

Kaukauna, WI  
September 19, 2018

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were Tony Penterman, Tom Driessen, Tom McGinnis, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Lonnie Pichler, Dave Pahl, Randy Vercauteren, Eric Bley, Connor Wilz, and Amy Brick from KU, Attorney Kevin Davidson, Steve Engebos from WPPI Energy, Diana Driessen, Brian Roebke, and Karen Brooks.

It was moved by Tom McGinnis, seconded by Tony Penterman to excuse Commissioners Sue Hennes and John Moore's absence.

All members voted aye.

Motion Carried

It was moved by Tony Penterman, seconded by Tom Driessen to approve the minutes of the August 15, 2018 Commission meetings as written.

All members voted aye.

Motion Carried

There was no public comment.

Commission President Lee Meyerhofer recognized employees Eric Bley and Connor Wilz that recently graduated from the Apprentice Lineman program.

WPPI Energy Services Representative Steve Engebos gave a presentation on Incentives for Emerging Technologies.

It was moved by Greg Lenz, seconded by Tony Penterman to authorize the General Manager to reimburse Kaukauna Utilities customers \$400 towards the installation of a Level II EV home charging station and/or \$300 towards a Ground Source Heat Pump system.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Greg Lenz	aye
Tony Penterman	aye
Tom McGinnis	aye

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Manager of Human Resources Denise Vanderloop informed the Commission that she participated in a webinar through ETF regarding health insurance for 2019, and she also stated staff attended the first quarterly investment meeting with representatives from AndCo Consulting. Denise also informed the Commission she is finalizing the employee handbook updates and will present to the Commission for approval at the October Commission meeting.

Water Superintendent Kevin Obiala informed the Commission staff has been testing large and small water meters, continued with leak detection, and are continuing to change out meters for the AMI project. Kevin stated hydrant flushing will begin in a couple of weeks.

Energy Services Representative Steve Engebos reviewed the August energy services report and also informed the Commission that Public Power Week will be October 8-12.

Manager of Information & Technology Don Krause reported that he is in the process of completing a cellular service audit and will be meeting with KU's cellular representatives to discuss cost saving opportunities and future cellular network backup capabilities with the cellular infrastructure. Don informed the Commission staff has implemented a new print management system, and staff is also in the process of engineering additional fiber connections for additional AMI gatekeepers. Don also stated staff is in the process of updating the surveillance cameras.

Manager of Generation & Operations Mike Pedersen informed the Commission the rack raker for the Little Chute Hydro Plant has been returned from the manufacturer after being repaired and has been placed back into service. Mike stated an environmental inspection was completed at 215 Elm Street and that the WDNR issued the 401 Water Quality Certification for Kaukauna City Plant. Mike also informed the Commission a consultant was on site completing the required two year invasive species inspection plan for Badger-Rapide Croche.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission the line crew currently has twenty-five underground service requests pending. Eric informed the Commission two employees from the line crew are assisting with the AMI Meter Conversion project. Eric stated all of the lights have been installed on Delanglade Street, crews have been working in the Wildenberg Subdivision, and staff has been working on designs for the Combined Locks Substation upgrade.

Manager of Finance & Administration Clara Pickett stated staff is working on budget preparations and that the draft budget will be presented to the Commission at the October Commission meeting and finalized at the November Commission meeting. Clara stated Customer Service and Billing have been reviewing the recommendations from the Northstar Utilization review and setting up collections through the State Debt Collection Program.

Manager of Finance & Administration Clara Pickett discussed the 2018 Electric Revenue Bonds Refinancing.

General Manager Jeff Feldt informed the Commission staff was on stand-by to provide mutual aid due to Hurricane Florence; however, crews were not needed. The Kaukauna Clean Energy tour is scheduled for April 20, 2019, the recycling event is Saturday, September 22 from 8:00 a.m. – noon, and the MEUW District Dinner is Oct 10 at Machut's Supper Club in Two Rivers. Jeff informed the Commission prior to the October Commission meeting, there will be a photographer at KU to take an updated picture of the Commission.

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 Tom Driessen to approve the accounts receivable write-offs.

#### Roll Call Vote:

Lee Meyerhofer	aye
Tom Driessen	aye
Greg Lenz	aye
Tony Penterman	aye
Tom McGinnis	aye

Motion Carried

It was moved by Tony Penterman, seconded by Greg Lenz that checks numbered 279 through 292, 65644, and checks numbered 68137 through 68377 in the amount of \$5,315,050.02 be approved for payment.

#### Roll Call Vote:

Greg Lenz	aye
Tom McGinnis	aye
Lee Meyerhofer	aye
Tony Penterman	aye
Tom Driessen	aye

Motion Carried

It was moved by Tom McGinnis, seconded by Tony Penterman to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy with respect to litigation in which it is or is likely to become involved at 4:57 p.m.

All members voted aye.

Motion Carried

It was moved by Tom McGinnis, seconded by Tony Penterman to return to open session at 5:42 p.m.

All members voted aye. Motion Carried

It was moved by Tony Penterman, seconded by Tom McGinnis to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 5:43 p.m.

All members voted aye. Motion Carried

It was moved by Tony Penterman, seconded by Tom McGinnis to return to open session at 6:04 p.m.

It was moved by Tom McGinnis, seconded by Tony Penterman to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 6:05 p.m.



Thomas J. McGinnis  
Secretary

Minutes taken by Amy Brick