

Kaukauna, WI
September 25, 2019

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

It was moved by Tony Penterman, seconded by Pennie Thiele to excuse Commissioner 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 28, 2019 Commission meeting as written.

All members voted aye.

Motion Carried

There was no public comment.

General Manager Jeff Feldt presented the Strategic Plan.

Director of Operations Mike Pedersen discussed the Quarry Park Parking Lot. Mike informed the Commission part of the Badger Hydro Relicensing, FERC has required KU to construct a small parking lot off of Elm Street for access to Quarry Park. The following three bids were received and evaluated by Meat & Hunt with Calnin & Goss being the lowest evaluated bid:

<u>Contractor</u>	<u>Bid Amount</u>
Calnin & Goss	\$43,234
McKeefry & Sons	\$43,285
Gene Frederickson	\$49,717

It was moved by Tony Penterman, seconded by Pennie Thiele to authorize the General Manager to award the bid for the Quarry Park Parking Lot project to Calnin & Sons for the firm price of \$43,234.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Greg Lenz	aye
Tony Penterman	aye
Sue Hennes	aye
Pennie Thiele	aye

Motion Carried

Director of Operations Mike Pedersen discussed the proposed Pole Attachment Agreement with Wisconsin Independent Network, LLC. Mike informed the Commission KU has been approached by Wisconsin Independent Network, LLC requesting permission to attach to our overhead structures. Staff has been working with Attorney Anita Gallucci of Boardman Clark Law Firm to create an agreement; the agreement has been reviewed by our City Attorney as well. KU currently has pole attachment agreements with AT&T, Spectrum, Level 3 Communications, and NetLec, LLC and all proposed contracts require a formal review and approval process on a case-by-case basis with the requesting company paying for any modifications to our facilities that may be required for them to attach to our overhead structures. Mike also informed the Commission the telecom companies are billed annually by KU for the contacts they have on our structures.

It was moved by Tony Penterman, seconded by Greg Lenz to authorize the General Manager to execute the pole attachment licensing agreement with Wisconsin Independent Network, LLC.

All members voted aye.

Motion Carried

Manager of Generation & Substations Dave Pahl discussed the purchase of Relay and Control Panels for Combined Locks Substation. Bids were requested from six manufacturers based on ECT's

Relay and Control Panel Material Specification. Five bids were received with Keystone being the lowest evaluated bid:

<u>Manufacturer</u>	<u>Bid Amount</u>
Keystone	\$174,161
EP2	\$174,953
A-Star Electric/SEL	\$189,200
Specialty Electrics, Inc.	\$190,630
Systems Control	\$223,150
TESCO	No Bid

It was moved by Sue Hennes, seconded by Greg Lenz to authorize the General Manager to award the contract for the lot of relay panels needed for the Combined Locks Substation project to Keystone in the amount of \$174,161.

Roll Call Vote:

Tony Penterman	aye
Greg Lenz	aye
Pennie Thiele	aye
Lee Meyerhofer	aye
Sue Hennes	aye
Tom Driessen	aye

Motion Carried

Director of Operations Mike Pedersen discussed the Electro-Mechanical Technician positions. Mike informed the Commission KU has been unsuccessful in filling the Relief System Operator (RSO) position, and in addition to that, the Maintenance Department has been running one position short since a retirement in early 2017. At that time, it was decided to restructure the Maintenance Department and not fill a position once employee movement within the department was complete. After re-evaluating the open Relief System Operator position and the unfilled Maintenance Department position, it was determined that the future labor force of the Maintenance Department must possess both electrical and mechanical skill sets and expertise. To achieve this, the Electro-Mechanical Technician (EMT) position is the future for the maintenance department. The intent is to hire two EMT's (possibly apprentices) and cross train them to serve as RSO's. The training as an RSO will give the EMT's complete understanding of the utility operations and maintenance activities.

It was moved by Greg Lenz, seconded by Tony Penterman to authorize the General Manager to approve the addition of two Electro-Mechanical Technician positions in the Maintenance Department and eliminate one Relief System Operator position in the System Operations Department.

All members voted aye.

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Water Superintendent Kevin Obiala stated staff is continuing with the AMI meter conversion project, flushing hydrants, and working with Bowers Construction on the Hwy 96 Water Main Relay Project.

Manager of Human Resources Denise Vanderloop informed the Commission health insurance rates are going up 7.5% in 2020 and the open enrollment deadline for health and dental insurance is October 25. Denise also informed the Commission the new PR Media Specialist starts on Monday, September 30.

Energy Services Representative Steve Engebos reviewed the August Energy Services Report.

Manager of Generation & Substations Dave Pahl informed the Commission GIS has been updated to include underground utilities and fiber, the project at Fassbender Park is continuing to progress, and crews have been raking trashracks due to all of the leaves. Dave stated he is also reviewing an Outage Management System (OMS) platform.

Director of Operations Mike Pedersen reported for Manager of Engineering & Electric Distribution Eric Miller in his absence. Mike informed the Commission crews completed the Wisconsin

Avenue Project and have started on the Hwy 96 Project. Crews are also working on the Wildlife Heights Subdivision in Kaukauna.

Manager of Information Technology Don Krause informed the Commission staff is continuing to implement the guest wireless network and working with our phone service provider to increase call capacity. Don stated October is Cyber Security Awareness month and informed the Commission that he has been accepted as a volunteer on the State of Wisconsin Cyber Response Team.

Manager of Finance & Administration Clara Pickett stated staff is working on the 2020 budget, with the draft budget to be presented at the October Commission meeting and finalized at the November meeting. She is working on a RFP for the Timekeeping and Human Resources software, and the FEMA grant application for reimbursement from the tornado that occurred in July. An RFP for Financial Auditing Services has been issued with proposals due on September 30.

Director of Operations Mike Pedersen stated he filed the Operations Plan, Woody Debris Plan, and the Drawdown Plan with the Federal Energy Regulatory Commission (FERC) for Kaukauna City Plant. A Joint Agency meeting regarding the Combined Locks Hydro relicensing has been scheduled for October 16. Mike also informed the Commission an Environmental Inspector from FERC did an inspection at Little Chute Hydro and Combined Locks Hydro and there were no issues.

General Manager Jeff Feldt informed the Commission a new Commission picture will be taken prior to the October Commission meeting. Amy will send an e-mail with details. The MEUW District Dinner Meeting is October 10 in Two Rivers and the MEUW Cybersecurity Summit is October 30 in Wisconsin Dells. If the Commission would like to attend, please let Amy know. Jeff also stated KU received the WPPI Utility Leadership Award.

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 Tony Penterman, seconded by Tom Driessen to approve the accounts receivable write-offs.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Greg Lenz	aye
Tony Penterman	aye
Sue Hennes	aye
Pennie Thiele	aye

Motion Carried

It was moved by Tony Penterman, seconded by Greg Lenz that checks numbered 464 through 479, and checks numbered 70393 through 70582 in the amount of \$4,865,340.37 be approved for payment.

Roll Call Vote:

Tony Penterman	aye
Greg Lenz	aye
Pennie Thiele	aye
Lee Meyerhofer	aye
Sue Hennes	aye
Tom Driessen	aye

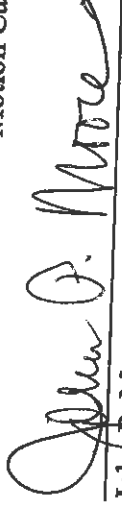
Motion Carried

It was moved by Tom Driessen, seconded by Pennie Thiele to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:09 p.m.


John P. Moore
Secretary