



# Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

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

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, JANUARY 3, 2018

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 December 6, 2017 minutes
- 3) Consider recommendation for draft Ordinance 2018-01, "AN ORDINANCE TO AMEND 14.02(7) BUILDING PERMITS AND INSPECTIONS FEES OF THE CODE OF ORDINANCES"
- 4) Consider recommendation on Development Agreement for TID #5 assistance for Steve Grundahl 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.
- 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 JANUARY 3, 2018

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, and Kalscheur. Also present were Administrator Owen, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider December 6, 2017 minutes: Kalscheur moved, Scott seconded to approve the minutes. Motion carried by unanimous voice vote.

Consider recommendation for draft Ordinance 2018-01, "AN ORDINANCE TO AMEND 14.02(7) BUILDING PERMITS AND INSPECTIONS FEES OF THE CODE OF ORDINANCES": Hagen explained the ordinance and the proposed changes to the fees. Kalscheur moved, Scott seconded to recommend the permit issuance fees be increased to \$50.00 and recommend approval of the wording changes as presented. Motion carried by unanimous voice vote.

Consider recommendation on Development Agreement for TID #5 assistance for Steve Grundahl 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: Owen explained the changes to the Development Agreement. The committee decided there was no need to convene to closed session. Steve Grundahl was present and answered some questions about the project. Czyzewski moved, Scott seconded to recommend approval of the changes made to Development Agreement, with the final details to be negotiated between the Village Administrator and Attorney, subject to final review by the Village Bond Council. Motion carried by unanimous voice vote.

The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matters discussed in closed session: Closed session was not needed for the previous agenda item.

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



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, APRIL 4, 2018

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 January 3, 2018 minutes
- 3) Update on the Fire District property at 120 S First Street
- 4) Consider anonymous correspondence policy
- 5) Consider budget seminar for Finance & Personnel Committee
- 6) Adjourn

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE  
MINUTES APRIL 4, 2018

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: Temporary Chair Cathy Scott called the meeting to order at 6:15pm. Present were Committee members Hoffman, Czyzewski, and Kalscheur. Also present were Administrator Owen and Clerk/Deputy Treasurer Gross.

Consider January 3, 2018 minutes: Kalscheur moved, Czyzewski seconded to approve the minutes as presented. Motion carried by unanimous voice vote.

Update on the Fire District property at 120 S First Street: Czyzewski updated the committee on the property. Hoffman moved, Czyzewski seconded to recommend to the Village Board that the Village get an appraisal done on the property. Motion carried by unanimous voice vote.

Consider anonymous correspondence policy: Owen explained the proposed policy about receiving anonymous correspondence. The policy states that no action will be taken on correspondence submitted to any Village department that is sent anonymously. Czyzewski moved, Hoffman seconded to approve the policy. Motion carried by unanimous voice vote.

Consider budget seminar for Finance & Personnel Committee: Scott explained that she had heard from others and thought herself that it would be a good idea for various Village Board and Committee members to attend an in-depth training on Municipal budgeting. It was discussed to find a class to attend around August, before budget season begins.

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MAY 2, 2018

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 April 4, 2018 minutes
- 3) Consider anonymous correspondence policy
- 4) Discussion on Mission Statement for Finance & Personnel Committee
- 5) Discuss timing of Village Administrator's performance review
- 6) Future agenda items
- 7) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE  
MINUTES MAY 2, 2018

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 Scott called the meeting to order at 6:00pm. Present were Committee members Yauchler, Nortman, and Hoffman. Czyzewski was absent. Also present were Administrator Owen and Clerk/Deputy Treasurer Gross.

Consider April 4, 2018 minutes: Hoffman moved, Scott seconded to approve the April 4, 2018 minutes. Scott suggested the minutes be amended to read as "various **Village Board and Committee members.....**" instead of "Village Staff...." in regards to those suggested to take a budget seminar. All voted aye on approving the minutes as amended.

Consider anonymous correspondence policy: Scott presented details on this item. She explained that when someone sends any type of correspondence anonymously, there is no way to follow up with the person who sent it. Hoffman had suggested that Dave Boyden, Treasurer of the Mount Horeb Public Library Board, attend the meeting, as he is also interested in creating a policy for the Library. Owen spoke about the ideas that have been discussed to include in the policy. Boyden was present and spoke about his ideas on a policy as well. Yauchler moved, Hoffman seconded to approve the policy presented with the discussed changes and present it to the Village Board in June. Motion carried by unanimous voice vote.

Discussion on Mission Statement for Finance and Personnel Committee: Scott had done some research and presented a draft of a Mission Statement she put together to get the discussion going. The committee discussed the specifics of the statement.

**Discuss timing of Village Administrator's performance review:** Scott explained this item. The committee decided that **the Administrator's performance review** be done as it was previously, and the compensation adjustment would take place at the same time as the rest of the Village Staff.

Future agenda items: Scott explained this new item for the monthly agenda. **Scott suggested the committee's role or "charges" be discussed at the next meeting** and also asked that Amy Hall, Finance Director/Treasurer, give a monthly report.

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JUNE 6, 2018

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 May 2, 2018 minutes
- 3) Consider Mission Statement for Finance & Personnel Committee
- 4) Consider recommendation for Resolution 2018-18, "BUDGET AMENDMENT"
- 5) Staff report
- 6) Future agenda items
- 7) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE  
MINUTES JUNE 6, 2018

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 Scott called the meeting to order at 6:00pm. Present were Committee members Yauchler, Nortman, Czyzewski, and Hoffman. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider May 2, 2018 minutes: Hoffman moved, Nortman seconded to approve the May 2, 2018 minutes. All voted aye with the exception of Czyzewski who abstained as he was not present at the May 2 meeting. Motion carried by voice vote.

Consider Mission Statement for Finance & Personnel Committee: The members of the committee commented that the statement looked great. Czyzewski moved, Yauchler seconded to recommend approval of the Mission Statement to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation for Resolution 2018-18, "BUDGET AMENDMENT": Owen and Hall explained each fund included in the amendment. Czyzewski moved, Hoffman seconded to recommend approval of the Budget Amendment to the Village Board. Motion carried by unanimous voice vote.

Staff Report: Hall gave her **Finance Director/Treasurer's report.**

Future agenda items: Upcoming items include budget discussions and the **Administrator's evaluation.** The July Finance & Personnel committee meeting will be July 11<sup>th</sup> due to the holiday. The August Finance & Personnel committee meeting will be August 8<sup>th</sup>.

Adjourn: There being no further business before the Committee, Czyzewski moved, Yauchler seconded to adjourn the meeting at 6:44pm. Motion carried by unanimous voice vote.

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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JULY 11, 2018

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 June 6, 2018 minutes
- 3) Review 2019 budget schedule
- 4) Staff report:
  - a) April Budget Update Report
  - b) Review of 2018 budget
  - c) Succession Planning
- 5) Future agenda items
- 6) **Consider Village Administrator's Annual Performance Review.** The Village Board 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.
- 7) Return to open session for any action required as a result of closed session.
- 8) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE  
MINUTES JULY 11, 2018

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 Scott called the meeting to order at 6:00pm. Present were Committee members Yauchler, Nortman, and Czyzewski. Committee member Hoffman was absent. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider June 6, 2018 minutes: Czyzewski moved, Yauchler seconded to approve the June 6, 2018 minutes. Motion carried by unanimous voice vote.

Review 2019 budget schedule: Owen explained minor changes to the budget schedule.

Staff Report: Owen spoke about succession planning. Hall went over the April budget update and a review of the 2018 budget.

Future agenda items: Scott suggested that a discussion about special meeting fees be added to next month's agenda.

**Consider Village Administrator's Annual Performance Review. The Village Board 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:** Czyzewski moved, Nortman seconded to convene to closed session at 6:35pm. Motion carried by roll call vote.

Return to open session for any action required as a result of closed session: Czyzewski moved, Yauchler seconded to reconvene to open session at 6:57pm. No action was taken. Motion carried by unanimous voice vote.

Adjourn: There being no further business before the Committee, Nortman moved, Yauchler seconded to adjourn the meeting at 6:58pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, AUGUST 8, 2018

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 July 11, 2018 minutes
- 3) Consider fee for requesting special meeting
- 4) Update on projected financial implications for 2019/20 Fire District obligation
- 5) Staff report: a) Budget Update Report  
b) Review of 2018 budget
- 6) Future agenda items
- 7) **Consider Village Administrator's Annual Performance Review.** The Village Board 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.
- 8) Return to open session for any action required as a result of closed session.
- 9) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE  
MINUTES AUGUST 8, 2018

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 Scott called the meeting to order at 5:30pm. Present were Committee members Yauchler, Nortman, Hoffman, and Czyzewski. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider July 11, 2018 minutes: Czyzewski moved, Yauchler seconded to approve the July 11, 2018 minutes. Motion carried by unanimous voice vote.

Consider fee for requesting special meeting: Scott explained this item. The committee discussed the fees that similar municipalities charge for special meetings. Hoffman moved, Yauchler seconded to implement a \$300 fee to those who request a special meeting be held by the Village Board or Plan Commission. Motion carried by unanimous voice vote.

Update on projected financial implications for 2019/20 Fire District obligation: **Scott updated the committee on staff changes and the Fire District's future plans.**

Staff Report: Hall went over the May budget update and a review of the 2018 budget. The committee asked questions on the information that Hall provided. Owen suggested a discussion on the Expenditure Restraint Payment (ERP). Owen explained the payment.

Future agenda items: None.

**Consider Village Administrator's Annual Performance Review. The Village Board 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:** Czyzewski moved, Hoffman seconded to convene to closed session at 6:25pm. Motion carried by roll call vote.

Return to open session for any action required as a result of closed session: Hoffman moved, Yauchler seconded to reconvene to open session at 7:15pm. No action was taken. Motion carried by unanimous voice vote.

Adjourn: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 7:16pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, SEPTEMBER 5, 2018

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 August 8, 2018 minutes
- 3) Consider economic development grant application for Floss Please Real Estate LLC
- 4) Staff report:
  - a) Budget Update Report
  - b) Succession Plan
  - c) Update on office remodel
- 5) Update on Fire District
- 6) Future agenda items
- 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 SEPTEMBER 5, 2018

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 Scott called the meeting to order at 5:30pm. Present were Committee members Yauchler, Nortman, Hoffman, and Czyzewski. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider August 8, 2018 minutes: Czyzewski moved, Hoffman seconded to approve the August 8, 2018 minutes. Motion carried by unanimous voice vote.

Consider economic development grant application for Floss Please Real Estate LLC: Owen gave a brief overview of the project. The committee members asked Owen questions about the application process. Czyzewski moved, Yauchler seconded to recommend approval of the grant application to the Village Board. Motion carried by unanimous voice vote.

Staff Reports: Hall distributed the budget update and asked if there were any questions on the June financials. There were none. Owen explained the succession plan and Hall went through the budget format. Owen gave an update **on the office remodel. He stated that he'll** be meeting with a contractor tomorrow.

Update on Fire District: Scott stated that the Fire Board meets next week. Hoffman inquired about their request to increase their budget. Scott gave an overview of the changes to their budget.

Future agenda items: None.

Adjourn: There being no further business before the Committee, Hoffman moved, Yauchler seconded to adjourn the meeting at 6:24pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 10, 2018

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 September 5, 2018 minutes
- 3) Consider 2019 operating and 2019-2023 capital budgets
- 4) Set meeting times for October 17, 24, and 31.
- 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 10, 2018

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 Scott called the meeting to order at 4:00pm. Present were Committee members Yauchler, Nortman, Hoffman, and Czyzewski. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider September 5, 2018 minutes: Czyzewski moved, Yauchler seconded to approve the September 5, 2018 minutes. Motion carried by unanimous voice vote.

Consider 2019 operating and 2019-2023 capital budgets: Owen discussed the recent changes to the budget. Each department head presented their 2019-2023 capital budget requests and their 2019 operating budget. Destinee **Udelhoven spoke about the Driftless Historium's budget and presented a request** for funds from the village. The committee discussed the budget and will provide **feedback for next week's meeting.**

Set meeting times for October 17, 24, and 31: The committee set the meeting time for 4:30pm on October 17. The meeting times for October 24 and 31 are yet to be determined.

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 17, 2018

The Finance and Personnel Committee of the Village of Mount Horeb will meet at 4:30pm 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 October 10, 2018 minutes
- 3) Consider 2019 operating and 2019-2023 capital budgets
- 4) Set meeting times for October 24, and 31.
- 5) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
OCTOBER 17, 2018

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 Scott called the meeting to order at 4:30pm. Present were Committee members Nortman, Hoffman, and Czyzewski. Yauchler was absent. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

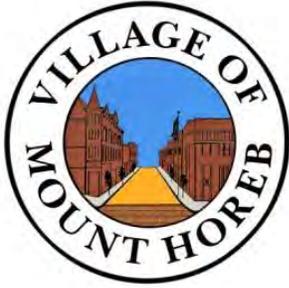
Consider October 10, 2018 minutes: Hoffman moved, Czyzewski seconded to approve the October 10, 2018 minutes. Motion carried by unanimous voice vote.

Consider 2019 operating and 2019-2023 capital budgets: Owen went over the details of the budget. The committee discussed the debt worksheet, Recreation Department budget, and the General Fund. Also discussed was the proposed renovation of the upper floors of the Municipal Building. The committee came to a resolution of the budget. Any minor changes made to the budget by staff before presenting to the Village Board, will be sent out to the Committee for questions.

Set meeting times for October 24, and 31: The committee decided that future budget meeting dates were not needed, as they came to a resolution. The next meeting will be November 7<sup>th</sup>.

Adjourn: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 6:02pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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## FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, NOVEMBER 7, 2018

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 October 17, 2018 minutes
- 3) Consider recommendation for Resolution 2018-29, "BUDGET AMENDMENT"
- 4) Staff report: a) Budget Report/Financials  
b) Update on office remodel
- 5) Update on purchase of Fire District property at 120 S First 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.
- 6) The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matter discussed in closed session.
- 7) Future agenda items
- 8) Adjourn

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VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
NOVEMBER 7, 2018

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 Scott called the meeting to order at 5:30pm. Present were Committee members Nortman, Yauchler, Hoffman, and Czyzewski. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider October 17, 2018 minutes: Czyzewski moved, Nortman seconded to approve the October 17, 2018 minutes. Motion carried by unanimous voice vote.

Consider recommendation for Resolution 2018-29, "BUDGET AMENDMENT": Hall explained the details of amendment to the 2018 budget. Czyzewski moved, Hoffman seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.

Staff Report: The August financials were in the packet distributed to members. Hall did not have anything new to report. There were no questions from the committee. Owen gave an update on the proposed office remodel. He also spoke about an additional fraud protection plan the village is looking into. Hall asked for input on training the committee would like in the future.

Update on purchase of Fire District property at 120 S First 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, Yauchler seconded to convene to closed session at 5:47pm. Motion carried by roll call vote.

The Finance & Personnel Committee may reconvene to open session for any discussion or action on the subject matter discussed in closed session: Czyzewski moved, Hoffman seconded to reconvene to open session at 6:37pm. Motion carried by unanimous voice vote. No action was taken.

Future agenda items: Come up with a sick leave payout policy and also to look into getting a facilitator.

Adjourn: There being no further business before the Committee, Czyzewski moved, Nortman seconded to adjourn the meeting at 6:39pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer