

Kaukauna, WI
November 21, 2019

The regular meeting of Kaukauna Utilities Commission was called to order at 4:30 p.m. by President Lee Meyerhofer. Commission Members present were Tony Penterman, Tom Driessen, Sue Hennes, John Moore, Pennie Thiele, and Lee Meyerhofer. 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, Attorney Kevin Davidson, Karen Brooks, and Steve Engebos from WPPI Energy.

It was moved by John Moore, seconded by Tom Driessen to excuse Commissioner Greg Lenz'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 16, 2019 Commission meeting as written.

All members voted aye.
Motion Carried

There was no public comment.

Manager of Human Resources Denise Vanderloop discussed the employee handbook policy revisions. Denise informed the Commission there were minor changes to three (3) of the current policies:

Cell Phone – increased the monthly allowance amount from \$25 to \$50.

Retiree Health Insurance - delete the 65% as that amount is 50% for any employee hired after January 1, 2014 and add "Medicaid" to "Employee is not eligible for Medicare".

Vacation – delete the section that allowed employees during the first six (6) months to borrow vacation pay to reflect current practice of pro-rating vacation hours from the hire date.

It was moved by Tony Penterman, seconded by Pennie Thiele 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 Seasonal Employee Hiring Policy recommending KU change the current policy that states the maximum number of years for seasonal employment from three (3) to four (4) years allowing KU to retain trained college students for an additional year.

It was moved by Sue Hennes, seconded by Tony Penterman to approve the Seasonal Employee Hiring Policy revisions as presented.

All member voted aye.
Motion Carried

Manager of Finance & Administration Clara Pickett presented the 2020 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 John Moore, seconded by Sue Hennes to approve the 2020 Electric and Water Operating and Five Year Capital Budgets.

Roll Call Vote:

Pennie Thiele	aye
Lee Meyerhofer	aye
John Moore	aye
Sue Hennes	aye
Tony Penterman	aye
Tom Driessen	aye

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

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

Water Superintendent Kevin Obiala informed the Commission staff is continuing with the AMI meter conversion project, crews repaired a service leak and water main break since the last Commission meeting, crews have been testing large meters, verifying the fire hydrants are drained for winter, and testing backflow preventers.

Manager of Human Resources Denise Vanderloop informed the Commission she is currently interviewing candidates for the Electro-Mechanical position. The Journey Line Technician and Engineering Intern positions have been posted, and she is reviewing vendors for the Timekeeping and Human Resources software.

Manager of Generation & Substations Dave Pahl stated crews are finishing the Fassbender Park project, working at the Combined Locks Hydro Plant upgrading the speed sensor system, fire system, and cooling water system. The pre-bid meeting was held for the Combined Locks Substation rebuild project and he will be attending the factory acceptance testing on the two transformers. He is also finalizing the specification for the Outage Management System (OMS).

Manager of Engineering & Electric Distribution Eric Miller informed the Commission crews have installed temporary lighting on Wisconsin Avenue, started the work in the Rueden Ridge subdivision, and have finished the work on the Hwy 96 project. Crews are also assisting with the AMI meter conversion project. He is also working with the Manager of Finance & Administration, Clara Pickett, on the FEMA grant application for reimbursement from the tornado that occurred in July.

Manager of Information Technology Don Krause informed the Commission he has been assisting the Manager of Generation & Substations, Dave Pahl, with several projects. He has been working with vendors on the phone system and the issues regarding the call capacity have been resolved. He attended the APPA Cyber Security Summit in Nashville and participated in a Grid X online exercise.

Manager of Finance & Administration Clara Pickett informed the Commission the simplified water rate case increase went into effect November 1. She is working with vendors regarding the Timekeeping and Human Resources software, and working with the Manager of Engineering & Electric Distribution, Eric Miller, on the FEMA grant application.

Director of Operations Mike Pedersen informed the Commission the parking lot is completed at Quarry Park and crews completed the fall outage at the Island Street Gas Turbine. He received notice from FERC stating no issues were found when they completed the environmental inspections at the Little Chute Plant and Combined Locks Plant. He also received a letter of approval from FERC regarding the Kaukauna City Plant Wood Debris Management Plan.

General Manager Jeff Feldt reviewed the spreadsheets detailing the percentages of renewable energy KU and City of Kaukauna main offices utilized over the past two years. KU's holiday party is January 24, 2020 at Electric City Lanes, and the APPA Legislative Rally is February 24-26, 2020 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 Driessen to approve the accounts receivable write-offs.

Roll Call Vote:

John Moore	aye
Tony Penterman	aye
Pennie Thiele	aye
Tom Driessen	aye
Sue Hennes	aye
Lee Meyerhofer	aye

Motion Carried

It was moved by John Moore, seconded by Tom Driessen that checks numbered 495 through 515, and checks numbered 70739 through 70917 in the amount of \$4,258,321.75 be approved for payment.

Roll Call Vote:

Pennie Thiele aye
 Tony Penterman aye
 Lee Meyerhofer aye
 Tom Driessen aye
 John Moore aye
 Sue Hennes aye

Motion Carried

It was moved by Tony Penterman, seconded by Tom Driessen 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 5:26 p.m.

All members voted aye.

Motion Carried

It was moved by Tom Driessen, seconded by John Moore to return to open session at 6:29 p.m.

All members voted aye.

Motion Carried

It was moved by Tom Driessen, seconded by Tony Penterman to approve the 2020 Non-Exempt Employee Wage Schedule as presented.

All members voted aye.

Motion Carried

It was moved by Sue Hennes, seconded by Tom Driessen to approve the 2020 Exempt Employee Salary Schedule as presented.

All members voted aye.

Motion Carried

It was moved by Pennie Thiele, seconded by John Moore to approve 2019 payment of the Performance Based Retention Agreement for the Director of Operations as presented and amended.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tony Penterman to approve the reclassification of the Administrative Coordinator position from non-exempt to exempt with the title of Administrative/HR Coordinator as presented.

All members voted aye.

Motion Carried

It was moved by Tom Driessen, seconded by John Moore to approve the proposed 2020 Organization Chart as presented.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the General Manger Employment Agreement as amended.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tony Penterman, to return to open session at 6:31 p.m.

All members voted aye.

Motion Carried

Commissioner John Moore made the comment the tour given by KU employees for WPPI members was very nice.

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

All members voted aye.

Motion Carried

The meeting ended at 6:34 p.m.



John P. Moore
 Secretary

Minutes taken by Amy Brick