

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, May 05, 2025 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. Elect Vice-Chair.
 - b. Elect Secretary.
 - [c.](#) 2025 Capital Borrowing Summary.
 - [d.](#) Records Assistant Vacancy.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, May 5, 2025 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Department

To: Finance and Personnel
From: Finance Department, Finance Director Van Rossum
Date: May 5, 2025
Re: 2025 Capital Borrowing Summary

Background information:

Please find attached a list of proposed projects from the 2025 Capital Improvement Plan that will need funding via municipal bonding. Some projects will also receive funding from other sources, such as special assessments or grants. The tables on the following pages show the breakdown of project costs and funding sources. These projects are expected to be completed over the next one to three years. Some of these projects have been approved for bidding, while others will come back to the board for approval before doing so.

Note, the LaFollette Park upgrade is in this round of borrowing at \$1 million. Nine pieces of equipment from both the Department of Public Works and the Fire Department are being replaced for \$1.4 million in total. The complete list of projects will be backed by General Obligation (GO) bonds. The City pays roughly \$5 million in debt services annually, so this round of borrowing will keep the debt service needs stable as it relates to the tax rate. Also, in this round of borrowing, they have a bond for the Sanitary projects. We are borrowing for the next three years of projects to reduce the bond issuance cost.

Finally, we are not going to the market for the stormwater bonds. The list of projects that are on the schedule for the next three years can be funded with remaining funds in the capital account as well as on-hand cash in that fund.

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 first meeting in June 2025.

Strategic Plan:

Most of these projects are normal operational expenses of maintaining the city infrastructure and operational services. However, the park upgrade is one specific project that is called out in the strategic plan as the public feedback asked for more up-to-date park amenities. This project directly correlates with the Strategic Plan.

Budget: The borrowing won't have a direct effect on the budget this year. However, we will structure the repayment of this issue to level off the debt service for future budget cycles the best way possible to avoid a significant increase in the debt service need that would spike the tax rate.

Staff Recommended Action:

Authorize the Finance Director to proceed with the bonding procedures that will obtain the necessary funds to support the projects listed in the 2025 Capital Improvement Plan as well as the Sanitary project list.

CITY OF KAUKAUNA
CAPITAL PROJECTS 2025 GENERAL OBLIGATION BORROWING

Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	GENERAL OBLIGATION BORROWING
Fund	EQUIPMENT		
421 - Equipment	Replace 2008 Skid Steer Loader (Fleet #30)	\$50,000	\$50,000
421 - Equipment	Replace 2015 Chevrolet Impala (Fire Dept)	\$65,000	\$65,000
421 - Equipment	Replace 1991 John Deere Grader #22	\$450,000	\$450,000
421 - Equipment	Replace 2012 Chevy 1 Ton Dump (Truck 9) With Plow	\$80,000	\$80,000
421 - Equipment	Replace 2008 2 1/2 Ton Dump Truck (Fleet #212)	\$270,000	\$270,000
421 - Equipment	Purchase new Garbage Truck (228)	\$392,000	\$392,000
421 - Equipment	Replace 2009 Pick Up Truck (Fleet #14) - Engineering	\$55,000	\$55,000
421 - Equipment	Ambulance Cot	\$35,000	\$35,000
421 - Equipment	Pallet conversion leaf loader for (old 228)	\$70,000	\$70,000
	PARK & POOL IMPROVEMENTS		
422- Parks and Pools	Wisconsin Ave Switch Back Trail	\$158,600	\$120,000
422- Parks and Pools	Grignon Mansion Parking Lot and Stormwater on land acquired	\$250,000	\$250,000
422- Parks and Pools	LaFollette Park Restrooms, BB Court, Parking Lot, Sidewalks	\$1,000,000	\$1,000,000
422- Parks and Pools	Playground Update -Strassburg	\$150,000	\$100,000
	STREET PAVING		
	New Concrete Streets		
420 - Streets and Sidewalk	South Weiler Road, Campfire Court, Antelope, White Wolf	\$3,000,000	\$1,000,000
420 - Streets and Sidewalk	Antelope & Bear Paw (Wildlife Heights)		
420 - Streets and Sidewalk	Snow Goose, Beckett, White Dove (Bluestem 3)		
420 - Streets and Sidewalk	Ash Grove and CTH Z Walk Extension		
	Reconstruction		
420 - Streets and Sidewalk	Asphalt Mill/Paving - Grignon(Upper and new lower), River Street	\$315,000	\$308,000
420 - Streets and Sidewalk	Alley Paving - 9th Street	\$320,000	\$170,000
420 - Streets and Sidewalk	Street Patch Program (2025/2026)	\$200,000	\$150,000
420 - Streets and Sidewalk	I-41 Corridor Bridges	\$40,000	\$40,000
	MISCELLANEOUS		
423 - Buildings and Misc	Fox Shores RR Site Remediation	\$70,000	\$70,000
423 - Buildings and Misc	Replace Video Surveillance System (Citywide)	\$30,000	\$30,000
423 - Buildings and Misc	Rail Crossing Quiet Zone Project	\$150,000	\$150,000
	TOTAL	\$7,150,600	\$4,855,000

Borrowing By Fund

Fund	Amount
420 - Streets and Sidewalk	\$1,668,000.00
421 - Equipment	\$1,467,000.00
422- Parks and Pools	\$1,470,000.00
423 - Buildings and Misc.	\$250,000.00
Total	\$4,855,000

CITY OF KAUKAUNA
SANITARY CAPITAL PROJECTS

Year	Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	SANITARY SEWER UTILITY
2025		SANITARY SEWER		
	602- Sanitary	Desnoyer Street Area Utility Relay (Seymour, Ducharme, Blackwell, Desnoyer)	\$920,000	\$805,000
	602 - Sanitary	CIPP - River Street Sanitary Sewer and Easement, Plank Road	\$200,000	\$180,000
	602 - Sanitary	Thelen/Linda Sanitary Relay	\$600,000	\$90,000
2026		SANITARY SEWER		
	602 - Sanitary	Industrial Park Sanitary Sewer	\$1,600,000	\$1,600,000
	602 - Sanitary	Diedrich Street Area Utility Relay (Jefferson, Black, Diedrich, Margaret, Maria, Idlewild)	\$750,000	\$650,000
	602 - Sanitary	Konkapot Interceptor - South	\$1,800,000	\$1,800,000
2027		SANITARY SEWER		
	602- Sanitary	Sullivan Avenue Area Utility Relay Phase 1 (Sullivan, Kenneth, 11th, 12th, 13th)	\$925,000	\$725,000
	602- Sanitary	Cleveland Avenue, E 8th, 9th	\$200,000	\$150,000
Projects InProgress and Completed				\$640,000
Total			\$6,640,000	



MEMO

Human Resources

To: Finance & Personnel Committee
From: Elisa Hodge, Human Resources
Date: 5/5/2025
Re: Records Assistant Vacancy

Background information:

Part Time Records Assistant – Police Department, A. Nushart, has resigned effective 4/18/2025. The part-time Records Assistant position is budgeted for 25 hours/week.

The Police Department, with the support of Human Resources, proposes converting one of the part-time Records Assistant positions to a full-time position and then filling the position internally. The department has evaluated the work and determined that the work would still be fully covered by:

- Reallocating 15 of the 25 part-time hours to a current position that is also budgeted for 25 hours currently. This brings the existing position up to 40 hours per week and a full-time designation.
- Reallocating 4 of the 25 part-time hours to another existing part-time position. This brings this existing position up to 29 hours per week and remains a part-time designation.

The full-time position is anticipated to garner longer retention for a person in the position over a part-time classification, which will reduce the time to recruit, train, and bring a new person up to an independent level on the team.

Strategic Plan:

People Management – Reducing turnover and attracting and retaining talent is a key point in the Strategic Plan. It is important that we evaluate what classification for positions we have to ensure coverage of necessary work, as well as being mindful of

the additional costs outside of pay rates, such as benefits, taxes, and ongoing recruiting and training to backfill.

Budget:

\$6,300 annualized increase to costs to the Records Assistant, approximately \$4200 for the remainder of 2025. This is primarily due to the increase in health insurance premiums covered by the employer for full-time vs. the portion covered for part-time status.

Staff Recommended Action:

Staff seeks authorization from the Finance and Personnel Committee to convert a part-time Records Assistant position to full-time and to fill it internally.