

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
12/15/15

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Greg Thoemke. Also present: Clerk-Treasurer Lynne Erb and Administrator Bryan Gadow.

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

AGENDA: Motion by Peggy Kruse to approve the 12/15/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 12/1/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses and life insurance, JE for utility bills totaling \$24,141.81; Checks 33212 through 33262 totaling \$60,016.99 and payroll vouchers 10897 to 10921 totaling \$27,098.09. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
12/1/15

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

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 12/1/15 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 11/17/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses totaling \$12,382.44; Checks 33177 through 33211 totaling \$34,005.19 and payroll vouchers 10872 to 10896 totaling \$25,917.36. Motion carried.

RECOMMENDATION: RESOLUTION 15-50/2015 BUDGET AMENDMENT #1: Staff presented Budget Amendment #1 for 2015 which included items the Village Board had previously approved during the course of 2015 utilizing general fund undesignated monies for Chalet of the Golden Fleece expenses.

Peggy Kruse moved to recommend approval of Resolution 15-50/2015 Budget Amendment #1, second by Greg Thoemke. Motion carried.

UPDATE: AMENDMENT TO RESOLUTION 15-49/2016 BUDGET: Staff updated the Committee on the conversation with the Department of Revenue regarding calculation of the Expenditure Restraint number for the 2016 budget and noted to meet the general fund expense limit for 2016, \$500 needed to be removed from general fund expense. Staff recommended reducing the line item for ordinance codification for 2016 to meet the expenditure restraint limit. Due to the changes made, the Board will need to approve the updated Resolution 15-49. Motion by Greg Thoemke to recommend amendment to Resolution 15-49/2016 Budget, second by Peggy Kruse. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peggy Kruse to adjourn. Motion carried. Time: 6:39 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/17/15

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

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

AGENDA: Motion by President Truttman to approve the 11/17/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by President Truttman to approve the 11/3/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Roger Truttman to recommend approval of ACH for payroll expenses, health and life insurance and credit card, JE for utility bills totaling \$51,234.26; Checks 33123 through 33176 totaling \$70,827.13 and payroll vouchers 10846 to 10871 totaling \$25,868.81. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/3/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoemke. Also present: Administrator Bryan Gadow.

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

AGENDA: Motion by President Truttman to approve the 11/3/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by President Truttman to approve the 10/20/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Roger Truttman to recommend approval of ACH for payroll expenses and retirement, JE for check stock totaling \$28,965.59; Checks 33082 through 33122 totaling \$565,922.02 and payroll vouchers 10821 to 10845 totaling \$26,174.33. Motion carried.

DISCUSSION/RECOMMENDATION: 2016 EMERGENCY MEDICAL SERVICES CONTRACT: The 2016 contract with New Glarus Area Emergency Medical Service, Inc. has been submitted. The contract fee for 2016 is \$18.78 per resident for a total cost of \$40,658.70 as compared to \$18.41 per person in 2015 (total of \$39,857.65). Motion by Greg Thoemke, second by President Truttman to approve the 2016 Emergency Medical Services Contract. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by President Truttman to adjourn. Motion carried.
Time: 6:37 p.m.

Bryan Gadow, Administrator

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/20/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peggy Kruse. Also present: Administrator Bryan Gadow 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 Peggy Kruse to approve the 10/20/15 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peggy Kruse to approve the 10/5/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses and TID fees, JE for utility bills and Checks 33021 to 33022 totaling \$77,024.05; Checks 33023 through 33081 totaling \$51,466.59 and payroll vouchers 10795 to 10820 totaling \$25,866.88. Motion carried.

UPDATE: 2016 BUDGET: Administrator Gadow reported that work continues on the 2016 budget and finalizing numbers in preparation for the 2016 budget public hearing on 11/17/15. The committee briefly discussed the Expenditure Restraint Program (ERP) numbers, noting adjustments have been made to meet the estimated ERP and once the final number is received from the State, staff will confirm the draft budget complies. A question was asked about the borrowing for the library which is included in the proposed 2016 budget, and what happens if that does not occur. Administrator Gadow informed the committee the borrowing would only occur should the project move forward and the budgeting for the project in 2016 has no effect on the levy.

DISCUSSION/RECOMMENDATION: 2016 WAGE FOR PUBLIC WORKS DIRECTOR: Administrator Gadow provided an overview of Public Works Director Scott Jelle's concerns pertaining to the wage survey and proposed increase to the electric line foreman. The Public Works Director's memo noted some discrepancies in the comparable community survey and that not all of the communities included in the survey had an electric utility. He also indicated that with the proposed wage adjustment for the Line Foreman's 2016 wage, it would put that employee's wage within approximately \$1 per hour of his

supervisor. Administrator Gadow provided the committee with the impact to the general fund levy of a 50¢ an hour increase (\$510) and a \$1.00 an hour increase (\$1,020) to the Public Works Director wage. The committee discussed the validity of the survey and the concern with adjusting wages that are not 10% or more below the average outlined in the survey. Motion by Greg Thoemke to deny the requested increase for Public Works Director, second by Peggy Kruse. Motion carried with Roger Truttman opposing.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/5/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: Greg Thoemke. Also present: Administrator Bryan Gadow 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 10/5/15 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 9/15/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Roger Truttman to recommend approval of ACH for payroll expenses, retirement and Checks 32963 to 32968 totaling \$59,897.81; Checks 32969 through 33020 totaling \$136,446.50 including the voiding of Check 32988 in the amount of \$75,108.86 and reissuing to Check 33022 in the amount of \$41,510.36; and payroll vouchers 10738 through 10764 totaling \$26,176.02 and 10765 to 10794 totaling \$28,140.19. Motion carried.

DISCUSSION/RECOMMENDATION: ANNUAL ASSESSMENT CONTRACT: Staff has received the proposed 2016 annual contract with Gardiner Appraisal Service, LLC to perform assessment services for a total of \$5,400, the same annual fee as 2015. Motion by Peggy Kruse, second by Roger Truttman to recommend approval of the 2016 annual assessment services contract with Gardiner Appraisal Service in the amount of \$5,400. Motion carried.

DISCUSSION/RECOMMENDATION: ANNUAL TAX COLLECTION CONTRACT: Green County has provided the annual contract for tax collection services with a fee of \$1.00 per collected parcel, the same as 2015. Motion by Peggy Kruse, second by Roger Truttman to recommend approval of the Tax Collection Agreement with Green County for 2015-2016. Motion carried.

UPDATE: 2016 BUDGET: Administrator Gadow reported staff continues to work on the information as provided at the September 29, 2015 budget meeting. Currently general fund expenditures are \$7,000+ over the ERP threshold. Staff will provide a budget update to the Board at the 10/20/15 Village Board meeting in preparation for the public hearing scheduled for the 11/17/15 Village Board meeting.

ADJOURN: Motion by Peggy 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
9/15/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. Greg Thoenke joined at 6:35 p.m. Also present: Administrator Bryan Gadow 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 Peggy Kruse to approve the 9/15/15 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peggy Kruse to approve the 9/1/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke recommend approval ACH for payroll expenses, health and life insurance and journal entry for utility bills totaling \$48,927.07; Checks 32911 through 32962 totaling \$244,698.67 and payroll vouchers 10696 through 10737 totaling \$27,671.80, second by Peggy Kruse. Motion carried.

DISCUSSION/RECOMMENDATION: 2016 WAGE STUDY UPDATE: Administrator Gadow provided the results of a wage study prepared by staff per direction from Finance/Personnel Committee. The study used similar sized communities and like positions providing years of service and wages, including average and comparison to New Glarus. The Committee discussed additional increases for three positions that are more than ten percent below the average noted in the comparison. Administrator Gadow indicated he spoke with the utility employees earlier in the day and will be receiving some updated information from them that he will share with the Board. He also provided information to the Committee on the possibility of looking at setting up a step increase system for all employees for future budgets. Consensus of the Committee was to direct staff to prepare two options for the upcoming budget meeting: 1) a 1.5% increase for all employees; and 2) a 1.5% increase for all employees with an additional \$1.00 per hour for the line crew foreman, utility office manager and police chief.

UPDATE/DISCUSSION: 2016 BUDGET OVERVIEW: Staff provided an overview of the levy limit calculation including the increase received as a result of net new construction in addition to the levy increase as a result of the closing of TID #2. The allowable levy increase, outside of debt service, for 2016 is \$50,234.00. A special budget meeting will be held 9/29/15 at 6:30 p.m.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/1/15

Meeting called to order at 6:38 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and Peggy Kruse. Also present: Margaret Lutz and Clerk-Treasurer Lynne Erb. Attorney Bill Morgan joined at 6:50 p.m.

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

AGENDA: Motion by Peggy Kruse to approve the 9/1/15 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 8/18/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke recommend approval of ACH for payroll expenses and retirement totaling \$23,577.46; Checks 32882 through 32910 totaling \$331,414.04 and payroll vouchers 10653 through 10695 totaling \$31,577.49, second by Peggy Kruse. Motion carried.

DISCUSSION/RECOMMENDATION: REVIEW PROCESS FOR DEPARTMENT HEAD ANNUAL PERFORMANCE REVIEW [PERSONNEL HANDBOOK SECTION 4.4]: The Committee discussed the current language of the Personnel Handbook pertaining to the review process should an employee object to the evaluation provided by their immediate supervisor. The Committee discussed the following changes to the language in Section 4.4:

Under Sub (A) change the language to read: ~~There are many reasons why~~ the performance of each employee ~~should~~ *is to* be periodically evaluated *for the following reasons*:

Under Sub (B) change the language to read: Department heads should be evaluated during the same period by the Village Administrator with input by the appropriate committee; *input consists of review and approval by appropriate committee prior to finalizing evaluation.*

The Committee also discussed the absence of input from the appropriate committee for department head's evaluations over the last number of years with Trustee Thoemke indicating he believes that invalidates the evaluations and department heads should be given the option to have those reviewed. Attorney Morgan noted providing current department heads the opportunity to have their past couple years evaluations reviewed with the ability to provide objection to the applicable committee would be appropriate.

Motion by Greg Thoemke, second by Peggy Kruse to direct staff to draft a letter and deliver to all department head's noting the right to dispute any of their performance evaluations given over the course of the last 3 years to be heard by the appropriate committee with a copy of that letter going to the Village Board. Motion carried.

RECOMMENDATION: ADMINISTRATOR ATTENDANCE AT GREEN COUNTY LEADERS 2015 CLASS: The 2015-2016 Green County Leaders Class started in August and would provide great networking opportunities for the new administrator as he begins his employment with the Village. The next class will be held 9/9/15. The class consists of one day per month through May, 2016 and the cost is \$395. There are sufficient funds in the administrator's training budget this year to cover the cost.

Motion by Greg Thoemke to approve contingent on Administrator starting in time to make the 9/9/15 meeting and making a good faith effort to attend all other classes, second by Peggy Kruse. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/18/15

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

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

AGENDA: Motion by Peggy Kruse to approve the 8/18/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 8/4/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke recommend approval of: ACH for payroll expense, JE for credit card payment and Check 32764 totaling \$23,724.13; Checks 32765 to 32799 totaling \$54,056.78 and payroll vouchers 10557 to 10603 totaling \$32,784.17 and for 8/18/15: ACH for payroll expense, e-check for life insurance, ACH for health insurance, JE for utility bills totaling \$52,715.27, Checks 32800 to 32881 totaling \$383,661.12 and payroll vouchers 10604 to 10652 totaling \$36,369.24, second by Peggy Kruse. Motion carried.

RECOMMENDATION: REPLACEMENT OF LIGHTS OUTSIDE VILLAGE HALL: President Truttman indicated the Village has obtained a quote from Clark Electric for replacement of the 8 light fixtures outside of Village Hall that have broken over the course of time. Clark Electric has provided two options: replacement of all 8 fixtures with 10 watt LED fixtures for \$2,800 or replacement of 4 fixtures with 36 watt LED fixtures for \$1,200. Greg Thoemke requested a cost breakdown of the proposal to determine if it would be more cost effective for the utility staff to perform the work. The cost breakdown indicated labor costs of \$350 to \$400. Clerk Erb indicated the building sinking fund has a current balance of \$25,569 that could be used to cover the costs. After walking out to look at the existing lights, motion by Greg Thoemke, second by Peggy Kruse to recommend approval for the installation of 8 light fixtures by Clark Electric at a cost of \$2,800. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peggy Kruse to adjourn. Motion carried. Time: 6:48 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/4/15

Meeting called to order at 6:45 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse (via speaker phone). ABSENT: Greg Thoemke. Also present: Clerk-Treasurer Lynne Erb.

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

AGENDA: Motion by Peggy Kruse to approve the 8/4/15 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peggy Kruse to approve the 7/21/15 committee minutes. Motion carried.

CLAIMS: Motion by Peggy Kruse to waive the reading and recommend approval of: ACH for payroll expenses, JE for credit card payment and Check No. 32764 totaling \$23,724.13; Checks 32765 thru 32799 totaling \$54,056.78 and payroll vouchers 10557 to 10603 totaling \$32,784.17, second by Roger Truttman. Motion carried.

CONSIDERATION: REQUEST BY LIBRARY BOARD FOR USE OF LIBRARY EXPANSION SINKING FUNDS: Library Board has requested the use of the remaining sinking funds previously set aside by the Village Board for the library expansion project to be used for stormwater engineering and survey services for the Glarner Park site. The balance of this account is currently \$3,676.81. Motion by Peggy Kruse, second by Roger Truttman to table to the 8/18/15 Village Board meeting. Motion carried.

CONSIDERATION: AUTHORIZATION TO PREPARE REQUEST FOR PROPOSAL FOR

GARBAGE/RECYCLING CONTRACT: The current contract with Advanced Disposal for garbage and recycling services expires on 12/31/15. The Committee discussed a timeline for the Request for Proposal and award of contract for future years. Roger Truttman moved to authorize preparation and distribution/advertising of a Request for Proposal for Garbage/Recycling contract, second by Peggy Kruse. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/21/15

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

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

AGENDA: Motion by Peggy Kruse to approve the 7/21/15 agenda, second by Greg Thoemke. Motion carried.

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

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of: ACH for payroll, JE for life and health insurance and for utilities totaling \$51,247.12; Checks 32709 thru 32763 totaling \$241,267.29 and payroll vouchers 10510 to 10556 totaling \$32,802.84. Motion carried.

UPDATE/DISCUSSION: 2016 WAGE STUDY: Clerk Erb informed the Committee that staff is working on the study but haven't received all the results back from other municipalities at this time and will hope to have prepared for the August 4th Finance/Personnel meeting. Clerk Erb also briefly reviewed

UPDATE/DISCUSSION: 2015 2ND QUARTER BUDGET REVIEW: Clerk Erb reported that the General Fund budget is on track for both revenue and expense after completing two quarters of the year. There are a few line items that will continue to be monitored but overall everything is in line.

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

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/7/15

Meeting called to order at 6:33 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Greg Thoemke. Also present: Clerk-Treasurer Lynne Erb.

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

AGENDA: Motion by Peggy Kruse to approve the 7/7/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 6/16/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of: ACH for payroll, and Checks No. 32660 to 32663 totaling \$20,022.41; payroll vouchers 10465 to 10509 totaling \$36,624.12 and Checks 32664 to 32708 totaling \$206,616.21. Motion carried.

CONSIDERATION: CORRECTIONS OF ERRORS BY ASSESSORS FOR COMPASS GROUP USA: Clerk Erb provided the written explanation from Gardiner Assessment Services and Compass Group on how the error occurred noting Compass Group indicated a software error resulted in exempt personal property being reported as taxable. Any refund of taxes could be charged back to the overlying taxing jurisdictions next spring so the Village would essentially lose \$27.62 in tax revenue. Motion by Peggy Kruse to approve the Errors by Assessors for Compass Group USA and authorize a refund of the tax, second by Greg Thoemke. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/16/15

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

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

AGENDA: Motion by Peggy Kruse to approve the 6/16/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 6/2/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of: ACH for payroll, JE for utility bills and health insurance and Check No. 32597 totaling \$57,868.79; payroll vouchers 10425 to 10464 totaling \$29,586.96 and Checks 32598 to 32659 totaling \$136,130.01. Motion carried.

RECOMMENDATION: AGREEMENT WITH GREEN COUNTY REGARDING SETTLEMENT OF SPECIAL ASSESSMENTS AND CHARGES: Clerk Erb reported that Green County collects and settles for taxes in full with the Village each year. As a result, if there is a property that does not pay taxes and incurs special charges, i.e. delinquent utilities get transferred to the tax bill, the County ends up trying to collect that delinquency to make the County whole. They have had occasions when they have ended up taking possession of these properties by tax deed and selling the property. The County is presenting this agreement to allow them to continue to settle in full with each municipality, but also to provide them assurance that each municipality will be responsible for the special charges/assessments placed on a property in the event there would be insufficient proceeds to cover expenses for the property. Motion by Greg Thoemke to approve the Agreement with Green County, second by Peggy Kruse. Motion carried.

CONSIDERATION: CORRECTIONS OF ERRORS BY ASSESSORS FOR COMPASS GROUP USA: This error is the result of Compass Group filing a statement of personal property with the Village of New Glarus in error in 2014 when in fact the property was located in another municipality. The company ended up paying the tax to both properties and asked the Assessor to correct the error. The Village has the option of denying the claim, refunding the taxes without collecting the other taxing jurisdictions share or refunding and charging back the other taxing jurisdictions through the charge-back process. The County will make an adjustment to the Statement of Assessment this year and Statement of Taxes at the end of this year as well as the Tax Settlement early next year. The total amount of tax paid by other taxing jurisdictions is \$45.90. The Committee discussed where the error occurred, noting that if it was an error on behalf of the assessor, they should be responsible for the cost. Motion by Greg Thoemke to obtain a clear written explanation from Gardiner as to why Gardiner or Compass Group should not be responsible for the error, 2nd by Peggy Kruse. Motion carried.

DISCUSSION: 2016 WAGE COMPARISON PROPOSAL: This item was tabled at the last meeting to provide an opportunity to the Committee to review information provided by the Utility staff. Trustee Thoemke reviewed with the Committee his analysis of the information, noting his base comparison would show the line foreman and lineman base wages to be approximately 9.9% and 7.5% respectively, higher than the Village. He further noted that for the comparison of all other Village staff he found that the Village came in higher for some, lower for others and even on some, although the comparison provided does not include tenure and specific duties. Consensus of the Committee is to obtain additional information on tenure and duties from communities listed on the comparison.

ADJOURN: Motion by Greg Thoemke, second by Peggy Kruse to adjourn. Motion carried. Time: 7:05 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/2/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. Greg Thoemke joined at 6:35 p.m. Also present: Kevin Funseth, Jason Borth, Chief Burt Boldebeck, Administrator Nicholas Owen, Clerk-Treasurer Lynne Erb.

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

AGENDA: Motion by Peggy Kruse to approve the 6/2/15 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peggy Kruse to approve the 5/19/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses totaling \$28,329.65; payroll vouchers 10395 to 10424 totaling \$28,214.93 and Checks 32550 to 32596 totaling \$63,784.90. Motion carried.

RECOMMENDATION: APPOINTMENT OF INTERIM VILLAGE ADMINISTRATOR: Administrator Owen reported that in the past Clerk/Treasurer Lynne Erb has served as Interim Administrator and he feels that she is very capable of handling this role again. In reviewing the minutes from the last time Clerk Erb was appointed as interim Administrator in July, 2006, the Board meeting minutes indicate she received an additional wage of \$300 per week with the understanding the period ran from the date of the current administrator leaving until the position is filled. Committee discussed an increase to the amount based on inflation as well as continuing the additional pay for one month from the start date of the new administrator. Motion by Greg Thoemke to recommend the appointment of Clerk-Treasurer Erb as the interim Village Administrator with an additional \$350 per week to continue during tenure as interim Administrator and one month beyond the start date of the new Administration, second by Peggy Kruse. Motion carried.

RECOMMENDATION: RESOLUTION 15-31/APPOINTMENT OF PART TIME OFFICE ASSISTANT: Clerk Erb noted that with the additional workload at the Clerk-Treasurer's Office as a result of the Administrator vacancy, staff is requesting hiring part time staff to assist with the daily duties for the Clerk-Treasurer's Office and coverage for the Utility Office as needed. Staff is recommending the appointment of Jamie LeGros as she has had previous experience in this office and is working at the Village Pool as well at a wage of \$11.00 per hour. The Committee discussed the timing and number of hours per week the position would be utilized. Motion by Peggy Kruse, second by Greg Thoemke to recommend appointment Jamie LeGros as part time office assistant not to exceed 250 hours through 8/31/15 at \$11 per hour. Motion carried.

DISCUSSION: 2016 WAGE COMPARISON PROPOSAL: Administrator Owen provided a wage survey comparison of non-union employees to the Committee, noting that while the sample size is limited he feels Village wages are competitive with other communities. He would recommend maintaining the current wage structure and providing an across the board increase as in the past and is looking for direction from the Committee. The study was prepared using a study from Municipal Electric Utilities of Wisconsin comparing similar sized municipalities based on electric sales and a study done by the Village of Cross Plains comparing municipalities with similar populations, but does not take into considerations such as length of service and whether any of the positions are combined or part time. Trustee Thoemke noted the comparison indicates the Village is on the high end for administrative positions. The Committee briefly discussed the difficulty with using comparisons as they do not indicate duties specifically tied to a position, nor does it indicate the number of personnel in any given position in a municipality. Kevin Funseth provided a handout with comparisons for the electric lineman position that was put together by MEUW. After further discussion by the Committee they requested the item be placed on the next Finance/Personnel Committee.

RECOMMENDATION: 2016 BUDGET TIMELINE: This is an annual occurrence and provides a timeline for the preparation of the 2016 Budget. Motion by Peggy Kruse, second by Greg Thoemke to recommend approval of the 2016 Budget Timeline. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
5/19/15

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, Clerk-Treasurer Lynne Erb.

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

AGENDA: Motion by Peggy Kruse to approve the 5/19/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 5/5/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses, ACH and wire for 2013 Loan payment, e-check for life insurance and ACH for health insurance totaling \$251,800.35; payroll vouchers #10371 to #10394 totaling \$25,134.62 and Checks 32494 to 32549 totaling \$59,238.85. Motion carried.

RECOMMENDATION: RESOLUTION 15-19/APPOINTMENT OF PART TIME PUBLIC WORKS EMPLOYEE: Administrator Owen reported the Village received 4 applications for this position and are

recommending the hiring of John Bjerke. Motion by Peggy Kruse, second by Greg Thoemke to recommend approval of Resolution 15-19. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
5/5/15

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, Clerk-Treasurer Lynne Erb and Auditor Dave Maccoux (Schenck S.C.)

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

AGENDA: Motion by Peggy Kruse to approve the 5/5/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 4/21/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of ACH for payroll expenses, echeck for annual TIF fee totaling \$13,618.45; payroll vouchers #10339 to #10370 totaling \$32,943.25 and Checks 32454 to 32493 totaling \$26,794.31. Motion carried.

RECOMMENDATION: MEMBERSHIP IN THE WI ASSOCIATION OF HISTORIC PRESERVATION COMMISSIONS: Administrator Owen reported the Historical Preservation Commission would like to apply for a membership in the Wisconsin Association of Historic Preservation Commissions. The cost of the membership is \$40 and would come out of the Committee and Commission general operations account. Motion by Greg Thoemke, second by Peggy Kruse to recommend approval of the \$40.00 membership for Historical Preservation Commission. Motion carried.

RECOMMENDATION: RESOLUTION 15-26/APPOINTMENT OF PART TIME POLICE OFFICERS: Administrator Owen noted this Resolution appoints two part-time police officers to fill two vacancies created by resignations. There was a brief discussion regarding one candidate and the consensus of the Committee was to address the potential issue with the Police Chief. Motion by Peggy Kruse, second by Greg Thoemke to recommend approval of Resolution 15-26. 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
4/21/15

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Peg Kruse. Greg Thoemke joined by phone at 6:35 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 Roger Truttmann to approve the 4/21/15 agenda, second by Peggy Kruse Truttmann. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttmann to approve the 3/17/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Peggy Kruse, second by Greg Thoemke to recommend approval of ACH for payroll expenses ACH for payroll expenses, echeck for VISA bills, life and health insurance and Journal entry for utility bills totaling \$59,638.32; payroll vouchers #10308 to #10338 totaling \$29,357.33 and Checks 32398 to 32453 totaling \$62,310.65. Motion carried.

RECOMMENDATION: AWARD OF CONTRACT FOR TIF 4 PLANNING SERVICES: This item was tabled last meeting to conduct references checks on the low bidder MSA. Administrator Owen did follow up with several MSA clients and they were all satisfied with the work performed by MSA. MSA's quote was for \$9,000. He noted, however, that the MSA proposal does not compare to the Vierbicher and Ehlers proposals as far as notice preparation, meeting co-ordination and financial planning. Administrator Owen did receive a quote from Ehlers for the financial planning portion only at \$4,000. After a brief discussion by the committee regarding the cost effectiveness and timeline for the project, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of the contract for TIF 4 Planning Services to MSA for \$9,000 and to Ehlers for the financial planning for \$4,000. Motion carried.

RECOMMENDATION: CHALET INVENTORY PROPOSAL: Village Staff had previously received a proposal from Beth Komisarek to assist in completing an inventory of the collection at the Chalet of the Golden Fleece and owned by the Village of New Glarus. It appears that one, of more, inventories have been completed in the past, but reconciling those with the items existing in the building has not been successful and Staff would encourage a completed inventory of the items to more accurately reflect the collection for insurance purposes as well as to safeguard the existing collection. This project would be cost prohibitive without the labor assistance the Friends of the Chalet have committed to. With the intern recently hired for the summer months, and the assistance of volunteers and oversight and assistance with the project by Ms. Komisarek, staff believes the project could be completed through the summer. Staff, with the assistance of Ms. Komisarek estimates the project cost at \$3,100 and is requesting approval of an amount not to exceed \$3,500, utilizing general fund surplus. Motion by Peggy Kruse, second by Greg Thoemke to approve the Chalet Inventory Proposal. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
4/7/15

Meeting called to order at 6:00 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 4/7/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 3/17/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims for 4/7/15 by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of ACH for payroll expenses, totaling \$33,643.61; payroll vouchers #10257 to #10281 totaling \$25,588.72 and payroll vouchers #10282 to 10307 totaling \$26,419.27; March 30th Checks 32331 to 32366 in the amount of \$23,346.36 to April 8th Checks 32367 to 32397 totaling \$96,767.53. Motion carried.

RECOMMENDATION: ACCEPT RESIGNATION OF OFFICER CONWAY: Officer Conway submitted his resignation effective 3/31/15 from the Police Department to seek a different career. Motion by Greg Thoemke, second by Peg Kruse to recommend accepting the resignation. Motion carried.

RECOMMENDATION: AUTHORIZATION TO HIRE FULLTIME OFFICER: As a result of Officer Conway's resignation, there are now two vacant officer positions. Staff is seeking permission to hire two candidates out of the current recruitment pool. Motion by Peg Kruse, second by Greg Thoemke to recommend the hiring of a second fulltime officer from the current recruitment pool. Motion carried.

RECOMMENDATION: RESOLUTION 15-19/APPOINTMENT OF PART TIME PUBLIC WORKS EMPLOYEE: Administrator Owen informed the Committee that the selected individual recently accepted another position and staff will begin the recruitment process again.

RECOMMENDATION: CELLULAR PHONE POLICY: Staff prepared the draft policy for the use of personal cellphones and Village owned cellphones to provide an outline for employees. One important update includes the addition of recognizing that public records laws apply to emails and text messages on all Village owned phones and the importance of retaining those records. All village employees, whether the holder of a village cell phone or not, will receive and sign the new policy. Motion by Peg Kruse to recommend approval of the Cellular Phone Policy, second by Greg Thoemke. Motion carried.

RECOMMENDATION: RESOLUTION 15-20/OPPOSING ELIMINATION OF PERSONAL PROPERTY TAX: Resolution 15-20 opposes the current proposals to eliminate the personal property tax and the state computer aid payment to municipalities. The state computer aid was put in place by the state in order to help municipalities when it exempted computer equipment from the personal property tax. The loss of personal property taxes would not only affect our general fund budget, but would impact the revenue to TID #3, affecting the Village's ability to repay our investment in the district.

It is understandable that a proposal to lower business taxes is good, unfortunately, any loss of Village revenue has a detrimental effect on the Village's ability to maintain existing services without a further shift the tax burden to residents.

Greg Thoemke asked for the names of the sponsor to the bill as he would like to contact them directly as well.

Motion by Greg Thoemke, second by Peg Kruse to recommend the approval of Resolution 15-20. Motion carried.

RECOMMENDATION: PROPOSALS FOR TID #4 STUDY: Staff has received three proposals for the preparation of a plan for TID 4 with the proposal from Ehlers the highest and MSA the lowest. Administrator Owen noted advantages to working with Ehlers since they are the Village's current financial advisor and their financial expertise could be valuable in preparing this TID plan. The Committee discussed the various proposals and what would be offered by each noting the need for additional information, specifically on the financial input by each company.

Motion by Greg Thoemke, second by Peg Kruse to table pending further research and checking of references. Motion carried.

UPDATE: 2015 1ST QUARTER BUDGET REVIEW: The 1st quarter budget review was provided to the Committee.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried.
Time: 6:30 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/17/15

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 3/17/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 3/3/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, electronic payment of health and life insurance and Journal Entry for utility bills totaling \$47,003.86; payroll vouchers

#10231 to #10256 totaling \$25,032.63; and Checks 32302 to 32330 in the amount of \$26,308.36. Motion carried.

RECOMMENDATION: RESOLUTION 15-17/APPOINTMENT OF CHALET OF THE GOLDEN FLEECE INTERN: Parks & Recreation is recommending the appointment of Brooke Uhl based on a recommendation from Friends of the Chalet. The intern position would cover the 2015 season and include the payment of an \$800 stipend being covered by the Friends of the Chalet. Motion by Peg Kruse, second by Greg Thoemke to recommend approval of Resolution 15-17. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/3/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peg Kruse and Greg Thoemke. Also present: Public Works Director Scott Jelle, 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 Finance/Personnel Committee will convene into closed Session called under State Stat. 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: [Public Works Director Follow-up Evaluation]

AGENDA: Motion by Peg Kruse to approve the 3/3/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 2/17/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses and Checks 32257 and 32258 totaling \$22,709.00; payroll vouchers #10206 to #10230 totaling \$26,099.86; and Checks 32259 to 32301 in the amount of \$96,579.51. Motion carried.

DISCUSSION/RECOMMENDATION: PROCUREMENT CARD PROCEDURE MANUAL: Staff has prepared the draft Procurement Card Procedure Manual and Issuance Form in preparation for the implementation of the procurement (credit) card program for the Village. With the financial software conversion being completed in March, staff determine it best to implement the procurement card after completion of the financial software conversion, hopefully in April. Staff is working with Chase Bank for implementation and they are recommending final approval of the Procurement Card Procedure Manual once implementation is completed. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of the Procurement Card Procedure Manual as written. Motion carried.

CONVENE INTO CLOSED SESSION [roll call vote]: Motion by Peg Kruse, second by Greg Thoemke to convene into closed session at 6:43 p.m. ROLL CALL: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

RECONVENE INTO OPEN SESSION [ROLL CALL VOTE]: Motion by Greg Thoemke, second by Peg Kruse to re-convene into open session at 6:45 p.m. ROLL CALL: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

REPORT ON CLOSED SESSION: The Committee reviewed the performance plan for the last three months and agreed it is going well. They agreed to continue with the communication of issues.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/17/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peg Kruse. Greg Thoemke joined at 6:33 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.

AGENDA: Motion by Roger Truttman to approve the 2/17/15 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Roger Truttman to approve the 2/3/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses and health insurance, echeck for life insurance, and Journal Entry for utility payments totaling \$48,072.17; Payroll vouchers #10178 to #10205 totaling \$26,247.38; and Checks 32213 to 32256 in the amount of \$46,396.28. Motion carried.

RECOMMENDATION: RESOLUTION 15-08 RESERVE FUND POLICY/DEBT POLICY: Staff reported this is an annual Resolution that establishes the annual amount for the working-capital reserve and emergency reserve funds for the Village as well as verify the existing debt capacity and establish the Board's self-imposed limit and terms for various types of debt. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 15-08. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING

2/3/15

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peg Kruse and Greg Thoemke. Also present: Chief Boldebeck, 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 Finance/Personnel Committee will convene into closed Session called under State Stat. 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: [Police Officer Performance Update]

AGENDA: Motion by Peg Kruse to approve the 2/3/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 1/20/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, e-check for library VISA payment and check #32171 totaling \$29,808.08; Payroll vouchers #10156 to #10177 totaling \$24,370.51; and Checks 32172 to 32211 in the amount of \$113,592.10. Motion carried.

CONSIDERATION: CONTRACT WITH SCHENCK, S.C. FOR PREPARATION OF PSC ANNUAL REPORT: Staff reported that they have priced a contract with Schenck, S.C. the Village's audit firm for preparation of the annual PSC report in an effort to alleviate some of the work load at the utility office and have received a price of \$1,500. Staff is requesting the Committee to allow the hiring of Schenck, S.C. for preparation of the 2014 annual PSC report. Motion by Roger Truttman, second by Greg Thoemke to approve preparation of the 2014 annual PSC report by Schenck, S.C. at a cost of \$1,500 to be funded by the utilities covered under the report. Motion carried.

CONVENE INTO CLOSED SESSION [roll call vote]: Motion by Peg Kruse, second by Greg Thoemke to convene into closed session at 6:42 p.m. ROLL CALL: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

RECONVENE INTO OPEN SESSION [ROLL CALL VOTE]: Motion by Greg Thoemke, second by Peg Kruse to re-convene into open session at 7:13 p.m. ROLL CALL: Peg Kruse-yes; Greg Thoemke-yes; Roger Truttman-yes. Motion carried.

REPORT ON CLOSED SESSION: The Committee heard a report from Chief Boldebeck and his plan for officer improved performance.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 7:14 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
1/20/15

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 Peg Kruse to approve the 1/20/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 1/6/15 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: ACH for payroll expenses, payment of life and health insurance and utilities totaling \$52,434.50; Payroll vouchers #10132 to #10155 totaling \$27,177.60 and 2014 Expense Checks 32125 to 32149 in the amount of \$21,031.94 and 2015 Expense Checks 32150 to 32170 in the amount of \$47,947.13. Motion carried.

RECOMMENDATION: LETTER OF ENGAGEMENT TO RETAIN EHLERS AS DISSEMINATION AGENT FOR ISSUER CONTINUING DISCLOSURE REQUIRED UNDER SEC: Ehlers and Associates has provided the Village with a contract for services in providing for continuing disclosure reporting to be compliant with SEC rules regarding debt issuance. The SEC has changed the reporting requirements in recent years and Ehlers has found it necessary to increase the price due to the additional work load required. Motion by Peg Kruse, second by Greg Thoemke to recommend approval of the Letter of Engagement with Ehlers. Motion carried.

REVIEW OF 2014 GENERAL FUND YEAR-END ACTUAL V. BUDGET: Staff presented the Committee with the budget to actual numbers for the General Fund for year-end 2014. The General Fund ended the year approximately \$8,524, being .06% of the total budgeted revenue/expense. We were fortunate to have revenues come in approximately \$28,983 over budget. For the most part each expense category came in close to Budget: General Government was \$5,777 under budget, Public Safety was over budget \$32,241; Public Works was over budget \$9,509; Parks & Recreation was under budget \$17,124. The Committee discussed various items, including the need to address the budget shortfall of the public safety category.

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
1/6/15

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 1/6/15 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 12/16/14 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: 2014 bills paid 12/30/14 being Checks 32067 to 32117 totaling \$81,279.84 and claims for 1/6/15: ACH for payroll expenses totaling \$23,996.80; Payroll vouchers #10108 to #10131 totaling \$27,593.61 and Checks 32118 to 32124 in the amount of \$100,993.76. Motion carried.

RECOMMENDATION: RESOLUTION 15-01/IN APPRECIATION OF OFFICER TOURDOT: Officer Tourdot recently resigned after serving the New Glarus Police Department as a part time officer for 13 years. Resolution 15-01 recognizes and thanks her for her service to the Village. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 15-01. Motion carried.

RECOMMENDATION: RESOLUTION 15-02/APPOINTMENT OF UTILITY LINEMAN: Staff is recommending the appointment of Michael Mathews as Utility Lineman with an anticipated start date of 1/20/15. Mr. Mathews will begin employment as an apprentice lineman and begin schooling in the fall. Motion by Peg Kruse, second by Greg Thoemke to recommend approval of Resolution 15-02. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING