

Kaukauna, WI
December 17, 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 John Moore, Pennie Thiele, Greg Lenz, Lee Meyerhofer, and Tony Penterman. Also present were Michael Avanzi, Dave Pahl, Zach Moureau, Aaron Wallin, Tara Schmitz, Sam Brittnacher, and Amy Brick from KU, Brian Roebke, Mike Bergner, and Richard Heinemann from Boardman Clark.

It was moved by Pennie Thiele, seconded by Tony Penterman to excuse the absence of Commissioner's Sue Hennes and Paul Van Berkel.

All members voted aye.

Motion Carried

Brian Roebke wished everyone a Merry Christmas. General Manager Michael Avanzi shared holiday wishes as well and thanked the commission for their dedication to Kaukauna Utilities throughout the year. Lee Meyerhofer also expressed appreciation to the staff for their hard work and commitment.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the November 19, 2025 Commission meeting.

All members voted aye.

Motion Carried

Human Resources Director Tara Schmitz reviewed the revisions to the 2026 Personnel Policies and Employee Handbook.

It was moved by John Moore, seconded by Greg Lenz to approve the 2026 Personnel Policies and Employee Handbook with changes as discussed.

Roll Call Vote:

Tony Penterman	aye
John Moore	aye
Lee Meyerhofer	aye
Pennie Thiele	aye
Greg Lenz	aye

Motion Carried

General Manager Michael Avanzi presented the 2030 Strategic Intent.

Commissioner Paul Van Berkel arrived at 4:31 p.m.

It was moved by Tony Penterman, seconded by John Moore to adopt the 2030 Strategic Intent as presented.

Roll Call Vote:

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

John Moore aye
Tony Penterman aye

Motion Carried

General Manager Michael Avanzi reviewed the 2026 Work Plan with the Commission.

It was moved by Pennie Thiele, seconded by Greg Lenz to approve the 2026 Work Plan as presented.

Roll Call Vote:

Tony Penterman	aye
John Moore	aye
Paul Van Berkel	aye
Lee Meyerhofer	aye
Pennie Thiele	aye
Greg Lenz	

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. He informed the Commission that he will be on vacation from December 22 through New Year's Day and will return on either January 2 or January 5. He reminded the Commission that the January meeting is scheduled for Wednesday, January 28, at 4:00 p.m., and that the Holiday Party will be held on January 23 at Electric City Lanes. Greg Buchholz was hired as a Stores & Utilities Technician and started on December 8. The Financial Analyst position has been posted, and applicants are currently being reviewed. Julie Brocker was promoted to Lead Billing Specialist. On December 9, staff held an end of year information session to share key updates including compensation, proposed handbook changes, progress on strategic intent initiatives, and an overview of the new performance review and merit process that will take effect in 2026. Discussions continue with Zeco and Hydro Turbine Systems regarding John Street Hydro. The uninterruptible power supply (UPS) for the Main Office Building has been received and will be installed before the end of the year. The Well #10 Project is completed and has been operational since the end of November. KU saved approximately \$200,000 by completing many of the project components internally.

Tony Penterman left at 5:32 p.m.

It was moved by John Moore, seconded by Greg Lenz that checks numbered 1921 through 1941, 11070 through 11187, and checks numbered 82254 through 82328 in the amount of \$7,166,130.85 be approved for payment.

Roll Call Vote:

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

Motion Carried

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 Pennie Thiele to approve the November accounts receivable write-offs.

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

Motion Carried

It was moved by Paul Van Berkel, seconded by John Moore to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 5:49 p.m.

John P. Moore
Secretary

Minutes prepared by Amy Brick