

# VILLAGE OF NEW GLARUS - VILLAGE BOARD PROCEEDINGS REGULAR MEETING

Village Hall Board Room

319 2<sup>nd</sup> Street New Glarus, WI

Zoom Meeting Link: <https://us02web.zoom.us/j/88929612857>

9/19/2023

7:00 P.M.

7:00 P.M. Regular Meeting	Page #
1. Call to Order – Please Silence All Cell Phones	
2. Approval of agenda	
3. Public appearances and citizen comments on items not listed on this agenda. [Items will not be debated or acted upon at this meeting but will be referred to the proper staff/committee if action is required.] – <i>Please keep comments to 3 minutes</i>	
4. Approval of Consent Agenda	
A. Approval of Minutes of 9.5.23 Regular Meeting	3
B. Approval of Claims	6
C. August 2023 Building Inspection Report	11
D. August 2023 Police Report	12
E. August 2023 Financials	14
5. Public Works and Safety	
A. Consideration/Discussion: Special Event Permit, Boos & Brews Pub Crawl, Oct. 21, 2023	20
B. Consideration/Discussion: Operator License for Samantha Masseur, Andrea Faust	
6. Parks and Recreation	
A. Consideration/Discussion: Candy Cane Park Inclusive Playground	21
7. New Business	
A. Consideration/Discussion: Water Reservoir Project	26
B. Consideration/Discussion: Green County Highway Department Application for Land Division by Certified Survey Map (CSM), W6177 State Hwy 39, Parcel 2302401220000	30
C. Consideration/Discussion: Green County Tax Collection Agreement	39
D. Consideration/Discussion: 4 <sup>th</sup> Avenue Stormwater Project	43
8. Personnel and Finance	
A. Consideration/Discussion: Employee Personnel Handbook Revisions	46
9. President's Report	
A. Consideration/Discussion: Electric Substation Ribbon Cutting	
10. Adjournment	

Roger Truttmann, President

AGENDA POSTED: N.G. Village Hall      9/15/23  
                          N.G. Post Office      9/15/23  
                          Bank of New Glarus    9/15/23

Kelsey Jenson, Clerk

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510

## Village Board Meeting Notes

September 19, 2023

### **Consent Agenda:**

Approval of Minutes of 9/5 Regular Meeting: The minutes are included in the packet for consideration.

Approval of Claims: The claims lists are included in your packet and include: ACH for payroll expenses, health insurance, COBRA and flex administration and dependent care; journal entry for utilities; payroll vouchers 17585 to 17623 totaling \$37,511.64; and checks 42387 to 42437 totaling \$302,370.71.

August 2023 Building Inspection Report: The report is included in the packet for consideration.

August 2023 Police Report: The report is included in the packet for consideration.

August 2023 Financials: The report is included in the packet for consideration.

### **Public Works and Safety:**

Consideration/Discussion: Special Event Permit, Boos & Brews Pub Crawl, Oct. 21, 2023: The permit application is included in the agenda packet. The Public Works/Safety Committee reviewed at their September 13, 2023 meeting and recommended approval.

Consideration/Discussion: Operator License for Samantha Masseur, Andrea Faust: The Public Works/Safety Committee reviewed at their September 13, 2023 meeting and recommended approval.

### **Parks and Recreation:**

Consideration/Discussion: Candy Cane Park Inclusive Playground: At their September 13, 2023 meeting, the Parks & Recreation Committee discussed an interest in replacing playground equipment at Candy Cane Park with an inclusive playground. Inclusive playgrounds feature ADA accessible equipment that allow visitors of different abilities to utilize the playground. The nonprofit group New Glarus Cares, who fundraised for the purchase of the Kittleson Hill land, is interested in applying for a grant to purchase inclusive playground equipment. This grant would require a financial contribution from the Village. Representatives from New Glarus Cares provided a preliminary budget and renderings to aid this discussion, those are included in the agenda packet. The group has asked the Village to consider contributing \$80,000 to \$90,000 to the project, or at least allow New Glarus Cares to write that contribution amount on the grant application, and if received, the Village could decide if they would like to proceed.

### **New Business:**

Consideration/Discussion: Water Reservoir Project: A staff memo and engineering memo is included in the agenda packet.

Consideration/Discussion: Green County Highway Department Application for Land Division by Certified Survey Map (CSM), W6177 State Hwy 39, Parcel 2302401220000: This application was reviewed at the September 5, 2023 meeting and was approved with contingencies. However,

the contingencies placed on the application were out of the scope of the Village Board's authority. Staff recommend modifying the motion to state these are suggestions, not conditions.

Consideration/Discussion: Green County Tax Collection Agreement: This is an annual agreement the Village signs with Green County for the County to handle property tax collection. The Village pays \$1.65 per collected parcel and greatly benefits from utilizing Green County for these services.

Consideration/Discussion: 4<sup>th</sup> Avenue Stormwater Project: A staff memo is included in the agenda packet.

**Personnel and Finance:**

Consideration/Discussion: Employee Personnel Handbook Revisions: A staff memo highlighting the proposed revisions is included in the packet, as well as the draft personnel manual.

**President's Report:**

Consideration/Discussion: Electric Substation Ribbon Cutting: Village staff are hoping to schedule a date in early October for the electric substation ribbon cutting event.

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
9/5/2023

REGULAR MEETING-CALL TO ORDER: President Truttmann called the regular meeting to order at 7:01 p.m. and announced to silence all cell phones.

PRESENT: Chuck Phillipson, Mike Bell, Mike Marty (arrived at 7:09 p.m.), Larry Stuessy, Peggy Kruse, Gof Thomson and Roger Truttmann.

ALSO PRESENT: Shannon Small (Village Auditor-CLA), Amy Trumble (Library Director), Joe Cockroft (Public Works Director), Lauren Freeman (Village Administrator), Chief Jeff Sturdevant (Police Chief), Kelsey Jenson (Clerk-Treasurer)

APPROVAL OF AGENDA: Motion by Michael Bell, second by Larry Stuessy to approve the 9.5.23 agenda. Motion carried (7-0).

PUBLIC APPEARANCES AND CITIZEN COMMENTS: None.

CONSENT AGENDA: Motion by Larry Stuessy for approval of the consent agenda, second by Peggy Kruse. Motion carried (7-0).

APPROVAL OF MINUTES OF 8.15.23 Regular Meeting

APPROVAL OF CLAIMS: The claims lists were presented to the Board and include: ACH for payroll expenses, credit card; e-check for life insurance, and wire for power bill; payroll vouchers 17539 to 17584 totaling \$43,055.89; and checks 42339 to 42386 totaling \$688,107.10.

NEW BUSINESS

Consideration/Discussion: 2022 Audit: Shannon Small, CLA, (Village Auditor) gave a short presentation on the 2022 audit. A copy of this presentation is available on the Village website in the 9.5.23 agenda packet.

Motion by Larry Stuessy to accept 2022 Audit, second by Michael Bell. Motion carried (7-0).

Consideration/Discussion: Green County Highway Department Application for Land Division by Certified Survey Map (CSM), W6177 State Hwy 39, Parcel 2302401220000: Motion by Mike Marty to approve Green County Highway Department Application for Land Division by CSM for Parcel 2302401220000 subject to the following conditions:

- Comply with the comments from Mark Roffers review letter dated August 16, 2023 with the following modifications:
  - a. Require that all comments be complied with.



- b. Comment #3: Leave the easement on the face of the CSM and note that the easement is a "66' Wide Private Joint Driveway Easement, See Notes Section of this CSM"
- c. Add a note to the Notes Section of the CSM stating: "Subsequent to the recording of this CSM, a 66' Wide Private Joint Driveway Easement Agreement shall be recorded at the Green County Register of Deeds Office that further clarifies, outlines, and describes the beneficiaries, rights, responsibilities, restrictions, and other matters, including the paved surface to be constructed for this easement."
- d. Add an additional note to the CSM stating: "A portion of the 66' Wide Private Joint Driveway Easement depicted on this CSM extends over, under, and across a portion of the road reservation area intended to connect to S.T.H. "39". Said easement shall be a subservient easement subject to said reservation area and the conditions thereof.
- e. Add "For Road ROW Purposes" after "S.T.H. 39, Dedicated to the Public" on sheet 1 of 3.

second by Michael Bell. Motion carried (7-0).

Consideration/Discussion: July Financials: No Board action was taken.

Consideration/Discussion: 2024 Permit & License Fees: Motion by Mike Marty to approve 2024 Permit and License Fees with the modification if increasing operator licenses to \$100/two years, second by Larry Stuessy. Motion carried (7-0).

Consideration/Discussion: 2024 Lifeguard Wages & Pool Fees: Motion by Chuck Phillipson to approve "Scenario 2" as presented in the administrator memo dated 9/5/23, second by Mike Marty. Motion carried (7-0).

Consideration/Discussion: CTV Equipment Sinking Fund & Triathlon Sinking Fund Transfer: Motion by Gof Thomson to approve CTV Equipment Sinking Fund transfer to the General Fund Surplus and Triathlon Sinking Fund Transfer to the Park/Pool Sinking Fund second by Larry Stuessy. Motion carried (7-0).

PARKS AND RECREATION: None.

PUBLIC WORKS AND SAFETY: None.

PERSONNEL AND FINANCE: None.

PRESIDENT'S REPORT: None.

Motion by Larry Stuessy seconded by Michael Bell, and roll call vote 7-0 to adjourn pursuant to Wisconsin State Statute 19.85(1)(c): Considering employment, promotion, compensation, or

performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Village Administrator Performance Review]

Motion by Chuck Phillipson to reconvene to open session, second by Larry Stuessy and roll call vote 7-0. The Village Board then adjourned into open session.

Motion by Mike Marty to accept contractual obligation, second by Michael Bell. Motion carried (7-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 9:20 p.m.

– Kelsey Jenson,  
Clerk-Treasurer

*\*For more details on agenda items, please visit [newglarusvillage.com](http://newglarusvillage.com) to view the meeting agenda packet. A recording of the meeting is also available on the Village of New Glarus YouTube Channel.\**

## Report Criteria:

Report type: Summary

Check.Check Issue Date = 09/20/2023

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
09/23	09/20/2023	42387	6187	ALT, PATRICK	175.00
09/23	09/20/2023	42388	1120	ARAMARK UNIFORM SERVICES	359.12
09/23	09/20/2023	42389	3961	BADGER SWIMPOOLS INC.	963.00
09/23	09/20/2023	42390	1165	BAKER & TAYLOR BOOKS	516.94
09/23	09/20/2023	42391	1255	BLANCHARDVILLE CO-OP	2,319.79
09/23	09/20/2023	42392	5842	CLASSY CLEANERS	1,235.00
09/23	09/20/2023	42393	6188	COUEY, AARON	25.00
09/23	09/20/2023	42394	6129	DREYFUS, EASTON	125.00
09/23	09/20/2023	42395	5976	FINK, MELANIE	50.00
09/23	09/20/2023	42396	6181	GREEN IGNITE	131.92
09/23	09/20/2023	42397	1980	HACH COMPANY	243.10
09/23	09/20/2023	42398	6143	HI-VIZ SAFETY	290.00
09/23	09/20/2023	42399	6017	HONEY WAGON SERVICES, INC.	735.00
09/23	09/20/2023	42400	5930	HYDROCORP	345.00
09/23	09/20/2023	42401	5166	KIMBALL MIDWEST	218.87
09/23	09/20/2023	42402	6265	LIMITLESS LAWN & LANDSCAPE LLC	3,900.00
09/23	09/20/2023	42403	5512	MADDRELL EXCAVATING LLC	242,557.80
09/23	09/20/2023	42404	6102	MANDT SANDFILL TRUCKING & EXCA	320.00
09/23	09/20/2023	42405	2420	MARTELLE WATER TREATMENT	4,024.16
09/23	09/20/2023	42406	5286	MDROFFERS CONSULTING LLC	710.95
09/23	09/20/2023	42407	6266	METER-BROOKS, CLEM	75.00
09/23	09/20/2023	42408	2515	MIDWEST TAPE LLC	245.42
09/23	09/20/2023	42409	6128	MIHLBAUER, LEYTON	75.00
09/23	09/20/2023	42410	6268	MIHLBUAER, ASHLIN	250.00
09/23	09/20/2023	42411	6093	MILLENNIUM	675.00
09/23	09/20/2023	42412	4245	MONROE HEATING & SHEET METAL	244.00
09/23	09/20/2023	42413	5098	MOTOROLA SOLUTIONS INC.	2,798.83
09/23	09/20/2023	42414	4316	MURPHY DESMOND S.C.	2,013.46
09/23	09/20/2023	42415	2675	NCL OF WISCONSIN INC.	40.90
09/23	09/20/2023	42416	4754	NEW GLARUS HARDWARE	350.42
09/23	09/20/2023	42417	2730	NEW GLARUS POLICE ASSOC	15.00
09/23	09/20/2023	42418	2745	NEWS PUBLISHING COMPANY	253.04
09/23	09/20/2023	42419	4560	NORTHERN LAKE SERVICE INC	2,422.78
09/23	09/20/2023	42420	6168	ODP BUSINESS SOLUTIONS LLC	59.10
09/23	09/20/2023	42421	6038	PALMER, OWEN	500.00
09/23	09/20/2023	42422	6186	PULVERMACHER, ANDREW	200.00
09/23	09/20/2023	42423	2990	RAY O'HERRON CO INC	978.78
09/23	09/20/2023	42424	6269	REAR, BRADEN	200.00
09/23	09/20/2023	42425	6267	ROTH, MATT	150.00
09/23	09/20/2023	42426	3120	SCHOOL DIST OF NEW GLARUS	368.53
09/23	09/20/2023	42427	5201	SEERA	921.88
09/23	09/20/2023	42428	3210	SPEE-DEE DELIVERY SERVICE INC	167.04
09/23	09/20/2023	42429	3250	STRAND ASSOCIATES INC	26,253.59
09/23	09/20/2023	42430	6127	SYMDON AUTO	569.90
09/23	09/20/2023	42431	5285	TOTAL INSPECTION SERVICES LLC	733.50
09/23	09/20/2023	42432	3480	UNITED STATES CELLULAR	80.45
09/23	09/20/2023	42433	6270	WHISLER, KIRA	225.00
09/23	09/20/2023	42434	3805	WI PROF POLICE ASSN	129.00
09/23	09/20/2023	42435	5129	WIRTH, MIKE	1,776.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
09/23	09/20/2023	42436	4909	WISCONSIN COPY & BUSINESS EQUI	153.44
09/23	09/20/2023	42437	5390	WISCONSIN ECONOMIC DEVELOPME	200.00
Grand Totals:					302,370.71

## Report Criteria:

Report type: Summary

Check.Check Issue Date = 09/20/2023

## Report Criteria:

Check.Check Issue Date = 09/20/2023

GL Invoice Acct	Amt
Total 10:	18,249.37
Total 25:	762.36
Total 30:	60.00
Total 40:	47,379.95
Total 45:	178,635.91
Total 50:	53,950.75
Total 60:	3,325.00
Total 70:	7.37
Grand Totals:	302,370.71

**VILLAGE OF NEW GLARUS-CLAIMS PRESENTED -**

**9/19/2023**

CHECK #	PAYEE	DIST.	AMOUNT
ACH	941 Tax	PP# 18	12,444.14
ACH	WI Withholding	PP# 18	2,056.14
ACH	Great-West Retirement	deferred comp-pre tax	701.00
ACH	Great-West Retirement	deferred comp-post tax	250.00
JE	New Glarus Utilities	August utilities	18,884.81
ACH	EBC	Cobra/Flex Admin & Dep. Care	584.60
ACH	Employee Trust Funds	October health insurance	31,088.32
	<b>Sub-total</b>		<b>66,009.01</b>

**Payroll - paid 9/8/23**

17585	Kelsey Jenson	Clerk	1,700.31
17586	Deanna Young	Deputy Clerk	1,351.75
17587	Lauren Freeman	Administrator	2,093.70
17588	Mark Binger	PD	795.49
17589	Chanse Kaczmariski	PD	198.18
17590	Alex Brey	PD	2,283.25
17591	Hunter Krohn	PD	2,372.49
17592	Brian Bennett	PD	1,679.63
17593	Jeff Sturdevant	PD	3,000.39
17594	Molly Hultine	PD	775.74
17595	Ann Lahey	PD	643.79
17596	Joe Cockroft	PW	1,975.80
17597	Charles Loeffelholz	PW	1,382.81
17598	James (Sammy) Nelson	PW	169.56
17599	Kenneth Wolfe	PW	1,045.96
17600	Aaron Funseth	Water Treatment Plant	2,166.22
17601	Owen Palmer	PW	905.16
17602	Jason Borth	Utility	1,889.24
17603	William Kosmeder	Utility	2,454.63
17604	Kevin Funseth	Utility	2,373.97
17605	Beth Heller	Utility	1,202.82
17606	Erica Loeffelholz	Library	1,044.38
17607	Peggy Hammerly	Library	97.96
17608	Brooke Mathews	Library	942.85
17609	Alayna Lewis	Library	73.48
17610	Amy Trumble	Library	1,256.11
17611	Julie Hawkins	Library	441.40
17612	Amalia Morrison	Library	89.80
17613	Grady Johnson	Pool	41.56
17614	Megan Buol	Pool	99.04
17615	Mary Statz	Chalet	169.87
17616	Eli Zimmerman	Pool	54.54
17617	Keatan Zimmerman	Pool	45.71
17618	Ellie Eichelkraut	Pool	56.62
17619	Camryn Arnett	Pool	91.42
17620	Nathan Heil	Pool	91.42
17621	Clem Meter Brooks	Pool	132.06
17622	Delaney Hoeper	Pool	226.03

17623	Carter Nemergut	Pool	96.50
	<b>Payroll Subtotal</b>		<b>37,511.64</b>

**Village of New Glarus  
Building Inspection Summary  
August, 2023**

**Project:** 2300

**Municipality Code:**

DATE	PERMIT #	OWNER	ADDRESS	JOB TYPE	COST	CONTRACTOR	FEE
8-03-23	230023-62	Melissa Gordon	1200 HWY 69	Signs		Owner	\$50
8-3-23	230023-63	Bank of NG	501 1st St	HVAC	\$9161	Monroe Heating	\$50
8-3-23	230023-64	Sherie Peterson	818 5th St	Porch/Re Roof	\$25,000	Owner	\$110
8-10-23	230023-65	Shelly Johnson	1018 7th St	Solar	\$9,643.20	Everlight	\$115
8-10-23	230023-66	Kevin Duerst	306 7th Ave	Solar	\$9,643.20	Everlight	\$115
8-10-23	230023-67	Sherry Severson	1300 4th st	Fence		Owner	\$25
8-17-23	230023-68	Bank of NG	501 1st St	Remo	\$20,000	Anderson	\$140
8-17-23	230023-69	Exit Professional	901 HWY 69	Sign		Vital Signs	\$50
8-17-23	230023-70	Kim Hicks	819 4th St	HVAC	\$5320	Dave Jones	\$50
8-17-23	230023-71	Gloria Scheper	819 1st St	ReRoof		Infinity	\$35
8-31-23	230023-72	Cenex	1041 State 69	HVAC	\$4482	Monroe Heating	\$50
8-31-23	230023-73	Jason Snyder	116 Valle Tell	Fence	\$9200	Dane Co	\$25



Jeff Sturdevant  
Chief of Police  
sturdevant@newglaruspolice.com



"America's Little Switzerland"

Office: 608-527-2145  
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September 6, 2023

To: Administrator Freeman and the New Glarus Public Safety/Works Committee

From: Chief Jeff Sturdevant

Reference: August Monthly Police Report

Here is the summary of the Police Department statistics for last month and the year to date calls for service along with a comparative to last year's numbers.

Types of calls	Current Month	Since Jan 1 <sup>st</sup>	Previous Year Month	Total Last Year
Overall calls for service	455	3038	312	3791
Assist other agencies/departments	48	335	27	528
Incarcerated/Jailed	6	24	6	44
Traffic/Municipal Citations	110	468	55	618
Traffic Warnings	117	659	70	738
Parking Citations	5	168	8	258
Traffic Accidents	3	10	2	42

**Notable information or call(s) for service:**

- On August 8, 2023, an officer represented the New Glarus Police Department at the Brodhead Police Department's Night Out.
- On 08/08/23, an officer had a vehicle elude him and lead to a pursuit outside of the New Glarus Village Limits with Green County Sheriff's Office assisting. The offender was later identified and was issued five separate traffic citations. The offender was also formally charged by the District Attorney's Office for the felony pursuit.
- On 08/18/23, officers were dispatched to an apartment complex for a report of gunshots within the building. As a result of an investigation the offender was located and arrested. No persons were injured and there was damage to the building.

# NEW GLARUS POLICE DEPARTMENT

313 2nd Street • PO Box 187 • New Glarus, WI 53574

Jeff Sturdevant  
Chief of Police  
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"America's Little Switzerland"

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- The Department handled a couple of drug investigations that resulted in arrests and/or citations being issued.
- The Department has been dealing with several properties in the Village with inoperable vehicles on the property.

## Training:

- I attended the annual Wisconsin Chief of Police Leadership Conference that was held in Green Bay. This was a three-day event.
- August 15<sup>th</sup> Police Clerk Lahey and I attended a 4-hour Open Records Training that was put on by the Attorney General's Office and hosted at the Mount Horeb Police Department.
- The Department attended a High-Risk Vehicle Contacts In-Service that was hosted by the Green County Sheriff's Office.

**We Energies Grant:** I completed a grant for safety items and was awarded the grant for \$1,000.00.

**Squad Sale:** The 2017 Dodge Charge that was listed as a Tow Away due to the engine issue sold at auction for \$8,084.00.

# 2023 BUDGET TO ACTUAL - AUGUST

		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-41110-000-000	PROPERTY TAXES	728,690	728,950	-260
10-00-41140-000-000	MOBILE HOME TAXES	6,867	9,500	-2,633
10-00-41150-000-000	NG HOME-PAYMENT IN LIEU	30,919	31,000	-81
10-00-41160-000-000	AG USE PENALTY	0	0	0
10-00-41310-000-000	UTILITY TAXES	156,304	235,456	-79,152
10-00-41800-000-000	INTEREST ON TAXES	138	50	88
		922,919	1,004,956	-82,037
10-00-43400-000-000	SHARED TAXES	72,711	235,831	-163,120
10-00-43411-000-000	FIRE INSURANCE DUES	10,133	9,100	1,033
10-00-43520-000-000	STATE AID: POLICE TRAINING	0	500	-500
10-00-43521-000-000	STATE AID: OWI GRANT	1,092	0	1,092
10-00-43522-000-000	STATE AID: SEATBELT GRANT	0	0	0
10-00-43523-000-000	STATE AID: 2023 PD GRANT	0	0	0
10-00-43525-000-000	STATE AID: PD: HWY. SAFETY GRA	0	0	0
10-00-43526-000-000	STATE AID: PD DIGITAL RECORDIN	0	0	0
10-00-43527-000-000	STATE AID: RADIO GRANT	0	0	0
10-00-43528-000-000	STATE AID: 2014 BIKE RODEO GRA	0	0	0
10-00-43529-000-000	STATE AID: SPEED GRANT	0	0	0
10-00-43530-000-000	STATE AID: STREETS	101,642	135,523	-33,881
10-00-43535-000-000	STATE AID: LRIP	0	0	0
10-00-43540-000-000	STATE AID: COMPUTER	5,139	5,139	0
10-00-43545-000-000	STATE AID: PERSONAL PROP. TAX	12,417	12,417	0
10-00-43546-000-000	STATE AID: VIDEO SERVICE PROVI	5,250	5,250	0
10-00-43553-000-000	STATE AID: OTHER	0	0	0
10-00-43560-000-000	STATE AID: COVID-19 GRANT	0	0	0
10-00-43610-000-000	PAYMENTS FOR MUNICIPAL SERVICE	467	500	-33
10-00-43620-000-000	IN LIEU OF TAX: BICYCLE TRAIL	377	178	199
10-00-43710-000-000	COUNTY AID: ROADS	0	2,000	-2,000
10-00-43720-000-000	COUNTY AID: TOBACCO GRANT	0	0	0
10-00-43810-000-001	FED AID: ALLOCATED ARPA FUNDS	86,261	0	86,261
10-00-43810-000-000	FED GRANT: BULLET PROOF VEST	1,070	0	1,070
		296,558	406,438	-109,880
10-00-44110-000-000	LIQUOR LICENSES	8,515	8,800	-285
10-00-44120-000-000	OPERATOR LICENSES	2,465	2,800	-335
10-00-44130-000-000	CIGARETTE LICENSES	300	250	50
10-00-44140-000-000	CTV FRANCHISE FEE	17,290	21,750	-4,460
10-00-44160-000-000	OTHER LICENSES	65	130	-65
10-00-44210-000-000	BICYCLE LICENSES	4	0	4
10-00-44220-000-000	DOG LICENSES	276	10	266
10-00-44310-000-001	BUILDING PERMITS-FENLEY	23,155	10,000	13,155
10-00-44910-000-001	SIGN PERMITS-FENLEY	250	200	50
10-00-44920-000-000	OTHER PERMITS	1,205	1,300	-95
10-00-44925-000-000	STREET USE PERMITS	390	800	-410
		53,915	46,040	7,875
10-00-45110-000-000	COURT PENALTIES & COSTS	7,049	11,000	-3,951
10-00-45120-000-000	PARKING VIOLATIONS	5,050	6,000	-950
10-00-45190-000-000	OTHER ORDINANCE VIOLATIONS	0	0	0
		12,099	17,000	-4,901
10-00-46110-000-000	CLERKS FEES	11,976	5,000	6,976
10-00-46210-000-000	LAW ENFORCEMENT FEES	6,367	3,000	3,367
10-00-46220-000-000	PUBLIC WORKS FEES	1,518	0	1,518
10-00-46300-000-000	Special Charge - Driveway	0	0	0

# 2023 BUDGET TO ACTUAL - AUGUST

		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-46720-000-000	PARKS	1,692	2,500	-808
10-00-46720-000-001	PARKS: SIGN RENTAL	39,700	25,000	14,700
10-00-46725-000-000	RECREATION CHILD PROGRAMS	1,290	900	390
10-00-46726-000-000	RECREATION ADULT PROGRAMS	40	0	40
10-00-46730-000-000	TRIATHLON	0	0	0
10-00-46735-000-000	SWIMMING POOL	40,168	40,000	168
10-00-46735-000-001	SWIMMING POOL - LESSONS	6,996	6,500	496
10-00-46735-000-003	POOL ADULT PROGRAMS	312	250	62
10-00-46735-000-004	POOL CHILD PROGRAMS	0	0	0
10-00-46736-000-000	SWIM TEAM	5,402	5,300	102
10-00-46737-000-000	BASEBALL: ALL PROGRAMS	6,395	5,500	895
10-00-46738-000-000	GIRLS SOFTBALL	2,589	3,000	-411
10-00-46739-000-000	BASEBALL:DON'T USE	0	0	0
10-00-46740-000-000	VILLAGE HALL	1,400	1,000	400
10-00-46745-000-000	OFFICE SPACE RENTS	0	0	0
10-00-46746-000-000	Office Space Rent-Light/Water	2,000	3,000	-1,000
10-00-46747-000-000	RENTALS: LIBRARY	0	0	0
		127,847	100,950	26,897
10-00-48100-000-000	INTEREST	118,525	5,000	113,525
10-00-48300-000-000	SALES MDSE & SUPPLY	1,029	3,000	-1,971
10-00-48300-000-002	SALES: RECREATION CONCESSIONS	0	0	0
10-00-48400-000-000	INSURANCE RECOVERIES	0	0	0
10-00-48500-000-000	DONATIONS	2,597	0	2,597
10-00-48500-000-001	DONATIONS-POLICE DEPT.	3,379	0	3,379
10-00-48500-000-002	DONATION: PD: COMMUNITY RELAT	300	0	300
10-00-48500-000-003	DONATIONS: TEAM SHIRT SPONSORS	0	0	0
10-00-48500-000-004	DONATION:WPPI FOR ECONOMIC DEV	0	1,000	-1,000
10-00-48600-000-000	REFUND PRIOR YEAR EXPENSES	3,254	0	3,254
		129,084	9,000	120,084
10-00-49120-000-000	PROCEEDS FROM LONG: TERM DEBT	0	0	0
10-00-49211-000-000	TRANSFER FROM ROOM TAX FUND	0	0	0
10-00-49220-000-000	TRANSFER FROM LIBRARY FUND	0	0	0
10-00-49250-000-000	TRANSFER FROM CHALET FUND	0	0	0
10-00-49260-000-000	TRANS FROM GENERAL FUND	0	0	0
10-00-49263-000-000	TRANSFER FROM DNR GRANT-FOREST	0	0	0
10-00-49300-000-000	SINKING FUNDS APPLIED	0	16,000	-16,000
10-00-49301-000-000	SURPLUS FUNDS APPLIED	0	29,130	-29,130
10-00-49999-000-000	MISCELLANEOUS REVENUE	84	0	84
		84	45,130	-45,046
<b>TOTAL REVENUE</b>		<b>1,542,505</b>	<b>1,629,514</b>	<b>-87,009</b>
10-00-51110-110-000	VILLAGE BOARD: SALARIES	5,500	4,500	1,000
10-00-51110-130-000	VILLAGE BOARD: FRINGE BENEFITS	421	344	77
10-00-51110-310-000	VILLAGE BOARD: GENERAL OPERATI	70	150	-80
10-00-51110-320-000	VILLAGE BOARD: PUBLICATIONS	0	0	0
10-00-51110-330-000	VILLAGE BOARD: TRAVEL & TRAINI	0	100	-100
10-00-51120-110-000	C & C: SALARIES	100	2,620	-2,520
10-00-51120-130-000	C & C: FRINGE BENEFITS	8	200	-193
10-00-51120-310-000	C & C: GENERAL OPERATIONS	250	100	150
10-00-51120-320-000	C & C: PUBLICATIONS	121	50	71
10-00-51120-330-000	C & C: TRAVEL & TRAINING	40	400	-360
10-00-51300-310-000	VILLAGE ATTORNEY	8,080	9,000	-920

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		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-51300-310-001	VILLAGE ATTORNEY - COURT	8,788	10,734	-1,946
10-00-51300-310-002	VILLAGE ATTY: TOWN/VILLAGE CBA	0	0	0
10-00-51310-310-000	ORDINANCE CODIFICATION	695	6,500	-5,805
10-00-51400-310-000	ADMINISTRATIVE SUPPORT	10,392	10,500	-108
10-00-51410-110-000	PRESIDENT: SALARIES	3,000	3,000	0
10-00-51410-130-000	PRESIDENT: FRINGE BENEFITS	230	230	0
10-00-51410-310-000	PRESIDENT: GENERAL OPERATIONS	0	0	0
10-00-51410-320-000	PRESIDENT: PUBLICATIONS	0	0	0
10-00-51410-330-000	PRESIDENT: TRAVEL & TRAINING	0	0	0
10-00-51415-110-000	ADMINISTRATOR: SALARIES	28,714	48,450	-19,736
10-00-51415-130-000	ADMINISTRATOR: FRINGE BENEFITS	4,884	18,538	-13,655
10-00-51415-220-000	ADMINISTRATOR: UTILITIES	678	650	28
10-00-51415-310-000	ADMINISTRATOR: GENERAL OPERATI	8,407	2,000	6,407
10-00-51415-320-000	ADMINISTRATOR: PUBLICATIONS	0	0	0
10-00-51415-330-000	ADMINISTRATOR: TRAVEL & TRAINI	981	3,000	-2,019
10-00-51420-110-000	CLERK: SALARIES	31,121	47,776	-16,655
10-00-51420-130-000	CLERK: FRINGE BENEFITS	18,323	25,965	-7,642
10-00-51420-220-000	CLERK: UTILITIES	874	1,200	-326
10-00-51420-310-000	CLERK: GENERAL OPERATIONS	4,619	4,000	619
10-00-51420-320-000	CLERK: PUBLICATIONS	1,942	5,500	-3,558
10-00-51420-330-000	CLERK: TRAVEL & TRAINING	590	2,500	-1,910
10-00-51440-110-000	ELECTIONS: SALARIES	2,359	2,445	-86
10-00-51440-130-000	ELECTIONS: FRINGE BENEFITS	0	0	0
10-00-51440-310-000	ELECTIONS: GENERAL OPERATIONS	2,720	3,100	-380
10-00-51440-320-000	ELECTIONS: PUBLICATIONS	187	175	12
10-00-51440-330-000	ELECTIONS: TRAVEL & TRAINING	66	200	-134
10-00-51510-110-000	TREASURER: SALARIES	25,673	39,369	-13,696
10-00-51510-130-000	TREASURER: FRINGE BENEFITS	14,955	21,283	-6,328
10-00-51510-310-000	TREASURER: GENERAL OPERATIONS	10,194	9,500	694
10-00-51510-320-000	TREASURER: PUBLICATIONS	0	600	-600
10-00-51510-330-000	TREASURER: TRAVEL & TRAINING	510	1,000	-490
10-00-51520-310-000	INDEPENDENT AUDIT	43,995	15,000	28,995
10-00-51530-310-000	PROP ASSESS: GENERAL OPS	16,858	17,750	-892
10-00-51600-110-000	VILLAGE HALL: SALARIES	101	3,826	-3,725
10-00-51600-130-000	VILLAGE HALL: FRINGE BENEFITS	15	460	-445
10-00-51600-220-000	VILLAGE HALL: UTILITIES	12,387	17,000	-4,613
10-00-51600-291-000	VILLAGE HALL: PURCHASED SERVIC	10,199	16,750	-6,552
10-00-51600-310-000	VILLAGE HALL: GENERAL OPERATIO	2,918	2,000	918
10-00-51600-350-000	VILLAGE HALL: REPAIR/EQUIPMENT	1,188	1,000	188
10-00-51600-351-000	VILLAGE HALL: REPAIR/BUILDING	7,679	4,000	3,679
10-00-51600-352-000	VILLAGE HALL: REPAIR/GROUNDS	51	500	-449
10-00-51910-310-000	PROPERTY TAX	0	0	0
10-00-51930-310-000	PROPERTY INS: GENERAL OPS	33,334	15,500	17,834
10-00-51935-310-000	LIABILITY INS: GENERAL OPS	59,322	23,600	35,722
10-00-51950-310-000	UNEMPLOYMENT INS: GENERAL OPS	0	0	0
		383,536	403,065	-19,529
10-00-52100-110-000	POLICE ADMIN: SALARIES	79,903	122,044	-42,142
10-00-52100-130-000	POLICE ADMIN: FRINGE BENEFITS	13,720	33,342	-19,622
10-00-52100-220-000	POLICE ADMIN: UTILITIES	4,081	8,300	-4,219
10-00-52100-240-000	POLICE ADMIN: EQUIPMENT CONTRA	5,917	14,100	-8,183
10-00-52100-310-000	POLICE ADMIN: GENERAL OPERATIO	7,425	7,850	-425
10-00-52100-310-001	POLICE ADM:GO:FROM DONATIONS	8,596	0	8,596

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		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-52100-310-002	POLICE ADM:GO:COMM. RELATIONS	1,440	0	1,440
10-00-52100-320-000	POLICE ADMIN: PUBLICATIONS	0	0	0
10-00-52100-330-000	POLICE ADMIN: TRAVEL & TRAININ	884	2,000	-1,116
10-00-52100-700-000	POLICE ADM:HWY. SAFETY GRANT	0	0	0
10-00-52120-110-000	POLICE PATROL: SALARIES	88,187	222,456	-134,269
10-00-52120-110-001	POLICE PATROL: SAL:OT&HOLIDAY	25,890	12,734	13,156
10-00-52120-110-002	POLICE PATROL: SALARY:PARTTIME	32,724	17,128	15,596
10-00-52120-110-003	PD PATROL: SAL-2016 SPEED GRAN	0	0	0
10-00-52120-110-004	POLICE PATROL:SALARY OWI GRANT	0	0	0
10-00-52120-110-005	POLICE PAT: SAL: SEATBELT GRNT	0	0	0
10-00-52120-130-000	POLICE PATROL: FRINGE BENEFITS	67,973	139,229	-71,256
10-00-52120-130-001	POLICE PATROL:FB:OT&HOLIDAY	5,333	2,458	2,875
10-00-52120-130-002	POLICE PATROL: FB: PARTTIME	2,503	2,210	293
10-00-52120-130-003	PD PATROL: FRINGE-2016 SPEED G	0	0	0
10-00-52120-130-004	POLICE PATROL:FRINGE OWI GRANT	0	0	0
10-00-52120-130-005	POLICE PAT: FRNG: SEATBELT GRT	0	0	0
10-00-52120-310-000	POLICE PATROL: GENERAL OPERATI	17,427	4,600	12,827
10-00-52120-310-001	POLICE PATROL: SWAT	257	500	-243
10-00-52120-310-002	PD PATROL: 2014 BIKE RODEO GRT	0	0	0
10-00-52120-310-003	PD PATROL: 2014 BADGER TRACS	0	0	0
10-00-52120-315-000	POLICE PATROL: FUEL	6,701	12,000	-5,299
10-00-52120-350-000	POLICE PATROL: REPAIR/EQUIPMEN	2,081	6,000	-3,919
10-00-52130-310-000	POLICE INVESTIGATION: GEN OPS	598	1,000	-402
10-00-52140-310-000	POLICE TRAINING: GENERAL OPS	2,247	3,500	-1,253
10-00-52210-310-000	FIRE SUPPRESSION: GENERAL OPS	71,004	69,971	1,033
10-00-52210-311-000	FIRE SUPPRESSION: HYDRANTS	0	0	0
10-00-52300-310-000	AMBULANCE: GENERAL OPS	45,621	45,621	0
10-00-52400-310-000	BLDG INSPECTION: GENERAL OPS	20,168	9,000	11,168
10-00-52400-310-001	ZONING ADMINISTRATOR	0	0	0
10-00-52500-220-000	EMERGENCY GOV: UTILITIES	127	125	2
10-00-52500-310-000	EMERGENCY GOV: GENERAL OPS	0	75	-75
10-00-52500-320-000	EMERGENCY GOV: PUBLICATIONS	0	0	0
10-00-52500-330-000	EMERGENCY GOV: TRAVEL & TRAINI	0	100	-100
10-00-52500-350-000	EMERGENCY GOV: REPAIR/EQUIPMEN	0	0	0
10-00-52800-310-000	EMPLOYEE SAFETY: GENERAL OPS	1,573	2,250	-677
		512,379	738,592	-226,213
10-00-53100-110-000	STREET ADMIN: SALARIES	19,184	26,476	-7,291
10-00-53100-130-000	STREET ADMIN: FRINGE BENEFITS	14,448	12,592	1,856
10-00-53100-220-000	STREET ADMIN: UTILITIES	397	630	-233
10-00-53100-310-000	STREET ADMIN: GENERAL OPERATIO	130	300	-170
10-00-53100-330-000	STREET ADMIN: TRAVEL & TRAININ	0	1,000	-1,000
10-00-53110-310-000	ENGINEERING	8,687	0	8,687
10-00-53230-110-000	VILLAGE GARAGE: SALARIES	0	1,636	-1,636
10-00-53230-130-000	VILLAGE GARAGE: FRINGE BENEFIT	7	1,017	-1,010
10-00-53230-220-000	VILLAGE GARAGE: UTILITIES	9,003	9,500	-497
10-00-53230-310-000	VILLAGE GARAGE: GENERAL OPERAT	1,194	1,000	194
10-00-53230-350-000	VILLAGE GARAGE: REPAIR/EQUIPME	0	2,000	-2,000
10-00-53230-351-000	VILLAGE GARAGE: REPAIR/BUILDIN	185	2,000	-1,815
10-00-53240-110-000	MACH & EQUIP: SALARIES	3,905	8,385	-4,480
10-00-53240-130-000	MACH & EQUIP: FRINGE BENEFITS	2,299	5,211	-2,912
10-00-53240-240-000	MACH & EQUIP: EQUIP CONTRACTS	0	0	0
10-00-53240-310-000	MACH & EQUIP: GENERAL OPERATIO	35,484	500	34,984

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		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-53240-315-000	MACH & EQUIP: FUEL	6,728	8,000	-1,272
10-00-53240-330-000	MACH & EQUIP: TRAVEL & TRAININ	0	0	0
10-00-53240-350-000	MACH & EQUIP: REPAIR/EQUIP	3,290	7,500	-4,210
10-00-53300-110-000	STREET MAIN/CONS: SALARIES	44,210	36,444	7,766
10-00-53300-110-001	STREET MAIN/CONS: SAL:CHAMBER	1,749	0	1,749
10-00-53300-130-000	STREET MAIN/CONS: FRINGE BENEF	24,352	20,732	3,619
10-00-53300-130-001	STREET MAIN/CONS: FB:CHAMBER	247	0	247
10-00-53300-310-000	STREET MAIN/CONS: GENERAL OPS	8,307	35,000	-26,693
10-00-53300-320-000	STREET MAIN/CONS: PUBLICATIONS	0	0	0
10-00-53420-310-000	STREET LIGHTING	24,736	38,000	-13,264
10-00-53430-310-000	SIDEWALKS: GENERAL OPERATIONS	0	0	0
10-00-53440-220-000	STORM SEWER: UTILITIES	1,198	1,000	198
10-00-53440-310-000	STORM SEWERS: GENERAL OPERATIO	0	0	0
10-00-53460-110-000	SNOW REMOVAL: SALARIES	9,218	18,739	-9,521
10-00-53460-130-000	SNOW REMOVAL: FRINGE BENEFITS	4,930	8,609	-3,680
10-00-53460-291-000	SNOW REMOVAL: PURCHASED SERVIC	0	2,500	-2,500
10-00-53460-310-000	SNOW REMOVAL: GENERAL OPERATIO	16,723	28,000	-11,277
10-00-53470-110-000	SIGNS: SALARIES	451	920	-469
10-00-53470-130-000	SIGNS: FRINGE BENEFITS	315	572	-256
10-00-53470-220-000	SIGNS: UTILITIES	140	150	-10
10-00-53470-310-000	SIGNS: GENERAL OPERATIONS	141	2,000	-1,859
10-00-53490-310-000	CURB & GUTTER: GENERAL OPERATI	0	0	0
10-00-53650-110-000	DUMP: SALARIES	232	1,329	-1,097
10-00-53650-130-000	DUMP: FRINGE BENEFITS	133	826	-693
10-00-53650-310-000	DUMP: GENERAL OPERATIONS	150	0	150
10-00-53650-390-000	DUMP: LICENSES	165	165	0
		242,339	282,734	-40,395
10-00-55200-110-000	PARKS: SALARIES	8,351	818	7,533
10-00-55200-130-000	PARKS: FRINGE BENEFITS	1,425	508	917
10-00-55200-220-000	PARKS: UTILITIES	3,882	4,000	-118
10-00-55200-291-000	PARKS: PURCHASED SERVICE	14,981	20,000	-5,019
10-00-55200-310-000	PARKS: GENERAL OPERATIONS	2,153	2,000	153
10-00-55200-310-001	PARKS: GEN. OPS. SIGNS	14,568	8,500	6,068
10-00-55200-310-002	PARKS: DOG PARK	0	0	0
10-00-55200-320-000	PARKS: PUBLICATIONS	0	0	0
10-00-55200-350-000	PARKS: REPAIR/EQUIPMENT	617	1,500	-883
10-00-55200-351-000	PARKS: REPAIR/BUILDING	12	500	-488
10-00-55200-352-000	PARKS: REPAIR/GROUNDS	2,092	5,200	-3,108
10-00-55210-110-000	FLORAL CLOCK: SALARIES	16	0	16
10-00-55210-130-000	FLORAL CLOCK: FRINGE BENEFITS	26	0	26
10-00-55210-220-000	FLORAL CLOCK: UTILITIES	775	500	275
10-00-55210-310-000	FLORAL CLOCK: GENERAL OPERATIO	5,503	5,000	503
10-00-55210-350-000	FLORAL CLOCK: REPAIR/EQUIPMENT	2,997	0	2,997
10-00-55210-352-000	FLORAL CLOCK: REPAIR/GROUNDS	77	100	-23
10-00-55300-110-000	RECREATION: SALARIES	822	7,872	-7,050
10-00-55300-130-000	RECREATION: FRINGE BENEFITS	63	602	-539
10-00-55300-310-000	RECREATION: GENERAL OPERATIONS	0	0	0
10-00-55300-310-001	RECREATION: LITTLE LEAGUE/GIRL	3,101	10,000	-6,899
10-00-55300-310-002	TRIATHLON	0	0	0
10-00-55300-310-003	RECREATION: TEAM SHIRTS	1,112	0	1,112
10-00-55300-320-000	RECREATION: PUBLICATIONS	0	0	0
10-00-55300-330-000	RECREATION: TRAVEL & TRAINING	0	0	0

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		2023 Actual to 8/31/2023	2023 BUDGET 12/31/2023	DIFFERENCE OVER/(UNDER) FEBRUARY TO BUDGET
10-00-55300-340-000	FESTIVAL/EVENT EXPENSE	0	0	0
10-00-55420-110-000	POOL: SALARIES	29,218	34,277	-5,059
10-00-55420-110-001	POOL: SALARIES: LESSONS	11,882	7,310	4,572
10-00-55420-110-002	POOL: SALARIES: SWIM TEAM	3,973	5,939	-1,966
10-00-55420-130-000	POOL: FRINGE BENEFITS	2,572	4,158	-1,585
10-00-55420-130-001	POOL: FRINGE BENEFIT: LESSONS	909	679	230
10-00-55420-130-002	POOL: FRINGE BENEFITS: SWIM TE	304	552	-248
10-00-55420-220-000	POOL: UTILITIES	13,953	15,000	-1,047
10-00-55420-291-000	POOL: PURCHASED SERVICES	8,789	9,000	-211
10-00-55420-310-000	POOL: GENERAL OPERATIONS	2,662	3,000	-338
10-00-55420-310-002	POOL: SWIM TEAM	377	300	77
10-00-55420-320-000	POOL: PUBLICATIONS	17	250	-233
10-00-55420-330-000	POOL: TRAVEL & TRAINING	462	400	62
10-00-55420-350-000	POOL: REPAIR/EQUIPMENT	21,241	4,000	17,241
10-00-55420-351-000	POOL: REPAIR/BUILDING	0	250	-250
10-00-55420-352-000	POOL: REPAIR/GROUNDS	16,327	11,750	4,577
10-00-55420-390-000	POOL: LICENSES	425	425	0
10-00-55600-310-000	CABLE TELEVISION: GENERAL OPS	0	0	0
		175,685	164,390	11,295
10-00-56110-110-000	FORESTRY: SALARIES	3,497	3,497	0
10-00-56110-130-000	FORESTRY: FRINGE BENEFITS	268	267	0
10-00-56110-220-000	FORESTRY: UTILITIES	0	0	0
10-00-56110-310-000	FORESTRY: GENERAL OPERATIONS	763	2,120	-1,357
10-00-56110-310-001	FORESTRY: TREE PRUNING	0	0	0
10-00-56110-310-002	FORESTRY: ARBOR DAY PLANTING	3,790	6,000	-2,210
10-00-56110-310-004	FORESTRY: GEN.OP.:GRANT	0	0	0
10-00-56110-310-005	FORESTRY: TREE/STUMP REMOVAL	21,810	24,000	-2,190
10-00-56110-320-000	FORESTRY: PUBLICATIONS	0	50	-50
10-00-56110-330-000	FORESTRY: TRAVEL & TRAINING	0	0	0
10-00-56701-310-000	GREEN CTY DEV: GENERAL OPS	0	0	0
10-00-56702-310-000	ECONOMIC DEVELOPMENT	0	1,000	-1,000
10-00-56702-810-000	ECONOMIC DEV: CAPITAL OUTLAY	0	0	0
10-00-56715-310-000	DT BUSINESS IMP: GENERAL OPS	0	0	0
		30,128	36,934	-6,806
10-00-57200-291-000	PLANNING: PROFESSIONAL SERVICE	277	3,000	-2,723
		277	3,000	-2,723
10-00-59212-999-000	TRANSFER TO BOND FUND	0	0	0
10-00-59220-999-000	TRANSFER TO CHALET FUND	0	0	0
10-00-59230-999-000	TRANSFER TO DEBT SERVICE FUND	0	0	0
10-00-59260-999-000	TRANSFER TO GEN CAPT PRJT FD	0	0	0
10-00-59265-999-000	TRANSFER TO LIBRARY FUND	0	0	0
10-00-59900-001-000	SPECIAL PURPOSE TAX REVENUE	0	800	-800
10-00-59900-005-000	SP PURP TAX REV: EQUIPMENT FUN	0	0	0
10-00-59900-006-000	SP PURP TAX REV: PARK FUND	0	0	0
10-00-59900-008-000	SP PURP TAX REV: SQUAD FUND	0	0	0
		0	800	-800
TOTAL EXPENSE		1,344,343	1,629,515	-285,171

NET

198,162





# Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

[www.newglarusvillage.com](http://www.newglarusvillage.com)

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## [DRAFT] SPECIAL EVENT PERMIT # 23-SE-10

ISSUED TO: New Glarus Chamber  
Rebekah Stauffacher

EVENT: Boos & Brews Pub Crawl 2023  
DATES/TIMES: Saturday, October 21, 2023, 5:00 p.m. - 9:00 p.m.

### LOCATIONS/USES OF PUBLIC FACILITIES:

#### OPEN INTOXICANTS:

Alcoholic beverages will be served by participating bars along the pub crawl.  
New Glarus Chamber of Commerce is not serving or selling alcohol.

Open Intoxication Boundary- A rectangle with outer edges of 4<sup>th</sup> Avenue, 2<sup>nd</sup> Street, Railroad Street, and 7<sup>th</sup> Avenue. Village Park will not be inside the boundary. Saturday, 10/21/23  
5:00p.m.- 10:00 pm.

*Signs will be posted at walkway entrances of Village Park saying "No alcohol beyond this point".*

**RESTROOMS:** Indoor toilet facilities will be made available by downtown businesses, bars and also at the Chamber of Commerce at 418 Railroad Street.

**INSURANCE:** Insurance is on file with the Village Clerk's Office.

**MISC:** Any work performed by Village staff outside normal working hours will be billed to the permit holder.

**SPECIAL SAFETY PROCEDURES:** This event will be held only if it complies with all recommendations of the State of Wisconsin, State Health and Human Services Department, and the Green County Health department regarding large gatherings and events at the time the event is scheduled to take place. The Village reserves the right to revoke this permit if its occurrence presents a public health risk.

PERMIT ISSUED: \_\_\_\_\_

BY: \_\_\_\_\_



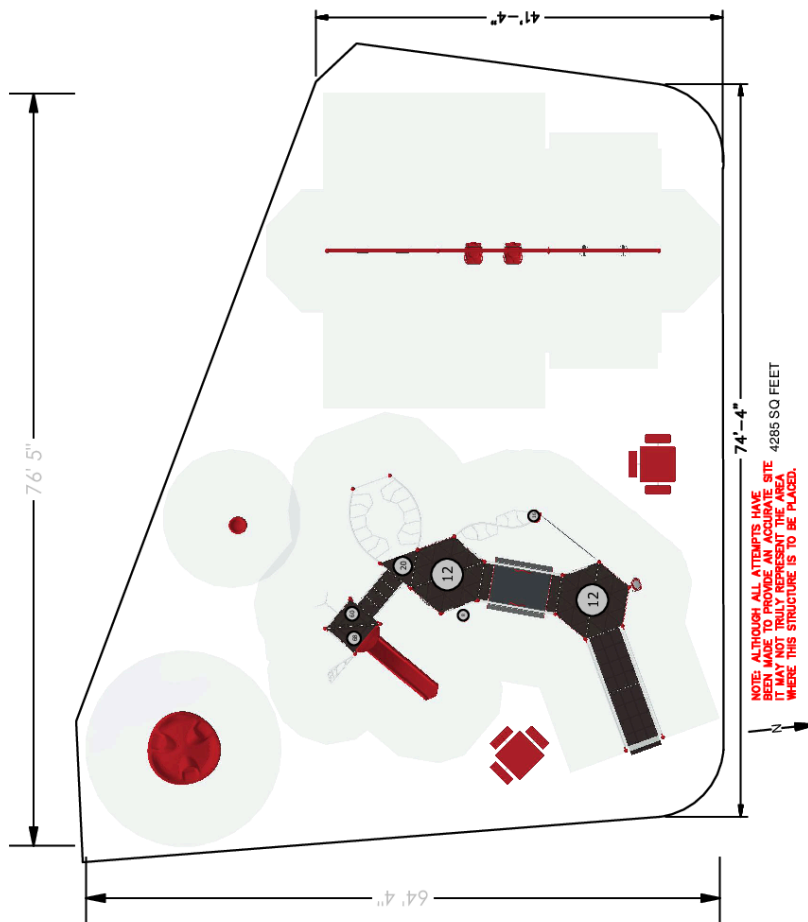


COLOR KEY

●	RED
○	WHITE
○	GRANITE
Ⓟ	RED/WHITE







NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE REPRESENTATION, THIS PLAN DOES NOT REPRESENT WHERE THIS STRUCTURE IS TO BE PLACED.

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

PLAYGROUND ACCESSIBILITY (Provided/Required)				
TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	TYPES OF GROUND EVENTS
19	12 / 6	4 / 0	8 / 0	10 / 0
				4 / 0

OVERALL BOUNDING OF USE ZONES	**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.
Area: 4913.5 sq.ft. Perimeter: 281.4 ft. STRUCTURE SIZE: 64' 4" x 76' 5" POST SIZE(S): 5"	

SERIES LINE: Burke Basics | Nucleus | Intensity

SITE PLAN VIEW

GROUP:  
5-12 Structure | Freestanding

Candy Cane Park - New Glarus  
New Glarus, WI 53574

08/16/2023

DESIGNED FOR AGES:  
5 to 12

**Burke**  
PLAY THAT MOVES YOU.

Lee Recreation, LLC  
142-170689-3

Designer: Luke Schueller



DATE: August 23, 2023  
TO: New GlarusCares  
PO Box 566  
New Glarus, WI 53574  
FROM: Pat Groom  
RE: **Playground Proposal #142-170689-3**

**BCI BURKE "Play That Moves You"**

Playground Proposal #142-170689-3

19 Play Events for an estimated 149 users ages 5-12

1-#NUCLEUS Nucleus Modular Structure \$61,905.00

**DECKS:** 1-Triangle, 2-Hexagon, 1-Split Square

**RAMP:** 1-12" Ramp with Guardrails

**BRIDGE:** Innova Bridge

**SLIDES:** Velo Straight Slide @ 64" Deck Ht.

**CLIMBERS:** Evolution 40" Stairs, Trango Climber, Via Climber,  
Atom Climber

**BALANCE:** 1-Ovistep Launch Pad

**UPPER BODY:** "S" Horizontal Ladder, Round-A-Bout with End Rungs

**PLAY ACTIVITY PANELS:** 3-In-A-Row Panel, Rain Wheel Panel, Gear Panel,  
Bee Accessible Panel, Hide the Numbers Panel, PlayEnsemble Babel Drum

1-#560-2579 Volta Inclusive Spinner \$ 7,396.00

2-#580-1394 ADA Square Pedestal Tables \$ 3,202.00

1-#560-2573 Kid Force Spinner \$ 897.00

1-#SWING 3-Bay Single Post Swing Assembly \$ 6,866.00

Includes: 2-Belt Seats, 2-Infant/Tot Seat, 2-Freedom Inclusive Swing Seat

Subtotal Equipment \$80,266.00

**Project Discount (\$8,026.00)**

Assembly/Installation \$24,080.00

Freight \$ 800.00

**TOTAL \$97,120.00**

**OPTIONAL:**

4028 sq. ft. - Playbound™ Poured-In-Place Surfacing - ADD \$88,616.00

50% color - 50% Black Speckled mix - Includes Compacted Aggregate Base.

Security of site until the product sets is the responsibility of the customer.

Quote Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms:** Net 20

**Site Preparation, Resilient Surfacing, Concrete Border, and Site Restoration is the responsibility of the customer.**

**Lead time:** 15 Weeks Upon Receipt of Order

**Quote Effective:** **Until 9-01-2023**

# BURKE GENERATIONS WARRANTY®

## The Longest and Strongest warranty in the industry

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

## We stand behind our products. In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Synergy™, Nucleus®, Voltage®, Little Buddies®, ELEVATE®, ACTIVATE®, INVIGORATE™) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Synergy™, Intensity®, Nucleus®, Voltage®, Little Buddies®, ELEVATE®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture® cables and LEVEL X® flex bridge against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

**THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.**

**Warranty Exclusions:** The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

**Limitation of Remedies:** Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

### Terms of Sale

**Pricing:** Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

**Weights:** Weights are approximate and may vary with actual orders.

**Installation:** All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

**Specifications:** Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

**Loss or Damage in Transit:** A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070.

01/2021

\*Preliminary budget, contingent upon grant award

#	ITEM/DESCRIPTION	BORLAND* COST	LEE RECREATION COST	MIN WI PLAYGROUND D COST ***	OTHER COSTS	
1	Borland Recreation (CD226771) Inclusive Playground Equipment, 6 Swings, 2 Tables, Freight & Installation	\$85,987.00	\$61,905.00	\$85,051.00		
2	Volta Inclusive Spinner		\$7,396.00			
3	ADA Square Pedestal Tables		\$3,202.00			
4	Kid Force Spinner		\$897.00			
5	3-Bay Single Post Swing Assembly		\$6,866.00			
6	Other			\$84.00		
7	Project Discount		-\$8,026.00	-\$42,525.50		
8	Assembly/Installation		\$24,080.00	\$25,515.00		
9	Freight		\$800.00	\$5,197.69		
	<b>PLAYGROUND SUB-TOTAL:</b>	<b>\$85,987.00</b>	<b>\$97,120.00</b>	<b>\$73,322.19</b>	<b>\$60,000.00</b>	
10	Pour In Place Rubber Flooring (4100 sq ft) **	<b>\$77,900.00</b>	<b>\$88,616.00</b>	?	\$50,000.00	Bonded rubber surfacing or as \$5 to \$7 per square foot for the material or \$7 to \$13 per square foot installed
11	PolyJohn SA1-1013 We'll Care III Red Wheelchair Accessible Portable Restroom (Red & White)				\$2,491.20	\$2,491.20
12	WebstaurantStore 9942 Black Health Guard Hand Soap / Sanitizer Dispenser				\$8.99	\$8.99
13	Miscellaneous Hardware for Toilet (i.e. Lock, Security Hardware, Weather Stripping, etc.) (Estimate)				\$250.00	\$250.00
14	Toilet Pad 9' X 9' = 81 sq. ft. 5 in thick 6 bag mix & fibermesh \$6.00 sq. ft. (New Glarus Concrete Estimate)				\$486.00	\$486.00
15	Removal 81 sq. ft. \$2.00 sq. ft. (New Glarus Concrete Estimate)				\$162.00	
16	Fence Pad 8' X 12' = 96 sq. ft. 5 in thick 6 bag mix & fibermesh \$6.00 sq. ft. (New Glarus Concrete Estimate)				\$576.00	
17	Removal 96 sq. ft. \$2.00 sq. ft. (New Glarus Concrete Estimate)				\$192.00	\$192.00
18	Concrete curb 6' X 9' X 272' \$10.00 a ft. (New Glarus Concrete Estimate)				\$2,720.00	\$0.00
19	3-Sided Vinyl Fence/Blind - 2 8'x8' Faux Wood Panels (New Glarus Concrete Estimate)				\$1,780.00	\$0.00 FFA Alumni
20	Vinyl Fence/Blind Installation (Dave Anderson Estimate)				\$1,200.00	\$0.00
21	Portable Toilet Assembly (Dave Anderson Estimate)				\$600.00	\$0.00
	<b>PORTABLE TOILET SUB-TOTAL:</b>	<b>\$6,886.19</b>	<b>\$6,886.19</b>		<b>\$6,886.19</b>	<b>\$3,428.19</b>
22	Sidewalk 104' X 4' = 416 sq. ft. 5 in thick 6 bag mix & fibermesh \$6.00 sq. ft. (New Glarus Concrete Estimate)				\$2,496.00	\$2,496.00
23	Removal 416 sq. ft. \$2.00 sq. ft. (New Glarus Concrete Estimate)				\$832.00	\$832.00
24	Gravel 3/4 in gravel for concrete pads ( 18 tons) \$16.00 a ton (New Glarus Concrete Estimate)				\$288.00	\$288.00
25	Excavating 4100 sq. ft. \$2.00 sq. ft. (New Glarus Concrete Estimate)				\$8,200.00	\$8,200.00
26	Gravel 3/4 in gravel (110 tons) \$16.00 a ton (New Glarus Concrete Estimate)				\$1,760.00	\$1,760.00
	<b>SIDEWALK SUB-TOTAL:</b>	<b>\$13,576.00</b>	<b>\$13,576.00</b>		<b>\$13,576.00</b>	<b>\$13,576.00</b>
27	Wall 8 in. X 3ft 9in. X 75 ft \$80.00 a ft. (New Glarus Concrete Estimate)				\$6,000.00	
28	Footing 8 in. X 16 in. X 75 ft. \$20.00 a ft. (New Glarus Concrete Estimate)				\$1,500.00	
29	Excavating For wall 30 hrs \$100.00 a hr. (New Glarus Concrete Estimate)				\$3,000.00	
30	Mini Excavator Rental for a week (New Glarus Concrete Estimate)				\$1,220.00	
31	Gravel Clear stone behind wall ( 18 tons) \$16.00 a ton (New Glarus Concrete Estimate)				\$288.00	
	<b>CONCRETE RETAINING WALL SUB-TOTAL:</b>	<b>\$12,008.00</b>	<b>\$12,008.00</b>		<b>\$12,008.00</b>	<b>\$5,000.00</b> Pavers
32	Sign/Plaque Recognizing Village, NGC, Only In Wisconsin Giving, Everythings Possible & People of NG				\$400.00	\$0.00
33	Surveying				\$500.00	\$0.00
	<b>OTHER SUB-TOTAL:</b>	<b>\$900.00</b>	<b>\$900.00</b>		<b>\$900.00</b>	<b>\$0.00</b>
	<b>GRAND TOTALS:</b>	<b>\$197,257.19</b>	<b>\$219,106.19</b>	?	<b>\$132,004.19</b>	75000
	<b>DIFFERENCE:</b>		<b>+\$21,849.00</b>	?		75000

\*Borland cost includes equipment pictured, freight, and installation of equipment

\*\*Estimated cost of wood fiber instead of PIP is \$8,234.53

\*\*\* Incomplete bid. Must purchase before end of October to qualify for "rebate." Does not include swing set, etc. May not be considered "inclusive."

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

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**To:** Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** September 19, 2023  
**Re:** Water Reservoir Project Scope

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#### **Background:**

The Village is currently pursuing the construction of a 300,000-gallon water reservoir in fall 2024, which would cost approximately \$2.8 million for the reservoir and connecting water main. The Village was awarded a \$1 million grant from the Federal government to be used towards this project. In conversations with Town & Country (the Village's water engineer), an upgrade to the communication system between this new reservoir and the rest of the water system has been discussed as a possible addition to the project.

#### **Discussion:**

The Village's current communication system is operated with radios. Well operation is controlled by a pressure sensor at the existing reservoir and radios provide a link between the facilities – wells, reservoir, booster, and master control panel at the Public Works Garage. The PLCs and radios for this system are obsolete, except for the PLC at the Public Works Garage. This means that this type of radio is no longer available from the manufacturer, which makes obtaining replacement parts far more difficult.

The new water reservoir will need a new radio, PLC, and pressure sensor to communicate with the rest of the system, which will cost approximately \$50,000. Additionally, Town & Country recommends upgrading PLCs and radios at each site that will not be upgraded with the next five years, which is \$25,000 per site, total of \$125,000. The number may be reduced if the Village decides to add a well upgrade in the 5-year Capital Improvement Plan (CIP). Town & Country also recommends upgrading the SCADA software and computer at the Utility Master, which costs an additional \$50,000 to \$75,000. All upgrades added together will cost approximately \$250,000.

Adding \$250,000 to the project would bring the total water reservoir project cost to approximately \$3.05 million. Minus the Federal funding leaves a total project cost of \$2.05 million. Water rate impacts are estimated in the attached document from Town & Country. A \$2 million investment in the utility plant assuming a 6.2% rate of return (current PSC benchmark, subject to change),

would increase an average customer's monthly utility bill by about \$13, bringing their total bill to approximately \$60/month.

**Recommendation:**

Staff recommend adding the \$250,000 communication system upgrade to the scope of the water reservoir project.



**New Glarus Water Utility  
September 2023 Village Board Meeting**

**Capital Improvement Planning**

**Replace Booster Station**

- Constructed in the mid-1970s, two pumps in pit below grade
- Approximately \$1.6M to replace with an aboveground booster station, includes a stationary generator (recommended)
- Could be combined with booster for Neuchatel development

**Well 2 Upgrades**

- Well/Building constructed in 1940, single room for pump, electrical, controls and chemicals.
- Approximately \$2M for upgrade, includes addition of chemical rooms, replacing all piping and well pump, new electrical and chemical feed equipment, new PLC and radio/SCADA improvements, insulating existing building, roofing, painting, general HVAC/architectural improvements and a stationary generator
- May want to consider replacing the whole wellhouse for approximately \$500-\$600K more

**Well 3 Upgrades**

- Old “Pet Milk” Well (installation date unknown), building constructed 1986, single room for pump, electrical, controls and chemicals
- Approximately \$2M for upgrade, wellhouse is slightly larger and newer than Well 2 but still needs similar upgrades to bring it up to code and current building standards

**Well 1**

- Well constructed in 1915, located in Municipal Building, no improvements planned
- If this well needed major maintenance, it would be replaced with a new well

**New Reservoir**

- 300,000-gallon reservoir to match/supplement existing tank, approximately 50' diameter by 20' high with same overflow elevation
- Approximately \$2.8M for reservoir and connecting water main

**SCADA Improvements**

**Current System:**

- Well operation is controlled by pressure sensor at existing reservoir and radios provide communication link between facilities – wells, tower, booster, and master control panel at Public Works Garage
- PLCs and radios for existing system are obsolete, except for master PLC at Public Works Garage - discontinued and no longer available from manufacturer, getting replacement parts is difficult, radios have serial connections but new PLCs will have only ethernet connections
- Current master relies on one touchscreen as point of access, local PC computer connects to touchscreen to provide remote access, data logging provided only on touchscreen

**Recommended Improvements:**

- New radio, PLC, and pressure sensor needed at new tank to communicate with system
- Upgrade PLCs and Radios at Master and any site that will not be upgraded in next 5 years- Anticipated Cost: \$25,000 per well/booster site, \$50,000 at master
- Leave sites as-is if upgrade planned in the next few years - replacements at other sites would provide spares for those not replaced
- Upgrade SCADA software and computer at Master – Anticipated Cost \$50,000 - \$75,000, Includes new desktop computer with SCADA software for regular access to water system, serves as a backup to the panel-mounted software, configured for remote access with hardware firewall, water system data saved to hard drive
- Total recommended improvements approximately \$250,000

**New Glarus Water Utility  
September 2023 Village Board Meeting**

**Potential Rate Impacts**

**Current User Rates (as of September 29, 2023):**

Fixed Rate               \$14.46/month  
Fire Protection       \$11.57/month  
Volume Rate           \$4.17/1000 gallon

Average Residential Usage = 3,200 gallons/month  
Average Residential Bill = \$40 per month

**Revenue Requirements**

- User rates are set by PSC based on Rate of Return (ROR) on investment rate base and revenue required for operation and maintenance expenses, taxes and depreciation
- ROR benchmark is set by PSC, currently at 6.2% - Ehlers indicated they could request lower ROR with proper justification

The following are rough estimates of rate impacts intended for discussion purposes only, actual rate impacts will be need to be determined by Ehlers and PSC

**Estimated Rate Impacts for PSC Rate of Return**

<b>Scenario</b>	<b>Estimated Increase over 2022 Revenue</b>	<b>Estimated Monthly Bill Increase</b>	<b>Estimated Average Residential Monthly Bill</b>
Current Rates (as of 9/29/2023)			\$40
Increase to go from current 1.39% ROR to 4.0% ROR (2017 Rate Case benchmark)	15%	\$3	\$43
Increase to go from current 1.39% ROR to 6.2% ROR (Current PSC benchmark)	27%	\$7	\$47

**Funding for Future Projects – Estimated Rate Impacts**

<b>Scenario</b>	<b>Estimated Increase over 2022 Revenue</b>	<b>Estimated Monthly Bill Increase</b>	<b>Estimated Average Residential Monthly Bill</b>
\$1M Spending on Utility Plant Assuming 6.2% ROR	45%	\$7	\$54
\$2M Spending on Utility Plant Assuming 6.2% ROR	62%	\$13	\$60

To: New Glarus Extraterritorial Zoning (ETZ) Committee  
From: Mark Roffers, Village Planning Consultant  
Date: August 16, 2023  
Re: Green County Highway Department CSM, Highway 39

---

This CSM will facilitate the division of 11.88 acres from the Shotliff farm along the south side of Highway 39, over 1 mile west of the nearest developed part of the Village. This CSM is within the Village's extraterritorial land division review jurisdiction, but just outside of the Village's extraterritorial zoning area. The intent of the division and new lot is for a satellite County highway shop.

The land division has no foreseeable impact on future Village development, complies with all applicable Village subdivision ordinance provisions, and appears technically correct. I therefore recommend that the ETZ Committee recommend Village Board approval of this CSM (Talarczyk job no. 23013 dated 7/5/23) with no Village conditions.

I do have the following suggestions for the CSM that I believe would provide greater clarity as to its current and future intent:

1. Change "15' Recreational & Utility Easement" to "15' Public Recreational & Utility Easement." I recommend that all easements indicate a beneficiary; in this case it would be the "public."
2. Change the "66' private road easement" to "Reserved for Future 66' Wide Street", and add the following related note: "Within the area designated as 'Reserved for Future 66' Wide Street', the owner of Lot 1 shall not permitted to construct any structures, except for a driveway/road and associated improvements. The Lot 1 owner shall, within 90 days of receipt of a written request for the municipality with jurisdiction, deed or otherwise transfer title to the reserved area for the cost of \$1 for purposes of constructing a public road and associated improvements therein." I understand that the purpose of this corridor is to provide the *possibility* of a future public road to serve the balance of the Shotliff farm and/or connect with Ashley Lane at some future date. A road reservation rather than an easement appears the better vehicle to allow this.
3. "Change the "66' driveway easement" to "66' joint driveway easement per separate recorded document", and make it clear that this easement area also extends over the

northern ~200 feet of the aforementioned road reservation area to connect to Highway 39. And, then, prepare and record an easement document to provide for beneficiaries, rights, and responsibilities for that easement and the driveway to be constructed within it. I understand that this will provide replacement access for the cell tower southeast of CSM Lot 1, and to the balance of the Shotliff farm to the southeast.

4. Clarify the “open space” label under the “Lot 1” label on CSM Sheet 1 and associated Note 5 on Sheet 3. At present, it seems to me that this label and this note may limit the County from doing what it intends on the site, or possibly create future conflict. What I might suggest is removing the “open space” label from Sheet 1 altogether, and changing the Sheet 3 note to read something like this: “The only structures permitted on Lot 1 shall be for county, municipal, or agricultural use; no residential, commercial, or industrial structures are permitted. With this restriction, Lot 1 is classified by Town and Village of New Glarus regulations as ‘open space’, not counting against land area or lots for future residences on the farm from which Lot 1 was divided.”

Parcel 23024-0122.0000 (Township)  
Randall Shotluff

PERMIT FEE: \$100. ✓ pd. 7/20/23  
PERMIT NO.: 23CAM03

VILLAGE OF NEW GLARUS  
APPLICATION FOR LAND DIVISION OR CONSOLIDATION BY  
CERTIFIED SURVEY MAP [CSM]

TODAY'S DATE: 7/19/23

APPLICANT NAME: Green County Highway Dept  
ADDRESS: 2813 6th St, Monroe, WI 53566  
TELEPHONE: 608-328-9411 c.narveson@greencountywi.org

SITE ADDRESS: W6177 5TH 39, New Glarus, WI 53574

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR BY  
METES & BOUNDS: Part of the NW 1/4 and SE 1/4 of the  
SE 1/4 of Sec. 16, T4N, R7E

PRESENT ZONING OF SITE: Ag

**NOTICE TO APPLICANT:**

ATTACH FIFTEEN (15) COPIES OF CERTIFIED SURVEY MAP PREPARED BY  
REGISTERED SURVEYOR SHOWING ALL THE INFORMATION REQUIRED FOR A  
BUILDING PERMIT AND EXISTING AND PROPOSED LANDSCAPING.

ATTACH PLOT MAP TO SHOW LOCATION OF CSM.

ATTACH COMPLETED ENVIRONMENTAL ASSESSMENT CHECKLIST.

  
Applicant Signature

**VILLAGE OF NEW GLARUS ENVIRONMENTAL ASSESSMENT CHECKLIST  
FOR SUBDIVISIONS AND LAND DIVISIONS BY CERTIFIED SURVEY**

Project Name:

Applicant's Name:

*Green County Highway Dept.*  
*Robert Talarczyk, Agent*

**All "Yes" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development/land division.**

**LAND RESOURCES**

**Does the project site involve any of the following:**

(If "yes", how does the developer propose to address the matter?)

	Yes	No
<b>Changes in relief and drainage patterns?</b> If yes, attach two (2) copies of: <input type="checkbox"/> A topographic map showing, at a minimum, two (2) foot contour intervals.		X
<b>A floodplain?</b> If yes, attach two (2) copies of: <input type="checkbox"/> A typical stream valley cross-section showing 1) the channel of the stream; 2) the 100-year floodplains limits and 3) floodway limits [if officially adopted] of each side of the channel; AND <input type="checkbox"/> A cross-section of the area to be developed		X
<b>An area of soil instability - greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?</b>		X
<b>Prime agricultural land (Class I, II, or III soils)?</b>		X
<b>Wetlands and mapped environmental corridors?</b>		X
<b>Unique physical features or wildlife habitat?</b>		X
<b>WATER RESOURCES</b>		
Does the proposed project involve any of the following:		
<b>Location within the area traversed by a navigable stream or dry run?</b>		X
<b>HUMAN AND SCIENTIFIC INTEREST</b>		
Does the project site involve any of the following:		
<b>An area of archeological or geological interest?</b>		X
<b>An area of historical interest?</b>		X
<b>An area of buildings or monuments with unique architecture?</b>		X
<b>Unique, uncommon, or rare plant or animal habitats?</b>		X
<b>Mature native tree species?</b>		X

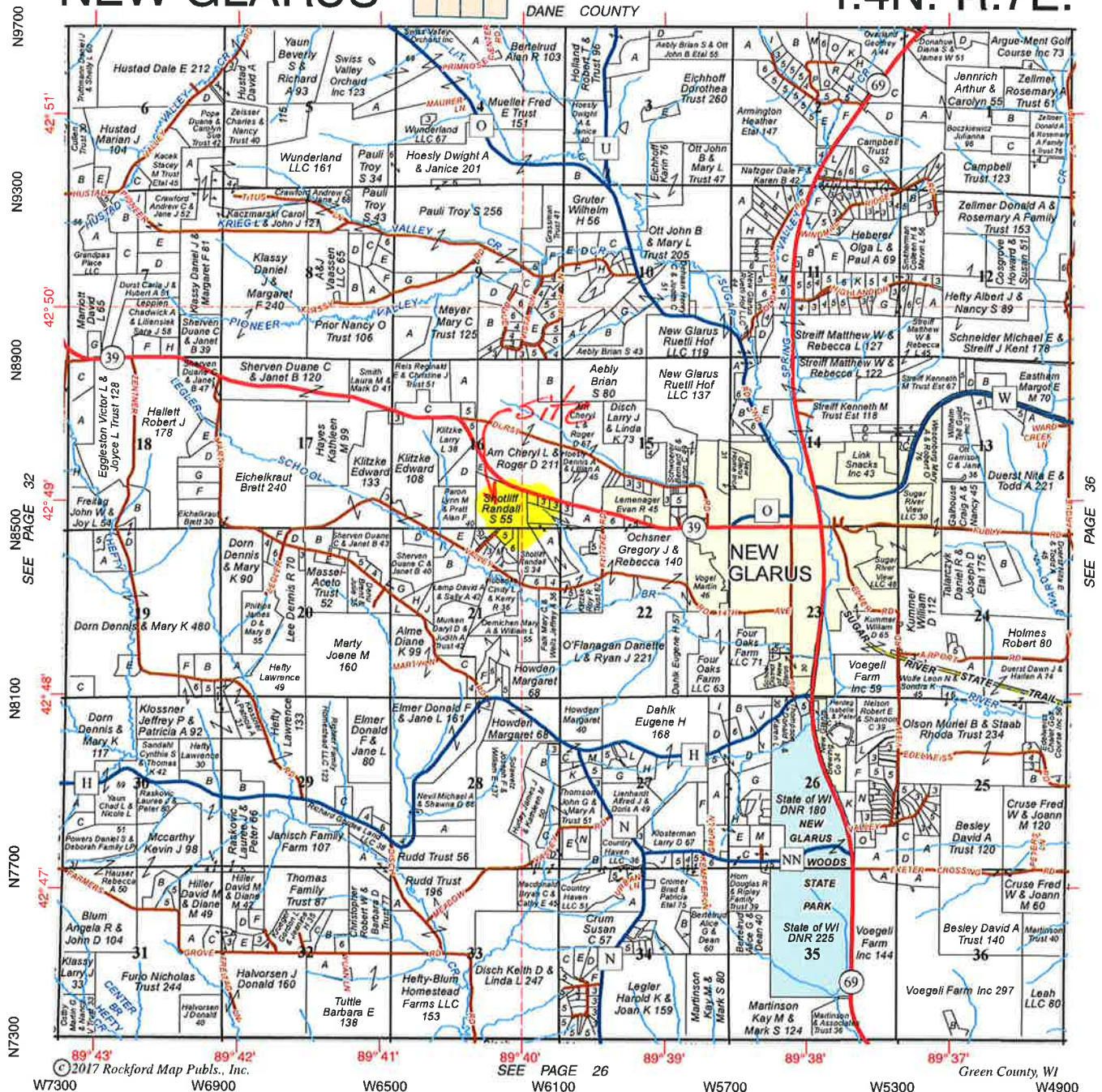


# NEW GLARUS



DANE COUNTY

Refer to page 57 for keyed parcels  
T.4N.-R.7E.



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## CHECKLIST FOR LAND DIVISION OR CONSOLIDATION BY CSM APPLICATION

Completed land division or consolidation by CSM application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist.

***Applications must be received 15 days prior to the Plan Commission meeting in order to be placed on agenda to meet publication deadlines.*** The Plan Commission meets the 3<sup>rd</sup> Thursday of each month and Village Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.

The application will be placed on agenda only after completed form and fee have been filed with the Village Clerk's Office. Please note all applications must be reviewed by the Plan Commission and forwarded to Village Board for final action.

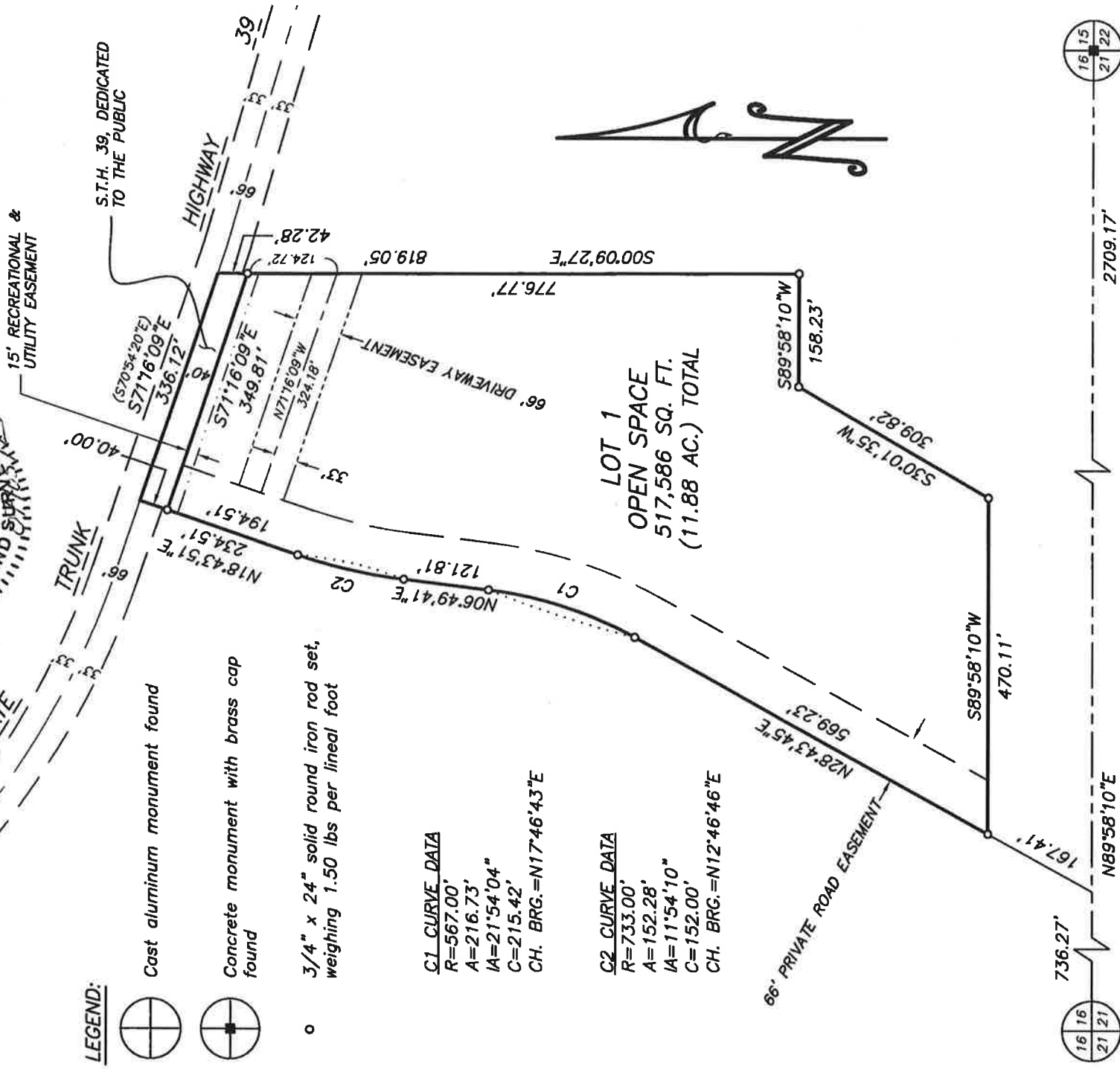
### Required Items:

- X 1. Completed land division or consolidation by CSM application.
- X 2. Fifteen (15) copies of Certified Survey Map (CSM) prepared by registered surveyor showing all the information required for a building permit and existing and proposed landscaping.  
*Do you really utilize 15 copies?*
- X 3. Plot map to show location of CSM.
- X 4. Completed Environmental Assessment checklist (attached to application).
- X 4. Fee of \$100.00 (Resolution R10-05).



# CERTIFIED SURVEY MAP No. \_\_\_\_\_

Part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.



PREPARED FOR:  
Green County Highway Department  
2813 6th Street  
Monroe, WI 53566  
(608) 328-9411

JOB NO. 23013  
POINTS 21125  
DRWG. 23013.1  
DRAWN BY MST



517 2nd Avenue  
New Glarus, WI 53574  
608-527-5216  
www.talarczyksurveys.com

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin, bounded and described as follows:

Commencing at the South 1/4 corner of said Section 16; thence N89°58'10"E along the South line of Section 16, 736.27'; thence N28°43'45"E, 167.41' to the point of beginning; thence N28°43'45"E, 569.23'; thence Northeastly, 216.73' along the arc of a curve to the left whose radius is 567.00' and whose chord bears N17°46'43"E, 215.42'; thence N06°49'41"E, 121.81'; thence Northeastly, 152.28' along the arc of a curve to the right whose radius is 733.00' and whose chord bears N12°46'46"E, 152.00'; thence N18°43'51"E, 234.51' to the centerline of State Trunk Highway 39; thence S71°16'09"E along said centerline, 336.12'; thence S00°09'27"E, 819.05'; thence S89°58'10"W, 158.23'; thence S30°01'35"W, 309.82'; thence S89°58'10"W, 470.11' to the point of beginning; subject to a public road right of way as shown and to any and all easements of record.

I hereby certify that this survey is in compliance with Section 236.34 of the Wis. Statutes and the subdivision regulations of the Town of New Glarus, the Village of New Glarus and Green County; and that under the direction of Chris Narveson, I have surveyed, monumented, and mapped the lands described hereon; and that this map is a correct representation of all exterior boundaries of the land surveyed in accordance with the information provided.

July 5, 2023



*Robert A. Talarczyk*  
Robert A. Talarczyk, P.L.S.

VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

OWNER'S CERTIFICATE OF DEDICATION:

As owner, I hereby certify that I have caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. I also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: The Town of New Glarus, The Village of New Glarus, Green County Land Use & Zoning Department.

WITNESS the hand and seal of said owner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
In the presence of:

\_\_\_\_\_  
Randall S. Shottliff

STATE OF WISCONSIN)

\_\_\_\_\_) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above named Randall S. Shottliff to me known to be the same person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

JOB NO. 23013  
POINTS 21125  
DRWG. 23013\_1  
DRAWN BY MST

SHEET 2 OF 3



TALARCZYK  
LAND SURVEYS, LLC

517 2nd Avenue  
New Glarus, WI 53574  
608-527-5216  
www.talarczyksurveys.com

# CERTIFIED SURVEY MAP<sup>NO.</sup> \_\_\_\_\_

Part of the Northwest, Southwest and Southeast 1/4s of the Southeast 1/4 of Section 16, Town 4 North, Range 7 East, Town of New Glarus, Green County, Wisconsin.

TOWN APPROVAL: Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the  
Town of New Glarus.



\_\_\_\_\_  
Town Chairperson

VILLAGE APPROVAL: Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
the Village of New Glarus.

\_\_\_\_\_  
Village Clerk

VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

COUNTY APPROVAL CERTIFICATE: Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ by the Green County Land Use & Zoning Department.

\_\_\_\_\_  
Zoning Administrator

## NOTES:

- 1.) Bearings are referenced to the Wisconsin County Coordinate System, Green County Zone, NAD83 (2011), in which the South line of the Southeast 1/4 of Section 16 bears N89°58'10"E.
- 2.) Recorded data, when different than measured, is shown in parenthesis.
- 3.) Utility easements set forth herein are for the use of public bodies and private public utilities having the right to serve this Certified Survey Map. No utility pole, pedestal or cable shall be placed so as to disturb any survey monument or obstruct vision along any lot or street line. The unauthorized disturbance of a survey monument is a violation of s.236.32 of Wisconsin Statutes.
- 4.) Shallow bedrock conditions may limit the installation of conventional waste disposal systems as approved by Department of Safety and Professional Services.
- 5.) All areas designated as "Open Space" shall be left undeveloped and free from residential, commercial, or industrial structures. Permitted uses of Open Space are agriculture, recreation, passive recreation use, and preservation of environmentally sensitive features.

JOB NO. 23013  
POINTS 21125  
DRWG. 23013\_1  
DRAWN BY MST



517 2nd Avenue  
New Glarus, WI 53574  
608-527-5216  
www.talarczyksurveys.com

## **TAX COLLECTION AGREEMENT**

**This Agreement**, by and between the **Village of New Glarus** (Village) and the **County of Green** (County), as follows:

**Whereas**, pursuant to Wisconsin State Statutes 74.10 and 66.0301, the Village has agreed to contract with the County as its agent, and the County has agreed to act as such agent, for processing the collection of first and full payments of real and personal property taxes, special assessments and special charges of each tax year covered by this Agreement, for all portions of the Village located within the County, the parties hereto agree as follows:

### **I. Agency Relationship Created**

- A. The Village shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the Village, in the billing and collection of real and personal property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the Village by Chapters 70, 74 and 75 of the Wisconsin State Statutes.

### **II. Tax Bill Preparation**

- A. The Village shall promptly provide the Green County Treasurer's office with current data including tax roll information, special assessments and charges, valuations, and all other information necessary for the preparation of the tax bills.
- B. The County shall prepare the tax bills for the Village in accordance with the law. Due to the volume of tax bills to be created, the County will create the tax bills based upon a first-come first-serve basis.
- C. Any additional inserts the Village may want to include will be created by the Village as a PDF and provided to the County via email no later than **November 15, 2023**. The insert will be created on one page of 8½ x11 paper (can be printed on both sides if needed for additional costs). The Village shall reimburse the County for the expense of the flyer being printed.

- D. The real and personal property tax bills will be printed and mailed within three working days after approval of tax roll and tax bills. The Village shall reimburse the County for the amount of postage required to mail the tax bills.

### III. Settlement Procedures

- A. The County agrees to collect real and personal property taxes, special assessments, and special charges as presented for processing and remit collections weekly to the Village by initiating an Automated Clearing House (ACH) deposit to the Village's bank account or other mutually agreed upon location. The Village shall pay the County within 30 days of receipt of statement, \$1.65 per collected parcel. Receipts will be mailed by the County if a self-addressed stamped envelope has been received from the taxpayer. There will be a \$2.80 charge for any refund issued due to an overpayment.
- B. On or before the January and February settlement due dates, the Village shall settle with all taxing jurisdictions as provided in Wisconsin State Statutes 74.23 and 74.25. The County will provide documentation and printed reports of posted payments to the Village prior to the settlement deadlines.

### IV. General Provisions

- A. The County agrees to provide adequate staffing during the tax collection period to effectively handle the volume of taxpayers making payments.
- B. This Agreement shall be for a period of one year beginning November 1, 2023 and ending October 31, 2024. The Agreement may be renewed annually by mutual consent.
- C. The Village agrees to defend and indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney's fees), causes of action, suits, claims, (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the County.

## V. Collection Procedures

- A. The County shall collect all payments of real and personal property taxes, special charges, and special assessments as agent for the Village and will be processed as presented. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.
- B. Payments received at the Village, on or before December 31, 2023, and February 1, 2024, shall be certified as timely by the Village and shall be transmitted to the County on the following workday.
- C. The Village shall be responsible for collection of delinquent personal property and omitted tax bills after February 7, 2024. The Village shall notify the County Treasurer by August 7, 2024, of any uncollected omitted taxes.
- D. The County, as agent for the Village, shall accept advance payments of taxes pursuant to Wisconsin State Statutes Sec. 74.13.
- E. General tax and payment information shall be available to the public from the Green County Treasurer's Office. Any request received by the Village shall be referred to the County.
- F. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered, personally or via certified mail, return receipt requested, to the following representatives of the parties hereto:

County: Sherri Hawkins  
Green County Treasurer  
1016 16<sup>th</sup> Ave  
Monroe, WI 53566

Village: Kelsey Jenson  
Village Treasurer  
319 2<sup>nd</sup> St  
PO Box 399  
New Glarus, WI 53574

## VI. Subsequent Changes in State Law

- A. If changes in state law occur during the course of this Agreement, which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement. Any material

violation of the terms of this Agreement shall be grounds for termination upon ninety days written notice.

The parties hereto, having read and understood the entirety of this Agreement, consisting of four typewritten pages, including this one, hereby affix their duly authorized signatures.

**Green County By:**

\_\_\_\_\_  
Sherri Hawkins  
Green County Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry Guth  
Green County Board Chair

\_\_\_\_\_  
Date

**Village of New Glarus by:**

\_\_\_\_\_  
Kelsey Jenson  
Village Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Truttmann  
Village President

\_\_\_\_\_  
Date

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

---

**To:** Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** September 19, 2023  
**Re:** 4<sup>th</sup> Avenue Stormwater Project

---

#### **Background:**

Staff have been in discussion with Pat Rank, Village Engineer, about needed stormwater improvements on 4<sup>th</sup> Avenue. During heavy rains, stormwater travels north on 6<sup>th</sup> Street down the hill towards 4<sup>th</sup> Avenue and then continues through the yards of residents in that area to 3<sup>rd</sup> Avenue. Pat Rank began looking at a possible storm drain and pipe that could capture the water and deliver it to the 3<sup>rd</sup> Avenue stormwater system. Given that the 3<sup>rd</sup> Avenue project is still ongoing, the thought was this additional project could be added on to it at a much lower price than bidding it out in the future.

#### **Discussion:**

##### Easements:

This project will require easements from four property owners, as highlighted in the attached preliminary plans. Staff have received verbal approval from all four, and if this project is approved to move forward, will work with those owners to sign formal easement paperwork.

##### Costs:

The total cost of this project is estimated at \$120,000 to \$130,000. While this is an unbudgeted expense, Village staff believe it is important to get it done now in order to save significant money. Staff are still working through the exact funding breakdown, but funding sources could include a combination of 3<sup>rd</sup> Avenue contingency, stormwater surplus, Public Works street maintenance budget, and general fund surplus. Once a final budget number is obtained from the Engineer, staff will bring back a full funding breakdown.

#### **Recommendation:**

Staff recommend moving forward with this 4<sup>th</sup> Avenue stormwater project this year by adding it to the 3<sup>rd</sup> Avenue Phase II project. Financial impact would be an additional \$120,000 to \$130,000.







# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

---

**To:** Village Board  
**From:** Lauren Freeman, Village Administrator & Kelsey Jenson, Clerk/Treasurer  
**Date:** September 19, 2023  
**Re:** Personnel Handbook Revisions

---

#### **Background:**

The Village's Personnel Handbook is an important document that outlines several human resources policies that dictate how personnel matters are handled at the Village. This document has slowly been updated over time, but there is still a lot of work to be done to modernize it. Village staff have identified a few items in the handbook that they consider to be priorities for revision. This discussion led to the following four proposed revisions to the Village Personnel Handbook:

1. Village Hall Closure for Inclement Weather
2. Accumulated Vacation Payout After Resignation
3. Employee Reimbursement of Benefits After Resignation
4. Vacation Policy

#### **Discussion:**

##### Village Hall Closure for Inclement Weather:

During the COVID-19 pandemic, administrative staff in Village Hall were given laptops to work remotely from home when needed. Even though staff are working in-person now, the laptops are still available for remote work when needed. This was used a few times over the past couple years to close Village Hall due to inclement weather. During this time, office employees with laptops were able to complete work from home to avoid driving in dangerous weather conditions. However, there is not currently a policy in the personnel handbook that authorizes the closure of Village Hall for inclement weather.

This first proposed revision to the Personnel Handbook would create a new Chapter 12 titled "Inclement Weather Conditions" that would allow the Village Administrator to close Village Hall in conjunction with the New Glarus Public Library. This revision would allow employees who can

work from home to do so during this closure, which helps reduce risk for employees traveling to work in inclement weather. To compensate employees who cannot work from (e.g. Public Works employees), staff propose awarding those employees one (1) personal day per year.

#### Accumulated Vacation Payout After Resignation:

The Village currently allows employees to “accumulate” vacation in addition to what they have currently earned. This means that employees that resign are paid for their actual vacation days in addition to what vacation they would have accumulated the current year and the following year. This is an unusual practice and not clearly stated in the Personnel Handbook. The second proposed revision would amend the handbook to clarify that employees cannot extend their end date with unused vacation hours and that only unused vacation hours (not accumulated hours) will be paid to resigning employees. This revision would also require striking the reference to “accumulated” vacation in other sections of the Personnel Handbook to reduce further confusion.

#### Reimbursement of Benefits:

The Village’s current policy states that if employees resign their position, they must pay back the cost of their benefits for the remainder of the month. For example, if an employee’s last day is on May 15, they must pay back the Village for their health and dental insurance for May 16-31. This is an unusual policy, most organizations cover an employee through the end of the month. This policy also creates additional time-consuming administrative work for the Clerk’s office. The third proposed revision would amend the handbook to allow an employee’s benefits to be covered by the Village for the entire month of their resignation date.

#### Vacation:

The Village’s current vacation policy could be considered less competitive than other nearby municipalities. Staff pulled vacation and holiday information from a few nearby communities for comparison. Those results are detailed below:

<b>Years of Employment</b>	<b>New Glarus</b>	<b>Brooklyn</b>	<b>Belleville</b>	<b>Mount Horeb</b>	<b>Verona</b>
< 1 year of employment	3.5 hours/month	8 hours/month	3.33 hours/month	6 hours/month	15 days
1 year of employment	10 days	15 days	10 days	15 days	15 days
5 years of employment	15 days	19 days	15 days	20 days	20 days
10 years of employment	20 days	24 days	20 days	21 days	25 days
15 years of employment	25 days	29 days	20 days	25 days	30 days
Regular Holidays	11	9	9	9	11
Floating Holidays	0	1	1	3	3

The fourth proposed revision could increase the amount of vacation days that employees receive. Vacation is an important benefit for employees, and can play a critical role in employee recruitment and retention. It may not always be financially feasible for the Village to compete with every municipality on employee wages, but the Village can compete with other benefits such as vacation.

The proposed new policy would grant new employees with 10 days of vacation within their first year of employment instead of accruing 3.5 hours per month. If an employee starts after June 30, they would receive only 5 days of vacation. After one year of employment, employees would be eligible for 15 days of vacation at the start of the next calendar year. The full breakdown is listed in the table below:

<b>Years of Service:</b>	<b>Vacation Days:</b>
Start (After June 30)	5 days
Start (Before July 1)	10 days
1 Year	15 days
5 Years	20 days
10 Years	25 days
15 Years	30 days

**Recommendation:**

The proposed revisions to the personnel manual are included as track changes in the attached document. The Personnel/Finance Committee reviewed these proposed changes earlier this summer before they were fully drafted, and recommended staff move forward with a full proposed draft.

- (1) The employee is entitled to notice of charges that have been made, or will be made, and actions that will or may be taken against the employee.
- (2) The employee is entitled to hearing for the purpose of responding to the charges.
- (3) The employee is entitled to representation.
- (4) The employee is entitled to confront and cross-examine his or her accusers.
- (5) The employee is entitled to present evidence and argue his or her view of the facts.

#### 4.11 RESIGNATIONS

- (A) Village employees resigning their position *shall* submit a letter of resignation, indicating the date on which the employee wishes to end his or her employment, to the affected department head. A minimum of ten working days notice is desired.

- (1) The designated employment end date, shall not be extended with the use of ~~through the use of actual or accumulated but~~ unused vacation hours. Any unused vacation hours ~~(actual and/or accumulated)~~ shall be paid to the resigning employee in a lump sum.

- (B) Department heads resigning their position will be expected to submit a letter of resignation; indicating the date on which the department head wishes to end his or her employment, to the Village Administrator. A minimum of 20 working days notice is desired.

- (C) The Clerk-Treasurer will meet with a departing employee to arrange payment of compensation and extension of benefits to which the employee may be entitled.

- (D) The Village reserves the right to make the resignation effective immediately, and provide compensation for the approximate ten or twenty day notice period.

#### 4.12 INSURANCE

Upon termination of employment for any reason, employees shall receive Village-funded benefits through the end of the month of their last day of employment. Employees will not be required to pay back the cost of their benefits to the Village for the remaining portion of their last month of employment. premiums paid in advance for insurance benefits will be deducted from the employee's final check based on the daily cost of the benefit for the month in which the employee terminates. The employee will incur the cost per day from the day following the date of termination as stated on the employee's letter of resignation or retirement or the day following the date of termination as established by action of the Village Board. [2/6/96] Employee shall be covered for the period following resignation as defined by each individual type of insurance per that specific plan. Any amounts due by the employee for premiums shall be deducted from the employee's final check. Should the Village have paid for health insurance for the month following

~~termination and the employee wish not to keep the insurance, the employee shall so notify the Village so that the Village may obtain a refund of that premium from Employee Trust Funds.~~

#### 4.13 RETIREMENT

Employees contemplating retirement and expecting to receive an annuity from the Wisconsin Retirement System, the Social Security Administration or another source should notify the Clerk-Treasurer of their intent a minimum of three months before the month in which they wish to retire. The Clerk-Treasurer may be asked to provide information that will aid an employee in obtaining estimates of his or her retirement annuity and information concerning other benefits to which a retiree may be entitled.

#### 4.14 REHIRING OR REINSTATING FORMER EMPLOYEES

- (A) Upon the recommendation of the affected department head and with Board approval, a former Village employee may be rehired without competitive examination to fill the same position held by the individual at the time he or she was separated from Village service.
- (B) The salary or wage authorized will not exceed the amount the employee received when he or she left Village employment. The employee's date of entry into service as a Village employee will be adjusted by the Clerk-Treasurer to reflect the break in service.

#### 4.15 EXIT INTERVIEW

All employees terminating employment with the Village for whatever reason, must complete an exit interview on or prior to the last day of employment. The exit interview will normally be conducted by the Personnel Director. The purpose of this interview is to clarify factors leading up to the termination of employment for the benefit of both employer and employee and to give the employee an opportunity to evaluate the Village as an employer. A summary of the interview will be prepared on the form provided, signed by both parties, and placed as a final document in the employee's personnel record. On or before an employee's last day of employment he shall return all keys, equipment, manuals and other Village property to his respective Department head. [4/2/96]

### CHAPTER 5 - PUBLIC OFFICIAL AND EMPLOYEE CONDUCT

#### 5.1 PUBLIC OFFICIAL AND EMPLOYEE LIABILITY

- (A) The Village of New Glarus could be held responsible for negligent acts by its officials or employees, but only if the acts are a result of what an official or employee does in their official capacity.

made by the Department Head in conjunction with the Village Personnel Director.

## 8.2 - VACATION

~~The Village shall grant regular full-time employees vacation with pay. Employees can use vacation time within their first year; however, employees who leave during their first year of employment and have not used all of their vacation time, will not receive any compensation from the Village for those days unused. Regular full-time employees shall begin earning 3.5 hours vacation each month on the date they start employment through the end of that year. They may begin to use those hours after 30 days of employment with the Village. Regular full-time employees shall receive 5 working days vacation on 1/1 of the year following date of hire and follow the schedule provided in the fringe benefit Resolution from that point forward. Regular full-time employees may take vacation, with full pay and benefits, as set out in the Union Contract or Resolution pertaining to that employee and updated from time to time.~~

Employees shall be placed on calendar year accrual system as defined below:

<u><b>Years of Service:</b></u>	<u><b>Vacation Days:</b></u>
<u>Start (After June 30)</u>	<u>5 days</u>
<u>Start (Before July 1)</u>	<u>10 days</u>
<u>1 Year</u>	<u>15 days</u>
<u>5 Years</u>	<u>20 days</u>
<u>10 Years</u>	<u>25 days</u>
<u>15 Years</u>	<u>30 days</u>

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- (A) If a holiday occurs during the period an employee is scheduled to be on vacation, the employee will receive an additional day of vacation for each holiday in the period.
- (B) Vacation must be taken during the calendar year immediately following the year during which vacation was earned. Vacation days may only be carried from year to year if the employee is denied the opportunity to use the vacation during the current year due to a department emergency or with authorization by the Department Head or the Village Administrator.
- (C) Except in an emergency, a request to take vacation requires approval of the department head. A department head need not approve a request if the employee's absence will clearly impair the department's ability to meet its responsibilities.
- (D) Vacations will normally be taken at times that are convenient to the department in terms of time of year, workloads and the availability of other employees to fill in, if necessary, for an absent employee. Because the Village as an employer must take precedence over the preferences of an employee when it comes to scheduling vacation time.



(E) Time lost in excess of 15 working days, during any one calendar year, as a result of suspension without pay will not be credited in the computation of vacation earned.

(F) Vacation is earned on a calendar accrual system. If an employee reaches a new "Years of Service" mark, they earn the updated "Vacation Days" amount at the start of the next calendar year. For example, if an employee's one year anniversary date is in March, they would not receive the 15 days of vacation until January 1 of the next year.

(G) Upon recommendation of the Village Administrator and approval of the Village Board, newly hired employees may be credited with additional years of service placing them at a higher accrual rate of vacation days. However, new employees who start after June 30 are only eligible for half of the corresponding vacation days for the remainder of that year. For example, a new employee starting July 1 who is credited with 5 years of service, would receive 10 days of vacation for the rest of that calendar year, and would receive 20 days of vacation the next calendar year.

### 8.3 - SICK LEAVE

(A) Regular full-time Village employees earn sick leave credits from the day they begin work and are entitled to twelve (12) days of sick leave for each calendar year worked. Each regular full-time employee may use five of these sick days as personal days each year of employment. These personal days are non-accumulative and shall be forfeited upon retirement or termination of employment. No compensation shall be paid to the employee for unused personal leave at any time. Sick leave will be accrued, computed and recorded on a monthly basis.

(B) Unused sick leave credits may be accrued up to a maximum of 120 days; sick leave credits accrued in excess of the maximum allowed will be recorded for informational and statistical purposes only. At the end of the calendar year, employees with a minimum of 20 years of employment with the Village that have reached their maximum sick time accumulation may elect to have unused sick time over 960 hours converted to their Health Account through North Shore Bank. Employees must notify the Village Clerk prior to December 1<sup>st</sup> each year to make this election or the hours will be forfeited.

(C) Time lost in excess of 15 working days, during any one calendar year, as the result of suspension without pay will not be credited in the computation of sick leave earned.

(D) Sick leave is intended to be used when an employee is ill, injured, or has been exposed to a contagious disease. Any sick leave of 3 consecutive days or more shall require that the employee provide to the employee's supervisor or Village Administrator a physician's statement of the reason for the leave.

requester, another to the Village Attorney, and one retained by the custodian.

- (I) There is a basic rule every Village official and employee should observe:  
If it is believed there is a legitimate basis for denying a request for access to a public record, legal counsel should be contacted before acting on the request.

## CHAPTER 12 – INCLEMENT WEATHER CONDITIONS

### 12.1 CLOSING VILLAGE HALL

Village hall will be closed to the general public by the Village Administrator when safe access to the building cannot be maintained due to inclement weather conditions. The decision by the Village Administrator to close Village Hall should be made in conjunction with the New Glarus Public Library in response to a weather warning or current weather conditions.

In the event of a closure of Village Hall, all non-union Village staff who are issued a laptop and are able to work from home, will be expected to work remotely. All other non-union Village staff will be expected to report to work at their normal time, and will be credited one (1) personal day per calendar year.