

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, March 13, 2023**

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

Commissioners Daane, Homan, Kaczmarek, Kunz and Thurmer present in person. Commissioner Westphal present via Zoom. Commissioner Heeringa absent with notice.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from February 13, 2023 meeting. On motion by Thurmer, seconded by Kaczmarek and unanimously carried, to approve special meeting minutes from February 23, 2023.

Motion by Kaczmarek, seconded by Thurmer and unanimously carried, bills for month of February 2023 approved as presented.

On motion by Homan, seconded by Kunz and unanimously carried, year-to-date financial reports through January 2023 approved as presented. Electric operating income was \$81,500. Water operating income was \$67,600. Sewer operating income was \$69,400.

Upon researching options on ways to lessen the burden of credit card transaction fees assessed to utility from our third party payment processor, Finance Director Stanek presented to the commission an analysis comparing a percentage of payment-based fee versus a flat fee payment option. Utility staff has elected to go with the percentage of payment amount based fee option after weighing the options and various payment scenarios. Effective May 1, 2023; a 3.25% Service Fee will be charged by our third-party payment-processing provider, Payment Service Network (PSN), for debit or credit card transactions. If using a debit or credit card while using the IVR phone payment system, additional fees will apply. Free, no fee payment processing options are available through cash, check/money order, bank bill pay or ACH (electronic transfer).

General Manager Brooks reported on outages and current projects completed by electric crew. Annual line clearance program will conclude within the week. General Manager Brooks and Waupun Mayor Rohn Bishop participated in the APPA Legislative Rally in Washington D.C. February 27-March 1, meeting with state representatives to discuss key issues affecting public power communities. From Memorial Day to Labor Day, office hours will change to 7:00 am – 4:00 pm Monday – Thursday and 7:00 am – 11:00 am on Friday.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. Treatment facility staff has completed annual maintenance of High lift and RO booster pumps and training on HVAC, Permeate pumps, CO2 and ammonia equipment at WWTF. Staff continues to assist with the transitioning from existing processors and control schemes to the new systems for ABNR upgrade. Distribution/collection crew has completed the annual large meter verification as required by the PSCW and televising sanitary Basins H & I.

Commission Vice President Daane welcomed visitor Daniel Siebers.

Motion by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for update and discussion on Line Technician – Journey Level position. Motion carried unanimously.

Motion by Thurmer, seconded by Homan, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Westphal, seconded by Homan and unanimously carried, meeting adjourned at 5:27 p.m.

The next regular commission meeting is scheduled on April 10, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor