

**Minutes of
Shawano Municipal Utilities
Regular Commission Meeting
November 8, 2021**

Present: Hoefts, Pescinski, Celmer, Malueg, Reuter, Keuschel and Milavitz

Also Present: General Manager Knapp, Electrical Engineer Koepp, Financial Director Miller, Network Administrator Bisterfeldt and City Administrator Sheppard

Meeting called to order at 4:00 p.m. by President Pescinski at the Shawano Municipal Utilities office.

Minutes of the October 11 and 18 meetings were read and placed on file.

FINANCIAL

Motion by Hoefts, seconded by Reuter to approve the vouchers in the amount of \$1,974,878.24. Roll Call (Hoefts Reuter, Pescinski, Celmer, Malueg, Keuschel and Milavitz) = All Yes.

ELECTRICAL

Inspections

1,251 of the 2,406 poles on the system were inspected in 2021. 1,163 of the 5,458 overhead secondaries and services were inspected in 2021. 0 of the 1,733 underground pieces of equipment on the system were inspected in 2021. So far in 2021 2,414 inspections of 9,597 have been completed or 25.15%. Our goal is to inspect 20% of the system a year. In prior years we have inspected 20.70%, 9.05%, 22.43%, 13.86%, 13.50% in 2016, 2017, 2018, 2019, and 2020 respectively.

2020 Budget

35 kV recloser has arrived. Tentative installation in spring 2022.

2021 Budget

- Transformers have all been received.
- New reel trailer was received.
- 35 kV switch for East Shawano backup was received. Waiting on an outage from Arrowcast to install the riser for this switch.
- SMU crews replaced twenty-one poles North and West of Shawano. These were poles that were reported as needing replacement from pole inspections done by Karcz Utility Services. The 2021 budget included \$70,000 for pole replacements.
- Shawano Plaza OH to URD Conversion – The East side of S Main Street is all converted. The West side of the project, conduits are currently being installed.
- Industrial Drive 35 kV underground relocation – This project is completed.

Primary Extension Projects 2020 and 2021

- 1229-1239 Ridlington Avenue – The northern half of the project is completed. The builder plans to install three more duplexes to the South in 2021 and there is a small portion of secondary that would need to be installed in 2021 for these three duplexes.

- 657 N Main Street – This project is completed.
- 3rd & Bartlett – This project is completed.
- Swiderski Development – The primary cables and transformers will all be installed in October along with the services to the Northern 6 buildings. SMU crews are currently working on this project as fill in work terminating the primary cables and installing the transformers on the Southern half of the complex.

Miscellaneous

- Read SMU and BPMA Subs every other week.
- Repaired street light outages.
- Tested meters.
- Energized services.
- Read large power.
- Installed a taller pole for a NSight small cell deployment on E Green Bay Street by the intersection of Lakeland Road.

Outages

<u>Location</u>	<u>Cause</u>	<u>Date</u>	<u>Est. # of Cust.</u>
190 Woodlawn Drive	Squirrel	10-10-21	5

SAIDI - System Average Interruption Duration Index

Sum of all Customer Interruption Duration/Total # of Customers

SAIFI - System Average Interruption Frequency Index

Total # of Customers Interrupted/Total # of Customers

CAIDI - Customer Average Interruption Duration Index

Sum of all Customer Interruption Duration/Total # of Customer Interruptions

Avg. monthly # of customer minutes/month – 246,240,000 minutes

Avg. yearly # of customer minutes/year – 2,995,920,000 minutes

Month	# of Outages	# of Customers Interrupted	Interruption Duration (Minutes)	SAIDI	SAIFI	CAIDI
Oct. 2021	1	5	375	0.066	0	75
Sep. 2021	4	937	21,210	3.721	0.164	22.636
Aug. 2021	3	10	840	0.147	0.002	84
Jul. 2021	5	407	61,320	10.758	0.071	150.663
Jun. 2021	8	4,033	346,555	66.408	0.708	85.930
May 2021	6	290	34,670	6.082	0.051	119.552
Apr. 2021	1	1	120	0.021	0	120
Mar. 2021	1	10	900	0.158	0.002	90
Feb. 2021	1	90	90	0.016	0	90
Jan. 2021	1	1,500	30,000	5.263	0.263	20
Dec. 2020	1	200	24,000	4.210	0.035	120
Nov. 2020	0	0	0	0	0	0
Oct. 2020	3	38	840	0.147	0.007	22.105
Rolling 12	31	7,389	520,100	91.246	1.297	70.388

Year	# of Outages	SAIDI	SAIFI	CAIDI
Rolling 12 Mo	31	91.246	1.297	70.388
2020	19	25.885	0.260	57.748
2019	22	26.559	0.333	79.718
2018	30	56.662	0.606	93.426
2017	35	27.710	0.336	82.521
2016	30	24.163	0.342	70.582
2015	31	71.932	0.673	106.884
2014	40	24.197	0.165	146.471
2013	36	38.101	0.790	48.243
2012	42	87.349	0.994	87.860
2011	43	124.719	0.860	146.148
2010	52	110.643	0.996	110.643
2009	38	36.012	0.312	115.352
2008	32	12.517	0.128	97.584
2007	43	25.906	0.462	56.064
2006	50	17.448	0.280	67.167

Reliability Comparison - US Energy Information Administration's Website

	SAIDI (Outage Minutes/Customer)	SAIFI (Customer Outages/Year)
WI Mun Avg (2016)	22.184	0.349
(2017)	12.964	0.223
(2018)	21.429	0.315
WI Avg (2016)	62.209	0.665
(2017)	52.045	0.505
(2018)	59.408	0.522
US Avg (2016)	130.811	1.256
(2017)	137.664	1.228
(2018)	142.987	1.274

SMU (2016)	24.163	0.342
(2017)	27.710	0.336
(2018)	56.662	0.606
(2019)	26.559	0.333

SMU System Load

Month	Load Max.	Load Min.	Power Factor	Load Factor	Energy/Day
Oct. 2021	41.75	22.10	98.1	73.79	739
Sep. 2021	43.31	21.01	97.9	72.00	748
Aug. 2021	46.78	19.95	97.5	72.49	814
Jul. 2021	47.64	21.45	97.8	70.32	804
Jun. 2021	47.38	18.56	97.9	68.33	777
May 2021	42.80	19.07	98.0	70.41	723
Apr. 2021	40.44	21.29	98.2	76.16	738
Mar. 2021	40.93	21.51	98.0	77.13	758
Feb. 2021	42.47	24.04	98.2	77.06	786
Jan. 2021	40.86	22.63	98.4	77.43	759
Dec. 2020	40.99	14.56	98.3	73.49	723
Nov. 2020	40.30	21.74	98.2	76.10	736
Oct. 2020	40.69	21.14	97.3	76.34	746

INFORMATION TECHNOLOGY

Helpdesk Tickets

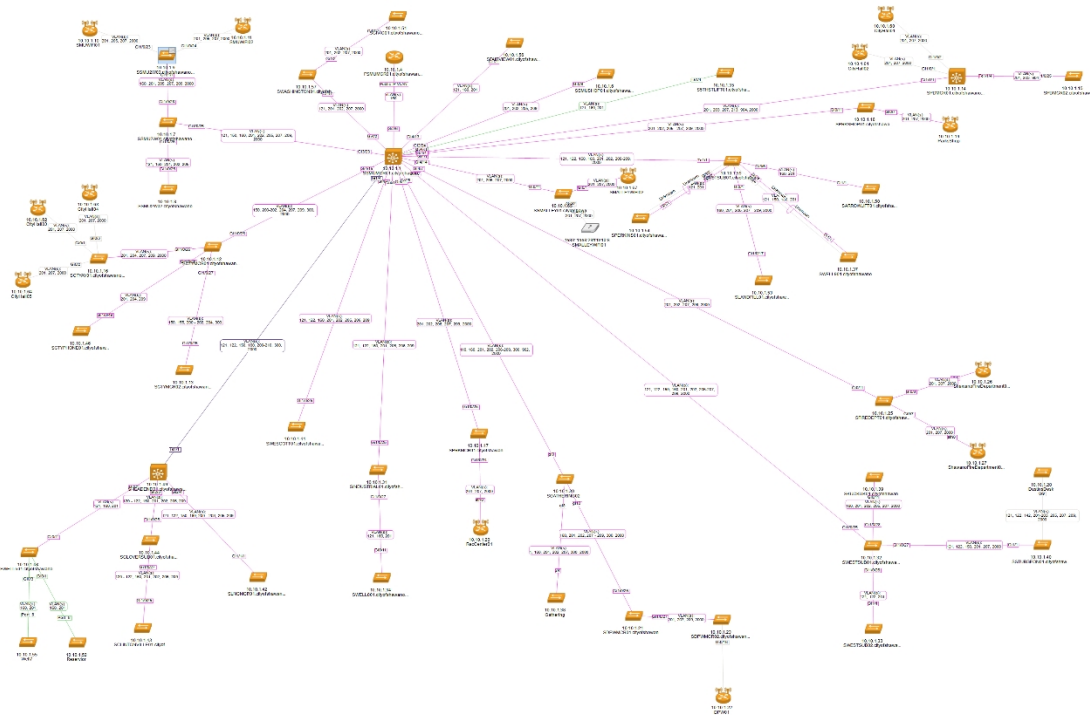
38 support tickets closed last month. Down from 52.

Fiber Audit

I'm still working on scheduling a demo of Mpower's fiber mapping solution. I also waiting to hear back from Vetro on more details on their pricing.

Network Maintenance

I spent a good week cleaning up the network VLANs. I removed the old phone system VLAN across the network and cleaned up any remaining network configurations. This is more of a housekeeping chore and lessens any confusion if issues arise on the network. More cleaning can be done as each department has its own VLAN now instead of one single city wide VLAN. I also updated the network topology map as it hasn't been done in over a year.



Work Order Database

The work order management system failed last month due to one of the Access Database tables getting corrupted. It several days of troubleshooting to determine this. It then took another few days to find a reliable backup to restore to.

Clintonville Water & Electric Fiber

Dustin has been working out in Clintonville prepping splice cases and preparing fiber to be spliced for Clintonville Water & Electric. There are several splice locations and should hopefully be finished before Thanksgiving.

Shawano Community School District

The Shawano Community School District had their private fiber between the Middle School and Olga Brenner fail this last week. They contacted us to help determine the condition of the fiber and see if it could be fixed. The condition of the fiber splicing at the Middle School was in very poor condition. I supplied a quote for new construction of a fiber line and an updated contract to have SMU maintain the new fiber connection. The quote was signed and we'll be starting the project the week of Thanksgiving. We should have a new contract signed soon to maintain the new fiber line running between the schools.

Cybersecurity Initiatives:

IT Initiatives in Order of Priority

1. SNORT – IDS
2. Squid Proxy
3. Access control lists on Core network switches
4. Redundant VPN connections
5. Open VPN
6. Secure Windows imaging
7. Network IOS security upgrades
8. Two factor authentication for Domain Admins
9. DR / Incident Response Plan
10. City Wi-Fi Enterprise authentication
11. Tape backups
12. Cybersecurity training
13. Network monitoring continuous improvement
14. Syslog continuous improvement and review
15. Whitelisting at MAC address level on Core Switches
16. Documentation
17. DR / Incident Response Test

SNORT – IDS/IPS -Cybersecurity

SNORT is an Open-Source Intrusion Detection System (IDS) and Intrusion Protection System (IPS). SNORT is currently being developed by Cisco Systems. SNORT has the ability to perform real-time traffic analysis and packet logging on the internal network. The program can also be used to detect probes or attacks, including, operating system fingerprinting attempts, semantic URL attacks, buffer overflows, server message block probes, and stealth port scans. This will take quite some time to setup and fine tune. When first installed, there will be an enormous amount of false positive alerts being generated that will need to be corrected. This would be best implemented with it's own small rack mount server.

Costs: 40 – 50 hrs time to plan, implement and setup.

\$1500 for a small rack mount server.

Ongoing – 5hrs a week to fine tune alerts and thresholds.

Squid Proxy – Cybersecurity

We would like to setup an Internet proxy server to aid in Cybersecurity measures. Squid Proxy is another Open-Source platform which we would like to implement. A proxy server performs the function of a firewall and filter for HTTP and HTTPS (web) traffic. This examines the data going in and out of your computer or network. It then applies rules to prevent you from having to expose your digital address to the world. With it in place, web requests go to the proxy, which then reaches out and gets what you want from the internet. If the server has encryption capabilities, passwords and other personal data get an extra tier of protection. The proxy server will work in conjunction and aid the SNORT – IDS system. This can be implemented during normal business hours and will reside on the VM infrastructure.

Costs: 20 – 30 hours to plan, implement and setup.

Access Control Lists on the Core Network

Access Control Lists “ACLs” are network traffic filters that can control incoming or outgoing traffic. ACLs work on a set of rules that define how to forward or block a packet at the router or switch interface/s. The ACLs to be implemented would be designed to block unnecessary traffic to and from our SCADA and AMR networks primarily. This will add additional layers of security to the internal network.

Costs: 60 – 80 hours to plan, test and implement.

Redundant VPN Connections and OpenVPN

We currently operate under a redundant Firewall configuration that allows for 1 firewall to fail and still keep internet connectivity and VPN traffic flowing. However, we currently don't have the capability of keeping our VPN connections alive during the event of an Nsight internet outage. Under our current VPN configuration, they will not function. These VPN connections include our WPPI Utility Billing connection and several Shawano Police Department vehicle VPN's. To resolve this issue, there would be extensive work and testing that would need to take place after hours. We would also need to work with WPPI and MPU to make sure their side of the VPN tunnels will allow traffic from our backup Charter connection. To simplify our VPN routing connections, we would implement an open-source product called Open VPN. Open VPN will allow us to simplify our VPN infrastructure and routing on the network.

Costs: 40 – 50 hours total to plan, test and implement.

Secure Windows Imaging Process

With our membership to Multi-State Information Sharing and Analysis Center (MS-ISAC) we have access to “Hardened images” and “security benchmarks” for the Windows operating system. With a “Hardened Image” from MS-ISAC, it disables and secures many windows default settings and services that Hackers will use to gain access to a system. When new desktops and laptops are purchased and deployed, we would put this image on the device to minimize the potential for attacks. We can also use security benchmarks to run tests against our current devices to see where there are critical exposures. This will be a yearly task to complete as new images will need to be tested and verified prior to deployment.

Costs: 80 – 100 hours to build, test and deploy images.

Network Switch IOS Upgrades

Our Cisco network switches need regular IOS upgrades to keep up with security vulnerabilities within their operating systems (IOS). Our MS-ISAC membership also includes security benchmarks for network switches. IOS upgrades and security benchmarks were completed late last year and should be done on a more regular basis. With roughly 65 network devices this can take up to 2 – 3 weeks to run benchmarks against all devices, correct security issues and upgrade and reboot each switch.

Costs: 20 hours to download and test new IOS images.
30 – 40 hours to deploy and reboot switches.

Two Factor Authentication for Domain Admins

Two factor authentication is basically adding another authentication step to verify a persons identity trying to gain access to a network resource. This adds a significant protection against stolen credentials that can then easily gain access to internal network resources. Our primary

focus would be to start with implementing 2FA for Domain Admins and then on to other end users that may have access to more critical data on the network. There are many options that can be implemented with little to no additional cost. We have yet to select a product or method for 2FA.

Costs: 40 – 50 hours to plan, implement and test.

DR / Incident Response Plan

We currently don't have a Disaster Recovery (DR) or Incident response plan in case of a natural disaster or other major cybersecurity related disaster. In the event that we lose our IT infrastructure, having a documented procedure in place can aid in recovery. The APPA and other agencies have great resources available to get started and have templates available to use.

There are no costs associated with this task.

Costs: 100 - 120 hours to create and review with Department Heads.

City Wi-fi Enterprise Authentication

Enabling a RADIUS server on our internal Wi-fi system would add additional layers of securing our internal network. A RADIUS server authenticates devices based on usernames and passwords as opposed to a single security key. The RADIUS server ties into our current Active directory user accounts. This would work in conjunction with MAC address filtering to only allow City approved users and mobile devices on the internal Wi-fi network.

Costs: \$500 for additional Wi-fi controller hardware
10 – 20 hours to setup

Tape Backups

Utilizing this technology will add an additional layer of protection against ransomware attacks. We currently do have strong encryption and non-domain user accounts being used for our VM backups. This is already a good practice to have in protecting our VM storage and backups. Having a manual Tape Backup process done on a weekly basis will ensure that we would have reliable backups to use incase of a ransomware attack and cannot rely on our current VM backup storage.

Costs: Hardware - **\$1000 - \$3000 guesstimate**
10 – 20 hours to install and configure

Cybersecurity Training for Staff

This should be done on a yearly basis and mandatory for all staff to complete. Cybersecurity threats change rapidly, and end users are the most critical part of any network in protecting it. We conducted one training class early last year in conjunction with MEUW training. Along with in person training, we can implement tests to end users to see how they react to certain types of phishing attempts via email. There are services out there that will do this for you but at a cost. There are some other free options available but are not as in depth.

Costs: 60 - 80 hours to create and review with all staff.

Network Monitoring and Continuous Improvement

We currently have Network Monitoring enabled on our network. This system will send out emails when key pieces in our VM or Network infrastructure go offline. Other things can be monitored more closely such as Storage Capacity, CPU and RAM thresholds. These alerts can warn us to potential outages that can be avoided. Custom Dashboards can also be created to visualize key metrics or network availability of devices. More time should be dedicated to this system to ensure its reliability and accuracy. It is also a manual process to add new devices when they are added to the network.

Costs: 20 – 30 hours

Minimal hours continuous for add/remove devices and other maintenance

Syslog Server Continuous Improvement and Review

A Syslog server is a way to centrally locate logging capabilities from across the entire IT infrastructure. This is important for many reasons. It can help diagnose issues on the network or VM infrastructure. It can also work in conjunction with a Network Monitoring system to alert on issues that it can't normally collect. From a security standpoint, a Syslog server can aid in an investigation to a cybersecurity breach by helping to identify things such as the location, time or why the breach occurred. We currently have a Syslog server in operation, but work could be done to improve its capabilities. In the event of a cybersecurity attack we may potentially need to review logs going back for up to 6 months or more to determine where and when it happened. I do not believe we currently have that ability to review that far back with our logs. These logs should also be reviewed periodically to identify current issues that go unnoticed.

Costs: 20 – 30 hours for additional configuration

1 – 2 hours a week for review

Whitelisting End User Devices at the MAC Address Level

Whitelisting end user devices on the network is basically allowing that device and only that device access to the network based on its MAC address. This adds a significant level of security to the network. Since only approved devices are allowed access to network resources, this significantly reduces the probability of an outside device gaining access to our internal network to do harm. This task would take time to implement and maintain. Every time a new desktop or laptop is deployed, this list will need to be updated.

Costs: 40 – 60 hours to plan, test and implement.

Documentation

Our current documentation is scattered and unorganized. Implementing a Wiki page can help keep all network and software documentation located in a more easily accessible location. It can also be used to help track issues and fixes for problems that occur on a regular basis. There are many free options for this and both Dustin and I have used these types of documentation solutions before in the past.

There are no costs associated with this. Ongoing time and effort are needed to maintain a good documentation process.

Costs: 120 - 160 hours for setup and migration of documents

2 hours a week ongoing

DR / Incident Response Test

Having a DR / Incident response plan is one thing but having an actual test can help find flaws in that plan when it comes time to use it. In most tests that I have been involved with in the past, different scenarios are created and documentation is followed to recover from. Once recovery has been completed, key stake holders test Software access and network availability. These tests were usually done on a weekend or after normal business hours. There are no costs associated with this task other than time.

Costs: 10 - 20 hours to create test scenarios and run test. This should be done annually.

Summary:

The IT initiatives listed above do not take into consideration to other projects or tasks IT are responsible for, such as Fiber Infrastructure improvements or network maintenance projects. These initiatives are strictly projects that are cybersecurity related to protect the Utility and City departments.

Most of these initiatives documented above have very little costs associated to implement them. Time though is the most critical part. Aside from the continuous improvement or maintenance, I believe it would take a full year to implement these initiatives if we dedicated all our time to just these items listed above. Some items are quick and easy and require little planning or testing. Some require more significant planning, testing and must be completed during non-business hours.

Roughly 700 to 940 hours are estimated to fully implement the initiatives above. As noted in some of the projects, we should be dedicating roughly 5 – 10 hours a week extra to monitor and maintain these systems after implementation.

There would also be anywhere from \$3000 to \$6000 in extra hardware costs. These would be one-time costs, except for when we would need to upgrade years down the road. These costs would be rolled into the IT services monthly costs as they apply to all departments and benefit the City as a whole.

ADMINISTRATION

Electric Industry

As Congress and the Administration haggle over the Build Back Better plan's social and climate/energy transition initiatives and countries from across the globe meet at the COP26 climate summit in Glasgow this past week, the forecast for our energy supply future is as murky as ever. Commitments are vague, and appetite for sacrifice is non-existent.

Personally, I think it unlikely that dramatic changes in supply will occur quickly, certainly not before 2030 and likely not before 2050. It will occur to be sure, but only as technology and costs allow, since few developed countries are willing to sacrifice economic output to avoid climate impacts. Governmental programs will support and incentivize the transition, but they will be working contrary to other governmental programs that mitigate the economic and social costs of a warming climate. The federal government will continue to subsidize and publicly fund billions and soon trillions in annual costs to address drought and fire and flood and storm damage and the huge energy and resource demands of allowing people to continue to live and develop in regions negatively impacted by warming. There isn't much reason to rebuild one's home somewhere else or live somewhere else or grow crops somewhere else or weatherize one's

home or business for cooling or stop watering one's lawn or golf course as long as government subsidized disaster relief and firefighting and insurance programs and water diversion systems and energy generation/transmission systems continue to artificially reduce the financial burden of doing so. All we accomplish is spending vast sums of money to net tiny marginal reductions in carbon emissions while the problems get worse and we spend more money and generate more energy to mitigate the consequences.

Despite my dismal outlook, one bright spot this month is that natural gas and coal prices appear to have peaked and stabilized during October. Gas is currently trending flat in the \$5.60/MBTU range compared to less than \$2.00 for much of the past 3 years. Coal after hanging out in the \$230/ton range in October is now trading at \$160/ton, still more than double the less than \$75/ton it sold for during much of 2019 and all of 2020.

2022 Budget and Test Year Rate Case

The updated proposed budget is delivered to you with this agenda packet. The budget public hearing is November 17th as a joint meeting of the SMU Commission and the Shawano Common Council. Meeting notices will be sent by the City Clerk's office.

The rate case revenue requirement filing is nearly complete. Completing the consumer analysis (power sales estimate) is the last big step for SMU staff before handing it over to Baker Tilly for the cost-of-service study. That will be completed in the next several days.

I **will also be** working on my annual Badger Power sales forecast in order to present the Badger Board with a budget draft at their regular November 17th meeting. **We usually adopt rates the Badger budget and rate design at the December meeting**

GIS Development and Asset Management

Power Engineers has completed the first Task Order of the Utility Network (UN) configuration and was able to finish most service drop and main-line fuse connections with the hours left over from the base UN scope of services. I have executed a second Task Order for expense work that provides for assistance with trouble shooting the Enterprise Portal configuration, training in use and maintenance of the UN, and ad hoc user support for Tanya. All tasks are offered on a "Time and Materials" basis. With the exception of a structured 16-hour UN training course for about \$3,200, billings will be based on the purpose and how often we use their time.

We are also working with the Power team on a proposal to migrate asset age, cost, and retirement information from the AutoCAD Access database to the UN database in a way that allows Rob and Tanya to update the UN and asset info (that the UN doesn't natively track) in a less cumbersome way. This will be an interim step in anticipation of using the new database for the asset management system contemplated in the 2022 budget.

Customer Information System (Utility Billing)

The billing team is currently preparing November bills for October use and trying to do so on their own. Staff continue to hit bugs that we cannot explain... some step or process doesn't work that seemed to work fine last time and they send in a ticket for help only to be told it "should be working", and so, it just starts working again. It is pretty darn frustrating and I have created a few recent tickets myself to better understand for myself some of the glitches and limitations we are experiencing. I am also scheduling a conference meeting with the WPPI meter reading and billing support managers to address our on-going concerns.

SMU Facilities

Based on the Commission's expressed interest and willingness to budget for planning and design of a Garage/Warehouse building as Phase 1 of an SMU office building replacement project, I have drafted a Request for Qualifications (RFQ) to solicit proposals from firms interested in designing our new facilities. I hope to complete a final version and distribute it before the end of November for responses in January and consideration at the February Commission meeting. A handful of fellow Wisconsin utilities have been thru this process recently (Black River Falls, Florence, Marshfield, Sun Prairie) and are in various stages from just completed to just starting design. I will be tapping them for contacts and insights as we start our own journey at SMU.

BPMA/GLU

Badger Power will be working on its budget and power rates for 2022 in November and December while waiting on final costs/rates from GLU, ATC and MISO which drive most all of its costs. I expect a sizeable increase of 5-7% similar to what GLU is passing thru. Any Badger rate increase will be passed on directly to SMU and CWE customer bills thru our respective PCAC (power cost adjustment clause) tariffs.

Quite a lot is happening with GLU in October and November. GLU approved a mid-year rate increase of 5.7% for October, November and December sales. The increase will stabilize what is likely to be a \$3.5 million operating loss for 2021. I am also advocating for and developing a revision to GLU's rate design model identifying more than \$2 million in erroneous assumptions. Fortunately, they net out to only a \$1 million increase to costs, and will largely be covered by the October 1st increase. The previous model's faults worked in a declining cost and demand environment and netted significant surplus revenues over the last 8 years (allowing GLU to absorb a \$3.5 million loss this year), but now that costs and demand are on the rise again, those same faults are contributing to significant losses. In addition to the rate increase the GLU Board will be exploring a PCAC mechanism similar to what we all use for retail sales in order to avoid future swings in operating surpluses and losses.

GLU is also approaching the Go/NoGo decision point for the RICE project, and I have reviewed and modified several cost models to evaluate the RICE project's anticipated costs against alternatives including PPAs (purchased power agreements) from natural gas and solar and market alternatives being offered to us. While projected RICE construction costs have increased, so have costs for alternative supplies and it is difficult to draw 30-year conclusions based on the newly unstable and increasing prices we've seen in the past year and in near-term contract offers. We have received several reasonable proposals for NGas capacity and solar generation but none reaching out to 30 years. There will be more than a little hand wringing as we decide which course is in the best interest of GLU for the long term.

Direction for 2022 budget and rate design as well as for the RICE project, potential solar offerings and traditional energy and capacity PPAs will be hashed out over the next two weeks. The GLU Annual Meeting will be held in Wisconsin Rapids on Thursday November 18th.

GLU is also wrapping up the transition from Nilaksh Kothari's leadership as the Managing Director and MPU General Manager Troy Adams will be the sole Managing Director of GLU as of January 1, 2022.

AGENDA BILLS

Motion by Milavitz, seconded by Malueg to accept the quote from Power Engineering Services in the amount of \$28,564 to asset with the migration of the assets from AutoCAD to ESRI. Roll All (Milavitz, Malueg, Hoeffs, Pescinski, Celmer, Reuter and Keuschel) = All Yes.

Motion by Hoeffs, seconded by Keuschel to approve the purchase of a 2022 Ford Transit Cargo Van from Ewald Automotive Group in the amount of \$29,173. Roll Call (Hoeffs, Keuschel, Milavitz, Malueg, Pescinski, Celmer and Reuter) = All Yes.

NEW BUSINESS

Motion by Malueg, seconded by Reuter to approve a donation not to exceed \$101,000 from retained earnings to the City of Shawano Plaza Project. Roll Call (Malueg, Reuter, Hoeffs, Keuschel, Milavitz, Pescinski and Celmer) = All Yes.

Meeting was adjourned at 6:08 p.m.

Respectfully submitted by,

Robert Koepp
Secretary