

Kaukauna, WI  
June 13, 2018

The regular meeting of Kaukauna Utilities Commission was called to order at 8:00 a.m. by President Lee Meyerhofer. Commission Members present were Tony Penterman, Tom Driessen, Sue Hennes, John Moore, Tom McGinnis, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Dave Pahl, and Amy Brick from KU, Diana Driessen, and David Maccoux from Schenck SC.

It was moved by Tony Penterman, seconded by Tom McGinnis to approve the minutes of the May 23, 2018 Commission meetings as written.

All members voted aye. Motion Carried

There was no public comment.

Manager of Finance & Administration Clara Pickett introduced David Maccoux, shareholder with Schenck SC, who presented the audited financial statements and outlined the 2017 audit process. Mr. Maccoux indicated that the audit had no irregularities and the audit report accurately represents Kaukauna Utilities' financial position for the year ended December 31, 2017.

It was moved by John Moore, seconded by Tom Driessen that the Commission accepts the 2017 Financial Statements as presented by Schenck SC.

All members voted aye. Motion Carried

Manager of Finance & Administration Clara Pickett reviewed the revised Purchasing Policy and Procedures. Clara reminded the Commission the policy was reviewed at the May 23 meeting seeking feedback from the Commissioners and the comments and revisions have been incorporated into the final draft.

It was moved by Tony Penterman, seconded by Tom McGinnis to adopt the Purchasing Policies and Procedures as presented.

All members voted aye. Motion Carried

General Manager Jeff Feldt discussed the Amended and Restated Operating Agreement with American Transmission Company (ATC). Jeff informed the Commission that after the Public Service Commission (PSC) approved ATC's corporate restructuring plan in 2016, the Investor Owned Utility owners of ATC learned of previously undisclosed potential tax impacts resulting from the holding company structure. Jeff stated in December, 2016, ATC received approval from the holding company structure to address the tax impacts. Jeff informed the Commission for the past year and a half, attorneys for WPPI Energy (WPPPI) and the other municipal owners have been negotiating changes to the Operating Agreement to reflect the changes in the holding company structure. Jeff stated Attorney Heinemann reviewed the agreement and recommends it be executed by each of the municipal members.

It was moved by Tom McGinnis, seconded by Greg Lenz to authorize the General Manager to execute the Amended and Restated Operating Agreement with American Transmission Company, LLC on behalf of the City of Kaukauna acting by and through Kaukauna Utilities.  
All members voted aye. Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Engineering & Electric Distribution Eric Miller stated crews are continuing their work on the Hwy ZZ Rebuild project, continuing with the installation of LED streetlights on Main Avenue in Little Chute, and have started installing street lights at the roundabout on Hwy 55/00. Eric informed the Commission the "OO" Substation has been returned to service. Eric also informed the Commission, due to staffing changes, he is currently exploring the option of hiring a Contractor to assist the crews with upcoming projects.

General Manager Jeff Feldt reported for Manager of Generation & Operations, Mike Pedersen in his absence. Jeff stated the kickoff meeting was held with HCMS regarding the Combined Locks Hydro

Unit #1 rebuild. Jeff informed the Commission staff has been busy doing annual maintenance, weed spraying, crane inspections, annual roof inspections, and raking trash racks.

Manager of Information Technology Don Krause informed the Commission staff has been working on the work backlog. Staff has been continuing to work on Cyber Security and is currently in the planning stages for server maintenance and network equipment.

Manager of Human Resources Denise Vanderloop informed the Commission performance evaluation training will be held in August for supervisors and managers to attend. Denise also informed the Commission Rich Allhiser will be retiring after 30 years of employment.

Water Superintendent Kevin Obiala informed the Commission staff is continuing to work on the AMI project, the Water Main Relay project, and the Hwy 55 Rebuild project. Kevin stated crews had two water main breaks last week. Kevin updated the Commission on the Industrial Water Tower Painting project stating the interior of the tower is complete, and sand blasting of the exterior of the tower has begun. Kevin also informed the Commission of an incident that was brought to his attention regarding theft of water from fire hydrants. Kevin stated a fire hose was hooked up to the hydrant located near Electric City Blvd, the Kaukauna Police Department was notified and will patrol that area on a regular basis.

Manager of Finance & Administration Clara Pickett informed the Commission the interim rates went into effect June 1; therefore, staff has been busy updating software and confirming everything has been prorated correctly. Clara also informed the Commission she has been working on the new Stand-by rate.

General Manager Jeff Feldt reviewed the May energy services report due to the absence of Energy Services Representative, Steve Engebos.

General Manager Jeff Feldt informed the Commission the kiosks from Hydro Park have been rebuilt, tested, and returned to KU. Jeff also stated a formal complaint has been filed with the Public Service Commission (PSC) regarding an AMI meter installation.

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 McGinnis that checks numbered 245 through 259, and checks numbered 67600 through 67784 in the amount of \$6,538,874.01 be approved for payment.

Roll Call Vote:

Tom McGinnis	aye
Tony Penterman	aye
Lee Meyerhofer	aye
Tom Driessen	aye
John Moore	aye
Sue Hennes	aye
Greg Lenz	aye

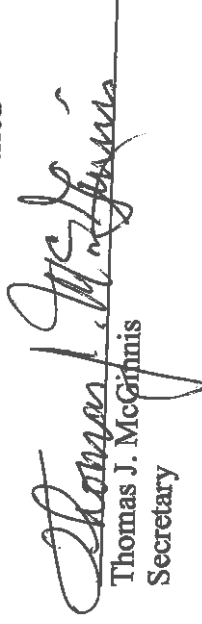
Motion Carried

It was moved by John Moore, seconded by Tony Penterman to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 9:24 a.m.

  
Thomas J. McGinnis  
Secretary

Minutes taken by Amy Brick