



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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THE FINANCE AND PERSONNEL COMMITTEE MEETING WILL BE HELD IN PERSON WITH A VIRTUAL OPTION. 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:

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FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, NOVEMBER 3, 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 October 13, 2021 minutes
- 3) Review 2021 vendors under review update
- 4) Discuss Finance and Personnel Committee oversight of hiring
- 5) Future agenda items
- 6) Consider Village Administrator's Annual Performance Review. The Finance & Personnel Committee may enter into a 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) Meeting adjournment will take place at the conclusion of the closed session. No additional comments will be made in open session.

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
OCTOBER 13, 2021**

The Finance/Personnel Committee met in regular session in-person, with a virtual option due to COVID-19.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:00pm. Present were Committee members Czyzewski, Monroe, and Nortman. Hoffman was absent. Also present were Administrator Owen, Treasurer/Deputy Administrator Hall, and Village Clerk Gaffney.

Consider October 6, 2021 minutes: Czyzewski moved, Scott seconded to approve the minutes. All aye, with the exception of Monroe who abstained. Motion carried.

Consider 2022 operating and 2022-2026 capital budgets: Hall explained the changes to the budget that were discussed at October 6th meeting, and answered questions from the committee. Monroe moved, Czyzewski seconded to recommend approval of the budgets to the Village Board. Motion carried by unanimous voice vote.

Review upcoming meeting dates and times: The public hearing on the budgets will be November 17th at 6:00pm.

Adjourn: There being no further business before the Committee, Monroe moved, Czyzewski seconded to adjourn the meeting at 5:31pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

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

Vendor Name	Total 2020 Expense	Good/Service	Dept Head							Date Review Needs to be Complete	Current agreement expires when?	Last negotiated when?	Recommendation for review: Frequency; When Next?	Kept or Switched? Why?	Status Notes
			Gaffney	Gorman	Hall	Hyndman	Klein	Rick	Owen						
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	2021	Every 3 years; 2021	Continue using Cenex and Dane County garage; use US Bank cards when not local	Assessed 4: Cenex, Casey's, Kwik Trip, US Bank Voyager Fleet
COMPUTER & NETWORKING SOLUTIONS INC Total	57,859	IT consultant			X					N/A	no contract	2021	every 5 years; 2021	Kept; good service, cost to outsource function (\$30K-\$40K/year, 0.2 FTE) is fair and significantly less than in-house	Will continue discussing options with DCCVA shared services group
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 FLESCH 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	2021	None, if satisfied	Kept; lower cost and good history with Village	Four others were reviewed
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

**Village of Mount Horeb
Assessor Vendor Review
2021**

Note: Gardiner Appraisal proposal was requested; denied due to lack of availability

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>4-year Total</u>	<u>Notes</u>
Revaluation in 2023	Maintenance	Revaluation/Interim Market Update	Maintenance	Maintenance		
Accurate Assessor	\$ 19,900	\$ 19,900	\$ 19,900	\$ 19,900	\$ 79,600	see pages 14-15 of proposal
Associated Appraisal	\$ 20,000	\$ 58,000	\$ 20,000	\$ 20,000	\$ 118,000	see pages 6-8 of proposal

Full Revaluation in 2023	Maintenance	Full Revaluation, assuming 40% interior entry granted	Maintenance	Maintenance		
Accurate Assessor	\$ 19,900	\$ 112,900	\$ 19,900	\$ 19,900	\$ 172,600	
Associated Appraisal	\$ 20,000	\$ 145,000	\$ 20,000	\$ 20,000	\$ 205,000	

Conclusion

We will continue to use Accurate given pricing is lower and we are satisfied with the service we receive. We recommend going with the Revaluation/Interim Market Update in 2023 versus doing a Full Revaluation due to a lack of return on investment on full revaluations. Interior access is up to the homeowner and those who don't pull permits are not likely to permit interior access. It would take about \$12 million in additional assessed value to cover the increased cost of the full revaluation.

**Village of Mount Horeb
Gas Spending 2019-2021 budget**

Note: Gas Vendors were reviewed in 2021; findings are below

Cenex Fleetcard Spending, gas discounted about 12% versus retail + 2.5% rebate

<u>Dept</u>	<u>2019</u>	<u>2020</u>	<u>2021 bud</u>
PS-St Machinery	34,739	23,255	30,000
PS-Parks	7,824	6,659	7,000
Util-Elec	8,541	7,051	8,500
Util-Water	3,637	2,065	3,000
Util-Sewer	3,948	3,546	3,700
Total	58,689	42,576	52,200

1.22%

Dane County Highway & Transportation Spending, gas discounted about 14% versus retail

Police Dept	15,339	13,592	15,000
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<u>Gas Vendors Analyzed</u>		<u>2021 Estimated Cost</u> <u>/ Gallon</u>	<u>Discount</u>	<u>Notes</u>
	Cenex Fleetcard	\$ 3.06	4.2%	4.2% of sales avg, including 1.25% rebate that is applied to next months bill
	Dane County Highway Dept	\$ 3.10		Bulk rate + 20 cents/gallon; eliminates need for receipts
	US Bank Purchase Cards	\$ 3.11	2.5%	2.5% of sales
	Kwik Trip Mastercard	\$ 3.16	\$ 0.03	3 cents/gallon
	Casey's Mastercard	\$ 3.17	\$ 0.02	2 cents/gallon

At-Pump Cost/Gallon Assumed \$ 3.19

Conclusion

Based on the above information we will continue to use the Cenex Fleetcards for gas purchases and US Bank Purchase cards are a good alternative if we are not local/near a Cenex. We will look into combining the three Cenex accounts into one account to maximize the rebate.