

# TOWN OF NEW GLARUS

## REGULAR TOWN BOARD MEETING

JULY 11, 2017

### AGENDA

NOTICE IS HEREBY GIVEN that Town of New Glarus board, County of Green, will conduct a meeting for the transaction of business as is by law required permitted at such meeting as follows:

LOCATION: New Glarus Town Hall  
26 5<sup>th</sup> Avenue  
New Glarus, WI 53574

DATE: Tuesday, July 11, 2017  
TIME: 7:00 p.m.

#### AGENDA

- 1) Proof of Posting
- 2) Approve Town Board Minutes
  - a) 06/13/2017 Regular Town Board Meeting
- 3) Patrolman Report
  - a) Update on Scheduled Road Work
  - b) Consider Diamond Concrete Estimate for Bridge Work
  - c) Consider Diamond Concrete Estimate for Parking Lot
- 4) Consider Potential Fire District Purchase
  - a) Consider Re-Appointment of Karen Talarczyk to Fire Board
- 5) Public Comments
- 6) Technical Review Committee
  - a) Gof Thomson
  - b) Andy Crawford
- 7) Engineer's Report
  - a) Pioneer Road Update
  - b) New Business
    - i) Comprehensive Plan
      - (1) Approve Citizen Participation Plan
- 8) Finance Committee Report
  - a) Accounts Receivable Aging List
  - b) Accounting Reports w/Monthly Bank Reconciliation  
Approval and Payment of Bills
- 9) Clerk-Treasurer Report
  - a) Fireworks Permit – Eric Jensen
  - b) Correspondence
    - i) Upcoming Local Government Programs
      - (1) BOR Training
      - (2) Baseline Chief Inspector Training
- 10) Parks Report
  - a) Consider Request for Boy Scout Donation
  - b) CORP Update
- 11) Plan Commission
  - a) Review Variance Request Form
  - b) Review Checklist for Land Divisions
  - c) CAFO Report
    - i) Proposal for Legal Review/Draft CAFO Ordinance
- 12) Utility Subcommittee Report
- 13) Chairman's Report
  - a) Report on WTA Green County Meeting
  - b) New Business
    - i) Tourist Rooming House Potential Law Change
    - ii) Review Impact Fees
    - iii) Review Personnel Manual
    - iv) Review Fee Schedule
- 14) Adjourn

Pursuant to applicable law, notice is hereby given that a quorum or a majority of the Town of New Glarus Planning Commission Members may attend this meeting. Information presented at this meeting may help form the rationale behind future actions that may be taken by the Town of New Glarus Board. Persons requiring additional services to participate in a public meeting may contact the Town Clerk for assistance at 527-2390.

P.O. Box 448 ~ 26 5<sup>th</sup> Avenue ~ New Glarus, WI 53574-0448 ~ Phone 608/527-2390  
[www.tn.newglarus.wi.gov](http://www.tn.newglarus.wi.gov)

# TOWN OF NEW GLARUS

## Regular Town Board Meeting - Minutes

Town Hall – 26 5<sup>th</sup> Avenue, New Glarus

June 13, 2017 – 7:00 p.m.

**ATTENDING:** Board Members: Chris Narveson, Dean Streiff, Robert Elkins, Pattie Salter, and Maegan Roesslein.  
Susan Crum was absent

**ALSO ATTENDING:** Ron Roesslein and Tim Schleeper

C. Narveson called the meeting to order at 7 p.m.

- 1) **Proof of Posting:** Clerk/Treasurer Salter attested to proper proof of posting.
- 2) **Approve Town Board Minutes:**
  - a) 05/08/2017 PEC/VALLEY ATVer's Public Hearing: D. Streiff moved to approve the minutes as presented R. Elkins 2<sup>nd</sup>. Motion carried.
    - i) 05/08/2017 Hedeman Variance Public Hearing: Consider Amendment to include Roll Call Vote: J. Elkins moved to remove the height restrictions from the 4 lots. J. Hoesly 2<sup>nd</sup>. C. Narveson asked for a roll call vote. R. Elkins voted aye, C. Narveson voted aye, J. Hoesly voted aye and D. Streiff voted aye. S. Crum was absent. Motion carried.  
R. Elkins moved to approve the minutes as amended J. Hoesly 2<sup>nd</sup>. Motion carried.
  - b) 05/09/2017 Board of Review: R. Elkins moved to approve the minutes as presented D. Streiff 2<sup>nd</sup>. Motion carried.
  - c) 05/09/2017 Comprehensive Outdoor Recreation Plan Public Hearing: R. Elkins moved to approve the minutes as presented D. Streiff 2<sup>nd</sup>. Motion carried.
  - d) 05/09/2017 Regular Town Board Meeting: D. Streiff moved to approve the minutes as presented R. Elkins 2<sup>nd</sup>. Motion carried.
  - e) 05/26/2017 Town Board Finance Meeting: R. Elkins moved to approve the minutes as presented D. Streiff 2<sup>nd</sup>. Motion carried.
- 3) **Patrolman Report:**
  - a) Update on Sale of Equipment: Used equipment was taken to Mt. Horeb to be sold at Wisconsin Surplus. R. Roesslein reported that the tractor sold for \$25,500.01, the chipper sold for \$9,825 and the blade and mower each sold for \$2,000.
  - b) Pioneer Road Bid from Nolan Excavation: Roesslein received a verbal estimate from Nolan Excavation of \$28,000 based on the engineered plan. Price includes excavating, moving fill within 1 mile and placement of base. The estimate does not include the finishing grade.  
  
Roesslein reported that the black top and shaping bid from County was incorrect. The distance on engineered plan is over 400 feet not the figure of 116 feet that was used for the bid. C. Narveson cautioned that Roesslein will need to work with contractor to ensure lines are painted correctly on Old Madison Road. The lines should allow 3' on each side.  
  
Shaping and blacktop will be approximately \$13,000 dollars done by the County. Bringing the total cost to approximately \$41,000 dollars. Dave Disch thought the project would be closer to \$25,000.  
  
R. Roesslein reported that both he and the Nolan's were wondering if they could shorten the length. Tim noted that the design could be changed but the road is designed for 35 MPH. C. Narveson thought that it looked like they could work the project back towards Titus. It appears that to keep the slope in check, the hill will need to be shaped down the other side. Tim explained that the most expensive part of the project is the asphalt. Rather than hauling the material a mile down the road, the material could be used to improve Titus and to build up the sides on the box culvert on Hustad Valley Road. Engineer is to check into permitting to pull out bridge/box culvert on Hustad Valley.  
  
J. Hoesly moved to rent an excavator and have Ron take down the hill on Pioneer Road. R. Elkins 2<sup>nd</sup>. Motion carried.
  - c) Painting Building Trim and Wall: No bids yet.
  - d) Town Hall Eavestrough: Seamless Gutters quoted \$290. Can use the drain pipe along the building for drain.

- e) Town Hall Parking Lot: The County is going to bid this project.
  - f) Mowing: First round has been completed (62 hours to complete the first round).
  - g) Weed Spraying: Completed.
  - h) Update on Road Work:
    - i) All Road Contracts with Green County have been signed and delivered.
    - ii) All paver patching has been completed by the County on roads that will be chip sealed in the time frame between the 2<sup>nd</sup> week of July and 2<sup>nd</sup> week of August. C. Narveson suggested Roeslein talk to Mike Arndt with Diamond Concrete Construction (608) 381-0434 about the new material. Narveson explained that the new material is sprayed down a day before and creates a sticky bond for the topcoat which adheres far better than the usual tack paper that is used. Ron's also working on adding gravel to smooth the transition from driveways to the edge of road.
    - iii) Old Madison will have an additional cost of approximately \$500 dollars for extra oil on the chip seal. Send letter to residents that road will be closed for 3 hours to allow fog seal to set.
    - iv) Bridges: Narveson suggested using new bonding material on top and under bridges. Narveson explained that Diamond Concrete Construction makes a product that is mixed with concrete to seal bridge decks. The product also chemically alters rust and bonds to rebar. Bridges identified as needing work included Legler Valley, Ward Creek and Valley View.
- 4) **Public Comments**: Clerk Salter reported that we had received several complaints due to uncommonly smelly applications of slurry on the large lot of property behind Wettach Drive down to Klitzke Road. Residents complained that the smell was far worse than regular manure that has been spread in the past and the smell prevented them from opening windows, hanging clothes out to dry and enjoy the nice weather. Residents wanted to know if there was anything the Town could do to prevent future applications of the smelly stuff.
- Ask residents to let us know when it happens and find out a truck name. Check with Green County to see if a lease agreement was issued for the field.
- 5) **Technical Review Committee**:
- a) Crawford: Nothing new to report. **Add to the next Town Board Agenda.**
  - b) Thomson: Will be meeting with the Technical Review Committee on Tuesday, June 20. The Plan Commission told him that he has enough land for a cluster development. There is some question as to if there are any splits available. Tim Schleeper reported that the onus is on Gof and Mary to prove they have the buildable sites. Maegan Roeslein reported that per the split worksheet, the Thomson's started out with 37 acres and purchased 10 acres from Harold Blumer in 1999. The 10 acres would not count towards the calculation because the ordinance states that you cannot purchase land from someone else to add buildable sites.
- 6) **Engineer's Report**:
- a) Pioneer Road Update: Guard rail has been pulled. Troy Pauli put fence in.
  - b) Valley View Road: Tim Schleeper reported that TRID applications are due November 1 of this year for work to be completed in 2019. Award would be announced in January of 2018. Tim estimated the cost to put together preliminary information and complete the application would be around \$3000. The proposed project would be from Edelweiss around to Hwy 69.
  - c) New Business:
    - i) Comprehensive Plan: D. Streiff moved to authorize Vierbicher to write the Comprehensive Plan for a cost not to exceed \$17,000. J. Hoesly 2<sup>nd</sup>. Motion carried.
- 7) **Finance Committee Report**
- a) Accounts Receivable Aging List: No new outstanding receivables.
  - b) Accounting Reports w/Monthly Bank Reconciliation: May Statements and reconciliation were distributed.
- 8) **Approval and Payment of Bills**: D. Streiff moved to approve 18921-18967 and ACH as presented. J. Hoesly 2<sup>nd</sup>. Motion carried.
- 9) **Clerk-Treasurer Report**:
- a) Correspondence
    - i) Brazen Dropouts Cycling Event: To be held on Saturday, July 29 from 7-10 a.m.

10) **Parks Report:**

- a) **CORP Update:** Updated plan was distributed. Riverwalk trail was removed and a paragraph was added to define trail easements as cooperative.
- b) **Krafty Kids Program Donation:** The New Glarus Youth Committee asked for a donation to help offset the costs of the Krafty Kids Art Program that is held in the Village Park during the summer. The Parks Commission is requesting \$500 from their 2017 budget to support the program.

11) **Plan Commission:**

- a) **Consider Plan Commission Recommendation on House Location Guide:** J. Hoesly moved to remove the House Location Guide from Chapter 110. R. Elkins 2<sup>nd</sup>. Roll call vote: R. Elkins voted aye, C. Narveson voted aye, J. Hoesly voted aye and D. Streiff voted aye.
- b) **CAFO Report**
  - i) **Proposal for Legal Review/Draft CAFO Ordinance:** Not available at this meeting – Add to next month’s agenda.

12) **Utility Subcommittee Report:** No report.

13) **Chairman’s Report:**

- a) Report on WTA Green County Meeting: No report.
- b) **New Business:**
  - i) **Review Personnel Manual:** No action taken
  - ii) **Review Fee Schedule:** No action taken

14) **Schedule Next Board Meeting:** RTB July 11, 2017 at 7 p.m.

- 15) D. Streiff 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: Robert Elkins 2<sup>nd</sup>. Roll call vote was taken. R. Elkins voted aye, C. Narveson voted aye, J Hoesly voted aye, D. Streiff voted aye. Susan Crum was absent. Motion carried. 9:30 p.m.
- 16) **Return to Public Session:** Returned to open session at 10:00 p.m.
- 17) **Action on Closed Session:** D. Streiff moved to adjust M. Roesslein’s wage by 2.8% retroactive to her anniversary date and increase days to 4 days a week. R. Elkins 2<sup>nd</sup>. Motion carried.
- 18) **Adjourn:** J. Hoesly moved to adjourn at 10:10 p.m. D. Streiff 2<sup>nd</sup>. Motion carried.

# Diamond Concrete Construction

140 Shaw St  
Baraboo, WI 53913

# Estimate

Date	Estimate #
6/30/2017	161

Name / Address  
Chris Narveson

**Due Date**  
6/30/2017

We need 50% down at the start of the project with the other 50% at completion

Description	Total
Work in conjunction with the county or the town with prepping the bridge with microbes and providing the K100 mix for the concrete and help install. Also would come back to spray the entire bridge with asphalt rejuvenator as discussed if done in conjunction with the town hall parking lot \$200. would be the cost of spraying the bridge with rejuvenator	2,000.00

**Total** **\$2,000.00**

PAYMENT IS DUE WITHIN TEN (10) DAYS OF RECEIPT OF INVOICE. PAST DUE AMOUNTS ARE SUBJECT TO A LATE FEE OF ONE PERCENT (1%) PER MONTH (12% PER YEAR), OR THE HIGHEST AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS

Phone #	Fax #	E-mail
608-381-0434 or 608-448-2860	608-448-4315	diamondconcreteconstruction@gmail.com

**Signature** \_\_\_\_\_

# Diamond Concrete Construction

140 Shaw St  
Baraboo, WI 53913

# Estimate

Date	Estimate #
6/30/2017	162

### Name / Address

Chris Narveson

Due Date
6/30/2017

We need 50% down at the start of the project with the other 50% at completion

Description	Total
Clean and treat parking lot with asphalt rejuvenator roughly 7638 sq. ft this quote doesn't include line stripping but have a company with local ties to New Glarus that would be more than happy to present a bid on the paint work if requested	2,121.80

<b>Total</b>	<b>\$2,121.80</b>
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**Signature** \_\_\_\_\_

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Phone #	Fax #	E-mail
608-381-0434 or 608-448-2860	608-448-4315	diamondconcreteconstruction@gmail.com

# Diamond Concrete Construction

140 Shaw St  
Baraboo, WI 53913

# Estimate

Date	Estimate #
7/5/2017	163

**Name / Address**

Chris Narveson

Due Date
7/5/2017

We need 50% down at the start of the project with the other 50% at completion

Description	Total
Spray top of bridge deck and roll product down deck side with asphalt rejuvenator to seal concrete deck as discussed	500.00
Blend asphalt roadway to concrete bridge deck with trowel pave to prevent further damage to the New Glarus side of the Leger Valley Bridge	1,150.00

<b>Total</b>	<b>\$1,650.00</b>
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**Signature** \_\_\_\_\_

PAYMENT IS DUE WITHIN TEN (10) DAYS OF RECEIPT OF INVOICE. PAST DUE AMOUNTS ARE SUBJECT TO A LATE FEE OF ONE PERCENT (1%) PER MONTH (12% PER YEAR), OR THE HIGHEST AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS

Phone #	Fax #	E-mail
608-381-0434 or 608-448-2860	608-448-4315	diamondconcreteconstruction@gmail.com

Citizen Participation Plan  
Comprehensive Planning  
Town of New Glarus, Wisconsin

PURPOSE

In order for the Comprehensive Plan to operate effectively and to address the needs of the citizens of the Town of New Glarus, the entire population must be kept informed. The decision-making process must be open and consistent with state regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Town designates the Plan Commission as the steering committee to guide the update of the Comprehensive Plan.
2. A planning process progress report will be provided to the Town Board throughout the planning process.

CITIZEN PARTICIPATION

1. The Town designates the Plan Commission as the steering committee to guide the update of the Comprehensive Plan.
2. Notice of these meetings will be posted by the Town in the standard manner of posting public meetings.
3. An online and paper survey will be distributed on the Town's website, through social media, and made available at Town Hall, public locations, and events around the Village of New Glarus to allow the public the opportunity to make written statements concerning the comprehensive plan.
4. Two (2) public meetings will be held to allow residents of the Town the opportunity to provide input concerning the Comprehensive Plan and comprehensive planning process. In later meetings, citizens will have the opportunity to review plan drafts and strategies.
5. A public hearing will be held at a meeting of the Town Plan Commission to review the Comprehensive Plan. After the public hearing has been held, the Plan Commission may recommend the Comprehensive Plan to the Town Board for adoption.

NOTICE OF HEARINGS

1. The required public hearing by the Town Plan Commission must be preceded by a Class 1 notice under Wisc. S.S. ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The Class 1 notice shall contain at least the following information:
  - The date, time and place of the hearing.



- A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
  - The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
  - Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
2. At least 30 days before the public hearing is held, the Town will provide written notice to all of the following:
- An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
  - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
  - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing.

#### REQUIRED PUBLIC HEARINGS

1. In addition to the two public input meetings, a required public hearing shall be held at a meeting of the Town Plan Commission before the Plan Commission may make any recommendation to the Town Board concerning adoption of the Comprehensive Plan.

#### PROGRAM INFORMATION, FILES, and ASSISTANCE

1. The Town will maintain, at Town Hall, a record of all citizen participation efforts including minutes of meetings, and copies of notices and brochures.

#### NON-ENGLISH SPEAKING PERSONS

1. The Town will make all special efforts to assure them equal opportunity in the citizen participation process.

Town of New Glarus  
 Invoice Register by Date  
 Date: Thursday, July 6, 2017, 12:12 PM  
 Selected records from 06/14/2017 to 07/07/2017

Year/Mo/Dy	Invoice#	Short Name	Customer	Net Amount	Tax Amount	Grand Total	C
2017/06/14	97459	GrCoTitle	102	12.00	0.00	12.00	I
			<b>** Totals</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	
2017/06/15	97460	GrCoTitle	102	12.00	0.00	12.00	I
			<b>** Totals</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	
2017/06/30	97461	WTitle Gro	148	12.00	0.00	12.00	I
			<b>** Totals</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	
		<b>(06/2017)</b>	<b>Month Total</b>	<b>36.00</b>	<b>0.00</b>	<b>36.00</b>	
2017/07/06	97462	EAbstract	98	12.00	0.00	12.00	I
			<b>** Totals</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	
		<b>(07/2017)</b>	<b>Month Total</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	
			<b>Grand Total</b>	<b>48.00</b>	<b>0.00</b>	<b>48.00</b>	

Town of New Glarus  
Accounts Receivable by Category  
Date: Thursday, July 6, 2017, 12:12 PM  
All unpaid records selected.

Category	Invoice#	Short Name	Customer	Aging	Year/Mo/Dy	Balance Due	C
Over 90	97412	JONESW	150	497 Days	2016/02/25	742.61	I
						<b>** Totals</b>	<b>742.61</b>
						<b>Grand Total</b>	<b>742.61</b>

# Statement Reconciliation

Date Range: Last Month

Date	Check	Account	Source	Status	Cleared	Payee Name	Purpose	Check Amt	Deposit	Balance
							<b>Balance Forward</b>			20,481.14
6/01/2017	1	11010	AT	Cleared	6/01/2017	Transfer to account 11010-05	Transfer of funds between Accounts	398.28		20,082.86
6/02/2017		11010	AR	Cleared	6/06/2017	Receipts Deposit	Receipts 6		627.18	20,710.04
6/02/2017		11010	AT	Cleared	6/02/2017	Transfer from account 11010-05	Transfer of funds between Accounts		2,000.00	22,710.04
6/02/2017	18933	11010	PR	Cleared	6/02/2017	Salter Patricia I	Payroll Period 11	1,241.36		21,468.68
6/02/2017	18934	11010	NA	Void		VOIDED PAYROLL RON ROESSLEIN VC	VOID			
6/02/2017	18935	11010	PR	Cleared	6/01/2017	Roesslein Maegan J	Payroll Period 11	542.43		20,926.25
6/02/2017	18936	11010	PR	Cleared	6/12/2017	Roesslein Ronald D	Payroll Period 11	1,499.07		19,427.18
6/05/2017	1	11010	AT	Cleared	6/05/2017	Transfer to account 11010-05	Transfer of funds between Accounts	758.64		18,668.54
6/06/2017	1	11010	AT	Cleared	6/06/2017	Transfer to account 11010-05	Transfer of funds between Accounts	627.18		18,041.36
6/08/2017		11010	AT	Cleared	6/08/2017	Transfer from account 11010-05	Transfer of funds between Accounts		1,000.00	19,041.36
6/09/2017		11010	AT	Cleared	6/09/2017	Transfer from account 11010-05	Transfer of funds between Accounts		10,000.00	29,041.36
6/09/2017	1	11010	AT	Cleared	6/09/2017	Transfer to account 58100-02	Transfer of funds between Accounts	10,402.21		18,639.15
6/09/2017	2	11010	AT	Cleared	6/09/2017	Transfer to account 58212	Transfer of funds between Accounts	419.07		18,220.08
6/12/2017		11010	AT	Cleared	6/12/2017	Transfer from account 11010-05	Transfer of funds between Accounts		8,000.00	26,220.08
6/12/2017	1	11010	AT	Cleared	6/12/2017	Transfer to account 58100-01	Transfer of funds between Accounts	5,816.99		20,403.09
6/12/2017	2	11010	AT	Cleared	6/12/2017	Transfer to account 58221	Transfer of funds between Accounts	252.97		20,150.12
6/13/2017	1	11010	AT	Cleared	6/13/2017	Transfer to account 11010-05	Transfer of funds between Accounts	478.10		19,672.02
6/13/2017	18937	11010	AP	Cleared	6/19/2017	Associated Appraisal Consultants, Inc.	127143: June Professional Services	589.93		19,082.09
6/13/2017	18938	11010	AP	Cleared	6/20/2017	Bjoin Limestone	April/May: INV 63964	1,518.54		17,563.55
6/13/2017	18939	11010	AP	Cleared	6/20/2017	Blanchardville Co-op Oil Association	181600: Fuel & Oil	1,565.35		15,998.20
6/13/2017	18940	11010	AP	Cleared	6/21/2017	Bobcat of Janesville	91079: RENTAL	13.99		15,984.21
6/13/2017	18941	11010	AP	Cleared	6/19/2017	Brenda's Blumenladen	5724: WINDOW BOX PLANTS	56.93		15,927.28
6/13/2017	18942	11010	AP	Cleared	6/30/2017	Don's Tire	64988: ROTATE TIRES	20.00		15,907.28
6/13/2017	18943	11010	AP	Cleared	6/26/2017	Dubuque Fire Equipment	108142: Fire Extinguisher Maintenance	39.00		15,868.28
6/13/2017	18944	11010	AP	Cleared	6/26/2017	Fenley Total Inspections, LLC	959 979: APRIL INSPECTIONS	487.95		15,380.33
6/13/2017	18945	11010	AP	Cleared	6/29/2017	Green County Hwy Commission	MARCH/APRIL: COLD PATCH	283.84		15,096.49
6/13/2017	18946	11010	AP	Cleared	6/19/2017	Johnson Block and Company, Inc.	440203: AUDIT & SCHEDULE C FILING	7,750.00		7,346.49
6/13/2017	18947	11010	AP	Cleared	6/19/2017	Kasieta Legal Group, LLC	6901: BAILEY'S RUN	5,431.25		1,915.24
6/13/2017	18948	11010	AP	Cleared	6/21/2017	Landmark Agronomy Services	790058244: WEED KILLER	918.09		997.15
6/13/2017	18949	11010	AP	Cleared	6/20/2017	Minnesota Life Insurance Company	JUNE JULY: RON'S LIFE	290.31		706.84
6/13/2017	18950	11010	AP	Cleared	6/19/2017	Monroe Truck	MAY: INV 5349296	301.86		404.98
6/13/2017	18951	11010	AP	Cleared	6/19/2017	New Glarus Utilities	MAY: 1249-00-00 201 RAILROAD	213.28		191.70
6/13/2017	18952	11010	AP	Cleared	6/23/2017	New Glarus Vision	YOUTHCOMMITT: YOUTH COMMITTEE-	500.00		-308.30
6/13/2017	18953	11010	AP	Cleared	6/21/2017	New Glarus Welding	79822 79821: AUGER BOX EXTENSION	600.00		-908.30

Municipality: **Town of New Glarus**  
 Fiscal Year: **2017**

Report Date: **7/07/2017**  
 Report Time: **8:54 AM**

Sorted By: **Check Date, Check Number**  
 Selection: **Account: 11010**

# Statement Reconciliation

Date Range: Last Month

Report 72  
 Page 2

Date	Check	Account	Source	Status	Cleared	Payee Name	Purpose	Check Amt	Deposit	Balance
6/13/2017	18954	11010	AP	Cleared	6/21/2017	New Life Press	5797: 3 PART PROJECT FORMS	161.66		-1,069.96
6/13/2017	18955	11010	AP	Cleared	6/22/2017	News Publishing Company, Inc	APRIL/MAY: NOXIOUS WEED & PH NOT	227.99		-1,297.95
6/13/2017	18956	11010	AP	Cleared	6/19/2017	PAUL KLASSY	PP REFUND: CORRECTION OF ERROR	76.59		-1,374.54
6/13/2017	18957	11010	AP	Cleared	6/20/2017	Postal Connections	259: MAPS MOUNTING	112.50		-1,487.04
6/13/2017	18958	11010	AP	Cleared	6/21/2017	Quill Corporation	6496052: BINDERS, TONER & BUSINES	158.42		-1,645.46
6/13/2017	18959	11010	AP	Cleared	6/20/2017	Roy's Market	2000080812: WATER	5.98		-1,651.44
6/13/2017	18960	11010	AP	Recorded		Schumacher's Nursery& Berry Farm	3368 3865: PARKS TREE SALE	123.68		-1,775.12
6/13/2017	18961	11010	AP	Cleared	6/19/2017	THE BRUCE COMPANY	05062017: ACCOUNT CU00010682	154.97		-1,930.09
6/13/2017	18962	11010	AP	Cleared	6/30/2017	UW Extension	042017-01: WATER TESTING POSTCARI	72.01		-2,002.10
6/13/2017	18963	11010	AP	Cleared	6/19/2017	Vierbicher & Associates	MAY: PIONEER RD, BAILEYS RUN & CO	7,356.87		-9,358.97
6/13/2017	18964	11010	AP	Cleared	6/19/2017	Viking Hardware	MAY: 36971 37055 37137 37268	251.72		-9,610.69
6/13/2017	18965	11010	AP	Cleared	6/20/2017	VISA	BUILDING NUM: BUILDING NUMBERS	29.12		-9,639.81
6/13/2017	18966	11010	AP	Cleared	6/19/2017	Waste Management	MAYJUNE: MAY & JUNE TRASH	18,709.39		-28,349.20
6/13/2017	18967	11010	AP	Cleared	6/19/2017	Wisconsin Dept. of Administration	MUNI001409: JUNE WEB HOSTING	65.00		-28,414.20
6/13/2017	18968	11010	PR	Cleared	6/14/2017	Roesslein Maegan J	Payroll Period 12	516.67		-28,930.87
6/13/2017	18970	11010	PR	Cleared	6/15/2017	Salter Patricia I	Payroll Period 12	1,156.99		-30,087.86
6/13/2017	170613	11010	AP	Cleared	6/15/2017	Charter Communications	MAY: ACH PHONE & INTERNET	322.74		-30,410.60
6/13/2017	177205	11010	AP	Cleared	6/30/2017	Wisconsin Retirement System	177205: ACH MAY WRS	1,265.86		-31,676.46
6/13/2017	187467	11010	AP	Cleared	6/15/2017	Wisconsin Deferred Compensation	668187467: ACH WDC SALTER 4/28/17	25.00		-31,701.46
6/13/2017	187792	11010	AP	Cleared	6/15/2017	Wisconsin Deferred Compensation	668187792: ACH WDC SALTER 5/12/17	25.00		-31,726.46
6/13/2017	543424	11010	AP	Cleared	6/14/2017	Wisconsin Department of Revenue	0-512-543-42: ACH MAY PAYROLL TAX	405.54		-32,132.00
6/13/2017	630682	11010	AP	Cleared	6/14/2017	WE Energies	MAY GAS: 364-652-798/26 5TH AVE	97.13		-32,229.13
6/13/2017	946460	11010	AP	Cleared	6/14/2017	WI Department of Employee Trust Funds	WS2GPC001946: ACH JULY HEALTH	2,991.12		-35,220.25
6/13/2017	989958	11010	AP	Cleared	6/15/2017	Alliant Energy/ WP & L	278131979899: 2725610000	34.37		-35,254.62
6/13/2017	5015353	11010	AP	Cleared	6/14/2017	Internal Revenue Service	270756525015: ACH 2QTR SS	2,195.41		-37,450.03
6/14/2017		11010	AT	Cleared	6/14/2017	Transfer from account 11010-05	Transfer of funds between Accounts		7,000.00	-30,450.03
6/14/2017	18971	11010	PR	Cleared	6/23/2017	Roesslein Ronald D	Payroll Period 12	1,717.05		-32,167.08
6/15/2017		11010	AR	Cleared	6/15/2017	Receipts Deposit	Receipts 6		40,348.20	8,181.12
6/15/2017	1	11010	AT	Cleared	6/15/2017	Transfer to account 11010-05	Transfer of funds between Accounts	39,506.66		-31,325.54
6/15/2017	18969	11010	NA	Void		VOID RON ROESSLEIN PAYROLL VOID	VOIDED PAYROLL RON ROESSLEIN VC			
6/15/2017	18972	11010	AP	Cleared	6/16/2017	Maegan Roesslein	WATERWKSHP: BEGINNING CASH FOR	150.00		-31,475.54
6/16/2017		11010	AR	Cleared	6/16/2017	Receipts Deposit	Receipts 6		37.00	-31,438.54
6/16/2017		11010	AT	Cleared	6/16/2017	Transfer from account 11010-04	Transfer of funds between Accounts		7,844.00	-23,594.54
6/16/2017	1	11010	AT	Cleared	6/16/2017	Transfer to account 11010-05	Transfer of funds between Accounts	7,731.00		-31,325.54
6/19/2017		11010	AT	Cleared	6/19/2017	Transfer from account 11010-05	Transfer of funds between Accounts		41,000.00	9,674.46

# Statement Reconciliation

Date Range: Last Month

Date	Check	Account	Source	Status	Cleared	Payee Name	Purpose	Check Amt	Deposit	Balance
6/20/2017		11010	AT	Cleared	6/20/2017	Transfer from account 11010-05	Transfer of funds between Accounts		4,000.00	13,674.46
6/21/2017		11010	AT	Cleared	6/21/2017	Transfer from account 11010-05	Transfer of funds between Accounts		2,000.00	15,674.46
6/22/2017	1	11010	AT	Cleared	6/22/2017	Transfer to account 11010-05	Transfer of funds between Accounts	440.26		15,234.20
6/23/2017		11010	AT	Cleared	6/23/2017	Transfer from account 11010-05	Transfer of funds between Accounts		3,000.00	18,234.20
6/26/2017	1	11010	AT	Cleared	6/26/2017	Transfer to account 11010-05	Transfer of funds between Accounts	256.00		17,978.20
6/29/2017		11010	AR	Cleared	6/29/2017	Receipts Deposit	Receipts 6		150.00	18,128.20
6/29/2017		11010	AT	Cleared	6/29/2017	Transfer from account 11010-05	Transfer of funds between Accounts		1,000.00	19,128.20
6/30/2017		11010	AR	Cleared	6/30/2017	Receipts Deposit	Receipts 6		9,260.71	28,388.91
6/30/2017	1	11010	AT	Cleared	6/30/2017	Transfer to account 11010-05	Transfer of funds between Accounts	6,883.27		21,505.64
6/30/2017	18973	11010	PR	Cleared	6/30/2017	Roesslein Maegan J	Payroll Period 13	674.83		20,830.81
6/30/2017	18974	11010	PR	Recorded		Roesslein Ronald D	Payroll Period 13	1,488.42		19,342.39
6/30/2017	18975	11010	PR	Cleared	6/30/2017	Salter Patricia I	Payroll Period 13	1,210.90		18,131.49
6/30/2017	18976	11010	AP	Recorded		Postmaster	POSTAGE: 2 ROLLS OF STAMPS	98.00		18,033.49

139,714.74    137,267.09

## Check Register Reconciliation

Checks:	66
Deposits:	16

Bank Statement Date	6/30/2017
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Ending Balance	18,033.49
Plus Recorded Checks	1,967.67
Less Recorded Deposits	
Balance Subtotal	20,001.16
Bank Statement Balance	20,000.00
Balance Difference	1.16

OFFICE OF  
*Town of New Glarus*

FIREWORKS PERMIT

**This Permit** is issued to and authorizes the undersigned group or organization to purchase, possess and use fireworks on and after the date of July 1<sup>st</sup>, 2017 (Rain date of July 3<sup>rd</sup>, 2017).

**The Permittee** shall be allowed to purchase the following kind and quantity of fireworks: N7468 County Road N, New Glarus, WI

**The Permittee** shall be allowed to use fireworks only on/at the following dates, times and locations: July 1<sup>st</sup>, 2017 (Rain date of July 3<sup>rd</sup>, 2017 at N7468 County Road N - New Glarus, WI 53574

**The Permittee** is a group or organization eligible to receive a permit under Wisconsin Statute Sec. 167.10(3)(c) and its code number is **6** (see eligibility codes below).

**The Permittee** agrees to hold the issuing municipality harmless from all claims and damages that may arise by reason of injuries to person or property from the handling, use or discharge of fireworks under the permit.

**Per Wisconsin Statute 167.10 (3)(g)**, A copy of this permit shall be given to the municipal fire and/or law enforcement official at least two (2) days before the date of authorized use.

**Further**, the Permittee agrees not to use or discharge any fireworks if DNR "FIRE DANGER" warnings are posted.

Permit issued this 22 day of June, 2017

Name of group or organization:

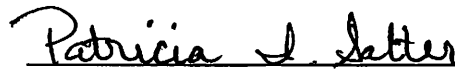
Eric Jensen

By: 

Signature of Applicant

N7468 County Road N, New Glarus, WI  
Address

Owner  
Title of Applicant

  
Patricia I Salter  
Town Clerk

ELIGIBILITY CODE:

A permit to possess or use fireworks may only be issued to the following:

1. A public authority
2. A fair association
3. An amusement park
4. A park board
5. A civic organization
6. A group of resident or nonresident individuals
7. An agricultural producer for the protection of crops from predatory birds or animals.

**DECLARATIONS**

We will provide the insurance described in this policy in return for the premium and compliance with all applicable provisions of this policy.

Coverage afforded by this policy is provided by:

STATE FARM FIRE AND CASUALTY COMPANY  
222 SOUTH 84TH STREET  
LINCOLN NE 68510

49-BN-V553-0 **Policy Number**

A Stock Company with Home Offices in Bloomington, Illinois.

**Named Insured and Mailing Address**

JENSEN, ERIC & NICOLE M  
N7468 COUNTY ROAD N  
NEW GLARUS, WI 53574-9713

The Policy Period begins and ends at 12:01 a.m. Standard Time at the residence premises.

**Automatic Renewal** - If the **Policy Period** is shown as **12 months**, this policy will be renewed automatically subject to the premiums, rules and forms in effect each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

04/24/2017 **Effective Date**  
**12months-Policy Period**  
04/24/2018 **Expiration of Policy Period**

**Limit of Liability - Section 1**  
\$ 308,400 Dwelling (Coverage A)

**Deductibles - Section 1** 0.5%/\$1542 ALL LOSSES In case of loss under this policy, the deductible will be applied per occurrence and will be deducted from the amount of the loss. Other deductibles may apply - refer to your policy.

**Policy Type**  
Homeowners Policy  
Dwell Repl Cost - Similar Construction  
Increase Dwlg Up to \$61,680 - Option ID

**Policy Premium** \$1,112.00

**Location of Premises**  
N7468 COUNTY ROAD N  
NEW GLARUS, WI 53574-9713

**Forms, Options, & Endorsements**

FP-7955.MW	HOMEOWNERS POL	LSP A1	SMLR CONST-A
LSP B1	LMT RPLC COST-B	OPT ID	COV A-INCR DWLG
FE-3548	HO-W POL END	FE-2356	AMENDATORY END
FE-3650	ACTUAL CASH		

**Mortgagee**  
THE BANK OF NEW GLARUS  
ISAOA  
PO BOX 129  
NEW GLARUS, WI 53574-0129

**Agent Name & Address**  
DIETZEN, JAMES L  
1844 Bus Hwy. 18-151  
Mount Horeb, WI  
53572 (608)437-4400

Loan Number:

Prepared: June 22, 2017

6463

559-916.5

Agent's Code

**MORTGAGEE COPY**



**PREMIUM NOTICE  
STATE FARM INSURANCE COMPANIES  
AGENT ISSUED DECLARATIONS**

<b>POLICY NUMBER</b>	<b>BILLING PERIOD</b>	<b>AGENT CODE</b>
49-BN-V553-0	FROM 04/24/2017   TO 04/24/2018	6463

**LOCATION**

N7468 COUNTY ROAD N  
NEW GLARUS, WI 53574-9713

**INSURED**

JENSEN, ERIC & NICOLE M  
N7468 COUNTY ROAD N  
NEW GLARUS, WI 53574-9713

**PREMIUM** \$ 1,112.00

**AMOUNT PAID** SFPP

**AMOUNT DUE** SFPP

**DATE DUE**

**MORTGAGEE**

THE BANK OF NEW GLARUS  
ISAOA  
PO BOX 129  
NEW GLARUS, WI 53574-0129  
Loan Number:

**AGENT NAME & ADDRESS**

DIETZEN, JAMES L  
1844 Bus Hwy. 18-151  
Mount Horeb, WI  
53572 (608)437-4400

This is the only notice you will receive. Please make check payable to **STATE FARM** and return it with this notice to the address shown below. Your canceled check is your receipt. Thanks for letting us serve you.

**STATE FARM INSURANCE COMPANIES  
222 SOUTH 84TH STREET  
LINCOLN NE 68510**



## Upcoming Local Government Programs July – August 2017



The **UW-Extension Local Government Center (LGC)** publishes this announcement of statewide programs monthly. It includes UW-Extension programming and other programs of interest relating to local government that are offered in Wisconsin. Asterisked (\*) programs are Cooperative Extension programs. Information about the **UWEX Local Government Center** and its programming may be found at [lgc.uwex.edu](http://lgc.uwex.edu).

Please send brochures and announcements of programs of statewide interest to Eileen Langdon ([eileen.langdon@ces.uwex.edu](mailto:eileen.langdon@ces.uwex.edu)) at the LGC. Our address: **Local Government Center, 610 Langdon St., Rm. 229, Madison, WI 53703.**

Please call the specified program contact with questions about the programs.

### July 2017

\*View at your convenience – **“2017 Board of Review Member Certification (BOR)”** – All 2017 Board of Review training by the UW-Extension Local Government Center will be by DVD. Cost: \$35. The video presents a dramatization of a complete statutory two-hour meeting of a Board of Review in the fictional village of Kayso, Wisconsin. At the end of each scene a panel of local government experts discusses what happened, and reviews important points about Board of Review procedures. Written materials include exam, affidavit, and filing instructions for certification. Videos and materials prior to 2017 no longer qualify for DOR-certified training. For information on ordering, visit <http://lgc.uwex.edu>.

July 10, 2017 – **“Election Training: Baseline Chief Inspector”** – Wisconsin Elections Commission (WEC) approved. Location, date, and time below. Questions call Allison Coakley (608) 261-2033. To register or for more information online visit <http://elections.wi.gov/clerks/education-training/baseline>.

#### **Locations and Dates for Baseline Chief Inspector Training July 2016**

Eau Claire City Hall	Monday, July 10	2:00 pm – 5:00 pm
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\*July 18, 2017 – **“How to Use State Contracts for Local Government Purchasing”** – UW-Extension’s Local Government Center *Local Government Issues, Challenges, and Strategies* teleconference series. 10:00 am – 11:30 am. Cost: \$20.00. Hundreds of State of Wisconsin contracts for the purchase of goods and services are available to county and municipal governments. Learn about how competitively-bid contracts for items ranging from vehicles to consulting services to IT equipment may be used to control local expenses and provide quality services for residents. *Presenter: James Langdon, Wisconsin Dept. of Administration.*

Questions: Local Government Center (608) 262-9960. To register call (608) 262-0810 or visit <http://lgc.uwex.edu>

July 20, 2017 – **“CLEW Property Rights and Land Use in Wisconsin Symposium”** – Continuing Legal Education Seminars from UW Law School. 8:45 am – 4:00 pm. UW-Madison Law School, Madison. Cost: \$100. Topics include: Recent Legislative Changes; Practitioners Discuss Impact of Legislative Changes; Discussion: *McKee V. Fitchburg*; Discussion: *Murr v. Wisconsin*; U.S. Supreme Court Update; 10 Cases. *Presenters: Atty. John A. Kassner, Atty. Thomas D. Larson, Sen. Tom Tiffany, Rep. Adam Jarchow, Atty. Ronald M. Trachtenberg, Atty. Andrew T. Phillips, Atty. John P. Macy, Atty. Matthew J. Fleming, Atty. William C. Griffith, Atty. Lisa M. Lawless, Justice David T. Prosser, Atty. John M. Groen, Atty. Misha Tseytlin, Atty. Michael M. Berger, Atty. Kraig A. Byron.* Questions: 1-800-355-5573. To register online visit: [https://charge.wisc.edu/clew/property\\_rights.aspx](https://charge.wisc.edu/clew/property_rights.aspx) .

\*July 25, 2017 – **“Parliamentary Procedure Basics”** – Part of the Local Government Center’s “Local Government Essentials” WisLine teleconference series. 10:30 am – 12:00 noon. Cost: \$20. This program covers the basic rules local government officials use to conduct meetings. Procedural issues such as what can be done in the absence of a quorum, how a decision can be reconsidered, and common misconceptions will be addressed. *Presenter: Larry Larmer, Outreach Specialist, UW-Extension’s Local Government Center.* Register by phone at 608-262-0810 or online at <http://lgc.uwex.edu>.

## **August 2017**

\*View at your convenience – **“2017 Board of Review Member Certification (BOR)”** – All 2017 Board of Review training by the UW-Extension Local Government Center will be by DVD. Cost: \$35. The video presents a dramatization of a complete statutory two-hour meeting of a Board of Review in the fictional village of Kayso, Wisconsin. At the end of each scene a panel of local government experts discusses what happened, and reviews important points about Board of Review procedures. Written materials include exam, affidavit, and filing instructions for certification. Videos and materials prior to 2017 no longer qualify for DOR-certified training. For information on ordering, visit <http://lgc.uwex.edu> .

August 10, 2017 – **“Workshop for Local Planning & Zoning Officials”** – UWSP/UW Extension Center for Land Use Education, location and date below. Cost: \$15. This workshop will provide an overview of the roles and responsibilities of local government officials involved in planning, zoning, and land use decision-making. Topics include: Roles and Responsibilities; Land Use Tools: Adopting and Amending Ordinances; Making Recommendations; Permitted and Conditional Uses; Rezones; Ordinance Enforcement; Developing an Informative Agenda; Meeting and Hearing Conduct; Fair and Impartial Decision-Makers; Recording Decisions. *Presenters: Rebecca Roberts, Nate Olson.* Questions? Rebecca Roberts 715-346-4322 or [rebecca.roberts@uwsp.edu](mailto:rebecca.roberts@uwsp.edu). For information/brochure and to register online visit <https://www.uwsp.edu/cnr-ap/clue/Pages/workshops/workshopszb.aspx>

### **Location and Date for Workshop for Local Planning & Zoning Officials**

Juneau                      Thursday, August 10                      6:30 pm – 8:30 pm                      Dodge County Admin. Bldg.

August 24-25, 2017 – “**Chief Executives Workshop**” – League of Wisconsin Municipalities. Thursday 8:30 am – Friday 11:30 am, Heidel House Resort, Green Lake. Cost: \$175 member, \$210 non-members. Topics include: Youth Sports Complexes as Economic Development; 2017 State of Wisconsin Cities and Villages Report; Is the Erosion of Local Control a National Trend?; Executive and Governing Body Relations: Fostering Good Governance; Surveying Municipal Residents on Service Retention or Elimination; Small Community Idea Jam; Large Community Idea Jam; Women’s Executive Leadership Breakfast Roundtable; Strategies for Attracting Young Families to your Community; How the Sausage Really Gets Made; Legislative Update. *Presenters: Sam Blahnik, Nathan Thiel, Todd Berry, Alan Greenblatt, Stephen Hintz, Kevin Brunner, Erik Brooks, Tarri Mayzik, George Peterson, Brian Liesinger, Ben Meyer, Lori Meiborg, Marc Born, Curt Witynski, Jerry Deschane.* For conference information and to register online <http://www.lwm-info.org/753/Chief-Executives-Workshop>.

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An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title VI, Title IX and American with Disabilities (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.

Sorted By: **Account Number; Year, Month, Posting Date**  
 Selection: **Active Accounts Only**

# Accounts Journal

Account: 23165; This Year; Month Range: from 0 to 12

Account	Year	Account Description	Budget Group	Group Description	Account Type	Status
<b>23165</b>	This Year	Parks Tree Sale In/Out	UNL	Unused Liabilities Code	Liability	Active

### Account Details

Year	Month	Posting Date	Batch	Source	Description	Balance Fwd	Debits	Credits	Balance End
2017		1/02/2017	1,477	AR 12	698 Parks Tree Sale: Tree Sales	-1,034.28			
2017		1/02/2017	1,479	AR 12	700 Parks Tree Sale: Cash Tree Sales	-444.00			
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Travis Jordan - Cash Sale			-60.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Thomas Barde			-21.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Shannon Tschudy			-18.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Susan Walter-Smith			-9.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Roberta Kurtz			-33.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Paul Moser			-27.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Meghan Boyer			-51.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Kerry Hubanks			-72.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Russ Moser			-27.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Cathy Luge			-30.00	
2017	1	1/17/2017	1,488	AR 1	715 Parks Tree Sale: Gary Prior			-12.00	
2017	2	2/07/2017	1,497	AP 2	Schumacher's Nursery& Berry Farm: Spring Tree Sale		774.45		
2017	5	5/11/2017	1,714	AP 5	Andy Elkins: TREE SALE BEGINNING CASH		150.00		
2017	5	6/02/2017	1,744	AR 5	806 Parks Tree Sale: BEGINNING CASH - RETURN			-150.00	
2017	5	6/02/2017	1,744	AR 5	807 Parks Tree Sale: DAN GARTZKE TREES			-90.00	
2017	5	6/02/2017	1,744	AR 5	808 Parks Tree Sale: THOMAS BONDE TREES			-40.00	
2017	5	6/02/2017	1,745	AR 5	809 Parks Tree Sale: CASH TREE SALES			-60.00	
2017	6	6/13/2017	1,746	AP 6	Schumacher's Nursery& Berry Farm: PARKS TREE SALE		123.68		
2017	6	6/16/2017	1,761	AR 6	819 Parks Tree Sale: Cash Tree Sales			-21.00	

Count:	21	23165	Current Balance:	-1,151.15	Totals:	-1,478.28	1,048.13	-721.00	-1,151.15
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Report 53 Totals:

Count
21

Current Balance
-1,151.15

Balance Forward	Debits	Credits	Balance End
-1,478.28	1,048.13	-721.00	<b>-1,151.15</b>

*Town of New Glarus*

GREEN COUNTY, WISCONSIN

P.O. Box 448 ~ 26 5<sup>th</sup> Avenue ~ New Glarus, WI 53574-0448 ~ Phone 608/527-2390 ~ Fax 608/527-3390

[www.tn.newglarus.wi.gov](http://www.tn.newglarus.wi.gov)

## VARIANCE REQUEST APPLICATION

The following application requiring a public hearing has been submitted by applicant/landowner to the Technical Review Committee, Plan Commission, and the Town Board for review of those matters in which the Town has jurisdiction or ordinances.

Date Submitted: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Mailing) \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Site Location: T.4N. – R.7E. Section: \_\_\_\_\_

### Agent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Mailing) \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Parcel #: \_\_\_\_\_

The land is subject to a master plan within the Extraterritorial Zoning Right of the Village of New Glarus:  Yes  No

### Variance Request Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Town Board Acknowledgment

The Town Board has had an opportunity to review the above application for a variance.

Variance Request:  Accepted  Denied

\*Signed: \_\_\_\_\_

Town Board Chairman

Date: \_\_\_\_\_

*\*Signature of the form must be within 90 days of the submission date.*

**Adjacent Landowners**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

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# Checklist for Land Division and Subdivision Submittals

**DRAFT: June 22, 2017**

## Town of New Glarus

26 5<sup>th</sup> Avenue  
 New Glarus, WI 53574  
 Phone: 608-527-2390  
 www.tn.newglarus.wi.gov

### Contact Information

<b>Applicant/Owner:</b>		
Address:		
Phone (Home):	Phone (Cell):	Phone (Business):
Fax:	E-mail:	

### Project Location:

Name or Site Description:	Type: ___ Plat ___ Replat ___ CSM ___ Site Plan
Comments:	Comments:

### Key Definitions (§110.5)

**Existing Parcel** – The total contiguous acreage which exists under single ownership at the time of the Land Use Plan (October 13, 1997). Certified survey maps recorded prior to October 13, 1997 are excluded from the existing parcel.

**Major Subdivision** – Any land division that has a potential for **five** or more building sites.

**Minor Subdivision** – The division of land by the owner or land divider resulting in the creation of not more than **four** parcels or building sites.

**Cluster Development** – A form of residential development that concentrates building sites on parts of the parcel and allows 85% of the parcel to be used for open space. A cluster development shall consist of one or more cluster groups. Each cluster group shall contain a minimum of three lots.

**Large Lot Developments** – Allow residential, commercial or industrial developments on lots that are 2.0 acres or greater and comply with Green County Zoning or Extra Territorial Zoning.

**Normal Density** – One building site per 35 acres of existing parcel.

**Open Space** – The 85% or more of the existing parcel (or 91% of the original parcel in a large lot division) that remains undeveloped or free of residential, industrial or commercial structures. Permitted uses of open space are agriculture, recreation, passive recreation use, and preservation of environmentally sensitive features.

**Note: A section for the Applicant to provide additional information or comments is provided at the end of this checklist. Please reference the checklist section and item number for the additional information provided. THIS CHECKLIST IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ORDINANCE REQUIREMENTS, BUT RATHER A GUIDE COVERING THE MOST COMMON ELEMENTS OF LAND DEVELOPMENT. THE APPLICANT SHOULD CAREFULLY REVIEW THE FULL ORDINANCE TEXT BEFORE SUBMITTING DOCUMENTS FOR TOWN REVIEW.**

A	<b>Preliminary Consultation- (§110-11)</b>	Yes	No	Uncertain
	Has Applicant completed the following:			
	1) Met with the Town Plan Administrator and staff to review the contemplated land division?	_____	_____	_____
	2) Provided a written notice of the land division and requested meeting dates for future meeting dates, submittal deadlines and filing requirements?	_____	_____	_____
	3) Provided a location map showing the location of the proposed land division, its relation to public roads and existing community facilities?	_____	_____	_____
	4) Does the Applicant own or control 120 or more acres of an existing parcel?	_____	_____	_____
	5) Will the contemplated land division have the potential for five or more building sites? (Major Subdivision)	_____	_____	_____
	6) Provided documentation regarding the ownership of parcels to be divided as of the date of the Town Land Use Plan, and confirmed with the Plan Administrator that the lands to be divided have the appropriate acreage and splits available for the intended division?	_____	_____	_____
	7) Completed and provided <b>all</b> documents and information required on the Town “Submittal for CSM Residential or Non-Residential Land Division Approval” form?	_____	_____	
B	<b>Land Suitability- (§110-7)</b>	Yes	No	Uncertain
	Does this development involve:			
	1) Development in areas within 500 feet of a navigable waterway, wetland, or floodplain?	_____	_____	_____
	2) Changes in relief and drainage patterns (grading)?	_____	_____	_____
	3) A landform or topographical feature of local or regional interest?	_____	_____	_____
	4) An area having importance for wild plants and animals of community interest?	_____	_____	_____
	5) An area of soil instability--greater than 12% slope or organic soils, peats or mucks at or near the surface?	_____	_____	_____
	6) An area of bedrock within 6 feet of the surface?	_____	_____	_____
	7) An area with the groundwater table within 10 feet of the soil surface?	_____	_____	_____
	8) A drainage way for 5 or more acres of land?	_____	_____	_____
	9) Removal of any native canopy tree(s)?	_____	_____	_____

C	<b>Guidelines for Land Divisions- (§110-8)</b>	Yes	No	Uncertain
	Does the proposed land division and subsequent development meet the following criteria? (Confirmation of the following may require a written narrative and provision of additional maps and technical data).			
	1) Land division and standards proposed are consistent with the Town Land Use Plan (zoning and density)?	_____	_____	_____
	2) Developed property will be compatible with the character size and quality of nearby development?	_____	_____	_____
	3) Will maintain the rural character of the Town?	_____	_____	_____
	4) Protects environmentally sensitive sites?	_____	_____	_____
	5) Minimizes the disruption of groves of existing mature trees especially native canopy trees?	_____	_____	_____
	6) Depicts, and is sensitive to, historic and archaeological sites on both the parcel being developed and on sites that lie on adjoining properties?	_____	_____	_____
	7) Minimizes disruption of vistas and makes structures as inconspicuous as possible by locating building envelopes at woodland fringes, edges of open fields, and within new tree plantations where the aesthetic and visual impact of new structures will be minimized?	_____	_____	_____
	8) Provides building envelopes that meet the requirements for building setbacks from public roads, trails, and easements?	_____	_____	_____
	9) Provides for placement of underground utilities to serve the development?	_____	_____	_____
D	<b>Hillside Protection- (§110-9)</b>	Yes	No	Uncertain
	1) Has Applicant provided a relief map or topographic map of the proposed development depicting slopes within the property and those that may be impacted on adjacent lands?	_____	_____	_____
	2) Does the proposed project involve development that will disturb areas of 20% slopes through construction of private or public roads or driveways?	_____	_____	_____

E	<b>Technical Requirements for Preliminary Plats- (§110-16)</b>	Yes	No	N/A
	Does the proposed preliminary plat show the following information? (Confirmation of the following may require a separate exhibit or map to provide clear information).			
	1) Title of the plat, location (by quarter section, township, range, county and state), date of plat, scale, and north point.	_____	_____	_____

- 2) Names and addresses of the owner, land divider and surveyor. \_\_\_\_\_
- 3) Entire area contiguous to the plat owned or controlled by the land divider even though only a portion of this land may be proposed for development. \_\_\_\_\_
- 4) Location of all existing physical features, utilities and property boundaries as listed in 110-16 B. (6) through (10). \_\_\_\_\_
- 5) Corporate limit lines within or adjacent to the plat boundary and the existing zoning on and adjacent to the subdivision. \_\_\_\_\_
- 6) Contours within the exterior boundaries of the plat and extending to the center line of adjacent public streets at a vertical interval of not more than two feet. Include two bench marks and reference the information to the County datum and identify all areas with a slope greater than 20%. \_\_\_\_\_
- 7) Water elevations of all watercourses and water bodies within and 100 feet adjacent to the plat, including the 100 year high water elevation and floodplain / floodway limits, and shoreland boundaries. Identify areas where stream or lake access exists or is proposed. \_\_\_\_\_
- 8) Soil types and their boundaries, and soil boring information (if available). \_\_\_\_\_
- 9) Location, width and names of proposed streets. Include the centerline radius of the right-of-way and all curves or cul-de-sacs proposed. \_\_\_\_\_
- 10) Dimensions of all lots and the area in acreage or square feet including the building envelope and applicable setback dimensions. \_\_\_\_\_
- 11) Location and dimensions of sites to be reserved or dedicated for parks, playgrounds, conservancy areas, trails, drainageways or other public uses including group housing, shopping centers, churches, or non-public uses not requiring lotting. \_\_\_\_\_
- 12) Identification of lands to be deed restricted, dedicated or otherwise protected from development in order to meet the requirements for open space associated with a cluster development or normal density development along with calculations demonstrating the proposed plat meets the standard. \_\_\_\_\_

F	<b>CSM Procedure and Requirements (§110-18).</b> Has Applicant submitted a CSM that:	Yes	No	Uncertain
	1) Is prepared in accordance with §236.34, Wis. Stats?	_____	_____	_____
	2) Depicts all existing buildings, watercourses, drainage ditches and other features pertinent to proper division?	_____	_____	_____
	3) Identifies all lands reserved for future public acquisition?	_____	_____	_____

- |  |  |       |       |       |
|--|--|-------|-------|-------|
| 4)   | Includes a graphic scale, north arrow, address of the owner, land divider, and surveyor, list the square footage of each lot created, identify the present and proposed zoning, and depict land areas with slopes of 20% or more within building envelopes or road construction sites? | _____ | _____ | _____ |
| 5)   | Certifies the surveyor has fully complied with all the provisions of chapter 110?  | _____ | _____ | _____ |
| Has Applicant provided the following supplemental data for review: |  |       |       |       |
| 6)   | Deed restrictions or covenants identifying land dedications and easements which the land divider intends to make, and the rules for proposed property owners' associations charged with the maintenance and organization of said lands?  | _____ | _____ | _____ |
| 7)   | A statement of proposed use of the lots and any contemplated changes to the current parcel zoning?   | _____ | _____ | _____ |
| 8)   | An Area Plan depicting adjacent land divisions within the last 5 years and, as appropriate, concept plans for development of adjacent lands under the control of the land divider?   | _____ | _____ | _____ |
| 9)   | Street plan and profile drawings?  | _____ | _____ | _____ |
| 10)  | Exhibits and computations defining how the proposed land division will comply with the Open Space requirements of Chapter 110?   | _____ | _____ | _____ |
| 11)  | Other exhibits, plans, calculations or reports needed to confirm the land division meets the requirements within Articles VI, VII and VII of Chapter 110?  | _____ | _____ | _____ |



OFFICE OF

*Town of New Glarus*

P.O. Box 448 ~ 26 5<sup>th</sup> Avenue ~ New Glarus, WI 53574-0448 ~ Phone 608/527-2390 ~ Fax 608/527-3390

[www.tn.newglarus.wi.gov](http://www.tn.newglarus.wi.gov)

June 27, 2017

Mr. Dennis Klaila  
Program & Planning Analyst  
Public Service Commission of Wisconsin  
610 North Whitney Way  
Madison, WI 53705

Dear Dennis,

Please accept this letter as support for TDS Telecom Broadband Expansion Grant 2017 for Broadband Service in the Town of New Glarus.

While the rural environment is an attraction for living in New Glarus, the inability to access the internet has been a detriment to our Town's growth. Most of our residents either do not have access to wire line broadband service or have limited speeds available. The Town of New Glarus documented this in our 2016 Internet survey, over 83% of our residents were not satisfied with their internet service.

The Town of New Glarus is not positioned to attract new residents from outside of our community because of limited Broadband. We have especially felt this effect with employees of Epic Corporation who seek the appeal of quiet rural living, but will not accept limited connectivity. Other participants in our survey indicated that they could not work from home, establish on-line businesses, or pursue educational opportunities because of slow or non-existent internet connections.

Without availability of Broadband service and access, the Town of New Glarus is limited in our ability for economic growth and participation in the digital economy.

The Town of New Glarus needs increased Broadband service now and in the future. Our geographic location serves the expansion and growth of Madison, and potentially the economic development of Green County.

Please support the Town of New Glarus. We ask that you award this application to TDS Telecom.

Sincerely,



Susan Crum, 2<sup>nd</sup> Supervisor  
Chairman Broadband Committee



Chris Narveson, Town Chair  
On behalf of the Town Board



## CHAPTER 80

### IMPACT FEES

[HISTORY: Adopted by the Town Board of the Town of New Glarus 5-6-2008. Amendments noted where applicable.]  
[Amended 9-13-2011]

#### GENERAL REFERENCES

Building construction - See Ch. [15](#).

Land division and subdivision - See Ch. [110](#).

Extraterritorial zoning - See Ch. [50](#).

---

#### § 80-1. Purpose and intent.

- A. Whenever a tract of land is created by a subdivision or recording of a certified survey map, there is imposed an impact fee for the purpose of defraying the cost of identified capital costs that are necessary to accommodate the new land development. Each such impact fee shall be adopted using the procedures of this chapter. Impact fees shall be due and payable in full upon the issuance of a building permit by the Town or, if applicable to commercial property, by the state. The Town shall require the land developer to include provisions securing payment of impact fees in the developer's agreement between the Town and the developer.
- B. This chapter is intended to impose impact fees in order to finance public utilities and facilities, the demand for which is generated by new development. The Town is responsible for and will meet, through the use of general Town revenues, all capital improvement needs associated with existing development. Only needs created by new development will be met by impact fees. Impact fees shall be spent on new or enlarged capital facilities improvements required by new developments that pay the fees.

#### § 80-2. Authority.

Authority for this chapter is provided by Wis. Stat § 66.0617. The provisions of this chapter shall not be construed to limit the power of the Town to adopt any ordinance, other impact fee or other fee pursuant to any other source of local authority or to utilize any other methods or powers otherwise available for accomplishing the purposes set forth herein, either in lieu of or in conjunction with this chapter.

#### § 80-3. Applicability.

This section shall be uniformly applicable to all new development that occurs within the Town of New Glarus.

#### § 80-4. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ABANDONED - A residential structure shall be determined abandoned if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertains as determined by the Town Building Inspector, Plan Commission or Town Board:

- (1) There is no evidence of human activity at the structure
- (2) If the structure has not been properly maintained and fallen into disrepair. (e.g. the roof has collapsed or attachments are falling down, windows are broken, or doors are falling off and unattached).
- (3) Unlicensed wild animal activity is present within the house.
- (4) The structure does not have an address or Fire Number.
- (5) The yard landscape is unkempt (not mowed or no evidence of human travels).

BUILDING PERMIT - The permit required for new construction and additions pursuant to Town of New Glarus Code. The term "building permit," as used herein, shall not be deemed to include permits required for remodeling, rehabilitation, or other improvements to an existing structure or rebuilding a damaged or destroyed structure, provided there is no increase in the number of dwelling units resulting therefrom.

CAPITAL COSTS - The capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not

more than 10% of capital costs may consist of legal, engineering and design costs unless the Town demonstrated that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities or the costs of equipment to construct, expand or improve public facilities.

**CAPITAL IMPROVEMENTS** - Public facilities that are treated as capitalized expenses according to generally accepted accounting principles and does not include costs associated with the operation, administration, maintenance or replacement of capital improvements, nor does it include administrative facilities.

**DEVELOPER** - A person, party, firm, corporation or other legal entity that constructs or creates a land development.

**DEVELOPMENT** - Any man-made change to improved or unimproved real property, the use of any principal structure or land, or any other activity that requires issuance of a building permit.

**DWELLING UNIT** - Each separate living unit authorized to be constructed on the parcel of land. For example, a single-family residence shall be considered one dwelling unit; a duplex shall be considered two dwelling units; a four-family apartment building shall be considered four dwelling units, etc.

**HABITABLE** - A residential structure shall be determined habitable if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertains as determined by the Town Building Inspector, Plan Commission or Town Board:

- (1) Mechanical and electrical services are connected and usable.
- (2) The structure has an assigned Fire Number or mailing address.
- (3) There is a legal access for emergency vehicles, consistent with the requirements of Town Ordinance Chapters 36 and 75.
- (4) The asset value (of the structure or entire parcel?) exceeds \$10,000.
- (5) If under construction, the roof, doors, windows and walls are substantially complete as determined by the Building Inspector.
- (6) An Occupancy Permit was issued by the Town prior to May 6, 2008.

**IMPACT FEE** - Any charge, fee, or assessment levied pursuant to this chapter when any portion of the revenues collected is intended to fund any portion of the capital costs of public facilities or capital improvements identified in this chapter and/or the Public Facilities Needs Assessment.

**LAND DEVELOPMENT** - The construction or modification of improvements to real property that creates additional residential dwelling units within the Town or that result in nonresidential uses that create a need for new, expanded or improved public facilities within the Town.

**MOBILE HOME** - A living space that is transportable in one section, is built on a mobile, permanent chassis, and is designed to be used without a foundation. It may be temporarily connected to utilities.

**MANUFACTURED HOME** - A living space that is transportable in one or more sections and is designed to be used with a permanent foundation and connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle" which is subject to Impact Fees when connected.

**NEEDS ASSESSMENT** - The assessment of needs required to identify public facility costs for the purpose of calculating impact fees as defined by Wis. Stat. § 66.0617.

**PUBLIC FACILITIES** - Parks and playgrounds, as defined in § 340.01(22), Wisconsin Statutes. "Public facilities" does not include facilities owned by a school district.

**SERVICE STANDARD** - A certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure as specified by the Town Board.

SITE - The land on which development takes place.

SUBDIVISION - A plat, certified survey map, or other method used to divide a parcel of property into two or more separate parcels or lots.

TOWN - The Town of New Glarus, Wisconsin.

TRAILER or OTHER TEMPORARY STRUCTURES - Places of abode that are designed to be portable (on wheels).

**§ 80-5. Public facilities need assessment.**

The basis for the imposition of impacts fees is the public facilities needs assessment prepared by Vierbicher Associates in April of 2008, which is on file in the office of the Town Clerk and available for inspection and/or copying in accordance with the State Public Records and Property Law, Subchapter II of Chapter 19, Wisconsin Statutes. The public facilities need assessment includes:

- A. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities for which an impact fee is imposed.
- B. An identification of the new public facilities, or improvements or expansions of existing public facilities that will be required because of land development for which an impact fee is imposed.
- C. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the Town.
- D. A public facilities needs assessment or revised public facilities needs that are prepared under this section shall be available for public inspection and copying in the office of the Town Clerk at least 20 days before the hearing under § [80-6](#).

**§ 80-6. Public hearing; notice.**

Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, the Town shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a Class 1 notice under Ch. 985, and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

**§ 80-7. Finding of reasonableness and statutory compliance.**

Impact fees imposed by this chapter are found by the Town Board to be reasonable and in compliance with § 66.0617, Wisconsin Statutes, in that they:

- A. Bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- B. Do not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the Town.
- C. Are based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- D. Are to be reduced to compensate for other capital costs imposed by the Town with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Ch. 236, Wisconsin Statutes, or any other items of value.

- E. Are to be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- F. Do not include amounts necessary to address existing deficiencies in public facilities.
- G. Shall be payable by the developer or the property owner to the Town in full at the time of the issuance of a building permit by the Town or, if applicable, by the state.
- H. An impact fee adopted by the Town under this chapter may provide for an exemption from, or a reduction in the amount of, impact fees on land development that provides low-cost housing, except that no amount of an impact fee for which an exemption or reduction is provided under this subsection may be shifted to any other development in the land development in which the low-cost housing is located or to any other land development in the Town.
- I. Do not prohibit or deter the construction of affordable housing within the Town.

**§ 80-8. Imposition of impact fees.**

Impact fees shall be imposed by the Town Board on any land division, planned development, conditional use permit, site plan review or building permit for new construction on vacant land, the construction of additional residential buildings on developed land, and the expansion of existing buildings, at the time any approval or permit is granted that results in an increase in the number of dwelling units which are located in an area on which an impact fee has been imposed. Notwithstanding the above, nothing herein required shall provide for the payment of duplicate impact fees under circumstances where a land development is the subject of more than one approval or permit.

- A. When replacement of existing structure(s) is (are) proposed, Impact Fees shall be imposed as follows:
  - (1) When a permanent structure is being replaced or improved:
    - (a) Impact Fees will be collected if an existing permanent structure was, at the date of the adoption of the Impact Fee Ordinance, abandoned or not habitable as defined by this Ordinance.
    - (b) Impact Fees will not be collected if an existing structure, at the date of the adoption of the Impact Fee Ordinance, was not abandoned and/or is habitable.
  - (2) When a temporary residence is being replaced or improved, Impact Fees will not be collected if an existing trailer or temporary structure, which has been connected to sewer, water, and electrical and was occupied and legal, is being replaced by a permanent home.
- B. When “temporary” structures are proposed, Impact Fees shall be imposed as follows:
  - (1) Impact Fees will not be collected for trailers or temporary habitable structures to be occupied for less than six months of each calendar year if the structure has no foundation and no permanent connection to electrical, sewer and water services.
  - (2) Impact Fees will be collected for a mobile home (not a replacement of a previous dwelling) if it sits on a concrete foundation and has connections to electrical, water, and sewer services.

**§ 80-9. Use of funds.**

- A. Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for the projects, to reimburse the Town for advances of other funds or reserves, and such other purposes consistent with

Wis. Stat. sec. 66.0617 which are recorded and approved by the Town Board.

- B. The Town may issue bonds, revenue certificates, and other obligations of indebtedness in such manner and subject to such limitations as may be provided by law in furtherance of the provision of capital improvement projects. Funds pledged toward retirement of bonds, revenue certificates, or other obligations of indebtedness for such projects may include impact fees and other Town revenues as may be allowed by the Town Board. Impact fees paid pursuant to this ordinance, however, shall be restricted to use solely and exclusively for financing directly or as a pledge against bonds, revenue certificates, and other obligations of indebtedness for the cost of capital improvements as specified herein.
- C. These impact fees shall be collected until the capital costs associated with the projects specified in the Public Facilities Needs Assessment Report, as amended from time to time, have been incurred and satisfied unless such time period exceeds ten (10) years beyond projected satisfaction of indebtedness of the specified projects for which these impact fees are imposed. As provided by Wis. Stat 66.0617(9) (b) or its legal revision repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-10. Payment and Collection of fees.**

- A. Payment of fee. A Developer, Land Owner, or Building Permit Applicant shall pay in full an Impact Fee for any new Development (as distinguished from any alteration or addition to existing development) in full, to the Town Clerk/Treasurer upon issuance of a building permit.
- B. Separate fund account required. Revenues collected as impact fees shall be placed by the Town of New Glarus Clerk /Treasurer in segregated interest-bearing accounts and shall be accounted for separately from other funds of the Town of New Glarus. Impact fee revenues and interest earned on impact fee revenues may be expended by the Town of New Glarus only for the capital costs for which the impact fees were imposed and shall be expended on a first-in first-out basis.
- C. Refund. Any funds not expended or encumbered by the end of the calendar quarter immediately following ten (10) years or its legal revision, from the date the impact fee was paid for any facility described in the needs assessment shall be returned to such landowner within 120 days or as revised statutorily. As provided by Wis. Stat 66.0617(9) (b) the repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-11. Administration of Impact Fees.**

- A. Upon receipt of impact fees, the Town Clerk/Treasurer shall be responsible for the placement of such funds into separate accounts as hereinafter specified. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of Town funds, as applicable. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- B. The Town Clerk/Treasurer shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used for projects in the capital improvements program for the particular development sub-area or for Town-wide capital improvements, as specified in the program; and that shall provide an annual report for each impact fee account showing the source and amount of all funds collected and the projects that were funded.
- C. Review of development potential.
  - (1) The Town shall annually, in conjunction with the annual capital budget and capital improvements plan adoption processes, review the development potential of the Town and the capital improvements plan and make such modifications as are deemed necessary as a result of:

- (a) Development occurring in the prior year.
  - (b) Capital improvements actually constructed.
  - (c) Changing facility needs.
  - (d) Inflation.
  - (e) Revised cost estimates for capital improvements.
  - (f) Changes in the availability of other funding sources applicable to public facility projects.
  - (g) Such other factors as may be relevant.
- (2) Modifications of the development potential, the capital improvements program, and the impact fees shall be recommended for adoption prior to November 1<sup>st</sup> of each year and shall be effective on January 1<sup>st</sup>.

**§ 80-12. Impact Fee Schedule.**

See Chapter 55, Addendum A of the Town of New Glarus Code.

**§ 80-13. Time for Use of Impact Fees.**

Impact fees shall be expended within the following time limits:

- A. Impact fees collected after April 10, 2006 and collected within 10 years of the date of the Ordinance establishing the specific impact fee shall be expended within 10 years of the effected date of the impact fee imposition ordinance. The 10-year deadline may be extended for as much as 3 additional years by the Town Board if the Board finds that as the result of hardship or extenuating circumstances, it is impossible to expend the impact fees for the purpose for which they were imposed within the 10-year period. Impact fees not used within the time limit of this subsection shall be refunded pursuant to Sec. 10 c) of this ordinance.
- B. Impact fees collected after April 10, 2006 which are collected more than 10 years after the effective date of the impact fee imposition ordinance, shall be used within a reasonable period of time, or refunded pursuant to this Ordinance. To determine a reasonable time period, the Town shall consider what are appropriate planning and financing periods for the particular types of public facilities for which the impact fees are imposed

**§ 80-14. Appeals.**

- A. Notice of appeal. Any developer and/or land owner upon whom an impact fee has been imposed may contest the amount, collection or use of the impact fee by filing a notice of appeal to the Town Board. The notice of appeal shall be filed with the Town Clerk/Treasurer within thirty (30) days of the date of the determination appealed from. The notice of appeal shall state in detail the relief sought by the developer and any legal or factual basis for the relief requested; and shall include all supporting documentation upon which the developer relies in making the appeal.
- B. Appeal bond. If the notice of appeal is accompanied by a bond or other sufficient surety satisfactory to the Town attorney in an amount equal to the impact fee due, as calculated by the Town clerk or the clerk's designee, and all other requirements have been satisfied, the building permit may be issued or the final plan may be approved. The filing of an appeal shall not stay the collection of the impact fee due unless a bond or other sufficient surety has been filed.
- C. Review by the Town Board
  - (1) Within thirty business days of the date of filing of the notice of appeal, the Town Clerk/Treasurer shall place the matter on the agenda for the Town Board meeting. The Town Board shall consider the appeal

and shall, at the Town Board's exclusive discretion, approve or deny the appeal.

- (2) At any hearing on an appeal of an impact fee, the appellant shall be permitted to present competent evidence or testimony. The Town Board may limit the presentation of evidence to a reasonable amount of time considering the complexity of the issues involved, and may exclude proposed evidence on the grounds of relevance, duplication and reliability. The Town's attorney, engineer and other consultants or witnesses shall be heard in response, and the appellant permitted to present rebuttal.

**§ 80-15. Effect of Impact Fee on Zoning and Subdivision Regulations.**

This chapter shall not affect, in any manner, the permissible use of property, density of development, design and improvement standards and requirements, or any other aspect of the development of land or provision of capital improvements subject to the zoning and subdivision regulations or other regulations of the County or Extraterritorial Zoning Ordinance if applicable which shall be operative and remain in full force and effect without limitation with respect to all such development.

**§ 80-16. Impact Fee as Additional and Supplemental Requirement.**

The impact fees are additional and supplemental to, and not in substitution of, any other requirements imposed by the Town on the development of land or the issuance of building permits. It is intended to be consistent with and to further the objectives and policies of the Comprehensive Plan, the capital improvements plan, and other Town policies, chapters, and resolutions by which the Town seeks to ensure the provision of public facilities in conjunction with the development of land. In no event shall a property owner or developer be obligated to pay for capital improvements in an amount in excess of the amount calculated pursuant to this section; provided however, that a property owner or developer may be required to pay, pursuant to Town ordinances, regulations, or policies, other fees or for other capital improvements in addition to the impact fees for capital improvements as specified in this chapter.

**§ 80-17. Amendments.**

- A. Before enacting an ordinance that amends Chapter 80, the Town Board shall hold a public hearing on the proposed ordinance or amendment.
- B. Pursuant to W.S.A., 66.0617, notice of the public hearing referred to in the preceding section shall be published as a class 1 notice under W.S.A., ch. 985, and shall specify where a copy of the proposed ordinance or amendment and the public needs assessment may be obtained.
- C. Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a needs assessment shall be prepared and made available for public inspection and copying as required by W.S.A., 66.0617.

**§ 80-18. Liberal Construction; Severability.**

The provisions of this section are hereby found and declared to be in furtherance of the public health, safety, welfare, and convenience and it shall be liberally construed to effectively carry out its purposes. If any subsection, phrase, sentence, or other portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct and independent, and such holding shall not affect the validity of the remaining portions thereof.

Adopted by the Town Board this 13<sup>h</sup> day of September, 2011.

## Town of New Glarus Benefits

### A. BENEFITS ESTABLISHED FOR ELIGIBLE HOURLY EMPLOYEES:

Policy I. **Paid Vacation** for benefit eligible employees (BEE) shall be 80 hours, earned upon completion of the first year of employment and eligible to be taken during the 2nd thru the 5th years of continuous employment; 120 hours (15 days) earned upon completion of the 5th year and eligible to be taken during the 6th thru the 10th year of continuous employment; 136 hours (17 days) earned upon completion of the 10th year and eligible to be taken during the 11th thru the 15th year of continuous employment; 160 hours (20 days) earned upon completion of the 15th year and eligible to be taken during the 16<sup>th</sup> thru the 20th year of continuous employment; 176 hours (22 days) earned in the 20th year and eligible to be taken during the 21st year, or more, of continuous employment.

The above hours of paid vacation shall be pro-rated downward for BEE who are scheduled to work less than 40 hours per week. Part-time employee vacation pay shall be calculated using Policy XX. Vacation year shall be calculated based upon employees starting date.

Employee vacations must be scheduled, in advance, with a supervisor. Vacation shall be taken during eligible years or it shall be lost. No vacation shall be carried over without approval in each instance, by the Town Board.

Vacation earned but not taken upon resignation, dismissal, dismissal for cause, retirement, non authorized L.O.A., Authorized L.O.A, if not taken prior to the action, will be paid as part of final payroll check (subject to normal deductions). Vacation earned means vacation earned prior year to be taken current year. Example: vacation earned in BEE's current year of employment such as July 1, 2009 through June 30, 2010 is "Earned" during completion of that year and is to be taken in the following year of employment that is between July 1, 2010 through June 30, 2011. Vacation is not "Earned" until completion of the Employee's prior completed year of employment. Upon completion of each employee's prior completed year of employment, the Clerk shall calculate the number of hours earned based upon the above Paid Vacation schedule and notify each BEE of the hours of vacation the BEE may schedule.

Policy II. **Overtime** shall be paid to all non-exempt employees at a rate of 1.5 times regular hourly pay in effect at the time of the hours of overtime worked. Overtime shall be calculated for all hours worked over 40 hours, within a seven day week. Week starting dates shall be set by the employees' immediate supervisor. Normal work week shall be defined as Saturday, 12:01 a.m. through Friday, 12:00 midnight. Supervisors may establish other work start weeks to accommodate the Town's requirements for service and economics. Employees, who are required to work during normal holidays, as established by the Town Board, shall be paid at 1.5 times their regular hourly pay rate. Hours not worked, but paid, such as holidays, vacation days, sick leave days, and bereavement leave days, shall count as days worked in calculations for 40 hour/week "worked" when determining overtime pay for time over 40 hour/week. Vacation days, sick leave days, and bereavement leave days, shall be counted for overtime inclusion only if approved in advance by the employee's supervisor.

Policy III. **Policy for 10 hr. day / 4 day workweek** shall be effective for Town Highway Patrolman during those times when he/she is working an assigned, normal, 40-hour



## Town of New Glarus Benefits

week at a normal 10 hours/day. This policy shall be effective following initial approval by the Town Board and shall start each year on the first work day after Memorial Day and end on the first day after Labor Day or at other times as determined by the Town of New Glarus Board of Supervisors.

Normal days of work shall be 10.0 hours/day (6:00 a.m. to 5:00 p.m.) with non-paid lunchtime as taken. Workdays shall be Monday thru Thursday.

Holidays, Vacations, Sick leave & Bereavement Leave shall all be treated as 8-hour days and shall follow policy regarding those benefits that are in place at the time of the occurrence.

- Except that holidays occurring on Saturday shall, for this employee, be taken on Thursday immediately preceding.
- Holidays occurring on Sunday shall be taken on the immediately following Monday.

Overtime worked shall follow the policy regarding the benefits that are in place at the time of the occurrence.

Since the number of hours paid on holidays is less than the number of hours “normally” worked, the employee may, with the supervisors advanced authorization, work 2 hours the day following the holiday, work an additional 2 hours on other days in the week, or not work those 2 hours in that week.

Policy IV. **Paid Holidays** for hourly paid BEE shall be; New Years Day, Memorial Day, Independence Day, labor Day, Thanksgiving Day, and Christmas Day. Whenever one of these days falls on Saturday the paid holiday shall occur the immediately preceding Friday. Whenever one of these days falls on Sunday the paid holiday shall occur the immediate following Monday. Effective 6/2/09 Christmas Eve and Good Friday are paid half days. Holiday pay for the employee shall be paid at their current hourly rate x (8) hours.

If employee is called to work on a holiday designated by the Town Board as a paid holiday, the employee shall be compensated for eight (8) hours times their regular straight time hourly rate plus pay at one and on-half times their regular pay rate for the hours actually worked on that holiday. Holidays are assumed to start at 12:01 a.m. on date of holiday and end at 12:00 midnight on that same date. Except for ½ day holidays which are compensated for four (4) hours, noon to 4 p.m.

Part time employee’s holiday pay shall be adjusted downward based upon Policy XX.

Policy V. **Sick Leave Policy** (Established 1/1/07) this policy is intended to establish a sick leave policy that shall be uniformly applied to hourly employees of the Town, allows employees to accrue sick pay over their years of service and to accumulate this benefit for use at times of catastrophic illnesses or injury while they are employed, it also limits this unfunded liability for the Town taxpayers.

Eligible Employees are hourly paid BEE of the Town of New Glarus who work in excess of 600 hours per year. Non eligible employees include elected officials, salaried employees and Non-BEE.

## Town of New Glarus Benefits

Sick leave shall be earned and accumulate at the rate of 1 day (8 hours/year) for every 4 months of service. A day shall be determined to be 8 hours of work time. **Maximum accumulated sick leave shall be 24 hours per year.** Service start date shall be the first day employee worked for the Town. Accumulated sick leave shall be pro rated for the first year worked and shall be accredited annually (on or near January 1) in all subsequent years. Accumulated years of service shall be based upon continuous years of service. Vacation and sick leave taken shall be considered included in continuous service years. Part time employees who work less than 2080 hours per year shall accumulate sick leave based upon a pro rata calculation.

**Example** - an employee who works 601 hours in a year shall receive sick leave per Policy XX, as follows:  $N=601/2080=0.289$  Years. Accrued sick leave =  $0.289\text{Yr.} \times 8 \text{ Hours/period} \times 3 \text{ periods/year} = 6.9$  hours of sick leave accumulated for that year.

Sick leave could accumulate in the employee's catastrophic fund as follows:

- Over 10 years of service - accumulate 30 days (240 hours).
- Over 20 years of service - accumulate 60 days (480 hours).
- Over 25 years of service - accumulate 75 days (600 hours). Seventy-five days shall be the maximum accumulation of sick leave for any employee.

Sick leave taken shall be paid based upon one of the following priorities.

- Priority I - With Doctor's written excuse.
- Priority II - With advance, verbal authorization of employee's supervisor, followed by written note to employee's file. *Advance authorization means early notification early in the first day of absence.*

In all above cases, sick leave shall be withdrawn from the employee's accumulated leave fund at full level, i.e. 8 hours taken results in 8 hours removed from accumulated leave fund. Employee shall be paid, based upon current pay rate at time of sick leave. All Sick pay shall be subject to any legal withholding and deductions. Sick leave taken under priority I and priority II shall be paid at 100% of employee's then current pay rate.

Accumulated Sick Leave not previously taken at time of resignation, dismissal, retirement or Non Authorized Leave of Absence shall not be paid out to employee.

Violation of Sick Pay Policy may be cause for discharge.

Policy VI. **Bereavement Leave** Employees who are scheduled to work in excess of 600 hours per year and who have completed their 90-day employment probationary period may be eligible for bereavement leave.

With approval from their supervisor, employees may be granted up to the equivalent of three days leave of absence, with pay at their then current hourly pay times eight hours per day (except part time employees shall be paid on a pro-rated basis), to accommodate such requirements as travel, funeral attendance, funeral arrangements or estate arrangements for immediate family members. Immediate family members include: spouse, parent, stepparent, parent-in-law, children, stepchildren, brother, sister, grandparent or grandchild, son or daughter-in-law.

## Town of New Glarus Benefits

With approval from their supervisor, employees may be granted up to the equivalent of two days leave of absence to accommodate such requirements as travel and funeral attendance, for members of their extended family. Extended family members include: sister-in-law, brother-in-law, niece, nephew, aunt, uncle or grandparent-in-law.

The Supervisor, with consent of the employee may authorize additional time off if the employee is eligible for vacation time. Bereavement leave shall be exclusive of holiday paid leave or sick leave.

Part time employee's bereavement pay shall be adjusted downward based upon Policy XX.

Policy VII. **Unauthorized personal use of Town's facilities, equipment, supplies and utilities -** Because of the costs and liabilities undertaken by Town Taxpayers resulting from unauthorized uses, the policy will be to deny such uses except as approved by the Town Board in certain contractual situations. Employees who participate in such unauthorized practices will be subject to discipline, including possible discharge.

Employees will not be paid for time spent in unauthorized use practices.

Policy VIII. **Safety Meetings** Town employees will participate in quarterly safety meetings and are encouraged to organize, plan and conduct at least one meeting per year.

Policy IX. **Meeting Attendance** There are differences in meetings attended by Town employees that include beneficial returns to the Town and the employee. For example employees are asked to (or request to) attend meetings, such as Wisconsin Town's Association meetings, that further the employees education, experiences and improve functionality of the employee for the benefit of the Town and the employee. When there is near 100% benefit to the Town the policy is established that the Town reimburses the employee for expenses incurred while attending such meetings. They are also paid their normal hourly pay rate for time spent attending and traveling to and from such meetings. There are other meetings, classes, assemblies, training sessions, etc. that do not benefit the Town as significantly (less than 100% benefit to the Town). It shall be the policy that when employees request attendance to such events, tuition may be paid, either in part or totally, upon approval of the Town Board. In such cases, the Town shall not cover employee pay, expenses or per diem.

Policy X. **Out of Town meetings** The past practice of paying \$50.00 Per Diem for attendance by employee when attending authorized meetings outside the Town shall be rescinded. The policy shall be to reimburse employees for their actual out of pocket expenses, as substantiated by receipts and completed expense reports as authorized by supervisor signature. The employee's supervisor, upon advance request by the employee, may authorize expense advances.

Policy XI. **Pay for Meeting Hours** ~~an attendance fee set by the Town Board shall be paid in lieu of per diem for hourly paid employees. Set fee amount with board approval to be reviewed in January of each year.~~

## Town of New Glarus Benefits

~~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 fee for Calendar year 2012 is set at \$40. Per meeting incentives for hourly employees were eliminated on 5/2/12. Hourly employees will be paid for actual hours worked (see Policy II).~~

Policy XII. **Emergency Call Out** Part-Time emergency snowplow drivers shall be paid \$25 per appearance. Appearance is defined as any 24 hour (mid-night to mid-night) period.

Policy XIII. **Mileage Reimbursement** is paid at the IRS Federal reimbursement rate for BEE and elected officials.

Policy XIV. **Wisconsin Retirement System** Contribution Rates for 2015

Year	Employee Required	Employer Required	Total
2016	6.60	6.60	13.2%
2017	6.80	6.80	13.6%

Policy XV. **Health Insurance** Since the Town Board, on 4/16/2013 selected the Percentage Method of calculation, the Employee Trust Fund 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 Employee Trust Fund Health Insurance premium for full time BEE not to exceed 83% of the Tier I Qualified plans average premiums set within Green County for the year 2015.

The Town Board shall review this policy annually in October and revisions shall become effective the immediately following 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 repay 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 XX, except the employee portion paid cannot be below that established by WRS

Policy XVI. **Life Insurance** WRS rules dictate that employer must pay basic coverage. Basic coverage is defined as employees prior year's income rounded up to the next \$1000.

Town of New Glarus resolved on 11/4/03 to provide Basic Group Life Insurance to all BEE.

## Town of New Glarus Benefits

Policy XVII. **Wisconsin Deferred Compensation Program (WDC)** is a supplemental retirement savings plan, regulated by Section 457 of the Internal Revenue Code. All Town of New Glarus employees, and elected officials, commission members, election workers and snowplow drivers are eligible to participate and may enroll at any time. Through the WDC plan, participants can invest all or a portion of their income on a pre-tax or post-tax (Roth) basis or a combination of both. Participation in the plan is voluntary. The participant makes the entire contribution; there is no Town of New Glarus match and therefore is not considered a benefit under Policy XXIII.

WDC is administered by the Department of Employee Trust Funds (ETF) through a third-party administrator, Great West Retirement Services.

Policy XVIII. **Employee Performance Review procedure** Employee review shall be completed annually. Supervisors shall be responsible for completion of review forms as close to the employee's anniversary date as is practicable. Anniversary date for employees (hourly paid, appointed), shall be the anniversary of the date their employment started. Pay adjustments for elected officials shall be per state statutes. Pay adjustments for hired or appointed personnel for job position changes shall be effective the first date worked in the new position following Town Board review and approval of the wage adjustment.

The Town Board shall set the pay adjustment range for the budget year at budget time as follows:

**2016 Adjustment Range:**

- High-end performance - 3.0 %
- Mid-range performance - 2.2 %
- Low-end performance - 1.0 %

***Supervision shall be as follows:***

- Clerk-Treasurer shall supervise Deputy Clerk.
- Clerk-Treasurer shall supervise Deputy Treasurer.
- Patrolman shall supervise Assistant Patrolman and Part Time Patrolman (as applicable).
- Town Chair shall supervise appointed Clerk-Treasurer, and Patrolman.

The employee and supervisor shall complete the Specific Goals & Objectives for the ensuing year. This shall include 3 or 4 Major Elements (see form). This list is reviewed by employee and supervisor throughout the year, and at next review time. It shall be a guide, along with other performance criteria, during the ensuing review process. Evaluation forms shall be completed by the supervisor and signed by the employee and supervisor prior to being reviewed by the Town Board (during a closed session of a Town Board regularly scheduled meeting which may include the attendance of the appropriate supervisor).

## Town of New Glarus Benefits

All employee reviews and pay adjustments shall be subject to review and approval by the Town Board. The Town Board shall review and may approve the supervisors recommended review and pay adjustment. If it chooses to not approve the review and adjustment, the Town Board shall send the review and recommended adjustment back to the appropriate supervisor for reconsideration. The Town Board shall not revise either the Review Form or pay adjustment recommendation.

The supervisor shall set any pay adjustments based upon the Review Form and the established range of adjustments as set by the Town Board. After Town Board approval the supervisor shall then report the results to the employee and to the Clerk-Treasurer who will then adjust that employee's pay accordingly, effective the next pay date with pay retroactive to the anniversary date, if applicable.

Policy XIX. **Smoke Free Environment** No person shall smoke in any Town-owned building or vehicle unless in a designated area.

Policy XX. **Pro-Rata Calculation** for part time BEE paid vacation, holiday, sick leave accumulations, bereavement leave, and health insurance premiums paid for by employer shall be calculated as follows: On the BEE anniversary date, the immediately proceeding year's hours worked shall be added and that number shall be divided by 2080. The resulting number (N) shall be % of the year worked.

That number N, as calculated for the immediately preceding year, shall be multiplied by the appropriate benefit as defined in Policy I-Paid Vacation; Policy IV-Paid Holidays; Policy V-Sick Leave; Policy VI-Bereavement Leave and Policy XV-Health Insurance, for the year in which the particular benefit is applied. For this policy the hours calculated in N shall be actual hours worked. For example 1 hour of overtime is 1 hour worked not 1.5 hours (as paid). The hours worked shall exclude holiday hours, sick benefit hours paid, bereavement hours paid or vacation hours paid.

Policy XXI. **Leave of Absence**

- a. **Authorized Leave of Absence (LOA)** Employees who require un-paid leaves from the work force must get approval from their supervisor, followed by review from the Town Board. Such leaves may be granted for the following reasons:
  1. *Medical Leave* as requested in writing from the employee's licensed medical Doctor.
  2. *Military Leave* as requested in writing from the employee's military commander.
  3. *Disciplinary Leave* as approved by the Town Board.
  4. *Personal Leave* as requested by the employee's supervisor and reviewed by the Town Board.
  5. *Substance Abuse Leave* as requested by a State or County Social Service Agency.
  6. *Criminal Penalty Leave* as set by County, State or Federal criminal prosecution agency.

## Town of New Glarus Benefits

- b. **Un-Authorized Leave of Absence** shall be treated as resignation.
- c. **Notification** Must be requested and processed by the Town Board within 24 hours of the start of the scheduled work time.
- d. **Authorized Leave of Absence** starts upon the Town's acceptance of the following:
  - 1. Doctor's letter of request for medical leave.
  - 2. Receipt of military orders.
  - 3. Town Board authorizations for discipline.
  - 4. Supervisor's authorization for personal leave as reviewed by the Town Board.
  - 5. Social Services request.
  - 6. Counties, State or Federal Criminal Prosecution Notice.
- e. **Leave of Absence Ends** based upon:
  - 1. Notice from doctor.
  - 2. Military orders.
  - 3. Town Board authorized discipline expires.
  - 4. Per Supervisor's authorization.
  - 5. Per Social Services requirement.
  - 6. Per Criminal Prosecution notice.
- f. All employee payments for Benefits in effect during leave of absence shall be paid to the Town per authorized benefit provider schedules.
- g. Employer payment for employer portion of Health Insurance may continue for 90 calendar days after the starting day of the authorized leave of absence.

Policy XXII. **Probation Period** Ninety (90) calendar days after the initial employment date, all Town of New Glarus employees (full-time, part-time, hourly paid, and salaried) shall be subject to a supervisor's review. Such review may, at that time, include pay adjustment or it may include recommendation for discharge, based upon supervisor's recommendation to the Town Board.

Policy XXIII. **Definitions**

- a. **BEE – Benefit Eligible Employees** Any Town employee who meets Benefit eligibility starts after the employee's first ninety calendar days of employment for all employees who are scheduled to work more than 600 hours per year. Elected Officials, committee members, part-time emergency snow plow drivers and poll workers are not eligible for Town benefits or unemployment.
- b. **LOA – Leave of Absence** Employees who require unpaid leave from the work force must get approval from their supervisor, followed by review from the Town Board. Such leave may be granted in advance of the leave in order to be "Authorized LOA."

### **B. BENEFITS ESTABLISHED FOR ELECTED OFFICIALS:**

## Town of New Glarus Benefits

### Policy XXIII. **Elected Officials Expenses**

- c. **Per Diem** Multiple meetings held the same day shall follow the statutory definition: Per Diem means “per day.” Therefore two or more meetings held in the same 24 hour period (midnight to midnight) shall receive only one Per Diem paid. In such instances, the elected official shall choose which one of the per diem to accept as payment for meeting attendance.
- d. **Mileage** See Policy XIII.
- e. **Elected Officials Expenses Incurred upon Travel to Town Related Meetings, etc.** shall be reimbursed by the Town Treasurer upon presentation of vendor provided, related expense receipts.



**FEES**

*55 Attachment 1*

**Town of New Glarus**

**Addendum A**

**Fee Schedule**

**[Amended 3-15-2007; 11-6-2007; 12-4-2007; 4-1-2008; 6-2-2009; 9-7-2010]**

<b>Category</b>	<b>Fee</b>
<b>Beverage Licenses</b>	
Class "A" fermented malt beverages retailer's license	\$100 per year
Class "B" fermented malt beverages retailer's license	\$100 per year
Wholesaler beer license	Actual costs*
Reserve "Class B" liquor license (one-time fee, per establishment)	\$10,000
"Class A" intoxicating liquor retailer's license	\$500 per year
"Class B" intoxicating liquor retailer's license	\$500 per year
Temporary Class "B" fermented malt beverage license	\$10 per event
Temporary soda beverage license	\$10 per event
Operator's (bartender's) license	\$20 per year
Provisional operator's license	\$15 per year
Publication fee	\$8 each
<b>General Licenses</b>	
Cigarette/tobacco license	\$100 per year
<b>Animal Licenses</b>	
Dog license	Per county ordinance
Kennel license	Per county ordinance
<b>Administration Fees</b>	
Copies	\$1
Document search	First 45 minutes: free; \$25 per hour after that time
Research fee for requests for information regarding assessed valuation of property, taxes on a property, year a home was built, and/or square footage and number of bedrooms for a home in the Town of New Glarus	\$25
Special assessment requests from title companies	\$12
NSF checks	\$25 each
Copies of Ordinance Book	\$20 each
<b>Public Works Services</b>	
Snow-plowed driveways	\$75 per hour (\$75 minimum charge)
Sand, salt, etc.	Actual charges

**NEW GLARUS CODE**

<b>Category</b>	<b>Fee</b>
Culvert delivery	\$90
Culvert, end wall, bands, etc.	Actual charges
Sign replacement	\$75 per hour, plus materials
Equipment charges (chain saws, Bobcat, etc.)	Per county rates
Tree trimming	Per county rates (\$75 minimum charge)
Mowing	Per county rates (\$75 minimum charge)

**CONSTRUCTION PERMITS**

**Building Permit Fees**

**New Buildings and Additions**

**Permit Rates (Dollars per Square Foot)**

<b>Group*</b>	<b>Building</b>	<b>Electrical</b>	<b>Plumbing</b>	<b>HVAC</b>	<b>Total</b>
Group I	\$0.12 plus \$25 for state seal	\$0.04	\$0.04	\$0.04	\$0.24
Group II	\$0.14	\$0.05	\$0.02	\$0.02	\$0.23
Group III	\$0.15	\$0.06	\$0.04	\$0.05	\$0.30
Group IV	\$0.17	\$0.06	\$0.03	\$0.03	\$0.29
Group V	\$0.13	\$0.04	\$0.04	\$0.04	\$0.25
Group VI	\$25 permit fee	\$25 permit fee	\$25 permit fee	\$25 permit fee	\$100 permit fee
Plus 5,000 to 10,000	\$0.10	\$0.01	\$0.02	\$0.02	\$0.15
Plus Over 10,000	\$0.07	\$0.01	\$0.01	\$0.01	\$0.10

**NOTES:**

- \*Group I Dwellings (including residence, garage, rooming house, but excluding hotel and institution)
- \*Group II Office, professional, barber, beauty, dry cleaning, clinic, natatorium, shelter, hotel and motel
- \*Group III Tavern, restaurant, cafeteria, retail, commercial garage, service station
- \*Group IV Church, assembly hall, educational institution, hospital, nursing home, lab, lodge hall, funeral home, library, skating rink, dance hall, and armories
- \*Group V Warehouse, freight terminal, storage building, factory, machine shop, plus electrical substation, sewage plant, electrical generating plant, trans vault, and other not included in Groups I through IV
- \*Group VI Parking lot, roofing, siding, etc.

FEES

Category	Fee
<b>Existing Buildings (Alterations/Repairs)</b>	
Building	\$10 per \$1,000 estimated cost (\$30 minimum fee)
Electrical	\$1 per additional opening (\$40 minimum fee) \$60 service entrance replacement
Plumbing	\$5 per fixture \$15 per 100 feet of replacement sewer (\$30 minimum fee)
State seal	\$25
Erosion control permit	\$25
Occupancy permit	\$10
Driveway permit	\$500
Driveway permit refundable deposit	\$500
Driveway inspection fee	\$150
Swimming pool	\$100
Razed building permit	\$100
Building moving permit	\$100
<b>Plan Review by Building Inspector</b>	
	<b>Plus costs, road bond and proof of insurance</b>
New construction	\$75
Alteration/repairs	\$30
Erosion control	\$100
Permit violation	Applicable fees tripled
Commencement of construction without permit	Applicable fees tripled
<b>Land Planning Review Procedure Fees</b>	
Preliminary suitability review fee (nonrefundable)	\$100
Technical Review Committee consultation	\$300
Engineering fee if needed at Technical Review Committee meeting	Actual costs
Paper copies of documents	\$1 per page
Special meeting of the Land Planning Commission	\$200
Special meeting of the Town Board	\$150
<b>Land Divisions</b>	
Preliminary plats, final plats and re plats	\$400 base fee
Certified survey maps	\$50 base fee
Plan review fee	\$225 (application fee of \$175 plus \$50 affidavit fee)
Initial escrow deposit for major subdivision (greater than 8 lots)	\$5,000

NEW GLARUS CODE

Category	Fee
Initial escrow deposit for minor subdivision (less than or equal to 8 lots)	\$2,500
Initial escrow deposit per CSM	\$250
Affidavit filing fee	\$50
Engineering fees	Actual costs*
Legal fees	Actual costs*
Public hearing notice and public hearings	\$235
Administrative fees	Actual costs*
<b>Road Excavations and Placement of Obstructions (Chapter 181)</b>	
Permit fee (nonrefundable)	\$75
Letter of credit/cash deposit Multiple excavations in a given year: In lieu of letter of credit or cash deposit, applicant may deposit \$10,000 for the year.	\$1,000 minimum or \$5 per square foot of excavation, whichever is larger.
Charge per utility pole (nonrefundable)	\$75
Transmission tower (per tower)	\$1,000
<b>Fence Viewers</b>	
Each fence viewer	\$2.50 per quarter hour (\$10 per hour)
To ensure payment	\$50
<b>Impact Fees (Chapter 80)</b>	
Public library facilities	\$1,181
Parks and playgrounds	\$1,481
Highways and transportation facilities	\$900
Storm and surface water treatment and collection	N/A
Total impact fee	\$3,562
<b>Tower and Wireless Communication Facilities (Chapter 200)</b>	
Tower permit fee (nonrefundable)	\$500
Tower escrow/letter of credit/cash deposit	\$2,500
Emergency services for tower and WES (per occurrence, per service provider)	\$500
Collocation incentive deposit (Based on § 200-6C(4)(a)[1] example)	\$10,000
<b>Wind Generators (Chapter 230)</b>	
Personal wind energy system (PWES) permit fee (nonrefundable)	\$500
Personal wind energy system (PWES) escrow/letter of credit/cash deposit	\$1,000

## FEES

Category	Fee
Intermediate wind energy system (IWES) permit fee (nonrefundable)	\$500
Intermediate wind energy system (PWES) escrow/letter of credit/cash deposit	\$2,500
Major wind farms (MWF) permit fee (nonrefundable)	\$1,000
Major wind farms (MWF) escrow/letter of credit/cash deposit	\$5,000

**NOTE:**

- \* The escrow account is used to reimburse the Town for the associated engineering, legal and administrative costs. The Town maintains a complete accounting of payments from the escrow account.

## Chapter 80

### IMPACT FEES

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|--|--|
| <p>§ 80-1. Purpose and intent.</p> <p>§ 80-2. Authority.</p> <p>§ 80-3. Applicability.</p> <p>§ 80-4. Definitions.</p> <p>§ 80-5. Public facilities needs assessment.</p> <p>§ 80-6. Public hearing; notice.</p> <p>§ 80-7. Finding of reasonableness and statutory compliance.</p> <p>§ 80-8. Imposition of impact fees.</p> <p>§ 80-9. Use of funds.</p> <p>§ 80-10. Payment and collection of fees.</p> | <p>§ 80-11. Administration of impact fees.</p> <p>§ 80-12. Impact Fee Schedule.</p> <p>§ 80-13. Time for use of impact fees.</p> <p>§ 80-14. Appeals.</p> <p>§ 80-15. Effect of impact fee on zoning and subdivision regulations.</p> <p>§ 80-16. Impact fee as additional and supplemental requirement.</p> <p>§ 80-17. Amendments.</p> <p>§ 80-18. Liberal construction; severability.</p> |
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**[HISTORY: Adopted by the Town Board of the Town of New Glarus 5-6-2008; amended in its entirety 9-13-2011. Subsequent amendments noted where applicable.]**

#### GENERAL REFERENCES

Building construction — See Ch. 15.  
Extraterritorial zoning — See Ch. 50.

Land division and subdivision — See Ch. 110.

#### § 80-1. Purpose and intent.

- A. Whenever a tract of land is created by a subdivision or recording of a certified survey map, there is imposed an impact fee for the purpose of defraying the cost of identified capital costs that are necessary to accommodate the new land development. Each such impact fee shall be adopted using the procedures of this chapter. Impact fees shall be due and payable in full upon the issuance of a building permit by the Town or, if applicable to commercial property, by the state. The Town shall require the land developer to include provisions securing payment of impact fees in the developer's agreement between the Town and the developer.
  
- B. This chapter is intended to impose impact fees in order to finance public utilities and facilities, the demand for which is generated by new development. The Town is responsible for and will meet, through the use of general Town revenues, all capital improvement needs associated with existing development. Only needs created by new development will be met by impact fees. Impact fees shall be spent on new or enlarged capital facilities improvements required by new developments that pay the fees.

**§ 80-2. Authority.**

Authority for this chapter is provided by Wis. Stat § 66.0617. The provisions of this chapter shall not be construed to limit the power of the Town to adopt any ordinance, other impact fee or other fee pursuant to any other source of local authority or to utilize any other methods or powers otherwise available for accomplishing the purposes set forth herein, either in lieu of or in conjunction with this chapter.

**§ 80-3. Applicability.**

This section shall be uniformly applicable to all new development that occurs within the Town of New Glarus.

**§ 80-4. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**ABANDONED** — A residential structure shall be determined abandoned if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertain as determined by the Town Building Inspector, Plan Commission or Town Board:

- A. There is no evidence of human activity at the structure.
- B. If the structure has not been properly maintained and fallen into disrepair (e.g., the roof has collapsed or attachments are falling down, windows are broken, or doors are falling off and unattached).
- C. Unlicensed wild animal activity is present within the house.
- D. The structure does not have an address or fire number.
- E. The yard landscape is unkempt (not mowed or no evidence of human travels).

**BUILDING PERMIT** — The permit required for new construction and additions pursuant to Town of New Glarus Code. The term "building permit," as used herein, shall not be deemed to include permits required for remodeling, rehabilitation, or other improvements to an existing structure or rebuilding a damaged or destroyed structure, provided there is no increase in the number of dwelling units resulting therefrom.

**CAPITAL COSTS** — The capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the Town demonstrated that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities or the costs of equipment to construct, expand or improve public facilities.

**CAPITAL IMPROVEMENTS** — Public facilities that are treated as capitalized expenses according to generally accepted accounting principles and does not include costs associated with the operation, administration, maintenance or replacement of capital improvements, nor does it include administrative facilities.

**DEVELOPER** — A person, party, firm, corporation or other legal entity that constructs or creates a land development.

**DEVELOPMENT** — Any man-made change to improved or unimproved real property, the use of any principal structure or land, or any other activity that requires issuance of a building permit.

**DWELLING UNIT** — Each separate living unit authorized to be constructed on the parcel of land. For example, a single-family residence shall be considered one dwelling unit; a duplex shall be considered two dwelling units; a four-family apartment building shall be considered four dwelling units, etc.

**HABITABLE** — A residential structure shall be determined habitable if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertain as determined by the Town Building Inspector, Plan Commission or Town Board:

- A. Mechanical and electrical services are connected and usable.
- B. The structure has an assigned fire number or mailing address.
- C. There is a legal access for emergency vehicles, consistent with the requirements of Town Code Chapters 36 and 75.
- D. The asset value (of the structure or entire parcel) exceeds \$10,000.
- E. If under construction, the roof, doors, windows and walls are substantially complete as determined by the Building Inspector.
- F. An occupancy permit was issued by the Town prior to May 6, 2008.

**IMPACT FEE** — Any charge, fee, or assessment levied pursuant to this chapter when any portion of the revenues collected is intended to fund any portion of the capital costs of public facilities or capital improvements identified in this chapter and/or the public facilities needs assessment.

**LAND DEVELOPMENT** — The construction or modification of improvements to real property that creates additional residential dwelling units within the Town or that result in nonresidential uses that create a need for new, expanded or improved public facilities within the Town.

**MANUFACTURED HOME** — A living space that is transportable in one or more sections and is designed to be used with a permanent foundation and connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle" which is subject to impact fees when connected.



**MOBILE HOME** — A living space that is transportable in one section, is built on a mobile, permanent chassis, and is designed to be used without a foundation. It may be temporarily connected to utilities.

**NEEDS ASSESSMENT** — The assessment of needs required to identify public facility costs for the purpose of calculating impact fees as defined by Wis. Stat. § 66.0617.

**PUBLIC FACILITIES** — Parks and playgrounds, as defined in § 340.01(22), Wisconsin Statutes. "Public facilities" does not include facilities owned by a school district.

**SERVICE STANDARD** — A certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure as specified by the Town Board.

**SITE** — The land on which development takes place.

**SUBDIVISION** — A plat, certified survey map, or other method used to divide a parcel of property into two or more separate parcels or lots.

**TOWN** — The Town of New Glarus, Wisconsin.

**TRAILER or OTHER TEMPORARY STRUCTURES** — Places of abode that are designed to be portable (on wheels).

**§ 80-5. Public facilities needs assessment.**

The basis for the imposition of impacts fees is the public facilities needs assessment prepared by Vierbicher Associates in April of 2008, which is on file in the office of the Town Clerk and available for inspection and/or copying in accordance with the State Public Records and Property Law, Subchapter II of Chapter 19, Wisconsin Statutes. The public facilities needs assessment includes:

- A. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities for which an impact fee is imposed.
- B. An identification of the new public facilities, or improvements or expansions of existing public facilities that will be required because of land development for which an impact fee is imposed.
- C. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the Town.
- D. A public facilities needs assessment or revised public facilities needs that are prepared under this section shall be available for public inspection and copying in the office of the Town Clerk at least 20 days before the hearing under § 80-6.

**§ 80-6. Public hearing; notice.**

Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, the Town shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a Class 1 notice under Ch. 985, Wis. Stats., and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

**§ 80-7. Finding of reasonableness and statutory compliance.**

Impact fees imposed by this chapter are found by the Town Board to be reasonable and in compliance with § 66.0617, Wisconsin Statutes, in that they:

- A. Bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- B. Do not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the Town.
- C. Are based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- D. Are to be reduced to compensate for other capital costs imposed by the Town with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Ch. 236, Wisconsin Statutes, or any other items of value.
- E. Are to be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- F. Do not include amounts necessary to address existing deficiencies in public facilities.
- G. Shall be payable by the developer or the property owner to the Town in full at the time of the issuance of a building permit by the Town or, if applicable, by the state.
- H. An impact fee adopted by the Town under this chapter may provide for an exemption from, or a reduction in the amount of, impact fees on land development that provides low-cost housing, except that no amount of an impact fee for which an exemption or reduction is provided under this subsection may be shifted to any other development in the land development in which the low-cost housing is located or to any other land development in the Town.
- I. Do not prohibit or deter the construction of affordable housing within the Town.

**§ 80-8. Imposition of impact fees.**

Impact fees shall be imposed by the Town Board on any land division, planned development, conditional use permit, site plan review or building permit for new construction on vacant land, the construction of additional residential buildings on developed land, and the expansion

of existing buildings, at the time any approval or permit is granted that results in an increase in the number of dwelling units which are located in an area on which an impact fee has been imposed. Notwithstanding the above, nothing herein required shall provide for the payment of duplicate impact fees under circumstances where a land development is the subject of more than one approval or permit.

A. When replacement of existing structure(s) is (are) proposed, impact fees shall be imposed as follows:

(1) When a permanent structure is being replaced or improved:

(a) Impact fees will be collected if an existing permanent structure was, at the date of the adoption of the impact fee ordinance, abandoned or not habitable as defined by this chapter.

(b) Impact fees will not be collected if an existing structure, at the date of the adoption of the impact fee ordinance, was not abandoned and/or is habitable.

(2) When a temporary residence is being replaced or improved, impact fees will not be collected if an existing trailer or temporary structure, which has been connected to sewer, water, and electrical and was occupied and legal, is being replaced by a permanent home.

B. When "temporary" structures are proposed, impact fees shall be imposed as follows:

(1) Impact fees will not be collected for trailers or temporary habitable structures to be occupied for less than six months of each calendar year if the structure has no foundation and no permanent connection to electrical, sewer and water services.

(2) Impact fees will be collected for a mobile home (not a replacement of a previous dwelling) if it sits on a concrete foundation and has connections to electrical, water, and sewer services.

#### **§ 80-9. Use of funds.**

A. Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for the projects, to reimburse the Town for advances of other funds or reserves, and such other purposes consistent with § 66.0617, Wis. Stats., which are recorded and approved by the Town Board.

B. The Town may issue bonds, revenue certificates, and other obligations of indebtedness in such manner and subject to such limitations as may be provided by law in furtherance of the provision of capital improvement projects. Funds pledged toward retirement of bonds, revenue certificates, or other obligations of indebtedness for such projects may include impact fees and other Town revenues as may be allowed by the Town Board. Impact fees paid pursuant to this chapter, however, shall be restricted to use solely and exclusively

for financing directly or as a pledge against bonds, revenue certificates, and other obligations of indebtedness for the cost of capital improvements as specified herein.

- C. These impact fees shall be collected until the capital costs associated with the projects specified in the Public Facilities Needs Assessment Report, as amended from time to time, have been incurred and satisfied unless such time period exceeds 10 years beyond projected satisfaction of indebtedness of the specified projects for which these impact fees are imposed. As provided by § 66.0617(9)(b), Wis. Stats., or its legal revision repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-10. Payment and collection of fees.**

- A. Payment of fee. A developer, land owner, or building permit applicant shall pay in full an impact fee for any new development (as distinguished from any alteration or addition to existing development) in full, to the Town Clerk/Treasurer upon issuance of a building permit.
- B. Separate fund account required. Revenues collected as impact fees shall be placed by the Town of New Glarus Clerk/Treasurer in segregated interest-bearing accounts and shall be accounted for separately from other funds of the Town of New Glarus. Impact fee revenues and interest earned on impact fee revenues may be expended by the Town of New Glarus only for the capital costs for which the impact fees were imposed and shall be expended on a first-in first-out basis.
- C. Refund. Any funds not expended or encumbered by the end of the calendar quarter immediately following 10 years or its legal revision, from the date the impact fee was paid for any facility described in the needs assessment shall be returned to such landowner within 120 days or as revised statutorily. As provided by § 66.0617(9)(b), Wis. Stats., the repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-11. Administration of impact fees.**

- A. Upon receipt of impact fees, the Town Clerk/Treasurer shall be responsible for the placement of such funds into separate accounts as hereinafter specified. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of Town funds, as applicable. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- B. The Town Clerk/Treasurer shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used for projects in the capital improvements program for the particular development subarea or for Town-wide capital improvements, as specified in

the program; and that shall provide an annual report for each impact fee account showing the source and amount of all funds collected and the projects that were funded.

C. Review of development potential.

- (1) The Town shall annually, in conjunction with the annual capital budget and capital improvements plan adoption processes, review the development potential of the Town and the capital improvements plan and make such modifications as are deemed necessary as a result of:
  - (a) Development occurring in the prior year.
  - (b) Capital improvements actually constructed.
  - (c) Changing facility needs.
  - (d) Inflation.
  - (e) Revised cost estimates for capital improvements.
  - (f) Changes in the availability of other funding sources applicable to public facility projects.
  - (g) Such other factors as may be relevant.
- (2) Modifications of the development potential, the capital improvements program, and the impact fees shall be recommended for adoption prior to November 1 of each year and shall be effective on January 1.

**§ 80-12. Impact Fee Schedule.**

See Chapter 55, Addendum A, of the Town of New Glarus Code.

**§ 80-13. Time for use of impact fees.**

Impact fees shall be expended within the following time limits:

- A. Impact fees collected after April 10, 2006, and collected within 10 years of the date of the ordinance establishing the specific impact fee shall be expended within 10 years of the effected date of the impact fee imposition ordinance. The ten-year deadline may be extended for as much as three additional years by the Town Board if the Board finds that, as the result of hardship or extenuating circumstances, it is impossible to expend the impact fees for the purpose for which they were imposed within the ten-year period. Impact fees not used within the time limit of this subsection shall be refunded pursuant to § 80-10C of this chapter.
- B. Impact fees collected after April 10, 2006, which are collected more than 10 years after the effective date of the impact fee imposition ordinance shall be used within a reasonable period of time, or refunded pursuant to this chapter. To determine a reasonable time period, the Town shall consider what are appropriate planning and

financing periods for the particular types of public facilities for which the impact fees are imposed.

**§ 80-14. Appeals.**

- A. Notice of appeal. Any developer and/or land owner upon whom an impact fee has been imposed may contest the amount, collection or use of the impact fee by filing a notice of appeal to the Town Board. The notice of appeal shall be filed with the Town Clerk/Treasurer within 30 days of the date of the determination appealed from. The notice of appeal shall state in detail the relief sought by the developer and any legal or factual basis for the relief requested; and shall include all supporting documentation upon which the developer relies in making the appeal.
- B. Appeal bond. If the notice of appeal is accompanied by a bond or other sufficient surety satisfactory to the Town attorney in an amount equal to the impact fee due, as calculated by the Town Clerk or the Clerk's designee, and all other requirements have been satisfied, the building permit may be issued or the final plan may be approved. The filing of an appeal shall not stay the collection of the impact fee due unless a bond or other sufficient surety has been filed.
- C. Review by the Town Board.
- (1) Within 30 business days of the date of filing of the notice of appeal, the Town Clerk/Treasurer shall place the matter on the agenda for the Town Board meeting. The Town Board shall consider the appeal and shall, at the Town Board's exclusive discretion, approve or deny the appeal.
  - (2) At any hearing on an appeal of an impact fee, the appellant shall be permitted to present competent evidence or testimony. The Town Board may limit the presentation of evidence to a reasonable amount of time considering the complexity of the issues involved, and may exclude proposed evidence on the grounds of relevance, duplication and reliability. The Town's Attorney, Engineer and other consultants or witnesses shall be heard in response, and the appellant permitted to present rebuttal.

**§ 80-15. Effect of impact fee on zoning and subdivision regulations.**

This chapter shall not affect, in any manner, the permissible use of property, density of development, design and improvement standards and requirements, or any other aspect of the development of land or provision of capital improvements subject to the zoning and subdivision regulations or other regulations of the county or Extraterritorial Zoning Ordinance if applicable which shall be operative and remain in full force and effect without limitation with respect to all such development.

**§ 80-16. Impact fee as additional and supplemental requirement.**

The impact fees are additional and supplemental to, and not in substitution of, any other requirements imposed by the Town on the development of land or the issuance of building

permits. It is intended to be consistent with and to further the objectives and policies of the Comprehensive Plan, the capital improvements plan, and other Town policies, chapters, and resolutions by which the Town seeks to ensure the provision of public facilities in conjunction with the development of land. In no event shall a property owner or developer be obligated to pay for capital improvements in an amount in excess of the amount calculated pursuant to this section; provided, however, that a property owner or developer may be required to pay, pursuant to Town ordinances, regulations, or policies, other fees or for other capital improvements in addition to the impact fees for capital improvements as specified in this chapter.

**§ 80-17. Amendments.**

- A. Before enacting an ordinance that amends Chapter 80, the Town Board shall hold a public hearing on the proposed ordinance or amendment.
- B. Pursuant to § 66.0617, Wis. Stats., notice of the public hearing referred to in the preceding section shall be published as a Class 1 notice under Ch. 985, Wis. Stats., and shall specify where a copy of the proposed ordinance or amendment and the public needs assessment may be obtained.
- C. Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a needs assessment shall be prepared and made available for public inspection and copying as required by § 66.0617, Wis. Stats.

**§ 80-18. Liberal construction; severability.**

The provisions of this section are hereby found and declared to be in furtherance of the public health, safety, welfare, and convenience and it shall be liberally construed to effectively carry out its purposes. If any subsection, phrase, sentence, or other portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct and independent, and such holding shall not affect the validity of the remaining portions thereof.

## Town of New Glarus Benefits

### A. BENEFITS ESTABLISHED FOR ELIGIBLE HOURLY EMPLOYEES:

Policy I. **Paid Vacation** for benefit eligible employees (BEE) shall be 80 hours, earned upon completion of the first year of employment and eligible to be taken during the 2nd thru the 5th years of continuous employment; 120 hours (15 days) earned upon completion of the 5th year and eligible to be taken during the 6th thru the 10th year of continuous employment; 136 hours (17 days) earned upon completion of the 10th year and eligible to be taken during the 11th thru the 15th year of continuous employment; 160 hours (20 days) earned upon completion of the 15th year and eligible to be taken during the 16<sup>th</sup> thru the 20th year of continuous employment; 176 hours (22 days) earned in the 20th year and eligible to be taken during the 21st year, or more, of continuous employment.

The above hours of paid vacation shall be pro-rated downward for BEE who are scheduled to work less than 40 hours per week. Part-time employee vacation pay shall be calculated using Policy XX. Vacation year shall be calculated based upon employees starting date.

Employee vacations must be scheduled, in advance, with a supervisor. Vacation shall be taken during eligible years or it shall be lost. No vacation shall be carried over without approval in each instance, by the Town Board.

Vacation earned but not taken upon resignation, dismissal, dismissal for cause, retirement, non authorized L.O.A., Authorized L.O.A, if not taken prior to the action, will be paid as part of final payroll check (subject to normal deductions). Vacation earned means vacation earned prior year to be taken current year. Example: vacation earned in BEE's current year of employment such as July 1, 2009 through June 30, 2010 is "Earned" during completion of that year and is to be taken in the following year of employment that is between July 1, 2010 through June 30, 2011. Vacation is not "Earned" until completion of the Employee's prior completed year of employment. Upon completion of each employee's prior completed year of employment, the Clerk shall calculate the number of hours earned based upon the above Paid Vacation schedule and notify each BEE of the hours of vacation the BEE may schedule.

Policy II. **Overtime** shall be paid to all non-exempt employees at a rate of 1.5 times regular hourly pay in effect at the time of the hours of overtime worked. Overtime shall be calculated for all hours worked over 40 hours, within a seven day week. Week starting dates shall be set by the employees' immediate supervisor. Normal work week shall be defined as Saturday, 12:01 a.m. through Friday, 12:00 midnight. Supervisors may establish other work start weeks to accommodate the Town's requirements for service and economics. Employees, who are required to work during normal holidays, as established by the Town Board, shall be paid at 1.5 times their regular hourly pay rate. Hours not worked, but paid, such as holidays, vacation days, sick leave days, and bereavement leave days, shall count as days worked in calculations for 40 hour/week "worked" when determining overtime pay for time over 40 hour/week. Vacation days, sick leave days, and bereavement leave days, shall be counted for overtime inclusion only if approved in advance by the employee's supervisor.

Policy III. **Policy for 10 hr. day / 4 day workweek** shall be effective for Town Highway Patrolman during those times when he/she is working an assigned, normal, 40-hour



## Town of New Glarus Benefits

week at a normal 10 hours/day. This policy shall be effective following initial approval by the Town Board and shall start each year on the first work day after Memorial Day and end on the first day after Labor Day or at other times as determined by the Town of New Glarus Board of Supervisors.

Normal days of work shall be 10.0 hours/day (6:00 a.m. to 5:00 p.m.) with non-paid lunchtime as taken. Workdays shall be Monday thru Thursday.

Holidays, Vacations, Sick leave & Bereavement Leave shall all be treated as 8-hour days and shall follow policy regarding those benefits that are in place at the time of the occurrence.

- Except that holidays occurring on Saturday shall, for this employee, be taken on Thursday immediately preceding.
- Holidays occurring on Sunday shall be taken on the immediately following Monday.

Overtime worked shall follow the policy regarding the benefits that are in place at the time of the occurrence.

Since the number of hours paid on holidays is less than the number of hours “normally” worked, the employee may, with the supervisors advanced authorization, work 2 hours the day following the holiday, work an additional 2 hours on other days in the week, or not work those 2 hours in that week.

Policy IV. **Paid Holidays** for hourly paid BEE shall be; New Years Day, Memorial Day, Independence Day, labor Day, Thanksgiving Day, and Christmas Day. Whenever one of these days falls on Saturday the paid holiday shall occur the immediately preceding Friday. Whenever one of these days falls on Sunday the paid holiday shall occur the immediate following Monday. Effective 6/2/09 Christmas Eve and Good Friday are paid half days. Holiday pay for the employee shall be paid at their current hourly rate x (8) hours.

If employee is called to work on a holiday designated by the Town Board as a paid holiday, the employee shall be compensated for eight (8) hours times their regular straight time hourly rate plus pay at one and on-half times their regular pay rate for the hours actually worked on that holiday. Holidays are assumed to start at 12:01 a.m. on date of holiday and end at 12:00 midnight on that same date. Except for ½ day holidays which are compensated for four (4) hours, noon to 4 p.m.

Part time employee’s holiday pay shall be adjusted downward based upon Policy XX.

Policy V. **Sick Leave Policy** (Established 1/1/07) this policy is intended to establish a sick leave policy that shall be uniformly applied to hourly employees of the Town, allows employees to accrue sick pay over their years of service and to accumulate this benefit for use at times of catastrophic illnesses or injury while they are employed, it also limits this unfunded liability for the Town taxpayers.

Eligible Employees are hourly paid BEE of the Town of New Glarus who work in excess of 600 hours per year. Non eligible employees include elected officials, salaried employees and Non-BEE.

## Town of New Glarus Benefits

Sick leave shall be earned and accumulate at the rate of 1 day (8 hours/year) for every 4 months of service. A day shall be determined to be 8 hours of work time. **Maximum accumulated sick leave shall be 24 hours per year.** Service start date shall be the first day employee worked for the Town. Accumulated sick leave shall be pro rated for the first year worked and shall be accredited annually (on or near January 1) in all subsequent years. Accumulated years of service shall be based upon continuous years of service. Vacation and sick leave taken shall be considered included in continuous service years. Part time employees who work less than 2080 hours per year shall accumulate sick leave based upon a pro rata calculation.

**Example** - an employee who works 601 hours in a year shall receive sick leave per Policy XX, as follows:  $N=601/2080=0.289$  Years. Accrued sick leave =  $0.289\text{Yr.} \times 8 \text{ Hours/period} \times 3 \text{ periods/year} = 6.9$  hours of sick leave accumulated for that year.

Sick leave could accumulate in the employee's catastrophic fund as follows:

- Over 10 years of service - accumulate 30 days (240 hours).
- Over 20 years of service - accumulate 60 days (480 hours).
- Over 25 years of service - accumulate 75 days (600 hours). Seventy-five days shall be the maximum accumulation of sick leave for any employee.

Sick leave taken shall be paid based upon one of the following priorities.

- Priority I - With Doctor's written excuse.
- Priority II - With advance, verbal authorization of employee's supervisor, followed by written note to employee's file. *Advance authorization means early notification early in the first day of absence.*

In all above cases, sick leave shall be withdrawn from the employee's accumulated leave fund at full level, i.e. 8 hours taken results in 8 hours removed from accumulated leave fund. Employee shall be paid, based upon current pay rate at time of sick leave. All Sick pay shall be subject to any legal withholding and deductions. Sick leave taken under priority I and priority II shall be paid at 100% of employee's then current pay rate.

Accumulated Sick Leave not previously taken at time of resignation, dismissal, retirement or Non Authorized Leave of Absence shall not be paid out to employee.

Violation of Sick Pay Policy may be cause for discharge.

Policy VI. **Bereavement Leave** Employees who are scheduled to work in excess of 600 hours per year and who have completed their 90-day employment probationary period may be eligible for bereavement leave.

With approval from their supervisor, employees may be granted up to the equivalent of three days leave of absence, with pay at their then current hourly pay times eight hours per day (except part time employees shall be paid on a pro-rated basis), to accommodate such requirements as travel, funeral attendance, funeral arrangements or estate arrangements for immediate family members. Immediate family members include: spouse, parent, stepparent, parent-in-law, children, stepchildren, brother, sister, grandparent or grandchild, son or daughter-in-law.

## Town of New Glarus Benefits

With approval from their supervisor, employees may be granted up to the equivalent of two days leave of absence to accommodate such requirements as travel and funeral attendance, for members of their extended family. Extended family members include: sister-in-law, brother-in-law, niece, nephew, aunt, uncle or grandparent-in-law.

The Supervisor, with consent of the employee may authorize additional time off if the employee is eligible for vacation time. Bereavement leave shall be exclusive of holiday paid leave or sick leave.

Part time employee's bereavement pay shall be adjusted downward based upon Policy XX.

Policy VII. **Unauthorized personal use of Town's facilities, equipment, supplies and utilities -** Because of the costs and liabilities undertaken by Town Taxpayers resulting from unauthorized uses, the policy will be to deny such uses except as approved by the Town Board in certain contractual situations. Employees who participate in such unauthorized practices will be subject to discipline, including possible discharge.

Employees will not be paid for time spent in unauthorized use practices.

Policy VIII. **Safety Meetings** Town employees will participate in quarterly safety meetings and are encouraged to organize, plan and conduct at least one meeting per year.

Policy IX. **Meeting Attendance** There are differences in meetings attended by Town employees that include beneficial returns to the Town and the employee. For example employees are asked to (or request to) attend meetings, such as Wisconsin Town's Association meetings, that further the employees education, experiences and improve functionality of the employee for the benefit of the Town and the employee. When there is near 100% benefit to the Town the policy is established that the Town reimburses the employee for expenses incurred while attending such meetings. They are also paid their normal hourly pay rate for time spent attending and traveling to and from such meetings. There are other meetings, classes, assemblies, training sessions, etc. that do not benefit the Town as significantly (less than 100% benefit to the Town). It shall be the policy that when employees request attendance to such events, tuition may be paid, either in part or totally, upon approval of the Town Board. In such cases, the Town shall not cover employee pay, expenses or per diem.

Policy X. **Out of Town meetings** The past practice of paying \$50.00 Per Diem for attendance by employee when attending authorized meetings outside the Town shall be rescinded. The policy shall be to reimburse employees for their actual out of pocket expenses, as substantiated by receipts and completed expense reports as authorized by supervisor signature. The employee's supervisor, upon advance request by the employee, may authorize expense advances.

Policy XI. **Pay for Meeting Hours** ~~an attendance fee set by the Town Board shall be paid in lieu of per diem for hourly paid employees. Set fee amount with board approval to be reviewed in January of each year.~~

## Town of New Glarus Benefits

~~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 fee for Calendar year 2012 is set at \$40. Per meeting incentives for hourly employees were eliminated on 5/2/12. Hourly employees will be paid for actual hours worked (see Policy II).~~

Policy XII. **Emergency Call Out** Part-Time emergency snowplow drivers shall be paid \$25 per appearance. Appearance is defined as any 24 hour (mid-night to mid-night) period.

Policy XIII. **Mileage Reimbursement** is paid at the IRS Federal reimbursement rate for BEE and elected officials.

Policy XIV. **Wisconsin Retirement System** Contribution Rates for 2015

Year	Employee Required	Employer Required	Total
2016	6.60	6.60	13.2%
2017	6.80	6.80	13.6%

Policy XV. **Health Insurance** Since the Town Board, on 4/16/2013 selected the Percentage Method of calculation, the Employee Trust Fund 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 Employee Trust Fund Health Insurance premium for full time BEE not to exceed 83% of the Tier I Qualified plans average premiums set within Green County for the year 2015.

The Town Board shall review this policy annually in October and revisions shall become effective the immediately following 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 repay 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 XX, except the employee portion paid cannot be below that established by WRS

Policy XVI. **Life Insurance** WRS rules dictate that employer must pay basic coverage. Basic coverage is defined as employees prior year's income rounded up to the next \$1000.

Town of New Glarus resolved on 11/4/03 to provide Basic Group Life Insurance to all BEE.

## Town of New Glarus Benefits

Policy XVII. **Wisconsin Deferred Compensation Program (WDC)** is a supplemental retirement savings plan, regulated by Section 457 of the Internal Revenue Code. All Town of New Glarus employees, and elected officials, commission members, election workers and snowplow drivers are eligible to participate and may enroll at any time. Through the WDC plan, participants can invest all or a portion of their income on a pre-tax or post-tax (Roth) basis or a combination of both. Participation in the plan is voluntary. The participant makes the entire contribution; there is no Town of New Glarus match and therefore is not considered a benefit under Policy XXIII.

WDC is administered by the Department of Employee Trust Funds (ETF) through a third-party administrator, Great West Retirement Services.

Policy XVIII. **Employee Performance Review procedure** Employee review shall be completed annually. Supervisors shall be responsible for completion of review forms as close to the employee's anniversary date as is practicable. Anniversary date for employees (hourly paid, appointed), shall be the anniversary of the date their employment started. Pay adjustments for elected officials shall be per state statutes. Pay adjustments for hired or appointed personnel for job position changes shall be effective the first date worked in the new position following Town Board review and approval of the wage adjustment.

The Town Board shall set the pay adjustment range for the budget year at budget time as follows:

**2016 Adjustment Range:**

- High-end performance - 3.0 %
- Mid-range performance - 2.2 %
- Low-end performance - 1.0 %

***Supervision shall be as follows:***

- Clerk-Treasurer shall supervise Deputy Clerk.
- Clerk-Treasurer shall supervise Deputy Treasurer.
- Patrolman shall supervise Assistant Patrolman and Part Time Patrolman (as applicable).
- Town Chair shall supervise appointed Clerk-Treasurer, and Patrolman.

The employee and supervisor shall complete the Specific Goals & Objectives for the ensuing year. This shall include 3 or 4 Major Elements (see form). This list is reviewed by employee and supervisor throughout the year, and at next review time. It shall be a guide, along with other performance criteria, during the ensuing review process. Evaluation forms shall be completed by the supervisor and signed by the employee and supervisor prior to being reviewed by the Town Board (during a closed session of a Town Board regularly scheduled meeting which may include the attendance of the appropriate supervisor).

## Town of New Glarus Benefits

All employee reviews and pay adjustments shall be subject to review and approval by the Town Board. The Town Board shall review and may approve the supervisors recommended review and pay adjustment. If it chooses to not approve the review and adjustment, the Town Board shall send the review and recommended adjustment back to the appropriate supervisor for reconsideration. The Town Board shall not revise either the Review Form or pay adjustment recommendation.

The supervisor shall set any pay adjustments based upon the Review Form and the established range of adjustments as set by the Town Board. After Town Board approval the supervisor shall then report the results to the employee and to the Clerk-Treasurer who will then adjust that employee's pay accordingly, effective the next pay date with pay retroactive to the anniversary date, if applicable.

Policy XIX. **Smoke Free Environment** No person shall smoke in any Town-owned building or vehicle unless in a designated area.

Policy XX. **Pro-Rata Calculation** for part time BEE paid vacation, holiday, sick leave accumulations, bereavement leave, and health insurance premiums paid for by employer shall be calculated as follows: On the BEE anniversary date, the immediately proceeding year's hours worked shall be added and that number shall be divided by 2080. The resulting number (N) shall be % of the year worked.

That number N, as calculated for the immediately preceding year, shall be multiplied by the appropriate benefit as defined in Policy I-Paid Vacation; Policy IV-Paid Holidays; Policy V-Sick Leave; Policy VI-Bereavement Leave and Policy XV-Health Insurance, for the year in which the particular benefit is applied. For this policy the hours calculated in N shall be actual hours worked. For example 1 hour of overtime is 1 hour worked not 1.5 hours (as paid). The hours worked shall exclude holiday hours, sick benefit hours paid, bereavement hours paid or vacation hours paid.

Policy XXI. **Leave of Absence**

- a. **Authorized Leave of Absence (LOA)** Employees who require un-paid leaves from the work force must get approval from their supervisor, followed by review from the Town Board. Such leaves may be granted for the following reasons:
  1. *Medical Leave* as requested in writing from the employee's licensed medical Doctor.
  2. *Military Leave* as requested in writing from the employee's military commander.
  3. *Disciplinary Leave* as approved by the Town Board.
  4. *Personal Leave* as requested by the employee's supervisor and reviewed by the Town Board.
  5. *Substance Abuse Leave* as requested by a State or County Social Service Agency.
  6. *Criminal Penalty Leave* as set by County, State or Federal criminal prosecution agency.

## Town of New Glarus Benefits

- b. **Un-Authorized Leave of Absence** shall be treated as resignation.
- c. **Notification** Must be requested and processed by the Town Board within 24 hours of the start of the scheduled work time.
- d. **Authorized Leave of Absence** starts upon the Town's acceptance of the following:
  - 1. Doctor's letter of request for medical leave.
  - 2. Receipt of military orders.
  - 3. Town Board authorizations for discipline.
  - 4. Supervisor's authorization for personal leave as reviewed by the Town Board.
  - 5. Social Services request.
  - 6. Counties, State or Federal Criminal Prosecution Notice.
- e. **Leave of Absence Ends** based upon:
  - 1. Notice from doctor.
  - 2. Military orders.
  - 3. Town Board authorized discipline expires.
  - 4. Per Supervisor's authorization.
  - 5. Per Social Services requirement.
  - 6. Per Criminal Prosecution notice.
- f. All employee payments for Benefits in effect during leave of absence shall be paid to the Town per authorized benefit provider schedules.
- g. Employer payment for employer portion of Health Insurance may continue for 90 calendar days after the starting day of the authorized leave of absence.

Policy XXII. **Probation Period** Ninety (90) calendar days after the initial employment date, all Town of New Glarus employees (full-time, part-time, hourly paid, and salaried) shall be subject to a supervisor's review. Such review may, at that time, include pay adjustment or it may include recommendation for discharge, based upon supervisor's recommendation to the Town Board.

Policy XXIII. **Definitions**

- a. **BEE – Benefit Eligible Employees** Any Town employee who meets Benefit eligibility starts after the employee's first ninety calendar days of employment for all employees who are scheduled to work more than 600 hours per year. Elected Officials, committee members, part-time emergency snow plow drivers and poll workers are not eligible for Town benefits or unemployment.
- b. **LOA – Leave of Absence** Employees who require unpaid leave from the work force must get approval from their supervisor, followed by review from the Town Board. Such leave may be granted in advance of the leave in order to be "Authorized LOA."

### **B. BENEFITS ESTABLISHED FOR ELECTED OFFICIALS:**

## Town of New Glarus Benefits

### Policy XXIII. **Elected Officials Expenses**

- c. **Per Diem** Multiple meetings held the same day shall follow the statutory definition: Per Diem means “per day.” Therefore two or more meetings held in the same 24 hour period (midnight to midnight) shall receive only one Per Diem paid. In such instances, the elected official shall choose which one of the per diem to accept as payment for meeting attendance.
- d. **Mileage** See Policy XIII.
- e. **Elected Officials Expenses Incurred upon Travel to Town Related Meetings, etc.** shall be reimbursed by the Town Treasurer upon presentation of vendor provided, related expense receipts.



**FEES**

*55 Attachment 1*

**Town of New Glarus**

**Addendum A  
Fee Schedule**

**[Amended 3-15-2007; 11-6-2007; 12-4-2007; 4-1-2008; 6-2-2009; 9-7-2010]**

<b>Category</b>	<b>Fee</b>
<b>Beverage Licenses</b>	
Class "A" fermented malt beverages retailer's license	\$100 per year
Class "B" fermented malt beverages retailer's license	\$100 per year
Wholesaler beer license	Actual costs*
Reserve "Class B" liquor license (one-time fee, per establishment)	\$10,000
"Class A" intoxicating liquor retailer's license	\$500 per year
"Class B" intoxicating liquor retailer's license	\$500 per year
Temporary Class "B" fermented malt beverage license	\$10 per event
Temporary soda beverage license	\$10 per event
Operator's (bartender's) license	\$20 per year
Provisional operator's license	\$15 per year
Publication fee	\$8 each
<b>General Licenses</b>	
Cigarette/tobacco license	\$100 per year
<b>Animal Licenses</b>	
Dog license	Per county ordinance
Kennel license	Per county ordinance
<b>Administration Fees</b>	
Copies	\$1
Document search	First 45 minutes: free; \$25 per hour after that time
Research fee for requests for information regarding assessed valuation of property, taxes on a property, year a home was built, and/or square footage and number of bedrooms for a home in the Town of New Glarus	\$25
Special assessment requests from title companies	\$12
NSF checks	\$25 each
Copies of Ordinance Book	\$20 each
<b>Public Works Services</b>	
Snow-plowed driveways	\$75 per hour (\$75 minimum charge)
Sand, salt, etc.	Actual charges

**NEW GLARUS CODE**

<b>Category</b>	<b>Fee</b>
Culvert delivery	\$90
Culvert, end wall, bands, etc.	Actual charges
Sign replacement	\$75 per hour, plus materials
Equipment charges (chain saws, Bobcat, etc.)	Per county rates
Tree trimming	Per county rates (\$75 minimum charge)
Mowing	Per county rates (\$75 minimum charge)

**CONSTRUCTION PERMITS**

**Building Permit Fees**

**New Buildings and Additions**

**Permit Rates (Dollars per Square Foot)**

<b>Group*</b>	<b>Building</b>	<b>Electrical</b>	<b>Plumbing</b>	<b>HVAC</b>	<b>Total</b>
Group I	\$0.12 plus \$25 for state seal	\$0.04	\$0.04	\$0.04	\$0.24
Group II	\$0.14	\$0.05	\$0.02	\$0.02	\$0.23
Group III	\$0.15	\$0.06	\$0.04	\$0.05	\$0.30
Group IV	\$0.17	\$0.06	\$0.03	\$0.03	\$0.29
Group V	\$0.13	\$0.04	\$0.04	\$0.04	\$0.25
Group VI	\$25 permit fee	\$25 permit fee	\$25 permit fee	\$25 permit fee	\$100 permit fee
Plus 5,000 to 10,000	\$0.10	\$0.01	\$0.02	\$0.02	\$0.15
Plus Over 10,000	\$0.07	\$0.01	\$0.01	\$0.01	\$0.10

**NOTES:**

- \*Group I Dwellings (including residence, garage, rooming house, but excluding hotel and institution)
- \*Group II Office, professional, barber, beauty, dry cleaning, clinic, natatorium, shelter, hotel and motel
- \*Group III Tavern, restaurant, cafeteria, retail, commercial garage, service station
- \*Group IV Church, assembly hall, educational institution, hospital, nursing home, lab, lodge hall, funeral home, library, skating rink, dance hall, and armories
- \*Group V Warehouse, freight terminal, storage building, factory, machine shop, plus electrical substation, sewage plant, electrical generating plant, trans vault, and other not included in Groups I through IV
- \*Group VI Parking lot, roofing, siding, etc.

FEES

Category	Fee
<b>Existing Buildings (Alterations/Repairs)</b>	
Building	\$10 per \$1,000 estimated cost (\$30 minimum fee)
Electrical	\$1 per additional opening (\$40 minimum fee) \$60 service entrance replacement
Plumbing	\$5 per fixture \$15 per 100 feet of replacement sewer (\$30 minimum fee)
State seal	\$25
Erosion control permit	\$25
Occupancy permit	\$10
Driveway permit	\$500
Driveway permit refundable deposit	\$500
Driveway inspection fee	\$150
Swimming pool	\$100
Razed building permit	\$100
Building moving permit	\$100
<b>Plan Review by Building Inspector</b>	
	<b>Plus costs, road bond and proof of insurance</b>
New construction	\$75
Alteration/repairs	\$30
Erosion control	\$100
Permit violation	Applicable fees tripled
Commencement of construction without permit	Applicable fees tripled
<b>Land Planning Review Procedure Fees</b>	
Preliminary suitability review fee (nonrefundable)	\$100
Technical Review Committee consultation	\$300
Engineering fee if needed at Technical Review Committee meeting	Actual costs
Paper copies of documents	\$1 per page
Special meeting of the Land Planning Commission	\$200
Special meeting of the Town Board	\$150
<b>Land Divisions</b>	
Preliminary plats, final plats and re plats	\$400 base fee
Certified survey maps	\$50 base fee
Plan review fee	\$225 (application fee of \$175 plus \$50 affidavit fee)
Initial escrow deposit for major subdivision (greater than 8 lots)	\$5,000

NEW GLARUS CODE

Category	Fee
Initial escrow deposit for minor subdivision (less than or equal to 8 lots)	\$2,500
Initial escrow deposit per CSM	\$250
Affidavit filing fee	\$50
Engineering fees	Actual costs*
Legal fees	Actual costs*
Public hearing notice and public hearings	\$235
Administrative fees	Actual costs*
<b>Road Excavations and Placement of Obstructions (Chapter 181)</b>	
Permit fee (nonrefundable)	\$75
Letter of credit/cash deposit Multiple excavations in a given year: In lieu of letter of credit or cash deposit, applicant may deposit \$10,000 for the year.	\$1,000 minimum or \$5 per square foot of excavation, whichever is larger.
Charge per utility pole (nonrefundable)	\$75
Transmission tower (per tower)	\$1,000
<b>Fence Viewers</b>	
Each fence viewer	\$2.50 per quarter hour (\$10 per hour)
To ensure payment	\$50
<b>Impact Fees (Chapter 80)</b>	
Public library facilities	\$1,181
Parks and playgrounds	\$1,481
Highways and transportation facilities	\$900
Storm and surface water treatment and collection	N/A
Total impact fee	\$3,562
<b>Tower and Wireless Communication Facilities (Chapter 200)</b>	
Tower permit fee (nonrefundable)	\$500
Tower escrow/letter of credit/cash deposit	\$2,500
Emergency services for tower and WES (per occurrence, per service provider)	\$500
Collocation incentive deposit (Based on § 200-6C(4)(a)[1] example)	\$10,000
<b>Wind Generators (Chapter 230)</b>	
Personal wind energy system (PWES) permit fee (nonrefundable)	\$500
Personal wind energy system (PWES) escrow/letter of credit/cash deposit	\$1,000

## FEES

Category	Fee
Intermediate wind energy system (IWES) permit fee (nonrefundable)	\$500
Intermediate wind energy system (PWES) escrow/letter of credit/cash deposit	\$2,500
Major wind farms (MWF) permit fee (nonrefundable)	\$1,000
Major wind farms (MWF) escrow/letter of credit/cash deposit	\$5,000

**NOTE:**

- \* The escrow account is used to reimburse the Town for the associated engineering, legal and administrative costs. The Town maintains a complete accounting of payments from the escrow account.

## Chapter 80

### IMPACT FEES

- |  |  |
|--|--|
| <p>§ 80-1. Purpose and intent.</p> <p>§ 80-2. Authority.</p> <p>§ 80-3. Applicability.</p> <p>§ 80-4. Definitions.</p> <p>§ 80-5. Public facilities needs assessment.</p> <p>§ 80-6. Public hearing; notice.</p> <p>§ 80-7. Finding of reasonableness and statutory compliance.</p> <p>§ 80-8. Imposition of impact fees.</p> <p>§ 80-9. Use of funds.</p> <p>§ 80-10. Payment and collection of fees.</p> | <p>§ 80-11. Administration of impact fees.</p> <p>§ 80-12. Impact Fee Schedule.</p> <p>§ 80-13. Time for use of impact fees.</p> <p>§ 80-14. Appeals.</p> <p>§ 80-15. Effect of impact fee on zoning and subdivision regulations.</p> <p>§ 80-16. Impact fee as additional and supplemental requirement.</p> <p>§ 80-17. Amendments.</p> <p>§ 80-18. Liberal construction; severability.</p> |
|--|--|

**[HISTORY: Adopted by the Town Board of the Town of New Glarus 5-6-2008; amended in its entirety 9-13-2011. Subsequent amendments noted where applicable.]**

#### GENERAL REFERENCES

Building construction — See Ch. 15.  
Extraterritorial zoning — See Ch. 50.

Land division and subdivision — See Ch. 110.

#### § 80-1. Purpose and intent.

- A. Whenever a tract of land is created by a subdivision or recording of a certified survey map, there is imposed an impact fee for the purpose of defraying the cost of identified capital costs that are necessary to accommodate the new land development. Each such impact fee shall be adopted using the procedures of this chapter. Impact fees shall be due and payable in full upon the issuance of a building permit by the Town or, if applicable to commercial property, by the state. The Town shall require the land developer to include provisions securing payment of impact fees in the developer's agreement between the Town and the developer.
- B. This chapter is intended to impose impact fees in order to finance public utilities and facilities, the demand for which is generated by new development. The Town is responsible for and will meet, through the use of general Town revenues, all capital improvement needs associated with existing development. Only needs created by new development will be met by impact fees. Impact fees shall be spent on new or enlarged capital facilities improvements required by new developments that pay the fees.

**§ 80-2. Authority.**

Authority for this chapter is provided by Wis. Stat § 66.0617. The provisions of this chapter shall not be construed to limit the power of the Town to adopt any ordinance, other impact fee or other fee pursuant to any other source of local authority or to utilize any other methods or powers otherwise available for accomplishing the purposes set forth herein, either in lieu of or in conjunction with this chapter.

**§ 80-3. Applicability.**

This section shall be uniformly applicable to all new development that occurs within the Town of New Glarus.

**§ 80-4. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**ABANDONED** — A residential structure shall be determined abandoned if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertain as determined by the Town Building Inspector, Plan Commission or Town Board:

- A. There is no evidence of human activity at the structure.
- B. If the structure has not been properly maintained and fallen into disrepair (e.g., the roof has collapsed or attachments are falling down, windows are broken, or doors are falling off and unattached).
- C. Unlicensed wild animal activity is present within the house.
- D. The structure does not have an address or fire number.
- E. The yard landscape is unkempt (not mowed or no evidence of human travels).

**BUILDING PERMIT** — The permit required for new construction and additions pursuant to Town of New Glarus Code. The term "building permit," as used herein, shall not be deemed to include permits required for remodeling, rehabilitation, or other improvements to an existing structure or rebuilding a damaged or destroyed structure, provided there is no increase in the number of dwelling units resulting therefrom.

**CAPITAL COSTS** — The capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the Town demonstrated that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities or the costs of equipment to construct, expand or improve public facilities.

**CAPITAL IMPROVEMENTS** — Public facilities that are treated as capitalized expenses according to generally accepted accounting principles and does not include costs associated with the operation, administration, maintenance or replacement of capital improvements, nor does it include administrative facilities.

**DEVELOPER** — A person, party, firm, corporation or other legal entity that constructs or creates a land development.

**DEVELOPMENT** — Any man-made change to improved or unimproved real property, the use of any principal structure or land, or any other activity that requires issuance of a building permit.

**DWELLING UNIT** — Each separate living unit authorized to be constructed on the parcel of land. For example, a single-family residence shall be considered one dwelling unit; a duplex shall be considered two dwelling units; a four-family apartment building shall be considered four dwelling units, etc.

**HABITABLE** — A residential structure shall be determined habitable if, at the time of the Impact Fee Ordinance adoption (May 6, 2008), three of the following pertain as determined by the Town Building Inspector, Plan Commission or Town Board:

- A. Mechanical and electrical services are connected and usable.
- B. The structure has an assigned fire number or mailing address.
- C. There is a legal access for emergency vehicles, consistent with the requirements of Town Code Chapters 36 and 75.
- D. The asset value (of the structure or entire parcel) exceeds \$10,000.
- E. If under construction, the roof, doors, windows and walls are substantially complete as determined by the Building Inspector.
- F. An occupancy permit was issued by the Town prior to May 6, 2008.

**IMPACT FEE** — Any charge, fee, or assessment levied pursuant to this chapter when any portion of the revenues collected is intended to fund any portion of the capital costs of public facilities or capital improvements identified in this chapter and/or the public facilities needs assessment.

**LAND DEVELOPMENT** — The construction or modification of improvements to real property that creates additional residential dwelling units within the Town or that result in nonresidential uses that create a need for new, expanded or improved public facilities within the Town.

**MANUFACTURED HOME** — A living space that is transportable in one or more sections and is designed to be used with a permanent foundation and connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle" which is subject to impact fees when connected.



**MOBILE HOME** — A living space that is transportable in one section, is built on a mobile, permanent chassis, and is designed to be used without a foundation. It may be temporarily connected to utilities.

**NEEDS ASSESSMENT** — The assessment of needs required to identify public facility costs for the purpose of calculating impact fees as defined by Wis. Stat. § 66.0617.

**PUBLIC FACILITIES** — Parks and playgrounds, as defined in § 340.01(22), Wisconsin Statutes. "Public facilities" does not include facilities owned by a school district.

**SERVICE STANDARD** — A certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure as specified by the Town Board.

**SITE** — The land on which development takes place.

**SUBDIVISION** — A plat, certified survey map, or other method used to divide a parcel of property into two or more separate parcels or lots.

**TOWN** — The Town of New Glarus, Wisconsin.

**TRAILER or OTHER TEMPORARY STRUCTURES** — Places of abode that are designed to be portable (on wheels).

#### **§ 80-5. Public facilities needs assessment.**

The basis for the imposition of impacts fees is the public facilities needs assessment prepared by Vierbicher Associates in April of 2008, which is on file in the office of the Town Clerk and available for inspection and/or copying in accordance with the State Public Records and Property Law, Subchapter II of Chapter 19, Wisconsin Statutes. The public facilities needs assessment includes:

- A. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities for which an impact fee is imposed.
- B. An identification of the new public facilities, or improvements or expansions of existing public facilities that will be required because of land development for which an impact fee is imposed.
- C. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the Town.
- D. A public facilities needs assessment or revised public facilities needs that are prepared under this section shall be available for public inspection and copying in the office of the Town Clerk at least 20 days before the hearing under § 80-6.

**§ 80-6. Public hearing; notice.**

Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, the Town shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a Class 1 notice under Ch. 985, Wis. Stats., and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

**§ 80-7. Finding of reasonableness and statutory compliance.**

Impact fees imposed by this chapter are found by the Town Board to be reasonable and in compliance with § 66.0617, Wisconsin Statutes, in that they:

- A. Bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- B. Do not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the Town.
- C. Are based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- D. Are to be reduced to compensate for other capital costs imposed by the Town with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Ch. 236, Wisconsin Statutes, or any other items of value.
- E. Are to be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- F. Do not include amounts necessary to address existing deficiencies in public facilities.
- G. Shall be payable by the developer or the property owner to the Town in full at the time of the issuance of a building permit by the Town or, if applicable, by the state.
- H. An impact fee adopted by the Town under this chapter may provide for an exemption from, or a reduction in the amount of, impact fees on land development that provides low-cost housing, except that no amount of an impact fee for which an exemption or reduction is provided under this subsection may be shifted to any other development in the land development in which the low-cost housing is located or to any other land development in the Town.
- I. Do not prohibit or deter the construction of affordable housing within the Town.

**§ 80-8. Imposition of impact fees.**

Impact fees shall be imposed by the Town Board on any land division, planned development, conditional use permit, site plan review or building permit for new construction on vacant land, the construction of additional residential buildings on developed land, and the expansion

of existing buildings, at the time any approval or permit is granted that results in an increase in the number of dwelling units which are located in an area on which an impact fee has been imposed. Notwithstanding the above, nothing herein required shall provide for the payment of duplicate impact fees under circumstances where a land development is the subject of more than one approval or permit.

A. When replacement of existing structure(s) is (are) proposed, impact fees shall be imposed as follows:

(1) When a permanent structure is being replaced or improved:

(a) Impact fees will be collected if an existing permanent structure was, at the date of the adoption of the impact fee ordinance, abandoned or not habitable as defined by this chapter.

(b) Impact fees will not be collected if an existing structure, at the date of the adoption of the impact fee ordinance, was not abandoned and/or is habitable.

(2) When a temporary residence is being replaced or improved, impact fees will not be collected if an existing trailer or temporary structure, which has been connected to sewer, water, and electrical and was occupied and legal, is being replaced by a permanent home.

B. When "temporary" structures are proposed, impact fees shall be imposed as follows:

(1) Impact fees will not be collected for trailers or temporary habitable structures to be occupied for less than six months of each calendar year if the structure has no foundation and no permanent connection to electrical, sewer and water services.

(2) Impact fees will be collected for a mobile home (not a replacement of a previous dwelling) if it sits on a concrete foundation and has connections to electrical, water, and sewer services.

#### **§ 80-9. Use of funds.**

A. Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for the projects, to reimburse the Town for advances of other funds or reserves, and such other purposes consistent with § 66.0617, Wis. Stats., which are recorded and approved by the Town Board.

B. The Town may issue bonds, revenue certificates, and other obligations of indebtedness in such manner and subject to such limitations as may be provided by law in furtherance of the provision of capital improvement projects. Funds pledged toward retirement of bonds, revenue certificates, or other obligations of indebtedness for such projects may include impact fees and other Town revenues as may be allowed by the Town Board. Impact fees paid pursuant to this chapter, however, shall be restricted to use solely and exclusively

for financing directly or as a pledge against bonds, revenue certificates, and other obligations of indebtedness for the cost of capital improvements as specified herein.

- C. These impact fees shall be collected until the capital costs associated with the projects specified in the Public Facilities Needs Assessment Report, as amended from time to time, have been incurred and satisfied unless such time period exceeds 10 years beyond projected satisfaction of indebtedness of the specified projects for which these impact fees are imposed. As provided by § 66.0617(9)(b), Wis. Stats., or its legal revision repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-10. Payment and collection of fees.**

- A. Payment of fee. A developer, land owner, or building permit applicant shall pay in full an impact fee for any new development (as distinguished from any alteration or addition to existing development) in full, to the Town Clerk/Treasurer upon issuance of a building permit.
- B. Separate fund account required. Revenues collected as impact fees shall be placed by the Town of New Glarus Clerk/Treasurer in segregated interest-bearing accounts and shall be accounted for separately from other funds of the Town of New Glarus. Impact fee revenues and interest earned on impact fee revenues may be expended by the Town of New Glarus only for the capital costs for which the impact fees were imposed and shall be expended on a first-in first-out basis.
- C. Refund. Any funds not expended or encumbered by the end of the calendar quarter immediately following 10 years or its legal revision, from the date the impact fee was paid for any facility described in the needs assessment shall be returned to such landowner within 120 days or as revised statutorily. As provided by § 66.0617(9)(b), Wis. Stats., the repayment requirement may be extended provided the Town adopts a resolution detailing extenuating circumstances or hardships which prevented them from meeting the current time limit.

**§ 80-11. Administration of impact fees.**

- A. Upon receipt of impact fees, the Town Clerk/Treasurer shall be responsible for the placement of such funds into separate accounts as hereinafter specified. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of Town funds, as applicable. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- B. The Town Clerk/Treasurer shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used for projects in the capital improvements program for the particular development subarea or for Town-wide capital improvements, as specified in

the program; and that shall provide an annual report for each impact fee account showing the source and amount of all funds collected and the projects that were funded.

C. Review of development potential.

- (1) The Town shall annually, in conjunction with the annual capital budget and capital improvements plan adoption processes, review the development potential of the Town and the capital improvements plan and make such modifications as are deemed necessary as a result of:
  - (a) Development occurring in the prior year.
  - (b) Capital improvements actually constructed.
  - (c) Changing facility needs.
  - (d) Inflation.
  - (e) Revised cost estimates for capital improvements.
  - (f) Changes in the availability of other funding sources applicable to public facility projects.
  - (g) Such other factors as may be relevant.
- (2) Modifications of the development potential, the capital improvements program, and the impact fees shall be recommended for adoption prior to November 1 of each year and shall be effective on January 1.

**§ 80-12. Impact Fee Schedule.**

See Chapter 55, Addendum A, of the Town of New Glarus Code.

**§ 80-13. Time for use of impact fees.**

Impact fees shall be expended within the following time limits:

- A. Impact fees collected after April 10, 2006, and collected within 10 years of the date of the ordinance establishing the specific impact fee shall be expended within 10 years of the effected date of the impact fee imposition ordinance. The ten-year deadline may be extended for as much as three additional years by the Town Board if the Board finds that, as the result of hardship or extenuating circumstances, it is impossible to expend the impact fees for the purpose for which they were imposed within the ten-year period. Impact fees not used within the time limit of this subsection shall be refunded pursuant to § 80-10C of this chapter.
- B. Impact fees collected after April 10, 2006, which are collected more than 10 years after the effective date of the impact fee imposition ordinance shall be used within a reasonable period of time, or refunded pursuant to this chapter. To determine a reasonable time period, the Town shall consider what are appropriate planning and

financing periods for the particular types of public facilities for which the impact fees are imposed.

**§ 80-14. Appeals.**

- A. Notice of appeal. Any developer and/or land owner upon whom an impact fee has been imposed may contest the amount, collection or use of the impact fee by filing a notice of appeal to the Town Board. The notice of appeal shall be filed with the Town Clerk/Treasurer within 30 days of the date of the determination appealed from. The notice of appeal shall state in detail the relief sought by the developer and any legal or factual basis for the relief requested; and shall include all supporting documentation upon which the developer relies in making the appeal.
- B. Appeal bond. If the notice of appeal is accompanied by a bond or other sufficient surety satisfactory to the Town attorney in an amount equal to the impact fee due, as calculated by the Town Clerk or the Clerk's designee, and all other requirements have been satisfied, the building permit may be issued or the final plan may be approved. The filing of an appeal shall not stay the collection of the impact fee due unless a bond or other sufficient surety has been filed.
- C. Review by the Town Board.
- (1) Within 30 business days of the date of filing of the notice of appeal, the Town Clerk/Treasurer shall place the matter on the agenda for the Town Board meeting. The Town Board shall consider the appeal and shall, at the Town Board's exclusive discretion, approve or deny the appeal.
  - (2) At any hearing on an appeal of an impact fee, the appellant shall be permitted to present competent evidence or testimony. The Town Board may limit the presentation of evidence to a reasonable amount of time considering the complexity of the issues involved, and may exclude proposed evidence on the grounds of relevance, duplication and reliability. The Town's Attorney, Engineer and other consultants or witnesses shall be heard in response, and the appellant permitted to present rebuttal.

**§ 80-15. Effect of impact fee on zoning and subdivision regulations.**

This chapter shall not affect, in any manner, the permissible use of property, density of development, design and improvement standards and requirements, or any other aspect of the development of land or provision of capital improvements subject to the zoning and subdivision regulations or other regulations of the county or Extraterritorial Zoning Ordinance if applicable which shall be operative and remain in full force and effect without limitation with respect to all such development.

**§ 80-16. Impact fee as additional and supplemental requirement.**

The impact fees are additional and supplemental to, and not in substitution of, any other requirements imposed by the Town on the development of land or the issuance of building

permits. It is intended to be consistent with and to further the objectives and policies of the Comprehensive Plan, the capital improvements plan, and other Town policies, chapters, and resolutions by which the Town seeks to ensure the provision of public facilities in conjunction with the development of land. In no event shall a property owner or developer be obligated to pay for capital improvements in an amount in excess of the amount calculated pursuant to this section; provided, however, that a property owner or developer may be required to pay, pursuant to Town ordinances, regulations, or policies, other fees or for other capital improvements in addition to the impact fees for capital improvements as specified in this chapter.

**§ 80-17. Amendments.**

- A. Before enacting an ordinance that amends Chapter 80, the Town Board shall hold a public hearing on the proposed ordinance or amendment.
- B. Pursuant to § 66.0617, Wis. Stats., notice of the public hearing referred to in the preceding section shall be published as a Class 1 notice under Ch. 985, Wis. Stats., and shall specify where a copy of the proposed ordinance or amendment and the public needs assessment may be obtained.
- C. Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a needs assessment shall be prepared and made available for public inspection and copying as required by § 66.0617, Wis. Stats.

**§ 80-18. Liberal construction; severability.**

The provisions of this section are hereby found and declared to be in furtherance of the public health, safety, welfare, and convenience and it shall be liberally construed to effectively carry out its purposes. If any subsection, phrase, sentence, or other portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct and independent, and such holding shall not affect the validity of the remaining portions thereof.