

# COMMITTEE OF THE WHOLE

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



Monday, May 06, 2024 at 5:00 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Strategic Plan Quarterly Update and Discussion.
  - [b.](#) Council/Department Head Communication Guidelines.
3. Adjourn.

## 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, May 6, 2024, 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

## – Q1/2024

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### Community of Choice:

- The Belonging & Inclusion Resource Group had their first meeting in March. Each member was assigned pages to review in the employee handbook. The group will meet twice more this year to review language and make recommendations to bring to Council for the annual handbook update in the fall.
- Ongoing upgrades have started and will continue to the park/playground systems. The Aquatic Center, LaFollette Park, and Jonen Pavilion will be completed in June of 2024.
- Special Event application records have been updated to reflect attendee counts. Community Enrichment & Recreation Director is following up with each special event application to verify attendance.
- Special events application updates (fillable online, adding amplified music/noise, possible fees, etc.) have been reviewed and updates are being made.

### Communication Plan:

- Enhance communication with Council
  - Guidelines for Mayor/Department Head communications with Council were drafted with input from Mayor, Department Heads, and representation from Council. Will be presented to the rest of the Council during this meeting.
  - Resources have been gathered for an Elected Officials Orientation Guide – will include communication guidelines once they've been finalized.
- Enhance internal communication
  - A Media Relations Policy has been drafted and is awaiting legal counsel from the City Attorney.
  - A platform has been established for the employee intranet and a meeting was held to identify what resources would need to be shared to the intranet. We will be reviewing layout/design options next.
  - Department Head training and team building is scheduled for May 20.
  - The employee newsletter has been changed to a monthly distribution starting the first week of April.

- Enhance external communication
  - Communication plans have been developed for communicating various events and City updates both internally and externally including Summer Hours, Farmers Market dates/time changes, Aquatic Center registrations and Rec Guide release, and for the Fire Department’s leadership event.
  - A communications calendar was created to outline a schedule for future communications, from social posts to internal/external newsletters, aligning with the communication plans.
  - The Marketing and Communications Manager entered into an agreement with Powderkeg to develop a new website. Department Heads are working on auditing their own pages. The kick-off meeting was held March 28.
  - Progress is being made on the social media training for City social page administrators.
- Anticipated focus for next quarter:
  - Edit and finalize guidelines for Mayor/Department Head communications with Council.
  - Finalize Elected Officials Orientation Guide.
  - Finalize Media Relations Policy and continue working with Department Heads to implement it.
  - Continue the monthly distribution of the Scoop – evaluate engagement rates with new pace to determine if a different format would be needed (employee podcast?).
  - Continue working on communication plans with Department Heads as events and updates come up.
  - Website will be 75% complete.
  - Finalize social media training and hold first training session.
  - Begin work on developing a resident guide.

#### People Management Plan:

- Quarter 1 tactic progress
  - A standardized staffing assessment was developed. It will be shared with Department Heads for review and completion during quarter 2. This will help support the “people plan” and org chart review.
  - A marketing plan was developed to better advertise and show city benefits during the recruitment process.
  - A recruitment strategy was started to identify strategies and talent pipelines and hiring practices were reviewed to ensure effective selection processes. This tactic’s due date was pushed back from 3/31/2024 to 5/30/2024 due to the departure of the HR/Payroll Generalist who was helping support this tactic.

- Compensation and performance management were reviewed and a new proposed compensation plan was drafted.
- Anticipated focus for next quarter(s)
  - Complete recruiting strategy
  - Facilitate the completion of the standardized staffing assessment
  - Continue potential implemental of any updated compensation plan
  - Finalize standardized onboarding process



# Council/Department Head Communication Guidelines

May 6, 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. 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.
- The Mayor will identify what agenda 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.
- Every Council member is required to read and review the materials in their respective Committee Meeting packets and Common Council Meeting packets prior to attending the meetings.

### 3. Adding agenda items:

- To remain in strict compliance with the open meetings law, all items of new business should be placed on an agenda as directed by the Mayor, and should not be first 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 direct request to the Council President, a direct request to the Mayor, or 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.

### 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) meeting, either the Committee Meeting held Mondays or the Common Council Meeting held Tuesdays, either in-person or virtually.

### 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 Roberts Rules of Order 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.
  - 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.

