

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 11, 2019**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present. Mayor Nickel was present.

Motion made by Thurmer, seconded by Kaczmariski and unanimously carried, to approve the minutes from the October 14, 2019, regular meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for the month of October 2019 were approved as presented.

General Manager reported on the health insurance changes for 2020. Report was made on the hiring process for a planned January 2020 retirement.

Water & Sewer Maint/Treatment Supervisor reported that the fall bio-solids land application is complete despite wet land conditions. Report made on savings realized by repairing service leaks identified with leak detectors throughout the year.

Electric Operations Supervisor reported on the voltage conversion in progress. The west side of the city is ready for a voltage conversion when the last Alliant acquisition is complete. Street light infrastructure is complete on the Madison Street project.

On motion by Kaczmariski, seconded by Thurmer and unanimously carried, the year-to-date financial reports through September 2019 were approved as presented. Electric operating income was \$196,100 or \$52,500 above budget on higher margins. Water operating income was \$624,900 or \$115,700 above budget on higher revenues and lower operating expenses. Sewer operating income was \$247,800 or \$34,000 above budget on higher revenues and lower maintenance expenses.

Finance Director presented the 2020 budget for review. The overall budget is forecasted to decrease \$3.3 million compared to the 2019 budget amounts due to no major water and sewer main replacement projects scheduled for 2020 and lower purchased power costs. Significant capital additions and non-routine expenses include design engineering for the WWTP upgrade, Harris lift station modifications, replacement of the electric backyard machine, sewer manhole lining, and adding a new wastewater operator in September 2020. All other capital additions and expenses are routine in nature. The proposed overall budget would use \$456,200 in sewer cash reserves and add \$432,000 in water cash reserves, and \$133,300 to electric cash reserves. Motion made by Kaczmariski and seconded by Gerritson, to approve the 2020 budget. Motion carried unanimously.

Discussion held on the proposed sewer rate increase for the sewer utility, in order to provide necessary funds for the upcoming phosphorus mandates to effluent discharge from the wastewater facility. The recommended increase in revenue requirement to complete the \$32 million upgrade at the WWTP is \$622,689 or 32.2%, which would be implemented over four years beginning in 2020. Motion made by Thurmer, seconded by Homan to approve Resolution No. 11-11-19-01 Resolution approving sewer rate increase plan necessary for WWTP upgrade. Motion carried, with a vote of five votes aye, and one vote nay.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:00 p.m.

The next commission meeting is scheduled on December 9, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator