

# BOARD OF PUBLIC WORKS

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



Monday, July 15, 2024 at 6:00 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - a. Kay Drive Extension Proposal.
  - b. State Municipal Agreement (SMA) for Kenneth Avenue Reconstruction Design, Construction, and Oversight.
  - c. Authorization to seek proposals for A/E services for library offices redesign.
  - d. Kaukauna Utilities' Request to Install Flashing Pedestrian Crossing Signs.
  - e. Public Works Update.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Board of Public Works meeting scheduled for Monday, July 15, 2024 at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

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



## **MEETING ACCESS INFORMATION:**

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

To access the meeting by telephone:

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

To access the meeting by computer:

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

To access the meeting by smartphone or tablet:

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

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

# MEMO



## Engineering Department

To: Board of Public Works  
From: John Neumeier, Director of Public Works/City Engineer  
Date: 7/15/2024  
Re: Kay Drive Extension Proposal

### Background information:

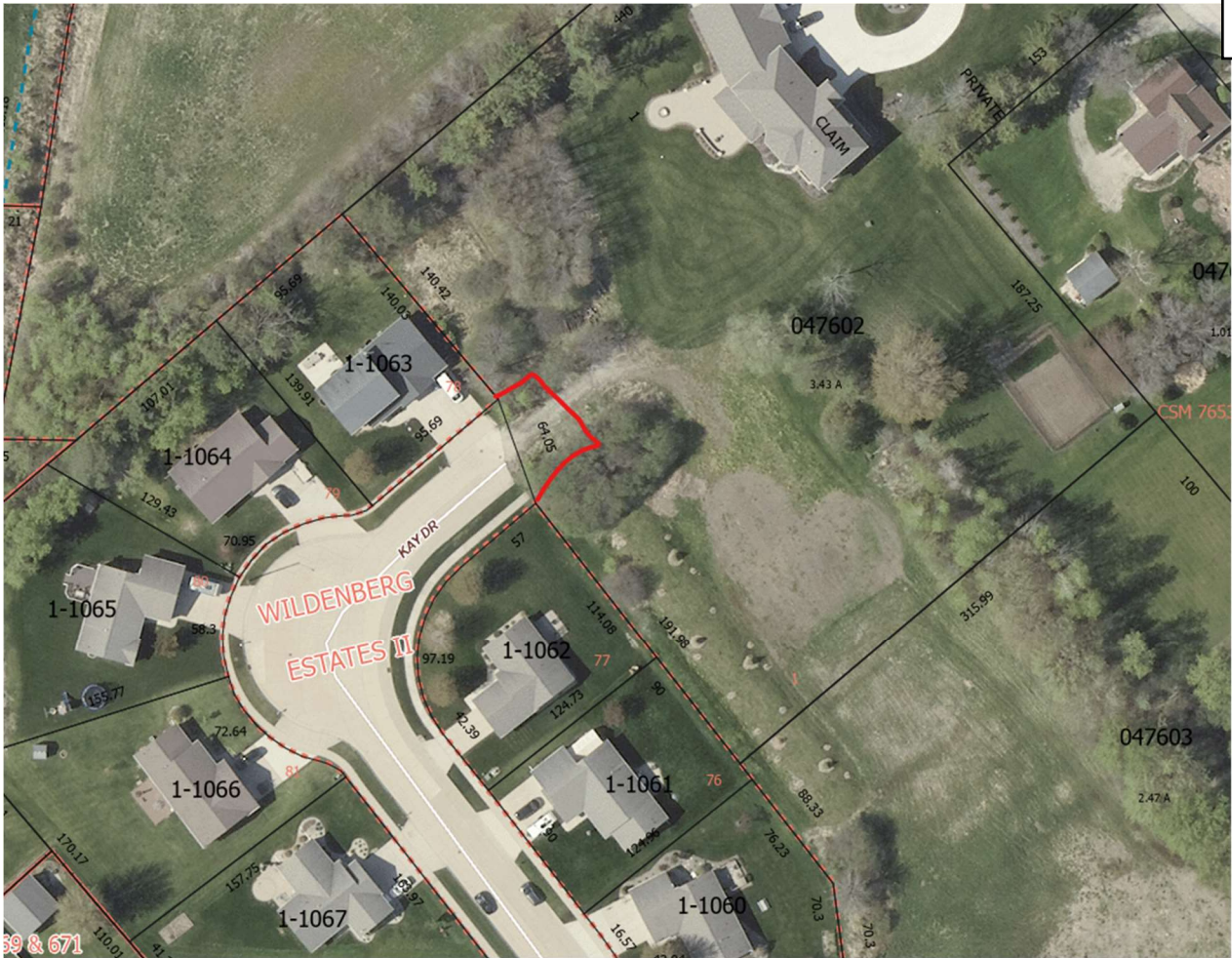
The owner of parcel has requested driveway access off the end of Kay Drive. The current alignment and road termination does not lend itself to a safe driveway access. The owner has been working with City staff to extend Kay Drive and to allow for a safe driveway connection and the owner is willing to enter into an easement agreement for the same. See attached sketch showing the proposed extension area. All expenses related to the installation of the extension of Kay Drive within said easement, including but not limited to, design, excavation, grading, base material, pavement and ancillary concrete, and all restoration will be the responsibility of the property owner. A separate watermain re-location will be associated with this work but will be at the discretion of Kaukauna Utilities.

**Strategic Plan:** NA

**Budget:** Minor expenses for staff time and regular maintenance.

### Staff Recommended Action:

Recommend approval of the Kay Drive Extension and easement agreement to Common Council, pending Plan Commission approval.



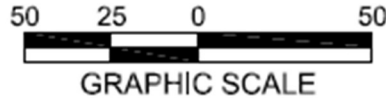
# ROAD EASEMENT

PART OF LOT 1 OF VOLUME 47, CERTIFIED SURVEY MAPS, PAGE 7653 (MAP #7653, DOC. #2148685), OUTAGAMIE COUNTY RECORDS, LOCATED IN PART OF PRIVATE CLAIM 1, SECTION 18, T21N-R18E, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN,

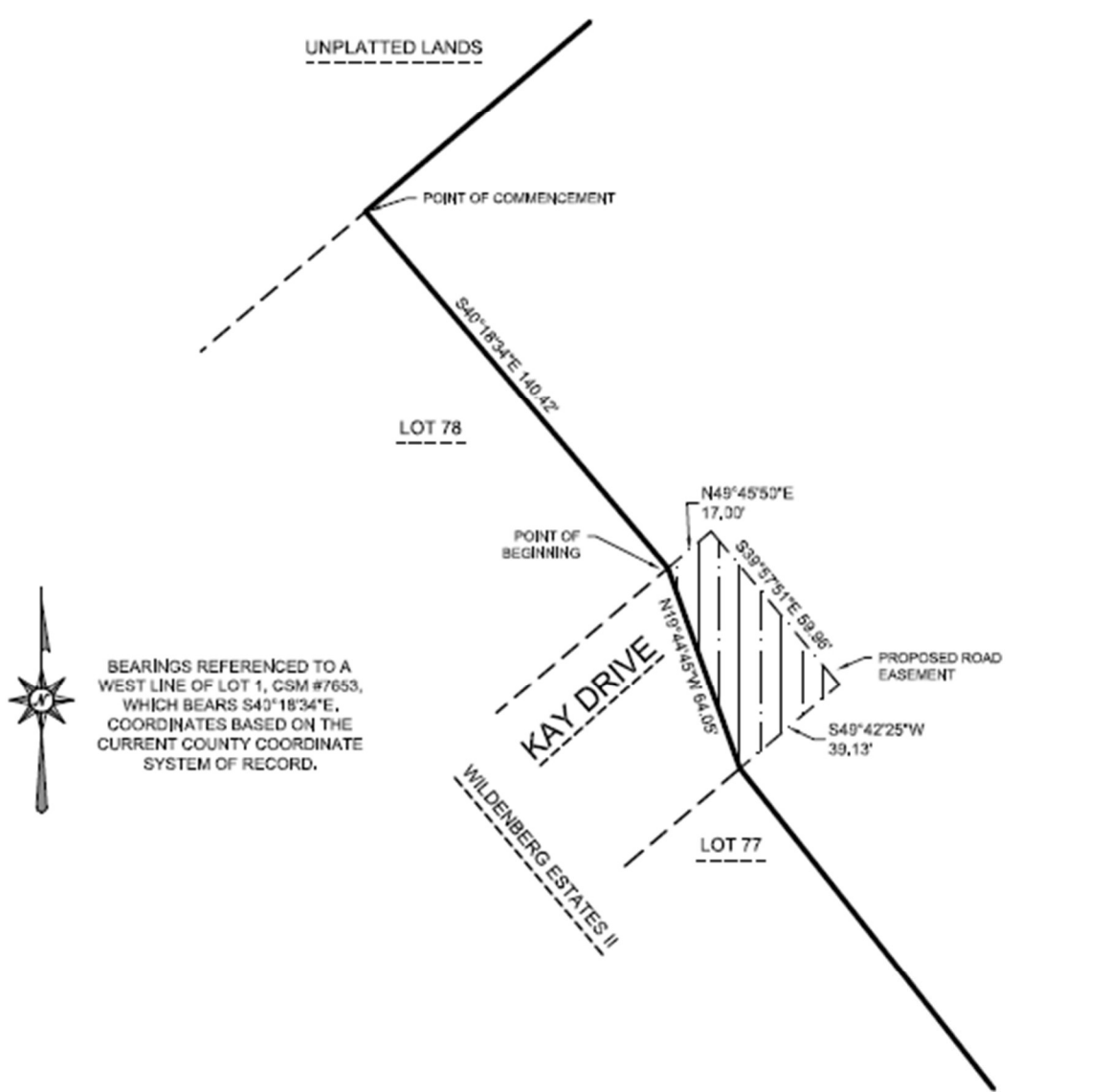
**ROAD EASEMENT DESCRIPTION:**

A ROAD EASEMENT LOCATED IN PART OF LOT 1 OF VOLUME 47, CERTIFIED SURVEY MAPS, PAGE 7653 (MAP #7653, DOC. #2148685), OUTAGAMIE COUNTY RECORDS, LOCATED IN PART OF PRIVATE CLAIM 1, SECTION 18, T21N-R18E, TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, CERTIFIED SURVEY MAP #7653; THENCE S40°18'34"E, 140.42 FEET ALONG A WEST LINE OF SAID LOT 1 TO THE POINT OF BEGINNING; THENCE N49°45'50"E, 17.00 FEET; THENCE S39°57'51"E, 59.96 FEET; THENCE S49°42'25"W, 39.13 FEET, THENCE N19°44'45"W, 64.05 FEET ALONG A WEST LINE OF SAID LOT 1 TO THE POINT OF BEGINNING.



EASEMENT AREA CONTAINS 1,683 SQUARE FEET / 0.04 ACRES, MORE OR LESS.  
EASEMENT AREA SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



BEARINGS REFERENCED TO A WEST LINE OF LOT 1, CSM #7653, WHICH BEARS S40°18'34"E, COORDINATES BASED ON THE CURRENT COUNTY COORDINATE SYSTEM OF RECORD.

**MACH IV**  
 ENGINEERING - SURVEYING - ENVIRONMENTAL  
 2290 Salskeller Court Green Bay, WI 54303  
 Tel: 920-308-2795; Fax: 920-569-5767  
 www.mach-iv.com

CLIENT: UTSCHIG INC.  
 DRAFTED BY: BRW  
 TAX PARCEL NO.: 20047602

SCALE:  
 1" = 50'

SHEET 1 OF 1  
 PROJECT NO. 2212-01-24  
 DRAWING NO.

RESOLUTION NUMBER \_\_\_\_\_

**RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A ROAD EASEMENT AGREEMENT**

**WHEREAS**, Douglas and Cheryl Mader, owners of N1555 Harrison Street, in the Town of Vandebroek (herein after "Grantors") and, the City of Kaukauna (herein after "Grantee") wish to enter into an agreement to extend Kay Drive; and

**WHEREAS**, the portion of Grantor's property subject to this Easement ("Premises") is part of Lot 1, CSM 765, Outagamie County, Parcel 200047602, shown and more fully described on "Exhibit A"; and

**WHEREAS**, the extension of said Kay Drive will allow the Grantors to connect a new driveway access to the Premises; and

**WHEREAS**, the extension of said Kay Drive, shall be constructed to meet or exceed City standard specifications; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Kaukauna that the Mayor is authorized on behalf of the City to enter into an easement agreement with the Grantors, for road purposes.

Introduced and adopted this \_\_\_\_ day of July, 2024.

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

ATTEST: \_\_\_\_\_  
Sally A. Kenney, Clerk

# MEMO



## Engineering Department

To: Board of Public Works  
From: John Neumeier, Director of Public Works/City Engineer  
Date: 7/15/2024  
Re: State Municipal Agreement (SMA) for Kenneth Avenue Reconstruction Design, Construction, and Oversight

### Background information:

The City of Kaukauna has applied for and has been awarded a Surface Transportation Program (STP) Urban project grant through Wisconsin Department of Transportation (WisDOT) for Kenneth Avenue Reconstruction. The project design may start in fiscal year 2026 and construction has been tentatively scheduled for 2029. The grant includes up to 80% funding for design, construction, and oversight of participating costs. The City must enter into a State/Municipal Agreement in order to complete the project and receive funding.

**Strategic Plan:** Finding alternate funding sources, such as WisDOT grants, allows the City to complete more projects with less funding by the municipality and the residents. The project also improves safety and encourages alternative transportation by improving crosswalks, adding new walk, rehabilitation of existing walks, improving bus stop location access points and condition of the bus route, and adding bike lanes to help connect our downtown and Nelson Trail with other trails and bike routes.

**Budget:** Total project cost including design, construction, and oversight, is estimated at \$5,642,167 with the City/residents covering about 28%, at \$1,552,897. (Previous estimates for this project, not including design or contingencies, were \$2.9M in 2024)

### Staff Recommended Action:

Authorize the Director of Public Works to enter into a State Municipal Agreement with the State of Wisconsin for the Kenneth Avenue Reconstruction project design, construction, and oversight.

# MEMO



## Engineering Department

To: Board of Public Works  
From: John Neumeier, Director of Public Works/City Engineer  
Date: 7/15/2024  
Re: Authorization to seek proposals for A/E services for library offices redesign

### Background information:

The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. As part of the 2024 Capital Improvement Plan, funds were allocated for the sorting machine upgrade in the current office spaces up to five new/replacement office spaces, and if feasible, a separate meeting room, to be located within the adult fiction area.

**Strategic Plan:** This combination of innovative improvements will help the library to complete more timely and error free work with the current staffing level. Innovation is one of the foundational elements in our Strategic Plan, as it offers a better way of checking in materials, and improves existing processes with a reduction in errors. It will also help improve workplace culture in offering staff proper places to complete their work. Further, the separate meeting room, if feasible, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

**Budget:** Total for all phases was budgeted in in the 2024 Capital Improvement Plan for \$400,000. Estimated engineer/architectural services for this first phase is estimated at \$10,000.

### Staff Recommended Action:

Authorize staff to seek proposals for Architectural/Engineering services related to the Library Offices Redesign.







# MEMO

## Engineering Department

To: Board of Public Works

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

Date: 7/15/2024

Re: Kaukauna Utilities' Request to Install Flashing Pedestrian Crossing Signs

**Background information:**

Kaukauna Utilities has requested to purchase, install, and maintain a set of flashing pedestrian crossing signs for the mid-block crossing on Island Street (See map and image attached) The KU safety committee has recommended enhancements to the crossing which mainly serves KU employees accessing the employee parking area. Prior to this recommendation, standard crossing signs, a centerline pedestrian sign, and enhanced lighting have been implemented. Other options have been considered.

**Strategic Plan:** The addition of the flashing signs can be a safety enhancement at a crossing with current safety concerns. The main benefit will be to KU employees, but the public may use the lights also.

**Budget:** NA

**Staff Recommended Action:**

Permit KU to purchase, install, and maintain flashing pedestrian crossing signs in the Island Street right-of-way.



