

**Minutes of a Special Meeting of the
Waupun Utilities Commission
Monday, March 16, 2020**

The meeting was called to order by President Heeringa at 5:00 p.m.

Commissioners Heeringa, Homan, Gerritson, Kaczmariski, Mielke, and Thurmer were present. Westphal was absent with notice.

General Manager Oosterhouse gave an update on COVID-19 and adjustments being made by Waupun Utilities to prepare and limit the risk of infection to utility staff.

General Manager Oosterhouse presented two proposals from search firms to find and hire a business finance manager. Discussion held on the search firms experience in the industry. Motion made by Thurmer, seconded by Kaczmariski, to approve Baker Tilly Search and Staffing up to \$25,500 to complete the search for a business finance manager. Motion carried unanimously.

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

Motion made by Gerritson, seconded by Mielke, 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 Mielke and unanimously carried, the meeting was adjourned at 6:52 p.m.

A special commission meeting is scheduled on Monday, March 30, 2020 at 5 p.m.

Jared Oosterhouse
General Manager