

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, October 14, 2013**

The meeting was called to order by President Buchholz at 4:00 p.m.

Commissioners Buchholz, Heeringa, Homan, Johnson, Kaczmarek, Mielke, and Thurmer were present.

On motion by Thurmer, seconded by Homan and unanimously carried, minutes of the September 9, 2013, Regular Meeting were approved as presented.

On motion by Homan, seconded by Heeringa and unanimously carried, bills for September 2013 were approved as presented.

Business/Finance Manager Oosterhouse presented August 2013 financial results. Electric year-to-date operating income was \$69,400 above budget on lower purchased power costs and administrative and general expense. Sewer year-to-date operating income was \$64,100 below budget due to the 2013 rate reduction and reduced high strength waste charges. Water year-to-date operating income was \$63,000 above budget on lower maintenance expense and administrative and general expense. On motion by Kaczmarek, seconded by Thurmer and unanimously carried, the August 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric crew completed a three phase primary overhead rebuild on the north side of the hospital as part of ongoing electric infrastructure upgrades. The crew is working on a service extension to an apartment complex being constructed on Shaler and Mayfair. In addition, they are completing PSC annual system inspection requirements.

AMI water meter exchanges are considered complete, and the metering and billing departments are continuing to communicate as we gain more access to the MDM system located at WPPI.

A regional safety director has been hired, and after orientation the week of October 14, Andrew Poulson will assume duties at our utility 3-4 days per month. This cost-shared position allows the utility to ensure that written safety programs and training sessions, facility and field inspections, and safety requirements are fulfilled for employees along with state and federal guidelines.

The Public Power Week energy expo was well attended. Employees served brats and hot dogs, provided information on energy related incentives and products, and offered prize sign-up with a contribution to Waupun's Food Pantry. Over 225 customers attended the event.

W&S Maint/Treatment Supervisor Schramm reported that rain and wind conditions have caused a slight delay in the completion of Tower 2 interior and exterior renovations. Completion is estimated by October 31, 2013.

Fall biosolids land application is complete for the wastewater treatment plant. 1500 cubic yards were applied to 60 acres of DNR approved agricultural land.

Water and sewer crew is working on preventative maintenance, exercising water main valves on the northern half of the city. The maintenance identifies leaking valves or any in need of repair.

The fourth quarter communications plan was reviewed. Ad themes will move into weatherization, holiday lighting and winter tips. Ad content, provided through WPPI's communication plan, allows us to connect with our customers, keep them informed and direct them to available resources.

Dave Krause, P.E., presented electric distribution system study results. The study identifies system strategy for system improvements over the next 10 years. The recommended future improvements include a SCADA system to collect substation circuit data and significant voltage conversion to portions of WU's electrical system. These electric improvements reflect a manageable scaled investment over 10 years, which will be part of budgeted improvements.

Randy Wondergem, MRA, presented a merit based pay presentation. Discussion was held, commission did not adjourn into closed session, and no action was taken on presentation specifics.

Commissioner Thurmer exited the meeting at 5:32 pm.

Staff presented recommendation for hiring of a grade 4 operator at the Wastewater Treatment Plant. A position will be available due to the upcoming retirement of a Utility Service/Maintenance employee. A grade 4 licensed operator will allow for more scheduling flexibility including call-in and weekend rotation. On motion by Homan, seconded by Mielke, and unanimously carried, the hiring of a grade 4 operator at the wastewater plant was approved.

On motion by Kaczmariski, seconded by Johnson and unanimously carried, the meeting was adjourned at 5:45 p.m.

Next regular commission meeting scheduled for November 11, 2013.

Nancy Oosterhouse  
Mapping/Admin Coordinator