

Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net
Website: www.mounthorebwi.info

UTILITY COMMISSION TUESDAY, JANUARY 13, 2009

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 16, 2008 meeting.
- 3) Review proposed Utility Garage with Strand Assoc. Inc.
- 4) Consider Facilities Planning Agreement with Strand Assoc. Inc.
- 5) Review vouchers and transfers.
- 6) Electric and Water Superintendent report.
- 7) Wastewater Facilities Operations Supervisor report.
- 8) Deputy Clerk/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 CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

UTILITY COMMISSION
JANUARY 13, 2009

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, Phil Halverson, Curt Gullick, and Judy Steinhauer. Rollie Schraepfer and Georgia Post were absent. WWTP Supervisor Michael Goltz, Electric and Water Superintendent Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Steinhauer moved, Gullick seconded to approve the minutes of the December 16, 2008 meeting. Motion carried.

REVIEW PROPOSED UTILITY GARAGE WITH STRAND ASSOC. INC.: Wayne Maki and Eric Urtes from Strand were present to review the preliminary garage design with the commission. Discussions included floor plan and exterior design, landscaping, signage and lighting. The preliminary design will be presented to the Plan Commission for approval on January 28th. If approved by the Plan Commission, the project will be put out for bid in February.

CONSIDER FACILITIES PLANNING AGREEMENT WITH STRAND ASSOC INC.: This agreement is the first step to a new wastewater facility. The new facility is planned for 2012 or 2013. Glover moved, Steinhauer seconded to approve the preliminary planning agreement with Strand Associates Inc. for \$25,000.00. Motion carried.

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

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

WWTP SUPERINTENDENT'S REPORT: Goltz presented his report to the commission.

UTILITY CLERK REPORT: Danz notified the commission that the water rate hearing is going to be held on February 26th, 2009 at 10:00am.

ADJOURN: Halverson moved, Glover seconded to adjourn the meeting at 8:10 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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UTILITY COMMISSION TUESDAY, FEBRUARY 10, 2009

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 13, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Wastewater Discharge Permit Application for 325 Front Street.
- 5) Consider WPPI Schedule For Purchase of Solar Photovoltaic Energy.
- 6) Consider Renewable Energy Tariffs.
- 7) Consider PSC recommendations concerning water utility rules.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Deputy Clerk/Treasurer report.
- 11) Adjourn.

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UTILITY COMMISSION
FEBRUARY 10, 2009

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, Phil Halverson, Curt Gullick, Judy Steinhauer, and Rollie Schraepfer. Georgia Post arrived at 7:05pm. WWTP Supervisor Michael Goltz, Electric and Water Superintendent Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Halverson seconded to approve the minutes of the January 13, 2009 meeting. Motion carried.

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

CONSIDER WASTEWATER DISCHARGE PERMIT APPLICATION FOR 325 FRONT STREET: Discussions concerned business operations, testing procedures, discharge frequency and the completeness of the discharge permit application for the business at 325 Front Street. Tim Dill, building inspector, was present to discuss the permit application and a list of Conditions of Approval. The Conditions of Approval were reviewed and two revisions were made. One revision was in regard to notifying the WWTP 1 week prior to testing and the other concerned a monitoring facility may, not shall, be constructed at the utilities discretion. Gullick moved, Halverson seconded approval of the discharge permit for 325 Front Street subject to the revised Conditions of Approval. Motion carried.

CONSIDER WPPI SCHEDULE FOR PURCHASE OF SOLAR PHOTOVOLTAIC ENERGY: Herfel indicated that a local business was looking at installing solar panels on top of their building and WPPI would be interested in purchasing the electricity generated. The schedule needs to be approved by the commission and filed with the PSC before buyback of the electricity can take place. Glover moved, Steinhauer seconded to approve the WPPI schedule for purchase of solar photovoltaic energy. Motion carried.

CONSIDER RENEWABLE ENERGY TARIFFS: These tariffs would allow customers the option of purchasing blocks of their energy from renewable resources. Residential customers would pay an additional \$3.00 for 300 kilowatts of renewable energy. 40 of the 42 WPPI members are already offering this to their customers. Changes in the billing system will need to be made to accommodate the additional charge. If approved, customers could begin purchasing renewable power sometime this summer. Glover moved, Gullick seconded to approve the Renewable Energy Tariffs. Motion carried.

CONSIDER PSC RECOMMENDATIONS CONCERNING WATER UTILITY RULES: The PSC is recommending that the Mount Horeb Water Utility update their Rules and Regulations to reflect the latest requirements in Wisconsin Administrative Code chapter PSC 185. The PSC is also recommending a change to the water main extension rule. The changes will be presented for adoption as part of the water rate case. However, if the commission felt it necessary,

modifications to the recommendations from the PSC need to be done before the water rate hearing on February 26th. The commission felt the PSC recommendations were sufficient and did not see a need to modify them.

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

WWTP SUPERINTENDENT'S REPORT: Goltz presented his report to the commission.

UTILITY CLERK REPORT: Danz notified the commission that the water rate hearing is going to be held on February 26th, 2009 at 10:00am, the electric rate hearing has been set for March 3rd at 1:30pm, and the auditors will be in the office February 25th-27th.

ADJOURN: Steinhauer moved, Schraepfer seconded to adjourn the meeting at 8:00 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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UTILITY COMMISSION TUESDAY, MARCH 10, 2009

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 February 10, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Large Power Optional Time-of-Day Service Rates.
- 5) Discussion with business owner of 325 W Front Street regarding changes to Large Power Time-of-Day Service.
- 6) Consider recommendation for bid award to Gilbert Construction Corp for \$1,398,000 for Utility Garage/Office Facility.
- 7) Consider "Agreement For Construction-Related Services Utility Garage and Office Facility" with Strand Associates Inc.
- 8) Consider future use for former Electric and Water Superintendent's Office.
- 9) Electric and Water Superintendent report.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Adjourn.

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UTILITY COMMISSION
MARCH 10, 2009

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, Phil Halverson, Curt Gullick, Judy Steinhauer, and Rollie Schraepfer. Georgia Post was absent. WWTP Supervisor Michael Goltz, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steinhauer seconded to approve the minutes of the February 10, 2009 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Halverson moved, Schraepfer seconded to approve the vouchers and transfers as presented. Motion carried.

CONSIDER LARGE POWER OPTIONAL TIME-OF-DAY SERVICE RATES: The optional time-of-day rates were formulated by WPPI staff after concerns were raised at the electric public hearing. Two large power customers attended the public hearing to express concerns with switching from a 12-hour on peak schedule to a 14-hour on peak schedule, and how it would hurt their business practices. The switch to the 14-hour on peak schedule was intended to align Mount Horeb's schedule to that of our power supplier WPPI. WPPI was able to formulate a rate schedule that would allow Time-of-Day Large Power customers to stay on the 12-hour on peak schedule, if they choose, without negatively impacting the revenues from the Large Power rate class. Glover moved, Gullick seconded approval of the Large Power Optional Time-of-Day Service Rates. Motion carried.

DISCUSSION WITH BUSINESS OWNER OF 325 W FRONT STREET REGARDING CHANGES TO LARGE POWER TIME-OF-DAY SERVICE: The business owner was present, but all his concerns were addressed in the previous agenda item.

CONSIDER RECOMMENDATION FOR BID AWARD TO GILBERT CONSTRUCTION CORP FOR \$1,398,000 FOR UTILITY GARAGE/OFFICE FACILITY: 14 contractors submitted bids for the utility garage/office facility. Gilbert Construction's bid of \$1,398,000 was the lowest. A list of prior projects completed by Gilbert Construction was noted. Bierke recommended awarding the bid to Gilbert Construction. Halverson moved, Steinhauer seconded to award the bid to Gilbert Construction in the amount of \$1,398,000. Motion carried.

CONSIDER "AGREEMENT FOR CONSTRUCTION-RELATED SERVICES UTILITY GARAGE AND OFFICE FACILITY" WITH STRAND ASSOCIATES INC.: Strand drafted an agreement that covers services for overseeing the construction process. Bierke has been negotiating with Strand and feels the price of \$50,000 is fair. Glover moved, Steinhauer seconded to approve "Agreement For Construction-Related Services Utility Garage and Office Facility" from Strand Associates in the amount of \$50,000. Motion carried.

CONSIDER FUTURE USE FOR FORMER ELECTRIC AND WATER SUPERINTENDENT'S OFFICE:

The electric and water superintendent was not present, therefore no action was taken. Upon inquiry of the utility commission, Bierke will ask other village committees if they have a need for the space or any suggestions for its use.

ELECTRIC AND WATER SUPERINTENDENT'S REPORT: Herfel was not present, but his report was reviewed.

WWTP SUPERINTENDENT'S REPORT: Goltz presented his report to the commission.

DEPUTY CLERK/TREASURER REPORT: Danz reported two thank you notes and that the balance in accounts received is down \$25,000 from this time last year.

ADJOURN: Halverson moved, Schraepfer seconded to adjourn the meeting at 7:45 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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UTILITY COMMISSION TUESDAY, APRIL 14, 2009

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 March 10, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) 2008 Financial Report by Virchow Krause.
- 5) Consider transfer of funds from Water Utility to Tax Increment District #3.
- 6) Consider sanitary sewer hook-ups on North Fourth Street.
- 7) Consider Utility Bonds for Electric/Water Garage.
- 8) Consider repairs to Utility Garage, 302 E Lincoln.
- 9) Consider future use for Electric and Water Superintendent's Office, 302 E Lincoln.
- 10) Consider write-off of delinquent utility accounts.
- 11) Consider Identity Theft Policy.
- 12) Electric and Water Superintendent report.
- 13) Wastewater Facilities Operations Supervisor report.
- 14) Deputy Clerk/Treasurer report.
- 15) Adjourn.

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UTILITY COMMISSION
APRIL 14, 2009

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, Phil Halverson, Judy Steinhauer, and Georgia Post. Curt Gullick and Rollie Schraepfer were absent. WWTP Supervisor Michael Goltz, Electric and Water Superintendent Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

REVIEW MINUTES OF THE MARCH 10, 2009 MEETING: Glover moved, Steinhauer seconded to approve the minutes from the March 10, 2009 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Steinhauer moved, Halverson seconded to approve the vouchers and transfers as presented. Motion carried.

2008 FINANCIAL REPORT BY VIRCHOW KRAUSE: John Andres from Virchow Krause was present to review the 2008 financial report with the commission. Discussions concerned the financial position of the three utilities and the implementation of the recently approved rate increases for the electric and water utility to ensure financial stability for 2009 and beyond. Glover moved, Halverson seconded to approve the 2007/2008 audit report and audit letter dated April 1, 2009 as presented by Virchow Krause. Motion carried.

CONSIDER TRANSFER OF FUNDS FROM WATER UTILITY TO TAX INCREMENT DISTRICT #3: Discussion concerned prior discussions by the Village Board and background information regarding the proposed transfer. The reason for and details of the transfer were not clear and the Village Administrator was not present to clarify. More research needs to be done on the transfer as well as discussions with the Village Administrator before the commission feels comfortable making a decision. Glover moved, Steinhauer seconded to table the transfer of funds from the water utility to tax increment district #3 until the next meeting. Motion carried.

CONSIDER SANITARY SEWER HOOK-UPS ON NORTH FOURTH STREET: According to Village ordinances, when a property line is within 100' of a sanitary sewer line, the property is required to connect. There are currently 3 properties on North Fourth Street that are not connected to the Village's sanitary sewer system. A sanitary sewer force main was installed to the north end of Fourth Street in 2002. It wasn't until recently, when one of the properties on North Fourth Street was in the process of being sold, that it was realized that the 3 properties were within the 100' and therefore, required by ordinance to connect

to Village sanitary sewer. Owners and perspective owners of properties on North Fourth Street were present to voice their opinions and concerns regarding connecting to the sanitary sewer. The commission was in favor of enforcing connection on the three properties in question only when either the property was sold or the septic system failed. Glover moved, Halverson seconded to suggest a policy that the three parcels on North Fourth Street be required to connect to sanitary sewer when either the property was sold or the septic system failed. Motion carried. The Village Administrator and legal council will verify the ability of the commission to make such a policy without changing the ordinance.

CONSIDER UTILITY BONDS FOR ELECTRIC/WATER GARAGE: Kevin Mullen from PiperJaffray was present to explain funding details for the utility garage. Mr Mullen reviewed documents with information regarding bond issuance, fees, interest rates, and a payback schedule. Both the water and electric utility have funds available on hand to be used for capital projects and in a market where borrowing rates are higher than savings rates, it might be beneficial to look at borrowing less and using some of the available funds. Mr Mullen will meet with the Village Administrator to weigh the risks and benefits of not borrowing the full amount for the cost of the garage project. A final funding plan will be presented next month for the utility commission's approval.

CONSIDER REPAIRS TO UTILITY GARAGE, 302 E LINCOLN: Herfel presented a bid from Hefty Construction to repair and add overhang to the roof at the current utility superintendent's office at 302 E Lincoln St. The repairs are being done to help remedy a problem with water leaking into the building. Steinhauer moved, Glover seconded to accept the bid from Hefty Construction in the amount of \$6,524.00 to repair and add overhang to the roof at 302 E Lincoln St. Motion carried.

CONSIDER FUTURE USE FOR ELECTRIC AND WATER SUPERINTENDENT'S OFFICE, 302 E LINCOLN: Herfel reviewed discussions he has had with the Village Administrator regarding use of the facility. Herfel would advise the utility not to sell the property in case it would be needed for future substation expansion. Discussions also concerned the condition of the building. The Village Administrator is checking with other village departments and committees to see if they have a need for the facility. No action was taken at this time.

CONSIDER WRITE-OFF OF DELINQUENT UTILITY ACCOUNTS: Danz presented five accounts to the commission to be considered for write-off. Three of the five were utility accounts that are not located within the village and therefore, cannot be placed on the tax roll. The balances on these accounts are several years old and many attempts have been made to contact the account holders with no response. Of the other two billings, one was to a company that is no longer in business and the other was a small portion of a bill remaining after an insurance

payment. Glover moved, Steinhauer seconded to approve writing off all five delinquent accounts. Motion carried.

CONSIDER IDENTITY THEFT POLICY: Danz reported that the Federal Trade Commission has issued new rules that pertain to identity theft. Any organization that holds personal and identifiable information on customers is now subject to new regulations to keep that information confidential. Danz and the Village Clerk are working on an identity theft policy for the village and utility offices.

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 had nothing further to report.

Temby took this time to thank Georgia Post for her service on the utility commission.

ADJOURN: Halverson moved, Post seconded to adjourn at 9:15pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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UTILITY COMMISSION TUESDAY, MAY 12, 2009

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 14, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider septic systems on North Fourth Street.
- 5) Consider road upgrade at Stewart Park.
- 6) Consider Utility Bonds for Electric/Water Garage.
- 7) Consider future use for former Electric and Water Superintendent's Office.
- 8) Wastewater Facilities Operations Supervisor report.
- 9) Deputy Clerk/Treasurer report.
- 10) 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
MAY 12, 2009

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, Phil Halverson, Curt Gullick, Judy Steinhauer, and David Hoffman. Mike McNall was absent. WWTP Supervisor Michael Goltz, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steinhauer seconded to approve the minutes of the April 14, 2009 meeting. Motion carried.

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

CONSIDER SEPTIC SYSTEMS ON NORTH FOURTH STREET: An attorney from Stafford Rosenbaum was present to discuss legal options with the commission regarding sewer connections for the North Fourth Street properties. Several options were discussed, trying to balance the two sides of the issue. It was decided that a public hearing will be held to amend the ordinance to allow for agreements to be made between the Village of Mount Horeb and the owners of the three properties in question. After the public hearing, the ordinance would need Village Board approval and then agreements would be negotiated with the owners and placed on record.

CONSIDER ROAD UPGRADE AT STEWART PARK: Goltz indicated that the service road to the lift station at Stewart Park is not sufficient to accommodate larger equipment such as the vector truck. It is estimated that the road upgrade would cost approximately \$9,200. Steinhauer moved, Glover seconded to authorize proceeding with the road upgrade to the Stewart Park Lift Station. Motion carried.

CONSIDER UTILITY BONDS FOR ELECTRIC/WATER GARAGE: It was discussed that funds in the depreciation fund are designated to replace infrastructure and could be used to partially pay for the new garage. A document prepared by Electric and Water Superintendent Dave Herfel, showed approximately 40% of the cost of the new garage/office could be taken from the depreciation fund and used for construction. Benefits of using existing funds include allowing additional time for the bond process and lowering the amount needed to be borrowed therefore lowering future interest expense and principal payments.

CONSIDER FUTURE USE FOR FORMER ELECTRIC AND WATER SUPERINTENDENT'S OFFICE: Bierke has not had an opportunity to discuss use of the building with other committees at this time. Herfel will occupy the office until December or January, so there is sufficient time to look into other options.

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

DEPUTY CLERK/TREASURER REPORT: Danz reported attending training May 4-8 and that an upgrade to the financial software will take place in June. The pending water rate increase was briefly discussed.

ADJOURN: Hoffman moved, Gullick seconded to adjourn the meeting at 7:58 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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UTILITY COMMISSION TUESDAY, JUNE 9, 2009

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 12, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Hear landlord concerns regarding delinquent utility bills.
- 5) Consider properties not connected to municipal septic system.
- 6) Consider 2008 Compliance Maintenance Annual Report and Resolution 2009-16, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT".
- 7) Consider wastewater ordinance revision and set public hearing.
- 8) Consider Water Impact Fee Study with Baker Tilly not to exceed \$5,000.
- 9) Consider contribution to Low-Income Benefits Pool.
- 10) Consider Identity Theft Policy.
- 11) Consider Letter to PSC regarding billing of Public Fire Protection Charges.
- 12) Consider Pay Request No. 1 for Utility Garage/Office and project update.
- 13) Discuss LED Street Lighting.
- 14) Consider employee promotion.
- 15) Electric and Water Superintendent report.
- 16) Wastewater Facilities Operations Supervisor report.
- 17) Deputy Clerk/Treasurer report.
- 18) Adjourn.

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UTILITY COMMISSION
JUNE 9, 2009

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, Phil Halverson, Curt Gullick, Judy Steinhauer, Mike McNall and David Hoffman. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Hoffman moved, Steinhauer seconded to approve the minutes of the May 12, 2009 meeting. Motion carried.

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

HEAR LANDLORD CONCERNS REGARDING DELINQUENT UTILITY BILLS: Hilda Oimoen and her son were present to voice their concerns regarding a tenant who moved out, leaving a very large utility bill. Hilda questioned why more is not being done to collect payments. The utility commission advised Hilda and her son that Mount Horeb Utilities is doing everything they can, while following all the rules and regulations, to collect delinquent amounts. The landlord is notified monthly of any tenant with past due bills, therefore allowing the landlord to take action as they feel necessary.

CONSIDER PROPERTIES NOT CONNECTED TO MUNICIPAL SEPTIC SYSTEM: Goltz presented a document listing 16 properties in and around the village that are either connected to the wastewater system or the water system, but not both. The document is intended to create a record of properties not fully connected to both wastewater and water systems.

CONSIDER 2008 COMPLIANCE MAINTENANCE ANNUAL REPORT AND RESOLUTION 2009-15, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT": The annual report shows one "C" grade in the Influent Loadings section. While the "C" grade would mean the treatment plant is processing more volume than ideally recommended, the plant is handling the volume without any problems. Of the other sections, 8 received an "A" grade and one section received a "B" grade. Steinhauer moved, Gullick seconded to recommend to the Village Board approval of Resolution 2009-15, Adopting the Compliance Maintenance Annual Report. Motion carried.

CONSIDER WASTEWATER ORDINANCE REVISION AND SET PUBLIC HEARING: The commission reviewed the ordinance revision. Hoffman moved, Halverson seconded to set a public hearing during the next utility commission meeting on July 14, 2009. Motion carried.

CONSIDER WATER IMPACT FEE STUDY WITH BAKER TILLY NOT TO EXCEED \$5,000: Discussions concerned the impact fee needing to be updated with the actual costs of the well and tower project instead of the estimates that were used in the original study. It was also noted that the final year has been reached in the previous study. Glover moved, Gullick seconded to contract with Baker Tilly to complete a water rate study not to exceed \$5,000. Motion carried.

CONSIDER CONTRIBUTION TO LOW-INCOME BENEFITS POOL: Discussions included the balance in Mt Horeb Utilities public benefits account for low-income customers, how much is collected each year and how much is used each year. Mt Horeb Utilities is already offering significantly higher assistance amounts to our low-income customers than those offered by the state. WPPI offers an opportunity for members to contribute or withdraw funds from a low-income benefits pool they have created. This allows communities, such as Mt Horeb, with smaller low-income population to contribute so that communities with a large low-income population have additional funds available. McNall moved, Steinhauer seconded to contribute \$5,000 to WPPI's low-income benefits pool. Motion carried.

CONSIDER IDENTITY THEFT POLICY: The policy was reviewed along with an application for service. Glover moved, McNall seconded to adopt the Identity Theft Prevention Program. Motion carried.

CONSIDER LETTER TO PSC REGARDING BILLING OF PUBLIC FIRE PROTECTION CHARGES: On June 3rd, 2009 the Village Board adopted resolution 2009-15 "Requesting the Public Service Commission Return the Public Fire Protection Charge to the Tax Levy". The Public Service Commission requires the request for a change in a rate order come from the utility. A letter was drafted to the PSC requesting a change in the rate order to reflect the wishes of the Village Board. Hoffman moved, McNall seconded to approve the letter and send it to the Public Service Commission. Motion carried.

CONSIDER PAY REQUEST NO. 1 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Herfel updated the commission on the progress of the utility garage/office stating the compacting has finished. Gilbert Construction has submitted, and Strand has recommended approval of, pay request no. 1 in the amount of \$55,096.20. Glover moved, Gullick seconded to approve pay request no. 1 in the amount of \$55,096.20 from Gilbert Construction. Motion carried.

DISCUSS LED STREET LIGHTING: Herfel reviewed his document showing the number of street lights and costs associated with changing over to LED street lights. The document also covered payback estimates with currents costs and energy savings.

CONSIDER EMPLOYEE PROMOTION: Herfel is requesting the Utility Commission recommend to the Village Board promotion of Josh Hyndman from Water Laborer to Water Crewmen L-1. Josh has completed a two week course and has passed the necessary DNR testing to become a Distribution Grade 1 and Groundwater Grade 1 operator. Glover moved, Steinhauer seconded to recommend to the Village Board the promotion of Josh Hyndman to Water Crewman L-1. 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 reported a thank-you from the Landmarks Foundation for the \$500 the utility donated to them. The Village and Utility will also be going through an accounting software change in June.

ADJOURN: Hoffman moved, Glover seconded to adjourn the meeting at 8:33 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net
Website: www.mounthorebwi.info

UTILITY COMMISSION TUESDAY, JULY 14, 2009

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 June 9, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Public Hearing on Ordinance 2009-21 An Ordinance To Amend Sections 11.04, 13.32 and 13.33 Related To The Requirements To Connect To Available Public Sewers.
- 5) Consider Ordinance 2009-21 An Ordinance To Amend Sections 11.04, 13.32 and 13.33 Related To The Requirements To Connect To Available Public Sewers.
- 6) Consider Utility Garage Bond Issuance with Kevin Mullen of Hutchinson, Shockey, Erley and Company.
- 7) Update from representative of WPPI.
- 8) Update on replacing existing sewer collection main between Washington Street and Oak Valley Road and approval of contract.
- 9) Review Ordinance 2009-23 An Ordinance To Amend 13.38 Sewer Utility Rates, and set public hearing.
- 10) Consider Pay Request No. 2 for Utility Garage/Office and project update.
- 11) Consider Shared Saving Program.
- 12) Electric and Water Superintendent report.
- 13) Wastewater Facilities Operations Supervisor report.
- 14) Deputy Clerk/Treasurer report.
- 15) 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
JULY 14, 2009

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 Phil Halverson, Curt Gullick, Judy Steinhauer, and Mike McNall. Ed Glover and Dave Hoffman were absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: McNall moved, Halverson seconded to approve the minutes of the June 9, 2009 meeting. Motion carried.

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

PUBLIC HEARING ON ORDINANCE 2009-21 AN ORDINANCE TO AMEND SECTIONS 11.04, 13.32 AND 13.33 RELATED TO THE REQUIREMENTS TO CONNECT TO AVAILABLE PUBLIC SEWERS: No members of the public spoke during the hearing. Bierke did inform the commission that the Committee of the Whole had looked at the ordinance and was not in favor of the 5 year time limit in regard to required connection after notification. After 3 request for final input from the public, and no response, the public hearing was closed.

CONSIDER ORDINANCE 2009-21 AN ORDINANCE TO AMEND SECTIONS 11.04, 13.32 AND 13.33 RELATED TO THE REQUIREMENTS TO CONNECT TO AVAILABLE PUBLIC SEWERS: Discussion concerned the urgency of the need to act on the ordinance and that the ordinance would be discussed further at the Committee of the Whole's next meeting. Steinhauer moved, Halverson seconded to table the ordinance. Motion carried.

CONSIDER UTILITY GARAGE BOND ISSUANCE WITH KEVIN MULLEN OF HUTCHINSON, SHOCKEY, ERLEY AND COMPANY: Kevin presented the commission with documentation outlining the borrowing of \$1,135,000 for the new utility garage/office building and supporting debt service schedule. McNall moved, Steinhauer seconded to recommend to the village board to accept the proposal from Hutchinson, Shockey, and Erley as presented. Motion carried.

UPDATE FROM REPRESENTATIVE OF WPPI: Tom Paque from WPPI was present to address any questions or concerns the commission might have for WPPI. He also recapped WPPI's activities over the past year and what they are working on for the future.

UPDATE ON REPLACING EXISTING SEWER COLLECTION MAIN BETWEEN WASHINGTON STREET AND OAK VALLEY ROAD AND APPROVAL OF CONTRACT: The bid for replacing the sewer main was review. Discussion concerned that the total bid included a street project that the village has decided not to go through with. However, this does not significantly affect the bid to complete the sewer project. Gullick moved, Halverson seconded to accept the bid from Wipperfurth Excavating not to exceed \$36,000 to replace the existing sewer main between Washington Street and Oak Valley Rd. Motion carried.

REVIEW ORDINANCE 2009-23 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES, AND SET PUBLIC HEARING: The ordinance includes a 5% increase in sewer utility rates. Halverson moved, Gullick seconded to hold a public hearing during the next utility commission meeting on August 11, 2009. Motion carried.

CONSIDER PAY REQUEST NO. 2 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Herfel updated the commission on the progress of the utility garage/office stating the footings would be poured in the next day or so. Gilbert Construction has submitted, and Strand has recommended approval of, pay request no. 2 in the amount of \$32,778.80. Steinhauer moved, Halverson seconded to approve pay request no. 2 in the amount of \$32,778.80 from Gilbert Construction. Motion carried.

CONSIDER SHARED SAVINGS PROGRAM: This is a program initiated by WPPI that will allow commercial customers the opportunity to borrow money for efficiency improvements. WPPI will handle the paperwork and repayments for the loan will appear on customer's bills. Gullick moved, Steinhauer seconded to file a tariff with the Public Service Commission to be able to offer the Shared Savings Program to customers. 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 reported a thank-you from one of the High School Scholarship recipients.

ADJOURN: Gullick moved, McNall seconded to adjourn the meeting at 8:50 pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

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Website: www.mounthorebwi.info

UTILITY COMMISSION TUESDAY, AUGUST 11, 2009

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 July 14, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Public Hearing on Ordinance 2009-23 An Ordinance To Amend 13.38 Sewer Utility Rates
- 5) Consider Ordinance 2009-23 An Ordinance To Amend 13.38 Sewer Utility Rates.
- 6) Consider Community Contributions Donation to High School Football Program.
- 7) Consider Pay Request No. 3 for Utility Garage/Office and Project Update.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Deputy Clerk/Treasurer 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.

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
AUGUST 11, 2009

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 Phil Halverson, Curt Gullick, Judy Steinhauer, Ed Glover, Dave Hoffman and Mike McNall. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Hoffman moved, Halverson seconded to approve the minutes of the July 14, 2009 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Hoffman moved, Steinhauer seconded to approve the vouchers and transfers as presented. Motion carried.

PUBLIC HEARING ON ORDINANCE 2009-23 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES: No members of the public spoke during the hearing. After 3 requests for final input from the public, and no response, the public hearing was closed at 7:08pm.

CONSIDER ORDINANCE 2009-23 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES: Glover moved, Gullick seconded to recommend approval of ordinance to the village board. Motion carried.

CONSIDER COMMUNITY CONTRIBUTIONS DONATION TO HIGH SCHOOL FOOTBALL PROGRAM: Discussion included that WPPI offers \$1,500 a year for Mount Horeb Utilities to donate to local organizations and an employee of the utility, and volunteer football coach, inquired about possible financial assistance for the program. The commission was in favor of supporting the football program especially since an employee of the utility is involved. Steinhauer moved, Glover seconded to donate \$1,500 to the high school football program. Motion carried.

CONSIDER PAY REQUEST NO. 3 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Gilbert Construction has submitted, and Strand has recommended approval of, pay request no. 3 in the amount of \$62,937.50. Halverson moved, Gullick seconded to approve pay request no. 3 in the amount of \$62,937.50 from Gilbert Construction. 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 had nothing further to report.

ADJOURN: Steinhauer moved, Gullick seconded to adjourn the meeting at 7:40pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, SEPTEMBER 8, 2009

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 August 11, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider pay request no. 4 for utility garage/office and project update.
- 5) Consider supplemental payment to customer with wastewater backup damage.
- 6) Consider 2010 operating and capital budgets.
- 7) Electric and Water Superintendent report.
- 8) Wastewater Facilities Operations Supervisor report.
- 9) Deputy Clerk/Treasurer report.
- 10) 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
SEPTEMBER 8, 2009

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 Phil Halverson, Curt Gullick, Judy Steinhauer, and Ed Glover. Dave Hoffman and Mike McNall were absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Halverson seconded to approve the minutes of the August 11, 2009 meeting. Motion carried.

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

CONSIDER PAY REQUEST NO. 4 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Gilbert Construction has submitted, and Strand has recommended approval of, pay request no. 4 in the amount of \$109,328.85. Glover moved, Gullick seconded to approve pay request no. 4 in the amount of \$109,328.85 from Gilbert Construction. Motion carried. Further discussion concerned payment for the steel, which was purchased by the utility as a cost saving measure. When the steel is delivered, payment will need to be made. Steinhauer moved, Halverson seconded to approve payment in the amount of \$90,281.38 when the steel is delivered. Motion carried.

CONSIDER SUPPLEMENTAL PAYMENT TO CUSTOMER WITH WASTEWATER BACKUP DAMAGE: The Village Inn Motel sustained significant damage when the electric utility unknowingly bore through a wastewater pipe, causing wastewater backup in the residential property at the motel. The Village Inn submitted expenses to the insurance company of \$23,936.92, however, the insurance company depreciated the amount to \$19,215.91. The commission felt that because the damage was due to the utility boring that full reimbursement for the expenses would be called for. Halverson moved, Steinhauer seconded to pay the Village Inn Motel \$4,721.01 for unreimbursed damages. Motion carried.

CONSIDER 2010 OPERATING AND CAPITAL BUDGETS: The operating and capital budgets were reviewed. The wastewater utility did not present a capital budget for 2010.

Gullick moved, Glover seconded to approve the electric operating budget. Motion carried.

Gullick moved, Halverson seconded to approve the electric capital budget. Motion carried.

Glover moved, Steinhauer seconded to approve the water operating budget. Motion carried.

Steinhauer moved, Glover seconded to approve the water capital budget. Motion carried.

Gullick moved, Glover seconded to approve the wastewater operating budget. 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 reported a thank-you from WPPI for the low-income benefits pool donation. The funds are being disbursed to two WPPI member communities.

ADJOURN: Steinhauer moved, Halverson seconded to adjourn the meeting at 8:20pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, OCTOBER 13, 2009

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) Election of officers.
- 3) Review minutes of the September 8, 2009 meeting.
- 4) Review vouchers and transfers.
- 5) Audience with Steve Books.
- 6) Consider pay request no. 5 for utility garage/office and project update.
- 7) Consider estimate to relocate lean-to on salt shed.
- 8) Consider future use of LaVold property.
- 9) Consider funding request from Village Board.
- 10) Electric and Water Superintendent report.
- 11) Wastewater Facilities Operations Supervisor report.
- 12) Deputy Clerk/Treasurer 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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UTILITY COMMISSION
OCTOBER 13, 2009

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 Phil Halverson, Curt Gullick, Judy Steinhauer, Ed Glover, Dave Hoffman and Mike McNall. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

ELECTION OF OFFICERS: Hoffman moved, Steinhauer seconded to nominate Jack Temby as chair of the Utility Commission. Motion carried. Hoffman moved, Glover seconded to close nominations for chair. Motion carried. Jack Temby nominated as chair of the Utility Commission. Gullick moved, Halverson seconded to nominate Ed Glover as secretary of the Utility Commission. Motion carried. Steinhauer moved, Hoffman seconded to close nominations for secretary. Motion carried. Ed Glover nominated as secretary of the Utility Commission

MINUTES: Glover moved, Hoffman seconded to approve the minutes of the September 8, 2009 meeting. Motion carried.

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

AUDIENCE WITH STEVE BOOKS: Resident Steve Books had previously submitted a list of several questions to the Village Administrator. While Books has received answers to most of his questions, he wanted to discuss them with the commission.

CONSIDER PAY REQUEST NO. 5 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Gilbert Construction has submitted, and Strand has recommended approval of, pay request no. 5 in the amount of \$86,859.45. McNall moved, Glover seconded to approve pay request no. 5 in the amount of \$86,859.45 from Gilbert Construction. Motion carried. Herfel indicated that the progress on the building is slow. Some of the items are backordered and construction can not continue until the items are installed.

CONSIDER ESTIMATE TO RELOCATE LEAN-TO ON SALT SHED: The lean-to on the salt shed will need to be relocated for ease of access to the new utility garage. The lean-to will be removed from the south side of the salt shed by utility personnel and a new lean-to will be constructed on the east side. Herfel presented a bid from Hefty Construction to construct a new lean-to on the east side of the salt shed in the amount \$21,201.00. Concrete walls would add an additional \$4,036.00 to the bid. Discussions concerned obtaining a second bid for the project. Herfel will bring a second bid for the commission to review at the November meeting. Hoffman moved, Halverson seconded to table action until a second bid is received. Motion carried.

CONSIDER FUTURE USE OF LAVOLD PROPERTY: The 100 acres purchased by the wastewater utility south of 18-151, also known as the Lavold property, came into discussion during a plan commission meeting as they were making changes to the comprehensive plan. There is no formal plan in place for the property and one should be developed. The land is currently under lease agreements with farmers through 2011.

CONSIDER FUNDING REQUEST FROM VILLAGE BOARD: Financial information was presented to the commission in regard to the cash position of the utilities, future cash flow projections, and expense information as it relates to payment in lieu of taxes paid to the village. The village board members that sit on the commission were satisfied with the information given to them and will share it with the rest of the village board.

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

WASTEWATER FACILITIES OPERATIONS SUPERVISOR REPORT: Goltz presented his report to the commission. Discussions concerned Mount Horeb Police Department not being able to respond to utility emergency calls at Stewart Park. Hoffman moved, Halverson seconded to authorize Bierke to send a letter to Dane County Sheriff Dave Mahoney regarding officer response time to Stewart Park. Motion carried.

DEPUTY CLERK/TREASURER REPORT: Danz had nothing to report.

ADJOURN: Glover moved, Hoffman seconded to adjourn the meeting at 8:30pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, NOVEMBER 10, 2009

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 October 13, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider estimate to relocate lean-to on salt shed.
- 5) Consider bids for 2010 pick-up truck to be purchased in 2009.
- 6) Consider pay request no. 6 for utility garage/office and project update.
- 7) Consider future use of LaVold property.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Deputy Clerk/Treasurer 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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UTILITY COMMISSION
NOVEMBER 10, 2009

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 Phil Halverson, Judy Steinhauer, Ed Glover, and Mike McNall. Curt Gullick and Dave Hoffman were absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steinhauer seconded to approve the minutes of the October 13, 2009 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Steinhauer moved, Halverson seconded to approve the vouchers and transfers as presented. Motion carried.

PRESENTATION BY STRAND ASSOCIATES INC REGARDING NEW WASTEWATER FACILITY: Jim Kleinschmidt from Strand Associates was present to discuss a timeline for a new wastewater facility. His detailed presentation covered the existing facility and how it will be most effectively utilized in the future. The process of the current facility and the age of each component were also discussed. Jim also informed the commission of pending legislative and regulatory standards that may significantly effect any new construction for wastewater facilities. Therefore, as recommended by Strand, the commission will delay any further progress on a new facility for approximately two years.

CONSIDER ESTIMATE TO RELOCATE LEAN-TO ON SALT SHED: This item was tabled at the October meeting based on the commission's recommendation to obtain two bids for the project. Plans had to be drafted for the project in order to obtain additional bids. The new plans lead to an addition of concrete footings due to wind up-lift. The two bids were from Premier Building Solutions and Hefty Construction. McNall moved, Steinhauer seconded accept the low bid from Hefty Construction in the amount of \$43,214.00. Motion carried.

CONSIDER BIDS FOR 2010 PICK-UP TRUCK TO BE PURCHASED IN 2009: Bids for a ¾ ton truck were obtained from Symdon Motors, Ballweg in Middleton, and Hallada in Dodgeville. A 2002 pick-up will be traded-in minus the fiberglass utility body that will be attached to the new truck. Glover moved, Steinhauer seconded to accept Herfel's recommendation and purchase the truck from Hallada in Dodgeville at the low bid price of \$15,885 with trade in. Motion carried.

CONSIDER PAY REQUEST NO. 6 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Herfel indicated that the project is making progress. The in-floor heat has been installed and some of the concrete has been poured. The steel frame should start going up mid-November. Bierke indicated that there has been an issue with lien waivers for the pay

requests. This pay request, like last month, will not be released until the lien waivers are received. Glover moved, Steinhauer seconded to approve pay request No. 6 in the amount of \$103,756.01, but to not release the check until the appropriate lien waivers have been received. Motion carried.

CONSIDER FUTURE USE OF LAVOLD PROPERTY: Bierke and Goltz met with Dane County Parks to discuss possible use of the property for a dog park. The county is looking at about 40 acres of the 100 acre parcel. There are areas of the land that the utility needs to keep such as an access road from JG to Sand Rock Road, the area around an interceptor that runs through the property, and land for a future wastewater facility.

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 that the utility bills will be switching to letter size and the Public Fire Protection charge will begin to appear on the bills in November.

ADJOURN: Halerson moved, McNall seconded to adjourn the meeting at 8:53pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, DECEMBER 8, 2009

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 November 10, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Consider pay request no. 7 for utility garage/office and project update.
- 5) Approval of Mount Horeb Utilities logo.
- 6) Consider 2010 Community Contributions donation to Mount Horeb Area Historical Society.
- 7) Electric and Water Superintendent report.
- 8) Wastewater Facilities Operations Supervisor report.
- 9) Deputy Clerk/Treasurer report.
- 10) 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
DECEMBER 8, 2009

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 Phil Halverson, Judy Steinhauer, Ed Glover, Dave Hoffman, and Mike McNall. Curt Gullick was absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Hoffman moved, McNall seconded to approve the minutes of the November 10, 2009 meeting. Motion carried.

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

CONSIDER PAY REQUEST NO. 7 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Concrete has been poured, and the steel frame is going up on the garage/office. The tin roof will start to go on this week. There continues to be issues with lien waivers. Glover moved, Steinhauer seconded to approve pay request No. 7 in the amount of \$131,300.69, but to not release the check until the appropriate lien waivers have been received. Motion carried.

APPROVAL OF MOUNT HOREB UTILITIES LOGO: Danz presented the commission with a logo that was agreed upon by staff. The logo design has taken several months and payment for the design services will be provided by WPPI Energy. Hoffman moved, Halverson seconded to approve the logo. Motion carried.

CONSIDER 2010 COMMUNITY CONTRIBUTIONS DONATION TO MOUNT HOREB AREA HISTORICAL SOCIETY: Mount Horeb Utilities received a letter from the historical society regarding a challenge grant. An anonymous donor has offered to match donations to the historical society, up to \$10,000, for donations received by January 11, 2010. The utility has \$1,000 available every year to donate to local organizations through WPPI Energy's Community Contributions Fund. Since the January 11 deadline is before the next meeting, Danz wanted the commission to consider the donation at this meeting. McNall moved, Hoffman seconded to donate \$750 to the Mount Horeb Area Historical Society from 2010 Community Contributions Funds. 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: Had nothing to report.

ADJOURN: Steinhauer moved, Glover seconded to adjourn the meeting at 7:36pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer