



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Web: [mounthorebwi.info](http://mounthorebwi.info)

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

**Wednesday, May 7, 2025 at 5:30 PM**

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
  - a. Roll Call
  - b. New Member Welcome
- 2) Agenda Items
  - a. Consideration of April 2, 2025 Meeting Minutes
  - b. 2025 Review of 2024 Vendor Activity-Department Head Responses
  - c. Review of Quarter 1 2025 Permits & Impact Fees Report
  - d. Review Code of Ethics Policy
  - e. Finance Director Report
  - f. Human Resources Manager Report
- 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, APRIL 2, 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, Fendrick, and Halverson. Hook was absent. Also present were Administrator Owen, Treasurer/Finance Director Schwenn and Village Clerk Gaffney.

**Consideration of February 5, 2025 Meeting Minutes:** Jones moved, Halverson seconded to approve the minutes. Fendrick abstained, as he was not present at that meeting. Motion carried by voice vote.

**Rental Contract and Negotiations Update:** Owen gave an update on this item. The committee discussed the contracts.

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

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

**Update on Memberships Discussion:** Owen gave an update on this item.

**Future Agenda Items:** Scott made suggestions of some items the committee should discuss in the future. Wheel Tax was also mentioned.

**Meeting Adjournment:** There being no further business before the Committee, Scott moved, Fendrick seconded to adjourn the meeting at 5:57pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



## AGENDA ITEM REPORT

### MEETING DATE

May 7, 2025

### PREPARED BY

### AGENDA ITEM # 2.b

2025 Review of 2024 Vendor Activity-Department Head Responses

### BACKGROUND

#### ANNUAL VENDOR REVIEW PROCESS

Annually, a VENDORS TO REVIEW report is provided to Nic Owen for his review. This same list is converted to a multi-step process of further review by all Department Heads and reported to the Finance & Personnel Committee, (a) to satisfy accounting standards requiring us to report on all contracts held with vendors and customers who lease from us; and (b) for the purpose of ensuring we continue to receive the service and value most beneficial to the Village.

#### Vendor Review Criteria:

1. List all vendors paid in the year, with total spending (# vendors, \$ spent)
2. Filter list to only include those vendors totaling \$5,000+ (# vendors, \$ spent)
3. Filtered vendors to be reviewed, removing refund vendors, construction vendors for which bidding process was used, one-time purchase vendors, government bodies, loan payments, etc); create additional file tab labeled "\$5K+ Vendors to Ignore".
4. Remaining list of vendors to be reviewed by Department Heads, who will add notes/comments as needed for the file tab labeled "Summary – Action Vendors"
  1. This list will be reported to Finance & Personnel Committee in March
  2. Each Dept Head will receive a file with tabs sorted to reflect only the data affecting them, and will be asked to return completed details prior to established "APRIL" date for timeline below
  3. Findings will be reported to F&P Committee for review/discussion in MAY

#### Timeline for process:

EOY (after final check run): Prepare "YYYY Vendors to Review" file for Nic Owen

FEB: Prepare new data spreadsheets, steps 2-3 above

MAR: Review list given to F&P Committee and to Dept. Heads

APRIL: Follow up w/Dept. Heads, update notes sections

MAY: Provide updated notes to F&P Committee



## AGENDA ITEM REPORT

### RECOMMENDATION

### ATTACHMENTS

1. 2024 Vendors Paid Over \$5000 Reviewed by Dept Heads
2. 2024 Vendors to Review Listing - F&P

| Payee                                         | Amount          | over \$5000-included<br>in Vendor review |
|-----------------------------------------------|-----------------|------------------------------------------|
| Grand Total                                   | \$ -            |                                          |
| MOUNT HOREB AREA SCHOOL DISTRICT Total        | \$ 6,367,797.88 |                                          |
| DANE COUNTY TREASURER Total                   | \$ 2,192,324.31 |                                          |
| U.S. BANK Total                               | \$ 1,477,244.47 |                                          |
| RULE CONSTRUCTION LTD Total                   | \$ 1,176,877.24 |                                          |
| MJ ELECTRIC LLC Total                         | \$ 1,137,846.35 |                                          |
| IRS EFTPS Total                               | \$ 1,098,934.30 |                                          |
| WRS EMPLOYEE TRUST FUNDS Total                | \$ 985,890.10   |                                          |
| MOUNT HOREB AREA JOINT FIRE DEPARTMENT Total  | \$ 970,261.33   |                                          |
| WI RETIREMENT SYSTEM Total                    | \$ 701,626.70   |                                          |
| MADISON AREA TECHNICAL COLLEGE DISTRICT Total | \$ 519,439.98   |                                          |
| MOUNT HOREB UTILITIES Total                   | \$ 452,590.06   |                                          |
| WI DEPT OF REVENUE Total                      | \$ 398,819.42   |                                          |
| SMITHGROUP JJR LLC Total                      | \$ 385,908.00   |                                          |
| STUART C IRBY CO Total                        | \$ 191,857.57   |                                          |
| B&B TRANSFORMER INC Total                     | \$ 181,128.00   |                                          |
| SUMMIT CREDIT UNION Total                     | \$ 164,610.80   |                                          |
| THE MCCLONE AGENCY INC Total                  | \$ 163,466.00   |                                          |
| BACHMANN CONSTRUCTION CO INC Total            | \$ 161,613.89   |                                          |
| VIRGINIA TRANSFORMER CORPORATION Total        | \$ 153,620.20   |                                          |
| CORE & MAIN LP Total                          | \$ 150,120.00   |                                          |
| WI DEFERRED COMP PROGRAM Total                | \$ 135,589.11   |                                          |
| BAKER TILLY US, LLP Total                     | \$ 129,940.47   |                                          |
| SCOTT CONSTRUCTION INC Total                  | \$ 115,711.33   |                                          |
| CLASSY CLEANERS Total                         | \$ 101,069.50   |                                          |
| CRACK FILLING SERVICE CORPORATION Total       | \$ 98,250.00    |                                          |
| MILLENNIUM COMM & ELECTRICAL PRODUCTS Total   | \$ 96,813.00    |                                          |
| FORSTER ELECTRICAL ENGINEERING INC Total      | \$ 95,873.05    |                                          |
| MIDDLETON MOTORS INC Total                    | \$ 90,943.73    |                                          |
| COMPUTER & NETWORKING SOLUTIONS INC Total     | \$ 86,823.13    |                                          |
| TRI HOLDINGS, LLC Total                       | \$ 86,631.00    |                                          |
| BRICKLINE INC Total                           | \$ 84,525.00    |                                          |
| HALLADA AUTOGROUP INC Total                   | \$ 71,275.18    |                                          |
| MOUNT HOREB AREA CHAMBER OF COMMERCE Total    | \$ 68,739.95    |                                          |
| DELTA DENTAL OF WISCONSIN INC Total           | \$ 67,770.38    |                                          |
| GENERAL ENGINEERING COMPANY Total             | \$ 63,023.75    |                                          |
| TATMAN ACQUISITION CORPORATION Total          | \$ 62,584.00    |                                          |
| DEPENDABLE LANDSCAPE & LAWN CARE LLC Total    | \$ 62,531.00    |                                          |
| MUNICIPAL PROPERTY INSURANCE COMPANY Total    | \$ 62,422.00    |                                          |
| SOUTH CENTRAL LIBRARY SYSTEM Total            | \$ 61,421.30    |                                          |
| BORDER STATES INDUSTRIES INC Total            | \$ 61,259.86    |                                          |
| FINK'S PAVING & EXCAVATING INC Total          | \$ 50,856.34    |                                          |
| CENEX FLEETCARD-(PUBL SVCS) Total             | \$ 50,524.68    |                                          |
| GERBER LEISURE PRODUCTS INC Total             | \$ 49,405.00    |                                          |
| VANDEWALLE & ASSOCIATES INC Total             | \$ 48,083.66    |                                          |
| COMPASS MINERALS AMERICA INC Total            | \$ 44,909.24    |                                          |

|                                                |              |
|------------------------------------------------|--------------|
| RESCO Total                                    | \$ 43,061.07 |
| Redevelopment Resources LLC Total              | \$ 41,934.12 |
| BYTEC RESOURCE MANAGEMENT INC Total            | \$ 41,715.45 |
| HOFF MALL CORPORATION Total                    | \$ 40,071.00 |
| STATEWIDE ENERGY EFFICIENCY & RENEWABLES Total | \$ 34,100.02 |
| SLOAN IMPLEMENT COMPANY INC Total              | \$ 32,931.67 |
| STRAND ASSOCIATES INC Total                    | \$ 29,689.59 |
| MARTELLE WATER TREATMENT INC Total             | \$ 26,533.20 |
| JOHNSON'S NURSERY INC Total                    | \$ 26,010.00 |
| INFOSEND INC Total                             | \$ 25,595.57 |
| SJ ELECTRIC SYSTEMS LLC Total                  | \$ 25,485.01 |
| PUBLIC SERVICE COMMISSION OF WISCONSIN Total   | \$ 24,433.55 |
| DANE COUNTY HIGHWAY & TRANSPORTATION Total     | \$ 24,268.43 |
| A C ENGINEERING COMPANY Total                  | \$ 22,798.00 |
| BOLDTRONICS INC Total                          | \$ 22,313.85 |
| SECURIAN FINANCIAL-LIFE Total                  | \$ 21,380.13 |
| BRICKPOINT PROPERTIES LLC Total                | \$ 20,616.32 |
| WYSER ENGINEERING LLC Total                    | \$ 20,465.00 |
| MSA PROFESSIONAL SERVICES INC. Total           | \$ 19,454.88 |
| BADGER SPORTING GOODS CO INC Total             | \$ 19,195.00 |
| STRYKER SALES CORPORATION Total                | \$ 18,034.38 |
| YOUTH ENRICHMENT LEAGUE Total                  | \$ 17,616.00 |
| OPEN POINT LLC Total                           | \$ 17,400.00 |
| KLH CONSTRUCTION LLC Total                     | \$ 17,214.57 |
| TRI-STATE DIRECTIONAL DRILLING LLC Total       | \$ 16,339.20 |
| JONES EXCAVATING SOLUTIONS LLC Total           | \$ 16,312.50 |
| ARTEMIS PROVISIONS AND CHEESE Total            | \$ 16,127.56 |
| MUNICIPAL ELECTRIC UTILITIES OF WI Total       | \$ 15,997.00 |
| COYLE CARPET ONE LLC Total                     | \$ 15,545.00 |
| CENEX FLEETCARD-(UTILITIES) Total              | \$ 14,673.73 |
| FAHRNER ASPHALT SEALERS LLC Total              | \$ 14,119.00 |
| URBEN FOREST SERVICES LLC Total                | \$ 14,075.00 |
| POMP'S TIRE SERVICE INC Total                  | \$ 14,071.39 |
| AXON ENTERPRISE INC Total                      | \$ 13,776.12 |
| WALGREEN COMPANY Total                         | \$ 13,759.84 |
| CLEARY BUILDING CORPORATION Total              | \$ 13,496.00 |
| CARRICO AQUATIC RESOURCES INC Total            | \$ 13,264.23 |
| CIVIC SYSTEMS LLC Total                        | \$ 13,228.00 |
| WINTER EQUIPMENT COMPANY INC Total             | \$ 13,171.40 |
| LV LABORATORIES LLC Total                      | \$ 13,056.77 |
| JW BRAGER HEATING AND COOLING LLC Total        | \$ 13,032.00 |
| HAYWARD GORDON ULC Total                       | \$ 12,621.00 |
| DIMENSION IV MADISON LLC Total                 | \$ 12,240.00 |
| AQUATIC INFORMATICS INC Total                  | \$ 11,275.00 |
| BELL LUMBER & POLE COMPANY Total               | \$ 11,142.22 |
| JEROME ZANDER Total                            | \$ 10,957.80 |
| MOUNT HOREB MASONRY LLC Total                  | \$ 10,750.00 |

|                                             |    |           |
|---------------------------------------------|----|-----------|
| HOTSYS CLEANING SYSTEMS INC Total           | \$ | 10,522.14 |
| FINKS CAFE LLC Total                        | \$ | 10,245.00 |
| WI COURT FINES & SURCHARGES Total           | \$ | 10,144.07 |
| BALL DIAMOND FINE SPORTS TURF Total         | \$ | 10,060.00 |
| DRS SOUND INC. Total                        | \$ | 9,800.00  |
| CIVIC PLUS LLC Total                        | \$ | 9,717.76  |
| J & R UNDERGROUND LLC Total                 | \$ | 9,599.10  |
| 214 E MAIN LLC Total                        | \$ | 9,449.00  |
| DUANE HAAG Total                            | \$ | 9,351.60  |
| GREG BURRESON Total                         | \$ | 9,237.24  |
| WIS PARK & RECREATION ASSOCIATION INC Total | \$ | 9,228.25  |
| MKM INVESTMENTS INC Total                   | \$ | 8,843.00  |
| WI UNEMPLOYMENT INSURANCE Total             | \$ | 8,673.31  |
| PREMIER COOPERATIVE Total                   | \$ | 8,620.52  |
| RITCHIE IMPLEMENT INC Total                 | \$ | 8,380.00  |
| MZ CONSTRUCTION INC. Total                  | \$ | 8,280.45  |
| SISTER BAY FURNITURE Total                  | \$ | 8,222.00  |
| REYNOLDS TRANSFER AND STORAGE INC Total     | \$ | 8,200.00  |
| DANE COUNTY HUMAN SERVICES DEPARTMENT Total | \$ | 8,123.00  |
| LITTLE STAR KICKERS LLC Total               | \$ | 8,120.00  |
| BRANDON LUTZ Total                          | \$ | 7,990.04  |
| HOOPER CORPORATION Total                    | \$ | 7,855.66  |
| XYLEM WATER SOLUTIONS USA INC Total         | \$ | 7,791.00  |
| KAYSER FORD INC Total                       | \$ | 7,671.80  |
| ICS MEDICAL ANSWERING SERVICE Total         | \$ | 7,640.57  |
| DAVE HERFEL Total                           | \$ | 7,632.12  |
| SARAH J BAGSTAD Total                       | \$ | 7,560.00  |
| WISCONSIN PROFESSIONAL POLICE ASSOC Total   | \$ | 6,834.50  |
| CENEX FLEETCARD-(WASTEWATER) Total          | \$ | 6,795.36  |
| HACH COMPANY Total                          | \$ | 6,762.00  |
| ZWEIFEL ELECTRIC LLC Total                  | \$ | 6,730.00  |
| ROBERT REYNOLDS Total                       | \$ | 6,724.72  |
| CORE TECHNOLOGY CORPORATION Total           | \$ | 6,605.00  |
| CHAPMAN IT CONSULTING LLC Total             | \$ | 6,500.00  |
| FARRELL LIVING TR, KEVIN Total              | \$ | 6,483.26  |
| CTW CORPORATION Total                       | \$ | 6,154.81  |
| L-R METER TESTING & REPAIR INC Total        | \$ | 6,133.85  |
| PITNEY BOWES RESERVE ACCOUNT Total          | \$ | 6,000.00  |
| CREATIVE CANVASES WITH SARA LLC Total       | \$ | 5,980.00  |
| J & C FLOOR SHOP INC Total                  | \$ | 5,801.82  |
| INTERIOR INVESTMENTS OF MADISON LLC Total   | \$ | 5,520.00  |
| AQUACHEM OF AMERICA INC Total               | \$ | 5,481.00  |
| CEDAR CREST SPECIALTIES INC Total           | \$ | 5,336.16  |
| TRAIL THIS INC. Total                       | \$ | 5,267.82  |
| KARA MELKA Total                            | \$ | 5,000.00  |
| MATTHEW CAYGILL AND Total                   | \$ | 5,000.00  |

| Vendor Name                                | Total 2021<br>Expense | Total 2022<br>Expense | Total 2023<br>Expense | Total 2024<br>Expense | Notes                                         | Dept Head                           | Current agreement<br>expires when? PROVIDE<br>AGREEMENT TO DENISE | Last<br>negotiated<br>when? | Recommendation for<br>review: Frequency;<br>When Next? | Notes                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------------------------|-------------------------------------|-------------------------------------------------------------------|-----------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACCURATE APPRAISAL LLC Total               | 13,040                | 19,900                | 19,900                | 15,920                | assessor                                      | Alyssa Gaffney                      | December 2021                                                     | 2017                        | every 4 years; 2025                                    | I can get recommendations from other municipalities if we want to look around for someone else, or compare prices. AG 3/31/25                                                                                                                                                                                                                             |
| AMAZON.COM LLC Total                       | 56,598                | 29,036                | 32,274                | 29,260                |                                               | Jessica Gretzinger /<br>Doug Vierck | N/A                                                               | N/A                         | Every 3 years; 2025                                    | Use when needed for lower costs. Will use as a comparison to other vendors based on needs. DV 4/12/25                                                                                                                                                                                                                                                     |
| ANDERSON LAWN SERVICE LLC Total            | 14,040                | 2,825                 | 3,000                 | 3,270                 | mowing / snow removal                         | Brian Schult / Jordan<br>Schmitz    | 1/26/2026                                                         | 1/1/2023                    | every 3 years; 2029                                    | JS 2/11/25 (he filled in dates)                                                                                                                                                                                                                                                                                                                           |
| AQUACHEM OF AMERICA INC                    | 4,355                 | 5,868                 | 4,014                 | 5,481                 | polymer for biosolids                         | Mike Brace                          |                                                                   |                             |                                                        | We got pricing from another supplier in 2024, Aquachem was still most economical. MB                                                                                                                                                                                                                                                                      |
| AQUAFIX INC Total                          | 3,104                 | 3,939                 | 9,786                 | 4,244                 |                                               | Mike Brace                          |                                                                   |                             | Annually                                               | We buy proprietary enzymatic degreasers and cleaners from them, we're happy with the products and feel they are priced competitvely, other suppliers/pricing listed: Aquafix - 2121.04/drum, USABlueBook - 3939.95/drum, Rhomar - 2447.25/drum. MB 4/14/25                                                                                                |
| B&B TRANSFORMER                            |                       | 73,070                | 111,279               | 181,128               | Transformers                                  | Jordan Schmitz                      |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| BAKER & TAYLOR BOOKS Total                 | 23,876                | 38,425                | 39,493                | 50,745                | Library supplies                              | Jessica Gretzinger                  | N/A                                                               | N/A                         | Every 3 years; 2025                                    | discounts based on what state you're in. JG 2/11/25                                                                                                                                                                                                                                                                                                       |
| BELL LUMBER & POLY COMPANY                 |                       |                       |                       | 11,142                | Wood poles                                    | Jordan Schmitz                      |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| BOLDTRONICS INC Total                      | 10,210                | -                     | 1,055                 | 22,314                | Video surveillance                            | Doug Vierck / Jeff<br>Gorman        | N/A                                                               |                             | Every 3 years 2025                                     | Boldtronics was bought out by Associated Technical Services (ATS). They will continue our current services and will be installing access control at some of our park shelters this spring. JG 3/28/25<br>Software and equipment use is based on items installed at PD. DV 4/12/25                                                                         |
| CARRICO AQUATIC RESOURCES INC Total        | 136,438               | 13,710                | 12,718                | 13,264                | pool chemicals and<br>support                 | Jeff Gorman                         | 2019                                                              | 2006                        | Every 2 years; 2025                                    | We are in the second year of a two year contract. JG 3/28/25                                                                                                                                                                                                                                                                                              |
| CLASSY CLEANERS                            | 92,278                | 88,817                | 89,484                | 101,070               | cleaning service                              | Nic Owen                            | 2027                                                              | 2023                        | end of contract                                        | (dates updated, no comment)                                                                                                                                                                                                                                                                                                                               |
| COMPASS MINERALS AMERICA INC               |                       |                       | 48,900                | 44,909                | road salt                                     | Jeff Gorman                         |                                                                   |                             |                                                        | Wis DOT administers the contract on behalf of participating municipalities. JG 3/28/25                                                                                                                                                                                                                                                                    |
| COMPLETE OFFICE OF WISCONSIN INC Total     | 17,921                | 8,216                 | 3,746                 | 2,751                 | Office supplies                               | Alyssa Gaffney                      | no contract                                                       |                             | N/A, compare each<br>purchase to others                | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| COMPUTER & NETWORKING SOLUTIONS INC Total  | 66,311                | 54,725                | 115,828               | 86,823                | IT consultant                                 | Denise Schwenn /<br>Doug Vierck     | no contract                                                       |                             | every 5 years; 2026                                    | Currently, this relationship is strong and I am not aware of any issues with services provided. Next review due in 2026. No changes for 2025. DS 2/11/25<br>I have not checked with other companies, but pricing has been consistent with other sources for computer equipment (he will also tell us if we can get it cheaper somewhere else.) DV 4/12/25 |
| COPLIEN PAINTING INC Total                 |                       | 10,905                | -                     |                       | pool painting                                 | Jeff Gorman                         |                                                                   |                             | every 5 years; 2026                                    | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| CORE & MAIN LP Total                       | 87,080                | 238,387               | 298,212               | 150,120               |                                               | Jordan Schmitz / Brian<br>Schult    | N/A                                                               |                             | every 5 years; 2028                                    | Water meter supplies, Water main/hydrant parts. BS 3/3/25                                                                                                                                                                                                                                                                                                 |
| CORE TECHNOLOGY CORPORATION Total          | 3,653                 | 8,381                 | 13,490                | 6,605                 | police tech                                   | Doug Vierck                         | 12/31/2023                                                        |                             | 6/1/2023 and every 3<br>years thereafter               | Proprietary software. Prices have been consistent. No Contract, year to year purchase. To change would be to buy a new system at 10's of thousands of dollars. DV 4/12/25                                                                                                                                                                                 |
| COYLE CARPET ONE LLC                       | 13,858                | 11,850                | 8,650                 | 15,545                | library                                       | Jessica Gretzinger                  |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| CRACK FILLING SERVICE CORPORATION Total    | 53,000                | 75,000                | 80,000                | 98,250                | street maintenance                            | Jeff Gorman                         |                                                                   |                             | Annually                                               | Use them annually due to quality work and reasonable prices. JG 3/28/25                                                                                                                                                                                                                                                                                   |
| DANE COUNTY HIGHWAY & TRANSPORTATION Total | 19,109                | 26,177                | 22,454                | 24,268                | gasoline & oil                                | Doug Vierck                         |                                                                   | 2022                        | 2025                                                   | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| DELUXE DISTRIBUTORS Total                  | 3,026                 | 3,454                 | 3,609                 | 4,305                 | Institutional Chemicals<br>and Paper Supplies | Mike B/Brian S/Jordan<br>S/Jeff G   |                                                                   |                             | Annually                                               | Office supplies. BS 3/3/25 I only purchase degreaser from them. JG 3/28/25<br>I do not anticipate any further purchases from Deluxe Dist as of 2/11/25. MB 4/14/25                                                                                                                                                                                        |
| FINKS CAFE LLC Total                       | 10,746                | 5,964                 | 11,491                | 10,245                | Senior Center                                 | Lynn Forshaug                       | N/A                                                               | Program began<br>3/1/2015   | Funding is Reviewed<br>Annually in November            | No changes for the Outreach/Nutrition Programs - LF 2/13/25                                                                                                                                                                                                                                                                                               |
| GERBER LEISURE PRODUCTS INC                |                       |                       |                       | 49,405                | shade structure                               | Jeff Gorman                         |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| HOTSY CLEANING SYSTEMS INC                 |                       |                       |                       | 10,522                | Pressure Washer                               | Jeff Gorman                         |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                                                                                                                                              |
| INFOSEND INC Total                         | 22,686                | 25,494                | 24,580                | 25,596                | utility billing                               | Alyssa Gaffney                      | auto renew every year                                             | started 2013                | every 5 years; 2025                                    | We use this company to mail our utility bills because they are tied in with WPPI. Happy with them. AG 3/31/25                                                                                                                                                                                                                                             |
| J & R UNDERGROUND LLC Total                | 130,445               | 4,864                 | 52,526                | 9,599                 | Electric digging/boring                       | Jordan Schmitz                      | N/A                                                               |                             | every 5 years; 2025                                    | We will possibly have a contract with them for North Rd project this year - JS 2/11/25                                                                                                                                                                                                                                                                    |
| JONES EXCAVATING SOLUTIONS, LLC Total      | 7,408                 | 213,995               | 66,255                | 16,313                |                                               | Brian Schult                        |                                                                   |                             |                                                        | We use Jones for water main breaks. BS 3/3/25                                                                                                                                                                                                                                                                                                             |
| KAYSER FORD INC Total                      | 35                    | 4,719                 | 1,093                 | 7,672                 | purchase/service                              | Doug Vierck                         | N/A                                                               |                             | Every 3 years 2025                                     | Service prices are consistent with other shops. Only use them for Ford specific work/warranty. DV 4/12/25                                                                                                                                                                                                                                                 |

| Vendor Name                                 | Total 2021<br>Expense | Total 2022<br>Expense | Total 2023<br>Expense | Total 2024<br>Expense | Notes                                                                                                                   | Dept Head                                                | Current agreement<br>expires when? PROVIDE<br>AGREEMENT TO DENISE | Last<br>negotiated<br>when? | Recommendation for<br>review: Frequency;<br>When Next? | Notes                                                                                                                                                                                                                                    |
|---------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------|-----------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LV LABORATORIES LLC Total                   | 3,285                 | 6,411                 | 8,554                 | 13,057                | Lab supplies?                                                                                                           | Mike Brace                                               |                                                                   |                             |                                                        | Contracted for lab analysis services, have been providing quality service and lower pricing than other regional labs. MB 4/14/25                                                                                                         |
| MADISON TRUCK EQUIPMENT INC Total           |                       | 104,198               | 1,029                 | 1,937                 | Plow repair                                                                                                             | Jeff Gorman                                              |                                                                   |                             | every 3 years; 2025                                    | Supplier for truck and Universal plow parts. JG 3/28/25                                                                                                                                                                                  |
| MIDDLETON MOTORS INC                        | 142,409               | 79,571                | 47,772                | 90,944                |                                                                                                                         | Doug Vierck / Jeff Gorman                                |                                                                   | 2021                        | as needed (when bidding done)                          | They were the low bidder on our pickup truck purchase in 2025. JG 3/28/25 Follow the state rate pricing. Contact will work with me on pricing and has been overly helpful and fair. DV 4/12/25                                           |
| MIDWEST TAPE LLC Total                      | 16,371                | 15,844                | 21,221                | 18,049                |                                                                                                                         | Jessica Gretzinger                                       | N/A                                                               | N/A                         | Every 3 years; 2025                                    | (no comment)                                                                                                                                                                                                                             |
| MILLENNIUM COMM & ELECTRICAL PRODUCTS Total | 12,793                | 31,163                | 35,129                | 96,813                |                                                                                                                         | Jordan Schmitz                                           |                                                                   | 2022                        | every 3 yrs; 2025                                      | (no comment)                                                                                                                                                                                                                             |
| MOUNT HOREB AUTO SUPPLY INC Total (NAPA)    | 5,287                 | 6,904                 | 4,620                 | 6,387                 |                                                                                                                         | Jordan Schmitz / Jeff Gorman / Brian Schult / Mike Brace | N/A                                                               |                             | Annually                                               | Parts. BS 3/3/25 Our main source for vehicle maintenance parts. Good prices and availability. JG 3/28/25 We get truck and generator parts from NAPA, we typically get pricing from other suppliers when time permits. MB 4/14/25         |
| MSA PROFESSIONAL SERVICES INC               |                       |                       |                       | 19,455                | Downtown parking study                                                                                                  | Nic Owen                                                 |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                             |
| MZ CONSTRUCTION INC                         |                       | 128,604               | 194,333               | 8,280                 | pump station improv                                                                                                     | Mike Brace                                               |                                                                   |                             |                                                        | Contractor for Brookwood LS upgrade, final payment made 01/2024, contract is up. MB                                                                                                                                                      |
| OPEN POINT LLC                              |                       |                       | 60,400                | 17,400                |                                                                                                                         | Jordan Schmitz                                           | N/A                                                               | 8/30/2023                   | N/A                                                    | (no comment)                                                                                                                                                                                                                             |
| POMP'S TIRE SERVICE INC Total               | 15,459                | 12,974                | 8,938                 | 14,071                | tires                                                                                                                   | Jeff Gorman                                              |                                                                   |                             | every 3 years; 2025                                    | Use them for truck tires, especially large trucks and loaders. JG 3/28/25                                                                                                                                                                |
| PREMIER COOPERATIVE Total                   | 20,030                | 20,095                | 27,683                | 8,621                 | various supplies                                                                                                        | Jordan Schmitz / Jeff Gorman / Brian Schult / Mike Brace |                                                                   | 2022-elec.                  | Annually                                               | Fuel/parts/shop supplies. BS 3/3/25 Miscellaneous We get lots of materials and supplies from the co-op as well as other local vendors. We also rely on them for certain vehicle maintenance tasks. MB 4/14/25                            |
| QUILL CORPORATION Total                     | 6,585                 | 5,371                 | 8,000                 | 8,386                 | Office supplies                                                                                                         | Alyssa Gaffney                                           |                                                                   |                             | N/A, compare each purchase to others                   | (no comment)                                                                                                                                                                                                                             |
| REDEVELOPMENT RESOURCES LLC                 |                       | 11,306                | 72,031                | 41,934                | Economic Dev Services                                                                                                   | Nic Owen                                                 |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                             |
| RTITCHIE IMPLEMENT INC                      |                       |                       |                       | 8,380                 | bobcat landscape rake                                                                                                   | Jordan Schmitz                                           |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                             |
| SJ ELECTRIC SYSTEMS LLC Total               | 7,099                 | 12,826                | 18,869                | 25,485                | Electrical controls and pump, lift station repair. Commonly know as LW Allen. Name change for billing is fairly recent. | Mike Brace                                               |                                                                   |                             |                                                        | SJE (LW Allen) has provided lift station and treatment facility products, services, and support for years; they supply most of our controlers and programming, and perform a wide variety of repair/maintenance tasks for us. MB 4/14/25 |
| SLOAN IMPLEMENT COMPANY INC Total           | 86,075                | 12,607                | 37,510                | 32,932                | equipment sales/service                                                                                                 | Jeff Gorman / Brian Schult / Mike Brace                  |                                                                   | 2021-Elec.                  | Every 3 years; 2025                                    | Parts. BS 3/3/25 Use them for mower parts and mower purchaes. Also chain saw supplies. JG 3/28/25 We get parts for our John Deere lawn mower and occassionally other small equipment. MB 4/14/25                                         |
| SMITHGROUP JJR LLC Total                    | 257,625               | 401,121               | 387,337               | 385,908               | Municipal Engineering                                                                                                   | Nic Owen                                                 | 5/1/2020                                                          | 2012                        | every 5-7 years; 2025                                  | Checked and rates competitive with Madison Market. Great institutional knowledge. Discussed needed quicker responses to projects. NO 4/10/25                                                                                             |
| STRYKER SALES CORP -STRYKER MEDICAL         | 5,093                 | 5,357                 | 2,523                 | 18,034                | AEDS                                                                                                                    | Doug Vierck                                              |                                                                   |                             |                                                        | Proprietary devices for current equipment. DV 4/12/25                                                                                                                                                                                    |
| SYMDON MOTORS INC Total                     | 27,452                | 9,962                 | 14,013                | 9,920                 | vehicle maintenance                                                                                                     | Doug Vierck / Jeff Gorman/Jordan Schmitz                 | N/A                                                               |                             | Every 3 years; 2028                                    | Occasionally used for service on General Motors vehicles. JG 3/28/25 JS 2/11/25 Reduces time without vehicles and is a local shop. Prices have been consistent with work done at other shops (i.e. Kayser) DV 4/12/25                    |
| TATMAN ACQUISITION CORPORATION              |                       |                       | 196,621               | 62,584                | various supplies                                                                                                        | Jordan Schmitz                                           | Expired                                                           | 2023                        | N/A                                                    | JS 2/11/25 - agreement expired                                                                                                                                                                                                           |
| TOP PACK DEFENSE Total                      | 8,601                 | 14,115                | 14,015                | 18,299                | Police Dept uniforms                                                                                                    | Doug Vierck                                              |                                                                   |                             | Every 3 years; 2025                                    | Prices are consistent with other companies. If we find it cheaper, we go with the cheaper price on specific items. DV 4/12/25                                                                                                            |
| URBEN FOREST SERVICES LLC                   |                       |                       | 9,850                 | 14,075                | grind/haul brush pile                                                                                                   | Jeff Gorman                                              |                                                                   |                             |                                                        | Contracted them the last two years. Get bids each time we grind our brush pile. JG 3/28/25                                                                                                                                               |
| USA FOOTBALL INC Total                      | 6,975                 |                       | -                     |                       | Rec supplies                                                                                                            | Jill Dudley                                              | End of October 2019                                               | January of 2019             | None, if satisfied                                     | This is the only vendor for our flag football program. No new contract is needed. JD 2/11/25                                                                                                                                             |
| UTILITY SALES AND SERVICE INC Total         | 154,748               | 5,188                 | 5,346                 | 12,167                | truck maintenance                                                                                                       | Jordan Schmitz                                           | N/A                                                               |                             | every 3 years; 2026                                    | (no comment)                                                                                                                                                                                                                             |
| VANDEWALLE & ASSOCIATES INC Total           | 57,713                | 37,172                | 14,932                | 48,084                | planning                                                                                                                | Nic Owen                                                 | 12/31/2019                                                        | 2002?                       | None, if satisfied                                     | (no comment)                                                                                                                                                                                                                             |
| VIRGINIA TRANSFORMER CORPORATION            |                       |                       |                       | 153,620               | Transformer                                                                                                             | Jordan Schmitz                                           |                                                                   |                             |                                                        | (no comment)                                                                                                                                                                                                                             |
| W W GRAINGER INC Total                      | 7,658                 | 9,039                 | 5,405                 | 4,173                 | supplies                                                                                                                | Jeff Gorman                                              |                                                                   |                             | every 5 years; 2025                                    | Supplier for parts and equipment, especially plumbing parts. JG 3/28/25                                                                                                                                                                  |
| WYSER ENGINEERING LLC Total                 | 32,987                | 51,537                | 34,333                | 20,465                | Surveying/Engineering                                                                                                   | Nic Owen                                                 | N/A                                                               | 12/5/2017                   | project basis                                          | (no comment)                                                                                                                                                                                                                             |
| Total - All Vendors to Review (103)         | 3,239,907             | 3,749,163             | 4,054,156             | 3,422,950             |                                                                                                                         |                                                          |                                                                   |                             |                                                        |                                                                                                                                                                                                                                          |



## AGENDA ITEM REPORT

### MEETING DATE

May 7, 2025

### PREPARED BY

### AGENDA ITEM # 2.c

Review of Quarter 1 2025 Permits & Impact Fees Report

### BACKGROUND

### RECOMMENDATION

### ATTACHMENTS

1. 2025 Permits Q1 QUARTERLY IMPACT FEES REPORT

Village of Mount Horeb 2024 Permits Summary  
 Quarterly Impact Fee Report  
 January to March 2025

PERMIT & PROJECT COSTS SUMMARY:

|                 |              |                   |           | General Building Fees and Permit Charges Incurred YTD |                |      |           |                 |                   |    |       |          |          |
|-----------------|--------------|-------------------|-----------|-------------------------------------------------------|----------------|------|-----------|-----------------|-------------------|----|-------|----------|----------|
| Permit Type     | # of Permits | Estimated Project |           | Permit Issuance                                       |                |      |           | Land Dedication |                   |    |       |          |          |
|                 |              | Totals            |           | Total Fees                                            | Inspector Fees | Fees | Park Fees | Fees            | Water Impact Fees |    |       |          |          |
| COMMERCIAL      | 8            | \$                | 707,502   | \$                                                    | 1,688          | \$   | 1,338     | \$              | 350               |    |       |          |          |
| NEW COMMERCIAL  | 1            | \$                | 1,109,000 | \$                                                    | 16,373         | \$   | 3,518     | \$              | 50                | \$ | -     | \$ -     | \$ 2,320 |
| NEW RESIDENTIAL | 4            | \$                | 1,848,000 | \$                                                    | 18,957         | \$   | 3,679     | \$              | 200               | \$ | 2,336 | \$ 3,750 | \$ 3,712 |
| RESIDENTIAL     | 55           | \$                | 1,647,535 | \$                                                    | 10,240         | \$   | 5,087     | \$              | 2,700             | \$ | 200   |          | \$ 928   |
| Grand Total     | 68           | \$                | 5,312,037 | \$                                                    | 47,258         | \$   | 13,622    | \$              | 3,300             | \$ | 2,536 | \$ 3,750 | \$ 6,960 |
| Net Fee Revenue |              |                   |           | \$                                                    | 17,090         |      |           |                 |                   |    |       |          |          |

NEW CONSTRUCTION SUMMARY:

|                                 | Total Buildings | Total Residential Units (REU) | Estimated Project Totals | Ave. Value Per REU | Ave. Value Per Building |              | High Value Per Bldg |
|---------------------------------|-----------------|-------------------------------|--------------------------|--------------------|-------------------------|--------------|---------------------|
|                                 |                 |                               |                          |                    | Low Value Per Bldg      |              |                     |
| NEW RESIDENTIAL                 | 4               | 4                             | \$ 1,848,000             | \$ 462,000         | \$ 462,000              | \$ 343,000   | \$ 725,000          |
| NEW COMMERCIAL                  | 1               | 1                             | \$ 1,109,000             | \$ 1,109,000       | \$ 1,109,000            | \$ 1,109,000 | \$ 1,109,000        |
| Total Value of New Construction |                 |                               | \$ 2,957,000             |                    |                         |              |                     |

PERMIT ISSUANCE BY TYPE & MONTH:

|               | New Residential | New Duplex | New Commercial | Residential Remodel, Addition or | Commercial Remodel, Addition or | Sidewalk Café | Raze | Totals |
|---------------|-----------------|------------|----------------|----------------------------------|---------------------------------|---------------|------|--------|
|               |                 |            |                |                                  |                                 |               |      |        |
| January       | 1               |            | 1              | 19                               | 1                               |               |      | 22     |
| February      | 2               |            |                | 13                               | 3                               |               |      | 18     |
| Total Permits | 4               | 0          | 1              | 55                               | 8                               | 0             | 0    | 68     |

# Ethics Code

## 1. Statement of Purpose.

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this Code of Ethics for all Village of Mount Horeb officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.
- (b) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Mount Horeb and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The Village Board believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials and employees. The Village Board hereby reaffirms that each elected and appointed Village official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Mount Horeb.

## 2. Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Public Official.** Those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.
- (b) **Public Employee.** Any person excluded from the definition of a public official who is employed by the Village.
- (c) **Anything of Value.** Any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (d) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (e) **Personal Interest.** The following specific blood or marriage relationships:
  - (1) A person's spouse, mother, father, child, brother or sister; or
  - (2) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half ( $\frac{1}{2}$ ) support from such person or from whom such person receives, directly or indirectly, more than one-half ( $\frac{1}{2}$ ) of his support.
- (f) **Significant Interest.** Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

- 
- (g) **Financial Interest.** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
  - (h) **Staff.** Any full- or part-time employee of the Village.

### **3. Statutory Standards of Conduct.**

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) **Sec. 19.59.** State Ethics Law.
- (b) **Sec. 946.10.** Bribery of Public Officers and Employees.
- (c) **Sec. 946.11.** Special Privileges from Public Utilities.
- (d) **Sec. 946.12.** Misconduct in Public Office.
- (e) **Sec. 946.13.** Private Interest in Public Contract Prohibited.

### **4. Responsibility of Public Office.**

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

### **5. Dedicated Service.**

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk. The Village Clerk may notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

### **6. Fair and Equal Treatment.**

- (a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.
- (b) **Use of Village Stationery.** No official or employee shall use, or permit the unauthorized use of, Village stationery for personal use.

- 
- (c) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.
  - (d) **Political Contributions.** No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Chapter is a candidate or treasurer.

## **7. Conflict of Interest.**

### **(a) Financial and Personal Interest Prohibited.**

- (1) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation.
- (3) Any non-elected official who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

- (b) **Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

### **(c) Gifts and Favors.**

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) No official or employee personally, or through a member of his immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which could reasonably be expected to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive hospitality that is unsolicited and unrelated to government business, such as a meal, and that is not intended to influence the official.

- 
- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality, as a properly reported political contribution, from citizens for the purpose of supporting the candidate's campaign. (The State Ethics Board has interpreted "hospitality" as it applies to state officials as including meals, beverages and lodging which a person offers at his residence and would have been offered if the recipient was not an official).
- (4) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the Village Board within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Village Board. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.
- (d) **Representing Private Interests Before Village Agencies or Courts.**
- (1) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
- (2) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (e) **Ad Hoc Committee Exceptions.** No violation of the conflict-of-interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.
- (f) **Contracts with the Village.** No Village official or employee who, in their capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the Village unless, within the confines of Sec. 946.13, Wis. Stats.:
- (1) The contract is awarded through a process of public notice and competitive bidding or the Village Board waives the requirement of this Section after determining that it is in the best interest of the Village to do so.
- (2) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

## 8. Advisory Opinions.

When an official or employee has doubt as to the applicability of a provision of this Ethics Code to a particular situation or definition of terms used in this Chapter, he should apply to the Village Administrator for an advisory opinion from the Village Attorney and will be guided by that opinion when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicability provisions of this Chapter before such advisory decision is made. This Chapter shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the Village Attorney to be more

---

appropriate or desirable. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

## **9. Hiring Relatives.**

- (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 2(e) as personal interests.
- (b) Hiring an immediate family member of any current Village employee or elected Village official will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. A person cannot be hired for either full-time or part-time employment in a position immediately supervised by a member of that person's immediate family.
- (c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village Board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

## **10. Employees Covered by Collective Bargaining Agreements.**

In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code Chapter.

## **11. Employee Protection.**

No appointing authority, agent of an appointing authority or supervisor may initiate or administer, or threaten to initiate or administer, any retaliatory action against a Village employee following an employee's disclosure of information related to the violation of any federal or state law, rule or regulation, the mismanagement or abuse of authority, a substantial waste of public funds, or a danger to public health and safety. Nothing in this Section restricts the right of the Village as an employer to take appropriate disciplinary action against an employee who knowingly makes an untrue statement or discloses information, the disclosure of which is specifically prohibited by federal or state law, rule or regulation.



HERITAGE  
COMMUNITY  
OPPORTUNITY

## 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 & Personnel Committee Meeting May 2025 FINANCE DIRECTOR REPORT**

1. Financial Reporting Update
  - a. Final Auditor entries have been received, and I am currently working on my final closing process for 2024 records. Once complete, I will move forward to work on first quarter 2025 internal financial reports. I anticipate this to be complete in May. I'll provide internal reporting to Nic, the Board, and Department Managers upon completion of 2025 Q1.
  - b. Planned/Approved borrowing for 2025-2026 Capital and Street Projects is in final stages; we anticipate the receipt of BOND funding on May 8<sup>th</sup>.
  - c. Presentations from Baker Tilly are scheduled for June 2025 at Village Board meeting and Utility Commission meeting.
2. First Quarter Impact Fees Reporting is included in the May F&P meeting packet. When compared to 2024 Q1, there are 19 more permits issued, and the Net Fee Revenue is up slightly over \$10,000.
3. Annual Vendor Review Process is now complete; Department Managers have provided requested feedback for this year's selected vendors. Deputy Treasurer Niki Erickson has provided a final summary report with comments in this month's F&P meeting packet.
4. As a part of the 2025 Smart Goals process, one of my personal goals for the year includes looking at creating strong Standard Operating Procedures for process improvement. At the suggestion of our audit team, an area I am focusing on first is collection of accounts receivable. Both the Village and the Utility carry more than we should on our A/R accounts, and strengthening the procedures with designated timelines and steps should help us trim down the balances. My goal is to review and implement our plan throughout the month of May.
5. Future Items
  - a. June 2025: Revisit Wheel Tax discussion (see Ben's note and packet item 5/1/25); in anticipation of adding to 2026 budget planning, etc.
  - b. July 2025: Niki & Denise to attend Treasurer Training Institute Classes for one week

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, Lease rates updated (NORSK; based on financials)  
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

May 7, 2025

### Staffing Updates

#### Hires, Terminations, Resignations, Retirements and Other changes

##### Rec Department –2025 Season (Hiring in Progress)

- 21 New Hires and 17 Rehires for positions including Lifeguard, Admissions & Concessions, Kids camp and Cheer.

##### Public Services- 2025 Season (Hiring in Progress)

- 1 New Hire and 2 Rehires to fill summer parks maintenance positions.

### Recruitment Efforts

- **Administrative Assistant – Police Department**  
Position is posted. We have done a couple of onsite interviews and are hoping to look at a few more candidates in the 1<sup>st</sup> or 2<sup>nd</sup> week of May.
- **LTE Library Clerk and LTE Frontline Librarian – Library**  
Both part-time positions have been posted, with an anticipated hire date around July 1. Due to anticipated FMLA absences this summer, the Library Board approved hiring additional limited-term staff. Funds from their fund balance will be used to fund these positions.



## Human Resources Updates

- **My Insurance Benefits Platform**

The Employee Trust Funds (ETF) notified local employers in late April that the launch of the My Insurance Benefits platform will be delayed until 2026.

- **Policy Reviews**

Current reviews are focused on the Overtime and Sick Leave policies.

- **Compliance Reporting**

- **May 1-** Report Submitted to the U.S. Census Bureau.
- **May 20** -EEOC Reporting period opens, with a submission deadline of June 24, 2025.

- **WPPA Union Contract**

The WPPA contract is up for renewal. Discussions will begin with the WPPA union representative during the first week of May.