

Kaukauna, WI
November 19, 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, Sue Hennes, 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, Frank Barth from WPPI Energy, Brian Roebke, and Richard Heinemann from Boardman Clark.

It was moved by Tony Penterman, seconded by John Moore to excuse the absence of Commissioner Paul Van Berkel.

All members voted aye.

Motion Carried

Commissioner Pennie Thiele expressed appreciation to KU employees for their donation to the Statesburg Apartments. Tony Penterman thanked the KU employees who assisted with setting up the Christmas tree in Hydro Park. Commissioner John Moore stated that he is appreciative of the social media post recognizing Veterans Day and recognizing the KU employees who are Veterans.

Engineering & Operations Director, Dave Pahl and Manager of Operational and Information Technology, Hazael Becerra presented on the SCADA Project.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the October 29, 2025 Commission meeting.

All members voted aye.

Motion Carried

Environmental & Compliance Manager Zach Moureau informed the Commission that KU entered into a 50-year term agreement with the U.S. Army Corp of Engineers (USACE) on July 24, 1975 for underground electric lines located on federal lands. The underground electric lines supply power to a portion of the apartments on Fox Shores Drive, the Badger stop gates, rack raker, and other electrical components at the Badger Hydro Power Canal Intake. This agreement expired in July 2025, but the USACE provided an extension of the agreement to evaluate the need for the electric lines. Based upon this evaluation, relocation of these electric lines would not be economical. The cost associated with renewal of this agreement for another 50-year term is estimated to be \$19,980 for administrative fees plus rent on the property. Rental fees associated with the property will be covered through mutually beneficial services that KU already provides for the property. The administrative fees cover inspections (every 3 years) of the property, coordination, drafting the outgrant agreement and exhibits, and other administrative costs throughout the life of the agreement. Although the administrative fees are estimated, fees are not anticipated to be greater than \$20,000. The agreement with the USACE has been reviewed by legal counsel.

It was moved by John Moore, seconded by Tony Penterman to authorize the General Manager to sign the agreement for a 50-year term and pay the U.S. Army Corps of Engineers \$19,980 for the administrative fees associated with the agreement.

Roll Call Vote:

Tony Penterman	aye
John Moore	aye
Sue Hennes	aye

Lee Meyerhofer	aye
Pennie Thiele	aye
Greg Lenz	aye

Motion Carried

Engineering & Operations Director Dave Pahl informed the Commission KU continues to collaborate with the Wisconsin Department of Transportation (WDOT) in their endeavor to rebuild the I-41 corridor through the Fox Cities. One area they are modifying involves the properties on the north side of I-41 going east from the intersection of Maloney Road. The city acquired a utility easement previously for these lots on their frontage with I-41, and the adjustments that WisDOT are making to improve the corridor require modification to that area. They are asking KU to release portions of our easement that lie within the WisDOT FEE acquisition area for the highway improvement project. Neither our Electric nor Water Departments have any existing facilities in the easement in question. KU sees no future need for the easement in question either, acknowledging that we already have facilities serving that business park on Progress Way. Release of the easement that we have in the area east of Maloney Road on the parcels fronting I-41 are deemed to have no undo impact on utility operations.

It was moved by John Moore, seconded by Sue Hennes to authorize the General Manager to execute the attached quit claim deed for the easement rights impacted by WisDOT project #1130-66-72 as presented.

All members voted aye.

Motion Carried

General Manager Michael Avanzi informed the Commission over the past year, staff from the City of Kaukauna and Kaukauna Utilities have collaborated to develop a charter for the Deferred Compensation Committee to establish a formal governance structure for oversight of the Employers' 457 Deferred Compensation Plan and 401(a) Defined Contribution Plan. The draft charter was provided by the city investment consultant and reviewed by both former and current city attorneys. It reflects best practices from other municipalities and utility organizations with similar retirement offerings. Comparables were defined through a review of peer Wisconsin municipalities and utilities that have formalized oversight committees to ensure fiduciary compliance and consistent monitoring of plan investments, recordkeeping, and participant services. The proposed charter provides clear guidance on membership, authority, responsibilities, meeting structure, and reporting expectations. Importantly, it establishes a consistent and transparent process for monitoring investment performance, evaluating third-party providers, and ensuring participant communication. Adoption of this charter will formalize the governance structure for the City and Kaukauna Utilities' deferred compensation and defined contribution plans, ensuring consistent oversight and long-term fiduciary responsibility.

It was moved by Tony Penterman, seconded by Pennie Thiele to approve the Deferred Compensation Committee Charter as presented.

All members voted aye.

Motion Carried

Engineering & Operations Director Dave Pahl discussed the grounding transformers for Kaukauna North Substation and Central Substation stating a bid specification was put together for the purchase of two grounding transformers. The first is needed as the result of a different winding configuration of the spare transformer utilized at Kaukauna North Substation, while the second will replace the grounding transformer at Central Substation. The initial bid announcements were made in The Post Crescent with a bid closing date of October 29th at the request of some of the vendors. Zero bids were received but multiple

bidders indicated with additional time, they would submit a bid. An announcement was again made in the Post Crescent for a new bid opening of November 17th with one bid being received from Virginia Transformer in the amount of \$747,400. Staff reviewed the bid and determined the bid met or exceeded specifications in all criteria, including fitment on the existing concrete pad at Central Substation and a 60-month bumper-to-bumper warranty on the two units. Current lead time on the units is 36-40 weeks.

It was moved by John Moore seconded by Greg Lenz to authorize the General Manager to award the contract for two zig-zag transformers to Virginia Transformer in the amount of \$747,400.

Roll Call Vote:	John Moore	aye
	Pennie Thiele	aye
	Greg Lenz	aye
	Lee Meyerhofer	aye
	Sue Hennes	aye
	Tony Penterman	aye

Motion Carried

Finance & Administration Director Aaron Wallin informed the Commission there were no significant changes made since the proposed budget that was presented at the last Commission meeting on October 29, 2025.

It was moved by John Moore, seconded by Tony Penterman to approve the 2026 Electric and Water Operating and Capital Budgets.

Roll Call Vote:	Tony Penterman	aye
	John Moore	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Pennie Thiele	aye
	Greg Lenz	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 that the Ad Hoc Committee meeting is scheduled for December 11th. KU's holiday party will be January 23rd. The Legislative Rally in Washington, DC is in February. An offer has been extended for the Stores & Utility Technician position, the Financial Analyst position will be posted soon, and the Lead Billing Specialist has been posted internally. Staff are preparing total compensation letters for all employees that will be distributed in early December and are also planning a year-end employee information session to communicate key updates to employees. The water heater in the main office failed at the beginning of November and has since been replaced with an air source heat pump water heater to eliminate natural gas needs in the main office building. KU was awarded a Demonstration of Energy & Efficiency Developments (DEED) grant for the IT intern position at KU for the 2026 year. This is a \$4,000 grant awarded to members of American Public Power Association that participate in the DEED program. The IT intern is required to produce a presentation for DEED members at the conclusion of the project. Implementation of the new office printers is complete. The line crew, maintenance department, and water department employees have all been working together to finalize the Well #10 project. Direct

testimony in support of the rate study application was submitted by KU and WPPI to the Public Service Commission (PSC) on November 10, 2025. There have been several data requests for the Electric Rate Study that are being completed by Mallory at WPPI Energy along with KU staff. KU is sponsoring the Kaukauna Public Library of Lights, and the official lighting is on Monday, December 8th at 4:00 pm. Brittany Simonson and Frank Barth presented at the WPPI Building Community Connections workshop on November 13th about the success of KU's Public Power week events – community night, coloring contest and brat fry. There was also a story about these events in this month's Live Lines. Staff worked with WPPI Energy on a bill insert for November promoting affordability – comparing KU to the statewide utility average. Through the WDNR, KU is receiving free technical assistance from Jacobs Engineering to support with updating the lead and copper monitoring site lists. The Industrial Park Relay Project has been completed, and restoration of concrete and landscaping is in progress.

The Commission reviewed the 2026 commission meeting schedule and potential conflicts.

It was moved by Lee Meyerhofer, seconded by Tony Penterman to adopt the 2026 Commission Meeting Schedule.

Environmental & Compliance Manager Zach Moureau presented the annual groundwater well evaluation.

All members voted 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 Pennie Thiele, seconded by Greg Lenz to approve the October accounts receivable write-offs.

Roll Call Vote:

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

Motion Carried

It was moved by John Moore, seconded by Sue Hennes that checks numbered 1902 through 1920, 10912 through 11069, and checks numbered 82164 through 82253 in the amount of \$8,924,629.76 be approved for payment.

Roll Call Vote:

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

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:46 p.m.

John P. Moore
Secretary

Minutes prepared by Amy Brick