

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, DECEMBER 13, 2023  
MINUTES**

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

**Board Members Absent:** None

**Also Attending:** Harry Pulliam: Chair of the Town of New Glarus Park Commission; Mark Pernitz: Town Park Commissioner; Tim Schleeper: contract Planner with Vierbicher; and John Wright: Town of New Glarus Clerk-Treasurer

1. **Call to Order and Confirm Proof of Posting** – Chair Narveson called the meeting to order at 6:00 PM. Clerk-Treasurer Wright attested to the proper proof of posting.
2. **Approve Minutes from**
  - a) Special Town Meeting of the Electorate, November 14, 2023 – A motion to approve the November 14, 2023 special meeting minutes was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried 5-0.
  - b) Regular Town Board minutes, November 14, 2023 – A motion to approve the November 14, 2023 regular meeting minutes was made by Supervisor Hoesly; seconded by Supervisor Pauli. Motion carried 5-0.
3. **Public Comments** – Town Park Commission Chair Harry Pulliam stated that the Town Park Commission has been asked to review and possibly recommend to the Town Board the approval of a Master Park Plan as proposed by Vierbicher. The Commission members may need more than one meeting to review the proposal and make recommendations. Pulliam recommends that the Town Board consider more than one proposal for a master plan. Without objection, item 17 on the agenda will be discussed next.

17. **Chairperson Report** – Introduce Public Facilities Plans Prepared by Vierbicher – Contract planner Tim Schleeper presented two options (A & B) for siting a public facility and possible locations for two of the three remaining potential cluster lots for residential use on the State Highway 39 property acquired by the Town in December of 2022. One option would locate the public facility near to the existing home site, W6599 STH 39, with the two cluster lots to the west. The other option would locate the public facility to the west and two cluster lots adjacent to the original home site. Schleeper noted that the two options are presented to initiate a discussion of the pros and cons of each as well as to consider other alternatives.

After an extended discussion, some Board members favored locating two of the three potential cluster lots adjacent to the existing home site (Option A) with the public facility to the west. This would reduce the length of those private driveways and the residential use would be more compatible with the existing residence to the east. By locating the public facility to the west, the remnant Oak savannah could be more easily preserved and material storage more hidden from public view. The disadvantages are public restrooms and parking would be in a less central location and the cost of constructing an access greater than if it was located to the east. Chair Narveson wondered whether the proposed location for a cul-de-sac bulb would be better if moved further to the west, depending upon which of the two options was favored. He also noted that a fence should be erected to separate public property from private property. Park Commissioner Mark Pernitz noted that a potential cluster lot could be located to the south of the original home site. The advantages of Option B are a central location for the public facility, parking, and public restrooms and less steep slopes. It was noted that Option B would require defining the fourth cluster lot since only the home site can be a detached cluster lot.

The members concluded that it would be preferable to construct the public facility first and then market the residential lots, if needed, thereafter. If another funding source other than the sale of residential lots is possible, that should be considered as well. Without objection, this topic will be added to the next regular meeting agenda for continued discussion. Furthermore, local realtors may be consulted for their opinions regarding residential lot sizes, locations, etc.

4. **Review and Possibly Approve Property Insurance Quotes** – Clerk-Treasurer Wright introduced the options approved in 2022 and 2023 and how those costs compared with the current proposals for 2024. Wright noted that the Western Star plow truck qualified for replacement coverage last year, but not so this year as it is more than ten years old. The Ford F550 still qualifies for replacement coverage. Mark Pernitz explained what the injunctive relief option would cover.

A motion to accept the optional Injunctive Relief coverage was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 5-0.

A motion to reject the optional Auto Medical Payments Endorsement was made by Supervisor Hoesly; seconded by Supervisor Pauli. Motion carried 5-0.

A motion to approve the first option for property insurance (\$1,000 deductible for buildings, contents, property in the open, and contractor's equipment and a \$2,500 deductible for equipment breakdown) and the second option for Auto Physical Damage (\$5,000 deductible for the Ford F550 and \$1,000 deductible for all other vehicles); seconded by Supervisor Pauli. Motion carried 5-0.

A motion to reject the optional Identity Recovery coverage was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.

5. **Review and Possibly Approve Resolution 12132023-A to Appoint Elections Officials for the 2024 and 2025 Cycle** – Clerk-Treasurer Wright introduced the nominations received from the Green County Republican and Democratic parties along with qualified, non-partisan volunteers.

A motion to approve Resolution 12132023-A to appoint election officials for the 2024 through 2025 cycle, as presented, was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0.

6. **Review and Possibly Approve Resolution 231223-B to Transfer Impact Fees into General Fund to Distribute to the Library Board** – Wright introduced the Memorandum of Understanding approved by the Town of New Glarus Board that was approved on September 18, 2018 whereby the Town pledged \$60,000 towards a new library building prior to construction and another \$40,000 after completion. Wright also shared an email from Lauren Freeman, Village of New Glarus Administrator, that the Village attorney finds the MOU sufficient to encumber these funds collected through Town impact fees.

A motion to approve Resolution 23132023-B (as corrected – struck *Town of* from final resolution paragraph) to transfer \$28,927.38 from the impact fees account to distribute to the fund set up by the New Glarus Public Library Board was made by Supervisor Hoesly; seconded by Supervisor Streiff. Motion carried 5-0.

7. **Schedule Public Hearing for Updated Town Needs Assessment and Amendment of Impact Fees Ordinance as Recommended by the Town Park Commission and Plan Commission** – The original timeline had proposed to hold a public hearing on January 10, 2024 prior to Town Board consideration. Park Chair Harry Pulliam believes that it would be better to defer the public hearing and Town Board consideration for approval until February 14, 2024.

A motion to schedule the public hearing for amending Chapter 80 Impact Fees as based upon the updated Needs Assessment Study prepared by Vierbicher on Wednesday, February 14, 2024 was made by Supervisor Hoesly; seconded by Supervisor Pauli. Motion carried 5-0.

8. **Review and Possibly Approve Refund of \$412.02 to Bailey's Run Vineyard and Winery for Residential Trash and Recycling Charges** – Clerk-Treasurer Wright confirmed that this business has always had commercial service for trash and recycling collection and that the special charge was erroneously added to the 2021 pay 2022 tax bill and was not removed from the 2022 pay 2023 tax bill. The charge has been removed from the 2023 pay 2024 tax bill. Wright recommends refunding the \$412.02 to BRV LLC.

A motion to authorize the refund of \$412.02 to BRV LLC was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.

9. **Review and Possibly Approve Driveway Escrow Refunds**

a) Michael and Corissa Uselmann, N8437 Marty Road, for residential access

b) Casey Niederwerfer, W6494 County Highway H, for residential access

Chair Narveson confirmed that he inspected both driveways for compliance with Town standards and the public access for damage; both were compliant and without damage to public roads.

A motion to authorize the refund of \$500 to Michael and Corissa Uselmann and the refund of \$1,000 to Casey Niederwerfer was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 5-0.

10. **Discussion with Possible Action Regarding Multiple Town Residences Sharing or Not Paying Trash and Recycling Collection Fees as Required by Town of New Glarus Resolution Dated December 29, 2005** – Clerk-Treasurer Wright presented the Town policy from 2005 (effective 2006) that requires every single family dwelling, duplex, condominium, one to four unit apartment buildings, and manufactured homes not located within a mobile home park to have a special charge added to the annual property tax bill for trash

and recycling services. Last year, he was asked to add the charge only for properties which had the charge omitted, not properties with multiple dwellings with only one set of carts. The email dated November 27, 2023 from Wright to Town Chair Narveson presented the properties which are not in compliance with the 2005 resolution in order to receive guidance. Chair Narveson instructed Wright to add to this evening's agenda for Board discussion and possible action.

A motion to maintain the status quo (not add the charge for every dwelling on a single parcel) was made by Supervisor Pauli. Motion died for lack of a second.

Further clarification was presented that each dwelling has a separate fire number on Schneider Lane, STH 69, Klassy Road, Kubly Road, and Legler Valley Road. No second fire number was observed for two dwellings on CTH N that are on the same parcel that share trash/recycling services. Wright noted that owners of duplexes and condominiums are paying charges per unit, so those are all compliant and similar to these properties.

A motion to follow the 2005 Town Resolution and charge for each habitable dwelling unit, even when those dwellings are on the same parcel, was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 5-0. Without objection (because tax bills have already been mailed) Chair Narveson and Clerk-Treasurer Wright will work with Pellitteri to notify the affected property owners that carts will be delivered. The charges will be invoiced whether the property owner(s) accept the carts or not.

11. **Discuss Collection Options for Two Aging Invoices (\$300.00 and \$697.50)** – Clerk-Treasurer Wright reported that he has been successful in collecting payments from those who have been mailed and/or emailed invoices for services rendered with the exception of the two presented. One has been mailed three times for a driveway review conducted by Vierbicher, without a response from the property owner. The other is for review of a proposed 3-lot cluster division by Vierbicher which has not been paid by the applicant. Without objection, if the Doll invoice is not paid in 2024, the charge is to be added to the 2024 pay 2025 tax bill as a special charge. Without objection, the Klitzke invoice should be held until the Town completes negotiations for a possible neighbor exchange.

12. **Review and Possibly Approve Draft Deputy Clerk-Treasurer Job Posting and Job Description** – Clerk-Treasurer Wright presented the draft ad and job description he shared with Chair Narveson and Supervisor Streiff on October 18, 2023. Wright based his documents upon an existing ad for the Clerk-Treasurer and job description for the Deputy Clerk-Plan Administrator position; they were presented in redline form for approval, for rejection, or as a starting point for revisions/corrections. Wright was asked to present his draft documents to the Town Board for review. Supervisor Streiff stated that he had no recommendation for changes to the job description. Compensation should be commensurate with experience. Interviews, depending upon the rate of response, should begin in January of 2024. Applications should be sent to the [clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov) email address. The Clerk-Treasurer should acknowledge their receipt and forward them to the Town Chair.

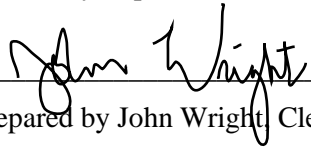
Motion to approve the draft job description and ad, as modified per the discussion above, was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 5-0.

13. **Approval of Board/Commission Salaries and Per Diem for 2023** – It was noted that the totals page lacked compensation for the three Town members of the Joint Town/Village ETZ Committee. The attendance and compensation is listed under the spreadsheet tab for that Committee, so Wright needs to correct the formula on the Totals tab. It was noted that the Park Commission held a noticed meeting for the walkabout on the Town property that should be added. Meetings with representatives from the Wisconsin Department of Transportation and Wisconsin Department of Natural Resources should be added as well. Chair Narveson stated that he met one-on-one with Edward Klitzke on different occasions.. Wright noted that the Town's contract attorney agreed that elected and appointed Board/Commission/Committee members should be paid as employees and not as independent contractors.

Motion to approve the 2023 salaries and per diems and to authorize the Clerk-Treasurer to add the per diems for the Joint ETZ and special meetings to the totals tab was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried 5-0. Without objection, those who attended additional meetings need to email the Clerk-Treasurer those details no later than Monday, December 18, 2023.

14. **Schedule Special Meeting of Town Board in December for Closed Session Topics to Consider Employment, Promotion, Compensation, or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility** – Without objection, the Town Board will hold a special meeting on Thursday, December 28, 2023 at 1:00 PM.
15. **Patrolman Report** – Chair Narveson stated that Todd Duerst requested the Town replace a culvert at his access to Kubly Road. Narveson noted that the Town of Washington and Town of New Glarus have applied for LRIP funds to grind and overlay Disch Road which is partially in both municipalities. Patrolperson Roesslein has weight restriction signage and will post along Legler Valley Road. Signs to place on the Town Park property will be discussed at the Park Commission meeting on December 20, 2023.
16. **Clerk-Treasurer Report**
- a) Approval and payment of bills – Clerk-Treasurer Wright noted that check 21335 for \$300 was prepaid to meet a deadline set by Green County Zoning and Land Use of December 1, 2023. Motion to approve checks 21335 through 21358, deposits, and ACH transactions was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.
  - b) Property tax preparation – Clerk-Treasurer Wright reported that he was able to calculate the 2024 rate for trash and recycling (including an estimate of the diesel fuel surcharge) that was updated for all tax bills. Wright proofread the sample bills sent to him by the Green County Treasurer; they were without error. Tax bills and Pelletteri collection calendars were mailed on December 6, 2023.
17. **Chairperson Report** – See after public comments above.
18. **Park Commission**
- a) October 18, 2023 minutes – The draft minutes were included in the packet.
  - b) November 15, 2023 minutes – The draft minutes were unavailable for review. Town Park Commission Chair Harry Pulliam stated that the Green County Leaders group who volunteered to coordinate a community orchard on the Town property located along STH 39 have produced a preliminary report. Three copies were available for the Board to share and review since the document was not part of this evening’s packet. The exact location of the orchard has yet to be determined since the location of the Town well/public facilities has yet to be determined.
14. **Plan Commission** – November 16, 2023 minutes – The draft minutes were available for Board review.
15. **Adjourn** – Motion to adjourn made by Supervisor Hoesly; second by Supervisor Elkins. Meeting adjourned at 8:22 PM.

Approved: December 28, 2023

  
Prepared by John Wright, Clerk-Treasurer