

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

FINANCE/PERSONNEL COMMITTEE WEDNESDAY, JANUARY 4, 2012

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 December 7, 2011 minutes.
3. Discussion regarding employee policy handbook.
4. Agenda items for future meetings.
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 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 MINUTES
JANUARY 4, 2012

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.

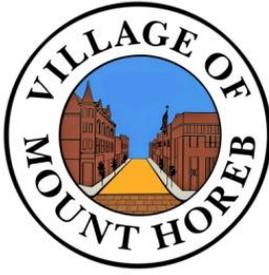
Approval of Minutes: Minutes from December 7, 2011 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Roberts seconded to approve the minutes as read, carried by voice vote.

Employee Policy Handbook: The handbook was presented after taking out the two policies that need further review. Those policies were employee benefit leave and overtime. There was discussion on workers comp policy, personnel files access, salary comparisons, and job descriptions. Hoffman moved, Roberts seconded to recommend approval of the policy as presented, carried by voice vote.

Future Agenda Items: The Committee will review a list of goals for the year as provided by the Administrator.

Adjournment: There being no further business before the Committee, Hoffman moved, Littel seconded to adjourn the meeting at 6:29 pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE/PERSONNEL COMMITTEE

WEDNESDAY, FEBRUARY 1, 2012

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 January 4, 2012 minutes
3. Review 2012 goals
4. 2013 Budget process:
 - a. Consider process for capital budgeting
 - b. Review village budget calendar
 - c. Discussion regarding overview of department budgeting
5. Discussion on purchase of TV for Board room
6. Agenda items for future meetings
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
FINANCE/PERSONNEL COMMITTEE MINUTES
FEBRUARY 1, 2012

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 January 4, 2012 Finance/Personnel Committee meeting were reviewed. Hoffman moved, Roberts seconded to approve the minutes as read, carried by voice vote.

2012 Goals: Ross reviewed his list of goals for this year for the Committee. His intention is to have most of them completed by summer. Hoffman moved, Roberts seconded to recommend these goals for Village Board approval in March, carried by voice vote.

2013 Budget Process: The new Capital Equipment Request form was reviewed. The 2012 budget calendar was also reviewed. The Committee reviewed a response to the cable committee about their funding.

TV Purchase for Board room: A proposal for installation of a television in the Board room was reviewed. It would be used for presentations to the Village Board or Committees and would also be put on the Public Cable Channel at the same time. There was discussion on funding of the purchase since it was not budgeted for this year. Ross recommended the funding be split between the cable budget, village general budget and the utilities budget. Roberts moved, Kalscheur seconded to recommend proceeding with the purchase and installation of a television in the board room, carried by voice vote. The details of the funding will be worked out by Ross.

Future Agenda Items: None.

Adjournment: There being no further business before the Committee, Roberts moved, Kalscheur seconded to adjourn the meeting at 6:35pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE/PERSONNEL COMMITTEE

WEDNESDAY, APRIL 4, 2012

The Finance/Personnel Committee of the Village of Mount Horeb will meet on the above date at **6:15pm** 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 February 1, 2012 minutes
3. Review of Employee evaluation forms.
4. Approval for transfer - Developer Capital Projects deficit fund balance.
5. Agenda items for future meetings
6. 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
APRIL 4, 2012**

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 6:15pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: Minutes from February 1, 2012 Finance/Personnel Committee meeting were reviewed. Roberts moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Employee evaluation forms: Ross reviewed his objective for the staff and management evaluations. He also presented the forms that he intends to use. Discussion on the evaluation process and how to use it to base wage increases. Hoffman moved, Roberts seconded to approve the process for the staff and management, carried by voice vote.

The review form and process for the Village Administrator was reviewed. Discussion on who to include in the evaluation.

Roberts moved, Hoffman seconded to approve the Admin form with the entire VB included , carried by voice vote.

Transfer of Developer Capital Projects deficit fund balance: Ross reviewed the background of the developer fund. Money may be collected in the future when development occurs. Littel moved, Roberts seconded to approve the transfer, carried by voice vote.

Future Agenda Items: none

Adjournment: There being no further business before the Committee, Hoffman moved, Kalscheur seconded to adjourn the meeting at 6:50 pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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JOINT VILLAGE BOARD &
FINANCE/PERSONNEL COMMITTEE
WEDNESDAY, JUNE 6, 2012

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. Adjourn to closed session pursuant to Wis. Stats Sec. 19.85(1)(c) to conduct an employee review of the Village Administrator and **discussion of the Administrator's contract.**
3. 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
VILLAGE BOARD & FINANCE/PERSONNEL COMMITTEE
JOINT MEETING MINUTES
June 6, 2012**

The joint meeting with Village Board and Finance/Personnel Committee was called to order by Dave Becker, Village President, and Steve Grindle, Finance/Personnel Committee Chair at 5:32 pm, June 6, 2012.

Roll call –Village Board: George Sievers, Randy Littel, Mark Rooney, Audrey Roberts, Steve Grindle and Dave Becker. Absent: Greg Steiner. Finance/Personnel Committee: Dave Hoffman, Steve Grindle, Mark Rooney, Audrey Roberts, Randy Littel, and Bill Kalscheur. Absent: none.

Grindle moved, Roberts seconded to adjourn to closed session pursuant to Wis. Stats Sec. 19.85(1)(c) to conduct an employee review of the Village Administrator and discussion of the Administrator’s contract. Roll call vote: passed unanimously.

Village Administrator Ross presented a brief statement to the board and committee, outlining his job description and other information relating to comparable administrator salaries in the area. He then was dismissed from the room.

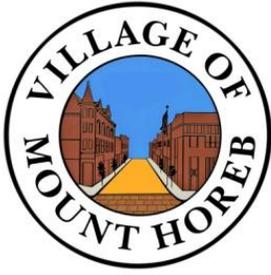
Discussion was held regarding the evaluation of the Village Administrator and his request for salary adjustment. Roberts moved, Grindle seconded to adjourn to open session, motion carried.

In open session Becker was asked to assemble the composite of the comments regarding Mr. Ross's performance and email them to the joint committee for editing and approval. He then is to meet with the Administrator to discuss the evaluation and comments.

A date for a future meeting was set for 5:30 pm on July 18th.

Roberts moved, Grindle seconded to adjourn at 6:47 pm, motion carried.

Minutes by Dave Becker



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FINANCE/PERSONNEL COMMITTEE WEDNESDAY, JULY 11, 2012

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 April 4 & June 6, 2012 minutes
3. Recommendation on various Employee Handbook policies.
4. Recommendation on developer incentive in TID #4.
5. Agenda items for future meetings
6. 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
July 11, 2012

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 Roberts and Kalscheur. Littel and Hoffman were absent. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: Minutes from 4/04/12 & 6/06/12 Finance/Personnel Committee meeting were reviewed. Roberts moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Developer Incentive in TID #4: Ross reviewed the proposal for a developer incentive to Lee & Associates for a redevelopment project. The request is for \$175,000 incentive. It would be set up as a reverse incentive that would be paid back as tax increment is collected from the property taxes. Discussion concerned the 6% interest that will be paid to the developers during the payback period. There was also discussion on current vacant tenant space in the village. Kalscheur questioned whether he had a conflict of interest since he owns property in the area that will be vacant soon. Without Kalscheur, that would leave only two members voting. There was some discussion on setting up the interest rate as a variable with the option of the village paying it off early if rates went too high. Roberts moved, Kalscheur seconded to table, carried by voice vote.

Employee Handbook Policies: Ross reviewed the following proposed policies: Chain of command, Hiring & Promotions, Nepotism policies, Employee Background reference checks. Kalscheur moved, Roberts seconded to recommend approval of the policies, carried by voice vote.

Future Agenda Items: none.

Adjournment: There being no further business before the Committee, Kalscheur moved, Roberts seconded to adjourn the meeting at 6:48 pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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JOINT VILLAGE BOARD AND FINANCE/PERSONNEL COMMITTEE WEDNESDAY, AUGUST 1, 2012

The Village Board 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) Adjourn to closed session pursuant to Wis. Stats. 19.85(1)(c) for employee review of Village Administrator including Village Administrator's employment contract.
- 3) Consider action on amendment to Village Administrator's employment contract.
- 4) Consider Development Agreement for Trollway Shoppes LLC for redevelopment project at 1209 Bus. 18-151E.
- 5) Adjourn.

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
JOINT VILLAGE BOARD AND
FINANCE & PERSONNEL COMMITTEE MINUTES
August 1, 2012**

The Village Board and Finance & Personnel Committee met in special session in the conference room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Village President Becker called the meeting to order at 5:30pm. Present were Trustees Grindle, Roberts, Rooney, Sievers, and Committee members Hoffman and Kalscheur. Trustees Littel and Steiner were absent. Also present were Village Administrator Ross and Clerk/Treasurer Sutter.

Executive Closed Session: There being no further business before the open meeting, Rooney moved, Grindle seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(c) for employee review of Village Administrator including Village Administrator's employment contract, carried by roll call vote. Aye: Becker, Rooney, Hoffman, Grindle, Sievers, Roberts, and Kalscheur. Nay: None. The meeting adjourned into Executive Session at 5:32pm. Ross and Sutter left the meeting at this time. There was discussion on an extension and revision of the Village Administrator's contract. Grindle moved, Kalscheur seconded to reconvene into open session at 6:28pm, carried by voice vote.

Village Administrator's Employment Contract: Roberts moved, Sievers seconded to extend the Village Administrator's contract through December 31, 2013; and to increase the salary to \$85,000 retroactive to 6/10/2012, carried by voice vote.

Development Agreement for Trollway Shoppes LLC for redevelopment project at 1209 Bus. 18-151: Ross reviewed the two options for the proposed developer incentive of \$175,000. The first option would be the pay-as-you-go option discussed at the previous joint session. The incentive would be paid out each year and would be equivalent to the tax increment for the project. The village would pay interest of 6% to the developers. The second option would be to pay the developers up front after the project has been completed. The village would borrow the money at 2.75% under a state loan program and would pay it off using the tax increment generated by the TID. Ross stated that he expects the loan would be paid off after approximately seven years. Discussion concerned whether the incentive should be paid out at all and whether there was any criteria for the incentive. The Finance & Committee members made the following motions: Hoffman moved, Roberts seconded to recommend the village provide a \$175,000 incentive to the developer at 1209 Bus. 18-151, carried by

voice vote. Hoffman moved, Roberts seconded to recommend the \$175,000 incentive be provided up front to save the additional finance cost, carried by voice vote.

Adjournment: There being no further business before the Board and Committee, Roberts moved, Kalscheur seconded to adjourn the meeting at 6:58pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 5, 2012

The Finance and 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) Consider July 11, 2012 and August 1, 2012 meeting minutes.
- 3) 2013 budget:
 - a) preliminary discussion
 - b) consider dates for budget meetings
- 4) Discuss and consider financial options:
 - a) Refinancing of \$1.325M of TID 3 debt.
 - b) Financing of \$230,000 2012 street project
 - c) Financing of 1.8M Wastewater Treatment Plant upgrade
 - d) Refinancing \$550,000 for Wastewater Treatment Plant land
- 5) Consider recommendation on draft Resolution 2012-17, "ANNUAL BANK AUTHORIZATION RESOLUTION".
- 6) Consider recommendation on draft Resolution 2012-18, "APPROVING BOARD OF COMMISSIONERS OF PUBLIC LANDS LOAN IN AN AMOUNT NOT TO EXCEED \$175,000 FOR TEN YEARS AT 2.75%" for TID #4 project.
- 7) Consider recommendation on Employee handbook policies.
- 8) Consider agenda items for future meetings.
- 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.

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, Mount Horeb, WI (608) 437-6884.

VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
September 5, 2012

The Finance/Personnel 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: Chair Grindle called the meeting to order at 5:02pm. Present were Committee members Roberts and Hoffman. Trustee Kalscheur was absent. Trustee Littel arrived at 5:54pm. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: This item was tabled since the minutes were not available to the committee at this time.

2013 budget: Ross reviewed several items for the budget process that he would need guidance from the committee. The budget work dates were also reviewed. Ross handed out the CIP budget information for the committee members to review **for next week's meeting**.

Financing Options: Kevin Mullen reviewed the financing information for four different projects. (Randy Littel arrived during this discussion @ 5:54pm)

Village Street Projects/TID #3 Amendment #1 debt: These bonds are currently at 4.75-5.05%. The proposal is to refinance this debt to take advantage of the lower interest rates for an estimated savings of \$118,000. Roberts moved, Hoffman seconded to recommend going forward with 2006 bond refinancing, carried by voice vote.

Wastewater Treatment Land: The current interest rate on this loan is 4.75%. The proposal is to refinance this debt to take advantage of the lower interest rates at an estimated savings of \$34,000. Discussion concerned whether it was legal to have this loan as tax exempt financing if the utility intends to sell some of the land in the near future. Hoffman moved, Roberts seconded to recommend going forward with the State Bank of Cross Plains bond refinancing, taxable or tax exempt as appropriate which will be determined in October, carried by voice vote.

2012 Street Project: This is a new loan that is required for the 2012 street projects. Ross explained that he had requested proposals from three local banks. The best rate was from Mound City Bank. Roberts moved, Hoffman seconded to recommend go forwarding with financing with Mound City Bank at 1.8% for five year loan, carried by voice vote.

Wastewater Treatment Plant: The proposed \$1.8 million dollar project was approved by the Utility Commission. Mullen reviewed potential financing options. It was agreed that revenue bonds would be the best option at this time. Since the Utility Commission would handle the decisions concerning revenue bonds, no recommendation was necessary from the Finance & Personnel Committee.

Annual Bank Authorization: The annual resolution was reviewed. Hoffman moved, Roberts seconded to recommend approval of Resolution 2012-17, "ANNUAL BANK AUTHORIZATION RESOLUTION", carried by voice vote.

TID #4 Financing: The committee reviewed the State Trust Fund loan information. Roberts moved, Hoffman seconded to recommend approval of Resolution 2012-18, "APPROVING BOARD OF COMMISSIONERS OF PUBLIC LANDS LOAN IN AN AMOUNT NOT TO EXCEED \$175,000 FOR TEN YEARS AT 2.75%" for TID #4 project, carried by voice vote.

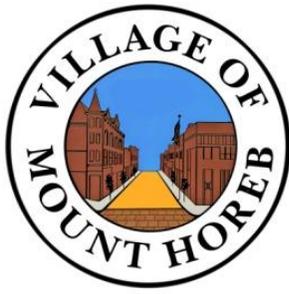
Employee handbook policies: Ross reviewed the workers comp policy with the committee. Hoffman moved, Roberts seconded to recommend approval of the workers comp policy 300-7, approval by voice vote.

Ross reviewed the overtime/comp time policy. Discussion concerned whether to allow pay out of comp time at the end of the year. Roberts moved, Littel seconded to recommend approval with the language change for the ability to get paid out comp time at the end of the year, carried by voice vote.

Future Agenda Items: None.

Adjournment: There being no further business before the Committee, Hoffman moved, Roberts seconded to adjourn the meeting at 6:50 pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 12, 2012

The Finance and 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) Consider July 11, 2012 and August 1, 2012 meeting minutes.
- 3) Discuss FY2013-2017 operating and capital budgets.
- 4) 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
September 12, 2012

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

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

Minutes: The July 11, 2012 and August 1, 2012 meeting minutes were reviewed. Roberts moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Discuss FY 2013-2017 operating and capital budgets: Ross handed out and discussed information on the proposed budget. Kalscheur left during this discussion at 4:30p.

Roberts moved, Littel seconded to temporarily recess the meeting at 6:03p to go into the joint meeting with the village board, carried by voice vote.

Little moved, Roberts seconded to reconvene the meeting at 6:25p, carried by voice vote. Kalscheur was present when the meeting reconvened.

Ross continued his review of the budget information. He reviewed several items that he was looking for direction from the committee. Discussion concerned establishing a General Fund reserve policy. Littel moved, Hoffman seconded to establish a reserve policy at a minimum of 30% of general fund expenditures, carried by voice vote.

Adjournment: There being no further business before the Committee, Littel moved, Roberts seconded to adjourn the meeting at 7:08pm, carried by voice vote.

Minutes by Cheryl Sutter, Clerk/Treasurer



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JOINT VILLAGE BOARD &
FINANCE/PERSONNEL COMMITTEE
WEDNESDAY, SEPTEMBER 12, 2012

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. Consider contract for residential garbage/recyclable service.
3. Adjourn.

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**VILLAGE OF MOUNT HOREB
JOINT VILLAGE BOARD AND
FINANCE & PERSONNEL COMMITTEE MINUTES
September 12, 2012**

The Village Board and Finance & Personnel Committee met in special session in the conference room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Village President Becker called the meeting to order at 6:05pm. Present were Trustees Grindle, Littel, Roberts, Rooney, Sievers, Steiner and Committee member Hoffman. Committee member Kalscheur was absent but arrived later at 6:10pm. Also present were Village Administrator Ross and Clerk/Treasurer Sutter.

Contract for Residential Garbage/Recyclable Service: Ross presented a comparison study for both proposed contracts. He also reviewed the five year contract versus a ten year contract. (Kalscheur arrived during this discussion at 6:10pm). Representatives from Waste Management and Veolia were present to answer any questions. Steiner moved, Sievers seconded to approve the ten year Waste Management contract as presented, carried by voice vote. Abstain: Grindle.

Adjournment: There being no further business before the Board and Committee, Roberts moved, Rooney seconded to adjourn the meeting at 6:25pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 19, 2012

The Finance and 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) Discuss FY2013-2017 operating and capital budgets.
- 3) 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, Mount Horeb, WI (608) 437-6884.

VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
September 19, 2012

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

Call to Order/Roll Call: Chair Grindle called the meeting to order at 4:03pm. Present were Committee members Audrey Roberts, Dave Hoffman, Bill Kalscheur, and Randy Littel. Also present was Village Administrator Dave Ross. Roberts left the meeting at 5:45pm.

Discuss FY 2013-2017 operating and capital budgets: Ross handed out and discussed three budget scenarios with each including and/or excluding requested items and capital improvement projects. The committee favored Budget C in its entirety. At their September 26 meeting the committee will formally vote on a recommendation to present Budget C to the Village Board for approval.

Adjournment: There being no further business before the Committee, Littel moved, Kalscheur seconded to adjourn the meeting at 7:15 pm., carried by voice vote.

Minutes by Dave Ross, Village Administrator



Village of Mount Horeb

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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 26, 2012

The Finance and 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) Consider FY2013 operating and FY2013-2017 capital budgets.
- 3) 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
September 26, 2012

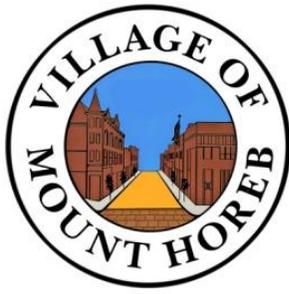
The Finance/Personnel Committee met in special session in the conference room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chair Grindle called the meeting to order at 4:00pm. Present were Committee members Audrey Roberts, Dave Hoffman, Bill Kalscheur, and Randy Littel. Also present were Village Administrator Dave Ross and Office Assistant Chrissy Kahl. Hoffman left the meeting at 5:02pm.

Consider FY2013 operating and FY2013-2017 capital budgets: Library Board Chair Wayne Anderson was present to speak on concerns the Library Board has with using the fund balance for the budget. The pros and cons of the library fund balance were discussed. The library will call a meeting Monday, October 1st, 2012 at 7:00 am. The Finance/Personnel Committee will meet again on Monday, October 1st, 2012 at 4:00pm.

Adjournment: There being no further business before the Committee, Grindle moved, Roberts seconded to adjourn the meeting at 5:10 pm., carried by voice vote.

Minutes by Chrissy Kahl, Office Assistant



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FINANCE AND PERSONNEL COMMITTEE

MONDAY, OCTOBER 1, 2012

The Finance and 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) Consider FY2013 operating and FY2013-2017 capital budgets.
- 3) 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 1, 2012

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

Call to Order/Roll Call: Chair Grindle called the meeting to order at 4:04pm. Present were Committee members Dave Hoffman, Bill Kalscheur, and Randy Littel. Audrey Roberts was absent. Also present was Village Administrator Dave Ross.

Consider FY2013 operating and FY2013-2017 capital budgets: Ross gave an update on budget changes requested by the Library Board. After discussion, Littel moved, Kalscheur seconded to recommend Resolution 2012-22, "A RESOLUTION ADOPTING THE 2013 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY" to the Village Board. Motion carried. Littel moved, Kalscheur seconded to recommend Resolution 2012-23, "A RESOLUTION ADOPTING THE 2013-2017 VILLAGE CAPITAL IMPROVEMENT PLAN" to the Village Board. Motion carried.

It was decided the committee will not need to hold their regular monthly meetings in October or November.

Adjournment: There being no further business before the Committee, Kalscheur moved, Hoffman seconded to adjourn the meeting at 4:40pm., carried by voice vote.

Minutes by Village Administrator Dave Ross



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, DECEMBER 5, 2012

The Finance and 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) Consider Sept 5, Sept 12(2), Sept 19, Sept 26, and Oct 1, 2012 meeting minutes.
- 3) Consider Village Employee Handbook policies.
- 4) Consider Village Financial Management policies.
- 5) Consider Youth Center Lease.
- 6) Consider 2012 employee bonuses.
- 7) Consider 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
December 5, 2012

The Finance/Personnel 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: Chair Grindle called the meeting to order at 5:00pm. Present were Committee members Littel, Kalscheur, and Hoffman. Trustee Roberts was absent. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: Minutes from Sept. 5, Sept. 12 (2), Sept. 19, Sept. 26, and Oct. 1 Finance/Personnel Committee meetings were reviewed. Littel moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Village Employee Handbook Policies: Ross reviewed the proposed benefit time policy asking for guidance on specific details. There was also discussion on the proposed sick leave conversion policy.

2012 Employee Bonuses: Ross explained that money was included in 2012 budget to give bonus payments. This year it was decided to give all full time employees the same amount and prorate eligible part time employees. The proposed calculation was reviewed. Hoffman moved, Kalscheur seconded to approve the bonus calculations as presented, carried by voice vote.

Youth Center Lease: The proposed lease was reviewed. Kalscheur moved, Littel seconded to recommend approval, carried by voice vote.

Village Financial Management Policies: The following policies were reviewed: credit card usage, financial investments, post-issuance compliance with tax exempt obligations. Hoffman moved, Littel seconded to recommend approval of all three policies, carried by voice vote.

Village Employee Handbook Policies: The committee continued discussion on the employee benefit time and the sick leave conversion policies. Committee members requested information on the financial impact on proposed changes to the sick leave and conversion policy.

Hoffman left during this discussion at 6:03pm.

Future Agenda Items: None.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:31pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer