



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, July 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) Public Comments
- 3) Agenda Items
 - a. Consideration of June 4, 2025 Meeting Minutes
 - b. Discussion/Update from Nic Owen Regarding Contract Negotiations for the Electric Utility Shop Lease
 - c. Finance Director Report
 - d. Human Resources Manager Report
 - e. Consideration of Revised Employee Overtime Policy
- 4) Future agenda items
- 5) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
WEDNESDAY, JUNE 4, 2025**

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

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

Consideration of May 7, 2025 Meeting Minutes: Fendrick moved, Jones seconded to approve the minutes. Motion carried by unanimous voice vote.

Consideration of Village of Mount Horeb 2026 Budget Calendar: Schwenn explained the budget timeline. Halverson moved, Fendrick seconded to approve the budget schedule.

Finance Director Report: Schwenn presented her report.

Human Resources Manager Report: Murleau presented her report.

Discussion on Wheel Tax: Jones explained this item. Schwenn presented some background on the information previously gathered. The committee members gave their input. The item will be revisited during budget discussions.

Future Agenda Items: Suggested items were lease agreement updates, budget discussions, handbook policies, and revenue options.

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

Minutes by Alyssa Gaffney, Village Clerk



HERITAGE
COMMUNITY
OPPORTUNITY

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Finance & Personnel Committee Meeting July 2 Meeting 2025 FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. The 2025 internal monthly financial statements have been prepared and distributed thru May 2025. There are no current items of concern; general financial activity is on track with budgeted values.
2. The month of June, I continued to work on the conversion of the 2025 Budget template file over to 2026. My goal is to provide the budget file to Nic Owen for his review by July 25th, so that departmental discussion can begin on track in August.
 - a. Department Heads will receive their preliminary working files for the 2026 budget and Capital Improvement planning by the first week of July. With the distribution of these files; they will be reminded that they should be working with their respective committees in the month of July in preparation for making 2026-2030 Capital Improvement requests; due to Nic Owen by July 31, 2025.
 - b. Time was also spent in June working with staff in preparation for the transition of new Village inspector, including process updates, website updates, and coordination of old/new permits.
 - c. Staff continues to keep operational procedures and processes in mind as we proceed through the year, with the expectation that we all make updates and corrections to SOP files as needed.
3. July 2025
 - a. Niki & Denise to attend the UW Green Bay Municipal Clerks & Treasurers Institute training from July 14-19. We will be attending via Zoom, but will have limited availability due to the heavy schedule of this training.
 - b. Denise will be out of the office from July 23-28; for daughter's wedding.
4. Future Item Notes as Discussed in previous F&P meetings:
 - a. August 2025: Q2 Permit Fees Reporting, Budget Process under way
 - b. Revisit Budgeting options including Referendum vs. Wheel Tax
 - c. (Nov/Dec) Discuss add'l non-Property Tax revenue ideas (Park Fees? Other Fees? Rec Fees?)

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); Budget Calendar
Jul-Denise & Niki attending UW-GB Treasurer training classes
Aug-Q2 Permit Fees Reported, budget process under way
Sep-Budget planning continues
Oct-Weekly meetings—BUDGET
Nov-Q3 Permit Fees Reported
Dec-

Finance and Personnel Committee Report

July 2, 2025

Staffing Updates

Hires, Terminations, Resignations, Retirements and Other changes

Resignation- Dan Emberson- Public Services – June 6, 2025

Retirement – Chris Hook – July 3, 2025

Recruitment Efforts

- **Administrative Assistant – Police Department**
Recruitment ongoing; new application deadline set for July 15th.
- **LTE Library Clerk and LTE Frontline Librarian – Library**
Job offer has been extended.
- **Public Services Mechanic / Crewperson – Public Services**
Active recruitment. Application deadline 07.15.2025

Human Resources Updates

- **Department Head Training July 29th.**
 - Facilitating training on annual performance review process.
 - Annual refresher on professional boundaries and accurate performance feedback.
- **ETF Benefits 2026 Renewal**
 - Waiting for local premium rates to be released (expected within 1-2 weeks).
 - Scheduled to attend employer benefit administration training in early September.

- **Library**

- Participated in judging events for dog show and Lego contest.
- Assisted Jessica with verification of preliminary benefit figures for budgeting.
- One staff member will begin FMLA leave July / August timeframe. At this time, hiring an LTE Librarian is on hold but we are continuing with the temporary addition of the clerk position.

- **Policy Reviews**

- **Ready for Review- Overtime Policy (included in committee packet).**
- Ongoing development of leave policies, targeted for department head review at the end of July meeting and for F&P Review on August 6, 2025.

- **Performance Evaluations 2024-2025**

- Planning stages are in progress
- Evaluation period tentatively set to take place in September 1 – 30, 2025 for review period of 09.01.2024-08.30.2025.
- Feedback needed from F&P regarding timeframe for conducting the Administrator performance review.

- **Rec Department**

- Staff is onboarded; first payroll completed on June 20th!

- **Wage/ Salary Planning**

- Continuing planning on employee wage and salary adjustments in collaboration with Nic and Denise.

- **Work Comp**

- Two independent medical-only claims were filed in June. Both Employees are well and are recovered.

- **WPPA Union Contract**

- The WPPA contract is up for renewal. Discussion scheduled June 30, 2025. I will provide updates at the July 2, 2025 meeting.

Village of Mount Horeb



Policy: Overtime Policy

Number: 400-3

Dept:

Released:

Approved By:

I. PURPOSE:

This policy outlines the Village of Mount Horeb's practices for the authorization, calculation, and compensation of overtime, compensatory (comp) time for non-exempt employees in accordance with the Fair Labor Standards Act (FLSA) as well as in accordance with operational needs.

II. ELIGIBILITY:

This policy applies to all non-exempt employees of the Village of Mount Horeb, excluding those covered under the WPPA bargaining unit. Exempt employees such as salaried administrative, executive, or professional staff are not eligible for overtime, stand-by time, or comp time under this policy.

III. GENERAL GUIDELINES:

A. Standard Time-and-a Half Overtime: Non-exempt employees are eligible for overtime pay at one and one-half **(1.5) times their regular hourly rate for all hours physically worked beyond 40 hours in a defined workweek** (Sunday – Saturday).

Only hours actually worked are counted toward 40-hour threshold. Paid leave-including vacation, holiday, and sick time, does not count toward overtime eligibility.

Compensatory Time (Comp Time): Employees may choose comp time instead of overtime pay, earned at 1.5 hours per overtime hour worked.

- **Maximum accrual:** 48 hours
- **Hours beyond the cap are paid out** automatically at overtime rate
- **Unused comp time carries over** to the following calendar year unless a payout is requested.
- **Employees must submit payout requests to their supervisor**, Human Resources, or the Finance Director by December 1 to receive payment before year-end.

Separation of Employment

Employees who separate from Village employment will receive a payout for all unused comp time at their regular rate of pay in their final paycheck.

Village of Mount Horeb



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B. Emergency Pay: Employees called back to work outside of their scheduled hours for emergency purposes will be compensated at 1.5 times their regular hourly rate, with a minimum of two (2) hours of pay at that rate.

- Employees who are called in 2 hours or less before the start of their scheduled shift and remain on duty into that shift will be compensated at their regular or overtime rate, not emergency pay.
- If an employee is onsite beyond the end of their shift to address an issue, the additional time is compensated as standard overtime.
- Multiple call-ins within the initial two-hour window do not qualify for multiple minimums.

C. Standby Pay: Standby time refers to scheduled periods during which an employee must be available to respond to operational needs or emergencies outside their regular working hours, though they are not actively working unless they are called in. Standby duties are rotated amongst staff weekly and compensation for standby time is compensated at the employee's straight time rate as follows:

Standby Schedule and Compensation	
Day	Standby Pay (Straight Time Hours)
Monday- Thursday	2.0 hours
Friday- spring – fall schedule	2.5 hours
Friday- winter hours	2.0 hours
Saturday- Sunday	3.0 hours

Individuals called in during Standby time will receive pay according to the Emergency Pay guidelines.

D. Evening Meeting Attendance: Non-exempt employees may be required to attend evening meetings which extend beyond their regularly scheduled work schedule. In these instances, employees shall discuss the following options with their supervisor:

- Flex their schedule within the same work week
- If paid leave is used during the week, the employee may either receive straight time pay for the meeting or adjust the amount of leave used to remain within 40 hours.
- If flexing is not possible, the employee must obtain prior approval from their supervisor to receive overtime pay or compensatory time at 1.5 times their regular hourly rate for each hour of meeting time outside of their regular schedule.