

VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
6/20/23 6:30 p.m.

AGENDA:

1. Call to order
2. Approval of 6.6.23 Minutes
3. Approval of Claims
4. Consideration/Discussion: Village Personnel Handbook Revisions
5. Adjournment

Roger Truttman, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall 6/16/23
 N.G. Post Office 6/16/23
 Bank of New Glarus 6/16/23

Kelsey A. Jenson, Clerk

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

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

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/6/23

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Michael Bell, and Peggy Kruse. Also present: Village Administrator Lauren Freeman and Clerk-Treasurer Kelsey Jenson.

APPROVAL OF 5.16.23 MINUTES: Motion by Michael Bell and second by Peggy Kruse to approve the 5.16.23 minutes. Motion carried 3-0.

CLAIMS: Motion by Peggy Kruse and second by Michael Bell to approve the following claims: ACH for payroll expenses, May credit card; wire for power bill - totaling \$66,000.60; payroll vouchers 17240 to 17291 totaling \$60,648.66; and checks 42032 to 42077 totaling \$236,353.81. Motion carried 3-0.

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

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:
 Report type: GL detail
 Check/Check Issue Date = 06/21/2023

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
42078										
06/23	06/21/2023	42078	5603	ADAMSON INDUSTRIES CORP	2023 SQUAD	149714	1	60-00-52120-001-000	112.95	112.95
Total 42078:										112.95
42079										
06/23	06/21/2023	42079	5821	AQUACHEM OF AMERICA INC	WWTP CHEMICALS	8161AQ	1	40-00-53630-340-001	4,563.20	4,563.20
06/23	06/21/2023	42079	5821	AQUACHEM OF AMERICA INC	WWTP CHEMICALS	8187AQ	1	40-00-53630-340-001	3,654.00	3,654.00
Total 42079:										8,217.20
42080										
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	1	10-00-51600-130-000	1.08	1.08
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	2	10-00-53230-130-000	1.61	1.61
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	3	10-00-53240-130-000	9.52	9.52
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	4	10-00-53300-130-000	55.74	55.74
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	5	10-00-55210-130-000	5.49	5.49
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	6	10-00-55420-130-000	3.22	3.22
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	7	45-00-53441-130-000	13.20	13.20
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	8	45-00-53441-130-001	7.69	7.69
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	9	45-00-53441-130-002	4.84	4.84
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	10	45-00-53441-130-003	2.40	2.40
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	11	70-00-53620-130-000	11.72	11.72
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	12	10-00-53650-130-000	1.03	1.03
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	13	10-00-53460-130-000	1.21	1.21
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	14	10-00-53470-130-000	15.53	15.53
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	15	10-00-55200-130-000	.08	.08
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	16	40-00-53600-130-000	78.04	78.04
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	17	50-20-58150-000-630	.89	.89
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	Public Works Uniforms - MAY	6140186586	18	50-20-58150-000-620	.84	.84
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	L&W Uniforms-MAY	6140186586	19	10-00-53100-130-000	8.60	8.60
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	L&W Uniforms-MAY	6140186586	20	40-00-53600-130-000	3.23	3.23
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	L&W Uniforms-MAY	6140186586	21	50-10-58450-000-926	87.67	87.67
06/23	06/21/2023	42080	1120	ARAMARK UNIFORM SERVICES	L&W Uniforms-MAY	6140186586	22	50-20-58450-000-926	65.75	65.75

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42080:										379.38
42081										
06/23	06/21/2023	42081	6121	AUTO VALUE NEW GLARUS	GENERATOR	709039144	1	50-10-58210-000-562	9.99	9.99
Total 42081:										9.99
42082										
06/23	06/21/2023	42082	1155	BADGER SPORTING GOODS	Little League supplies	AAL004961-	1	10-00-55300-310-001	80.00	80.00
Total 42082:										80.00
42083										
06/23	06/21/2023	42083	6219	BAER INSURANCE SERVICES, I	2023 FINAL WORKERS COMP/GENERAL LIABILITY/	6723	1	10-00-51935-310-000	30,684.50	30,684.50
Total 42083:										30,684.50
42084										
06/23	06/21/2023	42084	1165	BAKER & TAYLOR BOOKS	Library	2037556060	1	25-00-55110-310-001	1,046.66	1,046.66
Total 42084:										1,046.66
42085										
06/23	06/21/2023	42085	1210	BEACON ATHLETICS	ballfield supplies	0572316-IN	1	10-00-55200-352-000	760.00	760.00
Total 42085:										760.00
42086										
06/23	06/21/2023	42086	1255	BLANCHARDVILLE CO-OP	PD 5/31/23	05312023	1	10-00-52120-315-000	1,099.32	1,099.32
06/23	06/21/2023	42086	1255	BLANCHARDVILLE CO-OP	PW - 5/31/23	05312023	2	10-00-53240-315-000	578.55	578.55
06/23	06/21/2023	42086	1255	BLANCHARDVILLE CO-OP	PW - 5/31/23	05312023	3	10-00-55200-310-000	6.51	6.51
06/23	06/21/2023	42086	1255	BLANCHARDVILLE CO-OP	utilities	06012023	1	50-10-58480-200-933	175.10	175.10
06/23	06/21/2023	42086	1255	BLANCHARDVILLE CO-OP	utilities	06012023	2	50-20-58480-200-933	94.28	94.28
Total 42086:										1,953.76
42087										
06/23	06/21/2023	42087	1275	BORDER STATES ELECTRIC SU	ELBOW 600A 15KV	926325857	1	50-00-15400-000-154	398.34	398.34

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42087:										398.34
42088										
06/23	06/21/2023	42088	1290	BRENDA'S BLUMENLADEN	Chalet Flowers	051920203	1	30-00-55120-310-000	329.74	329.74
06/23	06/21/2023	42088	1290	BRENDA'S BLUMENLADEN	flag pole flowers	051920203	2	10-00-51600-310-000	194.97	194.97
Total 42088:										524.71
42089										
06/23	06/21/2023	42089	4078	CLARK ELECTRIC	FLORAL CLOCK	8867	1	10-00-55210-350-000	2,065.48	2,065.48
06/23	06/21/2023	42089	4078	CLARK ELECTRIC	POOL	8867	2	10-00-55420-350-000	907.63	907.63
Total 42089:										2,973.11
42090										
06/23	06/21/2023	42090	5842	CLASSY CLEANERS	Village Hall & PD Cleaning	1744	1	10-00-51600-291-000	1,235.00	1,235.00
Total 42090:										1,235.00
42091										
06/23	06/21/2023	42091	4840	CONNEY SAFETY	safety supplies	06180436	1	10-00-52800-310-000	170.81	170.81
Total 42091:										170.81
42092										
06/23	06/21/2023	42092	1555	CULLIGAN WATER CONDITIONI	wwtp	06012023	1	40-00-53600-291-000	19.55	19.55
06/23	06/21/2023	42092	1555	CULLIGAN WATER CONDITIONI	PD - bottled water	1051284	1	10-00-52100-240-000	22.50	22.50
Total 42092:										42.05
42093										
06/23	06/21/2023	42093	6245	DAVE JONES LLC	POOL HEATER	111591	1	10-00-55420-350-000	2,480.00	2,480.00
Total 42093:										2,480.00
42094										
06/23	06/21/2023	42094	4895	DAVY LABORATORIES	MAINT OF WELL	23FO114	1	50-20-58100-000-605	549.20	549.20

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42094:										549.20
42095										
06/23	06/21/2023	42095	1600	DELUXE DISTRIBUTORS	Garbage liners	5603	1	10-00-55200-310-000	666.71	666.71
Total 42095:										666.71
42096										
06/23	06/21/2023	42096	5582	DOA/DIVISION OF ENERGY SE	OVERPAYMENT ON ACCOUNT	63340020	1	01-00-11112-000-000	70.88	70.88
Total 42096:										70.88
42097										
06/23	06/21/2023	42097	1780	FORSTER ELECTRICAL ENG IN	ELECT EXT TO RESERVOIR	24635	1	50-10-58420-000-923	320.00	320.00
06/23	06/21/2023	42097	1780	FORSTER ELECTRICAL ENG IN	VALLE TELL EXPANSION	24636	1	50-10-58420-000-923	350.80	350.80
06/23	06/21/2023	42097	1780	FORSTER ELECTRICAL ENG IN	TECHNICAL ASSISTANCE	24637	1	50-10-58420-000-923	82.50	82.50
Total 42097:										753.30
42098										
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	1	50-10-58320-000-903	17.43	17.43
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	2	10-00-51510-310-000	8.72	8.72
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	3	10-00-51420-310-000	8.71	8.71
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	4	50-20-58320-000-903	17.43	17.43
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	5	45-00-53440-310-002	17.43	17.43
06/23	06/21/2023	42098	4001	FP MAILING SOLUTIONS	METER RESETS	RI105799660	6	40-00-53600-310-002	17.43	17.43
Total 42098:										87.15
42099										
06/23	06/21/2023	42099	1815	GALLS	PD supplies	024425008	1	10-00-52120-310-001	125.17	125.17
Total 42099:										125.17
42100										
06/23	06/21/2023	42100	1860	GERBER LEISURE PRODUCTS	Parts for swing	06122023	1	10-00-55200-350-000	304.00	304.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42100:										304.00
42101										
06/23	06/21/2023	42101	1980	HACH COMPANY	CHEMICALS	13594952	1	50-20-58150-000-631	533.60	533.60
Total 42101:										533.60
42102										
06/23	06/21/2023	42102	5930	HYDROCORP	CROSS CONNECTION	0072516-IN	1	50-20-58420-000-923	345.00	345.00
Total 42102:										345.00
42103										
06/23	06/21/2023	42103	6231	KROHN, HUNTER	MEAL REIMBURSEMENT	05202023	1	10-00-52120-310-000	12.06	12.06
Total 42103:										12.06
42104										
06/23	06/21/2023	42104	2320	L.V. LABS WW LLC	chemicals - WWTP	1506	1	40-00-53630-291-003	2,901.52	2,901.52
Total 42104:										2,901.52
42105										
06/23	06/21/2023	42105	6014	LANTECH SERVICES LLC	PD phone system	0001276	1	10-00-52100-240-000	127.50	127.50
Total 42105:										127.50
42106										
06/23	06/21/2023	42106	2415	MARKS CHEMICAL LLC	CHEMICALS	14842	1	50-20-58150-000-631	822.00	822.00
Total 42106:										822.00
42107										
06/23	06/21/2023	42107	2420	MARTELLE WATER TREATMEN	aqua mag bulk	25187	1	50-20-58150-000-631	3,647.30	3,647.30
Total 42107:										3,647.30

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount		
42108	06/23	06/21/2023	42108	6234	MCHS OCCUPATIONAL HEALTH	BENNETT		3764-7758	1	10-00-52100-310-000	24.00	24.00
Total 42108:										24.00		
42109	06/23	06/21/2023	42109	5286	MDROFFERS CONSULTING LLC	bADER BROS/ARN AND VALLE TELL		202305011	1	10-00-13140-000-000	1,165.71	1,165.71
Total 42109:										1,165.71		
42110	06/23	06/21/2023	42110	2515	MIDWEST TAPE LLC	Library		503920184	1	25-00-55110-310-003	756.20	756.20
Total 42110:										756.20		
42111	06/23	06/21/2023	42111	4316	MURPHY DESMOND S.C.	General		8170381	1	10-00-51300-310-000	1,311.75	1,311.75
06/23	06/21/2023	42111	4316	MURPHY DESMOND S.C.	Municipal Court			8170383	1	10-00-51300-310-001	855.61	855.61
06/23	06/21/2023	42111	4316	MURPHY DESMOND S.C.	TIF#4-NG HOTEL			8170383	2	22-00-51300-000-001	171.50	171.50
Total 42111:										2,338.86		
42112	06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES		05312023	1	10-00-52100-310-000	7.16	7.16
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	2	10-00-55200-310-000	65.95	65.95
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	3	30-00-55120-310-000	69.13	69.13
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	4	10-00-53230-310-000	73.95	73.95
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	5	10-00-55200-350-000	27.12	27.12
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	6	50-10-58220-000-574	3.08	3.08
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	7	10-00-55200-352-000	39.71	39.71
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	8	50-20-58490-000-935	3.49	3.49
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	9	50-10-58490-000-935	3.50	3.50
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	10	50-20-58100-000-605	9.99	9.99
06/23	06/21/2023	42112	4754	NEW GLARUS HARDWARE	SUPPLIES			05312023	11	40-00-53630-340-000	6.59	6.59
Total 42112:										309.67		
42113	06/23	06/21/2023	42113	2730	NEW GLARUS POLICE ASSOC	Police Union Dues		06022023	1	10-00-21550-000-000	10.00	10.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42113:										10.00
42114										
06/23	06/21/2023	42114	2745	NEWS PUBLISHING COMPANY	CLERK PUBLICATION	114010	1	10-00-51420-320-000	327.91	327.91
Total 42114:										327.91
42115										
06/23	06/21/2023	42115	6168	ODP BUSINESS SOLUTIONS LL	POOL SUPPLIES	3127443540	1	10-00-55420-310-000	456.09	456.09
06/23	06/21/2023	42115	6168	ODP BUSINESS SOLUTIONS LL	Clerk Office Supplies	3127443540	2	10-00-51420-310-000	22.27	22.27
06/23	06/21/2023	42115	6168	ODP BUSINESS SOLUTIONS LL	Police Supplies	3127443540	3	10-00-52100-310-000	562.93	562.93
06/23	06/21/2023	42115	6168	ODP BUSINESS SOLUTIONS LL	STREETS SUPPLIES	3127443540	4	10-00-53100-310-000	19.44	19.44
06/23	06/21/2023	42115	6168	ODP BUSINESS SOLUTIONS LL	VILLAGE HALL SUPPLIES	3127443540	5	10-00-51600-310-000	9.32	9.32
Total 42115:										1,070.05
42116										
06/23	06/21/2023	42116	5835	PELLITTERI WASTE SYSTEMS	PD paper shred	05222023	1	10-00-52100-240-000	85.54	85.54
Total 42116:										85.54
42117										
06/23	06/21/2023	42117	5313	PERSONNEL EVALUATION INC	PD evaluations - hiring	47911	1	10-00-52100-310-000	25.00	25.00
Total 42117:										25.00
42118										
06/23	06/21/2023	42118	2915	PRECISION DRIVE & CONTROL	WWTP - service call	3410461	1	40-00-53630-350-000	15.76	15.76
Total 42118:										15.76
42119										
06/23	06/21/2023	42119	3120	SCHOOL DIST OF NEW GLARU	Mobile Home - MAY	06132023	1	10-00-24610-000-000	368.53	368.53
Total 42119:										368.53
42120										
06/23	06/21/2023	42120	5201	SEERA	FOE	06012023	1	50-00-26300-000-253	889.87	889.87

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42120:										889.87
42121										
06/23	06/21/2023	42121	3210	SPEE-DEE DELIVERY SERVICE	Shipping for WWTP	822793	1	40-00-53630-291-003	139.20	139.20
Total 42121:										139.20
42122										
06/23	06/21/2023	42122	4065	STURDEVANT, JEFF	Meal reimbursement	05202023	1	10-00-52120-310-000	12.06	12.06
Total 42122:										12.06
42123										
06/23	06/21/2023	42123	6127	SYMDON AUTO	2017 Charger	05252023	1	10-00-52120-350-000	34.85	34.85
Total 42123:										34.85
42124										
06/23	06/21/2023	42124	6227	TALLMAN EQUIPMENT COMPA	SAFETY SUPPLIES	3359085	1	50-10-58440-100-925	367.02	367.02
Total 42124:										367.02
42125										
06/23	06/21/2023	42125	5608	THE PSYCHOLOGY CENTER	PD PRE-EMPLOYMENT EVAL - BENNETT	266540	1	10-00-52100-310-000	475.00	475.00
Total 42125:										475.00
42126										
06/23	06/21/2023	42126	5963	TOP PACK DEFENSE LLC	Brey U/A	10697	1	10-00-52120-130-000	149.38	149.38
Total 42126:										149.38
42127										
06/23	06/21/2023	42127	5285	TOTAL INSPECTION SERVICES	Bldg Permit 230023-33 - 518 1S ST	1340	1	10-00-52400-310-000	1,071.00	1,071.00
Total 42127:										1,071.00

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42128										
06/23	06/21/2023	42128	3440	TRUGREEN PROCESSING CEN	EAB treatment	06212023	1	10-00-56110-310-000	748.25	748.25
Total 42128:										748.25
42129										
06/23	06/21/2023	42129	4298	TVRP - WI DEPARTMENT OF TR	LICENSE SUSPENSIONS	5312023	1	10-00-52100-310-000	10.00	10.00
Total 42129:										10.00
42130										
06/23	06/21/2023	42130	3510	USA BLUEBOOK	BARRICADE TAPE	INV0002740	1	10-00-53300-310-000	86.26	86.26
06/23	06/21/2023	42130	3510	USA BLUEBOOK	BARRICADE TAPE	INV0002740	2	50-10-58440-100-925	86.26	86.26
Total 42130:										172.52
42131										
06/23	06/21/2023	42131	3565	VILLAGE OF NEW GLARUS-PET	Pool start up	06012023	1	10-00-11840-000-000	100.00	100.00
Total 42131:										100.00
42132										
06/23	06/21/2023	42132	3991	WE ENERGIES	Village hall gas bill	06012023	1	10-00-51600-220-000	84.06	84.06
06/23	06/21/2023	42132	3991	WE ENERGIES	Chalet gas bill	06012023	2	30-00-55120-220-000	20.84	20.84
06/23	06/21/2023	42132	3991	WE ENERGIES	garage gas bill	06012023	3	10-00-53230-220-000	77.00	77.00
06/23	06/21/2023	42132	3991	WE ENERGIES	WWTP gas bill	06012023	4	40-00-53600-220-000	228.83	228.83
06/23	06/21/2023	42132	3991	WE ENERGIES	Pool Bathhouse	06012023	5	10-00-55420-220-000	36.81	36.81
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	6	50-10-58480-000-933	51.78	51.78
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	7	50-20-58480-000-933	17.26	17.26
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	8	50-10-58220-000-575	25.89	25.89
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	9	50-20-58220-000-653	25.89	25.89
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	10	50-10-58410-000-921	34.52	34.52
06/23	06/21/2023	42132	3991	WE ENERGIES	L&W gas bill	06012023	11	50-20-58410-000-921	17.25	17.25
Total 42132:										620.13
42133										
06/23	06/21/2023	42133	6171	WELTY ENVIRONMENTAL CENT	MONARCH MANAGEMENT	06022023	1	25-00-55110-310-015	161.60	161.60

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 42133:										161.60
42134										
06/23	06/21/2023	42134	4879	WI DNR	WATER USE FEES	WU102914	1	50-20-58460-000-928	125.00	125.00
Total 42134:										125.00
42135										
06/23	06/21/2023	42135	3805	WI PROF POLICE ASSN	Police Union Dues	06022023	1	10-00-21550-000-000	86.00	86.00
Total 42135:										86.00
42136										
06/23	06/21/2023	42136	3230	WI STATE LAB OF HYGIENE	Water Testing	744367	1	50-20-58100-000-602	28.00	28.00
Total 42136:										28.00
42137										
06/23	06/21/2023	42137	5129	WIRTH, MIKE	Lawn Care thru 6/8	1943	1	40-00-53630-352-000	114.00	114.00
06/23	06/21/2023	42137	5129	WIRTH, MIKE	Lawn Care thru 6/8	1943	2	10-00-55200-291-000	3,241.00	3,241.00
06/23	06/21/2023	42137	5129	WIRTH, MIKE	Lawn Care thru 6/8	1943	3	30-00-55120-291-000	140.00	140.00
06/23	06/21/2023	42137	5129	WIRTH, MIKE	Lawn Care thru 6/8	1943	4	50-10-58490-000-935	140.00	140.00
06/23	06/21/2023	42137	5129	WIRTH, MIKE	Lawn Care thru 6/8	1943	5	50-20-58490-000-935	140.00	140.00
Total 42137:										3,775.00
Grand Totals:										77,475.96

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: Village Board
From: Lauren Freeman, Village Administrator & Kelsey Jenson, Clerk/Treasurer
Date: June 20, 2023
Re: Personnel Handbook Revisions

Background:

The Village's Personnel Handbook is an important document that outlines several human resources policies that dictate how personnel matters are handled at the Village. This document has slowly been updated over time, but there is still a lot of work to be done to modernize it. Village department heads have identified a few items in the handbook that they consider to be priorities for revision. This discussion led to the following four proposed revisions to the Village Personnel Handbook:

1. Village Hall Closure for Inclement Weather
2. Unused Vacation Payout After Resignation
3. Employee Reimbursement of Benefits After Resignation
4. Vacation Policy

Discussion:

Village Hall Closure for Inclement Weather:

During the COVID-19 pandemic, administrative staff in Village Hall were given laptops to work remotely from home when needed. Even though staff are working in-person now, the laptops are still available for remote work when needed. This was used a few times over the past couple years to close Village Hall due to inclement weather. During this time, office employees with laptops were able to complete work from home to avoid driving in dangerous weather conditions. However, there is not currently a policy in the personnel handbook that authorizes the closure of Village Hall for inclement weather.

This first proposed revision to the Personnel Handbook would create a new Chapter 12 titled "Inclement Weather Conditions" that would allow the Village Administrator to close Village Hall in conjunction with the New Glarus Public Library. This revision would allow employees who can

work from home to do so during this closure, which helps reduce risk for employees traveling to work in inclement weather. To compensate employees who cannot work from (e.g. Public Works employees), staff propose awarding those employees one personal day per year.

CHAPTER 12 – INCLEMENT WEATHER CONDITIONS

12.1 CLOSING VILLAGE HALL

Village Hall will be closed to the general public by the Village Administrator when safe access to the building cannot be maintained due to inclement weather conditions. The decision by the Village Administrator to close Village Hall should be made in conjunction with the New Glarus Public Library in response to a weather warning or current weather conditions.

In the event of a closure of Village Hall, all non-union Village staff who are issued a laptop and are able to work from home, will be expected to work remotely. All other non-union Village staff will be expected to report for work at their normal time, and will be credited 1 (one) personal day per calendar year.

Unused Vacation Payout After Resignation:

The Village currently allows employees to “accumulate” vacation through the calendar year and the following calendar year. This means that employees that resign are paid for their actual vacation days in addition to what vacation they would have accumulated the current year and the following year. This is an unusual practice and not clearly stated in the Personnel Handbook.

The second proposed revision would amend the handbook to clarify that employees cannot extend their end date with unused vacation hours and that only unused vacation hours (not accumulated hours) will be paid to resigning employees. This revision would also require striking the reference to “accumulated” vacation in other sections of the Personnel Handbook to reduce further confusion.

CHAPTER 4 – POST-EMPLOYMENT POLICIES AND PROCEDURES

4.11 RESIGNATIONS

A) Village employees resigning their position shall submit a letter of resignation, indicating the date on which the employee wishes to end his or her employment, to the affected department head. A minimum of ten working days notice is desired.

- (1) The designated employment end date shall not be extended with the use of unused vacation hours. ~~shall not be extended through the use of actual or accumulated but unused vacation hours.~~ Any unused vacation hours (actual and/or accumulated) shall be paid to the resigning employee in a lump sum.*

Reimbursement of Benefits:

The Village’s current policy states that if employees resign their position, they must pay back the cost of their benefits for the remainder of the month. For example, if an employee’s last day is on May 15, they must pay back the Village for their health and dental insurance for May 16-31. This is an unusual policy, most organizations cover an employee through the end of the month. This policy also creates additional time-consuming administrative work for the Clerk’s office. The third proposed revision would amend the handbook to allow an employee’s benefits to be covered by the Village for the entire month of their resignation date:

CHAPTER 4 – POST-EMPLOYMENT POLICIES AND PROCEDURES

4.12 INSURANCE

Upon termination of employment for any reason, employees will receive Village-funded benefits through the end of the month of their last day of employment. Employees will not be required to pay back the cost of their benefits to the Village for the remaining portion of their resignation month. premiums paid in advance for insurance benefits will be deducted from the employee’s final check based on the daily cost of the benefit for the month in which the employee terminates. The employee will incur the cost per day from the day following the date of termination as stated on the employee’s letter of resignation or retirement or the day following the date of termination as established by action of the Village Board. [2/6/96] Employee shall be covered for the period following resignation as defined by each individual type of insurance per that specific plan. Any amounts due by the employee for premiums shall be deducted from the employee’s final check. Should the Village have paid for health insurance for the month following termination and the employee wish not to keep the insurance, the employee shall so notify the Village so that the Village may obtain a refund of that premium from Employee Trust Funds.

Vacation:

The Village’s current vacation policy may be considered less competitive than other nearby municipalities. Staff pulled vacation and holiday information from a few nearby communities as well as a few Madison-metro communities for comparison. Those results are detailed below:

Years of Employment	New Glarus	Brooklyn	Belleville	Mount Horeb
< 1 year of employment	3.5 hours/ month	8 hours/ month	3.33 hours/ month	6 hours/ month
1 year of employment	10 days	15 days	10 days	15 days
5 years of employment	15 days	19 days	15 days	20 days
10 years of employment	20 days	24 days	20 days	21 days
15 years of employment	25 days	29 days	20 days	25 days
Regular Holidays	11	9	9	9
Floating Holidays	0	1	1	3

Years of Employment	New Glarus	Verona	Fitchburg	Dane Co.
< 1 year of employment	3.5 hours/ month	15 days	15 days	15 days
1 year of employment	10 days	15 days	15 days	15 days
5 years of employment	15 days	20 days	20 days	15 days
10 years of employment	20 days	25 days	20 days	20 days
15 years of employment	25 days	30 days	20 days	28 days
Regular Holidays	11	9	9.5	11
Floating Holidays	0	3	2.5	4

The fourth proposed revision could increase the amount of vacation days that employees receive. Vacation is an important benefit for employees, and can play a critical role in employee recruitment and retention. It may not always be financially feasible for the Village to compete with every municipality on employee wages, but the Village can compete with other benefits such as vacation.

Before drafting a proposed revision for this section of the Personnel Handbook, staff wanted to gauge the interest of the Finance/Personnel Committee on increasing vacation days for Village employees. If the Committee is interested, staff will develop a proposed draft revision to the policy.

Recommendation:

The proposed revisions outlined are still tentative, and likely will require further revision. This memo is intended to begin a conversation amongst the Personnel/Finance Committee to provide further direction to staff in order to finalize revisions.