

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, MAY 10, 2023  
MINUTES**

**Town Board Attending:** Chris Narveson (Chair), Matt Streiff, Jim Hoesly (virtually), Troy Pauli, and Robert Elkins (arrived at 7:05 PM)

**Board Members Absent:** None

**Also Attending:** John Wright: Clerk-Treasurer; Melissa Hunt and Tim Schleeper: Vierbicher staff; Robert Talarczyk (departed at 6:18 PM): surveyor; Rebecca Hauser (departed at 7:57 PM): land division applicant; Carol Holmes (departed at 7:57 PM): Town resident; Ron Roesslein (departed at 7:07 PM): Town of New Glarus Patrolperson; and Amanda Fields (departed at 6:18 PM): attorney representing Rebecca Hauser

1. **Call to Order** – Chair Narveson called the meeting to order at 6:11 PM. Clerk-Treasurer Wright attested to the proper proof of posting.
2. **Approve Minutes from:**
  - a) Public Hearing – Motion to approve the April 12, 2023 Public Hearing minutes was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 4-0.
  - b) Regular Town Meeting – Motion to approve the April 12, 2023 regular Town Board meeting minutes was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 4-0.
  - c) Annual Town Meeting – Motion to approve the April 19, 2023 Annual Town Meeting minutes was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 4-0.
  - d) Special Town Meeting – Motion to approve the April 21, 2023 special Town Board meeting minutes (road tour) was made by Supervisor Pauli; seconded by Chair Narveson. Motion carried 4-0.
  - e) Special Town Meeting – Motion to approve the April 21, 2023 special Town Board meeting minutes (closed session) was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 4-0.
  - f) Special Town Meeting – Motion to approve the April 26, 2023 special Town Board meeting minutes was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 4-0.
  - g) Special Town Meeting – Motion to approve the April 28, 2023 special Town Board meeting minutes was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 4-0.
3. **Public Comments** – There were no comments from the public present.
4. **Review and Consider Approval of a Certified Survey Map to Sell 10.0 Acres of Deed Restricted Open Space along Farmers Grove Road as Proposed by Rebecca Hauser as Prepared by Surveyor Robert Talarczyk**

A motion to approve the draft Certified Survey Map (CSM) of one lot, as presented, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 4-0. A deed restriction will need to be recorded concurrently with the final CSM.
5. **Patrolman Report**
  - a) Road work review, discussion, and possible action to approve – Chair Narveson stated that an estimate created by the Green County Highway Department was prepared that is based upon the road tour conducted on April 21, 2023. The total for some patching and chipseal with a polymer additive is \$241,93; this exceeds the 2023 maintenance budget of \$150,000. It was noted that \$20,000 of capital reserves could be used, if necessary. Town Patrolperson Roesslein recommended that the Town defer action on Old Madison Road this year other than pothole filling. To further reduce costs, polymer will not be added to the chipseal. The polymer additive would increase costs by approximately \$2,300 a mile. Motion to solicit bids for 2023 Town of New Glarus road maintenance was made by Supervisor Hoesly; seconded by Supervisor Pauli. Discussion: Chair Narveson reminded the Board that bidding is only required when receiving grant money such as LRIP or TRIP/TRI-D. The County can still bid in those special circumstances, but must be 10% below the lowest responsible bidder to be considered. The pros and cons were discussed regarding keeping road work local as opposed to considering bids from contractors outside of Green County. Tim Schleeper provided a schedule for inserting two publications to advertise requests for bids and when a bid opening could be conducted prior to the June 14, 2023 Town Board meeting. Schleeper recommended that the bid notice be for chipseal only, to be completed no later than September 1, 2023, and to include as many miles as possible to attract bidders. There followed a brief discussion of the preference to use limestone chips for aggregate instead of pea gravel and the type

of emulsion that must be used with limestone chips. Roesslein suggested for the Town to wait to maintain Kempfer Lane in the event the owner decides to subdivide the property into multiple residential cluster lots. Schleeper recommended that Kempfer Lane be listed as an alternate for the bid notice. Motion carried, 4-0. The bids will be surface maintenance only. Green County Highway Department will restripe roads, as required; without objection.

b) Discussion for part time summer help – there was no discussion or action taken.

6. **Review and Consider Approval of a Certified Survey Map to Define 10.3 Acres of the Original Homesite for Property Located at W6599 STH 39, Two Outlots, and One Lot with Further Development Potential Yet to be Defined for the Town of New Glarus as Prepared by Vierbicher** Motion to approve the draft CSM, as prepared by Vierbicher, was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0. It was noted that all four conditions included in the Plan Commission.
7. **Review and Consider Approval of Amendment to Vierbicher Agreement for W6599 STH 39 Property to Include the Scope of Additional Services** – Tim Schleeper stated that the Plan Commission is seeking an estimate from Vierbicher to build upon the custom shapefile developed by Clerk-Treasurer Wright that displays parcels as they existed in 1997. The Plan Commission is recommending that the Town Board approve an estimate to add a GIS map layer to describe the parcels that have remaining residential or commercial development potential and those that are deed restricted open space, are unbuildable, or have reached the maximum development potential allowed by the current land division and subdivision ordinance. Schleeper is hoping that Green County might be willing to host the layer, much like DCi Map in Dane County hosts a zoning layer and key for the Village of Oregon. Schleeper proposes creating a shapefile layer for one Section within the Town and an estimate to complete the other 35 Sections; without objection.
8. **Action to Set Annual Town Meeting Date on Wednesday, April 17, 2024 at 6:00 PM and Adopt Motion Approved at Annual Town Meeting to Discontinue the Annual Caucus System in Favor of Nomination Papers for Town Board** – Clerk-Treasurer Wright stated that the 2024 Annual Meeting date, if it is not held on the third Tuesday in April, can be set at the Annual or Special Town Meeting or a regular Town Board meeting. He recommends setting the date so it can be included on the 2024 meeting calendar. Motion to schedule the 2024 Annual Town Meeting on Wednesday, April 17, 2024, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.  

Wright reported that an action by the qualified electorate was approved at the Annual Town Meeting to discontinue the annual Town caucus method to provide ballot access for the Spring Election for Town Board candidates in favor of a nomination paper method. If Town Board candidates for any position exceed two in number, those names will appear on the Spring Primary ballot to reduce the number prior to the Spring Election. Paperwork can be distributed in December each year to be returned to the Town Clerk on or before the first of January the following year.

Motion to approve the nomination paper method and discontinue the caucus system was made by Supervisor Hoesly; seconded by Supervisor Streiff. Motion carried 5-0. The Clerk-Treasurer will make the Green County Clerk aware of this change; without objection.
9. **Clerk-Treasurer Report**
  - a) Review and possibly approve estimate from General Code to update codification of ordinances – Clerk-Treasurer Wright reported that the estimate to update revisions to Chapter 110, Chapter 36, Chapter 55, Chapter 15 (twice), a new Chapter to adopt a policy regarding denying or revoking Operator Licenses, and a new Chapter to adopt an ordinance to regulate the use and sale of fireworks is to not exceed \$2,355. Motion to approve the estimate for codification, to not exceed \$2,355, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0. Wright recommends he submit the recently approved amendment to Chapter 110, the Ordinance designating a historic landmark in the Town of New Glarus (2021), and an ordinance to adopt a policy regarding the confidentiality of income and expense records used for assessment purposes (2020) for an estimate from General Code; without objection.
  - b) SLFRF Report Form CT 2022 Municipal Financial Report and Survey of Local Government Finances status – Wright reported that Tara Bast received an automatic extension to file by May 15, 2023. Wright received a draft on May 9<sup>th</sup>, reviewed it earlier this morning, and after he and Tara compared notes, the report was filed on behalf of the Town earlier this afternoon.
  - c) Annual recycling grant and ARPA report filed – Clerk-Treasurer Wright reported he submitted the annual recycling report on April 26, 2023, the SAM.GOV entity registration on April 18, 2023, and The ARPA-SLFRF Annual Project and Expenditure Report on April 20, 2023.

- d) Board of Review reminders – Wright provided copies of the 2023 Guide for Board of Review (BOR) Members. Chair Narveson and Supervisor Elkins attended training in Barneveld on April 29, 2023. No objections to value have been received to date. The BOR will be in session a minimum of two hours on Thursday, May 25, 2023 from 5 PM until 7 PM. Wright has reviewed all changes to value since 2022 and reviewed all building permits since 2019. He has forwarded all questions to the contract assessor Tom Okrie. Six individuals attended the Open Book meeting held on April 24, 2023 from 6 PM until 8 PM.
- e) Approval and payment of bills  
Motion to approve checks 21129 through 21160, deposits, and ACH transactions was made by Supervisor Pauli; seconded by Supervisor Elkins. Motion carried 5-0
- f) Migration of payroll from Quick Books Online to Organic Payroll – Clerk-Treasurer Wright stated that the first payroll is set to be processed through Organic Payroll on May 12, 2023. Payroll services with Quick Books will be terminated once contributions for April withholding taxes have been confirmed.

#### **15. Chairman Report**

- a) Appointment of Weed Commissioner – Wright reported that the Village of New Glarus and Town of New Glarus published a joint notice on April 27<sup>th</sup> and May 4<sup>th</sup> making the public aware of the authority of Michael Davis as the appointed Weed Commissioner for both municipalities. Mr. Davis was sworn to another annual term on April 17, 2023. Wright is seeking Board confirmation of this appointment. Motion to appoint Michael Davis as Town Weed Commissioner for another one-year term was made by Supervisor Streiff; second by Supervisor Elkins. Motion carried 5-0
- b) Discussion and possible approval to hire Deputy Clerk – Narveson confirmed with Clerk-Treasurer Wright his plan to retire by November of 2024. There followed a brief discussion regarding the advantage of hiring a part-time Deputy Clerk-Treasurer to job shadow for the sake of continuity. Motion to recruit a Deputy Clerk-Treasurer to work approximately 15-20 hours a week, with pay commensurate with experience, and no benefits was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0
- c) Discussion regarding possible joint road agreements with shared Town roads with other municipalities – Chair Narveson noted that the Town shares several roads with other municipalities (Argue, Farmers Grove, Primrose Center, Hustad Valley, etc.) and sees an advantage to cooperative agreements for each in regard to paving, ditching, mowing, tree trimming, shouldering, and plowing. There followed a brief discussion of the Swiss Reform Church Cemetery. The Church has stopped maintaining the property. By Wisconsin Statute §157.115(1)(b)2, the Village of New Glarus must take control and care of the cemetery as well as trust funds other than those received by will, if the care ceases for a period of five years. There followed a discussion as to what the Town may be willing to do during the five-year period before the Village takes control. Without objection, the Town Chair may discuss this with the Town attorney. Further discussion and action will be deferred until the item is added to the June regular agenda.
- d) Discussion with possible action regarding Town Hall grounds maintenance – It was noted that the Town contracted in the past the maintenance of plants/shrubs on two sides of the Town Hall and seeks continue. Motion to contract with Tammy Narveson to maintain the Town Hall grounds at a rate of \$20 an hour was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0

#### **16. Parks Commission**

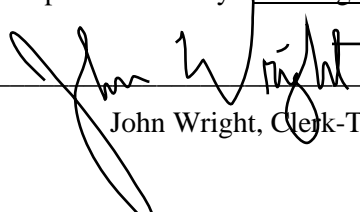
- a) April 19, 2023 minutes – Chair Narveson said there is interest in creating a friend's group for the new Town park.
- b) Update on tree sale and e-Recycling event – Narveson reported both trailers were filled for the recycling event and all trees sold.

#### **17. Plan Commission**

- a) April 20, 2023 minutes – Chair Narveson discussed updates regarding a possible site to relocate the Green County Highway Department garage along STH 39 and a concept plan for a 3-lot cluster off Hustad Valley Road.

- 18. **Adjourn** – Motion to adjourn made by Supervisor Streiff; second by Supervisor Hoesly. Meeting adjourned at 8:58 PM.

Approved: June 14, 2023

  
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John Wright, Clerk-Treasurer