

Kaukauna, WI  
February 16, 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, Andy VandenHeuvel, Dave Pahl, and Amy Brick from KU. Also present was City Attorney, Kevin Davidson, Brian Roebke, and Steve Engebos from WPPI Energy.

There was no public comment.

It was moved by Sue Hennes, seconded by Tony Penterman to approve the minutes of the January 19, 2022 Commission meeting.

All members voted aye.

Motion Carried

Human Resources Director Rachel Audette discussed the need for three (3) summer seasonal positions for the summer of 2022. Two positions will be assigned to the Generation & Substations Department to perform cleaning of the hydro plants, raking racks at the hydro's, painting signs, rails, and equipment, and prepping and painting the floors at Rapide Croche Hydro. The other position will be assigned to the Warehouse to perform routine lawn care and general maintenance activities at various facilities to include the Main Office and Warehouse. Rachel stated that in addition to the three seasonal positions, staff would like to hire two youth apprentices: an IT youth apprentice and a Maintenance youth apprentice. She stated KU had success with our first IT Youth Apprentice and that we would like to continue partnering with the YA program in the Fox Valley region.

It was moved by John Moore, seconded by Pennie Thiele to authorize staff to hire up to three summer seasonal staff for 2022 and two youth apprentice students for the 2022-2023 school year.

All members voted aye.

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller discussed the need to replace three pieces of equipment in the line department.

1. Eric informed the Commission bids were received from three manufacturers for replacement of the 2006 bucket truck and all of them met the specifications with the exception of Utility Sales who did not offer a stacked boom option. The budget for the new bucket truck is \$300,000. Bids are noted below:

<u>Manufacturer</u>	<u>Quote</u>
Altec	\$279,450
Terex	\$301,358
Utility Sales	\$301,706

2. Eric informed the Commission two bids were received for replacement of the 2003 RT90 Trencher E116 with both bids meeting the specifications. The unit is large enough to use for installing new lines into subdivisions and can also be used to install service laterals to new houses. He informed

the Commission the original budget item called for replacement of the smaller RT55 for \$110,000; however, staff was unable to find a unit of that size and decided to keep it for primarily service work and replace the 2003 RT90 instead. This purchase will result in going over budget by \$11,000 after trade-in. Bids are noted below:

<u>Manufacturer</u>	<u>Quote</u>
Ditchwitch RT80B	\$130,000
Vermeer RTX750	\$142,602

3. Eric discussed replacement of the 1982 pole trailer stating two bids were received and after evaluation, found that the unit from Felling cannot haul the same lengths of poles as the unit from Sauber without requiring a second axel. The largest pole typically stocked and installed is a 70' pole. The budget for this item is \$30,000; therefore, the Sauber unit would be \$1,708 over budget. Bids are noted below:

<u>Manufacturer</u>	<u>Quote</u>	<u>Max. Pole Length on One Axel</u>
Sauber	\$31,708	70'
Felling	\$30,913	65''

Eric informed the Commission the recommended purchase of the three items will result in a total cost of \$432,158, 98% of the total budgetary amount of \$440,000 for all three items combined.

It was moved by John Moore, seconded by Sue Hennes to authorize the General Manager to award the purchase of the following items as presented. Altec bucket truck in the amount of \$279,450, Ditchwitch RT80B trencher in the amount of \$121,000 after trade-in, and Sauber pole trailer in the amount of \$31,708.

All members voted aye.

Motion Carried

Water Superintendent Andy Vanden Heuvel discussed the need to replace two pieces of equipment in the Water Department. Bids are noted below:

<u>Manufacturer</u>	<u>Model</u>	<u>Quote</u>
Fabick Cat	Caterpillar 430	\$104,050
Brooks	John Deere 410L	\$107,238.75

1. Andy discussed replacement of the 2005 John Deere Tractor Backhoe informing the Commission that after evaluating both bids, it was determined the John Deere 410L was the best fit for the water department. He stated Brooks is able to monitor the tractor from their shop should any issues arise and also the crews have used a John Deere for the last seventeen years with no major issues. The budget for this item is \$130,000.

2. Andy stated pricing was requested for replacement of the 2007 Dodge Crew Cab. The specifications were for a 2022 ¾ ton extended cab with a utility body and Wachs valve turner. Received bids are noted below:

<u>Dealership</u>	<u>Model</u>	<u>Price</u>
Gustman	Silverado 2500	\$36,100
Bergstrom		No bid received
Dorsch		No bid received

Andy informed the Commission that government fleet orders are no longer available for 2022 and 2023 at Bergstrom. Dorsch Ford was contacted multiple times and never responded. The truck from Gustman will come with a utility bed (\$10,000) and a Wachs valve turner (\$28,291.50). The budget for the truck is \$63,000.

It was moved by Paul Van Berkel, seconded by John Moore to authorize the General Manager to award the purchase of the John Deere 410L Tractor Backhoe from Brooks in the amount of \$107,238.75 with trade-in and to award the purchase of the ¾ ton 2022 Silverado truck from Gustman in the amount of \$36,100 along with the utility bed in the amount of \$10,000 and the Wachs valve turner in the amount of \$28,291.50. The disposition of the truck will be via auction according to KU policy.

All members voted aye.

Motion Carried

Water Superintendent Andy Vanden Heuvel discussed the Island Street Relay Project Award Recommendation stating bids for the 2022 Island Street Area Water Main & Private Water Sanitary Service Reconstruction bids were bid in conjunction with the City of Kaukauna. Bids were received from six contractors and publicly opened on February 2, 2022. He stated the existing water main is 6” and 8” cast iron that was installed between 1889 and 1942 and there have been multiple leaks throughout the years. The project is included in the 2022 Capital Budget in the amount of \$762,000 for KU’s portion of the project. Bids are noted below:

Contractor	Base Bid (Water)	Base Bid (Sewer)	Private Lead Service	Total
Carl Bowers & Sons Construction	\$772,236	\$95,634	\$44,650	\$912,520
Advance Construction	\$842,431	\$104,430	\$41,500	\$988,361
Dorner	\$962,343.50	\$115,803	\$45,600	\$1,123,746.50
De Groot	\$1,049,052.46	\$141,231.39	\$44,014.10	\$1,234,297.95
Superior Sewer and Water	\$1,140,462.65	\$93,710	\$44,075	\$1,278,247.65
PTS Contractors	\$1,117,210	\$194,790	\$44,115	\$1,356,115

It was moved by John Moore, seconded by Greg Lenz to authorize the General Manager to award the contract for the Island Street Relay Area Water Main & Private Water and Sanitary Service Reconstruction Project to Carl Bowers & Sons Construction Company in the amount of \$912,520 with Kaukauna Utilities portion of the bid being \$772,236, Private Lead Laterals at \$44,650, and the City of Kaukauna’s portion for Sanitary Sewer at \$95,634.

All members voted aye.

Motion Carried

General Manager Michael Avanzi informed the Commission he met with six potential consultants to facilitate the 2022 Strategic Plan and received five proposals. Two consultants were selected as finalists: Hometown Connections and SME Strategy, both who were subsequently interviewed by the management team. He stated after receiving feedback from management and reviewing the proposals, it was decided to recommend SME to the Commission. The cost for the 2022 Strategic Plan will be funded from the 2022 budget for general consulting expenses.

Bids are noted below:

Consultant	Proposal (does not include travel expenses)
SME Strategy	\$16,500
Hometown Connections	\$18,125

It was moved by Paul Van Berkel, seconded by John Moore to authorize the General Manager to award the facilitation of our 2022 Strategic Plan to SME Strategy in the amount of \$16,500 plus travel expenses.

All members voted aye.

Motion Carried

Commission President Lee Meyerhofer questioned the Commissioners if they would be interested in being on the Strategic Plan and Beneficial Electrification Environmentally Responsibility Committee. John Moore informed Lee that he would like to be on the Committee. Lee stated an Ad-Hoc Committee will be created that includes himself, John Moore, and Paul Van Berkel. Greg Lenz stated if vendors attend the meetings, he would like to participate.

General Manager Michael Avanzi reviewed the revised 2022 Work Plan with the Commission.

It was moved by John Moore, seconded by Greg Lenz to approve the 2022 Work Plan.

All members voted aye.

Motion Carried

General Manager Michael Avanzi reviewed the revised 2022 Key Performance Indicators. Greg Lenz pointed out an error in the description of the System Water Loss changes. This indicator will track the amount of water not being sold to customers divided by the total raw water pumped. The word “not” was omitted in the description.

It was moved by Paul Van Berkel, seconded by Greg Lenz to approve the 2022 Key Performance Indicators and the modification to the way the Commission will receive the reports regarding how the Key Performance Indicators are being met.

All members voted aye.

Motion Carried

The Commission reviewed the monthly reports. General Manager Michael Avanzi reviewed proposed changes to the monthly Electric and Water Financial Statements. After discussion with the Commission, it was decided to revisit this in the March Commission meeting when Finance and Administration Director Clara Pickett is present.

General Manager Michael Avanzi reviewed highlights from the monthly department updates. He also informed the Commission that after the City fills the help desk position, IT Specialists Tim Taplin and Tou Lee will be switching work spaces. Tim Taplin has been working specifically at KU for many years and Tou Lee has been working at the City for a very long time. This will allow them to cross train.

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 January accounts receivable write-offs.

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

Motion Carried

It was moved by John Moore, seconded by Sue Hennes that checks numbered 936 through 951 and checks numbered 75556 through 75722 in the amount of \$4,496,775.47 be approved for payment.

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

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 5:36 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick