

COMMON COUNCIL

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



Tuesday, October 06, 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. Permission to St. Ignatius for Christmas Tree Sales on the Farmers Market Lot starting November 27 until sold.
 - [b.](#) Proclamation Recognizing Walk and Bike to School Day October 7, 2026.
 - [c.](#) Proclamation Pedestrian and White Cane Safety.
 - d. Reappointment of Barbara Timmons to the 1000 Island Environmental Center Committee (3-year term).
 - e. Reappointment of Charles West to the 1000 Island Environmental Center Committee (3-year term).
7. Consent Agenda.
 - a. Approve the Board of Public Works Meeting Minutes of October 5, 2026.
 - b. Approve the Finance and Personnel Committee Meeting Minutes of October 5, 2026.
 - c. Approve the Health and Recreation Committee Meeting Minutes of October 5, 2026.
 - d. Approve the Legislative Committee Meeting Minutes of October 5, 2026.
 - [e.](#) Approve the Common Council Meeting Minutes of September 15, 2026.
 - [f.](#) Receive and place on file the Library Board Meeting Minutes of August 25, 2026.
 - [g.](#) Receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of August 20, 2026.
 - [h.](#) Approve the Special Event application to St. Ignatius School for Trunk or Treat Event on 10.30.2026 from 5pm-7pm.
 - [i.](#) Approve the Special Event and amplified noise application to Fox Family Endurance Events, Inc for the Fox Heritage Run on 4.31.2027 from 10am-7pm and 5.1.2027 from 6am-11am.
 - [j.](#) Approve the Temporary Class B License to Holy Cross Parish for Oktoberfest on November 1, 2026, from 10AM - 6 PM.
 - [k.](#) Bills Payable.
8. Reports of standing and special committees.
 - a. Operator (Bartender) Licenses.

9. Reports of City officers.
 - [a.](#) Adult Family Home Special Exception History.
 - [b.](#) Special Exception Request – Haven Heritage Adult Family Home.
 - [c.](#) Consent and Vote of Property Owner for Amendment to Protective Covenants.
 - [d.](#) Digital Accessibility Mandate & Records Compliance (WCAG 2.1 Level AA).
10. Alder requests for discussion at next Common Council meeting.
11. 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 – Commerce Crossing Business Park Parcel 322095503.
 - 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 – Holland Cold Storage Agreements.
 - d. Return to Open Session for possible action.
 - e. 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 – River View Middle School.
 - f. Return to Open Session for possible action.
12. Adjourn.

13. NOTICES

Common Council – Notice is hereby given this is a public meeting of the Common Council. As such, all members or a majority of the City's Standing Committees will likely be in attendance.

While members of the Common Council or any Standing Committees may participate in discussions, only the Common Council will take formal action.

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

14.

15. **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 RECOGNIZING
WALK AND BIKE TO SCHOOL DAY**

October 7, 2026

WHEREAS, hundreds of children could be saved each year if communities take steps to make pedestrian safety a priority, and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine, and

WHEREAS, driving students to school by private vehicle contributes to traffic congestion and air pollution, and

WHEREAS, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution, and

WHEREAS, children, parents and caregivers, and community leaders across North America are joining together to walk to school in an effort to learn healthful and safe pedestrian habits and to evaluate pedestrian safety in their communities,

NOW THEREFORE, BE IT RESOLVED that I, Anthony J. Penterman, Mayor of the City of Kaukauna, proclaim October 7th as "Walk and Bike to School Day" in Kaukauna, Wisconsin and encourage everyone to consider the safety and health of children this month and throughout the year.

Dated this 6th day of October 2026.



Anthony J. Penterman, Mayor



PEDESTRIAN AND WHITE CANE SAFETY PROCLAMATION

WHEREAS, safe, accessible streets are essential for the well-being of all residents, including children, older adults, and people with disabilities; and

WHEREAS, thousands of Wisconsinites, including over 100,000 with vision loss, rely on sidewalks, curb ramps, accessible pedestrian signals, white canes, and service animals to navigate public spaces safely; and

WHEREAS, Wisconsin's White Cane Law requires drivers to stop at least 10 feet from pedestrians using a white cane or service animal, reinforcing the need for driver awareness and pedestrian respect; and

WHEREAS, communities can reduce injuries and save lives by investing in proven pedestrian safety infrastructure such as high-visibility crosswalks, traffic calming, and accessible design; and

WHEREAS, raising awareness of pedestrian rights and responsibilities promotes a culture of safety and inclusion for all road users;

NOW, THEREFORE BE IT RESOLVED that, I, Mayor Anthony J. Penterman, on behalf of the residents of the City of Kaukauna, do hereby proclaim October as **PEDESTRIAN SAFETY MONTH** and October 15, 2026 as **WHITE CANE SAFETY DAY** in Kaukauna, Wisconsin and call on all residents, leaders, and law makers to prioritize safe, accessible streets year-round.

Signed and sealed this 6th day of October 2026.



Anthony J. Penterman, Mayor





COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – September 15, 2026

Pursuant to adjournment on September 1, 2026, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, September 15, 2026.

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

Absent & Excused: Thiele

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, IT Manager Taplin, Associate Planner Nelson, 1000 Islands Naturalist Garrity, and interested citizens.

Motion by Moore, seconded by Schell to excuse the absent alder.

All Ald. Present voted aye.

Motion carried.

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

Public Hearing on the KU Rezoning.

Mayor Penterman declared the public hearing open and asked if anyone in the Council Chambers or on Zoom wished to address the Council regarding the KU rezoning.

After asking two more times if anyone else wished to address the council, no one appeared, Mayor Penterman declared the public hearing closed.

Jessica Decet Donation from Fox Firecracker 5K and Kids Run (\$1900 to the 1000 Islands Environmental Center's campaign for an Eagle Nest Web Camera and \$1210 to the Kaukauna Aquatic Center).

Jessica Decet, Race Director of the Fox Firecracker 5K and President of the Fox Family Endurance Events, gave a brief overview of the recent Fox Firecracker 5K event. Decet presented a donation of \$1900 to the 1000 Islands Environmental Center's campaign for an Eagle Nest web camera and \$1210 to the Kaukauna Aquatic Center.

Reappointment of Greg Lenz to the Utility Commission (5-year term).

Motion by Moore, seconded by Antoine to reappoint Greg Lenz to the Utility Commission (5-year term).

All Ald. Present voted aye.

Motion carried.

Proclamation recognizing Public Power Week October 4-10, 2026 - A Week-Long Celebration of Kaukauna Utilities' Year-Round Service.

Motion by Kilgas, seconded by Eggleston to receive and place on file the Proclamation recognizing Public Power Week October 4-10, 2026 - A Week-Long Celebration of Kaukauna Utilities' Year-Round Service.

All Ald. Present voted aye.

Motion carried.

CONSENT AGENDA

Board of Public Works Meeting Minutes of September 14, 2026.

Finance and Personnel Committee Meeting Minutes of September 14, 2026.

Health and Recreation Committee Meeting Minutes of September 14, 2026.

Legislative Committee Meeting Minutes of September 14, 2026

Common Council Meeting Minutes of September 1, 2026.

Heart of the Valley Metropolitan Sewerage District Meeting Minutes of August 11, 2026.

Industrial Park Commission Meeting Minutes of July 23, 2026.

Plan Commission Meeting Minutes of July 23, 2026.

Fire Report for August 2026.

Ambulance Report for August 2026.

Police Report for August 2026.

Code Enforcement Report for August 2026.

Item pulled by Mayor Penterman and will be brought back at a future meeting.

Clerk-Treasurer's Daily Deposit Report for August 2026.

Court Report for August 2026.

Building Inspection Report for August 2026.

Special event and amplified noise application to Kaukauna School District for the Homecoming Parade on 10/7/26 from 5:30-6:30pm.

Bills Payable.

Motion by Moore, seconded by Kilgas to approve the consent agenda.

All Ald. Present 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 **2026-2027** and have been recommended for approval based on their record check by the police department:

Limon	A	Lisette	Appleton
Regmi		Sandeep	Appleton
Olson	M	Elizabeth	Kaukauna
Keddell	J	Andrew	Little Chute
Michaelis	L	Laura	Kaukauna
Koester	L	Nikki	Combined Locks

Motion by Schumacher, seconded by Kilgas, to approve the operators/bartender's licenses as listed.

All Ald. Present voted aye.

Motion carried.

REPORTS OF CITY OFFICERS

Special Exception Request – Haven Heritage Adult Family Home.

A special exception request was submitted by Paul and Komaria Mendy of Haven Heritage Adult Family Home LLC for the operation of an adult family home at 180 Plank Road (parcel #322073200). This property is zoned Residential Multifamily (RMF), and the current use of the property is duplex style residential units. Per Section 17.19(3) of the Municipal Code, community living arrangements/group homes, subject to Wis. Stats. § 62.23(7)(i), are permitted as a special exception.

Haven Heritage Adult Family Home LLC is seeking to operate a 1- to 2-bed certified adult family home for adults with disabilities. This home would operate as a typical residential home with 24/7 support, no signage, and minimal traffic. The special exception request was also sent over to police and fire for review and comments. There are two existing adult family homes within 2,500 feet, located at 150 and 154 Plank Road, that have required extensive assistance from both departments. The Plan Commission recommended denial of the special exception request, due to stress on public services, with a roll call vote of 5-2.

Motion by Kilgas, seconded by Schell to let the applicant speak on behalf of the special exception request for Haven Heritage Adult Family Home.

All Ald. Present voted aye.

Motion carried.

Komaria and Paul Mendy, 206 Plank Rd, Kaukauna, addressed questions and concerns on the Haven Heritage Adult Family Home. One of the main concerns was the extensive calls received for two existing adult homes at 150 and 154 Plank Road. Komaria Mendy expressed how one way to alleviate these concerns was to take on more clientele with less behavioral needs. Mendy also stated that in their industry, clientele is placed into 3 different tiers: low behavior, medium behavioral, and severe behavioral. Mendy said they could put controls in place on what type of individuals get serviced at this location.

Alders expressed how they denied a few other adult homes recently and want to be fair with how they enforce the rules. Alders asked for more information and for this to come back to a future Common Council meeting.

Rezoning Request - KU.

Eric Miller, applicant, on behalf of Kaukauna Utilities, owner, has applied to rezone their properties located at 300 Island Street from Industrial District (IND) and Residential Two-Family District to Institutional District (IT). The intention is to rezone the following parcels: 325011700, 325011800, 325012400, 325011300, 325011400, and 325011500.

Ordinance and Fee Update Introduction.

Planning and Community Development staff received a request from an alder to look into updating department fees to ensure they are still covering costs when it comes to staff review, published notices, and mailings. Staff recommend that ordinances are updated so that all fees are set by resolution. The City of Kaukauna has significantly lower fees than neighboring communities. Alders expressed interest in updating ordinances and fees.

Extraterritorial CSM Review – Parcels 030019202 & 030019600 (Town of Buchanan).

Scott Andersen, surveyor, has submitted a certified survey map on behalf of Kaukauna Storage LLC c/o Brian VanLanen, owner of parcels 030019202 and 030019600, for the adjustment of lot lines.

This CSM was brought before the Plan Commission at the July 9, 2026, meeting, where concerns were raised that the adjusting of these lot lines would not leave enough room for planned residential development as per the City's Comprehensive Plan. The Plan Commission requested that the CSM be brought back at a later date with additional information showing that the lot line shift would not affect future residential development. Additional documentation was provided at the Plan Commission meeting on September 3, 2026, showing that future residential development would still be feasible. At that meeting, the commissioners recommended approval of the CSM to the Common Council.

Kaukauna Utilities Amendment.

In 2014, the city entered a Lease and Memorandum of Understanding, and associated easements for access and utilities, with Outagamie County for the installation and maintenance of a communications tower at 809 Boyd Avenue. The easement and agreement were not recorded and were not identified by City staff as part of the recent CSM for the Kaukauna Water Treatment Plant #1. The existing easement would cause issues with the development of the site for KU. KU and Outagamie County have discussed the changes needed to make the site work for both parties. The City and Outagamie County can make amendments to the agreement to adjust the width of the easement to accommodate, and those amendments must then be approved by the City's Common Council and by the County Board of Supervisors.

Motion by Moore, seconded by Antoine, to approve the document "First Amendment to Lease and Memorandum of Understanding Dated March 31, 2014" and authorizing Mayor Penterman or designee to sign.

All Ald. Present voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2026-5525 Resolution Approving a Certified Survey Map Located Within the City of Kaukauna Extraterritorial Plat Approval Jurisdiction (Town of Buchanan).

Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2026-5525 Resolution Approving a Certified Survey Map Located Within the City of Kaukauna Extraterritorial Plat Approval Jurisdiction (Town of Buchanan).

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Resolution 2026-5525 Resolution Approving a Certified Survey Map Located Within the City of Kaukauna Extraterritorial Plat Approval Jurisdiction (Town of Buchanan).

All Ald. Present voted aye.

Motion carried.

Ordinance 1962-2026 Ordinance Repealing and Replacing Section 1.44.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Ordinance 1962-2026 Ordinance Repealing and Replacing Section 1.44.

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Schumacher to adopt Ordinance 1962-2026 Ordinance Repealing and Replacing Section 1.44.

All Ald. Present voted aye.

Motion carried.

Ordinance 1963-2026 Ordinance Rezoning Parcels 325011700, 325011800, 325012400, 325011300, 325011400, and 325011500 from Industrial District (IND) and Residential Two Family (RTF) to Institutional District (IT).

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Ordinance 1963-2026 Ordinance Rezoning Parcels 325011700, 325011800, 325012400, 325011300, 325011400, and 325011500 from Industrial District (IND) and Residential Two Family (RTF) to Institutional District (IT).

All Ald. Present voted aye.

Motion carried.

Motion by Moore, seconded by Schumacher to adopt Ordinance 1963-2026 Ordinance Rezoning Parcels 325011700, 325011800, 325012400, 325011300, 325011400, and 325011500 from Industrial District (IND) and Residential Two Family (RTF) to Institutional District (IT).

All Ald. Present voted aye.

Motion carried.

ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

Alder Moore requested a review of the beekeeping ordinance.

CLOSED SESSION

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 322095503.

Motion by Moore, seconded by DeCoster to 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 322095503.

All Ald. Present Voted aye.

Motion carried.

Adjourned to closed session at 8:04 PM.

Return to Open Session for possible action.

Motion by Moore, seconded by DeCoster to return to open session.
All Ald. Present voted aye.
Motion carried.

Returned to open session at 8:23 PM.

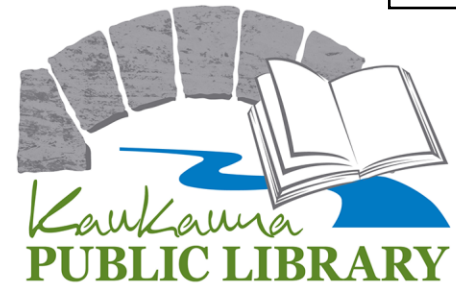
ADJOURN

Motion by Antoine, seconded by Eggleston to adjourn.
All Ald. Present voted aye.
Motion carried.

Meeting adjourned at 8:23 PM.

Kayla Nessmann, Clerk





LIBRARY BOARD MEETING MINUTES

City of Kaukauna
Kaukauna Public Library
207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 25, 2026 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President Neumeier at 5:30p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, C. Van Boxtel, C. Fallona, P. Davis, J. Lucas, A. Neumeier, J. Van De Hey, D. Tatro
 - b. Excused: J. Vondracek
 - c. Also present: A. Thiem-Menning, J. Berven
3. Public Participation and Communications
 - a. None.
4. Consent Agenda
 - a. Meeting minutes of Tuesday, June 23, 2026
 - b. Bill Register June 2026
 - c. Bill Register July 2026
 - i. C. Fallona made a motion to approve the consent agenda, seconded by C. Van Boxtel. Motion carries; all in favor.
5. Action Items
 - a. Update Study Room Policy
 - i. M.J. Kilgas made a motion to update the Study Room Policy, seconded by D. Tatro. Motion carries; all in favor.
 - b. Update 1:1 Staff Lesson and Technology Help Policy
 - i. D. Tatro made a motion to approve the 1:1 Staff Lesson and Technology Help Policy, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning noted that the software migration has gone very smoothly with staff. The most difficult part of the migration was the switch from Bibliocommons to Vega for the InfoSoup search catalog because the URL changed and many people have the old site bookmarked, which is still up, and in the process of being removed.
 - b. Assistant Directors Report
 - i. A. Thiem-Menning thanked Assistant Director Berven for his thorough work in creating our new training manual.
 - c. Adult Services Report
 - i. A. Thiem-Menning noted the great work that Adult Services Librarian Bethany has been doing with the volunteer program.

The staff are very grateful to have the extra assistance with programs.

- d. Youth Services Librarian Report
 - i. A. Thiem-Menning reported that this was the first time we have changed our Summer Reading Program format in more than a decade and the program that Youth Services Librarian Sarah put together went fabulously and patrons enjoyed it immensely.
 - e. Trustee Topic: Chapter 10
 - f. Statistics
 - i. J. Van De Hey made a motion to receive and place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
7. Adjournment
- i. J. Van De Hey made a motion to adjourn at 6:29p, seconded by P. Davis. Motion carries; all in favor.

Minutes prepared by: A. Thiem-Menning



1000 ISLANDS ENVIRONMENTAL CENTER

1000 ISLANDS COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, August 20, 2026, at 6:30 PM

MINUTES

Members Present White, Eggleston, Timmons, West, Manion, Zornow, and VanBerkel

Not Present Hietpas and Breitzman

Also Present Brad Garrity, Cassandra Kohls, and Terri Vosters

Timmons called the meeting to order at 6:31 PM. A quorum was present.

Public Appearances - None

VanBerkel moved to take Good of the Center action items out of order. White seconded; motion carried.

Karl Zornow was introduced and welcomed by the Committee. He will serve the remainder of Jakel's term through October 15, 2028.

The 2026-2027 Committee Member Listing was reviewed. Eggleston noted her term end date should be corrected from May 1, 2026, to May 1, 2028.

July 16, 2026, Committee Meeting Minutes

Manion moved to approve the minutes, seconded by Eggleston. Motion carried.

July Financial Report

The Committee reviewed the July Financial Report. VanBerkel inquired about a \$10,000 unrestricted donation from an anonymous fund within the Community Foundation for the Fox Valley Region; Vosters explained she had requested the donation, which was approved. White moved to accept the report; Zornow seconded. Motion carried.

VanBerkel commended staff on programming revenue growth. Garrity attributed the increase to expanding the Assistant Naturalist position from part-time to full-time.

VanBerkel requested that the \$1,000 Eagle Cam donation from Fox Family Endurance Events Inc. be reclassified from Account 4802 (Donations and Contributions) to Account 4910 (Environmental Center Restricted Donation).

Correspondence

The Committee reviewed the grant award letter from the Community Foundation for the Fox Valley Region. Garrity reported that grant funds will be used to install stairway railings to the Upper Woods, with any remaining funds applied toward construction of switchback in the Upper Woods.

VanBerkel raised concerns about fencing along the eroded shoreline. Garrity noted the affected trail segment will be rerouted to higher ground and reinforced with split-rail fencing. Eggleston moved to accept the correspondence and place it on file; West seconded. Motion carried.

Friends of 1000 Islands Report – No report

July Naturalist Report

Garrity presented the Naturalist Report. White motioned to approve; seconded by Manion. Motion Carried.

Sub-Committee Meetings

Admin-Finance Sub-Committee

Garrity asked the Committee to consider whether subcommittees should be retained or dissolved. In response to a question from VanBerkel, Vosters clarified that staff develop policies, the Committee provides recommendations, and Council approves changes. Vosters and Garrity are reviewing the bylaws for needed revisions and to formalize existing policies, while keeping them consistent with City policies.

Eggleston said the Committee remains an important advisory body to City Council, but she did not see a need for standing sub-committees. Garrity agreed that the partnership between the City and 1000 Islands has been mutually beneficial and suggested project-specific committees could be created when needed.

Manion and VanBerkel highlighted the value of the Building and Grounds sub-committee in providing focused project oversight. Both supported using ad hoc committees for specific projects, with those committees dissolving once their work is complete.

West emphasized that the Nature Center was established through the support of Outagamie County and the Kaukauna School District and that the Committee should continue to uphold the interests of those founding partners. Eggleston added that the bylaws should evolve to remain relevant and encourage participation and noted Vosters' role to ensure the Committee remains included in City discussions.

White noted that the Education sub-committee already relies on ad hoc teams, citing the Goat Team and Eagle Cam Team as examples, and expressed support for forming groups only when needed.

Van Berkel asked Vosters to rewrite Article 6 of the Committee's bylaws to replace sub-committees with an ad hoc structure and bring the revised language back for review at the next meeting.

The Committee reviewed the endowment statements. Kohls noted the reports were generated through the Community Foundation portal. Van Berkel stated the 2026 endowment distribution is expected in the first quarter of 2027. Garrity explained that donation funds help offset operational expenses and that the Committee will discuss allocation of any year-end surplus donation revenue.

Education Sub-Committee – No meeting

Building and Grounds Sub-Committee – No meeting

Old Business – None

New Business

The Committee reviewed the preliminary 2027 budget and Capital Improvement Program (CIP). Garrity outlined plans to utilize the remaining 2026 budget before year-end.

For the 2027 budget, Garrity noted a decrease in animal care expenses due to the loss of Jabber and reduced food costs. Proposed increases include contractual services to account for a projected 3-5% increase in custodial costs. Garrity noted that quotes were obtained but the current vendor remains the most cost-effective option.

The Committee reviewed the CIP and agreed to reprioritize projects, moving restroom toilet replacements and lighting upgrades ahead of window replacement. Garrity noted that the toilets frequently run, wasting water, and are becoming more difficult to repair due to limited parts availability. Vosters will obtain replacement quotes. Committee members supported prioritizing restroom and lighting improvements over window replacement.

Garrity reported that aging ballasts and flickering lights support moving forward with a lighting upgrade. The Committee also discussed adding roof replacement to the CIP within the next four years and a potential \$10,000 playground enhancement project. Eggleston suggested exploring whether equipment from the River View playground could be repurposed, though Garrity noted the intent is not to create a full-scale playground at 1000 Islands.

Eggleston asked about the front entry project. Garrity stated the project will begin at the end of September and is set to be completed by the end of October.

Zornow motioned to approve the preliminary 2027 budget; seconded by Manion. Motion Carried.

Committee Size Discussion

Garrity reviewed Ordinance 1.44 - 1000 Islands Environmental Center Committee, which currently requires (11) committee members: (8) citizen members, (1) School Board representative, (1) Friends of 1000 Islands member, and (1) Council representative. Garrity recommended reducing the Committee to (9) members, including (6) citizen members with staggered terms. Manion moved to approve the change; Van Berkel seconded. Motion carried.

Vosters will work with the City Attorney to draft the change to Ordinance 1.44.

Good for the Center - None

Next Committee Meeting

The next Committee Meeting will be on Thursday, September 17, 2026, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, VanBerkel moved to adjourn the August 20, 2026, Committee Meeting at 8:02 PM. Seconded by Eggleston. Motion carried.

Cassandra Kohls

Added on: September 17, 2026 at 12:45 pm

Applicant Information

Event Coordinator Name

Jessica Poch

Phone

920-766-0186

Email

office@stignatiuskaukauna.org

Phone Number for day of the event

920-470-9343

Organization Information

Sponsoring Organization's Name

St. Ignatius Catholic School

Organization Address

220 Doty St.

Kaukauna, Wisconsin 54130

Are you a 501(3) C Organization?

No

Will alcohol be sold? (Must be a qualifying non-profit organization, see application in the above checklist)

No

Event Information

Name of event

Trunk N Treat

How long is your event?

My event is one day only

Date of the Event

October 30, 2026

Event start time (include set up time)

5:00 PM

End time (include take down time)

7:00 PM

Total anticipated attendance for event (Please include attendees and staff, volunteers, vendors, etc.)

300

Describe your event and its purpose

To allow our students and the community to come to a safe fun trick n treating event

Do you have a certificate of insurance for your event? (For events larger than 249 people and/or events that require street closure)

Yes

If you have it, please upload a copy of your certificate of insurance here. If you will be getting it from your insurance company in the future, please email to specialevents@kaukauna.gov once you have it. Community Enrichment staff will reach out to each organization to verify their certificate of insurance.

Health Department

Will food be prepared and/or served at the event?

Yes

Fire Department Information 920.766.6320

Will you use portable commercial cooking equipment, or electrical appliances that draw high amperage?

No

Will you use a tent bigger than 400 square-feet?

No

Police Department and Street Closures 920.766.6337

Will alcohol be served at your event?

No

Are you requiring street closures for your event?

Yes

Will your event be inside or outside?

Outside

Please upload a map/route/location

If having a park event, did you reserve the park?

No

Event Activities

What type of activities will be part of your event (please check all that apply):

There will be precooked burgers and brats. Along with chips and an vegetable.

Additional Services & Equipment**Select all that apply:**

Barricades (\$2 per barricade per day)

How many barricades do you need?

4

I have read the guidelines and policy and agree to the terms within.

SignatureA handwritten signature in black ink, appearing to read "Jessica Poon". The signature is written in a cursive, flowing style.



Certificate of Coverage

Date: 5/15/2025

Certificate Holder Catholic Diocese of Green Bay P.O. Box 23825 Green Bay, WI 54305-3825	This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.
	Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
Covered Location HOLY CROSS CHURCH #606 309 DESNOYER STREET KAUKAUNA, WI 54130-2103	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8878	7/1/2025	7/1/2026	Each Occurrence	1,000,000
	☒ Occurrence				General Aggregate	
	☐ Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	1,000,000
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8878	7/1/2025	7/1/2026	Each Occurrence	5,000,000
					Annual Aggregate	
	Other Employee Dishonesty	8878	7/1/2025	7/1/2026	Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	250,000

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage is verified for claims arising out of Holy Cross Elementary & St. Ignatius Catholic Schools of Loyola - Kaukauna participation in the State of Wisconsin Department of Public Instruction Choice Program. Liability Coverage includes school leaders errors and omissions. Sexual Misconduct coverage is verified for claims arising out of incidents resulting from the operation of Holy Cross Elementary & St. Ignatius Catholic Schools of Loyola- Kaukauna, it employees or volunteers, for the term of the certificate. Sexual Misconduct Coverage is on a claims made basis and is limited to \$1M annual aggregate. CMRS XS \$500,000 XS \$500,000 Church Mutual Insurance Co. - Total Auto Liability \$1,000,000. School Address: 220 Doty St., Kaukauna, WI 54130-2188

Holder of Certificate

Cancellation

Wisconsin Department of Public Instruction
 P.O. Box 7841
 Madison, WI 53707-7841

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul A. Peterson

0015004658

Item 7.i.

Entry (ID 250821)

Show empty fields

Applicant Information

Event Coordinator Name Jessica Decet

Phone 920268809

Email jltamulion@gmail.com

Phone Number for day of the event 9202688809

Organization Information

Sponsoring Organization's Name Fox Family Endurance Events, Inc

Organization Address 3307 Eiler Rd
De Pere, Wisconsin 54115

Item 7.i.

Are you a 501(3) C Organization?

Yes

Attach IRS proof of designation



IRS-Approval-501c3-Fox-Family-Endurance-Events-1.pdf

Will alcohol be sold? (Must be a qualifying non-profit organization, see application in the above checklist)

No

Event Information

Name of event

Fox Heritage Run

How long is your event?

My event spans multiple days

Please list each date and include event start time (include set up time) and event end time (include take down time) for each date.

4/30/2027: 10-noon (tents), 2pm-7pm (packet pickup)
5/1/2027: 6-11am
note: porta potties may be delivered on 4/29/2027.

Item 7.i.

Total anticipated attendance for event (Please include attendees and staff, volunteers, vendors, etc.)

250

Describe your event and its purpose

Fox Heritage Run is a unique and rewarding 8K running race that winds along the Fox River and over the beautiful Nelson Family Heritage Crossing. This race is a great way to challenge yourself, enjoy a beautiful trail system, AND see some of the best views in two amazing communities! The race course starts in the heart of Kaukauna, winds along the Fox River, and then crosses the Nelson Family Heritage Crossing into Little Chute. Participants will then enjoy a portion of Heesaker Park trails, a few road miles in Little Chute and Kaukauna, and finally loop back into downtown Kaukauna. We will also offer a 0.5K and 1K for kids 12 years old or younger. We will be charging each participant a registration fee.

Do you have a certificate of insurance for your event? (For events larger than 249 people and/or events that require street closure)

Yes

Health Department

Will food be prepared and/or served at the event?

Yes

Fire Department Information 920.766.6320

Item 7.i.

Please upload your plan for medical emergencies here



Aid-Stations-and-Medical-Emergency-Protocol-Fox-Heritage-Run-2027.pdf

Will you use portable commercial cooking equipment, or electrical appliances that draw high amperage?

No

Will you use a tent bigger than 400 square-feet?

Yes

Police Department and Street Closures 920.766.6337

Will alcohol be served at your event?

No

Are you requiring street closures for your event?

Yes

Will your event be inside or outside?

Outside

Please upload a map/route/location



WI23032DM-Fox-Heritage-Run-Certified-Course-Certificate.pdf

If having a park event, did you reserve the park? No

Event Activities

What type of activities will be part of your event (please check all that apply): Amplified Music, Run/Walk

Additional Services & Equipment

Select all that apply: Picnic tables (\$7 per picnic table), Garbage carts (\$4 per cart), Recycling carts (\$4 per cart), Barricades (\$2 per barricade per day), Traffic cones

How many picnic tables do you need? 4

How many garbage carts do you need? 4

Item 7.i.

How many recycling carts do you need? 4

How many barricades do you need? 11

I have read the guidelines and policy and agree to the terms within.

Signature Jessica Decet

Comments/Notes

Entry Details

Submitted: Sep 25, 2026 at 9:32 am

Entry ID: 250821

Entry Key: irepv

User Information

IP Address: 2603:6000:c00:131:751a:3265:b126:ffee

Browser/OS: Google Chrome 153.0.0.0 / Windows

Item 7.i.

↻ Referrer: <https://kaukauna.gov/special-events/>

Made with by the Formidable Team
Support / Docs



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
 P.O. Box 2508
 Cincinnati, OH 45201

FOX FAMILY ENDURANCE EVENTS INC
 3307 EILER RD
 DE PERE, WI 54115

Date:
 11/06/2023
Employer ID number:
 93-2875341
Person to contact:
 Name: Customer Service
 ID number: 31954
 Telephone: 877-829-5500
Accounting period ending:
 December 31
Public charity status:
 509(a)(2)
Form 990 / 990-EZ / 990-N required:
 Yes
Effective date of exemption:
 August 09, 2023
Contribution deductibility:
 Yes
Addendum applies:
 No
DLN:
 26053697002813

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
 Director, Exempt Organizations
 Rulings and Agreements

May 1, 2027

Aid Stations and Medical

Medical Assistance

Medical Assistance will be available at the start/finish line.

If you experience a medical issue while on the course, please find the nearest Course Marshal.

If you are unable to complete the race due to medical reasons, or you are transferred to a local hospital, the information will be forwarded to the Finish Line Aid Station. Your family or friends will be notified as soon as possible. Please be aware that medical staff will pull any runner from the race if they believe the participant is unfit to continue.

Please fill out the medical information on the back of your bib. Your safety is our greatest concern.

Water Station

Two water stations will be on the course at approximately at the 2 mile mark and 4 mile mark.

Medical Emergency Protocol

Recognizing a runner in trouble

If a runner is weaving, running with poor posture, appears uncoordinated, or is carrying his/her arms in a waving fashion, offer medical assistance.

Assisting runners who stop or fall

- If a runner stops or falls and then tries to continue, ask the runner:
- What city are you in?
- What is your name?
- What day is it?
- If the runner has trouble answering the questions, keep him/her stationary until medical help arrives if you are able.

Directing injured runners to the Medical Aid Station

- For any minor injuries, send runners to the Medical Aid Station – remember, it is located at the start/finish line.
- If you identify a runner who doesn't want to leave the course and they are able to continue on: Take down their bib number and report to the Medical Aid Station.

If a runner requires emergency assistance, take the following steps

- If you are near the medical station, call the medical volunteer over.
- If you are not near the medical station dial 911.
- Notify the EMS, Police or other Emergency Service. Be sure to report your exact location along the course.
- The first Course Marshal to notice the incident should contact a course medical volunteer or race director.
- Second Course Marshall should stay at site and assist police in filing a report.
- Collect witness information and report to supervisor. You should collect the names, addresses and phone numbers of witnesses. Provide any or all of the information above in full to the Race Director. If necessary, the Race Director will follow-up the incident with any appropriate actions such as contacting the insurance company.
- Volunteers: Give their contact information to the police.



**Road Running Technical Council
USA Track & Field**



Measurement Certificate

Name of the course Fox Heritage Run Distance 8 km
 Location (state) WI (city) Kaukauna
 Type of course: Road Race
 Measuring Methods: Bicycle
 Measured By David Moore - 3112 E Edgemere Dr - Appleton, WI 54915 - (920) 840-4582 - dave.moor@yahoo.com
 Race Contact Jessica Decet - 3307 Eiler Rd., De Pere, WI 54115 - 920-268-8809 - jtamulion@gmail.com
 Date(s) when course measured: 08/31/2023
 Number of measurements of entire course: 2 Course Configuration: partial loop
 Elevation (meters above sea level) Start 200.00 Finish 200.00 Lowest 197 Highest 221
 Straight line distance between start and finish 144 m Drop 0.00 m/km Separation 1.80 %
 Type of surface: Paved 100 % Dirt 0 % Gravel 0 % Grass 0 % Track 0 %
 Effective date of certification: September 26, 2023 Certification code: WI23032DM

Note to Race Director: Use this Certification Code
in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

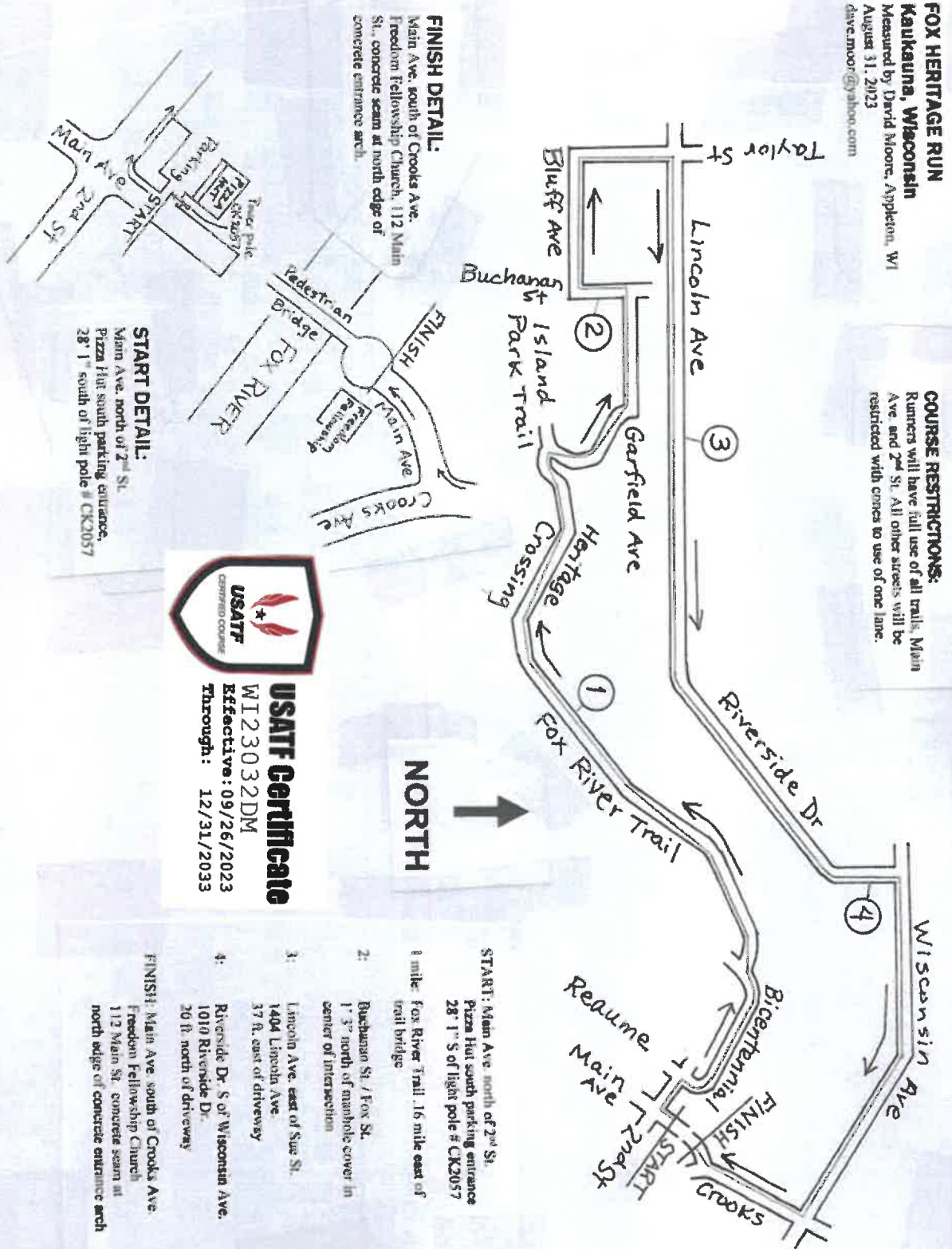
Verification of Course — In the event a National Open Record is set on the course, or at the discretion of USA Track & Field, a verification measurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 of the year: **2033**

David Moore

AS NATIONALLY CERTIFIED BY:

Date: September 26, 2023
 David Moore - USATF/RRTC Certifier - 3112 E Edgemere Dr, Appleton WI 54915
 (920) 840-4582 - dave.moor@yahoo.com



Form
AB-220**Temporary Alcohol Beverage License**

Municipality

License(s) Requested	Fees	
☒ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information			
1. Organization Name Holy Cross Parish			
2. Organization Permanent Address 309 Desnoyer St.			
3. City Kaukauna		4. State WI	5. Zip Code 54130
6. Mailing Address (if different from permanent address) 112 W. 8th St.			
7. FEIN 39-0807048	8. Date of Organization/Incorporation 11/20/18	9. State of Organization/Incorporation WI	
10. Phone [REDACTED]	11. Email		
12. Organization type (check one) ☐ Bona Fide Club ☒ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.			
13. Is this organization required to hold a Wisconsin Seller's permit? ☒ Yes ☐ No			
14. Wisconsin Seller's Permit Number (if applicable) 008-0000430596-05			

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.			
Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Ferris	Luke	Priest	[REDACTED]
Tetzlaff	Mark	Board Trustee	[REDACTED]

Continued →

Part C: Event Information

1. Name of Event (if applicable) Holy Cross Parish - Oktoberfest			
2. Dates of Operation November 1, 2026		3. Hours of Operation 10:00 am - 6:00 pm	
4. Premises Address 309 Desnoyer St.			
5. City Kaukauna		6. State WI	7. Zip Code 54130
8. County Outagamie	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Kaukauna		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Lawrence Ortnier		12. Email and/or Phone Number for Organizer of Event [REDACTED]	
13. Organizer Website www.kaukaunacatholicparishes.org		14. Event Website same	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Event will take place inside the gym and basement of St. Ignatius school. Beer will be served in the basement and will have a Home Brew Tasting event allowed by state statute 125.6(3m)			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Ferris		First Name Luke	M.I.
Title Priest	Email lferris@kaucp.org	Phone [REDACTED]	
Signature <i>Lawrence Ortnier</i>		Date 9/22/26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Form
AB-100Alcohol Beverage
Individual QuestionnaireDate
2/26/26

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Holy Cross Parish

2. Business Trade Name or DBA

Church

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization
Part B: Individual Information

1. Last Name

TETZLAFF

2. First Name

MARK

3. M.I.

J

4. Relationship to Business (Title)

TRUSTEE

5. Email

6. Phone

7. Home Address

8. City

KAUKAUNA

9. State

WI

10. Zip Code

54130

11. Date of Birth

4/4/69

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

WI

Part C: Address History1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY) 4/4/69

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

City

State

Zip Code

Same as above

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

WI

Outagamie

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☒ Yes ☐ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated <i>OWI</i>	Location <i>Dodge County</i>	Conviction Date <i>1995</i>
Penalty Imposed <i>Fine + Suspended License</i>		Was sentence completed? ☒ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☐ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Matthew</i>	Date <i>8/26/26</i>
-----------------------------	------------------------

Form
AB-100Alcohol Beverage
Individual Questionnaire

Date 8/18/26

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Holy Cross Parish

2. Business Trade Name or DBA

Church

3. Entity Type (check one)

☐ Sole Proprietor
 ☐ Partnership
 ☐ Limited Liability Company
 ☐ Corporation
 ☒ Nonprofit Organization
Part B: Individual Information

1. Last Name

Ferris

2. First Name

Luke

3. M.I.

A

4. Relationship to Business (Title)

Pastor

5. Email

6. Phone

7. Home Address

8. City

Kaukauna

9. State

WI

10. Zip Code

54130

11. Date of Birth

07/27/64

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

WI

Part C: Address History1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY) 12/2008

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

City

Green Bay

State

WI

Zip Code

54304

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

IL

Cook

State

County

IN

Spencer

State

County

IN

St. Joseph

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Rev. Luke Q. Ferris</i>	Date <i>8/19/26</i>
---	------------------------

City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
128041	02-46140	9/11/2026		September Janitorial Service	Advanced Solutions	Maintenance 2,277.40
128041	02-46052	9/11/2026		Monthly Janitorial Services - 9/1 - 9/15/26	Advanced Solutions	Maintenance 429.98
128041	02-46323	9/11/2026		Janitorial Services AUGUST 2026 - 2nd half of the month	Advanced Solutions	Maintenance 1,303.92
128042	239978	9/11/2026		O Ring & U Cup - #2171	Air One Equipment, Inc.	106.00
128043	5526270864	9/11/2026		Cylinder Rental	Airgas USA, LLC	247.38
128044	98288	9/11/2026		Security Deposit Refund	Alexis Coerper	200.00
128045	1094	9/11/2026		Live Music Performance	Allen Klein	250.00
128046	28169	9/11/2026		PC Install - Christina Nelson	Amplitel Technologies LLC	300.00
128046	28216	9/11/2026		Monthly Managed Services	Amplitel Technologies LLC	14,895.00
128046	28180	9/11/2026		SPaR Camera Troubleshooting	Amplitel Technologies LLC	85.00
128046	28175	9/11/2026		PDK Controller Installs & Trouble Shooting	Amplitel Technologies LLC	1,070.00
128047	104018029	9/11/2026		#2191 Auto Supply	Auto Value Kaukauna	7.70
128047	104017245	9/11/2026		Oil Change	Auto Value Kaukauna	140.22
128047	104016665	9/11/2026		2193 Auto Maintenance	Auto Value Kaukauna	9.89
128047	104017024	9/11/2026		Shop Supplies	Auto Value Kaukauna	37.84
128047	104018023	9/11/2026		Battery #2191	Auto Value Kaukauna	22.88
128047	104017806	9/11/2026		Shop Supplies	Auto Value Kaukauna	123.75
128047	104017679	9/11/2026		Air Filter #2192	Auto Value Kaukauna	73.22
128047	104018287	9/11/2026		#2192 Oil Change	Auto Value Kaukauna	80.54
128047	104017498	9/11/2026		Shop Supplies	Auto Value Kaukauna	22.59
128047	104017706	9/11/2026		Shop Tools	Auto Value Kaukauna	11.03
128048	CINV053991	9/11/2026		Pharmaceuticals	BayCare Aurora LLC	55.96
128049	95903	9/11/2026		Refund Community Room Cancellation Minus Fee	Bev Lamers	350.00
128050	1G63753	9/11/2026		Chipper Trailer #38	Bobcat Plus Inc	263.32
128051	86307409	9/11/2026		Medical Supplies	Bound Tree Medical, LLC.	272.39
128051	86323291	9/11/2026		Medical Supplies	Bound Tree Medical, LLC.	119.50
128051	86321377	9/11/2026		Medical Supplies	Bound Tree Medical, LLC.	594.68
128052	3-FINAL 9/2/2026	9/11/2026		Project 9-25 Payment #3 - Final, Project 9-25 Payment #3 - Final	Carl Bowers & Sons Construction Co, Inc	87,870.65
128053	297696	9/11/2026		Hose Nozzle Replacement	Carstens Ace Hardware	7.19
128053	297579	9/11/2026		Custodial Supplies	Carstens Ace Hardware	46.76
128053	297252	9/11/2026		Cold & Hot Stem for Faucet	Carstens Ace Hardware	43.18
128053	297270	9/11/2026		2131 Auto Maintenance	Carstens Ace Hardware	17.62
128053	297756	9/11/2026		2192 General Supplies	Carstens Ace Hardware	18.07
128053	297304	9/11/2026		Nuts/Bolts/Nails	Carstens Ace Hardware	0.49
128053	298184	9/11/2026		Key	Carstens Ace Hardware	1.79
128053	297852	9/11/2026		General Supplies	Carstens Ace Hardware	43.70
128054	090826	9/11/2026		Confined Space Tech Training Meals	Cash Vosters	169.90
128055	CAL3573041	9/11/2026		Library Materials	Cavendish Square	131.45
128056	152855801090126	9/11/2026		SIP Block	Charter Communications	213.78
128056	152858601090126	9/11/2026		Internet & Phone	Charter Communications	160.61
128056	152858701090126	9/11/2026		Ntl Fbr	Charter Communications	1,099.00
128057	1000 Islands Endowment Fund 090126	9/11/2026		1000 Islands Endowment Fund - Patty & Mark Weyenberg - Memorial Donation for Ronald Weyenberg	Community Foundation for Fox Valley Region	20.00

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
128057	1000 Islands Endowment Fund 090126a	9/11/2026		1000 Islands Endowment Fund - Antoinette Anderson - Memorial Donation for Tim Drechsler	Community Foundation for Fox Valley Region	50.00
128057	1000 Islands Endowment Fund 082626a	9/11/2026		1000 Islands Endowment Fund - Glenn and Joyce Hansen - Memorial Donation for Tim Drechsler	Community Foundation for Fox Valley Region	20.00
128058	00013	9/11/2026		Payment Toward Reference Guides	Dexter Strategies, LLC	396.00
128059	BE366809	9/11/2026		Class Two Notice for Public Hearing for Special Exception Request at 180 Plank Road - First Notice	Finger Publishing, Inc.	46.81
128060	00038263	9/11/2026		Fox Cities Magazine Ad	Fox Cities Magazine	795.00
128061	57944	9/11/2026		Custodial Supplies	Fox Specialty Company LLC	123.27
128062	6536	9/11/2026		4 animals	Fox Valley Humane Association	368.00
128063	9054932802	9/11/2026		Building Maint.	Grainger Inc	142.62
128064	19001	9/11/2026		Shop/Building Maint., SPaR/Building Maint., MSB/ Building Maint., PD/Building Maint.	Haenco LLC	1,305.47
128065	September 8, 2026	9/11/2026		Wastewater Treatment - August 2026	Heart of the Valley Metropolitan Sewerage District	142,562.67
128066	C66477A	9/11/2026		Exams	I/O Solutions, Inc.	200.00
128067	98662020	9/11/2026		Books	Ingram	21.60
128067	98662019	9/11/2026		Books	Ingram	21.60
128068	12001097	9/11/2026		Street Paint	JC Licht LLC	1,280.82
128069	IN342859	9/11/2026		Fire Hose	Jefferson Fire & Safety, Inc.	3,312.85
128070	17558	9/11/2026		Portable - Nelson Trail	John's Johns	150.00
128070	17557	9/11/2026		Portable/Dog Park	John's Johns	150.00
128071	090826	9/11/2026		Share of Sales from Live! 2026	Kaukauna Lion's Club	1,986.00
128072	091026	9/11/2026		PD Donation In honor of Mark McAndrews - Move to Police Union	Kaukauna Police Union	200.00
128073	BR1793	9/11/2026		Tar Kettle Trailer 41	Klink Hydraulics, LLC	182.34
128073	24706	9/11/2026		Auto Maintenance #2192	Klink Hydraulics, LLC	1,812.04
128074	C130261	9/11/2026		Grease Trap Cleaning, Grease Trap Cleaning	Kuettel's Septic Service	450.00
128075	090226	9/11/2026		Fuel	Kwik Trip, Inc.	261.52
128075	080226a	9/11/2026		Fuel	Kwik Trip, Inc.	265.17
128076	1 8/21/2026	9/11/2026		3-26 Alley Paving	MCC Inc.	210,608.76
128077	090126	9/11/2026		Customer#268973 Subcode#34	MetLife	561.12
128078	862111	9/11/2026		Truck #9	Monroe Truck Equip - Green Bay	457.35
128079	98589	9/11/2026		Security Deposit Refund	Nicole Lach	200.00
128080	2007781	9/11/2026		Carbon Monoxide Monitor	Oshkosh Fire & Police Equipment	195.00
128080	200455	9/11/2026		SCBA Mask	Oshkosh Fire & Police Equipment	240.00
128081	090826	9/11/2026		Warrant Payment for: Civil Process/Family Offense	Outagamie County Sheriff's Office	500.00
128082	082526	9/11/2026		Intern Mileage - Summer 2026 (29 Miles @ \$0.725, 98.4 Miles @ \$0.76)	Payton Chevalier	95.82
128083	M178444	9/11/2026		Medical Supplies	Penn Care, Inc.	296.04
128084	2266714	9/11/2026		KU Patches	Peters Concrete Company	696.00
128085	2026-80838	9/11/2026		Refuse Truck #227	R.N.O.W., Inc.	261.48
128086	6626	9/11/2026		Tank to Pump Check Valve Assy	Rennert's Fire Equipment Service, Inc.	893.24
128087	23304	9/11/2026		2027 Rivistas Magazines	Rivistas Subscription Services	1,778.35
128088	20	9/11/2026		Summer 2026 Babysitting Course	Samantha Precord	587.00
128089	W20200	9/11/2026		Park Mower #126	Service Motor Company, Inc.	653.18

Check #	Bills Paid	Date	Class	Line Description	Addressee	A m o u n t Paid
128090	090426	9/11/2026		Library Program Instruction and Supplies	Shelby Siebers	350.00
128091	6100683-00	9/11/2026		Park Hill Mower #106	Spartan Turf Products, LLC	1,592.51
128092	92315	9/11/2026		Clear Sewer Blockage	Speedy Clean Drain & Sewer	337.50
128093	NA166386	9/11/2026		Books	The Child's World	487.95
128094	90835119430726	9/11/2026		Street Paint	The Sherwin Williams Co.	599.00
128095	08/31/26	9/11/2026		3 Blood Draws	TheDACare Laboratories	127.50
128096	X202900416:01	9/11/2026		KIT-LMP #2121	Truck Country Of Wisconsin	19.43
128097	6160486592	9/11/2026		Coverall/Mat Service	VESTIS	99.23
128098	2176819-1796-9	9/11/2026		Recycling	Waste Management of WI	44.82
128099	6059733218	9/11/2026		Gas Service - August	We Energies	67.85
128099	6061407464	9/11/2026		Gas Service - August	We Energies	1,956.78
128099	6060836739	9/11/2026		Gas Service - August	We Energies	86.95
128099	6062856427	9/11/2026		Gas Service - August	We Energies	9.57
128099	6061081884	9/11/2026		Gas Service - August	We Energies	26.28
128099	6059900935	9/11/2026		Gas Service - August	We Energies	575.29
128099	6059783994	9/11/2026		Gas Service - August	We Energies	9.57
128099	6061196890	9/11/2026		Gas Service - August	We Energies	9.24
128100	81148653	9/11/2026		Yard Gates	Weimer Bearing & Transmission, Inc.	140.16
128101	11901	9/11/2026		WPRA Tickets 2026	Wisconsin Park & Recreation Assn	5,687.00
00000552/1	091026	9/15/2026		09/10/26 Payroll, 09/10/26 Payroll	MissionSquare Retirement	22,197.87
00000553/1	AK6PC6N	9/15/2026		New Printer for Elisa	CDW Government	284.66
00000553/10	IAFF2026-09-10	9/15/2026		09/10/26 Payroll	Fire Association Local 1594	1,025.42
00000553/11	KPPA2026-09-10	9/15/2026		09/10/26 Payroll	Police Association	667.00
00000553/12	PEL2026-09-10	9/15/2026		09/10/26 Payroll	Pelion Benefits, Inc (SSA)	1,902.99
00000553/13	090926	9/15/2026		September - Rent, September - Maintenance	TriKakalin Properties, LLC	21,131.00
00000553/14	27148	9/15/2026		Temp Staffing - Planning Dept		1,055.70
00000553/2	MBAugINV0685	9/15/2026		ACH/CC Chargeback Fee	Gila, LLC	15.00
00000553/2	MBAugINV0684	9/15/2026		ACH/CC Chargeback Fee - Court	Gila, LLC	15.00
00000553/3	LLTM108	9/15/2026		Shred Administration Fee	Iron Mountain Inc.	16.95
00000553/3	LNKZ725	9/15/2026		Shred Administration Fee	Iron Mountain Inc.	16.95
00000553/4	501802-00 2026-08-31	9/15/2026		Tower Drive Sewer Lift	Kaukauna Utilities	1,644.35
00000553/5	58550159	9/15/2026		Oxygen Rental	Linde Gas & Equipment Inc.	85.78
00000553/6	INV19882	9/15/2026		Parks MSV #104	MacQueen Equip Group	284.40
00000553/7	2575504	9/15/2026		NetSuite Software	Oracle NetSuite	1,633.50
00000553/8	091026	9/15/2026		9/10/26 Payroll, 9/10/26 Payroll	Securian Financial Group, Inc.	3,071.21
00000553/9	DBS2026-09-10	9/15/2026		09/10/26 Payroll, 09/10/26 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	10,196.92
Total						564,792.83



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
 From: Adrienne Nelson, Associate Planner
 Date: October 1, 2026
 Re: Adult Family Home Special Exception History

At the Common Council meeting on [September 15th, 2026](#), the Council asked City staff to provide additional background on prior action taken by the review body regarding special exceptions for adult family homes. Staff looked back at special exception applications submitted in the past five years for adult family homes and gathered the following information:

194 Plank Road

- **Applicant:** Zurieth Ahmed
- **Zoning:** [Residential Multifamily District](#)
- **Approved?:** Yes, approved at the [May 7th, 2024](#) Common Council meeting.
- **The following conditions were applied:**
 - That the property is brought into compliance with [Section 17.52](#) of the Municipal Code through installation of a dumpster enclosure as well as fencing around the property where feasible.
 - That a yearly inspection is done by the Planning and Community Development Department or other designee to ensure compliance.
- **Additional Notes:** N/A

154 Plank Road

- **Applicant:** Zurieth Ahmed
- **Zoning:** [Residential Multifamily District](#)
- **Approved?:** Yes, approved at the [May 7th, 2024](#) Common Council meeting.
- **The following conditions were applied:**
 - That the property is brought into compliance with [Section 17.52](#) of the Municipal Code through installation of a dumpster enclosure as well as fencing around the property where feasible.
 - That a yearly inspection is done by the Planning and Community Development Department or other designee to ensure compliance.
- **Additional Notes:** N/A

150 Plank Road

- **Applicant:** Zurieth Ahmed
- **Zoning:** [Residential Multifamily District](#)
- **Approved?:** Yes, approved at the [August 20th, 2024](#) Common Council meeting.
- **The following conditions were applied:**
 - That the property is brought into compliance with [Section 17.52](#) of the Municipal Code through installation of a dumpster enclosure as well as fencing around the property where feasible.
 - That a yearly inspection is done by the Planning and Community Development Department or other designee to ensure compliance.
- **Additional Notes:** This was for a request to change the special exception address from 194 Plank Road to 150 Plank Road.

2716 Main Avenue

- **Applicant:** Tchambaza Rugaju / Blessed Hands Family Care
- **Zoning:** [Residential Single-Family District](#)
- **Approved?:** No, denied at the [November 6th, 2024](#) Common Council meeting.
- **The following conditions were recommended:**
 - All local ordinances are to be followed such as ordinances pertaining to weeds, lawn height, and garbage.
 - Fire Department to do yearly inspections to ensure compliance with all applicable fire code items.
 - The property is to be used for assisted living as licensed by the Department of Health Services (DHS), and must maintain the license from DHS.
 - Property shall be maintained so as not to negatively impact the character of the neighborhood.
 - Yearly inspection to be done by the Planning and Community Development Department or other designee to ensure compliance. The Special Exception is only for this specific address, and the specific company. If the unit or ownership changes, the applicant/property owner needs to go through the process again.
 - If more than two complaints on the operation of the facility are received in a calendar year that are not in violation of the above restrictions, the Plan Commission and Common Council can order a review of the Special Exception and take appropriate actions to address the concerns.
- **Additional Notes:** Plan Commission recommended denial to the Common Council because of the additional stress on EMS services and the existence of two other facilities within 2,500 feet.

2108 Sullivan Avenue

- **Applicant:** Tonic Home Care LLC
- **Zoning:** [Residential Two-Family District](#)

- **Approved?:** No, denied at the [November 6th, 2024](#) Common Council meeting.
- **The following conditions were recommended:**
 - All local ordinances are to be followed such as ordinances pertaining to weeds, lawn height, and garbage.
 - Fire Department to do yearly inspections to ensure compliance with all applicable fire code items.
 - The property is to be used for assisted living as licensed by the Department of Health Services (DHS), and must maintain the license from DHS.
 - Property shall be maintained so as not to negatively impact the character of the neighborhood.
 - Yearly inspection to be done by the Planning and Community Development Department or other designee to ensure compliance. The Special Exception is only for this specific address, and the specific company. If the unit or ownership changes, the applicant/property owner needs to go through the process again.
 - If more than two complaints on the operation of the facility are received in a calendar year that are not in violation of the above restrictions, the Plan Commission and Common Council can order a review of the Special Exception and take appropriate actions to address the concerns.
- **Additional Notes:** Plan Commission recommended denial to the Common Council because of the additional stress on EMS services and the existence of two other facilities within 2,500 feet.

152 Plank Road

- **Applicant:** Zurieth Ahmed
- **Zoning:** [Residential Multifamily District](#)
- **Approved?:** No, denied at the [November 19th, 2024](#) Common Council meeting.
- **The following conditions were recommended:**
 - All local ordinances are to be followed such as ordinances pertaining to weeds, lawn height, and garbage.
 - Fire Department to do yearly inspections to ensure compliance with all applicable fire code items.
 - The property is to be used for assisted living as licensed by the Department of Health Services (DHS), and must maintain the license from DHS.
 - Property shall be maintained so as not to negatively impact the character of the neighborhood.
 - Yearly inspection to be done by the Planning and Community Development Department or other designee to ensure compliance. The Special Exception is only for this specific address, and the specific company. If the unit or ownership changes, the applicant/property owner needs to go through the process again.

- If more than two complaints on the operation of the facility are received in a calendar year that are not in violation of the above restrictions, the Plan Commission and Common Council can order a review of the Special Exception and take appropriate actions to address the concerns.
- **Additional Notes:** Plan Commission recommended approval to the Common Council. Although concerns were raised regarding stress on EMS services, the consensus seemed to be that these facilities would work better in a multifamily zoning district.

Staff Recommendation

This item is for informational purposes only. No action is needed.





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Adrienne Nelson, Associate Planner
Date: October 1, 2026
Re: Special Exception Request – Haven Heritage Adult Family Home

A special exception request was submitted by Paul and Komaria Mendy of Haven Heritage Adult Family Home LLC for the operation of an adult family home at 180 Plank Road (parcel #322073200). This property is zoned [Residential Multifamily \(RMF\)](#), and the current use of the property is duplex style residential units. Per Section [17.19\(3\)](#) of the Municipal Code, community living arrangements/group homes, subject to [Wis. Stats. § 62.23\(7\)\(i\)](#), are permitted as a special exception.

Haven Heritage Adult Family Home LLC is seeking to operate a 1- to 2-bed certified adult family home for adults with disabilities. This home would operate as a typical residential home with 24/7 support, no signage, and minimal traffic. Paul or Komaria Mendy would be on site daily providing supervision to trained staff. The home would comply with all DHS requirements, fire and safety standards, and local ordinances.

Plan Commission was notified of this special exception application at their [July 23rd, 2026 meeting](#) and the Common Council at their [August 4th, 2026](#) meeting. A class two notice was published and additional notice was mailed to all property owners within 100' of the proposed special exception. Staff received three calls and one email inquiring about the special exception request. Of the correspondence received, only one was to voice direct opposition to the adult family home, due to concerns for the safety of elderly or disabled residents during natural disasters, possible access issues for fire/police, and yard maintenance issues. Staff was able to confirm that yard maintenance is performed by contractors hired by the landlord and not the tenants themselves.

The special exception request was also sent over to police and fire for review and comments. There are two existing adult family homes within 2,500 feet, located at 150 and 154 Plank Road, that have required extensive assistance from both departments. The number of service calls are shown below.

150 Plank Road

	2024	2025	2026	Total
Police:	40	32	46	118
Fire:	23	20	18	61
Total:	63	52	64	179

154 Plank Road

	2024	2025	2026	Total
Police:	1	0	3	4
Fire:	1	0	0	1
Total:	2	0	3	5

The public hearing for this special exception application was held at the Plan Commission meeting on [September 3rd, 2026](#). No comments were received at the public hearing. The recommendation made by staff to the Plan Commission is shown below.

Recommendation to Plan Commission

It is up to the Plan Commission to determine if the special exception request meets all the criteria set forth in Section [17.47\(4\)](#) of the Municipal Code and to make a recommendation to the Common Council. If the Plan Commission determines this request meets all the criteria set forth, then staff recommend the following conditions be applied:

- 1. That this special exception is approved only for this specific address, 180 Plank Road, and the specific company, Haven Heritage Adult Family Home LLC. If the unit or ownership changes, a special exception application will need to be reapplied for.*
- 2. The property is to be used for a 1- to 2-bed adult family home in compliance with all state regulations, standards, and statutes.*
- 3. Property shall be maintained so as not to negatively impact the residential character of the neighborhood.*
- 4. If more than two complaints on the operation of the facility are received in a calendar year, the Plan Commission and/or Common Council can order a review of the Special Exception and take appropriate actions to address the concerns.*

The Plan Commission recommended denial of the special exception request, due to stress on public services, with a roll call vote of 5-2.

Staff Recommendation

The Common Council has final decision making authority on all special exception requests and can proceed in one of the following ways:

- **Deny the special exception based off the Plan Commission's recommendation.** Since there are two other facilities operating within 2,500 feet, the request can be denied outright per State Statute.
- **Approve the special exception despite the Plan Commission's recommendation and without any conditions.**
- **Approve the special exception despite the Plan Commission's recommendation and with conditions.** In this instance, staff would recommend the following conditions be applied:
 - That this special exception is approved only for this specific address, 180 Plank Road, and the specific company, Haven Heritage Adult Family Home LLC. If the unit or ownership changes, a special exception application will need to be reapplied for.
 - The property is to be used for a 1- to 2-bed adult family home in compliance with all state regulations, standards, and statutes.
 - Property shall be maintained so as not to negatively impact the residential character of the neighborhood.
 - That an annual review be conducted by the Plan Commission and that the following information be reviewed at that time: compliance with DHS licensing requirements, compliance with City ordinances, substantiated nuisance complaints, police, fire, and EMS call history, cooperation with neighbors and City staff, any state citations, corrective actions plans, or licensing issues, general management and operation of the facility, and any documented neighborhood impacts.



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Common Council
From: Adrienne Nelson, Associate Planner
Date: October 1, 2026
Re: Consent and Vote of Property Owner for Amendment to Protective Covenants

Straightline Refrigeration, located in Kaukauna's NEW Prosperity Center, is requesting an amendment to the NEW Prosperity Center [protective covenants](#). The protective covenants of the NEW Prosperity Center require a front yard setback of fifty feet. Straightline Refrigeration has requested an amendment to the Protective Covenants that would authorize the Commission to approve front yard setbacks of less than fifty feet, provided that no front yard setback may be less than twenty feet.

The protective covenants require a majority of NEW Prosperity Center property owners, as defined in paragraph 10 of the protective covenants, together with approval by a three-fourths vote of the Common Council, to authorize a covenant amendment.

Since the City owns property in the NEW Prosperity Center, the City is able to vote for or against the proposed amendment. The City is entitled to four votes based on the number of acres owned.

Staff Recommendation

Staff is recommending that the Mayor be authorized to vote in favor of the requested covenant amendment.

**CONSENT AND VOTE OF PROPERTY OWNER
FOR AMENDMENT TO PROTECTIVE COVENANTS
FOR NEW PROSPERITY CENTER**

Property Name(s): City of Kaukauna

d/b/a: _____

Property Address: Oak Grove Road, Electric City Boulevard, & Farrell Road,
Kaukauna, WI 54130

Legal Description (or Lot/Parcel Number): 322112300, 322113000, & 322113100

WHEREAS, the undersigned is the owner of the above-described property subject to the Protective Covenants for NEW Prosperity Center recorded in Outagamie County, Wisconsin (the “Protective Covenants”); and

WHEREAS, the Protective Covenants provide that they may be amended upon approval of the required percentage of property owners; and

WHEREAS, pursuant to the Protective Covenants for NEW Prosperity Center, each property is allocated a voting interest based upon the number of acres comprising such property, and the above-described property is entitled to **four (4) vote(s)**;

WHEREAS, the terms of the proposed Amendment to the Protective Covenants for NEW Prosperity Center (the “Amendment”) are set forth herein below.

PROPOSED AMENDMENT TO PROTECTIVE COVENANTS

2. Setbacks and Bulk Regulations.

- A. Front Yard. Any part or portion of any building shall be set back at least fifty (50) feet from the lot line adjoining any street. **The Commission may approve a reduced front yard setback. In no event shall the front yard setback be less than twenty (20) feet.**

NOW, THEREFORE, the undersigned hereby casts the vote indicated below with respect to the proposed Amendment.

☐ FOR APPROVAL – The undersigned hereby votes in favor of and consents to the adoption of the Amendment to the Protective Covenants.

☐ AGAINST APPROVAL – The undersigned votes against the proposed Amendment.

(Check one)

The undersigned certifies that they are authorized to execute this Consent on behalf of the property owner. The undersigned authorizes this Consent to be used to determine whether the required approval threshold for adoption of the Amendment has been met, and to be included with the official records of the Amendment.

Dated this _____ day of _____, 2026.

Property Name(s): _____

d/b/a: _____

By: _____

Printed Name: _____

Title: _____

NOTARY ACKNOWLEDGMENT

State of Wisconsin
Outagamie County

Personally came before me this _____ day of _____, 2026, the above-named _____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin: _____

My Commission (expires/is permanent): _____

(Seal)

CONSENT AND VOTE OF PROPERTY OWNER
FOR AMENDMENT TO PROTECTIVE COVENANTS
FOR NEW PROSPERITY CENTER



MEMO

Department

To: Common Council

From: IT Manager Taplin

Date: 9/30/2026

Re: Digital Accessibility Mandate & Records Compliance (WCAG 2.1 Level AA)

Background information:

In April 2024, the U.S. Department of Justice finalized updated regulations under Title II of the Americans with Disabilities Act (ADA), establishing explicit, legally binding standards for state and local government digital services. Under this mandate, public entities must ensure their websites, mobile applications, and web-hosted public documents meet the **Web Content Accessibility Guidelines (WCAG) 2.1 Level AA**.

This standard ensures that residents with visual, auditory, motor, or cognitive disabilities can fully access municipal services—including screen-reader navigation for the visually impaired, keyboard accessibility for individuals unable to use a mouse, and closed captioning for broadcast public meetings.

Statutory Deadline

Because our city serves a population under 50,000, our official statutory compliance deadline is **April 26, 2028**.

While this timeframe allows adequate preparation, achieving full compliance requires significant lead time. The mandate applies not only to the main municipal website layout, but also to:

- **Interactive Web Portals:** Utility payment systems, permit applications, and GIS mapping tools (including those hosted by third-party vendors).
- **Public Documents:** All active PDFs, meeting agendas, council packets, minutes, and downloadable forms published on the website.
- **Media Content:** Public broadcast videos and audio recordings hosted on city platforms.

Key Risk & Mitigation Strategy

Proactively remediating our web infrastructure and digital document workflows protects the City from potential federal regulatory enforcement and legal liability. More importantly, it ensures that all residents, regardless of capability, can independently engage with city government, access vital services, and review public records online.

The following proposal outlines our recommended roadmap, software tools, and resource allocations to ensure full compliance ahead of the April 2028 deadline.

Social Media Archiving State Guidance

In June 2025, the Wisconsin Department of Justice Office of the Attorney General released an updated [Wisconsin Public Records Law Compliance Guide](#). This guidance explicitly clarifies that municipal social media posts, comments, and direct interactions qualify as official public records subject to state retention laws and open records requests. Because social media content can be edited, deleted, or hidden by users or network algorithms, standard manual backups are insufficient for legal compliance. Implementing an automated social media archiving tool is necessary to ensure the city fulfills its legal obligations under Wisconsin Public Records Law.

Strategic Plan:

Achieving WCAG 2.1 AA accessibility and implementing social media archiving directly advance the strategic plan's objective to Enhance External Communication. Ensuring accessible web pages and documents guarantees an inclusive user experience for all residents, fulfilling the city's mission. Meanwhile, archiving social media interactions enforces public record compliance and transparency, aligning with the core values of Accountability and Financial Responsibility.

Budget: The total Year 1 investment for all three compliance tools, including initial implementation and setup, is \$16,669.70. To maximize cost-efficiency, the City has partnered with Kaukauna Utilities, who will cover \$4,025.23 (one-third of the cost for the two web accessibility platforms). Moving forward, the total recurring annual cost will be \$20,487.40, with Kaukauna Utilities contributing an annual share of \$4,433.13.

Staff Recommended Action:

To identify the most efficient and cost-effective compliance framework, staff conducted a thorough evaluation of digital accessibility, governance, and record-keeping platforms across three industry-leading providers: **Siteimprove**, **Silktide**, and **CivicPlus**.

While all three vendors offer strong auditing capabilities, staff evaluated each platform based on functional coverage, administrative overhead, integration across municipal workflows, and overall long-term value to the city.

Recommendation

Staff recommends moving forward with the unified suite of compliance tools from **CivicPlus (Acquia Web Governance, DocAccess, and Social Media Archiving)**.

This selection is recommended for the following key reasons:

1. **Comprehensive, All-in-One Coverage:** Unlike standalone auditing solutions, the CivicPlus suite addresses every facet of our digital compliance mandate—web accessibility (Acquia), public PDF/document remediation (DocAccess), and Wisconsin Public Records Law compliance (Social Media Archiving)—under a single Vendor.

2. **Reduced Operational Overhead:** Utilizing a single vendor ecosystem streamlines administrative management, simplifies user access across departments, and eliminates the need to manage multiple vendor contracts and support pipelines.
3. **Targeted Document & Media Workflows:** CivicPlus provides specialized automation for complex municipal tasks—specifically PDF document remediation and near real-time social media record retention—that standalone web scanners do not fully address.

Adopting this suite will ensure the city mitigates legal liability, fulfills state public record obligations, and systematically achieves WCAG 2.1 Level AA compliance well ahead of the April 2028 statutory deadline.