

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, October 10, 2022**

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

Commissioners Daane, Heeringa, Homan, Kaczmarski, Thurmer, Vanderkin and Westphal were present. Mayor Bishop was present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from September 12, 2022 meeting.

On motion by Vanderkin, seconded by Daane and unanimously carried, bills for month of September 2022 approved as presented.

On motion by Westphal, seconded by Kaczmarski and unanimously carried, year-to-date financial reports through August 2022 approved as presented. Electric operating income was \$339,800 or \$193,500 above budget from lower operating costs. Water operating income was \$549,300 or \$157,000 above budget from lower than budgeted operating expenses. Sewer operating income was \$213,100 or \$147,100 above budget largely due to controlling maintenance costs at the WWTF and increases in high-strength and trucked-in waste charges.

General Manager Brooks reported on electric outages, new services installed and current projects. In celebration of Public Power Week, Waupun Utilities offered free charging at the new EV station and will give away bill credits to 15 winning entrants who participated in the event. Through efforts coordinated by MEUW for mutual aid, over 40 Wisconsin line workers were dispatched as requested by Florida's public power communities to help restore power for those affected by Hurricane Ian.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities. Treatment facilities staff are doing a great job maintaining water quality during varying temperatures as the changes have a large effect on water quality. Distribution/collection system crew is in the process of performing the semi-annual leak audit, working to log the entire city. Once logging is completed, crew will begin correlation process that pinpoints exact locations of any leaks. Waste Water Treatment Facility ABNR construction continues to progress well. Most equipment has been delivered and put into place. Majority of work now taking place is electrical and mechanical.

Finance Director Stanek presented a review of the 2023 draft budget summary for each utility. The overall 2023 budget decreased \$10.8 million or 35.1% over 2022 budget figures, largely due to the wastewater ABNR upgrade construction nearing completion in 2023 and no scheduled street reconstruction projects planned for the year. Major capital expenditure in the 2023 budget are remaining construction costs associated with the WWTP upgrade of \$3,906,100. These costs will be funded from grant proceeds with project completion scheduled for 2023 with commercial operation in early 2024. The budget summary also included an overview of the sources and uses of funds for each utility including; revenues forecasted conservatively based upon historical data, operation and maintenance expense changes, COLA wage adjustments, health insurance cost increases, and additional cyber security services. Staff will work on preparing the final budget and will look for approval at the November 2022 meeting. Finance Director Stanek invited commissioners to reach out with any questions or concerns they have before final budget presentation next month.

Motion made by Kaczmarski, seconded by Westphal, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to discuss employee performance evaluation of General Manager Brooks. Motion carried unanimously.

Motion made by Vanderkin, 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 Vanderkin, seconded by Daane and unanimously carried, meeting adjourned at 6:04 p.m.

The next regular commission meeting is scheduled on November 14, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor