

FINANCE AND PERSONNEL COMMITTEE

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



Wednesday, February 18, 2026 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Aquatic Center Birthday Party Package.
 - [b.](#) Creation of Evidence Technician Position for Police Department.
 - [c.](#) 2026-2027 Capital Borrowing Summary.
3. Adjourn.

NOTICES

Finance and Personnel Committee - Notice is hereby given this is a public meeting of the Finance and Personnel Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Finance and Personnel Committee will take formal action.

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

COMMUNITY ENRICHMENT & RECREATION

To: Finance and Personnel Committee
From: David Herrmann, Recreation Program Manager
Terri Vosters, Community Enrichment & Recreation Director
Date: 2/18/2026
Re: Aquatic Center Birthday Party Packages

Background Information:

This memo proposes the introduction of a Birthday Party Package at the pool and outlines the benefits this offering would provide for both patrons and staff.

The Birthday Party Package would allow patrons to pre-book a party at the pool, including admission and the option to pre-order bulk food from the concessions stand at a slight discounted rate. This package would be available for scheduled party times and require advance notice.

This proposal does not include any change to the Facility rental fee that was approved in 2024.

Benefits to Patrons:

- **Cost Savings:** Patrons receive a small discount for ordering in bulk compared to purchasing individual admissions and food items separately (saves ~\$1/per person)
- **Convenience:** Families can easily add a birthday party food package onto their rental when registering, reducing the need to wait in concession lines during the party.
- **Improved Experience:** Planning this ahead of time allows hosts to focus on enjoying the celebration rather than managing food.

Benefits to Staff:

- **Advance Planning:** Staff are informed ahead of time about party size and food orders, allowing for better preparation since food is prepared in advance and distributed efficiently.
- **Smoother Operations:** Planning ahead helps staff manage inventory for larger parties and improves efficiency when dealing with large amounts of patrons.

Community	Rental Type	# of People	Facility Rental Fee	Food/Additional Fee
Kaukauna	Gazebo	25	\$125/hour	15 person pkg - \$75 25 person pkg - \$125 35 person pkg - \$175 45 person pkg - \$225
	Meeting Room	45		
*Proposed birthday day party package would include whole pizzas, chips, and water for all party members				
Green Bay	Fun in the Sun	12 or less 13-20	\$150 \$200	\$50 lunch \$10 per adtl. Person (hot dog , chips, slush)
	Slippin' & Slidin'	12 or less 13-20	\$225 \$275	\$50 lunch \$10 per adtl. Person (hot dog, chips, slush)
Little Chute	Pavilion	10 or less 20 or less	Day: \$60 / Night: \$50 Day: \$90 / Night: \$70	Food is included for kids only, not adults (kids get pizza, popcorn, and water)
Appleton	Cabana	12	\$135	\$3/person adtl. For concessions No food package
	Oasis Room		\$150	
	Shade Pavilion		\$135	
De Pere	Legion Pool	12 or less 20 or less	\$60 \$84	\$35/hr adtl. For concession stand No food package
	VFW Pool	12 or less 20 or less	\$100 \$140	\$35/hr adtl. For concession stand No food package
Oshkosh	N/A	N/A	N/A	\$4, \$6, \$8, or \$9/person for food and pool

Strategic Plan: Continue to offer Community of choice with a variety of different options for residents. This would enhance the customer experience while improving operational efficiency for staff. This structured approach benefits all parties involved and has the potential to increase revenue through planned group visits.

Budget: No budget impact.

Recommended Action:

Authorize the Community Enrichment Manager to add birthday party packages to the menu for the Aquatic Center.



MEMO

Department

To: Finance & Personnel Committee

From: Jamie Graff, Police Chief / Elisa Hodge, HR Director

Date: 2/18/2026

Re: Creation of Evidence Technician Position for Police Department

Background information:

Over the years, the Kaukauna Police Department has seen a substantial increase in requests for information through Freedom of Information Act requirements and evidentiary discovery, among other methods. There are several legal requirements that must be met before releasing information and properly maintaining evidence to support case prosecution. Documentation requests require redaction of certain data points that must meet legal requirements. Body camera footage takes an even more substantial amount of time to go through and properly redact before footage can be released. Evidence management, responding to requests, and managing the legal requirements for redaction have proven to be extremely time-consuming and are most often the responsibility of the Sergeants, taking those Sergeants away from other responsibilities or from being on the road.

Several other local departments have begun employing this type of position to allow sworn officers the time to be dedicated to those responsibilities, rather than managing evidence requests. Local departments include:

		<u>Pay Range</u>
Grand Chute Police	2 full-time	\$30.87-\$39.65
Beaver Dam Police	1 full time	\$27.40- \$37.00
Menasha Police	1 full time	\$25.60- \$32.71
Neenah	1 full time	\$27.00- \$39.00

Strategic Plan:

Through department evaluations of work and the planned changes within the department, due to retirements and other internal movement, the discussion turned to how to best manage the evidence and requests for information on evidence.

To better align the evidence responsibilities with an appropriate position to manage these responsibilities, the Police Department proposes the creation of a civilian Evidence Technician position. The Evidence Technician would be responsible for managing the chain of custody, records, documentation, fulfilling record requests, and managing proper redaction in accordance with legal requirements.

Budget: The Evidence Technician is proposed to be created as a Non-Exempt Grade 10 position. This position is proposed to be part-time at 20 hours per week.

The Community Service Resource Officer position would not be backfilled to offset the costs associated with the creation of the Evidence Technician. The 2026 budget included costs budgeted for the Community Service Resource Officer for 20 hours per week at \$16.94/hour (\$17,617.60).

The increased cost for an Evidence Technician, based on Step 4/D of the 2026 pay grade scale, would be an additional \$15,773.60 (\$31.53/hour x 20 hours per week x 52 weeks - \$17,617.60 + an additional \$600 in employer taxes)

Staff Recommended Action:

Staff recommend the approval to create an Evidence Technician civilian position in Grade 10 as an hourly non-exempt position and to authorize the recruitment of the new position.



Position Description

Job Title:	Evidence Technician		
Department:	Police Department		
Reports To:	Police Lieutenant of Investigations		
Supervises:	None		
Position #:		Revision Date:	2/2026
Pay Grade:	10	FLSA:	Non-Exempt

POSITION SUMMARY

The Evidence Technician is a non-represented, non-sworn position, responsible for managing the department's property/evidence from receipt to final disposition. Work is performed under the supervision of the Lieutenant of Investigations.

PRIMARY RESPONSIBILITIES

- Independently manage the department's property/evidence computerized database, to include receipt, documentation, accountability, storage, security, and final disposition of all property and evidence recovered by the department.
- Independently determine, from knowledge and experience, the appropriate storage location to ensure security and integrity of property/evidence (i.e., refrigerator, freezer, main property room, bulk storage, etc.).
- Preserve the evidentiary chain of custody critical to successful prosecution.
- Process recovered evidence, such as lifting and photographing latent fingerprints and collecting DNA from evidentiary items.
- Manage digital evidence produced in both video and photograph formats.
- Provide timely and thorough responses to discovery and public records requests.
- Receive, label, store, and document evidence and recovered property seized or retained by the department.
- Maintain detailed and current database records concerning the status of evidence and recovered property.
- Communicate with Wisconsin State Crime Labs, other approved laboratories, and/or other law enforcement agencies regarding the transmittal and receipt of evidence.
- Arrange for or transport evidence to the State Crime Lab or other approved laboratories.
- Correspond with stakeholders regarding the status of recovered or evidentiary property being held by the department.

- Properly execute retention, return, destruction, or sale of property, according to State and Federal law, court orders, and department policy, after case disposition.
- Prepare evidence and exhibits for court.
- Prepare, receive, and review property/evidence disposition sheets and evaluate requests from officers prior to release, destruction, or sale of property/evidence.
- Inspect, order, maintain, and stock department equipment/supplies used for processing and packaging property and evidence (within budgetary limitations).
- Assist in photographing and the collection of evidence from scenes in the field, when needed.
- Complete reports, paperwork, and documents, including, but not limited to, offense reports/supplements, destruction requests, and transmittal forms
- Read manuals, correspondence, investigative reports, follow-up reports, policies, court papers, and any other job-related documents relevant to the requirements of the position
- Participate in training activities as directed by the Chief of Police and/or the Technical Operations Division Commander
- Operate office equipment (fax, telephone, computer, and printer) to send/receive information
- Operate, with proficiency, all hardware and software relevant to the Property/Evidence Section
- Fingerprint and photograph victims, suspects, new employees, department volunteers, and others, where appropriate
- Offer credible testimony at a trial or hearing regarding the specifics of evidence that was gathered, photographed, processed, packaged, labeled, and/or stored by the department
- Perform other functions as required or assigned.

REQUIRED QUALIFICATIONS

- Must have a valid driver's license and be at least 21 years of age.
- Associate's degree in Forensic Science or a related field.
- May not have any felony or misdemeanor convictions that bear a substantial relationship to the position.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of current law and case decisions relating to search and seizure, the handling of evidence, and other relevant practices.
- Knowledge of current methods and procedures used in the preservation of evidence.
- Knowledge of departmental rules of conduct, regulations, and policies.
- Ability to communicate orally and in writing in an efficient and effective manner.

- Ability to deal effectively and compassionately with victims, suspects, and family members of each.
- Ability to work without direct supervision and exercise initiative, independent judgment, and a high degree of accuracy.
- Ability to prepare and maintain thorough and accurate records.
- Ability to develop and maintain working relationships with department personnel, other law enforcement and government agencies, crime labs, and district attorneys.
- Ability to prepare and deliver appropriate training sessions, including preparation of procedure manuals, where appropriate.
- Ability to operate and maneuver equipment requiring simple but continuous adjustments, including, but not limited to, a vehicle, electrostatic lifting equipment, alternate light sources, scales, fuming equipment, casting materials, a computer terminal, and a camera.

PHYSICAL REQUIREMENTS

Details

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements, including, but not limited to, low and medium lifting, low carrying, pushing, pulling, climbing, reaching, balancing, stretching, bending, crawling, kneeling, and crouching.

WORK ENVIRONMENT

This position may involve exposure to hazardous, dangerous, or adverse environmental conditions, including, but not limited to: Duties and training are regularly performed both indoors and outdoors. Exposure to adverse weather conditions, including extreme heat, extreme cold, rain, sleet, snow, ice, and high winds. Exposure to biohazardous and toxic materials. Work in both bright and low-light environments. Exposure to high noise levels may result in potential hearing damage. Work in and around high-voltage areas. Work in areas with heavy machinery operating. Work in spaces that may not be compliant with local, state, and federal safety codes or ADA regulations.

Employee Acknowledgement: _____ Date: _____

The above statements reflect the general details necessary to describe the principal functions of the position but should not be construed as a detailed description of all possible work functions and requirements that may be possible in the job.



MEMO

Department

To: Finance and Personnel
From: Finance Department, Sr. Accountant/Deputy Treasurer Roehl
Date: February 18, 2026
Re: 2026-2027 Capital Borrowing Summary

Background information:

In past years, we have borrowed for one year of projects at a time for roughly \$5 million and bond over 10 years. After discussion with the prior Finance Director and Bond Advisor, it was advised to borrow 2 years' worth of projects (\$10 million) and bond over a 12-year period. This would allow us to get in the same spot in terms of amortization and reduce the borrowing cost as next year there would be no capital borrowing needed. Estimated saving is around \$50,000. Indirect cost savings are the time and effort saved for next year as well. The current market rate is also favorable to allow this additional borrowing.

Please find attached a list of proposed projects from the 2026-2027 Capital Improvement Plan that will need funding via municipal bonding. Some projects will also receive funding from other sources, such as special assessments or grants. The tables on the following pages show the breakdown of project costs and funding sources. These projects are expected to be completed over the next one to three years. Some of these projects have been approved for bidding, while others will come back to the board for approval before doing so.

Note, the 2003 Pierce Fire Engine is in this round of borrowing at \$1.3 million. This projected to be delivered in 2028. The complete list of projects will be backed by General Obligation (GO) bonds. The City pays roughly \$5 million in debt services annually, so this round of borrowing will keep the debt service needs stable as it relates to the tax rate. Also, in this round of borrowing, they have a bond for the Storm projects. We are borrowing for the next three years of projects to reduce the bond issuance cost.

Finally, we are not going to the market for the Sanitary bonds. We borrowed in 2025 for 3 years of Sanitary projects.

City staff is currently preparing for the rating calls, document preparations, and reporting required for the debt issues. Pending approval, the City plans to issue the bonds in March or April 2026.

Strategic Plan:

Most of these projects are normal operational expenses of maintaining the city infrastructure and operational services.

Budget: The borrowing won't have a direct effect on the budget this year. However, we will structure the repayment of this issue to level off the debt service for future budget cycles the best way possible to avoid a significant increase in the debt service need that would spike the tax rate.

Staff Recommended Action:

Authorize the Sr. Accountant/Deputy Treasurer to proceed with the bonding procedures that will obtain the necessary funds to support the projects listed in the 2026-2027 Capital Improvement Plan as well as the Storm project list.

CITY OF KAUKAUNA

CAPITAL PROJECTS 2026-2027 GENERAL OBLIGATION BORROWING

YEAR	Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	GENERAL OBLIGATION BORROWING	SPECIAL ASSESSMENT
2026		EQUIPMENT			
	421 - Equipment	Replace 2003 Pierce Fire Engine	\$1,250,000	\$1,250,000	
	421 - Equipment	Replace 2011 John Deere Gator (Keep 118 add new unit)	\$35,000	\$35,000	
	421 - Equipment	Replace 2001 Snow Go Snow Blower	\$250,000	\$250,000	
	421 - Equipment	Replace 2014 F350 4x4 Dump (Truck 8)	\$70,000	\$70,000	
	421 - Equipment	Replace 2012 GMC Sierra (Truck 11)	\$45,000	\$45,000	
	421 - Equipment	Extrication Equipment - Combination Tool (Fire)	\$14,500	\$14,500	
2026		PARK & POOL IMPROVEMENTS			
	422- Parks and Pools	Kakalin Trail Extension (TIF 12)	\$50,000		
	422- Parks and Pools	1000 Islands Nature Center Entrance Way Accessibility	\$65,000	\$65,000	
	422- Parks and Pools	Pool Coating/Joint Sealing/Surface Grinding (phase 1)	\$100,000	\$100,000	
2026		STREET PAVING			
		New Concrete Streets			
	420 - Streets and Sidewalk	Bens Way & Setter Drive	\$600,000	\$300,000	\$300,000
		Reconstruction			
	420 - Streets and Sidewalk	9th Street (Brill To Crooks)	\$2,000,000	\$1,100,000	\$900,000
	420 - Streets and Sidewalk	Brill Street (7th to 9th)	\$400,000	\$250,000	\$150,000
	420 - Streets and Sidewalk	MSB and Third Street Parking Lots	\$350,000	\$350,000	
	420 - Streets and Sidewalk	Washington, Florence, Plank, Lower Thilmany	\$1,300,000	\$650,000	\$650,000
	420 - Streets and Sidewalk	Alley Paving	\$450,000	\$225,000	\$225,000
2026		SIDEWALKS			
	420 - Streets and Sidewalk	Replace Defective Walks	\$225,000	\$75,000	\$150,000
2026		MISCELLANEOUS			
	423 - Buildings and Misc	Downtown Dumpster Corrals	\$50,000	\$50,000	
	423 - Buildings and Misc	CJIS Compliance	\$40,000	\$40,000	
	423 - Buildings and Misc	Replace Large Number of Workstations(Windows 10 EOL)	\$35,000	\$35,000	
	423 - Buildings and Misc	Controller Update CTH Q/CE	\$25,000	\$25,000	
		TOTAL	\$14,089,500	\$4,929,500	\$2,916,000

CITY OF KAUKAUNA

CAPITAL PROJECTS 2026-2027 GENERAL OBLIGATION BORROWING

YEAR	Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	GENERAL OBLIGATION BORROWING	SPECIAL ASSESSMENT
2027		EQUIPMENT			
	421 - Equipment	Replace 2014 International Tandem (Truck 215)	\$325,000	\$325,000	
	421 - Equipment	Replace 2012 Volvo Loader L90C (Tractor 22) - Refurbish	\$50,000	\$50,000	
	421 - Equipment	Replace 2015 Zociac Rescue Boat	\$7,500	\$7,500	
	421 - Equipment	Replace Existing Cutter and Spreader Extrication Equipment (Fire)	\$45,000	\$45,000	
	421 - Equipment				
2027		PARK & POOL IMPROVEMENTS			
	422- Parks and Pools	Dog Park updates/upgrades (trees, restrooms, wash station)	\$350,000	\$175,000	
	422- Parks and Pools	Pool striping and repairs (phase 2)	\$85,000	\$85,000	
	422- Parks and Pools	Inside the Park Place - Sports Facility & Park	\$2,000,000	\$800,000	
	422- Parks and Pools	1000 Islands Nature Center Security Cameras	\$15,000	\$15,000	
2027		STREET PAVING			
		New Concrete Streets			
	420 - Streets and Sidewalk	Bluestem 3/4 & West (Haas-White Birch)	\$1,100,000	\$500,000	\$600,000
	420 - Streets and Sidewalk	Ridgecrest Drive, Nikki Lane	\$717,000	\$250,000	\$467,000
		Reconstruction	\$0		
	420 - Streets and Sidewalk	Kenneth Avenue Area Reconstruction Phase 2 (2022 Utility Work)	\$3,000,000	\$1,500,000	\$1,500,000
	420 - Streets and Sidewalk	Street Patch Program	\$200,000	\$150,000	
	420 - Streets and Sidewalk	Alley Paving (Quinney-Metoxen)	\$400,000	\$200,000	\$200,000
	420 - Streets and Sidewalk	Haas Road - Pulverize, Shape, Pave w/ paved shoulders	\$350,000	\$300,000	
	420 - Streets and Sidewalk	3rd Street & Kenneth Avenue (3rd to 10th) Design	\$1,100,000	\$100,000	
2027		SIDEWALKS			
	420 - Streets and Sidewalk	Sidewalk/Trail along Crooks Ave - STH 55 - CE to Ridgecrest	\$600,000	\$400,000	\$200,000
2027		MISCELLANEOUS			
	423 - Buildings and Misc	Windows at 1000 Island Center	\$80,000	\$80,000	
	423 - Buildings and Misc	New Host	\$40,000	\$40,000	
	423 - Buildings and Misc	Downtown Dumpster Corrals	\$50,000	\$50,000	
		TOTAL	\$12,549,500	\$5,072,500	\$3,267,000

CITY OF KAUKAUNA**CAPITAL PROJECTS 2026-2027 GENERAL OBLIGATION BORROWING**

YEAR	Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	GENERAL OBLIGATION BORROWING	SPECIAL ASSESSMENT
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Borrowing by Fund

Fund	Amount
420 - Streets and Sidewalk	\$6,350,000
421 - Equipment	\$2,092,000
422- Parks and Pools	\$1,240,000
423 - Buildings and Misc	\$320,000
Grand Total	\$10,002,000

CITY OF KAUKAUNA
STORM CAPITAL PROJECTS

YEAR	Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	STORM WATER UTILITY	SPECIAL ASSESSMENT
2026		STORM SEWER			
	601 - Storm	Washington, Florence, Plank	\$325,000	\$250,000	\$75,000
	601 - Storm	Ninth Street - east of Kenneth	\$200,000	\$135,000	\$65,000
	601 - Storm	Brill Street (7th to 9th)	\$120,000	\$99,000	\$21,000
	601 - Storm	Tower Drive Pump Replacement	\$200,000	\$200,000	
	601 - Storm	2016 Elgin HE Street Sweeper (#26)	\$350,000	\$350,000	
	601 - Storm	Erosion Control / Remediation - Shoreline/Outfalls/Streambank	\$35,000	\$35,000	
2027		STORM SEWER			
	601 - Storm	Horseshoe Park Pond with Enhanced Settling	\$250,000	\$250,000	
	601 - Storm	Moon Ridge Court Pond with Enhanced Settling	\$40,000	\$40,000	
	601 - Storm	Kenneth Avenue Area Reconstruction Phase 2 (2022 Utility Work)	\$400,000	\$300,000	\$100,000
	601 - Storm	Pond/Stream Bank Restoration	\$45,000	\$45,000	
2028		STORM SEWER			
	601 - Storm	Kenneth Avenue Area Reconstruction Phase 3 (2023 Utility Work)	\$400,000	\$300,000	\$100,000
	601 - Storm	River Street/Parking Area	\$100,000	\$100,000	
			Total	\$2,104,000	