

FINANCE AND PERSONNEL COMMITTEE

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



Monday, November 20, 2023 at 6:10 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Permission to fill Records Assistant position.
 - [b.](#) Permission to fill Patrol Officer position.
 - [c.](#) Permission to enter into agreement with MEUW.
 - [d.](#) Ordinance Establishing Salary of the Mayor.
 - [e.](#) Ordinance Establishing Salaries for Various Elected Officials.
 - [f.](#) Wage Scale Update.
3. Closed Session.
 - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - b. Return to Open Session for possible action.
4. 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, November 20, 2023 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.



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: November 20, 2023
Re: Notification of Retirement and Approval to Fill Position

TJ Domek, Records Assistant at the Police Department, has turned in official notice of her retirement. TJ has been with the department since 2017. Her last day of employment will be 2/5/2024.

Staff seeks authorization from the Finance and Personnel Committee to fill a Records Assistant position due to retirement.





MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: November 20, 2023
Re: Notification of Retirement and Approval to Fill Position

Lieutenant Tom Bartolazzi has turned in official notice of retirement from his Lieutenant Investigator position at the Police Department. Lt. Bartolazzi has been with the Police Department since 1996. His last day will be 1/2/2024.

Lt. Bartolazzi's retirement will create a Patrol Office vacancy.

Staff seeks authorization from the Finance and Personnel Committee to fill a Patrol Officer vacancy due to retirement.



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: November 20, 2023
Re: Safety Vendor Agreement 2024-2025

The City is currently utilizing Fox Valley Safety for safety services which includes safety training and compliance, safety audits and investigations, development of safety procedures, and safety consulting. The current annual fee for these services is \$29,772.

Staff would like to end services with Fox Valley Safety effective 12/31/2023 and enter into an agreement with MEUW for the management of the City safety program effective 01/01/2024.

A copy of the proposed 2024-2025 agreement with MEUW is attached for your review. MEUW would complete the same services currently being completed by FVS, but the City would gain an additional two days per month for a total of four on-site days per month with a safety consultant. Additionally, the City will see an overall savings of \$1,272 annually as the annual fee with MEUW would be \$28,500.

Staff seeks authorization from the Finance and Personnel Committee to enter into an agreement with MEUW for the management of the City Safety Program.



MUNIELE-01

Item 2.c.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Ryan - Waukesha 20975 Swenson Drive, Suite 175 Waukesha, WI 53186	CONTACT NAME: Heidi Patton	
	PHONE (A/C, No, Ext): (414) 270-6832 1832 FAX (A/C, No): (262) 717-9436	
	E-MAIL ADDRESS: hpatton@robertsonryan.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : EMCASCO Insurance Company	21407
	INSURER B : Employers Mutual Casualty Co	21415
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED
Municipal Electric Utilities of Wisconsin
725 Lois Drive
Sun Prairie, WI 53590

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			5D66253	4/18/2023	4/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			5E66253	4/18/2023	4/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5J66253	4/18/2023	4/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Municipal Electric Utilities of Wisconsin
725 Lois Drive
Sun Prairie, WI 53590

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

COMPLIANCE SERVICES AGREEMENT

This Compliance Services Agreement (“Agreement”), dated November 9, 2023 is entered into between Municipal Electric Utilities of Wisconsin, Inc. (“MEUW”), a nonprofit corporation organized under Wisconsin law, and the City of Kaukauna, a political subdivision of the State of Wisconsin (“Client”).

RECITALS

WHEREAS, the MEUW's Regional Safety Program helps municipal employers achieve and maintain a high level of compliance with workplace health and safety standards under state and federal laws and regulations; and

WHEREAS, Client is a Wisconsin municipality interested in participating in MEUW’s Regional Safety Program in order to provide its employees with high-quality safety compliance training in a cost-effective manner.

NOW, THEREFORE, for good and valuable consideration, MEUW and Client do hereby agree as follows:

AGREEMENT

1. Services: MEUW will provide and deliver for the term of this Agreement the services of its team of safety professionals, which may include Regional Safety Coordinators (“RSC”) or MEUW employees with other titles. The assigned resources will comply with the job tasks outlined on Schedule 1 of the Agreement (“Services”). Services not expressly set forth in this Agreement are excluded, unless otherwise provided by mutual agreement of the parties, as provided in Section 3, below. Such Services will be provided to the department(s) of Client listed on Schedule 2 of this Agreement.
2. Term: This Agreement shall commence on 01/02/2024 (“Effective Date”) and continue for an Initial Term of two years ending on 12/31/2025 (“Expiration Date”). The Agreement may be renewed by the Client for an additional term of one or two years following the Expiration Date by provision of sixty (60) days written notice (“Renewal Term”). The Initial Term and the Renewal Terms are collectively referred to as the "Term." Either party may terminate this Agreement by giving written notice at least sixty (60) days prior to the Expiration Date or the end of the Renewal Term, as applicable. Termination will then be effective on the Expiration Date or the end of the Renewal Term. Notwithstanding the foregoing, either party may terminate this Agreement following a material breach by the other party that remains uncured after ten (10) days' written notice from the non-defaulting party.
3. Amendment: This Agreement may be amended or modified upon the mutual agreement of both parties, but only if in writing. Such amendment or addendum shall be signed, dated and appended to this Agreement.

4. Term and Compensation: For the Services, Client agrees to pay MEUW an annual fee of \$28,500 ("Annual Fee") for the Initial Term. If the Client chooses to opt for a Renewal Term of two years, the Annual Fee will remain the same for the Term of the Agreement. If the Client prefers to opt for a one-year Renewal Term, the applicable Annual Fee may be higher. Information on such an Annual Fee increase will be available upon request ninety days prior to the end of the then applicable Term.
 - a. Payment of the Annual Fee is due thirty (30) days prior to the beginning of each service year during the Term.
 - b. In the event the individual designated to deliver Services to Client terminates employment with MEUW, the Client will receive a pro-rated credit equal to eighty percent (80%) of the Annual Fee for the time period when the position is vacant. MEUW agrees not to withhold delivery of Services that are critical and/or time-sensitive to the Client during this time period.
 - c. The above program cost is intended to be all inclusive.
5. Delivery of Services: The Annual Fee constitutes a Twenty percent (20%) share of MEUW's cost to employ the RSC and support the Services identified on Schedule 1. The service level under this Agreement allocated to Client is the applicable share of the RSC's work days per month. Work-day calculations include time the RSC spends attending continuing education, MEUW meetings, and other off-site meetings, as well as time spent on administrative duties, all of which MEUW deems integral to the performance and delivery of Services, but excluded holidays, vacation, and sick days.

Upon receiving notice from Client of a serious incident or unannounced inspection by the Wisconsin Department of Safety and Professional Services ("DSPS"), the RSC will respond as soon as practicable to a location designated by Client. In the event of an incident that triggers MEUW's Mutual Aid Program, the RSC and other MEUW staff shall be available on a 24/7 basis for assistance.

In the event more than one serious incident or unannounced inspection by the DSPS occurs simultaneously within the territory of the Client's RSC, RSC shall determine which client(s) to assist first, based on gravity of the situation or such other circumstances as RSC in his/her reasonable discretion deems appropriate. Client shall respect the RSC's decision on which client(s) to assist first.

Normal working hours each day the RSC is at Client's location is eight (8) hours, except that any one-way travel time that is above 30 minutes from the RSC's home location to the Client's location is considered work time.

6. Client Obligations: Client shall be responsible for the following:
 - a. Provide work space for RSC when he/she is on site;
 - b. Provide a file cabinet for safety recordkeeping on-site;
 - c. Provide copier and internet access for RSC when he/she is on-site;
 - d. Provide limited clerical support for RSC;
 - e. Schedule required training for employees as recommended and delivered by RSC;

- f. Provide employee accountability support regarding safety infractions as mutually agreed by RSC and Client's management personnel;
 - g. Establish and maintain a Safety Committee comprised of Client employees;
 - h. Schedule participation of employees in regular safety meetings;
 - i. Provide appropriate feedback to MEUW management throughout the year, regarding the RSC's performance when necessary;
 - j. Complete the annual written evaluation of services of MEUW and the RSC; and
 - k. Provide to MEUW, in a timely manner, any information that MEUW reasonably requests as necessary to perform the Services. It is understood and acknowledged that MEUW may rely on the accuracy of information provided by Client and its representatives.
7. MEUW Obligations: MEUW shall be responsible for the following:
- a. Employ, assign, and supervise the RSC;
 - b. Ensure the RSC carries out all essential job functions as outlined by the RSC job description contained on Schedule 1;
 - c. Provide management support to Client during safety- or health-related conflicts or personnel issues;
 - d. Monitor and ensure completion of RSC's professional development including, but not limited to, safety training/certification/licensure, as applicable; and
 - e. Apply an industry standard interpretation of applicable safety- or health-related laws, rules, codes, and regulations as they pertain to compliance.
8. Independent Contractor: In the performance of the Services, MEUW is an independent contractor and shall not be considered an employee, agent or representative of Client for any purpose. All employees of MEUW providing services under the Agreements shall at all times remain employees of MEUW and shall not be considered employees or agents of Client.
9. Prohibition on Third Party Beneficiaries and Assignment of Rights and Duties: The Services performed by MEUW under this Agreement are solely for the benefit of Client and nothing in this Agreement shall be construed to create any obligation, duty or liability on the part of either party to any third party. Assignments of benefits and delegations of duties created by this Agreement are prohibited and without effect.
10. Standard of Care: Client acknowledges that MEUW undertakes to provide the Services described herein to Client in a manner consistent with MEUW's status as a nonprofit corporation that serves public sector entities. Client acknowledges that MEUW will perform Services provided hereunder in a commercially reasonable manner with qualified personnel trained in applicable safety- and health-related laws, rules, codes, and regulations. Client bears the risk of its own actions or inactions as regards Client's compliance with applicable federal and state laws, rules, codes and regulations as they relate to workplace health and safety.
11. Limitation of Liability: Notwithstanding any other provision of this Agreement, MEUW shall not incur any liability whatsoever to Client, whether based on contract, tort, strict liability, warranty, or any other legal or equitable claim or theory, relating in any way to

the Services provided hereunder, except in cases of reckless conduct or willful misconduct. MEUW shall not be liable to Client for any indirect, incidental, consequential punitive, multiple, delay-related, performance-related, loss of use, loss of opportunity, loss of goodwill, special or exemplary damages, lost profits of government, or regulatory penalties or sanctions arising out of, due to, or in connection with its performance or nonperformance under this Agreement, or any of its obligations herein, whether based in contract, tort, strict liability, warranty or otherwise, **except in cases of negligence, reckless conduct or willful misconduct.**

12. **Indemnification:** MEUW agrees to indemnify and hold the Client harmless from any claim, damage, liability or cost (including reasonable attorneys' fees and costs of defense) arising in whole or in part as a result of to the extent caused by MEUW's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom MEUW is legally liable. It is the express intent of this indemnity clause that MEUW shall not be obligated to indemnify Client for Client's own negligence.

Client agrees to indemnify and hold MEUW harmless from any claim, damage, liability or cost (including reasonable attorneys' fees and costs of defense) arising in whole or in part and in any manner from the acts or failure to act, omissions, breach or default of Client, or those of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable, with the express exception of MEUW, and arising from or related to the work that is the subject of this Agreement. It is the express intent of this indemnity clause that Client shall not be obligated to indemnify MEUW for MEUW's own negligence.

13. **Insurance:** MEUW agrees to maintain liability and property damage insurance (including automobile, liability and property damage insurance) to cover the obligations set forth above. The minimum insurance limits of liability shall be \$1,000,000 and \$250,000 bodily injury and property damage. MEUW shall furnish a certificate of insurance to Client showing that the above obligations and requirements are provided for by a qualified insurance carrier, and showing Client as an additional insured on such insurance.

14. **Disputes:** If any controversy or claims arise out of, or relate to this Agreement, including, but not limited to, an alleged breach of the Agreement, the parties shall attempt to resolve the dispute by direct discussion and negotiation by the principals (who, for MEUW shall be the Executive Director). If the parties cannot resolve the dispute within sixty (60) days or whatever extended period the parties may agree to, then either party may pursue any remedies it has in law or equity.

15. **Program Materials:** Client agrees not to use any materials, programs, or processes developed by MEUW and provided to Client under this Agreement (collectively, "Program Materials") for any use other than Client's own use. Client may duplicate the Program Materials without obligation of royalty or first seeking MEUW's consent.

16. **No Solicitation of MEUW Employees:** Client shall not, directly or indirectly, solicit any MEUW employee to terminate his or her employment with MEUW so that Client may employ the MEUW employee. Client shall not hire or enter into a contract for any services

with any MEUW RSC whose employment with MEUW terminated within the immediately preceding twelve- (12) month period.

17. Notices: Any notice provided for or concerning the Agreement shall be (a) in writing and delivered by person, mail, or facsimile, or (b) sent by electronic transmission with reasonable verification of receipt by the party to whom the notice is transmitted, to the following:

If to MEUW: Michael Czuprynko, Manager of Safety Services
Municipal Electric Utilities of Wisconsin
725 Lois Dr.
Sun Prairie, WI 53590
Phone: (608) 478-2530
Email: mczuprynko@meuw.org

If to Client:

18. Counterparts: This Agreement may be executed in counterparts.

19. Governing Law: This Agreement shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.

**MUNICIPAL ELECTRIC
UTILITIES OF WISCONSIN, INC.**

CITY OF KAUKAUNA

By: _____
Michael Czuprynko
Director of Safety and Operations

By: _____
Name: _____
Title: _____

SCHEDULE 1

Job Description: Regional Safety Coordinator (“Coordinator”)

JOB ANALYSIS

The Coordinator manages a multi-employer safety and health program (“Program”) designed to foster a safe work environment by focusing on the creation and maintenance of a safe and healthy workplace. The Coordinator’s primary function is to ensure compliance with applicable health and safety regulations through development of safety programs materials, periodic inspections, application of risk management procedures, and employee training. The Coordinator serves multiple municipal employers (“Communities”) and, therefore, the position requires regular travel to the Communities within the Coordinator’s assigned territory.

SUPERVISION

The Coordinator is under the general supervision of MEUW’s Regional Safety Manager. However, the Coordinator is responsible for setting his/her own daily work activity schedule within the context of established MEUW policies and procedures.

ESSENTIAL JOB FUNCTIONS

The essential job functions of this position are performed on site within each Community location (including Client’s).

- A. Perform general safety and health related duties, including, but not limited to, written Program management, employee training, inspections, incident analysis/investigation and Program audits as necessary to ensure state and federal safety compliance.
- B. Visit each employer site according to the allocated percentage of Community time and specific Program needs.
- C. Develop and maintain a monthly schedule to include time spent at the Community, training sessions, meetings and general workload.
- D. Perform site-specific safety training sessions according to community needs and regulatory compliance requirements.
- E. Participate in Safety Committee meetings and events
- F. Write, modify and maintain written programs including, but not limited to, Blood borne Pathogens, Confined Space Entry/Rescue, Excavation, Hazard Communication, Hazardous Energy Control, Hearing Conservation, Personal Protective Equipment, Respiratory Protection and General Safety to ensure state and federal safety compliance.
- G. Develop and maintain an accurate safety Program recordkeeping and reporting system to ensure state and federal safety compliance.
- H. Create and submit monthly safety reports as required, which will include what the Coordinator completed for the month.
- I. Create and submit an employee training schedule as required.

REQUIRED ABILITIES AND COMMITMENTS

- A. Ability to work as a team player in the absence of or minimal supervision.
- B. Ability to communicate effectively in written and oral communications.

- C. Ability to work efficiently and accurately when there is time, pressure, or emotional strain.
- D. Ability to maintain reliability and sound professional judgement.
- E. Ability to work in the presence of distractions under monotonous conditions without significant loss of efficiency.
- F. Ability to prioritize multiple tasks.
- G. Commitment to meet scheduled deadlines.
- H. Ability to demonstrate knowledge of principles and practices of public management.
- I. Ability to function as a team player.
- J. Possess excellent troubleshooting and problem solving skills.
- K. Possess working knowledge of general office equipment and computer software.
- L. Possess excellent proficiency in grammar, spelling, punctuation, and arithmetic.
- M. Possess strong leadership skills.

QUALIFICATIONS

- A. Minimum of three years practical experience working with Wisconsin and federal safety and health regulatory compliance.
- B. Must have an insurance acceptable driver's license.
- C. Maintain certification and training standards
- D. Occupational health and safety degree or related discipline preferred.
- E. Any additional qualifications as appropriate to services provided hereunder.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Willing to go to any work environments for emergency or training situations.

PHYSICAL DEMANDS

- A. Must have good hand-eye coordination.
- B. Must be able to sit for long periods of time.
- C. Must be able to lift and move up to 50 pounds.
- D. Must be able to bend, squat, stretch, and twist frequently.

ADDITIONAL DUTIES

- A. Work outside normal hours when necessary.
- B. Additional duties as assigned.
- C. Be available during working hours in order to address any concerns, complaints or suggestions.
- D. Travel as needed.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY COORDINATOR.

THEY ARE NOT INTENDED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY THE COORDINATOR.

MEUW IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, MEUW WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MEUW'S EXECUTIVE DIRECTOR WHEN NECESSARY.

SCHEDULE 2

The Services provided by the Regional Safety Coordinator will be provided to Client employees in the following departments:



MEMO

Human Resources/Finance

To: Finance and Personnel Committee
From: Human Resource Director
Date: 11/20/2023
Re: Ordinance Establishing Salary of Mayor

Attached is the ordinance defining the Mayor salary, identified as Ordinance No. 1894-2023. This ordinance outlines the salary structure for the forthcoming two-year mayoral term commencing on April 17, 2024, once the next Mayor is elected.

The Mayor annual salary is currently set at \$90,209. With the attached ordinance it is set to increase to \$92,915 annually, effective April 17, 2024, and increase to \$95,702 annually, effective April 16, 2025. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. The 2025 salary will be incorporated into the subsequent budget planning cycle. The ordinance governing this is attached.

The recommendation is to forward the Ordinance on to common council for consideration.

ORDINANCE NO. 1894-2023

ORDINANCE ESTABLISHING SALARY OF MAYOR

The Common Council of the City of Kaukauna, Wisconsin, do ordain that the salary of the Mayor is hereby established at \$92,915 per year effective April 17, 2024, and \$95,702 per year effective April 16, 2025.

Passed and adopted by Council on the 21st day of November, 2023.

APPROVED: _____
Anthony J. Penterman

ATTEST: _____
Sally A. Kenney, Clerk



MEMO

Human Resources/Finance

To: Finance and Personnel Committee
From: Human Resources Director
Date: 11/20/23
Re: Ordinance Establishing Salaries for Various Elected Officials

Attached is the ordinance defining the City Attorney and Municipal Judge salary, identified as Ordinance No. 1899-2023. This ordinance outlines the salary structure for the 2024 year. The annual salary for the City Attorney is currently set at \$107,976. The annual salary for the Judge is currently set at \$12,323.

With the attached ordinance the City Attorney is set to increase to \$111,215 annually, effective May 1, 2024, once the next City Attorney is elected. The City Judge is set to increase to \$12,636 annually, effective May 1, 2024, once the next City Judge is elected. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. These salaries are adjusted each year with the non representative rate as both roles are not in the position to present to council for a decision.

The recommendation is to forward the Ordinance on to common council for consideration.

ORDINANCE NO. 1895-2023

ORDINANCE ESTABLISHING SALARIES FOR VARIOUS ELECTED OFFICIALS

The Common Council of the City of Kaukauna, Wisconsin, do ordain that salaries for various elected officials of the City of Kaukauna are hereby established as follows:

	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>
City Attorney	\$111,215.00 per year	May 1, 2024
Municipal Judge	\$12,693.00 per year	May 1, 2024

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL on the 21st day of November 2023.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally Kenney, Clerk



MEMO

Human Resources/Finance

To: Finance and Personnel Committee
From: Human Resource Director
Date: 11/21/23
Re: Position Classifications and Wage Scale Pertaining to 2024 Budget

Enclosed, please find the updated position classification for non-represented employees of the city. This wage scale mirrors what was presented during the Committee of the Whole meeting.

The scale continues to follow the proposed 3% increase outlined in the fiscal year 2024 budget, as deliberated during the November 1, 2023, meeting. The reason for revisiting this topic is we noticed that the Fire Training officer position was inadvertently excluded from the Pay Grade Classification list. Although it is accounted for in the budgeted figures.

The attached document now encompasses a comprehensive list of non-represented positions. Pending approval of the 3% budget increase for the fiscal year 2024, this wage scale and position classification will be effective from the first paycheck of the 2024 budget year.

We acknowledge the interest in refining our compensation model to better reflect performance and accountability measures. The step scale compensation model is slated for review and potential revisions in 2024. We intend to bring this matter back to the Finance and Personnel Committee for thorough discussion, review, and consideration.

**City of Kaukauna
Pay Grade Classification
As of January 1, 2024**

<u>Pay Grade</u>	<u>Position</u>
1	
2	Library Associate
3	
4	
5	Office Assistant, Administrative Coordinator (Library)
6	
7	Records Assistant, Clerk of Courts
8	Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager.
9	Accounting Specialist – AR, Accounting Specialist – AP, - Paralegal, Library Technology Coordinator, IT Service Desk Technician
10	Youth Services Librarian I, Adult Services Librarian I
11	Administrative Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II Human Resources Payroll Generalist, Code Enforcement Officer
12	Associate Planner
13	Planning/Engineering Technician
14	City Clerk, Naturalist, Recreation Program Manager, Community Enrichment Program Manager
15	Principal Planner, Accountant
16	Street Foreman
17	Project Engineer
18	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager, Assistant Fire Chief - Training
19	Lieutenant Investigator, Assistant Fire Chiefs - Shifts
20	
21	Assistant Fire Chief - Day, Assistant Police Chief, Recreation & Community Enrichment Director
22	Director of Planning & Community Development, Library Director
23	
24	Fire Chief, Police Chief, Human Resources Director
25	Director of Public Works
26	
27	Finance Director / Treasurer

City of Kaukauna 2024 Pay Schedule

Grade	FLSA Status	Entry Pay Min of 6 mo.	Step 1 Min of 6 mo.	Step 2 Min of 6 mo.	Step 3 Min of 9 mo.	Step 4 Min of 9 mo.	Step 5 Min of 12 mo.	Step 6 Min of 12 mo.	Step 7
1	non-exempt	\$15.87	\$16.23	\$16.59	\$16.97	\$17.36	\$17.75	\$18.14	\$18.55
2	non-exempt	\$17.88	\$18.28	\$18.69	\$19.12	\$19.55	\$19.99	\$20.44	\$20.90
3	non-exempt	\$18.13	\$18.54	\$18.95	\$19.38	\$19.82	\$20.26	\$20.72	\$21.19
4	non-exempt	\$18.64	\$19.06	\$19.49	\$19.93	\$20.37	\$20.84	\$21.30	\$21.78
5	non-exempt	\$20.61	\$21.07	\$21.55	\$22.03	\$22.53	\$23.03	\$23.56	\$24.08
6	non-exempt	\$20.74	\$21.22	\$21.69	\$22.18	\$22.68	\$23.19	\$23.71	\$24.25
7	non-exempt	\$21.95	\$22.44	\$22.95	\$23.46	\$24.00	\$24.53	\$25.09	\$25.65
8	non-exempt	\$24.46	\$25.01	\$25.57	\$26.15	\$26.74	\$27.34	\$27.95	\$28.58
9A	non-exempt	\$25.45	\$26.02	\$26.60	\$27.20	\$27.82	\$28.45	\$29.09	\$29.74
9B	exempt	\$49,631	\$50,735	\$51,880	\$53,045	\$54,250	\$55,475	\$56,720	\$57,986
10	exempt	\$55,227	\$56,470	\$57,740	\$59,040	\$60,367	\$61,726	\$63,114	\$64,535
11	exempt	\$57,824	\$59,125	\$60,455	\$61,815	\$63,206	\$64,628	\$66,083	\$67,569
12	exempt	\$59,431	\$60,768	\$62,136	\$63,533	\$64,963	\$66,425	\$67,919	\$69,448
13	exempt	\$59,770	\$61,115	\$62,490	\$63,896	\$65,334	\$66,804	\$68,307	\$69,843
14	exempt	\$64,340	\$65,787	\$67,267	\$68,781	\$70,328	\$71,910	\$73,529	\$75,184
15	exempt	\$68,009	\$69,538	\$71,104	\$72,704	\$74,339	\$76,012	\$77,722	\$79,471
16	exempt	\$68,554	\$70,096	\$71,674	\$73,286	\$74,935	\$76,621	\$78,345	\$80,107
17	exempt	\$69,471	\$71,035	\$72,634	\$74,267	\$75,939	\$77,647	\$79,394	\$81,180
18	exempt	\$77,918	\$79,672	\$81,464	\$83,297	\$85,171	\$87,088	\$89,047	\$91,051
19	exempt	\$81,867	\$83,709	\$85,593	\$87,519	\$89,488	\$91,501	\$93,560	\$95,665
20	exempt	\$85,842	\$87,774	\$89,749	\$91,768	\$93,833	\$95,945	\$98,102	\$100,310
21	exempt	\$91,958	\$94,028	\$96,143	\$98,306	\$100,518	\$102,780	\$105,092	\$107,457
22	exempt	\$96,095	\$98,257	\$100,468	\$102,728	\$105,039	\$107,403	\$109,820	\$112,291
23	exempt	\$100,609	\$102,873	\$105,188	\$107,555	\$109,974	\$112,448	\$114,979	\$117,565
24	exempt	\$105,136	\$107,502	\$109,921	\$112,394	\$114,923	\$117,509	\$120,153	\$122,856
25	exempt	\$109,868	\$112,340	\$114,868	\$117,452	\$120,095	\$122,797	\$125,559	\$128,384
26	exempt	\$114,812	\$117,395	\$120,036	\$122,737	\$125,498	\$128,323	\$131,210	\$134,162
27	exempt	\$119,979	\$122,678	\$125,438	\$128,261	\$131,146	\$134,097	\$137,115	\$140,199

<u>Grade</u>	<u>Job Title</u>	<u>FLSA Status</u>	<u>2023 rate</u>	<u>2024 Rate</u> (3% increase)	<u>Min</u>	<u>Mid</u>	<u>Max</u>
ST1	Laborer & Janitor	non-exempt	\$25.44 - \$29.85	\$26.20 - \$30.75	24.07	28.31	\$ 32.56
ST2	Parks Technician	non-exempt	\$ 30.37	\$ 31.28	24.51	28.84	\$ 33.17
ST2	Small Truck Driver	non-exempt	\$ 30.46	\$ 31.38	24.55	28.89	\$ 33.23
ST2	Tandem Trucks	non-exempt	\$ 31.37	\$ 32.31	24.63	28.98	\$ 33.33
ST3	Heavy Eq Op - Sweeper	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Rear-load Garbage Truck	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Automated Garbage Truck Driver	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Backhoe	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Grader	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Loader	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Sewer& Tandem Sewer Truck Driver	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Mechanic	non-exempt	\$ 31.87	\$ 32.83	28.12	33.08	\$ 38.04

Step up ST1 to ST2 \$.50
Step up ST2 to ST3 \$.50
Step up ST1 to ST3 \$1.00
Lead man \$1.00
Sub-Forman \$1.50

2024 City of Kaukauna Seasonal Positions

	2023	2024
	WAGE	WAGE
POSITION TITLE		
ASSISTANT POOL SUPERVISOR	\$18.16	\$18.70
ATTENDANTS / CONCESSIONAIRE - ENTRY	\$11.90	\$12.26
ATTENDANTS / CONCESSIONAIRE - 1 YEAR	\$12.08	\$12.44
LEAD CONCESSIONAIRE		\$15.25
COMMUNITY ENRICHMENT COORDINATOR	\$19.50	\$20.09
CROSSING GUARD	\$15.45	\$15.91
COMMUNITY SERVICE OFFICER	\$15.45	\$15.91
DANCE INSTRUCTORS - 1 YEAR	\$24.64	\$25.38
DANCE INSTRUCTORS - 2 YEAR	\$26.14	\$26.92
DANCE INSTRUCTORS - 3 YEAR	\$27.64	\$28.47
DISC GOLF	\$19.30	\$19.88
DRIBBLERS CLUB COORDINATOR	\$21.35	\$21.99
FLAG FOOTBALL COORDINATOR	\$21.58	\$22.23
FLAG FOOTBALL INSTRUCTOR	\$13.12	\$13.51
FLAG FOOTBALL REFEREE (PER GAME RATE)	\$15.81	\$16.28
GOLF AIDE	\$12.60	\$12.98
GOLF INSTRUCTOR	\$24.65	\$25.39
GYMNASTICS - INSTRUCTOR	\$13.19	\$13.59
GYMNASTICS - LEAD	\$28.12	\$28.96
LIFEGUARDS - ENTRY	\$14.68	\$15.13
LIFEGUARDS - 2 YEAR	\$15.66	\$16.13
LIFEGUARDS - 3 YEAR	\$16.65	\$17.15
OPEN GYM SUPERVISOR / ATTENDANT	\$12.19	\$12.56
PLANNING INTERN	\$12.48	\$12.85
NATURALIST INTERN	\$12.48	\$12.85
ENGINEERING INTERN	\$13.80	\$14.21
ENGINEERING YOUTH APPRENTICE	\$11.11	\$11.44

	2023	2024
	WAGE	WAGE
POSITION TITLE		
POOL MAINTENANCE MANAGER - ENTRY	\$19.68	\$20.27
POOL MAINTENANCE MANAGER - 2 YEAR	\$21.64	\$22.29
POOL MAINTENANCE MANAGER - 3 YEAR	\$23.61	\$24.32
POOL SUPERVISOR	\$21.83	\$22.48
SCOREKEEPER	\$12.05	\$12.41
ARCHERY/RIFLERY INSTRUCTOR	\$21.35	\$21.99
STREET SEASONAL ENTRY	\$15.88	\$16.36
STREET SEASONAL YEAR 2	\$16.40	\$16.89
STREET SEASONAL YEAR 3	\$16.85	\$17.36
POOL LANDSCAPER - ENTRY	\$13.80	\$14.21
POOL LANDSCAPER - 2 YEAR	\$14.32	\$14.75
POOL LANDSCAPER - 3 YEAR	\$14.77	\$15.21
STRONG BONES INSTRUCTOR	\$15.89	\$16.37
SUMMER SCHOOL AIDE - ENTRY	\$12.48	\$12.85
SUMMER SCHOOL AIDE - 2 YEAR	\$13.49	\$13.89
SUMMER SCHOOL AIDE - 3 YEAR	\$14.29	\$14.72
TEACHER (*Rate set by school district in January)	\$25.00	TBD
TEACHER (not KASD Teacher)	\$23.80	\$24.51
UMPIRE - ADULT DIAMOND SPORTS / 7 & 8 YR OLD BASEBALL (PER GAME RATE)	\$26.14	\$26.92
UMPIRE - YOUTH DIAMOND SPORTS (Bases) (PER GAME RATE)	\$36.17	\$37.26
UMPIRE - YOUTH DIAMOND SPORTS (Plate) (PER GAME RATE)	\$43.45	\$44.75
VOLLEYBALL INSTRUCTOR	\$21.35	\$21.99
WATER SAFETY INSTRUCTOR (W/ LIFEGUARD CERTIFICATON)	\$17.17	\$17.69
WATER AEROBICS INSTRUCTOR	\$14.57	\$15.01