

Kaukauna WI  
January 18, 2012

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, Bill Vanderloop, Tom Driessen, Lee Meyerhofer, Tom McGinnis, and Cindy Fallona. Also present were City Attorney Paul Van Berkel, Jeff Feldt, Denise Vanderloop, Don Krause, Kevin Obiala, Mike Kawula, and Randy Vercauteren KU. Brian Roebke from the Times Villager, Diana Driessen and Dave Pahl were also present.

It was moved by Bill Vanderloop, seconded by Tom Driessen to excuse the absence of Commissioner John Moore.

All members voted aye                      Motion Carried

It was moved by Gene Rosin, seconded by Bill Vanderloop to approve the minutes of the December 21, 2011 regular Commission meeting as written.

All members voted aye                      Motion Carried

There was no public comment.

Attorney Paul Van Berkel informed the Commission that in 1998 KU removed and replaced a water tower on Ann Street. An informal agreement was reached between the Kaukauna School District and KU to swap two equal parcels of land at this site. The parcel from KU to the School District was not deeded at the time the new water tower was built.

It was moved by Tom McGinnis, seconded by Gene Rosin to authorize the General Manager to sign a Deed and any necessary paperwork to complete the transfer of land on Ann Street to the Kaukauna School District.

Roll Call Vote:	Gene Rosin	aye
	Cindy Fallona	aye
	Lee Meyerhofer	aye
	Tom McGinnis	aye
	Tom Driessen	aye
	Bill Vanderloop	aye

Motion Carried

Manager of Human Resources Denise Vanderloop reviewed the Succession Plan for Kaukauna Utilities with the Commission. The plan has been revised to comply with the recommended changes from the Personnel Committee and Commission. Several occupations were also added to complete the plan.

It was moved by Gene Rosin, seconded by Tom Driessen to approve the Kaukauna Utilities Succession Plan.

All members voted aye                      Motion Carried

General Manager Jeff Feldt presented the proposed 2012 Work Plan. The largest goal for 2012 is the Badger Hydro Project as is evident in the Finance, Generation and GM portions of the plan. Feldt will analyze and update the mission and long-term vision of the organization in 2012. Other highlights of the work plan include the 100<sup>th</sup> Anniversary celebration in April, continued NERC cyber security compliance, investigation of an AMI and outage management systems for the future, and a process to document water main breaks in GIS to identify areas in the system that require greater attention. Manager Feldt will give the Commission quarterly updates on the progress of items in the plan as well as provide a monthly cost summary of the Badger Hydro Project.

It was moved by Bill Vanderloop, seconded by Gene Rosin to approve the 2012 Work Plan as presented.

Roll Call Vote:	Lee Meyerhofer	aye
	Gene Rosin	aye
	Bill Vanderloop	aye
	Cindy Fallona	aye
	Tom McGinnis	aye
	Tom Driessen	aye

Motion Carried

It was moved by Tom McGinnis, seconded by Cindy Fallona to approve the accounts receivable write offs.

Roll call Vote:	Gene Rosin	aye
	Lee Meyerhofer	aye
	Tom McGinnis	aye
	Cindy Fallona	aye
	Bill Vanderloop	aye
	Tom Driessen	aye

Motion Carried

It was moved by Gene Rosin, seconded by Tom McGinnis that checks numbered 49123 through 49428 in the amount of \$8,104,472.31 be approved for payment.

Roll Call Vote:	Bill Vanderloop	aye
	Gene Rosin	aye
	Tom McGinnis	aye
	Cindy Fallona	aye
	Tom Driessen	aye
	Lee Meyerhofer	aye

Motion Carried

The Commission reviewed the monthly reports.  
Staff reports:

Jeff Feldt told the Commission Eric Miller and Mike Pedersen are attending the MEUW Joint Superintendent's Conference in Stevens Point this week. The line crew is busy on County ZZ. There were two break-ins in the pole yard in recent weeks. Scrap metal was stolen and the police were notified. Distribution personnel continue to work with ATC to relocate services for the roundabout on Hwy 55 and CE.

Feldt deferred to Randy Vercauteren, Kaukauna Utilities Electrical Technician, to update the Commission on the KCP turbine. Vercauteren reported the City Plant is back on line and running for the first time since August 2010.

Water Superintendent Kevin Obiala indicated the water crew is doing winter maintenance projects and working on cross connection surveys for residential and business customers.

Manager of Information and Technology Don Krause is looking into better security and more lighting in the pole yard. Don is also working on real time data from the hydro plants and renewable energy sources for the kiosk. Don has purchased a used web camera from Black River Falls to mount on top of Old Badger to video the construction on the Badger Hydro Project and play on the Kiosk. Don is also working with WPPI on an upgrade of the communication channel for SCADA.

Manager of Finance and Administration Mike Kawula advised commissioners the billing staff are working on 2011 sales data for the PSC report. Accounting staff is working on year-end reports and will send out W-2 forms by the end of January.

Manager of Human Resources Denise Vanderloop explained she is working on the Dangerous Weapon/Concealed Carry Policy and Drug and Alcohol Policy. The training for managers and supervisors is delayed until fall.

Jeff Feldt further explained the Badger Hydro Project. Bond issuance was approved by the City Council this week; the sale of the bonds will close February 1<sup>st</sup>; Kaukauna Utilities maintained an A rating with Standard and Poor's; and qualified for and obtained bond insurance which will save \$1.8 million over the life of the bond insurance. The CA from the PSC is expected by mid February.

The 2011 final work plan shows many objectives achieved in 2011 with a few extended into 2012. Kevin Obiala has completed the MEUW Management Certification course. Feldt invited the Commission to the MEUW Legislative Rally and Customer First Coalition Breakfast in Madison on February 15<sup>th</sup>.

The Commission discussed the next five months' dates for Commission meetings. Due to scheduling conflicts the meeting will be as follows:

February 22<sup>nd</sup> at 4:00 p.m.

March 28<sup>th</sup> at 4:00 p.m.

April 12<sup>th</sup> at 7:00 p.m. (100<sup>th</sup> Anniversary Meeting)

May 15<sup>th</sup> at 4:00 p.m.

June 21<sup>st</sup> at 4:00 p.m.

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

All members voted aye

Motion Carried

The meeting ended at 4:52 p.m.

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Thomas J. McGinnis  
Secretary

Minutes taken by Alice Rasmussen