

**TOWN OF NEW GLARUS
REGULAR TOWN BOARD MEETING**

NOVEMBER 14, 2023, TO FOLLOW SPECIAL TOWN MEETING ADJOURNMENT THAT BEGINS AT 6:00 PM
AGENDA

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

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

VIRTUALLY: <https://us06web.zoom.us/j/82219646106?pwd=wzfbd1Zz79Okf0CAIPCIQP0JaoIaEI.1>

Meeting ID: 822 1964 6106

Passcode: 430395

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 from Special Town Board Meeting on October 30, 2023
4. Public Comments
5. Review and Possibly Approve the 2024 Budget
6. Review and Possibly Approve Vierbicher Service Agreements for:
 - a) State Highway 39 Trail Development
 - b) Town Garage Site Planning
 - c) Hayes Lane Improvements
7. Review and Possibly Approve 2023 Budget Amendments by Resolution 231114
8. Review and Possibly Write Off Two Delinquent Personal Property Tax Bills from 2011 for Soil Essentials and ATT Capital Services for a Total of \$174.28
9. Review and Possibly Authorize Transfers from Town Park Sinking Funds into Certificates of Deposit as Requested by the Town of New Glarus Park Commission
10. Review and Possibly Approve Driveway Escrow Refunds
 - a) Ryan O’Flanagan for W5921 Legler Valley Road for non-residential access
 - b) Keith and Ashley Rockett for W5946 Durst Road for residential access
11. Patrolman Report
12. Clerk-Treasurer Report
 - a) Approval and payment of bills
 - b) Publication of 2024 Spring Election Notice: November 23, 2023
13. Chairperson Report
14. Parks Commission
 - a) October 18, 2023 minutes
 - b) October 28, 2023 invasive species workshop
 - c) November 4, 2023 Town land walkabout
15. Plan Commission – October 19, 2023 minutes
16. Adjourn

Posted 11/09/2023

Revised/reposted 11/13/2023

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.

**REGULAR TOWN BOARD MEETING
MONDAY, OCTOBER 30, 2023
MINUTES**

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

Board Members Absent: Troy Pauli and Matt Streiff

Also Attending: Harry Pulliam: Chair of Town Park Commission; Kelly Ruschman: Town Park Commissioner; Grace McLaughlin: Town resident; Tara Bast: Johnson Block; and John Wright: Town of New Glarus Clerk-Treasurer

1. **Call to Order** – Chair Narveson called the meeting to order at 5:01 PM.
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Regular Town Board Meeting Minutes from October 11, 2023** – A motion to approve the October 11, 2023 meeting minutes, as presented, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 3-0.
4. **Public Comments** – None.
5. **Review and Possibly Approve Resolution 231030-1 to Adopt a Substitute for a Treasurer’s Bond for 2023 pay 2024** – Clerk-Treasurer Wright explained the purpose of the resolution that was requested by the Green County Treasurer, Sherri Hawkins.
A motion to approve Resolution 231030-1 for a substitution for a treasurer’s bond was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 3-0.
6. **Review and Approve Refund of Collected Impact Fees that Were not Spent or Committed Within Eight Years of Collection** – Clerk-Treasurer Wright reviewed the provided spreadsheet of the next seven payers of impact fees who are due a refund for fees and interest unused within the eight year period of collection. The total amount due back is \$3,668.78.
A motion to refund unused impact fees, plus interest, to the seven who paid them within the past eight years, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 3-0.
7. **Consider and Possibly Approve the Transfer of Impact Fees into General Fund for Community Park Improvements** – Wright introduced the draft resolution to transfer \$991.24 of two collected impact fees, as recommended by the Town Park Commission at their October 18, 2023 meeting, to the general fund to pay for DOT prairie mix grass seed. Town Park Chair Pulliam was able to clarify that the recommendation was to purchase enough seed for two acres of the Blue Bird Ridge Conservancy based upon advice from Stephen Fabos of Indigenous Restorations, LLC. Pulliam noted that the least expensive prairie mix option is approximately \$600 an acre; the better option, for upland sandy soils, is \$1,020 an acre.
A motion to approve Resolution 231030-2 to transfer \$991.24 from the impact fees account to the general fund to pay for capital costs associated with the purchase of prairie seed mix for Blue Bird Ridge Conservancy was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 3-0.
8. **Review Proposals for 2024-2026 Maintenance Assessment Contract and Possibly Select One for Award** – Clerk-Treasurer Wright presented the original proposal from Associated Appraisal Services for \$15,000 a year for maintenance assessment services from 2024-2026, a second proposal received from Accurate Appraisal, LLC for \$12,000 a year, and a third from Equity Appraisal, LLC for \$11,800 a year for the same service. There followed a brief discussion regarding the merits of continuing with a service that utilizes the current software (Market Drive) that is offered by Associated and Equity. Those Board members present agreed that their experience with the exterior revaluation conducted by Associated Appraisal Consultants was positive and the work was completed in a professional manner. Supervisor Elkins and Supervisor Hoesly own some property in the Village and did not have any negative response to their interaction with Accurate Appraisal, LLC staff during the Village of New Glarus Interim Market Update. Wright stated that he worked with Equity Appraisal, LLC while serving the City of Mineral Point and the experience was a positive.
A motion to approve the proposal presented by Associated Appraisal Consultants for maintenance assessment services from 2024-2026 at a rate of \$15,000 a year was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 3-0.

9. **Review and Possibly Approve Checks, Deposits, and ACH Payments** – Motion to approve checks 21303 through 21318, deposits, and ACH transactions was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 3-0.
10. **Consider Recommendation from Town Plan Commission to Approve Amendment 1 to the Impact Fee Agreement** – Chair Narveson noted that the original contract with Vierbicher was for \$7,200, of which \$3,500 has already been paid. Due to outcome of the Needs Study conducted by Barrientos Design and Consulting as well as the purchase of 97+ acres at the end of 2022, the emphasis of the updates to Chapter 80 Impact Fees has changed. Vierbicher has proposed Amendment 1 to the original contract for an additional \$1,500 to accommodate these changes and to complete the process to amend or repeal and replace the original Chapter 80 and fees to be collected in the future.

A motion to approve Amendment 1 for an increase of \$1,500 to the original contracted price, as presented by Vierbicher, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 3-0

18. **Review 2024 Draft Budget** – Chair Narveson stated that one issue that arose when he met with Tara Bast (Johnson Block), and Clerk-Treasurer Wright on October 13, 2023, is how best to address the new need to mow the Town land on State Highway 39 and on Durst Road. A tractor could cost up to \$200,000. An eight month lease, by comparison, would cost approximately \$8,000 a year. A batwing mower would cost approximately \$20,000. There followed a brief discussion of road work planned by the Town of Washington for their portion of Disch Road. If the Town of New Glarus defers maintaining their portion of Disch, it might free funds for other costs in 2024.

Tara Bast provided those in attendance with a handout of different factors to consider for the 2024 budget. She noted that the sale of the STH 39 farmette, planned use of ARPA funds (to pay a portion of the interest on the \$1.4 million loan), refunds and transfers from the Impact Fee bank account, interest, etc. has changed the original assumptions for the fund balance in 2023. The first option would be to assign \$250,000 of the sale of land proceeds to fund the preparation work for and construction of future public works facility assumes an increase for debt service not covered by ARPA funds. If the offset for debt service is increased, then the allowable 2023 levy payable 2024 would be \$914,552.

There followed a discussion as to whether to assume a sale of one or more residential lots in 2024 from the land purchased by the Town. This led to additional discussion about the best location of the public works facility and separation of access for potential residential lots. It was noted that the site review, by the invitation of the Town Park Commission, this Saturday, might benefit the Board members in making such decisions. There followed a discussion as to whether to cover costs with income in excess of what was included in the 2023 budget or retain a considerable portion to reduce future borrowing. Chair Narveson estimated the probable cost to construct a new public works facility between \$1.5 and \$2 million.

Clerk-Treasurer Wright stated that Net New Construction (one factor in increasing the allowable levy) is not solely dependent on the value of new homes, but also the reclassification of land from ag use to residential use. The contract assessor has been made aware that the typical building envelope in the Town is 2.0 acres, so ag conversions should, at minimum, be this size unless it is a buildable parcel established pre-Ordinance that is less than 2.0 acres. Supervisor Hoesly and Elkins indicated their support of leasing a tractor instead of a capital purchase. Tara Bast recommended securing borrowing options from the Bank of New Glarus and the State Commission of Public Lands to pay the Town share of the replacement of a pumper apparatus for the New Glarus Fire Department in 2027.

Town Park Chair Harry Pulliam recommended that the Town retain the services of a master planner to assist with how the Town park is best preserved and utilized. Pulliam will meet virtually with Tim Schleeper, Town contract planner with Vierbicher, and two planners this Wednesday. An estimated cost for these services is between \$15,000 and \$20,000. Knowles-Nelson Stewardship Grant funds may be available to offset this cost.

Without objection, Tara Bast should incorporate the assumptions discussed into the 2024 budget and share it with the Town Clerk-Treasurer to post and publish.

14. **Adjourn** – Motion to adjourn made by Supervisor Elkins; second by Supervisor Hoesly. Meeting adjourned at 6:24 PM.

Approved:

Prepared by John Wright, Clerk-Treasurer

**TOWN OF NEW GLARUS
YEAR 2024 TOWN BUDGET SUMMARY**

Notice is hereby given that on November 14, 2024 at 6:00 PM. at the New Glarus Town Hall 26 5th Avenue, a Public Hearing will be held on the proposed 2024 Town Budget. The proposed detail budget is available for inspection at the New Glarus Town Hall. The following is a summary of the proposed 2024 Town of New Glarus Budget.

	2022 Actual	2023 Budget	2023 Actual Thru September	Estimated 2023 Actual	2024 Budget	% Change
Revenues:						
Property taxes	\$ 849,810	\$ 880,343	\$ 880,343	\$ 880,343	\$ 914,552	3.89%
Other taxes	2,498	-	3,919	3,919	-	0.00%
Intergovernmental	340,318	143,573	107,778	210,272	285,034	98.53%
Licenses & Permits	52,113	34,938	36,356	41,780	35,598	1.89%
Public charges for services	108,805	111,287	130,934	130,934	124,350	11.74%
Interest	7,114	3,000	22,341	22,341	35,000	1066.67%
Miscellaneous revenues	23,842	-	569,898	569,898	153,250	#DIV/0!
Loan Proceeds	1,550,273	-	-	-	200,000	#DIV/0!
Total revenues	2,934,773	1,173,141	1,751,569	1,859,487	1,747,784	48.98%
Expenses:						
Current:						
General government	247,285	202,596	181,053	246,467	269,527	33.04%
Public safety	110,006	114,288	113,135	116,183	133,030	16.40%
Public works	451,586	452,571	341,802	472,586	508,245	12.30%
Culture & recreation	4,005	15,000	1,482	15,000	15,000	0.00%
Conservation & development	-	-	-	-	4,000	#DIV/0!
Capital outlay	1,547,237	16,248	6,706	24,516	361,248	2123.34%
Debt Service:	375,000	399,123	24,123	461,550	460,052	15.27%
Total expenditures	2,735,119	1,199,826	668,301	1,336,302	1,751,102	45.95%
Net surplus (deficit)	199,654	(26,684)	1,083,268	523,186	(3,318)	
Net Change in Fund Balance	199,654	(26,684)	1,083,268	523,186	(3,318)	Use of Reserves / Fund Balance
Fund Balance - beginning of year	640,046	839,700	839,700	839,700	1,362,885	
Fund Balance - end of year	\$ 839,700	\$ 813,015	\$ 1,922,968	\$ 1,362,885	\$ 1,359,568	
Fund Balance Nonspendable	\$ 93,077	\$ 3,000		\$ 3,000	\$ 3,000	
Fund Balance Restricted (Impact Fees)	\$ 147,138	\$ 80,501		\$ 64,010	\$ 78,258	
Fund Balance Restricted (Unspent Debt)	\$ -	\$ -		\$ -	\$ -	
Fund Balance Restricted (ARPA Funds)	\$ -	\$ -		\$ -	\$ -	
Fund Balance committed	\$ 71,458	\$ 71,458		\$ 71,458	\$ 71,458	
Fund Balance assigned	\$ 384,048	\$ 147,364		\$ 814,048	\$ 814,048	
Fund Balance unassigned	\$ 143,979	\$ 510,692		\$ 410,369	\$ 392,804	22% Percent of Expenses
Applied Fund Balance	\$ 199,654	\$ (26,684)			\$ (3,318)	
		2022/2023	2023/2024	Increase	% Increase	
Total tax levy		\$ 880,343	\$ 914,552	\$ 34,209	3.9%	
Assessed value estimate		\$ 252,450,200	\$ 255,158,700	\$ 2,708,500	1.1%	
Tax rate (per \$1,000)		\$ 3.49	\$ 3.58	\$ 0.10	2.8%	
Equalized value		\$ 257,628,200	\$ 287,119,900	\$ 29,491,700	11.4%	
Equalized tax rate		\$ 3.42	\$ 3.19	\$ (0.23)	-6.8%	
Long-term debt outstanding 12/31		\$ 3,270,767	\$ 2,913,054			

Notice is also given that a SPECIAL TOWN MEETING of the electors of the Town of New Glarus will follow the Budget Hearing pursuant to Sec. 60.12(1)c) of the Wisconsin Statutes. The purpose is as follows:

- To approve the 2024 Town Highway Expenditures
Total Highway Budget = \$ 743,245 Total Hwy Construction = \$ 185,000
- To adopt the 2023 Tax Levy to be paid in year 2024 pursuant to Sec. 60.10(1)(a) of Wisconsin Statutes
2023/2024 Town Tax Levy Proposed = \$ 914,552
2022/2023 Town Tax Levy Proposed = \$ 880,343

Dated November 1, 2023
John Wright, Clerk-Treasurer
Posted: New Glarus Post Office, New Glarus Garage and Town Hall
file: NG 2024 Draft Budget



November 8, 2023

Mr. Chris Narveson, Chair
Town of New Glarus
26 5th Avenue
New Glarus, WI 53574

Re: Agreement for Professional Services
STH 39 Recreational Trail Development
Town of New Glarus, Wisconsin

Dear Chris:

Vierbicher Associates, Inc. (Consultant) is pleased to submit this Agreement to provide Professional Services to Town of New Glarus (Client). All sections included in this Agreement and the General Terms and Conditions form the basis for this Agreement.

I. PROJECT UNDERSTANDING

The Town desires the development of a recreational trail to connect the new Community Park on STH 39 (former Hayes Farm) to the existing recreational path along Durst Road (approximately 3,500 feet, see Exhibit A). A 15-foot easement will be obtained along the right-of way for the length of the path. The path is planned for the north side of the STH 39 from Durst Road to the Smith property across from the Town Park. At this point the path will cross STH 39 and run westward along the south side of the right-of-way to Hayes Lane. The path will be constructed within an easement outside of the STH right-of-way for the full length proposed. The Town has already acquired verbal commitments for much of the project. Consultant will provide plans, exhibits, and project documents to facilitate the construction of an 8 to 10-foot gravel-surfaced path.

II. SCOPE OF SERVICES

A. General

Consultant shall provide surveying and engineering services for the above project. These services include survey of the proposed route, preparation of engineering drawings and specifications, applying for regulatory agency approvals, and construction staking.

B. Specific Services Provided by Consultant

1. **Topographic Site Map:** Consultant shall complete a topographic site map that depicts existing features and conditions. The limits of the topographic survey shall be from the northern edge of the STH 39 pavement and extend 30 feet beyond the right-of-way and include existing surface features, utilities, driveways, and other elements that may affect the trail design. Existing utilities shall be located through the Digger's Hotline Service. A topographic site map shall include locating existing property irons to the extent they are in existence at the time of

the survey. This does not constitute a right-of-way survey. The topographic site map shall depict the following items:

- a) Substantial, visible, above-ground structures and improvements, including any existing buildings, driveways, and parking lots lying within the exterior boundaries of the subject site.
- b) Street trees and trees larger than 12" diameter at breast height (dbh).
- c) Utilities shall be shown as located in the field by Digger's Hotline. The size and invert elevation of sanitary sewers and storm sewers shall be measured by Consultant where practical. Where measurement of said utilities is not practical, size and invert elevations shall be shown based on available record drawings.
- d) The location of private utilities that are not within the standard scope of what would be marked as part of a diggers hotline locate request is not included in the scope. Client shall request private utility locates, if desired. Consultant shall coordinate this work as an additional service.
- e) Topographic survey shots shall be taken at regular intervals and in sufficient detail to prepare a digital terrain model within the exterior boundaries of the subject site.
- f) Contours at one-foot intervals shall be depicted. The Datum upon which the elevations and contours are based shall be noted on the face of the map, (i.e., assumed, NAVD27, NAVD88).
- g) Improvements lying within the street rights-of-way of Durst Road and STH 39 immediately adjacent to the parcels surveyed shall be located. Improvements will include, but are not limited to, sidewalk, pavement, curb & gutter, curb cuts, utilities, utility poles, utility pedestals and signs.

The topographic map does not constitute a boundary survey according to the Minimum Standards for Property Surveys, Chapter A-E7 of the Wisconsin Administrative Code. Consultant shall research available surveys of record and show the property boundary based on found surveys of record to the extent feasible.

2. **Preliminary Design Plans:** Consultant shall complete a preliminary design of the desired trail improvements. The preliminary design shall be shared with Client and Town staff for review prior to preparing the final design. This includes preparing a preliminary Opinion of Probable Cost of the proposed improvements. This will include evaluating potential conflicts between the proposed construction and existing dry utilities (gas, electric, communication, etc.)
3. **Final Plans for Approval and Construction:** Based on comments received from the Client, Consultant shall finalize the project plans for approval and construction of the project. Final plans shall include:
 - Title Sheet, Typical Sections, and General Notes
 - Existing conditions
 - Plan and Profile Sheets
 - Cross sections at 50' intervals

- Erosion Control Plan
- Construction details per Town and/or regulatory standards

This includes updating a final opinion of cost for the project and assumes attendance at a Town Board meeting with a public information presentation. It is assumed that Town work force will be completing this project, therefore we have not included preparation of public bidding documents with this proposal. Should the Town determine they wish to publicly bid this project we can add this service as a Contract Amendment.

4. **Prepare Permit Applications:** Consultant shall prepare and submit regulatory agency permits required to gain approval to construct the improvements. Permits anticipated to be required include:

- WDNR WRAPP – Construction Erosion Control
- Green County Highway Work in Right-of-Way

All necessary supplemental calculations for submittal of said permit applications are included in this item. All permit fees are the responsibility of the Client.

5. **Construction Staking:** Consultant shall provide one-time horizontal and vertical staking consisting of the following:
- a. Finished Grade Staking: The finished grade elevations shall be staked at 50' intervals at a consistent offset from the trail centerline. This will allow horizontal location of the trail and confirmation of the finished grades prior to placing the final gravel surface.
 - b. Culverts (where required): Culverts shall be staked at offsets to the discharge, at structures, and at intervals of approximately 25' along pipe runs. Stakes shall indicate an offset distance to the pipe and include a cut/fill to the pipe flow line. This work assumes culvert staking will be done during the same trip to stake the Finished Grade.

This contract assumes a one-time staking for the various components described. Staking provided shall be for the sole use by the Client for the purpose intended. Consultant shall not be responsible for work performed by others use of the stakes provided. Staking shall be completed at the request of the Client or Contractor on behalf of the Client provided a minimum of 48 hours' notice is given. This service is proposed on a time and expense basis.

6. **Easement Exhibits and Additional Survey for Grading:**
As part of the project, Consultant shall prepare exhibit maps depicting the recreation path easement location on individual parcels. It may also be necessary to acquire temporary grading easements from adjacent property owners to facilitate path construction. Until the preliminary plans have been completed and the Town has reviewed and authorized completion of the final design, the amount of work required cannot be estimated. Consultant will provide the required exhibits or maps as appropriate to assist the Town in obtaining the required easements or properties including completing additional boundary / topographic survey as an additional service. This item may include time to meet with the individual homeowners and review the proposed project and easement documents. Consultant proposes to provide this work on a Time and Expense basis.

III. SCHEDULE

This Agreement is based upon the following anticipated schedule:

<u>Activity</u>	<u>Date</u>
1. Authorization to Proceed -----	November 14, 2023
2. Topographic Survey-----	December 1, 2023
3. Preliminary Plan Preparation and Review by Town -----	January 2024

IV. SCHEDULE OF DELIVERABLES

The following deliverables shall be provided to the Client throughout the course of the project:

- A. Electronic copies (PDF) of plans for Town review, easement exhibits, permit applications submitted to reviewing agencies, and other related materials as requested.
- B. Electronic copies (PDF) of opinions of probable construction cost as they are developed for the project scope.

V. DESIGNATION OF RESPONSIBLE PARTIES

The designated responsible parties representing the Client and Consultant, respectively, shall have authority to transmit instructions, receive information, and render decisions relative to the project on behalf of each respective party.

Overall coordination and project supervision for Consultant is the responsibility of Timothy Schleeper, Project Manager. Tim, along with other personnel, shall provide the services required for the various aspects of the project. Please direct all communications that have a substantive impact on the project to Tim in our Madison office.

The Client designates Chris Narveson as its representative. Consultant shall direct all communications that have a substantive impact on the project to that individual, and that individual's responses shall be binding on the Client.

VI. FEES

A. The Fees to provide the scope of services described herein is as follows:

1. Topographic Survey (Fixed Fee)	\$6,500
2. Preliminary Plans (Fixed Fee)	\$8,600
3. Final Plans for Approval and Construction (Fixed Fee)	\$6,400
4. Prepare Permit Applications (Fixed Fee)	\$1,800
5. Construction Staking	Time & Expense
6. Easement Exhibits and Additional Survey for Grading	Time & Expense
	TOTAL: \$23,300

B. Reimbursable expenses are included in the above stated fees. Where sub-consultants are required, a 10% administrative charge has been included.

VIII. GENERAL TERMS AND CONDITIONS

The General Terms and Conditions dated 4-1-22 and attached hereto are incorporated herein by reference.

We appreciate the opportunity to work with you on this project. If this Agreement is acceptable to you, please sign the Authorization below and return one copy to our Madison office. Should you have any questions or require any additional information, please feel free to contact me.

Sincerely,

Timothy Schleeper
Project Manager

Enclosures: General Terms and Conditions
Exhibit A – Project Area Map

AUTHORIZATION TO PROCEED

In witness whereof, the parties have made and executed this Agreement as of the day and year written below.

Client

Consultant

Mr. Chris Narveson, Chair
Town of New Glarus
26 5th Avenue
New Glarus, WI 53574

Gary A. Blazek, Principal
Vierbicher Associates, Inc.
999 Fourier Drive, Suite 201
Madison, Wisconsin 53717

November 14, 2023
Date

November 8, 2023
Date

Witness

Witness

© Vierbicher Associates, Inc.

Legend

 Project Area

 Project Location



Town of New Glarus – STH 39 Recreational Trail Construction
Exhibit A – Project Location - Durst Road to Hayes Lane
September 2023

vierbicher
planners | engineers | advisors



MUNICIPALITY	PARCEL NUMBER	NAME	TAX YEAR	AMOUNT DUE
23024	00070001	SOIL ESSENTIALS	2011 \$	153.91
23024	00050001	ATT CAPITAL SERVICES	2011 \$	20.37

TOWN OF NEW GLARUS Green
County, Wisconsin
(608) 558-4965

APPLICATION FOR DRIVEWAY CONSTRUCTION PERMIT

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

Name of Property Owner: Ryan O'Flanagan

Address of New Driveway: Legler Valley Road

Name of Applicant: Ryan O'Flanagan Phone Number of Applicant: 608-239-8543

Date of Application: 3-24-2003 Contractor: Richard Alme

Date culvert will be installed _____

Date six inches of aggregate rock will be laid down _____

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

Date erosion control will be finished _____

Signature Ryan O'Flanagan
(Owner, Agent, Contractor)

Date 4-2-2003

Inspection Fee \$ 500.00 # 8853

Security Deposit: \$1,000 # 8854

Date of Receipt of Fee: 4/20/2023

Received By: [Signature]

A Construction Permit/Driveway Access Permit, will be granted for the above driveway provided the construction plan conforms to the New Glarus Driveway Permit Ordinance. A driveway construction plan and erosion control plan must be presented to the Patrol Superintendent, (608) 558-4965. A non-refundable Five Hundred Dollar (\$500) Inspection Fee and a refundable One Thousand Dollar (\$1,000) security deposit must be posted before a permit will be issued.

Plan conforms with Town of New Glarus Driveway Ordinance: [Signature]
(Town Chair or designee)

Results of Inspection:

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

Driveway is not acceptable

Owner will make required improvements by _____

Owner is unwilling to correct defects.

Signature [Signature]
(Town Chair or Designee)

Date 10-19-2023

Signature _____
(Town Clerk)

Date _____

TOWN OF NEW GLARUS
Green County, Wisconsin

APPLICATION FOR DRIVEWAY CONSTRUCTION PERMIT

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

Name of Property Owner: Keith + Ashley Rackett

Address of New Driveway: W 5946 Durst Road

Name of Applicant: Keith Rackett Signature of Applicant: Keith Rackett

Date of Application: 5/5/2022 Contractor: Anderson Carpentry

Date culvert will be installed 5/20/2022

Date six inches of aggregate rock will be laid down 5/22/2022

Date final application of two inches of gravel will be done 6/1/2022

Date erosion control will be finished 7/1/2022

Signature Keith Rackett
(Owner, Agent, Contractor)

Date 5/5/2022

Inspection Fee \$ 500⁰⁰ cash

Security Deposit: \$500⁰⁰ cash

Date of Receipt of Fee: 5/10/2022

Received By: John Wright

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

Plan conforms with Town of New Glarus Driveway Ordinance: [Signature]
(Town Chairman/Clerk)

An additional fee for culvert size will be charged

Results of Inspection:

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

Driveway is not acceptable

Owner will make required improvements by _____

Owner is unwilling to correct defects.

Signature [Signature]
(Town Board Chairman)

Date 10-19-2023

Signature _____
(Town Clerk)

Date _____



Town of New Glarus

Transaction Detail by Account

October 31 - November 14, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	DEBIT
10000 DDA 2306 - 2 - 1								
11/14/2023	Bill Payment (Check)	21319	Blanchardville Co-op Oil Association		21000 Accounts Payable (A/P)	-588.70	-588.70	
11/14/2023	Bill Payment (Check)	21320	Computer Know How		21000 Accounts Payable (A/P)	-101.50	-690.20	
11/14/2023	Bill Payment (Check)	21321	Double D Services, Inc		21000 Accounts Payable (A/P)	-2,076.24	-2,766.44	
11/14/2023	Bill Payment (Check)	21322	Green County Solid Waste Management		21000 Accounts Payable (A/P)	-27.00	-2,793.44	
11/14/2023	Bill Payment (Check)	21323	Jason Neton		21000 Accounts Payable (A/P)	-29.45	-2,822.89	
11/14/2023	Bill Payment (Check)	21324	Keith or Ashley Rockett		21000 Accounts Payable (A/P)	-500.00	-3,322.89	
11/14/2023	Bill Payment (Check)	21325	MCHS Occupational Health		21000 Accounts Payable (A/P)	-40.00	-3,362.89	
11/14/2023	Bill Payment (Check)	21326	New Glarus Hardware		21000 Accounts Payable (A/P)	-54.96	-3,417.85	
11/14/2023	Bill Payment (Check)	21327	New Glarus Utilities		21000 Accounts Payable (A/P)	-313.11	-3,730.96	
11/14/2023	Bill Payment (Check)	21328	New Glarus Welding		21000 Accounts Payable (A/P)	-121.86	-3,852.82	
11/14/2023	Bill Payment (Check)	21329	News Publishing Co., Inc		21000 Accounts Payable (A/P)	-40.80	-3,893.62	
11/14/2023	Bill Payment (Check)	21330	Pellitteri Waste Systems		21000 Accounts Payable (A/P)	-9,571.72	-	
							13,465.34	
11/14/2023	Bill Payment (Check)	21331	Ryan or Danette O'Flanagan		21000 Accounts Payable (A/P)	-1,000.00	-	
							14,465.34	
11/14/2023	Bill Payment (Check)	21332	Securian Financial Group, Inc		21000 Accounts Payable (A/P)	-221.54	-	
							14,686.88	
11/14/2023	Bill Payment (Check)	21333	SSM Health Medical Group		21000 Accounts Payable (A/P)	-30.00	-	
							14,716.88	
11/14/2023	Bill Payment (Check)	21334	Visa		21000 Accounts Payable (A/P)	-647.97	-	
							15,364.85	
10/31/2023	Expense		Spectrum	SPECTRUM SPECTRUM 6853919	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-257.95	-	
							15,622.80	
10/31/2023	Expense		Wisconsin Retirement System	EMPLOYEE TRUST FU WRS REMIT 0880000	21520 21520 Retirement Deductions Payable (WRS)	-1,671.65	-	
							17,294.45	
11/09/2023	Expense			CHECK 21307	10000 DDA 2306 - 2 - 1	12,776.60	-4,517.85	\$12,776.60
11/09/2023	Expense			CHECK 21307	10000 DDA 2306 - 2 - 1	-	-	
						12,776.60	17,294.45	
11/09/2023	Deposit				-Split-	1,525.00	-	\$1,525.00
							15,769.45	
11/10/2023	Expense		WE Energy	WE ENERGIES PAYMENT 070451995200001	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-18.75	-	
							15,788.20	
11/10/2023	Expense		Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00	-	
							15,847.20	
11/10/2023	Expense		WE Energy	WE ENERGIES PAYMENT 070451995200002	53270 Town Garage:53270-02 Garage Utilities	-12.43	-	
							15,859.63	
Total for 10000 DDA 2306 - 2 - 1						\$ -	\$14,301.60	
						15,859.63		

Town of New Glarus

Transaction List by Date

October 31 - November 14, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/14/2023	Bill Payment (Check)	21319	Yes	Blanchardville Co-op Oil Association		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-588.70
11/14/2023	Bill Payment (Check)	21320	Yes	Computer Know How		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-101.50
11/14/2023	Bill Payment (Check)	21321	Yes	Double D Services, Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-2,076.24
11/14/2023	Bill Payment (Check)	21322	Yes	Green County Solid Waste Management		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-27.00
11/14/2023	Bill Payment (Check)	21323	Yes	Jason Neton		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-29.45
11/14/2023	Bill Payment (Check)	21324	Yes	Keith or Ashley Rockett		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-500.00
11/14/2023	Bill Payment (Check)	21325	Yes	MCHS Occupational Health		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-40.00
11/14/2023	Bill Payment (Check)	21326	Yes	New Glarus Hardware		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-54.96
11/14/2023	Bill Payment (Check)	21327	Yes	New Glarus Utilities		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-313.11
11/14/2023	Bill Payment (Check)	21328	Yes	New Glarus Welding		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-121.86
11/14/2023	Bill Payment (Check)	21329	Yes	News Publishing Co., Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-40.80
11/14/2023	Bill Payment (Check)	21330	Yes	Pellitteri Waste Systems		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-9,571.72
11/14/2023	Bill Payment (Check)	21331	Yes	Ryan or Danette O'Flanagan		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-1,000.00
11/14/2023	Bill Payment (Check)	21332	Yes	Securian Financial Group, Inc		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-221.54
11/14/2023	Bill Payment (Check)	21333	Yes	SSM Health Medical Group		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-30.00
11/14/2023	Bill Payment (Check)	21334	Yes	Visa		10000 DDA 2306 - 2 - 1	21000 Accounts Payable (A/P)	-647.97
10/31/2023	Expense		Yes	Spectrum	SPECTRUM SPECTRUM 6853919	10000 DDA 2306 - 2 - 1	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-257.95
10/31/2023	Expense		Yes	Wisconsin Retirement System	EMPLOYE TRUST FU WRS REMIT 0880000	10000 DDA 2306 - 2 - 1	21520 21520 Retirement Deductions Payable (WRS)	-1,671.65
11/09/2023	Expense		Yes		CHECK 21307	10000 DDA 2306 - 2 - 1	10000 DDA 2306 - 2 - 1	-
11/09/2023	Deposit		Yes			10000 DDA 2306 - 2 - 1	-Split-	1,525.00
11/10/2023	Expense		Yes	WE Energy	WE ENERGIES PAYMENT 070451995200002	10000 DDA 2306 - 2 - 1	53270 Town Garage:53270-02 Garage Utilities	-12.43
11/10/2023	Expense		Yes	WE Energy	WE ENERGIES PAYMENT 070451995200001	10000 DDA 2306 - 2 - 1	51535 Other Financial Expenses:51600-02 Town Hall Utilities	-18.75
11/10/2023	Expense		Yes	Organic Payroll	PAYROLLBILLING BILLING XXXXX6028	10000 DDA 2306 - 2 - 1	51400 General Administrative:51400-03 Software Maintenance Agreements	-59.00

NOTICE OF SPRING ELECTION

Town of New Glarus
Tuesday, April 2, 2024

Election Details

There will be an election to be held in the Town of New Glarus, on Tuesday, April 2, 2024. The following offices are to be elected to succeed the present incumbents listed:

<u>Office</u>	<u>Incumbent</u>
Town Board 3 rd Supervisor	Jim Hoesly
Town Board 4 th Supervisor	Robert Elkins

Office Terms

All terms are for two years beginning on Tuesday, April 16, 2024.

For Candidates

The first day to circulate nomination papers is December 1, 2023, and the final day for filing nomination papers is 5:00 p.m., on Tuesday, January 2, 2024, in the office of the Town of New Glarus Clerk.

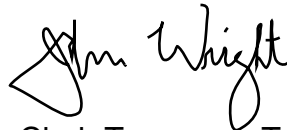
Primary Election

If a primary is necessary, the primary will be held on Tuesday, February 20, 2024.

Additional Information

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID, you may obtain a free ID for voting from the Division of Motor Vehicles.

Done in the Town of New Glarus,
on this 6th day of November, 2023.



John Wright
Clerk-Treasurer, Town of New Glarus

Published: November 23, 2023

TOWN OF NEW GLARUS
PLAN COMMISSION MEETING
THURSDAY, OCTOBER 19, 2023
MINUTES

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

Absent: John Freitag

Also Attending: John Wright: Clerk-Treasurer; Tim Schleeper: contract planner from Vierbicher; Randall Shotliff (departed at 6:35 PM): potential developer of STH 39 property; Kristin Vike-Steinich and Bob Steinich (departed around 7:15 PM): potential developers of Zentner Road property.

1. **Call to Order and Proof of Posting:** Chair Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to proper proof of posting.
2. **Approve Minutes:** Motion to approve the meeting minutes from September 21, 2023, as presented, was made by Commissioner Ott; seconded by Commissioner Elkins. Motion carried 6-0.

3. **Review Richard and Mary Hefty Property Potential from October 13, 1997 to Present** – Clerk-Treasurer Wright presented a brief overview of the revision to the 2007 split calculation based upon a Plat of Survey received from Rob Sommers, GIS Specialist with Green County. Based upon the 1997 assessment roll, the total contiguous acres for Richard and Mary Hefty was 195.330. The 2007 Survey Plat acreage increased the total area contained by parcels 23024 0122.0000 and 23024 0150.0000 to 88.78 acres. Based upon this, the revised computation now assumes the starting contiguous acreage at date of ordinance as 200.653 acres.

The normal density calculation of large lots changed from 5.58 to 5.73. Both computations are rounded down to 5 large lots. There is an inherited open space restriction on the land purchased by Randall Shotliff due to the prior sale of 4 large lots with building sites. Each sale represents 35 acres of land required for normal density divisions. One sale exceeded 35 acres (Monroe Highfliers) so there is a small credit towards the open space obligation and another sale (Schmid) requires 29.40 acres of the remaining acreage to be deed restricted from residential or commercial development. The total amount of the restriction on the 88.78 acres purchased by Shotliff is 28.13, leaving 60.65 acres available for development.

Tim Schleeper observed that the original computation would have left 55.33 acres for development for one large lot or up to 4 cluster lots. The increase to 60.65 acres of land available for development does not change the number of lots by normal or cluster density. Schleeper stated that affidavits were filed by the Town with the Green County Register of Deeds between 2006 and 2007 to make land owners aware of the Town land division ordinance. The Town and Vierbicher have maintained records for land divisions to track development and to answer inquiries.

The current owner, Randall Shotliff petitioned for more flexibility to separate the four potential lots instead of adhering to the contiguity standard of a cluster division. Commissioner Ott responded that the cluster option was adopted in 1999 to encourage the consolidation of services. By splitting a cluster of four into two pairs, it does not adhere to this original concept or intent. The detached cluster option only applies when a homesite existed prior to the date of ordinance adoption: October 13, 1997. A lot in isolation is considered a normal density division and consumes 35 acres. A detached, normal density lot and three-lot cluster, therefore, would require 75 acres for development; there is only 60.65 available.

Schleeper noted that there has been a precedent for divided, but not developed property, to be acquired to bring under a single ownership to reflect the conditions as of October 13, 1997. In this situation, the property could be divided to the maximum density standard. At this time, the

TOWN OF NEW GLARUS

Town of New Glarus land division and subdivision code does not allow for the transfer of development rights.

4. **Inquiries Received by Town Staff:**

- a. Continued discussion re: development potential for property owned by Kristine Vike-Steinich – Ms. Vike-Steinich would like to sell the existing home and some land and to add to the existing horse stable a new home. She and her husband were wondering if that would be possible. She acknowledged that the Conditional Use Permit (CUP) to operate a riding arena, horse boarding facility, and offer riding lessons was transferred with the purchase of the property on November 30, 2022. The CUP is not currently being used. Clerk-Treasurer Wright reviewed the history of the property. The former owner, Gerald Torgeson, sold 91.50 of the 96.50 acres that were contiguous and under single ownership at date of ordinance to Jeff and Patricia Klossner in 2003. There was an existing home on the property (zoning permit issued in June of 1997), which consumed one large lot. The sale to the Anderson family in 2022 consumed another large lot. It would take 105 contiguous acres at date of ordinance under the same ownership for a third large lot. There followed a brief discussion regarding the development potential if the facilities under the transferred CUP were not operated as a business. The 24.23 acres sold to the Anderson family resulted in a deficit open space obligation on the remaining land of 10.77 acres. 61.5 acres of the 67.27 acres is available for development. The current calculation assumes that the home built in 1997 is on a large lot, which would consume 35 acres with a balance of 26.5 acres left for development. That is too little to divide again by large lot or cluster division. However, if the 61.5 acres available for development was subdivided under the cluster scenario and the CUP was rescinded, then there would be up to four cluster lots available, with the existing home on one of them. There followed a brief discussion about a proposed neighbor exchange with the Anderson family to alter the existing access. Provided there is a joint driveway easement agreement to guarantee access and maintenance of the shared access, the exchange would not create any new lots and would be recorded as a neighbor exchange, typically by Certified Survey Map.
- b. Update on Larry Disch inquiry about 72.71 acres within Village ETZ, A-T District – Clerk-Treasurer Wright reported that Mr. Disch was provided with the Plan Commission meeting minutes from September 21, 2023 to make him aware that his property within the A-T District of the Village of New Glarus Extraterritorial Zoning (ETZ) jurisdiction and may have only four residential lots available, instead of the usual five for a property of this size under the cluster scenario. Wright encouraged Mr. Disch to visit with the Village Administrator about his options.
- c. Inquiry from Garrison and Jane Ott re: development potential of 36.38 acre parcel with one existing home within the Village ETZ, A-P District – Wright reported that his initial contact was to confirm that the existing house could be replaced (around May 23, 2022). During a second inquiry (around September 1, 2023), Mr. Ott was made aware that the long driveway does not appear to conform to the current Town standards for a residential driveway if the home is replaced. A third inquiry (around September 25, 2023) was received from Jane Ott about the development potential of the property beyond the one existing house to be replaced. Wright's email response on September 24, 2023 reminded the Ott family about the likely need to improve the driveway to the current standard and to review the development potential within the A-P District of the Village ETZ jurisdiction. A link was sent to Ms. Ott to Chapter 36, the Town Driveway Ordinance, and Chapter 110, the Town Land Division/Subdivision Ordinance, and §305-110 of the Village ETZ ordinance for the A-P District and ETZ map. The email further stated that

TOWN OF NEW GLARUS

the 36.38 acres, defined as Lot 1 of CSM 1069, allows for one house since 40 acres is the minimum acreage to exercise the cluster scenario.

- d. Inquiry from Dave Lamp re: development potential of 42.39 acre parcel with one existing home – David Lamp, W6287 Legler Valley Road, contacted Wright by phone to ask about the remaining development potential of land that had been owned at date of ordinance by Andrew and Rose Leto. There is one normal density (large lot) available for the existing home or up to 3 lots under the cluster scenario. These basic facts were shared with the Lamp family by an email from Wright dated September 27, 2023.
- e. Inquiry from Margaret Howden re: remaining development potential of contiguous and non-contiguous acreage with one existing homesite an three lot cluster division – Wright reported that he initially shared with Ms. Howden, by email, all scanned records held by the Town on September 28, 2023. On October 2, 2023 and October 3, 2023, Wright sent additional information regarding the contiguous acreage at date of ordinance under single ownership, additional Certified Survey maps (CSMs), July 28, 2016 Town Plan Commission minutes (corrected on an unknown date), and a calculation of remaining development potential. Due to a neighbor exchange with Richard and Mary Hefty, the two histories are intertwined and complicated. The contiguous acreage, under single ownership at date of ordinance, was 90.345. Parcel 23024 0152.0100 of 2.2 acres was sold in 1999 prior to the adoption of the amendment to the land division/subdivision code, so is treated as a normal density division, resulting in a 32.8 acre open space obligation on the balance of the property.

In 2001, Howden swapped Lot 1 of CSM 3120 (35.53 acres) for Lot 3 of CSM 3120 (35.00 acres). Although this parcel (23024 150.2100, Lot 3 of CSM 3120) has not been developed, it has been treated as a normal density division for the sake of computing the remaining land division potential. It is assumed that the exchange of the two parcels included one building site. Lot 1 (parcel 23024 0152.7000) had a home built after Monroe Highfliers sold it to the Hubanks family. A three-lot cluster division was approved by the Town Board following a public hearing on September 13, 2016. Of the 34.79 acres sold, a 5.22 acre deed restriction was recorded on CSM 4995 that is outside of Lot 1, Lot 2, and Lot 3. Of the original 90.345 acres, approximately 15 acres is left for development, which is too little for a normal density or cluster division.

Howden has retained a pre-ordinance property defined as Lot 1 of CSM 574 that contains 67.72 acres. There is one existing home, which would consume the available lot according to normal density. If it is developed by cluster scenario instead, then the property would have up to five potential lots, one of which would contain the existing home and residential accessory structures. Lastly, Howden retains parcel 23024 0208.0000 that contains 40 acres. It was not contiguous with the other property at date of ordinance, so the development potential must be calculated separately. Howden will need to present a concept plan for the Plan Commission to review before any action can be taken.

5. **Discuss and Possibly Recommend to Town Board Approval of Impact Fee Update Agreement Amendment 1** – Tim Schleeper reported that the Need Study prepared by Barrientos Design and Consulting and acquisition of land by the Town for a park and public works facility in 2022 changed the focus of the original proposal by Vierbicher, approved by the Town Board on August 11, 2021. To make the proposed revisions in 2023 to Chapter 80 and to amend the Service Area Map, Vierbicher is requesting an amendment to the original contract price of \$7,200 to \$8,700. The Town has already paid \$3,500 of this cost.

TOWN OF NEW GLARUS

Motion to recommend to the Town Board approval of the Amendment number 1, as presented, to change the scope of the Impact Fee ordinance update was made by Commissioner Pernitz; seconded by Commissioner Elkins. Motion carried 6-0.

6. **Review Updated Development Checklist as Prepared by Tim Schleeper, Vierbicher, and Supply Feedback with Possible Changes and/or Motion to Recommend Approval by Town Board (if needed)** – Tim Schleeper stated that the checklist presented to the Commission at the July 21, 2022 meeting was focused upon divisions by Certified Survey Map (CSM). He presented an updated draft for consideration. Commissioner Pernitz noted that use of the term *populate* might be best substituted with another word or phrase. There followed a brief discussion regarding when appearances before the Plan Commission or inquiries would trigger charges for the person making an inquiry. Schleeper reasoned that if the Plan Commission takes no action, then the discussion is likely not subject to charges. Without objection, the checklist will be added to the November agenda for further consideration.
7. **Continue Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – Commissioner Ott questioned whether the creation of a permitting process for field road access would improve the Town ability to collect for damages to public roads. Chair Narveson responded that the permit would allow the Town to have a contact for a particular access in the event there is damage to a public road at that location. It was noted that a permitting system cannot regulate random actions or willful illegal acts, but instead it would regulate recurring, legal use. There followed a brief discussion about how best to protect the edge of public roads from damage, including aprons with sufficient base materials and pads for loading semis. Without objection, the topic will be added to the next agenda for continued discussion.
8. **Continue to Discuss Town Process for Development Potential Questions** – Item 6, above, partially addressed this topic.
9. **Adjourn**
Motion to adjourn by Commissioner Elkins; seconded by Commissioner Pernitz. Motion carried 6-0 at 7:52 PM.

Approved:

John Wright, Clerk-Treasurer