

Kaukauna, WI
August 20, 2025

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, Lee Meyerhofer, Tony Penterman, and Paul Van Berkel. Also present were Michael Avanzi, Aaron Wallin, Dave Pahl, Zach Moureau, Tara Schmitz, and Sam Brittnacher from KU; Brian Roebke; and Richard Heinemann from Boardman Clark.

It was moved by Sue Hennes, 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 Tony Penterman, seconded by Sue Hennes to approve the minutes of the July 23, 2025 Commission meeting as amended.

All members voted aye.

Motion Carried

Engineering & Operations Director Dave Pahl informed the Commission that a small group of employees have been addressing concerns with visitor access and procedures. One of the main concerns was how KU can effectively track the visitors onsite and how to account for them in case of emergencies. The scope for this group changed as they discussed muster points for different types of emergencies and accounting for all KU employees. We wanted to ensure that all employees and visitors received notification during an emergency. During the evaluation process, staff also explored technologies by TextPower, Twilio, and Avachato as potential messaging solutions. While each offered capable texting features, they encountered significant limitations tied to U.S. text messaging laws and carrier rules. Specifically, when using these platforms, inbound keyword-triggered responses and outbound automated replies were often blocked or delayed due to compliance requirements. This made it difficult to guarantee that critical alerts could be delivered or acted upon reliably. For those reasons, they didn't feel those options were a good fit for KU. When looking into visitor management products, iLobby and InformaCast were evaluated. In evaluating iLobby (\$10,600 annual fee), we found that its closed ecosystem limited our flexibility—locking us into its proprietary tools without meaningful integration to the external equipment we already own. By contrast, InformaCast (\$18,600 for 3 years) integrates seamlessly with our desk phones, PCs, existing radios, S2 access control system, and cameras, giving us a unified and highly adaptable safety communication framework. InformaCast is a powerful emergency communication system designed to deliver critical information quickly and reliably. This type of alerting can send notifications via SMS Text, Email, Teams, Calls, Pop-Up on Desktops, Paging on Desk phones, and even on our current radios. Visitor Aware is an advanced visitor management and security platform designed to streamline check-in processes while enhancing safety. Visitors can check in via kiosks, desktops, or mobile devices, and the system automatically prints badges with names, photos, and visit details. It also tracks who is in the building at any given time, providing valuable accountability during emergencies. For KU, this means a faster, more secure, and documented visitor process that reduces manual paperwork, improves safety, and gives staff peace of mind. This can also be integrated with InformaCast to notify visitors of emergency events if they are still in the building.

It was moved by John Moore, seconded by Pennie Thiele to authorize the General Manager to proceed with the implementation of InformaCast and Visitor Aware systems in the amount of \$18,600 for a three-year period.

Roll Call Vote:

Sue Hennes	aye
Lee Meyerhofer	aye
Pennie Thiele	aye
Paul Van Berkel	aye
John Moore	aye
Tony Penterman	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 recruitment for the Electrical Technician and Journey/Apprentice Lineworker positions has started. Both positions have been posted, and we are receiving a strong pool of candidates. We anticipate filling both roles by early September. The Mechanical Technician position was filled internally with a Junior Mechanical Technician, who has been registered and will begin his apprenticeship this month. The Relief System Operator position has been posted following the internal move of one of our current Relief System Operators into the Junior Mechanical Technician position. The Innovate to Elevate, a two-year leadership and development series, concluded this month with 21 employees participating. As we continue to evaluate recent outages, we have discovered some items that are actively being addressed. The insulating columns that failed on the main circuit switcher at Central Substation have been identified, purchased, and received. We are coordinating with the manufacturer's field service to plan a time to make repairs to this equipment. A concern with the protective relay settings on our grounding source at Central Substation has been reviewed, recommendations made, approved, and implemented. We have also identified some insulators that need replacement. These degraded insulators were identified with the use of WPPI's drone. Finally, the grounding transformer specifications have been sent out to manufacturers to receive quotes on new units for Kaukauna North and Central Substations. The engineering co-op student is working to complete the final two human machine interfaces (HMIs) and transfer his knowledge to KU staff. He will be completing his internship experience with us at the end of August. We announced our Community Night event on our website and Facebook. This is a customer appreciation type event, like past years, and will be held at Hydro Park on Wednesday, September 24th from 4-6pm. The FERC required 5-year dive inspections are being completed this week at the Little Chute, Kimberly, and Rapide Croche Hydro Plants. Underwater Construction Corporation is the contractor completing the inspections.

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 Sue Hennes to approve the July 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 1843 through 1867, 10622 through 10722, and checks numbered 81975 through 82029 in the amount of \$5,520,126.37 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 Tony Penterman, seconded by Sue Hennes to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:07 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick