

# COMMON COUNCIL

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



Wednesday, April 05, 2023 at 7:00 PM

## AGENDA

### In-Person

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
  - [a.](#) Common Council Meeting Minutes of March 21, 2023.
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
  - [a.](#) Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
  - a. Complaint of City of Kaukauna against the Heart of the Valley Metropolitan Sewerage District concerning unreasonable and discriminatory sewerage rates.
  - b. Tree City USA - 30 Years.
6. Reports of standing and special committees.
  - [a.](#) Board of Public Works Meeting Minutes of April 5, 2023.
  - [b.](#) Finance and Personnel Meeting Minutes of April 5, 2023.
  - [c.](#) Health and Recreation Committee Meeting Minutes of April 5, 2023.
  - [d.](#) Amended Plan Commission Meeting Minutes of February 23, 2023.
  - [e.](#) Grignon Mansion Board Meeting Minutes of February 13, 2023.
  - [f.](#) Operator (Bartender) Licenses.
7. Reports of City officers.
  - a. People Plan Seminar.
  - b. Municipal Pool Update.
  - [c.](#) FEH Assessment Report.
  - [d.](#) Outdoor Alcoholic Beverage Area Alternative Entrance - 313 Dodge.
8. Presentation of ordinances and resolutions.
  - [a.](#) Resolution 2023-5378 Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.
  - [b.](#) Resolution 2023-5379 A Resolution Approving the Preliminary Plat for Phase 4 of the Hurkman Heights Subdivision.
  - [c.](#) Resolution 2023-5380 Resolution Authorizing Mayor Anthony Penterman and Clerk Sally Kenney to enter into a Storm Sewer Easement with AMERCO Real Estate Company.
9. Closed session.

- a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) deliberating and/or negotiating the investing of public funds or conducting other specified public business.
- b. Return to Open Session for possible action.

10. Adjourn.

#### **NOTICES**

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



## COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – MARCH 21, 2023

Pursuant to adjournment on March 7, 2023 meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, March 21, 2023.

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

Absent & Excused: Antoine

Also present: Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Fin. Dir. Van Rossum, Lib. Dir. Thiem-Menning and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.

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.

Motion by Moore, seconded by Schell to adopt the minutes of the Common Council meeting of March 7, 2023.

All Ald. present voted aye.

Motion carried.

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

#### Bills Payable

Motion by Moore, seconded by Eggleston to pay bills out of the proper accounts.

All Ald. present voted aye.

Motion carried.

### PUBLIC APPEARANCES

No one appeared.

### BUSINESS PRESENTED BY THE MAYOR

**Appointment of Ryan Micke to the Building Construction Board of Review to replace Randy Vercauteren.**

Motion by Moore, seconded by Kilgas to appoint Ryan Micke to the Building Construction Board of Review to replace Randy Vercauteren.

All Ald. present voted aye.

Motion carried.

**Letter from HOVMSD (Heart of the Valley Metropolitan Sewerage District).**

Mayor Penterman read the letter from HOVMSD.

Motion by Coenen, seconded by DeCoster to receive and place on file the letter from HOVMSD.

All Ald. present voted aye.

Motion carried.

## REPORTS OF STANDING AND SPECIAL COMMITTEES

### Board of Public Works Meeting Minutes of March 20, 2023.

#### BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chairperson Thiele on Monday, March 20, 2023 at 6:00 P.M.

Members present: Coenen, DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Street Sup. Van Gompel, Police Chief Graff, Fire Chief Carrel, Planner Stephenson, Building Insp. Jensen, and interested citizens.

Motion by Coenen, seconded by Kilgas to excuse the absent member.

All Ald. present voted aye.

Motion carried.

1. **Correspondence** – none.

2. **Discussion Topics.**

**a. Recommendation for Award of Project 1-23: 2023 Concrete Street Paving.**

The Engineering Department has compared the two received bids against the engineers estimate. The bids themselves are within \$237,593.71 of each other which is a good indication that they are competitive. The higher bid (Vinton) is under the Budget Estimates by \$179,804.41 which is another indication that the received bids are reasonable and competitive. Questions from the Board were answered.

Motion by Moore, seconded by Eggleston to award Project 1-23: 2023 Concrete Street Paving to Zignego Company, Waukesha, WI for a total bid price of \$3,647,601.88.

All members present voted aye.

Motion carried.

**b. Recommendation for Award of Project 4-23: 2023 Concrete Street Patch Program.**

The Engineering Department has compared the two received bids. The low bidder was Al Dix Concrete.

Motion by Kilgas, seconded by Moore to award Project 4-23: 2023 Street Patch Program to Al Dix Concrete for a total bid price of \$194,825.00.

All members present voted aye.

Motion carried.

**c. Bayorgeon Diamond #2 KAC Concession Roof Repair and Cooler Reconstruction.**

Street Superintendent Van Gompel introduced KAC members and contractor. Background on this project was provided. KAC is requesting that the city reconstruct the roof system of the cooler section of the concession building, so KAC can rebuild the cooler and be prepared for the upcoming softball and baseball season. Current estimated total cost of roof repair and cooler



reconstruction is \$10,000. KAC member Tom Smith, 1100 Kristy Street, stated that they just need approval to go ahead with the project. The KAC is looking for help from city to fix the roof. Contractor Greg VanElzen, 1000 Kristy Street, spoke as to what should be done to fix the roof. Creating a pitch on the roof he feels would help. DPW/Eng. Neumeier was only able to find small amounts of information on the original building of the concession stand. He feels we need to have a professional come in to evaluate the roof to make sure the roof is safe. The work to install a new cooler needs to be permitted and inspected.

Motion by DeCoster, seconded by Moore to authorize City Staff to consult with professionals to determine needed repairs to roof system, propose a plan, and allow KAC to construct/install a new cooler at KAC expense with the stipulation that KAC plan is approved, permitted, and inspected by the City, a volunteer form is filled out, and a certificate of insurance is on file with the City.

All members present voted aye.

Motion carried.

**d. 2022 Municipal Separate Storm Sewer System (MS4) Annual Report to DNR.**

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BOPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing in order to maintain compliance with State and Federal regulations as well as gather comments on the report itself. In addition to the DNR reporting form, a summary of activities and accomplishments was provided, citing each General Permit section requirements.

Motion by Moore, seconded by Kilgas to receive and place on file the 2022 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the same to Wisconsin DNR.

All members present voted aye.

Motion carried.

**e. DNR Urban Forestry Grant Award.**

DPW/Eng. Neumeier informed the Board the City has received financial assistance from the State of Wisconsin DNR for ash tree removal and reforestation. Guidelines on the grant were provided. The grant award was \$25,000. Questions from the Board were answered.

Ald. Thiele shared the story about Street Foreman Pete Nelson who found a deceased cat in the City Street Department yard. Nelson went above and beyond to locate the cat's owner and return the cat. The owner made a comment on social media on the thoughtfulness of Nelson.

**3. Adjourn.**

Motion made by Eggleston, seconded by DeCoster to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:52 p.m.

Sally Kenney

Clerk

Motion by Thiele, seconded by Schell to adopt the Board of Public Works Meeting Minutes of March 20, 2023.

All Ald. present voted aye.

Motion carried.

### **Health and Recreation Committee Meeting Minutes of March 20, 2023.**

#### **HEALTH AND RECREATION COMMITTEE**

A meeting of the Health and Recreation Committee was called to order by Chairman Eggleston on Monday, March 20, 2023 at 6:52 P.M.

Members present: DeCoster, Eggleston, and Kilgas.

Absent & Excused: Antoine

Also present: Mayor Penterman, Attorney Davidson, Alder Thiele, Alder Coenen, Alder Schell, Alder Moore, Street Sup. Van Gompel, Fin. Dir. Van Rossum, DPW/Eng. Neumeier, Planner Stephenson, Police Chief Graff, Fire Chief Carrel, Building Insp. Jensen and interested citizens.

Motion by Eggleston, seconded by Kilgas to excuse the absent member.

All members present voted aye.

Motion carried.

#### **1. Correspondence – None.**

#### **2. Discussion Topics.**

##### **a. Temporary Class B License to Oshkosh Area Community Pantry, 2551 Jackson St., Oshkosh on June 8 through June 10, 2023 for Electric City Experience, Hydro Park and surrounding area, Farmer's Market Parking Lot and 1 Block of W. 2nd Street.**

Motion by DeCoster, seconded by Kilgas to grant the Temporary Class B License to Oshkosh Area Community Pantry, 2551 Jackson St., Oshkosh on June 8 through June 10, 2023 for Electric City Experience, Hydro Park and surrounding area, Farmer's Market Parking Lot and 1 Block of W. 2nd Street.

All members present voted aye.

Motion carried.

##### **b. Request for \$10,000 from Jason Lipsky, Electric City Experience for event expenses.**

Motion by Kilgas, seconded by DeCoster to approve the request for \$10,000 from Jason Lipsky, Electric City Experience for event expenses paid directly to the vendors.

All members present voted aye.

Motion carried.

##### **c. Solicitor Licenses.**

The following applicants have applied for a Solicitor's License for the license year 2023 and have been recommended for approval based on their record check by the police department.

Brazil	Duane	J.	105 Second Ave.	Weyauwega
Emunson	Austin	B.	N3029 State Road 47	Appleton
Retzlaff	Derek	J.	1094 Honeysuckle Ln.	Neenah
Voster-Guerra	Tristen	Y.	2340 Holly Rd.	Neenah

Ziegenbein	Nathan	L.	402 E. Wilson Ave.	Appleton
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Motion by DeCoster, seconded by Kilgas to grant the solicitor's licenses.  
All members present voted aye.  
Motion carried.

### 3. Adjourn.

Motion made by Kilgas, seconded by DeCoster to adjourn.  
All members present voted aye.  
Motion carried.

Meeting adjourned at 6:58 pm.

Sally Kenney, Clerk

Motion by Eggleston, seconded by Kilgas to adopt the Health and Recreation Committee Meeting Minutes of March 20, 2023.  
All Ald. present voted aye.  
Motion carried.

### Legislative Committee Meeting Minutes of March 20, 2023.

#### LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Vice-Chairman Coenen on Monday, March 20, 2023 at 6:58 P.M.

Members present: Coenen, Moore, and Thiele.

Absent & Excused: Antoine.

Also present: Mayor Penterman, Attorney Davidson, Alder Eggleston, Alder Kilgas, Alder Schell, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, Planner Stephenson, Fire Chief Carrel, Police Chief Graff, Building Insp. Jensen, and interested citizens.

Motion by Thiele, seconded by Moore to excuse the absent member.  
All members present voted aye.  
Motion carried.

### 1. Correspondence.

A letter from Paul Hennes regarding recycling was read.

Motion by Moore, seconded by Thiele to receive and place on file the letter from Paul Hennes.  
All members present voted aye.  
Motion carried.

Ald. Coenen requested staff to look into this issue.

### 2. Discussion Topics.

#### a. Updated Inspection Fee Schedule.

Planner Stephenson gave an overview about how these fees were calculated and stated City Staff have been working on updates to the Inspection Fee Schedule for several months. We are

bringing back a proposed new fee schedule for Legislative Committee approval. Discussion was held and questions answered.

Motion by Thiele, seconded by Moore to approve the updated Inspection Fee Schedule.  
All members present voted aye.  
Motion carried.

### 3. Adjourn.

Motion by Moore, seconded by Thiele to adjourn.  
All members present voted aye.  
Motion carried.

Meeting adjourned at 7:08 p.m.

Sally Kenney, Clerk

Motion by Coenen, seconded by Moore to adopt the Legislative Committee Meeting Minutes of March 20, 2023.  
All Ald. present voted aye.  
Motion carried.

### **Public Protection and Safety Committee Meeting Minutes of March 20, 2023.**

#### **PUBLIC PROTECTION AND SAFETY COMMITTEE**

A meeting of the Public Protection and Safety Committee was called to order by Chairman Kilgas on Monday, March 20, 2023 at 7:09 pm.

Members present: Eggleston, Kilgas, Schell, Thiele.

Also present: Mayor Penterman, Alders Coenen, DeCoster, Moore, DPW/Eng. Neumeier, Planner Stephenson, Building Insp. Jensen, Police Chief Graff, Fire Chief Carrel, Fin. Dir. Van Rossum, Street Sup. Van Gompel, and interested citizens.

#### **1. Correspondence - None.**

#### **2. Discussion Topics.**

##### **a. Authorization to order a Fire Response/Command Vehicle.**

Chief Carrel stated that the Fire Department is looking to place an order for the purchase of a response vehicle. The estimated delivery would be late summer/fall of 2023. We are looking to purchase and outfit a Chevrolet Silverado ½ pickup truck for this purpose. This vehicle is currently listed in year one (2023) of the 2023-2027 Capital Project List. We have created the vehicle specifications utilizing the Wisconsin State Contract in an effort to take advantage of their group pricing. The daily purpose of this vehicle will be to allow for flexibility in our responses throughout the city. We are currently utilizing our main fire engine for all EMS responses to transport additional paramedics to the scene, as well as hundreds of fire inspections each year. This isn't an efficient use of the fire engine, and operating a smaller vehicle will be more economical, faster, and safer. The secondary benefit will be that it can be utilized as a command vehicle at active incidents. Currently, we do not have a vehicle in our fleet for this purpose. It is common for fire departments to have at least one or two vehicles dedicated to this purpose.

Motion by Eggleston, seconded by Thiele to authorize ordering a 2023 Chevrolet Silverado pickup

truck using the State of Wisconsin contract pricing.  
All members voted aye.  
Motion carried.

### 3. Adjourn.

Motion by Schell, seconded by Eggleston to adjourn.  
All members present voted aye.  
Motion carried.

Meeting adjourned at 7:16 p.m.

Sally Kenney  
Clerk

Motion by Kilgas, seconded by Eggleston to adopt the Public Protection and Safety Committee Meeting Minutes of March 20, 2023.  
All Ald. present voted aye.  
Motion carried.

#### **Redevelopment Authority of the City of Kaukauna Meeting Minutes of January 5, 2023.**

Motion by Moore, seconded by Coenen to receive and place on file the Redevelopment Authority of the City of Kaukauna Meeting Minutes of January 5, 2023.  
All Ald. present voted aye.  
Motion carried.

#### **Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 14, 2023.**

Motion by Moore, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of February 14, 2023.  
All Ald. present voted aye.  
Motion carried.

#### **Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of March 3, 2023.**

Motion by Moore, seconded by Kilgas to receive and place on file the Heart of the Valley Metropolitan Sewerage District Special Meeting Minutes of March 3, 2023.  
All Ald. present voted aye.  
Motion carried.

#### **1000 Islands Environmental Center Committee Meeting Minutes of February 16, 2023.**

Motion by Eggleston, seconded by Moore to receive and place on file the 1000 Islands Environmental Center Committee Meeting Minutes of February 16, 2023.  
All Ald. present voted aye.  
Motion carried.

#### **Operator (Bartender) Licenses.**

The following applicants have applied for an operator's license for the license year **2022-2024** and have been recommended for approval based on their record check by the police department:

Aubreigh	Taylor	D.	554 S. Huron Rd. Apt 90	Green Bay
Eiting	Michaela	M.	W2037 Vans Ct.	Freedom
Finlayson-Greene	Sarah	Q.	131 W. Greenfield Dr.	Little Chute
Lancour	Stephanie	P.	916 Main Ave.	Kaukauna
Longsine	Justin	L.	554 S. Huron Rd. Apt 90	Green Bay
Zuleger	Amber	L.	308 E. Eighth St.	Kaukauna

Motion by Eggleston, seconded by DeCoster to approve the Operator (Bartender) Licenses.  
All Ald. present voted aye.  
Motion carried.

## REPORTS OF CITY OFFICERS

### **Fire Report**

Motion by Moore, seconded by Kilgas to receive and place on file the February 2023 Fire Report.  
All Ald. present voted aye.  
Motion carried.

### **Ambulance Report**

Motion by Moore, seconded by Schell to receive and place on file the February 2023 Ambulance Report.  
All Ald. present voted aye.  
Motion carried.

### **Police Report**

Motion by Moore, seconded by Coenen to receive and place on file the February 2023 Police Report.  
All Ald. present voted aye.  
Motion carried.

### **Municipal Court Report**

Motion by Moore, seconded by Kilgas to receive and place on file the February 2023 Municipal Court Report.  
All Ald. present voted aye.  
Motion carried.

### **Clerk-Treasurer's Deposit Report**

Motion by Moore, seconded by DeCoster to receive and place on file the February 2023 Clerk-Treasurer's Deposit Report.  
All Ald. present voted aye.  
Motion carried.

### **Building Inspection Report.**

Motion by Moore, seconded by Schell to receive and place on file the February 2023 Building Inspection Report.  
All Ald. present voted aye.  
Motion carried.

### **Heart of the Valley Chamber of Commerce Partner of the Year Award to Kaukauna Public Library.**

Library Director Thiem-Menning informed the Council that the Kaukauna Public Library received the Heart of the Valley Chamber of Commerce Partner of the Year Award. Thiem-Menning thanked the Council for their support and for all the hard work of the Library staff.

Alder Moore congratulated Thiem-Menning and Library staff on earning this award.

## PRESENTATION OF ORDINANCES AND RESOLUTIONS

None.

## CLOSED SESSION

**Adjourn to Closed Session Pursuant to 19.85(1)(g) with respect to litigation in which it is or is likely to become involved.**

Motion by Moore, seconded by Coenen to adjourn to closed session.

All Ald. present voted aye.

Motion carried.

Moved to closed session at 7:26 p.m.

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

Motion by Coenen, seconded by Thiele to return to Open Session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:37 p.m.

Motion by Moore, seconded by Coenen to authorize Boardman & Clark LLP, on behalf of the City, to file a complaint with the Public Service Commission of Wisconsin related to HOVMSD's rates, rules, and practices for the allocation and recovery of its interceptor related costs, including its upcoming interceptor rehabilitation project, subject to any revisions to the complaint recommended by the City's attorney and approved by Mayor Penterman.

All Ald. present voted aye.

Motion carried.

**Adjourn to Closed Session Pursuant to 19.85(1)(g) with respect to litigation in which it is or is likely to become involved.**

Motion by Coenen seconded by DeCoster to adjourn to closed session.

All Ald. present voted aye.

Motion carried.

Moved to closed session at 7:38 p.m.

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

Motion by Moore, seconded by Coenen to return to Open Session.

All Ald. present voted aye.

Motion carried.

Returned to Open Session at 7:42 p.m.

## ADJOURN

Motion by Coenen, seconded by Kilgas to adjourn.

All Ald. present voted aye.

Motion carried.

Meeting adjourned at 7:43 p.m.

Sally Kenney, Clerk





# Accounts Payable

## Checks for Approval

User: cnelson  
Printed: 3/17/2023 - 8:32 AM



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	03/03/2023	General Fund	Miscellaneous	Garrow Oil Corp.		25,877.88
0	03/10/2023	General Fund	Lease - Buildings	Grand Kakalin LLC		11,993.00
0	03/10/2023	General Fund	Maintenance - Buildings	Grand Kakalin LLC		8,820.00
0	03/10/2023	General Fund	Group Life Insurance	Securian Financial Group, Inc.		2,728.33
0	03/10/2023	General Fund	WI Retirement	Wisconsin Employee Trust Funds (ETF)		171,010.19
118536	03/03/2023	General Fund	Contractual Services	Amplitel Technologies LLC		11,500.00
118537	03/03/2023	Sanitary Sewer Utility	Contractual Services	AT&T		237.88
118538	03/03/2023	General Fund	Temporary Payroll	Patricia Baerenwald		205.00
118539	03/03/2023	General Fund	Temporary Payroll	Faye Binsfeld		30.00
118540	03/03/2023	General Fund	Temporary Payroll	Peggy Blenke		85.00
118541	03/03/2023	Sanitary Sewer Utility	Contractual Services	BoardmanClark		3,152.00
118542	03/03/2023	General Fund	Maintenance - Roads & Walks	Capital One Commercial		226.87
118542	03/03/2023	General Fund	Maintenance - Buildings	Capital One Commercial		32.37
118542	03/03/2023	General Fund	Maintenance - Roads & Walks	Capital One Commercial		45.77
118542	03/03/2023	General Fund	General Supplies	Capital One Commercial		7.99
118542	03/03/2023	General Fund	Plumbing Supplies	Capital One Commercial		26.98
118542	03/03/2023	General Fund	General Supplies	Capital One Commercial		198.45
118542	03/03/2023	General Fund	Park Equipment	Capital One Commercial		170.30
118543	03/03/2023	General Fund	Computing	CDW Government		235.58
118543	03/03/2023	General Fund	Computing	CDW Government		160.52
118543	03/03/2023	General Fund	Computing	CDW Government		49.58
118544	03/03/2023	General Fund	Temporary Payroll	Linda Collins		115.00
118545	03/03/2023	General Fund	Facilities Rental Non-Taxable	Millie Cronin		200.00
118546	03/03/2023	General Fund	Education & Memberships	CWKK CrimeDex		79.00
118547	03/03/2023	General Fund	Data Center	Energy Control & Design, Inc.		1,296.55
118548	03/03/2023	General Fund	Temporary Payroll	Val Fischer		115.00
118549	03/03/2023	General Fund	Contractual Services	Fox Valley Humane Association		160.00
118550	03/03/2023	General Fund	General Insurance	Fox Valley Safety LLC		2,481.00
118551	03/03/2023	General Fund	Temporary Payroll	Mary Frank		115.00
118552	03/03/2023	General Fund	Recycling Program	GFL Green For Life Environmental		499.65
118552	03/03/2023	General Fund	Recycling Program	GFL Green For Life Environmental		409.20
118553	03/03/2023	General Fund	Maintenance - Buildings	Grainger Inc		66.13
118554	03/03/2023	General Fund	Temporary Payroll	Christine Gries		275.00
118555	03/03/2023	General Fund	Temporary Payroll	Teri Hietpas		275.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118556	03/03/2023	General Fund	Enterprise Funds	Kaukauna Utilities		11,499.47
118556	03/03/2023	Special Assessment Fund	Enterprise Funds	Kaukauna Utilities		9,434.39
118557	03/03/2023	General Fund	Temporary Payroll	Sarah Landreman		115.00
118558	03/03/2023	Sanitary Sewer Utility	Contractual Services	Lazer Utility Locating, LLC		18.25
118559	03/03/2023	General Fund	Miscellaneous	Caleb Lyons		100.49
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		85.84
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		83.93
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		83.40
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		32.10
118560	03/03/2023	General Fund	Printing Expense	Marco Technologies LLC		32.10
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		33.23
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		33.23
118560	03/03/2023	General Fund	Rent - Equipment	Marco Technologies LLC		33.23
118560	03/03/2023	General Fund	Printing Expense	Marco Technologies LLC		33.23
118560	03/03/2023	General Fund	Contractual Services	Marco Technologies LLC		65.75
118560	03/03/2023	General Fund	Contractual Services	Marco Technologies LLC		32.51
118560	03/03/2023	General Fund	Contractual Services	Marco Technologies LLC		112.87
118560	03/03/2023	General Fund	Desktop Printer/Fax Expense	Marco Technologies LLC		13.03
118561	03/03/2023	General Fund	Temporary Payroll	Donna Mauel		85.00
118562	03/03/2023	General Fund	Temporary Payroll	Betty Meulemans		205.00
118563	03/03/2023	General Fund	General Insurance	Municipal Property Insurance Company		73,168.00
118564	03/03/2023	General Fund	Temporary Payroll	Olivia O'Connell		30.00
118565	03/03/2023	General Fund	Contractual Services	Outagamie County Treasurer		26,253.24
118566	03/03/2023	General Fund	Temporary Payroll	Eunice Plutz		30.00
118567	03/03/2023	General Fund	Temporary Payroll	Carrie Prellwitz		30.00
118568	03/03/2023	General Fund	Rent - Equipment	Quadient Leasing USA, Inc.		500.91
118569	03/03/2023	General Fund	Temporary Payroll	Jean Rebholz		115.00
118570	03/03/2023	General Fund	Temporary Payroll	Cheryl Smith		205.00
118571	03/03/2023	General Fund	Temporary Payroll	Robert Smith		205.00
118572	03/03/2023	General Fund	Temporary Payroll	Deb Sova		115.00
118573	03/03/2023	General Fund	Temporary Payroll	Jane Steger		115.00
118574	03/03/2023	General Fund	Temporary Payroll	Amy Stenz		115.00
118575	03/03/2023	General Fund	Temporary Payroll	Bill Stenz		115.00
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		270.04
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		270.04
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		233.73
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		307.93
118576	03/03/2023	General Fund	General Supplies	Superior Chemical Corp.		510.16
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		540.79
118576	03/03/2023	General Fund	Maintenance - Buildings	Superior Chemical Corp.		540.78
118576	03/03/2023	General Fund	Maintenance - Automotive	Superior Chemical Corp.		425.36
118577	03/03/2023	American Rescue Plan Act Funds	Miscellaneous	Uline		899.78
118578	03/03/2023	General Fund	Dance Non-Taxable	Liudmila Vakulenko		35.00
118579	03/03/2023	General Fund	Travel - City Business	John VanDrunen		379.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118580	03/03/2023	General Fund	Facilities Rental Non-Taxable	Andrea VanDynHoven		200.00
118581	03/03/2023	General Fund	Temporary Payroll	Kitty Verhagen		115.00
118582	03/03/2023	General Fund	Temporary Payroll	Nancy Zornow		115.00
118583	03/07/2023	General Fund	Miscellaneous	Cash		200.00
118584	03/10/2023	General Fund	Maintenance - Buildings	Advanced Maintenance Solutions		409.50
118584	03/10/2023	General Fund	Contractual Services	Advanced Maintenance Solutions		2,165.36
118584	03/10/2023	General Fund	Contractual Services	Advanced Maintenance Solutions		1,278.35
118585	03/10/2023	General Fund	Maintenance - Buildings	J.F. Ahern Co.		354.19
118586	03/10/2023	General Fund	Contractual Services	Aramark Uniform		9.00
118586	03/10/2023	Sanitary Sewer Utility	Contractual Services	Aramark Uniform		12.50
118586	03/10/2023	General Fund	Clothing Expense	Aramark Uniform		15.00
118586	03/10/2023	General Fund	Contractual Services	Aramark Uniform		303.50
118586	03/10/2023	General Fund	Contractual Services	Aramark Uniform		58.20
118587	03/10/2023	General Fund	Contractual Services	Ascension Medical Group - Fox Valley DBA - Ascen		155.00
118587	03/10/2023	General Fund	Contractual Services	Ascension Medical Group - Fox Valley DBA - Ascen		200.00
118587	03/10/2023	General Fund	Contractual Services	Ascension Medical Group - Fox Valley DBA - Ascen		184.00
118587	03/10/2023	General Fund	Recruitment Expenses	Ascension Medical Group - Fox Valley DBA - Ascen		138.00
118587	03/10/2023	General Fund	Employee Assistance Program	Ascension Medical Group - Fox Valley DBA - Ascen		718.75
118588	03/10/2023	Sanitary Sewer Utility	Contractual Services	AT&T		86.51
118589	03/10/2023	General Fund	Education & Memberships	Cardmember Service		156.46
118589	03/10/2023	General Fund	Advertising	Cardmember Service		14.00
118589	03/10/2023	General Fund	Office Supplies	Cardmember Service		661.02
118589	03/10/2023	General Fund	Data Processing Supplies	Cardmember Service		11.99
118589	03/10/2023	General Fund	Postage	Cardmember Service		35.87
118589	03/10/2023	General Fund	Library Materials	Cardmember Service		429.71
118589	03/10/2023	General Fund	Service Contracts	Cardmember Service		79.50
118589	03/10/2023	General Fund	Library Programs	Cardmember Service		310.54
118589	03/10/2023	General Fund	Miscellaneous	Cardmember Service		99.24
118589	03/10/2023	Library Special Use	Misc Expenses	Cardmember Service		492.36
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		8.43
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		8.44
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		14.39
118590	03/10/2023	General Fund	Maintenance - Automotive	Carstens Ace Hardware		32.54
118590	03/10/2023	General Fund	Maintenance - All Other Equipm	Carstens Ace Hardware		43.17
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		88.58
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		1.79
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		26.97
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		23.72
118590	03/10/2023	General Fund	Office Supplies	Carstens Ace Hardware		16.21
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		26.99
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		6.29
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		10.04
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		10.79
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		58.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118590	03/10/2023	General Fund	Maintenance - Automotive	Carstens Ace Hardware		18.89
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		3.59
118590	03/10/2023	General Fund	Maintenance - Automotive	Carstens Ace Hardware		28.56
118590	03/10/2023	General Fund	Maintenance - Automotive	Carstens Ace Hardware		10.77
118590	03/10/2023	General Fund	Maintenance - Automotive	Carstens Ace Hardware		42.70
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		41.97
118590	03/10/2023	Sanitary Sewer Utility	Maintenance - All Other Equip	Carstens Ace Hardware		29.29
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		53.98
118590	03/10/2023	General Fund	Park Equipment	Carstens Ace Hardware		2.69
118590	03/10/2023	General Fund	Park Equipment	Carstens Ace Hardware		44.98
118590	03/10/2023	General Fund	Plumbing Supplies	Carstens Ace Hardware		17.07
118590	03/10/2023	General Fund	Plumbing Supplies	Carstens Ace Hardware		9.51
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		8.50
118590	03/10/2023	General Fund	Plumbing Supplies	Carstens Ace Hardware		7.17
118590	03/10/2023	1000 Islands	Restricted Funds	Carstens Ace Hardware		24.05
118590	03/10/2023	General Fund	General Supplies	Carstens Ace Hardware		50.71
118590	03/10/2023	General Fund	Conservancy Zone Maint	Carstens Ace Hardware		3.59
118590	03/10/2023	General Fund	Maintenance - All Other Equipm	Carstens Ace Hardware		42.44
118590	03/10/2023	General Fund	Maintenance - Buildings	Carstens Ace Hardware		22.90
118591	03/10/2023	General Fund	Computing	CDW Government		230.60
118591	03/10/2023	General Fund	Office Equipment	CDW Government		1,046.85
118592	03/10/2023	General Fund	Maintenance - Buildings	Cintas		293.84
118592	03/10/2023	General Fund	Maintenance - Buildings	Cintas		233.80
118592	03/10/2023	General Fund	Maintenance - Buildings	Cintas		272.68
118592	03/10/2023	General Fund	Contractual Services	Cintas		34.96
118593	03/10/2023	General Fund	Office Supplies	Complete Office of Wisconsin		100.46
118593	03/10/2023	Library Special Use	Misc Expenses	Complete Office of Wisconsin		5.22
118593	03/10/2023	General Fund	Office Supplies	Complete Office of Wisconsin		178.55
118594	03/10/2023	General Fund	Maintenance - Buildings	Camera Corner/ Connecting Point Computer Center		587.50
118595	03/10/2023	General Fund	Due to VFW-Kaukauna Post	Creative Brick & Concrete		150.18
118596	03/10/2023	General Fund	Maintenance - Automotive	DC Auto Repair, LLC		5,429.52
118596	03/10/2023	General Fund	Maintenance - Automotive	DC Auto Repair, LLC		6,511.24
118597	03/10/2023	General Fund	Contractual Services	Diversified Benefit Services, Inc.		674.60
118598	03/10/2023	General Fund	Maintenance - Buildings	Energy Control & Design, Inc.		1,807.50
118599	03/10/2023	General Fund	Seminar Expenses	Flyover Productions LLC		165.00
118600	03/10/2023	General Fund	Clothing Expense	Galls, LLC		96.50
118601	03/10/2023	General Fund	Contractual Services	Ryan Geiger		1,957.00
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		133.50
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		58.46
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		3.10
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		21.24
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		14.30
118602	03/10/2023	General Fund	Bank and Credit Card Fees	Gila, LLC		1.00
118603	03/10/2023	General Fund	Building Permit	Heart of The Valley Metro.		8,586.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118604	03/10/2023	Sanitary Sewer Utility	Water Sewer & Electric	Heart of The Valley Metropolitan Sewerage District		139,191.68
118605	03/10/2023	General Fund	Youth Programs Non-Taxable	Becki Hietpas		25.00
118606	03/10/2023	General Fund	Facilities Rental Non-Taxable	Stacy Hlinak		200.00
118607	03/10/2023	General Fund	Contractual Services	Village of Howard		710.71
118608	03/10/2023	General Fund	Library Materials	Ingram		3,052.38
118608	03/10/2023	Library Special Use	Misc Expenses	Ingram		21.77
118608	03/10/2023	General Fund	Library Materials	Ingram		1,527.32
118608	03/10/2023	General Fund	Library Materials	Ingram		65.45
118608	03/10/2023	Library Special Use	Misc Expenses	Ingram		32.57
118608	03/10/2023	General Fund	Library Materials	Ingram		202.61
118608	03/10/2023	General Fund	Library Materials	Ingram		541.38
118609	03/10/2023	General Fund	General Supplies	Insta Prints Plus, Inc.		107.93
118610	03/10/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		169.02
118610	03/10/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		20,798.21
118610	03/10/2023	Sanitary Sewer Utility	Water Sewer & Electric	Kaukauna Utilities		1,517.99
118610	03/10/2023	Sanitary Sewer Utility	Water Sewer & Electric	Kaukauna Utilities		124.72
118610	03/10/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		1,223.58
118610	03/10/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		208.49
118610	03/10/2023	General Fund	Water Sewer & Electric	Kaukauna Utilities		2,037.21
118610	03/10/2023	Environmental Remediate TID	Remediation Costs - City	Kaukauna Utilities		16.60
118610	03/10/2023	Streets & Sidewalk Capital	Street Improvements	Kaukauna Utilities		820.18
118610	03/10/2023	Streets & Sidewalk Capital	Street Improvements	Kaukauna Utilities		15,746.57
118610	03/10/2023	General Fund	Contractual Services	Kaukauna Utilities		382.00
118610	03/10/2023	Sanitary Sewer Utility	Contractual Services	Kaukauna Utilities		8,928.90
118611	03/10/2023	General Fund	Seminar Expenses	Michael Lambie		136.24
118612	03/10/2023	General Fund	Contractual Services	Lauterbach & Amen, LLP		8,300.00
118613	03/10/2023	General Fund	Service Contracts	Marco		248.09
118613	03/10/2023	General Fund	Rent - Equipment	Marco		157.98
118613	03/10/2023	General Fund	Rent - Equipment	Marco		157.98
118613	03/10/2023	General Fund	Rent - Equipment	Marco		94.79
118613	03/10/2023	General Fund	Rent - Equipment	Marco		31.60
118613	03/10/2023	General Fund	Printing Expense	Marco		31.60
118613	03/10/2023	General Fund	Rent - Equipment	Marco		39.50
118613	03/10/2023	General Fund	Rent - Equipment	Marco		39.50
118613	03/10/2023	General Fund	Rent - Equipment	Marco		39.50
118613	03/10/2023	General Fund	Printing Expense	Marco		39.50
118613	03/10/2023	General Fund	Contractual Services	Marco		157.98
118613	03/10/2023	General Fund	Contractual Services	Marco		31.58
118613	03/10/2023	General Fund	Contractual Services	Marco		126.40
118614	03/10/2023	General Fund	Library Materials	MicroMarketing LLC		80.00
118615	03/10/2023	General Fund	Library Materials	Midwest Tape		950.95
118616	03/10/2023	General Fund	Advertising	News Publishing Co, Inc.		968.19
118616	03/10/2023	General Fund	Advertising	News Publishing Co, Inc.		351.89
118616	03/10/2023	General Fund	Advertising	News Publishing Co, Inc.		266.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
118617	03/10/2023	General Fund	Postage	Office Enterprises, Inc.		194.18
118618	03/10/2023	General Fund	Contractual Services	Outagamie County Treasurer		3,723.50
118619	03/10/2023	General Fund	Service Contracts	Outagamie Waupaca Library System		28,476.00
118620	03/10/2023	Park & Pool Capital	Buildings	Parkitecture + Planning		22,201.60
118621	03/10/2023	General Fund	Library Materials	The Penworthy Company LLC		3,582.96
118622	03/10/2023	General Fund	Maintenance - Buildings	Keith Petersen Plumbing Inc.		124.29
118623	03/10/2023	General Fund	Postage	Quadient Finance USA, Inc.		1,000.00
118624	03/10/2023	TID #4 Construction Fund	Accounts Payable	Robert E Lee & Assoc. Inc		8,062.51
118625	03/10/2023	Sanitary Sewer Utility	Contractual Services	Speedy Clean Drain & Sewer		610.00
118626	03/10/2023	General Fund	Building Rental (Non-Taxable)	Jason Stadtmueller		200.00
118627	03/10/2023	Park & Pool Capital	Buildings	Jodi Sweeney		3,000.00
118628	03/10/2023	General Fund	Contractual Services	TransUnion Risk and Alternative Data Solutions Inc		41.40
118629	03/10/2023	General Fund	Heating Fuels	We Energies		641.02
118629	03/10/2023	General Fund	Heating Fuels	We Energies		299.06
118629	03/10/2023	General Fund	Heating Fuels	We Energies		26.35
118629	03/10/2023	General Fund	Heating Fuels	We Energies		5,945.99
118629	03/10/2023	General Fund	Heating Fuels	We Energies		487.81
118629	03/10/2023	General Fund	Water Sewer & Electric	We Energies		90.83
118629	03/10/2023	General Fund	Heating Fuels	We Energies		348.45
118630	03/10/2023	General Fund	Contractual Services	Wis. Dept. of Justice		28.00
118631	03/10/2023	Streets & Sidewalk Capital	Street Improvements	Wis. Dept. of Transportation		2,016.06
118632	03/10/2023	General Fund	Police Fees	Registration Fee Trust - Wis. Dept. of Transportation		150.00
118633	03/10/2023	General Fund	Education & Memberships	Wis. Municipal Judges Assn		50.00
118634	03/10/2023	General Fund	Education & Memberships	Wisconsin Supreme Court		700.00
Report Total:						700,767.43

## BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chairperson Thiele on Wednesday, April 5, 2023 at 6:00 P.M.

Members present: Antoine, Coenen, Eggleston, Kilgas, Moore, Schell, and Thiele.

Absent & Excused: DeCoster

Also present: Mayor Penterman, Attorney Davidson, DPW/Eng. Neumeier, Finance Dir. Van Rossum, Street Sup. Van Gompel, Planner Stephenson, Assoc. Planner Pahl, HR Dir. Swaney, and interested citizens.

Motion by Coenen, seconded by Schell to excuse the absent member.

All Ald. present voted aye.

Motion carried.

1. **Correspondence** – none.

2. **Discussion Topics.**

**a. Authorization to seek bids for Project 8-23 Ann Street Underground Stormwater Detention.**

The Engineering Department is proposing to bid out a project to install underground stormwater storage within the K4 Basin. The Ann Street location near the water tower would create underground storage to help reduce flooding in the Ann Street and Glenview Avenue areas. Work would be restricted to summer months and is being coordinated with KASD. Questions from the Board were answered.

Motion by Antoine, seconded by Coenen to authorize the Engineering Department to seek bids for Project 8-23, Ann Street Underground Stormwater Detention.

All members present voted aye.

Motion carried.

**b. Maintenance of gravel roads with temporary surfaces.**

DPW/Eng. Neumeier provided the area of roads where temporary surfaces are being looked at. These roads are not scheduled for permanent pavement until next year. Maintenance dollars are available through the Capital Improvement Plan. The type of surface was described. Due to the amount of traffic that travels through this area the DPW/Eng. Neumeier is recommending the temporary surface be installed. Questions from the Board were answered.

Motion by Kilgas, seconded by Schell to authorize the Engineering Department to seek bids for a project to install a temporary surface improvement on gravel roads.

All members present voted aye.

Motion carried.

**c. Public Works update.**

DPW/Eng. Neumeier stated a map of projects for 2023 will be going up on City's website. Spring road weight limits will be lifted on Monday. Several control burns by the Fire Department will be taking place before the grass greens up in the next few weeks. The sidewalk project from last year will kick off in the next couple weeks. Thank you to DPW Staff for the fantastic job cleaning up from the Spring snowstorm.

### 3. Adjourn.

Motion made by Moore, seconded by Coenen to adjourn.  
All members present voted aye.  
Motion carried.

Meeting adjourned at 6:17 p.m.

Sally Kenney, Clerk



## FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Wednesday, April 5, 2023 at 6:17 pm.

Members present: Mayor Penterman, Alders Coenen, Moore, Kilgas, and Schell.

Absent & Excused: DeCoster.

Also present: Attorney Davidson, Alder Thiele, Alder Eggleston, Alder Antoine, DPW/Eng. Neumeier, HR Dir. Swaney, Planner Stephenson, Assoc. Planner Pahl, Fin. Dir. Van Rossum, HR Dir. Swaney, Street Sup. Van Gompel, and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.

All members present voted aye.

Motion carried.

### 1. **Correspondence** - None.

### 2. **Discussion Topics.**

#### a. **Permission to fill Firefighter/Paramedic position.**

HR Director Swaney stated a resignation in the fire department personnel has left an opening for a firefighter/paramedic. Layton Meyers has turned in resignation letter. They do have an eligibility list they will hire from.

Motion by Moore, seconded by Coenen to grant permission to fill the Firefighter/Paramedic position.

All members present voted aye.

Motion carried.

### 3. **Adjourn.**

Motion by Moore, seconded by Kilgas to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:19 pm.

Sally Kenney, Clerk

## HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chairman Eggleston on Wednesday, April 5, 2023 at 6:20 P.M.

Members present: Antoine, Eggleston, and Kilgas.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Davidson, Alder Thiele, Alder Coenen, Alder Schell, Alder Moore, Street Sup. Van Gompel, Fin. Dir. Van Rossum, DPW/Eng. Neumeier, Planner Stephenson, Prin. Planner Paul, Street Sup. Van Gompel, HR Dir. Swaney, and interested citizens.

Motion by Kilgas, seconded by Eggleston to excuse the absent member.

All members present voted aye.

Motion carried.

### 1. Correspondence – None.

### 2. Discussion Topics.

#### a. Request for amplified music to Samantha Behnke, Girl Scout Troop 2284 on April 21, 2023 in the Community Room.

Motion by Antoine, seconded by Kilgas to grant the Request for amplified music to Samantha Behnke, Girl Scout Troop 2284 on April 21, 2023 in the Community Room.

All members present voted aye.

Motion carried.

#### b. Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge.

Associate Planner Paul explained the area with a map. Questions from the Committee were answered. Attorney Davidson stated that in approving this, an exception to the existing code for the outdoor area alcoholic beverage permit which is allowed by this body.

Motion by Kilgas, seconded by Antoine to approve the Outdoor Alcoholic Beverage Area permit with the alternative entrance shown in the site plan with the following findings: the layout of the building/site and location of the entrance prohibit the business building to be entered before the outdoor alcoholic beverage area.

All members present voted aye.

Motion carried.

### 3. Adjourn.

Motion made by Antoine, seconded by Kilgas to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 6:30 pm.

Sally Kenney, Clerk



## \* AMENDED PLAN COMMISSION

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

Thursday, February 23, 2023 at 4:00 PM

### MINUTES

#### In-Person and remote teleconference via ZOOM

#### 1. Roll Call.

Members present: Michael Avanzi, DPW John Neumeier, Mayor Tony Penterman, Ken Schoenike, Pennie Thiele

Member(s) absent: Giovana Feller, John Moore

Other(s) present: Brian Roebke, Times Villager; David Evers, owner of parcel 030067904; PCDD Joe Stephenson, Associate Planner Lily Paul

Schoenike made a motion to excuse the absent members. Avanzi seconded the motion. The motion passed unanimously.

#### 2. Approval of Minutes.

##### a. Approve Minutes from February 9, 2023 Meeting

Neumeier made a motion to rescind his motion on item 3 c of the February 9, 2023 Meeting Minutes. Thiele seconded the motion. All voted aye, 5-0 vote.

Thiele made a motion to approve the minutes as amended, Neumeier seconded the motion. Motion passed unanimously.

#### 3. New Business.

##### a. ~~Public Hearing – Special Exception Request; Legacy Creekside Apartments~~

*Due to weather conditions, the public hearing was not acted upon.*

##### b. CSM Review – Commerce Crossing, Evergreen Drive

Associate Planner, Lily Paul presented a certified survey map for the City of Kaukauna that will split parcel 322095700. This CSM is intended to split the large ~15 acre parcel into 3 smaller parcels. These parcels will accommodate the Reserve Development (Lot 1, ~11 acres) and Grand Stay Hotel Development (Lot 3, ~2 acres), leaving one parcel (Lot 2, ~1.9 acres) for future development. DPW Neumeier questioned if Lot 2 was needed for the Reserve Development. PCDD Stephenson said no, and that parcel is large enough for another development.

Neumeier made a motion to approve the CSM and recommend the same to Council. Schoenike seconded the motion. Motion passed unanimously.

c. Discussion – Best use for Parcel 030067904; Corner of CTH CE & HH

AP Paul started the discussion by mentioning that Parcel 030067904, which is located on the North East corner of intersection CTH CE and CTH HH, has been presented to plan commission to possibly be annexed into the City of Kaukauna. Unfortunately, the proposed use, a duplex, is not a great fit for the location due to extensive work to bring water and sewer to the area, and highway setbacks. To avoid bringing utilities to the parcel, it would be wise to find an alternative use for this property. Would public use, like a park and beautification be the best for the area? It has great access off of the CE Trail, and is right on the border of the city limits. There was discussion about cost, and the main users of this area. The owner of the property thinks letting go of the property would benefit both parties. Overall, instead of a vacant parcel or dangerous location for a duplex, creating a beautiful feature as a way to welcome visitor to the city should be explored.

A motion was made by Schoenike to direct staff to put together a concept of a park on the parcel. Neumeier seconded the motion. Motion passed unanimously.

4. Other Business.

Kaukauna will continue to encourage EV Charging locations.

5. Adjourn.

Thiele made a motion to adjourn the meeting. Schoenike seconded the motion. All members present voted aye. Meeting adjourned at 4:27 PM.

# GRIGNON MANSION BOARD MEETING MINUTES

Monday, February 13, 2022

The meeting was called to order by Pennie Thiele at 5:30 PM in the Municipal Services Building Council Chamber

## Roll Call

Present – Pennie Thiele, Bruce Werschm, Shellee Jackels, Sandy Coenen, Gavin Schmitt, Christina Crook

Absent – Al Borchardt, Patty Brogan

Others in Attendance – Cassidy Mickelson

## Review/Approve Minutes from November 28, 2022, Meeting

- Motion by Sandy Coenen to approve meeting minutes. Seconded by Christina Crook. Motion Unanimously Approved.

## Report from the City

- Collections Project
  - A student completing their practicum semester for their information and library sciences master's degree is sorting through and organizing the collections and archives at the Mansion. She will continue this endeavor through April/May and will continue to sort, organize, and give advice regarding all she finds.
- 2023 Open Season Update
  - All first and third weekends will be open for guided tours. The second and fourth weekends will be designated for programs.
    - Question from Thiele - Would we be able to get the planned/scheduled programs listed in the City Recreation Guide for people to be able to sign up for?
  - The change from having tours every weekend is in hopes that we will have more tours per weekend rather than only a few tours every weekend, also alleviating the need for tour guides every weekend.
- 2023 Events
  - 5/13/23 – 2nd Wisconsin to practice on the grounds for the Civil War event
  - 6/14/23 – Little Chute Community Band Performance
  - 8/13/23 – Grignon Mansion Car Show
  - 8/26/23 - 8/27/23 – Civil War Living History Demonstration
- Endowment Funds
  - \$7,300.00 has been placed into the city account from the endowment held by the Community Foundation.
  - Pays for Utilities, Security, Fire Systems, etc.
  - Question from Werschm - Would it be possible to obtain a physical report from the City containing where the endowment funds are going to?

## Report from Friends

- Financial Reports
  - November 2022
    - Grant Money Account - Beginning balance of \$30,027.17, ending balance of \$30,027.17.

- Original Checking Account - Beginning balance of \$51,261.39, ending balance of \$53,676.87, with total deposits of \$4,301.43 and total withdrawals of \$1,885.95. Available non-designated funds \$38,628.25.
- Savings Account – Beginning balance of 100.16, ending balance of 100.16.
- December 2022
  - Grant Money Account - Beginning balance of \$30,027.17, ending balance \$30,034.74. Interest earned \$7.57.
  - Original Checking Account - Beginning balance of \$53,676.87, ending balance \$49,362.24, with total deposits of \$1,702.58 and total withdrawals of \$6,017.21. Available non-designated funds \$37,618.07.
  - Savings Account – Beginning balance of 100.16, ending balance of 100.19.
- January 2023
  - Grant Money Account - Beginning balance of \$30,034.74, ending balance \$30,034.74.
  - Original Checking Account - Beginning balance of \$49,362.24, ending balance \$49,083.90, with total deposits of \$0 and total withdrawals of \$278.34.
  - Savings account – Beginning balance of 100.19, ending balance of 100.19.
- New Officers for the Friends of the Grignon Mansion
  - President - Al Borchardt
  - Vice-President - Carol King
  - Treasurer - Allyson Brunette
  - Secretary - Mary Seleen
- 2022 Christmas Tours
  - 325 Visitors
  - FareHarbor Program worked out great for us
  - Will be seeking out more sponsors for the 2023 season to offset costs.
- Question from Schmitt - The Native American Dance Performance is not a fundraising event for the Mansion - this event will be continued for years to come, correct? Answer - Yes!

#### **Report from the Chair**

- Funds from City for 2023
  - Chances are the Mansion will not receive additional funds from the City for 2023.
  - Several items on budget ahead of the Mansion.

#### **Set Next Meeting Date and Location**

- Monday, March 27, 2023, at 5:30 PM in the Council Chambers.

#### **Adjourn at 6:07 PM**

- Motion by Shellee Jackels. Seconded by Sandy Coenen. Motion Unanimously Approved.

April 5, 2023

The following applicants have applied for an operator's license for the license year **2022-2024** and have been recommended for approval based on their record check by the police department:

Ellis	Shandi	D.	1807 E. Robin Way Apt. L.	Appleton
Schultz	Ross	J.	2217 Joan Ct.	Kaukauna
Sorge	Samantha	J.	180 Lamplighter Dr. Apt. 12	Kaukauna
Troxell	Angela	L.	1617 W. Weiland Ln.	Appleton
Valdez	Kayla	L.	1160 Grant St.	De Pere
Vandenberg	Louisa	A.	W6415 Sonny Dr. Unit 7	Menasha
Vanderloop	Kelly	A.	N1835 Emery Ln.	Kaukauna

# Kaukauna Public Library Space Needs Analysis

## INTRODUCTION

The Kaukauna Public Library faces a unique set of challenges as it seeks direction in regard to its home for the next two decades and beyond. The decision as to whether the City should continue to rent space in the Grand KaKalin facility, purchase the Grand KaKalin property and expand the library in the renovated mill building, or seek a permanent home for the library elsewhere is fraught with issues that run the gamut from the sentimental to the political with many stops along the way to assess potential short and long-term returns on investment. This section of the report sets most of these volatile issues aside for a moment and tries to explore the library's space needs in a dispassionate way based on the application of library service criteria. The building and structure were not evaluated for compliance or structural integrity/loading.

As part of this aspect of our assessment, the Kaukauna Public Library facility was evaluated in comparison to the 36 other Wisconsin public libraries that serve populations of between 19,000 and 34,999 (including those eligible for service who live outside each library's host municipality). These communities include some relatively nearby (Menasha) and some a considerable distance away (Hudson). They encompass communities that are both suburban (Middleton, Verona, and Waunakee) and rural (Baraboo and Fort Atkinson) in nature.

In carrying out the project, the FEH Design staff also toured the existing facility multiple times (including the vacant lower-level spaces), observed the library in use by the public, interviewed the Library Director, and conducted three focus groups with staff members. These steps were efforts to better understand what does and doesn't work well from a library service aspect in the existing library space. Finally, FEH applied its proprietary library space planning tool three times using differing assumptions to determine both the library's current space deficit and the library's projected space needs twenty years hence.

## PEER COMPARISON

The peer library comparison was conducted using preliminary data for calendar year 2021 recently released by the Department of Public Instruction (DPI). While this data set has not yet been certified by DPI, a check of a sampling of entries against those from previous years confirms that the 2021 numbers appear to be accurate. In the course of this validation process, a few notable changes in square footage figures were evident. For example, the Watertown Public Library, which was listed as being 24,665 square feet, jumped to 41,528 square feet as a result of its very recent expansion. The public Library in Waunakee Wisconsin, which had been listed at 11,972 square feet in 2017, more than tripled in size to 39,393 square feet.

As was indicated in the introduction, the peer analysis included 37 Wisconsin public libraries serving populations between 19,000 and 34,999 including people served both in host municipalities and in non-municipal surrounding areas. The 19,000 – 34,999 population span has been chosen because it is a grouping used by DPI in reporting quantitative standards in a "Tier" system based on quartiles within the population categories. Tables prepared by DPI for the public library standards use the 25<sup>th</sup> percentile as a Tier 1 benchmark (25% of libraries in a population category fall below that mark on an individual



statistic). Tier 2 measures present the 50th percentile (half of the libraries fall above and half below on a given measure). Tier 3 represents the 75th percentile. Libraries exceeding the Tier 3 level fall in the top 25% of libraries in their population category on a given measure.

Although DPI has not yet released “Tier charts” using the 2021 statistics, FEH calculated percentiles based on the preliminary 2021 data on a few relevant measures. These are presented in the table below. For 2021, DPI calculated Kaukauna’s service population at 23,107 people including 16,634 Kaukauna city residents and 6,473 from surrounding townships. A similar method was used to estimate service populations for all the other peer libraries. FEH believes that DPI’s service population understates the true service population given that the U.S. Census Bureau estimated July 1, 2021, population for Kaukauna was 17,170 (compared to the 16,634 used by DPI). This difference in population suggests that the per capita measures shown in the chart that follows likely overstate Kaukauna’s performance. (They would be lower if the calculations divided by a higher population number.) Nevertheless, the peer comparison reveals some important information.

Wisconsin Libraries Serving Between 19,000 - 34,999 Population			Total Estimated Service Population (2021)	Number of Square Feet	Square Feet per Capita	Total Physical Volumes	Total Physical Volumes per Capita	Total Staff (FTEs)
		MEAN	25,101	25,666	1.04	87,541	3.51	13.20
		MEDIAN	23,321	26,100	1.00	84,049	3.43	12.50
		1st Quartile (25 <sup>th</sup> percentile)	20,818	18,016	0.72	70,466	2.81	10.38
		2nd Quartile (middle – 50 <sup>th</sup> percentile)	23,321	26,100	1.00	84,049	3.43	12.50
		3rd Quartile (75 <sup>th</sup> percentile)	28,960	33,450	1.34	98,060	4.06	14.63
		4th Quartile (high – 100 <sup>th</sup> percentile)	34,219	46,000	1.97	169,843	5.82	26.35
<b>Kaukauna Public Library</b>			<b>23,107</b>	<b>26,600</b>	<b>1.15</b>	<b>60,609</b>	<b>2.62</b>	<b>9.64</b>

Kaukauna’s service population is slightly below the mean for the group of 37 libraries. The shading on the chart above shows that Kaukauna’s population falls between the 25<sup>th</sup> and 50<sup>th</sup> percentile. 15 of the libraries included serve population below Kaukauna’s measure and 21 libraries serve larger populations. In terms of square footage, Kaukauna falls just above the midpoint among the libraries but well below the 75<sup>th</sup> percentile. This is also reflected in the square feet per capita measure. At 1.15 square feet per capita, Kaukauna is in the middle of the pack. It should be noted that part of the reason that Kaukauna performs relatively well on this measure is due to the fact that a highly accessible/user-friendly approach was taken to housing collections when the Grand KaKalin facility was renovated. Shelving heights are uniformly much lower than in the majority of the peer libraries and aisles between stacks exceed Americans with Disabilities Act requirements. The lower density of shelving employed simply takes more space. This becomes evident when collection measures are examined.

Kaukauna's stock of books and other library materials (audiobooks, videos, etc.) is considerably smaller than the other Wisconsin libraries serving similar populations. We have indicated this by highlighting in red the measures on which Kaukauna falls below the 25<sup>th</sup> percentile (among the lowest quarter of libraries in the state serving similar populations). Kaukauna's collections are more than 20,000 volumes smaller than the mean and median measures for peer libraries. At 2.62 volumes per capita, the library is even well below the 25<sup>th</sup> percent level. Kaukauna's staffing level is also considerably lower than most of its peers. These factors, collection size and staffing level, weigh heavily in our projections of long-term (20 year) space needs.

## SPACE PLANNING TOOL ASSESSMENTS

FEH Design utilizes a unique interactive proprietary Space Planning Tool to help its library clients assess their space needs. The tool allows our space planners and clients to adjust many different factors such as collection sizes, seating capacity, user-friendliness of how collections are stored, spaciousness of public seating and staff and meeting room capacities and to see the implications of the decisions that are made in real time.

Our first application of the Space Planning Tool was an effort to determine the existing space deficit using current population figures, collection and staff sizes, and contemporary service offerings. This implementation of the Space Planning Tool set the City of Kaukauna's population at 17,170 (the U.S. Census Bureau's July 1, 2021, population estimate) and applied DPI's additional service population estimate of 6,473 for a total service population of 23,643. The collection sizes used were from a printout of the library's holdings generated in June 2022. The result of this application of the space calculator was a total square footage need of 30,890 square feet. Given that the library currently occupies 26,600 square feet, the existing deficit is estimated to be 4,290 square feet.

A second application of the Space Planning Tool applied 20-year population projections (City population of 18,029 for 2032, 8,523 township population, and a 5% growth projection for 2032 – 2042 for the entire area for a total service population of 27,879). It also assumed modest growth in staffing, no growth in collections, and substantial growth in the provision of meeting and library programming spaces. Seating allocations are also increased under this scenario, in particular to reflect the high level of usage of the library by families with children. This calculation resulted in a total space need estimate of 41,689 square feet or a deficit of 15,089 square feet.

The third application of the Space Planning Tool used the same 20-year population projection (27,879) but also included an increase in the library's collections to enable it to slightly exceed the Tier 3 (75<sup>th</sup> percentile) level. Collection estimates targeted 3.5 volumes per capita using the 20-year population projection. Again, seating allocations are also increased under this scenario, in particular to reflect the high level of usage of the library by families with children. Staffing was also increased in this scenario both to recognize enhanced services (especially in the programming area) and the likelihood that the library would occupy more than a single level and would require additional staff to adequately and safely oversee the space. This scenario generated a total space need of 51,485 square feet or a deficit from the existing 26,600 square feet of 24,485 square feet.

It should be noted that in all cases, the existing user-friendliness/ handicapped accessibility of shelving heights and aisle widths are maintained.

## OVERALL ASSESSMENT/OBSERVATIONS

Both the Peer Analysis and the application of the Space Planning Tool document the library's need for additional space. However, it should be noted that Kaukauna's existing facility brings with it a number of unique challenges. In planning for a new library facility, functional design decisions are made based on functional needs – spaces are designed from the start with a particular use in mind. To a large extent, the column structure of the Grand KaKalin building dictates how at least some areas of the building can be used. Placement of shelving must account for structural elements, site lines in large meeting spaces are interrupted by columns. The placement of enclosed spaces is often prescribed by the location of load bearing elements. Effective supervision of some spaces is problematic.

A second observation relates to the collection size. The peer analysis clearly demonstrates that Kaukauna's collections are undersized. It should be noted that the collection sizes used in the largest scenario are not lavish. They are designed to enable the library to achieve 3.5 volumes per capita, which is merely the average (mean) for the peer library group. Kaukauna's small collection size is, at least in part, due to the library's history. The old Carnegie building very simply was not large enough to house a collection adequate to serve the community well. The combination of a small base collection layered on growth in population leaves the library in need of a significantly larger collection.

A third observation relates to both staffing levels and workspaces for staff. Again, history plays a part in the fact that Kaukauna has a considerably smaller staff than most of its peers. However, an even more important factor is the ways in which public library services have changed over the last decade. An increased emphasis has been placed on the public library's role in lifelong learning including Science Technology, Engineering, and Math (STEM) and Science, Technology, Engineering, Arts, and Math (STEAM). Elements such as maker spaces and creative play spaces for children have become commonplace. Extensive programming for adults and teens has taken their places beside traditionally strong programming efforts targeting young children.

A final comment related to staffing regards the inadequacy of staff spaces. Of all of the spaces allocated for staff use in the Grand KaKalin library facility, the only areas that can be deemed even marginally adequate are the Director's office and the circulation area (and the circulation area has serious flaws in regard to enabling the most efficient use of staff). The balance of staff spaces and poorly designed and are inadequate in size.

## SUMMARY

The primary deficiencies identified in applying the space planning tool are space for an expanded collection of materials, additional/enhanced meeting and programming space, expanded and enhanced staff workspace, and storage. The existing facility is already 4,290 square feet too small to meet the needs of the current population. An expansion of the facility to 41,689 (an increase of 15,089 square feet) would allow for modest expansion of both staff and programming spaces but would do little to address the need for larger collections. An expansion to approximately 51,485 square feet would serve the 20-year population growth needs, would accommodate an average-sized collection for the service population and would supply the space for programming, staff, and storage for at least the next twenty years.

# Opinion of Probable Cost

## Kaukauna Public Library Kaukauna, WI

### **Oconomowoc, Wisconsin**

1241 Corporate Center Drive  
Oconomowoc, WI 53066  
P - 262-968-2055

[Aarond@fehdesign.com](mailto:Aarond@fehdesign.com)

### **Sioux City, Iowa**

Sioux City, Iowa 51101  
P - 712.252.3889  
F - 712.252.2882

[tois@fehdesign.com](mailto:tois@fehdesign.com)

### **Dubuque, Iowa**

951 Main Street  
Dubuque, Iowa 52003  
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F - 515.288.1999

[kevine@fehdesign.com](mailto:kevine@fehdesign.com)

### **Des Moines, Iowa**

604 East Grand Avenue  
Des Moines, Iowa 50309  
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F - 515.288.1999

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**FEH DESIGN**  
ARCHITECTURE / ENGINEERING / INTERIORS

OPINION OF PROBABLE COST

Item 7.c.

Owner: City of Kaukauna  
Project : Kaukauna Public Library

Project No.: 2022404  
Phase: Concept Design

Date : 9/14/22  
Estimator : KE

**Option 1 - lower level and main level Grand KaKalin**

DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
<b>Building Construction Costs:</b>				
<b>New construction</b>				
1 New Library building	0	SF	250.00	0
2 Renovation of main level - study rms, HVAC, walls, doors,	28,380	SF	87.00	2,469,060
3 Renovation of Lower level - 129' x 220'-8"	26,380	SF	125.00	3,297,500
4 Selective Demolition	52,000	SF	6.00	312,000
5 Code, Maintenance & ADA: roof replacement, masonry sealer, openings, floor leveling	116,000	SF	14.00	1,624,000
Does not include costs for 2nd floor renovation.				7,702,560
Design / Bid Contingency 13%				1,001,333
<b>Building Construction Costs SubTotal</b>				<b>8,703,893</b>
Construction Contingency 7%				609,272
<b>BLDG CONSTRUCTION COST TOTAL</b>				<b>\$9,313,165</b>
<b>Site Work Construction Costs</b>				
11 Structure Deconstruction	0	SF	8	0
12 Remove/Relocate trees	0	EA	1000	0
13 Remove foundations & utilities -	0	SF	3	0
14 Hazard Material survey, sample, test	0	LS	3000	0
15 Hazardous material abatement	0	SF	8	0
16 New Parking Spaces (asphalt with Concrete curbs)	0	SF	9.00	0
17 Improve existing parking and drive	0	SF	5.00	0
18 Concrete Curb and Gutter at street	0	LF	16.00	0
19 Children's Outdoor Program area	0	SF	8.00	0
21 Storm Sewer	0	LF	35	0
22 Domestic Water	0	LF	30	0
23 Sanitary Sewer	0	LF	40	0
24 Electrical service, transformer	0	LS	24,000	0
25 Natural Gas	0	LF	40	0
26 Fill material - 2' at full site	0	CY	27	0
27 Retaining Walls	0	LF	120	0
28 Pedestrian Paving	0	SF	6.00	0
29 Lawns & Landscaping	0	SF	1	0
30 Benches and site furniture, donated	0	LS	4,000	0
31 Roof canopy	0	SF	60	0
32 Flag pole	0	LS	3,500	0
33 Directional & Informational Signage - signage, electronic site sign and building	0	LS	20,000	0
34 Exterior water protection on water front side, shoring & pumping to keep dry during work	900	SF	275.00	247,500
35 Parking lot lighting	0	EA	2,200	0
36 Solar Panels - 70 KW	70	KW	2,200	154,000
SubTotal				401,500
Design / Bid Contingency 15%				60,225
<b>Site Work Constr. Costs SubTotal</b>				<b>461,725</b>
Construction Contingency 8%				36,938
<b>SITE WORK CONSTRUCTION COST TOTAL</b>				<b>\$498,663</b>
37 Land Acquisition:	1	LS		4,000,000
38 Legal Fees - City Attorneys so no cost	1	LS		0
39 Architectural & Engineering Design Fees	1	LS		834,005
40 Information & Technology Design Fees	1	LS		12,480
41 Furnishing Design, selection, bidding Fees	1	LS		127,920
42 Geo Thermal Horizontal Test Well	0	LS	10,000.00	0
43 AMHD System	1	LS		220,000
44 Printing & postage Costs & electronic plan room for Construction Documents	1	LS		4,000
45 Construction documents State AHJ review Fees	1	LS		5,000
46 Builders Risk Insurance	1	LS		5,000
47 Quality Control Material Testing & Inspections	1	LS		8,000
48 During Construction Utility costs	1	LS		10,000
49 Fixtures, Furnishings & Equipment Allowance \$28/SF new	26,000	SF	28.00	728,000
49.5 Fixtures, Furnishings & Equipment Allowance \$12/SF existing	26,000	SF	13.00	338,000
50 Technology & Computer Equipment Allowance	26,000	LS	6.00	156,000
51 Energy & Utility Rebates	1	LS		(1,500)
52 Geotechnical subsurface investigation borings	0	LS	3,000.00	0
53 Moving	1	LS	15,000.00	15,000
54 Ground breaking and dedication ceremonies	1	LS	1,500.00	1,500
55 Temporary rental location for 2,000 SF, \$12/SF for 15 months	0	LS		0
56 Donor Recognition	1	LS		5,000
57 Commissioning	1	LS		18,000
58 Reimbursable expenses by the Design team and consultants	1	LS		8,000
59 Owner's Soft Cost Contingency	1	LS		50,000
60 Campaign Facilitation	1	LS		15,000
61 Fundraising Feasibility Committee, Consulting, & grant writing	1	LS		30,000
Soft Cost SubTotal				6,589,405
<b>Site Work Construction Cost Total</b>				<b>498,663</b>
<b>Building Construction Cost Total</b>				<b>9,313,165</b>
<b>PROJECT TOTAL COST</b>				<b>\$16,401,234</b>
2022 bid dollars				
2023 bid dollars (Inflation 7% from 2022 - 2023)				\$17,549,320

Optional alternates  
to be determined

0

OPINION OF PROBABLE COST

Item 7.c.

Owner: City of Kaukauna

Project : Kaukauna Public Library

Project No.: 2022404

Phase: Concept Design

Date : 9/14/22

Estimator : KE

**Option 2 - main level and upper level Grand KaKalin**

DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
<b>Building Construction Costs:</b>				
<b>New construction</b>				
1 New Library building	0	SF	250.00	0
2 Renovation of Main Level	28,380	SF	87.00	2,469,060
3 Renovation of upper level 129' x 220'-8"	28,380	SF	120.00	3,405,600
4 Selective Demolition	52,000	SF	6.00	312,000
5 Code, Maintenance & ADA: roof replacement, masonry sealer, openings	90,000	SF	14.00	1,260,000
SubTotal				7,446,660
Design / Bid Contingency 13%				968,066
<b>Building Construction Costs SubTotal</b>				<b>8,414,726</b>
Construction Contingency 7%				589,031
<b>BLDG CONSTRUCTION COST TOTAL</b>				<b>\$9,003,757</b>
<b>Site Work Construction Costs</b>				
11 Structure Deconstruction	0	SF	8	0
12 Remove/Relocate trees	0	EA	1000	0
13 Remove foundations & utilities -	0	SF	3	0
14 Hazard Material survey, sample, test	0	LS	3000	0
15 Hazardous material abatement	0	SF	8	0
16 New Parking Spaces (asphalt with Concrete curbs)	0	SF	9.00	0
17 Improve existing parking and drive	0	SF	5.00	0
18 Concrete Curb and Gutter at street	0	LF	16.00	0
19 Children's Outdoor Program area	0	SF	8.00	0
21 Storm Sewer	0	LF	35	0
22 Domestic Water	0	LF	30	0
23 Sanitary Sewer	0	LF	40	0
24 Electrical service, transformer	0	LS	24,000	0
25 Natural Gas	0	LF	40	0
26 Fill material - 2' at full site	0	CY	27	0
27 Retaining Walls	0	LF	120	0
28 Pedestrian Paving	0	SF	6.00	0
29 Lawns & Landscaping	0	SF	1	0
30 Benches and site furniture, donated	0	LS	4,000	0
31 Roof canopy	0	SF	60	0
32 Flag pole	0	LS	3,500	0
33 Directional & Informational Signage - signage, electronic site sign and building	0	LS	20,000	0
34 Exterior water protection on water front side	900	SF	100.00	90,000
35 Parking lot lighting	0	EA	2,200	0
36 Solar Panels - 70 KW	70	KW	2,200	154,000
SubTotal				244,000
Design / Bid Contingency 15%				36,600
<b>Site Work Constr. Costs SubTotal</b>				<b>280,600</b>
Construction Contingency 8%				22,448
<b>SITE WORK CONSTRUCTION COST TOTAL</b>				<b>\$303,048</b>
<b>Soft Costs</b>				
37 Land Acquisition:	1	LS		4,000,000
38 Legal Fees - City Attorneys so no cost	1	LS		0
39 Architectural & Engineering Design Fees	1	LS		791,078
40 Information & Technology Design Fees	1	LS		12,480
41 Furnishing Design, selection, bidding Fees	1	LS		127,920
42 Geo Thermal Horizontal Test Well	0	LS	10,000.00	0
43 AMHD System	1	LS		220,000
44 Printing & postage Costs & electronic plan room for Construction Documents	1	LS		4,000
45 Construction documents State AHJ review Fees	1	LS		5,000
46 Builders Risk Insurance	1	LS		5,000
47 Quality Control Material Testing & Inspections	1	LS		8,000
48 During Construction Utility costs	1	LS		10,000
49 Fixtures, Furnishings & Equipment Allowance \$28/SF new	26,000	SF	28.00	728,000
49.5 Fixtures, Furnishings & Equipment Allowance \$12/SF existing	26,000	SF	13.00	338,000
50 Technology & Computer Equipment Allowance	26,000	LS	6.00	156,000
51 Energy & Utility Rebates	1	LS		(1,500)
52 Geotechnical subsurface investigation borings	0	LS	3,000.00	0
53 Moving	1	LS	15,000.00	15,000
54 Ground breaking and dedication ceremonies	1	LS	1,500.00	1,500
55 Temporary rental location for 2,000 SF, \$12/SF for 15 months	0	LS		0
56 Donor Recognition	1	LS		5,000
57 Commissioning	1	LS		18,000
58 Reimbursable expenses by the Design team and consultants	1	LS		8,000
59 Owner's Soft Cost Contingency	1	LS		50,000
60 Campaign Facilitation	1	LS		15,000
61 Fundraising Feasibility Committee, Consulting, & grant writing	1	LS		30,000
Soft Cost SubTotal				6,546,478
<b>Site Work Construction Cost Total</b>				<b>303,048</b>
<b>Building Construction Cost Total</b>				<b>9,003,757</b>
<b>PROJECT TOTAL COST</b>				<b>\$15,853,283</b>
2022 bid dollars				
2023 bid dollars (Inflation 7%from 2022 - 2023)				\$16,963,013

Optional alternates

to be determined

0

OPINION OF PROBABLE COST

Item 7.c.

Owner: City of Kaukauna  
Project : Kaukauna Public Library

Project No.: 2022404  
Phase: Concept Design

Date : 9/14/22  
Estimator : KE

**Option 3 - main, lower, and upper levels Grand KaKalin**

DESCRIPTION		QTY	UNIT	COST/SF	TOTALS
<b>Building Construction Costs:</b>					
<b>New construction</b>					
1	Renovation of lower level	21,000	SF	52.00	1,092,000
2	Renovation of Main Level	28,380	SF	87.00	2,469,060
3	Renovation of upper level 129' x 220'-8"	28,380	SF	120.00	3,405,600
4	Selective Demolition	73,000	SF	6.00	438,000
5	Code, Maintenance & ADA: roof replacement, masonry sealer, openings, floor leveling	116,000	SF	14.00	1,624,000
SubTotal					9,028,660
Design / Bid Contingency 13%					1,173,726
<b>Building Construction Costs SubTotal</b>					<b>10,202,386</b>
Construction Contingency 7%					714,167
<b>BLDG CONSTRUCTION COST TOTAL</b>					<b>\$10,916,553</b>
<b>Site Work Construction Costs</b>					
11	Structure Deconstruction	0	SF	8	0
12	Remove/Relocate trees	0	EA	1000	0
13	Remove foundations & utilities -	0	SF	3	0
14	Hazard Material survey, sample, test	0	LS	3000	0
15	Hazardous material abatement	0	SF	8	0
16	New Parking Spaces (asphalt with Concrete curbs)	0	SF	9.00	0
17	Improve existing parking and drive	0	SF	5.00	0
18	Concrete Curb and Gutter at street	0	LF	16.00	0
19	Children's Outdoor Program area	0	SF	8.00	0
21	Storm Sewer	0	LF	35	0
22	Domestic Water	0	LF	30	0
23	Sanitary Sewer	0	LF	40	0
24	Electrical service, transformer	0	LS	24,000	0
25	Natural Gas	0	LF	40	0
26	Fill material - 2' at full site	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving	0	SF	6.00	0
29	Lawns & Landscaping	0	SF	1	0
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	0	SF	60	0
32	Flag pole	0	LS	3,500	0
33	Directional & Informational Signage - signage, electronic site sign and building	0	LS	20,000	0
34	Exterior water protection on water front side, shoring & pumping to keep dry during work	900	SF	275.00	247,500
35	Parking lot lighting	0	EA	2,200	0
36	Solar Panels - 70 KW	70	KW	2,200	154,000
SubTotal					401,500
Design / Bid Contingency 15%					60,225
<b>Site Work Constr. Costs SubTotal</b>					<b>461,725</b>
Construction Contingency 8%					36,938
<b>SITE WORK CONSTRUCTION COST TOTAL</b>					<b>\$498,663</b>
<b>Soft Costs</b>					
37	Land Acquisition:	1	LS		4,000,000
38	Legal Fees - City Attorneys so no cost	1	LS		0
39	Architectural & Engineering Design Fees	1	LS		970,293
40	Information & Technology Design Fees	1	LS		26,400
41	Furnishing Design, selection, bidding Fees	1	LS		127,920
42	Geo Thermal Horizontal Test Well	0	LS	10,000.00	0
43	AMHD System	1	LS		220,000
44	Printing & postage Costs & electronic plan room for Construction Documents	1	LS		4,000
45	Construction documents State AHJ review Fees	1	LS		5,000
46	Builders Risk Insurance	1	LS		5,000
47	Quality Control Material Testing & Inspections	1	LS		8,000
48	During Construction Utility costs	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance \$28/SF new	26,000	SF	28.00	728,000
49.5	Fixtures, Furnishings & Equipment Allowance \$12/SF existing	26,000	SF	13.00	338,000
50	Technology & Computer Equipment Allowance	55,000	LS	6.00	330,000
51	Energy & Utility Rebates	1	LS		(1,500)
52	Geotechnical subsurface investigation borings	0	LS	3,000.00	0
53	Moving	1	LS	15,000.00	15,000
54	Ground breaking and dedication ceremonies	1	LS	1,500.00	1,500
55	Temporary rental location for 2,000 SF, \$12/SF for 15 months	0	LS		0
56	Donor Recognition	1	LS		5,000
57	Commissioning	1	LS		18,000
58	Reimbursable expenses by the Design team and consultants	1	LS		8,000
59	Owner's Soft Cost Contingency	1	LS		50,000
60	Campaign Facilitation	1	LS		15,000
61	Fundraising Feasibility Committee, Consulting, & grant writing	1	LS		30,000
Soft Cost SubTotal					6,913,613
<b>Site Work Construction Cost Total</b>					<b>498,663</b>
<b>Building Construction Cost Total</b>					<b>10,916,553</b>
<b>PROJECT TOTAL COST</b>					<b>\$18,328,829</b>

2022 bid dollars

2023 bid dollars (Inflation 7%from 2022 - 2023)

Optional alternates  
to be determined

\$19,611,847

0

OPINION OF PROBABLE COST

Item 7.c.

Owner: City of Kaukauna  
Project : Kaukauna Public Library

Project No.: 2022404  
Phase: Concept Design

Date : 9/14/22  
Estimator : KE

**Option 4 - New one-story building**

DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
<b>Building Construction Costs:</b>				
<b>New construction</b>				
1 New Library building - 2-story building (20% net to gross)	48,500	SF	235.00	11,397,500
2 Renovation of main level	0	SF	97.00	0
3 Renovation of Lower level - 129' x 220'-8"	0	SF	119.00	0
4 Selective Demolition	0	SF	6.00	0
5 Code, Maintenance & ADA	0	LS	0.00	0
SubTotal				11,397,500
Design / Bid Contingency 13%				1,481,675
<b>Building Construction Costs SubTotal</b>				<b>12,879,175</b>
Construction Contingency 7%				901,542
<b>BLDG CONSTRUCTION COST TOTAL</b>				<b>\$13,780,717</b>
<b>Site Work Construction Costs</b>				
11 Structure Deconstruction	0	SF	6	0
12 Remove/Relocate trees	15	EA	1000	15,000
13 Remove foundations & utilities -	40,000	SF	1	40,000
14 Hazard Material survey, sample, test	0	LS	10000	0
15 Hazardous material abatement; assume some financial support from state and federal sources	0	SF	6	0
16 New Parking Spaces (asphalt with Concrete curbs)	45,000	SF	9.00	405,000
17 Improve existing parking and drive	3,000	SF	5.00	15,000
18 Concrete Curb and Gutter at street	2,000	LF	16.00	32,000
19 Children's Outdoor Program area	2,000	SF	12.00	24,000
21 Storm Sewer	900	LF	35	31,500
22 Domestic Water	120	LF	30	3,600
23 Sanitary Sewer	120	LF	40	4,800
24 Electrical service, transformer	1	LS	24,000	24,000
25 Natural Gas	120	LF	40	4,800
26 Fill material - 2' at full site	2,300	CY	32	73,600
27 Retaining Walls	200	LF	120	24,000
28 Pedestrian Paving	6,500	SF	6.00	39,000
29 Lawns & Landscaping	40,000	SF	1	40,000
30 Benches and site furniture, donated	4	LS	4,000	16,000
31 Roof canopy	800	SF	60	48,000
32 Flag pole	1	LS	3,500	3,500
33 Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34 Storm Water Detention - open pond	4,000	SF	20.00	80,000
35 Parking lot lighting	6	EA	2,200	13,200
36 Solar Panels - 70 KW	70	KW	2,200	154,000
SubTotal				1,111,000
Design / Bid Contingency 15%				166,650
<b>Site Work Constr. Costs SubTotal</b>				<b>1,277,650</b>
Construction Contingency 7%				89,436
<b>SITE WORK CONSTRUCTION COST TOTAL</b>				<b>\$1,367,086</b>
37 Land Acquisition: assumption of locating in Central Park	1	LS		0
38 Legal Fees - City Attorneys so no cost	1	LS		0
39 Architectural & Engineering Design Fees	1	LS		1,287,563
40 Information & Technology Design Fees	1	LS		24,960
41 Furnishing Design, selection, bidding Fees	1	LS		151,320
42 Geo Thermal Horizontal Test Well	1	LS	10,000.00	10,000
43 Site Survey (utilize existing facility documents)	1	LS		10,000
44 Printing & postage Costs & electronic plan room for Construction Documents	1	LS		5,000
45 Construction documents State AHJ review Fees	1	LS		7,000
46 Builders Risk Insurance	1	LS		6,000
47 Quality Control Material Testing & Inspections	1	LS		8,000
48 During Construction Utility costs	1	LS		15,000
49 Fixtures, Furnishings & Equipment Allowance \$28/SF new	39,000	SF	28.00	1,092,000
49.5 Fixtures, Furnishings & Equipment Allowance \$12/SF existing	13,000	SF	13.00	169,000
50 Technology & Computer Equipment Allowance	52,000	LS	6.00	312,000
51 Energy & Utility Rebates	1	LS		(1,500)
52 Geotechnical subsurface investigation borings	8	LS	3,000.00	24,000
53 Moving	1	LS	40,000.00	40,000
54 Ground breaking and dedication ceremonies	2	LS	1,500.00	3,000
55 AMHD System	1	LS		220,000
56 Donor Recognition	1	LS		15,000
57 Commissioning	1	LS		30,000
58 Reimbursable expenses by the Design team and consultants	1	LS		15,000
59 Owner's Soft Cost Contingency	1	LS		100,000
60 Campaign Facilitation	1	LS		30,000
61 Fundraising Feasibility Committee, Consulting, & grant writing	1	LS		60,000
Soft Cost SubTotal				3,633,343
Site Work Construction Cost Total				1,367,086
Building Construction Cost Total				13,780,717
<b>PROJECT TOTAL COST</b>				<b>\$18,781,146</b>
2022 bid dollars				
2023 bid dollars (Inflation 7%from 2022 - 2023)				\$20,095,826

Optional alternates  
to be determined

0



OPINION OF PROBABLE COST

Item 7.c.

Owner: City of Kaukauna  
Project : Kaukauna Public Library

Project No.: 2022404  
Phase: Concept Design

Date : 9/14/22  
Estimator : KE

Option 5 - New two-story building.

DESCRIPTION		QTY	UNIT	COST/SF	TOTALS
<b>Building Construction Costs:</b>					
<b>New construction</b>					
1	New Library building - 2-story building (12% net to gross)	48,500	SF	235	11,397,500
2	Renovation of main level	0	SF	97	0
3	Renovation of Lower level - 129' x 220'-8"	0	SF	119	0
4	Stairwells, 2	1,000	SF	195	195,000
5	Elevator, 2 stop, & shaft, 200 SF	1	LS	120,000	120,000
SubTotal					11,712,500
Design / Bid Contingency 13%					1,522,625
<b>Building Construction Costs SubTotal</b>					<b>13,235,125</b>
Construction Contingency 7%					926,459
<b>BLDG CONSTRUCTION COST TOTAL</b>					<b>\$14,161,584</b>
<b>Site Work Construction Costs</b>					
11	Structure Deconstruction	0	SF	6	0
12	Remove/Relocate trees	15	EA	1000	15,000
13	Remove foundations & utilities -	40,000	SF	1	40,000
14	Hazard Material survey, sample, test	0	LS	10000	0
15	Hazardous material abatement; assume some financial support from state and federal sources	0	SF	6	0
16	New Parking Spaces (asphalt with Concrete curbs)	45,000	SF	9.00	405,000
17	Improve existing parking and drive	3,000	SF	5.00	15,000
18	Concrete Curb and Gutter at street	2,000	LF	16.00	32,000
19	Children's Outdoor Program area	2,000	SF	12.00	24,000
21	Storm Sewer	900	LF	35	31,500
22	Domestic Water	120	LF	30	3,600
23	Sanitary Sewer	120	LF	40	4,800
24	Electrical service, transformer	1	LS	24,000	24,000
25	Natural Gas	120	LF	40	4,800
26	Fill material - 2' at full site	2,300	CY	32	73,600
27	Retaining Walls	200	LF	120	24,000
28	Pedestrian Paving	6,500	SF	6.00	39,000
29	Lawns & Landscaping	40,000	SF	1	40,000
30	Benches and site furniture, donated	4	LS	4,000	16,000
31	Roof canopy	800	SF	60	48,000
32	Flag pole	1	LS	3,500	3,500
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	20,000	20,000
34	Storm Water Detention - open pond	4,000	SF	20.00	80,000
35	Parking lot lighting	6	EA	2,200	13,200
36	Solar Panels - 70 KW	70	KW	2,200	154,000
SubTotal					1,111,000
Design / Bid Contingency 15%					166,650
<b>Site Work Constr. Costs SubTotal</b>					<b>1,277,650</b>
Construction Contingency 7%					89,436
<b>SITE WORK CONSTRUCTION COST TOTAL</b>					<b>\$1,367,086</b>
-----					
37	Land Acquisition: assumption of locating in Central Park	1	LS		0
38	Legal Fees - City Attorneys so no cost	1	LS		0
39	Architectural & Engineering Design Fees	1	LS		1,319,937
40	Information & Technology Design Fees	1	LS		24,960
41	Furnishing Design, selection, bidding Fees	1	LS		151,320
42	Geo Thermal Horizontal Test Well	1	LS	10,000.00	10,000
43	Site Survey (utilize existing facility documents)	1	LS		10,000
44	Printing & postage Costs & electronic plan room for Construction Documents	1	LS		5,000
45	Construction documents State AHJ review Fees	1	LS		7,000
46	Builders Risk Insurance	1	LS		6,000
47	Quality Control Material Testing & Inspections	1	LS		8,000
48	During Construction Utility costs	1	LS		15,000
49	Fixtures, Furnishings & Equipment Allowance \$28/SF new	39,000	SF	28.00	1,092,000
49.5	Fixtures, Furnishings & Equipment Allowance \$12/SF existing	13,000	SF	13.00	169,000
50	Technology & Computer Equipment Allowance	52,000	LS	6.00	312,000
51	Energy & Utility Rebates	1	LS		(1,500)
52	Geotechnical subsurface investigation borings	8	LS	3,000.00	24,000
53	Moving	1	LS	40,000.00	40,000
54	Ground breaking and dedication ceremonies	2	LS	1,500.00	3,000
55	AMHD System	1	LS		220,000
56	Donor Recognition	1	LS		15,000
57	Commissioning	1	LS		30,000
58	Reimbursable expenses by the Design team and consultants	1	LS		15,000
59	Owner's Soft Cost Contingency	1	LS		100,000
60	Campaign Facilitation	1	LS		30,000
61	Fundraising Feasibility Committee, Consultating, & grant writing	1	LS		60,000
Soft Cost SubTotal					3,665,717
<b>Site Work Construction Cost Total</b>					<b>1,367,086</b>
<b>Building Construction Cost Total</b>					<b>14,161,584</b>
<b>PROJECT TOTAL COST</b>					<b>\$19,194,386</b>
2022 bid dollars					
2023 bid dollars (Inflation 7%from 2022 - 2023)					\$20,537,993

Optional alternates  
to be determined

0

# Kaukauna Public Library Concept Comparison Summary

## FEH DESIGN

Options	2023 bid total project budget Capital Costs
Option 1 - Main level and lower level	\$17,549,320
Option 2 - Main level and upper level	\$16,963,013
Option 3 - Main, lower, and upper levels	\$19,611,847
Option 4 - New one-story building on Central Park site	\$20,095,826
Option 5 - New two-story building on Central Park Site	\$20,537,993

## Kaukauna Public Library

## Operating Cost Comparison Chart

8/18/2022	existing actual	main and lower Option 1	main and upper Option 2	main, lower, upper Option 3	new 1-story Option 4	new 2-story Option 5
Total Building Area	28,380 SF	54,760 SF	56,760 SF	83,140 SF	48,500 SF	49,700 SF
Total renovated area	0 SF	54,760 SF	56,760 SF	83,140 SF	0 SF	0 SF
Total New area	0 SF	0 SF	0 SF	0 SF	48,500 SF	49,700 SF
<b>Ongoing Operations</b>	<b>2022 Budget</b>	<b>less Altern</b>		<b>Less Altern</b>		
Gas /YR-existing \$0.38/SF	\$10,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas \$0.35/SF/YR-renov	\$0.00	\$19,166.00	\$19,866.00	\$29,099.00	\$0.00	\$0.00
Gas \$0.3/SF/YR-new	\$0.00	\$0.00	\$0.00	\$0.00	\$14,550.00	\$14,910.00
Elect,water,sewer/YR-existing \$0.5/SF	\$14,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric \$0.45/SF/YR-renov	\$0.00	\$24,642.00	\$25,542.00	\$37,413.00	\$0.00	\$0.00
Electric \$0.35/SF/YR-new	\$0.00	\$0.00	\$0.00	\$0.00	\$16,975.00	\$17,395.00
New solar panels 70KW		-\$4,000.00	-\$4,000.00	-\$4,000.00	-\$4,000.00	-\$4,000.00
Water,sewer/YR-exist.(included above)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maint. \$1.87/YR-existing	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maint. \$1.00/SF/YR-renov	\$0.00	\$54,760.00	\$56,760.00	\$83,140.00	\$0.00	\$0.00
Maint. \$0.75/SF/YR-new	\$0.00	\$0.00	\$0.00	\$0.00	\$36,375.00	\$37,275.00
Custodial /YR \$1.66/SF	\$47,000.00	\$90,901.60	\$94,221.60	\$138,012.40	\$48,500.00	\$49,700.00
Trash and recycling	\$2,750.00	\$5,476.00	\$5,676.00	\$8,314.00	\$4,850.00	\$4,970.00
Pest Control	\$1,000.00	\$2,000.00	\$2,000.00	\$3,000.00	\$2,000.00	\$2,000.00
Security, Alarm systems	\$4,000.00	\$6,000.00	\$6,000.00	\$8,000.00	\$6,000.00	\$6,000.00
Landscaping & snow removal	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Telephone	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
Elevator	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00
Insurance	\$9,800.00	\$20,000.00	\$20,000.00	\$25,000.00	\$15,000.00	\$15,000.00
Property taxes	\$88,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Lease \$4.70/SF currently	\$133,140.00	\$257,372.00	\$266,772.00	\$390,758.00	\$0.00	\$0.00
Staffing	\$644,000.00	\$840,000.00	\$840,000.00	\$840,000.00	\$694,000.00	\$694,000.00
Software, postage, & office supplies	\$12,300.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Program Materials	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Books, film, reference material, media	\$63,552.00	\$64,000.00	\$64,000.00	\$64,000.00	\$64,000.00	\$64,000.00
Total Annual operations	\$1,130,042.00	\$1,439,817.60	\$1,456,337.60	\$1,682,236.40	\$943,750.00	\$960,750.00
annual cost/SF	\$39.82	\$26.29	\$25.66	\$20.23	\$19.46	\$19.33
20 years - 3% annual average inflation	\$30,364,651.73	\$38,688,438.11	\$39,132,336.69	\$45,202,322.05	\$25,358,915.92	\$25,815,712.29
20 yr cost/SF	\$1,069.93	\$706.51	\$689.44	\$543.69	\$522.86	\$519.43
40 years - 3% annual average inflation	\$85,206,590.35	\$108,564,060.83	\$109,809,689.64	\$126,842,743.73	\$71,159,938.87	\$72,441,760.29

## KAUKAUNA SPACE NEEDS ASSUMPTIONS AND OUTLINE PROGRAM

### Estimated Existing Service Population

City of Kaukauna: 17,170

Additional County Resident Service Population: 7,892

**TOTAL Estimated Existing Service Population: 25,062**

### Estimated 20-Year Design Service Population

City of Kaukauna (10-year projection): 18,029

Additional County Population (10-year projection): 8,523

Additional Year 11 – 20 growth at 5%: 1,327

**TOTAL 20-Year Design Service Population: 27,879**

**Estimated Existing Collection Size (2.97 v/capita) 74,551 volumes**

**Existing Collection Size/Population Ratio 2.97 volumes per capita**

**Target Collection Size/Population Ratio 3.50 volumes per capita**

**Short-Term Collection Size Target (3.28 v/capita) 80,887 volumes**

**Current Ideal Collection Size Target (3.50 v/capita) 87,717 volumes**

**Target 10-Year Collection Size Target 92,932 volumes**

Space needs are calculated based on 20-year planning horizon with a target collection size of 92,932 volumes proportionally distributed among adults, preschoolers, children, and teens consistent with existing distribution. Staff workspaces are calculated based on the ideal staffing scenario presented below.

**Staffing****Existing Staff                      10.28 Full-Time Equivalents**

<b>Position</b>	<b>Hours</b>
Director	37.5
Assistant Director	37.5
Tech Coord.	37.5
Admin. Coord.	37.5
Adult Services Lib	37.5
Library Assist. 1	22
Library Assist. 2	22
Library Assist. 3	22
Library Assist. 4	22
Library Assist. 5	22
Library Assist. 6	22
Library Assist. 7	22
Library Assist. 8	22
Library Assist. 9	22
On-Calls Sub Staff	Hours vary greatly and the number of On-Calls changes regularly
<b>Total Hours</b>	<b>385.5</b>

**Ideal Staff                              17.04 Full-Time Equivalents**

Director	37.5
Assistant Director	37.5
Adult Services Lib	37.5
Children's Lib	37.5
Acquisitions/Cataloger	37.5
Tech Coord.	37.5
Admin. Coord.	37.5
Marketing Coord.	37.5
Public Services Coord.	37.5
Local Historian	37.5
Library Assist. 1	22
Library Assist. 2	22
Library Assist. 3	22
Library Assist. 4	22
Library Assist. 5	22
Library Assist. 6	22
Library Assist. 7	22
Library Assist. 8	22
Library Assist. 9	22
Library Assist. 10	22
Library Assist. 11	22
Library Assist. 12	22
<b>Total Hours</b>	<b>639</b>

## Outline Space Program (Based on 20-Year Collection Target and Ideal Staffing)

### Adult

Adult Collections	5,241
Adult Seating (87 seats - table and casual)	3,469
Adult Computers (12 workstations)	<u>540</u>
	<b>9,250</b>

### Children

Children's Collections	4,485
Children's Seating (58 seats- table and casual)	1,734
Children's Computers (6 workstations)	<u>240</u>
	<b>6,459</b>

### Teen/Young Adult

Teen/Young Adult Collections	740
Teen/Young Adult Seating (29 seats - table and casual)	1,156
Teen/Young Adult Computers (8 workstations)	<u>360</u>
	<b>2,256</b>

### Staff Spaces

Director's Office	210
Other Enclosed Offices	1,260
Circulation Workstations	680
Reference/ Information Desk	140
Children's Service Desk	310
Young Adult Service Station	110
General Staff/ Open Office Workspaces	1,540
Staff Lunchroom	<u>540</u>
	<b>4,790</b>

### Meeting Spaces

Conference Room #1 (seats 10)	360
Conference Room #2 (seats 20)	660
All-Purpose Room #1 (seats 100)	1,500
All-Purpose Room #2 (seats 100)	1,500
Children's Program Area (seats 70)	940
Children's Craft Area (seats 40)	540

Children's Creative Play Space (occupancy 50)	1,000
Maker Space (occupancy 20)	700
Computer Lab (seats 10)	400
Tutoring Spaces (total 30 seats)	1,100
Group Study Space (seats 6)	260
Other Meeting Space (allowance for history room)	<u>300</u>
	<b>9,260</b>

### Special Use Spaces

Coffee Bar	64
Art Gallery	1,281
Friends Book Sale Area	160
Friends Office/Book Sorting/Storage Area	1,601
Co-Working Space	100
Office for Partner Agency	120
Automated Materials Handling/ RFID Sorter	<u>336</u>
	<b>3,662</b>

### Miscellaneous Spaces

Self Checkout Units (4)	240
Public Copy Machines (2)	100
Map Cases (2)	70
Microform Cabinets (3)	45
Vertical File Cabinets (4 – in public areas)	48
Lateral File Cabinets (4 – in public areas)	80
Supply Storage	192
General Storage	1,081
Entrance Lobby(ies)	1,081
Service/Loading Entrance	<u>360</u>
	<b>3,297</b>

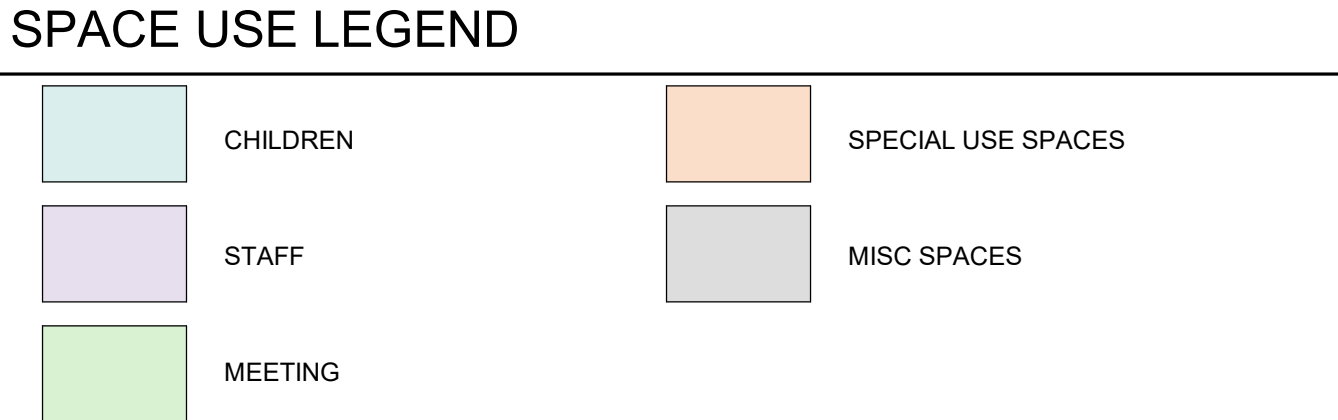
### Other (Net to Gross)

Structural and Non-Assignable Space (28%)	<u>12,513</u>
	<b>12,513</b>

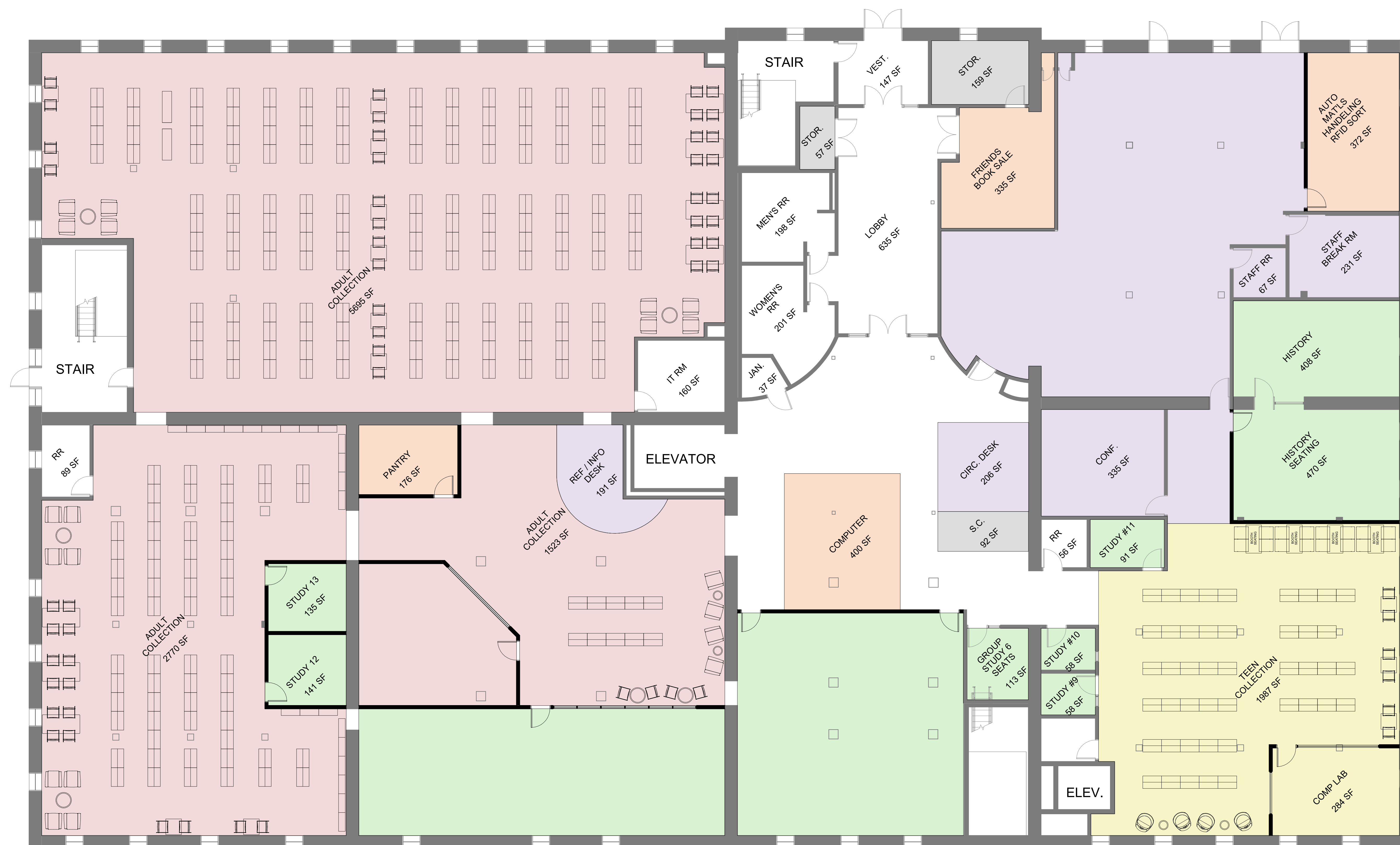
**GRAND TOTAL** **51,487 GSF**



## OPTION 1 - BASEMENT PLAN







SPACE USE LEGEND

<div></div> TEEN	<div></div> SPECIAL USE SPACES
<div></div> STAFF	<div></div> MISC SPACES
<div></div> MEETING	<div></div> ADULT

OPTION 1 - FIRST FLOOR PLAN



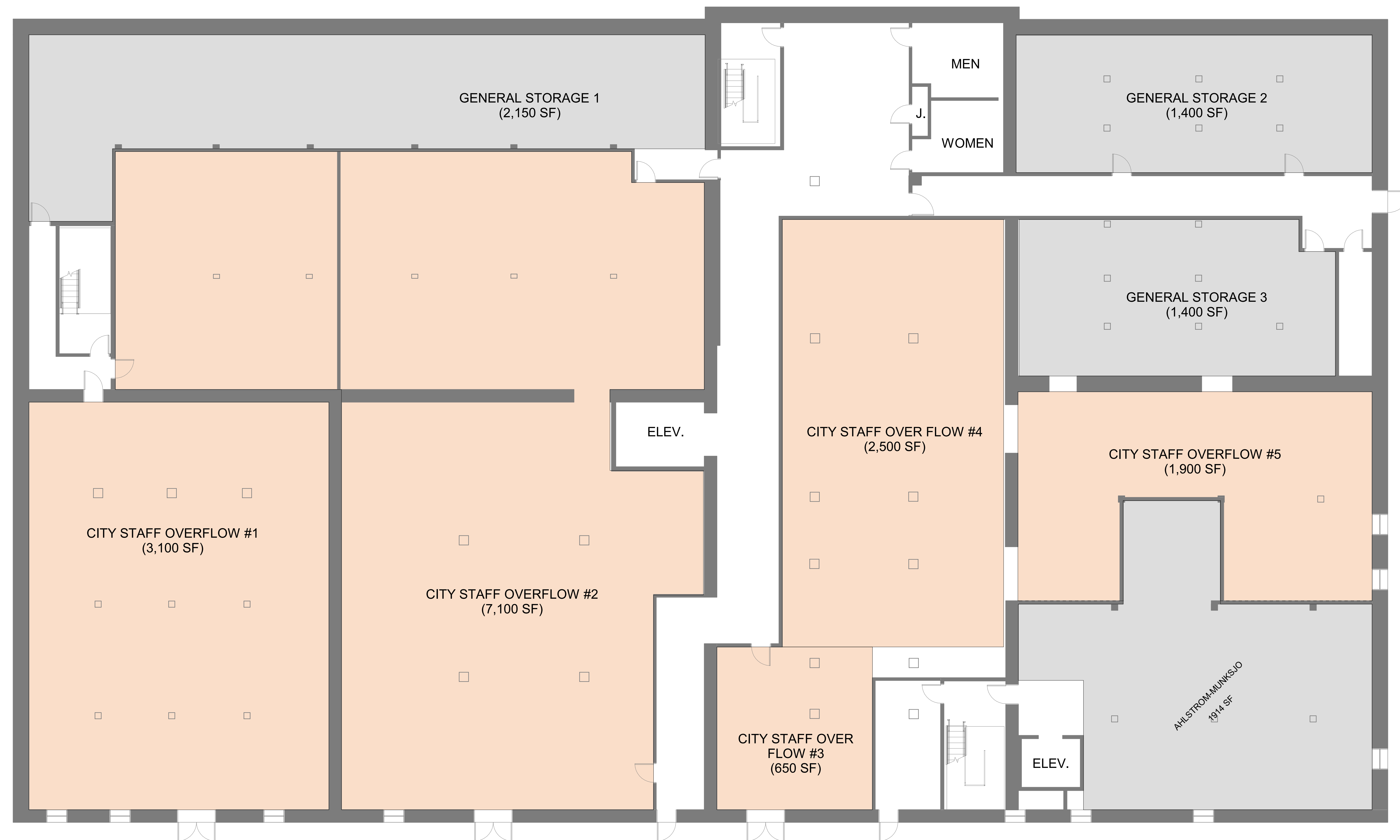
OPTION 2 - FIRST FLOOR PLAN



SPACE USE LEGEND

ADULT	SPECIAL USE SPACES
STAFF	MISC SPACES
MEETING	

OPTION 2 - SECOND FLOOR PLAN



SPACE USE LEGEND

- SPECIAL USE SPACES
- MISC SPACES

OPTION 3 - BASEMENT PLAN





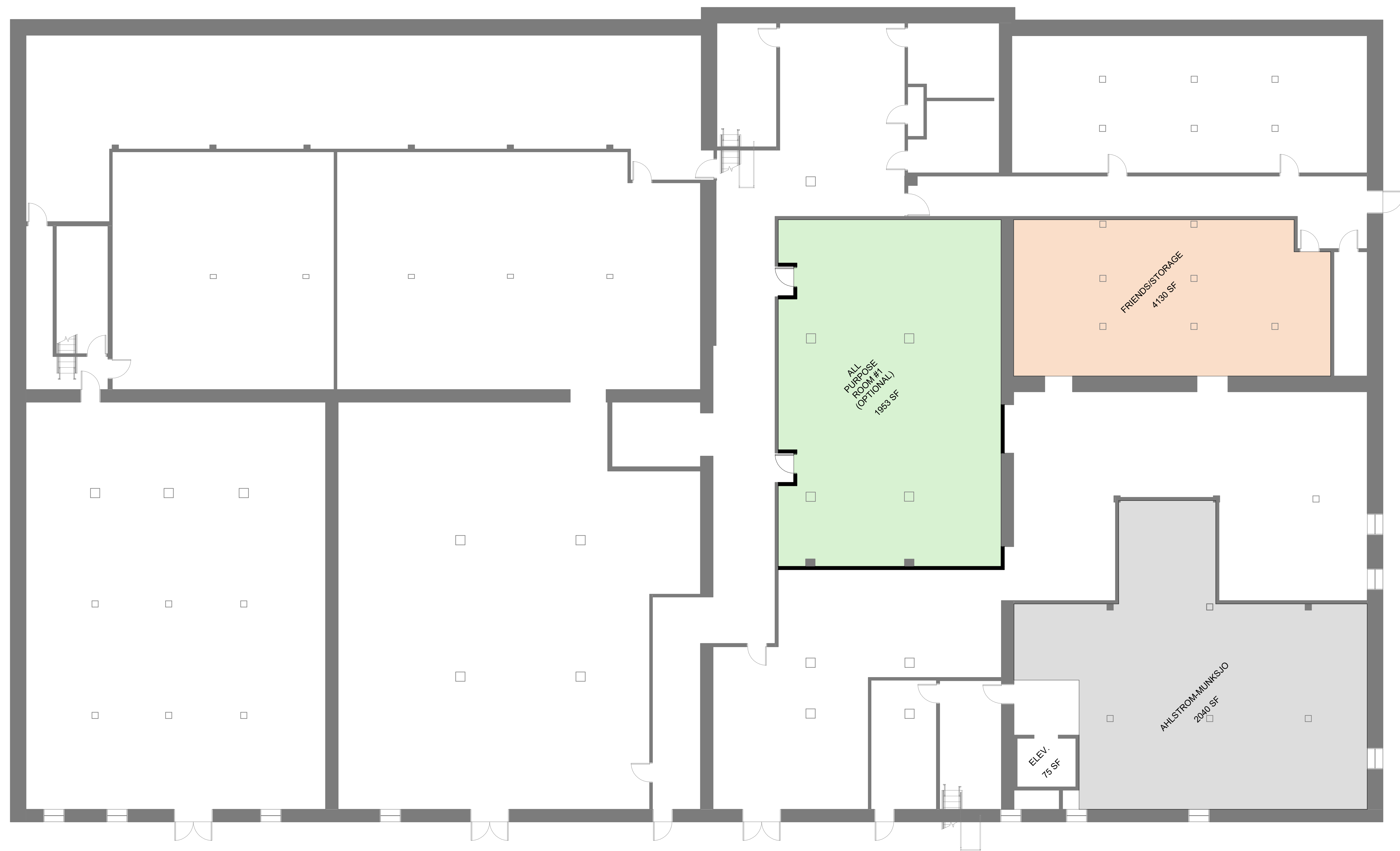
OPTION 3 - FIRST FLOOR PLAN



SPACE USE LEGEND

	ADULT
	STAFF
	MEETING

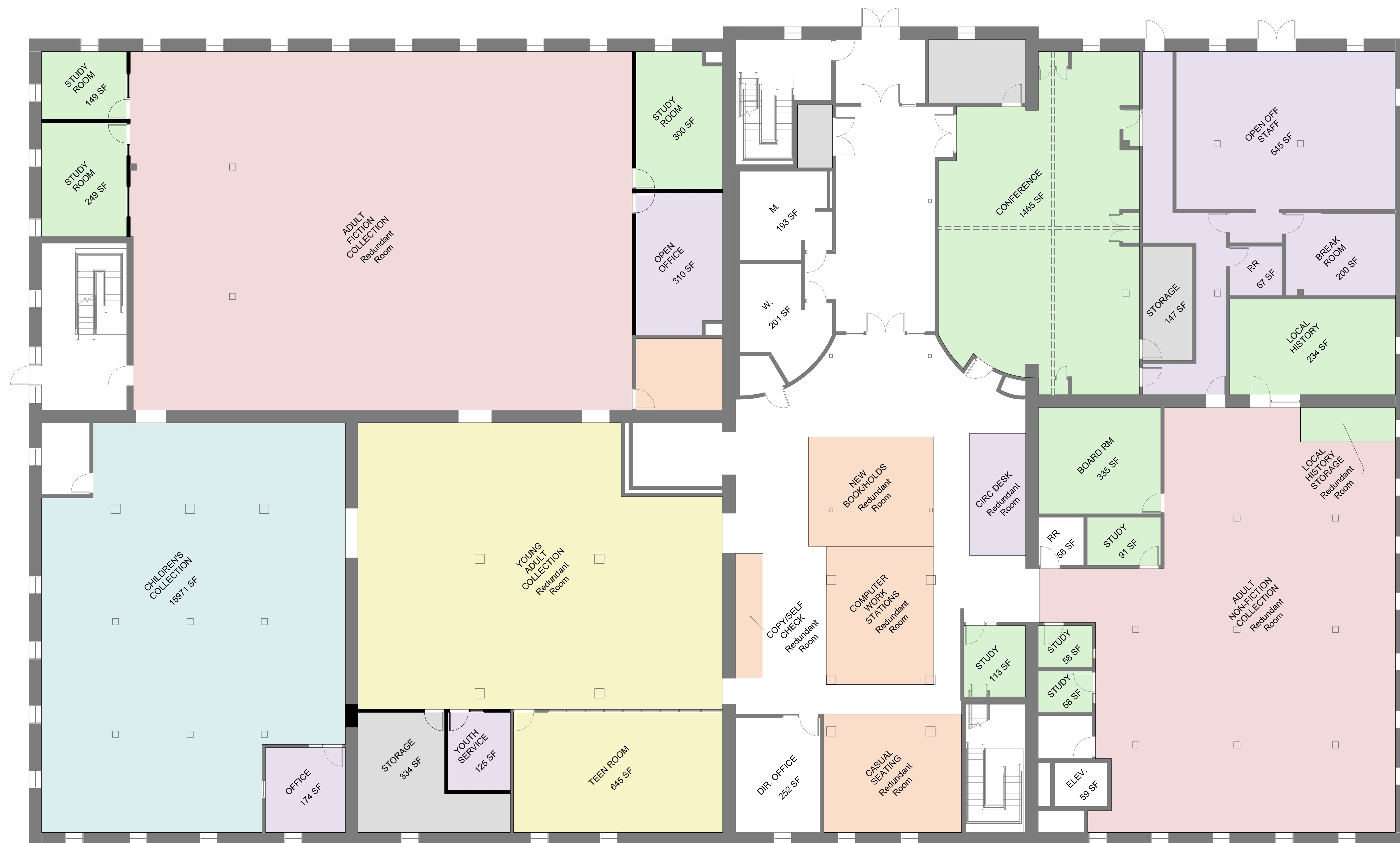
OPTION 3 - SECOND FLOOR PLAN



SPACE USE LEGEND			
<div></div>	TEEN	<div></div>	SPECIAL USE SPACES
<div></div>	STAFF	<div></div>	MISC SPACES
<div></div>	MEETING	<div></div>	ADULT

INTERMEDIATE UPGRADES - BASEMENT PLAN





SPACE USE LEGEND			
<div></div>	TEEN	<div></div>	SPECIAL USE SPACES
<div></div>	STAFF	<div></div>	MISC SPACES
<div></div>	MEETING	<div></div>	ADULT

INTERMEDIATE UPGRADES - FIRST FLOOR PLAN





# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Plan Commission  
From: Lily Paul, Associate Planner  
Date: March 30, 2023  
Re: Outdoor Alcoholic Beverage Area Alternative Entrance – 313 Dodge

Building owner Mark Abel and business owner Kyle Megna are working with contractors to expand their current Outdoor Alcoholic Beverage Area (Patio/Deck/Beer Garden). This patio will connect to their current raised deck and be built entirely over the driveway of the property. The driveway is not used for vehicular service. The driveway has been used as an outdoor service area through a COVID-19 Temporary Outdoor Seating Permit. The extension for that permit has ended and this new construction will make it a permanent structure under their Outdoor Alcoholic Beverage Area Permit that they renew yearly with their liquor license. The application is attached (Exhibit 1).

Please find attached the site plan for the deck (Exhibit 5). The site plan shows an ADA wheel chair ramp built on the west side of the property leading to the entrance. There is a stair about half way up the ramp as well leading to the entrance. There will be a 6 foot – 8 foot high fence installed on the western property line, as the use of the neighboring house is residential. This complies with section [12.03\(11\)\(c\)\(2\) of the City of Kaukauna Code of Ordinances](#). There is additional landscaping proposed along with existing landscaping that meets requirements. Additionally, 313 Dodge has received approval from the neighbors for this layout. (Exhibit 4).

Now, 313 Dodge is seeking an alternative entrance to their building. The current site plan shows entrance to the outdoor alcoholic beverage area, first, before entrance through the Main Entrance of the premises. According to [the City of Kaukauna Code of Ordinances 12.03\(11\)\(e\)\(1\)](#):

*Access to the outdoor entertaining area shall only be through the main entrance to the Class B intoxicating liquor, Class B fermented malt beverage; and Class C premises. The outdoor entertaining area shall be equipped with a locking system on a fire exit that meets applicable fire codes. In cases where site configuration or parcel shape prevent a single entrance to the outdoor beverage area through the main entrance of*

*the building, the Plan Commission may review the outdoor beverage area site plan and approve alternative entrances.*

To be in compliance with code, there would have to be an apparatus, like a gate, restricting access to the outdoor patio either from the steps to the door, or from the ramp to the door. This would force entrance to the building before the outdoor alcoholic beverage area, but also eliminate service to tables in a section that was originally proposed (Exhibit 6). Also, it would restrict flow for staff to serve the outdoor areas effectively. 313 Dodge feels that an improvement of this magnitude would ideally utilize the space as intended.

The code specifically mentions *"In cases where site configuration or parcel shape prevent a single entrance to the outdoor beverage area through the main entrance of the building, Plan Commission may review the outdoor beverage area site plan and approve alternative entrances."* Plan Commission motion was to approve the site plan and pass on to Common Council for final approval. The layout of the building affects the location of the main entrance. The entrance faces north which makes it difficult to abide by the code, whereas if it were West facing. Additionally, the current deck is built off of the front of the building, so to extend that deck, like they are proposing, would still be in the front of the building. It is something to consider that they cannot relocate this area to the back of the building.

Fire Inspection has no issues with the current site plan in terms of emergency exits.

Police Department has no issues with the current site plan.

Other things to possibly consider is their Outdoor Alcoholic Beverage Area Permit: Their regular business hours are only 4PM to 9PM Wednesday through Saturday (with the option of being open for special events Sunday – Saturday 10AM – 10PM). For the season that Outdoor Alcoholic Beverage Areas are in use, it is very reserved for business hours to end at 9PM.

**Recommendation:**

It is up to the Common Council to decide whether to

1. Approve the Outdoor Alcoholic Beverage Area Permit with the alternative entrance shown in the site plan with the following findings:
  - a. The layout of the building/site and location of the entrance prohibit the business building to be entered before the outdoor alcoholic beverage area.
2. Approve the Outdoor Alcoholic Beverage Area Permit and direct staff to work with the applicant to adjust the site plan *without* an alternative entrance.

# Exhibit 1

Item 7.d.



## OUTDOOR ALCOHOLIC BEVERAGE AREA

### PERMIT APPLICATION

☒ Renewal ☐ Initial Permit

\*All Fields Must Be Completed\*

\$200.00

1. Name of Applicant(s): Dodge 313 LLC
2. Name of Licensed Premises: 313 Dodge (dba)
3. Address of Licensed Premises: 313 Dodge St, Kaukauna
4. List all partners, shareholders, or investors. Include full name, middle initial, and date of birth. Please use additional sheets or continue on back if necessary.

<u>Kyle</u>	<u>B</u>	<u>Megna</u>	<u>Owner/Member</u>	<u>3,7,86</u>
First Name	Initial	Last Name	Nature of Ownership/Interest	Date of Birth
<u>Janel</u>	<u>C</u>	<u>Abel</u>	<u>Owner</u>	<u>8,7,89</u>
First Name	Initial	Last Name	Nature of Ownership/Interest	Date of Birth

First Name	Initial	Last Name	Nature of Ownership/Interest	Date of Birth
------------	---------	-----------	------------------------------	---------------

5. What was the previous name and nature of the business operating at this location?

6. Are alcohol sales a new use for the Licensed Premises to which this outdoor area permit applies? Yes ☐ No ☒

7. Seating capacity:

a. Inside Licensed Premises 76 Outdoor Alcoholic Beverage Area 90 estimated

8. Operating hours: Sunday - Saturday

a. Inside Licensed Premises 10a-10p Outdoor Alcoholic Beverage Area 10a-10p

9. Number of floor personnel:

a. Inside Licensed Premises 6-8 Outdoor Alcoholic Beverage Area Same

10. Please attach a separate statement and site plan describing details of the Licensed Premises and proposed Outdoor Alcoholic Beverage Area, including dimensions, enclosures, entrances and exits, and any operational details.

11. If this is a renewal, has the physical area described in the original application been altered in any way? If yes, please explain Our plan is to make existing driveway level + permanent outdoor seating which

Kyle B Megna

Applicant Signature

Janel Abel

3-29-23

Date

3/29/23

had been utilized during COVID

CITY OF KAUKAUNA

144 W 2nd Street  
Kaukauna, WI 54130

920.766.6300  
www.cityofkaukauna.com

## Exhibit 2

UPDATED 07.06.2022



## SITE PLAN REVIEW APPLICATION

PROPERTY OWNER	APPLICANT (IF DIFFERENT PARTY THAN OWNER)
Name: <u>313 Dodge LLC</u>	Name:
Mailing Address: <u>2216 Nottingham Ln</u>	Mailing Address: <u>Kaukauna WI 54130</u>
Phone: <u>920-585-1736 Mark</u>	Phone: <u>920-851-2037 Jackie</u>
Email: <u>Mark@abelins.com</u>	Email: <u>Jackie@abelins.com</u>

PROPERTY INFORMATION	
Described the Proposed Project in Detail: <u>See attached</u>	
Property Parcel (#): <u>324012600</u>	
Site Address/Location: <u>313 Dodge St. Kaukauna WI</u>	
Current Zoning and Use: <u>Commercial</u>	
Proposed Zoning and Use: <u>Commercial</u>	
Existing Gross Floor Area of Building: <u>1535 SF</u> (Temp) <u>1710 SF</u>	
Proposed Gross Floor Area of Building: <u>1710 SF</u>	
Existing Building Height: <u>NA</u>	
Proposed Building Height: <u>NA</u>	
Existing Number of Off-Street Parking Spaces: <u>0</u>	
Proposed Number of Off-Street Parking Spaces: <u>0</u>	
Existing Impervious Surface Coverage Percentage: <u>36.9</u>	
Proposed Impervious Surface Coverage Percentage: <u>38.2</u>	

CITY OF KAUKAUNA

144 W 2nd Street  
Kaukauna, WI 54130920.766.6300  
www.cityofkaukauna.com

## Exhibit 3

### Narrative Description:

The intention of this project is to provide an improved patio layout as well as a more level area for tables and seating. It will provide better separation of the patio area from the street sidewalk by removing the “driveway” and creating an elevated patio as currently exists to the east of the driveway. The ADA accessible entrance ramp will be relocated to the west side of the property adjacent to the single-family residence. A solid vinyl fence is proposed at the west edge of the ramp extending from the rear of the single-family residence to the front setback of the residence as shown on the site plan. In discussions with the neighbor, it was verbally agreed to install the fence 8 ft high from the south fence termination point to the north side of the 1<sup>st</sup> floor windows. From this point the fence would be lowered to 6 ft. There was also a verbal agreement that the space between the fence and home would be landscaped with a stone mulch to avoid turf maintenance in this area. The current driveway apron will be removed, and barrier curb installed. The apron would be replaced by a 6 ft wide paved area in the terrace for delivery access from the street.

**Lily Paul**

---

**From:** Mark Abel <Mark@abelins.com>  
**Sent:** Thursday, March 23, 2023 1:48 PM  
**To:** Lily Paul  
**Cc:** Brad Werner  
**Subject:** FW: 313 Patio

Hi Lilly,

Wanted you to have the below email from neighbor of 313 before today's meeting at 4:.

See you soon!  
Mark

---

**From:** 313dodge <313dodge@gmail.com>  
**Sent:** Thursday, March 23, 2023 1:30 PM  
**To:** Mark Abel <Mark@abelins.com>; Jackie Abel <jackie.a.abel@gmail.com>  
**Subject:** FW: 313 Patio

----- Original message -----

From: Christopher McCoy <[christopher.mccoy@zoho.eu](mailto:christopher.mccoy@zoho.eu)>  
Date: 3/23/23 1:27 PM (GMT-06:00)  
To: [313dodge@gmail.com](mailto:313dodge@gmail.com)  
Subject: 313 Patio

Good afternoon,

Just reaching out to let you know that I reviewed the 313 Dodge patio blue prints and I'm good with the design.

Kind regards,  
Christopher McCoy  
311 Dodge St  
920-420-3880

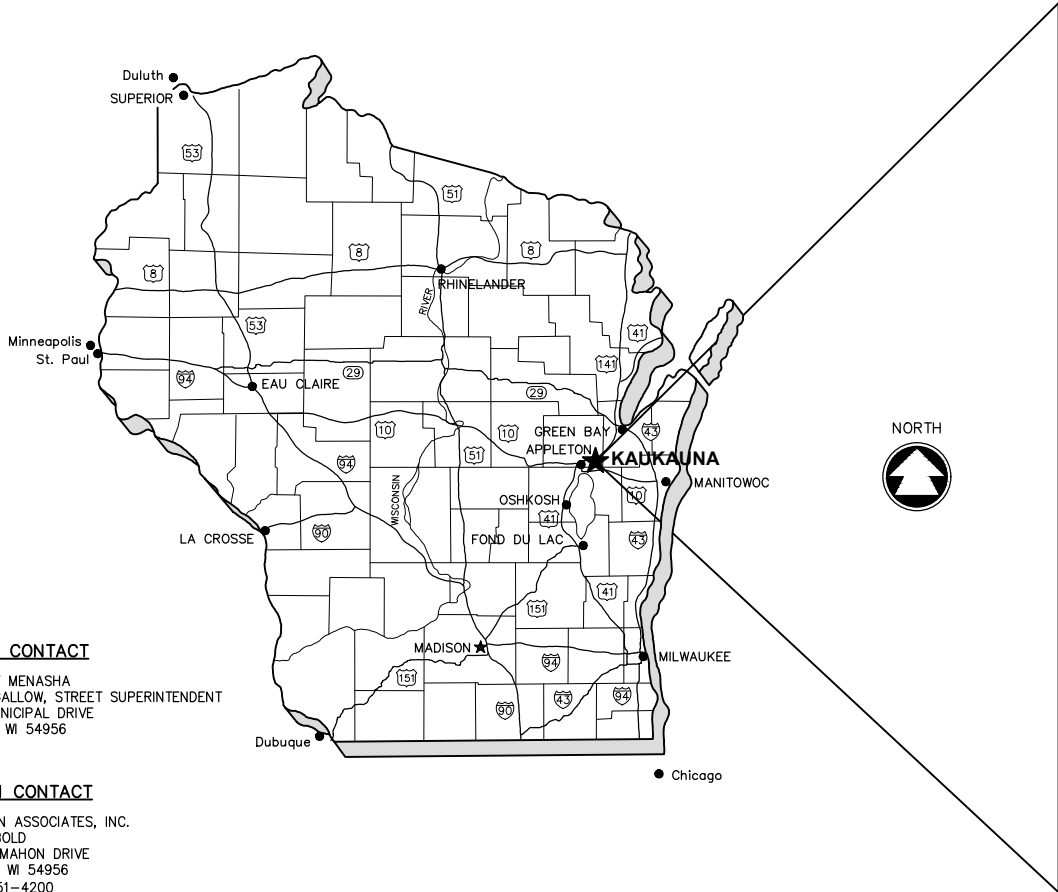


# 313 DODGE

# OUTDOOR PATIO IMPROVEMENTS

# CITY OF KAUKAUNA

OUTAGAMIE COUNTY, WISCONSIN  
MCM # T0094-09-22-00725



**CONTACT INFORMATION**

**UTILITIES**  
WE ENERGIES  
JIM QUINN (ELECTRIC)  
KENNETH VAN OSS (GAS)  
800 SOUTH LYNNDAL DRIVE P.O. BOX 1699  
APPLETON, WI 54912  
(920) 380-3401 (ELECTRIC)  
(920) 380-3318 (GAS)  
jim.quinn@we-energies.com

AT&T  
VINCE LEBRUN  
221 WEST WASHINGTON STREET FLOOR 4  
APPLETON, WI 54911  
(920) 735-3252  
vl1253@att.com

TIME WARNER CABLE  
VINCE ALBIN  
1001 KENNEDY AVENUE PO BOX 145  
KIMBERLY, WI 54136-0145  
(920) 831-9211  
vince.albin@twcable.com

TOWN OF MENASHA, UTILITY DISTRICT  
STEVE LAABS (SANITARY SEWER)  
JEFF ROTH (WATER)  
2340 AMERICAN DRIVE NEENAH, WI 54956  
(920) 739-5120  
stevel@town-menasha.com  
jeffr@town-menasha.com

**OWNER CONTACT**  
TOWN OF MENASHA  
RANDY GALLOW, STREET SUPERINTENDENT  
2000 MUNICIPAL DRIVE  
NEENAH, WI 54956

**DESIGN CONTACT**  
McMAHON ASSOCIATES, INC.  
LEE REIBOLD  
1445 McMAHON DRIVE  
NEENAH, WI 54956  
(920) 751-4200  
lreibold@mcmgrp.com

**DNR LIAISON**  
DEPARTMENT OF NATURAL RESOURCES  
BOBBI JO FISCHER  
427 EAST TOWER DRIVE SUITE 100  
WAUTOMA, WI 54982  
(920) 787-4686 x3007  
Bobbi.Fischer@Wisconsin.gov

**DIGGERSHOTLINE**  
Dial 811 or (800) 242-8511  
www.DiggersHotline.com

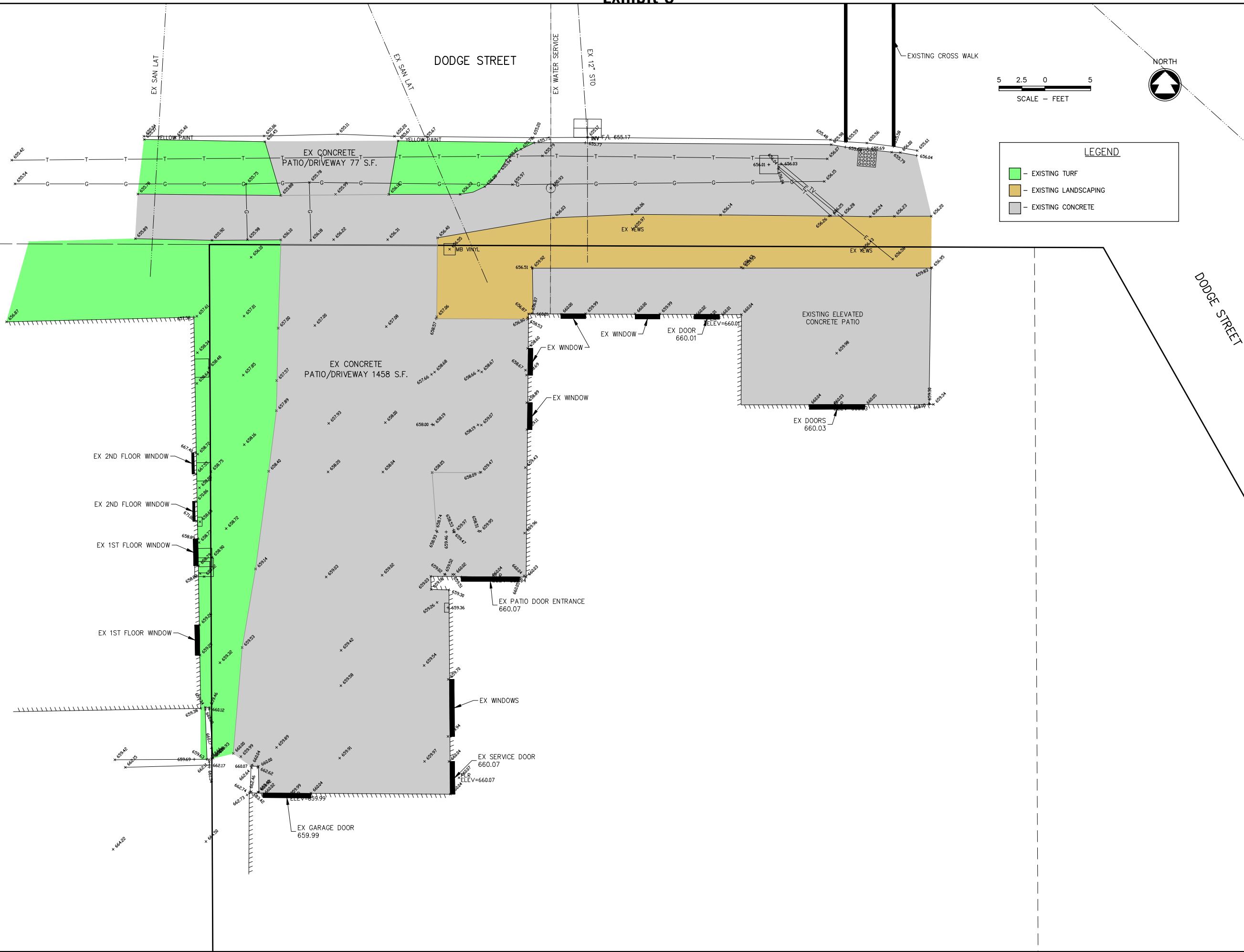
**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

**SHEET INDEX**

- 1 EXISTING CONDITIONS
- 2 SITE LAYOUT PLAN
- 3 SITE GRADING PLAN

schmechel, WA\PROJECTS\T0094\092200725\CADD\Civil3D\plan sheets\01 Existing Conditions.dwg, 01 existing conditions, Plot Date: 3/2/2023 7:45 AM, xrefs: (x-313 dodge st-topoints, x-313 dodge st-existtopo, 313 dodge st comps-mk)

Exhibit 5



LEGEND

- EXISTING TURF
- EXISTING LANDSCAPING
- EXISTING CONCRETE

Item 7.d.

McMAHON

ENGINEERS & ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956

Mailing: P.O. BOX 1025, NEENAH, WI 54957-1025

PH 920.751.4200 FX 920.751.4284 MCNGRP-CO

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NO.	DATE	REVISION

OUTDOOR PATIO IMPROVEMENTS

313 DODGE ST, KAUKAUNA WI

EXISTING CONDITIONS

DESIGNED	DRAWN
BDW	RRS
PROJECT NO.	
T0094-09-22-00725	
DATE	
FEBRUARY, 2023	
SHEET NO.	
01	

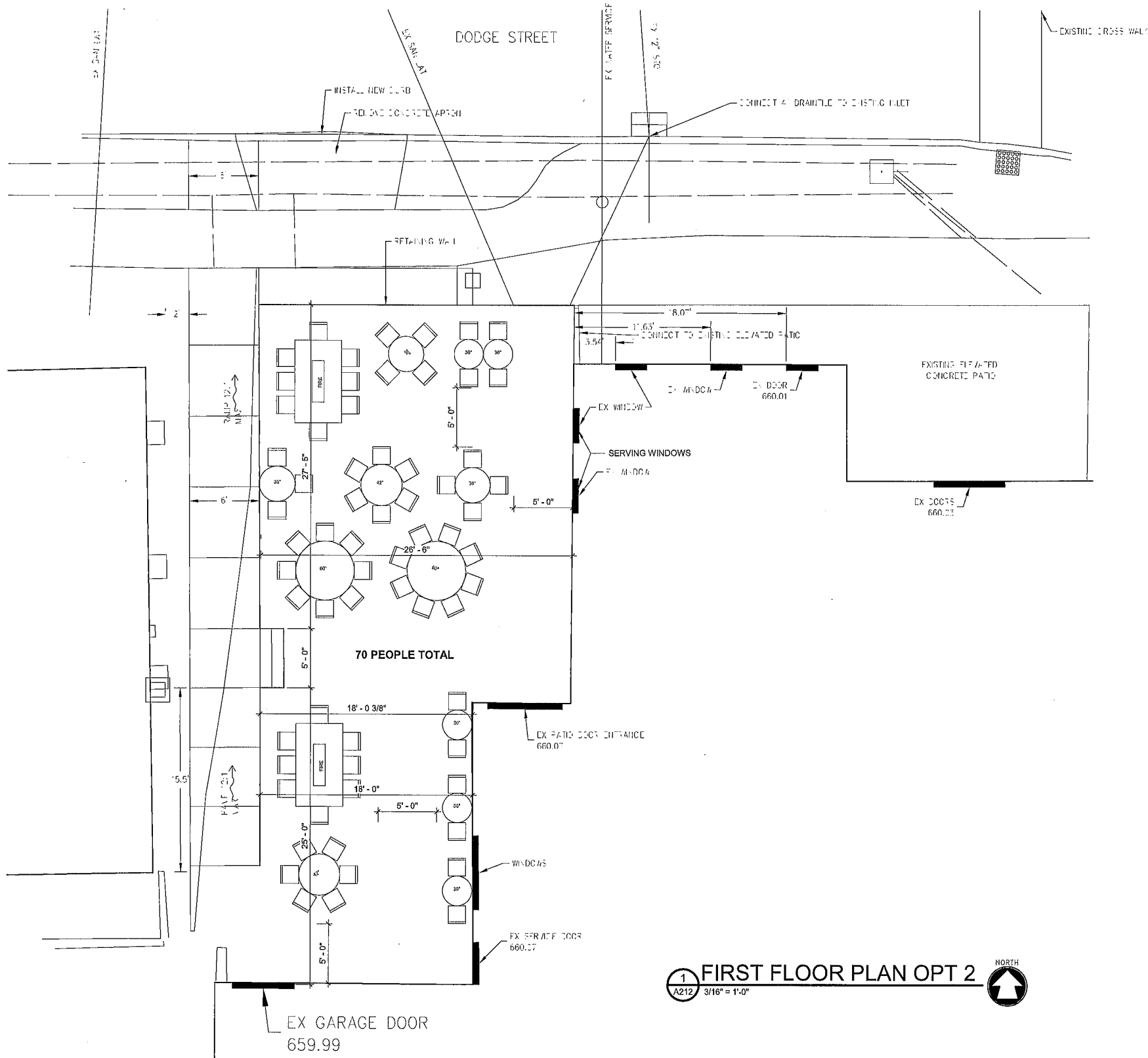
60







Exhibit 6



1 FIRST FLOOR PLAN OPT 2  
A212 3/16" = 1'-0" NORTH

PRELIMINARY NOT FOR CONSTRUCTION

OUTDOOR PATIO IMPROVEMENTS  
313 DODGE ST, KAUKAUNA, WI

FIRST FLOOR PLAN OPT 2

DESIGNED MJM	DRAWN AAT
PROJECT NO. T0994 09220725	
DATE FEBRUARY 16, 2023	
SHEET NO. A212	

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**McMAHON**  
ENGINEERS ARCHITECTS  
McMahon Associates, Inc.  
1445 P.O. BOX 1005 WAUKESHA, WI 53186  
Tel: (920) 751-4200 Fax: (920) 751-4201  
www.mcmahon.com

Item 7.d.

## RESOLUTION NO. 2023-5378

RESOLUTION DECLARING OFFICIAL INTENT  
TO REIMBURSE EXPENDITURES  
FROM PROCEEDS OF BORROWING

WHEREAS, the City of Kaukauna, Outagamie County, Wisconsin (the "Municipality") plans to undertake water utility projects (the "Project"); and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to October of 2023, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

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

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$5,000,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted the 5th day of April, 2023.

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

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

## RESOLUTION 2023-\_\_\_\_\_

## RESOLUTION APPROVING THE PRELIMINARY PLAT FOR PHASE 4 OF THE HURKMAN HEIGHTS SUBDIVISION

BE IT RESOLVED, by the Common Council of the City of Kaukauna, Wisconsin, that the preliminary plat for phase 4 of the Hurkman Heights Subdivision development is hereby accepted and approved, there having been compliance with all local applicable provisions of law related thereto.

BE IT FURTHER RESOLVED that the final plat of the subdivision phase will be submitted for review by the City of Kaukauna, the developer will work with staff to get the required permitting for Setter Drive Extension, and all applicable permits will be obtained before the subdivision commences construction. In addition, a turn around bulb that can accommodate a fire truck will be installed at the end of Setters Drive.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 5<sup>th</sup> day of April 2023.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Sally A. Kenney, City Clerk



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council  
From: Joe Stephenson, Director of Planning  
Date: April, 5<sup>th</sup>, 2023  
Re: Preliminary Plat Review – Hurkman Heights 4 – Version 3

Hurkman Heights is a development South of Highway 41 on the north end of the city. Hurkman Heights is a 26-unit single-family development that has been built out in 4 phases. Plan Commission has reviewed a previous plat for this phase. Plan Commission gave direction to the developer to provide for more traffic circulation and found the long dead-end road to be a safety concern.

Since then, a new plat has been created that provides traffic circulation and a secondary exit to the subdivision. Setter Drive has been extended west and will link existing Setter Drive and Ben's Way. One concern is the ability for Lot 95 to safely back out of their future driveway. The end of Setter Drive should gain an easement and create a bulb, instead of a dead end road. This extension betters the safety and traffic concerns and will provide a joining of the various phases of Hurkman Heights Subdivision.

This is the third iteration of Hurkman Heights preliminary plat, after trying to find the best way to create traffic circulation, while maintaining lot number and the stormwater pond.

**Plan Commission recommended approval of Hurkman Heights Subdivision to the Common Council, noting the need a cul-de-sac on the end of Setters Drive and continued work with the Department of Public Works to ensure Setters Drive Extension is properly permitted.**

## RESOLUTION 2023-5380

### RESOLUTION AUTHORIZING MAYOR ANTHONY PENTERMAN AND CLERK SALLY KENNEY TO ENTER INTO A STORM SEWER EASEMENT AGREEMENT WITH AMERCO REAL ESTATE COMPANY AT 1550 ARBOR WAY

**WHEREAS**, Owner AMERCO Real Estate Company, is converting the property into a U-Haul Storage Facility; and

**WHEREAS**, In order to achieve a gravity storm sewer system to carry runoff from the site to the existing stormwater management pond, the owners will need to extend their pipe off of their property and into the City owned stormwater pond site adjacent to the property; and

**WHEREAS**, City Plan Commission has reviewed the request and recommended the approval of the easement at their February 9, 2023 meeting;

**NOW THEREFORE BE IT RESOLVED**, the Common Council of the City of Kaukauna hereby authorizes Mayor Anthony Penterman and Clerk Sally Kenney to enter into a Storm Sewer Easement Agreement with AMERCO Real Estate Company for purposes of conveying stormwater runoff to the existing stormwater management system.

I hereby certify that the foregoing resolution was duly adopted by the Kaukauna City Council at a legal meeting on this 5<sup>th</sup> day of April, 2023.

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

ATTEST:

\_\_\_\_\_  
Sally Kenney, Clerk







Document Number	<b>STORM SEWER EASEMENT</b>  Title
<p>For good and valuable consideration, <u>City of Kaukauna</u> (“Grantor”), hereby grant to the <u>AMERCO Real Estate Company</u> (“Grantee”), the right to install, operate, maintain, replace, repair, and remove storm sewer and associated appurtenances within the following described lands.</p> <p><b>Legal Description</b></p> <p>See Attached Exhibit A</p>	
	Name and Return Address: City of Kaukauna Engineering Department P.O. Box 890 Kaukauna, WI 54130
	Parcel Identification Number

A map of the easement property is labeled as “Storm Sewer Easement” on the attached Exhibit B.

It is further agreed that Grantor, its leases, successors, and assigns, have full use and enjoyment of the property over the above-described easement provided that such use does not interfere with maintenance and operation of said utilities.

Grantee shall have the right at any and all times to go upon said strip of land for the purpose of laying, relaying, maintaining, operating, inspecting, repairing, or removing said utilities.

Grantor agrees not to erect any structures nor to place any trees, shrubs or other perennial plantings, which they do not wish removed or destroyed in the event of necessary access by Grantee upon the strip of land herein described, upon the strip of land described, and agrees not alter the existing ground surface without written consent of Grantee so long as this easement remains in effect.

Grantee, after doing such work, shall restore the surface of the ground as nearly as possible to the condition as existing immediately prior to the commencement of such work.

*(signatures on following pages)*

GRANTOR(S)

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

GRANTOR(S)

x \_\_\_\_\_  
 Sally A. Kenny, Clerk      Date

GRANTEE(S)

x \_\_\_\_\_  
 \_\_\_\_\_,  
 AMERCO Real Estate Company      Date

STATE OF WISCONSIN      }  
   } SS  
 OUTAGAMIE COUNTY      }

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

\_\_\_\_\_  
 Notary Public, State of Wisconsin  
 My commission expires \_\_\_\_\_

Drafted By:  
 City of Kaukauna  
 City Attorney  
 Kevin Davidson  
 144 W. Second St.  
 Kaukauna, WI 54130

MAP ADDRESS: 1550 ARBOR WAY, KAUKAUNA, WISCONSIN 54130

## **EXHIBIT A - LEGAL DESCRIPTION**

### PROPOSED STORM SEWER EASEMENT NO. 1

A 15' STORM SEWER EASEMENT BEING 7.5' ON EACH SIDE OF THE DESCRIBED CENTERLINE REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF OUTAGAMIE, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS BELOW:

COMMENCING AT A FOUND 5/8" REBAR WITH CAP INSCRIBED "CAROW LAND SURVEYING" BEING MOST SOUTHERLY CORNER OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7631 RECORDED OCTOBER 16, 2018 IN VOLUME 46, PAGES 7631 AS DOCUMENT NO. 2145844;

THENCE LEAVING THE SAID CORNER N 35°31'57" E A DISTANCE OF 54.25' TO THE POINT OF BEGINNING OF THE SAID CENTERLINE;

THENCE S 85°07'31" E A DISTANCE OF 53.18' TO THE POINT OF TERMINATION OF SAID CENTERLINE;

### PROPOSED STORM SEWER EASEMENT NO. 2

A 15' STORM SEWER EASEMENT BEING 7.5' ON EACH SIDE OF THE DESCRIBED CENTERLINE REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF OUTAGAMIE, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS BELOW:

COMMENCING AT A FOUND 5/8" REBAR WITH CAP INSCRIBED "CAROW LAND SURVEYING" BEING MOST SOUTHERLY CORNER OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7631 RECORDED OCTOBER 16, 2018 IN VOLUME 46, PAGES 7631 AS DOCUMENT NO. 2145844;

THENCE LEAVING THE SAID CORNER N 35°31'57" E A DISTANCE OF 202.88' TO THE POINT OF BEGINNING OF THE SAID CENTERLINE;

THENCE S 25°59'05" W A DISTANCE OF 51.95' TO THE POINT OF TERMINATION OF SAID CENTERLINE;

### PROPOSED STORM SEWER EASEMENT NO. 3

A 15' STORM SEWER EASEMENT BEING 7.5' ON EACH SIDE OF THE DESCRIBED CENTERLINE REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF OUTAGAMIE, STATE OF WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS BELOW:

COMMENCING AT A FOUND 5/8" REBAR WITH CAP INSCRIBED "CAROW LAND SURVEYING" BEING MOST SOUTHERLY CORNER OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7631 RECORDED OCTOBER 16, 2018 IN VOLUME 46, PAGES 7631 AS DOCUMENT NO. 2145844;

THENCE LEAVING THE SAID CORNER N 35°31'57" W A DISTANCE OF 369.92';

THENCE N 06°26'37" E 101.33' TO A POINT;

THENCE N 59°59'19" E 91.57' TO A POINT;

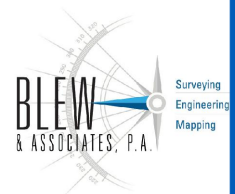
THENCE S 87°53'47" E A DISTANCE OF 58.12' TO THE POINT OF BEGINNING OF THE SAID CENTERLINE;

THENCE N 04°08'43" W A DISTANCE OF 38.02' TO THE POINT OF TERMINATION OF SAID CENTERLINE;

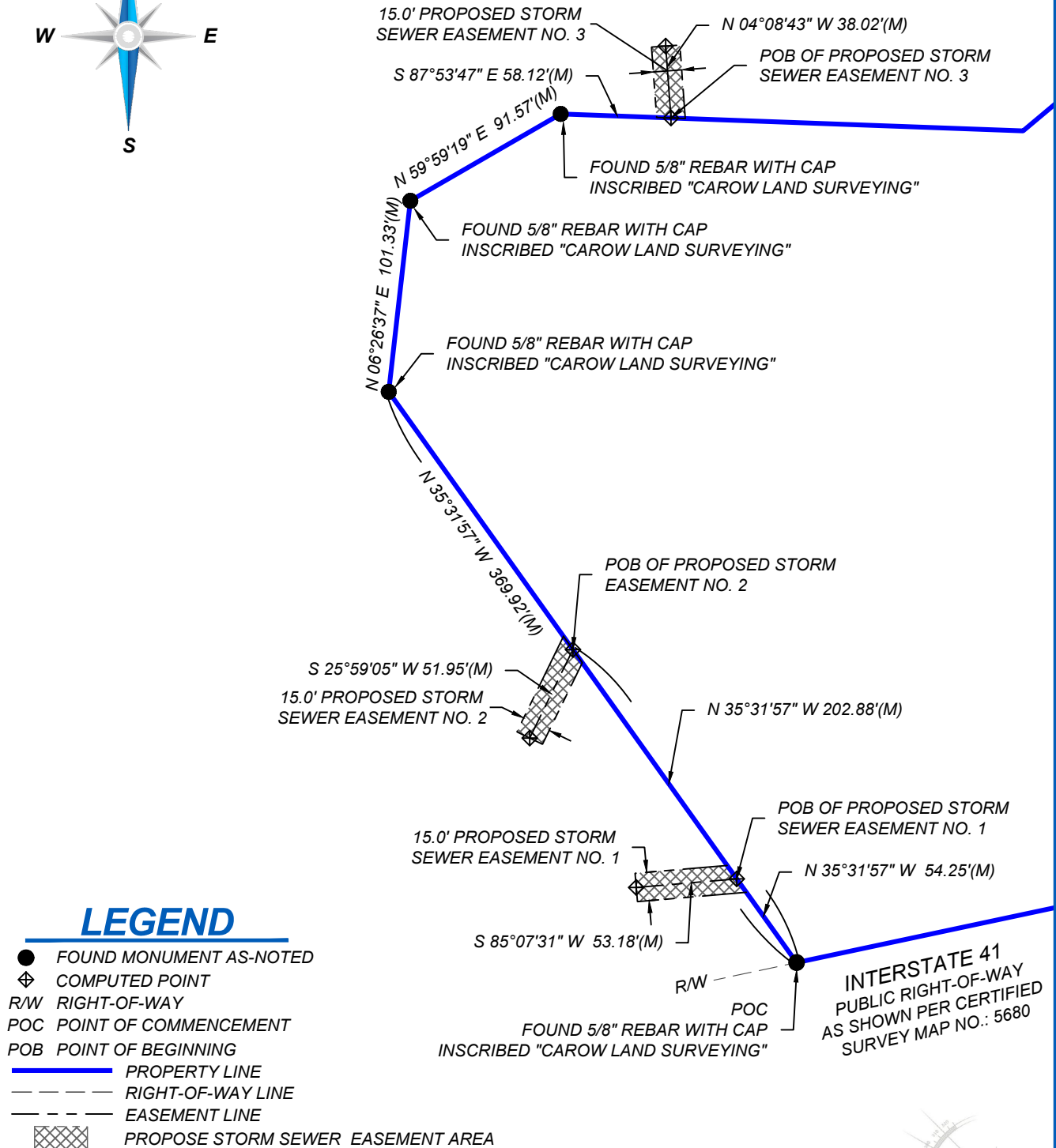
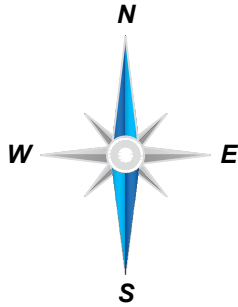
**PRELIMINARY**

JASON M. PAGE  
LAND SURVEYOR NO. 3012  
STATE OF WISCONSIN

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MAP ADDRESS: 1550 ARBOR WAY, KAUKAUNA, WISCONSIN 54130

**STORM SEWER EASEMENT EXHIBIT****EXHIBIT B - MAP**

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