

Special/Closed Meeting of the Windemere Township Board - January 2<sup>nd</sup>, 2020

The meeting was called to order at 6:22 PM by Chairman, John Wesely. Others present were Supervisors Pete Steen & Heidi Kroening, Treasurer, Ron Mossberg, Clerk Scott Danelski, and Road Maintenance Department Employees Mike Buetow, Dave Ketchum, and Kole Milczark

#### CONTRACT DISCREPANCIES & WAGES :

Mike Buetow of the Windemere Road Maintenance Department was present to discuss Road Maintenance Department Employee contract wage discrepancies. Buetow addressed the Board as the Road Maintenance Department Employee's Union Steward and he stated that he believes Treasurer Ron Mossberg went outside of his scope of duties. Following the Global Resolution with the union, part of the negotiations was to allow all employees of the Windemere Road Maintenance Department the opportunity to take a vote on whether they wanted to opt-in to joining the Independent Union of Operating Engineers (I.U.O.E.) Local #49. Those employees voted to join the union. Once in the union all non-seasonal Windemere Township Road Maintenance Employees fell under the terms of the current contract between the Independent Union of Operating Engineers (I.U.O.E.) Local #49 and Windemere Township. Following their joining of the union, the new union members initially did not receive their union negotiated wages, health benefits, or their retirement. Buetow stated that he believed that the Treasurer took it upon himself to not pay the negotiated wages because he did not think the employees deserved the negotiated wages. The second issue is that the current contract allows union members to purchase safety equipment, and then in-turn get reimbursed from the township for that safety equipment. Buetow stated he believed that the Treasurer took it upon himself to change an employee's claim and remove the reimbursable expense of the safety equipment from the individual's monthly claim. The last issue mentioned by Buetow was regarding part-time employee's wages earned for operating equipment as listed in the township's compensation resolution. Buetow again stated that the Treasurer took it upon himself to change the part-time employee's claim and only pay the individual at the part-time employee labor rate, because the Treasurer did not believe the machinery that the employee was operating was actually a piece of equipment. In closing Buetow stated that it is not the Treasurer's decision to decide how much an employee gets paid, it is the Board's responsibility, and requested the Board to look into the allegations he just discussed.

Treasurer Ron Mossberg then addressed the three accusations Mike Buetow stated above and stated that each allegation was taken totally out of context. Ron stated that the 2018 external audit conducted by the firm Abdo, Eick & Meyers, LLP found an internal control deficiency in the township's disbursement process. Ron then described Windemere Township's unwritten internal control policy as all disbursements must be approved by the Town Board Supervisors, Clerk, and Treasurer that was implemented after the results of the external audit.

The township's unwritten internal control policy is as follows: 1) The clerks receives all claims submitted for each month, completes internal controls and prepares a cover sheet for each claim, then the claims are passed off to the Treasurer. 2) The Treasurer reviews each claim and completes internal controls, enters the information into QuickBooks and updates the accounting software, processes claim checks and completes a number of reports for the Board to review for the month's disbursements at the monthly Board meeting. 3) All claims sheets, accompanying attestations, and a complete payroll are submitted to the Board Supervisors for review, to discuss, approve, or deny each claim. 4) Each claim cover sheet is signed by the Board Supervisors giving their approval for the disbursement. 5) Claim checks are signed by the Board Supervisor Chairman, Clerk, and the Treasurer. 6) The Clerk updates his copy of the financial records. 7) The Clerk mails out the physical disbursement checks and the Treasurer initiates all EFT payments. Some of the internal controls each claim must go through are as follows: 1) All claims must have a cover sheet signed by the Clerk. 2) Review claim for correct dates and information on all bills, invoices, and time sheets. 3) Check for signatures. 4) Dates of work completed along with detail explanation of work completed. 5) Check that purchase orders are attached to corresponding invoices. 6) Check for any math errors. 7) Check to make sure the proper wage rate has been applied per the Boards annual compensation resolution. 8) Check for duplicate or resubmitted claims by reviewing historical transactions. 9) Check for any anomalies that are out of the ordinary. 10) Check if any sales tax has been applied. 11) Check address accuracy for vendors and employees.

In the three years Ron Mossberg has been the Windemere Township Treasurer, he has processed a total of 1300 disbursements (973 paper checks, 206 direct deposit paychecks, and 121 EFT payments) for a total value of \$4,616,669.24. To the Treasurer's recollection, during that same period of time, the Treasurer has had zero number of claims processing complaints or concerns from the Board, zero number of checks not signed by the Treasurer, zero number of non-processed claims approved by the Board, and zero number of discrepancies between the Treasurer's and the Clerks financial records.

The Treasurer stated that the accusations presented by Buetow are false and all taken out of context. He was only performing internal controls in the best interest of the township and has done nothing wrong. The township's internal controls process is working well, and the Treasurer asked the Board to dismiss all accusations made by Buetow and move forward focusing on clarity and transparency. Chairman Wesely to contact MATs attorney Steve Fenske. No action taken by the Board.

Motion made by Wesely, seconded by Steen to adjourn the meeting at 7:02 PM.

Motion passed, 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

APPROVED :

Scott Danelski, Clerk

John Wesely, Chairman