



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, August 7, 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 July 3, 2024 Meeting Minutes
 - b. Human Resources Manager Report
 - c. Finance Director Report
 - d. Building Permit / Impact Fee Reporting - Q1 & Q2 2024
 - e. Lukken Land Purchase Process Update
 - f. Public Safety 5/1/24 Incident Financial Impact Report
 - g. Discussion on Considering a Policy Allowing Employee Time Off to Become Volunteers for Fire/EMS Service
- 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.



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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, July 3, 2024 at 5:30 PM

DRAFT MEETING MINUTES

- 1) Call to order
 - a. Roll Call

Due to the absence of Chairperson Scott, the meeting was called to order by Trustee Ben Jones at 5:30 pm. Present were committee members Halverson, Jones, Fendrick, and Hook. Also present were Administrator Nic Owen, Treasurer/Finance Director Schwenn, and HR Manager Murleau. Cathy Scott was absent.
- 2) Agenda Items
 - a. Consideration of June 5, 2024 Meeting Minutes

Halverson moved, Hook seconded to approve the June 5, 2024 meeting minutes as presented. Motion carried by unanimous voice vote.
 - b. Finance Director Report

Schwenn presented the Finance Director/Treasurer report for June.
 - c. Human Resources Manager Report

Murleau presented the Human Resources Report for June.

 1. Review Draft Tuition Assistance Application for Employee Handbook

Murleau presented a draft of the new Tuition Assistance Application for the employee handbook. Committee members provided suggestions for minor grammatical corrections.
 2. Approve Policy Updates for Employee Handbook

Jones moved, Halverson seconded the approval of submitted final drafts of employee policy updates as provided. Motion carried by unanimous voice vote.
 - d. Review of Currently Active Lease Agreements & Norsk Golf Bowl 2024 Rent

Owen summarized the status of current leases, including Norsk Golf Bowl's 2024 rent. Owen noted staff plan for reviewing and preparing for 2025 updates to the leases. Follow-up information was requested and will

be provided at a future meeting. There was no further discussion or action taken.

- e. Consider PILOT Program Template Documentation for Future Use
Owen summarized the two current ongoing PILOTs in the Village of Mount Horeb, citing the variations found in the two agreement. Staff has prepared a suggested procedure for implementation of new PILOT agreements, when needed. Procedure will include an introductory (form) letter and the use of one of two Pilot Agreement Templates--dependent on the type of organization involved. Village Administrator will monitor and manage this process. Committee members made suggestions for changes to the form letter. A brief discussion confirmed there are not currently any potential new PILOT opportunities in the Village. Halverson moved, Fendrick seconded to approve the letter, templates and process with the changes suggested. Motion carried by unanimous voice vote.

3) Future agenda items

Update regarding Lukken property purchase, Public Safety financial impact reporting (after May 1 incident), Administrator Review.

4) Meeting adjournment.

There being no further business before the Committee, Fendrick moved, Halverson seconded to adjourn the meeting at 5:59 pm. Motion carried by unanimous voice vote.

Minutes by Denise Schwenn, Finance Director/Treasurer



Finance and Personnel Committee Report for 08.07.2024

Terminations – Resignations –

Library – Full Time – Tech Services Coordinator – Resigned effective 07.31.2024

Hires:

There were no regular hires added to the census in July.

Additional temporary seasonal individuals were hired to work for gymnastics and cheerleading recreation programs as well as additional elections staff.

Recruitments:

Police Department – Administrative Assistant - We made an offer and we are waiting on a response.

In Progress with Various Department Heads

Administration – Continuing to fill in here and there to cover absences within the office.

Library – Working with Jessica on the recruitment plan / process for her open position

PD- Do not have any new updates regarding wellness initiatives.

Working with PD on recruitment process for Admin Assistant.

Officers that were on Administrative Leave will be moved to full-time light duty on 08.05.2024

Ongoing for HR

Benefits – Preparing for implementation of the new Insurance Administration System.

Performance Documents – I have made adjustments to the Village Administrator performance review as well as the Department Head Review form. These revised forms will be included in the materials for review at 08.7.24 meeting.

The intention is to use the Department Head feedback form for department heads to evaluate Nic and for employees to use to evaluate their managers.

If F&P agrees on the changes, I will email the performance evaluations out to F&P and Village Board members and department heads on 08.08.2024 to be completed and returned to me by 08.21.24.



Policies – Dress Code and Grooming Policy is included for review in this meeting. The policy was reviewed by department heads at our bi-monthly meeting. I incorporated their feedback and it is ready for F&P review.



Village Administrator Performance Evaluation 2024

Employee Name	Nic Owen	Eval Period: 08.01.2023-07.31.2024
Evaluator Name		Evaluator Signature:
Date		

INSTRUCTIONS

Each member of the Village Board and Department Head should complete this evaluation form, sign it in the space below, and return it to Human Resources via email at Andrea.Murleau@mounthorebwi.info.

The deadline for submitting this performance evaluation will be August 21, 2024. Evaluations will be summarized and included on the agenda to be discussed at the September 4, 2024 Village Board Meeting.

This evaluation form contains seven (7) categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Village Administrator's performance.

Rating Scale		
5	Exceeds	Exceeds performance standard, almost always.
4	Above Average	Exceeds performance standard, generally.
3	Average	Meets Performance Expectations.
2	Below Average	Usually does not meet the performance standard.
1	Unsatisfactory	Rarely meets the performance standard.

Any item left blank will be interpreted as a score of "3 =Average."

This evaluation form also includes sections for entering narrative comments, including an opportunity to offer responses to specific questions and an opportunity to list any comments you believe should be discussed during this current evaluation period. Please write legibly or type your answers.

Please keep all pages of this form together. In the date field, please enter the date you are submitting the information. All information should be **returned to Human Resources no later than August 21, 2024**. Comments and answers will be summarized into a performance evaluation to be discussed at a joint F&P and Board Meeting on September 4, 2024.



Village Administrator Performance Evaluation 2024

EVALUATION PERIOD: August 1, 2023 to July 31, 2024

1. PROFESSIONAL SKILLS	RATING
Exhibits composure, appearance, and attitude appropriate in an executive position	
Diligent and thorough in the discharge of duties, “self-starter”	
Maintains knowledge of current developments affecting the management field and municipal government operations	
Demonstrates a capacity for innovation and creativity	
Willing to try new ideas proposed by the Board or staff members	
Anticipates problems and develops effective approaches for solving them	
Displays enthusiasm, cooperation and has a willingness to adapt	
Sets a professional example by handling affairs of the public in a fair and impartial manner	
Category 1. Average Rating	

2. RELATIONS WITH BOARD/COMMITTEE MEMBERS	RATING
Carries out the directives of the entire Board, not just those of any one member	
Responds to requests for information or assistance from the Board	
Provides the Board with regular updates on matters of importance to the Village	
Receptive to constructive feedback and advice	
Prevents trivial administrative matters from being reviewed by the Board	
Category 2. Average Rating	

3. POLICY EXECUTION	RATING
Assists the Board with establishing policy while acknowledging the ultimate authority of the Board	
Supports the actions of the Board after a decision has been reached	
Understands, supports and enforces local government laws, policies, and ordinances	
Periodically reviews ordinance and policy procedures and suggests improvements	
Offers useful suggestions/information for the Board to consider when deciding on the implementation of policy or ordinances	
Category 3. Average Rating	



Village Administrator Performance Evaluation 2024

4. REPORTING	RATING
Responds in a timely manner to requests from the governing body for special reports	
Proactively produces updates and reports to Board rather than by request only	
Reports produced by the administrator are accurate, comprehensive, concise, and written to the intended audience	
Produces and manages reports to ensure the transparency of village affairs to the public	
Category 4. Average Rating	

5. CITIZEN RELATIONS	RATING
Responsive to requests from citizens	
Committed to professionalism with the news media, maintaining neutrality and avoiding political positions or partisanship	
Willing to meet with members of the community to discuss their concerns.	
Proactively builds and maintains relationships with residents and business owners by attending community events	
Cooperates with neighboring communities and other governmental entities (county, state, and federal)	
Puts forth appropriate effort to maintain and enhance citizen satisfaction with village services	
Category 5. Average Rating	

6. ECONOMIC DEVELOPMENT	RATING
Works toward positive economic development in the Village – using innovative ideas to achieve results	
Collaborates effectively with others toward economic goals and objectives	
Maintains positive working relationships with area developers	
Category 6. Average Rating	

7. FISCAL MANAGEMENT	RATING
Prepares a balanced budget to provide services at a level as directed by the Board	
Makes the best possible use of available funds while conscious of the need to operate the Village efficiently and effectively	
Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability	
Effectively monitors and manages fiscal activities	
Category 7. Average Rating	



Identify the top three (3) projects or tasks you worked on with the Village Administrator. For each, describe how their involvement either helped or hindered the project's success.

What constructive suggestions or assistance can you offer the Administrator to enhance performance?



Village Administrator Performance Evaluation 2024

Narrative Evaluation Continued – Use additional paper as needed

Provide any information you feel should be considered by the Personnel Committee / Village Board as they evaluate the Village Administrator’s performance.

Additional comments or feedback you wish to give the employee.



Department Head Performance Evaluation 2024

INSTRUCTIONS

Each Department Head should complete this evaluation form for their manager, sign it in the space on page 2, and return it to Human Resources via email. The deadline for submitting this performance evaluation will be August 21, 2024. Evaluations will be summarized and included as part of the performance evaluation packet and discussed on September 4, 2024.

This evaluation form consists of four (4) categories of criteria. Each category includes a statement to describing a behavior standard. For each statement, use the following scale to indicate your rating of the Village Administrator's performance.

Rating Scale		
5	Exceeds	Exceeds performance standard, almost always
4	Above Average	Exceeds performance standard, generally
3	Average	Meets Performance Expectations
2	Below Average	Usually does not meet the performance standard
1	Unsatisfactory	Rarely meets the performance standard

Any item left blank will be interpreted as a score of "3 =Average."

This evaluation form also includes sections for entering narrative comments, including an opportunity to offer responses to specific questions and an opportunity to list any comments you believe should be discussed during this current evaluation period. Please write legibly or type your answers.

Please keep all pages of this form together. In the date field, enter the date you are submitting the information. All information should be **returned to Human Resources no later than August 21, 2024**. Comments and answers will be summarized into a performance evaluation to be discussed at a joint F&P and Board Meeting on September 4, 2024.



Department Head Performance Evaluation 2024

Employee Name	Nic Owen	Eval Period: 08.01.2023-07.31.2024
Evaluator Name		Evaluator Signature:
Date		

EVALUATION PERIOD: August 1, 2023 to July 31, 2024

1. PROFESSIONAL SKILLS	RATING
Exhibits composure, appearance, and attitude appropriate in an executive position	
Diligent and thorough in the discharge of duties, "self-starter"	
Maintains knowledge of current developments affecting the management field and municipal government operations	
Introduces innovative ideas and approaches to improve processes and outcomes	
Displays enthusiasm, cooperation and has a willingness to adapt	
Demonstrates the ability to effectively identify and address issues promptly	
Possesses the necessary technical skills and knowledge to perform the job effectively	
Category 1. Average Rating	

2. SUPERVISION & SUPPORT	RATING
Encourages employee decision-making autonomy and authority, while maintaining general control of administrative operations	
Builds trust with employees through accountability, honesty, and follow through	
Embodies professionalism and promotes professionalism in others	
Fosters a collaborative work environment with managers and employees	
Regularly checks in with employees and offers productive feedback	
Encourages and supports personal and professional growth for all employees	
Is approachable and understanding of personal and professional challenges	
Shows concern for employee well-being	
Category 2. Average Rating	



Department Head Performance Evaluation 2024

3. LEADERSHIP & DECISION MAKING	RATING
Sets a professional example by handling affairs of the public in a fair and impartial manner	
Takes responsibility for decisions and their outcomes both positive and negative	
Supports the actions of the Board or Administrator once a decision has been reached	
Maintains an overall friendly relationship with the workforce while maintaining the dignity of the position	
Willing to try new ideas proposed by the staff members or other department heads	
Anticipates problems and develops effective approaches for solving them	
The manager is receptive to feedback on their decision-making approach and is willing to make changes to improve outcomes for the team	
Ensures decisions are made in order to meet Village safety standards	
Category 3. Average Rating	

4. COMMUNICATION	RATING
Uses body language, facial expressions, and eye contact effectively to support verbal communication	
Timely in responding to emails, messages and requests	
Clearly communicates important updates and changes within the Village	
Gives understandable and actionable directions for tasks and projects	
Communicates respectfully and effectively with individuals from diverse backgrounds	
Shows understanding and sensitivity to the emotions of others	
Category 4. Average Rating	



Identify the top three (3) strengths of your manager. How do these strengths positively impact your work environment?

How does your manager support your professional growth and development? What do you need in order to feel supported in this area?



Provide any information you feel should be considered to evaluate your manager's performance. Are there areas where you believe your manager could improve? What specific changes would you suggest?

suggest?

Additional comments or feedback you wish to give your manager.

Finance & Personnel Committee Meeting

08-07-2024

FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. 2024 Monthly Financials are complete thru June 2024; and reports to staff have been distributed.
 - b. 2025 Budget Calendar items for August
 - i. Final preparations by myself for the budget file will be completed and turned over to Nic Owen for his review, to meet the 8/9/24 deadline for Department Head distribution.
 - ii. Individual Department Head budget meetings will be scheduled with myself and Nic Owen during the week of August 26-30.
2. Building Permit/Impact fee reporting for Q1 and Q2 2024 is included in this month's meeting packet.
3. In July, I attended a Treasurer's training conference at UW Green Bay. The conference was put on by the Municipal Clerk & Treasurer's Institute of Wisconsin. The curriculum provided education and training on specific municipal treasurer duties including Fund Accounting, Budgeting, Audit Preparation, Tax Roll Preparation and many other municipal treasurer-focused tasks. This opportunity allowed me to strengthen my understanding of our process –kind of providing a “why-behind-the-what” for some of the things that I am required to do.
4. Lukken Land Purchase process update & discussion item; included in this meeting agenda.
5. Police Department Financials update, as related to impact of May 1 event and subsequent staffing/overtime impact will be prepared and presented with this meeting packet.
6. Future Items
 - a.
7. Other Comments:

Denise J. Schwenn
Finance Director / Treasurer



AGENDA ITEM REPORT

MEETING DATE

August 7, 2024

PREPARED BY

AGENDA ITEM # 2.d

Building Permit / Impact Fee Reporting - Q1 & Q2 2024

BACKGROUND

Finance Director is to provide a summary of VMH Permits and Impact fees collected throughout the year and report quarterly to F&P Committee.

1. Reporting will be provided quarterly, based on normal 4-quarter timing as follows:
 1. Q1 (Jan-Mar) will be provided in May
 2. Q2 (Apr-Jun) will be provided in August
 3. Q3 (Jul-Sep) will be provided in November
 4. Q4 (Oct-Dec) will be provided in February

RECOMMENDATION

ATTACHMENTS

1. 2024 Permits Q1 & Q2

PERMIT & PROJECT COSTS SUMMARY:

Permit Type	# of Permits	Estimated Project Total	General Building Fees and Permit Charges Incurred														
			Total Fees	Inspector Fees	Permit Issuance Fees	Sum of Seal	Sum of Erosion	Sum of Park	Sum of Land Ded	Sum of Build Total	Sum of Temp	Sum of Water Usage	Sum of Water Impact	Sum of Meter Credits	Sum of Sewer	Sum of Meter Credits2	
COMMERCIAL	27	\$ 6,528,278.00	\$ 15,096.00	\$ 8,206.00	\$ 1,100.00		\$ 150.00			\$ 5,119.00				\$ 11,136.00	\$ (2,784.00)	\$ 5,000.00	\$ (3,000.00)
NEW COMMERCIAL	2	\$ 3,350,250.00	\$ 15,858.00	\$ 6,232.00	\$ 100.00		\$ 300.00			\$ 6,632.00	\$ 150.00	\$ 120.00	\$ 9,280.00			\$ 4,000.00	
NEW RESIDENTIAL	6	\$ 2,680,641.00	\$ 24,352.00	\$ 6,240.00	\$ 300.00	\$ 210.00	\$ 900.00	\$ 3,074.00	\$ 1,250.00	\$ 11,974.00	\$ 450.00	\$ 360.00	\$ 5,568.00			\$ 6,000.00	
RAZE	1	\$ -	\$ 50.00	\$ -	\$ 50.00												
RESIDENTIAL	99	\$ 2,074,282.00	\$ 12,812.00	\$ 7,802.00	\$ 4,930.00												
SIDEWALK PERMIT	4	\$ -	\$ 120.00	\$ -	\$ 120.00												
Grand Total	139	\$ 14,633,451.00	\$ 68,288.00	\$ 28,480.00	\$ 6,600.00	\$ 210.00	\$ 1,350.00	\$ 3,074.00	\$ 1,250.00	\$ 23,725.00	\$ 600.00	\$ 480.00	\$ 25,984.00	\$ (2,784.00)	\$ 15,000.00	\$ (3,000.00)	

NEW CONSTRUCTION SUMMARY:

				Estimated Project				Low Value Per	High Value Per
	Total Buildings	Total REU		Totals	Ave. Value Per REU	Ave. Value Per Building		Bldg	Bldg
NEW RESIDENTIAL	6	6	\$	2,680,641.00	\$ 446,773.50	\$ 446,773.50	\$	300,000.00	\$ 600,000.00
NEW DUPLEX	0	0	\$	-	\$ -	\$ -	\$	-	\$ -
NEW COMMERCIAL	2	2	\$	2,680,641.00	\$ 1,340,320.50	\$ 1,340,320.50	\$	800,000.00	\$ 2,550,250.00
Total Value of New Construction				\$ 5,361,282.00					

PERMIT ISSUANCE BY TYPE & MONTH:

	New Residential	New Duplex	New Commercial	Residential Remodel, Addition or Alteration	Commercial Remodel, Addition or Alteration	Sidewalk Café	Raze	Totals
January	1			13	3			17
February				6	3			9
March	1			17	5			23
April	2		1	26	8		1	38
May	1		1	23	6	2		33
June	1			14	2	2		19
Total Permits	6	0	2	99	27	4	1	139



AGENDA ITEM REPORT

MEETING DATE

August 7, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.e

Lukken Land Purchase Process Update

BACKGROUND

The Village has applied for a loan from the Board of Commissioners of Public Land (BCPL) to fund the purchase of the Lukken Property. We chose the BCPL loan because these loans do not differentiate public and private debt (non-taxable vs taxable) and it provides us with flexibility with our repayment schedule. Since we are going to be selling a majority of the land, we can use the proceeds to pay down the debt without any prepayment penalty. We chose to only apply for a \$5 million loan rather than the full \$5.5 needed for the purchase because any loan above \$5 million needs an additional layer of review, and we may not have the funds to close on time. For the additional \$0.5 million, we can either go back to the BCPL for another loan or we can seek bids from local banks. We will also look into using unused ARPA funds to help reduce the amount of the second borrowing. The interest rate for the loan will be at 6%, and it is the same interest rate for loans for 5, 10 or 20 years, so we chose a 20-year amortization.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

August 7, 2024

PREPARED BY

AGENDA ITEM # 2.f

Public Safety 5/1/24 Incident Financial Impact Report

BACKGROUND

At recent meetings, F&P committee members have inquired about the impact of the 5/1/24 incident and subsequent staffing issues within our Public Safety department. The attached reports are intended to provide a YTD financial status update to address that inquiry.

RECOMMENDATION

ATTACHMENTS

1. 2024-06 PUBLIC SAFETY REVENUE & EXPENSE REPORT
2. Budget update 2024-06-PD Notations

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PD ADMIN</u>					
100-521100-111	PD ADMIN REGULAR WAGES	56,210.67	260,629.17	514,922.00	254,292.83	50.6
100-521100-113	PD ADMIN REGULAR WAGES-BLDG M	.00	.00	1,100.00	1,100.00	.0
100-521100-122	PD ADMIN OVERTIME	10,668.00	24,277.40	15,000.00	(9,277.40)	161.9
100-521100-131	PD ADMIN HEALTH	12,445.78	60,072.43	100,338.00	40,265.57	59.9
100-521100-132	PD ADMIN DENTAL	779.52	3,646.46	1,835.00	(1,811.46)	198.7
100-521100-133	PD ADMIN LIFE	110.31	537.18	871.00	333.82	61.7
100-521100-135	PD ADMIN RETIREMENT	8,971.80	36,085.03	35,606.00	(479.03)	101.4
100-521100-136	PD ADMIN FICA	5,000.30	20,945.08	38,765.00	17,819.92	54.0
100-521100-220	PD ADMIN UTILITIES	2,186.77	34,528.97	78,588.00	44,059.03	43.9
100-521100-240	PD ADMIN BUILDING MAINT. CONTR	1,913.38	11,099.89	24,000.00	12,900.11	46.3
100-521100-245	PD ADMIN MAINT-OFFICE MACHINE	154.00	868.00	5,000.00	4,132.00	17.4
100-521100-249	PD ADMIN MISCELLANEOUS-CONTRA	1,323.77	6,114.94	2,500.00	(3,614.94)	244.6
100-521100-310	PD ADMIN OFFICE SUPPLIES	98.57	824.70	1,500.00	675.30	55.0
100-521100-315	PD ADMIN POSTAGE	.00	238.56	500.00	261.44	47.7
100-521100-320	PD ADMIN FEES & DUES	.00	490.00	300.00	(190.00)	163.3
100-521100-325	PD ADMIN SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
100-521100-335	PD ADMIN TRAINING	.00	728.47	9,000.00	8,271.53	8.1
100-521100-340	PD ADMIN OPERATING SUPPLIES	.00	1,142.57	750.00	(392.57)	152.3
100-521100-345	PD ADMIN CLOTHING ALLOWANCE	.00	631.99	2,500.00	1,868.01	25.3
100-521100-350	PD ADMIN MAINTENANCE	.00	1,237.45	750.00	(487.45)	165.0
100-521100-380	PD ADMIN PUBLIC RELATIONS EXPE	.00	44.31	1,250.00	1,205.69	3.5
100-521100-390	PD ADMIN MISCELLANEOUS EXPENDI	738.70	2,865.92	1,000.00	(1,865.92)	286.6
100-521100-395	PD ADMIN TECHNOLOGY EXPENSE	3,214.00	17,676.54	23,983.00	6,306.46	73.7
100-521100-810	PD ADMIN EQUIPMENT	.00	1,375.06	.00	(1,375.06)	.0
	TOTAL PD ADMIN	103,815.57	486,060.12	860,258.00	374,197.88	56.5
	<u>PD PATROL</u>					
100-521200-111	PD PATROL REGULAR WAGES	103,390.62	452,121.03	897,270.00	445,148.97	50.4
100-521200-112	PD PATROL REGULAR WAGES - PART	1,330.00	3,388.00	18,000.00	14,612.00	18.8
100-521200-122	PD PATROL OVERTIME	13,485.16	52,196.06	53,560.00	1,363.94	97.5
100-521200-131	PD PATROL HEALTH	21,888.45	82,871.03	166,318.00	83,446.97	49.8
100-521200-132	PD PATROL DENTAL	857.05	3,292.78	6,814.00	3,521.22	48.3
100-521200-133	PD PATROL LIFE	110.73	402.54	765.00	362.46	52.6
100-521200-135	PD PATROL RETIREMENT	16,126.22	67,193.97	136,159.00	68,965.03	49.4
100-521200-136	PD PATROL FICA	8,347.97	34,605.55	70,725.00	36,119.45	48.9
100-521200-249	PD PATROL MISCELLANEOUS-CONTR	.00	.00	2,000.00	2,000.00	.0
100-521200-345	PD PATROL CLOTHING ALLOWANCE	229.50	8,787.14	7,500.00	(1,287.14)	117.2
100-521200-370	PD PATROL GASOLINE & OIL	2,870.51	14,196.19	20,600.00	6,403.81	68.9
100-521200-375	PD PATROL VEHICLE MAINTENANCE	3,564.06	7,796.50	10,000.00	2,203.50	78.0
100-521200-390	PD PATROL MISCELLANEOUS EXPEN	16.00	438.90	4,000.00	3,561.10	11.0
100-521200-810	PD PATROL EQUIPMENT	.00	3,459.98	13,000.00	9,540.02	26.6
	TOTAL PD PATROL	172,216.27	730,749.67	1,406,711.00	675,961.33	52.0

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CRIME INV</u>					
100-521300-340	CRIME INV OPERATING SUPPLIES	.00	166.49	1,000.00	833.51	16.7
100-521300-349	CRIME INV DRUG INVESTIGATION E	.00	.00	139.00	139.00	.0
100-521300-390	CRIME INV MISCELLANEOUS EXPEN	.00	224.89	200.00	(24.89)	112.5
	TOTAL CRIME INV	.00	391.38	1,339.00	947.62	29.2
	<u>PD TRAINING</u>					
100-521500-131	PD TRAINING HEALTH	.00	3,746.20	.00	(3,746.20)	.0
100-521500-133	PD TRAINING LIFE	.00	21.60	.00	(21.60)	.0
100-521500-135	PD TRAINING RETIREMENT	.00	1,774.05	.00	(1,774.05)	.0
100-521500-136	PD TRAINING FICA	.00	853.88	.00	(853.88)	.0
100-521500-330	PD TRAINING MILEAGE REIMBURSEM	237.00	237.00	1,000.00	763.00	23.7
100-521500-335	PD TRAINING TRAINING	409.00	1,670.25	10,000.00	8,329.75	16.7
100-521500-340	PD TRAINING OPERATING SUPPLIES	115.00	115.00	2,000.00	1,885.00	5.8
100-521500-390	PD TRAINING MISCELLANEOUS EXPE	.00	.00	400.00	400.00	.0
	TOTAL PD TRAINING	761.00	8,417.98	13,400.00	4,982.02	62.8
	<u>CROSSING GUARDS</u>					
100-521600-111	CROSSING GUARDS REGULAR WAGE	650.00	4,260.00	7,800.00	3,540.00	54.6
100-521600-136	CROSSING GUARDS FICA	49.73	325.92	597.00	271.08	54.6
	TOTAL CROSSING GUARDS	699.73	4,585.92	8,397.00	3,811.08	54.6
	<u>FIRE PROTECTION</u>					
100-522000-290	FIRE PROTECTION FIRE DISTRICT	.00	435,479.00	757,798.00	322,319.00	57.5
	TOTAL FIRE PROTECTION	.00	435,479.00	757,798.00	322,319.00	57.5
	<u>INSPECTION</u>					
100-524000-249	INSPECTION MISCELLANEOUS-CONT	.00	31,806.25	44,000.00	12,193.75	72.3
100-524000-250	INSPECTION WEIGHTS & MEASURES	2,250.00	2,250.00	2,400.00	150.00	93.8
100-524000-328	INSPECTION PRINTING & PUBLICAT	.00	159.76	.00	(159.76)	.0
	TOTAL INSPECTION	2,250.00	34,216.01	46,400.00	12,183.99	73.7
	<u>EMERG WARN SYS</u>					
100-525000-290	EMERG WARN SYS SIREN MAINTENA	.00	.00	1,000.00	1,000.00	.0
	TOTAL EMERG WARN SYS	.00	.00	1,000.00	1,000.00	.0

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EMERG COMM SYS</u>					
100-526000-290	EMERG COMM SYS DANECOM EXPE	.00	3,165.00	15,076.00	11,911.00	21.0
	TOTAL EMERG COMM SYS	.00	3,165.00	15,076.00	11,911.00	21.0
	TOTAL FUND EXPENDITURES	279,742.57	1,703,065.08	3,110,379.00	1,407,313.92	54.8
	NET REVENUE OVER EXPENDITURES	(279,742.57)	(1,703,065.08)	(3,110,379.00)	(1,407,313.92)	(54.8)

Village of Mount Horeb Budget Report - JUNE 2024

% of Fiscal
Month
 Jun-24
Year
 50%

				2024 YTD % of	PYTD as % of		
General Fund Expenditures	2024 Budget	2023 ACTUAL	2024 YTD Actual	2024 Budget	Prior YTD	2023	Comments:
Total General Fund Expenditures	9,026,515	8,359,926	5,387,606	60%	4,360,052	52%	
Department Expenditures							
Municipal Court	44,412	43,127	24,248	55%	16,926	39%	
Legal	33,000	75,782	28,917	88%	27,465	36%	INCL LABOR RELATIONS & EAP
Administration	92,334	95,403	56,106	61%	36,209	38%	Administration (light green) 38% of budget
Clerk	103,292	98,493	51,913	50%	38,668	39%	
Elections	33,674	19,775	12,709	38%	11,618	59%	
Other Office Expense	84,450	89,567	41,676	49%	31,537	35%	
Treasurer	189,776	178,007	91,356	48%	61,093	34%	
Municipal Building	54,387	89,926	27,418	50%	26,875	30%	
Police Administration	860,258	865,073	486,060	57%	327,681	38%	Police (light blue) 38% of budget
Police Patrol	1,406,711	1,262,200	730,750	52%	512,485	41%	
Crossing Guards	8,397	5,878	4,586	55%	2,977	51%	
Hwy & Street Admin	125,001	131,314	55,528	44%	45,353	35%	Public Services (gray) 44% of budget
Village Garage	57,061	53,746	26,045	46%	24,887	46%	
Street Machinery	114,105	99,030	56,765	50%	52,324	53%	
Highway & Street Maintenance	158,210	136,481	67,471	43%	41,252	30%	
Street Cleaning	40,828	24,795	15,719	39%	9,467	38%	
Snow & Ice Removal	168,232	150,771	132,147	79%	137,164	91%	
Traffic Control & Signage	22,090	13,339	16,577	75%	6,078	46%	
Street Lighting	122,400	118,122	49,900	41%	46,561	39%	
Sidewalks	18,171	18,497	1,728	10%	1,987	11%	
Stormwater Management	33,510	17,756	10,844	32%	2,430	14%	
Community Center	30,999	33,145	11,131	36%	9,981	30%	
Parks	230,046	198,462	97,860	43%	62,917	32%	
Recreation Administration	206,607	184,935	103,527	50%	70,655	38%	
Recreation Programs	116,524	164,809	65,610	56%	40,918	25%	
Forestry	82,920	90,012	46,918	57%	40,549	45%	
Planning	188,000	5,544	10,790	6%	2,957	53%	
Department Total	4,625,395	4,263,989	2,324,300	50%	1,689,014	40%	
Other (non-department):	2024 Budget	2023 ACTUAL	2024 YTD Actual	2024 YTD % of	Prior YTD	PYTD as % of	
				2024 Budget		2023	
Village Board	33,122	25,495	19,462	59%	9,147	36%	
Codification of Ordinances	7,000	1,195	-	0%	1,195	100%	
Accounting	46,988	49,000	42,966	91%	39,917	81%	
Assessment of Property & PT W/O	20,175	20,178	18,098	90%	15,952	79%	
Nondprtmntl Insurance & Bonds	149,171	136,998	71,272	48%	61,645	45%	
Crime Investigation	1,339	1,254	391	29%	641	51%	
Police Training	13,400	33,886	8,418	63%	5,558	16%	
Fire Protection	757,798	568,586	435,479	57%	341,152	60%	
Inspection	46,400	72,418	34,216	74%	32,488	45%	
Emergency Warning System	1,000	-	-	0%	-	#DIV/0!	
Emergency Comm. System	15,076	16,865	3,165	21%	2,897	17%	
Refuse/Garbage Collection	350,160	331,998	230,767	66%	132,455	40%	
Recycling, Brush & Yard Waste	240,878	227,120	158,217	66%	74,918	33%	
Rec Misc	2,000	2,080	89	4%	-	0%	
Economic Dev	80,400	80,831	30,056	37%	31,950	40%	Chamber & Historical Society memberships
Transfer to Other Funds (Taxes)	2,636,213	2,528,033	2,010,709	76%	1,921,123	76%	
Other Non-Department Total	4,401,120	4,095,937	3,063,306	70%	2,671,038	65%	



AGENDA ITEM REPORT

MEETING DATE

August 7, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.g

Discussion on Considering a Policy Allowing Employee Time Off to Become Volunteers for Fire/EMS Service

BACKGROUND

At the recommendation of Trustee Cathy Scott, we will discuss a policy on allowing employees to take time off to become volunteer Fire Firefighters/EMT's. Like all volunteer fire departments, the Mount Horeb Area Fire District is experiencing a decline in volunteer numbers. One potential solution to help increase the number of volunteers is to encourage village employees to volunteer by allowing them time off of work for volunteer hours.

RECOMMENDATION

ATTACHMENTS

None