



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

UTILITY COMMISSION AGENDA Tuesday, June 11, 2024 at 7:00 PM

Municipal Building Board Room
138 E. Main Street
Mount Horeb, WI

- 1) Call to order
 - a. Roll Call
- 2) Public Comments – non-agenda items
- 3) Consent Agenda
 - a. Consideration of May 14, 2024 Meeting Minutes
- 4) Agenda Items
 - a. Consider Bank Account Information & Check Registers for May 2024
 - b. Electric Department Report
 - c. Water Superintendent Report
 - d. Wastewater Superintendent Report
 - e. Resolution 2024-08 Adopting the Compliance Maintenance Annual Report (CMAR Report Year 2023)
 - f. Review Code of Ethics Policy
- 5) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



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UTILITY COMMISSION AGENDA Tuesday, May 14, 2024 at 7:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
The Utility Commission meeting of May 14, 2024 was called to order at 7:00PM by Chairman Temby.
 - a. Roll Call
Present were commission members Vierima, McNall, Glover, Temby, and Scott. Halverson and White were absent. Also present were Village Administrator Nic Owen, Water Superintendent Josh Hyndman, Wastewater Superintendent Mike Brace, and Finance Director/Treasurer Denise Schwenn.
- 2) Public Comments – non-agenda items
No public comments or non-agenda items were presented.
- 3) Consent Agenda
 - a. Consideration of April 9, 2024 Meeting Minutes
McNall moved, Glover seconded to approve the minutes of the April 9, 2024 meeting. Motion carried by voice vote.
- 4) Agenda Items
 - a. Consider Bank Account Information & Check Registers for month year
The bank account and check register information for April 2024 was reviewed. McNall moved, Scott seconded to approve the bank account information and check registers for April 2024. Motion carried by voice vote.
 - b. Electric Department Report
Due to the absence of Electric Superintendent Jordan Schmitz, Administrator Nic Owen presented the Electric Department Report for April 2024. Glover posed an inquiry about the status of the transformer currently under construction, which Administrator Owen could not provide. Glover requested an update from Superintendent Schmitz at the next Utility Commission meeting.
 - c. Water Superintendent Report

Water Superintendent Josh Hyndman reviewed the monthly report for April 2024.

d. Wastewater Superintendent Report

Wastewater Superintendent Mike Brace reviewed the monthly reports for April 2024.

5) Meeting adjournment.

There being no further business before the Commission, Glover moved, Vierima seconded to adjourn the meeting at 7:17PM. Motion carried by voice vote.

Minutes submitted by Denise Schwenn, Finance Director/Treasurer

**MOUNT HOREB UTILITIES
FOR THE MONTH ENDING 5/31/24**

Checking Account Information

Transfers In/(Out):

Sales Tax Payment	\$ (7,596.71)
Transfer from Village - sales tax	\$ 798.57
WPPI Monthly Payment	\$ (280,854.75)
Transfer to Village - Vouchers	\$ (513,024.06)
Transfer to Village - Payroll	\$ (159,667.83)
Transfer to Village - Garb/Recyc, Ins, PILOT, Other	\$ (10.00)
Transfer to Special Funds	\$ -
WDOR License fee assessment	\$ (19,842.12)
2023 True-Up Due to Village (Audit Calc)	\$ (477,824.32)

Checking Account Balance*

Electric Utility	(100,489.48)
Water Utility	120,532.26
Sewer Utility	451,587.79
Total Checking Account Balance	471,630.57

Special Funds Account Information
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Transfers In/Out:

None

Special Funds Account Balance*

Electric Utility-General	(404,000.48)
Electric Utility-Special Redemption Fund	184,628.32
Electric Utility-Depreciation Reserve Fund	2,722,955.96
Electric Utility-Debt Service Reserve Fund	
Electric Utility-Construction Fund	2,646,739.36
Electric Utility Balance	\$ 5,150,323.16

Water Utility-General	1,715,211.91
Water Utility-Special Redemption Fund	169,115.75
Water Utility-Verizon Security Deposit	14,116.40
Water Utility-Depreciation Reserve Fund	365,610.39
Water Utility-Debt Service Reserve Fund	403,893.81
Water Utility Balance	\$ 2,667,948.26

Sewer Utility-General	2,451.25
Sewer Utility-Special Redemption Fund	1,054,667.30
Sewer Utility-Debt Service Reserve Fund	-
Sewer Utility-Environmental Impact Fee	48,899.97
Sewer Utility-Replacement Fund	1,280,078.56
Sewer Utility-Depreciation Reserve Fund	1,076,058.43
Sewer Utility Balance	\$ 3,462,155.51

Total Special Funds Investment Account \$ 11,280,426.93

W/T Bond payments	\$ (177,875.00)
Transfer to Village-PILOT/WWTP/Other	\$ (610,000.00)
Transfer from Village -	\$ -
Bond Issuance, Waterworks System Revenue Bond	\$ -

Report Criteria:

Report type: GL detail

Vendor.Vendor number = {<>} 2461

Check.Type = {<>} "Adjustment"

Invoice Detail.GL account (3 Characters) = "910","920","930"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
134615										
05/24	05/02/2024	134615	96443	ANIXTER INC	5983714-00	1	910-556600-30	.00	641.19	641.19
Total 134615:								.00		641.19
134618										
05/24	05/02/2024	134618	5652	CENEX FLEETCARD-(WASTE	288310CL	1	930-582800-30	.00	796.35	796.35
Total 134618:								.00		796.35
134624										
05/24	05/02/2024	134624	274	MIDDLETON MOTORS INC	51565	1	930-139300-00	.00	44,097.23	44,097.23
Total 134624:								.00		44,097.23
134632										
05/24	05/09/2024	134632	5651	CENEX FLEETCARD-(UTILITIES	288309CL	1	910-593300-30	.00	1,064.24	1,064.24
05/24	05/09/2024	134632	5651	CENEX FLEETCARD-(UTILITIES	288309CL	2	920-593300-30	.00	357.73	357.73
Total 134632:								.00		1,421.97
134638										
05/24	05/09/2024	134638	96320	OPEN POINT LLC	1522	1	910-592300-20	.00	1,450.00	1,450.00
Total 134638:								.00		1,450.00
134641										
05/24	05/09/2024	134641	261	STUART C IRBY CO	S013932271.	1	910-115410-000	.00	494.00	494.00
Total 134641:								.00		494.00
134642										
05/24	05/09/2024	134642	96452	TY DRISCOLL	2024-05	1	910-223200-00	.00	76.55	76.55

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/24	05/09/2024	134642	96452	TY DRISCOLL	2024-05	2	920-223200-00	.00	15.22	15.22
05/24	05/09/2024	134642	96452	TY DRISCOLL	2024-05	3	930-223200-00	.00	23.89	23.89
Total 134642:								.00		115.66
134646										
05/24	05/16/2024	134646	96395	MJ ELECTRIC LLC	2516709352	1	910-110770-000	.00	306,575.45	306,575.45
Total 134646:								.00		306,575.45
134649										
05/24	05/16/2024	134649	33130	MOUNT HOREB UTILITIES	2024-05 UTI	1	910-556200-30	.00	172.90	172.90
05/24	05/16/2024	134649	33130	MOUNT HOREB UTILITIES	2024-05 UTI	2	920-562200-20	.00	10,945.27	10,945.27
05/24	05/16/2024	134649	33130	MOUNT HOREB UTILITIES	2024-05 UTI	3	930-582100-20	.00	11,992.95	11,992.95
Total 134649:								.00		23,111.12
134652										
05/24	05/16/2024	134652	58040	WI DNR - ENVIRONMENTAL FEE	113003110-2	1	930-585500-20	.00	3,951.58	3,951.58
05/24	05/16/2024	134652	58040	WI DNR - ENVIRONMENTAL FEE	WU110085	1	920-593000-30	.00	125.00	125.00
Total 134652:								.00		4,076.58
134653										
05/24	05/23/2024	134653	55460	BAKER TILLY US, LLP	BT2788393	1	910-592300-20	.00	4,976.00	4,976.00
05/24	05/23/2024	134653	55460	BAKER TILLY US, LLP	BT2788393	2	920-592300-20	.00	3,982.00	3,982.00
05/24	05/23/2024	134653	55460	BAKER TILLY US, LLP	BT2788393	3	930-585200-20	.00	2,982.00	2,982.00
Total 134653:								.00		11,940.00
134657										
05/24	05/23/2024	134657	41010	PUBLIC SERVICE COMMISSION	2404-I-03930	1	910-110770-000	.00	274.04	274.04
Total 134657:								.00		274.04
134664										
05/24	05/30/2024	134664	2051	MARK IT	204537	1	920-593000-30	.00	283.65	283.65

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 134664:								.00		283.65
901371										
05/24	05/02/2024	901371	3099	CLASSY CLEANERS	2093	3	910-593000-30	.00	149.00	149.00
05/24	05/02/2024	901371	3099	CLASSY CLEANERS	2093	4	920-593000-30	.00	34.00	34.00
Total 901371:								.00		183.00
901372										
05/24	05/02/2024	901372	44670	RESCO	3030088	1	910-115410-000	.00	675.50	675.50
05/24	05/02/2024	901372	44670	RESCO	3030122	1	910-556200-30	.00	200.00	200.00
Total 901372:								.00		875.50
901373										
05/24	05/02/2024	901373	883	SMITHGROUP JJR LLC	0178220	1	920-592300-20	.00	7,780.00	7,780.00
Total 901373:								.00		7,780.00
901376										
05/24	05/09/2024	901376	1293	FEHR-GRAHAM & ASSOCIATES	121988	2	910-592610-33	.00	500.00	500.00
05/24	05/09/2024	901376	1293	FEHR-GRAHAM & ASSOCIATES	121988	3	930-585430-30	.00	500.00	500.00
05/24	05/09/2024	901376	1293	FEHR-GRAHAM & ASSOCIATES	121988	4	920-592610-30	.00	500.00	500.00
Total 901376:								.00		1,500.00
901377										
05/24	05/09/2024	901377	14485	FORSTER ELECTRICAL ENGIN	25261	1	910-110770-000	.00	8,072.50	8,072.50
05/24	05/09/2024	901377	14485	FORSTER ELECTRICAL ENGIN	25262	1	910-110770-000	.00	280.00	280.00
05/24	05/09/2024	901377	14485	FORSTER ELECTRICAL ENGIN	25263	1	910-592300-20	.00	405.00	405.00
Total 901377:								.00		8,757.50
901379										
05/24	05/09/2024	901379	3150	JONES EXCAVATING SOLUTION	1390	1	920-565100-30	.00	2,375.00	2,375.00
Total 901379:								.00		2,375.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
901380										
05/24	05/09/2024	901380	44670	RESCO	3031286	1	910-115410-000	.00	408.80	408.80
05/24	05/09/2024	901380	44670	RESCO	3031376	1	910-556200-30	.00	49.97	49.97
Total 901380:								.00		458.77
901385										
05/24	05/16/2024	901385	5090	BYTEC RESOURCE MANAGEM	21537	1	930-582510-30	.00	26,107.90	26,107.90
Total 901385:								.00		26,107.90
901388										
05/24	05/16/2024	901388	1137	INFOSEND INC	261815	1	910-592300-20	.00	784.51	784.51
05/24	05/16/2024	901388	1137	INFOSEND INC	261815	2	920-592300-20	.00	588.38	588.38
05/24	05/16/2024	901388	1137	INFOSEND INC	261815	3	930-585200-20	.00	588.38	588.38
05/24	05/16/2024	901388	1137	INFOSEND INC	261815	4	910-114555-000	.00	499.16	499.16
Total 901388:								.00		2,460.43
901389										
05/24	05/16/2024	901389	841	LV LABORATORIES LLC	2934	1	930-582710-30	.00	978.00	978.00
Total 901389:								.00		978.00
901390										
05/24	05/16/2024	901390	95949	SJ ELECTRIC SYSTEMS LLC	CD99522479	1	930-583200-30	.00	364.63	364.63
05/24	05/16/2024	901390	95949	SJ ELECTRIC SYSTEMS LLC	CD99522936	1	930-583200-30	.00	124.05	124.05
Total 901390:								.00		488.68
901391										
05/24	05/16/2024	901391	484	STATEWIDE ENERGY EFFICIEN	2024-04	1	910-225300-00	.00	2,459.68	2,459.68
Total 901391:								.00		2,459.68
901393										
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000471	1	910-592100-30	.00	141.95	141.95
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000471	2	920-592100-30	.00	106.47	106.47
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000471	3	930-585100-30	.00	106.47	106.47

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000481	1	910-592100-30	.00	78.08	78.08
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000481	2	920-592100-30	.00	58.56	58.56
05/24	05/23/2024	901393	31623	ICS MEDICAL ANSWERING SER	2318000481	3	930-585100-30	.00	58.56	58.56
Total 901393:								.00		550.09
901396										
05/24	05/23/2024	901396	1999	WYSER ENGINEERING LLC	10	1	910-110770-000	.00	625.00	625.00
Total 901396:								.00		625.00
901400										
05/24	05/30/2024	901400	95949	SJ ELECTRIC SYSTEMS LLC	CD99524891	1	930-583200-30	.00	7,502.47	7,502.47
Total 901400:								.00		7,502.47
901401										
05/24	05/30/2024	901401	883	SMITHGROUP JJR LLC	0178945	1	920-592300-20	.00	5,060.00	5,060.00
Total 901401:								.00		5,060.00
901402										
05/24	05/30/2024	901402	48768	STRAND ASSOCIATES INC	0210981	1	930-583100-30	.00	172.33	172.33
05/24	05/30/2024	901402	48768	STRAND ASSOCIATES INC	0210981	2	930-583200-30	.00	379.71	379.71
Total 901402:								.00		552.04
24051501										
05/24	05/15/2024	24051501	58071	WI DEPT OF REVENUE	2024-04-30	1	910-224100-00	.00	7,596.71	7,596.71
Total 24051501:								.00		7,596.71
Grand Totals:								.00		471,588.01

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
910-110770-000	315,826.99	.00	315,826.99
910-114555-000	499.16	.00	499.16
910-115410-000	1,578.30	.00	1,578.30
910-211100-000	.00	338,650.23-	338,650.23-
910-223200-000	76.55	.00	76.55
910-224100-000	7,596.71	.00	7,596.71
910-225300-000	2,459.68	.00	2,459.68
910-556200-300	422.87	.00	422.87
910-556600-300	641.19	.00	641.19
910-592100-300	220.03	.00	220.03
910-592300-200	7,615.51	.00	7,615.51
910-592610-335	500.00	.00	500.00
910-593000-300	149.00	.00	149.00
910-593300-300	1,064.24	.00	1,064.24
920-211100-000	.00	32,211.28-	32,211.28-
920-223200-000	15.22	.00	15.22
920-562200-200	10,945.27	.00	10,945.27
920-565100-300	2,375.00	.00	2,375.00
920-592100-300	165.03	.00	165.03
920-592300-200	17,410.38	.00	17,410.38
920-592610-300	500.00	.00	500.00
920-593000-300	442.65	.00	442.65
920-593300-300	357.73	.00	357.73
930-139300-000	44,097.23	.00	44,097.23
930-211100-000	.00	100,726.50-	100,726.50-
930-223200-000	23.89	.00	23.89
930-582100-200	11,992.95	.00	11,992.95
930-582510-300	26,107.90	.00	26,107.90
930-582710-300	978.00	.00	978.00
930-582800-300	796.35	.00	796.35
930-583100-300	172.33	.00	172.33
930-583200-300	8,370.86	.00	8,370.86
930-585100-300	165.03	.00	165.03
930-585200-200	3,570.38	.00	3,570.38
930-585430-300	500.00	.00	500.00
930-585500-200	3,951.58	.00	3,951.58
Grand Totals:	471,588.01	471,588.01-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Vendor.Vendor number = {<>} 2461

Check.Type = {<>} "Adjustment"

Invoice Detail.GL account (3 Characters) = "910","920","930"

Report Criteria:

Only merchant vendors included

Report type: GL detail

Vendor.Vendor number = 2461

Check.Type = {<>} "Adjustment"

Invoice Detail.GL account (3 Characters) = "910","920","930"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
5152401										
ADOBE SYSTEMS INCORPORATED										
05/24	05/20/2024	5152401	2461	U.S. BANK	6417-275098	1	930-583100-30	.00	19.99	19.99
Total ADOBE SYSTEMS INCORPORATED:								.00		19.99
AMAZON.COM LLC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-111-711	1	910-593300-30	.00	30.50	30.50
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-111-711	2	910-556200-30	.00	7.84	7.84
Total AMAZON.COM LLC:								.00		38.34
AMERICAN INDUSTRIAL MEDICAL INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	9533-24079V	2	930-585610-30	.00	225.00	225.00
05/24	05/20/2024	5152401	2461	U.S. BANK	9533-24079V	3	910-593000-30	.00	245.00	245.00
05/24	05/20/2024	5152401	2461	U.S. BANK	9533-24079V	4	920-592300-20	.00	165.00	165.00
Total AMERICAN INDUSTRIAL MEDICAL INC:								.00		635.00
ARAMARK UNIFORM & CAREER APPAREL LLC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	1	910-593000-30	.00	17.12	17.12
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	2	920-593000-30	.00	40.03	40.03
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	1	910-593000-30	.00	17.12	17.12
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	2	920-593000-30	.00	40.24	40.24
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	1	910-593000-30	.00	17.12	17.12
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614034	2	920-593000-30	.00	46.40	46.40
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614035	1	910-593000-30	.00	17.12	17.12
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-614035	2	920-593000-30	.00	46.40	46.40
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-614034	1	930-585600-30	.00	194.25	194.25
Total ARAMARK UNIFORM & CAREER APPAREL LLC:								.00		435.80

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
ATW CORPORATION dba ENTRANCE SYSTEMS										
05/24	05/20/2024	5152401	2461	U.S. BANK	9533-48501	2	920-563200-30	.00	120.80	120.80
05/24	05/20/2024	5152401	2461	U.S. BANK	9533-48501	3	910-556200-30	.00	299.47	299.47
Total ATW CORPORATION dba ENTRANCE SYSTEMS:								.00		420.27
C&M HYDRAULIC TOOL SUPPLY INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-017900	1	910-556200-30	.00	877.42	877.42
Total C&M HYDRAULIC TOOL SUPPLY INC:								.00		877.42
CARLTON INDUSTRIES INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-484434	1	910-556200-30	.00	67.24	67.24
Total CARLTON INDUSTRIES INC:								.00		67.24
CERTIFIED LABORATORIES										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-625510	1	910-556200-30	.00	455.80	455.80
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-625510	2	920-563200-30	.00	113.95	113.95
Total CERTIFIED LABORATORIES:								.00		569.75
CHARTER COMMUNICATIONS HOLDING COMPANY										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-170918	1	910-592100-30	.00	139.98	139.98
Total CHARTER COMMUNICATIONS HOLDING COMPANY:								.00		139.98
CORE & MAIN LP										
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-U67838	1	920-134600-00	.00	26,346.37	26,346.37
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-U70726	1	920-565400-30	.00	1,343.64	1,343.64
Total CORE & MAIN LP:								.00		27,690.01
GEMPLER'S - DIV OF GHC SPECIALTY BRANDS										
05/24	05/20/2024	5152401	2461	U.S. BANK	7559-CS000	1	930-582700-30	.00	283.60	283.60
Total GEMPLER'S - DIV OF GHC SPECIALTY BRANDS:								.00		283.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
HILTON HOTEL										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-OP96R	1	910-556200-30	.00	1,121.04	1,121.04
Total HILTON HOTEL:								.00	1,121.04	
KIMBALL MIDWEST										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-102134	1	910-556200-30	.00	676.58	676.58
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-102134	2	920-563200-30	.00	212.61	212.61
Total KIMBALL MIDWEST:								.00	889.19	
MARRIOTT MADISON WEST										
05/24	05/20/2024	5152401	2461	U.S. BANK	5459-53911	1	910-592610-33	.00	594.48	594.48
Total MARRIOTT MADISON WEST:								.00	594.48	
MILLER & SONS INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	9037-000171	1	920-592610-30	.00	30.58	30.58
Total MILLER & SONS INC:								.00	30.58	
MITEL NETWORKS INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	4019-467049	1	930-585100-30	.00	414.39	414.39
Total MITEL NETWORKS INC:								.00	414.39	
MOUNT HOREB AUTO SUPPLY INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	6417-595982	1	930-582800-30	.00	154.71	154.71
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-596132	1	930-582800-30	.00	17.98	17.98
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-595192	1	920-562300-30	.00	6.20	6.20
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-595192	2	910-556200-30	.00	24.79	24.79
Total MOUNT HOREB AUTO SUPPLY INC:								.00	203.68	
MOUNT HOREB TELEPHONE CO										
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105646	1	930-585100-30	.00	233.53	233.53
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105650	1	910-556200-30	.00	190.57	190.57
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105650	2	920-592100-30	.00	127.04	127.04
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105692	2	910-592100-30	.00	174.91	174.91

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105692	3	920-592100-30	.00	131.18	131.18
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-105692	4	930-585100-30	.00	131.18	131.18
Total MOUNT HOREB TELEPHONE CO:								.00		988.41
MUNICIPAL ELECTRIC UTILITIES OF WI										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-1-2024	1	910-556200-30	.00	295.00	295.00
Total MUNICIPAL ELECTRIC UTILITIES OF WI:								.00		295.00
NCL OF WISCONSIN INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	6161-501797	1	930-582710-30	.00	866.80	866.80
Total NCL OF WISCONSIN INC:								.00		866.80
PITNEY BOWES GLOBAL FINANCIAL SERVICES										
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-331890	2	910-592100-30	.00	95.01	95.01
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-331890	3	920-592100-30	.00	71.27	71.27
05/24	05/20/2024	5152401	2461	U.S. BANK	6917-331890	4	930-585100-30	.00	71.27	71.27
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:								.00		237.55
PREMIER COOPERATIVE										
05/24	05/20/2024	5152401	2461	U.S. BANK	5459-227739	1	910-556200-30	.00	5.32	5.32
05/24	05/20/2024	5152401	2461	U.S. BANK	5459-227834	1	910-556200-30	.00	9.49	9.49
05/24	05/20/2024	5152401	2461	U.S. BANK	6161-002404	1	930-582800-30	.00	2,877.78	2,877.78
05/24	05/20/2024	5152401	2461	U.S. BANK	6218-222473	1	910-556200-30	.00	59.99	59.99
05/24	05/20/2024	5152401	2461	U.S. BANK	6417-041920	1	930-582700-30	.00	18.99	18.99
05/24	05/20/2024	5152401	2461	U.S. BANK	6417-288527	1	930-583400-30	.00	305.04	305.04
05/24	05/20/2024	5152401	2461	U.S. BANK	6816-C27576	1	920-562300-30	.00	9.53	9.53
05/24	05/20/2024	5152401	2461	U.S. BANK	6816-C27843	1	920-564100-30	.00	5.79	5.79
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-040920	1	930-582700-30	.00	39.96	39.96
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-041620	1	930-582700-30	.00	55.54	55.54
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-041820	1	930-582700-30	.00	109.90	109.90
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-041820	2	930-582710-30	.00	27.90	27.90
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-042520	1	930-582700-30	.00	45.32	45.32
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-050120	1	930-583400-30	.00	16.49	16.49
05/24	05/20/2024	5152401	2461	U.S. BANK	7232-050220	1	930-582800-30	.00	7.44	7.44
05/24	05/20/2024	5152401	2461	U.S. BANK	7559-043020	1	930-583200-30	.00	199.99	199.99

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/24	05/20/2024	5152401	2461	U.S. BANK	9037-224081	1	910-556200-30	.00	1.40	1.40
05/24	05/20/2024	5152401	2461	U.S. BANK	9037-225186	1	910-556200-30	.00	37.47	37.47
Total PREMIER COOPERATIVE:								.00		3,833.34
UNITED STATES CELLULAR CORPORATION										
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-064328	2	910-592100-30	.00	191.89	191.89
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-064328	3	920-110790-000	.00	64.01	64.01
05/24	05/20/2024	5152401	2461	U.S. BANK	8251-064328	4	930-583100-30	.00	64.00	64.00
Total UNITED STATES CELLULAR CORPORATION:								.00		319.90
UTILITY SALES AND SERVICE INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-007915	1	910-593300-30	.00	6,748.42	6,748.42
Total UTILITY SALES AND SERVICE INC:								.00		6,748.42
VIKING HARDWARE INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	2527-323993	1	910-556200-30	.00	24.17	24.17
05/24	05/20/2024	5152401	2461	U.S. BANK	323607	1	910-556200-30	.00	41.58	41.58
05/24	05/20/2024	5152401	2461	U.S. BANK	323607	2	910-593300-30	.00	4.99	4.99
05/24	05/20/2024	5152401	2461	U.S. BANK	6417-042320	1	930-582700-30	.00	999.99	999.99
05/24	05/20/2024	5152401	2461	U.S. BANK	7559-040920	1	930-583200-30	.00	10.92	10.92
05/24	05/20/2024	5152401	2461	U.S. BANK	7559-041720	1	930-583100-30	.00	16.99	16.99
05/24	05/20/2024	5152401	2461	U.S. BANK	7559-043020	1	930-583200-30	.00	31.17	31.17
Total VIKING HARDWARE INC:								.00		1,129.81
W W GRAINGER INC										
05/24	05/20/2024	5152401	2461	U.S. BANK	4019-908289	1	930-582700-30	.00	59.28	59.28
05/24	05/20/2024	5152401	2461	U.S. BANK	4019-908291	1	930-582700-30	.00	19.52	19.52
Total W W GRAINGER INC:								.00		78.80
Total 5152401:								.00		48,928.79
Grand Totals:								.00		48,928.79

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
910-211100-000	.00	12,488.83-	12,488.83-
910-556200-300	4,195.17	.00	4,195.17
910-592100-300	601.79	.00	601.79
910-592610-335	594.48	.00	594.48
910-593000-300	313.48	.00	313.48
910-593300-300	6,783.91	.00	6,783.91
920-110790-000	64.01	.00	64.01
920-134600-000	26,346.37	.00	26,346.37
920-211100-000	.00	28,921.04-	28,921.04-
920-562300-300	15.73	.00	15.73
920-563200-300	447.36	.00	447.36
920-564100-300	5.79	.00	5.79
920-565400-300	1,343.64	.00	1,343.64
920-592100-300	329.49	.00	329.49
920-592300-200	165.00	.00	165.00
920-592610-300	30.58	.00	30.58
920-593000-300	173.07	.00	173.07
930-211100-000	.00	7,518.92-	7,518.92-
930-582700-300	1,632.10	.00	1,632.10
930-582710-300	894.70	.00	894.70
930-582800-300	3,057.91	.00	3,057.91
930-583100-300	100.98	.00	100.98
930-583200-300	242.08	.00	242.08
930-583400-300	321.53	.00	321.53
930-585100-300	850.37	.00	850.37
930-585600-300	194.25	.00	194.25
930-585610-300	225.00	.00	225.00
Grand Totals:	48,928.79	48,928.79-	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

Report Criteria:
Only merchant vendors included
Report type: GL detail
Vendor:Vendor number = 2461
Check.Type = {<>} "Adjustment"
Invoice Detail.GL account (3 Characters) = "910","920","930"



We are Publicly Owned and Operated

Mount Horeb Utilities

Jordan Schmitz
Electric Superintendent
301 Blue Mounds. Mt. Horeb, WI 53572
(608) 437-3300 or (608) 437-3084

Electric: May 2024

- 2 New Underground Services
- 6 Outages (5-storm related, 1-bird)
- Approximately 603 customers out from the “Windy” storm.
- Crew is currently working on our GIS system while doing yearly inspections.
- Crew has been doing a lot of customer work such as moving poles and pedestals on properties.
- Military Ridge Sub should be up and running right now and utility tests and checks should be completed in about a week, then energization of lines will occur.
- Wally Rd Sub will be taken down at any time as the transformer should ship Tuesday the 18th. Once we have the transformers swapped out, we will then take down the Downtown Sub for maintenance work.
- I don’t have a time frame from MJ Electric yet for the Downtown substation as they are very busy at the moment from storm damages.
- We had a bird take the Downtown Sub down 5/29. I do have new animal protection ordered for this substation at the moment. Once we take the substation down we can get to work getting this put up and cover things up a little better than it was before.



We are Publicly Owned and Operated

Mount Horeb Water Utility

Josh Hyndman

Water Superintendent

301 Blue Mounds St. Mt. Horeb, WI 53572

(608) 437-9437 or (608) 437-3084

Direct (608) 437-9431

Cell (262) 215-8723

In the month of May, was another fine Month. We fixed a few fire hydrants from hydrant flushing. We still have a few to fix. We had to order parts. They have come in so now we can finish fixing the bad gaskets that were found.

Another month of headaches from Sienna Hills. I have sent an email to Rich Eberly about the water shut offs. I will not set any more water meters until all the water shut offs are fixed and the landscaping is done. We have 2 water meters left to set. 35 Sienna Hills and 1905 East Wood Way. We will not set water meters until all the curb boxes are in working order and have the address on the stop for the units. Rich had this idea in the pre-con meeting. Rich did not want to follow our ordinances so this was his compromise. I am not one to forget and Rich will follow up on this, or he will not close on the last 2 units. The landscaping will be done, the reason is I don't want the water shut offs to be broken or bent while landscaping. So, we will help the customers out by making sure this is complete before we will set the last 2 water meters. I am sure there will be phone calls to someone asking you to force me to allow him to get his water meters. If this is the case, I ask that you ask him to finish up what he promised me he would before he will be able to have water meters. I know that he calls Nic often about asking for the water meters. Rich has yet to call and ask me for them.

The swimming pool was filled May 21st. They used just over 120,650 Gallons of water off of the fire hydrant, with an RPZ or back flow preventor.

Rule is working on new water main on Ida Circle, Franis Circle, Still have Sunset Lane to complete. They are finishing up the curb on Heather Ct and Linda Road. We had a few issues with a few water shut offs on Heather Ct. The curb guys were beating the stops down with sludge hammers. Well, they were already knocked down. So, they drove the copper down 6" and we had to replace the curb boxes, curb stops and rods. They caused a leak. I was asked to help before one of the rounds of rain came in. I changed out both stops and boxes and rods for Rule.

We did PFOA testing for the EPA on May 20. We collected the samples in the afternoon on the 20th. The samples were in the fridge until Tuesday May 21st. Shane delivered them to FedEx in Madison. The cost of driving, and collecting the samples were the cost of the Utility. The rest of the testing was covered by the EPA. We will test again for the EPA in November. The EPA samples come from finished water that goes to our customers, or after treatment. The DNR samples came from the Raw or untreated water. So, hopefully we have as good of luck as we did with the first round of sampling.

I had a teams meeting with Jacobs Engineering about our service line inventory. I have sent them what I had for materials. They will be in town July 8-9. They will be going through our records

and looking to make sure that everything in our system is copper on the paperwork. I know it is, but it has to be proven with records. We are working on keeping better records. The GIS system is helping a ton with this.

I will be up north camping with the family so I will not be able to make the meeting. I will see everyone in July for the Budget talks. I am excited about this.

<https://storymaps.arcgis.com/stories/feeca14017d64de483d1132d5c0c243a> Here is the link for the lead line story that I had put together. I am not sure if we can share the link or not. If you would like the link email me and I will send you the link to the story. It is still a work in progress, but wanted to share what I have done so far. This story is posted online for anyone to see. We can make any changes that we need to.

Upcoming events:

L&R meter testing will be coming in June 24th.

July 8-9 Jacobs will be in town doing our service inventory.



Mount Horeb Wastewater

Monthly Report for May

Submitted 6/3/2024

The plant continues to perform well and remain in full compliance of our discharge permit.

Eric, Dale, and Denver drained, cleaned, inspected final clarifier #1; we also repaired a flush valve that has been out of service for 6 months.

The 2023 Compliance Maintenance Annual Report (CMAR) has been completed and is ready for Commission approval. The facility received an overall grade point average of 3.92 with no permit limit exceedances.

Eric and Denver replaced the sump pump at Stewart Park West after it failed.

We responded to one resident report of floor drain back-up, we inspected, jetted, and cleared roots from the sanitary main; ultimately the issue was with the homeowner's lateral.

We completed the purchase of a new vehicle, 2024 Ford F-150; this was an approved capital expenditure, we will be sending 2014 F-150 to auction.

Disinfection season has started, May-Sept, we're operating well below the required limits

Lift station operations were maintained throughout the power outage from the storm on 05/21. We did lose communication from each of our remote sites, but no compromise in pumping/treatment.

We replaced the plants that were removed during the grinder pump installation on 8th St.

As time permits staff continue televising and jetting the sanitary system.



Monthly Wastewater Utility Operations Report

May 2024

Submitted to the Utility Commission 06/05/2024

Monthly average influent flow: 607,700 gpd Design average flow: 790,000 gpd
(2019)

Biological Oxygen Demand (5 day)

BOD5 Influent: **244 mg/l** mo. average Daily maximum: **288 mg/l**

Effluent: **<2.0 mg/l** mo. average Daily maximum: **3 mg/l**

Permit limit: 15 mg/l mo. average Times exceeded **0**

Effluent mo. average lbs/day: **1.45**

Permit limit: 76 lbs/day monthly average Times exceeded **0**

Total Suspended Solids

TSS- Influent: **267 mg/l** mo. average Daily maximum: **355 mg/l**

Effluent: **2.25 mg/l** mo. average Daily maximum: **5 mg/l**

Permit limit: 15 mg/l mo. average Times exceeded **0**

Effluent mo. average lb/day: **11.9**

Permit limit: 76 lbs/day mo. average Times exceeded **0**

Ammonia Nitrogen- Effluent monthly average: **<.08 mg/l**

Permit limit: 1 mg/l monthly average Times exceeded **0**

Total Phosphorus- Effluent monthly average: **.46 mg/l**

Permit limit: 1.0 mg/l monthly average Times exceeded **0**

Chloride- Effluent weekly average: **324 mg/l** (4 consecutive samples for the week)

Permit limit: 625 mg/l weekly average Times exceeded **0**

Dissolved Oxygen- Effluent daily minimum: **9.10 mg/l**

Permit limit: 6 mg/l daily minimum Times exceeded **0**

Effluent Temperature deg F Daily Max: **58.1** Daily Min: **55.1**

Fecal Coliform- Effluent geometric mean monthly: **14.5 #/100ml**

Permit limit: 400#/100ml

Compliance Maintenance Annual Report

Mount Horeb Wastewater Treatment Facility

Last Updated: Reporting For:

6/3/2024

2023

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.4519	x	418	x	8.34	=	1,575
February	0.4798	x	369	x	8.34	=	1,475
March	0.5689	x	311	x	8.34	=	1,476
April	0.5991	x	382	x	8.34	=	1,908
May	0.5019	x	404	x	8.34	=	1,690
June	0.4605	x	353	x	8.34	=	1,356
July	0.4690	x	437	x	8.34	=	1,710
August	0.4815	x	422	x	8.34	=	1,696
September	0.4337	x	420	x	8.34	=	1,517
October	0.4328	x	358	x	8.34	=	1,292
November	0.4151	x	396	x	8.34	=	1,371
December	0.4153	x	542	x	8.34	=	1,876

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.05	x	90	=	0.945
		x	100	=	1.05
Design BOD, lbs/day	1896	x	90	=	1706.4
		x	100	=	1896

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	1	1
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	1	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	1	0
Points per each		2	1	3	2
Exceedances		0	0	3	1
Points		0	0	9	2
Total Number of Points					11

11

Compliance Maintenance Annual Report

Mount Horeb Wastewater Treatment Facility

Last Updated: Reporting For:

6/3/2024

2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2023-09-12

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☐ Yes

☒ Yes

☐ Yes

☒ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes

gallons

☒ No

Holding Tanks

☒ Yes

7,200 gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected by the low volume of holding tank waste we received.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Mount Horeb Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2024 2023

☐ Yes ☒ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.	
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Total Points Generated	11
Score (100 - Total Points Generated)	89
Section Grade	B

Compliance Maintenance Annual Report

Mount Horeb Wastewater Treatment Facility

Last Updated: Reporting For:

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2023

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	22	19.8	3	1	0	0
February	22	19.8	4	1	0	0
March	22	19.8	3	1	0	0
April	22	19.8	2	1	0	0
May	15	13.5	0	1	0	0
June	15	13.5	0	1	0	0
July	15	13.5	0	1	0	0
August	15	13.5	1	1	0	0
September	15	13.5	1	1	0	0
October	22	19.8	1	1	0	0
November	22	19.8	2	1	0	0
December	22	19.8	3	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2023-09-12

☐ No

If No, please explain:

After the annual calibration, the effluent flow meter was replaced and re-calibrated on 12/23/2023

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Biological phosphorus removal proved challenging the warmer months, and was supplemented by the addition of a low does of ferric chloride.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	22	19.8	2	1	0	0
February	22	19.8	2	1	0	0
March	22	19.8	3	1	0	0
April	22	19.8	2	1	0	0
May	15	13.5	3	1	0	0
June	15	13.5	2	1	0	0
July	15	13.5	0	1	0	0
August	15	13.5	1	1	0	0
September	15	13.5	1	1	0	0
October	22	19.8	1	1	0	0
November	22	19.8	1	1	0	0
December	22	19.8	1	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	4	4	.1	0	.145	0	.215	0	0
February	4	4	0	0	0	0	0		0
March	4	4	0	0	0	0	0	0	0
April	4	4	0	0	0	0	0	0	0
May	1	1	0	0	0	0	0	0	0
June	1	1	0	0	0	0	0	0	0
July	1	1	0	0	0	0	0	0	0
August	1	1	.027	0	0	.12	0	0	0
September	1	1	.138	0	0	.105	.36	.085	0
October	4	4	.073	0	0	.095	.19	0	0
November	4	4	.02	0	0	0	0	.08	0
December	4	4	.016	0	.065	0	0	0	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.099	1	0
February	1	0.067	1	0
March	1	0.112	1	0
April	1	0.121	1	0
May	1	0.589	1	0
June	1	0.307	1	0
July	1	0.665	1	0
August	1	0.731	1	0
September	1	0.541	1	0
October	1	0.274	1	0
November	1	0.155	1	0
December	1	0.117	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

☒ Land applied under your permit

☐ Publicly Distributed Exceptional Quality Biosolids

☐ Hauled to another permitted facility

☐ Landfilled

☐ Incinerated

☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

945.7 acres

2.1.2 How many acres did you use?

46.8

acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			<5.1											0	0
Cadmium		39	85			.59											0	0
Copper		1500	4300			910											0	0
Lead		300	840			10											0	0
Mercury		17	57			<1.5											0	0
Molybdenum	60		75			4.9										0		0
Nickel	336		420			11										0		0
Selenium	80		100			<13										0		0
Zinc		2800	7500			490											0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

☒ 0 (0 Points)

0

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- 1-2 (10 Points)
- > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 - Yes
 - No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points
 - 0 (0 Points)
 - 1 (10 Points)
 - > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 - Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?
Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 12/31/2023
Density:	33,513
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform dry basis.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 12/31/2023
Density:	363,072
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform dry basis.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

- Yes (40 Points)
- No

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If yes, what action was taken?		0
5. Vector Attraction Reduction (per outfall): 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.		0
Outfall Number:	004	
Method Date:	12/31/2023	
Option Used To Satisfy Requirement:	Injection when land apply	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):		
Results (if applicable):		
5.2 Was the limit exceeded or the process criteria not met at the time of land application?		
☐ Yes (40 Points)		
☒ No		
If yes, what action was taken?		
6. Biosolids Storage		0
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?		
☒ >= 180 days (0 Points)		
☐ 150 - 179 days (10 Points)		
☐ 120 - 149 days (20 Points)		
☐ 90 - 119 days (30 Points)		
☐ < 90 days (40 Points)		
☐ N/A (0 Points)		
6.2 If you checked N/A above, explain why.		
7. Issues		
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:		

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) ☐☐ ○ No (40 points)☐☐ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ● Excellent ○ Very good ○ Good ○ Fair ○ Poor Describe your rating:	

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Proper maintenance and repair are a priority in our facility to ensure the dependability and longevity of our equipment. Our O&M procedures meet or exceed the manufacturers recommendations.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

JOHN R KLEIN

Certification No:

16112

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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☐ An arrangement with another certified operator ☐ An arrangement with another community with a certified operator ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year ☐ A consultant to serve as your certified operator ☐ None of the above (20 points) If "None of the above" is selected, please explain:	0
4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ☐ Averaging 6 or more CECs per year. ☐ Averaging less than 6 CECs per year. Advanced Certification: ☒ Averaging 8 or more CECs per year. ☐ Averaging less than 8 CECs per year.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information Name: Denise Schwenn Telephone: 608-437-9408 (XXX) XXX-XXXX E-Mail Address (optional): denise.schwenn@mounthorebwi.info		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) ☐ ☐ ○ No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2023 ● 0-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2023 ● 1-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ 997,921.64 \$ 0.00 \$ 997,921.64 \$ 208,936.74

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,206,858.38

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 543,400.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Stewart Park East lift station force main upsize to increase pumping capacity	\$400,000	2025
2	WPCF digester blower replacement.	\$100,000	2027

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 9

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	23,299	2
February	23,269	2
March	22,241	2
April	26,727	1
May	27,319	3
June	20,457	2
July	17,405	1
August	19,393	3
September	17,598	39
October	16,759	2
November	21,696	3
December	21,568	2
Total	257,731	62
Average	21,478	5

6.1.2 Comments:

4th Street lift station back-up generator is the only natural gas usage in the collection system.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☐ No

☒ Yes

Year:

2019

By Whom:

Strand Associates

Describe and Comment:

Full lift station evaluation and assessment including energy study

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

We plan to add more VFDs and include high efficiency motors and controls with future projects and equipment upgrades

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	91,249	14.01	6,513	48.83	1,869	1,558
February	96,321	13.43	7,172	41.30	2,332	1,187
March	83,260	17.64	4,720	45.76	1,819	1,077
April	93,136	17.97	5,183	57.24	1,627	390
May	85,478	15.56	5,493	52.39	1,632	101
June	73,235	13.82	5,299	40.68	1,800	52
July	67,848	14.54	4,666	53.01	1,280	26
August	75,162	14.93	5,034	52.58	1,429	51
September	71,749	13.01	5,515	45.51	1,577	103
October	69,410	13.42	5,172	40.05	1,733	504
November	73,892	12.45	5,935	41.13	1,797	865
December	80,899	12.87	6,286	58.16	1,391	1,837
Total	961,639	173.65		576.64		7,751
Average	80,137	14.47	5,582	48.05	1,691	646

7.1.2 Comments:

Figures above include both treatment facility sites

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives

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☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

We continuously look for ways to increase efficiency in the operation of our facility.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

If Yes, how is the biogas used (Check all that apply):

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☐ No

☒ Yes

☒ Entire facility

Year:

2017

By Whom:

Strand Associates & Focus on Energy

Describe and Comment:

During design Strand worked with Focus on Energy to ensure energy efficiency was designed into the facility

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean and televise 10% of sewer mains, inspect 10% of all manholes, update GIS mapping

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2022-02-02

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☒ Rehabilitated sewer and lift station installation, testing and inspection
 - ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map
 - ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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Mount Horeb Wastewater Treatment Facility

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- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☐ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	10	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10	% of system/year
Manhole inspections	9	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	.5	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

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River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Our televising and cleaning operations continue to meet or exceed the goals outlined in our CMOM, and we're prioritizing repairs as we find them.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

34.41	Total actual amount of precipitation last year in inches
40.57	Annual average precipitation (for your location)
47	Miles of sanitary sewer
9	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
1	Number of basement backup occurrences
3	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.02	Basement backups (number/sewer mile)
0.06	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

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If Yes, please describe:	
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: No significant difference from previous years	
5.4 What is being done to address infiltration/inflow in your collection system? Televising and identifying compromised lines has allowed up to prioritize repairs to sanitary main lines to minimized I/I. Manhole inspections and cover replacements have also helped us address I/I.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0020281

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	B	3	3	9
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	145
GRADE POINT AVERAGE (GPA) = 3.92				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	
Date of Resolution or Action Taken:	
Resolution Number:	
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = B

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 3.92

RESOLUTION 2024-08

ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT

CMAR Report Year: 2023

COMPLIANCE MAINTENANCE RESOLUTION

RESOLVED that the Village of Mount Horeb informs the Wisconsin Department of Natural Resources that the following actions were taken by the Village of Mount Horeb Utility Commission:

Reviewed the Compliance Maintenance Annual Report which is attached to this resolution.

Passed by a (majority) (unanimous) vote of the Village of Mount Horeb Utility Commission on May 14, 2024.

John C Temby, Chairman
Mount Horeb Utility Commission

ATTEST:

Denise Schwenn, Finance Director/Treasurer



AGENDA ITEM REPORT

MEETING DATE

June 11, 2024

PREPARED BY

AGENDA ITEM # 4.f

Review Code of Ethics Policy

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Approved Code of Ethics

Ethics Code

1. Statement of Purpose.

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this Code of Ethics for all Village of Mount Horeb officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.
- (b) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Mount Horeb and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The Village Board believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials and employees. The Village Board hereby reaffirms that each elected and appointed Village official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Mount Horeb.

2. Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Public Official.** Those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.
- (b) **Public Employee.** Any person excluded from the definition of a public official who is employed by the Village.
- (c) **Anything of Value.** Any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (d) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (e) **Personal Interest.** The following specific blood or marriage relationships:
 - (1) A person's spouse, mother, father, child, brother or sister; or
 - (2) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half (½) support from such person or from whom such person receives, directly or indirectly, more than one-half (½) of his support.
- (f) **Significant Interest.** Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

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- (g) **Financial Interest.** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (h) **Staff.** Any full- or part-time employee of the Village.

3. Statutory Standards of Conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) **Sec. 19.59.** State Ethics Law.
- (b) **Sec. 946.10.** Bribery of Public Officers and Employees.
- (c) **Sec. 946.11.** Special Privileges from Public Utilities.
- (d) **Sec. 946.12.** Misconduct in Public Office.
- (e) **Sec. 946.13.** Private Interest in Public Contract Prohibited.

4. Responsibility of Public Office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

5. Dedicated Service.

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk. The Village Clerk may notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

6. Fair and Equal Treatment.

- (a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.
- (b) **Use of Village Stationery.** No official or employee shall use, or permit the unauthorized use of, Village stationery for personal use.

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- (c) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.
 - (d) **Political Contributions.** No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Chapter is a candidate or treasurer.

7. Conflict of Interest.

(a) Financial and Personal Interest Prohibited.

- (1) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation.
- (3) Any non-elected official who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

- (b) **Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

(c) Gifts and Favors.

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) No official or employee personally, or through a member of his immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which could reasonably be expected to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive hospitality that is unsolicited and unrelated to government business, such as a meal, and that is not intended to influence the official.

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- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality, as a properly reported political contribution, from citizens for the purpose of supporting the candidate's campaign. (The State Ethics Board has interpreted "hospitality" as it applies to state officials as including meals, beverages and lodging which a person offers at his residence and would have been offered if the recipient was not an official).
- (4) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the Village Board within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Village Board. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.
- (d) **Representing Private Interests Before Village Agencies or Courts.**
- (1) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
- (2) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (e) **Ad Hoc Committee Exceptions.** No violation of the conflict-of-interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.
- (f) **Contracts with the Village.** No Village official or employee who, in their capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the Village unless, within the confines of Sec. 946.13, Wis. Stats.:
- (1) The contract is awarded through a process of public notice and competitive bidding or the Village Board waives the requirement of this Section after determining that it is in the best interest of the Village to do so.
- (2) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

8. Advisory Opinions.

When an official or employee has doubt as to the applicability of a provision of this Ethics Code to a particular situation or definition of terms used in this Chapter, he should apply to the Village Administrator for an advisory opinion from the Village Attorney and will be guided by that opinion when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicability provisions of this Chapter before such advisory decision is made. This Chapter shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the Village Attorney to be more

appropriate or desirable. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

9. Hiring Relatives.

- (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 2(e) as personal interests.
- (b) Hiring an immediate family member of any current Village employee or elected Village official will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. A person cannot be hired for either full-time or part-time employment in a position immediately supervised by a member of that person's immediate family.
- (c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village Board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

10. Employees Covered by Collective Bargaining Agreements.

In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code Chapter.

11. Employee Protection.

No appointing authority, agent of an appointing authority or supervisor may initiate or administer, or threaten to initiate or administer, any retaliatory action against a Village employee following an employee's disclosure of information related to the violation of any federal or state law, rule or regulation, the mismanagement or abuse of authority, a substantial waste of public funds, or a danger to public health and safety. Nothing in this Section restricts the right of the Village as an employer to take appropriate disciplinary action against an employee who knowingly makes an untrue statement or discloses information, the disclosure of which is specifically prohibited by federal or state law, rule or regulation.