

**TOWN OF NEW GLARUS**  
**REGULAR TOWN BOARD MEETING**  
SEPTEMBER 13, 2023, 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 5<sup>th</sup> Avenue, Town Hall Community Room or virtually

VIRTUALLY: <https://us06web.zoom.us/j/83649126999?pwd=TTQ5K1pBUEJwcHpXU2RMdHJoRTJlZz09>

Meeting ID: 836 4912 6999

Passcode: 157570

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
  - a) Public Hearing (Pope) on August 9, 2023
  - b) Public Hearing (Shotliff) on August 9, 2023
  - c) Regular Town Board Meeting on August 9, 2023
4. Public Comments
5. Joint Town/Village Project Discussion
6. Discuss Creation of ad hoc Committees to Possibly Include Building, Grounds, and/or Public Works
7. Update on 2023 Road Maintenance
8. Discuss and Possibly Approve Operator Licenses for Jason Neton and Mark Pernitz
9. Discuss and Possibly Approve Agreement with Green County Treasurer for Tax Collection Services
10. Update on Request for Proposals for 2024-2026 Maintenance Assessment Contract
11. Review Health Insurance Options, if Available, with Possible Action
12. Discussion with Possible Action to Appoint Rose Pertzborn as Park Commission Alternate
13. Discussion Regarding Unreimbursed Planning Costs Associated with Roger Arn Property Potential as Requested by Joel Hedeman Prior to Sale
14. Patrolman Report
15. Clerk-Treasurer Report
  - a) Approval and payment of bills
  - b) Submission of 2024 Recycling Grant
  - c) Updated population estimate
  - d) Election inspector training
16. Chairman Report Including Discussion of Possible Participation in Water Testing Program
17. Parks Commission
  - a) August 16, 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 – August 17, 2023 minutes
19. Joint Town/Village Extraterritorial Zoning Committee Meeting
20. Adjourn

Posted 09/07/2023

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

Chris Narveson, Chair

John Wright, Clerk-Treasurer

Pursuant to applicable law, notice is hereby given that a quorum or a majority of the Town of New Glarus Planning Commission Members may attend this meeting. Information presented at this meeting may help form the rationale behind future actions that may be taken by the Town of New Glarus Board. Persons requiring additional services to participate in a public meeting may contact the Town Clerk for assistance at 527-2390.

# Town of New Glarus

**PUBLIC HEARING FOR A PROPOSED SUBDIVISION OF PROPERTY  
BY CERTIFIED SURVEY MAP FOR COREY POPE  
FOR LAND LOCATED NEAR TO W9398 HUSTAD VALLEY ROAD  
WEDNESDAY, AUGUST 9, 2023  
MINUTES**

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

Board Members Absent: None

Also Attending: John Wright: Clerk-Treasurer; Corey Pope: developer; Mark Pernitz, Stacey Kacek, Bill and/or Mary Anne Oemichen (virtually), Larry and Jean Retrum, Nathaniel Gashette, Nathan and Anne Ballmann-Ramsay, Jerry Benson, Alicia Greer, and Andrew Bethard: Town residents; Bob Talarczyk: surveyor for Randall Shotliff; Tim Schleeper (virtually): Vierbicher Associates planner; and Greg Thoemke and Alexis Harris: Village of New Glarus residents

1. **Call to Order:** Chair Narveson called the meeting to order and opened the public hearing at 6:00 PM.
2. **Proof of Posting:** Clerk-Treasurer Wright attested to the proper proof of posting that included neighbor notification by letter (mailed July 20, 2023), posting in three physical locations and to the Town website (July 20, 2023), and publication in the Post Messenger Recorder (July 27, 2023). Wright noted that the copy mailed to the Town with the others was received on July 24, 2023.
3. **Open Public Hearing for the Proposed 3-Lot Land Division by Certified Survey Map (CSM) for 3 Cluster Envelopes and Deed-Restricted Open Space** – Chair Narveson recognized the applicant to speak. Corey Pope provided a brief description of what he is proposing: the subdivision of Lot 2 of CSM 4403, containing 42.180 acres, into 3 lots. Each lot contains a 2.0 acre cluster envelope where residential development is allowed. Outside of those three envelopes, the use is restricted to open space for agricultural, recreational, municipal use, and/or preservation of environmentally sensitive features. Pope noted that page 3 of the draft document notes the location of 20% slopes that must remain undisturbed (hillside protection). According to Pope, future driveway access to each cluster envelope will not exceed the maximum slope allowed by Chapter 36. Electrical power will be via an overhead easement from a utility pole on Dale Hustad's property. Service will be delivered underground to the three proposed lots. The portion of the original property within the Hustad Valley Road right-of-way is proposed to be dedicated to the public. Clerk-Treasurer Wright noted that the version of the CSM mailed to neighboring property owners has subsequently been updated to include the changes to page 5 recommended by the Town Plan Commission when the members conditionally recommended a public hearing and Town Board approval.
4. Chair Narveson asked for additional comments from the public attending in person or virtually. No additional comments were offered.
5. **Motion** to close the public hearing at 6:04 PM and adjourn by Supervisor Hoesly; **second** by Supervisor Elkins. **Motion carried** 5-0.

Approved:

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John Wright, Clerk-Treasurer

# Town of New Glarus

**PUBLIC HEARING FOR A PROPOSED SUBDIVISION OF PROPERTY  
BY CERTIFIED SURVEY MAP FOR RANDALL SHOTLIFF  
FOR LAND LOCATED NEAR TO W9398 HUSTAD VALLEY ROAD  
WEDNESDAY, AUGUST 9, 2023  
MINUTES**

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

Board Members Absent: None

Also Attending: John Wright: Clerk-Treasurer; Corey Pope: developer; Mark Pernitz, Stacey Kacek, Bill and/or Mary Anne Oemichen (virtually), Larry and Jean Retrum, Nathaniel Gashette, Nathan and Anne Ballmann-Ramsay, Jerry Benson, Alicia Greer, and Andrew Bethard: Town residents; Randall Shotliff: developer; Bob Talarczyk: surveyor for Randall Shotliff; Tim Schleeper (virtually): Vierbicher Associates planner; Greg Thoemke and Alexis Harris: Village of New Glarus residents; and Mark Brown (joined virtually at 6:38 PM): President of Associated Appraisal Consultants

- 1. Call to Order:** Chair Narveson called the meeting to order and opened the public hearing at 6:05 PM.
- 2. Proof of Posting:** Clerk-Treasurer Wright attested to the proper proof of posting that included neighbor notification by letter (mailed July 20, 2023), posting in three physical locations and to the Town website (July 20, 2023), and publication in the Post Messenger Recorder (July 27, 2023). Wright noted that the copy mailed to the Town with the others was received on July 24, 2023.
- 3. Open Public Hearing for the Proposed 1-Lot Land Division by Certified Survey Map (CSM) for Deed-Restricted Open Space of 11.8 Acres that Will Contain a Public Facility for the Green County Highway Department** – Chair Narveson stated that the Wisconsin Department of Transportation (WisDOT) is requiring the access to the Bug Tussel be abandoned in order for joint access to be provided further west along State Highway 39 as proposed on the draft CSM. Furthermore, WisDOT will not grant access to connect the private road proposed by the Green County Highway Department with Ashley Lane to the southwest. The shared access, however, can be used if the applicant, Randall Shotliff, further develops his property. WisDOT will require a turn lane into the proposed shared access for eastbound traffic. It was noted that Green County Highway Department currently has a public works facility on Second Street in the Village of New Glarus, which will be relocated to this site, if approved. The replacement facility will house the two plow trucks, salt storage, and brine storage. It was further noted that the proposed CSM includes an easement across Lot 1 to grant access to the existing communications tower to the south and east.

Nathaniel Gashette, N8526 Ashley Lane, was recognized by the Chair to speak. Mr. Gashette expressed his concern that the proposed shop facility will further aggravate stormwater issues. He contended that the communication tower has contributed to stormwater and erosion issues on his property. Applicant Shotliff stated that the site for the tower did not alter the existing slope of the property. Erosion control and stormwater management standards prescribed by the Wisconsin Department of Natural resources will be followed when a site of this size is developed (Chapter NR 216). Concerns were voiced about traffic safety on State Highway 39 and whether a speed reduction should be considered. Alternate locations for the Green County Highway Department were discussed; those locations had been considered for this and other projects in the past and abandoned for a variety of reasons. Many residents on Ashley Lane expressed their frustration with lack of communication prior to notification by mail. There followed a brief discussion about stormwater management that includes a possible detention structure.

Alicia Greer, W6262 Legler Valley Road, expressed her concerns regarding vehicle safety along State Highway 39. It was noted that a traffic count is scheduled to the east, near the intersection with Klitzke Road. Andrew Bethard, W6262 Legler Valley Road stated he is worried that the proposed public works facility will generate excessive noise during off hours and possible expansion into a larger industrial park. Village on New Glarus resident, Greg Thoemke, 707 1<sup>st</sup> Street, asked what the benefit was for this public works facility

to be in the Town. Chair Narveson responded that the Village of New Glarus, Village of Belleville, and Town of New Glarus don't have salt storage sheds, so the proposed location would benefit the Town and the two villages by remaining geographically close. Furthermore, local county and state roads can be cleared during snowstorms and can provide mutual aid for traffic accidents. Supervisor Streiff responded to Mr. Thoenke's inquiry that there is no financial benefit to the Town, in a negative way. Thoenke recommended that Green County exhaust other possibilities before choosing this particular site.

Jean Retrum, W6277 State Highway 39, stated that her family has resided to the north and west of the proposed location for approximately 30 years. She voiced her concerns regarding traffic safety and westbound motorists that seek points to turn around and head back eastward, often in an unsafe manner. Larry Retrum, who resides at the same location, wondered whether a speed reduction could be considered along this section of the highway in order to improve safety. Andrew Bethard repeated his concerns that this type of use was undesirable due to the proximity to surrounding residential properties. In response to why the proposed location is so far north in Green County, Chair Narveson stated that most of the County population, outside of the City of Monroe, is in the Township of New Glarus and Township of Exeter.

4. Chair Narveson asked for additional comments from the public attending in person or virtually. No additional comments were offered.
5. Motion to close the public hearing at 6:45 PM and adjourn by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.

Approved:

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John Wright, Clerk-Treasurer

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, AUGUST 9, 2023  
MINUTES**

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

**Board Members Absent:** None

**Also Attending:** John Wright: Clerk-Treasurer; Corey Pope (departed at 6:49 PM): developer; Tim Schleeper (virtually): Vierbicher Associates planner; Randall Shotliff: developer; Bob Talarczyk: surveyor for Randall Shotliff; Alexis Harris (departed at 8:08 PM): Village of New Glarus resident; Mark Pernitz, Jerry Benson (departed at 8:08 PM), Stacey Kacek (virtually, departed at 7:59 PM), and Bill and/or Mary Anne Oemichen (virtually, departed at 8:50 PM): Town of New Glarus residents; and Mark Brown (virtually; departed at 7:04 PM): President of Associated Appraisal Consultants

1. **Call to Order** – Chair Narveson called the meeting to order at 6:46 PM.
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes from July 12, 2023**  
Motion to approve the July 12, 2023 Town Board meeting minutes, as presented, was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.
4. **Public Comments** – No 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** – It was noted that changes proposed by the Plan Commission had been incorporated into the updated version of the draft Certified Survey Map. The Clerk-Treasurer will need a recorded copy for Town records.  
Motion to approve the draft Certified Survey Map for a 3-lot cluster division of land located on Hustad Valley Road, was made by Supervisor Hoesly; seconded by Supervisor Streiff. Motion carried 5-0.
6. **Discuss and Possibly Approve a 1-Lot Division of Parcel 23024 0122.0000 by Certified Survey Map as Proposed by Randall Shotliff, Located at W6177 State Highway 39** – Chair Narveson briefly summarized the comments made during the public hearing: there was opposition to connecting State Highway 39 to Legler Valley Road via Ashley Lane; concerns were voiced about possible erosion south and west of the Bug Tussel Wireless Tower and that development of this proposed lot might exacerbate stormwater and erosion issues, a possible increase to noise pollution, that another location might be better suited for the proposed use, and vehicular traffic safety at the proposed access point on STH 39.  
Developer Shotliff acknowledged that there is a gully in the woods to the southwest of the tower, but does not believe the tower or its current access has changed the predevelopment runoff. There followed a brief discussion of passive stormwater and erosion control measures that included planting more native grass species to slow stormwater and allow better infiltration. It was noted that the Town of New Glarus and Village of New Glarus had discussed the possibility of locating a joint public works facility or joint public works campus in other locations, including the depleted quarry owned by the Village on County Road W. That site is slated to be the location for a water tower, so cannot be considered.  
Jerry Benson, a Town resident who owns the parcel immediately to the east of the proposed lot, is not opposed to shared access through his property. A recent aerial image of the location was viewed by those in attendance in order to visualize an alternate access point on STH 39. The location proposed on the draft Certified Survey Map (CSM), the location of the current access used by Bug Tussel Wireless, and the access to the Benson property were viewed and the pros and cons discussed if they were consolidated.  
Tim Schleeper, Vierbicher, noted that the proposed CSM has a gap of 167' between Ashley Lane and the private road proposed by Green County; although there is no current plan to connect with Ashley Lane, he recommends that the current alignment remain on the CSM so that a connection could be considered at a future date. Schleeper further noted that the Town could request a review by Green County of the proposed site, possibly to include a site plan, and the development impacts upon stormwater and erosion control. Schleeper suggested, if this site is selected, the use of a bioretention basin to manage stormwater. Schleeper stated that the vision parameters are better at the access location shown on the proposed CSM rather than consolidating access points further to the east. He further noted that the Benson lot is within the Village of New Glarus extraterritorial zoning jurisdiction, which could add a layer of complexity to the project.

There followed a brief discussion of the implications of consolidating access and future residential lots that may be developed at some point in the future by Mr. Shotliff. It was noted that when residential density reaches the fifth lot, the access must be built to Town road standards, but the Town does not have to accept dedication to the public.

Motion to approve the draft Certified Survey Map for a single lot, on the condition that the consolidation of common access to State Highway 39 with the adjoining property owner to the east be explored further and a site plan of development to the west includes a review option for the Town of New Glarus Board in order to share comments with the Green County Land Committee, was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 4-1.

7. **Amend the 2023 Budget by Resolution** – Clerk-Treasurer Wright reported that he continued to work with Tara Bast of Johnson Block to make journal entries to reflect property tax collection for 2022 taxes collected for the 2023 budget, Town contributions to employee benefits, etc. Wright presented Impact fees collected through June of 2023 with the account balance updated through July 31, 2023. It is likely that money collected for a highway transportation facility and joint projects with the Village that was collected more than seven years ago, will need to be refunded, with interest, to the current owners of the qualifying properties. It is unclear whether the \$20,000 Town contribution towards the improvement to the Glarner Park baseball field in the Village on July 1, 2021 should have come, in part, from the joint project impact fee fund line. Without objection, this item will be deferred to the September agenda.
8. **Update on 2023 Road Maintenance** – Chair Narveson reported that Durapatch has been applied to the areas identified earlier this year. Ashley Lane and Dean Lane (alternate) have been chip sealed. A double chip seal of Kempfer Lane (south of CTH NN and north of the Bertelrud property line) is scheduled. Narveson stated the Town is awaiting a developer's agreement from Alice Bertelrud as prepared by her attorney Rex Ewald about who will improve the southern portion of Kempfer Lane if further residential development is planned.
9. **Discuss and Possibly Approve Class "B" Temporary Malt Beverage License and Temporary Soda License for the Wilhelm Tell Community Guild for the Tell Play to be held on Saturday, September 2, 2023 and Sunday, September 3, 2023**  
A motion to approve a Class "B" temporary malt beverage license and soda license for the Wilhelm Tell Play on September 2-3, 2023 to be held at the Wilhelm Tell grounds on County Highway W, as requested by the Wilhelm Tell Community Guild, was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 5-0.
10. **Discuss and Possibly Approve a 3-Year Maintenance Assessment Contract with Associated Appraisal Consultants for 2024, 2025, and 2026** – Clerk-Treasurer Wright stated that he received a maintenance contract from Mark Brown of Associated Appraisal Consultants (AAC) for 2024-2026. Mark Brown, the President of AAC, had been connected to the meeting earlier by Zoom, but no longer was. Wright stated that the monthly maintenance fee would increase from \$625 to \$1,250. Wright was instructed to seek requests for proposals from other assessing firms. Without objection, a decision about the 2024-2026 assessment contract will be deferred until other proposals are received, if any.
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** – Clerk-Treasurer Wright reported that the members of the Park Commission incorporated their corrections to formatting. Wright prepared the ordinance, proposed by Attorney Hazelbaker, in a format for possible adoption and enactment the day after publication, if approved.  
A motion to approve Ordinance 2023-03 to codify the Town of New Glarus Park Commission, was made by Supervisor Hoesly; seconded by Supervisor Pauli. Motion carried 5-0.  
Without objection, a notice of adoption will be posted in three physical locations, the Town website, the Town Facebook page, and a summary will be published within 30 days.
12. **Discuss and Possibly Refund a Driveway Escrow to Duane or Carolyn Sue Pope** – Clerk-Treasurer Wright reported that the couple who bought the property from the Popes in 2012 have also paid a driveway application fee and damage deposit. The Popes applied for the original permit in 2008 with the intent to build a storage shed. The current owners built a storage shed and are now in the process of building a residence. Wright is requesting the reimbursement to the Popes who no longer have an interest in parcel 23024 0042.0200 on Hustad Valley Road.

A motion to approve the refund of driveway damage escrow to Duane or Carolyn Sue Pope was made by Supervisor Elkins; seconded by Supervisor Pauli. Motion carried 5-0.

13. **Discussion and Possible Action for Durst Road Encroachment** – Chair Narveson stated the affected area to be about a yard square in size. He is requesting Vierbicher to draft the legal description and calculate the appropriate amount to compensate the property owner. Further, Attorney Hazelbaker will need to create the document to record the transaction.

A motion to approve a legal description of the property and appropriate award for damages (compensation) to be drafted by Vierbicher and for Attorney Hazelbaker to draft the document for the transaction, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.

14. **Patrolman Report** – Chair Narveson reported that the patrolperson has been mowing road rights-of-way and spreading gravel along the shoulders of Klitzke Road.

15. **Clerk-Treasurer Report**

- a) Approval and payment of bills:

Motion to approve checks 21219 through 21238, deposits, and ACH transactions was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.

- b) 2020 941 Withholding Reports requested by the Internal Revenue Service in 2022 and 2023 and recent corrections for Quarter 1 and Quarter 2 –Wright had reported a credit notification last year that the IRS now states was issued in error. A portion was authorized retroactively for refund at the July 2023 meeting. Subsequent to this request from the IRS, agent Slaughter advised the Town to file an amended 941 for Quarters 1 and 2 in 2020. In 2020, there were three different individuals acting in the capacity as Clerk-Treasurer, which likely resulted in the confusion. Based upon the W-3 filed for that year, the correct withholding had been calculated and paid, but two of the four quarterly reports had errors that needed correction. Wright submitted those corrections and a cover letter to the Department of Treasury on July 26, 2023. He is awaiting a response.
- c) Open records request for absentee ballot requests from 2018 until present – Wright made Vince Espi, from The Sconi, aware that original absentee ballot requests are retained for a period up to 22 months following an election, so most of the information he was seeking no longer is available in the original form. Furthermore, those requests often contain personally identifiable information that is not in the interest of the public to release, unless redacted. Likewise, proofs of identification are not in the best interest of the public to release, unless heavily redacted. Wright was able to generate a spreadsheet for the period of time requested using the statewide voter database. It included 3,204 records of requests with the requester’s name, voter status, how the request was received, how the ballot was issued, the ward, the date and time requested, and the election for which the ballot was requested. No personal information was released. Wright has not received a response from Mr. Espi.

12. **Chairman Report**

- a) Architectural proposal – Chair Narveson presented a proposal from architect Jeff Lahey for site preparation and designs for a new public works building to be located at the recently acquired land on State Highway 39. After brief discussion, the Supervisors supported a review of site preparation that may initially be just a parking area. Without objection, further discussions and actions will be deferred until the outcome of the Knowles-Nelson Stewardship Grant application is known. The next step might include approving Vierbicher to lay out a Town access. The packet materials included a visualization of a new public works facility as prepared by Barrientos Design & Consulting on behalf of the Town in 2022.

13. **Parks Commission**

- a) July 19, 2023 minutes – Chair Narveson provided a brief update on the proposed relocation of the trail originally approved by the Wisconsin Department of Natural Resources along CTH NN to the location of the Town land on STH 39 that is proposed to connect with Durst Road to the east. Narveson has been in communication with the property owners on the north side of the road. A representative from the Wisconsin Department of Transportation will meet on site to review the suitability of an existing cattle pass beneath STH 39. If agreed to by the property owners, Attorney Hazelbaker will draft easement agreements based on survey descriptions prepared by Vierbicher.

14. **Plan Commission**

- a) July 20, 2023 minutes – See packet.

15. **Adjourn** – Motion to adjourn made by Supervisor Pauli; second by Supervisor Elkins. Meeting adjourned at 9:04 PM.

Approved:

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John Wright, Clerk-Treasurer

DRAFT

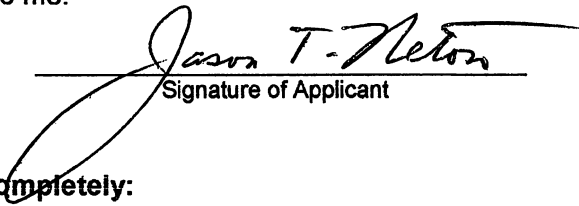


FEE: \$20.00 (non-refundable)

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

I, the undersigned, do hereby respectfully make application to the local governing body of the Town of New Glarus, County of Green, Wisconsin for a license to serve, from date hereof to June 30, 2025, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all act amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am 52 years of age.

  
Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant: Jason T. Neton

Address of Applicant: [REDACTED]  
New Glarus, WI 53574

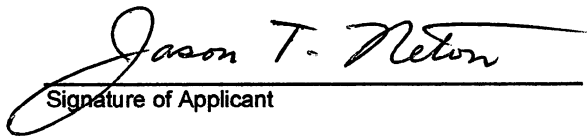
Is application new or renewal? New If renewal, was your last license issued in the Town of New Glarus? YES / NO  
If not, where? \_\_\_\_\_

As required by WI Stats. Section 125.17(6), have you completed the alcohol awareness course? YES / NO  
If so, where? YES - www.educlasses.org / Seller Server Class

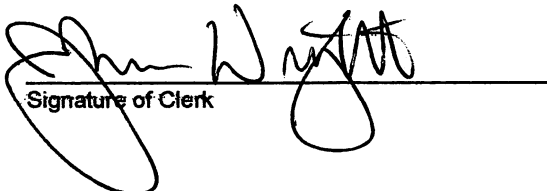
Place of Employment: MNET, LLC

STATE OF WISCONSIN  
GREEN COUNTY

RECEIVED AUG 24 REC'D

  
Signature of Applicant

8/23/2023  
Date

  
Signature of Clerk

APPLICATION FOR OPERATOR'S LICENSE  
BACKGROUND INFORMATION

NAME: Jason T. Neton JASON T. NETON  
First Middle Last

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: New Glarus, WI 53574

PHONE NUMBER: 608 \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER LICENSE #: NE \_\_\_\_\_

Previous Address (less than 5 years): \_\_\_\_\_

Have you ever been convicted of any felony? YES / NO

Date of such conviction \_\_\_\_\_

Name of Court \_\_\_\_\_

Nature of offense \_\_\_\_\_

Have you been convicted of any Misdemeanor/Municipal Ordinance within the last 10 years? YES / NO

If yes, list convictions:

Date of such conviction \_\_\_\_\_

Name of Court: \_\_\_\_\_

Nature of offense: \_\_\_\_\_

Have you ever been convicted of any Alcohol Related Offenses? YES / NO

(i.e: OWI; Absolute Sobriety, Underage Drinking, Open Intoxicants, Procuring)

If yes, list convictions:

Date of such conviction: July 1990

Name of Court: Chicago

Nature of offense: Underage Drinking

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

Nature of Violation \_\_\_\_\_

Are you currently under investigation, or pending charges, for a Felony, Misdemeanor offense, or Municipal violation? YES / NO

If yes, explain: \_\_\_\_\_

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

If yes, explain: \_\_\_\_\_

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

Signed: Jason T. Neton

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

TRAFFIC  NCIC  CIB  LOCAL  CCAP/WCCA

CRIMINAL HISTORY \_\_\_\_\_ NOT RUN OTHER: \_\_\_\_\_

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

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

BACKGROUND INVESTIGATION COMPLETED BY: Chief Stundant DATE: 8-28-23  
N23-03000

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PUBLIC SAFETY DETERMINATION: APPROVE / DENY DATE: \_\_\_\_\_  
If denied, reason: \_\_\_\_\_

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TOWN BOARD DETERMINATION: APPROVE / DENY DATE: \_\_\_\_\_  
If denied, reason: \_\_\_\_\_

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

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

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

DETERMINATION: AFFIRM / REVERSE DATE: \_\_\_\_\_

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

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

RECEIVED AUG 28 2023



SNAP TO VERIFY

# Certificate Of Completion

## Responsible Vendor Training Program

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)ais, 125.17(6), and 134.66(2m), Wis. Stats.

Name : **Jason Neton**

  
Steven A. Dean, CEO  
www.educlasses.org

This online responsible alcohol vendor training & assessment program is provided by Seller Server Classes. Having successfully completed the program, the student will be provided with this course completion certificate for their own records.

Name : **Jason Neton**  
Course Name : **Seller Server Course**  
Date Completed : **8/14/2023**  
Expiration Date : **8/14/2025**  
Certificate Number : **140459**  
Provider : **EduClasses.org**

**DSBWorldWide, Inc.**, 1800 Teague Dr., Suite 301, Sherman Texas 75090  
www.sellerserverclasses.com

**DRIVER LICENSE  
REGULAR**

**WISCONSIN** USA



4d **N**  
1 **NETON**  
2 **JASON T**

9 CLASS **D**

8 **NEW GLARUS, WI 53574**



*Jason T. Neton*

15 SEX **M** 16 HGT **6'-02"**

17 WGT **235 lb** 18 EYES **HAZ**

19 HAIR **BRO**

4a ISS **12/20/2018**

**FEB 71**

3 DOB

4b EXP

9a END **NONE**

5 DD **OTWFF2018122014165195**

## TAX COLLECTION AGREEMENT

**This Agreement**, by and between the **Town of New Glarus** (Town) and the **County of Green** (County), as follows:

**Whereas**, pursuant to Wisconsin State Statutes 74.10 and 66.0301, the Town has agreed to contract with the County as its agent, and the County has agreed to act as such agent, for processing the collection of first and full payments of real and personal property taxes, special assessments and special charges of each tax year covered by this Agreement, for all portions of the Town located within the County, the parties hereto agree as follows:

### I. Agency Relationship Created

- A. The Town shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the Town, in the billing and collection of real and personal property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the Town by Chapters 70, 74 and 75 of the Wisconsin State Statutes.

### II. Tax Bill Preparation

- A. The Town shall promptly provide the Green County Treasurer's office with current data including tax roll information, special assessments and charges, valuations, and all other information necessary for the preparation of the tax bills.
- B. The County shall prepare the tax bills for the Town in accordance with the law. Due to the volume of tax bills to be created, the County will create the tax bills based upon a first-come first-serve basis.
- C. Any additional inserts the Town may want to include will be created by the Town as a PDF and provided to the County via email no later than **November 15, 2023**. The insert will be created on one page of 8½ x11 paper (can be printed on both sides if needed for additional costs). The Town shall reimburse the County for the expense of the flyer being printed.

- D. The real and personal property tax bills will be printed and mailed within three working days after approval of tax roll and tax bills. The Town shall reimburse the County for the amount of postage required to mail the tax bills.

### III. Settlement Procedures

- A. The County agrees to collect real and personal property taxes, special assessments, and special charges as presented for processing and remit collections weekly to the Town by initiating an Automated Clearing House (ACH) deposit to the Town's bank account or other mutually agreed upon location. The Town shall pay the County within 30 days of receipt of statement, \$1.65 per collected parcel. Receipts will be mailed by the County if a self-addressed stamped envelope has been received from the taxpayer. There will be a \$2.80 charge for any refund issued due to an overpayment.
- B. On or before the January and February settlement due dates, the Town shall settle with all taxing jurisdictions as provided in Wisconsin State Statutes 74.23 and 74.25. The County will provide documentation and printed reports of posted payments to the Town prior to the settlement deadlines.

### IV. General Provisions

- A. The County agrees to provide adequate staffing during the tax collection period to effectively handle the volume of taxpayers making payments.
- B. This Agreement shall be for a period of one year beginning November 1, 2023 and ending October 31, 2024. The Agreement may be renewed annually by mutual consent.
- C. The Town agrees to defend and indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney's fees), causes of action, suits, claims, (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the County.

## V. Collection Procedures

- A. The County shall collect all payments of real and personal property taxes, special charges, and special assessments as agent for the Town and will be processed as presented. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.
- B. Payments received at the Town, on or before December 31, 2023, and February 1, 2024, shall be certified as timely by the Town and shall be transmitted to the County on the following workday.
- C. The Town shall be responsible for collection of delinquent personal property and omitted tax bills after February 7, 2024. The Town shall notify the County Treasurer by August 7, 2024, of any uncollected omitted taxes.
- D. The County, as agent for the Town, shall accept advance payments of taxes pursuant to Wisconsin State Statutes Sec. 74.13.
- E. General tax and payment information shall be available to the public from the Green County Treasurer's Office. Any request received by the Town shall be referred to the County.
- F. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered, personally or via certified mail, return receipt requested, to the following representatives of the parties hereto:

County: Sherri Hawkins  
Green County Treasurer  
1016 16<sup>th</sup> Ave  
Monroe, WI 53566

Town: John Wright  
Town Treasurer  
PO Box 448  
New Glarus, WI 53574

## VI. Subsequent Changes in State Law

- A. If changes in state law occur during the course of this Agreement, which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement. Any material violation of the terms of this Agreement shall be grounds for termination upon ninety days written notice.



The parties hereto, having read and understood the entirety of this Agreement, consisting of four typewritten pages, including this one, hereby affix their duly authorized signatures.

**Green County By:**

\_\_\_\_\_  
Sherri Hawkins  
Green County Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry Guth  
Green County Board Chair

\_\_\_\_\_  
Date

**Town of New Glarus by:**

\_\_\_\_\_  
John Wright  
Town Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Narveson  
Town Board Chair

\_\_\_\_\_  
Date

## **2024-2026 Annual Assessment Maintenance**

Request for Proposals emailed September 5, 2023 to:

Stephen Mahlik at Equity Appraisal, LLC, [equityappraisalsm@yahoo.com](mailto:equityappraisalsm@yahoo.com)

Accurate Appraisal, LLC, [info@accurateassessor.com](mailto:info@accurateassessor.com)

Dan McHugh, Affiliated Property Valuation Services, [apvsdan@yahoo.com](mailto:apvsdan@yahoo.com)

Request for Proposal submitted through website on September 5, 2023:

Catalis (formerly Grota Appraisal), <https://catalisgov.com/contact-us/>



26 5<sup>th</sup> Avenue, PO Box 448  
New Glarus, WI 53574-0448

**THE TOWN OF NEW GLARUS IS SEEKING PROPOSALS FOR THE FOLLOWING WORK:**

Statutory assessment services for a three-year period beginning in December of 2023. It is expected that December 2023 will be spent transitioning records and becoming familiar with Town of New Glarus properties. Regular maintenance work will begin January 1, 2024 and continue until December 31, 2026.

**BACKGROUND INFORMATION:**

The 2023 assessed value is as follows: Real Property \$254,986,100 (1.036 parcels); value and parcel count does not include manufacturing

**REIMBURSEMENTS:**

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**SCOPE OF WORK:**

1. Assessor will perform all of the work required to properly and professionally assess the real property of the Town in accordance with applicable Wisconsin State Statutes and Volumes I and II of the Wisconsin Property Assessment Manual
2. Assessor will review and assess all properties that were under partial construction as of January 1st of the current year.
3. Assessor will review and assess new construction, new plats and remodeling as of January 1st of the current year. Some square footage sketches and calculations may need to be updated. An external revaluation was conducted in 2022. The estimated level of assessment for 2023 is 91%.
4. Assessor will account for all buildings destroyed or demolished.
5. Assessor will implement use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue and complete all applicable reports.
6. Assessor will account for annexations, attachments, parcel splits and new plats.
7. Assessor will correct legal descriptions as needed.
8. Assessor will take digital photographs of new construction and also during the review process if needed.
9. Assessor will file building permits or copies of such in property record files (electronic or paper).
10. Assessor will post assessments to real estate transfer returns and record sale information to property records. Assessor will transmit sales information to WI DOR as required.
11. Assessor will post assessments from property records to assessment roll.
12. Assessor will create, print, and mail Notices of Increased Assessment, form PR-301A. Copies of the Notices or a spreadsheet of the parcel numbers, value changes, and date(s) sent will be provided to the Municipal Clerk.
13. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Open Book shall be held in April or May each year. Board of Review will be held within statutory time

frame each year. Copies of Open Book Determination Notices or a spreadsheet of the parcel numbers, value changes, and date(s) sent will be provided to the municipal clerk.

14. Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings. Assessor will also attend the Board of Review meeting, defending the Assessor's valuation and work products.
15. Assessor will be responsible for providing all assessment data to Green County Treasurer and ensuring that the County's assessment roll after the information is posted balance to the records submitted by the assessor. Assessor will provide printed copy of assessment roll to the Town.
16. Assessor will be responsible for providing the Wisconsin Department of Revenue (WI DOR) with final reports of assessed valuations after the Board of Review meeting.
17. Assessor will provide contact information for Town officials and residents to contact assessor during regular business hours, Monday through Friday, and shall return calls and emails within forty-eight (48) hours.
18. Assessor shall maintain a computerized database of property assessment records, including digital photographs and square footage sketches of each property. Site plan sketches for agricultural operations will also be required. Town staff will need access to all sketches. Town of New Glarus contract assessment firms have been using Market Drive software since 1999 and would like to continue to use that software, if possible.
19. Assessor will create an electronic record of all work done in CAMA software.
20. Assessor will create/file the Municipal Assessment Report (MAR), TID Assessment Report (TAR) and Exempt Computer Report (ECR) using CAMA software.
21. Assessor will supply to the Town a complete set of computer property assessment records (including digital photographs of each property) that are compatible with the Town's computer equipment and software. Assessment data should have the capability to be provided to the Town in a database format such as a spreadsheet in Excel.
22. Assessor will provide digital photographs and values with comparable properties in preparation for Board of Review hearings and determinations(s) so that the Board and the petitioner have evidence of comparability.
23. Assessor shall communicate openly, timely and professionally with Town staff and the public when handling appeals. A positive, professional image in both dress and conduct while interfacing with staff and the public, especially during appeals, is required.
24. Assessor will perform all other duties incidental to the normal duties of Assessor.
25. The assessor will be responsible for producing the Omitted Property Roll and providing the values to the municipal clerk necessary to generate Omitted Tax Bills. Likewise, the assessor is responsible for providing values to the municipal clerk for Correction of Errors by Assessor so that the clerk can prepare a refund request for Town Board review and a Chargeback Request for the Department of Revenue.

#### **ITEMS TO BE SUPPLIED BY TOWN:**

The Town will provide some clerical services to aid the assessor. The Town support may include:

1. Answering routine phone requests for assessment data.
2. Digital copies of building permits issued by the Town of New Glarus.

The Town shall furnish work space at the Town Hall, if needed, at no cost to the assessor.

**SPECIAL CONSIDERATIONS:**

If the vendor believes that any question in this RFP is unclear or susceptible to more than one interpretation, the vendor should submit a written request for clarification. Answers will be shared with all known potential proposers.

**SUBCONTRACTING:**

If firms are considering subcontracting portions of the engagement to other firms, then the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Town.

**INSURANCE:**

The firm awarded the contract shall take out and maintain \$2 million of insurance during the life of the contract, such as Professional Liability and Public Liability (Bodily Injury and Property Damage) [note: should also have proof of Wisconsin Driver's License and proof of vehicle(s) insurance; proof of insurance and licensure should also include any additional individuals who assist with the assessment work-the Town should be supplied with the names of those individuals, title, license level, copy of license, training status, and their contact information] ; insurance to protect the firm and any subcontractor performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The Town shall be named as an additional insured. Proof of insurance must be included with proposal and current proof of insurance shall be provided annually for the duration of the contract.

**STANDARDS:**

Work shall be performed in accordance with generally accepted standards as well as any and all standards issued by the State of Wisconsin or the Federal government governing such work (standards also set by USPAP and IAAO). The firm shall keep fully informed of all Federal, State and Local laws, ordinances and regulations and all orders and decrees of authorities having any jurisdiction or authority which, in any manner, affect those engaged or employed on the work, or which, in any way, affect the conduct of the work. The firm should be familiar with Green County Zoning. The firm shall protect and indemnify the Town and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

The firm agrees that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, sex, or creed discriminate against any citizen of the United States in the employment of labor or worker who are qualified and available to perform the work to which the employment relates.

The assessor will work closely and cooperatively with Town officials. The assessor will share information openly and respond to any question or concerns in a timely fashion.

All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administrative Rules of the Department of Revenue, and shall maintain certification throughout the duration of the assignment.

**PROPOSAL REQUIREMENTS:**

**General Requirements**

To be considered, six (6) copies of the proposal must be received at the above address by 10:00 a.m. CST, Monday, October 9, 2023. Clearly mark the envelope in the lower left hand corner "Proposal".

Proposals will be evaluated, and subject to approval by the Town Board. During the evaluation process, the Town reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Each firm may submit only one (1) proposal.

### **Submittals with proposal**

- A brief statement of the proposer's understanding of the work to be done, a project approach plan to demonstrate an understanding of the project requirements and including the full scope of services.
  - Describe the firm's quality control procedures that will ensure compliance with the contract.
  - Outline a commitment to perform the work within the specified time period.
- Proof of insurance.
- Summary of Firm's Qualifications and Experience
  - Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the work; provide information on each staff person's experience that will be responsible for performing the work requested. Personnel may be changed if those personnel leave the firm, however the Town retains the right to approve or reject replacements.
  - Provide examples of going above and beyond the call of duty with respect to serving the community and its property owners.
- References and related work
  - List the most significant related work references in the last three (3) years. Indicate the scope of services, dates of service and contact information of the client.
  - Identify three references from Municipal clients for which the bidder has provided assessment services within the past three years. Reference must include the name, title, address and phone number of the contact person.
- Certification that the person signing the proposal is entitled to represent the firm and empowered to submit the bid and authorized to sign a contract with the Town.
- List of all other current contractual requirements the firm may have.
- Five samples of Assessment Records (at least one commercial, one improved agricultural, one unimproved agricultural, and one residential) with supporting photo(s), sketches, other building improvement site sketch(es).
- A general timeline for service to be provided each year.
- Rates by personnel and/or hours for each, all direct and indirect costs and total all-inclusive maximum compensation proposal for the term of the proposal. List costs for maintenance only each year.
- The proposals shall address the specific services required as listed above. If the proposer is unable to meet any of the required services, they shall specifically address their inability within the proposal and the alternative method for addressing that item. The proposer shall also outline any perceived or real conflict of interest, should they exist.

Proposers are advised to carefully inspect the community, the entire records and facilities of the Town of New Glarus and examine the above-referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this proposal.

**REVIEWS:**

Proposals that meet the criteria contained in this request for proposals will be reviewed by Town staff and the Town Board for completeness of response, references, qualifications of firm, qualifications of staff assigned, scope of services, and costs.

**EVALUATION CRITERIA:**

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the general quotation requirements.

1. Demonstration of successful experience in providing general assessment services to a municipality of similar size.
2. Demonstration of a high level of accuracy in assessment work for municipal clients.
3. Ability to provide and maintain a computerized database of property assessment records to the Town
4. Cost of assessment services.
5. Evidence of positive customer interaction and coordination with municipal government representatives.

**RIGHT TO REJECT:**

The Town reserves the right to reject any and all proposals, waive formalities or to accept the proposal which best serves the interests of the Town.

**INQUIRIES:**

Inquiries concerning this Request for Proposal should be submitted in writing and be directed to:

John Wright  
Clerk/Treasurer  
[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)  
P.O. Box 448  
New Glarus, WI 53574-0448

## Official Oath

STATE OF WISCONSIN

Town of New Glarus  
Green County

I, the undersigned, who has been appointed to the office of **Parks Commissioner Alternate**, swear that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability.

---

Rose Pertzborn, Parks Commissioner Alternate

Subscribed and sworn to before me this \_\_\_\_ day of September, 2023.

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John Wright, Town of New Glarus Clerk-Treasurer



# 2024 Recycling Grants to Responsible Units Application Form

Form 8700-2220 Rev. 6-16  
State of Wisconsin Dept. of Natural Resources

Submit By: October 2, 2023\*

Responsible Unit (RU)  
Town of New Glarus  
Muni Code: 23024  
County: Green  
Population: 1409  
RU Category: Single

DNR Contact Information  
Bureau of Community Financial Assistance - CF/2  
Wendy Soleska  
wendy.soleska@wisconsin.gov  
608-852-1358

For instructions, please click

\*NOTICE: This form is authorized by Chapter 287, Wis. Stats., and Chapter NR 542, Wis. Adm. Code. To be eligible to receive a grant, completion of this form is mandatory. Failure to submit the completed form to the department by October 2, 2023 will result in denial or reduction of grant funds for 2024. Personally identifiable information on this form is intended to be used by the Department for recycling program purposes, but may be made available to requesters as required by Wisconsin's Open Records law (ss.19.31-19.39, Wis. Stats.).

## SECTION 1: CONTACT INFORMATION

Note: You are not able to add or update any authorized representative or contact information on the application this year. If you have changes, please contact Rachel Stark by email at [DNRWAFacilityContactRegistry@wisconsin.gov](mailto:DNRWAFacilityContactRegistry@wisconsin.gov) or by phone at 920-650-4064.

### A. Authorized Representative

The DNR central office has the responsible unit's authorizing resolution on file. According to our records, the authorizing resolution names the position of Clerk Treasurer as the authorizing representative.

John Wright  
PO Box 448 26 5th Ave  
New Glarus WI 53574-0448  
Clerk Treasurer  
608-527-2390 -  
[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)

### B. Primary Contact

John Wright  
PO Box 448 26 5th Ave  
New Glarus WI 53574-0448  
608-527-2390  
[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)

## Section 2: RU PROGRAM INFORMATION

### A. Multiple Member Information

As a single member RU, this section does not apply.

Does the RU plan to add or remove members (municipalities, counties,  Yes  No or tribes) in 2024?

If any of the above information is incorrect or if the join date or join type need to be modified, please contact [DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov).

### B. Cooperative Agreement Information

If the responsible unit signed a cooperative agreement with at least one other responsible unit for the purpose of implementing efficiencies related to conducting one or more effective recycling program activities, add and complete the information requested.

## Section 3: ELIGIBLE PROGRAM COSTS AND ESTIMATED COLLECTION TONNAGE

Fill in estimated recyclables collection in tons. Eligible program costs are determined by completing the estimated costs worksheet. Please remember that grant assistance is provided only for the single family and 2-4 unit residential portion of your recycling program. To print a blank estimated costs worksheet to work from before entering the final amounts into the online form, select the following link. [Blank Estimated Costs Worksheet](#)

Estimated collection in tons

126

2024 - Estimated Budget Spreadsheet  
Form 8700-222B (Rev. 2-10)

Enter all anticipated 2024 recycling and yard waste program expenses by breaking them down by column and row. Costs should be entered in whole dollar amounts only. The expenses listed in the rows correspond to the Uniform Chart of Accounts (UCA) object codes. Scroll down to view entire list.

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
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1. Salaries/Wages & Employee Benefits	0.00	0.00	0.00	0.00	0.00
2. Consulting & Professional Services	0.00	0.00	0.00	0.00	0.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	0.00	0.00
6. Purchased Services Other(contractual svcs)	0.00	30,803.92	0.00	0.00	30,803.92
7. Office Supplies	0.00	0.00	0.00	0.00	0.00
8. Subscriptions & Dues	0.00	0.00	0.00	0.00	0.00
9. Employee Travel & Training	0.00	0.00	0.00	0.00	0.00
10. Operating Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
11. Repair & Maintenance Supplies	0.00	0.00	0.00	0.00	0.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>30,803.92</b>	<b>0.00</b>	<b>0.00</b>	<b>30,803.92</b>

19. Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Lead Acid Batteries, Electronics, Major Appliances and Oil)	0.00
20. Revenue - Sale of Recyclables	0.00
21. Total Ineligible Costs & Revenues (total of lines 19 and 20)	0.00
22. Total Eligible Recycling Costs (line 18 minus line 21)	30,803.92
<b>Summary of Costs</b>	
Total costs of recycling program (Worksheet Line 18, Column E)	30,803.92
Total ineligible costs and revenue (Worksheet Line 21, Column E)	0.00
Total eligible recycling costs (Worksheet Line 22, Column E)	30,803.92

## SECTION 4: CERTIFICATION

RU Name : Town of New Glarus

Municipal Code : 23024

This section must only be completed by your responsible unit's authorized representative or authorized representative's designee.

### Authorized Representative

This application is not complete unless it is signed by the authorized representative or authorized representative's designee as appointed by the Responsible Unit in an authorizing resolution properly adopted by the Responsible Unit and on file with the DNR. We recommend that position title, rather than names of individuals, appear on the authorizing resolution. Doing so minimizes the need to revise the authorizing resolution when staff changes occur. Authorizing resolutions remain in effect until modified by the Responsible Unit and submitted to the DNR.

### Certification

I hereby acknowledge that an Annual Report of Recycling Program Accomplishments and Actual Costs for 2024 will be due by April, 30 2025 and that failure to submit this report could cause my 2024 grant to be delayed and/or withheld.



I hereby certify that to the best of my knowledge, the information contained in this application and application attachments is correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in compliance with ch. 287, Wis. Stats., and chs. NR 542 and NR 544, Wis. Adm. Code.



By typing my name below and clicking submit, I certify on behalf of Town of New Glarus that the information entered in this Responsible Unit Basic and Consolidation Grant form is true and complete. Note: As of January 1, 2022, this online certification submittal is replacing the submittal of a printed signature page. Remember to save or print your report. An automated confirmation will be emailed to contacts.



## Signature

Authorized Representative:

John, Wright

Submit Date:

8/24/2023

Submitted By:

John Wright

Confirmation #:

206772-S-20230824:072656

## Clerk Treasurer

---

**From:** Dan Barroilhet - DOA <Dan.Barroilhet@wisconsin.gov>  
**Sent:** Thursday, August 10, 2023 10:27 AM  
**To:** Clerk Treasurer  
**Subject:** Preliminary Estimate of the January 1, 2023 Population for the Town of New Glarus in Green County

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2023 population for the Town of New Glarus in Green County is 1,415. This represents a change of 22 persons (1.58%) since the 2020 Census.

Wisconsin's total population is estimated at 5,952,000 which is a change of 58,282 persons and 0.99%.

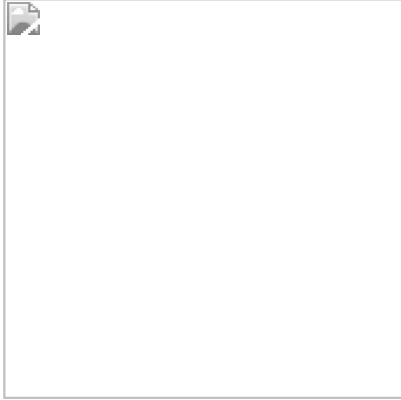
In response to the housing survey that we sent you earlier this year, your municipality reported a net change of 8 housing units for calendar year 2022. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

If your municipality believes that the above estimate is not a reasonable approximation of its population, please see the challenge form at [https://doa.wi.gov/DIR/Challenge\\_Form\\_MUNI.pdf](https://doa.wi.gov/DIR/Challenge_Form_MUNI.pdf)

Approximately 1,089 of the estimated population for the Town of New Glarus are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.

Please remember that prior estimates were based on 2010 Census counts and that, by statute, DOA's 2022 estimates are based on the U.S. Census Bureau's 2020 counts. For these reasons, it is useful to compare DOA's 2022 estimates to the U.S. Census Bureau's 2020 counts and it is **not** useful to compare DOA's 2022 estimates to prior DOA estimates.

Demographic Services Center  
Division of Intergovernmental Relations  
WI Dept. of Administration  
<https://doa.wi.gov/demographics>



AllPaid  
 7820 Innovation Boulevard Suite 250  
 Indianapolis, IN 46278  
 24hr. Customer Service #: 888-604-7888

**Permits & Licensing Payment Confirmation (Ref #: 39580961)**

**PLC:** Green County Clerk  
**A0039R** 1016 16th Avenue  
 Monroe, Wisconsin 53566  
 For: Permits & Licensing

**Date:** 08/24/2023 11:43 EDT

**TRANSACTION INFORMATION**

**Name:** John Wright  
**Fee Type:** Miscellaneous (explain In Notes Section)  
**Notes:** Election Inspector Training On September  
 12, 2023, Albany Lion's Club, For 5  
 Individuals.

**Transaction Reference #:** 39580961  
**Transaction Date/Time:** 08/24/2023 11:43 EDT

**BILLING INFORMATION**

**Name:** John Wright  
**Address:** Po Box 448  
 26 5th Ave  
**City, State Zip:** New Glarus, Wi 53574-0448  
**Phone #:** (608)527-2390  
**Card #:** xxxx-xxxx-xxxx-2383

**PAYMENT INFORMATION**

**Approval #:** 001318  
**Payment Amount:** \$50.00  
**Service Fee:** \$1.18  
**Total Amount:** \$51.18

**The service fee is not refundable.**

**ATTENTION CARDHOLDER**

If you have questions about the processing of your payment, please call AllPaid at 888-604-7888.

Thank you for using AllPaid

## Clerk Treasurer

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**From:** Victoria Solomon <victoria.solomon@wisc.edu>  
**Sent:** Wednesday, August 30, 2023 11:49 AM  
**To:** Masarik, Kevin; Chris Narveson  
**Cc:** Clerk Treasurer; Chelsea Zegler; Daniel Smith; Gratz, Tonya - NRCS-CD, Monroe, WI; anastasia.wallner@usda.gov; todd.jenson@wi.nacdnet.net; JAYNE BUTTS  
**Subject:** Fw: Green County Water Testing / Town of New Glarus

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

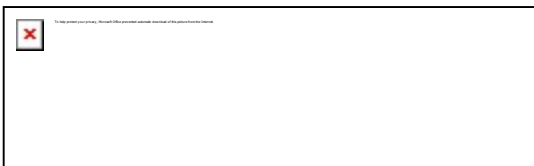
My deepest apologies, I forgot an email! I definitely did not mean to exclude anyone. Please see below.

Best,

**Victoria Solomon, AICP**  
Associate Professor, Community Development  
University of Wisconsin Madison Division of Extension -- Green County  
2841 6th Street Monroe, WI 53566

Phone: (608) 328-9440. Call 711 for Wisconsin Relay.  
Email: Victoria.Solomon@wisc.edu

Pronouns: she/her/hers.



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*La University of Wisconsin-Extension es una institución que brinda igualdad de oportunidades en el empleo y acción afirmativa (EEO/AA, por sus siglas en inglés), y comprometida con la diversidad entre sus empleados y en sus programas.*

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**From:** Victoria Solomon <victoria.solomon@wisc.edu>  
**Sent:** Wednesday, August 30, 2023 11:36 AM  
**To:** Masarik, Kevin <KMASARIK@UWSP.EDU>; cnarveson@townofnewglaruswi.gov <cnarveson@townofnewglaruswi.gov>  
**Cc:** Chelsea Zegler <zegler@wisc.edu>; Daniel Smith <dhsmith@wisc.edu>; Gratz, Tonya - NRCS-CD, Monroe, WI <tonya.gratz@wi.nacdnet.net>; anastasia.wallner@usda.gov <Anastasia.Wallner@usda.gov>; todd.jenson@wi.nacdnet.net <todd.jenson@wi.nacdnet.net>; JAYNE BUTTS <jayne.butts@wisc.edu>  
**Subject:** Green County Water Testing / Town of New Glarus

Hi all,

I appreciate the meeting we had yesterday regarding the action planning regarding Green County Water Quality. We had a meeting yesterday as follow-up from the multi-watershed meeting to take the responses from the watershed meeting and use that to inform the creation of an action plan. One of the items put forward by the farmers and landowners was to increase water testing. An idea that came from that was to add water test charges to town taxes (similar to how dog licenses are on town taxes). Perhaps there would be a town willing to try that. Because the Town of New Glarus consistently has the highest participation rate, I said I would have a conversation with Chris Narveson to get his perspective on this. This email is based as follow-up from the watershed meeting, action planning, and the conversation with Chris.

### Next Steps

- Kevin (and anyone who wants to be part of this) could you draft a proposal and share with Chris regarding what this would look like, what this would cost, etc.
  - Is it possible to get a bit of a discount for them to pilot this?
  - Another part of the discussion yesterday was to provide the option for people to choose and have data connected to trend data. Consider what that option would look like in this proposal.
- Local government entities are going through the budget process now. From a decision-making process standpoint, it could be possible to put in a resolution during the next election asking town residents whether or not to add the water testing charge to town taxes.

Would it be helpful to have a conversation about this all together? If so let me know who should be/wants to be part of the conversation and we can schedule something.

Please don't hesitate to reach out with any questions or concerns.

Best,

**Victoria Solomon, AICP**

Associate Professor, Community Development

University of Wisconsin Madison Division of Extension -- Green County

2841 6th Street Monroe, WI 53566

Phone: (608) 328-9440. Call 711 for Wisconsin Relay.

Email: Victoria.Solomon@wisc.edu

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*committed to diversity among its employees and in its programs.*

*afirmativa (EEO/AA, por sus siglas en inglés), y comprometida con la diversidad entre sus empleados y en sus programas.*

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## PARKS COMMISSION MEETING

Wednesday, August 16, 2023

### Minutes

**Attending:** Chair Harry Pulliam, Kelly Ruschman, Dana Emmerton, Mark Pernitz, Chris Narveson, Mona Sue French, and Jason Neton (arrived at 6:07 PM)

**Absent:** None

**Also Attending:** John Wright (departed at 6:15 PM): Clerk Treasurer; Shahnaz Shahidain: Village of New Glarus resident; Grace McLaughlin: Town of New Glarus resident; Matt Wallrath: Outreach for the UW Department of Plant and Agroecosystems Sciences; Stephen Fabos: Indigenous Restorations, LLC; and Matt Stelter (departed at 6:40 PM): SEO and Content Marketing Manager for Colony Brands

- 1. Call to Order:** Meeting was called to order by Chair Pulliam at 6:00 PM.
- 2. Proof of Posting:** Clerk-Treasurer Wright attested to proper proof of posting.
- 3. Approve Minutes from July 19, 2023**  
Motion to approve the minutes was made by Commissioner Pernitz; seconded by Commissioner French. Motion carried 6-0.
- 4. Public Comments** – Chair Pulliam introduced Matt Wallrath and Stephen Fabos, who were in attendance. A number of questions were asked of these two guests regarding the best strategy for restoring portions of the State Highway 39 property to native prairie. Mr. Fabos recommended continuing to lease the property until such time that seed can be purchased. Another alternative would be to seed the site for alfalfa, a perennial, or rye grass (an annual) to reduce the possibility of invasive species proliferation.
- 5. Discussion with Matt Stelter about Tree Stands within the Town Park** – Deer hunting season will run from September 16, 2023 (archery and crossbow first) until January 7, 2024. Mr. Stelter has provided some management of the trails and grassy areas along the Legler School Branch. His six deer stands have been in place for a decade with the permission of the former owners. It was agreed that the stands could remain during the current season. Commission members will let Mr. Stelter know when groups will be on the property. There will be a workshop on the site, October 28, 2023.
- 6. Discuss Hunting Policy for New Town Park** – Without objection, signs will be posted to notify the public that no hunting will be allowed without permission.
- 7. Updates on Town Board Action Regarding Ordinance 2023-03 to Codify the Town of New Glarus Park Commission** – The Board approved the ordinance to create Chapter 204 of the Town's Code of Ordinances. A summary of the ordinance will be published on August 24, 2023 in the Post Messenger Recorder and will be effective the next day.
- 8. Discussion with Shahnaz Shahidain about Orchard Project with Green County Leaders** – Ms. Shahidain reported that she has a Community Project Proposal Form for Green County Leaders. She will complete the application and will submit it after Chair Pulliam reviews and approves; without objection. The deadline to submit the application is September 13, 2023. There followed a discussion regarding possible crowdfunding to raise money for resources such as prairie seeds. A proposal will be drafted to share with the Park Commission members to identify the objectives of an orchard on Town property.

9. **Update on Town Proposal to the Wisconsin Department of Natural Resources to Transfer the Grant for a Trail along County Highway NN to State Highway 39** – Matt Miller from Vierbicher submitted materials to Cheryl Housley, Wisconsin DNR, on July 24, 2023. There is a meeting scheduled on August 28, 2023 with Michelle Brokaw, a representative from the Wisconsin Department of Transportation, to discuss the cattle pass beneath State Highway 39. The Scoutmaster for Boy Scout Troop #106 will send an updated letter to reflect their willingness to maintain the trail in the new location; that should be received this weekend.
10. **Update on Knowles-Nelson Stewardship Grant Award** – The Town received an email from Cheryl Housley earlier today that the application score was ineligible for funding. 95 project applications were received statewide.
11. **Discuss Progress on Establishment of Friends Group for Town Park** – no report.
12. **Begin 2024 Budget Discussion and Review 2023 Budget-to-Actual; Amend Budget for Ad Expenses** – Motion to amend the 2023 budget for added expenses for printing (\$225) with the Monroe School District and inserts into the Buyer's Guide (\$149) was made by Commissioner Pernitz; seconded by Commissioner Ruschman. Motion carried 7-0.
13. **Plan Fall Workshops and Events**
  - a. Pollinator Workshop at Hidden Knoll with Micah Kloppenburg of Xerces Society (6 PM, Friday, August 25, 2023) – An insert will be included in the Buyer's Guide Shopper.
  - b. Invasives Removal Talk and workday at Town Park with Matt Wallrath – this event will be held at the new Town park on Saturday, October 28, 2023 at 10:00 AM. Participants should bring shovels and loppers. Participants should avoid parking on the recently sold property associated with the home and outbuildings. Invasives will be flagged for removal.
  - c. Seed Collecting Workshop at Bluebird Ridge Conservancy on Windmill Ridge Road with Matt Sheaffer of Taylor Creek Nursery will take place on Saturday, September 9, 2023 at 1:00 PM.
  - d. Walk the Park with local supporters – Further discussion will be deferred to the September meeting, without objection.
  - e. Fall eCycle Event – This will be held at the Town Hall, 26 5<sup>th</sup> Avenue, New Glarus on Saturday, Oct. 14, 2023 from 9:00 AM until Noon.
  - f. Fall Tree Sale – See the schedule above.
  - g. Bow Hunting Workshop with Ian Munnoch – This workshop will be deferred until 2024, without objection.
14. **Plan Outreach to Community**
  - a. Recommendations for workshops – without objection, this will be deferred until the September meeting.
  - b. Scouts, 4-H, High School students – without objection, this will be deferred until the September meeting.
15. **Schedule Next Meeting** – The next meeting will be held on Wednesday, September 13, 2023 at 6:00 PM.
16. **Adjourn:** Motion to adjourn by Pernitz; seconded by Neton at 7:40 PM. Motion carried.

Approved:

Minutes transcribed from C. Narveson notes

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
3911 Fish Hatchery Road  
Fitchburg WI 53711-5397

Tony Evers, Governor  
Adam N. Payne, Secretary  
Telephone 608-267-7556  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



September 6, 2023

► **REQUIRES IMMEDIATE ACTION** ◀  
**Recreational Trails Program**  
**Grant# RTP-1023-20ND . 1**  
**Title, Scope & Time Extension**

Chris Narveson, Town Chairman  
Town of New Glarus  
PO Box 448, 26 5th Avenue  
New Glarus, WI 53574

SUBJECT: Grant Agreement Amendment

Dear Mr. Narveson:

Enclosed is an amendment agreement for the following project: ***Town of New Glarus CTH NN Trail Development, 2020-23, Amendment No. 1***

Please review the amendment agreement and return a copy signed by the authorized official **within 30 days of this letter's date** to Cheryl Housley at the South Central Region, 3911 Fish Hatchery Rd, Fitchburg, WI 53711.

If you have any questions, feel free to contact Cheryl at 608-516-9560.

Sincerely,

FOR

Jim Ritchie, Director  
Bureau of Community Financial Assistance

Enclosure

C: Cheryl Housley – SCR

## Clerk Treasurer

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**From:** Housley, Cheryl - DNR <Cheryl.Housley@wisconsin.gov>  
**Sent:** Wednesday, September 6, 2023 9:41 AM  
**To:** Chris Narveson  
**Cc:** Harry Pulliam; Mark Pernitz (mpernitz@gmail.com); Clerk Treasurer; Matthew Miller  
**Subject:** RE: FFY2020 RTP Local Aids Project Amendment  
**Attachments:** RTP-1023-20ND.1 Town of New Glarus Trail Dev Amend\_AgreementLtr.pdf

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Chris and Town of New Glarus Parks Committee.

Congratulations! I've received approval to amend the Town's grant to change the scope to the the Hwy 39 to Durst Road Trail.

Please see attached letter from Bobbi Winebar in approval, and the scope, title and time amendment to the contract.

Chris, please sign the amendment, scan the signed page and email me a copy for my records please.  
Please keep the signed amendment for your grant records.

As a recap of our conversations, here are the next steps for the project:

- 1) Complete the Arch/Historical phase 1 – send the report to me/DNR for review and clearance.
- 2) Town acquire trail easements from the landowners, record with Green Co. reg. of deeds, send Cheryl recorded copies.
- 3) Obtain appropriate highway permits from WisDOT, for crossing and trail in section of right of way. (send Cheryl copies)
- 4) Obtain all construction permits (send Cheryl copies with payment request)
- 5) Draft final trail plans - send to Cheryl for brief review before noticing project for bid.

You'll need these documents for submittal of the grant payment request(s) once construction has started:

Payment request form:

<http://dnr.wi.gov/files/PDF/forms/8700/8700-001.pdf>

Federal grant match disclosure form:

<http://dnr.wi.gov/files/PDF/forms/9300/9300-230.pdf>

List of documentation needed, if applicable to the project:

Copies of...

Affidavit of bid publication notice

Bid notice

Bid list and accepted bid

Final plan set & contract award

Signed contract & any change orders

All state and local permits

All invoices

Payment documentation: copies of cleared checks, or bank statement indicating debit

(Town) Force account labor, equipment or materials logs

- For equipment rates (both force and donated) please use this list:
  - [Highway Maintenance Manual \(HMM\) 02-25-50 Classified Equipment Rates \(wisconsin.gov\)](https://dnr.wisconsin.gov/sites/default/files/topic/UrbanForests/ClassEquRates-2022.pdf)  
<https://dnr.wisconsin.gov/sites/default/files/topic/UrbanForests/ClassEquRates-2022.pdf>  
<https://dnr.wisconsin.gov/sites/default/files/topic/UrbanForests/ClassEquRates-2021.pdf>
- Force labor, summary payroll statements.

Donated services, labor, materials or equipment:

- All General labor &/or equipment will need to be documented by a labor log (daily signature captured), rate is \$7.25 (min. wage) for general laborers. <https://dnr.wi.gov/files/PDF/forms/8700/8700-349.pdf> (use internet explorer to open if possible)
- Materials or services donated need to be document by an invoice and/or company letter stating the value of the donation. (Professional Labor)

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

*Cheryl Housley*

**New Cell: 608-516-9560**

Cheryl.Housley@wisconsin.gov

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**From:** Winebar, Roberta J - DNR <Roberta.Winebar@wisconsin.gov>

**Sent:** Friday, September 1, 2023 9:50 AM

**To:** Housley, Cheryl - DNR <Cheryl.Housley@wisconsin.gov>

**Subject:** FW: FFY2020 RTP Local Aids Project Amendment

We have approval to amend the New Glarus project.

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

*Bobbi Winebar*

Phone: (920) 461-2595

[roberta.winebar@wisconsin.gov](mailto:roberta.winebar@wisconsin.gov)

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**From:** Villiesse, Sandra (FHWA) <[sandra.villiesse@dot.gov](mailto:sandra.villiesse@dot.gov)>

**Sent:** Friday, September 1, 2023 9:44 AM

**To:** Winebar, Roberta J - DNR <[Roberta.Winebar@wisconsin.gov](mailto:Roberta.Winebar@wisconsin.gov)>

**Cc:** Olusegun, Tim O - DOT <[Tim.Olusegun@dot.wi.gov](mailto:Tim.Olusegun@dot.wi.gov)>; Fasick, Robert - DOT <[Robert.Fasick@dot.wi.gov](mailto:Robert.Fasick@dot.wi.gov)>; Fulkerson, Glenn (FHWA) <[Glenn.Fulkerson@dot.gov](mailto:Glenn.Fulkerson@dot.gov)>; Swann, Linda - FHWA <[linda.swann@dot.gov](mailto:linda.swann@dot.gov)>; Duval, Tracy <[tracy.duval@dot.gov](mailto:tracy.duval@dot.gov)>; Forlenza, Mary (FHWA) <[mary.forlenza@dot.gov](mailto:mary.forlenza@dot.gov)>; Perna, Nicholas <[nicholas.perna@dot.gov](mailto:nicholas.perna@dot.gov)>; Klecker, Timothy (FHWA) <[timothy.klecker@dot.gov](mailto:timothy.klecker@dot.gov)>; Newhouse, Jill (FHWA) <[jill.newhouse@dot.gov](mailto:jill.newhouse@dot.gov)>; Beck, Charles <[charles.beck@dot.gov](mailto:charles.beck@dot.gov)>; Brown, Christopher <[Christopher.brown@dot.gov](mailto:Christopher.brown@dot.gov)>

**Subject:** FFY2020 RTP Local Aids Project Amendment

**CAUTION: This email originated from outside the organization.**

**Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Bobbi Winebar, FHWA approves WDNR's requested change to the FFY2020 Town of New Glarus original project location.

Attached please find the letter for approval along with the FFY2020 RTP Local Aids Project List.

Let us know if you have any questions or if there is anything else you need.

Thank you,  
Sandi



**Sandra Villiesse**

Right of Way, Outdoor Advertising, Junkyards and Transportation Alternatives Set-Asides  
WI Division, Federal Highway Administration | 525 Junction Road, Suite 8000, Madison, WI 53717  
Phone: 608-829-7519 | Email: [Sandra.villiesse@dot.gov](mailto:Sandra.villiesse@dot.gov)

**NOTE: Use of this form is required by the Department for any amendment filed pursuant to NR 7, 47, 50, 64, 65, 187, 193 and 335, Wis. Adm. Code. The Department will not process your amendment unless you complete and sign this form.**

<b>Sponsor</b> Town of New Glarus
<b>Project Amendment No.</b> RTP-1023-20ND.1
<b>Program</b> Recreational Trails Program

This amendment to project agreement number RTP-1023-20ND is hereby made and agreed upon by the State of Wisconsin, acting through the Secretary, Department of Natural Resources, and by Town of New Glarus, pursuant to the Town of New Glarus CTH NN Trail Development, 2020-23.

The Sponsor and the State of Wisconsin in mutual consideration of the promises made herein and in the agreement of which this is an amendment, do promise as follows:

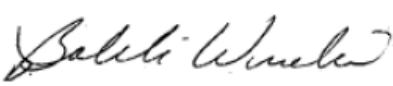
That the above-mentioned agreement is amended by the following:

Title of the Project is amended to: "Town of New Glarus State Highway 39 Trail from Durst Road to Town Park"

The Town of New Glarus will utilize federal Recreational Trail Program Funds to construct a trail paralleling Hwy 39 northerly right of way from Durst Road westerly to Town owned park land, approximately 0.58 miles including an at grade crossing of Highway 39 to connect to public land on the south side of the highway.

The time period is extended to June 30, 2024.

In all other respects the agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this amendment as of the date entered below.

<p>Sponsor</p>  <p>By</p> <p>_____</p> <p style="text-align: center;">(Signature)</p> <p>_____</p> <p style="text-align: center;">(Title)</p> <p>_____</p> <p style="text-align: center;">(Date)</p>	<p>State of Wisconsin Department of Natural Resources For the Secretary</p> <p>By</p> <p style="text-align: center;"></p> <p style="text-align: right;">FOR</p> <p>Jim Ritchie, Director Bureau of Community Financial Assistance</p> <p>September 6, 2023</p> <p>_____</p> <p style="text-align: center;">(Date)</p>
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TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, AUGUST 17, 2023  
MINUTES

Members Attending: Chris Narveson: Chair; John Ott, John Freitag, Reg Reis, Craig Galhouse, and Mark Pernitz

Absent: Robert Elkins

Also Attending: John Wright: Clerk-Treasurer

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:03 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Motion to approve the meeting minutes from July 20, 2023, as presented, was made by Commissioner Ott; seconded by Commissioner Pernitz. Motion carried 6-0.
3. **Continue to 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 –**  
Chair Narveson reminded the group that the topic originally arose at the Annual Town Meeting of the Electorate. Attorney Rex Ewald had proposed that the Town could pave a shortened version of Kempfer Lane if his client Alice Bertelrud would agree to discontinue the southern extent as a Town road. The Town will not agree to reallocate money for a double chip seal for the whole length to pave the northern section to a higher standard. It was recommended that the Town Board establish a policy to deal with single purpose roads.
4. **Discussion of Driveway Permits –** Chair Narveson stated he had been approached by Margot Eastham who owns property abutting CTH W and Argue Road. She had requested filed road access to Argue Road after its reconstruction. This brought up a need for permitting field roads that are not currently regulated (unless applying for a building permit: see §36-4 G. or an existing field road becomes a potential hazard: see §36-7). It was noted that property owners who lease land for agricultural production or spreading may be unaware of how the land is being accessed. Green County Highway regulates field roads through a permitting process. Without objection, sample ordinances will be shared with the group at the September meeting.
5. **Inquiries Regarding Development Potential of Property**
  - a. Development potential for property owned by Larry and Linda Disch for 72.710 acres and two existing houses – Although this was discussed at the July meeting, the limitations imposed by the Village ETZ ordinance, §305.112, suggests that a property within their Agricultural Transition (A-T) District does not qualify for cluster division. Cluster density, by Town standards, would allow for 5 lots, two of which already have homes. Per §305.112 D.1, “There shall be a total of not more than four dwelling units, other principal structures, or some combination, within the limits of the parcel as legally described and recorded on October 13, 1997”.
  - b. Two parcels, one with a divided interest (Zentner/Yguado) with indirect access to Primrose Center Road – Clerk-Treasurer Wright shared a map of three parcels that had been owned by a brother and sister. Upon the passing of the sister, a partial interest was conveyed to two relatives for parcel 23024 131.1000. The property has one potential building site available, but there is no direct access available in the Town of New Glarus and the property is subdivided by a creek. This is a civil matter for the two owners with a partial interest to settle independent of the Town unless they intend to separate the building site from the remainder that would need to be deed-restricted from further residential development. The parcel contains 15 acres.
  - c. Development potential for two parcels along STH 39 owned by the Ann R Endrulat Living Trust – Chair Narveson discussed the building site available for the smaller lot that was defined pre-ordinance as Lot 1 of CSM 169 that contains 3.67 acres. The owner



TOWN OF NEW GLARUS

is aware that the potential cannot be transferred to the parcel to the south (although a neighbor exchange, easement, or joint driveway agreement could provide access to STH 39 to the south).

- d. Possible neighbor exchange between Lot 1 and Lot 2 of Certified Survey Map 3452 – Wright reported on email correspondence for what appears to be a proposed neighbor exchange between the owners of Lot 1 and Lot 2 of CSM 3452. This had previously been a portion of the Gerald and Susan Torgeson contiguous property at the date of ordinance, October 13, 1997.
6. **Update on Possible Transfer of Proposed Trail Along CTH NN to STH 39 Between Town Land and Durst Road** – Chair Narveson reported that he met with a Wisconsin Department of Transportation representative at the STH 39 property to review the suitability of the existing cattle pass beneath the highway that could link the Town land to the north side of road. The leader for Boy Scout Troop 106 agreed to update the troop’s commitment to maintain the trail in the new location, if the transfer is approved by the Wisconsin Department of Natural Resources. The property owners to the north agreed to review an easement proposal if drafted by the Town’s contract attorney. There followed a brief discussion that included the possibility of lowering the posted speed limit along this segment of STH 39 from 55 MPF to 45 MPH.
7. **Continue to Discuss Town Process for Development Potential Questions** – No discussion.
8. **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 had prepared a draft affidavit, but research conducted by Rob Sommers, Green County GIS Specialist suggests that the original parcel may have been composed of three separate parcels, but no deeds have been found to confirm their existence. Without objection, this should be noted in the property file. If development is proposed, the property owner would need to prove the existence of more than one property prior to the date of ordinance on October 13, 1997.
9. **Adjourn**  
Motion to adjourn by Commissioner Ott; seconded by Commissioner Pernitz. Motion carried 6-0 at 7:41 PM.

Approved:

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John Wright, Clerk-Treasurer