

COMMITTEE OF THE WHOLE

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



Monday, October 20, 2025 at 6:45 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Strategic Plan Quarterly Update and Discussion.
 - [b.](#) Strategic Plan 2027-2031 Creation format.

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, October 20, 2025, at 6:45 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 – Q3 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.
 - Continue to offer several health, safety, senior-based programs, such as: CPR, Water Safety Instructor, Lifeguarding, XYZ, Safety Town, and Babysitting through the Recreation Department.
 - Installed two enhanced trail crossings at 1000 Islands on CTH Z near Eagle Lookout and Valley Trail
- **Create Belonging, Access & Opportunity Resource Group**
 - The group did not meet in Q3 but has two meetings scheduled prior to year end to stay on track.
- **Increase Public and Park Open Space Attendance**
 - Continue to monitor park and public use.
 - Special event application and fees discussed with Common Council.
- **Renovate One Park Every Other Year**
 - Completed installation of Strassburg playground equipment.
 - Worked with KASD to re-purpose playground equipment from Haen school.
- **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 ended in October. Recommending a Parks

Foreman and some re-alignment in Street/Parks Dept and not a facilities manager at this time.

- Evaluated Asset Management Software for future use.

- **Anticipated focus for next quarter(s)**

- Install cameras at three parks; LaFollette, Horseshoe, and Jonen
- Seek proposals from consultants to redesign LaFollette Park facilities.
- Begin filling and grading for Inside the Park Baseball complex. Seek proposals for final design.
- Complete Strassburg Park shelter and BB court surfacing.
- Create an Adopt-a-park program for City consideration
- Continue reforestation of park trees
- Final approval of “park plan”

Communication Plan:

- **Enhance external communication**

- Continued discussion with Amplitel Technologies for possible sources for a phone system are being evaluated. The phone system has been budgeted in the 2026 Budget and is expected to be completed in 2026.
- Staff has also began evaluating Council chamber audio and meeting software in a desire to improve the meeting quality, efficiency and accessibility. This to has been included in the 2026 budget.

- **Anticipated focus for next quarter(s)**

- Prepare and send out an RFP for the creation of an Employee Intranet
- Continue evaluating phone systems and select a vendor by Q1 2026
- Continue to evaluate Council meeting Audio/AV and meeting software upgrades and report back to council by end of year 2025.

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.
- Proposal on updates to the compensation administration and the performance management processes was brought forward in October.

- **Anticipated focus for next quarter(s)**

- Implementation for approved updates to the compensation and performance processes.
- Staffing planning with leaders.



MEMO

Department

To: Committee of the Whole
From: Finance Director Van Rossum
Date: 10/20/2025
Re: Strategic Plan 2027-2031 Update Format

Background information:

The City's current Strategic Plan (2024–2026) established Kaukauna's first comprehensive framework for aligning organizational goals, financial priorities, and community outcomes. Developed with the assistance of a professional facilitator, the process included extensive engagement through Council interviews, staff surveys, and a public survey, resulting in a plan that has guided budgeting, capital planning, and performance measurement across all departments.

As the City approaches the final year of that plan, it is time to begin preparing for the next five-year Strategic Plan (2027–2031). Building upon the foundation of the existing plan allows the City to maintain continuity, carry forward goals that remain relevant, and integrate lessons learned from implementation. The next plan will help ensure that Kaukauna continues to make data-driven, community-focused decisions that align with the City's vision and operational priorities.

To maintain the structured and inclusive approach that contributed to the success of the 2024–2026 plan, staff recommends again engaging a qualified outside facilitator to guide the process. A facilitator can assist with stakeholder outreach, lead planning workshops, and compile the plan document in collaboration with Council and staff.

At this stage, staff is seeking Council input on the preferred level of engagement for the new plan – whether to repeat the full interview and survey process or to pursue a more streamlined approach focusing on internal workshops and targeted community outreach.

In addition, the City is seeking to identify alderpersons interested in serving on the Strategic Plan development team, which would provide feedback and participate in workshop sessions throughout the process.

The ideal timeline would be to begin this effort in February 2026 and complete the final plan by July or August 2026, allowing the document to guide preparation of the 2027 operating budget and Capital Improvement Plan.

Strategic Plan:

This initiative directly supports the existing Strategic Goal of “Advancing Organizational Excellence and Strategic Governance.” Developing the next plan ensures continued alignment between the City’s financial, operational, and community objectives while reinforcing transparency and accountability.

By building on the established goals from the 2024–2026 plan – which emphasized areas such as infrastructure investment, community development, sustainability, and organizational capacity – the next plan will extend these priorities into a refreshed framework that reflects updated community needs and emerging opportunities

Budget:

Funding for the Strategic Plan 2027–2031 development process is included in the 2026 Operating Budget. The anticipated costs include facilitator or consultant fees, public engagement expenses, and related materials. A detailed estimate will be provided once the Council determines the desired scope and engagement level.

Staff Recommended Action:

1. Provide feedback on the preferred process and level of engagement for developing the Strategic Plan 2027–2031 (e.g., Council interviews, staff survey, community survey, or workshops).
2. Identify alderpersons interested in serving as part of the Strategic Plan development team.
3. Authorize staff to move forward with securing a facilitator and preparing a project timeline targeting a February 2026 start and an August 2026 completion.

Current Strategic Plan can be found at the link below:

<https://kaukauna.gov/wp-content/uploads/2024/10/Strategic-Plan-version-for-web.pdf>