



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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THE FINANCE AND PERSONNEL COMMITTEE MEETING WILL BE HELD IN PERSON. YOU CAN ALSO JOIN THE MEETING VIRTUALLY USING THE FOLLOWING:

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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, AUGUST 4, 2021

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 June 2, 2021 minutes
- 3) Review 2021 YTD financials
- 4) Consider 2022 budget calendar meeting dates
- 5) Consider recommendation for Employee Handbook policy 400-5, "Continuing Education and Training"
- 6) Review 2021 vendors under review update
- 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 OR SERVICES. TO REQUEST THIS SERVICE CONTACT ALYSSA GAFFNEY, CLERK, AT (608) 437-9404.

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
JUNE 2, 2021**

The Finance/Personnel Committee met in regular session in-person, with a virtual attendance option.

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

Consider May 5, 2021 minutes: Czyzewski moved, Nortman seconded to approve the May 5, 2021 minutes. Motion carried by unanimous voice vote.

Review 2021 YTD financials: Hall reported that the financials are in-line with the budget. The only variance is the bond service fund, due to refunding bonds.

Review Civic Connect implementation timeline: Hall explained the implementation process, timeline, and future plans for the software.

Review status of Human Resource projects including performance management, employee recognition, and recruiting/onboarding: Human Resources Director Wade Udelhoven gave an update on the projects he is working on.

Consider continuing education and training policy: Udelhoven presented the draft policy. Committee members provided input on changes and additions to the policy.

Future Agenda Items: Suggested items: An updated education and training policy, review budget timeline, and a vendor review update.

Adjourn: There being no further business before the Committee, Hoffman moved, Czyzewski seconded to adjourn the meeting at 6:17pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



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Village of Mount Horeb 2022 Budget Calendar

No later than July 2021: Department heads meet with their respective committees to discuss and recommend capital purchase requests for the 2022-2026 budget years.

July 30, 2021: Department requests for Capital Improvement purchases for years 2022-2026 due to the Village Administrator.

August 10, 2021: Village Administrator provides preliminary 2022 operating budget to department heads for review.

August 23-26, 2021: Department heads meet with Village Administrator and Treasurer to discuss 2022 operating and capital budgets.

Finance & Personnel Meetings – Proposed; FP Committee to approve 8/4/2021:

- September 29, 2021: 5:00 p.m. Finance and Personnel Committee meets to discuss 2022 budget and 2022 – 2026 Capital Improvement Plan (data for review to be distributed by September 16, 2021)
- October 6, 2021: 4:00 p.m. Finance and Personnel Committee meeting, with department heads in attendance, to present 2022 budget requests
- October 13, 2021: 5:00 p.m. Finance and Personnel Committee meeting to continue budget work (if necessary)
- October 20, 2021: 5:00 p.m. Finance and Personnel Committee meeting to continue budget work (if necessary)

November 3, 2021: Village Administrator presents 2022 budget and 2022-2026 Capital Improvement Plan to Village Board. Village Board sets a public hearing for November 17, 2021.

November 17, 2021: Village Board holds public hearing on 2022 budget and 2022-2026 Capital Improvement Plan followed by budget adoption.



Village of Mount Horeb

Policies & Procedures

<u>Policy:</u> Continuing Education and Training	<u>Number:</u> 400-5	<u>Effective:</u> 1/1/2022
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Scope: All Employees

Purpose: The Village of Mount Horeb recognizes that employee education and training programs are important to our departments, employees, and the citizens that we serve. The purpose of these programs is to increase and improve knowledge, proficiencies, and skills of Village employees in order to keep them informed of important developments and changes in their occupational fields. Education and training are also vital to employee engagement by providing opportunities for career growth and advancement within the Village.

Policy

Section 1: Overview

Changes in job requirements, individual responsibilities, or technology may warrant the Village providing assistance to employees who need to improve or develop new job-related knowledge and skills. To this end, the Village may pay the cost of tuition, required texts, laboratory materials and others fees associated with programs of instruction offered through an accredited university or college, or through an approved industry specific training program.

Section 2: Eligibility and Requirements

In order for the expenses to be eligible to be paid for by the Village the following requirements need to be met.

- Requesting employee must be a regular **permanent**, full-time **or part-time** employee of the Village and in good standing.
- The course of instruction or training must be directly related to the specific job functions performed by the employee or part of an identified growth plan.
- The amount needs to be included in the budgeting process, submitted by the Department Head and approved by the Village Board, during the budgeting cycle for the following year. If this timeline is not possible exceptions can be made by making a special request to the Department Head and Village Administrator.

- The employee must provide evidence of successful completion of the course or training. If the course is graded the employee must earn a B or higher, and if not graded they must receive a passing or completed mark, otherwise the Village may request reimbursement for the costs incurred on behalf of the employee.
- The employee must not be eligible for full reimbursement of costs from any other source. In the event partial funding is received from another source, the Village may pay the difference between the amount received and the full cost of the program.
- The employee agrees to repay the Village one hundred percent (100%) of the cost of the training or course **if their employment terminates** with the Village within 6 months of the date of completion of the course and fifty percent (50%) of the cost **if their employment terminates** with the Village within twelve (12) months of the date of the completion of the course. The amount will be deducted from the employee's final paycheck.

Village of Mount Horeb / Mount Horeb Utilities
 2021 Vendor Review List: Vendor Spending \$5,000+ in 2020
 Purpose: Regularly assess key vendors to ensure quality product/services and competitive prices

Dept Head											Date Review			Recommendation for		Status Notes
Vendor Name	Total 2020 Expense	Good/Service	Gaffney	Gorman	Hall	Hyndman	Klein	Rick	Owen	Needs to be Complete	Current agreement expires when?	Last negotiated when?	review: Frequency; When Next?	Kept or Switched? Why?		
ACCURATE APPRAISAL LLC Total	16,300	assessor	X		X					Aug-21	December 2021	2021	every 4 years; 2025	Kept; Happy with service from Accurate and is more cost efficient	Assessed 3: Accurate, Associated, Gardiner	
ARAMARK UNIFORM & CAREER APPAREL LLC Total	11,125	uniforms		X		X	X	X		Jun-24	expires 2024	2021	Every 3 years; 2024	Kept; good service and WPPI negotiated rates	3-year contract; price negotiated by WPPI	
CARRICO AQUATIC RESOURCES INC Total	18,585	pool chemicals and support		X						Nov-21	Nov-21	2006	Every 2 years; 2021	TBD - Review will be done Q4 2021	2-year agreement	
CENEX FLEETCARD Total	41,301	fuel		X	X	X	X	X		N/A	N/A		Every 3 years; 2021	TBD - Review in progress	Assessing 4: Cenex, Casey's, Kwik Trip, US Bank Voyager Fleet	
COMPUTER & NETWORKING SOLUTIONS INC Total	57,859	IT consultant			X				X	N/A	no contract		every 5 years; 2021	TBD - Review in progress		
DELUXE DISTRIBUTORS Total	8,292					X	X	X		N/A	N/A	2021	Annually	Kept for certain items	Buy limited supplies when the cost is in-line or the product is necessary	
ENERGIS HOLDINGS LLC Total	34,522	NE Substation				X		X		N/A	N/A	N/A	N/A	Kept; large power testing for us; Currently only vendor available in our area for this work.		
FINKS CAFE LLC Total	16,692	Senior Center								Nov-21	N/A	3/1/2015	Annually in Nov	TBD - Nov	Meals reimbursed by County	
FINK'S PAVING & EXCAVATING INC Total	54,763	paving/excavating		X		X	X	X		N/A	N/A	2021	every 5 years; 2021	Kept for certain projects; faster	Road repair & various projects; used when local is key ("end of the day" jobs like manholes)	
FORSTER ELECTRICAL ENGINEERING INC Total	45,303	Electric Engineer						X		N/A	N/A	N/A	every 5 years; 2021	Kept; rates low for engineer work and good service	Long history working with the Electric Utility	
GORDON FLESH COMPANY INC Total	20,862	copiers	X							Varies by Dept	(DV) 5/3/2021, (LF) 9/1/2023, (JW) main agree-renews every year	2021	every 3 years; 2024	Kept; best prices and compatible with current machines	Done	
KELENY TOP SOIL INC Total	7,020	soil		X		X	X	X		N/A	N/A	2021	every 5 years; 2026	Kept; prices in-line and delivery timeline faster than others		
KIMBALL MIDWEST Total	9,713	PS supplies		X						N/A	N/A	2021	every 3 years; 2026	Kept; prices in-line with others and good service		
L W ALLEN LLC Total	16,848	Waste water					X			N/A	N/A	2021	Every 3 years; 2024	Kept; most competitive price during WWTP project and for maintenance only feasible option	Drawings on hand; if pricing seems out of line John negotiates it down	
LV LABORATORIES LLC Total	7,133	Lab supplies					X			N/A	N/A	2021	every 2 years; 2023	Kept; cheaper bid received in 2021 by a recently bought out lab; will get another bid in 18-24 months once it is operating as such for over a year	Dependability and courier are important	
MARTELLE WATER TREATMENT INC Total	18,824					X				N/A	N/A		every 5 years; 2021	TBD; excellent service, price check in progress	Chem pump parts; long history (set up our water utility with chemicals)	
MOUNT HOREB AUTO SUPPLY INC Total	6,774			X		X	X	X		N/A	N/A	2021	Annually	Kept for oil for diesel generators and goodyear belts (items they are cheaper on or higher quality); local so quick	Truck parts	
OLSON'S HEATING COOLING & APPLIANCE LLC Total	7,669	HVAC		X						N/A	N/A	2021	every 5 years; 2026	TBD; bids received when projects are being done	various projects	
PREMIER COOPERATIVE Total	17,501	various supplies		X		X	X	X		N/A	N/A	2021	Annually	Kept for certain items when costs are in-line	Buy some items that are reasonably priced or are needed now; compare prices regularly	
VANDEWALLE & ASSOCIATES INC Total	58,767	planning							X	N/A	N/A	2002?	None, if satisfied	TBD; Review in progress	Nic looking into 4 others	
W W GRAINGER INC Total	7,019	supplies		X						N/A	N/A	2020	every 5 years; 2025	Kept for some supplies	One of many vendors that supplies are purchased from	