



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 10, 2012

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 13, 2011 meeting.
- 3) Review vouchers and transfers.
- 4) Consider labor and truck rate study from Baker Tilly.
- 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.

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 10, 2012

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

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

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

CONSIDER LABOR AND TRUCK RATE STUDY FROM BAKER TILLY: As directed in the 2010 audit, a labor and truck rate study was performed in 2011. The last study was done in 2005. These rates are used when billing out time, both equipment and labor, to companies or individuals the utility does work for. The commission reviewed the document prepared by Baker Tilly. Steiner moved, Steinhauer seconded to accept the Labor and Truck Rate Study dated January 6, 2012. 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 audit dates, and updated the commission on the Public Benefits program and WPPI action plan.

ADJOURN: Steinhauer moved, Halverson seconded to adjourn the meeting at 7:35pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION
TUESDAY, FEBRUARY 14, 2012

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 10, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Consider accepting credit card payments.
- 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
FEBRUARY 14, 2012

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

MINUTES: Glover moved, Steiner seconded to approve the minutes of the January 10, 2012 meeting. Littel abstained. Motion carried.

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

CONSIDER ACCEPTING CREDIT CARD PAYMENTS: Dave Ross addressed the commission with the concept of accepting credit cards. The idea has been talked about for awhile and Dave Ross would like to move ahead with the process. The commission is in support of accepting credit cards and advised Dave Ross to move forward with implementation.

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

WASTEWATER FACILITIES OPERATIONS SUPERVISOR REPORT: Goltz presented his report to the commission. Goltz informed the commission that Wastewater employee John Klein has completed 20 years of service with the utility. Steinhauer moved, Glover seconded to present Klein with a letter of recognition and a plaque for his 20 years of service. Motion carried.

DEPUTY CLERK/TREASURER REPORT: Danz reported that the auditors were currently performing the 2011 audit and an election will be held on February 21st.

ADJOURN: Steinhauer moved, Halverson seconded to adjourn the meeting at 7:25pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, MARCH 13, 2012

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 14, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Employee Recognition.
- 5) Consider 2012 Community Funds Grant Applications and awarding funds.
- 6) Consider Ordinance 2012-01 An Ordinance "To Provide a Program For Protecting The Public Water System From Contamination Due To Backflow Of Contaminants Through The Water Service Connection Into The Public **Water System**" and make recommendation to the Village Board.
- 7) Consider bids for new electric utility truck.
- 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
MARCH 13, 2012

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

MINUTES: Steinhauer moved, Glover seconded to approve the minutes of the February 14, 2012 meeting. Motion carried.

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

EMPLOYEE RECOGNITION: The commission presented John Klein, Wastewater Plant employee, with a plaque recognizing his 20 years of service. A memo was also read commending him for his dedicated service to the Village of Mount Horeb.

CONSIDER 2012 COMMUNITY FUNDS GRANT APPLICATIONS AND AWARDING FUNDS: Danz reported that five organization had completed applications for the funds. Two of the organizations have received funds in prior years. The commission felt that while all of the organization were worthy of the funds, they would select those that had not previously received funds. Glover moved, Steinhauer seconded to award Trollway Mount Horeb Share, Mount Horeb Basketball Club, and Southwest Dane Outreach each a \$500 grant. Motion carried.

CONSIDER ORDINANCE 2012-01 AN ORDINANCE "TO PROVIDE A PROGRAM FOR PROTECTING THE PUBLIC WATER SYSTEM FROM CONTAMINATION DUE TO BACKFLOW OF CONTAMINANTS THROUGH THE WATER SERVICE CONNECTION INTO THE PUBLIC WATER SYSTEM" AND MAKE RECOMMENDATION TO THE VILLAGE BOARD: As per a requirement of the Wisconsin Department of Natural Resources, the village is required to have an ordinance and program in place regarding cross connections. The ordinance and program are intended to prevent the public water system from contamination. Steinhauer moved, Glover seconded to recommend approval of Ordinance 2012-01 **an ordinance "to provide a program for protecting the public water system from contamination due to the backflow of contaminants through the water service connection into the public water system"** to the village board. Motion carried.

CONSIDER BIDS FOR NEW ELECTRIC UTILITY TRUCK: The utility received three bids for a new ¾ ton 4WD ext cab work truck. The lowest bid was from Symdon Motors in the amount of \$15,740.00. Herfel had indicated prior to the meeting that it was his recommendation to purchase the truck from Symdon Motors. Halverson moved, Steinhauer seconded to purchase a 2012 ¾ ton 4WD ext cab work truck from Symdon Motors in the amount of \$15,740.00. Motion carried.

ELECTRIC AND WATER SUPERINTENDENT REPORT: Herfel was not in attendance, but his report was review and there were no questions.

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

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

ADJOURN: Halverson moved, Glover seconded to adjourn the meeting at 7:33pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, APRIL 10, 2012

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 13, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Consider lease of utility building at 302 E Lincoln Street.
- 5) Baker Tilly presentation regarding 2011 Audit.
- 6) Consider 2012 Utility Management Goals.
- 7) Consider Capital Budgets for Electric, Water and Wastewater Utilities.
- 8) Consider Meter Technician Apprenticeship.
- 9) Electric and Water Superintendent report.
- 10) Wastewater Facilities Operations Supervisor report.
- 11) Deputy Clerk/Treasurer report.
- 12) Adjourn.

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UTILITY COMMISSION
APRIL 10, 2012

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

MINUTES: Halverson moved, Gullick seconded to approve the minutes of the March 13, 2012 meeting. Motion carried.

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

CONSIDER LEASE OF UTILITY BUILDING AT 302 E LINCOLN STREET: A commercial lease agreement for Jarret Faltz dba Anytime Property Services was reviewed. The lease is similar to those the village already has in place and is for one year commencing on May 1st, 2012. Discussion concerned outdoor storage, which is not allowed, and a security deposit. Halverson moved, Gullick seconded to approve the lease. Motion carried.

BAKER TILLY PRESENTATION REGARDING 2011 AUDIT: Aaron Worthman from Baker Tilly was present to discuss the 2011 utility audits with the commission. Discussions concerned the financial position of the three utilities and statistical data.

CONSIDER 2012 UTILITY MANAGEMENT GOALS: Dave Ross reviewed with the commission some goals that he plans on completing this year. Goals include a capitalization policy for the utilities, a process for approving new vendors, verifying changes made to employee payroll rates, payroll reconciliation, and an investment policy.

CONSIDER CAPITAL BUDGETS FOR ELECTRIC, WATER AND WASTEWATER UTILITIES: Dave Herfel review the capital budgets for the electric and water utilities with the commission, updating them on the status of each item. Michael Goltz then reviewed the capital budget for the wastewater utility, with explanations and background information on all items. Littel moved, Glover seconded to recommend approval of the electric, water and wastewater capital budgets to the village board. Motion carried.

CONSIDER METER TECHNICIAN APPRENTICESHIP: Dave Herfel presented information to the commission with regard to training an employee as a meter technician. The information explained the details and costs of the training. As meters continue to get more complex, it is important to have someone trained in all aspects of meter

programming and maintenance. Classes will begin in 2013, but the employee must enroll soon, as classes fill quickly. Glover moved, Steiner seconded to approve the costs associated with the Meter Technician Apprenticeship. Motion carried.

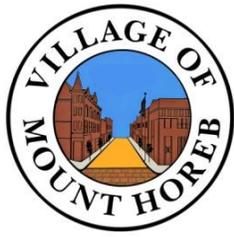
ELECTRIC AND WATER SUPERINTENDENT REPORT: Herfel presented his report to the commission.

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

DEPUTY CLERK/TREASURER REPORT: Danz reported that disconnects will happen April 17th. The office is also working on setting up credit card payment processing. We will be looking at new utility billing software to be implemented with the AMI project in 2013.

ADJOURN: Halverson moved, Littel seconded to adjourn the meeting at 9:00pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, MAY 8, 2012

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 April 10, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Recognition of former utility commission member - Phil Halverson.
- 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
May 8, 2012

The Mount Horeb Utility Commission met on the above date at 6:00pm 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, Ed Glover, Curt Gullick, Greg Steiner and George Sievers. 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 April 10, 2012 meeting. Motion carried.

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

RECOGNITION OF FORMER UTILITY COMMISSION MEMBER – PHIL HALVERSON: At the April utility meeting, Halverson announced his retirement from the commission. Halverson was present in the audience and, in order to properly recognize his many years of service, the commission presented him with a plaque and shirt.

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 has nothing further to report other than it was election day.

ADJOURN: Steinhauer moved, Gullick seconded to adjourn the meeting at 6:26pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION
TUESDAY, JUNE 12, 2012

AMENDED

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 8, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Audience with resident at 105 Nesheim Trail asking for billing adjustment.
- 5) Presentation from Strand Associates regarding Wastewater Plant Upgrade.
- 6) Consider Resolution 2012-13 **"Adopting the Compliance Maintenance Annual Report"**
- 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
June 12, 2012

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 Curt Gullick, Greg Steiner, George Sievers and Tony Zalucha. Jack Temby and Judy Steinhauer were absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Steiner moved, Gullick seconded to approve the minutes of the May 8, 2012 meeting. Motion carried.

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

AUDIENCE WITH RESIDENT AT 105 NESHEIM TRAIL ASKING FOR BILLING ADJUSTMENT: The resident at 105 Nesheim Trail was in attendance asking for an adjustment on his sewer charges. His consumption was high over the last 6 months due to leaky toilets. The commission advised the resident that the water did go through the sewer system and therefore the charges would not be adjusted.

PRESENTATION FROM STRAND ASSOCIATES REGARDING WASTEWATER PLANT UPGRADE: Troy Stinson from Strand Associates provided the commission with information regarding the study Strand performed on the preliminary treatment building at the wastewater plant. Discussions concerned the age and useful life of the building and the equipment, current and future debt, and the costs of improvements. It was discussed that improvements made to the preliminary treatment building and equipment would be usable even when a new facility is built. Dave Ross will conduct an analysis on the financial impact of the project on the wastewater utility before a decision is made on whether to go ahead with the project.

CONSIDER RESOLUTION 2012-13, "ADOPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT": Discussion concerned that all the grades on the annual report, **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. Staff and the commission are working on solutions to improve the financial position of the wastewater utility.

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 situation of being short staffed in the office and that everyone is stepping up and doing a great job. The process for hiring new staff, new office hours and some statistics from the June election were also reported.

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

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UTILITY COMMISSION TUESDAY, JULY 10, 2012

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 12, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Electric and Water Superintendent report.
- 5) Wastewater Facilities Operations Supervisor report.
- 6) Deputy Clerk/Treasurer report.
- 7) Adjourn.

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

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UTILITY COMMISSION
JULY 10, 2012

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. President Jack Temby called the meeting to order. A roll call was taken. Present were Curt Gullick, Ed Glover, George Sievers and Tony Zalucha. Greg Steiner and Judy Steinhauer were absent. Administrator Dave Ross, WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Zalucha seconded to approve the minutes of the June 12, 2012 meeting. Motion carried.

REVIEW VOUCHERS AND TRANSFERS: Glover moved, Gullick 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 the hiring of Chrissy Kahl, and going to WPPI for demos of utility billing software.

ADJOURN: Glover moved, Sievers seconded to adjourn the meeting at 7:23pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, AUGUST 14, 2012

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 July 10, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Audience with Scott Meske from Municipal Electric Utilities of Wisconsin.
- 5) Audience with resident at 327 W Main Street requesting sewer bill adjustment.
- 6) Discuss wastewater financial forecast and consider preliminary treatment facility project (Strand presentation June 2012).
- 7) Update on utility garage contract and consider closing out the project.
- 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
August 14, 2012

The Mount Horeb Utility Commission met on the above date at 6:00pm 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, Ed Glover, Tony Zalucha, Greg Steiner and George Sievers. Curt Gullick arrived at 6:30pm. Village Administrator Dave Ross, 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 July 10, 2012 meeting. Motion carried.

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

AUDIENCE WITH SCOTT MESKE FROM MUNICIPAL ELECTRIC UTILITIES OF WISCONSIN: Scott Meske was in attendance to present Jack Temby with the Charlie Bradburn Pillar of Public Power Award for his 30 years of service to the Mount Horeb Utility Commission.

AUDIENCE WITH RESIDENT AT 327 W MAIN STREET REQUESTING SEWER BILL ADJUSTMENT: Lora Lee was in attendance to request an adjustment of sewer charges on her utility bill. She claimed a considerable amount of water was used on her garden and lawn and did not go into the sewer system. Lora indicated she was not previously aware that a second meter could be installed to meter outside water use. The commission felt there was no way to accurately determine how much water was used outside and therefore could not recommend any adjustment to her utility bill. Administrator Ross offered a payment plan to help lessen the burden of the sewer charges and suggested that Lora contact the utility office to make arrangements.

DISCUSS WASTEWATER FINANCIAL FORECAST AND CONSIDER PRELIMINARY TREATMENT FACILITY PROJECT (STRAND PRESENTATION JUNE 2012): Administrator Ross distributed a wastewater financial forecast and a debt spreadsheet. Discussions concerned the need for the project to extend the life of the current facility and that any improvements made will be utilized with a new wastewater treatment facility. Glover moved, Steinhauer seconded to proceed with the preliminary treatment facility project. Motion carried.

UPDATE ON UTILITY GARAGE CONTRACT AND CONSIDER CLOSING OUT THE PROJECT: The HVAC issues at the garage have finally been resolved and the project is ready to be closed. It is estimated that the utilities will pay an additional \$10,000-\$12,000 over the contract due to project complications that included the folding of the first contractor, Gilbert Construction, additional engineering costs, and the HVAC issues. It is the recommendation of Dave Herfel and Dave Ross that the final pay request be approved and the project closed. The commission is grateful that even with the contractor going under, the project was completed to specifications. Some communities using the contractor were not so lucky. Glover moved, Gullick seconded to authorize staff to close the utility garage project. Motion carried.

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

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

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

ADJOURN: Steinhauer moved, Steiner seconded to adjourn the meeting at 7:15pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



Village of Mount Horeb

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UTILITY COMMISSION TUESDAY, SEPTEMBER 11, 2012

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 14, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Urban Service Area amendment for new wastewater plant land.
- 5) Consider options for repayment of water utility from wastewater utility.
- 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

September 11, 2012

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 Curt Gullick, Ed Glover, Greg Steiner and George Sievers. Judy Steinhauer and Tony Zalucha were absent. Village Administrator Dave Ross, 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 August 14, 2012 meeting. Motion carried.

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

CONSIDER URAN SERVICE AREA AMENDMENT FOR NEW WASTEWATER PLANT LAND:

The land the wastewater utility purchased was annexed into the village but was not added to the urban service area. The Department of Natural Resources and the Capital Area Regional Planning Commission review and approve changes to the urban service area. In order to develop the land it will need to be added to the urban service area. It is estimated it will cost between \$10,000 - \$15,000 to amend the urban service area, as professionals will need to be hired. There may be a potential buyer for some of the land that will not be used for the treatment plant, but before any sale can occur, the land must be in the urban service area. Sievers moved, Steiner seconded to instruct the administrator to gather more information and bring it back to the commission for further consideration. Motion carried.

CONSIDER OPTIONS FOR REPAYMENT OF WATER UTILITY FROM WASTEWATER UTILITY: Dave Ross distributed water and wastewater 5-year budgets in addition to capital budgets for the utilities. The budgets assume a repayment from the wastewater to the water of \$75,000 a year. There is a possibility of using existing wastewater depreciation funds to fully repay the water utility immediately, however this still needs to be confirmed with the auditors. The commission asked Dave Ross to gather more information on the repayment and possible wastewater rate increases, and bring the information back to the next commission 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 further to report.

ADJOURN: Glover moved, Steiner seconded to adjourn the meeting at 8:06pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, OCTOBER 16, 2012

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 11, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Consider Urban Service Area amendment for new wastewater plant land.
- 5) Consider options for repayment of water utility from wastewater utility and update on wastewater loan.
- 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

October 16, 2012

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 Curt Gullick, Ed Glover, Tony Zalucha and George Sievers. Edie Illinski and Greg Steiner were absent. Village Administrator Dave Ross, WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Gullick seconded to approve the minutes of the September 11, 2012 meeting. Motion carried.

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

CONSIDER URAN SERVICE AREA AMENDMENT FOR NEW WASTEWATER PLANT LAND:

As a follow up to last **month's meeting**, **bids from three** consultants were received to perform the work necessary to add the wastewater plant land to the Urban Service Area for the Village of Mount Horeb. **The consultants were asked to give the village a "will not exceed" price.** Vandewall and Associates came in significantly less than the other **two consultants. It is Dave Ross's recommendation to move forward with Urban Service Area amendment and use Vandewall and Associates as the consultant.** Glover moved, Zalucha seconded to proceed with the Urban Service Area amendment and contract with Vandewall and Associates for a price not to exceed \$3,500. Motion carried.

CONSIDER OPTIONS FOR REPAYMENT OF WATER UTILITY FROM WASTEWATER UTILITY AND UPDATE ON WASTEWATER LOAN:

The wastewater department had borrowed funds for the land that was purchased for future plant expansion. That loan has been refinanced and will save the wastewater utility \$29,660 over the next 4 years without extending the term of the loan. The wastewater utility will also be taking out a \$1.8 million Clean Water Fund loan for the head works project. Dave Ross was asked at **last month's meeting to gather some additional information** relating to the repayment of the water utility from the wastewater utility. **It is possible to use the wastewater's depreciation fund to repay the water utility, however, the Board of Commissioners of Public Land (BCPL) loans need to be paid off first.** The BCPL loans are scheduled to be paid off in March 2013, but Ross recommends the loans be paid off in January or February of 2013 so the water utility can also be repaid as soon as possible. The final amount that the wastewater owes the water will be calculated at the 2012 audit. Sievers moved, Glover seconded to authorize the early payoff of the BCPL loans and then the repayment of the water utility from the wastewater utility for approximately \$500,000. 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 Public Power Week Events and attending the Building Community Connections seminar at WPPI.

ADJOURN: Glover moved, Gullick seconded to adjourn the meeting at 7:41pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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AMENDED

UTILITY COMMISSION
TUESDAY, NOVEMBER 13, 2012

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 October 16, 2012 meeting.
- 4) Review vouchers and transfers.
- 5) Recognition of former utility commission member – Judy Steinhauer.
- 6) Update on Urban Service Area amendment for new wastewater plant land.
- 7) Discuss wastewater rates.
- 8) Consider Ordinance 2012-13 An Ordinance To Create 13.32(5) Relating to Sewer Lateral Maintenance.
- 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 13, 2012

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, Curt Gullick, Tony Zalucha, and George Sievers. Edie Illinski arrived at 7:10pm. Greg Steiner was absent. WWTP Supervisor Michael Goltz, Electric and Water Supervisor Dave Herfel, Deputy Clerk/Treasurer Sarah Danz, and Village Administrator Dave Ross were also present.

ELECTION OF OFFICERS: Sievers made a nomination of Jack Temby as chair of the Utility Commission. No other nominations. All members present were in favor, nomination carried. Jack Temby nominated as chair of the Utility Commission. Gullick made a nomination of Ed Glover as secretary of the Utility Commission. No other nominations. All members present were in favor, nomination carried. Ed Glover nominated as secretary of the Utility Commission.

MINUTES: Glover moved, Zalucha seconded to approve the minutes of the October 16, 2012 meeting. Motion carried.

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

RECOGNITION OF FORMER UTILITY COMMISSION MEMBER – JUDY STEINHAUER: Former commission member Judy Steinhauer was in attendance and received recognition for her many years of service to the commission. She was awarded a plaque and a Mount Horeb Chamber of Commerce gift certificate.

UPDATE ON URBAN SERVICE AREA AMENDMENT FOR NEW WASTEWATER PLANT LAND: Dave Ross gave an update on where the process was at. The village met with CARPC officials to share background information and make them aware that the village will be submitting an urban service area amendment for the wastewater land. The village has also met with Vandewalle and Associates and began formally filling out **the paperwork**. **The village's** comprehensive plan also needs to be revised and that will be done through the Plan Commission and Village Board over the next two months. The Urban Service Area Amendment application is set to be submitted to CARPC in January 2013 and the approximate turn-around time is 4 months after submission.

DISCUSS WASTEWATER RATES: Dave Ross distributed handouts showing 3 potential rate increases. Each handout was a ten year forecast of revenues and expenses, including fund balances and borrowing for a new plant in 2018. To give Dave Ross a better direction on where the utility commission would like to go with possible rate increases, he would like the commission to answer a few questions. What is the minimum cash balance the commission would like to see the wastewater department have? It is the recommendation of the auditors that the number not be below 25% of revenues. Is the commission willing to let the wastewater department go into the red during any year? This would then require the use of

some of the fund balance to cover expenses. How much cash would the commission like to have on hand to use towards the new wastewater plant? Discussions included that the anticipated cost for the new wastewater plant is \$13 million and we are spending \$2 million this year with the head works project. The commission agreed to stay with the auditors recommendations to keep at 25% cash balance. They are not in favor of letting the wastewater department go into the red as this has caused problems in the past. The commission is in favor of trying to attain a cash balance of \$2 million to use toward the new wastewater plant. The commission advised Dave Ross to also look at the option of increases on the base rate vs. volume. Dave Ross will return to the commission with new scenarios based on the information they provided to him.

CONSIDER ORDINANCE 2012-13 AN ORDINANCE TO CREATE 13.32(5) RELATING TO SEWER LATERAL MAINTENANCE: The language contained in the ordinance has been a policy of the wastewater department for years and is now being added to the ordinances. It is important to have this information in written format so that everyone involved has a clear understanding of who is responsible for what portion of the lateral. Zalucha moved, Glover seconded to recommend approval of Ordinance 2012-13 an Ordinance to Create 13.32(5) Relating to Sewer Lateral Maintenance to the Village Board. 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: Gullick moved, Glover seconded to adjourn the meeting at 8:23pm. Motion carried.

Sarah Danz, Deputy Clerk/Treasurer



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UTILITY COMMISSION TUESDAY, DECEMBER 11, 2012

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 13, 2012 meeting.
- 3) Review vouchers and transfers.
- 4) Update on wastewater rates.
- 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
December 11, 2012

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, Curt Gullick, Tony Zalucha, and George Sievers. Edie Illinski and Greg Steiner were absent. Electric and Water Supervisor Dave Herfel and Deputy Clerk/Treasurer Sarah Danz were also present.

MINUTES: Glover moved, Gullick seconded to approve the minutes of the November 13, 2012 meeting. Motion carried.

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

UPDATE ON WASTEWATER RATES: This update was postponed until the January meeting.

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

WASTEWATER FACILITIES OPERATIONS SUPERVISOR REPORT: Goltz was not in attendance but the commission reviewed his report.

DEPUTY CLERK/TREASURER REPORT: Danz gave an update on the activities of the office staff.

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

Sarah Danz, Deputy Clerk/Treasurer