

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, November 14, 2022**

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from October 10, 2022 meeting.

On motion by Vanderkin, seconded by Daane and unanimously carried, bills for month of October 2022 approved as presented.

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, year-to-date financial reports through September 2022 approved as presented. Electric operating income was \$374,100 or \$216,200 above budget from lower operating costs. Water operating income was \$580,700 or \$138,700 above budget from lower than budgeted operating expenses. Sewer operating income was \$245,600 or \$162,600 above budget due to controlling maintenance costs at the WWTF.

General Manager Brooks reported on an electric outage and current projects the crew have been working to complete. Equipment shortages and timelines continue to be an ongoing issue. Management team continues review of sewer ordinance, working to ensure code enforcement based on service size and discharge of industrial wastewater. Higher volumes and levels of BOD, phosphorus, suspended solids and TKN discharged make a big difference in the treatment process. Applicable customers will receive a letter in November communicating additional information and additional charges effective January 2023.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities. Treatment facilities staff have been working to complete routine maintenance and inspections of systems. Staff has considerable involvement with the switchover process of PLC's and programing taking place at the WWTF as part of ABNR construction project. Distribution/collection crew identified service and main line valve leaks found during the semi-annual leak audit and made necessary repairs. Slide presentation shown of ABNR construction progress at WWTF. Majority of work taking place is electrical, mechanical, and other finishing touches such as painting.

Finance Director Stanek presented the 2023 budget for review. The overall 2023 budget decreased \$10.6 million or 34.45% over 2022 budget figures, mainly due to the wastewater ABNR upgrade construction nearing completion in 2023 and no scheduled street reconstruction projects planned for the year. Major capital expenditure in the 2023 budget are remaining construction costs associated with the WWTP upgrade of \$3,906,100. These costs will be funded from grant proceeds with project completion scheduled for 2023 with commercial operation in early 2024. The 2023 budget also includes an overview of the sources and uses of funds for each utility including; revenues forecasted conservatively based upon historical data, operation and maintenance expense changes, COLA wage adjustments, health insurance cost increases, and additional cyber security services. The proposed overall budget would add \$88,600 in electric cash reserves and \$578,000 in water cash reserves and use \$186,300 in sewer cash reserves. Motion made by Kaczmarski and seconded by Thurmer, to approve the 2023 budget as presented. On roll call vote, motion passed 6-0. Homan, Daane, Westphal, Thurmer, Kaczmarski and Vanderkin voting yay.

On motion by Homan, seconded by Daane and unanimously carried, meeting adjourned at 5:26 p.m.

The next regular commission meeting is scheduled on January 9, 2023, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor