

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 12, 2016

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) Review minutes of the December 8, 2015 meeting
- 3) Review vouchers and bank account information
- 4) Sewer refund request from property owner at 302 Tvedt Drive
- 5) Approval of pickup truck purchase for Electric & Water Utilities
- 6) Electric & Water Superintendent report
- 7) Wastewater Superintendent 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
January 12, 2016**

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: McNall moved, Glover seconded to approve the minutes of the December 8, 2015 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 Refund Request-302 Tvedt Drive: Mary Meives was present to discuss her request for a refund of sewer charges after watering a lot in early summer. A second meter was installed approximately three weeks after the watering started. She is requesting \$81.40 for the estimated amount of water that did not enter the sewer system. Scott moved, Fargo seconded to approve the refund of \$81.40 for the sewer charges, carried by voice vote. There was discussion the information that is provided to customers on the use of second meters and developing a policy for major leaks. This will be put on the agenda for February.

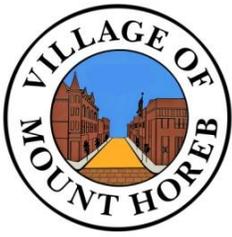
Approval of pickup truck purchase for Electric & Water Utilities: Herfel reviewed the bids he received for the truck purchase. He recommended approval of the Bergstrom bid. Glover moved, Lyle seconded to accept the Bergstrom Chevrolet bid for \$24,310, carried by voice vote.

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

Wastewater Superintendent Report: Klein reviewed his monthly report. Discussion on plant project planning.

Adjournment: There being no further business before the Commission, Fargo moved, Lyle seconded to adjourn the meeting at 7:40pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, FEBRUARY 9, 2016

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) Review minutes of the January 12, 2016 meeting
- 3) Review vouchers and bank account information
- 4) Discussion on lead levels in water
- 5) Discussion on second water meters and irrigation rate options
- 6) Electric & Water Superintendent report
- 7) Wastewater Superintendent report
 - a. Review/approval of bids on new truck
- 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
February 9, 2016**

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. Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Minutes: Glover moved, Lyle seconded to approve the minutes of the January 12, 2016 meeting, carried by voice vote.

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

Discussion on lead levels in water: Herfel and Water Utility employee Josh Hyndman were present to review information on the lead levels in the village. They explained the sampling history and process. The homes that are sampled are approved by the DNR and **are sampled annually**. Herfel explained the Water Utility's program for replacement of lead services within the village. He also explained the information provided to the homeowners for the portion of the service that is the homeowner's responsibility. The concern for the lead levels in the water is for older homes built before 1986.

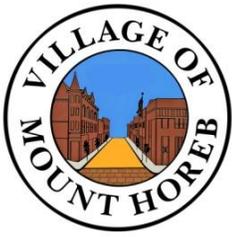
Discussion on second water meters and irrigation rate options: Discussion on information provided to customers on second water meters. Sutter reviewed the option of establishing an irrigation rate along with the water case currently being reviewed by the PSC. The irrigation rate is typically a slightly higher rate per gallon than the regular water rate. Herfel explained the reason for the higher rate. Glover moved, Czyzewski seconded to include an irrigation rate with the current water case, 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 bids that he had received for a new truck that was included in the 2016 budget. Scott moved, Lyle seconded to approve the low bid from Middleton Ford for the Ecoboost V6 F150 truck for \$25,197.36, carried by voice vote.

Adjournment: There being no further business before the Commission, Ryan moved, Scott 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, MARCH 8, 2016

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) Review minutes of the February 9, 2016 meeting
- 3) Review vouchers and bank account information
- 4) Review and consider the Wastewater Treatment Plant Facilities Plan
 - a) Set public hearing date & time (April 12 Utility Commission meeting)
- 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
March 8, 2016**

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, Fargo, and Lyle. Commissioners Czyzewski and McNall 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, Lyle seconded to approve the minutes of the February 9, 2016 meeting, carried by voice vote.

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

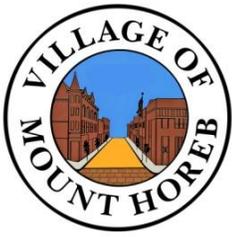
Wastewater Treatment Plant Facilities Plan: Randy Langer and Troy Stinson from Strand Associates were present to review the draft of the Wastewater Treatment Plant Facilities Plan. The year 2040 was used as the planning year for the facilities. A 2040 population estimate of 8,945 was used for this plan, following population statistics developed by Wisconsin Department of Administration and adopted by CARPC. Langer reviewed the potential rate impact of this project. He questioned the method that should be used for the debt coverage. The Commission members generally agreed Strand should use a 1.25 debt coverage ratio. It was decided to hold the public hearing at 6:30pm on April 12. Langer stated that he planned to submit the draft plan to the WDNR as soon as possible for preliminary approval.

Electric/Water Superintendent Report: Herfel reviewed his monthly report. Sutter reported that the water rate case public hearing was scheduled for 10am on April 13. A notice will be mailed to all customers with their March utility bill.

Wastewater Superintendent Report: Klein reviewed his monthly report.

Adjournment: There being no further business before the Commission, Scott moved, Lyle seconded to adjourn the meeting at 8:43 pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, APRIL 12, 2016

The Utility Commission of the Village of Mount Horeb will meet on the above date at **6:30 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: Wastewater Treatment Plant Facilities Plan
- 3) Consider minutes of the March 8, 2016 meeting
- 4) Consider vouchers and bank account information
- 5) Consider Wastewater Treatment Plant Facilities Plan
 - a. Consider Strand Associates Design Services agreement
- 6) Consider underground electric service in downtown area
- 7) Consider Utility bill refund request
- 8) Electric & Water Superintendent report
- 9) Wastewater Superintendent report
- 10) Update from Finance Director
 - a. Water rate case public hearing April 13, 2016 @ 10am.
 - b. WPPI Energy Regional Power Dinners
- 11) Adjourn

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
April 12, 2016

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: Chair Temby called the meeting to order at 6:30pm. Present were Scott, Glover, McNall, Czyzewski, and Lyle. Neal 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.

Public Hearing-Wastewater Treatment Plant Facilities Plan: Randy Langer and Troy Stinson from Strand Associates were present for a public review of the plan. Langer explained that one of the DNR requirements was a 30 day period for public comments on the plan. The public notice on 3/24 and 3/31 started the 30 day comment period. The public comment period will end on April 25. Langer reviewed the history of the current plant and the reason for the upgrade. He also reviewed the proposed facilities for the new plant. The preliminary projection is that a 6% rate increase will be necessary to cover costs for the project. Langer reviewed the construction schedule with expected completion in July 2019. Temby asked for public input. After hearing no questions from the public, the public hearing was closed at 6:55pm.

Minutes: Glover moved, Lyle seconded to approve the minutes of the March 8, 2016 meeting, carried by voice vote.

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

Wastewater Treatment Plant Facilities Plan: Czyzewski moved, Scott seconded to approve the plan as presented, carried by voice vote. The agreement with Strand Associates for design services was reviewed. McNall moved, Czyzewski seconded to approve the design services agreement, carried by voice vote.

Underground Electric Service in downtown area: Herfel reported that the Historical Society had request underground electric service for their new building on South Second Street. The current electric pole will interfere with the building construction. Herfel commented that making that change will involve more than just removing that pole. A study was done several years ago for putting the electrical service underground in that entire area but that project was not completed at that time. Bruce Beth from Forster Electrical Engineering **provided three options to accomplish the Historical Society's request and** possibly make improvements to that entire area. The cost of the options range from \$45,000 for the area in front of proposed Historical building to \$167,000 for several blocks of underground service in that area. Discussion concerned whether to look at the long range plan and go forward with removing the overhead poles in the S 2nd Street for two blocks and several

blocks east/west on Front Street. The Electric Utility would pay the cost of the entire project. Glover moved, Czyzewski seconded to authorize the third option to remove the overhead poles in the entire area at an estimated cost of \$167,000, carried by voice vote.

Utility Refund Request: Not available at this time.

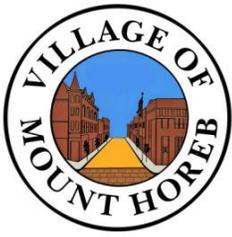
Electric/Water Superintendent Report: Herfel reviewed his monthly report.

Wastewater Superintendent Report: Klein reviewed his monthly report.

Finance Director Report: Sutter reminded everyone of the water rate case public hearing scheduled for April 13. She also reported on the upcoming WPPI regional power dinners. Commissioners interested in attending the dinner should contact her. Sutter also informed the Commissioners the 2015 audit reports were available if they wanted a chance to review **before the auditor's report in June.**

Adjournment: There being no further business before the Commission, Scott moved, Lyle seconded to adjourn the meeting at 7:53pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, MAY 10, 2016

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 12, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Consider utility policy on customer leaks
- 5) Consider utility bill refund request
- 6) Electric & Water Superintendent report
- 7) Wastewater Superintendent report
- 8) Adjourn

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
May 10, 2016**

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, and Fargo. McNall, Czyzewski, 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, Scott seconded to approve the minutes of the April 12, 2016 meeting, carried by voice vote.

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.

Consider utility policy on customer leaks: The proposed policy was reviewed. There was a discussion on how to calculate the reduction for the excess water usage. There was also discussion on the calculation for the sewer portion of the utility bill for water that went through the sewer. It was decided to reduce the water rate by 5% and the sewer rate by 30% for the excess water that went through the sewer lateral. If the evidence shows the water did not go through the sewer lateral, the reduction would be at the full sewer rate in effect. Glover moved, Fargo seconded to approve the excess water usage policy as amended, carried by voice vote.

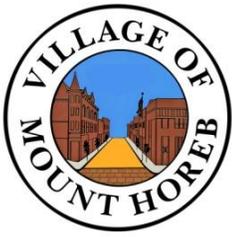
Consider utility bill refund request: Charlie Steinhauer reviewed his request for a utility refund for excess water usage for his property at 212 S 8th Street. It was decided it would be best to follow the policy just approved on the agenda since there was no policy previously in use. Glover moved, Scott seconded to credit for the excess water usage at 95% of the water rate currently in effect and to credit the entire sewer charges for the excess water usage, carried by voice vote.

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, Scott 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
TUESDAY, JUNE 14, 2016

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 10, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Baker Tilly review of 2015 Utility Audit report
- 5) Economic Development Corporation update and request for continued funding
- 6) Review bids and consider purchase of a new bucket truck
- 7) Consider 2017-2021 Capital Expenditures budget
- 8) Approval of the 2015 CMAR annual report (Resolution 2016-09)
- 9) Electric & Water Superintendent report
- 10) Wastewater Superintendent report
- 11) Adjourn

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**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
June 14, 2016**

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: Lyle moved, Czyzewski seconded to approve the minutes of the May 10, 2016 meeting, carried by voice vote.

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

Baker Tilly review of 2015 Utility Audit report: Aaron Worthman from Baker Tilly Virchow Krause LLP reviewed the 2015 audit report. He provided a brief review of the audit management letter and a summary of financial position for each utility. The Commissioners commended staff for their work to keep the utilities in great financial shape.

Economic Development Corporation update and request for continued funding: Michael McNall stepped down from the Commission and joined Brad Murphy from MHAEDC to provide an update on activities the group has been involved in during the past year. In November 2014 the Commission approved a funding request of \$50,000 in 2015 from the Electric Utility. Murphy and McNall requested that funding be continued in 2016. Scott moved, Czyzewski seconded to approve an additional \$50,000 be transferred to the Village General Fund which will then be provided to MHAEDC to continue their economic growth activities, carried by voice vote.

Review bids and consider purchase of a new bucket truck: Herfel reviewed bids that he received for the purchase of a new bucket truck. He recommended approval of the low bid from Utility Sales and Service. McNall moved, Lyle seconded to approve the bid of \$180,001.39 from Utility Sales and Service for the purchase of a new bucket truck, carried by voice vote.

Consider 2017-2021 Capital Expenditures budget: Herfel reviewed his five year capital budget plan for the Electric and Water Utilities. Glover moved, Czyzewski seconded to approve the Electric & Water proposed 2017-2021 capital budget, carried by voice vote.

Klein reviewed his five year capital budget plan for the Sewer Utility. Lyle moved, Fargo seconded to approve the Sewer Utility proposed 2017-2021 capital budget, carried by voice vote.

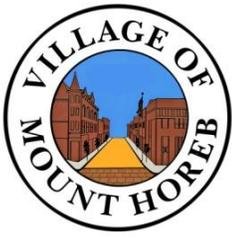
Approval of the 2015 CMAR annual report (Resolution 2016-09): Klein reviewed the CMAR report with the Commission. He explained that the scores for the most part were good except for the biosolids rating. The scoring in that category was worse in 2015 due to an issue with the company under contract for the biosolids spreading. Klein is working with that company to resolve the issue. Glover moved, Scott seconded to approve Resolution 2016-09 adopting 2015 CMAR, carried by voice vote.

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, Glover moved, Czyzewski seconded to adjourn the meeting at 8:25pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, JULY 12, 2016

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 14, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Consider use of wastewater property for a dog park
- 5) Consider Community Funds Grant Applications
 - a) Friends of the Welcome Center
 - b) Sons of Norway
 - c) Southwest Dane Outreach & Nutrition program
- 6) Electric & Water Superintendent report
- 7) Wastewater Superintendent report
- 8) Adjourn

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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
July 12, 2016

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: Scott moved, Lyle seconded to approve the minutes of the June 14, 2016 meeting, carried by voice vote.

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

Use of wastewater property for a dog park: Klein reviewed the proposal for a dog park on land currently owned by the Sewer Utility. He explained the Sewer Utility would maintain ownership to use for phosphorus credits for the treatment plant. Owen explained that the details would be worked out by the Park, Forestry & Recreation Committee. It would come back to the Utility Commission and Village Board for final approval after everything had been worked out. Discussion on gaining DNR approval for this proposed use to be sure the Utility would maintain the phosphorus credits. The Utility Commission generally agreed to the concept as long as there is no cost to the Sewer Utility and the DNR approves the proposed use.

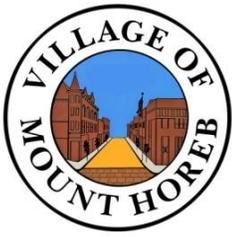
Community Funds Grant applications: Two applications were received for the three \$500 grants. Staff offered the possibility of providing the third grant to Southwest Dane Outreach & Nutrition. Both applications would be designated to the Troll Mountain project. Melissa Theisen from the Chamber reviewed the details of the proposed project. Theissen explained that grants and fundraising would be used to pay the costs. The Plan Commission is in the process of reviewing the project also. McNall moved, Scott seconded to split the \$1,500 grant money between the two groups that submitted applications, carried by voice vote.

Electric/Water Superintendent Report: Herfel reviewed his monthly report. There was discussion on program to replace lead laterals & services in the village. Herfel stated they were starting to develop a data base on properties that have been confirmed to have lead laterals from the house to the terrace. Approximately 215 houses have been confirmed at this time. The Water Utility has approximately 100 lead services that are still in use at this time. Each year some of the services are replaced. It is up to the home owners to replace the laterals to the home. Of the nine services being replaced by the utility in 2016, two or three homeowners are considering replacement of the laterals.

Wastewater Superintendent Report: Klein reviewed his monthly report. The wastewater treatment plant design is continuing. He is also working with the DNR on issues with the permit.

Adjournment: There being no further business before the Commission, Glover moved, McNall seconded to adjourn the meeting at 7:45pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, AUGUST 9, 2016

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 12, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Wastewater Facility Planning Update
- 5) Consider utility recapture fees due from Norsk property purchase
- 6) Consider proposal from Baker Tilly Virchow Krause for a sewer rate study and five-year financial forecast
- 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
August 9, 2016

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, 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 July 12, 2016 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.

Wastewater Facility Planning Update: Klein reviewed the Project Update from Strand Associates dated August 2, 2016. He explained that the planning process was at about 10% completion. It is expected to reach 50% completion by the end of August.

Utility Recapture Fees-Norsk property purchase: Owen reviewed the request to postpone the recapture fees that are due. Normally all recapture fees are due upon sale of the property. The village purchased the property at the end of June. There are no immediate plans to connect to the sewer system. The fees would be paid in the future, if there is a need to connect to the sewer mains or the property is sold. Lyle moved, Scott seconded to postpone the recapture fees until there is a need to connect; or if there is a sale or development of the property, carried by voice vote.

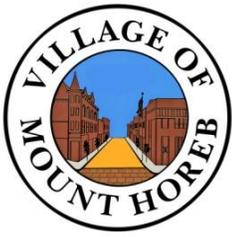
Sewer Rate Study and Five-Year Financial Forecast: Owen explained the Clean Water Fund bonds require that the sewer rates are reviewed every five years. A formal rate study will be completed after the new wastewater project costs are known. That will likely be sometime next year. There were questions on whether this study is required at this time or if it could be part of the study next year. Owen offered to follow up with the auditors on that question. Czyzewski moved, Glover seconded to have Baker Tilly conduct the five year forecast unless it can be postponed until the new plant costs can be reviewed; and with the cost of the fees not to exceed \$6,000, carried by voice vote.

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, Scott moved, Czyzewski seconded to adjourn the meeting at 7:40pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



Village of Mount Horeb

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UTILITY COMMISSION
TUESDAY, SEPTEMBER 13, 2016

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 9, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Presentation from MHAEDC on potential grant opportunities
- 5) Consider policy on utility bill inserts
- 6) Consider proposal from Baker Tilly Virchow Krause for a sewer rate study and five-year financial forecast
- 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
September 13, 2016**

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: Lyle moved, Czyzewski seconded to approve the minutes of the August 9, 2016 meeting, carried by voice vote.

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

Presentation from MHAEDC on potential grant opportunities: Wally Orzechowski was present to represent a nonprofit organization. Brad Murphy, Executive Director of the MHAEDC was also present. They were there to discuss a proposal to submit a grant for an artisan food emporium. The building would be owned by the nonprofit organization and leased out to various artisan food businesses. Orzechowski explained that his organization would require financing through low interest loans or grants. The proposal is for the Electric Utility to get a loan from USDA Rural Development. The Utility would then provide a loan to assist with the funding for the building purchase. Orzechowski explained his organization may also decide to proceed with this project as a for profit organization, depending on the circumstances. This was just an initial discussion on this project. The plan is to bring a formal presentation to the next Utility Commission meeting.

Policy on Utility Bill Inserts: Temby updated the Commission on an insert that was included in the utility bills last month from a local church. There were three complaints from customers. Owen discussed the policy options for the utility going forward. He checked with other communities to see how this was handled. Most communities either allow anyone to include an insert in utility bills or they only allow village related information. The village attorney agreed that those were two options. The other option would be to write a policy that specifically lists the criteria for inserts before they can be approved. Owen will do more research to see policies of other communities.

Sewer rate study and five-year forecast: Owen updated the Commission on the Baker Tilly rate study proposal. He reported that a full rate study was proposed in the summer of 2017 as part of the wastewater project. This would be done after a more definite cost for the project is known. The rates would have to be put into effect by early 2018 to have the funds for the first debt payments on the project. The proposed Baker Tilly study would provide more information earlier to assist with the decision on how much is available to apply

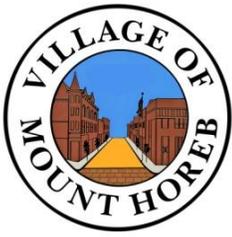
to the project. This could affect the amount of the CWF loan. Owen suggested waiting until next year to review the rates.

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, Scott moved, Czyzewski seconded to adjourn the meeting at 7:45pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION TUESDAY, OCTOBER 11, 2016

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) Election of officers
- 3) Consider minutes of the September 13, 2016 meeting
- 4) Consider vouchers and bank account information
- 5) Wastewater Facility Design Update
- 6) Presentation from MHAEDC on potential grant opportunities
- 7) Consider policy on utility bill inserts
- 8) Electric & Water Superintendent report
- 9) Wastewater Superintendent 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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VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
October 11, 2016

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, Fargo, Czyzewski, and Lyle. McNall was absent. Village Administrator Nic Owen, Electric & Water Supervisor Dave Herfel, Wastewater Superintendent John Klein, and Finance Director/Treasurer Cheryl Sutter were also present.

Election of officers: Scott moved, Ryan seconded to nominate Jack Temby as Chair, carried by voice vote. Lyle moved, Ryan seconded to nominate Ed Glover as Secretary, carried by voice vote.

Minutes: Scott requested a change on the second sentence for the Policy on Utility Bill Inserts, changing "several complaints" to "three complaints". Glover moved, Lyle seconded to approve the minutes of the September 13, 2016 meeting as modified, carried by voice vote.

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

Wastewater Facility Design Update: Randy Langer of Strand Associates was present to review the design of the new plant. They are at approximately 50% completion. He reviewed the current timeline for the project. The project bid date is expected to be in April 2017 with construction beginning in July. Project completion is expected in July 2019.

Presentation from MHAEDC on potential grant opportunities: Wally Orzechowski from MHAEDC and Cindy Jaggi from Economic Development Partners LLC were present to review their proposal. The request is to have the Electric Utility apply for a loan from the USDA which would then be used for a revolving loan program. The intent is to assist an organization that would purchase a building for the proposed Artisan Food Emporium. The USDA program provides up to \$2M in interest free loans to rural utilities that can be used for economic development activities. The Electric Utility would be the intermediary. Grants are also available under this program. The intent is to apply for those also. Additional information will be brought to the next Utility Commission meeting.

Consider policy on utility bill inserts: The memo from the Village Administrator was reviewed. Owen stated that after further review, his recommendation to stop the practice of allowing the inserts except for utility or village use. There was discussion on allowing the inserts but requiring a disclaimer. There was also discussion on whether to require review of the inserts or requiring a form to be completed and signed by the group requesting the insert.

Ryan moved, Scott seconded to allow the continued use of inserts but require a disclaimer that states the Village is not endorsing or supporting the company, event or organization, carried by voice vote.

Lyle moved, Glover seconded to not except inserts by political candidates, carried by voice vote. Aye: Glover, Fargo, Lyle, Temby. Nay: Scott, Ryan.

Glover moved, Ryan seconded to require that a form be signed by the group that wishes to include an insert, carried by voice vote.

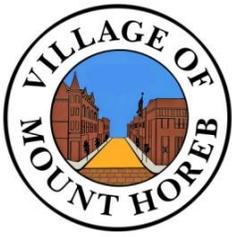
Ryan moved, Scott seconded to create a policy with the items previously decided, carried by voice vote.

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, Glover moved, Lyle seconded to adjourn the meeting at 8:15pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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UTILITY COMMISSION
TUESDAY, DECEMBER 13, 2016

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 11, 2016 meeting
- 3) Consider vouchers and bank account information
- 4) Update on MHAEDC grant application
- 5) Review Sanitary Survey report
- 6) Electric & Water Superintendent report
- 7) Wastewater Superintendent 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
December 13, 2016**

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, Fargo seconded to approve the minutes of the October 11, 2016 meeting, carried by voice vote.

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

Update on MHAEDC grant application: Owen stated there have been some changes with the project. The building may be purchased by a local business person. The Food Emporium would then rent the facilities. They are still working on the grant application but the focus has changed somewhat.

DNR Sanitary Survey Report: Herfel briefly reviewed the deficiencies that were listed on the report. He reported the recommended corrections have already been made. There were also some recommendations on the lead sampling program and revised notice to homeowners. Herfel stated they would be following those recommendations in 2017.

Electric/Water Superintendent Report: Herfel reviewed his monthly reports for October and November.

Wastewater Superintendent Report: Klein reviewed his monthly reports for October and November.

Temby requested discussion at a future meeting about the focus of the Commission. He questioned whether the approval of the vouchers and bank account information was necessary. Future meetings would then be held as necessary, not on a monthly basis.

Adjournment: There being no further business before the Commission, Lyle moved, Glover seconded to adjourn the meeting at 7:36pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer