

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, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the December 13, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Update on MHAEDC grant application
- 5) Economic Development Corporation update and request for continued funding
- 6) Wastewater Facility Planning Update
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent report
- 9) Adjourn

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

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
January 10, 2017**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, McNall, Fargo, Czyzewski, and Lyle. Scott was absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Lyle seconded to approve the minutes of the December 13, 2016 meeting, carried by voice vote.

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

Update on MHAEDC grant application: Nothing to report at this time.

Economic Development Corporation update and request for continued funding: McNall left the table to present the update and funding request for MHAEDC. He reported that Brad Murphy was retiring and Carol McChesney Johnson will be taking over as the director. McNall thanked the Electric Utility for the funding that was provided in previous years. He reviewed the accomplishments in 2016 and prior years. The Commission members also reviewed the various committees of MHAEDC and their goals. Members of the subcommittees are all volunteers. McNall requested the Electric Utility continue the annual support of \$50,000 for 2017 and for the continuing years. Lyle moved, Czyzewski seconded to authorize the request for \$50,000 funding to MHAEDC, carried by voice vote.

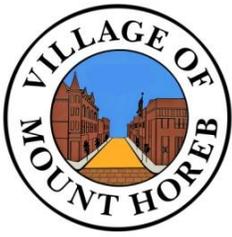
Wastewater Facility Planning Update: Randy Langer from Strand Associates reviewed the progress of the WWTP design. The design portion of the project is currently at 90% completion. Langer reviewed various changes to design since the last update. He also reviewed the updated schedule. The final design and final estimated cost will be presented at the February meeting.

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

Wastewater Superintendent Report: Klein reviewed his monthly report.

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

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, FEBRUARY 14, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the January 10, 2017 meeting
- 3) Consider vouchers and bank account information
- 4) Consider Alliant Substation Agreement
- 5) Wastewater Facility Final Design update
- 6) Consider Strand Associates Construction Services Agreement
- 7) Electric & Water Superintendent report
- 8) Wastewater Superintendent report
- 9) Adjourn

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

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
February 14, 2017**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Fargo, and Lyle. Czyzewski was absent. Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, McNall seconded to approve the minutes of the January 10, 2017 meeting as presented, carried by voice vote. Abstain: Scott.

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

Alliant Substation Agreement: Herfel gave a brief historical background on the Alliant substation agreement. Bruce Beth from Forster Electrical Engineering then reviewed the options for continuing or not continuing with the agreement. He indicated that the last long-range plan was completed in 1995. His recommendation was to discontinue the substation agreement and do another long-range plan to see what improvements may be needed. Discontinuation of the Alliant agreement requires a two year notice. Scott moved, Fargo seconded to authorize the electric utility staff to give the two year notice of termination of the Alliant contract, carried by voice vote. Lyle moved, Glover seconded to authorize Forster Electrical Engineering to begin the long-range planning process, carried by voice vote. There was discussion on establishing territorial agreement with Alliant. That will be reviewed with the long-range plan process.

Wastewater Facility Final Design Update: Randy Langer of Strand Associates provided the final design update including the various permitting requirements, opinion of probable cost of construction and the construction schedule.

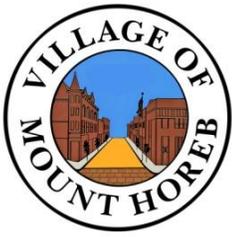
Strand Associates Construction Services Agreement: The proposed construction services agreement was reviewed. Glover moved, Lyle seconded to authorize the construction services agreement with Strand Associates, carried by voice vote.

Electric/Water Superintendent Report: Herfel reviewed his monthly report. He reported on a possible change in regulations for lead service replacements. The DNR now recommends that there be no partial replacement of lead services. The service should not be disturbed unless the customer agrees to replace the lateral to the house. This new recommendation will be followed in 2017.

Wastewater Superintendent Report: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, Lyle moved, Fargo seconded to adjourn the meeting at 8:39pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, APRIL 11, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the February 14, 2017 meeting
- 3) Consider vouchers and bank account information (Feb/Mar)
- 4) Award of Water Pollution Control Facility project bid and Clean Water Fund loan application
- 5) Consider Baker Tilly Virchow Krause proposal for Sewer rate study and five year financial forecast
- 6) Consider application for USDA grant/loan for Artisan Food Emporium
- 7) Consider Commitment to Community grant application from the Mount Horeb Area Historical Society
- 8) Electric & Water Superintendent report (Feb/Mar)
- 9) Wastewater Superintendent report (Feb/Mar)
- 10) Adjourn

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
April 11, 2017**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Fargo, Czyzewski, and Lyle. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Glover seconded to approve the minutes of the February 14, 2017 meeting, carried by voice vote.

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

Water Pollution Control Facility project bid award/Clean Water Fund loan application: Randy Langer from Strand Associates was present to review the bid documents and loan application. Langer reported that the bids came in approximately 7% higher than estimated. Most of the additional cost is due to the site work, or rock removal costs. There was discussion on the variable costs between specific bid items on the three bids that were received. The low bid was from Staab Construction Corporation for \$16,443,000. Langer stated they were a well respected company. Scott moved, Czyzewski seconded to award the contract to Staab Construction Corporation, carried by voice vote.

Langer reviewed the requirements and timing of the Clean Water Fund financing. The sewer rate study would need to be completed and the rates adopted before the loan could be closed.

Sewer Rate Study/Five Year Financial Forecast Proposal: Owen reviewed the proposal from Baker Tilly Virchow Krause. The proposal included an approximate cost of up to \$6,000 for the financial forecast and up to \$11,000 for the sewer rate study. Fargo moved, Czyzewski seconded to authorize the sewer rate study and five year financial forecast, carried by voice vote.

USDA Grant/Loan for Artisan Food Emporium:

Wally Orzechowski was present to review the status of the project. The building was purchased by Schlecht Retail Ventures. The building will be leased for the Artisan Food Emporium. The USDA Rural Development has a program that provides grants up \$300,000 for economic development. If the Utility is provided the grant, the funds could then be lent to a nonprofit organization for economic development. When the loan is paid back, the Utility could then lend to other businesses for economic development. There would no longer be a requirement for the funds to go to a nonprofit. McNall moved, Czyzewski

seconded to authorize a Resolution to approve an application for USDA Rural Development grant for up to \$300,000, carried by voice vote.

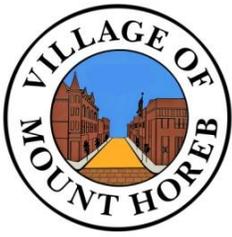
Commitment to Community Grant application: The application from the Mount Horeb Area Historical Society for one of the \$500 grants was reviewed. There was discussion on the application process. A change was made in 2017 that made the grants available on a first come, first served basis. The deadline is September 29, 2017. There was discussion on how nonprofit groups were notified about the grants and the changes that were made to the process. It was agreed that the process should be set up differently in 2018 but the current process would be continued in 2017. Scott moved, Glover seconded to make a change in 2018 to have a specific deadline for applications and all applications reviewed at the same time, carried by voice vote. McNall moved, Glover seconded to approve the Mount Horeb Area Historical Society grant of \$500, carried by voice vote.

Electric/Water Superintendent Report: Herfel reviewed his monthly report for February and March. He also gave an update on the Alliant substation issue.

Wastewater Superintendent Report: Klein reviewed his monthly report for February and March.

Adjournment: There being no further business before the Commission, Czyzewski moved, Lyle seconded to adjourn the meeting at 8:20pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, MAY 9, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the April 11, 2017 meeting
- 3) Consider vouchers and bank account information.
- 4) Consider applications for two Commitment to Community \$500 grants
- 5) Electric & Water Superintendent report
- 6) Wastewater Superintendent report
- 7) Adjourn

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

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
May 9, 2017**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, McNall, Fargo, and Czyzewski. Commissioners Scott and Lyle were absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, McNall seconded to approve the minutes of the April 11, 2017 meeting, carried by voice vote.

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

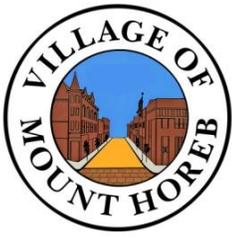
Commitment to Community Grant applications: There are three \$500 grants available. Last month the first grant was approved by the Utility Commission. Four additional applications were received. The application form states that they will be reviewed in the order received. The applications were numbered as they were received. The first two in order for review were Mount Horeb Basketball Club and Trollway Dog Park group. There were no representatives for the basketball club at the meeting. Lisa Sciestinski was present to represent the dog park group. She stated the land had been designated for the dog park. There were several people offering to donate time and materials for other improvements that will be needed. The grant would be used towards signage for the park. McNall moved, Czyzewski seconded to approve \$500 grants to both Mount Horeb Basketball club and Trollway Dog Park group, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report. A groundbreaking ceremony for the new Wastewater plant upgrade was scheduled for 1pm on Friday, May 12.

Adjournment: There being no further business before the Commission, Glover moved, McNall seconded to adjourn the meeting at 7:29pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, JUNE 13, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the May 9, 2017 meeting
- 3) Consider vouchers and bank account information.
- 4) Presentation of 2016 audit reports by Baker Tilly Virchow Krause.
- 5) Wastewater Facility construction project update
- 6) Approval of 2016 CMAR annual report
- 7) Review five year capital projects plan for Electric and Water Utility
- 8) Review five year capital projects plan for Sewer Utility
- 9) Electric & Water Superintendent report
- 10) Wastewater Superintendent report
- 11) Adjourn

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

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
June 13, 2017**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Czyzewski, and Lyle. Commissioner Fargo was absent. Village Administrator Nic Owen, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present. Electric & Water Supervisor Dave Herfel was absent.

Minutes: Czyzewski moved, Lyle seconded to approve the minutes of the May 9, 2017 meeting, carried by voice vote. Abstain: Scott.

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

2016 Audit Report: Bethany Ryers of Baker Tilly Virchow Krause was present to review the audit reports. She reviewed highlights of the Communication to Those Charged with Governance and Management report. She also reviewed the Report to the Commission with highlights of the financial report.

Wastewater Facility construction project update: Klein provided an update on the project status. The project is on schedule with no major problems.

2016 Compliance Maintenance Annual Report (CMAR): Klein reviewed the annual report. It was a good year with only one item that was below requirements. That issue will be taken care of with the new plant. The staff was commended for taking care of the aging plant and still meeting the requirements. McNall moved, Scott seconded to approve **Resolution 2017-04 "Adopting the Compliance Maintenance Annual Report"**, carried by voice vote.

Electric & Water Utility Five Year Capital Projects: Owen reviewed the five year capital budget proposed for the Electric & Water Utilities. The five year plan will be included with the 2018 budget process.

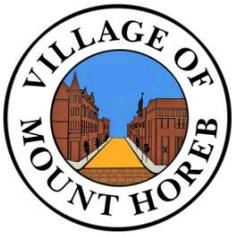
Sewer Utility Five Year Capital Projects: Klein reviewed the proposed five year capital budget projects. Discussion concerned the proposed lift station study. Klein indicated that Strand Associates proposal for the study would be a cost not to exceed \$30,000. The study would assist with decisions on repairs and maintenance of the ten lift stations currently in use. Klein noted that changes could be made to the lift stations to help maintain a more even flow to the new wastewater facility. The five year plan will be included with the 2018 budget process.

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

Wastewater Superintendent Report: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, McNall moved, Glover seconded to adjourn the meeting at 8:06pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, JULY 11, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the June 13, 2017 meeting
- 3) Consider vouchers and bank account information
- 4) Economic Development Corporation update and request for continued funding
- 5) Consider request to allow access to the dog park from Sand Rock Road
- 6) Consider request from Oak Glen LLC to abandon utility easement
- 7) Wastewater Facility construction project update
- 8) Electric & Water Superintendent report
- 9) Wastewater Superintendent report
- 10) Adjourn

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
July 11, 2017

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Fargo, Czyzewski, and Lyle. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Glover seconded to approve the minutes of the June 13, 2017 meeting, carried by voice vote.

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

Economic Development Corporation funding: Commissioner McNall stepped down temporarily to represent the Mount Horeb Area Economic Development Corporation (MHAEDC) in their request for additional funding in 2018. McNall thanked the Commissioners for the previous contributions made by the Electric Utility. He reviewed the activities of the MHAEDC, which include bringing in new businesses and assisting current businesses in expanding. The request was for a continuation of the funding in 2018. Scott moved, Fargo seconded to recommend the \$50,000 contribution be included in the 2018 budget process, carried by voice vote. Abstain: McNall.

Dog Park access road: Temby and Owen provided a brief history of the proposed dog park. Lisa Scieszinski was present to represent the Trollway Dog Park group. The request from Trollway dog park group is to use the existing gravel driveway on Sand Rock Road for the dog park access. That gravel driveway is currently used as access for the police target shooting range and wastewater facility storage area. The driveway is also in the construction area for the new wastewater facility. Scieszinski reported that the cost for a road and parking off of County Road JG would cost approximately \$200,000. The group thought the access off of Sand Rock Road would be more cost effective. Klein was asked for input on this request. He explained the current use of the area for the wastewater facility and the possible use of the property in the far future. He had concerns with the dog park access on Sand Rock Road. He recommended that access be from County Road JG instead of Sand Rock Road. The discussion concerned security, liability, costs, maintenance, and other possible options. Scieszinski reported that the plan was to charge a fee for use of the park. Additional information may be necessary to look at other options. Scott moved, McNall seconded to deny the request for Sand Rock Road access, carried by voice vote.

Oak Glen LLC utility easement: Herfel reported that this subdivision was on Getz Road which was off County Road S. The developer is requesting that some of the utility

easements that were recorded on the plat be abandoned to assist with developing more lots. Herfel explained the easements were not necessary for the Electric utility anymore. He recommended approval of the request to abandon the remaining easements. Czyzewski moved, Lyle seconded to recommend approval of the request to abandon the utility easements on the Oak Glen LLC subdivision, carried by voice vote.

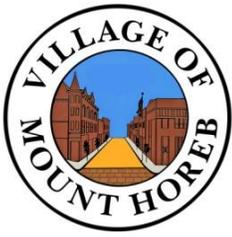
Wastewater Facility construction project update: Klein updated the Commissioners on the construction project. He noted that there was one complaint on the blasting. According to the seismic readings, they blasts were lower than allowed. Other than that, all is going well and no issues have come up.

Electric/Water Superintendent Report: Herfel reported that a couple of items had not included in the five year capital project budget that was approved last month. They include potential substation issues that are currently being reviewed. He also reported the Electric Utility was getting close to becoming a Class B utility (over 4,000 customers). This will likely add additional costs to meet PSC requirements including software to maintain information on infrastructure and the cost of GPS mapping. Herfel also reviewed his monthly report.

Wastewater Superintendent Report: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, Glover moved, Lyle seconded to adjourn the meeting at 8:18pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, AUGUST 8, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the July 11, 2017 meeting
- 3) Consider vouchers and bank account information
- 4) Sewer Utility five year financial study and rate review
- 5) **WPPI presentation "Doing More Together"**
- 6) Electric & Water Superintendent monthly report
- 7) Wastewater Superintendent report
 - a. Monthly Report
 - b. Dog park driveway and parking cost estimate
 - c. DNR monthly report
 - d. Wastewater facility construction project
- 8) Adjourn

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
August 8, 2017

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, and Fargo. Commissioners Lyle and Czyzewski were absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Glover seconded to approve the minutes of the July 11, 2017 meeting, carried by voice vote. Czyzewski arrived at this time.

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

Sewer Utility five year financial study and rate review: Owen reviewed the draft rate study and five year financial review completed by Baker Tilly. There were questions concerning the choice of communities used for comparison, the outdated rate comparisons, using a step increase instead of increasing the rates once, and how the flat rate was calculated versus the volume charge. These questions will be forwarded to Baker Tilly for more information. Scott moved, Czyzewski seconded to approve the draft reports on the condition the questions are answered at the next meeting, carried by voice vote. The staff from Baker Tilly will be invited to the next meeting. The resolution to increase rates will be presented to the Utility Commission for approval in September and forwarded to the Village Board for final approval in October.

WPPI presentation "Doing More Together": Mike Peters from WPPI Energy was present to review the recent activities at WPPI. He discussed the five-year business plan, future technology & customer engagement initiatives, wholesale power rate structure, and power **supply planning**. **He answered questions concerning WPPI's involvement** in the proposed Cardinal-Hickory Creek transmission line. There was also discussion on cyber security controls. Peters noted the annual meeting will be September 13-15 in Wisconsin Dells. Members are encouraged to attend.

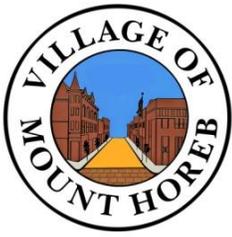
Electric/Water Superintendent Report: Herfel reviewed his monthly report. He also reviewed the July 19 storm damage and clean up efforts.

Wastewater Superintendent Report: Klein reviewed his monthly report. He presented a rough cost estimate for improvements that would be needed to the gravel driveway if it was used for dog park access. The Commission denied the request to use the driveway last month but there were questions on whether the driveway could be improved as part of the construction project. The cost estimate of nearly \$300,000 confirmed that access was not

feasible at this time. Klein also updated the Commission on the wastewater facility construction project.

Adjournment: There being no further business before the Commission, Scott moved, Glover seconded to adjourn the meeting at 8:13pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



Village of Mount Horeb

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UTILITY COMMISSION
TUESDAY, SEPTEMBER 12, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the August 8, 2017 meeting
- 3) Consider vouchers and bank account information
- 4) Consider Sewer User Charge Study and Financial Forecast. Set special meeting and public hearing date for approval of the sewer rates.
- 5) Approval to close out the Sewer Utility Connection Fee Reserve Fund for use on the Water Pollution Control Facility construction project.
- 6) Approval of Resolution 2017-10 **"Authorizing USDA RDLG Grant application"** for \$300,000 for the SWCAP Artisan Food Emporium.
- 7) Electric & Water Superintendent monthly report
- 8) Wastewater Superintendent report
 - a. Monthly Report
 - b. Water Pollution Control Facility construction project
 - c. DNR monthly report
- 9) Adjourn

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

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
September 12, 2017

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Fargo, and Lyle. Czyzewski was absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, Fargo seconded to approve the minutes of the August 8, 2017 meeting, carried by voice vote.

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

Sewer User Charge study and Financial Forecast: Bethany Ryers of Baker Tilly was present to review the rate study. She went over the process of the rate study and the changes made since the last meeting. The overall proposed increase was 19%. She recommended the rates be reviewed after the construction project is completed and the final debt information is available. The five-year financial forecast will be updated once the user charge study is finalized. McNall moved, Lyle seconded to approve the Sewer User Charge Study dated 9/11/17, carried by voice vote. It was decided to hold a special meeting and public hearing on the sewer rate increase at 7pm on October 2, 2017. The rates will then be sent to the Village Board for approval.

Sewer Utility Connection Fee Reserve Fund: Owen updated the Commission on the purpose of the Connection Fee Reserve Fund. The current balance of that fund is approximately \$181,000. Owen recommended the fund be closed out and the balance be used to help fund the Water Pollution Control Facility construction project. The connection fees will continue to be collected to help with the future debt payments. Lyle moved, Fargo seconded to close out the Connection Fee Reserve Fund to cover construction costs but continue to collect the fees, carried by voice vote.

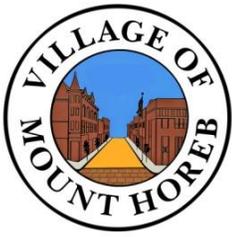
Resolution 2017-10 "Authorizing USDA RDLG Grant application": Owen explained that, even though the Utility Commission approved the grant application in April, the requirement is to have a formal resolution adopted. Scott moved, Glover seconded to approve Resolution 2017-10, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report and provided an update on the Water Pollution Control Facility construction project.

Adjournment: There being no further business before the Commission, Lyle moved, Fargo seconded to adjourn the meeting at 7:54pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
MONDAY, OCTOBER 2, 2017
AMENDED

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Public Hearing on proposed sewer rate increase
- 3) Consider Ordinance 2017-06 **"An Ordinance to Amend 13.38 Sewer Utility Rates"**
- 4) Consider Utility Easement at 515 Springdale Street
- 5) Adjourn

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

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
October 2, 2017

The Mount Horeb Utility Commission met in special session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Glover, McNall, and Lyle. Czyzewski, Scott, and Fargo were absent. Czyzewski arrived at 7:03pm during the public hearing. Village Administrator Nic Owen, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

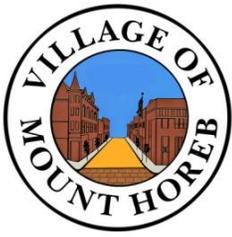
Public Hearing: There were no public comments at the meeting. McNall moved, Lyle seconded to close the public hearing at 7:07pm, carried by voice vote.

Ordinance to Amend Sewer Utility rates: The Utility Commission reviewed the revised sewer rate ordinance, which was based on the sewer utility study approved last month. Lyle moved, Glover seconded to recommend approval of Ordinance 2017-**06 "An Ordinance to Amend 13.38 Sewer Utility Rates"**, carried by voice vote. The Village Board will consider the ordinance at their next meeting.

Utility Easement at 515 Springdale Street: Klein explained that a sewer main was located under the building at this location. A recorded easement has been on the property record since 1948 but somehow the building was allowed to be built within that easement. The current property owners have plans to expand the building. The sewer main was televised and was not in good condition. The rough estimate to relocate the main was \$40,000. An engineering study would be necessary to determine feasibility and provide a better cost estimate. Discussion included the various options available to the property owner and sewer utility including lining the sewer main or relocating it. There was also discussion on how the cost would be allocated. Czyzewski moved, McNall seconded to go forward with the engineering study to determine the cost to relocate the sewer main and the estimated cost to line the current main, with the sewer utility contributing the cost for lining the main and the remainder of the cost subject to negotiation between the property owner and the village, carried by voice vote.

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

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, OCTOBER 10, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the September 12, 2017 and October 2, 2017 meetings
- 3) Election of officers
- 4) Consider vouchers and bank account information
- 5) Approval of amended Resolution 2017-10 **"Authorizing USDA RDLG Grant application" for \$300,000 for the SWCAP Artisan Food Emporium.**
- 6) Electric & Water Superintendent monthly report
- 7) Wastewater Superintendent report
 - a. Monthly Report
 - b. Water Pollution Control Facility construction project
 - c. DNR monthly 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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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
October 10, 2017

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00pm. Present were Scott, Glover, McNall, Czyzewski, and Lyle. Fargo was absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: McNall moved, Glover seconded to approve the minutes of the September 12, 2017 and October 2, 2017 meetings, carried by voice vote.

Election of Officers: Scott moved, Lyle seconded to nominate Jack Temby as President and Ed Glover as Secretary. Czyzewski moved, Lyle seconded to close nominations, carried by voice vote. The vote was unanimous to approve the nominations.

Vouchers and bank account information: The voucher check report and bank account information were reviewed. There was discussion on the payment for the Wastewater project. Sutter explained the Clean Water Fund loan had not been finalized and the Sewer Utility funds had been depleted, so the Electric Utility funds were currently being used for the contract payments. Owen reported that additional information including the new rate ordinance had been recently submitted. The loan application was being reviewed and is expected to be finalized soon. Czyzewski moved, Scott seconded to approve the vouchers and bank account information as presented, carried by voice vote.

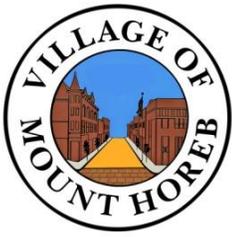
Amended Resolution 2017-10 "Authorizing USDA RDLG Grant application": The amended resolution authorizing the \$300,000 grant application for the SWCAP Artisan Food Emporium was reviewed. Owen explained the reason for the amended resolution was for language changes that were required by the USDA. Lyle moved, Czyzewski seconded to approve the amended resolution, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report. He gave an update on the construction project. The project is going well. Klein gave a brief update on the issue on 515 Springdale Street that was discussed at the October 2 meeting. The village engineer is currently reviewing the feasibility of moving the sewer main.

Adjournment: There being no further business before the Commission, Glover moved, Czyzewski seconded to adjourn the meeting at 7:32pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, NOVEMBER 14, 2017

The Utility Commission of the Village of Mount Horeb will meet on the above date at 7:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order; roll call
- 2) Consider minutes of the October 10, 2017 meeting
- 3) Consider vouchers and bank account information
- 4) Award \$1,000 Economic Development grant
- 5) Electric & Water Superintendent monthly report
- 6) Wastewater Superintendent report
 - a. Monthly Report
 - b. Water Pollution Control Facility construction project
 - c. DNR monthly report
- 7) Adjourn

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

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
November 14, 2017

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:05pm. Present were Scott, Glover, Czyzewski, and Lyle. McNall and Fargo were absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, Scott seconded to approve the minutes of the October 10, 2017 meeting as presented, carried by voice vote.

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

Award \$1,000 Economic Development grant: Owen reviewed historical background of the WPPI grant. Lyle moved, Scott seconded to award the \$1,000 grant to Mount Horeb Area Economic Development Corporation, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report. He also reviewed the update on the facility construction project.

Adjournment: There being no further business before the Commission, Czyzewski moved, Lyle seconded to adjourn the meeting at 7:30pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer