

Kaukauna, WI
January 17, 2018

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by Secretary Tom McGinnis. Commission Members present were Greg Lenz, John Moore, Sue Hennes, Tom McGinnis, and Gene Rosin. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Clara Pickett, and Amy Brick from KU, and Attorney Kevin Davidson.

It was moved by Gene Rosin, seconded by Tom McGinnis to excuse Commissioner Lee Meyerhofer and Tom Driessen's absence.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Gene Rosin to approve the minutes of the December 20, 2017 Commission meetings as written.

All members voted aye.

Motion Carried

There was no public comment.

General Manager Jeff Feldt discussed the natural gas pipeline easement from Wisconsin Public Service Corporation (WPSC). WPSC has requested a permanent easement for placement of a 20" steel natural gas main across the Rapide Croche property. Jeff stated the purpose of the easement is to provide a second source of gas supply to the Fox Energy Center from the Guardian Pipeline. The requested easement is 50' in width and extends from CTH ZZ to the Fox River and is directly adjacent to the western boundary of the American Transmission Company overhead transmission line easement. KU has no technical issues with granting the easement as there will be no above ground equipment and the entire pipeline will be installed by directional boring resulting in no open excavation. WPSC's initial offer for the permanent easement was \$6,617 based on an appraisal at \$13,000 per acre. Jeff informed WPSC that KU sold an approximate 10' strip of land on the same property to Outagamie County for CTH ZZ road right-of-way at a per acre value of \$29,000. WPSC agreed to use the \$29,000 per acre value resulting in a purchase price of \$14,761 for the easement.

It was moved by Gene Rosin, seconded by Greg Lenz to authorize the General Manager to execute a Gas Easement with Wisconsin Public Service Corporation for the purposes of construction of a natural gas pipeline across the Rapide Croche property to serve the Fox Energy Center, as described above, in the amount of \$14,761, contingent upon review and approval by the City Attorney and City Council.

All members voted aye.

Motion Carried

Manager of Human Resources Denise Vanderloop discussed the recommendation for the Deferred Compensation Plans Recordkeeper. Denise informed the Commission in March, 2017 a committee consisting of Gene Rosin, Jeff Feldt, Will VanRossum, Clara Pickett and herself, was formed to evaluate the deferred compensation plans. The committee chose AndCo Consulting to proceed with the Request for Proposal (RFP). Denise informed the Commission the RFP was sent to vendors on September 6, the committee evaluated the proposals and selected finalists on October 20. Denise stated that based on the evaluations and with AndCo's guidance, the Committee recommended contracting with ICMA-RC to replace Nationwide as the Plans Recordkeeper.

It was moved by Gene Rosin, seconded by Greg Lenz, to authorize the General Manager to approve the contract with ICMA-RC to replace Nationwide as the Plans Recordkeeper.

All members voted aye.

Motion Carried

Commission President Lee Meyerhofer joined the meeting at 4:12 p.m. via teleconference.

General Manager Jeff Feldt reviewed the Final 2017 Work Plan, 2017 Key Corporate Objectives, and 2017 Key Performance Indicators.

General Manager Jeff Feldt reviewed the proposed 2018 Key Corporate Objectives and 2018 Work Plan.

The Commission reviewed the monthly reports.

Staff reports:

General Manager Jeff Feldt reported for Water Superintendent Kevin Obiala in his absence. Jeff informed the Commission the tank that was installed at Well #8 did not meet the mil thickness as required by the specification; therefore, the Contractor needs to recoat the tank, causing the project to be delayed by one month. Jeff also informed the Commission there have been seven water main breaks since the beginning of the year.

Manager of Human Resources Denise Vanderloop informed the Commission she has been reviewing the deferred compensation plan materials preparing for the transition to ICMA. Denise also informed the Commission she is in the process of scheduling Harassment training and Active Shooter training for those employees who were not able to attend previous trainings. Denise also stated she is preparing to hire seasonal employees.

Manager of Finance & Administration Clara Pickett stated the Accounting staff has been working on year end processes and staff at the Warehouse has been finalizing year-end inventory. Clara also stated staff is looking at implementing a purchase credit card program through the State of Wisconsin that provides an estimated 2% cash back. Clara also stated staff has been working on the Electric Rate Case.

General Manager Jeff Feldt reported for Manager of Engineering & Electric Distribution Eric Miller in his absence. Jeff informed the Commission crews have been working on energizing the underground cable on Delanglade Street and continuing their work on the Elm Street rebuild project. Jeff also informed the Commission the OO Substation control house has been installed. Jeff explained to the Commission what happened during the recent substation outages.

General Manager Jeff Feldt reviewed the December energy services report due to the absence of Energy Services Representative Steve Engebos.

Manager of Information Technology Don Krause informed the Commission the KU webpage is under development by an external contractor. Don also stated staff is working on a new learning management system that will provide employees the opportunity to view recorded training sessions if they were not able to attend the training in person.

Manager of Generation & Operations Mike Pedersen informed the Commission staff has been doing maintenance on the Pratt & Whitney Unit and also dealing with ice issues at the plants due to the cold weather. Mike stated the stems on the wicket gates are being rebuilt on unit #1 at the Kimberly Hydro Plant. Mike informed the Commission he is working on the FERC required annual submittals.

General Manager Jeff Feldt updated the Commission on the electric rate case stating the Public Hearing will be tomorrow at 10:00 a.m. at KU. Jeff stated the Electric Rate Case Party Hearing is January 23 at 1:30 p.m. in Madison; however, KU will live stream the hearing at KU's Main Office Building should anyone from the public want to attend. Jeff provided and reviewed a handout to the Commission, Wisconsin 2016 Average Revenue per kWh, showing KU has the 7th lowest overall total rates in the state. Jeff provided the Commission with an update on Industrial Assets/Appleton Property Ventures.

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 Gene Rosin to approve the accounts receivable write-offs.

Roll Call Vote:

John Moore	aye
Gene Rosin	aye
Greg Lenz	aye
Tom McGinnis	aye
Sue Hennes	aye
Lee Meyerthofer	aye

Motion Carried

It was moved by Gene Rosin, seconded by Greg Lenz that check number 196, 197, 198, 199, 200, 201, 202, 203, 204, 66411 and checks numbered 66607 through 66802 in the amount of \$7,725,883.54 be approved for payment.

Roll Call Vote:

Tom McGinnis	aye
Gene Rosin	aye
Lee Meyerhofer	aye
John Moore	aye
Sue Hennes	aye
Greg Lenz	aye

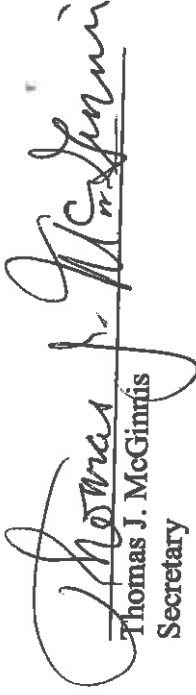
Motion Carried

It was moved by Gene Rosin, seconded by Greg Lenz to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:03 p.m.


Thomas J. McGinnis
Secretary

Minutes taken by Amy Brick