

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, April 11, 2022**

The meeting was called to order by President Heeringa at 4:00 p.m.

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmarski, Thurmer and Vanderkin were present.

Motion made by Bishop, seconded by Homan and unanimously carried, to approve minutes from the March 14, 2022 meeting.

On motion by Bishop, seconded by Daane and unanimously carried, bills for month of March 2022 were approved as presented.

On motion by Thurmer, seconded by Bishop and unanimously carried, year-to-date financial reports through February 2022 were approved as presented. Electric operating income was \$121,200 or \$97,200 above budget from lower operating costs and the annual billing for joint pole attachments to communication companies which occurs in February of each year. Water operating income was \$142,200 or \$63,900 above budget from lower than budgeted operating expenses. Sewer operating income was \$28,900 or 47,300 above budget largely due to the increase in high strength revenues from the DOC facilities.

General Manager Brooks reported that the ATC Y-306 Re-Rate project is nearing completion. Crew is awaiting materials and once received, the last remaining area will be completed with installation of a new riser pole and pad-mounted switchgear. Electric crew will also focus on replacing electric and street light poles on South Madison Street and secondary poles in the backyard right-of-way east of street re-construction. Waupun Utilities recently received national recognition from APPA for achieving recognition for Reliable Service and Safety Awards of Excellence for 2021.

Office & Customer Service Supervisor Benson provided a brief update on the number of past due notices mailed out, disconnect process, dollar amount threshold subject for disconnection and various programs available to customers for utility assistance.

Treatment Facilities and Operations Superintendent Schramm reported that during scheduled routine inspection and preventative maintenance of Well #1, a substantial amount of damage was found and materials that need to be replaced. Staff will have an internal review and discussion to determine if repairs are reasonable. Staff at the Wastewater Treatment Facility continue weekly to make temporary operational process changes at the facility due to construction. Distribution/collection systems crew completed hydrant flushing at specific locations throughout the city. Data was collected during flushing and will be incorporated into the unidirectional hydraulic modeling program that is being developed by Ruckert and Mielke. A slide presentation was shown of progress on construction for the ABNR WWTP upgrade project. Adjustments have been made but the project is still on schedule.

Dan LaHaye, Senior Manager, Baker Tilly, presented the 2021 financial audit draft report. The objective of the financial audit is to obtain an opinion that the financial statements are free of material misstatement. Financial statements of Waupun Utilities received an unmodified opinion, which is the highest level of assurance that can be placed on financial statements. New GASB requirements are effective in 2022 related to leases which Finance Director Stanek will be working on. In closing, LaHaye commended Finance Director Stanek and team for hard work and dedication to the process stating that they do a great job and the results are about as good as they can get.

Finance Director Stanek reported that final costs are in for the WDOT South Madison Street re-construction project and that the utility's firewall is in need replacement. Thus, the previously approved 2022 budget is no longer adequate and a budget amendment is warranted. Total re-construction costs increased \$99,338 for the Water Utility and \$51,605 for the Sewer Utility. The estimated replacement cost for the firewall is \$9,000 (\$3,000 per utility). Motion by Thurmer, seconded by Kaczmarski and unanimously carried, to amend the 2022 Electric, Water and Sewer Utility Budgets previously approved in November 2021.

General Manager Brooks recognized outgoing Waupun Utilities Commissioner Rohn Bishop, thanking him for his service to our commission for the past year and passed along congratulations to Bishop on his recent election to role of Mayor for the City of Waupun. Bishop spoke highly of the Utility Commission, stating that our commissioners take great pride in being part of the utility commission and the knowledge that they have of our utility and its operations. President Heeringa expressed his thanks to Bishop stating that we have enjoyed working with him as a commissioner and look forward to working together in the future as Mayor.

On motion by Thurmer, seconded by Homan and unanimously carried, meeting was adjourned at 5:28 p.m.

The next regular commission meeting is scheduled on May 9, 2022, at 4:00 p.m. The meeting will be held at Waupun Utilities' Waste Water Treatment Facility located at 501 Fond du Lac St.

Jen Benson  
Office & Customer Service Supervisor