

Kaukauna WI  
December 14, 2010

The regular meeting of Kaukauna Utilities Commission was called to order at 7:00 p.m. by President Lee Meyerhofer. Commission members present were Gene Rosin, Lee Meyerhofer, Tom McGinnis, Tom Driessen, John Moore, and Bill Vanderloop. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Mike Kawula, Kevin Obiala, Don Krause, Ron Roberts, and Randy Vercauteren from KU. Karen Brooks and Diana Driessen were also present.

It was moved by Tom McGinnis, seconded by Bill Vanderloop to excuse the absence of Commissioner Cindy Fallona.

All members voted aye                      Motion Carried

It was moved by Gene Rosin, seconded by Bill Vanderloop to approve the minutes of the November 17, 2010 regular Commission meeting as written.

All members voted aye                      Motion Carried

There was no public comment.

Manager of Human Resources Denise Vanderloop discussed the proposed amended cell phone policy for KU employees. KU Managers are responsible to identify department needs. All cell phone requests are approved by the General Manager. Employees who are provided a company owned cell phone and use it for personal use will reimburse KU \$20 per month. Employees who are authorized to use their personal cell phone for company business will be reimbursed \$20 per month.

It was moved by Gene Rosin, seconded by John Moore to authorize approved of the KU Cell Phone Policy as amended.

All members voted aye                      Motion Carried

Denise Vanderloop advised the Commission that the non-represented vacation policy guidelines will allow carry over up to a maximum of 40 hours of vacation per year. Personal time is not included. Any non-represented employee who has in excess of 40 hours at the end of 2010 may receive a one-time payout in 2010 only. The General Manager will approve all carry over vacation requests.

It was moved by John Moore, seconded by Tom Driessen to authorize approval for the change to the non-represented vacation policy and allow a maximum of one (1) week carryover, with the approval of the General Manager and payout for 2010 if applicable.

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

Motion Carried

Denise Vanderloop reviewed the KU Non-Represented Compensation Program Guidelines with the Commission. Job descriptions were updated this year, salary surveys were conducted and performance evaluations were completed. This practice will continue annually.

It was moved by Tom McGinnis, seconded by John Moore to authorize approval of the KU Non-Represented Compensation Program Guidelines.

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

Motion Carried

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

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

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore, that checks numbered 45678 through 45936 in the amount of \$1,760,168.30 be approved for payment.

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

Motion Carried

The commission reviewed the monthly reports.

General Manager Jeff Feldt gave the Commission a report on the Electric Distribution Department. The Tobacnoir Substation is ready to be energized by the end of the year. The 34.5 KV River Crossing project should also be complete and energized by the end of the year.

Manager of Generation and Operations Mike Pedersen advised the Commission the hydro and maintenance crews are breaking up ice to keep flows open.

Water Superintendent Kevin Obiala updated the Commission. The water crew is finishing large meter testing and continuing cross connection surveys. They are clearing snow around the hydrants and listening to the hydrants for leak detection. The Water Rate Hearing went well last week with only a few comments from customers.

Manager of Information and Technology Don Krause told the Commissioners the CMMS software has been upgraded and computerized GPS has been installed in a few demo trucks.

Manager of Finance and Accounting Mike Kawula is working on year-end procedures. The electric rate hearing is scheduled for January 19<sup>th</sup>. Mike and Jeff Feldt met with paper industry and Paper Council representatives concerning the electric rate case. Mike gave the Commission a spreadsheet of the savings associated with switching health insurance plans in 2009 from the WPPI Plan Trust to the State Plan. The largest savings will be realized starting in 2011 with the elimination of the experience modifier surcharge. The continued savings in health insurance premiums will help the rate case as rates will be lower due to lower operating costs.

Manager of Human Resources Denise Vanderloop has distributed the new Family Medical Leave Act and all relevant paperwork to KU employees.

Jeff Feldt reviewed the WPPI Energy quarterly typical bill summary which compares KU rates very favorably with other utility providers in the state. 2010 work plan highlights include a 38% reduction in water loss. The leak detection procedures have assisted in bringing the system water loss down to 5.7% which is a significant decrease. By moving pumping times to off peak hours, energy savings of 15% to 30% have been realized. The final 2010 Work Plan and new 2011 Work Plan will be included at the January Commission meeting.

The Energy Services Representative's monthly report highlights a WPPI Energy grant to Thilmany for \$101,000 to upgrade their #12 paper machine. Thilmany will realize significant energy and conservation savings from the project. The 25 X 25 Plan will be presented at a meeting in Waukesha tomorrow. The committee will present the plan for approval to the Commission and City Council in the spring.

It was moved by Tom Driessen, seconded by Gene Rosin to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation at 7:52 p.m.

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

Motion Carried

It was moved by Tom McGinnis, seconded by Tom Driessen to return to Open Session at 8:23 p.m.

All members voted aye

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to adopt the 2011 non-represented salary adjustments as proposed, with an amendment to include the General Manager.

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

Motion Carried

Lee Meyerhofer commented that each year the commission will determine the base and merit percentage components for non-represented employees.

John Moore commented that the wage increase would result in a cost to the average residential customer of \$0.05 / month for electric and \$0.09 / month for water.

The Commission commented that Kaukauna Utilities had a good year and commended staff for their efforts.

It was moved by Tom McGinnis, seconded by Bill Vanderloop to adjourn

All members voted aye	Motion Carried
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The meeting ended at 8:30 p.m.

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Thomas J. McGinnis  
Secretary