



# Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572  
Phone (608) 437-6884/Fax (608) 437-3190

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## UTILITY COMMISSION TUESDAY, JANUARY 8, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Review minutes of the December 11, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Update on wastewater rates.
- 5) Electric and Water Superintendent report.
- 6) Wastewater Facilities Operations Supervisor report.
- 7) Deputy Clerk/Treasurer report.
- 8) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

UTILITY COMMISSION  
January 8, 2013

The Mount Horeb Utility Commission met on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chairman Jack Temby called the meeting to order. A roll call was taken. Present were Ed Glover, Curt Gullick, Tony Zalucha, George Sievers, Edie Illinski and Greg Steiner. Electric and Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, Administrator Dave Ross, and Office Assistant Chrissy Kahl were also present.

MINUTES: Glover moved, Illinski seconded to approve the minutes of the December 11, 2012 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Gullick moved, Steiner seconded to approve the vouchers and transfers. Motion carried.

UPDATE ON WASTEWATER RATES: Dave Ross distributed handouts showing potential flat rate vs. usage (volume) increases. One handout was a six year forecast based on the difference of \$1,364,195 cash needed for the new plant by 2018. ~~Ross recommended a flat rate increase of \$2 per month once a year, every year.~~ The commission would like Dave to provide an estimate of what the rates need to be in 2018. Discussions included the differences between flat rate and usage (volume) increases. The benefits of flat, usage (volume) or a combination of flat and usage (volume) increases were also discussed. The other handout Ross distributed was Ordinance 2011-09 focusing on an increase of the monthly meter service charges. Michael Goltz is also in favor of a flat fee increase. Ross will return to the commission with the suggested information for the next meeting.

ELECTRIC AND WATER SUPERINTENDENT REPORT: Herfel presented his report to the commission.

WASTEWATER FACILITIES OPERATIONS SUPERVISOR REPORT: Goltz presented his report to the commission.

DEPUTY CLERK/TREASURER REPORT: Danz was not in attendance. No report given.

ADJOURN: Zalucha moved, Glover seconded to adjourn the meeting at 8:12pm. Motion carried.

Minutes by: Chrissy Kahl, Office Assistant



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## UTILITY COMMISSION TUESDAY, FEBRUARY 12, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Review minutes of the January 8, 2013 meeting.
- 3) Review vouchers and transfers.
- 4) Consider wastewater rates.
- 5) Electric and Water Superintendent report.
- 6) Wastewater Facilities Operations Supervisor report.
- 7) Deputy Clerk/Treasurer report.
- 8) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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UTILITY COMMISSION  
February 12, 2013

The Mount Horeb Utility Commission met on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chairman Jack Temby called the meeting to order. A roll call was taken. Present were Ed Glover, Curt Gullick, Tony Zalucha, George Sievers, Edie Illinski and Greg Steiner. Electric and Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, Administrator Dave Ross, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Sievers moved, Illinski seconded to approve the revised minutes of the January 8, 2013 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Glover moved, Gullick seconded to approve the vouchers and transfers. Motion carried.

CONSIDER WASTEWATER RATES: Ross distributed four possible rate increase scenarios. Discussions concerned when rate increase should occur and how much the rate would need to increase. All of the scenarios presented were based on a meter charge increase, not an increase on volume charge. Discussions concerned the fact that an increase on the volume charge may discourage business from coming to Mount Horeb. Ross' recommendation would be Option A, which is an increase of \$7.25 per month on a 5/8" meter starting in July 2013, and approximately another \$7.25 per month increase when the new wastewater plant is complete, tentatively 2018. Discussion also concerned that while none of the members want to increase rates, it is absolutely necessary in planning for the future. Zalucha moved, Sievers seconded to have the commission schedule a public hearing on Option A to be held prior to the next utility commission meeting on March 12, 2013. Motion carried.

ELECTRIC AND WATER SUPERINTENDENT REPORT: Herfel presented his report to the commission.

WASTEWATER FACILITIES OPERATIONS SUPERVISOR REPORT: Goltz presented his report to the commission.

DEPUTY CLERK/TREASURER REPORT: Danz indicated her resignation from the village and changes that will be happening in the office after she leaves.

ADJOURN: Glover moved, Steiner seconded to adjourn the meeting at 8:03pm. Motion carried.

Minutes by: Sarah Danz, Deputy Clerk/Treasurer



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## UTILITY COMMISSION TUESDAY, MARCH 12, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Public Hearing: Proposed sewer rate increase
- 3) Review minutes of the February 12, 2013 meeting
- 4) Review vouchers and transfers
- 5) Recommendation on sewer rate increase
- 6) Consider 2013 Community Funds Grant applications
- 7) Discussion on LED street lighting
- 8) Electric & Water Superintendent report
- 9) Wastewater Facilities Operations Supervisor report
- 10) Finance Director/Treasurer report
- 11) Adjourn

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# **MOUNT HOREB UTILITY COMMISSION MEETING MINUTES**

## **March 12, 2013**

Mount Horeb Utility Commission met in the boardroom of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, Gullick, Zalucha, Sievers, Illinski, and Steiner. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Public Hearing**: The purpose of the hearing was to receive input on the proposed sewer rate increase. The hearing was called to order at 7:03pm. Temby reviewed the history of the proposed rate increase. He noted the Village Administrator had recommended Option A.1, with a flat increase of \$7.25 per meter per month. Temby stated that he had received a letter from a resident that was unable to attend the hearing. Sutter read the letter into the record. There was also discussion on other comments that had been received from the public directly to the Commissioners. Temby requested additional public input three times, with no response. Hearing no comments, the public hearing was closed at 7:12pm.

**Minutes**: Steiner moved, Illinski seconded to approve the minutes of the February 12, 2013 meeting, carried by voice vote.

**Voucher and transfers**: The check report and bank transfers were reviewed. Glover moved, Gullick seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Sewer Rate Increase**: Ross reviewed the various proposed sewer rate increase options. The options varied by the percentage increase on the usage charge and the amount that was added to the flat monthly rate. Each commissioner was given the opportunity to share their opinion. Illinski left the meeting during this discussion at 7:28pm. Sievers moved, Glover seconded to recommend Option A.4 to the Village Board, carried by voice vote. Nay: Zalucha. (Illinski was not present for this vote)

**2013 Community Funds Grant Applications**: The list of 13 applications was reviewed. There were three \$500 grants available. Discussion concerned on what basis the grants would be approved. Sutter reported on the grants that were approved in the last three years. It was decided to approve the applications related to energy conservation. Zalucha moved, Glover seconded to approve \$500 each to the Mount Horeb Area Historical Society, Mount Horeb Public Library, and Mount Horeb High School Technology & Engineering Club, carried by voice vote. Abstain: Sievers.

**LED Street Lighting**: Herfel reviewed the history of the village's street lighting decisions. He also reviewed the advantages of the new LED technology. He reported the Electric Utility had installed new LED street lights on Center Avenue. He asked the Commissioners to check out the new lighting to see what they thought of it. He will report back to the Commission in

the near future with cost estimates, payback time, and how it would affect the village's monthly rates.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report:** Goltz reviewed his monthly report.

**Finance Director/Treasurer Report:** Sutter reported the new staff person would be starting at the end of March. She also reported the staff was investigating a new software program that would work with the new AMI meters that were being installed. The utility audit was completed in February.

**Adjournment:** Glover moved, Gullick seconded to adjourn the meeting at 8:07pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, APRIL 9, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the March 12, 2013 meeting
- 3) Review vouchers and transfers
- 4) Consider refinancing 2002 Electric Utility loan
- 5) Consider a release of utility easement at 416 Forest Street
- 6) Consider water impact fees
- 7) Consider water department repayment of debt to TID #3 for water system improvements in 2006
- 8) Consider implementation of **digital record's management system**
- 9) Consider electronic agenda packets for commission meetings
- 10) Electric & Water Superintendent Report
- 11) Wastewater Facilities Operations Supervisor Report
- 12) Finance Director/Treasurer Report
- 13) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
APRIL 9, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, Gullick, Zalucha, Sievers, Illinski, and Steiner. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: Glover moved, Gullick seconded to approve the minutes of the March 12, 2013 meeting, carried by voice vote.

**Voucher and transfers**: The check report and bank transfers were reviewed. Several questions were answered on various expenditures. Illinski moved, Glover seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Refinancing 2002 Electric Utility loan**: Jim Miller, from HutchinsonShockeyErley & Co was present to review the proposed loan refinancing information. The estimated savings from refinancing this debt is \$145,596. There was discussion on using General Obligation debt versus Revenue bonds. There was also discussion on possible future borrowing. Glover moved, Gullick seconded to recommend the Village Board authorize the refinancing of the 2002 debt using Revenue bonds, carried by voice vote. Nay: Illinski.

**Release of utility easement at 416 Forest Street**: Jeff Milbrath was present to discuss his request to vacate a sewer utility easement on his property. The reason for the request is to allow an addition to be built on the garage. Ross explained that staff and the village engineer had no objection to releasing the easement on the property. Goltz explained the original purpose of the easement and that it was no longer necessary. Illinski moved, Zalucha seconded to approve vacating the easement on the property after final staff approval, carried by voice vote.

**Water impact fees**: Ross explained the reason for water impact fees. The current fee schedule adopted in 2003 was reviewed. Ross reported that the utility is currently at the maximum allowable fee level but could choose to reduce the fees. The reason for a reduction would be to encourage development within the village. Ross explained another option would be to authorize him to reduce the fees for the right development with a specific number of jobs or value. Information was given to the Commission to review and consider at a future meeting.

**Water department repayment of debt to TID #3 for water system improvements in 2006**: Temby reported that Ross had requested this discussion be tabled.

**Implementation of digital record's management system:** Ross explained that this project is on the capital projects list for 2014 but he would like to implement it this year. The cost is estimated to be approximately \$6,000 per year for the village and \$6,000 per year for the utilities for a five year lease with a one dollar buy out at the end of the lease. Gullick moved, Illinski seconded to authorize immediate implementation of the digital records management system, carried by voice vote.

**Electronic agenda packets for commission meetings:** Ross explained that the Village Board went to electronic packets for their meetings a couple of years ago. He suggested the Commission follow the same route. Paper copies would be provided if necessary. A link to the village website will be provided so the Commission members could view the information. Illinski moved, Glover seconded to recommend the Commission begin using electronic packets for future meetings, carried by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report. He reported that the 2012 PSC reports were completed. Electric and water losses in 2012 were very low.

**Wastewater Facilities Operations Supervisor Report:** Goltz reviewed his monthly report. He reported on a presentation that was given by an employee of Strand to several classes in the Mount Horeb schools on the life cycle of water including wastewater treatment. Ross reported on the Village Board action for the sewer utility rates. The rate increase was modified to \$1.98 per gallon usage rate.

**Finance Director/Treasurer Report:** Sutter reported the village office is fully staffed at this time. All are busy working on training, sharing workload, and getting caught up. They are working on a written policy for utility bill collections in preparation for the disconnection season starting next week.

**Adjournment:** There being no further business before the Commission, Zalucha moved, Sievers seconded to adjourn the meeting at 8:08pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, MAY 14, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the April 9, 2013 meeting
- 3) Review vouchers and transfers
- 4) Consider request from business owner for waiver of water and sewer fees
- 5) Consider award of contract for 2013 WW treatment plant preliminary treatment improvements project
- 6) Manager update on utility internal control policies
- 7) Electric & Water Superintendent Report
- 8) Wastewater Facilities Operations Supervisor Report
- 9) Finance Director/Treasurer Report
- 10) Adjourn

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**VILLAGE OF MOUNT HOREB**  
**UTILITY COMMISSION MEETING MINUTES**  
**May 14, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, Gullick, Zalucha, Sievers, and Steiner. New Commission member Cathy Scott was present. She was appointed to replace Edie Illinski, who resigned from her position. Village Administrator Ross, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present. Electric & Water Supervisor Dave Herfel was absent.

**Minutes**: Glover moved, Zalucha seconded to approve the minutes of the April 9, 2013 meeting as presented, carried by voice vote.

**Voucher and transfers**: The check report and bank transfers were reviewed. Glover moved, Gullick seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Waiver of Water & Sewer fees**: Rich Eberle reviewed his request for a waiver of water and sewer utility charges. **There was a water lateral break on Eberle's property which** resulted in a utility bill in excess of \$5,000. Discussion concerned disconnection procedures. Ross stated that, according to the PSC, the water charges cannot be waived. Discussion concerned whether to waive the sewer portion of the bill. Glover moved, Sievers seconded to require payment of the bill and authorize the administrator to negotiate a payment plan, carried by voice vote.

**Wastewater Treatment Plant project**: Ross reviewed the contract bids for the project. The low bid from Di-Mar was \$1,512,000 which was below the estimated cost of \$1.6 million. He stated that he had checked the references for the company and had also talked directly with the owner. Ross recommended approval of the bid. Sievers moved, Scott seconded to accept the low bid of \$1,512,000 and award the contract to Di-Mar, carried by voice vote.

**Internal Controls**: Ross reviewed the various internal control policies that have been adopted by the village board. He explained that these policies are a result of a recommendation from the village auditors. He is working on some policies that are specific to the utilities that will be coming to the Commission in the future.

**Electric/Water Superintendent Report**: Dave Herfel's monthly report was reviewed.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report with the Commission.

**Finance Director/Treasurer Report:** Sutter reviewed her monthly report. Glover thanked Edie Illinski for her suggestion last month to go with General Obligation Bonds, which saved the Electric Utility approximately \$40,000. Temby stated that Illinski was a good Commission member and will be missed.

**Adjournment:** There being no further business before the Commission, Gullick moved, Glover seconded to adjourn the meeting at 7:51pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, JUNE 11, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the May 14, 2013 meeting
- 3) Recognition of Utility Commission years of service for Curt Gullick ☺
- 4) Review vouchers and transfers
- 5) Electric & Water Superintendent report
- 6) Wastewater Facilities Operations Supervisor report
- 7) Approval of the 2012 CMAR report for the Wastewater Treatment Plant
- 8) Finance Director/Treasurer report
- 9) Adjourn

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**VILLAGE OF MOUNT HOREB**  
**UTILITY COMMISSION MEETING MINUTES**  
**June 11, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, Zalucha, and Sievers. Mike McNall was also present. He was recently appointed to the commission as a replacement for Curt Gullick, who resigned his position. Trustee Steiner was absent. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: Glover moved, Zalucha seconded to approve the minutes of the May 14, 2013 meeting, carried by voice vote.

**Recognition of Curt Gullick**: Gullick recently resigned his position after many years on the Utility Commission. He has been a resident of Mount Horeb for 63 years. He previously worked for the Electric Utility as a lineman and was a volunteer on the Fire Department. He was appointed in September 1994. Temby presented Gullick a plaque and gift certificate.

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

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report.

**2012 CMAR Report**: Goltz reviewed the annual report. It was another good report. Goltz commented on the good work of the entire staff. Glover moved, McNall seconded to approve the 2012 CMAR, carried by unanimous vote.

**Finance Director/Treasurer Report**: Sutter reviewed her monthly report.

**Adjournment**: There being no further business before the Commission, Sievers moved, Zalucha seconded to adjourn the meeting at 7:33pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, JULY 09, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the June 11, 2013 meeting
- 3) Review vouchers and transfers
- 4) Presentation by utility auditor regarding the 2012 utility audit
- 5) Consider 2014-2018 capital budget requests
- 6) Consider Nextel water tower antenna lease termination
- 7) Electric & Water Superintendent report
- 8) Wastewater Facilities Operations Supervisor report
- 9) Finance Director/Treasurer report
- 10) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
July 9, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Zalucha, Sievers, and Steiner. Village Administrator Dave Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Glover seconded to approve the minutes of the June 11, 2013 meeting, carried by voice vote.

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

**2012 Audit Report**: Utility auditor, Aaron Worthman from Baker Tilly Virchow Krause LLP was present to review the 2012 utility audit. He reviewed the highlights of the financial statements and answered questions. He reported that overall the utilities were in good financial position.

**Capital Budget Requests**: The 2014-2018 capital budget requests were reviewed. Herfel reviewed the Electric & Water Utility requests. He recommended pushing back a couple of items that were budgeted in 2013 for at least another year. He also went over the 2014 recommended projects. Goltz reviewed the Wastewater Facility capital requests. Scott moved, Steiner seconded to recommend approval of the staff budget requests, approved by voice vote. Ross explained the Finance & Personnel Committee will review the requests and final approval will go to the Village Board.

**Nextel Water Tower Lease Termination**: Ross updated the Commission on the request from Sprint to terminate the water tower lease contract that was originally made with Nextel. Sprint took over Nextel recently. Ross explained that according to the contract, rent payments must continue thru August 2015. A termination agreement must be drafted. Ross will have the utility attorney review the contract and finalize a termination agreement. Steiner moved, Sievers seconded to authorize the Village administrator to draw up a lease termination agreement and to require the lease payments to continue through August 2015, approved by voice vote.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report.

**Finance Director/Treasurer Report:** Sutter reviewed her monthly report.

**Adjournment:** There being no further business before the Commission, Glover moved, Scott seconded to adjourn the meeting at 8:40pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, AUGUST 13, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the July 9, 2013 meeting
- 3) Review vouchers and transfers
- 4) Consider internal control policies
- 5) Electric & Water Superintendent report
- 6) Wastewater Facilities Operations Supervisor report
- 7) Finance Director/Treasurer report
- 8) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
August 13, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call:** Chairman Temby was not present. Ed Glover called the meeting to order at 7:00pm. Present were Scott, Zalucha, and Sievers. Commissioners Steiner and McNall were absent. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes:** Sievers moved, Scott seconded to approve the minutes of the July 9, 2013 meeting, carried by voice vote.

**Voucher and transfers:** The check report and bank transfers were reviewed. There was some discussion on the vouchers. Scott moved, Zalucha seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Internal Control Policies:** Ross reviewed the following proposed policies: Utility billing, Utility Job Costing, Utility Financial Reporting, Utility Capitalization. Several other policies were provided for review only. Discussion concerned how often the utility billings should be audited internally. Sievers moved, Zalucha seconded to approve the policies as presented except for the Utility billing policy in Section One the internal audit will be changed to three times annually instead of two, approved by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report:** Goltz reviewed his monthly report.

**Finance Director/Treasurer Report:** Sutter reviewed her monthly report.

**Adjournment:** There being no further business before the Commission, Sievers moved, Zalucha seconded to adjourn the meeting at 7:23pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



# Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572  
Phone (608) 437-6884/Fax (608) 437-3190

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## UTILITY COMMISSION TUESDAY, SEPTEMBER 10, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the August 13, 2013 meeting
- 3) Review vouchers and transfers
- 4) Electric & Water Superintendent report
- 5) Wastewater Facilities Operations Supervisor report
- 6) Finance Director/Treasurer report
- 7) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
September 10, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Zalucha, and Sievers. Trustee Steiner was absent. Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Glover seconded to approve the minutes of the August 13, 2013 meeting, carried by voice vote.

**Voucher and transfers**: The check report and bank transfers were reviewed. The bank balance information was also reviewed. Glover moved, McNall seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report. There was discussion on putting grinder pumps in two residences to replace a lift station on S 8<sup>th</sup> Street. The estimated cost is \$35,000. Goltz proposed putting it in the 2014 capital budget. McNall moved, Scott seconded to authorize Goltz to present his proposal to the Finance Committee, approved by voice vote. Goltz reported that he planned to attend the WEF convention. A request will be presented to the Village Administrator. Goltz also updated the Commission on the construction project.

**Finance Director/Treasurer Report**: Sutter reviewed her monthly report.

**Adjournment**: There being no further business before the Commission, Zalucha moved, Glover seconded to adjourn the meeting at 7:36pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## **REVISED**

UTILITY COMMISSION  
TUESDAY, OCTOBER 8, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Election of Utility Commission President and Secretary
- 3) Review minutes of the September 10, 2013 meeting
- 4) Review vouchers and transfers
- 5) Electric & Water Superintendent report
- 6) Wastewater Facilities Operations Supervisor report
- 7) Finance Director/Treasurer report
- 8) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
October 8, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Zalucha, Sievers, and Steiner. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, and Finance Director/Treasurer Cheryl Sutter were also present.

**Election of Utility Commission President & Secretary**: Temby opened the nominations for the two positions. McNall nominated Temby for President and Glover for Secretary. No other nominations were received. Sievers moved, Steiner seconded to close the nominations, approved by voice vote. A voice vote was then taken for approval of the nominations, with none voting against. The nominees were elected.

**Minutes**: Glover moved, Scott seconded to approve the minutes of the September 10, 2013 meeting, carried by voice vote.

**Voucher and transfers**: The check report and bank transfers were reviewed. McNall moved, Glover seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report**: The monthly Wastewater facilities operation report was reviewed.

**Finance Director/Treasurer Report**: Sutter reviewed her monthly report.

**Adjournment**: There being no further business before the Commission, Glover moved, Steiner seconded to adjourn the meeting at 7:22pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



# Village of Mount Horeb

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UTILITY COMMISSION  
TUESDAY, NOVEMBER 12, 2013

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Review minutes of the October 8, 2013 meeting
- 3) Review vouchers and transfers
- 4) Update from Tom Paque of WPPI
- 5) DNR Report on Investigation of Water System (sanitary survey)
- 6) Electric & Water Superintendent report
- 7) Wastewater Facilities Operations Supervisor report
- 8) Finance Director/Treasurer report
- 9) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
November 12, 2013**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

**Call to Order/Roll Call**: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, Zalucha, Sievers, and Steiner. Commission member McNall was absent. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: The Utility Commission reviewed the October 8, 2013 minutes. Temby suggested adding one sentence for the election of officers. It was decided to add at the end of the paragraph that the nominees were elected. Glover moved, Steiner seconded to approve the minutes of the October 8, 2013 meeting as corrected, carried by voice vote.

**Voucher and transfers**: The voucher report and bank transfers were reviewed. Sievers moved, Zalucha seconded to approve the vouchers and transfers as presented, carried by voice vote.

**WPPI Update**: Tom Pague was present to give the Commission an update on WPPI. He reviewed the power supply resources available through 2022. He also covered the customer services long term planning that is being done by WPPI. He indicated that additional information could be presented at future meetings if the village is interested in knowing more details.

**DNR Water System Report**: Herfel reviewed a letter from DNR dated October 22, 2013 titled "Report on Investigation of the Public Water System Serving Mount Horeb". Overall the water system had no significant deficiencies. A few minor issues were found and they recommended corrective action be taken.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report.

**Finance Director/Treasurer Report**: Sutter reviewed her monthly report. Ross reported there was an administrative error on the electric utility billing two months ago that resulted in customers being overcharged for the electric usage. Customers will be given a credit on the utility bills next month.

**Adjournment**: There being no further business before the Commission, Curt moved, Steiner seconded to adjourn the meeting at 8:23pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer