

**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
October 11, 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, Fargo, Czyzewski, and Lyle. McNall was absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Election of officers:** Scott moved, Ryan seconded to nominate Jack Temby as Chair, carried by voice vote. Lyle moved, Ryan seconded to nominate Ed Glover as Secretary, carried by voice vote.

**Minutes:** Scott requested a change on the second sentence for the Policy on Utility Bill Inserts, changing "several complaints" to "three complaints". Glover moved, Lyle seconded to approve the minutes of the September 13, 2016 meeting as modified, carried by voice vote.

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

**Wastewater Facility Design Update:** Randy Langer of Strand Associates was present to review the design of the new plant. They are at approximately 50% completion. He reviewed the current timeline for the project. The project bid date is expected to be in April 2017 with construction beginning in July. Project completion is expected in July 2019.

**Presentation from MHAEDC on potential grant opportunities:** Wally Orzechowski from MHAEDC and Cindy Jaggi from Economic Development Partners LLC were present to review their proposal. The request is to have the Electric Utility apply for a loan from the USDA which would then be used for a revolving loan program. The intent is to assist an organization that would purchase a building for the proposed Artisan Food Emporium. The USDA program provides up to \$2M in interest free loans to rural utilities that can be used for economic development activities. The Electric Utility would be the intermediary. Grants are also available under this program. The intent is to apply for those also. Additional information will be brought to the next Utility Commission meeting.

**Consider policy on utility bill inserts:** The memo from the Village Administrator was reviewed. Owen stated that after further review, his recommendation to stop the practice of allowing the inserts except for utility or village use. There was discussion on allowing the inserts but requiring a disclaimer. There was also discussion on whether to require review of the inserts or requiring a form to be completed and signed by the group requesting the insert.

Ryan moved, Scott seconded to allow the continued use of inserts but require a disclaimer that states the Village is not endorsing or supporting the company, event or organization, carried by voice vote.

Lyle moved, Glover seconded to not except inserts by political candidates, carried by voice vote. Aye: Glover, Fargo, Lyle, Temby. Nay: Scott, Ryan.

Glover moved, Ryan seconded to require that a form be signed by the group that wishes to include an insert, carried by voice vote.

Ryan moved, Scott seconded to create a policy with the items previously decided, 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, Glover moved, Lyle seconded to adjourn the meeting at 8:15pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer