

TOWN OF NEW GLARUS
PARK COMMISSION MEETING
20 March 2024, 6:00 PM AGENDA

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

LOCATION: New Glarus Town Hall
26 5th Avenue
New Glarus, WI 53574

Zoom Link: <https://us06web.zoom.us/j/84409969999?pwd=8ZLtqcEQKK7cK5865xGO1t5XBFgUfE.1>

Meeting ID: 844 0996 9999

Passcode: 261887

Dial by your location: 312 626 6799

1. Call to Order
2. Proof of Posting
3. Approve Minutes from February 21, 2024
4. Public Comments
5. Update on Community Input Night and Focus Group Meetings (Vierbicher to present at next Park Commission meeting)
6. Report from Signage Study Committee
7. Update on Easements for Trail Along Hwy 39 – Chris
8. Discuss Outreach to 4-H Clubs per Ashley Haffner’s Comments in Focus Group
9. Discuss Asking Scouts to Help Sort Trees for Delivery
10. Discuss and Possibly Approve Proposed Amendments to 2024 Park Commission Budget
11. Discuss and Possibly Recommend to the Town Board Proposed Changes to Chapter 204 Town Commissions and Boards
12. Discuss Potential Workshops for 2024
13. Schedule Next Meeting, April 17, 2024, at 4:30 PM (Town of New Glarus Annual Meeting is at 6 PM)
14. Adjourn

Posted: 3/14/2024

New Glarus Town Hall
New Glarus Garage
New Glarus Post Office

<https://townofnewglarus.com/>

Harry Pulliam, Chair
New Glarus Park Commission

John Wright, Clerk-Treasurer

Pursuant to applicable law, notice is hereby given that a quorum or a majority of the New Glarus Town Board or Plan 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.

PARK COMMISSION MEETING

February 21, 2024

Minutes

Attending: Harry Pulliam, Mark Pernitz, Jason Neton, Mona Sue French, Rose Pertzborn, Kelly Ruschman, Dana Emmerton (remotely)

Excused: Chris Narveson

Also attending: Nancy Streiff, Town Deputy Treasurer; Olivia Stramara, Vierbicher; Shahnaz Shahidain.

1. **Call to Order.** Meeting was called to order by Chair Pulliam at 6:05 pm.
2. **Proof of Posting.** Streiff attested to proof of posting.
3. **Approve Minutes from January 17, 2024.** Motion to approve the minutes of January 17, 2024 by Ruschman, second by French, motion approved.
4. **Public Comments.** Several members mentioned that they received favorable comments about the recent Town newsletter. Neton stated that the cost of printing and mailing the newsletter was about \$650.
5. **6. 7. 9. Introduce Olivia Stramara. Presentation on Agenda for February 27, 2024, Community Input Night. Update on Focus Group Invitations and Advertising for Community Input Night. Consider and Possibly Approve Refreshments for Community Input Night and Focus Group Meetings.** Stramara distributed materials and led a discussion of the Community Input meeting and focus group meetings. Stramara stated that the Community Input meeting is a very structured meeting designed to get information. 34 surveys have already been returned.
Motion to authorize up to \$125 for refreshments for the Community Input meeting and 2 focus group meetings by Neton, second by Ruschman, motion approved. Neton will purchase the refreshments.
10. **Restoration Committee Report from February 14, 2024, Town Board Meeting.** Ruschman, Neton, French and Pertzborn have been working on this committee. Ruschman presented the committee's report and recommendations at the last Town board meeting. Board was in agreement with the recommendations.
12. **Update on Fall Tree Sale Customer Orders.** We will need to coordinate delivery of trees after we receive notice that they are available.
13. **Update on Easements for Trail Along Hwy 39.** No report, Narveson was not present.
8. **Consider Recommendation to Town Board to Amend Chapter 204 Town Commissions and Boards, Park Commission, to Allow Town Staff to Take Minutes Rather than an Elected Secretary.** It was noted that the ordinance has not been followed in the past as past practice has been for the clerk to take minutes. Recently, a member has acted as secretary and taken minutes. A request was made that the exact language of any proposed ordinance amendment be provided in advance of the meeting. It was also noted that the ordinance provides for the annual election of a chair whereas past practice has been for the Town chair/board to appoint a chair. No action taken.
14. **Establish Committee to Study Signage for New Town Park.** French and Pernitz volunteered for this committee. Emmerton will participate if available.

15. Establish Committee to Study Potential DNR Grant Opportunities per Email from Cheryl Housley. Pulliam will contact Housley and let her know that our planning is not far enough along for this grant cycle.

16. Discuss and Possibly Approve Proposed 2024 Park Commission Budget, to Include Funding for Newspaper Insert to Advertise Community Input Night and Refreshments for Community Input Night and Focus Group Meetings. Pulliam will meet with Wright to get updated budget numbers.

Motion to approve expenses of approximately \$75 and 150 for printing of flier and insertion in local shopper by Ruschman, second by Pernitz, motion approved.

17. Plan to Schedule April 17, 2024, Park Commission Meeting for 4:30 p.m., Due to Town's Annual Meeting Being at 6 p.m.

18. Schedule Next Meeting, March 20, 2024, at 6:00 PM

19. Adjourn. Motion to adjourn by Pernitz, second by Neton, motion approved. Meeting adjourned at 7:33 pm.

Approved:

Minutes prepared by Pernitz

DRAFT

2024 Parks Budget Draft

Fund	2024 Budget	Actual to Date	Current Balance
Town Park/Town Trail Sinking Fund	\$ 2,137	\$ -	\$ 38,148
Community Partnerships Sinking Fund	\$ -		\$ 7,359
Certificate of Deposit			\$ 20,000
Community Park Site Evaluation			
Trail Development		\$ -	\$ -
Per Diems (6 members X 13 meetings X \$35 = \$2730 + Chair x 13 meetings x \$50 = \$650 Total \$3,380) + Alternate X 13 meetings X \$35 = \$455	\$ 3,835	\$ -	\$ 3,835
Payroll Taxes (\$3,835 x 7.65%)	\$ 293	\$ -	\$ 293
Parks Workshops/Projects	\$ 2,000	\$ 348	\$ 1,652
Honoraria (\$50 x 5)	\$ 250		
Refreshments	\$ 300		
Facility Rental	\$ -		
Advertising	\$ 1,390		
Mileage reimbursements	\$ 60		
Town Hall beautification (mulch)			
Seeding and Restoration of 20% of Community Park	\$ 5,000	\$ -	\$ -
\$ -			
\$ -			
\$ -			
Hoesly Pond	\$ -	\$ -	\$ -
Tell Grounds	\$ -	\$ -	\$ -
TPE Membership, New Glarus Woods	\$ 250	\$ -	\$ 250
Tree Planting at W6599 STH 39	\$ 85	\$ -	\$ -
Recruitment / Holiday Party			
Pool Scholarships		\$ -	
Krafty Kids			
Maintenance/Restoration of BBRC	\$ 1,400	\$ -	\$ 1,400
Burr Oak Blight Abatement	\$ -		
Invasive Species Abatement	\$ -		
Mowing	\$ -		
Entrance, parking, boundaries	\$ -		
Plants & Trees	\$ -		
Totals	\$ 15,000	\$ 348	\$ 14,652
To Date Budget Balance	\$ 14,652		
Less Per Diems	\$ -		
Less Payroll Taxes	\$ -		
Sub total	\$ 14,652		
Spend or Carry Over to 2025	\$ 14,652		



Town of New Glarus

Budget vs. Actuals: 2024 - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenses				
57620 Parks				
57620-03 Parks Workshops	123.79		123.79	
57620-05 Parks Printing	224.54		224.54	
Total 57620 Parks	348.33		348.33	
Total Expenses	\$348.33	\$0.00	\$348.33	0.00%
NET OPERATING INCOME	\$ -348.33	\$0.00	\$ -348.33	0.00%
NET INCOME	\$ -348.33	\$0.00	\$ -348.33	0.00%

ARTICLE ONE. CHAPTER 204 of the Town Code of Ordinances is created to read:

CHAPTER 204. TOWN COMMISSIONS AND BOARDS.

200-1 Parks Commission

200-2 Plan Commission [Placeholder]

220-1 Parks Commission.

- A. Composition. The Parks Commission shall consist of seven 7 citizen members appointed by the Chairperson and confirmed by the Town Board. Additionally, the Chairperson shall appoint an alternate member to act in place of any member who is absent or precluded from participating in a matter by reason of conflict of interest or otherwise. In addition, 1 Supervisor annually selected by majority vote of the Town Board shall be an ex officio liaison member.
- B. Each Commission member shall hold such office for a term of 7 years, said terms to end June 30 in the year of expiration.
- C. Compensation; Oaths. Commission members shall receive such compensation as shall be determined by the Town Board from time to time. Members shall take an official oath prescribed by Wis. Stat. § 19.01, to be filed with the Town Clerk.
- D. Organization of Commission. The Commission shall annually in July elect member as Chair and another member as secretary. The secretary shall be responsible for taking minutes.

The Chair of the Commission shall be appointed and serve at the pleasure of the Chair of the Town Board.

- E. Procedure. 4 members shall constitute a quorum. The Chair, or acting Chair, shall be included in determining a quorum. Action shall be by a majority of those present and voting. The Commission may adopt rules of procedure for governing the conduct of its meetings.
- F. Record. The Parks Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Town Clerk. Minutes shall be taken by a member of Town Staff. 4 members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of the members of the Commission in attendance once a quorum is present.
- G. Duties. The Parks Commission shall have all the powers conferred by law upon park and recreation commissions and shall be chargeable with all the duties so required, such as recommend, oversee work and oversee funds of all parks, playgrounds and recreational activities as part of properties within the Town. The Parks Commission is specifically empowered and directed, under the oversight of the Town Board, to do the following:
 - (1) With authorization of the Town Board, manage, improve and care for all public parks located within, or partly within and partly without, the limits of the Town and secure the quiet, orderly and suitable use and enjoyment thereof by the people; also to adopt rules and regulations to promote these purposes.
 - (2) To recommend to the Town Board acquisition the name of the Town for park purposes by gift, purchase, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any incorporeal right or privilege, provided

- gifts to the Town of money or other property, real or personal, either absolutely or in trust, for park purposes shall be accepted only after they have been recommended by the Commission to the Town Board.
- (3) To recommend to the Town Board sale or exchange of property no longer required for park purposes
 - (4) To have the powers necessary and convenient for the effective and efficient management, supervision and operation of the Town parks and recreation program, subject to budgetary approval by the Town Board.
 - (5) To establish rules and regulations, including user fees as approved by the Town Board and desirable for the proper use, care and operation of parks, park facilities, recreation programs and other activities under their control, provided however that such rules and regulations do not conflict with the laws of the State of Wisconsin or this Code of Ordinances.
 - (6) Such other and further duties as may be necessary for the proper carrying out of the purposes of said Commission.
 - (7) Public Recreation Program. The Parks Commission shall review the Town's recreational needs and shall advise the Town Board on the public recreation program of the Town, including:
 - (i) Establishing park rules and program policies.
 - (ii) Cooperating with public school activities.
 - (iii) Cooperating with any private recreational activities.
 - (iv) Approving schedules of activities in Town parks.
 - (8) Finance.
 - (i) Budget. The Parks Commission shall assist in preparing an annual budget for submission to the Town Board, which budget shall reflect the Commission's recommendations as to maintenance or acquisition of Town parks, open spaces, park and related facilities, recreation programs and equipment, summer or seasonal employees, etc. Said annual budget request shall contain estimates as to revenues to be derived from recreation programs or activities as well as estimated expenditures for operating the parks and recreation system.
 - (ii) Deposits. All revenues and income from the operation of park and recreation programs shall be deposited with the Town Treasurer as general revenue of the Town.
 - (iii) Monetary Contributions. All moneys donated to the Town specifically for park or recreation use shall be deposited Town accounts as a nonlapsing fund or reserve for such specific use.