

Waunakee Utilities Commission Meeting December 18, 2025

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

Others Present: Tim Herlitzka Randy Dorn Vanessa Wishart

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 Paul Endres and seconded by Steve Kraus to approve the minutes of the November 24, 2025 Utilities Commission meeting. Motion carried with Roxanne Johnson Abstaining.

Bills

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

Total	Vendor	Description
\$ 66.86	Ace Hardware	Materials, supplies
919.66	APG *	Web and energy assistance ads
7,093.78	BKG Properties	Refund on project
234.57	Brett Thompson	Refund on utility account
24,270.24	Core and Main LP	Water meters
1,300.00	Crescent Electric	Materials
1,899.80	Delta Dental *	Dental insurance claims
281.74	Ditch Witch	Parts
41,199.32	EFTPS *	941 Taxes
22,843.95	Employee Trust Funds	Retirement
10,999.12	Empower Retirement *	Deferred compensation and Roth
2,507.50	Forester Electrical Engineering, Inc.	Engineering for substation projects
77.70	GFC Leasing	Copier lease, copies
6,584.20	GLS Utility	Locating services
78.56	Goldie Vastag	Refund on utility account
250.00	Hanna Henschel	EV charger rebate
3,860.98	Infosend	Bill print services
123.75	Insight FS - Arlington	Gas cylinders for forklift
6,044.65	Lake Ridge Bank (credit card payment)*	Adobe software (\$143.94), Wasabi Tech (\$9.10), Google (\$87.55), Microsoft Office (\$93.07), training (hotel and meals \$821.00), shop supplies \$828.58 (tools, parts), office supplies (\$688.79), meals (\$571.41), WaunaBUCKS bill stuffer winners (\$500.00), equipment expense (\$741.13) classroom project (\$1,061.08, billed back to WPPI), water department scheduling app (\$499.00).
535,115.75	Maguire Iron, Inc.	Water tower construction
28,500.00	M.J. Electric, LLC	Substation project
48,516.98	Municipal Well & Pump	Well 6 drilling
7.10	Napa Auto Parts	Oil
1,000.00	North Shore Bank *	Deferred compensation
104,563.61	Payroll*	November, December
45.00	PC Connection	Cloud storage
2,328.26	PinSeekers Deforest	Holiday event

192.90	Pitney Bowes	Equipment rental
11,143.14	Pitney Bowes	New folder/inserters
721.33	Securian Financial Group*	Life insurance premiums
5,006.62	SEERA, Focus on Energy*	Program fees
16,308.17	Strand Associates	Well and tower projects
8,100.18	Stuart Irby	Inventory, minor materials
1,034.17	TDS Telecom	Monthly phone and internet service
225.21	U.S. Cellular *	Monthly cell phone service
20.10	Utility Sales and Service, Inc.	Part
204,616.95	Village of Waunakee	Refuse billings (\$82,514.09), flex care (\$178.66), tax payment (\$62,515.00), mechanics for equipment repairs (\$1,382.50), economic development (\$2,000.00), utility insurance (\$18,805.00), facilities (\$3,212.00), SSM (\$80.00), human resources (\$3,160.00), village engineer (\$9,434.00), communications (\$3,206.00), engineering rebill for Division St. project (\$5,256.50), engineering rebill for Fish St. project (\$12,840.70), Stafford (\$32.50).
3,007.91	Village of Waunakee	Re-bill for project inspection costs
2,515.47	Wex Bank (Exxon Mobil)*	Fuel
7,171.58	WI Dept. of Revenue *	Withholding tax
50.00	Wisconsin Rural Water Association	Membership renewal
31.00	Wisconsin State Lab	Lab fees
767,596.69	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
250.00	Wujun Zhao	EV charger rebate
401.37	Yahara Materials	Clear stone

Bills Received Subsequent to Packed Delivery

\$	89.88	Ace Hardware	Salt de-icer, shop supplies
	79.27	Estate of Richard Christman	Refund on utility account
	285.78	GFC Leasing	Copier lease
	8,400.00	J & R Underground	Boring for projects
	745.73	Paragon Development Systems, Inc.	SCADA firewall upgrade
	5,897.56	Public Service Commission	Regulatory costs for rate filing and other matters
	24,618.80	Quartz*	Health insurance
	117.24	T.A.S. Communications*	Answering service
	172.33	TDS Telecom	Internet service
	1,808.24	Village of Waunakee	Water lateral maintenance, flex med
	14,562.43	WI Dept. of Revenue *	Sales and use tax, business registration fee
	\$ 1,935,883.13		

Motion carried.

Matters Related to Well 2 Contamination

A motion was made by Steve Kraus and seconded by Roxanne Johnson to go into closed session in accordance with Wisconsin Statutes (19.85) (1) (g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved regarding municipal well contamination. All Commissioners voted in favor of going into closed session by means of a roll call vote and the Commission entered closed session.

A motion was made by John Roessler and seconded by Nathan Zellner to exit closed session. All Commissioners voted in favor of leaving closed session by means of a roll call vote and the Commission exited closed session. No action was taken by the Commission.

2026 Utility Commission Meeting Schedule

The 2026 meeting schedule was discussed.

Village-Wide Construction Projects

No projects were discussed.

Operations Report

Various items were discussed, including a recent water main break on West Street.

Update on Well 6 and Water Tower Projects

An update was provided on the projects. The contract is being finalized for the well house construction.

Update on the Applications to Adjust Water and Electric Rates

The preliminary water rate design was discussed. The Commission was also provided an update on discussions with PSC staff about what they are proposing for the rate of return.

General Manager's Report

The General Manager discussed the extension of WPPI's Point Beach contract and the upcoming annual financial audit.

Financial Statements

The November financial statements were discussed.

Employee Wage Adjustments and Manager Performance Evaluation

The Commission reviewed a variety of salary data including various benchmark information.

After a discussion, a motion was made by John Roessler and seconded by Nathan Zellner to approve wage adjustments and other compensation as discussed and agreed upon for all staff except the General Manager. Motion carried.

After a discussion, a motion was made by Roxanne Johnson and seconded by John Roessler to approve a wage adjustment and other compensation for the General Manager as discussed and agreed upon. Motion carried.

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

Respectfully submitted: _____
Commission Secretary