

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, October 16, 2023**

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

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Westphal present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from September 11, 2023 meeting.

Motion by Daane, seconded by Kunz and unanimously carried, bills for month of September 2023 approved as presented.

On motion by Siebers, seconded by Thurmer and unanimously carried, year-to-date financial reports through August 2023 approved as presented by Finance Director Stanek. Electric operating income was \$306,500. Water operating income was \$551,700. Sewer operating income was \$510,900.

General Manager Brooks provided an update on work being completed at United Coop and Wilson and Shaler Dr. Water/sewer collection distribution crew worked with electric crew to install over 33,000 ft of conduit. Crew is currently working on installing conduit for Phase 2 of United Coop project, which consists of the feed mill portion of project. Letters were sent out the week of October 9<sup>th</sup> to customers who have a balance in arrears and subject to the 2023 tax roll. Any balance in arrears remaining November 15<sup>th</sup> will be placed on the property tax bill.

Treatment Facilities and Operations Superintendent Schramm reported on operations at water and wastewater treatment facilities and distribution/collection system. Algae Biomass Summit was held in Madison October 9-11. Individuals in attendance (grad students, professors, biologists, etc.) were from Canada, Finland, Japan, Netherlands, Portugal and 16 states within the United States. Waupun Wastewater Treatment Plant with ABNR upgrade received the prestigious award of 2023 Project of the Year from the Algae Biomass Organization. Summit agenda included a facility tour of Waupun Utilities WWTP with ABNR upgrade for attendees.

Commission President Heeringa welcomed guests. Present in person: Marc Medema, Ashley Medema, Ken Medema and Attorney Dan Vande Zande. Present virtually: Jason Whitford.

Mr. Marc Medema was present to speak to commission about electric utility easement located in backyard of S31 T14N R15E Fairway Estates Lot 9. Mr. and Mrs. Medema were in the process of an outdoor recreation installation on September 20<sup>th</sup> when contractors discovered unmarked utility lines in location where construction was to take place. Mr. Medema gave his account of series of events that occurred with Waupun Utilities representatives, delays encountered and extra expenses once utility lines were discovered and requested costs to be covered by Waupun Utilities.

Finance Director Stanek presented review of 2024 draft budget summary for each utility. The overall 2024 budget is forecasted to decrease \$310,800 or 1.6% over the 2023 budget due to a new customer in the industrial park and changes associated with construction of the wastewater ABNR upgrade nearing completion in 2023. Remaining construction costs associated with upgrade of \$2,047,800 are included in 2024 budget and will be funded with USDA grant proceeds. Budget summary also includes an overview of sources and uses of funds for each utility including: average costs of living wage adjustment and expected step increases based on commission approved compensation study, health insurance increase, operation and maintenance expense increase based on rising inflationary costs and supply chain challenges, new wastewater treatment expenses and costs recovery of expenses associated with operation of ABNR processes, additional services from primary IT provider, forecasted revenues based on recent historical consumption data and an additional large customer in the industrial park and capital equipment and vehicle replacements for assets past their useful life. Staff will be looking for final budget approval at November 2023 meeting.

Motion by Westphal, seconded by Thurmer, and unanimously carried to adjourn in closed session under Section 19.85(1)(g) of WI Statutes for discussion of S31 T14N R15 E Fairway Estates Lot 9 electric easement.

Motion by Westphal, seconded by Thurmer, 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 Westphal, seconded by Daane and unanimously carried, meeting adjourned at 6:48 p.m.

The next regular commission meeting will be held on November 13, 2023 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor