

Kaukauna, WI
November 14, 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, John Moore, Tom McGinnis, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Tou Lee, Kevin Obiala, Lonnie Fichler, Dave Pahl, Randy Vercauteren, Jean Jack, and Amy Brick from KU, Steve Engebos from WPPI Energy, Diana Driessen, Brian Roebke, and Karen Brooks.

It was moved by Tom McGinnis, seconded by John Moore to excuse Commissioner Sue Hennes's absence.

All members voted aye. Motion Carried

It was moved by Tony Penterman, seconded by John Moore to approve the minutes of the October 17, 2018 Commission meetings as written.

All members voted aye. Motion Carried

There was no public comment.

General Manager Jeff Feldt presented the 2019 Operating and Five Year Capital Budgets. Jeff informed the Commission no significant changes were made since the proposed budget was presented at the October Commission meeting.

It was moved by Tony Penterman, seconded by Tom McGinnis to approve the 2019 Electric and Water Operating and Five Year Capital Budgets.

Roll Call Vote:

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

Motion Carried

General Manager Jeff Feldt reviewed the Cash Reserve Policy. Due to the absence of Manager of Finance & Administration Clara Pickett, it was decided to defer to the December Commission meeting.

Manager of Human Resources Denise Vanderloop discussed the employee handbook policy revisions. Denise informed the Commission there were minor changes to five (5) of the current policies:

- Jury Duty Pay – deleted personal time as no longer have that incorporated into vacation pay
- Vacation – reflects actual practice of pro-rating the year an employee is hired
- Bulletin Board – clean up language
- Social Media – new policy that has been added based on presentation review and approval of the Commission July 18, 2018
- Call-In Pay – added 2 hour call in pay for Information Technology Specialists
- Stand-By Pay – Increased comp time from 32 hours to 40 hours and changed the accumulation of comp time from January 1 – December 31 to January 1 to October 31. Also added language to reflect current practice that comp time is not carried into the following year.

It was moved by John Moore, seconded by Tom Driessen to approve the Employee Handbook Policy addition and revisions as presented.

All members voted aye.

Motion Carried

Manager of Human Resources Denise Vanderloop discussed the Adoption of the Investment Policy Statement. Denise stated the purpose of the document is to have a document that outlines the purpose of the investment policy statement, objectives of the plan, responsibilities, investment option

selection and evaluation, investment option removal, and investment option mapping policy. Denise stated the City Attorney has reviewed the document.

It was moved by Tony Penterman, seconded by Tom Driessen to approve the adoption of the Investment Policy Statement.

All members voted aye.

Motion Carried

Systems Engineer Dave Pahl gave a presentation on the Municipal Solar Projects.

The Commission reviewed the monthly reports.

Staff reports:

IT Specialist Tou Lee reported for Manager of Information & Technology Don Krause in his absence. Tou informed the Commission staff has been preparing for the installation of a presentation system in the Assembly Room, and have also been working on fiber and networking changes to the City's and KU's network.

Energy Services Representative Steve Engebos reviewed the October energy services report.

Due to the absence of Manager of Finance & Administration Clara Pickett, there was no staff report.

Manager of Generation & Operations Mike Pedersen informed the Commission the asbestos has been removed from the property located at 215 Elm Street. Mike stated Kimberly Hydro was recently shut down for five days to allow the Village of Kimberly to bring in divers to inspect the building. Mike also informed the Commission he attended a meeting with staff from WPPI Energy and the Wisconsin National Guard to complete a security assessment. Mike also stated the Combined Locks Hydro Plant Unit #1 will be returned to service by the end of the year after the major overhaul.

Manager of Human Resources Denise Vanderloop informed the Commission the Health Insurance It's Your Choice open enrollment period for 2019 ended October 26. Denise also stated enrollment packets for 2019 flex spending have been distributed to the employees with the deadline to enroll being November 20.

Due to the absence of Manager of Engineering & Electric Distribution Eric Miller, there was no staff report.

Water Superintendent Kevin Obiala stated staff is continuing with the AMI meter conversion project, testing large meters, working distribution valves, and staff recently finished listening for leaks on the fire hydrants and drained them for winter.

General Manager Jeff Feldt updated the Commission on the electric rate case settlement agreement, provided results from the Public Power Week Energy Open House, and discussed the APPA 2017 Average Revenue per kWh Report. Jeff also informed the Commission the holiday party will be January 18, 2019 at Electric City Lanes, and the APPA Legislative Rally is February 25-27, 2019 in Washington D.C.

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 to approve the accounts receivable write-offs.

Roll Call Vote:

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

Motion Carried

It was moved by John Moore, seconded by Greg Lenz that checks numbered 307 through 321, and checks numbered 68562 through 68732 in the amount of \$5,795,546.54 be approved for payment.

Roll Call Vote:

John Moore	aye
Tony Penterman	aye
Greg Lenz	aye
Tom Driessen	aye
Tom McGinnis	aye
Lee Meyethofer	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)(c) to consider employment, promotion, compensation, or performance evaluations: Employee Compensation & Benefits at 5:15 p.m.

All members voted aye.

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to return to open session at 5:45 p.m.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to approve the Proposed 2019 Organization Chart.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to approve the Proposed 2019 Wage Schedule for Non-Exempt Employees.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to approve the Proposed 2019 Salary Schedule for Management Exempt Employees.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to approve payment of the Performance Based Retention Agreement for 2018.

All members voted 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 5:46 p.m.


Thomas J. McGinnis
Secretary

Minutes taken by Amy Brick