



MEMO

Department

To: Finance and Personnel Committee
From: Finance Director Van Rossum
Date: October 6, 2025
Re: Weights and Measures Fee Changes for 2026

Background information:

In August, staff from the City of Kaukauna met with staff from the City of Appleton Department of Public Health for the annual weights and measures meeting. City of Appleton staff provided additional background on the weights and measures consortium and updates to the weights and measures fee schedule.

The City of Appleton manages the East Central Weights & Measures Consortium. The Consortium invoices City of Kaukauna businesses that utilize meters. Businesses within the city are directed to the Consortium for weights and measures questions. Payments and related questions are directed to the City of Kaukauna. This arrangement allows weights and measures experts to answer questions about the program and for the City of Kaukauna to receive streamlined payment.

Schedule fees are charged to city businesses. The Consortium recommends that the City of Kaukauna increases the petroleum pump fee by \$10 to support program sustainability and regional alignment. The last weights and measures fee change occurred in September 2022. To reflect the 2026 fee updates, the city paralegal drafted a resolution in collaboration with finance personnel.

Strategic Plan:

This proposed action aligns with the Strategic Plan's focus on Financial Responsibility and Service. By increasing the petroleum pump fee by \$10, the City of Kaukauna supports regional fee alignment and sustainability of the weights and measures program. Following the region's fee schedules financially supports the Consortium providing the City of Kaukauna with the weights and measures program. Consortium sustainability provides expert service to city businesses.

Budget:

There is no direct budget request associated with adopting the weights and measures fee resolution. The additional \$10 in fees on the 272 petroleum pumps in the City of Kaukauna will generate additional revenue for the city, paid for by businesses within the city.

Staff Recommended Action:

Staff recommends forwarding the Resolution Establishing Fees for Weights and Measures as presented to the Legislative Committee for consideration.

Exhibit A

WEIGHTS AND MEASURES FEE SCHEDULE

NO. OF FEE	LICENSEABLE ITEM DESCRIPTION	CURRENT FEE	AVERAGE CITY LICENSE FEE 2025*	RECOMMENDED FEE	DOLLAR CHANGE	Number Of Device
1	Base Licensing Processing Fee	\$50.00	\$81.67	\$50.00	0	
2	Scales 0 - 30 lbs.	\$30.00	\$32.71	\$30.00	0	
3	Scales 31 - 1000 lbs.	\$40.00	\$54.50	\$40.00	0	
4	Scales 1001 - 10,000 lbs.	\$60.00	\$65.11	\$60.00	0	
5	Scales 10,001 - 20,000 lbs.	\$85.00	\$76.13	\$85.00	0	
6	Prepack Scale	\$100.00	\$32.71	\$100.00	0	
7	Person Weighing Scale	\$50.00	\$30.45	\$50.00	0	
8	High Accuracy Scale with Weights or Pill Counter System	\$55.00	\$56.19	\$55.00	0	
9	Hopper Scales	\$150.00	\$119.35	\$150.00	0	
10	Vehicle Scales	\$155.00	-	\$155.00	0	
11	Linear Meter	\$15.00	\$15.75	\$15.00	0	
12	Rules	\$3.00	\$3.15	\$3.00	0	
13	Timing Device	\$10.00	\$16.43	\$10.00	0	
14	Petroleum Pump	\$30.00	\$44.40	\$40.00	\$10.00	272
15	Vehicle Tank and Bulk Meter/ High Speed Pump	\$55.00	\$81.00	\$55.00	0	
18	Retail Price Scanner	1 - 8 \$100.00 9 or more \$12.50 each	\$22.00 Each	1 - 8 \$100.00 9 or more \$12.50 each	0	
20	Late Payment Fee	\$60.00	\$94.33	\$60.00	0	
21	Penalty Fee for Nonregistration	Triple the Per Device Fee	Not Available	Triple the Per Device Fee	0	
23	Farm Market Scale	\$30.00	\$32.71	\$30.00	0	
24	Reinspection Fee	\$50.00	\$100.00	\$50.00	0	

Note: Last fee change was in September 2022

*Cities (Green Bay, De Pere, Menasha, Milwaukee, and Oshkosh)

RESOLUTION NO. 2025-5485

**RESOLUTION ESTABLISHING FEES FOR
WEIGHTS AND MEASURES**

WHEREAS, the Common Council of the City of Kaukauna has adopted an Ordinance establishing and regulating Weight and Measures, which Ordinance provides that certain fees including processing and licensing fees shall be such as on file with the City Clerk; and

WHEREAS, the Common Council of the City of Kaukauna wishes to establish such fees to be effective until further resolution of the Common Council.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna that the various and several annual fees to be applied, payable to the City Clerk, under the Weights and Measures Ordinance are as described on the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL
on the _____ day of September, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk