



VILLAGE OF MOUNT HOREB

E. Main Street

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UTILITY COMMISSION AGENDA Tuesday, July 8, 2025 at 5:30 PM

MEETING MINUTES

- 1) Call to order
The Utility Commission met on the above date in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Jack Temby called the meeting to order at 5:30 pm.
 - a. Roll Call
Members present were Jack Temby, Ed Glover, Mike McNall, Ken Scott, Teri Vierima, and Trustee Tim White. 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
Committee heard public comments from concerned resident, Wade Kubina regarding the VMH water system safety, including concerns that VMH has not properly performed required testing of meter devices, is not in compliance with water-related reporting and inspection requirements, backflow protection, and spoke of his frustration with non-responsiveness from MHU staff. Chair Temby thanked Mr. Kubina for bringing his concerns to the attention of the Commission and instructed staff to look into these issues and asked that this item be added to a future agenda for formal discussion and follow-up. Item will be addressed at the August 2025 UTIL COMM meeting.
- 3) Consent Agenda
 - a. Consideration of June 10, 2025 Meeting Minutes
Glover moved, Scott seconded to approve the June 10, 2025 meeting minutes. Motion carried.
- 4) Agenda Items
 - a. 2024 Utilities Audit Presentation by Baker Tilly
Bethany Ryers, who is the Partner in charge of the Baker Tilly audit for the Utility presented the high-level findings for the annual audit of the Enterprise funds for Mount Horeb Utilities. She reviewed the Responsibilities Report, the Audited Financial Statements, and discussed the Reporting & Insights Report. Ms. Ryers reviewed briefly comments

regarding procedures, controls, and weaknesses that are common in small municipalities such as separation of duties in small office settings. Also discussed were restricted cash requirement information and required reporting requirement information. Each individual utility operating results and debt coverage analysis was also reviewed. No further questions or comments were brought forward.

- b. Presentation of Storage Tanks Maintenance Plan - Maguire Iron, Inc. Brett Hansen and Jack Powell of Maguire Water briefly introduced themselves. They provided an overview of the Maguire company and then proceeded to provide their full presentation of a water tower tank management and maintenance plan for the Village's two water towers. Hansen and Powell discussed Maguire's featured points of interest such as: the fluidity of their service crews, mobilized to come to our area quickly as needed; their business model breakdown; utilization of in-house engineers in design, plan, build & maintenance; GASB 34 compliance (for capital asset & financial reporting concerns); fee increases cap at 5%/year; financial agreement flexibility; annual inspections and 5-10 year requirements are included in contract pricing; lifetime warranty. Following the Maguire Water presentation, Hansen and Powell entertained commission member questions. Temby thanked Hansen and Powell for their presentation.
Further discussion points: McNall requested information regarding what we are currently spending on these maintenance needs and prior tower painting costs/dates. Administrator Owen pointed out that the previous bid (from Argall) was twice the cost for the same/similar services. It was discussed that a formal decision would be made in August, alongside budget discussions. No further action was taken at this time.
- c. Consider Bank Account Information & Check Registers for June 2025
McNall moved; White seconded a motion to approve the June 2025 bank account and check register information. Motion carried.
- d. Electric Superintendent Report
Superintendent Schmitz reviewed the June 2025 Electric Utility Report.
- e. Water Superintendent Report
Superintendent Schult reviewed the June 2025 Water Utility Report including DNR survey and subsequent findings.
- f. Wastewater Superintendent Report
Superintendent Brace reviewed the June 2025 Wastewater Utility Report, highlighting that the phosphorous need is up due to increasing heat this summer; and he provided a brief discussion regarding the Stewart park lift station. The Operations Report for June 2025 was also presented.

5) Meeting adjournment.

There being no further business before the Commission, Scott moved; White seconded a motion to adjourn the meeting at 6:45 pm. Motion carried.
Minutes submitted by Denise Schwenn, Finance Director/Treasurer.