

Kaukauna, WI
April 20, 2022

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were John Moore, Pennie Thiele, Sue Hennes, Greg Lenz, Lee Meyerhofer, Tony Penterman, and Paul Van Berkel. Also present were Michael Avanzi, Rachel Audette, Zach Moureau, Don Krause, Eric Miller, Clara Pickett, Andy Vanden Heuvel, Dave Pahl, and Amy Brick from KU. Also present were City Attorney Kevin Davidson, Brian Roebke, and Mike Bergner.

There was no public comment.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the March 16, 2022 Commission meeting.

All members voted aye.

Motion Carried

Finance & Administration Director Clara Pickett discussed the proposed changes to Section 1.32(6) and Sections 1.32(7) of the Kaukauna Municipal Code. Clara stated the City reached out to KU to update portions of Section 1.32(6) and 1.32(7) of the Kaukauna Municipal Code as part of their conversion to Municode. She reviewed several items that were outdated with the organizational structure and practices by the City and the Utility.

It was moved by Pennie Thiele, seconded by Sue Hennes to approve changes to Section 1.32(6) and Sections 1.32(7) of the Kaukauna Municipal Code and recommend submittal to the Kaukauna Common Council for formal adoption of the ordinance.

All members voted aye.

Motion Carried

Water Superintendent Andy Vanden Heuvel discussed the roof replacement for #2 Booster Station, #5 Well, and the Gravel Barn. He stated the roofs are estimated to be 40+ years old and are all leaking. After some discussion, it was recommended that he get pricing for the roof on the Main Filter Plant building and bring back to the Commission for approval.

It was moved by John Moore, seconded by Greg Lenz to authorize the General Manager to award contracts to Harry E Wendlandt Co. in the total amount not to exceed \$51,432.98 for #2 Booster Station and #5 Well Buildings. Also, award a third contract to Brian Mischler Construction for the Gravel Barn (pitched) roof in the amount of \$14,885.

Roll Call Vote

Greg Lenz	aye
Paul Van Berkel	aye
Tony Penterman	aye
John Moore	aye
Pennie Thiele	aye
Sue Hennes	aye

Motion Carried

Water Superintendent Andy Vanden Heuvel discussed the Kenneth Avenue Relay project informing the Commission the existing water main is 6” cast iron that was installed in 1923 with just under 100 lead services. The water main will be replaced with 8” c900 and poly services. This project is included in the 2022 Capital Budget and KU also received \$341,550 in funding from the Wisconsin Department of Natural Resources (WDNR) for private lead services. Andy stated seven bids were received with Carl Bowers & Sons being the lowest evaluated bid.

<u>Contractor</u>	<u>KU</u>	<u>City</u>	<u>Total</u>
Carl Bowers & Sons	\$1,565,447.05	\$1,494,204.10	\$3,059,651.15
De Groot Inc.	\$1,737,545.60	\$1,466,009.72	\$3,203,555.31
Feaker & Sons	\$1,695,976.30	\$1,529,642.95	\$3,225,619.25
Jossart Bros.	\$1,745,181.70	\$1,599,297.50	\$3,344,479.20
Dorner Inc.	\$1,762,100.00	\$1,643,874.34	\$3,405,974.34
PTS	\$1,995,566.00	\$1,787,032.40	\$3,782,598.40
Advance Construction	\$1,902,638.00	\$2,386,170.14	\$4,288,808.14

It was moved by Tony Penterman, seconded by Greg Lenz to authorize the General Manager to award the contract for the Kenneth Avenue Area Relay project to Carl Bowers Construction Company in the amount of \$3,059,651.15, with Kaukauna Utilities portion of the bid being \$1,565,447.05 and the City of Kaukauna’s portion being \$1,494,204.10.

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

Motion Carried

Water Superintendent Andy Vanden Heuvel discussed the 2022 Private Lead Water Service & Sanitary Lateral Replacement Program informing the Commission bids were received from three contractors and opened on March 31. The water side of the project is being funded by the WDNR. Andy stated three bids were received with Scott Lamers Construction being the lowest evaluated bid.

<u>Contractor</u>	<u>Water</u>	<u>Sewer</u>
Scott Lamers Construction	\$656,925	\$228,900
M&E Construction	\$733,250	\$193,000
Carl Bowers & Sons	\$967,600	\$508,620

It was moved by Sue Hennes, seconded by Pennie Thiele to authorize the General Manager to award the contract for the Private Lead & Water Service & Sanitary Lateral Replacement project to Scott Lamers Construction in the amount of \$885,825 with \$656,925 being for private lead replacement and \$228,900 for private sanitary sewer laterals.

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

Human Resources Director Rachel Audette reviewed the proposed Organizational Chart. She informed the Commission due to the movement of the Electro-Mechanical Technician (EMT) to Mechanical Technician earlier in the year, staff had several discussions surrounding our EMT's supporting the System Operations area as Relief System Operators (RSO's), and determined that the staffing model needed to change. Staff decided the best path moving forward is to hire a 2nd full-time RSO position (Grade 10) in lieu of backfilling the EMT position (Grade 11). This allows the remaining two EMT positions to spend 100% of their time in the Maintenance department without being pulled away from projects and technical work to cover System Operations. The 2 RSO's would be primarily responsible for supporting operations and secondarily supporting other departments throughout the utility with general labor duties.

It was moved by John Moore, seconded by Sue Hennes to approve the revised organizational chart updated 4.11.2022 and authorize staff to proceed with backfilling the vacant RSO position.

All members voted aye.

Motion Carried

General Manager Michael Avanzi provided an update on the 2022 Q1 Work Plan and the 2022 Key Performance Indicators.

Finance & Administration Director Clara Pickett reviewed the monthly Electric and Water Financial Statements.

The Commission reviewed the monthly reports.

General Manager Michael Avanzi reviewed highlights from the monthly department updates informing the Commission WPPI asked if we would participate in a Voluntarily Curtailment Pilot Program that would consist of KU sending messages to a small group of residential customers and request that they reduce their energy usage on hot days. We would then compare that residential group to a control group that has similar usage (they won't receive messages) to see how much energy is actually being saved by sending the messages. We received approval from the WDNR to do the chemical changeover. That process will start in May. The Island Street Relay project will cost \$37,586 more than what was approved by the Commission; therefore a change order will be done. Mason Rice has been hired for the Apprentice Line Technician position and has been doing a great job. Noah Johnson has been hired to fill the Electrical Engineering Co-Op position. Unfortunately, two summer hires are not returning so the position was posted externally with applications being due April 22. Also, seven applications were received for the Maintenance Youth Apprentice position with that decision being made by May 10. Staff is working with the City to do a restatement of the 401A plan to implement changes that will provide additional benefits to the employees at no additional cost from our vendor. Rachel is working on having the logo shop open year round so employees and Commissioners can purchase items throughout the year. The transformer at Kaukauna North Substation was energized this morning. Two Apprentice Line Technicians competed at the APPA Lineman Rodeo in Austin, Texas. They did very well taking 16th and 25th place out of 96 nationally. The national cyber security threat remains at yellow. Michael informed the Commission there is a link to the Public Service Commission's website in Clara's report if they are interested in reading the Annual Report. The annual moratorium ended April 15 which means staff will resume disconnects on April 27. Staff is working diligently to assist customers with setting up payment arrangements. The Kimberly Hydro Plant has been elevated to a higher security group by the Federal Energy Regulatory Commission (FERC) due to

the development that has occurred near the hydro facility. To comply with the Badger Hydro license, a gate has been opened on the Kaukauna City Dam to release 1,550 cubic feet per second of water flow for walleye spawning. This will continue until the river reaches 50 degrees. The Private Well Program response rate is estimated to be around 25%. Michael informed the Commission that staff will be offsite at the Public Library with our consultant working on the 2022 Strategic Plan and the first Strategic Planning Committee meeting will be held May 6.

Human Resources Director Rachel Audette informed the Commission the High 5 Program has been a success the first two weeks of implementation. So far, eleven employees have been recognized by their peers. General Manager Michael Avanzi informed the Commission City Attorney Kevin Davidson researched and reviewed the Cyber Liability Policy. If Commissioners have any questions, they can contact Attorney Davidson, Clara Pickett, or Don Krause. Michael stated Lee Meyerhofer has been offered an opportunity to participate in the Legislative Energy Horizon Institute for 2022. The Electronics Recycling Event is Saturday from 8:00-11:00 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 Greg Lenz to approve the March accounts receivable write-offs.

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 Sue Hennes, seconded by John Moore that checks numbered 967 through 986 and checks numbered 75893 through 76076 in the amount of \$3,847,474.32 be approved for payment.

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

Motion Carried

It was moved by Pennie Thiele, seconded by Tony Penterman to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 5:17 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick