

# FINANCE AND PERSONNEL COMMITTEE

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



Monday, September 30, 2024 at 6:10 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - a. 2025 Non-Personnel Budget Item Review.
  - b. 2024 City of Kaukauna Music Festival Recap.
  - c. Electric City River Jam 2025 Planning Commitment Request.
  - d. Permission to fill Community Enrichment Manager with scope changes due to resignation.
  - e. Permission to modify Paralegal position to a Senior level position and permission to fill.
  - f. 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.
  - 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, September 30, 2024 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.\*

## City of Kaukauna Music Festival Recap

### Observations and Notes

In mid-May 2024, the planner of Electric City Experience moved the event location to Menasha and changed the name to Fox Cities Experience. A few weeks later, a group of interested parties gathered to discuss moving forward with the City of Kaukauna's music festival.

With six weeks to plan and get everything organized, it was an all-hands-on-deck effort. We created a webpage for the event with areas for volunteers, sponsors, and general information and resources. From June 27 - August 11, the Kaukauna Music Festival landing page was the third-most visited page according to Google Analytics, with 7,286 views, 4,557 active users, and 21,468 interactions with the page. The volunteer opportunities page was the seventh-most visited page with 2,462 views, 1,657 active users, and 7,525 interactions with the page. A Facebook page was also created for the event, which averaged 1,994 people daily from June 27-August 11. The page gained 827 followers during that time as well and had an overall engagement rate of 14.1%. Engagement rate is calculated using the number of times users engaged with the content (reactions, comments, shares, post link clicks) compared to the number of times content associated with the page was displayed to users. To put that into perspective, the average Facebook engagement rate for entertainment and media pages is only 0.99% and the average Facebook engagement rate for government pages is 1.54% (according to a June 2024 analysis by Hootsuite). Paid advertisement for the event included two boosted posts on Facebook, and an ad in the Times Villager for a total spend of \$421.32.

The event was held August 9-10 and offered live music from seven bands, food trucks, food tents, beer tent, and family activities such as face painting, balloon twisting, and bounce houses.

There were several organizations that volunteered their time and over 125 individuals that volunteered at the event.

### Sponsors

Abel Insurance

Stoneridge-Piggly Wiggly

Kaukauna Utilities

Heart of the Valley-Chamber of Commerce

Edward Jones-Gabriel Koch

Eagle Graphics

313 Dodge

**Volunteers/Organizations**

Green Bay Elite Booster Club

Kaukauna Boys Soccer Booster Club

Kaukauna High School Girls Volleyball

Friends of Grignon Mansion

Electric Dance Company

Outagamie County CERT

Kaukauna Alcohol, Tobacco, and Other Drug Abuse Prevention

Electric Dance Company

Heart of the Valley Dance

Wild & Free Rescue

Appleton Boys Choir

Kaukauna Lions Club

**Expenses**

Bands	7,600.00
Food	6,863.96
Volunteer Hours Paid	5,370.00
Backstage/Stagehand	4,600.00
Tents	4,440.00
August 14th - Special Concert	4,000.00
Beer	3,507.40
Portable Restrooms	3,424.00
Barricades	2,650.00

Staging	1,855.00
Balloon Maker & Face Painter	1,300.00
Supplies	1,116.14
Advertising	421.32
Stage Banner	120.00
Name Tag for Volunteer Coordinator	14.00
Sale of left over product	(2,853.00)

**Income**

Electric City River Jam Sales	17,014.00
Electric City River Jam Sponsorships	13,500.00

**Total Expense:       \$ 44,428.82**

**Total Income:         \$ 30,514.00**



# MEMO

## Finance

To: Finance and Personnel Committee  
From: Mayor, Anthony Penterman  
Date: 09/30/24  
Re: Electric City River Jam 2025 Planning Commitment Request

As we prepare for the 2025 Electric City River Jam, the planning committee is finalizing details for the fixed costs associated with hosting the event. The dates for the festival have been set for June 19–21, 2025. This year's event will feature carnival rides, live music, a variety of food options, and scenic riverfront views. The music festival is proposed to take place in Hydro Park and Farmers parking lot. These locations offer ample space for all planned activities, catering to attendees of all ages. While the exact layout is still being developed, the venue is well-suited to accommodate the event's diverse offerings.

To secure vendor commitments for these dates, the City will need to enter into agreements in the coming weeks. A few deposits will be required, but most of the fixed costs will not be due until closer to the event in 2025.

The desired approach on handling this event is to have a committee of community members that will continue to help plan the event from year to year. The committee will help with the duties of planning as well as the days of the event. City staff will still need to provide the in-kind services the day of the event.

**Budget:** The estimated fixed cost for the event is \$60,000. This includes expenses for bands, staging, tents, portable restrooms, and barricades. The planning committee is working to establish a sponsorship program, which is expected to cover much of these expenses. Any shortfall in sponsorship funding will need to be addressed by the City's budget if something happens where the event does sell enough product during the event due to poor attendance or bad weather.

**Strategic Plan:** Although there is not a specific initiative on this one, it fits under community of choice in that we want to continue getting people active in the City.

**Staff Recommended Action:**

*Grant Permission to Mayor to enter into agreements with vendors to secure commitments for the 2025 Electric City River Jam event with a total commitment not to exceed \$60,000.*

# MEMO

## HUMAN RESOURCES

To: Finance and Personnel Committee  
From: Elisa Hodge, Human Resources Director  
Terri Vosters, Community Enrichment & Recreation Director  
Date: September 30, 2024  
Re: Permission to Fill Community Enrichment Program Manager

**Background Information:**

On September 18, 2024, the Community Enrichment Program Manager position became vacant. This provided the opportunity to implement some changes to improve department functionality and success rather than filling the position in the same capacity.

Staff are making recommendations regarding the job description based upon the understanding that there are Grignon Mansion staff duties that will be removed from the description and are currently being evaluated. The goal of these moves is to address both concerns by providing better alignment to allow positions to focus on specific areas to provide better quality programming and more program offerings.

August and September 2024, staff met with the Grignon Mansion Board and The Friends of the Grignon Mansion to determine how they would see the Grignon Mansion staff position in the future. In both meetings the desire for the Grignon Mansion staff position is unknown. Staff will continue to meet with the Board, Friends, and internal staff for a future recommendation.

Staff recommends that the part-time Community Enrichment Coordinator(s) continue to report to the Community Enrichment Program Manager. They shall manage the coordinator(s) with the Live! Hydro Music Series, Farmers Market, and Special Events. The incumbent will also be the lead coordinator for the Electric City River Jam Music Festival.

The Community Enrichment Program Manager will also program the Grignon Mansion site and offer tours.



**Strategic Plan:**

N/A

**Budget:**

No impact on 2024 budget

**Staff Recommended**

1. Grant permission to fill the Community Enrichment Program Manager with proposed changes to the job description position due to resignation.

### Position Description

Position: Community Enrichment Program  
 Manager

Department: Community Enrichment &  
 Recreation

Reports To: Community Enrichment &  
 Recreation Director

Supervises: Part-time **Community Enrichment  
 Coordinator** & seasonal staff;  
 volunteers

Date: ~~October 16, 2023~~ September 11,  
 2024

### POSITION SUMMARY

This position will develop and coordinate community recreational/enrichment and special event opportunities. Under the direction of the Community Enrichment & Recreation Director, establishes program goals and objectives, plans, develops, implements, and evaluates enrichment opportunities and special events for people of all ages, abilities, and backgrounds. ~~Manages Grignon Mansion sponsorship requests, long-term planning, facility management and collection management.~~ Supervises staff assigned to program area. Makes recommendations regarding program budget; implements and monitors approved budget. Manages Community Enrichment/~~Grignon Mansion~~ programming. ~~Assist Friends of the Grignon Mansion with special events. Serve as the liaison to the Grignon Mansion Board and the City.~~ The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

### MAJOR POSITION DUTIES

1. Supervise and coordinate Enrichment and Special Event program areas in the Community Enrichment division. Plans, develops, and implements year-round recreational opportunities for people of all ages and abilities, including the Christmas parade and Electric City River Jam.
2. ~~Facilitates various sponsorship sale opportunities for the Grignon Mansion.~~
3. Researches and recommends opportunities for special events and community partnerships with outside organizations and all City departments.
4. Create and manage youth/teen/senior enrichment programming.
5. ~~Create and manage Grignon Mansion programming and tours.~~
6. Oversee internal and external special events including Electric City River Jam.
7. Coordinates/oversees the work activities of volunteers and employees of the events/program/facility.
8. Collaborates with the Community Enrichment Coordinator on Live! at Hydro Park on schedule/sponsorship and activities.
9. Collaborate with Community Enrichment Coordinator on Farmers Market schedule and activities.
10. ~~Complete collections inventory including library and photograph catalogue for the City owned Grignon Mansion.~~
11. Provides input on program/event budget and develops for Director's review.
12. Organizes day-to-day operations. Works directly with staff on facility scheduling/management. Oversees inventory and ordering of supplies and equipment.
13. Supervises program personnel including Community Enrichment Coordinator(s); recruits, provides training and instruction, plans coordinates, assigns, and reviews work.
14. Assist with front desk operations.

15. Perform other duties as assigned.

**QUALIFICATIONS**

Requires bachelor’s degree in Recreation Management, or related field or two-three years of equivalent experience. One year progressively responsible in coordinating special events.

**Ideal Candidate will have:**

- Two to three years of experience in recreation/special events/community enrichment.
- Supervisory experience preferred.
- Flexible schedule based on department and programming needs.
- Considerable knowledge of programming and planning.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Highly motivated and organized.
- Ability to communicate both verbally and in writing to establish effective public and internal work relationships.
- Ability to obtain CPR/First Aid/AED certification within 6 months of hire.
- Ability to understand and effectively carry out oral and written instructions.
- Must have a valid driver's license.

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This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

**Employee Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.*



### Position Description

Position: Community Enrichment Program Manager  
 Department: Community Enrichment & Recreation  
 Reports To: Community Enrichment & Recreation Director  
 Supervises: Part-time **Community Enrichment Coordinator** & seasonal staff; volunteers  
 Date: ~~October 16, 2023~~ **September 11, 2024**

#### POSITION SUMMARY

This position will develop and coordinate community

recreational/enrichment and special event opportunities. Under the direction of the Community Enrichment & Recreation Director, establishes program goals and objectives, plans, develops, implements, and evaluates enrichment opportunities and special events for people of all ages, abilities, and backgrounds. ~~Manages Grignon Mansion sponsorship requests, long-term planning, facility management and collection management.~~ Supervises staff assigned to program area. Makes recommendations regarding program budget; implements and monitors approved budget. Manages Community Enrichment/~~Grignon Mansion~~ programming. ~~Assist Friends of the Grignon Mansion with special events. Serve as the liaison to the Grignon Mansion Board and the City.~~ The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### MAJOR POSITION DUTIES

1. Supervise and coordinate Enrichment and Special Event program areas in the Community Enrichment division. Plans, develops and implements year-round recreational opportunities for people of all ages and abilities, including the Christmas parade.
- ~~2. Facilitates various sponsorship sale opportunities for the Grignon Mansion.~~
3. Researches and recommends opportunities for special events and community partnerships with outside organizations and all City departments.
4. Create and manage youth/teen/senior enrichment programming.
5. **Create and manage Grignon Mansion programming and tours.**
6. Oversee internal and external special events including Electric City River Jam.
7. Coordinates/oversees the work activities of volunteers and employees of

- the events/program/facility.
8. Collaborates with the Community Enrichment Coordinator on Live! at Hydro Park on schedule/sponsorship and activities.
  9. Collaborate with Community Enrichment Coordinator on Farmers Market schedule and activities.
  - ~~10. Complete collections inventory including library and photograph catalogue for the City owned Grignon Mansion.~~
  11. Provides input on program/event budget and develops for Director's review.
  12. Organizes day-to-day operations. Works directly with staff on facility scheduling/management. Oversees inventory and ordering of supplies and equipment.
  13. Supervises program personnel including Community Enrichment Coordinator(s); recruits, provides training and instruction, plans coordinates, assigns, and reviews work.
  14. Perform other duties as assigned.

### QUALIFICATIONS

Requires bachelor's degree in Recreation, Humanities, Communications, or related field.  
One year progressively responsible in coordinating special events.

### Ideal Candidate will have:

- Two to three years of experience in recreation/special events/community enrichment.
- Supervisory experience preferred.
- Flexible schedule based on department and programming needs.
- Considerable knowledge of programming and planning.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Highly motivated and organized.
- Ability to communicate both verbally and in writing to establish effective public and internal work relationships.
- Ability to obtain CPR/First Aid/AED certification within 6 months of hire.
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**Employee Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# MEMO

## Human Resources

To: Finance & Personnel Committee

From: Human Resources Director, Elisa Hodge  
City Attorney, Tim Greenwood

Date: September 30, 2024

Re: Senior Paralegal Position

The City's Paralegal position has been vacant since June 4, 2024, due to resignation. The position was approved for posting and has received a total of 43 applicants. Of those received:

- Twenty-four (24) applicants had no paralegal certificate
- Nine (9) applicants had less than two years of experience
- Six (6) applicants had between two and five years of experience
- Four (4) applicants had more than five years of experience

Ten (10) applicants were invited to be interviewed.

- One (1) applicant did not show for their interview
- One (1) withdrew due to accepting another position
- One (1) withdrew due to alleged lack of flexibility
- Two (2) offers were made, but both were declined by the applicants
  - Both declined offers cited pay not aligning with their experience level

The remaining interviewed applicants did not show sufficient experience, certification or ability to work independently. The interviewed applicants were not selected for offer due to responses not demonstrating the necessary skillset for the position's expectations.

The current position is in a pay grade 9A (\$25.45-29.74/hour).

Staff recommend creating a Senior Paralegal position in a new pay grade 13B. (\$28.74-33.58/hour). Responsibilities and qualifications will be increased to include:

- Minimum of 7+ years of experience (increased from 3 preferred)
- Assist other departments in drafting contracts, ordinances, and resolutions prior to City Attorney review.

- Independently conducts legal research on issues brought before the Legal Department to provide the City Attorney with expedited information.
- Works primarily independent, but with City Attorney direction where needed, in pre-trial/trial preparation, including evidence requests and drafting subpoenas.
- Takes a leading role in real estate processes after acceptance of offers at the direction of the City Attorney.
- Maintain status as a State Certified Paralegal with the State Bar of Wisconsin or willingness to attain this status within 24 months of employment.

Upon approval, Staff request to post the newly created Senior Paralegal at the new wage rate, but to keep the position part-time.

**Staff Recommended Action:**

Authorize Human Resource Director Hodge to create a Senior Paralegal position in a new pay grade 13B (\$28.74-33.58/hour) and post the position for hire.