



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

JOINT

FINANCE AND PERSONNEL COMMITTEE and PUBLIC SAFETY COMMITTEE WEDNESDAY, JANUARY 7, 2015

The Finance and Personnel Committee and the Public Safety Committee of the Village of Mount Horeb will meet jointly 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 public safety building accommodating the police department and fire district
- 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 Alyssa Gross, Clerk, at 138 E. Main Street, Mount Horeb, WI (608) 437-6884.

VILLAGE OF MOUNT HOREB
JOINT FINANCE/PERSONNEL COMMITTEE AND PUBLIC SAFETY
COMMITTEE MINUTES
January 7, 2015

The Finance/Personnel Committee and Public Safety Committee met in joint session at 5:30pm 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. All members were present for both committees. Also present were Administrator Ross, Police Chief Veloff, and Clerk/Deputy Treasurer Gross.

Consider public safety building accommodating the police department and fire district: Administrator Ross explained the project being considered. He presented the details of cost estimates, multiple options to consider, and the next steps to the process if the committees decide to proceed. Jenny Minter, Deputy Chief of the Mount Horeb Fire Department, was present to speak about the details on their end of the project and what options they have looked into and plans they have considered. Chief Veloff spoke about the need for more space for the Police Department. The committees discussed multiple options and decided to present the project to the Village Board. Unless Ross hears otherwise, he will have an item considering the project placed on the Village Board agenda. No action was taken by the committees.

Adjournment: There being no further business before the Committees, Rooney moved, Kalscheur seconded to adjourn the meeting at 6:22pm, carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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, MARCH 4, 2015

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 December 3, 2014 and January 7, 2015 meeting minutes
- 3) Consider borrowing options for 2015 Storm Water Replacement project
- 4) Consider Resolution 2015-07, "BUDGET AMENDMENT"
- 5) Consider DANECOM request for payment
- 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.

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
March 4, 2015

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 December 3, 2014 and January 7, 2015 Finance/Personnel Committee meetings were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by unanimous voice vote.

Consider borrowing options for 2015 Storm Water Replacement project: Ross explained the borrowing plans for the project. Kalscheur moved, Littel seconded to recommend awarding the low bid to Farmer Savings Bank at \$500,000. Motion carried by unanimous voice vote.

Consider Resolution 2015-07, "BUDGET AMENDMENT": Ross explained the budget amendments. Littel moved, Sievers seconded to recommend approval of Resolution 2015-07. Motion carried by unanimous voice vote.

Consider DANECOM request for payment: Ross spoke about the situation with DANECOM and the issues implementing their new system. Kalscheur moved, Littel seconded to recommend withholding payment to DANECOM until receiving explanation of how they are going to proceed. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:44pm, carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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, APRIL 1, 2015

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 March 4 and March 23, 2015 meeting minutes
- 3) Consider request to modify letter of credit requirements for County ID LLC
- 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
April 1, 2015

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, Kalscheur, and Hoffman. Also present were Administrator Ross and Clerk/Deputy Treasurer Gross.

Approval of Minutes: Minutes from March 3, 2015 and March 23, 2015 Finance/Personnel Committee meetings were reviewed. Littel moved, Kalscheur seconded to approve the minutes as read. Motion carried by unanimous voice vote.

Consider request to modify letter of credit requirements for County ID LLC: Ross explained the details of the request. The modification would lower the letter of credit by \$121,687 to a total of \$1,935,313. Sievers moved, Hoffman seconded to recommend the request to the Village Board for approval. Motion carried by unanimous voice vote.

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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 MAY 6, 2015

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 April 1, 2015 meeting minutes
- 3) Consider modification to personnel policy 500-2 "Vacation and other leaves"
- 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
May 6, 2015

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

Approval of Minutes: Minutes from April 1, 2015 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by voice vote.

Consider modification to personnel policy 500-2 "Vacation and other leaves": The reason for the modification is to update the village's policy on FMLA leave. Sutter explained there was no current policy on how to handle extended leaves beyond the FMLA leave and/or the use of other benefit leave banks such as vacation, sick and comp. Discussion included how this affected the employee's benefits and the employer cost. Hoffman moved, Kalscheur seconded to recommend approval of the modified policy 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 6:48pm., 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

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY OCTOBER 7, 2015

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 May 6, 2015 meeting minutes
- 3) Consider 2016 operating and 2016-2020 capital budgets
- 4) Consider recommendation for Resolution 2015-22 "BUDGET AMENDMENT"
- 5) Consider partial payout of Administrator moving expenses
- 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.

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
October 7, 2015

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 4:00p. Present were Committee members Littel, and Kalscheur. Absent were Committee members Sievers and Hoffman. Also present were Administrator Owen, Assistant Administrator Hagen, and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from May 6, 2015 Finance/Personnel Committee meeting were reviewed. Kalscheur moved, Littel seconded to approve the minutes as read, carried by voice vote.

Consider 2016 operating and 2016-2020 capital budgets: Several department heads and members of the Mount Horeb Chamber of Commerce were present to review their budget requests. There was also a general review of the proposed 2016 budget and wage increases. Several changes were recommended at this time.

Consider recommendation for Resolution 2015-22 "Budget Amendment": Sutter reviewed the reason for the budget amendment. Kalscheur moved, Littel seconded to recommend approve of Resolution 2015-22, carried by voice vote.

Administrator moving expenses: Owen reviewed his request for a partial payout of the moving expenses that were agreed to in his contract. Kalscheur moved, Littel seconded to approve the request for partial payment of \$2,000 for the administrator moving expenses, carried by voice vote.

Adjournment: There being no further business before the Committee, Littel moved, Kalscheur seconded to adjourn the meeting at 6:20p, 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

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY OCTOBER 14, 2015

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 October 7, 2015 meeting minutes
- 3) Consider 2016 operating and 2016-2020 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.

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
October 14, 2015

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 and Hoffman. Absent were Committee members Sievers and Kalscheur. Also present were Trustee Cathy Scott, Administrator Owen, and Assistant Administrator Hagen.

Approval of Minutes: The October 7, 2015 Finance/Personnel Committee minutes were reviewed. Littel moved, Grindle seconded to approve the minutes, carried by voice vote.

Consider 2016 operating and 2016-2020 capital budgets: The 2016 budgets were reviewed and discussed after revisions from the October 7 meeting were made. The 2016 workers compensation amount was not yet available. Staff was instructed to add in the amount when received and let the committee know if it is a significant change over the estimated amount.

Adjournment: There being no further business before the Committee, Littel moved, Grindle seconded to adjourn the meeting at 5:50pm carried by voice vote.

Minutes by Kathy L Hagen, Assistant Village Administrator



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, NOVEMBER 4, 2015

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, 2015 meeting minutes
- 3) Consider recommendation for draft Resolution 2015-24, A RESOLUTION ADOPTING THE 2016-2020 CAPITAL IMPROVEMENT PLAN
- 4) Consider recommendation for draft Resolution 2015-25, A RESOLUTION ADOPTING THE 2016 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY
- 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.

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
November 4, 2015**

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 Sievers was absent. Also present were Administrator Owen, Assistant Administrator Hagen, and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from October 14, 2015 Finance/Personnel Committee meeting were reviewed. Hoffman moved, Kalscheur seconded to approve the minutes as read, carried by voice vote.

Recommendation for draft Resolution 2015-24 "A RESOLUTION ADOPTING THE 2016-2020 CAPITAL IMPROVEMENT PLAN": Owen reviewed a few minor changes that were made to the CIP since the last meeting. Kalscheur moved, Littel seconded to recommend approval of Resolution 2015-24, carried by voice vote.

Recommendation for draft Resolution 2015-25 "A RESOLUTION ADOPTING THE 2016 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY": Owen reviewed some of the changes since the last meeting. Littel moved, Kalscheur seconded to recommend approval of Resolution 2015-25, carried by voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Littel seconded to adjourn the meeting at 6:14pm., carried by voice vote.

Minutes by Cheryl J. Sutter, Finance Director/Treasurer