

Kaukauna, WI
October 20, 2021

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

There was no public comment.

General Manager Jeff Feldt presented an award to President Lee Meyerhofer recognizing him for his 25 years of dedicated service on the Utility Commission.

Mike Peters, President & CEO of WPPI Energy gave a presentation to the Commission regarding an update on WPPI Energy.

It was moved by John Moore, seconded by Greg Lenz to approve the minutes of the September 7, 2021 Commission meeting.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to approve the minutes of the September 13, 2021 Special Commission meeting.

All members voted aye.

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to appoint Michael Avanzi to serve as the Kaukauna Utilities Director to the WPPI Energy Board of Directors, effective December 16, 2021 upon the resignation of Jeffery Feldt as Kaukauna Utilities Director to the WPPI Energy Board of Directors and reappoint Clara Pickett as the Kaukauna Utilities Alternate Director to the WPPI Board of Directors.

All members voted aye.

Motion Carried

Human Resources Director Rachel Audette discussed the employee handbook policy revisions below:

- Time Sheet Regulations – modified wording due to current practices.
- Employee Recognition Program
 - Active Employee Recognition - Changing from employees receiving a gift card to a lump sum on the employee's paycheck. This will eliminate the fees for purchasing the gift cards as well as the timeframe employees have to use it.
 - Retirement Recognition - Change from \$10.00 to \$25.00 per year of service, and also change from receiving a gift card to a lump sum on the employee's last paycheck.

Employees retiring would also no longer receive a luncheon; however, they would be recognized with a cake or doughnuts (their choice) and refreshments on the last day of employment.

In both cases, the lump sum payout would be “grossed up” for their taxable income so that they are truly receiving the full amount.

- Fitness Reimbursement Policy – wording in the policy referred to it as “Health club” and it has been changed to reflect the policy title “fitness”. We have also added a second benefit offering of a Fitness Equipment purchase, valued up to \$200, once every five (5) years.
- Supplemental Vision – Added this section because this is a new benefit, we will be offering starting in 2022.
- Life Insurance – Updated start date of benefit, this has been the practice but never updated in the Handbook.
- Residency Incentive – Added language to clarify when contributions end after termination or resignation.
- Vacation – The policy language has been updated to reflect our existing practices and interpretation of the policy. We are also removing the 64 hours (prorated from hire date) of vacation in their first year of employment and changing it to 104 hours.
- Alcohol and Substance Abuse Policy – updated Designated Employer Representative to correct HR staff name & removed the full name of the Medical Review Officer for Affinity Occupational Health system and just left the position title.
- Employee Assistance Program – Affinity is changing names to Agnesian. We also added the close that “HR retains the right to change the provider (of EAP) with proper notification to all employees.
- Bulletin Board – removed this policy as it is not currently applicable.
- Cell Phone – Removed “MEUW” from the Safety Manual title.
- Information Technology Acceptable Use Policy – Updated the email address of the help desk.
- Travel Policy – the word “and” was replaced with “or” in the last paragraph of this section.
- Workplace Health and Safety Program – Removed “Workplace Health and Safety Manual” and replaced with “Safety & Compliance Manual” as well as removed Coordinator and replaced it with “Consultant” as they are not on our staff.
- Call-In and Scheduled Overtime – Wording modified to better help payroll administer the call-in policy pay practices as intended. IT specialists was also removed and retitled to “Regular non-exempt employees” as this policy really covers any non-exempt, non-field employee that would be called in to work off hours.

- Pay Periods – The second paragraph was deleted because the exact wording is found in a different section in the handbook, Personnel File Access.
- Throughout the entire handbook, changed the title “Human Resources Manager” or “Manager of Human Resources” to just “Human Resources” that way employees know they can come to anyone who may be in the HR department. We have also updated various sections of the handbook and removed the term manager, department manager, or director and replaced with “Department Head” as a more general term.

It was moved by Paul Van Berkel, seconded by Sue Hennes to approve the Employee Handbook Policy addition and revisions as presented.

All members voted aye.

Motion Carried

General Manager Jeff Feldt provided the 3rd Quarter Work Plan, Key Corporate Objectives, and Key Performance Indicators to the Commission.

General Manager Jeff Feldt provided an update on the 2020 Strategic Plan.

The Commission reviewed the monthly reports.

General Manager Jeff Feldt reviewed the 2020 MEUW Statistical Data, provided an update on the Electric Rate Case, the Badger Hydro Rack Raker Scour Repair, and also the Combined Locks Hydro Unit #1 Gearbox Repair.

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 September accounts receivable write-offs.

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

It was moved by Pennie Thiele, seconded by John Moore that checks numbered 867, and 869 through 887, and checks numbered 74774 through 74959 in the amount of \$6,394,752.77 be approved for payment.

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

It was moved by John Moore, seconded by Sue Hennes to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(c): to consider employment, promotion, compensation, or performance evaluation at 5:24 p.m.

All members voted aye.

Motion Carried

It was moved by Pennie Thiele, seconded by Greg Lenz to return to open session at 7:38 p.m.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele to approve the proposed 2022 Personnel and Compensation adjustments as presented and amended in the General Managers October 15, 2021 memo.

Roll Call Vote

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

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

All members voted aye.

Motion Carried

The meeting ended at 7:40 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick