

**TOWN OF NEW GLARUS**  
**REGULAR TOWN BOARD MEETING**  
**MARCH 8, 2023, FOLLOWING THE ADJOURNMENT OF THE PUBLIC HEARING**  
**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 5<sup>th</sup> Avenue, Town Hall Community Room or virtually

VIRTUALLY: <https://us06web.zoom.us/j/84331615772?pwd=WU02VGJZVUNNeUpDNWxjR2x5bXJiZz09>

Meeting ID: 843 3161 5772

Passcode: 271195

Phone: 1 312 626 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
  - a) Public Hearing – February 8, 2023
  - b) Regular Town Board – February 8, 2023
  - c) Special Town Board – February 13, 2023
  - d) Special Town Board – February 18, 2023
  - e) Special Town Board – March 2, 2023
4. Public Comments
5. Review and Consider Approval of Updated Comprehensive Outdoor Recreation Plan by Resolution 230308
6. Consider Appointment of Rose Pertzborn as an Alternate Member of the Town of New Glarus Parks Commission
7. Draft Annual Meeting Agenda to Include Decision Regarding Filing Nomination Papers Instead of an Annual Caucus for Town Chair and Supervisors
8. Patrolman Report
9. Clerk-Treasurer Report
  - a) Update on Spring Primary and 2022 financial audit
  - b) Approval and payment of bills
10. Chairman Report
  - a) Monument casting installation for section corners
  - b) Award of contract to appraise passive recreational land for recently acquired property
  - c) Listing of buildings and approximately 10.3 acres of land located at W6599 CTH 39
11. Parks Commission
  - a) February 15, 2023 minutes
  - b) Request to amend bylaws to allow an alternate position on the Parks Commission by Town Ordinance
  - c) Consider approval of a donation of \$2,500 to New Glarus Cares contingent upon the Village of New Glarus making a comparable donation toward the new Town park
12. Plan Commission
  - a) February 16, 2023 minutes
  - b) Term for Plan Commission Chair expiring on April 18, 2023
  - c) Public hearing to amend Chapter 110 per Plan Commission recommendation on Wednesday, April 12, 2023
13. Adjourn

Posted 3.02.2023

New Glarus Town Hall  
New Glarus Public Works Building  
New Glarus Post Office  
<https://townofnewglarus.com/>

Chris Narveson, Chair

John Wright, Clerk-Treasurer

# Town of New Glarus

**PUBLIC HEARING FOR A PROPOSED 3-LOT SUBDIVISION OF PROPERTY  
BY CERTIFIED SURVEY MAP FOR COLLIN LEGLER  
FOR LAND LOCATED AT N9371 HUSTAD VALLEY ROAD  
WEDNESDAY, FEBRUARY 8, 2023  
MINUTES**

Town Board Attending: Chris Narveson (Chair), Matt Streiff, Robert Elkins, Jim Hoesly, and Troy Pauli

Board Members Absent: None

Also Attending: John Wright: Clerk-Treasurer; Collin Legler: developer; Bob Talarczyk: surveyor for the applicant; Tim Schleeper: Vierbicher Associates planner; Tom Myers (virtually), Paula Legler, Dan Truttmann, Dwight Truttmann, Ken Hustad, Amy Trumble, Kelly Butler, Stacey Kacek (virtually), and Dan Whitty (virtually): public in attendance

1. **Call to Order:** Chair Narveson called the meeting to order and opened the public hearing at 6:00 PM.
2. **Proof of Posting:** Clerk-Treasurer Wright attested to the proper proof of posting that includes neighbor notification by letter (mailed January 19, 2023), posting in three physical locations and to Town website (January 19, 2023, and publication in the Post Messenger Recorder (February 2, 2023).
3. **Public Hearing to Consider a 3-Lot Clusters Land Division by Certified Survey Map (CSM) as Proposed by Applicant Collin Legler for Residential Use for Parcel 23024 0042.0000 along Hustad Valley Road** – Chair Narveson recognized the applicant’s surveyor to speak. Surveyor Talarczyk provided a brief description of what property owner Collin Legler is proposing: a three-lot cluster with 2.0 acre building envelopes. Proposed Lot 3 has already been developed and Lot 1 is the proposed location for a new residence for Tom Myers and Paula Legler. Currently, there are no plans to develop or market proposed Lot 2. It was noted that the remaining development potential, if this is approved, of up to four 2.0-acre cluster lots will be to the southeast and west of this proposed development. The balance of the land will be farmed by Collin Legler.

Tim Schleeper, the contract planner for the Town, confirmed that all requested changes have been made to the draft CSM which were reviewed and recommended, with those conditions, for approval by the Town Plan Commission. Schleeper further noted that a review of the online Historical Society Database did not identify any items on this or surrounding lands. The Wisconsin Department of Natural Resources has yet to complete their review of the property through their Natural Heritage Inventory Program; it should be available in approximately one week. There followed a brief discussion regarding maintenance of the ditching, driveway, and culvert that would provide stormwater management and proposed access.

Motion to close the public hearing at 6:23 PM and adjourn by Supervisor Elkins; second by Supervisor Hoesly. Motion carried.

Approved:

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John Wright, Clerk-Treasurer

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, FEBRUARY 08, 2023  
MINUTES**

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

Also Attending: John Wright: Clerk-Treasurer; Collin Legler: developer; Bob Talarczyk: surveyor for the applicant; Tim Schleeper: Vierbicher Associates planner; Tom Myers (virtually, departed at 6:36 PM), Paula Legler (departed at 6:33 PM), Dan Truttmann (departed at 6:49 PM), Dwight Truttmann (departed at 6:49 PM), Ken Hustad (departed at 6:33 PM), Amy Trumble (departed at 7:30 PM), Kelly Butler (departed at 6:33 PM), Stacey Kacek (virtually, departed at 6:35 PM), and Dan Whitty (virtually, departed at 6:35 PM): public in attendance

1. **Call to Order** – Chair Narveson called the meeting to order at 6:23 PM.
2. **Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes from**
  - a) 2023 Annual Town Caucus – It was noted that the second to adjourn the meeting was Jody Hoesly, not Jim Hoesly. Motion to approve the January 11, 2023 Town Caucus meeting minutes, as amended, was made by Supervisor Hoesly; second by Supervisor Streiff. Motion carried 5-0.
  - b) Regular Town Meeting – Motion to approve the January 11, 2023 regular Town Board meeting minutes, as presented, was made by Supervisor Hoesly; second by Supervisor Elkins. Motion carried 5-0.

4. **Public Comments** – There were no public comments.

5. **Review and Consider Approval, Conditional Approval, or Denial of CSM to Record Land Division Proposed by Collin Legler for Property along Hustad Valley Road**

A motion to approve the proposed 3-Lot land division by Certified Survey Map, with the condition that the applicant and any developers abide by the determinations made by the Wisconsin Department of Natural Resources based upon the results of the Natural Heritage Inventory review, was made by Supervisor Pauli; second by Supervisor Hoesly. Motion carried 5-0.

6. **Consider and Possibly Approve 2023 Scope of Services Proposed by Johnson Block to Provide 2022 Financial Audit and to File Form CT on Behalf of the Town**

A motion to approve the proposed scope of services to conduct the annual audit and reporting as proposed by Johnson Block was made by Supervisor Pauli; second by Supervisor Hoesly. Motion carried 5-0.

7. **Review and Possibly Approve Resolution 230208 to Amend the Appointed Election Workers for the 2022-2023 Term** – Clerk-Treasurer Wright reported that the list of election workers has been amended since the original list was approved by the Board at the end of 2021 for the term 2022-23. This amendment reflects the nomination by the Green County Democrat Party of Mary Anne Oemichen to serve as a partisan alternate if and when either of the two other partisan appointments for this party cannot serve. Furthermore, Oemichen has completed the baseline training to serve as a Chief Inspector, so that change is reflected in the amendment as well.

A motion to approve Resolution 23028 to update the list of election inspectors was made by Supervisor Streiff; second by Supervisor Elkins. Motion carried 5-0.

8. **Consider Approval of Driveway Escrow Refund to Michael or Ellen Stampfli, W5520 Windmill Ridge Road** – Chair Narveson has inspected the driveway and found no damage to the public road.

A motion to approve to refund the \$500 damage escrow to the Stampflis was made by Supervisor Hoesly; second by Supervisor Elkins. Motion carried 5-0. The check has been printed and is part of the expenses to be approved later in the meeting.

9. **Review and Possible Approval of an Operator License Request from Jordan Lafferty** – Wright reminded the Board that this had been denied previously due to the omission of relevant information; the information has been provided on the new application. Chief Sturdevant recommends the approval as the past offenses are long enough ago to no longer be relevant.

A motion to approve an Operator License to Jordan Lafferty, effective through June 30, 2024, was made by Supervisor Hoesly; second by Supervisor Pauli. Motion carried 5-0. Without objection, Wright will notify the applicant and print her license.

10. **Authorize Clerk-Treasurer to Submit 2020 Ordinance to Amend Chapter 110 to General Code** – Clerk-Treasurer Wright reported that key changes to Chapter 110, approved in 2020 by the Board following a public hearing, have not been submitted due to a desire expressed to wait until other chapters were updated. There are currently four Chapters

that have been amended by ordinance (110, 36, 15, and 55) and a new one to be added (Fireworks Regulation) that need to be submitted for codification. Wright is seeking permission to submit those in order to get an estimate of cost (the process agreed to in the past with General Code).

A motion to authorize the Clerk-Treasurer to submit amended ordinances and the newly created one to General Code so that an estimate of cost can be obtained was made by Supervisor Streiff; second by Supervisor Elkins. Motion carried 5-0.

11. **Patrolman Report** – Chair Narveson provided a brief update on seasonal plowing.

12. **Clerk-Treasurer Report**

- a) Update on Spring Primary, annual audit preparations, and refund related to 2022 General Election – Clerk-Treasurer Wright reported that he has been sending out ballots by mail since January 31, 2023. In-office absentee voting started on Tuesday, February 7<sup>th</sup> and will continue through Friday February 17<sup>th</sup>. Related to the annual audit, all accounts have been reconciled on a monthly basis, preliminary journal entries have been completed, and the team from Johnson Block will be in the office on Monday, February 27, 2023 to review physical records. Due to an error made by the Wisconsin Elections Commission for a Congressional District 2 candidate, clerks statewide had to mail notices to all those who previously received ballots for the 2022 General Election. Wright petitioned for and received a refund to the Town for the time, materials, and postage required to comply. Without objection, the Clerk-Treasurer was requested to contact the Wisconsin Towns Association staff about the process to change the current system from an annual Town Caucus for Town of New Glarus Board members to a process involving declarations of candidacy and filing nomination papers for a non-partisan office. It was thought that the electorate could authorize this change at the Annual Town Meeting scheduled for April 19, 2023 at 6:00 PM.
- b) Approval and payment of bills – A motion to approve payments by ACH and checks 21023- 21060, noting the void of check 21033 and check 21034 (made out for the wrong amounts), was made by Supervisor Streiff; second by Supervisor Pauli. Motion carried 5-0.

13. **Chairman Report** – Chair Narveson asked for Supervisor availability for a special Town Board meeting to review proposals prepared by four local realtors to market the farmette and some land located at W6599 CTH 39. Without objection, the special Town Board meeting was scheduled for Monday, February 13, 2023 at 2:00 PM. There followed a brief discussion regarding a request for a driveway permit to access Legler Valley Road.

14. **Ad-Hoc Subcommittee**

- a) January 13, 2023 notes
- b) January 27, 2023 minutes – Chair Narveson provided a brief summary of the recommendations made by the subcommittee members.

15. **Parks Commission**

- a) January 18, 2023 minutes
- b) Update on Vierbicher amendment to CORP to include new property and costs for DNR grant – no updates.
- c) Discussion of ad-hoc subcommittee recommendations – There was a discussion regarding the proposed location for public facilities and the size and location of land to be sold with the farmette. Vierbicher needs to know the size of the land to be set aside for passive recreation in order to complete the Knowles-Nelson Stewardship grant application and the Clerk-Treasurer needs the same information to solicit proposals for an appraisal of that property. The grant, if awarded, would cover 50% of the appraised value for the passive recreational land. The group considered different options for how much land to include with the farmette and how much acreage to consider as passive recreational use for purposes of the grant application. If the Town decides to not pursue residential development on their land, it may be possible for that potential to be located elsewhere within the original acreage that was contiguous at date of the land division/subdivision ordinance (October 13, 1997). There followed a discussion regarding other possible points of access for the passive recreational property. Without objection, an item will be added to the Special Town Board meeting on Monday to discuss an updated concept map.
- d) Request to amend bylaws to allow an alternate position on the Parks Commission – there was no objection to the proposed amendment of Parks Commission bylaws to allow for an alternate member to serve the Parks Commission when a regular member is absent.

16. **Plan Commission**

- a) January 19, 2023 minutes – It was noted that the Commission will review a proposal from the Green County Highway Department for land adjacent to STH 39.

17. **Adjourn** – Motion to adjourn made by Supervisor Pauli; second by Supervisor Streiff. Meeting adjourned at 8:11 PM.

Approved:

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John Wright, Clerk-Treasurer

**Town of New Glarus**  
**SPECIAL TOWN OF NEW GLARUS BOARD MEETING**  
**MONDAY, FEBRUARY 13, 2023**  
**MINUTES**

New Glarus Town Board Attending: Chris Narveson (Chair), Jim Hoesly, Matt Streiff, Troy Pauli, and Robert Elkins

Also Attending: John Wright: Clerk-Treasurer; Harry Pulliam: Chair of the Town of New Glarus Parks Commission; Grace McLaughlin: Town of New Glarus resident; Tim Schleeper (virtually): contract planner from Vierbicher; Lexie Harris: Exit Professional Real Estate; and Joel Hedeman: First Weber Hedeman Group

1. **Call to Order and Announcement of Intent to Convene into Closed Session per §19.85(1)(e)** – Chair Narveson called the meeting to order at 2:00 PM. Chair Narveson announced that it is the intent of this body to go into closed session per Wis. Stat. §19.85(1)(e).
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Discuss Revised Concept Plan for Location and Acreage of Passive Recreational Property so that Requests for Proposals for Appraisal Reports can be Solicited for Land Located at W6599 State Highway 39** – Chair Narveson noted that the concept map has been revised. Because two realtors are in attendance, without objection, the Board would like both to introduce their proposals during open session. Narveson reviewed the various areas depicted on the concept map with those in attendance. Joel Hedeman and Lexie Harris agreed that where a public works building is located could affect the market value of the farmette. If the decision was to provide vehicular access from the proposed cul-de-sac to the landowner to the east, it would likely not diminish the marketability of the farmette, whereas a municipal building to the north likely would have a negative impact on value.

Joel Hedeman presented his proposal first. He recommends that the land included with the farmette not be less than nine acres. He advocated for future municipal facilities to be located to the west of the home rather than to the north. He recommends a listing price not to exceed \$649,000. Comparable sales were included in his proposal to substantiate the projected market value. Hedeman reviewed his marketing strategies if the Board approves his proposal. Although the lease on the farmhouse continues until the end of June, 2023, the property can be marketed at any time. Interest rates are scheduled to increase again in the future; however, some interested parties may be able to lock in current rates so it would be beneficial to market the property sooner rather than later.

Lexie Harris presented her proposal for the property. She shared two scenarios for the sale of 7.7 acres and another for 12.8 acres to be included with the sale of the existing buildings. She noticed that recent demands are for parcels in the seven to fifteen acre range. Harris reviewed her approach and resources utilized to market properties. Her proposal includes comparable sales as well to determine a market listing price of \$599,000. The property could realistically realize a sale price of \$600,000 - \$625,000 depending upon how much land is included in the sale and interest in the property. She typically starts with a conservative listing price so that potential buyers will “bond” with the property; when counteroffers or other bids are presented at a higher amount, these parties will typically increase their offer.

Hedeman and Harris agreed, if the price point is set too high, it will often limit interest, resulting in less competition, a more limited market, and fewer offers. There followed a question and answer period for the Board members to become better acquainted with strategies to market and sell the property. After further discussion, the Town may opt to have the farmette buildings inspected so any defects can be disclosed. The Board reviewed the impact of realtor recommendations with planner Tim Schleeper to determine further changes to the concept map. There was brief discussion regarding drainageways to the west and east of the farmette that set some natural limits on the size of the farmette and so the Town can retain control over the maintenance of the drainageways.

4. **Motion by Roll Call Vote to Convene into Closed Session per Wis. Stat. § 19.85(1)(e) to Deliberate or Negotiate the Purchase of Public Properties, the Investing of Public Funds, or Conducting other Specified Public Business, whenever Competitive or Bargaining Reasons Require a Closed Session**

Motion to convene into closed session was made by Supervisor Pauli; second by Supervisor Elkins. Roll call vote: Hoesly: aye; Elkins: aye; Streiff: aye; Pauli: aye; and Narveson: aye. Motion carried 5-0 at 2:54 PM.

5. **Reconvene in Open Session under Wis. Stat. §19.85(2)**: Without objection, the meeting returned to open session at 3:11 PM.
6. **Announcement of Decisions Made in Closed Session** – Chair Narveson announced that the Board determined Brian Jeglum, Century 21 Advantage, and Joel Hedeman, First Weber Hedeman Group, will co-broker the sale and the marketing of the property. The area to be included with the farmette will be between 10 and 10.3 acres.
7. **Adjourn** – A motion to adjourn was made by Supervisor Pauli; second by Supervisor Hoesly. The meeting adjourned at 3:52 PM.

Approved:

\_\_\_\_\_  
John Wright, Clerk-Treasurer

**Town of New Glarus**  
**SPECIAL TOWN OF NEW GLARUS BOARD MEETING**  
**SATURDAY, FEBRUARY 18, 2023**  
**MINUTES**

New Glarus Town Board Attending: Chris Narveson (Chair), Jim Hoesly (virtually), Matt Streiff, Troy Pauli, and Robert Elkins

Others Attending: None

1. **Call to Order and Announcement of Intent to Convene into Closed Session per §19.85(1)(e)** – Chair Narveson called the meeting to order at 9:04 AM. Chair Narveson announced that it is the intent of this body to go into closed session per Wis. Stat. §19.85(1)(e).
2. **Confirm Proof of Posting** – Chair Narveson attested to the proper proof of posting.
3. **Motion by Roll Call Vote to Convene into Closed Session per Wis. Stat. § 19.85(1)(e) to Deliberate or Negotiate the Purchase of Public Properties, the Investing of Public Funds, or Conducting other Specified Public Business, whenever Competitive or Bargaining Reasons Require a Closed Session**  
Motion to convene into closed session was made by Supervisor Pauli; second by Supervisor Elkins. Roll call vote: Hoesly: aye; Elkins: aye; Streiff: aye; Pauli: aye; and Narveson: aye. Motion carried 5-0 at 9:05 AM.
4. **Reconvene in Open Session under Wis. Stat. §19.85(2)**  
The Board resumed open session at 10:00 AM.
5. **Announcement of Decisions Made in Closed Session** – Chair Narveson announced that the Board did not make any decisions while in closed session.
6. **Adjourn**  
A motion to adjourn was made by Supervisor Streiff; second by Supervisor Hoesly. The meeting adjourned at 10:00 AM.

Approved:

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Transcribed from Chair Narveson notes

**RESOLUTION 23/03/08**  
**RESOLUTION TO ADOPT**  
**AMENDMENT TO THE 2022-2027 COMPREHENSIVE OUTDOOR RECREATION PLAN**

The Town Board of the Town of New Glarus, Green County, Wisconsin, do resolve as follows:

**WHEREAS**, The Town of New Glarus had prepared an update to the Comprehensive Outdoor Recreation Plan for 2022-2027, identifying the current and proposed future needs for Town residents, which was approved on October 12, 2022 by Resolution 22/10/12 A; and

**WHEREAS**, the Town electorate approved the purchase of approximately 97.48 acres of land adjacent to State Highway 39 at a Special Town Meeting held on November 28, 2022 for the purposes to eventually erect a new Town garage facility and to reserve land for recreational purposes; and

**WHEREAS**, an ad-hoc subcommittee of the Board, that included neighboring property owners to the newly-acquired land, acted as the lead advisory body to compile goals, objectives, and policies to guide and manage the Town's use of this land; and

**WHEREAS**, the Town of New Glarus Comprehensive Outdoor Recreation Plan has been reviewed by the Town of New Glarus Town Board, Parks Commission, and Plan Commission and was the subject of a final public hearing on said evening;

**NOW, THEREFORE BE IT RESOLVED**, that the Town of New Glarus Town Board adopts the amended 2022-2027 Town of New Glarus Comprehensive Outdoor Recreation Plan and all maps, recommendations, policies, and related materials contained therein.

Adopted by the Town of New Glarus Town Board, this 8th day of March, 2023.

**TOWN OF NEW GLARUS**

By: \_\_\_\_\_  
Chris Narveson, Town Chair

Attest: \_\_\_\_\_  
John Wright, Town Clerk-Treasurer

# TOWN OF NEW GLARUS

## ANNUAL MEETING WEDNESDAY, APRIL 19, 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 5<sup>th</sup> Avenue, New Glarus, WI on Wednesday, April 19, 2023 at 6:00 PM.

### AGENDA

1. Call to Order
2. Proof of Posting
3. Present 2022 Annual Meeting Minutes - Presented for informational purposes: minutes were approved at the May 11, 2022 Town Board Meeting
4. Financial Report Presentation
5. Introduce Town Board Supervisors Elected on April 4, 2023 (Oath Administered Before this Date by Statute) and Newly Appointed/Reappointed Commission Members
6. Consider Replacing the Caucus System to Determine Candidates for Town Board with Nomination Papers Filed with the Town Clerk
7. Old Business
8. New Business
9. 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. A quorum of the Town Parks Commission and/or Town Plan Commission may be present.

POSTED: 4/07/2023 New Glarus Town Hall  
New Glarus Garage  
New Glarus Post Office  
<https://townofnewglarus.com/>

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.



## PARKS COMMISSION MEETING

Wednesday, February 15, 2023

### Minutes

**Attending:** Chair Harry Pulliam, Mark Pernitz, Kelly Ruschman, Jason Neton, Mona Sue French, and Chris Narveson

**Absent:** Dana Emmerton

**Also Attending:** John Wright (departed at 6:06 PM): Clerk Treasurer; Rose Pertzborn and Grace McLaughlin: Town of New Glarus residents; Mike Marty: Trustee on the New Glarus Village Board; and Matthew Miller and Melissa Hunt: Vierbicher.

- 1. Call to Order:** Meeting was called to order by Chair Pulliam at 6:00 PM.
- 2. Proof of Posting:** Clerk-Treasurer Wright attested to proper proof of posting.
- 3. Approve January 18, 2023 Meeting Minutes** – Motion to approve the minutes, as presented, was made by Commissioner Ruschman; second by Commissioner French. Motion carried 6-0.
- 4. Public Comments:** Grace McLaughlin presented her observations regarding the proposed Town ordinance to codify the Parks Commission in comparison with Wisconsin Statute 60.66.
- 5. Introduce Mike Marty of New Glarus Cares** – Chair Pulliam acknowledged Mr. Marty.
- 6. Acquaint Parks Commission with New Glarus Cares and its Efforts at Candy Cane Park** – Mike Marty reported that undeveloped land owned by Shepherd of the Hills Lutheran Church is available for \$150,000. A local non-profit group, New Glarus Cares, is seeking donations. If they raise \$75,000 then Deb and Dan Carey will match that amount. If successful in raising funds, the land, in turn, will be donated to the Village of New Glarus to maintain as part of Candy Cane Park. Commissioner Pernitz recommended the Town Board approve a donation of \$2,500 to New Glarus Cares contingent upon the Village making a comparable donation toward the Town park to be located on State Highway 39
- 7. Provide Update on January 27, 2023 Meeting of Ad Hoc Committee for New Town Park** – Commissioner Narveson provided a summary for those in attendance and an update regarding negotiations with neighboring property owners.
- 8. Review Amendments to 2022 Town of New Glarus Comprehensive Outdoor Recreation Plan (CORP)** – Matt Miller and Melissa Hunt, Vierbicher, introduced updates that have been incorporated into the amended CORP. Additional edits were discussed that will be included in an updated draft that include the date of the Public Hearing, that the ad-hoc subcommittee included adjacent landowners, spelling corrections, and other non-substantive changes. There was a brief discussion regarding how the grant applications are scored and what should be considered to include to increase that score. The concept map has been updated; that map was presented to those in attendance by Matt Miller.

Motion to approve the fifth version of the concept map was made by Commissioner Pernitz; second by Commissioner Neton. Motion carried 6-0.

9. **Recommend to the Town Board that it Approve the Amendment to the 2022 CORP –**  
Motion to recommend the amended CORP, including the changes approved without objection this evening, for Town Board adoption was made by Commissioner Pernitz; second by Commissioner Ruschman. Motion carried 6-0. Without objection, a notice will be posted and published for Wednesday, March 8, 2023 at 6:00 PM with the regular Town Board meeting to follow.
10. **Plan to Secure Support Letters from Town Residents and Members of Ad Hoc Committee for Knowles-Nelson Stewardship Grant Application –** There was discussion to request letters of support from the Town of New Glarus Board, the School District of New Glarus, and the Town Plan Commission.  
Motion to request letters of support, as discussed above, was made by Commissioner Pernitz; second by Commissioner Narveson. Motion carried 6-0.
11. **Provide Update on a) Spring Mailer and b) Donation of Prairie Burn Equipment to The Prairie Enthusiasts, Prairie Bluff Chapter –** Commissioner Neton thought the invoice from Postal Connections seemed high. Without objection, he will reach out for clarification.  
Motion to approve up to \$100 for refreshments for the Prairie Management workshop and up to \$75 for the River Tripping workshop for refreshments was made by Commissioner Neton; second by Commissioner Narveson. Motion carried 6-0.
12. **Discuss Draft Ordinance to Codify the Town Park Commission as Prepared by Attorney Hazelbaker –** The members present reviewed the draft ordinance and discussed some minor changes.  
Motion to recommend approval by the Town Board of the ordinance prepared by Attorney Hazelbaker, with minor changes, was made by Commissioner Pernitz; second by Commissioner Neton. Motion carried 6-0.
13. **Determine the Term of Office (1, 2, 3 years, etc.) for Alternate Members of the Parks Commission –** Without objection, the term recommended for an alternate Parks Commission member is seven years.
14. **Recommend to Town Board That It Approve Parks Commission’s Nomination of Rose Pertzborn as an Alternate Member of the Parks Commission**  
Motion to recommend to the Town Board the appointment of Rose Pertzborn as an alternate member of the Parks Commission by Commissioner Narveson; second by Commissioner Neton. Motion carried 6-0.
15. **Advise that 40 Each Tree Tube and 40 Each Tree Tube Stake Have Been Ordered from Sustainable Wildlife Habitats**  
The order was included in the packet.
16. **Discuss Xerces Society Free Pollinator Habitat Kit Application –** Chair Pulliam introduced the topic and deadline for project proposals.
17. **Discuss Sign for Side of Town Hall**
18. **Determine New Date for Holiday Party at the French Residence**

- 19. **Schedule Next Meeting** – The next meeting will be held on March 15, 2023 at 6:00 PM.
- 20. **Adjourn:** The meeting was adjourned at 8:10 PM.

Approved:

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Minutes transcribed from C. Narveson notes

DRAFT

## ORDINANCE CODIFYING THE TOWN PARK COMMISSION

WHEREAS, a recent discussion concerning an issue with the membership of the Town's Park Commission revealed that there is no codified ordinance creating the Park Commission;

WHEREAS, the following ordinance has been prepared to place the provisions concerning the structure of the Park Commission in the Town's Code of Ordinances;

NOW, THEREFORE, the Town Board of Supervisors of the Town of New Glarus does hereby Ordain as follows:

ARTICLE ONE. CHAPTER 204 of the Town Code of Ordinances is created to read:

### CHAPTER 204. TOWN COMMISSIONS AND BOARDS.

200-1 Park Commission

200-2 Plan Commission [Placeholder]

220-1 Park Commission.

- A. Composition. The Park Commission shall consist of seven 7 citizen members appointed by the Chairperson and confirmed by the Town Board. Additionally, the Chairperson shall appoint an alternate member to act in place of any member who is absent or precluded from participating in a matter by reason of conflict of interest or otherwise. In addition, 1 Supervisor annually selected by majority vote of the Town Board shall be an ex officio liaison member.
- B. Each Commission member shall hold such office for a term of 7 years, said terms to end June 30 in the year of expiration.
- C. Compensation; Oaths. Commission members shall receive such compensation as shall be determined by the Town Board from time to time. Members shall take an official oath prescribed by Wis. Stat. § 19.01, to be filed with the Town Clerk.
- D. Organization of Commission. The Commission shall annual in July elect a member as Chair and another member as secretary. The secretary shall be responsible for taking minutes.
- E. Procedure. 4 members shall constitute a quorum. The Chair, or acting Chair, shall be included in determining a quorum. Action shall be by a majority of those present and voting. The Commission may adopt rules of procedure for governing the conduct of its meetings.
- F. Record. The Park Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Town Clerk. 4 members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of the members of the Commission in attendance once a quorum is present.

- G. Duties. The Park Commission shall have all the powers conferred by law upon park and recreation commissions and shall be chargeable with all the duties so required, such as recommend, oversee work and oversee funds of all parks, playgrounds and recreational activities as part of properties within the Town. The Park Commission is specifically empowered and directed, under the oversight of the Town Board, to do the following:
- (1) With authorization of the Town Board, manage, improve and care for all public parks located within, or partly within and partly without, the limits of the Town and secure the quiet, orderly and suitable use and enjoyment thereof by the people; also to adopt rules and regulations to promote these purposes.
  - (2) To recommend to the Town Board acquisition the name of the Town for park purposes by gift, purchase, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any incorporeal right or privilege, provided gifts to the Town of money or other property, real or personal, either absolutely or in trust, for park purposes shall be accepted only after they have been recommended by the Commission to the Town Board.
  - (3) To recommend to the Town Board sale or exchange of property no longer required for park purposes
  - (4) To have the powers necessary and convenient for the effective and efficient management, supervision and operation of the Town parks and recreation program, subject to budgetary approval by the Town Board.
  - (5) To establish rules and regulations, including user fees as approved by the Town Board and desirable for the proper use, care and operation of parks, park facilities, recreation programs and other activities under their control, provided however that such rules and regulations do not conflict with the laws of the State of Wisconsin or this Code of Ordinances.
  - (6) Such other and further duties as may be necessary for the proper carrying out of the purposes of said Commission.
  - (7) Public Recreation Program. The Park Commission shall review the Town's recreational needs and shall advise the Town Board on the public recreation program of the Town, including:
    - (i) Establishing park rules and program policies.
    - (ii) Cooperating with public school activities.
    - (iii) Cooperating with any private recreational activities.
    - (iv) Approving schedules of activities in Town parks.
  - (8) Finance.
    - (i) Budget. The Park Commission shall assist in preparing an annual budget for submission to the Town Board, which budget shall reflect the Commission's recommendations as to maintenance or acquisition of Town parks, open spaces, park and related facilities, recreation programs and equipment, summer or seasonal employees, etc. Said annual budget request shall contain

estimates as to revenues to be derived from recreation programs or activities as well as estimated expenditures for operating the parks and recreation system.

- (ii) Deposits. All revenues and income from the operation of park and recreation programs shall be deposited with the Town Treasurer as general revenue of the Town.
- (iii) (iii) Monetary Contributions. All moneys donated to the Town specifically for park or recreation use shall be deposited Town accounts as a nonlapsing fund or reserve for such specific use.

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, FEBRUARY 16, 2023  
MINUTES

Members Attending: Chris Narveson: Chair; John Freitag (virtually), Craig Galhouse (virtually), Mark Pernitz, Robert Elkins, and Reg Reis

Absent: John Ott (excused)

Also Attending: John Wright: Clerk-Treasurer; Tim Schleeper (virtually): planner, Vierbicher Associates; Bob Talarczyk (departed at 7:24 PM): surveyor; Carol Holmes (departed at 7:24 PM): developer for Airport Road property; Rebecca Hauser and Nic Hauser (departed at 6:36 PM): Town residents; and Amanda Fields (virtually, departed at 7:15 PM)

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:03 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Commissioner Freitag noted that the minutes indicate he was in attendance as well as an excused absence. The attendance should reflect his absence. Motion to approve the meeting minutes from January 19, 2023, as amended, was made by Commissioner Elkins; second by Commissioner Pernitz. Motion carried 6-0.
3. **Discuss Possible Sale of Deed-Restricted Land Owned by Rebecca Hauser** – Tim Schleeper, Town contract planner from Vierbicher, stated that nothing within Chapter 110 prohibits the subdivision and sale of deed-restricted open space. However, he noted, such sales should make any potential buyer fully aware of the restrictions upon building and should be stated on the face of a certified survey map (CSM). He further recommended that any such subdivisions of deed-restricted open space have a deed restriction recorded simultaneously with the recordation of the CSM. There followed a discussion of the potential problems if this practice becomes more commonplace, particularly making County Zoning and the contracted building inspector aware of these restrictions. It was noted that subdivided open space is already sold and recorded by neighbor exchange.

This proposed sale by Rebecca Hauser would involve approximately 10 acres of the western portion of parcel 23024 0236.0500 which is 46.90 acres in size to her grandson.

Motion to approve the sale of ten acres of parcel 23024 0236.0500 to be recorded by certified survey map, contingent upon filing a deed restriction and including language regarding the restriction on the face of the CSM, was made by Commissioner Freitag; second by Commissioner Galhouse. Motion carried 6-0.

4. **Concept Plan for STH 39 Property Under Consideration by Green County Highway Department** – Planner Schleeper referred to his letter included in the packet, dated February 13, 2023. He noted that Chapter 110 will need to be amended to allow for public buildings in open space for the proposed structure to not count as a large lot subdivision of land. He noted that the access, per the Concept Plan map, is labelled as a Town road. Schleeper stated that this option may not be financially viable for a future developer, based upon the remaining cluster lot potential available. If, however, the Town seeks to connect STH 39, via Ashley Lane, to Legler Valley Road, this would be a logical location to do so. Access from STH 39 is controlled by the Wisconsin Department of Transportation. Acceleration and deceleration lanes may be required if access is granted by WisDOT. Green County Highway has the option to construct a private driveway if granted access by the State. Chair Narveson stated that the drive could be built to County road specifications: 12” of base with 4” of pavement with a width of 22’. There was no objection for Green County Highway to move forward with a draft certified survey map, submit a Natural Heritage Inventory application to the Wisconsin Department of Natural Resources, and

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check the Wisconsin Historical Society database. Planner Schleeper noted that the owner of the cell tower may have to relocate their access to STH 39 if WisDOT grants access to Green County Highway for the location they are proposing. Without objection, item 9 on the agenda will be addressed next.

9. **Update on Holmes Draft Final Plat** – Surveyor Talarczyk noted that he made changes to the Preliminary Plat that includes the strip easement for the buried gas utility, a map of slopes equal to or exceeding 20%, relocation of a possible future cul-de-sac bulb further south, and the adjustment of building envelopes. It was noted that the Plat has been submitted to the Village who has review authority of the subdivision, but not extraterritorial zoning authority. Schleeper and Talarczyk will work cooperatively to define a vision triangle across a portion of the southeast arc of Lot 6. Applicant Holmes asked whether to proceed with a perc test. Without objection, she should move forward with that. The name of the subdivision has yet to be determined.

Motion to recommend the approval of the Final Plat for applicant Carol Holmes by the Town Board, which includes the changes/additions discussed, was made by Commissioner Pernitz; second by Commissioner Elkins. Motion carried 6-0.

5. **Update from Ad-Hoc Subcommittee and Board Review of Ad-Hoc Recommendations**
  - a. Concept Plan of STH 39 property – Schleeper noted that the original split computation assumed 140 contiguous acres at date of the approval of the land division and subdivision ordinance. The remaining development has been recalculated based upon 137.9577 acres, which would preclude another large lot division. However, the original homesite, if part of a cluster division of property, would allow for the potential of four more cluster lots that are a minimum of 2.0 acres in size. Chair Narveson provided those in attendance with a brief report from the ad-hoc subcommittee. That body recommends relocating future public buildings away from STH 39 and to the west of the current driveway. After a Special Town Board meeting held on February 18, 2023, the Board members selected Joel Hedeman, First Weber, and Brian Jeglum, Century 21, to co-broker the marketing and sale of the buildings included in the farmette and 10.3 acres of land. If awarded the Knowles-Nelson Stewardship Grant, the Town could receive 50% of the appraised value of the 64-65 acres of land restricted to passive recreational use. There followed a brief discussion regarding an attempt to exchange property with or purchase property from a neighbor in order to relocate the current STH 39 access further to the west; that request was turned down. There was further discussion regarding a possible purchase or exchange of land with a property owner to the east for the Town to gain access from Legler Valley Road to the south.
  - b. Progress for Knowles-Nelson Stewardship Grant application – The public hearing to consider amendments to the 2022-2027 Comprehensive Outdoor Recreation Plan is scheduled for March 8, 2023 with the Town Board meeting to follow. Once the Concept Map has been finalized, Clerk-Treasurer Wright can provide that to appraisers who have shown interest in producing a narrative report for the Wisconsin DNR in order to establish the market value of the land restricted to passive recreational use.
6. **Update Regarding Natural Heritage Inventory (NHI) Determination by Wisconsin Department of Natural Resources and any Restrictions on the Development of the Hustad Valley Road Property Owned by Collin Legler** – Surveyor Talarczyk has not received a response from the Wisconsin DNR to date. Without objection, further discussion will be deferred until the March meeting.
7. **Municipal Buildings in Open Space Language Recommendations**
  - a. Add “municipal use” and/or “public use” to the definitions within 110-5 – Planner Schleeper introduced a draft ordinance to consider.



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- b. Open space definition: include specific public or municipal uses – See above.

Motion to recommend to the Town Board the approval of the ordinance to amend Chapter 110, as presented by Tim Schleeper, was made by Commissioner Freitag; second by Commissioner Pernitz. Motion carried 6-0.

There followed a discussion regarding §110-28 Partition Fences. Without objection, the proposed changes should be considered by the Board for now; the Plan Commission can revisit this Section at a later date.

8. **Clarification of Town Process for Development Potential Questions** – Without objection, discussion of this topic will be deferred until the March meeting.

9. **Adjourn**

Motion to adjourn by Commissioner Pernitz at 8:08 PM; second by Commissioner Elkins. Motion carried 6-0.

Approved:

\_\_\_\_\_  
John Wright, Clerk-Treasurer

DRAFT

**TOWN OF NEW GLARUS, WISCONSIN**  
**ORDINANCE NUMBER \_\_\_\_\_**  
**AN ORDINANCE TO ADOPT AMENDMENTS TO CHAPTER 110 OF**  
**THE TOWN OF NEW GLARUS CODE OF ORDINANCES**

WHEREAS, on \_\_\_\_\_ the Town of New Glarus Board voted to amend Chapter 110 Land Division and Subdivision, of the Town of New Glarus Code of Ordinances to amend §110-5 Definitions to insert Municipal Use and to amend Open Space; to modify §110-7 Land Suitability to include municipal uses; to modify §110-9 Hillside Protection to include municipal uses; §110-28 Partition Fences to include municipal use requirements; §110-34 Nonresidential Land Divisions to include municipal use requirements; §110-34 Nonresidential Land Divisions to include lot standards for Municipal Uses; §110-35 Normal and Cluster Density to define where Municipal Uses may be considered; and §110-39 Private Road Standards to add Municipal Use and Industrial use to requirements for road standards. The recommendations are as follows:

ARTICLE II. Definitions.

§110-5. Definitions.

Insert:

**“MUNICIPAL STRUCTURES**

Buildings used for support of a municipal use which are owned and operated by a Town, Village, County or School District.”

**“MUNICIPAL USE**

Uses of land by a Town, Village, County or School District to include, but not be limited to, active and passive recreation activities and structures, operation of facilities and structures for the maintenance of parks, natural areas, and roads, and other similar public or community uses.”

Amend:

**“OPEN SPACE**

The 85% or more of the existing parcel (or 91% of the original parcel in a Large Lot Division) that remains undeveloped or free of residential, industrial, or commercial structures. Permitted uses of open space are agriculture, recreation, passive recreation use, municipal use, and preservation of environmentally sensitive features.”

ARTICLE III. General Provisions

§110-7. Land suitability; protection of existing flora and areas of special interest.

A. Suitability.

Amend:

“(1) No land division shall be allowed for residential, commercial, municipal, or industrial use which is held unsuitable for such use by the Town Board for reason of flooding, inadequate drainage, unsuitable soil or rock formation, unfavorable topography, or any other feature likely to be harmful to the health, safety, or welfare of future residents of the community. The Town Board, in applying the provisions of this section, shall in writing recite the particular facts upon which it bases its conclusion that the land is not suitable for residential, commercial, municipal, or industrial use and afford the land divider an opportunity to present evidence regarding such unsuitability if the land divider so desires. Thereafter, the Town Board may affirm, modify, or withdraw its determination of unsuitability.”

§110-9. Hillside Protection.

Amend:

“No land division for residential, commercial, municipal, or industrial purposes shall be approved which would result in, or authorize a use or disturbance of land, including construction of private roads and driveways, on hillsides with a slope of 20% or more, unless the land divider has submitted and the Town Engineer and the Town Board have approved construction plans and specifications, including an erosion control plan. For purposes of this section, 20% means a vertical elevation differential of 10 feet in 50 horizontal feet, the horizontal distance being measured perpendicular to the slope.”

ARTICLE VI. Required Improvements

§110-28. Partition Fences

Amend:

“When land that is developed for residential, municipal, or commercial use and abuts upon or is adjacent to land used for agriculture, farming or grazing purposes, the land divider shall, if requested by adjacent landowners, erect, keep, and maintain partition fences, satisfying the requirements of the Wisconsin Statutes for a legal and sufficient fence, between such land and the adjacent land. A covenant binding the developer, its grantees, heirs, successors, and assigns to erect and maintain such fences, without cost to the adjoining property owners, so long as the land is used for agriculture, farming or grazing purposes, shall be included upon the face of the final plat or certified survey map. Land included in a major subdivision that requires partition fences under state statute 236.02 will be required to construct partition fencing as outlined in state statute 60.23. Details and specifications of these improvements will be included in the developer’s agreement (see 110.20) for the plat or certified survey.”

ARTICLE VII. Design Standards

§110-34. Nonresidential land divisions.

A. General.

Amend:

- (1) “If a proposed land division includes land that is zoned for commercial or industrial purposes, or will be used for a Municipal purpose, the layout of the land division with respect to such land shall make such provisions as the Town may require.”
- (2) “A nonresidential land division, or Municipal Use lands, shall also be subject to all the requirements of site plan approval set forth in the Town Building Code. A nonresidential land division shall be subject to all the requirements of this chapter as well as such additional standards required by the Town and shall conform to the proposed land use standards established by any Town Master, Land Use Plan, the Green County Zoning Code, or ETZ Ordinance as applicable.”

B. Standards

Amend:

- (5) “Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial land divisions, and land used for municipal purposes, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for permanently landscaped buffer strips when necessary.”

ARTICLE VIII. Development Density

§110-35. Normal and cluster Density

Insert:

- C.1 “Municipal Use in areas of normal or cluster density does not consume a building site and may occur in open space.”

ARTICLE IX. Variances, Enforcement

§110-39. Private Road Standards

Amend:

- D. “Commercial, Industrial and Municipal Use enterprises along a private road should be counted the same as a residence for the purposes outlined above.”

NOW, THEREFORE, BE IT RESOLVED

that the foregoing amendments to the Town of New Glarus Land Division and Subdivision Code were adopted at a regular meeting of the Town Board of New Glarus on \_\_\_\_\_.

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Amendment Adopted: \_\_\_\_\_

Posted: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Narveson, Town Chair

Attested: \_\_\_\_\_  
John Wright, Town Clerk-Treasurer