

Kaukauna WI
October 23, 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, Mandy Marks and Amy Brick from KU, Diana Driessen, Karen and Ben Brooks and Brian Roebke from the Times Villager.

It was moved by Tom McGinnis, seconded by Gene Rosin to approve the minutes of the September 18, 2013 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

General Manager Jeff Feldt discussed the request from the Village of Little Chute to conduct a managed deer bow hunt on "Electric Island" from December 2, 2013 thru December 15, 2013. This will be the fifth year for a managed deer hunt on the property. For pedestrian safety reasons, access to the Heritage Parkway Trail will be blocked near the Combined Locks Dam.

It was moved by Tom McGinnis, seconded by Cindy Fallona to authorize the Village of Little Chute to conduct a managed deer bow hunt on the Kaukauna Utilities property known as "Electric Island" located in the Village of Little Chute for the period of December 2, 2013 thru December 15, 2013.

All members voted aye. Motion Carried

Manager of Finance and Administration Mike Kawula presented the 2014 Proposed Operating and Five Year Capital Budget to the Commission. The final 2014 budget will be presented for adoption next month at the November Commission Meeting.

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

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

Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop that check number 27 and checks numbered 54897 through 55135 in the amount of \$7,533,307.23 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 the line crew has been working at Ann Street Substation. Crews have also been installing power at Albany International. Eric stated that the transformer will be installed at Ann Street Substation this week. He informed the Commission that the Work Order System is progressing. Eric also informed the Commission that he has the revised copy of the Electric Service & Meter Specification manual that he will be reviewing and then forwarding a copy to area electricians for their use. Eric stated that previously the Commission had approved a transfer of property located at W1696 County Trunk KK to Kaukauna Utilities; however it has been determined that the Utility needs a formal letter of approval from the customer that needs to be filed with the PSC.

Manager of Generation & Operations Mike Pedersen reported that dry ice cleaning is being done at Rapide Croche and Little Chute. Crews completed painting the overhead crane at Combined Locks. Mike informed the Commission that the fall outage at the Island Street Peaking Plant was completed last week and everything went well and the unit is back online. Mike stated that crews have also completed the battery replacement at Badger Substation.

Water Superintendent Kevin Obiala reported that crews have finished the semi-annual hydrant flushing. Crews are checking hydrants and making sure they are drained and checking for leaks. Kevin stated that crews are in the process of doing inspections on the water main installation that took place on 16th and 17th streets. They have also been working valves and working on cross connection surveys. Kevin stated that #9 Filter Plant is back online.

Manager of Information Technology Don Krause informed the Commission that he is implementing a training program called S.M.A.R.T through New Horizons. This training program will test the Utilities workforce and determine what they know and teach them what they don't know.

Manager of Finance & Administration Mike Kawula stated that the new Cashier, Joel Jezeski started October 7. He stated that staff has done a great job training Joel. Accounts Payable Clerk, Jenny Palmer will be returning to work the first part of November. Mike stated that the billing department is working with the customers that are delinquent on water/sewer and getting them paid before the tax roll deadline. He also stated that billing is continuing work on Act 25 bill making sure the Utility is in compliance.

Manager of Human Resources Denise Vanderloop stated that she has been continuing work on open enrollment with employees. Denise also informed the Commission that the draft copy of the employee handbook will be going to the personnel committee.

Manager of Generation & Operations Mike Pedersen updated the Commission on the Badger Project. He stated that AECOM needs to put together the soils report for the Federal Energy Regulatory Commission. Mike informed the Commission that we have received the signed Memorandum of Agreement from the Army Corp of Engineers. He stated the contractors are cleaning piping, doing testing and checking electrical as well as dry testing Unit #2. Mike also informed the Commission that the transformer will be energized the week of October 28.

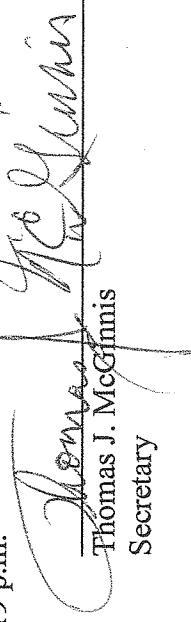
General Manager Jeff Feldt presented the Commission with the 2013 Work Plan 3rd Quarter Update. He also informed the Commission that the MEUW District 4 Dinner is Tuesday, November 12 in Two Rivers. If they are interested in attending the dinner, they are to let Amy know.

It was moved by John Moore, seconded by Gene Rosin to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:19 p.m.


Thomas J. McGinnis
Secretary