

Waunakee Utilities Commission Meeting October 27, 2025

Members Present: John Roessler Steve Kraus Roxanne Johnson
Nathan Zellner Joe Zitzelsberger Paul Endres

Excused: Kristin Runge

Others Present: Tim Herlitzka Randy Dorn Sam Trace

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 John Roessler and seconded by Steve Kraus to approve the minutes of the September 22, 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
\$ 207.11	Ace Hardware	Parts, filters, batteries
1,925.00	Advanced Mater Testing, LLC	Large water meter testing
188.55	Aflac	Monthly premium
264.00	Alternative Technologies, Inc.	Transformer maintenance
1,279.00	APG *	Web and energy assistance ads
17.99	Auto Value	Parts
1,951.30	Boardman Clark	Discuss electric territory matters
100.40	CCL Management	Refund on utility account
91.28	Christie Schaeffer	Mileage reimbursement
164.00	Circle B, Inc.	Topsoil
4,316.00	Civic Systems	Computer support
228.41	Cody Lustig	Mileage reimbursement
994.13	Core and Main	Water meters
502.00	Coverall North America, Inc. *	Cleaning service
4,314.36	Crescent Electric	Materials
9.54	David & Katherine Sagehorn	Refund on utility account
283.80	Delta Dental *	Dental insurance claims
52,238.37	EFTPS *	941 Taxes
5,534.26	Electrical Testing Laboratory, LLC	Safety equipment
11,431.48	Empower Retirement *	Deferred compensation and Roth
132.00	First Supply	Marking paint
6,673.75	Forester Electrical Engineering, Inc.	Engineering for substation projects
420.71	GFC Leasing	Copier lease, copies
11,067.55	GLS Utility	Locating services
22.58	Greg Voss	Refund on utility account
342.00	HG Signs	Truck logo
3,937.60	Infosend	Bill print services
82.50	Insight FS	Cylinders
8,910.00	J & R Underground	Boring for projects
400.00	James Albers & Antineen O'Boyle	Refund on utility account
4,640.39	John Fabick Tractor Company	Repairs to Well 5 generator

768.45	Kaden Hooker	Expense replacement
12,724.25	Karcz Utility Services	Pole inspections
500.00	Kristin and Brian Colby	Refund on utility account
10,067.42	Lake Ridge Bank (credit card payment)*	Adobe software (\$143.94), GoDaddy (cloud \$179.99) Wasabi Tech (\$79.35), Google (\$87.55), Microsoft Office (\$104.00), training (hotel and meals \$1,523.61), shop supplies \$923.16 (tools, oil, parts), computer equipment (\$2,621.97), office supplies (notepad, pencils, cleaning supplies \$724.47), substation equipment (\$3,679.38)
278.18	Madison Gas & Electric	Natural gas
327,973.72	Municipal Well & Pump	Well 6 well drilling
412.52	Napa Auto Parts	Parts for various trucks
3,231.88	Northern Lake Service Inc.	Water samples
1,000.00	North Shore Bank *	Deferred compensation
235.50	Northeast WI. Technical College	Apprenticeship fees
120,370.89	Payroll*	October
284.90	Pesalili Takau	Mileage reimbursement
43,000.00	Porta Painting	Division Street Booster Station interior sandblasting and painting
20,828.20	Public Service Commission	Electric and water rate adjustment, BYOD filing
21,517.41	Quartz	Health insurance
619.00	Resco	Materials, inventory
51.73	Sarah Becher	Refund on utility account
633.18	Securian Financial Group*	Life insurance premium
5,097.71	SEERA, Focus on Energy*	Program fees
217.50	Stafford Rosenbaum, LLP	Legal services
39,879.82	Strand Associates	Well and tower projects, general services
155,826.62	Stuart Irby	Inventory, meters, minor materials
872.00	Suttle Straus	Envelopes
215.39	T.A.S. Communications*	Answering service
1,206.95	TDS Telecom	Monthly phone and internet service
211.00	Tim Herlitzka	Mileage reimbursement
8,175.50	Tyndale	Clothing
224.24	U.S. Cellular *	Monthly cell phone service
157,814.00	Utility Sales and Service, Inc.	New small bucket truck
198,493.70	Village of Waunakee	Refuse billings (\$81,374.33), flex and dependent care (\$549.62), tax payment (\$75,500), mechanics for equipment repairs (\$3,027.50), plan review (\$156.25), village engineer (\$9,434.00), facilities (\$3,212.00), communications (\$3,206.00), human resources (\$3,160.00), engineering rebill (\$68.00), insurance 3rd qtr. (\$18,806.00)
108.40	Waunakee Tribune	Newspaper subscription
316.00	Waunakee Post Office	Post office box renewal
2,409.98	Wex Bank (Exxon Mobil)*	Fuel
39,757.17	WI Dept. of Revenue *	Withholding tax, sales and use tax, gross revenue license fee
31.00	Wisconsin State Lab	Lab fees
1,162,773.28	WPPI Energy	Meter data collection and mgmt., 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 Packed Delivery</i>		
\$ 2,400.00	Caselle, LLC	New electronic timesheet system
568.80	Delta Dental	Dental claims
730,429.96	Madison Metropolitan Sewerage District	Third quarter sewer service
4,728.21	Madison Metropolitan Sewerage District	Lab fees
35,085.00	Resco	Transformers
218.26	Robinson Brother's Environmental	Refund on utility account

215.44	Stuart Irby	Tools
900.00	Tri-County Paving	Hauled materials to landfill
<u>\$ 3,235,343.22</u>		

Motion carried.

Capital Budget

Staff provided an overview of the 2026-2030 capital budget, including the financing plan for projects.

After a discussion, a motion was made by Joe Zitzelsberger and seconded by Nathan Zellner to approve the capital budget. Motion carried. The operating budget will be presented at the November meeting.

Proposal for Engineering Services – System Analysis and Coordination Study

The Commission was provided a proposal from Forster Electrical Engineering for a project focused on improving system reliability. The proposal, totaling \$18,000, aims to address issues where system coordination can be improved to limit service interruptions from escalating into wider outages.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to approve the proposal. Motion carried.

Purchase of New Folder/Inserter

The Commission discussed a proposal for the purchase of a new folder/inserter for \$11,143.14 which would replace the existing 17-year-old machine that is no longer reliable. The new product can insert two sheets of paper plus a return envelope into a larger envelope. A service contract with an initial price of \$1,056 was also presented.

After a discussion, a motion was made by Paul Endres and seconded by Nathan Zellner to approve the purchase of the new folder/inserter and the annual service contract. Motion carried.

Electric Superintendent Position Description

The Commission was presented minor changes to the position description for the Electric Superintendent.

After a discussion, a motion was made by Steve Kraus and seconded by Joe Zitzelsberger to approve the revised Electric Superintendent Position description. Motion carried.

Designation of Alternate Member to the WPPI Board of Directors

The General Manager discussed the recommendation to designate Sam Trace as the Alternate Director to the WPPI Board of Directors. The Alternate Director is authorized to represent the Utility and vote on matters before the Board in the absence of the Director.

After a discussion, a motion was made by John Roessler and seconded by Roxanne Johnson to approve Sam Trace as the Alternate Director. Motion carried.

Village-Wide Construction Projects

The Commission was provided information regarding various projects planned in the service territory.

Operations Report

The Commission was provided information about various operational matters, including the recent water sampling done at Well 2.

Update on Well 6 and Water Tower Project

The Commission was provided an update on the test pumping for Well 6 and the upcoming bid date for the well house construction.

Update on the Applications to Adjust Water and Electric Rates

The Commission was provided information on the status of the water and electric rate applications at the PSC. Utility staff have requested that the water rate process be paused until the end of November once the bids are reviewed for the construction of the well house.

General Manager’s Report

The General Manager discussed several matters pertaining to the Utility.

Financial Statements

The September financial statements were discussed.

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

Respectfully submitted: _____
Commission Secretary