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OFFICIAL NOTICE OF THE REGULAR MEETING OF THE  
CITY OF KEWAUNEE COMMON COUNCIL  
Kewaunee Municipal Building, 401 Fifth Street  
October 14, 2024 – 6:00 P.M.  
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1. **Call to Order & Roll Call**
2. **Pledge of Allegiance/Prayer/Meditation**
3. **Approval of September 9, 2024 Common Council Minutes**
4. **Public Comment/Communications (three minute time limit per person)**
5. **Boards/Commissions/Committees Reports and Staff Reports**
6. **City Administrator's Report**
7. **Mayor's Report**
8. **Business Agenda**
  - a. Open Meetings Law Presentation (Anthony Steffek, City Attorney, Renning, Lewis & Lacy)
  - b. K.A.P.S. 2024 Presentation and 2025 Proposal for Services (Stephanie Roehrig, Administrator/ Director, Holy Rosary Child Care)
  - c. Approve Appointment of Clerk/Treasurer for the City of Kewaunee. The Common Council may enter into closed session under Wis. Stats. §19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or exercises responsibility, and to re-enter open session in the same place after that to act on such matters discussed therein as it deems appropriate.
  - d. Authorize staff to pursue additional Treasurer carry-over duties with Bauman Associates, Ltd.
  - e. Approve/disapprove reimbursement for Terry Klosterman for boat damage related to rescue effort on June 23, 2024.
  - f. Adopt/accept the 2025-2029 Capital Improvements Plan.
  - g. Approve/disapprove Resolution No. 2024-2046 supporting the pursuit of a Wisconsin Coastal Management Program grant application to support design services for the Marshlands Walk Reconstruction Project.
  - h. Approve/disapprove use of ARPA funds for improvements to City facilities and continuity of service.
  - i. Approve Addendum #22 with Cedar Corporation for the Main Street/Center Street Reconstruction Project.
  - j. Authorize implementation of a dog clean-up station in Selner Park by the Kewaunee Lions Club.
  - k. Authorize the creation of a Kewaunee Marina Committee.
  - l. Financial Report – August 2024
9. **Announcements.**
10. **Adjournment.**

**Note: At time items on the agenda may not be taken in the same order as they appear. Members of other governmental bodies (boards, commissions, committees, councils, etc.) may attend the above noticed meeting of the City Council to gather information. The only action to be taken at the above noticed meeting will be actions by the City Council.**

**NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations.**

**REMINDERS:**

Tuesday, October 15	Personnel Committee, 4:30 p.m.
Thursday, October 24	Plan Commission, 6:30 p.m.
<b>Tuesday, November 5</b>	<b>ELECTION DAY</b>
TBD	Finance Committee, 5:00 p.m.
Thursday, November 7	Public Works Committee, 5:30 p.m.
Thursday, November 7	Public Property Committee, 6:00 p.m.
Monday, November 11	Common Council, 6:00 p.m.

**CITY OF KEWAUNEE COMMON COUNCIL MINUTES**  
**September 9, 2024**

- 1. Call to Order & Roll Call:** Mayor Jeffery L. Vollenweider Sr. called the meeting to order at 6:00 pm. Alderpersons present: Kathy Brown, John Blaha, Jim Brewster, Russell Anderson, Scott Oftedahl, Robin Nelson, and Jeffrey Kohnle.
- 2. Pledge of Allegiance/Prayer/Meditation:** All those present participated
- 3. Approval of August 19, 2024 Special Common Council Minutes:** Motion-Brewster to approve the minutes as presented. Kohnle seconded the motion. Motion carried, 7-0.
- 4. Public Comment/Communications:** None
- 5. Closed Session.** Motion-Nelson to go into Closed Session at 6:01 pm per Wis. Stat. §19.85(1)(e). Oftedahl seconded the motion. On roll call the motion was approved unanimously. Returned to Open Session at 7:52 pm.
- 6. Boards, Commissions, Committee and Staff Reports:** Motion-Nelson to approve the minutes and reports as presented. Kohnle seconded the motion. Motion carried, 7-0.
- 7. Mayor's Report:** Mayor Vollenweider read the posting on the City's official Facebook page highlighting the efforts of all those involved in the cleanup from the August 27, 2024 wind storm.
- 8. Unfinished Business:** None
- 9. New Business:**
  - a. Open Meeting Law review with City Attorney. At request, this item was deferred.
  - b. Approve Resolution No. 2024-2045 in support of proposed purchase of Tax Parcels 31 241 GL18 2-8, 31 241 SW18 5-1, and 31 241N&B 3, by the Wisconsin Department of Natural Resources: Motion-Nelson to approve Resolution No. 2024-2045. Brown seconded the motion. Motion carried, 7-0.
  - c. Consider and approve/disapprove tuckpointing project for the Kewaunee municipal campus by RM Masonry LLC for \$15,000 in available ARPA funds: Motion-Oftedahl to approve tuckpointing proposal for the Kewaunee municipal campus by RM Masonry for \$15,000 using ARPA funds. Brown seconded the motion. On roll call the motion was approved unanimously.
  - d. Consider and approve/disapprove proposals for replacement security systems and doors at the Kewaunee Municipal Building using ARPA funds: Motion-Nelson to approve the proposal from Martin Systems for security systems as specified in their proposals for an amount not to exceed \$22,000. Brown seconded the motion. On roll call the motion was approved unanimously.
  - e. Approve request from the Friends of the Pierhead Lighthouse to paint the external lower level of the lighthouse: Motion-Anderson to approve request from Friends of the Pierhead Lighthouse to paint the external lower level of the Lighthouse. Brewster seconded the motion. Motion carried, 7-0.
  - f. Approve Payment Application #1 to Michels Construction, Inc. for Tug Bollard Project in the amount of \$160,416.75: Motion-Nelson to approve Payment Application #1 to Michels Construction, Inc. in the amount of \$160,416.75. Brown seconded the motion. On roll call vote indicated a unanimous voice vote.
  - g. Financial Report – July 2024: Motion-Anderson made a motion to approve the financial reports as presented. Oftedahl seconded the motion. Motion carried, 7-0.
- 10. Announcements:** Ald. Oftedahl stated that at the Chamber of Commerce meeting August 14<sup>th</sup> a potential sponsor was found for the next July 3<sup>rd</sup> fireworks in 2025; more details would be secured at the next Chamber meeting.
- 11. Adjournment:** Motion-Nelson to adjourn at 8:21 pm and seconded by Brown. Motion carried, 7-0.

Respectfully submitted,

Heath Eddy, AICP  
City Administrator (acting Secretary)

**CITY OF KEWAUNEE  
PLAN COMMISSION MEETING MINUTES  
July 25, 2024**

**1. Call to Order/Roll Call.**

Chairperson Laura Gerold called the meeting to order at 6:30 pm. Members present, Claude Stangel, John Mastalir, Chris Holterman and Cindy Tang via phone. Members absent, John Blaha and Jeff Welhouse.

**2. Approval of Minutes – June 27, 2024 meeting.**

Commissioner Stangel wanted the hours of operation discussed for the proposed laundromat added to the minutes.

Claude Stangel motioned to approve the June 27, 2024 meeting minutes with the noted changes. Chris Holterman seconded the motion. Motion carried unanimously.

**3. Public Comment/Communications.**

None

**4. Public Hearing**

Public Hearing called to order at 6:32 pm.

- a. **City of Kewaunee, Various Zoning Text Amendments.** The City of Kewaunee is requesting review and a recommendation on a set of three amendments to Chapter 94 (Zoning) of the City of Kewaunee Municipal Code for the following: (A) Proposed additional definitions for "brewery" and "brewpub" in Sec. 94-6; (B) A proposed amendment to Sec. 94-15.(b)(12) to replace "Tavern" with "Tavern, brewery, or brewpub" as a permitted use in the B-2 Community Business District; and (C) A proposed amendment to Sec. 94-16.(d) to add new subsection (7) Laundromat as a conditional use in the B-3 Highway Business District.

John Mastalir motioned to (A) amendment for additional definitions for "brewery" and "brewpub" in Sec. 94-6; (B) amendment to Sec. 94-15.(b)(12) to replace "Tavern" with "Tavern, brewery, or brewpub" as a permitted use in the B-2 Community Business District; and (C) amendment to Sec. 94-16.(d) to add new subsection (7) Laundromat as a conditional use in the B-3 Highway Business District and send to Council for approval. Chris Holterman seconded the motion. Motion carried unanimously.

Public Hearing adjourned at 6:34 pm.

**5. Business Matters**

- a. **Proposed Parking Area Landscaping Plan for Dollar Tree/Family Dollar.** Official review and approval of the landscaping plan for the under-development Dollar Tree/Family Dollar project located at 930 Marquette Drive (Parcel # 31 241 NE24 34-3).

Claude Stangel motioned to approve the proposed parking area landscaping plan for Dollar Tree/Family Dollar as presented. Cindy Tang seconded the motion. Motion carried unanimously.

- b. **Other items/inquiries.**

None

**6. Adjournment**

Chris Holterman motioned to adjourn the meeting. Claude Stangel seconded the motion. Motion carried unanimously. Meeting adjourned at 6:58 pm.

Respectfully Submitted  
Karen Muchowski  
Administrative Assistant

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**MEETNG NOTES**  
**CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
Kewaunee Municipal Building, 401 Fifth Street  
**TUESDAY, August 20, 2024 – 4:30 P.M.**  
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1. Call to Order & Roll Call
  - Meeting called to order at 4:34 pm
  - Members present - James Brewster, Robin Nelson, Kathy Brown, and Russ Anderson
  - Other's present Robin Mueller and Carol Petrina
  
2. Approval Committee Minutes of July 16, 2024 and July 22, 2024 - See Attachments
  - Motion by Robin Nelson. Second by Russ Anderson. Motion passes.
  
3. Clerk/Treasurer Posting Update
  - Heath's update - The job ad as approved was posted online by the League of Wisconsin Municipalities, the Wisconsin Municipal Clerks Association, and the Municipal Treasurers Association of Wisconsin. As of August 14, we have received 0 applications.
  
4. Public Works Street Shop Laborer Posting Update
  - Will follow-up with Nate to see if posted.
  
5. Review on Salary Adjustments Process for Next Year
  - Currently process is for the Finance Committee to determine the overall salary increase for 2025 and any individual exceptions would go the Personnel Committee.
  - Need to consider either (1) a wage rate study to determine what the actual rates should be for at least public works positions in various capacities based on their job descriptions (though ideally what every City position should be paid), or (2) implementing a salary/wage grade system that sets salary/wage ranges for each position rather than a fixed wage rate. This way Council adopts an agreed-upon set of wage ranges rather than consistently returning to Personnel (and possibly Finance) just to get this through for every job posting. Further discussion at next month's meeting.
  - Special Finance meeting will discuss 2025 salary increases and positions that are broken down/cost allocated across multiple funds.
  
6. Discussion on Reimbursements for Class A CDL and Federal Medical Card for the Class B License
  - Public Works staff are required to have a Class A CDL in order to operate most of the equipment used by the department. The Class B CDL also meets this requirement, but is not required because it's the one that allows for an operator to drive commercial equipment across state lines, which is not a requirement for a city of Kewaunee employee. No Action taken.

7. Review Employee Handbook Status

- Need to get the electronic copy drafted by Jo Ann to add in changes. Jim talked with Karen and she will send it to him. Jim will make the edit changes and make available at the next meeting for review.

8. Announcements - NONE

9. Adjournment

- Motion by Robin Nelson. Second by Kathy Brown. Motion passes.

City of Kewaunee

# Public Property 7/2/2024

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July 2 / 6:00 PM / City Hall Council Meeting Room

## ATTENDEES

Jeffrey Kohnle, John Blaha, Scott Oftedahl, Nathan Seiler, and Heath Eddy.  
James Brewster absent.

Also in attendance were Brandon Strelow of CedarCorp, Art Schiller of Silo Ventures, and one additional community member.

## AGENDA

1. Call to Order and Roll Call.
2. Approval of Meeting Minutes
3. Old Business
  - a. Recommendation on proposed Addendum #21 by Cedar Corporation to update the Comprehensive Outdoor Recreation Plan
  - b. Discussion of proposal in response to Ellis Point (Hamachek) RFQ
4. New Business
5. Adjourn

## NOTES

1. Meeting was called to order by Chairman Kohnle at 6:00 pm.
2. Motion to approve minutes from May 17, 2024 without amendments (Motion Ald. Blaha, Ald. Oftedahl second). Motion passed.
3. Admin Eddy summarized the status of the Comprehensive Outdoor Recreation Plan (expired) and the necessity of completing an updated CORP in

advance of applying for state and federal grants aimed at recreational projects, including Marshland Walk restoration and expansion and Kewaunee Campground improvements. The plan would outline a five to ten year visioning and goal setting for outdoor recreation and include community input. The Cedar Corp. proposal was costed at \$18,500 and could be funded from either remaining ARPA funds allocated to the city.

- a. Motion to send Common Council the recommendation to approve Addendum #21 by Cedar Corporation to update the Comprehensive Outdoor Recreation Plan. (Ald. Blaha motion, Ald. Oftedahl second). Motion passed.
4. Discussion of proposal in response to Ellis Point (Hamachek) RFQ
- a. Adm. Eddy introduced a letter of response to the city's Ellis Point RFQ received from Silo Ventures LLC. Mr. Art Schiller, partner at Silo Ventures was in attendance and summarized several points in his letter, including strategies and organizational work the City might consider prior to publishing an RFP. Several points, including the timing of the RFP, roles the City could play in working with potential developers to maximize the size and functionality of this area, and the need for sufficient time allowing developers to explore and cost solutions to some site limitations. Also recommended was the development of ordinances that clearly outlined for potential developers what the City would and would not allow, helping make the city more attractive projects.
    - i. No action taken.
5. No other business
6. Motion to adjourn by Ald. Blaha, seconded by Ald. Oftedahl. Meeting adjourned at 6:35 pm.

Scott Oftedahl  
Secretary



## NEXT MEETING

Tuesday, August 1 at 6:00 pm (following the Public Works meeting at 5:30 pm)

# Public Property 10/3/2024

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October 3 / 6:00 PM / City Hall Council Meeting Room

## ATTENDEES

Jeffrey Kohnle, James Brewster, John Blaha, Scott Oftedahl, Nathan Seiler, and Heath Eddy. No members were absent.

Also in attendance were Brandon Strelow of CedarCorp (city-designated engineering firm), Augie Kinjerski (Kewaunee Marina manager), and Allison Smith (local business owner).

## AGENDA

1. Call to Order and Roll Call.
2. Approval of Meeting Minutes from July 2, 2024
3. Old Business
  - a. None
4. New Business
  - a. Recommendation for Lions Club dog cleanup stations to be located in Selner Park (and potentially future parks)
  - b. Discussion of future of Kewaunee Marina and thoughts on how to proceed.
5. Adjourn

## NOTES

1. Meeting was called to order by Chairman Kohnle at 6:32 pm as the Public Works meeting ran longer than anticipated. All members were present.

2. Chairman Kohnle shared that the Kewaunee Lions Club would like to donate a dog cleanup station to be installed at Selner Park. The club's donation would include signs, waste basket, garbage bags, and individual dog waste pickup bags to continue to refill the dispenser. The Lions would like to see what impact the station has on beach cleanliness, but would consider donating more stations for other parks if results are favorable. A Kewaunee Lions Club member will attend and upcoming Common Council meeting to formally announce the donation.
3. Chairman Kohnle was asked by the Finance Committee to lead a discussion at the Public Property Committee regarding the future plans for management of the Kewaunee City Marina. Potential revenue from boat launch customers is not being collected due to fraudulent completion of envelopes but little or no money being put inside. Envelopes are not being opened in time to catch guilty parties.
  - a. Augie has been working with business owner Allison Smith to identify and correct concerns reported by fishing tournament participants.
  - b. Public Property Committee members see value in creating a committee (similar to Tug Ludington and Lighthouse Committees) to identify priority concerns, strategies, and apply effective business practices to the management of the marina.
  - c. Motion: Recommend that the Common Council form a Kewaunee Marina Committee with the purpose of increasing community participation in the strategic planning, marketing, fundraising, and operations. (Brewster motion, Blaha second, Motion passed)
4. Motion to adjourn by Ald. Blaha, seconded by Ald. Brewster. Meeting adjourned at 7:02 pm.

Scott Oftedahl  
Secretary

**NEXT MEETING**

Thursday, November 7, 2024 at 6:00 pm (following the Public Works meeting at 5:30 pm)

## **Kewaunee Rescue report**

**Calls for the month of September are down from last year. 53 last year and 34 this year.**

**We have new members. Aspen Kent is from Green Bay, Aimee Vorphal from Luxemburg and Tiffany Neveau from Algoma. All are EMT basics. Kewaunee Rescue welcomes all three**

**Deb Pribek**

**Director of Kewaunee Rescue**

## **Kewaunee Public Library Report for September 2024**

**Current Highlights:** September brings us back to our regular programming that we do throughout the school year, so Storytime starts back up as well as LEGO club and Kids Can Cook. We held 4 storytimes and 2 Baby and Me sessions in September. Our Storytime Kick-off was a special pet adoption party. The stuffed animals were donated by a generous patron. For adults, we gathered for Page Turner's Book Club which read *Where Coyotes Howl* and our DIY class this month was on Sept. 12<sup>th</sup> and we made Stamped Kitchen Towels. Senior Coffee Club met on Sept. 19<sup>th</sup>. We will be receiving some funds from the Kewaunee County Aging Friendly Coalition to enhance our Senior Coffee Club. We hope to feature area businesses' specialty items each month. We were closed September 26<sup>th</sup> for an all staff training at the Brown County Library with other librarians from our system. Our witch hat decorating contest is underway with voting happening in October. Carol continues to work with the board and other consultants on making our bathrooms more accessible. Carol has attended Finance meetings for the budget process. One staff member is having some health issues, so we are working together to get desk duties and other matters taken care of. The board reviewed our upcoming 2025 Calendar and approved it. It has been submitted to OWLS. Carol attended the Sept 20<sup>th</sup> AAC meeting in Kimberly. Our YTD circulation at the end of September was 32,271 items and we circulated 3,230 items in September.

**Future Highlights:** We are honored to host author Sally Cole-Misch who's book *The Best Part of Us* has been chosen as the Great Lakes, Great Read title of the year. She will be here on Tuesday, November 12<sup>st</sup> at noon. Join us. We hope to be moving forward with finalizing bathroom plans. We are collaborating with HCE for a movie event this month. Carol will be attending any budget meetings necessary. Holy Rosary classes will begin their class library visits in early October.



# KEWAUNEE POLICE DEPARTMENT

401 Fifth Street, Kewaunee, Wisconsin 54216

Robin A. Mueller  
Chief of Police

Telephone: 920-388-5010  
Facsimile: 920-388-5024

## SEPTEMBER 2024 POLICE STAFF REPORT

- 9/03: New school year began with Officer Scott Szydel in the schools as the School Resource Officer.
- 9/03: Chief Mueller attended the regular Finance Committee Meeting
- 9/04: Chief Mueller attended a meeting with area Officials for a Debrief of the August 27, 2024 storm system that went through Kewaunee County.
- 9/09: Chief Mueller attended the regular Council Meeting
- 9/11: Kewaunee PD Officers attended a Vehicle Contacts refresher training. Training was led by Vehicle Contacts Instructor, Ofc. Cody Gulbrand with Ofc. Scott Szydel who is also a Vehicle Contacts Instructor, assisting.
- 9/13: 23' Durango to Gandrud for warranty work. Coolant leak in 2 places.
- 9/16: Kewaunee Police Department hosted a Taser 10 Instructor Class put on by AXON. Trained Instructors will train KPD Officers in November, who will all then transition to Taser 10 Conducted Energy Weapons (CEW).
- 9/17: Chief Mueller attended the Personnel Committee Meeting
- 9/18: Chief Mueller hosted the Kewaunee County Law Enforcement Department Head Meeting at the Kewaunee Police Department.
- 9/18: Chief Mueller attended the quarterly Kewaunee County Drug Task Force Meeting.
- 9/20: Kewaunee Police Department met with representatives of the Wisconsin Public Service Corporation at the Kewaunee School District Office for a photo to promote the \$2000 Grant they awarded the Police Department for safety equipment. Our dedicated School Crossing Guards were on site and also recognized.
- 9/21: Another successful KHS Homecoming weekend concluded with no major reported incidents.
- 9/24: Chief Mueller attended the Special Finance Committee Meeting
- 9/25: Ofc. Cody Gulbrand attended training with the Kewaunee County SWAT Team.
- 9/26: Chief Mueller attended the Plan Commission Meeting
- 9/26: Ofc. Reimer attended the regularly scheduled September Traffic Court Session.
- Kewaunee PD participated in the WI State Patrol Speed Grant as well as the Click-It or Ticket Safety Belt Grant Programs.
- Kewaunee PD staff conducted Wellness Check-Ins with staff from the Wellness Co-op. These are yearly mental health check-ins which started last year as part of an Officer Wellness Program.
- Records requests continue to come in and be time consuming.
- Many Public Nuisance complaints continue to be generated. Several areas with brush from the August 27<sup>th</sup> storm that continue to be addressed as well as other ordinance concerns.

Robin A. Mueller  
Chief of Police



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## SEPTEMBER 2024 POLICE STAFF REPORT

<i>Month</i>	<i>No. of Service Calls</i>
January	138
February	98
March	105
April	149
May	166
June	156
July	148
August	154
September	144
October	
November	
December	
<b>2024 Total</b>	

<i>NATURE:</i>	<i>SEPTEMBER TOTALS:</i>	<i>NATURE:</i>	<i>SEPTEMBER TOTALS:</i>
Abandoned Vehicle	0	Littering	2
Alarms	1	Local Ordinance	13
Alcohol Offense	0	Lockout	2
Animal Problems	5	Lost/Found Animal	4
Apprehension Rqst	0	Lost Property	2
Assault	0	Missing Person	0
Bail Jumping	1	Mutual	0
Boat Incident	0	ND Accident	0
Burglary	0	Noise Complaint	2
Car/Deer Accident	1	Officer Injury	0
Child Abuse	1	OWI	0
Citizen Assist	9	Parking Problem	2
Citizen Dispute	2	PD Accident	5
Communications	0	PI Accident	0
Consent Search	0	Pornography	0
Controlled Burn	1	Probation Pick Up	0
Coroner	0	Property Check	0
Court Order	0	Property Damage	2
Death Investigation	0	Public Health	1
Deliver Message	0	Public Nuisance	2
Disabled Vehicle	2	Recovered Property	2
Disorderly Conduct	2	Rescue	22
DNR Violation	0	Robbery	0
Domestic	2	Runaway Juvenile	0
Drill	0	Sex Offense	0
Drug Investigation	0	Squad Damage	0
EM-1	0	Suicide Attempt	1



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Escort	1	Suspicious	5
Extra Patrol	5	Tavern Check	0
Fire	1	Theft	2
Fireworks	0	Threatening	1
Fraud	3	Tobacco Problem	0
Gas Drive Off	1	Traffic Hazard	1
Harassment	3	Traffic Offense	5
Hazmat	0	Trespassing	0
Highway Debris	0	Truancy	0
Hit & Run Accident	1	Unsecure Premise	0
Illegal Burning	0	Utility Problem	2
Information	5	Warrant Pick Up	1
Intoxication	0	Weapon Offense	0
Juvenile Problem	2	Welfare Checks	8
Keep the Peace	0	911 Hang Ups	8



<b>Date</b>	October 10, 2024
<b>To</b>	Mayor Vollenweider, Council Members, and Administrator Eddy
<b>From</b>	Brandon Strelow
<b>Subject</b>	Monthly Engineer’s Report

**Municipal Consultive Services Agreement**

- Respond to staff phone calls and emails on various topics
  - o Advise as necessary
  
- Discuss engineering design standards and stormwater management regulations
  - o Cedar to work with City Staff on these items
    - Need Council authorization to begin work
  
- Reached out to United States Army Corps of Engineers (USACE) as a follow up to a previous meeting with Mayor Vollenweider, City Staff, and Cedar
  - o USACE to provide a “Yearly Fact Sheet” for Kewaunee Harbor, planning documents/CIP for harbor, mapped boundaries of areas USACE dredges, and sample results from dredgings (potential future uses pending sample results)
    - Waiting for response/information from USACE
  
- Main Street Reconstruction Project
  - o Updated estimate, provided potential funding breakdown, submitted Addendum No. 22 for engineering services
    - Reviewed with Public Works Committee and City Staff
      - Approved unanimously by Committee and forwarded to council
  
- Grants/funding
  - o Marshland Walk
    - Meeting with City staff, Lakeshore Natural Resource Partnership (LNRP), American Rivers, and the Wisconsin Coastal Management Program (WCMP) to review funding opportunities through WCMP
      - Advised by WCMP to apply for design funding that would get to 60% plans
        - o Cedar and LNRP are working on application due November 1, 2024, at no cost to the City
  - o Dodge Street and Main Street Reconstruction Projects
    - Cedar preparing Intent to Apply (ITA) submittals to the DNR Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP) due October 31, 2024, at no cost to the City

- ITA's must be submitted the year prior to CFWP and SDWLP applications
        - Applications can provide principal forgiveness and low interest loans for sanitary sewer and water system projects
      - Discussed potential funding sources for lead service replacement with City Staff
        - Waiting for DNR response on plan and spec requirements for projects specific to lead service replacement
- Meetings attended
  - September 24, 2024 – Marshland Walk tour/project review with City Staff, WCMP, LNRP, and American Rivers
  - September 25, 2024 – Comprehensive Outdoor Recreation Plan (CORP) parks inventory with Superintendent Seiler, and kickoff meeting with CORP Committee
  - October 3, 2024
    - Meeting with LNRP to review WCMP grant application for Marshland Walk project
    - Public Works Committee meeting
    - Public Properties Committee meeting

### **Existing Projects**

#### **Tug Bollard Replacement**

- DOT coordination to see if the grant will cover fenders for protection of the bollards and tug
  - Grant to cover 80% of fender cost
- Processing Change Order No. 1 for addition of fenders to the project

#### **Dodge Street Reconstruction**

- Work completed
  - Survey work including topo and existing utilities
  - Structure inspections
  - Processed field data
  - Setup basemaps
  - Began laying out pipe networks
- 30% design review anticipated with City Staff in November 2024

#### **Family Dollar Plan Review**

- Construction observation as needed

#### **Fisherman's Point**

- Contractor coordination for warranty work regarding on-site settlement
  - Contractor filled and reseeded settled areas

#### **Comprehensive Outdoor Recreation Plan (CORP)**

- Preparation and coordination for Kickoff Meeting
- Park review/inventory
- Kickoff meeting with CORP Committee

## September Staff Report 2024

Marina Manager: August Kinjerski

- Office Report
  - Camping/Slip Holder Season coming to an end (Oct 15)
  - Finance Committee Started working on Budgets
  - Working with Public Property Committee on Business Strategy
  - Site visit with Amy Lentz (LNRP) Marshland walk/ campground
    - Sept 24<sup>th</sup> @ 2pm
  - Algoma-Kewaunee Area Great Lakes Sports Fisherman
    - Started back up with monthly meetings 9/12/2024
  - Two companies quote Campground Bathroom Flooring, Marina Lounge, and Office.
    - Legacy Coating
    - N.E.W Coating
  - Kiosk Machine
    - Flowbird
    - Elitepaymentsystems
  - Martin Security
    - Pricing new cameras
    - Adding 2 Cameras in back/Parking lot
  - Roof Quotes
    - Asked 4 Businesses
    - 0 replied as of 10/10/2024
    - Metal/Single
- Starting to remove Dock Fingers 10/11/2024
- Water down 8" this week



US Army Corps  
of Engineers  
Detroit District

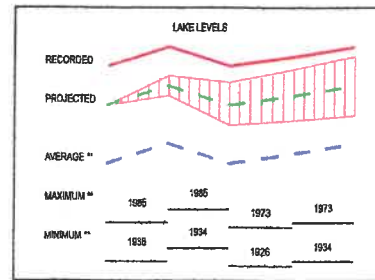


## MONTHLY BULLETIN OF LAKE LEVELS FOR THE GREAT LAKES

SEPTEMBER 2024

Monthly mean water levels for the previous year and the current year to date are shown as a solid line on the hydrographs. A projection for the next six months is given as a dashed line. This projection is based on the present condition of the lake basin and anticipated future weather. The shaded area shows a range of possible levels over the next six months dependent upon weather variations. Current and projected levels (solid and dashed lines) can be compared with the 1918-2023 average levels (dotted line) and extreme levels (shown as bars with their year of occurrence). The legend below further identifies the information on the hydrographs.

### LEGEND



The levels on the hydrographs are shown in both feet and meters above (+) or below (-) Chart Datum. Chart Datum, also known as Low Water Datum, is a reference plane on each lake to which water depth and Federal navigation instrument depths on navigation charts are referred.

All elevations and plots shown in this bulletin are referenced to International Great Lakes Datum 1985 (IGLD 1985). IGLD 1985 has its zero base at Rimouski, Quebec near the mouth of the St. Lawrence River (approximate sea level).

### AUGUST MEAN LAKE LEVELS

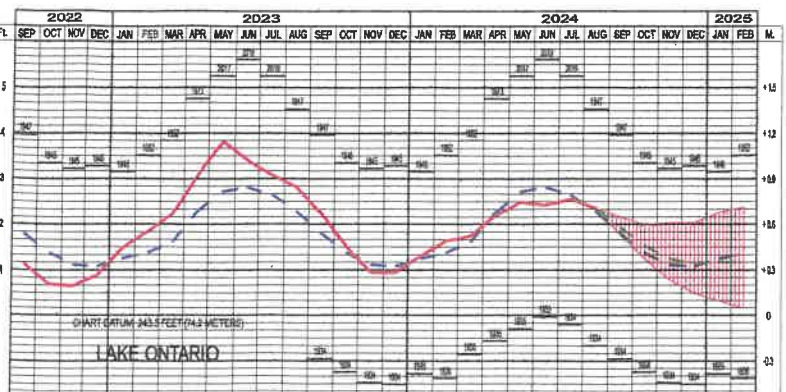
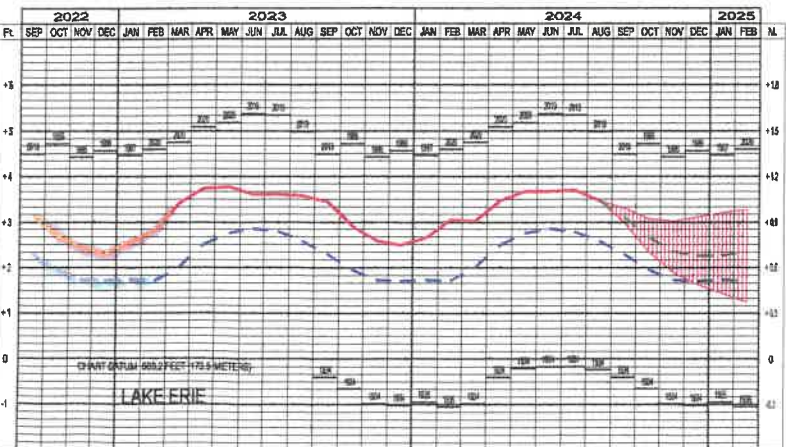
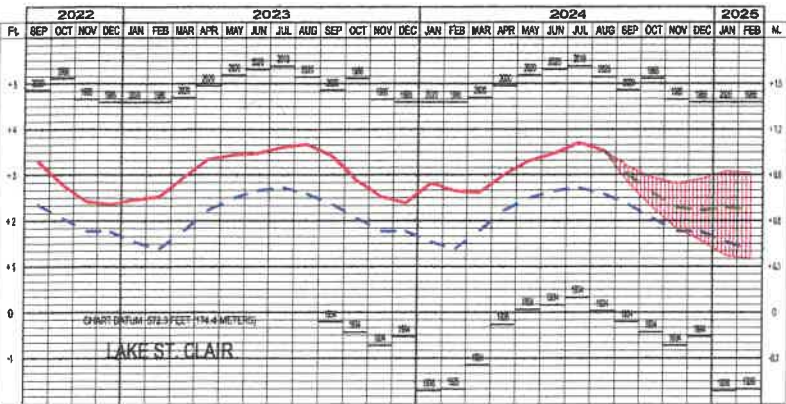
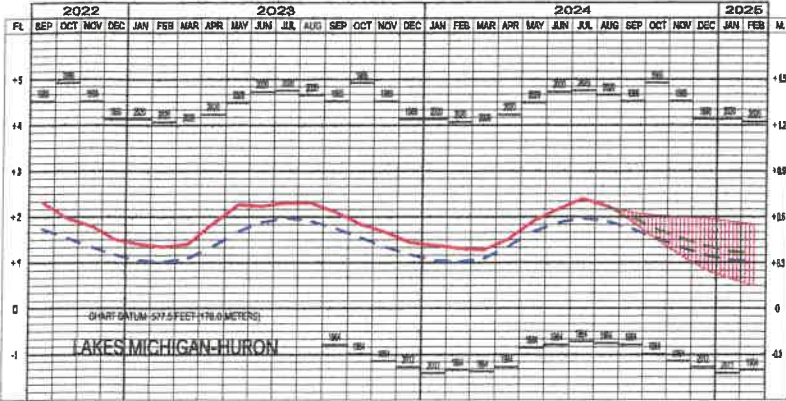
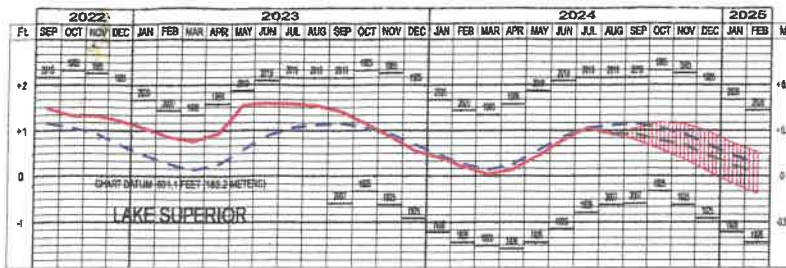
(IGLD 1985)

	Superior	Mich- Huron	St. Clair	Erie	Ontario	
* 2024	FL	601.97	579.66	576.72	572.70	245.80
	M.	183.48	176.68	175.46	174.56	74.92
2023	FL	602.69	579.72	575.85	572.80	246.26
	M.	183.67	176.70	175.52	174.59	75.06
FL	603.22	582.09	577.33	574.21	247.97	
	M.	183.86	177.42	175.97	175.02	75.58
Yr.	2019	2020	2020	2019	1947	
	FL	600.43	576.67	572.21	568.00	242.78
** MIN.	M.	183.01	175.77	174.41	173.43	74.00
	Yr.	2007	1964	1934	1934	1934
** AVG.	FL	602.17	579.33	574.77	571.82	245.73
	M.	183.54	176.58	175.19	174.29	74.90

\* provisional

\*\* Average, Maximum and Minimum for period 1918-2023

ELEVATIONS REFERENCED TO THE CHART DATUM OF EACH RESPECTIVE LAKE



## Information

Recorded monthly mean water levels in this bulletin are results from a representative network of water level gages on each lake. Providers of these data are U.S. Department of Commerce, NOAA, National Ocean Service, and Integrated Science Data Management, Department of Fisheries and Oceans, Canada. Detroit District, Corps of Engineers and Environment and Climate Change Canada derive historic and projected lake levels under auspices of Coordinating Committee on Great Lakes Basic Hydraulic and Hydrologic Data.

The Corps makes the bulletin monthly as a public service. The Corps also, on a weekly basis publishes online the *Great Lakes, Connecting Channels and St. Lawrence River Water Levels and Depths*, which supplies a forecast of depths in connecting rivers between Great Lakes and International Section of St. Lawrence River. This *Monthly Bulletin of the Lake Levels for the Great Lakes* is available in full color on the internet at <https://www.lrd.usace.army.mil/Water-Information/Water-Management/Great-Lakes-and-Harbors/Water-Level-Forecasts/>. For questions, email [hhpm@usace.army.mil](mailto:hhpm@usace.army.mil) or call 1-888-694-8313 and select option 1.

### Great Lakes Basin Hydrology August 2024

Preliminary estimates indicate that overall, precipitation for the month of August was near average for the Great Lakes basin. However, the Lake Ontario basin experienced much higher precipitation at 156% of average, while Lake Michigan-Huron experienced lower precipitation at 90% of average; Lakes Superior and Erie were both within about 5% of average. Over the past 12 months, total precipitation has been within 10% of the long-term average for each of the lake basins except for Lake Superior which has been only 87% of average. Provisionally, Lakes Superior, Michigan-Huron and Erie received below average water supplies, while Lake Ontario experienced water supplies above average. Outflows through the Great Lakes' connecting channels were above average in August for all lakes except Lake Superior.

Monthly mean water levels for all Lakes dropped about 2 inches from July to August, except for Lake Erie which dropped almost 3 inches. All Lakes began their seasonal decline from July to August and the updated Great Lakes water levels 6-month forecast predicts they are projected to maintain those declines through at least November.

PRECIPITATION (INCHES)								
BASIN	August				12-Month Comparison			
	2024	Average (1900-2021)	Diff.	% of Average	Last 12 months	Average (1900-2021)	Diff.	% of Average
Superior	3.04	3.19	-0.15	95	26.76	30.67	-3.91	87
Michigan-Huron	2.87	3.19	-0.32	90	31.29	32.99	-1.70	95
Erie	3.48	3.27	0.21	106	33.19	36.02	-2.83	92
Ontario	4.97	3.19	1.78	156	37.68	36.46	1.22	103
Great Lakes	3.24	3.19	0.05	102	31.01	33.11	-2.10	94

Lake	August WATER SUPPLIES <sup>1</sup> (cfs)		August OUTFLOW <sup>2</sup> (cfs)	
	2024	Average (1900-2020)	2024	Average (1900-2020)
Superior	53,000	94,000	81,000	84,000
Michigan-Huron	2,000	54,000	204,000	196,000
Erie	-17,000	-9,000	221,000	210,000
Ontario	25,000	8,000	278,000	259,000

Notes: Values (excluding averages) are based on preliminary computations; cfs denotes cubic feet per second.

<sup>1</sup> Net basin supply is the net result of precipitation falling on the lake, runoff from precipitation falling on the land which flows to the lake, and evaporation from the lake. Negative net basin supply denotes evaporation exceeded runoff and precipitation. The net total supply can be found by adding the net basin supply and the outflow from the upstream lake.

<sup>2</sup> Does not include diversions.



City of Kewaunee  
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## MEMORANDUM

**To: Common Council**

**From: Heath Eddy, City Administrator**

**Re: September Staff Report**

**Date: October 11, 2024**

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This is a basic summary of activities by the City Administrator for the month of September 9-October 10, 2024:

### Noted Changes:

- Karen Muchowski, Utility Clerk/Administrative Assistant, has resigned with an effective last day of Friday, December 6. Her position was posted on Monday, October 7, with a job ad running in the Kewaunee County *Star-News* on the weekends of October 12-13 and October 19-20.
- City staff are developing reimbursement requests from the Wisconsin Disaster Fund for the responses and cleanup from the August 27 wind storm.
- Office was closed Wednesday, October 2 due to staffing issues

### Meetings/Communications:

1. September 9, Common Council
2. September 11, Mayor Vollenweider
3. September 12, Mayor Vollenweider (phone)
4. September 13, Mayor Vollenweider (phone)
5. September 16, Mayor Vollenweider (phone)
6. September 16, phone interview with Clerk/Treasurer applicant
7. September 16, Board of Review
8. September 16, Mayor Vollenweider
9. September 17, Mayor Vollenweider (phone)
10. September 17, Personnel Committee
11. September 18, KCEDC Board
12. September 18, Mayor Vollenweider (phone)
13. September 19, Mayor Vollenweider (phone)
14. September 19, Ald. Robin Nelson
15. September 20, Quinton Hammer (Rhyme) re possible copier lease agreement
16. September 20, interview with Clerk/Treasurer applicant
17. September 23, conference call with City Attorney and Library Director
18. September 24, conference call with Bauman Associates re continuing services with City

19. September 24, Special Finance Committee
20. September 25, Ald. Jeff Kohnle
21. September 25, Ald. John Blaha
22. September 25, CORP Ad Hoc Committee – kickoff meeting
23. September 26, phone interview with Clerk/Treasurer applicant
24. September 26, Mayor Vollenweider (2)
25. September 26, Plan Commission
26. September 27, Ald. Jim Brewster (phone)
27. September 30, phone interview with Clerk/Treasurer applicant
28. September 30, interview with Clerk/Treasurer applicant
29. October 1, Mayor Vollenweider (phone)
30. October 3, insurance renewal discussion with Brian Dandoy of McClone
31. October 3, Ald. Robin Nelson
32. October 3, Public Works Committee
33. October 3, Public Property Committee
34. October 4, Mayor Vollenweider
35. October 7, GIS check-in/budget confirmation meeting with Ruekert & Mielke
36. October 7, Mayor Vollenweider (phone)
37. October 10, conference call with City Attorney and League Counsel
38. October 14, Board of Review (closeout of public hearing)
39. October 14, Common Council

#### **Administrative Duties:**

1. Conferred with the City Attorney on a range of code issues, State Statute interpretations, and local code compliance, as well as address a submitted lawsuit.
2. Prepared Common Council meeting memoranda and formatted resolutions for consideration.
3. Coordinating inspections and permits systems with SAFEbuilt.
4. Conferred with property owners regarding development requirements and potential new uses.
5. Coordinating reviews of Family Dollar project with Cedar Corporation.
6. Prepared public notices for public hearings with the Plan Commission in re PDD planned development district amendment, some Chapter 94 (Zoning) text amendments, and additional uses to be added to the B-2 and B-3 districts.

#### **Priorities:**

There are several priorities that I have been working on:

- ***Capital Improvement Plan (CIP) Project.*** Staff is working on implementation of improvements using the adopted CIP. Staff is also coordinating with Adam Ruechel of Baird on an annual update system for this plan product.
- ***Floodplain Ordinance updates.*** The public notice and conversion of the ordinance to Municipal Code format is ready for public hearing and adoption. Final documentation is due to DNR by July 28.
- ***Stormwater Management Code.*** Discussed the creation of a stormwater management code for the City with Cedar Corporation.
- ***Comprehensive Outdoor Recreation Plan (CORP) update.*** Working with Cedar Corporation on the preparation of an update to the expired CORP including revision of priorities and discussion of capital improvements programming from this plan document.



- **Project HOMESTEAD.** This is a housing program project funded by the State and sponsored/led by KCEDC. I have participated in a couple of sessions thus far; the question at hand is what is the initial project and our overall aim.
- **Senior Center.** Staff is coordinating discussions with the Community Center Committee, Mayor, and City Engineer about the process for engaging in the development and construction of a new senior center to be located on the Marquette School property. The next meeting is scheduled for July to work out the parameters of the necessary building design work and site design.
- **Job Descriptions Reviews.** Personnel Committee is reviewing existing job descriptions and preparing reviews of those for administration staff and public works. Next up are administration positions of those positions located in the Municipal Building.
- **Library MOU.** Staff will be meeting with the Library Board June 19 to discuss a draft MOU and further flesh out what is going to be needed in that document to further define responsibilities in preparation to move the library budget from the General Fund to a separate fund.
- **Code Enforcement.** The Police Chief and I are working with the City Attorney to draft a set of Municipal Code changes to permit the City Administrator to act in lieu of a building inspector on certain aspects of code enforcement as relates to rental occupancy and property maintenance. We have also recently been coordinating further enforcement actions against problem properties and owners.
- **Public Infrastructure Construction Standards.** Staff is working with Cedar Corporation to develop a draft set of construction standards for public improvements (roads, curbs, gutters, stormwater facilities, and then sewer/water lines and systems) to adopt as City standards for future project development.
- **Marina Fund Future Debt Financing.** I have been working on refining the Marina Fund budget for 2024, and working on refinements including how to prepare for debt financing for marina and boat launch improvements that would require subsidy through the debt levy.
- **Zoning Code Rewrites.** As time allows, staff continues working on draft Sign regulations based on Plan Commission review and input to address actual conditions of signs in the City to minimize nonconformities.
- **Land Division Code Comprehensive Rewrite.** I am in the process of procuring alternative ordinances for subdivision and land division processes beyond what is currently in the Municipal Code. The objective is to provide a more comprehensive approach to land division regulation.
- **Capital Infrastructure Funding Analysis.** As time avails, I am preparing an analysis which will go through a few rounds of refinement, but at its base illustrates the financial challenges facing the City with regard to funding capital maintenance programs for all infrastructure and assets owned by the City. The debt issuance for this work is the tip of a large iceberg.

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Open Meetings Law Presentation (Anthony Steffek, City Attorney, Renning Lewis &amp; Lacy)</b>	<b>ITEM NUMBER 8.a</b>

**BACKGROUND**

The City Attorney will be available to provide training to the Common Council as a refresher of the Open Meetings Law requirements.

Additionally, I have found a training session held with a City Common Council that was conducted with Jerry Deschane, Executive Director of the League of Wisconsin Municipalities, and Matt Becker of the League's insurance carrier. They provide an interesting slide presentation and offer insights in the question & answer section of the meeting. This can be found at this link (<https://www.youtube.com/watch?v=C1crXT8xNMQ>)

**ANALYSIS**

This is an informational item.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

This is part of the City Attorney's services to the City under our agreement for services.

**STAFF RECOMMENDATION**

None anticipated.

**IF APPROVED, NEXT STEPS**

At Council's discretion.

**RECOMMENDED MOTION**

This is an informational item

Administration: HE/City Attorney: AS

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>K.A.P.S. 2024 Presentation and 2025 Proposal for Services (Stephanie Roehrig, Administrator/ Director, Holy Rosary Child Care)</b>	<b>ITEM NUMBER</b> <b>8.b</b>

**BACKGROUND**

Stephanie Roehrig will provide a brief presentation on the 2024 K.A.P.S. program (provided with City recreation funding for children’s summer programming) and then detail the 2025 program proposal for consideration by the Common Council. The 2025 program will be included in the 2025 General Fund budget to be considered by Council later this year.

The attached is a summary of the 2024 program and the proposed 2025 program which will include a 5% increase in the City’s contribution to a total of \$11,523.35.

**ANALYSIS**

This is the signature summer recreational program for children in the City of Kewaunee. The City lacks any kind of recreational programming and so this kind of effort through a child care program located in the City is a key benefit. For 2024, this program was provided at a cost of approximately \$203 per child, which over a 7-week program is well worth the subsidy for providing programming to the City’s children.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

The program is covered under the Parks program budget in the General Fund. We will include the funding for this in the 2025 Budget.

**STAFF RECOMMENDATION**

This is a presentation item, and no motion is anticipated, though if Council wishes to explicitly support inclusion in the 2025 Budget you should feel free to do so.

**IF APPROVED, NEXT STEPS**

2025 Budget inclusion and then payment to Holy Rosary Child Care in 2025.

**RECOMMENDED MOTION**

At Council’s discretion.

Administration: HE

# K.A.P.S. 2024 Overview

*(Kewaunee Afternoon Program for School-age children)*

The recreational program had 54 children enrolled this year, with an additional six on a waiting list.

Additional tuition income with having several more children from the county versus city rate, families who choose to pay weekly and a few additional children than what was projected in the budget was invested into the program. Funds were used to cover rental fees and/or admission fees to keep the cost affordable for parents.

Holy Rosary Child Care was also awarded funding through the DCF, "Covid Counts Program" providing additional monthly stipends to all employees who worked for the program. This was no additional cost to the city of Kewaunee. A total of \$2,175 was awarded to employees who worked for the summer program (not including payroll taxes of \$119.80).

The program ended with a profit of \$387.48, which covered the taxes incurred from the stipends mentioned above.

Weekly field trips (\*additional tuition covered the rental/admission for children as well as helped with the cost of the additional field trip that we took)

- \*Strand Adventures
- Eastwin Valley Golf Course (Footgolf)
- Manitowoc Aquatic Center
- Kewaunee Beach
- Neshotah Beach/ Playground
- Bruemmer Park
- Ashwaubenon Bowling Alley

Our program also offered weekly baking/cooking activities, crafting projects, and a wide range of sports and water activities. We held our annual car wash again this summer. We used the money raised to purchase items for our final week.

We also worked with the Kewaunee library in planning several on-site events (two different magic shows) as well as attended their weekly program which included traveling to different locations throughout the city/county this summer. In coordination with the library, we were able to visit the fire museum and Bruemmer Park. We also took the opportunity to let the children check out Tug Ludington while we were in the vicinity.

## Holy Rosary Child Care

*A Special Place for Children*

519 Kilbourn St. Kewaunee, WI. 54216 | (920) 388-4321 | [holyrosarychildcare89@gmail.com](mailto:holyrosarychildcare89@gmail.com)

### **REQUEST FOR PROPOSAL 2025 SUMMER RECREATION PROGRAM**

#### **ORGANIZATION INFORMATION:**

- Holy Rosary Child Care is currently a licensed group childcare center with the State of Wisconsin (#420172). We have been in close contact with our licensing specialist, Erin Taylor, if we will need to make any necessary licensing changes prior to the start of the K.A.P.S. program.
- HRCC has been serving the City of Kewaunee since August of 1989
- Running the K.A.P.S. Program since 2012 (Enrolling at least 50 children each year)
- Experience operating a successful before and after school program, as well as a summer program since 1990
- Experience setting up an environment that promotes self-esteem, encourages listening and caring, positive values and self-images are reinforced.
- HRCC carries liability insurance through the Catholic Diocese of Green Bay (Religious Organization Insurance Program). Evidence of coverage is attached. Expiration on current policy is 07/01/2025, when awarded the RFP, a renewed certificate of insurance will be mailed prior to expiration date.

#### **WHY CHOOSE HRCC?**

- Experienced, well qualified staff
- Two additional playgrounds, full gym, and two kitchens for baking/cooking
- Access to air-conditioned area for extremely hot days and lots of additional equipment
- No electronics allowed.
- Awesome, fun and engaging activities planned daily.

#### **HRCC K.A.P.S. STAFF**

##### **Stephanie Roehrig, Administrator/Director; K.A.P.S Coordinator**

Employed at HRCC since April 2016

Lead teacher for our before and after school program

Bachelor of Science Degree in Human Development and Psychology from University of Wisconsin, Green Bay

Successfully ran the K.A.P.S. program since 2018

Special Education Aide License

School Age Credential from University of Platteville

First Aide/CPR/AED Certified/Abuse and Neglect Training

Fingerprint based background check

##### **Elizabeth Neveau, Child Care Assistant Teacher and K.A.P.S Teacher**

Employed at HRCC since September 2022

4K aide at Holy Rosary School, and after school teacher at Holy Rosary Child Care

First Aide/CPR/AED Certified/Abuse and Neglect Training

Fingerprint based background check

### **Cameron Cullen, Summer Child Care/K.A.P.S Teacher**

Employed at HRCC since June 2021. Cameron is currently attending his third year at UW Oshkosh, where he is studying to become a nurse. Cameron is also a referee for the Kewaunee County soccer program.

First Aide/CPR/AED Certified/Abuse and Neglect training

Fingerprint based background check

### **Christopher Cullen, Summer Child Care/K.A.P.S Teacher**

Employed at HRCC since June 2021. Christopher is currently attending his first year at UW Stevens Point, where he is studying to become a Physical Education teacher. Cameron is also a referee for the Kewaunee County soccer program.

First Aide/CPR/AED Certified/Abuse and Neglect training

Fingerprint based background check

We hired two summer aides for the summer of 2024 and have high hopes they will return for summer 2025 and plan to hire one additional aide, to have three total. **All necessary training and background checks will be in place prior to their first day at the childcare.**

### **WHAT IS K.A.P.S.?**

**K**ewaunee **A**fternoon **P**rogram for **S**chool-agers. Holy Rosary Child Care has been running the K.A.P.S. program since 2012, and the program continues growing each year, forcing us to add children to a waitlist. The program serves children 6 years (completed Kindergarten) through 12 years of age. The program will run for 7 weeks, Monday through Wednesday 12:30-3:30 and Thursdays from 10:00-3:30 (to accommodate field trips). In 2024, we had 54 children enrolled by the beginning of April with several on a waitlist. I am confident that we will fill all available spots again this summer and have already had parents reaching out in hopes of getting their children in the program. We will enroll on a first come, first serve basis.

### **WHAT DOES K.A.P.S. OFFER?**

The staff at Holy Rosary Child Care are looking very forward to another fun and action filled summer with the school-age children in our community. Last year we had 54 children signed up, with a daily average of 50 children present. Again, this year we are planning to spend as much time as feasible outdoors. We have already started to plan some new activities but will be bringing back some of the children's favorites.

- Baking/Cooking Projects
- Weekly Field Trips (Thursdays 10:00-3:30) Additional 30 minutes
- Walking fieldtrips
- Water Play/Activities
- Sewing Projects
- Junior Master Gardeners Program
- Art/Craft Projects
- Many Large Motor Games/Sports Offered Daily
- Annual Car Wash (Donations raised are used to purchase prizes, etc. for the last day)

## **COST TO PARTICIPANTS:**

- Registration fee of \$10.00/child or \$25.00/family
- Participants living within the city can pay either \$35/week or \$165/whole program if paid before May 1, 2025
- Participants living outside the city limits can pay either \$45/week or \$235/whole program if paid before May 1, 2025
- Additional charges for admission to field trips (maximum of \$5/trip, K.A.P.S. covers bus costs)

## **NEW THIS YEAR:**

We were unable to secure a woodworking project/field trip this past summer, so it is in our plans for next summer. Visiting more local entities within walking distance from HRCC.

We are also looking into coordinating with some local businesses or community members to come in and share/demonstrate certain skills such as cake/cookie decorating, sewing/quilting, etc.

Increase to staff wages to compete with other employers. Holy Rosary Child Care will again be offering incentive bonuses at the end of the summer for qualified staff paid for by the childcare program (no additional cost to the city of Kewaunee).

We would like to plan a community service project for our children to work on and complete as a group to give back to the community. We have had a few ideas, sand toy box for at the beach, toy bin at Kiewig park, doggie bag stations, or some DIY music boards for the park, but nothing concrete.

Two years ago, we were excited to extend the program from 12 hours per week, to 15 hours per week. This was accomplished by extending the hours on Thursdays to better accommodate field trips and travel time (walking or bus). This year we plan to extend our trip days by an additional 30 minutes.

Increase of \$5/child for the 2025 program and 5% increase in wages for new and/or returning summer help, not including full-time current staff.

Overall, a slight increase for the city of Kewaunee by approximately 5%, bringing the cost for the city of Kewaunee to \$11,523.35

	A	B	C	D	E
1	<b>HOLY ROSARY CHILD CARE KAPS 2025 BUDGET</b>				
2					
3	<b>Payroll Expense</b>				BUDGET
4	3 Aide/Assistants	\$4,440.00 x 7.65%		\$339.66	\$4,779.66
5	2 Teachers	\$3,960.00 x 7.65%		\$302.94	\$4,262.94
6	Coordinator/Admin	\$5,486.01 x 14%		\$768.04	\$6,254.05
7	Janitorial	\$472.50 x 14%		\$151.20	\$623.70
8		<b>\$14,358.51</b>		<b>\$1,561.84</b>	<b>\$15,920.35</b>
9					
10	<b>Miscellaneous Expenses</b>				
11	CPR Training	3 @ \$40.00			\$120.00
12	Background Checks	Renew \$10   New \$39			\$118.00
13	Janitorial Supplies	Sanitize/Disinfect/toweling/soap			\$400.00
14					
15	<b>Equipment/games</b>				
16		Indoor Large Motor Equipment			\$150.00
17		outdoor equipment			\$300.00
18		Games			\$125.00
19	<b>Art/Craft Supplies</b>				
20		Art/Crafting Supplies (\$75/week)			\$525.00
21		woodworking			\$250.00
22		Consumable supplies (bubbles, sidewalk chalk, wati			\$300.00
23	<b>Emergy Supplies</b>				
24		First Aide Equipment			\$50.00
25		Kleenex			\$25.00
26		Sunscreen (10 @ \$7.50)			\$75.00
27	<b>Cooking/Baking</b>				
28		\$75/week			\$525.00
29		Facility Rental			\$0.00
30	<b>Field Trips costs</b>				
31		Staff Admission			\$60.00
32		Dwork Bus Service   6 TRIPS			\$1,400.00
33	<b>Facility Fees</b>				
34		Rent (\$120.00/week @ 7 weeks)			\$840.00
35		Utilities (\$70/week @ 7 weeks)			\$490.00
36	<b>TOTAL MISC EXPENSE</b>				<b>\$5,753.00</b>
37					
38	<b>TOTAL PAYROLL EXPENSE</b>				<b>KAPS 2025</b>
39		Payroll			\$14,358.51
40		Benefits/tax 14%			\$1,561.84
41	Total payroll expense				<b>\$15,920.35</b>



	A	B	C	D	E
40	Total misc expense				<b>\$5,753.00</b>
41	<b>TOTAL KAPS EXPENSE</b>				<b><u>\$21,673.35</u></b>
42					
43	<b>KAPS INCOME</b>	<b><u>Income</u></b>			<b><u>KAPS 2025</u></b>
44		Whole Kew County (1420 X 235)			\$4,700.00
45		Whole City (30x165)			\$4,950.00
46		Registration Fee			\$500.00
47	<b><u>TOTAL KAPS INCOME 2025</u></b>				<b><u>\$10,150.00</u></b>
48					
49	<b><u>Needed from City</u></b>				<b><u>\$11,523.35</u></b>

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	Approve Appointment of Clerk/Treasurer for the City of Kewaunee. The Common Council may enter into closed session under Wis. Stats. §19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or exercises responsibility, and to re-enter open session in the same place after that to act on such matters discussed therein as it deems appropriate	<b>ITEM NUMBER</b> <b>8.c</b>

**BACKGROUND**

With the vacancy of the Clerk/Treasurer position on August 2, 2024, the City has been engaged in an advertising program to receive applications from interested parties to fill the position. After a couple months of online postings (via the League of Wisconsin Municipalities, Wisconsin Municipal Clerks Association, the Municipal Treasurers Association of Wisconsin, and the City website) as well as ads run in the Kewaunee County *Star-News* and the Green Bay *Press Times*, the City received applications from four interested parties.

Following review of these applications by the review/interview team, comprised of Mayor Vollenweider, Ald. Brewster, and the City Administrator, three candidates were initially screened by phone, with two candidates interviewed in person by the interview team. After considering these candidates, the team collectively decided that the best candidate for the position was Amber Vande Velden of Kewaunee. Ms. Vande Velden is a graduate of Kewaunee High School and has been working as a customer service representative at the Door County Co-op.

This position is her first in a municipal government setting. To assist her in being a further asset to the City, the interview team devised a training program with salary-based incentives to ensure she becomes fully trained in the requirements and nuances of both the statutory Clerk and Treasurer duties. This training will be paid for by the City through the Clerks and Treasurers Institute at UW-Green Bay. The training is over a 4-year span; incentives will be disbursed annually following successful completion of each year’s training program. After three years, Ms. Vande Velden would achieve certification as either a clerk or treasurer; after the fourth year, she would achieve certification in both.

The signed offer letter is attached.

**ANALYSIS**

Ms. Vande Velden has indicated she would give a two-week notice to her current employer, meaning that the earliest date to start would be Tuesday, October 29.

Staff contacted her references and did the required background check and drug test. The references spoke highly of her work effort, dedication and capacity to learn. The background check and drug test complied with law.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

The interview team collectively recommends approval of the appointment of Amber Vande Velden as Clerk/Treasurer for the City of Kewaunee.

**FISCAL NOTE**

All salary and benefits are currently covered by the 2024 Budget and will be included in the 2025 Budget.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

Ms. Vande Velden will need to initiate documentation for insurance coverages to begin as specified in the Personnel Policy Manual. Staff will also need to determine her eligibility to assist with the work on the General Election on November 5.

**RECOMMENDED MOTION**

“I move we appoint Amber Vande Velden as Clerk/Treasurer of the City of Kewaunee.”

Administration: HE/ Clerk/Treasurer: KM



City of Kewaunee  
401 Fifth Street  
Kewaunee, WI 54216  
T: 920-388-5000  
F: 920-388-5025

October 7, 2024

Amber Vande Velden  
1010 Juneau Street  
Kewaunee WI 54216

Dear Amber,

On behalf of the City of Kewaunee, I am pleased to offer you the position of City Clerk/Treasurer. This is a salaried position. Your rate of pay will be \$65,000 per year, pro-rated to December 31, 2024, and then increasing annually as designated through the adopted annual budget. This offer is contingent upon approval of your appointment by the Common Council on October 14, 2024.

As part of this offer of employment, we will provide you with the opportunity to get training for the Clerk and Treasurer duties as specified by the City of Kewaunee Municipal Code and the requirements of Wisconsin Statutes. To that end, the City will pay for your training through the Clerks and Treasurers Institute at the University of Wisconsin-Green Bay. This training consists of a 3-year program in either the Clerk or Treasurer training track, followed by a fourth year (the Completion Year) to achieve dual certifications as Clerk and Treasurer. These trainings are one week in length (scheduled in mid-July). Following successful completion of each session, you will receive a two percent (2%) salary increase. Time spent in training will be considered regular work hours and not require use of accrued benefit time.

Upon completion of the training as specified, you must remain employed with the City a minimum of two (2) years from the date of successful completion of the training. Should you choose to leave City employment prior to this date, or prior to completion of the training, you will be required to reimburse the City for the training costs incurred by the City.

As a regular employee of the City, you will be eligible to participate in a number of city-sponsored benefits as provided in the Personnel Policy Manual to full-time employees, including health insurance coverage for yourself and/or family, life insurance coverage, and other elective coverage options. In addition, you will be entitled to paid vacation as well as paid sick leave as detailed in the Personnel Policy Manual. Karen Muchowski, the City's Utility Clerk/Administrative Assistant, will provide you the information on these benefits.

Prior to starting your employment, it is the City's policy that all regular employees pass a drug screening test. Contact Karen Muchowski for information on setting up this appointment. A successful criminal background check is also required.

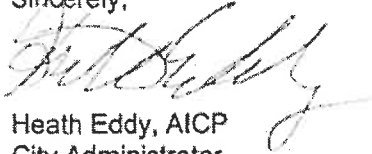
This is not a contract. Employment with the City is for no specific period of time. Your employment with the City will be "at will," meaning that either you or the City may terminate your employment at any time and for any reason, with or without cause.

As a new hire, you will be subject to the City's probationary period of 12 months from your start date.

Attached is a copy of the City's Personnel Policy Manual. In here, you will find many policies and procedures applicable to the City. You are encouraged to read this handbook and will be required to acknowledge receipt of this handbook by signing a confirmation letter.

We are excited to have you on board and look forward to working with you!

Sincerely,



Heath Eddy, AICP  
City Administrator

Please indicate your acceptance of this offer by signing where indicated below and returning an executed copy of this offer to me at your earliest convenience.

 10-7-2024  
Your signature Date

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize staff to pursue additional Treasurer carry-over duties with Bauman Associates, Ltd.</b>	<b>ITEM NUMBER 8.d</b>

**BACKGROUND**

With a new Clerk/Treasurer coming online soon, staff needs to consider how to proceed as the Utility Clerk/Administrative Assistant prepares to depart.

Staff recommends that to help us transition, we retain Bauman Associates Ltd to assist with treasurer support duties for the City. Remaining City staff will continue handling the basics of daily accounts payable, utilities payments and the like; Bauman staff will be providing support by doing monthly bank and investment reconciliations with the City’s Workhorse accounting system, and preparing the necessary reporting for monthly Council meetings, as well as providing the incoming Clerk/Treasurer with support and training on what the processes are.

**ANALYSIS**

The engagement letter we are operating under has a compensation rate of \$150 up to \$400 per hour, though support costs should be relatively less and would be paid via the open personnel budgets. We anticipate this as a transition process to allow the new Clerk/Treasurer to become familiar with the accounting system and work to accommodate the job duties of the position.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

As noted, this will be paid via unspent personnel funds for the currently vacant position.

**STAFF RECOMMENDATION**

Staff requests authorization to tweak the responsibilities and transition process with Bauman Associates Ltd.

**IF APPROVED, NEXT STEPS**

Staff will continue engagement with Bauman Associates and work toward a transition process

**RECOMMENDED MOTION**

“I move we authorize staff to pursue transition process for duties to be performed by Bauman Associates Ltd.”

Administration: HE/Clerk/Treasurer: KM

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve/disapprove reimbursement for Terry Klosterman for boat damage related to rescue effort on June 23, 2024.</b>	<b>ITEM NUMBER 8.e</b>

**BACKGROUND**

On June 23, 2024, Kewaunee Police responded to a call for someone in distress in the vicinity of the harbor area. A quick response found the person in distress needed to be pulled out of the water. The responding Officer requisitioned the aid of Terry Klosterman including the use of his boat to help pull the person to safety. In the course of responding, Mr. Klosterman’s boat took some damage due to unfamiliarity with the specific location. The total damage to his boat was \$2,378.55.

Attached are the Repair Order from Mr. Klosterman, along with the two incident reports from the Police, first for the response to the person in distress and the second regarding the damage to Mr. Klosterman’s boat.

**ANALYSIS**

Staff has reviewed these incident reports with the City Attorney, and he recommends that the City pay for the damage to Mr. Klosterman’s boat.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

This payment will be taken from the budget contingency line in the General Fund (Fund 100).

**STAFF RECOMMENDATION**

Staff recommends approval to reimburse Mr. Klosterman for the costs of damage repairs for his boat.

**IF APPROVED, NEXT STEPS**

Staff issues a check to Mr. Klosterman.

**RECOMMENDED MOTION**

“I move we approve reimbursement to Mr. Terry Klosterman for damages to his boat in the amount of \$2,378.55.”

Police: RM/Administration: HE

**Ken's Sports, Inc.**  
**W2520 County Highway JJ**  
**WWW.KENSSPORTS.COM**  
**Kaukauga, WI 54130**  
**Phone 920-278-0220**

**TERRY KLOSTERMAN**  
**N5407 CARROLL RD**  
**CECIL, WI 54111**

715-853-6509

# Repair Order

## Invoice

Dot Number: 100112925  
 Service Writer: LOGAN MAHONEY

Date Printed: 08/01/2024

Date Promised: 07/05/2024

Cashier: LOGAN MAHONEY

Cashier Date: 08/01/2024

Job

## Customer Information

Home Phone: 715-853-6509

Total:

Deposits:

(1488)

Total Due:

## Summary

Approve	Decline	Mail for Loss	Job	Job Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MERCUURY KICKER	\$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOAT REPAIR	\$2,234.55
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2002 HONDA 150HP	\$0.00
<b>Job Subtotal:</b>				<b>\$2,234.55</b>
<b>Misc:</b>				<b>\$20.00</b>
<b>Job Parts Subtotal:</b>				<b>\$898.55</b>
<b>Job Labor Subtotal:</b>				<b>\$856.00</b>
<b>Job Sublet Subtotal:</b>				<b>\$480.00</b>
<b>Tax:</b>				<b>\$124.00</b>
<b>Total:</b>				<b>\$2,378.55</b>
<b>Less Deposits:</b>				<b>\$0.00</b>
<b>CHECK(1488):</b>				<b>(\$2,378.55)</b>
<b>Total Due:</b>				<b>\$0.00</b>

I HEREBY AUTHORIZE the above repair work to be completed along with necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repair thereto. We will not be held responsible for loss or damage of this vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond our control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I UNDERSTAND THAT ALL CHARGES ARE DUE UPON DELIVERY OF THIS VEHICLE.

Ken's Sports Inc. labor rate is \$160.00 per hour. You are entitled to a price estimate for repairing vehicle not to exceed price listed.  
 Vehicle disassembly may be required to estimate repairs. Reassembly to state of which vehicle was dropped off is not included in price of vehicle estimate.  
 You will have 2 days to pick vehicle up once notified of completion. A storage fee of \$50.00 per day will be applied each day thereafter.

I acknowledge that above repairs or estimate has been performed to my vehicle and a thorough explanation for estimate or repairs has been given.

Customer Signature: LOGAN MAHONEY

Thank you for your business!



# Detail

Unit: 0 MERCURY BUCKER 9.9  
VIN/Serial No: 1R050034

Color: Plate: Odom/Hrs In: 0 Out: 0

Description:	Price	Discount	Total
PROPELLER *NH283*	\$292.83		\$292.83
WATER SEAL (30X45X7)	\$20.20		\$20.40
O-RING (105X3.1)	\$5.98		\$6.98
BEARING (30X37X26)	\$33.68		\$33.68
SHAFT, PROPELLER	\$388.38		\$388.38
RING, CROSS PIN	\$2.96		\$2.96
PIN, SHIFTER (8X47)	\$4.04		\$4.04
O-RING (55.6X3.5)	\$4.82		\$4.82
SEAL (12X21X6)	\$4.28		\$8.56
SEAL (23X36X6)	\$9.44		\$18.88
O-RING (58.5X3.5)	\$9.72		\$5.71
GASKET B, IMPELLER	\$9.58		\$9.72
NUT, HEX. (18MM)	\$21.86		\$21.86
IMPELLER, PUMP	\$46.68		\$46.68
BRAKLEEN GREEN	\$9.99		\$9.99
OZ, LOWER UNIT OIL	\$0.56		\$18.48
<b>Parts Subtotal</b>			<b>\$898.55</b>

Unit: 2004 ALUMACRAFT  
VIN/Serial No: ACBX6872E404

Color: BLACK/SILVER  
Plate: WS 1920 GTI  
Odom/Hrs In: 0 Out: 0

**BOAT REPAIR**  
Description: PROPELLER HIT ROCK WITH LOWER UNIT  
Resolution: PROP SHAFT WAS BENT BADLY, DISASSEMBLED AND INSPECTED GEARS. ALL OIL REPLACED. PROPSHAFT RESEALED. BEARING, REPLACED DAMAGED PROP, PRESSURE AND VACUUM CHECKED GEARCASE. ALL OK. FILLING WITH GEARCASE OIL. TEST RAN ON HOSE, RUNS GOOD.

Part #	Qty	Description	Price	Discount	Total
58130-ZY3-Y32ZAH	1.00	PROPELLER *NH283*	\$292.83		\$292.83
91252-ZW1-B02	2.00	WATER SEAL (30X45X7)	\$10.20		\$20.40
91351-ZY6-003	1.00	O-RING (105X3.1)	\$5.98		\$6.98
91053-ZY6-003	1.00	BEARING (30X37X26)	\$33.68		\$33.68
41161-ZY6-000	1.00	SHAFT, PROPELLER	\$388.38		\$388.38
24103-ZW1-B00	1.00	RING, CROSS PIN	\$2.96		\$2.96
24102-ZW1-B00	1.00	PIN, SHIFTER (8X47)	\$4.04		\$4.04
91351-ZY6-003	1.00	O-RING (55.6X3.5)	\$4.82		\$4.82
91254-ZY3-003	2.00	SEAL (12X21X6)	\$4.28		\$8.56
91251-ZW1-B01	2.00	SEAL (23X36X6)	\$9.44		\$18.88
91359-MB0-000	1.00	O-RING (58.5X3.5)	\$9.72		\$5.71
91356-ZW1-B00	1.00	O-RING, WATER PUMP	\$9.58		\$9.72
19234-ZY6-000	1.00	GASKET B, IMPELLER	\$9.58		\$9.72
90303-ZW6-000	1.00	NUT, HEX. (18MM)	\$21.86		\$21.86
19210-ZW1-B04	1.00	IMPELLER, PUMP	\$46.68		\$46.68
AS5088	1.00	BRAKLEEN GREEN	\$9.99		\$9.99
GEAR LUBE	33.00	OZ, LOWER UNIT OIL	\$0.56		\$18.48
<b>Parts Subtotal</b>					<b>\$898.55</b>

Description	Technician	Hours	Rate	Total
BOAT REPAIR	TOM BRAUER	8.5	\$102.00	\$856.00
<b>Labor Subtotal</b>				<b>\$856.00</b>

Description	Contractor	Hours	Rate	Total
SKAG REPAIR	PERFORMANCE HOT RODS	4.0	\$120.00	\$480.00
<b>Subtotal</b>				<b>\$480.00</b>

Unit: 2002 HONDA 150HP BF150A  
VIN/Serial No: BANJ-1100277

Color: Plate: Odom/Hrs In: 0 Out: 0

Description:	Job Subtotal	Total
20 County	\$0.00	\$0.00
<b>Job Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>



09/20/24  
16:12

Kewaunee Police Department  
LAW Incident Table:

Page: 539  
1

Incident

Incident Number 24-03891 Nature Boat Incident  
Case Number Image  
Address 710 MAIN ST  
City Kewaunee State WI ZIP 54216  
Area KEW City of Kewaun Contact JOHVAN

Complainant

Numb 119732  
Last BARAJAS RIZO Fst JOHVANY Mid NMI  
DOB 02/28/84 SSN - - ADR 728 CROOKS ST  
Race L Sx M Tel (920)530-8726 Cty GREEN BAY ST WI ZIP 54301

Details

Offense/Statute BOAO RESC  
Circumstances LT19 Reported BOAO Observed  
Rspndg Officers SZYDEL SCOTT OSTERMEIER LARR TUTTLE TYLER  
Rspnsbl Officer SZYDEL SCOTT Agency KPD CAD Call ID C24-03780  
Received By HALL MAKAYLA Last RadLog 21:25:09 06/23/24 CMPLT  
How Received 9 911 Line Clearance CRO Cleared, Responding O  
When Reported 20:11:25 06/23/24 Disposition CRD Disp Date 07/02/24  
Occurrd between 20:11:25 06/23/24 Judicial Sts SMI Deputy Chief Smidle  
and 20:13:31 06/23/24 Misc Entry s106/336  
MO

Narrative

Narrative (See below)  
Supplement (See below) (See below)

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03894	09/09/24	Property Damage	RELATED INCIDENT
NM	119732	06/23/24	BARAJAS RIZO, JOHVANY NMI	*Complainant
NM	119735	06/23/24	RAMOS, KATHERINE L	PATIENT
CA	C24-03780	06/23/24	20:11 06/23/24 Boat Incident	*Initiating Call

LAW Incident Offenses Detail:

Seq Code	Offense and Statute Codes	Amou
t	Statute Code	
1	BOAO BOATING INCIDENTS	
	0.00	
2	RESC Rescue Call	
	0.00	

LAW Incident Circumstances:

Seq Code	Contributing Circumstances	Comments
1	LT19 Public Park	

LAW Incident Responders Detail

Seq Name	Unit
1	SZYDEL SCOTT 301
2	OSTERMEIER LARR 106
3	TUTTLE TYLER 116

Main Radio Log Table:

Time/Date	Typ	Unit	Code	Zone	Agnc	Description
21:25:09 06/23/24	e	KRS820	CMPLT	KRS	KRS	incid#=E24-0724 Comple
21:04:48 06/23/24	l	301	CMPLT	KEW	KPD	incid#=24-03891 Comple
21:04:41 06/23/24	l	301	ARRVD	KEW	KPD	incid#=24-03891 Arrive
20:53:29 06/23/24	l	301	CMPLT	KEW	KPD	incid#=24-03891 Reassi
20:51:29 06/23/24	e	KRS820	76STA	KRS	KRS	incid#=E24-0724 Enrout
20:35:19 06/23/24	l	106	CMPLT	KEW	KWSO	incid#=24-03891 Comple
20:35:19 06/23/24	l	116	CMPLT	KEW	KWSO	incid#=24-03891 Comple
20:30:37 06/23/24	f	KFD1	CMPLT	KFD	KFD	incid#=F24-0106 Comple
20:28:26 06/23/24	e	KRS820	ARRVD	KRS	KRS	incid#=E24-0724 Arrive
20:25:26 06/23/24	l	301	ARRVD	KEW	KPD	incid#=24-03891 Arrive
20:25:19 06/23/24	l	106	ARRVD	KEW	KWSO	Arrived on scene call=
20:25:19 06/23/24	l	116	ARRVD	KEW	KWSO	Arrived on scene call=
20:24:16 06/23/24	f	KFD1	76STA	KFD	KFD	incid#=F24-0106 Enrout
20:23:31 06/23/24	e	KRS820	ENRT	KRS	KRS	incid#=E24-0724 Enrout
20:18:50 06/23/24	f	KFD1	PAGED	KFD	KFD	incid#=F24-0106 Paged
20:18:38 06/23/24	e	KRS820	PAGED	KRS	KRS	incid#=E24-0724 Paged
20:14:38 06/23/24	l	301	ENRT	KEW	KPD	incid#=24-03891 Enrout

Narrative:

Tue Jul 02 14:33:13 CDT 2024      Officer Scott J. Szydel

I was dispatched to Selner Park in the City of Kewaunee for a report that a female subject was in the water and in need of assistance. I arrived on scene and was directed by people on the beach that they could see a person in the water several yards out from the shore. The person was south of the Selner Park area also. I believed that the person was in some type of distress as I have never seen anybody swimming that far out into the water.

I advised dispatch to page Kewaunee Fire and Kewaunee Rescue to assist and also notify the United States Coast Guard and Wisconsin DNR to assist if any of them are nearby.

I observed a boat that was going toward the Lighthouse and heading into the harbor area. I then took my squad and went to that location. I was able to flag down the boat and communicated with the driver that a person was in the lake on the other side of the lighthouse pier. The driver of the boat was able to quickly turn around and went back out in the lake to attempt to rescue the victim.

I went back to the Selner Park beach area and observed the boater east of the Vollrath Company building. Myself and others were able to waive the boater toward the victim. The driver of the boat did then travel to the victim and I observed the victim getting into the boat.

I advised dispatch to have rescue wait by the City Boat Launch parking lot and we waited for the boat and the victim to come to the boat launch. Rescue did take the patient into the rescue squad and I made contact with the driver of the boat. Terry L. Klosterman was the owner and driver of the boat which was damaged during the incident. (please see incident 24-03894)

Katherine L. Ramos was the victim in the water who stated that her boyfriend's jet ski flipped over and she attempted to swim to shore. Katherine did have on a life jacket and stated that she believed that she was in the water for over 30 minutes.

Everyone was okay and rescue did not transport Katherine.

Respectfully Submitted,  
Officer Scott J. Szydel  
Kewaunee Police Department

Law Supplemental Narrative:

Seq Name	Date	Supplemental Narratives Narrative
1 SZYDEL SCOTT	19:50:27 09/19/24	

Date: 09-19-24

Supplemental Report 1  
Incident no. 24-03891

REPORTING OFFICER: Scott J. Szydel

NATURE: Boat Incident

ADDITIONAL INFORMATION:

On 09-09-24 I was asked by Chief Robin Mueller to get more information about the Incident that took place on Lake Michigan on June 23, 2024 with Johvany Barajas Rizo and Katherine L. Ramos. On June 23, 2024 I was dispatched to the Kewaunee Beach area for a person in the water. After I located the person in Lake Michigan, I did then go to the Harbor area and flagged down the first boat I observed to go and rescue the person in the water.

The boater who was later identified as Terry L. Klosterman stated to me that when he went around the Lighthouse pier, he observed an object in the water behind Vollrath Co. and when he got near the object which he thought was the person in the water. Terry stated that when he was trying to get near the object which he thought was the person, he hit a stone or another object which caused damage to his boat.

I was in contact with Wardens from the Wisconsin Department of Natural Resources who completed an accident report. Please see attached copy of the Boat Operator Incident Report.

ATTEMPTED CONTACT WITH KATHERINE L. RAMOS:

I attempted many times to make contact with Katherine L Ramos who was the female subject that was in the water on June 23, 2024 who Terry rescued from Lake Michigan. On June 23, 2024 once Katherine was cleared by Kewaunee Rescue, she left the scene before I could talk more to her as I was busy with Terry at the moment because of his damaged boat.

On 09-16-24 I was able to get a phone number who I believed was the phone number for Katherine which was (920)530-3057. When I called the phone number and made contact with the person of that number, I talked with a person named Angel. Angel stated that he doesn't know Katherine and that he was never in Kewaunee or on a jet ski. I thanked Angel for his time and ended the call.

I would like to note, I have no other contact information for Katherine at this time.

INTERVIEW WITH JOHVANY BARAJAS RIZO:

I attempted many phone calls and tried to talk with Johvany about this incident with Katherine. On 09-16-24 I asked dispatch to send a TTY to Green Bay PD to attempt contact with Johvany at his residence because he did not answer or reply to the three messages that I left for him.

On 09-17-24 at approximately 07:55 Hrs I was called by Johvany. Johvany stated that a Police Officer from Green Bay came to his house this morning and stated

to his wife that I needed to talk with him and his girl friend about incident 24-03891.

Johvany stated to me that the girl (Katherine) that he was with was a friend that he went jet skiing with on that day. Johvany stated that he just bought the jet ski which was a Polaris. Johvany stated that he bought the jet ski and that day was his first day out with it and the last day. Johvany stated to me that he was riding with Katherine on the lake and he tried making a U-turn and the jet ski tipped over in the water. Johvany stated that Katherine and him both had life jackets on. Johvany stated that they were able to tip the jet ski back over and then tried to start it, but it would not start. Johvany stated that Katherine stated to him that she was going to swim back to shore. Johvany stated that Katherine began swimming and he stayed with the jet ski and eventually a boater came by him and tied a rope to the jet ski to pull him in.

Johvany stated at first that he didn't see Katherine, but then located her and she stated that she was just going to swim all the way. Johvany stated that he called the police for someone to come and rescue Katherine as she was still in the water which he knew was cold.

Johvany stated that he did go in the rescue squad with Katherine when they got to the boat launch. Johvany stated that once Katherine was done with the rescue squad, he brought her home. Johvany stated that was the last time he talked or saw Katherine.

I questioned Johvany about if he still has Katherine's phone number and he stated that he does not. Johvany stated that he should not have been with Katherine as he was a married man. Johvany stated to me that he also then sold the jet ski after the incident. Johvany stated that he was not sure if he had the jet ski registered on his name. Johvany stated that he would look at home for any paperwork, but believes that he gave everything he had to the person that he sold the jet ski to.

Johvany stated that day was the last time he had contact with Katherine. Johvany stated that he heard from a friend that Katherine may have moved back to Texas. Johvany stated that he would try to get me a phone number for Katherine and text it to me. I would like to note, that Johvany was not able to provide me Katherine's phone number as I text him again about this, he replied that he didn't have it.

I asked Johvany if he could give me a written statement and email it to me, but he stated that he doesn't have email. Johvany stated that he could text me the statement. I did get a statement by text from Johvany on 09-17-24 which I attached to the file of this incident report.

I would like to note that I did ask SGT. Erin Tuttle about doing a RHAS check on Johvany and any registration for a jet ski, and SGT. Tuttle was not able to locate any such information.

**ATTACHMENTS:**

- Written Statement from Johvany Barajas
- Wisconsin DNR, Boat Operator Incident Report

Respectfully submitted,

Officer Scott J. Szydel

Badge 334

Kewaunee Police Department



## Scott Szydel

---

**From:** Scott Szydel  
**Sent:** Wednesday, September 18, 2024 8:07 AM  
**To:** Scott Szydel  
**Subject:** Message

Good mourning, this is johvany

Ok this is what happen me and my friend went to try my jet ski in kewaunne lake and both were riding and I tried to make a turn because we were about to leave and unfortunately the jet ski tipped over because we move to the same side ,thank god we were wearing life vests so we were fine , we tipped over the jet ski back and i try to started but it didn't because water got in the motor I guess then my friend told me I'm gonna swim to the bay and ask for help I said ok ,so i wait for a little bit and I saw a boat and I waved at it so they came and dragged me out with a rope then I went to get my friend but she was not to close to the bay so I ask her if she was ok and she responded yes I'm fine so I decided to call the police so they can send a boat or something to get her out and then I think it was a regular boat the one who helped her, then the ambulance came and check her make sure she was fine and the everything was fine so they let her go, that was what happened.

Thank you for calling my back, if you could please send me a message about what happened during the incident on June 23 on Lake Michigan, any information about the jet ski such as registration, also the phone number of the girl that was with you if you can get me that information, I would appreciate it.

You are not in any trouble with me, I just need to clarify my report.

Sent from my iPhone



Law Supplemental Narrative:

Seq Name	Date	Supplemental Narratives Narrative
2 HALL MAKAYLA	21:04:48 06/23/24	

CAD Call info/comments

=====

20:16:07 06/23/24 - HALL MAKAYLA  
Caller states that he and his friend were riding jet skis and she had flipped but is still in the water. She needs help getting back to shore.  
20:20:28 06/23/24 - BEYER JENSEN - From: SZYDEL SCOTT  
There is a boat by the light house. He is going to try to get her

20:21:25 06/23/24 - BEYER JENSEN  
The DNR does not have a boat out near the area today. Coast Guard was contacted.

20:21:30 06/23/24 - HALL MAKAYLA - From: SZYDEL SCOTT  
There is a boat by her and they were able to grab her and bring her to shore  
20:23:03 06/23/24 - HALL MAKAYLA - From: SZYDEL SCOTT  
Fire can cancel but still send rescue as i am unsure of her condition

20:24:16 06/23/24 - BEYER JENSEN  
Coast guard was advised that the female is currently in a boat and being brought to shore.

20:27:17 06/23/24 - HALL MAKAYLA - From: OSTERMEIER LARR  
Rescue will be on the west side of the bridge near the marine

20:30:21 06/23/24 - HALL MAKAYLA - From: SZYDEL SCOTT  
She is almost to the marina, It looks like she is okay, but will still have rescue check her out

20:41:01 06/23/24 - HALL MAKAYLA - From: KEWAUNEE RESCUE  
No transport

09/16/2024 15:45:27 SCHMIDT PATRICI  
Per Officer Szydel, send a TTY to Brown County and have them go to the complainant's residence and have him call him tomorrow between 0730-1530. Officer Szydel needs a statement form filled out as to what he saw happen. TTY was sent.



09/20/24  
16:12

Kewaunee Police Department  
Main Names Table:

539  
Page: 1

Name and Address  
 Number 119732  
 Last BARAJAS RIZO First JOHVANY Middle NMI  
 Address 728 CROOKS ST Address History 728 CROOKS ST  
 City GREEN BAY State WI ZIP 54301 GREEN BAY WI 54301  
 Zone Area  
 Death / / Alias  
 Moniker

Personal Identification  
 DL Number B622-4208-4068-07 SSN - - State ID  
 DL State WI Class OPR FBI Local ID  
 Home Tel (920)530-8726 Other Tel  
 Work Tel ( ) - Internet

Physical Description  
 DOB 02/28/84 40 yrs Eyes BRO Brown Complxn  
 Race L White/Hispa Glasses Speech  
 Sex M Male Hair BRO Brown Teeth  
 Gender Hairstyle Build  
 Height 5'05165 cm Beard Ethnic  
 Weight 170 77kg

Traits  
 Name Type INDIV Sub Type  
 Scars, Marks, and Tattoos  
 MO

Narrative/Other  
 Alert Codes  
 Comments (None)  
 Addresses Premis Xtra Visited Inmates Had Visitors  
 Image Merge

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03891	06/23/24	Boat Incident	*Complainant
EM	E24-0724	06/23/24	Boat Incident	*Complainant
FR	F24-0106	07/01/24	Boat Incident	*Complainant
CA	C24-03780	06/23/24	20:11 06/23/24 Boat Incident	*Complainant

Name history:

Name/Address/Phone History								
Expired	Address	City	ST	Zip	Phone	Last Name	First	M
06/28/24	728 CROOKS ST	GREEN BAY	WI	54301	(920)53	RIZO	JOHVANY	
06/23/24					(920)53	RIZO	JOHVAN	
06/23/24					( )	RIZO	JOHVAN	

Drivers License Type:

Seq	Class Description	Driver License Class
1	OPR Regular Operators License	

09/20/24  
16:12

Kewaunee Police Department  
Main Names Table:

539  
Page: 1

Name and Address			
Number	119735		
Last	RAMOS	First	KATHERINE Middle L
Address		Address History	
City		State	
Zone		Area	
Death	/ /	Alias	
Moniker			

Personal Identification			
DL Number		SSN	- - State ID
DL State	Class	FBI	Local ID
Home Tel ( )	-	Other Tel	
Work Tel ( )	-	Internet	

Physical Description			
DOB	12/18/93	30 yrs	Eyes
Race			Glasses
Sex	F	Female	Hair
Gender			Hairstyle
Height	'	0 cm	Beard
Weight	0	0kg	Ethnic
			Complx
			Speech
			Teeth
			Build

Traits			
Name Type	INDIV	Sub Type	
Scars, Marks, and Tattoos			
	MO		

Narrative/Other				
Alert Codes				
Comments	No return in Portals			
Addresses	Premis	Xtra	Visited Inmates	Had Visitors
Image	Merge			

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03891	06/23/24	Boat Incident	PATIENT

Name history:

Name/Address/Phone History							
Expired	Address	City	ST	Zip	Phone	Last Name	First M
09/16/24					(920)53	RAMOS	KATHERIN L
09/16/24					( )	RAMOS	KATHERIN L





09/20/24  
16:13

Kewaunee Police Department  
LAW Incident Table:

Page: 539  
1

Incident  
 Incident Number 24-03894 Nature Property Damage  
 Case Number Image  
 Address 710 MAIN ST  
 City Kewaunee State WI ZIP 54216  
 Area KEW City of Kewaun Contact OFFICER SZYDEL

Complainant  
 Numbr 104  
 Last KEWAUNEE POLICE DEPT Fst Mid  
 DOB / / SSN - - Adr 401 FIFTH ST  
 Race Sx Tel (920)388-5010 Cty KEWAUNEE ST WI ZIP 54216

Details  
 Offense/Statute INFO  
 Reported VAND Observed

Circumstances  
 Rspndg Officers SZYDEL SCOTT  
 Rspnsbl Officer SZYDEL SCOTT Agency KPD CAD Call ID C24-03782  
 Received By HALL MAKAYLA Last RadLog 21:04:25 06/23/24 CMPLT  
 How Received O Officer Report Clearance CRO Cleared, Responding O  
 When Reported 20:38:41 06/23/24 Disposition CRD Disp Date 07/08/24  
 Occurrd between 20:38:41 06/23/24 Judicial Sts  
 and 20:40:27 06/23/24 Misc Entry s106  
 MO

Narrative  
 Narrative (See below)  
 Supplement (See below)

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03891	09/09/24	Boat Incident	RELATED INCIDENT
NM	104	06/23/24	KEWAUNEE POLICE DEPT,	*Complainant
NM	119734	06/23/24	KLOSTERMAN, TERRY LEE	BOAT OWNER
VH	86388	06/23/24	2004 ALUM T SPORT WI	*Vehicle
VH	86388	06/23/24	2004 ALUM T SPORT WI	INVOLVED
CA	C24-03782	06/23/24	20:38 06/23/24 Property Damage	*Initiating Call

LAW Incident Offenses Detail:

Seq Code	Offense and Statute Codes	Amou
t	Statute Code	
1	INFO Information	
0.00		

LAW Incident Responders Detail  
Responding Officers

Seq Name	Unit
1 SZYDEL SCOTT	301

Main Radio Log Table:

Time/Date	Typ	Unit	Code	Zone	Agnc	Description
21:04:25 06/23/24	1	301	CMPLT	KEW	KPD	incid#=24-03894 Comple
20:54:10 06/23/24	1	301	ARRVD	KEW	KPD	incid#=24-03894 Arrive

Narrative:

Mon Jul 08 16:11:56 CDT 2024

Officer Scott J. Szydel

On 06-23-24 at approximately 20:11 Hrs I officer Scott J. Szydel was dispatched to the Selner Park area for a report that a person was in the water and in need of assistance. (please see incident report 24-03891)

When the driver of the boat who was identified as Terry L. Klostermnan stated to me that when he went to rescue the female, he hit a rock with his boat and believed that he damaged his boat. I asked Terry to get the boat on his trailer and I would take photos of the damage. I was able to get a photo of the propeller that I observed was bent and also observed that the lower shaft also was bent and damaged.

Terry provided me with the insurance information, which is American Family. The registration for the boat is WS1920GT and the boat brand is an Alumacraft black and gray in color. Terry also provided me his phone number of (715)853-6509.

I thanked Terry for helping rescue the girl, and apologized for the damage done to his boat. I told Terry that I would be in contact with him regarding this incident as I will talk to my Chief of Police and someone with the Wisconsin DNR. I then cleared from the scene.

After I cleared from the call, I did have contact with Chief Robin Mueller about the incident. I also called Jacob Gloss with the Wisconsin DNR. Warden Gloss was working in Door County at the time and stated that he would pass on the information to the Warden for Kewaunee County who is James Moore.

On 07-03-24 I was contacted by Warden Moore who stated that he did a boat accident report for Terry. Warden Moore stated that he made contact with Terry and got all the needed information that he needed to complete the accident report. I thanked Warden Moore for assisting Terry and myself and then cleared from the call.

Respectfully Submitted,  
Officer Scott J. Szydel  
Kewaunee Police Department

Law Supplemental Narrative:

Seq	Name	Date	Supplemental Narratives
1	HALL MAKAYLA	21:04:25 06/23/24	Narrative

CAD Call info/comments  
=====

20:40:25 06/23/24 - HALL MAKAYLA  
Officer Szydel needed a property damage started relating to incident 24-03891.  
When the boaters saved the lady, they did some damage doing so.

09/20/24  
16:13

Kewaunee Police Department  
Main Names Table:

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Page: 1

Name and Address  
 Number 119734  
 Last KLOSTERMAN First TERRY Middle LEE  
 Address N5407 CARROLL RD Address History N5407 CARROLL RD  
 City CECIL State WI ZIP 54111 CECIL WI 54111  
 Zone Area  
 Death / / Alias  
 Moniker

Personal Identification  
 DL Number K423-8125-8144-08 SSN - - State ID  
 DL State WI Class OPR FBI Local ID  
 Home Tel (715)853-6509 Other Tel  
 Work Tel ( ) - Internet

Physical Description  
 DOB 04/24/58 66 yrs Eyes BLU Blue Complxn  
 Race W White/Non H Glasses Speech  
 Sex M Male Hair BRO Brown Teeth  
 Gender Hairstyle Build  
 Height 6'00183 cm Beard Ethnic  
 Weight 205 93kg

Traits  
 Name Type INDIV Sub Type  
 Scars, Marks, and Tattoos  
 MO

Narrative/Other  
 Alert Codes  
 Comments  
 Addresses Premis Xtra Visited Inmates Had Visitors  
 Image Merge

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03894	06/23/24	Property Damage	BOAT OWNER
VH	86388	06/23/24	2004 ALUM T SPORT WI	*Owner

Name history:

Expired	Address	City	ST	Zip	Phone	Last Name	First	M
06/25/24	N5407 CARROLL	CECIL	WI	54111	( )	KLOSTERMAN	TERRY	LE

Drivers License Type:

Seq	Class	Description
1	OPR	Regular Operators License

09/20/24  
16:13

Kewaunee Police Department  
Main Vehicle Screen:

Page: 539  
1

Vehicle  
 Vehicle Number 86388 Image  
 License Plate WS1920GT State WI Vehicle Year 2004  
 License Type BO Boat Make ALUM  
 Expires 05/03/25 Model T SPORT  
 VIN ACBX6872E404 Color +  
 VIN Valid N (ignore if veh year <1981) Doors 0  
 Vehicle Type WTRCF Watercraft Value 0.00  
 Characteristics

Owner  
 Numbr 119734  
 Last KLOSTERMAN Fst TERRY Mid LEE  
 DOB 04/24/58 SSN - - Adr N5407 CARROLL RD  
 Race W Sx M Tel (715)853-6509 Cty CECIL ST WI ZIP 54111

IBR/UCR  
 IBR/UCR Agency KPD Kewaunee Polic Date Recov/Rcvd / /  
 Officer SZYDEL SCOTT Amount Recov 0.00  
 UCR Incident 24-03894 Area  
 IBR/UCR Status Wrecker Service  
 Local Status III Involved in In Storage Location  
 Status Date 06/23/24 Date Released / /  
 Local ID IBR/UCR Dhist +

Comments

Merge

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	24-03894	06/23/24	Property Damage	*Vehicle
LW	24-03894	06/23/24	Property Damage	INVOLVED
NM	119734	06/23/24	KLOSTERMAN, TERRY LEE	*Owner

Vehicle History Detail Screen:

Vehicle

Vehicle Number: 86388 History Added: 21:11:13 06/23/24  
 License Plate: State: WI Vehicle Year: 2004  
 License Type: BO Boat Make: ALUM  
 Expires: 05/03/25 Model: T SPORT  
 VIN: ACBX6872E404 Color: /  
 Doors: 0  
 Value: 0.00  
 Vehicle Type: WTRCF Watercraft  
 Merged Number:

Owner

Numbr: 119734  
 Last: KLOSTERMAN Fst: TERRY Mid: LEE  
 DOB: 04/24/58 SSN: - - Adr& N5407 CARROLL RD  
 Race: W Sx: M Male (715)853-6509 Cty: CECIL ST: WI ZIP: 54111

IBR/UCR

IBR/UCR Agency: KPD Kewaunee Police D Date Recov/Rcvd: / /  
 Officer: SZYDEL SCOTT Amount Recov: 0.00  
 UCR Incident: 24-03894 Area:  
 IBR/UCR Status: Wrecker Service:  
 Local Status: III Involved in IncidStorage Location:  
 Status Date: 06/23/24 Date Released: / /

Vehicle  
 Vehicle Number: 86388 History Added: 21:09:38 06/23/24  
 License Plate: State: Vehicle Year: 0  
 License Type: Make:  
 Expires: / / Model:  
 VIN: ACBX6872E404 Color: /  
 Doors: 0  
 Value: 0.00  
 Vehicle Type:  
 Merged Number:

Owner

Numbr:  
 Last: Fst: Mid:  
 DOB: SSN: Adr  
 Race: Sx: Tel: Cty: ST: ZIP:

IBR/UCR

IBR/UCR Agency: Date Recov/Rcvd: / /  
 Officer: Amount Recov: 0.00  
 UCR Incident: Area:  
 IBR/UCR Status: Wrecker Service:  
 Local Status: Storage Location:  
 Status Date: / / Date Released: / /

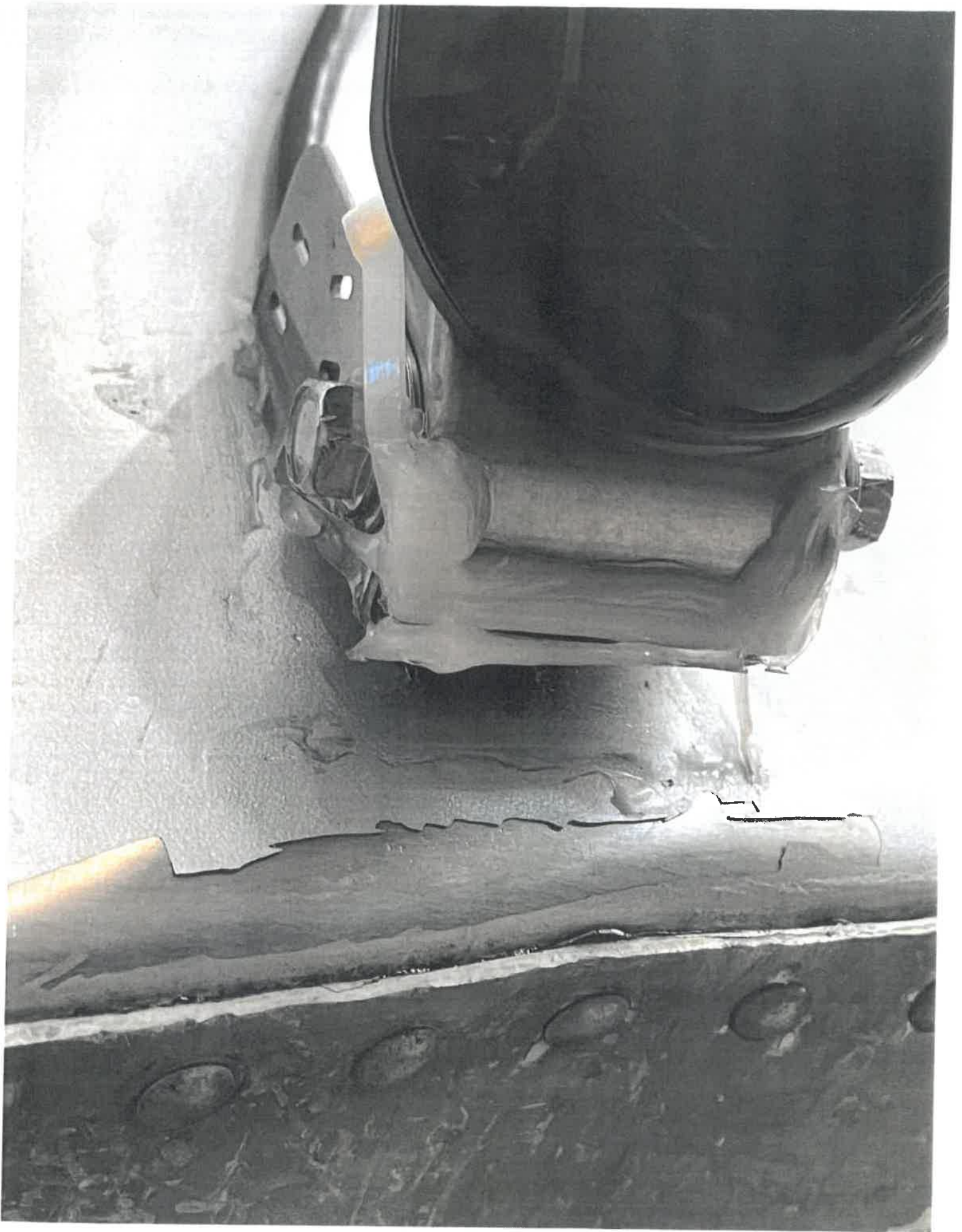


























WS 1920 GT

2025

Yacht Club



## Scott Szydel

---

**From:** Scott Szydel <sszydel@cityofkewaunee.org>  
**Sent:** Wednesday, September 18, 2024 12:48 PM  
**To:** Scott Szydel  
**Subject:** Fwd: Kewaunee PD-Other Request-CFS 000284-4452  
**Attachments:** Kewaunee PD-Other Request-CFS 000284-4452.zip

[Get Outlook for iOS](#)

**From:** Wiersema, Lukas G - DNR <Lukas.Wiersema@wisconsin.gov>  
**Sent:** Monday, September 16, 2024 4:08:14 PM  
**To:** Scott Szydel <sszydel@cityofkewaunee.org>  
**Cc:** DNR PSRP Records <DNRPSRPRecords@wisconsin.gov>  
**Subject:** Kewaunee PD-Other Request-CFS 000284-4452

Good Afternoon,

I was forwarded your information regarding a boat crash that you are looking for our records on involving Terry Kolsterman. Attached you find all the records we have regarding the matter.

As a law enforcement agency within the State of Wisconsin carrying out legally authorized criminal justice activities, we are providing your agency with unredacted copies of the attached files for their limited use in furtherance of criminal justice objectives. DNR Division of Public Safety & Resource Protection (DPSRP) would otherwise distribute redacted versions of these files to all other requestors lacking constitutional or statutory authorization to carry out law enforcement activities. To the extent permitted by law, and in consultation with your legal/records advisors, do not release or otherwise transmit these unredacted files without contacting DNR DPSRP for redaction specifications.

Please let me know if you have any questions or if I can be of any further assistance.

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey/> to evaluate how I did.

Luke Wiersema  
Records Coordinator- Division of Public Safety and Resource Protection  
Wisconsin Department of Natural Resources  
Cell Phone: 608-740-0166  
Fax: 608-266-3696  
[lukas.wiersema@wisconsin.gov](mailto:lukas.wiersema@wisconsin.gov)



Contact [DNRPSRPRecords@wisconsin.gov](mailto:DNRPSRPRecords@wisconsin.gov) for all Public Safety and Resource Protection record requests



Form completed form to:  
 Wisconsin Department of Natural Resources  
 Boating Section - LE/8  
 PO Box 7921  
 Madison, WI 53707-7921

**Boat Operator Incident Report**  
 Form 4100-020 (R 02/2024) Page 1 of 5

dnr.wi.gov

**Notice:** Pursuant to s. 30.67, Wis. Stats., and NR 5.08 Wis. Adm. Code, operators of all boats involved in boating accidents that result in loss of life, personal injury which required medical treatment beyond first aid by a medical professional, damage to the boat and other property exceeding \$2,000, or complete loss of the boat, must complete this report and submit to the address above within 10 days of the incident.

Pursuant to s. 30.67(4), Wis. Stats., this report shall not be used as evidence in any trial, civil or criminal, arising out of an accident, except that the department shall furnish a certificate showing that a specified accident report has or has not been made to the department solely to prove a compliance or a failure to comply with the requirement that such a report be made.

This report must be signed in the Validation section on the last page.

DNR Use Only	DNR No.	C.G. No.	Other Agency No.	Reviewed By:
				F. Warden _____ RSW _____ W. Super _____

Incident Information				
Incident Date	Day of Week	Time of Day	Name of Body of Water	
6-23-24	Sunday	8:15 <input type="radio"/> am <input checked="" type="radio"/> pm	Lake Michigan	
Location or GPS Coordinates		Nearest City or Town	County	State
		Kewaunee	Kewaunee	WI

Number of Boats in Incident: <u>1</u>	Injuries Requiring Medical Treatment? <input type="radio"/> Y <input checked="" type="radio"/> N	Property Damage (Estimated)
Complete Loss of Boat? <input type="radio"/> Y <input checked="" type="radio"/> N	If yes, # persons: _____	This Boat: \$ <u>2420.75</u>
Disappearance of Person Indicating Injury or Death? <input type="radio"/> Y <input checked="" type="radio"/> N	Death Related to Incident? <input type="radio"/> Y <input checked="" type="radio"/> N	Other Boats: \$ _____
	If yes, # persons: _____	Other Property: \$ _____
		Total Damage: \$ <u>2420.75</u>

Weather: (select all that apply)		Water Conditions:	Temperatures:	Wind:
<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Raining	<input checked="" type="checkbox"/> Calm (Waves < 6")	Air: <u>80</u> °F	<input type="radio"/> None
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Foggy	<input type="checkbox"/> Choppy (6" - 2')	Water: <u>60</u> °F	<input checked="" type="checkbox"/> Light (Under 13 MPH)
<input type="checkbox"/> Snowing	<input type="checkbox"/> Hazy	<input type="checkbox"/> Rough (2' - 6')	Visibility: Day <input checked="" type="radio"/> Good	<input type="radio"/> Moderate (13-25 MPH)
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Very Rough (> 6')	Night <input type="radio"/> Fair	<input type="radio"/> Strong (26-55 MPH)
		<input type="radio"/> Strong Current	<input type="radio"/> Poor	<input type="radio"/> Stormy (Over 55 MPH)

Incident Type		Contributing Factors	
Number choices in order of occurrence:		Number choices in order of importance:	
<input type="checkbox"/> Capsizing	<input type="checkbox"/> Flooding	<input type="checkbox"/> Alcohol Use	<input type="checkbox"/> Missing/Inadequate Navig. Aids
<input type="checkbox"/> Carbon Monoxide Exposure	<input type="checkbox"/> Grounding	<input type="checkbox"/> Careless/Reckless Operation	<input type="checkbox"/> Navigation Rules Violation
<input checked="" type="checkbox"/> Collision w/ Fixed Object	<input type="checkbox"/> Hit and Run	<input type="checkbox"/> Congested Waters	<input type="checkbox"/> Off-Throttle Steering
<input type="checkbox"/> Collision w/ Floating Object	<input type="checkbox"/> Person Ejected	<input type="checkbox"/> Dam/Lock	<input type="checkbox"/> Operator Inattention
<input type="checkbox"/> Collision w/ Vessel	<input type="checkbox"/> Person Left Boat	<input type="checkbox"/> Drug Use	<input type="checkbox"/> Operator Inexperience
<input type="checkbox"/> Electrocuton	<input type="checkbox"/> Person Struck by Boat	<input type="checkbox"/> Equipment/Machinery Failure	<input type="checkbox"/> Other Boat's Wake
<input type="checkbox"/> Fall in Boat	<input type="checkbox"/> Sinking	<input type="checkbox"/> Excessive Speed	<input type="checkbox"/> Overloading
<input type="checkbox"/> Fall Overboard	<input type="checkbox"/> Skier/Tuber/Boarder Mishap	<input type="checkbox"/> Failure to Vent	<input type="checkbox"/> Passenger Behavior
<input type="checkbox"/> Fire or Explosion Fuel - engine or generator related	<input type="checkbox"/> Struck by Motor/Propeller	<input type="checkbox"/> Hazardous Waters	<input type="checkbox"/> Restricted Vision
<input type="checkbox"/> Fire or Explosion Fuel - not engine or generator related	<input type="checkbox"/> Swamping	<input type="checkbox"/> Hull Failure	<input type="checkbox"/> Sharp Turn
<input type="checkbox"/> Fire or Explosion Non-Fuel	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Ignition of Spilled Fuel or Vapor	<input type="checkbox"/> Skier/Tuber/Boarder Behavior
		<input type="checkbox"/> Improper Anchoring	<input type="checkbox"/> Standing/Sitting on Bow Gunwales, Transom
		<input type="checkbox"/> Improper Loading	<input type="checkbox"/> Starting in Gear
		<input type="checkbox"/> Improper Lookout	<input type="checkbox"/> Weather
		<input type="checkbox"/> Lack of or Improper Boat Lights	<input checked="" type="checkbox"/> Other: <u>Submerged Rock</u>

# Boat Operator Incident Report

Form 4100-020 (R 02/2024)

Page 2 of 5

Operator Information			
Operator Name (First, Middle, Last) <i>Terry Lee Klosterman</i>		Phone Number <i>715-853-6509</i>	
Address <i>N5407 Carroll Rd</i>		City <i>Cecil</i>	State ZIP Code <i>WI 54111</i>
Date of Birth <i>04/24/1958</i>	Operator Experience: <input type="radio"/> 0 - 10 Hours <input type="radio"/> 11 - 100 Hours <input checked="" type="radio"/> 101 - 500 Hours <input type="radio"/> More than 500 Hours	Instruction Received in Boating Safety: <input checked="" type="radio"/> None <input type="radio"/> State Course - Classroom <input type="radio"/> State Course - Internet <input type="radio"/> USCG Auxiliary <input type="radio"/> U.S. Power Squadrons <input type="radio"/> Unknown <input type="radio"/> Other: _____	
Sex: <input checked="" type="radio"/> Male <input type="radio"/> Female			

Weather Reports Consulted Prior to Incident?  Yes  No

Boat Information			
Owner Name (First, Middle, Last) <i>Terry Lee Klosterman</i>		<input checked="" type="checkbox"/> Same as Operator	Phone Number
Address		City	State ZIP Code

Boat is: <input type="radio"/> Rented <input type="radio"/> Borrowed <input checked="" type="radio"/> Owned <input type="radio"/> Family Owned <input type="radio"/> Unknown	# of Persons: On Board <u>2</u> Being Towed _____	Boat Number (registration #) <i>WS 1920 GT</i> Mfg. Hull ID <i>ACB X 6872 E404</i> Boat Name	Registered State <i>WI</i> Manufacturer <i>Alumacraft</i> Boat Location after Incident <i>Ken's Sports Kaukauna</i>	Registration Expires On <i>2025</i> Model <i>T Sport 185</i>
---	---	--	--	---

Boat Type: <input type="radio"/> Air Boat <input type="radio"/> Auxiliary Sail <input type="radio"/> Cabin Motorboat <input type="radio"/> Canoe <input type="radio"/> Houseboat <input type="radio"/> Inflatable <input type="radio"/> Kayak <input checked="" type="radio"/> Open Motorboat <input type="radio"/> Personal Watercraft <input type="radio"/> Pontoon <input type="radio"/> Rowboat <input type="radio"/> Sail (only) <input type="radio"/> Other: _____	Hull Material: <input checked="" type="radio"/> Aluminum <input type="radio"/> Fiberglass <input type="radio"/> Plastic <input type="radio"/> Rigid Hull Inflatable <input type="radio"/> Rubber/Vinyl/Canvas <input type="radio"/> Steel <input type="radio"/> Wood <input type="radio"/> Other: _____	Engine Type: <input type="radio"/> Airboat <input type="radio"/> Inboard <input type="radio"/> Inboard/Steerdrive (I/O) <input checked="" type="radio"/> Outboard <input type="radio"/> None No. of Engines <u>1</u> Engine Manufacturer <i>Honda</i> Total Horsepower <u>150</u> PWC Engine CCs	Operation at Time of Incident: (select all applicable) <input type="checkbox"/> At Anchor <input type="checkbox"/> Being Towed <input checked="" type="checkbox"/> Changing Direction <input type="checkbox"/> Changing Speed <input type="checkbox"/> Cruising <input type="checkbox"/> Docking/Undocking <input type="checkbox"/> Drifting <input type="checkbox"/> Launching <input type="checkbox"/> Rowing/Paddling <input type="checkbox"/> Sailing <input type="checkbox"/> Tied to Dock/Moored <input type="checkbox"/> Towing Another Boat <input type="checkbox"/> Other: _____	Activity at Time of Incident: (select all applicable) <input type="checkbox"/> Commercial Activity <input checked="" type="checkbox"/> Fishing <input type="checkbox"/> Fueling <input type="checkbox"/> Hunting <input type="checkbox"/> Making Repairs <input type="checkbox"/> Racing <input type="checkbox"/> Recreation-Leisure <input type="checkbox"/> Starting Engine <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Tournament <input type="checkbox"/> Water Skiing/Tubing/etc. <input type="checkbox"/> Whitewater Sports <input checked="" type="checkbox"/> Other: <i>See Below</i>
---	---	--	--	--

Boat adequately equipped with Coast Guard approved PFDs? <input checked="" type="radio"/> Y <input type="radio"/> N	Propulsion: <input type="radio"/> Air Thrust <input type="radio"/> Manual <input checked="" type="radio"/> Propeller <input type="radio"/> Sail <input type="radio"/> Water Jet <input type="radio"/> Other: _____	Estimated Speed: <input type="radio"/> None <input type="radio"/> Under 10 MPH <input checked="" type="radio"/> 10 - 20 MPH <input type="radio"/> 21 - 40 MPH <input type="radio"/> Over 40 MPH	Construction: Length: <u>18' 11"</u> Width: _____ Transom Depth: _____ Year Built: _____	Capacity Plate Info: Lbs. _____ No. of Persons: _____ Horsepower: _____
Were PFDs accessible? <input checked="" type="radio"/> Y <input type="radio"/> N				
# of people wearing PFDs: <u>2</u>				
No. of USCG approved marine fire extinguishers on board: <u>1</u>				
Were extinguishers on board? <input checked="" type="radio"/> Y <input type="radio"/> N				
Were extinguishers used? <input type="radio"/> Y <input checked="" type="radio"/> N				

*Page 4 of Report*



# Boat Operator Incident Report

Form 4100-020 (R 02/2024)

Page 3 of 5

## Damage

Initial Impact Point #: \_\_\_\_\_  
(Use image for impact point #)

- Below Water Line  
 Lower Unit  
 Windshield  
 Burned  
 Sunk  
 Total Loss
- Select # of all other damaged areas:
- |                                       |                             |
|---------------------------------------|-----------------------------|
| <input type="checkbox"/> 1            | <input type="checkbox"/> 7  |
| <input type="checkbox"/> 2            | <input type="checkbox"/> 8  |
| <input type="checkbox"/> 3            | <input type="checkbox"/> 9  |
| <input type="checkbox"/> 4            | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 5            | <input type="checkbox"/> 11 |
| <input checked="" type="checkbox"/> 6 | <input type="checkbox"/> 12 |

Indicate Position in Boat for:

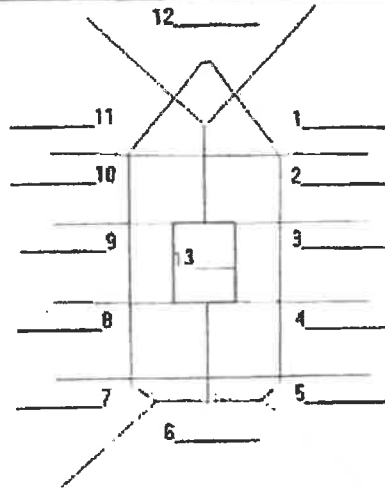
- O = Operator (3)  
 P# = Passenger No. (3)  
 A = Standing  
 S = Sitting (2)  
 N = Other

Post Accident Relation to Boat:

- R = Remains Aboard  
 E = Ejected Overboard  
 F = Fall  
 L = Left Boat Voluntarily  
 T = Trapped in Overturned Boat

Examples:

- OAR = Operator Standing Remains Aboard  
 26FR = Passenger #2 Sitting Falls Remains Aboard



Approximate Value of Damage to Vessel

\$2420.75

Describe Boat Damage

Bottom of Boat & Lower unit

## Property Damage (other than boat)

Property Owner Name

Approximate Value of Damage to Property

Property Owner Address

City

State

ZIP Code

Brief Summary of Damage

## Witnesses

First, MI, Last Name	Address	Birthdate	Phone Number	Sex
Bredon J. Flaig	114861 Reisman Ln 54107	05/09/2011	920-373-6500	<input checked="" type="radio"/> M <input type="radio"/> F
				<input type="radio"/> M <input type="radio"/> F
				<input type="radio"/> M <input type="radio"/> F

## All Injuries

Injured from: <input type="radio"/> this boat <input type="radio"/> other boat <input type="radio"/> no boat	Name (First, Middle, Last)	Phone Number	Birthdate	Age	Sex: <input type="radio"/> M <input type="radio"/> F
	Address	City	State	ZIP Code	
Injured was: <input type="radio"/> Operator <input type="radio"/> Passenger <input type="radio"/> Swimmer <input type="radio"/> Waterskier/Tube Rider <input type="radio"/> Other:	Type of Injury: (Number in order of severity) ___ Amputation    ___ Dislocation    ___ Neck Injury ___ Back Injury    ___ Head Injury    ___ Shock ___ Broken Bone(s)    ___ Hypothermia    ___ Spinal Injury ___ Burns    ___ Internal Injuries    ___ Sprain/Strain ___ Contusion    ___ Laceration Body part of most serious injury:		Prop injury? <input type="radio"/> Y <input type="radio"/> N	Was PFD worn? <input type="radio"/> Y <input type="radio"/> N	Type: _____
			Medical treatment beyond first-aid (treatment by physician)? <input type="radio"/> Y <input type="radio"/> N	Admitted to Hospital? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> Unknown	
Injured from: <input type="radio"/> this boat <input type="radio"/> other boat <input type="radio"/> no boat	Name (First, Middle, Last)	Phone Number	Birthdate	Age	Sex: <input type="radio"/> M <input type="radio"/> F
	Address	City	State	ZIP Code	
Injured was: <input type="radio"/> Operator <input type="radio"/> Passenger <input type="radio"/> Swimmer <input type="radio"/> Waterskier/Tube Rider <input type="radio"/> Other:	Type of Injury: (Number in order of severity) ___ Amputation    ___ Dislocation    ___ Neck Injury ___ Back Injury    ___ Head Injury    ___ Shock ___ Broken Bone(s)    ___ Hypothermia    ___ Spinal Injury ___ Burns    ___ Internal Injuries    ___ Sprain/Strain ___ Contusion    ___ Laceration Body part of most serious injury:		Prop injury? <input type="radio"/> Y <input type="radio"/> N	Was PFD worn? <input type="radio"/> Y <input type="radio"/> N	Type: _____
			Medical treatment beyond first-aid (treatment by physician)? <input type="radio"/> Y <input type="radio"/> N	Admitted to Hospital? <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> Unknown	

**Boat Operator Incident Report**  
 Form 4100-020 (R 02/2024) Page 4 of 5

**All Injuries**

Injured from:  
 this boat  
 other boat  
 no boat

Name (First, Middle, Last) \_\_\_\_\_ Phone Number \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Sex:  M  F

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Injured was:  
 Operator  
 Passenger  
 Swimmer  
 Waterskier/Tube Rider  
 Other: \_\_\_\_\_

Type of Injury: (Number in order of severity)  
 \_\_\_ Amputation \_\_\_ Dislocation \_\_\_ Neck Injury  
 \_\_\_ Back Injury \_\_\_ Head Injury \_\_\_ Shock  
 \_\_\_ Broken Bone(s) \_\_\_ Hypothermia \_\_\_ Spinal Injury  
 \_\_\_ Burns \_\_\_ Internal Injuries \_\_\_ Sprain/Strain  
 \_\_\_ Contusion \_\_\_ Laceration

Prop injury?  Y  N  
 Was PFD worn?  Y  N  
 Type: \_\_\_\_\_  
 Medical treatment beyond first-aid (treatment by physician)?  Y  N  
 Admitted to Hospital?  Y  N  Unknown

Body part of most serious injury: \_\_\_\_\_

**All Fatalities**

Victim from:  
 this boat  other boat  no boat

Name (First, MI, Last) \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Sex:  M  F Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Death Caused by:  
 Unknown  Impact/Trauma  
 Drowning  Hypothermia

Prop Injury?  Yes  No

Activity of Victim:  
 Fishing  
 Hunting  
 Skin Diving  
 Swimming  
 Water Skiing/Wake Boarding  
 Other: \_\_\_\_\_

Victim was:  
 Operator  Swimmer  
 Passenger  Waterskier/Tube Rider/Wake Boarder  
 Other: \_\_\_\_\_

Physical Condition of Victim:  
 Been Drinking Alcohol  
 Handicapped  
 Influence of Drugs  
 Normal  
 Unknown  
 Other: \_\_\_\_\_

Victim's Swimming Ability:  
 Unknown  
 Swimmer  
 Non-swimmer

Victim's Dress:  
 Bathing Suit  
 Light Clothing  
 Heavy Clothing  
 Other: \_\_\_\_\_

PFD Worn?  Yes  No  
 Type: \_\_\_\_\_

**Incident Description**

Describe what happened (Sequence of events leading up to the incident)

Returning to Harbor Kewaunee County Sheriff's Deputy asked for help to pick up body in water hit underwater rock while doing so Rescue was successful

Kewaunee County Sheriff's Deputy Scott Saydel  
 920-255-8386

Incident # 24-03894

**Boat Operator Incident Report**

Form 4100-020 (R 02/2024)

Page 5 of 6

Other Boat(s) Involved

Operator's Name (First, Middle, Last)

Phone Number

Address

City

State

ZIP Code

Boat Number

Boat Name

Validation

Printed Name

Signature

Date Signed

Terry L. Klosterman

Terry L. Klosterman

7-15-2024

Incident Reported To (DNR Warden name or Other Law Enforcement Agency)

Date Reported

6-23-2024

*Please double check your report for accuracy.*

Pursuant to s. 30.67(4), Wis. Stats., this report may not be used as evidence in any trial.

Ken's Sports, Inc.  
 W2520 County Highway JJ  
 WWW.KENSSPORTS.COM  
 Kaukauna, WI 54130  
 Phone: 920-788-0220

# Repair Order

**Due: \$2,420.75**

Doc Number: 100117295  
 Service Writer: LOGAN MAHONEY  
 Date Printed: 07/09/2024  
 Date Promised: 07/05/2024

**TERRY KLOSTERMAN**  
 N5407 CARROLL RD  
 CECIL, WI 54111

**Customer Information**  
 Home Phone: 715-853-6509

Fold Here

## Summary

Approve	Decline	Unit	Job	Job Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2004 ALUMACRAFT	BOAT REPAIR	\$2,274.55
<input type="checkbox"/>	<input type="checkbox"/>	0 MERCURY KICKER		\$0.00
<input type="checkbox"/>	<input type="checkbox"/>	2002 HONDA 150HP		\$0.00
<b>Job Subtotal:</b>				<b>\$2,274.55</b>
<b>Misc:</b>				<b>\$20.00</b>
<b>Job Parts Subtotal:</b>				<b>\$896.55</b>
<b>Job Labor Subtotal:</b>				<b>\$896.00</b>
<b>Job Sublet Subtotal:</b>				<b>\$480.00</b>
<b>Tax:</b>				<b>\$126.20</b>
<b>Total:</b>				<b>\$2,420.75</b>
<b>Less Deposits:</b>				<b>\$0.00</b>
<b>Total Due:</b>				<b>\$2,420.75</b>

I HEREBY AUTHORIZE the above repair work to be completed along with necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repair thereto. We will not be held responsible for loss or damage of this vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond our control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I UNDERSTAND THAT ALL CHARGES ARE DUE UPON DELIVERY OF THIS VEHICLE.

Ken's Sports inc. labor rate is \$160.00 per hour. You are entitled to a price estimate for repairing vehicle not to exceed price listed. \$ \_\_\_\_\_

Vehicle disassembly may be required to estimate repairs. Reassembly to state of which vehicle was dropped off is not included in price of vehicle estimate.

You will have 2 days to pick vehicle up once notified of completion. A storage fee of \$50.00 per day will be applied each day thereafter.

I acknowledge that above repairs or estimate has been performed to my vehicle and a thorough explanation for estimate or repairs has been given.

Customer Signature \_\_\_\_\_

Thank you for your business!

Signature: \_\_\_\_\_

## Detail

**Unit** 2004 ALUMACRAFT

**Color:**BLACK/SILVE  
R

**Keyboard:**

**VIN/Serial No:**ACBX6872E404

**Plate:**WS 1920 GT

**Odom/Hrs In:**0

**Out:**0

**BOAT REPAIR**

**Description:**1. CUSTOMER HIT ROCK WITH LOWER UNIT

DO NOT DO ESTIMATE, JUST FIX IT

**Parts**

Part #	Qty	Description	Price	Discount	Total
55130-ZY3-V32ZA	1.00	PROPELLER "NH283"	\$292.83	\$0.00	\$292.83
91252-ZW1-B02	2.00	WATER SEAL (30X45X7)	\$10.20	\$0.00	\$20.40
91351-ZY3-003	1.00	O-RING (105X3.1)	\$6.98	\$0.00	\$6.98
91053-ZY6-003	1.00	BEARING (30X37X26)	\$33.68	\$0.00	\$33.68
41161-ZY6-000	1.00	SHAFT, PROPELLER	\$383.28	\$0.00	\$383.28
24103-ZW1-B00	1.00	RING, CROSS PIN	\$2.96	\$0.00	\$2.96
24102-ZW1-B00	1.00	PIN, SHIFTER (8X47)	\$4.04	\$0.00	\$4.04
91351-ZY6-003	1.00	O-RING (65.6X3.5)	\$4.82	\$0.00	\$4.82
91264-ZY3-003	2.00	SEAL (12X21X6)	\$4.28	\$0.00	\$8.56
91251-ZW1-B04	2.00	SEAL (23X36X6)	\$9.44	\$0.00	\$18.88
91359-MB0-000	1.00	O-RING (58.5X3.5)	\$5.71	\$0.00	\$5.71
91358-ZW1-B00	1.00	O-RING, WATER PUMP	\$9.72	\$0.00	\$9.72
19234-ZY6-000	1.00	GASKET B, IMPELLER	\$9.58	\$0.00	\$9.58
90303-ZW6-000	1.00	NUT, HEX. (19MM)	\$21.86	\$0.00	\$21.86
19210-ZW1-B04	1.00	IMPELLER, PUMP	\$46.68	\$0.00	\$46.68
A85088	1.00	BRAKLEEN GREEN	\$9.99	\$0.00	\$9.99
GEAR LUBE	33.00	OZ, LOWER UNIT OIL	\$0.56	\$0.00	\$18.48
<b>Parts Subtotal</b>					<b>\$895.55</b>

**Labor**

Description	Technician	Hours	Total
BOAT REPAIR	CHRIS VANDER LOOP	5.6	\$895.00
<b>Labor Subtotal</b>			<b>\$895.00</b>

**Sublet**

Description	Contractor	Total
SKAG REPAIR	PERFORMANCE HOT RODS	\$480.00
<b>Sublet Subtotal</b>		<b>\$480.00</b>

**Job Subtotal** **\$2,274.55**

Approve:  Decline:

**Unit** 0 MERCURY KICKER 9.9

**Color:**

**Keyboard:**

**VIN/Serial No:**1R050034

**Plate:**

**Odom/Hrs In:**0

**Out:**0

**Description:**

**Job Subtotal** **\$0.00**

Approve:  Decline:

**Unit** 2002 HONDA 150HP BF150A

**Color:**

**Keyboard:**

**VIN/Serial No:**BANJ-1100277

**Plate:**

**Odom/Hrs In:**0

**Out:**0

**Description:**

**Job Subtotal** **\$0.00**

Approve:  Decline:

**All Jobs Subtotal:** **\$2,274.55**

**Shop Supplies:** **\$20.00**

**Tax:** **\$126.20**





# CAD - CFS Search by CFS Number

000284-4452

CFS Started	6/25/2024 4:38:27 PM	Code	B - Accident	Creator	CJ11 - JAMES MOORE
CFS Closed	7/12/2024 7:06:01 PM	Priority	3 - Normal	Primary Unit	CJ11 - JAMES MOORE
Disposition	No Further Report				
Owner	State of WI				

### Location

Lake Michigan  
 South of Kewaunee  
 Kewaunee WI 54216

### Unit Information (5)

Date	Status	User	Recorded By
6/25/2024 4:38:27 PM	Arrived	CJ11 - JAMES MOORE	CJ11 - JAMES MOORE
6/25/2024 4:40:50 PM	Dispatched	CJ11 - JAMES MOORE	CJ11 - JAMES MOORE
6/25/2024 4:48:38 PM	Acknowledged	CJ11 - JAMES MOORE	CJ11 - JAMES MOORE
7/12/2024 7:06:01 PM	Cleared	CJ11 - JAMES MOORE	CJ11 - JAMES MOORE
7/12/2024 7:06:01 PM	Cleared	CJ11 - JAMES MOORE	CJ11 - JAMES MOORE

### Service Provider Information (0)

Date	Status	User	Recorded By
------	--------	------	-------------

### Resources - Caller/Person/Agency (1)

[Person] KLOSTERMAN, TERRY LEE

Note: OWNER/OPERATOR  
 DOB: 4/24/1988  
 Gender: M  
 DLN: K4236125814408  
 License State: WI  
 Cell Phone: 7168365508  
 Location Name:  
 Address Line1: NEAR7 CARROLL RD  
 Address Line2:  
 City: CECIL  
 State: WI  
 ZIP: 54111  
 Latitude:  
 Longitude:

### Resources - Vehicles (1)

2004 Y SPORT 185 - W8152DGT



# CAD - CFS Search by CFS Number

000284-4452

Note  
 Color  
 Make: ALLUMACRAFT  
 Model: T SPORT 185  
 Year: 2004  
 Plate: WS1820GT  
 Plate State: WI  
 VIN: ACBX8872E404

## Resources - Addresses (0)

## Notes (4)

Date: 8/25/2024 4:51:28 PM  
 User:

### Text

On 08/25/2024, at approximately 2:48pm, I was on duty when I received a call from KFD Officer Sztydel. He provided the following information. On 08/23/2024, at approximately 7:30pm to 8:00pm, he responded to the area of Lake Michigan near the Kewaunee harbor. There was a report of a subject that was swimming towards the beach from the waters of Lake Michigan after they were boated from a PWC. There were concerns that the other subject on the PWC may have lost a life of the swimmer. Officer Sztydel observed a fisherman on a motorboat and asked if they could attempt to locate the swimmer in an area in the lake outside of the river/harbor. The subject who owned the motorboat was known as Terry LNU at telephone number 718-933-8808. At some point while attempting to locate the swimmer, Terry struck an underwater object resulting in damage to the motorboat. At that time they believed the damage was minor. Officer Sztydel contacted Warden Glass who advised him that if the damage was over \$2,000 then the subject had to file a self report. The incident was not followed up on at that point because Officer Sztydel believed based on what was recalled by Terry that the amount did not meet that threshold. On 08/25/2024, Officer Sztydel spoke with Terry who advised there was significant damage to the lower unit and prop and the motorboat, which he believed was aluminum, had hull damage. I explained the threshold limit for the self report was \$2,000 and recognized at more than \$3,500. Officer Sztydel asked if the WDMR could follow up on the matter. He did not have the KGSID dispatch call number available. I then went to KUCSD dispatch and obtained their call number as 24-058871.

On 05-20-2024 AT APPROXIMATELY 12:35 PM, I SPOKE WITH KLOSTERMAN WHO STATED HE WAS TOLD BY KEWAUNEE PD TO GO OUT AND PICK UP A FEMALE SWIMMING IN LAKE MICHIGAN SOUTH OF THE KEWAUNEE HARBOR ENTRANCE. HE STATED THIS OCCURRED ON 08-23-2024 AT APPROXIMATELY 08:30 PM. HE STATED HE WAS ACCOMPANIED BY HIS GRANDSON AND WAS TRAVELING AT APPROXIMATELY 15-20 MPH IN ABOUT 8 FOW WHEN HE STRUCK A ROCK "THE SIZE OF A CAR". HE STATED HE WAS ABLE TO GET THE FEMALE TO SHORE BUT LATER FOUND OUT HIS PROPELLER AND PROP SHAFT WERE BOTH DAMAGED AS WELL AS A 1/4 GAP IN THE BOTTOM OF THE HULL. HE STATED IT WAS STILL UNKNOWN WHAT INTERNAL COMPONENTS OF THE LOWER UNIT MAY BE DAMAGED. THE BOAT IS A 19 ALUMACRAFT WITH A 180HP HONDA AND A KICKER. IT IS CURRENTLY AT ABRAMS POWERSPORTS FOR REPAIRS. IN INSTRUCTED HIM TO CALL ME BACK WHEN HE GETS A REPAIR ESTIMATE. HE AGREED. PENDING FOLLOWUP. RESOP #C153.

I LEFT A VM FOR KLOSTERMAN TO CALL ME BACK ON 07-12-2024 AT APPROXIMATELY 12:05 PM REGARDING AN ESTIMATE FOR HIS BOAT DAMAGE. RESOP #C153.  
 I SPOKE WITH KLOSTERMAN ON THE TELEPHONE ON THE AFTERNOON OF 07-12-2024. HE ADVISED ME ABRAMS POWERSPORTS HAD NOT GOTTEN TO HIS BOAT SO HE TOOK IT TO KEN'S MOTORSPORTS IN KAUKAUNA. THEY ESTIMATED THE DAMAGE TO COST \$2400. I INFORMED HE HE WOULD HAVE TO SUBMIT A BOAT ACCIDENT REPORT. I EMAILED HIM INSTRUCTIONS FOR THE REPORT THAT SAME EVENING. I DID NOT COMPLETE AN OFFICER REPORT. HE STATED THE OBSTRUCTION WAS IN LAKE MICHIGAN APPROXIMATELY 180' SOUTH OF THE SOUTH BREAKWALL AND APPROXIMATELY 100' FROM SHORE. RESOP #C153.

8/26/2024 12:58:58 PM  
 7/12/2024 12:06:29 PM  
 7/12/2024 7:04:33 PM





# CAD - CFS Search by CFS Number

000284-4452

CFS Started 6/25/2024 4:38:27 PM  
 CFS Closed 7/12/2024 7:08:01 PM  
 Disposition No Further Report  
 Owner 000284-4452

Code 8 - Accident  
 Priority 3 - Normal

Creator C181-John S. A. 23  
 Primary Unit C181-James Moore

Location  
 Lake Michigan  
 South of Kewaunee  
 Kewaunee WI 54216

## Unit Information (5)

Date	Status	User	Recorded By
6/25/2024 4:38:27 PM	Arrived	000284-4452	000284-4452
6/25/2024 4:40:50 PM	Dispatched	000284-4452	000284-4452
6/25/2024 4:48:38 PM	Acknowledged	000284-4452	000284-4452
7/12/2024 7:08:01 PM	Cleared	000284-4452	000284-4452
7/12/2024 7:08:01 PM	Cleared	000284-4452	000284-4452

## Service Provider Information (0)

Date	Status	User	Recorded By

## Resources - Caller/Person/Agency (1)

[Person] KLOSTERMAN, TERRY LEE  
 Name: OWNER/OPERATOR  
 DOB: 4/24/1958  
 Gender: M  
 OL#: K4238723614408  
 License State: WI  
 Cell Phone: 7168636509  
 Location Name:  
 Address Line1: N6407 CARROLL RD  
 Address Line2:  
 City: CECIL  
 State: WI  
 Zip: 54111  
 Latitude:  
 Longitude:

## Resources - Vehicles (1)

2004 T SPORT 185 - WIS1920GT



# CAD - CFS Search by CFS Number

000284-4452

**Note**  
**Color**  
**Make:** ALUMACRAFT  
**Model:** T SPORT 185  
**Year:** 2004  
**Plate:** WS1920GT  
**Plate State:** WI  
**VIN:** ACB8872E404

## Resources - Addresses (0)

## Notes (4)

Date

8/25/2024 4:51:28 PM

User

### Text

On 08/25/2024, at approximately 2:48pm, I was on duty when I received a call from KCPD Officer Szydel. He provided the following information. On 08/23/2024, at approximately 7:00pm to 8:00pm, he responded to the area of Lake Michigan near the Keweenaw Harbor. There was a report of a subject that was swimming towards the beach from the waters of Lake Michigan after they were chased from a PWC. There were concerns that the other subject on the PWC may have lost life of the swimmer. Officer Szydel observed a fisherman on a motorboat and asked if they could attempt to locate the swimmer in an area in the lake outside of the motorboat. The subject who owned the motorboat was known as Terry LNU at telephone number 715-955-6608. At some point while attempting to locate the swimmer, Terry struck an underwater object resulting in damage to the motorboat. At that time they believed the damage was minor. Officer Szydel contacted Warden Glass who advised him that if the damage was over \$2,000 then the subject had to file a self report. The incident was not followed up on at that point because Officer Szydel believed based on what was provided by Terry that the amount did not meet that threshold. On 08/25/2024, Officer Szydel spoke with Terry who advised there was significant damage to the lower unit and prop and the motorboat, which he believed was aluminum, had hull damage. I explained the insured limit for the self report was \$2,000 and reportable at more than \$3,500. Officer Szydel stated if the MOTOR could follow up on the matter. He did not have the KCSID dispatch call number available. I then went to KCSID dispatch and obtained their call number as 24-03881.

8/26/2024 12:58:56 PM

ON 08-26-2024 AT APPROXIMATELY 12:35 PM, I SPOKE WITH KLOSTERMAN WHO STATED HE WAS TOLD BY KEWAUNEE PD TO GO OUT AND PICK UP A FEMALE SWIMMING IN LAKE MICHIGAN SOUTH OF THE KEWAUNEE HARBOR ENTRANCE. HE STATED THIS OCCURRED ON 08-23-2024 AT APPROXIMATELY 08:30 PM. HE STATED HE WAS ACCOMPANIED BY HIS GRANDSON AND WAS TRAVELING AT APPROXIMATELY 15-20 MPH IN ABOUT 8 FOW WHEN HE STRUCK A ROCK THE SIZE OF A CAR. HE STATED HE WAS ABLE TO GET THE FEMALE TO SHORE BUT LATER FOUND OUT HIS PROPELLER AND PROP SHAFT WERE BOTH DAMAGED AS WELL AS A 1/4 GAP IN THE BOTTOM OF THE HULL. HE STATED IT WAS STILL UNKNOWN WHAT INTERNAL COMPONENTS OF THE LOWER UNIT MAY BE DAMAGED. THE BOAT IS A 19 ALUMACRAFT WITH A 180HP HONDA AND A KICKER. IT IS CURRENTLY AT ABRAMS POWERSPORTS FOR REPAIRS. IN INSTRUCTED HIM TO CALL ME BACK WHEN HE GETS A REPAIR ESTIMATE. HE AGREED. PENDING FOLLOWUP. RESOP #C153.

7/12/2024 12:06:28 PM

I LEFT A VM FOR KLOSTERMAN TO CALL ME BACK ON 07-12-2024 AT APPROXIMATELY 12:05 PM REGARDING AN ESTIMATE FOR HIS BOAT DAMAGE. RESOP #C153.

7/12/2024 7:04:33 PM

I SPOKE WITH KLOSTERMAN ON THE TELEPHONE ON THE AFTERNOON OF 07-12-2024. HE ADVISED ME ABRAMS POWERSPORTS HAD NOT GOTTEN TO HIS BOAT SO HE TOOK IT TO HEN'S MOTORSPORTS IN KAUKAUNA. THEY ESTIMATED THE DAMAGE TO COST \$2400. I INFORMED HE WOULD HAVE TO SUBMIT A BOAT ACCIDENT REPORT. I EMAILED HIM INSTRUCTIONS FOR THE REPORT THAT SAME EVENING. I DID NOT COMPLETE AN OFFICER REPORT. HE STATED THE OBSTRUCTION WAS IN LAKE MICHIGAN APPROXIMATELY 158' SOUTH OF THE SOUTH BREAKWALL AND APPROXIMATELY 180' FROM SHORE. RESOP #C153.

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> October 14, 2024
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Adopt/accept the 2025-2029 Capital Improvements Plan</b>	<b>ITEM NUMBER</b> 8.f

**BACKGROUND**

Adam Ruechel of Robert W. Baird & Co. presented the 2024-2028 Capital Improvements Plan in October 2023. Staff distributed the draft 2025-2029 Capital Improvements Plan to Council previously for review. The CIP is a 5-year plan with additional improvements listed in the longer-term. This version revised the CIP to remove items completed in 2024, and also includes capital projects/assets for the Ambulance Department, which were not included in the last adopted version.

As noted last year, this plan is not a budget, but it does contribute items toward the budgeting process for the next year. The financial estimates included in the plan are intended as guideposts for future budgeting.

The 2025-2029 CIP is presented for either adoption or acceptance as a tool for future capital improvements programming.

Staff has printed out the digital PDF that was previously sent to Council members. I will resend for your benefit. If you would prefer a paper copy feel free to contact me. Attached is the summary information at the front of the plan.

**ANALYSIS**

The objective of the CIP is to be a planning tool for future budgeting. The CIP is also a useful tool for additional fund gathering, such as Wisconsin Coastal Management Program or other grant programming.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None.

**FISCAL NOTE**

There is no financial impact – this is a planning document only.

**STAFF RECOMMENDATION**

Staff recommends adoption or acceptance of the 2025-2029 Capital Improvements Plan.

**IF APPROVED, NEXT STEPS**

The approved or accepted 2025-2029 CIP will be used as a budgeting and grant-writing tool for the next year, with updates annually to reflect changes in how capital projects need to be prioritized.

**RECOMMENDED MOTION**

“I move we adopt (accept) the 2025-2029 Capital Improvements Plan.”

Administration: HE/Public Works: NS/Library: CP/Marina:AK/Fire: JN/Police: RM/Ambulance: DP

City of Kewaunee  
2025-2029 Capital Improvement Plan

BAIRD

# City of Kewaunee, Wisconsin



2025-2029 Capital Improvement Plan  
ADOPTED OCTOBER 2024

Prepared by:  
Robert W. Baird & Co.  
Public Finance  
777 E. Wisconsin Ave.  
Milwaukee, WI 53202  
800.792.2473

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## Long Range Capital Improvement Planning Introduction/Manual

### CIP Introduction

- This is an essential management tool for Kewaunee to utilize in planning for Capital Improvements over multiple years.
  - Allows room for forward thought and discussion.
  - Better prepares Amery for change.
  - Creates opportunities that may otherwise be overlooked.
- Kewaunee is faced with increasing Expenditures and limitations on Revenues.
  - Creative solutions must be developed to meet these demands.
  - Long-range planning is key to Kewaunee's success.
  - Funding sources and uses are matched over a multiple year timeframe rather than just one year.
- Integrates Capital Improvement Planning (CIP) into annual Budget process.
  - CIP is initial step in annual budget process.
  - Operational – Staffing, organizational structure, systems (70-80% of annual budget)
  - Capital – Infrastructure, maintenance, and equipment.

### Benefits of a CIP

- More efficient administration -Assists in making better decisions in how Kewaunee is spending resources in coming years.
- Administration/Departmental involvement in planning and prioritizing projects/programs with available funding
- Provides a disciplined and financially stable approach to spending over multiple years.
- Provides a way to plan financing of infrastructure projects and equipment purchases.
  - Detailed list of projects and funding sources
  - Project descriptions with justifications/rational
- Facilitates the planning and funding of a program.
- Public document to obtain community support and keep citizens informed on current needs and future projects.
- Focuses attention on objectives and financial capabilities/affordability.
  - Identifies most economical means of financing capital projects.

- CIP used by financial advisors to structure and time a capital financing plan borrowing.
- CIP avoids drastic changes in debt service payments.
- Positive evaluation factor by credit rating agencies and independent auditors

#### Capital Improvement Threshold Policy

- Individual tangible capital-type items should be capitalized only if they have a minimum value of **\$5,000** and have an estimated **useful life of more than one year** following the date of acquisition.
- The capitalization threshold is to be applied to individual items rather than to groups of similar items (e.g., desks and tables)

#### Capital Improvement Planning Process

- Establish timeline: Spring-Summer-Fall-Nov/Dec Budget Adoption
- City Clerk/Treasurer and City Administrator coordinates and defines Department responsibilities.
- Letter/Memo to begin process of compiling or reviewing the CIP: Sample CIP templates for use/update.
- Organize all parties involved: Dept. Heads/Staff; Elected Officials (involve early); and public citizens.
- Policies: CIP Threshold; Complete Fixed Asset Inventory w/Useful lives/life remaining; Disposal of Equipment
- Develop fixed asset replacement schedule & a adequately funded equipment/building replacement fund.
- Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.
  - Use of CIP template forms for consistency and uniformity
- Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.
- Prepare financial proforma forecast analysis for a range of years showing Freedom's capacity to afford the CIP.
- Execute the plan -Seek review and comment by the public.
- Coincide w/Annual budget process: Incorporate first year's CIP programs/projects into proposed annual budget.
- Review the capital improvement program annually.

## **Kewaunee CIP Process/Timeline**

### **June: CIP Introduction**

Organize all parties involved: Dept. Heads/Staff and Elected Officials  
City Administrator, Clerk-Treasurer, and Baird will coordinate with participants and define responsibilities to begin the process of compiling the CIP.  
Give Depts. 2024-2028 CIP template forms for consistency and uniformity throughout

### **June/July: CIP Creation Process**

Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.  
Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.  
Use of CIP template forms for consistency and uniformity.  
Review Established Policies: CIP Threshold; Complete Fixed Asset Inventory w/Useful lives/life remaining; Disposal of Equipment.  
Review fixed asset replacement schedule & adequately funded equipment/building replacement fund.

### **July:**

CIP Data due to City Clerk-Treasurer and City Administrator for compilation and then, following review, given back to departments for review and discussion with their respective standing committees: (City Council, Plan Commission. Park Committee)

### **August/September:**

Distribution to Gov't Leaders.  
Review and comment on recommended projects and priorities through standing committee meetings.  
Board review and approval of CIP with adoption of first year's projects as a capital budget item in the proposed annual budget.  
Full CIP used as a tool in the annual budget process and adoption.

### **October:**

Budget adoption w/CIP.  
Discussions/Planning with Financial Advisors & Bond Counsel for debt issuance to finance projects.  
Submit to Rating Agency to assist with Bond Rating Analysis.



## **CIP Components (Tabs)**

### **Funding Sources Chart**

This worksheet graphically shows the funding sources detailed on the bottom of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

### **Uses by Category Chart**

This worksheet graphically shows the uses by category detailed on the right side of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

### **Summary of Funds**

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

### **Category Worksheets**

A worksheet is created for each individual CIP category. All cells with a black text need user input and all cells with a blue text have a numeric formula which users cannot change. The user will need to type in a name at the top of each category tab on line 4 for that category to show properly on the summary and chart tabs. The first year estimated or actual beginning fund balance for the category needs to be entered. The combined totals of sources and uses will be calculated from individual project/program worksheets for each CIP year. The user needs to insert the required number of program/project lines for each individual CIP category. Formulas from the program or project description & justification tabs are then created for each individual program/project name and the year-by-year totals. When the worksheet is printed on a black and white printer it will display all cells in the same color.

### **Program or Project Description & Justification**

A worksheet is completed for each CIP project or program. The program or project is identified by category, name, and number. Department, contact, type, useful life, priority, and purpose are also available for identification. A narrative description and justification are required for the program or project. For each CIP year, the program or project total expenditure (uses) and funding sources (detailed by type) are entered in the black text cells. Blue text cells have a numeric formula which users cannot change. A narrative budget impact and other relevant information are required at the bottom of the worksheet.

Drop-down menus are available for selection of priority, purpose, and funding sources.

Upon completion of the worksheet, the program or project category name, identification number, uses and funding sources will be transferred by manually creating a formula to the individual category tab created by the user.

### **Proposed Budget Funding**

This worksheet gives a detailed listing of the individual program or project for the proposed budget year by category, identification number, priority ranking, and purpose. The data entered in these columns will be from the program and project worksheet. The individual line item is then identified by the requested, defunded, and final budget dollar amount. The budgeted dollar amounts will tie back to the requested, defunded, and budget columns found on the individual category worksheet uses by category section.

### **Beyond 5-Year Period**

This worksheet details individual program and project by category that are beyond the 5-Year CIP timeline. The year planned, ranking criteria, purpose, and estimated cost are identified.

A drop-down menu is available for the ranking criteria and purpose.

## Capital Improvement Plan Policy Information

### *Capital Asset Policy*

- Purpose:** The purpose of this policy is to establish a consistent methodology for recording in the financial records of the City of Kewaunee ("City"), the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board ("GASB").
- General:** The City of Kewaunee holds certain capital assets which include land, buildings, vehicles, machinery and equipment, parks and roads infrastructure, furniture, and fixtures, and all other tangible or intangible assets, which are used in operations and that have initial useful lives extending beyond a one-year period.
- These assets must be accounted for at historical cost or estimated historical cost and be fairly represented in the Town of Freedom's Annual Financial Report.
- Valuation:** All costs shall be documented, including methods and sources used to establish such cost basis.
1. Purchased assets: the recording of purchased assets shall be made based on actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
  2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If the City is unable to identify all direct costs, an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
  3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of the asset's fair market value shall be assigned a cost equal to the fair market value at the time of acquisition.
  4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
  5. Dedicated assets: requires installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the Town upon completion. Recording of infrastructure assets will be made based on actual costs, including

ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.

6. Shared purchases: assets shared with other municipalities or entities shall be made based on the City's share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

**Ancillary costs:** Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the City's fixed asset inventory system, may be expensed.

Ancillary costs include:

- Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- Equipment: transportation charges, installation costs, and any other normal and necessary expenditures required to place the asset into its intended state of operation.
- Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

**Classification:** Capital assets include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expensed in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, drainage systems, and water systems. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

Long-term assets can be classified into the following:

- Furniture and equipment: office furniture; office, data processing, and special department equipment

- Vehicles and equipment: vehicles, operating and mechanical equipment.
- Land: land, land improvements.
- Buildings: buildings, building improvements.
- Infrastructure: streets, bridges, water and sewer systems, drainage systems, sidewalks, curb, and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value of \$5,000 or more. This will be known as the "capitalization threshold" for reporting purposes in the Annual Financial Report.

*Repair and maintenance costs* are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

*Improvements* are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of \$5,000 or more to an individual capital asset are to be capitalized.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining "book" value will be written off as depreciation unless it will materially affect the City's financial statements.

Useful Life: To determine the useful life of an asset for depreciation purposes, the Town shall consider an asset's present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.

Inventory: An inventory of all long-term assets should be reviewed and updated annually.

Capital Assets Policy  
Developed: June 2023  
Adopted: July 2023

## Capital Improvement Plan Summary Information

### Components

#### Summary of Funds

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

#### Funding Sources Charts

These graphically show the funding sources detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

#### Uses by Category Charts

These graphically show the uses by category detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

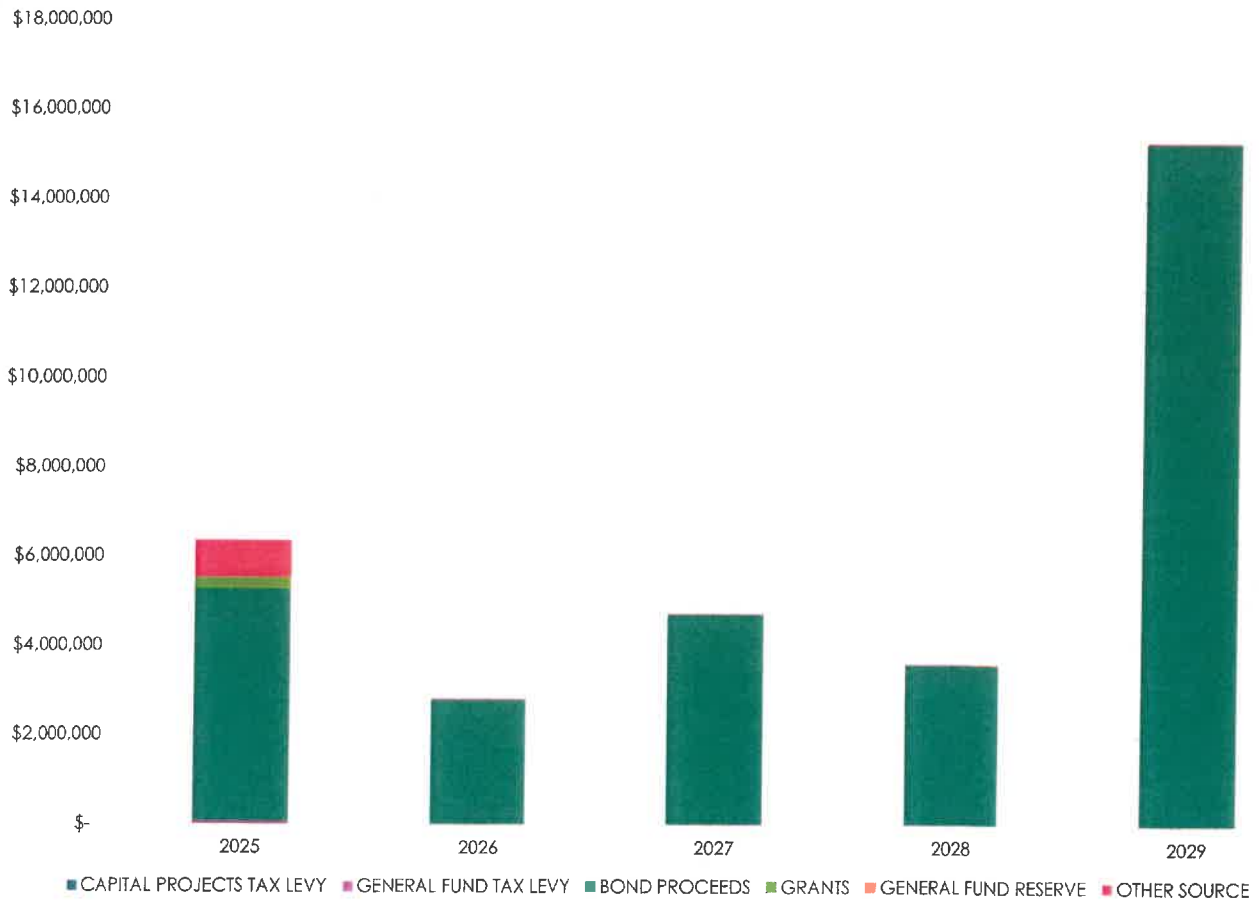


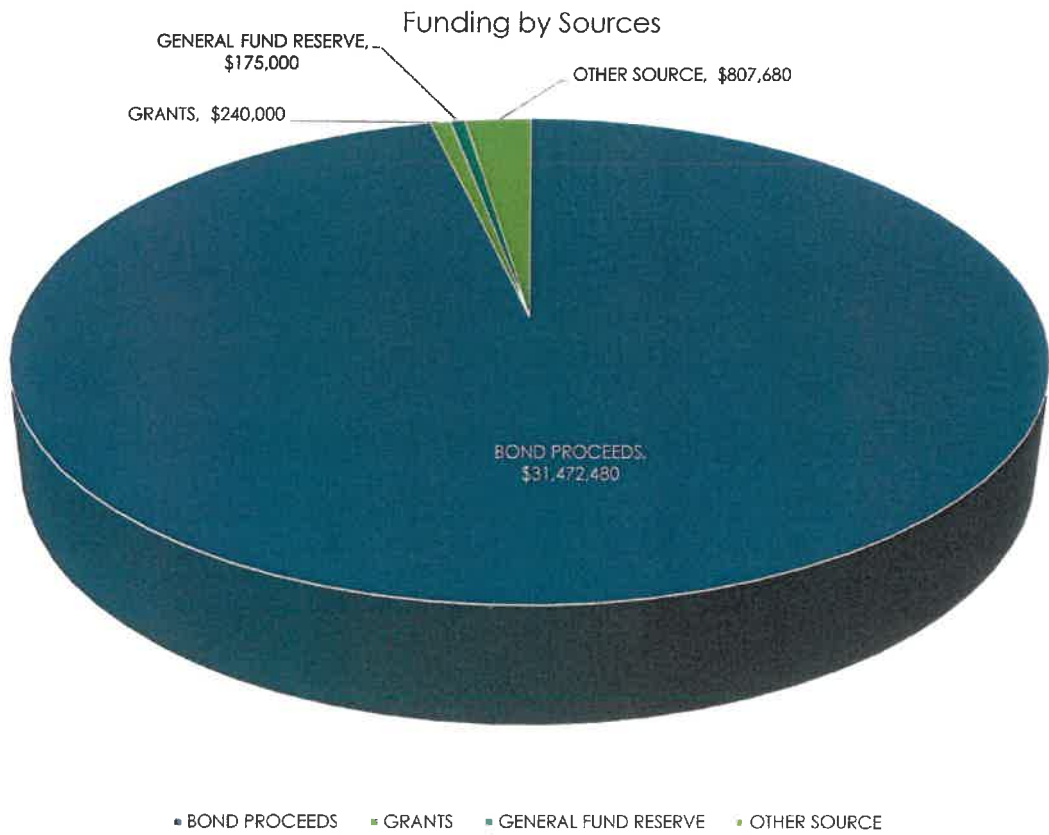
CITY OF KEWAUNEE CAPITAL IMPROVEMENT PLAN 2025-2029 SUMMARY OF FUNDS						
	2025	2026	2027	2028	2029	Total
<b>EST. BEGINNING FUND BALANCE</b>	\$ -	\$ 115,000	\$ 180,000	\$ 175,000	\$ 200,000	
<b>FUNDING SOURCES</b>						
CAPITAL PROJECTS TAX LEVY						\$ -
GENERAL FUND TAX LEVY	\$ 80,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 180,000
BOND PROCEEDS	\$ 5,196,643	\$ 2,768,225	\$ 4,678,812	\$ 3,566,565	\$ 15,262,235	\$ 31,472,480
GRANTS	\$ 240,000					\$ 240,000
GENERAL FUND RESERVE	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
OTHER SOURCE	\$ 807,680					\$ 807,680
<b>TOTAL SOURCES</b>	<b>\$ 6,359,323</b>	<b>\$ 2,833,225</b>	<b>\$ 4,743,812</b>	<b>\$ 3,621,565</b>	<b>\$ 15,317,235</b>	<b>\$ 32,875,160</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 6,359,323</b>	<b>\$ 2,948,225</b>	<b>\$ 4,923,812</b>	<b>\$ 3,796,565</b>	<b>\$ 15,517,235</b>	
<b>USES BY CATEGORY</b>						
Public Works	\$ 2,934,375	\$ 1,298,643	\$ 1,729,146	\$ 2,019,187	\$ 8,974,945	\$ 16,956,296
Water Utility	\$ 522,804	\$ 360,168	\$ 349,838	\$ 354,354	\$ 2,328,470	\$ 3,915,634
Marina	\$ 1,407,680	\$ 250,000	\$ 1,339,000	\$ 500,000	\$ 350,000	\$ 3,846,680
Sewer Utility	\$ 402,264	\$ 322,914	\$ 245,828	\$ 290,524	\$ 1,561,320	\$ 2,822,850
Fire Department	\$ 420,000	\$ 250,000	\$ 850,000	\$ 80,000	\$ 1,000,000	\$ 2,600,000
Parks and Recreation	\$ 500,000	\$ 160,000	\$ 100,000	\$ 280,000	\$ 1,000,000	\$ 2,040,000
Library	\$ 27,200	\$ 57,500	\$ 55,000	\$ 37,500	\$ 42,500	\$ 219,700
Police Department	\$ 30,000	\$ 52,000	\$ 80,000	\$ 5,000	\$ 5,000	\$ 172,000
Ambulance	\$ -	\$ 17,000	\$ -	\$ 30,000	\$ -	\$ 47,000
<b>TOTAL USES BY CATEGORY</b>	<b>\$ 6,244,323</b>	<b>\$ 2,751,225</b>	<b>\$ 4,748,812</b>	<b>\$ 3,566,565</b>	<b>\$ 15,262,235</b>	<b>\$ 32,620,160</b>
<b>EST. ENDING FUND BALANCE</b>	<b>\$ 115,000</b>	<b>\$ 197,000</b>	<b>\$ 175,000</b>	<b>\$ 230,000</b>	<b>\$ 255,000</b>	
<b>Beginning Fund Balance</b>						
Squad Car Replacement Reserve	\$ 25,000	\$ 50,000	\$ 5,000	\$ 30,000	\$ 55,000	
Police Contingency Fund	\$ 10,000	\$ 20,000	\$ 30,000	\$ 40,000	\$ 50,000	
Ambulance Contingency Fund	\$ 70,000	\$ 90,000	\$ 110,000	\$ 130,000	\$ 150,000	
EMS Building Roof	\$ 10,000	\$ 20,000	\$ 30,000	\$ -	\$ -	
<b>Total Ending Fund Balance</b>	<b>\$ 115,000</b>	<b>\$ 180,000</b>	<b>\$ 175,000</b>	<b>\$ 200,000</b>	<b>\$ 255,000</b>	





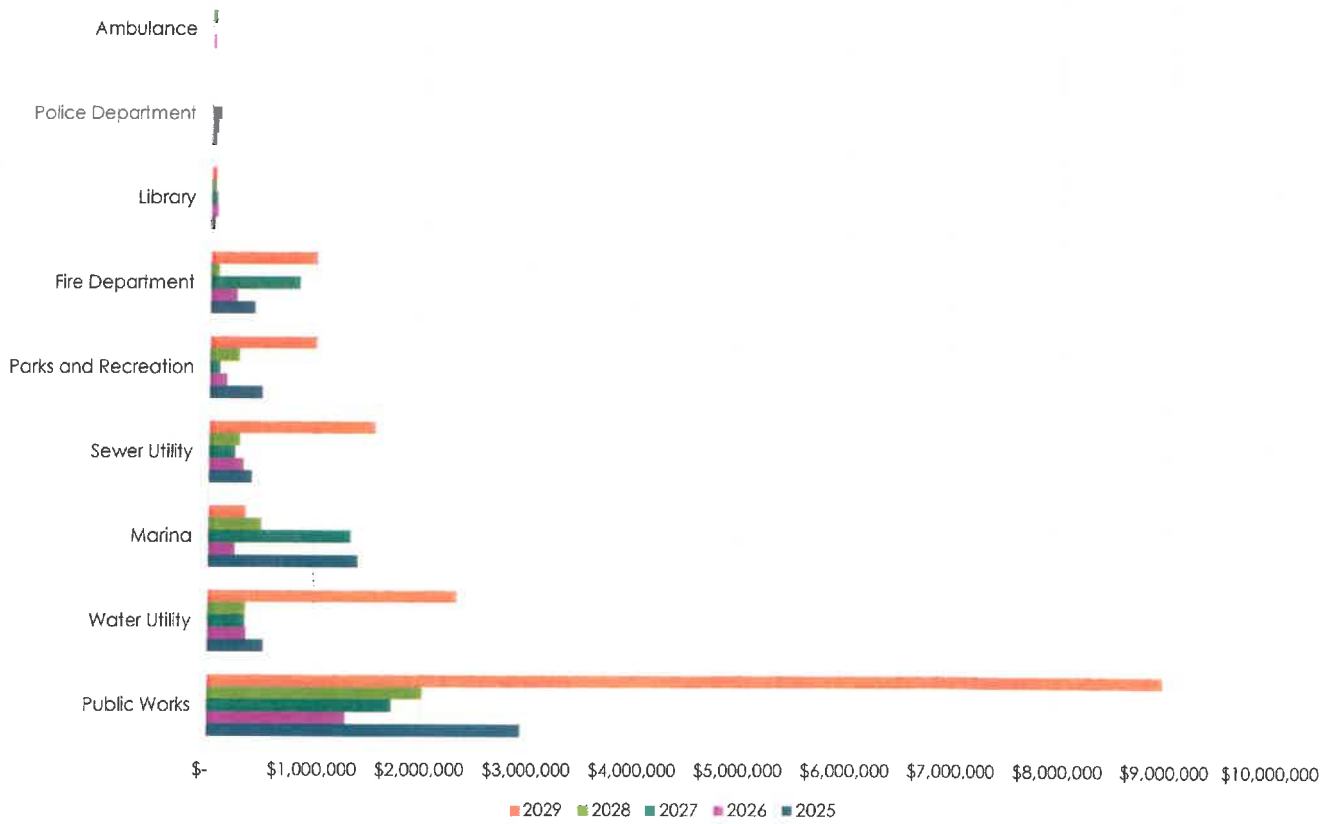
### Funding by Sources





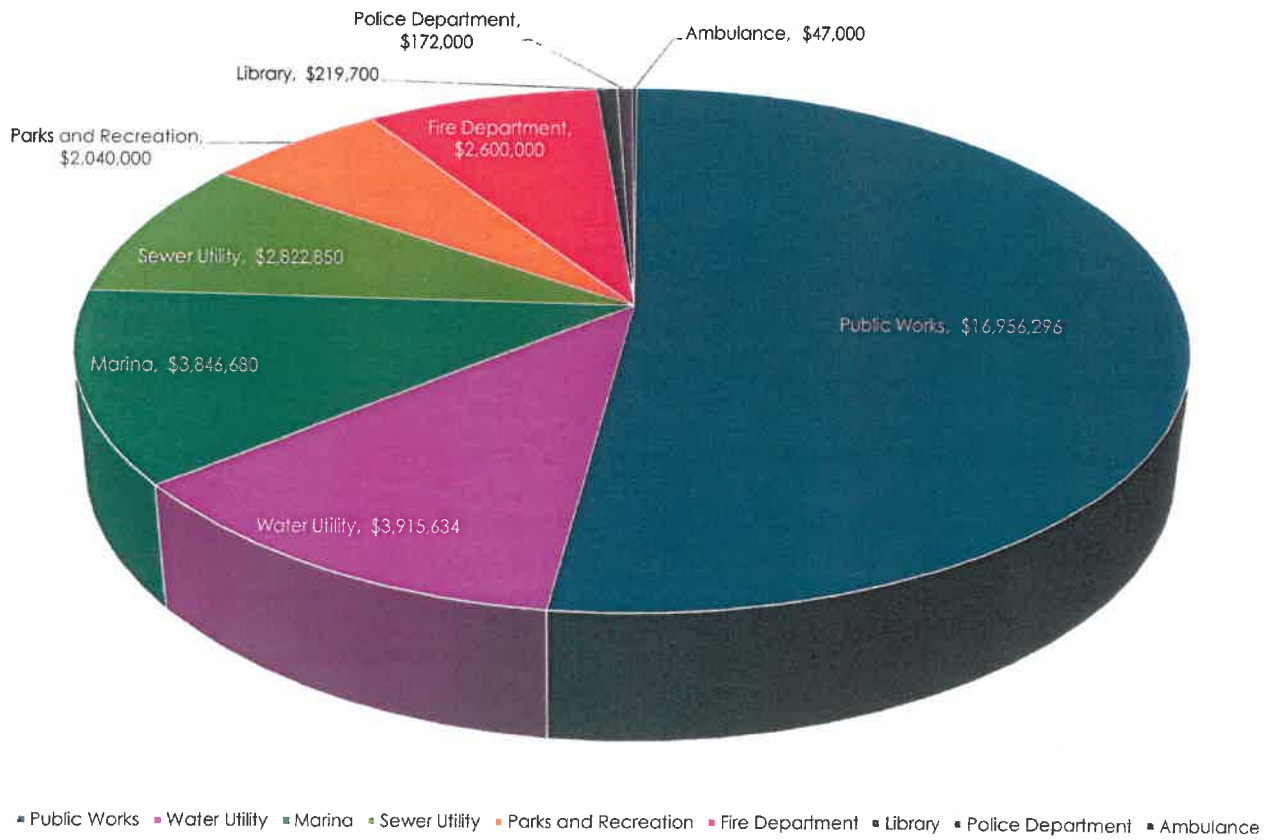


### Use By Category





Uses by Category



<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> October 14, 2024
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve/disapprove Resolution No. 2024-2046 supporting the pursuit of a Wisconsin Coastal Management Program grant application to support design services for the Marshlands Walk Reconstruction Project.</b>	<b>ITEM NUMBER</b> 8.g

**BACKGROUND**

Staff is requesting approval of the attached Resolution to provide elected official support as part of a grant application to the Wisconsin Coastal Management Program (WCMP) for design services costs for the Marshlands Walk Reconstruction Project. This project is listed in the Harbor Master Plan (amendment adopted February 2023) and was part of the presentation by Lakeshore Natural Resource Partnership (LNRP), American Rivers, WaterNow Alliance and One Water Econ to Council in June 2024.

The grant application is being prepared by Amy Lentz of LNRP with support from the City Engineer. Part of the grant application structurally includes support from various organizations, including local businesses, as well as the City elected officials.

In addition to offering support to the project, staff is also requesting Council support for the local match, because offering a match would improve the grant application’s chances of being awarded. The grant requires a match of 60%, which is anticipated to be \$45,000, to be paid out of the CIP Fund. A follow-up amendment to the 2025-2029 CIP will be forwarded for inclusion next month. The match requirement is referenced in the Resolution.



**CITY OF KEWAUNEE  
Harbor & Waterfront  
Master Plan Amendment**

-  Existing Marshlands Walk (Rebuild)
-  Future Marshlands Walk Connections

**ANALYSIS**

This project includes design for the replacement of the existing Marshland Walk as well as the extension of the walk to the Ahnapee Trail through Tax Parcels #31 241 GL18 2-12.3, 31 241 NE18 3-5, and 31 241 NE18 3-3.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

None. However, this is a follow-up to the June 2024 Council meeting where grant funding was discussed.

**FISCAL NOTE**

A proposed match to the grant funding would be covered through the CIP Fund. The grant application is being prepared by the LNRP with assistance by the City Engineer, which is covered under existing Municipal Assistance funding.

**STAFF RECOMMENDATION**

Staff requests support of the Resolution and Council's support for matching support of a grant application award.

**IF APPROVED, NEXT STEPS**

If the Resolution is adopted, it will be signed by the Mayor and included in the WCMP grant application.

**RECOMMENDED MOTION**

"I move approval of Resolution No. 2024-2046."

Administration: HE/City Engineer: BS

## RESOLUTION NO. 2024-2046

A RESOLUTION SUPPORTING IMPROVEMENTS TO THE MARSHLAND WALK  
PROPERTY AND FACILITIES

---

WHEREAS the Marshland Walk recreation facility has been a treasured community asset which provides access to nature, nature education, and an improved quality of life for residents, children, and visitors alike; and

WHEREAS the Marshland Walk recreation facility, and other facilities, were severely damaged and rendered unusable by the 2020 and 2021 historically high Lake Michigan water levels and associated flooding and ice damage; and

WHEREAS these damages have resulted in an economic loss for the City of Kewaunee and its local businesses who rely on the existence of such recreational resources; and

WHEREAS the City of Kewaunee has recognized the importance of reconstructing and upgrading this facility during the preparation of the 2023 *City of Kewaunee Harbor Master Plan Amendment*; and

WHEREAS the City has partnered with American Rivers and the Lakeshore Natural Resource Partnership to collaborate on addressing coastal resilience issues citing the positive social and economic impacts of such projects; and

WHEREAS the Marshland Walk facility provides public access to the Kewaunee River and its reconstruction and enhancement will improve the overall connectivity of the City's extensive waterfront park, recreation, and open space system;

NOW THEREFORE BE IT RESOLVED by the City of Kewaunee that it:

1. Supports the reconstruction, expansion, and enhancement of the Marshland Walk property, facilities, and nearby facilities;
2. Supports integrating coastal resilience practices and education opportunities, habitat improvements, connectivity to the Ahnapee State Trail, Ice Age State Trail, and City Campground, access to the Kewaunee River, and ADA compliance as part of the Marshland Walk project moving forward;
3. Commits to engaging with non-profit partners such as American Rivers, the Lakeshore Natural Resource Partnership (LNRP) to facilitate the Marshland Walk project. In addition, the City will seek out further cooperation with other local governments, non-profit, and community organizations to support the project;
4. Supports the preparation and submittal of grant funding applications, including to the Wisconsin Coastal Management Program (WCMP), and will provide the necessary matching funds and/or in-kind donations towards such grants should they be awarded.

Introduced at a regular meeting of the Common Council of the City of Kewaunee this 14th day of October, 2024.

Passed and adopted at a regular meeting of the Common Council of the City of Kewaunee this 14th day of October, 2024.

APPROVED:

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Jeffrey L. Vollenweider Sr., Mayor

ATTEST:

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Karen Muchowski  
Interim Clerk

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_



<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> October 14, 2024
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve/disapprove use of ARPA funds for improvements to City facilities and continuity of service.</b>	<b>ITEM NUMBER</b> 8.h

**BACKGROUND**

The City has \$164,063.04 in remaining disbursed funds from the American Rescue Plan Act (ARPA). Per the requirements of the Act, the funding must be fully committed by December 31, 2024. Staff has requested proposals from department heads that Council can then evaluate and approve for ARPA funds dedication. Note: the committed funds would need to be completely spent by December 31, 2026.

The following chart details the requests for commitment:

Exh	Department	Requested Item	Estimate Source/Invoice	Cost
1	Ambulance	Replace flooring	Bayland Flooring	\$16,249.90
2	Administration	Design standard SWM ordinance	Cedar Corporation	\$5,500.00
3	Police	Body Armor	Streicher's	\$1,031.48
4A		Lockers	Bradford – Rival	\$14,149.73
4B			Bradford – Freestyle	\$16,639.40
	Emergency Management	Backup Generators		
5A		- City Hall	Generac – 48kW Protector QS	\$36,000.00
5B		- Fire Station #1	Generac – Protector Gaseous 32kW 120/240 1P Liquid-Cooled Generator	\$36,000.00
6A	Library	Bathroom remodel	Mark's Custom Trades – ADA basic changes only	\$12,000.00 - \$13,856.34 (grant)
6B			Mark's Custom Trades – ADA plus flooring replacement	\$45,920.00 - \$13,856.34 (grant) = \$32,063.66
7	Public Works	Lighting (Haney Field)	NEW Lighting Solutions (LED proposal)	\$8,550.00
			<b>SUBTOTAL</b>	\$149,544.77 - \$152,034.44

Staff has attached these requests with the appropriate Exhibit #. These are as follows:

Exhibit 1: Request to replace the flooring in the Ambulance building, which is overdue and included in the 2025-2029 CIP.

Exhibit 2: A program to codify construction design standards and a stormwater management ordinance for adoption by Council; this is overdue and necessary for future development work in the City.

Exhibit 3: Listed is a reimbursement of a previously purchased body armor; Chief Mueller has also requested purchase of additional body armor for 2025 using ARPA funds, though (1) an invoice or proposal estimate would be required to dedicate specific funding and (2) any grant proceeds would have to be excluded from the fund commitment (ARPA funds cannot be used in a “double-dip” fashion). That isn't listed but assuming a grant pays for half, the amount needed would be an additional \$2,750.

Exhibit 4 (A/B): Two proposals for lockers in the new Police Department locker room. Chief Mueller has indicated the lower cost version is adequate to the needs of department staff.

Exhibit 5 (A/B): Two separate proposals for Generac back-up generators at both the Municipal Building and Fire Station #1. This was requested by the Asst. Emergency Government Director following the events of the August 27 storm. Public Works Superintendent Seiler wanted to follow-up on the capacity of the proposed systems, particularly for the Municipal Building, because the estimate seems a little low for what is anticipated.

Exhibit 6 (A/B): The Library has a grant award of \$20,000 for building improvements. As of today there are \$13,856.34 remaining in grant funds (door improvements and automation were completed using some of the grant monies). The Library has two proposals for updating the library bathrooms, one which only deals with basic ADA compliance upgrades; the other anticipates needing to replace bathroom floors due to changes in the design of both bathrooms and therefore creating a patching, incomplete result. Including replacing the floors is more expensive but would create a more complete result, and is requested by the Library Director.

Exhibit 7: Public Works submitted a proposal to retrofit the lighting at Haney Field with LED lights, which would be 18 fixtures with 600-watt stadium units with visor and 45 degree beam angle.

#### **ANALYSIS**

If all requests are approved as listed and recommended, the total commitment would be \$149,544.77, leaving a balance of \$15,085.27 to commit.

Staff believes these are reasonable request for ARPA commitment. Pending the review of the generator back-up proposals, they would be implemented within the first 6 months of 2025.

#### **BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

Finance Committee recommended forwarding to Council for further review. As noted, commitments would be needed by December 31, 2024.

#### **FISCAL NOTE**

These proposals are covered entirely through the ARPA fund (Fund 206).

#### **STAFF RECOMMENDATION**

Staff recommends approval as determined by Council.

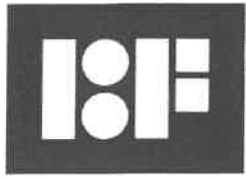
#### **IF APPROVED, NEXT STEPS**

Staff signs all proposals and engages contractors to begin work on these projects.

#### **RECOMMENDED MOTION**

“I move we approve proposals as determined by Council, with a total commitment as stated by Staff.”

Administration: HE/Ambulance: DP/Police: RM/Public Works: NS/Library: CP



# BAYLAND FLOORING

Quote Number  
1233-1

Type: Material and Labor

Date: 07/31/2024

Expires on: 8/30/2024

### Bayland - New Franken

2560 Scott Tower Dr.  
New Franken, WI 54229  
Phone: (920) 866-2040  
Baylandflooring.com

#### Customer Information

Company Name: Kewaunee Rescue Squad  
Customer Name: Brent Johnson  
Address: 499 Fifth st, Kewaunee, WI 54216  
Email: Brentjohnsonllc@gmail.com

#### Service Site Details

Contact Name: Brent Johnson  
Address: 499 Fifth st, Kewaunee, WI 54216  
Email: Brentjohnsonllc@gmail.com

Item	Description/Area	Quantity	Unit Price	Amount
<b>Carpet Service</b>				
Carpet	Commercial Carpet - better allowance group Colors to be determined. For living area, hall and bedrooms	810.00	\$3.99	\$3,231.90
Removal of carpet	Removal of existing carpet - glue down Includes skim coat and sealer coat.	810.00	\$1.29	\$1,044.90
Installation of carpet tile	Installation of carpet. Includes adhesive	810.00	\$1.39	\$1,125.90
Base boards	Remove and replace 4" vinyl base Color to be determined	240.00	\$2.67	\$640.80
<b>Vinyl Service</b>				
Vinyl Plank	Vinyl plank - allowance better group Color to be determined For meeting area  Glue Down vinyl plank is figured, it will perform better than click with the table and chair type in the room	1,120.00	\$3.99	\$4,468.80
Removal	Removal of existing carpet - glue down Includes skim coat and sealer coat	860.00	\$1.29	\$1,109.40
Removal	Removal of tile area in meeting area	260.00	\$3.75	\$975.00
Base board	Remove and reset baseboards	180.00	\$2.50	\$450.00
Installation	Installation of Vinyl Plank Includes adhesive	1,120.00	\$2.86	\$3,203.20
			<b>Total</b>	<b>\$16,249.90</b>
			<b>Grand Total</b>	<b>\$16,249.90</b>

Project No. 06180-0028  
Addendum No. 17 - 1  
Date: September 27, 2024

**City of Kewaunee  
Authorization to Perform Engineering/Consulting Services**

Services will be performed in accordance with the Agreement for Professional Services, dated May 1, 2019, and Addendum No. 17 dated April 3, 2023, between City of Kewaunee (Owner) and Cedar Corporation (Engineer).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed in a timely manner mutually agreeable with the Owner and Engineer.

**Project:** Design Standard Policy Creation and Storm Water Ordinance Update

Scope of Work	Method of Compensation	Cost Estimate
<input checked="" type="checkbox"/> Design Standards	<input checked="" type="checkbox"/> Lump Sum	<u>\$3,750</u>
<input checked="" type="checkbox"/> Storm Water Ordinances	<input checked="" type="checkbox"/> Hourly Estimate	<u>\$2,000</u>

**Comments:**

- Engineer will work with City Staff to create a Design Standard Policy to be used for city projects and private development.
- Engineer will provide City Staff examples of DNR standard storm water ordinances and ordinances of relatable waterfront communities intended for use by City Staff to update ordinances. Engineer can assist City Staff with ordinance language and review proposed updates as needed.

**Cedar Corporation**

**Authorized By  
City of Kewaunee**

By: Brandon P. Beretow

By: \_\_\_\_\_

Title: Client Manager

Title: \_\_\_\_\_

Date: 9/27/2024

Date: \_\_\_\_\_

**Streicher's - Milwaukee**  
4777 N 124th St  
Butler, WI 53007  
Phone: 262-781-2552  
Fax: 262-781-0444



www.Streichers.com

**SALES INVOICE**

Original

Federal ID # 41-1458127  
Duns# 023380009

**Remit To Address:**  
10911 W Hwy 55  
Minneapolis MN 55441-6198

**Invoice Number:** 11697709  
**Invoice Date:** 05/06/24  
**Page:** 1

**Bill To:** 944  
KEWAUNEE POLICE DEPT  
401 5TH ST  
KEWAUNEE, WI 54216

**Ship To:**  
KEWAUNEE POLICE DEPT  
401 5TH ST  
KEWAUNEE, WI 54216



**Ship Via:** Spee-Dee  
**Payment Terms:** Net 15  
**Operator ID:** CSK

**P.O. Number:** SZYDEL ARMOR 2024  
**Person Ordering:** CHIEF MUELLER  
**Sales Order No.:** S1566288  
**Order Date:** 03/29/24

Item Description	Unit	Order Qty	Qty. Shipped	Qty B/O	Unit Price	Total Price
SFB-XTM2.Z Ball.Panel Set: Xtreme, Male, Lvl 2 SZYDEL, 2815/2617	EA	1	1		990.00	990.00
SFB-OS.M2N.Z Carrier, Covert: M2, Navy, (Spec Size ) SZYDEL, 2815/2617, NAVY	EA	1	1		0.00	
SFB-OS.V1WF.6565 Carrier, Overt: V1 Molle, Front Open DN6565 Bothell (sz/clr) SZYDEL, 2815/2617, NAVY	EA	1	1		0.00	
SFB-TP.STP58 Trauma Plate: Soft Trauma Plate, 5x 8	EA	1	1		0.00	
NTC-12N.SV Name tag cloth: Dark navy with 1/2 Silver Letters, velcro S. SZYDEL (1X5 FOR BOTHEL)	EA	1	1		11.99	11.99
PRT-IDP5GY.N ID PATCHES: POLICE IN GRAY, NAVY 8 X 4, w/ Velcro	EA	1	1		14.99	14.99
PEI-FLAG PATCH: Thin Blue line velcro, 1 by 5	EA	1	1		4.50	4.50
FRT Shipping, Handling & Insurance PER VEST INSURANCE	EA	1	1		10.00	10.00

Amount Subject to Sales Tax			Amount Exempt from Sales Tax	Subtotal:
Taxable	Non-Taxable			
0.00	0.00	0.00	1,031.48	1,031.48
				<b>Total Sales Tax:</b> 0.00
				<b>Payment:</b> 0.00
				<b>Total Due:</b> 1,031.48

**Heath Eddy**

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**From:** Robin Mueller  
**Sent:** Monday, September 30, 2024 12:48 PM  
**To:** Robin Nelson; Heath Eddy  
**Subject:** ARPA Funds Request - PD Body Armor  
**Attachments:** 2024 Body Armor Invoice.pdf

Robin,

I have attached an invoice for the body armor I purchased for Officer Szydel this year, Total: \$1031.48. Body armor has a warranty from the manufacture of 5 years.

The following is our current rotation. The year listed is the year current vests expire and new vests need to be ordered. Vests typically take 2-3 months to be made as they are tailored specifically for each officer. A sales representative comes out and measures officers prior to an order being placed.

**CURRENTLY EXPIRED:**

Bill & Brent

**2025**

Robin & Cody

**2026**

Kaelyn

**2028**

Dusty & Kelin

**2029**

Scott

Kevin & Tyler have been swapping out their panels from their county vests to get them by. This is a bit of a hassle every time they work. They put the ballistic panels into a spare carrier. All 4 part-time County officers really should have new updated vests. If we did that, we would be ordering 6 vests next year. At an average of \$1100.00 a piece, that puts us at \$6600.00. Tyler works very minimally, so swapping out his panels is not something he needs to do very often. In addition, they just found out they are having another baby. That will probably put a damper on the amount of shifts he is available to pick up.

I think replacing 5 vests this next year would be sufficient. That puts us at \$5500.00. Keep in mind there is always the opportunity for an up to 50% reimbursement from the Patrick Leahy Bulletproof Vest Partnership. They just have a very small window for ordering I am finding. But if approved, they typically reimburse for the full 50% cost of each vest. We would need the \$5500.00 up front, but would later most likely be reimbursed for \$2750.00 of that.

Robin

Robin A. Mueller

4A



# Kewaunee Police Department Rival Lockers

Prepared for:  
Robin Mueller

Kewaunee Police Department  
401 5th Street  
Kewaunee, WI 54216

Submitted by:  
Tyler Gillespie  
608-292-0834

[tgillespie@bradfordxsystems.com](mailto:tgillespie@bradfordxsystems.com)

Bradford Systems Corporation  
945 North Oaklawn Avenue  
Elmhurst, IL 60126

September 19, 2024  
BSC Project #41173

**Bradford Systems Corporation is a qualified Sourcwell Contract provider and is proposing the following Spacesaver equipment and related services through:  
Contract # 110923-SPC  
Sourcwell Contract Member # 187860**

**Corporate Headquarters**  
945 North Oaklawn Ave  
Elmhurst, IL 60126  
  
630.350.3453 office  
630.350.3454 fax

**Indiana Office**  
6231 Coffman Rd  
Indianapolis, IN 46268  
  
317.895.0670 office  
317.895.0672 fax

**Central Illinois**  
125 Thunderbird Lane  
East Peoria, IL 61611  
  
636.343.1515 office  
636.343.3588 fax

**Wisconsin Office**  
201 North Main Street  
Fort Atkinson, WI 53538  
  
630.350.3453 office  
630.350.3454 fax

**Missouri Office**  
7827 Town Square Ave  
O'Fallon, MO 63368  
  
636.343.1515 office  
636.343.3588 fax

September 19, 2024

Robin Mueller  
Kewaunee Police Department  
401 5th Street  
Kewaunee, WI 54216

Dear Robin:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 56 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 608-292-0834.

Again, thank you for your consideration.

Sincerely,

*Tyler Gillespie*

Tyler Gillespie  
Storage Planner

Bradford Systems Corporation  
945 North Oaklawn Avenue  
Elmhurst, IL 60126  
(m) 608-292-0834  
[tgillespie@bradfordsystems.com](mailto:tgillespie@bradfordsystems.com)



**Kewaunee Police Department**  
Project #41173

**Spacesaver Rival Lockers Storage Solution:**

**Rival Duty Bench Lockers Consists of:**

- 10 Bench drawer lockers with sloped tops and a hasp for lock, 18" W x 37-1/8" D x 72" H
- Each locker includes:
  - Fully welded locker
  - Sloped top
  - One full width shelf with integral garment hanger
  - Bench drawer
  - Number tag installed on front door

**Lead-Time:** 12 to 13 weeks after receipt of order

**Project Investment:**

Storage Materials List	\$23,280.50
Less Storage Discount (42.7%)	<u>-\$9,940.77</u>
Storage Materials Net	<u>\$13,339.73</u>
Total Materials	<u>\$13,339.73</u>
<del>Installation</del>	<del>\$5,160.00</del>
Freight	<u>\$810.00</u>
<b>Total</b>	<b>\$19,309.73</b>

*New Estimate*

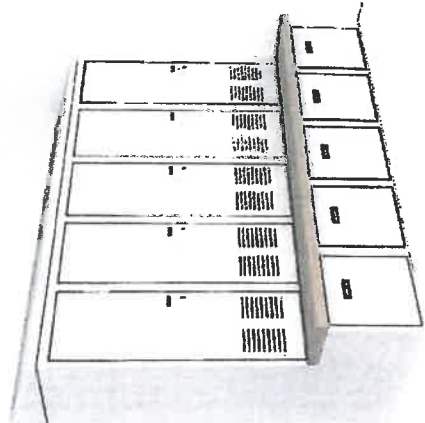
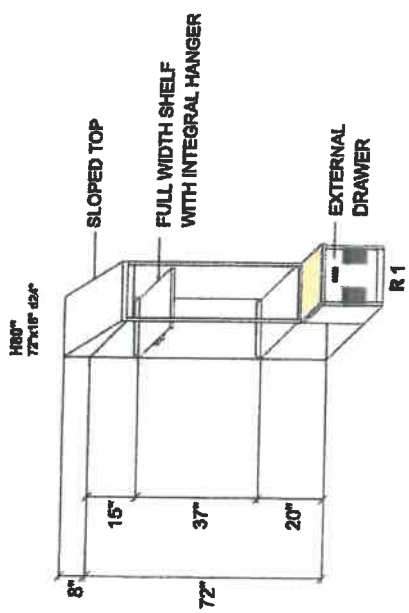
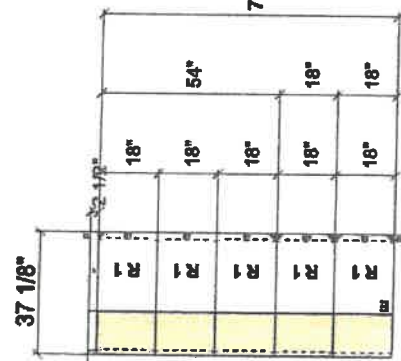
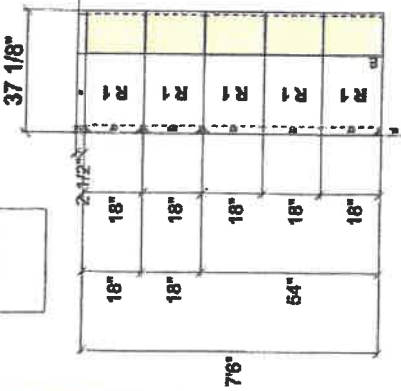
*\$14,149.73*

**Notes:**

1. Sales tax will be charged unless Bradford Systems is provided with a tax exempt or resale certificate.
2. The above quote is based on the drawings.
3. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
4. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
5. Pricing valid for 30 days.



Lockers



ELEVATION

PLAN VIEW

BIRD: O.R.I.D.  
S.Y.S.T.E.M.S.  
Great Change Builders.

Project Name: **Kewaunee Police Department**

Subcontractor:  
**GILLESPIE, TYLER**

Scale:  
1:38

Project #: 41173  
Drawn By: RIM  
Date Plotted: 09/13/2024

APPROVAL  
This drawing Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

# BRADFORD SYSTEMS

## Kewaunee Police Department



Prepared for:  
Chief Robin Mueller

Kewaunee Police Department  
401 5th Street  
Kewaunee, WI 54216

June 16, 2023  
BSC Project #41173

**Bradford Systems Corporation is a qualified Sourcewell Contract provider and is proposing the following Spacesaver equipment and related services through:  
Contract # 121919-KII**

**Corporate Headquarters**  
945 North Oaklawn Ave  
Elmhurst, IL 60126  
  
630.350.3453 office  
630.350.3454 fax

**Indiana Office**  
6231 Coffman Rd  
Indianapolis, IN 46268  
  
317.895.0670 office  
317.895.0672 fax

**Central Illinois**  
125 Thunderbird Lane  
East Peoria, IL 61611  
  
636.343.1515 office  
636.343.3588 fax

**Wisconsin Office**  
201 North Main Street  
Fort Atkinson, WI 53538  
  
630.350.3453 office  
630.350.3454 fax

**Missouri Office**  
10979 Lin Valle Drive  
Saint Louis, MO 63123  
  
636.343.1515 office  
636.343.3588 fax

**BRADFORD  
SYSTEMS**

June 16, 2023

Chief Robin Mueller  
Kewaunee Police Department  
401 5th Street  
Kewaunee, WI 54216

Dear Robin,

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 54 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 608-297-1158.

Again, thank you for your consideration.

Sincerely,

*Jake Schwartzer*

Jake Schwartzer  
Storage Planner

Bradford Systems Corporation  
945 North Oaklawn Ave  
Elmhurst, IL 60126  
608-297-1158  
[jschwartzer@bradfordsystems.com](mailto:jschwartzer@bradfordsystems.com)

**Kewaunee Police Department  
Police Lockers  
Project #41173**

**Spacesaver Freestyle Lockers:**

- 10 Lockers with double doors, 18" W x 24" D x 84" H
  - Each locker includes:
    - Shelf with integral garment hanger
    - Hanger Assembly
    - Combination lock
    - Number tag installed on front door
  - 2 End panels, 12" W x 18" H
  - 2 End panels, 18" W x 72" H
  - 2 Master keys
  - Filler Panels

*2023 Estimate*

**Project Investment:**

Storage Materials List	\$27,433.50
Less Storage Discount (42.7%)	<u>-\$11,714.10</u>
<u>Storage Materials Net</u>	<u>\$15,719.40</u>
<u>Installation</u>	<u>-\$6,280.00</u>
<u>Freight</u>	<u>\$920.00</u>
<u>Total</u>	<u>-\$22,919.40</u>

*16,639.40*

**Notes:**

1. Sales tax will be charged unless Bradford Systems is provided with a tax exempt or resale certificate.
2. The above quote is based on the drawings.
3. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
4. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
5. Pricing valid for 30 days.

**Kewaunee Police Department**  
**Police Lockers**  
Project #41173

1. Purchase orders should be made out to the following:  
Bradford Systems Corporation  
945 North Oaklawn Ave  
Elmhurst, IL 60126
2. Purchase orders may be sent via:
  - Email: [purchaseorders@bradfordsystems.com](mailto:purchaseorders@bradfordsystems.com)
  - USPS: 945 North Oaklawn Ave, Elmhurst, IL 60126
  - Facsimile: (630) 350-3454
3. Please send the following in conjunction with your purchase order:
  - Reference BSC project # 41173 on your purchase order
  - Project Information Sheet
  - Signed copy of the proposal and project drawings



## PRODUCT OVERVIEW

**DESIGN FLEXIBILITY:** FreeStyle® Personal Storage Lockers adapt to almost any need and space with the magnitude of sizes and options available. With a full range of dimensions, choice of drawer, door options, and a broad range of interior accessories, Freestyle Personal Storage Lockers provide ultimate flexibility.

**LONG-TERM SOLUTION:** The durability and heavy-duty construction of FreeStyle Personal Storage Lockers ensures their strength through years of aggressive usage. The ability to reconfigure on-site throughout the life of the locker ensures that this longterm locker solution adapts to changing needs over time.

**BIM MODELS:** FreeStyle Personal Storage Locker BIM models can be accessed on Spacesaver's website or by clicking [here](#).

LOCKER TYPE	STANDARD DIMENSIONS		
	HEIGHT	WIDTH	DEPTH
FULL-HEIGHT	66", 72", 84", 90", 96"	12, 15, 18, 24, 30, 36, 42"	18, 24, 30, 36"
TIERED	66", 72", 84", 90", 96"	12, 15, 18, 24, 30, 36, 42"	18, 24, 30, 36"

\*Not all combinations possible.

## STANDARD PRODUCT FEATURES & BENEFITS

FEATURE	BENEFIT
Ability to reconfigure, on-site, throughout life of the locker	FreeStyle Personal Storage Lockers are adaptable to ensure that they always meet the storage needs and demands of users.
18-gauge steel double-wall, welded box construction doors	Durable locker doors that are strong enough to withstand years of aggressive usage.
Air extraction ready	A number of standard features have been engineered to naturally promote air flow circulation within the locker. Air extraction mechanicals can be added at any time during or after installation to increase air ventilation in locker.
Numerous available accessories	A robust list of available accessories for FreeStyle Personal Storage Lockers ensures that all storage needs are met. Many of the optional accessories are adjustable and configurable within the locker.
Lock options available	Lockers are available with several different lock options, including: no lock (hasp only for padlock), keyed lock, and combination lock, to provide secure storage of personal belongings.
Power ready	All FreeStyle Personal Storage Lockers are designed for modular plug-and-play electrical duplex outlets to bring power to lockers for chargers, shavers, laptops, and other devices. Duplex outlets can be added to locker at any time.





# FREESTYLE® PERSONAL STORAGE LOCKERS

## FULL-HEIGHT LOCKER CABINET DESIGN OPTIONS

### AVAILABLE DIMENSIONS

Widths 12", 15", 18", 24", 30", 36", 42"

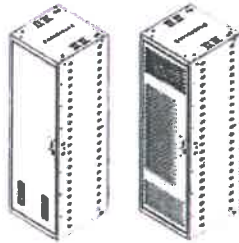
Depths 18", 24", 30", 36"

Heights 66", 72", 84", 90", 96"

### DOOR OPTIONS

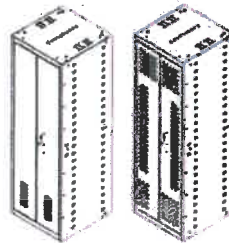
#### Single Door

Available in Plain or Diamond-perforated



#### Double Door

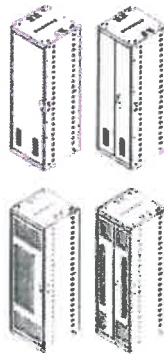
Available in Plain or Diamond-perforated



### DRAWER OPTIONS

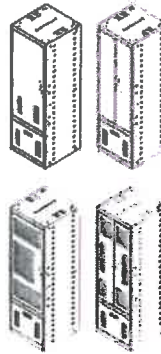
#### No drawer/ Full-height Door

All Dimensions.



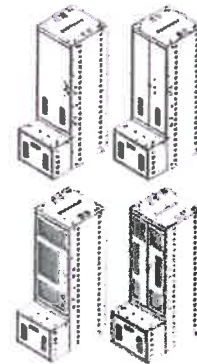
#### 18" High External Access Drawer

Available on all 72", 84", 90", 96" high units in 15", 18", 24", 30", 36" widths, and 18", 24" in depth.



#### 18" High Bench Drawer

Available on all 72", 84", 90", 96" high units in 15", 18", 24", 30", 36" widths, and 18", 24" in depth.



### LOCK OPTIONS

#### No Lock (hasp only for padlock)



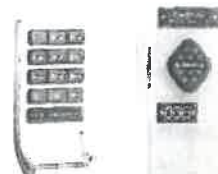
#### Keyed Lock (with master keys and "slam-lock" feature)



#### Combination Lock (with master keys and "slam-lock" feature)



#### Digital Lock Two options Digilock or Zephyr





### Updated Proposal for Personal Storage Lockers

**From** Tyler Gillespie <tgillespie@bradfordsystems.com>

**Date** Fri 9/20/2024 9:19 AM

**To** Robin Mueller <rmueller@cityofkewaunee.org>

2 attachments (511 KB)

BSC layout Kewaunee Police Department 41173.pdf; BRADFORD SYSTEMS, Proposal, Kewaunee Police Department, 41173.docx.pdf;

Good morning Chief Mueller,

Attached you will find the updated proposal for the Rival Personal Storage Locker. I was able to shave just under \$3,000 off the original proposal provided back in 2023. This would be for the turnkey option.

We priced these using the sourcewell contract, so you will see that the sourcewell discount has been applied.

It is not uncommon for PD's to handle the installation of these lockers themselves. The lockers do come fully assembled, so you just have to level and secure to the wall. I would be happy to provide guidance or stop out and help during the installation process. That would save you another \$5,160.

Let me know if you have any questions or concerns.



This is a supplemental color chart of the standard color offerings in both smooth and textured finishes available across all product lines. For a complete offering of all colors please contact your Spacesaver Sales Representative to refer you to our Product Chart with standard, custom and metallic color offerings.



\*Not Available In Textured on Mobile Product Line.

All the best,

**Tyler Gillespie** | Specialty Storage Consultant | [tgillespie@bradfordsystems.com](mailto:tgillespie@bradfordsystems.com) | 608-292-0834

**BRADFORD  
SYSTEMS**

Smart Storage Solutions

8032 22<sup>nd</sup> Ave PMB 4005

Kenosha, WI 53143

+630-350-3467 office

+630-350-3454 facsimile

+800-696-3453 toll-free

[www.BRADFORDSYSTEMS.com](http://www.BRADFORDSYSTEMS.com)

*Bradford Systems Corporation Email Disclaimer:* <http://www.bradfordsystems.com/bradford-systems-email-disclaimer>



5A



# Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee City Hall Proposal

Prepared on: 09/30/2024

Prepared by: Dave Yockey  
dyockey@adamspower.com

**Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee City Hall**  
401 5th St  
Kewaunee, WI 54216  
Phone: (920) 304-0353  
Pnim44@outlook.com

**Adams Generators of Green Bay**  
722 Green Bay Rd  
Denmark, WI 54208  
+1 (920) 606-4033  
generators@adamspower.com

QTY	Generac items
-----	---------------

**48kW Protector QS**

Generac Designed & Built Engine Purpose-built exclusively for generators, in Wisconsin, USA\*. Utilizes the first in class, dual-valve ultra-low pressure fuel delivery system and intelligent proprietary engine controls that manage over 100 performance functions to ensure peak efficiency in all temperature ranges and elevations. The engine consumes 25% less fuel than previous engines, is capable of operating at the lowest fuel pressure in the industry at 3.5" of water column while still providing excellent motor starting capability. \*Assembled in the USA using domestic and foreign parts.

True Power™ Technology Delivers utility-grade power quality with less than 5% total harmonic distortion (THD) for clean, smooth operation of sensitive electronics and appliances. Generac controlling its high-efficiency alternator design and production insures industry-leading surge protection, performance, and longevity.

Small Footprint Generac liquid-cooled product packs more power into the smallest footprint – ideal when space is a premium. The neutral styling, color and small footprint fits unobtrusively into landscaping.

1 Smart, User-Friendly Controls Generac's Evolution™ Controller is visible and accessible without opening the generator enclosure. The Evolution Controller features a multilingual LCD display that allows users to monitor and track maintenance intervals to ensure your generator is always in top operating condition.

18" Offset. Generators Can Be Installed Just 18" From a Structure – ideal for areas with tight lot lines or other space constraints.

Tough, Durable All-Aluminum Enclosures: Our RhinoCoat™ powder-coated finish helps make corrosion-resistant aluminum perfect for all weather conditions. Protector units are shielded from the inside out - a durable coating protects the internal frame from rust.

Quiet-Test™ Self-Test Mode runs at a lower, quieter RPM for a five or twelve minute test, to ensure the system is running properly while consuming less fuel. Quiet-Test Self-Test mode can be programmed to run weekly, bi-weekly, or monthly.

Mobile Link™ Connectivity allows you to monitor the status of your generator from anywhere in the world using a smartphone, tablet, or PC. Easily access information, such as the current operating status and the generator's maintenance schedule. Connect your account to an authorized service dealer for fast, friendly and convenient assistance. Now coming with FREE Mobile Link (on generators made February 2021 or later), allowing you to monitor the status of your generator on a phone, tablet or computer from anywhere in the world.

5-Year Limited Warranty for automatic standby generators. Extended warranty options available.

**Generac Smart Switch, Non-service Rated, 400 amps, 120/240, 1Ø, NEMA 3R**

1 Generac switches are designed to operate with the Nexus™ and Evolution controllers used on air-cooled generators and the control used on liquid-cooled QT series gaseous generators from 22 kW through 150 kW. This is a 400 amp, open transition switch and is available in single phase in a service rated configuration. It features a steel enclosure.

**Battery, Group 26R, Wet Service**

1 26R Wet Cell Battery  
Every standby generator requires a battery to start the system. Generac offers the recommended 26R wet cell battery for use with all air-cooled standby product and liquid-cooled standby product 60 kW and below, excluding the 48 kW.

**ACCESSORY CELLULAR**

1 □□□□□□ Introducing the Generac Generator Connectivity Accessory, Cellular. This advanced cellular device provides robust communication and reliable multi-carrier support, ensuring seamless connections across the US and Canada. With a sleek form factor, improved mounting bracket, and easy installation, it's an essential upgrade for any generator setup. Compatible with both air and liquid-cooled generators, it is future-proofed with 4G & 5G coverage.

1 A0000516140 - Liquid-cooled 48kW GENPAD™

**10-Year Extended Limited Warranty – Liquid-Cooled – up to 60kW**

1 10 Year Extended Limited Warranty for liquid-cooled up to 60kW with the Evolution control (2014) or newer. Warranty covers 10 years parts, labor and travel\*. Can be purchased within 12 months of end-user purchase date, which will remain as the start date. Unit must be registered and end-user proof of purchase must be available upon request.

\*Some exclusions apply. See warranty statement for full details.

**Cold Weather Kit for 4.5L Engine**

1 Battery warmer kit. Recommended if the temperature regularly falls below 32 degrees Fahrenheit (0 degrees Celsius). Kit consists of battery warmer with thermostat built into the wrap and 120v power cord with plug. For extended periods of freezing temperatures, adding kit 7990 is strongly recommended.

**48kW 4.5L Extreme Cold Weather Kit**

1 Block heater kit. Recommended if the temperature falls below 32 degrees Fahrenheit (0 degrees Celsius) for extended periods of time. Kit consists of heater, mounting hardware, coolant hose and 240v power cord with plug.

<b>QTY</b>	<b>Conduit - PVC</b>
------------	----------------------

50 2" Conduit

<b>QTY</b>	<b>Shop Materials</b>
------------	-----------------------

10 General Materials Adder

<b>QTY</b>	<b>Shop Materials</b>
------------	-----------------------

1 Remote Monitoring, One Year

<b>QTY</b>	<b>Gas</b>
------------	------------

30 Certified Factory Trained Generator Technician

<b>QTY</b>	<b>Municipal Permit</b>
------------	-------------------------

Wisconsin Permit

1 Wisconsin Permit Generator Install.  
Permit Fees are non refundable

<b>QTY</b>	<b>Electrical</b>
------------	-------------------

30 Master Electrician

QTY	General
-----	---------

Generator Install Set-up

1 Uncrating unit, installation of battery, cold weather kits, gas fittings, accessories and preparing unit for installation. Material set-up.

QTY	General
-----	---------

Mobile Link Set-up - Fleet Enrollment

1 Complete set-up Mobile Link with connection to WI-FI, generator connection, and activation.

QTY	Municipal Permit
-----	------------------

Plumbing Permit

A plumbing permit may or may not be required for this project. Most municipalities do not require a plumbing permit currently, but some do.

1 If a plumbing permit is required for this project it will be added to the customer cost of this project. \$0.00

QTY	Municipal Permit
-----	------------------

Gas Service Change

Gas meter upgrade, change in pressure, and/or lateral replacement may be required due to the generator size and the existing gas appliances. Adams will submit the forms and photos required for the service change. The gas company will determine what will be necessary for the service change and what the costs will be. Service change agreement and payment for the changes will be between the homeowner and gas company. Note: If the gas service is not done prior to installation, the generator can still be installed and will work. However, depending on what appliances you are running during an outage, the generator might not work at full capacity until the service change is done by the gas company.

1 \$0.00

QTY	Municipal Permit
-----	------------------

Addendum

1 By signing this quotation you agree to all the terms in the attached Addendum.

QTY	Gas Pipe - Black
-----	------------------

15 1 1/4" Gas Pipe

QTY	Liquid Cooled - Low kW
-----	------------------------

1 Preventative Annual Maintenance - Recommended each year \$434.91

QTY	Conduit - PVC
-----	---------------

50 1 1/4" Conduit

QTY	Gas Pipe - PE
-----	---------------

15	1 1/4" PE	
QTY	Gas Pipe - PE	
2	Riser - 1 1/4"	
QTY	Gas Materials	
1	1-1/4" Gas Shutoff Valve	
QTY	Gas Materials	
15	1 1/4" Black Pipe Fittings	
QTY	Gas Materials	
1	Norgas Natural Gas Regulator	
QTY	Conduit - EMT	
30	3" Conduit	\$196.20
	3" Conduit	
QTY	PVC Conduit Fittings	
4	90 Degree Elbow- 1 1/4"	
QTY	PVC Conduit Fittings	
4	90 Degree Elbow 2"	
QTY	PVC Conduit Fittings	
2	PVC LB- 1 1/4"	
QTY	PVC Conduit Fittings	
2	PVC LB- 2"	
QTY	Wire	
75	6 THHN Wire	
QTY	Wire	
25	2 THHN Wire	
QTY	Wire	
300	1/0 wire	
QTY	Wire	
175	3/0 wire	

Sub-Total: \$39,724.21



Public Safety Discount:	(\$3,724.21)
No Charge:	\$0.00
Sales Tax:	\$0.00
Total:	\$36,000.00
Down Payment:	\$0.00
Balance Due:	\$36,000.00

Generac is the #1 standby generator on the market today. Adams Generators of Green Bay is a factory-authorized and certified dealer, trained in the proper application, installation, and service of all Generac automatic standby generators, assuring you the highest quality service and support for your generator.

Thank you for the opportunity to offer a Generac automatic standby generator to protect your home and family during a power outage. We will contact you to answer any additional questions and finalize the details of the installation of your automatic standby generator. Please feel free to contact us at +1 (920) 606-4033 at any time.

All quotes are valid for 30 days.

Sincerely,

Dave Yockey

I accept this proposal and wish to proceed with the purchase and installation of my Generac automatic standby generator. Depending on the payment method, purchase is subject to additional terms & conditions, including credit approval.

\_\_\_\_\_  
Customer Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dealer Name/Signature

\_\_\_\_\_  
Date

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of signing this proposal. See the attached notice of cancellation form for an explanation of this right.

**Additional Notes**

Notice of Cancellation

Date of Purchase: \_\_\_\_\_

You may CANCEL this transaction, without any Penalty or Obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when you received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to Adams Generators of Green Bay, at 722 GREEN BAY RD , DENMARK, WI, 54208 NOT LATER THAN MIDNIGHT OF

\_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)



Adams Generators of Green Bay  
 722 Green Bay Rd  
 Denmark, WI, 54208  
 +1 (920) 606-4033

## Sizing Report

Sizing Information for:  
 Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee City Hall  
 401 5th St  
 Kewaunee, WI, 54216

Rated Nominal Voltage 120 / 240 Single Phase  
 Generator Fuel Choice Natural Gas  
 Sizing Method (NEC 220) Part IV

General Lighting & Receptacles		Load (kW)
Square Footage Being Covered (ft <sup>2</sup> )	16700	50.10
Small Appliance Circuits (20 amps)		
Kitchen Circuits	2.00	3.00
Laundry Circuits	1.00	1.50

Fixed-In-Place Appliances & Motors	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)
Air Compressor		4.80	20.00	X	4.80
Air Compressor		4.80	20.00	X	4.80
Dryer		5.50	22.92	X	5.50
Furnace (Forced Air)		0.70	5.83		0.70
Furnace (Forced Air)		0.70	5.83		0.70
Garage Door Opener		0.60	5.00		0.60
Garage Door Opener		0.60	5.00		0.60
Microwave		1.25	10.42		1.25
Refrigerator		0.80	6.67		0.80
Refrigerator		0.80	6.67		0.80
Refrigerator		0.80	6.67		0.80
Water Heater		5.00	20.83	X	5.00

Air Conditioning & Cooling	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)
4.0 Ton Unit		4.00	16.67	X	4.00
4.0 Ton Unit		4.00	16.67	X	4.00

Heating & Heat Pumps	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)

Transient Requirement	Estimated (LRA)	Actual (LRA)	Utilized (LRA)
Largest Motor's Starting Amps (LRA)	138.0	0.00	138.0

Summary NEC Load	Load (kW)	NEC Required
General Lighting & Receptacles	54.60	
Fixed-in-Place Appliances & Motors	26.35	
Sum of all General Loads	80.95	38.380
Cooling	8.00	8.00
Heating (w/demand factors)	0	0
Larger of Heating & Cooling	8.00	8.00

Sizing based on requirements of NEC Article 220: Part IV	46.380
Elevation	0
Minimum size generator for motor starting requirements	18

BTU load required

756000

**48 kW Generac Model Generator Recommended**

## Customer Checklist

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### Administration Preparation

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- Dealer Site Survey
- Dealer Building Permit
- Dealer Electrical Permit
- Dealer Plumbing Permit

### Installation Preparation

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- Dealer Call Electric Company

### Installation

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- Dealer Install Base
- Dealer Mount Transfer Switch
- Dealer Install Fuel Line
- Homeowner Landscaping

### Post Install / Activation / Followup

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- Dealer Activation
- Dealer Demo a Simulated Outage
- Dealer Fuel Pressure Check
- Dealer Final Inspection

## **ADDENDUM TO PROPOSAL - PROPOSAL TERMS AND ACCEPTANCE AGREEMENT**

- 1. SCOPE OF WORK; PROPERTY.** ADAMS shall provide the labor, products and materials (the "Work") described in the the proposal attached to and incorporated herein (the "Proposal"), at the location referenced on the Proposal (the "Property"). OWNER warrants to ADAMS that OWNER is the OWNER of the Property and has full authority to enter into this Agreement.
- 2. PAYMENT.** OWNER shall pay ADAMS the sum indicated in the "Price" section of the Proposal (the "Contract Sum") for the Work, with 50% of the Contract Sum paid upon execution of this Agreement, and the balance due upon completion of the Work. Both parties acknowledge that no payment in any form has been received by ADAMS prior to the execution of this Agreement.
- 3. LATE PAYMENTS.** Any payment due ADAMS from OWNER that is not paid within five days of the date when due shall bear interest at the rate of 18% per year, compounded daily beginning with the sixth day following the date payment becomes due, and ending when the amount due has been paid.
- 4. CHANGES.** Changes may be made to the Work, if ADAMS and OWNER first execute a written change order (a "Change Order") prior to implementing any change. Any Change Order shall provide for an adjustment in the Contract Sum and the completion date as agreed upon by OWNER and ADAMS.
- 5. OTHER PROVISIONS.** OWNER shall be responsible for any and all losses, claims, or suits (including court costs and reasonable attorney's fees) to any person including ADAMS and any third parties, arising out of the OWNER's failure to inform ADAMS of the existence and location of any underground obstructions, easements, property lines, rights of way, or OWNER's rights with respect to any such obstructions, easements, rights of way or property lines. ADAMS shall be responsible for contacting Digger's Hotline. OWNER shall be responsible for the identification of any and all underground obstructions, buried cables (phone, television or others), irrigation systems, underground pet fences that may affect ADAMS work. ADAMS shall not be responsible for any such underground obstructions not properly identified prior to the start of ADAMS' work. ADAMS makes no warranty, express or implied, with respect to any such underground obstructions not identified. OWNER shall be responsible for all landscape and yard restoration, seeding and watering of yard and plants.
- 6. PERMITS.** Unless outlined in the Proposal, ADAMS shall, at ADAMS' sole cost and expense, obtain all building, construction and other permits required for the Work.
- 7. UNFORESEEN CONDITIONS.** OWNER shall provide ADAMS with a safe working environment at the Property. Should ADAMS encounter any abnormal, reasonably unforeseen or hazardous conditions at the Property (including, without limitation, lead paint or asbestos containing materials) that require a variance in the Work, or that require the performance of additional work in order to perform the Work in a safe and sound manner, then OWNER and ADAMS agree to execute a Change Order in accordance with Section 4, above, which provides for the reimbursement to ADAMS of the additional costs and expenses incurred by reason of such conditions, plus 10%, and for an extension of the time for completion of the Work. In the event ADAMS encounters damaged or unsafe equipment or "out of code" safety requirements which were not known at the time of ADAMS' proposal to OWNER that will require repair or replacement to pass inspection, ADAMS shall identify such items in a written change order to be paid for by OWNER in addition to ADAMS' original proposal.
- 8. INSURANCE.** OWNER warrants to ADAMS that they maintain in full force and effect, property damage insurance upon the Property and all improvements thereon for their full insurable value.
- 9. WARRANTIES.** ADAMS shall promptly repair, replace, restore, or rebuild any finished Work in which defects in material or workmanship may appear or to which damage may occur because of such defects during the one year period after the date on which the Work is deemed completed. As used in this section, "defect" shall mean a deficiency in the performance of the Work resulting from defective material, a violation of applicable codes, any failure to follow accepted trade standards for workmanlike construction (as set forth in the Construction Industry Quality Standards, published by the Wisconsin Builders' Association or its successor organization), and/or any failure to follow manufacturers specifications or recommendations. ADAMS shall install all products in full compliance with all the manufacturers' specifications and recommendations and ADAMS shall provide OWNER with all

manufacturers' product warranties upon completion of the Work. Title and all risks of loss to materials, supplies, appliances, equipment, labor, subcontracting, operations, services, and other items shall pass to OWNER immediately when incorporated into the Work or when delivered to the Property, excepting any tools and equipment owned or rented by ADAMS or any subcontractors/material suppliers in the performance of the Work; provided, however, that ADAMS shall be required to take reasonable steps for the protection and storage of all items incorporated into the Work or delivered to the Property. ALL OTHER WARRANTIES AND REPRESENTATIONS AS TO THE CONDITION OR QUALITY OF THE WORK, BOTH EXPRESS AND IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS, FITNESS FOR A PARTICULAR PURPOSE, CONDITION AND HABITABILITY, ARE HEREBY DISCLAIMED BY ADAMS.

- 10. NOTICES TO OWNER. NOTICE OF LIEN RIGHTS.** As required by the Wisconsin construction lien law, claimant (ADAMS) hereby notifies OWNER that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on OWNER's land may have lien rights on OWNER's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the OWNER or those who give the OWNER notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction.
- 11. MISCELLANEOUS PROVISIONS.** This Agreement shall not be assignable by OWNER without the consent of ADAMS, and shall be binding upon, and shall inure to the benefit of, the parties hereto, and their respective heirs, personal representatives, successors and permitted assigns. This is the entire agreement between the parties regarding the Work at the Property. If any term or provision of this Agreement or its application to any person, entity or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and its application shall not be affected and shall be enforceable to the fullest extent permitted by law. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. No waiver or breach of any covenant, condition, or agreement herein contained shall operate as a waiver of the covenant, condition, or agreement itself, or of any subsequent breach thereof. In the event any dispute arising out of or relating to this Agreement or any breach thereof is adjudicated by any court or arbitration tribunal, the party prevailing in such adjudication shall be entitled to recover its reasonably incurred costs and expenses, including, without limitation, attorneys' fees and costs, from the non-prevailing party, in addition to all other relief to which the prevailing party may be entitled. This Agreement shall be construed and governed by the laws of the State of Wisconsin, without regard to principles of conflicts of laws. Any legal or equitable action or proceeding arising out of or relating to this Agreement shall be brought and enforced exclusively in any federal or state court located in (or whose jurisdiction covers) Walworth County, Wisconsin.
- 12. ACKNOWLEDGEMENTS.** Prior to the commencement of, or any payment for, the Work, OWNER has received a true and accurate copy of this Agreement. OWNER has read and understands the terms and provisions of this Agreement and agrees to be bound by the same. Furthermore, should OWNER select ADAMS' bid, ADAMS expects the following language to control its contractual relationship with OWNER. Therefore, to the extent that OWNER's subcontract language differs from the aforementioned provisions, this document will govern.





# Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee Fire Dept Proposal

Prepared on: 09/30/2024

Prepared by: Dave Yockey  
dyockey@adamspower.com

**Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee  
Fire Dept**  
320 Harrison St  
Kewaunee, WI 54216  
Phone: (920) 304-0353  
Pnim44@outlook.com

**Adams Generators of Green Bay**  
722 Green Bay Rd  
Denmark, WI 54208  
+1 (920) 606-4033  
generators@adamspower.com

QTY	Generac items
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**Protector Gaseous 32kW 120/240 1P Liquid-Cooled Generator, No Catalyst**

Thousands of homeowners and business owners trust their Protector Series automatic backup generator to preserve their entire home and/or business during a power outage. A Protector Series generator senses a power outage, turns on automatically, and delivers power to your entire home, including all large appliances and sensitize electronics with a quieter output of sound with no change in level or tone. This allows you to continue living life comfortability and keep business operating without interruption.

- Quiet-Test™ Self-Test Mode: Runs at a lower, quieter RPM for a five minute test, to ensure the system is running properly while consuming less fuel. Quiet-Test Self-Test Mode can be programmed to run weekly, biweekly, or monthly.
- TruePower™ Technology: Delivers best-in-class power quality with less than 5% total harmonic distortion for clean, smooth operation of sensitive electronics and appliances.
- Controller Selectable Fuel: Fuel type selection using only the controller simplifies generator installation.
- Built in the USA\*: Generac generators and engines are engineered and built in the USA\* \*Assembled in the USA using domestic and foreign parts.
- Surge Capacity: Designed to start and power large electrical loads for homes and businesses.
- Generac Designed & Built Engine: Purpose-built exclusively for generator use. Utilizes the first in class, dual-valve ultra-low pressure fuel delivery system and intelligent proprietary engine controls that manage over 100 performance functions to ensure peak efficiency in all temperature ranges and elevations.
- Cellular Connectivity: Reliable, constant connection enables the Generator Owner to monitor function through Mobile Link and the supporting Dealer through Fleet.
- Small Footprint: Generac liquid-cooled product packs more power into a small footprint – ideal when space is a premium. The neutral styling, color and small footprint fits unobtrusively into landscaping.
- Corrosion Resistant Enclosure & Frame: Aluminum enclosure, zinc plated fasteners, and electro-galvanized frame rails with powder coat provide years of corrosion protection in extreme environments.
- 24/7/365 Customer Support Team: Standing by all day, every day from our headquarters in Wisconsin to answer any questions you might have.

**Generac Smart Switch, Service Rated, 400 amps, 120/240, 1Ø, NEMA 3R**

With the RTS transfer switch, you can choose to cover every circuit all the time or only essential circuits when paired with a generator sized to your application. RTS open transition transfer switches are ideal for residential, commercial and light industrial applications.

**Battery, Group 26R, Wet Service**

**26R Wet Cell Battery**  
 Every standby generator requires a battery to start the system. Generac offers the recommended 26R wet cell battery for use with all air-cooled standby product and liquid-cooled standby product 60 kW and below, excluding the 48 kW.

**ACCESSORY CELLULAR**

Introducing the Generac Generator Connectivity Accessory, Cellular. This advanced cellular device provides robust communication and reliable multi-carrier support, ensuring seamless connections across the US and Canada. With a sleek form factor, improved mounting bracket, and easy installation, it's an essential upgrade for any generator setup. Compatible with both air and liquid-cooled generators, it is future-proofed with 4G & 5G coverage.

10000005771 - Liquid-cooled GENPAD™ 83 X 41 X 4 IN W/MOUNT CLIPS

10-Year Extended Limited Warranty – Liquid-Cooled – up to 60kW

- 1 10 Year Extended Limited Warranty for liquid-cooled up to 60kW with the Evolution control (2014) or newer. Warranty covers 10 years parts, labor and travel\*. Can be purchased within 12 months of end-user purchase date, which will remain as the start date. Unit must be registered and end-user proof of purchase must be available upon request.

\*Some exclusions apply. See warranty statement for full details.

Cold Weather Kit for 4.5L Engine

- 1 Battery warmer kit. Recommended if the temperature regularly falls below 32 degrees Fahrenheit (0 degrees Celsius). Kit consists of battery warmer with thermostat built into the wrap and 120v power cord with plug. For extended periods of freezing temperatures, adding kit 7990 is strongly recommended.

48kW 4.5L Extreme Cold Weather Kit

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QTY	Conduit - PVC
-----	---------------

60 2" Conduit

QTY	Shop Materials
-----	----------------

10 General Materials Adder

QTY	Shop Materials
-----	----------------

1 Remote Monitoring, One Year

QTY	Gas
-----	-----

30 Certified Factory Trained Generator Technician

QTY	Municipal Permit
-----	------------------

Wisconsin Permit

1 Wisconsin Permit Generator Install.  
Permit Fees are non refundable

QTY	Electrical
-----	------------

30 Master Electrician

QTY	General
-----	---------

Generator Install Set-up

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QTY	General
-----	---------

Mobile Link Set-up - Fleet Enrollment

1 Complete set-up Mobile Link with connection to WI-FI, generator connection, and activation.

QTY	Municipal Permit	
-----	------------------	--

Plumbing Permit

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1 If a plumbing permit is required for this project it will be added to the customer cost of this project. \$0.00

QTY	Municipal Permit	
-----	------------------	--

Gas Service Change

Gas meter upgrade, change in pressure, and/or lateral replacement may be required due to the generator size and the existing gas appliances. Adams will submit the forms and photos required for the service change. The gas company will determine what will be necessary for the service change and what the costs will be. Service change agreement and payment for the changes will be between the homeowner and gas company. Note: If the gas service is not done prior to installation, the generator can still be installed and will work. However, depending on what appliances you are running during an outage, the generator might not work at full capacity until the service change is done by the gas company.

1 \$0.00

QTY	Municipal Permit	
-----	------------------	--

Addendum

1 By signing this quotation you agree to all the terms in the attached Addendum.

QTY	Liquid Cooled - Low kW	
-----	------------------------	--

1 Preventative Annual Maintenance - Recommended each year \$434.91

QTY	Conduit - PVC	
-----	---------------	--

60 1 1/4" Conduit

QTY	Gas Pipe - Black	
-----	------------------	--

1 1 1/4" Gas Pipe

QTY	Shop Materials	
-----	----------------	--

2 Ground Rod and Acorns

QTY	Gas Pipe - PE	
-----	---------------	--

15 1 1/4" PE

QTY	Gas Pipe - PE	
-----	---------------	--

1 Riser - 1 1/4"

QTY	Gas Materials	
-----	---------------	--

1 1-1/4" Gas Shutoff Valve

QTY Gas Materials

15 1 1/4" Black Pipe Fittings

QTY Conduit - EMT

20 3" Conduit

\$130.80

3" Conduit

QTY PVC Conduit Fittings

2 90 Degree Elbow- 1 1/4"

QTY PVC Conduit Fittings

2 90 Degree Elbow 2"

QTY PVC Conduit Fittings

1 PVC LB- 1 1/4"

QTY PVC Conduit Fittings

1 PVC LB- 2"

QTY Wire

75 6 THHN Wire

QTY Wire

95 2 THHN Wire

QTY Wire

225 1/0 wire

QTY Wire

150 3/0 wire

Sub-Total: \$39,637.59

Public Safety Discount: (\$3,637.59)

No Charge: \$0.00

Sales Tax: \$0.00

Total: \$36,000.00

Down Payment: \$0.00

Balance Due: \$36,000.00

Generac is the #1 standby generator on the market today. Adams Generators of Green Bay is a factory-authorized and certified dealer, trained in the proper application, installation, and service of all Generac automatic standby generators, assuring you the highest quality service and support for your generator.

Thank you for the opportunity to offer a Generac automatic standby generator to protect your home and family during a power outage. We will contact you to answer any additional questions and finalize the details of the installation of your automatic standby generator. Please feel free to contact us at +1 (920) 606-4033 at any time.

All quotes are valid for 30 days.

Sincerely,

Dave Yockey

I accept this proposal and wish to proceed with the purchase and installation of my Generac automatic standby generator. Depending on the payment method, purchase is subject to additional terms & conditions, including credit approval.

\_\_\_\_\_  
Customer Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dealer Name/Signature

\_\_\_\_\_  
Date

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of signing this proposal. See the attached notice of cancellation form for an explanation of this right.

Additional Notes

Notice of Cancellation

Date of Purchase: \_\_\_\_\_

You may CANCEL this transaction, without any Penalty or Obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when you received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to Adams Generators of Green Bay, at 722 GREEN BAY RD , DENMARK, WI, 54208 NOT LATER THAN MIDNIGHT OF

\_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)



Adams Generators of Green Bay  
 722 Green Bay Rd  
 Denmark, WI, 54208  
 +1 (920) 606-4033

## Sizing Report

Sizing Information for:  
 Paul Nimmer, Asst Emergency Mgmt Dir Kewaunee Fire Dept  
 320 Harrison St  
 Kewaunee, WI, 54216

Rated Nominal Voltage 120 / 240 Single Phase  
 Generator Fuel Choice Natural Gas  
 Sizing Method (NEC 220) Part IV

General Lighting & Receptacles		Load (kW)
Square Footage Being Covered (ft <sup>2</sup> )	5000	15.00
Small Appliance Circuits (20 amps)		
Kitchen Circuits	2.00	3.00
Laundry Circuits	1.00	1.50

Fixed-In-Place Appliances & Motors	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)
Air Compressor		4.80	20.00	X	4.80
Dryer		5.50	22.92	X	5.50
Freezer		0.80	6.67		0.80
Freezer		0.80	6.67		0.80
Freezer		0.80	6.67		0.80
Furnace (Forced Air)		0.70	5.83		0.70
Furnace (Forced Air)		0.70	5.83		0.70
Furnace (Forced Air)		0.70	5.83		0.70
Garage Door Opener		0.60	5.00		0.60
Garage Door Opener		0.60	5.00		0.60
Microwave		1.25	10.42		1.25
Range - Oven w/ Top		8.50	35.42	X	8.50
Refrigerator		0.80	6.67		0.80
Refrigerator		0.80	6.67		0.80
Refrigerator		0.80	6.67		0.80
Sump Pump		0.50	4.17		0.50

Air Conditioning & Cooling	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)
5.0 Ton Unit		5.00	20.83	X	5.00

Heating & Heat Pumps	Managed Loads	Estimated (kW)	Nameplate (amps)	240 V	Load (kW)

Transient Requirement	Estimated (LRA)	Actual (LRA)	Utilized (LRA)
Largest Motor's Starting Amps (LRA)	143.8	0.00	143.8

Summary NEC Load	Load (kW)	NEC Required
General Lighting & Receptacles	19.50	
Fixed-in-Place Appliances & Motors	28.65	
Sum of all General Loads	48.15	25.260
Cooling	5.00	5.00
Heating (w/demand factors)	0	0
Larger of Heating & Cooling	5.00	5.00



Sizing based on requirements of NEC Article 220: Part IV	30.260
Elevation	0
Minimum size generator for motor starting requirements	18
BTU load required	406000

**32 kW Generac Model Generator Recommended**

## Customer Checklist

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### Administration Preparation

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- Dealer            Site Survey
- Dealer            Building Permit
- Dealer            Electrical Permit
- Dealer            Plumbing Permit

### Installation Preparation

---

- Dealer            Call Electric Company

### Installation

---

- Dealer            Install Base
- Dealer            Mount Transfer Switch
- Dealer            Install Fuel Line
- Homeowner      Landscaping

### Post Install / Activation / Followup

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- Dealer            Activation
- Dealer            Demo a Simulated Outage
- Dealer            Fuel Pressure Check
- Dealer            Final Inspection

## ADDENDUM TO PROPOSAL - PROPOSAL TERMS AND ACCEPTANCE AGREEMENT

1. **SCOPE OF WORK; PROPERTY.** ADAMS shall provide the labor, products and materials (the "Work") described in the the proposal attached to and incorporated herein (the "Proposal"), at the location referenced on the Proposal (the "Property"). OWNER warrants to ADAMS that OWNER is the OWNER of the Property and has full authority to enter into this Agreement.
2. **PAYMENT.** OWNER shall pay ADAMS the sum indicated in the "Price" section of the Proposal (the "Contract Sum") for the Work, with 50% of the Contract Sum paid upon execution of this Agreement, and the balance due upon completion of the Work. Both parties acknowledge that no payment in any form has been received by ADAMS prior to the execution of this Agreement.
3. **LATE PAYMENTS.** Any payment due ADAMS from OWNER that is not paid within five days of the date when due shall bear interest at the rate of 18% per year, compounded daily beginning with the sixth day following the date payment becomes due, and ending when the amount due has been paid.
4. **CHANGES.** Changes may be made to the Work, if ADAMS and OWNER first execute a written change order (a "Change Order") prior to implementing any change. Any Change Order shall provide for an adjustment in the Contract Sum and the completion date as agreed upon by OWNER and ADAMS.
5. **OTHER PROVISIONS.** OWNER shall be responsible for any and all losses, claims, or suits (including court costs and reasonable attorney's fees) to any person including ADAMS and any third parties, arising out of the OWNER's failure to inform ADAMS of the existence and location of any underground obstructions, easements, property lines, rights of way, or OWNER's rights with respect to any such obstructions, easements, rights of way or property lines. ADAMS shall be responsible for contacting Digger's Hotline. OWNER shall be responsible for the identification of any and all underground obstructions, buried cables (phone, television or others), irrigation systems, underground pet fences that may affect ADAMS work. ADAMS shall not be responsible for any such underground obstructions not properly identified prior to the start of ADAMS' work. ADAMS makes no warranty, express or implied, with respect to any such underground obstructions not identified. OWNER shall be responsible for all landscape and yard restoration, seeding and watering of yard and plants.
6. **PERMITS.** Unless outlined in the Proposal, ADAMS shall, at ADAMS' sole cost and expense, obtain all building, construction and other permits required for the Work.
7. **UNFORESEEN CONDITIONS.** OWNER shall provide ADAMS with a safe working environment at the Property. Should ADAMS encounter any abnormal, reasonably unforeseen or hazardous conditions at the Property (including, without limitation, lead paint or asbestos containing materials) that require a variance in the Work, or that require the performance of additional work in order to perform the Work in a safe and sound manner, then OWNER and ADAMS agree to execute a Change Order in accordance with Section 4, above, which provides for the reimbursement to ADAMS of the additional costs and expenses incurred by reason of such conditions, plus 10%, and for an extension of the time for completion of the Work. In the event ADAMS encounters damaged or unsafe equipment or "out of code" safety requirements which were not known at the time of ADAMS' proposal to OWNER that will require repair or replacement to pass inspection, ADAMS shall identify such items in a written change order to be paid for by OWNER in addition to ADAMS' original proposal.
8. **INSURANCE.** OWNER warrants to ADAMS that they maintain in full force and effect, property damage insurance upon the Property and all improvements thereon for their full insurable value.
9. **WARRANTIES.** ADAMS shall promptly repair, replace, restore, or rebuild any finished Work in which defects in material or workmanship may appear or to which damage may occur because of such defects during the one year period after the date on which the Work is deemed completed. As used in this section, "defect" shall mean a deficiency in the performance of the Work resulting from defective material, a violation of applicable codes, any failure to follow accepted trade standards for workmanlike construction (as set forth in the Construction Industry Quality Standards, published by the Wisconsin Builders' Association or its successor organization), and/or any failure to follow manufacturers specifications or recommendations. ADAMS shall install all products in full compliance with all the manufacturers' specifications and recommendations and ADAMS shall provide OWNER with all

manufacturers' product warranties upon completion of the Work. Title and all risks of loss to materials, supplies, appliances, equipment, labor, subcontracting, operations, services, and other items shall pass to OWNER immediately when incorporated into the Work or when delivered to the Property, excepting any tools and equipment owned or rented by ADAMS or any subcontractors/material suppliers in the performance of the Work; provided, however, that ADAMS shall be required to take reasonable steps for the protection and storage of all items incorporated into the Work or delivered to the Property. ALL OTHER WARRANTIES AND REPRESENTATIONS AS TO THE CONDITION OR QUALITY OF THE WORK, BOTH EXPRESS AND IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS, FITNESS FOR A PARTICULAR PURPOSE, CONDITION AND HABITABILITY, ARE HEREBY DISCLAIMED BY ADAMS.

- 10. NOTICES TO OWNER. NOTICE OF LIEN RIGHTS.** As required by the Wisconsin construction lien law, claimant (ADAMS) hereby notifies OWNER that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on OWNER's land may have lien rights on OWNER's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the OWNER or those who give the OWNER notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction.
- 11. MISCELLANEOUS PROVISIONS.** This Agreement shall not be assignable by OWNER without the consent of ADAMS, and shall be binding upon, and shall inure to the benefit of, the parties hereto, and their respective heirs, personal representatives, successors and permitted assigns. This is the entire agreement between the parties regarding the Work at the Property. If any term or provision of this Agreement or its application to any person, entity or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and its application shall not be affected and shall be enforceable to the fullest extent permitted by law. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. No waiver or breach of any covenant, condition, or agreement herein contained shall operate as a waiver of the covenant, condition, or agreement itself, or of any subsequent breach thereof. In the event any dispute arising out of or relating to this Agreement or any breach thereof is adjudicated by any court or arbitration tribunal, the party prevailing in such adjudication shall be entitled to recover its reasonably incurred costs and expenses, including, without limitation, attorneys' fees and costs, from the non-prevailing party, in addition to all other relief to which the prevailing party may be entitled. This Agreement shall be construed and governed by the laws of the State of Wisconsin, without regard to principles of conflicts of laws. Any legal or equitable action or proceeding arising out of or relating to this Agreement shall be brought and enforced exclusively in any federal or state court located in (or whose jurisdiction covers) Walworth County, Wisconsin.
- 12. ACKNOWLEDGEMENTS.** Prior to the commencement of, or any payment for, the Work, OWNER has received a true and accurate copy of this Agreement. OWNER has read and understands the terms and provisions of this Agreement and agrees to be bound by the same. Furthermore, should OWNER select ADAMS' bid, ADAMS expects the following language to control its contractual relationship with OWNER. Therefore, to the extent that OWNER's subcontract language differs from the aforementioned provisions, this document will govern.

6A



MARK'S CUSTOM TRADES, LLC  
E1121 COUNTY RD X  
LUXEMBURG, WI 54217

Contact Information:  
Mobile: (920) 536-1234  
Email: MarksCustomTrades@gmail.com

# ESTIMATE

**CUSTOMER NAME/ADDRESS:**

Kewaunee Public Library  
Carol A Petrina  
822 Juneau St.  
Kewaunee, WI 54216

Date	EXPIRATION	Estimate #
10/4/2024	11/4/2024	170
P.O. No.		
KPL0124		

Description	Total
Material disposal	22.00
Install new tank on Mens toilet for flush handle accessibility	200.00
Remove vanity, install 24" wall mounted sink, Install new faucet with wrist paddles, Relocate soap and paper towel dispensers to be more accessible, Install water and drain pipe insulation, Mens and Womens	1,600.00
Remove current 2/8 door, Install new 3/0 door with handle pull, privacy latch with in use indicator, and louver vent. Mens and Womens	3,600.00
Replace ceiling exhaust fan, Mens and Womens	700.00
Install properly sized Horizontal and vertical ADA grab bars on the side and rear of water closet, Mens and Womens	800.00
Move Light switch to adjacent wall for proper orientation with door, Mens and Womens	1,200.00
Electronic Door opener/closer for Mens bathroom only	3,200.00
Contracting Fee 6% of Total Job Cost @ \$11,300 = \$678	678.00

## CONTRACT AGREEMENT

**ESTIMATED TOTAL: \$12,000.00**

We, MARK'S CUSTOM TRADES, LLC proposes the following for the project referenced above.

\* All work to be done in a completed, workmanlike manner and in compliance with all building codes and other laws relevant to the project.

\*Guarentees the following conditions:

- \* Shall remove all debris and leave premises in a clean condition.
- \* Perform work during the following hours:  
Start: 6:00 A.M. End: 4:00 P.M.
- \* Agrees to loud activities to be performed only at the following times: Start: 7:00 A.M.

- \* Provide General Liability Insurance
- \* Have the right to do service for others throughout the term of this agreement.
- \* Work is to be performed and completed in a reasonable time frame; weather permitting.
- \* Builder or Homeowner shall pay MARK'S CUSTOM TRADES, LLC within 30 days receiving the Invoice.
- \* Builder shall supply all materials and fasteners to complete project.

\*\*\* THE ABOVE ESTIMATED JOB WILL NOT BE PLACED IN THE WORK SCHEDULE, UNTIL THIS CONTRACT AGREEMENT IS SIGNED AND RETURNED.\*\*\*

**DISCLAIMER: THIS IS AN ESTIMATE AND NOT A BILL. ALL ESTIMATES HAVE AN EXPIRATION DATE, PLEASE REFERENCE AT THE TOP OF THIS DOCUMENT FOR THE EXPIRATION. ALL PRICES CAN CHANGE BASED ON MARKET PRICING, TIME, WEATHER, AND UNFORSEEN JOB CONDITIONS.**

Agreement With (Print)

Agreement With (Signature)

Date

63

Contact Information:

Mobile: (920) 536-1234

Email: MarksCustomTrades@gmail.com



MARK'S CUSTOM TRADES, LLC  
E1121 COUNTY RD X  
LUXEMBURG, WI 54217

# ESTIMATE

**CUSTOMER NAME/ADDRESS:**

Kewaunee Public Library  
Carol A Petrina  
822 Juneau St.  
Kewaunee, WI 54216

Date	EXPIRATION	Estimate #
10/4/2024	11/4/2024	170
P.O. No.		
KPL0124		

Description	Total
Material disposal	22.00
Install new tank on Mens toilet for flush handle accessibility	200.00
Remove vanity, install 24" wall mounted sink, Install new faucet with wrist paddles, Relocate soap and paper towel dispensers to be more accessible, Install water and drain pipe insulation, Mens and Womens	1,600.00
Remove current 2/8 door, Install new 3/0 door with handle pull, privacy latch with in use indicator, and louver vent. Mens and Womens	3,600.00
Replace ceiling exhaust fan, Mens and Womens	700.00
Install properly sized Horizontal and vertical ADA grab bars on the side and rear of water closet, Mens and Womens	800.00
Move Light switch to adjacent wall for proper orientation with door, Mens and Womens	1,200.00
Electronic Door opener/closer for Mens bathroom only	3,200.00
Ceramic Tile Installation for Floor and ceiling, Mens and Womens, Includes Labor and disposal Small format tile for Flooring, Large format tile for Walls.	32,000.00
Contracting Fee 6% of Total Job Cost @ \$43,300 = \$2,598	2,598.00

## CONTRACT AGREEMENT

**ESTIMATED TOTAL:**

**\$45,920.00**

We, MARK'S CUSTOM TRADES, LLC proposes the following for the project referenced above.

\* All work to be done in a completed, workmanlike manner and in compliance with all building codes and other laws relevant to the project.

\*Guarentees the following conditions:

\* Shall remove all debris and leave premises in a clean condition.

\* Perform work during the following hours:

Start: 6:00 A.M. End: 4:00 P.M.

\* Agrees to loud activities to be performed only at the following times: Start: 7:00 A.M.

\* Provide General Liability Insurance

\* Have the right to do service for others throughout the term of this agreement.

\* Work is to be performed and completed in a reasonable time frame; weather permitting.

\* Builder or Homeowner shall pay MARK'S CUSTOM TRADES, LLC within 30 days receiving the Invoice.

\* Builder shall supply all materials and fasteners to complete project.

\*\*\* THE ABOVE ESTIMATED JOB WILL NOT BE PLACED IN THE WORK SCHEDULE, UNTIL THIS CONTRACT AGREEMENT IS SIGNED AND RETURNED.\*\*\*

**DISCLAIMER: THIS IS AN ESTIMATE AND NOT A BILL. ALL ESTIMATES HAVE AN EXPIRATION DATE, PLEASE REFERENCE AT THE TOP OF THIS DOCUMENT FOR THE EXPIRATION. ALL PRICES CAN CHANGE BASED ON MARKET PRICING, TIME, WEATHER, AND UNFORSEEN JOB CONDITIONS.**

Agreement With (Print)

Agreement With (Signature)

Date

7

# NEW Lighting Solutions - LED Lighting Proposal - City of Kewaunee

		Cost/Fixture	
Project: Haney Field		\$ 475.00	\$ 8,550.00
600 Watt LED Stadium Fixture w/Visor - 120-277V & 5000K			\$ -
45 Degree Beam Angle - Laser Provided for Installation			\$ -
			\$ -
			\$ -
Freight			Waived
Kewaunee County - Sales Tax			N/A
			<b>\$ 8,550.00</b>

## LED Lighting Fixture Cost

Bob Kleiman  
 "Energy" Consultant - NEW Lighting Solutions, LLC  
 Shop Address: 417 Park Street, Kewaunee WI 54216  
 Billing Address: N3026 Church Road, Kewaunee WI 54216  
 Ph # 920-255-4272

50% Down Payment of LED Lighting - \$4,275.00

Bob Kleiman 5-17-24

NEW Lighting Solutions Rep - Date

City of Kewaunee - Haney Field Rep - Date

All products are covered under manufacturer warranties.  
 Incentives are subject to change without notice and are estimates only.  
 Please allow 8-10 weeks for eta upon 50% down payment with balance due upon delivery.

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approve Addendum #22 with Cedar Corporation for the Main Street/Center Street Reconstruction Project.</b>	<b>ITEM NUMBER 8.i</b>

**BACKGROUND**

Staff has attached the new Addendum #22 to commit to engineering design services with Cedar Corporation for the development of plans for reconstruction of Main Street from Kilbourn Street south to Milwaukee Street (where it is the eastern end of Center Street).

Staff previously submitted a request for funding by the Wisconsin Department of Transportation (WisDOT) under the Local Road Improvement Program (LRIP) discretionary funds. This funding was successful, as the City received 50% of the estimated cost for road improvements, or \$317,770. This funding would need to be expended by 2029.

The Addendum #22 includes not only the initial design phase but also the grant application preparation and administration. The total cost included in the Addendum is \$98,500 for design, bidding/contract, and professional services post bidding. In addition, the project includes additional costs for Project Administration (\$26,500) and Resident Engineering Services (\$73,600). Both of these elements are necessary for post-bid award, during the construction phase. Total cost for Engineering services for this project thus total \$198,600.

**ANALYSIS**

This project will improve the physical appearance of the Municipal Building to visitors and maintain the lifespan of the facility and the Ambulance Building.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

The Public Works Committee reviewed this proposal and forwarded it to Council for adoption.

**FISCAL NOTE**

The initial aspects of this proposal would be covered under the CIP Fund, then transfer to a Note Anticipation Note. The construction phase would be covered under future General Obligation funding to be secured later, including additional loan funding through the Safe Drinking Water Loan Program (Water utility) and the Clean Water Fund Program (Sewer utility).

**STAFF RECOMMENDATION**

Staff recommends approval of Addendum #22.

**IF APPROVED, NEXT STEPS**

The Mayor and City Administrator sign the Addendum and Cedar Corporation begins work on the design phase.

**RECOMMENDED MOTION**

“I move we approve Addendum #22 to begin work on the Main Street/Center Street Reconstruction Project in the amount of \$198,600.”

Administration: HE/ Public Works: NS/City Engineer: BS



## ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated May 1, 2019, between Cedar Corporation (ENGINEER), and the City of Kewaunee (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices; and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Main Street Reconstruction; and

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

### SECTION 1 – SERVICES

The PROJECT includes the following improvements:

*Project:* Main Street Reconstruction

*Description:* Main Street from Milwaukee Street to Kilbourn Street, approximately 1,100 feet.

- Replacement of existing sanitary sewer and water mains, including laterals to the right-of-way or the house for lead services.
- Connect to existing storm sewer system and install new storm sewer to Milwaukee Street.
- Reconstruction of roadway, driveway aprons, curb and gutter, and installation of new sidewalk.

#### 1.1 DESIGN SERVICES

The ENGINEER agrees to provide the following Design Services for the PROJECT.

ENGINEER shall, under this paragraph, prepare computations, designs, drawings, specifications, and other documents for the ultimate purpose of the receiving of bids and/or construction of the PROJECT.

**Field Design Survey:** Field design surveys as used in this subparagraph are understood to be limited to those necessary to prepare the drawings and specifications. Property surveys, plats,

detailed frontage assessment schedules, descriptions of needed land and easement rights, maps and plans and assistance in negotiating for land and easement rights, shall not be included under the services of this paragraph.

**Preparation of Contract Documents:** This generally includes Advertisement for Bids, Instructions to Bidders, General Conditions, Supplementary Conditions, Proposals, Agreements, Miscellaneous Forms, Specifications, Drawings, and Schedules.

**Cost Estimates:** Any opinion of the construction cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the OWNER. Since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee that bids or actual construction costs to the OWNER will not vary from ENGINEER's opinions of probable cost. If the OWNER desires greater assurance as to construction costs, OWNER shall employ an independent cost estimator.

**Approval of Contract Documents:** The ENGINEER shall submit sufficient copies of the Contract Documents to the various agencies which have final review authority on the design of the PROJECT and shall make such adjustments to these documents as are required to receive final approval.

The following Design approvals are anticipated:

- WDNR Water
- WDNR Wastewater

**Construction Permits and Approvals:** It is understood that approval of the Contract Documents may not be sufficient to allow construction of the PROJECT. In many cases, the PROJECT requires permits and approvals that relate to the construction and not to the design (e.g., Corps of Engineers, Highway, Planning Agencies, etc.). The ENGINEER shall adopt any design requirements of these permits and approvals into the Contract Documents as a part of the work under this paragraph, however, permit and approval applications, surveys, and reports shall not be included under the services of this paragraph.

The following Construction permit submittals are included under this paragraph:

- WDNR Storm Water Notice of Intent, if required.
- WisDOT Work in Right-Of-Way, if required.

**Coordination:** Coordination of subcontractors, agents or employees of the OWNER in the compilation of data for the PROJECT. It is understood that if subsurface exploration such as borings, soil tests and the like are made to determine amounts of rock excavation or other subsurface conditions, the ENGINEER will furnish coordination of said exploration but the costs incident to such exploration shall be paid for by the OWNER.

## 1.2 BIDDING AND CONTRACT AWARD

The ENGINEER agrees under this paragraph, to assist the OWNER in obtaining and evaluating bids on the PROJECT as follows:

- Assist the OWNER in obtaining bids by furnishing digital project bid documents to QuestCDN eBid for downloading of bid documents by those requesting such. Maintain a record of bid document holders.
- Printing five (5) sets of Bid documents for use in the PROJECT construction phase.
- Interpretation of Contract Documents and preparation of Addenda during the bidding period.
- Administer the bid opening.
- Preparation of bid tabulations.
- Analysis of bid results.
- Consultation with the OWNER on the award of contracts.
- Assist in preparation of formal Contract Documents for review by the OWNER's legal representative.

## 1.3 GENERAL PROJECT ADMINISTRATION

The ENGINEER agrees to provide the following General Administrative Services for the PROJECT. OWNER and ENGINEER agree that the ENGINEER shall be obligated to provide only that degree of scrutiny of the Contractor's work as is described in this part. Only if specifically included otherwise in this Agreement shall the ENGINEER provide full or part-time Resident Engineering Services for the PROJECT.

The performance of General Administrative Services specifically excludes direction or supervision of the Contractor or his employees in the performing of their work in a safe, legal or proper manner and ENGINEER hereby disclaims any responsibility, therefore.

ENGINEER will endeavor to guard OWNER against defects and deficiencies in the work. However, it is understood and agreed by and between ENGINEER and OWNER that with respect to defects and deficiencies in the work, ENGINEER'S role under this subsection is advisory only. Accordingly, ENGINEER can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

ENGINEER shall under this paragraph, assist the OWNER in administering the provisions of the Contract Documents as follows:

- Assistance in interpretation of the drawings and specifications and approval of all changes in the Contract Documents.
- Administer the Preconstruction Conference.
- Make decisions regarding the PROJECT as called for in the Contract Documents.
- Assistance in interpretation of the reports of inspection bureaus, laboratories, test borings, and subsurface exploration related to the PROJECT during construction.
- Review of shop drawings and manufacturer's data for general conformance with the Contract Documents.
- Assist in preparation of closeout information as required (i.e., final change orders (quantity adjustments, etc.), contractor general lien waiver forms, Certificate of Substantial Completion, Consent of Surety, Affidavit of Wage Rate Compliance, etc.).
- Final inspection and processing of final contract payment request. (Final unit quantities where appropriate to the method of compensation shall be furnished to the ENGINEER by the OWNER or OWNER's Agent performing Resident Engineering duties.)
- Preparation of a set of record drawings of the completed PROJECT conforming to the construction records provided to the ENGINEER by the Contractor or the OWNER during construction.
- Assistance during Contractor's correction period (2-year warranty).

#### 1.4 RESIDENT ENGINEERING SERVICES

The ENGINEER agrees to provide Resident Engineering Services for the PROJECT. These services do not guarantee the Contractor's performance which is covered by the Contractor's bond, but by providing these services, the ENGINEER endeavors to protect the OWNER against defects and deficiencies in the PROJECT work and endeavors to insure compliance with the drawings and specifications within reasonable tolerances generally accepted in the Trade.

- The OWNER has requested the ENGINEER to provide **full-time** Resident Engineering which shall provide for a Resident Project Representative to observe performance of the work of the Contractor. However, it is understood that it may be necessary to leave the construction site at various times in the normal performance of resident engineering services.

Services to be offered by the ENGINEER are limited to those specified below:

- The original setting of lines and grades.
- Checking of lines and grades at intervals during construction.
- Observation of completed work for compliance with drawings and specifications.
- Keeping field measurement records.
- Keeping records of the Contractor's activities.
- Negotiation of field changes and change orders for approval by the OWNER and ENGINEER.
- On-site coordination of the PROJECT.
- Recommendation for payment of Contractor's progress payment requests.

#### 1.5 ADDITIONAL PROFESSIONAL SERVICES

The ENGINEER shall under this paragraph provide *optional* Additional Professional Services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in Section 2.

Examples of these services include, but are not limited to:

- Providing services which are not in accordance with ENGINEER procedures, standards or normal billing practices, assistance to attorneys and appearances before courts or boards on matters of litigation or arbitration, redesign ordered by the OWNER after the original design concept has been reviewed and accepted by the OWNER, laboratory testing, tune up and testing of equipment, plant operation and maintenance manuals, training of operators, final computation of total eligible PROJECT cost including engineering, construction, administration, etc., for purposes of audit on projects involving grants, etc.

The ENGINEER agrees to provide the following Additional Engineering Services for the PROJECT:

- **WDNR Safe Drinking Water Loan Program (SDWLP) Application:**  
The ENGINEER agrees under this paragraph, to prepare the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program application for the PROJECT. The funding application will be prepared along with supporting data for review by OWNER prior to being submitted to the agency.
- **WDNR Safe Drinking Water Loan Program (SDWLP) Administration:**  
The ENGINEER agrees under this paragraph, to administer the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program for the PROJECT.
- **WDNR Clean Water Fund (CWF) Application:**  
The ENGINEER agrees under this paragraph, to prepare the Wisconsin Department of Natural Resources Clean Water Fund application for the PROJECT. The funding application will be prepared along with supporting data for review by OWNER prior to being submitted to the agency.
- **WDNR Clean Water Fund (CWF) Administration:**  
The ENGINEER agrees under this paragraph, to administer the Wisconsin Department of Natural Resources Clean Water Fund application for the PROJECT.

## 1.6 OPTIONAL SERVICES

**Other Project Specific Items – *Optional Services (if requested):***

- Special assessment process.
- Grant applications.

## SECTION 2 - COMPENSATION

### 2.1 HOURLY RATE AND EXPENSES

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraph(s) 1.3 and 1.4 on an “Hourly Rate and Expense” basis, such compensation shall include payment for labor, direct expenses, and other compensation as follows:

**Hourly Rate Schedule:** The hourly rates to be used for this item shall be determined by the hourly rate schedule incorporated into this agreement as shown below or attached schedule. The ENGINEER reserves the right to adjust the overhead rate, which is used in determining the above hourly rates, on a yearly basis.

**Direct Expenses:** Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

- Reimbursable expenses (e.g., long distance telephone, subsistence and lodging, commercial transportation, postage and shipping, expense of purchased services, lease of specialized equipment, etc.).
- Mileage expenses per IRS regulations.
- Fees paid for securing approval of authorities having jurisdiction over the PROJECT.
- Printing and reproduction.
- Equipment costs (e.g., computers, automated survey instruments, CADD equipment, etc.).

The estimated cost follows:

Item 1.3 General Project Administration:	\$26,500
Item 1.4 Resident Engineering Services:	\$73,600

**Other Compensation:** It is understood that when requested by the OWNER, the ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ENGINEER shall provide coordination only of these services at the labor rates determined above.

**2.2 LUMP SUM COMPENSATION**

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraph(s) 1.1, 1.2, 1.5, and 1.6 on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee and shall be in the amount as shown below:

Item 1.1 Design Services:	\$57,500
Item 1.2 Bidding and Contract Award:	\$ 6,000
Item 1.5 Additional Professional Services:	\$35,000
Item 1.6 Optional Services ( <i>if requested</i> )	
• Special assessment process:	To be determined
• Grant applications:	To be determined

**Other Compensation:** It is understood that when requested by the OWNER, the ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ENGINEER shall provide coordination only of these services at the labor rates determined above.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

**SECTION 3 - TIMETABLE**

Estimated Project Schedule:

Project Design	October 2024 – June 2025
Project Advertising	January 2026
Project Bid/Award	February 2026
Project Construction Start	April 2026

The ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ENGINEER.

**SECTION 4 - SPECIAL CONDITIONS**

None.

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

For OWNER:

For ENGINEER:

CITY OF KEWAUNEE

CEDAR CORPORATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Jeff Vollenweider

Name: Brandon P. Strelow

Title: Mayor

Title: Client Manager

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Heath Eddy

Name: Dean P. Zanon, PE

Title: City Administrator

Title: President





**OPINION OF PROBABLE PROJECT COST WITH ESTIMATED FUNDING**

Community Infrastructure • Architecture • Environmental Services

Client	City of Kewaunee
Project	Main Street Reconstruction
Prepared By	Brandon Strelow

Project No.	
Date	9/25/2024
Revised Date	

Reconstruction is from Milkwaukee Street to Kilbourn Street.

Item	COST
<b>Sanitary Sewer - Fund #620</b>	
<b>FUNDING SOURCE: DNR- CLEAN WATER FUND PROGRAM (CWFP)</b>	
SANITARY SEWER MAIN AND APPURTENANCES SUBTOTAL	\$201,775
* HOME OWNER COSTS	-\$67,975
ENGINEERING AND ADMIN	\$42,336
<b>SUBTOTAL</b>	<b>\$176,136</b>
ESTIMATED PRINCIPAL FORGIVENESS (CWFP)	\$0
<b>ESTIMATED LOAN (CWFP)</b>	<b>\$176,136</b>
<b>Watermain - Fund #610</b>	
<b>FUNDING SOURCE: DNR- SAFE DRINKING WATER LOAN PROGRAM (SDWLP)</b>	
WATERMAIN AND APPURTENANCES SUBTOTAL	\$238,150
* HOME OWNER COSTS	-\$32,500
ENGINEERING AND ADMIN	\$42,336
<b>SUBTOTAL</b>	<b>\$247,986</b>
ESTIMATED 15% PRINCIPAL FORGIVENESS (SDWLP)	-\$37,198
<b>ESTIMATED LOAN (SDWLP)</b>	<b>\$210,788</b>
<b>Storm Sewer - Fund #100</b>	
<b>FUNDING SOURCE: LOCAL ROADS IMPROVEMENT PROGRAM (LRIP) &amp; GENERAL FUND</b>	
STORM SEWER MAIN AND APPURTENANCES SUBTOTAL	\$97,900
ENGINEERING AND ADMIN	\$42,337
<b>SUBTOTAL</b>	<b>\$140,237</b>
LRIP GRANT	-\$1,658
<b>REMAINING SUBTOTAL</b>	<b>\$138,579</b>
<b>Street - Fund #100</b>	
<b>FUNDING SOURCE: LOCAL ROADS IMPROVEMENT PROGRAM (LRIP) &amp; GENERAL FUND</b>	
ROADWAY EXCAVATION AND INSTALLED MATERIALS SUBTOTAL	\$308,900
ENGINEERING AND ADMIN	\$42,336
<b>SUBTOTAL</b>	<b>\$351,236</b>
LRIP GRANT	-\$316,112
<b>REMAINING SUBTOTAL</b>	<b>\$35,124</b>

**FUNDING SUMMARY**

ESTIMATED GRANT/PRINCIPAL FORGIVENESS (SDWLP & LRIP)	\$354,968
ESTIMATED CFWP & SDWLP LOAN	\$386,924
ESTIMATED REMAING GENERAL FUND TOTAL (CONSTRUCTION & ENGINEERING)	\$173,703
* HOMEOWNERS COSTS	\$100,475
CONTINGENCY (10% OF ESTIMATED CONSTRUCTION TOTAL)	\$84,673
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$1,100,743</b>

**NOTES:**

1. Property owners may be responsible for cost of items marked with an asterisk.
2. Quantities are based on discussions with Public Works Staff and information obtained from GIS.
3. Geotechnical borings have not been completed. Subgrade conditions are approximated based on regional soil conditions.
4. Utility trench backfill shall be native with select backfill being used where unsatisfactory soil conditions are present.
5. CFWP and SDWLP current interest rates are 2.365%.
6. LRIP award total is \$317,770.



# OPINION OF PROBABLE PROJECT COST

Community Infrastructure • Architecture • Environmental Services

Client	City of Kewaunee	Project No.	
Project	Main Street Reconstruction	Date	9/25/2024
Prepared By	Brandon Strelow	Revised Date	

Reconstruction is from Milkwaukee Street to Kilbourn Street.

Item	Unit	Qty	Unit Price	Cost
<b>Sanitary Sewer</b>				
8" PVC SANITARY SEWER	LF	940	\$95	\$89,300
4' DIA. MANHOLES - AVG D = 6'	EA	3	\$5,500	\$16,500
CHIMNEY SEAL	EA	3	\$500	\$1,500
WYES	EA	11	\$350	\$3,850
*4" PVC LATERAL - MAIN TO ROW	LF	425	\$75	\$31,875
*4" PVC LATERAL - PIPE BURST ROW TO HOUSE	LF	360	\$85	\$30,600
*RECONNECT TO EXISTING HOUSE	EA	11	\$500	\$5,500
CONNECTION TO EXISTING SANITARY	EA	1	\$1,400	\$1,400
SELECT BACKFILL	CY	850	\$25	\$21,250
			<b>Subtotal</b>	<b>\$201,775</b>
<b>Watermain</b>				
8" C900 WATER MAIN	LF	1,100	\$90	\$99,000
6" C900 HYDRANT LEAD	LF	60	\$70	\$4,200
8" GATE VALVE	EA	3	\$5,000	\$15,000
6" GATE VALVE	EA	2	\$4,000	\$8,000
HYDRANTS	EA	2	\$7,000	\$14,000
1" CORPORATION STOP WITH SADDLE	EA	11	\$600	\$6,600
1" CURB STOP AND BOX	EA	11	\$600	\$6,600
1" LATERAL - MAIN TO ROW	LF	425	\$50	\$21,250
*1" LATERAL - PIPE BURST ROW TO HOUSE	LF	360	\$75	\$27,000
*RECONNECT TO EXISTING HOUSE	EA	11	\$500	\$5,500
CONNECTION TO EXISTING MAIN	EA	3	\$2,000	\$6,000
SELECT BACKFILL	CY	1,000	\$25	\$25,000
			<b>Subtotal</b>	<b>\$238,150</b>
<b>Storm Sewer</b>				
15" STORM SEWER	LF	470	\$80	\$37,600
8" STORM SEWER	LF	270	\$60	\$16,200
4" STORM LATERALS	LF	180	\$45	\$8,100
4' STORM MANOLE - AVG D = 5'	EA	2	\$6,000	\$12,000
CATCH BASINS	EA	3	\$4,000	\$12,000
WYES	EA	9	\$500	\$4,500
SELECT BACKFILL	CY	300	\$25	\$7,500
			<b>Subtotal</b>	<b>\$97,900</b>

<b>Street</b>				
12" AVG EXCAVATE ROADWAY	CY	1,700	\$20	\$34,000
6" AVG EXCAVATE SIDEWALK	CY	85	\$25	\$2,125
6" BREAKER RUN	CY	850	\$30	\$25,500
6" BASE COURSE ROADWAY AND SIDEWALK	CY	935	\$30	\$28,050
GEOGRID FABRIC	SY	1,100	\$3	\$3,300
2.25" ASPHALT BINDER	TON	650	\$95	\$61,750
1.75" ASPHALT SURFACE	TON	520	\$95	\$49,400
24" CURB AND GUTTER	LF	2,100	\$20	\$42,000
6" CONCRETE DRIVEWAY/APRONS	SF	1,575	\$9	\$14,175
4" CONCRETE SIDEWALK	SF	3,300	\$7	\$23,100
LANDSCAPE RESTORATION	SY	2,100	\$5	\$10,500
EROSION CONTROL	LS	1	\$10,000	\$10,000
TRAFFIC CONTROL	LS	1	\$5,000	\$5,000
			<b>Subtotal</b>	<b>\$308,900</b>

Subtotal Construction	\$846,725
10% Contingency	\$84,673
20% Engineering and Administration	\$169,345
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$1,100,743</b>

**NOTES:**

1. Property owners may be responsible for cost of items marked with an asterisk.
2. Quantities are based on discussions with Public Works Staff and information obtained from GIS.
3. Geotechnical borings have not been completed. Subgrade conditions are approximated based on regional soil conditions.
4. Utility trench backfill shall be native with select backfill being used where unsatisfactory soil conditions are present.

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize implementation of a dog clean-up station in Selner Park by the Kewaunee Lions Club.</b>	<b>ITEM NUMBER</b> <b>8.j</b>

**BACKGROUND**

The Kewaunee Lions Club is interested in improving the access to City parks for people with dogs. There are no support systems for dog owners unless they bring their own supplies. To provide support, the Lions Club wants to install a dog clean-up station in Selner Park (which is the primary beach in the City) as a demonstration project that could be implemented in other City parks, including Harbor Park, Haney Park, Memorial/Kiewig Park, or Father Marquette Park (this list isn't all-inclusive).

The Lions Club proposes to provide signs, waste baskets (as needed), garbage bags, and a dispenser. This would be a donation item by the Club.

**ANALYSIS**

Staff is certain this kind of project will trigger requests for similar facilities in other City parks. But this is a solid offer the City should accept.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

The Public Property Committee recommended acceptance of this donation and the service provided.

**FISCAL NOTE**

None.

**STAFF RECOMMENDATION**

Staff recommends approval of the donation by the Lions Club.

**IF APPROVED, NEXT STEPS**

Public Works staff would coordinate location of the bag dispenser and signs with the Lions Club.

**RECOMMENDED MOTION**

"I move we accept the donation of dog clean-up station in Selner Park by the Kewaunee Lions Club."

Public Works: NS/Administration: HE

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE October 14, 2024</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize the creation of a Kewaunee Marina Committee.</b>	<b>ITEM NUMBER 8.k</b>

**BACKGROUND**

The Public Property Committee discussed this at their October 3, 2024.

A continuing concern from the Committee as well as the Finance Committee is the future plan for the management of the Kewaunee Marina. Citing the ability (or lack) to consistently collect boat launch revenues (due to an existing, outdated process). This is a relatively smaller issue, but the larger concern is a need to have a City-sponsored group organized around the support of the Marina. This group would operate similar to the Tug Ludington or Lighthouse committees which would

- Identify priority concerns and strategies for implementation in the Marina;
- Apply effective business practices to the management of the Marina

To that end, the Committee recommended that the Council form a Kewaunee Marina Committee with the purpose of increasing community participation in the strategic planning, marketing, fundraising, and operations for the Kewaunee Marina.

**ANALYSIS**

The proposed Committee would enable additional community participation in the operations of the Kewaunee Marina, and could increase that possibility of financial support through potential fundraising avenues. The objective here is to provide opportunities for additional support.

Council should be mindful to create a structure for the Committee. Staff can prepare the particulars and do the initial preparation but the Council needs to provide official support in order of the Committee to be effective.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION**

The Public Property Committee made this recommendation to include the specific elements of what the Committee is FOR: strategic planning, marketing, fundraising, and operational support.

**FISCAL NOTE**

No additional funding is anticipated with this proposal.

**STAFF RECOMMENDATION**

Staff recommends approval.

**IF APPROVED, NEXT STEPS**

Staff develops a proposed framework for the new committee including possible criteria for membership on the Committee. Council can add logistical elements as it sees necessary.

**RECOMMENDED MOTION**

“I move we authorize creation of a Kewaunee Marina Committee with the objective of supporting the Kewaunee Marina through strategic planning, marketing, fundraising and operational support.”