



VILLAGE OF MOUNT HOREB

E. Main Street

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UTILITY COMMISSION AGENDA Tuesday, June 10, 2025 at 7:00 PM

MEETING MINUTES

- 1) Call to order
The Utility Commission meeting was called to order at 7:00 PM on the above date in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.
 - a. Roll Call
Members present were Jack Temby, Teri Vierima, Mike McNall, Ed Glover, Ken Scott, and Trustee Tim White. Trustee Brett Halverson was absent. Also present were Village Administrator Nic Owen, Electric Superintendent Jordan Schmitz, Water Superintendent Brian Schult, Wastewater Superintendent Mike Brace, and Finance Director/Treasurer Denise Schwenn.
- 2) Public Comments
- 3) Consent Agenda
 - a. Consideration of May 13, 2025 Meeting Minutes
After a brief discussion regarding a typographical error and an attendance correction (Tim White was absent); McNall moved, Glover seconded to approve the May 13, 2025 meeting minutes. Motion carried.
- 4) Agenda Items
 - a. Review Approved Code of Ethics
Administrator Owen and Committee Chair briefly discussed the annual review of Approved Code of Ethics, reminding committee members of this document and guide for serving the Village. No further action was necessary.
 - b. Consider Bank Account Information & Check Registers for May 2025
McNall moved; White seconded a motion to approve the May 2025 bank account and check register information. Motion carried.
 - c. Electric Superintendent Report
Superintendent Schmitz reviewed the May 2025 Electric Utility Report.
 - d. Water Superintendent Report

Superintendent Schult reviewed the May 2025 Water Utility Report.

- e. Wastewater Superintendent Report
Superintendent Brace reviewed the May 2025 Wastewater Utility Reports.
- f. Resolution 2025-08 Adopting the Compliance Maintenance Annual Report (CMAR Report Year 2024)
Superintendent Brace briefly reviewed the 2024 CMAR (Compliance Maintenance Annual Report). Glover commended Brace and his staff for their great work on the CMAR reporting. Vierima moved, Glover seconded a motion to approve the adoption of Resolution 2025-08 Adopting the Compliance Maintenance Annual Report for 2024. Motion carried.
- g. Consider Monthly Meeting Start Time Adjustment
Administrator Owen provided a brief explanation for requesting a change in the Utility Commission meeting time to earlier in the evening; closer to work stop times. After brief discussion, a new meeting time was determined to be 5:30 PM on the second Tuesday of each month and this change will begin with the July 8, 2025 meeting date.

5) Meeting adjournment.

There being no further business before the Commission, White moved; Scott seconded to adjourn the meeting at 7:26 PM.

Minutes submitted by Denise Schwenn, Finance Director/Treasurer.