

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were Gene Rosin, Tom Driessen, Sue Hennes, John Moore, Bill Vanderloop, and Lee Meyerhofer. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Lonnie Pichler, Dave Pahl, Randy Vercauteren, Amanda Marks, and Amy Brick from KU, Diana Driessen, Karen Brooks, Brian Roebke, Steve Engebos, and Paul Thompson and Kevin Mullen from Hutchinson, Shockey & Erley.

It was moved by Bill Vanderloop, seconded by Gene Rosin to excuse Commissioner Tom McGinnis's absence.

All members voted aye.

Motion Carried.

It was moved by Gene Rosin, seconded by Bill Vanderloop to approve the minutes of the January 17, 2017 regular Commission meeting as written.

All members voted aye.

Motion Carried.

There was no public comment.

Commissioner Tom McGinnis arrived at 4:02 p.m.

Paul Thompson from Hutchinson, Shockey, Erley & Co discussed the 2017 Electric Revenue Bonds. Mr. Thompson informed the Commission he has been working with staff from KU regarding issuance of the Series 2017A bonds in an amount of \$11,225,000 which includes \$645,000 to fund the bond reserve fund. General Manager Jeff Feldt informed the Commission the remaining proceeds will be used for additions, improvements, and extensions to the electric system.

It was moved by John Moore, seconded by Gene Rosin to authorize Kaukauna Utilities to proceed with issuance of the Series 2017A Electric Revenue Bonds in the amended amount of \$11,225,000.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Gene Rosin	aye
John Moore	aye
Bill Vanderloop	aye
Tom McGinnis	aye
Sue Hennes	aye

Motion Carried

General Manager Jeff Feldt discussed the American Transmission Company (ATC) Investment Activities. Jeff informed the Commission KU contributed \$120,680 to ATC in 2016. The contribution was made based on ATC's Capital Call which is designed to obtain funds for future ATC capital projects. Jeff stated if KU elected not to contribute additional funds, KU's percentage interest in ATC would be reduced. KU's percentage interest is currently 0.1724%. Jeff informed the Commission that ATC will require up to \$155,000,000 in additional capital in 2017. Based on this figure, KU will be required to contribute \$267,220 in 2017 to maintain KU's current ownership interest of 0.1724%.

It was moved by John Moore, seconded by Bill Vanderloop to authorize the General Manager to contribute sufficient funds to ATC to maintain Kaukauna Utilities' Percentage interest in ATC (0.1724%).

Roll Call Vote:

Lee Meyerhofer	aye
Tom Driessen	aye
Susan Hennes	aye
Gene Rosin	aye
Bill Vanderloop	aye
Tom McGinnis	aye
John Moore	aye

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller discussed the replacement vacuum excavator. Eric informed the Commission that \$80,000 is included in the 2017 budget for replacement of the excavator. Eric stated two bids were received with Ditch Witch being the lowest evaluated bid at \$71,703.

It was moved by Sue Hennes, seconded by Gene Rosin to authorize the General Manager to award the purchase of the new vacuum excavator to Ditch Witch in the amount of \$71,703.

Roll Call Vote:

Bill Vanderloop	aye
Tom McGinnis	aye
Lee Meyerthofer	aye
John Moore	aye
Sue Hennes	aye
Gene Rosin	aye
Tom Driessen	aye

Motion Carried

Water Superintendent Kevin Obiala discussed the easement at 2000 Crooks Avenue, Kaukauna. Kevin stated KU was approached by Dick Salm who owns the property located at 2000 Crooks Avenue. Mr. Salm is requesting the utility release an easement right on his property because he is in the process of selling. Kevin informed the Commission staff reviewed the easement and discovered the easement was filed in 1966 due to the Utility connecting the water main from Crooks Avenue to Lehrer Lane and shortly thereafter, a store was built over the top of the water main. Kevin stated in 2000, KU installed an 8" plastic water main on Lehrer Lane between 18<sup>th</sup> Street and 20<sup>th</sup> Street; therefore shutting down the water main running through 2000 Crooks Avenue.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to release the easement right on the property located at 2000 Crooks Avenue, Kaukauna and recommend the same action to the Kaukauna City Council.

All members voted aye.

Motion Carried.

Manager of Human Resources Denise Vanderloop discussed the need for up to six summer help positions to perform routine maintenance and other tasks similar to previous years. Two positions will be assigned to the Generation & Operations Department, three positions will be assigned to the Facilities Department, and one position will be assigned to the Accounting/Customer Service Department.

It was moved by John Moore, seconded by Gene Rosin to authorize the Human Resources Manager to hire up to six summer help positions for 2017.

All members voted aye.

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Generation & Operations Mike Pedersen informed the Commission on January 27, 2017, a proposed amendment to the recreation plan was filed with FERC regarding the Badger-Rapide Croche Project. Mike also informed the Commission that when the boroscope inspection was completed on the Pratt Whitney Unit last fall, crews found major cracking in Engine B. Staff at WPPI decided to remove Engine A & B to send to Pratt Whitney for repair. Mike also stated staff from the WDNR completed the annual air permit.

Manager of Human Resources Denise Vanderloop informed the Commission that employee Charlie Guyette recently retired and she is currently recruiting for his position. Denise stated the Mayor, Jeff Feldt and herself participated in a conference call regarding the upcoming changes to the State Health Insurance.

Water Superintendent Kevin Obiala informed the Commission crews have been testing large meters, completing commercial cross connections and flushing hydrants. Kevin stated there have been a two water main breaks since the January Commission meeting. Kevin also updated the Commission on the Main Filter Plant / Reservoirs Repair Project stating the filter plant is back in service.

Manager of Information Technology Don Krause informed the Commission staff upgraded Operations with new computers and recently upgraded the service desk software. Don also informed the Commission he attended a Manage Engine conference regarding IT Service Management. Don also stated the IT Specialist received training on the Library's Access Control System.

Accounting Supervisor Amanda Marks reported on Finance & Administration. Amanda informed the Commission that W-2's have been completed and mailed to employees and that staff is preparing for the upcoming audit.

Energy Services Representative Steve Engebos reviewed the January Energy Services Report.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission crews completed the project on the Konkapot Trail and restoration work will be completed in the spring. Eric stated poles have been set on Haas Road and Hwy ZZ and he also stated permits have been completed for the Nestle Cold Storage unit. Eric also informed the Commission the design work has started for a new line behind the Kaukauna Library.

General Manager Jeff Feldt updated the Commission regarding the seasonal rate adjustment. He informed the Commission that the Utility was awarded the APPA Reliable Public Power Provider (RP3) Diamond Designation. Jeff discussed the proposed front office remodel stating the 2017 capital budget includes a proposed project to remodel the front office to address space issues and potential security enhancements. The Commission agreed with the concept with the addition of a confidential area for customers to discuss billing issues with KU staff. Dave Pahl informed the Commission KU was awarded a \$30,000 renewable energy grant for the Kaukauna Fire Department. Jeff informed the Commission the 51<sup>st</sup> Quarter Century Dinner will be held April 12 at VanAbel's, the APPA National Conference is June 17-20 in Orlando, and the MEUW Annual Conference is June 28-30 in Madison. If the Commissioners are interested in attending, they are to contact Amy.

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 Gene Rosin to approve the accounts receivable write-offs.

Roll Call Vote:

John Moore	aye
Gene Rosin	aye
Bill Vanderloop	aye
Tom Driessen	aye
Sue Hennes	aye
Lee Meyerhofer	aye
Tom McGinnis	aye

Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop that check number 103, 104, 105, 106, 107, 108, 109, 110, 111 and checks numbered 64363 through 64515 in the amount of \$4,911,064.42 be approved for payment.

Roll Call Vote:

Tom McGinnis	aye
Gene Rosin	aye
Bill Vanderloop	aye
John Moore	aye
Sue Hennes	aye
Lee Meyerhofer	aye
Tom Driessen	aye

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

All members voted aye.

Motion Carried

The meeting ended at 5:24 p.m.

Minutes taken by Amy Brick

  
Thomas J. McGinnis  
Secretary