



Village of Mount Horeb

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

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info



UTILITY COMMISSION
TUESDAY, JANUARY 13, 2015

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 December 9, 2014 meeting
- 3) Review vouchers and bank account information
- 4) Electric & Water Superintendent report
- 5) Wastewater Superintendent report
- 6) 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 13, 2015**

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 Lyle. Commissioners Czyzewski and Zalucha were 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 December 9, 2014 meeting, carried by voice vote.

Voucher and bank account information: The check report and bank account information were reviewed. Glover moved, Scott seconded to approve the vouchers and bank information 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.

Adjournment: There being no further business before the Commission, Glover moved, Lyle seconded to adjourn the meeting at 7:27pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, FEBRUARY 10, 2015

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 13, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Presentation from the MHAEDC regarding USDA REDLG program
- 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
February 10, 2015**

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

Minutes: Glover moved, Scott seconded to approve the minutes of the January 13, 2015 meeting, carried by voice vote.

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

MHAEDC presentation regarding USDA REDLG program: Wally Orzechowski from Mount Horeb Area Economic Development Corporation and Cindy Jaggi from Economic Development Partners were present to provide information on the USDA Rural Economic Development Loan and Grant program. The low interest loan or grant is available to rural utilities to be used to provide financing to stimulate economic development within their community. One of the ideas being considered is to help develop a food emporium in Mount Horeb. Funds would be loaned to the developers at the same rate and conditions as the USDA loan. Discussion concerned the risk to the utility. A guarantee and/or letter of credit from the borrower would be required. This discussion was for information only. It may come back to the Utility Commission in the future if the decision is made to go forward with the application.

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, Czyzewski moved, Glover 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, MARCH 10, 2015

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 10, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Electric & Water Superintendent report
- 5) Wastewater Superintendent report
- 6) 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 10, 2015**

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

Minutes: Glover moved, Zalucha seconded to approve the minutes of the February 10, 2015 meeting, carried by voice vote.

Voucher and bank account information: The voucher check report and bank account information were reviewed. Lyle 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: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, Scott moved, Lyle 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, APRIL 14, 2015

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 10, 2015 meeting
- 3) Review customer request for adjustment to water & sewer utility billing
- 4) Final update on the Wastewater Preliminary Treatment Improvement project and recommendation to the Village Board for acceptance of the project
- 5) Discussion regarding timeline and process for new wastewater treatment plant
- 6) Update on Village Administrator employment status
- 7) Update on filling the Wastewater Lead Operator position
- 8) Review vouchers and bank account information
- 9) Electric & Water Superintendent report
- 10) Wastewater Superintendent report
- 11) 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
April 14, 2015**

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 Lyle. Czyzewski 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: Glover moved, Lyle seconded to approve the minutes of the March 10, 2015 meeting, carried by voice vote.

Customer Billing Adjustment Request: Nancy Riemenapp was present to discuss her request for an adjustment to her utility billing for 403 Linda Road. The furnace quit at that location and the water pipes broke. After discussion, McNall recommended some consideration for an adjustment as a good will gesture. McNall moved, Glover seconded to give a credit of \$444 for the additional sewer usage, carried by voice vote. Nay: Scott.

Wastewater Preliminary Treatment Improvement Project Acceptance: Randy Langer and Troy Stinson from Strand Associates were present to review the project. The final cost came in below the budget by more than \$79,000. Stinson also reviewed the phosphorus removal requirement for the WPES permit, which will affect the proposed upgrade to the plant. The WDNR may require upgrades to meet the phosphorus removal requirements with a potential deadline of 2024. A potential project schedule for the wastewater treatment plant upgrade was reviewed, with the planning starting in May 2015 and construction completion in 2019. Scott moved, Zalucha seconded to recommend Village Board approval of the 2014 wastewater preliminary treatment improvement project, approved by voice vote. There will be discussion on the plant upgrade in the near future.

Wastewater Treatment Upgrade Timeline: Ross recommended the Utility Commission requested bids from Strand Associates and HR Green for the plant upgrade project. If the Commission is not happy with these two bids, this project could be opened for all engineering firms to bid on the project. Ross is working with Klein to write up the request for proposal for the engineering bids. It will be on a future agenda for Commission review.

Village Administrator Employment Status: Ross told the Commission his last day working for the village will be Friday April 24. He thanked the staff and Commission. He reviewed the process for his replacement.

Wastewater Lead Operator Position Update: Ross reported that only one internal employee applied for this position. Dale Cullen was given the promotion with a begin date of April 19. He will be receiving supervisor training in the future.

Voucher and bank account information: The voucher 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.

Electric/Water Superintendent Report: Herfel reviewed his monthly report. He also provided a list of nearby electric utility rates and average billing costs as a comparison to the Mount Horeb Electric Utility rates.

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

Adjournment: There being no further business before the Commission, Lyle moved, McNall seconded to adjourn the meeting at 8:12pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, MAY 12, 2015

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 14, 2015 meeting
- 3) Customer refund request-Koller
- 4) Customer refund request-Engstad
- 5) Presentation of 2014 Utility Audit Report
- 6) Decision on whether to authorize a water rate study
- 7) Recommendation on refinancing the 2006 Water bonds
- 8) Issuance of a Request for Proposal for engineering for the Wastewater Treatment Facility Improvements Plan
- 9) Award Community Funds grants
- 10) Review vouchers and bank account information
- 11) Electric & Water Superintendent report
- 12) Wastewater Superintendent report
- 13) 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
May 12, 2015

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. Zalucha was absent. Interim Village Administrator Kathy Hagen, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Glover seconded to approve the minutes of the April 14, 2015 meeting, carried by voice vote.

Customer refund request-Koller: The request was for a refund of \$23.33 due to an outside hose not shutting off completely. There was discussion on whether the excess water can be verified and under what circumstances a refund is granted. Glover moved, Lyle seconded to deny the request, carried by voice vote.

Customer refund request-Engstad: Richard Engstad was present to discuss his request for a refund of \$316.50 for outside watering that occurred in the summer of 2014. There was discussion on why a second meter was not installed and past practice that generally **didn't allow refunds for water or sewer**. McNall moved, Lyle seconded to deny the request, carried by voice vote.

Presentation of 2014 Utility Audit Report: Aaron Worthman from Baker Tilly Virchow Krause was present to review the 2014 audit report. He reviewed the management letter and financial statement highlights. Generally all three utilities were in good financial shape at the end of 2014.

Decision on whether to authorize a water rate study: Sutter explained there was a decrease in the cash balance for the water utility due to 2014 street projects and water tower painting; and 2015 purchase of a backhoe. There was discussion on whether a rate study was needed. Worthman estimated it would cost \$2,500 to study whether a rate increase was necessary. The total cost of a full rate study would be \$7,000-9,000. Glover moved, Scott seconded to authorize Baker Tilly to do the initial water rate study for a cost not to exceed \$3,000, carried by voice vote.

Recommendation on refinancing the 2006 Water bonds: Kevin Mullen from HSE was present to review information on refinancing of the 2006 Water bonds. The potential savings was estimated at \$126,000 but the market has been volatile so the actual savings will be unknown until it gets closer to the date of sale. The recommendation was to have a minimum of 3% savings before going ahead with the refinancing. Czyzewski moved, McNall seconded to recommend to the Village Board to proceed with the water bond refinancing, carried by voice vote.

Issuance of a Request for Proposal (RFP) for engineering for the Wastewater Treatment Facility Improvements Plan: The proposed RFP was reviewed. Klein explained the RFP would be sent to two different engineering firms. The utilities have done business with both firms on prior projects. There was discussion on whether to send the RFP to more firms or wait for new administrator to start. Scott moved, McNall seconded to table the request, carried by voice vote.

Award Community Funds grants: Seven grant applications were reviewed. Temby stated that he would not be able to vote due to a conflict of interest. Czyzewski noted that he was **a member of the Chamber but didn't feel it was conflict**. There was discussion on which applicants had received a grant in the past. Glover moved, Scott seconded to award the grants to the Halloween parade committee, Holiday Lights Committee, and the Landmarks Foundation, carried by voice vote. Abstain: Temby.

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

Electric/Water Superintendent Report: The monthly report was reviewed.

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

Adjournment: There being no further business before the Commission, Czyzewski moved, Scott seconded to adjourn the meeting at 8:37pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, JUNE 9, 2015

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 12, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Request for Proposal for engineering for the Wastewater Treatment Facility Improvements Plan
- 5) Update on Water Bonds refinancing
- 6) Approval of Baker Tilly engagement letter for water rate study
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent report
- 9) Adjourn

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
June 9, 2015**

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. Interim Village Administrator Kathy Hagen, Electric/Water Superintendent Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, Czyzewski seconded to approve the minutes of the May 12, 2015 meeting, carried by voice vote.

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

Engineering for the Wastewater Treatment Facility Improvements Plan: Discussion concerned whether to send out an RFP to other engineering firms as discussed at the May meeting. Klein stated that he had a good working relationship with Strand. His experience with the building project that was completed last year was all positive. He explained that an RFP is costly for engineering firms to complete and would add cost to the entire project. Discussion included the historical value of using Strand versus starting with a new firm that did not have the background knowledge of the plant. Incoming administrator Nic Owen has also indicated he has experience with Strand and recommended continuing with them as long as there is a good relationship. Glover moved, Scott seconded to request a proposal from Strand & Associates, carried by voice vote.

Water Bonds Refinancing: Sutter reported the Village Board approved the sale of the bonds at the June village board meeting. The refinancing resulted in a savings to the Water Utility of approximately \$128,555 or 7.37%.

Decision on whether to authorize a water rate study: Sutter explained the engagement letter that was sent by Baker Tilly for the water rate study included both the cost of the preliminary study (\$3,000) and the cost of the full rate study (additional \$4,000-\$5,000). The approval given by the Utility Commission in May only included the preliminary study. McNall moved, Scott seconded to accept the Baker Tilly proposal as presented, carried by voice vote.

Electric/Water Superintendent Report: Herfel reviewed the activity within his department and his monthly report.

Wastewater Facilities Operations Supervisor Report: Klein reviewed the activity within his department and his monthly report.

Adjournment: There being no further business before the Commission, Czyzewski moved, Lyle seconded to adjourn the meeting at 7:40pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, JULY 14, 2015

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 9, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Consider water rate study prepared by Baker Tilly
- 5) Authorization of planning services proposal for wastewater facilities plan
- 6) Approval of Resolution 2015-13 **"Adopting** the Compliance Maintenance Annual Report"
- 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
July 14, 2015

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 Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Temby thanked the village staff for the quick restoration of electric service and cleanup work from the storms this week.

Minutes: McNall moved, Czyzewski seconded to approve the minutes of the June 9, 2015 meeting, carried by voice vote.

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

Water Rate Study: The letter was reviewed from Baker Tilly on the preliminary water rate study. The preliminary rate review forecasts a water rate increase of 18%. They recommended the water utility apply for a full rate increase with the PSCW. McNall moved, Scott seconded to authorize Baker Tilly to proceed with a full water rate case before the PSCW, carried by voice vote.

Wastewater Facilities Planning Services: Randy Langer from Strand Associates was present to review their proposal for facilities planning. The proposed contract and timeline were reviewed. This is the first step in the facilities upgrade scheduled to be completed in 2019. Glover moved, Czyzewski seconded to accept the Strand Associates proposal for a fee not to exceed \$69,800, carried by voice vote.

Compliance Maintenance Annual Report: Klein reviewed the annual report. The ratings in the annual report were all good except for the "Influent Load and Flowing" category, which received an "F". Klein explained the "F" rating is because there is more flow to the plant than it was designed for. That will be corrected with the new facilities project which is expected to be completed by the end of 2019. McNall moved, Zalucha seconded to approve Resolution 2015-13 "Adopting the Compliance Maintenance Annual Report", carried by voice vote.

Electric/Water Superintendent Report: Herfel reviewed his monthly report. He provided pictures of the damage caused by a squirrel at a substation. He also briefly reviewed the work involved with cleaning up the damage and returning electrical service after the storms this week.

Wastewater Superintendent Report: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, Czyzewski moved, Lyle seconded to adjourn the meeting at 8:12pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, AUGUST 11, 2015

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 14, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Discussion with WPPI on extending the contract
- 5) Electric & Water Superintendent report
- 6) Wastewater Superintendent report
- 7) Consideration of Village purchase of property – CTH JG property: The Utility Commission may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- 8) Reconvene to open session for any discussion or action on the subject matter discussed in closed session.
- 9) Adjourn

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
August 11, 2015**

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

Minutes: Scott moved, Glover seconded to approve the minutes of the July 14, 2015 meeting, carried by voice vote.

Voucher and bank account information: The voucher check report and bank account information were reviewed. There was discussion on payment made to CTW for 2014 well maintenance. Glover moved, Lyle seconded to approve the vouchers and bank account as presented, carried by voice vote.

Discussion with WPPI on contract extension: Pat Connors of WPPI was present to review the benefits and services provided by this member owned group. He also reviewed the current power supply information. Mount Horeb Electric Utility has been a member since 2005. They are requesting an extension to the long term contract. There was discussion on the contract extension. Sutter explained it would be on the agenda in September.

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

Wastewater Superintendent Report: Klein reviewed his monthly report.

Consideration of Village purchase of property – CTH JG property: Temby explained that Village President Dave Becker had requested discussion on the potential purchase of land adjoining the land currently owned by the Sewer Utility that will be used for the future wastewater treatment plant upgrade. It would provide better access to CTH JG.

Executive Closed Session: There being no further business before the open meeting, Lyle moved, Czyzewski seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. The motion carried by roll call vote. Aye: Lyle, Scott, Czyzewski, McNall, Glover, Temby. Nay: None. The meeting adjourned into Executive Session at 8:05pm. Herfel was not present for this discussion. Klein was included in the discussion.

Glover moved, Czyzewski seconded to reconvene into open session at 8:24pm, approved by voice vote. Temby reported that there was discussion on the potential purchase and no decisions were made.

Adjournment: There being no further business before the Commission, Glover moved, Czyzewski seconded to adjourn the meeting at 8:26pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, SEPTEMBER 8, 2015

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 11, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Resolution 2015-20 Recommendation on the WPPI contract extension
- 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.

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 8, 2015**

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

Minutes: Czyzewski moved, Lyle seconded to approve the minutes of the August 11, 2015 meeting, carried by voice vote.

Voucher and bank account information: The voucher 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.

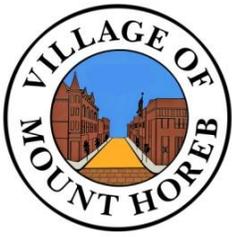
WPPI contract extension: The proposed resolution and amendment to extend the WPPI contract was reviewed. Scott moved, Lyle seconded to approve **Resolution 2015-20 "Resolution of the Utility Commission of the Village of Mount Horeb Recommending that the Mount Horeb Village Board Approve Amendment No. 1 to Long Term Power Supply Contract for Participating Members"**, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report.

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

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, OCTOBER 13, 2015

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) Baker Tilly presentation on water rate study and recommendation to the Village Board
- 4) Review minutes of the September 8, 2015 meeting
- 5) Review vouchers and bank account information
- 6) Review the utility five year capital projects plan
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent report
- 9) Consideration of Village purchase of property – CTH JG property: The Utility Commission may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- 10) Reconvene to open session for any discussion or action on the subject matter discussed in closed session.
- 11) 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 13, 2015**

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 Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Election of Utility Commission officers: The annual nomination of officers was completed:

President/Chair: Glover moved, McNall seconded to appoint Temby as President, carried by voice vote. McNall moved, Glover seconded to close nominations, carried by voice vote.

Secretary/Vice Chair: McNall moved, Scott seconded to appoint Glover as Secretary, carried by voice vote. Czyzewski moved, Scott seconded to close nominations, carried by voice vote.

Water Rate Study Presentation/Recommendation: Aaron Worthman of Baker Tilly Virchow Krause was present to review the water rate study. He recommended requesting a 5.25% rate of return. The PSC was currently approving 5-5.5% rate of return for other utilities. A 5% rate of return was necessary for a positive cash flow. The proposed rates were also compared to neighboring communities. McNall moved, Lyle seconded to recommend to the Village Board to authorize Baker Tilly to go forward with an application for a 5.25% rate of return, carried by voice vote. There was discussion on whether the Village Board needs to approve. Owen will research the answer.

Minutes: Czyzewski moved, Scott seconded to approve the minutes of the September 8, 2015 meeting, carried by voice vote.

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

Five Year Capital Projects Plan: Herfel reviewed changes to his five year plan for the Electric and Water Utilities. He explained in detail the 2016 budget items.

Klein reviewed the two items in his 2016 five year plan. He explained the new plant is the focus right now.

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

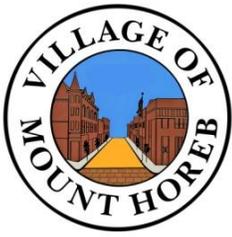
Wastewater Superintendent Report: Klein reviewed his monthly report. He also updated the Commission on the facilities planning.

Executive Closed Session: There being no further business before the open meeting, Lyle moved, Czyzewski seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(e) for the consideration of village purchase of property-CTH JG property, carried by roll call vote. Aye: Temby, Glover, McNall, Czyzewski, Scott, Lyle. Nay: None. The meeting adjourned into Executive Session at 7:52pm.

Glover moved, Scott seconded to reconvene into open session at 7:56pm, carried by voice vote. Temby stated that no action taken in closed session.

Adjournment: There being no further business before the Commission, Scott moved, Czyzewski seconded to adjourn the meeting at 7:57pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, NOVEMBER 10, 2015

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 13, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Electric & Water Superintendent report
- 5) Wastewater Superintendent report
- 6) 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 10, 2015**

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, Czyzewski, and Lyle. Newly appointed Commissioner Neal Fargo was welcomed. Commissioner Tony Zalucha resigned his position. Commissioners Scott and McNall were absent. Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Czyzewski moved, Glover seconded to approve the minutes of the October 13, 2015 meeting, carried by voice vote.

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

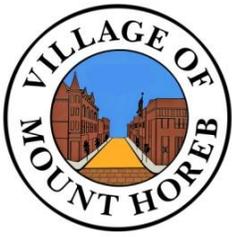
Electric/Water Superintendent Report: Herfel reviewed his monthly report. He presented pictures of the damage found in Well #5 after the pump was pulled. The repairs are estimated at \$20,000 for parts plus the labor costs. Wells are normally checked every ten years. This year was the scheduled maintenance for Well #5. The cost of the repairs was included in the 2015 budget.

Wastewater Superintendent Report: Klein reviewed his monthly report.

The Commissioners recognized Tony Zalucha for his years of service on the Utility Commission.

Adjournment: There being no further business before the Commission, Czyzewski moved, Lyle 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, DECEMBER 8, 2015

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 10, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Consider awarding the WPPI Economic Development grant to the Friends of Norsk Golf Course
- 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 8, 2015**

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, Fargo and Lyle. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Czyzewski moved, Lyle seconded to approve the minutes of the November 10, 2015 meeting, carried by voice vote. Abstain: Scott.

Voucher and bank account information: The voucher check report and bank account information were reviewed. There was discussion on the investment policy. Scott moved, Glover seconded to approve the vouchers and bank account information as presented, carried by voice vote.

Award WPPI Economic Development Grant: Owen explained the purpose of the WPPI grant that is awarded annually for economic development. He also reviewed the status of the Friends of the Norsk Golf Course group. This group would be set up as a nonprofit group that would manage the golf course if the village purchases the property. Discussion concerned the project status and what would happen **if the project doesn't** go forward. The money would be lost if it is not awarded by the end of the year. There was discussion about awarding the grant to the Economic Development Corporation. If they choose, they could then pass it on to this group. Czyzewski moved, Scott seconded to award the \$1,000 grant to the Economic Development Corporation to use as they see fit, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report. He informed the Commission about a sewer backup that occurred from the storm sewer project from this summer. He is working with Rule Construction to get reimbursed for the cost from correcting this issue. He requested approval to pay the plumbing bill instead of the home owner paying it. He will try to get Rule Construction to reimburse. The Commissioners generally agreed that was the right thing to do.

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

Minutes by Cheryl J Sutter, Finance Director/Treasurer