

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, November 10, 2025**

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

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

Motion made by Siebers, seconded by Kunz, and unanimously carried to approve the minutes from the October 13, 2025 meeting.

Motion by Kunz, seconded by Thurmer, and unanimously carried to approve the bills for the month of October 2025 as presented.

On motion by Daane, seconded by Mielke, and unanimously carried, year-to-date financial reports through September 2025 were approved as presented by Finance Director Stanek. Electric operating income was \$518,000. Water operating income was \$464,900. Sewer operating income (loss) was (\$191,100).

General Manager Brooks provided updates on organizational changes within Waupun Utilities' leadership team, daily work and learning opportunities, a recent job posting, community outreach, and staff training.

Assistant Electric Superintendent Vande Kolk reported on electric department projects. He noted that quotes are being collected from transformer manufacturers as part of planning efforts for construction of the new Business Park Substation and related voltage conversion upgrades.

Treatment Facilities and Operations Superintendent Schramm provided updates on current projects at the water and wastewater treatment facilities, as well as within the distribution and collection system. These updates included centrifuge maintenance, operation plans for the dryer, and preparation for the upcoming DNR inspection required to begin processing and drying algae for sale.

Assistant Treatment Facilities Superintendent Sytsma present as a visitor.

Finance Director Stanek presented the 2026 budget for review for electric, water, and sewer utilities. The overall 2026 budget reflects an increase of \$1,907,405 or 10.55% over the 2025 budget, primarily due to a new customer in the industrial park, debt financing and utility construction of a new electric substation and water/sewer alleyway reconstruction projects. The presentation included an overview of sources and uses of funds for each utility, as well as changes from the prior year including; average cost of living wage adjustments and expected step increases based on the Commission approved compensation study, health insurance increases, and operation and maintenance expense increases based on inflationary trends. New wastewater treatment expenses are included related to the operation of ABNR processes. Forecasted revenues are based upon recent historical consumption data, additional large customer services in the industrial park, and new multi-family development. Capital equipment and vehicle replacements for assets past their useful life are also included in this budget. Debt financing and construction for a new Business Park substation and upgrades to convert remaining 4 kV electric distribution systems to 12 kV are planned. Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve the 2026 budget as presented.

On motion by Kunz, seconded by Siebers, and unanimously carried, meeting adjourned at 5:14 p.m.

In the event that no additional agenda items arise before December 2025, the next regular commission meeting will be held on January 12, 2026 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor