

REGULAR TOWN BOARD MEETING
WEDNESDAY, JANUARY 10, 2024
MINUTES

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

Board Members Absent: Jim Hoesly

Also Attending: Amy Trumble (arrived at 6:04 PM and departed at 7:27 PM): New Glarus Public Library Director; Scott Jelle (departed at 6:49 PM): contract building inspector for Town of New Glarus; Mark Pernitz: Town Park Commissioner (departed at 7:39 PM); Tim Schleeper (departed at 6:49 PM): contract Planner with Vierbicher; and John Wright: Town of New Glarus Clerk-Treasurer

1. **Call to Order and Announcement of Intention to Convene into Closed Session per §19.85(1)(c)** – Chair Narveson called the meeting to order at 6:00 PM and announced that the Board will convene into closed session prior to adjournment.
2. **Confirm Proof of Posting** -- Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes from Special Town Meeting on December 28, 2023** – Supervisor Streiff noted that the library director’s last name is misspelled in two locations and should be corrected. A motion to approve the December 28, 2023 special meeting minutes, as corrected, was made by Supervisor Streiff; seconded by Supervisor Pauli. Motion carried 4-0.
4. **Public Comments** – None.
5. **Review Proposed Changes to Addendum A of Chapter 55 Fees to be Presented at February 14, 2024 Public Hearing**
 - a) Impact fees – Clerk-Treasurer Wright stated that the proposed changes to the amount and categories of impact fees had previously been presented. Those proposed changes are included in the packet materials.
 - b) Land development fees – Contract planner for the Town, Tim Schleeper, noted that the number of lots constituting a major and minor subdivision need to be updated to reflect past amendments to Chapter 110 [note: this change was submitted to General Code on March 8, 2023, but was not incorporated]. Schleeper recommended striking an escrow fee for Certified Survey Map (CSM) reviews entirely. He noted that the amount escrowed is determined by the number of lots that are proposed, making the recording mechanism (plat or CSM) irrelevant. There followed a brief discussion as to whether 1 or 2 lot CSMs should require a base fee.
A motion to accept the proposed changes to Addendum A of Chapter 55 for presentation during the impact fee public hearing and regular Town Board meeting to follow on February 14, 2024, was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 4-0.
 - c) Building permit fees – Scott Jelle introduced the fee schedule that he employs for other municipalities. Not all rates would increase, if approved: e.g., remodeling costs would decrease. Jelle noted that his other clients opt for a 90/10 split of fee collection. If the Town prefers, however, he can continue to bill for his hourly rate to inspect, for mileage, and for an hourly rate to review plans. There followed a brief discussion about permitting swimming pools (inground, versus above ground). Jelle responded that the State is interested in issuing permits for pools that require grounding and bonding. If the Town has Total Inspections bill for hours and mileage, then the rate will increase from \$65 per hour to \$75 per hour and mileage would increase from \$0.625 per mile to \$0.670 per mile.
A motion to approve the proposed changes for building inspection costs within Addendum A of Chapter 55 was made by Supervisor Pauli with permission for Jelle and Wright to coordinate how best to incorporate those changes; seconded by Supervisor Elkins. Motion carried 4-0.
There followed a brief discussion about changes to Chapter 36 Driveways, particularly permitting agricultural access. Jelle noted that the State considers farm buildings to be commercial, but only requires that electrical be inspected. Clerk-Treasurer Wright reported that he spoke with Etta Strey at the Wisconsin Department of Safety and Professional Services about agricultural structures. She noted that municipalities may choose to inspect construction, plumbing, etc. even if the State does not require that. Wright read aloud from SPS §361.02(3)(e) which excepts the inspection of buildings used exclusively for farming purposes under a narrow set of circumstances. Jelle noted that many applicants state a detached pole building will be used for agricultural purposes, but many are not used for this purpose, once

constructed. In some cases, this may violate the restriction of residential accessory buildings in deed-restricted open space. Without objection, the Board will review this further at their regular March meeting.

6. **Review Proposal from Green County Landfill and Solid Waste Management Board Regarding Increases with Possible Action** – Clerk-Treasurer Wright introduced the multiple documents he received from the Green County Solid Waste Management Board. The materials include a proposal for member municipalities to pay a proportionate share of 15% of operating costs on a monthly basis. Data from 2022 and 2023 was reviewed by the Board. Wright reported that he received a verbal response from Todd Bollenbach, Municipal Accounting Executive with Pellitteri Waste Systems, that the proposal from Green County would not affect the current contract rate between the Town of New Glarus and Pellitteri.

A motion to authorize the Town Chair to sign the Agreement for Utilization of the Green County Solid Waste Transfer Station was made by Supervisor Pauli; seconded by Supervisor Elkins. Motion carried 4-0.

7. **Review and Possibly Approve Proposal from Johnson Block for the 2023 Financial Audit in 2024** – Wright stated that the contract rate is a \$900 increase over the amount approved for the prior year contract. Chair Narveson felt that the services provided are a great value. Supervisor Streiff encouraged the solicitation of bids for this service in the future as an act of due diligence.

A motion to approve the 2023 financial audit proposal from Johnson Block, not to exceed \$12,000, as well as completion of Form CT with the Wisconsin Department of Revenue, for \$1,000, was made by Supervisor Pauli; seconded by Supervisor Streiff. Motion carried 4-0.

8. **Review 2024 Meeting Calendar and Offer Corrections, if Any Required** – Wright stated that he posted the calendar in the packet to the Town website, as instructed by the Board at the December 28, 2023 special meeting. Wright noted that the February and August Plan Commission meeting dates on the posted calendar is on the fourth Thursday rather than the third Thursday. There will not be a Spring Primary on February 20, 2024. Wright recommends for the Board to authorize for him to make these changes and post the updated calendar to the Town website.

A motion to approve the 2024 meeting calendar, as corrected, was made by Supervisor Elkins; seconded by Supervisor Pauli. Motion carried 4-0.

9. **Patrolman Report** – Chair Narveson proposed a newsletter to residents and asked the supervisors whether it was sufficient notification for planned tree trimming and brush removal along Farmers Grove Road, Olstad Lane, Disch Road, Marty Road, Zentner Road, and Marty Lane. Narveson stated that Green County Highway is willing to do two weeks' worth of work for the single week rate of \$10,000. Narveson noted that \$10,000 was included in the 2023 budget for this purpose, but was not used. There followed a brief discussion regarding what would be trimmed and what would be removed.

A motion to approve \$10,000 for brushing and tree removal within Town road rights-of-way to be performed by Green County Highway Department was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried 4-0.

10. **Clerk-Treasurer Report**

- a) Approval and payment of bills – Clerk-Treasurer Wright noted that checks 500 to 514 were approved at the December 28, 2023 special Town meeting. There were no questions about the proposed payments by check, ACH, or transfers. Motion to approve 2023 checks 21412 through 21418, and checks 21419 through 21444 for 2024, deposits, and ACH transactions was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 4-0.
- b) Property tax collection by Green County Treasurer – Clerk-Treasurer Wright that a total of \$2,036,508.68 has been collected to date. Checks to the two school districts, two technical colleges, and Green County for the January Settlement were approved in the prior agenda item.
- c) Presentation of 14 remaining impact fee refunds for the Joint Pool House Project – as required by Statute, the principal amount, plus interest, was calculated for the fourteen reimbursements. Without objection, the Clerk-Treasurer will transfer \$4,208.52 to the general fund to cover these refunds by check. This will leave a small account balance in the Impact Fee bank account so that new collected fees can be deposited without fear of comingling funds if and when the ordinance amendment and updated fee is approved, following a duly posted and published public hearing.

11. **Chairperson Report**

- a) Update about letter to property owners paying one fee for multiple homes on the same parcel for trash/recycling collection – The Town Chair and Clerk-Treasurer have yet to coordinate on this topic. Without objection, it will be added to a future agenda when completed.
- b) Continued discussion about mailed newsletters – Without objection, the draft newsletter, as prepared by the Town Chair, was approved for mailing.

12. Park Commission

- a) October 18, 2023 minutes – The approved minutes were included in the packet.
- b) December 20, 2023 minutes – The draft minutes were included in the packet.
- c) January 4, 2024 special meeting minutes – a draft was included in the packet. A brief update was provided about a proposed, phased plan to convert land currently farmed into a restored prairie. Near to the Legler School Branch, native switchgrass will be planted this year in coordination with Elliot Buol who is planting and harvesting the arable portions of the land. Approximately 10 acres will be converted each year to native prairie. The ad-hoc Restoration Committee will propose a more detailed plan to the Board at the February meeting. There followed a brief discussion about non-native trees within ravines.

13. Plan Commission

- a) December 21, 2023 minutes – The draft minutes were available for Board review.
- b) Public Hearing for Talarczyk land division by large lot, February 14, 2024 – Deputy Clerk-Treasurer Wright is working on the notice to be posted, published, and mailed to adjacent landowners. The property is within the Village of New Glarus extraterritorial plat review authority.

14. Motion by Roll Call Vote to Convene in Closed Session per §19.85(1)(c) to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility

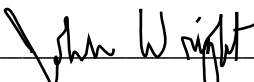
Motion to convene into closed session was made by Supervisor Elkins; seconded by Supervisor Pauli. Roll call: Elkins: aye; Streiff: aye; Pauli: aye; and Narveson: aye. Motion carried at 7:39 PM.

15. Return to Open Session – Motion to return to open session was made by Supervisor Streiff; seconded by Supervisor Elkins. Motion carried 4-0 at 8:00 PM.

16. Action in Closed Session – Applications for the Deputy Clerk-Treasurer position were reviewed and those chosen for interviews will be scheduled and contacted by Town Chair Narveson.

17. Adjourn – Motion to adjourn made by Supervisor Streiff; second by Supervisor Pauli. Meeting adjourned at 8:02 PM.

Approved: February 14, 2024



Prepared by John Wright, Clerk-Treasurer