

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, April 10, 2023**

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

Commissioners Daane, Homan, Kaczmarski, Kunz and Westphal were present. Commissioners Heeringa and Thurmer absent with notice.

Motion made by Homan, seconded by Kaczmarski and unanimously carried, to approve minutes from March 13, 2023 meeting.

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

On motion by Westphal, seconded by Kunz and unanimously carried, year-to-date financial reports through February 2023 approved as presented by Finance Director Stanek. Electric operating income was \$109,700. Water operating income was \$135,900. Sewer operating income was \$86,100.

General Manager Brooks reported on an electric outages and current projects for electric crew. Electric operations staff continue working with United Cooperative on infrastructure design, placement and time of installation. Crew began overhead re-conductor project on S Madison St, which entails replacement of select poles and old copper weld conductor. On April 10<sup>th</sup>, Ross Hackbarth joined our team as Journey Level – Line Technician within the electric department. Winter moratorium ends April 15<sup>th</sup>. Customers who have a balance in arrears of \$75 or greater are subject for service disconnection if payment or arrangements have not been made.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. Treatment facilities staff replaced chlorine lines for iron removal and disinfections systems, now working to upgrade chlorine-monitoring equipment at water treatment facility. Facilities staff also has been working on preventative maintenance at the wastewater treatment facility in preparation of several process startups that will take place in the coming weeks. Distribution/collection crew repaired a water main break in the area of N Grove St/ Chapman Pl. Crew focus has been conducting manhole inspections for infiltration that flows into collection system, then working to seal cracks and holes around manhole found through inspection using a polyurethane resin. Purpose of inspection/repair is to help reduce infiltration and capacity within collection system and wastewater treatment facility.

Jason Whitford, present as guest via Zoom.

Aaron Worthman, Partner and Ryan Theiler, Manager of Baker Tilly, presented the 2022 financial audit draft report. Financial audit is performed in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. Audit objective is to provide reasonable assurance that financial statements are free from material misstatement. Financial statements of Waupun Utilities received an unmodified opinion, which is highest level of assurance to receive. Utility is in good financial standing. In conclusion, Worthman commended Finance Director Stanek and team for a job well done and thanked everyone for their hard work. On motion by Kaczmarski, seconded by Homan and unanimously carried, 2022 financial audit draft report approved as presented.

On motion by Homan, seconded by Westphal and unanimously carried, meeting adjourned at 4:42 p.m.

The next regular commission meeting is scheduled on May 8, 2023, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor