

Kaukauna, WI
August 17, 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, Mike Pedersen, Eric Miller, Don Krause, Denise Vanderloop, Lonnie Pichler, Dave Pahl and Amy Brick from KU, Steve Engebos, Diana Driessen, Brian Roebke and Karen Brooks.

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

All members voted aye.

Motion Carried.

There was no public comment.

General Manager Jeff Feldt discussed the 2016 Water Main Replacement on Gertrude Street. Jeff informed the Commission the reason for the replacement is due to deterioration of the water main and complete reconstruction of Gertrude Street. This project will be completed in conjunction with the City of Kaukauna's sewer replacement project and is included in the 2016 Capital Budget. Jeff informed the Commission KU did not receive the bid amounts from the City prior to the Commission meeting. Lee stated the bid from Vinton Construction was approved at the City Council meeting the night prior. The actual bid amount approved by the City Council will be forwarded to the Commission tomorrow.

A motion was made by Gene Rosin, seconded by Tom Driessen to accept the bid from Vinton Construction for the 2016 Water Main Replacement Project on Gertrude Street.

All members voted aye.

Motion Carried

Human Resources Manager Denise Vanderloop discussed the Travel Expense Policy. Denise stated KU currently has a very broad and general Business Expense policy that defines business/travel expenses incurred by the employee that is reimbursed by KU. The current policy has been followed inconsistently across various departments and because of that, it was decided to internally review the existing policy to identify and correct any confusing and/or problem areas of the policy. Prior to any training event, employees must submit a training/conference reimbursement form approved by their manager. Denise stated all related travel expenses are subsequently reimbursed through completion of the travel expense reimbursement form. Also, an additional training evaluation form as been added to this policy that can be completed by the employee after the training. The Commission reviewed the forms and made some revisions. Denise will make the revisions and bring back to the Commission for review.

The Commission reviewed the monthly reports.

Staff reports:

General Manager Jeff Feldt reported for Human Resources Manager Denise Vanderloop. Jeff stated Denise will be interviewing candidates for the Lead Lineman position and that Jean Lamers was hired for the Customer Service Clerk position.

Manager of Engineering & Electric Distribution Eric Miller stated crews are working on the City Hall Roof-Top Solar project, completing their work on 10th Street and on Coffee Hill Court. Eric stated crews installed lighting at the City Rd CE and City Rd HH roundabout and have been repairing the transformer at Golden Ventures. Eric stated Engineering is coordinating a planned outage over Labor Day Weekend with ATC and Appleton Coated to do repair work on the Combined Locks Substation. Eric stated the eReliability tracking software has been installed and also four AMI test meters have been installed throughout KU. Lee asked Eric if lawn restoration could be done on 10th street where the poles were removed, Eric will take care of it. John Moore thanked Eric for his work at Golden Ventures.

Manager of Information Technology Don Krause informed the Commission his audit on the backup Operations Center has been completed. He is working with the Fire Department regarding the upcoming remodeling project. Don also stated he has been working on the City website and working with the Police Department on a new evidence tracking system.

Manager of Generation & Operations Mike Pedersen informed the Commission the electricians are working on the City Hall Roof-Top Solar Project. He stated a meeting was held regarding mobilization of the Elm Street Turbine Stack Replacement Project. Mike informed the Commission

crews rebuilt the emergency stop gates at Kimberly Hydro Plant and also removed the wind turbine from Little Chute High School. Mike also stated AIM Demolition has removed all of their equipment from the Kimberly Hydro Plant. Lee questioned the status of the video that was shown on the news showing a KU employee supposedly putting trash in the river. Mike informed the Commission that employees are doing what we have always been allowed to do, which is allow compost material to be put back into the river. Mike and Jeff are working with the WDNR to determine if any changes to approved procedures are warranted.

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

Manager of Finance & Administration Mike Kawula informed the Commission Jean Lamers, the new Customer Service Clerk started on Monday. Mike stated the Accounting staff is preparing for the 2017 budget.

General Manager Jeff Feldt reported for Water Superintendent Kevin Obiala in his absence. Jeff stated crews completed the leak detection program. Crews are working with contractors on the water main relay projects within the City, doing maintenance work, testing meters, working distribution valves, changing water meters and helping in the maintenance department.

General Manager Jeff Feldt stated that he and Mike Pedersen met with FERC in Chicago regarding the Kimberly Hydro Plant Relicensing. The Preliminary Application Document (PAD) needs to be submitted by October 1. Jeff reviewed the New Load Market Pricing Retail Tariff and the water leak detection financial report.

Systems Engineer Dave Pahl updated the Commission on the City Hall Roof-Top Solar Project. Dave stated the docks are on the roof and crews have been doing some wiring to combine the arrays. He stated the panels will be installed next week.

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 Tom McGinnis, seconded by John Moore to approve the accounts receivable write-offs.

Roll Call Vote:

Susan Hennes	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 Bill Vanderloop, seconded by Gene Rosin that check number 67 and checks numbered 63018 through 63224 in the amount of \$4,687,449.35 be approved for payment.

Roll Call Vote:

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

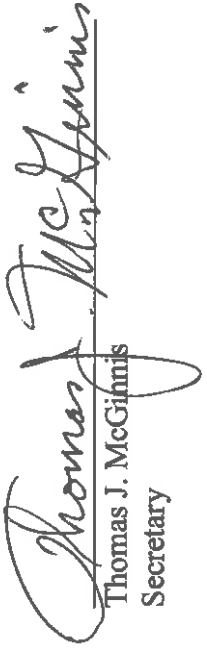
Motion Carried

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

All members voted aye.

Motion Carried

The meeting ended at 5:03 p.m.


Thomas J. McGinnis
Secretary

Minutes taken by Amy Brick