



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 4, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 5:00pm on the above date at in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider December 7, 2016 minutes
- 3) Consider Development Agreement for Hoff Mall Apartments Expansion Projected located in TID 5. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 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.
- 4) Consider request for TID 4 incentives from TJKlein, Inc. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 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.
- 5) Consider TID 3 strategy. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 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.
- 6) Consider WPPA contract. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of collective bargaining for proposed contract.
- 7) Reconvene to open session for any discussion or action on the subject matters discussed in closed session.
- 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.

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
January 4, 2017

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 Czyzewski, Scott, and Hoffman. Kalscheur was absent. Also present were Administrator Owen, Assistant Administrator Hagen (arrived at 5:05p), and Finance Director/Treasurer Sutter.

Approval of Minutes: Minutes from December 7, 2016 Finance/Personnel Committee meeting were reviewed. Czyzewski moved, Scott seconded to approve the minutes as read, carried by voice vote.

Consideration of Development Agreement for Hoff Mall Apartments Expansion Project located in TID 5: There was no discussion before the closed session. Czyzewski moved, Hoffman seconded to adjourn into executive closed session as authorized by Wisconsin Statute Section (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. Motion carried by unanimous roll call vote. The meeting adjourned into closed session at 5:28pm.

Consider request for TID 4 incentives from JTKlein, Inc: The committee heard a presentation from Jacob Klein for the senior housing project that is proposed on the corner of Springdale Street and Cox Drive. Czyzewski moved, Scott seconded to adjourn into executive closed session after the presentation, as authorized by Wisconsin Statute Section 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. Motion carried by unanimous roll call vote. The meeting adjourned into closed session at 5:28pm.

Consider TID 3 strategy: There was no discussion before the closed session. Czyzewski moved, Scott seconded to adjourn into executive closed session as authorized by Wisconsin Statute Section 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. Motion carried by unanimous roll call vote. The meeting adjourned into closed session at 5:28pm.

Consider WPPA contract: There was no discussion before the closed session. Czyzewski moved, Scott seconded to adjourn into executive closed session as authorized by Wisconsin Statute Section 19.85 (1)(e) for the purpose of collective bargaining for proposed contract. Motion carried by unanimous roll call vote. The meeting adjourned into closed session at 5:28pm.

Reconvene to open session for any discussion or action on the subject matters discussed in closed session: Hoffman moved, Czyzewski seconded to reconvene into open session at 6:18pm, carried by voice vote. No additional action was taken.

Adjournment: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 6:19pm., 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, FEBRUARY 1, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **5:00pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider January 4, 2017 minutes
- 3) Consider recommendation for proposed 2017-2019 WPPA agreement
- 4) Consideration of TID 5 incentives and term sheet for Duluth Trading Office Project. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85 (1)(e) for purposes of the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- 5) Consider TID 3 strategy. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85 (1)(e) for purposes of the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- 6) Reconvene to open session for any discussion or action on the subject matters discussed in closed 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.

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 1, 2017**

The Finance/Personnel Committee met in special session in the board 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 Hoffman, Kalscheur, and Czyzewski. Scott was absent. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider January 4, 2017 Finance and Personnel Committee meeting minutes: Hoffman moved, Czyzewski seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider recommendation for proposed 2017-2019 WPPA agreement: This item was tabled, as there was no revised agreement from WPPA to consider.

Consideration of TID 5 incentives and term sheet for Duluth Trading Office Project. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85 (1)(e) for purposes of the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session: Czyzewski moved, Kalscheur seconded to convene to closed session at 5:03pm. Motion carried by roll call vote.

Consider TID 3 strategy. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85 (1)(e) for purposes of the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session: Hoffman moved, Czyzewski seconded to go to closed session at 5:04pm. Motion carried by roll call vote.

Reconvene to open session for any discussion or action on the subject matters discussed in closed session: Hoffman moved, Czyzewski seconded to reconvene to open session at 5:51pm. Motion carried by unanimous voice vote. No action was taken.

Adjournment: There being no further business before the Committee, Czyzewski moved, Kalscheur seconded to adjourn the meeting at 5:53pm. 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, MARCH 1, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **5:00pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider February 1, 2017 minutes
- 3) Consider recommendation for proposed 2017-2019 WPPA agreement
- 4) Consider recommendation on changes to Finance Director/Treasurer/Deputy Clerk job duties, job description, and salary. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85(1)(c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 5) Consider recommendation on job description and salary for Deputy Clerk position. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85(1)(c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 6) Consider request for TIF #5 incentives for proposed Food Emporium Project. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds.
- 7) Consider recommendation of Development Agreement for Duluth Trading Office Project. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85(1)(e) for purposes of the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- 8) Reconvene to open session for any discussion or action on the subject matters discussed in closed session.
- 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.

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 1, 2017**

The Finance/Personnel Committee met in special session in the board 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 Hoffman, Kalscheur, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider February 1, 2017 Finance and Personnel Committee meeting minutes: Kalscheur moved, Czyzewski seconded to approve the minutes. Scott abstained, as she was not present at the February 1st meeting. Motion carried by voice vote.

Consider recommendation for proposed 2017-2019 WPPA agreement: Hoffman moved, Czyzewski seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation on changes to Finance Director/Treasurer/Deputy Clerk job duties, job description, and salary. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85(1)(c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Czyzewski moved, Scott seconded to convene to closed session at 5:02pm. Motion carried by unanimous roll call vote.

Consider recommendation on job description and salary for Deputy Clerk position. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85(1)(c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Czyzewski moved, Scott seconded to convene to closed session at 5:03pm. Motion carried by unanimous roll call vote.

Consider request for TIF #5 incentives for proposed Food Emporium Project. The Finance and Personnel Committee may convene in closed session as authorized by Section 19.85(1)(e) of Wisconsin Statutes for purposes of the investing of public funds: Hoffman moved, Kalscheur seconded to convene to closed session at 5:04pm. Motion carried by unanimous roll call vote.

Consider recommendation of Development Agreement for Duluth Trading Office Project. The Finance and Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85(1)(e) for purposes of the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session: Kalscheur moved, Czyzewski seconded to convene to closed session at 5:05pm. Motion carried by unanimous roll call vote.

Reconvene to open session for any discussion or action on the subject matters discussed in closed session: Kalscheur moved, Hoffman seconded to reconvene to open session at 5:53pm. Motion carried by unanimous voice vote. No action was taken.

Adjournment: There being no further business before the Committee, Grindle moved, Czyzewski seconded to adjourn the meeting at 5:54pm. 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 3, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **6:00pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider March 1, 2017 minutes
- 3) Consider recommendation for Amendment To Employment Agreement for Village Administrator
- 4) Consider recommendation for Resolution 2017-02, "BUDGET AMENDMENT"
- 5) Consider recommendation on Junior Board Member program
- 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.

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 3, 2017**

The Finance/Personnel Committee met in regular session in the board 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, Kalscheur, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider March 1, 2017 Finance and Personnel Committee meeting minutes: Czyzewski moved, Kalscheur seconded to approve the minutes. Motion carried by unanimous voice vote.

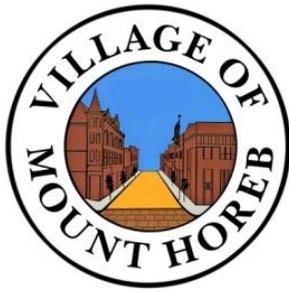
Consider recommendation for Amendment to Employment Agreement for Village Administrator: Owen explained the reason for the amendment to his contract. Hoffman moved, Czyzewski seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation for Resolution 2017-02, "BUDGET AMENDMENT": Owen explained the details of the amendment. Hoffman excused himself from discussion and voting on this item due to a conflict of interest. Czyzewski moved, Scott seconded to recommend approval to the Village Board. Motion carried by voice vote.

Consider recommendation on Junior Board Member program: The board discussed the idea of having this program. The item will be tabled for now until more information is gathered.

Adjournment: There being no further business before the Committee, Scott moved, Czyzewski seconded to adjourn the meeting at 6:22pm. 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, JUNE 7, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **6:15pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider May 3, 2017 minutes
- 3) Consider recommendation on revisions to Finance Director/Treasurer/Deputy Clerk job description
- 4) Consider recommendation on job description for Deputy Clerk position
- 5) Update on TID 3
- 6) Consider recommendation on Junior Board Member program
- 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.

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
JUNE 7, 2017**

The Finance/Personnel Committee met in regular session in the board 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 Hoffman, Kalscheur, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider May 3, 2017 Finance and Personnel Committee meeting minutes: Hoffman moved, Kalscheur seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider recommendation on revisions to Finance Director/Treasurer/Deputy Clerk job description: Czyzewski moved, Kalscheur seconded to recommend approval of the revisions to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation on job description for Deputy Clerk position: Czyzewski moved, Hoffman seconded to recommend approval of the job description to the Village Board. Motion carried by voice vote.

Update on TID 3: Owen talked about where things currently stand with TID 3. The committee discussed getting a smaller group together to figure out how to better market the property.

Consider recommendation on Junior Board Member program.: Owen has been doing some research on this subject. He currently has no specific recommendation. No action taken.

Adjournment: There being no further business before the Committee, Kalscheur moved, Czyzewski seconded to adjourn the meeting at 6:39pm. 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

REVISED
FINANCE AND PERSONNEL COMMITTEE
WEDNESDAY, JULY 5, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **6:15pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider June 7, 2017 minutes
- 3) Consider: a) Wisconsin Economic Development Corporation grant application for Floss Please Real Estate LLC for proposed dental office; and b) Resolution 2017-06, **"AUTHORIZING SUBMITTAL OF APPLICATION TO THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION FOR A COMMUNITY DEVELOPMENT INVESTMENT GRANT FOR FLOSS PLEASE REAL ESTATE, LLC FOR PROPOSED 208-210 E MAIN ST PROJECT IN THE VILLAGE OF MOUNT HOREB"**
- 4) Consider Youth In Government program
- 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 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 JULY 5, 2017**

The Finance/Personnel Committee met in regular session in the board 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 Hoffman, Kalscheur, Czyzewski, and Scott. Also present were Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross. Administrator Owen was absent.

Consider June 7, 2017 minutes: Czyzewski moved, Kalscheur seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider: a) Wisconsin Economic Development Corporation grant application for Floss Please Real Estate LLC for proposed dental office; and b) Resolution 2017-06 "AUTHORIZING SUBMITTAL OF APPLICATION TO THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION FOR A COMMUNITY DEVELOPMENT INVESTMENT GRANT FOR FLOSS PLEASE REAL ESTATE, LLC FOR PROPOSED 208-210 E MAIN ST PROJECT IN THE VILLAGE OF MOUNT HOREB": Hagen explained the grant application request. Kalscheur moved, Hoffman seconded to recommend approval of the resolution to the Village Board. Motion carried by unanimous voice vote.

Consider Youth In Government program: Hagen stated that Owen had talked to Steve Salerno, who was on board with the idea. The committee talked about getting a committee together who would interview the possible candidates for the program. Czyzewski moved, Scott seconded to recommend approval of the program to the Village Board, subject to amending the program Handbook as needed. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Scott moved, Czyzewski seconded to adjourn the meeting at 6:39pm. 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, AUGUST 2, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at **6:00pm** on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider July 5, 2017 minutes
- 3) Consider recommendation for Youth In Government handbook
- 4) Consider recommendation for revision to Employee Policy Handbook Number 500-1 regarding benefits
- 5) **Consider Village Administrator's Annual Performance Review. The Finance and Personnel Committee may enter into closed session per Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
- 6) Return to open session for any action required as a result of the closed 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.

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 AUGUST 2, 2017

The Finance/Personnel Committee met in regular session in the board 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 and Scott. Hoffman and Czyzewski were absent. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider July 5, 2017 minutes: Kalscheur moved, Scott seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider recommendation for Youth In Government handbook: Owen explained the changes made to the proposed handbook. Scott moved, Kalscheur seconded to recommend approval of the handbook to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation for revision to Employee Policy Handbook Number 500-1 regarding benefits: Owen explained the revisions to the handbook. Kalscheur moved, Scott seconded to recommend approval of the revisions to the Village Board. Motion carried by unanimous voice vote.

Consider Village Administrator's Annual Performance Review. The Finance and Personnel Committee may enter into closed session per Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Scott moved, Kalscheur seconded to convene to closed session at 6:07pm. Motion carried by roll call vote.

Return to open session for any action required as a result of the closed session: Kalscheur moved, Scott seconded to reconvene to open session at 6:50pm. Motion carried by unanimous voice vote. Grindle moved, Kalscheur **seconded to increase Owen's annual salary to \$93,000 and annual vacation time to five weeks.** Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Committee, Kalscheur moved, Scott seconded to adjourn the meeting at 6:54pm. 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, OCTOBER 4, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 4:00pm on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider August 2, 2017 minutes
- 3) Consider 2018 operating and 2018-2022 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.

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 4, 2017

The Finance/Personnel Committee met in regular session in the board 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 Kalscheur, Hoffman, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider August 2, 2017 minutes: Kalscheur moved, Scott seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider 2018 operating and 2018-2022 capital budgets: Owen presented a general overview of the budget. Each department head went through their budgets and capital requests. They set their next meeting date for October 11th at 4:00pm.

Adjourn: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 6:12pm. 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, OCTOBER 11, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 4:00pm on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider 2018 operating and 2018-2022 capital budgets
- 3) Consider dog licensing fees
- 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.

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 11, 2017

The Finance/Personnel Committee met in regular session in the board 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 Kalscheur, Hoffman, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider 2018 operating and 2018-2022 capital budgets: Owen talked about the discussions from the October 4th meeting. Jill Dudley, Recreation Director and Jeff Gorman, Parks and Forestry Director presented their prioritized **budget requests. The committee discussed the director's requests and previous requests from other department heads and were able to get to the needed budget amount.** They set their next meeting date for October 25th at 4:00pm.

Consider dog licensing fees: The committee discussed possibly raising the fees for dog licensing. They also discussed the proposed dog park and would like more information gathered about other dog parks in surrounding communities before moving forward with this item.

Adjourn: There being no further business before the Committee, Scott moved, Hoffman seconded to adjourn the meeting at 5:20pm. 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, OCTOBER 25, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 4:00pm on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider October 4 and October 11, 2017 minutes
- 3) Consider 2018 operating and 2018-2022 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.

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 25, 2017

The Finance/Personnel Committee met in regular session in the board 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 Kalscheur, Hoffman, and Scott. Czyzewski was absent. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider October 4 and October 11, 2017 minutes: Kalscheur moved, Scott seconded to approve the minutes as presented. Motion carried by unanimous voice vote.

Consider 2018 operating and 2018-2022 capital budgets: Owen explained the changes to the levy limit worksheets and the two options they could choose. Hoffman moved, Scott seconded to approve the option that includes hiring a new police officer. Motion carried by unanimous voice vote. The committee also discussed the dog park and the Statement of Activity for the Norsk Golf Bowl.

Adjourn: There being no further business before the Committee, Kalscheur moved, Hoffman seconded to adjourn the meeting at 4:42pm. 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, NOVEMBER 1, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 6:15pm on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider October 25, 2017 minutes
- 3) Consider term sheet from Steve Grundahl for TID #5 assistance for project at 108 S Second Street. The Finance & Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds.
- 4) Consider request for TIF #4 incentives for proposed Oak Ridge Senior Housing Project from JTKlein Inc. The Finance & Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds.
- 5) The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matters discussed in closed session.
- 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.

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 1, 2017

The Finance/Personnel Committee met in regular session in the board 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, Czyzewski, and Scott. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider October 25, 2017 minutes: Kalscheur moved, Hoffman seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider term sheet from Steve Grundahl for TID #5 assistance for project at 108 S Second Street. The Finance & Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds: Czyzewski moved, Scott seconded to convene to closed session at 6:17pm. Motion carried by roll call vote.

Consider request for TIF #4 incentives for proposed Oak Ridge Senior Housing Project from JTKlein Inc. The Finance & Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds: Jocelyn Friedman, Development Associate for JTKlein, presented an overview of their project. Czyzewski moved, Kalscheur seconded to convene to closed session at 6:26pm. Motion carried by roll call vote.

The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matters discussed in closed session: Kalscheur moved, Czyzewski seconded to reconvene to open session at 6:52pm. Motion carried by unanimous voice vote. Czyzewski moved, Scott seconded to approve **JTKlein's** request, subject to the term sheet stating that **Oak Ridge Senior Housing is a "for-profit" organization. Motion carried by unanimous voice vote.**

Adjourn: There being no further business before the Committee, Kalscheur moved, Scott seconded to adjourn the meeting at 6:54pm. 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, DECEMBER 6, 2017

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 5:30pm on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider November 1, 2017 minutes
- 3) Consider recommendation for Resolution 2017-14, "Budget Amendment"
- 4) Consider recommendation on request from JTKlein to waive impact fees on proposed affordable housing project
- 5) Consider recommendation on Development Agreement for JTKlein Inc for proposed 40-unit senior affordable housing. The Finance & Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85(1)(e) for purposes of the investing of public funds.
- 6) Consider recommendation for term sheet from Steve Grundahl for TID #5 assistance for project at 108 S Second Street. The Finance & Personnel Committee may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for purposes of the investing of public funds.
- 7) The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matters discussed in closed session.
- 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.

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 DECEMBER 6, 2017

The Finance/Personnel Committee met in regular session in the board 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 Hoffman, Czyzewski, and Scott. Kalscheur was absent. Also present were Administrator Owen, Assistant Administrator Hagen, Clerk/Deputy Treasurer Gross, and Village Attorney Bryan Kleinmaier.

Consider November 1, 2017 minutes: Hoffman moved, Czyzewski seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider recommendation for Resolution 2017-14, "Budget Amendment": Czyzewski moved, Scott seconded to recommend approval of the resolution to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation on request from JTKlein to waive impact fees on proposed affordable housing project: Jocelyn Friedman, Development Associate for JTKlein, answered questions from the committee about the project. Attorney Kleinmaier recommended that the request be discussed in closed session, as it would be part of the developer agreement.

The committee decided to hear from Steve Grundahl in open session on his project before going into closed session on his project and the JTKlein project.

Consider recommendation on Development Agreement for JTKlein Inc for proposed 40-unit senior affordable housing. The Finance & Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85(1)(e) for purposes of the investing of public funds: Czyzewski moved, Scott seconded to convene to closed session at 5:55pm. Motion carried by roll call vote.

Consider recommendation for term sheet from Steve Grundahl for TID #5 assistance for project at 108 S Second Street. The Finance & Personnel Committee may convene in closed session as authorized by Wisconsin Statute Section 19.85(1)(e) of Wisconsin Statutes for purposes of the investing of public funds: Scott moved, Czyzewski seconded to convene to closed session at 5:56pm. Motion carried by roll call vote.

The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matters discussed in closed session: Scott moved, Hoffman seconded to reconvene to open session at 6:45pm. Motion carried by unanimous voice vote. The committee does not have a specific recommendation to the Village Board whether or not the impact fees should be waived for JTKlein. For the Development Agreement for JTKlein, the Finance Committee has recommended to utilize the draft documents as prepared by village staff and recommends that the Village Administrator and Village Attorney be provided some discretion to work with the developer on minor issues for the proposed 40-unit senior affordable housing. Czyzewski moved, Hoffman seconded to recommend to the Village Board that staff prepare a developer agreement based on the term sheet provided from Steve Grundahl for the project at 108 S Second Street. Motion carried by unanimous voice vote.

Adjourn: There being no further business before the Committee, Czyzewski moved, Scott seconded to adjourn the meeting at 6:48pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer