

1. Agenda

Documents:

[FINANCE-PERSONNEL-2022-07-06 \(AGENDA\).PDF](#)

2. Meeting Materials

Documents:

[FP-MEETING-PACKET-070622-2 \(MEETING PACKET\).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>

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

FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JULY 6, 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 June 1, 2022 minutes
- 3) Personnel Update
- 4) Review of Village Administrator Annual Evaluation Form and Procedures
- 5) Discussion/Recommendation of Spending Ideas for ARPA Funds
- 6) Future agenda items
- 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.

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.



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**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
JUNE 1, 2022**

The Finance/Personnel Committee met in regular session in-person with a virtual option.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Dave Hoffman, Jason Fendrick, and Ryan Czyzewski. Ben Jones arrived shortly after roll call was complete. Also present were Administrator Owen and Village Clerk Gaffney.

Consider March 2 and May 4, 2022 minutes: Hoffman moved, Czyzewski seconded to approve both minutes. Fendrick abstained, as he was not present at the March meeting. Motion carried by voice vote.

Discussion/recommendation on Board and Committee Ethics Policy: Czyzewski explained this item. The committee discussed the correspondence provided. Updates will be made and brought to the July meeting.

Consideration of 2023 Budget Calendar: Scott explained and reviewed the budget calendar.

Personnel Update: Scott explained this item. Owen explained this item and gave an update on recent personnel changes.

Future agenda items: Items mentioned: ARPA funds spending, report on education reimbursement funds, financial reports.

Adjourn: There being no further business before the Committee, Hoffman moved, Fendrick seconded to adjourn the meeting at 6:06pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Village of Mount Horeb

Personnel Update

June 28, 2022

OPEN POSITIONS:

Deputy Clerk/Office Assistant

- Currently in the finalist interview phase

Part-time Production Assistant – Trollway TV

- Currently accepting applications

Economic Development Director

- Position vacant

RECENTLY FILLED POSITIONS:

None



Village of Mount Horeb

Village Administrator
Performance Evaluation

This form is used by the Finance & Personnel Committee and Village Board to evaluate the Village Administrator's performance in areas noted below, based on the following scale:

- 1 = Poor (rarely meets expectations)
- 2 = Below average (usually does not meet expectations)
- 3 = Satisfactory (meets performance expectations)
- 4 = Above average (generally exceeds performance expectations)
- 5 = Excellent (exceeds expectations and performs at very high standards)

Each member of the Finance & Personnel Committee and Village Board should complete and return the evaluation to Char Horsfall by Monday, September 26, 2022. The average scores and comments will then be assembled into one evaluation form for your discussion and review.

EVALUATION PERIOD: September 27, 2021 to September 25, 2022

PROFESSIONAL SKILLS	RATING
Composure and attitude fitting for an individual in an executive position.	Choose Rating
Diligent and thorough in the discharge of duties.	Choose Rating
Maintains knowledge of current developments affecting the management field and municipal government operations.	Choose Rating
Encourages innovation.	Choose Rating
Anticipates problems and develops effective approaches for solving them.	Choose Rating
Willing to try new ideas proposed by the Board or staff members.	Choose Rating
Comments: Click or tap here to enter text.	

RELATIONS WITH BOARD/COMMITTEE MEMBERS	RATING
Carries out the directives of the entire Board, not just those of any one member.	Choose Rating
Responds to requests for information or assistance from the Board.	Choose Rating
Provides the Board with regular updates on matters of importance to the Village.	Choose Rating
Receptive to constructive criticism and advice.	Choose Rating
Comments: Click or tap here to enter text.	

POLICY EXECUTION	RATING
Assists Board with establishing policy while acknowledging the ultimate authority in the Board.	Choose Rating
Supports the actions of the Board after a decision has been reached.	Choose Rating
Enforces Village policy.	Choose Rating
Understands Village laws and ordinances.	Choose Rating
Offers useful suggestions/information for the Board to consider when deciding on the implementation of policy or ordinances.	Choose Rating

Comments: Click or tap here to enter text.

REPORTING	RATING
Updates and reports are accurate and comprehensive.	Choose Rating
Proactively produces updates and reports to Board rather than by request only.	Choose Rating
Prevents trivial administrative matters from being reviewed by the Board.	Choose Rating
Comments: Click or tap here to enter text.	

CITIZEN RELATIONS	RATING
Responsive to complaints from citizens.	Choose Rating
Dedicated to professionalism with the news media – avoiding political positions and partisanship.	Choose Rating
Listens to others and recognizes their interests.	Choose Rating
Willing to meet with members of the community to discuss their concerns.	Choose Rating
Proactively builds and maintains relationships with residents and business owners by attending community events.	Choose Rating
Cooperates with neighboring communities and other governmental entities (county, state, and federal).	Choose Rating
Comments: Click or tap here to enter text.	

ECONOMIC DEVELOPMENT	RATING
Works toward positive economic development in the Village – using innovative ideas to achieve results.	Choose Rating
Collaborates effectively with others toward economic goals and objectives.	Choose Rating
Maintains positive working relationships with area developers.	Choose Rating
Comments: Click or tap here to enter text.	

FISCAL MANAGEMENT	RATING
Prepares a balanced budget to provide services at a level as directed by the Board.	Choose Rating
Makes the best possible use of available funds while conscious of the need to operate the Village efficiently and effectively.	Choose Rating
Prepared budget is intelligent and in a readable format.	Choose Rating
Possesses awareness of the importance of financial planning and control.	Choose Rating
Comments: Click or tap here to enter text.	

What results did the Village Administrator achieve during the evaluation period that you feel represent the Administrator’s strengths?
Click or tap here to enter text.

Other Comments: Click or tap here to enter text.

Village of Mount Horeb

ARPA Spending

Award = \$788,572.89

<u>What</u>	<u>Who Benefits</u>	<u>Committee (or Dept Head) Overseeing</u>	<u>Why (Top 1-3 reasons)</u>	<u>When</u>	<u>Total Cost</u>	<u>\$ Committed</u>	<u>\$ ARPA Request</u>	<u>Plan if ARPA funds not received</u>
New Village Website (with online form capability) & Agenda Management platform	Employees, residents and business owners using the website	Finance & Personnel (or Nic)	Enhance communication, increase efficiency	2022	\$ 30,000	\$ 30,000	\$ 30,000	General Fund reserves would be used
Replacement of lead service lines	All residents?	Utility Commission	Safety, cost savings	2022	\$ 1,420,000	\$ 1,420,000	\$ 600,000	Issue additional debt / use more reserves
Rec Dept/Senior Center, Park Shelters, and Aquatic	Employees, volunteers	Parks, Recreation and Forestry	Security, tracking entry/usage	2023	\$ 16,000	\$ -	\$ 16,000	Capital Budget Request
Mountain Bikes for PD Patrol	Residents, tourists at events	Public Safety	Crowd control, silent night patrols	2023	\$ 8,000	\$ -	\$ 8,000	Capital Budget Request
Updated Dictation Equipment	Employees	Public Safety	More efficient for admin staff	2023	\$ 2,200		\$ 2,200	Capital Budget Request
Ionization Air Purification System	Library Patrons and employees	Library Board	Cleaner air for library users and staff	2022	\$ 11,554	\$ 11,554	\$ 11,554	Already paid from Library Reserves
Reimburse Covid Expenses	Library Patrons and employees	Library Board	Sanitation and safety	2019-20	\$ 4,243	\$ 4,243	\$ 4,243	Already paid from Library Budget
Outdoor Pavilion	Library Patrons	Library Board	Outodoor programing area	2023	\$ 40,000		\$ 40,000	Capital Budget Request
HR Tracking Software	Employees	Finance & Personnel (or Nic)	Ease burden on hiring, reduce risk of incidents	2022				
Senior Center Chairs	Seniors, community room users	Lynn/Outreach Board	Chairs are worn and unstable	2022	\$ 5,000		\$ 5,000	Capital Budget Request
Substation Improvements	Utility Customers	Utility Commission	Improve Electric system, increase reliability	2023				Utility Budget/Debt
Electric Transformers	New utility Customers	Utility Commission	Have new transformers ready for new develop	2023				Utility Budget
New Electric Meters	New utility Customers	Utility Commission	Have new meters ready for new customers	2023				Utility Budget
Grand Total of Requests							\$ 716,997	

Notes:

Consider other funding sources that may be available