

# BOARD OF PUBLIC WORKS

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



Monday, September 18, 2023 at 6:00 PM

## AGENDA

### In-Person

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Comments/Update on Waste Ordinance Public Information Meeting.
  - [b.](#) Recommendation for award of Project 11-22R Jonen Park Pavilion Re-Bid.
  - [c.](#) Request to install groundwater monitoring well – CTH CE at old Weiler Road.
  - [d.](#) 2024 Urban Forestry Grant Application.
  - 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, September 18, 2023 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.**





# What does the update to the **Waste Ordinance**, Section 11.11, mean to me?

## Updates to Cart Use, Placement, and Storage

All automated garbage and recycling carts must have a minimum clearance of four (4) feet between the cart, mailboxes, cars, trucks, trailers, houses, garages, sheds, trees, utilities, hydrants, etc. or they will *NOT* be collected.



### UNACCEPTABLE:

Placement is *NOT* four (4) feet between carts or from garage.



### ACCEPTABLE:

Placement is at minimum four (4) feet between carts and from garage.

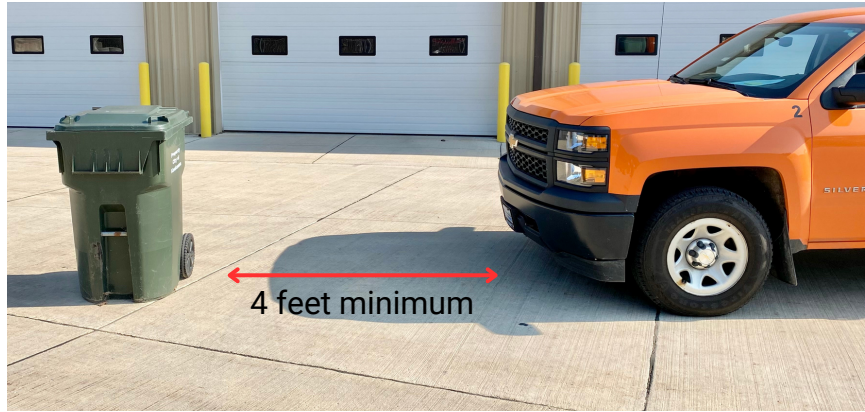


### ACCEPTABLE:

Placement is at minimum four (4) feet between cart and mailbox and from garage.

**UNACCEPTABLE:**

Placement is *NOT* four (4) feet from car/truck.

**ACCEPTABLE:**

Placement is at minimum four (4) feet from car/truck.

**UNACCEPTABLE:**

Placement is *NOT* four (4) feet from utilities.

**UNACCEPTABLE:**

Placement is *NOT* four (4) feet from trees.

All lids must be closed when placing the carts or they will *NOT* be collected. Bags or waste that cause the lid to remain open are considered overflow and must be removed prior to scheduled pickup.



**UNACCEPTABLE:**

Bags/waste causing lid to remain open.



**ACCEPTABLE:**

Lid must be closed.

**Other updates to Cart Use, Placement, and Storage:**

Carts and containers shall be placed at the curb or alley line, if available, **not more than 24 hours prior to collection**. Carts shall not be placed in the roadway. All carts and containers shall be removed from the curb or alley line and stored within 24 hours after the scheduled collection day.

All waste and recycling carts and other containers when not placed for collection shall be **kept in inconspicuous locations** and not left on the curb or alley line, or any other location near the right-of-way.

*Continue to next page for explanation of changes to Large and Irregular and Brush collections.*

## Updates to Large and Irregular and Brush Collections

*Proposed Beginning January 1, 2024*

Not more than five (5) large and irregular items may be placed by a residential property. Each individual piece of furniture, other items not in your cart, or 30- gallon containers that weigh no more than 50 pounds with material not more than 48" tall/long, count as one (1) item each. White Goods must have pre-paid stickers from the Street Department and *do not* count as one of your 5 items.



### UNACCEPTABLE:

More than five (5) items placed at the curb will **NOT** be picked up.



### ACCEPTABLE:

Orderly placement of five (5) items at the curb. Furniture and 30-gallon container do not weigh more than 50 pounds.



### UNACCEPTABLE:

More than five (5) items placed at the curb will **NOT** be picked up.



### ACCEPTABLE:

30-gallon container that weighs no more than 50 pounds with material not more than 48" tall/long. This counts as one (1) item during large and irregular pick-up.

**Other updates to Large and Irregular and Brush Collections:**

Large and irregular waste, brush, and white goods will be collected once per month from April-October. No large and irregular or brush collection will occur in January, February, March, November, or December. White goods will still be collected during these off months by appointment.

A special Christmas tree brush collection will be held for two consecutive weeks after the December holiday season, for Christmas trees and other associated trimmings. This collection will be noted on the City Calendar.

*Continue to next page for explanation of updates to solid waste collection based on your Zoning.*

# Updates to solid waste collection based on your Zoning

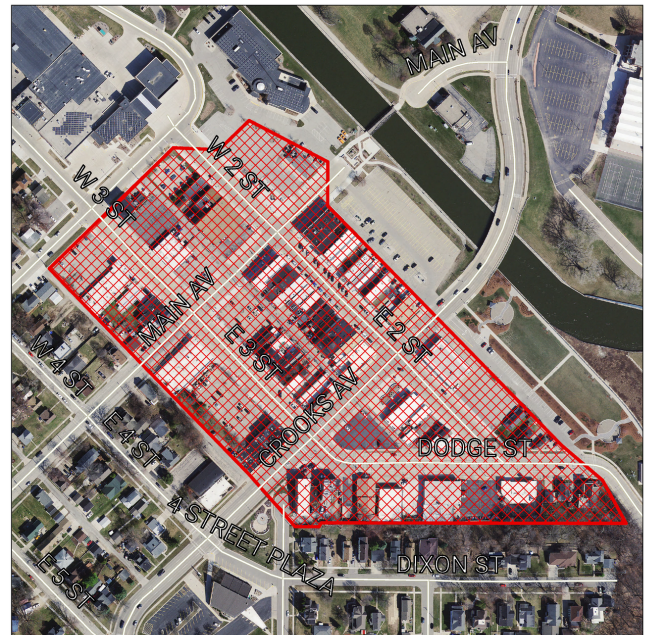
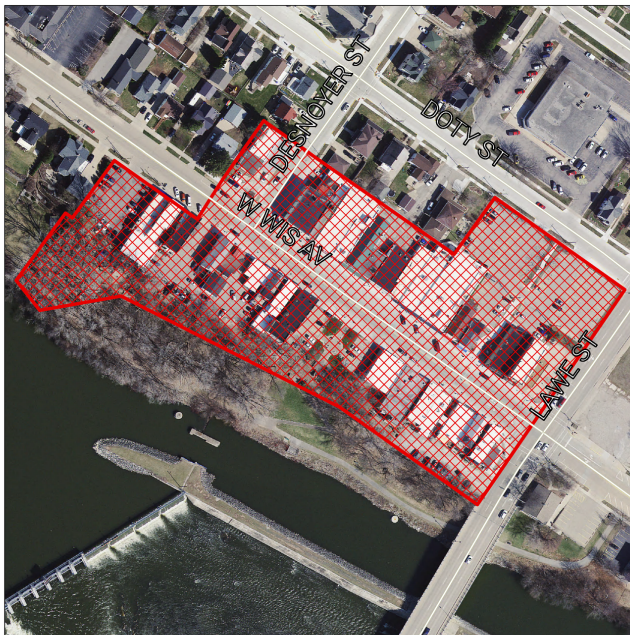
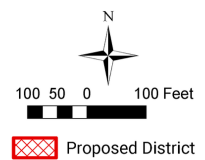
*Proposed Beginning June 1, 2024*

1. Industrial, Industrial Park, Industrial/manufacturing waste/recycling is not collected by the City.
2. Institutional Zoning waste/recycling is not collected by the City.
3. Multifamily Zoning waste/recycling is not collected by the City.
4. Commercial Highway Zoning waste/recycling is not collected by the City.
5. Commercial Core District within the Downtown Core District mapped area will remain unchanged at this time, If the City currently collects your waste, it will continue to do so in the current manner.
6. Commercial Core District outside of the Downtown Core District mapped area, no City dumpsters will be collected outside of the Downtown Core area, owners may choose to purchase and use up to 2 green waste carts or have the option to contract for private waste collection. Recycling shall be by private collection.



## Trash Collection District

Downtown Core District Map



To view the full Waste Ordinance, Section 11.11, [click here](#).

**City of Kaukauna**  
**Board of Public Works**  
jwn/engr dept

**September 18, 2023**

**Agenda Item #2b**

**Recommendation for Award of Project #11-22R, Jonen Park Pavilion Re-bid**

**Background**

The Engineering Department has reviewed the bids from Milbach Construction, Blue Sky, Lunda, IEI General Contracting, and Mike Koenig Construction received on August 30<sup>th</sup>, 2023 at 4:00PM for the 11-22R Jonen Park Pavilion Re-bid. A Bid Tabulation is attached. Results of the bid opening were also shared with Board of Public Works two weeks ago, but no formal recommendation was made due to the project cost being over budget. Discussion of what possible funding sources may be available, park facility usage, and formal recommendation was requested.

**Review**

After reviewing the bids and the deductive alternate bids received from the five contractors, the bids from Milbach and Blue Sky are comparable and competitive. After discussions with a few of the contractors, some who bid and some who did not submit bids, the reasoning for the project cost exceeding budget may include project scope/scale being smaller than some other projects, labor shortages especially from subcontractors, more work being available in the region. It is my opinion that the project cost will not be significantly reduced in the near future, so if the City desires to have a quality facility at Jonen Park, we should complete the project under this contract with City staff participating where possible to reduce project cost.

City staff has also reviewed possible funding strategies in an attached memo for your review.

**Recommended Action**

Award Project 11-22R Jonen Park Pavilion Re-bid to Milbach Construction Services, Kaukauna, including the base bid price of \$654,697.00, with deductive Alternate Bid Units #1-5 for a total deduct of -\$35,298.00; a total contract award price of \$619,399.00.



# Bid Tab

Owner:	City of Kaukauna				
Project Name:	Jonen Park Pavilion				
Contract No.	K0006 06-22-00149				
Bid Date:	Wednesday August 30, 2023				
Bid Time:	4:00 p.m., local time				
Project Manager:	Kevin Chevalier				
CONTRACTOR:	Milbach	Blue Sky	Lunda	IEI General	Mike Koenig
Lump Sum Bid - Bid 2	\$654,697.00	\$690,094.00	\$774,002.00	\$799,900.00	\$799,980.00
Alternate No. 1 - Plumbing Fixtures/Installation by Owner	(\$7,500.00)	(\$7,500.00)	(\$7,500.00)	(\$7,500.00)	(\$7,500.00)
Alternate No. 2 - Painting Interior Masonry by Owner	(\$5,820.00)	(\$5,820.00)	(\$6,000.00)	(\$2,500.00)	(\$7,660.00)
Alternate No. 3 - Concession Casework by Owner	(\$2,321.00)	(\$7,300.00)	(\$7,794.00)	(\$20,000.00)	(\$2,321.00)
Alternate No. 4 - Landscaping seeding by Owner	(\$7,997.00)	(\$7,998.00)	(\$7,000.00)	(\$6,000.00)	(\$7,000.00)
Alternate No. 5 - In lieu of Glue Laminated Trusses, Provide Stndrd	(\$11,660.00)	(\$15,000.00)	(\$10,000.00)	(\$19,000.00)	(\$23,915.00)
Alternate No. 6 - In Lieu of Tongue and Groove Provide Metal Look Soffit	<del>\$40,700.00</del>	\$94,355.00	(\$3,850.00)	\$56,000.00	\$85,620.00
Alternate No. 7 - In lieu of ERV Provide Exhaust Fans and Louvers	<del>(\$11,125.00)</del>	(\$4,942.00)	\$5,834.00	(\$1,200.00)	(\$7,234.00)
Total Deduct	(\$35,298.00)				
Total with Deductive Alternates #1-5	\$619,399.00	\$646,476.00	\$735,708.00	\$744,900.00	\$751,584.00

## Additional Expense and Financing

City Purchases for In-Kind Work	\$ 12,000.00
Engineering/Design	\$ 50,000.00
<b>Total Project Cost</b>	<b>\$ 681,399.00</b>
Previously Borrowed	\$ (350,000.00)
<b>Total Additional Funds Needed</b>	<b>\$ 331,399.00</b>



# MEMO

## Finance

To: Board of Public Works

From: Finance Director

Date: 09/18/2023

Re: Jonen Park Funding

The Jonen Park project has already borrowed \$350,000. From the recent bid openings there is a gap between on hand project funds and project cost. The possible financing options for the additional cost of Jonen Park can be managed a few different ways. Below is an overview of the four available funding options for the Jonen Park project. It is important to consider these options carefully as we move forward with the funding decisions.

1. **Bonding:** The first option involves the typical funding method through bonding. This would involve obtaining additional funds through the capital borrowing process. The repayment of this debt would be incorporated into our annual debt service. While this option is unlikely to directly impact the tax rate, it will need to be factored into our levy calculations as we blend in all future debt service over the next ten years while we pay the bond back. Historically we have been able to keep the debt service flat which indicates we are paying off debt at a similar rate to what we are issuing new debt.
2. **Unspent ARPA Funds:** The second option involves utilizing the unspent funds allocated through the American Rescue Plan Act (ARPA). These funds were provided to support communities in recovering from the economic impacts of the COVID-19 pandemic. By utilizing these funds for the Jonen Park project, we can maximize the impact of the ARPA funds while advancing our park development goals. Council reviewed and approved a list of projects back in August 2022. Since that time there are a few known projects that we will underspend what was allocated. These funds can be earmarked for this park project. This will only get the project around \$130,000 at this point so this funding option would have to work in conjunction with one of the others.

3. **Fund Balance:** The third option involves utilizing the fund balance we are expecting this year, thanks to the recent spike in interest rates. The funds we have in the bank are earning an interest rate of over 5%, resulting in a significant amount of additional revenue that we are estimating for yearend that was unexpected. This increased fund balance can be utilized to cover a substantial portion of the Jonen park project costs, thereby reducing the need for external funding sources. It is worth noting that this option provides an opportunity to leverage the current economic climate to our advantage by utilizing the surplus generated from our investments. If this option is the most desired, I would recommend we only use funds that bring our fund balance down to 30% of our operating 2024 proposed budget. This option can cover the entire amount needed to close the gap mentioned above.
4. **Levy Line Item:** The fourth option involves utilizing the levy line item from last year that was allocated specifically for parks and pools. Without affecting the tax rate, the city has the option to levy for parks and pools again this year and allocate the funds towards the Jonen Park project. This allows us to utilize the existing resources earmarked for parks and pools to support the development of Jonen Park and not affect the tax rate. This line was added last year because the need for park development became evident and the city had the capacity to include this in the levy to accomplish some of these updates.

Considering the information provided above, there are several avenues available to bridge the gap between the original project funds and the bid amount. Encouragingly, our city has the flexibility to finance park improvements not only for Jonen Park but also for other parks throughout our community if that aligns with our priorities. Whichever option is chosen, any alternative options not selected can be reserved for future projects.

This overview serves as an illustration of the potential approaches to funding the remaining Jonen Park project. If either option one or two is preferred, we can further refine the details in 2024 when the next bonding cycle occurs, and as more information on available unspent ARPA funds becomes available. Options three and four will be addressed through the budget process and can be determined during that comprehensive exercise. With that, a funding decision does not have to be made tonight, rather understand we have a few options to reassure funding ahead of awarding bids for this project.

Please feel free to reach out to me if you require any additional information or have any concerns regarding the funding options. I will be more than happy to provide any further clarification needed.



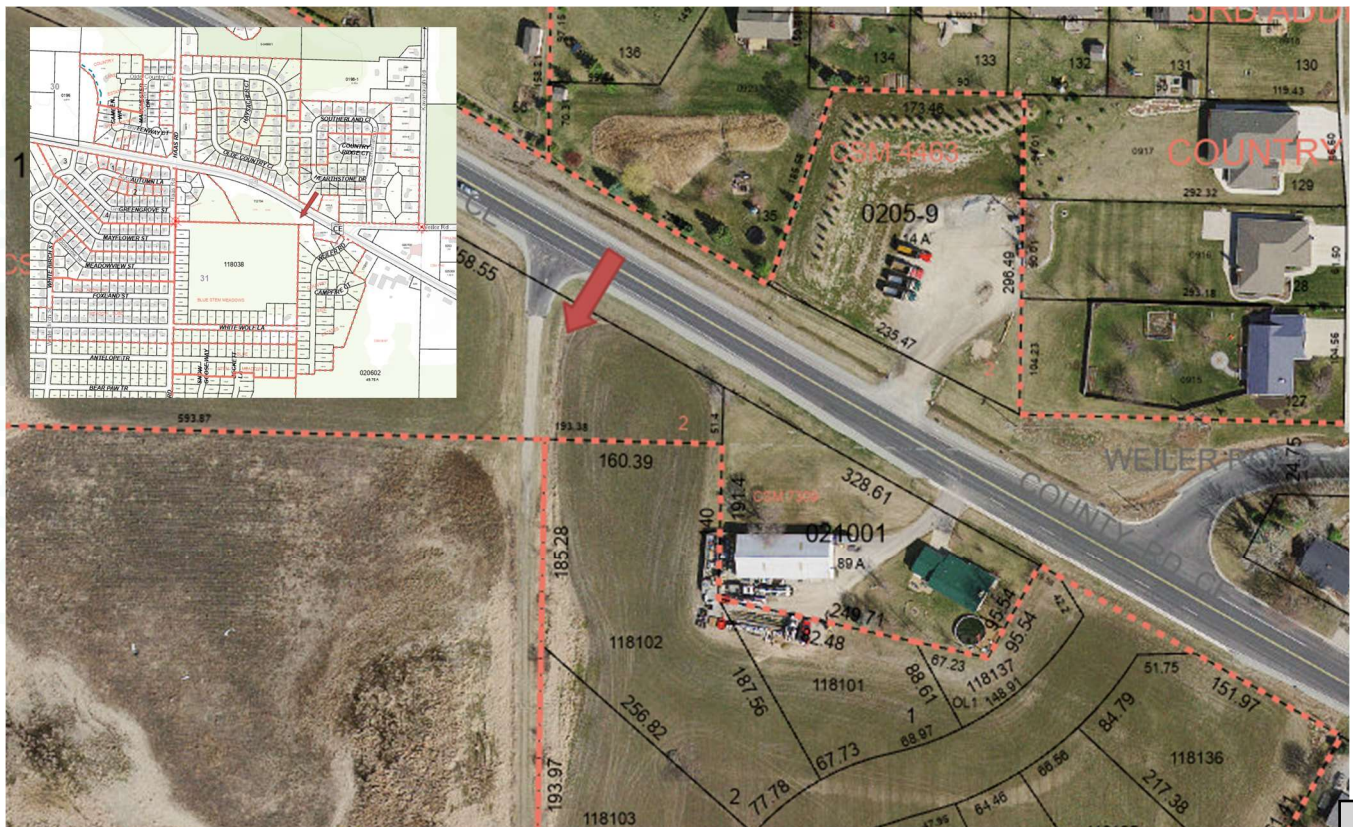
# MEMO BPW 2c

## Engineering Department

To: Board of Public Works  
 From: John Neumeier – DPW/City Engineer  
 Date: 9/13/2023  
 Re: Request to install groundwater monitoring well – CTH CE at old Weiler Road

The University of Wisconsin-Green Bay (UWGB) along with the Wisconsin Geological and Natural History Survey (WGNHS) have reached out to the City and Kaukauna Utilities to drill a test/research well for a project focused on groundwater arsenic and the cones of depression in Green Bay and the Fox Cities areas. UWGB and WGNHS are requesting to install a well at a location shown below, near the old Weiler Road on CTH CE. This request has been reviewed and recommended for approval by Plan Commission. The City has requested that an easement agreement be in place, similar to the agreement for a well in LaFollette Park from 2021. The City has requested that UWGB provide the easement legal description and exhibit. City Attorney has been working with UW legal counsel to develop the agreement.

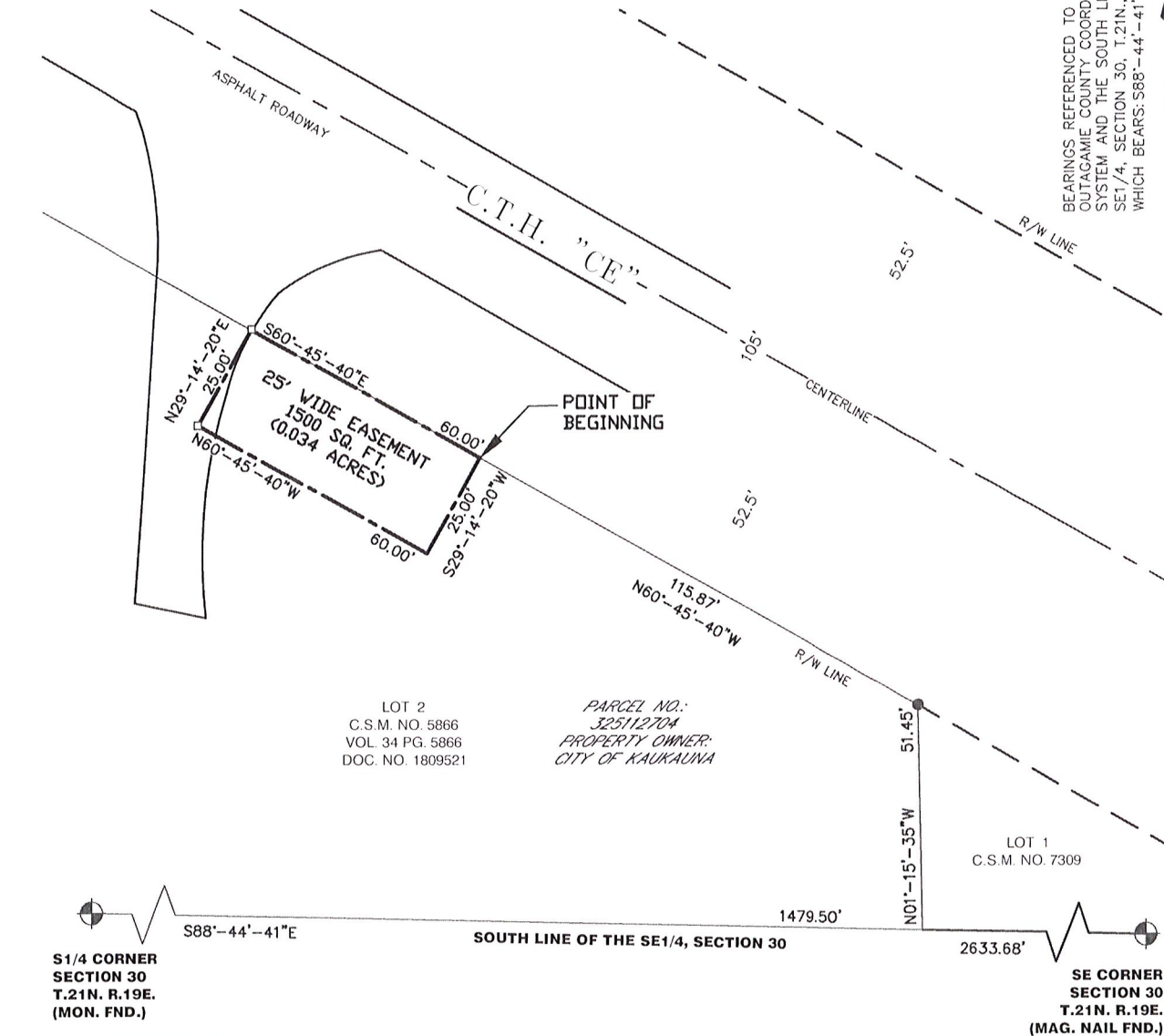
**Recommended Action:** Recommend to Common Council the approval of a resolution authorizing the Mayor and Clerk to enter into a Groundwater Monitoring Station Easement agreement with UWGB and WGNHS.



**EASEMENT EXHIBIT**

BEING A PART OF LOT 2 C.S.M. NO. 5866, AS RECORDED IN VOL. 34 OF CERTIFIED SURVEY MAPS  
ON PAGE 5866 AS DOCUMENT NO. 1809521, LOCATED IN THE SW1/4 OF THE SE1/4, SECTION 30,  
T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

BEARINGS REFERENCED TO THE  
OUTAGAMIE COUNTY COORDINATE  
SYSTEM AND THE SOUTH LINE OF THE  
SE1/4, SECTION 30, T.21N., R.19E.,  
WHICH BEARS: S88°-44'-41"E

**SURVEYOR'S CERTIFICATE**

I, Steven C. DeJong, Professional Land Surveyor  
of Meridian Surveying, LLC., certify that I have surveyed the  
described property and that the map shown is a true and accurate  
representation thereof to the best of my knowledge and belief.

Dated this 24<sup>TH</sup> day of AUGUST, 2023.

WISCONSIN PROFESSIONAL LAND SURVEYOR  
Steven C. DeJong, S-2791

**-LEGEND-**

- = 1" IRON PIPE FOUND
- = MAG NAIL SET
- ⊙ = COUNTY MONUMENT FOUND

SURVEYED FOR:  
UNIVERSITY OF  
WISCONSIN-GREEN BAY  
2420 NICOLET DRIVE  
GREEN, WI 54311  
PROPERTY ADDRESS:  
C.T.H. "CE"  
KAUKAUNA, WI 54130  
PROPERTY OWNER:  
CITY OF KAUKAUNA  
PARCEL NUMBER:  
325112704  
DEED:  
DOCUMENT NO. 2239750

**MERIDIAN**  
**SURVEYING, LLC**



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

DRAWN BY: K.R.

FIELD WORK  
DATE: 8-14-23

CHECKED BY: S.C.D.

FIELD BOOK: N/A

JOB NO.: 14791

SHEET 1 OF 2

**EASEMENT EXHIBIT**

BEING A PART OF LOT 2 C.S.M. NO. 5866, AS RECORDED IN VOL. 34 OF CERTIFIED SURVEY MAPS  
ON PAGE 5866 AS DOCUMENT NO. 1809521, LOCATED IN THE SW1/4 OF THE SE1/4, SECTION 30,  
T.21N., R.19E., CITY OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN

**Legal Description:**

Being a part of Lot Two (2) of Certified Survey Map No. 5866 as recorded in Volume 34 of Certified Survey Maps on Page 5866 as Document No. 1809521, and being located in the Southwest Quarter (SW1/4) of the Southeast Quarter (SE1/4) of Section Thirty (30), Township Twenty-One (21) North, Range Nineteen (19) East, City of Kaukauna, Outagamie County, Wisconsin containing 1,500 square feet (0.034 acres) of land and being described by:

Commencing at the South Quarter Corner of said Section 30; thence S88°-44'-41"E 1479.50 feet along the south line of the SE1/4 of said Section 30 to the southeast corner of said Lot 2; thence N01°-15'-35"W 51.45 feet along the west line of said Lot 2 to a point on the south line of County Highway CE; thence N60°-45'-40"W 115.87 feet along said south line of County Highway CE to the point of beginning; thence S29°-14'-20"W 25.00 feet; thence N60°-45'-40"W 60.00 feet; thence N29°-14'-20"E 25.00 feet to a point on the south line of County Highway CE; thence S60°-45'-40"E 60.00 feet along said south line of County Highway CE to the point of beginning. Being subject to any and all easements and restrictions of record.

**SURVEYED FOR:**  
UNIVERSITY OF  
WISCONSIN-GREEN BAY  
2420 NICOLET DRIVE  
GREEN, WI 54311  
**PROPERTY ADDRESS:**  
C.T.H. "CE"  
KAUKAUNA, WI 54130  
**PROPERTY OWNER:**  
CITY OF KAUKAUNA  
**PARCEL NUMBER:**  
325112704  
**DEED:**  
DOCUMENT NO. 2239750

**MERIDIAN****SURVEYING, LLC**

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

DRAWN BY:

K.R.

FIELD WORK  
DATE: 8-14-23

CHECKED BY:

S.C.D.

FIELD BOOK: N/A

JOB NO.:

14791

SHEET

2

OF

2



# MEMO - BPW 2d

## Engineering Department

To: Board of Public Works  
From: John Neumeier – DPW/City Engineer  
Date: 9/14/2023  
Re: 2024 Urban Forestry Grant Application

### Background

Regular urban forestry grants support projects that improve a community's capacity to manage its trees. Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations in or conducting their project in Wisconsin may apply for a regular urban forestry grant. The project sponsor must initially fund 100% of project costs with cash, in-kind contributions and/or donations. Upon completion, the project sponsor requests reimbursement for 50% of eligible costs. Projects must relate to community tree management, maintenance or education within Wisconsin cities, villages or other areas of concentrated development.

City staff would like to apply for up to \$25,000 in a 2024 DNR Urban Forestry Grant to be matched with City funds for the removal of ash trees and reforestation of the same areas. Work areas would mostly include City parks. A resolution authorizing the Director of Public Works/City Engineer to apply for and administer a 2024 Urban Forestry Grant on behalf of the City is on the Common Council agenda for tomorrow night.

**Recommended Action:** Recommend to Common Council the approval of a resolution authorizing the Director of Public Works/City Engineer to apply for and administer a 2024 Urban Forestry Grant on behalf of the City.