

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, September 8, 2025**

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

Present: Commissioners Daane, Heeringa, Homan, Kunz, Mielke and Siebers

Absent with notice: Commissioner Thurmer

Motion made by Kunz, seconded by Homan, and unanimously carried, to approve minutes from August 11, 2025 meeting.

Motion by Siebers, seconded by Daane, and unanimously carried, bills for month of August 2025 approved as presented.

On motion by Siebers, seconded by Mielke, and unanimously carried, year-to-date financial reports through July 2025 approved as presented by Finance Director Stanek. Electric operating income was \$412,400. Water operating income was \$376,700. Sewer operating income (loss) was (\$174,400).

General Manager Brooks was absent with prior approval from the Commission. A written General Manager's report was provided to the Commissioners in advance. There were no questions or follow-up items.

Assistant Electric Operations Supervisor Vande Kolk presented the Electric Operations Report, which included updates on recent call-ins and outages, as well as current and upcoming projects. He also highlighted the use of a system map created by WPPI's GIS service, along with a transformer loading tool, to identify the remaining 4kV distribution system and the updated 12kV system. This information will support the development of estimates and proposed plans for purchasing additional transformers needed for the Business Park Substation, feeder buildouts, and voltage conversion work.

Treatment Facilities and Operations Superintendent Schramm provided updates on current projects at the water and wastewater treatment facilities, as well as within the distribution and collection systems. Engineers are completing an electrical study on the generator located at the Wastewater Treatment Facility (WWTF) in preparation for the final steps of connecting the backup generator to the facility. The WWTF Open House, which featured the ABNR upgrade, was well attended and received positive feedback from attendees.

On motion by Homan, seconded by Kunz, and unanimously carried, meeting adjourned at 4:39 p.m.

The next regular commission meeting will be held on October 13, 2025 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor