

Kaukauna, WI
February 17, 2021

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer via ZOOM Meetings. Commission Members present were John Moore, Pennie Thiele, Sue Hennes, Greg Lenz, Lee Meyerhofer, Paul Van Berkel, and Tony Penterman. Also present via teleconference were Jeff Feldt, Rachel Audette, Mike Pedersen, Don Krause, Eric Miller, Clara Pickett, Dave Pahl, Brian Delforge, Brittany Simonson, and Amy Brick from KU, Steve Engebos from WPPI Energy, City Attorney Kevin Davidson, and Brian Roebke.

There was no public comment.

Communications Coordinator Brittany Simonson provided a presentation to the Commission on the KU Brand Refresh initiative.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the January 20, 2021 Commission meeting.

All members voted aye.

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller informed the Commission KU utilizes a contractor to manage the growth of foliage that encroaches on our overhead electric lines. The current contract with Makovsky Brush Service (MBS) expires in February, 2021. Eric stated three bids were received with MBS being the lowest evaluated bid.

	<u>2021 Hourly Rates</u>			
<u>Contractor</u>	<u>Foreman</u>	<u>Trimmer</u>	<u>Truck</u>	<u>Total</u>
MBS	\$41.16	\$40.31	\$30.24	\$111.71
Asplundh	\$58.23	\$50.31	\$14.75	\$123.29
Zielies	\$60.16	\$53.72	\$24.68	\$138.56

Eric informed the Commission that MBS has been clearing KU's lines since 2010, they are responsive during storm restoration work, and have also done well in communicating with the customers. The contract with MBS also includes a 3% annual increase to the figures stated above for 2022 and 2023.

It was moved by Paul Van Berkel, seconded by Tony Penterman to authorize the General Manager to execute the contract with Makovsky Brush Services, LLC, for tree trimming services for the years 2021, 2022, and 2023.

Roll Call Vote:

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

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller informed the Commission KU utilizes a Contractor to locate our underground electric and water distribution facilities in response to calls that come from Digger's Hotline. KU received costs from two Contractor's for locating services:

<u>Contractor</u>	Cost per Ticket	
	<u>Standard (<1 hr.)</u>	<u>Hourly (more than 1 hr.)</u>
Damage Prevention Services (DPS)	\$12.90	\$42.00
USIC	\$21.50	\$60.00

Eric informed the Commission the cost for locating services depends on the usage of the Digger's Hotline on-call service and vary from year to year. KU spent \$64,903 in 2019 and \$80,627 in 2020 with the cost being split between both the electric and water. The contract with DPS is for 36 months and will expire on February 28, 2024 with no annual increase.

It was moved by John Moore, seconded by Pennie Thiele to authorize the General Manager to approve the contract with Damage Prevention Services, LLC, for locating our underground facilities through February 28, 2024.

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

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller discussed the TDS Metrocom Joint Use Pole Attachment Agreement informing the Commission TDS Metrocom will be installing telecommunication facilities in our territory and plan to install their lines and equipment underground; however, they stated they may need to attach to KU's poles. Staff worked with Anita Gallucci of Boardman Clark Law Firm to review the pole attachment agreement and was approved by the City Attorney.

It was moved by Sue Hennes, seconded by Greg Lenz to authorize the General Manager to execute the joint use pole attachment agreement with TDS Metrocom, LLC.

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

Motion Carried

General Manager Jeff Feldt informed the Commission US Petroleum requested a Letter of No Objection to replace and upgrade the single walled underground storage tank (UST) system with a double walled system at 400 W 10th Street. The Letter of No Objection is required as the proposed UST system replacement will be located within the minimum 300' setback of Well #10 as required by Section NR 811.12(5)(d), Wis. Adm. Code. Jeff stated he requested Brad Werner from McMahon Associates work with US Petroleum and the WDNR to review the request and evaluate with respect to City of Kaukauna Ordinance No. 2020-1821 and KU Wellhead Protection Plan. After review, the information was forwarded to the City Attorney for review.

It was moved by Paul Van Berkel, seconded by Greg Lenz to authorize the General Manager to issue a Letter of No Obligation to US Petroleum for installation of a new double-walled underground storage tank system at 400 W 10th Street directly adjacent to Well #10 subject to the insertions recommended by the Commission and approval by the City Attorney.

All members voted aye.

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller informed the Commission that KU is in need of a piece of machinery to assist with excavation and material handling in tight space areas such as rear lot lines. Four bids were received with the following results:

<u>Manufacturer</u>	<u>Price</u>
John Deere	\$49,700
Caterpillar	\$53,850
Kubota	\$56,562
Bobcat	\$58,071

Eric stated that demonstration units were provided and used by the crews and it was determined that the John Deere unit was lacking in power when it came to lifting items and was less powerful when digging which would impact its usability and productivity negatively compared to the other units. The Caterpillar was found to be sufficient in its performance during the field test and was the next lowest bid. A meeting was held with other departments to determine if the Caterpillar was sufficient or if modifications were needed and it was determined that the addition of a 40" ditching bucket would also be needed. Also, a separate trailer would also be needed to allow the machine to be used on separate projects while other trailers are used elsewhere. The total cost of the Caterpillar including the ditching bucket (915) and trailer (6,929) is slightly over the 2021 budgeted amount of \$60,000.

It was moved by Sue Hennes, seconded by Pennie Thiele to authorize the General Manager to award the purchase of a mini-excavator to Caterpillar in the amount of \$61,694 that includes a 40" ditching bucket and 14,000 lb. trailer.

Roll Call Vote:

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

Motion Carried

Manager of Finance & Administration Clara Pickett discussed the American Transmission Company (ATC) Investment Activities stating KU contributed \$60,661 to ATC in 2020. The contribution was made based on ATC's Capital Call which is designed to obtain funds for ATC capital projects. If KU elected not to contribute additional funds, KU's percentage interest in ATC would be reduced. KU's percentage interest is currently 0.1724%. As ATC will require up to \$25,000,000 in additional capital in 2021, KU will be required to contribute \$43,100 in 2021 to maintain KU's current ownership interest of 0.1724%.

It was moved by John Moore, seconded by Greg Lenz to authorize the General Manager to contribute sufficient funds to ATC to maintain Kaukauna Utilities' current ownership interest in ATC (0.1724%).

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

Motion Carried

Human Resources Director Rachel Audette discussed the need for three (3) summer seasonal positions for the summer of 2021. Two positions will be assigned to the Generation & Substations Department to perform painting and clean-up activities at the Substations and Hydro Plants and one position will be assigned to the Stores & Facilities Department to perform routine lawn care and general maintenance activities at various facilities to include the Main Office and Warehouse.

It was moved by Pennie Thiele, seconded by Sue Hennes to authorize approval to hire three summer seasonal positions and one engineering intern for 2021.

All members voted aye.

Motion Carried

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

The Commission reviewed the staff reports and discussed the cybersecurity incident that happened in the City of Oldsmar, Florida.

Steve Engebos, Energy Services Representative from WPPI Energy discussed the Power by Battery – Electrification of Landscape Equipment Incentive Program.

General Manager Jeff Feldt informed the Commission the APPA Best Practices in Public Power Governance webinar is March 11, WPPI Energy released a new book "A Visual History of WPPI Energy", and the Electronics Recycling event is April 24.

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. 196.137, 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 January accounts receivable write-offs.

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

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele that checks numbered 739 through 753, and checks numbered 73385 through 73550 in the amount of \$3,991,534.12 be approved for payment.

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

Motion Carried

It was moved by Paul Van Berkel, seconded by Greg Lenz to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 5:23 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick