

Kaukauna, WI
February 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 John Moore, Pennie Thiele, Sue Hennes, Greg Lenz, Lee Meyerhofer, and Paul Van Berkel. Also present were Michael Avanzi, Clara Pickett, Dave Pahl, Zach Moureau, Tara Schmitz, Amme Storma, Don Krause, Hazael Becerra, and Amy Brick from KU, Richard Heinemann from Boardman Clark, Liz Becerra, and Brian Roebke.

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

All members voted aye.

Motion Carried

There was no public comment.

Manager of Operational & Information Technology Hazael Becerra presented on the function of the OT/IT department and the OT/IT roadmap.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the January 17, 2024 Commission meeting.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the January 24, 2024 Emergency Commission meeting.

All members voted aye.

Motion Carried

Human Resources Director Tara Schmitz reviewed the revisions to the Seasonal Hiring policy and 2024-2025 seasonal and youth apprentice/intern hiring. Staff indicated the need for two (2) summer seasonal positions for the summer of 2024. One for the Maintenance Department to complete duties such as painting, raking racks, and cleanup activities at the hydro plants. The other position will be assigned to the warehouse with duties to include grounds and facilities maintenance – lawn cutting and building maintenance duties assisting in the warehouse and pole yard. In addition, staff would like to hire two (2) youth apprentices (water youth apprentice and new this year, one in the Line department) for the 2024-2025 school year and one (1) IT Intern. Youth Apprentice student 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 cutting back when school starts. They must also check in quarterly with their Youth Apprentice Coordinator and teacher/counselor from their high school. The IT Intern position would work June 2024 – May 2025 and will be revisited with the commission in 2025.

It was moved by John Moore, seconded by Pennie Thiele to authorize staff to hire up to two (2) summer seasonal staff for 2024, two (2) youth apprentice students for the 2024-2025 school year, and one (1) IT Intern from June 2024-May 2025.

All members voted aye.

Motion Carried

Engineering & Operations Director Dave Pahl informed the Commission that staff solicited bids for the water and sewer relay project for Kenneth Avenue and an alternate bid to include Arthur Street. The Kenneth Avenue project will replace approximately 4,100 feet of 10” and 6” ductile iron water main with 12” and 8” c900 PVC pipe. The current water main was installed in 1966. The project does not include any lead service replacement. The City of Kaukauna will be replacing the storm and sanitary sewer in 2024 on Arthur Street and requested KU to include that project as an alternate bid item with the Kenneth Avenue project to attain better pricing. The Arthur project will replace approximately 1,225 feet of 6” cast iron water main with 8” and 6” c900 PVC pipe. The current water main was installed in 1945. This main has been identified as needing replacement in less than ten (10) years by the age of pipe and the increase of water breaks on this street. This project does not include any lead service replacement. After bid evaluation, it was determined that all bids met the specification. Eight bids were received with Feaker and Sons, Inc. being the lowest bidder. The following eight bids were received:

<u>Contractor</u>	<u>Kenneth Ave</u>	<u>Arthur Street</u>	<u>Project Total</u>
Feaker & Sons	\$826,863.50	\$268,280.11	\$1,095,143.61
Kruczek	\$843,782.92	\$308,390.00	\$1,152,172.92
Carl Bowers & Sons	\$854,621.00	\$289,749.00	\$1,144,370.00
DeGroot, Inc.	\$864,915.36	\$325,949.80	\$1,190,865.16
Jossart	\$884,512.50	\$304,048.25	\$1,188,560.75
PTS Contractors	\$874,771.50	\$300,749.50	\$1,175,521.00
Dorner, Inc.	\$901,914.00	\$319,307.50	\$1,221,221.50
David Tenor Corporation	\$1,374,565.00	\$431,912.50	\$1,806,477.50

It was moved by John Moore, seconded by Paul Van Berkel to authorize the General Manager to award KU’s portion of Project WM24-02 Kenneth Avenue Relay and the alternate bid for Arthur Street to Feaker and Sons Inc. in the amount of \$1,095,144.

Roll Call Vote:

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

Motion Carried

Engineering & Operations Director Dave Pahl informed the Commission KU utilizes a contractor to locate our underground electric and water distribution facilities in response to calls that come to Digger’s Hotline. The current contract expires at the end of the month. Three bids were received with Lazer Utility Locating, LLC being the lowest evaluated bid.

Locating Service	Cost per ticket		Annual Escalator	
	<1 hour	1 hr. or more	2025	2026
Lazer Utility Locating	\$14.90	\$44.00	0%	0%

Excel Underground LLC	\$25.00	\$75.00	5%	5%
USIC Locating Services	\$25.75 + \$1.00/minute over 30 minutes		3%	3%

Dave informed the Commission that Lazer Utility Locating, LLC (formerly Damage Prevention Services) has been our provider the last three years (they were sold and changed their name since the last award). They have been responsive, and we have had favorable experience in dealings with them. The contract is for 36 months, expiring February 28, 2027 with no annual increase.

It was moved by Paul Van Berkel, seconded by John Moore to authorize the General Manager to approve the contract with Lazer Utility Locating, LLC for locating our underground facilities through February 28, 2027 pending review and approval of the contract by legal counsel.

Roll Call Vote:	John Moore	aye
	Pennie Thiele	aye
	Greg Lenz	aye
	Lee Meyerhofer	aye
	Paul Van Berkel	aye
	Sue Hennes	aye

Motion Carried

Engineering & Operations Director Dave Pahl discussed replacement of V62, a 2016 ½ ton pick-up truck in the Water Department with an electric vehicle. Like 2023, the electric vehicle market remains non-competitive from dealer to dealer. Vehicle prices are determined by the manufacturer suggested retail price with the only possible incentive being the \$7,500 tax incentive from the federal government. KU was approached by a local dealer who is looking to sell a 2022 Ford e-Transit van that has been used as a demo model. The water department has discussed bringing a van into the fleet for the meter technician role with the thought it would be a more functional vehicle for the daily tasks of the job. In discussions with Ford, a new e-Transit vehicle was built to include the normal safety features, shelving, and rubber mats. After discussion with the salesperson, he indicated they would be willing to add shelving, floor mats, and a back-up alarm to the demo model and sell it to KU for \$39,305 plus title and license plate. The demo unit has approximately 1,400 miles on it and has been in service for 20 months. This means the battery warranty has been decreased by that amount. The dealer is not able to accommodate the addition of a window on the sliding door, but there are local companies that would be able to add it for approximately \$1,500. If the vehicle were to sell prior to Commission approval, staff would like approval to order the Ford vehicle that was built for KU.

It was moved by Paul Van Berkel, seconded by Greg Lenz to authorize the General Manager to purchase the 2022 e-Transit from Les Stumpf Ford in the amount of \$39,305 plus title and plate fees or the authority to purchase a new e-Transit from a Ford dealer in the amount of \$55,180.

Roll Call Vote:	Paul Van Berkel	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Pennie Thiele	aye
	Greg Lenz	aye

John Moore aye

Motion Carried

General Manager Michael Avanzi reviewed the new scorecard that will be used to report on the Key Performance Indicators.

It was moved by John Moore, seconded by Pennie Thiele to approve the 2024 Key Performance Indicators for Kaukauna Utilities.

All members voted aye.

Motion Carried

Finance & Administration Director Clara Pickett reviewed the revised Purchasing Policy. The revised policy will be brought to the Commission for approval at the March Commission meeting.

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 was appointed to the WPPI Member Services Advisory Group for a 3 yr. term. He let the Commission know he emailed them the settlement agreement with WPPI for Badger Hydro Renewable Energy Credits. Bill Menting has been hired for the Project Engineer position and starts on March 4th. There are 21 employees signed up for the Innovate to Elevate series in two groups. The water main relay project on Linda Court was completed under budget. On February 6, 2024, the pump/motor on Well #4 failed posing a risk to our system. Due to that, staff moved forward with purchasing the equipment that was needed to replace the pump that failed. There is an Ad Hoc Committee – Water Study meeting this Friday.

Engineering & Operations Director Dave Pahl informed the Commission there is substantial damage to the main shaft on Unit #1 at Combined Locks Hydro. HCMS was onsite yesterday to evaluate damages and their recommendation is to pull the unit out and send it in to get repaired. (Commissioner John Moore left at 5:50 p.m.) The commission recommended a motion be made to move forward with replacement of the bearing and repair damages to the main shaft.

It was moved by Sue Hennes, seconded by to authorize the General Manager to move forward on the project up to \$300,000 for the allowance to replace the bearing and repair the main shaft at the Combined Locks Plant Unit #1.

Roll Call Vote:

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

Motion Carried

Finance & Administrator Director Clara Pickett reviewed the 2024 Water Revenue Bonds – Reimbursement Resolution.

It was moved by Paul Van Berkel, seconded by Pennie Thiele to recommend to the City of Kaukauna Common Council to pass the resolution.

All members voted aye.

Motion Carried

General Manager Michael Avanzi reviewed the 2022 statistical data from MEUW.

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 Sue Hennes, seconded by Pennie Thiele to approve the January accounts receivable write-offs.

Roll Call Vote:

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

Motion Carried

It was moved by Paul Van Berkel, seconded by Greg Lenz that checks numbered 1451 through 1473, and checks numbered 79550 through 79700 in the amount of \$4,470,140.82 be approved for payment.

Roll Call Vote:

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

Motion Carried

It was moved by Pennie Thiele, seconded by Greg Lenz to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 6:03 p.m.

All members voted aye.

Motion Carried

It was moved by Pennie Thiele, seconded by Greg Lenz to return to the open session at 6:13 p.m.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by Greg Lenz to authorize the Utility Commission President to sign the agreement of understanding with WPPI Energy that pertains to Kimberly and John Street hydro plants.

All members voted aye.

Motion Carried

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

All members voted aye.

Motion Carried

The meeting ended at 6:14 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick