

Kaukauna, WI  
October 16, 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, Tara Schmitz, Andy Vanden Heuvel, Amy Brick, and Amme Storma from KU, Richard Heinemann from Boardman Clark, Brian Roebke, and Jeff Wolford from CBS<sup>2</sup>.

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

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the September 24, 2024 Commission meeting.

All members voted aye.

Motion Carried

Finance & Administration Director Clara Pickett reviewed the revised Grant Management Policy that was presented and tabled at the August Commission meeting. The policy outlines procedures for the application, monitoring, reporting, and financial management of grants, ensuring transparency, accountability, and effective use of resources.

After Commission discussion and review of the Grant Management Policy, it was decided to table approval of the Grant Management Policy until a future Commission meeting.

General Manager Michael Avanzi presented the new Commission Chambers setup to the Commission. He commended our IT and Maintenance Departments who completed all the work and saved KU an estimated \$50,000.

General Manager Michael Avanzi provided a quarterly update on the 2024 Work Plan, Key Performance Indicators, and Strategic Intent.

Finance & Administration Director Clara Pickett reviewed the 2024 Budget and Comprehensive Long-Term Financial Plan.

There was discussion on the Water Treatment System Improvement monthly project status report along with what items to include when submitting the Certificate of Authority (CA) application to the Wisconsin Public Service Commission (PSC).

General Manager Michael Avanzi reviewed highlights from the monthly department updates informing the Commission he is presenting at the League conference in Madison on October 24<sup>th</sup>. On December 4, 2024, KU is hosting a day of training on Power Quality and Power factor for key account customers. There were 20+ electric vehicles that participated in the annual Drive Electric Week EV car show. Recruitment for the Engineering Internship position has started. Fall hydrant flushing was completed October 11<sup>th</sup> and fire hydrant painting is completed for the year. The two linemen assisting with restoration in Florida are on their way back to Wisconsin. The EV rate for off-peak charging was

approved by the Public Service Commission (PSC). On Monday, October 21, 2024, KU is hosting an event to assist customers in applying for Energy Assistance in-person. A representative from Outagamie County will be on-site to assist. The Badger Hydro FERC license requirement to conduct whitewater boating releases (upon advanced request) has been fulfilled for the year. The total avoided purchase power cost was approximately \$6,670. Excavation has been completed near the Island Street fuel oil leak. There is no sheen present within the Konkapot Creek; however, absorbents will remain until there are three significant rain events (1" or greater). As required by the Department of Natural Resources (DNR), letters will be mailed to customers who have lead service by November 16, 2024.

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
	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 Sue Hennes that checks numbered 1644 through 1667, 80757, and checks numbered 80836 through 80987 in the amount of \$5,616,014.31 be approved for payment.

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 John Moore, seconded by Tony Penterman to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation at 6:45 p.m.

All members voted aye.	Motion Carried
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It was moved by John Moore, seconded by Tony Penterman to return to open session at 8:06 p.m.

All members voted aye.	Motion Carried
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It was moved by John Moore, seconded by Paul Van Berkel to approve the new organization chart as presented including the revised position proposed.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Greg Lenz to approve the 2025 compensation plan as presented including the 2025 non-exempt employee wage schedule; 2025 exempt employee salary schedule; 2025 wage adjustments for non-exempt employees; and 2025 salary adjustments for exempt employees (including the General Manager).

All members voted aye.

Motion Carried

It was moved by Paul Van Berkel, seconded by Sue Hennes to approve the recommended merit pool for 2024 performance with the plan to award merit recipients by the Finance & Personnel Committee in Q1 2025 prior to payout.

All members voted aye.

Motion Carried

It was moved by Paul Van Berkel, seconded by John Moore to approve the Water Treatment System Project Incentive Plan as presented with the plan to review 2024 results and decide awards by the Finance & Personnel Committee in Q1 2025 prior to payout for annual benchmarks achieved.

All members voted 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 8:11 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick