



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

**Wednesday, December 4, 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 October 2, 2024 Special Budget Meeting Minutes
  - b. Consideration of October 16, 2024 Special Budget Meeting Minutes
  - c. Consideration of November 6, 2024 Joint Finance & Personnel Committee and Village Board meeting minutes.
  - d. Consideration of Dog & Cat Licensing Fees Increase
  - e. Review 2024 Quarter 3 Impact Fee Report
  - f. Discuss changing the January 2025 meeting date due to the Holiday
  - g. Finance Director Report
  - h. Human Resources Manager Report
- 3) Future agenda items
- 4) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
WEDNESDAY, OCTOBER 2, 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 4:00pm. Present were Committee members Fendrick and Jones. Hook and Halverson were absent. Also present were Administrator Owen, Treasurer/Finance Director Schwenn and Village Clerk Gaffney.

**Consideration of September 4, 2024 Meeting Minutes:** Jones moved, Fendrick seconded to approve the minutes. Motion carried by unanimous voice vote.

**Consideration of September 25, 2024 Meeting Minutes:** Fendrick moved, Jones seconded to approve the minutes. Motion carried by unanimous voice vote.

**Review 2025 Draft Budget-Department Head Presentations:** Each department head presented their budget details and requests. Owen and Scott spoke about the Cable and Outreach budgets.

**Review Upcoming Meeting Dates and Times:** Scott stated the next meeting would be on October 16<sup>th</sup> at 5pm to review the updated draft of the budget, and another meeting the week after if needed.

**Meeting Adjournment:** There being no further business before the Committee, Fendrick moved, Jones seconded to adjourn the meeting at 7:00pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

**VILLAGE OF MOUNT HOREB  
FINANCE/PERSONNEL COMMITTEE MINUTES  
WEDNESDAY, OCTOBER 16, 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 5:00pm. Present were Committee members Fendrick, Hook, Halverson, and Jones. Also present were Administrator Owen, Treasurer/Finance Director Schwenn and Village Clerk Gaffney.

**Review Draft 2 of the 2025 Budget:** The committee discussed the updates to the 2025 budget and a budget for the committees. Hook moved to approve a \$1500 budget for each committee. There was no second on that motion. The committee continued their discussion. Jones moved, Fendrick seconded to approve a \$1000 budget for each village committee. Motion carried by unanimous voice vote. Halverson moved, Hook seconded to approve the presented budget as amended, to be presented to the Village Board at it's November 6<sup>th</sup> regular meeting. Motion carried by unanimous voice vote.

**Review Upcoming Meeting Dates and Times:** Since the budget was approved to be presented to the Village Board on November 6<sup>th</sup>, there would be no need to meet next week.

**Meeting Adjournment:** There being no further business before the Committee, Jones moved, Halverson seconded to adjourn the meeting at 5:56pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



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### JOINT FINANCE AND PERSONNEL/VILLAGE BOARD REVIEW MEETING AGENDA

Wednesday, November 6, 2024 at 6:00 PM

#### DRAFT MEETING MINUTES

1) Call to order

The Village Board and Finance & Personnel Committee met in special session on the above date in the 3rd floor Conference Room of the Mount Horeb Municipal Building.

Village President Ryan Czyzewski called the meeting to order at 6:00 PM.

a. Roll Call

Present were Trustees Scott, Jones, Halverson, Shellpfeffer, White and President Czyzewski, and Committee Member Hook. Trustee Gauger and Committee Member Fendrick were absent. Also present were Administrator Nic Owen and Finance Director Schwenn.

2) Agenda Items

- a. Discuss Village Administrator's Performance Evaluation. The Finance & Personnel Committee and Village Board may convene in 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. The Finance & Personnel Committee and Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.

Jeff Hook moved, Brett Halverson seconded to convene to closed session at 6:06 PM for the discussion regarding Village Administrator's Performance Evaluation. Motion carried.

At 6:51 PM, Ben Jones moved, Tim White seconded to return to open session. Motion carried.

Ben Jones motioned to increase Administrator Nic Owen's compensation by 2.5% starting in the 2025 calendar year, seconded by Brett Halverson. Motion carried.

3) Meeting adjournment.

Halverson moved, Schellpfeffer seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:53 PM.

Meeting minutes submitted by Denise Schwenn, Finance Director/Treasurer .





## AGENDA ITEM REPORT

### MEETING DATE

December 4, 2024

### PREPARED BY

### AGENDA ITEM # 2.d

Consideration of Dog & Cat Licensing Fees Increase

### BACKGROUND

Dane County Treasurer has notified us that the 2025 County budget includes rate increases for Dog Licenses as follows:

- \$18.75 Spayed or Neutered Dog (*FORMERLY \$13.75; \$5 increase*)
- \$27.75 Un-Spayed or Un-Neutered Dog (*FORMERLY \$18.75; \$9 increase*)
- \$17.25 Neutered/Spayed Puppy (5 months old by July 1)
- \$23.75 Un-Neutered/Un-Spayed Puppy (5 months old by July 1)
- \$54.75 Multiple Dogs (Kennel) License (includes up to 12 dogs)
- \$27.75 Additional tags (for dogs over the 12 included in the Kennel License)

Village of Mount Horeb's current license fees are:

- \$20.00 Spayed or Neutered Dog (\$6.25 per dog = Village share)
- \$25.00 Unspayed or Un-Neutered Dog (\$6.25 per dog = Village share)

### RECOMMENDATION

### ATTACHMENTS

None



## AGENDA ITEM REPORT

### MEETING DATE

December 4, 2024

### PREPARED BY

### AGENDA ITEM # 2.e

Review 2024 Quarter 3 Impact Fee Report

### BACKGROUND

Providing a quarterly report of building permit / impact fees review as requested by this committee in June 2024. This report will be provided on a quarterly basis in February, May, August & November.

### RECOMMENDATION

### ATTACHMENTS

1. 2024 Q3 Impact Fee Report

Village of Mount Horeb 2024 Permits Summary  
 Quarterly Impact Fee Report  
 January to September 2024

PERMIT & PROJECT COSTS SUMMARY:

| Permit Type     | # of Permits | Estimated Project Totals | General Building Fees and Permit Charges Incurred YTD |                |                      |             |                      |                   |  |
|-----------------|--------------|--------------------------|-------------------------------------------------------|----------------|----------------------|-------------|----------------------|-------------------|--|
|                 |              |                          | Total Fees                                            | Inspector Fees | Permit Issuance Fees | Park Fees   | Land Dedication Fees | Water Impact Fees |  |
| COMMERCIAL      | 36           | \$ 6,652,388.00          | \$ 17,876.00                                          | \$ 10,536.00   | \$ 1,550.00          |             |                      | \$ 11,136.00      |  |
| NEW COMMERCIAL  | 2            | \$ 3,350,250.00          | \$ 15,858.00                                          | \$ 6,232.00    | \$ 100.00            |             |                      | \$ 9,280.00       |  |
| NEW RESIDENTIAL | 13           | \$ 5,244,641.00          | \$ 59,809.00                                          | \$ 11,877.00   | \$ 650.00            | \$ 8,058.00 | \$ 10,000.00         | \$ 12,064.00      |  |
| RAZE            | 1            | \$ -                     | \$ 50.00                                              | \$ -           | \$ 50.00             |             |                      |                   |  |
| RESIDENTIAL     | 157          | \$ 3,024,366.00          | \$ 19,917.00                                          | \$ 11,877.00   | \$ 7,780.00          |             |                      |                   |  |
| Grand Total     | 209          | \$ 18,271,645.00         | \$ 113,510.00                                         | \$ 40,522.00   | \$ 10,130.00         | \$ 8,058.00 | \$ 10,000.00         | \$ 32,480.00      |  |

NEW CONSTRUCTION SUMMARY:

|                                 |                 | Total Residential Units |                          |                    |                         |                    |                     |
|---------------------------------|-----------------|-------------------------|--------------------------|--------------------|-------------------------|--------------------|---------------------|
|                                 | Total Buildings | (REU)                   | Estimated Project Totals | Ave. Value Per REU | Ave. Value Per Building | Low Value Per Bldg | High Value Per Bldg |
| NEW RESIDENTIAL                 | 13              | 13                      | \$ 5,244,641.00          | \$ 403,433.92      | \$ 403,433.92           | \$ 300,000.00      | \$ 600,000.00       |
| NEW DUPLEX                      | 0               | 0                       | \$ -                     | \$ -               | \$ -                    | \$ -               | \$ -                |
| NEW COMMERCIAL                  | 2               | 2                       | \$ 3,350,250.00          | \$ 1,675,125.00    | \$ 1,675,125.00         | \$ 800,000.00      | \$ 2,550,250.00     |
| Total Value of New Construction |                 |                         | \$ 8,594,891.00          |                    |                         |                    |                     |

PERMIT ISSUANCE BY TYPE & MONTH:

|               | New Residential | New Duplex | New Commercial | Residential Remodel,<br>Addition or Alteration | Commercial Remodel,<br>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     |
| July          |                 |            |                | 26                                             | 2                                             |               |      | 28     |
| August        | 3               |            |                | 18                                             | 3                                             |               |      | 24     |
| September     | 4               |            |                | 12                                             | 4                                             |               |      | 20     |
| Total Permits | 13              | 0          | 2              | 155                                            | 36                                            | 4             | 1    | 211    |



## AGENDA ITEM REPORT

| MEETING DATE     | PREPARED BY |
|------------------|-------------|
| December 4, 2024 |             |

### AGENDA ITEM # 2.f

Discuss changing the January 2025 meeting date due to the Holiday

### BACKGROUND

### RECOMMENDATION

### ATTACHMENTS

None

**Finance & Personnel Committee Meeting**

**12-04-2024**

**FINANCE DIRECTOR REPORT**

1. Financial Reporting Update
  - a. 2024 Monthly Financials are complete thru October 2024; and reports to staff have been distributed.
2. Property Taxes:
  - a. Due to the recent settlement agreement with Walgreen's, our Statement of Assessment is being amended by the County. This will bring slight changes to the Mill Rate Worksheet.
  - b. The Village will begin using a new Dane County tax collection software this year. We spent a ½ day in November for some in-house training for our staff. The biggest change for residents will be that their payment will process and post to the Access Dane website OVERNIGHT—removing the payment posting delays of the past.
3. December brings many year-end preparations related to other tax reporting as well. I have been working with Andrea Murleau on annual payroll reconciliations for W-2 reporting. Deputy Treasurer Niki Erickson has been helping to prepare our records for 1099's for our vendors. Most of these filings are due on January 31, which comes very quickly!
4. The Village Preliminary Audit is scheduled for December 3<sup>rd</sup>, and the Utility Preliminary Audit is scheduled for December 16<sup>th</sup>. I had to ensure that the October internal financials were complete in preparation for Baker Tilly's download of our General Ledger records—needed for their preliminary work. The Village preliminary audit request list is ready to go; I anticipate receiving the Utility pre-audit request list in the next week or so.
5. Future Items
  - a. Q4 2024 Permit & Fees reporting to F&P (Jan/Feb)
  - b. Winter 2025: VB request for a listing/review of organizations/memberships held by the Village. In an attempt to ensure we are making good use of funds/opportunities and purging unused memberships on a regular basis. Make this an annual review process.
6. Other Comments:

Denise J. Schwenn  
Finance Director / Treasurer



## **Finance and Personnel Committee Report for 12.04.2024**

### **Terminations – Resignations- Other**

Rec Department – Rec Coordinator – Megan James – Resigned effective 10.31.2024

Water Utility – Water Utility Manager – Josh Hyndman – Resigned effective 10.24.2024

### **Hires:**

Rec Department– Rec Coordinator – Cecilia Staeger – Yentz -11.18.2024

Electrical Utility – Bo Schultz Officially started Apprenticeship Program to become a Lineman.

### **Recruitments:**

Water Utility Manager – Superintendent – The phone screening process has been completed with four candidates. I am currently coordinating a date for panel interviews with three candidates, aiming to schedule them by mid-December.

### **Police Department– Patrol Officer**

- 11.12.2024- Completed an interview assessment center at the Police department with six candidates.
- Police Commission certified final eligibility list with assessment finalists.
- An offer has been extended and is pending the completion of a background check. If successful, the candidate will begin the Police Academy in January 2025.

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

**Administration** – Provided support in front office during vacations and the election. Hired and onboarded three additional poll workers, including completing new hire paperwork and system set up for each.

**Library** – Preparing to facilitate a goal setting and conflict management session at an off-site meeting in Madison on 12.13.2024

**PD-** Collaborated with Doug to refine the content discussed during the interview assessment process.

**Water Utility-** Revised position description and worked with Josh and other Department Heads to transition and assign tasks to individuals while we work on hiring a Utility Superintendent. Going forward, I will track training and certifications.



### **Ongoing for HR**

**Benefits** – Open enrollment is closed. In November, I applied all of the benefit changes in the various vendor systems.

**Performance Documents** – Completed and finalized performance evaluations for Village Staff.

**Goal Setting** – Collaborating with department heads to establish SMART goals for 2025. Department heads will define a departmental goal, and each employee will develop an individual SMART goal aligned with their essential job functions.

**Employee Holiday Lunch** – Scheduled for Wednesday December 11, 2024