

Kaukauna, WI
December 21, 2023

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, Zach Moureau, Tara Schmitz, and Amy Brick from KU. Also present was City Attorney, Kevin Davidson, Richard Heinemann from Boardman Clark, and Brian Roebke.

Brian Roebke mentioned there will be an upcoming article in the Times Villager on our Youth Apprenticeship in the Water Department.

Lee Meyerhofer thanked City Attorney Kevin Davidson for all his services throughout the years as this will be his last Utilities Commission meeting representing Kaukauna Utilities

General Manager Michael Avanzi wished everyone Happy Holidays on behalf of Kaukauna Utilities. He also thanked City Attorney Kevin Davidson for his contributions over the years.

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the November 15, 2023 Commission meeting as amended.

All members voted aye.

Motion Carried

General Manager Michael Avanzi introduced Richard Heinemann from Boardman Clark. Mr. Heinemann is the new legal counsel for Kaukauna Utilities starting January 2024.

CyberSecurity Analyst Don Krause presented on Cybersecurity at Kaukauna Utilities.

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 he will be on vacation next week and Tara Schmitz will be covering for him in his absence. The Holiday Party is on January 26, 2024, at Electric City Lanes. The employee engagement survey has been completed. The overall score increased from 3.73 to 4.00. The focus area in 2024 will be Teamwork. Employee meetings were held to discuss the approved 2024 Wages, Employee Handbook updates, and Compensation Administration Guidelines. At the Little Chute Holiday Parade, our digger derrick truck was voted "Best Holiday Theme Entry". KU has been recognized by the American Public Power Association with a Public Power Customer Satisfaction Award for providing excellent service. He attended the city council meeting on December 19th and presented an overview of the water study. The MEUW Electric Operations Conference & Expo is January 10-12th in Wisconsin Dells and the APPA Legislative Rally is February 26-28 in Washington D.C. Please let Amy know if you are interested in attending.

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 November 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 Pennie Thiele, seconded by John Moore that checks numbered 1407 through 1428, and checks numbered 79046 and 79153 through 79355 in the amount of \$5,721,843.16 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 Sue Hennes to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation at 5:15 p.m.

All members voted aye.	Motion Carried
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It was moved by John Moore, seconded by Sue Hennes to return to the open session at 5:21 p.m.

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

All members voted aye.	Motion Carried
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The meeting ended at 5:25 p.m.

John P. Moore
Secretary