



## VILLAGE OF MOUNT HOREB

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### UTILITY COMMISSION AGENDA

Tuesday, November 11, 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. Commission President Jack Temby called the meeting to order at 5:30pm.
  - a. Roll Call  
Present were Board Trustees Tim White and Jason Fendrick, Commission members Ed Glover, Micke McNall, Ken Scott, Jack Temby and Teri Vierima. Also present were Village Administrator Nic Owen and Finance Director/Treasurer Denise Schwenn.
- 2) Public Comments  
Village Resident Casey Bingham brought forward several concerns during the public comments section of this meeting. Bingham had an incident on his property during the Nesheim water main project this Summer. His statement began with questioning the Commissioners' backgrounds, stating he felt they needed a background in construction or owning businesses to serve on the committee. He commented on the poor work by the (water main project) contractor and subsequent paving job on his street. Commission members advised Bingham that his concerns would be reviewed and addressed as part of the final punch list on the project in Spring 2026.
- 3) Consent Agenda
  - a. Consideration of September 9, 2025 Meeting Minutes  
McNall moved; Glover seconded a motion to approve the meeting minutes of September 9, 2025 meeting as presented. Motion carried by voice vote.
  - b. Consideration of October 27, 2025 Joint Public Works and Utility Commission Meeting Minutes  
After a brief discussion regarding the joint meeting, and the fact that this commission participated in only a brief part of the joint meeting, Scott moved; White seconded a motion to approve that portion of the minutes of the October 27, 2025 meeting as presented. Motion carried by voice vote.
- 4) Agenda Items

- a. Discussion Regarding Changing Annual Commission Officer Elections to June  
Owen
- b. Election of Officers  
Commission President Temby briefly explained the process for election of new officers, and then opened the floor to receive nominations for 2025-2026 officers. McNall nominated that current officers-Temby as President and Glover as Secretary-be re-elected if so interested. There being no other nominations, Temby closed the floor to nominations. Scott moved; Vierima seconded a motion to re-elect officers as nominated. Motion carried by voice vote. Jack Temby will remain Utility Commission President and Ed Glover will remain Utility Commission Secretary.
- c. Follow-Up Discussion on Public Services/Utility Facility Presentation at October 27, 2025 Joint Public Works & Utility Commission Meeting  
Administrator Owen opened this conversation with his apology to the Commission for the confusion regarding the October 27, 2025 Joint Public Works and Utility Commission meeting. Owen provided an explanation for the ongoing Public Works facility needs project, and how it progressed to potentially include a larger building that could include and share space with Mount Horeb Utilities (MHU). Commission members shared multiple comments and discussion regarding the project, the current needs of MHU, costs, pricing and impact on customer rates. Electric Superintendent Schmitz added comments about shared equipment between the two departments and potential impacts that separation of the departmental physical locations could cause. Schmitz reiterated that this is a very long term, slow project not expected to see action for several years. Commission members agreed that they are taking no action at this time, but request that staff and Public Works Committee keep the Commission updated with each part of the progress.
- d. Consider Application to PSC for a Simplified Rate Increase for Water Rates in 2026  
Administrator Owen and Finance Director Schwenn explained to Commission members that at the suggestion of our auditors, staff has applied to the PSC for a Simplified Rate Case. With Commission approval, we will provide proper notice to customers, and the 3% allowable increase will become effective on January 29, 2026. Glover moved, McNall seconded a motion to approve proceeding with the Simplified Rate Case process. Motion carried by voice vote.
- e. Consider 2025 Community Funds Grant Applications  
After brief discussion regarding the Community Funds Grant process, applicants, and available funds Jason Fendrick and Ken Scott recused themselves from voting on recipient decisions due to persona association with one or more applicants. After further discussion, Mcnall moved to

split the full available grant balance of \$2,500 between all four grant applicants. Glover seconded the motion. Motion passed by voice vote. Trustee White noted the need to increase publicity about this grant opportunity in the future.

- f. Discussion Regarding Utility Fund balances that require Utility Commission review for the purpose of approving reallocation of surplus Reserve Funds  
Finance Director/Treasurer Schwenn provided background and information regarding various revenue bond funds, parameters for maintenance and use of funds, and current balances in our three utility funds. Schwenn explained that review and reallocation of some funds require the approval of the Commission, and that this has not been done for several years. Schwenn provided details regarding reserved funds carrying higher than needed account balances, and requested approval to reallocate funds to un-restrict \$1M of Electric and \$1M of Wastewater reserved funds. After further brief discussion, Glover moved; White seconded a motion to approve Schwenn's request for permission to reallocate these funds. Motion carried by voice vote.
- g. Consider Bank Account Information & Check Registers for September & October 2025  
White moved; Fendrick seconded a motion to approve the bank account information and check registers for September and October 2025. Motion carried by voice vote.
- h. Electric Department Reports-September & October  
Electric Superintendent Jordan Schmitz reviewed the monthly reports for September and October 2025.
- i. Water Superintendent Reports - September & October  
Water Superintendent Brian Schult reviewed the monthly reports for September and October 2025.
- j. Wastewater Superintendent Reports-September & October  
Wastewater Superintendent Mike Brace reviewed the monthly reports for September and October 2025.

5) Meeting adjournment.

There being no further business before the Commission, McNall moved; White seconded a motion to adjourn the meeting at 6:46 pm. Motion carried by voice vote.

Minutes submitted by Denise Schwenn, Finance Director/Treasurer