

Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

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

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

FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JANUARY 2, 2019

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 7, 2018 minutes
- 3) Staff report:
 - a) Consider Budget Report/Financials
 - b) Consider Recreation Department renovations
 - c) Consider Municipal Building Third Floor renovations
- 4) Consider housing committee study
- 5) Future agenda items
- 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 2, 2019

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, Hoffman, and Czyzewski. Yauchler was absent. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider November 7, 2018 minutes: Czyzewski moved, Hoffman seconded to approve the November 7, 2018 minutes. Motion carried by unanimous voice vote.

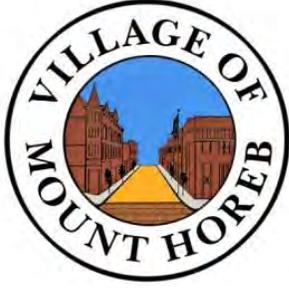
Staff Report: The October financials were in the packet distributed to members. Scott had a few questions about the financials. Hall gave an overview on the internal control and financial updates going on in each department. Owen gave an update on the cost estimates for the renovations for the Recreation Department and Municipal Building third floor. Czyzewski moved, Nortman seconded to put both renovations out to bid based on the designs by CaS4 Architecture. Motion carried by unanimous voice vote.

Consider housing committee study: Owen explained the background of this item. After a lengthy discussion, it was decided that Owen will talk with Village Planner Mike Slavney about what to do next.

Future agenda items: School Resource Officer and Village goals were the two items suggested.

Adjourn: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 6:42pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, FEBRUARY 6, 2019

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 January 2, 2019 minutes
- 3) Staff report:
 - a) Consider Budget Report/Financials
 - b) Update on Recreation Department renovations
 - c) Update on Municipal Building Third Floor renovations
- 4) Consider recommendations for job descriptions:
 - a) Public Services Director
 - b) Public Services Crewperson
- 5) Discussion regarding strategic planning
- 6) Discussion regarding sick leave conversion benefit
- 7) Future agenda items
- 8) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
FEBRUARY 6, 2019

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, and Czyzewski. Hoffman was absent. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider January 2, 2019 minutes: Czyzewski moved, Nortman seconded to approve the January 2, 2019 minutes. Motion carried by unanimous voice vote.

Staff Report: The November financials and preliminary December budget were in the packet distributed to members. Hall stated that there was nothing unexpected with the financials. She also said that Baker Tilly concluded field work today for the Utility Audit. Owen gave an update on the renovations for the Recreation Department and Municipal Building third floor. He stated that the architect revised the designs and will be sending them out to bid this month. Motion carried by unanimous voice vote.

Consider recommendations for Public Services Director and Public Services Crewperson job descriptions: The committee discussed the job descriptions. Czyzewski moved, Nortman seconded to recommend both job descriptions to the Village Board for approval. Motion carried by unanimous voice vote.

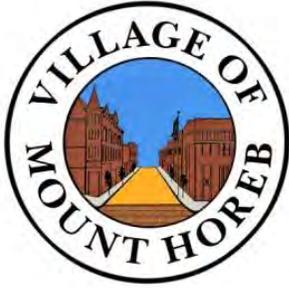
Discussion regarding strategic planning: Owen and Scott had each spoken to separate individuals who specialize in strategic planning. Owen spoke to an unnamed individual and will gather more information to come back to the committee with. Scott spoke to Mary Romalina and gave the committee some information on the services she provides. They are going to gather a more official proposal from the individuals they spoke to and decide which one to use.

Discussion regarding sick leave conversion benefit: The worksheet that was handed out on the benefit information was discussed. The committee decided they should wait on any further discussion until Assistant Administrator Hagen is present to answer questions. This item will be added to a future agenda.

Future agenda items: School Resource Officer and Vendor Contracts were the two items suggested.

Adjourn: There being no further business before the Committee, Czyzewski moved, Nortman seconded to adjourn the meeting at 6:16pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, APRIL 3, 2019

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 February 6, 2019 minutes
- 3) Staff report:
 - a) Budget
 - b) Update on strategic planning
 - c) Contract Review
 - d) Employee Benefit Review
- 4) Consider recommendation for Public Services Arborist Crewperson job description
- 5) Consider recommendation on revisions to Employee Handbook Policy 500.3 Sick Leave Conversion Upon Retirement
- 6) Future agenda items
- 7) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
APRIL 3, 2019

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 Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider February 6, 2019 minutes: Hoffman moved, Czyzewski seconded to approve the February 6, 2019 minutes. Motion carried by unanimous voice vote.

Staff Report: The final December financials were in the meeting packet distributed to members. Hall went over some highlights of the financials. A Strategic Planning meeting will be held on June 1st from 8am-noon for Village Board members and Department Heads. Hall explained the Contract Review and Employee Benefit Review items.

Consider recommendations for Public Services Arborist Crewperson job description: Hagen explained this item. Czyzewski moved, Hoffman seconded to recommend the job description to the Village Board for approval. Motion carried by unanimous voice vote.

Consider recommendation on revisions to Employee Handbook Policy 500.3 Sick Leave Conversion Upon Retirement: Hall explained this item. Czyzewski moved, Yauchler seconded to recommend the revisions to Village Board for approval. Motion carried by unanimous voice vote.

Future agenda items: Discussions on animal license fees and a School Resource Officer were the two items suggested.

Adjourn: There being no further business before the Committee, Hoffman moved, Czyzewski seconded to adjourn the meeting at 6:07pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, MAY 1, 2019

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 April 3, 2019 minutes
- 3) Staff report:
 - a) Budget update
 - b) Contract Review
 - c) Employee Benefit Review
- 4) Consider recommendation for Office Coordinator job description
- 5) Consider recommendation on MOU with Dane County Planning regarding affordable/workforce housing
- 6) Discussion regarding animal licensing and current practice
- 7) Future agenda items
- 8) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
MAY 1, 2019

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, Hoffman, and Czyzewski. Hill was absent. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider April 3, 2019 minutes: Czyzewski moved, Hoffman seconded to approve the April 3, 2019 minutes. Motion carried by unanimous voice vote.

Staff Report: Hall went over her budget/financial report and also gave an update on the Contract Review and Employee Benefit Review items.

Consider recommendation for Office Coordinator job description: Hall had explained this item during her report. Czyzewski moved, Hoffman seconded to recommend the job description to the Village Board for approval. Motion carried by unanimous voice vote.

Consider recommendation on MOU with Dane County Planning regarding affordable/workforce housing: The committee had a lengthy discussion on this item. Hoffman moved, Scott seconded to speak with Olivia Parry of Dane County Planning and Development about doing an expedited process of three meetings to review existing studies, look at potential models, and figure out the necessary steps the Village would need to take for it to be completed within 60-90 days. The plan would then be submitted to the Village Board for discussion. Hoffman and Scott voted aye. Nortman and Czyzewski voted nay. Motion failed.

Discussion regarding animal licensing and current practice: The committee had a brief discussion about the state and county laws on pet licensing. No action was taken.

Future agenda items: There were no future items suggested.

Adjourn: There being no further business before the Committee, Nortman moved, Hoffman seconded to adjourn the meeting at 6:42pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JUNE 5, 2019

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 May 1, 2019 minutes
- 3) Consider recommendation on MOU with Olivia Parry, Dane County Planning and Development, regarding affordable/workforce housing
- 4) Staff report:
 - a) Budget update
 - b) Office Coordinator update
 - c) Audit report
 - d) Contract Review update
 - e) Employee Benefit Review update
- 5) Consider bids for Municipal Building third floor renovation and Recreation Department
- 6) Consider recommendation on revisions to Employee Handbook Policy 400-4 Travel & Training
- 7) Future agenda items
- 8) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
JUNE 5, 2019

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, Hoffman, and Czyzewski. Hill was absent. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider May 1, 2019 minutes: Czyzewski moved, Hoffman seconded to approve the May 1, 2019 minutes. Motion carried by unanimous voice vote.

Olivia Parry had not arrived to the meeting yet when the MOU item came up, so it was decided to move on with the agenda until Parry arrives, with the Staff Report being the next item.

Staff Report: Hall gave an update on the budget, Office Coordinator position, contract review, and employee benefit review. She stated there were no surprises with the budget. There were no questions on the audit report that was in the packet.

Consider recommendation on MOU with Olivia Parry, Dane County Planning and Development, regarding affordable/workforce housing: Olivia Parry explained the background of this item. She showed a video presentation regarding the need for affordable/workforce housing. There will need to be another discussion on this item.

Consider bids for Municipal Building third floor renovation and Recreation Department: Owen explained this item. One bid had been received, which was from NCI, and was for both projects. Czyzewski moved, Nortman seconded to accept the bid, with the condition that the flooring needs be clarified. Motion carried by unanimous voice vote.

Consider recommendation on revisions to Employee Handbook Policy 400-4 Training & Travel: Czyzewski moved, Hoffman seconded to approve the recommendation. Motion carried by unanimous voice vote.

Future agenda items: Affordable/workforce housing was suggested.

Adjourn: There being no further business before the Committee, Czyzewski moved, Nortman seconded to adjourn the meeting at 6:50pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, AUGUST 7, 2019

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 June 5, 2019 minutes
- 3) Staff report:
 - a) Budget update
 - b) Employee Benefit Review
 - c) Vendor Review
- 4) Consider recommendation for Human Resources Manager job description
- 5) Consider recommendation for Resolution 2019-11 "BUDGET AMENDMENT"
- 6) Future agenda items
- 7) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
AUGUST 7, 2019

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 5:00pm. Present were Committee members Nortman, Hill, Hoffman, and Czyzewski. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider June 5, 2019 minutes: Czyzewski moved, Hoffman seconded to approve the June 5, 2019 minutes. Motion carried by unanimous voice vote.

Staff Report: Hall gave a detailed update on the Employee Benefit Review and Vendor Review. She stated the budget changes will be reviewed during the budget amendment item later in the agenda.

Consider recommendation for Human Resources Manager job description: Czyzewski moved, Hill seconded to recommend approval of the job description to the Village Board. Motion carried by unanimous voice vote.

Consider recommendation for Resolution 2019-11 "BUDGET AMENDMENT": Hall explained the amendments. Czyzewski moved, Hoffman seconded to recommend approval of the resolution to the Village Board. Motion carried by unanimous voice vote.

Future agenda items: Budget meetings in October.

Adjourn: There being no further business before the Committee, Hoffman moved, Czyzewski seconded to adjourn the meeting at 6:46pm. Motion carried by unanimous voice vote.

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FINANCE AND PERSONNEL COMMITTEE

WEDNESDAY, OCTOBER 2, 2019

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 7, 2019 minutes
- 3) Consider 2020 budget requests from department heads
- 4) Consider recommendation on revisions to Employee Handbook Policy:
 - a. 400.3 Overtime / Compensatory Time
 - b. 500.1 Employee Benefits & Reimbursements
 - c. 500.2 Vacation and other Leaves
 - d. 500.3 Sick Leave Conversion Upon Retirement
- 5) Staff report:
 - a) Budget update
 - b) Employee Benefit Review
 1. Consider offering elective vision insurance, funded by employee
 2. Consider offering payment in lieu of health insurance for employees that decline health insurance coverage
 - c) Vendor Review
- 6) Voucher School property tax expense presentation by Steve Salerno
- 7) Future agenda items
- 8) Set times for October 9, 16, and 23 meetings
- 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.

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
OCTOBER 2, 2019

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 Hill, Nortman, and Hoffman. Czyzewski was absent. Also present were Administrator Owen, Finance Director/Treasurer Hall, Assistant Administrator Hagen, and Clerk/Deputy Treasurer Gross.

Consider August 7, 2019 minutes: Hoffman moved, Hill seconded to approve the August 7, 2019 minutes. Motion carried by unanimous voice vote.

Consider 2020 budget requests from department heads: Each department head presented their 2020 budget requests and gave an overview of things going on in their department.

The committee decided to move the voucher school tax expense presentation up to the next agenda item.

Voucher School property tax expense presentation by Steve Salerno: Salerno gave his presentation on the voucher school property tax expense. The committee discussed this item and came to a consensus to refer further discussion to the Village Board.

Consider recommendation on revisions to Employee Handbook Policy: The committee discussed the handbook revisions. Hill moved, Hoffman seconded to recommend approval to the Village Board the revisions for 400.3 Overtime/Compensatory Time, 500.1 Employee Benefits & Reimbursements, 500.2 Vacation and other Leaves, and 500.3 Sick Leave Conversion Upon Retirement. Motion carried by unanimous voice vote.

Staff Report: Hall gave an overview of the elective vision insurance and payment in lieu of health insurance. Hill moved, Scott seconded to recommend approval to the Village Board to offer elective vision insurance, funded by the employee. Motion carried by unanimous voice vote. Hill moved, Hoffman seconded recommend approval to the Village Board to offer payment in lieu of health insurance for employees that decline health insurance coverage. Motion carried by unanimous voice vote. Hill questioned the budget for the pool. Vendor Review will be put on a future agenda.

Future Agenda Items: Vendor Review

Set meeting times for October 9, 16, and 23: The committee set the meeting time for 4:00pm on October 9. The meeting times for October 16 and 23 are yet to be determined.

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, OCTOBER 9, 2019

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 2, 2019 minutes
- 3) Consider funding for the Driftless Historium
- 4) Consider 2020 operating and 2020-2024 capital budgets
- 5) Future agenda items
- 6) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
OCTOBER 9, 2019

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 Czyzewski and Nortman. Hoffman arrived to the meeting at 4:07pm. Hill was absent. Also present were Administrator Owen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Consider October 2, 2019 minutes: Czyzewski moved, Nortman seconded to approve the October 2, 2019 minutes. Motion carried by unanimous voice vote.

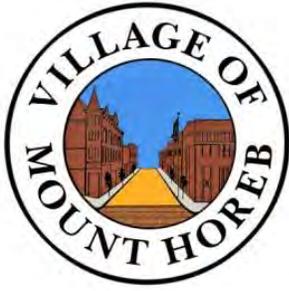
Consider funding for the Driftless Historium: Historium Executive Director Destinee Udelhoven gave her proposal. The committee discussed and decided to place an item on the November agenda to discuss putting together a policy regarding donations/contributions to organizations. No action was taken. Hoffman arrived to the meeting during this item.

Consider 2020 operating and 2020-2024 capital budgets: The committee discussed each budget and decided no further October budget meetings are needed. Any minor changes to the budget will be made by staff, sent out to committee members, and discussed at the November meeting.

Future Agenda Items: Additional budget changes and a closed session to **discuss Owen's evaluation.**

Adjourn: There being no further business before the Committee, Hoffman moved, Nortman seconded to adjourn the meeting at 5:49pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer



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REVISED
FINANCE AND PERSONNEL COMMITTEE
WEDNESDAY, NOVEMBER 6, 2019

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 9, 2019 minutes
- 3) Consider policy for donations/contributions to organizations
- 4) Staff report:
 - a) Budget update
 - b) Staff update
- 5) Consider WPPA contract. The Finance and Personnel Committee may enter into closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of collective bargaining for proposed contract.
- 6) Consider Village Administrator's **Annual Performance Review**. The Finance & Personnel Committee may enter into closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 7) Reconvene to open session for any discussion or action on the subject matters discussed in closed session.
- 8) Future agenda items
- 9) Adjourn

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VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
NOVEMBER 6, 2019

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 Czyzewski, Hoffman, and Nortman. Hill was absent. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Clerk/Deputy Treasurer Gross.

Staff Update: Scott introduced the new Human Resources Manager, Wade Udelhoven. Udelhoven spoke briefly about his experience and background. The committee welcomed him.

Consider October 9, 2019 minutes: Nortman moved, Hoffman seconded to approve the October 9, 2019 minutes. Motion carried by unanimous voice vote.

Consider policy for donations/contributions to organizations: Owen explained this item. The committee discussed options for the policy and the application Owen put together. Amendments as discussed will be made at the staff level.

Budget Update: There was no budget update.

Consider WPPA contract. The Finance and Personnel Committee may enter into closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of collective bargaining for proposed contract: Czyzewski moved, Hoffman seconded to enter into closed session at 5:55pm. Motion carried by roll call vote. Nortman needed to leave during this item at 6:07pm and did not return. This motion and roll call vote included the next closed session item as well.

Consider Village Administrator's Annual Performance Review. The Finance and Personnel Committee may enter into closed session as authorized by Section 19.85 (1)(c) of Wisconsin Statutes 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 enter into closed session at 5:55pm. 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 6:49pm. Motion carried by unanimous voice vote. No discussion or action was needed.

Future Agenda Items: none

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

Minutes by Alyssa Gross, Clerk/Deputy Treasurer