

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
FEBRUARY 1, 2023**

The Finance/Personnel Committee met in regular session in-person on the date stated above.

1. Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Czyzewski, Hoffman, Jones, and Fendrick. Also present were Administrator Owen and Finance Director/Treasurer Stuessy. Village Clerk Gaffney was absent.

2. Agenda Items:

- a. **Consider November 2, 2022 minutes:** Fendrick moved, Czyzewski seconded to approve the minutes. Motion carried by unanimous voice vote.
- b. **Personnel Report:** Stuessy gave an overview of the personnel report, which was included in the meeting packet. Hoffman provided an update on the recruitment efforts at the Police Department.
- c. **Finance Director/Treasurer Update:** Stuessy gave an overview of the items currently being worked on in the Treasurer's office.
- d. **Mount Horeb Municipal Court request to write off uncollectible forfeiture debt:** Judge Morey and Jean Culberson, Court Clerk discussed the reason for the resolution to write off the uncollectable forfeiture debt. The committee had several questions surrounding SCS and TRIP. Staff answered several questions regarding the circumstances and process for writing off the old debt. Other communities are doing this as well. Hoffman moved, Czyzewski seconded to recommend approval to the Village Board. Motion carried by unanimous voice vote.
- e. **Annual Vendor Review Process:** Stuessy described the process for 2023. Treasurer's office created the annual vendors that need review for 2023 and was contained in the packet.
- f. **Wheel Tax Discussion:** Stuessy described the documents contained in the packet. She explained the cover sheet summarizes all the counties and communities that have a wheel tax currently. The discussion will continue in the June 2023 timeframe and will be added to a future Finance agenda item. Fendrick asked how many vehicles in the Village of Mount Horeb this would potentially apply to. Stuessy agreed to research for future discussions.
- g. **Property Bill Insert Discussion:** Stuessy described the various examples of bill inserts that were gathered from several communities. Committee members appreciated the graph and found them educational. Several other taxing district examples included the graph of where the taxpayer dollars go. Czyzewski suggested adding contact information and generic email and reference to website. Stuessy mentioned she will work on a draft during the summer months to share at a later meeting, but before printer deadlines in November.

3. Future agenda items: March agenda items include: Hoffman requested an analysis of lost revenue to Village due to Potential Recreation complex which is currently under TIF, Village Streetery Program, Café Program. June agenda item: Wheel tax discussion.

4. Adjournment: Hoffman moved, Czyzewski seconded to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 6:28pm.

Minutes by Joan Stuessy, Finance Director/Treasurer