

Kaukauna, WI  
October 16, 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 Tony Penterman, Tom Driessen, John Moore, Pennie Thiele, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Dave Pahl, Brittany Simonson, and Amy Brick from KU, Karen Brooks, Diana Driessen, Steve Engebos from WPPI Energy, and Brian Roebke from the Times Villager.

It was moved by Tony Penterman, 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 September 25, 2019 Commission meeting with one correction.

All members voted aye.

Motion Carried

Brian Roebke, 429 Park Street, Kaukauna, requested to make a public comment. Mr. Roebke stated he was at the last meeting, but it was not noted in the minutes.

Manager of Human Resources Denise Vanderloop introduced Brittany Simonson, the new PR Media Specialist.

General Manager Jeff Feldt discussed the request from the Village of Little Chute to conduct a managed deer bow hunt on "Electric Island" from December 2, 2019 through December 8, 2019 and December 16 through December 22. This will be the tenth year for a managed deer hunt on the property.

It was moved by John Moore, seconded by Tony Penterman to authorize the Village of Little Chute to conduct a managed deer bow hunt on the Kaukauna Utilities property known as "Electric Island" located in the Village of Little Chute for the period of December 2, 2019 through December 8, 2019 and December 16 through December 22.

All members voted aye.

Motion Carried

Manager of Finance & Administration Clara Pickett discussed the Financial Auditing Services proposals. Clara informed the Commission KU has contracted with Schenck SC (now CLA) for the past twenty (20) years with the current contract expiring as of the 2018 audit. The last time KU sent out Request for Proposals (RFP) for auditing services was in 1998 and due to the hiring of new management at KU and the City, along with the retirement of KU's shareholder and the buyout of Schenck by CLA; it was determined a review of auditing services was needed. Bids were received from seven (7) auditing firms as follows:

<u>Auditing Firm</u>	<u>Proposal</u>
Baker Tilly	\$22,370
CLA	\$13,300
Hawkins Ash	\$16,000
Johnson Block	\$16,900
Kerber Rose	\$12,500
Wegner	\$17,000
Wipfli	\$13,910

Clara recommended the Commission accept the proposal from Baker Tilly due to the fact that they are skilled in auditing utility specific information such as regulatory accounting and regulatory assets, smart metering technology, power supply arrangements, restricted asset requirements through debt resolutions, utility inventory, plant accounting, job costing, developer contributions, customer advances, PCAC, and purchased power analysis.

It was moved by John Moore, seconded by Tom Driessen to authorize the General Manager to award the audit contract to Baker Tilly for the years ending December 31, 2019-2021 with the option to renew for two additional consecutive years.

All members voted aye.

Motion Carried

Manager of Finance & Administration Clara Pickett presented the 2020 Proposed Budget. Clara informed the Commission the final 2020 budget will be presented for adoption next month at the November Commission meeting.

General Manager Jeff Feldt discussed the Strategic Plan.

General Manager Jeff Feldt provided the 3<sup>rd</sup> Quarter Work Plan, Key Corporate Objectives, and Key Performance Indicators to the Commission.

The Commission reviewed the monthly reports.

Staff reports:

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

Water Superintendent Kevin Obiala stated staff is continuing with the AMI meter conversion project, flushing hydrants, and recently finished listening for leaks on the fire hydrants and draining them for winter. Crews are working with contractors on Wisconsin Avenue and the Hwy 96 Water Main Relay project, and also adjusting valve boxes and curb stops.

Manager of Human Resources Denise Vanderloop informed the Commission the Electro-Mechanical position has been posted. She is currently reviewing the Employee Handbook for changes and the RFI has been completed regarding the HR software. Diversified Benefit Services enrollment information will be distributed to employees within the next week.

Manager of Generation & Substations Dave Pahl stated crews are continuing the work at Fassbender Park. Due to storm damage, a new roof was installed on the Kimberly Hydro Plant building. Staff is finalizing details regarding the Outage Management System (OMS) and reviewing the construction specification for the Combined Locks Substation.

Manager of Engineering & Electric Distribution Eric Miller stated crews have been setting poles on Hwy 96, installing new street lights throughout the City, and working on small projects. Engineering is working on the budget for 2020. He attended the MEUW Small Cell Attachment meeting.

Manager of Information Technology Don Krause informed the Commission with October being Cyber Security month, staff has been evaluating KU's hardware and software determining what needs to be replaced. IT will be doing a presentation on Cyber Security at the MEUW EAP & Fire Prevention Training. Don is speaking at the MEUW Cyber Security Summit.

Manager of Finance & Administration Clara Pickett informed the Commission letters were sent to customers who have delinquent water/sewer bills and that the payments will now be collected at KU.

Director of Operations Mike Pedersen informed the Commission the Kaukauna City Plant relicensing plan has been submitted to FERC. The Combined Locks Plant Relicensing Joint Agency meeting was held with one representative from the WDNR attending. Contractors are continuing to work on the parking lot at Quarry Park.

General Manager Jeff Feldt discussed the 2019 Electric Bill Comparisons for June. The MEUW Cyber Security Summit is October 30 in Wisconsin Dells, the APPA Legislative Rally is February 24-26, 2020 in Washington DC, and the Electronics Recycling Event is scheduled for April 25, 2020. Also, he was re-elected Chairman of the Board of Directors for WPPI Energy and Chairman of the Board of Directors for the Fox River Navigation System Authority.

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 John Moore to approve the accounts receivable write-offs.

Roll Call Vote:

John Moore

aye

Tony Penterman  
 Greg Lenz  
 Pennie Thiele  
 Tom Driessen  
 Lee Meyerhofer

aye  
 aye  
 aye  
 aye  
 aye

Motion Carried

It was moved by John Moore, seconded by Greg Lenz that checks numbered 480 through 494, and checks numbered 70583 through 70738 in the amount of \$4,264,447.71 be approved for payment.

Roll Call Vote:

Pennie Thiele  
 Tony Penterman  
 Lee Meyerhofer  
 Tom Driessen  
 John Moore  
 Greg Lenz

aye  
 aye  
 aye  
 aye  
 aye  
 aye

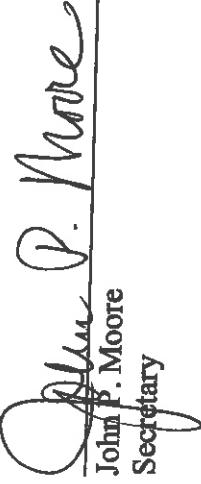
Motion Carried

It was moved by John Moore, seconded by Tom Driessen to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:58 p.m.

  
 John P. Moore  
 Secretary

Minutes taken by Amy Brick