

Kaukauna, WI
June 17, 2020

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer via ZOOM Meetings due to the COVID-19 pandemic. Commission Members present were John Moore, Pennie Thiele, Sue Hennes, Greg Lenz, Lee Meyerhofer, and Tony Penterman. Also present via teleconference were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Clara Pickett, Dave Pahl, Dan Goffard, Jim Roberts, and Amy Brick from KU, and City Attorney Kevin Davidson.

It was moved by John Moore, seconded by Greg Lenz to excuse Commissioner Tom Driessen's absence.

All members voted aye.

Motion Carried

There was no public comment.

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the May 20, 2020 Commission meeting as written.

All members voted aye.

Motion Carried

Mike Pedersen, Director of Operations, discussed the Wellhead Protection Plan and Groundwater Protection Ordinance stating the purpose of the ordinance is to establish a groundwater protection overlay district to institute land use regulations and restrictions within a defined area that contributes water directly to the municipal water supply and aquifer. Mike stated the groundwater plan is based on the City of Kaukauna Wellhead Protection Plan.

It was moved by John Moore, seconded by Greg Lenz, to approve the Kaukauna Wellhead Protection Plan with revisions and authorize submittal of the Groundwater Protection Ordinance to the Kaukauna Common Council for formal adoption of the ordinance.

All members voted aye.

Motion Carried

Mike Pedersen, Director of Operations, discussed the water department's water utility storage building stating the existing building was constructed in the early 1900's and is deteriorating. Mike stated bids were requested to raze the existing structure and construct a new metal storage building which includes an 8" concrete floor and a storage area for gravel, sand, and cold mix for winter repair work. Mike stated four (4) bids were received with Keller, Inc. being the lowest evaluated bid. The four (4) bids evaluated were:

<u>Contractor</u>	<u>Amount</u>
Keller, Inc.	\$318,856
KWS Construction	\$411,623
Milbach Construction	\$412,000
Howard Immel	\$506,900

Mike informed the Commission the budget for the project is \$300,000 and after discussions with management and the need for the building, it was determined the shortfall in the budget will be made up from operating cash.

It was moved by Tony Penterman, seconded by Sue Hennes, to authorize the General Manager to approve the bid submitted by Keller, Inc. in the firm amount of \$318,856 for the removal of the existing water storage building and construction of a new storage building.

Roll Call Vote:	Lee Meyerhofer	aye
	Sue Hennes	aye
	Greg Lenz	aye
	Pennie Thiele	aye
	Tom Driessen	aye
	John Moore	aye
	Tony Penterman	aye

Motion Carried

Manager of Finance & Administration Clara Pickett stated during the 2019 audit, it was noted by Baker Tilly that the allowance for uncollectible accounts has not changed in recent years and they recommended KU create a policy to be approved by the Commission which can then be applied in the future to evaluate the adequacy of the allowance in light of changes in receivable balances. Clara informed the Commission that based on the review of the current year, the allowance balance should be increased from \$50,000 to \$70,000 in the electric utility. The balance will then be reviewed annually and adjusted as necessary.

It was moved by Greg Lenz, seconded by Sue Hennes, to approve the Allowance for Uncollectible Account Policy as presented.

Roll Call Vote:	Sue Hennes	aye
	Tony Penterman	aye
	Lee Meyerhofer	aye
	Pennie Thiele	aye
	Greg Lenz	aye
	John Moore	aye

There was discussion regarding the COVID-19 pandemic.

General Manager Jeff Feldt provided an update on the COVID-19 Community Recharge Program.

General Manager Jeff Feldt reviewed the WPPI Energy Typical Bill Comparison summary, provided an update regarding the Customer Owned Lead Service Lateral Replacement Program, and provided an update on the Baker Tilly Organizational and Operational review. KU partnered with Focus on Energy to offer discounts on energy efficient LED bulbs, the sale is June 15 - June 29.

Dave Pahl provided an update on the Solar Project at the Warehouse and the Combined Locks Substation rebuild project.

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 Greg Lenz to approve the accounts receivable write-offs.

Roll Call Vote:	Sue Hennes	aye
	Tony Penterman	aye
	Lee Meyerhofer	aye
	Greg Lenz	aye
	Pennie Thiele	aye
	John Moore	aye

Motion Carried

It was moved by Tony Penterman, seconded by Sue Hennes that checks numbered 610 through 628, and checks numbered 71943 through 72089 in the amount of \$3,573,357.67 be approved for payment.

Roll Call Vote:	Tony Penterman	aye
	John Moore	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye
	Pennie Thiele	aye
	Greg Lenz	aye

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 4:51p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick