



A G E N D A
WAUPUN UTILITIES COMMISSION MEETING
817 S. Madison Street
Monday, February 09, 2026 at 4:00 PM

There is a regular commission meeting scheduled for Monday, February 9, 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. January 12, 2026

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. January 2026 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

3. Finance Director Report

GM REPORT / OPERATIONS REPORT

4. General Manager Report
5. Electric Operations Report
6. Treatment Facilities Report
7. Water and Sewer Operations Report

APPEARANCE BY VISITORS

AGENDA

8. 2026 Energy Services Action Plan – Chelsea Lisowe, WPPI Energy Services Manager
9. Resolution Recognizing the Retirement of Steve Schramm
10. Discuss / Approve MSA Engineering Contract

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, January 12, 2026**

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

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

Absent with notice: Commissioner Heeringa

Motion made by Thurmer, seconded by Kunz, and unanimously carried to approve the minutes from the November 10, 2025 meeting.

Motion by Kunz, seconded by Homan, and unanimously carried to approve the bills for the months of November and December 2025 as presented.

On motion by Siebers, seconded by Thurmer, and unanimously carried, year-to-date financial reports through November 2025 were approved as presented by Finance Director Stanek. Electric operating income was \$634,900. Water operating income was \$588,100. Sewer operating income (loss) was (\$193,000).

General Manager Brooks provided updates on the 2026 work plan, organizational chart, staff activities, and a recent staff meeting and team-building event. He also reported on coordination with the City and the utility's engineer regarding stormwater requirements and planning related to the Business Park Substation, as well as ongoing collaboration with the City on the back-alley reconstruction project.

Assistant Electric Superintendent Vande Kolk reported on call-ins and electric department projects. A planned outage was conducted at the Comtech Substation at the end of December in coordination with ATC, MP Systems, and Tenneco, allowing each entity to perform maintenance on de-energized electrical equipment and operate switches. Planning continues for the Business Park Substation and feeder build-outs.

Treatment Facilities Superintendent Sytsma reported on operations and maintenance activities at the treatment facilities. The generator project has been completed, and a power loss scenario was successfully tested, including generator start-up, load operation, and seamless transfer back to utility power.

General Manager Brooks provided brief highlights from the Water and Sewer Operations and Energy Services Manager reports.

Michael G present as visitor via Zoom.

Department work plans for 2026 were provided to the Commissioners for review.

Treatment Facilities Superintendent Sytsma presented a review of the private well permit process, including the requirements of the DNR and municipal code. On motion by Siebers, seconded by Thurmer, and unanimously carried, the reissuance of private well permit numbers 36, 37, 38, 39, 40, 41, 42, and 43 for a five-year term was approved.

General Manager Brooks provided a memo for review regarding updates to Waupun Utilities' short- and long-term disability benefits. On a motion by Kunz, seconded by Homan, and unanimously carried, the revision to the short- and long-term disability benefits was approved as presented.

General Manager Brooks provided a draft of updates to the current purchasing policy for review. The revised policy includes a Local Vendor Preference, allowing the Utility to "Buy Local" when it is in the best interest of the Utility and represents the best value, and an update to a purchase threshold due to increased material costs. On a motion by Kunz, seconded by Thurmer, and unanimously carried, the revision to the purchasing policy was approved.

On motion by Kunz, seconded by Homan, and unanimously carried, meeting adjourned at 5:23 p.m.

The next regular commission meeting will be held on February 9, 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
A.C. ENGINEERING COMPANY							
420	351211126	WWTP STANDBY GENERATOR INSTALL SUPPORT	01/12/2026	7,782.80	7,782.80	835	01/12/2026
	351931229	SUB MAINTENANCE - ATC OUTAGE	01/12/2026	3,090.40	3,090.40	835	01/12/2026
Total A.C. ENGINEERING COMPANY:				10,873.20	10,873.20		
AIR PRODUCTS AND CHEMICALS INC							
840	434094684	CARBON DIOXIDE - ABNR	01/28/2026	2,791.00	2,791.00	858	01/28/2026
Total AIR PRODUCTS AND CHEMICALS INC:				2,791.00	2,791.00		
AIRGAS USA INC							
855	5521467272	ACETYLENE/OXYGEN/NITROGEN-W	01/12/2026	63.86	63.86	50960	01/12/2026
	5521467272	ACETYLENE/OXYGEN/NITROGEN-S	01/12/2026	63.86	63.86	50960	01/12/2026
	5521467272	ACETYLENE/OXYGEN/NITROGEN-E	01/12/2026	63.87	63.87	50960	01/12/2026
Total AIRGAS USA INC:				191.59	191.59		
ALLIANT ENERGY							
900	183035.12312025	GAS UTILITY - WATER PLANT	01/12/2026	2,246.21	2,246.21	11220261	01/12/2026
	3261389217.12312	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	01/12/2026	7,521.01	7,521.01	11220261	01/12/2026
	4370000.12312025	GAS UTIL BILL @ N2721 FDL ST - ADMIN/DIGESTER BLD	01/12/2026	1,156.19	1,156.19	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 5% E	01/12/2026	80.60	80.60	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 4% W	01/12/2026	64.47	64.47	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 4% S	01/12/2026	64.47	64.47	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 27% W	01/12/2026	435.19	435.19	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 27% S	01/12/2026	435.19	435.19	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 27% E	01/12/2026	435.19	435.19	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 2% W	01/12/2026	32.24	32.24	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 2% S	01/12/2026	32.24	32.24	11220261	01/12/2026
	590516.12312025	SPLIT DISTRIBUTION- MAIN BLD - 2% E	01/12/2026	32.24	32.24	11220261	01/12/2026
	801050.12312025	GAS UTILITY FOR WELLHOUSE #5	01/12/2026	82.65	82.65	11220261	01/12/2026
	931084.12312025	GAS UTIL @ N2721 FDL ST - FILTER & DEWATERING BLD	01/12/2026	661.18	661.18	11220261	01/12/2026
Total ALLIANT ENERGY:				13,279.07	13,279.07		
AMAZON CAPITAL SERVICES							
1015	17VC-N7JX-MFY4	HOLDER FOR W/S ANDROID TABLET	01/28/2026	9.50	9.50	859	01/28/2026
	17VC-N7JX-MFY4	HOLDER FOR W/S ANDROID TABLET	01/28/2026	9.49	9.49	859	01/28/2026
	1M1V-LT69-1P79	HAND SOAP - MAIN BLD	01/12/2026	5.39	5.39	836	01/12/2026
	1M1V-LT69-1P79	HAND SOAP - MAIN BLD	01/12/2026	5.57	5.57	836	01/12/2026
	1M1V-LT69-1P79	HAND SOAP - MAIN BLD	01/12/2026	7.00	7.00	836	01/12/2026
	1M1V-LT69-1P79	AIR FRESHNERS - WWTP	01/12/2026	42.69	42.69	836	01/12/2026
	1MR6-JRHY-CQJ7	GREENHOUSE FLOODING ALARM	01/12/2026	19.94	19.94	836	01/12/2026
	1PN1-NGXV-LYYN	ANDROID CASE/SCREEN PROTECTORS FOR TREATMEN	01/28/2026	17.94	17.94	859	01/28/2026
	1PN1-NGXV-LYYN	ANDROID CASE/SCREEN PROTECTORS FOR TREATMEN	01/28/2026	17.94	17.94	859	01/28/2026
	1WF3-DQDK-R3KH	ZIPLOC BAGS - STORE ALGAE IN	01/28/2026	5.76	5.76	859	01/28/2026
	1WGX-HVQ3-697K	DOOR SWEEPS - MAIN BLDG SERVICE DOOR	01/28/2026	17.82	17.82	859	01/28/2026
	1WGX-HVQ3-697K	DOOR SWEEPS - MAIN BLDG SERVICE DOOR	01/28/2026	13.36	13.36	859	01/28/2026
	1WGX-HVQ3-697K	DOOR SWEEPS - MAIN BLDG SERVICE DOOR	01/28/2026	13.36	13.36	859	01/28/2026
	1XD6-KX6L-9HMM	(4) OTTERBOX CASE - A16 IPADS	01/28/2026	239.96	239.96	859	01/28/2026
Total AMAZON CAPITAL SERVICES:				425.72	425.72		
BADGER LABORATORIES INC							
2130	26-001251	ALGAE CONTENT TESTING	01/28/2026	744.65	744.65	860	01/28/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total BADGER LABORATORIES INC:				744.65	744.65		
BAKER TILLY US LLP							
2333	BT3446936	2025 FINANCIAL AUDIT #2 - E	01/12/2026	286.65	286.65	837	01/12/2026
	BT3446936	2025 FINANCIAL AUDIT #2 - W	01/12/2026	227.85	227.85	837	01/12/2026
	BT3446936	2025 FINANCIAL AUDIT #2 - S	01/12/2026	220.50	220.50	837	01/12/2026
Total BAKER TILLY US LLP:				735.00	735.00		
BATTERIES PLUS LLC							
2480	P88640617	12V LEAD FOR UNIT #114	01/12/2026	323.95	323.95	838	01/12/2026
	P88835495	BATTERY UPS MAIN SERVER	01/28/2026	47.56	47.56	861	01/28/2026
	P88835495	BATTERY UPS MAIN SERVER	01/28/2026	37.80	37.80	861	01/28/2026
	P88835495	BATTERY UPS MAIN SERVER	01/28/2026	36.59	36.59	861	01/28/2026
Total BATTERIES PLUS LLC:				445.90	445.90		
BENTZ AUTOMOTIVE INC							
2800	35798	UNIT 154 OIL CHANGE AND NEW TIRES	01/12/2026	768.90	768.90	839	01/12/2026
	35810	UNIT 149 OIL CHANGE	01/12/2026	120.40	120.40	839	01/12/2026
Total BENTZ AUTOMOTIVE INC:				889.30	889.30		
BROOKS SHOES & REPAIR							
3550	56419	SAFETY BOOTS FOR DARREN SYTSMA	01/12/2026	175.00	175.00	840	01/12/2026
Total BROOKS SHOES & REPAIR:				175.00	175.00		
BUTTERS-FETTING CO. INC.							
3800	J100467	START UP FULTON STEAM BOILER FOR ALGAE FARM SE	01/12/2026	8,377.00	8,377.00	841	01/12/2026
	J100473	DIGESTER BOILER REPAIRS - IGNITOR ON BURNER ASS	01/12/2026	2,121.67	2,121.67	841	01/12/2026
Total BUTTERS-FETTING CO. INC.:				10,498.67	10,498.67		
BYTEC RESOURCE MANAGEMENT							
3900	22739	ALGAE PUMPING 12/16/25	01/12/2026	195.00	195.00	50961	01/12/2026
Total BYTEC RESOURCE MANAGEMENT:				195.00	195.00		
CAREW CONCRETE & SUPPLY CO							
5600	1336108	AG- 3/4" CRUSHER	01/28/2026	243.20	243.20	862	01/28/2026
	1336118	WATER MAIN BREAK NUMMEDOR	01/28/2026	497.96	497.96	862	01/28/2026
Total CAREW CONCRETE & SUPPLY CO:				741.16	741.16		
CEDAR CREEK CIVIL LLC							
5705	2024027E-C	CONCEPT PLAN AND LOCAL STORMWATER REQUIRMEN	01/12/2026	1,920.00	1,920.00	50962	01/12/2026
Total CEDAR CREEK CIVIL LLC:				1,920.00	1,920.00		
CITIES and VILLAGES MUTUAL INS							
5890	2026 BOILER & MA	2026 BOILER & MACHINERY INSURANCE	01/28/2026	852.11	852.11	50982	01/28/2026
	2026 BOILER & MA	2026 BOILER & MACHINERY INSURANCE	01/28/2026	1,704.23	1,704.23	50982	01/28/2026
	2026 BOILER & MA	2026 BOILER & MACHINERY INSURANCE	01/28/2026	3,124.41	3,124.41	50982	01/28/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total CITIES and VILLAGES MUTUAL INS:				5,680.75	5,680.75		
COLUMN SOFTWARE PBC							
6115	A1CF33FA-0016	MNTHLY MEETING MINS-E	01/28/2026	48.29	48.29	864	01/28/2026
	A1CF33FA-0016	MNTHLY MEETING MINS-W	01/28/2026	38.38	38.38	864	01/28/2026
	A1CF33FA-0016	MNTHLY MEETING MINS-S	01/28/2026	37.15	37.15	864	01/28/2026
Total COLUMN SOFTWARE PBC:				123.82	123.82		
CORE & MAIN LP							
6310	Y279663	(5) 5/8" IPEARL METERS	01/12/2026	875.00	875.00	842	01/12/2026
	Y279663	METER SHIPPING	01/12/2026	32.32	32.32	842	01/12/2026
	Y379891	(2) 1" IPEARL METERS	01/28/2026	540.00	540.00	865	01/28/2026
	Y379891	METER SHIPPING	01/28/2026	27.75	27.75	865	01/28/2026
Total CORE & MAIN LP:				1,475.07	1,475.07		
CUMMINS SALES AND SERVICE							
6630	F6-251213110	WTR PLT 1000KW GENERATOR INSPECTION	01/12/2026	2,838.17	2,838.17	50963	01/12/2026
	F6-251213111	MAIN BLDG 150KW GENERATOR INSPECTION-S	01/12/2026	250.83	250.83	50963	01/12/2026
	F6-251213111	MAIN BLDG 150KW GENERATOR SERVICE MAINT-W	01/12/2026	250.83	250.83	50963	01/12/2026
	F6-251213111	MAIN BLDG 150KW GENERATOR SERVICE-E	01/12/2026	331.10	331.10	50963	01/12/2026
Total CUMMINS SALES AND SERVICE:				3,670.93	3,670.93		
DEPT OF ADMINISTRATION							
7070	505-0000108257	PUBLIC BENEFITS FEES - QTR 2 FY26	01/28/2026	8,500.91	8,500.91	50983	01/28/2026
Total DEPT OF ADMINISTRATION:				8,500.91	8,500.91		
DIGGERS HOTLINE INC.							
7300	251231801	MONTHLY LOCATE TICKET CHRGS	01/12/2026	48.60	48.60	50964	01/12/2026
Total DIGGERS HOTLINE INC.:				48.60	48.60		
DOLLAR GENERAL							
7500	WO DEPOSIT REF	DEPOSIT WO REFUND WO 1-25-124 (PRIMARY EXTENSI	01/28/2026	4,088.44	4,088.44	50984	01/28/2026
Total DOLLAR GENERAL:				4,088.44	4,088.44		
ELECTRICAL TESTING LAB LLC							
8150	44545	NEW GLOVES	01/28/2026	510.32	510.32	866	01/28/2026
	44545	GLOVES & SLEEVES TESTED	01/28/2026	153.50	153.50	866	01/28/2026
	44545	SHIPPING	01/28/2026	25.91	25.91	866	01/28/2026
Total ELECTRICAL TESTING LAB LLC:				689.73	689.73		
ENDRESS & HAUSER INC							
8295	6002782796	ABNR EFFLUENT FLOWMETER FOR WET WELL (REPLAC	01/28/2026	402.57	402.57	867	01/28/2026
	6002785016	ABNR EFFLUENT FLOWMETER FOR WET WELL (REPLAC	01/28/2026	1,493.78	1,493.78	867	01/28/2026
Total ENDRESS & HAUSER INC:				1,896.35	1,896.35		
MARTENS ACE HARDWARE							
9200	248795	IPAD CHARGERS	01/28/2026	23.98	23.98	50989	01/28/2026
	248855	NEW DOOR SEAL FOR 4 UTILITY DOORS IN SHOP	01/28/2026	33.58	33.58	50989	01/28/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	248855	NEW DOOR SEAL FOR 4 UTILITY DOORS IN SHOP	01/28/2026	25.19	25.19	50989	01/28/2026
	248855	NEW DOOR SEAL FOR 4 UTILITY DOORS IN SHOP	01/28/2026	25.19	25.19	50989	01/28/2026
	248945	UNIT #48 - EXTENSION CORD	01/28/2026	42.99	42.99	50989	01/28/2026
	248945	NEW PUMP - EXTENSION CORD	01/28/2026	42.99	42.99	50989	01/28/2026
	248969	EXTRA KEYS FOR WWTP, WATER TOWER, AND WELL	01/28/2026	23.92	23.92	50989	01/28/2026
	248969	HOSE COUPLINGS FOR DRYER EXHAUST HOOD	01/28/2026	17.98	17.98	50989	01/28/2026
	248969	WWTP SHOP SUPPLIES - GASKET MARKER	01/28/2026	14.99	14.99	50989	01/28/2026
	248999	CAR WASH - ALL VEHICLES	01/28/2026	5.99	5.99	50989	01/28/2026
	248999	CAR WASH - ALL VEHICLES	01/28/2026	5.99	5.99	50989	01/28/2026
	248999	CAR WASH - ALL VEHICLES	01/28/2026	6.00	6.00	50989	01/28/2026
	249031	OUTLET IN GARAGE REPAIR	01/28/2026	9.59	9.59	50989	01/28/2026
	249031	OUTLET IN GARAGE REPAIR	01/28/2026	7.19	7.19	50989	01/28/2026
	249031	OUTLET IN GARAGE REPAIR	01/28/2026	7.19	7.19	50989	01/28/2026
	249041	TOOLS ON #6	01/28/2026	19.75	19.75	50989	01/28/2026
	249041	TOOLS ON #6	01/28/2026	19.74	19.74	50989	01/28/2026
	249045	CHAINSAW SUPPLIES	01/28/2026	70.63	70.63	50989	01/28/2026
	249145	ELECTRIC POLE SIGNS	01/28/2026	17.99	17.99	50989	01/28/2026
Total MARTENS ACE HARDWARE:				420.87	420.87		
FARMERS ELEVATOR CORP LTD							
9300	189581	WWTP GENERATOR DIESEL	01/12/2026	359.00	359.00	50965	01/12/2026
	189957	SALT DE-ICER -E	01/12/2026	576.24	576.24	50965	01/12/2026
	189957	SALT - DE-ICER -W	01/12/2026	432.18	432.18	50965	01/12/2026
	189957	SALT DE-ICER -S	01/12/2026	432.18	432.18	50965	01/12/2026
Total FARMERS ELEVATOR CORP LTD:				1,799.60	1,799.60		
FORSTER ELECTRICAL ENGINEERING							
9885	27178	MAIN SUBSTATION RELAYS ENGINEERING & DESIGN W0	01/28/2026	4,067.50	4,067.50	868	01/28/2026
	27179	NEW SUBSTATION DESIGN & ENGINEERING W08-25A	01/12/2026	13,240.00	13,240.00	843	01/12/2026
Total FORSTER ELECTRICAL ENGINEERING:				17,307.50	17,307.50		
FOX COMPUTER & NETWORKING INC							
9920	340106	POSTAGE	01/28/2026	38.47	38.47	869	01/28/2026
Total FOX COMPUTER & NETWORKING INC:				38.47	38.47		
GERBER, TRAVIS							
11215	WO DEPOSIT REF	WORK ORDER 1-25-140-1 DEPOSIT REFUND (URD SERVI	01/28/2026	1,261.52	1,261.52	50985	01/28/2026
Total GERBER, TRAVIS:				1,261.52	1,261.52		
GFL ENVIRONMENTAL							
11300	U90000298882	DUMPSTER - OFFICE BLDG-E 40%	01/28/2026	320.75	320.75	870	01/28/2026
	U90000298882	DUMPSTER - OFFICE BLDG-W 30%	01/28/2026	240.57	240.57	870	01/28/2026
	U90000298882	DUMPSTER - OFFICE BLDG-S 30%	01/28/2026	240.56	240.56	870	01/28/2026
	U90000299144	DUMPSTER - WWTP	01/28/2026	3,885.81	3,885.81	870	01/28/2026
Total GFL ENVIRONMENTAL:				4,687.69	4,687.69		
GORDON FLESCH COMPANY INC							
11325	IN15458018	MTHLY CLICK COUNTS -E	01/12/2026	11.95	11.95	844	01/12/2026
	IN15458018	MTHLY CLICK COUNTS -W	01/12/2026	9.50	9.50	844	01/12/2026
	IN15458018	MTHLY CLICK COUNTS -S	01/12/2026	9.18	9.18	844	01/12/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total GORDON FLESCH COMPANY INC:				30.63	30.63		
GRAINGER							
11400	9747072669	WWTP HYDROGINATOR BELT REPLACEMENT - BIOTOW	01/12/2026	27.56	27.56	845	01/12/2026
	9748110526	WTF RO MEMBRANE O-RING GREASE	01/12/2026	265.78	265.78	845	01/12/2026
Total GRAINGER:				293.34	293.34		
HARTWIG, RICHARD							
12150	WO DEPOSIT REF	WORK ORDER DEPOSIT REFUND 1-25-139 (URD SERVIC	01/28/2026	282.34	282.34	50986	01/28/2026
Total HARTWIG, RICHARD:				282.34	282.34		
HERITAGE-CRYSTAL CLEAN LLC							
12350	19723283	OIL RECYCLING	01/12/2026	32.97	32.97	50966	01/12/2026
	19723283	OIL RECYCLING	01/12/2026	34.07	34.07	50966	01/12/2026
	19723283	OIL RECYCLING	01/12/2026	42.86	42.86	50966	01/12/2026
Total HERITAGE-CRYSTAL CLEAN LLC:				109.90	109.90		
HOMAN AUTO SALES INC							
12800	WO DEPOSIT REF	WORK ORDER DEPOSIT REFUND 1-24-124 (TRANSFORM	01/28/2026	3,374.24	3,374.24	50987	01/28/2026
Total HOMAN AUTO SALES INC:				3,374.24	3,374.24		
HYDRITE CHEMICAL CO							
13980	2026000003402	AMMONIUM HYDROXIDE - ABNR	01/28/2026	8,963.90	8,963.90	871	01/28/2026
Total HYDRITE CHEMICAL CO:				8,963.90	8,963.90		
HYDROCORP INC.							
13985	CI-10408	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	01/12/2026	1,304.00	1,304.00	846	01/12/2026
	CI-10413	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	01/12/2026	950.00	950.00	846	01/12/2026
Total HYDROCORP INC.:				2,254.00	2,254.00		
ICS MEDICAL ANSWERING SERVICE LLC							
14120	251400101101	ANSWERING SERVICE - E	01/28/2026	133.82	133.82	872	01/28/2026
	251400101101	ANSWERING SERVICE - W	01/28/2026	106.37	106.37	872	01/28/2026
	251400101101	ANSWERING SERVICE - S	01/28/2026	102.94	102.94	872	01/28/2026
Total ICS MEDICAL ANSWERING SERVICE LLC:				343.13	343.13		
INFOSEND INC							
14490	302140	BILL PRINT & POSTAGE-E	01/12/2026	1,313.47	1,313.47	847	01/12/2026
	302140	BILL PRINT & POSTAGE-W	01/12/2026	1,044.04	1,044.04	847	01/12/2026
	302140	BILL PRINT & POSTAGE-S	01/12/2026	1,010.36	1,010.36	847	01/12/2026
	302492	BILL REDESIGN - E	01/12/2026	292.50	292.50	847	01/12/2026
	302492	BILL REDESIGN - W	01/12/2026	232.50	232.50	847	01/12/2026
	302492	BILL REDESIGN - S	01/12/2026	225.00	225.00	847	01/12/2026
Total INFOSEND INC:				4,117.87	4,117.87		
ITU ABSORB TECH INC.							
14950	8659978	SHOP TOWELS MTHLY RENTAL FEE-E	01/12/2026	14.48	14.48	848	01/12/2026
	8659978	SHOP TOWELS MTHLY RENTAL FEE-W	01/12/2026	14.48	14.48	848	01/12/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	8659978	SHOP TOWELS MTHLY RENTAL FEE-S	01/12/2026	14.47	14.47	848	01/12/2026
	8659979	SHOP TOWELS FOR WWTP	01/12/2026	25.61	25.61	848	01/12/2026
Total ITU ABSORB TECH INC.:				69.04	69.04		
J & H CONTROLS INC							
16000	10000027688	BUILDING MAINT MTHLY CHRG-WWTF	01/12/2026	465.00	465.00	849	01/12/2026
	10000027689	BUILDING MAINT MTHLY CHRG-WTP	01/12/2026	199.00	199.00	849	01/12/2026
	10000027690	BUILDING PREVENTATIVE MAINT. - E	01/12/2026	209.20	209.20	849	01/12/2026
	10000027690	BUILDING PREVENTATIVE MAINT. - W	01/12/2026	156.90	156.90	849	01/12/2026
	10000027690	BUILDING PREVENTATIVE MAINT. - S	01/12/2026	156.90	156.90	849	01/12/2026
	10000027719	BUILDING MAINT MTHLY CHRG-WTP	01/28/2026	824.80	824.80	873	01/28/2026
	10000027744	BUILDING MAINT MTHLY CHRG-WWTF	01/28/2026	1,133.46	1,133.46	873	01/28/2026
	10000027784	BUILDING MAINT MTHLY CHRG-WWTF	01/28/2026	465.00	465.00	873	01/28/2026
	10000027785	BUILDING MAINT MTHLY CHRG-WTP	01/28/2026	199.00	199.00	873	01/28/2026
	10000027786	BUILDING PREVENTATIVE MAINT. - E	01/28/2026	209.20	209.20	873	01/28/2026
	10000027786	BUILDING PREVENTATIVE MAINT. - W	01/28/2026	156.90	156.90	873	01/28/2026
	10000027786	BUILDING PREVENTATIVE MAINT. - S	01/28/2026	156.90	156.90	873	01/28/2026
Total J & H CONTROLS INC:				4,332.26	4,332.26		
KWIK TRIP STORES							
17900	REFUND DEPOSIT	DEPOSIT REFUND WO 1-25-123 (PRIMARY EXTENSION)	01/28/2026	7,260.39	7,260.39	50988	01/28/2026
Total KWIK TRIP STORES:				7,260.39	7,260.39		
MARTELLE WATER TREATMENT INC.							
20250	30345	SODIUM HYPOCHLORITE (BLEACH) - ABNR	01/12/2026	1,457.50	1,457.50	50967	01/12/2026
	30346	SODIUM BISULFITE 40%	01/12/2026	1,359.50	1,359.50	50967	01/12/2026
Total MARTELLE WATER TREATMENT INC.:				2,817.00	2,817.00		
MEUW							
23500	010126-76	MEMBERSHIP DUES 2026	01/12/2026	10,239.00	10,239.00	850	01/12/2026
Total MEUW:				10,239.00	10,239.00		
SECURIAN FINANCIAL GROUP INC							
25200	002832I-1027 FEB	EMPLOYER CONTRIBUTION 20%-E	01/12/2026	49.94	49.94	50970	01/12/2026
	002832I-1027 FEB	EMPLOYER CONTRIBUTION 20%-W	01/12/2026	39.70	39.70	50970	01/12/2026
	002832I-1027 FEB	EMPLOYER CONTRIBUTION 20%-S	01/12/2026	38.42	38.42	50970	01/12/2026
	002832I-1027 FEB	GROUP LIFE INSURANCE PREMIUM	01/12/2026	235.71	235.71	50970	01/12/2026
Total SECURIAN FINANCIAL GROUP INC:				363.77	363.77		
MSA PROFESSIONAL SERVICES INC							
28200	024403	SEWER UTILITY SANITARY COLLECTION SYSTEM MODE	01/12/2026	1,035.00	1,035.00	851	01/12/2026
Total MSA PROFESSIONAL SERVICES INC:				1,035.00	1,035.00		
MULCAHY SHAW WATER INC.							
29200	327260	ALYZA SOLUTIONS/REAGENTS - ABNR	01/12/2026	265.17	265.17	852	01/12/2026
	327275	EQUIPMENT CALIBRATION - ALL FLOWMETERS	01/12/2026	850.00	850.00	852	01/12/2026
	327293	ABNR ELECTRODE FOR GREENHOUSE	01/28/2026	690.36	690.36	874	01/28/2026
Total MULCAHY SHAW WATER INC.:				1,805.53	1,805.53		

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MUNICIPAL PROPERTY INSURANCE CO							
29450	2026 INSURANCE	PROPERTY INSURANCE PREMIUM-E	01/12/2026	8,544.00	8,544.00	50968	01/12/2026
	2026 INSURANCE	PROPERTY INSURANCE PREMIUM-W	01/12/2026	15,664.00	15,664.00	50968	01/12/2026
	2026 INSURANCE	PROPERTY INSURANCE PREMIUM-S	01/12/2026	46,991.00	46,991.00	50968	01/12/2026
Total MUNICIPAL PROPERTY INSURANCE CO:				71,199.00	71,199.00		
NAPA AUTO PARTS							
30900	456615	UNIT 106 FILTER	01/12/2026	38.00	38.00	853	01/12/2026
	456615	UNIT 106 FILTER	01/12/2026	37.99	37.99	853	01/12/2026
	456635	UNIT 102 FILTER	01/12/2026	36.66	36.66	853	01/12/2026
	456635	UNIT 102 FILTER	01/12/2026	36.66	36.66	853	01/12/2026
	456635	UNIT 102 FILTER	01/12/2026	36.66	36.66	853	01/12/2026
	456635	UNIT 114 OIL FILTER	01/12/2026	26.99	26.99	853	01/12/2026
	456635	UNIT 6 LED	01/12/2026	21.74	21.74	853	01/12/2026
	456635	UNIT 6 LED	01/12/2026	21.73	21.73	853	01/12/2026
	457216	UNIT #27 OIL & FILTER	01/28/2026	106.98	106.98	875	01/28/2026
	457793	UNIT #48 BATTERY TENDER	01/28/2026	24.99	24.99	875	01/28/2026
	458449	#23 BATTERY	01/28/2026	124.66	124.66	875	01/28/2026
	458449	#23 BATTERY	01/28/2026	124.66	124.66	875	01/28/2026
	458449	#23 BATTERY	01/28/2026	124.66	124.66	875	01/28/2026
Total NAPA AUTO PARTS:				762.38	762.38		
ODP BUSINESS SOLUTIONS LLC							
38877	454874262.001	PAPER SUPPLIES MAIN BLDG	01/28/2026	41.69	41.69	876	01/28/2026
	454874262.001	PAPER SUPPLIES MAIN BLDG	01/28/2026	31.27	31.27	876	01/28/2026
	454874262.001	PAPER SUPPLIES MAIN BLDG	01/28/2026	31.27	31.27	876	01/28/2026
	455214369001	TONER FOR ACCOUNTING PRINTER	01/28/2026	39.07	39.07	876	01/28/2026
	455214369001	TONER FOR ACCOUNTING PRINTER	01/28/2026	31.06	31.06	876	01/28/2026
	455214369001	TONER FOR ACCOUNTING PRINTER	01/28/2026	30.06	30.06	876	01/28/2026
	455214369001	WWTP OFFICE SUPPLIES	01/28/2026	74.97	74.97	876	01/28/2026
Total ODP BUSINESS SOLUTIONS LLC:				279.39	279.39		
ONLINE INFORMATION SERVICES							
38940	1368379	ONLINE UTILITY EXCHANGE-E	01/12/2026	8.07	8.07	11220262	01/12/2026
	1368379	ONLINE UTILITY EXCHANGE-W	01/12/2026	6.41	6.41	11220262	01/12/2026
	1368379	ONLINE UTILITY EXCHANGE-S	01/12/2026	6.20	6.20	11220262	01/12/2026
Total ONLINE INFORMATION SERVICES:				20.68	20.68		
O'REILLY AUTO PARTS							
38970	2391-212961	SPARK PLUGS - WEED EATER	01/28/2026	4.30	4.30	877	01/28/2026
	2391-212961	SPARK PLUGS - WEED EATER	01/28/2026	4.31	4.31	877	01/28/2026
	2391-212961	SPARK PLUGS - WEED EATER	01/28/2026	4.31	4.31	877	01/28/2026
	2391-217225	WWTP GENERATOR FUEL TANK	01/28/2026	175.92	175.92	877	01/28/2026
Total O'REILLY AUTO PARTS:				188.84	188.84		
PAYMENT SERVICE NETWORK							
40285	319803	RT17076-CREDIT CARD FEES-E	01/12/2026	599.82	599.82	11220263	01/12/2026
	319803	RT17076-CREDIT CARD FEES-W	01/12/2026	166.10	166.10	11220263	01/12/2026
	319803	RT17076-CREDIT CARD FEES-S	01/12/2026	156.88	156.88	11220263	01/12/2026
	320491	RT28446-CREDIT CARD FEES-E	01/12/2026	2.28	2.28	11220263	01/12/2026
	320491	RT28446-CREDIT CARD FEES-W	01/12/2026	.63	.63	11220263	01/12/2026
	320491	RT28446-CREDIT CARD FEES-S	01/12/2026	.59	.59	11220263	01/12/2026

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Total PAYMENT SERVICE NETWORK:				926.30	926.30		
POLYDYNE INC.							
42000	1987868	CLARIFLOC CE-1855	01/28/2026	7,855.88	7,855.88	50990	01/28/2026
	1989711	CLARIFLOC CE-1855	01/28/2026	7,855.88	7,855.88	50990	01/28/2026
Total POLYDYNE INC.:				15,711.76	15,711.76		
PRIMUS MARKETING GROUP INC							
43375	PM25166	(6) 9S A4CL ELECTRIC METERS	01/12/2026	3,028.20	3,028.20	50969	01/12/2026
Total PRIMUS MARKETING GROUP INC:				3,028.20	3,028.20		
PUBLIC SERVICE COMMISSION OF W							
44200	2512-I-06290	CERTIFICATE OF AUTHORITY - UNITED CO-OP	01/28/2026	120.45	120.45	878	01/28/2026
	2512-I-06290	CERTIFICATE OF AUTHORITY - UNITED CO-OP	01/28/2026	170.87	170.87	878	01/28/2026
Total PUBLIC SERVICE COMMISSION OF W:				291.32	291.32		
REACH WAUPUN							
45400	BOWLING 2026	BOWLING FUNDRAISER	01/28/2026	250.00	250.00	50991	01/28/2026
Total REACH WAUPUN:				250.00	250.00		
RESCO							
46400	3098649	VANDEKOLK SAFETY CLOTHING	01/28/2026	645.44	645.44	879	01/28/2026
Total RESCO:				645.44	645.44		
SEERA							
51535	WAUPUN/DECEMB	"WAUPUN" FOCUS PROGRAM FEE	01/12/2026	2,846.01	2,846.01	854	01/12/2026
Total SEERA:				2,846.01	2,846.01		
STERICYCLE INC							
51860	8012973110	DOCUMENT SHREDDING-E	01/12/2026	32.09	32.09	50972	01/12/2026
	8012973110	DOCUMENT SHREDDING-W	01/12/2026	25.51	25.51	50972	01/12/2026
	8012973110	DOCUMENT SHREDDING-S	01/12/2026	24.69	24.69	50972	01/12/2026
Total STERICYCLE INC:				82.29	82.29		
CHARTER COMMUNICATIONS							
52500	171156801010726	INTERNET SERVICES-E	01/28/2026	107.63	107.63	863	01/28/2026
	171156801010726	INTERNET SERVICES-W	01/28/2026	85.55	85.55	863	01/28/2026
	171156801010726	INTERNET SERVICES-S	01/28/2026	82.80	82.80	863	01/28/2026
	171156801010726	MONTHLY SERVICE EXP 1ST & 2ND-E	01/28/2026	108.15	108.15	863	01/28/2026
	171156801010726	MONTHLY SERVICE EXP 1ST & 2ND-W	01/28/2026	85.97	85.97	863	01/28/2026
	171156801010726	MONTHLY SERVICE EXP 1ST & 2ND-S	01/28/2026	83.19	83.19	863	01/28/2026
	171156801010726	WATER PLANT VOICE SERV	01/28/2026	79.98	79.98	863	01/28/2026
	171156801010726	WASTEWATER VOICE SERV	01/28/2026	79.98	79.98	863	01/28/2026
Total CHARTER COMMUNICATIONS:				713.25	713.25		
SPEE-DEE							
52600	1379997	SERVICE CHRG FOR WATER SAMPLES	01/12/2026	51.99	51.99	50971	01/12/2026
	1384743	SERVICE CHRG FOR WATER SAMPLES	01/12/2026	80.15	80.15	50971	01/12/2026

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	1396517	SERVICE CHRG FOR WATER SAMPLES	01/28/2026	52.32	52.32	50992	01/28/2026
	Total SPEE-DEE:			184.46	184.46		
STRAND ASSOCIATES INC							
53800	0233680	WATER WELL SITING STUDY_PYMT 7	01/28/2026	8,271.69	8,271.69	50993	01/28/2026
	Total STRAND ASSOCIATES INC:			8,271.69	8,271.69		
TRUCLEANERS LLC							
58700	DECEMBER 2025	MONTHLY CLEANING SERVICE - E	01/12/2026	409.50	409.50	855	01/12/2026
	DECEMBER 2025	MONTHLY CLEANING SERVICE - W	01/12/2026	325.50	325.50	855	01/12/2026
	DECEMBER 2025	MONTHLY CLEANING SERVICE - S	01/12/2026	315.00	315.00	855	01/12/2026
	Total TRUCLEANERS LLC:			1,050.00	1,050.00		
UNITED COOPERATIVE							
59090	Credit 3236	2025 EMBEDDED COST CREDITS	01/28/2026	46,311.42	46,311.42	50994	01/28/2026
	Total UNITED COOPERATIVE:			46,311.42	46,311.42		
UTILISYNC LLC							
59720	INV-1872	ANNUAL SOFTWARE LICENSE- E	01/12/2026	1,121.00	1,121.00	856	01/12/2026
	INV-1872	ANNUAL SOFTWARE LICENSE- W	01/12/2026	914.50	914.50	856	01/12/2026
	INV-1872	ANNUAL SOFTWARE LICENSE- S	01/12/2026	914.50	914.50	856	01/12/2026
	Total UTILISYNC LLC:			2,950.00	2,950.00		
UTILITY SERVICE CO. INC.							
59800	640386	ANNUAL PRISON TANK MAINTENANCE PER CONTRACT	01/28/2026	25,173.08	25,173.08	50995	01/28/2026
	Total UTILITY SERVICE CO. INC.:			25,173.08	25,173.08		
VERIZON WIRELESS							
62900	613163534	CELLPHONE MTHLY EXPENSES - E	01/12/2026	142.47	142.47	857	01/12/2026
	613163534	CELLPHONE MTHLY EXPENSES - W	01/12/2026	76.63	76.63	857	01/12/2026
	613163534	CELLPHONE MTHLY EXPENSES - S	01/12/2026	77.47	77.47	857	01/12/2026
	613163534	CELLPHONE MTHLY EXPENSES - S ABNR	01/12/2026	11.72	11.72	857	01/12/2026
	Total VERIZON WIRELESS:			308.29	308.29		
WAUPUN, CITY OF							
74400	1684	EMPLOYEE CLINIC-E (38%)	01/12/2026	778.40	778.40	50973	01/12/2026
	1684	EMPLOYEE CLINIC-W (25%)	01/12/2026	512.10	512.10	50973	01/12/2026
	1684	EMPLOYEE CLINIC-S (37%)	01/12/2026	757.91	757.91	50973	01/12/2026
	1685	SMARSH AGREEMENT 2026	01/12/2026	125.86	125.86	50973	01/12/2026
	1685	SMARSH AGREEMENT 2026	01/12/2026	100.04	100.04	50973	01/12/2026
	1685	SMARSH AGREEMENT 2026	01/12/2026	96.81	96.81	50973	01/12/2026
	1704	2026 CVMIC AUTO & LIABILITY - E	01/28/2026	10,197.11	10,197.11	51019	01/28/2026
	1704	2026 CVMIC AUTO & LIABILITY - W	01/28/2026	6,716.83	6,716.83	51019	01/28/2026
	1704	2026 CVMIC AUTO & LIABILITY - S	01/28/2026	7,296.63	7,296.63	51019	01/28/2026
	1704	2026 WORKERS COMP PREMIUM - E QTR 1	01/28/2026	12,484.92	12,484.92	51019	01/28/2026
	1704	2026 WORKERS COMP PREMIUM - W QTR 1	01/28/2026	9,363.69	9,363.69	51019	01/28/2026
	1704	2026 WORKERS COMP PREMIUM - S QTR 1	01/28/2026	9,363.69	9,363.69	51019	01/28/2026
	PILOT JANUARY 2	2026 PILOT - ELECTRIC	01/12/2026	21,471.00	21,471.00	50973	01/12/2026
	PILOT JANUARY 2	2026 PILOT - WATER	01/12/2026	26,433.00	26,433.00	50973	01/12/2026
	STORMWATER DE	STORMWATER RECEIPTS	01/12/2026	51,167.00	51,167.00	50973	01/12/2026

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	TRASH DECEMBE	TRASH/RECYCLING COLLECTION	01/12/2026	50,226.24	50,226.24	50973	01/12/2026
Total WAUPUN, CITY OF:				207,091.23	207,091.23		
WEX BANK							
79930	109689015	FUEL VEHICLE EXPENSE - E	01/12/2026	972.54	972.54	11220264	01/12/2026
	109689015	FUEL VEHICLE EXPENSE - W	01/12/2026	316.93	316.93	11220264	01/12/2026
	109689015	FUEL VEHICLE EXPENSE - S	01/12/2026	383.25	383.25	11220264	01/12/2026
Total WEX BANK:				1,672.72	1,672.72		
WIL-SURGE ELECTRIC INC							
82800	26865RET	WWTP GENERATOR INSTALL - ABNR - PAY APP 7 (FINAL	01/28/2026	26,868.40	26,868.40	51020	01/28/2026
Total WIL-SURGE ELECTRIC INC:				26,868.40	26,868.40		
WISCONSIN CORRECTIONAL CENTER							
84300	20234	INMATE LABOR 11/16/25-11/29/25Q	01/12/2026	88.00	88.00	50974	01/12/2026
	20289	INMATE LABOR 12/14/25-12/27/25	01/28/2026	100.00	100.00	51021	01/28/2026
Total WISCONSIN CORRECTIONAL CENTER:				188.00	188.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	824925	FLUORIDE LAB TESTING - WTF	01/28/2026	31.00	31.00	51022	01/28/2026
	830667	FLUORIDE TESTING - WTF	01/12/2026	31.00	31.00	50975	01/12/2026
Total WISCONSIN STATE LAB OF HYGIENE:				62.00	62.00		
WPPI ENERGY							
89600	27-122025	METER DATA COLLECTION - E	01/28/2026	940.00	940.00	12820261	01/28/2026
	27-122025	METER DATA COLLECTION - W	01/28/2026	747.18	747.18	12820261	01/28/2026
	27-122025	METER DATA COLLECTION - S	01/28/2026	723.08	723.08	12820261	01/28/2026
	27-122025	HOSTED BILLING CIS-E	01/28/2026	767.07	767.07	12820261	01/28/2026
	27-122025	HOSTED BILLING CIS-W	01/28/2026	609.72	609.72	12820261	01/28/2026
	27-122025	HOSTED BILLING CIS-S	01/28/2026	590.06	590.06	12820261	01/28/2026
	27-122025	GIS SUPPORT -E	01/28/2026	1,454.00	1,454.00	12820261	01/28/2026
	27-122025	SHARED METER TECH SERVICE-E	01/28/2026	143.75	143.75	12820261	01/28/2026
	27-122025	SHARED METER TECH SERVICE-W	01/28/2026	143.75	143.75	12820261	01/28/2026
	27-122025	CYBER SECURITY-E	01/28/2026	231.75	231.75	12820261	01/28/2026
	27-122025	CYBER SECURITY-W	01/28/2026	189.62	189.62	12820261	01/28/2026
	27-122025	CYBER SECURITY-S	01/28/2026	280.91	280.91	12820261	01/28/2026
	27-122025	MEMEBER NETWORK ASSESMT & MONITOR-E	01/28/2026	40.63	40.63	12820261	01/28/2026
	27-122025	MEMEBER NETWORK ASSESMT & MONITOR-W	01/28/2026	32.29	32.29	12820261	01/28/2026
	27-122025	MEMEBER NETWORK ASSESMT & MONITOR-S	01/28/2026	31.25	31.25	12820261	01/28/2026
	27-122025	IT TICKETS -E	01/28/2026	56.16	56.16	12820261	01/28/2026
	27-122025	IT TICKETS -W	01/28/2026	44.64	44.64	12820261	01/28/2026
	27-122025	IT TICKETS -S	01/28/2026	43.19	43.19	12820261	01/28/2026
	27-122025	WPPI WAN-E	01/28/2026	70.20	70.20	12820261	01/28/2026
	27-122025	WPPI WAN-W	01/28/2026	55.80	55.80	12820261	01/28/2026
	27-122025	WPPI WAN-S	01/28/2026	54.00	54.00	12820261	01/28/2026
	27-122025	T-MOBILE - E	01/28/2026	5.00	5.00	12820261	01/28/2026
	27-122025	T-MOBILE - W	01/28/2026	5.00	5.00	12820261	01/28/2026
	27-122025	WHOLE SALE POWER BILL	01/28/2026	703,826.41	703,826.41	12820261	01/28/2026
Total WPPI ENERGY:				711,085.46	711,085.46		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
WAUPUN UTILITIES (Refund Acct)							
100000	13014560.22	REF OVERPAYMT FRM: 306 S WATERTOWN ST	01/28/2026	8.54	8.54	51002	01/28/2026
	13017580.25	REF OVERPAYMT FRM: 605 S GROVE ST	01/28/2026	4.59	4.59	50998	01/28/2026
	13019120.29	REF OVERPAYMT FRM: 516 DOTY ST	01/28/2026	25.28	25.28	51008	01/28/2026
	14020860.28	REF OVERPAYMT FRM: 201 S MADISON ST	01/28/2026	8.87	8.87	51015	01/28/2026
	14020920.35	REF OVERPAYMT FRM: 221 S MADISON ST	01/28/2026	4.98	4.98	50996	01/28/2026
	14021140.36	REF OVERPAYMT FRM: 241 S MADISON ST APT 104	01/28/2026	6.04	6.04	51010	01/28/2026
	14022100.21	REF OVERPAYMT FRM: 595 CARRINGTON ST	01/28/2026	3.82	3.82	51013	01/28/2026
	14023080.33	REF OVERPAYMT FRM: 209 DOTY ST	01/28/2026	1.21	1.21	50997	01/28/2026
	14023080.33	REF OVERPAYMT FRM: 207 DOTY ST	01/28/2026	1.24	1.24	50997	01/28/2026
	14023440.27	REF OVERPAYMT FRM: 608 S MADISON ST	01/28/2026	7.69	7.69	51014	01/28/2026
	14026600.20	REF OVERPAYMT FRM: 258 S DRUMMOND ST	01/28/2026	3.26	3.26	51003	01/28/2026
	14026620.24	REF OVERPAYMT FRM: 258 S DRUMMOND ST	01/28/2026	.77	.77	51004	01/28/2026
	14029469.21	REF OVERPAYMT FRM: 181 HARMSSEN AVE	01/28/2026	6.36	6.36	51001	01/28/2026
	14029836.20	REF OVERPAYMT FRM: 700 AUTUMN AVE	01/28/2026	2.72	2.72	51018	01/28/2026
	15031150.22	REF OVERPAYMT FRM: 227 S STATE ST	01/28/2026	4.89	4.89	51006	01/28/2026
	15037514.20	REF OVERPAYMT FRM: 1024 W LINCOLN ST	01/28/2026	132.41	132.41	51007	01/28/2026
	17059632.20	REF OVERPAYMT FRM: 31 BIRDIE BLVD	01/28/2026	4.64	4.64	51011	01/28/2026
	18060460.30	REF OVERPAYMT FRM: 214 N STATE ST	01/28/2026	1.48	1.48	51009	01/28/2026
	20080060.32.2	REF OVERPAYMT FRM: 122 S FOREST ST	01/28/2026	1.44	1.44	50999	01/28/2026
	20082505.21	REF OVERPAYMT FRM: 137 YOUNG ST	01/28/2026	2.65	2.65	51017	01/28/2026
	20083110.24	REF OVERPAYMT FRM: 22 PLUIM DR APT 22	01/28/2026	3.86	3.86	51012	01/28/2026
	20083860.20	REF OVERPAYMT FRM: 609 E FRANKLIN ST	01/28/2026	1.21	1.21	51016	01/28/2026
	20084680.31	REF OVERPAYMT FRM: 511 1/2 E MAIN ST	01/28/2026	2.02	2.02	51000	01/28/2026
	20086923.28	REF OVERPAYMT FRM: 120 GATEWAY DR APT 208	01/28/2026	2.20	2.20	51005	01/28/2026
Total WAUPUN UTILITIES (Refund Acct):				242.17	242.17		
Grand Totals:				1,271,690.63	1,271,690.63		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
1						
01/12/2026	1	Record WF Monthly Fees	1-5921-0000-20	OFFICE SUPPLIES AND EXPENS	115.51	
		Record WF Monthly Fees	2-5921-0000-20	OFFICE SUPPLIES & EXPENSES	31.99	
		Record WF Monthly Fees	3-5851-0000-20	OFFICE SUPPLIES & EXPENSES	30.20	
		Record WF Monthly Fees	9-1131-0000-00	COMBINED CASH	.00	177.70-
Total 1:					177.70	177.70-
CASH DISBURSEMENTS (CD)						
2						
01/10/2026	2	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	2,105.68	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	362.82	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEW	357.19	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH	.00	2,825.69-
Total 2:					2,825.69	2,825.69-
CASH DISBURSEMENTS (CD)						
3						
01/19/2026	3	Record December Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	13,317.31	
		Record December Sales & Use Tax	9-1131-0000-00	COMBINED CASH	.00	13,317.31-
Total 3:					13,317.31	13,317.31-
CASH DISBURSEMENTS (CD)						
4						
01/09/2026	4	Unum Life Insurance withdrawal	1-2241-2424-00	TAX COLL PAY-LONG TERM DISA	916.75	
		Unum Life Insurance withdrawal	9-1131-0000-00	COMBINED CASH	.00	916.75-
Total 4:					916.75	916.75-
Total CASH DISBURSEMENTS (CD):					17,237.45	17,237.45-
References: 4 Transactions: 12						
Grand Totals:					17,237.45	17,237.45-



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 9, 2026
SUBJECT: December 2025 Financial Report

This month's report contains the December YTD 2025 financial report. A majority of the year-end closing process is complete as of the date of this report with the exception of a few final adjustments necessary to close the books for 2025. The final adjustments will be made prior to the Utilities audit fieldwork scheduled for February 9-11th. The December YTD 2025 financial report follows.

FINANCIAL HIGHLIGHTS – 2025

Electric Utility

Construction and Plant Additions:

The electric crews performed substantial customer work during the year including continued completion work at the United Co-op site, street lighting additions on Bayberry Avenue and primary extensions for Kwik Trip, Dollar General and Eagle Packaging. Customer work totaled \$446,900 without the inclusion of embedded cost credits required by our PSC rate tariff. Crews also completed multiple line re-builds replacing infrastructure past its useful life totaling \$265,500. Plant additions for the year included \$95,200 in transformer purchases, \$33,200 for building/equipment upgrades and the purchase of a new 60-foot bucket truck for \$321,333. The total construction budget was **over** budget by \$42,800 largely due to the 60-foot bucket being received from prior year's budget allocations. The utility also received an insurance reimbursement equal to the value of the new 60-foot bucket truck that was destroyed in a fire.

Sales & Revenues:

Overall consumption **increased** 4.7% from the prior year largely due to the two new United soy services coming online in July 2025. The new customer was optimizing their operating processes during the year and anticipates larger, more consistent loads in 2026. Total revenues were up 10.6% or \$1.1 million compared to 2024 from the new Large Power customers and slight increases in consumption across all other customer classes. Additional revenues were also attributed to increases in Power Cost Adjustment Clause (PCAC) revenues which are pass-through from higher purchased power costs. The year contained a full year of revenues with the new rates implemented in April 2024.

Operating Margins & Metrics:

Regulatory Operating Income *increased* \$95,200 resulting in a Rate of Return *increase* from 7.18 to 7.74. The primary contributor to the increase were the increases in Large Power customer revenues offset by the increases purchased power costs from higher market energy prices. Operating expenses *decreased* \$20,700 as a result of crews spending more time on customer-related work versus routine annual maintenance of the distribution system. Cash and investments *increased* \$568,500 and 5.2 months of operating cash were on-hand at year-end, a decrease from the 2024 mark of 5.6 months. The primary contributor to the cash increase was the bucket truck insurance reimbursement for \$321,300 which was partially off-set by PSC mandated regulatory cost credits owed to customers for new primary extensions. The utility closed \$834,200 in plant work orders from current and prior year's projects which contributed to a Net Position *increase* of \$1,537,700.

Water Utility

Construction and Plant Additions:

The primary construction activity was the street reconstruction project for Rock & Newton Phase 2 which totaled \$410,300 for the water utility. Total project costs *exceeded* the original budget by \$54,800 largely due to unplanned "trucked-in granular" used to stabilize the infrastructure base. The utility replaced both reverse osmosis (R/O) membranes at the water treatment facility totaling \$195,100 in 2024 with additional minor replacements in 2025. The R/O membranes are a routine maintenance project every five to seven years and were funded with internal cash reserves set aside for this specific purpose. Plant additions consisted of the replacement of the water utility's portion of admin building replacements budgeted for the year totaling \$24,900. The utility also began the preliminary planning and location process for a new well anticipated for future years.

Sales & Revenues:

Revenues were \$36,500 or 2.0% *below* budget due to decreased sales associated with Industrial customers. Total consumption *decreased* 6.0% in total while Industrial customer usage was down 53.7% compared to 2024. The decrease is attributed to changes in the manufacturing process at one large customer. The utility recorded \$94,900 in contribution revenues associated with new customer infrastructure.

Operating Margins & Metrics:

Regulatory Operating Income *increased* \$65,900 resulting in an *increase* in the Rate of Return from 3.9 to 4.2. The change was the result of the R/O membrane replacements in 2024 which did not take place in 2025. Cash and investments *increased* \$256,000 with 26.9 months of cash on-hand and long-term debt *decreased* \$470,000. The refinancing of the utility's debt in 2019 decreased the annual cash flow requirements and extended the pay-off terms which resulted more available cash to apply towards capital infrastructure in the future. Net position *increased* \$670,700 from the increase in plant additions related to the Rock/Newton project and the annual operating income.

Sewer Utility

Construction and Plant Additions:

Construction of the new ABNR facilities is largely complete as staff continue to optimize and stabilize the new processes. Construction costs totaled \$1,379,500 in 2025 and were entirely funded with USDA grant revenues. Project costs, life-to-date, totaled \$37,354,000 and were closed to completed construction not classified for future unitization. The project is anticipated to be closed and unitized in 2026 after close-out of the project with the USDA. The sewer utility's portion of the Rock & Newton Phase 2 street reconstruction project totaled \$435,700. Total project costs **exceeded** the original budget by \$51,600 largely due to unplanned "trucked-in granular" used to stabilize the infrastructure base similar to the water utility. Plant additions totaled \$183,000 consisting of routine wastewater treatment facility replacements and shared costs of the admin building improvements.

Sales & Revenues:

Overall customer consumption **decreased** 4.1% compared to 2024 which was primarily from Public Authority customers. Revenues **increased** 15.4% due in large part to new rates being implemented in April 2025. The new rates were designed to increase revenues 25% but fell short due to the decrease in overall Public Authority consumption (both in flows and high strength treatment charges). Trucked in waste revenues were \$116,000 in 2025, considerably lower than years prior to the new ABNR process. The reduction is the result of taking in less high strength waste from non-utility customers to minimize the impact on the biological process while stabilizing the new ABNR facilities. No biomass revenues were realized during the year as budgeted; masses are not to production levels as of the end of the year.

Operating Margins & Metrics:

Regulatory Operating Income **decreased** \$164,300 resulting in a Rate of Return of Return **decrease** from 1.6 to 1.0. The change was the result of an increase in operating expenses associated with the ABNR process, primarily natural gas costs associated with operating the new dryer and running the ABNR greenhouse lights 24/7. Another contributor to the decrease was an **increase** in non-cash depreciation expense of \$349,300 from the increase in plant additions for the year. Cash and investments **increased** \$106,100 with 9.3 months of cash on-hand and long-term debt was reduced by \$595,900. The utility's debt coverage was 1.87 for the year.

OTHER FINANCIAL MATTERS

- Total interest income on bank deposits and investments was \$407,100 for 2025 compared to \$454,400 in 2024. The **decrease** was the result of lower returns from lower yielding investments on average from year to year.
- Total cash and investments (included restricted debt-related funding) **increased** \$930,600 from operating margins, contributions received for grants, customer work and insurance reimbursements during the year.
- The electric & water debt coverage ratio was 4.61 vs a minimum requirement of 1.25.
- WRS Pension Expense
 - The pension liability related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2024 actuary report for the entire WRS pension plan. The 2024 plan year lagged compared to the prior which resulted in

a higher-than-expected increase in total liability and lower expense for plan participants.

- Recorded \$53,900 in noncash pension expense (reduction). Actual pension contributions for 2025 totaled \$139,500.

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:

Total Project Budget <i>(As of 4/14/2023):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 12/31/25):</i>	\$ 37,354,044
Loan Draws – Project to Date <i>(Thru 12/31/2025):</i>	\$ 27,807,000
Grants Provided <i>(Thru 12/31/2025):</i>	\$ 9,513,388
Disburse Request #41 Requested <i>(1/20/26):</i>	\$ 33,656
Disburse Request #41 – Paid <i>(Unpaid):</i>	\$ 33,656

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

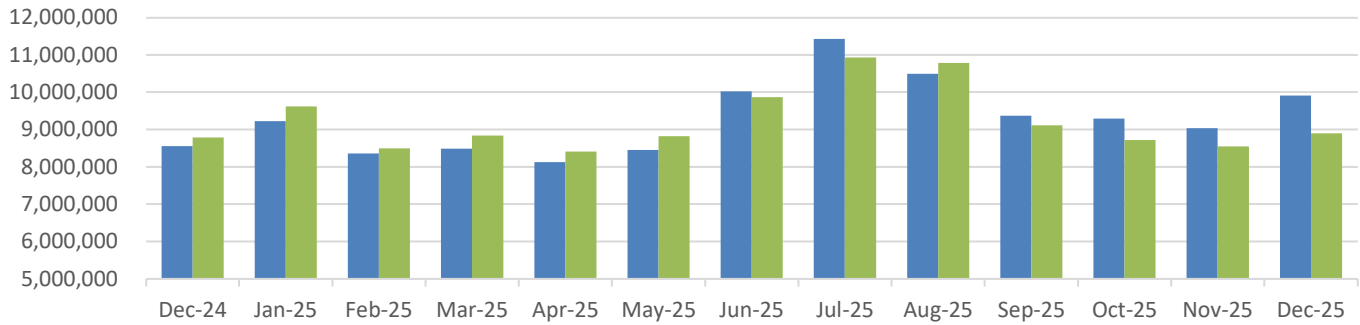
Waupun Utilities											
Construction and Plant Additions Summary											
December 2025											
CONSTRUCTION:	Electric			Sewer			Water			Total	
Description	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Substation upgrades	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500
Transformers	-	95,218	75,000	-	-	-	-	-	-	95,218	75,000
Overhead and Underground Services	4,626	38,983	10,000	-	-	-	-	4,818	-	43,801	10,000
LED street lighting	(941)	4,576	10,000	-	-	-	-	-	-	4,576	10,000
Voltage conversion	-	-	100,000	-	-	-	-	-	-	-	100,000
Rebuild overhead and underground line	12,675	45,824	185,000	-	-	-	-	-	-	45,824	185,000
Work Invoiced to Customer / Others - CIAC	26,550	259,133	-	-	-	-	312	10,006	-	269,139	-
Meters / Meter Modules / Gatekeepers	(212)	13,642	22,500	-	-	-	12,582	32,691	8,000	46,333	30,500
Sewer CIPP & manhole lining	-	-	-	-	-	40,000	-	-	-	-	40,000
Rock & Newtown Street Reconstruction - Phase 2	-	-	-	-	416,884	427,253	-	391,705	437,123	808,589	864,376
Juneau Mutual Aid	-	18,482	-	-	-	-	-	-	-	18,482	-
Mill / Madison Street Alleyway Reconstruction	-	-	-	-	-	-	-	4,211	-	4,211	-
Miscellaneous Work Orders	1,461	7,046	-	-	-	-	-	490	-	7,536	-
TOTAL CONSTRUCTION	\$ 44,159	\$ 482,904	\$ 419,000	\$ -	\$ 416,884	\$ 467,253	\$ 12,894	\$ 443,921	\$ 445,123	\$ 1,343,709	\$ 1,331,376
CARRYOVER PROJECTS:											
United Co-op primary extention	\$ 89,084	\$ 244,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,257	\$ -
OH & URD Re-Build Projects	21,515	203,854	-	-	-	-	-	-	-	203,854	-
Wilson Street Substation	25,661	127,977	-	-	-	-	-	-	-	127,977	-
WWTF Phosphorus Upgrade Engineering	-	-	-	8,078	3,872,607	3,804,000	-	-	-	3,872,607	3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	17,716	33,446,786	33,704,000	-	-	-	33,446,786	33,704,000
TOTAL CARRYOVER CONSTRUCTION	\$ 136,261	\$ 576,087	\$ -	\$ 25,794	\$ 37,319,393	\$ 37,508,000	\$ -	\$ -	\$ -	\$ 37,895,480	\$ 37,508,000
PLANT ADDITIONS:	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	3,996	33,204	30,800	2,997	24,903	23,100	2,997	24,903	23,100	83,009	77,000
WWTF BioTower Pumps & Valve Replacements	-	-	-	-	78,595	180,000	-	-	-	78,595	180,000
Other equipment replacement	-	9,573	10,000	4,786	79,482	-	-	1,586	-	90,641	10,000
TOTAL PLANT ADDITIONS	\$ 3,996	\$ 364,110	\$ 372,400	\$ 7,782	\$ 182,980	\$ 203,100	\$ 2,997	\$ 26,489	\$ 23,100	\$ 573,578	\$ 598,600

Sales and Revenues Dashboard - Dec 2025

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	9,910,276	↑ 11.3%	↑ 1.0%	Power Costs	\$ 703,826	↓ -3.2%	↑ 0.7%
Revenues	\$ 936,399	↑ 1.1%	↑ 2.5%	Gross Margin	\$ 232,573	↑ 16.6%	↑ 9.7%

kWhs Sold

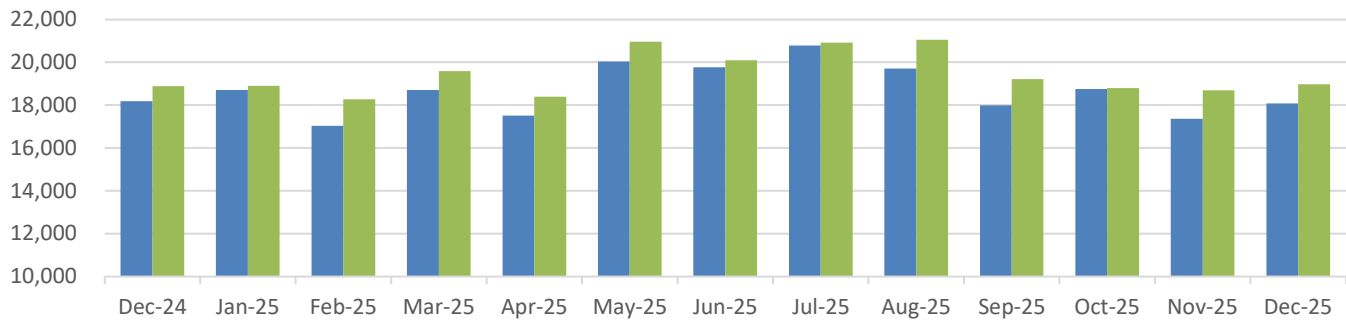
Actual Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	18,075	↓ -4.7%	↓ -4.0%	Revenues	\$ 143,771	↓ -2.7%	↓ -2.0%

Water Cubic Feet (100's) Sold

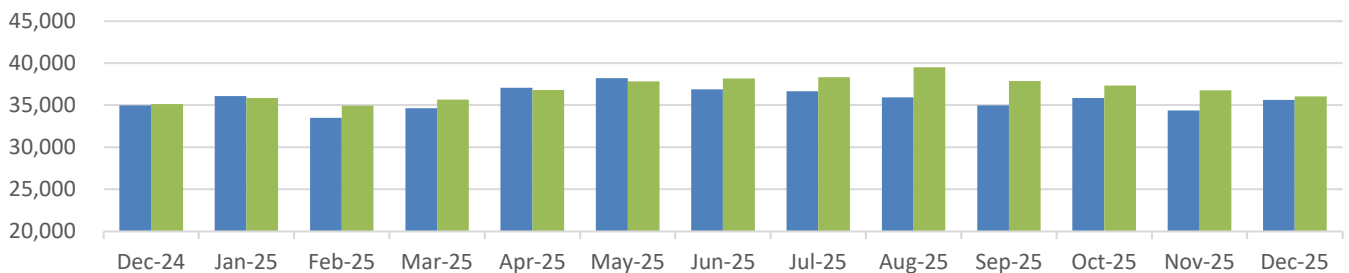
Actual Budgeted



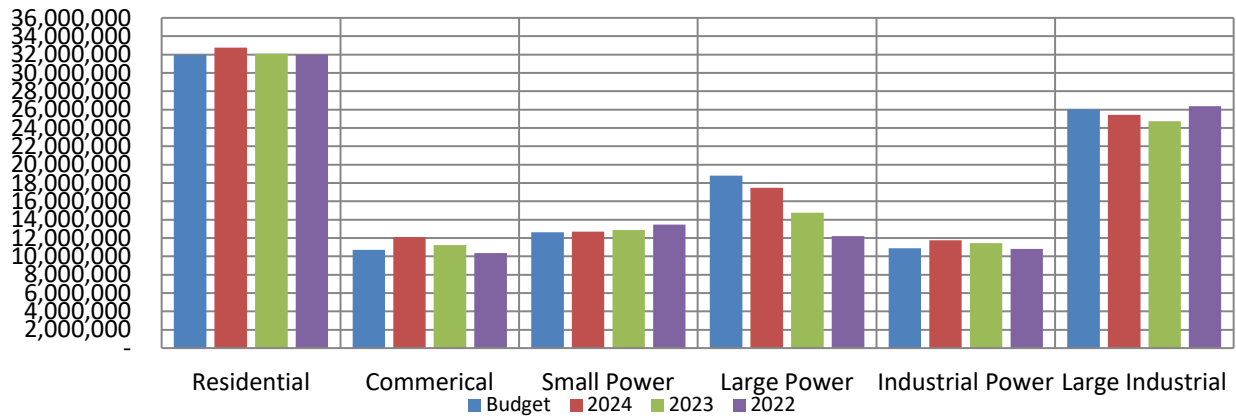
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	35,629	↓ -1.2%	↓ -3.5%	Revenues	\$ 290,173	↑ 16.5%	↑ 14.8%

Sewer Cubic Feet (100's) Treated

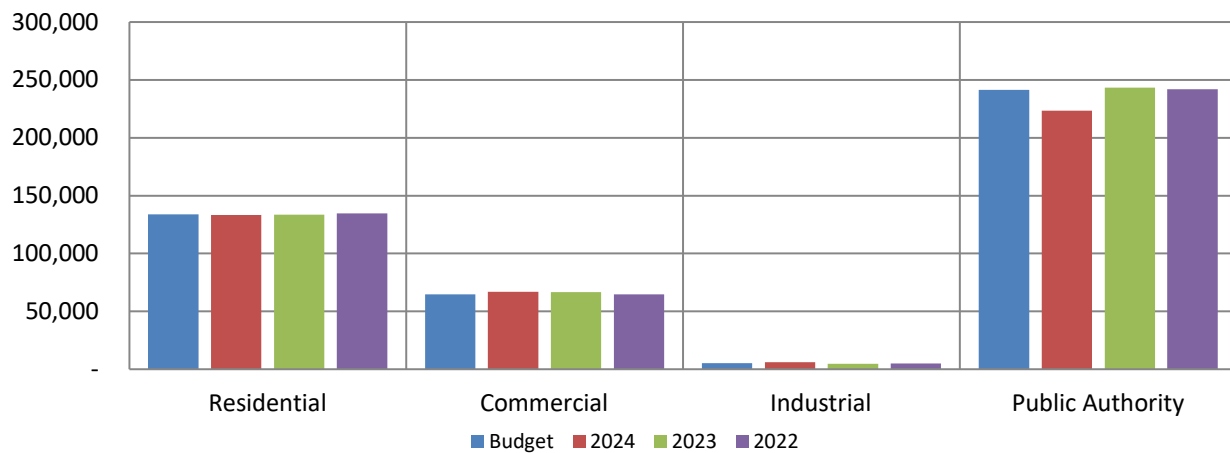
Actual Budgeted



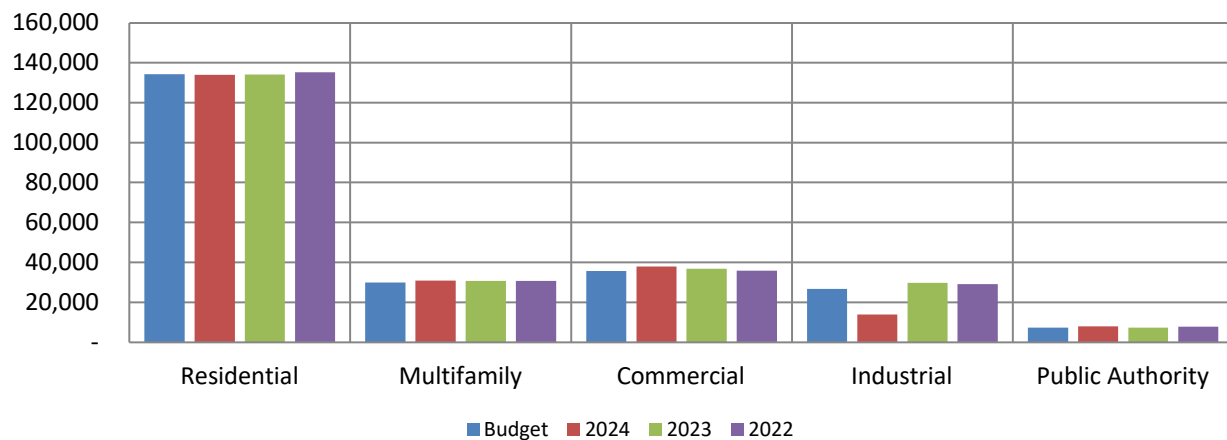
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	Dec 2023	Dec 2024	Dec 2025
Sales of Electricity	\$ 10,613,512	\$ 10,609,864	\$ 11,720,262
Purchased Power	8,514,648	8,201,269	9,149,208
Gross Margin	2,098,865	2,408,594	2,571,054
	19.8%	22.7%	21.9%
Other Operating Revenues	136,041	125,801	126,612
Operating Expenses			
Distribution expense	230,112	417,993	426,763
Customer accounts expense	123,837	146,683	133,620
Advertising expense	856	801	986
Administrative & general expense	491,697	490,265	473,633
Total operating expenses	846,502	1,055,742	1,035,001
Other Operating Expenses			
Depreciation expense	652,660	667,084	703,404
Taxes	300,655	316,192	368,719
Total other operating expenses	953,315	983,277	1,072,123
Operating Income	435,088	495,377	590,542
Other Income (Expense)			
Capital contributions	528,126	409,573	463,632
Interest expense	(17,675)	(12,300)	(6,775)
Amortization of debt-related costs	(6,390)	(6,191)	(5,954)
Other	131,313	182,067	496,227
Total other income (expense)	635,373	573,148	947,131
Net Income	\$ 1,070,462	\$ 1,068,525	\$ 1,537,672

Regulatory Operating Income	526,339	613,172	661,042
Rate of Return	6.18	7.18	7.74
Authorized Rate of Return	5.00	5.00	6.30
Current Ratio	7.0	6.8	6.7
Months of Unrestricted Cash on Hand	5.1	5.6	5.2
Equity vs Debt	0.96	0.98	1.00
Asset Utilization	0.56	0.58	0.58
Combined E&W Debt Coverage	4.45	4.32	4.61
Minimum Required Coverage	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 Dec, 31 2025

	Last 12 Months	YTD 2025	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 11,720,262	\$11,720,262	\$11,430,796	\$ 289,466
Purchased Power	9,149,208	9,149,208	9,086,314	62,894
Gross Margin	2,571,054 21.9%	2,571,054 21.9%	2,344,482 20.5%	226,572
Other Operating Revenues	126,612	126,612	109,872	16,740
Operating Expenses				
Distribution expense	426,763	426,763	438,818	(12,055)
Customer accounts expense	133,620	133,620	124,128	9,492
Advertising expense	986	986	1,104	(118)
Administrative & general expense	473,633	473,633	503,458	(29,825)
Total operating expenses	1,035,001	1,035,001	1,067,508	(32,507)
Other Operating Expenses				
Depreciation expense	703,404	703,404	664,992	38,412
Taxes	368,719	368,719	321,912	46,807
Total other operating expenses	1,072,123	1,072,123	986,904	85,219
Operating Income	590,542	590,542	399,942	190,600
Other Income (Expense)				
Capital contributions	463,632	463,632	-	463,632
Interest expense	(6,775)	(6,775)	(6,780)	5
Amortization of debt-related costs	(5,954)	(5,954)	(5,964)	10
Other	496,227	496,227	(40,004)	536,231
Total other income (expense)	947,131	947,131	(52,748)	999,879
Net Income	\$ 1,537,672	\$ 1,537,672	\$ 347,194	\$ 1,190,478

	Dec 2025	Nov 2025	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024
Operating Revenues	\$ 936,399	\$ 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
Purchased Power	703,826	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
Gross Margin	232,573 24.8%	203,006 23.2%	216,169 22.9%	207,025 19.8%	221,121 16.7%	228,981 17.7%	221,175 20.5%	201,792 22.6%	206,106 25.6%	203,268 24.3%	211,782 24.9%	218,057 26.0%	214,992 25.9%
Other Operating Revenues	(60,792)	9,729	10,895	10,927	12,300	10,134	9,842	10,420	10,453	9,618	9,019	84,068	(57,900)
Operating Expenses													
Distribution expense	9,446	30,199	33,990	36,199	46,552	30,867	25,609	35,865	31,900	66,023	49,442	30,673	(20,933)
Customer accounts expense	18,222	9,680	10,123	10,185	11,551	8,993	10,700	11,993	9,538	13,778	10,105	8,752	18,010
Advertising expense	(3,263)	(7,718)	3,123	954	2,088	5,431	(2,763)	663	450	1,004	766	250	(5,855)
Administrative & general expense	21,843	25,479	39,739	31,852	46,022	44,527	35,793	36,223	37,982	48,638	55,683	49,852	92,553
Total operating expenses	46,248	57,639	86,975	79,190	106,213	89,818	69,338	84,744	79,869	129,444	115,997	89,526	83,775
Other Operating Expenses													
Depreciation expense	93,824	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	55,416	63,396
Taxes	74,989	23,993	43,186	24,031	26,612	24,282	24,236	24,257	27,114	26,641	24,600	24,780	(4,171)
Total other operating expenses	168,813	79,409	98,602	79,447	82,028	79,699	79,652	79,674	82,530	82,058	80,016	80,196	59,225
Operating Income	(43,280)	75,686	41,487	59,315	45,180	69,598	82,027	47,794	54,160	1,384	24,788	132,403	14,091
Other Income (Expense)													
Capital contributions	454,272	-	-	-	-	-	-	9,360	-	-	-	-	48,938
Interest expense	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	(565)	1,075
Amortization of debt-related costs	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(496)	(516)
Other	315,019	16,894	9,780	14,931	19,023	10,011	24,460	27,210	13,537	14,593	15,196	15,572	(2,062)
Total other income (expense)	768,231	15,833	8,719	13,870	17,962	8,951	23,400	35,509	12,476	13,533	14,136	14,512	47,436
Net Income	\$ 724,951	\$ 91,519	\$ 50,206	\$ 73,185	\$ 63,142	\$ 78,549	\$ 105,426	\$ 83,304	\$ 66,636	\$ 14,917	\$ 38,924	\$ 146,914	\$ 61,527

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

WATER	Dec 2023	Dec 2024	Dec 2025
Operating Revenues	\$ 2,706,887	\$ 2,709,002	\$ 2,656,428
Operating Expenses			
Source of supply expenses	1,983	5,370	2,419
Pumping expenses	85,751	91,425	90,204
Water treatment expenses	203,346	435,796	342,070
Transmission & distribution expenses	241,404	228,465	237,633
Customer accounts expenses	108,077	126,310	112,093
Administrative & general expense	362,698	360,085	380,677
Total operating expenses	1,003,258	1,247,449	1,165,096
Other Operating Expenses			
Depreciation expense	614,362	594,368	600,525
Taxes	336,766	336,686	396,428
Total other operating expenses	951,128	931,053	996,953
Operating Income	752,501	530,500	494,379
Other Income (Expense)			
Capital contributions from customers and municipal	1,189,564	10,900	111,511
Interest expense	(90,289)	(76,579)	(62,389)
Amortization of debt-related costs	(15,268)	(14,124)	(12,893)
Other	98,277	162,690	138,326
Total other income (expense)	1,182,284	82,888	174,556
Net Income	\$ 1,934,785	\$ 613,388	\$ 668,935
Regulatory Operating Income	841,104	537,318	565,603
Rate of Return	6.05	3.88	4.16
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	27.20	49.49	49.87
Months of Unrestricted Cash on Hand	25.45	25.51	26.93
Equity vs Debt	0.82	0.84	0.87
Asset Utilization	0.40	0.42	0.44

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 Dec 31, 2025

	Last 12 Months	YTD 2025	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,656,428	\$ 2,656,428	\$ 2,694,071	\$ (37,643)
Operating Expenses				
Source of supply expenses	2,419	2,419	1,200	1,219
Pumping expenses	90,204	90,204	88,572	1,632
Water treatment expenses	342,070	342,070	230,748	111,322
Transmission & distribution expenses	237,633	237,633	265,794	(28,161)
Customer accounts expenses	112,093	112,093	126,996	(14,903)
Administrative & general expense	380,677	380,677	419,821	(39,144)
Total operating expenses	1,165,096	1,165,096	1,133,131	31,965
Other Operating Expenses				
Depreciation expense	600,525	600,525	598,680	1,845
Taxes	396,428	396,428	370,932	25,496
Total other operating expenses	996,953	996,953	969,612	27,341
Operating Income	494,379	494,379	591,328	(96,949)
Other Income (Expense)				
Capital contributions	111,511	111,511	-	111,511
Interest expense	(62,389)	(62,389)	(62,388)	(1)
Amortization of debt-related costs	(12,893)	(12,893)	(12,900)	7
Other	138,326	138,326	9,996	128,330
Total other income (expense)	174,556	174,556	(65,292)	239,848
Net Income	\$ 668,935	\$ 668,935	\$ 526,036	\$ 142,899

	Dec 2025	Nov 2025	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024
WATER													
Operating Revenues	\$ 218,053	\$ 215,888	\$ 222,035	\$ 218,046	\$ 226,546	\$ 231,446	\$ 227,864	\$ 227,983	\$ 215,555	\$ 219,715	\$ 212,031	\$ 221,267	\$ 217,877
Operating Expenses													
Source of supply expenses	1,740	-	-	-	-	-	348	-	331	-	-	-	1,740
Pumping expenses	9,429	6,371	6,327	7,732	7,610	8,312	8,059	7,348	6,230	7,570	7,698	7,518	7,949
Water treatment expenses	26,523	23,716	24,735	35,546	35,388	33,131	28,358	28,318	27,476	33,583	24,823	20,473	17,890
Transmission & distribution expenses	44,424	15,283	25,914	20,268	23,923	14,421	16,216	24,449	9,162	14,975	15,233	13,365	26,521
Customer accounts expenses	10,056	8,780	8,686	8,875	10,625	7,816	9,313	8,857	8,548	13,453	9,030	8,055	11,131
Administrative & general expense	48,965	17,431	27,923	22,907	31,865	33,678	25,226	29,362	24,765	37,743	41,959	38,853	15,285
Total operating expenses	141,137	71,580	93,587	95,327	109,412	97,358	87,519	98,334	76,512	107,324	98,742	88,264	80,516
Other Operating Expenses													
Depreciation expense	84,739	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	46,890	90,206
Taxes	85,703	27,913	28,080	28,381	29,459	27,891	28,188	28,074	27,770	29,131	27,934	27,904	10,852
Total operating expenses	170,442	74,802	74,970	75,271	76,349	74,781	75,077	74,964	74,659	76,020	74,824	74,794	101,058
Operating Income	(93,526)	69,505	53,478	47,448	40,785	59,307	65,268	54,686	64,384	36,370	38,465	58,209	36,302
Other Income (Expense)													
Capital contributions	111,511	-	-	-	-	-	-	-	-	-	-	-	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)	(5,199)	(6,037)
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)	(1,074)	(1,177)
Other	13,590	15,034	6,737	12,123	16,264	6,927	15,571	4,418	10,712	11,696	12,513	12,741	3,411
Total other income (expense)	118,828	8,760	464	5,850	9,990	654	9,298	(1,855)	4,438	5,423	6,239	6,467	7,096
Net Income	\$ 25,301	\$ 78,266	\$ 53,942	\$ 53,297	\$ 50,776	\$ 59,961	\$ 74,566	\$ 52,830	\$ 68,822	\$ 41,793	\$ 44,704	\$ 64,677	\$ 43,398

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

SEWER	Dec 2023	Dec 2024	Dec 2025
Operating Revenues	\$ 3,390,774	\$ 3,219,240	\$ 3,640,125
Operating Expenses			
WWTP operation expenses	620,862	559,021	714,154
Laboratory expenses	92,904	119,201	109,364
Maintenance expenses	494,768	563,848	548,299
Customer accounts expenses	145,604	157,016	143,967
Administrative & general expenses	515,840	493,563	612,671
Total operating expenses	1,869,978	1,892,650	2,128,455
Other Operating Expenses			
Depreciation expense	715,815	1,043,800	1,393,140
Total other operating expenses	715,815	1,043,800	1,393,140
Operating Income	804,981	282,790	118,530
Other Income (Expense)			
Interest expense	(316,840)	(306,750)	(299,944)
Capital contributions	3,289,615	821,946	1,498,899
Other	132,998	172,039	161,796
Total other income (expense)	3,105,773	687,235	1,360,752
Net Income (loss)	\$ 3,910,754	\$ 970,025	\$ 1,479,281

Operating Income (excluding GASB 68 & 75)	830,914	214,595	138,922
Rate of Return	4.97	1.55	1.01
Current Ratio	2.04	3.21	10.93
Months of Unrestricted Cash on Hand	7.66	9.23	9.32
Equity vs Debt	0.45	0.47	0.48
Asset Utilization	0.51	0.53	0.54
Debt Coverage	1.32	1.65	1.87
Minimum Required Coverage	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 Dec 31, 2025

	Last 12 Months	YTD 2025	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 3,640,125	\$ 3,640,125	\$ 3,186,048	\$ 454,077
Operating Expenses				
WWTP operation expenses	714,154	714,154	851,068	(136,915)
Laboratory expenses	109,364	109,364	125,712	(16,348)
Maintenance expenses	548,299	548,299	569,976	(21,677)
Customer accounts expenses	143,967	143,967	162,756	(18,789)
Administrative & general expenses	612,671	612,671	564,599	48,072
Total operating expenses	2,128,455	2,128,455	2,274,111	(145,656)
Other Operating Expenses				
Depreciation expense	1,393,140	1,393,140	1,753,464	(360,324)
Total other operating expenses	1,393,140	1,393,140	1,753,464	(360,324)
Operating Income (Loss)	118,530	118,530	(841,527)	960,057
Non-operating Income (Expense)				
Interest Expense	(299,944)	(299,944)	(306,336)	6,392
Capital contributions	1,498,899	1,498,899	-	1,498,899
Other	161,796	161,796	39,996	121,800
Total other income (expense)	1,360,752	1,360,752	(266,340)	1,627,092
Net Income (Loss)	\$ 1,479,281	\$ 1,479,281	\$ (1,107,867)	\$ 2,587,148

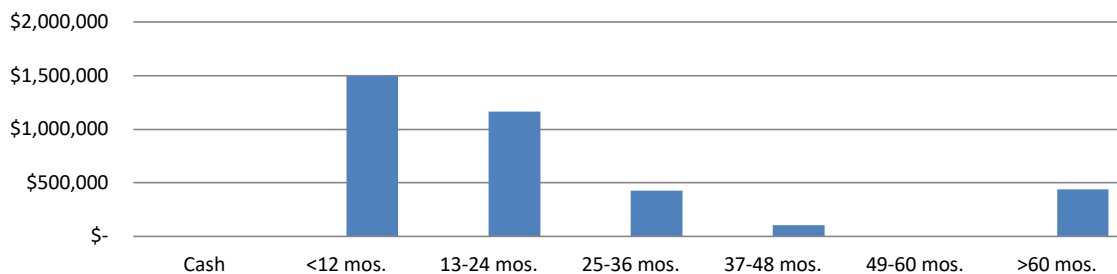
	Dec 2025	Nov 2025	Oct 2025	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024
SEWER													
Operating Revenues	\$ 309,894	\$ 305,007	\$ 324,991	\$ 317,794	\$ 333,014	\$ 330,709	\$ 328,728	\$ 334,044	\$ 323,568	\$ 243,888	\$ 239,641	\$ 248,846	\$ 242,979
Operating Expenses													
WWTP operation expenses	82,257	43,632	45,844	71,614	67,364	80,953	48,337	71,176	50,926	37,110	43,361	71,579	63,861
Laboratory expenses	9,572	13,416	5,638	7,702	9,099	11,021	6,392	11,325	7,418	7,117	10,182	10,482	8,697
Maintenance expenses	63,889	36,593	77,891	29,638	61,242	38,338	36,503	68,149	19,295	39,677	33,080	44,004	92,535
Customer accounts expenses	12,070	11,304	11,675	11,714	13,367	10,674	12,136	11,724	11,340	15,456	12,111	10,395	11,786
Administrative & general expense	75,721	31,227	58,441	51,495	46,091	58,413	42,053	51,891	35,634	52,380	46,931	62,394	(19,079)
Total operating expenses	243,510	136,172	199,489	172,164	197,164	199,400	145,423	214,265	124,613	151,739	145,664	198,853	157,799
Other Operating Expenses													
Depreciation expense	(247,197)	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	111,612
Total other operating expenses	(247,197)	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	149,122	111,612
Operating Income (Loss)	313,581	19,714	(23,619)	(3,491)	(13,271)	(17,812)	34,184	(29,342)	49,833	(56,972)	(55,145)	(99,129)	(26,432)
Other Income (Expense)													
Interest expense	(19,141)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(25,528)	(24,531)
Capital contributions	243,924	-	-	-	221,200	-	549,925	-	483,850	-	-	-	6,850
Other	13,474	15,226	6,515	13,771	19,376	6,517	18,568	3,091	11,888	19,952	17,307	16,110	10,847
Total other income (expense)	238,258	(10,301)	(19,012)	(11,756)	215,049	(19,011)	542,966	(22,436)	470,210	(5,575)	(8,220)	(9,418)	(6,833)
Net Income (Loss)	\$ 551,838	\$ 9,412	\$ (42,631)	\$ (15,248)	\$ 201,777	\$ (36,823)	\$ 577,150	\$ (51,779)	\$ 520,043	\$ (62,548)	\$ (63,365)	\$ (108,546)	\$ (33,266)

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

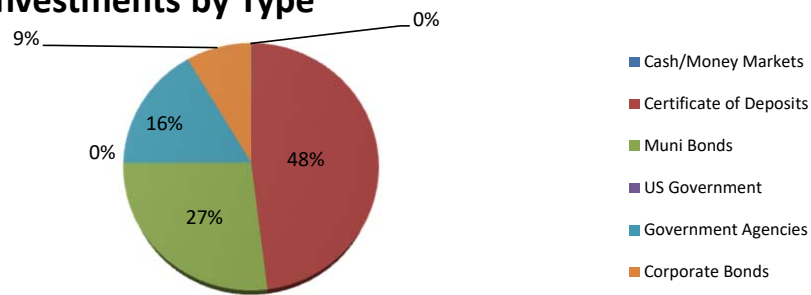
ELECTRIC	Dec 2023	Dec 2024	Dec 2025	Nov 2025	Change
Cash and investments - unrestricted	\$ 4,081,125	\$ 4,463,764	\$ 4,601,501	\$ 4,621,237	\$ (19,736)
Cash and investments - restricted	199,585	203,216	633,946	296,156	337,790
Receivables	926,122	1,126,128	1,164,980	1,035,156	129,824
Materials and supplies	416,202	445,383	368,235	486,401	(118,166)
Other assets	58,125	29,838	43,115	63,627	(20,512)
Plant - net of accumulated depreciation	9,497,628	9,788,177	10,287,614	10,177,143	110,471
Deferred outflows of resources	803,475	559,453	384,433	559,453	(175,020)
Total Assets	15,982,262	16,615,958	17,483,824	17,239,174	244,650
Accounts payable	713,693	815,247	857,717	672,652	185,065
Payable to sewer utility	-	-	-	-	-
Interest accrued	5,600	3,800	1,950	1,385	565
Accrued benefits	75,082	84,277	93,047	106,348	(13,301)
Deferred inflows of resources	1,576,528	1,213,323	679,126	1,331,755	(652,629)
Long-term debt	560,000	380,000	195,000	195,000	-
Net Position	13,051,359	14,119,312	15,656,984	14,932,033	724,951
Total Liabilities & Net Position	\$ 15,982,262	\$ 16,615,958	\$ 17,483,824	\$ 17,239,174	\$ 244,650
WATER	Dec 2023	Dec 2024	Dec 2025	Nov 2025	Change
Cash and investments - unrestricted / designated	\$ 2,841,540	\$ 3,367,110	\$ 3,504,853	\$ 3,521,028	\$ (16,176)
Cash and investments - restricted	579,647	589,051	707,302	661,591	45,711
Receivables	257,954	257,811	252,915	244,010	8,905
Materials and supplies	79,572	110,884	110,909	108,646	2,262
Other assets	64,099	32,754	59,591	74,456	(14,865)
Plant - net of accumulated depreciation	16,633,676	16,159,542	16,094,759	16,051,299	43,460
Deferred outflows of resources	451,080	328,826	247,748	328,826	(81,078)
Total Assets	20,907,569	20,845,977	20,978,077	20,989,857	(11,780)
Accounts payable	84,559	48,494	55,349	26,037	29,313
Interest accrued	29,374	24,757	20,004	14,805	5,199
Accrued benefits	49,863	56,035	63,553	70,968	(7,415)
Deferred inflows of resources	658,212	477,743	399,509	465,466	(65,956)
Long-term debt	3,430,000	2,970,000	2,500,000	2,500,000	-
Net Position	16,655,561	17,268,949	17,939,662	17,912,582	27,080
Total Liabilities & Net Position	\$ 20,907,569	\$ 20,845,977	\$ 20,978,077	\$ 20,989,857	\$ (11,780)
SEWER	Dec 2023	Dec 2024	Dec 2025	Nov 2025	Change
Cash and investments - unrestricted	\$ 1,194,356	\$ 1,455,781	\$ 1,653,133	\$ 1,503,508	\$ 149,625
Cash and investments - restricted	2,532,584	2,724,016	2,632,805	2,542,800	90,005
Receivables	875,671	269,395	348,241	358,505	(10,264)
Receivable from electric utility	-	-	-	-	-
Materials and supplies	8,645	8,841	8,571	8,457	114
Advances to other funds	-	-	-	-	-
Other assets	1,188	-	4,387	39,332	(34,945)
Plant - net of accumulated depreciation	49,643,005	49,638,825	50,009,706	49,529,414	480,292
Deferred outflows of resources	729,543	501,909	383,452	501,909	(118,457)
Total Assets	54,984,992	54,598,768	55,040,295	54,483,926	556,369
Accounts payable	965,178	485,919	133,414	36,433	96,981
Interest accrued	51,876	50,750	49,611	30,470	19,141
Accrued benefits	74,943	84,341	95,974	107,722	(11,748)
Deferred inflows of resources	853,523	557,361	459,296	557,361	(98,065)
Long-term debt	27,122,500	26,533,400	25,937,500	25,937,500	-
Net Position	25,916,972	26,886,997	28,364,500	27,814,440	550,060
Total Liabilities & Net Position	\$ 54,984,992	\$ 54,598,768	\$ 55,040,295	\$ 54,483,926	\$ 556,369

Monthly Dashboard - Cash & Investments						December 2025	
Account	Restrictions	Dec 2025	Nov 2025	\$ Inc/(Dec)	% Inc/(Dec)		
Checking - E	Unrestricted	\$ 723,668	\$ 741,819	\$ (18,151)	-2.45%		
Checking - W	Unrestricted	572,197	556,251	15,946	2.87%		
Checking - S	Unrestricted	767,818	541,581	226,237	41.77%		
Reserves - E	Unrestricted	3,877,832	3,879,418	(1,585)	-0.04%		
Reserves - W	Unrestricted	2,449,939	2,483,741	(33,802)	-1.36%		
Reserves - S	Unrestricted	885,315	961,927	(76,612)	-7.96%		
P&I Redemption - E	Restricted	165,469	149,065	16,403	11.00%		
P&I Redemption - W	Restricted	426,789	382,191	44,599	11.67%		
P&I Redemption - S	Restricted	454,147	380,589	73,558	19.33%		
Bond Reserve - S	Restricted	495,729	486,161	9,568	1.97%		
Construction - S	Restricted	74	74	0	0.26%		
Depreciation - E	Restricted	46,936	46,737	199	0.43%		
Depreciation - W	Restricted	179,808	179,046	762	0.43%		
Capital Improve. - E	Designated	100,705	100,354	351	0.35%		
Capital Improve. - W	Designated	100,705	100,354	351	0.35%		
ERF - Water Plant	Designated	482,717	481,036	1,681	0.35%		
ERF - WWTP	Restricted	1,682,855	1,675,977	6,879	0.41%		
		<u>\$ 13,412,703</u>	<u>\$ 13,146,321</u>	<u>\$ 266,382</u>	<u>2.03%</u>		
Unrestricted and Designated		<u>\$ 9,960,896</u>	<u>\$ 9,846,482</u>	<u>\$ 114,414</u>	<u>1.16%</u>		
	Restricted	<u>\$ 3,451,807</u>	<u>\$ 3,299,839</u>	<u>\$ 151,968</u>	<u>4.61%</u>		

Long-Term Investment by Maturity



Long-Term Investments by Type





TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: February 9, 2026
SUBJECT: General Manager Report

Career Exploration Event

Staff attended the Career Pathway Exploration and Hiring Event coordinated by Inspire Wisconsin Network at Waupun High School on February 3. Staff engaged with students to discuss their understanding of Waupun Utilities, explore future career interests, and connect those interests to potential career opportunities within WU. Poster displays highlighting utility operations and fieldwork supported discussions, and staff answered questions regarding job opportunities and required education and career pathways. The event also included a prize wheel for swag giveaways, along with informational handouts and other promotional items for students to take with them.

Scholarships

In partnership with WPPI Energy, Waupun Utilities will again offer scholarships to graduating high school seniors who plan to pursue post-secondary education. Eligible applicants must have a parent or guardian who is a Waupun Utilities customer. The application deadline is April 6, 2026.

Community Impact Program

The Focus on Energy® Community Impact Program supports small businesses through energy-efficiency upgrades. Since launching in 2023, the program has served 16 Wisconsin communities, assisting more than 100 businesses and providing over \$2 million in incentives. In partnership with Focus on Energy, WPPI Energy, and Waupun Utilities, the program is now available in Waupun, offering full funding for the first \$10,000 in qualifying upgrades and a 50 percent cost share on additional costs, up to \$30,000. The program helps remove financial and technical barriers that often make energy efficiency projects difficult for small businesses.

Office and Accounting Operations

Office staff are engaged in cross-training, with the customer service representative learning the billing process. This training will continue over the coming months to support operational continuity and staff development.

Accounting staff continue closing out 2025 work orders and year-end financial activities while completing routine accounting tasks. Staff are also preparing for and supporting the 2025 financial audit by ensuring all records and documentation are organized and ready for review.

MEUW Conference

Waupun Utilities staff attended the Municipal Electric Utilities of Wisconsin (MEUW) Electric Operations Conference and Expo, providing opportunities for professional development, information sharing, and networking among utility leaders, operations staff, and industry partners. The conference featured sessions on electric utility operations, safety, regulatory updates, system reliability, and emerging industry challenges, along with an industry expo showcasing relevant products and services.

Staff also attended the Lineman Apprentice Graduation Dinner, recognizing program graduates, including Waupun Utilities lineman Carson for successfully completing the MEUW Lineman Apprenticeship Program. In addition, the MEUW Board of Directors held a scheduled meeting to address association governance and strategic priorities supporting member utilities.

This concludes my report for February 2026. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Electric Operations Superintendent
DATE: February 9th 2026
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- On 1/14 at approximately 3:45 AM, a call came through the answering service for an outage effecting approximately 50 customers in the S. Watertown, S. Grove, E. Lincoln, and Sawyer Street areas. The outage was caused by equipment failure. Three linemen responded and replaced failed electrical equipment.
- On 1/28 at approximately 11:45 AM, a call came through the answering service for a house fire at 25 N. Watertown St. A lineman responded, disconnected the electric service, and removed the meter from the home. The home is still without power.

Development Planning

- The WU electric department continues coordination, design, material procurement, and construction activities for the following projects:
 - 56-Unit Housing Complex (Bayberry Ln.)
 - 300 kVA transformer has been installed.
 - Joint trenching across Hwy 26 with Spectrum is complete.
 - All primary cable is installed and energized.
 - Building 1 and 2: All 34 meters are installed and energized.
 - Building 3 and 4: Still under construction.
 - United Cooperative
 - All work has been completed, and the work order was closed in 2025.
 - As of the end of 2025, peak billable demand for all five large power services was 3,344 kW.
 - Extension and cost credits have been calculated and trued up with United Cooperative.
 - Potential 45-Lot Single-Family Subdivision
 - Estimate submitted to developer.
 - City of Waupun Alley Project
 - Material procurement and project planning are underway for the electric department to rebuild part of a main feeder in the 300-400 blocks of E. Main.
 - The main infrastructure will remain overhead.

United Cooperative Planned Outage

- Electrical contractor and engineers from Eaton requested a planned outage on both Soy services to perform commissioning testing.
- All testing went as planned and outage lasted approximately 5 hours.

PSC System Inspections

- The electric department has completed 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.
- Work continues in back-lot and hard to access areas for as long as conditions allow.
- Crew will complete trimming on circuits scheduled for clearance in 2026.

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.
 - On 2/11, personnel from ATC, Forster Engineering, and WU will be on-site for a walkthrough of the proposed substation site.

This concludes my report for the February 2026 WU Commission Meeting. Please contact me at 324-7920 or ovandekolk@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Darren Sytsma
DATE: February 9, 2026
SUBJECT: Monthly Operation Report

Water Treatment Facility:

- **Call-In Report**

There were no call-ins to report. Overtime was incurred for cleaning and initial prep work prior to the new membrane installation.

- **Membrane Replacement**

Membrane replacement took nearly three days to replace 21 membranes in three vessels. The internal walls of the vessels were coated with heavy amounts of scaling, requiring extensive cleaning efforts to remove. Initial testing has concluded that the elevated levels of conductivity have been reduced to normal operating parameters. Staff will continue to monitor system pressures, flows, and conductivity trends over the coming weeks to ensure the membranes continue to operate within design parameters.

- **RO2 CIP Permeate Feed Flush Line Repair**

The RO2 CIP permeate feed flush line developed a crack in a supply line elbow, requiring immediate repair.

- **Bleeders**

Level 1 bleeders are turned ON due to the extremely cold weather. "Bleeding" refers to the controlled wasting of water through an orifice (prior to the meter). The orifice maintains water flow in the service lines and prevents freezing.

Wastewater Treatment Facility:

- **Call-In Report**

Staff responded to a PLC/PC failure on January 14, 2026, at 2:15 a.m. Upon arrival, our IT support was already logged into the SCADA system to address the software issue. In the final weeks of 2025, our Wonderware SCADA software required an update and license renewal. Since the installation of the updated software, several PLC/PC failures have occurred. Our integration supplier has added his contact information to the top of our call-out list and has been working diligently to resolve the software related "bugs".

Staff also responded to a similar PLC/PC failure on January 26, 2026, at 8:30 p.m.

- **Operations**

Installation of the new Harvest feed line basket/strainer was completed. A visual inspection and cleaning schedule for the filter will be established based on the quantity of material collected, with adjustments made on a daily or weekly basis as needed.

Applied Technologies and Wastewater Facilities staff met with the WDNR to discuss details regarding the proposed changes to the Waupun Solids Management Plan (SMP) and to address pertinent issues related to biosolids and algae production requirements.

- **Algae Dryer**

The Andritz double drum dryer processed 5,049 gallons of paste into 3,881 pounds of dried algae product over the course of 8 days. The exhaust hood sprayer is now operational, along with full control of the exhaust fan output speed, which will hopefully mitigate dryer-related odors.

- **Reporting**

The following reports have been completed and submitted to the required reporting entities.

WDNR Annual Land Application Report - Outlines the quantity of biosolids land-applied and the approved sites used during the given year.

WDNR Chloride Report - Progress report identifying chloride sources, loadings, and measures taken to reduce effluent concentrations.

WDNR PFOS/PFOA Report - Identifies PFOS/PFOA sources and effluent concentrations from the past two years of testing and outlines how the results will determine the future testing schedule.

WDNR Air Emissions Inventory and Reporting System - Boiler emissions are below threshold limits and are exempt from reporting requirements.

- **Generator**

Met with a Fabick (CAT) product support sales rep to discuss a potential maintenance contract to maintain optimal engine performance and extend the longevity of the unit.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or dsytsma@waupunutilities.org.



TO: Waupun Utilities Commissioners
FROM: Matt Geschke
DATE: February 9, 2026
SUBJECT: Monthly Operation Report

Collection and Distribution Crew

Call-In Report

Two call-ins were reported this month:

- **Broken Water Pipe:** A water pipe inside a building broke due to freezing temperatures. The customer was unable to locate the water shutoff in the basement, so staff shut off the water service at the curb.
- **Water Service Restoration:** Staff returned later that afternoon to restore water service for the same customer and verified that water was present up to the meter.

Operations

- **Large Customer Meter Verification:** Staff completed large customer meter verifications with no issues identified. Using a portable test meter, staff can efficiently and accurately test large water meters at both high and low flow rates without removing them from service. These test results ensure accurate billing based on volume usage.
- **Frozen Hydrant:** Staff were notified of a hydrant that was not operating properly. Upon investigation, it was determined that the hydrant was frozen. Staff heated the hydrant, thawed the ice, and returned it to proper working condition. This situation is very uncommon and was caused by an “air lock,” which occurs when hydrant caps are replaced too soon after shutoff, preventing air from flowing through the hydrant and stopping existing water from draining properly.
- **Leaking Water Services:** Staff repaired two separate water service leaks. One involved a leaking galvanized line, and the other was caused by a flared fitting on a service shutoff.
- **Water Main Break:** Staff repaired a water main break on Nummerdor Drive. The break consisted of a 3/8-inch hole and was leaking approximately 29.4 gallons per minute for an estimated 19 days, resulting in an estimated total water loss of approximately 804,670 gallons.

- **Sewer Televising:** The sewer camera is currently out of service due to a faulty remote. Repairs are expected to be completed and the camera returned to service during the week of February 9.

This concludes the report. Please contact me with any questions or concerns at **(920) 324-7920** or **mgeschke@waupunutilities.org**.



2026 ENERGY SERVICES ACTION PLAN

Chelsea Lisowe
Energy Services Manager

OBJECTIVE

To align priorities for the year and drive collaborative delivery of electric utility customer service strategies, maximizing efficiency through teamwork, shared services and coordinated action.



TOP PRIORITIES FOR 2026



Supporting the Focus on
Energy Community
Impact Program



Continue to improve local
branding through
promotion of customer
services, communications,
& events



Strengthen key account
relationships to stay in-the-
know on their operations
and longevity



New Business Park
substation



WAUPUN UTILITIES COMMISSION

RESOLUTION NO. 02-09-26-01

RESOLUTION RECOGNIZING THE RETIREMENT OF STEVE SCHRAMM

WHEREAS, the Waupun Utilities Commission wishes to give special recognition to the retirement of long-term employee Steve Schramm; and

WHEREAS, the Waupun Utilities Commission wishes to express its sincere appreciation for Mr. Schramm's thirty-one (31) years of dedicated service, leadership, and commitment to public utility excellence, with the recognition and support of the Mayor of the City of Waupun and the General Manager of Waupun Utilities; and

WHEREAS, throughout his career, Mr. Schramm played a vital role in advancing the quality, reliability, and innovation of Waupun Utilities' water and wastewater systems. His many contributions include overseeing the construction of Well No. 5 in 1998, leading a major wastewater treatment plant upgrade in 2003–2004, managing the construction and commissioning of the Reverse Osmosis Water Treatment Plant in 2006–2007, and contributing to Waupun Utilities being awarded Best Drinking Water in 2008. He also led an additional wastewater treatment plant upgrade in 2010, was honored as Wastewater Operator of the Year in 2020, guided the groundbreaking of the Advanced Biological Nutrient Recovery (ABNR) Upgrade Project in 2021, oversaw the completion of the ABNR Upgrade in 2024, and facilitated the first shipment of algae to buyers in 2025; and

WHEREAS, these accomplishments reflect Mr. Schramm's dedication to innovation, environmental stewardship, and service to the citizens of Waupun.

NOW, THEREFORE, BE IT RESOLVED, that the Waupun Utilities Commission hereby thanks, commends, and congratulates Steve Schramm for his exemplary service and lasting contributions to Waupun Utilities and the community; and

BE IT FURTHER RESOLVED, that the Commission extends its best wishes for a healthy, fulfilling, and enjoyable retirement.

Dated this 9th day of February, 2026.

ATTEST:

Rohn W. Bishop
Mayor, City of Waupun

Steve Brooks
General Manager, Waupun Utilities



Professional Services Agreement

MSA Project Number: 00019014

This AGREEMENT (Agreement) is made effective February 2, 2026 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 201 Corporate Drive, Beaver Dam, WI 53916

Phone: 920-392-5136

Representative: Jason Laue, MSA Project Manager

Email: jlaue@msa-ps.com

WAUPUN UTILITIES (OWNER)

Address: 817 S. Madison St., Waupun Utilities, WI 53963

Phone: (920)-324-7920

Representative: Steve Brooks, General Manager

Email: sbrooks@waupunutilities.org

Project Name: Sanitary & Water Improvements Along N. Grove Street, Park Street, Franklin Street, and Roosevelt Street within City of Waupun, WI.

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: See Attachment A: Scope of Services

The estimated fee for the work is: **\$40,630 (Sanitary & Water Design Portion)**
(See Attachment A for cost summary)

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

WAUPUN UTILITIES

MSA PROFESSIONAL SERVICES, INC.

Steve Brooks, General Manager

Jason M. Laue, MSA Project Manager

Date: _____

Date: February 2, 2026

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC) (rev 01/26)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorney's fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. Electronic Documents and Transmittals. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. Building Information Modelling (BIM). For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

14. Construction Site Visits. If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

15. Termination. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

16. Betterment. If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

17. Hazardous Substances. OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

18. Insurance. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional

insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. Reuse of Documents. Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. Indemnification. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

21. Accrual of Claims. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

22. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

23. Exclusion of Special, Indirect, Consequential and Liquidated Damages. MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

24. Limitation of Liability. Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. Successors and Assigns. The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

26. Notices. Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

27. Survival. Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. Severability. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. No Waiver. A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

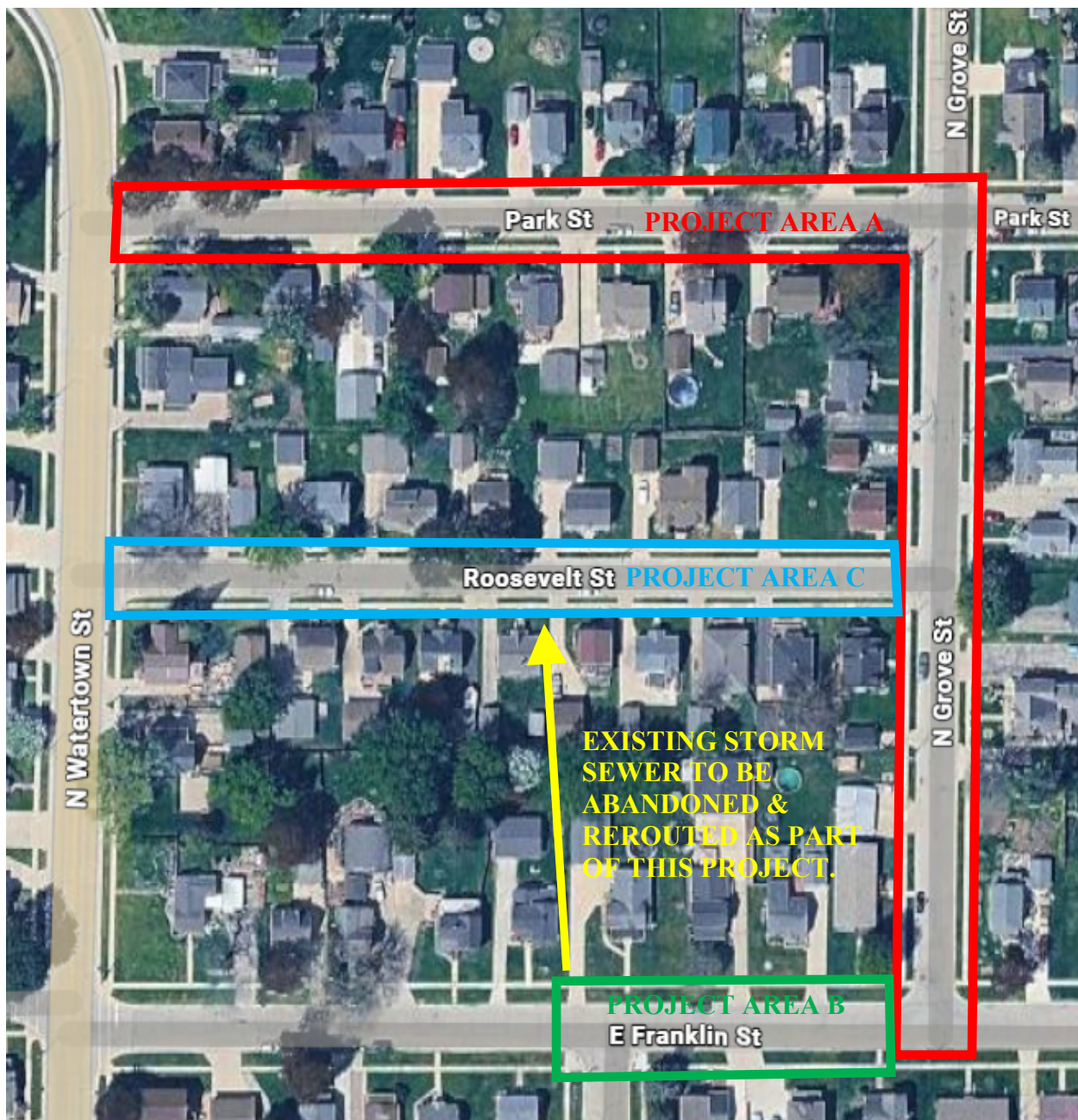
30. State Law. This agreement shall be construed and interpreted in accordance with the laws of the State in which the project is located.

31. Jurisdiction. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State in which the project is located for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be in the County, in which the project is located.

32. Understanding. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

PROJECT UNDERSTANDING IS:

The "Project" involves the reconstruction of public utilities (sanitary, water, and storm) and street infrastructure along N. Grove Street (Park St. to E. Franklin St.), Park Street (N. Grove St. to N. Watertown St.), E. Franklin Street (N. Grove St. to N. Grove St.), and Roosevelt Street (N. Grove St. to N. Watertown St.) in the City of Waupun. See the exhibit below for an illustration of the proposed project areas.



The project is anticipated to include the following:

N. Grove Street and Park Street

- The City is pursuing Community Block Development Grant funding for these sections of the project.
- Replace existing sanitary sewer and water main with new 8" gravity sanitary sewer and 8" water main along with approximately 21 laterals from main to r/w line.
- Install new larger storm sewer and structures along this street to eliminate the existing storm sewer (shown above in yellow) within the private properties between Franklin St. and Roosevelt St. and re-route this storm runoff along N. Grove Street and Park Street.
- Reconstruct existing street with new gravel base, asphalt pavement, curb & gutter (both sides of street), and sidewalk (both side of street). Assume 31-feet wide from back of curb to back of curb with 50-feet r/w width.

E. Franklin Street

- Note this section of the project is not eligible for Community Block Development Grant funding. Bid as separate contract with the Grove/Park Street sections.
- No sanitary sewer or water replacement work anticipated for this section.
- Install new larger storm sewer and structures along this street to eliminate the existing storm sewer (shown above in yellow) within the private properties between Franklin St. and Roosevelt St. and re-route this storm runoff along N. Grove Street and Park Street.
- Reconstruct existing street with new gravel base, asphalt pavement, curb & gutter (both sides of street), and sidewalk (both side of street). Assume 31-feet wide from back of curb to back of curb with 50-feet r/w width.

Roosevelt Street

- Note this section of the project is not eligible for Community Block Development Grant funding. Bid as separate contract with the Grove/Park Street sections.
- Replace existing sanitary sewer and water main with new 8" gravity sanitary sewer and 8" water main along with approximately 16 laterals from main to r/w line.
- Replace existing storm sewer and structures along this street and abandon the existing storm sewer (shown above in yellow) within the private properties between Franklin St. and Roosevelt St.
- Reconstruct existing street with new gravel base, asphalt pavement, curb & gutter (both sides of street), and sidewalk (both side of street). Assume 31-feet wide from back of curb to back of curb with 50-feet r/w width.

Note that the engineering design work for this project will be split between two separate agreements (one agreement with the City of Waupun for storm sewer and street related engineering services and one agreement with Waupun Utilities for sanitary and water utility related engineering services). Based on the preliminary cost estimate dated 6/26/25 for this project, the sanitary & water construction

improvements represent approximately 40% of the project costs and the storm sewer and street construction improvements represent approximately 60% of the project costs. Therefore, the engineering design work for this project has been split respectively between Waupun Utilities and the City of Waupun (see cost summary below).

MSA proposes to provide the following scope of services. When OWNER or UTILITIES is mentioned herein it should be construed to mean the Waupun Utilities, WI. When ENGINEER is mentioned herein it should be construed to mean MSA PROFESSIONAL SERVICES, INC. performing in the role of project representative for the Owner.

The Owner shall furnish any available pertinent project information for use by MSA. This may include reports, investigations, property descriptions, land use restrictions, development agreements, permits/approvals, easements, data from previous designs, concept maps, wetland delineations, architectural building plans, and any other information relative to the design and construction of the proposed improvements.

THE SCOPE OF THE WORK AUTHORIZED IS:

1. TOPOGRAPHIC DATA COLLECTION & BASE MAPPING

MSA shall provide topographic data collection of the project site to prepare a base map of existing conditions within the immediate area of the project limits (generally within 25 feet), which shall be used for all additional work. The proposed survey work includes the following basic services:

- a. Location of existing right-of-way survey markers, if visible and readily observable.
- b. Location, elevation, size, and type (as applicable) of existing public utility structures and piping systems (culverts, manholes, inlets, water valves/hydrants, storm sewer, sanitary sewer, and water main) as readily observable, as marked by contacting Digger's Hotline, or based on City system mapping. MSA will not be liable for issues resulting from mapping utilities that are not members of Digger's Hotline or from utilities that are incorrectly marked or not completely marked by the Digger's Hotline representative(s).
- c. Location of any private utility facilities within or adjacent to the project site (electric, telephone, natural gas, cable TV, fiber optic) as marked by contacting Digger's Hotline. MSA will not be liable for issues resulting from mapping utilities that are not members of Digger's Hotline or from utilities that are incorrectly marked or not completely marked by the Digger's Hotline representative(s).
- d. Location of other pertinent features such as: trees, fences, walls, poles, surface structures, driveways, and other related features as readily observable.

A base map of these existing conditions shall be prepared and shall include ground contours at a 1-foot interval across the project site as well as other pertinent features as described above. The base map of existing conditions shall be used for the subsequent design work.

2. ROAD RIGHT-OF-WAY ESTABLISHMENT

MSA shall provide research at the County Register of Deeds, field work, and drafting to establish the road right-of-way along the project areas, which shall be included in the base map of existing conditions noted above.

3. ENGINEERING PLAN PREPARATION

MSA shall prepare engineering plans for the proposed utility and street reconstruction improvements. Using the topographic data of the existing site conditions and Owner input, engineering plan sheets depicting the following shall be prepared:

- i. Existing Site Conditions & Erosion Control Plan depicting existing site conditions and proposed erosion control measures required by the applicable approval agencies.
- i. Utility Plan & Profile depicting location, size, and elevation of the proposed public sanitary sewer, water, and storm sewer utilities that will be reconstructed within the project areas. Layout and design of other utilities (electric, gas, telephone, street lighting, etc.) are assumed to be performed by others and are not included in this contract.
- ii. Street Plan & Profile depicting location, size, and elevation of proposed street improvements, including a typical cross-section. It shall also show basic (grass lawn) site restoration details. If specific landscaping plantings and a detailed landscaping plan are required as a part of regulatory approvals, the details of this work effort shall be provided by others or provided by MSA as additional services.
- iii. Construction Details Plan depicting various details for construction clarification purposes and street cross-section sheets.

MSA shall submit a copy of the preliminary engineering plans (in PDF format) to the Owner for their review and comments. MSA shall attend one meeting with the Utility staff to review the preliminary plans, discuss any site construction constraints, review any applicable design requirements, and discuss staff comments/concerns.

MSA shall finalize the plans based upon the comprehensive comments received. The Owner shall provide MSA with fire flow data for the existing water system surrounding the project area. MSA shall also coordinate the final design with affected private utilities (electric, telephone, natural gas, and cable television) as applicable. MSA shall attend one meeting with the Utility staff to review the final construction plans and receive final comments and approval to proceed with bidding and permitting related tasks.

Deliverables: One electronic (PDF format) version of the preliminary plan set.
One electronic (PDF format) version of the final plan set.

4. PUBLIC INFORMATIONAL MEETING

MSA shall prepare exhibits and attend one public informational meeting at a date and time mutually agreed upon with the Utility staff to review the proposed project with any interested businesses or property owners adjacent to the project areas. It is assumed that the Utility staff will handle all notification and coordination of the meeting.

5. PROJECT SPECIFICATIONS

MSA shall prepare project specifications to local requirements and reference the current State of Wisconsin Specifications for Sewer and Water Main Construction as well as the State of Wisconsin Specifications for Highway and Structure Construction. The specifications shall also include work items and estimated quantities for the site improvements, which shall be used for bidding purposes.

Deliverables: One electronic (PDF format) of the project specifications.

6. PROJECT PERMITTING

MSA proposes to complete the following permitting related services that are anticipated for this project.

- a. Submit permit applications on behalf of the Owner to the applicable review agencies. Anticipated permits are as follows:
 - i. WDNR WRAPP permit for site disturbance over 1-acre (City portion)
 - ii. WDNR public sanitary sewer extension permit (Utilities portion)
 - iii. WDNR public water extension permit (Utilities portion)

All permit and review fees shall be the responsibility of the client and are not included in the fees shown herein. MSA will request a check from the client for the fee amount when it has been determined prior to submittal. Any other permits not specifically listed as included within this contract are assumed to be by others or can be performed by MSA as an extra to this contract.

Deliverables: Permit applications filled out on behalf of the Owner for the permits listed above.

7. BIDDING RELATED SERVICES

Assist the Owner during the bidding process as follows.

- a. Prepare an advertisement for bid and provide to Owner for publication in official newspaper.
- b. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conferences, if any, and

- receive and process contractor deposits or charges for the bidding documents.
- c. Coordinate the distribution of the bid documents to perspective bidders, subcontractors and suppliers.
 - d. Answer bidder's questions and issue addenda as appropriate to clarify, correct, or change the bidding documents.
 - e. Conduct a public online bid opening, compile the bid results and make a recommendation for the award of the construction contract to the Owner.
 - f. Assist the Owner with the preparation and execution of a construction contract (including performance bonds, payment bonds, and insurance certificates).

Deliverables: One electronic (PDF format) version of the ad for bid.
One electronic (PDF format) version of the bid summary and the recommendation for award of the construction contract.

8. CONSTRUCTION ADMINISTRATION SERVICES

Provide construction administration services as directed by the Utility staff, which may include (but is not limited to) the following:

- a. Conduct a preconstruction conference with the contractor(s), representatives of the Owner, resident field engineer, project manager, and other affected service utilities as applicable. (assume one 1-hour meeting)
- b. Review and approve shop drawings and submittals as applicable.
- c. Confer with the Owner in preparing, administering and accepting change orders and field modifications. (assume 1 change order)
- d. Review the contractor's periodic payment requests and make a recommendation to the Owner for payment. (assume 4 pay requests)
- e. Assist the Owner with the construction contract closeout documentation.
- f. Prepare construction record drawings of the completed utility improvements (sanitary sewer, water, and/or storm sewer).

9. CONSTRUCTION STAKING SERVICES

Provide construction staking for alignment and grade for the proposed site improvements as directed by the Utility staff on a time and expense basis. Assume staking for sanitary sewer utility work, water utility work, storm sewer utility work, and street curb & gutter only. Additional staking required because of lost or damaged stakes during construction or staking in addition to what is described above can be provided as an additional cost. Staking will require a 72-hour prior notice.

10. CONSTRUCTION OBSERVATION SERVICES

Provide the services of a Resident Project Representative (RPR) to observe the activities of the construction contractor, provide quality assurance testing, etc. as directed by the Utility staff on a time and expense basis. Services include travel time to/from the site, onsite observation time, documentation, record keeping, and reimbursable expenses). Also conduct a final site visit with the Utility staff and the Contractor. Prepare a punch list of items to be corrected and/or completed. Provide a follow-up check to see that all punch list items are successfully completed.

ASSUMPTIONS & CONDITIONS OF SERVICE:

1. MSA is not responsible for the timeliness or outcome of agency reviews or approvals.
2. Fees charged by agencies for plan review, inspection, or other purposes are the sole responsibility of the client including fees for bid advertisement and public notices, if required.
3. Payment is expected in accordance with the "Prices and Terms of Payment" section of our standard contract. In addition to the provisions set forth therein, MSA Professional Services, Inc. reserves the right to stop work any time after balances are more than 30 days past due and all other efforts are exhausted to resolve any conflicts or disputes.
4. If work is requested of MSA that is not included in the Scope of Services herein, or is a change to work in progress, MSA shall notify the Owner of the change in scope and the Owner shall provide written (letter, email, contract amendment, etc.) authorization to proceed prior to starting the work.
5. All work will be done in accordance with the terms and conditions set forth in the contract. Items not specifically mentioned in the scope of services are not a part of this contract.
6. Additional meetings not mentioned in the enclosed scope of services will be attended by MSA staff when requested by the client on a time and expense basis as additional work.
7. It is assumed that MSA will not be involved in acquisition of any additional property from adjacent land owners and that the project area does not impact any wetlands, floodplains, environmentally sensitive areas, contaminated soils, hazardous materials, endangered species habitat, cultural/historical sensitive areas, or involve high bedrock, and/or groundwater issues unless specifically indicated in the scope of work. If additional investigation into any of these items or if testing performed by a sub-consultant is required, it shall be provided by others or provided by MSA as additional services.
8. MSA assumes no liability for the project's compliance with local zoning, land use, and shoreland ordinances. No platting, parcel subdividing, easement description preparation, etc. is included in this contract. These items shall be provided by others or provided by MSA as additional services.
9. This proposal assumes that the layout and location of the improvements will be

adhered to throughout the project once provided (or approved) by the Owner and that no major changes will be made during the course of the work. If changes are made, MSA will provide the client with an estimated fee for inclusion of the changes into the plans and will require the client's authorization of the additional fee prior to making any change.

10. Other design services (storm water management ponds, earthwork calculations, retaining walls, site lighting, cross-section sheets, etc.) not specifically mentioned in this proposal or any offsite design will be completed by others or by MSA as additional services.
11. This scope of service is premised upon one prime contract for the construction. If more than one prime contract is awarded, or the work phased or segmented somehow, MSA shall be entitled to an equitable increase in compensation.

FEE SCHEDULE SUMMARY:

<u>TASK</u>	<u>City of Waupun Eng. Fee Split</u>	<u>Waupun Utilities Eng. Fee Split</u>
1. Topographic Data Collection & Base Map	\$ 9,910	\$ 6,610
2. Road Right-of-Way Establishment	\$ 2,380	\$ 1,580
3. Engineering Plan Preparation	\$ 38,170	\$ 25,450
4. Public Informational Meeting	\$ 2,170	\$ 1,450
5. Project Specifications	\$ 2,390	\$ 1,590
6. Project Permitting	\$ 1,090	\$ 2,740
7. Bidding Related Services	\$ 1,820	\$ 1,210
8. Construction Administration Services	Per Diem As Directed By Utility Staff	
9. Construction Staking Services	Per Diem As Directed By Utility Staff	
10. Construction Observation Services	Per Diem As Directed By Utility Staff	
=====		
SUBTOTAL	\$ 57,930	\$ 40,630

The retainer amount required is: None

THE SCHEDULE TO PERFORM THE WORK IS:

Once authorization to proceed is provided by a signed agreement (assume in early Feb. 2026), MSA can begin work related to this project immediately. The anticipated project schedule is as follows:

- Topo survey, soil boring, preliminary design work: Feb. – April 2026
- Preliminary design meeting with Utility staff: Late April 2026
- C.D.B.G. application submittal: Mid-May 2026
- C.D.B.G. application results received: Aug. – Sept. 2026
- If awarded, proceed with final design engineering: Jan. – Oct. 2027
- Public Info Meeting: Oct. 2027
- Bidding related services: Dec. 2027
- Construction of project: Spring – Fall 2028

ATTACHMENT B: RATE SCHEDULE

Administrative	\$ 90 – \$160/hr.
Architects	\$ 90 – \$208/hr.
Community Development Specialists	\$144 – \$208/hr.
Digital Design.....	\$121 – \$159/hr.
Environmental Scientists/Geologists	\$116 – \$203/hr.
Geographic Information Systems (GIS).....	\$105 – \$203/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$115 – \$160/hr.
IT Support	\$184 – \$203/hr.
Land Surveying	\$ 90 – \$208/hr.
Landscape Designers & Architects.....	\$ 90 – \$231/hr.
Planners.....	\$ 90 – \$226/hr.
Principals	\$230 – \$330/hr.
Professional Engineers/Designers of Engineering Systems	\$163 – \$214/hr.
Project Managers.....	\$126 – \$259/hr.
Real Estate Professionals	\$147 – \$203/hr.
Staff Engineers	\$ 90 – \$157/hr.
Technicians.....	\$105 – \$159/hr.
Utility Treatment Operators	\$ 90 – \$190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.

REIMBURSABLE EXPENSES (effective November 30, 2025)

Building Inspection Permit Management	\$25/permit
Copies/Prints.....	Rate based on volume
Specs/Reports.....	\$10
Copies	\$0.14/page \$0.16/page for DOT
Plots	\$0.01/sq.in.
Flash Drive	\$10
Dini Laser Level	\$85/per day \$86/day for DOT
Drone Flight	\$375/flight \$330/flight for DOT
Geodimeter	\$30/hour
GPS Equipment	\$20/hour \$11.25/hour for DOT
GPS R2 Equipment	\$20/hour \$2/hour for DOT
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70/mile \$0.74/mile for DOT
Nuclear Density Testing	\$30/day \$35/day for DOT
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$20/hour \$11/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.