



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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THE FINANCE AND PERSONNEL COMMITTEE MEETING WILL BE HELD VIRTUALLY. YOU CAN VIEW THE MEETING LIVE BY CLICKING THE "WATCH LIVE" LINK UNDER THE TROLLWAY TV GRAPHIC ON THE HOME PAGE OF THE VILLAGE WEBSITE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING THE FOLLOWING:

Please join the meeting from your computer, tablet or smartphone:
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United States: +1 (786) 535-3211 Access Code: 930-017-149

FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MAY 5, 2021

The Finance and Personnel Committee of the Village of Mount Horeb will meet virtually at **5:30pm** on the above date. Agenda as follows:

- 1) Call to order-Roll call
- 2) Consider March 3, 2021 minutes
- 3) Review 2021 YTD financials
- 4) Consider recommendation for Resolution 2021-06 "BUDGET AMENDMENT"
- 5) Consider recommendation on revisions to Employee Handbook Policy 100.2 Village Organizational Chart
- 6) Personnel update
- 7) Future agenda items
- 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 OR SERVICES. TO REQUEST THIS SERVICE CONTACT ALYSSA GAFFNEY, CLERK, AT (608) 437-9404.

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
MARCH 3, 2021**

The Finance/Personnel Committee met in regular session via virtual meeting due to COVID-19.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Czyzewski and Hoffman. Trustee Hill and Nortman were absent. Also present were Administrator Owen, Assistant Administrator Hagen, Finance Director/Treasurer Hall, and Village Clerk Gaffney.

Consider December 2, 2020 minutes: Hoffman moved, Czyzewski seconded to approve the December 2, 2020 minutes. Motion carried by unanimous voice vote.

Review preliminary 2020 year-end financials and audit progress: Hall gave an update and reported that the financials are in-line with what was expected.

Review 2021 vendors under review: The committee discussed the list of vendors.

Review 2020 spending by vendor: Hall explained this item and gave an overview.

Future Agenda Items: Debt review.

Adjourn: There being no further business before the Committee, Hoffman moved, Czyzewski seconded to adjourn the meeting at 6:18pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Village of Mount Horeb Budget Report - MARCH 2021

Month **% of Fiscal**
Mar-21 **25%**

General Fund Expenditures			2021 YTD % of		PYTD as % of		Comments
	2021 Budget	2020	2021 YTD	2021 Budget	PYTD	2020	
Total General Fund Expenditures	7,626,162	7,561,334	3,264,198	43%	3,284,956	43%	
Department Expenditures							
Municipal Court	36,804	30,579	9,702	26%	9,076	30%	
Legal	27,500	32,445	6,566	24%	6,357	20%	
Administration	147,927	150,828	38,304	26%	26,888	18%	
Clerk	116,128	131,446	19,229	17%	26,528	20%	
Elections	14,084	28,037	5,625	40%	7,475	27%	
Other Office Expense	54,950	52,016	20,696	38%	15,980	31%	
Treasurer	118,063	109,581	31,641	27%	23,158	21%	
Municipal Building	47,373	51,293	13,148	28%	11,754	23%	
Police Administration	614,271	561,916	127,616	21%	122,852	22%	Police (light blue) 21% of budget
Police Patrol	1,236,327	1,175,606	258,305	21%	257,298	22%	
Crossing Guards	6,459	1,749	772	12%	1,639	94%	
Hwy & Street Admin	81,787	84,397	20,898	26%	20,242	24%	Public Services (gray) 29% of budget; Snow removal incurred early in year
Village Garage	52,529	42,865	15,668	30%	18,390	43%	
Street Machinery	105,091	89,980	57,186	54%	24,819	28%	
Highway & Street Maintenance	150,804	142,132	14,220	9%	18,398	13%	
Street Cleaning	27,113	21,253	5,151	19%	3,098	15%	
Snow & Ice Removal	150,614	134,652	100,368	67%	98,991	74%	
Traffic Control & Signage	17,625	12,406	378	2%	1,539	12%	
Street Lighting	125,000	191,843	27,400	22%	32,499	17%	
Sidewalks	15,224	15,409	-	0%	714	5%	
Stormwater Management	28,684	24,976	975	3%	831	3%	
Community Center	31,117	23,090	6,061	19%	9,397	41%	
Parks	210,814	182,000	42,892	20%	35,488	19%	
Recreation Administration	170,953	167,285	35,671	21%	38,170	23%	
Recreation Programs	79,595	40,272	5,150	6%	9,441	23%	
Forestry	66,748	69,939	11,046	17%	13,511	19%	
Planning	50,000	7,138	2,936	6%	35	0%	
Department Total	3,783,584	3,575,133	877,604	23%	834,568	23%	
Other (non-department):							
Village President	4,906	4,357	769	16%	820	19%	
Village Board	32,469	26,480	15,246	47%	9,337	35%	
Codification of Ordinances	3,500	3,078	478	14%	-	0%	
Accounting	44,290	43,391	19,103	43%	20,276	47%	
Assessment of Property	16,475	16,486	-	0%	-	0%	
Nondprtmntl Insurance & Bonds	115,367	111,669	27,287	24%	27,759	25%	
Crime Investigation	1,000	983	212	21%	191	19%	
Police Training	22,513	31,216	5,568	25%	8,341	27%	
Fire Protection	530,961	503,368	318,576	60%	302,021	60%	
Inspection	44,400	46,698	7,080	16%	11,299	24%	
Emergency Warning System	1,000	-	-	0%	-	#DIV/0!	
Emergency Comm. System	14,124	10,350	3,904	28%	-	0%	
Refuse/Garbage Collection	284,343	278,684	73,510	26%	68,708	25%	
Recycling, Brush & Yard Waste	184,913	197,268	35,357	19%	35,576	18%	
Celebration & Entertainment	2,000	1,243	98	5%	-	0%	
Economic Dev	6,400	12,163	5,400	84%	5,400	44%	Chamber & Historical Society memberships
Other	-	135	-	-	135	100%	
Transfer to Other Funds (Taxes)	2,533,917	2,698,632	1,874,006	74%	1,960,525	73%	
Other Non-Department Total	3,842,578	3,986,201	2,386,594	62%	2,450,388	61%	

Village of Mount Horeb Budget Report - MARCH 2021

Month **% of Fiscal**
Mar-21 **25%**

General Fund & Special Revenue Funds Overview

General Fund	^2021 Budget	2020	2021 YTD	2021 YTD % of		March 2021	PYTD	PYTD as % of 2020	Comments
				2021 Budget	Jan-Feb 2021				
General Fund Revenues	7,528,969	7,643,690	4,484,921	60%	4,349,791	135,130	4,459,612	58%	2020 COVID Relief = \$139K
General Fund Expenditures	7,626,162	7,561,334	3,264,198	43%	2,874,094	390,104	3,284,956	43%	
GF Assets	*	5,667,367	4,666,897	*	4,926,555	(259,658)	4,720,544	*	
GF Liabilities	*	3,161,021	939,828	*	944,512	(4,684)	1,121,898	*	
GF Equity	*	2,506,346	3,727,069	*	3,982,043	(254,974)	3,598,646	*	

Special Revenue Funds	^2021 Budget	2020	2021 YTD	2021 YTD % of		March 2021	PYTD	PYTD as % of 2020	Comments
				2021 Budget	Jan-Feb 2021				
Total Special Funds Revenues	7,661,520	6,184,034	4,103,358	54%	3,009,558	1,093,800	4,032,337	65%	
Total Special Funds Expenses	6,901,023	7,620,671	4,143,861	60%	875,604	3,268,257	3,623,999	48%	
Swimming Pool Revenues	122,500	71,051	36,979	30%	36,979	-	39,956	56%	
Swimming Pool Expenditures	123,369	77,396	1,182	1%	364	818	1,717	2%	
Cable Programming Revenues	52,000	52,365	22,198	43%	22,198	-	26,031	50%	
Cable Programming Expenditures	40,935	31,427	10,073	25%	2,782	7,291	11,558	37%	
SW Dane Outreach Revenues	187,773	156,538	65,261	35%	56,316	8,945	57,248	37%	
SW Dane Outreach Expenditures	195,281	166,874	33,562	17%	20,570	12,992	37,600	23%	
Library Revenues	731,184	715,078	393,390	54%	392,189	1,201	387,526	54%	
Library Expenditures	731,184	712,169	183,192	25%	127,840	55,352	184,045	26%	
*All Other Funds Revenues	6,568,063	5,189,002	3,585,530	55%	2,501,876	1,083,654	3,521,576	68%	
*All Other Funds Expenditures	5,810,254	6,632,805	3,915,852	67%	724,048	3,191,804	3,389,079	51%	

*All Other Funds Include: Park Dev, Terrace Tree, Special Proj, FS (Future St), Outreach Special Proj, Library Special Proj, EE Retirement, Tourism Promo, Revolving Loan, General Debt, TID Debt, Capital Proj, TID #3, TID #3 AM#1, TID #4, TID #5

^Budget figures reflect Original 2021 budget (approved November 2021)

Debt	2020	2021 YTD	Jan-Feb 2021	March 2021	Comments
GF Debt (not incl. in Liab. above)	11,536,264	10,593,081	11,236,264	(643,183)	3/25/2021 Bond Payments
TID Debt (not incl. in Liab. above)	9,813,365	8,909,973	9,813,365	(903,392)	3/25/2021 Bond Payments
Utility Debt (incl. in Liab. below)	16,949,867	16,849,867	16,949,867	(100,000)	3/25/2021 Electric Bond payment (\$0 Electric debt now)

Village of Mount Horeb Budget Report - MARCH 2021

Month **% of Fiscal**
Mar-21 **25%**

Enterprise Funds

Electric Utility	^2021 Budget	2020	2021 YTD	2021 YTD % of			PYTD	PYTD as % of 2020	Comments
				2021 Budget	Jan-Feb 2021	March 2021			
Electric Revenues	6,137,321	6,253,812	1,594,821	26%	1,071,986	522,835	1,449,387	23%	
Electric Expenditures	5,777,186	5,623,244	1,297,366	22%	891,261	406,105	1,262,801	22%	Excludes book depreciation and capital purchases
Electric Assets	*	10,187,936	10,205,904	*	10,218,094	(12,190)	10,043,514	*	
Electric Liabilities	*	1,503,316	1,342,930	*	1,432,149	(89,219)	1,451,826	*	Final Electric Bond payment made 3/25/21
Electric Equity	*	8,684,620	8,862,974	*	8,785,945	77,029	8,591,688	*	
Electric "Reserved" Cash	*	1,948,201	1,921,454	33%	1,996,745	(75,291)	1,721,807	31%	% of total annual expenditures
Electric "Available" Cash	*	672,600	539,233	9%	545,835	(6,602)	664,753	12%	% of total annual expenditures
Electric LT Investments	*	0	0	*	0	-	12,542	*	
Total Cash and Investments	*	2,620,801	2,460,687	*	2,542,580	(81,893)	2,399,102	*	

Water Utility	^2021 Budget	2020	2021 YTD	2021 YTD % of			PYTD	PYTD as % of 2020	Comments
				2021 Budget	Jan-Feb 2021	March 2021			
Water Revenues	1,273,266	1,342,016	295,329	23%	187,511	107,818	297,364	22%	
Water Expenditures	968,087	780,279	179,975	19%	123,714	56,261	180,192	23%	Excludes book depreciation and capital purchases
Water Assets	*	10,590,160	10,674,365	*	10,639,737	34,628	10,614,869	*	
Water Liabilities	*	1,502,254	1,561,706	*	1,548,433	13,273	1,697,208	*	\$1.0MM debt balance; \$160K annual debt principal payments
Water Equity	*	9,087,906	9,112,659	*	9,091,304	21,355	8,917,661	*	
Water "Reserved" Cash	*	467,331	525,788	54%	506,284	19,504	457,869	59%	% of total annual expenditures
Water "Available" Cash	*	1,055,345	1,146,435	118%	1,109,330	37,105	904,738	116%	% of total annual expenditures
Total Cash and Investments	*	1,522,676	1,672,223	*	1,615,614	56,609	1,362,607	*	

Sewer Utility	^2021 Budget	2020	2021 YTD	2021 YTD % of			PYTD	PYTD as % of 2020	Comments
				2021 Budget	Jan-Feb 2021	March 2021			
Sewer Revenues	2,540,798	2,719,151	591,719	23%	390,692	201,027	652,382	24%	
Sewer Expenditures	1,393,634	1,247,380	193,070	14%	134,667	58,403	194,277	16%	Excludes book depreciation and capital purchases
Sewer Assets	*	31,478,809	31,590,856	*	31,549,185	41,671	31,868,906	*	
Sewer Liabilities	*	16,368,042	16,345,440	*	16,358,393	(12,953)	16,934,329	*	\$15.8MM debt balance; \$825K annual debt principal payments
Sewer Equity	*	15,110,767	15,245,416	*	15,190,792	54,624	14,934,577	*	
Sewer "Reserved" Cash	*	1,915,300	2,294,957	165%	2,168,269	126,688	1,905,970	153%	% of total annual expenditures
Sewer "Available" Cash	*	881,439	954,204	68%	924,887	29,317	708,015	57%	% of total annual expenditures
Total Cash and Investments	*	2,796,739	3,249,161	*	3,093,156	156,005	2,613,985	*	

VILLAGE OF MT. HOREB
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2021

100-GENERAL FUND
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	5,877,654.00	34,013.86	4,101,772.24	69.79	1,775,881.76
INTERGOVERNMENTAL	737,158.00	0.00	133,146.18	18.06	604,011.82
LICENSES & PERMITS	103,083.00	9,070.25	2,585.56	2.51	100,497.44
FINES, FORFEITURES, PENALT	37,500.00	6,998.72	12,459.85	33.23	25,040.15
PUBLIC CHARGES-SERVICES	659,150.00	55,893.37	138,521.36	21.02	520,628.64
INTERGOVERNMENTAL-SERV	35,000.00	24,174.40	25,274.40	72.21	9,725.60
MISCELLANEOUS	74,504.00	4,979.96	71,161.67	95.51	3,342.33
OTHER FINANCING SOURCES	<u>4,920.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,920.00</u>
TOTAL REVENUES	7,528,969.00	135,130.56	4,484,921.26	59.57	3,044,047.74
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EXPENDITURE SUMMARY

VILLAGE PRESIDENT	4,906.00	358.83	769.49	15.68	4,136.51
VILLAGE BOARD	32,469.00	1,758.78	15,245.87	46.96	17,223.13
MUNICIPAL COURT	36,804.00	3,283.18	9,701.61	26.36	27,102.39
LEGAL	27,500.00	2,291.01	6,566.01	23.88	20,933.99
CODIFICATION OF ORDINANCE	3,500.00	478.00	478.00	13.66	3,022.00
ADMINISTRATION	147,927.00	14,234.61	38,303.91	25.89	109,623.09
CLERK	116,128.00	7,207.73	19,229.24	16.56	96,898.76
ELECTIONS	14,084.00	3,265.43	5,625.47	39.94	8,458.53
OTHER OFFICE EXPENSE	54,950.00	3,526.93	20,695.59	37.66	34,254.41
ACCOUNTING	44,290.00	19,103.00	19,103.00	43.13	25,187.00
TREASURER	118,063.00	12,006.04	31,641.39	26.80	86,421.61
ASSESSMENT OF PROPERTY	16,475.00	0.00	0.00	0.00	16,475.00
MUNICIPAL BUILDING	47,373.00	3,821.55	13,147.57	27.75	34,225.43
NONDEPART'L INS & BONDS	115,367.00	8,991.25	27,286.57	23.65	88,080.43
POLICE ADMINISTRATION	614,271.00	42,549.47	127,615.90	20.78	486,655.10
POLICE PATROL	1,236,327.00	99,498.39	258,304.64	20.89	978,022.36
CRIME INVESTIGATION	1,000.00	0.00	211.50	21.15	788.50
POLICE TRAINING	22,513.00	282.00	5,568.22	24.73	16,944.78
CROSSING GUARDS	6,459.00	772.39	772.39	11.96	5,686.61
FIRE PROTECTION	530,961.00	0.00	318,576.00	60.00	212,385.00
INSPECTION	44,400.00	0.00	7,080.00	15.95	37,320.00
EMERGENCY WARNING SYS	1,000.00	0.00	0.00	0.00	1,000.00
EMERGENCY COMMUNICATION	14,124.00	0.00	3,904.00	27.64	10,220.00
HIGHWAY & STREET ADMIN	81,787.00	10,302.13	20,897.96	25.55	60,889.04
VILLAGE GARAGE	52,529.00	6,968.78	15,668.07	29.83	36,860.93
STREET MACHINERY	105,091.00	29,332.10	57,186.03	54.42	47,904.97
HIGHWAY & STREET MTNCE	150,804.00	6,882.99	14,220.42	9.43	136,583.58
STREET CLEANING	27,113.00	4,749.76	5,150.67	19.00	21,962.33
SNOW & ICE REMOVAL	150,614.00	26,845.32	100,367.89	66.64	50,246.11
TRAFFIC CONTROL	17,625.00	276.00	377.90	2.14	17,247.10
STREET LIGHTING	125,000.00	4,939.82	27,400.46	21.92	97,599.54
SIDEWALKS	15,224.00	0.00	0.00	0.00	15,224.00
STORMWATER MANAGEMENT	28,684.00	380.86	974.82	3.40	27,709.18

VILLAGE OF MT. HOREB
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2021

100-GENERAL FUND
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REFUSE/GARBAGE COLLECT	284,343.00	26,116.84	73,509.50	25.85	210,833.50
RECYCLING	184,913.00	12,311.26	35,357.40	19.12	149,555.60
COMMUNITY CENTER	31,117.00	1,720.21	6,060.88	19.48	25,056.12
PARKS	210,814.00	14,127.04	42,891.81	20.35	167,922.19
RECREATION ADMIN	170,953.00	13,356.27	35,671.12	20.87	135,281.88
RECREATION PROGRAMS	79,595.00	2,122.75	5,150.62	6.47	74,444.38
CELEBRATION & ENTERTAIN	2,000.00	97.95	97.95	4.90	1,902.05
FORESTRY	66,748.00	5,330.66	11,045.80	16.55	55,702.20
PLANNING	50,000.00	1,379.12	2,936.62	5.87	47,063.38
ECONOMIC DEVELOPMENT	6,400.00	0.00	5,400.00	84.38	1,000.00
TRANSFER-OTHER FUNDS (TX)	<u>2,533,917.00</u>	<u>0.00</u>	<u>1,874,006.00</u>	<u>73.96</u>	<u>659,911.00</u>
TOTAL EXPENDITURES	7,626,162.00	390,104.45	3,264,198.29	42.80	4,361,963.71
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(97,193.00)	(254,973.89)	1,220,722.97		(1,317,915.97)

BALANCE SHEET

AS OF: MARCH 31ST, 2021

100-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
100-113145-0	CASH IN BANK-MCB CKG	(9,098.86)
100-113245-0	CASH IN BANK-MCB INVEST	1,467,500.32
100-113550-0	CASH IN BANK-POLICE K9 PROG	10,011.52
100-115500-0	FLEX PLAN BANK ACCOUNT	16,770.22
100-118200-0	PETTY CASH FUND-POLICE	150.00
100-118220-0	PETTY CASH-VILLAGE OFFICE	75.00
100-118300-0	CASH FUND-POLICE DEPT	100.00
100-118315-0	CASH FUND-MUNICIPAL COURT	65.00
100-118320-0	CASH FUND-PARK & REC. DEPT.	150.00
100-118325-0	PETTY CASH-RECREATION DEPT	100.00
100-121000-0	TAXES RECEIVABLE-CURRENT	740,427.55
100-123200-0	DELQ PERS. PROP. TAXES RECEIV.	3,298.19
100-138900-0	OTHER ACCOUNTS RECEIVABLE	40,428.40
100-156000-0	UTILITIES PILOT RECEIVABLE	102,000.00
100-156100-0	DUE FROM ELECTRIC UTILITY	322,082.44
100-156200-0	DUE FROM WATER UTILITY	230,250.07
100-156300-0	DUE FROM SEWER UTILITY	9,565.34
100-162000-0	PREPAID EXPENSES	142,115.36
100-162200-0	PREPAID POSTAGE	3,895.35
100-171200-0	ADVANCES TO TID#3 AMEND#1	239,732.08
100-171400-0	ADVANCES TO TID#5	1,378,603.13
100-174000-0	DEVELOPER RECEIVABLES	(<u>31,324.52</u>)
		<u>4,666,896.59</u>
TOTAL ASSETS		4,666,896.59
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LIABILITIES		
=====		
100-211100-0	AP (DUE TO POOL)	129,073.74
100-215130-0	STATE WITHHOLDING TAXES PAYABL	28.73
100-215900-0	FLEX PLAN DEDUCTIONS PAYABLE	1,328.53
100-217000-0	ACCRUED COMP WAGES	20,004.06
100-217100-0	ACCRUED HOLIDAY COMP-POLICE	37,075.79
100-231750-0	MH TELECOM SECURITY DEPOSIT	2,595.15
100-242130-0	SALES TAX DUE STATE	47.03
100-242330-0	UNCLAIMED PROPERTY LIABILITY	20.00
100-243300-0	DUE TO DANE COUNTY	3,646.25
100-256100-0	DUE TO ELECTRIC UTILITY	2,924.62
100-256200-0	DUE TO WATER UTILITY	1,923.02
100-256300-0	DUE TO SEWER UTILITY	733.25
100-261000-0	DEFERRED TAX ROLL REVENUES	<u>740,427.55</u>
TOTAL LIABILITIES		<u>939,827.72</u>
EQUITY		
=====		
100-343000-0	GENERAL FUND BALANCE	<u>2,506,345.90</u>
TOTAL BEGINNING EQUITY		2,506,345.90
TOTAL REVENUE		4,484,921.26
TOTAL EXPENSES		<u>3,264,198.29</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		1,220,722.97
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>3,727,068.87</u>

**VILLAGE OF MOUNT HOREB
RESOLUTION 2021-06**

BUDGET AMENDMENT

BE IT RESOLVED that the Village Board of the Village of Mount Horeb authorizes an amendment to the 2021 Village Budget to transfer funds as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
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GENERAL FUND - EXPENSE

100-522000-290	Fire Protection: Fire District Charges		\$3,447
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The decrease reflects change in Fire Dept. levy for 2021.

TERRACE TREE FUND-EXPENDITURE

201-592000-510	Transfer to Other Funds	\$40,000	
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The increase is due to purchase of Bucket Truck in 2021, originally budgeted in 2020; partially funded via Terrace Tree Fund.

SPECIAL PROJECTS FUND-REVENUE

205-435500-0	Federal Grants–Pandemic Relief	\$372,500	
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The increase is due to recognition of American Rescue Plan Act (ARPA) Federal Grant notification of pandemic relief funds expected in 2021, spending TBD.

CAPITAL PROJECTS FUND-REVENUE

400-483000-0	Property & Equipment Sales	\$25,404	
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The increase is due to sale of 2011 Ford F-450 dump truck in 2021, original sale budgeted in 2020.

400-483000-0	Property & Equipment Sales	\$18,898	
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The increase is due to sale of 2002 Bucket Truck in 2021, original sale budgeted in 2020.

400-492200-0	Transfer from Spec. Rev. Funds	\$40,000	
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The increase is due to purchase of Bucket Truck in 2021, originally budgeted in 2020; partially funded via Terrace Tree Fund.

CAPITAL PROJECTS FUND-EXPENSE

400-514000-810	New Software (GL, AP, Payroll)	\$40,000	
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The increase is due to fully recognizing Civic Software implementation costs in 2021, originally was budgeted ½ in 2021 and ½ in 2022.

400-561100-810	Forestry Equipment	\$209,795	
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The increase is due to purchase of 2021 International Bucket truck in 2021, original purchase budgeted in 2020.

Introduced and passed this 5th day of May, 2021.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

Organizational Chart Update Notes Wednesday May 5, 2021

We are proposing an update to the Organization Chart that was last updated in January 2013. There have been several changes over the last 8 years that have driven these changes including department head retirements (Cheryl, Laurel, Jeff V., Dave, and Kathy) and moving Economic Development from the MHAEDC to an internal function.

Following are the changes in roles and reporting structure since the most recent (Jan. 2013) Org chart:

Role Additions

HR Manager
Economic Development Director
Deputy Treasurer / Governance Coordinator
School Resource Officer
Police Sergeant

Role Reductions

Reduced Office Assistant / Coordinator roles from 3 to 2
Combined Public Works Director into Public Services Director role
Combined Treasurer into Assistant Administrator role

Role Changes

Amy Hall, adding Deputy Administrator to role
Jeff Gorman, combined Public Works and Parks & Urban Forestry into Public Services department
Nate Gretzinger, promoted to Police Lieutenant
Josh Jarvis, promoted to Police Sergeant
Gerry Rick, promoted to Electric Superintendent
Josh Hyndman, promoted to Water Superintendent

Reporting Structure Changes

Jill report to Nic
Alyssa, Lynn, Jean report to Amy
Niki & Chrissy report to Wade

The proposed org chart (May 2021) and current org chart (Jan 2013) are attached for your review and consideration.



Village of Mount Horeb

Policies & Procedures

<u>Policy:</u> Village Organizational Chart	<u>Number:</u> 100-2	<u>Effective:</u> January 4, 2012; Revised chart May 5, 2021
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Scope: All Employees

Purpose: The purpose of this organizational chart is to provide an overview of the structure of the Village.

Policy

Section 1: Overview

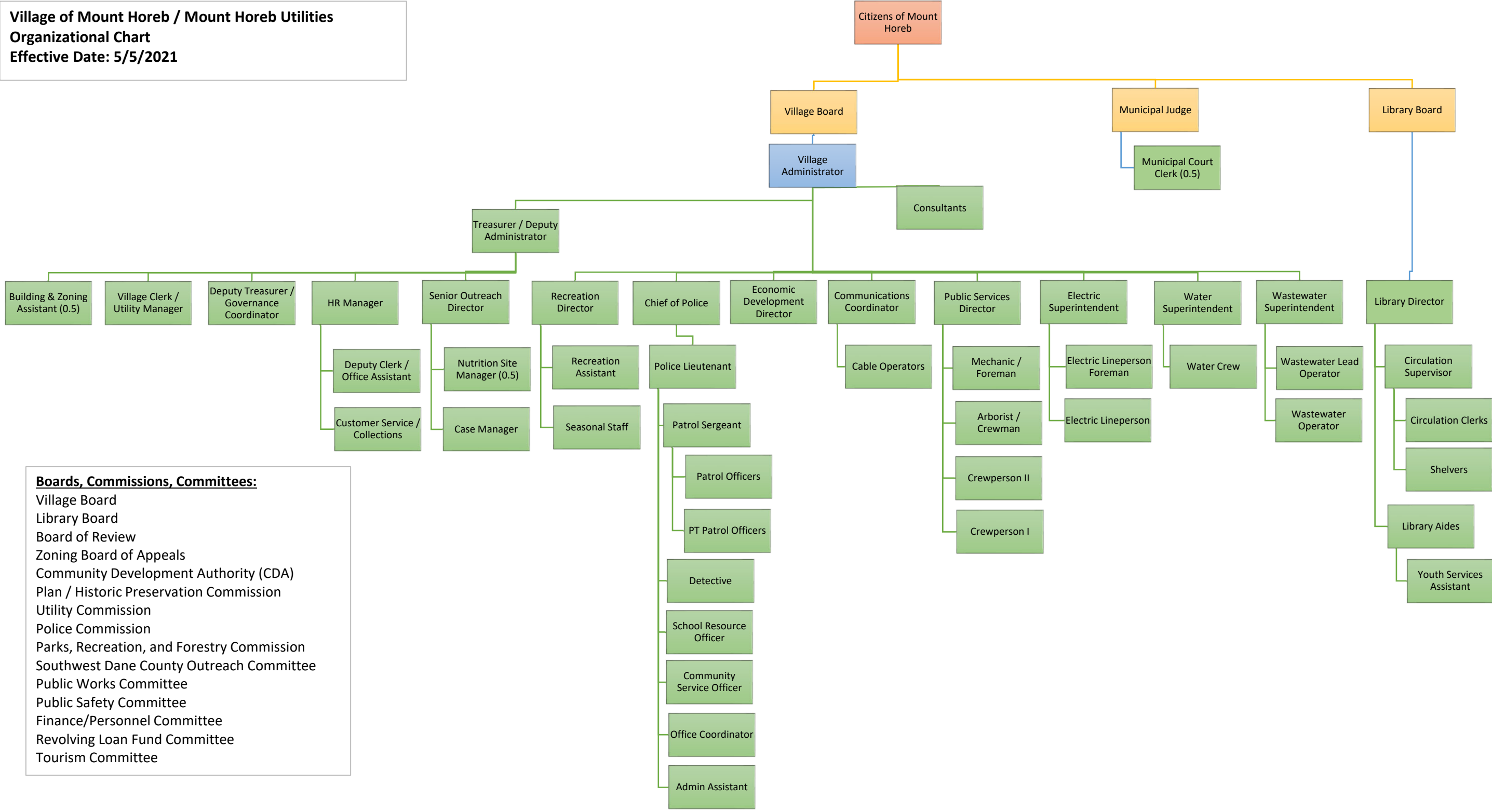
The Village's organizational structure is made up of various departments, several of which have advisory boards, with each department reporting to the Village Administrator.

The Village's advisory boards are invaluable as they provide expert advice to the Village Administrator and Village Board on how to best manage the resources of a particular Department.

Section 2: Organizational Chart

The following represents the Village of Mount Horeb's organizational chart:

**Village of Mount Horeb / Mount Horeb Utilities
Organizational Chart
Effective Date: 5/5/2021**



- Boards, Commissions, Committees:**
- Village Board
 - Library Board
 - Board of Review
 - Zoning Board of Appeals
 - Community Development Authority (CDA)
 - Plan / Historic Preservation Commission
 - Utility Commission
 - Police Commission
 - Parks, Recreation, and Forestry Commission
 - Southwest Dane County Outreach Committee
 - Public Works Committee
 - Public Safety Committee
 - Finance/Personnel Committee
 - Revolving Loan Fund Committee
 - Tourism Committee

Village of Mount Horeb / Mount Horeb Utilities
 Organizational Chart
 Effective Date: January 2013

