

# 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](http://www.mounthorebwi.info)

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## UTILITY COMMISSION TUESDAY, JANUARY 12, 2010

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 8, 2009 meeting.
- 3) Review vouchers and transfers.
- 4) Utility garage/office project update.
- 5) Discussion with Strand Associates and consideration of Amendment to Engineering Services Agreement for Utility Garage.
- 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 12, 2010

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, Curt Gullick and Mike McNall. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Halverson moved, Steinhauer seconded to approve the minutes of the December 8, 2009 meeting. Motion carried.

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

UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Herfel reported that the steel is about 95% complete and the roof on the shop is done. Once the roof on the office area is complete, and the soffit is on, the structure will be enclosed. The project is approximately 54% complete, with slow progress being made. The scheduled completion date has been pushed back from December 2009 to March 2010.

DISCUSSION WITH STRAND ASSOCIATES AND CONSIDERATION OF AMENDMENT TO ENGINEERING SERVICES AGREEMENT FOR UTILITY GARAGE: Jerry Hutzler from Strand was present to discuss the utility garage project with the commission. The original engineering services agreement with Strand for the utility garage project was to continue through January 2010. However, because the project was not completed in December 2009, as per the contract, Strand has submitted an extension to the contract until June 2010. Discussion included several ongoing problems with the project. Hoffman felt that the commission should not sign the amendment to the engineering services due to the fact that the commission is not fully informed of a projected completion schedule and any options they may have if the completion schedule is not met. The commission felt that a meeting between itself, Gilbert Construction, Strand Associates, and Haley Palmersheim SC, is needed before agreeing to any extension. Hoffman moved, Steinhauer seconded to not approve the amendment pending review of the project status and development of options to be discussed at a joint meeting within two weeks. 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.

Herfel indicated that employee Gary Frisch would be receiving an Outstanding Lineman Award from the MEUW. The commission wanted to recognize this and Glover moved, Steinhauer seconded to commend Gary on the receipt of the Outstanding Lineman Award. Motion carried.

ADJOURN: Glover moved, McNall seconded to adjourn the meeting at 8:05pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

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## UTILITY COMMISSION TUESDAY, FEBRUARY 9, 2010

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 12, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Employee recognitions.
- 5) Utility garage/office project update.
- 6) Electric and Water Superintendent report.
- 7) Wastewater Facilities Operations Supervisor report.
- 8) Deputy Clerk/Treasurer report.
- 9) Adjourn.

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UTILITY COMMISSION  
FEBRUARY 9, 2010

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. Secretary Ed Glover called the meeting to order. A roll call was taken. Present were Phil Halverson, Judy Steinhauer, Dave Hoffman, Curt Gullick and Mike McNall. Jack Temby was 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, Gullick seconded to approve the minutes of the January 12, 2010 meeting. Motion carried.

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

EMPLOYEE RECOGNITIONS: Herfel wanted the commission to recognize two of his employees for recently achieved milestones. Jerry Rick completed his apprentice coursework and received his indenture papers from the State of Wisconsin as a certified line worker. Gary Frisch, who was present at the meeting, was recently recognized by the Municipal Electric Utilities of Wisconsin as a recipient of the Outstanding Lineman award.

UTILITY GARAGE/OFFICE PROJECT UPDATE: The sub contractors are continuing to work on the garage, however, some of them cannot proceed without direction from a general contractor. Due to the general contractor status, the bond was called and now the bond holder is responsible for negotiating with the current contractor or finding a new contractor to finish the project.

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 school for the National Theater for Children performance that took place at the Early Learning Center and the Primary Center the week before.

ADJOURN: Hoffman moved, Steinhauer seconded to adjourn the meeting at 7:30pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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## UTILITY COMMISSION TUESDAY, MARCH 9, 2010

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 9, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider write off of delinquent accounts.
- 5) Utility garage/office project update.
- 6) Electric and Water Superintendent report.
- 7) Wastewater Facilities Operations Supervisor report.
- 8) Deputy Clerk/Treasurer report.
- 9) Adjourn.

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UTILITY COMMISSION  
MARCH 9, 2010

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 Curt Gullick. Mike McNall 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 February 9, 2010 meeting. Motion carried.

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

CONSIDER WRITE OFF OF DELINQUENT ACCOUNTS: Danz reviewed three delinquent accounts with the commission. The accounts are from 2007 and 2008 and included a utility account of Julie Townshend in the amount of \$197.43, a bill for damage to a transformer by Emma Harris in the amount of \$526.63, and a bill for damage to a utility pole by Matthew Peyton in the amount of \$677.00. Halverson moved, Steinhauer seconded to write off the three accounts.

UTILITY GARAGE/OFFICE PROJECT UPDATE: The only progress on the garage in the last month was the installation of the windows on the south side of the building. Gilbert Construction has officially been removed from the project and the bonding company will need to find a replacement general contractor. The process of finding a new general contractor may take a month or two.

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 completion of the 2009 audit by Baker Tilly.

ADJOURN: Steinhauer moved, Glover seconded to adjourn the meeting at 7:30pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION  
TUESDAY, APRIL 13, 2010

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 9, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Utility garage/office project update.
- 5) Electric and Water Superintendent report.
- 6) Wastewater Facilities Operations Supervisor report.
- 7) Deputy Clerk/Treasurer report.
- 8) Adjourn.

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UTILITY COMMISSION  
APRIL 13, 2010

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, Curt Gullick, and Mike McNall. Dave Hoffman was 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 March 9, 2010 meeting. Motion carried.

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

UTILITY GARAGE/OFFICE PROJECT UPDATE: No progress has been made on the garage in the past month. Some contractors that were working under Gilbert are asserting lien claims for not being paid. Travelers Insurance is in the process of bidding out the rest of the project and the bids are due April 20<sup>th</sup>.

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 that a representative from Baker Tilly will be at the May meeting to review the 2009 Financial Report.

ADJOURN: Before adjourning, Glover moved, Halverson seconded to give appreciation to Mike McNall and Dave Hoffman for their service to the Mount Horeb Utility Commission and Village Board. Motion carried. McNall moved, Halverson seconded to adjourn the meeting at 7:35pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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## UTILITY COMMISSION TUESDAY, MAY 11, 2010

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 13, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Presentation by Aaron Worthman of Baker Tilly on the 2009 Utility Audits.
- 5) Approval of the 2009 Utility Audit.
- 6) Consider wastewater ordinance revision and set public hearing.
- 7) Utility garage/office project update.
- 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  
MAY 11, 2010

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, Curt Gullick, Randy Littel, and Steve Haroldson. 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, Gullick seconded to approve the minutes of the April 13, 2010 meeting, Littel abstained. Motion carried.

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

PRESENTATION BY AARON WORTHMAN OF BAKER TILLY ON THE 2009 UTILITY AUDITS: The 2009 utility audits were reviewed with the commission. Discussions concern the financial position of the three utilities and statistical data. There was also discussion regarding the cash position of the sewer utility.

APPROVAL OF THE 2009 UTILITY AUDIT: Haroldson moved, Glover seconded to approve the 2009 utility financial audits. Motion carried.

CONSIDER WASTEWATER ORDINANCE REVISION AND SET PUBLIC HEARING: The proposed ordinance would increase fixed and volume sewer rates by 10%. Some of the commission members felt they would like to see more background information before acting on the ordinance. The commission asked Aaron Worthman of Baker Tilly to gather comparison data for the next meeting. The commission would also like a 5 year forecast showing rate increases, debt payoff and borrowing for a new wastewater facility. No action was taken on the item and it will be put on the agenda for next month.

UTILITY GARAGE/OFFICE PROJECT UPDATE: No work has been done on site. The bonding company is still in the process of selecting a new general contractor.

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: Glover moved, Littel seconded to adjourn the meeting at 8:42pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION  
TUESDAY, JUNE 8, 2010

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 11, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider 2009 Compliance Maintenance Annual Report and Resolution 2010-18, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT".
- 5) Discuss Utility Identity Theft Policy.
- 6) Utility garage/office project update.
- 7) Consider joint purchasing.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Consider Baker Tilly contracts.
- 11) Presentation by Aaron Worthman of Baker Tilly regarding wastewater rates and forecasting.
- 12) Consider wastewater user charge fee ordinance revision and set public hearing.
- 13) Deputy Clerk/Treasurer report.
- 14) 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  
JUNE 8, 2010

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, Curt Gullick, Randy Littel, and Steve Haroldson. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Littel moved, Halverson seconded to approve the minutes of the May 11, 2010 meeting. Motion carried.

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

CONSIDER 2009 COMPLIANCE MAINTENANCE ANNUAL REPORT AND RESOLUTION 2010-18, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT": Discussion concerned that **all the grades were A's or B's**, as in previous years, and the plant continues to run effectively and efficiently. Glover moved, Halverson seconded to recommend to the Village Board approval of Resolution 2010-18, **"Adopting the Compliance Maintenance Annual Report"**. Motion carried.

DISCUSS UTILITY IDENTITY THEFT POLICY: Discussion included concerns that were recently raised regarding the request to provide social security numbers and dates of birth on the Identity Theft application form. Danz explained that social security numbers and dates of birth are not kept on the computer system and are being obtained for possible use in **collection procedures. Some commission members felt that obtaining a driver's** license number is sufficient. Haroldson moved, Littel seconded to remove the social security number and date of birth from the application form and any reference to them in the Identity Theft Policy. Motion carried.

UTILITY GARAGE/OFFICE PROJECT UPDATE: No work has been done on site. The Village Board is in negotiations with the bonding company on a settlement of the Gilbert Construction contract. After an agreement has been reached, the bonding company will present a new general contractor, for Village Board approval, to complete the project.

CONSIDER JOINT PURCHASING: Herfel explained that four utilities are looking at jointly purchasing a high voltage fault cable locator with radar system. The four utilities are Black Earth, Mazomanie, Mount Horeb, and New Glarus. Herfel is not asking to purchase the equipment at this time, but just to pursue the option. Mount Horeb Utilities already jointly owns a fault cable locator with Black Earth and Mazomanie that is 17 years old. The new locator would find faults more accurately and with less stress on the electrical cable. A cost split is yet to be determined but may be based on number of meters, or population in each community. Halverson moved, Gullick seconded to authorize Herfel to pursue a joint purchasing option with Black Earth, Mazomanie, and New Glarus. 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.

CONSIDER BAKER TILLY CONTRACTS: One contract was presented to the commission that contained two parts. One part pertains to the Sewer Utility Rate Study, Cost of Service Study, and Rate Design for a cost of \$9,500-\$10,500. The other part is in regard to the Sewer Utility Five-Year Financial Forecast for a cost of \$5,000-\$10,000. Aaron Worthman from Baker Tilly explained that the Five-Year Financial Forecast has such a wide range in cost because the fees will depend on how detailed the commission and administration would like the forecast to be. Haroldson moved, Steinhauer seconded to approve the contract with Baker Tilly for the costs stated in the contract. Motion carried.

PRESENTATION BY AARON WORTHMAN OF BAKER TILLY REGARDING WASTEWATER RATES AND FORECASTING: Aaron Worthman from Baker Tilly was present to report to the commission on the cash position of the sewer utility. Worthman distributed a handout showing cash flows for the sewer utility for the years 2005-2009, changes in major expenses over the last 5 years, and a high level forecast with a 10% increase and what impact it would have on future cash flows. He also presented a rate comparison graph showing Mount Horeb wastewater rates compared to other local municipalities. Worthman will be giving the same presentation to the Committee of the Whole on June 9<sup>th</sup>.

CONSIDER WASTEWATER USER CHARGE FEE ORDINANCE REVISION AND SET PUBLIC HEARING: The commission decided to not take action on this item until feedback is received from the Village Board.

Randy Littel left at 8:50pm

DEPUTY CLERK/TREASURER REPORT: Danz thanked Judy Steinhauer for presenting the scholarships at the senior awards night.

ADJOURN: Gullick moved, Glover seconded to adjourn the meeting at 9:08pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION  
TUESDAY, JULY 13, 2010

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 8, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Presentation by Scott Meske of MEUW.
- 5) Consider Carwash Technology for proposed carwash on Bus 18/151 E.
- 6) Consider contract for hauling bio solids.
- 7) Consider Ordinance 2010-09 **"AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES"** and set public hearing.
- 8) Consider a revised Identity Theft Policy and Application.
- 9) Utility garage/office project update.
- 10) Consider Community Contribution Donation to Chamber of Commerce.
- 11) Electric and Water Superintendent report.
- 12) Wastewater Facilities Operations Supervisor report.
- 13) Deputy Clerk/Treasurer report.
- 14) 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  
JULY 13, 2010

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, Judy Steinhauer, Curt Gullick, Randy Littel, and Steve Haroldson. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present. Phil Halverson was absent.

MINUTES: Littel moved, Gullick seconded to approve the minutes of the June 8, 2010 meeting. Motion carried.

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

PRESENTATION BY SCOTT MESKE OF MEUW: Scott Meske of the Municipal Electric Utilities **of Wisconsin was in attendance to present "Pillars of Public Power" awards to four** commission members. Judy Steinhauer was recognized for 17 years of service, Phil Halverson was recognized for 19 years of service, Jack Temby was recognized for 28 years of service, and Ed Glover was recognized for 21 years of service.

CONSIDER CARWASH TECHNOLOGY FOR PROPOSED CARWASH ON BUS 18/151 E: Scott McKernan was present to address the commission regarding the technology that will be used in his planned carwash. The technology to be used is designed for water conservation and the recycling of rinse water. Discussion concerned ordinance 2007-24 **"...Relating to Recycling Water at Cash Washes" and that the utility commission must approve technology before a** building permit can be issued. Haroldson moved, Glover seconded to approve the technology for the proposed carwash on Bus 18/151. Motion carried.

CONSIDER CONTRACT FOR HAULING BIO SOLIDS: Two bids were received for the contracting of hauling bio solids. Bytec Resource Management had the low bid at 6.15 cents per gallon. We are currently using Bytec but the contract has expired. Littel moved, Steinhauer seconded to approve the contract with Bytec Resource Management. Motion carried.

CONSIDER ORDINANCE 2010-09 "AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES" AND SET PUBLIC HEARING: The Village Board has recommended to the Utility Commission that they increase fees on only the volume charge. The draft ordinance reflects no increase in the meter charge, and a 14.7% increase in the volume charge, bringing the per thousand gallon cost to \$6.87 from \$5.99. Glover moved, Gullick seconded to schedule a public hearing to be held during the next utility commission meeting on August 10, 2010. Motion carried.

CONSIDER A REVISED IDENTITY THEFT POLICY AND APPLICATION: As requested by the commission, Danz has made revisions to the Identity Theft Policy and the application form. The revised documents were presented to the commission. Discussion concerned that changes were made to the satisfaction of the commission. Haroldson moved, Steinhauer seconded to recommend to the village board approval of the revised Identity Theft Policy and application. Motion carried.

UTILITY GARAGE/OFFICE PROJECT UPDATE: A new contractor has been selected to finish the project. Midwest Builders out of Fennimore will be meeting for the first time with Larry and Dave on July 19<sup>th</sup>.

CONSIDER COMMUNITY CONTRIBUTION DONATION TO CHAMBER OF COMMERCE: Discussion concerned that \$750 of the \$1,000 allotted for the Community Contribution Donation has already been spent this year. Littel suggested that the utility get some sort of recognition if a donation is made to the Chamber of Commerce. Steinhauer moved, Gullick seconded to donate \$250 to the Chamber of Commerce for use towards the expenses of the sesquicentennial celebration. 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 gave an update on the utility office happenings.

ADJOURN: Glover moved, Steinhauer seconded to adjourn the meeting at 8:17pm. 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](http://www.mounthorebwi.info)

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## UTILITY COMMISSION TUESDAY, AUGUST 10, 2010

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 13, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Draft Sewer Rate Study.
- 5) Identity Theft Policy Update.
- 6) Consider Purchase of Aerial Device.
- 7) 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 10, 2010

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, Judy Steinhauer, Curt Gullick, Randy Littel, and Steve Haroldson. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present. Phil Halverson was absent.

MINUTES: Steinhauer moved, Littel seconded to approve the minutes of the July 13, 2010 meeting. Motion carried.

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

CONSIDER DRAFT SEWER RATE STUDY: Bierke made a point that the document is in draft form and some of the information contained in the study will be changing, such as the comparables that were used on the last page of the document. Discussion concerned possible refinancing of debt, and the use and possible sale of part of the LaVold land.

IDENTITY THEFT POLICY UPDATE: Changes approved by the utility commission last month, were approved by the Village Board last week. However, additional concerns were raised **about only listing a "spouse" on the** Identity Theft Form/Policy and not **"other** responsible person". It was discussed that the form and policy would be reviewed and if a reference to **"other responsible person" was not** in the form and policy, a correction would be brought to the next utility meeting.

CONSIDER PURCHASE OF AERIAL DEVICE: Three bids were received for a forty foot telescopic aerial device and fiberglass utility line body installed on a 19,500 GVWR 4X4 chassis. A low bid of \$83,163 was received from Altec. Electric and Water superintendent Herfel recommended that we accept the low bid from Altec. Haroldson moved, Glover seconded to purchase the aerial device from Altec in the amount of \$83,163. Motion carried.

UTILITY GARAGE/OFFICE PROJECT UPDATE: The new contractor has been on site for two weeks. The first week was spent cleaning up the site and Herfel said they did an excellent job. Some concrete work was to be completed this week. The contractor has also requested construction meetings every two weeks instead of once a month in order to keep on top of things.

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 notice for the public hearing was not published as necessary to hold the public hearing tonight. The notice will be sent to the newspaper this week and the hearing will be held on September 1<sup>st</sup> at 6:00pm.

ADJOURN: Steinhauer moved, Glover seconded to adjourn the meeting at 8:15pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer

# Village of Mount Horeb

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## UTILITY COMMISSION WEDNESDAY, SEPTEMBER 1, 2010

The Utility Commission of the Village of Mount Horeb will meet on the above date at 6:00pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Public Hearing on Ordinance 2010-09 An Ordinance To Amend 13.38 Sewer Utility Rates.
- 3) Consider Ordinance 2010-09 An Ordinance To Amend 13.38 Sewer Utility Rates.
- 4) 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 1, 2010

The Mount Horeb Utility Commission met on the above date at 6:00pm in the Conference 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 Judy Steinhauer, Phil Halverson, Curt Gullick, Ed Glover, Steve Haroldson and Randy Littel. WWTP Supervisor Michael Goltz, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

PUBLIC HEARING: TO RECEIVE PUBLIC INPUT REGARDING A PROPOSED SEWER RATE INCREASE: The public hearing was opened at 6:01pm. A letter from resident Steve Books was read stating his opposition to a sewer rate increase due to the fact the rates were recently increased and the economic recession. Resident Susan Michetti was present to voice her opposition to the rate increase citing a significant increase in her overall utility bill in the past several years, and people on fixed incomes not being able to afford more increases. After Chairman Temby requested three times for any other public input, the hearing was closed at 6:23pm.

CONSIDER ORDINANCE 2010-09 AN ORDINANCE TO AMNEND 13.38 SEWER UTILITY RATES: Haroldson moved, Glover seconded to recommend to the Village Board approval of ordinance 2010-09 An Ordinance to Amend 13.38 Sewer Utility Rates. Motion carried.

ADJOURN: Halverson moved, Littel seconded to adjourn the meeting at 6:25pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION  
TUESDAY, SEPTEMBER 14, 2010

The Utility Commission of the Village of Mount Horeb will meet on the above date at **5:30pm** 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 10, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider landlord concern regarding high water usage in vacant apartment.
- 5) Consider pay request no. 8 for utility garage/office and project update.
- 6) Consider recommendation from WPPI to participate in Focus on Energy.
- 7) Consider 2010 operating and capital budgets.
- 8) Electric and Water Superintendent report.
- 9) Review Energy Audit for Wastewater Treatment Facility.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Adjourn.

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

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UTILITY COMMISSION  
September 14, 2010

The Mount Horeb Utility Commission met on the above date at 5:30pm 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 (arrived at 6:00pm), Judy Steinhauer, Phil Halverson, Curt Gullick, and Randy Littel (left at 6:15pm). Steve Haroldson was 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: Littel moved, Steinhauer seconded to approve the minutes of the August 10, 2010 meeting. Motion carried.

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

CONSIDER LANDLORD CONCERN REGARDING HIGH WATER USAGE IN VACANT APARTMENT: Rick Field, representing SARG, was present to address the commission regarding a high water/sewer bill at 1361 Field Court that accumulated when the apartment was vacant. The water and sewer charges for the time period of 7/2/10-8/26/10 were \$677.43. Discussion concerned the reason for the high usage and whether or not an adjustment should be made to the charges. The commission felt that requests for billing adjustments should be reviewed on a case by case basis. Littel moved, Gullick seconded to reduce the charges by \$148.00. Motion carried.

CONSIDER PAY REQUEST NO. 8 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Bierke indicated that pay request 8 has been approved by the engineer, and the amount due is \$156,855.01. Littel moved, Halverson seconded to approve pay request 8 in the amount of \$156,855.01. Motion carried. Herfel updated the commission on the progress of the building. The retention pond is almost complete, the solar panels are up but not functional yet, and paint and texture is being applied to the interior walls.

CONSIDER RECOMMENDATION FROM WPPI TO PARTICIPATE IN FOCUS ON ENERGY: Herfel indicated that we have been notified through WPPI that the PSC is strongly encouraging WPPI members to participate fully in Focus on Energy. The large balances in the commitment **to community program being held by municipal utilities have attracted the PSC's attention** and they want to make sure the funds are being spent. If Mount Horeb decides to participate, beginning January 1, 2011, the conservation portion of the commitment to community dollars collected will be handed over to Focus on Energy. It is the recommendation of WPPI that all members fully participate in Focus on Energy. WPPI is offering funds to members so they may continue to offer local programs such as Tree Power, Energy Audits and Central Air Tune-Ups. Halverson moved, Steinhauer seconded to participate fully in Focus on Energy for three years beginning January 1, 2011 by contributing our commitment-to-community dollars to Focus on Energy. Motion carried.

CONSIDER 2011 OPERATING AND CAPITAL BUDGETS: The operating and capital budgets were reviewed.

Gullick moved, Glover seconded to approve the electric operating and capital budgets. Motion carried.

Halverson moved, Steinhauer seconded to approve the water operating and capital budgets. Motion carried.

Glover moved, Halverson seconded to approve the wastewater operating and capital budgets. Motion carried.

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

REVIEW ENERGY AUDIT FOR WASTEWATER TREATMENT FACILITY: The report has not been received yet.

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

DEPUTY CLERK/TREASURER REPORT: Danz reported that it is Election Day and the office has been very busy lately.

ADJOURN: Glover moved, Steinhauer seconded to adjourn the meeting at 7:09pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



# Village of Mount Horeb

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## UTILITY COMMISSION TUESDAY, OCTOBER 12, 2010

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 14, 2010 meeting.
- 4) Review vouchers and transfers.
- 5) Consider concern from resident at 210 S 8<sup>th</sup> Street regarding water lateral/water pressure.
- 6) Presentation of Wastewater Rate Study and Financial Forecast by Aaron Worthman of Baker Tilly.
- 7) Consider pay request no. 9 for utility garage/office and project update.
- 8) Electric and Water Superintendent report.
- 9) Review Energy Audit for Wastewater Treatment Facility.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Adjourn.

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

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UTILITY COMMISSION  
October 12, 2010

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. Secretary Ed Glover called the meeting to order. A roll call was taken. Present were Judy Steinhauer, Phil Halverson, Curt Gullick, Steve Haroldson and Randy Littel. Jack Temby arrived at 7:50pm. 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: Gullick moved, Littel seconded to nominate Jack Temby as chair of the Utility Commission. Motion carried. Halverson moved, Steinhauer seconded to close nominations for chair. Motion carried. Jack Temby nominated as chair of the Utility Commission. Steinhauer moved, Halverson seconded to nominate Ed Glover as secretary of the Utility Commission. Motion carried. Haroldson moved, Steinhauer seconded to close nominations for secretary. Motion carried. Ed Glover nominated as secretary of the Utility Commission.

MINUTES: Littel moved, Steinhauer seconded to approve the minutes of the September 14, 2010 meeting. Motion carried.

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

CONSIDER CONCERN FROM RESIDENT AT 210 S 8<sup>TH</sup> STREET REGARDING WATER LATERAL/WATER PRESSURE: Chad Lindley, the resident at 210 S 8<sup>th</sup> Street, was present to address the commission regarding his concerns. It is assumed that one lateral comes off of the main and then splits to serve two houses. The plumbing inside the home at 210 S 8<sup>th</sup> Street has been upgraded and now the water supply seems insufficient. Herfel indicated that he has tested the pressure and it registers adequately. The PSC does have standards for water flow and Herfel will go to the home to check the flow. Lindley also had concerns about the cost to upgrade the lateral. If the flow and pressure are sufficient, the homeowner must bear the cost of the upgrade.

Littel moved, Steinhauer seconded to move agenda item 9 after 5. Motion carried.

REVIEW ENERGY AUDIT FOR WASTEWATER TREATMENT FACILITY: Mike Gerbitz from Donohue & Associates was present to review the wastewater treatment facility assessment report he prepared. The purpose of the assessment was to identify potential improvements that could be made to conserve electricity. The assessment revealed that for the age and capacity of the wastewater facility it is operating exceptionally well. Three improvements were suggested, two of which had fairly quick paybacks. Haroldson moved, Halverson seconded to implement the recommended improvements of time sequenced aerobic digestion and replacement of ceramic diffusers with membrane diffusers. Motion carried.

PRESENTATION OF WASTEWATER RATE STUDY AND FINANCIAL FORECAST BY AARON WORTHMAN OF BAKER TILLY: Aaron Worthman was in attendance to present a revised wastewater rate study to the commission. The revisions included an updated sewer rate comparison chart to include wastewater facilities similar to those in Mount Horeb. Also included were monthly bill comparisons using flat rate increases. Worthman also present a wastewater financial forecast. The purpose of the forecast was to show the cash position of the wastewater utility over the next five years using different rate increase scenarios.

CONSIDER PAY REQUEST NO. 9 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Bierke indicated that pay request 9 has been approved by the engineer, and the amount due is \$215,692.63. Glover moved, Halverson seconded to approve pay request 9 in the amount of \$215,692.63. Motion carried. Herfel updated the commission on the progress of the building. A completion checklist will hopefully be drafted soon. Discussion also included a possible ribbon cutting ceremony when the garage is complete. Staff will do some preliminary planning and bring back some ideas to the commission next month.

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 on Public Power Week that took place October 4<sup>th</sup> – 8<sup>th</sup>, and that the office staff has been busy preparing for the election.

ADJOURN: Glover moved, Halverson 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 9, 2010

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 September 1, 2010 and October 12, 2010 meetings.
- 3) Review vouchers and transfers.
- 4) Consider revised Wastewater Financial Forecast.
- 5) Consider pay request no. 10 for utility garage/office and project update.
- 6) Discuss ribbon cutting celebration for utility garage.
- 7) Consider storage yard.
- 8) Consider Wastewater Utility position vacancy.
- 9) Electric and Water Superintendent report.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Adjourn.

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

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UTILITY COMMISSION  
November 9, 2010

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, Judy Steinhauer, Phil Halverson, Curt Gullick, Steve Haroldson, Randy Littel. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Village Administrator Larry Bierke and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Littel moved, Glover seconded to approve the minutes of the September 1, 2010 meeting. Motion carried. Steinhauer moved, Gullick seconded to approve the minutes of the October 12, 2010 meeting. Motion carried.

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

CONSIDER REVISED WASTEWATER FINANCIAL FORECAST: Baker Tilly was asked to revise the Wastewater financial forecast to include a scenario that would transfer 60 acres of the wastewater land to the water utility for the sum of \$606,000. This transfer would offset the funds that the water utility has advanced to the wastewater utility. Before a decision on this transfer can be made, additional information regarding PSC authorization and the effects on the water finances will need to be explored.

CONSIDER PAY REQUEST NO. 10 FOR UTILITY GARAGE/OFFICE AND PROJECT UPDATE: Bierke indicated that pay request 10 has been approved by the engineer, and the amount due is \$226,482.01. Halverson moved, Gullick seconded to approve pay request 10 in the amount of \$226,482.02. Motion carried. Bierke indicated that the utility has received a letter of substantial completion for the project.

DISCUSS RIBBON CUTTING CELEBRATION FOR UTILITY GARAGE: A date of December 10<sup>th</sup> has been selected for a ribbon cutting ceremony and open house at the new utility garage. Staff will work on the details of the celebration.

CONSIDER STORAGE YARD: Herfel indicated that outside storage area at 301 Blue Mounds Street has significantly decreased since the new utility garage was constructed. Herfel is recommending that a storage area be created at the compost site to be shared by the village and utility. Halverson moved, Gullick seconded to authorize up to \$10,500 to construct an outdoor storage area at the compost site. Motion carried.

CONSIDER WASTEWATER UTILITY POSITION VACANCY: The village board discussed and approved to go ahead with the hiring process to fill the vacancy in the wastewater department. The village board wanted the utility commission to go on record in agreement with the board to begin the hiring process. Glover moved, Haroldson seconded to proceed with the hiring process for the vacant wastewater position. 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: Glover moved, Gullick seconded to adjourn the meeting at 8:08pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION  
TUESDAY, DECEMBER 14, 2010

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 9, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider 2011 Community Contribution to Mount Horeb Soccer.
- 5) Review 2010 DNR Sanitary Survey Report.
- 6) Consider memo from Village Administrator regarding Wastewater land and rate increase.
- 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

December 14, 2010

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, Judy Steinhauer, Phil Halverson, and Curt Gullick. Randy Littel was 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 November 9, 2010 meeting. Motion carried.

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

CONSIDER 2011 COMMUNITY CONTRIBUTION TO MOUNT HOREB SOCCER: John Klein was in attendance to give some background information on the soccer organization. Mount Horeb Utilities **is given \$1,500 each year from it's power supplier WPPI Energy, to donate to local organizations.** The commission felt that there should be a process developed in which organizations are made aware that the money is available and organizations go through an application process to receive funds. Danz will check with other communities to see how they handle disbursement of their community contribution funds. The commission would like to begin an application process with the 2011 funds.

REVIEW 2010 DNR SANITARY SURVEY REPORT: The purpose of the survey is to evaluate Mount **Horeb's water system** as it relates to providing safe drinking water. Only one deficiency was report and it cannot be resolved until the pump at Well No. 3 is pulled.

CONSIDER MEMO FROM VILLAGE ADMINISTRATOR REGARDING WASTEWATER LAND AND RATE INCREASE: The administrators memo recommends to the commission a 5% increase in rates, and waiting until after the 2010 audit is complete before considering any sale of land from the sewer utility to the water utility. Discussion concerned waiting for the audit to be complete and not wanting rate increases to come too close together. The commission will continue discussions about a rate increase after the 2010 audit is complete.

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 the activities of the office and that a position is vacant in the utility office.

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

Sarah Danz, Deputy Clerk/Treasurer