

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Tuesday, May 17, 2022**

Meeting called to order by General Manager Brooks at 4:01 p.m.

Commissioners Daane, Heeringa, Homan, Kaczmarski, and Vanderkin were present. Mayor Bishop was present. Commissioners Thurmer and Westphal were absent with notice.

Motion made by Vanderkin, seconded by Daane and unanimously carried, to approve minutes from the April 11, 2022 meeting.

On motion by Kaczmarski, seconded by Vanderkin and unanimously carried, bills for month of April 2022 approved as presented.

On motion by Vanderkin, seconded by Homan and unanimously carried, year-to-date financial reports through March 2022 approved as presented. Electric operating income was \$128,000 or \$107,900 above budget from lower operating costs. Water operating income was \$210,500 or \$91,400 above budget from lower than budgeted operating expenses. Sewer operating income was \$27,200 or \$57,300 above budget largely due to controlling maintenance costs at the WWTF.

General Manager Brooks reported on electric outages, newly added services and current projects being completed. The first round of electric disconnections for non-payment went well in April, with minimal amount of disconnections completed. General Manager Brooks and Office & Customer Service Supervisor Benson participated in the Integrated Emergency Management Course held at the Rock April 25<sup>th</sup>-28<sup>th</sup>. The APPA National Conference is June 10<sup>th</sup>-15<sup>th</sup>, in Nashville; TN. General Manager Brooks received a scholarship through WPPI to attend.

Treatment Facilities and Operations Superintendent Schramm reported on testing completed at Water and Wastewater Treatment Facilities. All test results received passing results and no corrective action needed. Staff continues to do a great job making operational changes to accommodate construction at the Wastewater Treatment Facility all the while making sure processes continue to run smoothly at the facility. Distribution/collection crew completed installation of a temporary water service for customers on South Madison Street to allow less service interruptions of water during street construction. Treatment Facilities and Operations Superintendent Schramm commended the crew for their knowledge, experience and ability to complete the work and as quick as they did.

General Manager introduced visitor Dan Siebers, newly appointed Alderman – District 5. Dan gave an overview about himself and his past, also stating that he thinks each City Department that he met with has been gracious and have provided him with great information.

Alderman Jason Westphal received by Mayoral Appointment and Common Council approval to Utility Commission. Citizen Jeff Homan received by Mayoral Re-Appointment and Common Council approval for another 5-year term to Utility Commission.

Election of officers held. On nomination by Vanderkin, seconded by Homan, and unanimously carried, Joe Heeringa elected Commission President. On nomination by Vanderkin, seconded by Homan and unanimously carried, Nate Daane elected Vice President. General Manager Brooks remains secretary, with the option to designate minute taker.

Treatment Facilities and Operations Superintendent Schramm presented the 2021 Annual Water Quality Report. During 2021, the Utility had no violations of maximum contaminant levels or other water quality standards. Waupun Utilities continues to supply high quality water that meets or exceeds federal and state standards for health and safety. On motion by Homan, seconded by Kaczmarski, 2021 Annual Water Quality Report approved as presented.

General Manager Brooks presented proposed updates made to policy language related to hours of work and overtime. Current policy is unclear and needed revision to accommodate changes to operate more efficiently during certain times throughout the year. Motion by Kaczmariski, seconded by Daane, policy language updates approved related to hours of work and overtime.

Discussion was held regarding June 13, 2022 commission meeting. General Manager Brooks will be out of state attending the APPA National Conference at that time. Commission agreed no June meeting, unless time sensitive agenda items arise. In the event of no agenda items, the next commission meeting will be July 11, 2022.

On motion by Vanderkin, seconded by Homan and unanimously carried, meeting adjourned at 4: 59 p.m.

The next regular commission meeting is scheduled on July 11, 2022, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor