

Kaukauna, WI  
February 18, 2015

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

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

It was moved by John Moore, seconded by Bill Vanderloop to approve the minutes of the January 21, 2015 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Manager of Finance & Administration Mike Kawula discussed replacement of meter reader truck K-59. Mike informed the Commission that replacement of the meter reader truck is included in the 2015 capital budget. Mike stated that truck K-59 is a 2006 Ford Ranger with 172,000 miles, and was identified by the mechanic that it is in need of replacement due to numerous maintenance issues. Quotes were received from Dorsch and Gustman with Dorsch being the lowest evaluated bid; however after further evaluation, a major item included in the specification was that the truck be a mid-size truck. Dorsch was contacted regarding their quote for a full-size truck and informed KU that Ford was no longer making the Ford Ranger or any other mid-size truck. Due to how this vehicle is used, staff feels the mid-size truck would be a better fit for this job function. Mike also informed the Commission that after further evaluation, Gustman's quote also included items such as a larger back-up monitor, hill descent control, corner step rear bumper, and rear window defogger. The budget for this truck is \$30,000.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to award the purchase of the new meter reader truck to Gustman in the amount of \$30,575.

Roll Call Vote:

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

Manager of Human Resources Denise Vanderloop discussed the need for up to five summer help positions to perform routine maintenance and other tasks similar to previous years. Two positions will be assigned to the Generation & Operations Department, two positions will be assigned to the Facilities Department and one position will be assigned to the Electric Distribution Department. Denise requested the Commission to consider a change to the summer hire process to include these positions in the annual budget instead of bringing the request annually to the Commission.

It was moved by John Moore, seconded by Tom Driessen to authorize the Human Resources Manager to hire up to five summer help positions for 2015.

All members voted aye. Motion Carried

General Manager Jeff Feldt discussed the City Hall roof top solar project. Jeff informed the Commission that KU has an opportunity to enhance our understanding of the solar market in conjunction with the proposed construction of a new City Hall. Jeff stated staff has been evaluating the installation of an 80KW fixed-panel solar array on the roof top of this facility and has been working with City engineering staff and the project architect and engineers to ensure the roof is capable of handling the additional structural loading of the proposed solar array. Jeff also informed the Commission that staff has evaluated two alternatives; KU ownership of the solar array and City ownership. He stated that he believes there is a third alternative that needs to be evaluated; development of the project as a Community Solar Garden. Jeff stated that if the consensus is to move forward, the next step would be to discuss at the City Council level to ensure they are in agreement. If so, KU staff will further evaluate the alternatives and develop a formal recommendation to bring before the Utility Commission and subsequently the City Council for formal approval. The Commission authorized General Manager Jeff Feldt to proceed with evaluating solar garden options.

General Manager Jeff Feldt reviewed the 2015 work plan. The work plan identifies 59 departmental goals to achieve in 2015 that are associated with the six key business objectives of the strategic business plan as well as planned capital investments.

It was moved by John Moore, seconded by Tom Driessen to authorize the General Manager to approve the 2015 work plan as submitted.

All members voted aye. Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Generation & Operations Mike Pedersen reported that crews have been dealing with ice issues at the plants due to the cold. Mike stated that crews have been maintaining the enclosure boiler heater system at the Island Street Peaking Plant. Mike also informed the Commission that crews rebuilt the overhead crane at the Rapide Croche Plant. Mike stated the required FERC reports have been filed for the year, which includes the Invasive Species and Water Quality Monitoring Report.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission that crews have been installing poles on Tenth Street and installing conductor on Hwy Z. Eric stated GIS training will begin at the end of the month. Eric also reported that GIS has been helping with the PSC year-end reports. Eric informed the Commission that the City Works work order system is progressing and also that the Milsoft engineering model nearing completion. Eric stated he completed the required PSC 113 inspections.

Water Superintendent Kevin Obiala reported to the Commission that there have been three water main breaks since the first of the year with two of them being this month. Kevin stated crews have been completing water meter change outs, testing water meters, keeping current with cross connection surveys and completing routine maintenance at the plants.

Manager of Information Technology Don Krause informed the Commission that he has been working with the Engineering Department with the GIS upgrades and the City Works work order system. Don stated he has been working with City Hall regarding the design of the new building with regard to the IT Department space needs. Don also informed the Commission that staff from WPPI provided training to the employees regarding Cyber Security. Don stated the kayak gate is working and passes for the gate are being sold at the Utility and also 1000 Islands.

Manager of Finance & Administration Mike Kawula reported to the Commission that the Accounting and Customer Service staff have been completing audit work papers. Mike stated that the rate case study is progressing and needs to be filed by March 25. Mike informed the Commission that the PSC report is nearing completion. Mike stated that the Customer Service staff has been working on the PSC billing audit.

Manager of Human Resources Denise Vanderloop discussed the Anthem security breach. She informed the Commission that she is communicating information to the employees as soon as it becomes available from Anthem. Denise also stated she is setting up interviews for the Customer Service Position. Commissioner John Moore asked about the open Energy Services Representative position. General Manager Jeff Feldt stated that he and Denise are interviewing the top two candidates next week.

General Manager Jeff Feldt updated the Commission regarding the WPS Fox Energy Center Dispute. He stated that KU submitted the initial brief on February 2. WPS and the PSC have until March 2 to submit a reply brief and KU has until March 18 to file a reply. Jeff also discussed the Focus on Energy 2014 incentives. Jeff informed the Commission that the Quarter Century Club Dinner will be April 8 at Countryside Golf Course and also the MEUW Legislative Day is April 29 in Madison.

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:

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 46 and checks numbered 58987 through 59196 in the amount of \$5,026,176.82 be approved for payment.

## Roll Call Vote:

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

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis 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: Case No. 15CV105, at 5:25 p.m.

All members voted aye.

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to return to open session at 5:34 p.m.

All members vote aye.


Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:35 p.m.

  
 Thomas J. McGinnis  
 Secretary