

Kaukauna, WI
May 18, 2016

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were Susan Hennes, John Moore, Tom McGinnis, Tom Driessen, Lee Meyerhofer, Gene Rosin, and Bill Vanderloop. Also present were Mike Kawula, Jeff Feldt, Eric Miller, Don Krause, Dave Pahl, Randy Vercauteren, Lonnie Pichler, and Amy Brick from KU, City Attorney Kevin Davidson, Brian Roebke, Diana Driessen and Karen Brooks.

It was moved by Tom McGinnis, seconded by John Moore to approve the minutes of the April 20, 2016 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Manager of Finance & Administration Mike Kawula introduced Tom Karman, shareholder with Schenck SC, who presented the audited financial statements and outlined the 2015 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, 2015.

It was moved by John Moore, seconded by Gene Rosin that the Commission accepts the 2015 Financial Statements as presented by Schenck SC.

All members voted aye. Motion Carried

Manager of Engineering & Electric Distribution Eric Miller discussed the Conveyance of Rights in Land to the Wisconsin Department of Transportation (WDOT). Eric informed the Commission that in conjunction with the reconstruction of the weigh station site on Interstate 41 by the Wrightstown exit, the WDOT requires a Conveyance of Rights in Land over property in which Kaukauna Utilities has a permanent easement for electric facilities. Eric stated there is no need for KU to request compensation for our facilities to be relocated; therefore the WDOT has asked for us to complete their "Statement of Non-Reimbursement" form. The Conveyance of Rights in Land and Statement of Non-Reimbursement forms has been reviewed by the City Attorney.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to execute the Wisconsin Department of Transportation's Conveyance of Rights in Land form and the Statement of Non-Reimbursement form for WDOT project 1130-44-71 for their work at the weigh station on Interstate 41.

All members voted aye. Motion Carried

General Manager Jeff Feldt discussed the 2016 Water Main Replacement project as well as the 12" River Crossing project on the Island Street Bridge. Jeff stated the replacement is due to deterioration of the water main on Oak Street and replacement of the Island Street Bridge decking. \$538,000 is included in the 2016 Capital budget for this project. Jeff stated five bids were received with Degroot Inc. being the lowest evaluated bid at \$205,189. The bids received include installation of new water and sewer mains on Oak Street and an insulated water main installed in casing along the Island Street Bridge. KU's portion of the total bid of \$205,189 submitted by Degroot, Inc. is \$140,000 and staff recommends that this bid be approved. Jeff also informed the Commission KU will incur costs of approximately \$160,000 for installation of casing and hangars by Lunda, \$40,000 in engineering and inspections costs by McMahon and \$125,000 to install new water main in the relined pipe under the Fox River for a total project cost of \$465,000 which is \$73,000 under budget.

It was moved by John Moore, seconded by Bill Vanderloop to authorize the General Manager to approve the bid submitted by Degroot Inc. in the amount of \$205,189 for the 2016 Water Main (Oak Street and Island Street Bridge Crossing) Replacement Project with KU's portion being \$140,000.

Roll Call vote:	Bill Vanderloop	aye
	Tom McGinnis	aye
	Lee Meyerhofer	aye
	John Moore	aye
	Susan Hennes	aye
	Gene Rosin	aye
	Tom Driessen	aye

The Commission reviewed the monthly reports.

Staff reports:

Human Resources Manager Denise Vanderloop informed the Commission she is working on key objectives and general strategies as they pertain to the strategic plan. She is also looking at developing incentive plans and compensation for the utility. Denise is in the process of creating a travel policy and is busy with summer hires at the City.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission the new Engineering Intern, Joseph Jaworski, started May 17. He said there has been a change in the design plans for the McKinley Street corridor in the Village of Little Chute and he has been reviewing the preliminary design from the WDOT regarding the project on Delanglade Street. Eric is also reviewing specifications for the new Versalift Bucket Truck.

Manager of Finance & Administration Mike Kawula informed the Commission he has not received notice from the IRS regarding the CREB bond audit. He stated accounting staff has been working on 2015 year end reports and customer service is continuing to work with delinquent customers.

General Manager Jeff Feldt reported for Manager of Generation & Operations Mike Pedersen in his absence. Jeff stated the electricians completed the installation of additional electrical outlets in Hydro Park. Mike attended the National Hydropower Association (NHA) Conference in Washington, D.C. where he participated in a panel discussion regarding the effects of FERC licensing requirements on small hydros. KU hosted the Pratt Whitney Advanced Controls Training Workshop. Crews installed informational signs in Hydro Park, replaced all the missing boards on the dams and moved the hydro model to 1000 Islands.

Manager of Information Technology Don Krause informed the Commission he has been working at the City preparing for the move into their new building. He is also modifying the computer programs in the Operations Department after the loss of Fox Energies as a KU customer.

General Manager Jeff Feldt reported for Water Superintendent Kevin Obiala in his absence. Jeff informed the Commission staff has been working on the river crossing project, digging on both sides of the river. Crews have been testing meters, working distribution valves, changing water meters and helping the maintenance department. Crews will start deploying the data loggers next week to listen for water main leaks.

Commission President Lee Meyerhofer asked for an update on the installation of the solar panels at City Hall. Dave Pahl informed him the parts have been ordered with an expected delivery date in late June or early July.

General Manager Jeff Feldt informed the Commission four employees received service awards for the first quarter. KU received a dividend check from the League of Wisconsin Municipalities. Jeff went through the Water Utility 2016 Sanitary Survey Report. An RP3 team was formed to work on the application. Jeff informed the Commission that due to the APPA Conference in June, he would like to reschedule the June Commission meeting. Amy will send an email to coordinate the date change. The MEUW Annual Conference is June 1-3 in Elkhart Lake and the APPA Annual Conference is June 11-15 in Phoenix.

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:

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

Tom Driessen aye

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore that check number 63 and checks numbered 62416 through 62623 in the amount of \$4,332,576.83 be approved for payment.

Roll Call Vote:

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

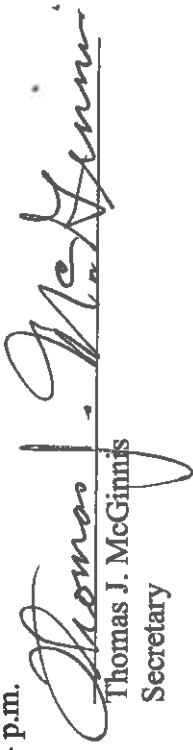
Motion Carried

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

All members voted aye.

Motion Carried

The meeting ended at 5:04 p.m.


 Thomas J. McGinnis
 Secretary

Minutes taken by Amy Brick