



Village of Mount Horeb

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

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



UTILITY COMMISSION TUESDAY, JANUARY 11, 2011

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 14, 2010 meeting.
- 3) Review vouchers and transfers.
- 4) Consider pay request No. 11 for Utility garage/office project.
- 5) Consider write off of delinquent utility accounts.
- 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 11, 2011

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 arrived at 7:05. 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 14, 2010 meeting. Motion carried.

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

CONSIDER PAY REQUEST NO. 11 FOR UTILITY GARAGE/OFFICE PROJECT: The final pay request for the utility garage/office project has been received in the amount of \$82,293.19. There is still retainage due in the amount of \$25,784.29 that will be paid after the final punch list is complete. Halverson moved, Glover seconded to approve pay request no. 11 in the amount of \$82,293.19. Motion carried.

CONSIDER WRITE OFF OF DELINQUENT UTILITY ACCOUNTS: Danz reviewed three delinquent accounts with the commission. The accounts are from 2008 and 2010 and included a utility account of Ryan Bowman in the amount of \$115.10, and two utility accounts in the name of Randy Burkle totaling \$510.87. These properties are located outside of the village and therefore the tax lien process cannot be used. Glover moved, Gullick seconded to write off the three accounts.

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, Littel seconded to adjourn the meeting at 7:20pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, FEBRUARY 8, 2011

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 11, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Discuss water fluoridation.
- 5) Consider use of vacated **Electric and Water Superintendent's Office**, 302 E Lincoln.
- 6) Appoint alternate director to WPPI.
- 7) Electric and Water Superintendent report.
- 8) Wastewater Facilities Operations Supervisor report.
- 9) Deputy Clerk/Treasurer report.
- 10) Adjourn.

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UTILITY COMMISSION
February 8, 2011

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 and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steinhauer seconded to approve the minutes of the January 11, 2011 meeting. Motion carried.

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

DISCUSS WATER FLUORIDATION: Resident Tamara Graham gave a presentation on the adverse effects of water fluoridation. There has been talk that the Environmental Protection Agency will be making changes to the required fluoride levels in municipal water systems, but no official decision has been made. Village ordinances dictate how much fluoride is added to the Mount Horeb water system. In order for the fluoridation level to change, the ordinance would need to be amended by the village board.

CONSIDER USE OF VACATED ELECTRIC AND WATER SUPERINTENDENT'S OFFICE, 302 E LINCOLN: Discussion included that some upgrades may need to be done before the office can be rented out. The commission asked that the building be assessed by staff and to make a recommendation next month to the commission on what should be done.

APPOINT ALTERNATE DIRECTOR TO WPPI: Larry Bierke was the alternate director appointed to WPPI and due to his departure, WPPI would like the utility to appoint another alternate. Discussion concerned who to appoint. It was decided that Herfel would ask Gary Frisch to be the alternate director. The appointment will need to be approved by the commission at next **month's** meeting.

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

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

DEPUTY CLERK/TREASURER REPORT: Danz reported a flood in the basement and that interviews for the new position had been completed.

ADJOURN: Steinhauer moved, Gullick seconded to adjourn the meeting at 7:50pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, MARCH 8, 2011

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 8, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Community Funds applications and possibly award funds.
- 5) Consider use of vacated **Electric and Water Superintendent's Office**, 302 E Lincoln.
- 6) Appoint alternate director to WPPI.
- 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
March 8, 2011

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, Randy Littel, Greg Steiner and Curt Gullick. Judy Steinhauer was absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: It was noted that the minutes should reflect that Randy Littel was absent at the February 8, 2011 commission meeting. Halverson moved, Gullick seconded to approve the minutes of the February 8, 2011 meeting with the correction. Motion carried.

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

CONSIDER COMMUNITY FUNDS APPLICATIONS AND POSSIBLY AWARD FUNDS: An ad was placed in the Mount Horeb Mail notifying organizations that funds were available through the utility. Four applications were received. One of the applicants received funds in 2009 & 2010 and one had received funds in 2009. Discussion concerned who should receive the funds and if all of the money should be awarded now. The commission would also like some follow-up from the recipients to see how the funds were spent. Glover moved, Halverson seconded to award \$500 each to the Mount Horeb Soccer Club and Mount Horeb Community Girl Scouts, and to reserve \$500 for future disbursement. Motion carried.

CONSIDER USE OF VACATED ELECTRIC AND WATER SUPERINTENDENT'S OFFICE, 302 E LINCOLN: Don Bender looked over the building and addressed a letter to Herfel indicating that the building is in good condition and made some suggestions as to what he thought could be charged for rent and what could/should be included in the rent. Herfel was looking for authorization to go ahead with trying to rent the building. Departments within the village have already been contacted and there has been no interest. Halverson moved, Gullick seconded, to authorize staff to advertise the building at 302 E Lincoln Street for rent. Motion carried.

APPOINT ALTERNATE DIRECTOR TO WPPI: Herfel was instructed at the last meeting to ask Gary Frisch if he would be interested in being appointed the alternate director to WPPI. Herfel indicated that Frisch was asked and was very willing to be the alternate director to WPPI. Littel moved, Glover seconded to appoint Gary Frisch as the alternate director to WPPI. 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 that a new employee has been hired for the full-time position in the utility office and the 2010 onsite audit field work has been completed. The utility also received a thank-you from the Early Learning Center and Primary Center for the National Theater for Children production that was performed at the schools.

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

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, APRIL 12, 2011

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 8, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider memo from Held Engineering and reclamation system for proposed car wash.
- 5) Presentation by Aaron Worthman of Baker Tilly on the 2010 Utility Audits.
- 6) Approval of the 2010 Utility Audit.
- 7) Consider Utility Resolution 11-01 regarding Delegating the Hiring Authority and to Fix Compensation for Utility Manager under sec 13.01(5)(b)6 to the village board.
- 8) Consider Community Funds application and possibly award funds.
- 9) Electric and Water Superintendent report.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Interim Administrator (Utility Manager) 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
April 12, 2011

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. Greg Steiner arrived at 7:05 and Randy Littel was absent. Interim Administrator Duane Gau, WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Halverson seconded to approve the minutes of the March 8, 2011 meeting. Motion carried.

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

CONSIDER MEMO FROM HELD ENGINEERING AND RECLAMATION SYSTEM FOR PROPOSED CAR WASH: Steve Burns, Tom Burns, and Kurt Wedig were in attendance representing Aqua Shine Care Wash, Inc. Steve addressed the commission regarding the proposed car wash reclamation system. A memo from Held Engineering was reviewed. The commission did not feel comfortable approving the reclamation system until Rob Wright at Held Engineering could review and give an opinion on the system and the impact the car wash would have on the capacity of the wastewater system. So that the car wash could be approved as soon as possible, Steinhauer moved, Steiner seconded to approve the recycling technology subject to receiving communication from the engineer that he has reviewed the recycling, peak usage and discharge plans. Motion carried.

PRESENTATION BY AARON WORTHMAN OF BAKER TILLY ON THE 2010 UTILITY AUDITS: The 2010 utility audits were reviewed with the commission. Discussions concern the financial position of the three utilities and statistical data.

APPROVAL OF THE 2010 UTILITY AUDIT: Halverson moved, Gullick seconded to approve the 2010 utility financial audits. Motion carried.

CONSIDER UTILITY RESOLUTION 11-01 REGARDING DELEGATING THE HIRING AUTHORITY AND TO FIX COMPENSATION FOR UTILITY MANAGER UNDER SEC 13.01(5)(B)6 TO THE VILLAGE BOARD: It was discovered that a resolution containing the same wording was adopted on November 9th, 1993. No action was taken on this agenda item.

CONSIDER COMMUNITY FUND APPLICATION AND POSSIBLY AWARD FUNDS: The Gonstead Clinic of Chiropractic and Infusion Mixed Martial Arts are coordinating a Community Wellness Fair to raise funds for the Habitat for Humanity project in Mount Horeb. The Community Contributions Fund still has \$500 to be awarding during 2011. Steinhauer moved, Glover seconded to award \$250 to support the Community Wellness Fair. 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 to report

INTERIM ADMINISRATOR (UTILITY MANAGER) REPORT: Gau gave a brief recap of his work experience to the commission. He also commended the commission on how well the utilities are run and the dedication of the employees.

ADJOURN: Steinhauer moved, Glover seconded to adjourn the meeting at 8:35pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION
TUESDAY, MAY 10, 2011

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 12, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) **Consider use of vacated Electric and Water Superintendent's Office, 302 E Lincoln.**
- 5) Consider 2010 Compliance Maintenance Annual Report and Resolution 2011-17, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT".
- 6) Consider updating Sewer Utility 5 year Financial Forecast.
- 7) Discuss possible rate increases for the water and sewer utility.
- 8) Consider updating labor and equipment rates.
- 9) Electric and Water Superintendent report.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Interim Administrator (Utility Manager) 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
May 10, 2011

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, Greg Steiner and Randy Littel. Interim Administrator Duane Gau, WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Steinhauer moved, Steiner seconded to approve the minutes of the April 12, 2011 meeting. Littel abstained. Motion carried.

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

CONSIDER USE OF VACATED ELECTRIC AND WATER SUPERINTENDENT'S OFFICE, 302 E LINCOLN: Herfel stated that the office has been for rent for approximately two months and in that time he has received about three inquires and no offers. Scott Rickard was present representing Mt Horeb Cub Scout Pack 62. He was inquiring on the use of the building for storage of supplies and as a meeting place. He has not yet discussed the idea of using the facility with the other packs but will do so. Rickard also inquired about the utility bills associated with the facility. Information will be provided to Rickard and he will discuss it with the other pack leaders. Halverson moved, Glover seconded to table any action until the June meeting. Motion carried.

CONSIDER 2010 COMPLIANCE MAINTENANCE ANNUAL REPORT AND RESOLUTION 2011-17, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT": Discussion **concerned that all the grades, except one, were A's or B's. As in previous years,** the plant continues to run effectively and efficiently. The report reflects a failing grade in the financial area, which the commission is aware of and taking steps to remedy. Glover moved, Gullick seconded to recommend to the Village Board approval of Resolution 2011-17, **"Adopting the Compliance Maintenance Annual Report"**. Motion carried.

CONSIDER UPDATE SEWER UTILITY 5 YEAR FINANCIAL FORECAST: Danz presented **the commission with two analyses' that were completed by office staff. The commission** agreed that the information provided was sufficient and there was no need to hire Baker Tilly to update the forecast. No action was taken on this item.

DISCUSS POSSIBLE RATE INCREASES FOR THE WATER AND SEWER UTILITY: When Aaron Worthman was presenting the audit report in April, he recommended that the utility commission consider a simplified water rate increase. The Public Service Commission offers a simplified rate increase to allow for inflationary costs and the rate increase does not require a public hearing. The amount of the rate increase would be

3%. Steiner moved, Glover seconded to proceed with a simplified rate case for a 3% increase in water rates. Motion carried.

Discussions continue regarding a rate increase for the sewer utility. The two scenarios provided by staff were reviewed. The commission directed Danz to perform additional scenarios and they will be discussed at the next commission meeting.

CONSIDER UPDATING LABOR AND EQUIPMENT RATES: The labor and equipment rates have not been updated since 2005. These rates are used when billing out time to developers and individuals for work done by the utilities. The cost for having Baker Tilly update the rates would be \$3000. Halverson moved, Littel seconded to have Baker Tilly update the labor and equipment rates at a cost of \$3000. 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 stated that Judy Steinhauer would be presenting the scholarships at Senior Awards Night on May 18th.

INTERIM ADMINISRATOR (UTILITY MANAGER) REPORT: Gau gave an update on the recruiting process for the new administrator.

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

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, JUNE 14, 2011

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 10, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Set public hearing date to take public input on setting fluoridation level.
- 5) Discuss possible rate increase for sewer utility.
- 6) Consider water tower spot cleaning and painting.
- 7) Consider letter from HD Supply regarding upgrading to AMI technology.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Deputy Clerk/Treasurer report.
- 11) Interim Administrator (Utility Manager) report.
- 12) Adjourn.

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UTILITY COMMISSION
June 14, 2011

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, Greg Steiner and Randy Littel. Interim Administrator Duane Gau, WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Littel moved, Halverson seconded to approve the minutes of the May 10, 2011 meeting. Motion carried.

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

SET PUBLIC HEARING DATE TO TAKE PUBLIC INPUT ON SETTING FLUORIDATION LEVEL: The fluoridation topic has been discussed at both the utility commission and village board levels. The village board would like the utility commission to hold a public hearing to get input from the public. Littel moved, Steiner seconded to begin the next utility commission meeting at 6:00pm on July 12, 2011 and then hold a public hearing at 7:00pm. Motion carried.

DISCUSS POSSIBLE RATE INCREASE FOR SEWER UTILITY: Danz provided the commission with three rate increase scenarios and some background information regarding expenses, revenues and rate increases. Discussion concerned the necessity for a rate increase and what increase the commission was comfortable recommending. Littel moved, Halverson seconded have staff draft an ordinance for a 7% rate increase. Motion carried. The ordinance will be reviewed at the July meeting.

CONSIDER WATER TOWER SPOT CLEANING AND PAINTING: Herfel indicated that when the tower was cleaned, the company found approximately one hundred spots showing rust. It was recommended that the spots be cleaned and repainted to help delay the need for the entire tower to be repainted. The cost for the whole tower cleaning and the cleaning and repair of the spots, will be equal to what was budgeted for the whole tower cleaning. Littel moved, Glover seconded to approve the spot cleaning and painting of the water tower. Motion carried.

CONSIDER LETTER FROM HD SUPPLY REGARDING UPGRADING TO AMI TECHNOLOGY: The commission was given a letter, addressed to Dave Herfel, outlining a proposal for upgrading to AMI technology. The letter was reviewed and the commission requested that Andy Santi from HD Supply attend a commission meeting to go over the letter and give them more information about the technology. Herfel will speak with Andy regarding attending a meeting.

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

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

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

INTERIM ADMINISTRATOR (UTILITY MANAGER) REPORT: Gau gave an update on the recruiting process for the new administrator. He also briefly discussed that he and Goltz had toured the LaVold land with representatives from Dane County Parks.

ADJOURN: Glover moved, Steinhauer seconded to adjourn the meeting at 8:35pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, JULY 12, 2011

The Utility Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** 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 14, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider vacating easement in North Cape Commons.
- 5) Review Ordinance 2011-09 An Ordinance To Amend 13.38 Sewer Utility Rates, and set public hearing.
- 6) Electric and Water Superintendent report.
- 7) Wastewater Facilities Operations Supervisor report.
- 8) Deputy Clerk/Treasurer report.
- 9) Interim Administrator (Utility Manager) report.
- 10) 7:00pm Public Hearing to take public input on setting fluoridation level.
- 11) Adjourn.

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UTILITY COMMISSION
JULY 12, 2011

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, Greg Steiner and Randy Littel. Interim Administrator Dave Berner, WWTP Supervisor Michael Goltz, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Halverson seconded to approve the minutes of the June 14, 2011 meeting. Motion carried.

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

CONSIDER VACATING EASEMENT IN NORTH CAPE COMMONS: Village engineer Rob Wright was present to explain to the commission why the easement needs to be vacated. The original easement was put in place before the land was developed. When the property was developed the easement did not line up with the road. This situation left an easement running through the middle of a lot. Vacating the easement would allow the lot to become buildable. A portion of the easement is still needed, but vacating the current easement and recording a new one for the portion still needed, is the most efficient way to resolve the issue. Halverson moved, Steiner seconded to recommend to the village board vacating the easement with the condition of recording a new easement as recommended by the village engineer. Motion carried.

REVIEW ORDINANCE 2011-09 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES, AND SET PUBLIC HEARING: As directed by the commission at the last meeting, a ordinance reflecting a 7% increase was reviewed. The rate increase is necessary to help the sewer utility with its negative cash flow. Steinhauer moved, Halverson seconded to set the public hearing to occur during the August 9th, 2011 Utility Commission meeting. Motion carried.

ELECTRIC AND WATER SUPERINTENDENT REPORT: Herfel was not present at the meeting, but his report was reviewed.

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

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

INTERIM ADMINISRATOR (UTILITY MANAGER) REPORT: Berner gave an update on the HVAC issues at the new utility garage.

At 6:35pm Littel moved, Glover seconded to recess until 7:00pm when the Public Hearing was scheduled to begin. Motion carried.

The meeting was called back to order at 7:00pm

7:00pm PUBLIC HEARING TO TAKE PUBLIC INPUT ON SETTING FLUORIDATON LEVEL:
14 people completed the registration cards and spoke at the public hearing. Everyone was given three minutes to speak and then additional time to respond to any questions the commission might have for them. After asking for additional comments three times the public hearing was closed at 8:02pm

ADJOURN: Littel moved, Gullick seconded to adjourn the meeting at 8:02pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



Village of Mount Horeb

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UTILITY COMMISSION
TUESDAY, AUGUST 9, 2011

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 12, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider rental proposal for 302 E Lincoln St.
- 5) Audience with Scott Meske of Municipal Electric Utilities of Wisconsin.
- 6) Public Hearing: Ordinance 2011-09 An Ordinance To Amend 13.38 Sewer Utility Rates.
- 7) Consider Ordinance 2011-09 An Ordinance To Amend 13.38 Sewer Utility Rate and make recommendation to the Village Board.
- 8) Consider fluoridation level and make recommendation to the Village Board.
- 9) Consider leak detection study contract with Westrum.
- 10) Consider donation to WPPI Low Income Benefits Pool.
- 11) Consider amendment to Strand contract for new utility garage.
- 12) Electric and Water Superintendent report.
- 13) Wastewater Facilities Operations Supervisor report.
- 14) Deputy Clerk/Treasurer report.
- 15) Interim Administrator (Utility Manager) report.
- 16) 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
AUGUST 9, 2011

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 Randy Littel. Greg Steiner was absent. Interim Administrator Dave Berner, Electric and Water Supervisor Dave Herfel, WWTP Supervisor Michael Goltz, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Littel moved, Steinhauer seconded to approve the minutes of the July 12, 2011 meeting. Motion carried.

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

CONSIDER RENTAL PROPOSAL FOR 302 E LINCOLN ST: Mount Horeb Cub Scout Pack 62 submitted a proposal to use the garage portion of the building at 302 E Lincoln St for **\$30/month. The Cub Scout's would be able to quickly vacate the property if another** renter wanted the entire building. Littel moved, Gullick seconded to rent the garage portion of 302 E Lincoln Street to the Mount Horeb Cub Scout Pack 62 for \$30 a month, pending receipt of waiver of liability. Motion carried.

AUDIENCE WITH SCOTT MESKE OF MUNICIPAL ELECTRIC UTILITIES OF WISCONSIN: Scott Meske was in attendance to present a Pillars of Public Power Award to Phil Halverson for his 20 years of dedicated service.

PUBLIC HEARING: ORDINANCE 2011-09 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES: The public hearing began at 7:15pm. 1 person completed a registration card and spoke at the public hearing. After asking for additional comments three times the public hearing was closed at 7:20pm.

CONSIDER ORDINANCE 2011-09 AN ORDINANCE TO AMEND 13.38 SEWER UTILITY RATES AND MAKE RECOMMENDATION TO THE VILLAGE BOARD: Littel moved, Gullick seconded to recommend to the village board that ordinance 13.38 Sewer Utility Rates be amended as outlined in ordinance 2011-09. Motion carried.

CONSIDER FLUORIDATION LEVEL AND MAKE RECOMMENDATION TO THE VILLAGE BOARD: After considering all comments made at the public hearing last month, reviewing correspondence received, and conducting personal investigations, Glover moved, Littel seconded to make a recommendation to the village board to lower the fluoridation level to 0.7 ppm. Motion carried.

CONSIDER LEAK DETECTION STUDY CONTRACT WITH WESTRUM: Herfel reported that back in 2005 water losses reported to the Public Service Commission were 58,000,000 gallons in 2010 water losses were 19,858,000 gallons. The approximate cost for pumping 1,000 gallons of water is \$.65. Saving 38,000,000 gallons of lost water saves about \$24,000 a year. Hiring Westrum is an efficient and effective way to keep water losses down. Halverson moved, Littel seconded to sign a 5 year agreement with Westrum at a cost of \$4,000 per year. Motion carried.

CONSIDER DONATION TO WPPI LOW INCOME BENEFITS POOL: Every year WPPI asks for donations to the low income benefits pool. Communities who have excess funds in their low income fund are asked to share with other WPPI member communities who may have exhausted their low income funds. Mount Horeb is fortunate to offer their customers large benefits and still have monies remaining. Halverson moved, Glover seconded to donate \$10,000 to the WPPI Low Income Benefits Pool. Motion carried.

CONSIDER AMENDMENT TO STRAND CONTRACT FOR NEW UTILITY GARAGE: The amendment is for costs incurred in dealing with the HVAC issues at the utility garage. Discussion concerned if the additional Strand costs could be recovered from the contractor who install the faulty equipment, and it is unclear at this time if that can be done. Glover moved, Gullick seconded to approve the contract amendment. 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 working on the budget and the 3% water rate increase has been approved by the PSC.

INTERIM ADMINISTRATOR (UTILITY MANAGER) REPORT: Berner gave an update on the new administrator.

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

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION
TUESDAY, SEPTEMBER 13, 2011

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 9, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Audience with Andy Santi of HD Supply.
- 5) Well #3 update.
- 6) Discussion regarding exceeding lead level notice from Wisconsin DNR.
- 7) Consider 2012 Utility Budgets.
- 8) Electric and Water Superintendent report.
- 9) Wastewater Facilities Operations Supervisor report.
- 10) Deputy Clerk/Treasurer report.
- 11) Administrator (Utility Manager) 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 13, 2011

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, Greg Steiner and Randy Littel. Electric and Water Supervisor Dave Herfel, WWTP Supervisor Michael Goltz, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steinhauer seconded to approve the minutes of the August 9, 2011 meeting. Motion carried.

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

AUDIENCE WITH ANDY SANTI OF HD SUPPLY: Andy Santi of HD Supply was in attendance to provide the commission with information regarding the proposed AMI system. The AMI system is currently part of the utilities capital budget for 2012.

WELL #3 UPDATE: Herfel gave the commission a listing of items and their costs related to the pulling of Well #3. Total cost for repairs will be \$22,455, in addition to the \$9,000 for pulling and replacing the well pipe.

DISCUSSION REGARDING EXCEEDING LEAD LEVEL NOTICE FROM WISCONSIN DNR: On July 20th the water samples collected in the Village of Mount Horeb exceeded lead levels set by the DNR. The utility is now required to distribute public educational materials, collect additional samples, and start a lead service line replacement program. Customers will be notified by utility bill insert, local newspaper, and radio that some homes in the community have high lead levels.

CONSIDER 2012 UTILITY BUDGETS: Littel moved, Halverson seconded to recommend to the village board approval of the utility budgets as presented, including the AMI system. 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 **the village board's approval of** lowering the fluoride level and the sewer utility rate increase.

ADMINISTRATOR (UTILITY MANAGER) REPORT: New administrator Dave Ross was not in attendance at this time

ADJOURN: Gullick moved, Glover seconded to adjourn the meeting at 8:40pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, OCTOBER 11, 2011

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 13, 2011 meeting.
- 4) Review vouchers and transfers.
- 5) Electric and Water Superintendent report.
- 6) Wastewater Facilities Operations Supervisor report.
- 7) Deputy Clerk/Treasurer report.
- 8) Adjourn.

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

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UTILITY COMMISSION

October 11, 2011

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, and Greg Steiner. Jack Temby and Randy Littel were absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, and Deputy Clerk/Treasurer Sarah Danz were also present.

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

MINUTES: Halverson moved, Steiner seconded to approve the minutes of the September 13, 2011 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Steinhauer moved, Steiner seconded to approve the vouchers and transfers. 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 on Public Power Week that took place October 3rd – 7th.

ADJOURN: Steinhauer moved, Halverson seconded to adjourn the meeting at 7:20pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION
TUESDAY, NOVEMBER 8, 2011

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 11, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Audience with Bev Lindquist from WPPI Energy.
- 5) Audience with Redzone Robotics and consideration of system-wide televising and location.
- 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.

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UTILITY COMMISSION
NOVEMBER 8, 2011

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 Judy Steinhauer, Phil Halverson, Curt Gullick, Judy Steinhauer, Ed Glover, Randy Littel and Greg Steiner. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steiner seconded to approve the minutes of the October 11, 2011 meeting. Littel abstained. Motion carried.

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

AUDIENCE WITH BEV LINDQUIST FROM WPPI ENERGY: Bev was in attendance to update the commission on the state of WPPI Energy. She highlighted the current power supply and reviewed WPPI owned generation. She also discussed with the commission average power costs to members and the advantages of joint action and public power.

AUDIENCE WITH REDZONE ROBOTICS AND CONSIDERATION OF SYSTEM-WIDE TELEVISIONING AND LOCATION: A representative from Redzone Robotics was unable to attend the meeting. This item will be placed on the December agenda.

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's **report** included information about elections, tax collections, lead, and final disconnects.

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

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, DECEMBER 13, 2011

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 8, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider land lease extensions for property owned by wastewater utility.
- 5) Audience with Strand Associates and consideration of Agreement for General Services - Wastewater Treatment Plant Improvements Planning.
- 6) Audience with Redzone Robotics and consideration of system-wide televising and location.
- 7) Consider final Community Contribution for 2011.
- 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
DECEMBER 13, 2011

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, Ed Glover, Randy Littel and Greg Steiner. Judy Steinhauer was absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Steiner seconded to approve the minutes of the November 8, 2011 meeting. Motion carried.

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

CONSIDER LAND LEASE EXTENSIONS FOR PROPERTY OWNED BY WASTEWATER UTILITY: The current leases expired in November of 2011. A new lease was drafted by the village administrator extending the leases until November of 2013. Both of the parties who lease the land are willing to extend to the proposed date. Glover moved, Halverson seconded to approve the lease extensions. Motion carried.

AUDIENCE WITH STRAND ASSOCIATES AND CONSIDERATION OF AGREEMENT FOR GENERAL SERVICES – WASTEWATER TREATMENT PLANT IMPROVEMENTS PLANNING: Troy Stinson from Strand addressed the commission regarding the agreement. He distributed a map of the wastewater treatment plant and explained several areas that are in need of review. Some areas need updating in order to comply with new DNR permitting regulations and others due to the general age of the equipment. The contract will need to be signed before the end of the year so that loan application deadlines can be met. There was a brief discussion regarding the use of a different engineering company, but it was decided to continue with Strand since they have significant knowledge of the Mount Horeb Wastewater Plant. Steiner moved, Littel seconded to approve the agreement with Strand in the amount of \$19,800 for services outlined in the agreement. Motion carried.

Jane Carlson from Strand was also in attendance and gave the commission an update on the progress of obtaining a permit from the DNR. She reviewed more stringent phosphorus and temperature levels that will be required with the new permit. The permit is expected to be issued in the next few months.

AUDIENCE WITH REDZONE ROBOTICS AND CONSIDERATION OF SYSTEM-WIDE TELEVISIONING AND LOCATION: Two representatives from Redzone were in attendance and gave a presentation to the commission. The presentation gave detailed information regarding the company and what they could do for the sanitary sewer system in Mount Horeb. A proposal was distributed at the meeting outlining the cost and services. Redzone was wanting a confirmation from the commission that this was something they were interested in doing. The commission was not comfortable approving a proposal they did not have time to

review. Therefore, Steiner moved, Littel seconded to conceptually advance with the idea of televising and mapping the sanitary sewer system. Motion carried.

CONSIDER FINAL COMMUNITY CONTRIBUTION FOR 2011: Danz reported a remaining balance of \$250 in the Community Contributions Fund for 2011. This is money provided every year by WPPI to donate to local organizations. Glover moved, Littel seconded to make a \$250 donation to the Mount Horeb Area Food Pantry. 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, Halverson seconded to adjourn the meeting at 9:07pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer