

**REGULAR TOWN BOARD MEETING  
WEDNESDAY, JUNE 12, 2024  
MINUTES**

**Town Board Attending:** Chris Narveson (Chair), Matt Streiff, Mark Pernitz, and Bob Elkins

**Board Members Absent:** Troy Pauli

**Also Attending:** John Wright: Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk; Amy Trumble (departed at 6:50 PM): New Glarus Public Library Director; Kelly Ruschman (departed at 6:50 PM): New Glarus Public Library Board member and Town Park Commissioner; Rebecca Streiff: Town resident; Jason Neton: Town Park Commissioner; and Sue (virtual attendance via Zoom)

1. **Call to Order** – Chair Narveson called the meeting to order at 6:00 PM.
2. **Confirm Proof of Posting** – Clerk-Treasurer Wright attested to the proper proof of posting.
3. **Approve Minutes**
  - a) Regular Town Board on May 8, 2024 – A motion to approve the May 8, 2024 regular Town Board meeting minutes was made by Supervisor Pernitz; seconded by Supervisor Streiff. Motion carried 4-0.
  - b) Board of Review meeting on May 30, 2024 – A motion to approve the May 30, 2024 Board of Review minutes was made by Supervisor Pernitz; seconded by Supervisor Elkins. Motion carried 3-0; Supervisor Streiff abstained.
  - c) Special Town Board on May 30, 2024 – A motion to approve the May 30, 2024 Special Town Board meeting minutes (closed session) was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried 4-0.

Without objection, item 8 will be advanced in the agenda.

8. **Discussion with Possible Action of the Commercial Offer to Purchase of Town Property by the Village of New Glarus** – Chair Narveson reported that members of the Town Board met jointly with the Village of New Glarus Board and New Glarus Public Library Board on Monday, June 10, 2024. Supervisor Streiff stated that the Town received background information regarding a grant opportunity and a timeline for the grant application process/planning/construction/occupancy. Streiff noted that he sensed a spirit of cooperation among those in attendance and that the Town eventually will relocate its Town Hall at the “right time.” Chair Narveson suggested for the Town Board to meet in closed session to craft a formal response to the Commercial Offer to Purchase. Narveson noted that the Town has considered relocating the Town Hall, but that timeline was to be further in the future. He stated that the Town is supportive of the library’s efforts. Motion for the Town Board to meet in closed session on Monday, June 17, 2024 at 6:00 PM to discuss the offer to purchase the Town of New Glarus Hall and craft a response was made by Supervisor Elkins; seconded by Supervisor Pernitz. Motion carried 4-0.
4. **Public Comments** – Jenna Jacobson introduced herself as the current elected representative for the 43<sup>rd</sup> Assembly District. Jacobson is a candidate for the new 50<sup>th</sup> Assembly District and has been attending meetings of municipalities within the new district boundaries.
5. **Update Regarding Alcohol Licensing for BRV, LLC, Todd Kuehl Agent** – Clerk-Treasurer Wright provided a brief history of the licensing and permitting of Bailey’s Run Vineyard. Although the facility is located in the Town, it is within the extraterritorial zoning jurisdiction of the Village of New Glarus. The facility was granted a Conditional Use Permit to operate as a winery with the ability to sell their products on and off premises in addition to fermented malt beverages. Last year, the winery sought and was granted a Manufacturer’s Permit from the Wisconsin Department of Revenue (DOR), Bureau of Alcohol and Tobacco. As a consequence, the operation could distill and sell alcoholic beverages on and off site. As a consequence, the Town would no longer issue a Class “B” Winery license, only a Class “B” retail fermented malt beverage license. Prior to the deadline to publish the renewal notice for this license in 2024, Todd Kuehl informed the Town that the DOR has issued a Full-Service Retail Sales to BRV, LLC on May 1, 2024. As a result, the Town no longer has the power to regulate any licenses except for operators who serve beverages at the facility.

Deputy Clerk Sara Beth Hahner stated that she filed the AT-827 Wisconsin Retail Liquor and Tobacco Licenses report online. Per advice from Fred Bahr, DOR Section Chief, Hahner was instructed to mark that the operation and license had been deactivated. In 2025, if no new licenses are issued by the Town, then the

option to check No Licenses this Year will be available. Chair Narveson reported that the Town contract attorney reviewed the changes to the licensure and recommended that the agent for BRV, LLC appear before the Town Board (and presumably the Joint Town/Village of New Glarus Extraterritorial Zoning Committee) to review the details of how the business will operate in the future and whether that fits within the agriculture commercial use allowed by the Conditional Use Permit issued in 2017.

6. **Action to Remove Jim Hoesly as Signatory on Town Checking Account and Adding Mark Pernitz** – The Bank of New Glarus requires the Board to act to update the signatory power of the 3<sup>rd</sup> Town Board Supervisor.

A motion to remove Jim Hoesly as the signatory for Town checking accounts and adding 3<sup>rd</sup> Town Board Supervisor Mark Pernitz instead, was made by Supervisor Hoesly; seconded by Supervisor Pernitz. Motion carried 4-0.

7. **Discuss and Possibly Approve List of Roads for Maintenance and Associated Cost Estimates**– Chair Narveson stated that he worked with Patrolperson Roesslein to prioritize roads in need of maintenance. Narveson shared printed copies of signed work orders and estimated costs:

Marty Road	STH 39 to CTH H	Patch, seal, and Durapatch	\$99,688
Exeter Crossing Road	STH 69 to County line	Patch and Durapatch	\$15,695
Edelweiss Road	Valley View to Town line	Patch and Durapatch	\$3,060
Valley View Road	Pioneer to terminus	Patch and Durapatch	\$8,115
Klassy Road	STH 69 to terminus	Sealcoat	\$20,806
Highland subdivision	STH 69 to terminus	Patch	\$16,849
Windmill Ridge sub.	STH 69 to terminus	Patch	\$3,850
Spring Valley sub.	STH 69 to terminus	Patch	\$5,775
Total			\$173,838

Narveson noted that Farmers Grove Road was removed from the list. If \$23,000 can be found elsewhere in the budget, then alternate projects could be addressed which had been identified during the annual road tour. The entrance and abbreviated parking for the Town land on STH 39 may be gravel only this year. Clerk-Treasurer Wright recalled that some Impact Fees that were transferred to the checking account may be available for use to improve the entrance. He will conduct research and report during open session at the Special Town Board meeting on Monday, June 17, 2024; without objection.

9. **Patrolperson Report** – Chair Narveson reported that the patrolperson was able to complete approximately 2/3 of mowing using the leased tractor and batwing mower attachment. Recent tree damage required mowing be completed during weekend hours; Narveson stated he approved the overtime. Rudolph Gerber will assist with moving and disposing of woody waste created by storm damage. A culvert failed on Valley View Road and will need replacement.

10. **Clerk-Treasurer Report**

- a) Receipt of Wisconsin DNR recycling grant, Form CT filed by Johnson Block, and F-65 Financial Report update – Clerk-Treasurer received confirmation that the annual recycling grant distribution was approved. Tara Bast completed and submitted Form CT which is required in order to receive shared revenue payments and State Transportation Aid. Wright has been working on the related financial report for the Census Bureau.
- b) Approval and payment of bills – A motion to approve checks 21598 through 21615, deposits, transfers, and ACH transactions was made by Supervisor Streiff; seconded by Supervisor Pernitz. Motion carried 4-0. Clerk-Treasurer Wright reported the Visa payment included the authorized registration costs for the Deputy Clerk to attend the Clerk track at the Wisconsin Municipal Clerks and Treasurers Institute in July. He further noted that Symdon Ford completed repairs on the Ford F550 XL, including replacement of the hydraulic booster.
- c) 2024 Municipal Assessment Report (MAR), Maintenance of Effort Report (MOE) for Fire Protective Services and EMS – Wright reported that Assessor Okrie filed the MAR online before the June 10, 2024 deadline. He noted that Net New Construction increased over the prior year, which should provide an increase to the allowable levy for 2025. Deputy Clerk Hahner reported on MOE report. It is new this

year and is required to be filed annually. Because the Town population is less than 20,000, we do not need to file a report for law enforcement. Chief Mueller has completed form SL-309 to certify that the Town is on track to match operational support, that New Glarus EMS can confirm the same number of full time equivalent volunteers, and that training standards are consistent with 2023. The Town is awaiting the completed report from Chief Hendrickson from the New Glarus Fire Department. That report is in progress. It was noted that failure to file will result in a 15% reduction of Shared Revenue Payments. There are four options to certify each year and the municipality may use any two of the four when filing the report.

- d) ATV/UTV referendum – Deputy Clerk Hahner stated that she solicited sample resolutions from other Green County clerks who have already completed the process or are considering a similar option. However, after consultation with Wisconsin Towns Association staff attorney Lara Carlson, there is no State Statute that allows for a Town to utilize a binding referendum to decide access of these types of vehicles on Town roads. Advisory referenda are also prohibited. Chair Narveson reported that the Clerk for the Town of Brooklyn plans to seek input from the public before their Board decides. Representative Jacobson stated that use of a newsletter, survey, notification on a Town website, etc. are means to solicit input from the public before a board or council acts. There followed a brief discussion regarding how best to receive resident feedback and at what point such methods are equivalent to a referendum on the issue. Chair Narveson provided a brief report of the policy adopted by Green County.

**11. Chairperson Report** – no report this month.

**12. Park Commission**

- a) May 15, 2024 minutes – available in the packet.  
b) Update on Master Park Plan – Chair Narveson asked the Supervisors whether the Board should consider forming an ad hoc subcommittee for future buildings at the STH 39 property. Supervisor Pernitz volunteered to conduct research into what other area Towns have done under similar circumstances and will gather square footage estimates costs to build. There followed a brief discussion regarding where the future public works building may be located based on Concept Plan 1 of the Master Park Plan. Other alternate locations were also discussed. Supervisor Pernitz reminded the group that Olivia Stramara of Vierbicher will present Concept Plan 2 at the walkabout scheduled at the STH 39 property this coming Saturday at 9:00 AM. There followed a brief discussion about signage and fencing.

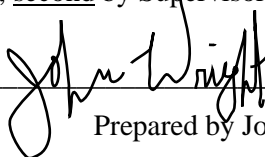
**15. Plan Commission**

- a) March 21, 2024 minutes – available in the packet.  
b) Reappoint Mark Pernitz to Parks Commission effective July 1, 2024 for a term to expire June 30, 2031 – Motion to approve the Chair’s reappointment of Mark Pernitz to the Town of New Glarus Plan Commission for a term of seven years was made by Supervisor Elkins; seconded by Supervisor Streiff. Motion carried.

It was noted that the Park Commission had requested Olivia Stramara to prepare Concept Plan 3 in time for this evening’s meeting. Although it was distributed to the group earlier today, any feedback would be appreciated. Deputy Clerk Hahner noted that there is an Option A and Option B; the difference is the siting of the public works building nearer to the farmette or further to the west. There was brief discussion regarding how well and septic could be shared if the public works facilities were not proximate to the Town Hall. Narveson mentioned the option for the Board to be in charge of building review or whether an ad hoc subcommittee be considered instead. Without objection, a decision will be deferred.

**16. Adjourn** – Motion to adjourn made by Supervisor Pernitz; second by Supervisor Elkins. Meeting adjourned at 6:58 PM.

Approved: July 10, 2024

  
Prepared by John Wright, Clerk-Treasurer