Kaukauna, WI
October 21, 2026

The regular meeting of the Kaukauna Utilities Commission was called to order at 8:00 a.m. by President Lee Meyerhofer. Commission members present were John Moore, Kelli Antoine, Sue Hennes, Greg Lenz, Lee Meyerhofer, Paul Van Berkel, and Tony Penterman. Also present were Michael Avanzi, Dave Pahl, Zach Moureau, Tara Schmitz, Aaron Wallin, Amy Brick, Zach Kriesel, and Sam Brittnacher from KU, Brian Goodman from Boardman Clark, Justin Fischer from Baird, and Brian Roebke.

General Manager Michael Avanzi introduced Brian Goodman from Boardman Clark, who was attending the meeting in place of Richard Heinemann.

It was moved by John Moore, seconded by Kelli Antoine to approve the minutes of the September 30, 2026 Commission meeting.

All members voted aye. Motion Carried

Finance & Administration Director Aaron Wallin informed the Commission it was recognized during the budget process that KU would need to issue electric and water revenue bonds to fund the 2027 and 2028 capital expenditure plan. Justin Fischer, Managing Director of Public Finance at Baird, reviewed the financing plan illustrating the proposed electric and water project financing.

It was moved by Paul Van Berkel, seconded by Tony Penterman to authorize Kaukauna Utilities to proceed with the issuance of Electric Revenue Bonds in the amount of $15,000,000 and Water Revenue Bonds in the amount of $4,900,000 to fund the 2027 and 2028 capital expenditure plan with a maximum interest rate of 5.5%.

Roll Call Vote:	Sue Hennes	aye
	Lee Meyerhofer	aye
	Greg Lenz	aye
	Kelli Antoine	aye
	Paul Van Berkel	aye
	John Moore	aye
	Tony Penterman	aye

Motion Carried

General Manager Michael Avanzi and Human Resources Director Tara Schmitz recommended making the below organizational changes and position updates:

1. Update the Environmental & Compliance Manager job description to reflect the leadership oversight of the Water Utility that transitioned temporarily in November 2024 and change the position title to Environmental & Compliance Director.
2. Establish a Water Construction Lead position utilizing one of the existing Water Utility Technician positions. Over the past three years, the Water Utility has increasingly performed internal work related to the planning, design, layout, field coordination, and oversight of Water Utility construction projects, particularly water main relay projects, rather than relying on outside consultants for these services. As this work has shifted internally, the responsibilities

performed within one of the Water Utility Technician positions has expanded to include a greater level of responsibility for the construction projects. This change will reduce the number of Water Utility Technicians from three to two and establish two Lead positions that will function parallel within the water utility. The proposed Water Construction Lead position would be compensated at a level 5% higher than the Water Utility Technicians to maintain internal equity with other Lead positions at KU.

3. Update the Operational Technology (OT) Specialist position to Operational Technology Systems Administrator and place on the exempt wage scale with a salary midpoint of $102,500. Due to KU's operational technology environment evolving, the OT Specialist position now serves as a primary technical resource for systems including SCADA, OMS, AMI, GIS, and related applications, databases, and integrations. The proposed Operational Technology Systems Administrator job description reflects the systems level of work currently being performed, including system design, configuration, testing, modification, integration, troubleshooting, and administration. Based on those duties, it is recommended classifying the position as exempt.
4. Add one full-time Infrastructure Engineer position to the OT/IT Department. KU's reliance on technology to support both internal and external utility operations continues to increase, resulting in greater demands on the OT/IT Team. In addition, the team is also responsible for infrastructure design and modernization, resiliency and recovery planning, infrastructure security, lifecycle planning, and complex technology projects. Currently, those duties are shared among existing staff. The Infrastructure Engineer position will be considered an exempt position with a salary midpoint of $115,000.

It was moved by Sue Hennes, seconded by John Moore to approve the new organization chart as presented including the new and revised positions proposed.

Roll Call Vote:	Tony Penterman	aye
	John Moore	aye
	Paul Van Berkel	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Kelli Antoine	aye
	Greg Lenz	aye
	Motion Carried	

General Manager Michael Avanzi provided an update on the 2026 Work Plan and Key Performance Indicators.

General Manager Michael Avanzi informed the commission he is recommending a change to commission compensation that will be on the Common Council agenda for approval at the November meeting. He stated their compensation was last adjusted on January 1, 2023. He is proposing compensation of each commissioner, except for the Mayor and Commission President, be changed from $400 per quarter to $500 per quarter. The Commission President, due to the additional duties entailed by serving as the liaison between the Commission and General Manager, will receive an additional $250 per quarter to taking on additional responsibilities that other Commissioners do not have. The additional compensation for the Commission President would not apply if the Mayor serves as the Commission President. He is also recommending that KU Commissioners who sit on the Finance & Personnel Committee will receive $150 per quarter from $100 per quarter. KU Commissioners who sit on occasional Ad Hoc Committees will receive $150 per meeting attended from $100 per meeting attended. Also, every odd numbered year, the

KU Commission compensation will be adjusted by the 24-month percent change in the CPI_U index in the East North Central division of the Midwest region as provided by the U.S. Bureau of Labor Statistics. The adjustment will be capped at 10% and will not be less than 0%. The CPI_U index value that will be used for the biennial adjustment is the value as of November preceding each odd numbered year.

Finance & Administration Director Aaron Wallin reviewed the 2027 Draft Budget and Long-Term Financial Plan.

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 the Finance & Personnel Committee met on October 7th and will meet again on November 2nd. The WPPI Ad Hoc Committee met on October 1st. Mike Peters, CEO of WPPI Energy presented information to the committee. The Request for Proposals for an independent consultant went out on October 9th with proposals due November 9th. Kayla Coonen, OT Specialist, represented KU at the 2026 GIS Pro Conference in Milwaukee, where she served as both a speaker and panelist. KU staff has been told PSC staff is finalizing the electric rate case written order and it should be out this week. The Business Appreciation Brat Fry went very well. KU served over 1,700 brats to 83 local businesses. He thanked Commissioner Sue Hennes for volunteering on that day. The Public Power Week Coloring Contest was a success with 32 classes from 10 area schools participating in this year's coloring contest. Due to the high participation, we recognized two winning classes. One elementary and one middle school received a pizza party. Construction continues at the water treatment plant 1 site.

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 Greg Lenz to approve the September accounts receivable write-offs.

Roll Call Vote:	John Moore	aye
	Kelli Antoine	aye
	Greg Lenz	aye
	Lee Meyerhofer	aye
	Paul Van Berkel	aye
	Sue Hennes	aye
	Tony Penterman	aye
	Motion Carried	

It was moved by Greg Lenz, seconded by Sue Hennes that checks numbered 2122 through 2141, 12227 through 12392, and checks numbered 82799 through 82874 in the amount of $8,752,163.47 be approved for payment.

Roll Call Vote:	Tony Penterman	aye
	John Moore	aye
	Paul Van Berkel	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Kelli Antoine	aye

	Greg Lenz	aye

Motion Carried

It was moved by John Moore, seconded by Kelli Antoine to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(c) to consider the employment and performance of a specific employee; compensation for specific employees following reclassification of specific positions; and wages and incentives for specific employees at 11:06 a.m.

All members voted aye. Motion Carried

Kelli Antoine and Tony Penterman left the meeting at 12:00 p.m.

It was moved by John Moore, seconded by Sue Hennes to return to open session for possible action at 12:45 p.m.

It was moved by John Moore, seconded by Greg Lenz to approve the updated Water Treatment System Project Incentive Plan as presented including the recommended incentives.

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

Motion Carried

It was moved by Paul Van Berkel, seconded by Greg Lenz to approve the 2027 compensation plan as amended including the 2027 non-exempt employee wage schedule; 2027 exempt employee salary schedule; 2027 wage adjustments for non-exempt employees; 2027 salary adjustments for exempt employees including the General Manager; and incentives for 2026 performance.

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

Motion Carried

It was moved by Greg Lenz, seconded by John Moore to adjourn.

All members voted aye. Motion Carried

The meeting ended at 12:50 p.m.

_____

John P. Moore
Secretary

Minutes prepared by Amy Brick