

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, October 13, 2025**

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

Present: Commissioners Daane, Heeringa, Homan, Kunz, Mielke, Siebers, and Thurmer

Motion made by Thurmer, seconded by Homan, and unanimously carried, to approve minutes from September 8, 2025 meeting.

Motion by Siebers, seconded by Thurmer, and unanimously carried, bills for month of September 2025 approved as presented.

On motion by Kunz, seconded by Daane, and unanimously carried, year-to-date financial reports through July 2025 approved as presented by Finance Director Stanek. Electric operating income was \$457,300. Water operating income was \$417,500. Sewer operating income (loss) was (\$187,700).

General Manager Brooks provided an update on recent community outreach events, the celebration of Public Power Week, conference attendance, and electric operations. GM Brooks was also recently re-elected to serve another three-year term on WPPI's Executive Committee.

Treatment Facilities and Operations Superintendent Schramm provided updates on current projects at the water and wastewater treatment facilities, including membrane replacements, equipment startups, and infrastructure improvements. He also highlighted recent leak detection efforts and service line work within the distribution and collection systems.

Assistant Treatment Facilities Superintendent Darren Sytsma present as a visitor.

Finance Director Stanek presented the 2026 Budget Draft Summaries for the electric, water, and sewer utilities. The overall 2026 budget is forecasted to increase \$1,748,500 or 9.7% over the 2025 budget largely 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 Budget summary also includes an overview of the sources and uses of funds for each utility and changes from the prior year's budget 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.

General Manager Brooks presented a review of the Resolution for Inclusion Under the Income Continuation Insurance Plan, which was previously approved by the City of Waupun Common Council on September 30, 2025. Motion by Thurmer, seconded by Homan, to support the City's action and mirror the change. Motion carried unanimously.

Motion by Thurmer, seconded by Mielke, and unanimously carried, to adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to discuss personnel updates.

Motion by Thurmer, seconded by Siebers, 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 Kunz, and unanimously carried, meeting adjourned at 5:44 p.m.

The next regular commission meeting will be held on November 10, 2025 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor