

Kaukauna WI
November 20, 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 Bill Vanderloop, Tom Driessen, Cindy Fallona, Gene Rosin, Tom McGinnis, Lee Meyerhofer and John Moore. Also present were Jeff Feldt, Mike Kawula, Denise Vanderloop, Don Krause, Kevin Obiala, Mike Pedersen, Eric Miller and Amy Brick from KU, Amanda Gardynik from MEUW, Diana Driessen, Karen Brooks and Brian Roebke from the Times Villager.

It was moved by John Moore, seconded by Gene Rosin to approve the minutes of the October 23, 2013 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Manager of Finance and Administration Mike Kawula discussed the adoption of the 2014 Operating and Five Year Capital Budget. There were no changes to the budget. Copies of the budget will be distributed at the December Commission Meeting.

It was moved by John Moore, seconded by Tom McGinnis to approve the 2014 Operating and Five Year Capital Budget.

Roll Call Vote:	Lee Meyerhofer	aye
	Tom Driessen	aye
	Cindy Fallona	aye
	Gene Rosin	aye
	Bill Vanderloop	aye
	Tom McGinnis	aye
	John Moore	aye

Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(f) for review of data Kaukauna Utilities is prohibited from making public under Wis. Stat. 196.37, including Kaukauna Utilities Write Off Journal details and Check Register details at 4:07 p.m.

Roll Call Vote:	Tom Driessen	aye
	Cindy Fallona	aye
	Gene Rosin	aye
	Bill Vanderloop	aye
	Tom McGinnis	aye
	John Moore	aye
	Lee Meyerhofer	aye

Motion Carried

It was moved by Tom McGinnis, seconded by Gene Rosin to return to open session at 4:10 p.m.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Cindy Fallona that check number 28 and 29 and checks numbered 55136 through 55360 in the amount of \$3,256,669.50 be approved for payment.

Roll Call Vote:	Bill Vanderloop	aye
	Tom McGinnis	aye
	Tom Driessen	aye
	Lee Meyerhofer	aye
	John Moore	aye
	Cindy Fallona	aye
	Gene Rosin	aye

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Electric Distribution Eric Miller reported that the line crew has been working at Ann Street Substation. The old transformer has been removed along with the substation building. Eric stated that T&R Electric purchased the old transformer for \$18,500. GIS has been developing a new work order process and the new work order software will be installed and running in the second or third quarter of 2014. Eric informed the Commission that crews have installed 78 new services this year as compared to 50 in 2012 and 26 in 2011.

Manager of Generation & Operations Mike Pedersen stated that crews repaired the roadway at Kaukauna City Plant due to the gravel being washed out. Crews are winterizing substations and hydro plants. Mike also informed the Commission that crews have been doing work on the Pratt FT-8 gas turbine at Island Street and have installed a new heating system. Mike also stated that staff completed the annual EAP tabletop training that is required by Federal Energy Regulatory Commission (FERC).

Water Superintendent Kevin Obiala reported that the 2013 Water Main Relay Project is complete. Crews finished checking hydrants for leaks and repaired two water main breaks. Kevin also stated crews installed a new pump at Well #10. Kevin informed the Commission that the EPA has amended a section of the Safe Drinking Water Act, effective January 1, 2014, to prohibit the use of “non-lead free” fire hydrants and fittings. KU has approximately \$11,000 of stock in inventory that is affected by this change.

Manager of Information Technology Don Krause reported that IT installed new fiber and SCADA to the Ann Street Substation and Badger Hydro Plant. Don also stated that virus activity has been on the rise due to the holiday season. Lee Meyerhofer suggested that Don look into getting software that sends out phishing emails to employees to see if they open the email. General Manager Jeff Feldt informed the Commission that he and Don will be attending a Cyber and Physical Security Seminar on December 3.

Manager of Finance & Administration Mike Kawula informed the Commission that Jenny Palmer is back from FMLA and has been trained in Accounts Payable. Mike stated that the billing department is preparing for year end.

Manager of Generation & Operations Mike Pedersen updated the Commission on the Badger Hydro Project. He stated that the tailrace has been filled with water and crews have opened the head gates to let water fill the power canal at a rate of 2 feet per day. Mike informed the Commission that Unit #2 is 95% dry commissioned and Unit #1 is 21%. The rack raker is being factory acceptance tested on site this week. Mike also reported that formal notification was received from FERC approving the power canal water-up plan.

Jeff Feldt informed the Commission that Energy Services Representative Jeff Forbes has accepted a new position within WPPI beginning in 2014. WPPI staff is in the process of advertising to fill the position. Jeff informed the Commission that the holiday party will be Friday, January 24 at The Mariner. Jeff introduced Amanda Gardynik, the new Safety Coordinator for MEUW. Amanda discussed the October Safety Report.

It was moved by Tom McGinnis, seconded by John Moore to adjourn to closed session pursuant to Wis. State Statute 19.85 (1)(c) to consider to consider employment, promotion, compensation, performance evaluation and employee handbook at 4:31 p.m.

Roll Call Vote

Bill Vanderloop	aye
Tom McGinnis	aye
John Moore	aye
Tom Driessen	aye
Cindy Fallona	aye
Lee Meyerhofer	aye
Gene Rosin	aye

It was moved by Cindy Fallona, seconded by Tom Driessen to return to open session at 5:36 p.m.

All members voted aye

Motion Carried

It was moved by Bill Vanderloop, seconded by John Moore to adopt the Personnel Policies and Employee Handbook effective January 1, 2014.

All members voted aye Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to approve a 2.5% base increase and a 1% merit pool for non-represented employees for 2014.

All members voted aye Motion Carried

It was moved by John Moore and seconded by Tom McGinnis to pay out the first six items as listed on the 2013 Badger Hydro Project Incentive Plan at 100% and the last item at 90% as long as the Badger Hydro Plant is operational by December 31, 2013.

All members voted aye Motion Carried

It was moved by Tom Driessen, seconded by Bill Vanderloop for 2014 to approve a 5% increase and a one-time pay-out of vacation up to a maximum of 15 days for the General Manager.

All members voted aye Motion Carried

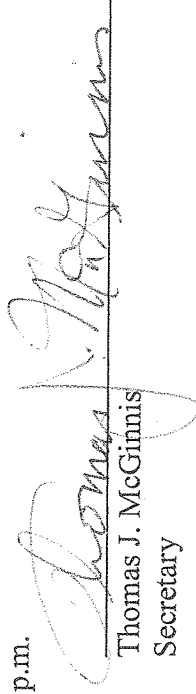
It was moved by Cindy Fallona, seconded by Mayor Gene Rosin to implement a Residency Incentive Program with the guidelines outlined in the memo through a 401(a) Supplemental Retirement Plan Program effective January 1, 2014.

All members voted aye Motion Carried

It was moved by Cindy Fallona, seconded by Tom Driessen to adjourn at 5:44 p.m.

All members voted aye Motion Carried

The meeting ended at 5:44 p.m.


Thomas J. McGinnis
Secretary