

**REGULAR TOWN BOARD MEETING
WEDNESDAY, AUGUST 14, 2024
MINUTES**

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

Board Members Absent: Troy Pauli

Also Attending: John Wright: Town Clerk-Treasurer; Sara Beth Hahner: Deputy Clerk; Tim Schleeper: contract planner from Vierbicher; Craig Galhouse: Plan Commissioner (departed 7:34PM); and Randall Shotliff (departed 7:52PM)

1. **Call to Order** – Chair Narveson called the meeting to order at 6:01 PM.
2. **Confirm Proof of Posting** – Deputy Clerk Hahner attested to the proper proof of posting.
3. **Approve Minutes**
 - a) Regular Town Board meeting on July 10, 2024 – A motion to approve the minutes was made by Supervisor Pernitz; seconded by Supervisor Elkins. Motion carried 4-0.
 - b) Special Town Board Meeting on July 17, 2024 – A motion to approve the minutes was made by Supervisor Streiff; seconded by Supervisor Pernitz. Motion carried 4-0.
4. **Public Comments:** None.
5. **Discussion Regarding Review of Other Municipal Facilities with Possible Action to Approve a Town of New Glarus Plan of Action with Community Input:** Supervisors discussed their visits to municipal buildings in Stoughton and Brooklyn. It was suggested that Supervisors also visit the Town Hall in Moscow next week. Chair Narveson reported that the County is receiving bids for the new County garage, and he will share the bid results at the September Town Board meeting. Narveson stated that the Town could buy five acres from Randall Shotliff or Green County for \$100,000 and locate the new Town garage near the new County garage. Randall Shotliff was in attendance to discuss the availability of the parcel. There followed a discussion about potential savings if the Town and the County were to share costs for certain expenses. Examples of certain expenses include the installation of access roads, and well and septic.

Chair Narveson noted he was uncertain if the County would be interested in sharing well and septic. The Board discussed gathering information to compare the costs of locating the Town garage on this site versus the STH 39 Town property. It was noted that an additional land purchase would require a public hearing. The group present discussed whether having a park adjacent to a public works facility would create liability issues. The Board discussed moving forward with the already-approved plan for Vierbicher to create schematic site plans for the Town garage to be located at STH 39 Town property. Without objection, Chair Narveson asked Tim Schleeper to present those plans at the September Town Board meeting.
6. **Review and Possibly Approve Quote for Septic, Well, and/or Fencing for STH 39 Town Property:** Chair Narveson reported no bids have been collected yet for septic and well. Estimates for fencing were included in the meeting packet. A revised estimate from D.R.H. Fencing was provided at the meeting. The estimate includes two fence options: option one is a 4-strand barbed wire fence. Option two is a four-foot-tall woven wire fence. Both options are for a fence 2,820 feet in length. Chair Narveson stated the owners of the farmette have been part of the discussion as the fence would separate the farmette from the Town property and owners have agreed to reimburse the Town \$800 for the cost of the gate and the strand of barbed wire along the top of the woven wire fence, if that option is selected. There followed a discussion about locating the fence on the property lines and removing trees. Motion to move forward with the estimate for the woven wire fence topped with one strand of barbed wire and a gate, at a cost of \$12,000, to be located on the property lines, removing trees as needed, was made by Supervisor Pernitz; seconded by Supervisor Streiff. Motion carried 4-0.
7. **Discussion with Possible Action Regarding Direction for Town Plan Commission to Review Town of New Glarus Comprehensive Plan for Commercial Development Opportunities Outside of the Village Extraterritorial Zoning Jurisdiction, Sunset Date for Open Space, Etc.:** Supervisor Pernitz stated the Plan

Commission is looking for direction from the Town Board before the Plan Commission proceeds with a review of the Comprehensive Plan for commercial development opportunities. Plan Commissioner Galhouse reminded the Town Board that Chapter 110 restricts commercial development to inside the Village's Extraterritorial Zoning (ETZ) area and asks whether the Town Board is asking the Plan Commission to look at options outside the ETZ for commercial development. Currently, commercial development is only allowed at normal density (i.e., 35 acres per lot). Galhouse noted that the cluster option is not available for commercial development. Chair Narveson suggested that the Town should consider that option. There followed a discussion about the December 2025 sunset date for open space and that the prior revision of the Comprehensive Plan was in 2018. It was noted that the Plan is usually revised every ten years. Chair Narveson pointed out that in the absence of Supervisor Pauli that further discussion and possible action be deferred until the September meeting. Without objection, the item was deferred.

8. **Discussion and Possible Action to Approve the Recommendation from the Town Plan Commission to Approve the Creation of a GIS Map of Normal Density Development Potential of the Six Sections of the Town within the Village of New Glarus Extraterritorial Zoning Jurisdiction:** The Town Board discussed the proposal for Vierbicher to create a six-section sample of the proposed GIS map. It was noted that providing a GIS map as a resource to the public could reduce the number of inquiries that are currently handled by Town staff. Motion to approve the proposal set forth in the August 8, 2024 letter from Vierbicher at a cost of \$3,100 made by Supervisor Pernitz; seconded by Supervisor Elkins. Motion carried 4-0.
9. **Update Regarding Site Work Plans for Town Property along STH 39 Including an Internal Trail:** Chair Narveson stated the Wisconsin DNR approved the grant amendment to move the location of the work to within the STH 39 property owned by the Town. The grant was previously approved for a trail along STH 39, from the STH 39 Town property to Durst Road. Tim Schleeper stated he will be at the STH 39 Town property tomorrow to mark the extents of the gravel trail. No archaeological or historic survey is required because the land has been plowed in the past. Without objection, Wright will contact Phil Salkin (Archaeological Consulting and Services) that he will not need to conduct the survey. Chair Narveson stated that a volunteer has been mowing paths and tending to prairie restoration preparations.
10. **Discussion with Possible Action to Hire a Limited Term Employee to Work on Internal Park Trails on the STH 39 Property:** Chair Narveson stated he had in mind an individual who owns their own equipment and suggested the Town reimburse them based upon the number of hours the equipment is used. It was stated that the amount would not exceed \$90,000. It is anticipated that the work could be completed before October 2024. There was a discussion on the need to post the job. Supervisor Pernitz reminded the Board that the work must be completed no later than June of 2025, per the grant requirements. Motion to authorize the hiring of one to two LTEs, with no benefits to be extended, made by Supervisor Streiff; seconded by Supervisor Pernitz. Motion carried 4-0.
11. **Update on 2024 Road Maintenance:** Chair Narveson reported that the chip sealing of Town roads continues per the Town road maintenance plan for 2024 and patching will be done by next week.
12. **Discuss and Possibly Approve Driveway Escrow Refund to Essers for Farmers Grove Road:** Motion to approve made by Supervisor Streiff; seconded by Supervisor Pernitz. Motion carried 4-0.
13. **Discuss and Possibly Approve Class "B" Temporary Malt Beverage License and Temporary Soda License for the Wilhelm Tell Guild Annual Plan to be held on Saturday August 31, 2024 with a Rain Date on Sunday, September 1, 2024:** Motion to approve made by Supervisor Elkins; seconded by Supervisor Pernitz. Motion carried 4-0.
14. **Consider and Possibly Approve a 2024 Budget Amendment by Resolution:** Clerk-Treasurer Wright stated he is working with CPA Tara Bast of Johnson Block on potential budget amendments to address budget lines that were exceeded since the hiring of the Deputy Clerk and Deputy Treasurer, as well as overruns of the

contracted planner budget that can be addressed through the Impact Fees transferred out for that purpose. Wright stated he plans to present a proposal at the September Town Board meeting.

15. **Patrolman Report:** Chair Narveson reported that Patrolman Roesslein has been re-grading the site in preparation for the Village's installation of an adaptive playground at Candy Cane Park over the past two weeks. The mowing of Town road rights-of-way is ongoing is on hold until the County tractor and batwing mower become available. Crops planted in the right of way on Marty Road have yet to be removed. Downed trees that were moved off Town roads and piled still need to be picked up. One vehicle is in the shop for mechanical repair. There followed a discussion about implementing yearly inspections of the Town vehicles. The Town Board took no action.
16. **Clerk-Treasurer Report**
 - a) Update on August 13, 2024 Partisan Primary: Deputy Clerk Hahner reported that 451 ballots were cast throughout the day on Tuesday. Ten Election Officials staffed the polling place over two shifts. Polls opened at 7AM and closed at 8PM. Election materials were handed off in-person to Green County officials by 9:15PM.
 - b) Approval and payment of bills – Motion for approval of checks 21635 thru 21644, 21647 thru 21669, checks 21645 and 21646 were voided due to printing error, payment of bills and approval of ACH, deposits and transfers made by Supervisor Pernitz; seconded by Supervisor Streiff. Motion carried 4-0.
 - c) ATV-UTV use on Town Roads – Deputy Clerk Hahner summarized email correspondence from the Wisconsin Elections Commission. Offering a survey on election day is not recommended. There followed a discussion about offering a survey online on the Town website that could also be included in the next Town newsletter.
17. **Chairman Report:** Chair Narveson reported that at the Special Town Board meeting of July 17, 2024, the Town Board approved that the 2025 employee health insurance percentage of coverage will be 88%, which is the maximum amount a municipality may contribute, and is the Town's current contribution percentage.
18. **Park Commission** – July 17, 2024 minutes: The draft minutes were included in the meeting packet. Chair Narveson stated that the Park Commission is looking for a Prairie Restoration Specialist to advise on projects at the STH 39 property.
19. **Plan Commission** – July 18, 2024 minutes: The draft minutes were included in the meeting packet. No discussion.
20. **Adjourn** – Motion to adjourn made by Supervisor Pernitz; seconded by Supervisor Streiff. Meeting adjourned at 8:00PM.

Approved: September 11, 2024

Prepared by Sara Beth Hahner, Deputy Clerk