

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, May 16, 2022, at 7:21pm.

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

Also present: Ald. Thiele, Ald. Antoine, Ald. Eggleston, Attorney Davidson, DPW/Eng. Neumeier, Planner Stephenson, Fire Chief Carrel, Police Chief Graff, Street Sup. Vandenheuvel, Com. Serv. Enrich. Dir. Vosters, Rec. Mgr. Malloy, Lib. Dir. Thiem-Menning, Naturalist Nowak, KU Gen. Mgr. Avanzi, KU Vandenheuvel, IT Dir. Krause, HR Dir. Swaney, Fin. Dir. Van Rossum and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. ARPA Project presentation and discussion on what projects to fund.

Finance Director Van Rossum stated the City of Kaukauna was allocated \$1.7 million from the Coronavirus State and Local Fiscal Recovery Funds. The City received half the funds in June of 2021 and is expected to receive the other half in May 2022. Funds must be allocated by December 2024 and must meet eligible program spend categories. The main spend categories, restricted use, and requirements of the City were explained.

An ARPA Group was formed with City and Kaukauna Utilities staff. A list of projects was created by this group. The top projects were presented by staff with a description and cost. This list will be brought back to the Council for further review and approval.

b. Permission to enter into agreement for an Analysis of current status of Information Technology.

KU General Manager Avanzi stated after extensive research into consulting firms, they feel that Fortium Partners is the company that is the best fit and the best value for this professional service. Discussion was held and questions answered.

Motion by Moore, seconded by Coenen to enter into an agreement for an analysis of current status of Information Technology.

All members voted aye.

Motion carried.

c. Approval to enter into contract with Human Resources Consulting, LLC for completion of a classification and compensation analysis.

HR Dir. Swaney stated the City of Kaukauna solicited proposals from four consultants to complete a classification and compensation analysis of the City's non-represented employees. The RFP requested that consultants put a plan together to review all current job descriptions and classifications to determine appropriate classifications based on skills, essential functions, and position specific requirements. The consultants were asked to develop a classification and compensation system that is competitive, flexible, and easy to maintain. And to suggest ways in which job evaluation can be incorporated into the compensation system.

The evaluation team unanimously agreed that the proposal from Human Resources Consulting, LLC, met all the standards and criteria continued in the RFP, and included some additional services which the other two proposals did not. The proposal from HRC includes a project to be completed by September 30, 2022 with a cost not to exceed \$16,800.

Motion by Moore, seconded by Kilgas to authorize staff to enter into an agreement with HRC for the completion of a Compensation Analysis of the City's non-represented employees at a cost not to exceed \$16,800.

All members voted aye.

Motion carried.

d. Approval to fill Administrative and Communications Coordinator position due to retirement of Karen Koch.

Mayor Penterman stated earlier when Karen first talked about retirement it was discussed to combine the Administrative Coordinator and Communications Coordinator into one position. The Kaukauna Utilities would like to have Brittany Simonson, Communications Coordinator there full-time.

Motion by DeCoster, seconded by Schell to authorize staff to fill the Administrative and Communications Coordinator position due to retirement of Karen Koch.

All members voted aye.

Motion carried.

e. Notification and resignation of Travis Teesch, Assistant Chief.

HR Director Swaney stated Assistant Fire Chief Travis Teesch is resigning from the City of Kaukauna. He has taken the Fire Chief position with the City of Watertown.

f. Wages and Incentives for Seasonal Lifeguard Staff.

The Recreation Department is seeing a shortage of lifeguards for the summer of 2022. Presently, 10 of the 20 lifeguard/swim instructor positions are vacant. We are currently seeing neighboring communities increase their hourly wages, offer incentives and waiving course fees as a draw to work seasonally for their Recreation Departments. We are fearful if we do not follow suit: we will be extremely short staffed and unable to offer quality services to the residents of Kaukauna. The current wage scale and recommended wage increases, and bonus program was provided. The fiscal impact to the 2022 budget would be approximately \$25,000.

Motion by Kilgas, seconded by Schell to accept the proposed increase in hourly wages and offer incentives with the adjustment to the 2022 budget.

Roll call vote: Coenen-aye, DeCoster-aye, Kilgas-aye, Moore-nay, Schell-aye.

Motion carried.

Ald. Moore stated he feels the wages and incentives should be higher.

3. General Matters - none.

Motion by Moore, seconded DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 8:51pm.

Sally Kenney, Clerk