

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, November 9, 2020**

The virtual and teleconference 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 Kaczmariski, seconded by Homan and unanimously carried, to approve minutes from the October 12, 2020 meeting.

On motion by Westphal, seconded by Mielke and unanimously carried, bills for month of October 2020 were approved as presented.

On motion by Thurmer, seconded by Gerritson and unanimously carried, year-to-date financial reports through September 2020 were approved as presented. Electric operating income was \$235,400 or \$118,600 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$537,100 or \$38,100 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$287,100 or \$46,700 above budget on strong public authority treatment charges and lower WWTP maintenance costs.

Finance Director Stanek reported on the significant response to the tax roll letters that were mailed out October 15, 2020. It is necessary to utilize the tax roll process due to the stay on residential disconnections put in place by the Public Service Commission of Wisconsin. We have continued cancellations on monthly penalties from delinquent bills. The remainder of delinquent balances subject to tax roll will be sent over to the City of Waupun after November 15, 2020.

General Manager Brooks reported on status of projects. Comtech Substation Feeder #1 underground cable has been tested and energized. Crews are working to make repairs identified in the annual infrared system inspection report provided from WPPI.

General Manager Brooks reported Finance Director Jeff Stanek has been nominated and asked to join the WPPI Rate Services Advisory Committee, which Stanek accepted. General Manager, Treatment Facilities/Operations Superintendent, Commissioners, & Mayor passed along their congratulations to Finance Director Stanek. The Public Service Commission of Wisconsin has voted to extend the moratorium on all utilities' residential disconnections for non-payment until April 15, 2021. In honor of Public Power Week, 23 prize drawing recipients were awarded bill credits and Waupun Area Chamber of Commerce certificates.

Treatment Facilities and Operations Superintendent Schramm reported the water treatment facility is performing well. Staff completed quarterly auxiliary operation of stand by generator at the water treatment facility and well #4 in fulfillment of the quarterly requirement by the WDNR. The annual boiler inspection for digester has been completed, identifying several deficiencies that mostly require rebuilding of components rather than replacement. Treatment facilities staff are preparing heating and biological processes for the cooler temperatures coming in. Water/sewer crew continued routine system maintenance throughout the month. Water and sewer main has been installed and laterals have been completed for Tanager Street.

Finance Director Stanek presented the 2021 budget for review. The overall budget is forecasted to increase \$17.1 million compared to 2020 budget amounts due to two partial street reconstruction projects scheduled in 2021 and commencement of the wastewater treatment plant construction upgrades. Significant capital expenditures include phase two of the Madison Street reconstruction, phase one of Rock/Newton Street reconstruction, replacement of the vacor truck, Harris lift station retrofit and construction costs associated with the WWTP upgrade. The WWTP upgrades will be financed through USDA loan proceeds and the remainder of the capital budget will be financed with cash reserves. All other capital additions and expenses are routine in nature. The proposed overall budget would use \$1,225,000 in sewer cash reserves, use \$566,200 in water cash reserve and add \$96,200 to electric cash reserves. Motion made by Thurmer and seconded by Westphal, to approve the 2021 budget. Motion carried unanimously.

Motion made by Thurmer, seconded by Westphal and unanimously carried, the Amendment to Owner-Engineer Agreement Amendment No. 3 between Waupun Utilities and Applied Technologies, Inc. was approved. The amendment is for construction and other related services to be performed by Engineer which was requested by the USDA prior to construction bidding.

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, meeting was adjourned at 5:05 p.m.

The next commission meeting is scheduled on December 14, 2020, at 4:00 p.m.

Jen Benson  
Office & Customer Service Lead