

**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
August 9, 2016**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call:** Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, Czyzewski, and Lyle. McNall and Fargo were absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes:** Glover moved, Scott seconded to approve the minutes of the July 12, 2016 meeting, carried by voice vote.

**Voucher and bank account information:** The voucher check report and bank account information were reviewed. Czyzewski moved, Lyle seconded to approve the vouchers and bank account information as presented, carried by voice vote.

**Wastewater Facility Planning Update:** Klein reviewed the Project Update from Strand Associates dated August 2, 2016. He explained that the planning process was at about 10% completion. It is expected to reach 50% completion by the end of August.

**Utility Recapture Fees-Norsk property purchase:** Owen reviewed the request to postpone the recapture fees that are due. Normally all recapture fees are due upon sale of the property. The village purchased the property at the end of June. There are no immediate plans to connect to the sewer system. The fees would be paid in the future, if there is a need to connect to the sewer mains or the property is sold. Lyle moved, Scott seconded to postpone the recapture fees until there is a need to connect; or if there is a sale or development of the property, carried by voice vote.

**Sewer Rate Study and Five-Year Financial Forecast:** Owen explained the Clean Water Fund bonds require that the sewer rates are reviewed every five years. A formal rate study will be completed after the new wastewater project costs are known. That will likely be sometime next year. There were questions on whether this study is required at this time or if it could be part of the study next year. Owen offered to follow up with the auditors on that question. Czyzewski moved, Glover seconded to have Baker Tilly conduct the five year forecast unless it can be postponed until the new plant costs can be reviewed; and with the cost of the fees not to exceed \$6,000, carried by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report.

**Wastewater Superintendent Report:** Klein reviewed his monthly report.

**Adjournment:** There being no further business before the Commission, Scott moved, Czyzewski seconded to adjourn the meeting at 7:40pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer