

FINANCE AND PERSONNEL COMMITTEE

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



Monday, May 19, 2025 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Closure and Final Allocation of ARPA (223) Fund Balance.
 - [b.](#) Full-time backfill for resignation- Fire Department.
 - [c.](#) Full-time backfill for resignation- Department of Public Works.
 - d. Adjourn to closed session pursuant to state statute 19.85 (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility- Fire Department.
 - e. Return to open session for possible action.
 - [f.](#) Adjourn to closed session pursuant to state statute 19.85 (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility- Police Department.
 - g. Return to open session for possible action.
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 19, 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
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4. Enter Password 54130
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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 19, 2025
Re: Closure and Final Allocation of ARPA (223) Fund Balance

Background information:

The City has submitted its final annual report for the American Rescue Plan Act (ARPA) funds in the 2024 calendar year. This report detailed expenditures made in the previous year and the remaining balance. In accordance with ARPA program guidelines, the City categorized the majority of its allocation as “lost revenue.” This report designation allowed for simplified federal reporting and eased administrative tracking requirements.

With all reporting requirements met, the City is now in a position to close the ARPA (Fund 223). To do so, the remaining balance of \$108,316 must be either spent or transferred to another fund.

To recap, the City received \$1.7 million in federal ARPA funds. Because the City’s total funding fell below the \$10 million threshold, all of it was eligible to be claimed as lost revenue. While this approach permitted the City to deposit the funds into the general fund balance without restriction, a more intentional path was chosen. City staff compiled a list of eligible projects that aligned with ARPA guidelines, allowing the City to fund improvements that otherwise may not have been feasible. The original list was reviewed by the council for approval. A few smaller programs came before the council for consideration and approval.

Together, the City and Kaukauna Utilities successfully completed fifteen projects, including park improvements, utility upgrades, and the purchase of equipment that enhanced City operations. Some of the projects came in under budget, resulting in unspent funds. For example, the City Core Façade Grant Program was allocated \$150,000 but utilized only \$50,000.

After reviewing the project list, staff has identified four additional eligible projects to utilize the remaining funds. Any balance remaining after those projects are funded is recommended to be transferred to Fund 421 – Equipment Fund, in anticipation of increasing equipment needs in 2026. The proposed project list can be found on the following pages.

Strategic Plan:

ARPA funding has supported the City's broader goal of enhancing community safety and livability. The recommended projects continue this trajectory by providing tangible improvements that make Kaukauna a more desirable place to live and work.

Budget:

Utilizing ARPA funds for these improvements reduces the need to draw from the tax levy, preserving budgeted funds for other priorities.

Staff Recommended Action:

Approve the use of the remaining funds that came from the ARPA program for the four recommended projects. Authorize staff to transfer any remaining balance to Fund 421 – Equipment Fund to address future equipment needs.



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Completed Project List - Using ARPA Funds

Project Number	Project Name	Department	Amount
1	Upgrade boardwalk trail to address safety issues and meet accessibility guidelines	1000 Islands	\$200,000
2	Hwy 55 and Hwy 96 Intersection Control	DPW	\$10,000
3	City Core Façade Grants (Uptown and Downtown areas older buildings in the CCD Zone) & “Live Downtown Program” grants to finish or update second floor City Core residential units	Community Development	\$150,000
4	Portable Radios - These are the replacements that have been previously discussed. The actual amount needed would likely be at the low end of this estimate. And if necessary, we could spend even less, but then we would need to add a capital project for the remainder.	Fire Department	\$255,300
6	Large Park Update in an economically distressed neighborhood (visioning sessions for the neighborhood to make it their own) (maybe part ARPA and part CIP funded) La Follette	Parks	\$350,000
19	2021 Risk & Resilience Assessment of the Water Supply System found some weaknesses and it was directed towards physical security. There is a need for safety switches and/or card readers on all doors for documentation who is in and out of plants. This also includes the need for upgrade and moving of cameras.	Kaukauna Utilities	\$125,000
42	Defibrillator - This is for our 3 rd ambulance. This has been ordered, but it has not arrived or been paid for yet.	Fire Department	\$34,200

Completed Project List - Using ARPA Funds

Project Number	Project Name	Department	Amount
49	Safe drinking water account to offset costs to those well owners in the city who now have to adhere to the current ordinance regarding wells with an income of over \$65,000/year, not covered by current DNR grants. 54 Private Wells in the city that either need to be tested or abandoned. Need to offer some kind of funding for residents that don't qualify for DNR Funding. This is to protect the safety of our groundwater supply.	Kaukauna Utilities	\$50,000
50	Looping Water Main on Loderbauer before city paving. Right now it's a long dead end with very low chlorine residual and lower pressure because of not being looped.	Kaukauna Utilities	\$240,000
51	System Study looking for best treatment options to enhance water quality (Hard Water) for Kaukauna Utilities Residential and Commercial Customers. Includes a complete system Asset Management Plan.	Kaukauna Utilities	\$50,000
52	2023 Relay on Park, Klein, 4 th , 5 th , Hendricks Ave. Utilities has 92 public side Lead Services at an estimated cost \$2,500 per service on the public side.	Kaukauna Utilities	\$115,000
53	Cellebrite Machine and Computer allowing investigation to extract data from phones when involved in a situation	Police Department	\$18,500
55	Badger Election Books	Clerk	\$45,000
56	TruNark machine (Drug Task force machine)	Police Department	\$30,000
58	Flock Cameras	Police Department	\$54,600

Recommended Projects for using the Surplus Funds Originally received from ARPA Program

Project Number	Project Name	Department	Project Lead	Updated Budget Amt
61	Plasticade Barricades (Crowd Control)	DPW/Comm Enrich	Jake G/Terri V	\$7,000
62	Police Riffle Upgrade	Police Department	Jamie Graff	\$41,354
63	Police Parking Fence Opener upgrade	Police Department	Jamie Graff	\$3,200
64	Park Cameras	Parks/IT	Tim Taplin	\$40,000
65	Transfer to the 421 Equipment Account	Finance	Finance	\$23,762.50
			Remaining Balance	\$115,316



MEMO

Human Resources

To: Finance & Personnel Committee
From: Elisa Hodge, Human Resources | Jake Carrel, Fire Chief
Date: 5/19/2025
Re: Full-time backfill for resignation

Background information:

E. Chier has submitted a resignation from the Fire Department, effective 5/18/2025.

Staff Recommended Action:

Staff seeks authorization from the Finance and Personnel Committee to recruit and hire to fill the vacancy.





MEMO

Human Resources

To: Finance & Personnel Committee
From: Elisa Hodge, Human Resources | Jake Van Gompel, Streets Superintendent
Date: 5/19/2025
Re: Full-time backfill for resignation

Background information:

L. Vanhoof has submitted a resignation from the Department of Public Works, effective 5/23/2025.

Staff Recommended Action:

Staff seeks authorization from the Finance and Personnel Committee to recruit and hire to fill the vacancy.





MEMO

Human Resources

To: Finance & Personnel Committee
From: Elisa Hodge, Human Resources | Jamie Graff, Police Chief
Date: 5/19/2025
Re: CLOSED SESSION – Additional Position Offer Negotiation

Background information:

The Police Department was approved to have a +1 Officer for 2025 in preparation for anticipated retirements from the department that would be planned for early 2026. It is expected that the Police Department will be receiving formal retirements from two staff members (January and February 2026) based on recent discussions.

The recent recruitment effort has resulted in two recommended candidates. In expectation for a second retirement which will occur in quick succession from the first in January 2026, the Police Department would like approval to negotiate a conditional pre-employment offer with the second recommended candidate for a September 2nd hire date. By making a conditional offer for employment now, with the future start date, we are more likely to secure the candidate for that start date and avoid risking losing the candidate to another department.

Staff Recommended Action:

Staff seeks authorization from the Finance and Personnel Committee to negotiate a conditional offer for an additional officer hire based on expected retirements that will occur nearly concurrently at the beginning of 2026. The negotiated offer would be for employment to start September 2025.