

Kaukauna, WI
May 20, 2020

The regular meeting of Kaukauna Utilities Commission was called to order at 4:02 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, and Amy Brick from KU, City Attorney Kevin Davidson, Steve Engebos from WPPI Energy, and Jodi Dobson, partner at Baker Tilly Virchow Krause, LLP.

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

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele to approve the minutes of the April 15, 2020 Commission meeting as written.

All members voted aye.

Motion Carried

There was no public comment.

Manager of Finance & Administration Clara Pickett introduced Jodi Dobson, partner with Baker Tilly Virchow Krause, LLP, who presented the audited financial statements and outlined the 2019 audit process. Ms. Dobson indicated that the audit had no irregularities and the audit report accurately represents Kaukauna Utilities' financial position for the year ended December 31, 2019.

It was moved by Sue Hennes, seconded by John Moore that the Commission accepts the 2019 Financial Statements as presented by CLA.

Roll Call Vote

Sue Hennes	aye
Tony Penterman	aye
Pennie Thiele	aye
Lee Meyerhofer	aye
Greg Lenz	aye
John Moore	aye

Director of Operations Mike Pedersen informed the Commission the Federal Energy Regulatory Commission (FERC) requires underwater dive inspections of the dams and hydro facilities every five years to inspect the safety of the structures. Mike also informed the Commission the annual FERC required Dam Safety and Surveillance Monitoring Report (DSSMR) stated minor repairs needed to be made at Little Chute Hydro, Kimberly Hydro, Combined Locks Hydro, Rapide Croche Hydro, and Kaukauna City Plant. Five bids were received and evaluated as follows:

<u>Contractor</u>	<u>Amount</u>
Lunda	\$158,567
C.R. Meyer	\$329,471
Boldt	\$496,925
Miron	\$532,131

J.F. Brennan

\$800,000

After evaluation of the bids, it was determined Lunda mistakenly missed a major portion of the work putting their proposal together and was therefore rejected.

It was moved by John Moore, seconded by Greg Lenz to authorize the General Manager to award the bid to C.R. Meyer for \$329,471.51 to complete the FERC Dive Inspections and DSSMR repair work.

Roll Call Vote:

Lee Meyerhofer	aye
Sue Hennes	aye
John Moore	aye
Tony Penterman	aye
Pennie Thiele	aye
Greg Lenz	aye

Motion Carried

Director of Operations Mike Pedersen discussed the 2020 Concrete Patching Work project stating the project includes forty (40) separate concrete patches throughout the City that were caused by water main breaks or water system maintenance work in 2019 and 2020, and also includes a few concrete patches for the City of Kaukauna. Five bids were received and evaluated as follows:

<u>Contractor</u>	<u>Amount</u>
Al Dix Concrete	\$68,197.50
Jim Fisher, Inc.	\$86,303.50
Sommers Construction	\$92,595.10
Fisher Ulman Construction	\$93,165.50
Vinton Construction	\$122,750.10

It was moved by Sue Hennes, seconded by Pennie Thiele, to authorize the General Manager to award the bid to Al Dix Concrete for \$68,197.50 to complete the 2020 Concrete Patching Work.

Roll Call Vote:

Sue Hennes	aye
Lee Meyerhofer	aye
Tony Penterman	aye
John Moore	aye
Pennie Thiele	aye
Greg Lenz	aye

Motion Carried

General Manager Jeff Feldt discussed the WPPI COVID-19 Community Recharge Program stating that WPPI is proposing a program which WPPI would provide a grant to each member utility to be used to provide financial support to local COVID-19 relief efforts in their community. Kaukauna Utilities will receive a grant of \$37,100 to be used to fund specific COVID-19 relief needs. Jeff recommended that KU match WPPI's contribution as there are opportunities within KU's service territory where financial support is needed to lessen the economic impact of COVID-19.

It was moved by John Moore, seconded by Sue Hennes, to authorize the General Manager to make a matching grant to the WPPI COVID-19 Community Recharge Program in the amount of \$37,100 to be used to provide financial support to local COVID-19 relief efforts.

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

Motion Carried

There was discussion regarding the COVID-19 pandemic.

General Manager Jeff Feldt provided an update on the Baker Tilly Organizational and Operational Review and also discussed the 2019 rate of return. KU was awarded the MEUW 2019 Gold Safety Award, and the APPA National Conference will be held virtually June 8-10, 2020.

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 John Moore that checks numbered 595 through 609, and checks numbered 71744 through 71942 in the amount of \$4,103,188.57 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 John Moore, seconded by Greg Lenz to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 5:19 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick