

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
December 14, 2016**

**Regular Meeting**

Chair Kruse called the regular meeting to order at 7:02 p.m. Present: Peg Kruse and Denise Anton Wright. Also present: Administrator Bryan Gadow and Police Chief Burt Boldebuck.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Denise Anton Wright to approve the agenda, second by Peg Kruse. Motion carried.

Approval of Minutes: Motion by Denise Anton Wright to approve the 10/12/16 minutes, second by Peg Kruse. Motion carried.

**Public Safety**

Recommendation: Street Use Permit for WI Vietnam Vets for Winterfest Parade on 1/13/2017: Motion by Denise Anton Wright to approve the Street Use Permit, second by Peg Kruse. Motion carried.

Recommendation: Temporary Class B/Class B Retailer's License for New Glarus Fire Department for Winterfest Dance on 1/13/2017: Motion by Peg Kruse to approve the Temporary Class B License, second by Denise Anton Wright. Motion carried.

Update: Monthly Police Report: Chief Boldebuck provided the Committee with an overview of the month's activity, including a recap of the recent DARE graduation event at the New Glarus Middle School.

**Public Works**

Update: Utility Financials: The Committee reviewed the monthly utility financial reports. Administrator Gadow provided additional detail to address Committee questions from October on cash flow of the various accounts.

Recommendation: Proposal from Schenck, SC for Water Rate Case: Administrator Gadow noted that this is likely the first in three rate case studies that the Village will need to do for its water, stormwater, and sewer utility funds, to ensure they generate revenue. Motion by Peg Kruse to recommend approval of the proposal from Schenck, SC for the Water Rate Case, second by Denise Anton Wright.

Discussion/Recommendation: Stormwater Utility Fee for 2017: Administrator Gadow stated that annually the Village Board sets the Equivalent Runoff Unit (ERU) fee. Since the fee was established in 2006, the Village has not adjusted the rate of \$4.85 per ERU per month. He stated that in reviewing the financials with the Village's engineers, the current rate is causing expenses to outweigh revenue coming in. This is due in part to the Village completing road projects in the past few years that have included a stormwater infrastructure component. Administrator Gadow stated that the Village Board will need to consider increasing the ERU, and that for revenues to cover expenses, the rate would need to be \$7.51 per ERU. However, he noted that it is not a realistic expectation for customers to have to adjust to a \$7.51 ERU rate in one year. Administrator Gadow noted that the Village will likely have to consider a step increase in the fee over the coming years. The Committee discussed the possibility of a \$1.00 per ERU increase. Administrator Gadow stated he would run some scenarios for further discussion at the next meeting.

Adjournment: Motion by Denise Anton Wright to adjourn, second by Peg Kruse. Motion carried. Time: 7:18 p.m.

Minutes submitted by:  
Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
November 9, 2016  
NO MEETING**

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
October 12, 2016**

**Regular Meeting**

Chair Kruse called the regular meeting to order at 7:25 p.m. Present: Peg Kruse, Mark Janowiak, and Denise Anton Wright. Also present: Administrator Bryan Gadow, Police Chief Burt Boldebuck, Greg Thoemke, Chuck Phillipson.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Denise Anton Wright to approve the agenda, second by Peg Kruse. Motion carried.

Approval of Minutes: Motion by Mark Janowiak to approve the 9/14/16 minutes, second by Denise Anton Wright. Motion carried.

**Public Safety**

Recommendation: Operator's License to expire 6/30/18: Timothy Gobeli and Amber Tierman: Motion by Mark Janowiak to approve the Operator's Licenses, second by Denise Anton Wright. Motion carried.

Recommendation: Special Events Permit for New Glarus EMA 2017 Open House: Chuck Phillipson (400 4<sup>th</sup> Ave) addressed the Committee to convey his concerns with the location and length of the street closure on 4<sup>th</sup> Ave for this event. He noted that the proposed closure would create difficulties for those further up accessing their properties if the street was closed to 5<sup>th</sup> St. He asked if the street closure could be moved to include just between 2<sup>nd</sup> and 3<sup>rd</sup> St. Peg Kruse recommended that Administrator Gadow and Police Chief Boldebuck meet with the EMS Chief to review a modification to the street closure. Motion by Peg Kruse to approve the Permit with the condition that staff review a street closure modification with the EMS, second by Mark Janowiak. Motion carried.

Discussion/Recommendation: Traffic Study for 2<sup>nd</sup> Street to School: Administrator Gadow reviewed the received letter from the School Superintendent regarding their request to partner with the Village to conduct a traffic study of a portion of 2<sup>nd</sup> Street in front of the school. Administrator Gadow recommended that the Village consider partnering with the School on this issue. Chief Boldebuck noted the impact of a recent law change on allowing passing in no passing zones. Greg Thoemke asked that if the solution from the traffic study was infrastructure improvements, who was responsible for those costs. He noted his concern with conducting a traffic study, if the Village was unable to afford the infrastructure improvements that the study recommended, which could lead to hard feelings between the School and Village. Peg Kruse asked if the Village could attempt a temporary one-way direction change first, to test a solution before conducting a traffic study. She also recommended establishing pick-up points near the football field, similar to how Belleville addresses their school traffic. Greg Thoemke asked staff to provide a model for an additional \$1mil borrow request for infrastructure improvements in 2018, to better understand what it would do to the Village's debt limits. The consensus of the Committee was to hold off on a formal traffic study at the moment, and to have Staff discuss temporary/trial solutions first.

Update: Monthly Police Report: Chief Boldebuck provided the Committee with an overview of the month's activity, including a recap of Oktoberfest. Mark Janowiak asked why the call numbers were higher than in previous years. Chief Boldebuck noted that the Village received a DOT traffic grant to increased targeted speed enforcement, which increased number of calls. He noted that the Police Department was also successful in securing \$13,000 in state grants

for equipment. Chief Boldebuck also noted that he would be participating in a discussion about policing with Grace Church in early November.

### **Public Works**

Update: Utility Financials: The Committee reviewed the monthly utility financial reports. The Committee asked staff to review the cash flow question from the September meeting.

Adjournment: Motion by Mark Janowiak to adjourn, second by Denise Anton Wright. Motion carried. Time: 8:06 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
September 14, 2016**

### **Regular Meeting**

Chair Kruse called the regular meeting to order at 7:00 p.m. Present: Peg Kruse, Mark Janowiak, and Denise Anton Wright. Also present: Administrator Bryan Gadow, Police Chief Burt Boldebuck, Public Works Director Scott Jelle, Kevin Budsberg, Dennis Lee, Bryan Saxer, and Julie Lee.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Mark Janowiak to approve the agenda, second by Denise Anton Wright. Motion carried.

Approval of Minutes: Motion by Denise Anton Wright to approve the 8/10/16 minutes, second by Mark Janowiak. Motion carried.

### **Public Safety**

Package Agenda Items 5a-5e for Approval: Motion by Mark Janowiak to package and approve Agenda Items 5a-5e, including:

5a: Approval of Operator's License to expire 6/30/18: Suzanne N. Leverich, Elizabeth Fox, and Nita R. Hessing

5b: Street Use Permit to New Glarus School for Homecoming Parade on 9/30/16

5c: Recommendation: Special Events for Glenda Scott Walk/Run on 9/24/16

5d: Recommendation: Special Event Permit for Oktoberfest 2016

5e: Recommendation: Application for Temporary Class B Beer/Wine License for Chamber (9/23/16-9/25/16)

Second by Denise Anton Wright. Motion carried.

Update: Monthly Police Report: Chief Boldebuck provided the Committee with an overview of the month's activity, including the preparations for Oktoberfest.

General Discussion: Fire Alarm Usage: Administrator Gadow noted that the committee members had received some complaints regarding the length and number of siren alarms during fire calls and had asked if it could be modified.

Peg Kruse noted that other communities have abandoned the siren. Denise Anton Wright noted that the location of the Fire Department is in a residential neighborhood and the noise does have an impact. Mark Janowiak noted that the firm alarm is used as a backup system, if the pagers do not go off due to dispatch error, which has occurred. He noted that a new siren is approximately \$30,000 and the Fire Department is amenable to adjusting the existing alarm system, but it is a mechanic gear box system. Kevin Budsberg asked that data be gathered before any decisions are made, including if there were times when enough firefighters are not adequately able to field calls. He also asked if funds were set aside for replacement of the alarm system. Mark Janowiak noted that Green County Dispatch has control over when the alarm is sounded, not the Fire Department. Peg Kruse suggested that the Fire Department and/or Fire Chief be invited to a future meeting to discuss this further.

## **Public Works**

Update: On-Street ATV Trail: Denise Lee of the Pech Valley ATV Club appeared before the Committee to provide additional detail on their request for approval to utilize a portion of New Glarus for an ATV trail. He stated that the local community can set the rules regarding how long during a season that ATVs are allowed, such as prohibited from September 1-June 1, and only allowed on weekends. Mr. Lee suggested an alternative route of Hwy H to Marty Road to Legler Valley Road to Trailer Ct to portion of 2<sup>nd</sup> to get to the Ampride gas station to 1<sup>st</sup> Street to Railroad St to the DNR parking lot at the Chamber of Commerce. He noted that their group has about 45 riders and are weekend only. Mr. Lee noted that they obey posted speed limits of 10 mph in town and ATV trails in other communities are usually specially signed. Based upon this information, the Committee was in general consensus to pursue the matter further and directed Staff to prepare a draft ordinance for review at a later meeting.

Update: Utility Financials: The Committee reviewed the monthly utility financial reports.

Recommendation/Discussion: Parking Ordinance Amendment for No Parking on Hoesly Drive: Administrator Gadow discussed a request him received to sign “No Parking” near the Planetwise entrance to assist semi-trailers entering and exiting the parking lot. Chief Boldebuck provided an update on past enforcement strategies for semi-trailer parking in the industrial park. Administrator Gadow noted that the Public Works Director would be talking with Planetwise regarding adjustments to their curb cut to ease access into their lot, and the Committee could request a representative from Planetwise attend a future meeting to discuss the matter further.

Discussion/Recommendation: Requested “No Parking” in front of New Glarus Motors: Administrator Gadow noted that New Glarus Motors has contacted Staff requesting consideration of adding “No Parking” on either side of their curb cut entrance on 2<sup>nd</sup> Street. They indicate a concern with potential vehicle collisions when exiting out of the car lot, due to the reduced visibility if cars are parked on either side of their curb cut. Motion by Mark Janowiak to draft an ordinance marking “No Parking” in front of New Glarus Motors entrance for Village Board review, second by Denise Anton Wright. Motion carried.

Discussion/Recommendation: Resolution 16-28/Final Resolution Authorizing Public Improvement (2016 Street Project) and Levying Special Assessments Against Benefiting Property: Motion by Peg Kruse to recommend approval of Resolution 16-28, second by Mark Janowiak. Motion carried.

General Discussion: Water Rate Case Study: Administrator Gadow noted that during the Village’s 2015 financial review with the Village Auditor, Dave Maccoux of Schenck SC, he suggested the Village consider a water rate case study. This suggestion is based on his analysis of the revenue generated is not keeping up with expenses. Administrator Gadow stated staff is looking for direction on whether to request more detailed cost estimates for a water rate case study for 2017. It is likely that the Village would also need to conduct a sewer rate case study in future years as well. Public Works Director Jelle indicated that the Village had not done a rate case study in the past ten years. Peg Kruse suggested that when the Village is prepared to move forward with the rate case study that we should include information to the public in a newspaper article.

Update: WWTP Operator Position Recruitment: Administrator Gadow noted that in anticipation of the current WWTP Operator retiring at the end of the year, Staff has begun recruitment for the WWTP Operator position. Job announcements went out in August, and applications were accepted until September 6<sup>th</sup>. Nineteen (19) applications

were received. Staff is beginning the review process of the applications, with interviews to be scheduled in the near future.

General Discussion: Hwy W Quarry: Public Works Director Jelle noted that the Village has seen an increase in materials being deposited at the Village's quarry on Hwy W. He noted that it is a Village asset to control for Village construction projects, as it reduces costs for road construction. He noted his concern with non-Village construction project dumping and the rate at which the quarry will be at capacity. The Committee noted they are comfortable moving towards further restrictions on quarry usage, locking of the quarry, and phasing out permitted dumping at the quarry. The Committee requested that the matter be discussed with the full Board in the future to allow proper notice to residents of any policy changes.

Adjournment: Motion by Mark Janowiak to adjourn, second by Denise Wright. Motion carried. Time: 8:17 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
August 10, 2016**

**Regular Meeting**

Chair Kruse called the regular meeting to order at 7:00 p.m. Present: Peg Kruse and Denise Wright. Also present: Administrator Bryan Gadow, Police Chief Burt Boldebuck, Sergeant Jeff Sturdevant, and Public Works Director Scott Jelle.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Denise Wright to approve the agenda, second by Peg Kruse. Motion carried.

Approval of Minutes: Motion by Peg Kruse to approve the 7/13/16 minutes, second by Denise Wright. Motion carried.

**Public Safety**

Approval of Operator's License to expire 6/30/18: Oliver Horwath and Margaret Smith: Motion by Peg Kruse to approve the Operator's Licenses, second by Denise Wright. Motion carried.

Special Event Permit for Wilhem Tell Festival (9/2, 9/3, and 9/4/16): Motion by Denise Wright to approve the Permit, second by Peg Kruse. Motion carried.

Special Event Permit for New Glarus Chamber for Car Show (8/20/16): Motion by Denise Wright to approve the Permit, second by Peg Kruse. Motion carried.

Update: Monthly Police Report: Chief Boldebuck and Sergeant Sturdevant provided the Committee with an overview of the month's activity, including the success of the Emergency Action Plan for the recent Beer, Bacon, and Cheese event.

General Discussion: 2017 Police Department Budget: Chief Boldebuck and Sergeant Sturdevant provided the Committee with an overview of the department's 2017 budget requests, including additional desk phones for officers, increase in part-time officer hours, funds for the squad car sinking fund, establishment of a technology sinking fund, and additional hours for a police secretary to assist with administrative duties currently handled by Sergeant

Sturdevant. The Committee discussed the various requests and provided feedback on the items. Administrator Gadow stated that the full Board would review the draft 2017 Budget in late September.

## **Public Works**

Update: Utility Financials: The Committee reviewed the monthly utility financial reports.

Recommendation/Discussion: Parking Ordinance Amendment for No Parking on Hoesly Drive: Administrator Gadow discussed a request him received to sign “No Parking” near the Planetwise entrance to assist semi-trailers entering and exiting the parking lot. The Committee reviewed an aerial map prepared by Chief Boldebuck, and concurred that the draft ordinance should be scheduled for a public hearing.

Recommendation/Discussion: Additional Handicap Parking Spaces: Administrator Gadow discussed correspondence received from a visitor regarding the lack of handicap parking stalls in the downtown. Administrator Gadow identified a few areas where additional handicap parking stalls could be added. The consensus of the Committee was for the Administrator, Police Chief, and Public Works Director to research the issue further to identify appropriate locations for additional handicap spaces.

Update: On-Street ATV Trail: Administrator Gadow provided an update on the discussion regarding a potential ATV trail within the community. The Committee asked Administrator Gadow to contact the ATV club to see if there were additional routes that could be pursued that would not include 2<sup>nd</sup> Street near the schools.

Update: Alliant Power Outage Follow Up: Public Works Director Jelle provide the Committee with an update on an insurance claim from LSI related to the power outage in April. Director Jelle indicated that the Public Service Commission rules limit a municipal utilities ability to assist financially with these type of claims.

General Discussion: 2017 Public Works Budget: Director Jelle provided the Committee with an overview of the department’s 2017 budget requests, including public utilities potential projects, audit of WWTP plant, yearly street maintenance projects, employee wage adjustments, and Village Hall capital improvements. The Committee discussed the various requests and provided feedback on the items.

Adjournment: Motion by Peg Kruse to adjourn, second by Denise Wright. Motion carried. Time: 8:54 p.m.

Minutes submitted by:

Administrator Bryan Gadow

## **VILLAGE OF NEW GLARUS PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING July 13, 2016**

### **Regular Meeting**

Chair Kruse called the regular meeting to order at 7:00 p.m. Present: Peg Kruse and Denise Wright. Also present: Administrator Bryan Gadow.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Denise Wright to approve the agenda, second by Peg Kruse. Motion carried.

### **Public Safety**

Approval of Operator's Licenses and Liquor License Renewals: Chair Kruse made a motion to the package Agenda Items 4a-4h into a single motion for approval:

- a. 4a: Recommendation: Operator's License to expire 6/30/18: Brandi Long; Corisa Cook; Teresa Gorman; Connie Langfoss; Narayan Khartri Chetri; Lisa Minor
- b. 4b: Recommendation: Original Class A Beer/Liquor Alcohol License: Application for Bureson's Market, Inc. to expire 6/30/17\*
- c. 4c: Recommendation: Special Events Permit for New Glarus Area EMS Kickapalooza (8/20/16)\*
- d. 4d: Recommendation: Street Use Permit and Special Event Permit for New Glarus Fire Department for Firefest (8/6/16)\*
- e. 4e: Recommendation: Special Events Permit for Alhornman Triathlon (8/6/16 & 8/7/16)\*
- f. 4f: Recommendation: Temporary Beer/Wine License for New Glarus Fire Department (8/6/16)
- g. 4g: Recommendation: Temporary Beer License for Village of New Glarus (Alhornman Triathlon) 8/6/16
- h. 4h: Update: Submitted Monthly Police Report\*

Second by Denise Wright to approve Agenda Items 4a-4h. Motion carried.

### **Public Works**

Update: Utility Financials: The Committee reviewed the monthly utility financial reports.

Update: 2016 Spring Clean-Up: The Committee reviewed the cost for the recent 2016 Spring Clean-Up program.

General Discussion/Recommendation: Resolution on League of Wisconsin Municipalities Just Fix It Campaign: Motion by Denise Wright, second by Peg Kruse to recommend approval of the draft resolution pertaining to the Just Fix It Campaign regarding transportation funding.

Adjournment: Motion by Denise Wright to adjourn, second by Peg Kruse. Motion carried. Time: 7:07 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
June 15, 2016  
NO MEETING**

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
May 11, 2016**

### **Regular Meeting**

Chair Kruse called the regular meeting to order at 7:00 p.m. Present: Peg Kruse and Mark Janowiak. Also present: Administrator Bryan Gadow, Public Works Director Scott Jelle, Interim Police Chief Jeff Sturdevant, and Keith Peterson.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Mark Janowiak to approve the agenda, second by Peg Kruse. Motion carried.

Approval of 4/13/16 Minutes: Motion by Peg Kruse to approve the minutes of 4/13/16 second by Mark Janowiak. Motion carried.

## **Public Safety**

**Approval of Operator's Licenses and Liquor License Renewals:** Chair Kruse made a motion to the package Agenda Items 5a-5f and 5h-5l into a single motion for approval:

- i. 5a: Recommendation: Operator's License to expire 6/30/17: Jessica Jasinski, Gurprit Brar; Ethan Kramer; Jamie Grenzow
- j. 5b: Recommendation: Operator's License to expire 6/30/18: Wayne Prisk; Sandra Rahberger; Stephen Gmur; Heidi Stauffer; Joanne Schwartzlow; Holly Ciccione; Dennis Blumer; Sherry Sweeney; Mary Bigler Little
- k. 5c: Recommendation: Liquor License Renewals to expire 6/30/17:  
Class B Beer/Liquor: Sportsman's of New Glarus, Inc.;  
Class A Beer/Liquor: Blanchardville Co-op Oil Assn.; New Glarus Mobil Mart LLC  
Class B Liquor: Robert Borucki (Primrose Winery)
- l. 5d: Recommendation: Cigarette License Renewals to expire 6/30/17: Blanchardville Co-op Oil Assn.; New Glarus Mobil Mart LLC
- m. 5e: Recommendation: Miscellaneous License to Expire 6/30/17: Hungo, LLC (pool table); Sportsman's Bar & Grill (pool table)
- n. 5f: Recommendation: Temporary Beer/Wine License for Green County Humane Society for July 9, 2016
- o. 5h: Recommendation: Temporary Alcohol License for New Glarus Chamber for Polkafest & Beer, Bacon, & Cheese
- p. 5i: Recommendation: Special Events Permit for New Glarus Music Fest (6/23/16-6/26/16)\*
- q. 5j: Recommendation: Special Events Permit for Polkafest & Beer, Bacon, & Cheese (6/9/16-6/13/16)\*
- r. 5k: Recommendation: Street Use Permit for FuelFed, Inc (6/3/16-6/4/16)
- s. 5l: Recommendation: Street Use Permit for New Glarus EMS 5K Run/Walk (6/25/16)

Second by Mark Janowiak to approve Agenda Items 5a-5f and 5h-5l. Motion carried.

**Approval of Temporary Alcohol License for New Glarus Vision for New Glarus Music Fest:** Keith Peterson provided a review of the New Glarus Music Fest event, indicating that the Heidi play would be performed in the Village Park on Saturday and Sunday at 1:00pm, and would be open to the public. He also noted that the music would begin at 2pm on Saturday and Sunday, and on Friday the Lions Club would host the BBQ. Mark Janowiak asked about the possibility for food carts as part of the event. Keith Peterson said it could be a possibility for Sunday. Mark Janowiak made a motion to approve Agenda Item 5g: Temporary Alcohol License for New Glarus Vision for New Glarus Music Fest, second by Peg Kruse. Motion carried.

**Monthly Police Report:** Interim Police Chief Sturdevant provided the Police Department Report, noting that new tasers were now in service and training for new Officer Justin Hix was going well.

**On-Street ATV Trail:** Administrator Gadow updated the Committee on the recent request to allow ATV vehicles to utilize Village streets as an on-street path to get to Railroad Street to connect to existing off-street trails in the area. He noted he has reached out the School Administration would had some concerns regarding traffic on 2<sup>nd</sup> St during school open and closing times. He also noted he reached out to Blanchardville and Darlington about their experiences. Both communities did not seem to have issues. He stated he would continue to conduct additional research on the matter.

## **Public Works**

**Utility Financials:** The Committee reviewed the monthly utility financial reports.

**General Discussion: Alliant Energy Sub-station Proposal:** Public Works Director Scott Jelle provided the Committee with an update on the Alliant energy Sub-station matter, noting that Alliant was looking for direction from the Village as it plans their long term capital expenditures. He noted that one option would be for the Village build its own transformer, which would allow for lower rates than staying with Alliant long term. He said that there is land available at the Water Treatment Plant. The Committee members discussed Alliant's proposal and asked questions. Public Works Director Jelle indicated that no decision was needed at this time, but would like direction by October to be able



to provide Alliant with a response by the end of the year. He noted that Forster Engineering, the Village's consultant, will provide a presentation to the Village Board on the available options at a Board meeting in June.

General Discussion/Recommendation New Pickup Truck for Utilities: Public Works Director Jelle indicated that the 2002 pickup was starting to see more maintenance repairs and rust. He noted he was asking for authorization to go out for bid for a new vehicle, and the existing vehicle would be sold at online auction with proceeds going to the equipment sinking fund. He stated the state bids for this type of vehicle are around \$21,000, and would be funded through the Utility capital accounts, not the General Fund. Peg Kruse made a motion to recommend authorization to begin the bidding process for a new utility pickup vehicle, second by Mark Janowiak. Motion carried. Mark Janowiak asked that staff look at partnering with Belleville and Monticello to share equipment or make other joint purchases.

Adjournment: Motion by Mark Janowiak to adjourn, second by Peg Kruse. Motion carried. Time: 7:37 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
April 13, 2016**

**Public Informational Meeting**

Chair Kruse called the Public Hearing to order at 7:00 p.m. Present: Laci Bainbridge, Mark Janowiak and Peg Kruse. Also present: Administrator Bryan Gadow, Public Works Director Scott Jelle, Chief Burt Boldebuck, Village Engineering Consultant Pat Rank, Keith Peterson, and Jim Shumway (Maple Leaf). No individuals spoke at the Public Hearing. The Public Hearing was closed at 7:01pm.

**Regular Meeting**

Chair Kruse called the regular meeting to order at 7:01 p.m. Present: Laci Bainbridge, Mark Janowiak and Peg Kruse. Also present: Administrator Bryan Gadow, Public Works Director Scott Jelle, Chief Burt Boldebuck, Village Engineering Consultant Pat Rank, Keith Peterson, and Jim Shumway (Maple Leaf).

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Mark Janowiak to approve the agenda, second by Laci Bainbridge. Motion carried.

Approval of 3/9/16 Minutes: Motion by Laci Bainbridge to approve the minutes of 2/10/16 second by Mark Janowiak. Motion carried.

**Public Safety**

Approval of Operator's Licenses and Liquor License Renewals: Chair Kruse recommended the packaging of Agenda Items 5a-5d into a single motion for approval. Mark Janowiak made a motion to recommend approval of Agenda Items 5a-5d:

- 5a: Recommendation: Operator's License to expire 6/30/17: Amanpreet Singh; Melissa Haak; Cherri Kempfer; Riley D. Miller; Ciaran O'Neill-Culhane; Mark Ryan; James C. Shumway; Thomas Lund
- 5b: Recommendation: Operator's License to expire 6/30/18: Andrew Westby; Steven Anderegg; Jolene Krychowiak; Rosemary Schiltz
- 5c: Recommendation: Liquor License Renewals to expire 6/30/17: Class B Beer/Liquor: Hungo, LLC (Toffler's); Glarner Enterprises, Inc. (Glarner Stube);
- 5d: Recommendation: Original Liquor License Renewal to expire 6/30/16: Class A Liquor to Shake & Shum, Inc.(Maple Leaf Cheese & Chocolate Haus)

Second by Laci Bainbridge. Motion carried.

On-Street ATV Trail: Administrator Gadow updated the Committee on the recent request to allow ATV vehicles to utilize Village streets as an on-street path to get to Railroad Street to connect to existing off-street trails in the area. He recommended that additional research be done, including contacting the New Glarus School Administration, discussions with the Police Department, the Chamber of Commerce, and Green County. Administrator Gadow passed out a public feedback letter from Trustee Thoemke regarding his feedback on the proposal. Chair Kruse suggested that Administrator Gadow also reach out to the communities of Blanchardville and Darlington to get their feedback on the on-street usage. Chief Boldebuck noted that 6<sup>th</sup> Avenue was a State Highway, so the DNR would also need to be consulted. Chair Kruse stated she was concerned with safety with the potential of vehicles traveling near residential neighborhoods. Mark Janowiak suggested that a resident feedback be gather with a public hearing before any decision is made on whether to allow ATVs on-street. Administrator Gadow suggested that the action item would be to continue this discussion to a future meeting until additional research could be conducted. Chair Kruse made a motion to continue this agenda item to a future meeting until such time that additional research could be conducted and public input gathered, second by Laci Bainbridge. Motion carried.

## **Public Works**

Utility Financials: The Committee reviewed the monthly utility financial reports.

Recommendation: Adoption of Engineer's Report on Proposed Special Assessments for the 2016 Street Project: Village Engineer Pat Rank provided an update on the pre-construction meeting with the contractor, A-1 Excavating. He noted the contractor is scheduled to start work on April 25<sup>th</sup>, starting with water and sewer work on 5<sup>th</sup> Street first, then moving to 3<sup>rd</sup> Street. He noted after completion of that work, the contractor would work on installing the water laterals and then do street excavation, curb and gutter, and sidewalk work. Village Engineer Pat Rank noted that the project had an 8 week timeline, with substantial completion tentatively scheduled for June 12<sup>th</sup>, and final completion tentatively scheduled for June 19<sup>th</sup>. Public Works Director Jelle noted that WE Energies will start work on April 15<sup>th</sup> to replace a gas main with a directional drill. He noted that the WE Energies work will take approximately one week. Administrator Gadow stated that once the official start date of the project has been confirmed with the contractor, the Village will send out a letter to the affected property owners to inform them of the project start.

Mark Janowiak made a motion to approve and adopt the Engineer's Report on Proposed Special Assessments for the 2016 Street Project. Second by Laci Bainbridge. Motion carried. The Committee indicated that they would continue to review the special assessment policy.

Adjournment: Motion by Mark Janowiak to adjourn, second by Laci Bainbridge. Motion carried. Time: 7:23 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
March 9, 2016**

## **Public Informational Meeting**

Chair Kruse called the Public Informational meeting to order at 7:00 p.m. Present: Laci Bainbridge, Mark Janowiak and Peg Kruse. Also present: Administrator Bryan Gadow, Public Works Director Scott Jelle, Chief Burt Boldebuck, Village Engineering Consultant Pat Rank, Denise Anton Wright, James Lutz, Margret Lutz, Patricia Stein, Gloria Bodenmann, John Colstad, and Mark Ruegsegger

Village Engineer Pat Rank provided an overview of the 2016 Street Project on 3<sup>rd</sup> and 5<sup>th</sup> Streets. Project timeline is 8 weeks.

## **Regular Meeting**

Chair Kruse called the regular meeting to order at 7:15 p.m. Present: Laci Bainbridge, Mark Janowiak and Peg Kruse. Also present: Administrator Bryan Gadow, Public Works Director Scott Jelle, Chief Burt Boldebeck, Village Engineering Consultant Pat Rank, and John Colstad.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Laci Bainbridge to approve the agenda, second by Mark Janowiak. Motion carried.

Approval of 2/10/16 Minutes: Motion by Mark Janowiak to approve the minutes of 2/10/16 second by Laci Bainbridge. Motion carried.

### **Public Safety**

Recommendation: Operator's License to expire 6/30/2017: Craig Shea, Dawn Hahn, Jennifer Lewke, Emily Holz, Liana Asmus, Elizabeth Esser, and Brenda Jelle have applied for an Operator's License. Motion by Mark Janowiak to approve the Operator's Licenses, second by Laci Bainbridge. Motion carried.

Recommendation: Temporary Wine License for Friends of New Glarus Public Library – April 14, 2016: This is an application for the serving of wine for a program being held by the Friends of the New Glarus Public Library in the Village Hall Community Room. Motion by Mark Janowiak to approve the Temporary Wine License, second by Laci Bainbridge. Motion carried.

Update: Submitted Monthly Police Report: Chief Boldebeck provided the Committee with an update on Police Department activities, including the status of the new office hiring. Chief Boldebeck indicated that they will be making an offer to their preferred candidate within the next few days after completion of a background check.

### **Public Works**

Utility Financials: The Committee reviewed the monthly utility financial reports.

2015 Street Project Property Assessment Appeal by Property Owner(s): Chair Kruse indicated that the Board reviewed the matter on March 1st and sent it back to the Public Works/Public Safety Committee for a formal recommendation. Mark Janowiak stated that the Village should follow the ordinance on assessments and assess those who need to be assessed under the ordinance. Laci Bainbridge asked if the curb installed at the Colstad's 41 years ago was completed as part of a Village project. Mr. Colstad stated that they were assessed by the Village 41 years ago for the project. Mr. Colstad stated that they should be grandfathered in from paying a second assessment as they paid for the curb the first time. Administrator Gadow asked Village Engineer Pat Rank when the Village adopted a policy that residents would not be assessed for the first time curb and gutter was installed as part of a Village Street project. Village Engineer Pat Rank indicated he thought the policy was adopted in the late 1980s or 1990s that the Village would bear the cost of first time installation of curb and gutter on streets that did not previously have it, but that all future curb and gutter replacement after that point would be assessed to the property owner. Mark Janowiak suggested that the Committee and the Village review the policy on first time curb and gutter replacement. Mark Janowiak asked what other communities' policies were. Village Engineer Pat Rank indicated that there is not common policy across communities, as everyone does it a little differently.

Mark Janowiak made a motion to recommend to the Village Board that the property owners appealing the assessment be responsible to pay the cost of their assessment for curb and gutter. Second by Peg Kruse. Motion carried. The Committee indicated that they would continue to review the special assessment policy.

Adjournment: Motion by Laci Bainbridge to adjourn, second by Peg Kruse. Motion carried. Time: 7:39 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS**  
**PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING**  
**February 10, 2016**

Chair Kruse called the regular meeting to order in the Village Hall Community Room at 7:00 p.m. Present: Mark Janowiak and Peg Kruse. Also present: Administrator Bryan Gadow, John Colstad, Sandra Colstad, and Shirley Krauss.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Mark Janowiak to approve the agenda, second by Peg Kruse. Motion carried.

Approval of 1/13/16 Minutes: Motion by Mark Janowiak to approve the minutes of 1/13/16 second by Peg Kruse. Motion carried.

**Public Safety**

Recommendation: Operator's License to expire 6/30/2017: Paula Stanton. Motion by Peg Kruse to approve the Operator's Licenses, second by Mark Janowiak. Motion carried.

Recommendation: Original License Application to Very Tres Chic, LLC to expire 6/30/16: Paula Stanton, the operator for Very Tres Chic at 403/405 2<sup>nd</sup> St, has applied for a Class A liquor license to allow for the serving of alcohol samples as part of the operation. Motion by Peg Kruse to approve the License Application, second by Mark Janowiak. Motion carried.

Recommendation: Temporary Beer/Wine Licenses for New Glarus Fire Department – March 21, 2015: This is an annual application for the serving of beer and wine for the annual Fire Department Dinner. There have been no issues with the event in the past. Motion by Mark Janowiak to approve the Temporary Beer/Wine Licenses, second by Peg Kruse. Motion carried.

Recommendation: Street Use Permit – AROC Wisconsin – May 7, 2016: This is an annual event where cars are run on a set course. The event begins in the Village on Elmer Road to Kubly Road in the Town of New Glarus and returns to the Village on Elmer. There have been no issues with this event in the past. The Village needs to obtain the certificate of insurance on renewal of their policy. Motion by Mark Janowiak to approve the Street Use Permit with the condition that the Applicant submit insurance, second by Peg Kruse. Motion carried.

General Discussion: Hwy 69 Speed Concerns: Administrator Gadow stated that he had received feedback from two citizens concerned about potential traffic accidents where the speed limit changes to 55 mph on southbound Hwy 69. He suggested the Village explore asking Green County Highway Department to move the start of the 55 mph speed limit further south past the Monroe Clinic. The Committee agreed with the proposed action.

Update: Submitted Monthly Police Report: Administrator Gadow provided the monthly police report.

**Public Works**

Utility Financials: The Committee reviewed the monthly utility financial reports.

2015 Street Project Property Assessment Appeal by Property Owner(s): John Colstad of 607 8<sup>th</sup> Ave appeared before the Committee, representing himself, Sandra Colstad, and Shirley Krauss. Mr. Colstad stated he questioned their allocation of the assessment for curb and gutter, as they had been assessed for curb and gutter on their property approximately 40 years ago, and should not have to pay for the curb twice. He indicated they should have been grandfathered in, and it was unfair that the Village's policy is now that property owners without curb and gutter presently would not be responsible for the cost for the first time installation. He indicated that his existing curb was in good shape, and the new curb installed was moved 2 ft closer to the center line of the road.

Peg Kruse referenced that Village policy is not to assess a property owner for curb and gutter replacement if they had already been assessed within 5 years. Administrator Gadow stated that Village Ordinance Section 10-4(C) contained the 5 year assessment exemption and if the additional assessment was within 10 years, the cost would be reduced by 50%. The consensus of the Committee was that the Colstads and Ms. Krauss should bring their assessment concerns to the Village Board for review, potentially at the March 2, 2016 meeting.

Adjournment: Motion by Mark Janowiak to adjourn, second by Peg Kruse. Motion carried. Time: 7:29 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**VILLAGE OF NEW GLARUS  
PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING  
December 9, 2015**

Chair Kruse called the regular meeting to order in the Village Hall Community Room at 7:00 p.m. Present: Mark Janowiak, Laci Bainbridge, and Peg Kruse. Also present: Administrator Bryan Gadow, Chief Boldebeck, Trustee Greg Thoemke, Public Works Director Scott Jelle, and Village Engineering Consultant Pat Rank.

Announcement: All cell phones shall remain off during the meeting.

Approval of Agenda: Motion by Laci Bainbridge to approve the agenda, second by Mark Janowiak. Motion carried.

Approval of 12/9/15 Minutes: Motion by Laci Bainbridge to approve the minutes of 12/9/15 second by Mark Janowiak. Motion carried.

**Public Safety**

Recommendation: Operator's License to expire 6/30/2017: Kohl R. Wenger, Lauren A. Fricks, Shane Lemke, and Judy Riley have applied for an Operator's Licenses. The individuals have been reviewed by the Police Department. Motion by Mark Janowiak to approve the Operator's Licenses, second by Laci Bainbridge. Motion carried.

Recommendation: Special Events Permit – Grace Church for New Glarus Family Festival – September 8-11, 2016: Chair Kruse noted that this is the annual application for the Grace Church Festival. The application includes the closure of 3<sup>rd</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street, 2<sup>nd</sup> Street between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue, and Railroad Street between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue on Sunday, exclusive use of Village Park including a tent, dumpster and portable restroom facilities will be provided and amplified music will be on Saturday from 2:00 – 10:00 pm. and Sunday 8:00 a.m. – 6:00 p.m. Chief Boldebeck noted that up to two officers may be required at the applicants cost, dependent on crowd size. Mark Janowiak expressed concern with closing both 2<sup>nd</sup> Street and Railroad Street for the event. Motion by Mark Janowiak to approve the Special Event Permit, contingent on Police Chief Boldebeck contacting the Church to see if they needed to have both 2<sup>nd</sup> Street and Railroad Street closed for the event, second by Laci Bainbridge. Motion carried.

Update: Submitted Monthly Police Report: Chief Boldebeck provided the monthly police report, including on update on the hiring process for a new officer and thanking Sgt. Jeff Sturdevant for his help on an armed robbery investigation in Madison.

**Public Works**

Utility Financials: The Committee reviewed the monthly utility financial reports.

**Public Safety**

Recommendation: Resolution 16-01/Final Resolution Authorizing Public Improvement (2015 Street Project) and Levying Special Assessments Against Benefited Property: Administrator Gadow noted that a resolution adopting the final special assessments for the 7<sup>th</sup> and 8<sup>th</sup> Ave reconstruction project (2015 Street Project) was prepared for Committee review. The Village policy is to assess 100% of the cost for replacement of curb, gutter and sidewalk. Motion to recommend approval of Resolution 16-01 by Peg Kruse, second by Mark Janowiak. Motion carried.

Update/Discussion: 2015 Street Project Penalty Assessment: Administrator Gadow noted that as part of the contract for the 7<sup>th</sup> and 8<sup>th</sup> Ave Street Project with Iverson Construction, LLC, there was a clause for liquidated damages if the project was not completed by September 7, 2015. Per the Board's direction, the Village's Engineering Consultant, Strand & Associates, sent the contractor a letter on December 24, 2015 informing them of the liquidated damages for the project. The Contractor provided a letter on December 30<sup>th</sup> contesting the liquidated damages claim. Administrator Gadow noted that staff is looking for direction on how to proceed with this matter. Village Engineer Pat Rank reviewed the Contractor's letter with the Committee members and noted the items he disagreed with the Contractor's statements. Laci Bainbridge asked if the original contract spelled out what the requirements were for documenting additional expenses or damages for the liquidated damages claim. Village Engineer Pat Rank indicated that the contract language specified that no additional documentation was needed, only that the daily charge for liquidated damages was \$1,200. Greg Thoemke asked if the Contractor provided the Village with any formal communication on their delay in receiving bonding. Village Engineer Pat Rank indicated that no communication was received from the Contractor. Administrator Gadow recommended that a next step could be to have Staff and the Village Engineer draft a response letter to the statements in the Contractor's December 30, 2015 letter. The consensus of the Committee was to have Staff prepare a response letter to the Contractor's December 30, 2015 letter.

Update: 2016 Street Project (3<sup>rd</sup> and 5<sup>th</sup> St): Administrator Gadow noted that per the Board's direction with the 2016 Budget process, Staff has begun prep work for the 3<sup>rd</sup> and 5<sup>th</sup> St construction project for the 2016 construction season. The Village's Engineering consultant, Strand and Associates, has provided a Task Order to prepare the project for bid for a cost of \$42,670. The Committee had no objections to Staff continuing to work on the project with the Village Engineer.

Update: Resignation of Public Works Department Employee William Righter: Public Works Director Jelle noted that he received notice that William Righter is resigning, with his last day effective January 15, 2016. Staff has advertised the Laborer position opening to begin the recruitment process. This resignation may have a short term impact on winter plowing, until a new individual is hired, as it leaves only two licensed plow drivers on staff. Public Works Director Jelle also noted that Public Works Employee Jason Borth has completed his apprenticeship program, and Staff will need to adjust the position pay scale for those affected positions. The adjustment would come from the Utility budget and would be reviewed by the Board in the near future.

Discussion/Consideration: Financing Options for new Snowplow Vehicle: Administrator Gadow noted that at the December 15<sup>th</sup> Village Board meeting, the Board discussed financing options for replacement of the Village's oldest snowplow truck (purchased in 1998). The Board directed staff to research a financing option that included a full borrow request for the total cost of the vehicle (\$141,000). Staff contacted a local bank, which provided the following rates and terms: 5 Years – 2.89%; 7 Years – 2.99%; and 10 Years – 3.09%. The Committee was generally in favor for utilizing a local bank for the borrow request and preferred the 7 Year – 2.99% term. Motion by Mark Janowiak to recommend utilization of the local bank option (Option 5), with a preferred term of 7 Years at 2.99%.

Adjournment: Motion by Laci Bainbridge to adjourn, second by Peg Kruse. Motion carried. Time: 8:00 p.m.

Minutes submitted by:

Administrator Bryan Gadow

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**