

MINUTES
02/07/2012
Regular Town Board Meeting
Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus @ 6:30 pm

ATTENDING: Board Members: Keith Seward, Chris Narveson, Dean Streiff, Jim Hoesly, Robert Elkins, Pattie Salter and Dennis Nielson

ALSO ATTENDING: Dale Hustad (Town Counsel) and Craig Galhouse (Town Assessor)

CALL TO ORDER: K. Seward called the meeting to order at 6:35 PM – Swiss Miss Center

Proof of Posting: Proper proof of notice was duly noted

Discussion/Motion: J. Hoesly moved approve the 1/17/2012 Caucus minutes as presented; R. Elkins 2nd. Motion carried.

Discussion/Motion: D. Streiff moved approve the 1/17/2012 Regular Town Board minutes as presented; C. Narveson 2nd. Motion carried.

Public Comments: No Public Comments

Personal Property Tax Palpable Error – AT&T Capital Services:

Assessor, Craig Galhouse was present and explained that AT&T Capital Services requested a refund of taxes as their lease expired 12/30/2010 and they have since sold the equipment to Wisconsin Bell. Craig explained that the tax bill, in the amount of \$23 is now delinquent. Had the taxes been paid, the Town of New Glarus could have been able to simply issue a refund to AT&T Capital Services. The tax is delinquent and makes the process of correcting the palpable error a bit more complicated. Craig will need to send a new tax bill to the new owner. Craig asked AT&T to provide him with an address for WI Bell. Craig also noted that the equipment may be in use at the New Glarus Woods. If that's the case, there will not be a new tax bill created because the DNR is tax exempt. For the time being, the bill has not been paid and there is no action needed.

C. Galhouse confirmed that the mobile home on Hwy 39 which was previously owned by George and Alleda Gerber was sold to Carrie and William Jones. C. Galhouse will be issuing the Jones' a Personal Property Bill. This item will be added to the next Plan Commission meeting.

Patrolman's Report:

- Update on Ditching Work Performed by Ed Klitzke – D. Nielson reported that he was not able to review the area as it is covered with snow. D. Nielson will follow up in the spring.
- Truck Update – D. Nielson reported that he has the truck back. The engine is not running right. He will have Monroe Trucks drive it to determine the cause. K. Seward noted that he talked to Matt Beckman who said there was water in the oil caused by leaky seals. K. Seward asked if there was a recommendation from the distributor to see if the oil should be changed more frequently.
- D. Nielson reported that Tree work has started.
- Road Sign Inventory – Dennis and Pete will drive the roads on Thursday and complete the inventory list.
- Bridge Work – The County will be inspecting our bridges in May.

Finance Committee Report:

- Accounts Receivable Aging List – D. Streiff noted that \$457 had been billed between January 1 and February 7, 2011. There is currently one outstanding invoice

for Buesser Construction in the amount of \$159.

- Driveway Refunds – None submitted
- Accounting Reports and Bank Reconciliation - Reports were handed out to all board members.
- Approval and Payment of Bills – D. Streiff noted that check number 16512 was a voided payroll misprint. C. Narveson moved to approve January checks: 16513-16522 R. Elkins 2nd. Motion carried.

C. Narveson moved to approve February checks: 16523-16549, R. Elkins 2nd. Motion carried. D. Streiff moved to approve ACH payments 33094, 34624, 83492, 85600, & 20938, J. Hoesly 2nd. Motion carried.

Clerk-Treasurer's Report:

- Hill Climb Request – P. Salter reported that Tom Schmock from the Alpha Romeo group had dropped of a copy of their Village Permit for the Hill Climb event, scheduled for May 5.
- P. Salter reported that she had taken two complaint calls:
 1. A neighbor had complained that a resident was burning railroad ties inside their home. The party was especially concerned because a toddler lived in the home. The complaint was reported to Green County Health Department. Board action was not necessary.
 2. A resident had complained that the Town hadn't printed the neighbor tax report this year. P. Salter explained to the resident that the information is now a searchable feature on the Green County website. The resident wanted the board to be aware of her objection. No board action was taken.
- TDS – P. Salter explained that TDS sent us an email announcing a new service plan with that now included two services we've been paying separately for, call forwarding and voicemail. The new plan also covers a larger long distant area and allows for more local call hours. We should save about \$20 a month by switching to the new plan. Without objection, the board authorized P. Salter to switch our service to the new plan.
- WTA District Meeting - K. Seward, D. Streiff and C. Galhouse plan to attend the February 17th meeting in Richland Center.
- WTA Conference is scheduled for October 14-17th in Appleton. Pattie and Keith are registered. Anybody else wishing to attend should let Pattie know.
- The New Glarus Library Board is hosting a joint meeting with the Town and Village Boards. They will be revealing the outcome of a recent investigative survey focusing on interest of fundraising for the new library. The meeting is scheduled for February 16, at 6:30 p.m. in the Village Hall Community Room.
- Deputy Clerk/Plan Administrator – P. Salter reported that the woman hired to fill this position did not work out. Interviews were held last week and the candidates have been narrowed down to two. A decision should be made by weeks end.

Chairman's Report:

- Discussion of Town Hall Use Policy – C. Narveson reported that a resident had expressed concern that taxpayers couldn't rent the facilities based on the current policy. D. Hustad felt that residents would be considered private entities and would be able to use the room. Further discussion is needed on the topic without objection the item will be added to the March agenda.
- Discussion of Potential Joint Town/Village Garbage Collection – K. Seward reported that he spoke with the Village about sharing the service and they expressed some interest. A representative from Waste Management will be here on Thursday morning to discuss automated pickup. Driveway length in the Town may make the automated system too cumbersome for the elderly and residents with long driveways.
- Revise Benefits Policy XI: Per Meeting Incentive – K. Seward moved change the Per Meeting wording to read ***“an attendance fee as set by the Town Board shall be paid in lieu of per diem for hourly paid employees. Set fee amount and board approval to be reviewed in January of each year.*”**

Two or more meetings held during the same 24-hour period (mid-night to mid-night) shall receive only one Per Meeting paid. The Per Meeting incentive for Calendar year 2012 is set at \$40.00.” J. Hoesly 2nd. Clerk-Treasurer, Salter voiced concern about stacking multiple meetings in the same day in order save on the incentive. The workload per meeting should be a consideration when scheduling a meeting because it takes time to process the work that each meeting produces. Motion carried.

- Emergency Call-Out Per Appearance Policy – K. Seward explained that a situation came up in January where an emergency snow plow driver reported to plow at 12:30 p.m. and worked until 4:30 p.m. on a Thursday. He was called back in at 3:30 a.m. Friday morning and worked until 8:00 a.m. Our current policy states that the individual is paid 1 per appearance incentive per 24 hour period. Because the calls happened within a 24 hour period only one \$25 incentive was paid. Clerk-Treasurer, Salter asked the board to consider defining the day as a calendar day (from 12:00 a.m. to 11:59 p.m.) rather than using a 24 hour day. R. Elkins moved to amend the current policy to define the day as a calendar day (from 12:00 a.m. to 11:59 p.m.) D. Streiff 2nd. Motion carried. D. Hustad suggested including a couple examples. 4 Ayes, 1 Nay. Motion Carried. Clerk-Treasurer will add the language to the policy handbook.
- Review Grievance Policy Change – K. Seward moved to amend the probationary period from 6 months to 90 days. C. Narveson 2nd. Motion carried.
- Discussion of WRS Eligibility for Part-Time Employees – K. Seward reported that the part-time employees who work 20 hours per week will likely to be eligible for WRS benefits when you take into consideration the hours they would need to work to cover vacations and conferences. The current threshold for qualifying for WRS enrollment is 1200 hours per year. If a new employee has participated in the WRS in the past, the qualifying hours drop to 600 hours per year.

EXAMPLE: 20 hrs per wk x 52 wks = 1040
40 hrs per wk x 3 wks = 120
Green Bay Master Academy = 40
Estimated Hours = 1200

Parks Commission Report:

C. Narveson explained that the Parks Commission requested the transfer of \$1,000 of unused funds from the 2011 Parks Budget “Park Site Evaluation” line item at their December meeting. In addition the Parks Commission is requesting \$5,000 from their

2012 budget be deposited in the Town Hall Sinking Fund. C. Narveson moved to pass a resolution to transfer the funds as requested. J. Hoesly 2nd. Motion carried.

Plan Commission Report:

- K. Seward reported that John Marty requested a land division at the last Plan Commission meeting. The request was denied based on an insufficient legal description. K. Seward met with John Marty to convey the Plan Commission's decision and to clarify that he needs to provide a legal description of the original homestead.
- Rebecca Hauser is coming back before the Plan Commission. She will be doing a neighbor exchange for some farmland she wants to sell and a small parcel that she wants to trade with her son.

Next meeting March 6th, 2012 @ 6:30

Recess into Closed Session:

C. Narveson moved to recess into closed session per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 8:07 p.m.; 2nd D. Streiff. Motion Carried.

D. Streiff moved and R. Elkins 2nd to reconvene into Open session 8:50.

Results of closed Session:

The following are actions taken after the closed session as discussed during the closed session:

R. Elkins moved to revise policy XIV as follows:

Health Insurance: *(WRS dictates that an employer must pay a minimum of 50% of the least expensive State sponsored plan, but no more than 105% of same plan) Effective 1/1/2012 Traditional HMO-Classic Standard Plan (P02) provides employer share amount that is 88% of the average premium cost of the qualified Tier 1 health plans within the county.*

~~A benefit eligible employee would be offered health insurance coverage at 50% of health care premium up to the maximum of the least expensive of the State sponsored plan. 88% of the average premium cost of the qualified Tier 1 health plans within the county. The Town of New Glarus agrees to pay the premium adjusted upward from the 50% on a pro-rata basis reflecting the difference of hours between 600 and 2,080 per year. Full payment would be made at 2,080 hours (full-time) per year. WRS rules allow employer contributions for health insurance for full time BEE to be between 50% and 88% of the average of the Premium cost for Tier 1 health plans within Green County. Town BEE who participates in WRS is allowed to pick plans within the State Department of Employees Trust Funds listing of the then current Traditional HMO Options.~~

The New Glarus Town Board has set the employer paid portion of Health Insurance premium for full time BEE not to exceed the following:

Family Coverage - \$1,398.10/mo. during year 2012

Single coverage - \$499.40/mo. during year 2012

The Town Board shall review this policy annually in January.

WRS payments comprise employer and employee contributions and must be paid one month in advance, therefore BEE who participates in the Town's health insurance will, when applicable, have deductions taken from their paycheck, or in cases of some L.O.A. situations, may be required to pay the Town where Town payroll checks may not be available.

Employer health insurance contributions for part time BEE who participate in WRS Insurance will have the employer contributions pro rated downward per Policy XVIII, except the employee portion paid cannot be below that established by WRS. J. Hoesly 2nd. Motion carried.

9:00 p.m. R. Elkins moved to adjourn, D. Streiff 2nd. Motion Carried.