

# Village of Mount Horeb

138 E Main St  
Mount Horeb, WI 53572  
Phone (608) 437-6884/Fax (608) 437-3190  
Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, JULY 6, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at 5:00pm 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. Discussion on committee policies.
3. Review of MSA Professional Services invoice.
4. Pay Request No. 2 from Rule Construction (2011 Street Project).
5. Final Pay Request No. 5 for Summer Frolic Sunrise Park shelter project and financing for the shortfall.
6. Financing of Police/Recreation building repairs.
7. 2011 Budget Amendments.
8. Review of Brian Durtschi/Turning Pointe Partners LLC billing.
9. Part Time Cable Operator pay range.
10. 2012 Budget guidelines and timeline.
11. Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(c) to discuss compensation proposal for non-union employees.
12. Reconvene to open session. The Committee may take action regarding any closed session items if necessary.
13. Agenda items for future meeting.
14. 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 AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884

**VILLAGE OF MOUNT HOREB**  
**FINANCE/PERSONNEL COMMITTEE**  
**July 6, 2011**

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

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 5:00pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Interim Administrator Berner and Clerk/Treasurer Sutter. Village President Becker was also present as an observer.

**Committee Policies**: Discussion concerned the role of the committee. There was general consensus on items to be reviewed, department updates, financial review, and the budget process.

**MSA Professional Services invoice**: The invoice was reviewed. Littel moved, Roberts seconded to recommend approval of the payment, carried by voice vote.

**Pay Request No. 2 from Rule Construction (2011 Street Project)**: The pay request for the S Second Street/S Grove Street project was reviewed. Kalscheur moved, Littel seconded to recommend approval, carried by voice vote.

**Final Pay Request No. 5 for Summer Frolic Sunrise Park shelter project and financing for the shortfall**: Littel reviewed the details of the shortfall. Hoffman moved, Roberts seconded to recommend approval of the pay request and budget amendment resolution per the staff report, carried by voice vote.

**Financing of Police/Recreation building repairs**: Roberts reviewed the background on this project. Sutter reviewed the updated staff report and resolution. Littel moved, Kalscheur seconded to approve the updated staff report and revised budget amendment resolution, carried by voice vote.

**2011 Budget Amendments**: Sutter reviewed the staff report. The amendment is needed to clean up some items in the 2011 budget. Roberts moved, Kalscheur seconded to recommend approval of the budget amendment resolution, carried by voice vote.

**Brian Durtschi/Turning Pointe Partners LLC billing**: Sutter reviewed the staff report on this billing. She questioned whether to continue to try to collect the billing. Hoffman moved, Kalscheur seconded to dismiss the billing, carried by voice vote.

**Part Time Cable Operator pay range:** The staff report was reviewed. Littel moved, Roberts seconded to recommend approval of the resolution, carried by voice vote.

**2012 Budget guidelines and timeline:** Berner reviewed draft guidelines and the budget process. The timeline and meeting schedule was also reviewed. Littel moved, Hoffman seconded to approve the 2012 budget guidelines as presented, carried by voice vote.

**Executive Closed Session:** There being no further business before the open meeting, Hoffman moved, Littel seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(c), carried by roll call vote. Aye: Grindle, Littel, Roberts, Kalscheur, and Hoffman. Nay: None. The meeting adjourned into Executive Session at 6:26pm.

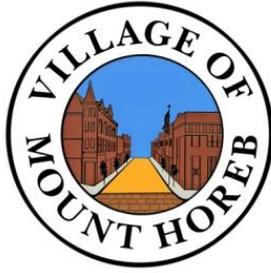
There was discussion on a compensation proposal for non-union employees. Hoffman moved, Roberts seconded to recommend approval of items A & C on the staff report as presented and to put item B on a future agenda, carried by voice vote.

**Closed Session Action:** Littel moved, Hoffman to go into open session.

**Future Agenda Items:** Non-union wage compensation proposal.

**Adjournment:** There being no further business before the Committee, Hoffman moved, Grindle seconded to adjourn the meeting at 6:58pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, AUGUST 3, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at 5:00pm 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. Approval of the July 6, 2011 minutes
3. Recommendation on insurance claim for damages from fallen tree limb
4. Recommendation on Public Broadcasting budget amendment (Resolution 2011-24)
5. Recommendation on Snow Removal budget amendment (Resolution 2011-25)
6. Recommendation on Employee Personnel Records policy revision
7. Recommendation on Trustee salary payments (annual/monthly)
8. Review 2012 WPE Group Health Insurance Program Options
9. Review June financial reports
10. Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(c) & (e) to make recommendation on compensation for non-union employees and an employee medical leave request; and for negotiation of a legal matter relating to a revolving loan fund application.
11. Reconvene to open session. The Committee may take action regarding any closed session items if necessary.
12. Agenda items for future meeting.
13. 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/PERSONNEL COMMITTEE MINUTES  
AUGUST 3, 2011**

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

**Call to Order/Roll Call**: Clerk Sutter called the meeting to order at 5:00pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Chair Grindle was absent. Also present was Interim Administrator Berner. Roberts moved, Hoffman seconded to appoint Littel as chair of the meeting, carried by voice vote.

**Approval of Minutes**: Minutes from July 6, 2011 Finance/Personnel Committee meeting were reviewed. Hoffman moved, Roberts seconded to approve the minutes as read, carried by voice vote.

**Insurance claim for damages from fallen tree limb**: Kurt Nowka reviewed his claim for damages. Berner reviewed the basis of the insurance company's recommendation to deny the claim. Discussion concerned whether the village could have known the tree was diseased. (Grindle arrived during this discussion at 5:18pm) Littel moved, Kalscheur seconded to recommend denial of the claim, carried by voice vote. Abstain: Grindle.

Chair Grindle took over the meeting at this time.

**Public Broadcasting budget amendment (Resolution 2011-24)**: Sutter reviewed the staff report on the issue. The Cable TV Committee is requesting the remaining funds of \$3,184 from an MHTC grant in 2010 to use for purchase of additional equipment this year. Hoffman moved, Roberts seconded to recommend approval of the resolution, carried by voice vote.

**Snow Removal budget amendment (Resolution 2011-25)**: The Committee reviewed the staff report. The village received \$29,893 from the state disaster fund to offset additional expenses from a major snow storm in February. The resolution reflects the additional revenue and increases the expenditure budgets for the additional costs. Littel moved, Roberts seconded to recommend approval of the resolution, carried by voice vote.

**Employee Personnel Records policy revision**: Berner reviewed the request to modify a previous policy concerning access to personnel records. Littel moved, Hoffman seconded to recommend removal of the Trustees access to the records and the addition of the Finance/Personnel Chair, carried by voice vote.

**Trustee salary payments (annual/monthly)**: The discussion concerned monthly payments versus an annual payment for the Trustee salary. Kalscheur moved, Hoffman seconded to recommend direct deposit on a monthly basis, carried by voice vote.

**2012 WPE Group Health Insurance Program Options**: Sutter reviewed several other health insurance options that are available through the state health insurance program. Hoffman moved, Littel seconded to recommend to postpone until additional information is available and to have preliminary discussion with employees in early 2012, carried by voice vote.

**June financial reports**: The June Financials were distributed. Further review and discussion will occur during the budget process.

**Executive Closed Session**: There being no further business before the open meeting, Littel moved, Roberts seconded to adjourn into executive closed session as allowed by Wis. Stats. Sec. 19.85(1)(c) & (e) to make recommendation on compensation for non-union employees and an employee medical leave request; and for negotiation of a legal matter relating to a revolving loan fund application, carried by roll call vote. Aye: Hoffman, Kalscheur, Roberts, Littel, Grindle. Nay: None. The meeting adjourned into Executive Session at 6:11 pm.

Village President Becker reviewed his discussions concerning payment for legal fees on the RLF loan. Littel questioned his ability to be involved in this discussion due to Johnson being a client. It was decided that this was not a conflict. Johnson was asked to come into the closed session at 6:19pm. He answered questions and left the meeting at 6:30pm. Kalscheur moved, Roberts seconded to recommend final settlement with a \$300 payment from Johnson, carried by voice vote.

The Committee reviewed the nonunion wage information. Sutter was instructed to put it on the agenda in October with updated financial information and with a 1% and a 2% bonus pending a report from the Treasurer.

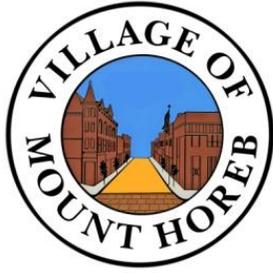
Discussion on FMLA leave question. Kalscheur moved, Hoffman seconded to leave it to the discretion of the board, carried by voice vote.

Grindle moved, Littel seconded to reconvene into open session at 7:00 pm, carried by voice vote.

**Future Agenda Items**: no action.

**Adjournment:** There being no further business before the Committee, Hoffman moved, Littel seconded to adjourn the meeting at 7:00 pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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## **AMENDED**

FINANCE/PERSONNEL COMMITTEE  
WEDNESDAY, SEPTEMBER 7, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at **5:30pm** 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. Approval of the August 3, 2011 minutes
3. Recommendation on Employee Discipline and Grievance Procedure
4. Recommendation on modification of dental insurance policy to include domestic partner benefits
5. Recommendation on the annual bank authorization resolution
6. Update on budget schedule
7. Agenda items for future meetings
8. Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved.
9. Adjourn

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**VILLAGE OF MOUNT HOREB**  
**FINANCE/PERSONNEL COMMITTEE MINUTES**  
**September 7, 2011**

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

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 5:30pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

**Approval of Minutes**: Minutes from August 3, 2011 Finance/Personnel Committee meeting were not available at the meeting. Roberts moved, Littel seconded to postpone until next month, carried by voice vote.

**Employee Discipline and Grievance Procedure**: The proposed policy was reviewed. The state required that a policy be in place by October 1. A comprehensive employee handbook will be completed in the future. This policy will be included in the handbook at that time. Littel moved, Kalscheur seconded to recommend approval of the policy, carried by voice vote.

**Dental Insurance Policy on Domestic Partners**: Information was not available. Littel moved, Roberts seconded to table, carried by voice vote.

**Annual Bank Authorization Resolution**: The proposed resolution was reviewed. Roberts moved, Littel seconded to recommend approval of Resolution 2011-28 "Annual Bank Authorization Resolution", carried by voice vote.

**Budget Schedule**: Ross requested the Committee set the next three Wednesdays for review of the budget. September 14 will be at 4pm. Future times will be decided. He requested guidance on some budget decisions.

**Future Agenda Items**: none

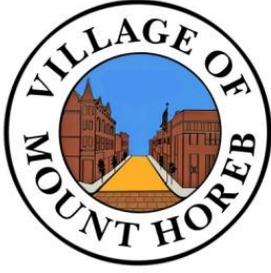
**Executive Closed Session**: There being no further business before the open meeting, Hoffman moved, Kalscheur seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved, carried by roll call vote. Aye: Grindle, Littel, Roberts, Kalscheur, Hoffman. Nay: None. The meeting adjourned into Executive Session at 5:50pm.

Discussion concerned threatened litigation by a former employee.

Hoffman moved, Littel seconded to go into open session at 6:11pm, carried by voice vote.

**Adjournment**: There being no further business before the Committee, Littel moved, Roberts seconded to adjourn the meeting at 6:12pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 14, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at **4:00pm** 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. Approval of the August 3, 2011 minutes
3. Review 2012 budget
4. Adjourn

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**VILLAGE OF MOUNT HOREB**  
**FINANCE/PERSONNEL COMMITTEE MINUTES**  
**September 14, 2011**

The Finance/Personnel Committee met in special session in the conference room of the Municipal Building, 138 E. Main Street, Mt. Horeb, WI.

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 4:00pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

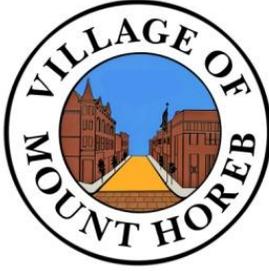
**Approval of Minutes**: Minutes from August 3, 2011 Finance/Personnel Committee meeting were reviewed. Littel moved, Roberts seconded to approve the minutes as presented, carried by voice vote.

**2012 Budget**: Ross presented an overview of the 2012 proposed budget. Several questions and data for consideration were presented by Ross. There was also discussion on the 2011 budget and year-end bonuses for nonunion personnel. Roberts moved, Littel seconded to recommend 2% bonuses for nonunion personnel in 2011, carried by voice vote.

It was decided to hold the next meeting at 5pm on Wednesday, September 21, 2011 to continue review of the 2012 budget.

**Adjournment**: There being no further business before the Committee, Littel moved, Grindle seconded to adjourn the meeting at 5:35pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 21, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at **5:00pm** 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. Review 2012 budget
3. Adjourn

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**VILLAGE OF MOUNT HOREB**  
**FINANCE/PERSONNEL COMMITTEE MINUTES**  
**September 21, 2011**

The Finance/Personnel Committee met in special session in the conference room of the Municipal Building, 138 E. Main Street, Mt. Horeb, WI.

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 5:00pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Deputy Clerk/Treasurer Danz.

**2012 Budget**: The following items were discussed:

Final numbers for all Village long-term debt

Water, sewer, and electric budgets

Enterprise funds capital requests

Senior Dining line item in budget

Revised revenue estimates from the state and Ross's recommendations

Dental options: Ross presented the committee with 6 different options for the dental benefit budget. Currently the village pays 100% of the dental premium. Roberts moved, Hoffman seconded to recommend to the village board that the village pay 88% of the dental premium for the 2012 budget, carried by voice vote.

TIF debt

COPS grant information: The application period is closed for this year but will reopen in April 2012.

Final overall look at the budget document as a whole and the impact it will have on the community: The 2012 budget will result in a reduction of taxes residents pay to the village.

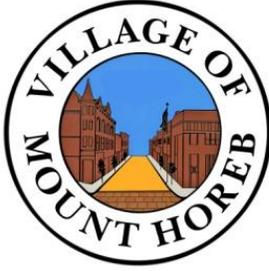
Grindle questioned two of the capital expenditures for Sunrise Park. The expenditures in question were \$36,000 for baseball field improvements and \$30,000 for pathways.

Hoffman moved, Roberts seconded to recommend to the village board approval of the budget as presented except to defer the approval of the baseball field improvements and the pathways at Sunrise Park to the village board, and if the

items were denied, the committee would recommend a reduction in borrowing, carried by voice vote.

**Adjournment**: There being no further business before the Committee, Hoffman moved, Roberts seconded to adjourn the meeting at 6:15pm., carried by voice vote.

Minutes by Sarah R Danz, Deputy Clerk/Treasurer



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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 5, 2011

The Finance/Personnel 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. Approval of the September 7, September 14, and September 21, 2011 minutes
3. Recommendation on Budget Amendment Resolution 2011-31
4. Recommendation on Policy for Use of Consultants
5. Recommendation on Employee Personnel Records Policy
6. Review of final Sesquicentennial Committee financial report.
7. Agenda items for future meetings
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/PERSONNEL COMMITTEE MINUTES  
OCTOBER 5, 2011**

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

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 6:00pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

**Approval of Minutes**: Minutes from September 7, September 14, and September 21, 2011 Finance/Personnel Committee meetings were reviewed. Roberts moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

**Budget Amendment Resolution**: The proposed Budget Amendment Resolution 2011-31 was reviewed. Sutter reviewed the reasons for each adjustment. Kalscheur moved, Hoffman seconded to recommend approval of Resolution 2011-31, by voice vote.

**Use of Consultants/Employee Personnel Records Policies**: Ross reviewed the proposed policies. He recommended that they be included in the overall employee policy handbook that he will be developing in the near future. Hoffman moved, Roberts seconded to recommend that action on the two policies be tabled pending inclusion in another document, carried by voice vote.

**Sesquicentennial Financial Report**: The final report from the Sesquicentennial Committee was reviewed. The committee returned \$38.49 from the budgeted amount of \$10,000. Committee members commended the Sesquicentennial Committee for the great event.

**Future Agenda Items**: none

**Adjournment**: There being no further business before the Committee, Roberts moved, Hoffman seconded to adjourn the meeting at 6:26pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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## FINANCE/PERSONNEL COMMITTEE WEDNESDAY, DECEMBER 7, 2011

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at **5:00pm** 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. Approval of the October 5, 2011 minutes.
3. Recommendation on Resolution 2011-39 **"Approve Commitment and Assignment of Fund Balances"**.
4. Consider annual employee gift cards.
5. Consider additional AFSCME union employee bonuses.
6. Adjourn to closed session pursuant to Wis. Stats Sec. 19.85(1)(e) for negotiations of the WPPA union contract.
7. Discussion regarding employee policy handbook.
8. Agenda items for future meetings.
9. Adjourn.

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**VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
DECEMBER 7, 2011**

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

**Call to Order/Roll Call**: Chair Grindle called the meeting to order at 5:05pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

**Approval of Minutes**: Minutes from October 5, 2011 Finance/Personnel Committee meeting were reviewed. Littel moved, Roberts seconded to approve the minutes as read, carried by voice vote.

**Resolution 2011-39 "Approve Commitment and Assignment of Fund Balances"**: The Committee reviewed the resolution that was recommended by the village auditors. Kalscheur moved, Hoffman seconded to recommend approval of Resolution 2011-39, carried by voice vote.

**Employee Gift Cards**: Roberts moved, Kalscheur seconded to approve Chamber gift cards for employees, carried by voice vote. Employees will be given the opportunity to designate the certificate amount to a local charity.

**Additional AFSMCE Union Employee Bonuses**: According to the union contract, employees hired after January 1, 2011 were excluded from receiving the 1% bonuses. Discussion concerned whether to include the three employees that were hired in 2011. Hoffman moved, Roberts seconded to recommend approval of the 1% bonuses to employees hired after January 1, 2011, carried by voice vote.

**Executive Closed Session**: There being no further business before the open meeting at this time, Roberts moved, Kalscheur seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(e), carried by roll call vote. Aye: Grindle, Littel, Roberts, Kalscheur, Hoffman. Nay: None. The meeting adjourned into Executive Session at 5:14pm. The Committee discussed the proposed WPPA Union contract for 2011-2013. Kalscheur moved, Roberts seconded to reconvene into open session at 5:21 pm, carried by voice vote.

**WPPA Union Contract**: Hoffman moved, Roberts seconded to recommend the proposed contract to the Village Board, carried by voice vote.

**Employee Policy Handbook**: Ross reviewed the draft policy with the Committee. Several sections needed additional review at a future meeting.

**Future Agenda Items**: None.

**Adjournment**: There being no further business before the Committee, Littel moved, Roberts seconded to adjourn the meeting at 6:52pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer