

**VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
6/4/24 6:30 p.m.**

AGENDA:

1. Call to Order
2. Public Comment
3. Approval of 5.7.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Investment Policy
6. Adjournment

Roger Truttman, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall	5/31/24
N.G. Post Office	5/31/24
Bank of New Glarus	5/31/24

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
5/22/24

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

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

PUBLIC COMMENTS: None.

APPROVAL OF 4/16/24 MINUTES: Motion by Peggy Kruse and second by Gof Thomson to approve the 5/7/24 minutes. Motion carried 3-0.

CLAIMS: Kruse, Thomson, and Truttman 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 and April utilities; payroll vouchers 18106 to 18134 totaling \$38,298.03; and checks 43119 to 43165 totaling \$109,452.66. Motion carried 3-0.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:41 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:
 Report type: GL detail
 Check: Check Issue Date = 06/05/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43166										
06/24	06/05/2024	43166	6321	APPS-BODILLY, SUSAN	HONORARIUM	06272024	1	25-00-55110-310-014	150.00	150.00
Total 43166:										150.00
43167										
06/24	06/05/2024	43167	6121	AUTO VALUE NEW GLARUS	WWTP	05252024	1	40-00-53630-350-000	609.98	609.98
06/24	06/05/2024	43167	6121	AUTO VALUE NEW GLARUS	PARTS	05252024	2	10-00-53240-350-000	98.36	98.36
Total 43167:										708.34
43168										
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - UTILITY SHOP	2900181110	1	50-10-58430-000-924	4,945.20	4,945.20
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - UTILITY SHOP	2900181110	2	50-20-58430-000-924	2,662.80	2,662.80
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - WELL 3	2900181110	3	50-20-58430-000-924	2,938.00	2,938.00
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - VILLAGE HALL	2900181110	4	50-20-58430-000-924	1,475.75	1,475.75
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - VILLAGE HALL	2900181110	5	10-00-51930-310-000	4,427.25	4,427.25
06/24	06/05/2024	43168	6316	AUTO-OWNERS INSURANCE	FLOOD INSURNACE - PW SHOP	2900181110	6	10-00-51930-310-000	3,359.00	3,359.00
Total 43168:										19,808.00
43169										
06/24	06/05/2024	43169	1155	BADGER SPORTING GOODS	Ball equipment	AAL006190-	1	10-00-55300-310-001	1,165.00	1,165.00
Total 43169:										1,165.00
43170										
06/24	06/05/2024	43170	6219	BAER INSURANCE SERVICES, I	2024 FINAL WORKERS COMP/GENERAL LIABILITY/I	7834	1	10-00-51935-310-000	33,977.50	33,977.50
Total 43170:										33,977.50
43171										
06/24	06/05/2024	43171	4222	BEAR GRAPHICS INC	MINUTE BOOK	0939593	1	10-00-51420-310-000	326.64	326.64

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43171:										326.64
43172										
06/24	06/05/2024	43172	1275	BORDER STATES ELECTRIC SU	misc electric	928337054	1	50-10-58210-000-562	657.88	657.88
Total 43172:										657.88
43173										
06/24	06/05/2024	43173	6066	CDW GOVERNMENT	INK SHOP PRINTER	RF35549	1	50-10-58410-000-921	73.01	73.01
06/24	06/05/2024	43173	6066	CDW GOVERNMENT	INK SHOP PRINTER	RF35549	2	50-20-58410-000-921	39.32	39.32
Total 43173:										112.33
43174										
06/24	06/05/2024	43174	5842	CLASSY CLEANERS	Village Hall & PD Cleaning	2141	1	10-00-51600-291-000	1,235.00	1,235.00
Total 43174:										1,235.00
43175										
06/24	06/05/2024	43175	1540	CRESCENT ELECTRIC SUPPLY	STR SOFT BARE CU #1/0 / PER FT	S512352975.	1	50-00-15400-000-154	1,230.00	1,230.00
Total 43175:										1,230.00
43176										
06/24	06/05/2024	43176	5502	CURRAN'S DRAIN CLEANING	sewer backup - Village Hall	02098	1	10-00-51600-310-000	325.00	325.00
Total 43176:										325.00
43177										
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	1	10-00-51415-130-000	15.02	15.02
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	2	10-00-51420-130-000	86.34	86.34
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	3	10-00-51510-130-000	70.64	70.64
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	4	10-00-52100-130-000	37.56	37.56
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	5	10-00-52120-130-000	313.95	313.95
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	6	10-00-53100-130-000	180.93	180.93
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	7	22-00-51420-130-000	8.99	8.99
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	8	25-00-55110-130-000	246.86	246.86
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	9	40-00-53600-130-000	152.88	152.88

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	10	45-00-53440-130-000	30.66	30.66
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	11	50-10-58450-000-926	311.83	311.83
06/24	06/05/2024	43177	1590	DELTA DENTAL	JUNE DENTAL	2144398	12	50-20-58450-000-926	159.68	159.68
Total 43177:										1,615.34
43178										
06/24	06/05/2024	43178	1605	DEMCO INC.	Library	7485887	1	25-00-55110-310-000	155.68	155.68
Total 43178:										155.68
43179										
06/24	06/05/2024	43179	4728	ESTHER'S EUROPEAN IMPORT	flags for park	2013	1	10-00-55200-310-000	406.00	406.00
Total 43179:										406.00
43180										
06/24	06/05/2024	43180	1760	FIRST SUPPLY GROUP	FILTER FOR FOUNTAINS	14131928-00	1	10-00-55200-350-000	68.12	68.12
Total 43180:										68.12
43181										
06/24	06/05/2024	43181	1900	GORDON FLESCH CO INC	Copies over annual base	IN14693489	1	10-00-51510-310-000	25.98	25.98
06/24	06/05/2024	43181	1900	GORDON FLESCH CO INC	Copies over annual base	IN14693489	2	10-00-51420-310-000	25.98	25.98
06/24	06/05/2024	43181	1900	GORDON FLESCH CO INC	Copies over annual base	IN14693489	3	10-00-51415-310-000	25.98	25.98
Total 43181:										77.94
43182										
06/24	06/05/2024	43182	1925	GREEN CTY HIGHWAY DEPT	PATCHING	05142024	1	10-00-53300-310-000	855.05	855.05
Total 43182:										855.05
43183										
06/24	06/05/2024	43183	1930	GREEN CTY WASTE MGMT	landfill	05162024	1	70-00-53620-310-001	6,033.34	6,033.34
06/24	06/05/2024	43183	1930	GREEN CTY WASTE MGMT	landfill-clean up day portion	05162024	2	70-00-53620-310-002	1,917.09	1,917.09
Total 43183:										7,950.43

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount	
43184	06/24	06/05/2024	43184	6324	HALEY STRATEGIC PARTNERS,	PD SUPPLIES	S23017	1	10-00-52120-310-000	84.87	84.87
Total 43184:										84.87	
43185	06/24	06/05/2024	43185	6327	HOEPER, RILEY	WORK PERMIT REIMBURSEMENT	05282024	1	10-00-55420-310-000	10.00	10.00
Total 43185:										10.00	
43186	06/24	06/05/2024	43186	6322	HOESLY TYSE	WORK PERMIT REIMBURSEMENT	05172024	1	10-00-55420-310-000	10.00	10.00
Total 43186:										10.00	
43187	06/24	06/05/2024	43187	4906	J&R UNDERGROUND LLC	1013 TOWER CIR	37653	1	50-10-58210-000-572	1,288.92	1,288.92
Total 43187:										1,288.92	
43188	06/24	06/05/2024	43188	5166	KIMBALL MIDWEST	Parts	102244860	1	10-00-53240-350-000	285.50	285.50
Total 43188:										285.50	
43189	06/24	06/05/2024	43189	2320	L V LABORATORIES LLC	WWTP chemicals	2981	1	40-00-53630-291-003	2,909.50	2,909.50
Total 43189:										2,909.50	
43190	06/24	06/05/2024	43190	6320	LESTER PUBLIC LIBRARY	PAYMENT FOR DAMAGED BOOK	05292024	1	25-00-21800-000-000	25.00	25.00
Total 43190:										25.00	
43191	06/24	06/05/2024	43191	6265	LIMITLESS LAWN & LANDSCAP	mowing	1627	1	50-10-58220-000-576	405.00	405.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43191:										405.00
43192										
06/24	06/05/2024	43192	5919	M&D TRUCK AND EQUIPMENT	EXCAVATOR RENTAL	32149	1	50-10-19000-000-107	2,590.00	2,590.00
06/24	06/05/2024	43192	5919	M&D TRUCK AND EQUIPMENT	EXCAVATOR RENTAL	32149	2	45-00-53442-310-000	795.00	795.00
Total 43192:										3,385.00
43193										
06/24	06/05/2024	43193	5526	MIDWEST METER INC	METERS	0167240-IN	1	50-20-18100-000-346	1,442.38	1,442.38
Total 43193:										1,442.38
43194										
06/24	06/05/2024	43194	2500	MIDWEST POOL SUPPLY INC	pool chemicals AND SIGN	112543	1	10-00-55420-291-000	334.41	334.41
Total 43194:										334.41
43195										
06/24	06/05/2024	43195	2515	MIDWEST TAPE LLC	Library	505404390	1	25-00-55110-310-003	39.99	39.99
Total 43195:										39.99
43196										
06/24	06/05/2024	43196	4245	MONROE HEATING & SHEET M	WWTP	116094	1	40-00-53630-350-000	461.62	461.62
Total 43196:										461.62
43197										
06/24	06/05/2024	43197	2590	MONROE TRUCK EQUIPMENT	parts	34282	1	10-00-53240-350-000	1,521.24	1,521.24
Total 43197:										1,521.24
43198										
06/24	06/05/2024	43198	6326	MORRISON, KAIA	WORK PERMIT REIMBURSEMENT	05282024	1	10-00-55420-310-000	10.00	10.00
Total 43198:										10.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount	
43199	06/24	06/05/2024	43199	4073	NEW GLARUS CONCRETE	CONCRETE PAD	1754	1	10-00-55200-352-000	332.38	332.38
Total 43199:										332.38	
43200	06/24	06/05/2024	43200	6168	ODP BUSINESS SOLUTIONS LL	Clerk Office Supplies	3680905320	1	10-00-51420-310-000	60.03	60.03
Total 43200:										60.03	
43201	06/24	06/05/2024	43201	6325	PARMAN, KATE	WORK PERMIT REIMBURSEMENT	05142024	1	10-00-55420-310-000	10.00	10.00
Total 43201:										10.00	
43202	06/24	06/05/2024	43202	6319	PORTAGE COUNTY PL - PLO	PAYMENT FOR DAMAGED BOOK	05292024	1	25-00-21800-000-000	9.00	9.00
Total 43202:										9.00	
43203	06/24	06/05/2024	43203	3025	RESCO	SAFETY	3033628	1	50-10-58440-100-925	150.81	150.81
Total 43203:										150.81	
43204	06/24	06/05/2024	43204	6201	RHYME	LIBRARY	AR736101	1	25-00-55110-240-000	211.92	211.92
Total 43204:										211.92	
43205	06/24	06/05/2024	43205	3075	ROY'S MARKET INC	ELECTION supplies	05012024	1	10-00-51440-310-000	47.32	47.32
06/24	06/05/2024	43205	3075	ROY'S MARKET INC	WWTP	05012024	2	40-00-53630-340-000	11.85	11.85	
06/24	06/05/2024	43205	3075	ROY'S MARKET INC	Library	05012024	3	25-00-55110-310-014	21.00	21.00	
06/24	06/05/2024	43205	3075	ROY'S MARKET INC	WATER SUPPLIES	05012024	4	50-20-58150-000-632	3.87	3.87	
06/24	06/05/2024	43205	3075	ROY'S MARKET INC	WATER SUPPLIES	05012024	5	50-20-58490-000-935	3.29	3.29	
Total 43205:										87.33	

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43206										
06/24	06/05/2024	43206	6318	SCHLUESCHE FIELDS S.C.	LIBRARY LEGAL SERVICES	3508	1	25-00-57130-810-000	1,485.00	1,485.00
Total 43206:										1,485.00
43207										
06/24	06/05/2024	43207	5935	STAGECOACH PLUMBING INC	start up pool	18907	1	10-00-55420-291-000	2,043.54	2,043.54
06/24	06/05/2024	43207	5935	STAGECOACH PLUMBING INC	CHEMICAL FEED LINE	18957	1	40-00-53630-350-000	362.85	362.85
06/24	06/05/2024	43207	5935	STAGECOACH PLUMBING INC	INSTALL NEW DRAIN IN POOL HOUSE	18958	1	10-00-55420-350-000	146.65	146.65
Total 43207:										2,553.04
43208										
06/24	06/05/2024	43208	5231	STOUGHTON PUBLIC LIBRARY	PAYMENT FOR DAMAGED BOOK	05292024	1	25-00-21800-000-000	17.99	17.99
Total 43208:										17.99
43209										
06/24	06/05/2024	43209	5095	STUART C IRBY CO	MISC EQUIP	S013948025-	1	50-10-58210-000-562	266.34	266.34
Total 43209:										266.34
43210										
06/24	06/05/2024	43210	6279	SUPERIOR CHEMICAL, LLC	CHEMICAL	391519	1	10-00-53230-310-000	191.14	191.14
Total 43210:										191.14
43211										
06/24	06/05/2024	43211	6127	SYMDON AUTO	2015/2019 SQUADS	05232024	1	10-00-52120-350-000	520.65	520.65
Total 43211:										520.65
43212										
06/24	06/05/2024	43212	3335	TDS TELECOM	PD PHONE AND INTERNET	05222024	1	10-00-52100-220-000	83.29	83.29
Total 43212:										83.29
43213										
06/24	06/05/2024	43213	3510	USA BLUEBOOK	ELECTRIC SAFETY	INV0002887	1	50-10-58440-100-925	92.42	92.42

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
06/24	06/05/2024	43213	3510	USA BLUEBOOK		WWTP		40-00-53630-350-000	458.23	458.23
06/24	06/05/2024	43213	3510	USA BLUEBOOK		WWTP		40-00-53630-350-000	185.00	185.00
Total 43213:										735.65
43214										
06/24	06/05/2024	43214	6323	WHITE, CHLOE		WORK PERMIT REIMBURSMENT		10-00-55420-310-000	10.00	10.00
Total 43214:										10.00
43215										
06/24	06/05/2024	43215	6317	WI DATCP		POOL LICENSES		10-00-55420-390-000	725.00	725.00
Total 43215:										725.00
Grand Totals:										90,487.25

Report Criteria:
 Report type: GL detail
 Check.Check Issue Date = 06/05/2024

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: 3

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 should remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The Village defines liquidity as working cash on hand, investments that offer same-day liquidity such as the State of Wisconsin Local Government Investment Pool (LGIP), and investments maturing under 90 days. Before making an investment with General Fund or Utility dollars, the Village should determine if there is sufficient liquidity, which is defined as six (6) months of operating expenditures.
- c. **Yield** – Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

3. Standards of Care

- a. **Prudence** – “Notwithstanding any other provisions of law, a treasurer who deposits public moneys in any public depository, in compliance with Wis. Stat. 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)
- 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 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.

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. Village Clerk-Treasurer and/or Administrator will seek prior approval from the Village Board before completing any investment transactions. Individuals authorized to engage in investment transactions on behalf of the Village are listed in *Appendix A*.

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 proper execution and management of the investment program.
- b. **Transactions** – Investment signatories shall include the Clerk/Treasurer, Deputy Clerk/Treasurer, Village Board President, and a Finance/Personnel Committee Member.
- c. Internal controls shall address:
 - Confirmation of transactions for investments and wire transfers
 - Interest earnings will be recorded in the Village’s accounting records based on generally accepted government accounting principles
 - An annual summary of all investments will be prepared by the Village Treasurer for review by the Village Board. This summary shall be independently verified as part of the annual external audit.

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 once every year.

7. List of Attachments

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

- a. List of authorized personnel
- b. List of authorized public depositories, financial institutions, and brokers/dealers
- c. List of applicable Wisconsin statutes

Appendix A

List of authorized personnel:

Lauren Freeman, Village Administrator

Kelsey Jensen, Village Clerk-Treasurer

Appendix B

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)

Appendix C

Applicable Wisconsin statutes:

- Wis. Stat. 34.05 Designation of Public Depositories
- Wis. Stat. 34.06 Liability of Treasurers
- Wis. Stat. 66.0603 Investments
- Wis. Stat. 67.11 Debt Service Fund

DRAFT