

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING

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 Truttman, 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 Truttman 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 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 5/15/18 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff, second by Roger Truttman to approve the 4/4/18 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 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 Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, 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 Thoemke, 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 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 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 Truttman 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 Truttman. PRESENT: Roger Truttman Peggy Kruse and 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 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 Truttman, 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 Truttman. PRESENT: Roger Truttman, Peggy Kruse and 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 2/6/18 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse, second by Roger Truttman to approve the 1/16/18 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 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 Thoenke. 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 Thoenke. Motion carried.

MINUTES: Motion by Greg Thoenke, 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 Thoenke, 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 Thoenke. 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

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