

AMENDED FINANCE AND PERSONNEL COMMITTEE

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



Monday, July 14, 2025 at 6:15 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. Interim Municipal Judge.
 - b. Retiree Health Savings (RHS) Plan Benefit.
 - c. *Adjourn to closed session pursuant to state statute 19.85 (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility- Fire Department.
 - d. *Return to open session for possible action.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, July 14, 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

Office of the Mayor

To: Finance and Personnel Committee
From: Anthony J. Penterman, Mayor
Date: July 14, 2025
Re: Interim Municipal Judge

Background information:

Judge John Proffitt resigned on June 11th, 2025, which will require us to bring in an interim judge. The 8th Judicial District set up Judge Gregg Schreiber (currently the Muni Judge in Hobart-Lawrence) to be our interim Judge until the Council appoints someone. Judge Schreiber will also mentor the appointee until they feel confident to carry out the Judge position. Per the 8th District's directive, Judge Schreiber will provide an invoice to the city for his services. During this time, it will cost us \$250.00 per court session.

Strategic Plan:

Community of Choice

Budget:

16 court dates x \$250.00 per court session

If Judge Schreiber mentors our new Municipal Judge through 2025 the total budget impact for his services will be \$4000.00.

Staff Recommended Action:

Approve the additional funds to allow the interim judge to mentor the newly appointed judge through 2025.





Remaining Municipal Court Dates for 2025

12-Aug-2025	9:00am Municipal 4:00pm Municipal - Juveniles
19-Aug-2025	1:00 Trial
9-Sep-2025	9:00am Municipal 4:00pm Municipal - Juveniles
7-Oct-2025	9:00am Municipal 4:00pm Municipal - Juveniles
14-Oct-2025	9:00am High School 1:00pm Middle School
21-Oct-2025	1:00 Trial
4-Nov-2025	9:00am Municipal 4:00pm Municipal - Juveniles
11-Nov-2025	9:00am High School
2-Dec-2025	9:00am Municipal 4:00pm Municipal - Juveniles
9-Dec-2025	9:00am High School



MEMO

Department

To: Finance and Personnel
From: Finance Director Van Rossum and HR Director Hodge
Date: July 14, 2025
Re: Retiree Health Savings (RHS) Plan Benefit

Background information:

The City of Kaukauna established a Retiree Health Savings (RHS) Plan, initially with Nationwide and later transitioned to MissionSquare, to provide eligible retirees with a tax-advantaged method to pay for health-related expenses using accrued leave payouts. Over time, challenges have emerged due to the Affordable Care Act (ACA) restrictions, which prohibit active or re-employed participants from accessing RHS funds. MissionSquare has confirmed that this limitation cannot be altered at the plan level. Additionally, the plan has proven to be low in utilization, complex to administer, and provides minimal cost savings to the City. For example, even under the highest-value payout scenario, the City's maximum Social Security savings would be approximately \$2,600. Discussions with internal staff, Mission Square, and the City's plan advisor have confirmed these concerns and the limited value the plan currently provides.

Strategic Plan:

Sunsetting the RHS Plan aligns with the City's strategic priorities for improving operational efficiency and financial stewardship. This action reduces administrative overhead and reclaims staff time for higher-impact tasks, supporting the broader goal of enhancing internal service delivery and effectiveness.

Budget: There is no direct financial impact associated with closing the plan. Indirectly, administrative cost savings are anticipated due to a reduction in manual processing and staff coordination related to RHS account maintenance.

Staff Recommended Action:

Staff recommends that the Finance & Personnel Committee approve the formal sunset of the City of Kaukauna's Mission Square RHS Plan by forwarding the attached resolution on the Legislation for consideration. Upon approval, staff will notify Mission Square and take necessary steps to terminate the plan in compliance with their amendment and closure procedures.

RESOLUTION NO 2025-XXX

RESOLUTION TO SUNSET THE MISSIONSQUARE RETIREE HEALTH SAVINGS (RHS) PROGRAM

WHEREAS, the City of Kaukauna previously adopted the MissionSquare Retirement Health Savings (RHS) Plan under Resolution 2021-5248 to provide eligible retirees with tax-advantaged reimbursement of medical expenses; and

WHEREAS, regulatory limitations under the Affordable Care Act prohibit access to RHS funds by employees who return to active employment, even on a part-time basis, thereby significantly limiting plan flexibility and usefulness; and

WHEREAS, the administrative burden required to maintain the plan: including eligibility verification, documentation, and correspondence, is substantial and increasingly disproportionate to the number of participants utilizing the plan; and

WHEREAS, the financial benefit to the City of Kaukauna is minimal under even the most generous assumptions, and

WHEREAS, City staff have reviewed the legal, financial, and operational implications of the plan in consultation with MissionSquare representatives and the City's plan advisor and have determined that the plan no longer serves the strategic or fiscal interests of the City;

NOW, THEREFORE, BE IT RESOLVED that the City of Kaukauna does hereby sunset its MissionSquare RHS Plan and instructs staff to take all necessary administrative steps to terminate the plan in accordance with Mission Square's requirements.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessman, Clerk