

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING

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

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Petra Streiff and Peggy Kruse. Also present: Shaun Dow, Administrator Bryan Gadow and Lynne Erb.

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 12/18/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Petra Streiff asked that approval of the 12/4/18 minutes be deferred to the next meeting as they were inadvertently missed in the packet.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$52,977.90; Checks 36826 to 36879 totaling \$33,898.23; and payroll vouchers 13490 to 13514 totaling \$26,887.49. Motion carried (3-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:38 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
12/4/18

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Petra Streiff and Peggy Kruse. Also present: Administrator Bryan Gadow and Lynne Erb.

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 12/4/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Peggy Kruse to approve the 11/20/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses, Checks 36790 to 36792 totaling \$25,875.47; Checks 36793 to 36825 totaling \$31,265.21; and payroll vouchers 13447 to 13489 totaling \$29,457.72. Motion carried (3-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:36 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/20/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Petra Streiff. ABSENT: Peggy Kruse. Also present: Administrator Bryan Gadow and 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 11/20/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Roger Truttman to approve the 11/7/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Roger Truttman to recommend approval of: ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$56,545.21; Checks 36735 to 36789 totaling \$151,522.69; and payroll vouchers 13419 to 13446 totaling \$30,386.36. Motion carried (2-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:40 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/7/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Petra Streiff. Peggy Kruse arrived at 6:40 p.m. Also present: Trustee Shaun Down and Barb Anderson, Administrator Bryan Gadow and 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 11/7/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff with typo corrections within the Gardiner Appraisal motion, second by Roger Truttman to approve the 10/16/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Roger Truttman to recommend approval of: ACH for payroll expenses, journal entry for credit card and utility bills, and checks 36678 and 36679 totaling \$44,439.19; Checks 36680 to 36734 totaling \$50,252.88; and payroll vouchers 13394 to 13418 totaling \$27,193.74. Motion carried (2-0).

DISCUSSION: HEALTH REIMBURSEMENT ACCOUNT-NORTH SHORE BANK: Staff provided the Committee with information from North Shore Bank on their Health Reimbursement Account (HRA) that could be used by Village employees eligible for a sick leave pay-out on their separation from the Village (those providing 10 plus years of service to the Village). The Village is currently paying out the sick leave on separation in one lump-sum to the employee. Use of a HRA would allow that sum to be rolled into a HRA pre-tax, saving the employee from taxes on the pay-out as well as saving the Village the FICA (7.65%) portion of the pay-out. If the Village would decide to approve a HRA, all employees eligible for the lump-sum sick leave pay-out would be required to use the HRA. The employee could then utilize the funds in the HRA for payment of "medical care" as defined under IRS Code Section 213, i.e. health insurance premiums, prescription medications, physical therapy, etc. Committee

consensus to provide information on the program to the employees for input on interest in the program and bring back to the Committee.

UPDATE: 2019 BUDGET UPDATE: Administrator Gadow reported staff continues to finalize documents necessary for the 2019 Budget Public Hearing, noting that after receipt of the information from the State, the Village budget looks good and the Budget Resolution for the November 20, 2018 meeting should be pretty straight forward.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:48 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/16/18

Meeting called to order at 6:33 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Petra Streiff. ABSENT: Peggy Kruse. Also present: Administrator Bryan Gadow and 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 10/16/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Roger Truttman to approve the 9/18/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Roger Truttman to recommend approval of: ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$49,111.65; Checks 36630 to 36677 totaling \$89,634.74; and payroll vouchers 13365 to 13393 totaling \$31,156.51. Motion carried (2-0).

DISCUSSION/RECOMMENDATION: APPRAISAL SERVICES CONTRACT FOR 2019: Staff provided a one-year extension of the contract with the current assessor, Gardiner Appraisal Services for 2019 based on direction from the 9/18/18 Finance-Personnel Committee meeting. The contract cost to the Village was an increase of approximately \$400/year. Administrator Gadow suggested accepting the one-year contract, noting a revaluation was completed last year and should the Board wish to obtain proposals for future year services, this would allow that process sufficient time. Committee members noted their desire to prepare a Request for Proposal (RFP) in 2019 for 2020 services.

Motion by Petra Streiff to recommend approval of the one-year extension to Gardiner Appraisal for 2019 and recommend preparing an RFP for summer of 2019 to evaluate assessment companies, second by Roger Truttman. Motion carried. (2-0)

DISCUSSION/RECOMMENDATION: 2018-2019 TAX COLLECTION BY GREEN COUNTY: Motion by Petra Streiff, second by Roger Truttman to recommend approval of the annual contract with Green County for collection of taxes. Motion carried. (2-0)

UPDATE: 2019 BUDGET UPDATE: Administrator Gadow reported there were no major changes made since the 10/2/18 budget workshop. The State Highway Aid number was received and is approximately \$6,000 lower than last year. He noted the aid is based on the average of road work completed over the last six (6) years and no project was completed in 2016, lowering the aid payment. He further reported that staff continues to finalize the budget and is currently approximately \$750 from

a balanced budget. Trustee Streiff noted the year to date interest amount looks to be greater than budgeted. Staff indicated an adjustment has been made to the 2019 budgeted interest income.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:45 p.m.

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/18/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Bryan Gadow and 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 9/18/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Peggy Kruse to approve the 9/4/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: Check 36534, ACH for payroll expenses, health and life insurance, and credit card payment, Journal Entry for utility bills, totaling \$59,141.24; Checks 36535 to 36586 totaling \$31,196.08; payroll vouchers 13307 to 13341 totaling \$28,827.23. Motion carried (3-0).

DISCUSSION/RECOMMENDATION: APPRAISAL SERVICES CONTRACT FOR 2019: Staff informed the Committee that the contract with Gardiner Appraisal Service ends on 11/30/18 and requested direction on possible renewal or requests for proposals for future service. Motion by Peggy Kruse for staff to request a proposal for a one (1) extension on the current contract, second by Petra Streiff. Motion carried. (3-0)

UPDATE: 2019 BUDGET UPDATE: Administrator Gadow reported he anticipates having the preliminary budget packet ready for the Village Board next Tuesday/Wednesday in order to provide Trustee's with a week to review the information. He noted that the "all in" budget is approximately \$174,000 over the allowable levy limit and included with the preliminary budget packet will be suggestions on possible changes to reduce that amount. He further suggested that the Board may want to start the budget workshop meeting earlier than the normal 7 p.m. start time, possibly 6 p.m.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:42 p.m.

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/4/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Bryan Gadow and 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 9/4/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Peggy Kruse to approve the 8/21/18 minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: Checks 36497 to 36498, ACH for payroll expenses, and retirement totaling \$28,864.20; Checks 36499 to 36533 totaling \$30,452.22; payroll vouchers 13254 to 13306 totaling \$32,046.24. Motion carried (3-0).

UPDATE: PUBLIC WORKS DIRECTOR HIRING: Administrator Gadow reported that Joe Cockroft has accepted the position. His first day is expected to be 9/24/18 and he plans to come in prior to that date to complete paperwork and meet staff. A hiring Resolution will be ready for the 9/18/18 meeting.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:37 p.m.

Lynne R. Erb, Clerk-Treasurer

JOINT PERSONNEL/FINANCE COMMITTEE AND VILLAGE BOARD PROCEEDINGS
VILLAGE OF NEW GLARUS
8/21/18

JOINT MEETING-CALL TO ORDER: President Truttman called the meeting to order at 6:30 p.m.
PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, Peggy Kruse, and Chuck Phillipson. ALSO PRESENT: Administrator Bryan Gadow.

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

AGENDA: Motion by Shaun Dow, second by Peggy Kruse to approve the agenda. Motion carried. (7-0)

ANNOUNCEMENT OF CLOSED SESSION: President Truttman announced the Personnel/Finance Committee and Village Board 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 [Consider of Public Works Director Position Filling]

CONVENE INTO CLOSED SESSION: Motion by Barb Anderson, second by Shaun Dow to convene into closed session at 6:31 p.m. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Anthony Edge-yes; Peggy Kruse-yes; Chuck Phillipson-yes; Petra Streiff-yes; and Roger Truttman-yes.

RECONVENE INTO OPEN SESSION: Motion by Shaun Dow, second by Barb Anderson to reconvene into open session. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Anthony Edge-yes; Peggy Kruse-yes; Chuck Phillipson-yes; Petra Streiff-yes; and Roger Truttman-yes.

REPORT ON CLOSED SESSION AND POSSIBLE ACTION ON MATTER DISCUSSED IN CLOSED SESSION: Motion by Shaun Dow, second by Peggy Kruse to extend an offer of employment to the preferred candidate. Motion carried (7-0).

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

–Bryan Gadow, Administrator

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/21/18

Meeting called to order at 9:00 a.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: 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 8/21/18 agenda, second by Petra Streiff. Motion carried.

ANNOUNCEMENT OF CLOSED SESSION: President Truttmann announced that the 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 [Consideration of Public Works Director Position Filling].

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 9:01 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Peggy Kruse to reconvene into open session at 9:12 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

Motion by Peggy Kruse, second by Petra Streiff to recommend an offer letter to the preferred candidate for Public Works Director. Motion carried. (3-0)

REPORT ON CLOSED SESSION: Personnel Committee will provide their recommendation on Public Works Director hiring to the Village Board at the August 21st Joint Personnel Committee and Village Board meeting at 6:30 p.m.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: Checks 36365 to 36367 and Check 36426, ACH for payroll expenses, retirement, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$120,609.65; Checks 36368 to 36425 issued 8/7/18 totaling \$96,797.41; Checks 36427 to 36496 issued 8/22/18 totaling \$65,924.79; 7/20/18 payroll vouchers 13116 to 13158 totaling \$47,132.63; 8/3/18 payroll vouchers 13159 to 13204 totaling \$44,047.53; and 8/17/18 payroll vouchers 13205 to 13253 totaling \$36,483.64. Motion carried (2-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 9:26 a.m.

Bryan Gadow, Administrator
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/27/18

Meeting called to order at 9:00 a.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: 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 7/27/18 agenda, second by Roger Truttmann. Motion carried.

ANNOUNCEMENT OF CLOSED SESSION: President Truttmann announced that the 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 Interview Process].

CONVENE INTO CLOSED SESSION: Motion by Peg Kruse, second by Roger Truttmann to convene into closed session at 9:00 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

RECONVENE INTO OPEN SESSION: Motion by Peg Kruse, second by Roger Truttmann to reconvene into open session at 9:49 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

REPORT ON CLOSED SESSION: Personnel Committee hold additional applicant interviews on 8/1/18 at 10:30 a.m.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 9:50 a.m.

Bryan Gadow, Administrator
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/16/18

Meeting called to order at 9:00 a.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: 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 8/16/18 agenda, second by Petra Streiff. Motion carried.

ANNOUNCEMENT OF CLOSED SESSION: President Truttmann announced that the 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 Interview Process].

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peg Kruse to convene into closed session at 10:31 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Peg Kruse to reconvene into open session at 11:29 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0)

REPORT ON CLOSED SESSION: Personnel Committee directed Administrator Gadow to schedule another Personnel Committee meeting for August 21st at 9:00 a.m.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 11:30 a.m.

Bryan Gadow, Administrator
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/1/18

Meeting called to order at 10:30 a.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. 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 Peggy Kruse to approve the 8/1/18 agenda, second by Petra Streiff. Motion carried.

ANNOUNCEMENT OF CLOSED SESSION: President Truttman announced that the 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 Interview Process].

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peg Kruse to convene into closed session at 10:31 a.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0)

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Peg Kruse to reconvene into open session at 1:39 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0)

REPORT ON CLOSED SESSION: Personnel Committee directed Administrator Gadow to conduct background investigations, reference checks, and a second interview with the two preferred candidates.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 1:40 p.m.

Bryan Gadow, Administrator

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
7/17/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, and Petra Streiff. Peggy Kruse arrived at 6:40 p.m. Also present: Trustee Shaun Dow, 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 Petra Streiff to approve the 7/17/18 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman, second by Petra Streiff to approve the 6/19/18 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Roger Truttman to recommend approval of: ACH for payroll expenses, retirement, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$93,722.26; Checks 36284 to 36313 totaling \$16,579.07; Checks 36314 to 36364 totaling \$96,861.13; 6/22/18 payroll vouchers 13020 to 13068 totaling \$35,504.24 and 7/6/18 payroll vouchers 13069 to 13115 totaling \$35,461.28. Motion carried (2-0).

UPDATE: PUBLIC WORKS DIRECTOR RECRUITMENT: Administrator Gadow updated the Committee on the recruitment for a new Public Works Director reporting the position opening and job description have been posted on the website as well as in the Post Messenger Recorder, Monroe Times, American Public Works Association – WI Chapter, League of Wisconsin Municipalities,

Wisconsin City/County Managers Association, Municipal Electric Utilities of Wisconsin, and GovHR. The ad was placed with no specific end date with the intent to start interviewing once a sufficient number of qualified applications have been received. To date six (6) applications have been received. Administrator Gadow will wait another week or so to schedule interview with the Personnel Committee.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:44 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/19/18

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, and Petra Streiff. ABSENT: 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 Roger Truttman to approve the 6/19/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Roger Truttman to approve the 6/5/18 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Roger Truttman to recommend approval of: ACH for payroll expenses, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$30,640.20; Checks 36224 to 36283 totaling \$69,653.54; payroll vouchers 12980 to 13019 totaling \$31,367.10. Motion carried (2-0).

DISCUSSION: PUBLIC WORKS DIRECTOR RECRUITMENT: Administrator Gadow updated the Committee on the resignation/retirement of Scott Jelle, Director of Public Works effective July 4, 2018. He has prepared a draft advertisement for use in the recruitment process and hopes to have it ready for publication by Thursday of this week. He will plan to advertise with the League of Wisconsin Municipalities, Wisconsin Public Works Assoc., American Public Works Assoc., Monroe Times and Post Messenger Recorder. The position will currently be advertised as one position to see what experience candidates applying have with salary dependent on experience. It will be an open recruitment so if we should get a good candidate early, we don't need to wait for the deadline to interview, etc.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:40 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/5/18

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. 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 6/5/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Peggy Kruse to approve the 5/15/18 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Peggy Kruse, second by Petra Streiff to recommend approval of Check 36152, ACH for payroll expenses and retirement totaling \$32,387.88; Checks 36153 to 36223 totaling \$53,880.11; payroll vouchers 12953 to 12979 totaling \$29,358.68. Motion carried (3-0).

DISCUSSION/RECOMMENDATION: LOAN OPTIONS FOR 2018 STREET PROJECTS:

Administrator Gadow provided an update to the Committee on the bids for loan rates as requested by the Village Board earlier in the year. He further noted that the 2018 Street Project estimates updated cost estimate is \$140,674 for all projects. The current estimate is significantly lower than the original estimate of \$216,965 due to updated blacktop costs and the recommendation of the Village Engineer for spot mill and repave rather than a full mill and repave. The Engineer feels this option would better protect the existing substructure. Public Works/Public Safety will further discuss the proposed projects as well as additional small projects that could be accomplished in 2018 between the \$35,000 budgeted amount for street repairs in addition to the approximately \$220,000 borrowing.

Administrator Gadow reported he sent four (4) Requests for Proposals to local banks and received proposals from three (3) banks, noting the low bidder was a bid of 2.75% on \$220,000-\$250,000 for either five (5) or ten (10) years. He is recommending proceeding with the low bid, "Bank B" at 2.75% for ten (10) years in an amount not to exceed \$220,000. Motion by Peggy Kruse, second by Petra Streiff to accept the bid of "Bank B" as loan option for the 2018 street projects at 2.75% interest for 10 years in an amount not to exceed \$220,000. Motion carried. (3-0)

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:50 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
5/15/18

Meeting called to order at 6:31 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Petra Streiff. ABSENT: Peggy Kruse. Also present: Administrator Bryan Gadow 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 5/15/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Roger Truttmann to approve the 4/4/18 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Roger Truttmann to recommend approval of Check 36098, ACH for payroll expense and health insurance; e-check for life insurance and Journal Entries for municipal utilities and credit card totaling \$62,427.66; Checks 36099 to 36151 totaling \$59,185.07; payroll vouchers 12925 to 12952 totaling \$29,079.05. Motion carried (2-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:40 p.m.

Lynne R. Erb, Clerk-Treasurer

NO MEETING HELD 4/17/18 or 5/1/18

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
4/4/18

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.

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 4/4/18 agenda, second by Greg Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, second by Peggy Kruse to approve the 3/20/18 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 expense and retirement totaling \$28,360.96; Checks 35981 to 36018 totaling \$64,090.20; payroll vouchers 12835 to 12860 totaling \$28,523.02. Motion carried (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:38 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/20/18

Meeting called to order at 6:37 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: Greg Thoenke. 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 3/20/18 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 2/20/18 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 expense ACH for payroll expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card, utility bills and Check No. 35896 totaling \$64,464.13; Checks 35897 to 35935 paid March 6, 2018 totaling \$40,360.52; Checks 35936 to 35980 totaling \$136,712.43; payroll vouchers 12772 to 12808 dated March 2, 2018 totaling \$30,006.05 and payroll vouchers 12809 to 12834 dated March 16, 2018 totaling \$28,348.59. Motion carried (2-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:45 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/20/18

Meeting called to order at 6:31 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann Peggy Kruse and Greg Thoemke. Also present: Administrator Bryan Gadow 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 Peggy Kruse to approve the 2/20/18 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peggy Kruse to approve the 2/6/18 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 ACH for payroll expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card, utility bills and February tax settlement totaling \$941,298.17; Checks 35848 to 35895 totaling \$69,200.13; payroll vouchers 12748 to 12771 totaling \$29,195.00. Motion carried (3-0).

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/6/18

Meeting called to order at 6:31 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann Peggy Kruse and Greg Thoemke. Also present: Administrator Bryan Gadow 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 2/6/18 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttmann to approve the 1/16/18 committee minutes. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Greg Thoemke, second by Roger Truttmann to recommend approval of ACH for payroll expense, retirement and Check 35801 totaling \$51,883.12; Checks 35802 to 35847 totaling \$69,644.18; payroll vouchers 12698 to 12722 totaling \$27,395.78; and vouchers 12723 to 12747 totaling \$28,997.74. Motion carried (3-0).

APPROVAL OF WAGE ADJUSTMENT FOR PUBLIC WORKS LABORER: Administrator Gadow reported Charles Loeffelholz was hired by the Village in May 2017, and recently completed a probationary review. Mr. Loeffelholz has been a valuable addition to the Village staff, and the Public Works Director and Village Administrator recommend a wage adjustment of \$1.00 to \$22.35. Motion

by Greg Thoemke to recommend approval of the wage adjustment (Resolution 18-03) to Charles Loeffelholz, second by Peggy Kruse. Motion carried. (3-0)

ADJOURN: Being no further business, Chair Truttman announced the meeting adjourned at 6:38 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
1/16/18

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

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 1/16/18 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Roger Truttman to approve the 12/19/17 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 expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card totaling \$86,136.19; 2017 expenses paid 12/27/17 being Checks 35699 to 35732 totaling \$112,639.93; 2018 expenses paid 1/3/18 being Checks 35733 to 35746 totaling \$120,988.32; 2017 expenses paid 1/9/18 being Checks 35747 to 35777 totaling \$33,040.92 and 2018 expenses paid 1/10/18 being Checks 35778 to 35800 totaling \$54,738.10; payroll vouchers 12645 to 12671 totaling \$34,270.10; and vouchers 12672 to 12697 totaling \$27,476.01. Motion carried (3-0).

Discussion/Consideration: Collection of Delinquent Personal Property Taxes from 2016 Clerk Erb reported on the \$532.60 in outstanding delinquent personal property taxes owing from 2016, noting monthly reminders were sent each month in an attempt to collect the delinquent amount. In accordance with State Stat., two of the accounts could be charged back to the other jurisdictions as they are no longer in business in the Village. The total tax due on those two accounts is \$87.30 of which \$31.44 is the Village's portion. The Village would also be writing off the \$12.01 in uncollected interest and penalty on those accounts should we charge them back.

Recommendation on the other two accounts would be to send them to collections. One of the accounts currently has two past years at collections, the other would be the first amount sent to collections.

After a brief discussion regarding the collection process, motion by Roger Truttman to turn the delinquent accounts over to collections after sending a final notice by certified mail with notice that the account will be turned over to collections, second by Greg Thoemke. Motion carried (2-0). [The two accounts that are no longer in business will be charged back.]

ADJOURN: Being no further business, Chair Truttman announced the meeting adjourned at 6:51 p.m.

Lynne R. Erb, Clerk-Treasurer

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING