

COMMITTEE OF THE WHOLE

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



Monday, August 18, 2025 at 5:00 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Q2 2025 Strategic Plan Update.
 - [b.](#) Council Chamber Audio/Video Technology Assessment and Solutions Exploration.
 - [c.](#) Council/Department Head Communication Guidelines.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Committee of the Whole scheduled for Monday, August 18, 2025, at 5:00 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.



Strategic Plan Quarterly Update – Q2 2025

Why - To enrich our community through service.

Mission - Offer a high quality of life through services and opportunities, while providing a safe and inclusive community.

Vision - Be a community of choice by connecting residents, businesses, and visitors to natural resources, recreation, economic opportunities, and quality of life through forward thinking, inclusivity, and sustainable advancements.

Create a Community of Choice:

- **Maintain a Safe and Healthy Community**
 - Safety Committee/HR added Safety Incident Reporting to Paycor and completed the Safety Suggestion Form to be rolled out in Q2.
 - Offered several health, safety, senior-based programs, such as: CPR, Water Safety Instructor, Lifeguarding, XYZ, Safety Town, and Babysitting through the Recreation Department.
 - Installation of flashing crosswalk signage and additional crosswalk improvements at Aquatic Center.
 -
- **Create Belonging, Access & Opportunity Resource Group**
 - In Q2, the group met to discuss large event accessibility and parking. The audio issues in Council Chambers were discussed with the IT department, and Tim met with Camera Corner to get a sense of what was needed to improve the functionality of the room, which will be addressed in a future budget or improvement plan. Andrea created a document to begin listing tools and resources for accessibility. We have seen an increase in requests for ASL interpreters at events, so the document was started to track companies used.
- **Increase Public and Park Open Space Attendance**
 - Continue to monitor park and public use.
 - Aquatic Center cameras and software can count patrons
 - Special event application attendance is tracked
 - Special Event application review continues. Memo was reviewed in July of 2025 at Health and Recreation Committee.
 - 1000 Islands Environmental Center continues to research trail counter

- Held public listening sessions to gather resident feedback on parks and what type of improvements they want to see. Comprehensive Park Plan will be reviewed in draft form in August of 2025.
- **Renovate One Park Every Other Year**
 - Completed Jonen Pavilion – Available for rentals.
 - Awarded Strassburg Park playground replacement contract. Equipment will be installed in August of 2025.
 - Completed 1000 Islands Boardwalk installation – Signage to follow.
 - Completed the park amenities conditions and maintenance inventory site visits. As part of the Park Master Plan, an inventory of park equipment and amenities was created to allow for better tracking of short- and long-term maintenance needs and replacement schedules at each site.
 - Completed LaFollette Pickleball Complex – surfacing, signage, furnishing
 - Complete Upper Grignon Parking Lot improvements.
 - Complete downtown alley activation; trees, planters, furnishings.
 - Extend sidewalk along State Street/CTH Z to connect to Ashgrove Place
- **Evaluate a City Facilities Manager Position**
 - A sub-foreman daily role was implemented again to help define and evaluate tasks that may fall into a future full-time Parks and Facilities Manager position. Role will be daily April through October
 - Evaluating Asset Management Software
- **Anticipated focus for next quarter(s)**
 - Install cameras at three parks; LaFollette, Horseshoe, and Jonen
 - Seek proposals from consultants to redesign LaFollette Park facilities.
 - Ensuring the success of several Special Events in Q2/Q3 will be a major focus for Community Enrichment and Street/Park Departments.
 - Begin filling and grading for Inside the Park Baseball complex. Seek proposals for final design based on DNR permitting.
 - The Belonging & Inclusion Resource Group began to send information gathering inquiries to other municipalities regarding liability and shuttle services for large scale events. Two members also volunteered to begin crafting some background for an employee volunteer program or policy.
 - Complete Strassburg Park Playground install

Communication Plan:

- **Enhance external communication**
 - Resident Guide: Was added to the website in June.
 - Evaluate phone system options: Phone system options were evaluated. Staff determined that the current system would be maintained to improve the caller experience and that further discussion is needed to determine

the best solution moving forward. Discussion will be had to have a solution be implemented in 2026.

- **Anticipated focus for next quarter(s)**
 - Prepare and send out an RFP for the creation of an Employee Intranet

Create a People Management Plan:

- **Develop a standardized staffing assessment (risk assessment, current/future needs, job analysis, needed resources, etc.)**
 - Staff has been analyzing our current HRIS system capabilities to evaluate if it is the best solution for what we desire to have. This system is the spot where employee evaluations are housed, which ties into some of the other initiatives that are part of our long-range goals in pay for performance and merit programs. Staff will continue to evaluate the current system as well as new ones to come to a recommendation on the best solution.
- **Anticipated focus for next quarter(s)**
 - Continue to redefine the performance management integration with the Comp plan and come back with a recommendation for improvement to implement in 2026.
 - Continue to evaluate the incentive and Merit program and produce a better way to structure and implement by Q4
 - The Merit program is also in the works on redefined program guidelines. The desire is to have something to present in Q4.



MEMO

Department

To: Committee of the Whole
From: Finance Director Van Rossum and IT Manager Taplin
Date: 08/18/2025
Re: Council Chamber AV and Technology Review

Background information:

The City of Kaukauna's Council Chamber is the primary venue for public meetings, committee sessions, and occasional community events. The existing audio/video (AV) system, comprising microphones, speakers, a camera, and presentation displays integrated with livestreaming via Zoom meetings, has served the City for several years. However, the system was assembled over time using incremental upgrades rather than a cohesive design, resulting in inefficiencies, inconsistent performance, and occasional technical difficulties.

While still functional, the current setup does not fully meet modern standards for accessibility, hybrid meeting capabilities, or user-friendly operation. Initial discussions have identified opportunities to improve meeting functionality, enhance public accessibility, and increase overall system reliability. The City now seeks to gather information from qualified vendors and integrators to evaluate upgrade or replacement options, obtain budgetary estimates, and determine implementation timelines.

The objective of this search is to identify a technological solution for the chambers that enhances meeting management efficiency. This solution should incorporate improved voting and note-taking capabilities, facilitate video streaming, and deliver superior audio quality compared to current standards.

Strategic Plan:

This initiative supports the City's Strategic Plan goals of fostering transparent and accessible governance, improving public engagement, and leveraging technology to enhance service delivery. Upgrading the Council Chamber AV system will improve communication between elected officials and the public, ensure compliance with ADA standards, and support hybrid meeting formats that accommodate both in-person and remote participation. These improvements directly align with strategic priorities to

modernize infrastructure, increase citizen accessibility to government, and create efficient, sustainable operations.

Budget:

At this stage, no funding is requested for purchase or installation. The immediate request is for permission to seek information, solution proposals, and cost estimates from qualified vendors. These findings will be used to evaluate potential inclusion of the project in the 2026 budget, or sooner if opportunities and resources allow. Final funding recommendations will depend on the proposals received, available capital, and council priorities.

Staff Recommended Action:

Authorize City staff to research qualified audio/video technology vendors and integrators for assessment of the existing Council Chamber AV system and report back with findings.



Request for Information (RFI)

August 18, 2025

Council Chamber Audio/Video Technology Review and Upgrade Options

1. Purpose

The City of Kaukauna is seeking information from qualified audio/video technology vendors and integrators to assess our current Council Chamber AV system and provide upgrade or replacement options. This RFI intends to gather solution proposals, budgetary estimates, and implementation timelines that will improve meeting functionality, public accessibility, and overall reliability.

2. Background

The City's Council Chamber is used for public meetings, committee sessions, and occasional community events. Our current AV system includes microphones, speakers, cameras, and presentation displays, with integration to livestream and archive meetings. While functional, the system is aging and does not fully meet modern accessibility, hybrid meeting, and ease-of-use standards.

3. Project Goals

Proposed solutions should address the following objectives:

Audio & Video

- Clear, reliable in-room and remote audio with echo cancellation and coverage for all seats
- High-quality video (HD or 4K) with smooth pan/tilt/zoom control or auto-tracking cameras to focus on the speaker
- Integration with live streaming and archival platforms (e.g., YouTube, Facebook, Microsoft Teams, etc.)

Meeting Management

- Electronic voting with public display of results
- Automated roll call and quorum tracking
- Real-time meeting minutes generation and annotation tools
- Integration with city document management systems

Accessibility & Public Engagement

- ADA-compliant assistive listening systems and closed captioning
- Options for real-time language translation
- Public-friendly display of agendas, votes, and live video

Ease of Use & Support

- Intuitive control interfaces for staff and elected officials
- Minimal technical training requirements
- Scalable and upgradable platform architecture
- Long-term serviceability, maintenance, and technical support

4. Information Requested

Please provide the following in your response:

A. Company Information

- Name, address, and primary contact
- Years in business and municipal/government experience
- At least three references from similar council chamber projects

B. Proposed Solution(s)

- Detailed description of AV system configuration (hardware and software)
- Meeting management platform capabilities and screenshots or demos
- Integration with existing systems (e.g., agenda software, video archives)
- Accessibility features and compliance standards met
- Security measures and data retention policies
- Expandability for future enhancements

C. Cost Estimates

- Itemized costs for hardware, software, licensing, installation, and training

- Annual maintenance/support and software subscription fees
- Warranty details for all components

D. Implementation

- Estimated installation and configuration timeline
- Minimal disruption plan for ongoing meetings
- Training and onboarding process for city staff and elected officials

5. Submission Details

- **Deadline for RFI responses:** September 18, 2025
- **Submit via email to:** ttaplin@kaukauna.gov
- **Subject line:** "Council Chamber AV RFI – [Vendor Name]"

6. Disclaimer

This RFI is for **informational purposes only** and does not constitute a commitment to purchase or contract. The City may use the information received to develop a formal Request for Proposal (RFP) at a later date.



Council/Department Head Communication Guidelines

July 15, 2024

This document outlines steps that City of Kaukauna Department Heads and City of Kaukauna Alders will take to communicate with one another for matters regarding committee meetings and Common Council Meetings.

1. Shape and appearance of agenda memo templates.

In an effort to maintain consistency throughout the memos presented by Department Heads, every department will utilize the same memo template. The goal of having a consistent appearance is that information will be easier to find. This template will include the following sections:

- Header: including the to, from, date, and regards information
- Background information: including a brief description of the work that has been done thus far to bring us to the suggested recommended action. Be sure to include how, if at all, the proposed action is aligned with the Strategic Plan.
 - (If it is not aligned with the Strategic Plan, explain why. Ex. A roadway requires immediate updates to improve the quality – it is an emergency action that does not directly involve the Strategic Plan.)
 - If comparables are being used in the project, clearly explain how they came to be defined in the memo.
- Staff recommended action: A suggested action by staff to help shape the discussion surrounding the agenda item. *Please note: While this is a suggested action, Council has the ability to pursue a different direction if desired.*

2. Adding agenda items:

- To remain in strict compliance with the open meetings law, all items of new business should be placed on an agenda organized by the Mayor, and should not be brought to the floor prior to being noted as an agenda item. Appropriate channels for requesting an item be placed upon an agenda would be (a.) a direct request to the Council President, (b.) a direct request to the Mayor, or (c.) brought through the appropriate department head for the subject matter, i.e. Planning, Engineering, Public Works, etc.
- Critical short notice items as determined by Mayor may be added up to 24 hours prior to the meetings, and 2 hours for emergencies.

3. Sharing agenda items that require quick action or have a lot of information.

To provide Alders enough time to read agenda items prior to the Common Council Meeting, while still giving Department Heads enough time to gather information, agenda

items requiring quick action and/or have a lot of information will be shared in the afternoon the Thursday prior to a Council Meeting. The process will be as follows:

- Department Heads and Mayor meet Wednesday the week prior to a Council Meeting to discuss upcoming agenda items.
- Out of all of the agenda items, the Mayor will identify what items should be shared early during Wednesday's meeting.
- Finalized agenda items are shared with the City Clerk by noon the following day (Thursday prior to Council Meeting).
- Once shared with the City Clerk, Department Heads will then send any predetermined agenda items to the Mayor who will distribute to all Alderpersons in one (1) email.
- If Alders have a question regarding an agenda item, they are encouraged to reach out to the Department Head responsible, prior to the committee or Common Council Meeting.
 - If the conversation is likely to exceed that which could be sent in an email or a five-minute phone call, Alders are encouraged to work with the Department Head to schedule time to discuss the agenda item in more depth.
- As an elected official, it is the responsibility of every Council member to read and review the materials in their respective Committee Meeting packets, Common Council Meeting packets, and the previous meeting minutes prior to attending the meetings.

4. Meeting attendance requirements for Department Heads.

To ensure the City Staff's representation at Common Council meetings, and to help build a repertoire with Alders, the following attendance policy will be identified for Department Heads:

- If a Department Head has an agenda item, they must be present during the Committee Meeting and Council Meeting while that item is being discussed to ensure any questions can be answered.
 - If they are unable to attend, another member within the department will be cross trained to present on the Department Head's behalf.
- If a Department Head does not have an item on the agenda, they will be responsible for attending one (1) of the meetings, either the Committee Meeting held Mondays or the Common Council Meeting held Tuesdays, either in-person or virtually. This applies to each week that the Common Council Meetings are held.

5. Conducting Common Council meetings.

When a Common Council meeting is held the following expectations must be met:

- Dress code: To ensure a professional presence while in the Council Chambers, business casual attire appropriate for a professional office setting must be worn by City Staff and Council members during a Common Council meeting.
- Display screens: Someone will be present to share the meeting agenda, images, and whatever else may be necessary, to the display screens in the Council Chambers.
- To ensure accurate and transparent meeting transcriptions, everyone will follow Chapter 2 of the Municipal Code while in a Common Council Meeting. A copy of Robert's Rules of Order and cheat sheet will be made available to Alders as part of the Elected Officials Orientation Guide.

6. Conducting committee meetings

- To ensure compliance with City Code and Open Meetings Rules during committee meetings, non-committee members will step down from their council seat and will sit in the first row. This will also help attendees and the public identify the members of the various committees, while reducing the chance for side conversations to be picked up by the microphones.
- Once the committee members have had their discussion, the committee chair will open the conversation up to non-committee members for additional conversation. Discussion between committee members and non-committee members is welcomed and encouraged.
- Dress code and display screens will remain the same as conducting a Common Council meeting.

7. Reaching out to Department Heads with information outside of Council Meetings.

To ensure timely responses and resolutions, Alders are encouraged to reach out to Department Heads directly via phone or email whenever something comes up in the community that they should be made aware of.

