

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
12/3/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Michael Bell, Administrator Drake Daily and Clerk Erb.

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

MINUTES: Motion by Petra Streiff to approve the 11/19/19 agenda, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses and retirement totaling \$25,720.12; payroll vouchers 14308 to 14334 totaling \$28,706.53 and Checks 37981 to 38009 totaling \$62,361.88. Motion carried (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:35 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/19/19

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily, Jeff Sturdevant, Luann Alme. Clerk Erb joined after the closed session.

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

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

AGENDA: Motion by Peggy Kruse to approve the 11/19/19 agenda, second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 6:02 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0).

RECONVENE INTO OPEN SESSION: Motion by Peggy Kruse, second by Petra Streiff to reconvene into open session at 6:10 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0).

RESULTS OF CLOSED SESSION: Administrator Daily reported the contract will proceed to the Village Board for final approval.

Clerk-Treasurer Lynne Erb joined the meeting with Jeff Sturdevant and Luann Alme leaving.

CLAIMS: After the reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expenses and health insurance, Journal Entry for Utilities, e-check for life insurance totaling \$49,226.24; payroll vouchers 14280 to 14307 totaling \$29,854.02 and Checks 37926 to 37980 totaling \$52,689.36. Motion carried (3-0).

APPROVAL MINUTES 11/5/19: Motion by Petra Streiff, second by Peggy Kruse for approval of the 11/5/19 minutes. Motion carried. (3-0)

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:26 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
11/5/19

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily, Jeff Sturdevant, Luann Alme. Clerk Erb joined after the closed session.

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

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

AGENDA: Motion by Peggy Kruse to approve the 11/5/19 agenda, second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 6:05 p.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 Peggy Kruse to reconvene into open session at 6:54 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0).

RESULTS OF CLOSED SESSION: Administrator Daily reported the next meeting will be held on November 19th at 6 p.m.

Clerk-Treasurer Lynne Erb joined the meeting with Jeff Sturdevant and Luann Alme leaving.

CLAIMS: Consensus to waive the reading of claims due to the time with a motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses, retirement, and Check

37866 totaling \$244,295.29; Checks 37867 to 37925 totaling \$151,994.19; payroll vouchers 14254 to 14279 totaling \$28,705.43. Motion carried (3-0).

DISCUSSION/CONSIDERATION: FULLTIME EMPLOYEE VACATION SCHEDULE: Staff is proposing a change in the current vacation schedule for new fulltime employees to allow for two (2) weeks of vacation rather than one (1) week on January 1st following their date of hire. Petra Streiff moved to recommend approval of the change, second by Peggy Kruse. Motion carried. (3-0)

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:57 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/15/19

Meeting called to order at 5:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 10/15/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 10/1/19 minutes, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expenses, retirement, and health insurance; e-check for life insurance and Journal Entries for municipal utilities totaling \$61,386.28; Checks 37822 to 37865 totaling \$40,608.07; payroll vouchers 14227 to 14253 totaling \$28,800.34. Motion carried (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 5:40 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
10/1/19

Meeting called to order at 6:31 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk Erb.

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

MINUTES: Motion by Peggy Kruse to approve the 9/17/19 agenda, second by Petra Streiff. 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 totaling \$23,464.69; payroll vouchers 14197 to 14226 totaling \$27,851.64; Checks 37770 to 37821 totaling \$334,119.87. Motion carried (3-0).

ADMINISTRATOR REPORT: Administrator Daily reported the next union negotiation meeting is scheduled for the first meeting in November at the request of WPPA.

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
9/17/19

Meeting called to order at 6:00 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily, Jeff Sturdevant, Luann Alme. Clerk Erb joined after the closed session.

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

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

AGENDA: Motion by Peggy Kruse to approve the 9/17/19 agenda, second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 6:05 p.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 6:42 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes. Motion carried (3-0).

RESULTS OF CLOSED SESSION: Administrator Daily reported the WPPA union negotiations will continue on October 1st at 6 p.m.

Clerk-Treasurer Lynne Erb joined the meeting with Jeff Sturdevant and Luann Alme leaving.

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, retirement, and health insurance; e-check for life insurance and Journal Entries for municipal utilities and Check 37719 totaling \$72,426.09; Checks 37720 to 37769 totaling \$42,385.20; payroll vouchers 14159 to 14196 totaling \$27,404.80. 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
9/3/19

Meeting called to order at 6:00 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily, Jeff Sturdevant, Luann Alme.

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

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

AGENDA: Motion by Peggy Kruse to approve the 9/3/19 agenda, second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 6:05 p.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 Peggy Kruse to reconvene into open session at 6:50 p.m. ROLL CALL VOTE: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (3-0).

RESULTS OF CLOSED SESSION: Administrator Daily reported the WPPA union negotiations will continue on September 17th at 6:00 p.m.

Deputy Clerk-Treasurer, Wendy Tschudy joined the meeting.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses, including health and life insurance and journal entry for utility bills, totaling \$48,437.56; payroll vouchers 14112 to 14158 totaling \$34,053.46; Checks 37689 to 37718 totaling \$42,070.10. Motion carried (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:56 p.m.

Wendy Tschudy, Deputy Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/20/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 8/20/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 8/6/19, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expenses, and health insurance; e-check for life insurance and Journal Entries for municipal utilities totaling \$45,719.14; Checks 37618 to 37688 totaling \$541,309.22; payroll vouchers 14061 to 14111 totaling \$40,797.19. Motion carried (3-0).

UPDATE: WPPA CONTRACT NEGOTIATIONS: Administrator Daily reported the initial proposal was received yesterday. The first negotiation is scheduled for the September 3, 2019 Finance & Personnel Committee meeting at 6 p.m.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:46 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/6/19

Meeting called to order at 6:33 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 8/6/19 agenda, second by Peggy Kruse. Motion carried.

MINUTES: Motion by Peggy Kruse to approve the 7/16/19, second by Roger Truttman. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Roger Truttman to recommend approval of: ACH for payroll expenses and credit card totaling \$40,079.09; payroll vouchers 14008 to 14060 totaling \$41,027.00; Checks 37557 to 37617 totaling \$326,811.61. Motion carried (2-0).

UPDATE: WPPA CONTRACT NEGOTIATIONS: Administrator Daily reported he should be receiving the first proposal from the union very soon. He would like to schedule the first negotiation meeting for the Finance and Personnel Committee meeting on September 3, 2019, asking if the Committee would like to start earlier. Consensus of the Committee is to start at 6 p.m.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:43 p.m.

Lynne R. Erb, Clerk-Treasurer

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

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 7/16/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 6/18/19, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expense and health insurance; e-check for life insurance and Journal Entries for municipal utilities and checks 37468-37469 totaling \$87,691.57; Checks 37470 to 37507 totaling \$170,640.98 (7/3/19 claims); Checks 37508 to 37556 totaling \$40,810.09; payroll vouchers 13858 to 13907 totaling \$34,091.24 and payroll vouchers 13908 to 13957 totaling \$37,998.70. Motion carried (3-0).

DISCUSSION/CONSIDERATION: WPPA CONTRACT NEGOTIATIONS: Administrator Daily reported he has received correspondence from the WPPA union requesting the contract negotiations begin, noting this Committee has been involved with negotiations in the past. He indicated he would advise the Committee when dates for negotiation meetings are proposed.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:52 p.m.

Lynne R. Erb, Clerk-Treasurer

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

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Petra Streiff. ABSENT: Peggy Kruse. Also present: Administrator Drake Daily and Clerk 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 6/18/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 6/4/19, second by Roger Truttmann. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Roger Truttmann to recommend approval of: ACH for payroll expense and health insurance; e-check for life insurance and Journal Entries for municipal utilities and check 37411 totaling \$67,708.30; Checks 37412 to 37467 totaling \$109,016.51; payroll vouchers 13824 to 13857 totaling \$30,850.32. Motion carried (2-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:39 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
6/4/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 6/4/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Peggy Kruse to approve the 5/21/19, second by Petra Streiff. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses totaling \$24,908.93; Checks 37367 to 37410 totaling \$44,721.03 and payroll vouchers 13799 to 13823 totaling \$30,254.03. Motion carried (3-0).

DISCUSSION/CONSIDERATION: BOARD OF REVIEW 2019 CORRECTION OF ERRORS - TP 231610625.015 – REFUND OF TAX ON \$13,800 REAL ESTATE VALUE: Clerk Erb reported on a Correction of Errors disclosed by the Assessor after the Board of Review meeting. Village Board approval is needed in order to make this correction. A refund of approximately \$355.33 is due the property owner. Normally there is a chargeback procedure we could use to have the overlying jurisdictions pay back their portions of the tax (\$234.58), however, statutes do not allow this procedure when the total refund is less than \$500.00. Staff recommends approval in order to complete the necessary correction. Motion by Peggy Kruse, second by Petra Streiff to recommend approval to make this correction and refund the tax on \$13,800 property value per the 2019 Correction of Assessor's Error. Motion carried. (3-0)

DISCUSSION/CONSIDERATION: BOARD OF REVIEW 2019 OMITTED PROPERTY – TP 232316120196001 – ADDITIONAL TAX BILL FROM 2018 FOR \$800 PERSONAL PROPERTY VALUE: The Assessor's also informed the Village of an omitted personal property value from 2018 after the Board of Review meeting on May 13th. In this case, Mobile Mini, Inc. was not billed personal property tax on assessed value of \$800 during 2018. This needs Board approval as well to move forward and issue a tax bill to Mobile Mini, Inc. for that tax. The tax will be receivable with the same due dates as 2019 taxes. The total amount due is \$20.60. Motion by Petra Streiff, second by Peggy Kruse to recommend approval to bill this omitted property tax and bill the additional tax on the \$800 of personal property. Motion carried. (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:43 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
5/21/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 5/21/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 5/7/19, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expense and health insurance; e-check for life insurance and Journal Entries for municipal utilities totaling \$48,607.95; Checks 37313 to 37366 totaling \$68,991.89; payroll vouchers 13755 to 13798 totaling \$28,960.97. Motion carried (3-0).

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
5/7/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, and Petra Streiff. Peggy Kruse arrived 6:43 p.m. Also present: Administrator Drake Daily, Deputy Clerk-Treasurer Wendy Tschudy and Clerk 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 5/7/19 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman to approve the 4/16/19, second by Petra Streiff. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Petra Streiff to recommend approval of: ACH for payroll expenses and credit card payment totaling \$23,162.69; Checks 37262 to 37312 totaling \$110,138.43 and payroll vouchers 13749 to 13774 totaling \$37,730.79. Motion carried (2-0).

UPDATE/DISCUSSION: POST-EMPLOYMENT HEALTH REIMBURSEMENT ACCOUNT

PROGRAM: Clerk Erb updated the Committee on a proposal for implementation of a Health Reimbursement Account for use in employee pay-out of sick leave. The program would allow employees who are eligible for pay-out of sick leave upon their termination or retirement with the Village to roll the pay-out into a Health Reimbursement Account tax free. The employee could then use that account to pay health premiums or other related health expenses. The program would be managed by North Shore Bank and the Village would not be responsible for any maintenance of the program. The program could result in significant tax savings to the employee as well as save the Village the Employer portion of the FICA tax on the pay-out. Should the Village agree to the program, all employees eligible for a pay-out would need to participate. The employees are scheduled to meet with a representative from North Shore Bank this week to learn more. Consensus of the Committee was to proceed with the offer to the employees.

DISCUSSION/CONSIDERATION: PUBLIC WORKS LABORER NEW HIRE WAGE RATE:

Administrator Daily informed the Committee that the latest Public Works Laborer hire, Kirk Trainor, resigned effective May 3, 2019. Public Works Director, Joe Cockroft, intends to review the finalist list from the most recent hire for an offer of employment and is requesting input on hourly rate of pay for this position. Staff is recommending \$19.50 to \$20.50 per hour as a competitive rate. It would be

anticipated the formal hiring resolution would come before the Village Board on 5/21/19. Trustee Streiff asked about the wage study, noting it would be nice to be able to provide comparisons for employees. Administrator Daily noted that he has been in contact with some firms for proposals to complete a comprehensive wage study for all employees. Motion by Petra Streiff, 2nd by Peggy Kruse to authorize staff to offer a beginning wage of \$19.50 to \$20.50 for the public works laborer position. 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
4/16/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Administrator Drake Daily and Clerk 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 4/16/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 4/3/19 and 4/9/19 minutes, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Petra Streiff to recommend approval of: ACH for payroll expenses, health and life insurance, credit card, journal entry for utility bills and Checks 37210 and 37211 totaling \$61,244.48; Checks 37212 to 37261 totaling \$69,370.24; and payroll vouchers 13711 to 13748 totaling \$35,514.23. Motion carried (3-0).

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:39 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
4/3/19

Meeting called to order at 6:32 p.m. by President Roger Truttman. PRESENT: Roger Truttman, and Petra Streiff. ABSENT: Peggy Kruse. Also present: Clerk 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 4/3/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 3/19/19 minutes, second by Roger Truttman. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Roger Truttmann to recommend approval of: ACH for payroll expenses and credit card payment totaling \$37,272.76; Checks 37171 to 37209 totaling \$27,606.72 and payroll vouchers 13686 to 13710 totaling \$27,196.27. Motion carried (2-0).

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

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/19/19

Meeting called to order at 6:34 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Peggy Kruse and Petra Streiff. Also present: Clerk 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 3/19/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 3/5/19 and 3/11/19 minutes, second by Peggy Kruse. 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, health and life insurance, credit card, and TID fee, journal entry for utility bills totaling \$66,934.23; Checks 37127 to 37170 totaling \$47,952.15; and payroll vouchers 13662 to 13685 totaling \$45,029.63. Motion carried (3-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:47 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL SPECIAL COMMITTEE MEETING
3/11/19

Meeting called to order at 9:00 a.m. by President Pro-Tem, Peggy Kruse. PRESENT: Peggy Kruse and Petra Streiff. ABSENT: Roger Truttmann. Also present: Clerk Lynne Erb.

ANNOUNCEMENT: President Pro-Tem Kruse announced that all cell phones should be silenced for the duration of the meeting.

AGENDA: Motion by Petra Streiff to approve the 3/11/19 agenda, second by Peggy Kruse. Motion carried.

CONSIDERATION: ACCDEPTANCE OF RESIGNATION OF DEPUTY CLERK-TREASURER: Deputy Clerk-Treasurer Barb Roesslein submitted her letter of resignation last week with her last day being April 9, 2019. Motion by Petra Streiff, second by Peggy Kruse to accept the resignation of Deputy Clerk-Treasurer, Barb Roesslein, with regret. Motion carried.

DISCUSSION/CONSIDERATION: AUTHORIZATION TO ADVERTISE FOR DEPUTY CLERK-TREASURER: The Committee discussed with Clerk Erb the draft of the position announcement as

well as the position description, making a couple of small edits to the position announcement. The wage rate was added to the position announcement with the Committee agreeing on \$18 per hour as a starting point, and determining the final rate depending on the qualifications of the final candidate. The Committee discussed placing the ad on Facebook and the Village's website immediately and running for one week in the POST-MESSENGER-RECORDER. The position will be advertised as open until filled.

Motion by Peggy Kruse, second by Petra Streiff to authorize the advertising of the position. Motion carried.

ADJOURN: Being no further business, President Pro-Tem adjourned the meeting at 9:21 a.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
3/5/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: Drake Daily and Clerk 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 3/5/19 agenda, second by Petra Streiff. Motion carried.

MINUTES: Motion by Petra Streiff to approve the 2/19/19 minutes, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Petra Streiff, second by Peggy Kruse to recommend approval of: ACH for payroll expenses and February tax settlement, Check 37082 totaling \$966,281.15; Checks 37083 to 37126 totaling \$34,432.73; payroll vouchers 13635 to 13661 totaling \$31,468.88. Motion carried (3-0).

DISCUSSION/CONSIDERATION: COLLECTION OF DELINQUENT PERSONAL PROPERTY TAXES FROM 2017: Clerk Erb reviewed with the Committee the list of personal property taxes delinquent from 2017, noting staff has continuously tried to collect the amounts due for the past year. Of the three (3) delinquent accounts, one is no longer in business in the Village of New Glarus. State law allows the Village to chargeback those taxes to the other taxing jurisdictions. Staff is requesting using the chargeback option, where applicable and turning the remaining two (2) accounts over to the collection agency used by the Village. Motion by Peggy Kruse, second by Petra Streiff to send the 2017 delinquent personal property taxes to collection and prepare the chargeback for the account no longer in business. Motion carried. (3-0)

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:39 p.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/19/19

Meeting called to order at 6:37 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Peggy Kruse. ABSENT: Petra Streiff. Also present: Clerk 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 2/19/19 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman to approve the 2/5/19 and 2/15/19 minutes, second by Peggy Kruse. Motion carried.

CLAIMS: After reading of the claims by President Truttman, motion by Peggy Kruse, second by Roger Truttman to recommend approval of: : ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$50,648.77; Checks 37027 to 37081 totaling \$81,480.42; and payroll vouchers 13610 to 13634 totaling \$28,456.98. Motion carried (2-0).

DISCUSSION/RECOMMENDATION: AUTHORIZATION TO ADVERTISE FOR PUBLIC WORKS

LABORER: Public Works Director, Joe Cockroft, is requesting authorization to begin advertising for a public works laborer to replace Gary Ott, who is retiring at the end of the month. The draft advertisement was reviewed with a correction made to Minimum Requirements indicating applicant must currently possess a CDL. The Committee requested the ad be placed on the Village's website and Facebook page as well as one publication in the POST-MESSENGER-RECORDER to start.

Motion by Roger Truttman, second by Peggy Kruse to recommend authorizing advertising including the change to Minimum Requirements. Motion carried. (2-0).

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
2/15/19

Meeting called to order at 10:00 a.m. by President Roger Truttman. PRESENT: Roger Truttman, Peggy Kruse and Petra Streiff. Also present: David Berner and Kevin Brunner of PAA.

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

ANNOUNCEMENT: President Truttman announced that the Finance and Personnel Committee will be meeting in Closed Session called under State Stat. 19.85(1)(c) for the purpose of considering performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: (Administrator Recruitment Process)

AGENDA: Motion by Peggy Kruse to approve the 2/15/19 agenda, second by Petra Streiff. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Peggy Kruse to convene into closed session at 10:01 a.m. ROLL CALL: Peggy Kruse – yes; Petra Streiff-yes; Roger Truttman-yes.

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Roger Truttmann to reconvene into open session at 12:50 p.m. ROLL CALL: Peggy Kruse-yes; Petra Streiff-yes; Roger Truttmann-yes.

REPORT ON CLOSED SESSION: Committee reviewed the videos of the semi-finalists for Administrator position with the representatives from PAA and have selected four (4) finalists. Final formal interviews are scheduled for March 1st and 2nd.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 12:52 p.m.

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/5/19

Meeting called to order at 6:33 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Petra Streiff. ABSENT: Peggy Kruse. Also present: Clerk Lynne Erb.

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

AGENDA: Motion by Petra Streiff to approve the 2/5/19 agenda, second by Roger Truttmann. Motion carried.

MINUTES: Motion by Roger Truttmann to approve the 1/15/19 and 2/4/19 minutes, second by Petra Streiff. Motion carried.

CLAIMS: After reading of the claims by President Truttmann, motion by Petra Streiff, second by Roger Truttmann to recommend approval of: ACH for payroll expenses, Checks 36982 to 36985 totaling \$67,368.06; Checks 36986 to 37026 totaling \$130,693.82; payroll vouchers 13564 to 13587 totaling \$32,524.95 and payroll vouchers 13588 to 13609 totaling \$28,188.85. Motion carried (2-0).

DISCUSSION/CONSIDERATION: RESOLUTION 19-01 RESERVE-DEBT POLICY: Clerk Erb reported this is an annual Resolution establishing the Emergency Reserve Fund and the Working-Capital Reserve Fund based on 2019 budgeted general fund expenditures. It also provides the existing debt limit and restates debt policy of the Village.

Motion by Petra Streiff, second by Roger Truttmann to recommend approval of Resolution 19-01. Motion carried. (2-0).

UPDATE ON ADMINISTRATOR HIRING PROCESS: No update as both committee members were in attendance at the meeting the day prior.

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

Lynne R. Erb, Clerk-Treasurer
VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
2/4/19

Meeting called to order at 10:00 a.m. by President Roger Truttmann. PRESENT: Roger Truttmann and Petra Streiff. ABSENT: Peggy Kruse. Also present: David Berner and Kevin Brunner of PAA, and Clerk Lynne Erb.

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

ANNOUNCEMENT: President Truttman announced that the Finance and Personnel Committee will be meeting in Closed Session called under State Stat. 19.85(1)(c) for the purpose of considering performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: (Administrator Recruitment Process)

AGENDA: Motion by Petra Streiff to approve the 2/4/19 agenda, second by Roger Truttman. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Roger Truttman to convene into closed session at 10:01 a.m. ROLL CALL: Petra Streiff-yes; Roger Truttman-yes.

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Roger Truttman to reconvene into open session at 11:44 a.m. ROLL CALL: Petra Streiff-yes; Roger Truttman-yes.

REPORT ON CLOSED SESSION: Committee reviewed the applications received for Administrator with the representatives from PAA and have selected ten (10) semi-finalists. The next meeting is scheduled for Friday, February 15, 2019 at 10:00 a.m.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 11:44 a.m.

Lynne R. Erb, Clerk-Treasurer

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
1/15/19

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Petra Streiff. Peggy Kruse joined at 6:45 p.m. Also present: Mike Bell, Shaun Dow and Clerk 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 1/15/19 agenda, second by Roger Truttman. Motion carried.

MINUTES: Motion by Roger Truttman to approve the 12/4/18 and 12/18/18 minutes, second by Petra Streiff. 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 \$87,150.57; 2018 Checks 36826 to 36879 totaling \$33,898.23 paid on 12/31/18; 2019 Checks 36926 to 36981 totaling \$134,843.39 and payroll vouchers 13515 to 13539 totaling \$36,696.43 and 13540 to 13563 totaling \$27,412.78. Motion carried (2-0).

DISCUSSION/RECOMMENDATION: CONTRACT AMENDMENT-PELLITTERI WASTE SYSTEMS: Pellitteri Waste Systems provided an option for a 10-year contract with the Village when the Village first contracted with Pellitteri in 2018. The 10-year option provided an annual cost savings over the existing 5-year contract. After a year of service with Pellitteri, Staff contacted them to obtain a possible amendment to extend the current contract to a 10-year contract with corresponding pricing.

The following additional changes proposed by Pellitteri are included as well:

- Change annual Spring Clean-up to \$140 per hour rather than the \$1,500 annual lump sum with an annual increase in the per hour charge of 2.5%. Pellitteri indicated that the 2018 Spring Clean-up took twice the amount of man hours anticipated.
- Annual pricing escalators of 2.5% for 'Special Events and Services'. This currently only applies to the Spring Clean-up.
- Removal of the Letter of Credit requirement (as requested by the Village in December, 2018). The charge to the Village for this has also been removed.

Preliminary estimates of savings to the Village with the changes is \$36,545 for 2019-2022.

Motion by Petra Streiff to recommend approval of an extension to the contract with Pellitteri Waste Systems for a 10-year term, second by Roger Truttman. Motion carried (2-0)

SCHEDULE MEETING WITH PAA: Clerk Erb asked for availability for a meeting with PAA for review of Administrator applications. The Committee consensus was to schedule the meeting for Thursday, January 31, 2019 at 9 a.m.

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

Lynne R. Erb, Clerk-Treasurer

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING