

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, August 11, 2025**

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

Present: Commissioners Daane, Heeringa, Homan, Kunz, Mielke, Siebers, Thurmer; Mayor Bishop

Motion made by Thurmer, seconded by Homan, and unanimously carried, to approve minutes from July 14, 2025 meeting.

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

On motion by Kunz, seconded by Daane, and unanimously carried, year-to-date financial reports through June 2025 approved as presented by Finance Director Stanek. Electric operating income was \$342,200. Water operating income was \$317,200. Sewer operating income (loss) was (\$169,200).

General Manager Brooks updated the Commission on a recent meeting with the key account team at National Rivet Manufacturing. Discussion topics included Waupun Utilities' role as a Public Power Community, infrastructure, and potential incentives. National Rivet expressed interest in a follow-up meeting, and WU staff will develop and present proposals. GM Brooks also reported on two recent outage incidents, current electric projects, and ongoing work. Additionally, WU management staff will meet with a potential algae buyer regarding biomass opportunities.

Treatment Facilities and Operations Superintendent Schramm provided updates on the water and wastewater treatment and distribution systems. Treatment facilities staff responded to one call-in incident caused by the plant entering safe mode, which was later determined to be a PLC communication failure. Planning is underway for a scheduled outage at the wastewater treatment facility to allow contractors and the WU electric department to complete essential work, including the final cut-in and connection of the backup generator. Collection and distribution crews are expected to complete preventative maintenance projects, including sewer main flushing and fire hydrant flow testing, by the end of August.

General Manager Brooks requested to be excused from the September meeting due to being out of the office. Assistant Electric Superintendent Vande Kolk will attend in his place to provide the electric update. The Commission agreed to excuse General Manager Brooks from the September meeting.

Motion by Siebers, seconded by Homan, to adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to discuss employee performance evaluation of General Manager Position.

Motion by Kunz, 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 Siebers, seconded by Kunz, and unanimously carried, meeting adjourned at 5:30 p.m.

The next regular commission meeting will be held on September 8, 2025 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor