Kaukauna, WI
October 7, 2026

The meeting of Kaukauna Utilities Finance & Personnel Committee was called to order at 7:30 a.m. by Lee Meyerhofer. Finance & Personnel Committee members present were Sue Hennes, John Moore, and Lee Meyerhofer. Also present were Michael Avanzi and Aaron Wallin from KU.

There was no public comment.

It was moved by Sue Hennes, seconded by John Moore to approve the minutes from the August 26, 2026 Finance & Personnel Committee meeting as written.

All members voted aye. Motion Carried

Finance & Administration Director Aaron Wallin presented the 2027 Budget & Long-Term Financial Plan.

Finance & Administration Director Aaron Wallin left the meeting at 9:00 a.m.

Attorney Brian Goodman from Boardman Clark joined the meeting at 9:00 a.m.

General Manager Michael Avanzi presented information regarding proposed changes to Utility Commission compensation. Compensation was last adjusted effective January 1, 2023. Proposed changes would take effect January 1, 2027. The item was presented to the Finance & Personnel Committee for discussion only, as action by the Commission regarding its own compensation would constitute a conflict of interest. The proposed changes are anticipated to be presented to the Common Council for approval in November. The proposed changes have been reviewed by the City Attorney and Kaukauna Utilities legal counsel.

Human Resources Director Tara Schmitz and Engineering & Operations Director Dave Pahl joined the meeting at 9:20 a.m.

General Manager Michael Avanzi and Human Resources Director Tara Schmitz discussed proposed organizational changes, effective January 1, 2027.

1. Update the Environmental and Compliance Manager job description to reflect leadership oversight of the Water Utility and change the position title to Environmental and Compliance Director. Update the Engineering and Operations Director job description to reflect the transfer of Water Utility leadership oversight.

2. Establish a Water Construction Lead position and update the Lead Water Utility Technician and Water Utility Technician job descriptions to clarify responsibilities within the Water Utility structure.

3. Update the Operational Technology (OT) Specialist position to Operational Technology Systems Administrator, including the job description, Fair Labor Standards Act (FLSA) classification, and placement on the exempt wage scale.

4. Add one full-time Infrastructure Engineer position to the OT/IT Department. These recommendations reflect changes in organizational responsibilities, the evolution of existing positions, and identified staffing and technical needs within KU.

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 and forward to the Utility Commission for approval.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Sue Henens 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 10:13 a.m.

All members voted aye. Motion Carried

Human Resources Director Tara Schmitz and Engineering & Operations Director Dave Pahl left the closed session at 11:10.

Attorney Brian Goodman from Boardman Clark left the closed session at 12:15 p.m.

It was moved by John Moore, seconded by Sue Hennes to return to open session for possible action at 12:36 p.m.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the 2027 compensation plan with changes as discussed 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 and forward all of the above to the Utility Commission for approval.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the updated Water Treatment System Project Incentive Plan and forward to the Utility Commission for approval.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Sue Hennes to adjourn at 12:39 p.m.

All members voted aye. Motion Carried

Minutes prepared by Amy Brick