

Kaukauna, WI  
April 20, 2021

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by Secretary John Moore via ZOOM Meetings. Commission Members present were Pennie Thiele, John Moore, Sue Hennes, Greg Lenz, Tony Penterman, and Paul Van Berkel. Also present via teleconference were Jeff Feldt, Rachel Audette, Mike Pedersen, Don Krause, Eric Miller, Clara Pickett, Dave Pahl, Andy Vanden Heuvel, and Amy Brick from KU, City Attorney Kevin Davidson, Brian Roebke, Steve Engebos from WPPI Energy, and Jodi Dobson, partner at Baker Tilly.

It was moved by Tony Penterman, seconded by Pennie Thiele to excuse Commissioner Lee Meyerhofer's absence.

All members voted aye.

Motion Carried

There was no public comment.

It was moved by Sue Hennes, seconded by Greg Lenz to approve the minutes of the March 17, 2021 Commission meeting as amended.

All members voted aye.

Motion Carried

Commissioner Lee Meyerhofer arrived at 4:12 p.m.

Manager of Finance & Administration Clara Pickett introduced Jodi Dobson, partner with Baker Tilly, who presented the audited financial statements and outlined the 2020 audit process. Ms. Dobson indicated that the audit had no irregularities and the audit report accurately represents Kaukauna Utilities' financial position for the year ended December 31, 2020.

It was moved by Lee Meyerhofer, seconded by Greg Lenz that the Commission accepts the 2020 Financial Statements as presented and edited by Baker Tilly and KU staff.

All members voted aye.

Motion Carried

Human Resources Director Rachel Audette discussed the need to hire an additional seasonal position that will cross between office and field support as well as two youth apprenticeship students to support the IT department. These students will assist with basic level help desk functions and project work needed in the IT department. The students are high school students that have to commit to working a minimum of 450 hours.

It was moved by Sue Hennes, seconded by Pennie Thiele to authorize the General Manager to hire one additional summer seasonal staff for 2021 and two IT Youth Apprenticeship students for the 2021-2022 school year, beginning June, 2021.

All members voted aye.

Motion Carried

Water Superintendent Andy Vanden Heuvel informed the Commission Outagamie County will be repaving a portion of Lawe Street from the intersection of STH 55 to Claribel in 2022, and all water

and sewer infrastructure needs to be replaced in 2021 prior to the repaving project. As such, the project was bid in conjunction with the City of Kaukauna. The existing water main in that area is 6” cast iron that was installed between 1923 and 1945 and there have been five water main breaks in that section over the past three years. This project is included in the 2021 Capital Budget in the amount of \$340,000. Since approval of the capital budget, the scope of the project changed to address infrastructure concerns identified by staff. The first scope change adds 500 feet of 12” c900 PVC water main along Lawe Street to loop the system in that area and 14 new valves to allow for directional flushing of water main located along adjacent streets. The cost of this addition is \$80,000. The second change is for replacing three valves and two fire hydrants at the end of Killian Drive. This has been identified as a critical infrastructure concern as valve top operation nuts are rotted off due to poor soil conditions and the type of nuts and bolts used at the time of installation. The cost of this addition is \$23,800. Eight bids were received with Carl Bowers & Sons being the lowest evaluated bid.

<u>Contractor</u>	<u>Project Total</u>	<u>KU Water Main Relay</u>
Carl Bowers & Sons	\$856,775.00	\$423,750.00
Feaker & Sons	\$886,386.75	\$410,622.00
Jossart Brothers	\$896,270.00	\$444,300.00
Dorner, Inc.	\$900,175.00	\$425,500.00
Roger Bowers Construction	\$936,133.00	\$443,250.00
Advance Construction	\$937,066.00	\$447,001.00
De Groot, Inc.	\$1,041,631.87	\$519,426.09
PTS Contractors, Inc.	\$1,052,000.00	\$539,825.00

It was moved by Paul Van Berkel, seconded by John Moore to authorize the General Manager to award the contract for the Lawe Street Water Main & Sanitary Sewer Reconstruction Project to Carl Bowers & Sons Construction Company in the amount of \$856,775, with Kaukauna Utilities portion of the bid being \$479,000.

Roll Call Vote:	Sue Hennes	aye
	Lee Meyerhofer	aye
	Greg Lenz	aye
	Tony Penterman	aye
	John Moore	aye
	Pennie Thiele	aye
	Paul Van Berkel	aye

Motion Carried

General Manager Jeff Feldt discussed returning to in-person Commission meetings starting in May.

General Manager Jeff Feldt discussed the 2021 Work Plan and Key Performance Indicators for the 1<sup>st</sup> Quarter.

The Commission reviewed the Electric and Water Financial Statements, the monthly reports, and the department updates.

General Manager Jeff Feldt informed the Commission Dayna Holmes recently graduated from the MEUW Management Training Program. Four permanent kiosks have been installed in Hydro Park to provide visitors with information regarding the hydro-related features of the park. KU set an all-time

total monthly hydro production record in March of 18,750 MWh. Jeff provided the 2020 eReliability Tracker Benchmarking report and also informed the Commission the Electronics Recycling Event is April 24, 2021 at the Warehouse.

The Commission chose not to adjourn to closed session pursuant to Wis. State Statute 19.85(f) for review of data Kaukauna Utilities is prohibited from making public under Wis. Stat. 196.137, including Kaukauna Utilities Write Off Journal details, Check Register details and Customer Usage and Billing.

It was moved by John Moore, seconded by Sue Hennes to approve the March accounts receivable write-offs.

Roll Call Vote:	Paul Van Berkel	aye
	Pennie Thiele	aye
	Tony Penterman	aye
	Greg Lenz	aye
	John Moore	aye
	Lee Meyerhofer	aye
	Sue Hennes	aye

Motion Carried

It was moved by John Moore, seconded by Greg Lenz that checks numbered 761 and 769 through 783, and checks numbered 72911 through 73871 in the amount of \$5,126,028.88 be approved for payment.

Roll Call Vote:	John Moore	aye
	Sue Hennes	aye
	Tony Penterman	aye
	Lee Meyerhofer	aye
	Greg Lenz	aye
	Pennie Thiele	aye
	Paul Van Berkel	aye

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(e) to consider deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 5:24 p.m.

Roll Call Vote:	Tony Penterman	aye
	John Moore	aye
	Paul Van Berkel	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Pennie Thiele	aye
	Greg Lenz	aye

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to return to open session at 6:09 p.m.

All members voted aye:

Motion Carried

It was moved by Tony Penterman, seconded by Paul Van Berkel to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 6:10 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick