



**A G E N D A**  
**WAUPUN UTILITIES COMMISSION MEETING**  
**817 S. Madison Street**  
**Monday, January 12, 2026 at 4:00 PM**

There is a regular commission meeting scheduled for Monday, January 12, 2026 at 4:00 p.m. at the Waupun Utilities Administrative Building, with option to join via virtual and teleconference. Instructions to join the meeting are provided below:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89819520743?pwd=amNEeGRJTzBNaVdhUHhpcUdDNGNwdz09>

**By Phone:** 1 312 626 6799

**Meeting ID:** 898 1952 0743

**Passcode:** 061341

**CALL TO ORDER**

**ROLL CALL OF COMMISSIONERS**

**APPROVAL OF PREVIOUS MEETING MINUTES**

1. November 10, 2025

**APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS**

2. November and December 2025 Accounts Payable

**FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS**

3. Finance Director Report - December 2025 & January 2026

**GM REPORT / OPERATIONS REPORT**

4. General Manager Report - December 2025 & January 2026
5. Electric Operations Report - December 2025 & January 2026
6. Treatment Facilities Report - December 2025 & January 2026
7. Water and Sewer Operations Report - January 2026
8. Energy Services Manager Report - December 2025 & January 2026

**APPEARANCE BY VISITORS**

**AGENDA**

9. Review 2026 Department Work Plans
10. Review / Approve Private Well Permit Numbers 36, 37, 38, 39, 40, 41, 42 and 43
11. Review / Approve Short- & Long-Term Disability Benefit Update
12. Review / Approve Revisions to Purchasing Policy

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the General Manager at 920-324-7920.*

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, November 10, 2025**

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

Present: Commissioners Daane, Heeringa, Kunz, Mielke, Siebers, and Thurmer  
Absent with notice: Commissioner Homan

Motion made by Siebers, seconded by Kunz, and unanimously carried to approve the minutes from the October 13, 2025 meeting.

Motion by Kunz, seconded by Thurmer, and unanimously carried to approve the bills for the month of October 2025 as presented.

On motion by Daane, seconded by Mielke, and unanimously carried, year-to-date financial reports through September 2025 were approved as presented by Finance Director Stanek. Electric operating income was \$518,000. Water operating income was \$464,900. Sewer operating income (loss) was (\$191,100).

General Manager Brooks provided updates on organizational changes within Waupun Utilities' leadership team, daily work and learning opportunities, a recent job posting, community outreach, and staff training.

Assistant Electric Superintendent Vande Kolk reported on electric department projects. He noted that quotes are being collected from transformer manufacturers as part of planning efforts for construction of the new Business Park Substation and related voltage conversion upgrades.

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 system. These updates included centrifuge maintenance, operation plans for the dryer, and preparation for the upcoming DNR inspection required to begin processing and drying algae for sale.

Assistant Treatment Facilities Superintendent Sytsma present as a visitor.

Finance Director Stanek presented the 2026 budget for review for electric, water, and sewer utilities. The overall 2026 budget reflects an increase of \$1,907,405 or 10.55% over the 2025 budget, primarily due to a new customer in the industrial park, debt financing and utility construction of a new electric substation and water/sewer alleyway reconstruction projects. The presentation included an overview of sources and uses of funds for each utility, as well as changes from the prior year including; average cost of living wage adjustments and expected step increases based on the Commission approved compensation study, health insurance increases, and operation and maintenance expense increases based on inflationary trends. New wastewater treatment expenses are included related to the operation of ABNR processes. Forecasted revenues are based upon recent historical consumption data, additional large customer services in the industrial park, and new multi-family development. Capital equipment and vehicle replacements for assets past their useful life are also included in this budget. Debt financing and construction for a new Business Park substation and upgrades to convert remaining 4 kV electric distribution systems to 12 kV are planned. Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve the 2026 budget as presented.

On motion by Kunz, seconded by Siebers, and unanimously carried, meeting adjourned at 5:14 p.m.

In the event that no additional agenda items arise before December 2025, the next regular commission meeting will be held on January 12, 2026 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>AIR PRODUCTS AND CHEMICALS INC</b>							
840	433343736	CARBON DIOXIDE - ABNR	11/10/2025	3,046.60	3,046.60	753	11/10/2025
	433510397	CARBON DIOXIDE - ABNR	11/26/2025	2,535.40	2,535.40	767	11/26/2025
Total AIR PRODUCTS AND CHEMICALS INC:				5,582.00	5,582.00		
<b>AIRGAS USA INC</b>							
855	5520099495	ACETYLENE/OXYGEN/NITROGEN-E	11/10/2025	50.56	50.56	50828	11/10/2025
	5520099495	ACETYLENE/OXYGEN/NITROGEN-W	11/10/2025	50.56	50.56	50828	11/10/2025
	5520099495	ACETYLENE/OXYGEN/NITROGEN-S	11/10/2025	50.56	50.56	50828	11/10/2025
Total AIRGAS USA INC:				151.68	151.68		
<b>AIRWAY SALES INC</b>							
860	36681	FURNACE FILTERS FOR WWTP	11/10/2025	208.16	208.16	754	11/10/2025
Total AIRWAY SALES INC:				208.16	208.16		
<b>ALLIANT ENERGY</b>							
900	183035.10312025	GAS UTILITY - WATER PLANT	11/10/2025	268.71	268.71	11102025	11/10/2025
	3261389217.10312	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	11/10/2025	213.95	213.95	11102025	11/10/2025
	4370000.10312025	GAS UTIL BILL @ N2721 FDL ST - ADMIN/DIGESTER BLD	11/10/2025	130.40	130.40	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 27% E	11/10/2025	19.67	19.67	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 27% S	11/10/2025	19.67	19.67	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 27% W	11/10/2025	19.67	19.67	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 2% E	11/10/2025	1.47	1.47	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 2% S	11/10/2025	1.47	1.47	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 2% W	11/10/2025	1.46	1.46	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 4% S	11/10/2025	2.91	2.91	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 4% W	11/10/2025	2.91	2.91	11102025	11/10/2025
	590516.10312025	SPLIT DISTRIBUTION- MAIN BLD - 5% E	11/10/2025	3.64	3.64	11102025	11/10/2025
	801050.10312025	GAS UTILITY FOR WELLHOUSE #5	11/10/2025	14.70	14.70	11102025	11/10/2025
	931084.10312025	GAS UTIL @ N2721 FDL ST - FILTER & DEWATERING BLD	11/10/2025	18.44	18.44	11102025	11/10/2025
Total ALLIANT ENERGY:				719.07	719.07		
<b>AMAZON CAPITAL SERVICES</b>							
1015	13NM-P9P1-4RL4	LAPTOP BAG - SYTSMA	11/26/2025	32.47	32.47	768	11/26/2025
	13NM-P9P1-4RL4	LAPTOP BAG - SYTSMA	11/26/2025	32.47	32.47	768	11/26/2025
	1677-KDNJ-4JC7	SHARPIE PENS	11/26/2025	13.50	13.50	768	11/26/2025
	1DQT-1FPT-49R3	ZIP TIES	11/26/2025	29.18	29.18	768	11/26/2025
	1GNY-NL7W-9J69	EVENT ITEM PRIZES	11/26/2025	47.97	47.97	768	11/26/2025
Total AMAZON CAPITAL SERVICES:				155.59	155.59		
<b>BADGER LABORATORIES INC</b>							
2130	25-023292	SLUDGE TESTING	11/26/2025	455.00	455.00	769	11/26/2025
	25-023297	SLUDGE TESTING	11/26/2025	455.00	455.00	769	11/26/2025
Total BADGER LABORATORIES INC:				910.00	910.00		
<b>BATTERIES PLUS LLC</b>							
2480	P87153871	OFFICE BATTERIES	11/26/2025	23.11	23.11	770	11/26/2025
	P87153871	OFFICE BATTERIES	11/26/2025	18.38	18.38	770	11/26/2025
	P87153871	OFFICE BATTERIES	11/26/2025	17.79	17.79	770	11/26/2025

Dec 01, 2025 03:44PM

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		Total BATTERIES PLUS LLC:		59.28	59.28		
		<b>BELL LUMBER &amp; POLE COMPANY</b>					
2550	INV-046251	40 FT WOOD POLE	11/10/2025	4,311.00	4,311.00	50829	11/10/2025
	INV-046251	45 FT WOOD POLE	11/10/2025	11,704.00	11,704.00	50829	11/10/2025
	INV-046251	FREIGHT-WOOD POLES FROM THE SOUTH	11/10/2025	6,188.00	6,188.00	50829	11/10/2025
		Total BELL LUMBER & POLE COMPANY:		22,203.00	22,203.00		
		<b>BIEVER, TRICIA</b>					
2910	REFUND 11.25.25	REF OVERPAYMENT FRM: 1004 ROCK AVE	11/26/2025	175.46	175.46	771	11/26/2025
		Total BIEVER, TRICIA:		175.46	175.46		
		<b>BORDER STATES ELECTRIC SUPPLY</b>					
3300	931436716	ELBOW ARRESTORS - 10 KV	11/10/2025	3,080.70	3,080.70	755	11/10/2025
	931469560	POLE KEY - 12X30	11/26/2025	1,257.30	1,257.30	772	11/26/2025
	931469560	SHIPPING	11/26/2025	170.84	170.84	772	11/26/2025
		Total BORDER STATES ELECTRIC SUPPLY:		4,508.84	4,508.84		
		<b>BYTEC RESOURCE MANAGEMENT</b>					
3900	22638	ALGAE PUMPING ON 10/13/25	11/26/2025	195.00	195.00	50845	11/26/2025
		Total BYTEC RESOURCE MANAGEMENT:		195.00	195.00		
		<b>CAREW CONCRETE &amp; SUPPLY CO</b>					
5600	1332662	AG CRUSHER - BAYBERRY LANE EXTENTION	11/10/2025	118.64	118.64	756	11/10/2025
		Total CAREW CONCRETE & SUPPLY CO:		118.64	118.64		
		<b>CEDAR CREEK CIVIL LLC</b>					
5705	2024027E-B	TOPOGRAPHIC SURVEY FOR SUBSTATION GRADING	11/10/2025	6,650.00	6,650.00	50830	11/10/2025
		Total CEDAR CREEK CIVIL LLC:		6,650.00	6,650.00		
		<b>CENTRAL CABLE CONTRACTORS INC</b>					
5750	10800	ESC CABLE REPLACEMENT - BORE (3) 2" HDPE CONDUIT	11/26/2025	2,242.00	2,242.00	50846	11/26/2025
	10801	BORE (1) 2' HDPE CONDUIT - HOMAN SHED NEW SERVIC	11/26/2025	1,890.00	1,890.00	50846	11/26/2025
	10826	UNITED COOP BORE (3) 2.5" HDPE CONDUITS	11/26/2025	21,436.00	21,436.00	50846	11/26/2025
		Total CENTRAL CABLE CONTRACTORS INC:		25,568.00	25,568.00		
		<b>CENTRAL WISCONSIN MUTUAL INSURANCE</b>					
5770	2025 EI	2025 ENHANCED INCENTIVE	11/26/2025	402.00	402.00	50847	11/26/2025
		Total CENTRAL WISCONSIN MUTUAL INSURANCE:		402.00	402.00		
		<b>CINTAS FIRE 636525</b>					
5880	2500035937	FIRE EXT INSPECTION & REPAIR-E	11/10/2025	461.36	461.36	50831	11/10/2025
	2500035937	FIRE EXT INSPECTION & REPAIR-W	11/10/2025	346.02	346.02	50831	11/10/2025
	2500035937	FIRE EXT INSPECTION & REPAIR-S	11/10/2025	346.02	346.02	50831	11/10/2025
		Total CINTAS FIRE 636525:		1,153.40	1,153.40		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>COLUMN SOFTWARE PBC</b>							
6115	A1CF33FA-0015	MNTHLY MEETING MIINS-E	11/26/2025	43.61	43.61	774	11/26/2025
	A1CF33FA-0015	MNTHLY MEETING MIINS-W	11/26/2025	34.67	34.67	774	11/26/2025
	A1CF33FA-0015	MNTHLY MEETING MIINS-S	11/26/2025	33.55	33.55	774	11/26/2025
Total COLUMN SOFTWARE PBC:				111.83	111.83		
<b>DIGGERS HOTLINE INC.</b>							
7300	251 0 31801	MONTHLY LOCATE TICKET CHRGGS	11/10/2025	221.40	221.40	50832	11/10/2025
Total DIGGERS HOTLINE INC.:				221.40	221.40		
<b>ELECTRICAL TESTING LAB LLC</b>							
8150	44484	GLOVES TESTED	11/26/2025	90.00	90.00	775	11/26/2025
Total ELECTRICAL TESTING LAB LLC:				90.00	90.00		
<b>EVOQUA WATER TECHNOLOGIES LLC</b>							
8955	907265526	MIXBED, FILTER CARTRIDGE - WWTP	11/26/2025	1,378.50	1,378.50	776	11/26/2025
Total EVOQUA WATER TECHNOLOGIES LLC:				1,378.50	1,378.50		
<b>MARTENS ACE HARDWARE</b>							
9200	247548	BULB RECYCLING CONTAINER	11/10/2025	26.99	26.99	50835	11/10/2025
	247714	BLADES FOR SAWZALL ON UNIT #6	11/10/2025	13.00	13.00	50835	11/10/2025
	247714	BLADES FOR SAWZALL ON UNIT #6	11/10/2025	12.99	12.99	50835	11/10/2025
	247759	LANDSCAPE FABRIC - TREE REMOVAL	11/10/2025	6.80	6.80	50835	11/10/2025
	247759	LANDSCAPE FABRIC - TREE REMOVAL	11/10/2025	5.10	5.10	50835	11/10/2025
	247759	LANDSCAPE FABRIC - TREE REMOVAL	11/10/2025	5.09	5.09	50835	11/10/2025
	247805	BATTERY FOR EQUINOX REMOTE #1	11/10/2025	3.00	3.00	50835	11/10/2025
	247805	BATTERY FOR EQUINOX REMOTE #1	11/10/2025	3.00	3.00	50835	11/10/2025
	247805	BATTERY FOR EQUINOX REMOTE #1	11/10/2025	2.99	2.99	50835	11/10/2025
	248033	UNIT #23 CLEANING	11/26/2025	7.59	7.59	50851	11/26/2025
	248033	UNIT #23 CLEANING	11/26/2025	7.60	7.60	50851	11/26/2025
	248033	UNIT #23 CLEANING	11/26/2025	60.77	60.77	50851	11/26/2025
Total MARTENS ACE HARDWARE:				154.92	154.92		
<b>FERGUSON WATERWORKS #1476</b>							
9480	0464193-1	1-1/4 REPAIR TOP WITH PLUG	11/26/2025	280.00	280.00	777	11/26/2025
	464193	LF 3/4" CTS X 3/4" CTS COMP UNION	11/10/2025	156.00	156.00	757	11/10/2025
	464193	LF 3/4" InLine Ball Curb Valve	11/10/2025	964.00	964.00	757	11/10/2025
	464193	1-1/4 CI Curb Box Lid with Plug	11/10/2025	80.00	80.00	757	11/10/2025
	464193	6 x 12 All SS Repair Clamps 6.84 - 7.24	11/10/2025	910.00	910.00	757	11/10/2025
	464193	4" Plastic / 4" Plastic	11/10/2025	45.50	45.50	757	11/10/2025
	464193	4" A.C. / D.I. / 4" Plastic	11/10/2025	35.00	35.00	757	11/10/2025
	464193	6" D.I. CL52 Tyton Joint C-Bend Pipe	11/10/2025	631.98	631.98	757	11/10/2025
	464193	7 ft Minn Patt Curb Box	11/10/2025	610.00	610.00	757	11/10/2025
Total FERGUSON WATERWORKS #1476:				3,712.48	3,712.48		
<b>GFL ENVIRONMENTAL</b>							
11300	U90000286551	DUMPSTER - OFFICE BLDG-E 40%	11/26/2025	289.48	289.48	778	11/26/2025
	U90000286551	DUMPSTER - OFFICE BLDG-W 30%	11/26/2025	217.11	217.11	778	11/26/2025
	U90000286551	DUMPSTER - OFFICE BLDG-S 30%	11/26/2025	217.11	217.11	778	11/26/2025
	U90000286822	DUMPSTER - WWTP	11/26/2025	3,503.22	3,503.22	778	11/26/2025
	V70000024167	POLE END DISPOSAL	11/26/2025	873.47	873.47	778	11/26/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		Total GFL ENVIRONMENTAL:		5,100.39	5,100.39		
		<b>GORDON FLESCH COMPANY INC</b>					
11325	IN15385803	MTHLY CLICK COUNTS -E	11/26/2025	74.05	74.05	779	11/26/2025
	IN15385803	MTHLY CLICK COUNTS -W	11/26/2025	58.86	58.86	779	11/26/2025
	IN15385803	MTHLY CLICK COUNTS -S	11/26/2025	56.96	56.96	779	11/26/2025
		Total GORDON FLESCH COMPANY INC:		189.87	189.87		
		<b>GUELIG WASTE REMOVAL</b>					
11690	77045	RENTAL OF 30YD DUMPSTER - ELEC DEPT	11/10/2025	620.00	620.00	50833	11/10/2025
	77100	RENTAL OF 30YD DUMPSTER - ELEC DEPT	11/10/2025	796.58	796.58	50833	11/10/2025
		Total GUELIG WASTE REMOVAL:		1,416.58	1,416.58		
		<b>GUTHS CANDY LLC</b>					
11850	11.10.25	2 - \$10 GIFT CARDS	11/10/2025	20.00	20.00	50834	11/10/2025
		Total GUTHS CANDY LLC:		20.00	20.00		
		<b>HYDROCORP INC.</b>					
13985	CI-09262	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	11/10/2025	1,304.00	1,304.00	758	11/10/2025
	CI-09269	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	11/10/2025	950.00	950.00	758	11/10/2025
	CI-09973	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	11/26/2025	1,304.00	1,304.00	780	11/26/2025
	CI-09976	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	11/26/2025	950.00	950.00	780	11/26/2025
		Total HYDROCORP INC.:		4,508.00	4,508.00		
		<b>ICS MEDICAL ANSWERING SERVICE LLC</b>					
14120	251200101101	ANSWERING SERVICE - E	11/26/2025	104.70	104.70	781	11/26/2025
	251200101101	ANSWERING SERVICE - W	11/26/2025	83.22	83.22	781	11/26/2025
	251200101101	ANSWERING SERVICE - S	11/26/2025	80.53	80.53	781	11/26/2025
		Total ICS MEDICAL ANSWERING SERVICE LLC:		268.45	268.45		
		<b>INFOSEND INC</b>					
14490	298239	BILL PRINT & POSTAGE-E	11/10/2025	1,377.42	1,377.42	759	11/10/2025
	298239	BILL PRINT & POSTAGE-W	11/10/2025	1,094.86	1,094.86	759	11/10/2025
	298239	BILL PRINT & POSTAGE-S	11/10/2025	1,059.56	1,059.56	759	11/10/2025
		Total INFOSEND INC:		3,531.84	3,531.84		
		<b>STUART IRBY CO LLC</b>					
14890	S014368574.002	U-GUARD LAGS	11/26/2025	480.00	480.00	791	11/26/2025
	SO144365451.001	BLACK COMPSPLICE	11/26/2025	178.32	178.32	791	11/26/2025
		Total STUART IRBY CO LLC:		658.32	658.32		
		<b>ITU ABSORB TECH INC.</b>					
14950	5630562	SHOP TOWELS MTHLY RENTAL FEE-E	11/26/2025	29.53	29.53	782	11/26/2025
	5630562	SHOP TOWELS MTHLY RENTAL FEE-W	11/26/2025	29.53	29.53	782	11/26/2025
	5630562	SHOP TOWELS MTHLY RENTAL FEE-S	11/26/2025	29.54	29.54	782	11/26/2025
	8630563	SHOP TOWELS FOR WWTP	11/26/2025	25.12	25.12	782	11/26/2025
		Total ITU ABSORB TECH INC.:		113.72	113.72		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>J &amp; H CONTROLS INC</b>							
16000	10000027513	BUILDING PREVENTATIVE MAINT ROOF UNIT-E (ADMIN B	11/10/2025	53.23	53.23	760	11/10/2025
	10000027513	BUILDING PREVENTATIVE MAINT ROOF UNIT -W (ADMIN	11/10/2025	39.93	39.93	760	11/10/2025
	10000027513	BUILDING PREVENTATIVE MAINT ROOF-W (ADMIN BLDG)	11/10/2025	39.92	39.92	760	11/10/2025
	10000027535	BUILDING PREVENTATIVE MAINT. - E	11/26/2025	100.10	100.10	783	11/26/2025
	10000027535	BUILDING PREVENTATIVE MAINT. - W	11/26/2025	75.08	75.08	783	11/26/2025
	10000027535	BUILDING PREVENTATIVE MAINT. - S	11/26/2025	75.08	75.08	783	11/26/2025
	10000027586	BUILDING MAINT MTHLY CHRG-WWTF	11/26/2025	465.00	465.00	783	11/26/2025
	10000027587	BUILDING MAINT MTHLY CHRG-WTP	11/26/2025	199.00	199.00	783	11/26/2025
Total J & H CONTROLS INC:				1,047.34	1,047.34		
<b>KING MANUFACTURING CORP</b>							
17535	2025 ENHANCED I	2025 ENHANCED INCENTIVE	11/26/2025	236.25	236.25	50848	11/26/2025
Total KING MANUFACTURING CORP:				236.25	236.25		
<b>KWIK TRIP STORES</b>							
17900	2025 ENHANCED I	2025 ENHANCED INCENTIVE	11/26/2025	500.00	500.00	50849	11/26/2025
Total KWIK TRIP STORES:				500.00	500.00		
<b>LOGISTICS RECYCLING INC</b>							
18140	150629	INVOICED CUSTOMERS - BULB RECYCLING	11/26/2025	867.13	867.13	785	11/26/2025
	150629	LOBBY COLLECTION - BULB RECYCLING	11/26/2025	272.80	272.80	785	11/26/2025
	150629	CONTAINERS DELIVERED - BULB RECYCLING	11/26/2025	176.00	176.00	785	11/26/2025
	150629	LABOR CHARGE - BULB RECYCLING	11/26/2025	150.00	150.00	785	11/26/2025
	150629	TRANSPORTATION FEE - BULB RECYCLING	11/26/2025	135.00	135.00	785	11/26/2025
Total LOGISTICS RECYCLING INC:				1,600.93	1,600.93		
<b>LOCATORS &amp; SUPPLIES INC.</b>							
18825	0324288-IN	PULLING TAPE - 3 REELS	11/26/2025	625.87	625.87	784	11/26/2025
	0324350-IN	WIRE TAGS	11/26/2025	121.19	121.19	784	11/26/2025
Total LOCATORS & SUPPLIES INC.:				747.06	747.06		
<b>MARTELLE WATER TREATMENT INC.</b>							
20250	30469	CASTIC SODA 50% BULK - WTF CLEANING	11/26/2025	3,823.25	3,823.25	50850	11/26/2025
	30470	CASTIC SODA 50% BULK - ABNR CLEANING	11/26/2025	307.45	307.45	50850	11/26/2025
Total MARTELLE WATER TREATMENT INC.:				4,130.70	4,130.70		
<b>MEUW</b>							
23500	5035	ELECTRIC OPS ANNUAL CONFERENCE - SCHRAMM	11/26/2025	445.00	445.00	786	11/26/2025
	5035	ELECTRIC OPS ANNUAL CONFERENCE - VANDE KOLK	11/26/2025	385.00	385.00	786	11/26/2025
	5035	ELECTRIC OPS ANNUAL CONFERENCE - BROOKS	11/26/2025	385.00	385.00	786	11/26/2025
Total MEUW:				1,215.00	1,215.00		
<b>MILTON PROPANE INC</b>							
25000	T589871	PROPANE DELIVERED - E	11/10/2025	21.06	21.06	50836	11/10/2025
	T589871	PROPANE DELIVERED - W	11/10/2025	21.06	21.06	50836	11/10/2025
	T589871	PROPANE DELIVERED - S	11/10/2025	21.06	21.06	50836	11/10/2025
Total MILTON PROPANE INC:				63.18	63.18		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>SECURIAN FINANCIAL GROUP INC</b>							
25200	002832L	EMPLOYER CONTRIBUTION 20%-E	11/10/2025	49.94	49.94	50837	11/10/2025
	002832L	EMPLOYER CONTRIBUTION 20%-W	11/10/2025	39.70	39.70	50837	11/10/2025
	002832L	EMPLOYER CONTRIBUTION 20%-S	11/10/2025	38.42	38.42	50837	11/10/2025
	002832L	BASIC GROUP LIFE INS PREMIUM	11/10/2025	235.71	235.71	50837	11/10/2025
Total SECURIAN FINANCIAL GROUP INC:				363.77	363.77		
<b>MULCAHY SHAW WATER INC.</b>							
29200	327124	DIGESTER 1 TRANSFER PUMP REPAIR PARTS (SEALS &	11/10/2025	3,560.25	3,560.25	761	11/10/2025
Total MULCAHY SHAW WATER INC.:				3,560.25	3,560.25		
<b>MUNICIPAL WELL &amp; PUMP INC</b>							
29500	2025 ENHANCED I	2025 ENHANCED INCENTIVE	11/26/2025	500.00	500.00	787	11/26/2025
Total MUNICIPAL WELL & PUMP INC:				500.00	500.00		
<b>NAPA AUTO PARTS</b>							
30900	453023	O RINGS FOR PUMP #3 PRIMARY SLUDGE	11/26/2025	.75	.75	788	11/26/2025
	453787	WINDSHIELD WASH	11/26/2025	9.98	9.98	788	11/26/2025
	453787	WINDSHIELD WASH	11/26/2025	9.98	9.98	788	11/26/2025
	453901	UNIT #155 BATTERY	11/26/2025	219.99	219.99	788	11/26/2025
Total NAPA AUTO PARTS:				240.70	240.70		
<b>NCL OF WISCONSIN INC</b>							
33000	527790	LAB SUPPLIES- WWTP	11/26/2025	3,315.86	3,315.86	50852	11/26/2025
Total NCL OF WISCONSIN INC:				3,315.86	3,315.86		
<b>ODP BUSINESS SOLUTIONS LLC</b>							
38877	444556301.001	PAPER, PAPER ROLLS, & DIVIDERS - OFFICE	11/10/2025	23.17	23.17	762	11/10/2025
	444556301.001	PAPER, PAPER ROLLS, & DIVIDERS - OFFICE	11/10/2025	18.42	18.42	762	11/10/2025
	444556301.001	PAPER, PAPER ROLLS, & DIVIDERS - OFFICE	11/10/2025	17.83	17.83	762	11/10/2025
Total ODP BUSINESS SOLUTIONS LLC:				59.42	59.42		
<b>ONLINE INFORMATION SERVICES</b>							
38940	1358380	ONLINE UTILITY EXCHANGE-E	11/10/2025	15.05	15.05	11102025	11/10/2025
	1358380	ONLINE UTILITY EXCHANGE-W	11/10/2025	11.97	11.97	11102025	11/10/2025
	1358380	ONLINE UTILITY EXCHANGE-S	11/10/2025	11.58	11.58	11102025	11/10/2025
Total ONLINE INFORMATION SERVICES:				38.60	38.60		
<b>PAYMENT SERVICE NETWORK</b>							
40285	317186	RT17076-CREDIT CARD FEES-E	11/10/2025	641.68	641.68	11102025	11/10/2025
	317186	RT17076-CREDIT CARD FEES-W	11/10/2025	177.70	177.70	11102025	11/10/2025
	317186	RT17076-CREDIT CARD FEES-S	11/10/2025	167.82	167.82	11102025	11/10/2025
Total PAYMENT SERVICE NETWORK:				987.20	987.20		
<b>PIGGLY WIGGLY</b>							
41200	5623	EMPLOYEE MEETING SUPPLIES	11/26/2025	32.69	32.69	50853	11/26/2025
	5623	EMPLOYEE MEETING SUPPLIES	11/26/2025	25.98	25.98	50853	11/26/2025
	5623	EMPLOYEE MEETING SUPPLIES	11/26/2025	25.15	25.15	50853	11/26/2025
	6013	EMPLOYEE MEETING SUPPLIES	11/26/2025	15.97	15.97	50853	11/26/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	6013	EMPLOYEE MEETING SUPPLIES	11/26/2025	12.70	12.70	50853	11/26/2025
	6013	EMPLOYEE MEETING SUPPLIES	11/26/2025	12.29	12.29	50853	11/26/2025
		Total PIGGLY WIGGLY:		124.78	124.78		
<b>PUBLIC SERVICE COMMISSION OF W</b>							
44200	2510-I06290	CERTIFICATE OF AUTHORITY - UNITED CO-OP	11/26/2025	120.45	120.45	789	11/26/2025
		Total PUBLIC SERVICE COMMISSION OF W:		120.45	120.45		
<b>REACH WAUPUN</b>							
45400	GIVING TUESDAY	GIVING TUESDAY 2025	11/26/2025	500.00	500.00	50854	11/26/2025
		Total REACH WAUPUN:		500.00	500.00		
<b>RESCO</b>							
46400	3093814	SMITH CLOTHING 2025	11/26/2025	39.45	39.45	790	11/26/2025
	3093814	SMITH CLOTHING 2025	11/26/2025	39.45	39.45	790	11/26/2025
	3093814	VELEKE CLOTHING 2025	11/26/2025	18.37	18.37	790	11/26/2025
	3093814	VELEKE CLOTHING 2025	11/26/2025	18.37	18.37	790	11/26/2025
	3093814	HOFFMAN CLOTHING 2025	11/26/2025	29.68	29.68	790	11/26/2025
	3093814	HOFFMAN CLOTHING 2025	11/26/2025	29.68	29.68	790	11/26/2025
	3094916	BOLT ASSEMBLY	11/26/2025	579.27	579.27	790	11/26/2025
	3094916	YELLOW CABLE TAG	11/26/2025	22.32	22.32	790	11/26/2025
	3094936	ELECTRICAL TAPE	11/26/2025	338.90	338.90	790	11/26/2025
	3094936	3 PHASE PRI URD J-BOX	11/26/2025	6,123.00	6,123.00	790	11/26/2025
	3094937	CABLE TAG	11/26/2025	53.07	53.07	790	11/26/2025
		Total RESCO:		7,291.56	7,291.56		
<b>SAM'S WELL DRILLING INC.</b>							
50470	66957	CRANE RENTAL FOR SETTING TRANSFORMER	11/26/2025	540.00	540.00	50855	11/26/2025
		Total SAM'S WELL DRILLING INC.:		540.00	540.00		
<b>SEERA</b>							
51535	WAUPUN/OCTOBE	"WAUPUN" FOCUS PROGRAM FEE	11/10/2025	2,825.12	2,825.12	763	11/10/2025
		Total SEERA:		2,825.12	2,825.12		
<b>CHARTER COMMUNICATIONS</b>							
52500	171156801110725	WATER PLANT VOICE SERV	11/26/2025	79.98	79.98	773	11/26/2025
	171156801110725	WASTEWATER VOICE SERV	11/26/2025	79.98	79.98	773	11/26/2025
	171156801110725	INTERNET SERVICES-E	11/26/2025	107.63	107.63	773	11/26/2025
	171156801110725	INTERNET SERVICES-W	11/26/2025	85.55	85.55	773	11/26/2025
	171156801110725	INTERNET SERVICES-S	11/26/2025	82.79	82.79	773	11/26/2025
	171156801110725	MONTHLY SERVICE EXP 1ST & 2ND-E	11/26/2025	108.00	108.00	773	11/26/2025
	171156801110725	MONTHLY SERVICE EXP 1ST & 2ND-W	11/26/2025	85.85	85.85	773	11/26/2025
	171156801110725	MONTHLY SERVICE EXP 1ST & 2ND-S	11/26/2025	83.08	83.08	773	11/26/2025
		Total CHARTER COMMUNICATIONS:		712.86	712.86		
<b>SPEE-DEE</b>							
52600	1357385	SERVICE CHRG FOR WATER SAMPLES	11/26/2025	65.55	65.55	50856	11/26/2025
		Total SPEE-DEE:		65.55	65.55		

WAUPUN UTILITIES		Paid Invoice Report - COMMISSION Check issue dates: 11/1/2025 - 11/30/2025				Page: 8 Dec 01, 2025 03:44PM	
Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>ST. VINCENT DE PAUL</b>							
52970	11.25.25	COMMUNITY OPERATIONS DONATION	11/26/2025	500.00	500.00	50857	11/26/2025
Total ST. VINCENT DE PAUL:				500.00	500.00		
<b>STRAND ASSOCIATES INC</b>							
53800	0231220	WATER WELL SITING STUDY_PYMT 5	11/26/2025	14,764.56	14,764.56	50858	11/26/2025
Total STRAND ASSOCIATES INC:				14,764.56	14,764.56		
<b>SWANSON FLO</b>							
54855	9302666	PORTABLE FLOW METER - WWTP	11/26/2025	2,821.89	2,821.89	50859	11/26/2025
Total SWANSON FLO:				2,821.89	2,821.89		
<b>TOM DOOLEY'S APPLE ORCHARD</b>							
57338	11.10.25	APPLE PIE BARS	11/10/2025	40.00	40.00	50838	11/10/2025
Total TOM DOOLEY'S APPLE ORCHARD:				40.00	40.00		
<b>TRUCLEANERS LLC</b>							
58700	OCTOBER 2025	MONTHLY CLEANING SERVICE - E	11/10/2025	409.50	409.50	764	11/10/2025
OCTOBER 2025				315.00	315.00	764	11/10/2025
OCTOBER 2025				325.50	325.50	764	11/10/2025
Total TRUCLEANERS LLC:				1,050.00	1,050.00		
<b>USA BLUE BOOK</b>							
59600	INV00871757	FIRE HYDRANT REFLECTIVE MARKERS BLUE	11/10/2025	337.25	337.25	765	11/10/2025
Total USA BLUE BOOK:				337.25	337.25		
<b>VAN BUREN, JEROME and/or SANDRA</b>							
60800	OCTOBER 2025 SO	SOLAR CREDIT	11/10/2025	281.01	281.01	50839	11/10/2025
Total VAN BUREN, JEROME and/or SANDRA:				281.01	281.01		
<b>VIKING ELECTRIC SUPPLY</b>							
63300	S009744415.001	DUCT TAPE	11/26/2025	287.76	287.76	50860	11/26/2025
S009744415.001				63.41	63.41	50860	11/26/2025
S009744415.001				6.36	6.36	50860	11/26/2025
Total VIKING ELECTRIC SUPPLY:				357.53	357.53		
<b>WAUPUN, CITY OF</b>							
74400	1653	POSTAGE - OCTOBER	11/10/2025	21.93	21.93	50841	11/10/2025
1653				17.43	17.43	50841	11/10/2025
1653				16.88	16.88	50841	11/10/2025
1654				775.44	775.44	50841	11/10/2025
1654				510.16	510.16	50841	11/10/2025
1654				755.04	755.04	50841	11/10/2025
1657				6,562.50	6,562.50	50866	11/26/2025
1657				6,562.50	6,562.50	50866	11/26/2025
1658				302.19	302.19	50866	11/26/2025
1658				302.19	302.19	50866	11/26/2025
1659				2,447.50	2,447.50	50866	11/26/2025
PILOT NOVEMBER				26,031.00	26,031.00	50841	11/10/2025

## WAUPUN UTILITIES

Paid Invoice Report - COMMISSION  
Check issue dates: 11/1/2025 - 11/30/2025

Page: 9

Dec 01, 2025 03:44PM

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	PILOT NOVEMBER	PILOT-ELECTRIC	11/10/2025	20,232.00	20,232.00	50841	11/10/2025
	PILOT OCTOBER 2	PILOT-WATER	11/10/2025	26,031.00	26,031.00	50841	11/10/2025
	PILOT OCTOBER 2	PILOT-ELECTRIC	11/10/2025	20,232.00	20,232.00	50841	11/10/2025
	STORMWATER OC	STORMWATER RECEIPTS	11/10/2025	50,941.16	50,941.16	50841	11/10/2025
	Trash OCTOBER 20	TRASH/RECYCLING COLLECTION	11/10/2025	50,188.60	50,188.60	50841	11/10/2025
Total WAUPUN, CITY OF:				211,929.52	211,929.52		
<b>WAUPUN HOCKEY ASSOCIATION</b>							
75520	2025-2029 STEP P	4 YEAR STEP PROGRAM - DONATION	11/10/2025	125.00	125.00	50840	11/10/2025
Total WAUPUN HOCKEY ASSOCIATION:				125.00	125.00		
<b>WAUPUN UNITED METHODIST CHURCH</b>							
76810	2025 ENHANCED I	2025 ENHANCED INCENTIVE	11/26/2025	500.00	500.00	50861	11/26/2025
Total WAUPUN UNITED METHODIST CHURCH:				500.00	500.00		
<b>WESTPHAL RESOURCES INC.</b>							
79900	76013	UNIT 157 DECALS	11/10/2025	822.97	822.97	766	11/10/2025
Total WESTPHAL RESOURCES INC.:				822.97	822.97		
<b>WEX BANK</b>							
79930	108319804	FUEL VEHICLE EXPENSE - E	11/26/2025	1,059.73	1,059.73	11262025	11/26/2025
	108319804	FUEL VEHICLE EXPENSE - W	11/26/2025	434.44	434.44	11262025	11/26/2025
	108319804	FUEL VEHICLE EXPENSE - S	11/26/2025	767.40	767.40	11262025	11/26/2025
Total WEX BANK:				2,261.57	2,261.57		
<b>WISCONSIN CORRECTIONAL CENTER</b>							
84300	20205	INMATE LABOR 10/19/25-11/01/25	11/26/2025	153.00	153.00	50867	11/26/2025
Total WISCONSIN CORRECTIONAL CENTER:				153.00	153.00		
<b>WISCONSIN STATE LAB OF HYGIENE</b>							
88300	30038769	LAB TESTING	11/10/2025	1,688.00	1,688.00	50842	11/10/2025
Total WISCONSIN STATE LAB OF HYGIENE:				1,688.00	1,688.00		
<b>WPPI ENERGY</b>							
89600	27-102025	METER DATA COLLECTION - E	11/26/2025	939.64	939.64	11262025	11/26/2025
	27-102025	METER DATA COLLECTION - W	11/26/2025	746.89	746.89	11262025	11/26/2025
	27-102025	METER DATA COLLECTION - S	11/26/2025	722.80	722.80	11262025	11/26/2025
	27-102025	HOSTED BILLING CIS-E	11/26/2025	767.07	767.07	11262025	11/26/2025
	27-102025	HOSTED BILLING CIS-W	11/26/2025	609.72	609.72	11262025	11/26/2025
	27-102025	HOSTED BILLING CIS-S	11/26/2025	590.06	590.06	11262025	11/26/2025
	27-102025	GIS SUPPORT -E	11/26/2025	1,454.00	1,454.00	11262025	11/26/2025
	27-102025	SHARED METER TECH SERVICE-E	11/26/2025	143.75	143.75	11262025	11/26/2025
	27-102025	SHARED METER TECH SERVICE-W	11/26/2025	143.75	143.75	11262025	11/26/2025
	27-102025	CYBER SECURITY-E	11/26/2025	231.75	231.75	11262025	11/26/2025
	27-102025	CYBER SECURITY-W	11/26/2025	189.62	189.62	11262025	11/26/2025
	27-102025	CYBER SECURITY-S	11/26/2025	280.91	280.91	11262025	11/26/2025
	27-102025	MEMEBER NETWORK ASSESMT & MONITOR-E	11/26/2025	40.63	40.63	11262025	11/26/2025
	27-102025	MEMEBER NETWORK ASSESMT & MONITOR-W	11/26/2025	32.29	32.29	11262025	11/26/2025
	27-102025	MEMEBER NETWORK ASSESMT & MONITOR-S	11/26/2025	31.25	31.25	11262025	11/26/2025
	27-102025	IT TICKETS -E	11/26/2025	81.12	81.12	11262025	11/26/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	27-102025	IT TICKETS -W	11/26/2025	64.48	64.48	11262025	11/26/2025
	27-102025	IT TICKETS -S	11/26/2025	62.40	62.40	11262025	11/26/2025
	27-102025	WPPI WAN-E	11/26/2025	70.20	70.20	11262025	11/26/2025
	27-102025	WPPI WAN-W	11/26/2025	55.80	55.80	11262025	11/26/2025
	27-102025	WPPI WAN-S	11/26/2025	54.00	54.00	11262025	11/26/2025
	27-102025	T-MOBILE - E	11/26/2025	5.00	5.00	11262025	11/26/2025
	27-102025	T-MOBILE - W	11/26/2025	5.00	5.00	11262025	11/26/2025
	27-102025	WHOLE SALE POWER BILL	11/26/2025	727,761.98	727,761.98	11262025	11/26/2025
Total WPPI ENERGY:				735,084.11	735,084.11		
<b>WAUPUN UTILITIES (Refund Acct)</b>							
100000	14022440.20	REF OVERPAYMT FRM: 618 CARRINGTON ST	11/26/2025	1.77	1.77	50865	11/26/2025
	14025420.32	REF OVERPAYMT FRM: 510 MAXON ST	11/26/2025	3.65	3.65	50862	11/26/2025
	20083086.21	REF OVERPAYMT FRM: 18 PLUIM DR APT 9	11/26/2025	29.07	29.07	50864	11/26/2025
	20086355.23	REF OVERPAYMT FRM: 18 CARRINGTON ST APT A	11/26/2025	93.53	93.53	50863	11/26/2025
Total WAUPUN UTILITIES (Refund Acct):				128.02	128.02		
<b>Grand Totals:</b>							
				1,093,867.43	1,093,867.43		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
<b>1</b>						
11/01/2025	1 2020_21 USDA Revenue Bond Pmt - P&I	9-1131-0000-00	COMBINED CASH		.00	148,833.26-
	2020_21 USDA Revenue Bond Pmt - Interest	3-2237-0000-00	INTEREST ACCRUED		148,833.26	
Total 1:					<b>148,833.26</b>	<b>148,833.26-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>2</b>						
11/05/2025	2 WF Electric Surplus xfer to LGIP for ST Investments	1-1128-1290-00	SURPLUS FUND - LGIP		250,000.00	
	WF Electric Surplus xfer to LGIP for ST Investments	9-1131-0000-00	COMBINED CASH		.00	250,000.00-
Total 2:					<b>250,000.00</b>	<b>250,000.00-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>3</b>						
11/05/2025	3 WF Water Surplus xfer to LGIP for ST Investments	2-1128-1290-00	SURPLUS FUND - LGIP		500,000.00	
	WF Water Surplus xfer to LGIP for ST Investments	9-1131-0000-00	COMBINED CASH		.00	500,000.00-
Total 3:					<b>500,000.00</b>	<b>500,000.00-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>4</b>						
11/05/2025	4 WF Sewer Surplus xfer to LGIP for ST Investments	3-1128-1290-00	SURPLUS FUND - LGIP		250,000.00	
	WF Sewer Surplus xfer to LGIP for ST Investments	9-1131-0000-00	COMBINED CASH		.00	250,000.00-
Total 4:					<b>250,000.00</b>	<b>250,000.00-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>5</b>						
11/10/2025	5 Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC		3,346.62	
	Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER		69.75	
	Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEW		67.49	
	Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH		.00	3,483.86-
Total 5:					<b>3,483.86</b>	<b>3,483.86-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>6</b>						
11/14/2025	6 Record OCTOBER Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX		11,807.34	
	Record OCTOBER Sales & Use Tax	9-1131-0000-00	COMBINED CASH		.00	11,807.34-
Total 6:					<b>11,807.34</b>	<b>11,807.34-</b>
<b>Total CASH DISBURSEMENTS (CD):</b>						
					<b>1,164,124.46</b>	<b>1,164,124.46-</b>
References: 6 Transactions: 14						
Grand Totals:						
					<b>1,164,124.46</b>	<b>1,164,124.46-</b>

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>AIR PRODUCTS AND CHEMICALS INC</b>							
840	433707282	CARBON DIOXIDE	12/19/2025	2,279.80	2,279.80	810	12/19/2025
		Total AIR PRODUCTS AND CHEMICALS INC:		2,279.80	2,279.80		
<b>AIRGAS USA INC</b>							
855	5520771167	ACETYLENE/OXYGEN/NITROGEN-E	12/10/2025	62.65	62.65	50868	12/10/2025
	5520771167	ACETYLENE/OXYGEN/NITROGEN-W	12/10/2025	62.65	62.65	50868	12/10/2025
	5520771167	ACETYLENE/OXYGEN/NITROGEN-S	12/10/2025	62.65	62.65	50868	12/10/2025
	5521265721	1 CYL LEASE - 2026 - ADMIN BLDG	12/10/2025	95.83	95.83	50868	12/10/2025
	5521265721	1 CYL LEASE - 2026 - ADMIN BLDG	12/10/2025	95.83	95.83	50868	12/10/2025
	5521265721	1 CYL LEASE - 2026 - ADMIN BLDG	12/10/2025	95.84	95.84	50868	12/10/2025
		Total AIRGAS USA INC:		475.45	475.45		
<b>ALLIANT ENERGY</b>							
900	183035.11262025	GAS UTILITY - WATER PLANT	12/10/2025	706.29	706.29	1210251	12/10/2025
	3261389217.112620	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	12/10/2025	875.88	875.88	1210251	12/10/2025
	4370000.11262025	GAS UTIL BILL @ N2721 FDL ST - ADMIN/DIGESTER BLD	12/10/2025	280.76	280.76	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 2% E	12/10/2025	4.09	4.09	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 2% S	12/10/2025	4.09	4.09	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 2% W	12/10/2025	4.09	4.09	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 27% E	12/10/2025	55.18	55.18	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 27% S	12/10/2025	55.17	55.17	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 27% W	12/10/2025	55.17	55.17	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 4% S	12/10/2025	8.17	8.17	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 4% W	12/10/2025	8.17	8.17	1210251	12/10/2025
	590516.11262025	SPLIT DISTRIBUTION- MAIN BLD - 5% E	12/10/2025	10.22	10.22	1210251	12/10/2025
	801050.11262025	GAS UTILITY FOR WELLHOUSE #5	12/10/2025	12.33	12.33	1210251	12/10/2025
	931084.11262025	GAS UTIL @ N2721 FDL ST - FILTER & DEWATERING BLD	12/10/2025	42.69	42.69	1210251	12/10/2025
		Total ALLIANT ENERGY:		2,122.30	2,122.30		
<b>AMAZON CAPITAL SERVICES</b>							
1015	1FDD-FGCX-GG9T	HOLIDAY HELP PROGRAM SUPPLIES	12/19/2025	230.51	230.51	811	12/19/2025
	1HWL-V76Q-CQK7	FIRST AID KIT ITEMS WWTP	12/10/2025	45.44	45.44	792	12/10/2025
	1JC3-P79C-F6W9	HOLIDAY HELP PROGRAM SUPPLIES	12/19/2025	48.38	48.38	811	12/19/2025
	1JFH-Y4L1-9KGN	WIRELESS KEYBOARD - BILLING	12/10/2025	12.47	12.47	792	12/10/2025
	1JFH-Y4L1-9KGN	WIRELESS KEYBOARD - BILLING	12/10/2025	9.92	9.92	792	12/10/2025
	1JFH-Y4L1-9KGN	WIRELESS KEYBOARD - BILLING	12/10/2025	9.60	9.60	792	12/10/2025
	1KKC-JCV-DJJF	2 POWER SUPPLY UNITS FOR WWTP	12/19/2025	143.08	143.08	811	12/19/2025
	1NGR-VPW1-F4PM	WEB CAM - BROOKS	12/19/2025	14.04	14.04	811	12/19/2025
	1NGR-VPW1-F4PM	WEB CAM - BROOKS	12/19/2025	11.16	11.16	811	12/19/2025
	1NGR-VPW1-F4PM	WEB CAM - BROOKS	12/19/2025	10.79	10.79	811	12/19/2025
	1Q61-TFQH-DKTK	FIRST AID KIT ITEM - WWTP	12/10/2025	5.93	5.93	792	12/10/2025
		Total AMAZON CAPITAL SERVICES:		541.32	541.32		
<b>APPLIED TECHNOLOGIES</b>							
1340	37745	ABNR UPGRADES	12/16/2025	1,666.00	1,666.00	30093	12/16/2025
	37805	ABNR UPGRADES	12/16/2025	2,733.99	2,733.99	30093	12/16/2025
	37842	ABNR UPGRADES	12/16/2025	2,209.00	2,209.00	30093	12/16/2025
	37897	ABNR UPGRADES	12/16/2025	1,469.00	1,469.00	30093	12/16/2025
		Total APPLIED TECHNOLOGIES:		8,077.99	8,077.99		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>BADGER LABORATORIES INC</b>							
2130	25-023312	PFAS BI-MONTHLY TESTING	12/10/2025	475.00	475.00	793	12/10/2025
Total BADGER LABORATORIES INC:							
475.00   475.00							
<b>BAKER TILLY US LLP</b>							
2333	BT3414992	2025 FINANCIAL AUDIT #1 - E	12/10/2025	327.60	327.60	794	12/10/2025
	BT3414992	2025 FINANCIAL AUDIT #1 - W	12/10/2025	260.40	260.40	794	12/10/2025
	BT3414992	2025 FINANCIAL AUDIT #1 - S	12/10/2025	252.00	252.00	794	12/10/2025
Total BAKER TILLY US LLP:							
840.00   840.00							
<b>BENTZ AUTOMOTIVE INC</b>							
2800	35640	OIL CHG & TIRE ROTATION UNIT #1	12/19/2025	27.04	27.04	812	12/19/2025
	35640	OIL CHG & TIRE ROTATION UNIT #1	12/19/2025	27.04	27.04	812	12/19/2025
	35640	OIL CHG & TIRE ROTATION UNIT #1	12/19/2025	27.03	27.03	812	12/19/2025
	35654	UNIT 3 OIL CHG & TIRE ROTATION	12/19/2025	49.40	49.40	812	12/19/2025
	35654	UNIT 3 OIL CHG & TIRE ROTATION	12/19/2025	49.41	49.41	812	12/19/2025
	35671	#6 OIL CHG & TIRE ROTATION	12/19/2025	110.18	110.18	812	12/19/2025
	35671	#6 OIL CHG & TIRE ROTATION	12/19/2025	110.17	110.17	812	12/19/2025
	35689	#17 OIL CHG & TIRE ROTATION	12/19/2025	60.21	60.21	812	12/19/2025
	35689	#17 OIL CHG & TIRE ROTATION	12/19/2025	60.21	60.21	812	12/19/2025
	35695	#32 TRAILER TIRES	12/19/2025	56.00	56.00	812	12/19/2025
	35695	#32 TRAILER TIRES	12/19/2025	55.99	55.99	812	12/19/2025
	35695	#32 TRAILER TIRES	12/19/2025	55.99	55.99	812	12/19/2025
	35705	#11 OIL CHG & TIRE ROTATION	12/19/2025	122.47	122.47	812	12/19/2025
	35728	#18 OIL CHANGE TIRE ROTATION	12/19/2025	103.96	103.96	812	12/19/2025
	35749	#147 OIL CHG OR TIRE ROTATION	12/19/2025	46.32	46.32	812	12/19/2025
	35749	#147 OIL CHG OR TIRE ROTATION	12/19/2025	46.31	46.31	812	12/19/2025
Total BENTZ AUTOMOTIVE INC:							
1,007.73   1,007.73							
<b>BRADY WORLDWIDE INC</b>							
3340	9360600667	LABELS FOR INVENTORY	12/10/2025	239.16	239.16	795	12/10/2025
Total BRADY WORLDWIDE INC:							
239.16   239.16							
<b>CAREW CONCRETE &amp; SUPPLY CO</b>							
5600	1335413	AG- 3/4" CRUSHER	12/29/2025	75.01	75.01	828	12/29/2025
	1335413	AG- 3/4" CRUSHER	12/29/2025	75.02	75.02	828	12/29/2025
	1335413	AG- 3/4" CRUSHER	12/29/2025	75.01	75.01	828	12/29/2025
Total CAREW CONCRETE & SUPPLY CO:							
225.04   225.04							
<b>CASELLE LLC</b>							
5663	INV-14451	SEMI-ANNUAL MAINTENANCE & SUPPORT 1/1/26-6/30-26	12/29/2025	4,097.13	4,097.13	829	12/29/2025
	INV-14451	SEMI-ANNUAL MAINTENANCE & SUPPORT 1/1/26-6/30-26	12/29/2025	3,256.70	3,256.70	829	12/29/2025
	INV-14451	SEMI-ANNUAL MAINTENANCE & SUPPORT 1/1/26-6/30-26	12/29/2025	3,151.64	3,151.64	829	12/29/2025
Total CASELLE LLC:							
10,505.47   10,505.47							
<b>CHAD NAVIS CONSTRUCTION LLC</b>							
5800	2025 CONCRETE 2	CURB, GUTTER & SIDEWALK CONCRETE REPAIRS - 202	12/19/2025	5,672.50	5,672.50	50924	12/19/2025
	2025 CONCRETE 2	CURB, GUTTER & SIDEWALK CONCRETE REPAIRS - 2025	12/19/2025	5,672.50	5,672.50	50924	12/19/2025
	WESTVIEW	WEST VIEW APARTMENTS ELECTRICAL PAD	12/19/2025	2,700.00	2,700.00	50924	12/19/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		Total CHAD NAVIS CONSTRUCTION LLC:		14,045.00	14,045.00		
		<b>CONVERGINT TECHNOLOGIES, LLC</b>					
6285	IN00423318	REPLACEMENT DRIVE THROUGH DRAWER FOR OFFICE	12/29/2025	3,995.60	3,995.60	50943	12/29/2025
	IN00423318	REPLACEMENT DRIVE THROUGH DRAWER FOR OFFICE	12/29/2025	2,996.70	2,996.70	50943	12/29/2025
	IN00423318	REPLACEMENT DRIVE THROUGH DRAWER FOR OFFICE	12/29/2025	2,996.70	2,996.70	50943	12/29/2025
		Total CONVERGINT TECHNOLOGIES, LLC:		9,989.00	9,989.00		
		<b>CT LABORATORIES</b>					
6610	200673	NITROGEN, NITROGEN KJE T, NO2+NO3 TOTALS	12/10/2025	56.00	56.00	796	12/10/2025
		Total CT LABORATORIES:		56.00	56.00		
		<b>DAANE, NATE</b>					
7000	4TH QTR 2025	COMMISSION MEETINGS-E	12/10/2025	38.00	38.00	50869	12/10/2025
	4TH QTR 2025	COMMISSION MEETINGS-W	12/10/2025	31.00	31.00	50869	12/10/2025
	4TH QTR 2025	COMMISSION MEETINGS-S	12/10/2025	31.00	31.00	50869	12/10/2025
		Total DAANE, NATE:		100.00	100.00		
		<b>DIGGERS HOTLINE INC.</b>					
7300	251 1 31801	MONTHLY LOCATE TICKET CHRGS	12/10/2025	117.00	117.00	50870	12/10/2025
		Total DIGGERS HOTLINE INC.:		117.00	117.00		
		<b>DNR</b>					
7475	RYAN HOFFMAN W	RENEW WASTEWATER OPERATOR CERT - RYAN HOFFM	12/19/2025	70.00	70.00	50925	12/19/2025
		Total DNR:		70.00	70.00		
		<b>EAGLE FLEXIBLE PACKAGING</b>					
7830	2025 ENHANCED I	2025 ENHANCED INCENTIVE	12/19/2025	500.00	500.00	50926	12/19/2025
		Total EAGLE FLEXIBLE PACKAGING:		500.00	500.00		
		<b>EDGEWOOD COMMUNITY CHURCH</b>					
7900	2025 ENHANCED I	2025 ENHANCED INCENTIVE	12/19/2025	145.00	145.00	50927	12/19/2025
		Total EDGEWOOD COMMUNITY CHURCH:		145.00	145.00		
		<b>ENDRESS &amp; HAUSER INC</b>					
8295	6002772612	ABNR EFFLUENT FLOWMETER FOR WET WELL (NEW) -	12/19/2025	471.18	471.18	814	12/19/2025
	6002772613	ABNR EFFLUENT FLOWMETER FOR WET WELL (NEW) -	12/19/2025	401.85	401.85	814	12/19/2025
	6002773453	ABNR EFFLUENT FLOWMETER FOR WET WELL (NEW) - F	12/19/2025	3,912.55	3,912.55	814	12/19/2025
		Total ENDRESS & HAUSER INC:		4,785.58	4,785.58		
		<b>MARTENS ACE HARDWARE</b>					
9200	248039	SALT - STEAM BOILER WWTP	12/10/2025	63.92	63.92	50876	12/10/2025
	248039	EPOXY - WWTP SHOP SUPPLIES	12/10/2025	8.99	8.99	50876	12/10/2025
	248039	PACKAGING TAPE - WWTP	12/10/2025	13.98	13.98	50876	12/10/2025
	248039	FOAM INSULATORS - WWTP	12/10/2025	63.91	63.91	50876	12/10/2025
	248139	BATTERIES FOR WWTP GREENHOUSE THERMOSTATS	12/10/2025	23.99	23.99	50876	12/10/2025
	248175	PROPANE FOR HEATER - ELECTRIC URD	12/10/2025	15.98	15.98	50876	12/10/2025
	248206	BCC SAMPLES HEAT BULBS	12/19/2025	25.98	25.98	50931	12/19/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	248206	AAA BATTERIES FOR GREENHOUSE THERMOSTATS	12/19/2025	19.99	19.99	50931	12/19/2025
	248206	D BATTERIES FOR WWTP SENSOR ALARMS	12/19/2025	19.99	19.99	50931	12/19/2025
	248206	C BATTERIES FOR WATER PLANT ALARMS	12/19/2025	19.99	19.99	50931	12/19/2025
	248206	TORX SCREWDRIVER SET - TOOL BAG WWTP	12/19/2025	19.99	19.99	50931	12/19/2025
	248232	BATTERIES FOR CONDUCTIVITY METER FOR LAB - WTP	12/10/2025	10.99	10.99	50876	12/10/2025
	248237	UNIT #23 TIRE SPRAY & AIR FRESHENER	12/10/2025	2.50	2.50	50876	12/10/2025
	248237	UNIT #23 TIRE SPRAY & AIR FRESHENER	12/10/2025	2.50	2.50	50876	12/10/2025
	248237	UNIT #23 TIRE SPRAY & AIR FRESHENER	12/10/2025	19.97	19.97	50876	12/10/2025
	248264	ANCHR WIRE - METER EXCHANGE	12/10/2025	9.18	9.18	50876	12/10/2025
	248340	VEHICLE MAINTENANCE SHOP	12/10/2025	4.99	4.99	50876	12/10/2025
	248340	VEHICLE MAINTENANCE SHOP	12/10/2025	5.00	5.00	50876	12/10/2025
	248340	VEHICLE MAINTENANCE SHOP	12/10/2025	5.00	5.00	50876	12/10/2025
Total MARTENS ACE HARDWARE:				356.84	356.84		
<b>FARMERS ELEVATOR CORP LTD</b>							
9300	189456	SALT DE-ICER -E	12/10/2025	151.92	151.92	50871	12/10/2025
	189456	SALT - DE-ICER -W	12/10/2025	120.76	120.76	50871	12/10/2025
	189456	SALT DE-ICER -S	12/10/2025	116.87	116.87	50871	12/10/2025
Total FARMERS ELEVATOR CORP LTD:				389.55	389.55		
<b>FERGUSON WATERWORKS #1476</b>							
9480	0466746	4" X 4" TEE (1)	12/19/2025	160.05	160.05	815	12/19/2025
	466485	HYDRANT REPAIR KIT - TRAFFIC WB67	12/19/2025	453.74	453.74	815	12/19/2025
Total FERGUSON WATERWORKS #1476:				613.79	613.79		
<b>FLOTTWEG SEPARATION TECHNOLOGY</b>							
9860	80619	ABNR CENTRIFUGE #1 MAINTENANCE - SEALING AND	12/19/2025	8,531.09	8,531.09	816	12/19/2025
Total FLOTTWEG SEPARATION TECHNOLOGY:				8,531.09	8,531.09		
<b>FORSTER ELECTRICAL ENGINEERING</b>							
9885	27077	NEW SUBSTATION DESIGN & ENGINEERING W08-25A	12/19/2025	25,236.78	25,236.78	817	12/19/2025
Total FORSTER ELECTRICAL ENGINEERING:				25,236.78	25,236.78		
<b>FOX COMPUTER &amp; NETWORKING INC</b>							
9920	340012	UPS SHIPPING WATER MATERIALS	12/10/2025	18.82	18.82	797	12/10/2025
Total FOX COMPUTER & NETWORKING INC:				18.82	18.82		
<b>GFL ENVIRONMENTAL</b>							
11300	U90000291905	DUMPSTER - OFFICE BLDG-E 40%	12/29/2025	324.49	324.49	830	12/29/2025
	U90000291905	DUMPSTER - OFFICE BLDG-W 30%	12/29/2025	243.37	243.37	830	12/29/2025
	U90000291905	DUMPSTER - OFFICE BLDG-S 30%	12/29/2025	243.37	243.37	830	12/29/2025
	U90000292187	DUMPSTER - WWTP	12/29/2025	3,931.55	3,931.55	830	12/29/2025
Total GFL ENVIRONMENTAL:				4,742.78	4,742.78		
<b>GORDON FLESCH COMPANY INC</b>							
11325	IN15422391	MTHLY CLICK COUNTS -E	12/19/2025	18.69	18.69	818	12/19/2025
	IN15422391	MTHLY CLICK COUNTS -W	12/19/2025	14.86	14.86	818	12/19/2025
	IN15422391	MTHLY CLICK COUNTS -S	12/19/2025	14.38	14.38	818	12/19/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		Total GORDON FLESCH COMPANY INC:		47.93	47.93		
		<b>GUELIG WASTE REMOVAL</b>					
11690	77764	RENTAL OF 30YD DUMPSTER - ELEC DEPT	12/10/2025	722.87	722.87	50872	12/10/2025
		Total GUELIG WASTE REMOVAL:		722.87	722.87		
		<b>HEERINGA, JOE</b>					
12330	4TH QTR 2025	COMMISSIONERS QTRLY SALARY-E	12/10/2025	52.24	52.24	50873	12/10/2025
	4TH QTR 2025	COMMISSIONERS QTRLY SALARY-W	12/10/2025	42.63	42.63	50873	12/10/2025
	4TH QTR 2025	COMMISSIONERS QTRLY SALARY-S	12/10/2025	42.63	42.63	50873	12/10/2025
		Total HEERINGA, JOE:		137.50	137.50		
		<b>HOMAN, JEFF</b>					
12830	4TH QTR 2025	QTRLY COMMISSION SALARY-E	12/10/2025	38.00	38.00	50874	12/10/2025
	4TH QTR 2025	QTRLY COMMISSION SALARY-W	12/10/2025	31.00	31.00	50874	12/10/2025
	4TH QTR 2025	QTRLY COMMISSION SALARY-S	12/10/2025	31.00	31.00	50874	12/10/2025
		Total HOMAN, JEFF:		100.00	100.00		
		<b>ICS MEDICAL ANSWERING SERVICE LLC</b>					
14120	251300101101	ANSWERING SERVICE - E	12/29/2025	127.85	127.85	831	12/29/2025
	251300101101	ANSWERING SERVICE - W	12/29/2025	101.63	101.63	831	12/29/2025
	251300101101	ANSWERING SERVICE - S	12/29/2025	98.35	98.35	831	12/29/2025
		Total ICS MEDICAL ANSWERING SERVICE LLC:		327.83	327.83		
		<b>INFOSEND INC</b>					
14490	300239	BILL PRINT & POSTAGE-E	12/10/2025	1,153.49	1,153.49	798	12/10/2025
	300239	BILL PRINT & POSTAGE-W	12/10/2025	916.87	916.87	798	12/10/2025
	300239	BILL PRINT & POSTAGE-S	12/10/2025	887.30	887.30	798	12/10/2025
		Total INFOSEND INC:		2,957.66	2,957.66		
		<b>INTEGRATED PROCESS SOLUTIONS</b>					
14670	SI003211	ABNR DRYER & BAGGER COMMUNICATION SYSTEM CO	12/19/2025	3,564.00	3,564.00	50928	12/19/2025
		Total INTEGRATED PROCESS SOLUTIONS:		3,564.00	3,564.00		
		<b>ITU ABSORB TECH INC.</b>					
14950	8645421	SHOP TOWELS MTHLY RENTAL FEE-E	12/19/2025	29.53	29.53	819	12/19/2025
	8645421	SHOP TOWELS MTHLY RENTAL FEE-W	12/19/2025	29.53	29.53	819	12/19/2025
	8645421	SHOP TOWELS MTHLY RENTAL FEE-S	12/19/2025	29.54	29.54	819	12/19/2025
	8645422	SHOP TOWELS FOR WWTP	12/19/2025	25.12	25.12	819	12/19/2025
		Total ITU ABSORB TECH INC.:		113.72	113.72		
		<b>J &amp; H CONTROLS INC</b>					
16000	10000027634	BUILDING PREVENTATIVE MAINT. - E	12/19/2025	209.20	209.20	820	12/19/2025
	10000027634	BUILDING PREVENTATIVE MAINT. - W	12/19/2025	156.90	156.90	820	12/19/2025
	10000027634	BUILDING PREVENTATIVE MAINT. - S	12/19/2025	156.90	156.90	820	12/19/2025
		Total J & H CONTROLS INC:		523.00	523.00		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>JOHNSON CONTROLS SECURITY SOLN</b>							
16575	41880018	ANNUAL SECURITY/FIRE SYSTEM-E	12/10/2025	2,015.35	2,015.35	799	12/10/2025
	41880018	ANNUAL SECURITY/FIRE SYSTEM-W	12/10/2025	1,511.51	1,511.51	799	12/10/2025
	41880018	ANNUAL SECURITY/FIRE SYSTEM-S	12/10/2025	1,511.52	1,511.52	799	12/10/2025
Total JOHNSON CONTROLS SECURITY SOLN:				5,038.38	5,038.38		
<b>K BROWN PLUMBING LLC</b>							
17070	2025-571	PLUMBING REPAIR - WWTP TOILET	12/19/2025	292.00	292.00	50929	12/19/2025
Total K BROWN PLUMBING LLC:				292.00	292.00		
<b>KEMIRA WATER SOLUTIONS INC.</b>							
17513	9017919525	FERROUS CHLORIDE - WWTF	12/19/2025	11,285.52	11,285.52	821	12/19/2025
Total KEMIRA WATER SOLUTIONS INC.:				11,285.52	11,285.52		
<b>M.T.S.R. LLC</b>							
19075	INV2809	#10 TIRE DISMOUNT AND MOUNT	12/19/2025	42.92	42.92	822	12/19/2025
	INV2809	#10 TIRE DISMOUNT AND MOUNT	12/19/2025	42.92	42.92	822	12/19/2025
	INV2809	#10 TIRE DISMOUNT AND MOUNT	12/19/2025	42.91	42.91	822	12/19/2025
Total M.T.S.R. LLC:				128.75	128.75		
<b>MARTELLE WATER TREATMENT INC.</b>							
20250	30665	CHLORINE & HYDROFLUOSILCIC ACID BULK	12/19/2025	2,181.00	2,181.00	50930	12/19/2025
Total MARTELLE WATER TREATMENT INC.:				2,181.00	2,181.00		
<b>MILTON PROPANE INC</b>							
25000	U016D509	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	66.63	66.63	50877	12/10/2025
	U016D509	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	52.96	52.96	50877	12/10/2025
	U016D509	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	51.25	51.25	50877	12/10/2025
	U016D510	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	41.99	41.99	50877	12/10/2025
	U016D510	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	33.37	33.37	50877	12/10/2025
	U016D510	33# INDUSTRIAL FORK LIFT TANKS	12/10/2025	32.30	32.30	50877	12/10/2025
Total MILTON PROPANE INC:				278.50	278.50		
<b>SECURIAN FINANCIAL GROUP INC</b>							
25200	002832L-1027 Jan	BASIC GROUP LIFE INS PREMIUM	12/19/2025	235.71	235.71	50934	12/19/2025
	002832L-1027 Jan	EMPLOYER CONTRIBUTION 20%-E	12/19/2025	49.94	49.94	50934	12/19/2025
	002832L-1027 Jan	EMPLOYER CONTRIBUTION 20%-W	12/19/2025	39.70	39.70	50934	12/19/2025
	002832L-1027 Jan	EMPLOYER CONTRIBUTION 20%-S	12/19/2025	38.42	38.42	50934	12/19/2025
Total SECURIAN FINANCIAL GROUP INC:				363.77	363.77		
<b>MSA PROFESSIONAL SERVICES INC</b>							
28200	023126	SEWER UTILITY SANITARY COLLECTION SYSTEM MODE	12/10/2025	1,537.05	1,537.05	800	12/10/2025
Total MSA PROFESSIONAL SERVICES INC:				1,537.05	1,537.05		
<b>MUNICIPAL WELL &amp; PUMP INC</b>							
29500	24354	PREVENTATIVE MAINTENANCE ON 4 WAUPUN WELLS	12/10/2025	1,740.00	1,740.00	801	12/10/2025
Total MUNICIPAL WELL & PUMP INC:				1,740.00	1,740.00		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>NAPA AUTO PARTS</b>							
30900	454496	VEHICLE WASH SOAP	12/10/2025	3.33	3.33	802	12/10/2025
	454496	VEHICLE WASH SOAP	12/10/2025	3.33	3.33	802	12/10/2025
	454496	VEHICLE WASH SOAP	12/10/2025	3.33	3.33	802	12/10/2025
	454863	VEHICLE #10 OIL FILTERS	12/10/2025	20.66	20.66	802	12/10/2025
	454863	VEHICLE #10 OIL FILTERS	12/10/2025	20.66	20.66	802	12/10/2025
	454863	VEHICLE #10 OIL FILTERS	12/10/2025	20.66	20.66	802	12/10/2025
	454958	#28 OIL FILTER	12/10/2025	10.33	10.33	802	12/10/2025
	454958	#28 OIL FILTER	12/10/2025	10.33	10.33	802	12/10/2025
	454958	#28 OIL FILTER	12/10/2025	10.33	10.33	802	12/10/2025
	455476	UNIT #152 OIL FILTER	12/19/2025	26.98	26.98	823	12/19/2025
	455476	UNIT #25 OIL FILTER	12/19/2025	34.98	34.98	823	12/19/2025
	455583	SHOP SUPPLIES - FILTERS & OIL	12/19/2025	76.08	76.08	823	12/19/2025
	455583	SHOP SUPPLIES - FILTERS & OIL	12/19/2025	76.08	76.08	823	12/19/2025
	455583	SHOP SUPPLIES - FILTERS & OIL	12/19/2025	76.09	76.09	823	12/19/2025
	455843	#32 AIR COMP	12/19/2025	11.00	11.00	823	12/19/2025
	455843	#32 AIR COMP	12/19/2025	10.99	10.99	823	12/19/2025
	455843	#32 AIR COMP	12/19/2025	10.99	10.99	823	12/19/2025
	455843	#19 OIL FILTER	12/19/2025	9.00	9.00	823	12/19/2025
	455843	#19 OIL FILTER	12/19/2025	8.99	8.99	823	12/19/2025
	455843	#19 OIL FILTER	12/19/2025	8.99	8.99	823	12/19/2025
	455843	#104A SPARK PLUB - PUSH MOWER	12/19/2025	2.50	2.50	823	12/19/2025
	455843	#104A SPARK PLUB - PUSH MOWER	12/19/2025	2.50	2.50	823	12/19/2025
	455843	#104A SPARK PLUB - PUSH MOWER	12/19/2025	2.49	2.49	823	12/19/2025
	456181	UNIT #56 AIR & OIL FILTER	12/29/2025	90.98	90.98	832	12/29/2025
	456181	UNIT #15 ENGINE OIL FILTER	12/29/2025	14.00	14.00	832	12/29/2025
	456181	UNIT #15 ENGINE OIL FILTER	12/29/2025	13.99	13.99	832	12/29/2025
	456181	UNIT #15 ENGINE OIL FILTER	12/29/2025	13.99	13.99	832	12/29/2025
	456181	UNIT #30 ENGINE OIL FILTER	12/29/2025	13.49	13.49	832	12/29/2025
	456181	UNIT #97 ENGINE OIL FILTER	12/29/2025	13.49	13.49	832	12/29/2025
	456181	UNIT #22 OIL FILTER	12/29/2025	55.98	55.98	832	12/29/2025
	456419	UNIT #56 OIL FILTER	12/29/2025	32.99	32.99	832	12/29/2025
	456419	UNIT #14 FUEL FILTER	12/29/2025	31.99	31.99	832	12/29/2025
	456469	UNIT #14 NOE GASKET	12/29/2025	4.58	4.58	832	12/29/2025
Total NAPA AUTO PARTS:				746.10	746.10		
<b>NCL OF WISCONSIN INC</b>							
33000	529205	LAB SUPPLIES- WWTP	12/29/2025	406.41	406.41	50944	12/29/2025
Total NCL OF WISCONSIN INC:				406.41	406.41		
<b>NORTH SHORE ANALYTICAL INC.</b>							
38500	15270	EFFLUENT & INFLUENT TESTING - WWTF	12/10/2025	270.00	270.00	803	12/10/2025
Total NORTH SHORE ANALYTICAL INC.:				270.00	270.00		
<b>ODP BUSINESS SOLUTIONS LLC</b>							
38877	449043435.001	GARBAGE BAGS & POST ITS - OFFICE	12/19/2025	12.47	12.47	824	12/19/2025
	449043435.001	GARBAGE BAGS & POST ITS - OFFICE	12/19/2025	9.91	9.91	824	12/19/2025
	449043435.001	GARBAGE BAGS & POST ITS - OFFICE	12/19/2025	9.59	9.59	824	12/19/2025
	449043435.001	CALENDAR - BILLING	12/19/2025	7.27	7.27	824	12/19/2025
	449043435.001	CALENDAR - BILLING	12/19/2025	5.78	5.78	824	12/19/2025
	449043435.001	CALENDAR - BILLING	12/19/2025	5.58	5.58	824	12/19/2025
	449387269.001	TOLIET PAPER WWTP	12/29/2025	49.49	49.49	833	12/29/2025
	449387269.002	PAPER TOWELS MAIN BLD	12/29/2025	11.27	11.27	833	12/29/2025
	449387269.002	PAPER TOWELS MAIN BLD	12/29/2025	8.45	8.45	833	12/29/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	449387269.002	PAPER TOWELS MAIN BLD	12/29/2025	8.46	8.46	833	12/29/2025
	449387269.002	PAPER TOWELS WWTP	12/29/2025	56.36	56.36	833	12/29/2025
		Total ODP BUSINESS SOLUTIONS LLC:		184.63	184.63		
<b>OFFICE DEPOT</b>							
38880	448037462001	OFFICE SUPPLIES	12/10/2025	25.92	25.92	50878	12/10/2025
	448037462001	OFFICE SUPPLIES	12/10/2025	20.60	20.60	50878	12/10/2025
	448037462001	OFFICE SUPPLIES	12/10/2025	19.94	19.94	50878	12/10/2025
		Total OFFICE DEPOT:		66.46	66.46		
<b>ONLINE INFORMATION SERVICES</b>							
38940	1363258	ONLINE UTILITY EXCHANGE-E	12/10/2025	8.94	8.94	1210252	12/10/2025
	1363258	ONLINE UTILITY EXCHANGE-W	12/10/2025	7.10	7.10	1210252	12/10/2025
	1363258	ONLINE UTILITY EXCHANGE-S	12/10/2025	6.88	6.88	1210252	12/10/2025
		Total ONLINE INFORMATION SERVICES:		22.92	22.92		
<b>PAYMENT SERVICE NETWORK</b>							
40285	318456	RT17076-CREDIT CARD FEES-E	12/10/2025	638.50	638.50	1210253	12/10/2025
	318456	RT17076-CREDIT CARD FEES-W	12/10/2025	176.81	176.81	1210253	12/10/2025
	318456	RT17076-CREDIT CARD FEES-S	12/10/2025	166.99	166.99	1210253	12/10/2025
		Total PAYMENT SERVICE NETWORK:		982.30	982.30		
<b>PIGGLY WIGGLY</b>							
41200	1307	PUBLIC POWER WEEK PROMOTION	12/19/2025	66.85	66.85	50932	12/19/2025
	2345	PUBLIC POWER WEEK PROMOTION	12/19/2025	68.96	68.96	50932	12/19/2025
	3384	PUBLIC POWER WEEK PROMOTION	12/19/2025	9.57	9.57	50932	12/19/2025
	3384	EMPLOYEE MEETING SUPPLIES	12/19/2025	45.57	45.57	50932	12/19/2025
	3610	DRIVE-THROUGH DOG TREATS	12/29/2025	4.21	4.21	50945	12/29/2025
	3610	DRIVE-THROUGH DOG TREATS	12/29/2025	3.35	3.35	50945	12/29/2025
	3610	DRIVE-THROUGH DOG TREATS	12/29/2025	3.23	3.23	50945	12/29/2025
		Total PIGGLY WIGGLY:		201.74	201.74		
<b>POWERSPORTS COMPANY LLC</b>							
42790	327501	#19 LAWN MOWER BELT	12/19/2025	45.41	45.41	825	12/19/2025
	327501	#19 LAWN MOWER BELT	12/19/2025	45.41	45.41	825	12/19/2025
	327501	#19 LAWN MOWER BELT	12/19/2025	45.41	45.41	825	12/19/2025
		Total POWERSPORTS COMPANY LLC:		136.23	136.23		
<b>PRIMUS MARKETING GROUP INC</b>							
43375	PM25159	WATER MODULES (108)	12/10/2025	11,718.00	11,718.00	50879	12/10/2025
		Total PRIMUS MARKETING GROUP INC:		11,718.00	11,718.00		
<b>PUBLIC SERVICE COMMISSION OF W</b>							
44200	2511-I-06290	CERTIFICATE OF AUTHORITY - UNITED CO-OP	12/19/2025	144.54	144.54	826	12/19/2025
		Total PUBLIC SERVICE COMMISSION OF W:		144.54	144.54		
<b>RADIO PLUS INC.</b>							
45175	2025 SPORTS ADS	2025 SPORTS ADS CONTRACT	12/10/2025	3,000.00	.00	50880	Multiple
	2025 SPORTS ADS	2025 SPORTS ADS CONTRACT	12/10/2025	3,000.00-			

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	2025 SPORTS ADS	2025 SPORTS ADS CONTRACT	12/19/2025	2,625.00	2,625.00	50933	12/19/2025
	Total RADIO PLUS INC.:			2,625.00	2,625.00		
<b>RESCO</b>							
46400	3097532	SMITH CLOTHING 2025	12/29/2025	163.02	163.02	834	12/29/2025
	Total RESCO:			163.02	163.02		
<b>RUEKERT-MIELKE</b>							
49300	160650	ABNR SCADA SERVICE WORK	12/10/2025	1,540.00	1,540.00	804	12/10/2025
	Total RUEKERT-MIELKE:			1,540.00	1,540.00		
<b>SEERA</b>							
51535	WAUPUN/NOVEMB	"WAUPUN" FOCUS PROGRAM FEE	12/10/2025	2,821.08	2,821.08	805	12/10/2025
	Total SEERA:			2,821.08	2,821.08		
<b>CHARTER COMMUNICATIONS</b>							
52500	171156801120725	WASTEWATER VOICE SERV	12/19/2025	79.98	79.98	813	12/19/2025
	171156801120725	WATER PLANT VOICE SERV	12/19/2025	79.98	79.98	813	12/19/2025
	171156801120725	INTERNET SERVICES-E	12/19/2025	107.64	107.64	813	12/19/2025
	171156801120725	INTERNET SERVICES-W	12/19/2025	85.55	85.55	813	12/19/2025
	171156801120725	INTERNET SERVICES-S	12/19/2025	82.79	82.79	813	12/19/2025
	171156801120725	MONTHLY SERVICE EXP 1ST & 2ND-E	12/19/2025	108.18	108.18	813	12/19/2025
	171156801120725	MONTHLY SERVICE EXP 1ST & 2ND-W	12/19/2025	85.99	85.99	813	12/19/2025
	171156801120725	MONTHLY SERVICE EXP 1ST & 2ND-S	12/19/2025	83.22	83.22	813	12/19/2025
	Total CHARTER COMMUNICATIONS:			713.33	713.33		
<b>SPEE-DEE</b>							
52600	1362745	SERVICE CHRG FOR WATER SAMPLES	12/10/2025	71.51	71.51	50881	12/10/2025
	1373900	SERVICE CHRG FOR WATER SAMPLES	12/19/2025	66.42	66.42	50935	12/19/2025
	Total SPEE-DEE:			137.93	137.93		
<b>STRAND ASSOCIATES INC</b>							
53800	0232936	WATER WELL SITING STUDY_PYMT 6	12/19/2025	2,153.03	2,153.03	50936	12/19/2025
	Total STRAND ASSOCIATES INC:			2,153.03	2,153.03		
<b>THURMER, MIKE</b>							
56900	4TH QTR 2025	QTRLY COMMISSION SALARY-E	12/10/2025	38.00	38.00	50882	12/10/2025
	4TH QTR 2025	QTRLY COMMISSION SALARY-W	12/10/2025	31.00	31.00	50882	12/10/2025
	4TH QTR 2025	QTRLY COMMISSION SALARY-S	12/10/2025	31.00	31.00	50882	12/10/2025
	Total THURMER, MIKE:			100.00	100.00		
<b>TONYS PIZZA</b>							
57340	DECEMBER 2025	RETIREMENT EVENT	12/10/2025	326.04	326.04	50883	12/10/2025
	Total TONY'S PIZZA:			326.04	326.04		
<b>TRUCLEANERS LLC</b>							
58700	NOVEMBER 2025	MONTHLY CLEANING SERVICE - E	12/10/2025	409.50	409.50	806	12/10/2025
	NOVEMBER 2025	MONTHLY CLEANING SERVICE - W	12/10/2025	325.50	325.50	806	12/10/2025

## WAUPUN UTILITIES

Paid Invoice Report - COMMISSION  
Check issue dates: 12/1/2025 - 12/31/2025

Page: 10

Jan 02, 2026 03:40PM

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	NOVEMBER 2025	MONTHLY CLEANING SERVICE - S	12/10/2025	315.00	315.00	806	12/10/2025
		Total TRUCLEANERS LLC:		1,050.00	1,050.00		
<b>USA BLUE BOOK</b>							
59600	INV00891472	FIRE HYDRANT REFLECTIVE MARKERS BLUE	12/10/2025	2,576.59	2,576.59	807	12/10/2025
	INV00905085	WWTP LAB SUPPLIES	12/19/2025	479.90	479.90	827	12/19/2025
		Total USA BLUE BOOK:		3,056.49	3,056.49		
<b>VAN BUREN, JEROME and/or SANDRA</b>							
60800	NOV SOLAR CRED	SOLAR CREDIT - 11/25	12/10/2025	152.50	152.50	50884	12/10/2025
		Total VAN BUREN, JEROME and/or SANDRA:		152.50	152.50		
<b>VERIZON WIRELESS</b>							
62900	6129095100	CELLPHONE MTHLY EXPENSES - E	12/10/2025	117.35	117.35	808	12/10/2025
	6129095100	CELLPHONE MTHLY EXPENSES - W	12/10/2025	94.02	94.02	808	12/10/2025
	6129095100	CELLPHONE MTHLY EXPENSES - S	12/10/2025	94.62	94.62	808	12/10/2025
	6129095100	CELLPHONE MTHLY EXPENSES - S ABNR	12/10/2025	9.69	9.69	808	12/10/2025
	6129095100	DPW'S MTHLY/DATA TABLET CHRGS	12/10/2025	65.04	65.04	808	12/10/2025
		Total VERIZON WIRELESS:		380.72	380.72		
<b>WAUPUN HIGH SCHOOL</b>							
72770	CONTRIBUTION	FBLA CONTRIBUTION	12/29/2025	500.00	500.00	50949	12/29/2025
		Total WAUPUN HIGH SCHOOL:		500.00	500.00		
<b>WAUPUN HISTORICAL SOCIETY</b>							
72800	12.25 CONTRIBUTI	CONTRIBUTION	12/29/2025	500.00	500.00	50950	12/29/2025
		Total WAUPUN HISTORICAL SOCIETY:		500.00	500.00		
<b>WAUPUN AREA ANIMAL SHELTER</b>							
73000	12.25 CONTRIBUTI	CONTRIBUTION	12/29/2025	500.00	500.00	50946	12/29/2025
		Total WAUPUN AREA ANIMAL SHELTER:		500.00	500.00		
<b>WAUPUN AREA FOOD PANTRY</b>							
73150	12.25 CONTRIBUTI	FOOD PANTRY CONTRIBUTION	12/23/2025	500.00	500.00	50947	12/29/2025
		Total WAUPUN AREA FOOD PANTRY:		500.00	500.00		
<b>WAUPUN, CITY OF</b>							
74400	1669	EMPLOYEE CLINIC-E (38%)	12/10/2025	855.43	855.43	50885	12/10/2025
	1669	EMPLOYEE CLINIC-S (37%)	12/10/2025	832.91	832.91	50885	12/10/2025
	1669	EMPLOYEE CLINIC-W (25%)	12/10/2025	562.78	562.78	50885	12/10/2025
	1670	ERSI ARC GIS ONLINE CREATORS UTILITIES PORTION -	12/29/2025	2,714.25	2,714.25	50958	12/29/2025
	1670	ERSI ARC GIS ONLINE CREATORS UTILITIES PORTION -	12/29/2025	1,250.75	1,250.75	50958	12/29/2025
	1670	ERSI ARC GIS ONLINE CREATORS UTILITIES PORTION -	12/29/2025	1,235.00	1,235.00	50958	12/29/2025
	2025 ECON DEV	ECONOMIC DEVELOPMENT 2025	12/15/2025	2,000.00	2,000.00	50923	12/15/2025
	2025 Tax Bill 95437	AMERICAN TOWER PROPERTY TAX 2025 220 N FOREST	12/19/2025	361.38	361.38	50939	12/19/2025
	COMMUNITY CENT	5 RESIDENTIAL MEMBERSHIPS TO COMMUNITY CENTER	12/29/2025	600.00	600.00	50958	12/29/2025
	PILOT DECEMBER	2025 PILOT TRUE UP - ELECTRIC	12/10/2025	70,261.00	70,261.00	50885	12/10/2025
	PILOT DECEMBER	2025 PILOT TRUE UP - WATER	12/10/2025	85,121.00	85,121.00	50885	12/10/2025
	STORMWATER NO	STORMWATER RECEIPTS	12/10/2025	50,352.86	50,352.86	50885	12/10/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	TRASH NOVEMBE	TRASH/RECYCLING COLLECTION	12/10/2025	50,194.16	50,194.16	50885	12/10/2025
	Total WAUPUN, CITY OF:			266,341.52	266,341.52		
<b>WAUPUN FINE ARTS INC</b>							
75175	CONTRIBUTION	CONTRIBUTION	12/23/2025	500.00	500.00	50948	12/29/2025
	Total WAUPUN FINE ARTS INC:			500.00	500.00		
<b>WAUPUN HOCKEY ASSOCIATION</b>							
75520	FLOOR REPLACE	FLOOR REPLACEMENT	12/29/2025	500.00	500.00	50951	12/29/2025
	Total WAUPUN HOCKEY ASSOCIATION:			500.00	500.00		
<b>WAUPUN PIONEER NEWS</b>							
76115	WaupunUtilities_001	SPONSORSHIP FOR 2026	12/19/2025	1,800.00	1,800.00	50937	12/19/2025
	Total WAUPUN PIONEER NEWS:			1,800.00	1,800.00		
<b>WAUPUN UTILITIES</b>							
76800	12.2025 USDA REI	FLOTTWEG CENTRIFUGE #1 USDA REIMBURSEMENT	12/16/2025	38,020.99	38,020.99	30094	12/16/2025
	12.2025 USDA REI	FLOTTWEG CENTRIFUGE #2 USDA REIMBURSEMENT	12/16/2025	37,132.71	37,132.71	30094	12/16/2025
	12.2025 USDA REI	ATI (AUG-NOV '25) - USDA PARTIAL PAYMENT	12/16/2025	215.70	215.70	30094	12/16/2025
	USDA ATI 12.25	ATI INVOICES 37745, 37805, 37842, 37897	12/19/2025	8,077.99	8,077.99	50938	12/19/2025
	Total WAUPUN UTILITIES:			83,447.39	83,447.39		
<b>WEX BANK</b>							
79930	109049029	FUEL VEHICLE EXPENSE - E	12/10/2025	1,093.77	1,093.77	1210254	12/10/2025
	109049029	FUEL VEHICLE EXPENSE - W	12/10/2025	337.29	337.29	1210254	12/10/2025
	109049029	FUEL VEHICLE EXPENSE - S	12/10/2025	576.66	576.66	1210254	12/10/2025
	Total WEX BANK:			2,007.72	2,007.72		
<b>WIL-SURGE ELECTRIC INC</b>							
82800	26865T6	WWTP GENERATOR INSTALL - ABNR - PAY APP 6	12/16/2025	17,715.60	17,715.60	30095	12/16/2025
	Total WIL-SURGE ELECTRIC INC:			17,715.60	17,715.60		
<b>WINCAN LLC</b>							
83500	INV0058930	ANNUAL SERVICE SUPPORT FOR WINCAN SOFTWARE	12/10/2025	1,500.00	1,500.00	809	12/10/2025
	Total WINCAN LLC:			1,500.00	1,500.00		
<b>WISCONSIN DEPT OF REVENUE</b>							
85800	2026-2028 B.Tax	BIENNIAL FEES TAX ID#:600-00000357814-04	12/29/2025	10.00	10.00	12292025	12/29/2025
	Total WISCONSIN DEPT OF REVENUE:			10.00	10.00		
<b>WISCONSIN HISTORICAL SOCIETY</b>							
86500	245-000001805	NEW WELL CA GIS DATA REQUEST	12/19/2025	150.00	150.00	50940	12/19/2025
	Total WISCONSIN HISTORICAL SOCIETY:			150.00	150.00		
<b>WISCONSIN STATE LAB OF HYGIENE</b>							
88300	827860	FLUORIDE TESTING - WTF	12/10/2025	31.00	31.00	50886	12/10/2025

Jan 02, 2026 03:40PM

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
---------------	----------------	-------------	--------------	----------------	--------------	--------------	------------------

Total WISCONSIN STATE LAB OF HYGIENE: 31.00 31.00

WPPI ENERGY

89600	27-112025	METER DATA COLLECTION - E	12/29/2025	939.73	939.73	12292025	12/29/2025
	27-112025	METER DATA COLLECTION - W	12/29/2025	746.96	746.96	12292025	12/29/2025
	27-112025	METER DATA COLLECTION - S	12/29/2025	722.87	722.87	12292025	12/29/2025
	27-112025	HOSTED BILLING CIS-E	12/29/2025	767.07	767.07	12292025	12/29/2025
	27-112025	HOSTED BILLING CIS-W	12/29/2025	609.72	609.72	12292025	12/29/2025
	27-112025	HOSTED BILLING CIS-S	12/29/2025	590.06	590.06	12292025	12/29/2025
	27-112025	GIS SUPPORT -E	12/29/2025	1,454.00	1,454.00	12292025	12/29/2025
	27-112025	SHARED METER TECH SERVICE-E	12/29/2025	143.75	143.75	12292025	12/29/2025
	27-112025	SHARED METER TECH SERVICE-W	12/29/2025	143.75	143.75	12292025	12/29/2025
	27-112025	CYBER SECURITY-E	12/29/2025	231.75	231.75	12292025	12/29/2025
	27-112025	CYBER SECURITY-W	12/29/2025	189.62	189.62	12292025	12/29/2025
	27-112025	CYBER SECURITY-S	12/29/2025	280.91	280.91	12292025	12/29/2025
	27-112025	MEMEBER NETWORK ASSESMT & MONITOR-E	12/29/2025	40.63	40.63	12292025	12/29/2025
	27-112025	MEMEBER NETWORK ASSESMT & MONITOR-W	12/29/2025	32.29	32.29	12292025	12/29/2025
	27-112025	MEMEBER NETWORK ASSESMT & MONITOR-S	12/29/2025	31.25	31.25	12292025	12/29/2025
	27-112025	IT TICKETS -E	12/29/2025	68.64	68.64	12292025	12/29/2025
	27-112025	IT TICKETS -W	12/29/2025	54.56	54.56	12292025	12/29/2025
	27-112025	IT TICKETS -S	12/29/2025	52.80	52.80	12292025	12/29/2025
	27-112025	WPPI WAN-E	12/29/2025	70.20	70.20	12292025	12/29/2025
	27-112025	WPPI WAN-W	12/29/2025	55.80	55.80	12292025	12/29/2025
	27-112025	WPPI WAN-S	12/29/2025	54.00	54.00	12292025	12/29/2025
	27-112025	T-MOBILE - E	12/29/2025	5.00	5.00	12292025	12/29/2025
	27-112025	T-MOBILE - W	12/29/2025	5.00	5.00	12292025	12/29/2025
	27-112025	WHOLE SALE POWER BILL	12/29/2025	671,350.92	671,350.92	12292025	12/29/2025

Total WPPI ENERGY: 678,641.28 678,641.28

**WAUPUN UTILITIES (Refund Acct)**

100000	14025560-021	REF OVERPAYMT FRM: 429 S DRUMMOND ST	12/29/2025	168.17	168.17	50954	12/29/2025
	14029282-021	REF OVERPAYMT FRM: 705 OAK LANE	12/29/2025	81.55	81.55	50953	12/29/2025
	15012670.30	REFUND CUSTOMER - ADJ.	12/29/2025	548.25	.00	50952	12/29/2025
	15012670.30	REFUND CUSTOMER - ADJ.	12/29/2025	548.25-			
	15012670-30_2	REFUND CUSTOMER - ADJ.	12/30/2025	548.25	548.25	50959	12/30/2025
	16043300-029	REF OVERPAYMT FRM: 524 W JEFFERSON ST	12/29/2025	131.27	131.27	50956	12/29/2025
	20082140-032	REF OVERPAYMT FRM: 751 1/2 E JEFFERSON ST	12/29/2025	158.00	158.00	50957	12/29/2025
	20087052-028	REF OVERPAYMT FRM: 967 WILCOX ST APT 104	12/29/2025	175.00	175.00	50955	12/29/2025

Total WAUPUN UTILITIES (Refund Acct): 1,262.24 1,262.24

KATELYN MARQUARDT

100119	REFUND UB	REFUND FOR UB OVERRIBLING	12/10/2025	271.87	271.87	50875	12/10/2025
	REFUND UB	REFUND FOR UB OVERRIBLING	12/10/2025	371.62	371.62	50875	12/10/2025

Total KATELYN MARQUARDT: 643.49 643.49

Grand Totals: 1,214,474.68 1,214,474.68

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
<b>1</b>						
12/17/2025	1	WF to LGIP xfer - CVMIC Unit 4 Fire Insurance Proc	1-1128-2001-00	CAPITAL IMPROVEMENT FUND-L	320,333.00	
		WF to LGIP xfer - CVMIC Unit 4 Fire Insurance Proc	9-1131-0000-00	COMBINED CASH	.00	320,333.00-
Total 1:					<b>320,333.00</b>	<b>320,333.00-</b>
<b>CASH DISBURSEMENTS (CD)</b>						
<b>2</b>						
12/18/2025	2	Record NOVEMBER Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	11,718.82	
		Record NOVEMBER Sales & Use Tax	9-1131-0000-00	COMBINED CASH	.00	11,718.82-
Total 2:					<b>11,718.82</b>	<b>11,718.82-</b>
<b>Total CASH DISBURSEMENTS (CD):</b>						
Grand Totals:					<b>332,051.82</b>	<b>332,051.82-</b>
					<b>332,051.82</b>	<b>332,051.82-</b>

References: 2 Transactions: 4



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: December 8, 2025  
SUBJECT: October 2025 Financial Report

---

## CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension and underground cable replacement work for customers including the Bayberry Lane Development and overhead rebuild projects. Construction work for Newton/Rock reconstruction project for the Water & Sewer Utilities is completed. Engineering fees were also incurred in the Water & Sewer Utilities associated with the 2026 Mill to Madison Street reconstruction projects.

Sewer plant additions included a bio tower trickling pump installation at the WWTF for \$43,200 and the purchase of a used 12" dri-prime pump for use in emergency situations for \$40,000.

## MONTHLY OPERATING RESULTS – October 2025 Monthly and Year-To-Date (YTD)

### Sales

#### Electric

- Monthly kWh sales were 6.6% above budget & 8.3% higher than October 2024 on increased sales to Large Power & Large Industrial Power customers.
- YTD kWh sales were 0.4% below budget & 3.2% higher than October 2024 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were 0.3% below budget & 5.8% lower than October 2024 sales on lower sales to Industrial customers.
- YTD water sales were 3.7% below budget & 6.6% lower than October 2024 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were 4.0% below budget & 2.6% higher than October 2024 from higher volumes to Public Authority customers.
- YTD sewer sales were 3.9% below budget & 5.0% lower than October 2024 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were above budget \$300,100 and \$118,200, respectively, due to increases in sales to Large Power and Industrial Power customers.
- Gross margin was \$181,900 above budget as a result of lower market energy prices.
- Operating expenses were \$9,200 above budget primarily due to higher distribution expenses associated with tree trimming and underground line work during the non-construction season.
- Operating income was \$558,200 or \$257,400 above budget, largely due to the lower market energy prices and increased sales to Large Power customers.
- Net income was \$721,200 or \$472,700 above budget primarily from lower than budgeted purchased power expenses and higher sales to new Large Power customers.

- The rolling 12-month Rate of Return was 9.0%.

#### Water

- Operating revenues were \$29,100 ***below*** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$17,100 ***above*** budget due to increased maintenance outlays at the water treatment facility.
- Operating income was \$518,600 or \$10,200 ***above*** budget.
- Net income was \$565,600 or \$111,500 ***above*** budget.
- The rolling 12-month Rate of Return was 4.5%.

#### Sewer

- Operating revenues were \$367,400 ***above*** budget due to the new sewer rates effective April 1, 2025.
- Operating expenses were \$168,700 ***below*** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$214,800) or \$506,100 ***above*** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities offset by the lower ABNR operating costs.
- Net income (loss) was \$918,000 or \$1,860,900 ***above*** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$1,255,000 in grant revenues received during the year. Without the grant revenues, the net loss would have been (\$336,900) or \$605,900 ***above*** budget.
- The rolling 12-month Rate of Return was (2.2%).

## Balance Sheets

#### Electric

- Balance sheet ***decreased*** \$205,600 from September 2025 due to a decrease in receivables from higher sales in the previous month.
- Unrestricted cash ***decreased*** \$151,500 from decreased receivable collections during higher volume summer months in the previous month.
- Accounts payable ***decreased*** \$257,600 from lower purchased power costs than the previous month which included higher sales volumes during the summer months.
- Net position ***increased*** \$50,200.

#### Water

- Balance sheet ***increased*** \$84,500 from September 2025 from routine operations.
- Unrestricted cash ***decreased*** \$10,800 largely due to routine operations.
- Net position ***increased*** \$54,500.

#### Sewer

- Balance sheet ***decreased*** \$22,600 from September 2025 due to capital asset purchases of \$84,000 and routine operations.
- Unrestricted cash ***increased*** \$176,900 from a decrease in maintenance expenses from the prior month and the transfer of \$300,000 from the Equipment Replacement Fund to reimburse equipment purchases from 2022 – 2025.
- Net position ***increased*** \$21,500 from the reduction in operating income for the month, largely due to higher monthly depreciation expense on capital assets.

## Cash and Investments

The monthly metrics dashboard for cash and investments provides a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$66,400 or **0.5%** from September 2025 primarily from routine operations within the three utilities.
- Received interest and distributions of \$2,500 and recorded unrealized market adjustments of \$2,600 along with (\$800) in management fees, resulting in a net portfolio *gain* of \$4,300 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$20,400 and \$320,400 year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

<b>Total Project Budget</b> <i>(As of 4/14/2024):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 12/2/2025):</i>	<b>\$ 37,293,599</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 8/5/2025):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 10/6/2025):</i>	<b>\$ 9,277,691</b>
<b>Disburse Request #39 Requested</b> <i>(7/25/2025):</i>	<b>\$ 221,143</b>
<b>Disburse Request #39 – Paid</b> <i>(8/14/2025):</i>	<b>\$ 221,200</b>

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstanek@waupunutilities.org](mailto:jstanek@waupunutilities.org) with any questions or comments.

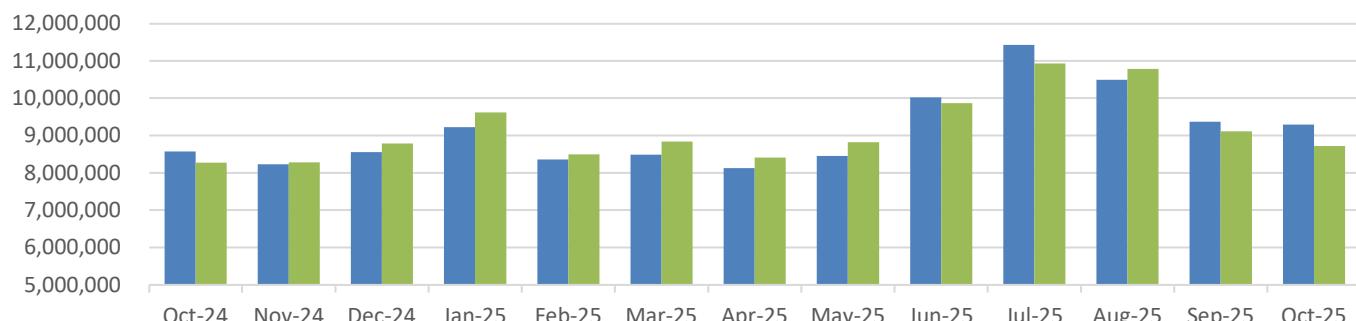
Waupun Utilities												
Construction and Plant Additions Summary												
October 2025												
CONSTRUCTION:		Electric			Sewer			Water			Total	
Description		Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
<b>Projects:</b>												
Substation upgrades	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500
Transformers	-	95,218	75,000								95,218	75,000
Overhead and Underground Services	2,331	26,404	10,000						3,462	4,100		30,504 10,000
LED street lighting	1,096	5,421	10,000									5,421 10,000
Voltage conversion	-	-	100,000									100,000
Rebuild overhead and underground line	5,408	24,877	185,000									24,877 185,000
Work Invoiced to Customer / Others - CIAC	42,360	199,613	-							9,694		209,307 -
Meters / Meter Modules / Gatekeepers	1,526	13,854	22,500					453	19,587	8,000		33,441 30,500
Sewer CIPP & manhole lining	-	-	-				40,000	-	-	-		40,000
Rock & Newtown Street Reconstruction - Phase 2	-	-	-	1,573	410,019	427,253		1,573	384,840	437,123		794,860 864,376
Juneau Mutual Aid	-	18,482	-									18,482 -
Mill / Madison Street Alleyway Reconstruction	-	-	-					313	1,764	-		1,764 -
Miscellaneous Work Orders	64	5,585	-					490	490	-		6,075 -
<b>TOTAL CONSTRUCTION</b>	<b>\$ 52,785</b>	<b>\$ 389,454</b>	<b>\$ 419,000</b>	<b>\$ 1,573</b>	<b>\$ 410,019</b>	<b>\$ 467,253</b>	<b>\$ 6,290</b>	<b>\$ 420,475</b>	<b>\$ 445,123</b>	<b>\$ 1,219,948</b>	<b>\$ 1,331,376</b>	
<b>CARRYOVER PROJECTS:</b>												
United Co-op primary extention	\$ 3,606	\$ 126,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,540	\$ -
OH & URD Re-Build Projects	5,157	170,957	-									170,957 -
Wilson Street Substation	3,255	95,019	-									95,019 -
WWTF Phosphorus Upgrade Engineering	-	-	-			3,864,529	3,804,000					3,864,529 3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	85,166	33,429,071	33,704,000						33,429,071 33,704,000
<b>TOTAL CARRYOVER CONSTRUCTION</b>	<b>\$ 12,018</b>	<b>\$ 392,517</b>	<b>\$ -</b>	<b>\$ 85,166</b>	<b>\$ 37,293,600</b>	<b>\$ 37,508,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,686,116</b>	<b>\$ 37,508,000</b>
<b>PLANT ADDITIONS:</b>		Electric			Sewer			Water			Total	
Description		Current Month	YTD	Budget	Current Month	YTD	Budget	Current Month	YTD	Budget	YTD	Budget
Large Bucket Truck - 60 foot	\$ -	\$ 321,333	\$ 331,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,333	\$ 331,600
Admin Building Structures & Equipment	-	29,208	30,800			21,906	23,100			21,906	23,100	73,020 77,000
WWTF BioTower Pumps & Valve Replacements	-	-	-	43,166	78,595	180,000						78,595 180,000
Other equipment replacement	-	9,573	10,000	40,000	74,696	-			1,586	-		85,855 10,000
<b>TOTAL PLANT ADDITIONS</b>	<b>\$ -</b>	<b>\$ 360,114</b>	<b>\$ 372,400</b>	<b>\$ 83,166</b>	<b>\$ 175,198</b>	<b>\$ 203,100</b>	<b>\$ -</b>	<b>\$ 23,492</b>	<b>\$ 23,100</b>	<b>\$ 558,804</b>	<b>\$ 598,600</b>	

## Sales and Revenues Dashboard - Oct 2025

	Variance from Budget			Variance from Budget		
	Current	Current	YTD	Current	Current	YTD
KWh	9,288,903	↑ 6.6%	↓ -0.4%	Power Costs	\$ 727,762	↑ 0.9% ↑ 1.5%
Revenues	\$ 943,931	↑ 3.2%	↑ 3.1%	Gross Margin	\$ 216,169	↑ 12.2% ↑ 9.3%

### kWhs Sold

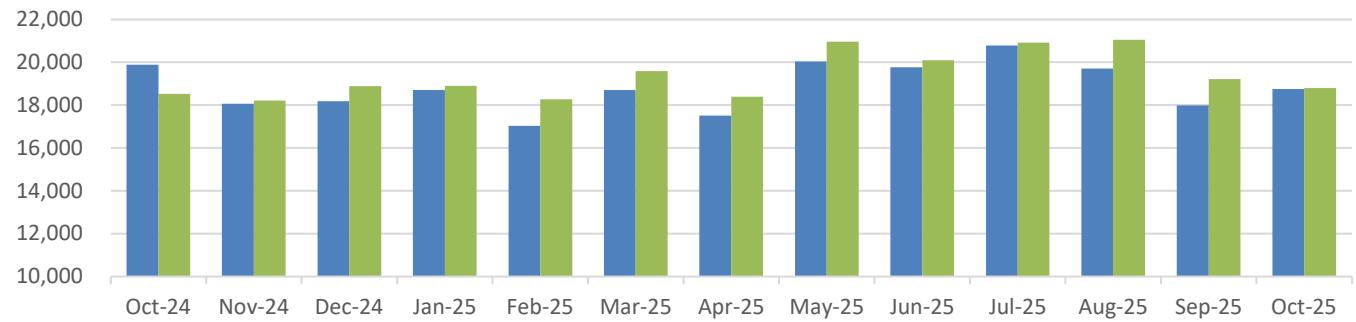
Actual (Blue) Budgeted (Green)



	Variance from Budget			Variance from Budget		
	Current	Current	YTD	Current	Current	YTD
Cubic Ft (100)	18,743	↓ -0.3%	↓ -3.7%	Revenues	\$ 148,107	↑ 0.6% ↓ -1.8%

### Water Cubic Feet (100's) Sold

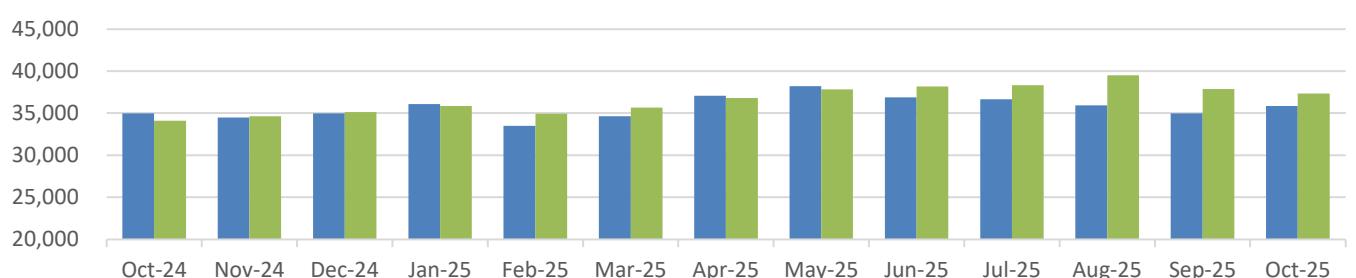
Actual (Blue) Budgeted (Green)



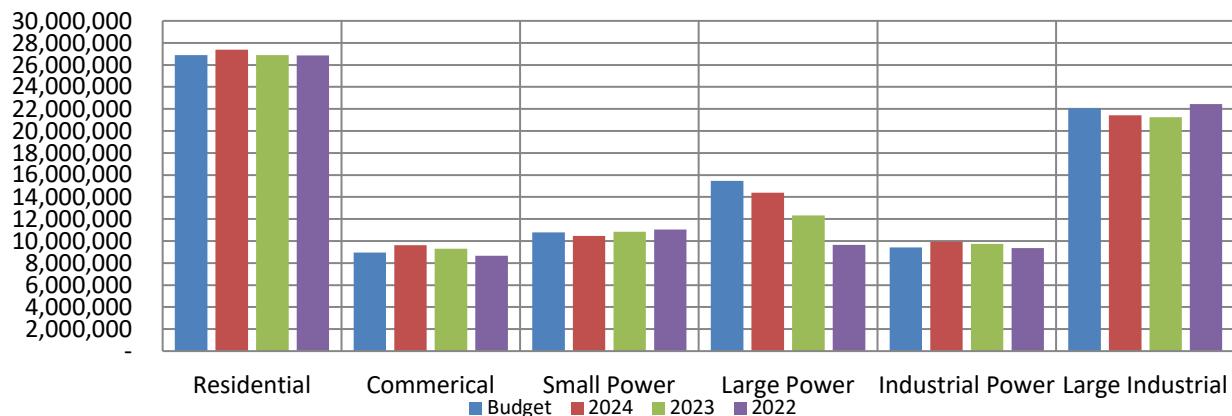
	Variance from Budget			Variance from Budget		
	Current	Current	YTD	Current	Current	YTD
Cubic Ft (100)	35,872	↓ -4.0%	↓ -3.4%	Revenues	\$ 299,338	↑ 23.6% ↑ 14.5%

### Sewer Cubic Feet (100's) Treated

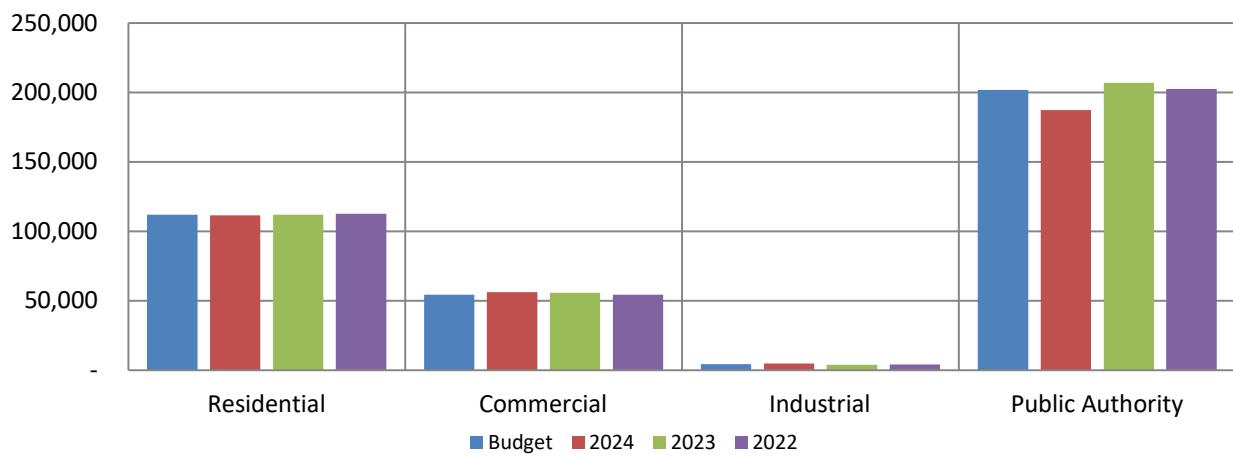
Actual (Blue) Budgeted (Green)



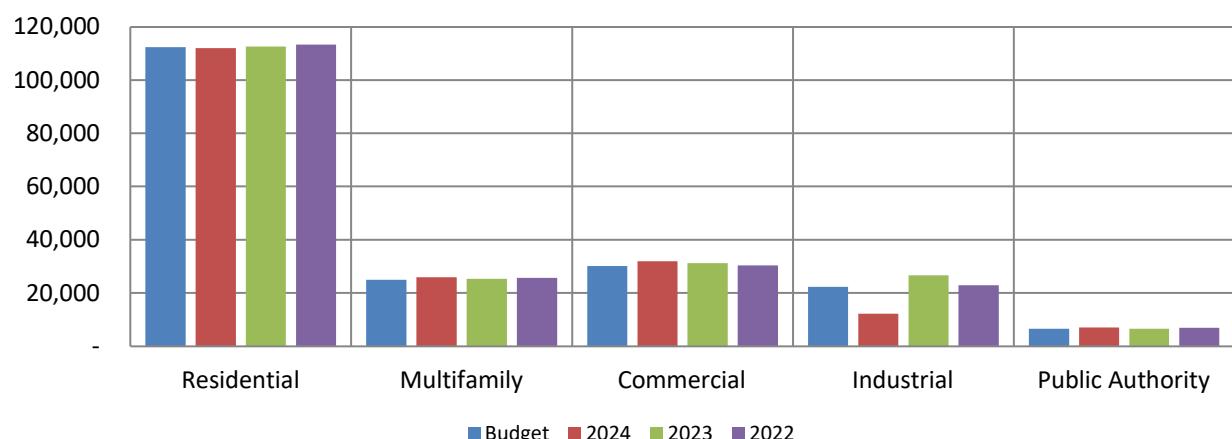
### YTD Electric Sales (kWh)



### YTD Sewer Sales (Ccf)



### YTD Water Sales (Ccf)



**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Electric Utility**  
**For the 12 Months Ending:**

<b>ELECTRIC</b>	Oct 2023	Oct 2024	Oct 2025
Sales of Electricity	\$ 10,731,445	\$ 10,523,301	\$ 11,556,779
Purchased Power	8,620,959	8,193,353	9,001,200
<b>Gross Margin</b>	<b>2,110,486</b>	<b>2,329,947</b>	<b>2,555,579</b>
	<b>19.7%</b>	<b>22.1%</b>	<b>22.1%</b>
<b>Other Operating Revenues</b>	129,209	139,566	128,862
<b>Operating Expenses</b>			
Distribution expense	314,794	338,164	411,478
Customer accounts expense	120,285	135,544	135,383
Advertising expense	3,388	(523)	8,054
Administrative & general expense	406,163	462,231	548,322
<b>Total operating expenses</b>	<b>844,630</b>	<b>935,417</b>	<b>1,103,238</b>
<b>Other Operating Expenses</b>			
Depreciation expense	636,478	676,974	672,440
Taxes	272,434	329,966	292,372
<b>Total other operating expenses</b>	<b>908,912</b>	<b>1,006,940</b>	<b>964,812</b>
<b>Operating Income</b>	<b>486,153</b>	<b>527,157</b>	<b>616,391</b>
<b>Other Income (Expense)</b>			
Capital contributions	29,979	874,982	59,052
Interest expense	(19,297)	(13,688)	(5,746)
Amortization of debt-related costs	(6,425)	(6,224)	(5,993)
Other	102,895	198,178	178,678
<b>Total other income (expense)</b>	<b>107,152</b>	<b>1,053,247</b>	<b>225,991</b>
<b>Net Income</b>	<b>\$ 593,305</b>	<b>\$ 1,580,404</b>	<b>\$ 842,382</b>
<b>Regulatory Operating Income</b>	499,138	618,466	734,232
<b>Rate of Return</b>	6.16	7.62	8.99
<b>Authorized Rate of Return</b>	5.00	5.00	6.30
<b>Current Ratio</b>	6.9	8.6	7.4
<b>Months of Unrestricted Cash on Hand</b>	4.8	5.7	5.3
<b>Equity vs Debt</b>	0.95	0.97	0.99
<b>Asset Utilization</b>	0.58	0.59	0.60
<b>Combined E&amp;W Debt Coverage</b>	4.37	4.34	4.51
<b>Minimum Required Coverage</b>	1.25	1.25	1.25

**Note 1** - Electric rates increased April 2024.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure. Should be near authorized rate of return.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**Debt Coverage** - Earnings coverage of annual debt service. Must exceed 1.25

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Electric Utility**  
For the Period Ended Oct, 31 2025

	Last 12 Months	YTD 2025	YTD Budget	Difference										
<b>ELECTRIC</b>														
Operating Revenues	\$ 11,556,779	\$ 9,909,506	\$ 9,609,375	\$ 300,131										
Purchased Power	9,001,200	7,774,030	7,655,809	118,221										
<b>Gross Margin</b>	<b>2,555,579</b>	<b>2,135,476</b>	<b>1,953,566</b>	<b>181,910</b>										
	<b>22.1%</b>	<b>21.5%</b>	<b>20.3%</b>											
<b>Other Operating Revenues</b>	128,862	177,692	91,560	86,132										
<b>Operating Expenses</b>														
Distribution expense	411,478	387,118	392,790	(5,672)										
Customer accounts expense	135,383	105,718	103,440	2,278										
Advertising expense	8,054	11,967	920	11,047										
Administrative & general expense	548,322	426,311	424,782	1,529										
<b>Total operating expenses</b>	<b>1,103,238</b>	<b>931,114</b>	<b>921,932</b>	<b>9,182</b>										
<b>Other Operating Expenses</b>														
Depreciation expense	672,440	554,163	554,160	3										
Taxes	292,372	269,738	268,260	1,478										
<b>Total other operating expenses</b>	<b>964,812</b>	<b>823,901</b>	<b>822,420</b>	<b>1,481</b>										
<b>Operating Income</b>	<b>616,391</b>	<b>558,152</b>	<b>300,774</b>	<b>257,378</b>										
<b>Other Income (Expense)</b>														
Capital contributions	59,052	9,360	-	9,360										
Interest expense	(5,746)	(5,646)	(5,650)	4										
Amortization of debt-related costs	(5,993)	(4,962)	(4,970)	9										
Other	178,678	164,314	(41,670)	205,984										
<b>Total other income (expense)</b>	<b>225,991</b>	<b>163,067</b>	<b>(52,290)</b>	<b>215,357</b>										
<b>Net Income</b>	<b>\$ 842,382</b>	<b>\$ 721,219</b>	<b>\$ 248,484</b>	<b>\$ 472,735</b>										
	<b>Oct 2025</b>	<b>Sept 2025</b>	<b>Aug 2025</b>	<b>July 2025</b>	<b>June 2025</b>	<b>May 2025</b>	<b>April 2025</b>	<b>March 2025</b>	<b>Feb 2025</b>	<b>Jan 2025</b>	<b>Dec 2024</b>	<b>Nov 2024</b>	<b>Oct 2024</b>	
Operating Revenues	\$ 943,931	\$ 1,046,804	\$ 1,322,666	\$ 1,293,864	\$ 1,081,308	\$ 891,003	\$ 805,837	\$ 835,491	\$ 850,709	\$ 837,894	\$ 828,506	\$ 818,767	\$ 799,700	
Purchased Power	727,762	839,779	1,101,544	1,064,883	860,133	689,211	599,731	632,223	638,927	619,837	613,514	613,656	597,811	
<b>Gross Margin</b>	<b>216,169</b>	<b>207,025</b>	<b>221,121</b>	<b>228,981</b>	<b>221,175</b>	<b>201,792</b>	<b>206,106</b>	<b>203,268</b>	<b>211,782</b>	<b>218,057</b>	<b>214,992</b>	<b>205,112</b>	<b>201,889</b>	
	<b>22.9%</b>	<b>19.8%</b>	<b>16.7%</b>	<b>17.7%</b>		<b>20.5%</b>	<b>22.6%</b>	<b>25.6%</b>	<b>24.3%</b>	<b>24.9%</b>	<b>26.0%</b>	<b>25.9%</b>	<b>25.1%</b>	<b>25.2%</b>
<b>Other Operating Revenues</b>	10,895	10,943	12,300	10,134	9,842	10,420	10,453	9,618	9,019	84,068	(57,900)	9,070	10,631	
<b>Operating Expenses</b>														
Distribution expense	33,990	36,199	46,552	30,867	25,609	35,865	31,900	66,023	49,442	30,673	(20,933)	45,293	27,995	
Customer accounts expense	10,123	10,185	11,551	8,993	10,700	11,993	9,538	13,778	10,105	8,752	18,010	11,655	12,000	
Advertising expense	3,123	954	2,088	5,431	(2,763)	663	450	1,004	766	250	(5,855)	1,942	2,739	
Administrative & general expense	39,739	31,852	46,022	44,527	35,793	36,223	37,982	48,638	55,683	49,852	92,553	29,458	25,876	
<b>Total operating expenses</b>	<b>86,975</b>	<b>79,190</b>	<b>106,213</b>	<b>89,818</b>	<b>69,338</b>	<b>84,744</b>	<b>79,869</b>	<b>129,444</b>	<b>115,997</b>	<b>89,526</b>	<b>83,775</b>	<b>88,349</b>	<b>68,610</b>	
<b>Other Operating Expenses</b>														
Depreciation expense	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	63,396	54,881	54,881	
Taxes	43,186	24,031	26,612	24,282	24,236	24,257	27,114	26,641	24,600	24,780	(4,171)	26,805	47,132	
<b>Total other operating expenses</b>	<b>98,602</b>	<b>79,447</b>	<b>82,028</b>	<b>79,699</b>	<b>79,652</b>	<b>79,674</b>	<b>82,530</b>	<b>82,058</b>	<b>80,016</b>	<b>80,196</b>	<b>59,225</b>	<b>81,685</b>	<b>102,013</b>	
<b>Operating Income</b>	<b>41,487</b>	<b>59,332</b>	<b>45,180</b>	<b>69,598</b>	<b>82,027</b>	<b>47,794</b>	<b>54,160</b>	<b>1,384</b>	<b>24,788</b>	<b>132,403</b>	<b>14,091</b>	<b>44,147</b>	<b>41,897</b>	
<b>Other Income (Expense)</b>														
Capital contributions	-	-	-	-	-	9,360	-	-	-	-	48,938	753	-	
Interest expense	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	1,075	(1,175)	(1,175)	
Amortization of debt-related costs	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(516)	(516)	(516)	
Other	9,780	14,931	19,023	10,011	24,460	27,210	13,537	14,593	15,196	15,572	(2,062)	16,426	10,709	
<b>Total other income (expense)</b>	<b>8,719</b>	<b>13,870</b>	<b>17,962</b>	<b>8,951</b>	<b>23,400</b>	<b>35,509</b>	<b>12,476</b>	<b>13,533</b>	<b>14,136</b>	<b>14,512</b>	<b>47,436</b>	<b>15,489</b>	<b>9,018</b>	
<b>Net Income</b>	<b>\$ 50,206</b>	<b>\$ 73,202</b>	<b>\$ 63,142</b>	<b>\$ 78,549</b>	<b>\$ 105,426</b>	<b>\$ 83,304</b>	<b>\$ 66,636</b>	<b>\$ 14,917</b>	<b>\$ 38,924</b>	<b>\$ 146,914</b>	<b>\$ 61,527</b>	<b>\$ 59,636</b>	<b>\$ 50,915</b>	

**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Water Utility**  
**For the 12 Months Ending:**

<b>WATER</b>	Oct 2023	Oct 2024	Oct 2025
Operating Revenues	\$ 2,696,587	\$ 2,720,517	\$ 2,658,227
<b>Operating Expenses</b>			
Source of supply expenses	2,549	3,630	2,419
Pumping expenses	89,622	89,212	89,275
Water treatment expenses	204,858	426,354	332,348
Transmission & distribution expenses	268,143	222,994	220,401
Customer accounts expenses	108,257	119,689	114,784
Administrative & general expense	332,900	391,926	368,679
<b>Total operating expenses</b>	<b>1,006,328</b>	<b>1,253,805</b>	<b>1,127,905</b>
<b>Other Operating Expenses</b>			
Depreciation expense	560,772	611,799	604,935
Taxes	328,043	333,703	323,233
<b>Total other operating expenses</b>	<b>888,815</b>	<b>945,502</b>	<b>928,168</b>
<b>Operating Income</b>	<b>801,444</b>	<b>521,210</b>	<b>602,154</b>
<b>Other Income (Expense)</b>			
Capital contributions from customers and municipal	-	1,189,564	10,900
Interest expense	(94,321)	(75,212)	(64,794)
Amortization of debt-related costs	(15,458)	(14,314)	(13,098)
Other	83,335	174,664	126,368
<b>Total other income (expense)</b>	<b>(26,444)</b>	<b>1,274,702</b>	<b>59,376</b>
<b>Net Income</b>	<b>\$ 775,000</b>	<b>\$ 1,795,911</b>	<b>\$ 661,531</b>
<b>Regulatory Operating Income</b>	842,073	609,813	608,972
<b>Rate of Return</b>	6.20	4.50	4.53
<b>Authorized Rate of Return</b>	6.50	6.50	6.50
<b>Current Ratio</b>	91.89	46.29	73.43
<b>Months of Unrestricted Cash on Hand</b>	23.56	24.50	28.84
<b>Equity vs Debt</b>	0.80	0.84	0.87
<b>Asset Utilization</b>	0.41	0.42	0.45

**Note 1** - Water rates increased May 2012.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure. Should be near authorized rate of return.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Water Utility**  
**For the Period Ended Oct 31, 2025**

	Last 12 Months	YTD 2025	YTD Budget	Difference										
<b>WATER</b>														
Operating Revenues	\$ 2,658,227	\$ 2,222,487	\$ 2,251,558	\$ (29,071)										
<b>Operating Expenses</b>														
Source of supply expenses	2,419	679	1,000	(321)										
Pumping expenses	89,275	74,405	73,810	595										
Water treatment expenses	332,348	291,831	192,290	99,541										
Transmission & distribution expenses	220,401	177,744	214,908	(37,164)										
Customer accounts expenses	114,784	93,257	105,830	(12,573)										
Administrative & general expense	368,679	314,281	347,292	(33,011)										
<b>Total operating expenses</b>	<b>1,127,905</b>	<b>952,196</b>	<b>935,130</b>	<b>17,066</b>										
<b>Other Operating Expenses</b>														
Depreciation expense	604,935	468,896	498,900	(30,004)										
Taxes	323,233	282,813	309,110	(26,297)										
<b>Total other operating expenses</b>	<b>928,168</b>	<b>751,709</b>	<b>808,010</b>	<b>(56,301)</b>										
<b>Operating Income</b>	<b>602,154</b>	<b>518,583</b>	<b>508,418</b>	<b>10,165</b>										
<b>Other Income (Expense)</b>														
Capital contributions	10,900	-	-	-										
Interest expense	(64,794)	(51,991)	(51,990)	(1)										
Amortization of debt-related costs	(13,098)	(10,744)	(10,750)	6										
Other	126,368	109,702	8,330	101,372										
<b>Total other income (expense)</b>	<b>59,376</b>	<b>46,968</b>	<b>(54,410)</b>	<b>101,378</b>										
<b>Net Income</b>	<b>\$ 661,531</b>	<b>\$ 565,550</b>	<b>\$ 454,008</b>	<b>\$ 111,542</b>										
	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	
<b>WATER</b>														
Operating Revenues	\$ 222,035	\$ 218,046	\$ 226,546	\$ 231,446	\$ 227,864	\$ 227,983	\$ 215,555	\$ 219,715	\$ 212,031	\$ 221,267	\$ 217,877	\$ 217,863	\$ 226,201	
<b>Operating Expenses</b>														
Source of supply expenses	-	-	-	-	348	-	331	-	-	-	1,740	-	-	-
Pumping expenses	6,327	7,732	7,610	8,312	8,059	7,348	6,230	7,570	7,698	7,518	7,949	6,921	6,622	
Water treatment expenses	24,735	35,546	35,388	33,131	28,358	28,318	27,476	33,583	24,823	20,473	17,890	22,627	19,191	
Transmission & distribution expenses	25,732	20,268	23,923	14,421	16,216	24,449	9,162	14,975	15,233	13,365	26,521	16,136	23,437	
Customer accounts expenses	8,686	8,875	10,625	7,816	9,313	8,857	8,548	13,453	9,030	8,055	11,131	10,396	10,558	
Administrative & general expense	27,923	22,907	31,865	33,678	25,226	29,362	24,765	37,743	41,959	38,853	15,285	39,113	26,937	
<b>Total operating expenses</b>	<b>93,404</b>	<b>95,327</b>	<b>109,412</b>	<b>97,358</b>	<b>87,519</b>	<b>98,334</b>	<b>76,512</b>	<b>107,324</b>	<b>98,742</b>	<b>88,264</b>	<b>80,516</b>	<b>95,193</b>	<b>86,745</b>	
<b>Other Operating Expenses</b>														
Depreciation expense	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	90,206	45,833	45,833	
Taxes	28,080	28,381	29,459	27,891	28,188	28,074	27,770	29,131	27,934	27,904	10,852	29,568	29,979	
<b>Total operating expenses</b>	<b>74,970</b>	<b>75,271</b>	<b>76,349</b>	<b>74,781</b>	<b>75,077</b>	<b>74,964</b>	<b>74,659</b>	<b>76,020</b>	<b>74,824</b>	<b>74,794</b>	<b>101,058</b>	<b>75,401</b>	<b>75,812</b>	
<b>Operating Income</b>	<b>53,661</b>	<b>47,448</b>	<b>40,785</b>	<b>59,307</b>	<b>65,268</b>	<b>54,686</b>	<b>64,384</b>	<b>36,370</b>	<b>38,465</b>	<b>58,209</b>	<b>36,302</b>	<b>47,270</b>	<b>63,644</b>	
<b>Other Income (Expense)</b>														
Capital contributions	-	-	-	-	-	-	-	-	-	-	10,900	-	-	
Interest expense	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(6,037)	(6,766)	(6,766)	
Amortization of debt-related costs	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,177)	(1,177)	(1,177)	
Other	6,737	12,123	16,264	6,927	15,571	4,418	10,712	11,696	12,513	12,741	3,411	13,255	8,294	
<b>Total other income (expense)</b>	<b>464</b>	<b>5,850</b>	<b>9,990</b>	<b>654</b>	<b>9,298</b>	<b>(1,855)</b>	<b>4,438</b>	<b>5,423</b>	<b>6,239</b>	<b>6,467</b>	<b>7,096</b>	<b>5,312</b>	<b>351</b>	
<b>Net Income</b>	<b>\$ 54,125</b>	<b>\$ 53,297</b>	<b>\$ 50,776</b>	<b>\$ 59,961</b>	<b>\$ 74,566</b>	<b>\$ 52,830</b>	<b>\$ 68,822</b>	<b>\$ 41,793</b>	<b>\$ 44,704</b>	<b>\$ 64,677</b>	<b>\$ 43,398</b>	<b>\$ 52,582</b>	<b>\$ 63,996</b>	

**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Sewer Utility**  
**For the 12 Months Ending:**

<b>SEWER</b>	Oct 2023	Oct 2024	Oct 2025
Operating Revenues	\$ 3,253,608	\$ 3,388,602	\$ 3,512,025
<b>Operating Expenses</b>			
WWTP operation expenses	602,584	565,613	688,104
Laboratory expenses	91,068	116,801	102,654
Maintenance expenses	516,104	520,322	584,861
Customer accounts expenses	142,343	155,459	145,380
Administrative & general expenses	458,318	572,150	519,337
<b>Total operating expenses</b>	<b>1,810,417</b>	<b>1,930,345</b>	<b>2,040,336</b>
<b>Other Operating Expenses</b>			
Depreciation expense	716,086	961,194	1,687,571
<b>Total other operating expenses</b>	<b>716,086</b>	<b>961,194</b>	<b>1,687,571</b>
<b>Operating Income</b>	<b>727,105</b>	<b>497,063</b>	<b>(215,882)</b>
<b>Other Income (Expense)</b>			
Interest expense	(314,921)	(306,309)	(305,463)
Capital contributions	3,364,200	1,598,415	1,467,921
Other	113,892	183,279	160,822
<b>Total other income (expense)</b>	<b>3,163,171</b>	<b>1,475,385</b>	<b>1,323,281</b>
<b>Net Income (loss)</b>	<b>\$ 3,890,275</b>	<b>\$ 1,972,448</b>	<b>\$ 1,107,399</b>

<b>Operating Income (excluding GASB 68 &amp; 75)</b>	695,486	522,996	(284,077)
<b>Rate of Return</b>	4.25	3.91	(2.20)
<b>Current Ratio</b>	7.55	8.18	9.10
<b>Months of Unrestricted Cash on Hand</b>	7.25	8.59	8.17
<b>Equity vs Debt</b>	0.44	0.46	0.48
<b>Asset Utilization</b>	0.53	0.54	0.58
<b>Debt Coverage</b>	1.24	1.81	1.82
<b>Minimum Required Coverage</b>	1.20	1.20	1.20

**Note 1** - Sewer rates increased April 2025.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**Debt Coverage** - Earnings coverage of annual debt service. Must exceed 1.20

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Sewer Utility**  
**For the Period Ended Oct 31, 2025**

	Last 12 Months	YTD 2025	YTD Budget	Difference
<b>SEWER</b>				
Operating Revenues	\$ 3,512,025	\$ 3,025,224	\$ 2,657,856	\$ 367,368
<b>Operating Expenses</b>				
WWTP operation expenses	688,104	588,264	730,311	(142,047)
Laboratory expenses	102,654	86,376	104,760	(18,384)
Maintenance expenses	584,861	447,817	474,980	(27,163)
Customer accounts expenses	145,380	120,593	135,630	(15,038)
Administrative & general expenses	519,337	505,723	471,831	33,892
<b>Total operating expenses</b>	<b>2,040,336</b>	<b>1,748,773</b>	<b>1,917,512</b>	<b>(168,739)</b>
<b>Other Operating Expenses</b>				
Depreciation expense	1,687,571	1,491,215	1,461,220	29,995
<b>Total other operating expenses</b>	<b>1,687,571</b>	<b>1,491,215</b>	<b>1,461,220</b>	<b>29,995</b>
<b>Operating Income (Loss)</b>	<b>(215,882)</b>	<b>(214,765)</b>	<b>(720,876)</b>	<b>506,111</b>
<b>Non-operating Income (Expense)</b>				
Interest Expense	(305,463)	(255,276)	(255,280)	4
Capital contributions	1,467,921	1,254,975	-	1,254,975
Other	160,822	133,096	33,330	99,766
<b>Total other income (expense)</b>	<b>1,323,281</b>	<b>1,132,795</b>	<b>(221,950)</b>	<b>1,354,745</b>
<b>Net Income (Loss)</b>	<b>\$ 1,107,399</b>	<b>\$ 918,031</b>	<b>\$ (942,826)</b>	<b>\$ 1,860,857</b>

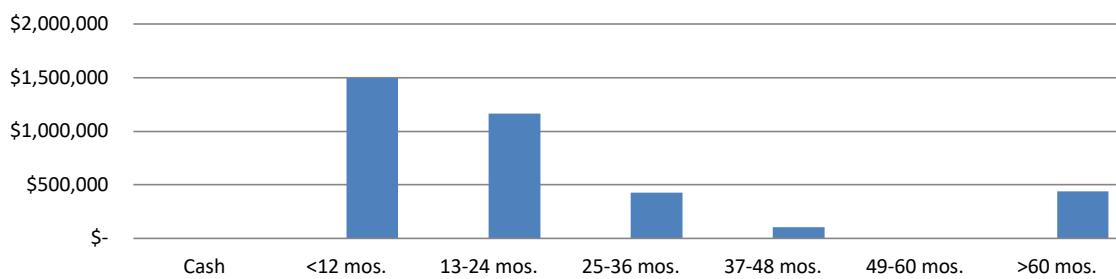
	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	
<b>SEWER</b>														
Operating Revenues	\$ 324,991	\$ 317,794	\$ 333,014	\$ 330,709	\$ 328,728	\$ 334,044	\$ 323,568	\$ 243,888	\$ 239,641	\$ 248,846	\$ 242,979	\$ 243,823	\$ 253,280	
<b>Operating Expenses</b>														
WWTP operation expenses	45,844	71,614	67,364	80,953	48,337	71,176	50,926	37,110	43,361	71,579	63,861	35,979	60,287	
Laboratory expenses	5,638	7,702	9,099	11,021	6,392	11,325	7,418	7,117	10,182	10,482	8,697	7,581	8,740	
Maintenance expenses	77,891	29,638	61,242	38,338	36,503	68,149	19,295	39,677	33,080	44,004	92,535	44,509	34,482	
Customer accounts expenses	11,675	11,714	13,367	10,674	12,136	11,724	11,340	15,456	12,111	10,395	11,786	13,002	13,312	
Administrative & general expense	58,441	51,495	46,091	58,413	42,053	51,891	35,634	52,380	46,931	62,394	(19,079)	32,693	36,502	
<b>Total operating expenses</b>	<b>199,489</b>	<b>172,164</b>	<b>197,164</b>	<b>199,400</b>	<b>145,423</b>	<b>214,265</b>	<b>124,613</b>	<b>151,739</b>	<b>145,664</b>	<b>198,853</b>	<b>157,799</b>	<b>133,764</b>	<b>153,323</b>	
<b>Other Operating Expenses</b>														
Depreciation expense	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	111,612	84,744	84,744	
<b>Total other operating expenses</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>111,612</b>	<b>84,744</b>	<b>84,744</b>	
<b>Operating Income (Loss)</b>	<b>(23,619)</b>	<b>(3,491)</b>	<b>(13,271)</b>	<b>(17,812)</b>	<b>34,184</b>	<b>(29,342)</b>	<b>49,833</b>	<b>(56,972)</b>	<b>(55,145)</b>	<b>(99,129)</b>	<b>(26,432)</b>	<b>25,315</b>	<b>15,213</b>	
<b>Other Income (Expense)</b>														
Interest expense	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(24,531)	(25,656)	(25,656)	
Capital contributions	-	-	221,200	-	549,925	-	483,850	-	-	-	6,850	206,096	-	
Other	6,515	13,771	19,376	6,517	18,568	3,091	11,888	19,952	17,307	16,110	10,847	16,880	(1,507)	
<b>Total other income (expense)</b>	<b>(19,012)</b>	<b>(11,756)</b>	<b>215,049</b>	<b>(19,011)</b>	<b>542,966</b>	<b>(22,436)</b>	<b>470,210</b>	<b>(5,575)</b>	<b>(8,220)</b>	<b>(9,418)</b>	<b>(6,833)</b>	<b>197,319</b>	<b>(27,164)</b>	
<b>Net Income (Loss)</b>	<b>\$ (42,631)</b>	<b>\$ (15,248)</b>	<b>\$ 201,777</b>	<b>\$ (36,823)</b>	<b>\$ 577,150</b>	<b>\$ (51,779)</b>	<b>\$ 520,043</b>	<b>\$ (62,548)</b>	<b>\$ (63,365)</b>	<b>\$ (108,546)</b>	<b>\$ (33,266)</b>	<b>\$ 222,634</b>	<b>\$ (11,950)</b>	

**WAUPUN UTILITES**  
**Balance Sheets**  
**Electric, Water, and Sewer**

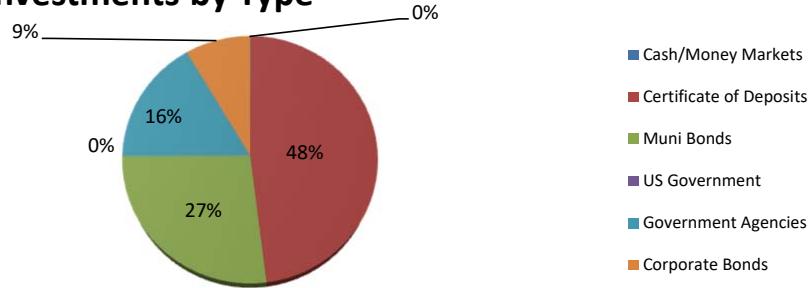
<b>ELECTRIC</b>	<b>Oct 2023</b>	<b>Oct 2024</b>	<b>Oct 2025</b>	<b>Sept 2025</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 3,908,479	\$ 4,493,809	\$ 4,622,581	\$ 4,774,042	\$ (151,461)
Cash and investments - restricted	165,791	169,994	278,698	161,461	117,237
Receivables	1,104,070	952,947	1,087,921	1,284,826	(196,906)
Materials and supplies	533,441	447,680	471,586	450,401	21,185
Other assets	39,806	75,288	81,054	81,801	(747)
Plant - net of accumulated depreciation	9,262,285	9,692,080	10,140,294	10,135,215	5,079
Deferred outflows of resources	1,004,815	803,475	559,453	559,453	-
<b>Total Assets</b>	<b><u>16,018,688</u></b>	<b><u>16,635,273</u></b>	<b><u>17,241,588</u></b>	<b><u>17,447,200</u></b>	<b><u>(205,612)</u></b>
Accounts payable	727,538	626,426	771,578	1,029,175	(257,596)
Payable to sewer utility	-	-	-	-	-
Interest accrued	4,113	3,700	821	256	565
Accrued benefits	82,730	94,942	103,664	100,981	2,683
Deferred inflows of resources	2,225,991	1,531,484	1,329,994	1,331,463	(1,469)
Long-term debt	560,000	380,000	195,000	195,000	-
Net Position	12,418,317	13,998,721	14,840,531	14,790,325	50,206
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 16,018,688</u></b>	<b><u>\$ 16,635,273</u></b>	<b><u>\$ 17,241,588</u></b>	<b><u>\$ 17,447,200</u></b>	<b><u>\$ (205,612)</u></b>
<b>WATER</b>	<b>Oct 2023</b>	<b>Oct 2024</b>	<b>Oct 2025</b>	<b>Sept 2025</b>	<b>Change</b>
Cash and investments - unrestricted / designated	\$ 2,620,051	\$ 3,241,372	\$ 3,487,288	\$ 3,498,044	\$ (10,756)
Cash and investments - restricted	484,825	496,574	614,618	467,883	146,736
Receivables	248,823	245,979	239,988	241,647	(1,659)
Materials and supplies	81,598	84,177	105,795	107,269	(1,474)
Other assets	82,039	53,747	63,715	65,790	(2,075)
Plant - net of accumulated depreciation	15,555,086	16,349,248	16,080,796	16,127,035	(46,239)
Deferred outflows of resources	577,351	451,080	328,826	328,826	-
<b>Total Assets</b>	<b><u>19,649,774</u></b>	<b><u>20,922,177</u></b>	<b><u>20,921,026</u></b>	<b><u>20,836,494</u></b>	<b><u>84,532</u></b>
Accounts payable	13,284	63,381	41,155	16,604	24,551
Interest accrued	17,938	11,953	9,606	4,407	5,199
Accrued benefits	65,223	62,508	69,193	67,418	1,775
Deferred inflows of resources	746,273	641,367	466,573	467,691	(1,117)
Long-term debt	3,430,000	2,970,000	2,500,000	2,500,000	-
Net Position	15,377,057	17,172,968	17,834,499	17,780,374	54,125
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 19,649,774</u></b>	<b><u>\$ 20,922,177</u></b>	<b><u>\$ 20,921,026</u></b>	<b><u>\$ 20,836,494</u></b>	<b><u>\$ 84,532</u></b>
<b>SEWER</b>	<b>Oct 2023</b>	<b>Oct 2024</b>	<b>Oct 2025</b>	<b>Sept 2025</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 1,093,888	\$ 1,382,032	\$ 1,389,219	\$ 1,212,308	\$ 176,912
Cash and investments - restricted	2,491,875	2,692,012	2,602,958	2,815,229	(212,271)
Receivables	286,797	310,389	349,153	357,829	(8,676)
Receivable from electric utility	-	-	-	-	-
Materials and supplies	8,725	8,522	8,377	8,581	(204)
Advances to other funds	0	-	-	-	-
Other assets	38,338	48,639	70,503	70,391	112
Plant - net of accumulated depreciation	48,304,527	49,214,460	49,673,763	49,652,251	21,512
Deferred outflows of resources	797,752	729,543	501,909	501,909	-
<b>Total Assets</b>	<b><u>53,021,903</u></b>	<b><u>54,385,598</u></b>	<b><u>54,595,882</u></b>	<b><u>54,618,498</u></b>	<b><u>(22,616)</u></b>
Accounts payable	25,039	54,067	37,203	45,424	(8,221)
Interest accrued	157,756	152,812	153,776	128,248	25,528
Accrued benefits	95,121	94,499	105,013	102,305	2,708
Deferred inflows of resources	896,306	853,190	557,361	557,361	-
Long-term debt	27,122,500	26,533,400	25,937,500	25,937,500	-
Net Position	24,725,181	26,697,629	27,805,028	27,847,659	(42,631)
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 53,021,903</u></b>	<b><u>\$ 54,385,598</u></b>	<b><u>\$ 54,595,882</u></b>	<b><u>\$ 54,618,498</u></b>	<b><u>\$ (22,616)</u></b>

Monthly Dashboard - Cash & Investments						October 2025
Account	Restrictions	Oct 2025	Sept 2025	\$ Inc/(Dec)	% Inc/(Dec)	
Checking - E	Unrestricted	\$ 992,596	\$ 1,036,596	\$ (44,000)	-4.24%	
Checking - W	Unrestricted	990,572	861,329	129,242	15.00%	
Checking - S	Unrestricted	752,684	494,551	258,133	52.20%	
Reserves - E	Unrestricted	3,629,985	3,737,446	(107,461)	-2.88%	
Reserves - W	Unrestricted	2,017,378	2,159,161	(141,783)	-6.57%	
Reserves - S	Unrestricted	636,535	717,756	(81,221)	-11.32%	
P&I Redemption - E	Restricted	132,205	115,005	17,200	14.96%	
P&I Redemption - W	Restricted	336,507	289,915	46,593	16.07%	
P&I Redemption - S	Restricted	458,991	381,568	77,423	20.29%	
Bond Reserve - S	Restricted	476,161	468,285	7,877	1.68%	
Construction - S	Restricted	74	74	0	0.01%	
Depreciation - E	Restricted	46,493	46,456	37	0.08%	
Depreciation - W	Restricted	178,111	177,968	143	0.08%	
Capital Improve. - E	Designated	100,000	-	100,000	#DIV/0!	
Capital Improve. - W	Designated	100,000	-	100,000	#DIV/0!	
ERF - Water Plant	Designated	479,338	477,553	1,785	0.37%	
ERF - WWTP	Restricted	1,667,732	1,965,303	(297,571)	-15.14%	
		\$ 12,995,363	\$ 12,928,966	\$ 66,397	0.51%	
Unrestricted and Designated		\$ 9,499,088	\$ 9,484,394	\$ 14,695	0.15%	
	Restricted	\$ 3,496,274	\$ 3,444,572	\$ 51,702	1.50%	

### Long-Term Investment by Maturity



### Long-Term Investments by Type





TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: January 12, 2026  
SUBJECT: November 2025 Financial Report

---

## CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension and underground cable replacement work for customers including the Bayberry Lane Development, United Soy extension and overhead rebuild projects. Construction work for Newton/Rock reconstruction project for the Water & Sewer Utilities is complete. Engineering fees were also incurred in the Water & Sewer Utilities associated with the 2026 Mill to Madison Street reconstruction projects.

There were no plant additions for the month.

## MONTHLY OPERATING RESULTS – November 2025 Monthly and Year-To-Date (YTD)

### Sales

#### Electric

- Monthly kWh sales were 5.8% above budget & 9.9% higher than November 2024 on increased sales to General Service & Large Power customers.
- YTD kWh sales were 0.1% below budget & 3.8% higher than November 2024 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were 7.1% below budget & 3.9% lower than November 2024 sales on lower sales to Industrial customers.
- YTD water sales were 4.0% below budget & 6.4% lower than November 2024 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were 6.5% below budget & 0.3% lower than November 2024 from lower volumes to Public Authority customers.
- YTD sewer sales were 3.6% below budget & 4.6% lower than November 2024 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were above budget \$279,300 and \$85,800, respectively, due to increases in sales to Large Power and Industrial Power customers.
- Gross margin was \$193,500 above budget as a result of the revenue increases above.
- Operating expenses were \$22,200 below budget primarily due to more labor hours being spent on project work than maintenance during the month.
- Operating income was \$634,900 or \$303,700 above budget largely due to increased sales to Large Power customers.
- Net income was \$813,800 or \$535,100 above budget primarily from lower than budgeted purchased power expenses and higher sales to new Large Power customers.
- The rolling 12-month Rate of Return was 9.5%.

#### Water

- Operating revenues were \$33,700 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$4,700 **above** budget due to increased maintenance outlays at the water treatment facility.
- Operating income was \$588,100 or \$33,300 **above** budget.
- Net income was \$643,900 or \$148,900 **above** budget.
- The rolling 12-month Rate of Return was 4.7%.

#### Sewer

- Operating revenues were \$409,700 **above** budget due to the new sewer rates effective April 1, 2025.
- Operating expenses were \$198,800 **below** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$193,000) or \$575,400 **above** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities offset by the lower ABNR operating costs.
- Net income (loss) was \$929,400 or \$1,942,100 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$1,255,000 in grant revenues received during the year. Without the grant revenues, the net loss would have been (\$325,500) or \$687,100 **above** budget.
- The rolling 12-month Rate of Return was (2.3%).

### **Balance Sheets**

#### Electric

- Balance sheet **decreased** \$2,400 from October 2025 due to a decrease in receivables from lower sales in the previous month.
- Unrestricted cash **decreased** minimally from decreased receivable collections during higher volume summer months in the previous month.
- Accounts payable **decreased** \$100,000 from lower purchased power costs than the previous month which included higher sales volumes during the summer months.
- Net position **increased** \$92,600.

#### Water

- Balance sheet **increased** \$69,000 from October 2025 from routine operations.
- Unrestricted cash **increased** \$33,700 largely due to routine operations.
- Net position **increased** \$78,500.

#### Sewer

- Balance sheet **decreased** \$112,000 from October 2025 due to an interest only debt payment of \$148,800 and routine operations.
- Unrestricted cash **increased** \$84,500 from a decrease in maintenance expenses from the prior month and routine operations.
- Unrestricted cash **decreased** \$60,200 from an interest only debt payment of \$148,800.
- Accrued interest payable **decreased** \$123,300 from the interest only debt payment noted previously.
- Net position **decreased** \$11,400 from the reduction in debt interest accruals for the month and higher monthly depreciation expense on capital assets.

## Cash and Investments

The monthly metrics dashboard for cash and investments provides a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$122,500 or **0.9%** from October 2025 primarily from routine operations within the three utilities.
- Received interest and distributions of \$23,700 and recorded unrealized market adjustments of \$3,900 along with (\$800) in management fees, resulting in a net portfolio *gain* of \$26,800 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$43,200 and \$363,600 year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

<b>Total Project Budget</b> <i>(As of 4/14/2024):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 12/2/2025):</i>	<b>\$ 37,293,600</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 8/5/2025):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 1/6/2025):</i>	<b>\$ 9,277,691</b>
<b>Disburse Request #40 Requested</b> <i>(12/1/2025):</i>	<b>\$ 110,093</b>
<b>Disburse Request #40 – Paid</b> <i>(12/15/2025):</i>	<b>\$ 93,085</b>

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstanek@waupunutilities.org](mailto:jstanek@waupunutilities.org) with any questions or comments.

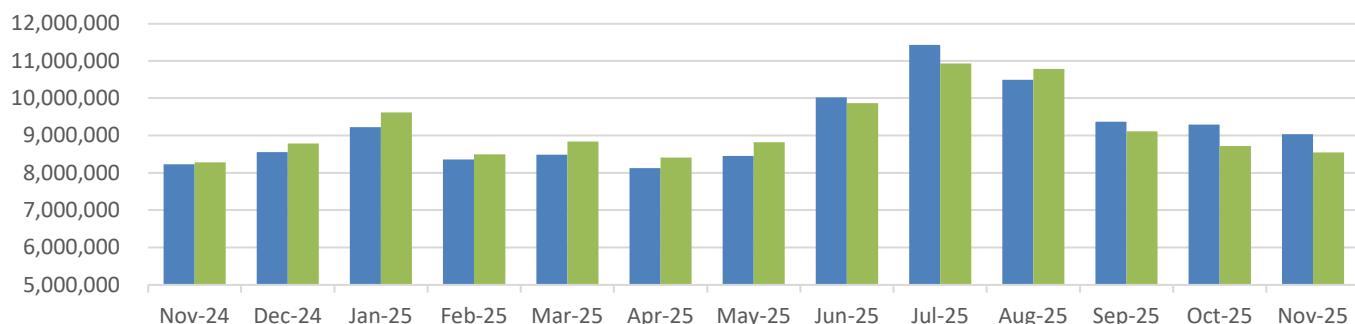
Waupun Utilities												
Construction and Plant Additions Summary												
November 2025												
CONSTRUCTION:		Electric			Sewer			Water			Total	
Description		Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
<b>Projects:</b>												
Substation upgrades	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500
Transformers	-	95,218	75,000	-	-	-	-	-	-	-	95,218	75,000
Overhead and Underground Services	7,953	34,357	10,000	-	-	-	-	718	4,818	-	39,175	10,000
LED street lighting	95	5,516	10,000	-	-	-	-	-	-	-	5,516	10,000
Voltage conversion	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Rebuild overhead and underground line	8,272	33,149	185,000	-	-	-	-	-	-	-	33,149	185,000
Work Invoiced to Customer / Others - CIAC	32,560	232,173	-	-	-	-	-	-	9,694	-	241,867	-
Meters / Meter Modules / Gatekeepers	-	13,854	22,500	-	-	-	-	522	20,109	8,000	33,963	30,500
Sewer CIPP & manhole lining	-	-	-	-	-	-	40,000	-	-	-	-	40,000
Rock & Newtown Street Reconstruction - Phase 2	-	-	-	6,865	416,884	427,253	6,865	391,705	437,123	808,589	864,376	
Juneau Mutual Aid	-	18,482	-	-	-	-	-	-	-	-	18,482	-
Mill / Madison Street Alleyway Reconstruction	-	-	-	-	-	-	-	2,448	4,211	-	4,211	-
Miscellaneous Work Orders	-	5,585	-	-	-	-	-	-	490	-	6,075	-
<b>TOTAL CONSTRUCTION</b>	<b>\$ 48,880</b>	<b>\$ 438,334</b>	<b>\$ 419,000</b>	<b>\$ 6,865</b>	<b>\$ 416,884</b>	<b>\$ 467,253</b>	<b>\$ 10,553</b>	<b>\$ 431,027</b>	<b>\$ 445,123</b>	<b>\$ 1,286,246</b>	<b>\$ 1,331,376</b>	
<b>CARRYOVER PROJECTS:</b>												
United Co-op primary extention	\$ 28,659	\$ 155,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,200	\$ -
OH & URD Re-Build Projects	11,387	182,345	-	-	-	-	-	-	-	-	182,345	-
Wilson Street Substation	7,297	102,316	-	-	-	-	-	-	-	-	102,316	-
WWTF Phosphorus Upgrade Engineering	-	-	-	-	3,864,529	3,804,000	-	-	-	-	3,864,529	3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	-	33,429,071	33,704,000	-	-	-	-	33,429,071	33,704,000
<b>TOTAL CARRYOVER CONSTRUCTION</b>	<b>\$ 47,343</b>	<b>\$ 439,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,293,600</b>	<b>\$ 37,508,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,733,459</b>	<b>\$ 37,508,000</b>
<b>PLANT ADDITIONS:</b>		Electric			Sewer			Water			Total	
Description		Current Month	YTD	Budget	Current Month	YTD	Budget	Current Month	YTD	Budget	YTD	Budget
Large Bucket Truck - 60 foot	\$ -	\$ 321,333	\$ 331,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,333	\$ 331,600
Admin Building Structures & Equipment	-	29,208	30,800	-	21,906	23,100	-	-	21,906	23,100	73,020	77,000
WWTF BioTower Pumps & Valve Replacements	-	-	-	-	78,595	180,000	-	-	-	-	78,595	180,000
Other equipment replacement	-	9,573	10,000	-	74,696	-	-	-	1,586	-	85,855	10,000
<b>TOTAL PLANT ADDITIONS</b>	<b>\$ -</b>	<b>\$ 360,114</b>	<b>\$ 372,400</b>	<b>\$ -</b>	<b>\$ 175,198</b>	<b>\$ 203,100</b>	<b>\$ -</b>	<b>\$ 23,492</b>	<b>\$ 23,100</b>	<b>\$ 558,804</b>	<b>\$ 598,600</b>	

## Sales and Revenues Dashboard - Nov 2025

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	9,037,598	↑ 5.8%	0.1%	Power Costs	\$ 671,351	↓ -4.6%	↑ 1.0%
Revenues	\$ 874,356	↓ -2.3%	↑ 2.7%	Gross Margin	\$ 203,006	↑ 6.0%	↑ 9.0%

### kWhs Sold

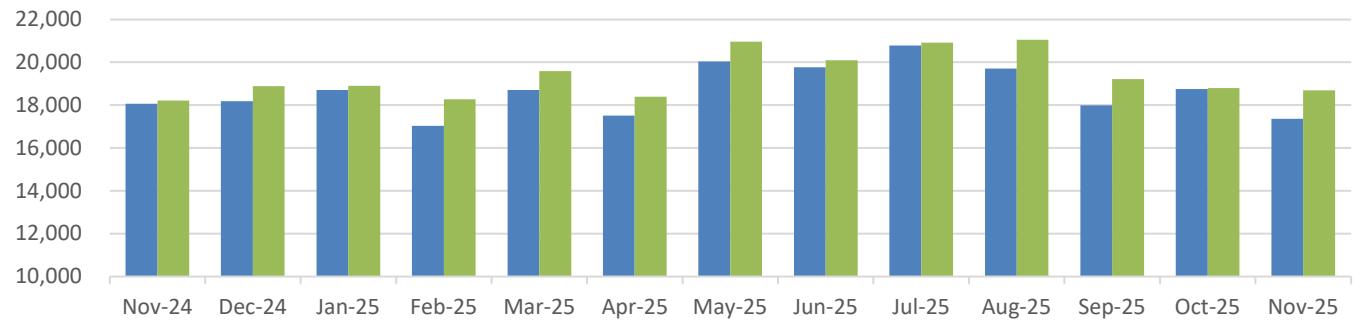
Actual (Blue) | Budgeted (Green)



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,354	↓ -7.1%	↓ -4.0%	Revenues	\$ 141,134	↓ -3.5%	↓ -2.0%

### Water Cubic Feet (100's) Sold

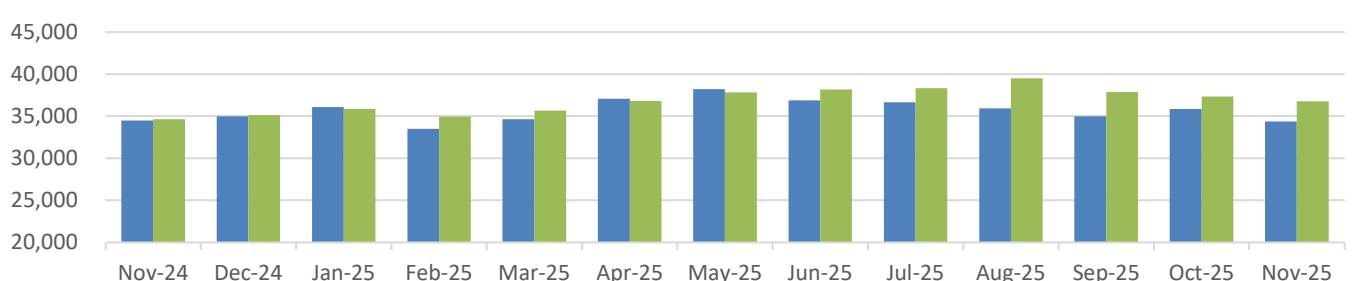
Actual (Blue) | Budgeted (Green)



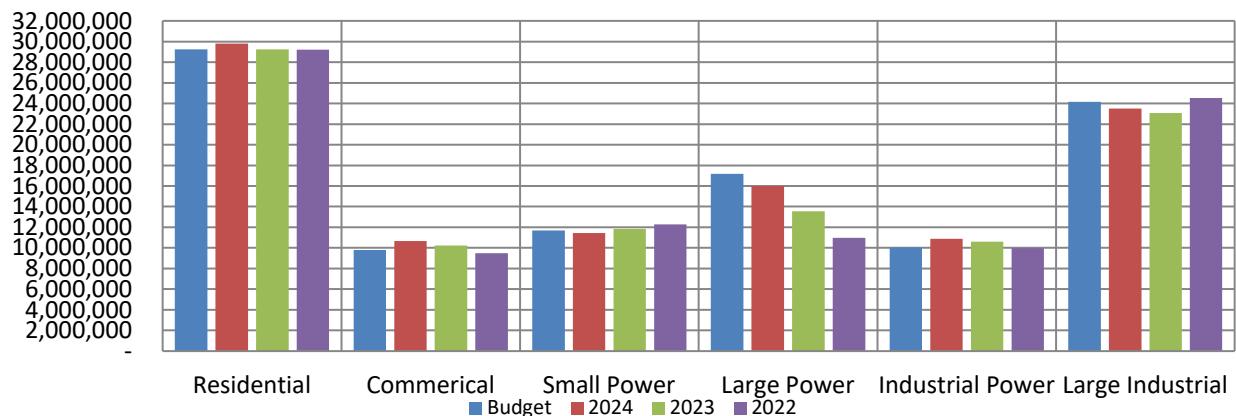
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	34,379	↓ -6.5%	↓ -3.7%	Revenues	\$ 285,765	↑ 15.8%	↑ 14.7%

### Sewer Cubic Feet (100's) Treated

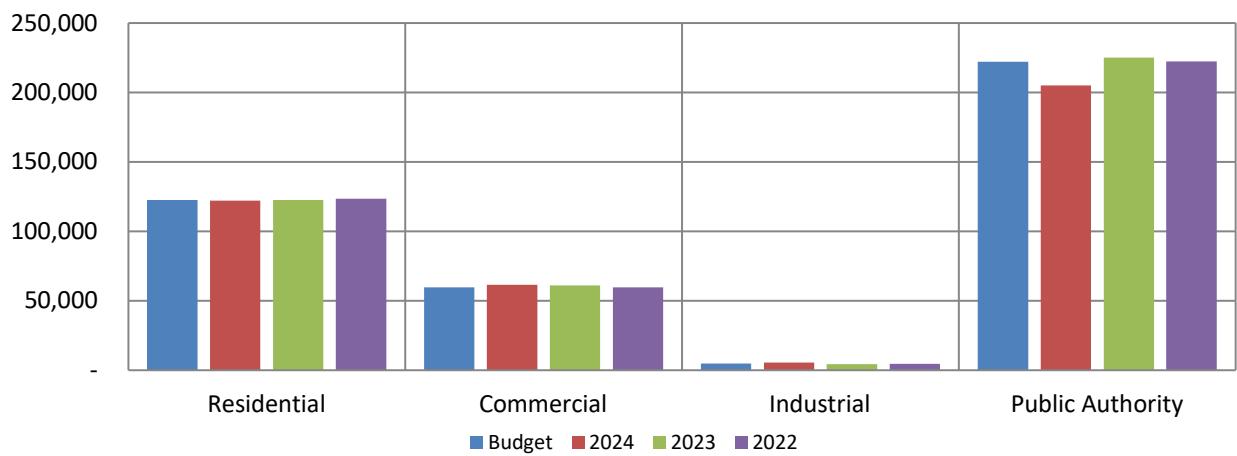
Actual (Blue) | Budgeted (Green)



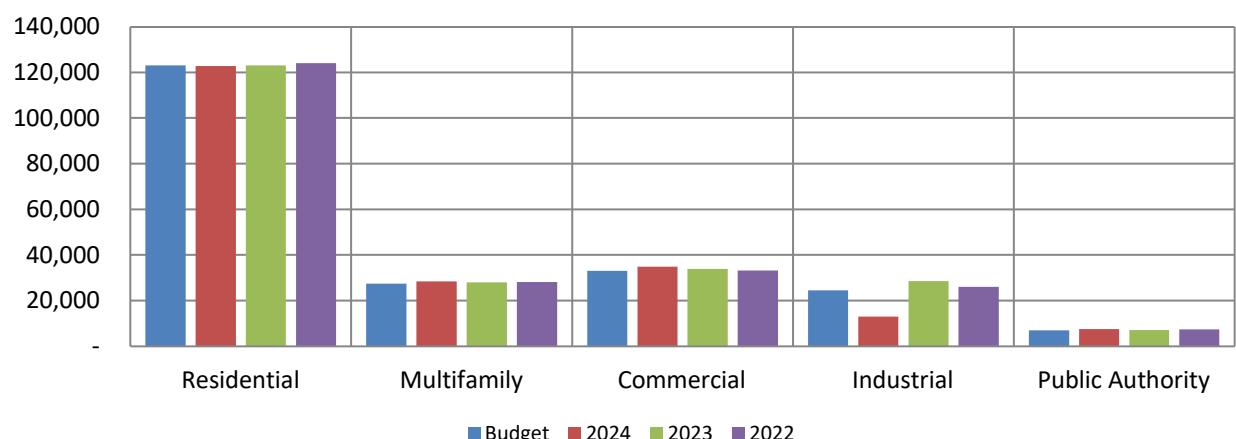
## YTD Electric Sales (kWh)



## YTD Sewer Sales (Ccf)



## YTD Water Sales (Ccf)



**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Electric Utility**  
**For the 12 Months Ending:**

<b>ELECTRIC</b>	Nov 2023	Nov 2024	Nov 2025
Sales of Electricity	\$ 10,655,509	\$ 10,574,009	\$ 11,612,369
Purchased Power	8,546,302	8,210,334	9,058,896
<b>Gross Margin</b>	<b>2,109,207</b>	<b>2,363,674</b>	<b>2,553,473</b>
	<b>19.8%</b>	<b>22.4%</b>	<b>22.0%</b>
<b>Other Operating Revenues</b>	130,054	138,701	129,504
<b>Operating Expenses</b>			
Distribution expense	315,940	361,224	396,384
Customer accounts expense	120,675	137,212	133,408
Advertising expense	4,345	32	(2,464)
Administrative & general expense	409,114	462,832	544,156
<b>Total operating expenses</b>	<b>850,074</b>	<b>961,301</b>	<b>1,071,483</b>
<b>Other Operating Expenses</b>			
Depreciation expense	637,421	678,914	672,976
Taxes	263,185	332,518	289,560
<b>Total other operating expenses</b>	<b>900,606</b>	<b>1,011,432</b>	<b>962,536</b>
<b>Operating Income</b>	<b>488,581</b>	<b>529,642</b>	<b>648,958</b>
<b>Other Income (Expense)</b>			
Capital contributions	24,979	875,735	58,299
Interest expense	(19,007)	(13,244)	(5,135)
Amortization of debt-related costs	(6,407)	(6,208)	(5,974)
Other	110,811	198,723	179,146
<b>Total other income (expense)</b>	<b>110,376</b>	<b>1,055,006</b>	<b>226,336</b>
<b>Net Income</b>	<b>\$ 598,957</b>	<b>\$ 1,584,649</b>	<b>\$ 875,293</b>
<b>Regulatory Operating Income</b>	501,754	620,958	766,804
<b>Rate of Return</b>	6.12	7.79	9.45
<b>Authorized Rate of Return</b>	5.00	5.00	6.30
<b>Current Ratio</b>	8.0	8.6	8.4
<b>Months of Unrestricted Cash on Hand</b>	5.0	5.7	5.3
<b>Equity vs Debt</b>	0.96	0.98	1.00
<b>Asset Utilization</b>	0.58	0.59	0.60
<b>Combined E&amp;W Debt Coverage</b>	4.43	4.33	4.62
<b>Minimum Required Coverage</b>	1.25	1.25	1.25

**Note 1** - Electric rates increased April 2024.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure. Should be near authorized rate of return.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**Debt Coverage** - Earnings coverage of annual debt service. Must exceed 1.25

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Electric Utility**  
For the Period Ended Nov, 30 2025

	Last 12 Months	YTD 2025	YTD Budget	Difference									
<b>ELECTRIC</b>													
Operating Revenues	\$ 11,612,369	\$ 10,783,862	\$ 10,504,585	\$ 279,277									
Purchased Power	9,058,896	8,445,381	8,359,570	85,811									
<b>Gross Margin</b>	<b>2,553,473</b>	<b>2,338,481</b>	<b>2,145,015</b>	<b>193,466</b>									
	<b>22.0%</b>	<b>21.7%</b>	<b>20.4%</b>										
<b>Other Operating Revenues</b>	129,504	187,404	100,716	86,688									
<b>Operating Expenses</b>													
Distribution expense	396,384	417,317	431,243	(13,926)									
Customer accounts expense	133,408	115,398	113,784	1,614									
Advertising expense	(2,464)	3,390	1,012	2,378									
Administrative & general expense	544,156	451,604	463,869	(12,265)									
<b>Total operating expenses</b>	<b>1,071,483</b>	<b>987,709</b>	<b>1,009,908</b>	<b>(22,199)</b>									
	<b>10.7%</b>	<b>10.0%</b>	<b>10.0%</b>										
<b>Other Operating Expenses</b>													
Depreciation expense	672,976	609,580	609,576	4									
Taxes	289,560	293,731	295,086	(1,355)									
<b>Total other operating expenses</b>	<b>962,536</b>	<b>903,310</b>	<b>904,662</b>	<b>(1,352)</b>									
<b>Operating Income</b>	<b>648,958</b>	<b>634,866</b>	<b>331,161</b>	<b>303,705</b>									
<b>Other Income (Expense)</b>													
Capital contributions	58,299	9,360	-	9,360									
Interest expense	(5,135)	(6,210)	(6,215)	5									
Amortization of debt-related costs	(5,974)	(5,458)	(5,467)	9									
Other	179,146	181,208	(40,837)	222,045									
<b>Total other income (expense)</b>	<b>226,336</b>	<b>178,900</b>	<b>(52,519)</b>	<b>231,419</b>									
<b>Net Income</b>	<b>\$ 875,293</b>	<b>\$ 813,767</b>	<b>\$ 278,642</b>	<b>\$ 535,125</b>									
	<b>Nov 2025</b>	<b>Oct 2025</b>	<b>Sept 2025</b>	<b>Aug 2025</b>	<b>July 2025</b>	<b>June 2025</b>	<b>May 2025</b>	<b>April 2025</b>	<b>March 2025</b>	<b>Feb 2025</b>	<b>Jan 2025</b>	<b>Dec 2024</b>	<b>Nov 2024</b>
Operating Revenues	\$ 874,356	\$ 943,931	\$ 1,046,804	\$ 1,322,666	\$ 1,293,864	\$ 1,081,308	\$ 891,003	\$ 805,837	\$ 835,491	\$ 850,709	\$ 837,894	\$ 828,506	\$ 818,767
Purchased Power	671,351	727,762	839,779	1,101,544	1,064,883	860,133	689,211	599,731	632,223	638,927	619,837	613,514	613,656
<b>Gross Margin</b>	<b>203,006</b>	<b>216,169</b>	<b>207,025</b>	<b>221,121</b>	<b>228,981</b>	<b>221,175</b>	<b>201,792</b>	<b>206,106</b>	<b>203,268</b>	<b>211,782</b>	<b>218,057</b>	<b>214,992</b>	<b>205,112</b>
	<b>23.2%</b>	<b>22.9%</b>	<b>19.8%</b>	<b>16.7%</b>	<b>17.7%</b>	<b>20.5%</b>	<b>22.6%</b>	<b>25.6%</b>	<b>24.3%</b>	<b>24.9%</b>	<b>26.0%</b>	<b>25.9%</b>	<b>25.1%</b>
<b>Other Operating Revenues</b>	9,729	10,895	10,927	12,300	10,134	9,842	10,420	10,453	9,618	9,019	84,068	(57,900)	9,070
<b>Operating Expenses</b>													
Distribution expense	30,199	33,990	36,199	46,552	30,867	25,609	35,865	31,900	66,023	49,442	30,673	(20,933)	45,293
Customer accounts expense	9,680	10,123	10,185	11,551	8,993	10,700	11,993	9,538	13,778	10,105	8,752	18,010	11,655
Advertising expense	(8,576)	3,123	954	2,088	5,431	(2,763)	663	450	1,004	766	250	(5,855)	1,942
Administrative & general expense	25,292	39,739	31,852	46,022	44,527	35,793	36,223	37,982	48,638	55,683	49,852	92,553	29,458
<b>Total operating expenses</b>	<b>56,594</b>	<b>86,975</b>	<b>79,190</b>	<b>106,213</b>	<b>89,818</b>	<b>69,338</b>	<b>84,744</b>	<b>79,869</b>	<b>129,444</b>	<b>115,997</b>	<b>89,526</b>	<b>83,775</b>	<b>88,349</b>
<b>Other Operating Expenses</b>													
Depreciation expense	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	63,396	54,881
Taxes	23,993	43,186	24,031	26,612	24,282	24,236	24,257	27,114	26,641	24,600	24,780	(4,171)	26,805
<b>Total other operating expenses</b>	<b>79,409</b>	<b>98,602</b>	<b>79,447</b>	<b>82,028</b>	<b>79,699</b>	<b>79,652</b>	<b>79,674</b>	<b>82,530</b>	<b>82,058</b>	<b>80,016</b>	<b>80,196</b>	<b>59,225</b>	<b>81,685</b>
<b>Operating Income</b>	<b>76,731</b>	<b>41,487</b>	<b>59,315</b>	<b>45,180</b>	<b>69,598</b>	<b>82,027</b>	<b>47,794</b>	<b>54,160</b>	<b>1,384</b>	<b>24,788</b>	<b>132,403</b>	<b>14,091</b>	<b>44,147</b>
<b>Other Income (Expense)</b>													
Capital contributions	-	-	-	-	-	-	9,360	-	-	-	-	48,938	753
Interest expense	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	1,075	(1,175)
Amortization of debt-related costs	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(516)	(516)
Other	16,894	9,780	14,931	19,023	10,011	24,460	27,210	13,537	14,593	15,196	15,572	(2,062)	16,426
<b>Total other income (expense)</b>	<b>15,833</b>	<b>8,719</b>	<b>13,870</b>	<b>17,962</b>	<b>8,951</b>	<b>23,400</b>	<b>35,509</b>	<b>12,476</b>	<b>13,533</b>	<b>14,136</b>	<b>14,512</b>	<b>47,436</b>	<b>15,489</b>
<b>Net Income</b>	<b>\$ 92,564</b>	<b>\$ 50,206</b>	<b>\$ 73,185</b>	<b>\$ 63,142</b>	<b>\$ 78,549</b>	<b>\$ 105,426</b>	<b>\$ 83,304</b>	<b>\$ 66,636</b>	<b>\$ 14,917</b>	<b>\$ 38,924</b>	<b>\$ 146,914</b>	<b>\$ 61,527</b>	<b>\$ 59,636</b>

**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Water Utility**  
**For the 12 Months Ending:**

<b>WATER</b>	Nov 2023	Nov 2024	Nov 2025
Operating Revenues	\$ 2,701,052	\$ 2,714,896	\$ 2,656,252
<b>Operating Expenses</b>			
Source of supply expenses	2,473	3,630	2,419
Pumping expenses	88,317	90,719	88,725
Water treatment expenses	197,957	437,345	333,437
Transmission & distribution expenses	265,156	226,801	219,731
Customer accounts expenses	108,842	121,049	113,168
Administrative & general expense	327,306	410,376	346,774
<b>Total operating expenses</b>	<b>990,052</b>	<b>1,289,921</b>	<b>1,104,253</b>
<b>Other Operating Expenses</b>			
Depreciation expense	558,810	611,543	605,992
Taxes	326,065	333,836	321,578
<b>Total other operating expenses</b>	<b>884,876</b>	<b>945,379</b>	<b>927,569</b>
<b>Operating Income</b>	<b>826,124</b>	<b>479,596</b>	<b>624,429</b>
<b>Other Income (Expense)</b>			
Capital contributions from customers and municipal	-	1,189,564	10,900
Interest expense	(93,607)	(74,093)	(63,227)
Amortization of debt-related costs	(15,363)	(14,219)	(12,995)
Other	89,599	172,809	128,147
<b>Total other income (expense)</b>	<b>(19,371)</b>	<b>1,274,061</b>	<b>62,825</b>
<b>Net Income</b>	<b>\$ 806,754</b>	<b>\$ 1,753,656</b>	<b>\$ 687,254</b>
<b>Regulatory Operating Income</b>	866,754	568,199	631,247
<b>Rate of Return</b>	6.39	4.21	4.72
<b>Authorized Rate of Return</b>	6.50	6.50	6.50
<b>Current Ratio</b>	76.59	40.01	92.69
<b>Months of Unrestricted Cash on Hand</b>	24.73	24.50	29.63
<b>Equity vs Debt</b>	0.80	0.84	0.87
<b>Asset Utilization</b>	0.41	0.42	0.45

**Note 1** - Water rates increased May 2012.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure. Should be near authorized rate of return.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Water Utility**  
**For the Period Ended Nov 30, 2025**

	Last 12 Months	YTD 2025	YTD Budget	Difference
<b>WATER</b>				
Operating Revenues	\$ 2,656,252	\$ 2,438,375	\$ 2,472,064	\$ (33,689)
<b>Operating Expenses</b>				
Source of supply expenses	2,419	679	1,100	(421)
Pumping expenses	88,725	80,776	81,191	(415)
Water treatment expenses	333,437	315,547	211,519	104,028
Transmission & distribution expenses	219,731	193,209	236,410	(43,201)
Customer accounts expenses	113,168	102,037	116,413	(14,376)
Administrative & general expense	346,774	331,490	381,811	(50,321)
<b>Total operating expenses</b>	<b>1,104,253</b>	<b>1,023,737</b>	<b>1,028,444</b>	<b>(4,707)</b>
<b>Other Operating Expenses</b>				
Depreciation expense	605,992	515,785	548,790	(33,005)
Taxes	321,578	310,726	340,021	(29,295)
<b>Total other operating expenses</b>	<b>927,569</b>	<b>826,511</b>	<b>888,811</b>	<b>(62,300)</b>
<b>Operating Income</b>	<b>624,429</b>	<b>588,127</b>	<b>554,809</b>	<b>33,318</b>
<b>Other Income (Expense)</b>				
Capital contributions	10,900	-	-	-
Interest expense	(63,227)	(57,190)	(57,189)	(1)
Amortization of debt-related costs	(12,995)	(11,818)	(11,825)	7
Other	128,147	124,736	9,163	115,573
<b>Total other income (expense)</b>	<b>62,825</b>	<b>55,728</b>	<b>(59,851)</b>	<b>115,579</b>
<b>Net Income</b>	<b>\$ 687,254</b>	<b>\$ 643,855</b>	<b>\$ 494,958</b>	<b>\$ 148,897</b>

	Nov 2025	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	
<b>WATER</b>														
Operating Revenues	\$ 215,888	\$ 222,035	\$ 218,046	\$ 226,546	\$ 231,446	\$ 227,864	\$ 227,983	\$ 215,555	\$ 219,715	\$ 212,031	\$ 221,267	\$ 217,877	\$ 217,863	
<b>Operating Expenses</b>														
Source of supply expenses	-	-	-	-	-	348	-	331	-	-	-	1,740	-	-
Pumping expenses	6,371	6,327	7,732	7,610	8,312	8,059	7,348	6,230	7,570	7,698	7,518	7,949	6,921	
Water treatment expenses	23,716	24,735	35,546	35,388	33,131	28,358	28,318	27,476	33,583	24,823	20,473	17,890	22,627	
Transmission & distribution expenses	15,283	25,914	20,268	23,923	14,421	16,216	24,449	9,162	14,975	15,233	13,365	26,521	16,136	
Customer accounts expenses	8,780	8,686	8,875	10,625	7,816	9,313	8,857	8,548	13,453	9,030	8,055	11,131	10,396	
Administrative & general expense	17,209	27,923	22,907	31,865	33,678	25,226	29,362	24,765	37,743	41,959	38,853	15,285	39,113	
<b>Total operating expenses</b>	<b>71,358</b>	<b>93,587</b>	<b>95,327</b>	<b>109,412</b>	<b>97,358</b>	<b>87,519</b>	<b>98,334</b>	<b>76,512</b>	<b>107,324</b>	<b>98,742</b>	<b>88,264</b>	<b>80,516</b>	<b>95,193</b>	
<b>Other Operating Expenses</b>														
Depreciation expense	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	90,206	45,833	
Taxes	27,913	28,080	28,381	29,459	27,891	28,188	28,074	27,770	29,131	27,934	27,904	10,852	29,568	
<b>Total operating expenses</b>	<b>74,802</b>	<b>74,970</b>	<b>75,271</b>	<b>76,349</b>	<b>74,781</b>	<b>75,077</b>	<b>74,964</b>	<b>74,659</b>	<b>76,020</b>	<b>74,824</b>	<b>74,794</b>	<b>101,058</b>	<b>75,401</b>	
<b>Operating Income</b>	<b>69,727</b>	<b>53,478</b>	<b>47,448</b>	<b>40,785</b>	<b>59,307</b>	<b>65,268</b>	<b>54,686</b>	<b>64,384</b>	<b>36,370</b>	<b>38,465</b>	<b>58,209</b>	<b>36,302</b>	<b>47,270</b>	
<b>Other Income (Expense)</b>														
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	10,900	-	-
Interest expense	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(5,199)	(6,037)	(6,766)	
Amortization of debt-related costs	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,074)	(1,177)	(1,177)	
Other	15,034	6,737	12,123	16,264	6,927	15,571	4,418	10,712	11,696	12,513	12,741	3,411	13,255	
<b>Total other income (expense)</b>	<b>8,760</b>	<b>464</b>	<b>5,850</b>	<b>9,990</b>	<b>654</b>	<b>9,298</b>	<b>(1,855)</b>	<b>4,438</b>	<b>5,423</b>	<b>6,239</b>	<b>6,467</b>	<b>7,096</b>	<b>5,312</b>	
<b>Net Income</b>	<b>\$ 78,488</b>	<b>\$ 53,942</b>	<b>\$ 53,297</b>	<b>\$ 50,776</b>	<b>\$ 59,961</b>	<b>\$ 74,566</b>	<b>\$ 52,830</b>	<b>\$ 68,822</b>	<b>\$ 41,793</b>	<b>\$ 44,704</b>	<b>\$ 64,677</b>	<b>\$ 43,398</b>	<b>\$ 52,582</b>	

**WAUPUN UTILITIES**  
**Income Statement and Financial Ratios**  
**Sewer Utility**  
**For the 12 Months Ending:**

<b>SEWER</b>	Nov 2023	Nov 2024	Nov 2025
Operating Revenues	\$ 3,290,260	\$ 3,349,066	\$ 3,573,210
<b>Operating Expenses</b>			
WWTP operation expenses	612,196	558,266	695,757
Laboratory expenses	93,296	115,530	108,489
Maintenance expenses	531,905	535,970	576,945
Customer accounts expenses	142,320	156,664	143,683
Administrative & general expenses	448,532	573,187	515,866
<b>Total operating expenses</b>	<b>1,828,250</b>	<b>1,939,617</b>	<b>2,040,739</b>
<b>Other Operating Expenses</b>			
Depreciation expense	717,645	985,732	1,751,949
<b>Total other operating expenses</b>	<b>717,645</b>	<b>985,732</b>	<b>1,751,949</b>
<b>Operating Income</b>	<b>744,364</b>	<b>423,717</b>	<b>(219,478)</b>
<b>Other Income (Expense)</b>			
Interest expense	(317,908)	(305,256)	(305,334)
Capital contributions	3,364,200	1,804,511	1,261,825
Other	117,909	177,102	159,169
<b>Total other income (expense)</b>	<b>3,164,201</b>	<b>1,676,357</b>	<b>1,115,661</b>
<b>Net Income (loss)</b>	<b>\$ 3,908,565</b>	<b>\$ 2,100,075</b>	<b>\$ 896,183</b>

<b>Operating Income (excluding GASB 68 &amp; 75)</b>	712,745	449,650	(287,673)
<b>Rate of Return</b>	4.37	3.38	(2.25)
<b>Current Ratio</b>	26.75	20.80	28.69
<b>Months of Unrestricted Cash on Hand</b>	7.51	9.03	8.84
<b>Equity vs Debt</b>	0.44	0.46	0.48
<b>Asset Utilization</b>	0.53	0.54	0.58
<b>Debt Coverage</b>	1.26	1.75	1.89
<b>Minimum Required Coverage</b>	1.20	1.20	1.20

**Note 1** - Sewer rates increased April 2025.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure.

**Current Ratio** - measure of liquidity or ability to pay obligations. Should be > 1.

**Months of Unrestricted Cash on Hand** - measure of reserves. Should be at least 2-3 months.

**Equity vs Debt** - Percent of infrastructure financed by operations. 50% is a good benchmark.

**Asset Utilization** - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

**Debt Coverage** - Earnings coverage of annual debt service. Must exceed 1.20

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Sewer Utility**  
**For the Period Ended Nov 30, 2025**

	Last 12 Months	YTD 2025	YTD Budget	Difference
<b>SEWER</b>				
Operating Revenues	\$ 3,573,210	\$ 3,330,231	\$ 2,920,546	\$ 409,685
<b>Operating Expenses</b>				
WWTP operation expenses	695,757	631,896	779,400	(147,504)
Laboratory expenses	108,489	99,792	115,236	(15,444)
Maintenance expenses	576,945	484,410	522,478	(38,068)
Customer accounts expenses	143,683	131,897	149,193	(17,296)
Administrative & general expenses	515,866	534,945	515,384	19,561
<b>Total operating expenses</b>	<b>2,040,739</b>	<b>1,882,940</b>	<b>2,081,691</b>	<b>(198,751)</b>
<b>Other Operating Expenses</b>				
Depreciation expense	1,751,949	1,640,337	1,607,342	32,995
<b>Total other operating expenses</b>	<b>1,751,949</b>	<b>1,640,337</b>	<b>1,607,342</b>	<b>32,995</b>
<b>Operating Income (Loss)</b>	<b>(219,478)</b>	<b>(193,046)</b>	<b>(768,487)</b>	<b>575,441</b>
<b>Non-operating Income (Expense)</b>				
Interest Expense	(305,334)	(280,803)	(280,808)	5
Capital contributions	1,261,825	1,254,975	-	1,254,975
Other	159,169	148,322	36,663	111,659
<b>Total other income (expense)</b>	<b>1,115,661</b>	<b>1,122,494</b>	<b>(244,145)</b>	<b>1,366,639</b>
<b>Net Income (Loss)</b>	<b>\$ 896,183</b>	<b>\$ 929,448</b>	<b>\$ (1,012,632)</b>	<b>\$ 1,942,080</b>

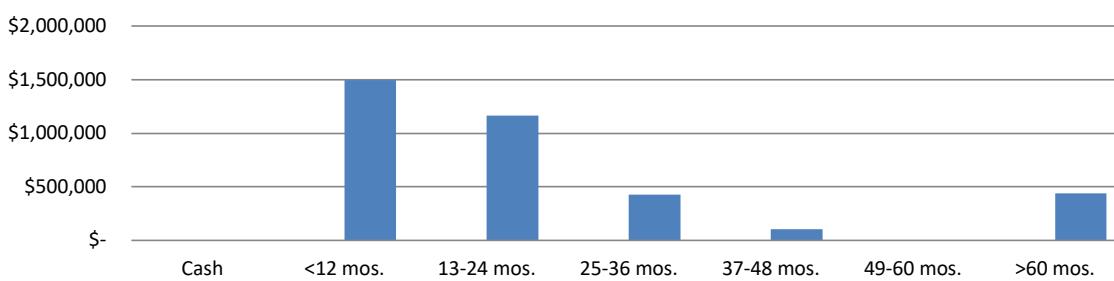
	Nov 2025	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	
<b>SEWER</b>														
Operating Revenues	\$ 305,007	\$ 324,991	\$ 317,794	\$ 333,014	\$ 330,709	\$ 328,728	\$ 334,044	\$ 323,568	\$ 243,888	\$ 239,641	\$ 248,846	\$ 242,979	\$ 243,823	
<b>Operating Expenses</b>														
WWTP operation expenses	43,632	45,844	71,614	67,364	80,953	48,337	71,176	50,926	37,110	43,361	71,579	63,861	35,979	
Laboratory expenses	13,416	5,638	7,702	9,099	11,021	6,392	11,325	7,418	7,117	10,182	10,482	8,697	7,581	
Maintenance expenses	36,593	77,891	29,638	61,242	38,338	36,503	68,149	19,295	39,677	33,080	44,004	92,535	44,509	
Customer accounts expenses	11,304	11,675	11,714	13,367	10,674	12,136	11,724	11,340	15,456	12,111	10,395	11,786	13,002	
Administrative & general expense	29,222	58,441	51,495	46,091	58,413	42,053	51,891	35,634	52,380	46,931	62,394	(19,079)	32,693	
<b>Total operating expenses</b>	<b>134,167</b>	<b>199,489</b>	<b>172,164</b>	<b>197,164</b>	<b>199,400</b>	<b>145,423</b>	<b>214,265</b>	<b>124,613</b>	<b>151,739</b>	<b>145,664</b>	<b>198,853</b>	<b>157,799</b>	<b>133,764</b>	
<b>Other Operating Expenses</b>														
Depreciation expense	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	111,612	84,744	
<b>Total other operating expenses</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>149,122</b>	<b>111,612</b>	<b>84,744</b>	
<b>Operating Income (Loss)</b>	<b>21,719</b>	<b>(23,619)</b>	<b>(3,491)</b>	<b>(13,271)</b>	<b>(17,812)</b>	<b>34,184</b>	<b>(29,342)</b>	<b>49,833</b>	<b>(56,972)</b>	<b>(55,145)</b>	<b>(99,129)</b>	<b>(26,432)</b>	<b>25,315</b>	
<b>Other Income (Expense)</b>														
Interest expense	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(24,531)	(25,656)	
Capital contributions	-	-	-	221,200	-	549,925	-	483,850	-	-	-	6,850	206,096	
Other	15,226	6,515	13,771	19,376	6,517	18,568	3,091	11,888	19,952	17,307	16,110	10,847	16,880	
<b>Total other income (expense)</b>	<b>(10,301)</b>	<b>(19,012)</b>	<b>(11,756)</b>	<b>215,049</b>	<b>(19,011)</b>	<b>542,966</b>	<b>(22,436)</b>	<b>470,210</b>	<b>(5,575)</b>	<b>(8,220)</b>	<b>(9,418)</b>	<b>(6,833)</b>	<b>197,319</b>	
<b>Net Income (Loss)</b>	<b>\$ 11,418</b>	<b>\$ (42,631)</b>	<b>\$ (15,248)</b>	<b>\$ 201,777</b>	<b>\$ (36,823)</b>	<b>\$ 577,150</b>	<b>\$ (51,779)</b>	<b>\$ 520,043</b>	<b>\$ (62,548)</b>	<b>\$ (63,365)</b>	<b>\$ (108,546)</b>	<b>\$ (33,266)</b>	<b>\$ 222,634</b>	

**WAUPUN UTILITES**  
**Balance Sheets**  
**Electric, Water, and Sewer**

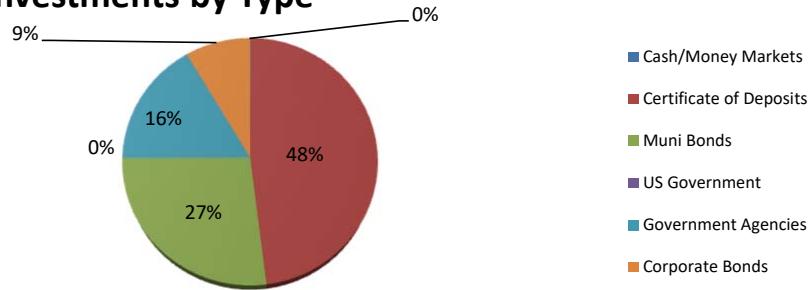
<b>ELECTRIC</b>	<b>Nov 2023</b>	<b>Nov 2024</b>	<b>Nov 2025</b>	<b>Oct 2025</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 4,030,162	\$ 4,487,261	\$ 4,622,572	\$ 4,622,581	\$ (9)
Cash and investments - restricted	182,749	187,156	296,156	278,698	17,458
Receivables	919,544	965,395	1,035,156	1,087,921	(52,765)
Materials and supplies	373,387	441,241	486,401	471,586	14,814
Other assets	(27,336)	62,281	62,292	81,054	(18,763)
Plant - net of accumulated depreciation	9,482,038	9,761,569	10,177,143	10,140,294	36,849
Deferred outflows of resources	1,004,815	803,475	559,453	559,453	-
<b>Total Assets</b>	<b><u>15,965,359</u></b>	<b><u>16,708,378</u></b>	<b><u>17,239,174</u></b>	<b><u>17,241,588</u></b>	<b><u>(2,414)</u></b>
Accounts payable	610,916	630,227	671,598	771,595	(99,997)
Payable to sewer utility	-	-	-	-	-
Interest accrued	5,731	4,875	1,385	821	565
Accrued benefits	84,763	97,542	106,348	103,664	2,683
Deferred inflows of resources	2,230,240	1,537,378	1,331,765	1,329,994	1,771
Long-term debt	560,000	380,000	195,000	195,000	-
Net Position	12,473,708	14,058,357	14,933,078	14,840,514	92,564
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 15,965,359</u></b>	<b><u>\$ 16,708,378</u></b>	<b><u>\$ 17,239,174</u></b>	<b><u>\$ 17,241,588</u></b>	<b><u>\$ (2,414)</u></b>
<b>WATER</b>	<b>Nov 2023</b>	<b>Nov 2024</b>	<b>Nov 2025</b>	<b>Oct 2025</b>	<b>Change</b>
Cash and investments - unrestricted / designated	\$ 2,712,554	\$ 3,314,698	\$ 3,521,028	\$ 3,487,288	\$ 33,741
Cash and investments - restricted	532,474	544,322	661,591	614,618	46,973
Receivables	258,022	241,064	244,010	239,988	4,022
Materials and supplies	81,335	83,449	108,646	105,612	3,034
Other assets	81,593	46,412	74,456	63,715	10,740
Plant - net of accumulated depreciation	15,507,735	16,307,438	16,051,299	16,080,796	(29,497)
Deferred outflows of resources	577,351	451,080	328,826	328,826	-
<b>Total Assets</b>	<b><u>19,751,064</u></b>	<b><u>20,988,462</u></b>	<b><u>20,989,857</u></b>	<b><u>20,920,843</u></b>	<b><u>69,013</u></b>
Accounts payable	12,964	70,143	25,815	41,155	(15,341)
Interest accrued	25,823	18,719	14,805	9,606	5,199
Accrued benefits	66,682	64,116	70,968	69,193	1,775
Deferred inflows of resources	743,702	639,933	465,466	466,573	(1,108)
Long-term debt	3,430,000	2,970,000	2,500,000	2,500,000	-
Net Position	15,471,894	17,225,550	17,912,804	17,834,316	78,488
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 19,751,064</u></b>	<b><u>\$ 20,988,462</u></b>	<b><u>\$ 20,989,857</u></b>	<b><u>\$ 20,920,843</u></b>	<b><u>\$ 69,013</u></b>
<b>SEWER</b>	<b>Nov 2023</b>	<b>Nov 2024</b>	<b>Nov 2025</b>	<b>Oct 2025</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 1,144,163	\$ 1,458,789	\$ 1,503,508	\$ 1,418,964	\$ 84,544
Cash and investments - restricted	2,437,268	2,636,251	2,542,800	2,602,958	(60,158)
Receivables	308,390	256,118	358,505	349,153	9,352
Receivable from electric utility	-	-	-	-	-
Materials and supplies	8,674	8,425	8,457	8,377	81
Advances to other funds	0	-	-	-	-
Other assets	48,717	45,345	39,332	40,758	(1,426)
Plant - net of accumulated depreciation	48,245,336	49,351,704	49,529,414	49,673,763	(144,348)
Deferred outflows of resources	797,752	729,543	501,909	501,909	-
<b>Total Assets</b>	<b><u>52,990,300</u></b>	<b><u>54,486,174</u></b>	<b><u>54,483,926</u></b>	<b><u>54,595,882</u></b>	<b><u>(111,955)</u></b>
Accounts payable	25,462	56,228	34,428	37,203	(2,776)
Interest accrued	28,839	26,219	30,470	153,776	(123,306)
Accrued benefits	97,262	96,874	107,722	105,013	2,708
Deferred inflows of resources	896,048	853,190	557,361	557,361	-
Long-term debt	27,122,500	26,533,400	25,937,500	25,937,500	-
Net Position	24,820,189	26,920,263	27,816,446	27,805,028	11,418
<b>Total Liabilities &amp; Net Position</b>	<b><u>\$ 52,990,300</u></b>	<b><u>\$ 54,486,174</u></b>	<b><u>\$ 54,483,926</u></b>	<b><u>\$ 54,595,882</u></b>	<b><u>\$ (111,955)</u></b>

Monthly Dashboard - Cash & Investments						November 2025
Account	Restrictions	Nov 2025	Oct 2025	\$ Inc/(Dec)	% Inc/(Dec)	
Checking - E	Unrestricted	\$ 743,155	\$ 992,596	\$ (249,441)	-25.13%	
Checking - W	Unrestricted	556,251	990,572	(434,320)	-43.85%	
Checking - S	Unrestricted	541,581	782,429	(240,848)	-30.78%	
Reserves - E	Unrestricted	3,879,418	3,629,985	249,433	6.87%	
Reserves - W	Unrestricted	2,483,741	2,017,378	466,364	23.12%	
Reserves - S	Unrestricted	961,927	636,535	325,392	51.12%	
P&I Redemption - E	Restricted	149,065	132,205	16,860	12.75%	
P&I Redemption - W	Restricted	382,191	336,507	45,683	13.58%	
P&I Redemption - S	Restricted	380,589	458,991	(78,402)	-17.08%	
Bond Reserve - S	Restricted	486,161	476,161	10,000	2.10%	
Construction - S	Restricted	74	74	-	0.00%	
Depreciation - E	Restricted	46,737	46,493	244	0.53%	
Depreciation - W	Restricted	179,046	178,111	935	0.53%	
Capital Improve. - E	Designated	100,354	100,000	354	0.35%	
Capital Improve. - W	Designated	100,354	100,000	354	0.35%	
ERF - Water Plant	Designated	481,036	479,338	1,698	0.35%	
ERF - WWTP	Restricted	1,675,977	1,667,732	8,245	0.49%	
		\$ 13,147,657	\$ 13,025,108	\$ 122,549	0.94%	
Unrestricted and Designated		\$ 9,847,817	\$ 9,728,833	\$ 118,984	1.22%	
	Restricted	\$ 3,299,839	\$ 3,296,274	\$ 3,565	0.11%	

### Long-Term Investment by Maturity



### Long-Term Investments by Type





TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: December 8, 2025  
SUBJECT: General Manager Report

---

### **Business Park Substation**

On November 11, Forster Engineering staff visited the site for a meeting to review key components of the new substation project, including the feeder buildouts, site layout challenges, the ATC interconnection, Wisconsin Public Service Commission requirements, and the Construction Authorization.

WU staff are also working with City staff and engineers from Cedar Creek Civil on the on-site design and stormwater requirements for the new substation, the cold-storage building, and the storage-yard reconfiguration.

### **WU Staff Meeting/Team-Building Event**

The WU staff team-building event, held on November 12, was successfully conducted. The meeting began with a team lunch, followed by departmental updates and team-building exercises.

Staff participated in a series of activities designed to strengthen communication, problem-solving, and collaboration. These activities were well-received, and attendee feedback was highly positive.

The event reinforced collaboration across our team and provided valuable strategies to support more effective teamwork. We look forward to offering similar opportunities in the future to continue building team unity and performance.

### **Back Alley Reconstruction Project**

Staff continue to coordinate with the City and affected customers on the full reconstruction of the back alleys north of Main Street in the 300–400 blocks.

The Utilities portion of the project includes significant water main replacements and upgrades, sanitary sewer replacement, and electrical system improvements, including the installation of new poles and conductors. Some customers may also elect to upgrade their private sewer laterals, water services, and electric services as part of the project.

## **Staff Training**

On November 13, WU customer service staff attended the Building Community Connections workshop at WPPI. The workshop served as a rejuvenation day, aimed at helping participants refocus on what matters most: their community, customers, and personal well-being. Through guided discussions, member-led sharing, and inspirational presentations, staff explored practical strategies to strengthen customer connections and maintain balance in their day-to-day work.

Agenda highlights included an overview of the simplified communications plan, updates on member website services, and key program and promotional highlights.

## **Community Outreach**

As part of our Public Power Week celebrations, WU hosted a 3rd-grade coloring contest, with the winning classes at Central Wisconsin Christian School (CWC) and Rock River Intermediate School (RRI) receiving a sponsored Pizza Party that includes pizza, cookies, and beverages. Staff will visit CWC on December 5 and RRI on December 10 to deliver the prizes, while runner-up classes will receive cookies in recognition of their participation. The contest generated strong engagement on Facebook, with CWC entries receiving 283 likes and 9 shares (the winning class earning 183 votes) and RRI entries receiving 503 likes and 8 shares (the winning class earning 188 votes). This outreach effort helps strengthen our relationships with local schools and families, promotes a positive image of our utility, and reinforces our commitment to providing safe, reliable services to the community.

WU will also participate in this year's Waupun Christmas Parade. Our Bucket Truck and Vac Truck will be decorated with festive lights and driven by two WU employees, who will be joined by their families. Together, they will represent the utility with bright smiles and holiday cheer, showcasing our community spirit.

This concludes my report for December 2025. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: January 12, 2026  
SUBJECT: General Manager Report

---

## **2026 Work Plan Update**

Department team leaders have completed their 2026 work plans, outlining key objectives, priorities, and initiatives for the upcoming year. These plans have been reviewed and revised to ensure alignment with organizational goals, and a copy is included in your packet for reference. Work plans will be updated quarterly to reflect progress, adjustments, and emerging priorities, with updated versions provided with future board packets. Please feel free to reach out at any time with questions, feedback, or requests for additional clarification.

## **Organization Chart**

A revised organization chart is included in your packet to reflect recent changes. Our staff is approaching this transition with energy and dedication, and I look forward to supporting them as they step into their new leadership roles. I am confident that, together, we will continue to strengthen the organization, drive innovation, and advance our mission and vision for the future.

## **Staff Update**

We continue our search for a new WWTP operator. The recruitment process is underway, with a focus on identifying highly qualified candidates who align with our technical requirements, safety standards, and organizational values. We are committed to finding the right team member who will contribute to operational success and support the long-term goals of the organization.

## **Business Park Substation**

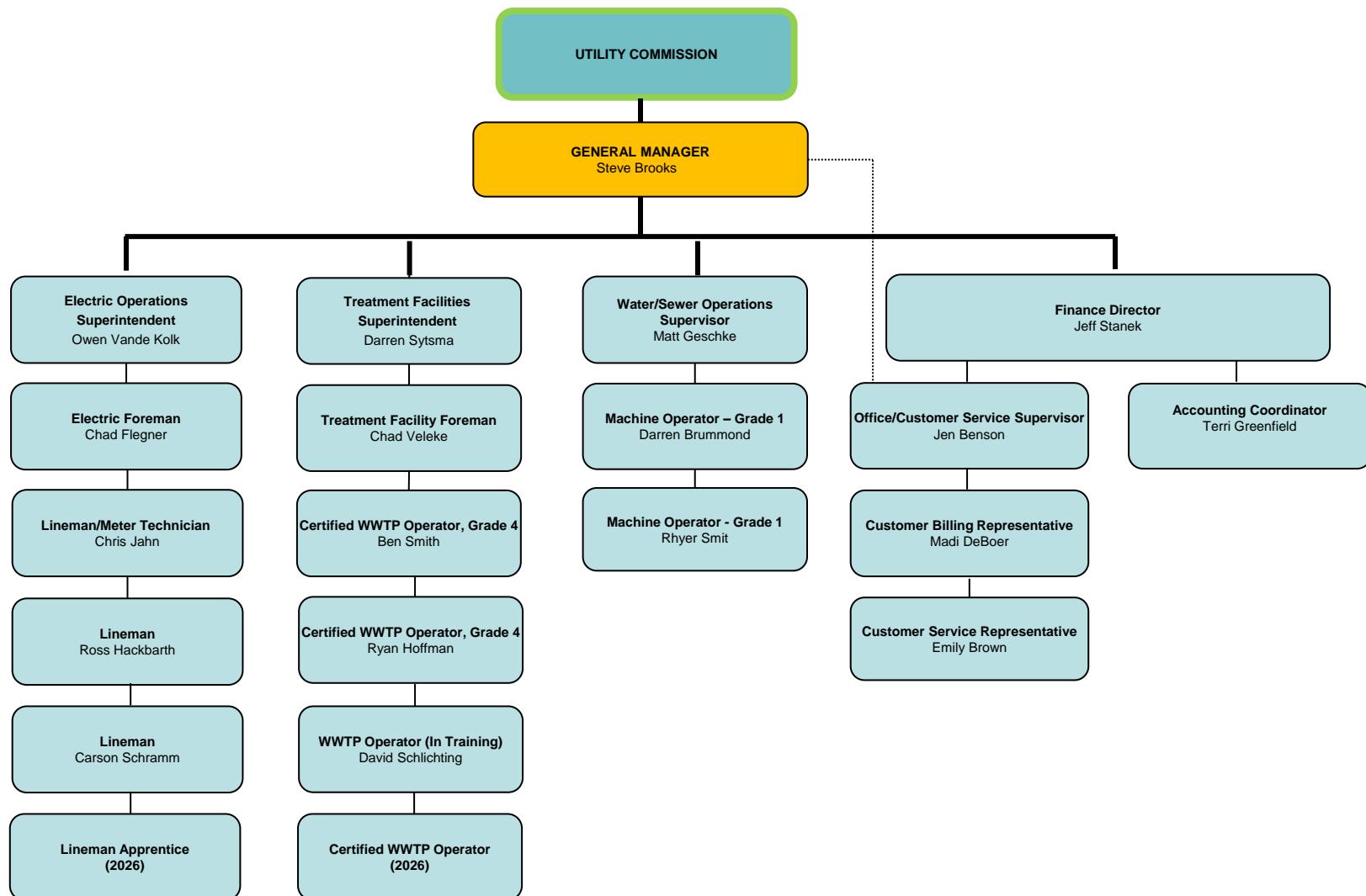
Staff continues to work on the design of the new substation, including yard expansion and reconfiguration, as well as the design of the new cold storage building. A pre-construction authorization meeting was held on December 8 with the Wisconsin Public Service Commission to review the new substation, voltage conversion, and feeder buildout. The meeting covered project phases and the overall scope of work.

### **Office Staff**

Office staff has been busy closing out work orders and completing year-end accounting tasks, including payroll and insurance updates. In addition, staff is dedicating significant time and attention to preparing for the upcoming financial audit, scheduled to begin the second week of February.

This concludes my report for January 2026. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.

# WAUPUN UTILITIES ORGANIZATION CHART





TO: Waupun Utilities Commissioners  
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor  
DATE: December 8, 2025  
SUBJECT: Electric Operations Report

---

### **Electric Department Update:**

#### Call-Ins

- On 11/27 at approximately 10:45 AM, the lineman on call responded to a low-hanging wire over Wilcox St. The communication wire was raised to avoid additional damage.

#### Development Planning

- The WU Electric Department continues coordination, design, material procurement, and construction activities for the following projects:
  - Eagle Manufacturing
    - 2000-amp service energized on October 23 with 1,000 kVA transformer.
    - Load is projected to increase in Spring 2026.
  - 56-Unit Housing Complex (Bayberry Ln)
    - Requires a primary extension to serve four 800-amp services.
    - 300 kVA transformer has been installed.
    - WU has the required number of 12s meters in stock for the development.
    - Coordination continues with Spectrum for joint trenching and Hwy 26 crossing.
    - All primary cable is installed and energized.
      - Building One: All 17 meters installed and energized.
      - Building Two: One meter installed for construction power.
  - United Cooperative
    - Last portion of 500 mcm primary cable for feeder loop has been installed.
    - Riser has been terminated.
    - One additional switchgear has been set and is in the process of termination.
    - Work order expected to be closed by the end of 2025.
    - Combined peak demand for five large-power services to date is approximately 2 MW.

#### URD Cable Installation and Replacement for 2025

- Westview Apartments
  - WU will consolidate the existing two-meter setup into a single metering configuration.
  - Cable replacement includes setting a dual-voltage transformer in preparation for future voltage conversion. New transformer has been set.
  - Primary and secondary cables are prepped for cutover.

- North Side of Claggett Ave
  - Conduits have been installed.
  - Cable is installed and terminated.

#### Pole Replacement on Hwy 68

- On 11/7, a building materials delivery truck hooked a communication wire crossing a driveway of a home on Hwy 68, causing the pole west of the driveway break. WU crew replaced pole, and the building materials company will be invoiced for all materials and labor.

#### Johnson/Elm/Grace/W Brown St - Back Lot Rebuild

- Project completed.

#### Upcoming URD Service Installations and Relocations

- 752 Edgewood Dr-New Home (Complete)
- 30 Birdie Blvd-New Home (Complete)
- 234 Rounsville St-New Home
- 918 W Jefferson St-Storage Shed (Complete)
- 705 Claggett Ave-Relocation for patio (Complete)
- 800 Seymour St-Relocation for pool (Complete)

#### Business Park Substation and Feeder Build-Outs

- Began developing project estimates and a timeline for the Business Park Substation, feeder build-outs, and voltage conversion of 4kV circuits.
  - Utilizing a system map created by WPPI's GIS service, which shows remaining 4kV distribution transformer data, to develop estimates and request quotes for dual-voltage distribution transformers needed on the existing 4kV system.
  - Transformer procurement planning incorporates WPPI's transformer loading tool to ensure proper sizing for both load capacity and operational efficiency.
  - Preliminary transformer budget numbers have been received from vendors and will be used to refine cost estimates for multi-circuit voltage conversion efforts.

This concludes my report for the December 2025 WU Commission Meeting. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor  
DATE: January 12<sup>th</sup> 2026  
SUBJECT: Electric Operations Report

---

### **Electric Department Update:**

#### Call-Ins

- On 12/20 at approximately 3:00 PM, the lineman on call responded to an OMS-reported outage at a property in the 200 block of W. Franklin St. The lineman repaired service connections, restoring power to the home.
- On 12/29 at approximately 4:00 AM, the lineman on call responded to a reported gas leak at a commercial property on W. Main St. Alliant Energy and the Waupun Fire Department cleared the building. Power was not disconnected.

#### Development Planning

- The WU Electric Department continues coordination, design, material procurement, and construction activities for the following projects:
  - 56-Unit Housing Complex (Bayberry Ln)
    - Requires a primary extension to serve four 800-amp services.
    - 300 kVA transformer has been installed.
    - WU has the required number of 12s meters in stock for the development.
    - Spectrum and WU working together for joint trenching and Hwy 26 crossing.
    - All primary cable is installed and energized.
      - Building One: All 17 meters installed and energized.
      - Building Two: One meter installed for construction power.
  - United Cooperative
    - All work is completed and work order closed in 2025.
    - As of the end of 2025, peak billable demand for all five large power services was 3,344 kW.
  - Potential 45-Lot Single-Family Subdivision
    - Estimate to go out week of 1/5/2026.

#### Tenneco/ATC Planned Outage – 12/29/25

- A planned outage was required at the Comtech Substation to allow ATC and MP Systems to replace an aging guy pole on the transmission system feeding the substation.
- This substation serves as the primary feed for Tenneco.

- The outage was used as an opportunity for WU and Tenneco to perform maintenance on de-energized electrical equipment.

### URD Cable Installation and Replacement – 2025

- Westview Apartments
  - All work has been completed.
- North Side of Claggett Ave
  - New cable has been installed and energized.

### PSC System Inspections

- The electric department has started PSC system inspections utilizing a template in ArcGIS designed by WPPI's GIS Service.
- In accordance with PSC requirements, approximately 25% of the system will be inspected each year.

### 2026 Line Clearance Tree Trimming

- Work will begin in identified trouble areas and in response to customer requests.
- Crew will complete trimming on circuits scheduled for clearance in 2026.

### Electric Operations Conference and Expo

- The conference features one of the largest utility trade expos in the Midwest.
- Speakers and topics include the PSC of Wisconsin, ATC, Wisconsin Emergency Management, emergency response/APPA, employee health and wellness, stray voltage testing, and drone technology in the utility industry.
- Carson Schramm will graduate from the State of Wisconsin Electric Lineworker Apprenticeship Program on Thursday evening during the conference.

### Business Park Substation and Feeder Build-Outs

- Began developing project estimates and a timeline for the Business Park Substation, feeder build-outs, and voltage conversion of 4kV circuits.
  - Utilizing a system map created by WPPI's GIS service, which shows remaining 4kV distribution transformer data, to develop estimates and request quotes for dual-voltage distribution transformers needed on the existing 4kV system.
  - Transformer procurement planning incorporates WPPI's transformer loading tool to ensure proper sizing for both load capacity and operational efficiency.
  - Preliminary transformer budget numbers have been received from vendors and will be used to refine cost estimates for multi-circuit voltage conversion efforts.
  - Yard and storage building design and planning to begin in the first quarter of 2026.

This concludes my report for the January 2026 WU Commission Meeting. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: December 1, 2025  
SUBJECT: Monthly Operation Report

---

#### **Water Treatment Facility:**

- **Call-In Report**

There are no call-ins to report for the month.

- **Operations**

Additional conductivity probing was completed on the RO2 stage 2 following the installation of the replacement membranes. The evaluation confirmed that conductivity levels remain stable and consistent, indicating that the new membranes are performing as expected and maintaining proper separation efficiency. Staff will continue to monitor system pressures, flows, and conductivity trends over the coming weeks to ensure the membranes remain fully conditioned and operating within design parameters.

#### **Wastewater Treatment Facility:**

- **Call-In Report**

There are no call-ins to report for the month.

- **Generator Project**

The project work was completed successfully this period, and the system has moved into its final closeout phase. Only a few punch-list items remain, and the contractor is actively addressing them. The cut-in was completed without issue, and the team is now coordinating with CAT to schedule the technician visit for ATS startup and commissioning, followed by owner training to ensure staff are fully prepared to operate and maintain the equipment. Upcoming steps include final verification testing and completion of the remaining commissioning documentation. Once these final tasks are finished and all punch-list items are resolved, the project will transition into routine operation and ongoing monitoring by staff.

- **Operations**

The Wisconsin DNR was on-site this period to conduct a full inspection and operational review of the double drum dryer as part of the Class A biosolids approval process. Staff walked through the system's operation, data documentation, safety practices, and product handling procedures, including the logistical steps involved in managing the dried algae material. The DNR was impressed with the facility's performance, recordkeeping, and overall operational standards. Following the review, the agency confirmed that all requirements were met and formally granted approval for Class A designation and for the continued handling and distribution of the algae-derived product. This approval supports ongoing regulatory compliance and expands beneficial use options for the material.

## **Wastewater Operations Continued**

The treatment facilities team completed a full recovery clean on the membrane bioreactors (MBRs) as part of scheduled plant maintenance. The cleaning process removed accumulated fouling and restored permeability to improve treatment efficiency and maintain stable operating pressures. Following the cleaning, the MBRs were returned to service, and staff will closely monitor transmembrane pressure, flow rates, and overall system performance over the next several weeks to confirm the effectiveness of the recovery procedures. Early indicators are positive, and the team anticipates improved long-term operating reliability as a result of this maintenance cycle.

### **Collection and Distribution Crew:**

- **Call-In Report**

There are no call-ins to report this month.

- **Operations**

During this period, the operations team advanced its curb box repair program, with notable work completed on Rieds Dr. Several curb boxes along the street were found to be buried, shifted, or obstructed, preventing crews from operating the customer shutoff valves. The team excavated each site, reset and realigned the curb boxes, cleared debris, and replaced damaged components where necessary. These repairs restored full access to the valves, reduced the likelihood of delays during future leak response or scheduled service work, and improved overall reliability for customers in that area.

The operations team also completed a customer water service line repair on East Franklin, following reports of low pressure and surface seepage in the area. Upon investigation, crews identified a failing section of the customer service line that was contributing to intermittent leakage and reduced flow to the residence. The team excavated the site, exposed the defective piping, and replaced the compromised section with new service line material meeting current standards. Once the repair was completed, crews flushed the line, restored normal pressure, and confirmed that no additional leaks were present. The site was backfilled and restored the same day, minimizing disruption to the customer and the surrounding area. This work has improved service reliability for the property and reduced the risk of future water loss along East Franklin.

The operations team completed its semiannual maintenance program for the wastewater lift stations this period. Crews performed full wet-well cleanings, removing accumulated debris, grit, and grease to ensure reliable pump performance and reduce wear on mechanical components. As part of the scheduled work, staff also exercised each lift station's standby generator under load to confirm proper operation during potential power outages. The generators performed as expected, and no deficiencies were identified. This preventative maintenance helps maintain system reliability, extends equipment life, and ensures the stations remain fully functional during both routine and emergency conditions.

The operations team conducted scheduled preventative jetting and flushing of sanitary sewer lines this period to address areas prone to "slow sewer" conditions. Crews systematically cleaned targeted segments, removing accumulated debris, grease, and sediment to maintain proper flow and reduce the risk of blockages. During the process, lines were inspected for early signs of structural issues or potential obstructions. The preventative maintenance successfully restored optimal flow and helps minimize future sewer backups and service disruptions. This proactive program continues to support system reliability and long-term infrastructure performance.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@waupunutilities.org](mailto:sschramm@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Darren Sytsma  
DATE: January 7, 2026  
SUBJECT: Monthly Operation Report

---

#### **Water Treatment Facility:**

- **Call-In Report**

There are no call-ins to report for the month

- **Membrane Replacement**

An additional 21 reverse osmosis (RO) membranes have been ordered for replacement in three vessels in RO2 stage 2.

Since first being reported in the October commission report, all vessels have been continually monitored, with the final three vessels needing replacement to maintain optimal system operation.

#### **Wastewater Treatment Facility:**

- **Call-in Report**

There are no call-ins to report for the month

- **Generator Project**

On Tuesday, January 6, Wil Surge and CAT were onsite to complete final wire termination for the standby generator and automatic transfer switch (ATS). On Wednesday, January 7, a power-loss scenario was tested, during which the generator started, power was transferred, the system operated under generator load for 45 minutes, and service was seamlessly transferred back to utility power. CAT will contact the Utility in the coming weeks to review available maintenance contract options. The manufacturer's warranty began upon project completion on Wednesday. Utility staff will develop a Standard Operating Procedure (SOP) for proper equipment startup and shutdown in the event of future power loss.

- **Operations**

Treatment Facilities staff reviewed remaining 2025 work plan items and future 2026 work plans. Currently there a few left from 2025, one focused on management redefining roles for new positions, training new and existing personnel on all aspects of the ABNR process, continual training for new hire, and tracking of accurate and timely timekeeping approvals. The 2026 quarterly work plan was established based on project priority, budget considerations, and anticipated weather conditions.

## **Wastewater Operations Continued**

As a preventative measure, and as discussed in the September commission report, a basket strainer will be installed this week in the Harvest feed line. The strainer will help prevent foreign objects from entering the Harvest feed pump and ultimately the centrifuge, extending the service life of centrifuge components. In December, both centrifuges required disassembly, cleaning, and repair due to debris such as microplastics and snails.

Ruekert & Mielke staff were onsite to finish installation of the new server and Wonderware software. A few issues with licensing and the initial setup remain and should be resolved in the coming weeks.

The Wisconsin DNR completed a Wastewater Facility Inspection on November 18, 2025, and issued a written inspection letter outlining recommendations and follow-up actions required to close out the inspection. A chemical addition Standard Operating Procedure (SOP), including phosphorus removal chemicals, polymers used for sludge thickening, and other treatment chemicals, will be developed and submitted for review. In addition, updates and corrections will be made to the December 2024 Waupun Solids Management Plan as described in the follow-up inspection letter. A meeting with Applied Technologies is scheduled for Tuesday to discuss the required changes to the Solids Management Plan.

This past month, the dryer was in operation for several consecutive weeks due to more consistently thickened product and higher algae concentrations. With assistance from our youth apprentice and the use of weights supplied by the Waupun School District weight room, we were able to properly calibrate the algae bagging system scales. Operation of the dryer has yielded four tons of algae product to date, which was shipped to the manufacturer just before the holidays. Dryer production will resume this week following the planned standby generator power outage. The manufacturer will spend the next few months testing the supplied algae.

This concludes my report. Please do not hesitate to contact me with any questions or concerns at 324-7920 or [dsytsma@waupunutilities.org](mailto:dsytsma@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Matt Geschke  
DATE: January 12, 2026  
SUBJECT: Monthly Operation Report

---

## Monthly Report – Collection and Distribution Crew

### Call-In Report

- Two call-ins were reported this month:
  - **Hydrant Damage:** A hydrant was struck by a vehicle, breaking at the breakaway flange. The crew repaired the hydrant and restored it to proper working condition.
  - **Broken Water Pipe:** A water pipe inside a building broke, and the interior shut-off valve failed. The crew shut off the service at the curb.

### Operations

- **Level 1 Bleeders:** Activated the week of December 8. Bleeding is the controlled release of water through an orifice prior to the meter. This maintains water flow in service lines and prevents freezing.
- **Annual Maintenance:** Staff availability was limited due to several vacations. With reduced staffing, annual preventative maintenance of all equipment is being completed.
- **Hydrant Repairs:** A hydrant head that had been struck and spun on the barrel was repaired and restored.
- **Large Customer Meter Testing:** Staff has begun testing large customer meters using a portable test meter. This allows efficient and accurate testing at both high and low flow rates without removing meters from service, ensuring accurate billing based on usage.

**Lead and Copper:** The U.S. Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR) became effective in 2021. In accordance with the LCRR and Wisconsin Department of Natural Resources (DNR) requirements, all public water systems (PWS) in Wisconsin are required to develop, maintain, and submit a Service Line Materials Inventory.

Each public water system shall submit an initial Service Line Materials Inventory to the Wisconsin Department of Natural Resources no later than **October 16, 2024**. The inventory shall identify the

material composition of all service lines connected to the public water distribution system, including both publicly owned and privately owned portions of the service line.

Public water systems with one or more service lines classified as Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown are subject to Consumer Notification (CN) requirements pursuant to the LCRR. The public water system shall deliver a consumer notice to all persons served by a service line with one of these classifications no later than **December 31, 2025**.

In addition, public water systems shall submit an annual Report Notification covering the previous calendar year to the Wisconsin Department of Natural Resources by **July 1** of each year.

Consumer notification shall be repeated annually for all affected service lines until the service line material is verified to be non-lead. Public water systems shall update the Service Line Materials Inventory as service line materials are identified, replaced, or otherwise modified and shall submit updated inventories to the Wisconsin Department of Natural Resources in accordance with applicable reporting requirements. Currently, Waupun Utilities has completed the July 1, 2026 deadline and is in the process of updating the Service Line Materials Inventory.

This concludes the report. Please contact me with any questions or concerns at **324-7920** or **[mgeschke@waupunutilities.org](mailto:mgeschke@waupunutilities.org)**



TO: Waupun Utilities Commissioners  
FROM: Chelsea Lisowe, Energy Services Manager  
DATE: December 8, 2025  
SUBJECT: Energy Services Manager Report

---

### Enhanced Incentives Awarded

- See description of Enhanced Incentive Offer below from website
- Funded with WPPI Value of Local Utility dollars
- Total of \$2,783.25 in matching awards provided to:
  - King Manufacturing, \$236.25
  - Central WI Mutual Insurance, \$402
  - Waupun United Methodist Church, \$500
  - Municipal Well & Pump, \$500
  - Kwik Trip, Inc, \$500
  - Eagle Flexible Packaging, \$500 (to be awarded)
  - Edgewood Church, \$145 (to be awarded)

 CONTACT US (920) 324-7920 [MyAccount](#)

*The Power of Community*

[Customer Services](#) [For Your Home](#) [For Your Business](#) [Our Environment](#) [Community Benefits](#) [About Us](#)

[Energy Management Programs](#)  
[2025 Enhanced Incentive Offer](#)  
[Value of Public Power](#)  
[Economic Development](#)  
[Power Quality](#)  
[Capacity Generator Program](#)  
[Curtailable Pricing Options](#)

## 2025 Enhanced Incentive Offer

Waupun Utilities is pleased to announce a new limited time incentive to help you get those efficiency improvement projects done this year!

- 100% match of Focus On Energy incentives, up to \$500, for electric efficiency improvement measures: for example LED lighting and HVAC
- Combined incentives cannot exceed 60% of the project cost
- Available incentives are first come, first served while funding lasts
- Limited to \$500 per customer
- Available for projects started now through 12/31/2025, while funding lasts
- Can be combined with Shared Savings loans

Please contact our Energy Services Manager, Chelsea Lisowe at (920) 324-7920 or email [clisowe@wppienergy.org](mailto:clisowe@wppienergy.org) with any questions you may have.

Additional incentive information can be found at [www.focusonenergy.com](http://www.focusonenergy.com)



TO: Waupun Utilities Commissioners  
FROM: Chelsea Lisowe, Energy Services Manager  
DATE: January 12, 2026  
SUBJECT: Energy Services Manager Report

---

### **Kwik Trip- WPPI New Construction Design Assistance (NCDA) Incentive**

- WPPI's NCDA program
  - Encourages customers to incorporate energy efficiency into the construction of new or expanding facilities
  - Up to \$250/kW incentives awarded for design choices that lead to kW savings; max of \$50,000 per project
  - Customers referred to Focus on Energy's Design Assistance advisors/process to find energy conservation strategies
- Kwik Trip (Shaler Dr) received WPPI NCDA incentive
  - \$3,300 awarded
  - Variety of energy efficiency strategies implemented related to windows, lighting, refrigeration, and other mechanical operations
  - 24 kW reduction and 195,416 annual kWh savings projected



# Waupun Utilities

## 2026 Quarterly Work Plan

Department:	Electric					
Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Replace approx. 60 HPS street light fixtures with LED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Main Sub Relay and SCADA upgrade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
Rebuild east side of Rock and Newton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Rebuild west side of Rock and Newton and remove OH primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Progress	
URD primary cable replacement at Dodge County Housing Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
URD primary cable replacement on N West St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
Replace approx.. 50 porcelain cutouts with polymer to improve system reliability.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Rebuild the 800 block of E. Franklin St-E. Main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Rebuild the backlot of Wilcox Ct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Rebuild Hwy 26 single phase to three phase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Rebuild Wilcox and Watertown St	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Construction on utility yard and storage building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Progress	
Upgrade approx.. (30) 4kv transformers fed by the West Substation for dual voltage transformers in anticipation for voltage conversion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Down Wire/Groundman Training for Water/Sewer staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Customer notifications via OMS System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
WPPI's GIS Service: Pole Age Map Update-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
WU Service Manual update using WPPI's template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Adopt update version of APPA's eReliability Tracker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Assign remaining 1000 out of 4500 electric meter to transformer feeding it in GIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Progress	
Continuing education for electric staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	



# Waupun Utilities

## 2026 Quarterly Work Plan

Department:	Water/Wastewater Treatment Facilities					
Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Redefine team roles and responsibilities (2025)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	Darren and Chad have transitioned into new roles, new job descriptions forthcoming.
Cross train team in all phases of ANBR (2025)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Installation/operation of standby generator (2025)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete	
Train new hire operation of water facility (2025)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Hire new Water and Wastewater Treatment Facilities operator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
Train new hire operation of both water and wastewater treatment facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Water Plant SCADA system feasibility upgrade study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Water Plant Well and Lift Station radio upgrades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Well #6 Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Wastewater Blower Building roof replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Wastewater Nonpotable water system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Replace Digester mixing pump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
Optimize Algae drying/bagging operation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
Develop Standard Operating Procedure (SOP) for planned and unplanned power outages regarding startup of standby generator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	
Operation and testing of Standby Generator under actual Treatment Facilities load	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On Hold	



# Waupun Utilities

## 2026 Quarterly Work Plan

Department:	Water/Sewer Distribution & Collection					
Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Televise Basins (D,E,F)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	We televise 3 basins a year
Large Meter Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	This will start 1/8/25
Valve Exercising - Dodge County	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
Hydrant Maintenance - Dodge County	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Citywide Leak Detection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
Flush Sanitary Mains	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Sanitary Main Lining Libby/Franklin St.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	Depends on Contractor Schedule
Grout Leaking Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	These manholes have been identified as leaking (Spring 2026) when we have some ground water)-on going as we find them

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Flush Dead End Hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	This is done yearly
New Truck Box #28 (Monroe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	Need 3 Quotes
Continue to Brush easements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	
Alley Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Develop a plan for the Lead/Copper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Look into getting info - From other cities on how they are tackling, find resources
Clean up the Unknowns on the Lead/Copper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Go through the roughly 500 "Unknown" services and figure out what material they are & get them off the letter send outs and get the master updated
Maintenance plan for sewer infiltration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	Come up with ideas how to tackle infiltration at the areas that correspond with problem areas on the Sewer model Information



# Waupun Utilities

## 2026 Quarterly Work Plan

Department:	Office-Administrative/Billing/Accounting					
Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Implement text notifications for outages to customers and internally	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	Planned to turn on customer outage notification alerts in Q4 of 2025 - Will work with WPPI Q1 2026 to turn on
Social Media - More Personal Utility Content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Starting a WU Instagram account in 2026
Update Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On Hold	Management working with labor attorneys - Handbook needs more consistency and clean-up
Biller 7 Software Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On Hold	Waupun, Cedarburg, Oconto Falls, and WPPI are in the beginning stages of reviewing the Biller 7 NorthStar module with NorthStar Developers
Continue to cross-train all office roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Cross-trained CSR with A/P process & will continue to explore other areas for cross-training
Accurate and timely approval of timekeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Promote our electric rates/reliability numbers/working to keep costs affordable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	WPPI's social media campaign will focus on this message in 2026
Develop water meter replacement plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete	Met with potential vendor; plan to continue using iPERL residential meters and begin replacement in 2028.

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Create policy and procedure for trailer homes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Started	Gather customer information needed in the event we need to pursue additional collection processes - Trailer homes are exempt from tax roll
Work with WPPI to update look of Utility Bill Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete	Updated look for utility bill statement is complete - December 2025 usage bills will reflect the new look
Update Policies and Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
PowerClerk Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete	Platform for tracking solar applications and processes - Application is available and communication has gone out to city inspector and applicable staff
Community Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Continue to look for ways to be active and work to promote a positive image in our community
Review MyPay options for conversion of timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Potential electric rate case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Started	
Crosstrain in asset management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Started	
Encourage more customers to sign up for text message alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	



# Waupun Utilities

## 2026 Quarterly Work Plan

Department:	General Manager					
Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Update Succession Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	New org chart completed along with updated job descriptions - succession plan will be updated - hire for Operator - Lead role
Continue to explore opportunities for sale of algae biomass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Pursue additional markets
Develop electric/water meter replacement plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	On Hold	Electric meter replacement vs batch test
Working on planning and finances for new substation and feeder buildout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Provide leadership and oversight for staff role transitions, including role alignment and ongoing support, to maintain smooth and efficient operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Staff team-building events and continued communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
Provide training to customer service staff focused on difficult customer interactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	Deputy Chief Sullivan will provide training
Continue with well siting study	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Progress	Working on construction authorization

Goal/Project	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Status	Notes
Review collection system model	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Identify areas of concern and develop a five year plan
Evaluate staff skills and performance to identify and provide appropriate training and development opportunities.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Progress	
Proactively engage with key accounts to build and sustain strong working relationships.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	Identify and evaluate available incentive opportunities.
Maintain a visible and active presence in the community to promote the value and benefits of public power.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	



TO: Waupun Utilities Commissioners  
FROM: Darren Sytsma  
DATE: January 12, 2026  
SUBJECT: Private Well Permit

---

## **Purpose**

The purpose of permitting private wells is to minimize and monitor potential sources of direct contamination of the City of Waupun's water supply.

## **Policy Overview**

Waupun Utilities maintains a database on all known private wells within City limits. This database includes property address, current owner, available well construction details (size, capacity, installation date), well use (potable, non-potable, cooling, etc.), date of last safe sample, well permit number, and other relevant information.

Private Well Permits are issued for existing private wells for five-year terms with a \$75 permit fee, as established by the Utility Commission. Permit fees may be adjusted periodically to reflect actual administrative costs of the program.

## **Permit Requirements**

- Renewal of a Private Well Operation Permit requires submission of at least one bacteriologically safe water sample, collected no more than 30 days prior to permit application or renewal, in accordance with City of Waupun Municipal Code.
- Residential private wells must have the City Plumbing Inspector or Utility Designee inspect the well during the term of each five-year permit to assure compliance with current Municipal Code requirements.
- No new private well permits are issued for wells constructed after May 1, 2003, pursuant to Municipal Code §12.03(4).

## **Permits Recommended for Approval**

- Permit No. 36
- Permit No. 37
- Permit No. 38
- Permit No. 39
- Permit No. 40
- Permit No. 41
- Permit No. 42
- Permit No. 43

## Applicable Municipal Code

Municipal Code §12.03(6) governs the permitting and operation of existing private wells. Key requirements include:

- Compliance with Ch. NR 812, Wisconsin Administrative Code
- History of bacteriologically safe water
- No cross-connections with the municipal water system
- Payment of the established permit fee

*(Applicable Municipal Code §12.03(6) language is included below for reference.)*

WELL OPERATION PERMIT FOR EXISTING WELLS. (Am. #11-01) The Waupun Utilities may grant a permit to a private well owner to operate a well for a period not to exceed 5 years, providing the conditions of this section are met. An owner may request renewal of a well operation permit by submitting information verifying that the conditions of this section are met. The City's Plumbing Inspector or Utility Designee shall conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications and renewals shall be made on forms provided by the Utility Manager. Permits will not be issued for any new wells requested after May 1, 2003. The following conditions must be met for renewal of a well operation permit for an existing well:

- (a) The well and pump installation meet or are upgraded to meet the requirements of Ch. NR 812, Wis. Adm. Code.
- (b) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least one sampling, with sample not to exceed 30 days prior to permit application. No exception to this condition may be made for unsafe wells, unless the Department of Natural Resources approves in writing the continued use of the well. (Am. #11-01)
- (c) There are no cross-connections between the well and pump installation and the municipal water system.
- (d) A permit fee of \$75.00 shall be charged for the 5-year permit period. (Am. #11-01)

Please contact me with any questions or concerns at (920) 324-7920 or [dsytsma@waupunutilities.org](mailto:dsytsma@waupunutilities.org).



---

TO: Waupun Utilities Employees  
FROM: Steven Brooks, General Manager  
DATE: January 5, 2026  
SUBJECT: Short- & Long-Term Disability Benefit Update

---

Historically, the Waupun Utilities has paid the full cost of short- and long-term disability premiums for its employees. Coverage included 60% of an employee's income, subject to specific "elimination periods"—the time required to pass before benefits are paid. Previously, the short-term elimination period was 14 days, and the long-term period was 30 days. Employees were required to use earned sick or vacation leave during the initial 14-day window.

On September 30, 2025, the City of Waupun and Waupun Utilities passed a resolution to join the State of Wisconsin Employee Trust Fund (ETF) Income Continuation Insurance (ICI) Program, effective January 1, 2026. Because the program is currently in a "premium holiday," there is no cost to the employer. This program features a 30-day elimination period, which removes the need for a separate employer-paid long-term disability plan.

Consequently, Waupun Utilities discontinued its previous disability programs on December 31, 2025, as the provider did not offer short-term plans with periods shorter than 30 days. Starting January 1, 2026, the Utilities will self-fund short-term disability at 60% of an employee's weekly income for days 15 through 30 of an eligible leave period. Employees must still use earned leave for the initial 14-day elimination period; if no leave is available, those first 14 days will be unpaid.

# CURRENT POLICY – ADOPTED:

## Waupun Utilities

### Purchasing Policy

---

The purpose of this policy is to establish standards and procedures to be followed in the purchase of supplies, materials, equipment, and contractual services.

#### Objectives

The objectives of this policy are:

- To provide adequate controls over utility expenditures and financial commitments with proper documentation.
- To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance.
- To obtain quality goods.
- To provide a standardized system of purchasing.

#### Procedure

All purchases must be approved by the Utility Commission as part of the budget except as provided in this policy.

##### *Purchase Orders*

All purchases of goods or services of \$5,000 or more shall require purchase orders, except as identified below. All departments will be apprised of the proper use of purchase orders.

The following expenditures would not require a purchase order.

- ✓ Professional contracted services such as legal, engineering, auditing, maintenance, and janitorial contracts.
- ✓ Purchases of goods or services supported by a signed document.
- ✓ Payroll and related expenses such as employee insurance payments, pension payments and mandatory state and federal employee withholding.
- ✓ Routine expenditures, such as insurance premiums, health claims and bond payments, which received prior Commission approval and authorization.
- ✓ Other purchases as expressly authorized by the General Manager.

## **Procurement of Capital Outlay and Capital Project Items**

- ❖ Capital outlay items shall be defined as any purchase of \$2,500 or more with a useful life of 2 years or greater. This definition shall also apply to major repairs, specifically those which increase the value of the original asset by \$2,500 or greater, and extend the life of the original asset by greater than one year.
- ❖ For purchases over \$15,000, two or more documented price quotes by informal written quote, or formal bid shall be required. The lowest quote shall be selected unless circumstances are expressly identified which indicate otherwise.
  - ◆ The intent of this requirement is to ensure that purchases are made in the best interest of the Utility. The term “documented” refers to written evidence that quotes are obtained.
  - ◆ If circumstances are such that the purchaser is unable to obtain the required minimum number of price quotes, the circumstances shall be documented and reported to the General Manager and Utility Commission.
  - ◆ Purchases arranged through approved group purchasing entities (State Pricing Contract, or WPPI Joint Purchasing System) meet this requirement. Exceptions to the quote requirement will be allowed for emergency situations.
- ❖ Utility Commission approval shall be required for any purchases over \$10,000 not authorized in the approved budget, or for any purchase that differs from that indicated in the Utility budget. If no funds are available in the budget, approval by the Utility Commission to transfer funds shall be required prior to making the purchase.
- ❖ All proposed leases and maintenance agreements/contracts of a period of one year or greater shall be analyzed by the General Manager for the costs/benefits.

The administration of this policy, including policy interpretations and procedures to be followed, shall be the responsibility of the General Manager, Electric Supervisor, Water/Sewer Manager, and Finance Manager.

## **Supplier Discounts**

It is the policy of the utility to take advantage of supplier discounts when available, including:

- Cash discounts offered for prompt payment of invoices.
- Trade discounts offered by companies to attract their business.

## **Public Construction Projects**

Purchases for “public construction” projects in excess of the amount authorized in the Wisconsin Administrative Code shall follow statutory bidding procedures.

Expenditures within the range of \$5,000 and \$25,000 for public construction projects and the purchase of construction goods require a Class 1 notice under Wisconsin Statute 985.

All “public construction” in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidders. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes.

### **What constitutes "public construction" under the bid law?**

The term “public construction” is not defined in the state bidding statutes. One commentator has stated that public construction consists of the following:

(A)ctivities concerned with the erection of buildings and bridges, the construction of streets and highways, and other similar public improvements which require the combining of materials, supplies and labor. Mere maintenance and other public works which do not involve the actual combining of materials and labor with a definable end result would unlikely constitute public construction.

Natkins, Smith & Van Swearingen, *Public Construction in Wisconsin*, p. 50 (1985).

Reference: *League of Municipalities*

A public construction project does not need to follow public bidding requirements if:

- Work is done directly by Waupun Utilities employees
- Repair or reconstruction is needed to alleviate a declared public emergency
- Patented materials or processes are used

## ***Construction Change Orders***

In the interest of being able to allow construction project to proceed without unusual delays, the following change order rules shall apply:

- Change orders \$10,000 and under are able to be approved by the General Manager.
- Change orders over \$10,000 and up to \$50,000 must be approved by both the Commission President and General Manager.
- Change orders over \$50,000 must be approved by the Utility Commission.
- A summary of all change orders will be presented to the Utility Commission as needed.

## **Employee Conflict of Interest**

It shall be unethical for any employee to participate directly or indirectly in utility business if the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the business.
- Any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the business.

# PROPOSED POLICY - DRAFT:

## Waupun Utilities

### Purchasing Policy

---

The purpose of this policy is to establish standards and procedures to be followed in the purchase of supplies, materials, equipment, and contractual services.

#### Objectives

The objectives of this policy are:

- Provide adequate controls over utility expenditures and financial commitments with proper documentation
- Ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance
- Obtain quality goods
- Provide a standardized system of purchasing

#### Procedure

All purchases must be approved by the Utility Commission as part of the budget except as provided in this policy.

#### Purchase Orders

All purchases of goods or services of \$5,000 or more shall require purchase orders, except as identified below. All departments will be apprised of the proper use of purchase orders.

The following expenditures would not require a purchase order:

- Professional contracted services such as legal, engineering, auditing, maintenance, and janitorial contracts
- Purchases of goods or services supported by a signed document
- Payroll and related expenses such as employee insurance payments, pension payments, and mandatory state and federal employee withholding
- Routine expenditures, such as insurance premiums, health claims and bond payments, which have received prior Commission approval and authorization
- Other purchases as expressly authorized by the General Manager

## Procurement of Capital Outlay and Capital Project Items

- Capital outlay items **are** defined as any purchase of \$2,500 or more with a useful life of 2 years or greater. This definition **also applies** to major repairs **that** increase the value of the original asset by \$2,500 or greater and extend the life of the original asset by more than one year.
- For purchases over \$15,000, two or more documented price quotes by informal written quote or formal bid shall be required. The lowest quote shall **normally** be selected unless circumstances are expressly identified which indicate **that another option represents the best value to the Utility**.
  - The intent of this requirement is to ensure that purchases are made in the best interest of the Utility. The term “documented” refers to written evidence that quotes are obtained.
  - If circumstances are such that the purchaser is unable to obtain the required minimum number of price quotes, the circumstances shall be documented and reported to the General Manager and Utility Commission.
  - Purchases arranged through approved group purchasing entities (State Pricing Contract, or WPPI Joint Purchasing System) meet this requirement. Exceptions to the quote requirement **are** allowed for emergency situations.
- Utility Commission approval shall be required for any purchases over **\$20,000** not authorized in the approved budget, or for any purchase that differs from that indicated in the Utility budget. If no funds are available in the budget, approval by the Utility Commission to transfer funds shall be required prior to making the purchase.
- All proposed leases and maintenance agreements/contracts of a period of one year or greater shall be analyzed by the General Manager for the costs/benefits.

The administration of this policy, including policy interpretations and procedures to be followed, shall be the responsibility of the General Manager, Electric **Superintendent, Water/Sewer Supervisor, Treatment Facilities Superintendent**, and Finance **Director**.

## Supplier Discounts

It is the policy of the Utility to take advantage of supplier discounts when available, including:

- Cash discounts offered for prompt payment of invoices
- Trade discounts offered by companies to attract their business

## **Local Vendor Preference**

For purposes of this policy, a local vendor is a business that maintains a physical place of business within the Utility's service territory and is properly licensed to conduct business in the State of Wisconsin.

Purchases are encouraged to be made from local vendors when doing so is in the best interest and best value to the Utility and does not conflict with state or federal law, grant requirements, or formal bidding statutes. Use of local vendors is encouraged but not required.

When competitive quotes or bids are obtained and when legally permissible, the Utility may consider the use of local vendors as part of a best-value evaluation. Award decisions shall be based on the overall value to the Utility, not solely on lowest price.

Factors that may be considered in a best-value evaluation include, but are not limited to:

- Compliance with required specifications, quality, and performance standards
- Total cost of ownership, including initial cost, lead time to delivery, operating costs, and lifecycle considerations
- Availability, responsiveness, and proximity of service, maintenance, and warranty support
- Vendor performance history, reliability, and prior experience with the Utility
- Impact to local economy, when legally permissible

If the lowest bid or quote is not selected, written documentation of the rationale for the award decision shall be maintained in the procurement file.

This local vendor preference shall not apply where:

- Federal or state funding prohibits local preference
- Public construction bidding laws require award to the lowest responsible bidder
- Emergency purchases are necessary
- Sole-source, patented, or proprietary items are required

Nothing in this section shall be interpreted to supersede or conflict with applicable Wisconsin Statutes governing public procurement.

## **Public Construction Projects**

Purchases for "public construction" projects in excess of the amount authorized in the Wisconsin Administrative Code shall follow statutory bidding procedures.

Expenditures within the range of \$5,000 and \$25,000 for public construction projects and the purchase of construction goods require a Class 1 notice under Wisconsin Statute 985.

All "public construction" in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidders. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes.

### **What constitutes "public construction" under the bid law?**

The term "public construction" is not defined in the state bidding statutes. One commentator has stated that public construction consists of the following:

(A)ctivities concerned with the erection of buildings and bridges, the construction of streets and highways, and other similar public improvements which require the combining of materials, supplies and labor. Mere maintenance and other public works which do not involve the actual combining of materials and labor with a definable end result would unlikely constitute public construction.

Natkins, Smith & Van Swearingen, *Public Construction in Wisconsin*, p. 50 (1985).

Reference: *League of Municipalities*

A public construction project does not need to follow public bidding requirements if:

- Work is done directly by Waupun Utilities employees
- Repair or reconstruction is needed to alleviate a declared public emergency
- Patented materials or processes are used

### **Construction Change Orders**

In the interest of being able to allow construction project to proceed without unusual delays, the following change order rules shall apply:

- Change orders \$10,000 and under are able to be approved by the General Manager
- Change orders over \$10,000 and up to \$50,000 must be approved by both the Commission President and General Manager
- Change orders over \$50,000 must be approved by the Utility Commission
- A summary of all change orders will be presented to the Utility Commission as needed

### **Employee Conflict of Interest**

It shall be unethical for any employee to participate directly or indirectly in Utility business if the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest **in the transaction**
- Any other person, business, or organization with whom the employee or **an immediate family member** is negotiating or has an arrangement **for** prospective employment is involved in the **transaction**

The encouragement of local purchasing does not override conflict-of-interest restrictions. Employees must not participate in procurement decisions where a prohibited interest exists.

DRAFT