

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/15/16

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 11/15/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Greg Thoemke to approve the 10/18/16 and 11/2/16 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, health and life insurance, JE for utility bills totaling \$49,298.46; Checks 34337 through 34374 totaling \$63,777.28 and payroll vouchers 11717 to 11743 totaling \$26,890.21. Motion carried. (3-0)

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/2/16

Meeting called to order at 7:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peggy Kruse. Also present: Luann Alme, Cody Conover, Jeff Sturdevant, Justin Hix and Administrator Bryan Gadow.

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 called under State Stat.19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require closed sessions: [WPPA Contract Negotiation]

AGENDA: Motion by Peggy Kruse to approve the 11/2/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Tabled to next Personnel/Finance meeting.

CONVENE INTO CLOSED SESSION: Motion by Peggy Kruse to convene into Closed Session at 7:02 p.m., second by Greg Thoemke. [ROLL CALL VOTE] Peggy Kruse-aye; Greg Thoemke-aye; Roger Truttman-aye. Motion carried (3-0).

RECONVENE INTO OPEN SESSION: Motion by Peggy Kruse to reconvene into Open Session at 8:40 p.m., second by Greg Thoemke. [ROLL CALL VOTE] Peggy Kruse-aye; Greg Thoemke-aye; Roger Truttman-aye. Motion carried (3-0).

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of: Checks 34302 to 34335 totaling \$26,179.03; ACH for payroll expenses and retirement totaling \$22,573.74; and payroll vouchers 11692 to 11716 totaling \$26,000.50. Motion carried. (3-0)

ADJOURN: Motion by Peggy Kruse, second by Greg Thoemke to adjourn. Motion carried.
Time: 8:45 p.m.

Bryan Gadow, Village Administrator
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/4/16

Meeting called to order at 5:30 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 10/4/16 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 9/20/16 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: Checks 34218 to 34256 totaling \$39,444.43; ACH for payroll expenses and retirement, and Checks 34216 and 34217 totaling \$171,709.71; and payroll vouchers 11636 to 11664 totaling \$29,666.37. Motion carried. (2-0)

UPDATE: 2017 BUDGET PROCESS: Administrator Gadow briefly updated the Committee on the 2017 budget process, noting the budget meeting at Village Board tonight. He also requested input from the Committee on scheduling union negotiation meetings, requesting a closed session meeting for Wednesday, October 12th. Consensus of the Committee in attendance was they could meet then.

ADJOURN: Motion by Peggy Kruse, second by Roger Truttman to adjourn. Motion carried.
Time: 5:35 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/20/16

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.

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 9/20/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 9/6/16 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 : Checks 34147 to 34215 totaling \$55,309.67; ACH for payroll expenses, health and life insurance, Journal Entry for utility bills and Check 34146 totaling \$90,270.36; and payroll vouchers 11601 to 11636 totaling \$28,071.70. Motion carried. (3-0)

UPDATE: 2017 BUDGET PROCESS: Clerk Erb updated the Committee on the 2017 budget process, noting the Board will need to discuss the rescheduling of the 9/27/16 budget meeting. Administrator Gadow is working on the scheduling of a union negotiation meeting. Staff provided information to the Committee from the Utility/Public Works employees regarding wage comparisons.

ADJOURN: Motion by Peggy Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:44 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/6/16

Meeting called to order at 6:24 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoemke. Also present: Clerk-Treasurer Lynne Erb and Administrator Bryan Gadow. Peggy Kruse joined at 6:35 p.m.

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

AGENDA: Motion by Roger Truttman to approve the 9/6/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Roger Truttman to approve the 8/16/16 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: Checks 34095 to 34145 totaling \$44,335.94; ACH for payroll expenses, wire for floral clock part, ACH for credit card payment, Journal Entry for check stock and Checks 34092 to 34094 totaling \$46,554.86; and payroll vouchers 11501 to 11557 totaling \$36,315.25 and 11558 to 11600 totaling \$31,511.23. Motion carried. (2-0)

DISCUSSION/RECOMMENDATION: 2017 BUDGET WAGE STUDIES: Administrator Gadow provided the Committee with surveys the Village participated in from the communities of Belleville and Lodi along with wage comparisons provided by WPPA (police union) and the utility department. He also provided the Committee with information compiled by Public Works Director Scott Jelle for Electric Superintendent Comparisons from the MEUW 2016 survey. Administrator Gadow requested direction from the Committee on proposals for the draft 2017 budget document, reminding the Committee of the lower net increase in levy limit for 2017 over 2016.

Trustee Thoemke reported on his review of the various wage surveys, noting the following:

On the Lodi survey he found that Belleville, Deerfield, Johnson Creek and Poynette were the communities similar in population to New Glarus and providing a comparison of specific positions in those communities to New Glarus he found that other than the Clerk-Treasurer and Deputy Clerk-Treasurer which were a little low, and the Police Chief which compares full-time employees to a parttime position, all other positions are in line with those four (4) communities. He further noted the possibility of utilizing a portion of the Police Chief's retirement benefit that is no longer paid out to increase the hourly rate for that position.

The Belleville survey he found to be less useful with Belleville, Brodhead, Cambridge and possibly Mazomanie as potential comparables.

The WPPA study he felt the only true comparables were Belleville and possibly Green County and that the New Glarus positions seemed pretty comparable.

He noted that he believed the MEUW wage survey was similar to the one previously provided by the utility and contains many communities that don't seem to compare to New Glarus. He used communities with a similar number of customers, similar total sale per kilowatt hour and similar total revenue as communities to compare, coming up with Cuba City and Lodi and comparables. He noted additional information would be beneficial from: Bangor, Belmont, Cuba City, Elroy, Fennimore, Grasham, Hustiford, Lodi, Octono Falls, Pardeville and Westby.

Trustee Kruse asked if the Committee is looking at individual wage changes or an across the board adjustment. Administrator Gadow noted it would be the preference of the Committee and noting the limited resources.

Trustee Thoemke requested the preparation of the following scenarios for analysis:

- 1% across the Board
- 1.5% across the Board
- Effect of additional 2-4% for two (2) fulltime employees outlined above
- Effect of additional 4.5-7% for Police Chief based on WRS

Trustee Kruse noted she is interested in the 1% across the Board in light of the restrictive levy increase.

DISCUSSION/RECOMMENDATION: 2017 BUDGET GOALS & OBJECTIVES: The Committee reviewed a budget memo outlining goals and objectives for the Village as part of the 2017 budget. Administrator Gadow indicated he would like to provide a policy component to the budget to include narrative on the Board's policy on services provided for through the budget.

UPDATE: 2017 BUDGET PROCESS: Administrator Gadow updated the Committee on the 2017 budget process, noting:

- Special Budget meeting to be held on Tuesday, September 27 at 6 p.m.
- Staff is waiting for information on State Highway Aid and Shared Revenue
- Staff anticipates preparing a draft that will be ready for the Board the week of September 20th
- Reminded the Committee of the upcoming WPPA Union Negotiation Meeting on Wednesday, September 14, 2016 at 6 p.m.

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
8/16/16

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

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

AGENDA: Motion by Peggy Kruse to approve the 8/16/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 8/2/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoemke, second by Peggy Kruse to recommend approval of Checks 34025 to 34091 totaling \$76,247.23; ACH for payroll expenses and health insurance, e-check for life insurance and Journal Entry for utility bills totaling \$42,416.13; and payroll vouchers 11451 to 11500 totaling \$37,304.90. Motion carried. (3-0)

UPDATE: 2017 BUDGET: Administrator Gadow updated the Committee on the 2017 budget process, noting:

- Preliminary levy limit allowance is significantly lower than last year due to a drop in net new construction. In addition, the Village was allowed to capture additional levy increase last year due to the closing of TID#2.
- He has been working with department heads on draft budgets and has informed the department heads of the limited funds.
- The Expenditure Restraint percentage is uncertain at this time and the program is indicating a change in method of calculating the percentage
- Meetings will be scheduled for the negotiating of the WPPA union contract with Finance /Personnel, with a proposal for the first meeting to be held September 6, 2016 prior to Finance/Personnel Meeting
- Finance/Personnel will need to review wages and wage scale
- Village Board will need to determine capital projects to include in the 2017 budget
- Special budget meeting is tentatively scheduled for September 27, 2016

Administrator Gadow noted a line item budget will be provided along with a more narrative budget document.

Administrator Gadow also reported on the posting for the WWTP Operator position with applications due on September 6, 2016.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/2/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Greg Thoenke. 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 8/2/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 7/19/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of: Checks 33986 to 34024 totaling \$26,320.81; Check 33985 and ACH for payroll expenses totaling \$27,789.74; and payroll vouchers 11401 to 11450 totaling \$36,671.83. Motion carried. (3-0)

DISCUSSION/RECOMMENDATION: RESOLUTION 16-25 REHIRING BURT BOLDEBUCK AS NEW GLARUS POLICE CHIEF: Administrator Gadow reported that based on direction of the Committee at their 7/5/16 meeting, he has spoken with Burt Boldebeck to determine his interest in returning as part time Police Chief for the Village of New Glarus. Mr. Boldebeck indicated he would be interested. Administrator Gadow noted the Personnel Handbook allows for the rehire of an employee without advertising for the position with recommendation of the department head. Administrator Gadow is recommending the rehire of Burt Boldebeck and has prepared Resolution 16-25 for that purpose.

Trustee Thoenke noted that the Village will no longer be responsible for payment of retirement on Burt's wages and he feels it may be prudent to utilize those funds to adjust police wages. Administrator Gadow indicated that wage adjustments will most likely be a part of the upcoming union negotiation discussions.

Motion by Peggy Kruse, second by Greg Thoenke to recommend approval of Resolution 16-26. Motion carried (3-0).

ADJOURN: Motion by Greg Thoenke, second by Roger Truttman to adjourn. Motion carried. Time: 6:38 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/19/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: Greg Thoenke. 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 Roger Truttman to approve the 7/19/16 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 7/5/16 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: Checks 33923 to 33984 totaling \$80,303.42; ACH for payroll expenses, credit card, and health insurance, e-check for life insurance and Journal Entry for utility bills totaling \$61,391.27; and payroll vouchers 11350 to 11400 totaling \$36,731.52. Motion carried. (2-0)

DISCUSSION/RECOMMENDATION: TAX COLLECTION AGREEMENT WITH GREEN COUNTY: Administrator Gadow reported that this is an annual agreement with the Green County Treasurer's Office for collection of tax payments. There is a \$250 flat fee increase this year due to updated collection software maintenance for collection of the first installment by the County. Staff noted this cost would be higher if the Village was collecting taxes. The actual per parcel collection fee is remaining the same. Motion by Peggy Kruse, second by Roger Truttman to recommend approval of the annual agreement for tax collection with Green County. Motion carried (2-0).

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/5/16

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse, and Greg Thoenke. 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 7/5/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 6/21/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of: Checks 33864 to 33922 totaling \$40,668.17; ACH for payroll expenses, credit card, and Checks 33862 and 33863 totaling \$34,016.09; and payroll vouchers 11301 to 11349 totaling \$34,006.67. Motion carried.

DISCUSSION/CONSIDERATION: WPPA UNION NEGOTIATIONS: Administrator Gadow reported the Village had received a request from Wisconsin Professional Police Association to open contract negotiations with the New Glarus Police Department Employees Association and is requesting direction on how the committee would like to proceed. He anticipates a first meeting and end of July, early August and asked whether the entire Committee wanted to be involved, or certain members, or allow the Administrator to negotiate. The Committee agreed to request the Administrator to obtain the preliminary requests and set up a time for a formal meeting with the union and committee once those requests have been made. Trustee Kruse asked for a copy of the issues from the last negotiation as well. Motion by Peggy Kruse to authorize the Administrator to meet with the union representative(s) to obtain specifics on

contract negotiation items and to bring back to the Committee for discussion, second by Greg Thoemke. Motion carried (3-0).

DISCUSSION: POLICE CHIEF HIRING: Administrator Gadow reported that with the resignation of Chief Burt Boldebuck, he (Burt) made it clear he would be willing to return to serve in the same capacity. Administrator Gadow feels it makes sense to continue with Burt Boldebuck as a part-time Chief. Administrator Gadow asked for direction from the Committee and the consensus of the Committee was to continue discussions with Burt Boldebuck about his interest in the position.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/5/16

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 7/5/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 6/21/16 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: Checks 33864 to 33922 totaling \$40,668.17; ACH for payroll expenses, credit card, and Checks 33862 and 33863 totaling \$34,016.09; and payroll vouchers 11301 to 11349 totaling \$34,006.67. Motion carried.

DISCUSSION/CONSIDERATION: WPPA UNION NEGOTIATIONS: Administrator Gadow reported the Village had received a request from Wisconsin Professional Police Association to open contract negotiations with the New Glarus Police Department Employees Association and is requesting direction on how the committee would like to proceed. He anticipates a first meeting and end of July, early August and asked whether the entire Committee wanted to be involved, or certain members, or allow the Administrator to negotiate. The Committee agreed to request the Administrator to obtain the preliminary requests and set up a time for a formal meeting with the union and committee once those requests have been made. Trustee Kruse asked for a copy of the issues from the last negotiation as well. Motion by Peggy Kruse to authorize the Administrator to meet with the union representative(s) to obtain specifics on contract negotiation items and to bring back to the Committee for discussion, second by Greg Thoemke. Motion carried (3-0).

DISCUSSION: POLICE CHIEF HIRING: Administrator Gadow reported that with the resignation of Chief Burt Boldebuck, he (Burt) made it clear he would be willing to return to serve in the same capacity. Administrator Gadow noted he understands Burt Boldebuck is still interested and Administrator Gadow feels it makes sense to continue with Burt Boldebuck as a part-time

Chief. Administrator Gadow asked for direction from the Committee and the consensus of the Committee was to work toward an offer of employment with Burt Boldebuck. Administrator Gadow informed the Committee that Attorney Morgan indicated the Village would not need to formally advertise for the position. Administrator Gadow indicated he is verifying the rehiring based on hours provided under the Wisconsin Retirement System.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/21/16

Meeting called to order at 6:45 p.m. by President Roger Truttman. PRESENT: Roger Truttman 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 6/21/16 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Greg Thoemke to approve the 6/7/16 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 Checks 33804 to 33861 totaling \$281,797.94; ACH for payroll expenses, health and life insurance totaling \$14,784.77; and payroll vouchers 11259 to 11300 totaling \$31,187.02. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Roger Truttman to adjourn. Motion carried. Time: 6:51 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/7/16

Meeting called to order at 6:45 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peggy Kruse. Also present: Auditor Dave Maccoux, 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 6/7/16 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann, second by Peggy Kruse to approve the 5/17/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of Checks 33747 to 33803 totaling \$60,765.31; ACH for payroll expenses, and Checks 33739 to 33746 totaling \$28,833.08; and payroll vouchers 11230 to 11258 totaling \$28,300.11. Motion carried.

ADJOURN: Motion by Greg Thoenke, second by Peggy Kruse to adjourn. Motion carried. Time: 6:51 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
5/17/16

Meeting called to order at 6:47 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Greg Thoenke and Peggy Kruse. Also present: Barb Anderson, Petra Streiff and Denise Anton Wright. Clerk-Treasurer Lynne Erb and Administrator Bryan Gadow.

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

AGENDA: Motion by Peggy Kruse to approve the 5/17/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 4/19/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of: Checks 33645 to 33676 paid on May 4, 2016 totaling \$22,302.22; ACH for payroll expenses, and Journal entries for Utilities, life and health insurance, and Checks 33644, 33677 and 33678 totaling \$82,308.48; Checks 33679 to 33738 totaling \$64,016.67, and payroll vouchers for two (2) pay periods 11167 to 11229 totaling \$64,196.90. Motion carried.

ADJOURN: Motion by Peggy Kruse, second by Greg Thoenke to adjourn. Motion carried. Time: 6:58 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
4/19/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Greg Thoenke. 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 Roger Truttman to approve the 4/19/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Roger Truttman to approve the 4/5/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Roger Truttman to recommend approval of ACH for payroll expenses, and Journal entries for credit card, life and health insurance, and utility bills totaling \$53,058.17; Checks 33589 through 33643 totaling \$53,798.57, and payroll vouchers 11134 to 11166 totaling \$27,470.08. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
4/5/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, and Peggy Kruse. ABSENT: Greg Thoenke. 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 4/5/16 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Peggy Kruse to approve the 3/15/16 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, and credit card, wire for utility bill and Checks 33539 to 33541 totaling \$172,089.25; Checks 33542 through 33588 totaling \$30,015.00, and payroll vouchers 11082 to 11107 totaling \$26,534.14 and 11108 to 11133 totaling \$25,928.95. Motion carried.

UPDATE/RECOMMENDATION: APPOINTMENT OF NEW POLICE OFFICER (R16-11): Administrator Gadow updated the Board on the selection process for the applicants for the open officer position. After completion of the interview process and complete background investigation, the New Glarus Police Department has offered the Police Officer position to Justin D. Hix. Motion by Peggy Kruse, second by Roger Truttman to recommend approval of R16-11. Motion carried.

Administrator Gadow also reported that he had received a letter of resignation today from Chief Boldebeck in connection with his retirement from the Town of Madison. Administrator Gadow anticipates including acceptance of the resignation and appointment of Sergeant Sturdevant to Officer in Charge on an interim basis at the April 19th Board meeting. The union contract includes a pay rate for the Officer in Charge position.

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
3/15/16

Meeting called to order at 6:41 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and 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 Peggy Kruse to approve the 3/15/16 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 3/1/16 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, life and health insurance, utility bills and Checks 33487 and 33489 totaling \$183,793.29; Checks 33490 through 33538 totaling \$60,717.61, and payroll vouchers 11046 to 11081 totaling \$26,951.66. Motion carried.

REVIEW: 2016 GENERAL FUND BUDGET TO ACTUAL REPORT: Staff reviewed the general fund budget to actual numbers for January and February, 2016 with the Committee.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/1/16

Meeting called to order at 6:31 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoemke and Peggy Kruse. Also present: Public Works Director Scott Jelle, 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 Roger Truttman to approve the 3/1/16 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 2/16/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of ACH for payroll expenses, credit card and Checks 33444 and 33445 totaling \$24,698.67; Checks 33446 through 33486 totaling \$35,936.66, and payroll vouchers 11019 to 11045 totaling \$26,677.75. Motion carried.

CONSIDERATION: RESOLUTION 16-06/WAGE ADJUSTMENT FOR MICHAEL GANSHERT (WWTP OPERATOR): Staff provided an overview of the certification received by Michael Ganshert in 2015 for a Grade 4 Operator at the Wastewater Treatment Facility noting the Village received the notice on February 1, 2016. The wage increase would be an increase of \$1.21 per hour to \$26.08. Staff is recommending making the increase effective February 1, 2016. The Committee briefly discussed with staff the existing wage schedules and possible review of the same. Motion by Greg Thoenke, second by Peggy Kruse to recommend approval of Resolution 16-06, modifying the effective date to February 1, 2016. Motion carried.

REVIEW: 2015 GENERAL FUND BUDGET TO ACTUAL REPORT: Staff reviewed the general fund budget to actual numbers for 2015 with the Committee, noting overall the Village ended with a positive fund balance in the general fund for 2015. Staff will be providing monthly budget to actual reports on the general fund in 2016.

ADJOURN: Motion by Greg Thoenke, second by Peggy Kruse to adjourn. Motion carried. Time: 6:46 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/16/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Greg Thoenke and 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 Peggy Kruse to approve the 2/16/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 2/2/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of ACH for payroll expenses and health insurance, Journal Entry for utilities, and e-check for life insurance totaling \$48,543.27; Checks 33399 through 33443 totaling \$74,790.45, and payroll vouchers 10995 to 11018 totaling \$24,759.61. Motion carried.

CONSIDERATION: RESOLUTION 16-04 RESERVE FUND POLICY/DEBT POLICY: Administrator Gadow reported this is the annual reserve fund policy that provides the necessary balances for the emergency reserve fund and working-capital reserve fund as well as stating our

current debt levels and capacity reflected as of the end of the previous year. Motion by Greg Thoemke to recommend approval of Resolution 16-04 Reserve Fund Policy/Debt Policy. Motion carried.

ADJOURN: Motion by Peggy Kruse, second by Greg Thoemke to adjourn. Motion carried.
Time: 6:36 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/2/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: 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 Roger Truttman to approve the 2/2/16 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 1/19/16 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 totaling \$22,471.10; Checks 33370 through 33398 totaling \$62,264.06, and payroll vouchers 10970 to 10994 totaling \$26,947.03. Motion carried.

CONSIDERATION: PUBLIC WORKS LABORER I POSITION HIRING: Administrator Gadow reported that twenty-two (22) applications had been received and staff conducted interviews of the top four (4) candidates for the position on Monday, February 1st and are recommending the hiring of Todd Ruegsegger to the position with a starting wage of \$18.67. Motion by Peggy Kruse, second by Roger Truttman to recommend the hiring of Todd Ruegsegger to the position of Public Works Laborer I. Motion carried.

CONSIDERATION: POSITION CLASSIFICATION FOR PUBLIC WORKS EMPLOYEE COMPLETION OF APPRENTICESHIP PROGRAM: Administrator Gadow reviewed with the Committee the change in position classification for Jason Borth due to his completion of the electric line worker apprenticeship. Jason is currently an apprentice 4 with a wage of \$24.93 and completion of the apprenticeship would change his classification to a service water technician with a wage of \$26.19. The Committee also briefly discussed upcoming changes in classifications for Mike Matthews and Mike Ganshert due to additional certifications.

Motion by Peggy Kruse, second by Roger Truttman to move Jason Borth's classification to service water technician based on completion of his apprenticeship. Motion carried.

ADJOURN: Motion by Peggy Kruse, 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
1/19/16

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Greg Thoenke. 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 1/19/16 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 1/5/16 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of ACH for payroll expenses, health and life insurance, credit card payment, January tax settlement and Journal Entry for utility bills totaling \$1,183,691.21; 2015 Expense Checks 33317 through 33331 totaling \$27,841.78, 2016 Expense Checks 33332 to 33369 totaling \$48,860.39 and payroll vouchers 10946 to 10969 totaling \$28,119.40. Motion carried.

CONSIDERATION: 2014 DELINQUENT PERSONAL PROPERTY TAXES TO COLLECTION AGENCY: Staff requested direction from the Committee on collection of two (2) personal property tax statements from last year that remain uncollected, one in the amount of \$281.53 and the other at \$94.78. Staff noted that of the seven (7) accounts sent to collection in the past, four (4) of those have been collected. If approved, staff would like to send one last invoice indicating the account will be sent to a collection agency. Motion by Peggy Kruse, second by Greg Thoenke to send the 2014 delinquent personal property taxes to collection after a final notice has been sent to the taxpayers.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
1/5/16

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Greg Thoenke. 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 1/5/16 agenda, second by Greg Thoenke. Motion carried.

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

CLAIMS: After reading of the 2016 claims by President Truttman, motion by Greg Thoenke, second by Peggy Kruse to recommend approval of ACH for payroll expenses, health insurance and credit card payment and Journal Entry for utility bills totaling \$46,051.78; 2015 Checks 33263 through 33305 paid on December 30, 2015 totaling \$32,679.43, 2016 Checks 33306 to 33316 totaling \$106,573.75 and payroll vouchers 10922 to 10945 totaling \$27,869.11. Motion carried.

RECOMMENDATION: RESIDENTIAL REVALUATION CONTRACT WITH GARDINER APPRAISAL: Included in the 2016 Budget is \$11,500 toward the cost of a contract with Gardiner Appraisal for the revaluation of residential properties in the Village to be completed over the course of 2016-2017. Staff is recommending approval of the Revaluation Contract with Gardiner Appraisal at a total cost of \$25,800, noting the remaining \$13,800 will need to be included in the 2017 Budget. Motion by Peggy Kruse, second by Greg Thoemke to recommend approval of the residential Revaluation Contract with Gardiner Appraisal. Motion carried.

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

Lynne R. Erb, Clerk-Treasurer

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING