

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 12, 2026**

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

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

Motion made by Thurmer, seconded by Kunz, and unanimously carried to approve the minutes from the November 10, 2025 meeting.

Motion by Kunz, seconded by Homan, and unanimously carried to approve the bills for the months of November and December 2025 as presented.

On motion by Siebers, seconded by Thurmer, and unanimously carried, year-to-date financial reports through November 2025 were approved as presented by Finance Director Stanek. Electric operating income was \$634,900. Water operating income was \$588,100. Sewer operating income (loss) was (\$193,000).

General Manager Brooks provided updates on the 2026 work plan, organizational chart, staff activities, and a recent staff meeting and team-building event. He also reported on coordination with the City and the utility's engineer regarding stormwater requirements and planning related to the Business Park Substation, as well as ongoing collaboration with the City on the back-alley reconstruction project.

Assistant Electric Superintendent Vande Kolk reported on call-ins and electric department projects. A planned outage was conducted at the Comtech Substation at the end of December in coordination with ATC, MP Systems, and Tenneco, allowing each entity to perform maintenance on de-energized electrical equipment and operate switches. Planning continues for the Business Park Substation and feeder build-outs.

Treatment Facilities Superintendent Sytsma reported on operations and maintenance activities at the treatment facilities. The generator project has been completed, and a power loss scenario was successfully tested, including generator start-up, load operation, and seamless transfer back to utility power.

General Manager Brooks provided brief highlights from the Water and Sewer Operations and Energy Services Manager reports.

Michael G present as visitor via Zoom.

Department work plans for 2026 were provided to the Commissioners for review.

Treatment Facilities Superintendent Sytsma presented a review of the private well permit process, including the requirements of the DNR and municipal code. On motion by Siebers, seconded by Thurmer, and unanimously carried, the reissuance of private well permit numbers 36, 37, 38, 39, 40, 41, 42, and 43 for a five-year term was approved.

General Manager Brooks provided a memo for review regarding updates to Waupun Utilities' short- and long-term disability benefits. On a motion by Kunz, seconded by Homan, and unanimously carried, the revision to the short- and long-term disability benefits was approved as presented.

General Manager Brooks provided a draft of updates to the current purchasing policy for review. The revised policy includes a Local Vendor Preference, allowing the Utility to "Buy Local" when it is in the best interest of the Utility and represents the best value, and an update to a purchase threshold due to increased material costs. On a motion by Kunz, seconded by Thurmer, and unanimously carried, the revision to the purchasing policy was approved.

On motion by Kunz, seconded by Homan, and unanimously carried, meeting adjourned at 5:23 p.m.

The next regular commission meeting will be held on February 9, 2026 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor