

Waunakee Utilities Commission Meeting November 24, 2025

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

Excused: Roxanne Johnson Steve Kraus

Others Present: Tim Herlitzka Randy Dorn Sam Trace
 Bill Frederick Jared Heyn Renee Meinholz
 Eric Dundee

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 October 27, 2025 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
\$ 9.99	Ace Hardware	Tool
158.24	Andrew Schirmer	EV charger rebate
947.18	APG *	Web and energy assistance ads
12.38	Auto Value	Parts
2,278.50	Boardman Clark	Electric territory matters, employee matter
560.00	Caselle, LLC	Computer support
164.00	Circle B, Inc.	Topsoil
3,156.30	Crescent Electric	Materials
35.56	Dana Karls	Mileage reimbursement
1,416.40	Delta Dental *	Dental insurance claims
40,640.58	EFTPS *	941 Taxes
34,055.60	Employee Trust Funds	Retirement
11,263.10	Empower Retirement *	Deferred compensation and Roth
402.92	Fastenal Company	Parts
3,520.00	Forester Electrical Engineering, Inc.	Engineering for substation projects
6,250.00	General Engineering Company	Water cross connection inspections
473.70	GFC Leasing	Copier lease, copies
10,383.10	GLS Utility	Locating services
2,150.00	Husch Blackwell	Legal fees for payoff of debt issues in June
3,901.44	Infosend	Bill print services
39,703.65	Karcz Utility Services	Underground cabinet inspections
6,121.95	Lake Ridge Bank (credit card payment)*	Adobe software (\$143.94), Wasabi Tech (\$41.39), Google (\$87.55), Microsoft Office (\$104.00), training (hotel and meals \$2,049.67), shop supplies \$2,195.65 (tools, oil, parts), office supplies (\$394.50), holiday parade (\$1,105.25 - reimbursed by WPPI)
366.41	Macqueen	Vacuum truck parts
476.01	Madison Gas & Electric	Natural gas
5,024.47	Madison Investments	Quarterly investment advisor fees
53,388.04	Maguire Iron, Inc.	Water tower construction

6,035.83	Martelle Water Treatment	Chemicals for wells
160.00	Monona Plumbing and Fire Protection	Sprinkler inspections
1,185.00	Municipal Electric Utilities of WI	Electric Operations Conference registration, training
1,000.00	North Shore Bank *	Deferred compensation
11,244.00	Paragon Development Systems, Inc.	Computer equipment
105,922.24	Payroll*	October, November
31.65	Pepsi	Equipment rental
273.87	Pitney Bowes	Ink cartridges
21,845.15	Quartz*	Health insurance
475.39	RG Heating & Cooling	Maintenance for shop heaters
1,548.69	Resco	Materials, inventory
741.10	Securian Financial Group*	Life insurance premium
5,057.93	SEERA, Focus on Energy*	Program fees
96.00	Stafford Rosenbaum, LLP	Legal services
30,936.39	Strand Associates	Well and tower projects, assistance with SCADA system
70,345.68	Stuart Irby	Inventory, minor materials
111.23	T.A.S. Communications*	Answering service
1,759.85	TDS Telecom	Monthly phone and internet service and repair order at Reese Trail
1,015.44	Temperature Systems, Inc.	Filters for HVAC system
67.38	Terminix Wil-Kil	Pest control maintenance
209.95	Tyndale	Clothing
21.39	UPS Store	Electric samples
200.10	U.S. Cellular *	Monthly cell phone service
161,618.21	Village of Waunakee	Refuse billings (\$82,601.06), flex and dependent care (\$535.98), tax payment (\$75,500), mechanics for equipment repairs (\$1,610), employee benefits (\$254.69), Ehlers (\$772.73), Plan 8 Next (\$343.75).
2,637.03	Wex Bank (Exxon Mobil)*	Fuel
12,600.00	WinCan, LLC.	Camera system annual licenses for web storage, work order management
29,268.25	WI Dept. of Revenue *	Withholding tax, sales and use tax, gross revenue license fee
323.00	Wisconsin Heights School District*	Employee holiday gifts
31.00	Wisconsin State Lab	Lab fees
952,899.03	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 Packed Delivery</i>		
\$ 35.76	Ace Hardware	Shop supplies
75.42	Aflac	Monthly premium
101.37	Carl & Katelyn Meyer	Refund on account
216.39	Cheryl Maly	Refund on account
470.21	Core & Main	Water meter
168.01	Delta Dental	Dental claims
93,232.00	Electrical Power Products, Inc.	Relay panels for substations
137.45	Knight Barry Title	Refund on account
75.28	Myles Borstad	Refund on utility account
1,920.00	Nord Gear	Energy efficiency incentive
5,635.47	Public Service Commission	Regulatory costs for rate filing and other matters
409.78	Resco	Materials
16.95	Stephen D Brown	Refund on utility account
8,470.00	Stuart Irby	Inventory
101.80	Suzanne & Christopher Wiggins	Refund on utility account
643.45	USA Bluebook	Water testing and meter parts
\$ 1,758,229.64		

Motion carried.

Presentation from the Madison Metropolitan Sewerage District Executive Director

The Madison Metropolitan Sewerage District Executive Director, Eric Dundee, presented various information about the District, including capital projects and anticipated rates for future years.

Discussion Regarding Possible Changes to Insurance Offerings

The Commission was provided information regarding a potential change in insurance carriers from the League of Wisconsin Municipalities Mutual Insurance Company (League) to the Cities and Villages Mutual Insurance Company (CVMIC) that is being contemplated by the Board.

Specifically, the Commission discussed the “No Fault Sewer Backup Insurance” coverage currently provided by the League and the premiums paid over the last ten years compared to the amount of claims paid out.

After a discussion, the Commission provided unanimous consensus to discontinue the coverage. In addition, the Commission requested that staff look into self-funding a sewer backup fund at some point in the future.

Bids for the Construction of the Well 6 Facility

The following bids were received for the construction of the well house:

JH Hassinger, Inc.	\$2,013,000
Campbell Construction	\$2,036,693
J.H. Findorff & Sons, Inc.	\$2,098,000
Olympic Builders	\$2,157,422
Joe Daniels Construction	\$2,192,910
Mid City Corporation	\$2,227,800

After a discussion, a motion was made by Nathan Zellner and seconded by Kristen Runge to approve the low bid from JH Hassinger, Inc. Motion carried.

Staff will work to determine if JH Hassinger, Inc. is a responsible bidder.

Operating Budget

The 2026 operating budget was presented.

After a discussion of the various items contained in the budget, a motion was made by Nathan Zellner and seconded by Joe Zitzelsberger to approve the 2026 operating budget with a change to make the Madison Metropolitan Sewerage District expense increase by \$900,000 over what had been originally presented due to information received from the District Executive Director at the meeting. Motion carried.

Commissioner Runge left to attend another Village meeting.

Purchase of Snow Plowing Equipment

The Commission discussed the staff recommendation to purchase new snow plowing equipment for an amount not to exceed \$23,216.

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

Meadowbrook Lift Station Generator Replacement

The Commission was provided information on the need to replace the backup generator at the Meadowbrook Lift Station, which is approximately 25 years old. The Commission discussed a proposal for a new generator with an automatic transfer switch for \$34,323.97.

After a discussion, a motion was made by Joe Zitzelsberger and seconded by John Roessler to approve purchasing the new generator for an amount not to exceed \$34,323.97, the installation of a new cement pad for \$3,000, and \$5,000 in electrician costs. 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 an update on the water meter testing and the status of the electric cabinet inspections and work to make necessary repairs throughout the system.

Update on Well 6 and Water Tower Project

The Commission was provided an update on the project, including test pumping at the well and the progress made to construct the water tower.

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 including the inconsistencies in the rates of return proposed by PSC staff.

General Manager's Report

The General Manager reminded the Commission about the December Commission meeting and the Holiday party scheduled for January 9.

Financial Statements

The November financial statements were discussed.

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

Respectfully submitted: _____
Commission Secretary