

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, May 6, 2024 at 6:51 pm.

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

Also present: Attorney Greenwood, DPW/Eng. Neumeier, Street Sup. Van Gompel, HR Dir. Swaney, Com. Enrich. & Rec. Dir. Vosters, Fin. Dir. Van Rossum, Fire Chief Carrel, Police Chief Graff, Communications Coordinator Fencl, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Elect Vice-Chair.**

Motion by DeCoster that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Moore as Vice-Chairman of the Finance and Personnel Committee.

Roll call vote: Coenen-aye, DeCoster-aye, Kilgas-aye, Moore-aye, Penterman-aye, Schell-aye.
Motion carried.

b. **Elect Secretary.**

Motion by Coenen to nominate Ald. Schell as Secretary of the Finance and Personnel Committee.

Motion by Moore that nominations be closed, rules be suspended, and a unanimous ballot be cast for Ald. Schell as Secretary of the Finance and Personnel Committee.

Roll call vote: Coenen-aye, DeCoster-aye, Kilgas-aye, Moore-aye, Penterman-aye, Schell -aye.
Motion carried.

c. **Ordinance 1905-2024 Amending Section 3.14(7) Operating Permit.**

Finance Director Van Rossum believes that the fee should be an annual fee so that the operator complies with all aspects of the Room Tax Ordinance and State Statutes in order to operate in the City of Kaukauna and believes the fee should increase \$5. The Director of Finance or designee shall notify the City Clerk that all required documents and payments have been submitted prior to any permits being assigned.

Motion by Moore, seconded by Schell to recommend approval of amended Ordinance 1905-2025 and forward on to the Common Council.

All members voted aye.

Motion carried.

d. **2024 Capital Borrowing.**

The list of proposed projects that were approved at the April 15, 2024 Board of Public Works meeting was provided. Funding for these projects will require municipal bonding. Some projects will also receive funding from other sources such as special assessments, grants, or TIFs. These projects are expected to be completed over the next one to three years. City staff is currently preparing for the rating calls, document preparations, and reporting required for the debt issues. Pending approval, the City plans to issue the bonds by the end of June 2024.

Motion by Kilgas, seconded by Coenen to authorize the Finance Director to obtain the necessary funds, as indicated to fully execute the approved projects.

Motion carried.

e. **Financial Request Submission – 50 on the Fox.**

The request is for an existing event that has happened for the past few years. The City has partnered

with the Heart of the Valley Chamber on this event in the past. The event organizer has shared that the event will be like years past and has indicated the request is to help pay for expenses for the event to survive.

Motion by DeCoster, seconded by Schell to approve \$500 funding request for 50 on the Fox Challenge for 2024.

All members voted aye.

Motion carried.

f. **Supplemental Financial Request – Electric City Experience 2024.**

The event organizer has shared that the event fundraising has not gone as expected. With a few larger donors backing out, the funding for the event is estimated to be short up to \$10,000. The organizer is still trying to secure the short fall. The event organizer is looking for the city to commit to being the backstop for any short fall. The City has already pledged \$10,000 as an event sponsor. The original sponsorship has been budgeted for. This event supports the City's Strategic Plan initiative of Community Choice by getting people to the downtown. This funding request will be further discussed at the Common Council meeting.

g. **1000 Islands Assistant Naturalist & Site Manager Positions and other budget impacts.**

The Assistant Naturalist position has become vacant as of April 30, 2024. Staff met to discuss possible solutions moving forward to best meet the needs of 1000 Islands. With that there are a few personnel and budget changes being brought to attention.

Motion by DeCoster, seconded by Coenen to remove the Americorp position from the budget in 2024, temporarily move the Assistant Naturalist position from 20 hours to 29 hours for a period not to exceed 8/31/2024, temporarily remove the Site Manager position (20 hours per week), hire an additional street seasonal to assist the Assistant Naturalist with site duties, and reevaluate 1000 Islands staffing in July of 2024.

All members voted aye.

Motion carried.

3. **Adjourn.**

Motion by Moore, seconded by DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 7:12 pm.

Sally Kenney, Clerk