voted aye.

Motion carried.

**Reappointment of Mike VandeBerg to the Industrial and Commercial Development Commission (3-year term).**

Motion by Eggleston, seconded by Kilgas to reappoint Mike VandeBerg to the Industrial and Commercial Development Commission (3-year term).

All Ald. Voted aye.

Motion carried.

**Proclamation declaring April School Library Month in the City of Kaukauna.**

Mayor Penterman read the Proclamation declaring April School Library Month in the City of Kaukauna.

Motion by Moore, seconded by Schell to receive and place on file the Proclamation declaring April School Library Month in the City of Kaukauna.

All Ald. Voted aye.

Motion carried.

**Proclamation by the Kaukauna Mayor declaring a Class III Snow Emergency pursuant to 7.125 Traffic Regulations during Snow Emergencies.**

Mayor Penterman read the Proclamation by the Kaukauna Mayor declaring a Class III Snow Emergency pursuant to 7.125 Traffic Regulations during Snow Emergencies.

Motion by Thiele, seconded by Kilgas to receive and place on file the Proclamation by the Kaukauna Mayor declaring a Class III Snow Emergency pursuant to 7.125 Traffic Regulations during Snow Emergencies.

All Ald. Voted aye.

Motion carried.

**CONSENT AGENDA**

**Board of Public Works Meeting Minutes of March 17, 2026.**

**Finance & Personnel Committee Meeting Minutes of March 17, 2026.**

**Legislative Committee Meeting Minutes of March 17, 2026.**

**Industrial Park Commission Meeting Minutes of March 4, 2026.**

**Common Council Meeting Minutes of March 3, 2026.**

**E-Bike Sub-Committee Meeting Minutes of February 11, 2026.**

**Heart of the Valley Metropolitan Sewerage District Meeting Minutes of February 10, 2026.**

**Redevelopment Authority Meeting Minutes of February 5, 2026.**

**Industrial Park Commission Meeting Minutes of November 18, 2025.**

**Fire Report for January 2026.**

**Fire Report for February 2026.**

**Ambulance Report for February 2026.**

**Police Report for February 2026.**

**Code Enforcement Report for February 2026.**

**Court Report for February 2026.**

**Clerk-Treasurer’s Daily Deposit Report for February 2026.**

**Building Inspection Report for February 2026.**

**Bills Payable.**

Motion by Moore, seconded by DeCoster, to approve the remainder of the consent agenda.  
All Ald. Voted aye.  
Motion carried.

**REPORTS OF STANDING AND SPECIAL COMMITTEES**

**Operator (Bartender) Licenses.**

The following applicants have applied for an operator’s license for the license year 2024-2026 and have been recommended for approval based on their record check by the police department:

Mackey	R.	Mckenzie	Appleton
Lamsal		Om Narayan	Manitowoc

Motion by DeCoster, seconded by Schell, to approve the operator/bartender licenses as listed.  
All Ald. Voted aye.  
Motion carried.

**REPORTS OF CITY OFFICERS**

**12.17 Chicken Keeping Permit Discussion.**

Per the request received from Alder Eggleston, staff has looked into the following related to section 12.17 of the Municipal Code regarding chicken keeping: the number of chickens currently allowed within the City of Kaukauna, how that number is determined, and what number of chickens would be appropriate.

Chicken keeping was first approved in the City of Kaukauna by the Common Council back in 2017. Initially, four chickens were allowed per property, and the number of permits allowing for chicken keeping was capped at ten. At that time, the intention was to limit the quantity of chickens due to noise and health concerns. In 2021, the number of chickens allowed per property increased to six at the request of a resident who argued the following: that increasing the number of chickens from

four to six would allow for more egg layers at a given time, that chickens are flock orientated and that larger flocks thrive and produce more eggs, and that typical coop and run sizes are created for at least six chickens.

Most recently, in 2025, the cap of ten chicken permits was removed to allow any resident who met the requirement as laid out in section 12.17 to obtain a chicken permit. Despite the removal of the cap on the number of permits distributed, only sixteen residents currently hold chicken keeping permits.

Alder Eggleston thanked Associate Planner Nelson for looking into the chicken permits further. Eggleston expressed a concern that most people seem to think the chicken permits are still capped at 10 even though that cap was lifted in 2010. Eggleston mentioned a social post could be helpful to point residents to the Municipal Code, which contains accurate information on chicken permits.

### **Fire Engine Purchase.**

The Fire Department requests approval to purchase a new fire engine through the Sourcewell cooperative purchasing program. The apparatus will be manufactured by Pierce Manufacturing of Appleton, Wisconsin, and will replace our 2003 Pierce fire engine. Upon delivery of the new engine, our current 2014 Seagrave fire engine would then be moved to our backup engine for the next 10-15 years. The budgeted cost for this fire engine is \$1,250,000, included in the City's approved Capital Budget and funded through borrowing.

Motion by Moore, seconded by Thiele, to approve the purchase of a fire engine from Pierce Manufacturing through the Sourcewell Cooperative Purchasing Program at a cost not to exceed \$1,250,000, and to authorize the Fire Chief to execute the purchase agreement and related documents.

All Ald. voted aye.

Motion carried.

## **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

### **Resolution 2026-5502 Resolution Authorizing the Issuance and Sale of \$10,000,000 General Obligation Promissory Notes, Series 2026A.**

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Resolution 2026-5502 Resolution Authorizing the Issuance and Sale of \$10,000,000 General Obligation Promissory Notes, Series 2026A.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schumacher to adopt Resolution 2026-5502 Resolution Authorizing the Issuance and Sale of \$10,000,000 General Obligation Promissory Notes, Series 2026A.

All Ald. Voted aye.

Motion carried.

### **Resolution 2026-5503 Resolution Authorizing the Issuance and Sale of \$2,300,000 Storm Water System Revenue Bond Anticipation Notes (BAN), Series 2026B.**

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2026-5503 Resolution Authorizing the Issuance and Sale of \$2,300,000 Storm Water System Revenue Bond Anticipation Notes (BAN), Series 2026B.

All Ald. Voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2026-5503 Resolution Authorizing the Issuance and Sale of \$2,300,000 Storm Water System Revenue Bond Anticipation Notes (BAN), Series 2026B.

All Ald. Voted aye.

Motion carried.

## ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

### CLOSED SESSION

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Speedway Lane.**

Motion by Moore, seconded by Schumacher to adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Speedway Lane.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 8:46 PM.

### Return to Open Session for possible action.

Motion by Antoine, seconded by Eggleston to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 9:10 PM.

**Adjourn to Closed Session Pursuant to 19.85(1)(g)- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. – Fox Shores.**

Motion by Moore, seconded by Kilgas to adjourn to Closed Session Pursuant to 19.85(1)(g)- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. – Fox Shores.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 9:11 PM.

### Return to Open Session for possible action.

Motion by Moore, seconded by Schell to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 9:17 PM.

Motion by Moore, seconded by Thiele to authorize the City Attorney to extend the tolling agreement to June 15, 2026.

All Ald. voted aye.

Motion carried.

**Adjourn to Closed Session Pursuant to State Statute 19.85(1)€ for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session – Commerce Crossing Business Park Parcel 322095604.**

Motion by Moore, seconded by Kilgas to adjourn to Closed Session Pursuant to State Statute 19.85(1)€ for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session – Commerce Crossing Business Park Parcel 322095604.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 9:18 PM.

**Return to Open Session for possible action.**

Motion by Antoine, seconded by Moore to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 9:33 PM.

Motion by Moore, seconded by Schell to (item 3, page 111)

All Ald. voted aye.

Motion carried.

**ADJOURN**

Motion by Antoine, seconded by DeCoster to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 9:36 PM.

Kayla Nessmann, Clerk

**INDUSTRIAL PARK COMMISSION**

City of Kaukauna

**Hydro View Room**

Municipal Services Building

144 W. Second Street, Kaukauna



Wednesday, March 4, 2026 at 3:30 p.m.

**MINUTES**

**In-Person in Hydro View Room**

Avanzi called the meeting to order at 3:30 p.m.

1. Roll Call

Members Present: Michael Avanzi, Dale Eggert, Glen Schilling, John Sundelius, Mike Vandenberg

Members Absent: Ryan Gaffney, Nick Rieth

Others Present: Associate Planner Adrienne Nelson and Jerry VanLanen, representative from Prosperity In, LLC

Schilling made a motion to excuse the absent members. Seconded by Sundelius. The motion passed unanimously.

2. Approval of Minutes

- a. Approve Minutes from November 18, 2025

Eggert made a motion to approve the minutes from November 18, 2025. Seconded by Vandenberg. The motion passed unanimously.

3. Old Business

- a. None

4. New Business

- a. Site Plan Review – Prosperity In LLC (101 E County Road JJ)

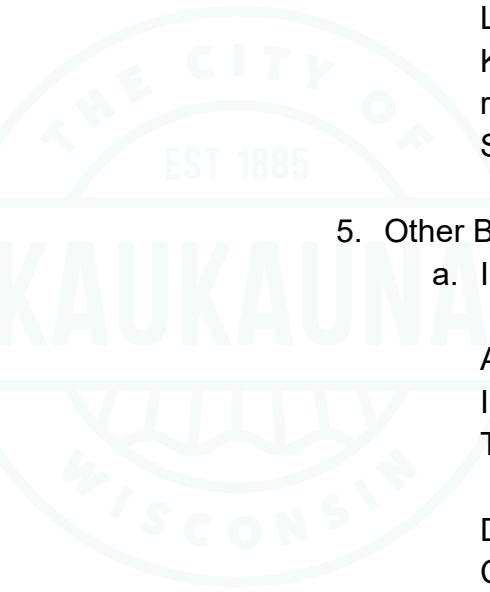
Associate Planner Nelson presented the site plan review for Prosperity In LLC. Prosperity In LLC began construction on this commercial warehouse and office space, which is currently being utilized by Bimbo Bakeries USA, back in late 2024/early 2025. Now that Phase 1 of the building is complete, they have submitted the site plan for the Phase 2 expansion. This project will add an additional 32,000 square feet to the

existing building, and they will be adding an additional 15 parking stalls for a total of 65 off-street parking spaces.

Jerry VanLanen, representative for Prosperity In, LLC stated that they have lost potential tenants because they are not able to construct the building fast enough. What they are looking to do is put the building up as a shell in its entirety. Potential tenants have needed/wanted overhead cranes. Prosperity would like to keep the east-end wall that is not seen from the road as metal, with no masonry, which would be an exception to the façade requirements.

There have been two exceptions to the façade requirements that Associate Planner Nelson had found, one for Klink Equipment and one for Prosperity In LLC. Discussion was held regarding why Klink Equipment was granted an exception to the façade requirement. It is believed Klink was granted an exception due to the number of overhead doors on the side of the building and masonry would not hold up in that situation as well as metal. The Commission wants to be fair and stay consistent with covenants and any exceptions made to property owners in the industrial park.

Sundelius made a motion to table Site Plan Review – Prosperity In LLC (101 E County Road JJ) until further information is gathered for Klink Equipment and any other structures in the Prosperity Center that received exemptions for the masonry requirement. Seconded by Schilling. The motion passed unanimously.

- 
5. Other Business
    - a. IPC Vacancies

Associate Planner Nelson explained to the Commission that the Industrial Park Commission is meant to be a nine-member committee. There are currently seven members.

Discussion was held regarding the need for the Industrial Park Commission. Currently, items approved at the Industrial Park Commission are also going to the Plan Commission for approval.

Through discussion, the value of the Industrial Park Commission was realized in examples of the detailed look it takes at larger developments. The Commission also leads growth in new industrial parks when they are developed.

Currently, it is understood that a member needs to be a resident of the City of Kaukauna and/or a property owner in the industrial park to be a commissioner. The requirements to be a member of the Commission will be clarified.

The size of the Commission was also discussed. The Commissioners feel that having nine members is not necessary and the Commission runs well having seven members.

Sundelius made a motion to request the City to investigate decreasing the size of the Industrial Park Commission from nine members down to seven members. Seconded by Eggert. The motion passed unanimously.

6. Adjourn

Schilling made a motion to adjourn. Seconded by Sundelius. The motion passed unanimously.

Meeting adjourned at 4:04 p.m.  
Christina Nelson, Deputy Clerk



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



Thursday, February 26, 2026 at 9:00 AM

## MINUTES

### In-Person in Council Chambers

Chairman Moore called the meeting to order at 9:00 a.m.

#### 1. Roll Call

Members Present: Leon Vanevenhoven, John Moore, Quin Lenz, Heather Hayes, Julie Schroeder

Members Absent: Karl Kilgas, Shannon Schmalz

Other(s) Present: Associate Planner Adrienne Nelson, Applicant Mandy Waite and Husband Jeremiah Voight

Lenz made a motion to excuse the absent members. Seconded by Vanevenhoven. The motion passed unanimously.

#### 2. Approval of Minutes

##### a. Approve Minutes from February 5, 2026

Lenz made a motion to approve the minutes from February 5, 2026. Seconded by Vanevenhoven. The motion passed unanimously.

#### 3. Old Business

##### a. Introduction Revolving Loan Application Review – Club Ritz

Associate Planner Nelson presented the revolving loan application for Club Ritz. The application was previously discussed at the February 5, 2026 RACK meeting. At that meeting, RACK requested additional information, which was provided by the applicants. The loan documents were provided to RACK members, to be discussed.

##### b. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Club Ritz

Lenz made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for Club Ritz. Seconded by Vanevenhoven. The motion passed unanimously.

Closed session entered at 9:03 a.m.

Applicant Mandy Waite and Husband Jeremiah Voight joined the closed session at 9:18 a.m. for further questions.

c. Return to Open Session for Possible Action

Vanevenhoven made a motion to return to open session. Seconded by Lenz. The motion passed unanimously.

Open Session entered at 9:25 a.m.

4. New Business

a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Club Ritz

Vanevenhoven made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Documentation for Club Ritz. Seconded by Lenz. The motion passed unanimously.

Closed session entered at 9:26 a.m.

Applicant Mandy Waite and Husband Jeremiah Voight joined the closed session at 9:41 a.m. for further questions.

Schroeder exited the closed session at 9:44 a.m.

b. Return to Open Session for Possible Action

Lenz made a motion to return to open session. Seconded by Vanevenhoven. The motion passed unanimously.

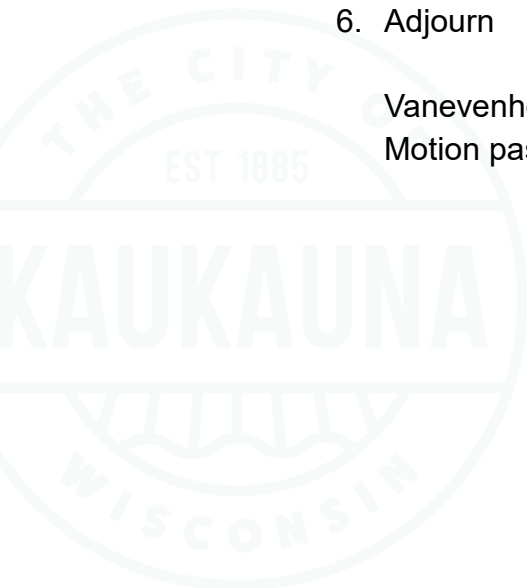
Open Session entered at 9:52 a.m.

Lenz made a motion to approve the loan documentation with a 7-year term and the following conditions: stormwater and erosion control permits are obtained from the Engineering Department prior to the issuance of building permits, the occupancy limit will remain at 86 people, a fence will be added on the western side of the property with plantings per 17.52 of the Municipal Code, angle parking is to remain on the street (no changes to ninety degree stalls), off-street parking stalls must also be angled parking due to access aisle width, a right-of-way permit is obtained prior to any work being done in the public right-of-way, a Certificate of Appropriateness is approved from the Redevelopment Authority (RACK) for the façade, one ADA stall and path should be provided for the off-street parking, and any on-street stall marked as ADA must meet all slope/dimension requirements. Seconded by Hayes. Moore, Lenz, and Hayes voted aye. Vanevenhoven voted nay. Motion passed three to one.

5. Other Business
  - a. None

6. Adjourn

Vanevenhoven made a motion to adjourn the meeting. Seconded by Lenz. Motion passed unanimously. The meeting adjourned at 9:55 a.m.





# 1000 ISLANDS ENVIRONMENTAL CENTER

## 1000 ISLANDS COMMITTEE

City of Kaukauna

### Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, February 19, 2026, at 6:30 PM

## MINUTES

**Members Present** Breitzman, Eggleston, Timmons, Hietpas, Manion, Jakel, and VanBerkel

**Not Present** Rumbuc, White, and West

**Also Present** Brad Garrity and Cassie Kohls

Jakel called the meeting to order at 6:34 PM. A quorum was present.

**Public Appearances** None

### January 15, 2026, Committee Meeting Minutes

Jakel requested the following revisions to the January 15, 2026, minutes:

- Remove Pautz from the list of members present.
- Update the record to show that Jakel, not White, called the meeting to order.

VanBerkel moved to approve the minutes with these corrections, and Eggleston seconded. Motion carried.

### December Financial Report

VanBerkel reported that program fee revenue increased in 2025, while interest income declined due to the closure of the CDs and the transfer of those funds to the Community Foundation endowment. He noted that endowment earnings are calculated using a three-year average. In response to Jakel's question about the 5499-miscellaneous income account, VanBerkel explained that those funds were added to the accounting logs when the CDs were closed to balance the books.

VanBerkel moved to approve the report, and Timmons seconded. Motion carried.

### January Financial Report

VanBerkel noted that the Committee has discretion over the 4810-interest income account, including whether to allocate funds to the endowment principal or the 201 restricted account. Garrity reported that interest income had been budgeted at \$7,500, but actual revenue fell short due to the closure of the CDs, which eliminated that source of interest income. He also explained that the Common Council approved an ordinance replacing Section 1.44, changing the Committee structure to an advisory committee and superseding existing 1000 Islands operating procedures. Garrity further clarified that the annual endowment distribution cannot be returned to the principal and must instead be used to support 1000 Islands' operational costs, which was the original intent when the Community Foundation endowment was established. Breitzman moved to approve the report, Manion seconded, and the motion carried. VanBerkel voted nay.

### **Correspondence**

The Committee reviewed the Community Foundation endowment year-end statements, as well as the January statement. Eggleston was pleased with the totals. VanBerkel moved to approve and place the endowment reports on file, and Breitzman seconded. Motion carried.

### **Friends of 1000 Islands Report**

Hietpas reported on Eagle Days, noting a \$450 profit from the food stand. Planning continues for the March 21, 2026, Pancake and Porkie Breakfast, with donation requests and flyers underway. Hietpas also provided an update on spring maple syrup plans. Volunteers cannot operate city-owned vehicles, so the Friends will explore alternative sap-collection methods this year. Staff expressed interest in assisting, and a trailer may be secured to hold the sap tank. Eggleston noted she may be able to donate a trailer. VanBerkel thanked the Friends for their monetary contribution to 1000 Islands.

### **January Naturalist Report**

Garrity reported that January programming was slower, and the building closed twice due to extreme cold. Jabber's memorial raised \$400 in donations. He noted that a Migratory Bird Salvage permit from U.S. Fish and Wildlife is no longer required under new regulations. In response to VanBerkel's question about donated animals, Garrity explained that federal law allows the public to bring a deceased wild animal to an authorized facility within 24 hours. The public cannot transport endangered species. The Wisconsin DNR scientific collectors permit authorizes 1000 Islands to intake and maintain their collection. Garrity is continuing work on cataloging the collection. No permit is required for migratory birds or the eagle specimen.

The Eagle Nest Group continues progress on the habitat camera. Donations have been received, and habitat camera installation is planned for 2026. Gonnering is researching additional needs, and volunteers are considering a fun-run fundraiser. Kaukauna Utilities suggested installing the habitat camera on their building for a hardwired connection.

Eagle Days attendance matched 2025 levels. Garrity thanked the Friends for sponsoring the National Eagle Center presentations. Kaukauna Public Library's cultural presentation had a high attendance. He also thanked volunteers including the Bald Eagle Nest Watchers at the viewing stations, where more eagles were seen later in the day.

Inquiries were raised about slippery trails and liability. Garrity stated that staff work to keep the boardwalk clear and will explore purchasing a snow thrower. Weekly trail updates are posted on Facebook.

The Year in Review showed increased income, more programs, and rising participation from outside schools. Highlights included the completed boardwalk, new trail-crossing signage, and a grant awarded to the Friends to support the full-time assistant naturalist position.

The goat program is now in its tenth year and continues to be a successful outreach effort. The Goat Team will continue discussing its future direction. Manion moved to place the January Naturalist Report on file; Hietpas seconded. Motion carried.

## **Sub-Committee Meetings**

**Admin-Finance Sub-Committee** – next meeting on March 17, 2026, at 1000 Islands.

**Education Sub-Committee** – no meeting planned.

**Building and Grounds Sub-Committee** – Garrity reported Streets Department has begun removing dead ash trees behind the sugar shack, and the area will be replanted with maple seedlings. The wood is being chipped for trails. Hietpas stated Grignon may need some logs. VanBerkel stated some logs could be nurse logs or habitat. Garrity expressed there are many logs remaining for that purpose.

### **Old Business**

Plans for the nature center's front entrance project were reviewed. In response to Jakel's question about the timeline, Garrity reported that the project has been approved to go out for bid but has not yet been advertised. The anticipated completion timeframe is late summer to early fall 2026.

### **New Business**

Garrity reported that the solar water heater is leaking and a plumber has been contacted. In response to Hietpas's question about replacing the system, Garrity stated he intends to keep the current setup, possibly with an updated graphic.

Kaukauna Utilities will refurbish the hydroelectric display.

### **Good for the Center**

Friends will be purchasing two thermometers to temp food at food stands and at the annual Pancake and Porkie breakfast.

A book signing with author and former Kaukauna High School environmental science teacher Ron Vander Velden will be held at 1000 Islands on March 20, 2026.

### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, March 19, 2026, at 6:30 PM in the Nature Center building.

### **Adjournment**

There being no further business, Manion moved to adjourn the February 19, 2026, Committee Meeting at 7:42 PM. Seconded by Breitzman. Motion carried.

Cassie Kohls

**PLAN COMMISSION**

City of Kaukauna

**Council Chambers**

Municipal Services Building

144 W. Second Street, Kaukauna



Thursday, February 19, 2026 at 4:00 PM

**MINUTES****In-Person in Council Chambers**

Mayor Penterman called the meeting to order at 4:00 p.m.

## 1. Roll Call

Members Present: Brett Jensen, John Neumeier, John Moore, Michael Avanzi, Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

Members Absent: Giovanna Feller

Other(s) Present: Associate Planner Adrienne Nelson, Mindi Hansmann

Moore made a motion to excuse the absent member. Seconded by Neumeier. The motion passed unanimously.

## 2. Approval of Minutes

- a. Approve Minutes from January 22, 2026

Thiele made a motion to approve the minutes from January 22, 2026. Seconded by Jensen. The motion passed unanimously.

## 3. Old Business

- a. None

## 4. New Business

- a. Request for Easement Change – 37 Ash Grove Place

Associate Planner Nelson introduced the request for easement change at 37 Ash Grove Place. There is currently a 35-foot drainage easement located in the rear yard. Mindi and Trevor Hansmann have been working with city staff and Davel Engineering & Environmental, Inc. on the removal of the drainage easement. If the drainage easement were to be removed and the agreement with Union Cemetery signed, the impact would be negligible, and the subdivision would continue to

exceed city ordinance for storm water quantity control. City staff recommends that Common Council approves the request to remove the 35-foot drainage easement from 37 Ash Grove Place.

Commissioner Moore asked if 37 Ash Grove Place is the only property that the drainage easement passes through.

Neumeier described the original drainage design that passes through two lots with a drain on the two properties' lot line. With an easement change, the property at 37 Ash Grove Place would flow to the existing drain on the Union Cemetery property. The 10-foot-wide storm sewer easement will remain.

Commissioner Moore asked if the Hansmanns would be required to add fill to the backyard.

Neumeier explained that there is fill in the backyard already, so the property is operating without the easement currently. The question is whether the property owners must restore the lot to the proposed drainage plan grading that was approved for the subdivision. The other option for the homeowner's was to receive permission to use the drain on Union Cemetery property. To Neumeier's understanding, the grading was in the current condition when the Hansmanns bought the house.

Thiele commented that the 35-foot easement is large, considering the size of the property and the backyard.

Schoenike made a motion to approve the request to remove the 35-foot drainage easement from 37 Ash Brook Place and to send the request to the Board of Public Works and Common Council. Seconded by Moore. The motion passed unanimously.

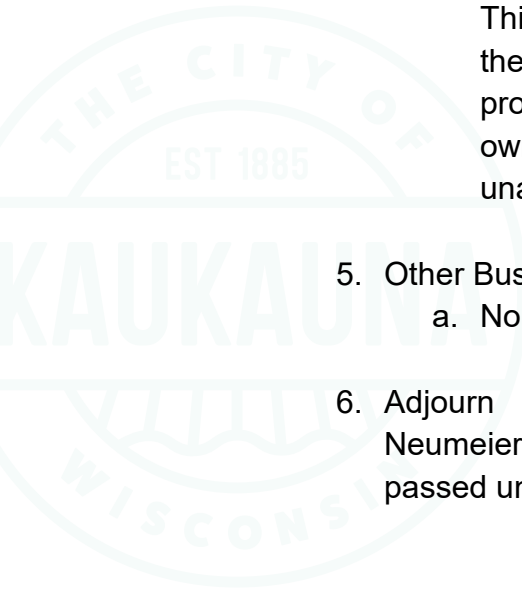
- b. Wisconsin Department of Transportation – Right-of-Way Acquisition for Interstate 41

Director of Public Works/City Engineer Neumeier presented the right-of-way acquisition by the Wisconsin Department of Transportation (WisDOT). With the Interstate 41 project, WisDOT is realigning the right of way areas that they need to expand to 3 lanes. The small sections of property have no effect on city operations or city drainage needs for the area. There are 2 fee areas that WisDOT is acquiring and a temporary limited easement (TLE) for WisDOT to do regrading. The TLE land reverts to the City of Kaukauna after the project. The portions of land do not affect the trail or the bridge going around the nearby pond.

Commissioner Moore asked about the potential for debris to fall into the nearby pond and whose responsibility it would be to address the debris.

Neumeier stated that there is little chance for debris to fall into the pond for two reasons. The first reason is that WisDOT has erosion control in place. The second reason is that the grading will go towards Interstate 41 and away from the pond. In the case of problems with construction resulting in debris, WisDOT would be responsible for cleaning up the debris.

Thiele made a motion to recommend approval to Common Council of the agreement for fee acquisitions and TLE by the Wisconsin DOT for project 1130-63-20 I41 Outagamie and Brown County for the city owned parcels 304a & b. Seconded by Moore. The motion passed unanimously.

- 
5. Other Business
    - a. None

6. Adjourn

Neumeier made a motion to adjourn the meeting. Seconded by Thiele. Motion passed unanimously. The meeting adjourned at 4:11 p.m.

Wednesday, September 3, 2025 at 2:00 PM

## MINUTES

### In-Person in Council Chambers

Director Kittel called the meeting to order at 2:02 p.m.

#### 1. Roll Call

Members Present: John Moore, Chris McDaniel (Virtual), Will Van Rossum, Amy Van Straten (Virtual), Michelle Uitenbroek

Other(s) Present: Planning and Community Development Director Dave Kittel, Associate Planner Adrienne Nelson

Nomination was requested for board chair. Moore nominated Van Rossum. Seconded by Uitenbroek. The motion passed unanimously.

#### 2. Approval of Minutes

##### a. Approve Minutes from August 27, 2024

The approval of the minutes from August 27, 2024, was postponed until the next meeting because the wrong minutes were attached to the agenda.

#### 3. Correspondence

##### a. None

#### 4. New Business

##### a. 2024 Annual DOR Reporting Review

Director Kittel explained that the reports were filed with the DOR and are available online. There were no questions.

##### b. TID Update/Overview

Director Kittel provided an overview of the nine active TIDs in the city. Overall, there was a little over one million dollars in growth.

TID 1 is an environmental TID, located in the southern part of the community. It is utilized to help assist with the old landfill. There were no significant changes to this TID.

TID 4 saw an \$18,000 increase in new construction, substantially from internal updates done in the Bank of Kaukauna.

TID 5, the Commerce Crossing TID, saw one of the biggest increases. It increased by about \$500,000 thanks to the ongoing new construction of an apartment complex and a new hotel. Additionally, this increase included the final value from the added U-Haul building.

TID 6, the New Prosperity TID located on the northern side of Kaukauna, saw a \$400,000 increased improvement value due to the completed Klink and TANN Corporation projects.

TID 8 has seen no changes. It is sitting until it hits its final years and closes out.

TID 9 sits next to Grignon Park. It saw a slight increase of \$28,000 due to tenant buildout inside of the strip mall.

TID 10 sits next to Piggly Wiggly and includes the redevelopment known as "The Donory". It increased by \$120,000. This increase is primarily linked to remodels, additions, and sheds.

TID 11 saw no change this year but there are ongoing projects in this TID, including a handful of additions and the recently approved CoVantage site.

TID 12 overlays some older TIDs in the downtown area. This TID saw a \$500,000 increase due to updates done on various buildings and the final value added from the Carnegie Library apartments. The vacant parcel by Kwik Trip still needs development.

#### c. TIF Network Road Map

Director Kittel summarized items to consider moving forward with TIDs. TID 12 still has a large piece of developable land. TID 6 is at the end of its life and will soon be closed out. In the existing TIDs, there is not a lot of vacant property left, and much of the value will be added from additions and remodels. Down the road, there will likely be conversations on TID support for affordable housing, TID closeouts, and new TIDs.

#### d. Request to Extend TID 5

Director Kittel presented the TID extension request for TID 5, the Commerce Crossing TID. Although \$500,000 was recently added to this TID, the TID itself is not in the greatest situation and may not be able to fulfill all debt obligations, which is why an extension is being requested. There was a law change in 2013 that negatively impacted every active TID by adjusting the

amount of increment coming in. TIDs impacted by this law change are qualified to receive an extension. TID 5 has been extended once, so this would be the second extension. The Common Council is formally making this request to extend the life of TID 5 an additional three years, from 2034 to 2037, in order to help guarantee payment of debt obligations.

Uitenbroek asked if there were other costs besides debt service coming out of TID 5.

Kittel stated that there were some incentives associated with TID 5, but most of what needs to be paid is related to infrastructure.

Van Rossum added that there were significant costs associated with purchasing the land TID 5 is on, deconstructing the dog track located on the land, and putting in roads and then redoing the roads due to some issues that arose. There were a lot of stacked costs. Thankfully, there will be a development starting in this TID in a month or so that will hopefully help cover the payment of debt obligations associated with this TID.

## 5. Resolutions

### a. JOINT REVIEW BOARD (JRB) RESOLUTION APPROVING AN EXTENSION FOR TID 5 IN THE CITY OF KAUKAUNA, WISCONSIN

Moore moved to adopt the resolution as presented. Seconded by Van Rossum. A roll call vote was taken.

Moore voted aye.

McDaniel voted aye.

Van Rossum voted aye.

Van Straten voted aye.

Uitenbroek voted aye.

The motion passed unanimously.

## 6. Adjourn

Van Rossum made a motion to adjourn the meeting. Seconded by Moore. Motion passed unanimously. The meeting adjourned at 2:22 p.m.

**Joint Review Board**  
City of Kaukauna  
**Remote Teleconference**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Tuesday, August 27, 2024 at 1:00 PM

**MINUTES**

1. Roll Call

Members present: John Moore, Bob Schaefer, Will VanRossum, Amy Van Straten, Michelle Uitenbroek

Others Present: Director of Planning and Community Development David Kittel

2. Approval of Minutes

a. Approve Minutes from August 23, 2023

Moore made a motion to approve the August 23,2023 minutes. Seconded by VanRossum. The motion passed unanimously.

3. Correspondence

None

4. Discussion Topics

a. 2023 Annual DOR Reporting Review

Director Kittel introduced the reports filed with the Department of Revenue. The documents were included in the agenda packet for review. There were no questions.

b. TID Update/overview

Director Kittle gave an update on the 8 active TID's in the City and highlighted the recent and planned developments in the TID's.

c. TIF Network Road Map

Finance Director Van Rossum went over revenues and dept expenses projected for each TID

d. General Matters

None

5. Adjournment

Van Straten made a motion to adjourn the meeting. Van Rossum seconded the motion. The motion passed unanimously. Meeting adjourned at 1:27pm



### City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
00000498/1	022626	3/3/2026		02/26/26 Payroll, 02/26/26 Payroll	Mission Square Retirement	21,728.64
00000499/1	021126	3/3/2026		Library Maintenance Recon 2025	Grand Kakalin LLC	3,044.43
00000499/10	PEL2026-02-26	3/3/2026		02/26/26 Payroll	Pelion Benefits, Inc (SSA)	1,290.22
00000499/2	230079	3/3/2026		Chairs for Cubicles	Emmons Business Interiors	1,403.86
00000499/3	WIKIM307887	3/3/2026		Barricades	Fastenal Company	80.36
00000499/4	6006	3/3/2026		Clear Water Inspections done in 2025	Kaukauna Utilities	2,040.00
00000499/5	54780749	3/3/2026		Oxygen Rental	Linde Gas & Equipment Inc.	284.63
00000499/6	DBS2026-02-26	3/3/2026		02/26/26 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	4,350.92
00000499/7	IAFF2026-02-26	3/3/2026		02/26/26 Payroll	Fire Association Local 1594	885.59
00000499/8	KPPA2026-02-26	3/3/2026		02/26/26 Payroll	Police Association	725.00
00000499/9	FHF2026-02-26	3/3/2026		02/26/26 Payroll	Fire House Fund	352.00
126691	161259	3/6/2026		Park Mower #125	A T F Tires & Service Center Inc.	287.62
126692	9168920291	3/6/2026		Medical Oxygen	Airgas USA, LLC	71.40
126692	9168920313	3/6/2026		Oxygen Hose Nut	Airgas USA, LLC	10.60
126693	27185	3/6/2026		Graci - PC Install	Amplitel Technologies LLC	300.00
126693	27208	3/6/2026		Monthly Managed Services Agreement	Amplitel Technologies LLC	14,040.00
126694	859455	3/6/2026		Dreamville Kaukauna Matter	Amundsen Davis, LLC	2,938.14
126695	030226	3/6/2026		Mileage - Feb 2026	Anthony Penterman	36.97
126696	1991659	3/6/2026		Random/Reasonable Suspicion, Pre-employment	Aurora Health Care, Inc.	635.00
126697	104003831	3/6/2026		Pool Tractor	Auto Value Kaukauna	33.08
126698	311105026043172	3/6/2026		MSB Building Maintenance	Capital One Commercial	125.72
126698	311102626129254	3/6/2026		MSB/Building Maint.	Capital One Commercial	32.44
126698	311103026061968	3/6/2026		SPar Building Maint./Dance Studio	Capital One Commercial	63.39
126698	311102326069345	3/6/2026		Street/Shop Phase 4, Sewer/General	Capital One Commercial	80.51
126698	311102026087382	3/6/2026		MSB Building Maint.	Capital One Commercial	79.74
126698	311103426063548	3/6/2026		Street Barricades	Capital One Commercial	51.52
126698	311102826071305	3/6/2026		Library Canoe	Capital One Commercial	111.80
126698	328103126032700	3/6/2026		Misc. Tools	Capital One Commercial	13.98
126698	311104926069291	3/6/2026		Adult Sports Recreation	Capital One Commercial	103.36
126699	288967	3/6/2026		Sanitary Sewer/Truck Maint.	Carstens Ace Hardware	30.71
126699	288880	3/6/2026		Parks/Supplies, Parks/Supplies	Carstens Ace Hardware	83.67
126699	288851	3/6/2026		MSB Building Maint.	Carstens Ace Hardware	14.36

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
126700	741634	3/6/2026	Cell Phone - IT, Cell Phone - City Attorney, Cell Phone - Grignon Mansion, Cell Phone - PD, Cell Phone - Planning, Cell Phone - Inspection, Cell Phone - FD, Cell Phone - FD, Cell Phone - Engineering, Cell Phone - HR, Park Cameras	Cellcom	2,407.03
126701	030326	3/6/2026	Election Chief Training	Christine Gries	30.00
126702	0549088	3/6/2026	Nametag & number	Conway Shield	82.50
126703	67326	3/6/2026	Security Deposit Refund	Cub Scout Pack #3104	100.00
126704	56196	3/6/2026	#86 - Water Pump, Oil, Brakes, Rotors	DC Auto Repair, LLC	2,888.78
126705	470892	3/6/2026	HRA - March	Diversified Benefit Services, Inc.	759.70
126706	19402	3/6/2026	Tax Bill Breakdown Posters	Eagle Sign & Design LLC	280.00
126707	0193071-IN	3/6/2026	Overhead Door Maint.	EZ Glide Garage Doors	539.00
126708	BE327154	3/6/2026	Project 5-26 - Pool - Ad for Bids	Finger Publishing, Inc.	89.70
126708	BE317227	3/6/2026	Class 2 Notice - Variance for 1120 Blackwell St.	Finger Publishing, Inc.	28.71
126708	BE320732	3/6/2026	CCTV Ad	Finger Publishing, Inc.	23.93
126708	BE315945	3/6/2026	Class 2 Notice - Variance for 1120 Blackwell St.	Finger Publishing, Inc.	35.07
126708	BE327985	3/6/2026	Project 5-26 - Pool - Ad for Bids	Finger Publishing, Inc.	71.85
126709	00039/2026	3/6/2026	Coffee for MSB	Fox River Vending, Inc.	42.00
126710	CS9308	3/6/2026	Refund for Citation Already Paid #BI608498-2	Gabriel Amador-Mejia	98.80
126711	9805719888	3/6/2026	Industrial Fan, Kitchen Faucet Replacement	Grainger Inc	692.51
126712	94370828	3/6/2026	Books	Ingram	5.90
126712	94370829	3/6/2026	Books	Ingram	14.78
126712	94370826	3/6/2026	Books	Ingram	8.16
126712	94370827	3/6/2026	Books	Ingram	44.32
126712	94437644	3/6/2026	Books	Ingram	18.58
126712	94370834	3/6/2026	Books	Ingram	20.86
126712	94437646	3/6/2026	Books	Ingram	19.73
126712	94370823	3/6/2026	Books	Ingram	19.79
126712	94437645	3/6/2026	Books	Ingram	19.73
126712	94370831	3/6/2026	Books	Ingram	17.53
126712	94370830	3/6/2026	Books	Ingram	14.78
126712	94370824	3/6/2026	Books	Ingram	18.10
126712	94370833	3/6/2026	Books	Ingram	12.74
126712	94370825	3/6/2026	Books	Ingram	36.20
126712	94437643	3/6/2026	Books	Ingram	18.60
126712	94370832	3/6/2026	Books	Ingram	12.39
126713	90171799	3/6/2026	#80 Battery	Interstate Battery	280.95
126713	90171798	3/6/2026	Truck #12	Interstate Battery	162.95
126714	14385192P	3/6/2026	Refuse Truck #224	JX Enterprises, Inc.	87.73
126714	14385907P	3/6/2026	Refuse Truck #228	JX Enterprises, Inc.	48.99
126714	14386189P	3/6/2026	Refuse Truck #228	JX Enterprises, Inc.	431.46
126715	030526	3/6/2026	WPRC Conference - Mileage & Meal Reimbursement	Kat Berge	203.13
126716	TV262	3/6/2026	Tandem Truck #215	Klink Hydraulics, LLC	166.70
126716	JG1082	3/6/2026	Refuse #229	Klink Hydraulics, LLC	125.32
126716	CJ947	3/6/2026	Refuse Truck #224	Klink Hydraulics, LLC	409.10
126716	JG1109	3/6/2026	Street Sweeper #25	Klink Hydraulics, LLC	528.92
126717	C121752	3/6/2026	Grease Trap Cleaning, Grease Trap Cleaning	Kuettel's Septic Service	450.00
126718	00401197	3/6/2026	Building Inspection Consulting Services - Jan. 2026	McMahon Associates Inc	171.42

Check #	Bills Paid	Date	Class Line Description	Addressee	Amount Paid
126718	00940840	3/6/2026	Ecological Services at Ponds	McMahon Associates Inc	1,415.80
126719	244780	3/6/2026	Harlan/Shop Supplies	MGD Industrial Corp	277.00
126720	131700	3/6/2026	SPILLMAN TOUCH PHONE ACCESS	Outagamie County Treasurer	279.91
126720	40175	3/6/2026	Refuse Disposal	Outagamie County Treasurer	27,467.07
126721	022626	3/6/2026	Tree Sale Refund	Ruth Banaszynski	60.00
126722	331596	3/6/2026	Blu-ray & DVD Cases and Sleeves	Showcases	88.24
126723	030326	3/6/2026	Election Chief Training	Teri Hietpas	30.00
126724	0615098-IN	3/6/2026	Books	The Penworthy Company LLC	2,555.50
126725	469452	3/6/2026	Refuse #224	Wonderland Tire Company	718.00
126726	6160433237	3/6/2026	Coverall/Mat Service	VESTIS	95.28
126727	5832679194	3/6/2026	Gas Service - February 2026	We Energies	6,028.92
126727	5833967821	3/6/2026	Gas Service - February	We Energies	2,055.03
126727	5833981340	3/6/2026	Gas Service - February 2026	We Energies	23.80
126727	5832597056	3/6/2026	Gas Service - February	We Energies	476.25
126727	5832821764	3/6/2026	Gas Service - February 2026	We Energies	384.94
126727	5834256252	3/6/2026	Gas Service - February 2026	We Energies	9.24
126727	5833046827	3/6/2026	Gas Service - February 2026	We Energies	999.90
00000500/1	26064000015	3/10/2026	Supplemental Select - March, Supplemental Select Plus - March	Delta Dental of Wisconsin	2,114.12
00000500/2	INV07004889	3/10/2026	Payroll Software, HRIS Software	Paycor, Inc.	4,494.90
00000500/3	January 2026	3/10/2026	Sales Tax - January, Sales Tax - January, Sales Tax - January, Sales Tax - January, Sales Tax - January	Wis. Dept. of Revenue - ACH PAYMENT	491.39
00000501/1	INV14703	3/10/2026	ACH Returns - Jan 2026	Gila, LLC	15.00
00000501/1	INV14673	3/10/2026	BPP ACH Fee - Jan 2026	Gila, LLC	99.00
00000501/2	4 0 3 0 7 5 - 0 0	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	16.48
	2026-02-24				
00000501/2	4 5 4 1 1 5 - 0 0	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	137.86
	2026-02-24				
00000501/2	5 0 0 3 4 1 - 0 1	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	165.04
	2026-02-24				
00000501/2	4 4 1 5 1 1 - 0 0	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	18.62
	2026-02-24				
00000501/2	3 5 2 1 9 7 - 0 0	3/10/2026	Bel Air Lift Station	Kaukauna Utilities	33.86
	2026-02-24				
00000501/2	4 5 2 1 9 8 - 0 0	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	38.16
	2026-02-24				
00000501/2	3 9 1 6 2 0 - 0 2	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	55.41
	2026-02-24				
00000501/2	4 5 2 2 1 0 - 0 0	3/10/2026	Cty Rd CE Lift Pump	Kaukauna Utilities	192.13
	2026-02-24				
00000501/2	5 0 0 3 8 0 - 0 0	3/10/2026	Augustine Street Sewer Lift	Kaukauna Utilities	753.92
	2026-02-24				
00000501/2	3 9 0 9 8 0 - 0 0	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	38.49
	2026-02-24				
00000501/2	5 5 0 0 6 0 - 0 1	3/10/2026	Emergency Siren - Cty Rd J	Kaukauna Utilities	29.57
	2026-02-24				
00000501/2	4 2 1 9 5 5 - 0 5	3/10/2026	Water, Sewer, & Electric	Kaukauna Utilities	27.37
	2026-02-24				

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
00000501/2	5 0 0 3 1 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	16.48
00000501/2	3 1 1 6 7 4 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	43.66
00000501/2	5 0 0 2 4 8 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	43.79
00000501/2	5 0 0 1 1 4 - 0 1	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	1,074.46
00000501/2	5 0 0 3 6 4 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	295.63
00000501/2	3 3 1 3 9 1 - 0 2	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	123.38
00000501/2	5 0 0 3 4 2 - 0 1	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	28.00
00000501/2	4 1 0 7 8 5 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	22.04
00000501/2	4 5 2 9 2 1 - 0 0	3/10/2026 2026-02-24	Lehrer Landfill Leachate	Kaukauna Utilities	16.60
00000501/2	3 3 2 5 8 5 - 0 1	3/10/2026 2026-02-24	Emergency Siren - LaFollette Park	Kaukauna Utilities	19.48
00000501/2	5 5 1 0 3 5 - 0 0	3/10/2026 2026-02-24	Cty Rd J Sewer Lift	Kaukauna Utilities	39.66
00000501/2	3 5 0 3 7 6 - 0 0	3/10/2026 2026-02-24	10th St Lift Station	Kaukauna Utilities	50.90
00000501/2	3 8 0 7 2 1 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	65.26
00000501/2	4 0 3 0 6 1 - 0 1	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	96.06
00000501/2	4 0 3 0 6 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	279.93
00000501/2	5 0 0 8 9 0 - 0 0	3/10/2026 2026-02-24	Sherry Lane Sewer Lift	Kaukauna Utilities	374.27
00000501/2	3 1 0 9 0 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	13.70
00000501/2	4 0 3 0 6 6 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	29.79
00000501/2	5 0 0 3 4 0 - 0 1	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	29.80
00000501/2	5 0 0 2 4 9 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	44.68
00000501/2	3 1 2 2 1 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	64.19
00000501/2	4 9 0 1 2 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	187.02
00000501/2	3 1 0 9 0 3 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	19,831.75
00000501/2	4 6 0 1 9 2 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	11.18
00000501/2	4 5 2 2 0 4 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	37.58
00000501/2	3 3 2 5 8 0 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	180.37
00000501/2	4 0 3 0 6 5 - 0 0	3/10/2026 2026-02-24	Water, Sewer, & Electric	Kaukauna Utilities	951.07
00000501/3	P41239	3/10/2026	#211 Sewer Vac Parts	MacQueen Equip Group	70.68
00000501/4	508427955	3/10/2026	Digital Library Materials	Midwest Tape	51.73

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
00000501/5	2403734	3/10/2026	NetSuite Software	Oracle NetSuite	1,633.50
00000501/6	030426	3/10/2026	April 2026, Retirees - April 2026	Securian Financial Group, Inc.	2,728.32
00000501/7	435057	3/10/2026	Wes/Shop Supplies, MSB/Building Maint., PD/Building Maint.	Superior Chemical, LLC	383.04
00000501/7	435058	3/10/2026	Harlan/Shop Supplies	Superior Chemical, LLC	454.00
126728	161541	3/13/2026	Tires #2133	A T F Tires & Service Center Inc.	951.53
126728	161586	3/13/2026	Tires #2132	A T F Tires & Service Center Inc.	1,237.22
126729	02-43780	3/13/2026	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024	Advanced Maintenance Solutions	2,277.40
126729	02-43702	3/13/2026	Monthly Janitorial Services for the month of the invoice date - First Half 1000 Islands Environmental Center 1000 Beaulieu Ct Kaukauna, WI 54130	Advanced Maintenance Solutions	429.98
126729	02-43950	3/13/2026	General Janitorial Services provided Monday through Friday at the Municipal Services Building and Police Department Services will be provided per the Scope of Work provided with the original work order FEBRUARY 2026 - 2nd half of the month	Advanced Maintenance Solutions	1,303.92
126730	67371	3/13/2026	Security Deposit Refund	Alisa Gaffney	200.00
126731	854004	3/13/2026	Wayfinding Signage Contract Issues	Amundsen Davis, LLC	278.50
126732	53845	3/13/2026	Dump Truck #212	Appleton Hydraulic Components, LLC	1,956.20
126733	922985	3/13/2026	Loader #29	Aring Equipment Co. Inc	60.45
126734	104006914	3/13/2026	Wiper Blade #2133	Auto Value Kaukauna	7.09
126734	104006718	3/13/2026	Car Wash	Auto Value Kaukauna	14.05
126734	104005996	3/13/2026	Street Sweeper #26	Auto Value Kaukauna	131.29
126735	EQUIPINV_060896	3/13/2026	Battery Replacement	Baycom Inc.	150.00
126736	86104658	3/13/2026	Medical Supplies	Bound Tree Medical, LLC.	362.41
126737	D40508	3/13/2026	Street Sweeper #26	Brooks Tractor Inc.	208.84
126737	D40509	3/13/2026	Loader #23 w/ Back Hoe	Brooks Tractor Inc.	845.32
126738	290511	3/13/2026	Pool Supplies	Carstens Ace Hardware	27.67
126738	290525	3/13/2026	Propane for Wildland	Carstens Ace Hardware	10.78
126738	289430	3/13/2026	Refrigerator Water Issue	Carstens Ace Hardware	13.12
126738	290125	3/13/2026	Building App Bay Faucet	Carstens Ace Hardware	21.59
126738	290341	3/13/2026	Truck Key, Water Softener Salt	Carstens Ace Hardware	189.93
126738	290562	3/13/2026	Hitch & Ball for Track & Mule	Carstens Ace Hardware	52.17
126738	290408	3/13/2026	Cold Faucet Stem	Carstens Ace Hardware	21.59
126738	290497	3/13/2026	Pool Supplies	Carstens Ace Hardware	91.36
126739	722721	3/13/2026	Bricks for Ring of Honor	Creative Brick & Concrete	252.10
126740	107079-02	3/13/2026	Vinyl Door Sign Backers	Creative Sign	28.00
126741	56310	3/13/2026	Squad #81 - Oil	DC Auto Repair, LLC	124.03
126742	260262001	3/13/2026	Locates - February	Diggers Hotline Inc.	361.30
126743	19416	3/13/2026	Harlan/Shop Supplies	Eagle Sign & Design LLC	54.40
126744	900208353	3/13/2026	GIS Subscription	Esri	700.00
126745	29946	3/13/2026	Pole Chain Saw #171	Evergreen Power	142.94
126746	034112850	3/13/2026	Badge - Brandt	Galls, LLC	121.68
126746	034046523	3/13/2026	Badge - Krueger	Galls, LLC	103.37

Check #	Bills Paid	Date	Class Line Description	Addressee	Amount Paid
126747	67372	3/13/2026	Security Deposit Refund	Grayce Schmitz	200.00
126748	022826	3/13/2026	New Connections - February 2026	Heart of the Valley Metropolitan - New Connections	4,896.00
126749	March 5, 2026	3/13/2026	Wastewater Treatment - February 2026	Heart of the Valley Metropolitan Sewerage District	134,935.62
126750	94540474	3/13/2026	Books	Ingram	18.16
126750	94540469	3/13/2026	Books	Ingram	22.12
126750	94540472	3/13/2026	Books	Ingram	18.10
126750	94540467	3/13/2026	Books	Ingram	18.10
126750	94540475	3/13/2026	Books	Ingram	18.10
126750	94540473	3/13/2026	Books	Ingram	36.16
126750	94540468	3/13/2026	Books	Ingram	18.10
126750	94540470	3/13/2026	Books	Ingram	17.21
126750	94540471	3/13/2026	Books	Ingram	16.87
126750	94540478	3/13/2026	Books	Ingram	22.25
126750	94540476	3/13/2026	Books	Ingram	16.46
126750	94540477	3/13/2026	Books	Ingram	12.56
126751	797830	3/13/2026	Fire Extinguisher Inspection	J.F. Ahern Co.	529.70
126752	IN337356	3/13/2026	Warning Light	Jefferson Fire & Safety, Inc.	251.29
126753	PIGB0340849	3/13/2026	Plow Blades/Grader #251	John Fabick Tractor Company	475.76
126754	14387155P	3/13/2026	Refuse #224	JX Enterprises, Inc.	194.99
126755	25729	3/13/2026	Water Heater Shut Off/Valve Repairs	Keith Petersen Plumbing Inc.	419.24
126756	IN276173	3/13/2026	New Duty Gear	Kiesler Police Supply	771.61
126757	JG1174	3/13/2026	Loader 29	Klink Hydraulics, LLC	30.56
126757	CJ913	3/13/2026	Refuse Truck #225	Klink Hydraulics, LLC	209.26
126757	TV280	3/13/2026	Refuse Truck #224	Klink Hydraulics, LLC	167.90
126757	JG1180	3/13/2026	Loader 29	Klink Hydraulics, LLC	24.00
126758	INV14696236	3/13/2026	Copier	Marco Technologies LLC NW 7128	61.81
126758	INV14806583	3/13/2026	Copier	Marco Technologies LLC NW 7128	61.01
126758	INV14560459	3/13/2026	Copier	Marco Technologies LLC NW 7128	61.81
126759	244863	3/13/2026	Plow Blades	MGD Industrial Corp	333.12
126759	243791	3/13/2026	Loader 29	MGD Industrial Corp	5.04
126760	030326	3/13/2026	Refund for Overpayment on Citation #BL875611-2	Michelle Townsend	13.60
126761	199495	3/13/2026	4 Timer Switches/Shut off Battery	Oshkosh Fire & Police Equipment	440.00
126762	26-5	3/13/2026	County Chaplain Program	Outagamie County Chaplain Program Inc.	300.00
126763	02/28/26	3/13/2026	County Court Share - February 2026	Outagamie County Treasurer	914.36
126764	M160686	3/13/2026	Medical Supplies	Penn Care, Inc.	446.80
126765	Q2238544	3/13/2026	Postage Machine Lease	Quadient Leasing USA, Inc.	554.94
126766	90235	3/13/2026	Groundwater Mon/Eval Gunderson Site	Robert E Lee & Assoc. Inc	2,090.00

Check #	Bills Paid	Date	Class Line Description	Addressee	A m o u n t Paid
126767	INV2443	3/13/2026	HR Software, HR Software	Skillcloud Consulting Group, LLC	750.00
126768	02/28/26	3/13/2026	State Court Share - February 2026	State of Wisconsin	3,021.46
126769	8013399900	3/13/2026	Hard Drive Shredding	Stericycle, Inc.	595.53
126770	04294176310226	3/13/2026	SPaR Building Maint.	The Sherwin Williams Co.	35.95
126771	02/28/26	3/13/2026	Blood Draws - 2	TheDACARE Laboratories	85.00
126772	6160435258	3/13/2026	Coverall/Mat Service	VESTIS	95.28
126773	520018	3/13/2026	Legal - Police Negotiations 2026	von Briesen & Roper S.C.	115.50
126774	5834001544	3/13/2026	Gas Service - February	We Energies	1,536.66
126775	11482	3/13/2026	WPRA Aquatic Workshop	Wisconsin Park & Recreation Assn	50.00
126776	0205308-IN	3/13/2026	Street Sweeper #25	Zarnoth Brush Works	600.00
126777	36877	3/13/2026	Annual Subscription	Zoobean, Inc	907.50
<b>Total</b>					<b>316,992.02</b>

April 8, 2026

Item 8.a.

The following applicants have applied for an operator's license for the license year **2024-2026** and have been recommended for approval based on their record check by the police department:

Douglas	R	Angela	Hortonville
Sanders	A	Fallon	Kaukauna
Goffard	L	Jenine	Appleton
Sweatt	J	Stephanie	Dale
Tenor	M	Lance	Neenah



# MEMO

## Engineering Department

To: Common Council

From: John Neumeier, Director of Public Works/City Engineer

Date: 4/8/2026

Re: Wisconsin Department of Transportation – Right-of-way acquisition for Interstate 41

### Background information:

Wisconsin Department of Transportation (WisDOT) has completed a Transportation Project Plat (TPP) for Project 1130-63-21, I-41, Outagamie & Brown Counties. The TPP identifies a small area of land adjacent to the I-41 project currently owned by the City of Kaukauna that are necessary for DOT to acquire to complete said project. The cover letter and TPP is enclosed for your review.

Parcel 332 is located on Parcel 32209590. The parcel is the location of a Kaukauna Utilities (KU) Electric Substation. The area of note is the northwest corner of the lot. Total Fee area is 870 sq ft. The Utility Commission approved the sale of this property contingent upon the DOT providing considerations for the fence. That consideration is accounted for in this updated proposal.

KU and City staff has reviewed the requested area and would recommend approval of the agreement and resolution to Common Council.

**Strategic Plan:** NA

**Budget:** NA

### Staff Recommended Action:

Recommend approval of the resolution authorizing the sale of real estate to the Wisconsin Department of Transportation.

**WisDOT Division of Transportation**  
**System Development**  
 Northeast Region  
 944 Vanderperren Way  
 Green Bay WI 54304-5344

**Governor Tony Evers**  
**Secretary Kristina Boardman**  
[wisconsindot.gov](http://wisconsindot.gov)  
 Telephone: (920) 492-5643  
 FAX: (920) 492-5640  
 Email: [ner.dtsd@dot.wi.gov](mailto:ner.dtsd@dot.wi.gov)



Item 9.a.

March 5, 2026

CERTIFIED MAIL

CITY OF KAUKAUNA  
 DAVE PAHL  
 PO BOX 1777  
 KAUKAUNA, WI 54130

Reference: Initiation of Negotiations-AS  
 Project ID: 1130-63-21, Parcel No. 332  
 APPLETON - DE PERE  
 IH - 041, Outagamie County

Dear Dave Pahl:

The Wisconsin Department of Transportation has approved a revised offer for the acquisition of your property and/or property interests needed for the above referenced highway project. This letter gives you written notice of the revised offering price, and it rescinds and replaces any previous offers presented to you during our negotiations.

WisDOT's approved estimate of just compensation is **\$4,900** and is based on the enclosed revised appraisal report. This amount does not consider any decrease or increase in the market value of the property caused by the anticipation of the project. The allocation of this amount is as follows:

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Fee		870.00	Sq Ft	\$0.85	\$740.00
Chain Link Fencing	Loss of chain link fencing				\$3,242.00
Chain Link Fencing	Replacement chain link fencing				\$914.00
Appraiser Rounding					\$4.00

Total Allocation \$4,900.00

*\*General taxes shall be prorated at the time of closing based on the net general taxes for the preceding year.*

If you agree with the value stated in the appraisal report and wish to enter into an agreement with WisDOT, please sign the following documents and return them to me in a timely manner for final review and approval. A self-addressed (MSA), postage-paid envelope is enclosed for your convenience. Upon receipt of these documents, we will submit a payment request.

In addition, we offer electronic completion as an option for all documents via docusign.com. This includes Remote Online Notarization for executing the conveyance document. This service is at no cost to you. If you are interested in this option, please contact me for assistance.

- A. Warranty Deed** - This conveyance document transfers ownership of the acquired land to the Wisconsin Department of Transportation. **The deed must be signed by all parties of interest in the presence of a Notary Public.** Once we receive the signed deed and payment has been made to you, the deed will be recorded with the local Register of Deeds.
- B. Statement to Construction Engineer:** This form requires the signature of only **one** landowner and is used to inform the construction engineer of any special commitments, if any, that were agreed to by you and WisDOT for construction purposes.

- C. New Supplier Form (DOA-6460):** This form is to be **completed in full** for payment processing. Section 3 (Payment Direct Deposit/ACH Information) presents two options. You may receive payment by “Direct Deposit” to a checking or savings account **or** opt out of “Direct Deposit” and receive payment by mail. Should you choose “Direct Deposit” you must accompany this form with a current, voided check or include a bank letter on bank letterhead signed by a bank representative. (See enclosed instructions)
- D. Form W-9:** This form is required by the IRS for any transaction valued at \$600.00 or more. If more than one landowner, unless husband and wife at the time of the conveyance, each should submit a W-9. If exempt, please provide an exemption form. (See enclosed instructions)

Also, our records indicate you have a utility interest and/or right on your property; known as American Transmission Company, LLC. To clear this interest and/or right a Quit Claim Deed will need to be signed from them releasing their interest and/or right on the property as it relates to the area needed for the highway improvement project referenced above. Please see enclosed copy of the Quit Claim Deed for your reference.

If you are not satisfied with the above-stated conclusions of value for your property, you are eligible to obtain an additional appraisal from a qualified appraiser of your choice. If you elect to have an appraisal report prepared, you must take certain steps to qualify for reimbursement.

Your eligibility for appraisal cost reimbursement will expire 60 days from your receipt of the agency’s appraisal, which is estimated to be on **May 7, 2026**. Receipt of the agency’s appraisal is considered to have been accomplished either upon the date of personal delivery or date of postmark. See the enclosed Appraisal Guidelines and Agreement document for further explanation. If your appraisal report is submitted after the 60-day statutory date, the agency may consider it for negotiation purposes; however, it will not be eligible for reimbursement.

It is important to us that you are satisfied that your property and your rights have been fully considered. We will provide any additional information requested, if available, or further discuss any other concerns you may have. Should you have any questions or concerns, please feel free to contact me at the phone number or email addressed below.

Sincerely,

MSA Professional Services



Pam Heineck  
MSA Real Estate Professional  
(608) 817-0996  
[pheineck@msa-ps.com](mailto:pheineck@msa-ps.com)

MSA Professional Services



Peter Miesbauer  
MSA Real Estate Professional  
(608) 242-6641  
[pmiesbauer@msa-ps.com](mailto:pmiesbauer@msa-ps.com)

Enclosures: As stated in letter.

cc: WisDOT Real Estate Specialist – Northeast Region  
via email to: [dpahl@ku-wi.org](mailto:dpahl@ku-wi.org)





**PROPERTY LANDOWNER REPORT**

Project ID: 1130-63-21 (Segment #2)

Project: IH-41, Appleton - De Pere (STH 96 - CTH F)

County: Outagamie Brown Counties

<i>PARCELS</i>	<i>LANDOWNER NAMES</i>
270	MATERNOWSKI MANAGEMENT INC
271	ROGER SABEL PROPERTIES LLC
272	MARY K STACHOWICZ
275	
276	DARBOY DEVELOPMNT LLC
278	H&S INVESTMENTS OF FOX VALLEY
279	APPLETON BAPTIST TEMPLE INC
285	VILLAGE OF LITTLE CHUTE
288	BRIAN W OSTRENGA
289	DAVID D EVERS
291	RONALD M DORSCHNER
292	JACK L HARDY
293	RANDY R SCHROEDER
294	SARA A HANAWAY
296	MATTHEW P KERKHOFF
298	VZ SIGN LLC
299	JOSHUA J PHILIPPS
301	JASON R FREDERICKSON
302	DERCKS BUILDERS & MASONRY INC
303	HURKMAN HEIGHTS DEVELOPMENT LLC
304	CITY OF KAUKAUNA
317	VANZEELAND OIL CO INC
318	R&M INVESTMENTS OF KAUKAUNA LLC
319	CELEBRATION INVESTMENTS II LLC
321	LAKELAND INVESTORS INC
322	KR & ASSOCIATES KAUKAUNA LLC
323	MELCHERT PROPERTIES LLC
324	UNITED INVESTMENTS INC
325	CITY OF KAUKAUNA
326	WAUSAU LIMITED PARTNERSHIP
327	4GEN ENTERPRISES LLC
330	D&S LEASING OF KAUKAUNA LLC
331	MARCELENE C VANDYNHOVEN RV TR
332	CITY OF KAUKAUNA
333	WEYERS & WEYERS LLC
334	G3 PROPERTIES 3100 E FRONTAGE ROAD LLC
336	VANEPERN FAMILY TRUST
337	THERESA A VANZEELAND
338	EUGENE P VANZEELAND

**WARRANTY DEED**

Wisconsin Department of Transportation  
Exempt from fee [s. 77.25(2r) Wis. Stats.]  
RE1560 01/2023

THIS DEED, made by **City of Kaukauna, a Wisconsin municipality**, a GRANTOR, conveys and warrants the property described below to the **Wisconsin Department of Transportation, GRANTEE**, for the sum of **Four Thousand Nine Hundred and 00/100 Dollars (\$4,900.00)** .

Any person named in this deed may make an appeal from the amount of compensation within six months after the date of recording of this deed as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the deed shall be treated as the award, and the date the deed is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:  
**Kaukauna Utilities, American Transmission Company**

This is not homestead property.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data  
Return to  
MSA Professional Services  
ATTN: Pam Heineck  
1702 Pankratz St  
Madison WI 53704  
Parcel Identification Number/Tax Key Number  
Part of: 322095900

*The undersigned certify that this instrument is being executed pursuant to resolutions of the Utility Commission and the Common Council of GRANTOR*

**City of Kaukauna**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

State of \_\_\_\_\_ )

\_\_\_\_\_ County ) ss.

On the above date, this instrument was acknowledged before me by the above person(s).

The signer was: \_\_\_ Physically in my presence. **OR**

\_\_\_ In my presence involving the use of communication technology.

\_\_\_\_\_  
Signature, Notary Public, State of

\_\_\_\_\_  
Print Name, Notary Public, State of

\_\_\_\_\_  
Date Commission Expires

Project ID  
1130-63-21

This instrument was drafted by Pam Heineck, MSA Professional Services, on behalf of the Wisconsin Department of Transportation

Parcel No.  
332

**LEGAL DESCRIPTION**

Parcel 332 of Transportation Project Plat 1130-63-21-4.34, recorded as Document 2312800, at the Register of Deeds office in Outagamie County, Wisconsin.

Property interests and rights of said Parcel 332 consist of:

**Fee simple.**

Any interests or rights not listed above for said parcel but shown as required on said Transportation Project Plat are hereby incorporated herein by reference.

# STATEMENT TO CONSTRUCTION ENGINEER

RE1528 10/2024 s. 84.09 Wis. Stats.

Wisconsin Department of Transportation

Copies to: project engineer and owner

Owner Name(s) City of Kaukauna Dave Pahl	Property Address 2700 E Frontage Rd Kaukauna, WI 54130	Area code - phone Home: Cell:
	Mailing Address PO BOX 1777, , Kaukauna, WI 54130	Work: (920) 462-0216 Email: <a href="mailto:dpahl@ku-wi.org">dpahl@ku-wi.org</a>
Tenant, if any	Property Address 2700 E Frontage Rd Kaukauna, WI 54130	Area code - phone Home: Cell:
	Mailing Address	Work: Email:

- All commitments agreed upon between negotiator and property owner are listed below.
- All commitments are subject to approval of Wisconsin Department of Transportation.
- Basic concepts of construction project have been explained to owner.
- No other commitments, either verbal or implied, are valid.

Commitments made (fences, driveways, trees, drainage or other items):  
 Compensation has been provided for damages to the chain-link fence.

Other matters of interest and owner concerns:

## City of Kaukauna

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_ Negotiator Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name, Title:

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_ Print Negotiator Name \_\_\_\_\_  
 Print Name, Title:

### Commitments Approved:

Approving Authority Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

Print Approving Authority Name \_\_\_\_\_

Project ID  
1130-63-21

County  
Outagamie

Parcel No.  
332

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.	Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) _____	(Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>	
<b>or</b>	
<b>Employer identification number</b>	

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b>	<b>Date</b>

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

# W-9 Request for Taxpayer ID and Certification

## REQUIRED Information for W-9

1. NAME as shown on income tax return:
  - Business/Entity – name of business (EIN)
  - Individual – name of individual (SSN)
2. Business Name-Doing Business As, if different from #1.
- 3a. Check appropriate box for federal tax classification.
  - Only one box can be checked
  - LLC – Enter the tax classification of LLC
- 3b. Check box if Partnership, Trust/Estate, LLC-Partnership if you have any foreign partners, owners or beneficiaries.

<p><b>Form W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p>Give form to the requester. Do not send to the IRS.</p>
<p><b>Before you begin.</b> For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i>, below.</p>		
<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>		
<p><b>2</b> Business name/disregarded entity name, if different from above.</p>		
<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p>		
<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>		
<p>Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the United States.)</p>		

Print or type  
Specific instructions on page 3.

# W-9 Request for Taxpayer ID and Certification

## REQUIRED Information for W-9 (continued)

5. Provide Address (for mailing of 1099s).
6. City, State and ZIP Code.

0 0 00

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

or

Employer identification number

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### PART I – Taxpayer Identification Number (TIN)

Provide either:

- Social Security number - for Individual
- Employer identification number – for Business

# W-9 Request for Taxpayer ID and Certification

## REQUIRED Information for W-9 (continued)

### PART II – Certification

Signature of Individual or Business Representative.

Date (Current Date)

#### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person

Date

**New Supplier Form**

**Section 1: Identifying Information**

Tax Identification Number:

--	--	--	--	--	--	--	--	--	--

EIN   
 -OR-   
 SSN

*Pursuant to Section 6109 of the Internal Revenue Service Code, we are required to obtain your Tax Identification Number (TIN) to properly report income to the IRS as required by law. Forms without a TIN will not be accepted.*

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank:

Business Name/disregarded entity name, if different from above:

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 DUNS# \_\_\_\_\_ UEI# \_\_\_\_\_

**Section 2: Order Address (For Purchase Orders)**

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 DUNS# \_\_\_\_\_ UEI# \_\_\_\_\_

**Section 3: Payment Direct Deposit/ACH Information**

Bank Name:	Account Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Account Number:	Routing Number: _____
<i>Account number supplied must match attached bank verification</i>	<i>Routing number supplied must match attached bank verification</i>
<i>Email for Remit Info</i>	<b>To opt out of Direct Deposit, Check This Box</b> <input type="checkbox"/>

*Attach a copy of a current voided check or include a bank letter on bank letterhead, signed by a bank representative. Either option must include the individual/company name, routing and account numbers pre-printed by the financial institution*

**Section 4: International ACH Transaction Information**

Will the entire amount of this electronic payment ultimately be deposited into a financial institution outside of the United States, and therefore fall under the regulation of IAT?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

**Section 5: Contact Information**

Primary Contact Name:

Title:	Email:
Phone:	Fax:

Secondary Contact Name:

Title:	Email:
Phone:	Fax:

**Section 6: Read the Agreement, Sign & Date**

Wisconsin law provides that State agencies or authorities cannot purchase any materials, supplies, equipment, or contractual services from suppliers (vendors), if the supplier and its affiliates are not registered, collecting, and remitting Wisconsin sales or use tax on sales of tangible personal property and taxable services in Wisconsin to the Wisconsin Department of Revenue. If the supplier or its affiliates only make exempt sales in Wisconsin, an Affidavit of Exempt Sales can be signed in lieu of registering. Exempt sales do not include sales of tangible personal property or taxable services not taxed solely because the supplier or affiliate does not have activity in Wisconsin that requires them to collect and remit sales and use tax (Nexus). This law does not change the federal constitutional limitations on who must be licensed to conduct business in Wisconsin. Additionally, A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority.

The State will establish authentication information requirements for communications between the Supplier and the State, through online systems or paper forms. If the State receives a Communication containing proper authentication information, it shall be entitled to act on the Communication, and shall not be obligated to verify the content of such Communication, establish the identity of the person providing it, or await any confirmation thereof, and the State shall not be liable for acting on any Communication sent in the name of the Supplier. The Supplier shall be solely responsible for the safekeeping of the authentication information (i.e. passwords, Taxpayer Identification Numbers, bank account numbers, etc.) and assumes all risk of accidental disclosure or inadvertent use of such authentication information by any party whatsoever, whether such disclosure or use is on account of the Supplier's negligence or deliberate acts or otherwise. The State shall not be liable for any loss or damage resulting from fraudulent, unauthorized or otherwise improper use of any authentication information by the Supplier. **Only Authorized individuals may complete and submit this form. By completing this form, you are certifying that you are a duly authorized representative of your organization and are lawfully able to initiate changes to banking information. Fraudulent conveyances are punishable offenses.** The entity listed hereby authorizes the State of Wisconsin to initiate credit entries to its bank account at the financial institution identified above. Additionally, this form provides the State of Wisconsin the authority to reverse (withdraw) any erroneous credits (deposits) to the account. The authority shall remain in effect until the State of Wisconsin receives written notification of revocation and has a reasonable opportunity to act on it.

Print Name:	Date:
Signature:	Phone:

**QUIT CLAIM DEED (For Utilities)**

Wisconsin Department of Transportation  
Exempt from fee [s. 77.25(2r) Wis. Stats.]  
Exempt from-filing transfer form [s. 77.21(1) & 77.22(1) Wis. Stats.]  
RE 072024 s.84.09(1) Wis. Stats.

THIS DEED, made by **American Transmission Company, LLC**, a Wisconsin limited liability company, GRANTOR, and duly authorized to transact business in the State of Wisconsin, with its principal place of business at **W234N2000 Ridgeview Parkway Court**, City of **Waukesha**, County of **Waukesha**, State of **Wisconsin**, quit claims to the **Wisconsin Department of Transportation**, GRANTEE, all of its title, rights, or interests in and to the property described below for the sum of **ONE and 00/100 Dollars (\$1.00) and Other Valuable Consideration**.

GRANTOR reserves to itself the ownership and title of any and all its facilities or personalities occupying the property, and which the GRANTOR, at its own cost and expense, unless otherwise agreed to by GRANTEE, will remove, relocate, change, or alter from the property so that they will not interfere with or be interfered with by the normal operation and maintenance of a public highway on the described property.

Other person(s) having an interest of record in the property: **City of Kaukauna and Kaukauna Utilities**.

**Consideration for Appeal Purposes is \$4,900.00, as indicated on the Warranty Deed from City of Kaukauna, a Wisconsin municipality.**

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

The undersigned certify that this instrument is executed with the full right, power, and authority to do so on behalf of GRANTOR.

**ACKNOWLEDGEMENT: American Transmission Company, LLC**

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ )  
\_\_\_\_\_) ss.  
County \_\_\_\_\_ )

On the above date, this instrument was acknowledged before me by the above-named person(s).

The signer was: \_\_\_\_\_ Physically in my presence. **OR**  
\_\_\_\_\_ In my presence involving the use of communication technology.

\_\_\_\_\_  
Signature, Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Print Name, Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Date Commission Expires

# COPY

This space is reserved for recording data

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Return to  
ATTN: Jessie Prien  
MSA Professional Services, Inc.  
1835 North Stevens Street  
Rhineland, WI 54501

---

Parcel Identification Number/Tax Key Number  
322095900

**LEGAL DESCRIPTION**

Parcel 332 of Transportation Project Plat 1130-63-21-4.34, recorded as Document 2312800, at the Register of Deeds office in Outagamie County, Wisconsin.

Property interests and rights of said Parcel 332 consist of:

**Fee simple.**

Any interests or rights not listed above for said parcel but shown as required on said Transportation Project Plat are hereby incorporated herein by reference.

**Distribution of Payment for Multiple Parties**

Distribute the Real Estate Transaction Proceeds as Follows:

Utility: American Transmission Company, LLC Amount: \$0.00

Landowner(s): City of Kaukauna Amount: \$4,900.00

Utility Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(American Transmission Company, LLC)

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(City of Kaukauna)

*Note: The responses received from all parties must indicate the exact same information and disbursement amounts.*

RESOLUTION NO. 2026-\_\_\_\_\_

RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE TO THE  
WISCONSIN DEPARTMENT OF TRANSPORTATION

WHEREAS, The Wisconsin Department of Transportation (WisDOT) has completed plans for roadway project 1130-63-21, Interstate 41, Outagamie and Brown Counties Appleton to DePere; and

WHEREAS, WisDOT has completed and recorded a Transportation Project Plat (TPP) showing parcels needed for said project to be acquired via FEE, including Parcel 332 on TPP 1130-63-21-4.34, part of City-owned Outagamie County tax parcel no. 322095900; and

WHEREAS, Kaukauna Utilities has reviewed the TPP and recommended approval of the FEE acquisitions and TLE by the WisDOT for the City-owned parcel 332;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, as follows:

- 1. That the Mayor is hereby authorized to:

Execute a deed on behalf of the City of Kaukauna, and such other documents as may be necessary on behalf of the City and Kaukauna Utilities, deeding and selling 870 square feet of Parcel 322095900, more specifically described as:

Parcel 332 of Transportation Project Plat 1130-63-21-4.34, recorded as Document 2312800, at the Register of Deeds office in Outagamie County, Wisconsin; and

- 2. Sale of land interests and considerations to be in the amount of \$4,900.00
- 3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced and adopted this 8<sup>th</sup> day of April, 2026

APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Kayla Nessmann, Clerk



# POLICE

## CITY OF KAUKAUNA

### 2025 ANNUAL REPORT

Dear Mayor, Common Council and Residents of Kaukauna:



On behalf of the dedicated men and women of the Kaukauna Police Department, I am honored to present our 2025 Annual Report. This report reflects not only the work accomplished over the past year, but also the commitment, professionalism, and integrity that define our service to the community.

Throughout 2025, our department remained focused on our core mission: enhancing the quality of life and property of those who live in, work in, and visit Kaukauna. We continued to emphasize proactive policing, strong community partnerships, and strategies to address emerging public safety challenges. Our officers and professional staff responded to thousands of calls for service with

compassion and resolve, balancing enforcement with education and outreach.

Community engagement remained a cornerstone of our efforts. From neighborhood events and school resource programming to citizen outreach initiatives, we strengthened relationships built on trust and transparency. These connections are essential to effective policing, and we are grateful for the continued support and collaboration of our residents, local businesses, and community organizations.

In 2025, we also invested in training, officer wellness, and technology enhancements to ensure our department remains prepared to meet the evolving needs of our city. By equipping our personnel with advanced tools and ongoing professional development, we reinforce our commitment to excellence and accountability.

Public safety is a shared responsibility. The progress outlined in this report would not be possible without the partnership of our community members and the steadfast support of the Mayor and Common Council. Together, we continue to foster a safe, welcoming environment that reflects the values of Kaukauna.

As Chief of Police, I am proud of the exceptional work performed by our team each day. I invite you to review this report to learn more about our initiatives, achievements, and the challenges we continue to address. We remain committed to serving with honor, courage, and respect in the year ahead.

Respectfully,

Chief Graff  
Kaukauna Police Department

2025 Annual Report  
Kaukauna Police Department

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# THE LAW ENFORCEMENT CODE OF ETHICS

*AS A LAW ENFORCEMENT OFFICER,  
My fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.*

*I WILL,  
Keep my private life unsullied as an example to all; maintain courageous calm in the face of danger; scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.*

*I WILL,  
Never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I RECOGNIZE,  
The badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.....law enforcement.*



The Assistant Chief of Police works closely with the Chief of Police in the management of the Kaukauna Police Department. The Chief and his staff are responsible for the direction and management of 45 employees, including 28 sworn officers. This includes two Detectives, three School Resource Officers, one Drug Officer, and one K9 Unit. The Chief and Assistant Chief work closely with city officials to ensure the safety of our residents. The Assistant Chief works on daily operations including scheduling, planning, organizing, staffing and budgetary issues.

The Assistant Chief of Police also schedules training for all of the officers. This training provides the skills needed to help the public in a professional manner. Every officer attends annual and bi-annual trainings that include: legal update, firearms, defense and arrest tactics (DAAT), CPR and emergency vehicle operations and control (EVOC). Most of these annual trainings we are able to conduct in-house, which means we need to keep several of our officers as certified instructors. Our department currently has four DAAT/Firearms instructors. We also have three EVOC instructors, and one vehicle contacts instructor. Beyond the annual and bi-annual training, we also put a strong focus on the mental wellness of our officers. Our officer wellness program, which requires all employees to meet with a certified mental health professional, continues to receive positive feedback from our staff. We also have three officers that are certified in Cellebrite, which is a computer program used for the forensic download of cellphones.

In 2026, the Kaukauna Police Department will continue to strive for excellence to make a positive impact in our community. In 2025, we responded to almost 14,000 incidents. In every one of those calls, we recognize an opportunity exists to have a positive impact in the lives of people in our community. Your trust and support of local law enforcement is vitally important to our success as a police department. We will work diligently every day to earn your trust and support by carrying out our work with integrity, accountability, professionalism and respect.

Kory Krueger  
Assistant Chief of Police

Mayor  
Anthony Penterman

President  
John Moore

Council Members

First Aldermanic District  
Jennie Eggleston  
Marty Decoster

Second Aldermanic District  
John Moore  
Kelli Antoine

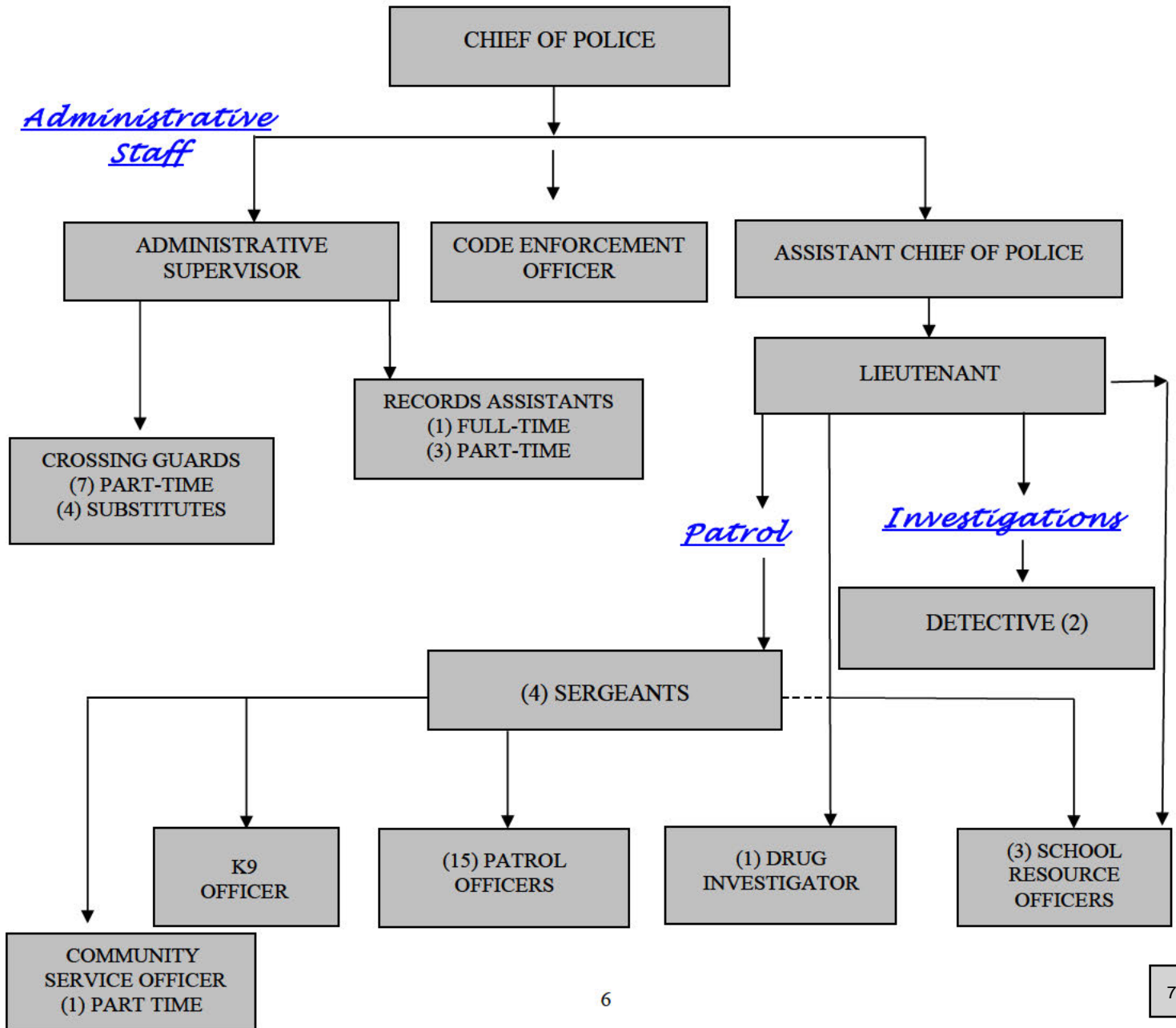
Third Aldermanic District  
Mary Jo Kilgas  
Brian Schell

Fourth Aldermanic District  
Pennie Thiele  
Marty Schumacher

Police and Fire Commission

Chairperson, Shannon Young  
Carla Zacharias  
Beth Jasiak  
Paul Van Berkel  
Timothy Hufschmid (retired)  
Bud Gadow

Kaukauna Police Department Administration





Detective Romenesko



Lieutenant Krueger



Detective Kohl

The Lieutenant Investigator serves as a key member of the department's management team and works closely with the Chief and Assistant Chief in overseeing daily operations. In this role, the Lieutenant Investigator provides direct supervision to two detectives, three School Resource Officers, and one drug investigator assigned to the Lake Winnebago Area Metropolitan Enforcement Group (LWAM). The Lieutenant Investigator is responsible for coordinating and managing all investigations initiated by patrol officers and the investigative team, ensuring cases are handled thoroughly and efficiently.

The department's first detective position was established in 2015, with a second detective added to the investigations team in 2023. The addition of dedicated investigative personnel has strengthened the department's ability to focus on serious and complex crimes. Detectives are able to devote additional time to follow-up investigations, resulting in improved case clearance rates and more comprehensive outcomes for victims.

Detectives work collaboratively with investigators from surrounding agencies on major incidents and complex cases. Their responsibilities include interviewing witnesses, interrogating suspects, and collecting evidence that may not have been immediately available at the time of the incident. Detectives also assist patrol officers by drafting search warrants and subpoenas, as well as conducting follow-up interviews. This support allows patrol officers to remain available for day-to-day calls for service while ensuring investigations receive the attention they require.

The Kaukauna Police Department experienced a busy year in 2025, investigating a wide range of violent and property-related crimes. Investigators remained committed to addressing both new and ongoing cases, working diligently to ensure accountability and justice for crime victims. Below is a summary of criminal arrests and referrals that were recorded by our Investigations Division, as well as drug seizure totals from the Lake Winnebago Area Metropolitan Enforcement Group.

- Fraud, Scams, and Thefts: 20
- Sex Offenses: 42
- Violent Crimes: 11
- Traffic Crimes: 17
- Property Crimes: 3
- Drug Offenses: 1
- Other Offenses: 28

CATEGORY	QUANTITY
Firearms Seized	79.00
Cocaine - Base (g)	1,381.41
Cocaine - Powder (g)	43,946.66
Fentanyl (g)	26,925.89
Heroin (g)	881.78
THC Products (g)	75,067.04
Marijuana Plants	2.00
Methamphetamine (g)	22,819.53
Prescription Drugs (du)	1,167.00
Psilocybin (g)	3,175.03
LSD (g)	1.00
MDMA (g)	417.47

The continued efforts of the Investigations Division reflect the department's commitment to thorough investigations, interagency cooperation, and high-quality service to the community.

## 2025 Kaukauna Police Department Roster

Item 9.b.

		Year hire
<b>Chief of Police</b>	Jamie J. Graff	1997
<b>Assistant Chief of Police</b>	Bradley J. Sanderfoot	1999
<b>Lieutenant Investigator</b>	Kory J. Krueger	2000
<b>Detectives</b>	Tyler J. Romensko	2006
	Matthew J. Kohl	2015
<b>Sergeants</b>	Robert T. Momberg	1998
	Thomas L. Raether	2000
	Jason G. Treichel	2002
	Charles P. Vosters	2005
<b>Officer</b>	Jeffrey S. Bowen	2007
<b>School Resource Officer</b>	Adam J. Vander Hyden	2008
<b>Officer</b>	Patrick J. O'Kane	2010
<b>School Resource Officer</b>	Lucas A. Meyer	2011
<b>Officer</b>	Brian P. Schaefer	2013
<b>Officer</b>	Timothy J. Lau	2013
<b>K9 Officer</b>	Stephanie A. Maas	2015
<b>Officer</b>	Ryan P. Geenen	2016
<b>Officer</b>	Thayen V. Thao	2016
<b>Officer</b>	Andrew N. Pelot	2017
<b>Officer</b>	Natasha R. Lansbach	2018
<b>School Resource Officer</b>	Michael T. Lambie	2019
<b>Officer</b>	James A. Brandt	2019
<b>Officer</b>	Caleb W. Lyons	2022
<b>Officer</b>	Tobias M. Timm	2023
<b>Officer</b>	Kaylee M. Mickelson	2023
<b>Officer</b>	Phillip D. Watry	2024
<b>Officer</b>	Logan W.D. Mitchell	2024
<b>Officer</b>	Benjamin D. Woodward	2025
<b>Officer</b>	Mark Stary	2025
<b>Community Service Officer</b>	Aidan D. Hufschmid	2025
<b>Administrative Services Supervisor</b>	Inge M. Murphy	2019
<b>Record Assistants</b>	Tammie L. Borin	2011
	Brenda L. Hufschmid	2023
	Sheri L. del Plaine	2024
	Amanda J. Nushart	2024
<b>School Crossing Guards</b>	Diane R. Mashuda	2019
	Marie E. Soffa	2020
	Mike J. Schmidt	2022
	Sue K. Hagens	2023
	Vicki L. Wagner	2022
	Florence M. VandenHoy	2024
	Cheryl M. Hein	2024
	Quintin Herrick	2025
<b>School Crossing Guard Subs</b>	Vicki L. Vandenberg	2019
	David Micke	2024



Chief Jamie Graff



Lt. Kory Krueger

A.C. Bradley Sanderfoot



Sgt. Robert Momberg



Sgt. Thomas Raether



Sgt. Jason Treichel



Sgt. Charlie Vosters



Det. Tyler Romenesko



Off. Jeffrey Bowen



SRO Adam Vander Hyden



SRO Lucas Meyer



Off. Brian Schaefer



Off. Timothy Lau



Det. Matthew Kohl



Off. Stephanie Maas



Off. Ryan Geenen



Off. Thuyen Thao



Off. Andrew Pelot



Off. Natasha Lansbach



SRO Michael Lambie



Off. James Brandt



Off. Caleb Lyons



Off. Tobias Timm



Off. Kaylee Mickelson



Off. Philip Watry



Off. Logan Mitchell



K9 Rocko



Off. Benjamin Woodward



CSO Aiden Hufschmid



Off. Mark Stary



K9 Bodo

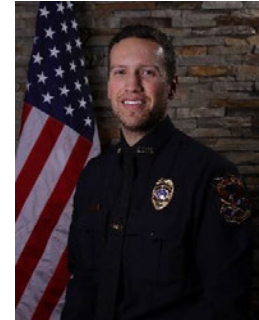
## School Resource Officers



SRO Adam Vander Hyden  
Kaukauna High School  
920-766-6113



SRO Michael Lambie  
Riverview Middle School  
920-766-6111



SRO Lucas Meyer  
Elementary Schools  
920-766-6134

*School Resource Officers (SROs) work in cooperation with the schools in a proactive manner to deal with youth concerns before they become youth problems. Beyond the family, the school is the primary institution that has the opportunity to affect the ideas and activities of our children. Police working in partnership with the schools provides the opportunity to implement programs aimed primarily at prevention of delinquent behavior through education, communication, and understanding among the school, youth, police, and the community. Statistics show that reaching children in this age group can lead to lowering juvenile delinquency by giving them the skills needed to make positive decisions.*

### School Resource Officers:

- Serve as a liaison between juveniles and/or their parents, service organizations, school personnel, and the community.
- Work with school administrators and the District Office of Kaukauna Schools on developing policies and procedures to keep schools safe.
- ALICE (Alert-Lockdown-Inform-Counter-Evacuate) instructors. SROs work closely with the school and local businesses in training to prepare individuals in the event of an active shooter emergency.
- Give classroom and other instructions and presentations.
- Teach children about crime, leadership, and citizenship.
- Teach children about drug prevention, internet safety, and sexting.
- Provide training for KASD Staff in areas of drug prevention, crime prevention, and school safety.
- Are a friend, counselor, and listener to youth with personal issues, or to those who want to share stories of their life.
- Work closely with families, students, and school staff to assist with accessing mental health services.
- Investigate crimes where juveniles are either victims or perpetrators and enforce applicable laws.
- Conduct sensitive crime investigations involving both adults and juveniles.
- Work closely with Child Protection Services, Social Services, Juvenile Intake, and the District Attorney's Office.
- Share information with school administrators about the conduct of students in the community.
- Provide training to other police officers on the special needs and concerns of youth.
- Serve on a variety of committees and task forces working to improve services available for juveniles.
- Provide early intervention to keep small problems from becoming large ones. This diverts students from the juvenile justice system when appropriate.
- Participate in Internet Crimes Against Children (ICAC) Investigations.

# Kaukauna Police Department 2025 Annual Report

## K9 Bodo

### 34 - Total Deployments

#### 5 - Arrests

- 16 - Kaukauna PD
- 5- Appleton PD
- 5 - Fox Valley Metro PD
- 2 - Calumet County SO
- 1- Outagamie County SO
- 1- Grand Chute PD
- 1- State Patrol
- 1- Neenah PD

### 32- Narcotics Detection Deployments

- 0.1g Methamphetamine
- 1.1g Marijuana
- 1 item of MDA

### Other items attributed to K9 Bodo

- 9 Drug paraphernalia items

### Total sniffs conducted by K9 Bodo

- 349 Vehicles
- 1,559 Lockers

### 2 - Patrol Deployments

- 1-Track
- 1-Building search



*OFFICER MAAS & K9 BODO*

# City of Kaukauna Police Evidence Unit

**Evidence: “something (as testimony, writings, or objects) presented at a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact”**

## Overview of Evidence

The evidence and property room of the City of Kaukauna Police Department is responsible for maintaining recovered property and evidence from crimes in the city. We work together with investigators, the District Attorney’s Office, and state and federal crime laboratories.

Five officers served as evidence technicians in 2025. Sgt. Momberg, Sgt. Vosters, and Officers Schaefer, Lau, and Lansbach. The technicians are called out to examine, document, collect, and preserve evidence at various crime scenes including death scenes, sexual assaults, burglaries, thefts, and crash scenes. The evidence technicians photograph and record property collected at those scenes. We currently use a fully marked Dodge Durango as our main evidence vehicle to hold, and transport, most of our crime scene supplies. We must use additional vehicles to get other supplies when needed.

The technicians are members of the Wisconsin Association for Identification (WAI). Their mission is to provide educational seminars to members of the law enforcement community, to disseminate useful information related to all the disciplines of the forensic sciences, to provide local administration in the State of Wisconsin for the international professional certification programs of the International Association for Identification (IAI), and to encourage the highest ethical standards in the collection, preservation, and examination of evidence. Sgt. Momberg and Officer Schaefer are on an Evidence and Property Committee working with the WAI.

**Sergeant Robert Momberg**



**Sergeant Charlie Vosters**



**Officer Brian Schaefer**



**Officer Tim Lau**



**Officer Natasha Lansbach**



# City of Kaukauna Police Evidence Unit

## Evidence and Property Room

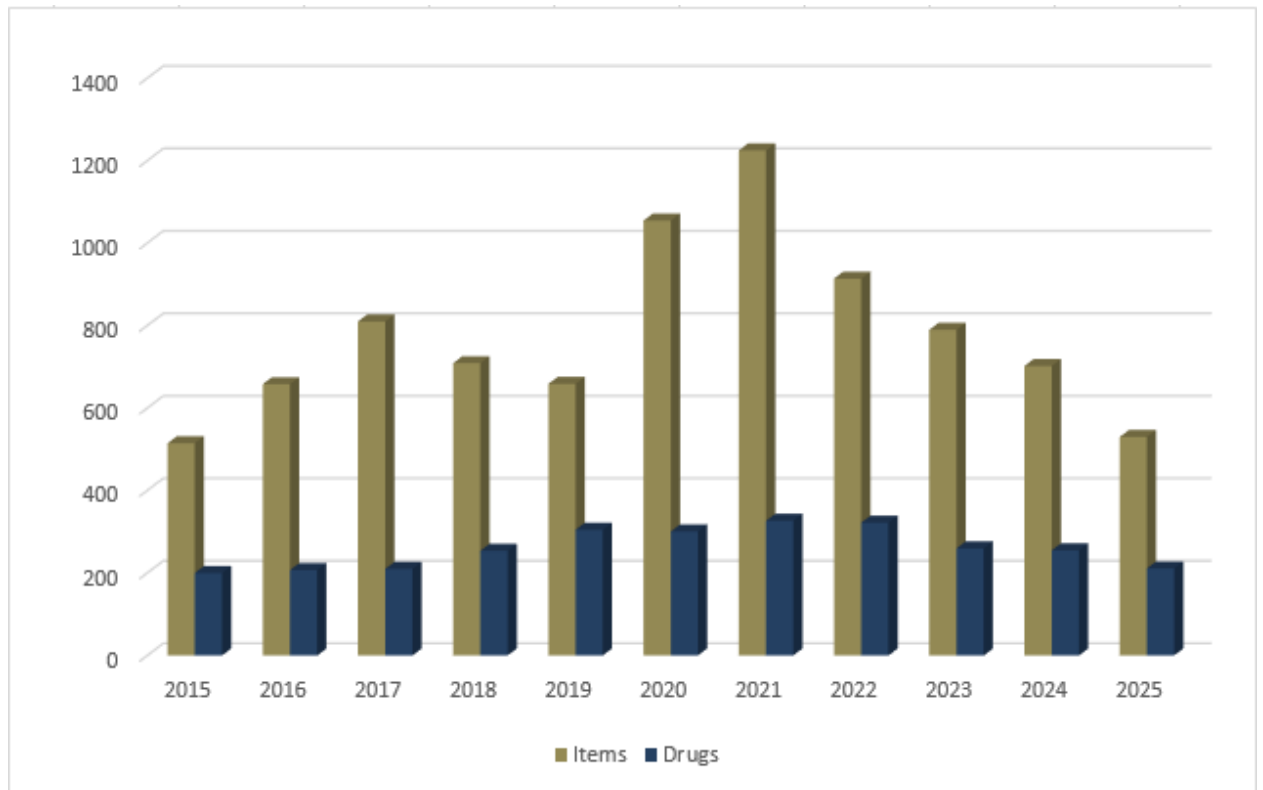
During **2025**, about **530** items of evidence and property were collected and recorded in the property room, with about **211** drug related items. We take in, on a yearly basis, several items of found personal property such as wallets, cell phones, tools, CDs, yard items, and several bikes. Unclaimed bikes and property are



donated or disposed of.

Laws require we maintain custody of evidence for extended periods. This could be months, years, or even for the incarcerated individual's lifetime or sentence duration. Many of these laws are related specifically to items in which DNA was collected or could be collected. The picture on the left is of the department's weapons

evidence storage. The image on the right is of the drug evidence storage room. These rooms are locked rooms within the main evidence storage area for extra security.



\*\*\*The darker columns in the chart depict the total number of items logged into the evidence room each year. The lighter columns depict the number of drug items (drugs and drug paraphernalia) included in the total items logged for that year.

# City of Kaukauna Police Evidence Unit

## Digital Evidence



Most of our evidence collection consists of digital files. Many crimes, including retail thefts, burglaries and other property crimes involve the collecting of video files from homes or businesses from their security systems. Computers and cell phones are collected on many investigations and information from those are also collected in a digital format. Fraud and

other crimes may constitute the collection of bank and other records, often provided in a digital format, rather than on paper. If we receive a CD, DVD or a flash drive, the contents are copied, and the disc or drive may be saved as well. In **2025**, we collected over **27,500** digital files to include photos, videos, audio files, and documents from about **831** incidents.

The evidence techs are responsible for providing copies of all digital evidence obtained during an investigation to anyone who requests it. Mainly this is the District Attorney’s Office, defense attorneys or civil attorneys. Sometimes citizens and other groups also request copies of the evidence. Evidence techs must sift through the digital photos, videos, and documents to be sure we are complying with all release of records laws and privacy laws. This is very time-consuming at times spending hours watching videos and redacting information.



## Body Worn Cameras

At the beginning of 2021, the police department began using body worn cameras provided by Axon Enterprise. In 2024, we upgraded our cameras to the Axon Body Camera model 4, from the model 3. The model 4 has longer battery life, wider angle views, and other capabilities. They have been instrumental in helping document incidents and in protecting officers and citizens. It also added significantly to the amount of digital evidence we collect and preserve.



The software from Axon to manage the body cameras allows others to view videos uploaded from the body cameras. Video and audio can be redacted and transcribed to comply with laws regarding release of information when evidence is requested by outside sources. This redaction process can be very time consuming as oftentimes the videos would have to be watched in real time.

# City of Kaukauna Police Evidence Unit

## Digital Forensics



Since early 2019, the police department has been utilizing forensic computer software to analyze digital media such as cell phones and tablets. Officers Tim Lau, Mike Lambie, and Kaylee Mickelson are currently trained in using the software. The software, Cellebrite, allows investigators to extract information like photos and videos from a piece of media that may not be apparent just by first looking at the item. This software can be utilized during any investigation in which a phone or tablet could contain useful information for the case including drug cases, sexual assaults, child pornography investigations, burglaries, thefts, frauds, and serious crash investigations.



Since early 2019, numerous forensic extractions have been performed on devices. As with most searches, we would need permission from the owner to perform one of these extractions or obtain a search warrant. In some cases, different forensic software may be needed. In those instances, we would transfer the device to a different agency such as the Department of Criminal Investigations or FBI.

- 2020 – 9 investigations
- 2021 – 13 investigations
- 2022 – 10 investigations
- 2023 – 11 investigations (24 phones)
- 2024 -- 16 investigations (21 phones)
- 2025 – 14 investigations

## Evidence Photography

Photography is a very important aspect of evidence. Supplementing police reports with photographs and video can answer questions that arise during and after incidents by creating an accurate representation of the scene as it was at the time of the incident, whether it was injuries to a victim, damage to property, or photos at a crash scene. Many defendants are quick to plea to criminal charges after they see photographs and other documentation of a scene. Photos of crash scenes can help officers in filling out reports and answering questions later. Documenting damage and injuries can aid insurance companies with proper claim processing, the auto industry in making safer automobiles, and the Department of Transportation in making roads safer.



Each officer is issued a smart phone which can be used to take photographs of scenes. For serious cases, in which evidence technicians may be called, the more advanced digital SLR cameras would be used. We currently utilize Canon brand

# City of Kaukauna Police Evidence Unit

DSLRs to include the Rebel T3i and Rebel T6. Along with the camera bodies, the techs have the availability of external flashes and other lenses to record the evidence and crime scenes

## Drug Take Back



In **2025**, we hosted drug take back events in April and October. We turned over about **675 lbs.** of prescription and non-prescription medications to the Department of Justice for disposal. We have a permanent drug drop box installed in the lobby of the police department available during office hours. In **2025**, we collected about **289 lbs.** of material from the drop box alone. For answers to your questions about drug take back, go to the website [doseofrealitywi.gov](http://doseofrealitywi.gov) or contact Officer Brian Schaefer.



## Training in 2025

From March 4-7, 2025, Sgt. Momberg, Sgt. Vosters, and Officer Schaefer were able to attend the WAI Educational Conference in Pewaukee, Wisconsin. Training at these events usually consists of case study presentations and breakout training sessions related to the collection and preservation of evidence. One full day is an update for evidence and property managers to update them on changing laws and to share ideas on storage and guidelines regarding evidence. Sgt. Vosters and Assistant Chief Krueger gave a case study presentation at this year's conference.



# Emergency Vehicle Operation and Control

## Overview

Like many aspects of law enforcement, Emergency Vehicle Operation and Control (EVOC) is always an evolving area. Many factors figure into this. Changing types of vehicles, changes to vehicle operation laws, legal issues, liability, as well as decision making.

EVOC, specifically pursuit driving, has long been a very closely monitored area in law enforcement. Specific data of each pursuit is collected, documented and reviewed with great scrutiny. A pursuit can be defined as:



*An active attempt by a traffic officer in a police vehicle to apprehend one or more occupants of a moving motor vehicle, the operator of which is resisting apprehension by disregarding the officer's visual or audible signal to stop his or her vehicle, increasing the speed of the vehicle or extinguishing the lights of the vehicle.*

The reason for the pursuit, liability concerns and general attitudes toward pursuits weigh heavily in the decision-making process regarding when to pursue a suspected criminal. Many departments are going to very restrictive pursuit policies. This topic has been discussed nationwide for many years now, although no national consensus on the topic is in place. Every department follows their own policies and procedures, which can vary greatly from jurisdiction to jurisdiction. We share a county-wide pursuit policy with other agencies in Outagamie County, but individual departments can make them more restrictive.

The most important aspect of emergency vehicle operations is officer and citizen safety. Vehicle crashes have become the number one cause of line-of-duty deaths for law enforcement officers across the country. This underscores the need for quality, recurring training. We constantly stress officer use of seat belts, headlamps, wearing of body armor and being aware of one's surroundings.

## Training



Officer Ryan Geenen and Officer Thayen Thao both completed the 4-day instructor development course before completing a 5-day EVOC instructor training course. With the completion of the instructor courses, both Officer Geenen and Officer Thao are certified to conduct some of this training in the classroom as well as out on the EVOC track. With the construction of Fox Valley Technical College's Public Safety Training Center (PSTC), we now have a state-of-the-art center to conduct our training. We train in several pursuit termination techniques including boxing in, channeling, roadblock techniques, and all squad cars are equipped with tire deflation devices (TDDs). Officer Geenen and Officer Thao are the main EVOC instructors for our department.



# Emergency Vehicle Operation and Control

Some of the skills taught were emergency driving, pursuit driving, decision-making, legal issues and even parking. Officers need to show proficiency in these skill areas every two years by participating in at least 4 hours of training as set by the Wisconsin Law Enforcement Training and Standards Board. This includes about 2 hours of classroom material and typically includes about 2 hours of hands-on training out on the driving range with all topics set by the Training and Standards Board. Emergency vehicle operation and control is a critical area for officers to train in. Not only to keep their skills sharp, but to also learn new driving and safety techniques.

In 2024, we conducted the biennial 4-hour training in September 2024 at the PSTC. Training focused on the use of techniques used to stop fleeing vehicles in addition to the use of our tire deflation devices and communications during pursuits. Officers participated in controlled pursuit scenarios while utilizing these techniques. Officers will train again in 2026.



## Documentation of Pursuits



All pursuits engaged in by Kaukauna police officers must be reported and transmitted electronically to the Wisconsin State Patrol via the TraCS computer program (Traffic and Criminal Software). Certain statistics are gathered such as distance, speeds, locations, damages, injuries, and all violations encountered. The State Patrol is required, by state statute, to submit an annual report to the state legislature summarizing statewide pursuits.

In 2025 there were a total of four (4) pursuits reported by the City of Kaukauna. One (1) of the pursuits ended with the driver being apprehended immediately at the end of the pursuit or shortly after. In one (1) other pursuit officers were able to identify the drivers and make an arrest after further investigations. Officers were able to successfully deploy a Tire Deflation Device (TDD) on one of the four pursuits. Two (2) of the pursuits did not result in the suspect being apprehended or identified. The longest pursuit in 2025 was 9.4 miles and the shortest was 0.3 miles. There were no reported damages or injuries due to the pursuits in 2025.

The reasons drivers flee cover a wide range, from just not having a valid license, being intoxicated, having a warrant for their arrest, or even just not wanting to stop due to their own attitude. Again, the safety of everyone, including the occupants of the fleeing vehicle, is our main concern.

# Emergency Vehicle Operation and Control

The table below shows the number of pursuits our agency has been involved in. Officers are making smart decisions, during a very stressful time, when involved in the pursuits. Most pursuits are voluntarily terminated by the officer.

Year	Pursuits	Total Distance (miles)
2025	4	10.7
2024	7	30
2023	3	10.8
2022	7	14.5
2021	11	45.7
2020	10	46.7
2019	9	26.6
2018	5	3.5
2017	6	13.8
2016	7	13.1
2015	2	35.7
2014	6	17.8
2013	3	1.3
2012	5	5
2011	2	4.7
2010	3	8.7
2009	4	13.8
2008	1	2.2
2007	1	0.6
2006	4	22.4
2005	3	25.5
2004	4	5.8
2003	1	2
2002	2	42.6
2001	1	1
Totals	111	404.5

The longest pursuit since 2001 was 35.2 miles. The shortest pursuit was .1 miles.

The average pursuit was about 3.7 miles

## VICTIM CRISIS RESPONSE (VCR) PROGRAM

VCR stands for **Victim Crisis Response**. The VCR program is a resource available to local Fox Valley Law Enforcement agencies and victims. VCRs assist local law enforcement in various ways. Their main priority is to assist law enforcement at the scene of crimes and tragic events, whether it be domestic violence, suicide, burglary, auto-theft, child abuse or many other types of calls. VCRs can provide a buffer between law enforcement and victims/families at the scene, while law enforcement officers are performing investigative duties.

VCRs are volunteers who are willing to take time away from their families to help other people going through various types of crises. They are on call 24 hours a day, 365 days a year. Many VCR requests are made in the middle of the night at the scene of various types of calls. VCRs go through a rigorous background check and training program before being allowed to respond to calls.

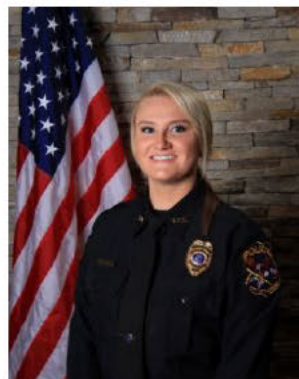
VCRs are requested by officers on scene who are able to provide emotional support, crisis intervention, immediate needs assessments, education on crisis, trauma, and grief, help make phone calls to family members, as well as helping victims plan for the future. VCRs are also available to assist with low level follow-up type of duties. Example: Calling citizens who have called in damage complaints which have been classified as inactive. VCRs will call these citizens and ask if they have any more information regarding their case.



The Fox Cities VCR Team is a 501c3, non-profit organization. They are funded by both the Wisconsin Department of Justice Victims of Crime Act (VOCA grant) and donations. Much of their ability to continue to do the work that they do in the Fox Cities relies on donations from citizens, groups, and businesses.

They have many free resources to offer victims through the Crime Victim Compensation application. Although Marsy’s Law has made the VCRs job a bit more difficult, they have come together with partnering agencies to overcome the adversity and continue to help those victims in need. VCRs have become an invaluable resource for Fox Cities Law Enforcement. The program started over 20 years ago at the Appleton Police department and has spread throughout the Fox Valley to include all departments in Outagamie County, as well as various Winnebago County agencies.

In 2025, there were a total of 1,153 hours spent on scene helping 1,183 community members in need. There were numerous victims and citizens served within the communities including residents of Kaukauna.



**Officer Stephanie Maas**  
**Kaukauna Police**  
**Department Liaison**



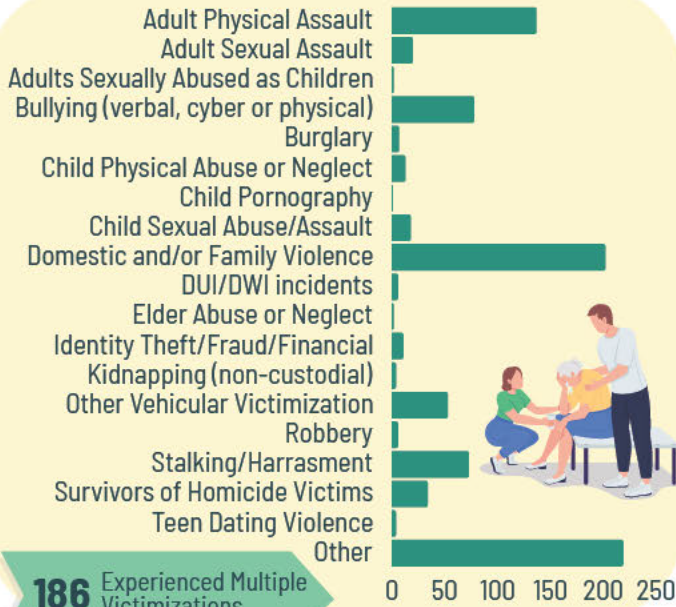
# Fox Cities Victim Crisis Response Team

## IMPACT REPORT 2024-2025

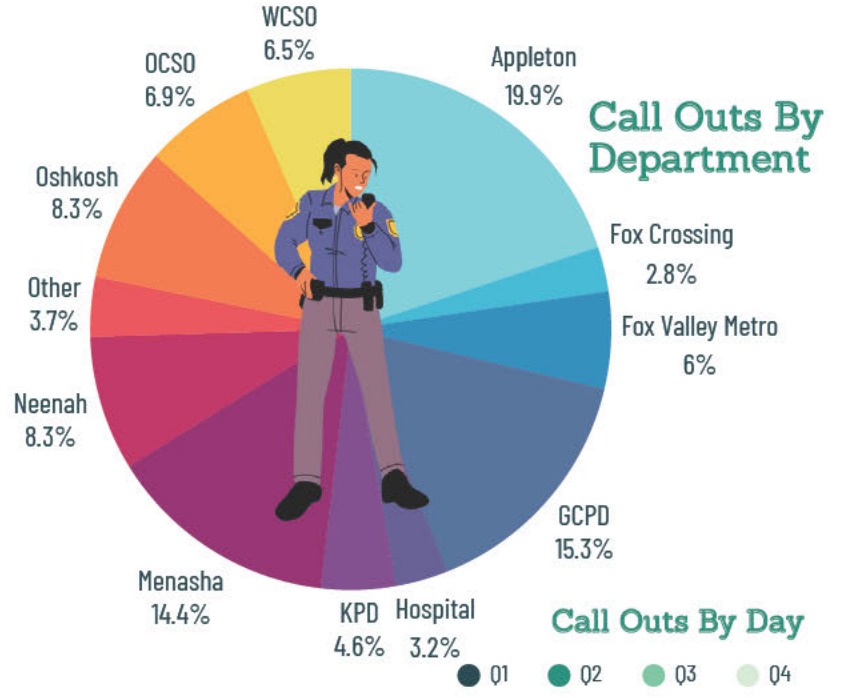
October 2024- September 2025

SECTION 9.b.  
ON-SCENE RESPONSE

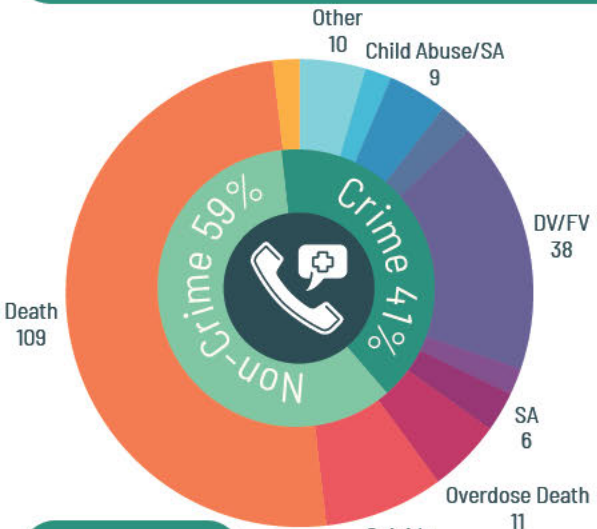
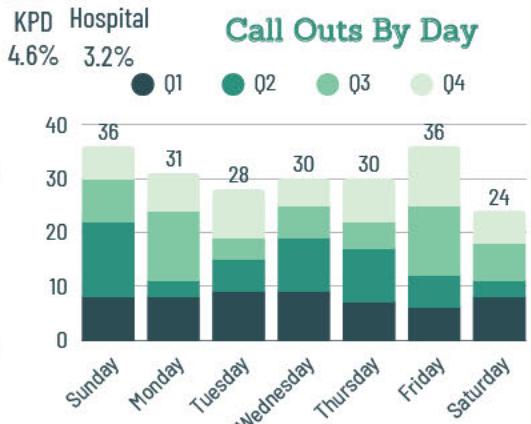
### Victimizations Types of All Crime Victims Served



**186** Experienced Multiple Victimization

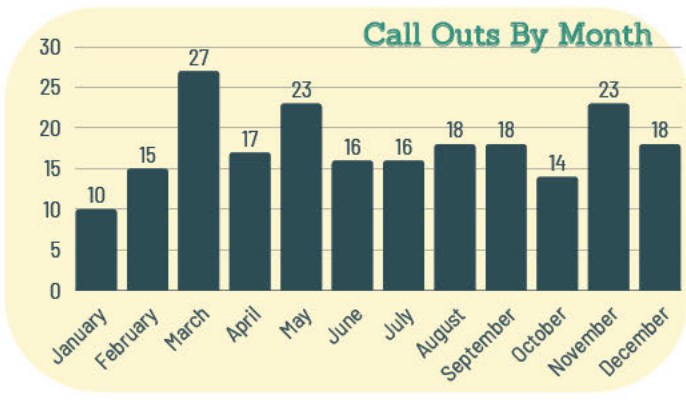


- 444 Bottled Waters
- 190 Blankets
- 45 Assisted with Crime Compensation Forms
- 82 Toy bags/ Teddy bears
- 121 Gift Cards
- 5485 Miles Driven to Reach Victims



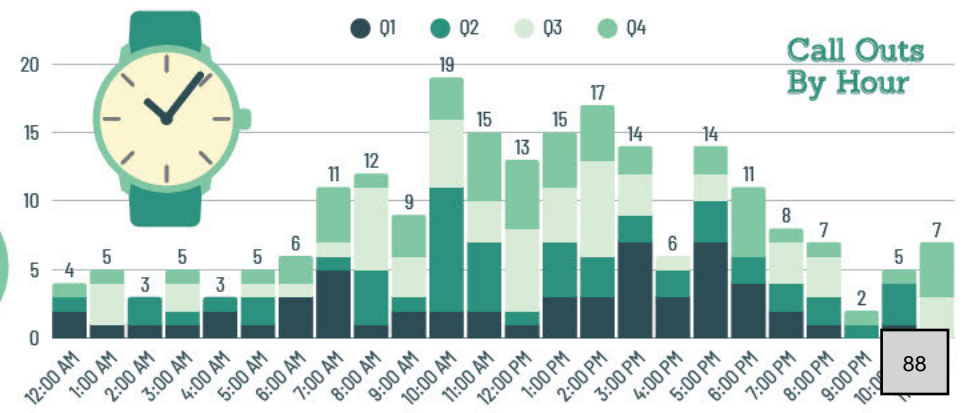
**491** Hours Spent On-Scene Crime Calls

**692** Hours Spent On-Scene Non-Crime Calls



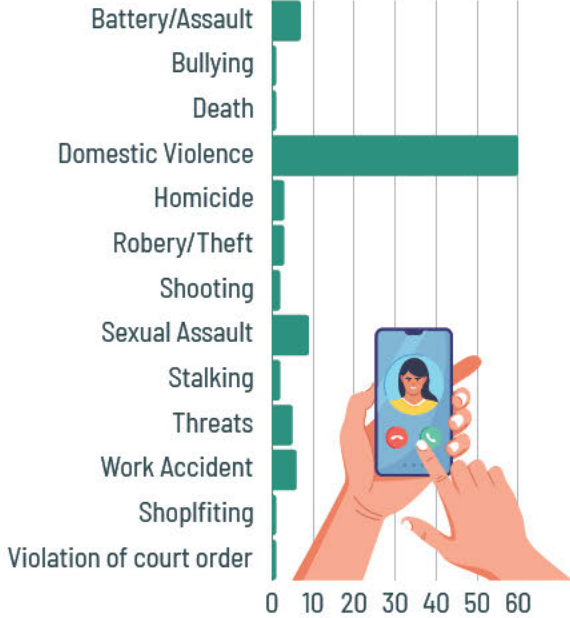
**11,632** Hours Signed Up On Call

**8,760** Hours On-Call Lead

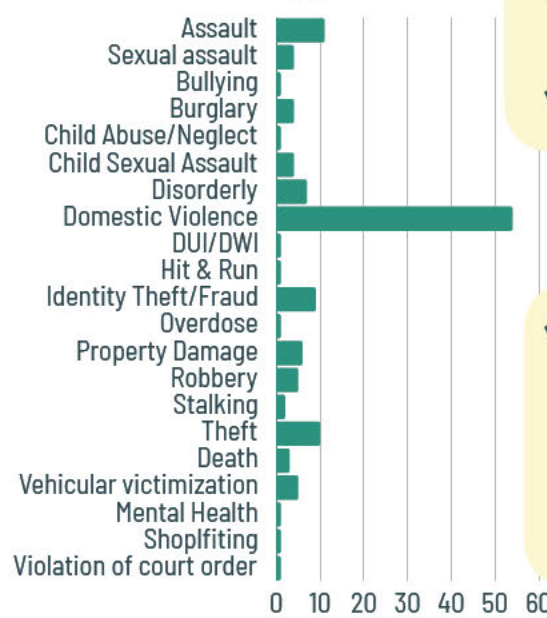




## Post Incident Calls



## Crime Resolution Support Calls



**101** Total Post Incident Contact Calls

**169** Total hours on Post Incident Calls



**133** Crime Resolution Support Victims Contacted

**36** Total Hours Spent with Crime Resolution Support Victims

## Crime Victim Services Provided

### Information & Referral

- 90 Victims provided information about the criminal justice process
- 126 Victims provided information about victim rights, how to obtain notifications, etc.
- 154 Victims provided referral to other victim service programs
- 131 Victims provided referral to other service supports & resources

### Personal Accompaniment

- 22 Victims accompanied to emergency medical care
- 15 Victims accompanied to medical forensic exams
- 39 Law enforcement interview accompaniments
- 14 Assistance for applying for public benefits, return of personal property or effects.
- 1 Victim assisted with intervention with employer, creditor, landlord or academic institution
- 2 Victims provided Interpreter Services
- 9 Victims provided transportation assistance
- 28 Victims provided child care assistance

### Emotional Support or Safety Services

- 374 In person crisis interventions
- 256 On-scene crisis response victims
- 114 Victims provided hotline/crisis counseling
- 36 Provided with emergency financial assistance
- 14 Provided other emergency justice-related assistance

CSR CALLS THAT CONNECTED WITH VICTIMS

**80%**

**1038** Hours in training & professional development



**1153** COMMUNITY MEMBERS SUPPORTED

**OVER 20,000 HOURS** VOLUNTEERED

Each year, Kaukauna Police Department officers complete a minimum of 28 hours of tactical training, consisting of four 4-hour firearms training blocks and three 4-hour Defense and Arrest Tactics (DAAT) blocks. Collectively, this training is known as Unified Tactics Training due to its multidisciplinary approach, integrating firearms proficiency, less-lethal tools, defensive tactics, communication, and decision-making into a cohesive program.



In 2025, the department transitioned from the TASER 7 to the TASER 10, equipping officers with a safer and more effective less-lethal option to manage potentially violent encounters. The TASER 10 represents the latest advancement in conducted energy weapons for law enforcement. It offers an extended effective range of approximately 45 feet. Additional enhancements include improved accuracy, customizable probe spread, enhanced visual and audible warning systems, lower operational voltage, and integrated digital connectivity for evidence logging and body-camera

activation. These improvements provide officers with greater distance, flexibility, accountability, and an increased likelihood of safely resolving dangerous situations without resorting to lethal force.

In 2025, the department also standardized its patrol rifle platform by transitioning to American Defense Manufacturing (ADM) rifles. This move established a more uniform, user-friendly, and high-quality rifle system across the agency, enhancing consistency in training and operational performance. A significant focus of 2025 Unified Tactics Training was familiarization and proficiency with both the TASER 10 and the ADM rifle platform.



Leadership and instruction remain central to the success of our program. In 2025, Lieutenant Kohl and Detective Meyer served as the department's primary DAAT and Firearms instructors. Additionally, Officer Pelot and Officer Lyons continued attending advanced tactics instructor trainings and have taken on expanded teaching roles, strengthening the department's internal training capacity.

# Unified Tactics Training



De-escalation and communication continue to be foundational components of our Unified Tactics Training. By prioritizing these principles, we reinforce balanced decision-making and ensure officers do not default to force when other options are available. These concepts are consistently integrated into DAAT sessions through scenario-based training, case reviews, and guided discussions of real-world incidents.

In 2025, the Kaukauna Police Department also participated in a large scale, multiagency, multidisciplinary active shooter rescue task force (RTF) training held over several days at the Kaukauna High School. This training helped to improve interagency coordination and confidence ensuring that area law enforcement, fire, and EMS can operate seamlessly during potential high-threat, mass-casualty incidents.



Through ongoing investment in training, equipment modernization, and instructor development, the Kaukauna Police Department remains committed to equipping officers with the skills, tools, and judgment necessary to resolve conflicts safely, professionally, and with the highest regard for the community we serve.

Pictures show Kaukauna Police Department Officers during training sessions.

Kaukauna Police Department Unified Tactics Instructors:

- **Matt Kohl**
- **Lucas Meyer**
- **Andrew Pelot**
- **Caleb Lyons**

# Community Service Officer



The Kaukauna Police Department has one part-time Community Service Officer (CSO) serving the community through a variety of duties.

- Vacation house checks are provided for city residents who are away from home. The CSO will go and check for any suspicious activity while a resident is on vacation. If you would like a house check done on your home while you are on vacation, please stop by the police department to fill out the appropriate paperwork.
- We also provide vehicle lockout service to our residents. The CSO will perform this service when on duty to keep the officers free for other calls and emergencies.
- The CSO also helps with traffic control at accidents, parades, and other special events. They may even fill in for a crossing guard every so often.
- The Community Service Officer also reports any junk vehicles found in the city. Junk vehicles cannot only have a disorderly appearance in the city but can be a health and safety issue.
- The CSO picks up stray animals in the city and brings them back to the police station. They are kept 24 hours for someone to claim. If not claimed, the CSO transports them to the Fox Valley Humane Association.



<b>Animal Calls</b>	<b>352</b>
<b>Animal Bites</b>	<b>40</b>
<b>Animals Transported to Fox Valley Humane Association</b>	<b>12</b>
<b>Vacation House Checks</b>	<b>22</b>
<b>Vehicle Lockouts</b>	<b>111</b>

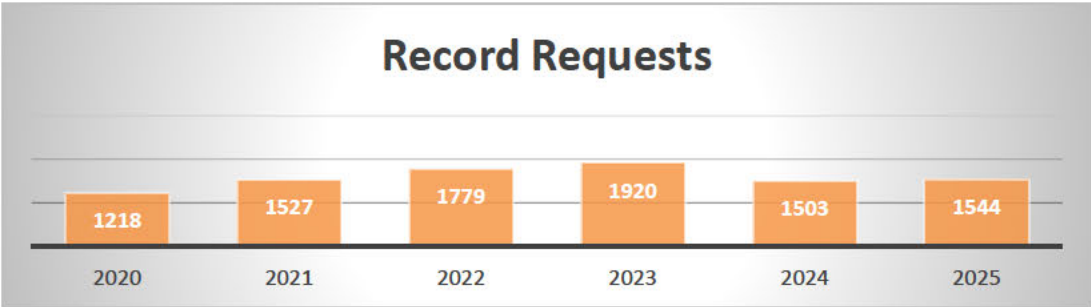
# Administrative Support



It's been said that if you're not changing, you're not growing. The four of us have grown by leaps and bounds. In January, we converted our parking program from Quick Clerk to Tracs. While this has proven to be a success, it hasn't been for a lack of trying new procedures, fixing what doesn't work, and trying new procedures until we've found our groove. It didn't help that we started this conversion on January 1, 2025, right in the thick of parking season. Beyond changing our parking program, we focused much of the year on updating our Standard Operating Procedures. Again, this continues to be a work in progress, and we will pick up again after parking season is over. Tammie, Brenda and Sheri have weathered the changes with grit, grace and humor and continue to come into work every day, and for that I am eternally grateful!!! The three of them do an outstanding job!!

Tammie, Brenda and Sheri are the first contact our citizens have when they come into the police department. When a citizen comes into the police department, it can be to file a complaint, fill out a vacation check form, obtain an alcohol permit or pay a parking ticket, among other things. When the team is not assisting the public at the window, they are reviewing every report that comes through the police department for grammar and logistics. After the report has been reviewed, the report is either referred to the District Attorney's Office, sent to Municipal Court or filed. Tammie, Brenda, Sheri and Inge work closely with the courts and other Outagamie County agencies to make the charging and filing process seamless.

Along with assisting Tammie, Brenda and Sheri, Inge also trains and works with our crossing guards. There are two meetings per year she coordinates with the crossing guards. Additionally, she addresses any issues our crossing guards are having on their respective corners. **If you have an opportunity, stop and thank our crossing guards for a job well done. The Kaukauna Police Department is always looking to add Crossing Guards to our group; if you, or someone you know, might be interested in assisting as a Crossing Guard, please call 920-766-6333.**



One of the biggest responsibilities of the Administrative Services Supervisor is to fulfill records requests from citizens, other agencies and insurance companies. Before a record can be released, it must be reviewed to make sure it can be released. There are various reasons a report is unable to be released. If a report is able to be released, it must then be decided if anything in the report should be redacted, such as juvenile names. This process can take some time depending upon the individuals involved, severity of the case, as well as other factors.

# **CODE ENFORCEMENT OFFICER**

Tom Bartolazzi started as the City of Kaukauna’s Code Enforcement Officer in April 2024 in a part-time capacity of 20 hours per week. He enforces four main Ordinances:

- Chapter 10 -- PUBLIC NUISANCES
- Chapter 14 -- BUILDING CODE
- Chapter 17 -- ZONING CODE
- Chapter 19 -- HOUSING AND PROPERTY MAINTENANCE CODE

To delve further into his position, Tom’s main enforcement focuses on:

- Exterior property maintenance
  - Grass/weeds
  - Rubbish or garbage accumulation
  - Storing of vehicles, campers, trailers...etc. in yards
- Storage of Junk Vehicles
- Assist Street Department with large waste and brush violations
- Dangerous and overhanging trees affecting public right of ways

Tom has been busy, and the work shows no signs of slowing down. Since January 2025, Tom has:

- Worked 867 cases
- Has conducted 828 follow-ups to cases
- Total of 1,695 cases and follow-ups
- Issued 868 warnings (written and verbal)
- Issued 16 citations and
- Resolved 772 cases

Though Tom serves the City of Kaukauna in a different capacity (previously Lieutenant with Kaukauna Police Department), his dedication and tenacity remains the same.



# Common Code Enforcement Violations

Item 9.b.

## on residential properties in the City of Kaukauna

Elements of the building exterior (walls, siding, roofing, doors, windows) must be kept in good repair. Issues involving structural integrity may require permits to repair. Ord. 19.19

Trailers/Recreational vehicles **CANNOT** be parked on the lawn. Please refer to the City of Kaukauna Ord. 17.32 for more information.

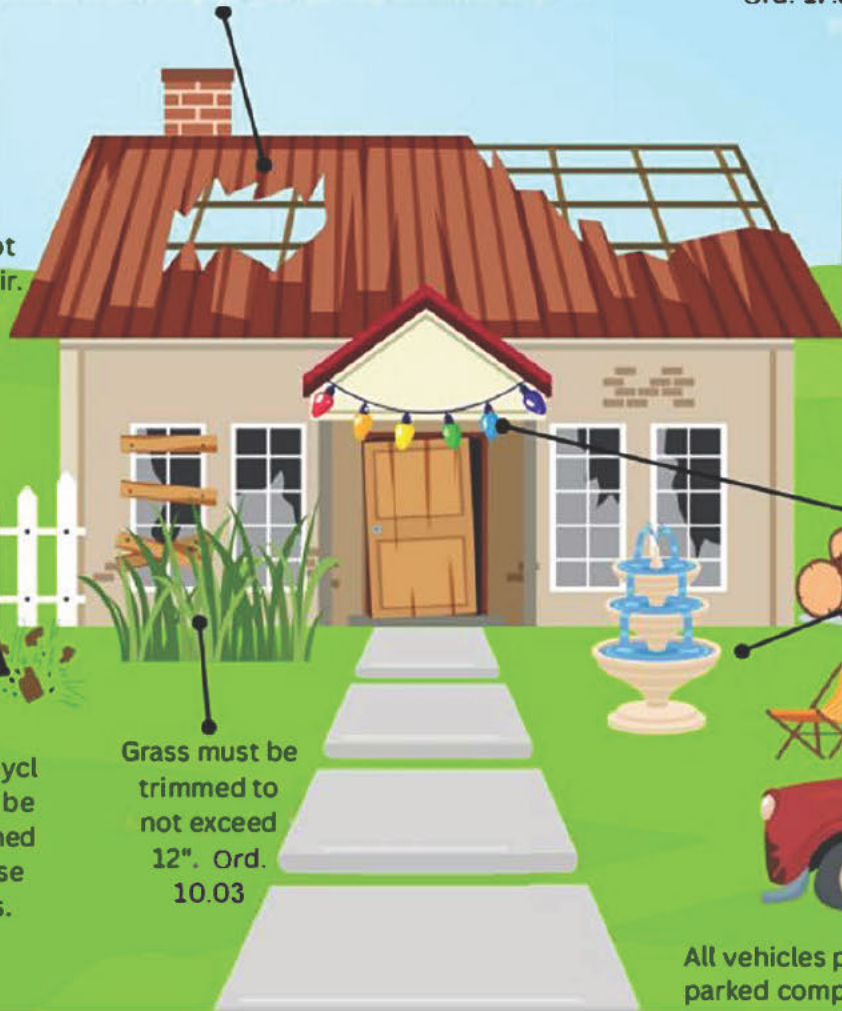
Miscellaneous items/junk/debris such as appliances, indoor furniture, machinery, machinery parts, construction materials and other unsightly debris are not permitted to be stored outdoors. Ord. 19.20

Fencing requires a permit to install and must be kept in good repair. Ord. 17.32



Garbage/recyclables must be fully contained within refuse containers.

Grass must be trimmed to not exceed 12". Ord. 10.03



Neatly stacked firewood is allowed per ordinance, as well as intact/outdoor decorative items, furniture, and children's toys.



All vehicles parked outside must be properly registered, operable, and parked completely on pavement or gravel. Ord. 10.07



DID YOU KNOW?



Report code enforcement violations by calling (920)766-6333 or emailing our code enforcement officer at [tbartolazzicode@kaukauna.gov](mailto:tbartolazzicode@kaukauna.gov)



On-street parking violations **MUST** be reported to the non-emergency police line at (920)766-6333



Questions regarding permits or other building codes should be directed towards Building Inspection (920)766-6325

## Crossing Guards

The City of Kaukauna School Crossing Guard Program provides uniformed adult supervision at five school intersections where the majority of the students cross within the city. The crossing guards assist students, bikers and pedestrians when they are crossing the intersections to and from their classes. This service is provided between the hours of 6:45 and 8:00 A.M. and from 3:00 through 4:00 P.M.

In June, some of the Crossing Guards are involved in the Safety Town Program that is designed to teach safety habits to the children who are entering school. It has evolved into a comprehensive program covering everything from crossing the street, to playground behavior, littering, avoiding poisons, stranger danger, call 911 and fire prevention. Police Officers and Firemen also participate as guest speakers.

**The crossing guards are a vital part of our children’s safety. This is a position that our guards take great pride in, and we are always looking to add more crossing guards to our group. If you are interested in joining this amazing group, please contact Inge Murphy at the Kaukauna Police Department, 920-766-6333.**



Marie Soffa



Vicki Vandenberg



Diane Mashuda



Mike Schmidt



Sue Hagens



Julie Hartzheim



Vicki Wagner



Cheryl Hein



Florence VandenHoy



David Micke

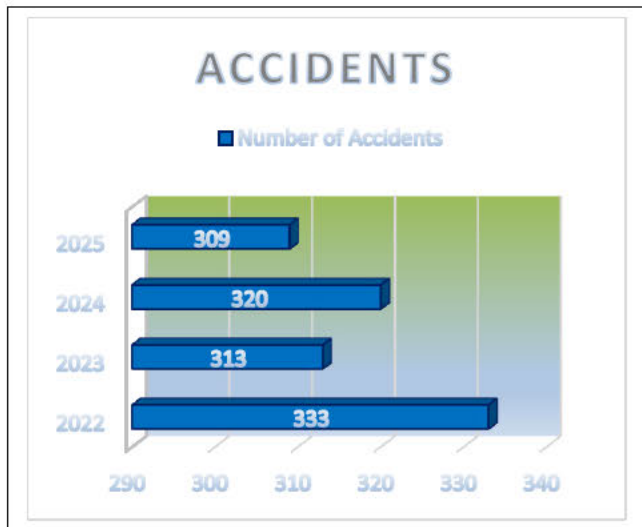


Quintin Herrick

- **Abatement Program**  
*The Kaukauna Police Department assists landlords with eliminating problem tenants involved in disturbances, gang and drug activity.*
- **Bicycle Licensing**  
*License bicycles for locating and returning bicycles to owner.*
- **Bicycle Safety**  
*Provide bicycle safety guidelines, teach bicycle laws, and promote bicycle helmet use, helmet giveaways and ice cream rewards for good bicycle obedience.*
- **Business Security**  
*Perform routine business checks looking for open doors or suspicious activity.*
- **Crime Prevention**  
*Give safety and crime prevention talks, provide and train individuals with information on detection and prevention of crime, and proper methods of reporting crime and what to look for.*
- **Crime Stoppers**  
*Crime Stoppers is a Police Community program geared toward the fight against crime. It involves the public, media and the police working together.*
- **McGruff Program**  
*The McGruff program has many different functions. We are currently using McGruff for discussion and appearances, along with educating children.*
- **Police Lights of Christmas**  
*The Lights of Christmas program provides support for people in need. Funds are raised throughout the year, and the monies are turned into gift cards for officers to disperse to people in need they come in contact with while on patrol.*
- **Safety Town**  
*Teach children how to obey stop signs, traffic lights, crossing the streets and being safe. Also teach how to use 911 for emergencies.*
- **School Resource Program**  
*The School Resource Officers (SROs) work in cooperation with the schools, parents and police. Provide early intervention. Work with delinquent behavior, promote positive decision making, teach conflict resolution and responsibility. Give presentations, provide education and services available for juveniles.*
- **Vacation House Checks**  
*Provide house checks for residents on vacation.*
- **Vehicle Lock Outs**  
*Provide vehicle lock out service to residents free of charge.*
- **Victim Crisis Response**  
*The Victim Crisis Response program (VCRs) is a resource available for law enforcement and victims to assist in tragic events. Volunteers assist any time of day or night wherever needed.*

## Statistics

<b>Accidents</b>	<b>309</b>
<b>Accidents with Injuries</b>	<b>41</b>
<b>Hit and Run Accidents</b>	<b>36</b>
<b>Accidents in Round-About</b>	<b>30</b>



### Citations and Warnings

<b>Total Citations</b>	<b>1,108</b>
<b>Total Warnings</b>	<b>1,804</b>
<b>Total</b>	<b>2,912</b>

**OWI/ Operating While Intoxicated 45**  
Criminal OWI's (2<sup>nd</sup> and greater offenses) 20

Our officers and school resource officers deal with juvenile calls on a daily basis all year long. The nature of these calls include: apprehension requests, battery, curfew, disorderly conduct, drugs, harassment, resisting, runaways, theft, truancy, trespassing and vaping, among many others.

In 2025, our officers dealt with **573 calls involving juveniles in our city**. This is comparable to 540 calls involving juveniles in 2024.

In 2024, there were 1,037 municipal citations issued by the Kaukauna Police Department. **In 2025, our officers issued 883 municipal citations.**

### Criminal Arrests Referred to District Attorney's Office

	<u>2024</u>	<u>2025</u>
Aggravated Assault/Battery	25	32
Bail Jumping	43	80
Burglary	6	4
Criminal Damage to Property	22	25
Disorderly Conduct	69	59
Domestic Abuse	32	28
Drugs/Paraphernalia	45	22
Fraud	16	12
Hit and Run	4	0
Operating After Revoked	72	65
OWI Criminal – 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	18	20
Resisting/Obstructing an Officer	25	23
Sexual Assault	47	43
Strangulation	4	6
Theft	21	22
Weapons	9	6
<b>Total Persons Criminally Charged</b>	<b>261</b>	<b>255</b>
<b>Charges Associated with Those Cases</b>	<b>471</b>	<b>474</b>

### Statistics

Kaukauna Police Department has 29 full-time sworn officers.

Officers cover all areas of the city and are not assigned to a specific district. This provides all the officers familiarity with the entire city not just a specific range. Officers not only handle the traffic and accident calls on the road but also manage an array of incidents that come in daily, as are listed on the right. In addition, officers handle over 450 serious crimes that are referred to the District Attorney's Office.

The School Resource Officers handle calls that occur at the schools, and patrol may be called to juvenile calls that occur at home or in the city. Juvenile calls may include thefts, runaway, truancy, disturbances, smoking, drugs/alcohol, and damage to property.

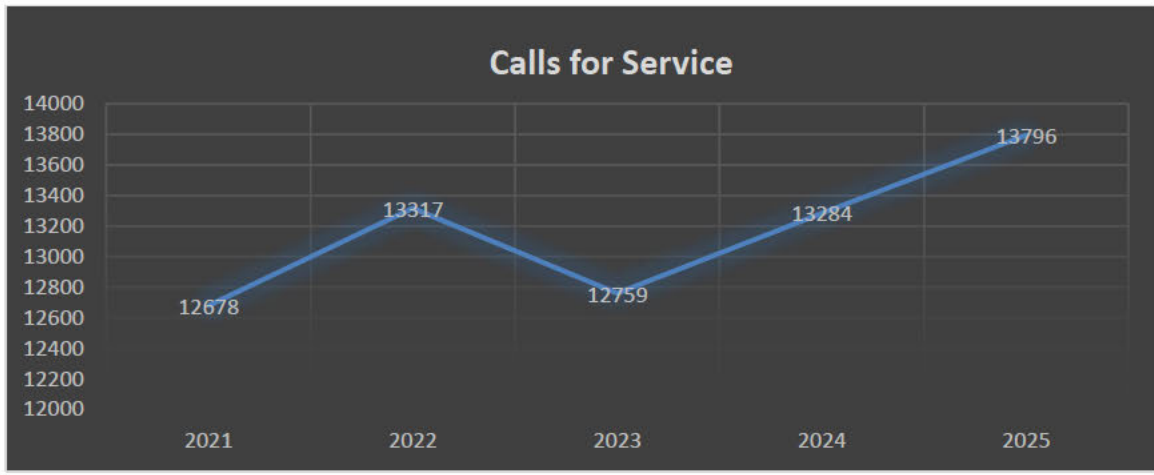
Police need to be cross-trained to handle any situation at any given time. They also need to be able to switch from handling one diverse call after another.

Officers cover the following specialty areas:

- School Resource Officer (SRO)
- Crime Prevention
- DAAT Training
- Evidence Technicians
- Emergency Response Team (ERT/SWAT)
- MEG Unit (Drugs)
- K9 Unit
- Emergency Vehicle Operation Control (EVOC)
- Victim Crisis Response (VCR)

### Incidents

	2024	2025
ABANDONED VEHICLE	32	14
ACCIDENT	406	412
ALARM	161	147
ALCOHOL OFFENSE	4	9
ANIMAL CALLS	409	393
ARSON	0	1
ASSISTS	1206	1175
ASSAULTS	3	9
AUTO THEFT	4	0
BURGLARY	6	8
CIVIL PROCESS	14	1
CRIME PREVENTION	2110	1482
DAMAGE TO PROPERTY	67	60
DISTURBANCES	271	311
DOMESTIC	35	30
DRUGS	83	88
FIRE CALLS	201	176
FIREWORKS COMPLAINT	19	4
FRAUD	131	108
HARRASSMENT	130	187
HAZARD	181	96
JUVENILE INCIDENTS	531	219
LOCKOUT	133	111
LOST/FOUND	151	136
MEDICAL	1138	1162
MISSING PERSON	18	9
OPEN DOOR	42	51
OPERATING WHILE INTOXICATED	55	42
ORDINANCE VIOLATIONS	1257	1730
PARKING	240	202
RECKLESS DRIVING COMPLAINT	293	310
SEX OFFENSES	40	42
SUICIDE; ATTEMPT, THREAT, COMIT	15	19
SUSPICIOUS PERSON, VEHICLE, SITUATION	473	443
THEFT	141	121
TRAFFIC	2137	2338
TRAFFIC SAFETY	139	66
TRESPASS	40	45
TRUANCY	21	24
VIOLATION OF COURT ORDER	31	57
WANTED PERSON OR APPREHENSION	81	89
WEAPON	11	8
WELFARE CHECK	644	600
911 HANGUP/ASSIST	588	471

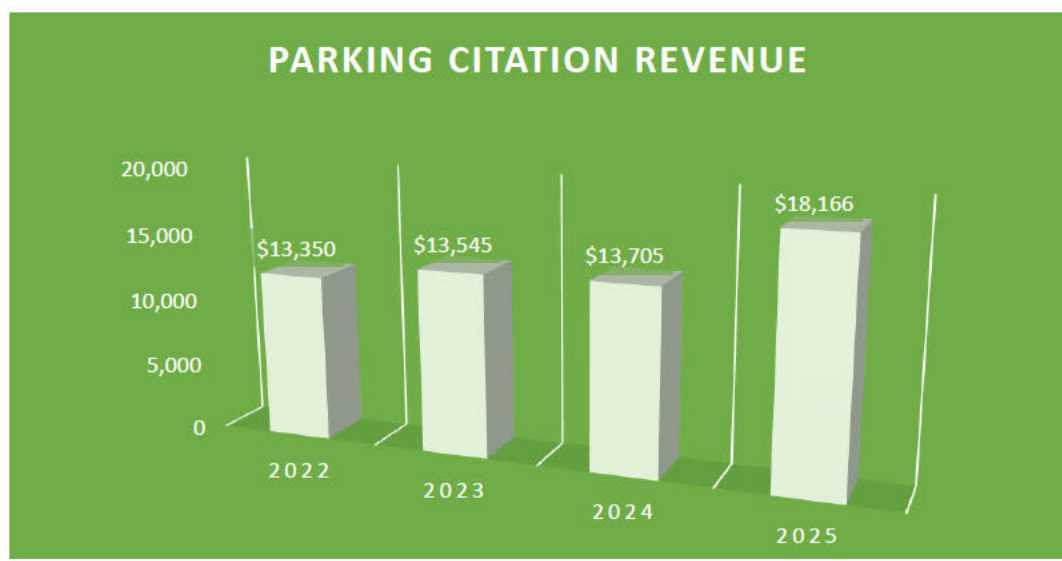
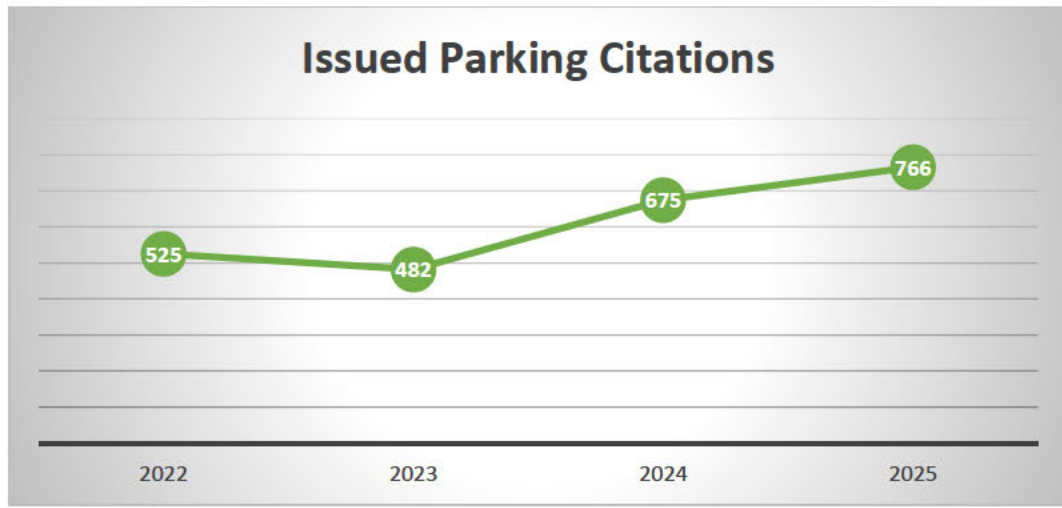


# PARKING

Our officers continue to monitor the parking according to the City Ordinance Traffic Code Chapter 7.12. Most of our parking violations come from our winter parking restrictions from December 1 through March 31 in which:

*No vehicle shall be parked or standing unattended on any public street of the City of Kaukauna between the hours of 2:00 a.m. and 6:00 a.m.*

Our officers have also continued to monitor our business district where we have 15, 30 and 90 minute parking stalls, also with the no parking restriction from 2:00 a.m. to 6:00 a.m.



# RETIREMENTS & RESIGNATIONS



Amanda Nushart



Juli Hartzheim



Florence VandenHoy



Aidan Hufschmid

*Wishing you all the best of luck in your next adventures!!!*



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Adrienne Nelson, Associate Planner  
Date: April 3, 2026  
Re: TID 6 Termination

### **Background**

Established on May 2, 2006, Tax Increment District (TID) No. 6 has reached the end of its allowable statutory life and is required to be closed in accordance with Wisconsin Department of Revenue (DOR) Tax Increment Financing regulations. This is not an elective or early closure, rather, it is a required action based on the age of the district.

Under DOR rules, the City's Common Council must adopt a TID closure resolution no later than May 2, 2026. Staff is recommending that the resolution not be adopted prior to April 15, 2026, as an earlier adoption would result in the City forfeiting the final year of tax increment otherwise available in calendar year 2027. Adopting the resolution within this statutory window allows the City to receive the full, final year of increment before closure takes effect.

TID No. 6 has been one of the City's stronger performing districts and includes the NEW Prosperity Industrial Park. Early tenants in this industrial park, such as Albany International and Liebovich Steel & Aluminum, contributed to sustained incremental value growth. The district has successfully met its economic development objectives and is positioned for compliant closure.

### **Effect of Closure Dates**

There are two Common Council dates where this resolution could be passed to ensure the May 2, 2026, deadline is met:

If the resolution is passed at the April 8, 2026, Common Council meeting, the TID will terminate in 2026 and be removed from that year's tax/assessment roll. The last TID equalized value, established on August 15, 2025, will be \$63,668,300.

If the resolution is passed at the April 21, 2026, Common Council meeting, the TID will terminate in 2027 and be removed from that year's tax/assessment roll. The last TID equalized value will be established on August 15, 2026.

This item is being brought before the Common Council at this time per the request of the Joint Review Board. The resolution to close TID 6 was tabled at the last Joint Review Board meeting on March 25, 2026, until more information on the effects of each closure date on the underlying taxing jurisdictions could be provided to board members. To meet statutory notice requirements, the next meeting of the Joint Review Board was scheduled for April 8, 2026, before the Common Council meeting. The recommendation for this item is pending the outcome of that meeting

**Recommendation:**

Pending approval of the resolution from the Joint Review Board, staff is recommending one of two options:

- That the resolution terminating TID 6 is passed at this meeting of the Common Council on April 8, 2026.
- That the resolution terminating TID 6 is postponed until the next Common Council meeting on April 21, 2026.





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Adrienne Nelson, Associate Planner  
Date: April 3, 2026  
Re: Street Vacation Request - Calmes

Randy Calmes, owner of parcels 322095712 and 322095713 in the City of Kaukauna, is requesting a vacation of a 66' wide planned road that is located between his two parcels. It appears that this street was originally intended to cut through what is now the Commerce Crossing Business Park before the majority of the planned road was vacated in the late 1980s. A section of the road continues into the Town of Vandebroek, and Mr. Calmes has been working with the Town to have this section vacated as well. The highlighted section below shows the remaining strip of road located within City limits.





Per [State Statute 66.1003](#), Mr. Calmes has submitted a petition signed by all property owners abutting the road in support of the vacation. The petition, map, and legal description are attached to this memo.

**Recommendation:**

Staff recommends that this item is referred to Plan Commission for review and recommendation.

**PETITION TO VACATE UNDEVELOPED STREET RIGHT OF WAY  
LOCATED ON ATTACHED MAP**

The undersigned petitioners, owning adjacent property, hereby request the City of Kaukauna to vacate this undeveloped right of way and return ownership to the adjacent abutting property owners.

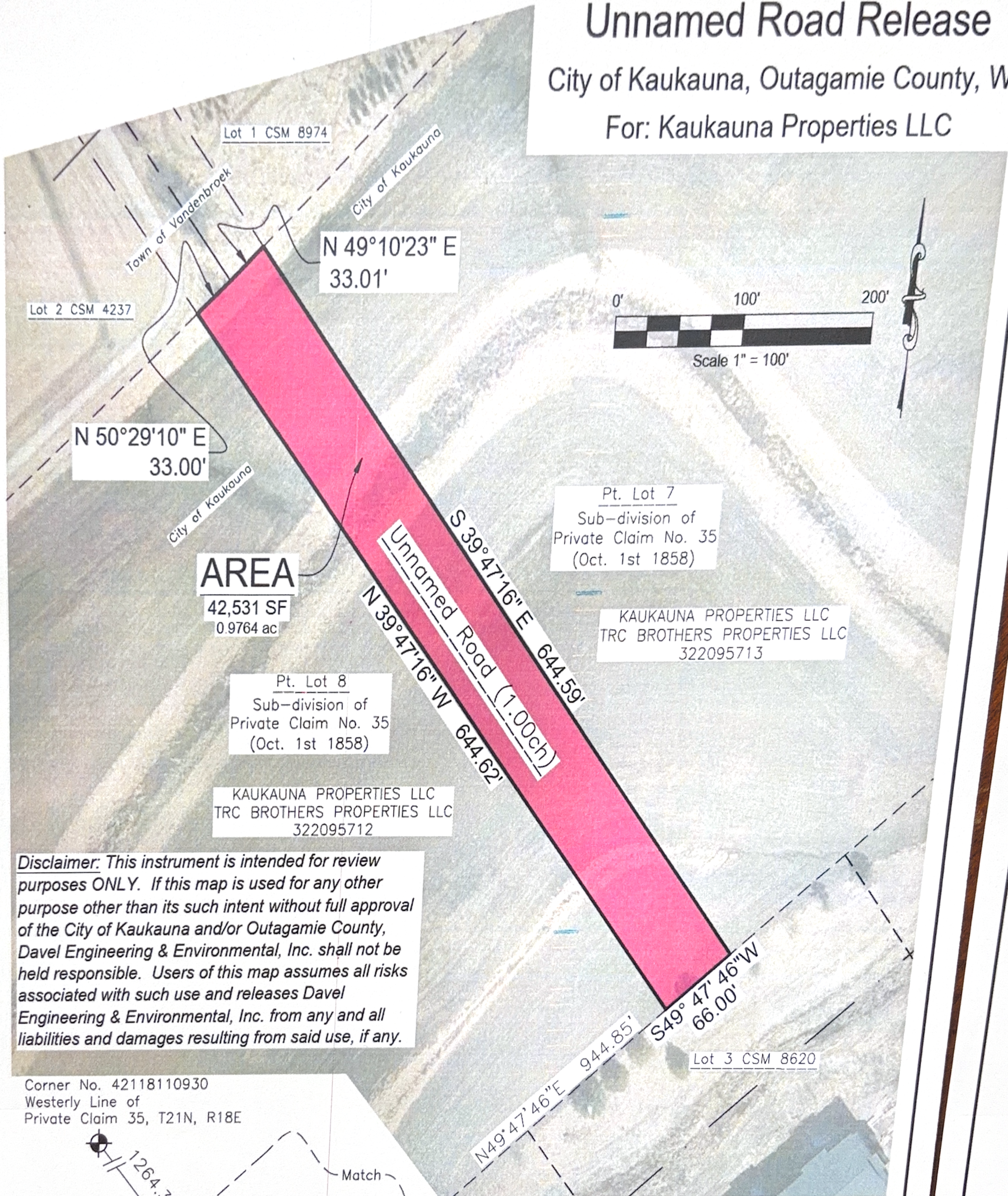
	OWNER/SIGNATURE	ADDRESS/PHONE NUMBER	TAX PARCEL OF ADJACENT PROPERTY
1.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 2000 56600
2.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 322095712
3.	Randy of Celms	N1851 State Highway 55 Kaukauna, WI 54130 (920) 609-5785	# 322095713
4.	Mattie A. Murrie	4329 Nicollet Drive Green Bay, WI. 54311	# 3 2 2 0 9 5 5 0 5
5.			
6.			

# Exhibit

## Unnamed Road Release

City of Kaukauna, Outagamie County, WI

For: Kaukauna Properties LLC



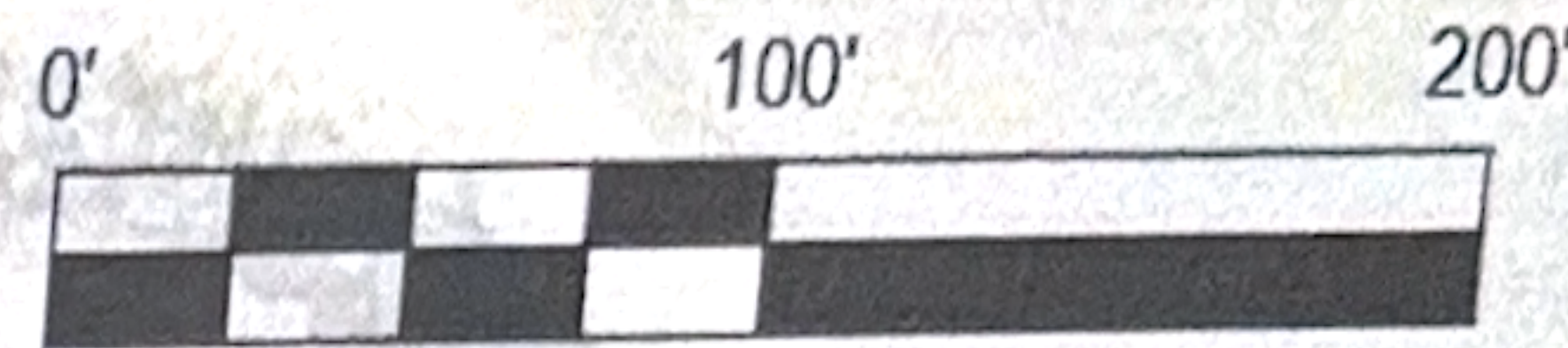
Lot 2 CSM 4237

Lot 1 CSM 8974

City of Kaukauna

Town of Vandenbroek

N 49°10'23" E  
33.01'



Scale 1" = 100'



N 50°29'10" E  
33.00'

City of Kaukauna

**AREA**

42,531 SF  
0.9764 ac

Pt. Lot 7  
Sub-division of  
Private Claim No. 35  
(Oct. 1st 1858)

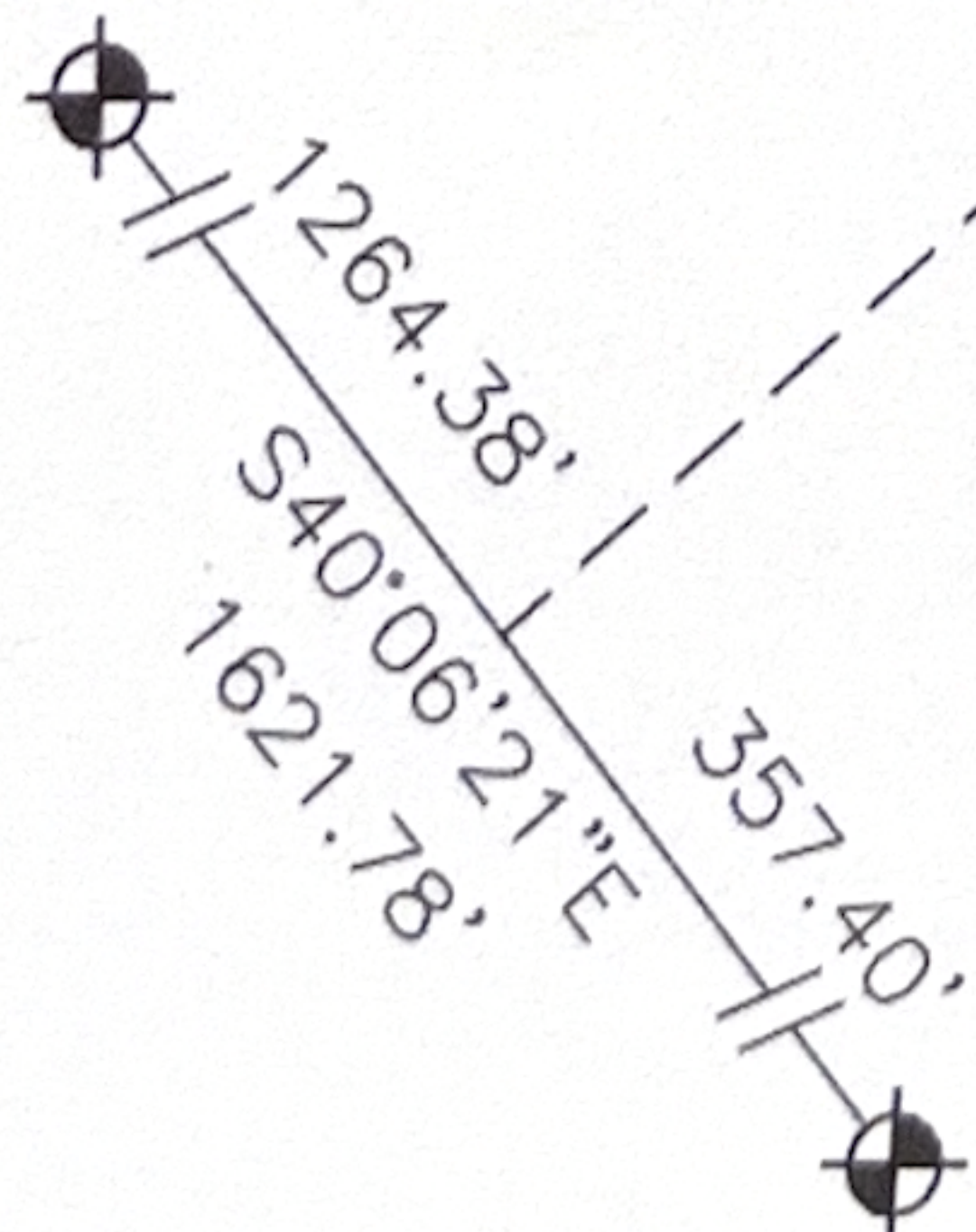
KAUKAUNA PROPERTIES LLC  
TRC BROTHERS PROPERTIES LLC  
322095713

Pt. Lot 8  
Sub-division of  
Private Claim No. 35  
(Oct. 1st 1858)

KAUKAUNA PROPERTIES LLC  
TRC BROTHERS PROPERTIES LLC  
322095712

*Disclaimer: This instrument is intended for review purposes ONLY. If this map is used for any other purpose other than its such intent without full approval of the City of Kaukauna and/or Outagamie County, Davel Engineering & Environmental, Inc. shall not be held responsible. Users of this map assumes all risks associated with such use and releases Davel Engineering & Environmental, Inc. from any and all liabilities and damages resulting from said use, if any.*

Corner No. 42118110930  
Westerly Line of  
Private Claim 35, T21N, R18E



SE Corner of Gov't Lot 4  
Section 11, T21N, R18E

File: 5262RoadVacate.dwg  
Date: 04/02/2026  
Drafted By: scott  
Sheet: 1 of 2



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866  
www.davel.pro



# Legal Description

## Legal Description for: Kaukauna Properties LLC

### Unnamed - Undeveloped Road

Road to be Released/Vacated is Situated Between Lot 7 and Lot 8 of Sub-division of Private Claim No. 35 (Oct. 1st 1858); Located in Private Claim 35, Township 21 North, Range 18 East, City of Kaukauna, Outagamie County, containing 42,251 Square Feet (0.9764 Acres) of land described as follows:

Commencing at a Point No. 42118110930 on the Westerly Line of Private Claim 35, Township 21 North, Range 18 East; thence, along said westerly line, S40°06'21"E, 1264.38 feet; thence, N49°47'46"E, 944.85 feet to the Easterly line of Lot 8 of Sub-division of Private Claim No. 35 (Oct. 1st 1858) and to the Point of Beginning of the Unnamed-Undeveloped Road to be released/vacated; thence, along said Easterly Line of Lot 8, N39°47'16"W, 644.62 feet; thence, N50°29'10"E, 33.00 feet; thence, N49°10'23"E, 33.01 feet to the Westerly Line of Lot 7 of Sub-division of Private Claim No. 35 (Oct. 1st 1858); thence along said Westerly Line of Lot 7, S39°47'16"E, 644.59 feet; thence, S49°47'46"W, 66.00 feet to the point of beginning.  
Described Area is subject to easement and restriction of record.



**DAVEL ENGINEERING &  
ENVIRONMENTAL, INC.**

*Civil Engineers and Land Surveyors*

1164 Province Terrace, Menasha, WI 54952

Ph: 920-991-1866

www.davel.pro

File: 5262RoadVacate.dwg  
Date: 04/02/2026  
Drafted By: scott  
Sheet: 2 of 2

RESOLUTION NO. 2026-5504

RESOLUTION AUTHORIZING THE SALE OF REAL ESTATE TO THE  
WISCONSIN DEPARTMENT OF TRANSPORTATION

WHEREAS, The Wisconsin Department of Transportation (WisDOT) has completed plans for roadway project 1130-63-21, Interstate 41, Outagamie and Brown Counties Appleton to DePere; and

WHEREAS, WisDOT has completed and recorded a Transportation Project Plat (TPP) showing parcels needed for said project to be acquired via FEE, including Parcel 332 on TPP 1130-63-21-4.34, part of City-owned Outagamie County tax parcel no. 322095900; and

WHEREAS, Kaukauna Utilities has reviewed the TPP and recommended approval of the FEE acquisitions and TLE by the WisDOT for the City-owned parcel 332;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, as follows:

1. That the Mayor is hereby authorized to:

Execute a deed on behalf of the City of Kaukauna, and such other documents as may be necessary on behalf of the City and Kaukauna Utilities, deeding and selling 870 square feet of Parcel 322095900, more specifically described as:

Parcel 332 of Transportation Project Plat 1130-63-21-4.34, recorded as Document 2312800, at the Register of Deeds office in Outagamie County, Wisconsin; and

2. Sale of land interests and considerations to be in the amount of \$4,900.00

3. A deed and other necessary documents will be signed and issued for recording upon payment at closing.

Introduced and adopted this 8<sup>th</sup> day of April, 2026

APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Kayla Nessmann, Clerk

**RESOLUTION 2026-5505**

**RESOLUTION VACATING A RAILROAD SPUR EASEMENT ON LOT 1 OF CSM 3313,  
PARCEL 322092401**

**WHEREAS**, the City of Kaukauna approved the City of Kaukauna Industrial Park No. 1 as recorded in Document No. 689648, Outagamie County Register of Deeds, 320 South Walnut Street, Appleton, Wisconsin 54911; and

**WHEREAS**, the City of Kaukauna approved CSM 3313, as recorded in Document No. 1293332, Outagamie County Register of Deeds, 320 South Walnut Street, Appleton, Wisconsin 54911, being parts of Lot 18 and 19 of City of Kaukauna Industrial Park No. 1; and

**WHEREAS**, the recorded document included a 15’ wide Railroad Spurr Easement along the southwest lot lines of said Lot 18 and Lot 19, and

**WHEREAS**, the City of Kaukauna is the sole owner of said Railroad Spurr Easement; and

**WHEREAS**, the Department of Public Works does not require said easement to install or maintain a private rail spur; and

**WHEREAS**, the Plan Commission, at its meeting of March 19, 2026, made recommendation to vacate said 15’ wide Railroad Spur Easement upon aforementioned CSM 3313;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Kaukauna, Wisconsin that the 15’ wide Railroad Spur Easement along the southwest lot line of Lot 1 of CSM 3313 in Outagamie County is hereby vacated.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 8<sup>th</sup> day of April, 2026.

APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Kayla Nessmann, City Clerk

## RESOLUTION NO. 2026-5506

RESOLUTION AUTHORIZING THE ISSUANCE AND  
ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO  
EXCEED \$20,000,000 WATERWORKS SYSTEM REVENUE  
BOND ANTICIPATION NOTES

WHEREAS, the City of Kaukauna, Outagamie and Calumet Counties, Wisconsin (the "City") owns and operates a waterworks system (the "System") which is operated for a public purpose as a public utility by the City;

WHEREAS, under the provisions of Section 66.0621, Wisconsin Statutes (the "Act"), any municipality in the State of Wisconsin may, by action of its governing body, provide for purchasing, acquiring, constructing, extending, adding to, improving, controlling, conducting, operating or managing a public utility such as the System from the proceeds of bonds, which bonds are to be payable only from all monies received from any source by such utility (the "Revenues");

WHEREAS, to adequately meet the needs of the City and the residents thereof, certain improvements, additions and extensions to and acquisitions for the System, including the construction of a new treatment plant, are necessary (collectively, the "Project");

WHEREAS, for the purpose of permanently financing the Project, including paying interest and legal, financing and other professional fees, the City intends by subsequent resolution (the "Bond Resolution") of the governing body of the City (the "Common Council") to authorize the issuance and sale of waterworks system revenue bonds pursuant to the provisions of the Act (the "Bonds"), payable solely from the Revenues of the System deposited in the Special Redemption Fund referred to herein;

WHEREAS, the Bonds have not yet been issued or sold;

WHEREAS, municipalities are authorized by the provisions of Section 66.0621(4)(L), Wisconsin Statutes, to issue revenue bond anticipation notes in anticipation of receiving the proceeds from the issuance and sale of revenue bonds;

WHEREAS, contracts are to be let for the Project and the financial officer of the City has heretofore certified to the Common Council that proceeds of revenue bond anticipation notes shall be required for the payment of said contracts, as well as other costs including paying interest and legal, financing and other professional fees;

WHEREAS, pursuant to resolutions adopted by the Common Council on December 16, 1997, September 19, 2017, November 17, 2020 and December 3, 2024 (collectively, the "Prior Resolutions"), the City has heretofore issued its Waterworks System Revenue Bonds, Series 2017A, dated October 3, 2017 (the "2017 Bonds"), Waterworks System Revenue Bonds, Series 2020, dated December 30, 2020 (the "2020 Bonds"), and Waterworks System Revenue Bonds, Series 2025, dated February 18, 2025 (the "2025 Bonds") (the 2017 Bonds, 2020 Bonds and 2025 Bonds shall be collectively referred to herein as the "Prior Bonds");

WHEREAS, pursuant to resolutions adopted by the Common Council on June 20, 2023, May 7, 2024 and September 3, 2024 (collectively, the "Safe Drinking Water Resolutions"), the City has heretofore issued its Waterworks System Revenue Bonds, Series 2023, dated July 12, 2023, Waterworks System Revenue Bonds, Series 2024, dated May 22, 2024, Taxable Waterworks System Revenue Bonds, Series 2024B, dated September 25, 2024, and Taxable Waterworks System Revenue Bonds, Series 2024C, dated September 25, 2024 (collectively, the "Safe Drinking Water Bonds"), which Safe Drinking Water Bonds are payable from the income and revenues of the System on a basis junior and subordinate to the Prior Bonds;

WHEREAS, other than the Prior Bonds and the Safe Drinking Water Bonds, no bonds or obligations payable from the Revenues of the System are now outstanding;

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of and to sell waterworks system revenue bond anticipation notes (the "Notes") pursuant to Section 66.0621(4)(L), Wisconsin Statutes, in anticipation of the issuance and sale of the Bonds, to pay the cost of the Project;

WHEREAS, the Notes shall be offered for sale either (i) directly to Robert W. Baird & Co. Incorporated ("Baird") as the underwriter of the Notes or (ii) through Baird, acting as placement agent, to one or more financial institutions;

WHEREAS, the manner of sale shall be determined by an Authorized Officer (defined herein) in the Approving Certificate (defined herein);

WHEREAS, the purchaser of the Notes (the "Purchaser") intends to submit a note purchase agreement to the City (the "Proposal") offering to purchase the Notes in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Notes to the Purchaser in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to either the General Manager or the Finance and Administration Director of the Kaukauna Utilities (each, an "Authorized Officer") the authority to accept the Proposal on behalf of the City so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1A. Waterworks System Revenue Bonds. The City hereby declares its intention and covenants to authorize the issuance of the Bonds pursuant to the provisions of the Act in an amount sufficient to retire the Notes and pay the cost of interest and legal, financing and other professional fees in connection therewith. The Bonds will be authorized by the Bond Resolution.

Section 1B. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 66.0621(4)(L), Wisconsin Statutes, the principal sum of not to exceed TWENTY MILLION DOLLARS (\$20,000,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 18 of this Resolution, the Mayor and

City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed TWENTY MILLION DOLLARS (\$20,000,000). The purchase price to be paid to the City for the Notes shall not be less than 99.00% of the principal amount of the Notes and the difference between the initial public offering price of the Notes and the purchase price to be paid to the City by the Purchaser shall not exceed 1.00% of the principal amount of the Notes, with an amount not to exceed 0.50% of the principal amount of the Notes representing the Purchaser's compensation.

Section 2. Terms of the Notes. The Notes shall be designated "Waterworks System Revenue Bond Anticipation Notes"; shall be issued in the aggregate principal amount of up to \$20,000,000; shall be dated as of their date of issuance; shall be in the denominations set forth in the Approving Certificate; shall be initially numbered R-1; and shall mature on December 1, 2029.

Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2027, or on such other date approved by an Authorized Officer in the Approving Certificate. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 4.50%. Interest shall be computed upon the basis set forth in the Note.

Section 3. Redemption Provisions. The Notes shall be subject to optional redemption as set forth on the Approving Certificate.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Security. The Notes shall in no event be a general obligation of the City nor a charge against its general credit or taxing power. Pursuant to Section 66.0621(4)(L)1., Wisconsin Statutes, the Revenues of the System are hereby pledged to the payment of the principal of and interest on the Notes, subject to the application of the Revenues in accordance with the terms of this Resolution. No lien is created upon the System or any other property of the City as a result of the issuance of the Notes. The Notes shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due; (b) proceeds to be derived from the issuance and sale of the Bonds, which proceeds are hereby declared to constitute a special trust fund, hereby created and established, to be held by the City Clerk and expended solely for the payment of the principal of and interest on the Notes; and (c) a pledge of the Revenues which have been deposited into the Special Redemption Funds provided for in the Prior Resolutions and the Safe Drinking Water Resolutions (collectively, the "Special Redemption Fund"); provided, however, that the pledge of Revenues of the System shall be on a basis junior and subordinate to the pledge granted to the owners of the Prior Bonds and the Safe Drinking Water Bonds and any additional bonds issued on a parity with either the Prior Bonds or the Safe Drinking Water Bonds ("Parity Bonds").

As authorized and permitted by Section 66.0621(4)(L)6., Wisconsin Statutes, in the event such monies are not sufficient to pay the principal of and interest on the Notes when due, if necessary, the City will pay such deficiency out of its annual general tax levy or other available funds of the City; provided, however, that any such payment shall be subject to annual budgetary appropriations therefor and any applicable levy limits; and provided further, that neither this Resolution nor any such payment shall be construed as constituting an obligation of the City to make any such appropriation or any further payments.

Section 6. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the Revenues of the System, and to secure the payment of the principal of and interest on first, the Prior Bonds, second, the Safe Drinking Water Bonds and, third, the Notes, certain funds of the System established by the Prior Resolutions and Safe Drinking Water Resolutions shall be continued and used solely for the purposes set forth in the Prior Resolutions and Safe Drinking Water Resolutions. The City shall apply the Revenues to the respective funds and accounts as described in the Prior Resolutions and the Safe Drinking Water Resolutions. Such funds include the Revenue Fund, the Operation and Maintenance Fund, the Special Redemption Fund, the Reserve Account and the Surplus Fund and sufficient Revenues of the System are hereby pledged to and shall be deposited into the Special Redemption Fund for payment of principal and interest on the Notes (exclusive of debt service expected to be paid with proceeds of the Bonds) as if bonds had been issued rather than the Notes, provided, however, that such payments shall be junior and subordinate to the Prior Bonds, the Safe Drinking Water Bonds and any Parity Bonds. The Notes are not secured by the Reserve Account.

Section 7. Service to the City. The reasonable cost and value of services rendered to the City by the System by furnishing waterworks services for public purposes shall be charged against the City and shall be paid in quarterly installments as the service accrues, out of the current revenues of the City collected or in the process of collection, exclusive of the Revenues derived from the System and out of the tax levy of the City made by it to raise money to meet its necessary current expenses. It is hereby found and determined that the reasonable cost and values of such service to the City in each year shall be in an amount which, together with the Revenues of the System, will produce Net Revenues (as defined in the Prior Resolutions and Safe Drinking Water Resolutions) in such amounts sufficient to pay debt service on the Prior Bonds, any Parity Bonds, the Safe Drinking Water Bonds and the Notes (excluding debt service of the Notes expected to be paid with proceeds of the Bonds). However, such payment out of the tax levy shall be subject to (a) yearly appropriations therefor, (b) approval of the Wisconsin Public Service Commission, or successors to its function, if necessary, and (c) applicable levy limitations, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the City to make any such appropriation over and above the reasonable cost and value of the services rendered to the City and its inhabitants or to make any subsequent payment over and above such reasonable cost and value. Such compensation for such service rendered to the City shall, in the manner hereinabove provided, be paid into the funds created in the Prior Resolutions and Safe Drinking Water Resolutions and referred to in Section 6.

Section 8. Covenants of the City. The City hereby covenants with the owners of the Notes that:

- (a) It shall issue and sell the Bonds as soon as practicable in an amount sufficient to retire the Notes;
- (b) It shall segregate the proceeds derived from the sale of the Bonds into a special trust fund herein created and established and shall permit such special trust fund to be used for no purpose other than the payment of the principal of and interest on the Notes until paid. After the payment of principal of and interest on the Notes in full, said special trust fund may be used for such other purposes as the Common Council may direct in accordance with law;
- (c) It shall faithfully and punctually perform all duties with reference to the System required by the Constitution and Statutes of the State of Wisconsin, including lawfully establishing reasonable and sufficient rates for services rendered by the System and collecting, depositing, applying and segregating the Revenues of the System to the respective funds and accounts described in the Prior Resolutions and the Safe Drinking Water Resolutions;
- (d) It shall cause the Project to be completed as expeditiously as reasonably possible;
- (e) It will not sell, lease, or in any manner dispose of the System, including any part thereof or any additions or extensions that may be made part thereof, except that the City shall have the right to sell, lease or otherwise dispose of any property of the System found by the Common Council to be neither necessary nor useful in the operation of the System, provided the proceeds received from such sale, lease or disposal shall be paid into the Special Redemption Fund or applied to the acquisition or construction of capital facilities for use in the normal operation of the System, and such payment shall not reduce the amounts otherwise required to be paid into the Special Redemption Fund;
- (f) It will pay or cause to be paid all lawful taxes, assessments, governmental charges, and claims for labor, materials or supplies which if unpaid could become a lien upon the System or the Revenues or could impair the security of the Notes or the Bonds;
- (g) It will maintain the System in reasonably good condition, will operate the System, and will establish, charge and collect such lawfully established rates and charges for the service rendered by the System, so that the amount of the Revenues of the System herein agreed to be set aside to provide for payment of the Prior Bonds, the Safe Drinking Water Bonds, the Bonds, any Parity Bonds and the Notes and the interest thereon (exclusive of debt service of the Notes expected to be paid from proceeds of the Bonds) as the same becomes due and payable will be sufficient for that purpose. It will make all good faith efforts so that the Net Revenues (as defined in the Prior Resolutions and the Safe Drinking Water Resolutions) from the System for each year any Prior Bonds, the Safe Drinking Water Bonds, the Bonds, Parity Bonds or the Notes are outstanding will be equal to the amount required by the Prior Resolutions and the Safe Drinking Water Resolutions for payment of principal and interest (exclusive of debt service of the Notes expected to be paid from proceeds of the Bonds) on such Prior Bonds, the Safe Drinking Water Bonds, the Bonds, any Parity Bonds or the Notes for each corresponding year; and

(h) The Notes are issued for the purposes for which the City is authorized to issue revenue bonds and for which the Bonds shall be issued.

Section 9. Application of Proceeds. All accrued interest received from the sale of the Notes shall be deposited in the Special Redemption Fund. The balance of the proceeds, less the expenses incurred is authorizing, issuing and delivering the Notes, shall be deposited in a special fund designated as "Waterworks System Improvement Fund". Said special fund shall be adequately secured and used solely for the purpose of paying the cost of the Project and the cost of interest and legal, financing and other professional fees. Any balance remaining in said fund after paying said costs shall be transferred to the Special Redemption Fund for use in payment of principal of and interest on the Notes.

Section 10. No Arbitrage. All investments made pursuant to this Resolution shall be permitted investments for municipalities under the provisions of the Wisconsin Statutes, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 11. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 12. Parity Bonds. Parity Bonds payable out of the Revenues of the System on a parity with the Prior Bonds or the Safe Drinking Water Bonds may be issued in such manner as to enjoy priority over the Notes; provided such Parity Bonds meet the conditions established in the Prior Resolutions and/or the Safe Drinking Water Resolutions.

Section 13. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 14. Payment of the Notes; Fiscal Agent. Unless otherwise set forth in the Approving Certificate, the principal of and interest on the Notes shall be paid by U.S. Bank Trust Company, National Association, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 15. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the

Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 16. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 17. Utilization of The Depository Trust Company Book-Entry-Only System. To the extent necessary and in order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 18. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by an Authorized Officer of the manner of sale, principal amount, redemption provisions, denominations, interest rate and purchase price for the Notes, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, an Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 19. Official Statement. To the extent necessary, the Common Council hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by an Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 20. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or

by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 21. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 22. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of proceeds of the Notes, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 23. Conflicting Resolutions, Severability; Effective Date. All prior resolutions (other than the Prior Resolutions and the Safe Drinking Water Resolutions), rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In case of any conflict between this Resolution and the Prior Resolutions and the Safe Drinking Water Resolutions, the Prior Resolutions and the Safe Drinking Water Resolutions shall control as long as any of the Prior Bonds and the Safe Drinking Water Bonds are outstanding. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded April 8, 2026.

---

Anthony J. Penterman  
Mayor

Attest:

---

Kayla Nessmann  
City Clerk

(SEAL)

## EXHIBIT A

## APPROVING CERTIFICATE

The undersigned [General Manager] [Finance and Administration Director] of the Kaukauna Utilities of the City of Kaukauna, Outagamie and Calumet Counties, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On April 8, 2026, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$20,000,000 Waterworks System Revenue Bond Anticipation Notes of the City (the "Notes") and delegating to me the authority to approve the Preliminary Official Statement (if any), to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Manner of Sale. The Notes shall be sold to [\_\_\_\_\_] [with Robert W. Baird & Co. Incorporated serving as placement agent] (the "Purchaser").

3. Proposal; Terms of the Notes. On the date hereof, the Purchaser offered to purchase the Notes in accordance with the terms set forth in the Note Purchase Agreement between the City and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$\_\_\_\_\_, which is not more than the \$20,000,000 approved by the Resolution, shall mature on December 1, 2029 and shall bear interest at the rate per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference.

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is \_\_\_\_\_%, which is not in excess of 4.50%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$\_\_\_\_\_, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 99.00% of the principal amount of the Notes, as required by the Resolution.

The difference between the initial public offering price provided by the Purchaser of the Notes (\$\_\_\_\_\_) and the purchase price to be paid to the City by the Purchaser (\$\_\_\_\_\_) is \$\_\_\_\_\_, or \_\_\_\_\_% of the principal amount of the Notes, which does not exceed 1.00% of the principal amount of the Notes. The portion of such amount representing Purchaser's compensation is \$\_\_\_\_\_, or not more than 0.50% of the principal amount of the Notes.

5. Redemption Provisions of the Notes. The Notes shall be subject to redemption prior to maturity, at the option of the City, on December 1, 20\_\_ or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

6. Denominations. The Notes shall be issued in denominations of [\_\_\_\_\_].

7. [Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.]

8. Approval. This Certificate constitutes my approval of the Proposal, and the manner of sale, principal amount, interest rate, denominations, purchase price and redemption provisions for the Notes in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on \_\_\_\_\_, 2026 pursuant to the authority delegated to me in the Resolution.

[\_\_\_\_\_  
Michael Avanzi  
General Manager]

**OR**

[\_\_\_\_\_  
Aaron Wallin  
Finance and Administration Director]

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

EXHIBIT B

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	OUTAGAMIE AND CALUMET COUNTIES	
NO. R-1	CITY OF KAUKAUNA	\$ _____
WATERWORKS SYSTEM REVENUE BOND ANTICIPATION NOTE		

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
December 1, 2029	_____, 2026	_____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ (\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the City of Kaukauna, Outagamie and Calumet Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), solely from the sources hereinafter specified on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on [June 1, 2027] until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment day shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by U.S. Bank Trust Company, National Association (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

This Note is issued by the City pursuant to the provisions of Section 66.0621(4)(L), Wisconsin Statutes, for the public purpose of paying the cost of financing improvements, additions and extensions to and acquisitions for the City's Waterworks System including construction of a new treatment plant (the "Project"), all as authorized by a resolution of the Common Council duly adopted by said governing body at a meeting held on April 8, 2026, as supplemented by an Approving Certificate, dated \_\_\_\_\_, 2026 (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

In the Resolution, the Common Council declared its intention and covenanted to issue Waterworks System Revenue Bonds (the "Bonds") for the purpose of retiring the Note. The Notes are issued to anticipate the sale of the Bonds.

The Notes are payable only from:

- 1) any proceeds of the Notes set aside for payment of interest on the Notes as they become due;
- 2) the proceeds to be derived from the issuance and sale of the Bonds, which proceeds have been declared by the City to constitute a special trust fund to be expended solely for the payment of the principal of and interest on the Notes; and
- 3) a pledge of the income and revenues of the City's Waterworks System (the "System") which are deposited in the Special Redemption Fund (as defined in the Resolution), provided, however, that the pledge of revenues of the System is on a basis junior and subordinate to the pledge granted to the owners of the Prior Bonds and the Safe Drinking Water Bonds (as defined in the Resolution) and any bonds issued on a parity with the Prior Bonds and/or the Safe Drinking Water Bonds.

**THE NOTES DO NOT CONSTITUTE AN INDEBTEDNESS OF THE CITY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION. NO LIEN IS CREATED UPON THE SYSTEM OR ANY OTHER PROPERTY OF THE CITY AS A RESULT OF THE ISSUANCE OF THE NOTES.**

The Notes are subject to redemption prior to maturity, at the option of the City, on \_\_\_\_\_, 20\_\_ or any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes are to be called for redemption, the Notes to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice mailed as provided herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time. The City has covenanted to issue and

sell the Bonds, the sale of which this Note anticipates, as soon as practicable and to set aside the proceeds of the Bonds into a special trust fund for the payment of the principal of and interest on this Note.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of [\$5,000 and integral multiples thereof.]

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Kaukauna, Outagamie and Calumet Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF KAUKAUNA,  
OUTAGAMIE AND CALUMET COUNTIES,  
WISCONSIN

By: \_\_\_\_\_  
Anthony J. Penterman  
Mayor

(SEAL)

By: \_\_\_\_\_  
Kayla Nessmann  
City Clerk

COOPY

Date of Authentication: \_\_\_\_\_, 2026

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Kaukauna, Wisconsin.

U.S. BANK TRUST COMPANY,  
NATIONAL ASSOCIATION

By \_\_\_\_\_  
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

# Tax Incremental District (TID) Termination Resolution

City \_\_\_\_\_ of \_\_\_\_\_ Kaukauna \_\_\_\_\_ TID 6 Resolution \_\_\_\_\_ 2026-5507  
(town, village, city) (municipality) (number) (number)

WHEREAS, the City \_\_\_\_\_ of \_\_\_\_\_ Kaukauna \_\_\_\_\_ created TID 6 on 05 02, 2006, and adopted  
(month) (day) (year)  
a project plan in the same year, and

WHEREAS, all TID 6 projects were completed in the prescribed allowed time; and:

WHEREAS, sufficient increment was collected as of the 2025 tax roll, payable 2026, to cover TID 6  
(year) (year)  
project costs.

WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City \_\_\_\_\_ of \_\_\_\_\_ Kaukauna \_\_\_\_\_ terminates TID 6; and

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Clerk shall notify the Wisconsin Department of Revenue (DOR),  
within sixty (60) days of this resolution or prior to the deadline of April 15, 2027, whichever comes first, that the TID  
(year)  
has been terminated; and

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Clerk shall sign the required DOR Final Accounting Submission  
Date form (PE-223) agreeing on a date by which the City \_\_\_\_\_ shall submit final accounting information to DOR;  
and:

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ Treasurer shall distribute any excess increment collected after  
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as  
determined in the final audit by the City \_\_\_\_\_'s auditor, CLA (CliftonLarsonAllen).  
(auditor name)

BE IT FURTHER RESOLVED, that the City \_\_\_\_\_ of \_\_\_\_\_ Kaukauna \_\_\_\_\_ shall accept all remaining debts for  
TID 6 as determined in the final audit by the City \_\_\_\_\_ auditor, CLA (CliftonLarsonAllen).  
(auditor name)

Adopted this 21 day of \_\_\_\_\_ April, 2026  
(day) (month) (year)

Resolution introduced and adoption moved by alderperson \_\_\_\_\_  
(name)

Motion for adoption seconded by alderperson \_\_\_\_\_  
(name)

On roll call motion passed by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ nays  
(number) (number)

ATTEST:

\_\_\_\_\_  
(Mayor/Head of Government Signature)

\_\_\_\_\_  
(Clerk Signature)



# MEMO

## Department

To: Common Council  
From: Tim Greenwood, City Attorney  
Date: April 8, 2026  
Re: 7.09 – Neighborhood Electric Vehicles and Other Motorized Vehicles Ordinance Update

### Background information:

At the June 16, 2025 Legislative Committee meeting, members discussed the growing need to update City ordinances to address the increasing use of electric bicycles, electric scooters, and similar motorized personal-transportation devices within the community. A subcommittee was created to study the issue and recommend policy updates. Membership included Mayor Penterman, Alder Antoine, Alder Moore, Police Chief Graff, School Resource Officer (SRO) Lambie, and the City Attorney.

The subcommittee met four times, reviewing comparable ordinances from municipalities including Appleton and Oshkosh to evaluate regional best practices. After the framework was drafted, SRO Lambie met with ten students from the Riverview Middle School Eagle Council to obtain youth feedback, which was reported back to the subcommittee. Chief Graff and the City Attorney also met with Municipal Judge Hufschmid to discuss the potential ordinance and penalties for any violations.

The sub-committee had a good base to work from with the language existing in 7.09 already and incorporating language from Ordinance 7.11 Bicycles and other state statute to craft a new ordinance that is able to accurately categorize the different potential types of electric-powered vehicles based on their characteristics.

Electric bicycles, electric scooters, and personal motorized mobility devices are able to be operated in the same style and manner the regular peddle bicycles are able to be operated, except for at the City's Skate Park due to potential risk operating that type of equipment on the skate equipment. The sub-committee also considered restriction for multiple riders or having a pet on a device; along with considerations for safety features on the devices like front-facing lights and rear lights or reflective tape.

For purposes of enforcement against dangerous operation of the device, the sub-committee ended up recommending a “careless operation” standard where officers are able to have discretion to give citations that create an unnecessary risk.

**Strategic Plan:**

This change provides the City with an actionable ordinance to protect residents and riders of e-bikes, e-scooters, and similar vehicles from creating situations of unnecessary risk while the City, and the rest of the state, await the state legislature providing more explicit guidance on how the state wants to address these concerns.

**Budget:** N/A

**Staff Recommended Action:**

Recommend approval of the amendment to Ordinance 7.09 to the Common Council.

**CITY OF KAUKAUNA  
ORDINANCE 1954-2026**

**ORDINANCE REPEALING AND REPLACING SECTION 7.09  
NEIGHBORHOOD ELECTRIC VEHICLES AND OTHER MOTORIZED VEHICLES**

**WHEREAS**, the City's existing Ordinance 7.09 addressed only Neighborhood Electric Vehicles (NEV) and did not contemplate the rapid growth of other small electric transportation devices now commonly used within the community; and

**WHEREAS**, the State of Wisconsin has not provided clear state-level guidelines on how to regulate these other small electric transportation devices; and

**WHEREAS**, on June 16, 2025, the Legislative Committee initiated a focused review of the City's regulations and formed a subcommittee to study best practices and recommend updates to the City ordinance to govern these devices; and

**WHEREAS**, the proposed ordinance updates align City definitions with Wisconsin Statutes, including definitions for electric bicycles (Class 1, 2, and 3) under Wis. Stat. § 340.01(15ph), electric scooters under Wis. Stat. § 340.01(15ps), motor bicycles under Wis. Stat. § 340.01(30), and incorporate NEV authorization consistent with Wis. Stat. § 349.26, thereby ensuring consistency with state law and clarity for users and enforcement; and

**WHEREAS**, to promote safety and provide a workable enforcement tool, the ordinance adopts a careless operation standard applicable to personal motorized mobility devices, allowing officers to address behavior that creates unnecessary risk regardless of the specific device type

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Kaukauna, State of Wisconsin, that Section 7.09 Neighborhood Electric Vehicles and Other Motorized Vehicles, of the City of Kaukauna Municipal Code is hereby repealed and replaced as follows:

7.09 Neighborhood Electric Vehicles and Personal Motorized Mobility Devices

1. *Definition.*

- a. "Electric bicycle" (see Wis. Stat. § 340.01(15ph)) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts or less and that meets the requirements of any of the following classifications:

1. Class 1 electric bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and

that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

2. Class 2 electric bicycle is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
3. Class 3 bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

Any electric bicycle modified to exceed 28 miles per hour or equipped with a motor exceeding 750 watts shall not be considered an electric bicycle under Wis. Stat. § 340.01(15ph) and may be classified as an “electric motorcycle” as defined below and subject to licensing and registration requirements.

- b. “Electric motorcycle” means a motor vehicle manufactured with an electric motor with more than 750 watts, a seat or saddle requiring the rider to sit astride, not more than 3 wheels in contact with the ground, steering controlled by handlebars, and acceleration and braking controlled with handlebar and/or foot controls and is capable of speeds in excess of 30 miles per hour. Motor vehicles meeting this description shall be considered motorcycles under Wis. Stat. § 340.01(32) and shall require a valid Class M motorcycle license for operation on public roads. Operation without a valid license may constitute a violation of Wis. Stat. § 343.05 and may be subject to enforcement and penalties under state law, including fines and demerit points.
- c. “Electric scooter” (see Wis. Stat § 340.01(15ps)) means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. “Electric scooter” does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.

Any electric scooter modified to exceed 20 miles per hour shall no longer be considered an electric scooter under Wis. Stat. § 340.01(15ps) and may be

classified as an “electric motorcycle” as defined above and subject to licensing and registration requirements.

- d. “Hours of darkness” (see Wis. Stat. § 340.01(23)) means the period of time from one-half hour after sunset to one-half hour before sunrise and all other times when there is not sufficient natural light to render clearly visible any person or vehicle upon a highway at a distance of 500 feet.
- e. “Motor bicycle” (see Wis. Stat. § 340.01(30)) means a bicycle to which a power unit that is not an integral part of the vehicle has been added to permit the vehicle to travel at a speed of not more than 30 miles per hour with a 150-pound rider on a dry, level, hard surface with no wind and having a seat for the operator. “Motor bicycle” does not include an electric bicycle.
- f. “Neighborhood electric vehicle” means any self-propelled electrically-powered motor vehicle, excluding golf carts, that has a maximum speed of 20 to 25 miles per hour and conforms to the definition and safety requirements for low-speed vehicles under 49 CFR 571.3(b) and 571.500.
- g. “Personal motorized mobility device” means any self-propelled device designed to transport one person, powered in whole or in part by an electric or combustion motor. This term includes, but is not limited to:
  - 1. Electric bicycles.
  - 2. Motor bicycles.
  - 3. Electric Scooters.

This term does not include:

- 1. Neighborhood electric vehicles.
  - 2. Operation of a vehicle properly licensed by the Department of Transportation.
  - 3. Operation of mobility aids used by people with disabilities.
  - 4. Operation of motorized farm equipment.
  - 5. Operation of lawn equipment.
  - 6. Operation of garden equipment.
2. *Limitations.* Neighborhood electric vehicles, authorized pursuant to Wis. Stats. § 349.26, are allowed to be operated on all public roads with posted speeds of 35 miles per hour or less within the city, except not on those city streets on the state trunk

network, marked with S.T.H. or U.S.H. route. Notwithstanding the above, such operation is permitted on:

- a. S.T.H. "55" north of C.T.H. "CE" and south of Desnoyer Street.
  - b. S.T.H. "96" from the west city limits to Claribel Street.
3. State driver's license and registration required for Neighborhood Electric Vehicles.
    - a. Any person who operates a neighborhood electric vehicle on any city street must hold a valid state driver's license.
    - b. Any person who operates a neighborhood electric vehicle on any city street must register the neighborhood electric vehicle with the state, if required by state law.
  4. Operation of Personal Motorized Mobility Devices.
    - a. *Careless Operation.* No person shall operate a Personal Motorized Mobility Device upon a street, sidewalk, alley, or trail in the City carelessly or heedlessly in disregard of, or in danger to, the rights or safety of other's property or person. No person shall operate a Personal Motorized Mobility Device upon the streets of the City without having manual control of the handlebars (if the Personal Motorized Mobility Device is equipped with such maneuvering apparatus) in any manner that necessitates the element of unusual or extraordinary skill or involves unnecessary risk.
    - b. No person shall operate a Personal Motorized Mobility Device at speeds greater than is reasonable and prudent under the conditions and circumstances and having regard for the actual and potential hazards then existing.
  5. Operation at the City's Skate Park.
    - a. No person shall operate any motorized vehicle, whether powered by a combustion or electric motor, within the boundaries of any city-owned skate park. This prohibition includes, but is not limited to, electric bicycles, electric scooters, motor bicycles, mopeds, motorcycles, and personal motorized mobility devices.
    - b. Mobility aids used by individuals with disabilities are permitted within the skate park for access and observation. However, for safety reasons, such devices shall not be operated on skate park equipment, including ramps, rails, or other elevated structures designed for skating or biking. This

restriction is based on legitimate safety concerns and does not limit general access to the skate park.

- c. This section does not apply to city maintenance vehicles performing official duties.
6. Single Rider and Pet Restriction. No personal motorized mobility device, as defined above, shall be operated with more than one rider. The transportation of pets on such devices is strictly prohibited.
7. Sidewalk Operation Restrictions for Personal Motorized Mobility Devices
- a. Business Districts. Operation is prohibited on sidewalks in downtown business areas.
  - b. Other Districts. Operation is only allowed for:
    - 1. Children under 13
    - 2. A person over the age of 12 years who is accompanying a bicycle rider who is under the age of 13 years.
    - 3. Newspaper carriers performing duties.
  - c. Physically handicapped persons. Exempt when using mobility aids like scooters, wheelchairs, or three-wheeled bicycles.
  - d. Right-of-way. All persons operating or riding a bicycle on a sidewalk shall yield the right-of-way to any pedestrian and, within a crosswalk, to any motor vehicle, and shall give an audible signal before passing any pedestrian or bicycle rider proceeding in the same direction.
8. Lamps and other equipment on electric bicycles and other vehicles and devices.
- a. No person may operate an electric bicycle, electric motorcycle, electric scooter, motor bicycle, neighborhood electric vehicle, or personal motorized mobility device during hours of darkness unless the electric bicycle or other vehicle or device listed is equipped with (or the operator is wearing) a lamp emitting a white light visible from a distance of at least 500 feet to the front of the electric bicycle or other vehicle or device listed.
  - b. The electric bicycle or other vehicle or device listed shall also be equipped with a red reflector that has a diameter of at least 2 inches of surface area or a strip of reflective tape that has at least 2 square inches of surface area, on the rear of the vehicle or device so mounted or

maintained as to be visible from all distances 50 to 500 feet to the rear when directly in front of lawful upper beams of headlamps of a motor vehicle. A lamp emitting a steady or flashing red light visible from a distance of 500 feet to the rear may be used in lieu of the red reflector.

- 9. Penalties.
  - a. Any person who violates this section shall be subject to the following forfeitures:
    - 1. Under 16 years old:
      - a. First offense - \$62.00.
      - b. Second and subsequent offenses- \$124.00.
    - 2. Over 16 years old:
      - a. First offense - \$124.00.
      - b. Second and subsequent offenses - \$248.00.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL  
April 8<sup>th</sup>, 2026.

Presiding Officer

Attest

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Anthony J. Penterman, Mayor,  
City of Kaukauna

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Kayla Nessmann, Clerk,  
City of Kaukauna