

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

VIRTUALLY: <https://us06web.zoom.us/j/82891222308?pwd=cxrLliGXvb4b3iZoyLHx0fUJcwLxbU.1>

Meeting ID: 828 9122 2308

Passcode: 646731

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 and Confirm Proof of Posting
2. Approve Minutes from
  - a) Special Town Meeting of the Electorate, November 14, 2023
  - b) Regular Board Meeting on November 14, 2023
3. Public Comments
4. Review and Possibly Approve Property Insurance Quotes
5. Review and Possibly Approve Resolution 12132023-A to Appoint Election Officials for the 2024 and 2025 Cycle
6. Review and Possibly Approve Resolution 12132023-B to Transfer Impact Fees into General Fund to Distribute to Library Board
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
8. Review and Possibly Approve Refund of \$412.02 to Bailey's Run Vineyard and Winery for Residential Trash and Recycling Charges
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
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
11. Discuss Collection Options for Two Aging Invoices (\$300.00 and \$697.50)
12. Review and Possibly Approve Draft Deputy Clerk-Treasurer Job Posting and Job Description
13. Approval of board/commission salaries and per diem for 2022 (including any missed hours from December 2021)
14. Schedule Special Meeting of Town Board in December for a 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
15. Patrolman Report
16. Clerk-Treasurer Report: Bill Approval and Property Tax Preparation
17. Chairperson Report
18. Parks Commission
  - a) October 18, 2023 minutes
  - b) November 15, 2023 minutes
19. Plan Commission – November 16, 2023 minutes
20. Adjourn

Posted 12/07/2023

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**  
**SPECIAL TOWN MEETING**  
**TUESDAY, NOVEMBER 14, 2023**  
**MINUTES**

Qualified Town Residents Attending: Chris Narveson (Chair), Harry Pulliam, Kelly Ruschman, Matt Streiff, Bob Elkins, Troy Pauli, Jim Hoesly, Tony Butler, Frank Grenzow, and Amy Trumble

Non-Residents Attending: John Wright: Town Clerk-Treasurer, Tara Bast, Audit Partner with Johnson Block, and Larry Stuessy (New Glarus Village Board Trustee)

1. **Call to Order** – Chair Narveson called the meeting to order at 6:00 PM. Narveson noted that only qualified Town residents (e.g., 18 years of age or older, a U.S. Citizen, have resided in the Town a minimum of 28 days, etc.) may vote for or against the proposed levy.
2. **Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting on October 19, 2023 and publication on October 26, 2023 and November 2, 2023. The summary budget was posted October 31, 2023 and published on November 9, 2023.
3. **Present 2022 Special Meeting Minutes for Levy Approval** – Chair Narveson referred to the minutes included in the packet which had been approved by the Town Board on December 14, 2022.
4. **Reminder that the Caucus System to Determine Candidates for Town Board has been Replaced with Nomination Papers Filed with the Town Clerk** – Clerk-Treasurer Wright reported that this change was approved at the 2023 Annual Town Meeting of the Electorate. Nomination papers can be circulated starting on December 1, 2023 and must be returned to the Clerk no later than January 2, 2024 at 5:00 PM. All forms have been posted to the Town of New Glarus website. The 3<sup>rd</sup> and 4<sup>th</sup> Town Board Supervisor positions expire in April of 2024.
5. **Review 2024 Proposed Budget** – Chair Narveson noted that the proposed levy does not include borrowing for the future public works facility. American Rescue Plan Act (ARPA) funds will be used to pay towards the interest-only portion of the money borrowed to purchase the land for a future town park and public works facility. Tara Bast introduced the 2024 budget summary which includes comparisons with the 2023 budget. She explained that the allowable levy is determined by the amount of Net New Construction. Adjustments include the amount of General Obligation debt to be paid in 2024. Approximately \$1.7 million of Town debt is paid off by December 31, 2027. Chair Narveson stated that the Town attempts to keep the increase to the local levy steady rather than sporadic, large increases. Tara Bast reviewed revenues, which include the projected sale of one or two residential lots from the land the Town purchased in 2022. \$200,000 in borrowing over a 10-year term is proposed for 2024.

Chair Narveson stated that a bridge on Disch Road is in need of rehabilitation or replacement near the intersection with Farmers Grove Road. Tara Bast then reviewed expenditures for 2024 that include site preparation for a new public works facility on the STH 39 property, lease of a tractor for eight months each year, and purchase of mower attachment. It was noted that 2024 estimated Highway Transportation Aid is less for 2024 than prior years. Clerk-Treasurer Wright noted the discovery of a possible error in the estimated Shared Revenue Payment notice sent by the Wisconsin Department of Revenue, Local Government Services Bureau (LGS), that may result in a reduction received by the Town. Tara Bast noted that the 2024 proposed budget will use \$3,318 of the Town fund balance, which is currently \$1,360,000, an increase over 2022 due to the sale of the STH 39 farmette. A portion of this fund balance will be assigned towards the construction of the public works facility. \$150,000 has been assigned for debt service and approximately \$72,000 assigned for a replacement plow truck.

Chair Narveson stated that Town Office staffing in the past had been as high as 1.8 full time equivalent (FTE); currently, the Clerk-Treasurer is an 0.8 FTE, but has often been called upon for additional hours to keep up with spikes in workflow. The Board has approved the hire of a part-time Deputy Clerk-Treasurer to succeed the current incumbent who plans to retire in November of 2024. Narveson further noted increases to the New Glarus Fire District Budget and Public Works budget in 2024.

6. **Action to Approve the Levy by Resolution**  
Motion by Troy Pauli to adopt the 2023 payable 2024 Town of New Glarus allowable tax levy by resolution in the amount of \$914,552.00; second by Jim Hoesly. The vote was seven (7) in favor, one (1) opposed, and two (2) abstentions. Motion to adopt the motion to approve the allowable levy carried. Without objection, the Clerk-Treasurer will post the signed resolution as required under §60.80(10(a) of Wisconsin Statutes, within 30 days of adoption
7. **Adjourn** – Motion to adjourn made by Matt Streiff; second by Bob Elkins. Meeting adjourned at 6:21 PM.

Approved:

\_\_\_\_\_  
John Wright, Clerk-Treasurer

**REGULAR TOWN BOARD MEETING  
TUESDAY, NOVEMBER 14, 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; Larry Stuessy (departed at 6:30 PM): Village of New Glarus Board Trustee; Amy Trumble (departed at 6:30 PM): New Glarus Public Library Director, Grace McLaughlin (arrived at 7:20 PM) and Frank Grenzow: Town residents; Mark Pernitz (virtually) and Kelly Ruschman: Town Park Commissioners; Tara Bast (departed at 7:16 PM): Johnson Block; Tim Schleeper: contract Planner with Vierbicher; and John Wright: Town of New Glarus Clerk-Treasurer

1. **Call to Order** – Chair Narveson called the meeting to order at 6:25 PM.
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting. Note: Zoom audio was available, but not video.
3. **Approve Special Town Board Meeting Minutes from October 30, 2023** – A motion to approve the October 30, 2023 meeting minutes, as corrected (the heading said regular instead of special), was made by Supervisor Elkins; seconded by Supervisor Hoesly. Motion carried 5-0.
4. **Public Comments** – Village Board Supervisor Larry Stuessy was recognized by the Chair to speak. Mr. Stuessy stated that he was attending as a member of the New Glarus Library Board. He provided a brief update that the Village of New Glarus has committed to planning for a new library in 2025 with construction to begin in 2026 with an anticipated completion in 2027.
5. **Review and Possibly Approve the 2024 Budget** – Chair Narveson asked if there were any questions about what had already been presented and reviewed at the preceding Special Town Meeting of the Electorate. There was no discussion.  
A motion to approve the 2024 budget, as presented, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.
6. **Review and Possibly Approve Vierbicher Service Agreements for:**
  - a) State Highway 39 Trail Development – Tim Schleeper referred those in attendance to the map attached to the first proposal. The route will begin at Hayes Lane on Town land, will proceed easterly to the limits of the Town land, cross STH 39 onto the Smith property to the north, and proceed easterly across a short section of the Reis property and a longer distance across the Endrulat property to Durst Road. Schleeper reviewed the scope of the proposal. There followed a brief discussion regarding whether the Town will self-perform the construction. The supervisors indicated their support to hire the construction rather than further burden the Town patrolperson. Costs will be covered by impact fees, a \$45,000 grant match, and some Town Park sinking funds. Details regarding the type of signaling to cross STH 39 have yet to be determined. Once easement legal descriptions for a 15' wide easement have been created, the Town attorney can craft easement agreements for the three affected property owners to consider. Frank Grenzow asked what the definition of a multi-use trail is. Chair Narveson stated it would be non-motorized traffic: mostly pedestrians and bicyclists. The base of the 10' wide trail will be ¾" clear stone; the surface may be fines or paved. Detailed elevations will determine how much benching will be required to create a level trail of minimal changes in grade adjacent to the highway and ditching. The Town will be responsible for maintaining the trail.  
A motion to approve the trail proposal from Vierbicher at a cost of \$23,300 was made by Supervisor Streiff; seconded by Supervisor Hoesly. Motion carried 5-0.
  - b) Town Garage site planning – Schleeper referred those in attendance to the aerial map at the end of the proposal. The contours are based on LIDAR data. A more detailed survey of this area is proposed as a basis for siting structures, access, design of well and septic, a plan for grading and erosion control, a stormwater management plan, etc. The location of up to three 2.0-acre cluster lots will also need to be determined. To pay the costs, impact fees will be used first. Clerk-Treasurer Wright noted two estimates for building types were contained within the adopted 2008 Needs Assessment Study. He recommends

consulting with the Town attorney for a written response as to whether other construction techniques and materials can be utilized other than those within the adopted plan.

A motion to approve the garage site proposal from Vierbicher at a cost of \$35,500 was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 5-0.

- c) Hayes Lane Improvements – Chair Narveson recalls that Richard Alme had provided an estimate in the past between \$65,000 to \$85,000 for a gravel structure without paving. T-posts will be used to mark boundaries. To align this access with State Highway 39, some backfill and drainage will be needed. The original design was to terminate in a cul-de-sac bulb, but other options were discussed.

A motion to approve the Hayes Lane improvements proposal from Vierbicher at an estimated cost of \$29,300 was made by Supervisor Hoesly; seconded by Supervisor Elkins. Motion carried 5-0.

- 7. Review and Possibly Approve 2023 Budget Amendments by Resolution 23114** – Clerk-Treasurer Wright reviewed income and expense values in excess of the 2023 approved budget. Most of the excess in income was due to increased interest rates and the sale of the farmette on State Highway 39. Most of the expense overruns are attributable to additional planning consulting expenses that include the costs to transfer the DNR trail grant from CTH NN to STH 39, multiple land division reviews, revisions to the Comprehensive Outdoor Recreational Plan, and expenses to apply for the Knowles-Nelson Stewardship Grant. Repairs to the residence on STH 39 were another area of excess expenses not captured in the originally adopted budget. Wright then reviewed proposed amendments to the 2023 budget to tie the excess income and assigned funds (mostly impact fees) to cover expenses in excess of the original 2023 budget.

A motion to approve Resolution 23114 to amend the 2023 budget was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 5-0.

- 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** – Clerk-Treasurer Wright stated that personal property taxes will be paid in 2024 based on 2023 assessed values, but this will be the final year to collect personal property taxes. Two accounts from 2011 have never been collected and Green County Treasurer Sherri Hawkins recommends that the Town write off these uncollected amounts.

A motion to approve writing off \$174.28 owed on the two delinquent accounts was made by Supervisor Hoesly; seconded by Supervisor Pauli. Motion carried 5-0.

- 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** – Town Park Commission Chair Harry Pulliam stated that the Commission requested the transfer from their Town Park and/or Trail Sinking Fund account (ending 5284) with a balance of \$52,520.82 \$20,000 into a Certificate of Deposit with a twelve month term.

A motion to authorize the transfer of \$20,000 from Park Sinking fund account ending in 5284 to be invested into a Certificate of Deposit for a term of 12 months with the Bank of New Glarus was made by Supervisor Pauli; seconded by Supervisor Hoesly. Motion carried 5-0. Signatories will be Chris Narveson and John Wright.

**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

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 Keith and Ashley Rockett and the refund of \$1,000 to Ryan O’Flanagan was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 5-0.

- 11. Patrolman Report** – Chair Narveson stated that tree trimming will take place soon. Letters will need to be mailed to residents along Marty and Disch. Some smaller trees will need to be removed within 12’ of the road. Narveson stated that Green County Highway will host a winter safety meeting for all area plow drivers.

**12. Clerk-Treasurer Report**

- a) Approval and payment of bills – Motion to approve checks 21319 through 21334, deposits, and ACH transactions was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 5-0.

- b) Publication of 2024 Spring Election Notice: November 23, 2023 – Clerk-Treasurer Wright reported that he has posted the notice in three physical locations, to the Town website, and submitted it for publication on November 23, 2023. The annual notice has been updated to reflect the change from caucus to nomination papers.

**16. Chairperson Report** – None.

**17. Parks Commission**

- a) October 18, 2023 minutes – The draft minutes were not available for review.
- b) October 28, 2023 invasive species workshop. Town Park Commission Chair Harry Pulliam provided a brief report. Area high school students participated in removing invasive species after a brief training session conducted by Matt Walrath (UW Madison) and Jasmine Wyant (South Central Invasives Partnership/Upper Sugar River Watershed Association).
- c) November 4, 2023 Town land walkabout – Pulliam reported approximately 30 of those invited were in attendance. Concern was expressed to establish groundcover once the winter wheat is harvested in early July, 2024 to stop further erosion and slow the spread of invasive species. The Park Commission will consider the formation of an ad hoc subcommittee to address these issues. A map of areas in need of seeding was presented to the Board members by Pulliam. There followed a brief report given by Town resident Frank Grenzow who identified a small area that appears to be a remnant of a prairie and oak savannah. There was no objection to posting signs to prohibit hunting and trapping on the property. There followed a brief discussion about the proposed community garden and how best to regulate if one is established.

**18. Plan Commission** – October 19, 2023 minutes – The draft minutes were available for Board review. Tim Schleeper reported that he introduced proposed updates to the original Needs Assessment Study conducted by Vierbicher, for the Town, in 2008.

**14. Adjourn** – Motion to adjourn made by Supervisor Pauli; second by Supervisor Streiff. Meeting adjourned at 7:48 PM.

Approved:

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Prepared by John Wright, Clerk-Treasurer

COMMUNITY INSURANCE CORPORATION

**INSURED:** *Town of New Glarus*

**REJECTION FORM**  
AUTO MEDICAL PAYMENTS ENDORSEMENT  
2024 - 2025 POLICY YEAR

The Community Insurance Corporation has offered the option to endorse the policy to provide Automobile Medical Payments coverage with a limit of \$1000 per person per accident to the municipal liability policy.

We have reviewed the endorsement option, however, we REJECT to purchase the additional coverage at this time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACCEPTANCE FORM**  
AUTO MEDICAL PAYMENTS ENDORSEMENT  
2024 - 2025 POLICY YEAR

The Community Insurance Corporation has offered the option to endorse the policy to provide Automobile Medical Payments coverage with a limit of \$1,000 per person per accident to the municipal liability policy.

We have reviewed the endorsement option, we ACCEPT the offer to purchase the additional coverage at this time.

Annual Premium \$ 150

YES, please endorse the Community Insurance Corporation policy to include coverage for Automobile Medical Payments for the additional premium quoted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Community Insurance Corporation – Identity Recovery Coverage

<p>What is Identity Recovery Coverage for Employees?</p>	<p>HSB Identity Recovery coverage provides insurance protection and professional help to assist employees with identity theft. The coverage combines both identity theft insurance with services that help victims restore their credit history and identity records to pre-theft status.</p>
<p>Who is covered?</p>	<p>The service and coverage applies to permanent (<b>full-time and part-time, elected and appointed officials</b>) employees of the insured. This also includes household family members of the employee.</p>
<p>What does it cover?</p>	<ul style="list-style-type: none"> <li>• Out of Pocket Expenses             <ul style="list-style-type: none"> <li>○ Includes:                 <ul style="list-style-type: none"> <li>▪ Legal Fees for answer of civil judgements and defense criminal charges</li> <li>▪ Phone, postage, shipping fees</li> <li>▪ Notary and filing fees</li> <li>▪ Credit Bureau reports</li> </ul> </li> </ul> </li> <li>• Lost Wages and Child or Elder Care</li> <li>• Mental Health Counseling</li> <li>• Miscellaneous Expenses</li> </ul>
<p>What does it not cover?</p>	<ul style="list-style-type: none"> <li>• Monies stolen or fraudulently charged to the insured             <ul style="list-style-type: none"> <li>○ <b>Note: *These monies are usually recoverable directly from the financial institution*</b></li> </ul> </li> <li>• Losses that arise from the insured’s fraudulent or criminal acts</li> <li>• Losses that are not reported in writing to police</li> </ul>
<p>When is coverage triggered?</p>	<p>Coverage is provided on a “discovery” basis with a 60 day reporting requirement.</p>
<p>What services are provided?</p>	<ul style="list-style-type: none"> <li>• Help Line (<b>Phone Number: 1-833-889-9042</b>)             <ul style="list-style-type: none"> <li>○ Access to toll-free Help Line                 <ul style="list-style-type: none"> <li>▪ Experienced identity theft counselors who can answer questions and provide useful information/resources to identity theft victims.</li> <li>▪ All calls to Help Line receive counseling with no requirement to verify coverage.</li> <li>▪ Ability to initiate process to request Case Management Services                     <ul style="list-style-type: none"> <li>• Employees will need to be verified by the insured as a valid permanent employee prior to Case Management Services.</li> </ul> </li> <li>▪ Ability to initiate process to submit Expense Reimbursement claim</li> </ul> </li> </ul> </li> <li>• Case Management             <ul style="list-style-type: none"> <li>○ Dedicated case manager for verified employees</li> <li>○ Helps employee with restoration work that would otherwise be done by the employee.                 <ul style="list-style-type: none"> <li>▪ Reduces personal time required from the employee to restore his or her identity and credit ratings.</li> </ul> </li> <li>○ Helps assist employees that are at an elevated risk due to a lost/stolen wallet or as a result of having their personal information breached by a third party.</li> <li>○ Helps the employee restore important identity related documents.</li> </ul> </li> </ul>
<p>Limits of Coverage</p>	<ul style="list-style-type: none"> <li>• Annual Aggregate per “Identity Recovery Insured” = \$25,000 Total             <ul style="list-style-type: none"> <li>○ Number of claims does not matter. Limits apply for a 12 month period.</li> </ul> </li> <li>• Lost Wages and Child/Elder Care Sublimit = \$5,000 Total</li> <li>• Mental Health Counseling Sublimit = \$1,000 Total</li> <li>• Miscellaneous Expenses Sublimit = \$1,000 Total</li> </ul>
<p>Is there a deductible with this coverage?</p>	<p>No, this coverage is not subject to a deductible.</p>
<p>Reporting Procedures</p>	<p>In the event of a claim, you will call the HSB Identity Recovery Help Line (<b>Phone Number: 1-833-889-9042</b>). When reporting a claim, please <b>identify you are a member of Community Insurance Corporation</b>. HSB will then confirm with us that the entity is covered.</p>



Hartford Steam Boiler

Municipal Name:	Town of New Glarus
Total Number of Permanent Employees: (Full-time & Part-time, Elected & Appointed Officials)	26
<b>Total Cost:</b>	<b>\$156.00</b>
<b>*Please acknowledge if you accept/reject this coverage and this premium charge will be added to your policy.</b>	Accept: <input type="checkbox"/> Reject: <input type="checkbox"/>

Please sign off and provide the contact information below:

Contact Name:	John Wright
Email:	<a href="mailto:clerk@townofnewglarus.com">clerk@townofnewglarus.com</a>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the quote information to:

Carol Schutz

[Carol.Schutz@Charlestaylor.com](mailto:Carol.Schutz@Charlestaylor.com)

Phone: 262-230-2725



CIC

**COMMUNITY INSURANCE CORPORATION**  
MUNICIPAL LIABILITY PROGRAM PROPOSAL

PREPARED FOR:

POLICY TERM:

PRESENTED BY:

DATE:

Communication is a cornerstone of quality customer service. Community Insurance Corporation believes in an open stream of communication between you and our staff.

Below you will find the contact information of individuals servicing your account, please feel free to contact us with questions or concerns.

## AGENCY

## COMMUNITY INSURANCE CORPORATION

18550 WEST CAPITOL DRIVE  
BROOKFIELD, WISCONSIN 53045

CAROL SCHUTZ, CPCU - *Underwriting*

✉ carol.schutz@charlestaylor.com

☎ 1-800-236-6885

CANDY KOEHN - *Underwriting Assistant*

✉ candy@aegis-wi.com

☎ 1-800-236-6885

## LIABILITY

## COMMUNITY INSURANCE CORPORATION

### POLICY TERM:

OPTION 1

OPTION 2

OPTION 3

AUTO MEDICAL PAYMENTS  
(OPTIONAL- THIS COVERAGE  
MAY BE REJECTED)

LIABILITY LIMIT	DEDUCTIBLE	RETRO DATE	ANNUAL NET PREMIUM*

• PER OCCURRENCE & NO AGGREGATE

### CYBER LIABILITY COVERAGE INCLUDED AT NO ADDITIONAL PREMIUM (\$1M AGGREGATE):

#### FIRST PARTY LOSS

Business Interruption Loss  
Cyber Extortion Loss  
Data Recovery Costs  
Reputation Loss

### CYBER DEDUCTIBLE:

\$500k each incident  
\$500k each incident  
\$500k each incident  
\$500k each incident

#### LIABILITY

Data & Network Liability  
Regulatory Defense & Costs  
Payment Card Liability & Costs  
Media Liability

\$1m each claim  
\$50k each claim  
\$50k each claim  
\$1m each claim

#### ECRIME

Fraudulent Instruction  
Funds Transfer Fraud  
Telephone Fraud  
Criminal Reward  
Breach Response Aggregate Limit of Coverage

\$500k each loss  
\$500k each loss  
\$500k each loss  
\$25k each loss  
\$1m each incident

### ONE SINGLE POLICY PROVIDES COVERAGE FOR:

- General Liability
- Auto Liability
- Public Officials Errors & Omissions
- Fire/Police Professional Liability
- Employment Practices

### \* ALL POLICIES ARE OCCURRENCE BASED, VERSUS CLAIMS-MADE

#### NON-MONETARY DAMAGES

Injunctive actions requesting plaintiff's attorney's fees as monetary damages are a 'trigger' coverage

#### COVERAGE BENEFITS

- NO COVERAGE SUBLIMITS
- NO FAULT COVERAGE AS OFFERED BY MANY CARRIERS IS CONTRARY TO STATE STATUTE
- COVERAGE FOR DEFENSE COSTS OUTSIDE OF POLICY LIMITS
- PRIOR ACTS COVERAGE
- SEWER BACKUP: COVERED WHEN THE MUNICIPALITY IS NEGLIGENT AND LIABLE FOR DAMAGES. THERE IS NO SUBLIMIT FOR THIS COVERAGE.

### LIABILITY COVERAGE INCLUDES A BROAD DEFINITION OF PERSONAL INJURY INCLUDING:

1. False arrest
2. Malicious Prosecution
3. Wrongful entry or eviction, or other invasion of the right of privacy
4. Libel, slander, or defamation of character
5. Assault and battery, sexual harassment including workplace harassment
6. Discrimination or other civil rights violation, including employment discrimination
7. Other civil rights violations including employment discrimination
8. Sexual harassment

This quote is valid for 60 days or to the effective date of the policy, whichever comes first.

General Liability, Auto Liability, and Public Officials Errors & Omissions Legal Liability provided under ONE single policy form. Coverage is not available on a mono-line basis.

## COVERAGE

Community Insurance Corporation drafted its own policy to provide the total scope of liability protection needed by, and preserving, the public entity protections afforded by Wisconsin statutes. Under this policy, we provide the following liability coverage parts:

- General Liability
- Personal Injury Liability, including a broad definition and coverage for discrimination, civil rights violations, and employment related actions;
- Automobile Liability, including uninsured/underinsured motorist coverage;
- Public Officials Errors & Omissions

For the benefit of the insured, Community Insurance Corporation includes all of its coverage in ONE policy. This eliminates potential coverage gaps, coverage sub-limits, and reduces the potential for claims disallowance and multiple retentions.

Community has adopted the underwriting philosophy of protecting its insureds overall risk management cost and reducing “out of pocket” expenses by expanding the policy to respond to the changing needs of government and the litigation environment. For example, the policy was expanded to cover lawsuits seeking injunctive relief. Community defends its municipalities in all injunctive personal injury or errors and omissions suits. This practice not only protects a municipality’s budget, but prevents a plaintiff’s injunctive victory from leading to other lawsuits seeking monetary damages.

**The Community policy features a broad definition of who is an insured:** You, and Your past or present employees, while acting in the scope of their employment or authority, and authorized volunteers while acting for you or on your behalf, including all commissions, agencies, boards, districts, authorities, or similar entities when you retain the right to control the details of work of these individuals or entities. Anyone else is an insured while using, with your permission, an automobile you own, hire, borrow, except this insurance shall apply excess of any insurance of an owner of an auto you hire or borrow.

The following highlights the Community program coverage.

## GENERAL LIABILITY

**ONE SINGLE POLICY PROVIDES COVERAGE FOR GENERAL LIABILITY, AUTOMOBILE LIABILITY, PUBLIC OFFICIALS ERRORS & OMISSIONS, AND FIRE/POLICE PROFESSIONAL LIABILITY.**

**A. BODILY INJURY**

Provides coverage for bodily injury, sickness, disability, or disease, sustained by a person, including death, alleged to be caused by the insured.

**PROPERTY DAMAGE**

Provides coverage for physical injury to or destruction of tangible property which occurs during the policy period including the loss of use thereof, or the loss of use of tangible property that is not physically injured or destroyed, that is caused by the insured.

**B. PERSONAL INJURY**

Means injury, other than bodily injury, arising out of one or more of the following offense:

1. False arrest, detention, or imprisonment, defective service of process;
2. Malicious prosecution;
3. Wrongful entry or eviction, or other invasion of the right of private occupancy;
4. Libel, slander, or defamation of character;
5. Assault and battery; sexual harassment, including workplace harassment
6. Discrimination or other civil rights violation, including employment discrimination
7. Other civil rights violations, including employment discrimination

## COVERAGE, continued

## GENERAL LIABILITY, continued

**C. PUBLIC OFFICIALS ERRORS & OMISSIONS**

Means any misstatement or misleading statement or act or omission or neglect or breach of duty including malfeasance and nonfeasance by an insured in their capacity as insured.\*

\*Coverage is included for Police and Fire Departments operated by the municipality

## AUTOMOBILE LIABILITY

**A. BODILY INJURY**

Provides coverage for bodily injury, sickness, disability or disease, sustained by a person, including death, alleged to be caused by an insured vehicle.

**B. PROPERTY DAMAGE**

Provides coverage for physical injury to or destruction of tangible property which occurs during the policy period including the loss of use thereof, or the loss of use of tangible property that is not physically injured or destroyed, that is caused by an insured vehicle.

**C. UNINSURED/UNDERINSURED MOTORIST**

The policy will pay all sums the insured is legally entitled to recover as damages from the owner or driver of an uninsured motor vehicle. The damages must result from bodily injury sustained by the insured caused by an accident. The owner's or driver's liability for these damages must result from the ownership, maintenance, or use of the uninsured motor vehicle.

## COVERAGE LIMITS

Community provides its insureds with limits of liability on a **NON-AGGREGATE BASIS**. This means that should the unfortunate happen and the municipality sustains a loss or number of losses that uses up the limits of liability, there is no annual aggregate amount for a policy year. For example, if the municipality were to sustain a full policy limits loss, the municipality would have a fresh set of limits to apply to the next claim. Most commercial carriers use policy forms with an annual aggregate that limits the total amount of dollars that they would have to pay on behalf of their insureds. Community has no such limitation.

**OCCURRENCE vs. CLAIMS-MADE COVERAGE FORMS**

Community provides all of its coverage forms on a municipal-friendly occurrence basis, versus the insurer-friendly claims-made basis.

## STABILITY

It is the goal of Community to assist our insureds in stabilizing insurance costs. Since 2002, we have met our goal by not raising our base rates and maintaining a stable insurance environment. While our competitors ride the roller coaster of rate increases and decreases, Community understands the complexity of your budget process and is committed to bringing your stability for this line item.

#### PREMIUM COST VS. COST OF RISK

Community provides the majority of its coverage under the general liability section of its policy. In doing so, many claims subject to deductibles of other carriers are avoided. For example, all civil rights, employment practices, and other allegations (including administrative hearings) typically brought under an Errors & Omissions policy, are covered under Community's General Liability Policy. The application of these deductibles is in addition to premium and considered the cost of risk. Merely comparing premium does not show complete cost of risk for the municipality.

#### PRE-CLAIM LOSS CONTROL

Often a municipality's administration staff is aware of situation that may give rise to a potential, full-blown claim. Most insurers do not respond until AFTER a claim for monetary damages has been presented. Community provides legal assistance to the municipality on a "pre-claim" basis. This assistance provides the municipality with the assurance and support for their response to the situation BEFORE the claim is presented. In fact, in the majority of cases, a full-blown claim is avoided using this technique. Should a claim be presented, the municipality has already been preparing a defense in response to the allegations.

#### MONETARY DAMAGES

Many insurance carriers require that a claim for monetary damages be presented before coverage is 'triggered.' Community recognizes that often, claims are presented that request that an activity stop with no request for monetary damages. However, in most cases, these injunctive actions do request for plaintiff's attorney's fees as monetary damages and thus, 'trigger' coverage.

#### CLAIMS

When the unfortunate occurs and a claim is filed, our six (6) member claims and litigation staff will be there to assist you in the field adjusting, consultation, and takes the claim right through the courtroom. Working closely with our approved defense firms, we have been extremely successful in defending many noteworthy cases in Wisconsin courts and federal actions, as well.

Community commits to a claimant contact within 24 hours to meet the needs of our municipal clients. This procedure is monitored by the claims management staff at Aegis Corporation.

Further, strive to work closely with our municipal clients, by setting review schedules to keep you informed.

#### RISK MANAGEMENT

Community provides a broad selection of training topics and risk management consultation directly to its insureds. In addition to on-site trainings, seminar-based group training, and "train-the-trainer" programs, Community offers web-based training with varied risk management programs, **at no cost.**

COMMUNITY INSURANCE CORPORATION

**INSURED:** *Town of New Glarus*

**REJECTION FORM**  
INJUNCTIVE RELIEF ENDORSEMENT  
2024 - 2025 POLICY YEAR

The Community Insurance Corporation has offered the option to endorse the policy to provide Injunctive Relief Only coverage that will allow defense of suits against the insured that do not seek monetary damages or plaintiff's attorney fees.

We have reviewed the endorsement option, however, we REJECT to purchase the additional coverage at this time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACCEPTANCE FORM**  
INJUNCTIVE RELIEF ENDORSEMENT  
2024 - 2025 POLICY YEAR

The Community Insurance Corporation has offered the option to endorse the policy to provide Injunctive Relief Only coverage that will allow defense of suits against the insured that do not seek monetary damages or plaintiff's attorney fees.

We have reviewed the endorsement option, we ACCEPT the offer to purchase the additional coverage at this time.

Annual Premium \$ 331.00

YES, please endorse the Community Insurance Corporation policy to include coverage for Injunctive Relief Only coverage for the additional premium quoted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





TOWN OF NEW GLARUS

RESOLUTION 23/12/13-A  
RESOLUTION REGARDING APPOINTMENT OF ELECTION OFFICIALS  
FOR 2024-2025 ELECTION CYCLE

WHEREAS the Town of New Glarus election worker terms expire 12/31/23 and the Town has received four (3) nominations for election workers from the Republican party and six (6) nominations from the Democratic party.

NOW, THEREFORE, the Town Board of the Town of New Glarus, Green County, Wisconsin does hereby resolve to appoint the following to a two-year term beginning 1/1/2024 and ending 12/31/2025, as election workers:

Republican Nominees

Brenda Johnson  
Richard Johnson  
Lisa Bowers  
Dave Staats

Democratic Nominees

Howard Cosgrove  
Susan Cosgrove  
Danford Buboltz  
Anthony Kesich  
Vicki Sasso  
Tracey Schwalbe

Non-Partisan

Ruth Elmer  
Jan Hoesly  
Deb Schilt  
Sue Buboltz  
Mary Anne Oemichen  
Jamie Zaffino  
Judy Gielissen

It is further resolved that said appointments shall include serving in the capacity of Election Inspector, Greeter and/or Tabulator, and Municipal Board of Canvassers as needed and shall be paid at the rate of \$10.00 per hour while serving in those capacities.

It is further resolved that at the time of appointment, Ruth Elmer, Judy Gielissen, Danford Buboltz, Sue Buboltz, Mary Anne Oemichen, and Jamie Zaffino have received the necessary training and may also serve as Chief Election Inspector and shall be paid at the rate of \$10.00 per hour while serving in that capacity. Any of the above-named appointees may serve as Chief Election Inspector upon receiving the baseline training certification as prescribed by the State Elections Board. A wage of \$10.00 per hour will be paid when serving as Chief Election Inspector.

Approved and signed on December 13, 2023.

---

Chris Narveson, Town Chair

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Attest: John Wright, Clerk-Treasurer

## Election Inspectors Nomination List

JOHN WRIGHT  
Town Clerk/ Treasurer  
Town of New Glarus  
26 5<sup>th</sup> Avenue  
New Glarus, WI 53574

RECEIVED DEC 04 REC'D  
postmarked 11/29/2023

Dear John,

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election Inspectors in GREEN County,

I, JOHN FANDRICH, CHAIRMAN of the Republican Party of GREEN

County hereby nominate the named individuals below.

### Certification

I, hereby, certify that each nominee whose name appears on this list has been contacted individually and each nominee on this list has agreed to serve as an election inspector.

John P. Landrich  
County Party Chair

11-28-2023  
Date

Pete A. Gill  
County Party Secretary

11-28-2023  
Date

Please do not hesitate to contact me with any questions or if you need any additional information.

JOHN FANDRICH  
(Name)

608-697-2761  
(Phone)

JDFANDRICH@MSN.COM  
(Email)

**List of Nominees**

Name #1: BRENDA JOHNSON

Mailing Address: W5572 SPRING VALLEY ROAD

NEW GLARUS, WI 53574

Telephone: (608) 279-7519

Email: USRRJS@TDS.NET

RECEIVED DEC 04 REC'D

Name #2: RICHARD JOHNSON

Mailing Address: W5572 SPRING VALLEY ROAD

NEW GLARUS, WI 53574

Telephone: (608) 636-5717

Email: USRRJS@TDS.NET

Name #3: LISA BOWERS

Mailing Address: N9221 WILD OAK LANE

BELLEVILLE, WI 53508

Telephone: 608-212-7702

Email: llbowers28@gmail.com

Name #4: DAVE STAATS

Mailing Address: 1013 1<sup>ST</sup> STREET

NEW GLARUS, WI 53574

Telephone: 608-636-9666

Email: hdhunter@outlook.com



Chris Narveson  
Chair, Town of New Glarus  
PO Box 448  
New Glarus, WI 53574

John Wright  
Clerk, Town of New Glarus  
26 5th Avenue  
P.O. Box 448  
New Glarus, WI 53574-0448

RECEIVED NOV 17 REC'D

November 9, 2023

Dear Chair Narveson and Clerk Wright:

On behalf of the Democratic Party of Green County, and pursuant to Wis. Stat. § 7.30, enclosed please find the Democratic nominees for the position of Election Inspector. As required by Wis. Stat. § 7.30(4)(b), we certify that we or our designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. We further certify that, as of the date each nominee was contacted and to the best of our ability to verify, they were an eligible elector of Green County.

Best regards,

*Sandy Rindy*  
Sandy Rindy (Nov 9, 2023 20:08 CST) (sign)

Sandy Rindy  
Chair  
Democratic Party of Green County

*Anthony Kesich*  
Anthony Kesich (Nov 13, 2023 14:02 CST) (sign)

Anthony Kesich  
Secretary  
Democratic Party of Green County

email


# Green County Poll Workers (Part 2)


Final Audit Report

2023-11-13


Created:	2023-11-10
By:	Caroline Hutton (caroline.hutton@wisdems.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA43mzxCAZgBAtkMDCOsExlZ6k1Pq-BbWb


## "Green County Poll Workers (Part 2)" History


 Document created by Caroline Hutton (caroline.hutton@wisdems.org)  
2023-11-10 - 0:35:54 AM GMT


 Document emailed to rindyberry@gmail.com for signature  
2023-11-10 - 0:36:59 AM GMT


 Document emailed to akesich@gmail.com for signature  
2023-11-10 - 0:36:59 AM GMT


 Email viewed by rindyberry@gmail.com  
2023-11-10 - 2:07:12 AM GMT


 Signer rindyberry@gmail.com entered name at signing as Sandy Rindy  
2023-11-10 - 2:08:32 AM GMT

 Document e-signed by Sandy Rindy (rindyberry@gmail.com)  
Signature Date: 2023-11-10 - 2:08:34 AM GMT - Time Source: server

 Email viewed by akesich@gmail.com  
2023-11-13 - 2:29:10 PM GMT

 Signer akesich@gmail.com entered name at signing as Anthony Kesich  
2023-11-13 - 8:02:32 PM GMT

 Document e-signed by Anthony Kesich (akesich@gmail.com)  
Signature Date: 2023-11-13 - 8:02:34 PM GMT - Time Source: server

 Agreement completed.  
2023-11-13 - 8:02:34 PM GMT

RECEIVED NOV 17 REC'D

**TOWN OF NEW GLARUS - GREEN COUNTY**

<b>Name</b>	<b>Last Name</b>	<b>Street Address</b>	<b>Mailing City</b>	<b>Code</b>	<b>Email Address</b>	<b>Number</b>	<b>Voting Municipality</b>	<b>Notes</b>
Danford	Bubolz	N9111 Old Madison Rd.	New Glarus	53574	grandpadan.dcb@gmail.com	608-558-6470	GLARUS - GREEN	
SUSAN	COSGROVE	N9099 Argue Road	New Glarus	53574	susan.troller@gmail.com	608-212-4350	GLARUS - GREEN	
Howard	Cosgrove	N9099 Argue Road	New Glarus	53574	hcosgrove47@yahoo.com	608-212-5397	GLARUS - GREEN	
Anthony	Kesich	W6024 Meadow Valley Rd.	New Glarus	53574	akesich@gmail.com	854-829-1466	GLARUS - GREEN	
Vicki	Sasso	W5272 Windmill Ridge Rd.	New Glarus	53574	scubavicki@yahoo.com	608-527-4444	GLARUS - GREEN	
Tracey	Schwalbe	W6691 Legler Valley Road	New Glarus	53574	schwalbe1@tds.net	608-575-5470	GLARUS - GREEN	

RECEIVED NOV 17 2007

**RESOLUTION 231213-B**  
**RESOLUTION REGARDING IMPACT FEES USE**

The Town Board of the Town of New Glarus, Green County, Wisconsin do resolve as follows:

**WHEREAS** the Town of New Glarus Board do have the authority as granted under Wis. Stats. §66.0617 to establish and maintain an Impact Fee account; and

**WHEREAS** the Town of New Glarus reserved a portion of the Impact Fees for a public library within the Town of New Glarus; and

**WHEREAS** the Town of New Glarus approved by a Memorandum of Understanding between the Town of New Glarus and the New Glarus Public Library on September 18, 2018 that the Town shall donate \$100,000 towards a new library building and operational expenses from the impact fees collected for that purpose;

**NOW, THEREFORE, BE IT RESOLVED** that the New Glarus Town Board, in legal session assembled, that \$28,927.38 of the current balance from the Impact Fees account earmarked for a public library be transferred to the general fund so that the money can be disbursed to the Town of New Glarus Library Board.

Approved and signed by the New Glarus Town Board on the 13<sup>th</sup> day of December, 2023.

By: \_\_\_\_\_ Attested by: \_\_\_\_\_  
Chris Narveson, Town Chair John Wright, Clerk-Treasurer

\_\_\_\_\_  
Matt Streiff, Town 1<sup>st</sup> Supervisor

\_\_\_\_\_  
Troy Pauli, Town 2<sup>nd</sup> Supervisor

\_\_\_\_\_  
Jim Hoesly, Town 3<sup>rd</sup> Supervisor

\_\_\_\_\_  
Robert Elkins, Town 4<sup>th</sup> Supervisor

# Impact Fee Collections

Parks & Playgrounds												
Tax ID	Ref	Address	Date Paid	Public Library	Community Park Land Acquisition	Community Park Improvements	Trails (Option #2)	Pool House (Jt Project w/Village)	Highways and Transp. Facility	Total Paid	Date Refunded/Spent	Expenditure Deadline
				0.33	0.05	0.13	0.15	0.08	0.25		REFUNDED	
23-024-110.1100	ARN	W6060 Durst Road	5/14/2008	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	7/1/2008	
23-024-258.1000	LARSON	N7468 Cty Rd N	7/8/2008	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	7/8/2015
23-024-190.0311	CAREY	2500 State Hwy 69	10/1/2008	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	10/1/2015
23-024-210.0030	SCHNEIDER	N7772 County Hwy N	11/6/2008	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	11/6/2015
23-024-139.2100	PALENSKE	N8153 Zentner Road	4/21/2009	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	4/21/2016
23-024-165.0000	KUBLY	1801 2nd Street	9/10/2009	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	9/10/2016
23-024-258.0500	HOESLY	N7490 County Hwy N	3/3/2010	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	3/3/2017
23-024-129.3300	MORRISON	N8609 Marty Road	7/12/2010	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	7/12/2017
23-024-129.3300	NILLES	W6832 Farmers Grove Rd	10/28/2010	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562	9/8/2021	10/28/2017
23-024-123.2000	WINKELHAKE	W6097 State Road 39	10/6/2011	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/6/2019
23-024-145.0000	HUTCHISON	N8147 ZENTNER ROAD	8/7/2012	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/7/2020
23-024-071.0340	ZELLMER	W5373 Sandrock Road	4/19/2013	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/19/2021
23-024-009.0200	NOMMENSEN	W5276 Windmill Ridge Road	6/27/2013	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/27/2021
23-024-071.0200	ALT	W5376 Windmill Ridge Road	7/18/2013	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		7/18/2021
23-024-086.0100	SCHINDLER	W5065 Cty W	8/6/2013	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/6/2021
23-024-192.0200	BLANK	W5715 Cty H	12/6/2013	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		12/6/2021
23-024-071.0370	SWEET	W5443 Sandrock Road	3/19/2014	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		3/27/2022
23-024-151.2320	KLEEMAN	W6262 Legler Valley Road	8/18/2014	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/18/2022
23-024-184.0200	TIMMERMAN	W4910 EDELWEISS	11/11/2014	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/11/2022
23-024-189.2000	NOWORATZKY	N7817 VALLEY VIEW	11/24/2014	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/24/2022
		<b>Disbursement for Land Pur</b>	<b>4/10/2015</b>		<b>-\$3,169</b>	<b>-\$9,066</b>				<b>-\$12,236</b>	<b>4/10/2015</b>	
		<b>Interest earned since 7.08.08</b>			<b>\$34</b>	<b>\$98</b>				<b>\$132</b>		
23-024-136.2000	FINK	N8495 ZENTNER ROAD	5/1/2015	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		5/1/2023
23-024-189.2707	RUCHTI	N7887 VALLEY VIEW	6/11/2015	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/11/2023
23-024-073.0320	MOSER	W5324 HIGHLAND DRIVE	7/2/2015	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		7/2/2023
23-024-0192.6000	Moldenhauer	W6710 LEGLER VALLEY ROAD	10/22/2015	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/22/2023
23-024-0223.2000	EINER/PETERSON	W6548 CTY H	11/5/2015	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/5/2023
23-024-0140.0210	SCHNEIDER	N8410 Marty Road	4/14/2016	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/14/2024
23-024-0009.0100	STAMPFLI	LOT 35 Windmill Ridge	4/27/2016	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/27/2024



23-024-0013.0210	OLSON	W5484 HIGHLAND DRIVE	8/8/2016	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/8/2024
23-024-0115.0100	HEDEMAN B.	W5820 KRISTY LANE	10/4/2016	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/4/2024
23-024-0050.0200	MONIGOLD	W7014 STATE HWY 39	3/16/2017	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		3/16/2025
23-024-0213.0100	HEDEMAN J.	W5848 COUNTY HWY NN	3/17/2017	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		3/17/2025
	Equal to cost	<b>Disbursement for Smart Table</b>	<b>7/6/2017</b>	<b>-\$7,844</b>						<b>-\$7,844</b>	<b>7/6/2017</b>	
23-024-0120.0210	GUNDERSON	W6301 STATE HWY 39	9/12/2017	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		9/12/2025
23-024-0140.8000	WILLIAMSON	N8433 MARTY ROAD	11/6/2017	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/6/2025
23-024-0048.0200	LABARGE	W7130 Pioneer Road	12/22/2017	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		12/22/2025
23-024-0016.0500	CHRISTIANSEN	W5610 SPRING VALLEY RD	6/21/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/21/2026
23-024-0044.0170	JULSETH	N9253 CRAWFORD LANE	7/26/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		7/26/2026
23-024-0129.2000	PIPP	N8681 MARTY ROAD	8/16/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/16/2026
	Balance of the account	<b>Disbursement for Library</b>	<b>9/26/2018</b>	<b>-\$35,219</b>						<b>-\$35,219</b>	<b>9/26/2018</b>	
		<b>Interest earned since 7.08.08</b>		<b>\$547</b>						<b>\$547</b>		
23-024-0189.3300	SCHUETT, D&K	N7937 VALLEY VIEW ROAD	10/9/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/9/2026
23-024-0213.0400	SCHIRO, A	W5832 CTY HWY NN	10/23/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/23/2025
23-024-0075.0000	Lenzlinger, H	N8984 Old Madison Road	11/15/2018	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/15/2026
23-024-0249.1100	ERB, S.	W6687 FARMERS GROVE RD	1/15/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		1/15/2027
23-024-0044.0160	DOBITZ, R	N9241 CRAWFORD LANE	2/20/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		2/20/2027
23-024-0044.0220	TERASA, M&J	N9224 CRAWFORD LANE	3/27/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		3/27/2027
23-024-0009.0700	MAROTTA, G&S	W5258 WINDMILL RIDGE	4/9/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/9/2027
23-024-0058.0015	WOLFE, B&J	N8896 BLUE VISTA	4/12/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/12/2027
23-024-0002.0000	Nehmer, B&B	N9531 Argue Road	4/25/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		4/26/2027
23-024-0142.3000	Tschudy, T&S	W6741 Legler Valley Road	5/15/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		5/15/2027
23-024-0058.0002	KAISER, M&T	N9080 BLUE VISTA	7/22/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		7/22/2027
	Balance of the account	<b>Disbursement for Library</b>	<b>10/15/2019</b>	<b>-\$13,285</b>						<b>-\$13,285</b>		
		<b>Interest earned since 9.26.18</b>		<b>\$294</b>						<b>\$294</b>		
23-024-0044.0150	J&J Terasa	W7063 Pioneer Road	10/10/2019	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/10/2027
23-0240249.1200	Erb	W6651 Farmers Grove	5/18/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2028
23-0240210.4000	Lamb	N7806 Cnty N	5/18/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2028
23-0240140.0210	Ramsay	W6114 Legler Valley Road	5/18/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		5/18/2028
23-0240142.4000	K Schneider	N8455 Marty Rd	6/3/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/3/2028
23-0240215.0000	W. Torgeson	W5831 Cnty Rd NN	6/15/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/15/2028
23-024-0140.4000	C&M Uselmann	N8437 Marty Rd	8/27/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		8/27/2028
23-024.00/6.4000	M & K Welsh	W5388 Spring Valley Rd	10/23/2020	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		10/23/2028
23-0240058.0001	Gary Gorman	N9092 Blue Vista Ln	6/10/2021	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		6/10/2029
23-0240152.0300	Dana Doll	N8152 Marty Rd	11/9/2021	<del>\$1,181</del>	\$165	\$472	\$547	\$297	\$900	\$3,562		11/9/2029

23-0240071.0180	Mike Stampfli	W5420 Windmill Ridge	12/2/2021	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		12/2/2029
23-0240248.0600	JBC Custom Homes	W7492 Cnty N	2/3/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		2/3/2030
23-0240238.0000	Heartland Building	W7198 Farmers Grove Road	4/7/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		4/7/2030
23-0240152.0100	Evanson/Acker	N8129 Marty Road	6/8/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		6/8/2030
23-0240229.1100	Gehin Custom Homes	N8163 Zentner Road	6/14/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		6/14/2030
23-0240058.3200	Blumer/Weintraub	N9087 Blue Vista Lane	6/28/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		6/28/2030
23-0240110.1500	Keith Rockett	Lot 4, CSM 5474 Durst Road	9/12/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		9/12/2030
23-0240042.0200	Stacey Kacek Trust	N9398 Hustad Valley Road	9/22/2022	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		9/22/2030
23-0240183.1000	Carol Holmes	W4974 Airport Road	5/25/2023	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		5/25/2031
23-0240014.1000	Hannah Wolf	N9407 Argue Road	6/1/2023	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		6/1/2031
23-0240220.0000	Casey Niederwerfer	W6494 CTH H	8/21/2023	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		8/21/2031
23-0240129.3330	Robert Hallett	N8604 Zentner Road	9/19/2023	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		9/19/2030
23-0240042.0300	Tom Myers and Paula Legler	W7210 Hustad Valley Road	9/27/2023	<del>\$1,181</del>	<del>\$165</del>	\$472	<del>\$547</del>	\$297	<del>\$900</del>	\$3,562		9/27/2031
		<b>Disbursement for Trails</b>	8/18/2021									
		<b>Returned to property owner</b>	9/8/2021									
		<b>Interest returned</b>	10/11/2023									
		<b>Interest earned since 11.24.14</b>										
		<b>Returned to property owner</b>	10/11/2023									
		<b>Interest earned since 10.28.10</b>										
		<b>Disbursement for highw/trans</b>	10/11/2023									
		<b>Interest earned since 8.08.14</b>										
		<b>Disbursement for trails</b>	10/11/2023									
		<b>Interest earned since 11.24.14</b>										
		<b>Disbursement for land purch.</b>	10/11/2023									
		<b>Interest earned since 4.10.15</b>										
		<b>Disbursement for Community Park Improvements</b>	10/30/2023									
		<b>Returned to property owner</b>	10/30/2023									
		<b>Interest earned since 11.24.14</b>										
		<b>Disbursement for Public Library</b>	12/13/2023									
		PRINCIPAL BALANCE		\$27,163.00	\$0.00	\$22,656.00	\$0.00	\$13,662.07	\$0.00	\$63,481.07		
		INTEREST EARNED TO DATE		\$1,764.38	\$245.09	\$709.79	\$812.52	\$446.10	\$1,336.87	\$5,314.75		
		TOTAL DEPOSITS W/INTEREST		\$28,927.38	\$245.09	\$23,365.79	\$812.52	\$14,108.17	\$1,336.87	\$68,795.82		

Fees currently proposed for refund, plus interest

\* Account balance  
11/30/2023 \$68,795.82

\* §66.0617 was amended by 2017 Wisconsin Act 243, effective April 5, 2018, to increase the retention period from 7 years to 8 years.

rev. 12/07/2023

Must be used within 8\* years of collection or refunded to payer with any accumulated interest

## Clerk Treasurer

---

**From:** Lauren Freeman <administrator@newglarusvillage.com>  
**Sent:** Thursday, November 30, 2023 3:00 PM  
**To:** Clerk Treasurer  
**Cc:** Chris Narveson ; Chris Narveson; tsch@vierbicher.com; Amy Trumble  
**Subject:** RE: Your corporation counsel or financial advisor opinion about encumbrance of Town of New Glarus Impact Fees by CIP or other document  
**Attachments:** 180918 MOU.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon John,

Thanks for your follow-up email. I chatted with our Village Attorney on this. From what I understand, he said that the MOU that the Town and Library entered into is sufficient to encumber those funds. It looks like from the documents you provided that the Town has already paid the Library \$48k, which is less than the agreed upon \$60k. Our Attorney said there should be no issue providing the additional \$21k as part of the agreement.

If you would like a resolution from the Board that requests the final amount according to the MOU, we can provide that. But our attorney said that was not legally necessary. If you need further legal advice, you should talk with your own attorney. Our attorney can only advise the Village/Library.

Thank you,

Lauren Freeman  
Village Administrator  
Village of New Glarus  
319 2<sup>nd</sup> Street, New Glarus, WI 53574  
(608) 527-5971

---

**From:** Clerk Treasurer <clerk@townofnewglaruswi.gov>  
**Sent:** Thursday, November 30, 2023 12:31 PM  
**To:** Lauren Freeman <administrator@newglarusvillage.com>  
**Cc:** Chris Narveson <cnarveson@greencountywi.org>; Chris Narveson <cnarveson@townofnewglaruswi.gov>; tsch@vierbicher.com  
**Subject:** Your corporation counsel or financial advisor opinion about encumbrance of Town of New Glarus Impact Fees by CIP or other document

Lauren,

I am preparing the December 13, 2023 Town of New Glarus Board agenda and packet. If I am to distribute funds to the New Glarus Public Library Board that we collected through impact fees, I will need justification that the money is encumbered. I have been told this cannot be by action of your Board or the adoption of a plan. Instead, it must be matched to an invoice, a purchase order, or a contract for services. I will have an updated balance of those funds after December 1, 2023 (the office will be closed until Monday). I believe it is a bit more than \$21,000 that has been collected and not previously distributed.

We are scheduled to adopt the new impact fees ordinance on January 10, 2024 following a public hearing on the matter. I believe I would be required to return all collected funds that are not encumbered if the new ordinance is adopted to supersede the original 2008 one.

Thanks in advance for an update on this matter,

John

John Wright  
Town of New Glarus Clerk-Treasurer  
(608) 527-2390


2018 MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TOWN OF NEW GLARUS AND  
THE NEW GLARUS PUBLIC LIBRARY

THIS AGREEMENT is made by and between the Town of New Glarus, a Wisconsin body corporate and politic (the "Town"), and the New Glarus Public Library ("Library").

1. The Town has collected certain impact fees under Wis. Stats. sec. 66.0617, which were collected for future capital expenses of the Library. The Impact Fees will be deposited upon the execution of this agreement. The Town also desires to contribute Town tax revenues to the Library.
2. The Library and Town agree that the Town shall donate one hundred thousand dollars (\$100,000.00) [the "Donated Funds"] towards the new Library building and operational expenses. The Town shall pay \$60,000 of the Donated Funds to the Library upon the execution of this agreement and confirmation of new library site. The remaining \$40,000 shall be paid out \$20,000 per year for two years upon completion of the new library for operational expenses.
3. The Library shall account for the Donated Funds in a manner which is sufficient for the Town's auditors to certify, pursuant to Wis. Stats. sec. 66.0617 (8) that impact fees were properly used for the capital costs for which the fees were collected.
4. The parties agree that the Town's donation is without precedent. The Town is free to donate or not donate as is determined by the Town Board to be in the best interests of the Town.
5. This agreement is not a partnership, joint venture or shared undertaking of any kind. The Town is not, by virtue of making this donation, responsible in any manner for the new library building or its operation. The Library does not, by accepting the Town's donation, grant the Town any control, management or direction into the new building or its operation. The parties are not, by this agreement or any other action, creating a joint library under Wis. Stats. sec. 43.53.
6. This Agreement is the complete contract and agreement between the parties. This Agreement integrates all discussions and negotiations of the parties. No representations of either party are binding. The terms of this Agreement are the sole source for determining the intent of the parties. Any proceedings to enforce or interpret this contract shall be held in the Circuit Court for Green County, Wisconsin, and shall apply Wisconsin law.

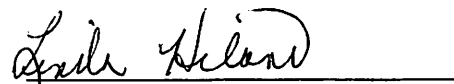
Dated Sept 18, 2018

Dated Sept. 18, 2018



Town of New Glarus

By Chris Narveson, its Chair



New Glarus Public Library

By Linda Hiland, its President

OFFICE OF  
**Town of New Glarus**

**NOTICE OF PUBLIC HEARING ON PROPOSED  
ORDINANCE 01-2024, AMEND CHAPTER 80  
IMPACT FEE AND  
ASSOCIATED PUBLIC FACILITIES NEEDS ASSESSMENT STUDY  
TOWN OF NEW GLARUS**

Please take notice that the Town Board of the Town of New Glarus will hold a public hearing to consider the Town of New Glarus Public Facilities Needs Assessment Study as prepared by Vierbicher & Associates and the associated Ordinance 01-2012, an ordinance to amend Chapter 80 Impact Fee Ordinance, at 6:00 PM on January 10, 2024 at the New Glarus Town Hall, 26 5<sup>th</sup> Avenue. All interested parties are invited to attend.

You are further notified that a copy of said proposed ordinance amendments and Public Facilities Needs Assessment Study are on file and open for public inspection in the office of the Town Clerk at the Town Hall, 26 5<sup>th</sup> Avenue, New Glarus, WI. An electronic version of the Town of New Glarus Public Facilities Needs Assessment Study may also be viewed on the Town of New Glarus website: <https://townofnewglarus.com/>.

Respectfully Submitted

**John Wright**  
Town of New Glarus Clerk

**As posted December 14, 2023 - Town Hall, Garage & New Glarus Post Office  
Published December 21, 2023 and December 28, 2024 in Post Messenger Recorder**

# Public Facilities Needs Assessment and Impact Fee Study Town of New Glarus, Wisconsin

*Prepared For:*  
Town of New Glarus  
PO Box 448  
New Glarus, WI 53574

*Prepared By:*  
Vierbicher  
999 Fourier Drive Ste. 201  
Madison, Wisconsin 53717

*Prepared On:*  
November 7, 2023

Approved On:  
January 10, 2024

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vierbicher  
planners | engineers | advisors





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# Acknowledgments

## **Town Board**

Chris Narveson, Chairman  
Matt Streiff, 1<sup>st</sup> Supervisor  
Troy Pauli, 2<sup>nd</sup> Supervisor  
Jim Hoesly, 3<sup>rd</sup> Supervisor  
Robert Elkins, 4<sup>th</sup> Supervisor

## **Parks Commission**

Harry Pulliam, Chair  
Dana Emmerton  
Mona Sue French  
Chris Narveson  
Jason Neton  
Mark Pernitz  
Kelly Ruschman

## **Plan Commission**

Chris Narveson, Chair  
John Freitag  
Craig Galhouse  
John Ott  
Robert Elkins  
Mark Pernitz  
Reg Reis

## **Town Staff**

John Wright Clerk-Treasurer

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## SECTION 1: INTRODUCTION

Under [Wisconsin Statute 66.0617](#), state municipalities may adopt impact fees to pay for the proportionate share of facilities needed to serve new development, which includes public facilities, parks and recreation, library, and transportation capital costs. Under Wisconsin Statutes, a municipality may establish an impact fee in an amount to meet all or part of the requirements for the construction, expansion, or improvements of public facilities needed to serve the development.

New development should not be required to pay for existing facilities or to correct deficiencies in existing facilities. Therefore, this Needs Assessment provides an inventory of existing facilities and deficiencies in the quantity or quality of those facilities, then calculates future needs and the percentage attributable to future development.

### [Overview/ Impetus for the Updated Study](#)

The Town of New Glarus has been continually growing for the past 20 years and will continue to grow. The Town has an extensive agricultural history that has changed over the years due to the construction of residential subdivisions and changes in agricultural practices toward larger equipment and larger farm acreage.

This document includes an analysis of demographic trends and housing unit trends plus an inventory of existing facilities, existing deficiencies, and future needs. This information along with proposed impact fee calculations will be used to determine the proposed impact fee per new dwelling unit. The impact fees included in this document include Library Facility Impact Fee, Park Impact Fee, Highway/Transportation Impact Fee, and Town Facility Impact Fee.

In 2021, the Town retained Vierbicher to update impact fees, which required an evaluation of needs that this Needs Assessment establishes and recommends for impact fees. This report utilized existing municipal documents as baseline data and for future population projections to satisfy the requirements of [Wisconsin Statutes 66.0617](#) to properly allocate cost for public facilities between existing development and new developments, which informed the revised fee ordinance. In September 2022, Barrientos Design and Consulting produced a Space Needs Assessment for the Public Works garage plus Town Hall. In December 2022, the Town purchased the Hayes Property, a ~96.41 acre parcel along Hwy 39, for \$1,350,000. The recorded CSM No. 5601 split the land into four (4) parcels, with the intent to have the first Town Park, plus a New Town Hall and Public Works garage. These actions were taken into account when preparing this analysis.

The previous Needs Assessment study was conducted in April 2008. This updated study will allow the Town to implement impact fees to meet the needs of future residents and reflect the costs of those improvements.

## Future Growth Needs

The Town should revisit the Public Facilities Needs Assessment and Impact Fee Study annually to discuss Town growth and future needs. The following is an example of how to estimate the impact fee per facility.

1. Inventory existing public facilities.
2. Identify the desired service level standard that the Town wants to provide.
3. Identify existing facility deficiencies based on service level standards.
4. Identify public facility, improvement, or expansion needs based on projected growth and service level standards.
5. Estimate reasonable capital costs of anticipated facilities.
6. Subtract the cost of facilities attributable to deficiencies.
7. Calculate impact fee based on anticipated growth – Divide estimate cost attributed to new development by the number of units expected to be built.

For number seven, this 2023 update determined that 38% (190 housing units) of the costs could be attributed to future development. The timing of any future Public Facility Assessment and Impact Fee Study will determine the percentage that should be attributed to future development. All future impact fees will need to follow the process as noted on page 4 Process for Adopting or Amending an Impact Fee Ordinance.

## Authority to Impose Impact Fees Under Wisconsin Statutes

In 1993, Wisconsin Act 305 created Section §66.55 (now §66.0617) of the Wisconsin Statutes, which provides the authority for cities, villages, and towns to impose impact fees on new development for recovering capital costs of public facilities. The statute specifies the type of facilities for which impact fees may be imposed and prescribes the procedural requirements for impact fee ordinances enacted by a municipality. According to the statutes: "A municipality may enact an ordinance under this section that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development." Before amending the fees, the municipality must conduct a Facilities Needs Assessment to assess the needs of the community and the possible costs associated with land acquisition and construction of new facilities. Any funds collected must be used within eight years. If the collected impact fees are not used within eight years, the municipality must either refund the fee or apply for an extension.

## Eligible Facilities to Allocate Impact Fees

The impact fee statute allows the use of impact fees for a wide variety of public facilities projects. Public facilities do not include facilities owned by a school district. Impact fees provide a mechanism to ensure that new developments are adequately served by public facilities. Eligible uses for Impact Fees:

- Highways, transportation facilities, and traffic control devices
- Sewage and water treatment facilities
- Water pumping, storage, and distribution systems
- Parks, Playgrounds, Land for athletic fields
- Solid waste and recycling facilities
- Fire, law enforcement, and emergency medical facilities
- Libraries

## Ineligible Facilities to Allocate Impact Fees

- School district facilities
- Vehicles
- Operation and maintenance expenses
- Deficiencies in existing public facilities
- Purposes other than those for which the fees were collected (Wis. Stat. § 66.0617(f))

## Overview of Impact Fee Requirements

State Statutes - 66.0617 - require the preparation of a Needs Assessment before an ordinance can be adopted that imposes impact fees on new development. The needs assessment must include the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies<sup>1</sup> in the quantity or quality of those public facilities for which it is anticipated that an impact fee may be imposed.
2. An identification of the new public facilities, or improvements or expansions of existing public facilities that will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards.

---

<sup>1</sup> "Deficiency" means the amount by which debt service required to be paid in a calendar year exceeds the amount of revenues estimated to be derived from the ownership and operation of the public improvement for the calendar year, after first subtracting from the estimated revenues the estimated cost of paying the expenses of operating and maintaining the public improvement for the calendar year.



3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities identified in No. 2, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the political subdivision.

*Impact fees must meet the following standards:*

1. Bear a rational relationship to the need for new, expanded, or improved public facilities that are required to serve land development.
2. May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the political subdivision.
3. These are based upon actual capital costs or reasonable estimates of capital costs for new, expanded, or improved public facilities.
4. Are reduced to compensate for other capital costs imposed by the political subdivision with respect to land development to provide or pay for public facilities, including special assessments, special charges, and dedications or fees in lieu of land dedications under Ch. 236 or any other items of value.
5. Are reduced to compensate for money received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
6. May not include amounts necessary to address existing deficiencies in public facilities.
7. Must be payable by the developer to the political subdivision, either in full or in installment payments that are approved by the political subdivision, before a building permit may be issued, or other required approval may be given by the political subdivision.

#### Process for Adopting or Amending an Impact Fee Ordinance

1. Prepare needs assessment.
2. Prepare a new or revised ordinance.
3. Public review of needs assessment (20 days prior to public hearing).
4. Hold a public hearing with a Class 1 Notice.
5. Adopt new or revised ordinance.
6. If a newly established ordinance, create an impact fee account.
7. Implement and monitor accounts and projects.

## SECTION 2: BACKGROUND INFORMATION

### Demographic Trends and Population Projections

Due to its proximity to Madison, the Town is experiencing continuous growth, especially through the construction of new residential subdivisions. The Town is expected to grow at least 29% in population by 2030. The Population Trends and Projections (Table 1) below shows the demographic trends. The growth will impact land needs, public facilities costs, and recreational needs.

The average household size has slightly increased from 2.88 in 2010 to 3.02 in 2021 and the population is still growing. The Town's persons per household is higher than the State's 2.31 average household size.

The total number of Housing Units in the Town is expected to increase by 190 units by the year 2030 from the current estimated amount of 505 to 695 units.

**Table 1: Population Trends and Projections**

Year	2000	2010	2015	2020 Census	2021	2025	2030	Additional Population by 2030	Percent Change 2021 - 2030
<b>Population</b>									
Town of New Glarus	943	1,381	1,306	1,393	1,421	1,700	1,840	419	29%
Village of New Glarus	2,111	2,162	2,128	2,266	2,244	2,290	2,320	76	3%
<b>Total</b>	<b>3,054</b>	<b>3,543</b>	<b>3,434</b>	<b>3,659</b>	<b>3,665</b>	<b>3,990</b>	<b>4,160</b>	<b>495</b>	<b>14%</b>
Library Population*	5,342	5,746	6,055	6,298	6,348	6,540	6,786	438	7%
Town of New Glarus	18%	24%	22%	22%	22%	26%	27%	-	
Village of New Glarus	40%	38%	35%	36%	35%	35%	34%	-	
Surrounding Population	42%	38%	43%	42%	43%	39%	39%	-	
<b>Households</b>									
Year	2000	2010	2015	2020 ACS	2021	2025	2030	Additional Households by 2030	Percent Change 2021 - 2030
Town of New Glarus	332	503	521	512	505	634	695	190	38%
Village of New Glarus	864	885	946	815	943	977	996	53	6%
Total	1,196	1,388	1,467	1,327	1,448	1,611	1,691	243	17%

\* Source: Census, ACS, and DOA Population Projections

### SECTION 3: HIGHWAY/TRANSPORTATION FACILITIES IMPACT FEE

#### Highway/Transportation Facilities

The Town's Comprehensive Outdoor Recreation Plan (CORP) 2017 states that nine trails would be developed. One trail was developed between 2017 and 2022. The Parks Commission updated the CORP in 2022, with an amendment in spring 2023 to support the pursuit of a Knowles-Nelson Grant through the DNR. The CORP amendment included a new trail along STH 39 with high priority: connecting the existing Durst Road trail to the first Town Park 0.6 miles (~3,170ft) to the west. In July 2024, the Town amended a DNR trail grant, changing the trail along CTH NN to the STH 39 trail location. As a result, there are now two (2) high-priority trail projects whose attributes are used to calculate the Highway/Transportation Facilities Impact Fee. These trails allow safe paths and transportation options for existing and new residential developments around the Town, and connect to the existing State trails, existing state parks, and the Village of New Glarus.

The total length of the two Town trails is 5,970 linear feet. Trails within the future park are taken into consideration for the Park Impact Fee. The total estimated costs are \$248,128. Only 38% of the costs can be attributed to future growth in the number of households. Thus after considering \$45,000 in potential grants, the cost attributed to new growth is \$49,288. When divided by the 190 projected housing units to be built, the calculated impact fee per unit is \$259. The Town does not have to charge this full amount per unit. However, the Town cannot charge *more* than this amount for the Highway/Transportation Facilities impact fee. **It is our recommendation based on the analysis that the Highway/Transportation Impact Fee is \$250.**

**Table 2: Highway/Transportation Facilities Impact Fee Calculation**

	Trail	Length L.F.	Estimated Construction Cost	Engineering	10% Contingency	Total
1	State Trunk Highway 39 - from Durst Rd to the First Town Park.	3170	\$115,751.00	\$20,000.00	\$11,575.10	\$147,326
2	Valley View Rd - from Sugar River Trail to Edelweiss Rd.	2800	\$84,000.00	\$8,400.00	\$8,400.00	\$100,800
	Total	5970	\$199,751.00	\$28,400.00	\$19,975.10	\$248,126
	Utilization of future development (38%)					\$94,288
	Credit for grants/other funding					\$45,000
	Total for Impact Fee					\$49,288
	Impact Fee per Unit (190 units)					\$259
	Suggested Fee per Unit					\$250

## SECTION 4: PARK IMPACT FEE

This analysis evaluates the existing parkland currently within the Town of New Glarus. There are no schools within the Town Boundary, thus no school playgrounds, in the Town. There are nearby State Parks, but the state parks mainly have recreational activities such as hiking.

### Type of Parks

#### **Tot lot**

A tot lot is a small park with easy access to residential areas designed specifically for pre-school children. Typically serves children within a 1 to 4-block radius - or approximately 1/4 mile. Currently, there are no tot lots in the Town.

#### **Neighborhood Park**

A neighborhood playground/park is a "walk to" park serving the people of a residential area with a service radius of one-half mile. Currently, there are no neighborhood parks in the Town.

#### **Community Park**

A Community Park is a major park facility that serves all Town residents. The service area is a 20-minute drive - at 25 mph this translates into an 8.2-mile service radius. New Glarus does not have a community park. The community park is intended to serve the active and passive recreational needs of a number of neighborhoods or medium-sized municipalities. Community parks usually also offer areas for passive recreation use such as wood areas and walking trails, scenic lookouts, botanical gardens, multiple shelters, grills, and picnic areas. Off-street parking areas for vehicles and bicycles, permanent restroom facilities, shower facilities, and lighting are common.

### Town CORP Park Goals

- Provide active and passive recreational lands to meet current and future recreational needs of the community and visitors.
- Provide safe and efficient pedestrian and bicycle access between residential neighborhoods, schools, the Village, and other recreational activities.
- Preserve and enhance environmental corridors.
- Coordinate park and recreation planning development.
- Continue education and awareness programs.

### Town CORP Park Objectives

- Obtain additional lands for a community park based on demand by increasing populations, or the environmental and recreational significance of the land.
- Develop a trail system throughout the Town to link schools, state parks, and the Sugar River Trail.
- Link subdivision areas to the Village by pedestrian/bike trails.

- Preserve areas planned for future parks and recreational trails from development.

### Town Park Acreage Deficiency and Projections

The Town only has one passive park, Blue Bird Conservancy. The Town's amended 2023 CORP notes the Town purchased 96.41 acres of land for \$1.35m in December 2022. An 11.5-acre farmette was sold. The 60.36-acre site will host a Town Park, and the Town is currently pursuing creating the park for its residents.

Table 3 illustrates the facility standards for each type of Park. The service area of a Community Park is 8.2 miles; the planning standard for this analysis is 6.5 acres/1,000 people.<sup>2</sup> While the Town has purchased land for a park, it has not had amenities built yet. Therefore, the Town is currently at zero (0) acres per 1,000 residents. The Town has a deficiency for its **current** population of 11.42 acres. Furthermore, the Town has a deficiency of 15.09 acres for its **projected** 2030 population. Subtracting the current deficiency of 11.42 acres from the 15.09 acres needed to service the 2030 population means 3.67 acres can be attributed to future development.

**Table 3: Park Acreage per 1,000 Population**

	Community Parks	Neighborhood Parks	Tot Lots	Total
Service Area (miles)	8.2	0.5	0.25	-
Planning Standard (acres/1000 population)	6.5	1.5	0.2	-
Current Park Acreage	0	0	0	0
Current acres Per 1,000	0	0	0	0
Acres Needed to Meet Needs of Current Population (Planning Standard)	9.05	2.09	0.28	11.42
Acres Needed to Meet Needs of Future Population (Planning Standard)	11.96	2.76	0.37	15.09
Difference of Acres Needed to Meet Projected Population (2030)	2.91	0.67	0.09	3.67
% Utilization by New Development (2030)	24%	24%	24%	24%

Table 4 provides the estimated costs for park amenities. Given the extensive size (60 acres) of the parkland, an estimate of twelve (12) acres was used for certain facilities costs calculated on a unit cost per acre, such as parking. Based on the 2023 Knowles-Nelson submission, an estimate of ~6,300 LF of trail is planned within the park. While the Town does have a significant parkland deficiency for its current residents, the new park will alleviate the parkland deficiency. With a purchase cost equivalent to \$14,000 an acre, the 60.36-acre site cost \$845,202. However, given that this land has been purchased already, the purchase price may not be calculated as a component for which a Park Impact Fee may cover. Therefore, Table 4 codes 'Land Acquisition' for 'Community Park' as \$0.

<sup>2</sup> The National Recreation and Park Association (NRPA) recommend approximately 10 acres of parkland per 1,000 residents. The Town of New Glarus is currently below that standard with zero (0) acres per person.

**Table 4: Estimated Park Costs**

Estimated Costs to Meet Development Need	Community Park	Neighborhood Park	Tot lots	Total
Land Acquisition	\$0	\$38,640	\$14,000	\$52,640
Site Preparation	\$300,000	\$13,800	\$5,000	\$318,800
Landscaping	\$120,000	\$5,520	\$2,000	\$127,520
Shelters	\$200,000	\$100,000	-	-
Restroom Facilities	\$500,000	\$138,000	-	-
Picnic Facilities (tables, grills, etc.)	\$96,000	\$22,080	\$8,000	\$126,080
Park Furniture (lights, benches, etc.)	\$24,000	\$5,520	\$2,000	\$31,520
Playground	\$150,000	\$96,600	\$35,000	\$281,600
Trails	\$75,600	\$13,800	-	\$89,400
Parking per Acre	\$240,000	\$55,200	\$20,000	\$315,200
Estimated Future Inflation Costs (4-year)	\$26,000	\$8,000	\$2,000	\$36,000
<b>Total Cost</b>	<b>\$1,731,600</b>	<b>\$497,160</b>	<b>\$88,000</b>	<b>\$2,316,760</b>

Table 5 shows the per unit impact fee. The total fee is \$1,069; \$807 for a community park, \$227 for a neighborhood park, and \$35 for a total lot. **It is our recommendation based on the analysis that the Park Impact Fee is \$1,050.**

**Table 5: Park Impact Fee**

	Community Park	Neighborhood Park	Tot lots	Total
Cost to Meet Development Needs	\$1,731,600	\$497,160	\$88,000	\$2,316,760
Credit for Grants/Corporation Funding	(\$50,000)	(\$25,000)	(\$15,000)	(\$90,000)
Costs after Credit for Grants/Corporation Funding)	\$1,681,600	\$472,160	\$73,000	\$2,226,760
Portion Attributed to New Development (3.67 acres)	\$403,584	\$113,318	\$17,520	\$534,422
Percent to New Development (38%)	\$153,362	\$43,061	\$6,658	\$203,081
Impact Fee per Unit (190 units)	\$807	\$227	\$35	\$1,069
<b>Suggested Fee per Unit</b>	<b>\$800</b>	<b>\$220</b>	<b>\$30</b>	<b>\$1,050</b>

## SECTION 5: NEW GLARUS LIBRARY IMPACT FEE

The Town has a great relationship with the New Glarus Public Library. Plans for a new, expanded Library have been discussed for several years. The estimated cost for the new library is \$4,255,546. The Town wants to support the new library because the Town is considered part of the Library Service Population.

To determine the Library Impact Fee, this Study used the New Glarus Library Service Population<sup>3</sup> that was prepared in 2014. Table 6 illustrates the Town and Village population along with the Library Population, and the percentage the Town represents of the Library Population. The Library Service Population data did not explicitly provide the exact percentages per the Village of New Glarus, Town of New Glarus, and the surrounding areas, these values were manually calculated.

The New Glarus Library Service Population document provided actual values for 2001, 2003, 2005 (removed as outlier), 2007, and 2009. Charting these values and preparing a line of best fit allowed Vierbicher staff to interpolate 2015, 2020, and 2021 values. The 2025 population value was in the document as a projection, which allowed for an extrapolation to the year 2030.

For this Needs Assessment, the Town as a percentage of the entire service area population (27%) in 2030 is used.

**Table 6: New Glarus Library Service Population**

Year	2000	2010	2025	2030
<b>Population</b>				
Town of New Glarus	943	1,381	1,700	1,840
Village of New Glarus	2,111	2,162	2,290	2,320
<b>Total</b>	<b>3,054</b>	<b>3,543</b>	<b>3,390</b>	<b>4,160</b>
Library Population*	5,342	5,746	6,540	6,786
Town of New Glarus	18%	24%	26%	27%
Village of New Glarus	40%	38%	35%	34%
Surrounding Population	42%	38%	39%	39%

<sup>3</sup> <https://www.newglaruspubliclibrary.org/sites/www.newglaruspubliclibrary.org/files/Service%20Population.pdf>

Table 7 illustrates the calculated Library Impact Fee. The Town portion would be \$1,148,973 (27%), however, the impact fee cannot consider current deficiencies and can only base the impact fee on future population. Thus, the future population (38% of \$1,148,973) should only be considered for the impact fee. This translates into \$2,298 per unit. **It is our recommendation based on the analysis that the Library Impact Fee is \$2,000.**

**Table 7: New Glarus Library Impact Fee**

Facility	Estimated Construction Cost
New Library - Estimates from New Glarus Library	\$ 4,255,456
Town of New Glarus 2030 Service Population (27%)	\$ 1,148,973
Utilization by future development (38%)	\$ 436,610
Impact Fee per Unit (190 units)	\$ 2,298
Suggested Fee	\$ 2,000



## SECTION 6: NEW GLARUS PUBLIC FACILITIES IMPACT FEE

The Barrientos Report in September 2022 noted deficiencies in the current Town Hall plus Public Works Garage when anticipating future growth. The following excerpt from the report discusses Town Hall:

"If there were a contentious topic to discuss for an Annual Town Meeting or Special Town Meeting of the Electorate, the current meeting space would be inadequate, and the Town would need to rent a space for such an event. There is a concern expressed by staff that Town record keeping may require more secure storage space and shelves than are currently available."

Regarding the Public Works garage:

"The garage facility only minimally meets the operational needs and does not provide proper working conditions for staff. The existing facility has previously been identified as deficient and will continue to be deficient given that the population of the Town is rising. [The] [garage] is not set up for efficient operations."

As a result, it is prudent to plan for future, new facilities. The Barrientos study suggested a new Public Works Garage, Crew Addition, Salt Storage, Brush site, and Public Meeting Hall w/ record storage (new Town Hall) on an estimated seven (7) acre site would be doable in one phase for \$4,268,816. It should be noted the land the Town purchased in December 2022 could host these new facilities on a fraction of the site. However, the land cost may not be recouped, as the costs have already been expended.

Table 8 outlines the current facilities versus the potential replacements. Table 9 outlines the estimated construction cost of \$4,268,816, and the 38% attributable to the 190 new households by 2030, a value of \$8,538. **It is our recommendation based on the analysis that the New Glarus Public Facilities Impact Fee is \$1,500.**

**Table 8: Existing and Needed Public Works Facility Comparison**

	Current Facility		New Facility Footprint		Net change (sq. ft.)
	Building Footprint (sq. ft.)	Parcel Size (acres)	Building Footprint (sq. ft.)*	Parcel Size (acres)	
Town Hall	1,725	0.35	2,520	7	795
Public Works Garage	3,360	0.22	9,135		5,775
Total	5,085	0.57	11,655	-	6,570

\* Possible crew addition + garage space. Does not include 500 sq. ft. possible storage addition

**Table 9: Facility Costs and Impact Fee Calculation**

<b>Facility</b>	<b>Estimated Construction Cost</b>
Town Hall, PW Garage, 'Crew Addition' space, Salt Storage, Brush Site	\$ 4,268,816
Utilization by future development (38%)	\$ 1,622,150
Impact Fee per Unit (190 units)	\$ 8,538
Suggested Fee	\$ 1,500

## SECTION 7: TOTAL IMPACT FEE

There are four (4) Impact Fees in this study:

- The Highway/Transportation Impact Fees,
- The Park Impact Fees,
- The New Glarus Library Facility, and
- The Public Facilities Impact Fee

The maximum total impact fee that the Town can charge is listed below per each category. **It is our recommendation based on the analysis and discussions about future costs with the Town that the total impact fee is \$4,800 and the suggested fees per category are listed below.**

### Maximum Total Impact Fees

Highway/Transportation Impact Fees .....	\$259
Park Impact Fees .....	\$1,069
New Glarus Library Impact Fees.....	\$2,298
Public Facilities (Town Hall, PW Garage) .....	\$8,538
<b>Total Impact Fees .....</b>	<b>\$12,164</b>

### Suggested Total Impact Fees

Highway/Transportation Impact Fees.....	\$250
Park Impact Fees .....	\$1,050
New Glarus Library Impact Fees.....	\$2,000
Public Facilities (Town Hall, PW Garage) .....	\$1,500
<b>Total Impact Fees .....</b>	<b>\$4,800</b>

## SECTION 8: IMPACT ON HOUSING

Wisconsin state statutes require the estimation of the effect of imposing an impact fee on the affordability of housing within the community. It is important to take current affordable housing options into consideration when assessing the ability to implement impact fees.

In compliance with state law, Table 10 shows the estimated costs of the median mortgage, property taxes, and insurance in the Town with and without the proposed impact fees applied. Using the assumptions for a home in the Town, this study finds that the impact fee requirements will have minimal effect on the provision of affordable housing in the Town of New Glarus.

**Table 10: Impact on Affordability of Housing**

Item	Value (\$)	Basis / Source
Median Housing Value	\$374,300	2021 ACS
Annual Cost of Housing		
Annual Mortgage Payment	\$26,364	30 years 8.0% (20% downpayment)
Estimate of Property Taxes	\$6,264	2021 ACS
Estimate of Insurance	\$1,200	Estimated 0.003% of Home Value
Total Principal, Interest, Taxes, and Insurance (PITI)	\$33,828	
Median Household Income	\$115,625	2021 ACS
Mortgage Payment as Percent of Income	23%	\$26,364/115,625
PITI as Percent of Income	29.3%	
Added to Annual Mortgage for Impact Fees	\$160	\$4,800/30 years
Annual Housing Cost with Fees	\$33,988	33,828 + 160
Percent increase in Annual Payment	0.47%	
Payment + Fees Percent of Income	29.4%	
Increase in Percent of Income for Housing	0.14%	

## SECTION 9: IMPLEMENTATION AND ADMINISTRATION

This plan is subject to the rights of private property owners and will only be applied to individuals wishing to add or make changes to the property owner's dwelling units. The Town should amend its current ordinance to reflect the recommendations in this study.

### MANAGING IMPACT FEES

Impact fees must be collected at the time building permits are issued. Collected fees are placed in a separate interest-bearing account and must be used within eight years for the capital improvement initially specified. The impact fees and any interest earned on the account balance must be expended only for the facilities for which the fees have been imposed. Impact fees may be used to pay directly for project costs or may be used to pay for the debt service on bonds issued to finance a capital project.

In order to ensure that impact fees are not used to pay for more than the proportionate share of capital costs for facilities needed to serve new development, the public facilities need assessment should be referenced when determining the amount of impact fee revenues to apply to facility funding. If a project is modified from what is detailed in the needs assessment, it may be necessary to review and update the needs assessment and impact fee ordinance. The impact fees pay for capital costs of public facilities but do not cover operation or maintenance costs. To accomplish the implementation, the Town Chair should work with the Public Works director, and the Town Clerk-Treasurer to make sure the impact fee process is set up appropriately.

It is recommended that the Town take the following steps to ensure that impact fees are expended within the statutory time limits and that fees are properly applied to the projects shown in the public facilities needs assessment:

- Maintain a spreadsheet or other list of the amounts collected, showing the date paid, tax key, property owner, number of units, fee per unit, and total amount paid for each type of fee.
- Maintain a spreadsheet showing the projects funded through impact fees, by type of fee. At a minimum, it should show the year of the project, a brief description, total cost (including construction and legal, engineering, etc.), the amount of cash financed from impact fees, the amount borrowed, a debt service schedule and the share of debt service to be paid from impact fees. Ideally, this spreadsheet would also be linked to a sheet showing the balance of impact fee funds by account, showing payments made from each impact fee fund for cash financing and debt service payments.

## Clerk Treasurer

---

**From:** Todd Kuehl <todd@baileysrunvineyard.com>  
**Sent:** Friday, November 24, 2023 10:21 AM  
**To:** Clerk Treasurer  
**Cc:** Grace Kaetterhenry; Chris Narveson; Chris Narveson  
**Subject:** RE: updating special trash/recycling charges

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

John,

I formally request a refund for the 2 years the carts were never picked up as we pay thousands of dollars each year for commercial pick up. We have never put out any residential carts as we do not have any.

Please confirm the refund for these 2 years.

Thanks,

Todd  
Bailey's Run Vineyard  
Owner/Winemaker  
*Where Wine Goes to Have Fun!*

Winery 608-496-1966 | Cell 608-217-7021  
[www.baileysrunvineyard.com](http://www.baileysrunvineyard.com) | [www.whiskeyrun.com](http://www.whiskeyrun.com)  
<https://www.facebook.com/baileysrunvineyard/> | <https://www.facebook.com/whiskeyrundistillery/>



**BAILEY'S RUN**  
— VINEYARD & WINERY —



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---- On Wed, 22 Nov 2023 14:03:51 -0600 **Clerk Treasurer** <clerk@townofnewglaruswi.gov> wrote  
---

Grace,

I think that it was set up as a commercial account through Pellitteri when the Town was still with Waste Management for our residential contract.

Again, I suspect that former Clerk-Treasurer Jesse Wahl added the property based upon the improvement value rather than whether it was residential or commercial.

I will remove the special charge from the 2023 pay 2024 tax bill.

It will be up to Todd to respond to me as to whether the carts were never delivered and to request a refund for the two years we collected the fee.

Many thanks,  
John

John Wright  
Town of New Glarus Clerk-Treasurer  
(608) 527-2390

---

**From:** Grace Kaetterhenry <[Gracek@pellitteri.com](mailto:Gracek@pellitteri.com)>  
**Sent:** Wednesday, November 22, 2023 1:57 PM  
**To:** Clerk Treasurer <[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)>  
**Subject:** RE: updating special trash/recycling charges

They're our commercial front load customer, so I called Todd. He said they don't have carts. Not sure if they were delivered originally or not, or moved to a different site. There's no indication that they were not delivered and none that they were removed at some point, but... you never really know, it's not like we have GPS chips in them.

---

**From:** Clerk Treasurer <[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)>  
**Sent:** Wednesday, November 22, 2023 6:08 AM  
**To:** Grace Kaetterhenry <[Gracek@pellitteri.com](mailto:Gracek@pellitteri.com)>  
**Subject:** RE: updating special trash/recycling charges

Grace,

I don't know if they were issued carts or not. I will try to get in touch with someone today, but logically they would have a dumpster service instead. I wonder how they got added to the account after they opened.

John

John Wright  
Town of New Glarus Clerk-Treasurer  
(608) 527-2390

---

**From:** Grace Kaetterhenry <[Gracek@pellitteri.com](mailto:Gracek@pellitteri.com)>  
**Sent:** Tuesday, November 21, 2023 2:42 PM  
**To:** Clerk Treasurer <[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)>  
**Subject:** RE: updating special trash/recycling charges

Ok, sounds good, I'll get it removed.

---

**From:** Clerk Treasurer <[clerk@townofnewglaruswi.gov](mailto:clerk@townofnewglaruswi.gov)>  
**Sent:** Tuesday, November 21, 2023 2:04 PM  
**To:** Grace Kaetterhenry <[Gracek@pellitteri.com](mailto:Gracek@pellitteri.com)>  
**Subject:** updating special trash/recycling charges

Grace,

I realized this afternoon, while reviewing updated special charges that Bailey's Run Winery (listed under BRV Real Estate LLC, N8523 Klitzke Road has residential pickup. I believe this should be a commercial contract instead. It is a winery and distillery with a commercial kitchen. Todd Kuehl is the agent.

John

John Wright  
Town of New Glarus Clerk-Treasurer  
(608) 527-2390



GREEN COUNTY TREASURER  
1016 16TH AVE  
MONROE WI 53566 1702

**GREEN COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2021  
REAL ESTATE**

BRV REAL ESTATE LLC



**Parcel Number: 23024 01120310  
Bill Number: 318801**

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

318801/23024 01120310  
**BRV REAL ESTATE LLC  
C/O TODD KUEHL  
W5857 COUNTY ROAD NN  
NEW GLARUS WI 53574**

**Location of Property/Legal Description**  
**N8523 KLITZKE RD**  
Sec. 15, T4N, R7E  
CSM 5054 (V23-P200) LOT 1 BNG PRT SW4 SW4  
12.130 ACRES

Please inform treasurer of address changes.

ASSESSED VALUE LAND 81,300	ASSESSED VALUE IMPROVEMENTS 519,800	TOTAL ASSESSED VALUE 601,100	AVERAGE ASSMT. RATIO 0.754234550	NET ASSESSED VALUE RATE 0.02636366 <small>(Does NOT reflect credits)</small>	<b>NET PROPERTY TAX</b> 15759.95 Garbage Collection 199.79 POWTS 10.00
ESTIMATED FAIR MARKET VALUE LAND 106,100	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS See Reverse, Use Value Assessment 689,200	TOTAL ESTIMATED FAIR MARKET VALUE 795,300	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 1,387.71	
TAXING JURISDICTION	2020 EST. STATE AIDS ALLOCATED TAX DIST.	2021 EST. STATE AIDS ALLOCATED TAX DIST.	2020 NET TAX	2021 NET TAX	% TAX CHANGE
Green County	83,550	92,461	3,554.66	4,189.83	17.9%
Town of New Glarus	119,360	121,652	2,778.27	3,130.30	12.7%
New Glarus School	2,688,946	2,871,294	6,219.46	7,884.11	26.8%
MATC	150,912	171,407	552.83	642.96	16.3%
<b>TOTAL</b>	<b>3,042,768</b>	<b>3,256,814</b>	<b>13,105.22</b>	<b>15,847.20</b>	<b>20.9%</b>
<b>FIRST DOLLAR CREDIT</b>			<b>-82.58</b>	<b>-87.25</b>	<b>5.7%</b>
<b>LOTTERY AND GAMING CREDIT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>NET PROPERTY TAX</b>			<b>13,022.64</b>	<b>15,759.95</b>	<b>21.0%</b>

**TOTAL DUE: \$15,969.74**

**FOR FULL PAYMENT  
PAY BY:  
JANUARY 31, 2022**

**Warning:** If not paid by due dates,  
installment option is lost and total tax is  
delinquent subject to interest and, if  
applicable, penalty.  
**Failure to pay on time. See reverse.**

**FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases**

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
Green County	47,059	173.35	2025				
New Glarus School	925,774	3,426.99	2041				
New Glarus School	36,147	133.81	2031				

PAY 1ST INSTALLMENT OF: \$8,089.77  
**BY JANUARY 31, 2022**

AMOUNT ENCLOSED \_\_\_\_\_

**MAKE CHECK PAYABLE AND MAIL TO:**

**GREEN COUNTY TREASURER  
1016 16TH AVE  
MONROE WI 53566 1702**

**PIN# 23024 01120310  
BRV REAL ESTATE LLC  
BILL NUMBER: 318801**

PAY 2ND INSTALLMENT OF: \$7,879.97  
**BY JULY 31, 2022**

AMOUNT ENCLOSED \_\_\_\_\_

**MAKE CHECK PAYABLE AND MAIL TO:**

**GREEN COUNTY TREASURER  
1016 16TH AVE  
MONROE, WI 53566-1702**

**PIN# 23024 01120310  
BRV REAL ESTATE LLC  
BILL NUMBER: 318801**

PAY FULL AMOUNT OF: \$15,969.74  
**BY JANUARY 31, 2022**

AMOUNT ENCLOSED \_\_\_\_\_

**MAKE CHECK PAYABLE AND MAIL TO:**

**GREEN COUNTY TREASURER  
1016 16TH AVE  
MONROE WI 53566 1702**

**PIN# 23024 01120310  
BRV REAL ESTATE LLC  
BILL NUMBER: 318801**



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

GREEN COUNTY TREASURER  
1016 16TH AVE  
MONROE WI 53566 1702

**GREEN COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2022  
REAL ESTATE**

BRV REAL ESTATE LLC



**Parcel Number: 23024 01120310  
Bill Number: 362457**

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

362457/23024 01120310  
**BRV REAL ESTATE LLC  
C/O TODD KUEHL  
W5857 COUNTY ROAD NN  
NEW GLARUS WI 53574**

**Location of Property/Legal Description**  
**N8523 KLITZKE RD**  
Sec. 15, T4N, R7E  
CSM 5054 (V23-P200) LOT 1  
12.130 ACRES

Please inform treasurer of address changes.

ASSESSED VALUE LAND 81,700	ASSESSED VALUE IMPROVEMENTS 627,300	TOTAL ASSESSED VALUE 709,000	AVERAGE ASSMT. RATIO 0.979901134	NET ASSESSED VALUE RATE 0.01903548 <small>(Does NOT reflect credits)</small>	<b>NET PROPERTY TAX</b> 13399.40 Garbage 212.23 POWTS 20.00
ESTIMATED FAIR MARKET VALUE LAND 81,600	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 640,200 <i>See Reverse, Use Value Assessment</i>	TOTAL ESTIMATED FAIR MARKET VALUE 721,800	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 1,124.24	
TAXING JURISDICTION	2021 EST. STATE AIDS ALLOCATED TAX DIST.	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2021 NET TAX	2022 NET TAX	% TAX CHANGE
Green County	92,461	95,198	4,189.83	3,395.02	-19.0%
Town of New Glarus	121,652	129,603	3,130.30	2,472.42	-21.0%
New Glarus School	2,871,294	2,907,410	7,884.11	7,106.96	-9.9%
MATC	171,407	184,545	642.96	521.75	-18.9%
<b>TOTAL</b>	<b>3,256,814</b>	<b>3,316,756</b>	<b>15,847.20</b>	<b>13,496.15</b>	<b>-14.8%</b>
<b>FIRST DOLLAR CREDIT</b>			<b>-87.25</b>	<b>-96.75</b>	<b>10.9%</b>
<b>LOTTERY AND GAMING CREDIT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>NET PROPERTY TAX</b>			<b>15,759.95</b>	<b>13,399.40</b>	<b>-15.0%</b>

**TOTAL DUE: \$13,631.63**  
**FOR FULL PAYMENT  
PAY BY:  
JANUARY 31, 2023**  
**Warning:** If not paid by due dates,  
installment option is lost and total tax is  
delinquent subject to interest and, if  
applicable, penalty.  
**Failure to pay on time. See reverse.**

**FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases**

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
Green County	48,432	136.02	2025				
New Glarus School	38,644	109.00	2031				
New Glarus School	1,182,705	3,336.00	2041				

<b>PAY 1ST INSTALLMENT OF:</b> \$6,931.94 <b>BY JANUARY 31, 2023</b> AMOUNT ENCLOSED _____ <b>MAKE CHECK PAYABLE AND MAIL TO:</b> <b>GREEN COUNTY TREASURER</b> 1016 16TH AVE MONROE WI 53566 1702  PIN# 23024 01120310 BRV REAL ESTATE LLC BILL NUMBER: 362457	<b>PAY 2ND INSTALLMENT OF:</b> \$6,699.69 <b>BY JULY 31, 2023</b> AMOUNT ENCLOSED _____ <b>MAKE CHECK PAYABLE AND MAIL TO:</b> <b>GREEN COUNTY TREASURER</b> 1016 16TH AVE MONROE, WI 53566-1702  PIN# 23024 01120310 BRV REAL ESTATE LLC BILL NUMBER: 362457	<b>PAY FULL AMOUNT OF:</b> \$13,631.63 <b>BY JANUARY 31, 2023</b> AMOUNT ENCLOSED _____ <b>MAKE CHECK PAYABLE AND MAIL TO:</b> <b>GREEN COUNTY TREASURER</b> 1016 16TH AVE MONROE WI 53566 1702  PIN# 23024 01120310 BRV REAL ESTATE LLC BILL NUMBER: 362457
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INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

**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: Michael Uselmann & Corissa Mosher Uselmann

<sup>N 8437</sup>  
Address of New Driveway: (CSM:4432) Lot 2 Marty rd, New Glarus, WI 53574

Name of Applicant: Michael Uselmann Signature of Applicant: Michael Uselmann

Date of Application: 6/4/20 Contractor: Lovlace Pump Company, Inc.

Date culvert will be installed 6/22-6/26

Date six inches of aggregate rock will be laid down 6/22-6/26

Date final application of two inches of gravel will be done 6/22-6/26

Date erosion control will be finished 6/22-6/26

Signature Michael Uselmann Date 6/4/20  
(Owner, Agent, Contractor)

Inspection Fee \$ 500 Security Deposit: \$500

Date of Receipt of Fee: 6/8/20 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 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: \_\_\_\_\_  
(Town Chairman/Clerk)

**Results of Inspection:**

X 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 11-28-2023

Signature \_\_\_\_\_  
(Town Clerk)

Date \_\_\_\_\_

*CK# 1162 from  
Mike  
Uselmann*

TOWN OF NEW GLARUS Green  
County, Wisconsin  
(608) 636-3495

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: CASEY NIEDERWERFER

Address of New Driveway: W6494 COUNTY HIGHWAY H, NEW GLARUS WI

Name of Applicant: CASEY NIEDERWERFER Phone Number of Applicant: 608-206-1029

Date of Application: 8/13/23 Contractor: BRYAN KRANIG

Date culvert will be installed COMPLETE

Date six inches of aggregate rock will be laid down COMPLETE

Date final application of two inches of gravel will be done 10/15/23

Date erosion control will be finished 10/15/23

Signature [Signature] Date 8/13/23  
(Owner, Agent, Contractor)

Inspection Fee \$ 500 ck# 6602 Green County Title Security Deposit: \$1000

Date of Receipt of Fee: 8/14/2023 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 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]  
casey.niederwerfer@gmail.com (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] Date 11-28-2023  
(Town Chair or Designee)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Town Clerk)

**RESOLUTION PROVIDING FOR SPECIAL CHARGES FOR  
GARBAGE COLLECTION AND FOR RECYCLING FOR 2006**

**WHEREAS**, the New Glarus Town Board has determined that continuing a system of Town-wide garbage and recyclables collection would be advantageous to the Town and its residents;

**AND WHEREAS**, the Town of New Glarus has hired a contractor to provide such services, and whereas the annual cost of providing such services to single family dwellings, duplexes, condominiums, one (1) to four (4) unit apartment buildings and manufactured (mobile) homes not located in a mobile home park will be:

**\$33,000 for the year of 2006**

**BE IT HEREBY RESOLVED** that the Town Treasurer and the Town Clerk are hereby authorized and instructed, pursuant to Wis. Stats. §66.0405, to place a special charge for refuse and recyclable collection and hauling services against each single family dwelling, duplex, condominium, one to four unit apartment building and manufactured (mobile) home not located in a mobile home park based upon the following rates:

**Refuse and Recycling  
Yearly Rate Per Chargeable Dwelling Unit**

\$ 118.00/Unit

Charges will be billed as a special assessment and included on tax bill for 2006 with payment for collection services due no later than January 31, 2007.

A unit shall be defined as a single family dwelling unit, a duplex unit, a mobile or manufactured home, a condo unit or 1 four unit apartment.

TOWN OF NEW GLARUS

By: 

Keith Seward, Town Chairman

ATTEST:

By: 

Patricia Salter, Town Clerk

Adopted: December 29, 2005

Posted at:

New Glarus Town Office – Swiss Miss Center  
New Glarus Garage  
New Glarus Post Office

## Clerk Treasurer

---

**From:** Clerk Treasurer  
**Sent:** Monday, November 27, 2023 7:56 AM  
**To:** Chris Narveson ; Chris Narveson  
**Subject:** Need your advice regarding multiple houses with one trash/recycling charge or no charge  
**Attachments:** 060120 recycling ltr.pdf; 051107 Town Board Minutes.doc; 051229 Town Board Minutes.doc; 051230 Garbage resolution.doc; Resolution to add TR to annual tax bills.pdf

Chris,

I am trying to finish up my review of special charges so that tax bills can be generated.

I removed Bailey's Run Vineyard from the list to be charges since they contracted for commercial services in 2018. A charge was added to the 2021 pay 2022 bill by Jesse and I did not catch it to remove it from the 2022 pay 2023 bill. I will be asking the Board to refund them around \$424 at the December meeting.

As you know, Town of New Glarus policy is to add a T/R charge to each annual tax bill for habitable residential dwelling units. For example, a two-unit condo or two-unit condo would have two separate charges. There are multiple properties with more than one house who pay a single fee rather than multiple ones. I have inserted addresses and images below:

W4962 Schneider Lane and W4960 Schneider Lane on parcel 0001.4000:







N9558 State Highway 69 and N9562 State Highway 69 on parcel 23024 0015.1000:







W6708 Klassy Road and W6701 Klassy Road on parcel 23024 0056..0000:







W4970 Kubly Road, W4966 Kubly Road, and W4962 Kubly Road on parcel 23024 0091.0000:









W6090 Legler Valley Road on parcel 23024 0159.0100 (one residence, no carts, no charge):





N7422 County Highway N (fire number nearest to trailer, no second fire number for brick house) on parcel 23024 0261.0000:







I could skip adding these charges to these properties again this year and instead present them to the Board for review and to then decide. If the Board agrees that each habitable building should have a fire number and fee, we could mail a letter with the Town policy along with an invoice to the affected property owners. The property owner could then decide whether they want to receive the carts or not, but not whether their refusal will remove the charge. I have attached the letter that property owners received and the resolution to adopt the policy from December 29, 2005.

John

John Wright  
Town of New Glarus Clerk-Treasurer  
(608) 527-2390

Town of New Glarus  
PO Box 448  
New Glarus, WI 53574 US  
clerk@townofnewglarus.com  
townofnewglarus.com



**BILL TO**  
Dana Doll  
W6785 Rothenbuehler Rd  
Monroe, WI 53566

**INVOICE 1085**

**DATE 07/22/2021 TERMS Net 30**

**DUE DATE 08/21/2021**

DESCRIPTION	QTY	RATE	AMOUNT
CSM/Plan Review Town Engineering - review of driveway documents - Engineering	2	150.00	300.00

Please remit payment to: Town of New Glarus, PO Box 448,  
New Glarus, WI 53574

**TOTAL DUE**

**\$300.00**

Town of New Glarus  
PO Box 448  
New Glarus, WI 53574 US  
clerk@townofnewglarus.com  
townofnewglarus.com



**BILL TO**  
Ed Klitzke  
W6548 Legler Valley Rd  
New Glarus, WI 53574

**INVOICE 1324**

**DATE 02/09/2023 TERMS Net 30**

**DUE DATE 03/11/2023**

	DESCRIPTION	QTY	RATE	AMOUNT
<b>CSM/Plan Review - Engineering</b>	Property development review through December 2022 for proposed 3-Lot cluster division by Certified Survey Map performed by Vierbicher	1	697.50	697.50

Please remit payment to: Town of New Glarus, PO Box 448,  
New Glarus, WI 53574

**TOTAL DUE \$697.50**

### **2021~~3~~ Ad for Deputy Clerk-Treasurer position**

The Town of New Glarus is currently accepting applications for the Deputy Clerk-Treasurer position. The selected candidate will be responsible for the statutory duties of the appointed position including the management of elections, taxation, & daily financial transactions in conjunction with or in the absence of the Clerk-Treasurer. The Deputy Clerk/Treasurer acts as a key liaison between reports to and is supervised by the Town board/commissions/committees, employees, & residents Clerk-Treasurer. Previous experience in municipal government is preferred but not required. Preference will be given to applicants with experience with Microsoft Office products and accounting experience or training. Salary is commensurate upon experience. This is a 50-80 35-50% position with full prorated benefits.

Interested applicants shall should submit a resume letter of qualification and cover letter to [clerk@townofnewglarus.com](mailto:clerk@townofnewglarus.com) [cnarveson@townofnewglaruswi.com](mailto:cnarveson@townofnewglaruswi.com). The pPosition is will remain open until filled. A detailed job description is posted to the Town website: [enter hypertext link](#).



## TOWN OF NEW GLARUS

**TITLE OF POSITION:** Deputy Clerk/ ~~Plan Administrator~~ Treasurer

**WORK UNIT:** Town Hall/Office

**IMMEDIATE SUPERVISOR:** Clerk-Treasurer

**POSITION IN BRIEF:** This is a clerical position in the office of the Town Clerk-Treasurer. The Deputy Clerk/~~Plan Administrator~~ Treasurer issues or assists in the issuance of various licenses and permits, records various documents and vital statistics, and maintains a variety of records. Work is performed under the general supervision of the Town Clerk-Treasurer in accordance with town, state, and federal laws. The employee has considerable contact with the general public and is a primary responder for walk-in work. The Deputy Clerk/~~Plan Administrator~~ Treasurer may be assigned a special area of responsibility for report preparation and record-keeping and provides coverage for office in the Clerk-Treasurer's absence.

### SECTION A.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND JOB-RELATED EXPERIENCE REQUIRED**

- Knowledge of Business English, spelling, and basic math
- Knowledge of modern office practices and procedures
- Ability to operate modern office equipment such as calculators, fax machines, photocopiers, **scanners**, computers, and required software including, but not limited to Microsoft Word, Excel, **Access**, and Power Point
- Knowledge and understanding of **Wisconsin** State statutes and regulations relating to the duties and responsibilities of the Town Clerk-Treasurer and the ability to retain and use them
- Thorough knowledge of the Open Records and Open Meeting laws and ability to communicate to elected and appointed officials.
- Ability to establish and maintain effective working relationships with State and Town officials, employees, and the general public
- Ability to organize work and set priorities
- Ability to be responsible for accuracy, timeliness, and thoroughness of own work and to perform such work in accordance with legal, procedural, and policy guidelines
- Strong customer service skills to include the ability to stay calm and polite when dealing with upset customers
- Ability to work under busy circumstances ~~at times~~; to be able to multitask, to be flexible, and to work with unexpected interruptions
- Ability to manage **job-related** stress
- Ability to exercise discretion, tact, and diplomacy at all times
- Commitment to protect the confidentiality of the citizenry, ~~€~~Town personnel and elected/appointed officials
- Ability to obtain election inspector certification, perform absentee ballot processes, and voter registration
- ~~Ability to learn and implement Town software~~

### SECTION B.

#### **SPECIAL REQUIRED QUALIFICATIONS**

- Graduate of an accredited high school. Additional courses in business administration, office procedures, and basic accounting are preferred as is experience in clerical work and/or municipal office experience or any equivalent combination of experiences and training
- A valid Wisconsin Drivers License
- Must be available nights, holidays and weekends as required for evening meetings, typically up to three a month

### SECTION C.

#### **ESSENTIAL FUNCTIONS**

- Perform duties as required is ~~State Statutes Chapter 62.09(11)(I).~~ **Wis. Stat. § 60.33 and Wis. Stat. § 60.34**
- Operate and maintain office equipment, assist Clerk-Treasurer, **and** keep a reasonable inventory of general office supplies
- Perform, clerical, and record-keeping duties; license ~~new dogs and renew current dog registrations~~; schedule and post notices; ~~record~~ **take** meeting minutes for all ~~†Town board/commission/and/or committee and town committee~~ meetings; maintain Towns records and files; work with Clerk-Treasurer to issue alcohol licenses as approved by Town Board.
- Coordinate agendas and activities with ~~Commission Chair for Plan and Parks Commissions.~~ **Produce meeting minutes, Commission monthly and yearly Town Board reports and p** Post scheduled meetings-**notices**, agendas and minutes to Town ~~W~~-website. ~~Update Parks Commission Facebook page and website.~~
- In absence of the Clerk-Treasurer: prepare checks for Town's authorized expenditures; keep records and disburse authorized payments; record financial ~~records~~ **transactions**; ~~keep~~ **maintain** insurance records, contracts, and claim information; ~~prepare and submit quarterly and annual payroll tax reports~~
- Help administer elections: Issue in-person and mailed absentee ballots, verify voter registration, and/or register voter, ~~update voter registrations~~
- Review, organize, and dispose of ~~M~~ **municipal R**-records according to the Records Retention Policy.
- Work with Clerk-Treasurer and Accountant to prepare annual audit
- ~~Compile split computations, maintain section files, associated maps, surveys, minutes, permits and other documents for those properties whose potential for division post Ordinance has been filed by affidavit with Green County Register of Deeds by the Town of New Glarus~~
- ~~Schedule and meet with owners of above properties who request a consultation with the Plan Administrator for the purpose of establishing their property's potential. Review the rules as established by Chapter 110 (including the identification of the required open space by deed restriction or affidavit) and perform research regarding previous land divisions and impact on proposed division.~~
- ~~Collect the appropriate fees; 1) Scheduling to meet with the Building Inspector for evaluation of site suitability, 2) Scheduling a meeting with the Technical Review Committee, 3) Scheduling a consultation with the Plan Commission, 4) Collect escrow in anticipation of possible charges/expenses for professional review 5) as identified in the Needs Assessment Study and formalized in the Impact Fees Ordinance~~
- ~~Ensure that all documents are filed and legal notices printed prior to Public Hearings for Minor and Major Subdivisions and CSM approvals. Update section files with all land division documents.~~
- ~~Schedule Technical Review Committee meetings, Plan Commission consultations, Public Hearings for Minor and Major Subdivisions, and inform the Town Clerk/Treasurer about a land divider's election for the Town Board to determine site suitability and to provide all required and requested documents for such meetings~~
- Work closely with the Town's Building Inspector to ~~assure~~ **ensure** ongoing communication regarding land division, restrictions or the terms of conditional approval, collection of fees, **and** recording of building permits in spreadsheet and filing of same.
- Work with Town Engineer and Building Inspector to ~~assure~~ **ensure** compliance with Town ~~specifications~~ **standards**
- ~~Issue IOH (Implements of Husbandry) permits and communicate any State Act changes to Plan Commission and Town Board.~~
- Issue Road Opening Permits and maintain ~~data base~~ **database**
- ~~Process~~ **Respond to** assessment requests and answer general questions regarding assessments, taxes, and parcel ownership

#### **SECTION D.** **ADDITIONAL FUNCTIONS**

- Assist with walk-in traffic, answer questions and give out requested information
- Answer routine telephone inquires and respond to correspondence
- Perform clerical and record keeping duties
- Attend training sessions, workshops or seminars as deemed appropriate
- Attend Town Board meetings, as requested
- Report any irregularities and unusual incidents to the proper Town Official

**SECTION E.**  
**PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED**

The performance of routine tasks requires a capacity to intermittently sit, stand walk, bend and lift moderate objects and communicate effectively with public and officials.

**SECTION F.**  
**WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED**

Sometimes tasks will require early starting time and long hours. Work is usually performed in an office setting. Occasional field trips are required.

**SECTION G.**  
**EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS**

Equipment and tools including computers, copy equipment, file cabinets, electric calculator, digital scanner, fax, and digital camera. The tasks to be performed also require use of telephone, and cellular phone and radios. Record keeping will require use of desktop calculator.

**SECTION H.**  
**OTHER POSITIONS AN EMPLOYEE IN THIS POSITION MAY BE EXPECTED TO ROUTINELY SUPERVISE**

POSITION CREATED: ~~March 3, 2009~~ **October 18, 2023**

DATE ADOPTED BY TOWN BOARD: ~~May 12, 2009~~ **December 13, 2023**

DATE THIS POSITION DESCRIPTION WAS LAST REVIEWED: ~~January 18, 2016~~ **December 13, 2023**



## PARK COMMISSION MEETING

Wednesday, October 18, 2023

### Minutes

**Attending:** Chair Harry Pulliam, Kelly Ruschman, Mark Pernitz, Chris Narveson, Mona Sue French, Jason Neton, and Rose Pertzborn: alternate Commissioner

**Absent:** Dana Emmerton

**Also Attending:** None

1. **Call to Order:** Meeting was called to order by Chair Pulliam at 6:02 PM.
2. **Proof of Posting:** Chris Narveson, Town Chair, attested to proper proof of posting.
3. **Approve Minutes from September 20, 2023**  
Motion to approve the minutes was made by Commissioner Pernitz seconded by Commissioner Ruschman. Motion carried.
4. **Public Comments** – Ask Mark Hazelbaker if friends groups emails are subject to people requesting emails the Town has.
5. **Update on Trail Along County Highway NN to State Highway 39, Including October 11, 2023, Town Board Resolution to use \$24K+ from Impact Fees as Part of Town's Match** – Need Archeological Study done. Vierbicher Associates said they will reach out to the last one we had on County NN and copy Clerk-Treasurer on it.
  - Also need engineering and legal descriptions for the easements for the trail.
  - Mark Pernitz motioned second by Jason Neton: Recommend to the board that we transfer all Impact fees (\$28,710) and all future impact fees for expenses for the trail along HWY 39 to our new park. Motion carried.
  - Mark Pernitz motioned and second by Rose Pertzborn: Parks recommends the Board to pay for engineering cost for the STH 39 trail to Vierbicher and Associates. Motion carried.
  - Mark Pernitz motioned second by Kelly Ruschman: Parks recommends to the Board the use of park sinking funds money to complete the STH 39 trail after Impact fees are exhausted. Motion carried.
6. **Continue 2024 Budget Discussion** – Recommend to the Town Board that we use all money in community Park Improvements.
7. **Discuss and Possibly Consider Action to Request Town Board Permission to Transfer Money from Sinking Fund to Certificate of Deposit** – Mark Pernitz motioned second by Jason Neton: Parks recommends to the Town Board that \$6,000 sinking fund money be invested into a CD. Also Recommend \$20,000 of the Parks sinking fund to be transferred to a 1 year CD. Motion carried.
8. **Discuss Frost-seeding of Prairie Mix on Open Land at New Town Park** – Mark Pernitz motioned second by Mona Sue French: Purchase of \$1,000 worth of WisDOT Prairie mix to be used on the New Town Park and use the Community Parks Impact Fee using all money from the 10/22 and 11/5 impact fees be dedicated for this use. Motion Carried
9. **Update on Green County Leaders Project Proposal** – This Orchard Project had the most interest at the Green County Leaders meeting. They had to turn away people who wanted to be a part of this.

10. **Update on Town Board's October 11, 2023, Vote on Hunting and Trapping at New Town Park** – The Parks recommends no hunting or trapping signs be installed. It also recommends that we allow Matt to hunt until the end of winter hunting season.
11. **Discuss Purchase of “Posted, No Trespassing” Signage for New Town Park** – Mark Pernitz motioned second by Mona Sue French: Parks recommends to the Board that no hunting or trapping signs be purchased and installed and use up to \$50 out of our budget. Motion carried.
12. **Discuss Partnering with Wisconsin Conservation Corps on Projects at New Town Park** – Brief Dissuasion.
13. **Discuss Correspondence with Steve Fabos of Indigenous Restorations and Tome Mitchell of The Prairie Enthusiasts About Removal of Invasives and a Burn at BBRC**  
Recommendations: to
  - Put down more seed.
  - Have quote to remove sumac \$5,400
  - Large stand of dogwood to be removed \$1,200
  - \$1,900 for the rest of the Sumac not on our property
  - May do burn in the spring.
14. **Discuss Fall Tree Sale—Species, Including ones for Community Orchard, and Mailer** – Recommendation to deliver trees to the people who buy them. Put off till next month on the numbers. Species:
  - Oak – Burr
  - Lilac dark purple
  - Maple Red
  - White Pine
  - Crab Apple
15. **Report on eCycle Event Held on October 14, 2023** – Successful, but about half of last year because it was raining.
16. **Firm up Fall Workshops and Events at New Town Park**
  - a. Invasives Removal Workshop (10 a.m. – 2 p.m. Saturday, October 28, 2023) – Snacks? UTV?  
Mark Pernitz motioned second by Mona Sue French: Spend up to \$30 on snacks. Motion carried.
  - b. Walk the Park with local supporters (1-3 p.m. Saturday, November 4, 2023) – There was a brief discussion.
17. **Schedule Next Meeting** – The next meeting will be held on Wednesday, November 15, 2023 at 6:00 PM.
18. **Adjourn: Motion to adjourn by Commissioner Mona Sue French seconded by Commissioner Mark Pernitz at 8:10 PM. Motion carried.**

Approved:

Minutes by Chris Narveson

TOWN OF NEW GLARUS  
PLAN COMMISSION MEETING  
THURSDAY, NOVEMBER 16, 2023  
MINUTES

Members Attending: Chris Narveson: Chair (departed at 6:58 PM); John Ott, Reg Reis, Craig Galhouse, Mark Pernitz, John Freitag (Chair Pro Tem after the departure of Narveson), and Robert Elkins

Absent: None

Also Attending: John Wright: Clerk-Treasurer and Tim Schleeper: contract planner from Vierbicher

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 from October 19, 2023:** Motion to approve the meeting minutes from October 19, 2023, as presented, was made by Commissioner Ott; seconded by Commissioner Elkins. Motion carried 7-0.
3. **Review Draft Materials to Update Impact Fees Needs Assessment of Chapter 80** – Tim Schleeper introduced the proposed amendments to the Needs Assessment Study, a redline copy of Chapter 80, and redline copy of Exhibit A from Chapter 55 Fees. Schleeper reminded the group of the basis for determining qualifying projects that are based upon population projections. Existing deficiencies cannot be addressed by levying an impact fee. Four projects are recommended for impact fees: Highway/Transportation Facilities, Parks, New Glarus Public Library, and New Glarus Public Facilities. Consistent with current standards, any fee that is not spent or encumbered by a qualifying project must be returned, with interest, within eight years of the date collected. There followed a discussion as to whether the proposed fees were adequate, appropriate, or in excess of planned future projects, proportionate to projected increases to population. Impact fees cannot be collected for a capital project for a school district, so the school sports complex would not qualify. It was noted that if another trail project was recommended, the Town of New Glarus Comprehensive Outdoor Recreation Plan could be amended, following a public hearing, and the Needs Study amended, also following a public hearing. The existing Town Hall facility, located in the Village, may be relocated to the STH 39 property at a future date.

Motion to recommend the Needs Assessment Study and revisions to Chapters 80 and 55 to the Town Board for approval, as presented, was made by Commissioner Ott; seconded by Commissioner Galhouse. Motion carried 7-0.

4. **Continue to 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)** – There was discussion as to whether the proposed form was too detailed or whether the detail was necessary to let the public know of the obligations, rights, and restrictions within the Town of New Glarus Land Division/Subdivision Ordinance. Clerk-Treasurer Wright noted in the past that agents who were familiar with the Town ordinance would represent property owners throughout the process. Increasingly, Wright continued, realtors, surveyors, and the owners themselves are navigating what can be a complicated process, particularly if the property is within the zoning or plat review authority of the Village of New Glarus.

Motion to recommend the development checklist to the Town Board for approval, as presented, was made by Commissioner Galhouse; seconded by Commissioner Pernitz. Motion carried 6-1.

5. **Update on Zentner Road Property Residential Permit** – Clerk-Treasurer Wright reported that he was able to locate a zoning permit application dated June 11, 1997 to build a residence on the property that also has a Conditional Use Permit transferred to the current owners. This is significant in terms of whether the house can be considered as a homesite that existed prior to October 13, 1997 when the original Town of New Glarus Land Division/Subdivision ordinance was adopted. If it can and the current owners rescind the CUP to operate a commercial facility, the existing house may qualify to be a detached cluster lot if the parcel is developed further. John Anderson, the neighbor to this property, who shares a common access, wonders whether further

## TOWN OF NEW GLARUS

development may require a driveway access built to Town road standards. The email response to Mr. Anderson was included in the packet.

### 6. **Inquiries Received by Town Staff:**

- a. Realtor inquiry re: development potential of Lot 1 of CSM 1475 containing 4.487 acres outside of Village ETZ Jurisdiction – Clerk-Treasurer Wright reviewed the history of the property. It was originally included in a large parcel defined by Lot 1 of CSM 1288 by Norman Tuttle. A portion of this property was further subdivided in 1993 by CSM 1475 that includes the lot in question. Wright’s response to Real Estate Consultant Lexie Harris is in the packet. The parcel in question is the only one of the four adjacent parcels to lack direct access to a public road. However, the parcel to the north is under the same ownership, so if that owner grants an easement and records a shared driveway agreement with the Green County Register of Deeds, then it should qualify for one residential building site since this lot was defined pre-Ordinance.
- b. Realtor inquiry re: development potential of Lot 2 of CSM 638 containing 19.88 acres outside of Village ETZ jurisdiction – Clerk-Treasurer Wright reported that he responded to an email inquiry from Griffin Dobson, a sales partner for Terra Firma Realty. Wright responded that the lot in question was established pre-Ordinance, so should have one building site available. However, it does not have direct access to Pioneer Road. Eventually, the land to the west was developed as the Blue Vista subdivision. Wright acknowledged that the property now abuts Irish Lane, but does not know whether there is a guaranteed access to this public way. Commissioner Ott is the owner; he stated that there is a field road access for Lot 2.
- c. Resident inquiry re: development potential of Lot 3 of CSM 2378 containing 8.85 acres outside of Village ETZ jurisdiction – The email correspondence was contained in the packet. The original property development history, although complicated, confirmed that the subject property could not be further subdivided for an additional home. Wright encouraged the person making the inquiry to appear before the Plan Commission if they wanted any further clarification or determination.

7. **Continued Review of Sample Driveway Ordinances that Have Provisions for Field Drive Access and Farm Drive/Commercial Access** – Commissioner Galhouse introduced his review of the Town’s ordinance and those of other municipalities and Green County. His written observations are included in the packet. For the benefit of public safety, he recommended access approval that leads to any structure where people may regularly gather, including agribusinesses, commercial properties, and residences. Galhouse noted that our current ordinance does not address unique situations such as quarries, wineries, etc. A field road permit might be desirable to make certain drainageways are not restricted or blocked and to limit eroding of the edge of public ways. The Town of York has a special provision for Town lanes in the event that further development occurs. Commissioner Pernitz requested more time to review the research presented by Commissioner Galhouse. Without objection, the item will be added to the December agenda.

8. **Continue to Discuss Town Process for Development Potential Questions** – Without objection, this item will be added to future agendas to determine when inquiries should be referred to the Town Technical Review Committee or to Vierbicher where charges would apply.

### 9. **Adjourn**

Motion to adjourn by Commissioner Pernitz; seconded by Commissioner Ott. Motion carried 6-0 at 8:00 PM. Then next meeting will be held on December 21, 2023 at 6:00 PM.

Approved:

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John Wright, Clerk-Treasurer