



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, FEBRUARY 5, 2014

The Finance and 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) Consider December 4, 2013 meeting minutes
- 3) Consider and make recommendation to Village Board on Dane County Housing Authority resolutions:
 - a) Resolution 2014-03, "A RESOLUTION REGARDING PRIOR VILLAGE ACTION ON COUNTY HOUSING AUTHORITY HOUSING PROJECTS IN THE VILLAGE OF MOUNT HOREB"
 - b) Resolution 2014-04, "A RESOLUTION REGARDING A HOUSING PROJECT OF THE DANE COUNTY HOUSING AUTHORITY"
- 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.

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 Alyssa Gross, Clerk, at 138 E. Main Street, Mount Horeb, WI (608) 437-6884.

VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
February 5, 2014

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 6:15pm. Present were Committee members Kalscheur, Hoffman, and Littel. Committee member Sievers was absent. Also present were Assistant Administrator Hagen, Clerk/Deputy Treasurer Gross, and Village Attorney Bryan Kleinmaier.

Approval of Minutes: Littel moved, Hoffman seconded to approve the December 4, 2013 minutes. Motion carried.

Consider and make recommendation to Village Board on Dane County Housing Authority resolutions:

- a) Resolution 2014-03, "A RESOLUTION REGARDING PRIOR VILLAGE ACTION ON COUNTY HOUSING AUTHORITY HOUSING PROJECTS IN THE VILLAGE OF MOUNT HOREB". Kleinmaier explained each resolution. He suggested the committee should recommend the village board adopt Resolution 2014-03 and table Resolution 2014-04 to do more research. Littel moved, Kalscheur seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.
- b) Resolution 2014-04, "A RESOLUTION REGARDING A HOUSING PROJECT OF THE DANE COUNTY HOUSING AUTHORITY". Hoffman moved, Littel seconded to recommend the Village Board table this resolution to gather more information before moving on. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Kalscheur 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, MARCH 5, 2014

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at 6:00 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 February 5, 2014 meeting minutes
- 3) Consider and recommend revision to employee policy 200-6: Residency Requirements and Call Outs
- 4) Discussion regarding funding for a school resource officer (SRO) position
- 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
March 5, 2014

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, Sievers, and Kalscheur. Hoffman was absent. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from February 5, 2014 Finance/Personnel Committee meeting were reviewed. Littel moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Consider and recommend revision to employee policy 200-6: Residency Requirements and Call Outs: Ross reviewed the proposed changes to the employee policy. These are being proposed due to changes in state law. Kalscheur moved, Littel seconded to recommend approval of the proposed policy as written, carried by voice vote.

Discussion regarding funding for a school resource officer (SRO) position: Ross reviewed the previous discussions with the school district and Public Safety Committee on the proposal. Ross explained that an SRO is hired by the village but works with the school district. The school district has offered to participate in a share of the costs for this position. Discussion concerned the amount of that participation. Ross reviewed the effect this would have on future budgets. Ross explained the school district had not committed to this program at this time. That would be necessary before the village would go forward. Sievers moved, Kalscheur seconded to recommend that Ross contact the school district administrator about the SRO and suggest the school district commit to 75% of the direct employee costs for four years before going forward with this program, carried by voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:51pm., carried by voice vote.

Minutes by Cheryl J Sutter, Finance Director/Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JULY 2, 2014

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at 6:00 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 March 5, 2014 meeting minutes
- 3) Consider revision of personnel policy "100-8 Credit Card Usage" and the employee "Credit Card User Agreement"
- 4) Consider revision of personnel policy "100-10 Financial Investments"
- 5) Consider revision to Ordinance 1.18 "Joint Municipal Court" to take out the specific language of the fee to collect for any default judgment, guilty plea, or plea of no contest and replace it with a statement that we will collect the fee as authorized by Wisconsin law – including making other minor revisions.
- 6) Consider land lease agreement with Town Land Company LLC for use of property at 918 S. Blue Mounds Street from August 15, 2014 through December 31, 2014
- 7) Consider advanced refunding of TID #3 bond debt
- 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
July 2, 2014

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 Hoffman, Sievers, and Kalscheur. Littel was absent. Also present were Administrator Ross, Financial Advisor Kevin Mullen, and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Minutes from March 5, 2014 Finance/Personnel Committee meeting were reviewed. Hoffman moved, Kalscheur seconded to approve the minutes as read. Motion carried by unanimous voice vote.

Consider revision of personnel policy "100-8 Credit Card Usage" and the employee "Credit Card User Agreement": The revision to the policy includes changing of the language and removing limits. Kalscheur moved, Sievers seconded to approve the revision. Motion carried by unanimous voice vote.

Consider revision of personnel policy "100-10 Financial Investments": Ross explained the changes to the policy. Sievers moved, Kalscheur seconded to recommend approval. Motion carried by unanimous voice vote.

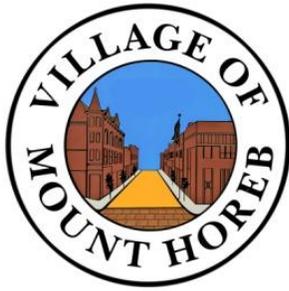
Consider revision to Ordinance 1.18 "Joint Municipal Court" to take out the specific language of the fee to collect for any default judgment, guilty plea, or plea of no contest and replace it with a statement that we will collect the fee as authorized by Wisconsin law - including making other minor revisions: Hoffman moved, Kalscheur seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Consider land lease agreement with Town Land Company LLC for use of property at 918 S. Blue Mounds Street from August 15, 2014 through December 31, 2014: Ross explained the details of the lease agreement. Hoffman moved, Kalscheur seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Consider advanced refunding of TID #3 bond debt: Ross and Financial Advisor Kevin Mullen spoke about the details of the bond. Sievers moved, Hoffman seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Hoffman seconded to adjourn the meeting at 6:36pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 8, 2014

The Finance and Personnel Committee of the Village of Mount Horeb will meet on the above date at 3:30pm 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 July 2, 2014 meeting minutes
- 3) Consider 2015-2019 operating and capital budgets
- 4) Set date/time for future budget 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
October 8, 2014

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 3:30pm. Present were Committee members Hoffman, Sievers, and Kalscheur. Littel was absent. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from July 2, 2014 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Hoffman seconded to approve the minutes as read, carried by voice vote.

Consider 2015-2019 operating and capital budgets: The five-year capital projects budget was reviewed. Ross also requested general guidance on how to handle the post employment benefits each year since it has an effect on the operating budget. The general consensus was to continue to fund the post employment benefits at 100% each year. He also noted that since the Fire Department budget increased by 8.8% for 2015, changes may be necessary from other departments to stay within the levy limit and the expenditure restraint requirements.

Date/Time for future budget meetings: It was agreed to meet at 5:30pm on Tuesday October 14 and 5:30pm on Wednesday October 22.

Adjournment: There being no further business before the Committee, Kalscheur moved, Sievers seconded to adjourn the meeting at 5:03pm. Motion carried by unanimous voice vote.

Minutes by Cheryl Sutter, Finance Director/Treasurer/Deputy Clerk



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FINANCE AND PERSONNEL COMMITTEE TUESDAY, OCTOBER 14, 2014

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 8, 2014 meeting minutes
- 3) Consider 2015-2019 operating and capital budgets
- 4) Set date/time for future budget 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
October 14, 2014

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 Hoffman, Littel, Sievers, and Kalscheur. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

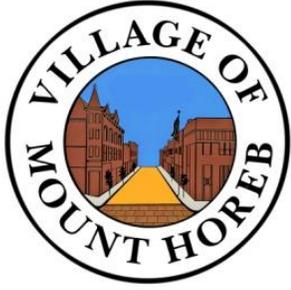
Approval of Minutes: Minutes from October 8, 2014 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Sievers seconded to approve the minutes as read, carried by voice vote. Abstain: Littel.

Consider 2015-2019 operating and capital budgets: Ross reviewed the entire operating budget information in detail with the Committee.

Date/Time for future budget meetings: The next meeting is at 5:30pm on Wednesday October 22. The Committee will make a recommendation to the Village Board at that time.

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

Minutes by Cheryl Sutter, Finance Director/Treasurer/Deputy Clerk



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 22, 2014

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 14, 2014 meeting minutes
- 3) Consider resolution 2014-16, A RESOLUTION ADOPTING THE 2015 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY
- 4) Consider resolution 2014-17, A RESOLUTION ADOPTING THE 2015-2019 CAPITAL IMPROVEMENT PLAN
- 5) Consider sale of Village "Chamber" building to the Mount Horeb Area Chamber of Commerce
- 6) Consider resolution 2014-14, A RESOLUTION TRANSFERRING THE VILLAGE REVOLVING LOAN FUND TO THE MOUNT HOREB AREA ECONOMIC DEVELOPMENT CORPORATION
- 7) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
October 22, 2014

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 Hoffman, Littel, Sievers, and Kalscheur. Also present were Administrator Ross and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from October 14, 2014 Finance/Personnel Committee meeting were reviewed. Sievers moved, Hoffman seconded to approve the minutes as read, carried by voice vote.

Consider Resolution 2014-16, A RESOLUTION ADOPTING THE 2015 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY: The resolution was reviewed by the Committee. Sievers moved, Littel seconded to recommend approval of Resolution 2014-16, carried by voice vote.

Consider Resolution 2014-17, A RESOLUTION ADOPTING THE 2015-2019 CAPITAL IMPROVEMENT PLAN: The resolution was reviewed by the Committee. Hoffman moved, Kalscheur seconded to recommend approval of Resolution 2014-17, carried by voice vote.

Consider sale of Village "Chamber" building to the Mount Horeb Area Chamber of Commerce: Ross reviewed the proposal to sell the Welcome Center building to the Chamber for \$1. The Village would retain the right for first refusal if the Chamber would ever decide to sell the building in the future. Ross explained the annual payment to the Chamber will be significantly reduced with this purchase. The proposed Purchase and Property Use Agreement was reviewed. Hoffman moved, Kalscheur seconded to recommend approval of the Purchase Agreement, carried by voice vote.

Consider Resolution 2014-14, A RESOLUTION TRANSFERRING THE VILLAGE REVOLVING LOAN FUND TO THE MOUNT HOREB AREA ECONOMIC DEVELOPMENT CORPORATION: After more research, Ross recommended denial of the resolution. He stated that \$150,000 of the funds was actually village taxpayer money, along with the USDA grant. The revolving loan process will be streamlined in the future to make it less costly for the applicants. The village will also maintain communication with the EDC with the amount of funding available for economic development.

Adjournment: There being no further business before the Committee, Sievers moved, Littel seconded to adjourn the meeting at 5:55pm, carried by voice vote.

Minutes by Cheryl Sutter, Finance Director/Treasurer/Deputy Clerk



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, DECEMBER 3, 2014

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 October 22, 2014 meeting minutes
- 3) Consider Resolution 2014-19, "ANNUAL BANK AUTHORIZATION RESOLUTION"
- 4) Consider Resolution 2014-22 "APPROVE COMMITMENT AND ASSIGNMENT OF FUND BALANCE" for special revenue funds
- 5) Consider Resolution 2014-23 "BUDGET AMENDMENT" approving 2014 budget amendments
- 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
December 3, 2014

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 Littel, Sievers, and Kalscheur. Committee member Hoffman was absent. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Minutes from October 22, 2014 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by voice vote.

Consider Resolution 2014-19, "ANNUAL BANK AUTHORIZATION RESOLUTION": The resolution was reviewed by the Committee. Sievers moved, Kalscheur seconded to recommend approval of Resolution 2014-19, carried by unanimous voice vote.

Consider Resolution 2014-22, "APPROVE COMMITMENT AND ASSIGNMENT OF FUND BALANCE" for special revenue funds: The resolution was reviewed by the Committee. Kalscheur moved, Sievers seconded to recommend approval of Resolution 2014-22, carried by unanimous voice vote.

Consider Resolution 2014-23 "BUDGET AMENDMENT" approving 2014 budget amendments: Ross explained the details of the budget amendments. Littel moved, Kalscheur seconded to recommend approval of Resolution 2014-23, carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Grindle seconded to adjourn the meeting at 6:46pm, carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer