



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, August 6, 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 July 02, 2025 Meeting Minutes
 - b. Review of Quarter 2 2025 Permits & Impact Fees Report
 - c. Finance Director Report
 - d. Human Resources Manager Report (including information regarding Administrator Review process)
 - 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, JULY 2, 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 Fendrick and Hook. Also present were Administrator Owen, and Finance Director/Treasurer Schwenn.

Consideration of June 4, 2025 Meeting Minutes: Fendrick moved, Hook seconded to approve the minutes. Motion carried by unanimous voice vote.

Discussion /Update from Nic Owen Regarding Contract Negotiations for the Electric Utility Shop Lease: Owen noted that the current lease is expired as of 7/1/25, an offer to extend the lease with terms to extend another 5 years with rights to purchase noted has been provided, but no follow up has been received to date. Owen will contact current renters to follow up immediately.

Finance Director Report: Schwenn presented her report.

Human Resources Manager Report: Murleau presented her report.

Consideration of Revised Employee Overtime Policy: Human Resources Manager Murleau explained this item, citing the need to provide more clear definitions to all staff for timekeeping and overtime earning in various situations across the Village. The committee members discussed various scenarios and questions regarding the verbiage in the policy, as well as concerns for not penalizing staff for time off vs. time worked. On request of the committee, staff will revise the policy taking this discussion into consideration. Revision will be presented at the August 2025 Finance/Personnel Committee meeting.

Future Agenda Items: No suggestions or requests provided.

Meeting Adjournment: There being no further business before the Committee, Hook moved; Fendrick seconded to adjourn the meeting at 6:06pm. Motion carried by unanimous voice vote.

Minutes by Denise Schwenn, Finance Director/Treasurer

Village of Mount Horeb 2025 Permits Summary
Impact Fee Reporting to Finance & Personnel Committee
January thru June 2025

PERMIT & PROJECT COSTS SUMMARY:

Permit Type	# of Permits	Estimated Project Totals	General Building Fees & Permit Charges Incurred YTD					
			Total Fees	Inspector Fees	Permit Issuance Fees	Park Fees	Land Dedication Fees	Water Impact Fees
NEW COMMERCIAL	1	\$ 1,109,000	\$ 16,373	\$ 3,518	\$ 50			\$ 2,320
COMMERCIAL	14	\$ 1,232,116	\$ 4,501	\$ 3,216	\$ 1,285			
NEW DUPLEX	1	\$ 650,000	\$ 6,000	\$ 1,374	\$ 50	\$ 400		\$ 1,856
DUPLEX	2	\$ 10,000	\$ 360		\$ 360			
MULTI-FAMILY	1	\$ 26,899	\$ 269		\$ 269			
NEW RESIDENTIAL	10	\$ 5,496,470	\$ 49,501	\$ 12,651	\$ 550	\$ 7,822	\$ 3,750	\$ 10,208
RAZE	1	\$ 5,000	\$ 50		\$ 50			
RESIDENTIAL	132	\$ 1,988,938	\$ 14,351	\$ 7,256	\$ 7,060			
Grand Total	162	\$ 10,518,423	\$ 91,405	\$ 28,015	\$ 9,674	\$ 8,222	\$ 3,750	\$ 14,384
Net Fee Revenue			\$ 27,360					

NEW CONSTRUCTION SUMMARY:

	Total Buildings	Total Residential Units (REU)	Estimated Project Totals	Ave. Value Per REU	Ave. Value Per Building	Low Value Per Bldg	High Value Per Bldg
NEW RESIDENTIAL	11	11	\$ 5,496,470	\$ 499,679	\$ 499,679	\$ 343,000	\$ 725,000
NEW DUPLEX	1	2	\$ 650,000	\$ 325,000	\$ 650,000	\$ 65,000	\$ 650,000
NEW COMMERCIAL	1	1	\$ 1,109,000	\$ 1,109,000	\$ 1,109,000	\$ 1,109,000	\$ 1,109,000
Total Value of New Construction			\$ 7,255,470				

PERMIT ISSUANCE BY TYPE & MONTH:

	New Residential	New Duplex	New Commercial	Residential Remodel, Addition or Alteration	Commercial Remodel, Addition or Alteration	Sidewalk Café	Raze	Totals
January	1		1	19	1			22
February	2			13	3			18
March	1			27	4			32
April	1			35	1			37
May	4			21	2		1	28
June	1	1		20	3			25
July								-
August								-
September								-
October								-
November								-
December								-
Total Permits	10	1	1	135	14	0	1	162



AGENDA ITEM REPORT

MEETING DATE

August 6, 2025

PREPARED BY

AGENDA ITEM # 3.c

Finance Director Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Fiance Director Report AUGUST 2025
2. 2026 budget calendar FINAL



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Finance & Personnel Committee Meeting August 6, 2025 FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. June 2025 internal financial report generation is in progress; I anticipate finishing these by the end of the week, in conjunction with final draft budget file creation as we prepare for the August individual discussions. Department Heads will receive their preliminary working files as soon as this process is complete.
2. With the transition of the new Village inspector (3C Inspect LLC), staff had to implement a few small changes to the permits & fees reporting. The Q2 Permit Fees Report is attached to this month's meeting packet, and includes year-to-date information which includes details from GEC as well as 3C.
3. Future Item Notes as Discussed in previous F&P meetings:
 - a. August—individual Department Head budget discussions and meetings will be scheduled
 - b. Sept—Joint F&P and VB meeting, 9/3/25 @ 6:30pm; Administrator Review
 - c. Sept/Oct—budget planning continues; discussions to include potential referendum and/or wheel tax
 - d. Budget Calendar included with this report as a reminder to F&P Committee for the extra meetings in September and October.

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; prepare to discuss budgeting options that include Referendum vs. Wheel Tax discussions
Oct-Weekly meetings—BUDGET
Nov-Q3 Permit Fees Reported, Discuss addt'l non-Property Tax revenue ideas (Park Fees? Other Fees? Rec Fees?)
Dec-



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Village of Mount Horeb 2026 Budget Calendar

No later than July 2025: Department heads meet with their respective committees to discuss and recommend capital purchase requests for the 2026-2030 budget years.

July 31, 2025: Department requests for Capital Improvement purchases for years 2026-2030 due to the Village Administrator.

August 8, 2025: Village Administrator provides preliminary 2025 operating budget to department heads for review.

August 25-29, 2025: Department heads meet with Village Administrator and Treasurer to discuss 2026 operating and capital budgets.

Finance & Personnel Meetings:

- September 24, 2025: 5:00 p.m. Finance and Personnel Committee meets to discuss 2026 budget and 2026 – 2030 Capital Improvement Plan (data for review to be distributed by September 19, 2025)
- October 1, 2025: 4:00 p.m. Finance and Personnel Committee meeting, with department heads in attendance, to present 2025 budget requests
- October 15, 2025: 5:00 p.m. Finance and Personnel Committee meeting to continue budget work
- October 22, 2025: 5:00 p.m. Finance and Personnel Committee meeting to continue budget work (if necessary)

November 5, 2025: Village Administrator presents 2026 budget and 2026-2030 Capital Improvement Plan to Village Board. Village Board sets a public hearing for November 19, 2025.

November 19, 2025: Village Board holds public hearing on 2026 budget and 2026-2030 Capital Improvement Plan followed by budget adoption.

Finance and Personnel Committee Report

August 6, 2025

Staffing Updates

Hires, Terminations, Resignations, Retirements and Other changes

Promotion – Grace Osterholz – Library – LTE Library Clerk- Start 7/10/25

Resignation- Slater Diederich- Public Services Arborist– last day 07/25/25

Recruitment Efforts

- **Administrative Assistant – Police Department**

We have an accepted offer and background checks are in process.

- **Mechanic / Crewperson – Public Services**

Active recruitment. Offer extended – but candidate declined. Interview set for Thursday 07.31.25 otherwise we have had very few applicants for this position.

- **Arborist / Crew Person – Public Services**

Active recruitment – We have had very few applicants so far.

Human Resources Updates

- **Administrator Review 2024-2025**

- Administrator review documents will be emailed to F&P and Village Board members by Wednesday, August 6.
- Please complete documents and return electronically by Friday, August 22.
- Review discussion will be scheduled to take place September 3rd in a joint F&P and Village Board meeting.

- **ETF Benefits 2026 Renewal**
 - Premium rate planning is in progress in coordination with Denise. Staff rate sheets are expected to be available by Friday, August 8 and will be distributed with open enrollment materials in September.
 - I am scheduled to attend employer benefit administration training in early September.
- **Policy Reviews**
 - Overtime Policy is ready for review and included in the committee packet.
 - Leave Policy updates are in development but not yet ready for review.
- **Staff Performance Evaluations 2024- 2025**
 - Planning for current evaluation cycle is in progress.
 - On July 29, I had a meeting with department heads on evaluation best practices.
 - Evaluation period for staff tentatively set to take place in September 1 – 30, 2025 for review period from September 1, 2024 through August 30, 2025.
- **Wage/ Salary Planning**
 - Continuing planning on employee wage and salary adjustments in collaboration with Nic and Denise.



AGENDA ITEM REPORT

MEETING DATE

August 6, 2025

PREPARED BY

AGENDA ITEM # 3.e

Consideration of Revised Employee Overtime Policy

BACKGROUND

in follow up to F&P Committee request from July 2, 2025; HR Manager Murleau has met with Administrator Owen, Fin. Dir. Schwenn, and Department Heads to re-write areas of the Overtime policy that required further review and clarification. The attached draft 2 is enclosed and being submitted for final F&P approval.

RECOMMENDATION

ATTACHMENTS

1. 07.28.25 Overtime Policy - Draft

Village of Mount Horeb



ne Policy

Dept:

Released:

Approved By:

I. PURPOSE:

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

III. GENERAL POLICY:

All employees of the Village of Mount Horeb are classified as either exempt or non-exempt under the Fair Labor Standards Act (FLSA). Non-exempt employees are eligible for overtime compensation or compensatory time at the rate of 1.5 times their regular hourly rate for all hours exceeding 40 in a defined workweek (Sunday through Saturday).

For the purposes of this policy, time off in pay status- such as sick leave, comp time, funeral leave, vacation, or military leave- will be treated as hours worked when determining eligibility for overtime.

IV. OVERTIME AND COMPENSATORY TIME OPTIONS

Employees who work overtime have two options for compensation: Standard Overtime Pay and Compensatory (Comp Time).

Department head approval is required prior to working overtime. Each department head is responsible for communicating their department's specific procedures and expectations related to overtime authorization.

A. Standard Overtime Pay

- Overtime is paid at one and one-half (1.5) times the regular hourly rate.
- Must work or be in pay status for 40 hours in the work week (Sunday – Saturday).

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

Village of Mount Horeb



ne Policy

Dept:

Released:

Approved By:

- **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.

- 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

- D. **Scheduled Overtime & Evening Meeting Attendance:** Non-exempt employees may occasionally be scheduled in advance to work overtime or attend evening meetings that extend beyond their regularly scheduled work schedule. In these situations, employees must consult with their supervisor to determine the appropriate compensation method. Only the actual time worked or spent attending the meeting should be recorded on the timesheet.

The following may be considered:

- Flex time: Adjust the employee's schedule within the same workweek to remain under 40 total hours.
- If paid leave is used during the week, the employee may:

Village of Mount Horeb



ne Policy

Dept:

Released:

Approved By:

- Receive straight time pay for the meeting, or
- Adjust the amount of leave used to remain within 40 hours.

If flexing the schedule is not possible, the employee must obtain prior approval from their supervisor to be compensated for the additional hours at 1.5 times their regular hourly rate, either as overtime pay or compensatory time.

DRAFT