

## Waunakee Utilities Commission Meeting February 23, 2026

**Members Present:** John Roessler                      Kristin Runge  
                                 Nathan Zellner                      Roxanne Johnson

**Excused:**                      Steve Kraus                      Joe Zitzelsberger                      Paul Endres

**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 Roxanne Johnson and seconded by Nathan Zellner to approve the minutes of the January 26, 2026 Utilities Commission meeting. Motion carried.

### Bills

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

Total	Vendor	Description
\$ 576.03	Ace Hardware *	Materials, supplies
229.90	APG *	Web and energy assistance ads
69.13	Arlington Hardware Co. Inc.	Parts
2,205.00	Baker Tilly	Audit services
9,080.80	Best Defense	Door access system
140,196.25	Border States	Division Substation regulator, equipment locks
6,360.00	Crescent Electric	Materials
1,279.07	Delta Dental *	Dental insurance claims
62.35	Dorn, Randy	Mileage reimbursement
41,042.99	EFTPS *	941 Taxes
890.18	Electrical Testing Laboratory, LLC	Safety equipment
24,735.98	Employee Trust Funds*	Retirement for February
14,167.27	Empower Retirement *	Deferred compensation and Roth
271.71	Fabick Tractor Company	Parts
3,634.86	First Supply	Inventory
8,387.33	Forester Electrical Engineering, Inc.	Engineering for substation projects
473.81	GFC Leasing	Copier lease, copies
2,546.50	GLS Utility	Locating services
3,834.15	Infosend	Bill print services
82.50	Insight FS	Cylinders for forklift
63.08	Johnson, Craig	Mileage reimbursement
6,593.46	Lake Ridge Bank (credit card payment)*	Adobe software (\$143.94), Wasabi Tech (\$9.33), Google (\$87.55), Microsoft Office (\$96.00), shop supplies (\$2,009.34 tools, parts), office supplies (\$1,193.46), equipment expense (\$741.13) , training (\$2,312.71)
214.23	Lustig, Cody	Mileage reimbursement
256.18	MacQueen	Parts
27.16	Madison Gas & Electric	Natural gas
70.89	Minuteman Press	Door hangers
45,600.00	Municipal Electric Utilities of WI	Annual safety programs

32,862.29	Municipal Well & Pump	Well 6 drilling (final payment)
568.78	Napa Auto Parts	Parts
1,000.00	North Shore Bank *	Deferred compensation
105,708.98	Payroll*	February
31.65	Pepsi	Equipment rental
1,101.84	Per Mar Security Services	Yearly monitoring
10,905.56	Public Service Commission	Billing audit, electric and water rates, other regulatory costs
24,618.80	Quartz	Health insurance
234.40	Raemisch, Stephen	EV charger rebate
3,536.60	Resco	Inventory
721.33	Securian Financial Group*	Life insurance premiums
5,103.77	SEERA, Focus on Energy*	Program fees
2,577.16	SJE	Lift station maintenance
2,539.50	Spahn Excavating	Water main break
2,158.50	Stafford Rosenbaum, LLP	Legal services
6,647.02	Strand Associates	Well and tower projects
6,590.86	Stuart Irby	Inventory, minor materials
112.37	T.A.S. Communications*	Answering service
1,217.71	TDS Telecom	Monthly phone and internet service
67.38	Terminix	Pest control
3,856.56	Total Energy Systems, LLC	Lift station maintenance
525.00	Trending Now Promotions	Clothing
3,854.75	Tyndale Enterprises, Inc.	Clothing
1,765.91	USA Bluebook	Wells, pumps
224.68	U.S. Cellular *	Monthly cell phone service
90.34	Veridian Homes, LLC	Refund on utility account
168,318.00	Village of Waunakee	Refuse billings (\$87,918.00), tax payment (\$77,900.00), WauanaBoom donation (\$1,500.00), 2026 Live from the Park donation (\$1,000.00)
230.00	Waunakee Power Equipment	Maintenance of saw
2,320.14	Wex Bank (Exxon Mobil)*	Fuel
45.00	WI Dept. of Natural Resources	Operator certification
24,385.59	WI Dept. of Revenue *	Withholding tax, sales and use tax
31.00	Wisconsin State Lab	Lab fees
926,449.68	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>		
\$ 7.17	Ace Hardware	Shop supplies
75.42	Aflac	Monthly premium
6,356.56	Best Defense	Door access system - partial payment
3,984.89	Madison Gas and Electric	Natural gas
257.62	SJE	Lift station maintenance
14,885.00	Stuart Irby	Inventory, minor materials
2,053.03	Strand Associates	Assistance with SCADA computer
2,577.50	Tri-County Paving	Repairs
10.99	Waunakee Power Equipment	Parts
<b>\$ 1,683,560.14</b>		

Motion carried.

**Public Hearing Regarding Water Supply Service Area Plan**

The General Manager provided an overview of the Water Supply Service Area Plan and its purpose.

John Roessler opened the public hearing at 5:37 p.m. Upon hearing no input from the public, the public hearing was closed at 5:38 p.m. The Utility will accept public comments on the Plan through March 16.

### **Water Supply Service Area Plan**

The Commission discussed the Water Supply Service Area plan. Final action will be taken at the March Commission meeting.

### **Disposal of Substation Transformer, Regulators, and Fusing**

The Commission discussed the staff recommendation to sell or dispose a substation transformer, voltage regulators, and fusing.

After a discussion, a motion was made by Kristin Runge and seconded by Roxanne Johnson to sell the transformer and voltage regulators, and sell, or scrap, the fusing if no buyer can be found for it. 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 about various operational matters.

### **Update on Well 6 and Water Tower Projects**

An update was provided on the projects, including the water sample results from the new Well. The well house construction is beginning.

### **Update on the Applications to Adjust Water and Electric Rates**

The Commission was provided an update on the water and electric rates cases. The public hearing for the water rate increase is scheduled for March 10.

### **General Manager's Report**

The General Manger discussed performance issues with the digger/derrick, and the upcoming "Voice of the Employee" survey.

### **Financial Statements**

The January financial information was presented.

### **General Manager Recruitment Process**

The Commission discussed the status of the recruitment process.

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

Respectfully submitted: \_\_\_\_\_  
Commission Secretary