

Kaukauna, WI  
July 13, 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, Clara Pickett, Dave Pahl, Andy Vanden Heuvel, Don Krause, Eric Miller, Zach Moureau, and Amy Brick from KU. Also present were 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 June 22, 2022 Commission meeting.

All members voted aye.

Motion Carried

Manager of Generation & Substations Dave Pahl informed the Commission that the roof on the Elm Street Plant was damaged and repaired multiple times prior to, and after, the exhaust stack replacement. He stated as the stack was deteriorating, hot metal pieces would land on the roof and melt through the membrane leading to significant patchwork on the roof. Annual roof inspections have recommended replacement of the roof. Three bids were received and evaluated:

Vendor	Warranty	Proposed Price	Comments
Crafts, Inc.	15 year	\$77,955	
Harry E. Wendlandt Co., Inc.	20 year	\$65,247	
Great Lakes Roofing	20 year	\$57,000	Addition of wrapping the parapet wall with membrane and replacing roof drains.

Dave informed the Commission KU has received bids from Great Lake Roofing in the past; however, have not utilized their services. Their proposal is the lowest bid and they are offering additional items in addition to what was required.

It was moved by Sue Hennes, seconded by Tony Penterman to authorize the General Manager to award the Elm Street Roof Replacement project to Great Lakes Roofing Corporation in the amount of \$57,000 in accordance with following up with two businesses who have used them in the past.

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 Paul Van Berkel, seconded by Greg Lenz to approve the change to the lobby hours, as presented, as a pilot program subject to review and change after one (1) year.

	Lobby Hours	Office (Working) Hours
Monday	7:30 a.m. – 4:00 p.m.	7:30 a.m. – 4:00 p.m.
Tuesday	7:30 a.m. – 4:00 p.m.	7:30 a.m. – 4:00 p.m.
Wednesday	7:30 a.m. – 4:00 p.m.	7:30 a.m. – 4:00 p.m.
Thursday	7:30 a.m. – 4:00 p.m.	7:30 a.m. – 4:00 p.m.
Friday	7:30 a.m. – 11:30 a.m.	7:30 a.m. – 4:00 p.m.

Commissioner John Moore requested a discussion on the proposed hours. He stated he spoke with Finance & Administration Director Clara Pickett and Accounting Supervisor Amanda Marks regarding the proposed change to the lobby hours. After review, it was determined very few customers come in between the hours of 7:30 a.m. – 9:00 a.m.; therefore, he suggested changes the lobby hours to 9:00 a.m. – 4:00 p.m., Monday – Thursday and 9:00 a.m. – 12:00 p.m. on Friday. If a customer would like to come in between 7:30 a.m. – 9:00 a.m., they can make an appointment.

It was moved by Paul Van Berkel, seconded by Greg Lenz to approve the change to the lobby hours, as amended, as a pilot program subject to review and change after one (1) year.

All members voted aye.

Motion Carried

General Manager Michael Avanzi reviewed the 2022 Work Plan and Key Performance Indicators for the 3rd Quarter.

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

General Manager Michael Avanzi reviewed highlights from the monthly department updates informing the Commission that all CP-2 and CP-3 customers are now receiving a monthly electric use and cost detail report that details their monthly usage and cost. Erik Hernandez has been hired for the Relief System Operator position, starting on Monday, July 18. A temporary employee has been hired to assist with greeting visitors and taking payments for approximately three months while an employee is out on leave. Employees Dave Pahl and Kayla Coonen have been selected as the winners of the High 5 quarterly award. Staff is working with 1000 Islands Environmental Center on installing an EV car charging station as well as Kwik Trip (located off of I-41), who has shown interest in installing a four station fast charging electric unit. The Virtual Chief Information Officer (VICO) has completed all of his interviews with staff at KU and the City. The Strategic Plan should be ready to present to the Commission at the August Commission meeting. Michael reminded the Commission he is on vacation the next two weeks and Clara Pickett will be covering for him while he is out.

It was moved by John Moore, seconded by Sue Hennes to go out of order and take up agenda item #12 and #13 on the agenda.

All members voted aye.

Motion Carried

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 June 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 John Moore, seconded by Pennie Thiele that checks numbered 1022 through 1044 and checks numbered 76395 through 76631 in the amount of \$6,465,589.17 be approved for payment.

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

Motion Carried

It was moved by John Moore, seconded by Paul Van Berkel to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved at 4:47 p.m.

All members voted aye.	Motion Carried
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It was moved by John Moore, seconded by Paul Van Berkel to return to open session at 5:29 p.m.

All members voted aye.	Motion Carried
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It was moved by Tony Penterman, seconded by Sue Hennes to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 5:30 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick