



VILLAGE OF MOUNT HOREB

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SPECIAL VILLAGE BOARD & FINANCE/PERSONNEL COMMITTEE AGENDA Wednesday, February 25, 2026 at 5:00 PM

MEETING MINUTES

- 1) Call to order
The Village Board and the Finance & Personnel Committee met on the above date in the 3rd Floor Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. President Ryan Czyzewski called the meeting to order at 5:00pm.
 - a. Roll Call
Present were Village Board President Ryan Czyzewski, Trustees Ben Jones, Sarah Best, Jason Fendrick, Tim White, and Marc Schellpfeffer; and Finance & Personnel Committee Citizen Members Mike Healy and Jeff Hook. Also present were Village Administrator Nic Owen, Human Resources Director Andrea Murleau, and Finance Director/Treasurer Denise Schwenn.
- 2) Agenda Items
 - a. Consideration of Executive Recruitment and Interim Administrator services
A brief summary of the Executive Recruitment and Interim Administrator Services candidates was provided. After brief discussion, Jones moved; Fendrick seconded a motion to award the executive recruiting contract to Public Administration Associates (PAA), citing a minor contractual adjustment for pricing limits. Motion carried by voice vote.
 - b. Consideration of salary and benefits parameters for Administrator recruitment
Human Resources Director Murleau provided information regarding the current administrator's salary and benefits structure and parameters and various options for changes or updates to be considered. After brief discussion by the committee, it was agreed to allow the Ad Hoc Administrator Hiring Committee to set and define these terms. No motion or vote was made.
 - c. Consideration of Ad Hoc Administrator Hiring Committee
After brief discussion regarding creation of an Ad Hoc Administrator Hiring Committee, it was decided that the committee membership would consist of the Village President, all Finance & Personnel Committee members, the Human Resources Director, and the Finance Director/Treasurer positions in place on the date of the vote to hire the Administrator. Trustee

Schelpfeffer moved; White seconded a motion to approve giving Ad Hoc Administrator Hiring Committee authority to pursue and recruit a Village Administrator. Motion carried by voice vote.

- d. Consideration of Administrator Job Description
Human Resources Director Murleau presented a draft version of the Village Administrator Job Description. After brief discussion, Trustee Best moved; Schelpfeffer seconded a motion to approve the job description as presented. Motion carried by voice vote.

3) Closed Session

- a. Consideration of Recruitment and Interim Administrator contract. The Finance & Personnel Committee and Village Board may convene in closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Finance & Personnel Committee and Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.
There being no further discussion needed; no closed session discussion ensued.

4) Meeting adjournment.

There being no further business before this committee, White moved; Best seconded a motion to adjourn the meeting. Motion carried by voice vote. Meeting adjourned at 5:43pm.

Minutes by Denise Schwenn, Finance Director/Treasurer