

Kaukauna, WI  
September 16, 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, Sue Hennes, Greg Lenz, Lee Meyerhofer, Paul Van Berkel, 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, Steve Engebos from WPPI Energy, Attorney Kevin Davidson, and Brian Roebke.

It was moved by Tony Penterman, seconded by Sue Hennes to excuse Commissioner Pennie Thiele's absence.

All members voted aye.

Motion Carried

Commission President Lee Meyerhofer welcomed Paul Van Berkel as the new Utility Commissioner.

There was no public comment.

It was moved by Sue Hennes, seconded by John Moore to approve the minutes of the August 19, 2020 Commission meeting as written.

All members voted aye.

Motion Carried

Commission President Lee Meyerhofer discussed General Manager Jeff Feldt's notice of retirement.

Commission President Lee Meyerhofer discussed the search and hiring process for the General Manager position stating the Personnel Committee met on Wednesday, September 2, 2020 to discuss the process to be used for the search and hiring of a new General Manager to replace Jeff Feldt who submitted his Notice of Retirement effective January 3, 2022. The Personnel Committee recommended appointing the Personnel Committee to be in charge of the search and hiring process for the General Manager position including associated costs and other resources.

It was moved by Tony Penterman, seconded by Greg Lenz to appoint the Personnel Committee to be in charge of the search and hiring process for the General Manager position including associated costs and other resources.

Roll Call Vote:

Sue Hennes	aye
Tony Penterman	aye
Paul Van Berkel	aye
Lee Meyerhofer	aye
Greg Lenz	aye
John Moore	aye

Motion Carried

Manager of Generation & Substations Dave Pahl discussed the roof replacement at Rapide Croche Plant informing the Commission the current roof has had multiple repairs, leaks inside the building, and currently has a tarp covering one of the units to keep water from the leaking roof off of the generator windings and control. The 2020 Capital Budget includes replacement of the roof at \$100,000. Dave informed the Commission three (3) bids were received with the following results:

<u>Contractor</u>	<u>Base Bid</u>	<u>Evaluated Bid</u>
Security-Luebke Roofing	\$55,745	\$58,945
Harry E. Wendlandt Co., Inc.	\$47,873	\$50,873
Crafts Roofing, Inc.	\$68,850	\$68,850

It was moved by Sue Hennes, seconded by Greg Lenz to authorize the General Manager to award the bid for the roof replacement project at Rapide Croche Plant to Harry E. Wendlandt Co., Inc. in the amount of \$47,873.

Roll Call Vote:	Lee Meyerhofer	aye
	Greg Lenz	aye
	Paul Van Berkel	aye
	Tony Penterman	aye
	John Moore	aye
	Sue Hennes	aye

Motion Carried

The Commission reviewed the monthly reports and the Electric and Water Financial Statements.

Staff reports:

Director of Operations Mike Pedersen informed the Commission the 10<sup>th</sup> Street Water Relay project will be complete by the end of September. Crews have been testing water meters, operating valves, completing maintenance work on hydrants, and water meter exchanges.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission TDS Telecom will be installing fiber optic facilities throughout the Fox Cities tentatively starting in spring, 2021. Crews are working on the Combined Locks Substation, installing facilities on Martineau Road in Combined Locks, and re-routing fiber at the intersection of CE and Hillcrest.

Manager of Generation & Substations Dave Pahl provided an update to the Commission regarding the rebuild of the Combined Locks Substation and also informed the Commission crews have been performing maintenance on the hydro plants.

Manager of Information Technology Don Krause informed the Commission October is Cybersecurity Awareness month and staff is evaluating a Password Manager software.

Manager of Human Resources Denise Vanderloop informed the Commission she is continuing to deal with changes regarding the COVID pandemic, reviewing handbook changes for 2021, and working on health and dental open enrollment.

Manager of Finance & Administration Clara Pickett informed the Commission the PSC has an open meeting September 17 regarding residential disconnects.

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

General Manager Jeff Feldt discussed the Baker Tilly Organizational and Operational report stating he will present the report at the October Commission meeting.

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 Sue Hennes to table the motion until the next Commission Meeting.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Tony Penterman to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluations: Employment Agreement at 4:49 p.m.

All members voted aye. Motion Carried

It was moved by Tony Penterman, seconded by John Moore to return to open session at 5:01 p.m.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Greg Lenz to approve the General Manager's employment agreement as amended.

All members voted aye. Motion Carried

It was moved by Tony Penterman, seconded by Sue Hennes to adjourn.

All members voted aye. Motion Carried

The meeting ended at 5:04 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick