

TOWN OF NEW GLARUS

REGULAR TOWN BOARD MEETING

NOVEMBER 6, 2019

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 5th Avenue
New Glarus, WI 53574

DATE: Wednesday, November 6, 2019
TIME: 7:00 p.m.

AGENDA

- 1) Proof of Posting
- 2) Approve Town Board Minutes
 - a) October 9, 2019 Meeting
- 3) New Library Project Update
- 4) Patrolman Report
 - a) Consider Bobcat Trade-in
 - b) Consider Tree Replacement for Valley View Road Resident
 - c) Consider Adopting Crawford Lane
- 5) Engineer's Report
 - a) New Business
- 6) Public Comments
- 7) Finance Committee Report
 - a) Accounts Receivable Aging List
 - b) Accounting Reports w/Monthly Bank Reconciliation
 - c) Approval and Payment of Bills
- 8) Budget Discussion
 - a) Review Draft Budget
 - b) Consider 2019 Borrowing to be paid beginning in 2020
 - c) Consider General Code Quote for Recodification
 - d) Review Waste & Recycling Quote
- 9) Clerk-Treasurer Report
 - a) Correspondence
 - b) Driveway Refund Requests
 - i) A Schiro W5832 County Hwy NN
 - ii) B Wolfe N8896 Blue Vista
 - iii) J Hedeman W5848 County Hwy NN
 - c) Schedule December Town Board Meeting
- 10) Parks Report
 - a) Review 2020 Budget
 - b) Minutes Attached
- 11) Plan Commission
 - a) Minutes Attached
- 12) Chairman's Report
 - a) New Business
- 13) Adjourn

POSTED: New Glarus Town Hall 10/28/2019
New Glarus Garage 10/28/2019
New Glarus Post Office 10/28/2019

Chris Narveson, Chair
New Glarus Town Board



Pattie Salter, Clerk-Treasurer

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.

TOWN OF NEW GLARUS

Regular Town Board Meeting
Town Hall – 26 5th Avenue, New Glarus
October 9, 2019 – 7:00 p.m.
Minutes

ATTENDING: Board Members: Chris Narveson, Jim Hoesly, Dean Streiff, Troy Pauli, Robert Elkins, and Pattie Salter.

ALSO ATTENDING: Tim Schleeper, Harry Pulliam, John Ott, and Robert Talarczyk

C. Narveson called the meeting to order at 7:00 pm.

- 1) **Proof of Posting:** P. Salter attested to proper proof of posting.
- 2) **Approve Town Board Minutes:**
 - a) September 3, 2019 Town Board Meeting: Amend Legler Valley Road under the Engineer's report to Valley View. J. Hoesly moved to approve the minutes as amended. D. Streiff 2nd. Motion carried.
- 3) **Patrolman Report:**
 - a) Consider Bobcat Trade-in: Mini Excavator purchased from Carter Gruenewald 3-years ago they have a potential buyer and wanted to know if we'd trade our unit in for a new model. We're out of warranty on our current equipment. The Power Tilt Arm would be useful for ditching.

<u>Dealer</u>	<u>Current Configuration Less Trade-In</u>	<u>Power-Tilt Arm</u>
Bobcat of Janesville	\$6,283	\$4,103
Carter Gruenewald	\$7,500	\$4,450

No action taken. Revisit next month.

- 4) **Engineer's Report:**

T. Schleeper reported on Valley View Road. T. Schleeper noted that shouldering and landscaping will begin next week. They are ahead of schedule and the project has gone smooth. He noted that there are two pay requests tonight for work don on Valley View less retainage.

C. Narveson reported that they will apply for TRIP-D which is 50% sharing for Durst Road. They may also try to apply for a new 90/10 grant as well.
- 5) **Consider J. Hoesly Amended CSM:** T. Pauli moved to approve Jan Hoesly 2-lot CSM conditional on Plan Administrator review and deed restriction of no residential development on lot 2. J. Hoesly 2nd. T. Schleeper suggested checking with Jan Hoesly to see if she'd be better off with a 66' drive. Motion carried.
- 6) **Public Comments:** None
- 7) **Finance Committee Report:**
 - a) Accounts Receivable Aging List: No action.
 - b) Accounting Reports w/Monthly Bank Reconciliation: Report attached to agenda.
 - c) Approval and Payment of Bills:
 - i) Parks Request for Boy Scouts \$422.91: Without objection
 - ii) Library Request for \$60,000 plus Impact Fees: J. Hoesly moved to approve paying the Library \$60,000 and adopt the Resolution to distribute Impact Fees in the amount of \$13,285.54. T. Pauli 2nd. Motion carried.
 - iii) Maddrell Request for \$99,811.75: Approved without objection.
 - iv) Rock Road Request for \$193,252.07: Approved without objection.
 - v) New Glarus Fire District Request for \$190,077.08: T. Pauli moved to approve the payment as requested. R. Elkins 2nd. Motion carried.

C. Narveson reported that Green County will be paving the New Glarus Fire District's parking lot. Narveson noted that the County must run the expense through a municipality. Without objection, Green County will bill the Town of New Glarus for the work and we'll bill the Fire District for reimbursement.

- vi) Monthly Payments: D. Streiff moved to approve 19855-19890 and ACH payments as presented. T. Pauli 2nd. The M&D check will be held until the trailer is delivered. Motion carried.

8) **Budget Discussion:**

- a) Consider 2019 Borrowing to be paid beginning in 2020: No action.
- b) New Glarus Fire District Budget – John Ott: J. Hoesly moved to approve the Fire District Budget less 2%. D. Streiff 2nd. Motion carried.
- c) Review EMS Contract: The budget is a 3-year commitment based on population. The payments will raise the budget 1% per year for each of the 3 years. T. Pauli moved to approve the budget. R. Elkins 2nd. Motion carried.
- d) Review Waste & Recycling Quote Request: Not available at time of meeting.
- e) Review Assessor Quote: J. Hoesly moved to accept the base quote of \$7,500 for 3-years. T. Pauli 2nd. Motion carried.
- f) Consider Tax Collection Agreement: R. Elkins moved to approve the agreement. J. Hoesly 2nd. Motion carried.
- g) Consider Resolution in Lieu of Treasurer's Bond: T. Pauli moved to adopt the resolution as presented. D. Streiff 2nd. Motion carried.
- h) Set Healthcare Rate: D. Streiff moved to set the rate at 88%. R. Elkins 2nd. Motion carried.
- i) Set Performance Rate: J. Hoesly moved to set the rate of 0-3%, same as last year. T. Pauli 2nd. Motion carried.

9) **Clerk-Treasurer Report:**

- a) Driveway Deposit Return Request: M. Fenley recommended returning \$500 driveway deposit to George and Susan Marotta, Windmill Ridge. J. Hoesly moved to return the deposit. D. Streiff 2nd. Motion carried.
- b) Correspondence: Attached.
- c) Schedule Next Board Meeting: Scheduled for November 6th and 20th at 7 p.m.

10) **Parks Report:**

- a) Minutes attached. Harry reported on the projects that the Parks Commission is working on.

11) **Plan Commission:**

- a) Minutes attached
- b) Consider Resolution to Adopt §110 Amendments and Schedule Public Hearing: R. Elkins moved to forward the amendments for Public Hearing. D. Streiff 2nd. We will be looking at defining garages and recreational facilities to address convenience toilets. We need to consider these factors because we've had someone install a septic system on a garage. We may need to establish an annual inspection to ensure the space isn't being used as an additional home. Motion carried.

12) **Chairman's Report:**

- a) C. Narveson reported that Righter's horses are still getting out. Chris will meet with them to discuss the issue.
- b) Green County Hemp withdrew their conditional use permit. C. Narveson will send them a letter notifying them that if they decide they want to pursue the extraction process they will need to restart the application process.
- c) Bailey's Run – C. Narveson reported that he tried to reduce the speed but not able to along the highway. He also reported that one of the neighbors installed a fence to mitigate noise. Todd's attorney sent a cease and desist letter. The residents want Chris to mediate between the winery and residents. Narveson reported that he is not comfortable with this since attorney's are involved. Signage is still an issue and the mobile application Siri takes drivers past the winery where they must turn around and go back.

13) **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:** No action taken.

- 14) **Adjourn:** T. Pauli moved to adjourn at 9:22 p.m. R. Elkins 2nd. Motion carried.



November 5, 2019

Members of the Town Board
Town of New Glarus
26 Fifth Avenue
New Glarus, WI 53574

Re: Final Acceptance Crawford Lane, Plat of Janies's Woods
Town of New Glarus

Dear Chair Narveson and Town Board Members:

As you may know, the final layer of pavement has been completed on Crawford Lane and the gravel shoulders are completed. Therefore, we recommend the Town Board officially accept Crawford Lane as a Town road. The Town Patrolman or Clerk should add Crawford Lane to the official listing of Town roads on the Wisconsin Information System for Local Roads (WISLR) system that is maintained by the Wisconsin DOT. Based on the Platted street length, this project added 600 feet of street to the Town road system.

Should you have any questions please feel free to contact me.

Sincerely,


Timothy L. Schleeper, PE

TLS/tls

cc: Pattie Salter, Clerk, Town of New Glarus

M:\New Glarus, Town of\170068 Land Division Reviews\Task 3 - Crawford\2019-11-05 JaniesWoodsFinalAcceptance.docx

TO: Pattie Salter, WCPC, CMTW
psalter@townofnewglarus.com

FROM: Kayleigh Westermann, Client Services
kwestermann@generalcode.com

CLIENT: Town of New Glarus, WI
(NE2145)

DATE: 10/11/2019

PHONE: (608) 527-2390

Supplement No. 4 Estimate - Revised

Source Files:

We have reviewed the implements of husbandry ordinance (adopted 12-9-2014), the three ordinances amending Ch. 110 (adopted 2-10-2015, 8-11-2015 and 10-13-2015) as well as the draft of Ch. 110 for an update to the Town Code.

Supplementation:

General Code will codify and supplement the legislation listed above which includes but is not limited to:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
- Review of statutory citations regarding the new legislation
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the municipality for resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of instruction page for removing and inserting revised Code pages
- Printing of up to 5 sets of supplemental pages
- Update to eCode360

Price:

Between \$3,265 and \$3,980, which includes shipping and handling.

The final invoice will follow completion of the supplement.

- Any missing legislation received may result in additional costs.
- Any newly adopted legislation received after authorization for this supplement will be held until the next supplement, unless otherwise noted.

Payment Terms:

Available upon request

This estimate is being provided for budget planning purposes. We will need as-adopted copies of all ordinances, including the adoption dates, to supplement this legislation into the Town Code.

Pattie Salter
Town of New Glarus
P.O. Box 448
New Glarus, WI 53574

Re: Property Policy Renewal

Dear Pattie Salter:

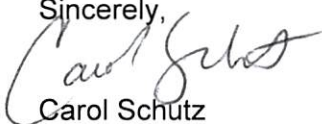
We are providing notice of a few coverage changes on the property policy with the enclosed Notice of Altered Terms. Below is a summary of changes that take effect as of 1/1/20.

- Auto Physical Damage – Comprehensive and Collision Replacement Cost (RC) coverage option will include a minimum deductible of \$5,000 and a vehicle age restriction of 5 years or newer for vehicles valued at or less than \$100,000, and 10 years or newer for vehicles valued over \$100,000. There is no change to the deductible options for Actual Cash Value (ACV) coverage.
- All APD endorsements will include a correction to the policy reference. This is a clerical revision only.
- The property policy will be amended to exclude coverage cosmetic damage only, to steel/metal roofs. Coverage for cosmetic damage only, will be made available by an optional coverage endorsement for an additional premium charge.

This notice is being provided to all CIC property policyholders as a courtesy and may not be applicable to the coverage/exposure you currently have.

We value your business and look forward to the upcoming renewal. If you have any questions or concerns, please do not hesitate to contact your CIC agent or us directly.

Sincerely,



Carol Schutz
Aegis Corporation
Email: Carol@aegis-wi.com

CC: CIC Agent

**Community Insurance Corporation
18550 W. Capitol Drive
Brookfield, WI 53045**

NOTICE OF ALTERED TERMS

Named Insured & Mailing Address:

Town of New Glarus
P.O. Box 448
New Glarus, WI 53574

Producer:

Paul Fredrickson
127 W. 8th Street
Monroe, WI 53566

Policy No: TPR23254-19
Type of Policy: Property Insurance
Effective Date: 1/1/2020
Policy Term: 1/01/2019 – 1/01/2020

The reason for notice: Change in Underwriting Requirements

We are providing advance notice of changes affecting your renewal policy to comply with the 60 day notification regulation in the state statute. Effective January 1, 2020, the following changes are applicable to the Property/APD Policy:

1. Auto Physical Damage – Collision and/or Comprehensive coverage – Replacement Cost Coverage – will be subject to a minimum deductible of \$5,000 and subject to a vehicle age restriction: vehicles valued at/or less than \$100,000 – 5 years or newer and vehicles valued at greater than \$100,000 - 10 years and newer.
2. Auto-Physical-Damage – Collision and Comprehensive coverage endorsements will be amended to include language clarification to accurately refer to the appropriate section of the policy.
3. The standard property policy will include an exclusion specific to cosmetic damage to steel roofs/buildings. An optional endorsement to eliminate this exclusion, thereby adding coverage specific to cosmetic damage to steel roofs/buildings will be offered as an optional endorsement for an additional premium.

By: Karen Flynn
Authorized Representative
Date Mailed: 10/28/2019



October 31, 2019

Town of New Glarus
P.O. Box 448
New Glarus, Wisconsin 53574

We are pleased to confirm our understanding of the services we are to provide for the Town of New Glarus for the year ended December 31, 2019.

Please email the following when available so that we can start our preliminary work:

- 2019 Board Minutes (March – Present)
- Trial Balance as of November 30th (in excel format if possible).
- A budget to actual comparison as of November 30th 2019.

Our audit process is paperless this year. Any documents that we ask for can be kept in electronic form and emailed to us in excel, word or PDF format. When we are there for field work we have memory sticks to save files on to keep the amount of paper copies printed to a minimum. We understand that not everything we ask for can be done via the computer but we thank you for your cooperation.

We will forward you information regarding confirmations, scheduling and our annual needs letter. We will contact you regarding the dates of fieldwork. We would be happy to discuss this engagement letter with you or provide additional information. Please call if you have any questions. We look forward to working with you.

Cordially,

A handwritten signature in black ink that reads "Kevin Krysinski". The signature is written in a cursive, flowing style.

Kevin Krysinski, CPA



October 31, 2019

To the Town Board and Management
Town of New Glarus
P.O. Box 448
New Glarus, Wisconsin 53574

We are pleased to confirm our understanding of the services we are to provide for the Town of New Glarus for the year ended December 31, 2019. We will audit the financial statements of the governmental activities and each major fund of the Town of New Glarus, including the related notes to the financial statements, as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of New Glarus' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of New Glarus' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management Discussion and Analysis
Budgetary Comparison Schedules
Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of New Glarus' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

Detailed Statement of Revenues and Expenses – General Fund

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

Schedule of Long-term Debt Payments



Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of New Glarus' financial statements. Our report will be addressed to the Town Board of the Town of New Glarus. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.



Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of New Glarus' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Town of New Glarus in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair representation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Management Responsibilities (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.



Engagement Administration, Fees, and Other (Continued)

We expect to begin our audit in February and to issue our report in April. Kevin Krysinski is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be at our standard hourly rate plus out-of-pocket costs. Our proposed audit fee is \$9,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unanticipated additional time will not be encountered during the audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In addition, we will prepare the annual Department of Revenue report for \$875. We will compile the reports based on information provided by management. Accordingly, we will make no management decisions regarding information in the report. Further, you are required to designate a qualified management level individual to be responsible and accountable for overseeing our services. See Addendum A attached, which is an integral part of this engagement letter.

Services related to GASB 68 will be billed at our standard hourly rates.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Additional services will be at our standard hourly rates. Current rates are as follows: Partner - \$285, Manager - \$195, Staff - \$85 to \$170.

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, compiling regulatory reports, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.



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Town of New Glarus

- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

We appreciate the opportunity to be of service to the Town of New Glarus and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth the understanding of Town of New Glarus.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____

ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2019. Upon completion of the compilation of the annual Financial Report Form, we will provide the Town with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the Town, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The Town's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the Town complies with the laws and regulation applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Town personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

October 31, 2019

Town of New Glarus,

We would first like to apologize for the issues at hand. We are/and will do what we can to address all these issues in a timely manner.

1. We will restrict our drying time from 9am to 10pm immediately
2. We closed our windows and doors during operation hours
3. We will be working to build some type of housing around our generator as soon as possible.
4. As for the carbon filters, we have ordered them, and they will be installed upon arrival.
5. Lastly, we haven't heard of anyone complaining about the propane tanks, but we can see how this can be an eyesore. So, we will be building a fence around them before next year's harvest. These tanks are rented and will be removed as soon as our harvest is done this year.

Our operation is almost done for the year. We should be finished within the next 2 weeks. Thank you for your patience, and we look forward to working with you to address these issues.

Sincerely,

Green County Hemp LLC

Richard Brown

November 6, 2019

Town of New Glarus
Chris Narveson, Chairman
26 5th Avenue
New Glarus, WI 53574

Greetings Mr. Narveson,

I am writing to follow up on the letter dated October 24, 2019, that the Town of New Glarus sent to my neighbor Richard Brown of Green County Hemp, LLC. First, let me voice my sincere gratitude to you and the other representatives of the Town of New Glarus for contacting this individual/business entity with respect to the concerns of those of us on neighboring properties. Your efforts on our behalf are greatly appreciated.

Since drying operations began approximately two and a half weeks ago on Mr. Brown's property there have been multiple days that the noxious odors being emitted by the hemp drying process have impacted myself and my family directly. The odors are of such a characteristic and potency that they have deterred us from spending time outside on our land for pursuits of enjoyment or for seasonal maintenance tasks of our property. The odors have at times infiltrated our garage space. Our exposure to the unpleasant odors is beholden to the wind patterns on any given day as they are apparently not being controlled by any sort of odor suppression system by Green County Hemp, LLC.

We are also being subjected to constant noise from the drying operations. I am not sure what is the cause of the noise, but whether it be from a generator or fans, it is persistent and insidious. The resonating noise from the operations can be heard/felt inside our closed home at all times that the equipment is operational. It is present as an underlying background noise and affects many family activities that we enjoy in our home: conversations at the dinner table, playing games, watching movies and reading together before bedtime. If you may recall, at the earlier Town of New Glarus meetings regarding this proposed business and its associated desire for a conditional use permit, the applicants assured us that we would not be able to hear anything from their operations. Apparently, Mr. Brown and his associates did not feel that the concerns of the neighboring residents had any validity. Unfortunately, those fears have been proven to be true in this matter.

I am also contacting you to comment on the response Mr. Brown sent to you dated October 31, 2019. I have not been keeping meticulous records of the daily hours of operation of Mr. Brown's activities. However, I can tell you that he is not honoring the hours of operation stated in his letter. Since I can hear the equipment running while in my home, I can attest to the fact that the fans were still running at 12:45 A.M. when I went to bed this morning. The actions of Mr. Brown/Green County Hemp speak highly of their intentions and character. A blatant disregard for the wishes of the Town of New Glarus and the negative impacts on the quality of life of nearby residents has been exhibited thus far. Based on what I am experiencing, I am doubtful that the comments made in Mr. Brown's response to you were forthright.

Once again, I want to express my thanks to you and the other town board members for having the foresight to recommend measures of protection for neighboring residents to Green County in consideration of the conditional use hearings. I don't fully understand why the Green County Board of Adjustment disregarded most, if not all, of those recommendations as you are the local authority and spent more time and careful thought in evaluating this matter. However, I did find it very telling that immediately following adjournment of the meeting of June 26, board member Calvin Wasserstrass made a pointed comment at the expense of those of us opposed to the operations, laughingly suggesting to the applicants that they should consider putting in a hog farm if the hemp thing didn't work out for them. Certainly, the resulting perception is less than an impartial appraisal of the matter.

If Mr. Brown and Green County Hemp are left to continue operation in an unchecked manner, my outlook for the future enjoyment and value of my property is not very optimistic. Neighboring residents should have the right to appreciate our surrounding environment by opening a window or having a meal outdoors without being subject to the odors and noise pollution resulting from Mr. Brown's endeavors.

In summary:

- Residents in Windmill Ridge are being impacted negatively by hemp drying operations of Green County Hemp LLC on a daily basis.
- Hemp drying operations of Green County Hemp LLC are creating noxious odors limiting or prohibiting the use of neighboring properties.
- Hemp drying operations of Green County Hemp LLC are creating noise levels that can be heard inside closed residences.
- Hemp drying operations of Green County Hemp LLC are still continuing well past midnight. I strongly feel that the hours of operation should align with the surrounding residential use rather than being unlimited.
- Review authorities should apply what has been learned from the first-hand experiences of neighboring residents and the actions of Green County Hemp LLC in consideration of future applications for conditional uses on this property or further expansion of the facility's operations.

Respectfully,



James M. Baker
W5644 Windmill Ridge Road
New Glarus, WI

Cc: Green County Zoning

Dear Citizen(s)/Business Owners:

It is that time of year again where the New Glarus Police Department puts out our general request to the public and businesses to seek monetary donations for the New Glarus Police Department's Community Relations Fund. The Police Department is continually striving to keep proactive with the community and the youth of New Glarus. Without monetary donations from the public, it would be difficult to be as successful and involved in community events as we have been in the past. Below describes some of the ways we spend the donation money to help with interacting with the community.

The New Glarus Police Department has established a fund called the New Glarus Police Department Community Relations Fund. This fund assists the New Glarus Police Department with year-round community events for the youth of New Glarus. These programs include our Annual Bike Rodeo; the D.A.R.E. Program; our Community Wide Halloween Safety Initiative; our Child Identification Program; and helps with the Shop with a Cop program, etc. All of the donations that are received in regard to this fund stay in the New Glarus Community benefiting the youth of New Glarus. Monetary donations can be sent to the New Glarus Police Department made out to the "New Glarus Police Department Community Relations Fund".

If you have any questions or would like to know more about the "New Glarus Police Department Community Relations Fund", feel free to contact me at the New Glarus Police Department. Thank you to all that have contributed in the past and for those of you that contribute this year.

Sincerely,

Lieutenant Jeff Sturdevant
New Glarus Police Department
313 2nd Street
P.O. Box 187
New Glarus, WI 53574
Direct: (608) 527-5970
Office: (608) 527-2145
Email: Sturdevant@newglaruspolice.com



GREETINGS FROM THE NEW GLARUS YOUTH COMMITTEE!

Our largest fundraiser is New Glarus Music Fest on Memorial Day weekend which will be here soon! The intent is to involve and engage the entire community with the event. We'll bring residents and visitors downtown Memorial Day weekend to be entertained by musicians throughout the downtown business district during the day and evening. A Youth Committee sponsored beverage stand and local food vendors will also be available so people can stroll from place to place and hear different types of music. Later in the day, we're working on headlining acts at various establishments. Any type of business can participate by hosting or sponsoring musical performances.

If you're not familiar with our committee, we are a group of volunteers who raise money for programs, activities, and scholarships for the youth of New Glarus, i.e. Scholarships for graduating seniors, 5th Grade field trip to Chicago, Krafty Kids summer program in the Village Park, and a matching funds program for other organizations that benefit the youth of New Glarus.

Prior to Music Fest weekend, posters will be distributed to surrounding communities. The schedule will also be made available during the event, posted at participating businesses, and on our website and Facebook page.

We would appreciate your support in our venture and mission to raise money for the youth of our community!

Please mail the attached sponsorship form and your donation by **April 1, 2020** to:

**New Glarus Youth Committee
PO Box 72,
New Glarus, WI 53574**

If you have any questions, please feel free to email our group at: ngyouthcomm@gmail.com

For more information, visit www.facebook.com/NewGlarusMusicFest or www.ngmusicfest.com

Thank you in advance for supporting the youth of our beautiful community!

**NEW GLARUS MUSIC FEST 2020
SPONSORSHIP OPPORTUNITIES
Deadline April 1, 2020**

<p>Diamond Sponsorship: \$1000 and up</p> <p>10x40 spaces at festival grounds (Saturday and Sunday) to advertise company products</p> <p>Koozies with your logo on one side and Music Fest logo on the other.</p> <p>Music Fest drinkware with all Diamond and Platinum sponsor logos distributed at event</p> <p>Name on sponsorship banner at event</p> <p>Thank you posted on Music Fest Facebook page</p> <p>Name and Logo on homepage of Music Fest website</p>	<p>Platinum Sponsorship: \$500-\$999</p> <p>10x10 space at festival grounds (Saturday and Sunday) to advertise company products.</p> <p>Music Fest drinkware with all Diamond and Platinum sponsor logos distributed at event</p> <p>Name on sponsorship banner at event</p> <p>Thank you posted on Music Fest Facebook page</p> <p>Name and Logo on homepage of Music Fest website</p>
<p>Gold Sponsorship: \$300-\$499</p> <p>Name on sponsorship banner at event</p> <p>Thank you posted on Music Fest Facebook page</p> <p>Name and Logo on homepage of Music Fest website</p>	<p>Silver Sponsorship: \$100-\$299</p> <p>Thank you posted on Music Fest Facebook page</p> <p>Name listed under sponsors on homepage of Music Fest website</p> <p>Name on sponsorship banner at event</p>
<p align="center">Bronze Sponsorship: \$50-\$99</p> <p align="center">Name on sponsorship banner at event</p>	

Business Name & Address _____

Owner/Manager _____

Donation Amount _____

Please mail your sponsorship form and donation by **April 1, 2020** to:

**New Glarus Youth Committee
PO Box 72, New Glarus, WI 53574**

If you chose a Gold, Platinum, or Diamond sponsorship please email your business logo to ngyouthcomm@gmail.com

If your business will be having a band please let us know and we'll add it to the schedule. You can fill out the information below or email us at a later date (ngyouthcomm@gmail.com)

Band Name: _____ Date and Time Playing: _____

Music Fest is traditionally Friday night and Saturday and Sunday of Memorial Day Weekend.



New Glarus Fire District

Date: Sept. 9, 2019 **Time:** 7:30 p.m. **Presiding:** John Ott **Location:** NGFD Meeting Room

Recorder: Barb Anderson

Member	Present	Not Present	Member	Present	Not Present	Member	Present	Not Present
Austin, Malcolm	X		Newberry, Tammy	X				
Beal, Brad	X					Barb Anderson	X	
Erickson, Ron	X		Others Present:					
Hoesly, Dusten	X		Anderson, Dave	X				
Jelle, Scott	X		Kammerud, Josh		X			
Ott, John	X		Pernot, Bob	X				

Agenda Item	Action Taken "No Action" or State the Motion	Motion Made By	Motion 2 nd By	Outcome of Vote
1. Call to order	John Ott called the meeting to order at 7:38:p.m.			
2. Approval of Agenda	Motion to approve	Brad Beal	Ron Erickson	Carried
3. Public Appearances	NA			
4. Approval of Consent Agenda A. Approval of minutes of August 12, 2019 B. Approval of claims in the amount of \$2968.81 C. Approval of Treasurer's report	Motion to approve	Scott Jelle	Malcolm Austin	Carried
5. Fire Chief's Report A. Events B. Personnel update	* All Municipalities have paid 2% except Primrose * Working on including Fire Inspection verification prior to opening of a new business; the department is starting the process of working this out with the municipalities A. Dane County Fire Chief's meeting @ Truax Airport 9/11/19 B. New Firefighter: Jorden Oyen: Jorden comes to us from Fennimore and has had all the training he needs. The Board welcomed him aboard.			

New Glarus Fire District

Date: Sept. 9, 2019 **Time:** 7:30 p.m. **Presiding:** John Ott **Location:** NGFD Meeting Room

Recorder: Barb Anderson

	<p>*Motion to require municipalities to send funds to the District by November 1</p> <p>*Motion to use the new valuations for 2019-2020. Discussion: John argued that the valuations for 2018-2019 should be used, as has been past practice. It will definitely alter the amounts that the different municipalities will be assessed. Tammy suggested that since the truck is going into service in 2020 we should use the newer figures. A voice vote was taken with John Ott voting no and all other reps voting yes.</p>	Ron Erickson	Scott Jelle Scott Jelle	Carried
	<p>*Motion to use the new valuations for 2019-2020. Discussion: John argued that the valuations for 2018-2019 should be used, as has been past practice. It will definitely alter the amounts that the different municipalities will be assessed. Tammy suggested that since the truck is going into service in 2020 we should use the newer figures. A voice vote was taken with John Ott voting no and all other reps voting yes.</p>	Ron Erickson	Scott Jelle	Carried
9. 2019-2020 Budget	<p>Dave went over the proposed budget. He has kept it at \$165,000, per request. Motion to accept the budget as presented.</p>	Scott Jelle	Malcolm Austin	Carried
10. Hazmat Billing	<p>Procedure requires that the fire department be called for hazmat incidents. The question is, do we charge separately for this? Who does it? Discussion followed. There is a huge amount of paperwork involved. Motion to table.</p>	Brad Beal	Tammy Newberry	Carried
11. Schedule next meeting	October 14, 2019. 7:30 p.m.			
12. Any other concerns of the board	NA			
13. Adjourn	Motion to adjourn.	Tammy Newberry	Malcolm Austin	Carried

OFFICE OF
Town of New Glarus
PARKS COMMISSION MEETING
WEDNESDAY, OCTOBER 23, 2019, 2019
MINUTES

ATTENDING: Harry Pulliam, Chris Narveson, Dana Emmerton, Jason Neton, Mona Sue French, Mark Pernitz and Pattie Salter

Also Attending: Andy Elkins

- 1) **Call to Order:** H. Pulliam called the meeting to order at 7:15 p.m.
- 2) **Proof of Posting:** P. Salter attested to proper posting.
- 3) **Approve Parks Commission Minutes:**
 - a) 09/18/2019 Meeting: M. Pernitz moved to approve the minutes as presented. M. French 2nd. Motion carried.
- 4) **Public Comments:** Andy Elkins was present and helped the Parks Commission select tree species for the Spring Tree Sales – Trees and Dates Selected.

Andy Elkins volunteered to do a Silver Paddles Workshop on “Everything you need to know to plan your Wisconsin River Trip”. Workshop was scheduled for January 11 from 2-4 pm.

Pattie will contact the Scout Leader, Chris Collins (920) 609-2960 to invite the leaders to a Special meeting on November 5th at 7 p.m. At this meeting we will discuss the Scouts participation and duties at the Spring tree sale.

- 5) **Discuss Holiday Advent Window Theme:** Winter Wonderland – P. Salter will send Mona Sue Alison Winters information.
- 6) **Review Tell Guild Request for Help with Shooting Park:**
 - a) Shooting Park – H. Pulliam reported that the Schützenbarn has Powder Post Beetles – The Tell Guild is asking for help in removing the beetles but did not have cost estimates in time for this meeting. There are funds available in the Impact Fees that can be used for joint community projects that we could access if needed. No action taken. Revisit next month.
 - b) Tell Grounds – Director’s Pit fill in & Move Electrical Box above ground. H. Pulliam reported that Kevin Lague gave him a copy an estimate from Dan Clark to rework the power at the sound pit. The quote was to remove the existing breaker panel and outlets in the pit, install a 50-amp 120/240-volt outlet in a weather resistant enclosure and to build a portable temporary panel that can be removed from the pit when not being used. The group did not feel this was consistent with filling in the Director’s pit. Harry will talk directly with D. Clark for clarification.
- 7) **Review Estimated Costs of Hoesly Pond Improvements:** No report. Revisit next month.
- 8) **Review Budget to Date:** P. Salter reviewed the current standing of the Parks Budget.
- 9) **Consider 2020 Budget:** M. Pernitz moved to approve the 2020 Budget in the amount of \$15,000. J. Neton 2nd. Motion carried.
- 10) **2020 Grants:** C. Narveson has talked with the Village and the DNR about applying for a trail grant.
- 11) **2020 Workshops**
 - a) 175th Anniversary
 - i. Large Photo Collection – K. Tschudy was absent – No action.

OFFICE OF
Town of New Glarus
PARKS COMMISSION MEETING
WEDNESDAY, OCTOBER 23, 2019, 2019
MINUTES

- ii. Coordinate Free Concert for Anniversary – H. Pulliam will send Salter the contact information so she can ask about their availability to perform a concert at the Shooting Park after the parade.
 - iii. Follow up on Cow/Milking Demonstration at the Town Hall – D. Emmerton is still working on.
 - iv. App for 175th Anniversary events and walking tour – J. Neton reported that he estimates the app will cost around \$2000-3000.
 - v. Report on the ag community’s potential involvement in the 175th Anniversary activities and parade. H. Pulliam will reach out to a few local farmers as well as the FFA Alumni.
 - vi. Follow up on Potential Parade Float – C. Narveson will talk with Green County 4H and Harry will talk with the Bee Club and FFA Alumni. Salter will add a shout out to residents for volunteers on the tree sale flyer.
 - vii. Status Update from Kim Tschudy on possible Schützenfest on the 175th Anniversary weekend. H. Pulliam reported that he discussed the event with K. Tschudy and Paul Rieder. They also discussed setting up an exhibit of the history of the shooting societies in the Midwest. The Tell Guild was concerned about insurance for this type of event. D. Emmerton recommended looking into adding Event Insurance to someone’s homeowner’s policy. She will talk with her Sister about Event Insurance.
 - viii. Update on walking tour flyer and setting up his commemorative model of the historic New Glarus Rail Station.
 - ix. Invitation to residents to help with planning 175 activities – Without objection include in the next mailer.
- b) 2020 Photo Contest – Alison has now shared the information with her class.
 - c) Birdhouse Workshop – P. Salter will coordinate with K. Tschudy and the School District to set a date for the first weekend in December. The group decided that 10 a.m. to 1 p.m. would be a better time to hold the event.

12) Schedule Next Meeting November 5, 2019 at 7:00 p.m.

Joint Meeting with the Village is 6 p.m. on November 14 at the Village Hall. Any topics left over from November 5th could be discussed after the Joint meeting.

13) Adjourn: M. Pernitz moved to adjourn at 9:45 p.m. D. Emmerton 2nd. Motion carried.

2020 Draft Parks Budget

Fund	2019 Budget	Actual to Date	Current Balance	Proposed 2020
Town Park/Town Trail Sinking Fund	\$ 4,500	\$ 4,500	\$ 30,797	\$ 4,500
Community Partnerships Sinking Fund	\$ -		\$ 27,218	
Community Park Site Evaluation				
Trail Development	\$ 500	\$ -	\$ 500	
Per Diems (6 members X 13 meetings X \$35 = 2,730 + Chair x 13 meetings x \$50=650 Total \$3,380)	\$ 2,405		\$ 2,405	\$ 3,380
(\$3,380 x 7.5%)	\$ 254		\$ 254	\$ 254
Parks Workshops/Projects	\$ 3,550	\$ 1,985	\$ 1,565	\$ 3,550
Honorarium (\$200 x 6) \$	1,200			
175 Anniversary \$	500			
Refreshments \$	500			
Facility Rental \$	300			
Postal Connections (350 x3) \$	1,050			
Photo Contest	\$ 1,250	\$ 879	\$ 371	\$ 1,216
Prizes (300, 150 & 50) \$	500			
Printing Photos \$	400			
Postcards \$	316			
Hoesly Pond	\$ -	\$ -	\$ -	
Tell Grounds	\$ -	\$ -	\$ -	
TPE Membership, New Glarus Woods	\$ 300	\$ 300	\$ -	\$ 300
Arbor Day Tree Planting	\$ 300	\$ 600	\$ -	\$ 300
Recruitment / Holiday Party	\$ 100	\$ 276	\$ (176)	\$ 100
Pool Scholarships	\$ 26	\$ -	\$ 26	
Krafty Kids				
Maintenance/Restoration of BRC	\$ 1,888	\$ -	\$ 1,888	\$ 1,400
Burr Oak Blight Abatement \$	1,000			
Invasive Species Abatement \$	400			
Mowing				
Entrance, parking, boundaries				
Plants & Trees				
Totals	\$ 15,073	\$ 8,540	\$ 6,833	\$ 15,000

TOTAL 2019 BUDGET REQUEST

\$15,000

To Date Budget Balance	\$ 6,833
Less Per Diems	\$ 2,405
Less Payroll Taxes	\$ 181
Sub total	\$ 4,247
Spend or Carry Over to 2020	\$ 4,247

Town of New Glarus
PLAN COMMISSION MEETING
THURSDAY, SEPTEMBER 26, 2019
MINUTES

ATTENDING: Chris Narveson, John Ott, Robert Elkins, Dean Streiff, Reg Reis and John Freitag, and Craig Galhouse. Pattie Salter was absent.

ALSO ATTENDING: John Wright and Paul Heberer

- 1) **Call to Order:** C. Narveson called the meeting to order at 7:02 p.m.
- 2) **Proof of Posting:** C Narveson attested to proper posting.
- 3) **Approve Minutes:**
 - a) 08/15/2019 Plan Commission Meeting: R. Elkins moved to approve the minutes as presented. John Freitag 2nd. Motion carried.
- 4) **Paul Heberer W5832 Kristy Lane-Air B&B Condition Use Inquiry:** Paul Heberer, of W5832 Kristy Lane was interested in finding out what would be needed to lease out half his condo as an Air B&B. He would need a Conditional Use Permit and would need to meet with the Extraterritorial Zoning Committee. No action was taken. If Paul decides to pursue this he will check with the Village before scheduling an ETZ meeting.
- 5) **Public Comments:** None
- 6) **GIS Map and Database Update** – C. Galhouse made a motion authorize John Wright to continue Access Database. John Ott 2nd. Motion carried.
- 7) **Consider adding incorporating trail easements as identified and recommended in the Town of New Glarus Comprehensive Outdoor Plan:** No action taken – revisit next month.
- 8) **Consider Recommendation to forward Ordinance to Amend Chapter 110 to Town Board:** J. Ott made a motion to remove §110-6 A. (11) Must notify drainage district (see Appendix E). J. Freitag 2nd. Motion carried.

J. Freitag moved to forward Chapter 110 Resolution to the Town Board as amended. C. Galhouse. 2nd. Motion carried.
- 9) **Schedule Next Meeting Date and Agenda Items:** October 17, 2019 at 7:00 p.m. *Editor's Note: Meeting was cancelled.*
- 10) **Adjourn:** J. Ott moved to adjourn the meeting at 9:15 p.m. J. Freitag 2nd. Motion carried.