

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, January 9, 2023**

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

Commissioners Heeringa, Homan, Kaczmariski, Thurmer, and Westphal were present. Commissioner Daane absent.

Commission President Heeringa began the meeting by addressing the passing of Commissioner Nancy Vanderkin and reminiscing about the impact that Nancy had on his life and others in our community. General Manager Brooks spoke of the commemoration that took place at her funeral service. All in attendance agreed that the service was a wonderful celebration of Nancy's life. Those who wished to speak shared a story or two of a memory they have of Nancy. Nancy Vanderkin will be missed and we are thankful for all she did for our community and our commission.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from November 14, 2022 meeting.

Motion by Westphal, seconded by Thurmer and unanimously carried, bills for months of November and December 2022 approved as presented.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, year-to-date financial reports through November 2022 approved as presented. Electric operating income was \$409,300 or \$214,600 above budget from lower operating costs. Water operating income was \$700,700 or \$172,000 above budget from lower than budgeted operating expenses, primarily due to fewer distribution main breaks than budgeted. Sewer operating income was \$335,800 or \$226,700 above budget due to lower laboratory and maintenance related costs at the WWTF.

General Manager Brooks reported on current projects the electric crew have been working to complete. Plans were in place and staff on stand-by during the winter storm emergency that occurred Dec 21-24, however no outages occurred in result of storm. Waupun Utilities' stand-by generator was called online for approximately three hours due to a winter weather event that occurred on December 23 within the Midcontinent Independent System Operator (MISO) region to help during a time of a natural gas line pipeline failure that affected North and Central sub-regions.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. ABNR construction progress is at 90% completion mark, with mostly electrical work being completed. Treatment facilities staff is preparing to start testing various system processes. System process testing projected for completion in July 2023. Projected date for ABNR system to be in full operation is September 2023. Slide presentation shown of recap of ABNR construction progress from 2022.

Commission President Heeringa acknowledged Daniel Siebers, Alderman District 5, present as visitor.

Discussion held regarding no longer having printed commission packets and going solely electronic. General Manager Brooks said the utility would provide an electronic device for commissioners that do not currently have a device and could create a separate commission email address. No formal decision reached on the topic and will be revisited a later date.

Motion by Westphal, seconded by Kaczmariski, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to review and approve new job description and position. Motion carried unanimously.

Motion by Westphal, seconded by Kaczmariski, 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 Westphal and unanimously carried, meeting adjourned at 6:24 p.m.

The next regular commission meeting is scheduled on February 13, 2023, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor