

Kaukauna, WI
December 17, 2024

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, Sue Hennes, Greg Lenz, Lee Meyerhofer, Tony Penterman, and Paul Van Berkel. Also present were Michael Avanzi, Clara Pickett, Dave Pahl, Zach Moureau, and Tara Schmitz, from KU, and Jared Walker Smith from Boardman Clark.

It was moved by John Moore, seconded by Tony Penterman to excuse the absence of Commissioner Pennie Thiele.

All members voted aye.

Motion Carried

It was moved by Paul Van Berkel, seconded by Sue Hennes to approve the minutes of the November 20, 2024 Commission meeting.

All members voted aye.

Motion Carried

General Manager Michael Avanzi reviewed the 2025 Work Plan with the Commission.

It was moved by John Moore, seconded by Greg Lenz to table approval of the 2025 Work Plan until a future meeting.

All members voted 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 he will be on vacation December 23rd – January 6th, and Zach Moureau will be covering in his absence. He reminded the Commission that the January commission meeting is rescheduled to January 22nd due to the MEUW Conference. The KU Holiday Party is on Friday, January 24th. The Power Quality, Power Quality troubleshooting, and Power Factor seminar was held Wednesday, December 4th, 2024, with 18 customers from 7 key accounts attending. An offer has been extended for the Engineering/Co-op position with a tentative start date of January 27, 2025. He provided information regarding the outage at Kaukauna North Substation that occurred on December 13, 2024, stating it affected approximately 4,300 customers. The outage was due to an insulation breakdown on the secondary side of the transformer. The transformer will need to be replaced or repaired. Staff have been in contact with transformer manufacturers, used transformer suppliers, and transformer remanufacturers to gather information to put together a plan for the short and long term. Staff determined a remanufactured transformer will take 50-55 weeks and a new transformer will take 70-75 weeks. The used transformer market is very limited with no potential matches found yet. Potential costs are estimated in the range of \$1.2 - \$2M when everything is complete. As discussed at the November commission meeting, the Elm Street Turbine Diesel engine failed to start on a test run at the end of the annual fall outage. Therefore, staff decided to move forward with purchasing a used diesel engine. The line crew has been converting streetlights to LED. KU's auto-attendant system has been updated to include a complete employee directory. The water department's loans for the 2023 water main replacements through the Safe Drinking Water Fund require an "Exhibit C – Federal Requirements Compliance Certification" to be brought to City Council as an action item on their agenda. Work continues on the water revenue bonds for the 2024 – 2026

water main relay projects. The Island Street fuel oil leak has been transferred to the Remediation and Redevelopment Department with the Wisconsin Department of Natural Resources (WDNR) as a leaking underground storage tank. The site will be monitored for one year. KU and the City will be submitting documentation in 2025 to join the Wisconsin Department of Natural Resources' (WDNR's) Green Tier Legacy Communities. This will provide additional grant opportunities, collaboration opportunities with other communities, and free technical support related to sustainability.

It was moved by Greg Lenz, seconded by Sue Hennes that the Commission supports Kaukauna Utilities and the City of Kaukauna joining the WDNR's Green Tier Legacy Communities program.

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 John Moore, seconded by Greg Lenz to approve the November accounts receivable write-offs.

Roll Call Vote:

Tony Penterman	aye
John Moore	aye
Paul Van Berkel	aye
Sue Hennes	aye
Lee Meyerhofer	aye
Greg Lenz	aye

Motion Carried

It was moved by Sue Hennes, seconded by John Moore that checks numbered 1689 through 1707, 10018 through 10032, 73437, 73456, 73886, 73914, 73917, 74451, 74600, 75599, 76663, 76689, 77011, 77869, 78254, 79025, 79292, 79390, 80074, 80589, 80899, 81108, 81142, and checks numbered 81223 through 81352 in the amount of \$4,950,237.38 be approved for payment.

Roll Call Vote:

John Moore	aye
Greg Lenz	aye
Lee Meyerhofer	aye
Paul Van Berkel	aye
Sue Hennes	aye
Tony Penterman	aye

Motion Carried

It was moved by John Moore, seconded by Tony Penterman to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(e) to consider deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 5:34 p.m.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to return to open session at 5:49 p.m.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by John Moore to approve the two property agreements (pool site and Riverside Park site) with the City of Kaukauna for the property rights needed to support the water treatment system improvement project.

All members voted aye.

Motion Carried

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

All members voted aye.

Motion Carried

The meeting ended at 5:52 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick