

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, February 9, 2026**

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

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

Motion made by Thurmer, seconded by Kunz, and unanimously carried to approve the minutes from the January 12, 2026 meeting.

Motion by Siebers, seconded by Homan, and unanimously carried to approve the bills for the month of January 2026 as presented.

On motion by Mielke seconded by Kunz, and unanimously carried, year-to-date financial reports through December 2025 were approved as presented by Finance Director Stanek. Electric operating income was \$590,500. Water operating income was \$494,400. Sewer operating income (loss) was (\$118,500).

General Manager Brooks provided highlights from recent activities, including community outreach efforts, scholarship promotion, updates on the FOE Community Impact Program, audit preparation, staff cross-training, and attendance at the MEUW Conference. Carson Schramm was recognized at the recent Lineman Apprentice Graduation Ceremony.

Electric Superintendent Vande Kolk provided an update on electric operations, including equipment replacements, outage coordination, development activity, completion of PSC inspections, ongoing system maintenance, and progress on substation planning.

Treatment Facilities Superintendent Sytsma reported on operations and maintenance activities at the treatment facilities. Staff are addressing PLC alarm issues related to a software update and continuing coordination with the DNR on reporting and plan revisions. Odor mitigation efforts related to the drying process are underway. Staff met with the generator company to review a potential maintenance agreement for future upkeep.

General Manager Brooks provided a brief update from the Water and Sewer Operations Report regarding a water main break that occurred during the recent cold snap.

Michael G present as visitor via Zoom.

Chelsea Lisowe, WPPI Energy Services Manager, presented the 2026 Energy Services Action Plan. Key initiatives include supporting the FOE Community Impact Program, continuing to improve local branding, strengthening key account relationships, and advancing the new business park substation.

General Manager Brooks presented a resolution recognizing the retirement of Steve Schramm, his years of service, and his accomplishments during his time with Waupun Utilities.

Discussion was held regarding approval of an MSA Engineering contract for sanitary and water improvements along N. Grove, Park, Roosevelt, and E. Franklin Streets. The project was not included in the 2026 budget; however, there is a timeline associated with grant funds that must be expended. The

Utilities' estimated portion of the design work is \$40,630. Motion by Kunz, seconded by Siebers, and unanimously carried, the MSA Engineering contract was approved.

On motion by Homan, seconded by Daane, and unanimously carried, meeting adjourned at 5:14 p.m.

The next regular commission meeting will be held on March 9, 2026 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor