

**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
September 13, 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, McNall, Fargo, Czyzewski, and Lyle. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes:** Lyle moved, Czyzewski seconded to approve the minutes of the August 9, 2016 meeting, carried by voice vote.

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

**Presentation from MHAEDC on potential grant opportunities:** Wally Orzechowski was present to represent a nonprofit organization. Brad Murphy, Executive Director of the MHAEDC was also present. They were there to discuss a proposal to submit a grant for an artisan food emporium. The building would be owned by the nonprofit organization and leased out to various artisan food businesses. Orzechowski explained that his organization would require financing through low interest loans or grants. The proposal is for the Electric Utility to get a loan from USDA Rural Development. The Utility would then provide a loan to assist with the funding for the building purchase. Orzechowski explained his organization may also decide to proceed with this project as a for profit organization, depending on the circumstances. This was just an initial discussion on this project. The plan is to bring a formal presentation to the next Utility Commission meeting.

**Policy on Utility Bill Inserts:** Temby updated the Commission on an insert that was included in the utility bills last month from a local church. There were three complaints from customers. Owen discussed the policy options for the utility going forward. He checked with other communities to see how this was handled. Most communities either allow anyone to include an insert in utility bills or they only allow village related information. The village attorney agreed that those were two options. The other option would be to write a policy that specifically lists the criteria for inserts before they can be approved. Owen will do more research to see policies of other communities.

**Sewer rate study and five-year forecast:** Owen updated the Commission on the Baker Tilly rate study proposal. He reported that a full rate study was proposed in the summer of 2017 as part of the wastewater project. This would be done after a more definite cost for the project is known. The rates would have to be put into effect by early 2018 to have the funds for the first debt payments on the project. The proposed Baker Tilly study would provide more information earlier to assist with the decision on how much is available to apply

to the project. This could affect the amount of the CWF loan. Owen suggested waiting until next year to review the rates.

**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 7:45pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer