

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, January 13, 2025**

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

Present: Commissioner Daane, Commissioner Heeringa, Commissioner Homan, Commissioner Kunz, Commissioner Siebers, Commissioner Thurmer and Mayor Bishop.

Absent with notice: Commissioner Ledesma

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from November 11, 2024 meeting.

Motion by Kunz, seconded by Daane and unanimously carried, bills for month of November and December 2024 approved as presented.

On motion by Thurmer, seconded by Siebers and unanimously carried, year-to-date financial reports through November 2024 approved as presented by Finance Director Stanek. Electric operating income was \$481,300. Water operating income was \$494,198. Sewer operating income was \$309,222.

General Manager Brooks provided updates from the GM and electric operations reports. Two employees are enrolled in WPPI's Joint Action Leadership Program. Waupun Utilities is working with area schools and CESA to develop a youth apprenticeship program for the Wastewater Treatment Plant. The electric crew worked with directional drilling contractor to install conduit in the Claggett Avenue area. Also, completed wood street light pole replacements and nine overhead rebuilds in 2024.

Treatment Facilities and Operations Superintendent Schramm presented the treatment facilities and operations water and wastewater report. Water tower levels were lowered for winter operations. Level 1 bleeders have been turned on, will continue to monitor the weather and may turn Level 2 bleeders on in February. Major and minor preventative maintenance on the west centrifuge is complete. Distribution and Collection crew completed sanitary sewer flushing in November and have begun the large water meter verification process.

President Heeringa welcomed visitors Jason Whitford and Jaedon Buchholz, present via Zoom.

Finance Director Stanek presented the Test Year 2025 Wastewater Rate Analysis. The WDNR and USDA require municipal wastewater systems to conduct a rate analysis at least every two years as a condition of receiving regulatory funding. The last full wastewater rate analysis was conducted in 2019 using a 2023 test year. Based upon the results of the rate study, management recommends a sewer rate increase of 25.6% to be implemented in the first quarter of 2025 to address debt coverage and cash flow shortfalls identified in the study. Management will present the study to the council at the February city council meeting.

Motion made by Thurmer, seconded by Homan to approve the Wastewater Rate Analysis as presented. On roll call vote, motion passed 5-0. Homan, Daane, Siebers, Thurmer, and Kunz voting yay.

On motion by Kunz, seconded by Siebers and unanimously carried, meeting adjourned at 5:35 p.m.

The next regular commission meeting will be held on February 10, 2025 at 4:00 p.m.

Madi DeBoer  
Customer Billing Representative