

Kaukauna, WI
November 15, 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, Lee Meyerhofer, Tony Penterman, and Paul Van Berkel. Also present were Michael Avanzi, Clara Pickett, Dave Pahl, Zach Moureau, Tara Schmitz, Eric Miller, Amme Storma, and Amy Brick from KU. Also present was City Attorney, Kevin Davidson, and Brian Roebke.

It was moved by Pennie Thiele, seconded by John Moore to excuse the absence of Commissioner Greg Lenz.

All members voted aye.

Motion Carried

There was no public comment.

It was moved by Paul Van Berkel, seconded by Tony Penterman to approve the minutes of the October 25, 2023 Commission meeting as amended.

All members voted aye.

Motion Carried

Manager of Engineering & Project Management Eric Miller informed the Commission staff was approached by Davel Engineering on behalf of Jon and Jodi Huss to release easement rights for a portion of the land developed as Keystone Business Park located south of Wrightstown Road off the West Frontage Road. The land was platted to include an easement for KU to install our electric distribution facilities off the road right-of-way. The owners have decided to repurpose half of the development and are now asking KU to release our easement right for that area to that end. KU has no electric facilities installed there and has no reason to maintain the easement rights we have for the affected portion of the development in consideration of the change. The City Attorney reviewed the documents and has approved if KU has no other plans for the easements in question.

It was moved by Tony Penterman, seconded by Pennie Thiele to authorize the General Manager to execute the attached easement release document presented by Davel Engineering on behalf of Jon and Jodi Huss.

All members voted aye.

Motion Carried

General Manager Michael Avanzi informed the Commission that, at the April 2023 Commission meeting, the Commission approved the contract with Quanta Technologies to complete the Department of Energy (DOE) grant application for an amount not to exceed \$90,000. The work has been completed for \$75,000. Staff is proposing to continue our work with Quanta Technologies to support KU with project management and technical expertise in distribution automation, battery energy storage systems, and microgrids.

After Commission discussion and review of the contract with Quanta, a motion was made by Tony Penterman to table approval of the contract with Quanta Technologies until the next Commission meeting with Sue Hennes seconding the motion.

All members voted aye.

Motion Carried

General Manager Michael Avanzi informed the Commission that, at the May 2022 Commission meeting, the Commission approved the contract with CBS Squared for the Water System Study in the amount not to exceed \$50,000 if ARPA funds became available from the City of Kaukauna. Funds became available and the study with CBS Squared commenced. After multiple revisions and additional scope being added to the study, we exceeded the budget initially authorized by the Commission.

It was moved by John Moore, seconded by Sue Hennes to authorize the General Manager to expand the scope of the Water System Study with CBS Squared for an additional amount not to exceed \$115,000 for a grand total of \$165,000 including the \$50,000 previously authorized by the Utility Commission in May 2022.

Roll Call Vote

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

Motion Carried

Human Resources Director Tara Schmitz reviewed the memo summarizing the changes for 2024 to the Employee Handbook and reviewed the changes to the Compensation Administration Guidelines that have taken place since they were reviewed last with the Commission at the October 2023 meeting. She informed the Commission that this was all reviewed by the Finance & Personnel Committee on November 7, 2023.

It was moved by Pennie Thiele, seconded by Sue Hennes to approve the updated KU Personnel Policies and Employee Handbook including the Compensation Administration Guidelines.

Roll Call Vote

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

Motion Carried

Finance & Administration Clara Pickett informed the Commission there were no significant changes made since the proposed budget was presented at the last Commission meeting on October 25, 2023.

It was moved by John Moore, seconded by Sue Hennes to approve the 2024 Electric and Water Operating and Capital Budgets.

Roll Call Vote

Tony Penterman	aye
John Moore	aye

Paul Van Berkel aye
Sue Hennes aye
Lee Meyerhofer aye
Pennie Thiele aye

Motion Carried

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 Dave Pahl will be covering for him in his absence. The Holiday Party is on January 26, 2024, at Electric City Lanes. A feasibility study to replace the HVAC system at the main office building with geothermal heating was complete. Results indicate the conversion is feasible with a decent payback; therefore, staff will move forward with the project. We received the Ford Lightning, and it will be getting decals placed in the next couple of weeks. 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.

Environmental & Compliance Manager Zach Moureau followed up on a question that came up during the Commission Workshop regarding the conditions of the aquifer. He informed the Commission in September 2023, the pump motor at Well #8 experienced a failure. Prior to this failure, employees noted that the depth to water (while pumping) within the Well was increasing, potentially indicating a decline in the aquifer. To evaluate the conditions of the aquifer, KU evaluated the depth to water for all groundwater wells within the KU drinking water system (Well #4, #5, #8, #9, and #10) from 2014 through 2023. The aquifer conditions appear to be stable and, currently, there are no concerns related to KU's water supply.

Environmental & Compliance Manager Zach Moureau provided a brief overview of the Federal Energy Regulatory Compliance (FERC) Owner's Dam Safety Program External Audit.

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 October 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

Motion Carried

It was moved by John Moore, seconded by Sue Hennes that checks numbered 1385 through 1406, and checks numbered 79006 through 79152 in the amount of \$6,217,375.38 be approved for payment.

Roll Call Vote:	John Moore	aye
	Pennie Thiele	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)(c) to consider employment, promotion, compensation, or performance evaluation at 5:30 p.m.

All members voted aye.	Motion Carried
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It was moved by John Moore, seconded by Pennie Thiele to return to the open session at 5:41 p.m.

All members voted aye.	Motion Carried
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It was moved by Pennie Thiele, seconded by Paul Van Berkel to approve the new organization chart as presented including the new and revised positions proposed.

All members voted aye.	Motion Carried
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It was moved by Sue Hennes, seconded by Pennie Thiele to approve the 2024 compensation plan as presented including the 2024 non-exempt employee wage schedule; 2024 exempt employee salary schedule; 2024 wage adjustments, merit payments and lump sum payments for non-exempt employees; 2024 salary adjustments, merit payments and lump sum payments for exempt employees including the General Manager (as detailed in the Utility Commission memo).

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 5:44 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick