



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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### **FINANCE AND PERSONNEL COMMITTEE AGENDA**

**Wednesday, September 6, 2023 at 5:30 PM**

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
  - a. Consideration of July 5, 2023 Meeting Minutes
  - b. Personnel Report
  - c. Library Budget Presentation and Discussion
  - d. Request for ARPA Funding for Fobs and Doors for Recreation Department
- 3) Future agenda items
- 4) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

**VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
WEDNESDAY, JULY 5, 2023**

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

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

**Consider June 7, 2023 minutes:** Hoffman moved, Fendrick seconded to approve the minutes. Motion carried by voice vote.

**Personnel Report:** Murleau presented her Personnel update.

**Finance Director/Treasurer Update:** Stuessy presented her update.

**Discuss Payment in Lieu of Taxes (PILOT):** The committee discussed and Stuessy explained some things that were mentioned at the June meeting.

**Town of Springdale Retroactive Resolution:** Owen explained this item. The committee discussed and gave their input.

**Future agenda items:** Discuss assessments, mill rate, etc. for budget.

**Closed Session: Discuss Village Administrator's Mid-Year Performance Check-In. 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:** Halverson moved, Hoffman seconded to convene to closed session at 6:01pm. Motion carried by roll call vote. No action was taken during closed session, and the committee did not reconvene to open session.

**Adjourn:** The meeting was adjourned at the end of closed session at 6:05pm.

Minutes by Alyssa Gaffney, Village Clerk



## **Finance and Personnel Committee Report for 09.05.2023**

### **Terminations in August:**

Administration – Finance Director – Joan Stuessy – 08.10.2023

### **Seasonal Terminations:**

With the rec department winding down summer season, we will be terming employees working at the pool as lifeguards, admissions, and concessions people.

### **New Hires Regular Full Time Staff:**

Public Services- Crewperson III – Daniel Emberson – Start 07.31.2023

Public Services- Crewperson II – Brian Schult – Start 07.31.2023

PD – Gavin Lankey – 08.07.2023

Officer Lankey is currently attending Police Academy in Janesville

### **Hires Part-Time or Seasonal Staff:**

Administration –Finance Consultant- Amy Hall – 08.14.2023

### **Promotions:**

Administration – Finance Director – Denise Schwenn – 08.14.2023

Administration- Deputy Treasurer – Governance Coordinator – Niki Erickson – 09.10.2023

### **Retirements:**

Public Works – Mechanic – Greg Burreson - Effective 09.01.2023

### **Recruitments:**

Utility Billing Coordinator – posting soon



## Finance and Personnel Committee Report for 09.05.2023

### **In Progress with Various Department Heads**

**Administration** – Working on updating position descriptions for Office and Finance Positions.

**Library - Jessica Gretzinger** - Jessica will have a presentation for F&P Committee to hear regarding results of a comp study that HR Recently helped her complete.

**Recreation -Jill Dudley and Megan James** - Currently working on a compensation analysis for recreation department. Will be offboarding seasonal staff in the coming weeks.

**Public services & PD** – New employee onboarding

**Utilities** –

**Jordan Schmitz** - Nominated employees Jack Temby (Utilities Commission) and Niki Erickson ( Office and Utilities Collections Coordinator) for an award through WPPI Energy. Both were approved and will be honored at a their annual conference in Sheboygan on 09/14/2023.

### **Ongoing for HR**

#### **Payroll**

Have been busy learning payroll processing so that I can back people up in the event of an office absence. Will be at a Civic Plus conference in mid September which should help better understand the system.

#### **Performance Reviews**

Gearing up for fall. Currently reviewing the performance review process and have worked with Nic, Denise and Previously Joan on providing salary information for budgetary purposes.

Planning on October time frame for annual reviews.

#### **Benefits – Open Enrollment**

Started doing some preliminary discovery on what information we need to have available for the 2024 benefit year.

Information to note is that Health Insurance costs will increase by 14.6% and the WRS Contribution will be moving from 13.6% to 13.9%



## AGENDA ITEM REPORT

**MEETING DATE**

September 6, 2023

**PREPARED BY****AGENDA ITEM # 2.c**

Library Budget Presentation and Discussion

**BACKGROUND****RECOMMENDATION****ATTACHMENTS**

1. Notice.Quorum-09.06.23

**NOTICE OF POSSIBLE QUORUM**  
**Wednesday, September 6, 2023**  
**5:30 PM**  
**Finance & Personnel Committee Meeting**  
**Municipal Building Board Room**  
**138 E. Main Street**  
**Mount Horeb, WI 53572**

A quorum of the Library Board may be in attendance at the Finance and Personnel Committee Meeting on Wednesday, September 6<sup>th</sup> at 5:30 pm in the Municipal Building Board Room. No action will be taken by the Library Board.



## AGENDA ITEM REPORT

**MEETING DATE**

September 6, 2023

**PREPARED BY****AGENDA ITEM # 2.d**

Request for ARPA Funding for Fobs and Doors for Recreation Department

**BACKGROUND****RECOMMENDATION****ATTACHMENTS**

1. Scan\_20230629 (1)
2. MH Village Community Center 05022023 Rev A (1)

# Martin Glass

2323 Atwood Ave.  
Madison, WI 53704

## PROPOSAL

Name / Address  
Village of Mount Horeb  
138 E Main St  
Mount Horeb, WI 53572

Date 3/22/2023 Estimate # 110337 Terms Net 30

P.O. # or Location

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Qty | Rate                                                                    | Total     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------|-----------|
| We propose to replace a pair of doors, door frames, sidelite glass and framing on the upper entrance. We also propose to install new doors in your existing frame on the lower entrance. The upper entrance will have two 3' x 7' doors with a center mullion. Each door will have a rim/panic device and one door will have a HES 9400 series electric strike. We will reattach existing automatic door closer and BEA jamb switch. This switch will not activate the electric strike and operation / installation of wiring and controls are not included. Please confirm with your security company that options quoted will work for your application. The two doors on the lower entrance will be 39" x 84" and have a center mullion in your existing frame. Both lower doors will have continuous hinges, rim devices, and one door will have an electric strike. Existing door closers will be reused. |     | 0.00                                                                    | 0.00      |
| Installed Price Including Materials, Applicable Taxes and Labor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | 16,760.52                                                               | 16,760.52 |
| Should you wish to proceed, please sign and return a copy of this proposal with your down payment of \$8,000.00<br>Sales Tax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     | 5.50%                                                                   | 0.00      |
| ELEC STRIKES FOR BOTH SETS OF DOORS ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |                                                                         |           |
| It is the responsibility of the consumer to inspect the work and report any scratches, chips or defects in the glass or new materials within 24 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     | <b>TOTAL</b> \$16,760.52                                                |           |
| All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and/or specifications submitted for above work, and completed in a substantial workmanlike manner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |                                                                         |           |
| Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All oversized units (exceeding 50 sq. ft.) tempered lites and IG units will be sold "as is" for any and all visual characteristics. Window washing is not part of the service provided by Martin Glass and is not included in installed prices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |                                                                         |           |
| The proposed work is a Special Order. Once ordered, it cannot be cancelled. The party ordering the work is responsible for payment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     | This proposal may be withdrawn by us if not accepted in within 30 days. |           |
| The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     | Respectfully submitted                                                  |           |
| Signature _____ Date _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     | Martin Glass<br>_____<br>Date _____                                     |           |

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# **BOLDTRONICS, INC.**

655 Post Road  
Madison, Wisconsin 53713

Phone (608) 271-8979

May 4, 2023

Rev "A"

Village of Mount Horeb  
Attn: Jeff Gorman  
Parks and Forestry Director  
138 East Main Street  
Mount Horeb, WI 53572

Jeff:

Enclosed is the revised information you requested for the access control for the Village Hall. This is based on our discussion and site tour. Per our discussion we plan on using a BRIVO, Access Control equipment which is the same type we recently installed throughout the Police Department at the Public Safety Building. This is identical to the systems we currently are using in the Village of McFarland, City of Monona and many School Districts around the area.

The quoted On-air system will be Cloud Based for all of your access control doors, information and operations. This system has a monthly hosting fee charged by BRIVO for the cloud-based service.

## **Installation locations:**

**The Main Building Entrance Double Doors (locks provided by others)**  
**The Front Senior Entrance Door (locks provided by others)**  
**The Main Office Entrance Door\* (from front lobby)**  
**The Door into the Community\* Room from the main area**

Based on our conversation and your information, **BOLDTRONICS, INC.**, proposes to provide the following equipment for connection to the customers network in the main office. All equipment will be installed in the main floor office area data closet.

## **Access control equipment.**

- 2, BRIVO, ACS-300, 2 door controllers (internet access required)
- 4, HID card readers
- 4, Door cable kits include: card reader, 22/6 conductor controller cables, 18/4 door strike and door contact. Due to the slush filled frames, the door contact switches may have to be surface mounted.
- 2, Electronic strikes, one for each of the doors to be controlled, A/R 7440 series
- 1, Altronixs, 8 position 6-amp controller power supply
- 1, Conduit set from large community room to office area, surface mounted.
- 1, Installation supplies including all required fittings, connectors etc., to the control box.
- 1, Complete installation\*, set-up and programming on to network

Your total investment for the equipment and installation would be:

- 1, Equipment using the On-Air, with remaining year of service would be: \$7,654.00  
(This would be the stand alone, cloud-based system)
  - The following year, the annual pre-paid On-Air subscription would be: \$535.00.

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether, intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties.

This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee. Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed with a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you with this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest video surveillance suppliers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,  
Burt Boldebuck  
President – **BOLDTRONICS, INC.**

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_