

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, March 18, 2024 at 6:51 p.m.

Members present: Mayor Penterman, Antoine (via ZOOM), Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Police Chief Graff, Street Sup. Van Gompel, Planning and Com. Dev. Dir. Kittel, Marketing and Com. Mgr. Fencil, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Compensation Plan discussion.**

In 2022, Human Resources completed a compensation and classification study in partnership with a third-party consultant. In 2022, annual performance reviews and step-check-ins were implemented. This meant that all non-represented staff began receiving an annual review. All staff who were eligible to receive a step on the compensation system also had to complete a step check-in with their supervisor. Steps were no longer automatic, and employees needed to have a successful step check-in to receive the step. At the end of 2023, employees received their second annual review. Now that a performance management system is in place, we can take the final step of aligning performance management and compensation. A compensation system proposal draft was provided. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program. Staff will bring this item back to a future meeting for approval consideration.

b. **Health Insurance Review Update.**

In an effort to ensure the City is offering a health plan that is financially responsible, sustainable, and provides the best coverage for our employees, staff have taken time to research and review our current State of WI Department of Employee Trust Funds and other options that may be available.

Staff recommends we remain with current health plan at this time and continue to monitor.

c. **Financial Request Submission – Livability Fox Cities Brand Story Proposal.**

In February, Livability reached out to the City of Kaukauna on behalf of the Fox Cities Chamber to see if we would be interested in having a place in the Livability Fox Cities magazine publication and website. Livability Fox Cities is one of the primary marketing tools that the Fox Cities Chamber, partnership and its members will use for talent attraction, business recruitment, tourism, and relocation throughout the year. Livability's integrated marketing program includes a print publication, digital magazine, and they promote the content on Livability.com.

Motion by Moore, seconded by Coenen to grant permission to the Marketing and Communications Manager to enter into an agreement with Livability Fox Cities to create a brand story article and advertisement for print and website.

All members voted aye.

Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 7:37 p.m.

Sally Kenney, Clerk