

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
12/17/13

Meeting called to order at 6:33 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Trustee Budsberg arrived at 6:40 p.m.

ANNOUNCEMENT: President Truttmann announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Peg Kruse to approve the 12/17/13 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to amend agenda to read approval of 12/3/13 minutes rather than 11/19/13 and approve the 12/3/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoemke, second by Peg Kruse approve: ACH and e-check for payroll benefits including health and life insurance, JE for utilities in the amount of \$48,484.46, Checks 30828 to 30882 totaling \$51,319.10 and payroll vouchers 9236 to 9264 totaling \$26,454.56. Motion carried.

DISCUSSION/RECOMMENDATION: WITHDRAWAL FROM LOCAL GOVERNMENT PROPERTY INSURANCE: Staff reported that the cost estimates for renewal with the Local Government Property Insurance fund is generally completed in October each year with the remaining liability, worker's compensation, etc. policies cost estimates coming in during November/December. After reviewing the options this year with Arthur Gallagher & Company (EMC) who provides for all our insurance other than the property coverage, we discovered that utilizing Arthur Gallagher (EMC) for the property portion as well could save the Village approximately \$1,564 (with a \$2,500 deductible) or \$1,845 (with a \$1,000 deductible) A comparison of the options and costs of each was provided. Following a brief discussion, motion by Greg Thoemke, second by Peg Kruse to recommend using Arthur Gallagher & Company (EMC) for all insurance for 2014 with the \$1,000 deductible at a cost of \$59,031, and to withdraw from the Local Government Property Insurance for 2014. Motion carried.

UPDATE: YEAR-END PAYMENT OF CLAIMS: Clerk Erb reported that her office will plan to do a final check run for any invoices received for 2013 expenses on 12/30/13 and that list of claims will come before the Board at their 1/7/14 meeting.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried.  
Time: 6:50 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
12/3/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Kevin Budsberg arrived at 6:48 p.m.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Peg Kruse to approve the 12/3/13 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 11/19/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoenke, second by Peg Kruse approve: ACH and e-check for payroll benefits including health and life insurance, JE for utilities in the amount of \$27,047.21, Checks 30800 to 30827 totaling \$29,671.63 and payroll vouchers 9204 to 9235 totaling \$25,651.27. Motion carried.

DISCUSSION/RECOMMENDATION: FUNDING NEGATIVE ENDING BALANCE FOR CHALET OF GOLDEN FLEECE: It is currently anticipated the fund will have a negative fund balance of approximately \$6,300 at year end, in addition to time worked by the Chalet LTE position through year end. Staff is requesting direction on funding that negative balance for the Chalet of the Golden Fleece for 2013 and will prepare a budget amendment for Board approval in January, 2014. Trustee Thoenke recalled that for 2012 the amount was funded one-half by undesignated general fund balance and one-half through the account set up for use as a capital fund for the Chalet. Administrator Owen noted that staff would like to maintain the balance in the capital fund for the Chalet as no future revenue will be added and that account is being held to cover capital expenses/repairs, i.e. new roof, air conditioner, etc. It was suggested that the grant recently obtained by the Friends of the Chalet might be available for reimbursing some of the wages incurred by the LTE position at the Chalet through year-end. After further discussion regarding the number of hours expected before year-end and the purposes of the grant, Greg Thoenke moved to request the Chalet LTE target hours toward grant for remainder of year with the balance of the expenses over revenue in the Chalet being funded by undesignated general fund balance, second by Peg Kruse. Motion carried.

RECOMMENDATION: RESOLUTION 13-39 ESTABLISH 2014 SCHEDULE OF FEES FOR CHALET OF GOLDEN FLEECE MUSEUM: Attached is Resolution 13-39 establishing tour fees for the Chalet's 2014 season as recommended by the Parks Committee. Administrator Owen noted that admissions were increased by \$1 for the most part with the creation of group rates and business promotional rates. Motion by Greg Thoenke, second by Peg Kruse to recommend approval of Resolution 13-39. Motion carried.

RECOMMENDATION: 2014 EMERGENCY MEDICAL SERVICES CONTRACT: The New Glarus EMS contract for 2014 includes a 2% per person rate increase, that was approved in the Village's 2014 budget. Staff has amended the contract to provide the most current population of the Village according to the Department of Administration at 2,152. It was noted that while there was a 2% increase in the per person rate, with the reduction in population, the total increase was just under 1%. Motion by Greg Thoenke, second by Peg

Kruse to recommend approval of the 2014 Emergency Medical Services Contract. Motion carried.

**RECOMMENDATION: AMENDED RESOLUTION 13-38/BUDGET ADOPTION & TAX LEVY (TIF INCREMENT CALCULATION):** Staff reported that the tax increment worksheet from the Department of Revenue was not available prior to the Budget Hearing last week. On completion of the online filing we found that the actual Village portion of the increment for the two TIF Districts decreased slightly from \$179,545 to \$179,326. The result is a less than 1¢ per \$1,000 value change in the mill rate, decreasing the Village mill rate of .009308502 to .009307174. We have amended the original Budget Adoption and Tax Levy Resolution to reflect the correction. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-38. Motion carried.

**ADJOURN:** Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried.  
Time: 6:55 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
11/19/13

Meeting called to order at 6:32 p.m. by President Roger Truttman. **PRESENT:** Roger Truttman, Greg Thoemke and Peg Kruse. Also present: Kevin Budsberg, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

**ANNOUNCEMENT:** President Truttman announced that all cell phones should be silenced for the duration of the meeting.

**AGENDA:** Motion by Peg Kruse to approve the 11/19/13 agenda, second by Greg Thoemke. Motion carried.

**MINUTES:** Motion by Greg Thoemke, second by Peg Kruse to approve the 11/5/13 committee minutes. Motion carried.

**CLAIMS:** After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Peg Kruse approve: ACH for payroll, health and life insurance and JE for utility payments totaling \$46,958.02, Checks 30753 to 30799 totaling \$50,323.09, payroll vouchers 9175 to 9203 totaling \$25,452.09. Motion carried.

**ADJOURN:** Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried.  
Time: 6:41 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
11/5/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Kevin Budsberg, Administrator Nicholas Owen and Deputy Clerk-Treasurer Barb Roesslein.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Peg Kruse to approve the 11/5/13 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 10/15/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoenke, second by Peg Kruse approve: ACH for payroll and Checks 30701 to 30703 totaling \$34,039.10, Checks 30704 to 30752 totaling \$44,624.38 and payroll vouchers 9121 to 9144 totaling \$24,573.86 and payroll vouchers 9145 to 9174 totaling \$26,138.43. Motion carried.

RECOMMENDATION: LEGAL SERVICES AGREEMENT: This is a 3-year contract renewal for legal services with Murphy Desmond. The cost increase in each year of the agreement is tied to the consumer price index. Other than the annual cost increase there are no other changes in the agreement. Motion by Peg Kruse to recommend approval of 3-year contract renewal for legal services with Murphy Desmond, second by Greg Thoenke. Motion carried.

RECOMMENDATION: TAX COLLECTION AGREEMENT WITH GREEN COUNTY FOR 2013-2014: This is an annual contract with Green County for the collection of taxes. There is no increase over last year's contract for tax collection. Motion by Greg Thoenke, second by Peg Kruse to recommend approval of the Tax Collection Agreement with Green County for 2013-2014. Motion carried.

2014 BUDGET UPDATE: Administrator Owen reported that he and President Truttman attended the New Glarus EMS meeting and the budget request from the New Glarus EMS is for a 2% increase. This is in line with what Staff had projected. The New Glarus EMS did indicate that they are looking at the prospect of purchasing a new ambulance. Administrator Owen asked the New Glarus EMS to keep him informed so the Village can plan for the future purchase of an ambulance. Staff is still waiting for budget numbers from the New Glarus Fire Department.

ADJOURN: Motion by Greg Thoenke, second by Peg Kruse to adjourn. Motion carried. Time: 6:42p.m.

Barbara Roesslein, Deputy Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
10/15/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Trustee Budsberg arrived at 6:33 p.m.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Peg Kruse to approve the 10/15/13 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoenke to approve the 10/1/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoenke, second by Peg Kruse approve: ACH for payroll, JE for utilities and e-check/ACH for life and health insurance totaling \$47,601.19, Checks 30654 to 30700 totaling \$27,722.99 and payroll vouchers 9091 to 9120 totaling \$26,465.78. Motion carried.

RECOMMENDATION: RESOLUTION R13-30/BORROWING FOR FIRE TRUCK PURCHASE: This resolution authorizes the borrowing of up to \$37,000 for 90-days from Union Bank & Trust at 2.25% for the purchase of a new fire truck in 2013, for payment in early 2014. Motion by Greg Thoenke to recommend approval of Resolution R13-30, second by Peg Kruse. Motion carried.

2014 BUDGET UPDATE: Staff reported the State Highway Aid revenue number for 2014 was received and is \$14,277 less than received last year. Staff noted the calculation for State Highway Aid includes costs of street projects done by the Village in the past few years and with no recent street projects, this aid continues to decrease. Administrator Owen noted he has not yet received dates for negotiations with the Police Union. Staff has begun preparation of the budget packet for the public hearing and based on input from the Committee it will be very similar to last year.

ADJOURN: Motion by Peg Kruse, second by Greg Thoenke to adjourn. Motion carried.  
Time: 6:47 p.m.

Lynne R. Erb, Clerk-Treasurer  
VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
10/1/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Trustee Budsberg, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Peg Kruse to approve the 10/1/13 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoenke to approve the 9/17/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoemke, second by Peg Kruse approve: ACH for payroll and retirement totaling \$21,684.30, Checks 30613 to 30653 totaling \$33,373.39 and payroll vouchers 9066 to 9090 totaling \$25,486.17.  
Motion carried.

RECOMMENDATION: RESOLUTION R13-29/APPOINTMENT OF UTILITY OFFICE

MANAGER: Staff reported they received many qualified applicants for this position. Staff proposes the hiring of Elizabeth Heller at a wage of \$17.00 per hour to begin at her earliest availability within the next two weeks. Motion by Greg Thoemke, second by Peg Kruse to recommend the approval of R13/29. Motion carried.

2014 BUDGET UPDATE: Staff noted that they are still missing a few numbers before finalizing the budget. The Committee briefly discussed the negotiations with the police Administrator Owen is waiting for the union to get back to him with meeting dates for negotiations. Staff requested input on handouts for the budget public hearing and Trustee Thoemke noted the packet from last year's budget hearing seemed to work well.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried.  
Time: 6:45 p.m.

Lynne R. Erb, Clerk-Treasurer  
VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
9/17/13

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Peg Kruse. ABSENT: Greg Thoemke. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttmann announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Roger Truttmann to approve the 9/17/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttmann to approve the 9/3/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Peg Kruse, second by Roger Truttmann approve: ACH for payroll, JE for health and life insurance and utility bills totaling \$45,192.34, Checks 30571 to 30612 totaling \$64,159.42 and payroll vouchers 9027 to 9065 totaling \$30,513.42. Motion carried.

2014 BUDGET UPDATE: Staff reported they have received the health and dental insurance premiums for 2014 as well as the Shared Revenue number from the Dept. of Revenue. The lowest cost health insurance for Green County increased approximately 11.4%, dental insurance didn't change and the Village lost \$2,769 in shared revenue from the State for 2014. Staff has not yet received the highway aid revenue for 2014. Staff is also awaiting budget numbers from Fire and EMS. The levy limit increase for 2014 was confirmed at \$5,356 remaining after debt service levy increase is calculated. The Board will need to

determine how to proceed with the budget increase requests from the Library and Police Department. An initial budget meeting is scheduled for 9/24/13 at 6:30 p.m.

ADJOURN: Motion by Peg Kruse, second by Roger Truttman to adjourn. Motion carried.  
Time: 6:42 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
9/3/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. ABSENT: Greg Thoenke. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Gof Thomson joined at 6:35 p.m.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Roger Truttman to approve the 9/3/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peg Kruse to approve the 8/20/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Peg Kruse, second by Roger Truttman approve: ACH for payroll including retirement, JE for health and life insurance and flexible benefit spending and Check 30512 totaling \$29,932.33, Checks 30513 to 30570 totaling \$11,373.05 and payroll vouchers 8981 to 9026 totaling \$33,483.56. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Roger Truttman to adjourn. Motion carried.  
Time: 6:37 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
8/20/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Trustee Eric Gobeli, Chief Burt Boldebeck, Library Director Maggie Waggoner, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Trustee Kevin Budsberg joined at 6:30 p.m.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 8/20/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 8/6/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Peg Kruse to approve: ACH for payroll, JE for insurance and utility bills and Checks 30461 to 30462 totaling \$68,848.39, Checks 30463 to 30511 totaling \$98,661.88 and payroll vouchers 8940 to 8980 totaling \$36,691.30. Motion carried.

RECOMMENDATION: RESOLUTION 13-24 / APPOINTMENT OF PART-TIME OFFICERS: Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-24. Motion carried.

DISCUSSION/RECOMMENDATION: 2014 BUDGET PREPARATION: Staff requested the Committee provide direction on several items for preparation of the initial draft of the 2014 budget. Consensus of the Committee on those items is as follows:

- **Fire Truck:** The preliminary estimate of cost for the Village's portion of the truck from the Fire District is \$106,908.21. The Village currently has \$71,181.38 in sinking funds for the purchase of the equipment, leaving \$35,726.86 to be included in the 2014 budget. Staff is suggesting borrowing for that balance. The Committee briefly discussed the timing of the purchase and need to obtain information from the Fire District on future capital project plans so the Village can continue to plan for those expenses. This equipment was originally proposed for purchase in 2013 and the Fire District pushed the purchase back to 2014. The Committee agreed the best option would be to borrow rather than levy the balance of \$35,726.86 and requested staff to request rates and terms on 5 and 10 year loans.
- **Chalet:** Staff has prepared an initial draft budget to include \$4,875 for maintenance expense and \$1,675 for curator salary/fringe. Year to Date Revenue thru 8/19/13 is \$818.00, and staff had included an estimate of \$750 revenue in the 2014 budget proposal. Trustee Thoemke noted he believes revenues have begun to increase and expects that will continue into next year, suggesting \$2,000 as the proposed 2014 revenue with the Village levying the difference in 2014.
- **Distribution of Levy Increase:** Staff has calculated the levy increase for 2014 at \$5,223 (.58%). The Committee briefly discussed various ways of distributing the increase including prioritizing needs, distribution to each department based on a percentage of existing expense in the budget, or distribution to each department equally based on number of departments. Staff indicated the initial draft includes the majority of the increase in the capital fund. Trustee Thoemke indicated he would like to see the vest requested by the police department for Sgt. Sturdevant for ERT team use funded first with the levy increase. After discussion by the Committee, direction to staff was to maintain the \$5,223 levy increase to be available for potential increases not yet known as staff has not yet obtained 2014 health insurance rates, EMS budget request, insurance renewal costs, or police union contract results.
- **Requests from Library & Police:** Staff requested input on what to include in the proposed 2014 budget as far as the Library request for an additional \$47,648 in levy from the Village for operating costs for 2014 as well as a request from the police department for an additional \$25,000 to \$30,000 in operating expense and \$35,000 to \$45,000 in capital expense. Trustee Thoemke noted the two most important items for him would be the vest for the Police at \$2,500 for operating and from a capital perspective the funds necessary to secure the Police Department. Trustee Kruse indicated she believes there may be some low cost options for providing the security within the Police Department. The Committee discussed the need for capital projects budgets from all departments of the Village and while there is little to no room in the 2014 levy for those items, the Committee would like to start the long-term planning needed to accomplish those projects. Staff will provide the recently updated 5-year capital



project budget along with the proposed 2014 budget. Chief Boldebuck asked about including the additional \$15,000 for overtime expense for the police department. Administrator Owen noted that Public Works/Public Safety has requested a staffing plan from the Police Department before addressing additional overtime. Consensus of the Committee, due to the strict levy limits is to not include the additional requests at this time.

- **Wage/Fringe:** Staff has included a 1% wage increase for non-union employees in the proposed 2014 budget and Committee consensus was to proceed with that amount. The Committee asked about a timeline for negotiations with the police union and Administrator Owen will follow up to try to get a meeting scheduled.
- **Timeline:** Staff noted the importance of having a good budget the Board as a whole can support going into the Public Hearing. Committee agreed additional special budget meetings could be added to the timeline based on how the 9/24/13 meeting goes.

**ADJOURN:** Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:50 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
8/6/13

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoemke. Peg Kruse arrived at 6:34 p.m. Also present: Susie Weiss, Trustee Kevin Budsberg, Chief Burt Boldebuck, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

**ANNOUNCEMENT:** President Truttman announced that all cell phones should be silenced for the duration of the meeting.

**AGENDA:** Motion by Greg Thoemke to approve the 8/2/13 agenda, second by Roger Truttman. Motion carried.

**MINUTES:** Motion by Roger Truttman, second by Greg Thoemke to approve the 7/16/13 committee minutes. Motion carried.

**CLAIMS:** After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Peg Kruse to approve: ACH for payroll and Checks 30410-30413 totaling \$41,467.56, Checks 30414 to 30460 totaling \$35,505.17 and payroll vouchers 8898 to 8939 totaling \$33,916.43. Motion carried.

**RECOMMENDATION: R13-23/APPOINT LIMITED TERM EMPLOYEE AT CHALET OF GOLDEN FLEECE:** Staff is recommending the appointment of Mary Statz as Chalet Curator for the remainder of the 2013 season, beginning August 7<sup>th</sup> and ending October 31<sup>st</sup>. Motion by Greg Thoemke, 2<sup>nd</sup> by Peg Kruse to recommend approval of R13-23. Motion carried.

**DISCUSSION/RECOMMENDATION: 2014 BUDGET PREPARATION:** Staff reviewed with the Committee their initial draft of the 2014 Budget requesting input on several items including financing for the fire truck purchase, plan for budgeting for Chalet of Golden Fleece, distribution of levy increase estimated at \$4,369, direction for wages and fringe benefits. The fire truck purchase was briefly discussed with Administrator Owen noting this purchase had been pushed back by the Fire District last year to allow municipalities additional time to budget. The Village has budgeted the majority of the necessary funds, but needs an additional \$37,719. Greg Thoemke asked several questions of Chief Boldebuck regarding his list of budget requests, including \$15,000 in additional overtime funds, additional travel and training, equipment repair, equipment contracts, utility and capital project funds as well as \$2,500 for a tactical vest. Greg Thoemke asked Kevin Budsberg why the revenues from Green and Dane County were down for the library budget and whether those numbers might change.

Trustee Budsberg indicated the Library Director would be able to address that question better, but he understood the amount is based on a formula that uses the cost per circulation.

Due to time limitations, Administrator Owen suggested the budget discussion continue at the 8/20/13 Finance/Personnel Committee Meeting and the meeting start at 6 p.m. Motion by Roger Truttman to carry over the discussion of the 2014 budget to 8/20/13 starting at 6 p.m., 2<sup>nd</sup> by Peg Kruse. Motion carried.

CONSIDERATION: ACCEPT RESIGNATION OF UTILITY OFFICE MANAGER:

CONSIDERATION: AUTHORIZATION TO ADVERTISE FOR UTILITY OFFICE MANAGER:

Administrator Owen updated the Committee on the resignation of Utility Office Manager, Michelle Roth, noting her last day fulltime will be August 31, 2013 and that she has indicated she is willing to stay on to help until a new person is hired and trained. Peg Kruse moved to accept the resignation of Michelle Roth and authorize the advertisement of the position, 2<sup>nd</sup> by Greg Thoemke. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 7:00 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
7/16/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. ABSENT: Greg Thoemke. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Roger Truttman to approve the 7/16/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttman approve the 7/2/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Peg Kruse, second by Roger Truttman to approve ACH for payroll expenses and health insurance, e-check for life insurance and journal entry for utilities totaling \$51,044.71, Checks 30361 to 30409, voiding Check 30404 in the amount of \$924.32 for a total of \$26,037.95 and payroll vouchers 8855 to 8897 totaling \$33,156.33. Motion carried.

UPDATE: WPPA NEGOTIATIONS MEETING SCHEDULE: Administrator Owen is working with WPPA representatives to set up a meeting schedule. The Committee plans to meet prior to the first scheduled negotiations.

CONSIDERATION: POSITION DESCRIPTION FOR LTE CHALET GUIDE: Staff has prepared a position description for the newly created limited term Chalet guide position. The position has been advertised and one application has been received. It is anticipated an appointment will be made at the next Board meeting. Motion by Roger Truttman, second by Peg Kruse to approve the position description for a LTE Chalet Guide as presented. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Roger Truttmann to adjourn. Motion carried.  
Time: 6:50 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
7/2/13

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, and Peg Kruse. ABSENT: Greg Thoemke. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttmann announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Roger Truttmann to approve the 7/2/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttmann approve the 6/18/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Peg Kruse, second by Roger Truttmann to recommend approval of: ACH for payroll expenses totaling \$25,602.13, Checks 30318 to 30360 totaling \$49,957.59 and payroll vouchers 8815 to 8854 totaling \$33,536.25. Motion carried.

UPDATE: 2014 BUDGET: Administrator Owen informed the Committee that he and Clerk-Treasurer Erb have met with the Department Heads to year-to-date budget numbers and begin preparation of the 2014 budget. Administrator Owen has asked the Department Heads to come in with a zero increase for 2014.

UPDATE: WPPA REQUEST TO OPEN NEGOTIATIONS: The Village has received a request from Wisconsin Professional Police Association (WPPA) to open negotiations for the police union contract which expires on 12/31/13. Administrator Owen will work on scheduling a meeting between the WPPA and Finance/Personnel Committee to begin negotiations.

ADJOURN: Motion by Peg Kruse, second by Roger Truttmann to adjourn. Motion carried.  
Time: 6:47 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
6/18/13

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoenke to approve the 6/18/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peg Kruse approve the 5/21/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, JE for utilities, health and life insurance totaling \$47,004.98, Checks 30257 to 30312 totaling \$37,124.83 and payroll vouchers 8777 to 8814 totaling \$27,841.91. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoenke to adjourn. Motion carried.  
Time: 6:40 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
6/4/13

No meeting held due to lack of quorum.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/21/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. Greg Thoenke arrived at 6:32 p.m. Also present: Administrator Nicholas Owen and Deputy Clerk-Treasurer Barb Roesslein.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Roger Truttman to approve the 5/21/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peg Kruse approve the 5/7/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval of: ACH for payroll expenses and JE for utilities totaling \$27,090.43, Checks 30166 to 30210 totaling \$42,507.48 and payroll vouchers 8711 to 8741 totaling \$26,226.27.  
Motion carried.

CONSIDERATION: 2014 BUDGET TIMELINE: The timeline for the preparation of the 2014 budget sets forth the schedule for staff and board. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of the 2014 Budget Timeline. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried.  
Time: 6:40 p.m.

Minutes by—Barb Roesslein, Deputy Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/7/13

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttman announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 5/7/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peg Kruse approve the 4/16/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses and checks 30112 to 30129 totaling \$63,832.53, Checks 30130 to 30165 totaling \$32,190.17 and payroll vouchers 8637 to 8680 totaling \$35,010.58 and payroll vouchers 8681 to 8710 totaling \$25,200.49. Motion carried.

CONSIDERATION: RESOLUTION 13-09 DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF VILLAGE MONIES: This resolution designates the financial institutions that the Village may invest its assets in and approving the Village Clerk, Deputy Clerk, Village President and President Pro-tem as authorized signers for Village Accounts as well as authorizing personnel for electronic payments and transfers. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-09. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried.  
Time: 6:38 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
4/16/13

Meeting called to order at 6:33 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttmann announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 4/16/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse approve the 4/2/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, life and health insurance and utility bills totaling \$44,658.98, Checks 30068 to 30111 totaling \$30,758.97 and payroll vouchers 8606 to 8636 totaling \$26,119.81. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
4/2/13

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Salter announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 4/2/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke approve the 3/19/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, totaling \$23,329.60, Checks 30036 to 30067 totaling \$26,461.72 and payroll vouchers 8578 to 8605 totaling \$26,607.21. Motion carried.

REVIEW OF 2013 1<sup>ST</sup> QUARTER BUDGET TO ACTUAL FOR GENERAL FUND: Staff reported that overall things look on track for 2013. Staff reported they will continue to monitor payroll and overtime expenses for the Police Department as this item has been over budget the past few years. Staff continues to work with Police Department staff to minimize the amount of overtime. The snow removal budget is already over for salary and fringes and will most likely be over for general operations once we receive the next salt bill from the County.

We will likely have additional expenses in November/December and that overage will need to be covered by fund balance.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried.  
Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
3/19/13

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Salter announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 3/19/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke approve the 2/19/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses totaling \$22,485.36, Checks 29953 to 29993 totaling \$21,759.72 and payroll vouchers 08517 to 8544 totaling \$25,545.15; 3/19/13 Claims: ACH for payroll expenses, health and life insurance, JE for utility bills, and Check 29994 totaling \$46,112.92, Checks 29995 to 30035 totaling \$72,082.04 and payroll vouchers 8545 to 8577 totaling \$26,733.62. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried.  
Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
2/19/13

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Salter announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 2/19/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke approve the 2/5/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, Check 29899 and journal entry for utilities totaling \$29,725.04; Checks 29900 to 29952 totaling \$47,964.52 and payroll vouchers 8489 to 8516 totaling \$26,147.87. Motion carried.

RECOMMENDATION: LIBRARY REQUEST FOR ADDITIONAL FUNDING: Staff outlined two options to assist with covering the request for additional funding to cover the employer portion of the health insurance coverage for the new Assistant Librarian. The first option is to work with the Library staff to review the 2013 Budget for possible re-allocation of funding in conjunction with the use of operating Library fund balance remaining at the end of 2012. The second option is to reduce or eliminate specific services currently in other portions of the budget, i.e. spring bulk pick-up day at \$5,000 annually, park port-a-potty rental at \$2,000 annually, and general engineering expenses at \$2,000 annually. Administrator Owen reported that he had spoken with the Library Board President Linda Hiland and Board member Kevin Budsberg regarding the options and they have indicated the Library Board would agree to use of fund balance and review of existing budget. Trustee Thoemke indicated that he agrees with that solution but questioned numbers in the 2013 budget for salaries and benefits being higher than those used in the preliminary budget drafts for the new library. President Salter indicated he would like to see a discussion on the draft operating budget for the new library at the Finance Committee. Trustee Budsberg suggested that request be addressed to the Library Board. Motion by Jim Salter to recommend use of fund balance from 2012 with review of the 2013 budget by Village and Library staff, second by Greg Thoemke. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Jim Salter to adjourn. Motion carried. Time: 6:43 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
2/5/13

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Trustee Budsberg, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Salter announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 2/5/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke approve the 1/15/13 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, Checks 29843 to 29848 and wires for loan payments totaling \$564,363.65; Checks 29849 to 29898 totaling \$70,772.43 and payroll vouchers 8461 to 8488 totaling \$27,008.46. Motion carried.



RECOMMENDATION: RESOLUTION 13-05 / RESERVE FUND POLICY-DEBT POLICY: Staff presented Resolution 13-05, the annual reserve fund and debt policy for the Village. The emergency reserve and working capital reserve funds are fully funded. The total general obligation debt outstanding on 12/31/12 was \$5,566,355, 70.93% of the state imposed debt limit.

Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-05. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
1/15/13

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Salter announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke to approve the 1/15/13 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke approve the 12/18/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: 2012 Expense checks 29764-29789 dated 12/28/12 totaling \$17,424.56; 2012 Expense checks 29802-29819 dated 1/16/13 totaling \$7,228.52; 2013 Expense checks 29790-29801 dated 1/4/13 totaling \$104,956.96; 2013 Expense checks 29820-29842 dated 1/15/13 totaling \$27,637.04; ACH for payroll expenses, life and health insurance, January tax settlement, JE for utility bills and expense checks 29762-29763 for 2013 insurance totaling \$1,072,698.35; December 28, 2012 payroll vouchers 8404 to 8431 totaling \$28,851.21 and January 11, 2013 payroll vouchers 8432 to 8460 totaling \$27,729.62. Motion carried.

RECOMMENDATION: VIERBICHER CONTRACT FOR TID#2 BOUNDARY AMENDMENT: Staff updated the Committee on the purpose of the boundary amendment noting the consolidation of the two lots for Brandi's Bridal included one lot inside of TID#2 and one lot outside the TID#2 boundary that will need to be corrected. The boundary amendment will include the entire property in the TID. Staff is recommending including with this boundary amendment adding the property Growing Tree is currently developing. Administrator Owen indicated Growing Tree is potentially interested in a revolving loan and would need to be included in the TID#2 in order to obtain a revolving loan. The committee briefly discussed the timing of assessments and the payment of taxes. The fee for the boundary amendment is \$4,600 and will be paid for through the use of TID#2 funds. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of the Boundary Amendment Agreement for TID#2 with Vierbicher & Associates in the amount of \$4,600. Motion carried.

RECOMMENDATION: RESOLUTION 13-02 / 2012 BUDGET AMENDMENT: This amendment was prepared as a result of various un-budgeted expenses that occurred during 2012. Each project was previously approved by the Village Board, however, this Budget Amendment formalizes that for the audit. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-02/2012 Budget Amendment. Motion carried.

RECOMMENDATION: RESOLUTION 13-01/INSUPPORT OF PRESERVATION OF TAX-EXEMPT FINANCING: This Resolution provides support from the Village of New Glarus in maintaining federal income tax exemptions on municipal debt. The Federal government is considering eliminating of such tax exemptions which would significantly increase the rates municipal governments pay for debt financing. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 13-01. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:53 p.m.

Minutes by—Lynne R. Erb, Clerk-Treasurer

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**