

Kaukauna, WI  
December 17, 2014

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, Gene Rosin, Tom McGinnis, John Moore, Lee Meyerhofer, Cindy Fallona and Tom Driessen. Also present were Jeff Feldt, Mike Kawula, Mike Pedersen, Denise Vanderloop, Kevin Obiala, Don Krause, Lonnie Pichler, Dave Pahl, Eric Miller and Amy Brick from KU, Attorney Kevin Davidson, Diana Driessen and Brian Roebke.

It was moved by Gene Rosin, seconded by Tom McGinnis to approve the minutes of the November 19, 2014 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Manager of Electric Distribution Eric Miller discussed the replacement of the 1992 Digger Derrick Truck. He informed the Commission that the Utility budgeted \$270,000 in 2014 to replace the Texoma digger derrick truck. The quotes received from DUECO and USSI met our specifications; however the quote from Altec was based on minimum standard requirements and did not meet the specifications that we requested. DUECO was the lowest evaluated bid at \$252,117.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to award the purchase of the new digger derrick truck from DUECO in the amount of \$252,117.

Roll Call Vote:

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

Human Resources Manager Denise Vanderloop discussed the employee handbook policy revisions. She stated changes were made to the Good Attendance Program that were approved at the November 19, 2014 Commission Meeting, deleted the language that referred to a one time contribution to the HRA in 2014, added the Retirement Matching Program that was approved at the November 19, 2014 Commission Meeting, updated the Sick Leave Policy that was modified earlier in the year and also updated the Employee use Policy for Technology & Internet. Lee Meyerhofer requested to postpone the approval of the Employee use Policy for Technology & Internet until the January Commission meeting.

It was moved by John Moore, seconded by Bill Vanderloop to postpone the approval of the Employee use Policy for Technology & Internet until the January Commission meeting.

All members vote aye. Motion Carried

It was moved by John Moore, seconded by Cindy Fallona that the Commission approve the Good Attendance Program, Retirement Matching Program, Sick Leave Policy as presented.

All members voted aye. Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Generation and Operations Mike Pedersen informed the Commission that crews reinstalled Engine A at the Island Street Peaking Plant and finished installing new batteries at Kaukauna North Substation. Mike also stated that staff completed the annual EAP tabletop training that is required by the Federal Energy Regulatory Commission (FERC). Mike informed the Commission that the FERC required annual meetings to update the Emergency Action Plans have been completed.

Manager of Electric Distribution Eric Miller introduced Dave Pahl, the new Systems Engineer. Eric informed the Commission that crews completed the installation of poles for traffic signals being installed at the intersection of Delanglade and Maloney Road. Eric stated crews are framing on Hwy Z and will be installing conductor in January. Crews are also installing LED lights on the CE Trail

between Kaukauna High School and Hwy 55. Eric also informed the Commission that both Kwik Trips have been energized.

Water Superintendent Kevin Obiala informed the Commission that there were two water main breaks since the last Commission meeting. Kevin stated that crews have finished testing meters and completed the replacement of five distribution valves that were broke due to flushing hydrants.

Manager of Information Technology Don Krause informed the Commission that it has been two years since KU started to provide IT services to the City and that he attended a meeting with Mayor Rosin and General Manager Jeff Feldt to discuss any issues. Don stated that he is installing a new server and new computers at the City. Don also informed the Commission that the e-mail system will be upgraded at the end of the month.

Manager of Finance & Administration Mike Kawula informed the Commission that staff from the Bank of Kaukauna provided the Utility with a new machine that captures the image of checks that can be sent electronically to the bank. Mike stated that the customer service staff is preparing for the January 1, 2015 water rate adjustment.

Manager of Human Resources Denise Vanderloop informed the Commission that Todd Kocian was hired for the Relief System Operator position. Denise stated that a representative from Employee Trust Funds (ETF) held an informative meeting regarding retirement benefits at the City. Denise also stated that there have been meetings with Nationwide Retirement Solutions regarding the 401(A) Retirement Plan. Denise is also working with payroll coordinating year end changes.

General Manager Jeff Feldt discussed the water rate case PSCW order. Jeff informed the Commission that the Utility exceeded the annual hydro kilowatt production record that was set in 2010.

General Manager Jeff Feldt discussed the opportunity for a member owned solar garden.

It was moved by Lee Meyerhofer, seconded by John Moore that the Utility send a note of thanks to Mike Peters, CEO of WPPI Energy, regarding the opportunities WPPI Energy is providing member owned utilities with regard to the solar garden.

General Manager Jeff Feldt informed the Commission that the APPA 2013 Average Revenue per kWh Report is not yet available. Jeff reminded the Commission that the KU Holiday Party is Friday, January 16 at Royal St. Patrick's. Jeff also informed the Commission that the 2015 APPA Legislative Rally is March 9-11.

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 Bill Vanderloop 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 Tom McGinnis, seconded by John Moore, that check number 44 and checks numbered 58539 through 58776 in the amount of \$6,779,199.60 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

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 concerning strategy with respect to litigation in which it is or is likely to become involved: Time Warner Cable, at 4:45 p.m.

It was moved by Tom McGinnis, seconded by John Moore to return to open session at 5:00 p.m.

All members voted 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)(e) for discussion of disposition of public lands where competitive or bargaining reasons require closed session: ATC Restructuring Option, at 5:01 p.m.

It was moved by John Moore, seconded by Gene Rosin to return to open session at 5:20 p.m.

All members voted aye.


Motion Carried

It was moved by John Moore, seconded by Tom Driessen to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:24 p.m.

  
Thomas J. McGinnis  
Secretary