



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, March 4, 2026 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 February 4, 2026 Meeting Minutes
 - b. Finance Director Report
 - c. Human Resources Manager Report
 - d. Consideration of Compensation Study Bid
- 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, FEBRUARY 4, 2026**

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

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

Public Comments: None

Consideration of December 3, 2025 Meeting Minutes: Healy moved, Hook seconded to approve the minutes. Motion carried by unanimous voice vote.

Presentation of Draft 2026 Financial Management Plan: Baird representatives Kevin Mullen, Adam Ruechel, and Jennifer Engel presented the Financial Management plan.

Review of 2026 Memberships Report: Schwenn explained this item and report.

Finance Director Report: Schwenn presented her report.

Human Resources Director Report: Murleau presented her report.

Continued Discussion of Potential 2026 Referendum: This item was tabled, due to time constraints.

Future Agenda Items: No items mentioned.

Meeting Adjournment: There being no further business before the Committee, Healy moved, Best seconded to adjourn the meeting at 6:57pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



HERITAGE
COMMUNITY
OPPORTUNITY

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Finance & Personnel Committee Meeting March 4, 2026 FINANCE DIRECTOR REPORT

1. Financial Reporting Update—AUDIT
 - a. Utility Audit – February 23-26 – Follow up support will continue as requested from Baker Tilly staff. Anticipated draft reports will be available in May and final presentation scheduled for June 2026 Utility Commission and VB meetings. Niki and I have provided over 100 files, records, reports and supplemental spreadsheets to Baker Tilly staff to date. This is in addition to the approximately 100 monthly checklist items we prepare to maintain records on behalf of the Utility.
 - b. Village Audit – March 2-5 – Process will be similar to what is noted above; with the Baker Tilly requests anticipated to be doubled on behalf of the Municipality. The timeline for Municipal audit reports and presentation is the same as noted above; aiming for June 2026 VB presentation.
 - c. Workers Comp Audit – Completed virtually on January 30, 2026. Generally, these results are provided to our insurance agent and used for rating adjustments in the coming year for the W/C portion of our coverage.
 - d. Annual Vendor Review Update – (Full Summary of this process is being included in this meeting packet for reference). Department Heads have been provided the list of items to be reviewed in 2026 and are asked to return their findings to us by April 15th. A summary of the findings will be provided to this committee at the May 2026 F&P meeting.
2. Baird Financial Management Plan Update – Following the presentation and discussion of the draft FMP by Baird and this committee in February, Baird was notified that we approve the draft. Baird will be submitting a final report to us and plan to present to this committee in March 2026. At that time, they will begin guiding us through next steps and planning discussions for budgetary needs and how the committee would like to begin implementing needed steps to rectify and formulate focused financial planning.
3. Administration Focus
 - a. Working with Andrea, Nic, and Board members on transition plan for Administrator position. Acting as a member of appointed Ad Hoc committee to interview recruiting agencies. Will continue to participate as we move into candidate search, interviews and interim coverage support.
 - b. Working with Lynn Forshaug, Outreach Director to prepare 2026 budgets for each of her Dane County programs (3) and prepare for changes in Dane County programmatic reporting requirements. Ensuring we have solid process in place as we prepare for Lynn's planned retirement in May 2026.
4. Future Item Notes as Discussed in previous F&P meetings:
 - a. Q4 2025 Permits & Fees reporting deferred to March meeting
 - b. PILOT Annual Review deferred to March meeting

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 addt'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-

ANNUAL VENDOR REVIEW

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"
 - a. This list will be reported to Finance & Personnel Committee in March
 - b. 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 "SUMMER" date for timeline below.

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

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

SEPT: Provide updated notes to F&P Committee

Denise notes:

Vendor review list:

Tab 1-Summary to Nic; list totals only, in order of \$ spent

Tab 2-List vendors due for review in current year (don't include "new"), don't include \$5,000+ at all

2021 Vendors to Review (includes prior year)

1. Take out \$0 spending 2020
2. Who is dept head, add notes as needed
3. Update yellow/green based on notes (column I)
4. New additions called out in ORANGE
5. Create 2021 Vendor Review Tab to be added to committee spreadsheet (Tab 2)



Human Resources Report

Finance and Personnel Committee March 4, 2026

Staffing Updates

Hires

- Parker Bean – Public Services – Mechanic – 02.23.2026

Resignations

- Nic Owen – Village Administrator – Last Day is March 10, 2026.

Recruitment Efforts

- **Library Clerk – Mount Horeb Public Library**
 - Offer in process
- **Public Services- Seasonal Positions**
 - Full-time Crew persons – Multiple Positions
 - Part-time Crewperson April – June, October – Sept
- **Summer Seasonal Staff (Rec Department):** Started preliminary planning for summer positions. Postings will be forthcoming for all pool staff and summer rec needs.

Human Resources Updates

Administration

- Working with Nic, Denise, and Board Members on plan as we transition to a new Administrator.
- Finalizing and submitting Affordable Care Act Reporting and will be submitting during the second week in March.

Compensation Study

- Proposals were evaluated for Village-wide compensation study.
- Recommendation is to engage QTI Group Based on responsiveness and demonstrated approach. Action Item will be brought forward to both F&P and Village Board for approval to proceed.
- Preparation of position and compensation data will begin upon approval.



AGENDA ITEM REPORT

MEETING DATE

March 4, 2026

PREPARED BY

AGENDA ITEM # 3.d

Consideration of Compensation Study Bid

BACKGROUND

Excerpt from Andrea Murleau email to staff:

"I have talked with Nic and Denise about the Compensation Study and reviewed the quotes we received. Based on those discussions, I would like to move forward with QTI Group to conduct the study. They have been the most responsive throughout the past several weeks. They have already completed a full compensation analysis for the Sr. Center Director position. The results were straightforward and in alignment with my expectations for the position's compensation outcome.

In December, during the F&P meeting, where there was brief discussion about having the information available for review sooner rather than later. Would it be appropriate to add an action item for both the Finance & Personnel Committee agenda and Village Board agenda next week (3/04/26) to request approval to proceed with utilizing QTI Group for the compensation study? This would allow me to begin gathering the necessary information for them so I can keep the process moving forward."

At Nic Owen's suggestion, Andrea is adding this as an action item on the March F&P agenda, and as a Consent item on VB for the same evening.

RECOMMENDATION

ATTACHMENTS

1. Personnel Report HR 03042026 Compensation Summary



Compensation Study Consultant Comparison and Recommendation

Background

December 2025

It was determined that a professional market analysis should be completed on full-time positions within the Village. In the past few years, HR has been relying on compensation studies from other municipalities to determine whether our wages are competitive. Gathering compensation data directly from other municipalities is useful, but it becomes problematic when it is treated as definitive market benchmarking rather than informal reference data. The issue with informal surveys is data validity and comparability. Data is often self-reported and lacks standardization. Positions are rarely true job matches - benchmarking requires matching the position, not just matching a job title. I have found that municipal titles are inconsistent:

Public Works Superintendent – May oversee utilities, streets, parks, or only streets

Administrator – May function as a CEO or operational coordinator

Village Clerk – Some Clerks have multiple job titles – Election Official, Records Custodian, Human Resources, Governance Advisor, or may be responsible for completing administrative duties.

January 2026

The Village solicited proposals to conduct a Classification and Compensation Study to evaluate market competitiveness, internal equity, and long-term pay structure sustainability across Village positions.

Two consulting firms submitted proposals:

- QTI Consulting Group (Madison, WI)
- McGrath Human Resources Group (National Public-Sector Consultant)

Consultant Comparison Summary		
Evaluation Area	QTI Consulting Group	McGrath HR Group
Location	Madison, WI	National Consulting Firm
Primary Focus	Compensation & Total Rewards	
Approach	Market-based pay analysis and Range Design Classification & Job Analysis	
Project Scope	Practical Compensation Modernization	Full Structural Compensation Framework
Deliverables	Market study, pay ranges, cost modeling, implementation recommendations	Job analysis, classification review, compensation system redesign and implementation support
Estimated Cost	\$15,000 (estimated total project cost)	\$13,120 + travel cost not to exceed \$5,000
Estimated Timeline	12 weeks or less	16 weeks
Communication During Proposal Process	Highly responsive and collaborative	Responsive initially; limited follow-up after proposal

Additional Considerations

- QTI is a Wisconsin-based firm, allowing easier access, collaboration, and ongoing support.
- QTI previously completed a Senior Center Director compensation analysis at no cost, and the outcome was in alignment.
- QTI’s reporting format is straightforward and practical for implementation
- One additional firm was contacted; however, no proposal was received due to consultant availability constraints.

Recommendation

Both firms are qualified to perform the study. Based on responsiveness, clarity of deliverables, local accessibility, and familiarity with the Village’s current objectives, staff recommends proceeding with QTI Consulting Group to conduct the study.