

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, July 14, 2025**

Meeting called to order by President Heeringa at 4:00 p.m.

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

Visitor present: Bruce Beth

Motion made by Kunz, seconded by Homan, and unanimously carried, to approve minutes from May 12, 2025 meeting.

Motion by Siebers, seconded by Kunz, and unanimously carried, bills for months of May and June 2025 approved as presented.

On motion by Thurmer, seconded by Siebers, and unanimously carried, year-to-date financial reports through May 2025 approved as presented by Finance Director Stanek. Electric operating income was \$260,500. Water operating income was \$252,100. Sewer operating income (loss) was (\$190,800).

General Manager Brooks updated commissioners on the mutual aid response, a facility fire incident, conference attendance, and state-level utility decisions. WU crews assisted the City of Juneau following a severe storm that caused significant damage and outages. The State of Wisconsin will permanently eliminate the sales tax on residential electricity effective October 1, 2025, extending a prior winter-only exemption. The Public Service Commission of Wisconsin (PSCW) has verbally approved Sturgeon Bay Utilities' parallel generation rate revisions, with other utilities needing to file individually if interested.

Assistant Electric Superintendent Vande Kolk reported on outages, mutual aid efforts, and current electric projects. Electric service has been energized for new construction at Kwik Trip East, Dollar General, United Coop (Soy Processing), and Eagle Flexible Packing. Vande Kolk is collaborating with ATC and contractors on distribution underbuilds to support long-term system performance and reliability.

Treatment Facilities and Operations Superintendent Schramm provided updates on the water and wastewater treatment and distribution systems. Routine preventive maintenance continues at both treatment facilities. The east and west clarifiers were inspected with no issues found, reflecting the team's commitment and diligence in equipment maintenance. Testing of the new wastewater facility generator is complete, with final wiring remaining. Crews have finished sanitary main flushing and valve exercising, now proceeding with hydrant fire flow testing. For the Rock/Newton Avenue reconstruction, all sanitary and water mainlines have been installed, sanitary laterals connected, and water main lateral connections are underway.

Treatment Facilities and Operations Superintendent Schramm presented a review of the 2024 Compliance Maintenance Report (CMAR). Plant received a 3.76 GPA. Motion by Siebers, seconded by Kunz and unanimously carried, 2024 CMAR approved as presented.

General Manager Brooks, Assistant Electric Superintendent Vande Kolk, and Bruce Beth of Forster Electrical Engineering presented the proposed 12kV substation and feeder buildout project to the commission. Waupun Utilities plans this upgrade to support growing demand, enhance system efficiency, and retire aging infrastructure for improved reliability and reduced long-term maintenance costs. The project includes construction of a new 22.5 MVA substation, 12kV feeder buildout, voltage conversion from 4kV to 12kV, SCADA and security system upgrades, and improvements to equipment storage facilities. The estimated cost is approximately \$6.7 million, to be funded through long-term debt issuance.

GM Brooks recommended that the commission approve proceeding with the preliminary plan as presented. Upon approval, a Construction Authorization application will be submitted to the Public Service Commission of Wisconsin. Next steps include finalizing land acquisition, completing site planning and layout, continuing the 12kV feeder buildout, completing the voltage conversion of existing 4kV feeders, and reconfiguring the storage yard to address material storage needs. On motion by Kunz, seconded by Homan and unanimously carried, to support and approve the new project.

Motion by Siebers, seconded by Thurmer, to adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to discuss employee performance evaluation of General Manager Position.

Motion by Siebers, seconded by Thurmer, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Siebers, seconded by Kunz, and unanimously carried, meeting adjourned at 6:00 p.m.

The next regular commission meeting will be held on August 11, 2025 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor