

Kaukauna, WI
May 20, 2015

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by Secretary Tom McGinnis. Commission Members present were Bill Vanderloop, Tom McGinnis, John Moore, Gene Rosin, and Tom Driessen. Also present were Mike Kawula, Denise Vanderloop, Kevin Obiala, Dave Pahl, Don Krause, and Amy Brick from KU, Attorney Kevin Davidson, Diana Driessen, and Brian Roebke.

It was moved by Bill Vanderloop, seconded by Gene Rosin to excuse Commissioner Cindy Fallona and Commissioner Lee Meyerhofer's absence.

It was moved by John Moore, seconded by Tom Driessen to approve the minutes of the April 15, 2015 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Secretary Tom McGinnis opened the floor for Commission officer elections.

Gene Rosin nominated Lee Meyerhofer for President. There were no other nominations.

It was moved by Gene Rosin, seconded by John Moore that the rules be suspended, nominations be closed and a unanimous vote be cast for Lee Meyerhofer.

All members voted aye. Motion Carried.

Gene Rosin nominated Tom McGinnis as Secretary. There were no other nominations.

It was moved by Bill Vanderloop, seconded by John Moore that the rules be suspended, nominations be closed and a unanimous vote be cast for Tom McGinnis.

All members voted aye. Motion Carried.

Manager of Finance & Administration Mike Kawula introduced Tom Karman, shareholder with Schenck SC, who presented the audited financial statements and outlined the 2014 audit process. Mr. Karman indicated that the audit had no irregularities and the audit report accurately represents Kaukauna Utilities' financial position for the year ended December 31, 2014.

It was moved by John Moore, seconded by Bill Vanderloop that the Commission accepts the 2014 Financial Statements as presented by Schenck SC.

All members voted aye. Motion Carried

Water Superintendent Kevin Obiala discussed the 2015 Water Main Replacement on Doty Street. Kevin stated that the reason for the replacement is due to deterioration of the water main and the project will be completed in conjunction with the City of Kaukauna's sewer replacement project. Kevin informed the Commission the project is part of our 2015 Capital budget for the amount of \$420,000. Bids were received from Feaker & Sons Construction, Dornier Inc., Degroot Inc., Kruzcek Construction, Roger Bowers Construction, Advance Construction, and PTS Contractors with Feaker & Sons Construction being the lowest evaluated bid.

It was moved by Gene Rosin, seconded by John Moore to authorize the General Manager to approve the bid submitted by Feaker & Sons Construction in the amount of \$131,642 for the 2015 Water Main Replacement Project on Doty Street.

Roll Call Vote:	Tom Driessen	aye
	Gene Rosin	aye
	Bill Vanderloop	aye
	Tom McGinnis	aye
	John Moore	aye

Commissioner Lee Meyerhofer arrived at 4:14 p.m.

The Commission reviewed the monthly reports.

Staff reports:

Manager of Information Technology Don Krause informed the Commission the kiosk in Hydro Park is completed and being tested. Don stated he has been working with WPPi regarding printing the bills with a new printer. Don informed the Commission that he completed an audit of our surveillance system to determine the needs at all of the facilities. Don also informed the Commission that he installed new help desk software.

Water Superintendent Kevin Obiala stated crews finished flushing hydrants. Kevin informed the Commission the leak that was detected on 4th and Crooks will be repaired next week. Kevin stated that crews helped with the Island Street Peaking Plant shut down and also worked with the maintenance department completing FERC requirements at the Hydro Plants. Crews have also been completing water meter change outs and keeping current with cross connection surveys.

Manager of Human Resources Denise Vanderloop informed the Commission she is working on filling the Journeyman position. She stated five seasonal employees have been hired. Denise stated she is working with Jeff on the strategic business plan.

Manager of Finance & Administration Mike Kawula reported for Manager of Generation & Operation Mike Pedersen in his absence. Mike stated crews have been working on the Island Street Peaking Plant outage. Mike informed the Commission that crews installed a new communication relay at Central substation. Mike also stated the carpet in the Operations Department has been replaced.

Manager of Finance & Administration Mike Kawula informed the Commission staff is finalizing year end reports. Mike stated the customer service department has been working with delinquent customers establishing payment plans. Mike also informed the Commission the accounting staff is working on an upgrade and preparing for training in August.

Manager of Finance & Administration Mike Kawula reported for Manager of Engineering & Electric Distribution Eric Miller in his absence. Mike informed the Commission that staff has been implementing the new GIS software and Cityworks, the new work order management software.

Manager of Finance & Administration Mike Kawula discussed the status of the electric rate case and updated the Commission on coincident demand billing. Mike informed the Commission the Distributed Generation meeting is June 3 at 8:00 a.m., the APPA National Conference is June 7-10 in Minneapolis, and the MEUW Annual Conference is June 18-19 in Wisconsin Rapids. Mike also informed the Commission that the June Commission meeting has been rescheduled to Wednesday, June 24.

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 Tom Driessen to approve the accounts receivable write-offs.

Roll Call Vote:	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 numbers 49 and 50 and checks numbered 59675 through 59881 in the amount of \$5,966,972.79 be approved for payment.

Roll Call Vote:	Bill Vanderloop	aye
	Tom McGinnis	aye
	Tom Driessen	aye
	Lee Meyerhofer	aye

John Moore aye
Gene Rosin 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 who is rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved: Fox Energy Center Auxiliary Power, at 4:35 p.m.

All members voted aye Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to return to open session at 4:40 p.m.

All members voted aye Motion Carried


It was moved by John Moore, seconded by Tom McGinnis to appeal the circuit court ruling to the Wisconsin Court of Appeals regarding Fox Energy Center.

All members voted aye Motion Carried

It was moved by Bill Vanderloop, seconded by Gene Rosin to adjourn.

All members voted aye Motion Carried

The meeting ended at 4:42 p.m.


Thomas J. McGinnis
Secretary