

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, September 30, 2024 at 6:23 pm.

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

Absent & Excused: DeCoster.

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, Street Sup. Van Gompel, Com. Enrich Dir. Vosters, HR Dir. Hodge, Fin. Dir. Van Rossum, Staff Acct. Roehl, Com. Cord. FencI (via Zoom) and interested citizens.

Motion by Coenen, seconded by Moore to excuse the absent member.

All members present voted aye.

Motion carried.

1. Correspondence.

None.

2. Discussion Topics.

a. 2025 Non-Personnel Budget Item Review.

Finance Director Van Rossum presented the 2025 non-personnel budget items. Background information and a break-down of various items was provided. The next steps will be to review the personnel items, roll up all the expenses from personnel and non-personnel, get additional information from the Department of Revenue on the tax rate and see what that affect is on the expenditure restraint and levy limits. Staff will regroup to align overall expenses. These items will be done and presented on October 14.

b. 2024 City of Kaukauna Music Festival Recap.

Community Enrichment and Recreation Director Vosters provided a summary of the Kaukauna Music Festival event. A list of sponsors, list of expenses and a list of income was given. Many volunteers/organizations helped organize and staff this event. Discussion held and questions were answered.

c. Electric City River Jam 2025 Planning Commitment Request.

The planning committee is finalizing details for the fixed costs associated with hosting the event. The dates for the festival have been set for June 19–21, 2025. The event will feature carnival rides, live music, a variety of food options, and scenic riverfront views. The music festival is proposed to take place in Hydro Park and Farmers parking lot. These locations offer ample space for all planned activities, catering to attendees of all ages. While the exact layout is still being developed, the venue is well-suited to accommodate the event's diverse offerings. To secure vendor commitments for these dates, the City will need to enter into agreements in the coming weeks. A few deposits will be required, but most of the fixed costs will not be due until closer to the event in 2025.

Motion by Moore, seconded by Coenen to grant permission to Mayor to enter into agreements with vendors to secure commitments for the 2025 Electric City River Jam event with a total commitment not to exceed \$60,000.

All members present voted aye.

Motion carried.

d. Permission to fill Community Enrichment Manager with scope changes due to resignation.

On September 18, 2024, the Community Enrichment Program Manager position became vacant. This provided the opportunity to implement some changes to improve department functionality and success rather than filling the position in the same capacity. Staff are making recommendations regarding the job description based upon the understanding that there are

Grignon Mansion staff duties that will be removed from the description and are currently being evaluated. The goal of these moves is to address both concerns by providing better alignment to allow positions to focus on specific areas to provide better quality programming and more program offerings.

Motion by Kilgas, seconded by Schell to grant permission to fill the Community Enrichment Program Manager with proposed changes to the job description position due to resignation. All members present voted aye.
Motion carried.

e. **Permission to modify Paralegal position to a Senior level position and permission to fill.**
Due to the inability to fill the position staff is recommending creating a Senior Paralegal position with a new pay grade and increasing responsibilities and qualifications.

Motion by Moore, seconded by Kilgas to authorize Human Resource Director Hodge to create a Senior Paralegal position in a new pay grade 13B (\$28.74-33.58/hour) and post the position for hire.
All members present voted aye.
Motion carried.

f. **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 Coenen to adjourn to closed session.
All members present voted aye.
Motion carried.

Adjourned to close session at 7:05 p.m.

g. **Return to open session for possible action.**

Motion by Moore, seconded by Coenen to return to open session.
All members present voted aye.
Motion carried.

Returned to Open Session at 7:53 pm.

3. **Adjourn.**

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

Meeting adjourned at 7:54 pm.

Sally Kenney, Clerk