

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 8, 2021**

The meeting was called to order by President Heeringa at 4:00 p.m.

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmariski, Thurmer and Vanderkin were present.

Motion made by Vanderkin, seconded by Homan and unanimously carried, to approve minutes from the October 11, 2021 meeting.

On motion by Thurmer, seconded by Daane and unanimously carried, bills for month of October 2021 were approved as presented.

On motion by Thurmer, seconded by Daane and unanimously carried, year-to-date financial reports through September 2021 were approved as presented. Electric operating income was \$365,500 or \$254,800 above budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work. Water operating income was \$608,300 or \$137,100 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$241,900) or (\$364,600) below budget largely due to decrease in public authority consumption related to COVID-19 closures and increased expenses incurred during WWTP construction.

General Manager Brooks reported on outages and routine electric work being completed. Lead times continue to increase significantly for new equipment and supplies purchased for maintenance and development projects, thus increasing the importance of advance notice and planning for upcoming projects and development. Utility management recently met with State Representative Michael Schraa and Senator Dan Feyen regarding the Department of Corrections and their plans to move forward with design and construction of their own water treatment facility for DOC facilities in Waupun. Management was told that the water treatment project and funding have already been approved and the DOC will be moving forward with the project.

Treatment Facilities and Operations Superintendent Schramm reported on routine maintenance, inspections of facility equipment and seasonal preparations taking place at the Water and Wastewater Treatment Facilities. Distribution/collection system crew has completed flushing and root sawing of sanitary sewer system and logging/correlating of water system and will begin televising the sanitary sewer lines. A slide presentation was shown of construction and progress made with the ABNR project.

Finance Director Stanek presented the 2022 budget for review. The overall budget is forecasted to decrease \$1.57 million compared to the 2021 budget amounts due to a delay in construction for the South Madison Street reconstruction project to 2022, timing of construction payments associated with the ABNR Upgrade at the wastewater treatment plant and purchase of a new vector in 2021. Major capital expenditures in the 2022 budget include Phase Two of the Madison Street reconstruction project and construction costs associated with the WWTP upgrade. 2022 budget also includes wage adjustments, health insurance costs increases, cost allocation shifts for wages and benefits due to staffing changes, inflationary increase of operation and maintenance expenses based on rising inflationary costs and forecasted revenues. The proposed overall budget would add \$105,300 in electric cash reserves and use \$714,000 in sewer cash reserves and \$125,000 in water cash reserves. Motion made by Homan and seconded by Thurmer, to approve the 2022 budget as presented. On roll call vote, motion passed 5-1. Homan, Daane, Bishop, Thurmer and Vanderkin voting yay. Kaczmariski voting nay.

Discussion held regarding USDA Loan Resolution for improvements to the wastewater treatment plant and facilities for the principal amount of \$5,000,000. This will be the final loan and as formal process; the utility commission needs to make a recommendation to send the loan resolution to city council. The resolutions presented are the exact same as previously approved in 2020, with the exception of interest rate. Motion made by Thurmer, seconded by Daane and unanimously carried, to make a recommendation to send the USDA Loan Resolution to the City of Waupun Common Council for approval.

Discussion held on resolution authorizing the issuance and sale of \$5,000,000 taxable sewerage system mortgage revenue bonds and payment of the bonds. Motion by Thurmer, seconded by Homan and unanimously carried, to make a recommendation for City of Waupun Common Council to approve resolution authorizing the issuance and sale of \$5,000,000 taxable sewerage system mortgage revenue bonds of the City of Waupun, Dodge and Fond du Lac Counties, WI and providing for the payment of the bonds and other details with respect to the bonds.

Motion made by Vanderkin, seconded by Thurmer, to adjourn in closed session under Section 19.85 (1) (c) and (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer, seconded by Homan, 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 Homan, seconded by Vanderkin and unanimously carried, meeting was adjourned at 6:51 p.m.

The next commission meeting is scheduled on December 13, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead