



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, December 3, 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 on Non-Agenda Items*
- 3) Agenda Items
 - a. Consideration of November 5, 2025 Meeting Minutes
 - b. Consideration of Dog & Cat Licensing Fees Increase
 - c. Finance Director Report
 - d. Human Resources Manager Report
 - e. Discussion on Timeline for Decisions on Potential 2026 Referendum
- 4) Future agenda items
- 5) Meeting adjournment.

*Public Comment Policy

Members of the public are invited to speak at meetings of all Mount Horeb Public Bodies. To comment, please complete a Public Comment Form at the Meeting Room entrance and submit it to staff before the meeting begins. Comments are limited to **three minutes**, must be made from the podium, and the speaker must return to the audience after speaking.

- **Non-agenda item comments** are heard at the start of the meeting. Public Body members and staff will not engage in discussion during public comment but may consider topics for future agendas.
- **Agenda item comments** are heard during the relevant item, after the proposers or staff present the item and before Public Body discussion. All public comments on the item will be heard before any discussion by the Public Body.

Members of the public will only be allowed to speak outside these public comment times if they are invited by the meeting chair to share additional information requested by the Public Body. If so invited to speak, the member of the public must do so from the podium.

Written comments are also welcome. Written comments shall include the name and address of the submitter and should be submitted to the Deputy Treasurer/Governance Coordinator by email at niki.erickson@mounthorebwi.info (subject line: *Public Comment Request-Name of Public Body*) or delivered by to the Village at: 138 E Main Street, Mount Horeb WI, 53572, ATTN *Public Comment Request-Name of Public Body*.

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, NOVEMBER 5, 2025**

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

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

Public Comments: None

Consideration of September 24, 2025 Meeting Minutes: Fendrick moved, Healy seconded to approve the minutes. Motion carried by unanimous voice vote.

Consideration of October 1, 2025 Meeting Minutes: Healy moved, Best seconded to approve the minutes. Motion carried by unanimous voice vote.

Consideration of October 15, 2025 Meeting Minutes: Fendrick moved, Jones seconded to approve the minutes. Motion carried by unanimous voice vote.

Discussion on Documentation for Guiding Merit Increase Decisions: The committee discussed the documentation. Human Resources Manager Andrea Murleau fielded questions from the committee.

Review of Quarter 3 2025 Permits & Impact Fees Report: The committee discussed the report that was included in the meeting packet.

Finance Director Report: Schwenn presented her report.

Human Resources Director Report: Murleau presented her report.

Future Agenda Items: Future items mentioned were a discussion on possible referendum timeline, wheel tax, and timeline for budget discussions in 2026.

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

Minutes by Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

December 3, 2025

PREPARED BY

AGENDA ITEM # 3.b

Consideration of Dog & Cat Licensing Fees Increase

BACKGROUND

Dane County Treasurer has notified us that the 2026 County budget includes rate increases for Dog Licenses as follows:

- \$18.75 Spayed or Neutered Dog (*no increase*)
- \$29.75 Un-Spayed or Un-Neutered Dog (*FORMERLY \$27.95; \$1.80 increase*)

Village of Mount Horeb's current license fees were established in December 2024 (for 2025 licenses):

- \$30.00 Spayed or Neutered Dog (\$11.25 per dog = Village share) no change
- \$40.00 Unspayed or Un-Neutered Dog (\$10.25 per dog = Village's final share per license) ****With the Dane County rate increase, the Village portion of these fees will drop by \$1.80 per license. Tonight's question is whether we want to adjust our fees for 2026. (Based on 2025 sales, no change will result in a revenue loss of approximately \$25.00).**

RECOMMENDATION

ATTACHMENTS

None



HERITAGE
COMMUNITY
OPPORTUNITY

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Finance & Personnel Committee Meeting November 5, 2025 FINANCE DIRECTOR REPORT

1. Financial Reporting Update--Internal financial reporting is complete thru September 2025. I anticipate closing the month of October as soon as possible; this is needed as we prepare for the preliminary audit fieldwork scheduled for December 9 and December 17.
2. Tax Bill preparations are under way—I've collected the necessary data required for the generation of bills and will begin working with Dane County representatives in the first week of December. Tax bills should be generated by mid-December. Staff will begin tax payment collections at the Municipal Office about the same time.
3. Included in this agenda is my inquiry to the F&P members regarding the increase to Dog license fees for 2026—Dane County notified us of a \$1.80/license increase for SOME of the fees. We increased our full set of rates in 2025. This change would mean that the Village will earn \$8.40 per license, rather than \$10.25 as established last year. Estimated revenue loss = \$25.00 for 2026.
4. Future Item Notes as Discussed in previous F&P meetings:

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; F&P Annual PILOT review
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 add'l non-Property Tax revenue ideas (Park Fees? Other Fees? Rec Fees?), update on collections as noted in Sept 2025 FD report (pilot, room taxes, RLF).
Dec-



Finance and Personnel Committee Report December 5, 2025

Staffing Updates

Hires

- **Grace Larson**- Recreation Coordinator – Start Date: 11.17.2025

Separations

- **Stuart Wolf**- Public Services – Resigned – Last Day- 11.07.2025
- **Kevin Krantz** - Public Services- Retiring - Last Day-12.31.2025

Recruitment Efforts

- **Police Officer – Mount Horeb PD**
 - Recruitment closed 10.10.2025
 - Assessment Center took place 10.21.2025 for 6 candidates
 - First two offers declined; third offer is in process pending background check.
- **Public Services- Crewperson**
 - Reviewing applications – phone screens will be set up week of December 1.
- **Public Services- Mechanic**
 - Position posted 11.13.25
 - Accepting and reviewing applications on a rolling basis

Human Resources Updates

- **Benefits & Payroll**
 - Open enrollment adjustments have been entered in ETF Systems with an effective date of 01.01.26
 - Working with ETF to create an xml file upload for the new ETF Benefit system
 - Preparing year-end payroll and benefit reporting
 - In process of creating Total Rewards Statements ready for employees.



Summary of Performance Ratings and Merit Increase Distribution

All eligible non-represented Village employees completed the annual performance evaluation process for 2025. Each employee received a final evaluation average, which determined their placement within the approved performance rating range and the corresponding merit increase percentage tied directly to that score.

Evaluation Averages for this cycle ranged from 1.96-3.00. These scores were then grouped into established grade ranges, with each range linked to a specific merit increase. Merit increases are awarded in addition to the proposed 2.5% cost-of-living adjustment (COLA). The table summarizes three key pieces of information:

1. Final Grade Ranges

Employees were assigned a final performance score between 1.0 and 3.0. There were no individuals that received a score under 2.0. These scores were grouped into ranges to create consistent merit-increase categories.

2. Additional Percentage Increase

Each rating band has an associated merit increase, ranging from 0% up to 1.5%, which is awarded in addition to the 2.5% COLA.

- Employees scoring 2.0–2.10 receive COLA only, with no additional increase.
- The highest-performing group (scores 2.81–3.0) qualifies for an additional 1.5%, for a total potential increase of 4.0%.

3. Number of Employees in Each Range

Based on evaluation scores, non-represented employees fell into the following merit categories.

Final Grade Range	Additional Increase	# of Employees
2.0–2.10	0%	5
2.11–2.20	0.25%	5
2.21–2.30	0.5%	2
2.31–2.40	0.75%	4
2.41–2.65	1.0%	11
2.66–2.80	1.25%	5
2.81–3.0	1.5%	3



4. WPPA- Represented Employees

WPPA Represented employees are not included in the data. Their evaluation averages recorded in the master file, but wage adjustments are governed separately under the Collective Bargaining Agreement.

Overall Summary

- The majority of employees (21 out of 35) received ratings that place them in the 1.0% or higher merit-increase ranges.
- Five employees fall into the range that receives no merit increase beyond COLA.
- This distribution reflects generally strong performance across departments. The majority of employees are performing at or above expectations.



AGENDA ITEM REPORT

MEETING DATE

December 3, 2025

PREPARED BY

AGENDA ITEM # 3.e

Discussion on Timeline for Decisions on Potential 2026 Referendum

BACKGROUND

Excerpt from Alyssa Gaffney, Village Clerk email:

Here is the process of sending a referendum question to the ballot:

-Once decided that the committee/board wants a referendum question put on the ballot, staff would draft a resolution containing the details of the referendum.

-The resolution would need to contain exact wording of the question for the ballot, the explanatory statement, and the details of the referendum. I can dig up samples from other communities if you'd like me to. Our village attorney should be the one to draw up the explanatory statement.

-The board would then consider the resolution, which would need to be at least 70 days before the date of the election, as I would need to submit the resolution to the county by that 70-day deadline if approved. The referendum question would then get printed on our ballots.

**Staff will be working on more specific timeline recommendations / calendar suggestions in preparation for tonight's meeting.

RECOMMENDATION

ATTACHMENTS

None