



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: John Neumeier, Director of Public Works/City Engineer
Date: September 10, 2026
Re: Kaukauna Utilities Amendment

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

Plan Commission reviewed the amendment document at their [September 3rd, 2026](#) and recommended approval to the Common Council.

Recommendation:

Staff recommend approving the document "First Amendment to Lease and Memorandum of Understanding Dated March 31, 2014" and authorizing Mayor Penterman or designee to sign.