

FINANCE AND PERSONNEL COMMITTEE

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



Monday, May 04, 2026 at 6:15 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. Elect Vice-Chair.
 - b. Elect Secretary.
 - c. Temporary Office Support for Planning and Community Development.
3. Adjourn.

NOTICES

Finance and Personnel Committee - Notice is hereby given this is a public meeting of the Finance and Personnel Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Finance and Personnel Committee will take formal action.

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: HR Director, Elisa Hodge
Date: 5/4/2026
Re: Office Temp - Planning

Background information:

Director of Planning and Community Development Kittel has been on leave since December 2025. During this time, Associate Planner Nelson and Building Inspector Jensen have been supporting the department.

With the upcoming busy season for Planning and Community Development, additional requests for permits and inspections, as well as the increased work volume for development agreements, the additional work volume is putting a strain on the existing resources available.

To ensure Associate Planner Nelson and Building Inspector Jensen have time to work on the necessary items that require their specialized skills, there is a need for an additional temporary resource to support both.

It is proposed to add a temporary office resource, provided through the staffing agency Truity, where we have an active agreement, to work up to 35 hours per week through November 2026. This temporary position will support walk-in traffic, respond to phone calls and messages, provide research assistance, review emails, and research invoices.

Utilizing a temporary office employee through the staffing agency will reduce the time required to find someone to work in this capacity.

Budget:

The hourly billing rate through the staffing agency would be between \$35-\$40 per hour for a temporary office employee, based on the qualifications and skills we'd be seeking. The staffing agency is liable for the payroll and all associated payroll taxes for the employee provided.

At the high end of the costs, a temporary employee working 35 hours per week at a \$40/hour billing rate for 6 months (24 weeks) would cost \$33,600. This expense would come from the salary and wages budget of the Planning and Community Development budget. There are available funds in this budget due to Director Kittel's leave.

Staff Recommended Action:

It is recommended to approve Human Resources to engage with Truity to identify and select a temporary office employee for the support of the Planning and Community Development department.