

Waunakee Utilities Commission Meeting January 26, 2026

Members Present: John Roessler Kristin Runge Paul Endres
Nathan Zellner Joe Zitzelsberger Roxanne Johnson

Excused: Steve Kraus

Others Present: Tim Herlitzka Randy Dorn Sam Trace
Jared Heyn Jeff Matthias

John Roessler called the regular meeting of the Waunakee Utilities Commission to order.

Public Comment

There was no public comment.

Minutes

A motion was made by Nathan Zellner and seconded by Joe Zitzelsberger to approve the minutes of the December 18, 2025 Utilities Commission meeting. Motion carried.

Bills

The list of bills was reviewed. A motion was made by John Roessler and seconded by Paul Endres to approve payment of the following bills:

Total	Vendor	Description
\$ 144.54	Ace Hardware	Materials, supplies
150.84	Aflac	Monthly premium
7,638.30	Aldi	Refund on building project
820.00	APG *	Web and energy assistance ads
171.33	Auto Value	Parts
2,903.25	Baker Tilly	Audit services
1,078.00	Boardman Clark	Electric territory matters
155,004.00	Border States	Division Substation regulator, wire
23,216.00	Burke Truck & Equipment	Plow purchase
2,601.09	Core and Main LP	Water meters
1,300.00	Crescent Electric	Materials
9,928.00	CTW Corporation	Division St. Booster sandblasting project
250.00	David and Jennifer Kuhn	EV charger rebate
1,822.17	Delta Dental *	Dental insurance claims
5,467.45	Diggers Hotline	2026 annual prepayment for locates
65,884.61	EFTPS *	941 Taxes
1,500.00	Elemech	Fill station software support
50,109.55	Employee Trust Funds	Retirement for December and January
19,209.57	Empower Retirement *	Deferred compensation and Roth
382.39	Fabick Tractor Company	Parts
2,468.75	Forester Electrical Engineering, Inc.	Engineering for substation projects
408.88	GFC Leasing	Copier lease, copies
2,724.55	GLS Utility	Locating services
3,840.15	Infosend	Bill print services
658.52	J & R Underground	Street light maintenance
110.45	John and Suzanne Gernandt	Refund on utility account
3,483.93	Lake Ridge Bank (credit card payment)*	Adobe software (\$143.94), Wasabi Tech (\$10.08), Google (\$87.55), Microsoft Office (\$96.00), shop supplies \$876.91 (tools, parts), office supplies (\$1,094.32), equipment

		expense (\$741.13) , amazon prime renewal (\$139.00), Chamber of Commerce dues (\$295.00)
2,103.66	Madison Gas & Electric	Natural gas
220,400.00	Maguire Iron, Inc.	Water tower construction
37.42	Main Street Market Piggly Wiggly	Office supplies
160.00	Monona Plumbing & Fire Protection, Inc.	Quarterly fire inspection
15,004.00	Municipal Electric Utilities of WI	Membership renewal, training
9,994.00	Municipal Well & Pump	Well 6 drilling
28.48	Napa Auto Parts	Oil
1,157.50	North American Mechanical, Inc.	Maintenance agreement
1,500.00	North Shore Bank *	Deferred compensation
169,102.78	Payroll*	December, January
317.48	Patrick Maly	Refund on project
1,762.14	Paragon Development Systems, Inc.	Computer equipment
1,585.10	PC Connection	Cloud storage
2,000.00	Pitney Bowes	Postage
3,192.79	Public Service Commission	Billing audit, electric rates
24,618.80	Quartz	Health insurance
563.57	Resco	Inventory
59.60	Robert Oneson	Refund on utility account
721.33	Securian Financial Group*	Life insurance premiums
5,065.85	SEERA, Focus on Energy*	Program fees
5,654.79	SJE	Lift station maintenance
585.00	Stafford Rosenbaum, LLP	Legal services well contamination
11,269.28	Strand Associates	Well and tower projects
83.64	Steve Attoe	CDL license renewal
250.00	Steven Chomor	EV charger rebate
9,115.10	Stuart Irby	Inventory, minor materials
141.30	T.A.S. Communications*	Answering service
1,206.59	TDS Telecom	Monthly phone and internet service
2,214.00	Trending Now Promotions	Clothing
1,276.95	Tyndale Enterprises, Inc.	Clothing
1,535.61	USA Bluebook	Water meters
222.29	U.S. Cellular *	Monthly cell phone service
165,619.49	Village of Waunakee	Refuse billings (\$87,719.49), tax payment (\$77,900.00)
96.67	Waunakee Power Equipment	Oil
2,213.11	Wex Bank (Exxon Mobil)*	Fuel
45.00	WI Dept. of Natural Resources*	Operator certification
27,244.50	WI Dept. of Revenue *	Withholding tax, sales and use tax
31.00	Wisconsin State Lab	Lab fees
1,014.00	Wolf Paving Company, Inc.	Water main break
851,373.09	WPPI Energy	Meter data collection and management, utility billing and CIS, shared meter technician, low-income admin service fee, hosted e-mail and software support fees, cyber security, member network assessment and monitoring, member network support, member WAN, power clerk fees, and Verizon charges
<i>Bills Received Subsequent to Packet Delivery</i>		
\$ 34.33	Ace Hardware	Shop supplies
221.38	Altec Parts	Parts
115.50	Boardman Clark	Electric territory matters
195.00	Herlitzka, Tim	Mileage reimbursement
9,090.00	J & R Underground	Boring for projects
2,806.32	Madison Gas and Electric	Natural gas
728,525.56	Madison Metro Sewerage District	Sewer and lab services
697.50	Northeast WI Technical College	Training
770.00	Stafford Rosenbaum, LLP	Versalift claim
\$ 2,646,297.82		

Motion carried.

Presentation from Investment Advisor

Jeff Matthias from Madison Investments made a presentation about the investment portfolio they manage on behalf of the Utility.

Bids for Office Remodeling Project and Door Access Control System Proposal

Bids for the office remodeling project were presented:

- Weiser Brothers: \$95,700
- Harmony Construction: \$108,608
- Danton Construction: \$123,875
- Creative Contractors: \$136,000
- Bauer Builders: \$143,673

An alternate bid to replace a large portion of the existing office carpeting was received but staff does not recommend approval of this addendum as it would exceed the project budget.

The Commission also discussed the staff recommendation to accept the proposal for a door access control system for the building. The proposal from Best Defense is for an amount not to exceed \$18,201.32. This system is similar to the system used at various other Village buildings and would allow employees to enter the building using keycards rather than physical keys.

After a discussion, a motion was made by Roxanne Johnson and seconded by Nathan Zellner to approve the Weiser Brothers bid, decline the bid alternate, and accept the Best Defense proposal. Motion carried.

Meadowbrook Lift Station Pump Replacement

The Commission was provided an update on the ongoing issues with one of the two pumps at the Meadowbrook Lift Station and discussed the staff recommendation to replace the pump.

A proposal has been received for a replacement pump similar to the current unit for a cost of \$14,612.

After a discussion, a motion was made by Joe Zitzelsberger and seconded by Paul Endres to approve the purchase of the new pump. Motion carried.

Change to Employee Handbook to Allow for Full Unused Sick Leave Conversion to be Deposited to an HRA Administrator upon Retirement

Jared Heyn described the current policy regarding sick leave payouts to covered employees at retirement and the changes that the Village Board recently made which allows for a full payout of any sick leave balances immediately upon retirement. The Commission discussed the staff recommendation to make a similar change to the Utility Policy.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to approve updating the handbook regarding the payout of unused sick leave as outlined in the staff memo to the Commission. Motion carried.

Village-Wide Construction Projects

Staff provided a brief overview of various projects planned in the Village.

Operations Report

The Commission was provided information on various operational matters.

Update on Well 6 and Water Tower Projects

An update was provided on the projects. A preconstruction meeting is scheduled for the well house construction.

Update on the Applications to Adjust Water and Electric Rates

The Commission was provided an update on the water rate design, including the lowering of the requested rate of return, which will decrease the overall increase from 35% to 16%.

General Manager’s Report

The General Manger discussed the upcoming annual financial audit and a metering issue with a large wastewater customer.

Financial Statements

Limited financial information was presented for December due to the final adjustments being made in advance of the annual financial audit.

General Manager Position Description and Recruitment Process

The Commission discussed the proposed general manager position description.

After a discussion, a motion was made by Nathan Zellner and seconded by John Roessler to approve the position description. Motion carried.

The Commission also discussed the hiring plan for the new general manager. The Commission decided that the hiring committee would be made up of John Roessler, Paul Endres, and Jake Oelke from WPPI, with input from the current general manager, who is retiring June 5.

A motion was made by John Roessler and seconded by Nathan Zellner to adjourn the meeting. Motion carried.

Respectfully submitted: _____
Commission Secretary