

VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
Zoom Link: <https://us02web.zoom.us/j/87081769885>
7/2/24 6:30 p.m.

AGENDA:

1. Call to Order
2. Public Comment
3. Approval of 6.18.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Public Works & Utilities Director
6. Adjournment

Roger Truttmann, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall	6/28/24
N.G. Post Office	6/28/24
Bank of New Glarus	6/28/24

Kelsey A. Jenson, Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510.

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/18/24

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse, and Gof Thomson.

ALSO PRESENT: Village Administrator Lauren Freeman, Clerk-Treasurer Kelsey Jenson.

PUBLIC COMMENTS: None.

APPROVAL OF 6/4/2024 MINUTES: Motion by Gof Thomson and second by Peggy Kruse to approve the 6.4.24 minutes. Motion carried 3-0.

CLAIMS: Thomson, Kruse, and Truttman compared actual billings to the check register. Motion by Peggy Kruse and second by Gof Thomson to approve the following claims: ACH for payroll expenses, gas bill; e-check for life insurance; journal entry for utilities; payroll vouchers 18167 to 18225 totaling \$45,195.39; and checks 43216 to 43261 totaling \$91,609.38. Motion carried 3-0.

CONSIDERATION/DISCUSSION: 6-Month Certificate of Deposit Expiring July 8, 2024: Motion by Peggy Kruse and second by Roger Truttman to recommend approval to Village Board of the 18-month CD with Bank of New Glarus. Motion carried 3-0.

CONSIDERATION/DISCUSSION: PW Laborer & WWTP Operator Wages: Motion by Gof Thomson and second by Peggy Kruse to recommend approval to Village Board of \$25/hour for PW Laborer wage. Motion carried 3-0.

Motion by Gof Thomson and second by Peggy Kruse to recommend approval to Village Board of \$1.20 increase to WWTP Operator wage. Motion carried 3-0.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:54 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:
 Report type: GL detail
 Check.Check Issue Date = 07/03/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43262										
07/24	07/03/2024	43262	5821	AQUACHEM OF AMERICA INC	WWTP CHEMICALS	9206AQ	1	40-00-53630-340-001	742.50	742.50
07/24	07/03/2024	43262	5821	AQUACHEM OF AMERICA INC	WWTP CHEMICALS	9212AQ	1	40-00-53630-340-001	5,202.60	5,202.60
Total 43262:										5,945.10
43263										
07/24	07/03/2024	43263	4459	B & M TECHNICAL SERVICES	WELL CONTROLS	11779	1	50-20-58100-000-605	792.11	792.11
Total 43263:										792.11
43264										
07/24	07/03/2024	43264	3961	BADGER SWIMPOOLS INC.	POOL REPAIRS	863	1	10-00-55420-350-000	180.00	180.00
Total 43264:										180.00
43265										
07/24	07/03/2024	43265	6215	BOLDTRONICS, INC.	REPLACE/INSTALL CAMERA	20240101	1	10-00-52120-350-000	90.00	90.00
Total 43265:										90.00
43266										
07/24	07/03/2024	43266	5485	BROWNELLS INC	traning mags and cases	20244112960	1	10-00-52140-310-000	347.15	347.15
Total 43266:										347.15
43267										
07/24	07/03/2024	43267	1355	BYTEC RESOURCE MGMT INC	Sludge Hauling	21597	1	40-00-53630-291-005	4,452.00	4,452.00
Total 43267:										4,452.00
43268										
07/24	07/03/2024	43268	1435	CINTAS FIRE 636525	Fire Ext. - pool	0F39547086	1	10-00-55420-310-000	54.98	54.98

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43268:										54.98
43269										
07/24	07/03/2024	43269	4078	CLARK ELECTRIC	WWTP	9396	1	40-00-53630-350-000	112.50	112.50
Total 43269:										112.50
43270										
07/24	07/03/2024	43270	6311	CLARNO LUMBER & SUPPLY C	LUMBER	295482	1	10-00-55200-310-000	92.18	92.18
Total 43270:										92.18
43271										
07/24	07/03/2024	43271	6334	COMMERCIAL RECREATION S	HALF OF CANDY CANE PARK EQUIP	0025753	1	60-00-55200-008-000	47,232.91	47,232.91
Total 43271:										47,232.91
43272										
07/24	07/03/2024	43272	1540	CRESCENT ELECTRIC SUPPLY	MISC ELECTRIC	S512353013.	1	50-10-58210-000-562	670.00	670.00
Total 43272:										670.00
43273										
07/24	07/03/2024	43273	5502	CURRAN'S DRAIN CLEANING	KITCHEN SINK LINE	02137	1	10-00-51600-350-000	175.00	175.00
Total 43273:										175.00
43274										
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	1	10-00-51415-130-000	15.02	15.02
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	2	10-00-51420-130-000	86.34	86.34
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	3	10-00-51510-130-000	70.64	70.64
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	4	10-00-52100-130-000	37.56	37.56
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	5	10-00-52120-130-000	313.95	313.95
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	6	10-00-53100-130-000	180.93	180.93
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	7	22-00-51420-130-000	8.99	8.99
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	8	25-00-55110-130-000	246.86	246.86
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	9	40-00-53600-130-000	152.88	152.88
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	10	45-00-53440-130-000	30.66	30.66

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	11	50-10-58450-000-926	311.83	311.83
07/24	07/03/2024	43274	1590	DELTA DENTAL	JULY DENTAL	2160611	12	50-20-58450-000-926	159.68	159.68
Total 43274:										1,615.34
43275										
07/24	07/03/2024	43275	1900	GORDON FLESCH CO INC	Copies over annual base	IN14732414	1	10-00-51415-310-000	40.67	40.67
07/24	07/03/2024	43275	1900	GORDON FLESCH CO INC	Copies over annual base	IN14732414	2	10-00-51420-310-000	40.67	40.67
07/24	07/03/2024	43275	1900	GORDON FLESCH CO INC	Copies over annual base	IN14732414	3	10-00-51510-310-000	40.67	40.67
Total 43275:										122.01
43276										
07/24	07/03/2024	43276	1925	GREEN CTY HIGHWAY DEPT	PATCHING	05312024	1	10-00-53300-310-000	1,203.95	1,203.95
07/24	07/03/2024	43276	1925	GREEN CTY HIGHWAY DEPT	COLD MIX	05312024	2	10-00-53460-310-000	2,208.75	2,208.75
Total 43276:										3,412.70
43277										
07/24	07/03/2024	43277	1930	GREEN CTY WASTE MGMT	landfill	06192024	1	70-00-53620-310-001	5,066.54	5,066.54
Total 43277:										5,066.54
43278										
07/24	07/03/2024	43278	6225	HUXWRX SAFETY CO.	PATROL SUPPLIES	44605	1	10-00-52120-310-000	384.00	384.00
Total 43278:										384.00
43279										
07/24	07/03/2024	43279	6331	JOHNSON, GRADY	PAYROLL 5/27-6/9, BANK ACCT CLOSED	06182024	1	10-00-55420-110-000	160.00	160.00
Total 43279:										160.00
43280										
07/24	07/03/2024	43280	5512	MADDRELL EXCAVATING LLC	water main break	6146	1	50-20-19000-000-107	5,405.21	5,405.21
Total 43280:										5,405.21

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43281	07/24	07/03/2024	43281	2420	MARTELLE WATER TREATMEN	aqua mag bulk				
						27297	1	50-20-58150-000-631	3,647.30	3,647.30
Total 43281:										3,647.30
43282	07/24	07/03/2024	43282	6332	MARTY, MINDY	REFUND FOR LOST BOOK				
						06122024	1	25-00-21800-000-000	22.00	22.00
Total 43282:										22.00
43283	07/24	07/03/2024	43283	2500	MIDWEST POOL SUPPLY INC	Chemicals				
						113477	1	10-00-55420-291-000	654.46	654.46
Total 43283:										654.46
43284	07/24	07/03/2024	43284	2515	MIDWEST TAPE LLC	Library				
						505544958	1	25-00-55110-310-003	181.96	181.96
Total 43284:										181.96
43285	07/24	07/03/2024	43285	6333	MOUNT HOREB UTILITIES	MUTUAL AID FOR CAR V POLE				
						24-30	1	50-10-19000-000-107	2,133.50	2,133.50
Total 43285:										2,133.50
43286	07/24	07/03/2024	43286	6168	ODP BUSINESS SOLUTIONS LL	POOL SUPPLIES				
						3705598600	1	10-00-55420-310-000	67.86	67.86
	07/24	07/03/2024	43286	6168	ODP BUSINESS SOLUTIONS LL	VILLAGE HALL SUPPLIES				
						3705598600	2	10-00-51600-310-000	18.64	18.64
	07/24	07/03/2024	43286	6168	ODP BUSINESS SOLUTIONS LL	ADMIN SUPPLIES				
						3705598600	3	10-00-51415-310-000	13.39	13.39
Total 43286:										99.89
43287	07/24	07/03/2024	43287	3025	RESCO	GUY GRIP 3/8"				
						3037125	1	50-00-15400-000-154	249.67	249.67
Total 43287:										249.67
43288	07/24	07/03/2024	43288	5981	SABEL MECHANICAL LLC	repairs at WWTP				
						240366	1	40-00-53630-350-000	187.19	187.19

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43288:										187.19
43289										
07/24	07/03/2024	43289	3120	SCHOOL DIST OF NEW GLARU	Mobile Home - MAY	06102024	1	10-00-24610-000-000	337.68	337.68
Total 43289:										337.68
43290										
07/24	07/03/2024	43290	6122	SHERWIN INDUSTRIES INC	PAINT	SS102797	1	10-00-53300-310-000	176.10	176.10
Total 43290:										176.10
43291										
07/24	07/03/2024	43291	3210	SPEE-DEE DELIVERY SERVICE	Shipping for WWTP	1023252	1	40-00-53630-291-003	201.91	201.91
Total 43291:										201.91
43292										
07/24	07/03/2024	43292	5935	STAGECOACH PLUMBING INC	WWTP	19048	1	40-00-53630-350-000	380.58	380.58
Total 43292:										380.58
43293										
07/24	07/03/2024	43293	3255	STREICHER'S	MULLEN OUTER VEST	I1704184	1	10-00-52120-130-000	307.99	307.99
07/24	07/03/2024	43293	3255	STREICHER'S	TRAINING SUPPLIES	I1704184	2	10-00-52140-310-000	82.50	82.50
Total 43293:										390.49
43294										
07/24	07/03/2024	43294	5095	STUART C IRBY CO	FIBER DE 10'	SO13966431	1	50-00-15400-000-154	435.40	435.40
Total 43294:										435.40
43295										
07/24	07/03/2024	43295	6127	SYMDON AUTO	2019 CHARGER	06122024	1	10-00-52120-350-000	79.35	79.35
Total 43295:										79.35

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount	
43296	07/24	07/03/2024	43296	3335	TDS TELECOM	PD PHONE AND INTERNET	06222024	1	10-00-52100-220-000	83.29	83.29
Total 43296:										83.29	
43297	07/24	07/03/2024	43297	5963	TOP PACK DEFENSE LLC	DEPARTMENT COLLAR BRASS	13479	1	10-00-52120-310-000	210.00	210.00
Total 43297:										210.00	
43298	07/24	07/03/2024	43298	6295	ULTIMATE AUTO GLASS LLC	2009 DODGE	1553-385364	1	10-00-53240-350-000	320.00	320.00
Total 43298:										320.00	
Grand Totals:										86,100.50	

Report Criteria:
 Report type: GL detail
 Check.Check Issue Date = 07/03/2024

Public Works Director/Utility Superintendent

Dept/Div: Public Works & Utilities/Electric

FLSA Status:

General Definition of Work

This is a Department Head Level Position with a high degree of responsibility:

- Performs difficult advanced technical work planning, organizing and directing streets, drainage, water and sewer utility, sanitation and related public works and public utility functions,
- Coordinating work with other departments
- Executive management, maintaining records and files, preparing reports,
- Related work as apparent or assigned.

Work involves setting policies and goals under the direction of the Village Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, directs, and coordinates the operations, activities, and staff of the Public Works and Utilities Department that include streets, electric utility, sanitary sewers, storm sewers, water distribution and the wastewater treatment plant.
- Coordinates current and future construction and maintenance work with the Village Board, working committees, engineers, architects, and contractors; prepares technical reports; provides staff assistance and advisory services to executive management.
- Oversees construction projects and independent contracts and engineers; coordinates department activities with Wisconsin Department of Transportation (DOT) and other State agencies; supervises safety issues and procedures for employees, equipment, and work sites.
- Assigns, directs, trains and reviews staff work; handles hiring, suspending, disciplinary and terminating department staff; manages department rewards, transfers, promotions or demotions; performs staff evaluations; provides coaching or counseling to department staff; develops staff schedules.
- Develops and prepares a variety of required environmental and technical reports such as test results and Wisconsin Department of Natural Resources (DNR).
- Develops and manages department operating and capital improvement budget; monitors expenditures; orders equipment and supplies.
- Operates heavy equipment, trucks and small tools; paints traffic lines; oversees snowplow operations and operates snowplow as needed.
- Tests water and sewer levels
- Attends meetings; compiles data; prepares and maintains communications, files, records, and correspondence.
- Coordinates with Village Forester regarding care and/or removal of Village owned street and park trees.
- Coordinates with Parks and Recreation Director regarding park maintenance
- May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

- Comprehensive knowledge of the practices of civil engineering as applied to public works and public utility maintenance and repair;
- Comprehensive knowledge of municipal public works and public utility administration, planning and design;

Public Works Director/Utility Superintendent

- Skill in developing and executing administrative procedures, management practices, and leadership;
- Ability to review and analyze plans and specifications for the construction of public facilities;
- Ability to formulate comprehensive operational policies and procedures;
- Ability to communicate ideas effectively orally and in writing;
- Ability to make arithmetic computations using whole numbers, fractions, and decimals;
- Ability to read blueprints, maps, and operation and service manuals;
- Ability to prepare technical reports;
- Ability to plan, organize, direct, and evaluate the work of subordinate employees;
- Ability to establish and maintain effective working relationships with associates, elected and governmental officials, engineers and architects, contractors, and the general public.

Education and Experience

High school diploma or GED and extensive experience in public works administration and management including streets, electrical, safety and equipment operations, or equivalent combination of education and experience.

Physical Requirements

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing
- Frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing;
- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions,
- Frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain State of Wisconsin Department of Natural Resources (DNR) Wastewater Operators certification within one year of hire.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license in the State of Wisconsin.

Last Revised: 2/17/2020