

1. Agenda

Documents:

[FINANCE-PERSONNEL-2022-02-02 \(AGENDA\).PDF](#)

2. Meeting Materials

Documents:

[20220202-FINANCE-PERSONNEL-MEETING-PACKET \(MEETING PACKET\).PDF](#)



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

THE FINANCE AND PERSONNEL COMMITTEE MEETING WILL BE HELD IN PERSON WITH A VIRTUAL OPTION. YOU CAN VIEW THE MEETING LIVE BY CLICKING THE "WATCH LIVE" LINK UNDER THE TROLLWAY TV GRAPHIC ON THE HOME PAGE OF THE VILLAGE WEBSITE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING THE FOLLOWING:

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/930017149>

Join the meeting using your phone:

United States: +1 (786) 535-3211 Access Code: 930-017-149

FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, FEBRUARY 2, 2022

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **5:30pm** on the above date 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 November 3, 2021 minutes
- 3) Review Dog/Cat License process
- 4) Future agenda items
- 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.

UPON REASONABLE NOTICE EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS OR SERVICES. TO REQUEST THIS SERVICE CONTACT ALYSSA GAFFNEY, CLERK, AT (608) 437-9404.



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

THE FINANCE AND PERSONNEL COMMITTEE MEETING WILL BE HELD IN PERSON WITH A VIRTUAL OPTION. YOU CAN VIEW THE MEETING LIVE BY CLICKING THE "WATCH LIVE" LINK UNDER THE TROLLWAY TV GRAPHIC ON THE HOME PAGE OF THE VILLAGE WEBSITE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING THE FOLLOWING:

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/930017149>

Join the meeting using your phone:

United States: +1 (786) 535-3211 Access Code: 930-017-149

FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, FEBRUARY 2, 2022

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **5:30pm** on the above date 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 November 3, 2021 minutes
- 3) Review Dog/Cat License process
- 4) Future agenda items
- 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.

UPON REASONABLE NOTICE EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS OR SERVICES. TO REQUEST THIS SERVICE CONTACT ALYSSA GAFFNEY, CLERK, AT (608) 437-9404.

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
NOVEMBER 3, 2021**

The Finance/Personnel Committee met in regular session in-person, with a virtual option due to COVID-19.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Czyzewski, Monroe, and Hoffman. Nortman was absent. Also present were Administrator Owen, Treasurer/Deputy Administrator Hall, and Village Clerk Gaffney.

Consider October 13, 2021 minutes: Hoffman moved, Czyzewski seconded to approve the minutes. Motion carried by unanimous voice vote.

Review 2021 vendors under review update: Hall gave an update on the 2021 vendors. The committee discussed the assessor and fuel vendors.

Discuss Finance and Personnel Committee oversight of hiring: Hoffman explained this item. The committee voiced their opinions on the subject matter.

Future agenda items: Dog licensing procedures.

Consider Village Administrator's Annual Performance Review. The Finance & Personnel Committee may enter into a closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Czyzewski moved, Hoffman seconded to enter into closed session at 6:16pm. Motion carried by roll call vote. Hoffman moved, Czyzewski seconded to reconvene to open session at 6:55pm. No action was taken.

Adjourn: There being no further business before the Committee, Hoffman moved, Scott seconded to adjourn the meeting at 6:56pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Village of Mount Horeb
 Pet Licensing Data
 2018-2021

Online Form	Website	Municipality	2021 Fees; \$13.75/\$18/75 (unfixed) per dog tag goes to Dane County					Total # of Tags; 10%-15% are Cat				Municipal Revenue			Notes	
			Fixed Dog	Unfixed Dog	Fixed Cat	Unfixed Cat	Late Fee	2018	2019	2020	2021	2020	2021	Population		\$/Person
x	CivicPlus	Verona	\$ 20.00	\$ 25.00			\$ 5.00			781	1,050	\$ 4,881	\$ 6,563	13,004	\$ 0.50	Can do in the City office or form available online to mail in with self-addressed, stamped envelope
	Round Sites	Mount Horeb	\$ 20.00	\$ 25.00	\$ 20.00	\$ 25.00	\$ 5.00	402	376	319	432	\$ 2,659	\$ 3,121	7,449	\$ 0.42	Increase compliance by adding form to website and offer by mail service like Verona? Estimated Village cost for 432 licenses = \$2,500
x	Revize	Belleville	\$ 18.00	\$ 23.00	\$ 18.00	\$ 23.00	\$ 5.00					\$ 1,000	\$ 1,000	2,556	\$ 0.39	Mail in form or obtain license in the Village office-does not use a software program, only excel spreadsheet
x	GovOffice	Oregon	\$ 20.00	\$ 25.00			\$ 5.00					\$ 4,144	\$ 3,900	10,353	\$ 0.38	online form to mail in or take to clerks office in person
x	CivicPlus	McFarland	\$ 18.00	\$ 23.00	\$ 13.00	\$ 18.00	\$ 5.00					\$ 2,934	\$ 3,250	8,650	\$ 0.38	
x	CivicPlus	Waunakee	\$ 18.50	\$ 25.50	\$ 8.00	\$ 15.00	\$ 5.00					\$ 8,189	\$ 3,894	13,730	\$ 0.28	Uses PetData program - all done online - no licenses issued by Waunakee-PetData program costs \$6,000/yr
x	CivicPlus	Middleton	\$ 20.00	\$ 25.00			\$ 5.00					\$ 4,394	\$ 5,000	19,487	\$ 0.26	
	CivicPlus	Cottage Grove	\$ 20.00	\$ 25.00			\$ 5.00					\$ 1,541	\$ 1,500	7,020	\$ 0.21	
	GovOffice	DeForest	\$ 17.00	\$ 24.00			\$ 5.00					\$ 728	\$ 1,850	10,179	\$ 0.18	