

Kaukauna, WI  
August 21, 2024

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were 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, Richard Heinemann from Boardman Clark, Brian Roebke, and Frank Barth, WPPI Energy Services Manager

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

All members voted aye.

Motion Carried

It was moved by Paul Van Berkel, seconded by Greg Lenz to approve the minutes of the July 17, 2024 Commission meeting.

All members voted aye.

Motion Carried

Finance & Administration Director Clara Pickett reviewed the new Grant Management Policy informing the Commission the policy was developed to ensure all grant funds received by Kaukauna Utilities are managed in compliance with applicable regulations and best practices. The policy outlines procedures for the application, monitoring, reporting, and financial management of grants, ensuring transparency, accountability, and effective use of resources. A Grant Oversight Committee will also be established consisting of key staff.

After Commission discussion and review of the Grant Management Policy, it was decided to table approval of the Grant Management Policy until the next Commission meeting.

General Manager Michael Avanzi discussed potential topics of discussion at the MEUW Strategy Session on August 27<sup>th</sup>.

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 KU will be hosting a key account customer meeting on Wednesday, September 25<sup>th</sup> from 11am – 1pm, if the Commission is interested in attending, they are to contact Frank Barth. The annual EV car show is Saturday, October 5<sup>th</sup> from 9am – 1pm at Hydro Park. The KU summer picnic was on August 8<sup>th</sup> at LaFollette Park. There was a great turnout with over 100 people in attendance. The Employee Engagement Survey will be sent to all full-time employees and be open from September 9-23. Staff is working on the auto-attendant employee directory upgrade project. The last portion of the Safe Drinking Water Fund Loans will be presented to City Council for approval at the September 3<sup>rd</sup> meeting. Part of the WPPI Peak Energy Usage Campaign, an Energy Aware Day email was sent to customers towards the end of July that encouraged customers to conserve energy on extremely hot days during the hours of 3pm – 7pm when there is the highest demand on the grid. The email triggered multiple news interviews. The first hazardous waste collection event was held August 15<sup>th</sup>. There were 38 residential customers that attended the event.

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 Paul Van Berkel, seconded by Greg Lenz to approve the July accounts receivable write-offs.

Roll Call Vote:	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 Pennie Thiele, seconded by Sue Hennes that checks numbered 1591 through 1614, 80498, and checks numbered 80519 through 80668 in the amount of \$4,798,141.79 be approved for payment.

Roll Call Vote:	Tony Penterman	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 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 5:15 p.m.

All members voted aye.	Motion Carried
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It was moved by Tony Penterman, seconded by Paul Van Berkel to return to open session at 5:42 pm.

All members voted aye.	Motion Carried
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It was moved by Pennie Thiele, 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 5:43 pm.

All members voted aye.	Motion Carried
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It was moved by Paul Van Berkel, seconded by Sue Hennes to return to open session at 6:00 p.m.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by Greg Lenz to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 6:01 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick