



VILLAGE OF MOUNT HOREB

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, January 8, 2025 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 December 4, 2024 Meeting Minutes
 - b. Finance Director Report
 - c. Human Resources Manager Report
- 3) Future agenda items
- 4) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
WEDNESDAY, DECEMBER 4, 2024**

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

Call to Order/Roll Call: Committee member Ben Jones called the meeting to order at 5:30pm, in Scott's absence. Other committee members present were Fendrick and Halverson. Chair Scott and committee member Hook were absent. Also present were Administrator Owen, Treasurer/Finance Director Schwenn and Village Clerk Gaffney.

Consideration of October 2, 2024 Special Budget Meeting Minutes: Fendrick moved, Halverson seconded to approve the minutes. Motion carried by unanimous voice vote.

Consideration of October 16, 2024 Special Budget Meeting Minutes: Fendrick moved, Halverson seconded to approve the minutes. Motion carried by unanimous voice vote.

Consideration of November 6, 2024 Joint Finance & Personnel Committee and Village Board meeting minutes: Jones moved, Halverson seconded to approve the minutes. Fendrick abstained, as he was absent from this meeting. Motion carried by voice vote.

Consideration of Dog & Cat Licensing Fees Increase: Schwenn explained this item and fielded questions from the committee. Jones moved, Halverson seconded to increase the fee for spayed/neutered dogs to \$30 and un-spayed/un-neutered dogs to \$40. The committee did not take any action on cat license fees. Motion carried by unanimous voice vote.

Review 2024 Quarter 3 Impact Fee Report: The committee briefly discussed the report.

Discuss changing the January 2025 meeting date due to the Holiday: The committee decided to change the meeting date to January 8th, contingent upon the same date change for the Village Board.

Finance Director Report: Schwenn presented her report.

Human Resources Manager Report: Murleau presented her report.

Meeting Adjournment: There being no further business before the Committee, Fendrick moved, Halverson seconded to adjourn the meeting at 5:48pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Finance & Personnel Committee Meeting

January 2025

FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. 2024 Monthly Financials are complete thru November 2024; and reports to staff have been distributed.
2. Property Taxes:
 - a. Tax collections have gone very well in December. Thru 12/31/2024, our office staff has collected and recorded \$7,691,208.13 in real estate taxes. Collections will continue thru the month of January. Settlement payments to Dane County, MHASD, MATC, and MHFD will be made in January.
3. In January, we will be finalizing year-end W-2's for staff and 1099's to our Accounts Payable vendors. We will also begin the annual Vendor Review process. These items, along with end of year tax filings and account reviews will be priorities.
4. The Village Preliminary Audits scheduled for December 3rd, and the Utility Preliminary Audit scheduled for December 16th went off without issue. All requested information was provided and we can now begin preparing for the full audits in February and March.
5. Future Items
 - a. Q4 2024 Permit & Fees reporting to F&P (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.
 - c. Winter 2025: Annual Vendor Review process begins
 - d. Spring 2025: Revisit Wheel Tax discussion; in anticipation of adding to 2026 budget planning, etc.
6. Other Comments:

Denise J. Schwenn
Finance Director / Treasurer



Finance and Personnel Committee Report for 01.08.2024

Hires:

Water Utility – Water Superintendent – Brian Schult – 12.30.2024 – Promoted from Public Services.

PD– Patrol Officer – Hannah Derrickson – 01.08.2025 – Will be starting Academy in January

Recruitments:

Crewperson- Position has been posted. Currently in process of reviewing applications. Will be setting up phone screens starting week of January 13.

Ongoing for HR

Payroll and End of Year compliance Reporting – Worked with Denise and Nic to ensure the final payrolls of the year were accurately processed. Reviewed wage increases and benefit changes to ensure that the changes were appropriately reflected on the 01/03/2025 payroll. Going into January will be reviewing and working with Denise on required reports for WRS.

Library Leadership Retreat – Leadership retreat originally scheduled for mid-December has been moved to Jan. 14. I will be facilitating a session on Smart Goals and personality differences.

Goal Setting – Working with Department Heads to set a goal with their Department. Goals will be discussed at the Department head meeting at the end of January.