



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 AND PERSONNEL COMMITTEE WEDNESDAY, JANUARY 2, 2013

The Finance and 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) Consider December 5, 2012 meeting minutes.
- 3) Consider request from citizen to vacate an alley and purchase the property.
- 4) **Consider request for payment relief from Landmark's Foundation.**
- 5) **Consider Building Department and Planning & Zoning "Fee Schedule".**
- 6) Consider Village policies.
- 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.

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
January 2, 2013

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 5:30pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: Minutes from December 5, 2012 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Roberts seconded to approve the minutes as read, carried by voice vote.

Consider request from citizen to vacate an alley and purchase the property: Ross reviewed the request from Charlie Steinhauer to vacate the alley near Grandma Foster Park. Steinhauer was present to review his request and answer questions. He requested the Committee to proceed with further discussion and research. The Committee requested that Steinhauer get a formal written request from all adjacent property owners. The request would then be sent to the Plan Commission for review.

Consider request for payment relief from Landmark's Foundation: The original agreement was reviewed. The original agreement explicitly stated that no further village assistance would be given. There was discussion on the fundraising abilities of the Landmarks Foundation. The Committee would like additional information from the Landmarks Foundation.

Consider Building Department and Planning & Zoning "Fee Schedule": The fee schedule was reviewed. Ross stated that a majority of the fees are the same with a few changes. Some minimum fees have been established. Kalscheur moved, Roberts seconded to approve the fee schedule as presented, approved by voice vote.

Consider Village policies: Ross reviewed the following proposed policies:

1. General Fund Reserve: establishes a minimum/maximum for the general fund balance. Hoffman moved, Roberts seconded to recommend approval of the General Fund Reserve policy, carried by voice vote.
2. Sick Leave Conversion upon Retirement: establishes policy for conversion of sick leave for employees that retire for current employees and future employees. Roberts moved, Kalscheur seconded to recommend approval, carried by voice vote.

3. Vacation and other Leaves: establishes a new vacation schedule for all employees. Hoffman moved, Littel seconded to recommend approval with the removal of the sick leave payout on January 1, carried by voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Roberts seconded to adjourn the meeting at 6:42pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE MONDAY, JANUARY 14, 2013

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 job description revisions.
- 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
January 14, 2013

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 5:00pm. Present were Committee members Roberts, Kalscheur, and Hoffman. Trustee Littel was absent. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Consider job description revisions: Ross explained that Deputy Clerk/Treasurer Sarah Danz was leaving. After review of the staffing in the village office, he was proposing making some changes. Two new job titles would be created. One position would be the Finance Director/Treasurer/Deputy Clerk. The second position would be the Clerk/Deputy Treasurer/Office Manager. Ross presented the job descriptions for approval. He also presented a revised job description for the Assistant Administrator for approval. Kalscheur moved, Roberts seconded to approve the three job descriptions as presented, carried by voice vote. The job descriptions will be placed on the next village board agenda for approval.

Adjournment: There being no further business before the Committee, Kalscheur moved, Roberts seconded to adjourn the meeting at 5:30pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, FEBRUARY 6, 2013

The Finance and 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 January 2 and January 14, 2013 meeting minutes.
- 3) Consider Mount Horeb Landmarks Foundation loan.
- 4) Update on claim for excessive assessment.
- 5) Consider Village policies.
- 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
February 6, 2013

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 6:00pm. Present were Committee members Littel, Roberts, and Hoffman. Committee member Kalscheur was absent. Also present were Administrator Ross and Clerk/Treasurer Sutter.

Approval of Minutes: Minutes from January 2 & January 14, 2013 Finance/Personnel Committee meetings were reviewed. Hoffman moved, Roberts seconded to approve the minutes as read, carried by voice vote.

Mount Horeb Landmarks Foundation loan: Jackie Sale and Ruth Dobson were present to discuss the Landmarks Foundation request for some relief on their loan with the village. Sale reviewed how the building was being used and their fundraising efforts. Discussion concerned previous actions of the village and whether additional contributions are warranted. Roberts moved, Littel seconded to recommend no further financial contributions at this time, carried by voice vote.

Claim for excessive assessment: Ross reported that Walgreen's had submitted a claim for excessive assessment for the 2012 property taxes. This is in addition to the previous claim filed for 2011 taxes. No action was taken.

Village policies: Internal controls for payroll and accounts payable/vendor approval were reviewed. Hoffman moved, Littel seconded to recommend approval of both policies, carried by voice vote.

Two revised policies were also reviewed: The Sick Leave Conversion upon Retirement policy included changes for the retirement age for sworn police employees. The Vacation and Other Leaves policy was modified to correct the rounding for vacation hours. Roberts moved, Littel seconded to recommend approval of both revised policies, carried by voice vote.

Adjournment: There being no further business before the Committee, Littel moved, Roberts seconded to adjourn the meeting at 6:39pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Clerk/Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, APRIL 3, 2013

The Finance and 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 February 6, 2013 meeting minutes.
- 3) Consider recommendation for Resolution 2013-09, "BUDGET AMENDMENT RESOLUTION".
- 4) Consider recommendation for Resolution 2013-10, "REDUCTION IN LETTER OF CREDIT CO ID LLC, DEVELOPER".
- 5) **Adjourn to closed session for discussion on the purchase of public property (a 1.159 acre Village-owned lot in TID 3), pursuant to Wis. Stat. §19.85(1) (e).**
- 6) Reconvene in open session.
- 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
April 3, 2013

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 6:00pm. Present were Committee members Kalscheur, Roberts, and Hoffman. Committee member Littel was absent. Also present were Administrator Ross, Clerk/Deputy Treasurer Gross, and Financial Advisor Kevin Mullen.

Approval of Minutes: Hoffman moved, Kalscheur seconded to approve the February 6, 2013 minutes. Motion carried.

Consider Recommendation for Resolution 2013-09, "BUDGET AMENDMENT RESOLUTION": The committee tabled this agenda item.

Consider Recommendation for Resolution 2013-10, "REDUCTION IN LETTER OF CREDIT CO ID LLC, DEVELOPER": Administrator Ross explained the background of the letter of credit for Co ID LLC. John DeWitt of Co ID LLC was not present to speak at that time. Kalscheur moved, Roberts seconded to recommend the reduction to the Village Board. DeWitt arrived just prior to going in to closed session. Motion carried.

Adjourn to closed session for discussion on the purchase of public property (a 1.159 acre Village-owned lot in TID 3), pursuant to Wis. Stat. §19.85(1) (e): Roberts moved, Hoffman seconded to go in to closed session at 6:14pm. Motion carried.

Reconvene in open session: Hoffman moved, Kalscheur seconded to reconvene in open session at 6:40pm. Motion carried.

Adjournment: There being no further business before the Committee, Roberts moved, Grindle seconded to adjourn the meeting at 6:41pm., carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MAY 1, 2013

The Finance and 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) Consider April 3, 2013 meeting minutes
- 3) Consider refinancing 2002 Electric Utility loan
- 4) Consider Village policies
- 5) Consider moving 2014 capital project to 2013 (Digital Record's Management)
- 6) Consider draft Memorandum of Understanding between the Village of Mount Horeb and the Mount Horeb Area Economic Development Corporation
- 7) Consider recommendation for Resolution 2013-09, "BUDGET AMENDMENT RESOLUTION".
- 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
May 1, 2013

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 5:30pm. Present were Committee members Kalscheur and Littel. Committee members Roberts and Hoffman were absent. Also present were Administrator Ross, Clerk/Deputy Treasurer Gross, and Financial Advisor Kevin Mullen.

Approval of Minutes: Kalscheur moved, Littel seconded to approve the April 3, 2013 minutes. Motion carried.

Consider refinancing 2002 Electric Utility Loan: The committee decided to table this item until last on the agenda as they were waiting for Financial Advisor Kevin Mullen to arrive.

Consider Village policies: Administrator Ross reviewed the following policies being considered: decentralized accounting, property tax collection, and capitalization of assets. Kalscheur moved, Littel seconded to recommend approval to the Village Board. Motion carried.

Consider moving 2014 capital project to 2013 (Digital Record's Management): Ross explained the record's management project. Littel moved, Kalscheur seconded to move the project from 2014 to 2013. Motion carried.

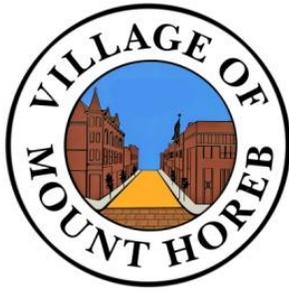
Consider draft Memorandum of Understanding between the Village of Mount Horeb and the Mount Horeb Area Economic Development Corporation: Ross explained the Memorandum of Understanding. Littel moved, Kalscheur seconded to recommend approval to the Village Board. Motion carried.

Consider recommendation for Resolution 2013-09, "BUDGET AMENDMENT RESOLUTION": Three errors on the previously published budget are being corrected in this resolution. Kalscheur moved, Littel seconded to accept as a budget amendment. Motion carried.

Consider refinancing 2002 Electric Utility Loan: Administrator Ross, Financial Advisor Kevin Mullen, and the committee discussed the Electric Utility Loan. Kalscheur moved, Grindle seconded to go with the option of saving \$200,000 and recommend approval to the Village Board. Motion carried.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:10pm., carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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JOINT
FINANCE AND PERSONNEL COMMITTEE AND
MOUNT HOREB PUBLIC LIBRARY BOARD

WEDNESDAY, MAY 29, 2013

The Village of Mount Horeb Finance and Personnel Committee and the Mount Horeb Public Library Board will meet jointly on the above date at 5:00pm in the Mount Horeb Public Library meeting room, 105 Perimeter Road, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll calls
- 2) Discussion regarding future library budget requests
- 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 AND
LIBRARY BOARD JOINT MEETING MINUTES
May 29, 2013**

The Finance/Personnel Committee and Mount Horeb Public Library Board held a joint meeting in the Mount Horeb Public Library meeting room, 105 Perimeter Road, Mount Horeb, WI.

Call to Order/Roll Call: Finance/Personnel Chair Grindle called the meeting to order at 5:03pm. Present were Finance/Personnel Committee members Audrey Roberts, Randy Littel, and Bill Kalscheur. The following Library Board members were present: George Sievers, John Kuse, David Boyden, Ben Lizdas, Karla Ott, and Jessica Gunby. Library Board Chair Wayne Anderson was absent, so Kuse took over as Library Board Chair. Also present were Village President Dave Becker, Administrator Dave Ross, Finance Director/Treasurer Cheryl Sutter, and Library Director Jessica Williams. Finance/Personnel Committee member Dave Hoffman and Library Board member Teri Vierima arrived at 5:11pm.

Library Board Budget Requests: The purpose of the meeting was to come to an understanding on the budget process for the library. Library Director Jessica Williams gave a presentation on library programs, proposed 2014 budget request, and long term capital projects for the library. There was discussion on the budgeting process for capital expenditures and maintenance expenditures. It was generally agreed the Village Board would manage the capital expenditures through the Capital Projects Fund. Minor repairs and maintenance would be managed through the Library operating budget. There was also discussion concerning the proper amount that was needed in the Library Fund balance. The Library Board will review that further, now that they know capital expenditures will not be a part of that reserve balance. Ross asked the Library Board to provide the final 2014 proposed budget, five year capital budget requests, and Fund Balance reserve information.

Adjournment: There being no further business before the Personnel/Finance Committee and Library Board, Vierima moved, Roberts seconded to adjourn the meeting at 5:58pm, carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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JOINT VILLAGE BOARD/ FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JUNE 5, 2013

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at **5:45 pm** 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 May 1, 2013 meeting minutes
- 3) Consider Village employee job descriptions
- 4) At approximately **6:00pm** meet jointly with Village Board – Village Board call to order and roll call.
- 5) 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** employment contract.
- 6) Consider action regarding Village Administrator employment contract
- 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
JOINT VILLAGE BOARD/FINANCE AND
PERSONNEL COMMITTEE MINUTES
June 5, 2013**

The Finance/Personnel Committee met at 5:45 pm 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 5:45pm. Present were Committee members Roberts, Hoffman, Littel and Kalscheur. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Kalscheur moved, Littel seconded to approve the May 1, 2013 minutes. Motion carried.

Consider Village employee job descriptions: Ross explained the reasons for the changes and additions that were made. Hoffman moved, Roberts seconded to approve the new job descriptions. Motion carried.

At approximately 6:00 pm, meet jointly with Village Board-Village Board call to order and roll call: Dave Becker called the meeting to order at 6:00pm. Present were Board members Grindle, Rooney, Roberts, Littel, and Sievers. Absent was Board member Steiner. Committee members present were Hoffman and Kalscheur. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

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 employment contract: Roberts moved, Grindle seconded to adjourn to closed session. Clerk/Deputy Treasurer Gross was excused at this time. Motion carried.

Consider action regarding Village Administrator employment contract: No action was taken at this time. Employment contract will be further discussed at a joint meeting set at a later date. Kalscheur moved, Hoffman seconded to adjourn from closed session. Motion carried.

The date for another Joint Village Board/Finance and Personnel meeting was set for July 1st. A time was not discussed. Grindle mentioned he will not be able to make this meeting.

Adjournment: There being no further business before the Board and Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:55pm., carried by voice vote.



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JOINT VILLAGE BOARD/ FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, AUGUST 7, 2013

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at **5:30 pm** 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 May 29 and June 5, 2013 meeting minutes.
- 3) Adjourn to closed session pursuant to Wis. Stats Sec. 19.85(1)(c) to conduct an employee review of the Village Administrator, **discussion of the Administrator's** employment contract, and discussion of the 2014-2016 WPPA police union contract.
- 4) Consider Village Administrator employment contract revision.
- 5) Consider 2014-2016 WPPA police union contract.
- 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
JOINT VILLAGE BOARD/FINANCE AND
PERSONNEL COMMITTEE MINUTES
August 7, 2013**

The Village Board and Finance/Personnel Committee met at 5:30pm in joint session in the conference room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Finance/Personnel Committee Chair Grindle called the meeting to order at 5:30pm. Present were Committee and Village Board members Hoffman, Kalscheur, President Becker and trustees Sievers, Roberts, Littel and Rooney. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross. Trustee Steiner was absent.

Approval of Minutes: Roberts moved, Littel seconded to approve the May 29 and June 5, 2013 minutes. Motion carried by unanimous voice vote.

Adjourn to closed session pursuant to Wis. Stats Sec. 19.85(1)(c) to conduct an employee review of the Village Administrator, discussion of the Administrator's employee contract, and discussion of the 2014-2016 WPPA police union contract: Sievers moved, Hoffman seconded to go into closed session at 5:48pm. Motion carried by unanimous voice vote. Clerk Gross and Administrator Ross were excused at this time. Becker moved, Littel seconded to go into open session at 6:34pm. Motion carried by unanimous voice vote.

Consider Village Administrator employment contract revision: Rooney moved, Sievers seconded to recommend approval of the contract. Motion carried by unanimous voice vote.

Consider 2014-2016 WPPA police union contract: Becker moved, Sievers seconded to approve the contract. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the joint body, Hoffman moved, Becker seconded to adjourn the meeting at 6:50pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, SEPTEMBER 4, 2013

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at **6:30pm** 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) Consider August 7, 2013 meeting minutes
- 3) Consider recommendation for Resolution 2013-20, "BUDGET AMENDMENT"
- 4) Consider recommendation for Resolution 2013-21, "ANNUAL BANK AUTHORIZATION RESOLUTION"
- 5) Set date for discussion of 2014-2018 capital improvement plan
- 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
September 4, 2013

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 6:30pm. Present were Committee members Roberts and Littel. Committee member Kalscheur arrived at 6:40pm and Hoffman was absent. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Roberts moved, Littel seconded to approve the August 7, 2013 minutes. Motion carried.

Consider recommendation for Resolution 2013-20, "BUDGET AMENDMENT": Littel moved, Roberts seconded to recommend the resolution to the Village Board. Motion carried.

Consider recommendation for Resolution 2013-21, "ANNUAL BANK AUTHORIZATION RESOLUTION": Administrator Ross gave an overview of the resolution. Roberts moved, Littel seconded to recommend to the Village Board. Motion carried.

Set date for discussion of 2014-2018 capital improvement plan: The committee decided on a date of Wednesday, September 11 at 6:00pm to hold the meeting.

Adjournment: There being no further business before the Committee, Roberts moved, Littel seconded to adjourn the meeting at 6:42pm., carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 11, 2013

The Finance and 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 FY2014-2018 capital improvement 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 11, 2013

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

Call to Order/Roll Call: Chair Grindle called the meeting to order at 6:00pm. Present were Committee members Kalscheur, Hoffman, and Littel. Committee member Grindle arrived at 6:17pm and Roberts at 7:35pm. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Consider FY2014-2018 capital improvement budgets: Department heads presented their budget requests. There was no action taken.

Adjournment: There being no further business before the Committee, Hoffman moved, Littel seconded to adjourn the meeting at 7:50pm., carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, OCTOBER 2, 2013

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 September 4 and September 11, 2013 meeting minutes
- 3) Consider recommendation for corrected budget amendment, Resolution 2013-20
- 4) Discuss 2014 – 2018 operating and capital budgets
- 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
October 2, 2013

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 6:00pm. Present were Committee members Littel, Kalscheur, and Hoffman. Trustee Roberts was absent. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from September 4 and September 11, 2013 Finance/Personnel Committee meeting were reviewed. Littel moved, Hoffman seconded to approve the minutes as read, carried by voice vote.

2013 Budget Amendment: Ross reviewed the Budget Amendment Resolution 2013-20. Kalscheur moved, Littel seconded to recommend approval of Resolution 2013-20, carried by voice vote.

2014 – 2018 operating and capital budgets: There was discussion on budget meeting calendar. Ross provided background information as backup for the budget methodology and assumptions. Ross reviewed two options for the Library levy. The general consensus was to choose to maintain a steady levy for budget planning purposes.

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

Minutes by Cheryl J. Sutter, Finance Director/Treasurer



Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

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JOINT VILLAGE BOARD AND FINANCE & PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 2, 2013

The Village Board and Finance & Personnel Committee of the Village of Mount Horeb will meet jointly 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) Adjourn to closed session as allowed by WI State Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding possible purchase of BMO Harris bank building.
- 3) 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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB
JOINT VILLAGE BOARD/FINANCE AND
PERSONNEL COMMITTEE MEETING MINUTES
October 2, 2013**

The Village Board and Finance & Personnel Committee met at 6:15pm in joint 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 6:22pm. Present were Trustees Grindle, Littel, Rooney, Sievers, and Finance/Personnel Committee members Hoffman and Kalscheur. Trustees Steiner and Roberts were absent. Also present were Village Administrator Ross and Finance Director/Treasurer Sutter.

Executive Closed Session: There being no further business before the open meeting, Littel moved, Rooney seconded to adjourn into executive closed session as allowed by WI Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding possible purchase of BMO Harris bank building, carried by roll call vote. Aye: Grindle, Littel, Rooney, Sievers, Becker, Hoffman, Kalscheur. Nay: None. The meeting adjourned into Executive Session at 6:24pm. Discussion concerned whether to explore the possibility of purchasing the BMO Harris building on First Street. Hoffman moved, Littel seconded to approve exploring **the village's** future space needs and the potential purchase of property, carried by voice vote. The Village president will appoint members for a subcommittee. Kalscheur moved, Grindle seconded to reconvene into open session at 6:54pm, carried by voice vote.

Adjournment: There being no further business before the Board, Grindle moved, Rooney seconded to adjourn the meeting at 6:54pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Finance Director/Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, OCTOBER 7, 2013

The Finance and 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) Consider October 2, 2013 meeting minutes (2)
- 3) Discuss 2014 – 2018 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
October 7, 2013

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 5:30pm. Present were Committee members Littel, Roberts, Kalscheur, and Hoffman. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from October 2, 2013 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by voice vote.

2014 – 2018 operating and capital budgets: Ross reviewed the proposed budget worksheets. There was discussion on whether to complete five years of capital projects in 2014. The estimated savings was \$230,000. There was general consensus to go forward with all the projects in 2014. There was also discussion on how to apply the Debt Fund balance. It was agreed to apply it over a three year period. Ross explained the Utilities would be transferring cash in 2014 for their estimated share of the retirement insurance funding. This means the Employee Retirement Insurance Fund would have more than required at this time. Those excess funds will be returned to the General Fund balance to be used in other areas of the budget. Ross reviewed the remainder of the operating budget. He explained that the 2014 and subsequent budgets all follow the state requirements with minimal levy increases. The General Fund balance also meets the policy adopted by the Village Board.

Adjournment: There being no further business before the Committee, Hoffman moved, Littel seconded to adjourn the meeting at 7:58pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Finance Director/Treasurer



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FINANCE AND PERSONNEL COMMITTEE

MONDAY, OCTOBER 14, 2013

The Finance and 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 October 7, 2013 meeting minutes
- 3) Discuss 2014 – 2018 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
October 14, 2013

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 6:15pm. Present were Committee members Littel, Kalscheur, and Hoffman. Trustee Roberts recently resigned from her position. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from October 7, 2013 Finance/Personnel Committee meeting were reviewed. Littel moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

2014 – 2018 operating and capital budgets: Ross explained the village had recently received notice of the state highway aids for 2014 and they were significantly lower than estimated. The reduced highway aids would also carry over all five years of the planned budget. He reviewed the changes that he made to offset the decrease in revenue. It was decided to hold the final meeting to review and recommend the budget at 6pm on October 30. The Village Board will review the proposed budget at their November 6 meeting and set the public hearing for the December 4 meeting.

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

Minutes by Cheryl J. Sutter, Finance Director/Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, OCTOBER 30, 2013

The Finance and 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 October 14, 2013 meeting minutes
- 3) Consider recommendation for 2014 operating budget
- 4) Consider recommendation for 2014-2018 capital budget
- 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
October 30, 2013

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 6:00pm. Present were Committee members Littel, Kalscheur, and Hoffman. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from October 14, 2013 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by voice vote.

2014 Operating Budget: Ross reviewed the highlights of the operating budget. The general levy will decrease .45%. Ross estimated the taxes will increase approximately 1.1% because the total assessed value decreased in 2013. The budget document includes estimated revenue and expenditures through 2018. Ross explained that this helps to show the budget decisions are sustainable for at least five years. Kalscheur moved, Hoffman seconded to recommend approval of the 2014 operating budget to the Village Board, carried by voice vote.

2014 – 2018 Capital Budgets: The final capital budget was reviewed. Hoffman moved, Littel seconded to recommend approval of the 2014-2018 capital budgets to the Village Board, carried by voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:13pm, carried by voice vote.

Minutes by Cheryl J. Sutter, Finance Director/Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, DECEMBER 4, 2013

The Finance and 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 October 30, 2013 meeting minutes
- 3) Consider Mount Horeb Landmarks Foundation request for additional sidewalk at District #1 Schoolhouse
- 4) **Consider revision to Worker's Compensation Policy 300-7** dated September 5, 2012
- 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
December 4, 2013

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 6:00pm. Present were Committee members Grindle, Hoffman, and Littel. Committee member Kalscheur was absent. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Hoffman moved, Littel seconded to approve the October 30, 2013 minutes. Motion carried.

Consider Mount Horeb Landmarks Foundation request for additional sidewalk at District #1 Schoolhouse: Cheryl Schlessner, representing the foundation, presented the details of the project. Littel moved, Hoffman seconded to approve a donation for \$2000 from the village to the Landmark Foundation for the sidewalk portion of their project. Motion carried.

Consider revision to Worker's Compensation Policy 300-7 dated September 5, 2012: Administrator Ross gave an overview of the policy and proposed changes. Littel moved, Hoffman seconded to approve the changes to the policy. Motion carried.

Adjournment: There being no further business before the Committee, Hoffman moved, Littel seconded to adjourn the meeting at 6:30pm., carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer