

Kaukauna, WI
October 26, 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, Andy Vanden Heuvel, Zach Moureau, Rachel Audette, and Don Krause from KU. Also present were Brian Roebke, City Attorney Kevin Davidson, and Steve Engebos, WPPI Energy.

There was no public comment.

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the August 8, 2022 Special Meeting.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by John Moore to approve the minutes of the September 21, 2022 Commission meeting.

All members voted aye.

Motion Carried

General Manager Michael Avanzi discussed the proposed change to the Commission Bylaws to modify the Personnel Committee to the Finance & Personnel Committee. This would facilitate a more comprehensive discussion in the future of personnel matters as well as the overall budget and how they impact each other prior to seeking approval from the Commission.

It was moved by Pennie Thiele, seconded by John Moore to approve a revision to the Kaukauna Utilities Commission Bylaws to change the Personnel Committee to the Finance & Personnel Committee.

Roll Call Vote:

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

Motion Carried

General Manager Michael Avanzi discussed the Release of Rights document that Kaukauna Utilities received from the Wisconsin Department of Transportation (WDOT). The WDOT will be working at the intersection of State Highway 96 and Lamplighter Drive where KU has a buried 12kV cable system off the road right-of-way but not in a separate easement that serves the Lamplighter apartments. The cable will not interfere with their work; however, they are requesting KU execute the release of rights document as this has always been their practice. There is no benefit to KU to do so; however, there is also no significant risk other than this small portion of our facilities becoming located in their temporary limited easement for construction purposes. The documents have been reviewed by the City Attorney.

It was moved by Lee Meyerhofer, seconded by Sue Hennes to authorize the General Manager to execute the documents as submitted by the Wisconsin Department of Transportation contingent upon the General Manager addressing the questions posed by the Commission and having them subsequently reviewed by the City Attorney.

All members voted aye.

Motion Carried

General Manager Michael Avanzi provided an update on the 2022 Q3 Work Plan and the 2022 Key Performance Indicators.

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 Steve Engebos has been working with Dreamville Kaukauna Apartments regarding their request to the Public Service Commission to grant a variance for one electric meter for each apartment complex. A sleeve that was installed back in the 90's rotted out and caused a water break on County Road CE. Dave Pahl accepted the Engineering & Operations Director position effective October 9, 2022. Interviews for the Water Utility Technician have been completed, an offer was made and accepted by an external candidate. Staff is meeting with additional safety consultant organizations to review services for 2023. In addition to onsite training, we are reviewing virtual on-demand style trainings that would allow more flexibility in training. The Quarter 3 High 5 winners were Eric Murphy and Deran Johnston. The employee engagement survey was completed with an overall score of 3.73 / 5. Staff will be developing an action plan to raise that score. Public Power Week was celebrated the first week of October. Events included were the EV car show, a celebration at Hydro Park, two Community Conversations with your Local Utility, and a Large Customer Breakfast held on September 29. Previous General Manager, Jeff Feldt, was recently inducted into the WPPI Energy Joint Action Hall of Fame. The first quarterly newsletter was sent to customers in September called the KU Connect. The two linemen who went to assist with restoration efforts in Florida due to Hurricane Ian have returned safely. October is cybersecurity awareness month. The City has decided they would like to explore going their separate way with IT shared services. Staff is evaluating what that means for KU and will present the recommendations to the Commission at the November Commission meeting. A petition was filed on October 7th in Outagamie County Court asking for judicial review regarding the electric rate case. The Public Service Commission has until the end of the day on October 27th to respond. The FERC required EAP functional exercise was completed on October 13th. There was a total of 48 participants between KU personnel and outside agencies. A proposal was submitted to the Wisconsin Department of Natural Resources (WDNR) requesting 3" trash rack spacing at Badger Hydro and 5" trash rack spacing at Rapide Croche Hydro and as of today, the WDNR has accepted the proposal. KU was approached by the University of Wisconsin – Green Bay (UWGB) regarding a research project that would evaluate the relationship between groundwater quality and groundwater aquifer pumping/recovery. KU plans to coordinate with UWGB on installation of a groundwater monitoring well in the City of Kaukauna.

General Manager Michael Avanzi informed the Commission the field staff is proposing to change their work hours to 6:30 a.m. – 2:30 a.m. on a one-year pilot. This will be re-evaluated quarterly.

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 Pennie Thiele to approve the September accounts receivable write-offs.

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| 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 Greg Lenz that checks numbered 1087 through 1113, and checks numbered 76934 through 77090 in the amount of \$5,823,983.69 be approved for payment.

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| 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

General Manager Michael Avanzi confirmed to the Commission that the November meeting had been changed to the 15th and the December meeting had been changed to the 22nd.

It was moved by Paul Van Berkel, seconded by Sue Hennes to adjourn.

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| All members voted aye. | Motion Carried |
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The meeting ended at 5:23 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick