



# Village of Mount Horeb

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

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UTILITY COMMISSION  
TUESDAY, JANUARY 14, 2014

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 November 12, 2013 meeting
- 3) Review vouchers and transfers
- 4) Request from property owner for refund on water and sewer charges.
- 5) Appointment of alternate to the WPPI board
- 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.

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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
January 14, 2014**

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 in attendance. Glover called the meeting to order at 7:00pm. Present were Scott, McNall, Zalucha, and Steiner. Village Trustee Ryan Czyzewski was present for the first time. He was recently appointed to the Village Board and was also appointed to the Utility Commission in place of George Sievers. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present. The regular meeting in December was cancelled.

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

**Voucher and transfers:** The check report and bank transfers for November and December 2013 were reviewed. McNall moved, Czyzewski seconded to approve the vouchers and transfers as presented, carried by voice vote.

**Request for Refund of Utility charges:** Joe Ryan was present to review his request for a refund of a portion of his water and sewer utility charges. He noted that several communities in the area had reduced water and sewer charges for excess water used because of a faulty appliance. Mount Horeb does not currently have a reduced rate. After discussion it was agreed that it was not possible to make an adjustment at this time.

**WPPI board alternate:** Herfel gave a brief background of WPPI and duties of board. Herfel recommended that Finance Director/Treasurer Sutter be appointed as the alternate board member. Steiner moved, Czyzewski seconded to appoint Sutter as the alternate to the WPPI Board, approved by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly reports for November and December activities. He gave a brief review of the 2013 year for electric outages and water loss from main breaks.

**Wastewater Facilities Operations Supervisor Report:** Goltz reviewed his November and December monthly reports. He also reviewed the last four years of issues that have occurred. There was some **discussion on property owner's responsibility for blockages**. The property owners are responsible from the house to the point of connection to the main, even if the connection is under that street. Steiner suggested information be sent out to customers periodically for all the utilities.

**Finance Director/Treasurer Report:** Sutter reviewed the activities of staff during the last two months.

**Adjournment:** There being no further business before the Commission, Steiner moved, McNall seconded to adjourn the meeting at 7:50pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, FEBRUARY 11, 2014

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 January 14, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Update on progress of WW treatment plant construction
- 5) Consider award of water tower painting contract
- 6) Request from property owner for refund on water and sewer charges
- 7) Discussion on creating a second water and/or sewer rate
- 8) Recommendation for an AMI meter opt out rate
- 9) Electric & Water Superintendent report
- 10) Wastewater Facilities Operations Supervisor report
- 11) Finance Director/Treasurer report
- 12) 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  
February 11, 2014**

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, and Czyzewski. Zalucha and Steiner were absent. Village Administrator Ross, Electric & Water Supervisor Dave Herfel, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes:** McNall moved, Czyzewski seconded to approve the minutes of the January 14, 2014 meeting, carried by voice vote.

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

**Update on progress of WW treatment plant construction:** Randy Langer and Sacha Tetzlaff from Strand Associates were present to review the project background and give an update on construction project. Langer explained that everything was on schedule. There were a few change orders with a net cost of approximately \$1,600.

**Consider award of water tower painting contract:** Ross reviewed the background of the project. HR Green was hired as the engineering firm to review the project requirements. Eight bids were reviewed, with the low bid being from LC United Painting. Scott moved, Czyzewski seconded to award the contract to LC United Painting for \$127,000, carried by voice vote.

**Request from property owner for refund on water and sewer charges:** Herfel reviewed the request for a refund from Oimoen's Muffler & Tire LLC. The property owner was not present. Scott moved, McNall seconded to deny the request for reduction on the utility bill, carried by voice vote.

**Discussion on creating a second water and/or sewer rate:** Ross questioned whether the Commission wanted to pursue a secondary rate for water loss due to leaking appliances, etc. He would bring back the study for final approval by the Commission. Discussion on what other communities do. It was agreed to have Ross check with other communities to see how this type of situation is handled.

**Recommendation for an AMI meter opt out rate:** Herfel reviewed the study provided by WPPI for a rate that could be used to offset the additional cost for customers that choose not to have an AMI meter installed. There are currently eight customers that have made this request. Glover moved, Czyzewski seconded to recommend the AMI opt out rate be sent to the PSC after final review of the calculations, carried by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report. 2013 water loss was more than 15% due to a water main break that probably started in September but **wasn't found until** early in December.

**Wastewater Facilities Operations Supervisor Report:** Goltz reviewed his monthly report. There was discussion on how customer sewer backups have been handled.

**Finance Director/Treasurer Report:** Sutter reviewed her monthly report. She is preparing for the annual utility audit.

**Adjournment:** There being no further business before the Commission, Glover moved, McNall 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, MARCH 11, 2014

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 February 11, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Update on creating a second water and/or sewer rate
- 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  
March 11, 2014**

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 Czyzewski,. McNall and Steiner were absent. Village Administrator Dave Ross and Finance Director/Treasurer Cheryl Sutter were also present. Electric & Water Supervisor Dave Herfel arrived later during the meeting.

**Minutes**: Glover moved, Czyzewski seconded to approve the minutes of the February 11, 2014 meeting, carried by voice vote.

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

**Update on creating a second water and/or sewer rate**: Ross reviewed the information collected from other utilities on whether a secondary rate is used for water leaks discovered in an appliance or plumbing. Ross explained that it was pretty even on utilities with a special rate versus using the regular rate. Some of the utilities only allow a credit on sewer charges if the customer can prove the water did not go down the sewer. After discussion it was agreed not to pursue a modified rate at this time. The Commission will continue to review on a case by case basis as requested by the customer. Ross explained that PSC rules require that all water usage be billed. The staff will continue the current policy of providing a credit for sewer costs only if the customer can prove the water did not go down the drain. Customers can still request discussion with the Commission.

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

**Wastewater Facilities Operations Supervisor Report**: The Commission reviewed the monthly report.

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

**Adjournment**: There being no further business before the Commission, Czyzewski moved, Zalucha seconded to adjourn the meeting at 7:28pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, APRIL 8, 2014

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 11, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Consider a new electric lineman position
- 5) Electric & Water Superintendent report
- 6) Wastewater Facilities Operations Supervisor report
- 7) Finance Director/Treasurer report
- 8) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
April 8, 2014**

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 Czyzewski. Steiner was absent. 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 March 11, 2014 meeting, carried by voice vote.

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

**Consider a new electric lineman position**: Herfel reviewed the reasons for his request for the additional position. He recommended the Electric Utility hire at an apprentice level for this new position. Zalucha moved, McNall seconded to recommend creation of a permanent electric lineman position to the Village Finance Committee, carried by voice vote.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report. There was discussion on the water loss report which showed a loss of 13%. PSC guidelines require a loss of no more than 15%. Herfel explained that staff will continue to work on finding any leaks within the system.

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report. He gave an update on the construction project.

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

**Adjournment**: There being no further business before the Commission, Ryan moved, Scott seconded to adjourn the meeting at 7:32pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, MAY 13, 2014

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 April 8, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Consider application to the PSC for a simplified rate increase for the Water Utility
- 5) Discussion regarding USDA grant opportunity to support economic development for new property in TID #3
- 6) Wastewater Facilities Operations Supervisor report
- 7) Finance Director/Treasurer report
- 8) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
May 13, 2014**

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, Czyzewski, and newly appointed Commission member Jack Lyle. Village Administrator Ross, Wastewater Supervisor Michael Goltz, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Czyzewski seconded to approve the minutes of the April 8, 2014 meeting, carried by voice vote.

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

**Application to the PSC for a simplified rate increase for the Water Utility**: Ross reviewed the process for applying for the simplified rate increase of 3%. There was discussion on whether to go for the increase now under the simplified process or wait until a full rate study is required. McNall moved, Scott seconded to authorize the Administrator to go ahead with the application to the PSC for a 3% increase, carried by voice vote.

**USDA grant to support economic development for new property in TID #3**: No discussion.

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

**Finance Director/Treasurer Report**: Sutter had nothing to report. Temby led a discussion on whether the utilities have any funds available to distribute back to the community. More information will be provided in the future and it will be placed on the next agenda.

**Adjournment**: There being no further business before the Commission, Glover moved, Czyzewski seconded to adjourn the meeting at 7:30pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, JUNE 10, 2014

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 May 13, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Consider approval of Compliance Maintenance Annual Report (CMAR)
- 5) Discussion regarding Commitment to Community funds
- 6) Update on Wastewater Facilities Operations Supervisor position
- 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  
June 10, 2014**

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, Czyzewski, and Lyle. Commissioner Zalucha arrived at 7:07pm. Village Administrator 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 May 13, 2014 meeting, carried by voice vote.

**Voucher and bank account information**: The check report and bank account information were reviewed. Glover moved, Czyzewski seconded to approve the vouchers and bank account information as presented, carried by voice vote. (Zalucha arrived after this motion)

**CMAR 2013 Report**: Goltz reviewed the annual report. Scott moved, Zalucha seconded to approve the 2013 Compliance Maintenance Annual Report, approve by voice vote.

**Commitment to Community Funds**: Temby reviewed the background of these funds that are collected from the utility customers. The funds are a state mandated fee that is collected for the purpose of low income assistance and energy efficiency programs. There was discussion on how the funds were used in the Village. There was also discussion on WPPI grants that are given to Utility users for various purposes.

**Wastewater Superintendent Position**: Ross reported that Goltz will be retiring on July 7 after 26 years of service. Goltz was thanked for his many years of service. Ross reviewed the internal application process that was followed to fill the vacant position. John Klein was introduced as the new Superintendent starting in mid-July. Klein has been a Utility employee for 22 years.

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

**Wastewater Facilities Operations Supervisor Report**: Goltz reviewed his monthly report. He thanked everyone for their support during his employment here.

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

**Adjournment**: There being no further business before the Commission, Glover moved, McNall seconded to adjourn the meeting at 7:47pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, JULY 8, 2014

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 10, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Presentation and review of the 2013 Utility Audit Report
- 5) Consider Commitment to Community grant applications
- 6) 2015 Capital Budget Review for Electric & Water Utility
- 7) Electric & Water Superintendent Report
- 8) Wastewater Superintendent Report
- 9) Finance Director/Treasurer Report
- 10) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
July 8, 2014**

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, Czyzewski, and Lyle. Commissioner Zalucha was absent. Electric & Water Superintendent Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present. Village Administrator Dave Ross arrived at 7:20pm.

**Minutes:** McNall moved, Lyle seconded to approve the minutes of the June 10, 2014 meeting, carried by voice vote.

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

**2013 Utility Audit Report:** Bethany Ryers of Baker Tilly Virchow Krause LLP was present to review the report. She reviewed the charts and graphs comparing the activity in the last four years for all three utilities. She also reviewed the communication to those charged with governance and management.

**Commitment to Community Grant Applications:** Three applications for the grants were reviewed. Discussion concerned the requirements of grant applications. There are three grants available for \$500 each. McNall moved, Glover seconded to approve all three applications, carried by voice vote.

**2015 Capital Budget Review for Electric & Water Utility:** Herfel reviewed the changes to the ten year capital budget. He also reviewed the specifics of each item to be included in the 2015 capital budget. Scott moved, Czyzewski seconded to approve the 2015 capital budget, carried by voice vote.

**Electric/Water Superintendent Report:** Herfel reviewed his monthly report. He also gave an update on the 2014 street projects that included water main replacements.

**Wastewater Facilities Operations Supervisor Report:** Klein reviewed the monthly report. He also gave an update on the wastewater plant construction project.

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

**Adjournment:** There being no further business before the Commission, Czyzewski moved, Glover seconded to adjourn the meeting at 8:06pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION  
TUESDAY, AUGUST 12, 2014

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 8, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Audience with Mike Peters, CEO for WPPI
- 5) Consider awarding electric project bid
- 6) Consider the wastewater facilities 2015 capital budget requests
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent report
- 9) Finance Director/Treasurer report
- 10) Adjourn

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**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
AUGUST 12, 2014**

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, McNall, Zalucha, and Lyle. Commissioners Scott and Czyzewski were absent. Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: Glover moved, McNall seconded to approve the minutes of the July 8, 2014 meeting, carried by voice vote.

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

**Audience with WPPI CEO**: Mike Peters, CEO for WPPI, was present to review the services and benefits of WPPI membership. Mount Horeb is one of 51 communities that are a part of WPPI.

**Electric Project Bid**: Herfel requested approval of the low bid from J&R Underground. Approval was also recommended by Forster Electrical Engineering & Village Administrator Dave Ross. Lyle moved, Glover seconded to approve J&R Underground bid of \$295,050 for the southwest URD loop construction project, approved by voice vote.

**Wastewater Facilities 2015 Capital Budget Requests**: Klein reviewed the 2015 capital projects. McNall moved, Glover seconded to recommend approval of the Wastewater Facilities 2015 capital projects budget, approved by voice vote.

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

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

**Finance Director/Treasurer Report**: Sutter reviewed the investment information.

**Adjournment**: There being no further business before the Commission, Zalucha moved, Lyle seconded to adjourn the meeting at 7:50pm, 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

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## UTILITY COMMISSION TUESDAY, SEPTEMBER 9, 2014

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 12, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Electric & Water Superintendent report
- 5) Wastewater Superintendent 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.

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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB  
UTILITY COMMISSION MEETING MINUTES  
September 9, 2014**

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, Czyzewski, and Lyle. Commissioner Zalucha was absent. Village Administrator Dave Ross, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Glover seconded to approve the minutes of the August 12, 2014 meeting, carried by voice vote.

**Voucher and bank account information**: The check report and bank account information were reviewed. Glover moved, Lyle 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**: Klein reviewed his monthly report.

**Finance Director/Treasurer Report**: Sutter reported that Public Power week was October 6-10. Customers should make plans to stop in to the village office for special promotions and treats. Sutter told the Commission of the upcoming MEUW district dinner meetings that were coming up. Commission members should let Sutter know if they are interested in attending the district meeting in Waunakee.

**Adjournment**: There being no further business before the Commission, Scott moved, Czyzewski seconded to adjourn the meeting at 7:17pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, OCTOBER 14, 2014

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 September 9, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Refund request for sewer utility charges on outside water usage
- 5) Electric & Water Superintendent report
- 6) Wastewater Superintendent 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**  
**October 14, 2014**

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**: Commissioner Glover called the meeting to order at 7:03pm. Present were Scott, McNall, Zalucha, Czyzewski, and Lyle. Chairman Temby was absent. Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Czyzewski seconded to approve the minutes of the September 9, 2014 meeting, carried by voice vote.

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

**Refund Request for Sewer Utility Charges**: Kyle Esch reviewed his request for a refund of sewer utility charges. They had installed a sprinkler system to water their new lawn. Esch explained they were unaware of the ability to install a second water meter to meter outside usage. He presented information from the AMI water meter that showed water usage for each day and time of day during the period in question. The Commissioners recognized that there was good documentation to support the request and the property owner rectified the issue immediately by installing the second meter. McNall moved, Czyzewski seconded to credit the utility account using 4,000 gallons as a usage base, with the credit not to exceed \$338.51, approved by voice vote. It was agreed that new customers should receive rate information, including the second meter rate, when setting up new service.

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

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

**Adjournment**: There being no further business before the Commission, Scott moved, Zalucha seconded to adjourn the meeting at 7:50pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, NOVEMBER 11, 2014

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) Elect Utility Commission officers
- 3) Review minutes of the October 14, 2014 meeting
- 4) Review vouchers and bank account information
- 5) Consider Mt Horeb Area Economic Development Corporation funding request
- 6) Consider annual \$1,000 economic development contribution using Commitment to Community funds
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent 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 11, 2014**

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, Czyzewski, and Lyle. Village Administrator Dave Ross, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present. Electric & Water Supervisor Dave Herfel arrived at 7:23p.

**Utility Officers**: McNall moved, Lyle seconded to retain the present officers of President Temby and Secretary Glover, carried by voice vote.

**Minutes**: Czyzewski moved, Zalucha seconded to approve the minutes of the October 14, 2014 meeting, carried by voice vote.

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

**Mount Horeb Area Economic Development Corporation funding request**: McNall removed himself from the Commission for this discussion due to the fact he was on the MHAEDC board. He joined Dave Hoffman for a presentation on the funding request. The request was for \$50,000 per year for the next three years from the Electric Utility. Discussion concerned the benefits to the utility as well as the general benefit to the community. Ross also reviewed how this would affect the reserve balance. Temby read a portion of a letter from Stafford concerning the legality of the contribution. Scott moved, Zalucha seconded to recommend that the Village Board approve a transfer \$50,000 Electric Utility funds in 2015 to the General Fund to be used for MHAEDC, carried by roll call vote. Aye: Scott, Glover, Zalucha, Czyzewski, Lyle and Temby; Nay: None; Abstain: McNall.

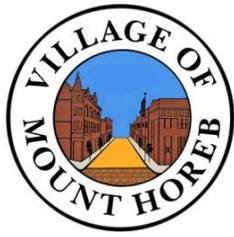
**Annual Economic Development Contribution from Commitment to Community Funds**: There was discussion on how a decision is made for the allocation of the funds. Past contributions were reviewed. Zalucha moved, McNall seconded to allocate the \$1,000 grant to the Mount Horeb Area Chamber of Commerce, carried by voice vote.

**Electric/Water Superintendent Report**: Herfel reviewed his monthly report. He reported on the resignation of long time employee Gary Frisch, who has opted to retire at this time. Glover, Czyzewski to commend Gary Frisch and to wish him well on his retirement, carried by voice vote.

**Wastewater Facilities Operations Supervisor Report**: Klein reviewed his monthly report. Ross commended Klein on his performance the last three months as supervisor.

**Adjournment**: There being no further business before the Commission, Glover moved, Czyzewski seconded to adjourn the meeting at 8:09pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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## UTILITY COMMISSION TUESDAY, DECEMBER 9, 2014

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 November 11, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Recognition of Dave Herfel, Electric & Water Superintendent for 40 years of service
- 5) Electric & Water Superintendent report
- 6) Wastewater Superintendent 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  
December 9, 2014**

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, Czyzewski, and Lyle. Commissioner Zalucha was absent. Village Administrator Dave Ross, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

**Minutes**: McNall moved, Glover seconded to approve the minutes of the November 11, 2014 meeting, carried by voice vote.

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

**Recognition of Dave Herfel, Electric & Water Superintendent for 40 years of service**: Herfel reviewed the history of his employment. Glover moved, McNall seconded to thank Dave Herfel for his 40 years of service, carried by voice vote.

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

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

**Adjournment**: There being no further business before the Commission, Scott moved, Czyzewski seconded to adjourn the meeting at 7:35pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer