

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, March 9, 2026**

Meeting called to order by Vice President Daane at 4:01 p.m.

Present: Commissioners Daane, Homan, Kunz, Mielke, and Siebers  
Absent with notice: Commissioners Heeringa and Thurmer

Motion made by Kunz, seconded by Homan, and unanimously carried to approve the minutes from the February 9, 2026 meeting.

Motion by Siebers, seconded by Kunz, and unanimously carried to approve the bills for the month of February 2026 as presented.

On motion by Siebers, seconded by Kunz, and unanimously carried, year-to-date financial reports through January 2026 were approved as presented by Finance Director Stanek. Electric operating income was \$95,500. Water operating income was \$35,000. Sewer operating income was \$300.

General Manager Brooks reported on recent activities, including the Legislative Rally with Mayor Bishop and updates on the Community Impact Program. He announced the utility received the APPA Diamond Safety Award. Commissioner Siebers emphasized the importance of safety and expressed appreciation for staff efforts.

Electric Superintendent Vande Kolk reported on system maintenance and ongoing projects, including tree trimming and line clearance to improve reliability. Reconstruction of poles and conductors on Watertown, Wilcox, and Brown Streets is scheduled for early spring, and replacement of aging porcelain cutouts with polymer units will occur as time permits. General Manager Brooks praised the crew for their efforts, noting the importance of line clearance and tree trimming in maintaining reliable service during spring storms.

Treatment Facilities Superintendent Sytsma reported on operations and maintenance activities at the treatment facilities. Meetings were held with vendors to connect with new leadership staff, including discussions on the future of Well #6 and ongoing water tower inspections and maintenance. Lab proficiency testing was successfully completed, demonstrating the lab's required competencies. Sytsma complimented the lead lab technician for their excellent work. Algae drying is ongoing, with approximately 5,500 lb. of dried algae processed.

General Manager Brooks provided a brief update from the Water and Sewer Operations Report regarding a water main break that occurred on February 20.

Michael attended as a visitor via Zoom at the beginning of the meeting but was not present after the meeting resumed due to technical difficulties.

Discussion was held regarding transitioning to electronic Commission packets. Commissioners agreed to discontinue paper copies and move to electronic packets. Devices will be issued to commissioners who do not currently have one.

On motion by Kunz, seconded by Homan, and unanimously carried, meeting adjourned at 4:37 p.m.

The next regular commission meeting will be held on April 13, 2026 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor