

Kaukauna, WI  
December 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, Sue Hennes, John Moore, Tom McGinnis, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Dave Pahl, Randy Vercauteren, and Amy Brick from KU, Steve Engebos from WPPI Energy, Diana Driessen, and Karen Brooks.

It was moved by John Moore, seconded by Tom McGinnis to approve the minutes of the November 14, 2018 Commission meeting as written.

All members voted aye.

Motion Carried

There was no public comment.

General Manager Jeff Feldt congratulated Dave Pahl, Manager of Generation & Substations on obtaining his MBA.

Manager of Finance & Administration Clara Pickett reviewed the Cash Reserve Guidelines. Clara stated at the November Commission meeting, the guidelines were presented as a policy and after some discussion, it was determined that it is more appropriately classified as a guideline at this time rather than a formal policy.

It was moved by Tony Penterman, seconded by John Moore to receive and place on file the Cash Reserve Guidelines.

All members voted aye.

Motion Carried

General Manager Jeff Feldt reviewed the Draft 2019 Work Plan and Key Corporate Objectives.

The Commission reviewed the monthly reports.

Staff reports:

Water Superintendent Kevin Obiala informed the Commission staff is continuing with the AMI meter conversion project and testing large meters.

Manager of Information Technology Don Krause informed the Commission staff completed the connection of the 1000 Islands Nature Center to the City of Kaukauna and completed the Fire Department's conversion to their new Records Management System.

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

Manager of Finance & Administration Clara Pickett stated staff has been working on processing year end. Clara also stated the auditors were at KU completing their interim audit and found no issues.

Manager of Generation & Substations Dave Pahl informed the Commission crews are winterizing substations and hydro plants and have been installing AMI gatekeepers to extend the infrastructure of the AMI system. Dave also informed the Commission he took part in a work group to test a new GIS viewer that ESRI will be releasing.

Manager of Engineering & Electric Distribution Eric Miller stated crews have been changing cut outs and assisting the Meter Technicians with the AMI meter conversion project.

Manager of Human Resources Denise Vanderloop informed the Commission Craig Vosters was hired for the Water Utility Technician position starting January 7 and the ad for the Stores & Utilities Technician has been placed. Denise also stated that Twila Hurst from United Heartland gave a presentation to the employees at the safety luncheon regarding the Experience Modification Factor (EMR) for Worker's Compensation.

Director of Operations Mike Pedersen stated staff completed the annual EAP in house training that is required by the Federal Energy Regulatory Commission (FERC). Mike also stated the required documentation has been filed with the FERC regarding the Owners Dam Safety Program, Emergency Action Plans (EAP), Cyber Security, and Historical Compliance for Little Chute Hydro and Badger Plant.

General Manager Jeff Feldt updated the Commission on the electric rate case, reviewed the Wisconsin 2017 Average Revenue per kWh Analysis, and discussed the ATC Schedule A to Operating Agreement. Jeff also discussed the FCC Small Cell Order Impact on Municipal Electric Utilities. Jeff discussed converting the Commission packet to an electronic version and also informed the Commission that KU employees, through their Random Act of Kindness program, raised money to donate to nine local families and also made a toy donation to the Children's Hospital. Jeff reminded the Commission the Holiday Party is Friday, January 18 at Electric City Lanes.

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 Driessen to approve the accounts receivable write-offs.

Roll Call Vote:

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

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore that checks numbered 322 through 340, and checks numbered 68733 through 68918 in the amount of \$4,895,502.61 be approved for payment.

Roll Call Vote:

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

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore 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: Acquisition of Property, Kimberly Hydro, Combined Locks Substation, and Warehouse/Maintenance Facility at 5:14 p.m.

All members voted aye.

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to return to open session at 5:47 p.m.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tony Penterman to authorize the General Manager to purchase Lot 6 from the Village of Kimberly for \$1.00.

Roll Call Vote:

Greg Lenz	aye
Tom Mcinnis	aye
Lee Meyerhofer	aye
John Moore	aye

Sue Hennes aye  
Tony Penterman aye  
Tom Driessen aye

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to authorize the General Manager and his team to proceed in negotiations with the property owners impacted by the proposed expansion of Combined Locks Substation.

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 Tom McGinnis, seconded by Tony Penterman to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:48 p.m.

  
\_\_\_\_\_  
Thomas J. McGinnis  
Secretary

Minutes taken by Amy Brick