

LEGISLATIVE COMMITTEE MEETING

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



Monday, October 06, 2025 at 6:35 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Resolution 2025-5485 - Resolution Establishing Fees for Weights and Measures.
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 Monday, October 6, 2025 at 6:35 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: October 6, 2025
Re: Weights and Measures Fee Changes for 2026

Background information:

In August, staff from the City of Kaukauna met with staff from the City of Appleton Department of Public Health for the annual weights and measures meeting. City of Appleton staff provided additional background on the weights and measures consortium and updates to the weights and measures fee schedule.

The City of Appleton manages the East Central Weights & Measures Consortium. The Consortium invoices City of Kaukauna businesses that utilize meters. Businesses within the city are directed to the Consortium for weights and measures questions. Payments and related questions are directed to the City of Kaukauna. This arrangement allows weights and measures experts to answer questions about the program and for the City of Kaukauna to receive streamlined payment.

Schedule fees are charged to city businesses. The Consortium recommends that the City of Kaukauna increases the petroleum pump fee by \$10 to support program sustainability and regional alignment. The last weights and measures fee change occurred in September 2022. To reflect the 2026 fee updates, the city paralegal drafted a resolution in collaboration with finance personnel.

Strategic Plan:

This proposed action aligns with the Strategic Plan's focus on Financial Responsibility and Service. By increasing the petroleum pump fee by \$10, the City of Kaukauna supports regional fee alignment and sustainability of the weights and measures program. Following the region's fee schedules financially supports the Consortium providing the City of Kaukauna with the weights and measures program. Consortium sustainability provides expert service to city businesses.

Budget:

There is no direct budget request associated with adopting the weights and measures fee resolution. The additional \$10 in fees on the 272 petroleum pumps in the City of Kaukauna will generate additional revenue for the city, paid for by businesses within the city.

Staff Recommended Action:

Staff recommends forwarding the Resolution Establishing Fees for Weights and Measures as presented to the Common Council for adoption.

RESOLUTION NO. 2025-5485**RESOLUTION ESTABLISHING FEES FOR
WEIGHTS AND MEASURES**

WHEREAS, the Common Council of the City of Kaukauna has adopted an Ordinance establishing and regulating Weight and Measures, which Ordinance provides that certain fees including processing and licensing fees shall be such as on file with the City Clerk; and

WHEREAS, the Common Council of the City of Kaukauna wishes to establish such fees to be effective until further resolution of the Common Council.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna that the various and several annual fees to be applied, payable to the City Clerk, under the Weights and Measures Ordinance are as described on the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL
on the _____ day of September, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk

APPLETON HEALTH DEPARTMENT- Weights and Measures
 100 NORTH APPLETON STREET, APPLETON WI 54911-4799
 920-832-6419 ■ FAX 920-832-S853

Exhibit A

WEIGHTS AND MEASURES FEE SCHEDULE

NO. OF FEE	LICENSEABLE ITEM DESCRIPTION	CURRENT FEE	AVERAGE CITY LICENSE FEE 2025*	RECOMMENDED FEE	DOLLAR CHANGE	Number Of Device
1	Base Licensing Processing Fee	\$50.00	\$81.67	\$50.00	0	
2	Scales 0 - 30 lbs.	\$30.00	\$32.71	\$30.00	0	
3	Scales 31 - 1000 lbs.	\$40.00	\$54.50	\$40.00	0	
4	Scales 1001 - 10,000 lbs.	\$60.00	\$65.11	\$60.00	0	
5	Scales 10,001 - 20,000 lbs.	\$85.00	\$76.13	\$85.00	0	
6	Prepack Scale	\$100.00	\$32.71	\$100.00	0	
7	Person Weighing Scale	\$50.00	\$30.45	\$50.00	0	
8	High Accuracy Scale with Weights or Pill Counter System	\$55.00	\$56.19	\$55.00	0	
9	Hopper Scales	\$150.00	\$119.35	\$150.00	0	
10	Vehicle Scales	\$155.00	-	\$155.00	0	
11	Linear Meter	\$15.00	\$15.75	\$15.00	0	
12	Rules	\$3.00	\$3.15	\$3.00	0	
13	Timing Device	\$10.00	\$16.43	\$10.00	0	
14	Petroleum Pump	\$30.00	\$44.40	\$40.00	\$10.00	272
15	Vehicle Tank and Bulk Meter/ High Speed Pump	\$55.00	\$81.00	\$55.00	0	
18	Retail Price Scanner	1 - 8 \$100.00 9 or more \$12.50 each	\$22.00 Each	1 - 8 \$100.00 9 or more \$12.50 each	0	
20	Late Payment Fee	\$60.00	\$94.33	\$60.00	0	
21	Penalty Fee for Nonregistration	Triple the Per Device Fee	Not Available	Triple the Per Device Fee	0	
23	Farm Market Scale	\$30.00	\$32.71	\$30.00	0	
24	Reinspection Fee	\$50.00	\$100.00	\$50.00	0	

Note: Last fee change was in September 2022

*Cities (Green Bay, De Pere, Menasha, Milwaukee, and Oshkosh)