Waunakee Utilities Commission Meeting
March 23, 2026

Members Present:	John Roessler Nathan Zellner Steve Kraus	Kristin Runge Roxanne Johnson	Paul Endres Joe Zitzelsberger
Others Present:	Tim Herlitzka Caitlin Stene	Randy Dorn Jake Oelke	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 Paul Endres and seconded by John Roessler to approve the minutes of the February 23, 2026 Utilities Commission meeting. Motion carried.

Bills

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

Total	Vendor	Description
$ 999.40	A.C. Engineering Company	Parts
346.12	Ace Hardware *	Materials, supplies
229.90	APG *	Web and energy assistance ads
1,281.03	Associated Bank	FRA, flex
146.42	Auto Value	Parts
13,650.00	Baker Tilly US, LLP	Audit services
5,489.21	Bell Lumber & Pole Company, LLC	Wood poles
3,474.24	Best Defense	Office remodel
79.85	Bogie Enterprises, Inc.	Parts
800.00	Bond Trust Services Corporation	Paying agent fees
138,000.00	Border States	Division Substation regulator, equipment locks
1,205.00	Core & Main	Parts
781.67	Delta Dental *	Dental insurance claims
214.20	D'Orazio Cleaning Supply, LLC	Supplies
42,086.85	EFTPS *	941 Taxes
3,130.05	Electrical Testing Laboratory, LLC	Safety equipment
25,173.23	Employee Trust Funds*	Retirement for March
14,067.65	Empower Retirement *	Deferred compensation and Roth
11,600.00	ESRI	License fee for mapping software
212.25	Fabick Cat	Parts
186.00	First Supply	Inventory
9,888.75	Forester Electrical Engineering, Inc.	Engineering for substation projects
89.62	GFC Leasing	Copier lease, copies
4,413.65	GLS Utility	Locating services
13,303.09	J. H. Hassinger, Inc.	Well 6 building construction
167,312.10	J. H. Hassinger, Inc.	Well 6 building construction
890.00	Hellenbrand Glass	Door maintenance
4,224.34	Infosend	Bill print services
8,327.00	Insource Software Solutions, Inc.	SCADA licensing
112.10	Lakeside International, LLC	Truck repairs

5,652.48	Lake Ridge Bank (credit card payment)*	Adobe software ($143.94), Wasabi Tech ($7.22), Google ($87.55), Microsoft Office ($96.00), shop supplies ($2,003.56 tools, parts), office supplies ($1,377.62), equipment expense ($834.51) , training ($1,102.08)
2,171.50	LMS Construction, Inc.	Water main break excavation
25.83	Madison Gas & Electric	Natural gas
730,550.00	Maguire Iron	Water tower construction
6,104.96	Martelle Water Treatment	Chemicals for wells
1,450.00	MEG Water Division	Membership dues
4,500.00	Milestones Human Resources	Employee survey
1,000.00	North Shore Bank *	Deferred compensation
5,079.30	Northwestern Stone, LLC	Water main break
107,661.09	Payroll*	March
192.90	Pitney Bowes	Postage meter
7,402.23	Public Service Commission	Billing audit, electric and water rates, other regulatory costs
24,618.80	Quartz	Health insurance
1,186.00	Resco	Parts
721.33	Securian Financial Group*	Life insurance premiums
5,187.74	SEERA, Focus on Energy*	Program fees
421.00	Stafford Rosenbaum, LLP	Legal services
250.00	Stiemsma, Greg	EV charger rebate
31,523.64	Strand Associates	Well and tower projects
107,442.51	Stuart Irby	Inventory, minor materials
295.08	Takau, Pesalili	Mileage reimbursement
127.21	T.A.S. Communications*	Answering service
1,194.54	TDS Telecom	Monthly phone and internet service
67.38	Terminix	Pest control
1,348.90	Tyndale Enterprises, Inc.	Clothing
429.50	U.S. Cellular *	Monthly cell phone service
4,486.77	Utility Sales and Service, Inc.	Truck repairs
173,174.29	Village of Waunakee	Refuse billings ($87,985.00), tax payment ($77,900.00), employee benefits ($3,261.79), SSM Health ($440.00), mechanics ($3,587.50).
320.99	Waunakee Power Equipment	Saw blades
1,741.50	Wex Bank (Exxon Mobil)*	Fuel
28,426.62	WI Dept. of Revenue *	Withholding tax, sales and use tax
31.00	Wisconsin State Lab	Lab fees
972,215.37	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
Bills Received Subsequent to Packet Delivery		
$ 59.03	Capstone Building, LLC	Refund
26.14	Doubler, Bill	Refund
75.48	Hahn, Sam	Expense reimbursement
94.82	Koukol, Diane	Refund
2,499.57	LMS Construction, Inc.	Water main break excavation
1,946.90	MG&E	Natural gas
5,081.29	Madison Investments	Investment advisor fee
305.24	Montilla, Teo	Refund
6,673.26	Resco	Inventory
384.58	Ruocco, Alberto and Regina	Refund
249.17	Russ' Plumbing, Inc.	Inventory
289.72	Skinner, Ethan	Refund
$ 2,716,399.38	**Total**	

Motion carried.

Introduction of Candidate for General Manager Position

Caitlin Stene was introduced to the Commission as a candidate for the General Manager position.

Water Supply Service Area Plan

No public comments were received after the public hearing at the February meeting.

After a discussion, a motion was made by Nathan Zellner and seconded by Paul Endres to approve the Water Supply Service Area Plan. Motion carried.

Sewer Rate Review

The General Manager presented a recommendation to not adjust sewer rates in 2026.

After a discussion, there was consensus by the Commission to not adjust sewer rates for 2026. A review of the adequacy of rates for 2027 will be completed later in 2026 when the budget is being prepared.

Quotes for Cleaning Services

The Commission was provided information regarding the office cleaning process and the need to hire a company to assist with this task.

The following quotes were received to perform the cleaning services:

BD Clean, LLC – $1,175
Combat Cleaning, LLC – $1,196
City Wide – $1,250

After a discussion, a motion was made by John Roessler and seconded by Nathan Zellner to approve the BD Clean, LLC quote. Motion carried.

Commissioner Kraus joined the meeting.

Village-Wide Construction Projects

No projects were discussed this month.

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. Concrete and foundation work is being completed on the new Well.

Steel has been delivered at the tower site and assembly and welding are underway.

Update on the Applications to Adjust Water and Electric Rates

The new water rates are effective April 1. A public hearing for the application to adjust electric rates will be held on April 21.

General Manager's Report

The General Manager discussed the April presentation of the 2025 annual financial audit, the Voice of the Employee study recently completed, and preliminary discussions regarding extending the WPPI contract.

Financial Statements

The February financial information was presented.

Employment Terms for Candidate for the General Manager Position

A motion was made by Kristin Runge and seconded by Steve Kraus to go into closed session in accordance with Wisconsin Statutes (19.85)(1)(c), for the purpose of discussing employment terms for a new General Manager. 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 Kristin Runge and seconded by Roxanne Johnson to leave closed session. All Commissioners voted in favor of leaving closed session by means of a roll call vote and the Commission exited closed session.

After a discussion, a motion was made by John Roessler and seconded by Joe Zitzelsberger to offer Caitlin Stene the General Manager position based on the terms discussed. Motion carried.

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

Respectfully submitted: _____
Commission Secretary