

TOWN OF NEW GLARUS
REGULAR TOWN BOARD MEETING

AUGUST 9, 2023, AFTER THE ADJOURNMENT OF PUBLIC HEARINGS THAT STARTED AT 6:00 PM
AGENDA

NOTICE IS HEREBY GIVEN that Town of New Glarus board, County of Green, will conduct a meeting for the transaction of business as is by law required permitted at such meeting as follows:

LOCATION: 26 5th Avenue, Town Hall Community Room or virtually

VIRTUALLY: <https://us06web.zoom.us/j/86402171995?pwd=WktqcGE1OVFzbW1Fc3N4WE5NNWNxdz09>

Meeting ID: 864 0217 1995

Passcode: 517436

Phone: 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 – Regular Town Board Meeting on July 12, 2023
4. Public Comments
5. Discuss and Possibly Approve a 3-Lot Land Division of Lot 2 of Certified Survey Map (CSM) 4403 by CSM, for Residential Use Proposed by Corey Pope, Located along Hustad Valley Road
6. Discuss and Possible Approve a 1-Lot Division of Parcel 23024 0122.0000 by Certified Survey Map as Proposed by Randall Shottliff, Located at W6177 State Highway 39
7. Amend the 2023 Budget by Resolution
8. Update on 2023 Road Maintenance
9. Discuss and Possibly Approve Class “B” Temporary Malt Beverage License and Temporary Soda License for the Wilhelm Tell Community Guild to be held on Saturday, September 2, 2023 and Sunday, September 3, 2023
10. Discuss and Possibly Approve a 3-Year Maintenance Assessment Contract with Associated Appraisal Consultants for 2024, 2025, and 2026
11. Discuss and Possibly Approve an Ordinance to Codify the Town of New Glarus Parks Commission as Prepared by Attorney Hazelbaker as Recommended by the Town of New Glarus Parks Commission
12. Discuss and Possibly Approve Refund of Driveway Escrow to Duane and Carolyn Sue Pope
13. Discussion and Possible Action for Durst Road Encroachment
14. Patrolman Report
15. Clerk-Treasurer Report
 - a) Approval and payment of bills
 - b) 2020 941 Withholding Reports requested by the Internal Revenue Service in 2022 and 2023 and recent corrections for Quarter 1 and Quarter 2
 - c) Open records request for absentee ballot requests from 2018 until present
16. Chairman Report
 - a) Architectural proposal
17. Parks Commission
 - a) July 19, 2023 minutes
 - b) Update on transfer of grant awarded by the Recreational Trails Program grant for CTH NN to a trail located adjacent to the new Town park land, State Highway 39
18. Plan Commission
 - a) July 20, 2023 minutes
19. Adjourn

Posted 08/03/2023

Revised 08/08/2023

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

Chris Narveson, Chair

John Wright, Clerk-Treasurer

**REGULAR TOWN BOARD MEETING
WEDNESDAY, JULY 12, 2023
MINUTES**

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

Board Members Absent: Troy Pauli (excused)

Also Attending: John Wright: Clerk-Treasurer and Harry Pulliam: Chair of the Town of New Glarus Parks Commission

1. **Call to Order** – Chair Narveson called the meeting to order at 6:00 PM.
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes from:**
 - a) Regular Town Meeting – Motion to approve the June 14, 2023 regular Town Board meeting minutes was made by Chair Narveson; seconded by Supervisor Elkins. Motion carried 4-0.
 - b) Special Town Meeting – Supervisor Hoesly noted that the month needs to be corrected from June to July. Motion to approve the July 6, 2023 special Town Board meeting minutes, as amended, was made by Supervisor Hoesly; seconded by Supervisor Streiff. Motion carried 4-0.
4. **Public Comments** – Chair Narveson provided a brief report about an ongoing discussion with the owner of property bounded by County Highway W and Argue Road. The Chair, without objection, was given permission to allow the owner approval to place gravel for a field road access.
5. **Discuss and Possibly Amend the 2023 Budget by Resolution** – Clerk-Treasurer Wright reported that he had been in communication with Tara Bast of Johnson Block about how best to key bills associated with the property purchased on State Highway 39, the income from the sale of the property on STH 39, and possible transfers from Impact Fee accounts into the General Fund to cover expenses related to the purchase of land and preparation to build a new public works facility. At minimum, a budget amendment will be needed to authorize \$20,000 of assigned funds to be transferred into Public Works for road maintenance. Wright is awaiting further advice from Bast before drafting a resolution for a budget amendment. Without objection, this item will be deferred to the August agenda.
6. **Update on 2023 Road Maintenance** – Chair Narveson reported to the Supervisors absent in June that the 2023 road maintenance was awarded to the Green County Highway Department. The one bid that was received was \$100,000 more than the estimate prepared by GCHD. The motion to approve capped the total for all projects at \$170,000 (\$150,000 from 2023 maintenance budget line and \$20,000 from assigned funds. Narveson provided a brief summary of discussions with Alice Bertelrud, her legal counsel Rex Ewald, and Richard Alme, a construction contractor, regarding Kempfer Lane.

Narveson provided further updates about adding soil within the Durst Road right-of-way, seeding that location as well as along Village View Circle and Klitzke Road. Chair Narveson authorized mowing on some Durst Road properties based upon an initial email from the Town Weed Commissioner. There followed a brief discussion of what the Town will plow at the State Highway 39 property.
7. **Discuss and Possibly Approve Class “B” Temporary Malt Beverage License and Temporary Soda License for the New Glarus Mannerchor for Volksfest to be held on Sunday, August 6, 2023**
A motion to approve a Class “B” temporary malt beverage license and soda license for the Volksfest festival on August 6, 2023 to be held at the Wilhelm Tell Shooting Park grounds on County Highway O, as requested by the New Glarus Mannerchor, was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 4-0.
8. **Discuss and Possibly Approve an Ordinance to Codify the Town of New Glarus Parks Commission as Prepared by Attorney Hazelbaker** – Clerk-Treasurer Wright explained that, unlike an amendment to or adoption of the Land Division and Subdivision Code or any ordinance with a forfeiture clause, this type of ordinance regulates internal policy and does not require a public hearing. If adopted, a summary will need to be published within 30 days of adoption and is effective the day after publication. Although Wisconsin Statute 60.66 already authorizes the creation of a Parks Commission at an Annual Town Meeting, the Parks Commission members had requested attorney input regarding the appointment of an alternate member to serve in the absence of one of the seven appointed members. The result is the draft ordinance included in the

packet. There followed a brief discussion that included Parks Commission Chair Harry Pulliam review of some proposed corrections and questioned whether any profits made by the Parks Commission should revert to the General Fund rather than retained by the Parks Commission. Without objection, the Parks Commission should incorporate any corrections and proposed changes for the Board to consider at their August meeting.

9. **Discuss and Possibly Refund a Driveway Escrow to John Anderson, Zentner Road** – Clerk-Treasurer Wright reported that the Town Chair has inspected Zentner Road for damage and confirmed that the driveway, as constructed, is in conformance with the Town driveway standards. There are no issues.

A motion to approve the refund of driveway damage escrow to John Anderson was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 4-0.

10. **Patrolman Report** – The updates were included in item 6 above.

11. **Clerk-Treasurer Report**

- a) Liquor license reporting submitted to the Wisconsin Department of Revenue – Clerk-Treasurer Wright reported that the Town will continue to issue operator licenses and renewals of the Class “B” retail fermented malt beverage license for Bailey’s Run now that they have been issued a manufacturer’s permit by the WI DOR. Bailey’s can continue to ferment wines as well as distill spirits for consumption on and off premise. They forfeited their “Class B” Winery license as required by law.
- b) Updated Code of Ordinances – General Code has completed the codification update process. Wright has updated the four Code books located in the Town office, but has not found the fifth copy.
- c) Correspondence with Associated Appraisal Consultants re: contract renewal – Wright has been in communication with Mark Brown, President of Associated Appraisal Consultants. They notified the Town on June 23, 2023 that they will not renew the existing contract per the prior terms. Wright has not received an updated proposal to date. If that is received, the item will be deferred until the August meeting.
- d) Approval and payment of bills
Motion to approve check 21192 retroactively (missed at prior meeting) and checks 21193 through 21218, deposits, and ACH transactions was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 4-0.
- e) Presentation of 2022 Financial Statement with Independent Auditor’s Report – Wright reported that he received the final audit report and financial statement too late prior to the June meeting to include on the agenda. Two supervisors were in Switzerland at that meeting, so their copies were presented to them this evening. The final audit is consistent with the preliminary report presented earlier this year.

12. **Chairman Report**

- a) Letters issued by Weed Commissioner – Wright organized the Commissioner’s notes in a spreadsheet and prepared the eight letters mailed to local property owners earlier today. Some properties identified by the Commissioner are in the Town of Exeter and the Village of New Glarus. Many areas are within the rights-of-way for Town roads or Green County highways.
- b) Consideration and possible approval of New Glarus Road Race, August 5, 2023 – Clerk-Treasurer Wright reported that he received a route map and request for this staggered start bicycle event. He is waiting for the Certificate of Insurance. There have not been issues with the group in the past, so he recommends approval. Chair Narveson noted that there is some gravel present on County Highway N to cover culverts that have been replaced in advance of paving in mid-August after pulverization.
- c) Closing on sale of 11.5 acres and buildings at W6599 STH 39, July 7, 2023 – Chair Narveson reported that he deposited the proceeds of the sale at the Monroe branch of the Bank of New Glarus. Wright reported that he discovered an error by the title company: the Town credited the buyer for property taxes for a partial year. No taxes will be owed immediately due to the Town being an exempt local government agency. Wright has requested a refund of \$3,753.09. Realtor Joel Hedeman discovered that the Title Company distributed \$500 too much to him; he will refund that to the Town. There followed a brief discussion regarding posting a job ad for a deputy clerk-treasurer.

13. **Parks Commission**

- a) June 21, 2023 minutes – Village resident Shahnaz Shahidain expressed her interest in planting a community orchard on the Town property located off of State Highway 39. Currently, the arable land is leased for agricultural purposes; it will be harvested later this year. Parks Chair Pulliam stated that trees could be added to the annual tree sale order for this purpose. Pulliam provided a brief report on

workshops for this fall and would like to schedule a date for the Board to visit the site along with members of the community. There followed a brief discussion of insurance coverage for visitors.

- b) Presentation of 2022 amended budget – The Parks Commission, during the transition of Clerks, did not adopt a 2022 budget until they did so retroactively this year. It was amended to reflect the total \$15,000 approved at the 2021 annual budget hearing and Special Town Meeting to adopt the levy. Based upon the amendment, \$10,185 was unspent.
- c) Request to transfer unused 2022 Parks Budget to sinking fund(s) by Resolution 230712 – The Resolution requests Board authorization to move the entire amount of the unused 2022 budget to the Town Park/Town Trails Sinking Fund account.

Motion to approve the transfer of \$10,185 into the Town of New Glarus Town Park/Town Trails sinking fund was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried 4-0.

- d) Request extension for Recreational Trails Program grant for CTH NN, amend scope of grant, or request that the grant agreement be cancelled on or before July 15, 2023 – Chair Narveson recounted his conversation with Cheryl Housley of the Wisconsin Department of Natural Resources regarding possibly relocating a Town trail from the awarded location of County Highway NN to a proposed trailhead at the Town park on State Highway 39, proceeding easterly towards Durst Road. He made the supervisors aware that he had spoken to landowners along that corridor about possible easement agreements for the proposed new trail route.

A motion to grant Chair Narveson the authority to request an extension from the Wisconsin Department of Natural Resources in order to work with Matt Miller and Melissa Hunt of Vierbicher to amend the scope of the Recreational Trails Program grant, to continue to discuss possible easements with property owners to the north and northeast of the Town property, and to present the amendment to Cheryl Housley for consideration was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 4-0.

14. Plan Commission

- a) June 15, 2023 minutes – See packet.
- b) Possible public hearings for 3-lot cluster division for Corey Pope, Hustad Valley Road and a 1-lot subdivision of open space for Green County Highway Department, STH 39 on August 9, 2023 – In addition to the two possible public hearings for land division, a concept plan for the Alice Bertelrud property may be reviewed for her property on the south side of County Highway NN.

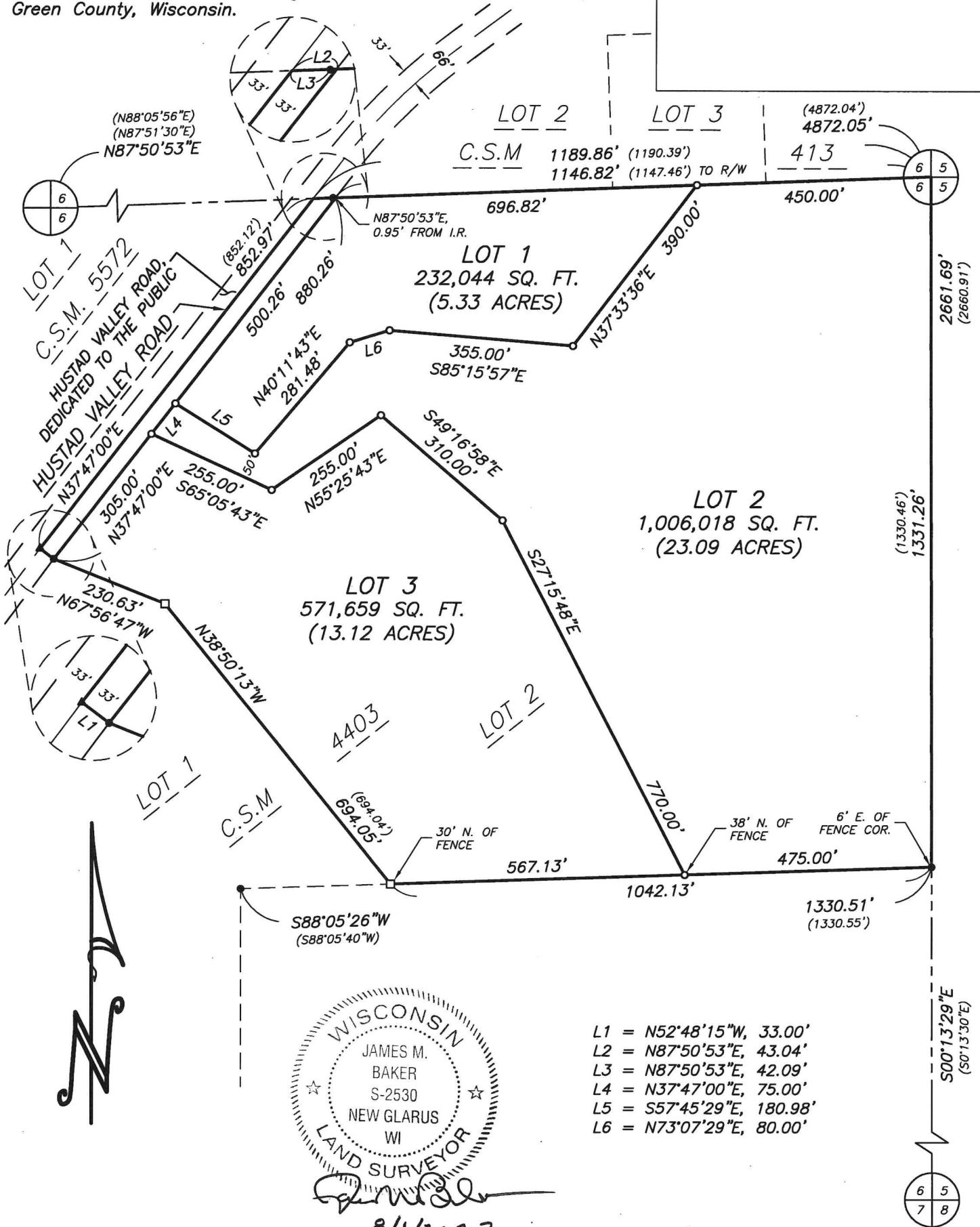
15. Adjourn – Motion to adjourn made by Supervisor Streiff; second by Supervisor Hoesly. Meeting adjourned at 7:30 PM.

Approved:

John Wright, Clerk-Treasurer

CERTIFIED SURVEY MAP No. _____

Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.



PREPARED FOR:
Corey D. Pope
W5380 Sandrock Road
New Glarus, WI 53574
(608) 558-7295

WISCONSIN
JAMES M. BAKER
S-2530
NEW GLARUS WI
LAND SURVEYOR
James M. Baker
8/1/2023



JOB NO. 23128
POINTS 22221
DRWG. 23128_1
DRAWN BY JMB

SHEET 1 OF 6

TALARCZYK
LAND SURVEYS LLC
517 2nd Avenue
New Glarus, WI 53574
608-527-5216
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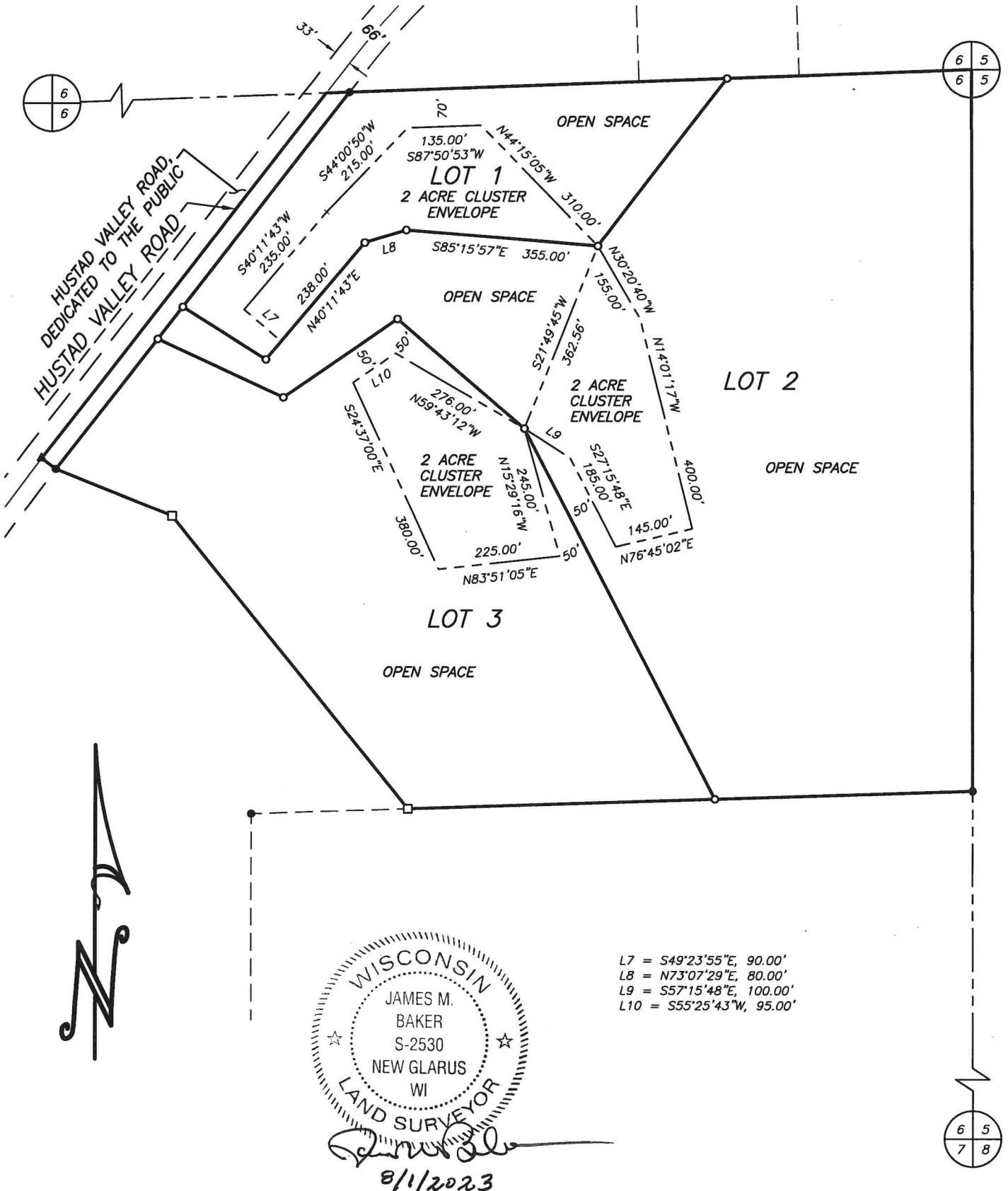
VOL. _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

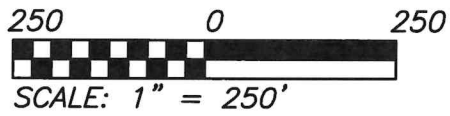
Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

CLUSTER ENVELOPES

Refer to notes 4.) & 5.) on Sheet 5 for Open Space and Cluster Envelope requirements.



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JOB NO. 23128
POINTS 22221
DRWG. 23128_1
DRAWN BY JMB

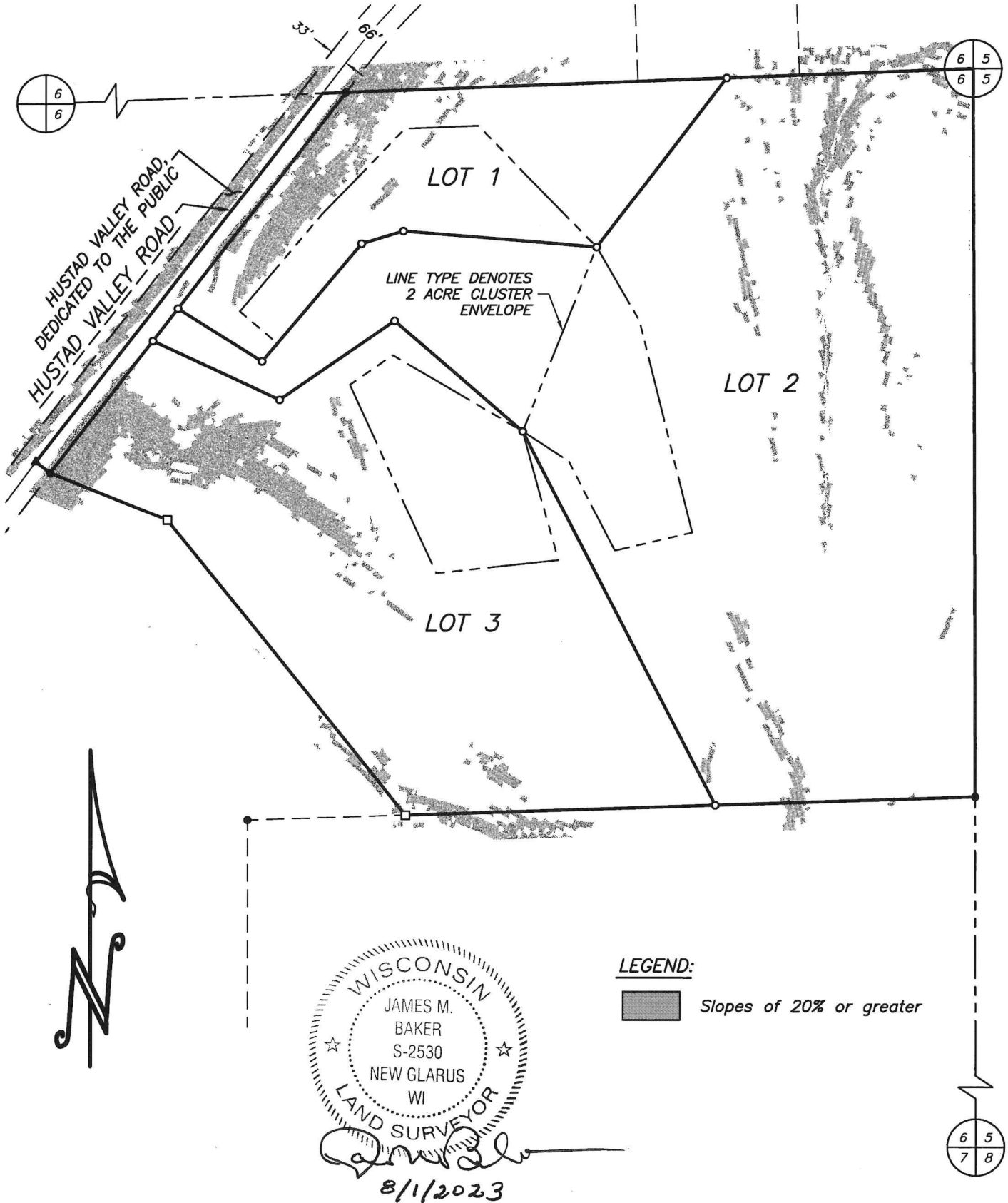
SHEET 2 OF 6

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

HILLSIDE PROTECTION

Refer to note 6.) on Sheet 5 for erosion control requirements during development of lots.



VOL. _____ PAGE _____

JOB NO. 23128
 POINTS 22221
 DRWG. 23128_1
 DRAWN BY JMB

250 0 250
 SCALE: 1" = 250'

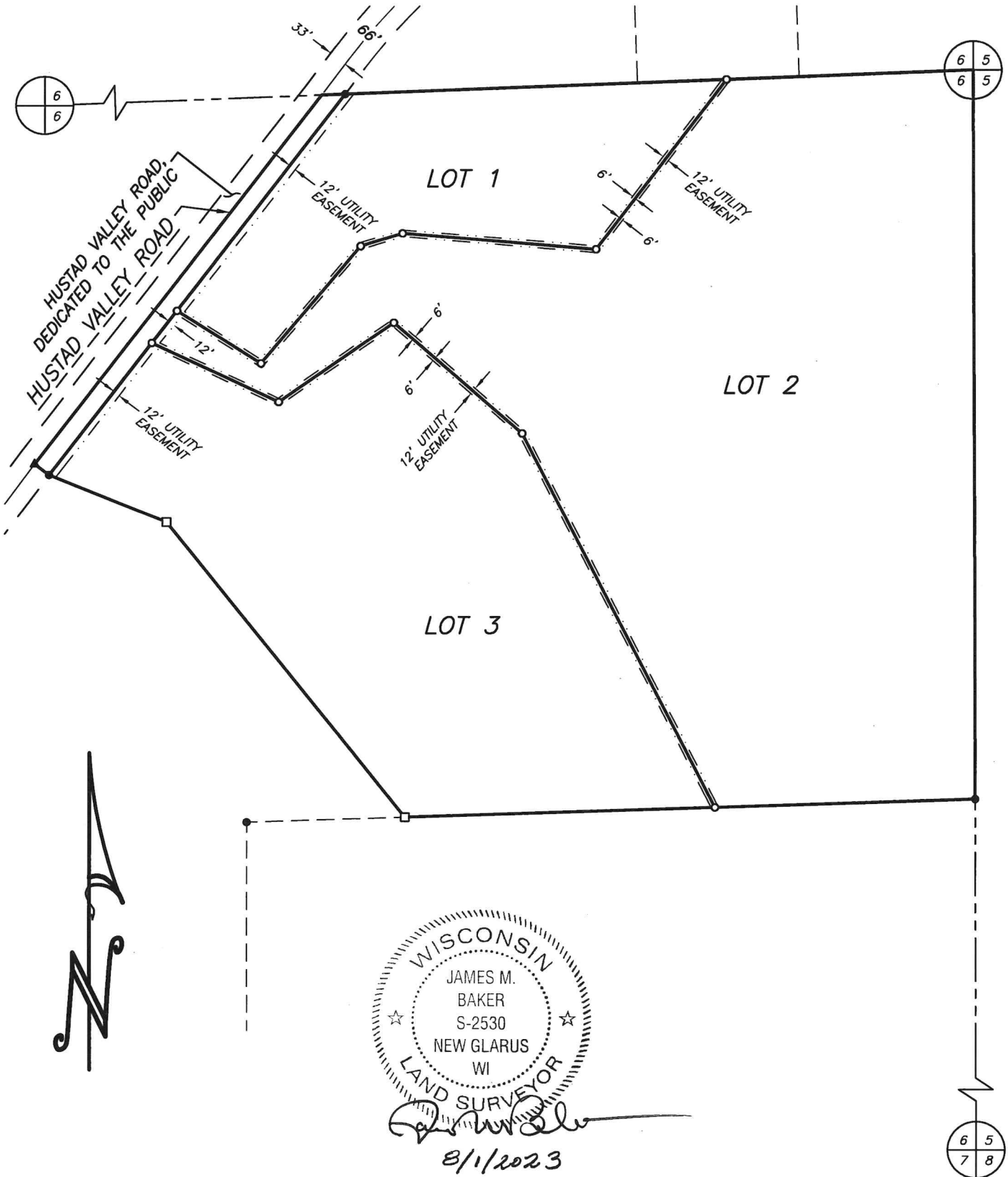
SHEET 3 OF 6

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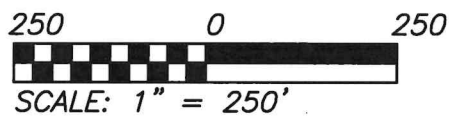
CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

UTILITY EASEMENTS



James M. Baker
8/1/2023



JOB NO. 23128
POINTS 2221
DRWG. 23128_1
DRAWN BY JMB

SHEET 4 OF 6

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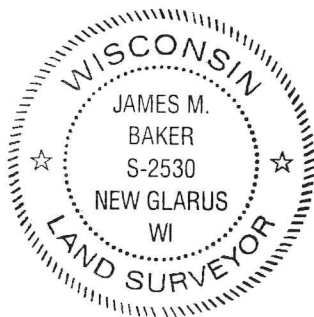
VOL. _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

I hereby certify that this survey is in compliance with Section 236.34 of the Wis. Statutes and the subdivision regulations of the Town of New Glarus and the Green County Land Division Ordinance; and that under the direction of Corey D. Pope, I have surveyed, monumented, and mapped the lands described hereon; and that this map is a correct representation of all exterior boundaries of the land surveyed in accordance with the information provided.

August 1, 2023




James M. Baker, P.L.S.

NOTES:

- 1.) Bearings are referenced to the Wisconsin County Coordinate System, Green County Zone, NAD83 (2011), in which the East line of the Southeast 1/4 of Section 6 bears S00°13'29"E.
- 2.) Recorded data, when different than measured, is shown in parenthesis.
- 3.) Shallow bedrock conditions may limit the installation of conventional waste disposal systems as approved by Department of Safety and Professional Services.
- 4.) All areas designated as "Open Space" shall be left undeveloped and free from residential, commercial, or industrial structures. Permitted uses of Open Space are agriculture, recreation, passive recreation use, municipal use, and preservation of environmentally sensitive features.
- 5.) All buildings not supporting agricultural or passive recreational use shall be limited to placement within the Cluster Envelopes shown. Additional building setbacks per the Green County Zoning Code shall also be met.
- 6.) All areas of 20% or greater slope shall be protected from erosion during development by application of prescriptive erosion control measures consistent with the Slope Erosion Control Matrix in the Wisconsin DOT Facilities Development Manual, Section 10-5-25, Attachment 35.2.
- 7.) Residential home construction on these lots will require submittal of a site plan demonstrating compliance with the Town of New Glarus Driveway Ordinance (Chapter 36) and depicting the proposed home location within the cluster envelope.

LEGEND:



Concrete monument with brass cap found



Cast aluminum monument found

▲ Railroad spike found

□ 1-1/4" outside dia. iron pipe found

● 3/4" solid round iron rod found

○ 3/4" x 24" solid round iron rod set, weighing 1.50 lbs per lineal foot

JOB NO. 23128
POINTS 22221
DRWG. 23128_1
DRAWN BY JMB

SHEET 5 OF 6

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PAGE _____

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map 4403 (Vol. 18, Pages 113-116) in the Northeast and Northwest 1/4s of the Southeast 1/4 of Section 6, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

OWNER'S CERTIFICATE OF DEDICATION:

As owners, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. We also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: The Town of New Glarus and The Green County Land Use and Zoning Department.

WITNESS the hand and seal of said owners this _____ day of _____, 20_____.
In the presence of:

Duane Pope, Trustee
Duane Pope and Carolyn Sue Pope
Joint Revocable Trust 3/11/94

Carolyn Sue Pope, Trustee
Duane Pope and Carolyn Sue Pope
Joint Revocable Trust 3/11/94

STATE OF WISCONSIN)

_____ COUNTY) SS
Personally came before me this _____ day of _____, 20_____, the above named Duane Pope and Carolyn Sue Pope, trustees of the above named trust, to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

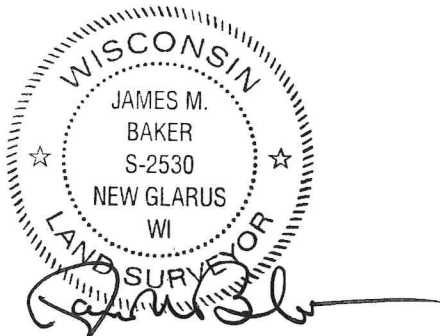
My commission expires _____

TOWN APPROVAL: This Certified Survey Map and the public dedications shown hereon is approved for recording this _____ day of _____, 20_____ by the Town of New Glarus.

Town Chair

COUNTY APPROVAL CERTIFICATE: Approved for recording this _____ day of _____, 20_____ by the Green County Land Use & Zoning Department.

Zoning Administrator



8/1/2023

JOB NO. 23128
POINTS 22221
DRWG. 23128_1
DRAWN BY JMB

SHEET 6 OF 6

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PAGE _____

CERTIFIED SURVEY MAP No. _____

Part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.



LEGEND:



Cast aluminum monument found



Concrete monument with brass cap found

○ 3/4" x 24" solid round iron rod set, weighing 1.50 lbs per lineal foot

C1 CURVE DATA

R=567.00'
A=216.73'
IA=21°54'04"
C=215.42'
CH. BRG.=N17°46'43"E

C2 CURVE DATA

R=733.00'
A=152.28'
IA=11°54'10"
C=152.00'
CH. BRG.=N12°46'46"E

66' PRIVATE ROAD EASEMENT

15' RECREATIONAL & UTILITY EASEMENT

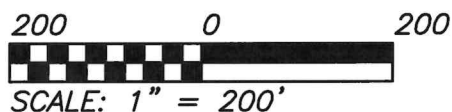
S.T.H. 39, DEDICATED TO THE PUBLIC

HIGHWAY

LOT 1
OPEN SPACE
517,586 SQ. FT.
(11.88 AC.) TOTAL



PREPARED FOR:
Green County Highway Department
2813 6th Street
Monroe, WI 53566
(608) 328-9411



TALARCYK
LAND SURVEYS LLC

517 2nd Avenue
New Glarus, WI 53574
608-527-5216

www.talarczyk surveys.com

JOB NO. 23013
POINTS 21125
DRWG. 23013_1
DRAWN BY MST

SHEET 1 OF 3

VOL. _____ PAGE _____

CERTIFIED SURVEY MAP No. _____

That part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin, bounded and described as follows:

Commencing at the South 1/4 corner of said Section 16; thence N89°58'10"E along the South line of Section 16, 736.27'; thence N28°43'45"E, 167.41' to the point of beginning; thence N28°43'45"E, 569.23'; thence Northeasterly, 216.73' along the arc of a curve to the left whose radius is 567.00' and whose chord bears N17°46'43"E, 215.42'; thence N06°49'41"E, 121.81'; thence Northeasterly, 152.28' along the arc of a curve to the right whose radius is 733.00' and whose chord bears N12°46'46"E, 152.00'; thence N18°43'51"E, 234.51' to the centerline of State Trunk Highway 39; thence S71°16'09"E along said centerline, 336.12'; thence S00°09'27"E, 819.05'; thence S89°58'10"W, 158.23'; thence S30°01'35"W, 309.82'; thence S89°58'10"W, 470.11' to the point of beginning; subject to a public road right of way as shown and to any and all easements of record.

I hereby certify that this survey is in compliance with Section 236.34 of the Wis. Statutes and the subdivision regulations of the Town of New Glarus, the Village of New Glarus and Green County; and that under the direction of Chris Narveson, I have surveyed, monumented, and mapped the lands described hereon; and that this map is a correct representation of all exterior boundaries of the land surveyed in accordance with the information provided.

July 5, 2023



Robert A. Talarczyk
Robert A. Talarczyk, P.L.S.

VOL. _____ PAGE _____

OWNER'S CERTIFICATE OF DEDICATION:

As owner, I hereby certify that I have caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. I also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: The Town of New Glarus, The Village of New Glarus, Green County Land Use & Zoning Department.

WITNESS the hand and seal of said owner this _____ day of _____, 20_____.
In the presence of:

Randall S. Shotliff

STATE OF WISCONSIN)

_____ COUNTY) SS

Personally came before me this _____ day of _____, 20_____, the above named Randall S. Shotliff to me known to be the same person who executed the foregoing instrument and acknowledged the same.

My commission expires _____.

JOB NO. 23013
POINTS 21125
DRWG. 23013_1
DRAWN BY MST

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CERTIFIED SURVEY MAP NO. _____

Part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

TOWN APPROVAL: Approved for recording this _____ day of _____, 20____ by the Town of New Glarus.



Town Chairperson

VILLAGE APPROVAL: Approved for recording this _____ day of _____, 20____ by the Village of New Glarus.

Village Clerk

COUNTY APPROVAL CERTIFICATE: Approved for recording this _____ day of _____, 20____ by the Green County Land Use & Zoning Department.

Zoning Administrator

NOTES:

- 1.) Bearings are referenced to the Wisconsin County Coordinate System, Green County Zone, NAD83 (2011), in which the South line of the Southeast 1/4 of Section 16 bears N89°58'10"E.
- 2.) Recorded data, when different than measured, is shown in parenthesis.
- 3.) Utility easements set forth herein are for the use of public bodies and private public utilities having the right to serve this Certified Survey Map. No utility pole, pedestal or cable shall be placed so as to disturb any survey monument or obstruct vision along any lot or street line. The unauthorized disturbance of a survey monument is a violation of s.236.32 of Wisconsin Statutes.
- 4.) Shallow bedrock conditions may limit the installation of conventional waste disposal systems as approved by Department of Safety and Professional Services.
- 5.) All areas designated as "Open Space" shall be left undeveloped and free from residential, commercial, or industrial structures. Permitted uses of Open Space are agriculture, recreation, passive recreation use, municipal use, and preservation of environmentally sensitive features.

JOB NO. 23013
POINTS 21125
DRWG. 23013_1
DRAWN BY MST

SHEET 3 OF 3

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VOL. _____ PAGE _____

Impact Fee Collections

Parks & Playgrounds													
Tax ID	Ref	Address	Date Paid	Public Library	Community Park Land Acquisition	Community Park Improvements	Trails (Option #2)	Pool House (Jt Project w/Village)	Highways and Transp. Facility	Total Paid	Date Refunded/Spent	Expenditure Deadline	Extended 3 Years
				0.33	0.05	0.13	0.15	0.08	0.25				
23-024-110.1100	ARN	W6060 Durst Road	5/14/2008	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	7/1/2008	REFUNDED	
23-024-258.1000	LARSON	N7468 Cty Rd N	7/8/2008	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	7/8/2015	7/8/2018
23-024-190.0311	CAREY	2500 State Hwy 69	10/1/2008	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	10/1/2015	10/1/2018
23-024-210.0030	SCHNEIDER	N7772 County Hwy N	11/6/2008	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	11/6/2015	11/6/2018
23-024-139.2100	PALENSKE	N8153 Zentner Road	4/21/2009	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	4/21/2016	4/21/2019
23-024-165.0000	KUBLY	1801 2nd Street	9/10/2009	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	9/10/2016	9/10/2019
23-024-258.0500	HOESLY	N7490 County Hwy N	3/3/2010	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	3/3/2017	3/3/2020
23-024-129.3300	MORRISON	N8609 Marty Road	7/12/2010	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	7/12/2017	7/12/2020
23-024-129.3300	NILES	W6832 Farmers Grove Rd	10/28/2010	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	10/28/2017	10/28/2020
23-024-123.2000	WINKELHAKE	W6097 State Rod 39	10/6/2011	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/6/2018	10/6/2021
23-024-145.0000	HUTCHISON	N8147 ZENTNER ROAD	8/7/2012	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/7/2019	8/7/2022
23-024-071.0340	ZELMER	W5373 Sandrock Road	4/19/2013	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/19/2020	4/19/2023
23-024-009.0200	NOMENSEN	W5276 Windmill Ridge Road	6/27/2013	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/27/2020	6/27/2023
23-024-071.0200	ALT	Lot 10 Windmill Ridge Road	7/18/2013	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		7/18/2020	7/18/2023
23-024-086.0100	SCHINDLER	W5065 Cty W	8/6/2013	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/6/2020	8/6/2023
23-024-192.0200	BLANK	W5715 Cty H	12/6/2013	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		12/6/2020	12/6/2023
23-024-071.0370	SWEET	W5443 Sandrock Road	3/19/2014	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		3/27/2021	3/27/2024
23-024-151.2320	KLEEMAN	W6262 Legler Valley Road	8/18/2014	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/18/2021	8/18/2024
23-024-184.0200	TIMMERMAN	W4910 EDELWEISS	11/11/2014	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/11/2021	11/11/2024
23-024-189.2000	NOWORATZKY	N7817 VALLEY VIEW	11/24/2014	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/24/2021	11/24/2024
	includes interest?	Disbursement for Land Pur	4/10/2015		-\$3,169	-\$9,066				-\$12,236	4/10/2015		
23-024-136.2000	FINK	N8495 ZENTNER ROAD	5/1/2015	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/1/2022	5/1/2025
23-024-189.2707	RUCHTI	N7887 VALLEY VIEW	6/11/2015	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/11/2022	6/11/2025
23-024-073.0320	MOSER	W5324 HIGHLAND DRIVE	7/2/2016	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		7/2/2022	7/2/2025
23-024-0192.6000	Moldenhauer	W6710 LEGLER VALLEY ROAD	10/22/2015	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/22/2022	10/22/2025
23-024-0223.2000	EINER/PETERSON	W6548 CTY H	11/5/2015	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/5/2022	11/5/2025
23-024-0140.0210	SCHNEIDER	N7772 County Hwy N	4/14/2016	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/14/2023	4/14/2026
23-024-0009.0100	STAMPFLI	LOT 35 Windmill Ridge	4/27/2016	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/27/2023	4/27/2026
23-024-0013.0210	OLSON	W5484 HIGHLAND DRIVE	8/8/2016	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/8/2023	8/8/2026

23-024-0115.0100	HEDEMAN B.	W5820 KRISTY LANE	10/4/2016	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/4/2023	10/4/2026
23-024-0050.0200	MONIGOLD	W7014 STATE HWY 39	3/16/2017	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		3/16/2024	3/16/2027
23-024-0213.0100	HEDEMAN J.	W5848 COUNTY HWY NN	3/17/2017	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		3/17/2024	3/17/2027
	includes interest?	Disbursement for Smart Table	7/6/2017	-\$7,844						-\$7,844	7/6/2017		
23-024-0120.0210	GUNDERSON	W6301 STATE HWY 39	9/12/2017	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		9/12/2024	9/12/2027
23-024-0140.8000	WILLIAMSON	N8433 MARTY ROAD	11/6/2017	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/6/2024	11/6/2027
23-024-0048.0200	LABARGE	W7130 Pioneer Road	12/22/2017	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		12/22/2024	12/22/2027
23-024-0016.0500	CHRISTIANSEN	W5610 SPRING VALLEY RD	6/21/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/21/2025	6/21/2028
23-024-0044.0170	JULSETH	N9253 CRAWFORD LANE	7/26/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		7/26/2025	7/26/2028
23-024-0129.2000	PIPP	N8681 MARTY ROAD	8/16/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/16/2025	8/16/2028
	includes interest?	Disbursement for Library	9/26/2018	-\$35,219						-\$35,219	9/26/2018		
23-024-0189.3300	SCHUETT, D&K	N7937 VALLEY VIEW ROAD	10/9/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/9/2025	10/9/2028
23-024-0213.0400	SCHIRO, A	W5832 CTY HWY NN	10/23/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/23/2025	10/23/2028
23-024-0075.0000	Lenzlinger, H	N8984 Old Madison Road	11/15/2018	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/15/2025	11/15/2028
23-024-0249.1100	ERB, S.	W6687 FARMERS GROVE RD	1/15/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		1/15/2026	1/15/2029
23-024-0044.0160	DOBITZ, R	N9241 CRAWFORD LANE	2/20/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		2/20/2026	2/20/2029
23-024-0044.0220	TERASA, M&J	N9224 CRAWFORD LANE	3/27/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		3/27/2026	3/27/2029
23-024-0009.0700	MAROTTA, G&S	W5258 WINDMILL RIDGE	4/9/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/9/2026	4/9/2029
23-024-0058.0015	WOLFE, B&J	N8896 BLUE VISTA	4/12/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/12/2026	4/12/2029
23-024-0002.0000	Nehmer, B&B	N9531 Argue Road	4/25/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/26/2026	4/26/2029
23-024-0142.3000	Tschudy, T&S	W6741 Legler Valley Road	5/15/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/15/2026	5/15/2029
23-024-0058.0002	KAISER, M&T	N9080 BLUE VISTA	7/22/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		7/22/2026	7/22/2029
	includes interest?	Disbursement for Library	10/15/2019	-\$13,285						-\$13,285			
23-0240249.1200	Erb	W6651 Farmers Grove	5/18/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2027	5/18/2030
23-0240210.4000	Lamb	N7806 Cnty N	5/18/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2027	5/18/2030
23-0240140.0210	Ramsay	W6114 Legler Valley Road	5/18/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2027	5/18/2030
23-024-0044.0150	J&J Terasa	W7063 Pioneer Road	10/10/2019	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/10/2026	10/10/2029
23-0240142.4000	K Schneider	N8455 Marty Rd	6/3/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/3/2027	6/3/2030
23-0240215.0000	W. Torgeson	W5831 Cnty Rd NN	6/15/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/15/2027	6/15/2030
23-024-0140.4000	C&M Uselmann	N8437 Marty Rd	8/27/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		8/27/2027	8/27/2030
23-024.00/6.4000	M & K Welsh	W5388 Spring Valley Rd	10/23/2020	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		10/23/2027	10/23/2030
23-0240058.0001	Gary Gorman	N9092 Blue Vista Ln	6/10/2021	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/10/2028	6/10/2031
23-0240152.0300	Dana Doll	N8152 Marty Rd	11/9/2021	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		11/9/2028	11/9/2031
23-0240071.0180	Mike Stampfli	W5420 Windmill Ridge	12/2/2021	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		12/2/2028	12/2/2031
23-0240248.0600	JBC Custom Homes	W7492 Cnty N	2/3/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		2/3/2029	2/3/2032
23-0240238.0000	Heartland Building	W7198 Farmers Grove Road	4/7/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		4/7/2029	4/7/2032
23-0240152.0100	Evanson/Acker	N8129 Marty Road	6/8/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/8/2029	6/8/2032

23-0240229.1100	Gehin Custom Homes	N8163 Zentner Road	6/14/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/14/2029	6/14/2032
23-0240058.3200	Blumer/Weintraub	N9087 Blue Vista Lane	6/28/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/28/2029	6/28/2032
23-0240110.1500	Keith Rockett	Lot 4, CSM 5474 Durst Road	9/12/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		9/12/2029	9/22/2032
23-0240042.0200	Stacey Kacek Trust	N9398 Hustad Valley Road	9/22/2022	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		9/22/2029	9/12/2032
23-0240183.1000	Carol Holmes	W4974 Airport Road	5/25/2023	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		5/25/2030	5/25/2033
23-0240014.1000	Hannah Wolf	N9407 Argue Road	6/1/2023	\$1,181	\$165	\$472	\$547	\$297	\$900	\$3,562		6/1/2030	6/1/2033
		Disbursement for Trails	8/18/2021										
		Returned to property owner	9/8/2021										
		TOTAL DEPOSITS		\$18,055	\$7,226	\$20,670	\$34,461	\$17,523	\$53,100	\$150,101			
		INTEREST EARNED TO DATE	\$5,030.74	\$1,668	\$233	\$667	\$773	\$419	\$1,271	\$5,030.74			
		TOTAL DEPOSITS W/INTEREST		\$19,722.97	\$7,458.65	\$21,336.24	\$35,233.55	\$17,942.46	\$54,371.10	\$155,131.97			

* Account balance 7/31/202
\$155,131.97

rev. 08/01/2023

Collected within 7 years of the ordinance and paid out within 10 years.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 07/27/2023

Town Village City of New Glarus

County of Green

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/02/2023 and ending 09/03/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Wilhelm Tell Community Guild

(b) Address 300 11th Avenue, New Glarus, WI 53574
(Street) Town Village City

(c) Date organized 01/01/1938

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:
President Chris Rear, 300 11th Ave, New Glarus, WI 53574
Vice President Tiffany Schwoerer, 220 Durst Rd, New Glarus, WI 53574
Secretary Vacant
Treasurer Chris Rear, 300 11th Ave, New Glarus, WI 53574

(g) Name and address of manager or person in charge of affair: Kaye Gmur, 919 1st St, New Glarus, WI 53574

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number W5199 CTH W, New Glarus, WI 53574

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All of food stand and all of lower grounds

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: All of food stand and the lower grounds, the costume shop, and backstage.

3. Name of Event

(a) List name of the event Wilhelm Tell Festival

(b) Dates of event 09/02/2023

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Chris Rear 7/28/23
(Signature / Date)

Wilhelm Tell Community Guild
(Name of Organization)

Date Filed with Clerk 07/27/2023

Date Reported to Council or Board 08/09/2023

Date Granted by Council _____

License No. 2023-02

Town of New Glarus
P.O. Box 448
26 5th Avenue
New Glarus, WI 53574-0448
Phone 608/527-2390 ~ Fax 608/527-3390

License # SW 153

\$10.00

**APPLICATION OF LICENSE TO
SELL SODA WATER BEVERAGES**

I hereby apply for a license to sell at the premises described below, in the Town of New Glarus, during a special event beginning 9/02/2023 and ending 9/03/2023, (unless sooner revoked) soda water beverages to be consumed on or off the premises, subject to the limitations imposed by Section 66.0433 (1) of the Wisconsin Statutes and acts amendatory hereof and supplementary there to, and hereby agree to comply with all laws, resolutions, ordinances and regulations affecting the sale of such beverages if a license be granted me.

1. ORGANIZATION

(Check appropriate box) Bona fide Club, Church, Veteran's Organization, Fair Association

- (a) Name Wilhelm Tell Community Guild
(b) Address 300 11th Avenue
(c) Date organized 1938
(d) If corporation, give date of incorporation _____
(e) Names and addresses of all officers:

President Chris Rear, 300 11th Ave, New Glarus, WI 53574
Vice President Tiffany Schwoerer, 200 Durst Rd, New Glarus, WI 53574
Secretary Vacant
Treasurer Chris Rear, 300 11th Ave, New Glarus, WI 53574

- (f) Name and phone number of manager or person in charge of affair: Chris Rear
608-438-4828

2. LOCATION OF PREMISES WHERE SODA WILL BE SOLD:

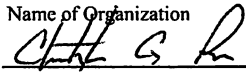
- (a) Street number W5199 County Highway W, New Glarus, WI 53574
(b) Lot _____ Block _____
(c) Do premises occupy all or part of building? All of building but part of grounds
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Food concession stand

3. NAME OF EVENT:

- (a) List name of the event Wilhelm Tell Festival
(b) Dates of event 09/02/2023-09/03/2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Wilhelm Tell Guild
Name of Organization

Officer

07/27/2023
Date Filed with Town of New Glarus Clerk

Clerk-Treasurer

License No. 153

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
Town of New Glarus
Green County

By



**Appleton Office
W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Town of New Glarus, Green County, State of Wisconsin**, a body corporate and politic (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the property assessment records are not digital, there shall be additional costs charged to the Municipality for collection and or conversion.

A. INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

B. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

C. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided

by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. **ASSESSMENT NOTICES.** A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and or approved for use by the Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

F. **OPEN BOOK.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide necessary staff to handle projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under §70.09(3)(c), Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue.

H. **BOARD OF REVIEW.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an

addendum to this Contract. If deemed necessary by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **MONTHLY MUNICIPAL PERMIT FEE.** Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.

K. **OPEN RECORD REQUESTS.** The Assessor shall timely respond to all open record requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including §70.35(3), Wis. Stats., regarding the personal property return, §70.47(7)(af), Wis. Stats., regarding income and expense information provided to the Assessor and board of review; and §77.265, Wis. Stats., regarding the real estate transfer return.

L. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Town meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

M. **MUNICIPALITY RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

N. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

O. **MAILING SERVICES.** The Municipality shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, personal property forms, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk prior to commencing duties.

Assessor shall assume the appointed office of Town Assessor as per §60.307 and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46(1), Wis. Stats., for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon alleged intentional or negligent acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and any circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with §70.05 and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. **OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2024, 2025, and 2026** assessment year(s). The Assessor shall have completed all work under this Contract on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.

C. **ENTIRE CONTRACT.** This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making specific references to this Contract, by a duly authorized officer of the Assessor and by a duly authorized official of the Municipality.

D. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION


- A. The Municipality shall pay the Assessor **Fifteen Thousand Dollars (\$15,000.00)** for each of the 2024, 2025, and 2026 assessment year(s) for maintenance assessment services.
- B. The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, and 2026 assessment year(s).
- C. **Renewal Adjustments:** An increase of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.

E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and an eighth per parcel per month ($$.018 * 1,036 = \18.65) payable to a third-party vendor (pass-through expense only). This monthly charge is subject to change annually based on our third-party vendor-imposed fees and any parcel count changes.

***** Please initial yes or no to post data to the website. *****

Yes ___ No ___

V. **SIGNATURES**



Mark Brown
President
Associated Appraisal Consultants, Inc.

07/26/2023

Date

Authorized Signature
Town of New Glarus

Date

**ORDINANCE 2023-01 CODIFYING THE TOWN OF NEW GLARUS
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; and

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 the Town of New Glarus, Green County, Wisconsin, do 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 annually 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) 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.

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Adopted by the Town Board of New Glarus, August 9, 2023.

TOWN OF NEW GLARUS

Chris Narveson, Town Chairman

Attest:

John Wright, Clerk-Treasurer

TOWN OF NEW GLARUS
Green County, Wisconsin

APPLICATION FOR DRIVEWAY CONSTRUCTION PERMIT

TO THE TOWN BOARD: The undersigned hereby applies for a permit to (construct or rework) a driveway in the Town of New Glarus, Green County, Wisconsin.

Name of Property Owner: Duane + Sue Pope

Address of New Driveway: Hustad Valley Road, New Glarus, WI. 53574

Name of Applicant: Duane + Sue Pope Signature of Applicant: Duane Pope

Date of Application: Aug. 25, 2008 Contractor: _____

Date culvert will be installed _____

Date six inches of aggregate rock will be laid down _____

Date final application of two inches of gravel will be done _____

Date erosion control will be finished _____

Signature Duane Pope Date Aug 25, 2008
(Owner, Agent, Contractor)

Inspection Fee \$ 500 Security Deposit: 500

Date of Receipt of Fee: 8-28-08 Received By: M. Fly

A Construction Permit/Driveway Access Permit, will be granted for the above driveway provided the construction plan conforms to the New Glarus Driveway Permit Ordinance. A driveway construction plan and erosion control plan must be presented to the Town Board. A non-refundable Five Hundred Dollar (\$500) inspection fee and a refundable Five Hundred Dollar (\$500) security deposit must be posted before a permit will be issued.

Plan conforms with Town of New Glarus Driveway Ordinance: M. Fly BUS INSP.
(Town Chairman/Clerk)

Results of inspection:

_____ Driveway plan and completion dates are in accordance with ordinance approved by Town Board.

_____ Driveway is not acceptable

_____ Owner will make required improvements by _____

_____ Owner is unwilling to correct defects.

Signature _____
(Town Board Chairman)

Date _____

Signature _____
(Town Clerk)

Date _____

Town of New Glarus

Transaction List by Date

July 13 - August 9, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
07/20/2023	Bill Payment (Check)	21219	Yes	United States Treasury.		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-4,770.64
08/09/2023	Bill Payment (Check)	21220	Yes	Associated Appraisal Consultants		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-625.00
08/09/2023	Bill Payment (Check)	21221	Yes	Bjoin Limestone		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-314.65
08/09/2023	Bill Payment (Check)	21222	Yes	Blanchardville Co-op Oil Association		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-806.34
08/09/2023	Bill Payment (Check)	21223	Yes	Carter & Gruenewald Co Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-66.42
08/09/2023	Bill Payment (Check)	21224	Yes	Computer Know How		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-101.50
08/09/2023	Bill Payment (Check)	21225	Yes	Duane or Carolyn Sue Pope		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-500.00
08/09/2023	Bill Payment (Check)	21226	Yes	General Code		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-1,195.00
08/09/2023	Bill Payment (Check)	21227	Yes	Green County Clerk		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-1,500.00
08/09/2023	Bill Payment (Check)	21228	Yes	Green County Highway Department		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-3,530.95
08/09/2023	Bill Payment (Check)	21229	Yes	Helen Beck		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-100.00
08/09/2023	Bill Payment (Check)	21230	Yes	Kasieta Legal Group		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-150.00
08/09/2023	Bill Payment (Check)	21231	Yes	New Glarus Fire District		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-
08/09/2023	Bill Payment (Check)	21232	Yes	New Glarus Hardware		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	10,547.62
08/09/2023	Bill Payment (Check)	21233	Yes	New Glarus Utilities		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-109.78
08/09/2023	Bill Payment (Check)	21233	Yes	New Glarus Utilities		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-299.97
08/09/2023	Bill Payment (Check)	21234	Yes	News Publishing Co., Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-111.92
08/09/2023	Bill Payment (Check)	21235	Yes	Pellitteri Waste Systems		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-9,429.50
08/09/2023	Bill Payment (Check)	21236	Yes	Securian Financial Group, Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-221.54
08/09/2023	Bill Payment (Check)	21237	Yes	Vierbicher		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-1,105.00
08/09/2023	Bill Payment (Check)	21238	Yes	Visa		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-678.51
08/02/2023	Payment	2603	Yes	Corey Pope		10000 DDA 2306 - 2 - 1	13000 Accounts Receivable (A/R)	255.00
07/17/2023	Payment	34239	Yes	Roger D Arn	Check issued by Ekum Title, LLC	10000 DDA 2306 - 2 - 1	13000 Accounts Receivable (A/R)	369.50
07/29/2023	Payment	803	Yes	Thomas Kleckner & Jodi Vogel		10000 DDA 2306 - 2 - 1	13000 Accounts Receivable (A/R)	212.23
07/20/2023	Expense		Yes	Auto Value New Glarus	CHECK 21194	10000 DDA 2306 - 2 - 1	10000 DDA 2306 - 2 - 1	-957.99
07/20/2023	Expense		Yes	Computer Know How	CHECK 21199	10000 DDA 2306 - 2 - 1	10000 DDA 2306 - 2 - 1	-101.50
07/21/2023	Expense		Yes		Group Insurance ETFPay WS2GPCXXXXX2021	10000 DDA 2306 - 2 - 1	21530 21530 Health Insurance Deductions Payable	-4,206.80
07/21/2023	Deposit		Yes			10000 DDA 2306 - 2 - 1	-Split-	630.00
07/24/2023	Deposit		Yes	State of WI - DOA	State of Wiscons WI PS ACH XXXXXX0881	10000 DDA 2306 - 2 - 1	43430 Exempt Computer Aid	56.12
07/24/2023	Deposit		Yes	State of WI - DOA	State of Wiscons WI PS ACH XXXXXX0882	10000 DDA 2306 - 2 - 1	43410 State Shared Revenue	1,461.62
07/24/2023	Expense		Yes	Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	10000 DDA 2306 - 2 - 1	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00
07/26/2023	Expense		Yes	Alliant Energy	Alliant - WPL PAYMENT 2725610000	10000 DDA 2306 - 2 - 1	53420 Street Lighting	-19.45
07/26/2023	Expense		Yes	Alliant Energy	Alliant - WPL PAYMENT 3936450000	10000 DDA 2306 - 2 - 1	53420 Street Lighting	-9.84
07/27/2023	Expense		Yes	Alliant Energy	Alliant - WPL PAYMENT 3863269802	10000 DDA 2306 - 2 - 1	51980 Other General Government	-13.81
07/27/2023	Expense		Yes	Alliant Energy	Alliant - WPL PAYMENT 7302944676	10000 DDA 2306 - 2 - 1	51980 Other General Government	-84.89
07/31/2023	Expense		Yes	Wisconsin Retirement System	EMPLOYE TRUST FU WRS REMIT 0880000	10000 DDA 2306 - 2 - 1	21520 21520 Retirement Deductions Payable (WRS)	-6.90
08/02/2023	Deposit		Yes			10000 DDA 2306 - 2 - 1	-Split-	240.00

Town of New Glarus

Transaction List by Date

July 13 - August 9, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
08/07/2023	Expense		Yes	WE Energy	WE ENERGIES PAYMENT 070451995200002	10000 DDA 2306 - 2 - 1	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-10.56
08/07/2023	Expense		Yes	Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	10000 DDA 2306 - 2 - 1	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00
08/07/2023	Expense		Yes	WE Energy	WE ENERGIES PAYMENT 070451995200001	10000 DDA 2306 - 2 - 1	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-10.56
08/08/2023	Expense		Yes	Spectrum	SPECTRUM SPECTRUM 3430785	10000 DDA 2306 - 2 - 1	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-257.95
08/08/2023	Deposit		Yes			10000 DDA 2306 - 2 - 1	-Split-	70.00



Town of New Glarus

Transaction Detail by Account

July 13 - August 9, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	DEBIT
10000 DDA 2306 - 2 - 1								
07/20/2023	Bill Payment (Check)	21219	United States Treasury.		21000 Accounts Payable (A/P)	-4,770.64	-4,770.64	
08/09/2023	Bill Payment (Check)	21220	Associated Appraisal Consultants		21000 Accounts Payable (A/P)	-625.00	-5,395.64	
08/09/2023	Bill Payment (Check)	21221	Bjoin Limestone		21000 Accounts Payable (A/P)	-314.65	-5,710.29	
08/09/2023	Bill Payment (Check)	21222	Blanchardville Co-op Oil Association		21000 Accounts Payable (A/P)	-806.34	-6,516.63	
08/09/2023	Bill Payment (Check)	21223	Carter & Gruenewald Co Inc		21000 Accounts Payable (A/P)	-66.42	-6,583.05	
08/09/2023	Bill Payment (Check)	21224	Computer Know How		21000 Accounts Payable (A/P)	-101.50	-6,684.55	
08/09/2023	Bill Payment (Check)	21225	Duane or Carolyn Sue Pope		21000 Accounts Payable (A/P)	-500.00	-7,184.55	
08/09/2023	Bill Payment (Check)	21226	General Code		21000 Accounts Payable (A/P)	-1,195.00	-8,379.55	
08/09/2023	Bill Payment (Check)	21227	Green County Clerk		21000 Accounts Payable (A/P)	-1,500.00	-9,879.55	
08/09/2023	Bill Payment (Check)	21228	Green County Highway Department		21000 Accounts Payable (A/P)	-3,530.95	-	13,410.50
08/09/2023	Bill Payment (Check)	21229	Helen Beck		21000 Accounts Payable (A/P)	-100.00	-	13,510.50
08/09/2023	Bill Payment (Check)	21230	Kasieta Legal Group		21000 Accounts Payable (A/P)	-150.00	-	13,660.50
08/09/2023	Bill Payment (Check)	21231	New Glarus Fire District		21000 Accounts Payable (A/P)	-	-	-
08/09/2023	Bill Payment (Check)	21232	New Glarus Hardware		21000 Accounts Payable (A/P)	10,547.62	24,208.12	-
08/09/2023	Bill Payment (Check)	21233	New Glarus Utilities		21000 Accounts Payable (A/P)	-109.78	-	24,317.90
08/09/2023	Bill Payment (Check)	21234	News Publishing Co., Inc		21000 Accounts Payable (A/P)	-299.97	-	24,617.87
08/09/2023	Bill Payment (Check)	21235	News Publishing Co., Inc		21000 Accounts Payable (A/P)	-111.92	-	24,729.79
08/09/2023	Bill Payment (Check)	21235	Pellitteri Waste Systems		21000 Accounts Payable (A/P)	-9,429.50	-	34,159.29
08/09/2023	Bill Payment (Check)	21236	Securian Financial Group, Inc		21000 Accounts Payable (A/P)	-221.54	-	34,380.83
08/09/2023	Bill Payment (Check)	21237	Vierbicher		21000 Accounts Payable (A/P)	-1,105.00	-	35,485.83
08/09/2023	Bill Payment (Check)	21238	Visa		21000 Accounts Payable (A/P)	-678.51	-	36,164.34
08/02/2023	Payment	2603	Corey Pope		13000 Accounts Receivable (A/R)	255.00	-	\$255.00
07/17/2023	Payment	34239	Roger D Arn	Check issued by Ekum Title, LLC	13000 Accounts Receivable (A/R)	369.50	-	\$369.50
07/29/2023	Payment	803	Thomas Kleckner & Jodi Vogel		13000 Accounts Receivable (A/R)	212.23	-	\$212.23
07/20/2023	Expense		Auto Value New Glarus	CHECK 21194	10000 DDA 2306 - 2 - 1	957.99	-	\$957.99
07/20/2023	Expense		Auto Value New Glarus	CHECK 21194	10000 DDA 2306 - 2 - 1	-957.99	-	
07/20/2023	Expense		Computer Know How	CHECK 21199	10000 DDA 2306 - 2 - 1	101.50	-	\$101.50
07/20/2023	Expense		Computer Know How	CHECK 21199	10000 DDA 2306 - 2 - 1	-101.50	-	
07/21/2023	Expense			Group Insurance ETFPay WS2GPCXXXXX2021	21530 21530 Health Insurance Deductions Payable	-4,206.80	-	
07/21/2023	Deposit				-Split-	630.00	-	\$630.00
07/24/2023	Deposit		State of WI - DOA	State of Wiscons WI PS ACH XXXXXX0882	43410 State Shared Revenue	1,461.62	-	\$1,461.62
07/24/2023	Expense		Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00	-	
07/24/2023	Deposit		State of WI - DOA	State of Wiscons WI PS ACH XXXXXX0881	43430 Exempt Computer Aid	56.12	-	\$56.12



Town of New Glarus
Transaction Detail by Account
 July 13 - August 9, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	DEBIT
07/26/2023	Expense		Alliant Energy	Alliant - WPL PAYMENT 2725610000	53420 Street Lighting	-19.45	-	
							37,465.12	
07/26/2023	Expense		Alliant Energy	Alliant - WPL PAYMENT 3936450000	53420 Street Lighting	-9.84	-	
							37,474.96	
07/27/2023	Expense		Alliant Energy	Alliant - WPL PAYMENT 3863269802	51980 Other General Government	-13.81	-	
							37,488.77	
07/27/2023	Expense		Alliant Energy	Alliant - WPL PAYMENT 7302944676	51980 Other General Government	-84.89	-	
							37,573.66	
07/31/2023	Expense		Wisconsin Retirement System	EMPLOYE TRUST FU WRS REMIT 0880000	21520 21520 Retirement Deductions Payable (WRS)	-6.90	-	
							37,580.56	
08/02/2023	Deposit				-Split-	240.00	-	\$240.00
							37,340.56	
08/07/2023	Expense		WE Energy	WE ENERGIES PAYMENT 070451995200001	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-10.56	-	
							37,351.12	
08/07/2023	Expense		WE Energy	WE ENERGIES PAYMENT 070451995200002	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-10.56	-	
							37,361.68	
08/07/2023	Expense		Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00	-	
							37,420.68	
08/08/2023	Expense		Spectrum	SPECTRUM SPECTRUM 3430785	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-257.95	-	
							37,678.63	
08/08/2023	Deposit				-Split-	70.00	-	\$70.00
							37,608.63	
Total for 10000 DDA 2306 - 2 - 1						\$ -		\$4,353.96
						37,608.63		



Jeffrey J Lahey Architect

9110 County Hwy. G
Mt. Horeb, WI 53572
608-832-1547 email: jlahey@ds.net

New Glarus Township New Glarus Township Building Committee New Glarus, WI 53574

Chris Narveson (Building Committee- Town Board)

Thank you for inquiring about architectural services for the proposed new building for **New Glarus Township Garage in New Glarus, WI.**

On March 19th, 2001, I established my own Architectural Firm. Jeffrey J. Lahey Architect is a Sole Proprietor with 1 employee.

I pride myself with providing a hands-on approach to the services I provide. I (personally) will work directly with you both on the design, so that an efficient and affordable design can be achieved.

Some of the services I am able to provide are listed below:

- ADA assessment
- Architectural Design
 - Commercial- Light Industrial
 - Residential (New Construction, Remodels and Additions)
- Facility Needs Assessment
- Lighting Design
- Schematic Site Planning
- AutoCAD and manual drafting

I look forward to work with you and to serve you in the future.

Sincerely,

Jeffrey J. Lahey
Jeffrey J. Lahey Architect
(enclosures)



Agreement Between Architect & Client

Date: July 24, 2023

PROJECT DESCRIPTION:

Township of New Glarus

Shop Building

- Proposed Facility in New Glarus Township, WI
- *Architectural Services*

SCOPE OF SERVICES:

Architectural Services for proposed building as described by Building Committee member (Chris Narveson) at proposed property New Glarus Township, WI on July 14th, 2023.

COMPENSATION:

Architectural Fee : **\$15,250.00**

This will be billed monthly: (not including printing)

Jeffrey J. Lahey Architect- Architectural & Coordination: \$15,250.00

- Structural Engineering: allowance: \$10,00.00(separate contract-not included in this agreement)

Reimbursables: not included in Not To Exceed. Refer to Architectural Services document for allowances.

All indicated fees expect provided soil boring test documentation by owner, as requested by structural engineer.

PAYMENT TERMS:

Payments will be due 30 days from date of invoice.

Invoices will be sent at the end of each month (re-occurring every 30 days until project completion)

PROPOSED SCHEDULE

Summer/Fall Design- 2023

Fall/Winter 2023 Construction


ACCEPTANCE:

Please sign two copies and return to Jeffrey J. Lahey Architect, 9110 Cty Hwy. G, Mt. Horeb, WI 53574 prior to commencing work.

New Glarus Township

Jeffrey J. Lahey Architect

By: _____

By:  _____

Jeff Lahey

Date: _____

Date: 07-24-23



Jeffrey J Lahey Architect

9110 County Hwy. G
Mt. Horeb, WI 53572
608-832-1547 email: jlahey@tds.net

New Glarus Township Garage

Chris Narveson Building Committee Chair
New Glarus, WI

Billing Rates

June 24, 2023

Position	Rate
Architect Jeff Lahey	\$100.00/Hr
Draftsperson Jeff Lahey	\$85.00/Hr
Administration Jeff Lahey	\$85.00/Hr



Jeffrey J Lahey Architect

9110 County Hwy. G
Mt. Horeb, WI 53572
608-832-1547 email: jlahey@ds.net

New Glarus Township New Glarus Township Building Committee

New Glarus, WI 53572

Chris Narveson (Building Committee, Town Board):

Here is a breakdown of the services for the Township Garage project.

Schematic Design to be approximately 24 hours ~ \$2500.00

Design Development/Construction Documents to be approximately 80 hours~ \$7400

Bidding to be approximately 30 hours ~ \$2775.00

Construction Administration to be approximately 24 hours ~ \$2500.00

Included in this proposal is an hourly rate sheet that would pertain to each phase of the project and be applied to the hours.

Not included the above approximate hours and costs are:

Site Design

Structural- Building and foundation (allowance \$10,000)

Lighting Design

HVAC Design

Plumbing Design

Printing (allowance) \$500.00

State Fees (plan submittal)- \$1000.00

Sincerely,

Jeffrey J. Lahey
Jeffrey J. Lahey Architect
(enclosures)

AE TIME ESTIMATE

JEFFREY J. LAHEY ARCHITECT

PROJECT NUMBER:

PROPOSAL

9110 CTY HWY G

7/24/2023

New Glarus Township Garage

MT. HOREB, WI 53572

PEMB Shop New Glarus Township Garage	PHASE				
	S.D	D.D.	C.D	BID	C. A.
CONSTRUCTION DOCUMENTS					
A0.1 TITLE SHEET	2	2	2		
A1.1 SITE PLAN- SCHEMATIC- COORDINA	4	4	8		
A2.1 FLOOR PLAN	4	4	8		
A2.2 DOOR/ RM FIN SCHEDULES	1	4	4		
A3.1 BUILDING ELEVATIONS	4	4	8		
A4.1 BUILDING SECTIONS		4	6		
A5.1 DETAILS		4	6		
S** STRUCTURAL NOTES		16	16	2	
*** FOUNDATION PLAN & DETAILS (by others- coordinated by Lahey)		16	16	2	
BIDDING SOLICITATION				8	
BIDDING QUESTIONS				8	
ADMINISTRATION- ACCOUNTING- CONTRACTS	1	1	1	1	1
SHOP DRAWING REVIEW					2
PUNCHLIST & FOLLOWUP- OCCUPANCY					4
TRAVEL TIME	1	1	1	2	3
STATE PAPERWORK- SUBMITTAL REQUIREMENTS			8		
CONSTRUCTION OBSERVATIONS PROGRESS MEETINGS					8
COORDINATION MEETINGS	4	4	4	8	

TOTAL BY PHASE	21	64	88	31	18
	9.46%	28.83%	39.64%	13.96%	8.11%

SUBTOTAL AE TIME REQUIRED 222
10 % CONTINGENCY 22

TOTAL AE TIME REQUIRED 244

New Glarus Township Garage		24-Jul-23	
New Glarus, WI		Jeffrey J. Lahey Arch	
Preliminary Plan of Action		Preparer:	Jeff Lahey
PLAN of ACTION		MILESTONE SCHEDULE	
Task Description		Start	Finish
Kick-off meeting			
Introduce team			
Establish primary decision-makers			
Review scope of work			
Review preliminary POA & Milestone			
Define programming groups			
Early Planning			
Review project program			
Space Schematics- bubble diagrams			
Mech. Elec. Plumb- System Options			
Preliminary Estimate of Cost of Work			
Sign off- Program- Meeting			
Site Development Planning			
Site Analysis		topo survey	
		soil borings	
Zoning process			
Site program			
Town Board Review			
Site design			
Driveway Approval Process			
FEMA- DNR Approval (if needed)			
Planning Commission- review			
Sign off- Site Design- Program Meeting			
Schematic Design			
Establish design concepts and options			
floor plans			
room data sheets			
elevations			
Code/Life Safety/ADA review			
site design			
Present proposed alternatives			
		with prelim. budget cost est	
Sign off- Schematic Design- Meeting			
Design Development			
Drawings and Specifications			
Civil			
Structural			
Architectural			
Scope Mechanical			
Scope Electrical			
Scope Fire Protection (if required)			
Scope Security			
Cost Estimate			
Sign off- Design Development- Meeting			

New Glarus Township Garage				24-Jul-23
New Glarus, WI				Jeffrey J. Lahey Arch
Preliminary Plan of Action			Preparer:	Jeff Lahey
PLAN of ACTION			MILESTONE SCHEDULE	
Task Description			Start	Finish
Construction Documents				
	Drawings and Specifications			
	Cost Estimate			
	Signage, FF&A			
	Sign off- Const. Docs- Meeting			
Consultation and submission				
	New Glarus, FD			
	WI DSPS (State)			
Bidding and Negotiation				
Issue Construction Contract				
Construction Contract Administration				
	Submittal Review			
	Site Visits			
	Consultation			
	Payment Application review			
Project Closeout				
	Final Punchlist/completion			
	Final payment application			
	O&M documents			
	Record drawings			
Certificate of Occupancy				

New Glarus Town Garage Needs

As of 7/22/10

Minimum:

3 each 19' wide (12' height) Garage doors x 40' =	2,280 SF
2 each 12' wide (12' height) Garage doors x 40' =	960 SF
Space between bays – 5 each 6' x 40' =	<u>1,200 SF</u>
	4,440 SF

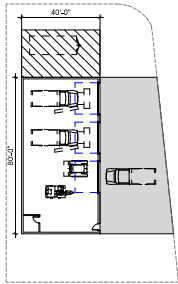
1 each 20' x 40' Shop area	<u>800 SF</u>
	5,240 SF

1 each Rest room (or joint shared)
10' x 10' if separate

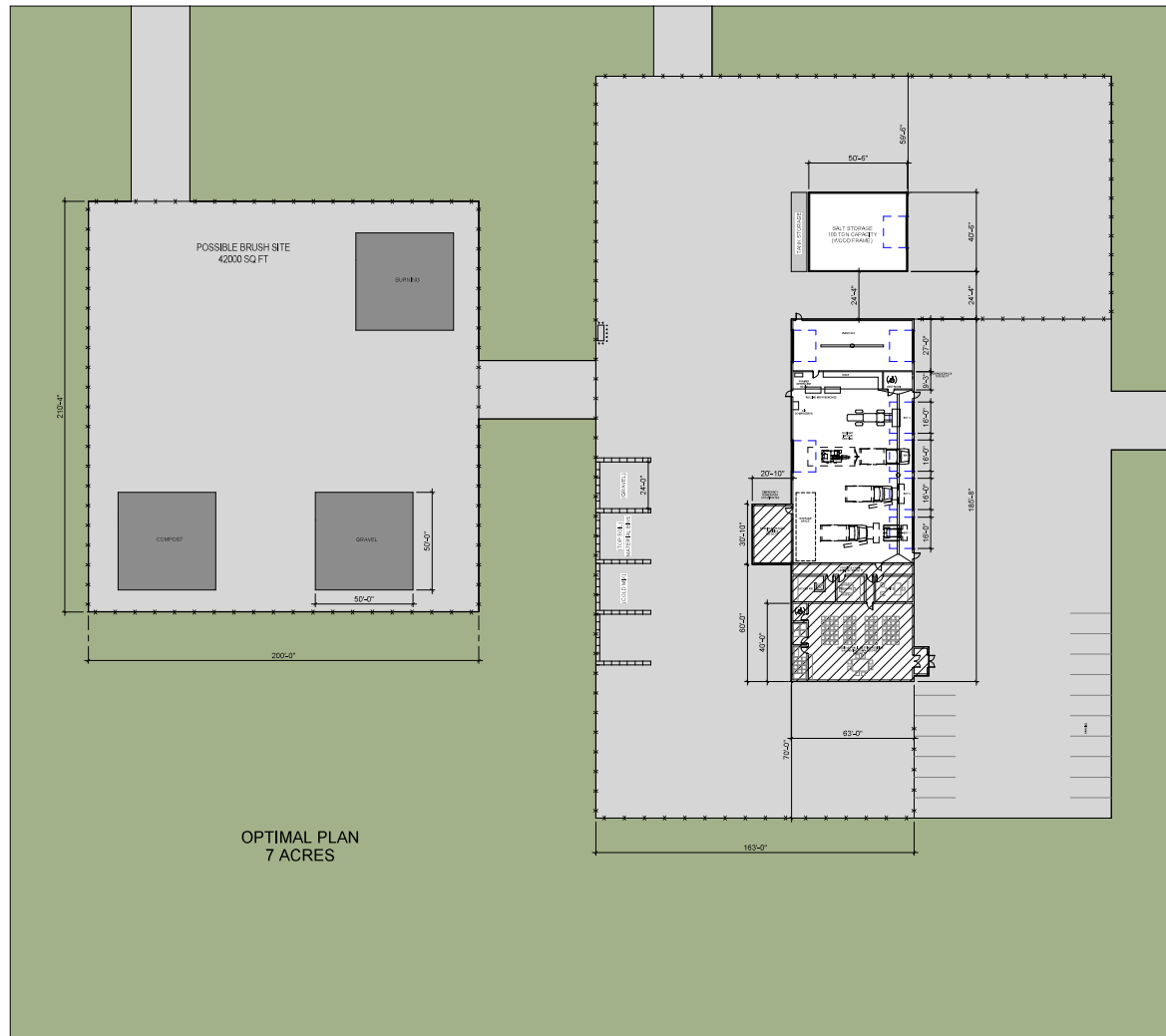
Insulated – max floor/walls/ceiling
Unit heaters or infra red bay heaters
Garage door openers – automatic
Separate Heating and electric meters- yes
Hot water available for restroom and truck wash
Wash bay capability – 1 bay only
Central drain capability – all bays
Gravel screen/collection point – yes
2 – Exit doors – yes
Windows – shop area only
Building ceiling height 14' clear inside

Expanded Options:

Building depth 50'	
Add 2 overhead bays 19' x 50'	950 SF
Add space between bays 2 each 6' x 50'	<u>300 SF</u>
	1,250 SF
Expansion capability – one end expandable (Floor, roof, utilities, drains)	_____
	6,490 SF



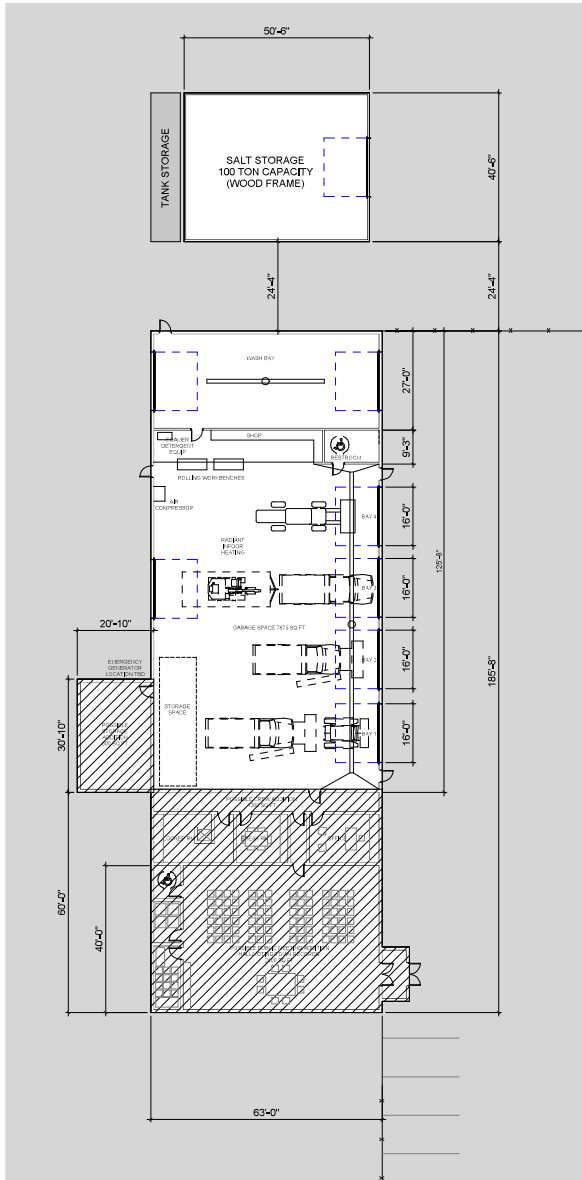
EXISTING PLAN



OPTIMAL PLAN
7 ACRES

NEW GLARUS GARAGE Space Needs Study

September 2022



Level 1
1/16" = 1'-0"

NEW GLARUS GARAGE

Space Needs Study

September 2022



Construction Cost Estimate DPW Garage

Town of New Glarus

Complete build out of entire program

	SF/Quantity	Cost per SF	Total
Main Garage			
Repair Garage	6,237	180 \$	1,122,660
Wash Bay	1,701	200 \$	340,200
Parts Department	600	150 \$	90,000
Crew Support	1,312	210 \$	275,520
Public Meeting Hall	2,572	220 \$	565,840
	12,422	Total	\$ 2,394,220

Site Construction			
Site Work - DPW Garage & Brush Burning Site	7	\$ 150,000	\$ 1,050,000
Salt Shed	2,000	\$ 110	\$ 220,000
	2,000	Total	\$ 1,270,000

		Total Construction Cost	\$ 3,664,220
--	--	-------------------------	--------------

Soft Costs			
Main Garage and Site Development			\$ 604,596

GRAND TOTAL \$ 4,268,816

Notes

*Soft costs include construction contingency; general management costs/GC/GM fee; architecture/engineering final design & construction engineering (geo tech.) fees; and design estimating contingency (fluctuations during design.)

*Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees

Construction Cost Estimate DPW Garage

Town of New Glarus

Complete build out of entire program

	SF/Quantity	Cost per SF	Total
Main Garage			
Repair Garage	6,237	180	\$ 1,122,660
Wash Bay	1,701	200	\$ 340,200
Parts Department	600	150	\$ 90,000
Crew Support	1,312	210	\$ 275,520
Public Meeting Hall	2,572	220	\$ 565,840
	12,422	Total	\$ 2,394,220
Site Construction			
Site Work - DPW Garage & Brush Burning	7	\$ 150,000	\$ 1,050,000
Salt Shed	2,000	\$ 110	\$ 220,000
	2,000	Total	\$ 1,270,000
		Total Construction Cost	\$ 3,664,220
Soft Costs			
Main Garage and Site Development			\$ 604,596
		GRAND TOTAL	\$ 4,268,816

Construction Cost Estimate DPW Garage

Town of New Glarus

Phase 2: Brush Burning Facility, Crew, Parts, Meeting Hall

	SF/Quantity	Cost per SF	Total
Main Garage			
Repair Garage	0	180 \$	-
Wash Bay	0	200 \$	-
Parts Department	600	150 \$	90,000
Crew Support	1,312	210 \$	275,520
Public Meeting Hall	2,572	220 \$	565,840
	4,484	Total	\$ 931,360

Site Construction

Site Work - DPW Garage & Brush Burning Site	5	\$ 150,000	\$ 750,000
Salt Shed	0	\$ 110	-
	0	Total	\$ 750,000

Total Construction
Cost \$ 1,681,360

Soft Costs

Main Garage and Site Development	\$ 277,424
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GRAND TOTAL \$ 1,958,784

Construction Cost Estimate DPW Garage Comparison

Town of New Glarus

Phase 1	\$ 3,842,986
Phase 2	\$ 1,958,784
Total of Phase 1 & 2	\$ 5,801,770
Complete Buildout	\$ 4,268,816

RECOMMENDATIONS

As each facility serves unique purposes, it is recommended that the Town of New Glarus keep the Town Hall and Public Works Garage as separate facilities.

The Town Hall has a recent addition and suits the Town well in that its centrally located around the most populous area. We recommend no changes to the current Town Hall.

The Public Works Garage provides the minimal facility necessary to conduct the crew's operations. It is undersized and not laid out for maximum efficiency. It also has deficiencies in staff amenities most notably a makeshift restroom. It is recommended that a new garage be constructed that contains more storage and parking space specifically for a new front-end loader. A proper wash bay should also be installed. It is recommended that the Town consider possible additions for storage and crew space as well as a large meeting room. The garage facility would better suit its operations if located outside the Village proper.

The new facility should include a larger yard that allocates space for material bins, salt storage, and brine tanks which are all necessary for the proper function of the Town. It should also include a separate space for brush burning. Barrientos Design & Consulting recommends that the Town consider adding crew and storage spaces to the garage. To prevent the Town from needing to rent out overflow meeting space. A meeting hall addition should also be considered.

It is recommended that the Town plan to relocate the Garage to a new site outside the Village of New Glarus in the coming years. An ideal site would be a minimum of 7 acres to the west of the Village, as central to the Town as possible with ease of access to the main arterial roads.

PARKS COMMISSION MEETING

Wednesday, July 19, 2023

Minutes

Attending: Chair Harry Pulliam, Kelly Ruschman, Dana Emmerton, Mark Pernitz, Chris Narveson, Jason Neton, and Mona Sue French (arrived at 6:14 PM)

Absent: None

Also Attending: John Wright (departed at 6:08 PM): Clerk Treasurer; Rose Pertzborn: Parks Commission alternate; and Shahnaz Shahidain: Village of New Glarus resident

1. **Call to Order:** Meeting was called to order by Chair Pulliam at 6:05 PM.
2. **Proof of Posting:** Clerk-Treasurer Wright attested to proper proof of posting.
3. **Approve Minutes**
 - a. April 5, 2023, Special Meeting – Motion to approve the minutes was made by Commissioner Pernitz; seconded by Commissioner Neton. Motion carried 7-0.
 - b. June 21, 2023 Regular Meeting – Motion to approve the minutes was made by Commissioner Pernitz; seconded by Commissioner Ruschman. Motion carried 7-0.
4. **Public Comments** – none.
5. **Update on Action Taken by Town Board on July 12, 2023, re: Town Park/Town Trail Sinking Fund and DNR Grant for Trail along CTH NN** – Commissioner Narveson reported that the Town Board approved the transfer of the balance of funds not used from the Parks 2022 budget into the Town Park/Town Trail Sinking Fund. Narveson provided the group with an update of discussions with Cheryl Housely at the Wisconsin Department of Natural Resources regarding reallocating the grant awarded for a trail along County NN to the State Highway 39 property with a proposed connection with Durst Road. Staff at Vierbicher are preparing documents in support of this change.

Motion to recommend that the Town Board approve the relocation of the County NN trail grant to the State Highway 39 location to connect with Durst Road was made by Commissioner Pernitz; seconded by Commissioner Neton. Motion carried 7-0.
6. **Note Clerk's Reconciliation of Past Fund Balances** – Pulliam reported that Clerk-Treasurer Wright had created a folder with the past resolutions that chronicled money transferred in and out of the various Parks Sinking Funds as well as the dissolution of one fund and the creation of another. Additionally, the history of the balances of each fund has been tracked within spreadsheets contained in tonight's packet.
7. **Updates on Suggested Modifications to Ordinance Codifying Parks Commission, Including Reference to Deposits into Town Parks Sinking Fund per Town Board's 12-7-15 Resolution** – The members reviewed the proposed ordinance prepared by attorney Hazelbaker, corrections recommended by Grace McLaughlin at a past meeting, and past discussions regarding which Town body retains the profits of Parks activities such as the annual tree sale.

Motion to recommend the Town Board adopt the proposed ordinance to codify the Parks Commission, with the recommended changes to punctuation incorporated, was made by Commissioner Pernitz; seconded by Commissioner Emmerton. Motion carried 7-0.

It was noted that the ordinance can be amended after adoption if there is the need to do so.

8. **Discuss Progress on Establishment of Friends Group for Town Park** – The members discussed the possibility that graduate students enrolled in the Environmental Conservation MS program at the University of Wisconsin, Madison may be available to assist with the planning of the new Town park. The Program Director is Nathan Shulfer.

9. **Continue Discussion for Name of Park** – Further discussion and possible action was deferred to a future meeting, without objection.

10. **Discuss Fall Workshops and Events**

- a. Pollinator Workshop at Hidden Knoll with Micah Kloppenburg of Xerces Society – Chair Pulliam reported that Micah Kloppenburg will be available to meet at the Monroe Clinic Parking lot at the intersection of 2nd Street and County Road H at 5:00 PM on Friday, August 25, 2023. The group will then proceed to the prairie portion of the New Glarus State Woods Park on the south side of County H.
- b. Invasives Removal Talk and workday at Town Park with Matt Wallrath and/or Jasmine Wyant of South Central Invasives Partnership – Pulliam reported that the activity has been scheduled at the new Town park on October 28, 2023 at 1:00 PM. The crops should be harvested by then. Participants should bring shovels and loppers. Participants should avoid parking on the recently sold property associated with the home and outbuildings.
- c. Seed Collecting Workshop (at Hidden Knoll or Another Area Prairie?) with Matt Sheaffer of Taylor Creek Nursery (on a weekend after Labor Day) – Pulliam reported that Matt Sheaffer is available to do a seed collection workshop on Saturday, September 9, 2023. The group will assemble in the Monroe Clinic Parking lot at the intersection of 2nd Street and County Road H at 1:00 PM before crossing County H to the south to conduct gathering in the prairie portion of the New Glarus Woods State Park.
- d. Walk the Park with local supporters, including Matt Stelter, Town Board, Shahnaz Shahidain/Soil Sisters, etc. – This is scheduled for Saturday, November 4, 2023 at 1:00 PM. Participants should be aware that the residence located at W6599 State Highway 39 has been sold. Avoid parking in locations that would block access to that property or on their property.
- e. Fall eCycle Event – This will be held at the Town Hall, 26 5th Avenue, New Glarus on Saturday, Oct. 14, 2023 from 9:00 AM until Noon.
- f. Fall Tree Sale (update when receive price lists from suppliers); fruit trees and shrubs for Ms. Shahidain should be included in the order – defer further discussion and action until the August meeting; without objection. Without objection, Chair Pulliam and Commissioner Neton will coordinate on the creation, printing, and distribution of the flyer for this and other events listed above.
- g. Bow Hunting Workshop with Ian Munnoch – It was noted last month that this will be added to the 2024 schedule of workshops.
- h. Raptor Workshop (in 2024?) – without objection, this will be added to the September meeting agenda for further discussion.

11. **Discuss Honoraria for Workshop Presenters**

Motion to approve \$50 honoraria for each of the three presenters was made by Commissioner French; seconded by Commissioner Neton. Motion carried 7-0.

12. **Plan Outreach to Community**

- a. Recommendations for workshops – without objection, this will be deferred until the August meeting.

- b. Scouts, 4-H, High School students – without objection, this will be deferred until the August meeting.
- 13. **Update on Herbicides and Pesticides Used by Elliot Buol on Town Land he has been Cropping** – No treatments will be used this fall.
- 14. **Schedule Next Meeting** – The next meeting will be held on Wednesday, August 16, 2023 at 6:00 PM.
- 15. **Adjourn:** Motion to adjourn by Pernitz; seconded by Neton at 7:45 PM. Motion carried.

Approved:

Minutes transcribed from C. Narveson notes

DRAFT

OFFICE OF
Town of New Glarus

July 24, 2023

Cheryl Housley
Community Services Specialist
Community, & Financial Assistance Bureau/Division of External Services
Wisconsin Department of Natural Resources
3911 Fish Hatchery Rd
Fitchburg, WI 53711

Cheryl,

The necessary easements should be able to be acquired by the end of 2023. I am currently working with the affected property owners. Preliminary designs should be completed in spring of 2024. An estimate has already been provided for a paved 8' wide path. It is expected that the bid specifications will be prepared by spring of 2024. Depending upon Board recommendation, the project may be put out to bid or awarded to local forces based upon the previously mentioned bid above.

Respectfully,



Chris Narveson
Chair, New Glarus Town Board
cnarveson@townofnewglaruswi.gov
608-636-3495

Town of New Glarus

Trail Extension – Durst Road to First Town Park

Budget

Trail Paving	\$105,751
Engineering	\$ 20,000
<u>Easement Acquisition</u>	<u>\$ 10,000</u>
Total:	\$135,751

DNR funds totaling \$45,000 will be utilized for this project.

Town will allocate approximately \$90,751-100,000 in funds in the 2024 budget to ensure this project can happen.

Municipality Town of New Glarus
 Road Name Hwy 39
 Location Durst Rd - NG land
 Length - Ft. _____ Length - Mi. _____ Width - Ft. _____ Depth - In. _____

Work Order Number 2220-23
 Estimate Date 7/19/23
 Print Date 7/19/23

Description of proposed work

This estimate is to prep a trail pad at 10' wide and pave at 8' wide. This estimate is also to restore after paving.

Paver Patch or Paving

Patching Mix Type _____	Est. Tons _____	Cost / Ton _____	Patching Total _____
Paving Mix Type <u>5LT58-28S 9.5</u>	Est. Tons <u>450</u>	Cost / Ton _____	Paving Total <u>\$55,126</u>

Sealcoat or Fog Seal

Seal Asphalt Type _____	Gal. / Sq. Yard _____	Total Gal. _____	Sealcoat Total _____
Type of Cover Mat. _____	Yards of Mat. _____		
Fog Asphalt Type _____	Gal. / Sq. Yard _____	Total Gal. _____	Fog Seal Total _____

Drainage

	Size	Length	Cost Est.	Drainage Aid	
Project # 1	_____	_____	_____	_____	
Project # 2	_____	_____	_____	_____	
Project # 3	_____	_____	_____	_____	Total _____

Other Projects

Crack Sealing	\$ / Lin. Ft. _____	Est. Lin. Ft. _____	Crack Sealing Total _____
Grinding & Shaping	\$ / Mile <u>#DIV/0!</u>		Grind & Shape Total _____
Shouldering	Yds of Material _____		Shouldering Total _____
Other Project # 1 - Details listed above			Project # 1 Total <u>\$50,625</u>
Dura Patch	Hours _____		Project # 2 Total _____
Estimate Grand Total			\$105,751

This work order proposal is an estimate. Actual time and materials must be billed. The individual signing below is an authorized representative of the municipality and hereby agrees that all expenses involved in this proposal will be charged to the municipality and that moneys are available to cover the costs of the projects. It is also understood that the County shall complete all projects as economical as possible by receiving quotes or bids on materials and if necessary by securing additional equipment. This estimate must be signed and returned within 90 days of print date. (Ver. 5.0 1/26/11)

Maintaining Authority

Signed _____
 Title _____
 Date _____

Green County Highway Dept.
Eric Wild
 Signed _____
 Title General Superintendent
 Date 7/19/23

PLEASE RETURN ONE SIGNED COPY BY FAX (328-4153), MAIL (P.O. BOX 259) OR TO THE GREEN COUNTY HIGHWAY DEPARTMENT AT 2813 6th STREET MONROE, WI. 53566. RETAIN ONE COPY FOR YOUR RECORDS.

Plan Goals and Objectives

The Parks Commission developed five main goals to guide the future growth and development of the Town. One of the most important roles of local government is its responsibility to provide open space, parks and recreation facilities and programs for public use.

Goal 1: Provide active and passive recreational lands to meet current and future recreational needs of the community and visitors.

1. Respond to community requests for provision of recreational resources.
2. Respond to future needs as they are identified.
3. Obtain additional lands for a community park based on demand by increasing populations, or the environmental and recreational significance of the land.

Goal 2: Provide safe and efficient pedestrian and bicycle access between residential neighborhoods, schools, the Village, and other recreational activities.

1. Refer to this plan in review of development proposals.
2. Develop a trail system throughout the Town to link schools, state parks, and the Sugar River Trail.
3. Link subdivision areas to the Village by pedestrian/bike trails.

Goal 3: Preserve and enhance environmental corridors.

1. Identify and conserve areas of particular interest, unique plant or animal life, scenic views, environmentally sensitive areas, or native natural areas.
2. Identify lands available to obtain if the potential exists for future recreational use.
3. Use park and recreational lands as a means to promote environmental education and community history.
4. Continue the Town Tree Planting Program.
5. Educate Town residents on measures they can take to preserve their own property and foster proper environmental practices.

Goal 4: Coordinate Park and recreation planning and development.

1. Identify and conserve areas of particular interest, unique plant or animal life, scenic views, environmentally sensitive areas, and native natural areas.
2. Coordinate park and open space planning and development with adjacent governments, school districts, Green County, state and federal agencies, and other owners of public and private open space in the community.
3. Continue to ensure the availability of recreational activities for the enjoyment and benefit of all Town residents in partnership with the Village of New Glarus and New Glarus School District.
4. Preserve areas planned for future parks and recreational trails from development.
5. Complete regular reviews and updates of this plan with the Town Comprehensive Plan.
6. Provide opportunities for public participation in park and recreational facility development.
7. Encourage volunteers to participate in park programming.
8. Provide electronic communications to our community.

Goal 5: Continue education and awareness programs.

1. Continue to provide workshops for the community.
2. Educate the general public on needs and improvements for the parks and trails system.
3. Integrate historical and cultural resources into bicycle and pedestrian facilities.
4. Provide education of and facilitate well testing.

Placement of parks is dependent on multiple factors. Parks should be easily accessible from commonly used pathways such as roads, sidewalks, or trails, and should function as a complement to surrounding uses. Residents and visitors are more likely to use parks if they are easily accessible from high population areas, and their construction fluidly mixes with surrounding commercial or residential areas. Likewise, parks should be located in areas with high enough population densities to ensure adequate use.

Based on these criteria, there are multiple locations in the Town that would accommodate each type of park. Figure 7 shows a heat map of the Town based on population density. Dark brown areas indicate locations with the highest population densities, with gradually lighter colors indicating areas with lower population densities. Yellow areas generally indicate agriculture, open space, and undeveloped land, and green regions indicate the location of existing parks.

The Bluebird Ridge Conservancy and New Glarus Woods State Park are both located within the planning area and serve portions of the Town. A contiguous ring of moderate to higher density neighborhoods surrounds the municipal boundary of the Village of New Glarus. New Glarus Woods State Park serves the southern half of the Village along with many of the southern residential areas in the Town. Bluebird Ridge Conservancy serves the higher density residential area in the northeast of the planning area.

Demand for future parks is greatest in the higher density residential areas lying just west of the Village, along with the higher density areas in the Town's northern and northeastern portions, as shown on Figure 7. The Town could consider placing a large community park in low density areas along Old Madison Road in order to capture residents from the three large clusters of high population density in the northern half of the planning area. Location of a neighborhood or community park would also capture large numbers of residents if located off either Durst Road or Legler Valley Road due west of the Village boundary.

Figure 7: Population Density

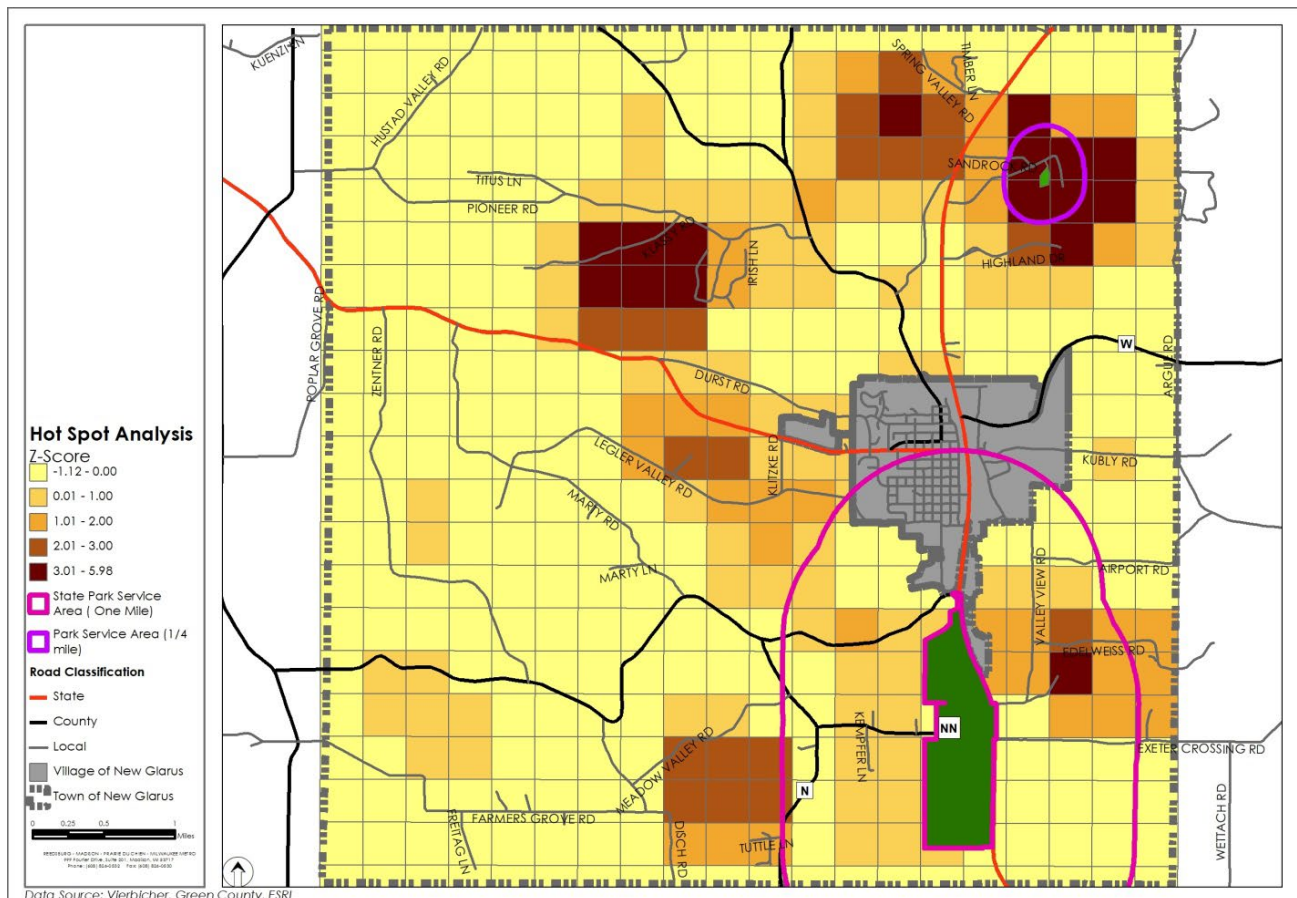
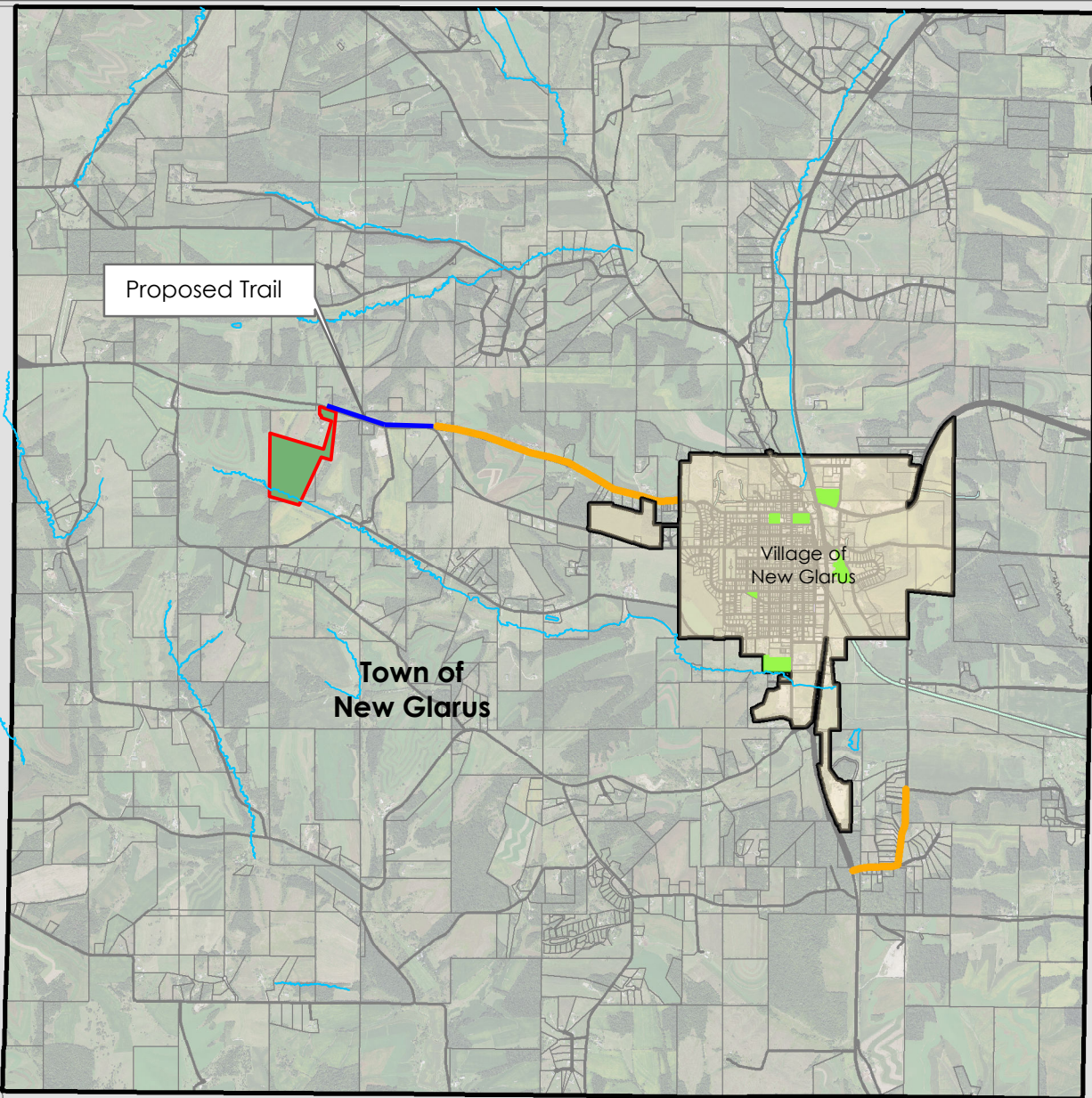








Table 3: Potential Future Trails Information

Trail ID	Priority	Length	Location
1	High	0.74	County Highway NN - from County Highway N to beginning of New Glarus State Woods Park boundary.
2	High	0.56	Valley View Rd - from Sugar River State Trail to Edelweiss Road.
3	Low	0.49	Highway 39 - from Klitzke Rd to Village boundary.
4	Low	2.87	County O to Old Madison Rd - From County Highway O at the Village Boundary, right on to Old Madison Rd to Highway 69 then split north to Spring Valley Rd and split south to Windmill Ridge Rd.
5	Low	0.75	County Highway O - from Highway U to Old Madison Rd.
6	Complete	1.4	Durst Rd - from Village boundary 1.41 miles west - Completed!
7	Medium	1.52	County Highway H - from State Highway 69 to County Highway N.
8	Medium	1.59	County Highway N - from County Highway H to Tuttle Lane.
9	Medium	0.38	Klitzke Road - from State Highway 39 to Legler Valley Road.
10	Medium	0.51	Legler Valley Road - from Klitzke Road to Village of New Glarus corporate limits to the east.
11	High	0.6	Highway 39 - from Durst Road to connect to future park (considering using cattle pass to access park)

File Path: M:\New Glarus, Town of\220345_Haves_Property_Services_Knowles-Nelson\Stewardship\Grant\3_DATA\GIS_MXD\Project\LocationMap_basedon_FutureParkMap.mxd



Legend

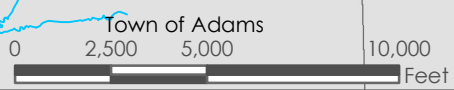
-  Town of New Glarus
-  First Town Park
-  Town Trails
-  Streams
-  VillageParks
-  Parcels

Town of York

Town of New Glarus

Village of New Glarus

Town of Exeter



Town of Washington

Town of Mt Pleasant

Proposed Trail Map

Town of New Glarus
July 21, 2023

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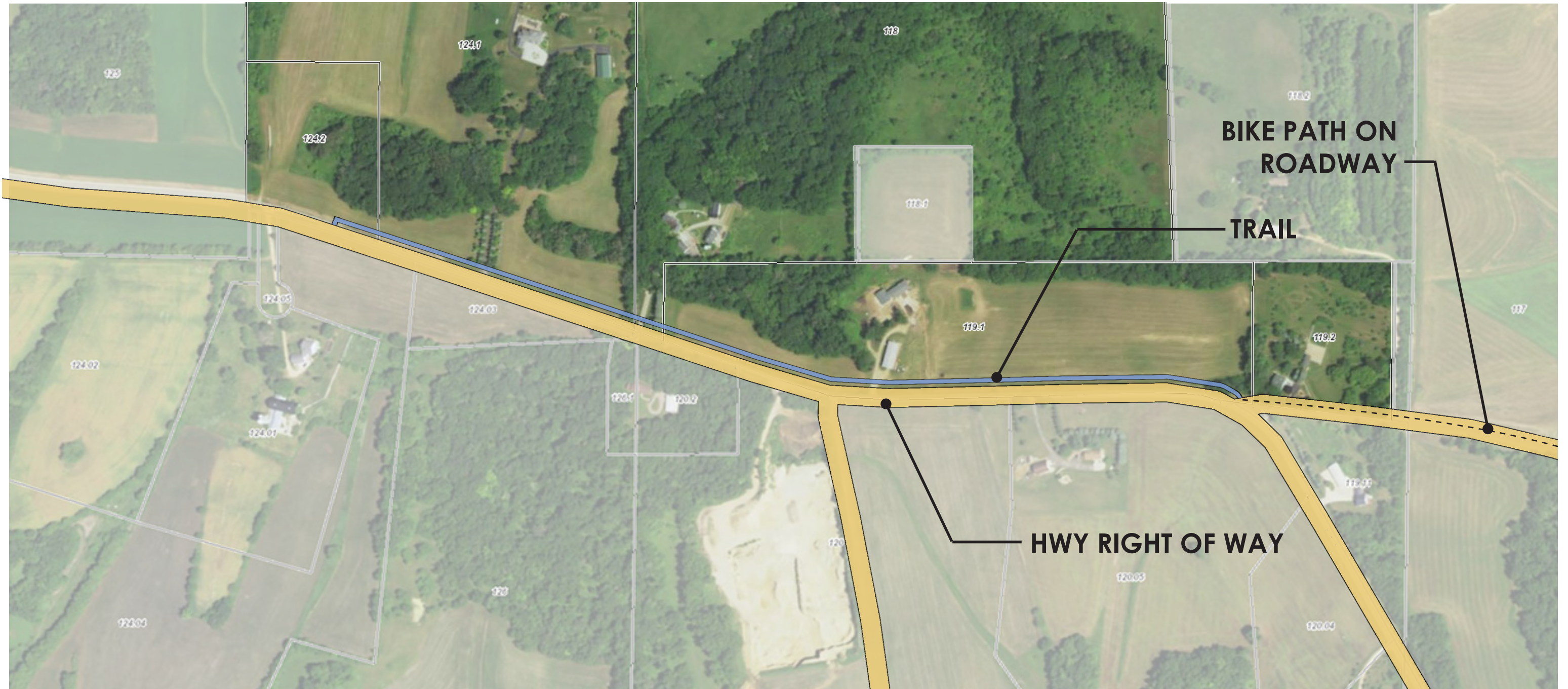




First Town Park
Town of New Glarus
April 3, 2023

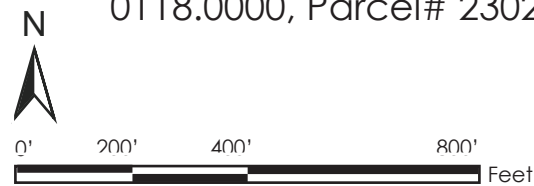
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planners | engineers | advisors





DESCRIPTION:

A fifteen foot (15') wide Recreation Path Easement over, under, and across part of Parcel# 23024-0119.1000, Parcel# 23024-0118.0000, Parcel# 23024-0.124.1000, and Parcel# 23024-0124.2000 in Sections 16 and 17 of Township 04 North, Range 07 East.



- HWY RIGHT OF WAY**
- TRAIL**
- DESIGNATED BIKE PATH**

Recreation Path and Easement

Town of New Glarus
July 24, 2023





HWY RIGHT OF WAY

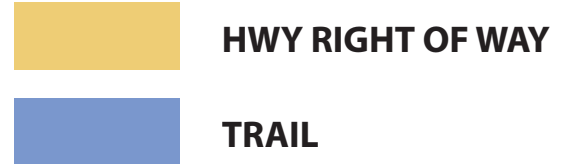
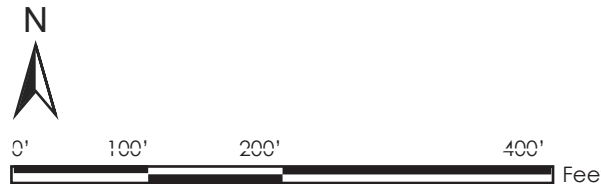
EXISTING CATTLE CROSSING UNDER ROAD

TRAIL

15' GAP BETWEEN TRAIL AND RIGHT OF WAY

LEGAL DESCRIPTION:

CSM 3950 (V15-P214) LOT 2 BNG PRT NE4 NE4



PARCEL NO. 2302401242000

Town of New Glarus
July 24, 2023

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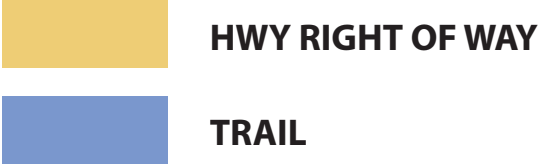
HWY RIGHT OF WAY

TRAIL

15' GAP BETWEEN TRAIL AND RIGHT OF WAY

LEGAL DESCRIPTION:

CSM 3950 (V15-P214) LOT 1 BNG PRT NE4 NE4 & SE4 NE4



PARCEL NO. 2302401241000

Town of New Glarus
July 24, 2023

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HWY RIGHT OF WAY

TRAIL



**15' GAP BETWEEN TRAIL
AND RIGHT OF WAY**

LEGAL DESCRIPTION:

NE4 NW4, EXC CSM 956 (V3- P128) CONT 14.23A; PRT NW4 NW4 - CONT 36.33A; CSM 170 (V1-P173) LOT 1 - CONT .52A BNG PRT

SW4 NW4



	HWY EASEMENT
	TRAIL

PARCEL NO. 2302401180000

Town of New Glarus
July 24, 2023

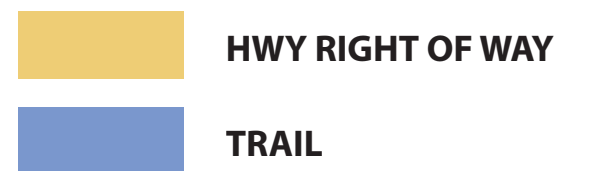
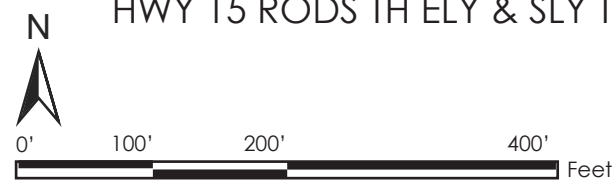
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LEGAL DESCRIPTION:

PRT S 1/2 NW4 SEC 16 LYG N HWY COM CTR POST SD SEC TH N TO 1/8 POST 80 RODS TH W 160 RODS TO W LN SEC TH S TO CTR
 HWY 15 RODS TH ELY & SLY TO POB EXC CSM 170, CSM 171 & CSM 559

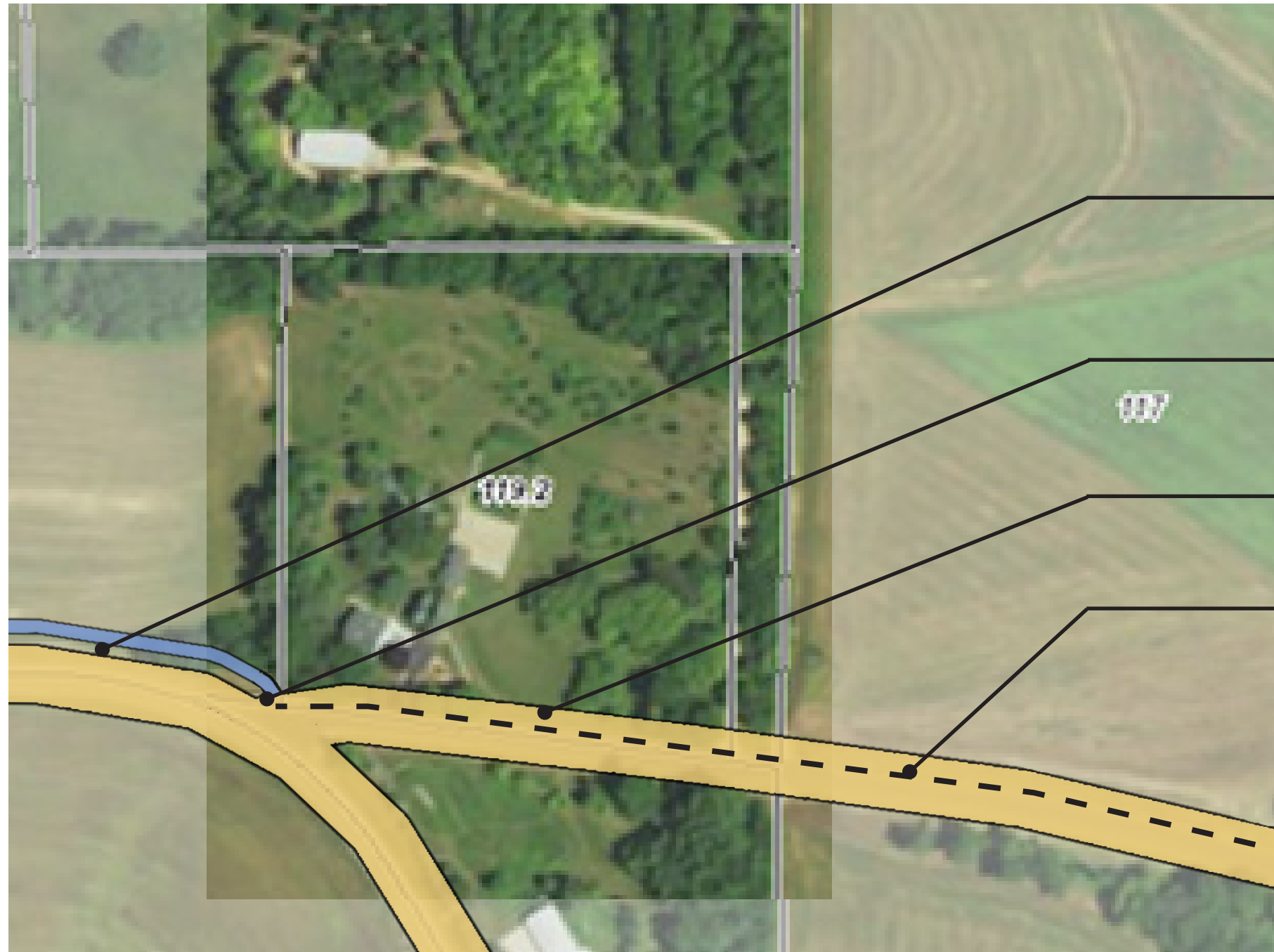


PARCEL NO. 2302401191000

Town of New Glarus
 July 24, 2023

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**15' GAP BETWEEN TRAIL
AND RIGHT OF WAY**

TRAIL TO BIKE PATH TRANSITION

HWY RIGHT OF WAY

DESIGNATED BIKE PATH ON ROADWAY

LEGAL DESCRIPTION:

CSM 171 (V1-P174) LOT 1 EXC E 50 FT - CONT 4.468A; CSM 559 (V2-P94) LOT 1 - CONT 1A BNG PRT SE4 NW4



 **HWY RIGHT OF WAY**

 **TRAIL**

 **DESIGNATED BIKE PATH**

PARCEL NO. 2302401192000

Town of New Glarus
July 24, 2023



TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, JULY 20, 2023
MINUTES

Members Attending: Chris Narveson: Chair; John Ott, John Freitag, Craig Galhouse, Mark Pernitz, and Robert Elkins (arrived at 6:04 PM)

Absent: Reg Reis

Also Attending: John Wright: Clerk-Treasurer; Tim Schleeper: planner, Vierbicher Associates; James Baker (departed at 7:48 PM): surveyor; Corey Pope: developer for Hustad Valley Road property; Bob Talarczyk (departed at 7:48 PM): surveyor; Randall Shotliff (departed at 6:28 PM); developer for State Highway 39 property; Alice Bertelrud (departed at 7:48 PM): developer for County Highway NN property; Rex Ewald (departed at 7:48 PM): legal counsel for Alice Bertelrud; Tracey Schwalbe, Mary Anne Oemichen, and Jeffrey Wells: Town residents (departed at 7:15 PM)

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Motion to approve the meeting minutes from June 15, 2023, as presented, was made by Commissioner Ott; seconded by Commissioner Freitag. Motion carried 5-0.
3. **Discuss and Possibly Recommend Corey Pope Certified Survey Map for a 3-Lot Cluster Division Along Hustad Valley Road for Town Board Approval Following a Public Hearing** – Applicant Pope provided a brief update that the three proposed cluster envelopes have had acceptable results of recent percolation tests and that probable driveway locations should adhere to the maximum slopes allowed by Chapter 36 standards. Town contract planner Tim Schleeper provided his review of the draft CSM dated July 20, 2023. Due to areas where the slope exceeds 20%, Schleeper recommends a note be added to the third page of the draft Certified Survey Map (CSM) to note the obligations during and after construction to apply erosion control measures. Due to the irregularity of cluster envelopes, Schleeper recommended a note be added to the third page of the draft CSM to require a site plan before issuance of a driveway permit and building permit.
A motion to recommend the draft Certified Survey Map be considered for approval by the Town Board, following a duly noticed public hearing, provided that the surveyor add notes recommended by the Town contract planner was made by Commissioner Galhouse; seconded by Commissioner Pernitz. Motion carried 6-0.
4. **Discuss and Possibly Recommend Green County Highway Department 1-Lot Certified Survey Map Division of Land Along State Highway 39 for Town Board Approval Following a Public Hearing** – Surveyor Bob Talarczyk provided a brief recap of prior discussions regarding concept plans for the development of Randall Shotliff's property that include the sale of 11.880 acres to the Green County Highway Department for development as a public works facility. For the balance of the parent parcel, that does not need to be deed restricted as open space, Shotliff is continuing to consider residential or possibly a commercial use. Chair Narveson reported on his conversation with staff from the Wisconsin Department of Transportation (WisDOT) and the relocation of access to State Highway 39 further to the west. The draft Certified Survey Map (CSM) includes a 66' wide private road easement that aligns with Ashley Lane in the event a connection with that road to the southwest is ever desired. Lot 1 of the proposed CSM also provides an easement so that the owners of the Bug Tussel wireless tower have access from STH 39. Contract planner for the Town, Tim Schleeper, noted that a permitted use in deed restricted open space includes municipal use; municipal use should be added to the note 5 on page 3 of the CSM to be considered for approval by the Board following a duly noticed public hearing. Chair Narveson stated that the corporation counsel for Green County has reviewed the draft document. He further noted that the WisDOT will require a turn lane on STH 39 for eastbound traffic.

TOWN OF NEW GLARUS

A motion to recommend the draft Certified Survey Map be considered for approval by the Town Board, following a duly noticed public hearing, provided that the surveyor add notes recommended by the Town contract planner was made by Commissioner Pernitz; seconded by Commissioner Freitag. Motion carried 6-0.

5. **Discuss Concept Plan for 3-Lot Cluster Development and Re-Plat of Lot 1 of Certified Survey Map 2449 off of Kempfer Lane for Land Owned by Alice Bertelrud** – Surveyor Talarczyk presented a proposed division of the property into three cluster envelopes. One envelope would contain the existing residence. There followed a discussion of how best to improve Kempfer Lane. Attorney Ewald suggested that his client, Alice Bertelrud, would petition for the partial discontinuance of Kempfer Lane to the north of the residence if the Town would apply the cost savings to improve the retained portion to the north by constructing a cul-de-sac bulb and replacing the gravel with an asphaltic paved road to Town standards. Contractor Richard Alme had prepared an estimate for Bertelrud for paving. Chair Narveson is willing to provide the gravel necessary to improve the shortened portion of Kempfer Lane for the length proposed in the concept plan and double chip seal the section from County Highway NN to the north boundary of the Bertelrud property in 2024. Schleeper stated that the location of the proposed cul-de-sac bulb may need to be shifted due to the topography of the current proposed location.

There followed a discussion for possibly adding a fourth lot to contain all four future cluster envelopes to the north of the three currently proposed or to define all seven lots from the outset. A developer's agreement to define the terms and conditions for phased development, with timelines, would be desirable. If the developer does not want to incur the expense of paving their portion of Kempfer Lane, the Town could add a special assessment charge to future lot owner tax bills for a multi-year term to pay the Town back for the expense to improve the road to a higher standard than the current gravel one.
6. **Discussion of Driveway Permits** – Without objection, this topic will be deferred to the August agenda.
7. **Discussion of Mark Roffers Response to Detached Cluster Lot for Arn Land Future Development** – Those in attendance reviewed the correspondence from Village contract planner Mark Roffers, dated June 20, 2023. This body will await a proposal presented by the new owner before discussing this property and its development any further.
8. **Inquiries Regarding Development Potential of Property**
 - a. Ryan O 'Flanagan for 218.10 acres of land off of Legler Valley Road (William Conrad Jr. at date of ordinance) – Clerk-Treasurer Wright stated that the property has a pre-ordinance parcel at the entry point from Legler Valley Road that is 2.0 acres in size. The balance of the property is estimated to be 218.10 acres. This would allow for 6 lots at normal density or up to 16 cluster lots with 2.0-acre envelopes. Current access must pass over the Legler School Branch and the prevailing slopes might prevent Town driveway standards without conducting an engineering study.
 - b. Larry and Linda Disch for 72.710 acres of land off of Durst Road with two existing houses – This property is within the Village's extraterritorial zoning jurisdiction and is estimated to contain 72.710 acres, not counting CSM 2267. There are two existing homes, which for calculation purposes, consumes the normal density potential of the entire parcel. However, if clustered, a total of five cluster lots would be possible, with two already having been developed.
 - c. Steve and Kristine Sherven for 15.40 acres of land off of County Highway U, parcel 23024 0020.1000 – This parcel existed at date of ordinance and was not contiguous to any others under same ownership at date of ordinance. It has access to County Highway U, so has one building site available under the current standards of Chapter 110.

TOWN OF NEW GLARUS

Wright stated that he has received three more inquiries about land development potential since he posted this agenda. Chair Narveson provided a brief update about petitioning the Wisconsin Department of Revenue to transfer the awarded County NN trail grant to the State Highway 39 Town park site to connect it to Durst Road to the east. Supervisor Galhouse reported that the Village of New Glarus recently posted their official map to their website that was adopted in 2011. Copies of the map, that include possible future roads within the Village and within the extraterritorial zoning jurisdiction in the Town, were distributed among the members in attendance.

9. **Continue to Discuss Town Process for Development Potential Questions** – No discussion.
10. **Review Staff Draft Affidavit to Notify Owners of Parcel 23024 0203.0000 that the Land was Subdivided from Parent Parcel into Two Parcels Post-Ordinance Without Further Deed Restricting Either from Future Residential Development** – Wright stated that he has yet to create a draft for the Commission members to review. Without objection, this item will be deferred until the August meeting.
11. **Adjourn**
Motion to adjourn by Commissioner Pernitz; seconded by Commissioner Elkins. Motion carried 6-0 at 8:16 PM.

Approved:

John Wright, Clerk-Treasurer