

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were Tom McGinnis, Tom Driessen, Lee Meyerhofer, John Moore, Gene Rosin, Sue Hennes and Bill Vanderloop. Also present were Mike Kawula, Jeff Feldt, Mike Pedersen, Eric Miller, Don Krause, Kevin Obiala, Denise Vanderloop, Dave Pahl, Randy Vercauteren, and Amy Brick from KU, Steve Engebos, Karen Brooks, Diana Driessen, and Brian Roebke.

It was moved by Tom McGinnis, seconded by John Moore to approve the minutes of the November 16, 2016 regular Commission meeting as written.

All members voted aye.

Motion Carried.

There was no public comment.

Manager of Engineering & Electric Distribution Eric Miller discussed the release of easement rights for Heartland Technologies Group. Eric informed the Commission that he was approached by McMahan Engineering, who represents Heartland Technologies, regarding an easement right in their property along Stephen Street west of Bohm Drive in Little Chute. Eric stated Heartland Technologies is requesting the Utility release an easement right in their property due to it impairing their ability to expand in the future. Eric informed the Commission staff reviewed the request and noted the Utility currently has no facilities in the easement area and there is no intention for the Utility to require the easement to serve the area now or in the future. Commissioner Lee Meyerhofer suggested a title search be done to verify KU owns the easement.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to execute the release of easement right form as submitted by McMahan Engineering for the parcel in Ebben's Industrial Park Plat, in Cabinet G, Page 42 as Document Number 1205530 after a title search has been completed that verifies KU owns the property as described, if warranted.

All members voted aye.

Motion Carried.

General Manager Jeff Feldt discussed the 2017 Key Corporate Objectives. Jeff informed the Commission the objectives were modified to include timelines and key performance indicator parameters. Jeff informed the Commission the results of the key performance indicators would be provided quarterly beginning with the April Commission meeting.

It was moved by John Moore, seconded by Bill Vanderloop to approve the 2017 Key Corporate Objectives as presented.

All members voted aye.

Motion Carried.

The Commission reviewed the monthly reports.

Staff reports:

Manager of Generation & Operations Mike Pedersen informed the Commission that FERC requested the Utility look into the approach on the left forebay wall at Little Chute Plant to establish flood control. Mike stated crews are installing AMI antennas throughout the utility service area. Mike also informed the Commission that staff completed the annual EAP tabletop training that is required by the Federal Energy Regulatory Commission (FERC) and also the FERC required annual meetings to update the Emergency Action Plans have been completed.

Manager of Human Resources Denise Vanderloop informed the Commission the revisions to the Employee Handbook have been completed and revised handbooks were distributed to employees Dec 9. Denise stated she is interviewing candidates for the Billing Clerk position and preparing year end information for payroll.

Water Superintendent Kevin Obiala informed the Commission crews have been flushing hydrants, testing large meters, keeping current with cross connection surveys and assisting the maintenance department with miscellaneous projects at the hydro plants. Kevin also updated the Commission on the Main Filter Plant / Reservoirs Repair Project. Kevin stated all the cracks have been

repaired and the floor of the filter tank has been removed. Kevin stated Omni will be sandblasting, inspecting and coating the reservoir on Tuesday, December 27.

Manager of Information Technology Don Krause stated the upgrade to the phone system has been completed and he has added storage space to the servers. Don informed the Commission SCADA is operational for the Managers. Commissioner Lee Meyerhofer questioned the help desk ticketing system and requested Don provide a report showing the help desk tickets for 2016, split between the City and KU. Don will provide to the Commission at the January meeting.

Manager of Finance & Administration Mike Kawula stated he has been working with the City to fulfill the requirements of the GASB 45. Mike informed the Commission the customer service staff is working with WPPi Energy preparing for the implementation of AMI metering.

Energy Services Representative Steve Engebos reviewed the November Energy Services Report.

Manager of Engineering & Electric Distribution Eric Miller stated staff is working on year end reporting for the Electric and Water Departments. Eric stated staff is working on the preliminary design work for the new Fire Department. Eric also informed the Commission the crews have been working on small projects throughout the service territory. Eric also stated design work has started for a new line behind the Kaukauna Library.

General Manager Jeff Feldt provided the 2016 Work Plan for the 4th Quarter to the Commission. If they have any questions, they are to contact Jeff. KU employees raised \$1,300, along with a donation from the Utility, which enabled them to make donations to Toys for Tots, Loaves and Fishes, and Children's Hospital as well as \$200.00 each to seven (7) families that were selected through the KU Random Act of Kindness Program. Jeff stated Appleton Coated now owns CLEC. KU's holiday party is Friday, January 27 at JJ Maloney's and the APPA Legislative Rally is Feb 27 in Washington D.C. The Commission should contact Amy if they are interested in attending.

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. 196.37, including Kaukauna Utilities Write Off Journal details, Check Register details and Customer Usage and Billing.

It was moved by John Moore, seconded by Tom Driessen to approve the accounts receivable write-offs.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Gene Rosin	aye
John Moore	aye
Bill Vanderloop	aye
Tom McGinnis	aye
Susan Hennes	aye

Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop that check number 87, 88, 89, 90, 91, 92, 93 and checks numbered 63913 through 64119 in the amount of \$6,471,381.36 be approved for payment.

Roll Call Vote:

Lee Meyerhofer	aye
Gene Rosin	aye
Bill Vanderloop	aye
Susan Hennes	aye
John Moore	aye
Tom McGinnis	aye
Tom Driessen	aye

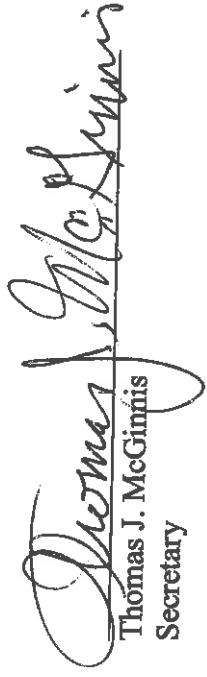
Motion Carried

It was moved by Tom McGinnis, seconded by Gene Rosin to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 4:55 p.m.


Thomas J. McGinnis
Secretary

Minutes taken by Amy Brick