

TOWN OF NEW GLARUS

ANNUAL MEETING WEDNESDAY, APRIL 19, 2023 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 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 Member(s)
6. Consider Replacing the Caucus System to Determine Candidates for Town Board with Nomination Papers Filed with the Town Clerk
7. Updates Regarding W6599 CTH 39 Property
 - a) Marketing of buildings and 10.3 acres of land for sale
 - b) Planned submission of Knowles-Nelson Stewardship Grant
8. Old Business
9. New Business
10. 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

Published: 4/13/2023

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.

Town of New Glarus
ANNUAL TOWN MEETING
WEDNESDAY, APRIL 20, 2022
MINUTES

Qualified Town Residents Attending: Chris Narveson (Chair), Robert Elkins, Jim Hoesly, Troy Pauli, Craig Galhouse, Kelly Ruschman, and Harry Pulliam (arrived at 6:05 PM)

Non-Residents Attending: John Wright: Town Clerk-Treasurer, and Tara Bast, Audit Partner with Johnson Block (departed at 6:35 PM)

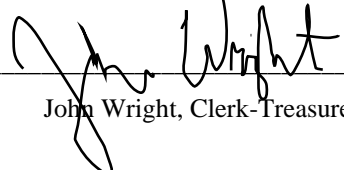
1. **Call to Order** – Chair Narveson called the meeting to order at 6:00 PM.
2. **Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Present 2021 Annual Meeting Minutes** – Chair Narveson noted that the minutes from the April 20, 2021 meeting were approved by the Town Board at their May 12, 2021 meeting. No one in attendance had any objection to the minutes, as presented.
4. **Financial Report Presentation** – Tara Bast reported that she and an assistant reviewed 2021 financial records and reports at the Town Hall office on April 1, 2022. Bast introduced the Town of New Glarus Financial Statement Overview for 2021. She noted that half of the ARPA funds have been received to date which is reported as a grant advance; this has not been spent or assigned. The current percent of unassigned fund balance to next year's budget is 21.57%; this is within the 15-25% range that is recommended. There followed a brief discussion that the Final Rule from the U.S. Department of Treasury was broadened to include use of the ARPA grant funds for governmental services that include infrastructure. Because the Town's distribution is less than \$10 million, Bast recommends taking the standard allowance and reporting that the entire allocation will be used. Resident Jim Hoesly, N8982 Old Madison Road, recommended spending the ARPA funds on a legacy project such as the purchase of land for a new public works facility. Bast noted that 2024 is the deadline to obligate the funds and 2026 is the deadline to have spent the allocation.
5. **Introduce Town Board Supervisors Elected on April 5, 2022** – Chair Narveson publicly thanked the incumbent supervisors, Robert Elkins and Jim Hoesly, who were present this evening who were re-elected. Both have already been administered their oath of office for 2-year terms ending in 2024. The newly appointed Parks Commission member Kelly Ruschman was also in attendance; his partial term is set to expire on June 30, 2025.
6. **Old Business** – Clerk-Treasurer Wright provided those in attendance with actions allowed by the qualified electorate at the Annual Meeting per Wisconsin Statutes and the definition of a qualified elector.
7. **New Business** – Chair Narveson announced that an updated Needs Study is under way in preparation for revisions to the Impact Fee Ordinance. He described those portions of the Town Code to be updated this year. 2022 is a revaluation year. Assessor Deirdre Vanko of Associated Appraisal anticipates that field work will conclude in August, that Open Book will be conducted in September, with the Board of Review (BOR) in October. The BOR is required to Meet to Adjourn to a later date within the 45-day period no later than June 8, 2022. Two members have taken the necessary training this year to ensure that the BOR is compliant with standards effective January 1, 2022 that require at least one member receive training in the same year as the BOR is held. Wright has taken the training this year as well and will serve as the Clerk of the BOR. Wright noted that the Town has not adopted a policy to issue a waiver to the BOR for a direct appeal to Circuit Court; a waiver can be requested by the complainant or their agent, the BOR, or the assessor.

A motion by Troy Pauli, W6542 Pioneer Road, was made to schedule the 2023 Annual Town Meeting on Wednesday, April 26, 2023 at 6:00 PM which within the 10 days after the third Tuesday prescribed and allowed by Wisconsin Statutes; second by Jim Hoesly, N8952 Old Madison Road. Motion carried.

Harry Pulliam, W5170 County Road W, reported that 42 surveys have been received in support of the updated Town Comprehensive Outdoor Recreation Plan (CORP). There followed a brief discussion regarding the CORP survey and an amendment to the future proposed trail map. There was a brief discussion regarding UTV/ATV activity and permissions for their use on public roads and/or trails in surrounding communities and possibly adding a non-binding referendum question on a future ballot.

8. **Adjourn** – Motion to adjourn made by Robert Elkins, W5270 CTH W; second by Troy Pauli. Meeting adjourned at 7:30 PM.

Approved: May 11, 2022



John Wright, Clerk-Treasurer

TOWN OF NEW GLARUS
FINANCIAL STATEMENT OVERVIEW
For the Year Ended December 31, 2022



9701 Brader Way, Suite 202
Middleton, Wisconsin
(608) 274-2002

Town Annual Meeting Requirements

- Annual Financial Statements – required per Section 60.41 of State Statutes.
 - Statement of financial condition (Balance Sheet)
 - Previous year’s revenues and expenditures (Statement of Revenues and Expenditures)
 - Current Indebtedness of the Town (Included in Audit Report and this Summary)

2022 AUDIT OVERVIEW

Content of Audit Report

- Independent Auditor’s Report – Our Report is Unmodified (Draft)
- Government-Wide Financial Statements
 - Report Governmental Activities
 - Full-accrual basis of accounting
 - Governmental Fund Financial Statements identified below are converted
- Fund Financial Statements
 - Contains financial statements of the General Fund
 - Measure resources available for current use
 - Major differences in accounting
 - Debt (Proceeds and Expenditures in governmental funds vs long term obligation)
 - Capital Assets (Long-term Asset vs. Expenditure)
- Notes to the Financial statements
 - Contains Summary of Significant Accounting Policies
 - Footnotes related to Significant Financial Statement Accounts (Cash, Capital Assets, Debt, Fund Balance)
- Required Supplementary Information (RSI) and Supplementary Information (SI)
 - Budget to actual schedules
 - Wisconsin Retirement Systems schedules
 - Schedule of debt service payments

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TOWN OF NEW GLARUS
2022 Financial Statement Highlights

	2022	2021
General Fund		
Assets		
Cash	\$ 1,425,515	\$ 1,237,963
Taxes Receivable	504,676	491,262
Other Assets	104,385	33,727
Total Assets	\$ 2,034,576	\$ 1,762,952
Liabilities, Deferred Inflows and Fund Balance		
Current Liabilities	\$ 51,258	\$ 90,458
Grant Advance - ARPA	144,966	72,483
Total Liabilities	196,224	162,941
Tax Levy	998,652	959,965
Total Deferred inflows	998,652	959,965
Total Fund Balance	839,700	640,046
Total Liabilities, Deferred Inflows and Fund Balance	\$ 2,034,576	\$ 1,762,952
Summary of General Fund Balance		
Nonspendable	\$ 93,077	\$ 31,042
Restricted	147,138	121,617
Committed	71,458	60,455
Assigned	384,048	147,364
Unassigned	143,979	279,568
	\$ 839,700	\$ 640,046
Unassigned general fund balance	\$ 143,979	\$ 279,568
Subsequent year general fund budget (original)	\$ 1,199,826	\$ 1,300,825
Percent of unassigned fund balance to next year's budget - Total	12.00%	21.49%
Percent of unassigned fund balance to next year's budget - No Capital	12.16%	24.12%
Summarized Income Statement		
	2022 Budget	2022 Actual
Revenues	\$ 1,173,142	\$ 1,384,500
Expenditures	1,199,826	2,735,119
Other financing sources (uses)	-	1,550,273
Net change in fund balance	\$ (26,684)	\$ 199,654

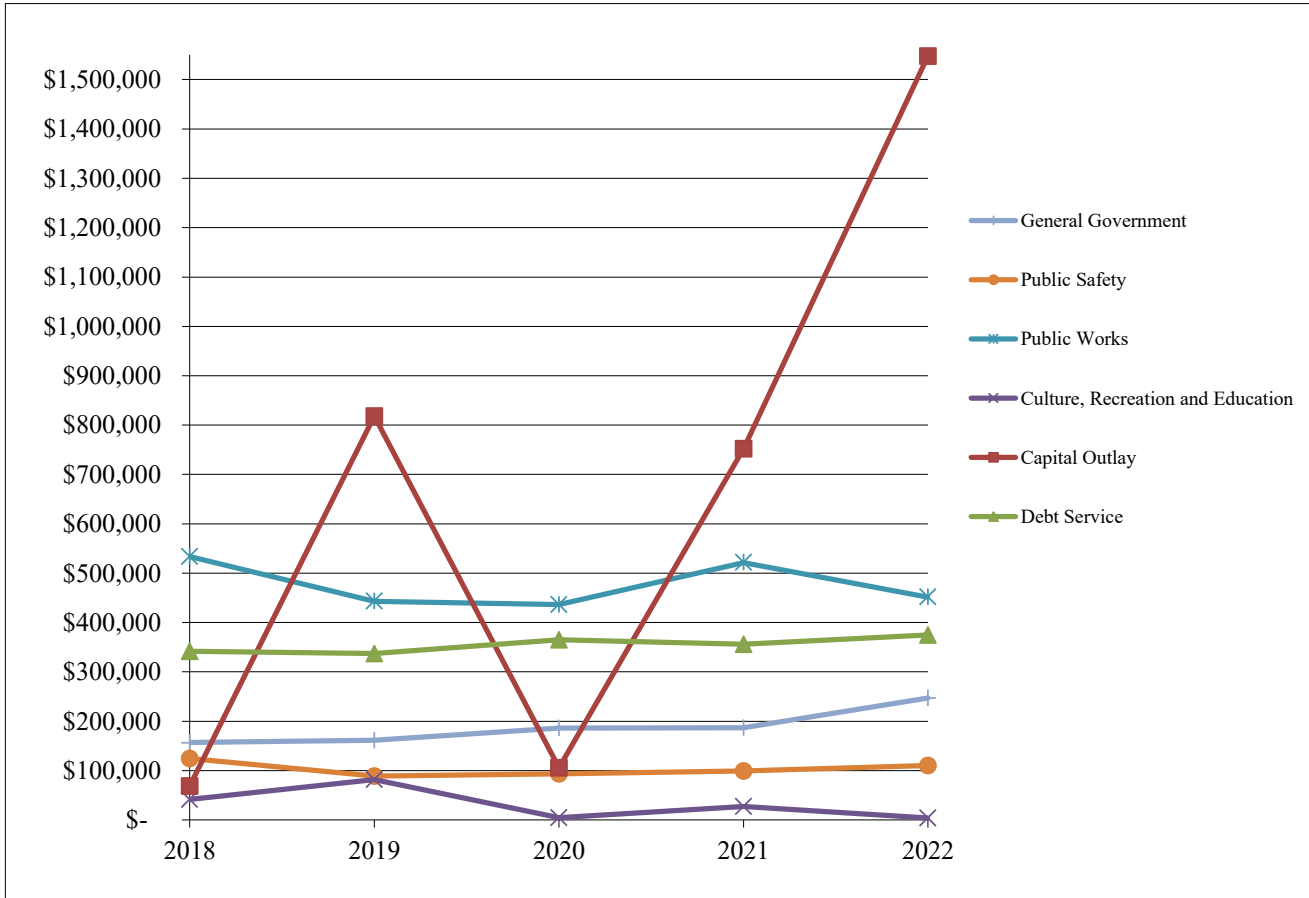
TOWN OF NEW GLARUS
2022 Financial Statement Highlights
General Fund Budget to Actual Comparison

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	\$ 849,781	\$ 849,781	\$ 849,811	\$ 30
Other Taxes	-	-	2,498	2,498
Intergovernmental	250,269	250,269	340,317	90,048
License and Permits	15,337	29,585	52,112	22,527
Public Charges for Services	110,560	110,560	108,805	(1,755)
Interest Income	3,000	3,000	7,114	4,114
Miscellaneous Income	-	-	23,843	23,843
Total Revenues	<u>1,228,947</u>	<u>1,243,195</u>	<u>1,384,500</u>	<u>141,305</u>
EXPENDITURES				
Current:				
General Government	211,627	211,627	247,286	(35,659)
Public Safety	105,862	105,862	110,006	(4,144)
Public Works	451,384	451,384	451,585	(201)
Culture, Recreation and Education	15,000	15,000	4,005	10,995
Capital Outlay	141,952	356,200	1,547,237	(1,191,037)
Debt Service				
Principal Repayment	333,940	333,940	333,965	(25)
Interest Expense	41,060	41,060	41,035	25
Total Expenditures	<u>1,300,825</u>	<u>1,515,073</u>	<u>2,735,119</u>	<u>(1,220,046)</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(71,878)</u>	<u>(271,878)</u>	<u>(1,350,619)</u>	<u>(1,078,741)</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from Long-Term Debt	-	200,000	1,550,273	1,350,273
Total Other Financing Sources and Uses	<u>-</u>	<u>200,000</u>	<u>1,550,273</u>	<u>1,350,273</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources	<u>(71,878)</u>	<u>(71,878)</u>	<u>199,654</u>	<u>271,532</u>
Net Change in Fund Balances	<u>(71,878)</u>	<u>(71,878)</u>	<u>199,654</u>	<u>271,532</u>
Fund Balances - Beginning	<u>640,046</u>	<u>640,046</u>	<u>640,046</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 568,168</u>	<u>\$ 568,168</u>	<u>\$ 839,700</u>	<u>\$ 271,532</u>

Detail of General Fund Balance

Nonspendable	
Prepaid Expenses	\$ 93,077
Total Nonspendable Fund Balance	<u>\$ 93,077</u>
Restricted	
Impact Fees	\$ 147,138
Total Restricted Fund Balance	<u>\$ 147,138</u>
Committed	
Community Partnership Sinking Funds	\$ 7,346
Town Park/Trail Sinking Funds	64,112
Total Committed Fund Balance	<u>\$ 71,458</u>
Assigned	
Road Work	\$ 20,000
Fire/EMS Capital	60,000
Equipment Purchases	71,864
Library Capital	40,000
Town Hall Painting and Upgrades	15,500
Debt Service	150,000
Subsequent Budget Use of Reserves	26,684
Total Assigned Fund Balance	<u>\$ 384,048</u>
Unassigned Fund Balance	<u>\$ 143,979</u>
Total Fund Balance	<u>\$ 839,700</u>

TOWN OF NEW GLARUS
General Fund Expenditures
Actual 2018-2022

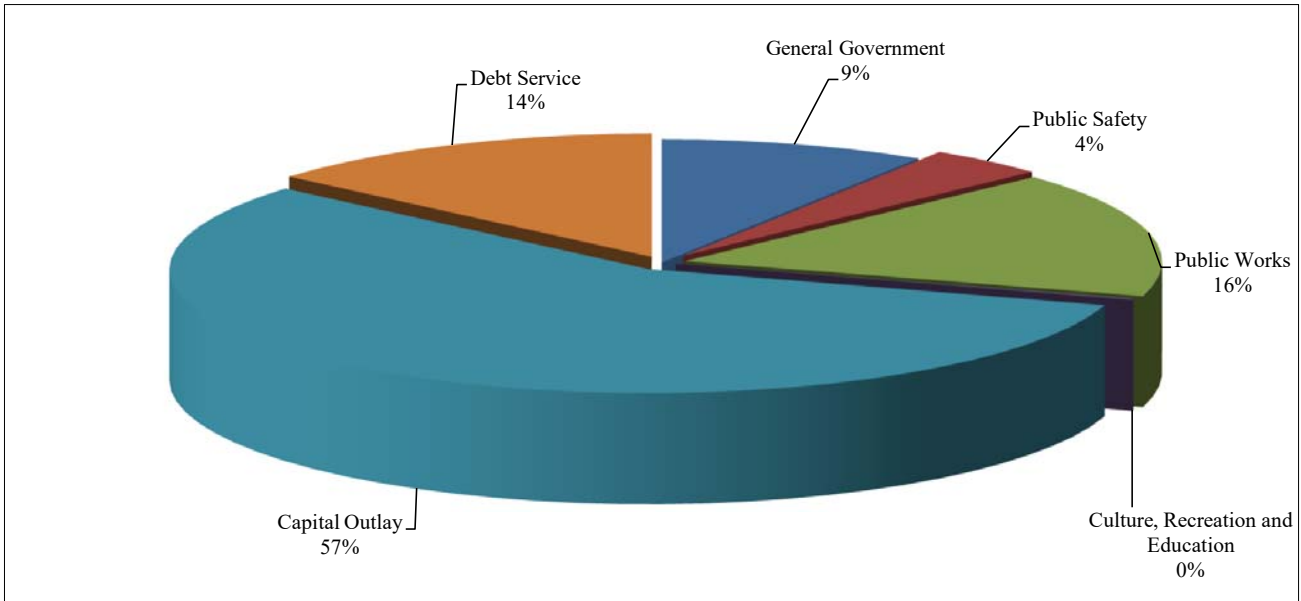


	2018	2019	2020	2021	2022
General Government	\$ 156,528	\$ 161,212	\$ 186,263	\$ 186,766	\$ 247,286
Public Safety	124,437	88,797	93,633	99,053	110,006
Public Works	533,471	443,162	436,255	521,578	451,585
Culture, Recreation and Education	41,661	81,732	4,789	27,197	4,005
Capital Outlay	68,631	818,330	105,849	751,856	1,547,237
Debt Service	341,955	337,000	365,186	355,815	375,000
Totals	\$ 1,266,683	\$ 1,930,233	\$ 1,191,975	\$ 1,942,265	\$ 2,735,119

TOWN OF NEW GLARUS

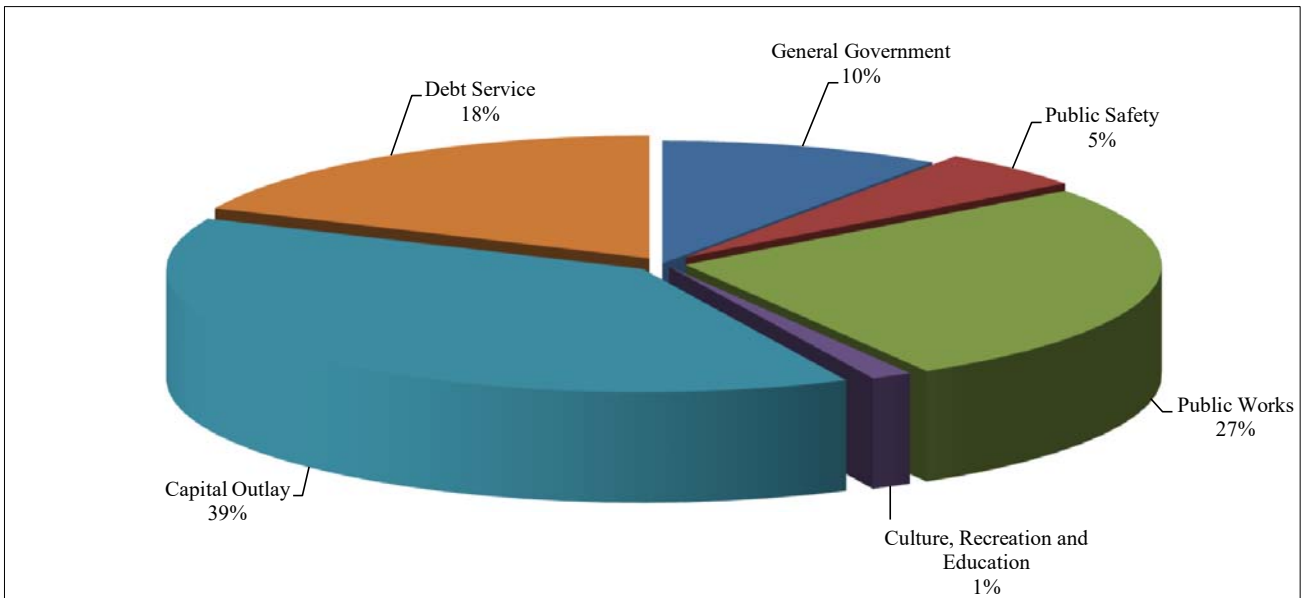
2022 General Fund

Total Expenditures: \$2,735,119



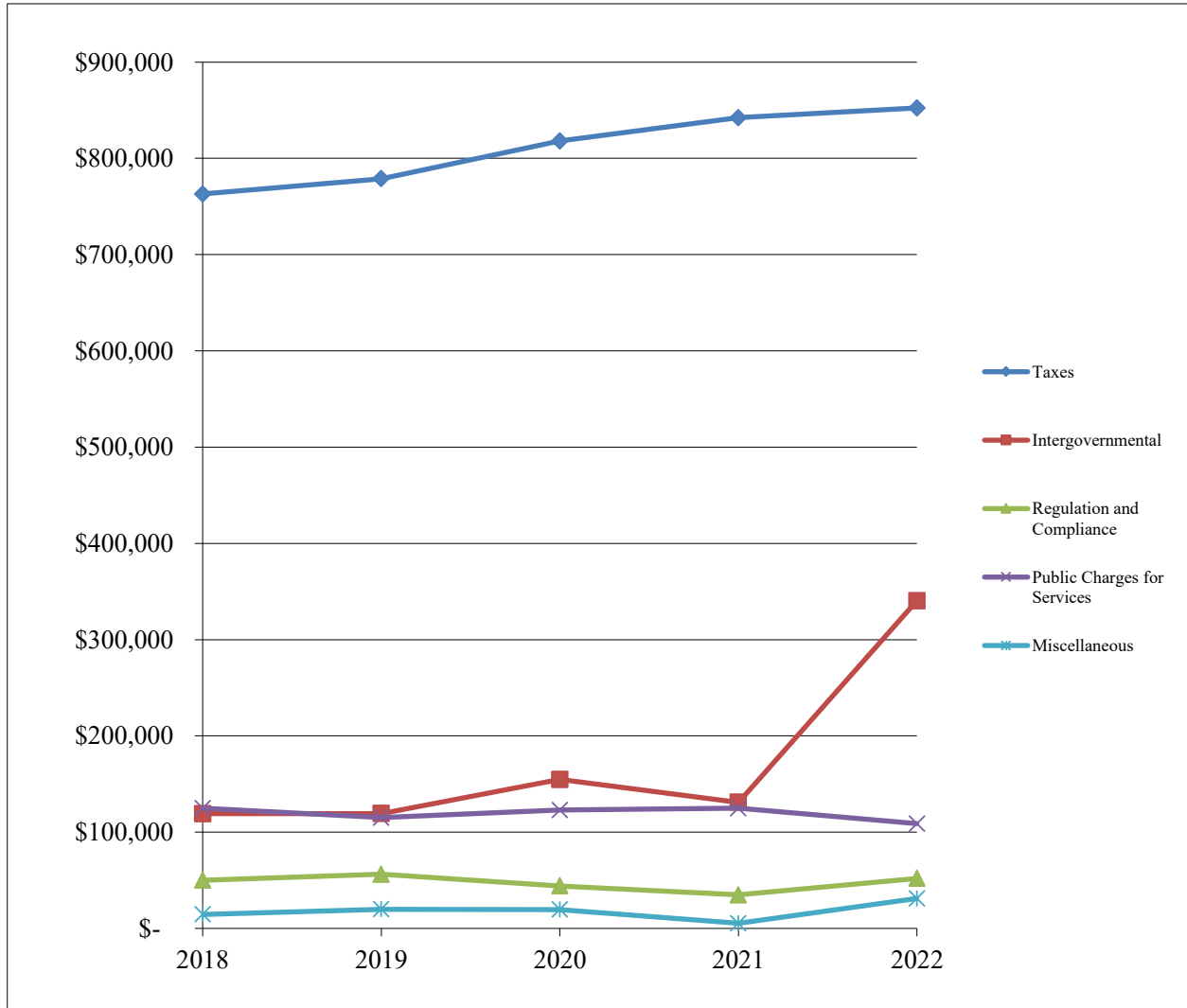
2021 General Fund

Total Expenditures: \$1,942,265



TOWN OF NEW GLARUS
General Fund Revenues

Actual 2018-2022

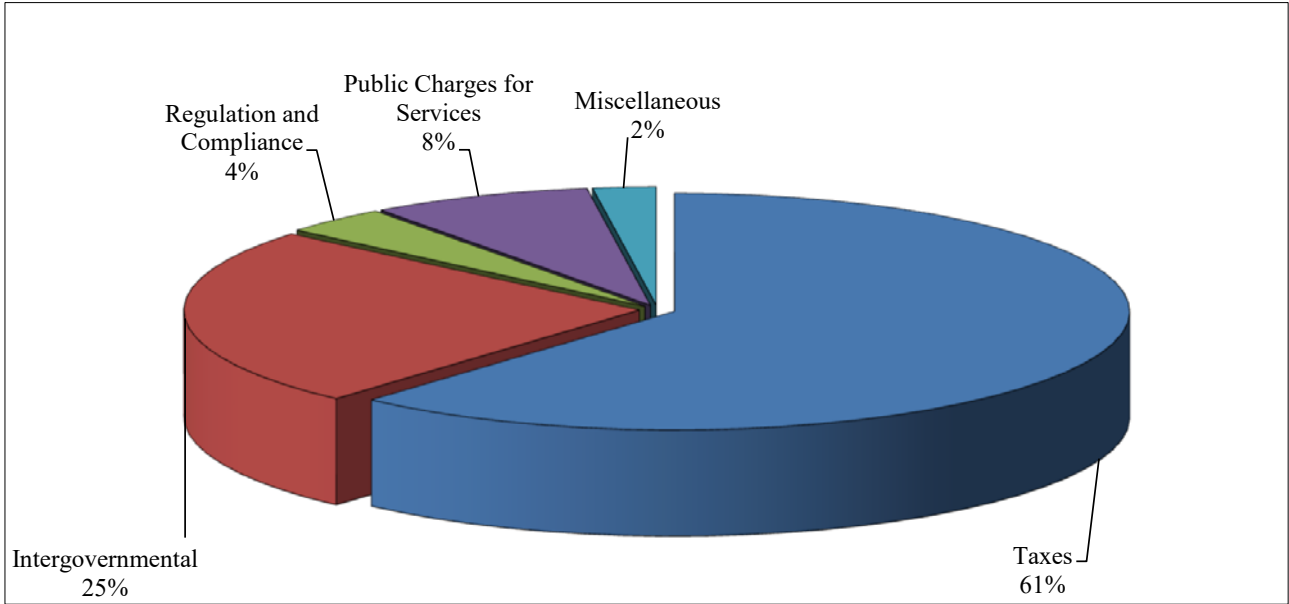


	2018	2019	2020	2021	2022
Taxes	\$ 762,928	\$ 778,818	\$ 818,078	\$ 842,225	\$ 852,309
Intergovernmental	119,181	119,380	154,733	131,008	340,317
Regulation and Compliance	50,024	56,153	44,124	34,774	52,112
Public Charges for Services	124,841	115,105	122,918	124,891	108,805
Miscellaneous	14,655	19,836	19,568	5,246	30,957
Totals	\$ 1,071,629	\$ 1,089,292	\$ 1,159,421	\$ 1,138,144	\$ 1,384,500

TOWN OF NEW GLARUS

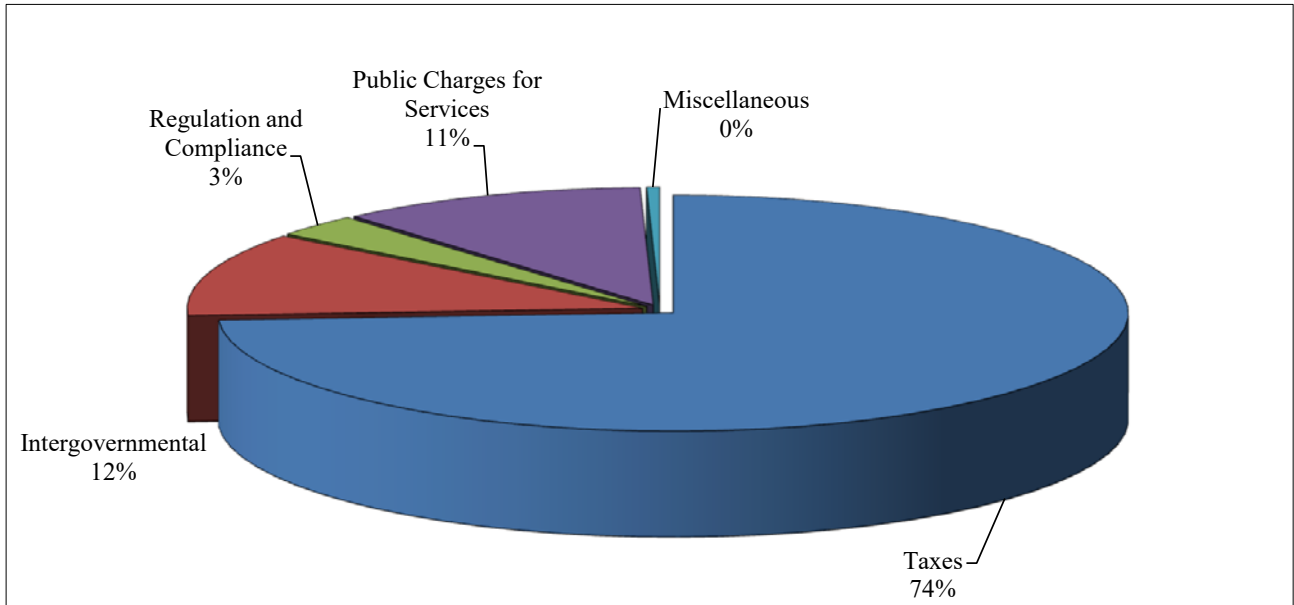
2022 General Fund Revenues

Total Revenues: \$1,384,500



2021 General Fund Revenues

Total Revenues: \$1,138,144



TOWN OF NEW GLARUS
2022 Financial Statement Highlights (Continued)
DEBT ANALYSIS

General Obligation Debt

	2022	2021
Outstanding General Obligation (G.O.) Debt December 31	\$ 3,270,767	\$ 2,054,459
<u>Total G.O. Debt Capacity December 31</u>	<u>\$ 12,881,410</u>	<u>\$ 10,817,605</u>
Capacity Used	25.39%	18.99%

Debt Principal and Interest Payments to Maturity

Year	Principal	Interest	Total
2023	\$ 357,713	\$ 103,837	\$ 461,550
2024	365,023	95,029	460,052
2025	372,675	87,210	459,885
2026	380,396	79,489	459,885
2027	401,003	71,604	472,607
2028-2032	1,393,957	270,137	1,664,094
Total	<u>\$ 3,270,767</u>	<u>\$ 707,306</u>	<u>\$ 3,978,073</u>

FUND BALANCE ANALYSIS

Next Year's Budget (Total Budget) \$ 1,199,826

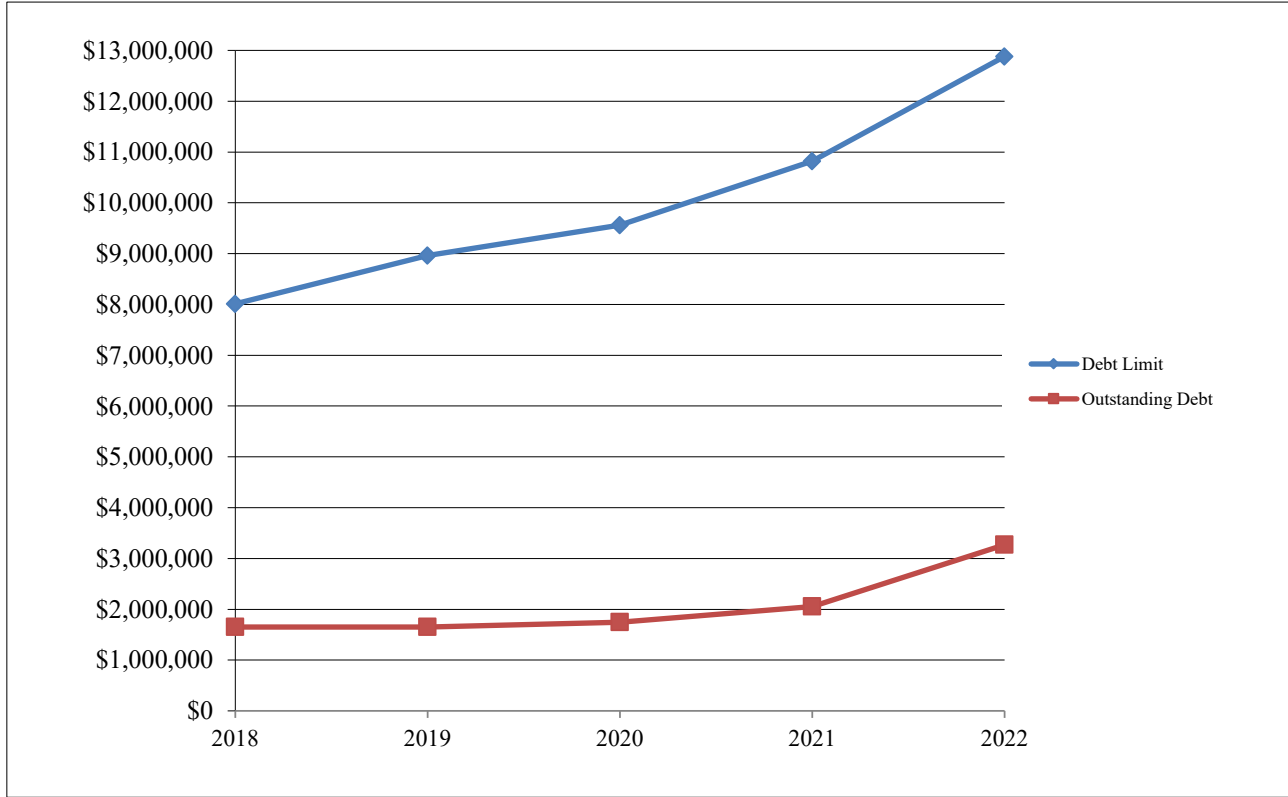
Analysis of ending fund balance compared to 2021 TOTAL BUDGET

Unassigned Fund Balance at December 31, 2022	\$ 143,979
Current unassigned fund balance as % of budget	12%
15% of 2023 budget would be	180,000
Current excess of fund balance over 15%	(36,021)
20% of 2023 budget would be	240,000
Current excess of fund balance over 20%	(96,021)
25% of 2023 budget would be	300,000
Current shortfall of fund balance over 25%	(156,021)

Note: unassigned fund balance as a percent has decreased but more has been allocated to assigned fund balance for future expenditures.

TOWN OF NEW GLARUS

**G. O. Debt vs. Capacity
Actual 2018-2022**



	2018	2019	2020	2021	2022
Debt Limit	\$ 8,011,180	\$ 8,961,120	\$ 9,562,075	\$ 10,817,605	\$ 12,881,410
Outstanding Debt	1,651,590	1,651,590	1,746,913	2,054,459	3,270,767
Difference	\$ 6,359,590	\$ 7,309,530	\$ 7,815,162	\$ 8,763,146	\$ 9,610,643
% Available	79.38%	81.57%	81.73%	81.01%	74.61%
Equalized Value	\$ 160,223,600	\$ 179,222,400	\$ 191,241,500	\$ 216,352,100	\$ 257,628,200
Growth		\$ 18,998,800	\$ 12,019,100	\$ 25,110,600	\$ 41,276,100
% Growth		11.86%	6.71%	13.13%	19.08%

CERTIFICATE OF ELECTION

STATE OF WISCONSIN

Town of New Glarus

(insert issuing authority)

} ss.

I, John Wright, Clerk-Treasurer

(insert name and title of person issuing certificate)

of the Town of New Glarus, of the State of Wisconsin, certify that

(agency or municipality)

Chris Narveson

(insert name of elected person)

as appears from the official canvass of the votes cast at a Spring

(insert type of election)

Election held in Town of New Glarus, Green County, Wisconsin, on

(county or municipality)

04/04/2023

(insert date of election)

, was duly elected

Chair of the Town of New Glarus Board

(insert title of office to which elected)

to hold office for a 2-year term, commencing on April 18, 2023,

(insert length of term)

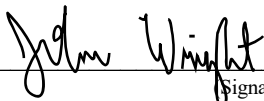
(insert first day of term)

and ending on April 14, 2025.

(insert last day of term)

IN TESTIMONY WHEREOF,

I have set my hand and affixed the Seal of
the Town of New Glarus, this 10th day
of April, 2023.



(Signature)

Clerk-Treasurer

(Title)

Town of New Glarus

(Agency)

CERTIFICATE OF ELECTION

STATE OF WISCONSIN

Town of New Glarus

(insert issuing authority)

} ss.

I, John Wright, Clerk-Treasurer

(insert name and title of person issuing certificate)

of the Town of New Glarus, of the State of Wisconsin, certify that

(agency or municipality)

Matt Streiff

(insert name of elected person)

as appears from the official canvass of the votes cast at a Spring

(insert type of election)

Election held in Town of New Glarus, Green County, Wisconsin, on

(county or municipality)

04/04/2023

(insert date of election)

, was duly elected

1st Supervisor of the Town of New Glarus Board

(insert title of office to which elected)

to hold office for a 2-year term, commencing on April 18, 2023

(insert length of term)

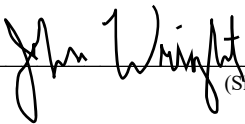
(insert first day of term)

and ending on April 14, 2025

(insert last day of term)

IN TESTIMONY WHEREOF,

I have set my hand and affixed the Seal of
the Town of New Glarus, this 10th day
of April, 2023.


(Signature)

Clerk-Treasurer

(Title)

Town of New Glarus

(Agency)

CERTIFICATE OF ELECTION

STATE OF WISCONSIN

Town of New Glarus

(insert issuing authority)

} ss.

I, John Wright, Clerk-Treasurer

(insert name and title of person issuing certificate)

of the Town of New Glarus, of the State of Wisconsin, certify that

(agency or municipality)

Troy Pauli

(insert name of elected person)

as appears from the official canvass of the votes cast at a Spring

(insert type of election)

Election held in Town of New Glarus, Green County, Wisconsin, on

(county or municipality)

04/04/2023

(insert date of election)

, was duly elected

2nd Supervisor of the Town of New Glarus Board

(insert title of office to which elected)

to hold office for a 2-year term, commencing on April 18, 2023

(insert length of term)

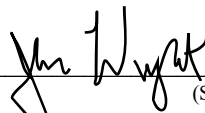
(insert first day of term)

and ending on April 14, 2025

(insert last day of term)

IN TESTIMONY WHEREOF,

I have set my hand and affixed the Seal of
the Town of New Glarus, this 10th day
of April, 2023.



(Signature)

Clerk-Treasurer

(Title)

Town of New Glarus

(Agency)

The Town Caucus Method versus Filing Nomination Papers for Town Board Positions

The Caucus Method. The caucus is a method that may be used by towns and villages for nominating candidates to be placed on the Spring Election ballot. The caucus is open to the public, but only qualified electors of the municipality may nominate and vote for candidates. A person is not required to be a registered voter in order to participate in the caucus.

There is no spring primary for town or village offices when candidates are nominated by caucus. The caucus must be held between January 2 and January 21 each year.

There are three primary documents that must be filed by the deadline for a candidate to gain a place on the ballot using the caucus method:

Declaration of Candidacy (EL-162) Wis. Stat. § 8.21 The declaration of candidacy provides important candidate information to the filing officer. When filling out a declaration of candidacy, candidates are required to include their name, home address, their name as it will appear on the ballot, and the office for which they are a candidate. Please note that titles such as PhD, MD, etc. are not allowed in the name on ballot section. The name of the office being sought must be accurate and include any district, branch, or seat number, if applicable.

Prior to, or at the time of, submitting a declaration of candidacy to the Town Clerk, candidates must get the form notarized. When the candidate is ready to submit the declaration of candidacy, the original physical copy is hand-delivered or sent to the Town Clerk. An electronic copy of the form is acceptable only if it is followed by the physical copy and received by the Town Clerk on or prior to the date of the filing deadline. If any candidate information changes throughout the election period, such as a name or address change, the declaration can be amended by contacting the Town Clerk and submitting an amended form.

Campaign Registration Statement (CF-1) Wis. Stat. § 11.0202(1)(a), Wis. Stat. §§ 8.10(5), 8.15(4)(b), 8.20(6) A campaign registration statement is required to be filed with the Wisconsin Ethics Commission for state offices, and this form is filed online. For local offices, the statement must be filed with the appropriate filing officer. For questions related to the CF-1 or campaign finance, please contact the Wisconsin Ethics Commission at 608-266-8123 or the local filing officer.

Statement of Economic Interest (SEI) Wis. Stat. § 19.43(4), Wis. Stat. §§ 8.10(5), 8.15(4)(b), 8.20(6) For some state and local level offices candidates must file a statement of economic interest. Where applicable, this form is filed online with the Wisconsin Ethics Commission or the appropriate filing officer. For questions related to a Statement of Economic Interest, please contact the Wisconsin Ethics Commission at 608-266-8123.

Alternate to the Caucus Method. The above three documents must be submitted to the Town Clerk in addition to nomination papers.

Nomination Papers (EL-168, EL-169) Wis. Stat. § 8.10(2), (3), Wis. Stat. § 8.15, Wis. Admin Code § EL 2.05 With the exception of locations where caucuses are held, all candidates seeking elected office in Wisconsin must submit nomination papers as part of the ballot access process. To successfully complete nomination papers, candidates circulate signature petitions and collect at least signatures, as required by law, from qualified electors residing in the jurisdiction they wish to serve. The period of circulation for an April election begins on December 1 and ends on the first Tuesday in January.

The Town Caucus Method versus Filing Nomination Papers for Town Board Positions

Determining Sufficiency Wis. Admin Code § EL 2.05 After candidates submit their nomination papers to the Town Clerk, they will be reviewed for sufficiency. The Town Clerk will review all headers, signatures, and circulator information to determine a final count of sufficient signatures. In their review, the Town Clerk will examine addresses and municipalities to ensure that they are in the Town. The Town Clerk must also confirm that all dates written by signers are both within the circulation period and prior to or on the date which the circulator signed the certification. Signatures that are deemed insufficient are struck and deducted from the total number of signatures submitted. Any insufficient information, such as incorrectly dated signatures or inaccurate circulator information can be corrected with a correcting affidavit for up to 3 days after the filing deadline. Wis. Admin. Code § EL 2.05(4). The filing deadline is the first Tuesday in January for offices to be elected in April. Wis. Stat. § 8.10(2)(a). For offices to be elected in November, the filing deadline is June 1. Wis. Stat. § 8.15(1).

If there are more than two candidates who have filed nomination papers for a given Town Board position, then those candidates will be placed on the Spring Primary ballot to reduce the number to two.

(Nomination Paper Template/Guide – Voter Facing)

The attached samples and guides are intended to assist candidates in ensuring nomination papers contain all required information so that signatures are not struck and that they can achieve ballot access by submitting the required number of signatures necessary per statute.

The attached samples and guides are not a substitute for reading and understanding the statutory and administrative code provisions that govern nomination papers. “Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, signed and filed in compliance with statutory and other legal requirements.” Wis. Admin. Code EL § 2.05(1).

The requirements and standards related to nomination papers, sufficiency of information contained on nomination papers and reasons the sufficiency of nomination paper could be challenged are governed generally by Wis. Stat. ch. 8 and Wis. Admin Code Ch. EL 2.

- Wis. Stat. § 8.10 governs the requirements for non-partisan nomination papers for elections generally in the spring
- Wis. Stat. § 8.15 governs the requirements for partisan nomination papers for election generally in the fall
- Wis. Stat. § 8.20 governs the requirements for nomination papers of independent candidates
- Wis. Admin. Code EL § 2.05 outlines the “Treatment and sufficiency of nomination papers.”
- Wis. Admin. Code EL § 2.07 outlines the process that an individual would take to challenge the sufficiency of a candidate’s nomination papers, and reasons why a nomination paper could be challenged and how those challenges are handled.

For additional questions, please contact the Wisconsin Elections Commission at (608)261-2028 or elections@wi.gov.

Sample Nomination Paper Header for Partisan Office

NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. 1 Jill Jones		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 2 123 Main St.		Candidate's municipality for voting purposes (required). <input checked="" type="checkbox"/> Town of 3 Westport <input type="checkbox"/> Village of <input type="checkbox"/> City of (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) 4 123 Main St. Madison		State (required) WI	Zip code 5 53712	Type of election (required) <input checked="" type="checkbox"/> general 6 <input type="checkbox"/> special	General Election date (required) Mo/Day/Year 7 11/03/2020
Title of office (required) 9 Representative to the Assembly – 79 th District		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number 79 10 <input type="checkbox"/> Jurisdiction (county)		Name of Jurisdiction or district in which candidate seeks office (required) 11 Wisconsin's 79 th Assembly District	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.				
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no)	Municipality of Residence Check the type and write the name of your municipality for voting purposes <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____, certify: I reside at _____.

(Name of circulator)

(Circulator's residential address - Include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

(Date)

(Signature of circulator)

Page No.

1. Insert your name with no titles.
2. Insert your voting address without the municipality.
3. Insert your voting municipality and check off the type of municipality (town, village, or city).
4. If your mailing address is different, such as you have a PO Box or your mailing municipality is different than your voting municipality, insert it here. Examples include: PO Box 987 Middleton, 567 First St.
5. Enter your zip code.
6. Check off the type of election.
7. Enter the date of the election. Do not put the primary date.
8. Enter your party name here. Examples include Democratic Party or Republican Party. You may enter your own party/statement of principle.
9. Enter the title of office. Examples include State Senator, United States Senate, and County Clerk.
10. If applicable, check off the District and enter the number or check off the jurisdiction and enter the county name.
11. Enter the whole jurisdiction or district here. Examples include Wisconsin State Senate District 7, Green County, and Congressional District 2.

Sample Completed Nomination Paper

NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (required); no titles may be used. David Smith		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number, box number (if rural route); and name of street or road 111 Lake St.		Candidate's municipality for voting purposes (required). <input type="checkbox"/> Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of Sister Bay <small>(name of municipality)</small>	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) PO Box 12345 Sister Bav		State (required) WI	Zip code 54235	Type of election (required) <input checked="" type="checkbox"/> general <input type="checkbox"/> special	General Election date (required) Mo/Day/Year 11/03/2020
Title of office (required) State Senator – 1st District		District or Jurisdiction (required if applicable) <input checked="" type="checkbox"/> District number 1 <input type="checkbox"/> Jurisdiction (county)		Name of jurisdiction or district in which candidate seeks office (required) Wisconsin's 1st State Senate District	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate representing the party or statement of principle indicated above, so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no)	Municipality of Residence Check the type and write the name of your municipality for voting purposes	Date of Signing Mo/Day/Year
1. Rich Ridecky	Rich Ridecky	9494 Second St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sis Bay	5/1/2020
2. David Smith	D. Smith	111 Lake St.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City " "	
3. Aaron Hoog	Aaron Hoog	Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020
4. Cory Davis	Cory Davis	9423 2 nd St. Sister Bay	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	5/1/2020
5. Ryan Wontman	Ryan Wontman	1949 2 nd St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020
6. Robby	Robby W.	1848 Third St.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sister Bay	5/1/2020
7. Ally Cowley	Ally Cowley	212 E. Washington	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Madison	5/1/2020
8. Brittany Hallson	Brittany Hallson	789 River Ave.	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Egg Harbor	5/5/2020
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

I, Diana Lowry, certify: I reside at 9090 Elections Ln. Wausau, WI
(Name of circulator) (Circulator's residential address - Include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

5/1/2020

(Date)

D. Lowry

(Signature of circulator)

Page No. 1

Nomination Paper Line Number

1. Acceptable. Well-known acronyms are acceptable for municipalities. The checkmark for Town, Village, or City is not required.
2. Acceptable. If the date above and below the name is acceptable, it can be "bracketed" in and accepted. Ditto marks are acceptable.
3. Unacceptable. Does not list the house number in the address.
4. Acceptable. If the information is contained on the line, it can be moved over. Sister Bay is in the address portion, so this is acceptable.
5. Unacceptable. No signature.
6. Unacceptable. The voter does not list their last name.
7. Unacceptable. The voter lives out of the 1st State Senate District.
8. Unacceptable. The voter signed after the date of the circulator certification.



Legend

- Hayes Property Extents
- Town Land
- Dedicated Parkland
- Farmette
- Access
- Streams



Document Path: M:\New Glarus, Town of\220345_Hayes Property Services\Knowles\Nelson\Stewardship\Grant\3_DATA\GIS\WXDs\EDITED\HayesConcept6.mxd

Hayes Concept Version 6

Town of New Glarus
March 8, 2023

vierbicher
planners | engineers | advisors

