

Kaukauna WI
June 19, 2013

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, Bill Vanderloop, Tom Driessen, Lee Meyerhofer and John Moore. Also present were Jeff Feldt, Mike Kawula, Eric Miller, Don Krause, Mike Pedersen, Denise Vanderloop, Randy Vercauteren, Sean Latimer and Amy Brick from KU, Karen Brooks and Brian Roebke from the Times Villager.

It was moved by Bill Vanderloop, seconded by John Moore to excuse Commissioner Cindy Fallona's absence.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Tom Driessen to approve the minutes of the May 15, 2013 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Water Superintendent Kevin Obiala discussed the bid tabulation for the Well #10 Submersible Pump Replacement. Four bids were received with CTW Corporation being the lowest evaluated bid at \$29,917.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to award the bid for the Well #10 Submersible Pump Replacement to CTW Corporation in the amount of \$29,917.

Roll Call Vote

Lee Meyerhofer	aye
Tom Driessen	aye
Bill Vanderloop	aye
Tom McGinnis	aye
John Moore	aye

Manager of Finance & Administration Mike Kawula discussed with the Commission the proposed department restructuring. He stated that Purchasing & Facilities Supervisor, Ron Roberts has announced his retirement and because of this, he has evaluated the staffing needs in the different departments. It was determined that there was a need to develop a position that could obtain a greater financial understanding of the utility industry. It was also determined that the existing Laborer position should be upgraded to a Stores Clerk position which will have greater involvement in the day-to-day operations. It is recommended to eliminate the Purchasing Supervisor position, add an Accounting Specialist position and upgrade the Laborer position to a Stores Clerk position.

All members voted aye. Motion Carried

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

Roll Call Vote:

John Moore	aye
Tom McGinnis	aye
Tom Driessen	aye
Lee Meyerhofer	aye
Bill Vanderloop	aye

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore that check number 22 and 23 and checks numbered 53604 through 53936 in the amount of \$2,514,390.53 be approved for payment.

Roll Call Vote:

Bill Vanderloop	aye
Tom McGinnis	aye
Tom Driessen	aye

Lee Meyerhofer
John Moore

aye
aye

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Electric Distribution Eric Miller reported to the Commission that the GIS department is in the process of updating the Milsoft Software. He stated that the distribution department has been working on construction standards and design plans which will integrate with the new work order system. The linecrew has finished working on the Hwy 96 corridor in Little Chute. He is also gathering all of the information needed to submit the RP3. Work has started on the Ann Street Substation. The construction fence has been put up and the footings have been installed for the control house.

Manager of Generation & Operations Mike Pedersen stated that crews completed the installation of an exhaust fan at John Street Hydro. Mead and Hunt completed the invasive species study for the Badger/Rapide Croche Plants. Mike stated that Kiser Hydro started the rackraker project at Rapide Croche Hydro. Crews have been doing routine maintenance and flume inspections.

Water Superintendent Kevin Obiala reported that crews have finished lawn restoration at the areas where there have been water main breaks. Crews repaired a broken valve and have replaced some broken hydrants. Kevin informed the Commission that crews have been keeping current with cross connection surveys and busy with leak detection. He stated that Kaukauna Utilities will be the spotlight Utility in the upcoming issue of the Wisconsin Rural Water Association magazine. Kevin stated that he has been asked by the WDNR about doing a webinar regarding the Utility's water conservation programs.

Manager of Information Technology Don Krause stated that last week a dump truck tore down our phone line which caused the Utility to be without phones for 24 hours. He stated that he is currently looking at options for a backup plan if this were to happen in the future. Don also stated that the Utility had a server hardware failure this week. He informed the Commission that he and Tou Lee have been working with the Kaukauna Police Department and Fire Department learning their systems.

Manager of Finance & Administration Mike Kawula reported that the Accounting Supervisor has been working with the Purchasing Supervisor documenting purchasing procedures. He stated that the billing department currently has 26 properties disconnected, with about half being vacant properties. Customer Service recently had a software upgrade. Mike also stated that while the Utility was without phones, the staff initiated the backup plan and did a good job handling any issues that came up. Mike also discussed the Build America Bonds. The Utility will be refinancing our 2010 bonds depending on market conditions.

Manager of Human Resources Denise Vanderloop informed the Commission that she has been working with Mike Kawula regarding the department restructuring and the posting for the Accounting Specialist position. She stated that there has been progress with the new employee handbook. Denise stated she has been watching the passing of Governor Walker's budget bill in regards to any changes that might affect the health plan. She stated that Chris Schelechta has accepted a new position with MEUW; therefore he will no longer be the Utility's Safety Coordinator. MEUW will be scheduling interviews in July and Denise will be sitting in on the interviews.

Manager of Generation & Operations Mike Pedersen stated that the Badger Project is progressing very well. He stated that representatives from Voith, Boldt and other Subcontractors were at the Utility for a two day meeting discussing a step by step process of installing the equipment for Badger. He stated that the turbine parts have arrived from Spain and that the turbine shaft has been installed as well as a section of the wicketgate. The bulk of the concrete has been finished for the powerhouse and the roof is in the process of being installed. Currently, Boldt lost 31 days due to weather; however 33 days were allotted for.

General Manager Jeff Feldt gave the Commission an update on Hydro Park. He stated that the land acquisition has been finalized and that the design work is being completed by Graef Engineering and should be complete within the next six weeks. He also discussed the 2014-15 State Budget with regard to the residency requirements. He also discussed the 2002-2012 Energy Conservation and Efficiency Results report noting that customers are taking advantage of the rebates that Kaukauna Utilities offers and Focus on Energy offers.

It was moved by Tom McGinnis, seconded by John Moore to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, Fox Energy Center Auxillary Power at 4:38 p.m.

Roll Call Vote

Tom Driessen	aye
John Moore	aye
Bill Vanderloop	aye
Tom McGinnis	aye
Lee Meyerhofer	aye

It was moved by John Moore, seconded by Tom McGinnis to return to open session at 4:53 p.m.

Roll Call Vote

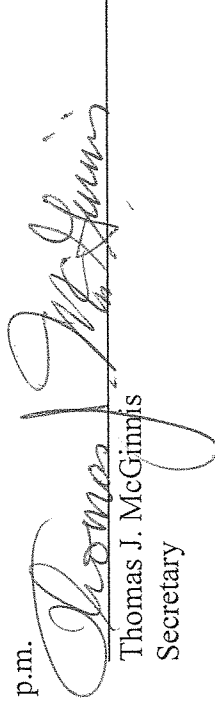
John Moore	aye
Bill Vanderloop	aye
Tom McGinnis	aye
Lee Meyerhofer	aye
Tom Driessen	aye

It was moved by Tom Driessen, seconded by Bill Vanderloop to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 4:54 p.m.


 Thomas J. McGinnis
 Secretary