

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:  
MARCH 28, 2016**

**Committee Present:** Mary Jensen, Josh Prescher and Mike Grant

**Committee Absent:**

**Others Present:** Kim Hopfinger and Dennis Uecker

The meeting was called to order by Finance and Administration chairman Mike Grant.

**Discuss/Approve Minutes from February 29, 2016 Finance Meeting:**

Mary made a motion, seconded by Dennis, to approve the minutes from the February 29, 2016 Finance committee meeting as presented. The motion carried unanimously.

**Discuss/Recommend Request from Hustisford Masonic Center #108 to Play the Carillon:**

The Masonic Center would like to play the Carillon at scheduled times from their location on Anthony Street. This was a practice that was done years ago in the Village. The Center is not sure on a schedule at this point but is looking to see if it is something the board would allow them to pursue. The committee stated they had no problem with this but would just like to be informed of when the music will be playing and what music would play once these decisions are made. Dennis made a motion, seconded by Mary, to recommend that the board approve the request from Hustisford Masonic Center #108 to play the Carillon pending a schedule from them. The motion carried unanimously.

**Discuss Procedure for Employee Evaluations:**

Mary brought up the fact that evaluations have not been getting done for village employees in the past few years. The committee felt that they should review all policies and procedures on this and decide how to move forward in the future on this, so everyone was on the same page regarding evaluations. This subject will be on the next few finance meetings before a recommendation is made to the full board. Kim will start to research past policies and talk to Todd Tessmann to find out what procedure the utility is using. The committee felt the current form was adequate as far as evaluation. There was discussion that the evaluations should be done the same month every year for all employees. Using anniversary dates makes it more difficult to keep up with completing them. The committee will work to get clear procedures on evaluations.

**Discuss Roof Repair at the Community Hall:**

The roof over the liquor room at the Community Hall is leaking. The committee discussed the possibility of the Village paying for the cost of the roof repair because this was required maintenance on a building owned by the Village and not something the Community Hall Association was doing by choice. The Committee will bring this matter to the Village Board for a final opinion.

**Discuss the For Sale Sign at Highway 60 Property:**

Mary brought the subject before the committee because she felt the contact number for the Village on the For Sale sign should be in a larger print so that people going by could read it easier. Mary checked into the cost of adding the number to the top of the sign in larger print and it would cost \$150. Josh stated he felt that the sign was fine the way it was and if people were interested they would pull over for the contact information. The committee tabled this discussion and will refer to the Industrial Park Development Committee.

**Review February Budget Report:**

The committee reviewed the February budget report.

The next Finance Committee meeting was scheduled for Tuesday April 26th at 5:30PM.

With no further business before this committee, Josh made a motion, seconded by Mary, to adjourn. The motion carried.