



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

**Wednesday, April 2, 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 February 5, 2025 Meeting Minutes
  - b. Rental Contracts and Negotiations Update
  - c. Finance Director Report
  - d. Human Resources Manager Report
  - e. Update on Memberships Discussion
- 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, FEBRUARY 5, 2025**

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

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

**Consideration of January 8, 2025 Meeting Minutes:** Jones moved, Halverson seconded to approve the minutes. Motion carried by unanimous voice vote.

**Review Quarter 4 2024 Impact Fees Report:** The committee discussed the impact fees report.

**Discuss Current Memberships:** The committee discussed the current memberships.

**Review 2024 Paid Vendors per Annual Vendor Review Process:** The committee discussed the vendor review process.

**Discuss Current Leases & Rents:** The committee discussed the list of current leases and rents.

**Finance Director Report:** Schwenn presented her report.

**Human Resources Manager Report:** Murleau presented her report.

**Future Agenda Items:** None

**Meeting Adjournment:** There being no further business before the Committee, Hook moved, Halverson seconded to adjourn the meeting at 6:30pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



## AGENDA ITEM REPORT

### MEETING DATE

April 2, 2025

### PREPARED BY

### AGENDA ITEM # 2.b

Rental Contracts and Negotiations Update

### BACKGROUND

During the February meeting the attached 2025 Leases & Rents report was discussed, as well as ongoing lease agreements. Nic Owen indicated that he was in an ongoing contract negotiation with Center Ground Studios for their rent agreement. It was requested that he report back to committee in follow up at the next meeting, or when the agreement is finalized.

### RECOMMENDATION

### ATTACHMENTS

1. 2025 LEASES & RENTS

Village of Mount Horeb  
Rent/Lease Tracking  
As of January 2025

To be reviewed by Finance & Personnel Committee annually in February

Terms

| Contract With                                      | Department       | Staff Member                   | Revenue / Expense | What                                                                 | Start Date | End Date   | Annual Amount | Pmt Cycle       | Notes                                                                                                                                                                                                                      |
|----------------------------------------------------|------------------|--------------------------------|-------------------|----------------------------------------------------------------------|------------|------------|---------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Center Ground Studios                              | Water Utility    | Nic                            | Revenue           | 302 E. Lincoln Street rent                                           | 7/1/2017   | 6/30/2025  | \$ 960.00     | \$240 qtrly     | \$4800/yr split Elec/Water-Renews every 2 years for term of July 1 - June 30, (2019; 2021; 2023) 2025. <b>Currently negotiating long-term lease potential land contract to purchase.</b>                                   |
| Center Ground Studios                              | Electric Utility | Nic                            | Revenue           | 302 E. Lincoln Street rent                                           | 7/1/2017   | 6/30/2025  | \$ 3,840.00   | \$960 qtrly     | \$4800/yr split Elec/Water-Renews every 2 years for term of July 1 - June 30, (2019; 2021; 2023) 2025. <b>Currently negotiating long-term lease potential land contract to purchase.</b>                                   |
| Community Center; MH Area Senior Center allocation | Administration   | Nic                            | Revenue           |                                                                      | ?          | ?          | \$ 3,600.00   | \$300 monthly   | Same rates since 2018 or before                                                                                                                                                                                            |
| Friends of the Norsk, Inc.                         | Administration   | Nic                            | Revenue           | Norsk Golf Course rent                                               | 6/30/2016  | 1/1/2022   | \$ 7,200.00   | \$600 monthly   | Renewal year beginning with 1/1/2022 rent is greater of 2% of gross sales or \$600/month; thereafter it is the amount for the 2022 year plus the average annual % change in the US DOL CPI for 10/1-9/30 of the prior year |
| Jerome/Nick Zander                                 | Sewer Utility    | Nic                            | Revenue           | Cash farm lease "LaVold Farm" Sand Rock / Country JG South of 18/151 | 2/15/2019  | 12/31/2024 | \$ 3,480.00   | contract term   | Discontinued in 2024--land to be planted in native grasses for WWTP use moving forward.                                                                                                                                    |
| Utility Rent-VMH Office allocation                 | Administration   | Nic                            | Revenue           |                                                                      | ?          | ?          | \$ 30,204.00  | \$2,517 monthly | Same rates since 2018 or before                                                                                                                                                                                            |
| Verizon Wireless                                   | Water Utility    | Utility Commission, Temby/Owen | Revenue           | Water tower rent (Downtown)                                          | 12/1/2002  | 11/30/2027 | \$ 2,000.00   | month           | Reduced to \$2000 in 2023 and has remained the same since that time. DS has requested information from Verizon to explain how the new rate is being calculated.                                                            |
| Landmarks Foundation                               |                  | Cathy Scott                    |                   |                                                                      |            |            | \$ 10.00      | year            |                                                                                                                                                                                                                            |



HERITAGE  
COMMUNITY  
OPPORTUNITY

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### **Finance & Personnel Committee Meeting March/April 2025 FINANCE DIRECTOR REPORT**

1. Financial Reporting Update
  - a. 2024 Village & Utility field audits are complete
    - i. We are continuing to field various questions and follow up
    - ii. Presentations from Baker Tilly are scheduled for June 2025 at Village Board meeting and Utility Commission meeting.
  - b. 2025 financial recording and preparations are ongoing
    - i. Generation of Draft January financial statements anticipated for early April
    - ii. 2025 monthly F/S will be considered "Draft" until auditor adjustment entries for 2024 have been received and posted in late May
2. Annual Vendor Review process status update
  - a. Department Heads received their Vendor Review reminder; final DH reviews are due to Niki on 4/15/25
  - b. Final reporting to F&P Committee scheduled for 5/07/25
3. Rent Contract Negotiations update (Nic)
4. Future Items
  - a. Q2 2025: Revisit Wheel Tax discussion; in anticipation of adding to 2026 budget planning, etc.
  - b. May 2025: Q1 2025 Permit & Fees reporting to F&P
  - c. May 2025: Vendor Review-Department Head Notes & Updates provided to F&P
5. Other Comments:

Denise J. Schwenn  
Finance Director / Treasurer

#### Annual Recurring items:

Jan-Property Tax update, Year-End P/R Tax Reporting Update  
Feb-Q4 Permit Fees Reported, Memberships Reporting, Vendor Review Begins  
Mar-Vendor Review status update  
Apr-Vendor Review status update  
May-Q1 Permit Fees Reported, Vendor Review Summary Provided  
Jun-Baker Tilly audit presentations (VB/UTIL Comm)  
Jul-Denise & Niki attending UW-GB Treasurer training classes  
Aug-Q2 Permit Fees Reported  
Sep  
Oct  
Nov-Q3 Permit Fees Reported  
Dec



## **Finance and Personnel Committee Report for 04.02.2025**

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

Library – Library clerk- Gabrielle Taft – 03.17.2025

PD- Administrative Assistant-Denise Adler – 03.14.2025

### **Hires**

Public Services- Crewperson – Kevin Krantz- 03.03.2025

Public Services – Crewperson – Chad Schult – 04.07.2025

### **Retirements:**

#### **Brian Haag – Public Services**

Retirement Date: April 1, 2025

Brian will be retiring with 38 years of service.

### **Recruitments**

**Administrative Assistant – Police Department** - Position is posted. Applications are being reviewed and we are on schedule to phone screen and interview by mid- to-late April.

**Crewperson – Parks Maintenance – (Replacement for Brian Haag):** Interview process completed. Offer extended and accepted by *Chad Schult*, who will be starting April 07, 2025.

**Summer Seasonal Staff for Rec Department and Public Services:** Positions are posted and are actively being promoted. Recruitment is ongoing.



## **Ongoing for HR**

**My Insurance Benefits** – ETF is expected to launch its new system My Insurance Benefits, on July 1. This platform will be accessible to local employees. I will be attending several training sessions throughout April, May, and June to ensure all current employees are properly set up in the system prior the 2026 open enrollment.

**Wage Surveys** – March and April are key months for completing wage surveys. The MEUW survey was completed and submitted. Hoping to get results of the survey in the middle of May.

**Compliance-** Affordable Care Act reporting was completed and submitted electronically mid-March.

**Training** – 27 VMH employees successfully renewed their CPR certifications.



## AGENDA ITEM REPORT

### MEETING DATE

April 2, 2025

### PREPARED BY

### AGENDA ITEM # 2.e

Update on Memberships Discussion

### BACKGROUND

During the February F&P meeting, we discussed Village memberships. At that time, we had no information or invoicing from Greater Madison MPO-A metropolitan planning organization that Nic Owen had previously expressed interest in. Nic would like to re-address this membership opportunity.

### RECOMMENDATION

### ATTACHMENTS

None