

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/15/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb. Jane Martinson joined at 6:37 p.m.

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

AGENDA: Motion by Peg Kruse to approve the 5/15/12 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 5/1/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 29012 to 29064 totaling \$49,741.44; ACH for payroll expenses, health and life insurance, utility bills and check 29011 totaling \$43,260.68 and payroll vouchers 7750 to 7781 totaling \$27,075.63. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
5/1/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb.

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

AGENDA: Motion by Peg Kruse to approve the 5/1/12 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 4/17/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28968 to 29010 totaling \$37,381.31; ACH for payroll expenses totaling \$22,263.36 and payroll vouchers 7700 to 7749 totaling \$36,879.16. Motion carried.

CONSIDERATION OF CONTRACT WITH TDS-NEW PHONE SYSTEM: Staff reviewed the proposal from TDS for the managed IP phone system. The proposal includes new phones for the utility offices, police department and village clerk's and administrator's offices. Proposals were received including the library, however, with the anticipated move to a new facility Library Board preferred to hold off purchasing a new phone system at this time. While the upgraded system would be approximately \$50 additional per month, it will provide staff with many new efficiencies not available with the current phone system, including an auto attendant. Initial set-up and phone costs will be approximately \$970 and staff has identified budgeted funds to cover those costs. President Salter asked about the change in internet speed from 6 Mbps to 3 Mbps with an increase in cost. He also asked about the number of static IP addresses. After a brief discussion, Jim Salter moved to approve the purchase after clarification on internet speed and static IP addresses, second by Peg Kruse. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:53 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
4/17/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb.

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

AGENDA: Motion by Greg Thoemke to approve the 4/17/12 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 3/20/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28923 to 28967 totaling \$42,565.98; ACH for payroll expenses, health and life insurance, journal entry for utility bills and check 28922 totaling \$25,591.11 and payroll vouchers 7670 to 7699 totaling \$25,645.17. Motion carried.

REVIEW 2012 – 1<sup>ST</sup> QUARTER BUDGET: Staff reviewed the 2012 first quarter budget to actual figures for the General Fund with the Committee. Staff reported numbers to be as expected through the first quarter, noting specific accounts that will be closely monitored. Staff expects to meet with department heads to review the first quarter report.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:44 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
3/20/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb.

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

ANNOUNCEMENT: The Committee 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 Peg Kruse to approve the 3/20/12 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 3/6/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28831 to 28880 totaling \$54,430.54; ACH for payroll expenses, health and life insurance, journal entry for utility bills and Checks 28829-28830 totaling \$53,783.51 and payroll vouchers 7612 to 7640 totaling \$24,557.14. Motion carried.

CONVENE INTO CLOSED SESSION: Motion by Jim Salter second by Greg Thoemke to convene into closed session. ROLL CALL VOTE: Peggy Kruse-yes; Jim Salter-yes; Greg Thoemke-yes. Motion carried at 6:39 p.m.

RECONVENE INTO OPEN SESSION: Motion by Jim Salter second by Peg Kruse to convene into closed session. ROLL CALL VOTE: Peggy Kruse-yes; Jim Salter-yes; Greg Thoemke-yes. Motion carried at 6:55 p.m.

RESULTS OF CLOSED SESSION: Negotiations with the WPPA will continue.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:57 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
3/6/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Trustee Kevin Budsberg, Administrator Nic Owen and Clerk Lynne Erb. Trustee Roger Truttman joined the meeting at 6:45 p.m.

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

AGENDA: Motion by Greg Thoemke to approve the 3/6/12 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Peg Kruse, second by Greg Thoemke to approve the 2/21/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28789 to 28828 totaling \$19,021.71; ACH for payroll expenses, and VISA payments totaling \$21,198.60 and payroll vouchers 7583 to 7611 totaling \$27,975.83. Motion carried.

RECOMMENDATION: RESOLUTION 12-05/AMENDING RESOLUTION 11-29/WAGE AND FRINGE BENEFITS FOR FULL-TIME EMPLOYEES EXCLUDING LIBRARY EMPLOYEES AND POLICE UNION EMPLOYEES: Administrator Owen reported this resolution adds benefits formerly provided to members of the IBEW union through their union contract to the general employee fringe benefit resolution. The union contract expired on 12/31/11 and they lost their ability to collectively bargain for these items as a result of Act 10. The Village was informed last week that the workers previously covered by the IBEW Union voted not to rejoin the union. It is now necessary for the Village to outline benefits previously available only to IBEW union employees in this Resolution. While the combining of the union contract and Resolution outlining benefits for non-union employees resulted in minor changes for each group of employees, we believe in the end we were able to benefit the employee with insignificant, if any, additional cost to the Village. Additionally the resolution creates a provision to alleviate the loss of sick time by long-term employees that have maxed out their accumulation of

sick time by allowing them to annually transfer any unused sick days into their deferred compensation account. It was an idea discussed to reward our long-term employees in a difficult budget time when we are unable to provide other incentives. The Committee briefly discussed the financial impact of the sick time pay-out, learning it was nominal. Trustee Kruse asked about the wording at paragraph 12 describing the number of days of vacation after reaching 15 years and the Committee agreed to add "and thereafter" after the "15 years", and remove the sentence: "Thereafter for each year of work, 25 work days paid vacation shall be granted". President Salter asked about including significant other or partner to the language under paragraph 23 describing immediate family. After further discussion, the Committee agreed to add "/domestic partner" after "spouse", pending further research on the language. Motion by Jim Salter, second by Peg Kruse to recommend approval of Resolution 12-05 noting the changes to paragraphs 12 and 23. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Jim Salter to adjourn. Motion carried.  
Time: 6:57 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
2/21/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb.

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

AGENDA: Motion by Greg Thoemke to approve the 2/21/12 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 2/7/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28737 to 28788 totaling \$84,590.02; ACH for payroll expenses, health and life insurance and February tax settlement totaling \$787,459.26 and payroll vouchers 7556 to 7582 totaling \$36,169.91. Motion carried.

RECOMMENDATION: RESOLUTION 12-03/RESERVE FUND POLICY/DEBT POLICY: Clerk-Treasurer Erb reported that this is an annual resolution that re-establishes the Village's emergency reserve and working capital reserve funds, based on the current budgeted general fund operating revenues. The funds required for 2012 total \$259,102.40 and a Certificate of Deposit has been established in that amount. The resolution also outlines the Village's debt policy. Clerk Erb provided an amended

Resolution showing the corrected General Obligation Debt capacity on 12/31/11 and noted the Village is currently at 77.84% of the state imposed limit which is over the self-imposed policy to maintain a level of general obligation debt equivalent to not more than 75% of its legal limit. No additional borrowing occurred in 2011; however, the total equalized value of the Village dropped by \$8,004,500 from 2010 to 2011. Motion by Peg Kruse to approve Resolution 12-03, second by Greg Thoemke. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Peg Kruse to adjourn. Motion carried. Time: 6:43 p.m.

Minutes by—Lynne R. Erb, Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
2/7/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Deputy Clerk Barb Roesslein.

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

AGENDA: Motion by Peg Kruse to approve the 2/7/12 agenda, second by Greg Thoemke. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 1/17/12 committee minutes. Motion carried.

CLAIMS: After reading of the claims by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: Expense checks 28674-28736 totaling \$97,217.86; ACH for payroll expenses, Journal entry for Utility bills, health and life insurance; Wires for January tax settlement and loan payments totaling \$1,491,905.03 and payroll vouchers 7528 to 7555 dated 1/27/12 totaling \$26,952.01. Motion carried.

DISCUSSION/RECOMMENDATION: CHANGES TO HIRING PROCESS: At the 1/17/12 Village Board meeting there was a request by the Village Board to review the current hiring process and if it could be streamlined. Administrator Owen researched other communities and found that in some municipalities the administrator was allowed to recruit and hire personnel along with the Department Head. Administrator Owen has discussed this matter with Village Attorney Bill Morgan, who felt it was appropriate to make this change in the hiring process. The committee came to the consensus to allow the administrator to recruit and hire personnel, but that requests for terminations should still be brought to the Village Board to avoid any liability should there be a grievance of a wrongful termination. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of the changes to the hiring process including the amendment to the personnel handbook and draft ordinance to amend Administrator job duties. Motion carried.

ADJOURN: Motion by Peg Kruse, second by Greg Thoemke to adjourn. Motion carried. Time: 6:51 p.m.

Minutes by—Barbara Roesslein, Deputy Clerk

VILLAGE OF NEW GLARUS  
FINANCE/PERSONNEL COMMITTEE MEETING  
1/17/12

Meeting called to order at 6:30 p.m. by President Jim Salter. PRESENT: Jim Salter, Greg Thoemke and Peg Kruse. Also present: Administrator Nic Owen and Clerk Lynne Erb.

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

AGENDA: Motion by Greg Thoemke to approve the 1/17/12 agenda, second by Peg Kruse. Motion carried.

MINUTES: Motion by Greg Thoemke, second by Peg Kruse to approve the 12/20/11 committee minutes. Motion carried.

CLAIMS: After reading of the 2012 claims dated 1/18/12 by Jim Salter, motion by Greg Thoemke, second by Peg Kruse to recommend approval of: 2012 Expense checks 28634 to 28664 dated 1/18/12 totaling \$19,113.23, also including: 2011 Expense checks 28562-28602 dated 12/28/11 totaling \$49,834.46; 2011 Expense checks 28620 to 28633 dated 1/11/12 totaling \$6,379.87; 2012 Expense checks 28603 to 28619 dated 1/3/12 totaling \$121,317.59; ACH for payroll expenses, Journal entry for Utility bills, health and life insurance totaling \$73,387.71 and payroll vouchers 7471 to 7497 dated 12/30/11 totaling \$31,340.48 and payroll vouchers 7498 to 7527 dated 1/13/12 totaling \$28,620.75. Motion carried.

CONSIDERATION: CHARGEBACK OF 2010 PERSONAL PROPERTY TAX (CREATIONS UNLIMITED LLC): Clerk Erb informed the Committee of the uncollected personal property taxes from Creations Unlimited LLC for 2010. This company moved from the Village and attempts to locate and collect the taxes have been unsuccessful. With the total amount of village tax at \$21.99, using collection services is not cost effective and Clerk Erb is requesting approval for charging back the taxes. Motion by Peg Kruse, second by Greg Thoemke to approve the chargeback of 2010 delinquent personal property taxes of Creations Unlimited LLC. Motion carried

RECOMMENDATION: RESOLUTION 12-01/2011 BUDGET AMENDMENT: This resolution puts the various 2011 projects previously approved by the Village Board that amended the budget together in one Resolution for a formal budget amendment. Motion by Greg Thoemke, second by Peg Kruse to recommend approval of Resolution 12-01/2011 Budget Amendment. Motion carried.

ADJOURN: Motion by Greg Thoemke, second by Jim Salter to adjourn. Motion carried.  
Time: 6:40 p.m.

Minutes by—Lynne R. Erb, Clerk

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**