

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Tuesday, January 17th, 2023 at 5:00 PM**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. Truck Loan
 - B. Investments – RFPs
 - C. Village Office Hours
 - D. Village Hall Security
 - E. Open Meeting Law training
- VI. Adjourn

Kayla Lindert, Clerk/Treasurer
Posted: 01/12/2023

The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Thursday, November 17, 2022 at 2:30 p.m.**

Call to Order – Babcock called meeting to order at 2:30 PM

Roll Call – All trustees present along with Salmon, DPW/Administrator

Agenda Approval – **Motion to approve Possehl/Babcock. Motion carries unanimously.**

Minutes Approval – **Motion to approve Babcock/Possehl. Motion carries unanimously.**

NEW BUSINESS:

CLOSED SESSION under WI Stats. Sec. 19.85 (1) (c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

1. Interview applicants for the Utility & Billing Clerk Position
 - **Motion to go into closed session at 2:32 PM
Possehl/Griepentrog. Motion carries unanimously**

RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.

- **Motion to return to open session at 5:21 PM
Possehl/Griepentrog. Motion carries unanimously.**

Adjourn – Babcock adjourned meeting at 5:21 PM

Kayla Lindert, Clerk/Treasurer

Approved:

Erin Salmon

Subject: FW: Re: Truck Loan

All,

In talking with USSI, the truck they are building us, is being built (for only Pardeeville). It's just taking a bit longer, like a car in the body shop right now.

Below is the email from Shane, regarding interest payments. Essentially, we are getting a jump-start on the payment process for the Derrick at a locked in, low rate, from August 2022. Please see below.

Thanks,

Erin

From: Shane Reitzner <sreitzner@htbwi.com>
Sent: Wednesday, January 11, 2023 8:45 AM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: RE: [External] RE: Truck Loan

Erin;
Interest paid in 10 payments..
5 years- \$6,659
7 years- \$6,813

If rate were a half a percent higher (5.85) for comparison
5 years- \$7,288
7 years- \$7,456

Difference of \$600 roughly.

Starting the loan right now and taking the money you are able to know what the rate is. To be honest if you were to get quoted right now we would be or should be a half percent higher than what I did quote. The other pros I know what I can offer for you right now with my upcoming merger we will have different processes and procedures that I am not aware of yet. I do not know that process and what it will require of you and I.

The biggest negative is I would say there is a strong chance you will have a higher rate on this truck either way.

Let me know if I missed anything or need clarification.

Thanks,



Hometown's Right Here.

Shane Reitzner
Assistant Vice President

Phone: 608-635-0475

Cell: 608-697-6962

Fax: 608-429-9500

NMLS#: 945709

From: Erin Salmon <dpw@villageofpardeeville.net>

Sent: Tuesday, January 10, 2023 6:59 PM

To: Shane Reitzner <sreitzner@htbwi.com>

Subject: [External] RE: Truck Loan

Hi Shane,

Can you tell me the amount of interest we will be paying this year? Assuming we start in Feb? In your opinion, what are the pro's/con's on starting the loan now?

Erin M. Salmon, P.W.M.

Village Administrator and Director of Public Works

Village of Pardeeville/Pardeeville Public Utilities

Ph: 608-429-3121

Fax: 608-429-3714

"A mistake which makes you humble, is much better than an achievement that makes you arrogant."

From: Shane Reitzner <sreitzner@htbwi.com>

Sent: Tuesday, January 10, 2023 8:02 AM

To: Erin Salmon <dpw@villageofpardeeville.net>

Subject: Truck Loan

Erin;

We have had some internal meetings recently and with the upcoming merger we have been asked to communicate things that might not close by the merger date. Due to many moving parts as we get closer we are try to minimize issues at closing date along with staffing and workloads of the credit team. Please let me know if you have any questions.

Thanks,



Shane Reitzner

Assistant Vice President

Phone: 608-635-0475

Cell: 608-697-6962

Fax: 608-429-9500

Email: SReitzner@htbwi.com

www.HTBWI.com

NMLS#: 945709



This email and any files transmitted with it are privileged, confidential, subject to copyright and intended solely for the use of the individual or entity to whom they are addressed. Standard email is not a secure transport method and confidential information and personal data such as social security numbers and account numbers should never be sent in a standard email. Views expressed are those of the user and not necessarily those of this institution. If you are not the intended recipient of this communication, you are hereby notified that any unauthorized review, use, dissemination, distribution, downloading, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by reply email, delete the communication and destroy all copies. Thank you for your assistance and cooperation.

Erin Salmon

Subject: FW: RE: Truck Loan

From: Shane Reitzner <sreitzner@htbwi.com>
Sent: Tuesday, December 27, 2022 3:40 PM
To: Erin Salmon <dpw@villageofpardeeville.net>
Cc: Kayla Lindert <clerk-treasurer@villageofpardeeville.net>
Subject: Re: [External] RE: Truck Loan

They would want an active account not just a holding account. I can see if we can get the loan approved and through prior to you actually receiving the truck. Basically you take the loan before the truck gets in

Shane Reitzner
NLMS 945709
Assistant Vice President
Hometown Bank

Get [Outlook for iOS](#)

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Tuesday, December 27, 2022 3:01:59 PM
To: Shane Reitzner <sreitzner@htbwi.com>
Cc: Kayla Lindert <clerk-treasurer@villageofpardeeville.net>
Subject: RE: [External] RE: Truck Loan

Would it help if I give you money upfront somehow? I budgeted for the 1st of 7 years in 2023 (\$24,848). We know we have an account at your bank now with approx.. \$100K, but maybe this additional deposit towards the loan/truck would be helpful?

Thanks much!

Erin M. Salmon, P.W.M.

Village Administrator & Director of Public Works
Village of Pardeeville/Pardeeville Public Utilities
114 Lake St.
Pardeeville, WI
P: 608-429-3121
F: 608-429-3714

"A mistake which makes you humble, is much better than an achievement that makes you arrogant."

From: Shane Reitzner <sreitzner@htbwi.com>
Sent: Tuesday, December 27, 2022 1:44 PM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: RE: [External] RE: Truck Loan

No I would say wait now. Also rates will need to be updated not sure when you want to let me know when you have an ETA as I can not still agree to that rate for over a year. I hope you understand.

Only thing we could possibly discuss would be the deposit account information and possibly moving that. I know with the upcoming merger with Bank First they will require that we have that deposit account with us. I probably can convince them to do the loan still but I will say the rate will definitely be reflective of that change.

From: Erin Salmon <dpw@villageofpardeeville.net>

Sent: Tuesday, December 27, 2022 1:40 PM

To: Shane Reitzner <sreitzner@htbwi.com>

Subject: [External] RE: Truck Loan

Hi Shane,

We just learned the truck won't be available until end of 3rd quarter now. Do I still proceed on getting you the info?

Thanks much!

Erin M. Salmon, P.W.M.

Village Administrator & Director of Public Works

Village of Pardeeville/Pardeeville Public Utilities

114 Lake St.

Pardeeville, WI

P: 608-429-3121

F: 608-429-3714

"A mistake which makes you humble, is much better than an achievement that makes you arrogant."

Village of Pardeeville
114 Lake St
PO Box 217
Pardeeville, WI 53954

Re: Truck Loan

Dear Village of Pardeeville Board:

Hometown Bank will be happy to assist in the purchase of the truck. We will be able to honor the below terms, rates and fees sent to Erin on August 10th, 2022 until February 9th, 2023. February 10th, 2023 is the final day before Hometown Bank merges with Bank First. If we do not close the loan by February 9th, 2023 Hometown Bank will not be able to guarantee the rates and terms that were discussed and agreed to.

From: Shane Reitzner <sreitzner@htbwi.com>
Sent: Wednesday, August 10, 2022, 8:57 AM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: Utility Truck

Erin;

The rate would be determined once the village is ready for taking the money. This is to help give you an idea on cost to take a loan out for this.

Loan Amount: we wouldn't require any down payment; however, if you used all money that is on deposit with us that would be fine.

Term: Up to 7 years (can possible go longer)

Rate: If open the operating account will deduct .5% off of the rates.

Non Tax Exempt- 5.35

Tax Exempt- 3.98

Loan Fee: \$250- plus any possible legal fees

Principal and Interest Payments monthly/quarterly- Loan Amount of \$151,482; Payment at 5.35% is \$2166.03. Payment at 3.98% \$2069.18.

Please let me know if you have any questions.

Please let me know if you have any questions.

Thanks,



Shane Reitzner

Erin Salmon

Subject: Re: rates

From: Shane Reitzner <sreitzner@htbwi.com>
Sent: Wednesday, January 11, 2023 1:45 PM
To: Erin Salmon <dpw@villageofpardeeville.net>
Subject: Re: rates

Rates are expected to plateau here sometime this year is the thought... the question is when do they go down.... and what they have said this week, I don't for sure see that happening this year, but you never know.

Shane Reitzner
NLMS 945709
Assistant Vice President
Hometown Bank

Get [Outlook for iOS](#)

From: Erin Salmon <dpw@villageofpardeeville.net>
Sent: Wednesday, January 11, 2023 1:34:27 PM
To: Shane Reitzner <sreitzner@htbwi.com>
Subject: Re: rates

Thoughts on interest rates?

Thanks much!

Erin M. Salmon, P.W.M.

Village Administrator & Director of Public Works
Village of Pardeeville/Pardeeville Public Utilities
114 Lake St.
Pardeeville, WI
P: 608-429-3121
F: 608-429-3714

"A mistake which makes you humble, is much better than an achievement that makes you arrogant."



Local Government 101

Special Invitation from Jerry Deschane:

League of Wisconsin Municipalities Executive Director, Jerry Deschane invites **YOU** to attend Local Government 101! ([link to video via YouTube](#)).

2023 In Person Offerings: To Be Determined

More information on 2023 coming soon! Info below is from 2022.

\$110 Member / \$135 Non-member

In Person Agenda (PDF)

2023 Webinar Offerings: To Be Determined

More information on 2023 coming soon! Info below is from 2022.

\$110-All online & may attend any LG 101 Webinar(s)

Take one, take parts, take all. Participants who opt for the online webinar version have the option to take the course all in one day or mix and match the four different modules during either of our offered webinar dates over a 12 month period following their registration. In addition to the online training, participants will have the option of receiving a hard copy workbook or a USB version. The cost of the program is \$110 per person.

Webinar Agenda (PDF)

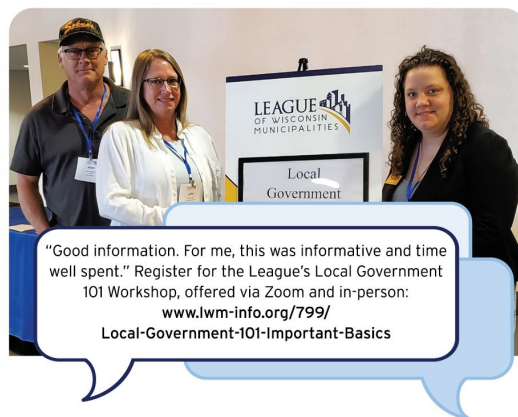
The League's 1-day workshop provides a basic framework for governing to both new city and village officials and those who want to brush up on their knowledge of local governance.

You'll learn about city and village powers including municipal home rule, hear about how to recognize and avoid conflicts of interest, go home with a quick tutorial on municipal budgeting as well as how to run a meeting and finish with an overview on managing public works projects. In addition, you'll have that age-old question answered: "what is a walking quorum anyway?"

Attendee Care for League of WI Municipalities In-Person Events

Attendees please review this PDF

Join us for the League's Popular Local Gov 101 Workshop



**Thank you to
our sponsors!**

**League Mutual
Insurance**

**Stafford
Rosenbaum LLP**



Take any photos of this event? The League is collecting photos for future use, please e-mail Gail Sumi with any photos you would like to share.