

Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net
Website: www.mounthorebwi.info

FINANCE COMMITTEE
WEDNESDAY, JANUARY 7, 2009

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

- 1) Call to order – Roll call.
- 2) Consider December 3, 2008 and December 23, 2008 meeting minutes.
- 3) Consider Village Attorney bills.
- 4) Consider how the Village passes consultant fees on to private developers.
- 5) Consider Contract Amendment for McCoy Productions for Summer Frolic Sunrise Park Shelter.
- 6) Review vouchers.
- 7) Next meeting date.
- 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, MT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB
FINANCE COMMITTEE MINUTES
JANUARY 7, 2009**

The Finance Committee met in regular session in the conference room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

Call to Order/Roll Call: The meeting was called to order at 6:01pm. Present were Trustees Haroldson and McNall. Trustee Schraepfer arrived at 6:08pm. Also present were Village Administrator Bierke. Clerk/Treasurer Sutter arrived at 6:04pm.

Minutes: The December 3, 2008 regular meeting minutes and December 23, 2008 special meeting minutes were reviewed. Haroldson moved, McNall seconded to approve the minutes as read, carried by voice vote.

Village Attorney Bills: The November statement from Stafford Rosenbaum was reviewed. Trustee Schraepfer arrived during this discussion. Haroldson moved, McNall seconded to approve payment of the attorney bills, carried by voice vote.

Consultant Fees: Discussion concerned when the village requests assistance from the attorney, engineer, or planner. It was questioned how this information is communicated to the zoning applicant or developer. The discussion also concerned whether to revise the application fees to include a minimal amount of professional fees. Additional professional fees could then be billed. The Village Administrator was requested to bring a policy back to the Committee at the next meeting.

Summer Frolic Sunrise Park Shelter contract: The proposed contract amendment to complete the design and specifications was reviewed. Bierke noted that the building project was taken out of the 2009 budget. There had been discussion about the possibility of building the bathroom portion of the building and completing the remainder in the future. The Summer Frolic Committee has designated \$75,000 towards the building. Bierke stated that he thought the 2009 budget had also included \$75,000 in the 2009 Capital Projects budget. Haroldson moved, McNall seconded to refer to the Parks, Recreation & Forestry Commission for recommendation, noting a village contribution of \$75,000 and Summer Frolic contribution of \$75,000 with no other money committed at this time, carried by voice vote.

Vouchers: The vouchers were reviewed. There was discussion on the village using local businesses if at all possible. Haroldson moved, Schraepfer seconded to recommend approval of the vouchers, carried by voice vote.

Meeting Dates: The next meeting date is February 4, 2009.

Adjournment: McNall moved, Haroldson seconded to adjourn the meeting at 6:45 p.m., carried by voice vote.

Minutes by Cheryl J Sutter, Clerk/Treasurer

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FINANCE COMMITTEE WEDNESDAY, FEBRUARY 4, 2009

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

- 1) Call to order – Roll call.
- 2) Consider January 7, 2009 meeting minutes.
- 3) Consider Village Attorney bills.
- 4) Discuss Tax Increment District #3 Bond.
- 5) Consider Ordinance 2009-03, "AN ORDINANCE TO REPEAL AND RECREATE 12.08(4) OF THE CODE OF ORDINANCES LICENSES AND PERMITS" regarding the annual license fees for dogs and cats.
- 6) Review auditor service survey.
- 7) Consider update of Tax Increment District #4.
- 8) Review vouchers.
- 9) Next meeting date.
- 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
FINANCE COMMITTEE MINUTES
FEBRUARY 4, 2009**

The Finance Committee met in regular session in the conference room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

Call to Order/Roll Call: The meeting was called to order at 6:03pm. Present were Trustees Haroldson, Schraepfer and McNall. Also present were Village Administrator Bierke and Clerk/Treasurer Sutter.

Minutes: The January 7, 2009 regular meeting minutes were reviewed. Haroldson moved, McNall seconded to approve the minutes as read, carried by voice vote.

Village Attorney Bills: The December statement from Stafford Rosenbaum was reviewed. Haroldson moved, Schraepfer seconded to approve payment of the attorney bills, carried by voice vote.

Tax Increment District #3 Bond: Kevin Mullen from Piper Jaffray was present to review TID #3. Mullen explained that a \$4M bond anticipation note was required to be refinanced in April 2009. Mullen reviewed the different financing options available to the Board. He also reviewed the current financial predictions.

Dog & Cat License Fees: The proposed ordinance amendment was reviewed. The increase in the fees was approved previously but the ordinance needed to be amended to include the new fees. Haroldson moved, Schraepfer seconded to recommend approval of the ordinance, carried by voice vote.

Auditor Service Survey: Bierke reviewed a summary of the survey that he sent to other communities concerning auditing firms. There were also some questions on consultant fees and conditional use application fees. After review, it was the general consensus to bid out audit services for 2010 and to change the CUP fee schedule.

Tax Incremental District #4: Bierke reviewed the current status of TID #4. The CTH ID project was completed in 2008. No other projects are planned at this time.

Vouchers: The vouchers were reviewed. Schraepfer moved, Haroldson seconded to recommend approval of the vouchers, carried by voice vote.

Meeting Dates: The next meeting date is March 4, 2009. The meeting will be held at 6:30pm unless additional agenda items are added.

Adjournment: Schraepfer moved, Haroldson seconded to adjourn the meeting at 6:58 p.m., carried by voice vote.

Minutes by Cheryl J Sutter, Clerk/Treasurer

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FINANCE COMMITTEE
WEDNESDAY, MARCH 4, 2009

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

- 1) Call to order – Roll call.
- 2) Consider February 4, 2009 meeting minutes.
- 3) Consider Village Attorney bills.
- 4) Consider Utility Revenue Bond for Electric Garage Project.
- 5) Discuss policy on interest rates for special assessments.
- 6) Consider resolution regarding consultant fees.
- 7) Review auditor service survey bid document.
- 8) Review vouchers.
- 9) Next meeting date.
- 10) Adjourn.

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**VILLAGE OF MOUNT HOREB
FINANCE COMMITTEE MINUTES
MARCH 4, 2009**

The Finance Committee met in regular session in the conference room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

Call to Order/Roll Call: The meeting was called to order at 6:00pm. Present were Trustees Haroldson and Schraepfer. Trustee McNall was absent. Also present were Village Administrator Bierke and Clerk/Treasurer Sutter. Haroldson was appointed acting Chair for the meeting.

Minutes: The February 4, 2009 regular meeting minutes were reviewed. Schraepfer moved, Haroldson seconded to approve the minutes as read, carried by voice vote.

Village Attorney Bills: The January statement from Stafford Rosenbaum was reviewed. Schraepfer moved, Haroldson seconded to approve payment of the attorney bills for \$3,275.30, carried by voice vote.

Utility Revenue Bond-Electric Garage Project: Bierke reviewed the status of the project. The bids were opened this week. They came in less than estimated. Bierke requested approval to contract with Kevin Mullen of Piper Jaffray to prepare the bond required to fund the project. Haroldson moved, Schraepfer seconded to approve hiring Piper Jaffray to prepare the bond for the electric garage project, carried by voice vote.

Special Assessment Interest Rates: Haroldson questioned the policy concerning interest rates used for special assessments. The Community Development Authority is currently discussing interest rates for potential loans to businesses that may be considerably lower than the special assessment rates. It was decided to revisit the discussion after the Village Board receives the CDA proposal for discussion and approval.

Consultant Fees: The policy was not available at this time.

Auditor Service Survey Bid Document: Bierke reviewed the draft Request for Proposals document. Bierke explained that he still had some changes to make to the document but was looking for some feedback. Haroldson and Schraepfer indicated they had no problem with the document. A final draft will be reviewed in March. There was also discussion on preparing bid documents for engineering, planning, and attorney contracts for next month.

Vouchers: The vouchers were reviewed. Schraepfer moved, Haroldson seconded to recommend approval of the vouchers, carried by voice vote.

Meeting Dates: It was decided to let McNall set the date for the next meeting.

Adjournment: Schraepfer moved, Haroldson seconded to adjourn the meeting at 6:53 p.m., carried by voice vote.

Minutes by Cheryl J Sutter, Clerk/Treasurer

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FINANCE COMMITTEE WEDNESDAY, APRIL 8, 2009

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

- 1) Call to order – Roll call.
- 2) Consider March 4, 2009 meeting minutes.
- 3) Consider Village Attorney bills.
- 4) Consider Utility Revenue Bond for Electric Garage.
- 5) Consider bidding out Village services - planning, engineering, and legal.
- 6) Review vouchers.
- 7) Next meeting date.
- 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
FINANCE COMMITTEE MINUTES
APRIL 8, 2009**

The Finance Committee met in regular session in the conference room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

Call to Order/Roll Call: The meeting was called to order at 6:00pm. Present were Trustees McNall, Haroldson and Schraepfer. Also present were Village Administrator Bierke and Clerk/Treasurer Sutter.

Minutes: The March 4, 2009 regular meeting minutes were reviewed. Haroldson moved, Schraepfer seconded to approve the minutes as read, carried by voice vote.

Village Attorney Bills: The February statement from Stafford Rosenbaum was reviewed. Schraepfer moved, Haroldson seconded to approve payment of the attorney bills for \$5,058.30, carried by voice vote.

Utility Revenue Bond-Electric Garage Project: Bierke reviewed the status of the project. The total amount to be borrowed will be \$1.7 million with annual payments of \$140-150,000. It was questioned when the bonds would be callable. Final approval will be scheduled for the May meeting.

Professional Services Fees: Discussion concerned whether to bid out the services for general engineering, planning, auditing and legal. After discussion, there was general agreement to stop the bid process for audit services. The Committee requested additional information for the cost of services for the last three years.

Vouchers: The vouchers were reviewed. Haroldson moved, Schraepfer seconded to recommend approval of the vouchers, carried by voice vote.

Meeting Dates: The next meeting will be held on May 6, 2009.

Adjournment: Schraepfer moved, Haroldson seconded to adjourn the meeting at 6:29 p.m., carried by voice vote.

Minutes by Cheryl J Sutter, Clerk/Treasurer