

TOWN OF NEW GLARUS
REGULAR TOWN BOARD MEETING
APRIL 13, 2022, 6:00 PM
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: 26 5th Avenue, Town Hall Community Room or virtually

VIRTUALLY: <https://us06web.zoom.us/j/89375509642?pwd=VGRNWjhGejFPYUw1V0RsNVJLSEdScz09>
Meeting ID: 893 7550 9642
Passcode: 090594
Dial by your location: 312 626 6799

Any specific subject on the agenda for consideration by the Board may be acted upon by the Board.

1. Call to Order
2. Confirm Proof of Posting
3. Approve Minutes from Regular Town Board Meeting – March 9, 2022
4. Public Comments
5. Discuss and Possibly Approve a Quote to Conduct a Needs Study for Town Office/Public Works Facilities from Barrientos Design & Consulting
6. Discuss and Possibly Approve a Semi-Annual Town Newsletter
7. Discuss Possible Updates to the Benefits Portion of the Employee Handbook Regarding Permitting a Percentage of Vacation Time in the Year Earned to be Carried into the Following Year
8. Patrolman Report –Road Updates
9. Clerk-Treasurer Report
 - a) 2022 Spring Election follow-up
 - b) Update regarding 2021 financial audit by Johnson Block
 - c) Update to request a wi.gov email domain to be wholly covered by a WI Elections Commission sub-grant
 - d) Approval and payment of bills
 - e) Review and consider approval of Operator’s License for Andrea S Loeffelholz
 - f) Board of Review updates
 - g) State and Local Fiscal Recovery Funds Project and Expenditure Report requirements due April 30, 2022
10. Chairman Report
 - a) WI DNR opinion regarding aligning CTH NN trail to the paved road instead of on private property easements
 - b) Discuss a possible local ordinance to permit fireworks displays and/or amendment to Chapter 36 driveway permitting
 - c) Award of 50/50 grant for Argue Road
 - d) Annual Town Meeting April 20, 2022 at 7:00 PM
 - e) Consideration and possible approval of New Glarus Road Race, August 7, 2022
11. Parks Commission
 - a) March 16, 2022 minutes
 - b) Consider appointment of Kelly Ruschman to fill vacancy that expires 6/30/2025
 - c) Update for Comprehensive Outdoor Recreation Plan, kick-off meeting, and survey
12. Plan Commission
 - a) March 17, 2022 minutes
 - b) Continue to review and potentially approve Deed Notice for Arn property prepared by Attorney Hazelbaker
13. Adjourn

POSTED 04/08/22

New Glarus Town Hall
New Glarus Maintenance Building
New Glarus Post Office
Townofnewglarus.com

Chris Narveson, Chair

John Wright, Clerk-Treasurer

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
WEDNESDAY, MARCH 9, 2022
MINUTES

Town Board Attending: Chris Narveson (Chair), Matt Streiff, Robert Elkins, Jim Hoesly, and Troy Pauli
Board Members Absent: None

Also Attending: Beth Karr, resident, Harry Pulliam, Chair of Parks Commission, Grace McLaughlin, resident, Mark Hanson,
and Katherine Westaby, Vierbicher Associates

1. **Call to Order** – Chair Narveson called the meeting to order at 6:00 PM.
2. **Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes:**
 - a) A motion to approve the February 9, 2022 Public Hearing minutes made by Supervisor Elkins; second by Supervisor Pauli. Motion carried.
 - b) A motion to approve the February 9, 2022 Regular Town Board minutes made by Supervisor Hoesly; second by Supervisor Streiff. Motion carried.
4. **Public Comments** – Chair Narveson recognized Beth Karr of W6172 Pioneer Road to speak. Ms. Karr expressed her appreciation of the Town Board and Parks Commission for their support of local trails.
5. **Discussion with Katherine Westaby, Vierbicher Associates:**
 - a) Updates to the Impact Fee Ordinance and Needs Assessment Study – Westaby noted that the results of the facilities assessment study will change the outcome of which fees will be proposed and for what purposes.
 - b) Discuss and possibly approve a quote to update the Town Comprehensive Outdoor Recreation Plan (CORP) – the public hearing will be delayed until August of 2022. There was consensus that updates to the CORP and Impact Fees Needs Assessment happen simultaneously. The kick-off meeting of a CORP subcommittee that had been tentatively scheduled for this week will need to be rescheduled when most members can attend. A motion to approve the Vierbicher proposal to update the Town’s CORP at the cost of \$7,400 made by Supervisor Pauli; second by Supervisor Elkins. Motion carried.
 - c) Discuss and possibly approve a quote to conduct a needs study for Town office/public works facilities – the group reviewed the proposal prepared by Barrientos Design & Consulting. Supervisor Hoesly questioned whether the Town identify a possible location or locations first, before determining current and future needs. Chair Narveson stated that the study is needed to support the fee to be proposed in the update to local Impact Fees. It is unknown when the area surrounding the existing public works shop on Railroad Street will be developed by the Village. Clerk-Treasurer Wright noted that Impact Fees can only pay for the portion of a project that is attributable to future growth, not to address current needs. Chair Narveson wondered whether Impact Fees could cover part or all the cost of the needs assessment study; if so, he reasoned, the cost would be easier to justify. Without objection, further discussion and action will be deferred until the April 13, 2022 Town Board meeting.
6. **Continue Discussion Regarding Vacation Use Policy:**
 - a) Possible payout for accumulated vacation time to Road Patrolman – Clerk-Treasurer Wright presented advice he solicited from Peggy Johnson at Johnson Block and Carol Nawrocki, Wisconsin Towns Association attorney related to withholding, if approved, as a payout separate from regular payroll. There followed a brief discussion of what was fair, based upon the restrictions to exercise a vacation benefit during the pandemic. A motion to pay 120 hours at the Patrolman’s 2021 rate of compensation to Ron Roesslein made by Supervisor Streiff; second by Supervisor Pauli. Motion carried. Without objection, Wright is authorized to seek further advice from accounting/payroll experts on what deductions and the rates to apply for such a distribution.
 - b) Consider revisions to the current policy – there was brief discussion regarding an amendment to the Personnel Handbook to allow a percentage of unused vacation time to be carried forward, if the employee petitioned the Town Board, past the year in which it was earned. Without objection, further discussion will be deferred until the April 13, 2022 Town Board meeting.
7. **Discussion and Possibly Approve a Quarterly Newsletter** – there was brief discussion of the online newsletters posted to the Town of Dunn website on a biannual basis as well as the York Town News that is produced annually and posted to their website. Harry Pulliam, Chair of the Town Parks Commission, stated that none of their members have volunteered taking on the task to assemble such a newsletter for the Town. Resident Beth Karr thought she could lend a hand

producing documents, but not with writing content. Without objection, action will be deferred and this item will be added to the April 13, 2022 Town Board agenda.

8. **Patrolman Report** – Chair Narveson provided a brief update on tasks being performed by the road patrolman including responding to a recent snow event, sign replacement, adding carbide inserts to the snowplow blade, and ongoing burning.
9. **Clerk-Treasurer Report:**
 - a) Preparation for 2022 Spring Election and follow up on Spring Primary – Wright stated that there were just over 250 electors who participated in the Primary. He was pleased that the safety precautions were not intrusive and that the newly trained election inspectors integrated well with those who are more seasoned. Part of the preparations for the Spring Election include the need for more inspectors due to more than one ballot style and two reporting units (Ward 1 and Ward 2).
 - b) Approve Resolution 22/03/09 to amend Resolution 21/12/08 to increase the number of available election inspectors. A motion to approve Resolution 22/03/09 made by Supervisor Hoesly; second by Supervisor Streiff. Motion carried.
 - c) Consideration of a secure email domain with costs partially/wholly covered by a Wisconsin Elections Commission sub-grant – Wright shared information from the Wisconsin Election Commission. Wright noted that Computer Know How currently manages the Town’s email accounts through Microsoft 365. An email from Chris Schilling at Computer Know How was included in the packet and provides two options: register the Town for a .gov domain only or also implement other options for a higher level of security beyond what is currently provided. Without objection, Wright was instructed to apply for up to \$600 in sub-grant funds to offset costs.
 - d) Approval and payment of bills – Wright presented checks 20702 through 20732 for consideration along with the associated reports that include expenses paid by ACH as well as deposits. Wright noted that check 20694, approved last month, was voided since the expense was discovered to have already been paid in full by check 20664. A motion to approve the checks 20702 through 20732 made by Supervisor Pauli; second by Supervisor Hoesly. Motion carried. Checks 20699, 206700, and 206701 were approved by Chair Narveson between the February 9, 2022 and March 9, 2022 meeting so that they could be paid timely to the Green County Treasurer, Madison Area Technical College, and New Glarus School District for their proportionate share of Payment in Lieu of Taxes (PILT).
10. **Chairman Report:** Discussion about COVID-19 office restrictions – Chair Narveson reported that Green County recently rescinded their mask mandate in County buildings and vehicles. A motion to rescind the Town of Verona mask mandate and moratorium for the use of the Town Hall community room (by qualifying groups) made by Supervisor Hoesly; second by Supervisor Pauli. Motion carried. There was brief discussion about the tent purchased for elections during the emergence of COVID-19 and to what other purposes it could be used.
11. **Parks Commission:**
 - a) February 16, 2022 minutes – Chair Narveson stated that he has yet to reach out to Cheryl Housley at the Wisconsin DNR regarding whether the proposed trail can be relocated adjacent to CTH NN instead along private easements.
 - b) Update for Comprehensive Outdoor Recreation Plan (CORP) and kick-off meeting – as mentioned above, the kick-off meeting will need to be rescheduled. A report of those future discussion will be presented at the April 13, 2022 Town Board meeting.
12. **Plan Commission:** Review and potentially approve Deed Notice for Arn property – the documents included in this evening’s packet were prepared for Attorney Hazelbaker to illustrate to the Village of New Glarus where future residential development was proposed to be located within their Extraterritorial Zoning authority. Although the proposed notice and map described the remaining residential potential, it was uncertain whether Planner Tim Schleeper reviewed the document for accuracy. Without objection, the documents will be referred to Schleeper for his review and to the Town Plan Commission; action to approve will be deferred until the April 13, 2022 Town Board meeting.
13. **Adjourn** – Motion to adjourn made by Supervisor Elkins; second by Supervisor Streiff. Meeting adjourned at 8:10 PM.

Approved:

John Wright, Clerk-Treasurer



January 3, 2022

Mr. Chris Narveson
Town Chairman
Town of New Glarus
New Glarus, WI

**RE: TOWN HALL SPACE NEEDS ASSESSMENT
Architectural Planning Services Proposal**

Dear Chris,

In following with our discussions, I am pleased to provide you with a proposal for architectural services for a space needs assessment of the Town Hall.

We understand the current facility is overcrowded, restricting operations, in need of renovations and not servicing the public well. The Town of New Glarus is now considering its options to either expand the current facility, relocate to a newly built one or split the Garage function from the Town Offices.

SCOPE OF WORK

Barrientos Design will provide the Town of New Glarus with the following tasks and deliverables to complete this assessment.

1. Tour the Garage and Yard structures and document their facility condition through photographs and plan notations.
2. Interview staff on the history of maintenance, items not functioning or needing repairs, and operational deficiencies in the flow, relationship and sizing of the rooms.
3. Write up a narrative on each systems conditions noting repair needs, capital improvements needed, spatial deficiencies, code compliance, worker safety and convenience items, life safety requirements, HVAC system condition and general electrical and plumbing system conditions.
4. Develop a cost estimate to maintain and repair the buildings as is over the next ten years
5. Prepare a technical narrative on how well or deficient the buildings and site support Highway Garage operations.

TASK 2 – SPACE NEEDS ASSESSMENT

The space needs assessment will quantify the amount of space needed for each function along with key architectural criteria such as heights, clearances and major equipment needs.



BARRIENTOS

design & consulting

1. Tour the Town Hall structure and document existing facility usage.
2. Onsite, observe the flow of officing, garage and yard operations. Recommend the best relationship network the rooms should have to each other.
3. Interview key staff on the operations of officing, meetings, customer service, parking, repairs, storage, staff support and Yard functions.
4. Intake facility data on: office staff, meeting sizes, fleet composition, major equipment and parts storage.
5. Determine the optimal number of parking stalls for Town vehicles and for staff parking.
6. Project out what growth or changes are expected in the staff and services over the next ten years.
7. Develop an Optimal Room Program that identifies the needed space and configuration for the room. Compare recommended square feet against existing square feet and identify increases in SF. Also identify what acreage is needed for the overall site and compare that to the existing one.
8. Create a to-scale plan diagram reflecting the optimal room program sizes and relationships.
9. Similarly, create a to-scale plan diagram of the optimal Hall and Garage site layout. Proscribe the ideal site size, configuration and features for an optimal site.
10. Develop a concept site and building plan of the Hall and Garage together at the existing site.
11. Explore pro's and con's of splitting the Hall and Garage to separate sites.
12. Create a cost estimate for the optimal concept plan at the existing site.
13. Write a narrative summarizing next steps in site planning and building design.
14. Summarize the space needs assessment in a report format.
15. Present findings in a presentation using a PowerPoint format and summarize the recommendations.

Our work does not include identifying new sites or developing concept plans at these sites.

SCHEDULE

Barrientos Design will provide the space needs assessment over a six-weeks period. At the four weeks mark, we will have a draft report of the space needs and then present the report at the six weeks mark.

FEE

Barrientos Design will provide the above work for a lump sum fee of \$4,672.

Reimbursables will include mileage, document retrieval charges and government application fees.



Our scope and this Agreement will be governed by the Terms and Conditions attached.

Barrientos Design appreciates this opportunity to work with the Town of New Glarus and we look forward to assisting you with this essential planning step.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

A handwritten signature in black ink that reads 'Norman Barrientos' with a long horizontal flourish extending to the right.

Norman Barrientos, AIA, LEED
AP President

ACCEPTANCE

Town of New Glarus

Chris Narveson
Town Chairman

_____/_____
Date

BARRIENTOS DESIGN & CONSULTING, INC., ARCHITECT

CONTRACT TERMS AND CONDITIONS

- 1. Performance of Services:** Architect shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.
- 2. Billing and Payment:** Invoices for Architect's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 30 days from date of invoice. If any invoice is not paid within 30 days, Architect may, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value added, gross receipts, or sales taxes that may be imposed on payments shall be added to Architect's compensation. No deductions or offsets shall be made from Architect's compensation or expenses on account of any setoffs or back charges.
- 3. Access to Site:** Owner shall furnish right-of-entry on the project site for Architect and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Architect will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.
- 4. Location of Utilities:** Architect shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Architect in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Architect by others.
- 5. Hazardous Materials:** In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Architect for all services rendered, including reasonable termination expenses.
- 6. Insurance:** Architect shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Architect shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Architect shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.
- 7. Limitation of Professional Liability:** Owner agrees to limit Architect's professional liability to an amount of \$100,000 or the Architect's fee, whichever is greater. In the event that Owner

does not wish to limit Architect's professional liability to this sum, Architect agrees to raise the limitation of liability to a sum not to exceed \$1,000,000 for increased consideration of ten percent (10%) of the total fee or \$500, whichever is greater, upon receiving Owner's written request prior to the start of Architect's services.

8. Opinions of Probable Costs: Architect's opinions of probable project costs are made on the basis of Architect's experience, qualifications and judgment; but Architect cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.

9. Construction Review: Architect does not accept responsibility for the design of a construction project unless the Architect's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.

10. Construction Observation: On request, Architect shall provide personnel to observe construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents. This construction observation shall not make Architect a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Architect shall have no responsibility in that regard. Architect shall not be required to verify any part of the work performed unless measurements, readings, and observations of that part of the construction are made by Architect's personnel.

11. Standard of Performance: The standard of care for all professional services performed or furnished by Architect under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Architect does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Architect will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

12. Ownership of Documents: All documents produced by Architect under this contract are instruments of Architect's professional service and shall remain the property of Architect and may not be used by Owner for any other purpose without the prior written consent of Architect

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 16th 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 hours shall turn over on January 1st of each year.

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 week at a normal 10 hours/day. This policy shall be effective following initial

Clerk Treasurer

From: Chris Narveson <cnarveson@greencountywi.org>
Sent: Wednesday, March 16, 2022 3:48 PM
To: outadabox2be@yahoo.com
Cc: Clerk Treasurer
Subject: Primrose Center Sign

Noted that there was a recent change out of a road sign north of New Glarus. The new road sign says "Prim Cent Rd.". The road name is Primrose Center Rd. the new sign is very confusing for those who don't know the area and needs to be replaced with one that correctly states the road name. Thanks!

Hi Damion,

The sign in question is the responsibility of the Town of New Glarus. The sign was abbreviated due the shear length of the sign. Because of the size the Town regularly had to straighten it because the wind would bend it. After it was damaged beyond repair it was replaced with the abbreviated name. I will have the clerk reach out to you if you want this item on a Town of New Glarus board meeting.

Sincerely,

Chris Narveson

Green County Highway Commissioner

P.O. Box 259 2813 6th Street

Monroe, WI 53566

Phone: 608-328-9418

Cell: 608-558-2900



FEE: \$20.00 (non-refundable)

APPLICATION FOR OPERATOR'S LICENSE
To Serve Fermented Malt Beverages and Intoxicating Liquors

I, the undersigned, do hereby respectfully make application to the local governing body of the Town of New Glarus, County of Green, Wisconsin for a license to serve, from date hereof to June 30, _____, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all act amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am 54 years of age.

Andrea Loeffelholz
Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant: Andrea S Loeffelholz

Address of Applicant: [REDACTED]

Is application new or renewal? new If renewal, was your last license issued in the Town of New Glarus? YES / NO
If not, where? _____

As required by WI Stats. Section 125.17(6), have you completed the alcohol awareness course? YES NO
If so, where? Serving Alcohol - Online

Place of Employment: Bar/tears

STATE OF WISCONSIN
GREEN COUNTY

Andrea Loeffelholz
Signature of Applicant

3-24-22
Date

Paid 3/24/2022
ck # 1007a

[Signature]
Signature of Clerk

**APPLICATION FOR OPERATOR'S LICENSE
BACKGROUND INFORMATION**

NAME: Andrea Sue Loeffelholz
First Middle Last

ADDRESS: [REDACTED]

CITY/STATE/ZIP: [REDACTED]

PHONE NUMBER: [REDACTED]

DATE OF BIRTH: [REDACTED] DRIVER LICENSE #: [REDACTED]

Previous Address (less than 5 years): _____

Have you ever been convicted of any felony? YES / **NO**
Date of such conviction _____
Name of Court _____
Nature of offense _____

Have you been convicted of any Misdemeanor/Municipal Ordinance within the last 10 years? YES / **NO**
If yes, list convictions:
Date of such conviction _____
Name of Court: _____
Nature of offense: _____

Have you ever been convicted of any Alcohol Related Offenses? YES / **NO**
(i.e: OWI; Absolute Sobriety, Underage Drinking, Open Intoxicants, Procuring)
If yes, list convictions:
Date of such conviction: _____
Name of Court: _____
Nature of offense: _____

Have you been convicted of violating any license law or ordinance regulating the sale of Fermented malt beverages or intoxicating liquors? YES / **NO**
Nature of Violation _____

Are you currently under investigation, or pending charges, for a Felony, Misdemeanor offense, or Municipal violation? YES / **NO**
If yes, explain: _____

Has any license, (Driver's license, Bartender's license, etc.) issued to you ever been suspended, revoked or denied, due to an alcohol or drug related offense or incident? YES / **NO**
If yes, explain: _____

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and certify that all information provided on the application and the background information is true and correct to the best of my knowledge. I understand that providing false information or failing to disclose information may be grounds for denial of this operator's license as well as denial of the right to apply for a license for a six month period. I understand that the license fee is non-refundable.

Signed: Andrea Loeffelholz

POLICE ADMINISTRATION'S REPORT TO Clerk-Treasurer/Town Board

TRAFFIC NCIC CIB LOCAL CCAP/WCCA

CRIMINAL HISTORY _____ NOT RUN OTHER: _____

POLICE ADMINISTRATION'S RECOMMENDATION: APPROVE / DENY
If denied, reason:

- Applicant has been convicted of a felony that substantially relates to the licensed activity (unless duly pardoned).
- Applicant has habitually been a law offender (arrest or conviction of at least two offenses which are substantially related to the licensed activity within the five years immediately preceding the license application).
- Applicant did not disclose complete information on application.

BACKGROUND INVESTIGATION COMPLETED BY: G. Sturdevant #81 DATE: 3-24-22
N22-00845

PUBLIC SAFETY DETERMINATION: APPROVE / DENY DATE: _____

If denied, reason: _____

TOWN BOARD DETERMINATION: APPROVE / DENY DATE: _____

If denied, reason: _____

Denial notice sent by certified mail to applicant by Town Clerk: _____
(date)

Renewal Applicant request for Reconsideration Hearing: _____
[Only renewals have right to hearing] (date)

RECONSIDERATION HEARING (by closed session):
[Must be at least 10 days after notice of denial.]

DETERMINATION: AFFIRM / REVERSE DATE: _____

Denial notice sent to applicant by Town Clerk: _____
(date)

NOTE: A renewal applicant who is denied any license upon reconsideration of the matter may apply to the Circuit Court pursuant to § 125.12(2)(d), Wis. Stats., for review.

Serving Alcohol

is proud to present this certificate to

Andrea Loeffelholz

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at
servingalcohol.com

Verification Code
hkcBHTIYUW

Date Issued
Apr 6th, 2021

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Andrea Loeffelholz

Certification Date: Apr 6th, 2021

Certificate Code: hkcBHTIYUW

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

WISCONSIN

DRIVER LICENSE
REGULAR

USA
WI



4d DL [REDACTED]
1 LOEFFELHOLZ
2 ANDREA SUE
[REDACTED]

3 DOB [REDACTED] 4b EXP 06/03/2023
15 SEX F 4a ISS 04/24/2015
16 HGT 5'-05" 18 EYES GRY
17 WGT [REDACTED] 19 HAIR BRO

9 CLASS D
9a END NONE

Andrea Loeffelholz

5 DD OTTXG2015042414061869



167.10 Regulation of fireworks.

- (1) **DEFINITION.** In this section, "fireworks" means anything manufactured, processed or packaged for exploding, emitting sparks or combustion which does not have another common use, but does not include any of the following:
- (a) Fuel or a lubricant.
 - (b) A firearm cartridge or shotgun shell.
 - (c) A flare used or possessed or sold for use as a signal in an emergency or in the operation of a railway, aircraft, watercraft or motor vehicle.
 - (d) A match, cigarette lighter, stove, furnace, candle, lantern or space heater.
 - (e) A cap containing not more than one-quarter grain of explosive mixture, if the cap is used or possessed or sold for use in a device which prevents direct bodily contact with a cap when it is in place for explosion.
 - (f) A toy snake which contains no mercury.
 - (g) A model rocket engine.
 - (h) Tobacco and a tobacco product.
 - (i) A sparkler on a wire or wood stick not exceeding 36 inches in length that is designed to produce audible or visible effects or to produce audible and visible effects.
 - (j) A device designed to spray out paper confetti or streamers and which contains less than one-quarter grain of explosive mixture.
 - (k) A fuseless device that is designed to produce audible or visible effects or audible and visible effects, and that contains less than one-quarter grain of explosive mixture.
 - (L) A device that is designed primarily to burn pyrotechnic smoke-producing mixtures, at a controlled rate, and that produces audible or visible effects, or audible and visible effects.
 - (m) A cylindrical fountain that consists of one or more tubes and that is classified by the federal department of transportation as a Division 1.4 explosive, as defined in [49 CFR 173.50](#).
 - (n) A cone fountain that is classified by the federal department of transportation as a Division 1.4 explosive, as defined in [49 CFR 173.50](#).
 - (p) A novelty device that spins or moves on the ground.
- (2) **SALE.** No person may sell or possess with intent to sell fireworks, unless any of the following apply:
- (a) The person sells the fireworks, or possesses the fireworks with intent to sell them, to a person holding a permit under sub. [\(3\) \(c\)](#).
 - (b) The person sells the fireworks, or possesses the fireworks with intent to sell them, to a city, village or town.
 - (bg) The person sells the fireworks, or possesses the fireworks with intent to sell them, to a person who is not a resident of this state.
 - (c) The person sells the fireworks, or possesses the fireworks with intent to sell them, for a purpose specified under sub. [\(3\) \(b\) 2.](#) to [6.](#)
- (3) **USE.**
- (a) No person may possess or use fireworks without a user's permit from the mayor of the city, president of the village or chairperson of the town in which the possession or use is to occur or from a person designated by the mayor, president or chairperson to issue a user's

permit. No person may use fireworks or a device listed under sub. [\(1\)](#) [\(e\)](#) to [\(g\)](#) or [\(i\)](#) to [\(n\)](#) while attending a fireworks display for which a permit has been issued to a person listed under par. [\(c\) 1.](#) to [5.](#) or under par. [\(c\) 6.](#) if the display is open to the general public.

(b) Paragraph [\(a\)](#) does not apply to:

1. The city, village or town, but municipal fire and law enforcement officials shall be notified of the proposed use of fireworks at least 2 days in advance.
2. The possession or use of explosives in accordance with rules or general orders of the department of safety and professional services.
3. The disposal of hazardous substances in accordance with rules adopted by the department of natural resources.
4. The possession or use of explosive or combustible materials in any manufacturing process.
5. The possession or use of explosive or combustible materials in connection with classes conducted by educational institutions.
6. A possessor or manufacturer of explosives in possession of a license or permit under [18 USC 841](#) to [848](#) if the possession of the fireworks is authorized under the license or permit.
7. Except as provided in par. [\(bm\)](#), the possession of fireworks in any city, town or village while transporting the fireworks to a city, town or village where the possession of the fireworks is authorized by permit or ordinance.
8. The possession of fireworks by a person who is not a resident of this state if the person does not use the fireworks in this state.

(bm) Paragraph [\(a\)](#) applies to a person transporting fireworks under par. [\(b\) 7.](#) if, in the course of transporting the fireworks through a city, town, or village, the person remains in that city, town, or village for a period of at least 72 hours.

(c) A permit under this subsection may be issued only to the following persons:

1. A public authority.
2. A fair association.
3. An amusement park.
4. A park board.
5. A civic organization.
6. Any individual or group of individuals. A permit issued to a group of individuals confers the privileges under the permit to each member of the group.
7. An agricultural producer for the protection of crops from predatory birds or animals.

(d) A person issued a permit for crop protection shall erect appropriate warning signs disclosing the use of fireworks for crop protection.

(e) The person issuing a permit under this subsection may require an indemnity bond with good and sufficient sureties or policy of liability insurance for the payment of all claims that may arise by reason of injuries to person or property from the handling, use or discharge of fireworks under the permit. The bond or policy, if required, shall be taken in the name of the city, village or town wherein the fireworks are to be used, and any person injured thereby may bring an action on the bond or policy in the person's own name to recover the damage the person has sustained, but the aggregate liability of the surety or insurer to all

persons shall not exceed the amount of the bond or policy. The bond or policy, if required, together with a copy of the permit shall be filed in the office of the clerk of the city, village or town.

(f) A permit under this subsection shall specify all of the following:

1. The name and address of the permit holder.
2. The date on and after which fireworks may be purchased.
3. The general kind and approximate quantity of fireworks which may be purchased.
4. The date or dates and location of permitted use.
5. Other special conditions prescribed by ordinance.

(fm) If a city, village, or town requires that a user's permit be signed or stamped, a person who is authorized to issue the permit under par. [\(a\)](#) may sign or stamp the permit before the permit is issued rather than signing or stamping the permit at the time that it is issued.

(g) A copy of a permit under this subsection shall be given to the municipal fire or law enforcement official at least 2 days before the date of authorized use. This paragraph does not apply to a permit authorizing only the sale or possession of fireworks that are classified by the federal department of transportation as Division 1.4 explosives, as defined in [49 CFR 173.50](#).

(h) A permit under this subsection may not be issued to a minor.

(4) OUT-OF-STATE AND IN-STATE SHIPPING. This section does not prohibit a vendor from selling fireworks to a nonresident person or to a person or group granted a permit under sub. [\(3\) \(c\) 1. to 7.](#) A vendor that ships fireworks sold under this subsection shall package and ship the fireworks in accordance with applicable state and federal law.

(5) LOCAL REGULATION.

(a) Subject to pars. [\(b\)](#) to [\(e\)](#), a city, village, town or county may enact an ordinance for any of the following:

1. Defining "fireworks" to include all items included under sub. [\(1\) \(intro.\)](#) and anything under sub. [\(1\) \(e\)](#), [\(f\)](#), [\(i\)](#), [\(j\)](#), [\(k\)](#), [\(L\)](#), [\(m\)](#) and [\(n\)](#).
2. Prohibiting the sale, possession or use, as defined by ordinance, of fireworks.
3. Regulating the sale, possession or use, as defined by ordinance, of fireworks.

(b) An ordinance under par. [\(a\)](#) may not be less restrictive in its coverage, prohibition or regulation than this section but may be more restrictive than this section.

(d) A county ordinance enacted under par. [\(a\)](#) does not apply and may not be enforced within any city, village or town that has enacted or enacts an ordinance under par. [\(a\)](#).

(e) Notwithstanding par. [\(a\)](#) or par. [\(b\)](#), no city, village, town or county may enact an ordinance that prohibits the possession of fireworks in that city, town, village or county while transporting the fireworks to a city, town, village or county where the possession of the fireworks is authorized by permit or ordinance.

(6) STORAGE AND HANDLING.

(a) No wholesaler, dealer or jobber may store or handle fireworks in premises unless the premises are equipped with fire extinguishers approved by the fire official of the municipality where the premises are located.

(b) No person may smoke where fireworks are stored or handled.

- (c) A person who stores or handles fireworks shall notify the fire official of the municipality in which the fireworks are stored or handled of the location of the fireworks.
- (d) No wholesaler, dealer or jobber may store fireworks within 50 feet of a dwelling.
- (e) No person may store fireworks within 50 feet of a public assemblage or place where gasoline or volatile liquid is dispensed in quantities exceeding one gallon.

(6m) LICENSING AND INSPECTING MANUFACTURERS.

- (a) No person may manufacture in this state fireworks or a device listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#) or [\(i\)](#) to [\(n\)](#) without a fireworks manufacturing license issued by the department of safety and professional services under par. [\(d\)](#).
- (b) No person may manufacture in this state fireworks or a device listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#) or [\(i\)](#) to [\(n\)](#) unless the person complies with the rules of the department of safety and professional services promulgated under par. [\(e\)](#).
- (c) Any person who manufactures in this state fireworks or a device listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#) or [\(i\)](#) to [\(n\)](#) shall provide the department of safety and professional services with a copy of each federal license issued under [18 USC 843](#) to that person.
- (d) The department of safety and professional services shall issue a 4-year license to manufacture fireworks or devices listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#), or [\(i\)](#) to [\(n\)](#) to a person who complies with the rules of the department promulgated under par. [\(e\)](#). The department may not issue a license to a person who does not comply with the rules promulgated under par. [\(e\)](#). The department may revoke a license under this subsection for the refusal to permit an inspection at reasonable times by the department or for a continuing violation of the rules promulgated under par. [\(e\)](#).
- (e) The department of safety and professional services shall promulgate rules to establish safety standards for the manufacture in this state of fireworks and devices listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#) or [\(i\)](#) to [\(n\)](#).
- (f) The department of safety and professional services may inspect at reasonable times the premises on which each person licensed under this subsection manufactures fireworks or devices listed under sub. [\(1\)](#) [\(e\)](#), [\(f\)](#) or [\(i\)](#) to [\(n\)](#).

(7) PARENTAL LIABILITY. A parent, foster parent, legal guardian, or other out-of-home care provider, as defined in s. [48.02 \(12r\)](#), of a minor who consents to the use of fireworks by the minor is liable for damages caused by the minor's use of the fireworks.

(7m) MUNICIPAL LIABILITY. No city, village, or town, or committee, official, or employee of a city, village, or town, is civilly liable for damage to any person or property caused by fireworks for the sole reason that the city, village, or town issued a permit in accordance with the requirements of sub. [\(3\)](#) and any applicable requirements authorized under sub. [\(5\)](#), that authorized the purchase, possession, or use of the fireworks.

(8) ENFORCEMENT.

- (a) A city, village or town may petition the circuit court for an order enjoining violations of sub. [\(2\)](#), [\(3\)](#) or [\(6\)](#) or an ordinance adopted under sub. [\(5\)](#).
- (b) Fireworks stored, handled, sold, possessed or used by a person who violates this section, an ordinance adopted under sub. [\(5\)](#) or a court order under par. [\(a\)](#) may be seized and held as evidence of the violation. Except as provided in s. [968.20 \(4\)](#), only the fireworks that are the

subject of a violation of this section, an ordinance adopted under sub. [\(5\)](#) or a court order under par. [\(a\)](#) may be destroyed after conviction for a violation. Except as provided in s. [968.20 \(4\)](#), fireworks that are seized as evidence of a violation for which no conviction results shall be returned to the owner in the same condition as they were when seized to the extent practicable.

(9) PENALTIES.

- (a) A person who violates a court order under sub. [\(8\) \(a\)](#) shall be fined not more than \$10,000 or imprisoned not more than 9 months or both.
- (b) A person who violates sub. [\(2\)](#), [\(3\)](#) or [\(6\)](#) or an ordinance adopted under sub. [\(5\)](#) shall forfeit not more than \$1,000.
- (c) A parent or legal guardian of a minor who consents to the use of fireworks by the minor shall forfeit not more than \$1,000.
- (g) Whoever violates sub. [\(6m\) \(a\)](#), [\(b\)](#) or [\(c\)](#) or a rule promulgated under sub. [\(6m\) \(e\)](#) is guilty of a Class G felony.

History: [1977 c. 260](#); [1983 a. 446, 538](#); [1985 a. 135](#); [1987 a. 377](#); [1987 a. 403 s. 256](#); [1989 a. 31](#); [1989 a. 56 s. 258](#); [1993 a. 208, 446, 491](#); [1995 a. 27 ss. 4464 to 4469 and 9116 \(5\)](#); [1995 a. 330](#); [1997 a. 3, 35, 283](#); [2001 a. 109](#); [2003 a. 298](#); [2007 a. 20](#); [2009 a. 28](#); [2011 a. 32](#); [2015 a. 128](#); [2017 a. 59](#).

NOTE: [2003 Wis. Act 298](#), which created sub. (7m), contains explanatory notes.

Cross-reference: See also ss. [SPS 305.21](#), [307.50](#), and [307.51](#), Wis. adm. code.

Sub. (3) (b) lists those situations for which a permit is not needed to use or possess fireworks. *City of Wisconsin Dells v. Dells Fireworks, Inc.*, [197 Wis. 2d 1, 539 N.W.2d 916](#) (Ct. App. 1995), [94-1999](#).

Town of New Glarus

Fireworks Permit

Please complete starred areas (*) on attached form.

Return completed form to:

John Wright

Clerk-Treasurer, Town of New Glarus

P.O. Box 448

New Glarus, WI 53574

clerk@townofnewglarus.com

The class of firework and approximate quantity to be fired must be included on the form. Federal law requires all consumer class fireworks to be labeled with appropriate rating.

Upon approval, the Fireworks Permit will be mailed or e-mailed to the address on the permit application.

If you would like the approved permit sent to an email address, please include a valid email address in the contact information section.

Permit is void if a burning ban has been issued for the Town of New Glarus/Green County during the requested date(s).

Town of New Glarus

Fireworks Permit

Wisconsin statute 167.10 prohibits the use or possession of fireworks, as defined under 167.10 (1), without a user's permit issued by the mayor of a city, president of a village or chairperson of a town in which the possession or use is to occur. Permits can only be issued to one of the following; 1) a public authority; 2) a fair association; 3) an amusement park; 4) a park board; 5) a civic organization; 6) any individual or group of individuals; 7) an agricultural producer for the protection of crops from predatory birds or animals. NOTE: Permits cannot be issued to a minor; they must be 18 years of age, under 167.10 (3) (h). A copy of this permit shall be on file with the clerk of the city, village or town. <https://docs.legis.wisconsin.gov/statutes/>

This fireworks permit is to be issued to:

(Print the name & address of the public authority, fair association, amusement park, park board, civic organization, individual or group of individuals, or agricultural producer of crops)

*Name: _____

*Address: _____

*Contact Name: _____

(Name of the person authorized to represent the permit holder & their phone number)

*Phone Number: _____

*Email Address: _____

*The class and quantity of fireworks, requesting to be used: _____

(If firing anything other than "Consumer Class" as defined by A.T.F, applicant must include a copy of Federal explosives license (F.E.L) or permit from A.T.F. for dates specified below)

*Location of the use of the permitted fireworks: _____

(Physical address i.e. W3120 Durst Road)

*Date(s) requesting to use fireworks: _____

(The date the permit holder may detonate fireworks)

*Signed: _____

(Signature of the person requesting permit or authorized to represent the permit holder)

Per Wisconsin Statute 167.10 (3)(g), the permit holder is required to send a copy of this permit to the Green County Sheriff's Department & New Glarus Fire District at least 2 days prior to the date of authorized use of the listed fireworks.

Permit is void if a burning ban has been issued for the Town of New Glarus/Green County during the requested date(s).

Town of New Glarus

The authorized person, by their signature, understands that any violation of this permit or the regulations set by state statute can result in the confiscation of fireworks and the issuing of citation/s that include a forfeiture not to exceed \$1,000. Further, should the use of fireworks of any kind start a fire, the responsible party will be liable for the fire suppression costs and may be issued citations.

Permit Issue To: _____
(Name of permit holder i.e. Individual, public authority or group of residents etc.)

Issued by: _____
(Town Chair or representative)

Signature: _____
(Town Chair or representative)

Date: _____

Special conditions (optional): _____
(The issuing authority may list other conditions, which will void this permit (i.e. high fire danger) or such other special requirements that the permit holder must adhere to prior to the use or during the use of the permitted fireworks)

Permit is not valid until signed by the Town of New Glarus Chair or Clerk-Treasurer.

§ 36-4. Permit required; erosion control plan.

A. No person shall construct, improve or rework a driveway which changes the existing topography of the land without first obtaining a driveway or driveway access permit from the New Glarus Town Board. Regraveling of a previously constructed driveway does not constitute a change in the existing topography of the land. Prior to consideration of the application by the Town Board, the applicant shall submit to the Town Clerk of New Glarus an application and a driveway construction plan which shall accurately describe the location of the proposed driveway and the specifications required by § 36-5 of this chapter for the driveway's construction.

B. Any proposed driveway construction or modification shall be accompanied by an erosion control plan presented to the Town Board prior to the issuance of a driveway permit. An erosion control plan shall include the driveway owner's intentions and timetable to reseed, mulch, ditch, place culvert(s), and carry out other erosion control measures, all of which shall be completed within 90 days after beginning driveway construction or modification. If an engineer's plan of the driveway is prepared according to the requirements of § 36-6 of this chapter, an erosion control plan shall specify only those measures which are not mentioned or required in the engineer's plan.

C. Driveway permits will be valid for one year from date of issue. Reapplication for a permit will be required for any improvements not completed during the permit period. Reapplication permits will not be denied without reasonable cause.



2022 - 2023

Local Roads Improvement Program (LRIP) State Municipal Project Agreement

Date:	April 03, 2022	Program Type:	TRID
LRIP Project Number:	17277	Project ID:	39508802306
County:	Green	Appropriation:	27000
Recipient:	Town of New Glarus	Account:	8700140

The signatory city, village, town or county, hereinafter called the MUNICIPALITY, through its duly authorized officers or officials via the signed LRIP application form and terms and conditions, and the State of Wisconsin Department of Transportation, hereinafter called the STATE, enter into this agreement to accomplish the described project.

The authority for the MUNICIPALITY and the STATE to enter into this agreement is provided by the *Wisconsin Administrative Code TRANS 206.03(12)*.

Improvement Type: **Reconstruction**

Surface Type: **70 - Hot Mix Asphalt Pavement (HMAC)**

On Route 1: **N Argue Rd**
 At Route: **CTH W (Termini)**
 Toward Route: **STH 92 (Termini)**

Need for Improvement: **Severe Asphalt Deterioration**

Other Work: **Clearing and grubbing, Culverts, Driveway joints, Establish drainage, Realign roadway (vertically and/or horizontally), Widening roadway, Undercutting**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
3.50 in	10 ft 0 in	3 ft 0 in	N	3 ft 0 in	N

Project Cost Summary	Estimated Costs	LRIP/State Funds	Municipal Funds (includes ineligible costs)
Engineering:	\$44,634.89		
Right-of-Way Acquisition:	\$0.00		
Construction:	\$437,421.93		
Total Eligible Costs:	\$482,056.82		
Total Ineligible Costs	\$0.00		

Total Improvement Costs:	\$482,056.82	\$239,919.68	\$242,137.14
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This request is subject to the terms and conditions agreed to at the time of application for the designated MUNICIPALITY and upon acceptance by the STATE, per signature below, shall constitute agreement between the MUNICIPALITY and the STATE.

Accepted for the State of Wisconsin, Department of Transportation:

By: <u>Merrill Mechler-Hickson</u>	<u>April 03, 2022</u>
Local Transportation Programs and Finance	Date

2022 - 2023
 Local Roads Improvement Program (LRIP)
 State Municipal Project Agreement

Project Funding						
Funding Type	From Project	Program Type	Biennium	Sunset Date	Approved Amount	Date
New Biennium Project	N/A	TRID	2022 - 2023	June 30, 2027	\$239,919.68	April 03, 2022
				Total	\$239,919.68	

2022 - 2023
Local Roads Improvement Program (LRIP)
State Municipal Project Agreement
Terms and Conditions

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in ch. Trans 206.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31 Wis. Stats. and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
 - a. The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
 - b. This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 - c. The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Checking this box indicates that the Preparer is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

Recipient:	Town of New Glarus	County:	Green	
Head of Government:	CHRIS NARVESON	Title:	Head of Government	
Preparer:	Chris Narveson	Title:	County Highway Commissioner	Date: 01/14/2022
Reviewer:	Patrick Vander Sanden	Title:	Government Staff	Date: 03/28/2022

TOWN OF NEW GLARUS

ANNUAL MEETING WEDNESDAY, APRIL 20, 2022 AGENDA

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town of New Glarus board, County of Green, will be held at 26 5th Avenue, New Glarus, WI or remotely via Zoom on Wednesday, April 20, 2022 at 6:00 PM.

LOCATION: Via Zoom:

<https://us06web.zoom.us/j/87115094380?pwd=OVBCY1FSUkI3S3BqSkM5TG02KzVydz09>

Meeting ID: 871 1509 4380

Passcode: 755142

By Phone: (312) 626-6799

AGENDA

1. Call to Order
2. Proof of Posting
3. Present 2021 Annual Meeting Minutes - Presented for informational purposes: minutes were approved at the May 12, 2021 Town Board Meeting
4. Financial Report Presentation
5. Introduce Town Board Supervisors Elected on April 5, 2022 (Oath Administered Before this Date by Statute) and Newly Appointed/Reappointed Commission Members
6. Old Business
7. New Business
8. Adjourn

Note: Members of the Town Board may engage in discussion and information sharing in their capacity as Town Board members at the Annual Meeting, but no action of the Town Board will be taken.

POSTED: New Glarus Town Hall 3/25/2022
New Glarus Garage 3/25/2022
New Glarus Post Office 3/25/2022
<https://townofnewglarus.com/> 3/25/2022

Chris Narveson, Chair
New Glarus Town Board

John Wright
Clerk-Treasurer

Persons requiring additional services to participate in a public meeting may contact the Town Clerk for assistance at 527-2390.

Clerk Treasurer

From: Clerk Treasurer
Sent: Friday, April 1, 2022 3:27 PM
To: Anthony Seibel
Cc: Kelsey Jenson (ngclerk@newglarusvillage.com); Chris Narveson; nhilliard@tds.net
Subject: RE: Brazen Dropouts - Request for Permission to Host 2022 Bike Race

Anthony,

Thanks for your reminder phone call today about the planned biking event. I assume your volunteers who will be posted at intervals and have the ability to contact with one another to provide updates on motorized vehicles headed through the route. Did you complete an application with the Village of New Glarus? Although the Town maintains that section of Second Street by the grade school, middle school, and high school, the buildings on either side of the road are within the Village. County Highway H, County N, and County J are under the purview of Green County Highway. Dividing Ridge Road is within the Town of Washington. I will present your request to our Board at their April 13, 2022 meeting for review and consideration.

Many thanks,
John

John Wright
Clerk-Treasurer
Town of New Glarus
608-527-2390

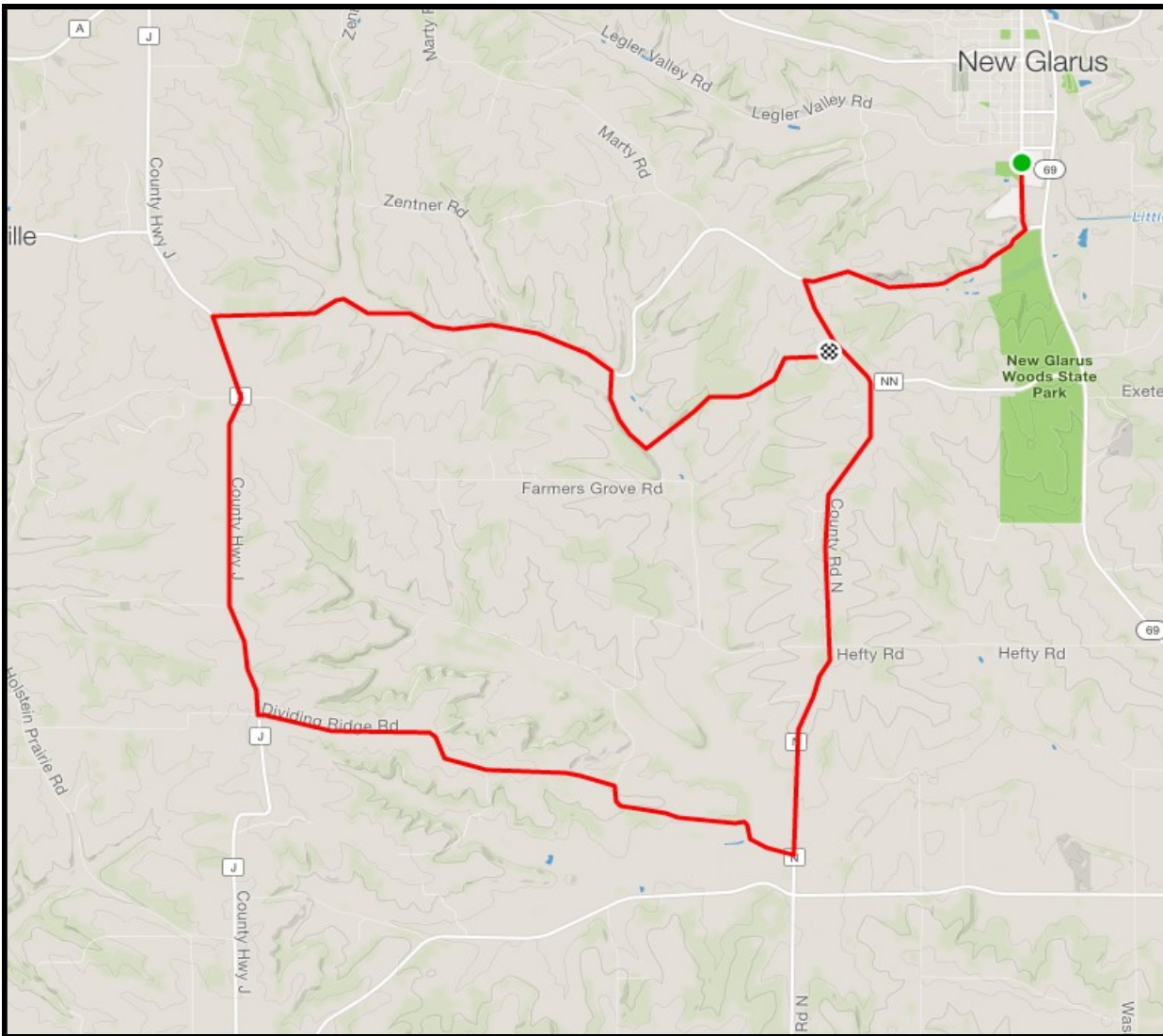
From: Anthony Seibel <anthony.seibel@gmail.com>
Sent: Saturday, March 26, 2022 9:42 PM
To: Clerk Treasurer <clerk@townofnewglarus.com>
Subject: Brazen Dropouts - Request for Permission to Host 2022 Bike Race

To whom it may concern,

I am reaching out to let you know that the Brazen Dropouts bike group is planning to host their annual bike race southwest of New Glarus again this year. We have not hosted the race since 2019, so we are excited to have the opportunity to do so again. If I should be contacting someone else for this, please let me know who to contact. Information on the race location and other details are included below.

The race will be on Sunday, August 7th between 11 AM - 6 PM and will start at the New Glarus Middle School. Roads will NOT be closed during the races, and while minor delays are possible, we expect the event will pose little to no inconvenience to residents. Below is an image showing the course which will be ridden counter clockwise. The following link also shows the course and allows you to zoom in to see the roads (note the short part from the middle school to the loop is not included in the linked route).

<https://www.strava.com/routes/4363884>.



The list of roads is as follows:

Lead out to course loop by leaving the New Glarus Middle School and head west on County Highway H

Roads Comprising Loop:

- Right turn onto County Road N
- Right turn onto Dividing Ridge Road
- Right Turn onto County Highway J
- Right turn onto County Highway H
- Right turn onto Disch Road
- Left turn onto Meadow Valley Road
- Right turn onto County Road N to start another loop

The last time we hosted this race all that was required by the Town of New Glarus was an email saying that we had board approval to host the race. If this has changed and some paperwork or something else is required, please let me know and I will work to get you the required information and/or documents.

If you have any questions or concerns, this email address and my cell 920-948-2926 are the best ways to reach me.

Warm Regards,

Anthony

PARKS COMMISSION MEETING

Wednesday, March 16, 2022

Minutes

Attending: Chair Harry Pulliam, Chris Narveson, Mona Sue French, Mark Pernitz Dana Emmerton (virtual), and Jason Neton (virtual)

Absent: None

1. **Call to Order:** Meeting was called to order by Chair Pulliam at 6:10 PM.
2. **Proof of Posting:** Commissioner Narveson attested to proof of posting.
3. **Approve February 16, 2022, Parks Commission Minutes:** A motion to approve the minutes, as presented, was made by Commissioner French; second by Commissioner Narveson. Motion carried.
4. **Public Comments:** Commissioner Narveson advised the Commission that the Wisconsin Department of Transportation has approved funding to redo State Highway 69 south of Cowpath Lane to Monroe. However, the DOT has not approved a mill and overlay between the New Glarus Brewery and the Dane County line. Narveson recommended that members and residents contact their state representatives in the Assembly and Senate to request funding to cover the costs for this section of STH 69.
5. **Discuss Status of 2022 Comprehensive Outdoor Recreation Plan (CORP):** The recent kick-off meeting, timelines, and publicity for outreach to residents to inform them of the planning process and survey was discussed.
A motion to authorize spending up to \$500 to mail a notification postcard to Town residents was made by Commissioner Narveson; second by Commissioner Pernitz. Motion carried.
A motion to authorize spending up to \$200 to insert a notification in the *Weekly Shopper* was made by Commissioner Pernitz; second by Commissioner French. Motion carried.
A motion to authorize spending \$300 to purchase three (3) \$100 Chamber Bucks gift certificates to be given as prizes for a drawing for participating in the Town's CORP survey was made by Commissioner Pernitz; second by Commissioner French. Motion carried.
Without objection, Chair Pulliam will assume the lead in preparing the copy for the mailer and insert; additionally, volunteer Beth Karr will assist with the layout. It was noted that the publication should include information regarding the distribution of trees sold last year and the electronics recycling event.
6. **Discuss Town Newsletter:** A semi-annual newsletter containing recent developments, upcoming events, and reports from the Board and Commissions was discussed. Without objection, Beth Karr has volunteered to create an estimate of probable costs.
7. **Update on Proposed Multi-Use Trail along County Highway NN:** Commissioner Narveson stated that one resident has yet to sign an easement agreement. Narveson will contact Cheryl Housley at the Wisconsin DNR regarding what options may be available. Narveson provided a brief update regarding improvements to County Highway N that

include the intersection with CTH NN and possibly widening CTH N depending upon funding.

8. **Discuss Pricing for Newspaper Ads and Inserts:** Chair Pulliam noted that costs were included in the packet materials for this evening.
9. **Schedule Next Meeting** – the next meeting will be held on April 20, 2022 at 6:00 PM [it was subsequently discovered that the 2022 Annual Town Meeting was scheduled at this same time in 2021: the next Parks Commission meeting will occur on Tuesday, April 19, 2022 instead at 6:00 PM]
10. **Adjourn:** A motion to adjourn mad by Commissioner Pernitz; second by Commissioner French at 8:14 PM.

Approved:

Minutes by Commissioner Pernitz as transcribed by
Clerk/Treasurer Wright

DRAFT

TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, MARCH 17, 2022
MINUTES

Attending: Chris Narveson, John Freitag, Craig Galhouse, John Ott, Robert Elkins, Reg Reis (departed at 7:15 PM), and Mark Pernitz

Also Attending: Rita Mahoney, Michelle Arnett, Frank Grenzow (arrived at 6:57 PM), Judith Blank, Bruce Roth, and Richard and Kristi Zimmerman: residents; Bob Talarczyk: surveyor; and Chad Fahey, variance and CUP applicant

1. **Call to Order and Proof of Posting:** C. Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Motion to approve by Commissioner Elkins the meeting minutes from January 20, 2022 as presented; second by Commissioner Pernitz. Motion carried 7-0.
3. **Discussion Regarding Land Development Potential for Carol Holmes Property Location on Airport Road** – The Holmes property contains approximately 80 contiguous acres at adoption of the Land Division and Subdivision ordinance. There is a single residents located at W4988 Airport Road. Surveyor Talarczyk stated that he has not surveyed the entire property to know whether the total acreage is equal to, less than, or more than the 80 acres contained within the original development calculation prepared on June 20, 2007 that was revised on August 4, 2010. If the total acreage is equal to or greater than 80.0 acres, two large lots are available, one of which is the existing homestead or up to 6 2.0-acre cluster lots if the home was counted as a cluster lot (whether attached or detached). If, however, the total contiguous acreage at date of ordinance is found to be less than the assumed 80.0 acres, the potential would drop to one large lot and up to 3 2.0-acre cluster lots or up to 5 2.0-acre cluster lots if the homestead was counted as a cluster lot (either attached or detached). It was noted that if the homestead was treated as a detached cluster lot, other cluster lots would need to share an edge since no cluster can consist of fewer than three lots.

There followed a brief discussion regarding efforts to re-monument so that surveys are more accurate and a possible consideration to amend Chapter 110 by ordinance to possibly allow contiguous acreage at date of ordinance to be rounded up rather than down as is the practice in effect since Chapter 15 was adopted on October 13, 1997. Without objection, a discussion of possible amendments to Chapter 110 will be added to the April 21, 2022 agenda.

4. **Discussion Regarding Plan Commission Acknowledgement of a Public Hearing for a Variance Request by Chad and Heidi Fahey, W5741 CTH H to Operate a Dog Kennel, Grooming, and Training Facility Located Less than 1,000' from Residential Buildings not on the Same Property to be Reviewed by Green County Zoning** – Chair Narveson noted that Green County is seeking the Town Chair's signature to acknowledge variance requests for three residential properties that are less than 1000' from a kennel operation located on applicant Chad Fahey's property that includes his residence. Applicant Fahey explained that the operation is a type of training facility rather than a traditional kennel. Only high-risk dogs are groomed at this location. Typically, dogs are boarded at the facility for two to four weeks, but in some cases, high-risk pets may be onsite for two months or greater.

Neighbor Judith Blank wanted some assurance from Green County that if the variances are not opposed and a Conditional Use Permit (CUP) is granted by Green County, that a future owner would be unable to continue this operation under the same variance/CUP. Neighbor Michelle

TOWN OF NEW GLARUS

Arnett reported that she can hear the barking in her home which, at times, wakes her while sleeping. Neighbors Rita Mahoney and Frank Grenzow noted that access to the property is via a private drive maintained by the Hidden Knoll property owners, which is not a frontage road built to Town road standards. Grenzow further reported that Mr. Fahey has an access easement to use the driveway to his residence, not a business. Grenzow noted that businesses must contract for a dumpster with Pellitteri or another provider. If garbage trucks use the existing access, it will prematurely wear and damage the pavement and base and could potentially create a liability if any vehicular accidents were to occur in the future, if approved.

Mr. Fahey stated that he did not believe the variance or CUP would be transferrable if he were to sell the property in the future. He stated that he would further modify the interior of the operation to reduce further any sounds associated with the business. He noted that he generally transports animals to and from the location and that the bulk of vehicular traffic are paid staff rather than clients. Fahey stated that he is open to paying a proportionate share to maintain the private driveway.

Chair Narveson did not find a conflict with current Town ordinances to prevent him for signing on behalf of the Town, noting that his signature did not imply support nor opposition, only neutrality by acknowledging that the Town does not have a basis to object. Narveson encouraged the neighbors to participate in the variance and CUP process once a date has been established by Green County. It is Green County's obligation to contact the affected property owners. Motion to authorize Chair Narveson to sign the variance applications and CUP application by Commissioner Freitag, noting there is no implied recommendation for or opposition against; second by Commissioner Ott. Motion carried 6-0.

5. **Review of Roger Arn Deed Notice and Deed of Restrictions and Covenants as Prepared by Attorney Hazelbaker** – Commissioner Galhouse noted that the draft documents can be used by the Village of New Glarus and the Joint Village/Town Extraterritorial Zoning (ETZ) Committee as an instrument for future land development and to make neighbors aware of where future residential development will be located. There followed a brief discussion of the remaining residential development potential and which zoning code would apply to the land accepted by the Town within a conservancy district. Without objection, Commissioner Galhouse and Clerk-Treasurer Wright will meet to discuss the draft documents and share their thoughts/concerns with Planner Tim Schleper from Vierbicher Associates before the item comes back before the Plan Commission and/or Town Board for approval.
6. **Update on Sale of Green County Hemp Property** – Chair Narveson stated it is the Town's understanding that any future commercial use of this property will require rezoning all or part of the property instead of by Conditional Use Permit. If the land were to be considered for rezoning, Narveson stated that the Town would hold a public hearing in addition to the one that would be required by Green County.
7. **Adjourn** – Motion to adjourn by Commissioner Pernitz at 8:37 PM; second by Commissioner Freitag. Motion carried 6-0.

Approved:

John Wright, Clerk-Treasurer