

## **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, October 17, 2022, at 6:32 pm.

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

Also present: Attorney Davidson, Alder Thiele, Alder Eggleston, Alder Antoine, DPW/Eng. Neumeier, Fin. Dir. Van Rossum, HR Dir. Swaney, Street Sup. Van Gompel, Police Chief Graff, Fire Chief Carrel, Com Enrich. Serv. Dir. Vosters and interested citizens.

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

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

#### **a. Park pavilion fee increase for 2023.**

Staff evaluated current park pavilion rental fees and used comparables from neighboring communities. Our current rental fee is \$25 per day per pavilion. Additionally, there is no security deposit required. The current fee structure has been in place for at least 15 years. Currently, pavilion reservations open the first business day of the year for the upcoming year. Our facility (SPaR Building) reservation opens to Kaukauna-based, not-for-profit organizations 395 days (13 months) in advance of the rentals first booking date. The patron that booked this year may reserve 366 days in advance of the booking date. All other City residents can reserve 365 days in advance of the booking date. Non-resident can reserve 335 (11 months) days in advance of the booking date. Kaukauna Area School District is exempt from rental fees. Staff recommend mirroring the facility rental policy for the park pavilion rentals. Fees from local communities were provided. Discussion was held and questions answered.

Motion by Kilgas, seconded by Coenen to approve the new park pavilion fee structure and policy for the 2023 season with the addition of a reduced rate for non-profits of 20% of the normal fee.

All members voted aye.

Motion carried.

#### **b. Presentation of personnel budget items for comment and feedback.**

Finance Director/Treasurer Van Rossum presented the personnel budget items. Overall, the personnel side of the budget is going up by 8.2%. The reasons for the increases were provided. The significant changes in wages, group health insurance, residency incentive, retirement, and social security were presented. Discussion was held and questions answered.

#### **c. Update Purchasing Policy.**

Finance Director/Treasurer Van Rossum stated the updating of the purchasing policy stemmed from receiving the ARPA funding. A summary of the updated policy will be provided to the Finance and Personnel Committee at a future meeting.

### **3. Closed Session.**

#### **a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

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

All members voted aye.

Motion carried.

Adjourned to close session at 7:04 pm

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

Motion by Coenen, seconded by Kilgas to return to Open Session for possible action.  
All members voted aye.  
Motion carried.

Returned to Open Session at 7:48 pm.

Motion by Moore, seconded by Kilgas to create an IT position for the City of Kaukauna.  
All members voted aye.  
Motion carried.

**4. Adjourn.**

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

Meeting adjourned at 7:49 pm.

Sally Kenney, Clerk