



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

FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, April 3, 2024 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Roll Call
- 2) Agenda Items
 - a. Consideration of February 7, 2024 Meeting Minutes
 - b. Introduction of new Wastewater Superintendent, Michael Brace
 - c. Human Resources Manager Report
 - d. Finance Director Report
- 3) Future agenda items
- 4) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 7, 2024**

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

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

Consideration of October 4, 2023 Budget Planning Meeting Minutes: Halvorson moved, Fendrick seconded to approve the October 4, 2023 meeting minutes. Motion carried by unanimous voice vote.

Consideration of October 4, 2023 Administrator Review Meeting Minutes: There were no minutes taken for this meeting.

Consideration of October 18, 2023 Budget Planning Meeting Minutes: Fendrick moved, Halvorson seconded to approve the October 18, 2023 meeting minutes. Motion carried by unanimous voice vote.

Personnel Report- Human Resources Manager Andrea Murleau presented her report.

Finance Director Report: Finance Director Denise Schwenn gave an update on the PILOT Program and Annual Vendor Review Process.

Future agenda items: Municipal Wheel Tax

Meeting Adjournment: There being no further business before the Committee, Jones moved, Halvorson seconded to adjourn the meeting at 5:49pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



Finance and Personnel Committee Report for 04.03.2024

There were no terminations, or hires for full, part time or seasonal staff

Retirements (Upcoming):

Wastewater – Superintendent – John Klein - Effective 05.03.2024

Recruitments:

Public Services – Seasonal Parks Maintenance – 2 employees

Recreation Department – Office Assistant – 1 employee – seasonal summer

Recreation Department – Recreation Assistant – 1 employee – LTE fill in for an FMLA

In Progress with Various Department Heads

Administration – Updated and completed hire paperwork with around 40 people that will be working the 2024 elections.

Recreation – Worked with Jill to formalize a hiring process for her seasonal staff. We are more efficiently able to complete hiring paperwork and do set ups in the payroll system.

PD – Worked with Lt. Jarvis and assisted in his process for writing a grant to receive funds for Wellness Initiatives. I worked with Chief Vierck on a personnel public records request.

Utilities John Klein & Mike Brace - Working with John and Mike to assist in getting Mike Acclimated to his department and the Village.

Ongoing for HR

Policy Updates – I am in the process of updating multiple policies Administrative and HR Policies for the Village

LWM

Attended training through the LWM on Harassment Prevention Training in Waunakee.

I also participated in a train the trainer class for recruitment and received materials that I can utilize when we go into schools to do a job fair.

Finance & Personnel Committee Meeting

04-03-2024

FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. Annual Audit Status Update
 - i. UTILITY – field audit complete, waiting for auditor suggested year-end entries
 - ii. VILLAGE – field audit complete, waiting for auditor suggested year-end entries
 - iii. Exit interview with audit teams generated positive comments, general suggestions for improvement of process and record management-which I have already begun to review and implement where possible.
 - iv. Timeline is on track for return of year-end entries in mid to late April; wherein I can begin closing 2023 and generate final financials.
 - b. 2024 Monthly Financial details are in limbo until 2023 is closed
 - i. Actively working to keep all 2024 financial activity up to date, so we are ready to move ahead when 2023 officially is closed
 - ii. 2024 Budget has been uploaded to the finance software—a detailed process that affects reporting for 2024, so managers can monitor actual revenue/expenses against budgets
2. PILOT Program Template Request
 - a. Reviewed our current PILOT agreements to familiarize myself
 - b. Audited/Updated PILOT billings missed in 2023
 - i. sent invoices for 2023 and 2024
 - ii. created personal calendar reminders/notes to ensure we stay on correct billing cycle with our program participants.
 - c. Reviewed a previously created “What are PILOT’S?” program summary; found the following questions for F&P Committee
 - i. What is the end goal or expectation of F&P committee request for this ‘template’ creation?
 - ii. What concerns do you have, what prompted you to make this request?
 - iii. Seeking additional information to clarify what my responsibility and expectations are in this request.
3. Annual Vendor Review
 - a. Department Managers are currently finalizing their vendors determined for 2024 review and will be providing updates/comments to my office in April.
 - b. Manager Feedback will be provided in report form to F&P Committee in May 2024
4. Future Items:
 - a. May/June—Wheel Tax discussion requested by F&P Committee
 - b. July 15-19—DS attending Green Bay Clerk & Treasurer Training

Denise J. Schwenn

Finance Director / Treasurer