

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

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
12/18/14

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peg Kruse and Greg Thoenke. 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 Peg Kruse to approve the 12/16/14 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 12/3/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval ACH, e-check and JE for payroll benefits, health and life insurance, and utility bills totaling \$47,615.85; Checks 32015 to 32066 in the amount of \$50,852.30; and Payroll vouchers 10084 to 10107 in the amount of \$23,993.87. Motion carried.

RECOMMENDATION: MEMBERSHIP AGREEMENT WITH V.A.L.U.E. FOR PURCHASING CARD: Staff reported they have researched the purchasing card system currently being used by the School District as an option for department credit cards. In order to participate with this purchasing card program through JPMorgan, the Village will first need to become a member of V.A.L.U.E. in Local Government and pay the annual fee for membership of \$35. The program includes a rebate for use of the card and based on an estimate using 2013 expenditures, that could amount to approximately \$191.48. Staff will need to develop the necessary policies and documentation should the Board want to pursue this option. Motion by Peg Kruse to recommend approval of the membership agreement with V.A.L.U.E. for the purchasing card, second by Greg Thoenke. Motion carried.

CONSIDERATION: RESOLUTION 14-40/2014 BUDGET AMENDMENT #1 (ROLL CALL VOTE): Resolution 14-40 is a compilation of the various changes to the 2014 budget made by the Village Board throughout the course of the year. This Resolution formalizes those changes into a budget amendment and authorizes the changes be made to the 2014 budget. Motion by Greg Thoenke, second by Peg Kruse to approve Resolution 14-40/2014 Budget Amendment #1.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
12/3/14

Meeting called to order at 1:30 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.

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 12/3/14 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peg Kruse to approve the 11/18/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peg Kruse, second by Roger Truttman to recommend approval ACH for payroll benefits and retirement totaling \$21,516.27; Checks 31977 to 32014 in the amount of \$25,512.36; and Payroll vouchers 10055 to 10083 in the amount of \$23,957.86. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Roger Truttman to adjourn. Motion carried. Time: 1:35 p.m.

Lynne R. Erb, Clerk-Treasurer

**VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
11/18/14**

Meeting called to order at 6:33 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peg Kruse. Also present: 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 11/18/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 11/4/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval ACH, e-check and JE for payroll benefits, health and life insurance, and utility bills totaling \$47,419.88; Checks 31916 to 31976 in the amount of \$104,326.01; and Payroll vouchers 10021 to 10054 in the amount of \$28,813.06. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

**VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
11/4/14**

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoemke. ABSENT: 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 11/4/14 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Greg Thoenke to approve the 10/21/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Roger Truttman to recommend approval ACH for payroll benefits and checks 31882 through 31884 in the amount of \$29,256.99; Checks 31885 to 31915 in the amount of \$19,640.71; and Payroll vouchers 9994 to 10020 in the amount of \$26,720.42. Motion carried.

DISCUSSION/RECOMMENDATION: RESOLUTION14-39/CREDIT CARD POLICY: Staff reported Resolution 14-39 was prepared based on the previously drafted credit card policy provided as an example at the last meeting. Clerk Erb has contacted the School District of New Glarus to obtain information on their credit card policy and company. She is recommending allowing additional time to research the type of card used by the School District through JP Morgan and suggests that based on information on the set-up of that account, there may be additional items to include in the credit card policy and Committee may want to table this Resolution until that research has occurred. Motion by Greg Thoenke to table, second by Roger Truttman. Motion carried.

UPDATE/DISCUSSION: 2015 BUDGET: Staff has made the requested changes to the budget and updated the EMS expense line which came in slightly lower than anticipated.

ADJOURN: Motion by Greg Thoenke, second by Roger Truttman to adjourn. Motion carried. Time: 6:39 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
10/21/14

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoenke. Peg Kruse arrived at 6:02 p.m. Also present: Sergeant Sturdevant, Chief Boldebuck, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Kevin Budsberg joined at 6:45 p.m.

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 10/21/14 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Roger Truttman to approve the 10/7/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval ACH and JE for payroll benefits, health and life insurance, and utility bills totaling \$50,191.04; Checks 31828 to 31881 in the amount of \$72,037.72; and Payroll vouchers 9969 to 9993 in the amount of \$24,799.97. Motion carried.

DISCUSSION/RECOMMENDATION: COLLECTION OF DELINQUENT PERSONAL PROPERTY TAXES:

Staff has spoken with Stark Agency regarding the fees. Stark will continue to accrue the necessary interest on the delinquent personal property taxes as required by State law. They will only charge a fee on accounts they collect. The fee will be 21% for Standard Account and 40% for Legal and Forwarded. Peg Kruse moved to approve use of Stark Collection Agency for the collection of delinquent personal property taxes, second by Greg Thoenke. Motion carried.

DISCUSSION/RECOMMENDATION: CREDIT CARD POLICY: Administrator Owen reported that Chief Boldebuck is requesting that the police department receive approval to have their own credit card because many of their vendors will no longer bill for services and access to the current Village card is limited to Village Hall hours. The Committee reviewed the current credit card policy as well as a draft policy that provided for each Department of the Village to have their own credit card that the Village Board turned down a few years ago. The Committee briefly discussed the need for each department head to have access to a credit card and the timing of the billing cycle. Motion by Greg Thoemke, second by Peg Kruse to proceed with a draft Resolution for the next Committee meeting utilizing the draft prepared, but not approved in 2007. Motion carried.

DISCUSSION/RECOMMENDATION: TAX COLLECTION AGREEMENT WITH GREEN COUNTY: This is the annual tax collection agreement with Green County. There is no increase in collection costs for this year. Green County is requesting that no collections be received at the Clerk's Office this year as has occurred in past years. Payments can be made locally at Bank of New Glarus and Union Bank & Trust. Motion by Greg Thoemke, second by Peg Kruse to approve the Tax Collection Agreement with Green County for the 2014-2015 tax collection, correcting typo using "Town" with "Village". Motion carried.

DISCUSSION/RECOMMENDATION: AUDIT CONTRACT WITH SCHENCK: The existing contract with Schenck for audit services expired with the 2013 audit. The proposal includes a 3 year contract with the option of adding 2 more years. There was no increase from the 2013 audit to the 2014 audit, and a nominal increase each year going forward. Motion by Greg Thoemke, second by Peg Kruse to approve the Audit Contract with Schenck for 2014-2018, with 2017 and 2018 being option years. Motion carried.

UPDATE/DISCUSSION: 2015 BUDGET: Administrator Owen updated the Committee on the response from Advanced Disposal regarding the request to waive the fee increase for collection services in 2015.

Administrator Owen noted that the police's budget request was received after the requested date for submission and it was the day prior to the Board budget meeting and while some items were included in the 2015 budget draft, there are additional items being requested. He indicated that since it was received late and includes some significant increases, he believe the best option would be to take a closer look at those items for 2016.

Chief Boldebuck asked for an increase to the budget to accommodate the smart phone for Sergeant Sturdevant indicating it was necessary for him to work more efficiently/effectively by allowing him access to work emails and messages even during his off hours. The Committee also discussed the importance of possible funding of the bullet proof vest for Sergeant Sturdevant's SWAT duties. Sergeant Sturdevant indicated that given a preference he preferred the smart phone. Administrator Owen noted his concern over allowing an employee to perform the additional duties outside of working hours. The Committee continued discussions regarding timing of the requests coming after the budget meeting and the funding of the items within the budget as it has been prepared. Consensus of the Committee is to increase parking citation revenue \$300 (as there is currently a proposal to increase the parking fees) to accommodate the additional monthly costs for the smart phone, look to the Police donation funds for the \$250 purchase of a smart phone and include the purchase of the bullet proof vest for SWAT from police sinking funds.

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

Lynne R. Erb, Clerk-Treasurer

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peg Kruse. Also present: Kevin Funseth, Ryan Rudeen, Jason Borth, Mary Statz, Sandy Blum, 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 10/7/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 9/16/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval ACH and JE for payroll benefits and utility bills totaling \$33,636.11; Checks 31782 to 31827 in the amount of \$63,705.74; and Payroll vouchers 9915 to 9968 in the amount of \$53,200.24. Motion carried.

RECOMMENDATION: CONTRACT WITH CHARLES QUAGLIANA FOR CHALET OF THE GOLDEN FLEECE CONDITION REPORT: The Friends of the Chalet of the Golden Fleece have obtained a proposal from Charles Quagliana for a Condition Report of the Chalet of the Golden Fleece at a cost not to exceed \$5,750. The report will provide a list of items in the building that need attention and assist with obtaining additional grant funds. Funding for the report will include approximately \$3,000 from the Chalet reserves that represent the balance of the Scholl's grant previously received by the Village. Motion by Greg Thoemke, second by Peg Kruse to approve the contract with Charles Quagliana for the building condition report of the Chalet of the Golden Fleece in an amount not to exceed \$5,750. Motion carried.

DISCUSSION/RECOMMENDATION: UTILITY PERSONNEL WAGE COMPARISON/INCREASE: The Committee reviewed the wage comparison provided by the utility personnel. Administrator Owen recommended preparing an overall wage comparison for all non-represented employees for the 2016 budget process. Trustee Thoemke questioned the timing of the request noting the budget for 2015 is basically completed at this time. Kevin Funseth and Ryan Rudeen spoke on behalf of the employees indicating they had begun the request at the end of July. They provided several additional comparisons to the Committee. Kevin Funseth noted that he understood the uncertainty of the budgets of the last few years, but in working recently with Brodhead Utility, they realized their compensation was falling behind that of other communities and would like to start the process for bringing them back in line. He further noted that the electric utility is doing well and not supported by the tax levy. The Committee discussed their concern with adjusting wages of one department without taking a look at all departments to determine if gaps exist in all departments. Motion by Greg Thoemke to proceed with a comprehensive wage comparison study of all departments with the results and recommendation to be prepared by 6/1/15 for the 2016 budget, second by Peg Kruse. Motion carried.

DISCUSSION/RECOMMENDATION: COLLECTION OF DELINQUENT PERSONAL PROPERTY TAXES: Staff reviewed with the Committee the businesses currently delinquent on personal property taxes. Staff recommends utilizing the collection agency currently used by the Village for the collection of delinquent utility accounts and court fines for assisting with the collection of the delinquent personal property taxes. Contact has been made with the agency regarding clarification of fees, but the information has not yet been received. Motion by Peg Kruse to table until we receive the fee information from the agency, second by Greg Thoemke. Motion carried.

UPDATE/DISCUSSION: 2015 BUDGET: No update.

ADJOURN: Motion by Roger Truttman, second by Peg Kruse to adjourn. Motion carried. Time: 6:57 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
9/16/14

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

ANNOUNCEMENT: President Truttmann announced that the Committee will convene into closed session during the course of this meeting under Section 19.85(1)(e) for the purpose of discussing negotiations with the Wisconsin Professional Police Association.

AGENDA: Motion by Peg Kruse to approve the 9/16/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 9/2/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoemke, second by Peg Kruse to recommend approval of ACH, e-check and JE for payroll benefits, health and life insurance and utility bills totaling \$51,387.78; Checks 31735 to 31781 in the amount of \$37,470.91; and Payroll vouchers 9876 to 9914 in the amount of \$27,162.96. Motion carried.

RECOMMENDATION: VILLAGE HALL MAINTENANCE/PAINTING PROPOSALS: At the last Finance/Personnel Meeting, Administrator Owen was requested to obtain a proposal for the work from a second contractor. Coplien Painting provided a bid of \$8,909 for cleaning and staining of all previously stained wood surfaces on Village Hall. Cost for cleaning and refinishing doors would be \$125 per door. Staff noted approximately \$3,700 remaining in the Village Hall repair of building budget for 2014. The building sinking fund balance is approximately \$37,000. Based on the bid amounts, motion by Greg Thoemke to approve the proposal of Coplien Painting at \$8,909 for the painting/staining and \$125 per door for a total of 5 doors (total \$9,534) and utilizing \$3,700 of budgeted fund with the remaining funds coming from the building sinking account, second by Peg Kruse. Motion carried.

UPDATE/DISCUSSION: 2015 BUDGET: Committee reviewed the initial draft of the 2015 budget presented at the 9/2/14 meeting with Staff. Staff updated the Committee providing information on street projects and possible funding scenarios including use of \$65,000 remaining from the 2014 street projects, borrowing in 2015 or 2016 and ability to utilize budgeted street maintenance funds for other larger, infrequent expense items in 2015/2016. Committee agreed with moving forward with the budget draft as proposed and further discussed borrowing for another street project in 2015. Jim Mann with Ehlers and Associates will be attending the 9/30/14 budget meeting to outline borrowing options.

CONVENE INTO CLOSED SESSIONS: Motion by Greg Thoemke, second by Peg Kruse to convene into closed session at 6:57 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttmann-yes. Motion carried.

RECONVENE INTO OPEN SESSIONS: Motion by Peg Kruse, second by Greg Thoemke to reconvene into open session at 7:05 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttmann-yes. Motion carried.

RESULTS OF CLOSED SESSION:

Committee received a report from Administrator Owen reported on WPPA union negotiations and confirmed the 9/19/14 meeting with the union.

ADJOURN: Motion by Roger Truttmann, second by Peg Kruse to adjourn. Motion carried. Time: 7:08 p.m.

Lynne R. Erb, Clerk-

Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
9/2/14

Meeting called to order at 6:10 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Greg Thoenke. Peg Kruse joined at 6:25 p.m. Also present: Administrator Nicholas Owen, Public Works Director Scott Jelle and Clerk-Treasurer Lynne Erb.

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

ANNOUNCEMENT: President Truttmann announced that the Committee will convene into closed session during the course of this meeting under Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Employee Complaint].

ANNOUNCEMENT: President Truttmann announced that the Committee will convene into closed session during the course of this meeting under Section 19.85(1)(e) for the purpose of discussing negotiations with the Wisconsin Professional Police Association.

AGENDA: Motion by Greg Thoenke to approve the 9/2/14 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann, second by Greg Thoenke to approve the 8/19/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoenke, second by Peg Kruse to recommend approval of ACH for payroll benefits in the amount of \$22,372.14, Checks 31680 to 31734 in the amount of \$45,443.55, and payroll vouchers 9830 to 9875 totaling \$31,364.30. Motion carried.

RECOMMENDATION: VILLAGE HALL MAINTENANCE/BRANTMEIER PAINTING

PROPOSAL: Staff received a bid from Brantmeier Painting to clean and stain all previously stained wood surfaces on the entire Village Hall building at a cost of \$9,600. In addition, the cost for cleaning and refinishing the front doors would be \$350 per door. This was not a budgeted item and staff notes the current balance of the building sinking fund is approximately \$37,000. The committee discussed the need to obtain a second proposal for the work. Motion by Roger Truttmann to request Administrator Owen to obtain one additional bid for the work, second by Greg Thoenke. Motion carried.

RECOMMENDATION: INSURANCE AGENT FOR 2015: Staff reported the Village currently uses Arthur J Gallagher as an insurance agent to assist the Village in contracting for the Village's insurance needs as far as liability, property, worker's compensation, etc. Staff would like to consider changing agents to M3. Both agents obtain insurance proposals from the same companies, i.e. EMC (our current carrier) and Liberty Mutual. Motion by Greg Thoenke to allow Clerk-Treasurer to contact new agent, M3 for 2015. Motion carried.

UPDATE/DISCUSSION: 2015 BUDGET: Staff provided an initial draft of the 2015 budget and request direction from the Finance/Personnel Committee. As drafted, the budget includes a reduction to the levy (without TID) of \$12,664. To meet levy limit requirements, an additional \$4,303 could be added to the levy. Staff also provided a list of items that need to be addressed by the Village within the next few years, including some for 2015 that are not currently part of the initial draft. The initial draft also includes a levy for the library equal to that provided in 2014. The Library Board has provided a final draft budget requesting an additional \$9,216 in levy from the Village. The draft budget also includes a 2% wage increase for employees. Net new construction for the Village in 2014 was 2.33%, which allows the Village to increase the levy (excluding debt levy) by that amount. Staff asked for direction in preparation for the special budget meeting. The Committee requested the item be placed on the next committee agenda to allow time for Committee review.

RECOMMENDATION: RESOLUTION 14-28/EXEMPTION FROM COUNTY LIBRARY TAX:

This is an annual resolution that provides for the Village to be exempt from the payment of County Library tax due to the fact the Village levies an amount in excess of the amount of the County tax the Village would be responsible for. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 14-28/Exemption from County Library Tax. Motion carried.

CONVENE INTO CLOSED SESSIONS: Motion by Greg Thoemke, second by Peg Kruse to convene into closed session at 6:35 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

RECONVENE INTO OPEN SESSIONS: Motion by Greg Thoemke, second by Peg Kruse to reconvene into open session at 7:15 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

RESULTS OF CLOSED SESSION:

President Truttman reported the Committee came up with a six month communication action plan for Public Works Director and received a report from Administrator Owen reported on WPPA union negotiations.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 7:16 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
8/5/14

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peg Kruse and 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 Peg Kruse to approve the 8/5/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 7/15/14 committee minutes. Motion carried.



CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval of claims including: ACH for payroll benefits and retirement and Checks 31563 to 31565 in the amount of \$50,493.75, Checks 31566 to 31611 in the amount of \$69,373.46, and payroll vouchers 9744 to 9788 totaling \$33,503.55. Motion carried.

DISCUSSION/RECOMMENDATION: RESOLUTION 14-19/PARTTIME EMPLOYEE FRINGE: Staff reported that Resolutions 14-19 and 14-22 have been updated to reflect the changes to the Personnel Handbook and eliminate the duplication of information between the Resolutions and Personnel Handbook. Motion by Greg Thoenke, second by Peg Kruse to recommend approval of R14-19. Motion carried.

DISCUSSION/RECOMMENDATION: RESOLUTION 14-22/FULLTIME EMPLOYEE FRINGE: Staff noted that in addition to changes made in accordance with the Personnel Handbook update, a change to the vacation schedule was included with this Resolution to attempt to make the proration of vacation on employment and through the first year of employment a little easier and allows new employees to receive 3.5 hours each month from date of hire with 40 hours on January 1<sup>st</sup> following the date of hire. Employees will max out on their vacation time after 15 years of employment with the Village. Motion by Peg Kruse, second by Greg Thoenke to recommend approval of R14-19. Motion carried.

DISCUSSION/RECOMMENDATION: RESOLUTION 14-27/APPOINTMENT OF REAGAN ANDERSEN AS SUB-LIFEGUARD I: With many of the current pool staff leaving for school before the end of the season, Aquatics Director Zimmerman is requesting adding Reagan Andersen as a sub-lifeguard I to help fill shifts through the end of the season. Motion by Greg Thoenke, second by Peg Kruse to recommend approval of R14-27. Motion carried.

DISCUSSION/RECOMMENDATION: 2015 WAGES FOR BUDGET PREPARATION: Staff discussed with the Committee the initial work started for the 2015 budget, requesting direction on wages for the 2015 budget draft. Administrator Owen provided a request by the electric lineman for review and discussion with the Committee of comparable wages for said position. The Committee briefly reviewed the initial estimates on levy increase for the 2015 budget, wage histories for the non-union, police union and the now dissolved IBEW union from 2010 to 2014, as well as the estimated cost to the general fund of potential wage increases. Motion by Greg Thoenke, second by Peg Kruse to prepare the initial draft 2015 budget using 2% wage increase for all non-union employees. Motion carried. Consensus of the Committee to provide a written response to the electric lineman indicating that insufficient information was provided to consider the request.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
7/1514

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. Trustee Greg Thoenke joined at 6:10 p.m. 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.

ANNOUNCEMENT: President Truttman announced that the Committee will convene into closed session during the course of this meeting under Section 19.85(1)(c) for the purpose of discussion negotiations with the Wisconsin Professional Police Association.

AGENDA: Motion by Roger Truttman to approve the 7/15/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttman to approve the 7/1/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peg Kruse to recommend approval of claims including: ACH for payroll benefits, JE for Utilities, ACH and e-check for health and life insurance in the amount of \$53,800.36, Checks 31502 to 31562 in the amount of \$603,959.09, and payroll vouchers 9701 to 9743 totaling \$32,587.78. Motion carried.

CHANGES TO PERSONNEL HANDBOOK: Staff reviewed with the Committee the timeline and discussions to date on the Personnel Handbook, noting the matter was referred back to the Committee by the Board for additional discussion on the vacation schedule, in particular the adding of one week for employees with 25 years of service. After a brief discussion, motion by Greg Thoenke to recommend approval of the Personnel Handbook omitting the additional week of vacation to employees having 25 years of service, second by Peg Kruse. Motion carried.

CASELLE SOFTWARE CONVERSION AGREEMENT: Staff reported that the current financial software was installed in 2001 with essentially no upgrades. As part of the automated metering project, the utility software will need to be upgraded and in order for the utility software to interface with the general ledger and payroll, those will need upgrading as well. Staff attended a presentation by CIVIC Systems and agreed there are many efficiencies built into the upgrade. In addition, the Village will receive a discount from both CIVIC Systems and WPPI by performing the upgrade in conjunction with the automated metering project. The anticipated total cost of the project is \$46,800 with \$12,552 coming from the general fund. Staff is suggesting the use of undesignated general fund balance to fund the one-time purchase as this project will benefit all departments of the Village. Another option for funding would be the use of WPPI no-interest loan funds with the general fund paying the utility over the course of the loan repayment to WPPI. Once the project is approved, the Village will need to staff the training and conversion of the software with CIVIC Systems and they are currently indicating a timeline of January/February, 2015. Motion by Peg Kruse, second by Greg Thoenke to recommend approval of the Caselle Software Conversion Agreement with funding through the WPPI no interest loan. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Greg Thoenke, second by Peg Kruse to convene into closed session at 6:28 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoenke-yes; Roger Truttman-yes. Motion carried.

RECONVENE INTO OPEN SESSION: Motion by Greg Thoenke, second by Peg Kruse to reconvene into open session at 6:50 p.m. ROLL CALL VOTE: Peg Kruse-yes; Greg Thoenke-yes; Roger Truttman-yes. Motion carried.

DATES FOR NEGOTIATION MEETINGS: President Truttmann reported the Committee has asked Administrator Owen to coordinate meetings with the WPPA union.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:52 p.m.

Lynne R. Erb, Clerk-Treasurer  
VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
7/1/14

Meeting called to order at 6:40 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Greg Thoemke. ABSENT: 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 7/1/14 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann, second by Greg Thoemke to approve the 6/17/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoemke, second by Roger Truttmann to recommend approval of claims including: ACH for payroll benefits and Check 31466 in the amount of \$25,024.39, Checks 31467 to 31501 totaling \$22,031.96 and payroll vouchers 9661 to 9700 totaling \$31,996.10. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
6/17/14

Meeting called to order at 6:45 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Greg Thoemke. ABSENT: 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 Roger Truttmann to approve the 6/17/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Roger Truttman to approve the 6/3/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Roger Truttman to approve: ACH for payroll benefits, JE for utilities and Check 31401 in the amount of \$31,097.71, Checks 31402 to 31465 totaling \$157,010.85 and payroll vouchers 9623 to 9660 totaling \$34,922.67. Motion carried.

RECOMMENDATION: RESOLUTION 14-23 CONFIRMING BORROWING FOR NEW FIRE TRUCK: Resolution 14-23 confirms authorization for the borrowing of \$37,000 to complete payment to the New Glarus Fire District for the new fire truck. The initial resolution was done in late 2013. The last information we have from the Fire District is that the truck will be delivered sometime in July. Motion by Greg Thoemke, second by Roger Truttman to recommend approval of Resolution 14-23. Motion carried.

RECOMMENDATION: RESOLUTION 14-24 SETTING FEES: Resolution 14-24 amends the Village's fee schedule to include the addition of a fee for noise permit and private alarm system permit each at \$25.00 and the formalizing of a staff policy to charge 10¢ per page for scanned documents requested by the public. Motion by Greg Thoemke, second by Roger Truttman to recommend approval of Resolution 14-24. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Roger Truttman to adjourn. Motion carried. Time: 6:55 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
6/3/14

Meeting called to order at 6:34 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peg Kruse and 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 Greg Thoemke to approve the 6/3/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 5/20/14 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 benefits and Checks 31363 and 31364 in the amount of \$28,153.45, Checks 31365 to 31400 totaling \$472,766.23 and payroll vouchers 9593 to 9622 totaling \$28,049.67. Motion carried.

RECOMMENDATION: 2015 BUDGET TIMELINE: Staff provided a timeline for the preparation and adoption of the 2015 budget. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of the 2015 budget timeline as proposed. Motion carried.

DISCUSSION: WPPA UNION NEGOTIATIONS: Administrator Owen reported that he has been contacted by the Wisconsin Professional Police Association union representative that the union would like to enter negotiations. The police union is currently operating under a contract that expired 12/31/13. Consensus of the Committee is to meet to develop the Village's proposal on the 7/17/14 Finance/Personnel Meeting at 6 p.m. and schedule meetings with the union at that time.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/20/14

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Peg Kruse. Greg Thoemke arrived at 6:32 p.m. 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 Peg Kruse to approve the 5/20/14 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann, second by Peg Kruse to approve the 5/6/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoemke, second by Peg Kruse to approve: ACH for payroll benefits, e-check for life insurance and Journal Entries for utility bills and health insurance in the amount of \$49,206.06, Checks 31305 to 31362 totaling \$79,979.70 and payroll vouchers 9565 to 9592 totaling \$27,177.12. Motion carried.

DISCUSSION/RECOMMENDATION: REVISIONS TO PERSONNEL HANDBOOK AND WAGE/FRINGE BENEFIT RESOLUTIONS: Clerk Erb reviewed with the committee two methods for accrual of vacation by new hires. The options are provided in an attempt to simplify the method for awarding vacation to new hires while placing them on the calendar year rotation for vacation accrual. Option 1 provides 5 work days on the 6 month anniversary with the next 5 days provided on the January 1<sup>st</sup> following one year of employment. Option 2 would provide 3.5 hours each month following 30 days of employment through 12/31 of the year of hire with 5 days provided on January 1<sup>st</sup> of the year following date of hire. Motion by Greg Thoemke, second by Peg Kruse to approve the use of Option 2. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/6/14

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. Greg Thoemke joined at 6:29 p.m. Also present: Becky Weiss, 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 5/6/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttman to approve the 4/15/14 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 benefits, journal entry for donation to library summer reading and Check # 31251 in the amount of \$37,835.32, Checks 31252 to 31304 totaling \$234,433.17 and payroll vouchers 9498 to 9539 totaling \$35,767.82 and payroll vouchers 9540 to 9564 totaling \$25,989.47. Motion carried.

RECOMMENDATION: RESOLUTION 14-15/AUTHORIZING BORROWING FROM WPPI ENERGY: Administrator Owen reported that staff has been working with WPPI to complete the utilities upgrade to the automated metering system. Resolution 14-15 authorizes borrowing \$450,629 with a term of ten years at zero interest. The loan funds will be used to assist with the purchase of the software upgrade and equipment and will be repaid with revenue from the electric and water utilities, and will make it easier for the utilities to implement the system without requiring a rate increase. Motion by Peg Kruse, second by Roger Truttman to recommend approval of Resolution 14-15. Motion carried.

DISCUSSION/RECOMMENDATION: UPDATE: REVISIONS TO PERSONNEL HANDBOOK: The committee reviewed the revisions to the Personnel Handbook with Clerk Erb providing an overview. Revisions include changes due to Act 10 and the Affordable Care Act as well as the disbanding of the public works/utility union, the addition of longevity pay and annual pay-out of excess sick time to a deferred compensation account for employee's who have attained the maximum limit as well as minor changes to clarify language. The fringe benefit Resolutions have been edited as well with the goal of avoiding repetition between the documents and utilizing the Handbook for more complex items, with the items more likely to change often included in the Resolutions. The Committee reviewed the proposed changes to the vacation schedule including changes to earning vacation in the first year of employment to get

each employee on the calendar year basis as well as an additional week of vacation for employees serving the Village for 25 years. Motion by Peg Kruse, second by Roger Truttmann to recommend the updates to the Personnel Handbook and Resolutions. Motion carried.

DISCUSSION: 25-YEAR FACILITY PLAN: Trustee Thoenke joined the meeting. He noted that he had asked for this item to be placed on the agenda and provided a handout to the Committee (a copy of which is attached to these minutes). He discussed with the Committee the needs of Village departments, specifically police, library, public works and EMS. He indicated a desire to take the time to request input from each department of the Village, including Fire and EMS on what their needs will be for the next 25 years and to put the information together into a plan that the current and future Village Boards can use for planning purposes. The Committee agreed that having that information together in one plan would help to prioritize the needs and possibly find solutions where departments could easily join efforts. Consensus of the Committee is to have Greg Thoenke work with Administrator Owen to start the process and present to the Village Board.

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  
4/15/14

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peg Kruse and Greg Thoenke. 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 Peg Kruse to approve the 4/15/14 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 4/1/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoenke, second by Peg Kruse to approve: ACH for payroll benefits, e-check for life insurance and Journal Entries for utility bills and health insurance in the amount of \$49,373.25, Checks 31201 to 31250 totaling \$68,655.07 and payroll vouchers 9464 to 9497 totaling \$26,047.12. Motion carried.

UPDATE: REVISIONS TO PERSONNEL HANDBOOK: Staff reminded the Committee of the discussion on the changes to the Personnel Handbook and

Wage/Fringe Resolutions for the May 6, 2014 Committee meeting. The meeting will start at 6 p.m.

RECOMMENDATION: ACCEPTANCE OF MOBILE DATA COMPUTER GRANT:

Administrator Owen reported that the Police Department had applied for and was approved for receipt of a grant for the purchase of mobile data computers for the squad cars allowing them to be compliant with paperless ticket requirements from the State of Wisconsin. The grant award is for \$21,000 and will cover the full cost of the equipment purchases. Committee discussed the amount of the matching funds that will need to be paid by the Village and what funds will be used for that purpose. Administrator Owen noted the department's staff time for preparing the grant and training on the system will be used as a portion of the Village's match, however there will be a charge for installation of the system but the department did not provide an estimate of this cost. Committee discussed the amount of the matching funds that will need to be paid by the Village and was informed that a budget amendment will need to be prepared for this. Motion by Greg Thoemke, second by Peg Kruse to recommend acceptance of the Mobile Data Computer Grant. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
4/1/14

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and 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 4/1/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Roger Truttman to approve the 3/18/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttman, motion by Greg Thoemke, second by Roger Truttman approve: ACH for payroll benefits in the amount of \$22,561.22, Checks 31162 to 31200 totaling \$45,130.28 and payroll vouchers 9433 to 9463 totaling \$27,130.95. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS



## FINANCE/PERSONNEL COMMITTEE MEETING

3/18/14

Meeting called to order at 6:00 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Greg Thoemke. Peg Kruse arrived at 6:15 p.m. Also present: Trustee Kevin Budsberg, Sandy Blum (Friends of the Chalet), 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 3/18/14 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann, second by Greg Thoemke to approve the 3/4/14 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Roger Truttmann, motion by Greg Thoemke, second by Roger Truttmann approve: ACH for payroll benefits, life and health insurance and Journal Entry for utilities in the amount of \$50,613.25, Check 31113 to 31161 totaling \$30,808.78 and payroll vouchers 9405 to 9432 totaling \$25,990.27. Motion carried.

DISCUSSION: 2014 CHALET BUDGET: Greg Thoemke reported the Friends of the Chalet understood there would be \$3,000 in budgeted wages for 2014 as was the case in 2013 when the 2014 included \$1,900. Greg noted he believed it was just an oversight and that the Board had intended for there to be \$3,000 in budgeted wages for 2014 and asked about doing a budget amendment at this time to reflect that amount, increasing bus tour revenue to cover the additional expense. Clerk-Treasurer Erb suggested the accounts be monitored as the season moves forward and that necessary budget adjustments could be made once there is a better idea of what the actual numbers are. Consensus of the Committee was that \$3,000 was to be the 2014 budgeted wage, the same as 2013 and that staff could monitor the accounts and return to the Committee when adjustments need to be made.

RECOMMENDATION: R14-09 RESOLUTION AWARDING THE SALE OF \$1,010,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2014A: Administrator Owen reported that he had spoken with Jim Mann of Ehlers & Associates earlier today and was informed that there were four bidders for the bonds and the low bid was Bernardi Securities, Inc at a blended rate of 3.3855%. He noted that Dawn Gunderson of Ehlers & Associates will be in attendance to update the Village Board on the sale results and review the documents necessary to complete the sale. Motion by Greg Thoemke to recommend approval of R14-09 Resolution Awarding the Sale of \$1,010,000 General Obligation Corporate Purpose Bonds, Series 2014A, second by Peg Kruse. Motion carried.

DISCUSSION/RECOMMENDATION: CHANGE TO SECTION 82-7 OF THE MUNICIPAL CODE/SALARIES FOR VILLAGE BOARD: Administrator Owen reported this item was briefly discussed at the last Committee meeting and a comparison of like-sized community salaries was provided at that time, showing the Village of New Glarus

was within the average of those communities. Trustee Kruse asked if it made more sense to look at this once the new Board is in place noting Trustees always have the option of donating back their salary to the Village if they choose. The Committee discussed the timing of any change, confirming that any change would most likely have a future effective date as the Board cannot vote for a change in salary during their term in office and with the staggered terms, that would be the only way to keep everyone on the same rate of pay. After further discussion, Roger Truttman moved to make no changes at this time, second by Peg Kruse. Motion carried.

DISCUSSION: UPDATES TO PERSONNEL HANDBOOK AND WAGE/FRINGE BENEFIT RESOLUTIONS: The Committee would like additional time for review of the documents and placed the matter on the May 6 Finance/Personnel Agenda.

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  
3/4/14

Meeting called to order at 6:33 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peg Kruse. Also present: Trustee Kevin Budsberg, Administrator Nicholas Owen and Clerk-Treasurer Lynne Erb. Eric Gobeli joined at 6:45 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 3/4/14 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 2/18/14 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 benefits and retirement in the amount of \$22,884.93, Check 31078 to 31112 totaling \$63,657.84 and payroll vouchers 9375 to 9404 totaling \$27,127.76. Motion carried.

DISCUSSION: CHANGE TO SECTION 82-7 OF THE MUNICIPAL CODE/SALARIES FOR VILLAGE BOARD: Administrator Owen provided an overview of the current salaries and the survey from the League of Wisconsin Municipalities website. Trustee Thoenke moved to table due to the factually incorrect manner in which this item was introduced. Trustee Thoenke further noted that based on Trustee Budsberg original proposal reported at the 2/18/14 Board meeting, the Village Board could save over \$3,000 if members would only be paid for one meeting per night. (i.e. Finance/Personnel is held on the same night as Board and those committee members would only be paid for one meeting). Trustee Thoenke calculated that savings at \$960. Trustee Thoenke further noted he was opposed to the way Trustee Budsberg brought

the issue up and would like Trustee Budsberg to correct the information in the same manner. Trustee Budsberg asked to speak and noted that he and President Truttman had previously spoken about the issue and he did not intend for the introduction of the matter in that format to be malicious or misleading. He referred to budget savings and noted he felt this is one area that could be looked at and he expected more detailed numbers would come from the Committee once they had the opportunity to discuss the issue. He apologized if the information was offensive or not factual.

After a short discussion on the motion being made with the agenda listing the item as "Discussion", a second on the motion to table by Trustee Thoemke was seconded by Trustee Kruse. Motion carried.

DISCUSSION/CONSIDERATION: INCREASE TO VILLAGE FORRESTER SALARY:

Administrator Owen reported he received a request for an increase in the wage of Village Forrester, Paul Jennrich to reflect the additional work involved in the Emerald Ash Borer prevention. Current annual salary for 2014 is \$3,000 and he does receive the same percentage increase as is provided to other non-represented Village staff on an annual basis. Trustee Thoemke praised Jennrich for his work as Village Forrester and noted he incurs many hours putting together the Arbor Day Planting and believes it appropriate to compensate him for the additional work that will become necessary in addressing the Emerald Ash Borer problem. Staff suggested contacting Mr. Jennrich to determine the number of hours he currently puts in during a year and estimating the additional time the Emerald Ash Borer may cause. Motion by Trustee Kruse to table to obtain additional information from the Village Forrester, second by Trustee Thoemke. Motion carried.

DISCUSSION: UPDATES TO PERSONNEL HANDBOOK AND WAGE/FRINGE BENEFIT RESOLUTIONS: Staff provided a draft Personnel Handbook and Resolutions for Wage and Fringe Benefits for Full-Time Employees Excluding Library Employees and Employees Covered by Union Contract, and the same for Part-time Employees to the Committee members. Staff noted they have re-worked the documents to reflect changes in retirement and health benefits based on recent changes in the law, changes to vacation and pay-out of sick leave time, as well as streamlined language between the documents. Staff is requesting the Committee members take time to review the documents and will include discussion on the same on the next Committee agenda.

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  
2/18/14

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peg Kruse. Also present: Kevin Budsberg, Dawn Gunderson (Ehlers & Associates), 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 2/18/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 2/4/14 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 benefits, health and life insurance, Journal Entry for utility payments and Check 31034, in the amount of \$55,741.83, Check 31035 to 31077 totaling \$58,685.46 and payroll vouchers 9350 to 9374 totaling \$26,235.59. Motion carried.

CONSIDERATION: RESOLUTION R14-04/INITIAL RESOLUTION AUTHORIZING \$740,000 GENERAL OBLIGATION BONDS FOR STREET IMPROVEMENT PROJECTS:

CONSIDERATION: RESOLUTION R14-05/INITIAL RESOLUTION AUTHORIZING \$425,000 GENERAL OBLIGATION BONDS FOR STORM SEWER PROJECTS:

CONSIDERATION: RESOLUTION R14-06/ RESOLUTION PROVIDING FOR THE SALE OF \$1,165,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS:

Dawn Gunderson with Ehlers & Associates was in attendance to update the Committee on the borrowing for the 2014 street projects. She presented a Pre-Sale Report for the Village of New Glarus \$1,165,000 General Obligation Corporate Purpose Bonds, Series 2014A to the Committee. The report was based on estimates for the project and she noted that with the bid coming in lower than original estimate, those funds will be adjusted prior to the issuance of the bond. Ms. Gunderson also reviewed with the Committee projections for future anticipated debt issuance and the tax impact of those issuances as well as the impact on the debt capacity of the Village. This borrowing will put the Village at approximately 73% of borrowing capacity. Trustee Thoemke asked if the amount of the borrowing falls below \$1 million, would that effect the interest rate. Ms. Gunderson indicated that she did not feel that it would. The outline provided by Ehlers & Associates anticipates the sale of bonds, if approved, will occur at the March 18<sup>th</sup> Board meeting with closing on April 3<sup>rd</sup>.

Motion by Greg Thoemke, second by Peg Kruse to recommend approval of R14-04/Initial Resolution Authorizing \$740,000 General Obligation Bonds for Street Improvement Projects. Motion carried.

Motion by Peg Kruse, second by Greg Thoemke to recommend approval of Resolution R14-05/Initial Resolution Authorizing \$425,000 General Obligation Bonds for Storm Sewer Projects. Motion carried.

Motion by Greg Thoemke, second by Peg Kruse, to recommend approval of Resolution R14-06/ Resolution Providing for the Sale of \$1,165,000 General Obligation Corporate Purpose Bonds. Motion carried.

DISCUSSION/CONSIDERATION: USE OF CHALET FUNDS FOR MEMBERSHIP IN NATIONAL TRUST FOR HISTORIC PRESERVATION ASSOCIATION: Trustee

Thoemke reported that the Friends of the Chalet of the Golden Fleece have discovered that in order to apply for the National Trust for Historic Preservation Grant they must be a member of the association. The annual membership fee is \$250 and the Friend have requested use of Village funds for that purpose. Trustee Thoemke suggested an advance of the \$250 from the 2014 operating expenses to be repaid by the Friends group once they have had the opportunity to conduct some fundraisers. Motion by Peg Kruse to use Chalet operating funds for payment of the 2014 membership fee to National Trust for Historic Preservation Association, second by Greg Thoemke. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:57 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
2/4/14

Meeting called to order at 6:34 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 Peg Kruse to approve the 2/4/14 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 1/21/14 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 benefits and Check 30999, in the amount of \$76,575.52, Check 31000 to 31033 totaling \$44,314.96 and payroll vouchers 9321 to 9349 totaling \$26,407.91. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
1/21/14

Meeting called to order at 6:33 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 Peg Kruse to approve the 1/21/14 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peg Kruse to approve the 1/7/14 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 benefits, health and life insurance and Journal entry for utility bills in the amount of \$52,959.92, Checks 30951 to 30969 for 2013 expenses totaling \$11,795.57; Checks 30970 to 30998 for 2014 expenses totaling \$76,757.97 and payroll vouchers 9293 to 9320 totaling \$30,184.61. Motion carried.

RECOMMENDATION: RESOLUTION 14-01/2013 BUDGET AMENDMENT: Clerk Erb updated the Committee on the 2013 Budget Amendments noting that with the exception of the two paragraphs in italics, these items have previously been approved by the Village Board. The Resolution serves to formalize those actions and summarize all the amendments for publication. Staff reviewed with the Committee the two new items in the Resolution. One is to request carry-over \$2,000 of unspent funds budgeted in 2013 for ordinance codification for use in 2014 to apply toward updating Village website software. The second is to fund the additional \$8,766.50 for squad video cameras, over the original budget amendment of \$15,365 done on 7/16/13. Of the \$8,766.50, \$4,000 is expected to be reimbursed by an additional grant, leaving \$4,766.50 to be funded. The police squad/equipment sinking fund has sufficient funds remaining to cover that balance. Payment of the \$4,766.50 from the sinking fund will leave a balance of \$9,181.11 (after receipt of the \$4,000 grant). The total amount for the Chalet of the Golden Fleece for 2013 is also now known and that amount \$6,989.63 is noted in the Resolution. Peg Kruse moved to recommend approval of Resolution 14-01/2013 Budget Amendment, second by Greg Thoenke. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
1/7/14

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.

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 1/7/14 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 12/17/13 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 benefits and Check 30883 in the amount of \$27,416.24, Checks 30884 to 30932 for 2013 expenses totaling \$93,292.07; Check 30933 to 30950 for 2014 expenses totaling \$143,863.54 and payroll vouchers 9265 to 9292 totaling \$30,116.40. Motion carried.

CONSIDERATION: 2012 DELINQUENT PERSONAL PROPERTY TAXES: Clerk Erb reported there are five personal property accounts that remain outstanding from 2012 and that monthly statements have been sent for the past year, including a letter from the Village Attorney in November attempting collection. The Committee reviewed the estimated costs for collections as well as available options. Motion by Greg Thoemke, second by Peg Kruse to chargeback the two delinquent accounts who are no longer in business, D L Engraving and The Vault and to continue to attempt collection of the remaining three delinquent accounts, JB Investments, RW Construction and Wirts Small Engine A-1 Service along with their 2013 personal property taxes for another year. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

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