

**VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
4/3/24 6:00 p.m.**

AGENDA:

1. Call to order
2. Public comments
3. Approval of 3.19.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Police Department Staffing
6. Consideration/Discussion: Investment Policy
7. Adjournment

Roger Truttmann, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall 3/28/24
 N.G. Post Office 3/28/24
 Bank of New Glarus 3/28/24

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
3/19/2024

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

ALSO PRESENT: Chief Jeff Sturdevant (NGPD), Village Administrator Lauren Freeman, Clerk-Treasurer Kelsey Jenson.

PUBLIC COMMENTS: None.

APPROVAL OF 3/5/24 MINUTES: Motion by Peggy Kruse and second by Gof Thomson to approve the 3/5/2024 minutes. Motion carried 3-0.

CLAIMS: Kruse, Thomson, and Truttmann 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, health insurance; JE for utilities; e-check for life insurance; payroll vouchers 17952 to 17977 totaling \$35,271.04; and checks 42935 to 42986 totaling \$501,199.80. Motion carried 3-0.

CONSIDERATION/DISCUSSION: VILLAGE INVESTMENT POLICY: No action was taken.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:51 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:
 Report type: GL detail
 Check.Check Issue Date = 04/03/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
42987										
04/24	04/03/2024	42987	6001	ACCURATE APPRAISAL LLC	2024 CONTRACT - SECOND PYMT	4646	4	10-00-51530-310-000	11,070.00	11,070.00
Total 42987:										**VOIDED** 11,070.00
42988										
04/24	04/03/2024	42988	6121	AUTO VALUE NEW GLARUS	PARTS	03252024	1	10-00-53240-350-000	58.26	58.26
04/24	04/03/2024	42988	6121	AUTO VALUE NEW GLARUS	PARTS	03252024	2	50-10-58480-000-933	298.45	298.45
04/24	04/03/2024	42988	6121	AUTO VALUE NEW GLARUS	PARTS	03252024	3	50-20-58480-000-933	113.78	113.78
Total 42988:										470.49
42989										
04/24	04/03/2024	42989	6302	BABLER, AMANDA	REFUND FOR OPERATOR LICENSE	03202024	1	10-00-51420-310-000	50.00	50.00
Total 42989:										50.00
42990										
04/24	04/03/2024	42990	1255	BLANCHARDVILLE CO-OP	REFUND FOR OPERATOR LICENSE - JUDE RICE	03202024	1	10-00-51420-310-000	50.00	50.00
Total 42990:										50.00
42991										
04/24	04/03/2024	42991	1275	BORDER STATES ELECTRIC SU	FAULT INDICATOR	928041994	1	50-00-15400-000-154	3,679.80	3,679.80
Total 42991:										3,679.80
42992										
04/24	04/03/2024	42992	5485	BROWNELLS INC	PD	20244110537	1	10-00-52120-310-000	94.49	94.49
Total 42992:										94.49
42993										
04/24	04/03/2024	42993	4965	CGC INC.	ENGINEERING WATER RESERVOIR	67754	1	50-20-19000-000-107	3,765.50	3,765.50

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42993:										3,765.50
42994										
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	1	10-00-51415-130-000	15.02	15.02
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	2	10-00-51420-130-000	86.34	86.34
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	3	10-00-51510-130-000	70.64	70.64
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	4	10-00-52100-130-000	37.56	37.56
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	5	10-00-52120-130-000	209.30	209.30
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	6	10-00-53100-130-000	180.93	180.93
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	7	22-00-51420-130-000	8.99	8.99
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	8	25-00-55110-130-000	246.86	246.86
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	9	40-00-53600-130-000	152.88	152.88
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	10	45-00-53440-130-000	30.66	30.66
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	11	50-10-58450-000-926	311.83	311.83
04/24	04/03/2024	42994	1590	DELTA DENTAL	APRIL DENTAL	2111946	12	50-20-58450-000-926	159.68	159.68
Total 42994:										1,510.69
42995										
04/24	04/03/2024	42995	2745	FINGER PUBLISHING INC	PUBLICATIONS	BE204114	1	50-20-19000-000-107	156.45	156.45
Total 42995:										156.45
42996										
04/24	04/03/2024	42996	1795	FUNSETH, KEVIN	MEALS	04012024	1	50-10-58470-100-930	20.75	20.75
Total 42996:										20.75
42997										
04/24	04/03/2024	42997	1900	GORDON FLESCH CO INC	Copies over annual base	IN14611801	1	10-00-51420-310-000	34.56	34.56
04/24	04/03/2024	42997	1900	GORDON FLESCH CO INC	Copies over annual base	IN14611801	2	10-00-51510-310-000	34.56	34.56
04/24	04/03/2024	42997	1900	GORDON FLESCH CO INC	Copies over annual base	IN14611801	3	10-00-51415-310-000	34.56	34.56
Total 42997:										103.68
42998										
04/24	04/03/2024	42998	5596	GREEN COUNTY TREASURER	2024 TAX collection	03182024	1	10-00-51510-310-000	1,583.15	1,583.15

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42998:										1,583.15
42999										
04/24	04/03/2024	42999	1925	GREEN CTY HIGHWAY DEPT	Salt	03112024	1	10-00-53460-310-000	9,757.79	9,757.79
Total 42999:										9,757.79
43000										
04/24	04/03/2024	43000	1930	GREEN CTY WASTE MGMT	landfill	03132024	1	70-00-53620-310-001	4,035.81	4,035.81
Total 43000:										4,035.81
43001										
04/24	04/03/2024	43001	6303	HODEL, CLAIRE	OPERATOR LICENSE REFUND	03202024	1	10-00-51420-310-000	50.00	50.00
Total 43001:										50.00
43002										
04/24	04/03/2024	43002	6301	HOKED ON TAP LLC	OPERATOR LICENSE REFUND FOR THOMPSON, T	03202024	1	10-00-51420-310-000	150.00	150.00
Total 43002:										150.00
43003										
04/24	04/03/2024	43003	6257	KOSMEDER, WILLIAM	MEALS	04012024	1	50-10-58470-100-930	24.00	24.00
Total 43003:										24.00
43004										
04/24	04/03/2024	43004	6014	LANTECH SERVICES LLC	PD Computer support	0001427	1	10-00-52100-240-000	170.00	170.00
Total 43004:										170.00
43005										
04/24	04/03/2024	43005	2420	MARTELLE WATER TREATMEN	aqua mag bulk	26768	1	50-20-58150-000-631	3,510.26	3,510.26
Total 43005:										3,510.26

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43006										
04/24	04/03/2024	43006	2515	MIDWEST TAPE LLC	Library	505204161	1	25-00-55110-310-003	234.15	234.15
Total 43006:										234.15
43007										
04/24	04/03/2024	43007	5111	NEW LIFE PRESS	PD BUSINESS CARDS	13330	1	10-00-52120-310-000	84.55	84.55
04/24	04/03/2024	43007	5111	NEW LIFE PRESS	envelopes	13330	2	10-00-51510-310-000	169.87	169.87
Total 43007:										254.42
43008										
04/24	04/03/2024	43008	6168	ODP BUSINESS SOLUTIONS LL	Police Supplies	3559425030	1	10-00-52100-310-000	125.40	125.40
Total 43008:										125.40
43009										
04/24	04/03/2024	43009	6304	OLESEWSKI, MICHAEL	OPERATOR LICENSE REFUND	03202024	1	10-00-51420-310-000	50.00	50.00
Total 43009:										50.00
43010										
04/24	04/03/2024	43010	2945	PUBLIC SERVICE COMMISSION	WATER RESERVOIR	2402-I-04100	1	50-20-19000-000-107	2,677.13	2,677.13
Total 43010:										2,677.13
43011										
04/24	04/03/2024	43011	3130	SCHWAAB INC	PD name plate	4487772	1	10-00-52100-310-000	19.00	19.00
Total 43011:										19.00
43012										
04/24	04/03/2024	43012	3210	SPEE-DEE DELIVERY SERVICE	Shipping for WWTP	9682041	1	40-00-53630-291-003	229.95	229.95
Total 43012:										229.95
43013										
04/24	04/03/2024	43013	3250	STRAND ASSOCIATES INC	3RD AVE PHASE II	0208574	1	60-00-53110-310-023	507.95	507.95

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43013:										507.95
43014										
04/24	04/03/2024	43014	6127	SYMDON AUTO	2019 CHARGER	03212024	1	10-00-52120-350-000	75.15	75.15
Total 43014:										75.15
43015										
04/24	04/03/2024	43015	3335	TDS TELECOM	PD PHONE AND INTERNET	03222024	1	10-00-52100-220-000	83.47	83.47
Total 43015:										83.47
43016										
04/24	04/03/2024	43016	5963	TOP PACK DEFENSE LLC	MULLEN U/A	12851	1	10-00-52120-130-000	40.00	40.00
04/24	04/03/2024	43016	5963	TOP PACK DEFENSE LLC	STURDEVANT U/A	12851	2	10-00-52100-130-000	42.38	42.38
04/24	04/03/2024	43016	5963	TOP PACK DEFENSE LLC	STREAMLIGHT	12851	3	10-00-52120-310-000	41.39	41.39
Total 43016:										123.77
43017										
04/24	04/03/2024	43017	3420	TOWN & COUNTRY ENG INC	ENGINEERING	26439	1	50-20-19000-000-107	15,048.10	15,048.10
Total 43017:										15,048.10
43018										
04/24	04/03/2024	43018	3510	USA BLUEBOOK	WWTP	INV0030138	1	40-00-53630-340-000	312.98	312.98
Total 43018:										312.98
43019										
04/24	04/03/2024	43019	3515	UTILITY SALES & SERVICE	ELEC TRUCK MAINT	0076770-IN	1	50-10-58480-000-933	693.03	693.03
Total 43019:										693.03
Grand Totals:										60,687.36
										49,617.36

Report Criteria:

Report type: GL detail

Check.Check Issue Date = 04/03/2024

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: Village Board
From: Lauren Freeman, Village Administrator
Date: April 3, 2024
Re: Police Chief Straight Pay Overtime Hours

Background:

Since April 2023, the Village Board has been granting Chief Sturdevant additional hours of straight pay to take on extra shifts/Call In due understaffing in the Police Department. The last decision occurred in December 2023, which granted the Chief 30 hours of additional hours straight pay each month through April 2024.

Discussion:

The staffing issues continue to persist in the Police Department. With the resignation of Officer Brey, and new police Officer Mullen training until July, the department is down to two full-time officers. Chief Sturdevant has requested 30 hours each month through July 2024 (May, June, July) to help cover shifts that are needed.

The current police officer vacancy saves the Village approximately \$9,143 per month. However, this vacancy has to be filled with time from part-time officers, full-time officers working overtime, or the Chief covering it at straight pay over time. The cost of Chief covering 30 hours each month costs the Village approximately \$1,927 per month (loaded wage in 2024 is \$64.23/hour).

Village of New Glarus Policy

Title: Investment Policy	
Policy Source: Administration	Village Board Approval Date:
Application: Administration & Village Board	Revision Dates:
Indexed as: Investment, Liquidity, Reserve, Finance	Total Pages: 4

1. Purpose

This policy applies to all funds under the authority of the Village of New Glarus, Wisconsin (the “Village”) not immediately needed to meet operating expenses of the Village. These funds shall, where permissible, be pooled together for convenience of administration and to achieve best rate of return. The following fund types are covered by this investment policy: general, debt service, public library, wastewater utility, storm water utility, electric & water utility, capital projects. This policy will include any new funds created, unless specifically exempted.

2. Objectives

- a. **Safety** – Safety of principal is the foremost objective of this investment policy. Investments of the portfolio shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.
- b. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated. Working cash balances for the Village of New Glarus general fund and New Glarus Utilities shall be maintained at an amount equivalent to at least six (6) months of operating expenses. Alternatively, any portion of the portfolio may be placed in State of Wisconsin Local Government Investment Pool (LGIP)s authorized and permissible under Wisconsin statutes which offer same-day liquidity for short term funds.
- c. **Yield** – Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

3. Standards of Care

- a. **Prudence** – ~~Investments shall be made with judgement and care giving first consideration to the safety of the investment, then liquidity, and finally yield.~~ “Notwithstanding any other provisions of law, a treasurer who deposits public moneys in any public depository, in compliance with s. 34.05, is thereby relieved of liability for any loss of public moneys which results from failure of any public depository to repay to the public depositor the full amount of its deposits thus causing a loss as defined in s. 34.01 (2).” (Section 34.06 of the Wisconsin Statutes) ~~This policy should not be construed as to imply that an investor should engage in speculative or risky investments. Nor does this policy condone aggressive leveraging for investment purposes.~~
- ~~b. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.~~
- b. **Pooling of Cash** – Except where otherwise provided by the Village Board, the Village Clerk-Treasurer is authorized to pool the cash of the funds identified in this policy to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund. Interest earned on General Fund investments shall be transferred to the General Fund Surplus account, unless

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otherwise designated by the Village Board.

~~c. **Permissible Investments** – The Village Board authorizes under the terms of the Delegation of Authority section of this policy to invest funds from both the New Glarus Village and New Glarus Utilities in certificates of deposit at banking establishments within Green County with laddered maturities to sustain rates of return over longer periods of time. The Village Board may authorize additional investments under the terms of the Delegation of Authority if they are stipulated in Wisconsin Statute 66.0603 (1m). See full list in Appendix B. General Obligation debt shall be further restricted to those permissible as per Wisconsin Statute 67.11.~~

~~e. **4. Delegation of Authority** – Management and administrative responsibility for the investment program of the Village is entrusted to the Village Clerk-Treasurer and Village Administrator under the direction of the Village Board. Individuals authorized to engage in investment transactions on behalf of the Village are listed in Appendix A.~~

~~**4. 5. Internal Controls**~~

~~The Village Clerk-Treasurer, Village Administrator, and Auditor shall establish a system of internal controls designed to prevent losses of Village funds arising from fraud, employee error, or imprudent actions by employees.~~

~~a. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the property execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.~~

~~a-b. **Transactions** – Investment transactions shall be approved by the Village Board.~~

~~Investment signatories shall include the Clerk/Treasurer, Deputy Clerk/Treasurer, Village Board President, and a Finance/Personnel Committee Member.~~

~~b-c. Internal controls shall address:~~

- ~~• Separation of transaction authority from accounting and record keeping~~
- ~~• Clear delegation of authority to subordinate staff members~~
- ~~• Confirmation of transactions for investments and wire transfers~~
- ~~• Investment and interest earnings will be recorded in the Village’s accounting records based on generally accepted government accounting principles~~
- ~~• A periodic summary of all investments will be prepared by the Village Treasurer for review by the Village Board.~~
- ~~• Each year, as part of the annual audit by an external auditing firm, there will be an independent review. This review will provide internal control by assuring compliance with this policy.~~

~~**5.1. Pooling of Cash**~~

~~Except where otherwise provided by the Village Board, the Village Clerk-Treasurer is authorized to pool the cash of the funds identified in this policy to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund. Interest earned on General Fund investments shall be transferred to the General Fund Surplus account, unless otherwise designated by the Village Board.~~

~~**6. 6. Adoption and Approval**~~

~~By resolution, the Investment Policy shall be formally approved and adopted by the Village Board and reviewed as needed but at least every three years.~~

~~**7. 7. List of Attachments**~~

~~The following documents, as applicable, are attached to this policy:~~

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- ~~• Relevant Wisconsin statutes and local ordinances~~
- a. List of authorized personnel
- b. List of authorized public depositories, financial institutions, and brokers/dealers

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Appendix A

List of authorized personnel:

Lauren Freeman, Village Administrator
Kelsey Jenson, Village Clerk-Treasurer

Appendix B

~~66.0603—Investments.~~

~~(1g) Definition. In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.~~

~~(1m) Investments.~~

~~(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:~~

- ~~1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.~~
- ~~2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.~~
- ~~3. Bonds or securities of any county, Village, drainage district, technical college district, village, town or school district of this state.~~
- ~~3m. Bonds issued by a local exposition district under subch. II of ch. 229.~~
- ~~3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.~~
- ~~3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.~~
- ~~3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.~~
- ~~3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.~~
- ~~3u. Bonds issued by the Wisconsin Aerospace Authority.~~
- ~~4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.~~
- ~~5. Securities of an open end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:~~
 - ~~a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.~~
 - ~~b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other~~

~~instrumentality of the federal government.~~

~~e. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.~~

Appendix ~~B~~C

List of authorized public depositories, financial institutions, and broker/dealers:

Lake Ridge Bank

Public Depositories in Green County

State of Wisconsin Local Government Investment Pool (LGIP)

~~Bank of New Glarus~~

~~Woodford State Bank~~