

Kaukauna WI
December 19, 2007

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, John Moore, and Tom McGinnis. Also present were Paul Van Berkel, City Attorney, Jeff Feldt, Mike Kawula, Kevin Obiala, Mark Biddle, Don Krause, Eric Miller and from KU.

It was moved by John Moore, seconded by Gene Rosin to excuse the absence of Commissioner Brian Paschen

All members voted aye

Motion Carried

It was moved by Gene Rosin, seconded by Tom McGinnis to suspend the rules of order and move Agenda item #7 "2007 Employee Opinion Survey" to Agenda item #1.

All members voted aye

Motion Carried

General Manager Jeff Feldt introduced Paul Dillenburg from the Center for Organization Effectiveness in Madison to present a summary of findings from the recent Employee Satisfaction Survey. Employee response was 91% and 88% of those responding provided open ended comments. The overall score on a scale of 1 to 5 was positive at 3.65. The results were presented to KU employees at a luncheon today.

It was moved by Bill Vanderloop, seconded by Gene Rosin to approve the minutes of the November 21, 2007 regular Commission meeting as written.

All members voted aye

Motion Carried

There was no public comment.

Manager of Finance & Administration Mike Kawula advised the commission that Kaukauna Utilities' Investment Advisor has changed their name. The investment group managing KU funds has recently executed a contract with Bear Stearns. A resolution to establish an account with Bear Stearns is needed to allow the transfer of funds.

It was moved by John Moore, seconded by Tom McGinnis to authorize Kaukauna Utilities pending the review and approval of the City Attorney to open an account with Bear Stearns for purposes of consultation and strategic investment of Debt Reserve Funds in accordance with Bond Indentures and further authorize the General Manager and Manager of Finance & Administration to manage these investments on behalf of Kaukauna Utilities.

Roll call Vote:	Gene Rosin	aye
	Lee Meyerhofer	aye
	Tom McGinnis	aye
	John Moore	aye
	Bill Vanderloop	aye
	Tom Driessen	aye

Motion Carried

Water Department Superintendent Kevin Obiala discussed a Water Mutual Aid Agreement between KU and the Village of Little Chute with the Commission. The upcoming reconstruction of Hwy 96 in Kaukauna and Little Chute has prompted the development of this Mutual Aid Agreement. Both City Attorney Paul Van Berkel and the Village of Little Chute have approved the agreement.

It was moved by Tom McGinnis, seconded by Gene Rosin to authorize the General Manager to execute a Mutual Aid Agreement between the City of Kaukauna (Kaukauna Utilities) and the Village of Little Chute.

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

Motion Carried

Jeff Feldt informed the commission that KU uses the APPA safety manual and MEUW safety services to provide line workers and other operational staff with safety and training. The KU Safety Director, Lisa Haen and the Safety Committee have developed and approved a Safety and Compliance Manual for the Utility in general. One part of this manual is the Workplace Health and Safety Program Policy.

It was moved by John Moore, seconded by Gene Rosin that the Kaukauna Utilities Workplace Health and Safety Program Policy be adopted.

All members voted aye	Motion Carried
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Jeff Feldt presented the 2007 Work Plan 4th Quarter Update to the commission. Highlights include zero lost time accidents and all scheduled safety training completed. In energy conservation the achievements include rebates of \$152,763 and conservation value of \$228,360 for commercial and industrial customers with annual savings of 1,010 KW and 5,281,256 KWH.

The bar code system will be completed early in 2008.

The AMR conversion project is nearing completion with 95% of electric and 96% of water meters converted to AMR.

The IT objectives not completed will fall into place as the facility remodel and addition progress toward completion in 2008.

The system reliability indices for 2007 were phenomenal with CAIDI at 37 minutes; SAIDI – 23 minutes; SAIFI – 0.61 and ASAI – 99.996%.

KU submitted an application for the APPA Reliable Public Power Provider RP3 award. Results will be announced at the 2008 APPA Engineering & Operations Conference in March.

The Kaukauna conversion of remaining 2.4 kV distribution lines to 12.47 kV is complete except for three isolated transformers at 1000 Islands, Holy Cross and the City Plant.

In the Hydro Department SPCC spill prevention is delayed until 2008 due to sewer work in the area of the pole yard. The plan to re-power John Street Hydro facility and substation upgrades were completed.

In the Water Department, cross-connection surveys of 155 commercial properties were completed.

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

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

Motion Carried

It was moved by Gene Rosin, seconded by Tom McGinnis, that checks numbered 35950 to 36195 in the amount of \$4,159,908.74 be approved.

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

Motion Carried

The commission reviewed the monthly reports.

Jeff Feldt advised the commission the scrap metal theft from the pole yard has been referred to the District Attorney's office. The offender was captured on security cameras.

Bids were received for Phase II of the facilities remodel and addition. After all bids are

evaluated, a recommendation will be made for the successful qualified bidder at the January commission meeting.

All commissioners are invited to the KU Holiday Party on January 11, 2008 and the APPA Legislative Rally in Washington DC February 25-28, 2008.

It was moved by Tom McGinnis, seconded by Bill Vanderloop to adjourn to closed session pursuant to WI. State Statute 19.85(1)(c) consider employment, promotion, compensation or performance evaluation at 5:15 p.m.

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

Motion Carried

It was moved by Gene Rosin, seconded by Tom Driessen to return to Open Session at 6:02 p.m.

All members voted aye	Motion Carried
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It was moved by John Moore, seconded by Tom McGinnis to adopt the 2008 salary ranges and compensation for non-represented staff as presented and recommended by the Personnel Committee and further direct the General Manager to place a memo in the file of each of the four Managers that a portion of their salary adjustment for 2008 is in recognition of additional duties assigned or assumed due to the elimination of the Manager of Engineering & Operations position.

Roll call Vote:	John Moore	aye
	Gene Rosin	aye
	Lee Meyerhofer	aye
	Tom McGinnis	aye
	Bill Vanderloop	aye
	Tom Driessen	aye

Motion Carried

It was moved by Bill Vanderloop, seconded by Tom Driessen to adjourn.

The meeting ended at 6:12 p.m.

Thomas J. McGinnis
Secretary