

Kaukauna, WI  
February 22, 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, and Amy Brick from KU. Also present were City Attorney Kevin Davidson, Brian Roebke, and Steve Engebos, WPPI Energy.

There was no public comment.

It was moved by Sue Hennes, seconded by John Moore to approve the minutes of the January 18, 2023 Commission meeting.

All members voted aye.

Motion Carried

Engineering & Operations Director Dave Pahl discussed Phase 3 of the Kenneth Avenue Area Utility Relay project informing the Commission the bids received combined four projects listed in KU's 2023 Capital Budget. These projects will replace 5,028 feet of 6" cast iron water main (installed in 1923) with 8" PVC water main and also includes replacement of 92 utility owned lead services and 85 customer owned lead services. Seven bids were received and evaluated with Carl Bowers Construction being the lowest bidder at \$1,323,056.53. Funding from the American Rescue Plan Act and private side lead reimbursement will be applied to this project decreasing the amount financed.

	Estimate	Carl Bowers	Feaker	Kruzcek	Dorner	PTS	Advance	De Groot
Watermain	\$744,897	\$698,879.28	\$723,780.80	\$797,955	\$854,171.28	\$73,8872	\$923,200.50	\$858,931.43
Restoration	\$413,475	\$348,152.25	\$360,390.63	\$334,725	\$314,050.25	\$368,825	\$382,318	\$437,205.33
Private Lead Service Replacement	\$334,250	\$276,025	\$274,720	\$278,350	\$288,580	\$280,200	\$273,250	\$287,018.20
KU Total	\$1,492,622	\$1,323,056.53	\$1,358,891.43	\$1,411,030	\$1,456,801.53	\$1,387,897	\$1,578,768.50	\$1,583,154.96

It was moved by Paul Van Berkel, seconded by John Moore to authorize the General Manager to award KU's portion of Project 2-23 (KU project codes WM23-02, WM23-03, WM23-04, and WM23-06) Kenneth Avenue Area Utility Relay – Phase 3 to Carl Bowers & Sons, Kaukauna, WI in the amount of \$1,323,056.53.

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

General Manager Michael Avanzi discussed the need for one (1) summer seasonal position for the summer of 2023. This position will be assigned to the warehouse with duties to include grounds and facilities maintenance – lawn cutting and building maintenance duties such as cleaning and painting. In addition to the one seasonal position, staff would like to hire three (3) youth apprentices for the 2023-2024 school year: an IT youth apprentice, Maintenance youth apprentice, and Water youth apprentice. Youth Apprentice Student’s working year runs from June – May. They are required to fulfill a minimum number of hours per year based upon the program they are participating in typically working more hours in the summer and cut back when school starts. They must also check in quarterly with their Youth Apprentice Coordinator and teacher/counselor from their high school.

It was moved by John Moore, seconded by Greg Lenz to authorize staff to hire one seasonal staff for 2023 and three youth apprentice students for the 2023-2024 school year.

All members voted aye

Motion Carried

General Manager Michael Avanzi informed the Commission due to personal reasons, our HR Director submitted her resignation effective March 9, 2023. He informed the Commission he wanted to make some changes to the organizational chart and move the Communications Coordinator under the Finance & Administration Director since the position deals primarily with external communications, it aligns more closely with Customer Service. Also, he requested to move the Administrator/HR Coordinator under the HR Director with a dotted line reporting relationship to the General Manager. The position will continue to support the General Manager as well as the Commission; however, it makes sense for the position to report to HR since it supports the HR Director with many responsibilities. Also, he proposed keeping the salary range of the HR Director the same as this is supported by the recent compensation study.

It was moved by John Moore, seconded by Sue Hennes to approve the proposed changes to the organizational chart and authorize the General Manager to fill the vacant HR Director position with amended language and with no change to the salary range of the position.

All members voted aye.

Motion Carried

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

The Commission reviewed the Electric and Water Financial Statements and the monthly reports. General Manager Michael Avanzi pointed out the additional information on the River Flow, Hydro and River Temperature report which indicates monthly savings to customers from operating our hydro plants.

General Manager Michael Avanzi reviewed highlights from the monthly department updates informing the Commission that the Commission Workshop scheduled on June 8<sup>th</sup> will need to be rescheduled. Amy will reach out to the Commission with new dates, possibly moving to September. Due to the weather, the office will be closed tomorrow; however, staff will be available for emergency response. The new Financial Analyst is starting on Friday and the new Manager of OT/IT is starting Monday. The new Operational Technology Specialist started on February 8<sup>th</sup> and is doing great so far. The posting for the Mechanical Technician position ends today. The customer newsletter had a very good success rate in the first quarter with a 55% open rate and 7% click rate. Staff is in the process of creating safety guidelines for when employees go into customer homes. Currently, an employee would go in the home by himself and we are changing our policy to state an employee should be accompanied by another employee. The oral ruling regarding the Electric rate case is March 6, 2023 at the Outagamie

County Courthouse, if any of the Commission would like to attend, they can contact Michael or Clara. The docket for the water rate case is officially open. Staff has been busy with data requests from the Public Service Commission (PSC). PFAS samples were collected from the three system entry points. Contaminant levels were below the laboratory detection limits. Because contaminants were not detected, we can sample on a reduced schedule (twice annually instead of quarterly). Additional information will be posted on our website.

General Manager Michael Avanzi reviewed a matrix that included information regarding grants and how KU is pursuing and tracking them.

General Manager Michael Avanzi pointed out the annual Safety Year in Review report.

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:	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 Sue Hennes that checks numbered 1179 through 1198, and checks numbered 77674 through 77818 in the amount of \$4,017,489.85 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 Greg Lenz 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 5:19 p.m.

All members voted aye.

Motion Carried

It was moved by Greg Lenz, seconded by Sue Hennes to return to open session at 5:35 p.m.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by Greg Lenz to approve the Utility Commission President to form a new ad hoc committee for the purpose of developing recommendations to the Utility Commission on the future of John Street Hydro Plant, Elm Street Gas Turbine, and the potential for energy storage in our service territory.

All members voted aye.

Motion Carried

It was moved by Paul Van Berkel, seconded by Greg Lenz to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:36 p.m.

---

John P. Moore  
Secretary

Minutes taken by Amy Brick