

LEGISLATIVE COMMITTEE MEETING

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



Wednesday, February 19, 2025 at 6:15 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Resolution for Fund Balance Policy Adjustment.
 - [b.](#) Resolution 2025-5462 Resolution Approving Fee for Loft License.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Legislative Committee scheduled for Wednesday, February 19, 2025 at 6:15 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.



MEMO

Department

To: Legislative Committee
 From: Finance Director, Van Rossum
 Date: 2/19/2025
 Re: Resolution - Fund Balance Policy Adjustment

Background information:

The attached resolution is adjusting the policy to maintain a minimum undesignated fund balance of 30% would align with best practices and financial prudence. This change will provide the following benefits to the City:

1. **Financial Stability & Risk Management** – Ensures the city has a financial cushion to manage unexpected shortfalls, emergencies, or economic downturns without immediately resorting to budget cuts or tax increases.
2. **Improved Creditworthiness** – A healthy fund balance enhances the city's credit rating, potentially leading to lower borrowing costs for future capital projects.
3. **Operational Flexibility** – Provides liquidity to cover unexpected expenditures, such as infrastructure repairs, emergency response costs, or fluctuating revenue streams.
4. **Tax Rate Stability** – Helps prevent sudden tax increases by allowing the city to smooth out revenue shortfalls over time rather than making abrupt adjustments to tax rates.
5. **Enhances Public Confidence** – Demonstrates fiscal responsibility to residents, businesses, and stakeholders, reinforcing trust in local government management.
6. **Compliance with Best Practices** – Aligns Kaukauna with the recommended reserves to cover at least three months of operating expenses.
7. **Supports Strategic Planning** – Provides a financial buffer that allows the city to pursue long-term projects and economic development initiatives without jeopardizing essential services.

Strategic Plan:

Increasing the fund balance threshold to 30% supports the City's long-term financial health and strategic objectives. This adjustment enhances fiscal resilience, promotes responsible governance, and aligns with efforts to maintain the City's strong economic standing.

Budget: No immediate funding request is associated with this policy adjustment. The proposal ensures that financial reserves are allocated appropriately to sustain long-term operational stability.

Staff Recommended Action:

Approve the attached resolution to establish a minimum undesignated fund balance of thirty percent (30%) of general fund operating expenses and forward on to the Council for consideration.

RESOLUTION NO. 2025-XXXXXX

RESOLUTION ESTABLISHING A POLICY FOR ACCUMULATING A SURPLUS UNDESIGNATED FUND BALANCE

WHEREAS, the City of Kaukauna recognizes the importance of maintaining a fiscally responsible and sustainable financial position; and

WHEREAS, an adequate undesignated fund balance is essential to ensure financial stability, provide liquidity for operations, and safeguard against unexpected economic downturns or emergencies; and

WHEREAS, establishing a policy to accumulate and maintain a surplus undesignated fund balance at a minimum level of 30% of annual operating expenses promotes sound financial management and strengthens the City’s overall fiscal health.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that: The City shall accumulate and maintain a surplus undesignated fund balance in an amount not less than thirty percent (30%) of General Fund (101) annual operating expenses.

BE IT FURTHER RESOLVED the undesignated fund balance shall be used as a financial safeguard to address unforeseen revenue shortfalls, emergency expenditures, or other financial contingencies as determined by the Common Council.

BE IT FURTHER RESOLVED that any utilization of the undesignated fund balance that results in a balance below the 30% threshold shall require approval from the Common Council and shall include a plan to restore the balance to the minimum level within a reasonable timeframe.

BE IT FURTHER RESOLVED that the Finance Director shall regularly review its financial condition, revenue projections, and expenditure trends to ensure compliance with this policy.

BE IT FURTHER RESOLVED this resolution shall take effect immediately upon adoption and shall remain in force unless amended or repealed by the Common Council.

Introduced and adopted this 19th day of February 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessman, Clerk

RESOLUTION NO. 2025-5461

RESOLUTION ESTABLISHING A POLICY FOR ACCUMULATING A SURPLUS UNDESIGNATED FUND BALANCE

WHEREAS, the City of Kaukauna recognizes the importance of maintaining a fiscally responsible and sustainable financial position; and

WHEREAS, an adequate undesignated fund balance is essential to ensure financial stability, provide liquidity for operations, and safeguard against unexpected economic downturns or emergencies; and

WHEREAS, establishing a policy to accumulate and maintain a surplus undesignated fund balance at a minimum level of 30% of annual operating expenses promotes sound financial management and strengthens the City’s overall fiscal health.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin, that: The City shall accumulate and maintain a surplus undesignated fund balance in an amount not less than thirty percent (30%) of General Fund (101) annual operating expenses.

BE IT FURTHER RESOLVED the undesignated fund balance shall be used as a financial safeguard to address unforeseen revenue shortfalls, emergency expenditures, or other financial contingencies as determined by the Common Council.

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BE IT FURTHER RESOLVED that the Finance Director shall regularly review its financial condition, revenue projections, and expenditure trends to ensure compliance with this policy.

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Introduced and adopted this 19th day of February 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessman, Clerk



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 2/12/2025
Re: Loft License Fee

With 12.16 being recently created for the allowance of pigeons keeping in the city of Kaukauna, the next step is setting the fee for this license. As stated in 12.36(2)(a) an annual loft license fee is set by the common council from time to time. For simplicity, staff is proposing the fee to be set at \$24 to match the fee for chicken keeping as the work required is very similar on staff. Staff will be keeping a record of roughly how much time is spent reviewing and inspecting any application that would come forth for a loft license to ensure this fee is appropriate moving forward and come back to common council if any changes are needed.

Recommendation:

To adopt a resolution setting the annual fee for a Loft License as stated in 12.16 at \$24.00



RESOLUTION 2025- 5462

RESOLUTION APPROVING FEE FOR LOFT LICENSE

WHEREAS, Chapter 12.16(2)(a) states the annual loft license fee is to be set by the Common Council ; and

WHEREAS, Other similar license fee's are set at \$24;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that a loft license fee of \$24 is hereby accepted and approved.

Adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 19th day of February 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, City Clerk