

PLAN COMMISSION
August 21, 2025

The meeting of the Plan Commission was called to order at 4:30 p.m. by Brandon Schirpke. **Members present:** Branden Schirpke, Darrell Hansen, Thomas Behnken, Stephanie Bonikowski, Mark Doornink and Jack DeWolf. **Absent:** Laurie Vollrath **Also present:** City Administrator Caz Muske and Recording Secretary Ryan Rockey.

Hansen/Behnken m/s/c to approve the agenda as presented.

Behnken/DeWolf m/s/c to approve the minutes as presented.

Conditional Use Request L K Precision: Muske explained that this is a conditional use approval to allow automotive sales and service in the Industrial Park. It is currently listed as a conditional use in ordinance 17.22.

Behnken/DeWolf m/s/c to approve the conditional use permit request from L K Precision, Nathan Killips, for automotive repair shops, automotive sales and service; care wash, 7536-7539 at 420 Commercial Ave.

City Facility Project: Muske provided a handout outlining the survey results and facilities timeline. The survey results were reviewed. Muske will meet with Keller to discuss funding strategies and options and the Plan Commission will meet again in October to discuss a Council Recommendation.

Next meeting: October 6 at 4:30pm

Adjourn: Behnken/Doornink m/s/c to adjourn 4:48 p.m.

Respectfully Submitted,

Ryan Rockey
Recording Secretary

City of Clintonville — Public Works Facility

Briefing — October 6, 2025

Purpose

Purpose. Plan a financing strategy and steps to advance design and site work for a replacement Public Works (DPW) facility that improves safety, efficiency, and long-term operating cost.

Potential Financing Stack (blended)

- BCPL State Trust Fund Loan as the core, fixed-rate anchor (quick closing; rate lock).
- USDA Rural Development — Community Facilities (CF) for long amortization and potential grant component (MHI-dependent).
- Energy incentives: Focus on Energy (New Construction)
- General Obligation Bonds (G.O.)

Future Potential Actions

- Coordinate with Ehler’s during our next borrowing cycle (2027-2029)
- Coordination with Keller Inc. on Design/Construction Services
- Adopt a Reimbursement Resolution (keeps early design/site costs eligible for tax-exempt financing).
- Authorize BCPL application for a preliminary amount; keep flexibility to resize at award.
- Enroll with Focus on Energy New Construction to capture design assistance/incentives during concept design.
- USDA RD & EDA intake calls: confirm CF eligibility (loan vs. grant share) and PWEAA alignment.

Potential Timeline Items

- 2026: Funding stack determined
- 2026: Site & program confirmation; Focus on Energy enrollment; BCPL parameters; RD/EDA intake.
- 2026: Schematic design; environmental & utility scoping; prep for energy grant opportunities.
- 2026: Land use/permits; bid-ready packages for site/utilities; align with DNR PF timelines.
- 2027-2028: Construction phasing (site prep → building).

Key Risks & Mitigations

- Grant timing uncertainty → pursue rolling programs (BCPL, EDA, USDA CF) and design to alternates.
- Interest rate exposure → use BCPL locks; consider laddering maturities.
- Eligibility boundaries → keep “building vs. utility” costs clean for DNR/WisDOT eligibility.
- Affordability on debt levy → work with City Council to adopt acceptable debt levy and try to keep funding stack blended to offset borrowing

References (programs to monitor)

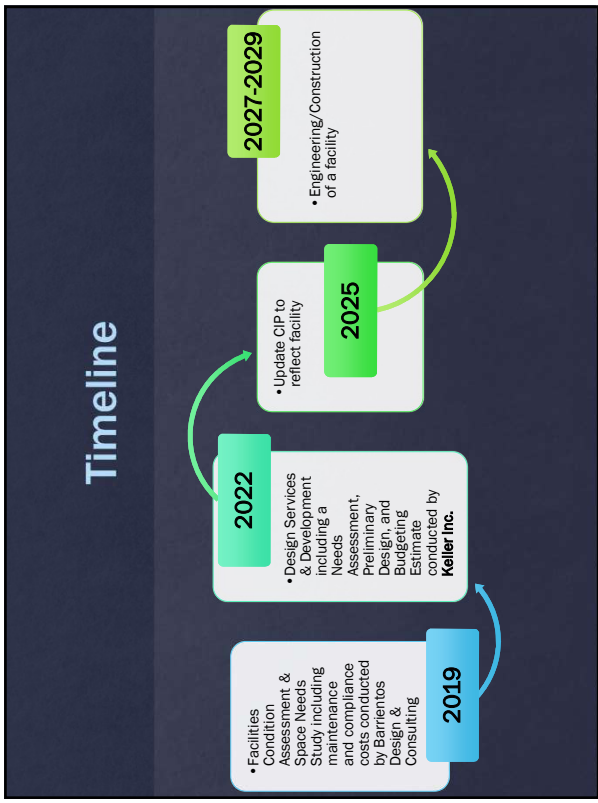
- [BCPL State Trust Fund Loans](#)
- [USDA RD Community Facilities](#)
- [EDA Public Works & Economic Adjustment Assistance \(PWEAA\)](#)
- [Focus on Energy — New Construction](#)



2025 Facility Needs & Impact Matrix Workshop

Plan Commission RECAP

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Workshop/Digital Assessment Purpose

-  CREATE A SHARED UNDERSTANDING OF FACILITY NEEDS
-  EVALUATE USING CONSISTENT CRITERIA
-  IDENTIFY THE MOST IMPACTFUL INVESTMENT PRIORITY

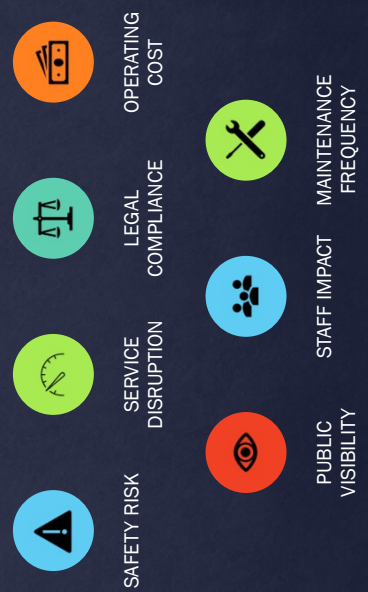
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Facilities Evaluated

- City Hall 1970's
- Public Works Garage 1950's
- Fire Station 1970's
- Water & Electric Facility 2025

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Evaluation Criteria Used



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Scoring Detail

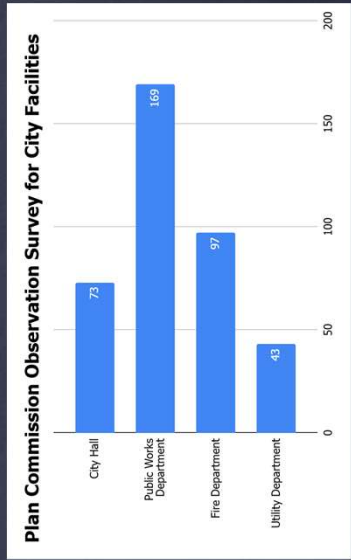
Facility Evaluation Criteria Quick Reference Card

Safety Risk	The extent condition of each facility poses safety hazards to staff, visitors, or the public. Higher scores = More significant safety concerns or risks. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition.
Service Disruption	Higher scores = Frequent or severe service disruptions. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition.
Legal Compliance	Higher scores = Greater non-compliance in legal risk. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition.
Operating Cost	Higher scores = Higher recurring operating expenses. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition.

Public Visibility	Perceptions of the current facility's condition by the community. Higher scores = Does not align with local safety. Examples: How the facility supports the City, how does the facility support the community? Effect on employee productivity, morale, and work environment.
Staff Impact	Higher scores = Facility limits staff productivity. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition. Higher scores = Reduced frequent and costly maintenance. Consideration of past incidents, complaints, or maintenance records is recommended to help determine operational performance due to facility's current condition.

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Preliminary Assessment Results



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Discussion & Next Steps

Check Alignment	Admin to check alignment with strategic plans, studies, funding possibilities, and external factors
Further Discussion	Continued dialog with Plan Commission based on the alignment check
Final Recommendation	Plan Commission to make a recommended motion to City Council for the 2026-2032 CIP

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