

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
12/18/18

**PUBLIC HEARING – PARKING ORDINANCE AMENDMENTS:** President Truttmann called the public hearing on amendments to the Parking Ordinance to order at 7:00 p.m. **PRESENT:** Roger Truttmann, Barb Anderson, Petra Streiff, Chuck Phillipson, Anthony Edge, Peggy Kruse and Shaun Dow. **ALSO PRESENT:** Briana Lenzlinger and Michael Bell (Chalet Landhaus), Brad Beal (Tourism Comm), and Susie Wiess (New Glarus Chamber), Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

President Truttmann asked if there were any comments from the public on the amendments to the parking ordinance.

Hearing no comment, Barb Anderson moved to close the Parking Ordinance Public Hearing at 7:01 p.m., second by Peggy Kruse. Motion carried. (7-0)

**PUBLIC HEARING – ROOM TAX ORDINANCE AMENDMENTS:** President Truttmann called the public hearing on amendments to the Room Tax Ordinance to order at 7:01p.m. **PRESENT:** All those present at the first public hearing.

President Truttmann asked if there were any comments from the public on the amendments to the room tax ordinance.

Michael Bell (Chalet Landhaus) spoke in opposition to the room tax increase. He provided a handout (a copy is on file in the Clerk's Office) showing information on several surrounding communities room tax rates and population. In addition, he included information related to potential increases to room rates due to increased room tax and included rates used by the Historical Preservation Commission as well as a comparison of room rates for festival weekends. He commented that the room rates vary due to demand with weekdays and winter months being lower and weekends and summer rates, especially festival weekends being higher. He further noted that the Chalet Landhaus requires a two-night minimum during busy festival weekends therefore having a larger impact on the lodging users. Also included in the handout was a copy of State Stat. 66.0615. Mr. Bell expressed his concerns over the loss of potential clientele at the Landhaus due to the increase in tax, noting the competitive market with neighboring communities and more tourist looking at New Glarus as a day trip rather than overnight stay. He indicated the local hotels could find it necessary to lower rates, delay capital improvements and not provide wage increases for employees as a result of increased room tax.

Briana Lenzlinger (Chalet Landhaus) provided information on the room rates and how they vary due to demand. She noted the Landhaus average annual occupancy rate is 50%, while the occupancy rate during weekends from June to October is close to 90%. She indicated the Landhaus is working on growing their corporate and bus tour business for weekdays. She reported that based on her conversations with bus tour companies, the total room rate is often a deciding factor in determining where they will stop and she is concerned that additional room tax may result in loss of bus traffic.

Brad Beal commented that the Tourism Commission had recently recommended to not increase the room tax and that the room tax was originally meant to be used for promotion of tourism in the Village and asked why the change to use for capital improvements. He is concerned the ordinance change will take funds away from promotion of tourism. He believes the room tax is not meant to subsidize physical maintenance, but rather promote tourism.

Trustee Edge asked if we have record of how the funds turned over to the Chamber from room tax are spent. Susie Weiss noted the annual report was provided to the Tourism Commission and that for the most part those funds are used for media advertising, i.e. radio, television, magazines. She further indicated that approximately 70% of the funds they receive go toward promotion in areas over 200 miles away as those would most likely include hotel stays, with 30% for local advertising.

Trustee Kruse asked where the additional funds proposed to be retained by the Village would go. Administrator Gadow noted that the Village Board would need to determine that going forward.

Motion by Chuck Phillipson, second by Peggy Kruse to close the public hearing on amendment to the room tax ordinance at 7:32 p.m. Motion carried (7-0).

REGULAR MEETING-CALL TO ORDER: President Truttman called the meeting to order at 7:32 p.m. PRESENT: All those present at the Public Hearings.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Administrator Gadow requested the addition of the approval of the minutes of the 12/10/18 Joint meeting of the Village/School/Town to Item 6.A. consent agenda minute approval. Motion by Shaun Dow, second by Anthony Edge to approve the 12/18/18 agenda with the change as requested by Administrator Gadow under item 6.A. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Barb Anderson for approval of the consent agenda with the addition of minutes of the 12/10/18 joint Village/School/Town meeting under item 6.A., second by Shaun Dow. Motion carried. (7-0)

Approval of minutes of 12/4/18 Regular Meeting and 12/10/18 special joint meeting: The minutes are attached for your consideration.

Approval of Claims: ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$52,977.90; Checks 36826 to 36879 totaling \$33,898.23; and payroll vouchers 13490 to 13514 totaling \$26,887.49

Approval of Operator License(s) to expire 6/30/2020: To Jason Rittel and Tracy Harrison.

Approval of Street Use Permit to WI Vietnam Veterans for Winterfest Parade (1/18/19): This is the annual application for the Winterfest parade. The parade uses the standard route: starting on Railroad St to 6th Ave, 6th Ave to 2nd St to 5th Ave, 5th Ave to 3rd St, 3rd St to end at the Fire Station. There have been no issues with this event in the past.

Approval of Temporary Alcohol License to New Glarus Fire Department for Winterfest (1/18/19): This is a temporary alcohol license for serving alcohol in conjunction with the annual NGFD Winterfest Dance.

Approval of Temporary Alcohol License to New Glarus Fire Department for Sportsman's Banquet (1/27/19): This is a temporary alcohol license for serving alcohol in conjunction with the annual NGFD Sportsman's Banquet.

Update: Monthly Police Report: The November report was included with the agenda packet for review.

Update: Monthly Building Inspector's Report: The monthly Building Inspectors Report for November was included with the agenda packet.

Update: Monthly Utility Financials: The monthly Utility Financials were attached to the agenda packet.

Update: Monthly Budget to Actual Report: Attached to the agenda packet was the monthly Budget to Actual Report for November for review.

#### PUBLIC WORKS/PUBLIC SAFETY COMMITTEE:

CONSIDERATION: PARKING ORDINANCE AMENDMENTS [ORDINANCE 18-03]: The Ordinance includes amendments to four (4) code sections, namely; 1) Section 288.16(C): "One space in front of 315 Second Street shall be reserved for police parking, as designated by the posted sign". Change "315 Second Street" to "300 Block of Second Street" to allow Police Department more flexibility to park the squad car in front of the Police Department office (which is addressed as 313 Second Street) during winter time. 2) Section 288-16: Relocation of existing ADA stall at Village Hall to first stall in front of Village Hall offices. The existing ADA signed parking stall is currently located between Village Hall and the Police Department. Staff would like to relocate the stall to the south directly in front of Village Hall to make entrance and exit easier for those who need to utilize an ADA stalls. 3) Section 288-20(C)(2): "No parking between 2:00 a.m. to 6:00 am on the following streets: First Street from Fifth Avenue to Six Avenue and the angle parking spaces on First Street from Sixth Avenue and Seventh Avenue (Emphasis Added)". Change by striking "and the angle parking spaces on First Street from Sixth Avenue and Seventh Avenue". Staff has heard from the owners of the building at 600 1st St that enforcing the no parking from 2AM-6AM would create a significant burden for the existing upper story rental tenants to the building, as they would not be able to parking near their residence in the evening hours. Staff offers a compromise to assist with snowplowing in that area, by striking the "No 2AM-6AM parking", and including the area in the Alternative Side Parking requirements (Section 288-22). 4) Section 288-21: No Parking Allowed during Alternative-side winter parking – 10th Avenue between 5th and 6th Street: Staff is concerned about the narrowness of the roadway in this portion, and suggests prohibiting parking along that portion during alternative-side parking, to assist with snow removal. At their 11/14/18 meeting, the PWPS Committee recommended approval of Ordinance 18-03.

Motion by Shaun Dow, second by Petra Streiff to approve Ordinance 18-03. Motion carried (7-0).

#### PARKS AND RECREATION COMMITTEE:

CONSIDERATION: PROPOSALS FOR BALLFIELD IMPROVEMENT DESIGNS: Administrator Gadow noted Parks and Recreation Committee has held meetings with the New Glarus Youth Baseball Association (NGYBA) to understand needs for improvements to Glarner Park based on Village Board's direction of September 18<sup>th</sup>. The Parks Director has solicited cost proposals from area firms for design and engineering work for an overall improvement plans for the Glarner Park ballfield as a result of those meetings with Ngyba. He further noted that preparing engineered drawings for a ballfield improvement plan is the first step in preparing the project to be bid in early 2019. The anticipated timeline would allow improvements to be made prior to the 2019 softball/little league seasons. The Village received three (3) cost proposals from firms (Fehr Graham, Kapur & Associations, and H&K Sportfields). Administrator Gadow reported that the proposal received from H&K Sportfields did not meet the requirement for the proposal and was eliminated for that reason. Fehr Graham is the apparent low-cost proposals for the

design/engineering services requested by the Village. Staff and the Park & Recreation Committee recommend selection of the Fehr Graham base proposal of \$10,400.00 with an additional \$2,500.00 for WI DNR Notice of Intent Application if determined necessary (\$12,900 total price bid).

The Board briefly discussed the timeline plan for the project, noting the first step is developing a plan. Administrator Gadow provided a possible outline being: design, review by Committee, adoption of plan, put plan out for bid, determine partnership for funding of plan with the possibility of putting the plan in place in phases. Trustee Dow asked if the long term vision included baseball games and consensus of the Board was that High School or adult baseball would not be an acceptable use of the field based on the surrounding residential properties.

Motion by Anthony Edge, second by Shaun Dow to approve the bid by Fehr Graham not to exceed \$12,900 (including \$2,500 for WI DNR Notice of Intent Application if necessary). Motion carried (7-0).

CONSIDERATION: RESOLUTION 18-42/2019 PARK AND POOL FEES: At the Parks & Recreation Committee meeting on 12/12/18, staff recommended no change in the park and pool fees for 2019, as we are currently in-line with other area communities. The Committee is unanimously recommending no change in the park and pool fees for 2019. Motion by Petra Streiff, second by Shaun Dow to approve Resolution 18-42, setting Park and Pool Fees for 2019. Motion carried. (7-0)

NEW BOARD BUSINESS: A. CONSIDERATION: ORDINANCE 18-04 AMENDMENTS TO CHAPTER 269-2 (A) & (B) REGARDING ROOM TAX: Per the Board's direction at the 12/4/18 meeting, Staff has drafted Ordinance 18-04 which includes the two (2) proposed amendments to the Village's Room Tax Ordinance: 1) changing the current room tax percentage from 5% to 7%; 2) adjusting the distribution percentages from 90% to tourism promotion to 75% to tourism promotion (to Chamber), and 15% for historic preservation building maintenance and promotion.

Trustee Dow thanked those who provided input during the public hearing. He went on to respond to some of the comments made during the public hearing, disputing information provided on bus companies, use of rooms by contractors, and the amount of decrease in room tax revenue in the last year. He noted that issues like the varied rates and two-night minimum stay requirements, hotel employee wage increases and bus services provided to other communities during festivals are not issues for the Village Board. He stated his concern is to help fund the museums that are an integral part of the Village's heritage, and he brought the request for room tax increase to the Village Board because the Tourism Commission believe the room tax funds should only be used for promotion of tourism when in reality thirty (30) percent can be used otherwise. He noted the proposed ordinance would not take funds away from the promotion of tourism, but would provide an additional revenue stream that could help to maintain some of the historic properties that tourist come here to see.

Trustee Kruse noted it provides some relief to the taxpayer as it could help provide funds for upkeep of Chalet of the Golden Fleece.

Trustee Phillipson asked if the proposed fifteen (15) percent retained for historic preservation building maintenance and promotion is to be used solely by the Chalet of the Golden Fleece and Swiss Historic Village. Trustee Dow indicated that was the original thought of the Historic Preservation Commission, but other options have since been mentioned. He reiterated the need for creation of a policy and some type of application process to determine how to spend the funds.

Trustee Phillipson stated he feels it is unfair to place this burden on the two hotels and various Airbnbs, noting that the entire business district benefits and only a few are paying. He added that he doesn't believe the Chalet of the Golden Fleece is a tourist attraction any longer and should not be maintained in this manner and that he believes the Swiss Historic Village has the necessary funds available and would most likely be more interested in publicity as their attendance has been declining as well.

Trustee Dow added he doesn't believe tourist will 'bat an eye' at an increase in the room tax adding the Board could take a look at available tax from the business district if that's possible. He further indicated he believes the Chalet of the Golden Fleece may be more popular if there were adequate funds to keep it open more often. He mentioned he is working cooperatively with the Chamber of Commerce on a mobile app to include local Historic sites.

Motion by Trustee Phillipson to table until the next meeting to provide an opportunity to look into alternative funding sources, second by Trustee Kruse.

The Board continued their discussion including the need for funds by the Chalet of the Golden Fleece and Swiss Historic Village to meet their five (5) year maintenance plans. They also reviewed state statutes regarding the acceptable uses of funds collected as room tax. Trustee Kruse asked if it would be possible to leave the tax rate at the current level but redistribute percentages to Chamber and Village. She also asked if the Historic Preservation Commission has looked for other sources of revenue. Trustee Kruse added before acting on the proposed ordinance she would like to know what percentage of tourism industry in Wisconsin has increased room taxes within the last five (5) years and to reach out to communities that have increased their tax to see if there was an impact to tourism as a result. Trustee Anderson added the members should also be considering how important it is to keep the Chalet of the Golden Fleece and how to fund it. Trustee Streiff added the Chalet of the Golden Fleece has seen steady improvement in attendance over the last five (5) years. President Truttmann reported that he and Administrator Gadow had recently received a request from the State Historical Society requesting an inventory of the Chalet of the Golden Fleece and noted that all house museums are struggling.

Trustee Edge stated he looks at the room tax increase is similar to the funds available for façade improvement and revolving loan funds, as they benefit the community without being a burden on the local taxpayer. Trustee Phillipson noted he has concerns over what the funds can be used for adding if the Chamber must use room tax for promotion of tourism, what are the funds derived from festivals and other sources being used for. Trustee Dow clarified that the state room tax report includes only the room tax funds turned over to the Chamber and not a full accounting of Chamber expenditures.

A vote was taken on the original motion of Trustee Phillipson to table until the next meeting (January 15, 2019). Motion carried. (6-1 with Trustee Dow opposing).

**CONSIDERATION: ACCEPTANCE OF RESIGNATION OF VILLAGE ADMINISTRATOR:**

Administrator Gadow provided his letter of resignation. His last day is tentatively scheduled for January 4th. Motion by Roger Truttmann to accept, with regret, the resignation of Administrator Gadow, second by Petra Streiff. Motion carried. (7-0) The Board congratulated Administrator Gadow on his new position with the City of Monona and wished him the best of luck.

**DISCUSSION/CONSIDERATION: VILLAGE ADMINISTRATOR RECRUITMENT WITH POSSIBLE**

**AWARD OF CONTRACT:** Staff requested proposals from three (3) firms for assistance with the Administrator search: Public Administrator Associates (PAA) (\$7,350 and \$400-\$500 for reimbursables); GovHR USA (\$19,500); and Springsted, Inc. (who indicated they were unable to

submit a proposal at this time). The Village has utilized PAA for the previous three (3) Administrator recruitments. Trustee Dow asked why the Board is considering utilizing a firm. Staff and Board reviewed the pros and cons of utilizing a firm for the process with all Board members involved in previous hiring processes commenting favorable for using a firm and indicating a preference for PAA.

Motion by Roger Truttman, second by Chuck Phillipson to award the Village Administrator Recruitment Contract to PAA utilizing the full service option. Motion carried. (7-0)

Trustee Phillipson clarified that the Personnel Committee would be handling the process with PAA. Administrator Gadow confirmed Personnel Committee would do the work to bring the finalists before the full Village Board for interviews and selection.

ADMINISTRATOR'S REPORT: Administrator Gadow asked the Board for input on the scheduling of the first meeting in January, as it falls on New Year's Day. He indicated there currently were no agenda items that needed immediate attention. Consensus of the Village Board to eliminate the first meeting in January, 2019.

Administrator Gadow thanked the Board for allowing him to serve the Village of New Glarus, noting it was an exceptional experience for him. He offered to help with the transition as much as possible.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 8:48 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
12/4/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Petra Streiff, Chuck Phillipson, Shaun Dow, and Peggy Kruse. ABSENT: Anthony Edge. ALSO PRESENT: Bruce Beth with Forester, Public Works/Utility Director Joe Cockroft, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

ANNOUNCEMENT: President Truttman announced that the Village Board will convene into Closed Session under State Stat. 19.85(1)(E) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require closed sessions [Discussion on Alliant Energy Substation project and related land purchase].

AGENDA: Motion by Shaun Dow, second by Barb Anderson to approve the 12/4/18 agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Chuck Phillipson for approval of the consent agenda, second by Petra Streiff. Motion carried. (6-0)

Approval of minutes of 11/20/18 Regular Meeting:

Approval of Claims: ACH for payroll expenses, Checks 36790 to 36792 totaling \$25,875.47; Checks 36793 to 36825 totaling \$31,265.21; and payroll vouchers 13447 to 13489 totaling \$29,457.72.

Update: CUP and Variances related to Lot 42 Valle Tell project – Wisconsin Housing Preservation Corporation and Homes of Our Own [From Plan Commission]: On October 25<sup>th</sup>, the Plan Commission reviewed a development application from Wisconsin Housing Preservation Corporation (WHPC) and Homes of Our Own, Inc (HOOO) (collectively, the “Applicant”) for a new two (2) phase multiple family housing development at Lot 42, Valle Tell (the “Property”). The project includes the following components (the “Project”):

- o Phase I: Forty (40) Units of Multiple Family Residential
- o 3 Story Wood Framed Building, with a level of underground parking
- o 10 units will be dedicated to special needs residents
- o 30 affordable units will be a mix of 1, 2, and 3-bedroom units
- o Phase II: Forty (40) Units of Market-Rate Multiple Family Residential

After conducting a public hearing to receive public input, the Plan Commission voted five (5) in favor and zero (0) opposed to approve the following components of the Application:

1. Conditional Use Permit (CUP) to allow the multiple family use
2. Approve a Variance for Swiss Design guidelines
3. Approve the proposed Land Division by CSM

The Plan Commission continued four (4) variances and the site plan to their November 15<sup>th</sup> meeting, at which they had additional discussions with the Applicant regarding the Project and associated parking. On November 15<sup>th</sup>, the Plan Commission voted five (5) in favor and zero (0) opposed to approve the two (2) variances associated density; voted four (4) in favor and one (1) opposed to approve the two (2) variances associated with parking; and continue review of the Site Plan until May 2019.

As the Variances and CUP were approved by the Plan Commission, under Sections 305-18, 305-15(C)(1), 305-25-34, 305-45(G), 305-15(D)(6)(f), and 305-18(F).

Approval of Land Division by CSM – Wisconsin Housing Preservation Corporation and Homes of Our Own, Inc for Lot 42 Valle Tell [From Plan Commission]:

Approval for Successor Agent for Casey’s General Store to Heidi Marcyes:

NEW BOARD BUSINESS:

DISCUSSION: POTENTIAL AMENDMENTS TO VILLAGE ORDINANCE §269-2(A)&(B) RELATED TO ROOM TAX [FROM HISTORIC PRESERVATION COMMISSION]: Trustee Dow reported that

the Historic Preservation Commission (HPC) is requesting Village Board consideration of two (2) amendments to the Village’s Room Tax Ordinance (§269-2(A)&(B)) related to an increase in the room tax percentage and the allocation distribution. He noted the reason for the request is to help offset the costs the Chalet of the Golden Fleece and Swiss Historical Village will be facing in repairs based on their five (5) year plans. Trustee Dow reviewed with the Board materials provided in the agenda packet, including a slide presentation he made to the Tourism Commission on

November 13, 2018, the 2016 and 2017 room tax reports submitted to the Wisconsin Department of Revenue and the 2014 Condition Report on the Chalet of the Golden Fleece.

He further reported that the room tax was first implemented in 2000 with one increase in 2009. He estimates a two (2) percent increase would provide an additional \$30,500 in taxes generated, noting a change in the distribution percentages could allow for funds to be available for the Chalet and Swiss Historic Village while still maintaining the same revenue stream for the Chamber with the rate increase. He stated the increase in rate would amount to a \$1.60 to \$2.20 per night stay increase.

The Village Board discussed the possible changes and needs for the additional funds. Administrator Gadow confirmed the Village can use up to thirty (30) percent of room tax collected for general fund expenditures. Trustee Streiff asked if the HPC would be recommending how to distribute the portion being suggested for the Chalet and Swiss Historic Village. Trustee Dow indicated that was his thought. Trustee Streiff asked if it might be possible to utilize some of those funds for the floral clock as well. Trustee Dow added it could be possible and noted he is working with the organizations to increase their presence on social media as well. Trustee Phillipson asked how non-commercial entities are tracked and Staff provided methods for collection of information adding Trustees aware of possible rentals can provide Staff that information for follow-up. Trustee Phillipson noted he would also like to see a breakdown of festival costs to the Village and related return of funds to the Village. The Village Board indicated they were in agreement with the proposal and asked for the next steps. Administrator Gadow reported direction for preparation of an ordinance amendment from the Board is necessary and suggested a public hearing be included.

Motion by Shaun Dow, second by Chuck Phillipson to put an item on the 12/18/18 agenda for updating Chapter 269 of the Municipal Code pertaining to room tax and issue the public hearing notice for the same. Motion carried (6-0).

**CLOSED SESSION:** Motion by Shaun Dow, second by Barb Anderson to convene into closed session at 7:34 p.m. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Peggy Kruse-yes; Chuck Phillipson-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (6-0).

**RETURN TO OPEN SESSION:** Motion by Chuck Phillipson, second by Barb Anderson to re-convene into open session at 8:40 p.m. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Peggy Kruse-yes; Chuck Phillipson-yes; Petra Streiff-yes; Roger Truttman-yes. Motion carried (6-0).

**CLOSED SESSION ACTION:** Shaun Dow moved to continue work on completion of Phase I of the Electrical System Work Plan and proceed with an Electric Rate Case Study to determining funding for additional phases of Electrical System Work Plan, second by Petra Streiff. Motion carried. (6-0).

#### **ADMINISTRATOR'S REPORT:**

Administrator Gadow reminded the Board of the December 10, 2018 joint meeting with the New Glarus School District. He reported the proposed agenda prepared by himself and School Administrator Jennifer Thayer includes: welcome/introductions; Village overview of facilities and planning; School overview of facilities and planning. He noted the Town of New Glarus has been invited to attend as well.

He further reported on the December 12, 2018 informational meeting for the 2019 Third Avenue project at 5:30 p.m. in the Community Room.



**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 8:45 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
11/20/18

**PUBLIC HEARING – 2019 BUDGET:** President Truttman called the public hearing to order at 7:00 p.m. **PRESENT:** Roger Truttman, Barb Anderson, Petra Streiff, Chuck Phillipson and Anthony Edge. **ABSENT:** Peggy Kruse and Shaun Dow. **ALSO PRESENT:** Chief Boldebuck, Lt. Sturdevant, Roger Olsen, Don Wickstrum and John Lewis with Grace Church, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

President Truttman asked if there were any comments from the public on the 2019 Budget.

Hearing no comment, Barb Anderson moved to close the 2019 Budget Public Hearing at 7:01 p.m., second by Petra Streiff. Motion carried. (5-0)

**REGULAR MEETING-CALL TO ORDER:** President Truttman called the meeting to order at 7:01 p.m. **PRESENT:** All those present at the Budget Public Hearing.

The Pledge of Allegiance was recited.

**ANNOUNCEMENT:** President Truttman announced that cell phones shall be silenced for the duration of the meeting.

**AGENDA:** Administrator Gadow requested the addition of two (2) names for approval of operator licenses that were inadvertently missed on the agenda: Douglas Nicholson and Taylor Nealis. He noted that both names were on the Public Works/Public Safety Agenda and recommended for approval by that Committee. Motion by Barb Anderson, second by Anthony Edge to approve the 11/20/18 agenda with the additional names requested by Administrator Gadow under item 7.C. Motion carried. (5-0)

**PUBLIC APPEARANCES AND CITIZEN COMMENTS:** No public comment.

**APPEARANCE BY PASTOR ROGER OLSEN REGARDING FAMILY FEST:** Pastor Olsen reported that 2018 was the 11<sup>th</sup> year for Family Fest and noted the Church was interested in hearing if the Village Board had any questions or comments regarding the event. Pastor Wickstrum, who has led the organization of the event the past number of years provided an overview for the Village Board. He reported that Grace Church wanted a community-minded event that would provide free food, activities and entertainment for the local community and surrounding area. The first year was attended by approximately 135 people and has grown in the eleven (11) years to an attendance of approximately 6,000 in 2018. He reported they have received positive feedback from both attendees and the local businesses as the event brings additional business to town. He noted that the damage to Village Park this past year as part of the event was corrected by the Church. He thanked Village emergency services and staff for all the cooperation with the event over the years.

Pastor Olsen asked for feedback from the Village Board. Trustee Phillipson asked if the Church feels that the event is possibly becoming too large to be accommodated at its current location? Pastor Olsen and Pastor Wickstrum reported that the set-up and location of specific activities were shifted in the last years to accommodate the growing crowd and are considering changing the scope to control the size of the event. They work closely with emergency services to be sure they

are able to respond to calls in and around the area. They provide much of their own security in the area in addition to the local police department. They would like to keep the event at its current location and will closely monitor the concerns as they move toward the 2019 event. Pastor Olson again asked that should the Board members have any concerns or questions, to please contact the Church.

CONSENT AGENDA: Motion by Anthony Edge for approval of the consent agenda with the addition of operator license names Douglas Nicholson and Taylor Nealis under item 7.C., second by Chuck Phillipson. Motion carried. (5-0)

Approval of minutes of 11/7/18 Regular Meeting: The minutes are attached for your consideration.

Approval of Claims: ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$56,545.21; Checks 36735 to 36789 totaling \$151,522.69; and payroll vouchers 13419 to 13446 totaling \$30,386.36.

Approval of Operator License(s) to expire 6/30/2020: To Kevin Elmer, Barbara Burgess, Laura Nevil, Shaun Dow, Lynn Schambow, Amy Eversoll, Debra Guyette, Douglas Nicholson and Taylor Nealis.

Update: Monthly Police Report: The October report was included with the agenda packet for review.

Update: Monthly Building Inspector's Report: The monthly Building Inspectors Report for October was included with the agenda packet.

Update: Monthly Utility Financials: The monthly Utility Financials were attached to the agenda packet.

Update: Monthly Budget to Actual Report: Attached to the agenda packet was the monthly Budget to Actual Report for October for review.

DISCUSSION/CONSIDERATION: 2019 BUDGET AND CORRESPONDING RESOLUTIONS:

Administrator Gadow reported that the 2019 Budget as presented reflects all the guidance from the initial budget meeting and meets the requirements of the levy limit restrictions and expenditure restraint program. The items for consideration at this meeting will finalize the 2019 Budget and allow for preparation of the tax bill. He added that the tax bill for a home valued at approximately \$185,000 will see a \$168 increase over last year, with the Village's mill rate (TID increment included) increasing by .05¢ per \$1,000. A review of the mill rate worksheet comparison (with TID increment included) showed an increase to MATC of .03¢ per \$1,000; Green County at .40¢ per \$1,000 and School District of New Glarus at .85¢ per \$1,000. The Board discussed changes to the assessed value of the Village, potential future growth and the drop in the aggregate ratio.

Motion by Barb Anderson to adopt the 2019 Budget and Budget Resolution (Items 8. A-J):

RESOLUTION 18-41/ADOPTION OF 2019 BUDGET AND TAX LEVY:

RESOLUTION 18-32/TREASURER'S BOND:

RESOLUTION 18-33/CARRY FORWARD UNSPENT TRIATHLON FUNDS TO SINKING FUND:

RESOLUTION 18-34/DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING

WITHDRAWAL OF VILLAGE MONIES:

RESOLUTION 18-35/SETTING 2019 STORMWATER UTILITY EQUIVALENT RUNOFF UNIT

(ERU):

RESOLUTION 18-36/2018 BUDGET CARRY FORWARD TO 2019 BUDGET:  
RESOLUTION 18-37/ESTABLISH WAGES FOR PART-TIME EMPLOYEES FOR 2019:  
RESOLUTION 18-38/ESTABLISH WAGES FOR FULL-TIME EMPLOYEES FOR 2019:  
RESOLUTION 18-39/WAGES AND FRINGE BENEFITS FOR FULL-TIME EMPLOYEES:  
RESOLUTION 18-40/WAGES AND FRINGE BENEFITS FOR PART-TIME EMPLOYEES:  
Barb Anderson moved to approve Resolutions 18-32 through 18-41, second by Chuck Phillipson.  
Motion carried. (5-0)

ADMINISTRATOR'S REPORT: Administrator Gadow reported that a joint meeting with the Village Board and School Board is tentatively being scheduled for December 10, 2018 at 6 p.m. at the School. He will be emailing confirmation to the Board members next week.

President Truttman thanked Administrator Gadow and Clerk-Treasurer Erb for their work on the 2019 Budget.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:45 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
11/7/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Petra Streiff, Chuck Phillipson, Shaun Dow, Peggy Kruse and Anthony Edge. ALSO PRESENT: Library Board President Linda Hiland, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Barb Anderson, second by Petra Streiff to approve the 11/7/18 agenda.  
Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Trustee Dow noted typo corrections to the Village Board minutes of 10/16/18 as well as the 10/25/18 Ad Hoc Facilities Committee minutes. Motion by Petra Streiff for approval of the consent agenda with correction of the typos, second by Chuck Phillipson. Motion carried. (7-0)

Approval of minutes of 10/16/18 Regular Meeting:

Approval of Claims: ACH for payroll expenses, journal entry for credit card and utility bills, and checks 36678 and 36679 totaling \$44,439.19; Checks 36680 to 36734 totaling \$50,252.88; and payroll vouchers 13394 to 13418 totaling \$27,193.74.

NEW BOARD BUSINESS:

DISCUSSION/CONSIDERATION: RESOLUTION 18-32/LIBRARY FUNDING COMMITMENT:  
Administrator Gadow provided a draft Resolution based on discussion of the Village Board at their October 16<sup>th</sup> meeting and requested input from the Board on whether the draft includes everything

the Board wants to see included. He noted that he also provided information on the 2014 Referendum as requested by the Board for wording on the “at least” or “up to”.

Trustee Dow noted he believes all references for the borrowing in the Resolution should include “up to” rather than “at least”. He also noted that he doesn’t feel this is the time for the Resolution to occur, but rather should be done after the Ad Hoc Facilities Committee has had the opportunity to complete their work and make a recommendation to the Village Board.

Motion by Shaun Dow to table discussion on drafting of the Resolution until such time as the Ad Hoc Committee completes their research and reports their recommendation to the Village Board, second by Anthony Edge.

The Board discussed the motion, with Barb Anderson noting she agrees with the language part and doesn’t understand why the funding commitment should be delayed. Chuck Phillipson suggested that the Board may have more insight on the amount of a funding commitment once the Ad Hoc Facilities work is completed. Petra Streiff agreed, adding that subsequent discussions have suggested a possible increase in cost and the Board recently agreed to reimbursement for site work at Glarner Park as well. Barb Anderson noted she would like to see this Resolution decided before there is a change in Board membership.

Peggy Kruse asked if the Resolution could include language pertinent to how the borrowing would occur. Administrator Gadow noted three (3) options:

1. Borrowing through a local bank
2. Bond issue utilizing Ehlers & Associates
3. A letter of credit from a local bank

Peggy Kruse asked Administrator Gadow to research the options and provide additional information to the Board.

Petra Streiff asked that the word ‘detailed’ be eliminated in bullet point #3 of the Resolution prior to the words “operating budget”. She went on to report that the Library Board would like to consider possible cost-savings for items like cleaning and mowing, by contracting with the Village for services. Administrator Gadow noted that wording had been taken from a previous Resolution in 2015 and could certainly be changed.

Shaun Dow suggested these items be discussed when the Resolution is brought back before the Board (at a later date).

Anthony Edge asked if the Board wanted to include a project budget within the Resolution in addition to the operating budget. He questioned whether the project plan is contingent on planning for a \$2 million project or a certain sized building? He added he is not comfortable with the Resolution to borrow \$1 million for the project without knowing the total project cost.

Shaun Dow called the question, noting there was no point in continuing discussion. President Truttman requested a vote on calling the question and ending discussion. Motion carried (5-2, with Barb Anderson and Petra Streiff opposing).

Vote on the original motion of Shaun Dow with a second by Anthony Edge was taken and carried (5-2 with Barb Anderson and Petra Streiff opposing).

### **ADMINISTRATOR’S REPORT:**

Administrator Gadow requested input from the Board on a meeting date for a joint meeting with the School District, adding the School District has proposed Monday, December 10, 2018 at 6 p.m. He requested Board members let him know this week of their availability for that meeting.

Administrator Gadow reported that the 2019 Budget is looking good and meets the Expenditure Restraint Program as well as the levy limit constraints. He noted the reduction in State Transportation Aid and necessary adjustments being made to the draft budget to accommodate that change. The 2019 Budget Public Hearing will be held on November 20, 2018 at 7 p.m.

Roger Truttman commented on the Village's receipt of the Distinguished Budget Award for 2017 and 2018 due to the hard work of Administrator Gadow. He was joined by the Board in thanking Administrator Gadow for the work.

**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 7:21 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
10/16/18

**REGULAR MEETING-CALL TO ORDER:** President Truttman called the meeting to order at 7:00 p.m. **PRESENT:** Roger Truttman, Barb Anderson, Petra Streiff, Chuck Phillipson and Shaun Dow. **ABSENT:** Peggy Kruse and Anthony Edge. **ALSO PRESENT:** Shelly Truttman, Linda Hiland, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

**ANNOUNCEMENT:** President Truttman announced that cell phones shall be silenced for the duration of the meeting.

**AGENDA:** Motion by Barb Anderson, second by Shaun Dow to approve the 10/16/18 agenda. Motion carried. (5-0)

**PUBLIC APPEARANCES AND CITIZEN COMMENTS:** No comment.

**CONSENT AGENDA:** Administrator Gadow updated the Board to a change made by Public Works/Public Safety Committee to the Amendment to the Special Event Permit for the Car Show changing the closure of 5<sup>th</sup> Avenue from Railroad Street to 3<sup>rd</sup> Street to be from Railroad Street to 2<sup>nd</sup> Street (rather than 3<sup>rd</sup> Street). He indicated the Chamber was agreeable to the change.

Motion by Petra Streiff for approval of the consent agenda, second by Chuck Phillipson. Motion carried. (5-0)

**Approval of minutes of 10/2/18 Regular Meeting:** The minutes are attached for your consideration.

**Approval of Claims:** ACH for payroll expenses, health and life insurance, and credit card, journal entry for utility bills totaling \$49,111.65; Checks 36630 to 36677 totaling \$89,634.74; and payroll vouchers 13365 to 13393 totaling \$31,156.51.

Approval of Operator License(s) to expire 6/30/2020: To Margaret Edge; Connie Anderson; Chris Viney.

Approval of 2018-2019 Tax Collection Agreement with Green County: This is the annual agreement with the Green County Treasurer's Office for collection of village property tax bills.

Approval of Amendment to Special Event Permit for New Glarus Car Show [Date Change to 10/21/18]: Due to heavy rains expected on October 7<sup>th</sup>, the Chamber was unable to host the annual Car Show event. The Chamber requests approval to reschedule the event for Sunday, October 21<sup>st</sup>. Approval of the date change to October 10<sup>th</sup>, includes the recommendation of PWPS Committee to modify the street closure to include 5<sup>th</sup> Ave from Railroad St to 2<sup>nd</sup> St, rather than to 3<sup>rd</sup> St.

Update: Monthly Police Report: The September report was included with the agenda packet for review.

Update: Monthly Utility Financials: The monthly Utility Financials were attached to the agenda packet.

Update: Monthly Budget to Actual Report: Attached to the agenda packet was the monthly Budget to Actual Report for September for review.

Update: Monthly Building Inspector's Report: The monthly Building Inspectors Report for September was included with the agenda packet.

#### NEW BOARD BUSINESS:

##### DISCUSSION: DRAFT RESOLUTION REGARDING LIBRARY PROJECT FUNDING:

Administrator Gadow requested direction from the Board regarding the items and language to include in the Resolution proposed by Motion #2 of the September 18, 2018 Village Board meeting. The draft Resolution is being prepared for consideration at the November 7<sup>th</sup> Board meeting. Trustee Streiff requested a change in the language to "at least" one (1) million dollars rather than "up to" one (1) million dollars. Trustee Dow asked what the verbiage used in the referendum, noting a desire to keep the wording the same. After a brief discussion by the Board, Administrator Gadow noted he will include "at least" in the draft Resolution along with a copy of the original referendum language for Board review. Trustee Dow asked about a timeline for the distribution of the borrowed funds, i.e. at the start of the project or completion of the project. Consensus was that while the Resolution is more of a pledge of funds, it should include language as to what would trigger the initiating of a borrow. Administrator Gadow will prepare a draft Resolution for placement on a future Board agenda.

##### DISCUSSION/CONSIDERATION: FORMATION/APPOINTMENT OF AD HOC FACILITIES

COMMITTEE: President Truttman reported he had received notice from three (3) trustees interested in serving on this Ad Hoc Committee: Shaun Dow, Petra Streiff and Peggy Kruse.

The Board discussed the composition of the Committee, asking if President Truttman intended to Chair the Committee. They reviewed the intent to start with a three (3) person Committee of the Village Board who could then invite members of the Library Board, if necessary. President Truttman indicated he considered serving as an alternate if three (3) Board members are otherwise interested, although he would serve as Chair if that was the wish of the Board. Trustee Dow stated he no longer wished to be appointed to this Committee indicating he is uncertain on his availability due to some work related changes. With the absence of Trustee Kruse tonight, the Committee discussed President Truttman assuming a spot on the Committee and appointing

Trustee Anderson as an alternate, in order to begin the process prior to the return of Trustee Kruse, if necessary. The Committee requested Administrator Gadow to email a list of dates and times to schedule availability for meetings, noting a preference for daytime meetings.

Motion by Barb Anderson to approve the appointment of Petra Streiff, Peggy Kruse and Roger Truttmann to the Ad Hoc Committee, with Barb Anderson serving as an alternate, second by Petra Streiff. Motion carried (5-0).

**DISCUSSION/CONSIDERATION: APPROVAL OF 1 YEAR RENEWAL OF ASSESSMENT**

**SERVICES CONTRACT:** Finance/Personnel Committee is recommending a one-year (2019) extension of the current contract with Assessor Gardiner Appraisal Services. The contract cost reflects an increase of approximately \$400 for the year. The Committee is further recommending staff prepare a Request for Proposals (RFP) to be completed next summer for future year services. Board members expressed their desire to prepare a Request for Proposal next summer for future year services. Motion by Shaun Dow to approve a one (1) year renewal of the assessment contract with Gardiner Appraisal Service for 2019, second by Petra Streiff. Motion carried (5-0).

**DISCUSSION/CONSIDERATION: REPLACEMENT OF SIGNAGE AT VILLAGE HALL AND**

**VILLAGE PARK:** Administrator Gadow noted that he had obtained quotes from Dove Designs for the sign in front of Village Hall and the one in Village Park after receiving comments requesting they be replaced as they are both worn and faded. The total proposal of \$2,350 includes two new sandblasted 3D style signs. The current signs are made of some type of foam material and Dove Designs has indicated the material is deteriorating due to weathering and therefore he does not recommend repainting of the existing signage. There are available funds within the Village Hall facilities repair line to accommodate the expense. At their October 10<sup>th</sup> meeting, the Parks Committee moved to recommend Village Board consider the proposal of Dove Design, noting a preference for the Canton shield design option with the plain font style. Trustee Dow asked if there was any interest in dedicating (renaming) Village Park and after a brief discussion by the Board, the consensus was that there was no desire by the Board.

Motion by Shaun Dow to direct staff to work with Dove Design to make design changes on the Village Hall sign to change "Village Hall" under the list of departments to "Administration" and on the Park sign to use the Glarner shield with the font that is used on the Village Hall sign, second by Barb Anderson. Motion carried (5-0).

**ADMINISTRATOR'S REPORT:**

**DISCUSSION/CONSIDERATION: 2019 BUDGET CHANGES FROM VILLAGE BOARD**

**COMMITTEES:** Administrator Gadow reported no changes were requested by the Parks & Recreation or Public Works/Safety Committees at their last meetings. He further noted the final State General Transportation Aid amount for 2019 came in at \$137,515, which is \$5,947 lower than 2018 most likely as a result of no road project being completed in 2016 as the aid is calculated based on the six-year average of road construction expense of the Village. With this adjustment, the Village budget is approximately \$750 over the tax levy threshold. The Administrator is confident staff will be able to meet program requirements as established by the State, i.e. Expenditure Restraint Program and Levy Limit and provide a balanced budget.

**UPDATE: ROAD PROJECTS:** Construction crews are making good progress on 1<sup>st</sup> Street with the parking lanes completed and paving scheduled for tomorrow. The milling on the 3<sup>rd</sup> Street and 5<sup>th</sup> Street will be completed today and paving will start tomorrow through the end of the week. It is currently anticipated all streets should be completed and open by Friday. Administrator Gadow reported some additional work will be required on the corner of 3<sup>rd</sup> Street and 9<sup>th</sup> Avenue as a soft spot was found in the roadway.

**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 7:34 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
10/2/18

**REGULAR MEETING-CALL TO ORDER:** President Truttman called the meeting to order at 5:30 p.m. **PRESENT:** Roger Truttman, Barb Anderson, Petra Streiff, Peggy Kruse, Anthony Edge, Chuck Phillipson and Shaun Dow. **ALSO PRESENT:** Chief Boldebeck, Lt. Sturdevant, Shelly Truttman (Library Board), Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

**ANNOUNCEMENT:** President Truttman announced that cell phones shall be silenced for the duration of the meeting.

**AGENDA:** Motion by Barb Anderson, second by Petra Streiff to approve the 10/2/18 agenda. Motion carried. (7-0)

**PUBLIC APPEARANCES AND CITIZEN COMMENTS:** No public comment.

**CONSENT AGENDA:** Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson. Motion carried. (7-0)

**Approval of minutes of 9/18/18 Regular Meeting:** The minutes are attached for your consideration.

**Approval of Claims:** ACH for payroll expenses, journal entry for credit card and Check 36587 totaling \$62,242.87; Checks 36588 to 36629 totaling \$117,122.80; and payroll vouchers 13342 to 13364 totaling \$27,403.75.

**Approval of Park Use Permit for Small World Childcare Center (10/13/18):** Staff received an application from the Small World Childcare Center (after the September 12<sup>th</sup> Parks meeting) to hold a Fall Festival fundraiser event at Veteran's Memorial Park on Saturday, October 13<sup>th</sup> from 11:00AM – 6:00PM. 150 attendees are expected. Staff is recommending approval of the Park Use Application.

**Approval of Resolution 18-31/Appointment of Election Officials:** This Resolution appoints three (3) individuals as election workers to assist the Clerk's Office with upcoming elections. Staff recommends approval of Resolution 18-31.

**Update: Monthly Building Inspectors Report:** The August Building Inspectors Report was included in the agenda packet for review.

**DISCUSSION: 2019 BUDGET:**

**DISCUSSION/CONSIDERATION: DRAFT 2019 BUDGET DOCUMENTS:**

Administrator Gadow opened the discussion by providing an overview of the budget goals, allowable levy limit increase, department proposals including capital requests, general fund increases including wages and fringe benefits as outlined in the staff budget memo dated 9/25/18.



He reported the net new construction for the Village for 2018 was 2.39%, an increase over 2017. The allowable levy limit increase is calculated based on the net new construction and with the 2.39% increase, the Village's allowable levy for the 2019 budget is \$1,505,831. Staff recommends capturing the levy increase in full. Doing so, would result in a decrease in the mill rate for the Village of approximately .22¢ per \$1,000 in value (or \$33 on a property valued at \$150,000). Administrator Gadow noted the current draft represents an "all in" budget, utilizing all requests of the various departments. That "all in" budget comes in approximately \$170,000 over the allowable levy limit. He noted that this budget includes the EMS contract at the same amount as last year, a slight increase in the fire district budgeted amount and three (3) wage scenarios for consideration by the Board. Staff has not yet received the 2019 State Hwy Aid or the Expenditure Restraint Program percentage, but feel confident with the anticipated amounts used in this budget. The capital projects came in at approximately \$147,000 over, but with the use of savings from the current budget, one-time use of undesignated funds and borrowing for larger items, most items could be accomplished within the 2019 budget. Included in the budget memo is a recommendation from the Administrator of various changes to create a balanced budget within the allowable levy limit. Administrator Gadow noted this is a recommendation for consideration of the Board and requested input from the Board on those recommendations and the budget as a whole.

He noted the following actions items for the budget at the meeting tonight:

- The 2019 Total Levy amount [See Memo Section 3; and [Attachments 1 and 2](#) for more detail].
- The 2019 General Fund (Fund 10) amount with any Board desired adjustments [See Memo Section 4; and [Attachment 4](#) for more detail].
- Any 2019 wage adjustments for employees [See Memo Section 4B for more detail and scenarios].
- The 2019 Capital Levy fund amount (Fund 60) and selected projects/equipment to fund [See Memo Section 5; and [Attachment 5](#) for more detail].
- Potential Borrow Projects for 2019 [See Memo Section 7; and [Attachment 6](#) for more detail].
- The Library levy fund amount (Fund 25) [See Memo Section 8; and Attachment 10 for more detail].
- The Chalet levy fund amount (Fund 30) [See Memo Section 9; and Attachment 11 for more detail].
- The New Glarus Fire District – Village levy amount [See Memo Section 6A; and Attachment 12 for more detail].
- Any other 2019 Budget adjustments the Board desires to make.
- Schedule the Budget Public Hearing for 11/20/18

Trustee Kruse started the discussion with a list of items she would suggest removing to come within the allowable levy limit. Trustee Phillipson noted that Parks & Recreation has not yet done a complete review of the proposed budget for that department, noting possible changes. A brief discussion occurred on looking at park and pool user fees along with the possibility of utilizing Village staff for mowing rather than contracting out. It was noted that 2019 is the final year of the existing mowing contract. The Board discussed the various sinking funds and designations of funds held by the Village along with the General Fund undesignated surplus balance and possible uses.

Trustee Phillipson requested additional information regarding the Fire Department sinking fund uses along with a request of the Fire District for information regarding their budget and balances of any sinking funds held by the District.

The Board discussed the timeline for providing the information requested by Staff at tonight's meeting and timing of the review by the Parks Committee of the parks/pool budget. Administrator Gadow noted the importance of input on the requested items to provide direction for Staff to complete the Public Hearing publication in a timely manner. He further noted that changes can be made to this budget at any point through the November 20, 2018 Public Hearing and meeting.

[Allowable Levy Limit]

Motion was made by Anthony Edge, second by Peggy Kruse to approve the use of the full extent of the allowable levy limit at \$1,505,831. Trustee Phillipson asked if it was premature to approve that. Administrator Gadow noted that the allowable levy increase would be lost if not used. Motion carried (7-0).

[Library levy]

The request of the Library for an additional \$3,119 to cover a proposed increase to wage and fringe benefits was reviewed with a motion by Petra Streiff, to increase the levy to the Library by the \$3,119 for a total levy of \$161,787 for 2019, second by Barb Anderson. Motion carried. (7-0).

[Chalet levy]

The levy for the Chalet is proposed at \$668 over the 2018 levy (for a total levy of \$8,083) and includes funds for additional part-time assistance for tours. Administrator Gadow reported the Friends of the Chalet continue to make grant applications to assist with repairs at the Chalet. Motion by Shaun Dow, second by Petra Streiff to set the levy for the Chalet at \$8,083. Motion carried. (7-0).

Trustee Phillipson asked if there might be cuts made in specific departments in future meetings on this budget, does it make sense to lock some of these department levies in? Administrator Gadow indicated these can still be changed up through the Public Hearing meeting.

[Capital Levy/Potential Borrowings]

The Board discussed the Capital Project budget and reviewed the items and funding sources as well as the possible reductions presented by Administrator Gadow to bring the levy within the allowable limit. Administrator Gadow reminded the Board that although there are borrowings included with the proposed budget, those borrowings would need a separate, specific vote of the Village Board to proceed with the project and the borrowing.

Motion by Peggy Kruse, to approve the 2019 Capital Projects as recommended by the Administrator (page 18 of the 2019 Preliminary Budget), second by Barb Anderson. Motion carried (7-0).

[General Fund Amount]

Motion by Petra Streiff, second by Barb Anderson to approve the 2019 General Fund amount as recommended by Staff (page 17 of the 2019 Preliminary Budget). Motion carried (7-0).

[Wage Scenarios]

Administrator Gadow reviewed the wage options with the Board, outlining the recommendation from Public Works/Public Safety for Police Department Proposal #2, increasing the starting wage for police officers from \$19.68 to \$23.31 and adjusting the 1-10 year tier, lieutenant and chief wages accordingly. He noted this increase is designed to allow the Village to compete more closely with surrounding communities for new hires. He further noted the two (2) percent across the board increases for all employees, noting the adjustment to the Police wages would be as proposed separately and not include an additional two (2) percent. He further requested an additional two (2) percent for a total of four (4) percent increase for administrative office staff as these employees have not be included in the one-time adjustments received by other staff in

recent years. President Truttman asked for the additional two (2) percent increase to apply to the Administrator as well, noting that with the one-time adjustments to other staff over the past few years, the differential needs adjusting.

Trustee Streiff asked about comparables for various staff, including library staff. The Board also discussed the adjustment to the Police wages, noting the union contract end in 2019 and negotiations will need to occur for the 2020 budget. They also discussed changing the tiered increase for the Police to 1-3-5-7 year step increases. The Board reviewed the various scenarios and effect to the general fund levy.

Motion by Anthony Edge to approve wage scenarios 1, 2, and 3 with the addition of the Administrator to scenario 3, second by Shaun Dow. The Board requested clarification of the three (3) scenarios and whether they overlap. Anthony Edge amended his motion to clarify that scenario 1 does not include union staff (police) as their wages are covered under scenario 2, second by Barb Anderson. After further clarification, Anthony Edge moved to withdraw both motions to address each of the scenarios individually. Motion by Anthony Edge to approve scenario 1, a two (2) percent increase for all staff, except union staff, second by Shaun Dow. Motion carried (7-0). Motion by Anthony Edge to approve scenario 2, additional wage increases for police department, second by Peggy Kruse. Motion carried (7-0). Motion by Shaun Dow to approve scenario 3, an additional two (2) percent increase for the four (4) administrative staff positions, second by Barb Anderson. Motion carried (7-0). Trustee Streiff requested a chart of comparison to discuss Library staff at a future meeting.

[Fire District]

The Village's portion of the Fire District budget is \$68,911.59 for 2019 (\$61,593.99 budget and \$7,317.60 in 2% dues), an increase of \$893.97. Administrator Gadow noted the allocation of \$41,000 to Fire Protection sinking fund in anticipation of future Fire District capital expenses as a result of the transfer of the fire protection charge previously in the general fund budget being moved to the water utility bill in 2018.

Motion by Barb Anderson to adopt the Village portions of the 2019 Fire District budget at \$61,593.99, second by Shaun Dow. Motion carried. (7-0). Trustee Phillipson requested a copy of the fire district budget.

[Set Budget Public Hearing]

Motion by Shaun Dow to formally schedule the Budget Public Hearing for November 20, 2018, second by Peggy Kruse. Motion carried (7-0).

**DISCUSSION/CONSIDERATION: SCHEDULE FUTURE BUDGET MEETINGS:** Motion by Shaun Dow to add Discussion/Consideration of 2019 Budget changes to the October 16, 2018 Village Board meeting to reflect changes of any village Committee to the proposed 2019 Budget in preparation for the November 20, 2018 Budget Public Hearing, second by Anthony Edge. Motion carried (7-0).

**ADMINISTRATOR'S REPORT:**

**UPDATE: FIRST STREET PROJECT SCHEDULING:** Administrator Gadow reported that the First Street (between 5<sup>th</sup> and 6<sup>th</sup> Avenue) project is scheduled to begin with replacement of the concrete parking lanes on Monday, October 8, 2018 (weather depending). The concrete will need seven (7) days to cure and Green County Highway Department is planning to begin the work on the traffic lanes on Monday, October 15, 2018 (weather depending). That portion of the project is also scheduled for seven (7) days. He noted that while parking will be very limited, the work should not

interfere with the wine walk scheduled for October 11, 2018 as pedestrian traffic will not be an issue.

Administrator Gadow also reported that there will be street closures in the downtown area this coming weekend for the car show.

**PRESIDENT'S REPORT:**

**DISCUSSION: TIMELINE AND PROCESS FOR ESTABLISHING AD HOC FACILITIES**

**COMMITTEE:** President Truttman noted that Trustee Dow had requested discussion of this item on this agenda and turned the discussion over to him. Trustee Dow indicated he understood the motion to create an Ad Hoc Facilities Planning Committee at the 9/18/18 Village Board meeting to be established without delay as the Committee is expected to report their findings to the Village Board in six (6) months. President Truttman noted he hesitated to create the Ad Hoc Committee until such time as the Village Board/Library Board could hold their joint meeting for discussion on the library site. The Board discussed and clarified the purpose for the Ad Hoc Committee being a review of all Village facilities and possibly determining a library site as part of that review. Administrator Gadow requested input on the guidelines for the number of members and if those members would be from a specific Board, i.e. Village and/or Library, and whether members of the public would be included. Trustee Streiff reported that the Library Board has designated a couple members of their Board as part of the Ad Hoc Committee, but noted the entire Library Board would like to attend those meetings. The Board discussed the number of members they would like to see on the Committee and whether or not to include members of the public and if so, how those appointments would be made. After discussion, consensus of the Board was to utilize Village Board members to create the Ad Hoc Committee for discussion of village facilities. Motion by Shaun Dow to form the Ad Hoc Committee of three (3) Village Board members to work on facilities planning and concurrently schedule a joint meeting with the Library Board, second by Barb Anderson. Trustee Streiff indicated she doesn't see the benefit of the full Village and Library Boards meeting at this time and that the Ad Hoc Committee should meet and bring forward options. Shaun Dow moved to amend his motion to move forward to establish the Ad Hoc Committee with at least three (3) Village Board members, and disregard the joint meeting of the Library Board and Village Board, second by Barb Anderson. Amended motion carried (7-0).

**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 7:37 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
9/18/18

**REGULAR MEETING-CALL TO ORDER:** President Truttman called the regular meeting to order at 7:02 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, Peggy Kruse, and Chuck Phillipson. ALSO PRESENT: Mark Hawley, Linda Hiland, Emilie Glotfelty, Kevin Budsberg, Jeff Judd, Joe Cockroft, Dawn Cockroft, Mary Funseth, Rita Marunde, Terry Johnson, Damian Mimet, Dorene Disch, Rob Ready, Diana Clark, Karen Talarczyk, Laci Bainbridge, Jesse Bainbridge, Megan Sherven, Joanne Stelter, Heidi Vetterli, Kevin Julseth, Jerry Judd Shelly Truttman, Randy Dreger, Greg Thoenke, Gof Thomson, Sue Moen (Post-Messenger-Recorder), Library Director Lauren White, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: President Truttman asked that approval of the agenda include an amendment moving item number 7 (Appearance by Mark Hawley) to between item number 9 and 10 and renumber the agenda accordingly. Motion by Shaun Dow, second by Anthony Edge to approve the agenda as amended. Motion carried. (7-0)

CONSIDERATION: RESOLUTION 18-28 APPOINTING JOE COCKROFT AS PUBLIC WORKS DIRECTOR AND INTRODUCTION: Administrator Gadow introduced Mr. Cockroft to the Board and those in attendance. He noted that Mr. Cockroft has several years of experience with Dane County Highway Department and his first day will be Monday, 9/24/2018. Motion by Peggy Kruse, second by Barb Anderson to approve Resolution 18-28 appointing Joe Cockroft as the new Public Works Director. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS:

President Truttman provided guidelines for the public comments at this meeting, noting attendees should indicate if they want to speak on the sign-in sheet. If they wish to speak to a topic not on the agenda they are asked to do so during the Public Comment Section, keeping their comments to 3 minutes. If they wish to speak to a specific item on the agenda, they will be allowed to speak once the Board reaches that topic on the agenda. Once the public comments have been made on the topic, the Board will discuss the topic without additional comment from the public.

Linda Hiland (Library Board President) requested to update the Village Board on the special Library Board meeting held last Wednesday. The Library Board is requesting a meeting be scheduled with the Village Board and Library Board to move the project forward. She further indicated that the Library Board is respectfully requesting that the Village Board consider the removal of Glarner Park as the site for the new library.

CONSENT AGENDA: Motion by Barb Anderson for approval of the consent agenda, second by Shaun Dow. Motion carried. (7-0)

APPROVAL OF MINUTES OF 9/4/18 REGULAR MEETING:

APPROVAL OF CLAIMS: Check 36534, ACH for payroll expenses, health and life insurance, and credit card payment, Journal Entry for utility bills, totaling \$59,141.24; Checks 36535 to 36586 totaling \$31,196.08; payroll vouchers 13307 to 13341 totaling \$28,827.23.

APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2020: To John Ruegsegger and Elizabeth Foxen.

APPROVAL OF ORIGINAL CLASS A LIQUOR LICENSE APPLICATION FOR BRENDA'S BLUMENLADEN LLC TO EXPIRE 6/30/19.

APPROVAL OF TEMPORARY ALCOHOL LICENSE TO FRIENDS OF THE CHALET OF THE GOLDEN FLEECE FOR WINE WALK ON 10/11/18: The event will be held from 5:00 p.m. to 8:00 p.m. with fourteen (14) participating businesses.

APPROVAL OF RESOLUTION 18-27 EXEMPTING THE VILLAGE OF NEW GLARUS FROM GREEN COUNTY LIBRARY TAX: This is the annual resolution exempting the Village of New Glarus from County Library tax.

APPROVAL OF SPECIAL EVENT/STREET USE PERMIT FOR NEW GLARUS CAR SHOW (10/7/18): This is the annual application for the New Glarus Chamber's Car Show on October 7, 2018. The Car Show requires the closure of 5<sup>th</sup> Ave (between 3<sup>rd</sup> St and Railroad St), 2<sup>nd</sup> St (between 5<sup>th</sup> and 6<sup>th</sup> Ave), and 1<sup>st</sup> St (between 5<sup>th</sup> and 6<sup>th</sup> Ave).

APPROVAL OF RESOLUTION 18-30/POSITION CHANGE FOR APPRENTICE UTILITY LINEMAN MATTHEWS: Mike Mathews has completed the 3<sup>rd</sup> year of utility lineman apprenticeship school, and has begun the 4<sup>th</sup> (final) year. Per his participation agreement, Mr. Mathews is to receive a position reclassification to Lineman Apprentice 4<sup>th</sup> Year, and a wage increase from \$28.02 to \$29.23.

UPDATE: MONTHLY POLICE REPORT: The August report was included with the agenda packet for review.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet for review.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for August was included with the agenda packet for review.

COMMUNITY DEVELOPMENT AUTHORITY:

CONSIDERATION: RESOLUTION 18-29 AMENDMENT TO FEST HAUS DEVELOPMENT AGREEMENT: Mr. Randy Dreger (Fest Haus Development) has recently completed the proposed renovation to his building at 106 3<sup>rd</sup> Avenue. He is requesting payment of the \$45,000 in TIF assistance as provided by an Agreement dated 2016 and approved by the Community Development Authority (CDA) and Village Board. That Agreement provides for payment of the \$45,000 once the property reaches a minimum assessed value of \$423,800. Those payments can be provided over a period of six (6) years, or in full at any time prior to December, 2025 upon approval by the Village Board. The current assessed value of the property is \$233,400; however, the full assessment after completion of the project won't take place by the Village until January, 2019.

Administrator Gadow reported that at their August 27, 2018 meeting the CDA recommended amending the Agreement to provide Mr. Dreger with a payment of eighty (80) percent of the \$45,000 [\$36,000] now with twenty (20) percent [\$9,000] held until such time as the January, 2019 assessment is completed and indicates a total assessed value of at least \$423,800. Staff is comfortable with those terms.

Motion by Petra Streiff, second by Shaun Dow to approve R18-29, Amendment to Fest Haus Development Agreement. Motion carried. (7-0)

APPEARANCE BY MARK HAWLEY: REMOVING GLARNER PARK AS THE SITE FOR THE PROPOSED LIBRARY: Mark Hawley provided a power point presentation (a copy of which is on file with these minutes). He reiterated his concerns over the flooding in the area, loss of green space, loss of a baseball diamond and the cost to taxpayers. He requested that Glarner Park no longer be considered as a site for the new library. He also questioned whether it is time to re-think the project, asking if it should be re-sized. He expressed concern over the needs of the Village, i.e. street repairs and suggested a new library would be a "want" rather than a "need".

NEW BOARD BUSINESS:

DISCUSSION/CONSIDERATION: RESCINDING VILLAGE BOARD MOTION FROM DECEMBER 5, 2017 AND/OR RESOLUTION 16-18, REGARDING LIBRARY PROJECT TIMELINES: President Truttmann asked if there were any comments from the public on this topic before the Board discussion begins. There were none.

Trustee Edge indicated he had developed a series of motions he would like to present for Board consideration.

[MOTION #1]

Motion by Anthony Edge to rescind Greg Thoemke's motion from December 5, 2017 that related to timelines for the library project and the Village turning over Glarner Park is certain conditions were met, second by Shaun Dow. Trustee Phillipson asked what the next motion would be and in response Anthony Edge read the next motion: "Motion to rescind Resolution 16-18, and thereby remove Glarner Park as the site of a new library, while directing staff to propose a new resolution to be considered at a future board meeting affirming Village commitment of up to \$1 million toward a new library project." Being no further discussion, the vote on the first motion was taken and carried. (7-0).

[MOTION #2]

Anthony Edge moved to rescind Resolution 16-18, and thereby remove Glarner Park as the site of a new library, while directing staff to propose a new resolution to be considered at a future board meeting affirming Village commitment of up to \$1 million toward a new library project, second by Barb Anderson. Motion carried. (7-0)

[MOTION #3]

Motion by Anthony Edge, second by Shaun Dow for the Village President to establish an ad hoc facilities committee to investigate and work on the following: meet with the library board or a sub-group of that board on understanding and planning for needs of a new library facility, investigate possible alternative library sites, determine space needs of village offices and the police department and look into possibilities (including commercial options) for relocation. As part of this motion he asked that the Board grant staff permission to look into possible commercial options for Village offices, either rental property or real estate available for purchase. The Board discussed a timeline for this process, noting concerns over delays. Administrator Gadow asked about the process and timeline for appointment of the ad hoc committee, requesting interested Village Board members contact the Village President.

Anthony Edge moved to amend his original motion to read: the Village President to establish *within the next month*, an ad hoc facilities committee to investigate and work on the following: meet with the library board or a sub-group of that board on understanding and planning for needs of a new library facility, investigate possible alternative library sites, determine space needs of village offices and the police department and look into possibilities (including commercial options) for relocation, *and report back to the Village Board within six (6) months*. As part of this motion he asked that the Board grant staff permission to look into possible commercial options for Village offices, either rental property or real estate available for purchase. Shaun Dow seconded the amendment to the original motion. Motion carried. (7-0)

Motion by Anthony Edge, second by Shaun Dow to approve the amended motion #3. Motion carried. (7-0)

[MOTION #4]

Anthony Edge moved to direct staff to investigate the possibility and options for reimbursing the library board for expenses related to the engineering and architecture work for the Glarner Park

site plan, second by Barb Anderson. Trustee Kruse asked if there was knowledge as to what that amount might be. Administrator Gadow estimated the amount at approximately \$16,000, noting he would need to confirm that with the Library Board. He added that he is hesitant to commit funds until such time as the 2019 Budget is finalized. Motion carried. (7-0)

[MOTION #5]

Motion by Anthony Edge to direct the Parks and Recreation Committee to begin looking into plans for rehabilitating both Veterans Park and Glarner Park, working with the youth associations when possible, second by Shaun Dow. Motion carried. (7-0)

[MOTION #6]

Motion by Anthony Edge for staff and the board to determine when the Village Board and School Board are going to begin talking and possibly working together to address some of the Parks and Recreation and other issues we have in common. Administrator Gadow reported that in his last conversation with the School they indicated that they would prefer not to meet until after the November Election so they would know the results of the referendum from that Election. Consensus of the Board was that the formal motion would not be necessary as staff is currently working on this item with the School.

ADMINISTRATOR'S REPORT:

UPDATE: SPECIAL BUDGET WORKSHOP MEETING 10/2/18: Administrator Gadow indicated he will have the preliminary budget packet ready for the Board members next Tuesday/Wednesday to give the members a week to review the information. The current "all in" budget is approximately \$174,000 over the allowable levy limit. He will include suggested recommendations for changes to the budget to come within the allowable limit. Administrator Gadow asked for input as to a start time for the meeting, and after a brief discussion the consensus of the Board was to begin at 5:30 p.m.

UPDATE: FIRST STREET PROJECT SCHEDULING: Administrator Gadow reported the project is scheduled as a two-part project with the first part (replacement of the concrete parking lanes to be repaved starting 10/8/18 and end approximately one week later. The second part (repaving of the driving surface) will occur the week of 10/15/18 and take approximately five days. He noted the timelines are weather permitting and neither project should require a total closure of the street to traffic. Permanent tent anchors will be added as part of the project.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:45 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
9/4/18

PUBLIC HEARING-RESOLUTION 18-24/STREET ABANDONMENT ADJACENT TO 319 AND 401 4<sup>TH</sup> AVENUE: President Truttman called the public hearing to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, Peggy Kruse, and Chuck Phillipson. ALSO PRESENT: Mark Hawley, Denise Hawley, Linda Hiland, Emilie Glotfelty, Kevin Budsberg, Jeff Judd, Justin Andreas, Mary Usher, Linda Uttech, Peggy Blumer, Shelly Truttman, Dorene Disch, Marc Barnaby, Diana Clark, Megan Sherven, Jeff Babler, Gof Thomson, Joanna Stelter, Justin Stelter, Sue Moen (Post-Messenger-Recorder), Library Director Lauren White, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb



Justin Andreas noted that he is the owner of 401 4<sup>th</sup> Avenue, one of the properties abutting the proposed abandonment and that he has no issues with the abandonment taking place.

Being no other comments, motion by Barb Anderson, 2<sup>nd</sup> by Petra Streiff to close the public hearing at 7:01 p.m. Motion carried. (7-0)

REGULAR MEETING-CALL TO ORDER:

President Truttman called the regular meeting to order at 7:01 p.m. PRESENT: All those present at the public hearing.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Peggy Kruse, second by Anthony Edge to approve the agenda. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS:

Mark Hawley asked to go on record requesting that Glarner Park be removed as a possible location for a new library facility, indicating he feels the flooding issues in the area have worsened over the last few years. He added his recommendation of site would be the west side that was previously proposed. He went on to recite various reasons the west side site would be a good location based on a document the New Glarus Library Board had prepared some years ago.

Jeff Babler noted that he does not want to see a library at Glarner Park and as a real estate agent in the Village, he would be happy to assist with alternate site locations.

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

APPROVAL OF MINUTES OF 8/21/18 REGULAR MEETING AND 8/21/18 JOINT FINANCE/PERSONNEL AND VILLAGE BOARD MEETING:

APPROVAL OF CLAIMS: Checks 36497 to 36498, ACH for payroll expenses, and retirement totaling \$28,864.20; Checks 36499 to 36533 totaling \$30,452.22; payroll vouchers 13254 to 13306 totaling \$32,046.24.

APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2020: To Tracy Owen; Jodi Bubenzer; Briana Campbell; Trishalane Hataway; Hannah Wyttenbach.

APPROVAL OF STREET USE PERMIT APPLICATION FOR ANNUAL HOMECOMING PARADE 9/21/18: This is the annual Special Event Permit for the New Glarus High School Homecoming Parade to be held on September 21<sup>st</sup>, from 2:00-3:00pm. The parade route starts at the High School, continuing north on 2<sup>nd</sup> St, turning right (east) onto 14<sup>th</sup> Ave, turning left (north) on 1<sup>st</sup> Ave, turning left (west) on 5<sup>th</sup> Ave, turning right (north) on 2<sup>nd</sup> St, ending at Village Park. If weather permits residents to be outside, parade would proceed to the New Glarus Home.

APPROVAL OF SPECIAL EVENT PERMIT FOR THE GLENDA K. SCOTT RUN (9/29/18): This is the annual application for the Glenda K. Scott Run, which will be held on September

29<sup>th</sup> from 7AM-12PM. The race course will include use of Elmer Rd and part of Valley View Rd and Airport Rd. Valle Tell Soccer Park will also be utilized as part of the event.

APPROVAL OF AMENDMENT TO SPECIAL EVENT PERMIT FOR NEW GLARUS OKTOBERFEST TO INCORPORATE 2018 ANTIQUE TRACTOR PULL (9/29/18): The annual Antique Tractor Pull event that occurs in coordination with the New Glarus Oktoberfest festivities was inadvertently left off of the original Special Event Permit application, which was previously approved by the Board. The Antique Tractor Pull event will take place on 3<sup>rd</sup> Ave (between Railroad St and 2<sup>nd</sup> St), from 10:00am to 6:00pm. That portion of 3<sup>rd</sup> Ave (between Railroad St and 2<sup>nd</sup> St) would be closed from Saturday (9/29) at 6:00am to 7:00pm, with open intoxicants allowed from 11:00am-6:00pm on 9/29/18. An updated certificate of insurance is on file.

NEW BOARD BUSINESS:

CONSIDERATION: RESOLUTION 18-24 STREET ABANDONMENT ADJACENT TO 319 & 410 4<sup>TH</sup> AVENUE: Administrator Gadow reported that Mr. Jance Marty, the current owner of 319 4<sup>th</sup> Avenue, has submitted a Right of Way Vacation request for the north (1/2) portion of the platted 4<sup>th</sup> Street Village Right of Way (ROW) between 4<sup>th</sup> Ave and 5<sup>th</sup> Ave. A review of Village plat maps shows that the section of platted ROW that does not contain a street. A full legal description of the proposed abandonment area is included as part of Resolution 18-24. If approved, the ROW would be divided between the two (2) adjacent property owners at 319 and 401 4<sup>th</sup> Avenue. Any ROW vacation approval would be subject to a granting of utility easement rights to cover any public utilities that may run under that ROW remnant. The required forty (40) day public notice period under State Statute has been satisfied and Staff is recommending approval.

Trustee Anderson asked why only the north portion of this area and not the entire area? Administrator Gadow reported that the property owners adjacent to the south portion were not interested in vacating that area. Trustee Edge asked if there were utility concerns and Administrator Gadow indicated that he didn't believe so, but the Village will obtain an easement to assure covering any potential utility concerns.

Motion by Chuck Phillipson, second by Barb Anderson to approve Resolution 18-24. Motion carried. (7-0).

Justin Andreas (property owner of 401 4<sup>th</sup> Avenue) asked about the timeline for the filing of documents. Administrator Gadow indicated approximately 2-4 weeks.

DISCUSSION: ALTERNATIVE SITES FOR LIBRARY (FROM 8/21/18 MEETING): President Truttmann noted that this item is discussion among the board only. Trustee Dow began the conversation noting his desire to provide an opportunity to discuss alternate sites considering the concerns brought to the Board's attention regarding the Glarner Park site and the recommendation of Village Engineer, Pat Rank of Strand Associates, to not use Glarner Park as the building site. He asked if the Village Board has contacted commercial businesses as possible relocation sites for either Library or Village administrative offices.

Trustee Kruse asked Trustee Anderson if she was aware of flooding in the Park prior to the Fire Department being built and whether the fire department had ever flooded? Trustee Anderson wasn't aware of the fire department ever flooding. Trustee Kruse went on to report on a conversation she had with Village Engineer Pat Rank regarding the flooding issues on 3<sup>rd</sup> Avenue. The Village Engineer has indicated fixing the issue would require a retention pond(s) be built at the edge of the Village on Durst Road, a project that would cost millions to complete. Trustee Kruse noted several options she would like considered, including, abandoning Glarner Park as the site for

a new library, returning 50% of the site preparation cost to the Library, look into option to relocate Village administrative offices, consider demolishing the current Village Hall and rebuilding a two-story building utilizing an additional 40 feet toward the fire department to house both the library and Village administrative offices, or use that building for the library with Village administrative offices going elsewhere. She noted the cost savings to the Village by keeping the departments housed in the same building.

Trustees Anderson and Streiff stated the importance of including the Library Board in those discussions. Trustee Anderson responded to Trustee Dow's suggestion on looking at commercial properties reporting the Library Board had been told the Village Board did not want to remove taxable property from the tax roll. She further noted the needs at Glarner Park for upgrades, indicating the New Glarus Youth Baseball Association (NGYBA) has estimates of costs at \$300,000 without restrooms or concessions. The Board briefly discussed that the NGYBA has agreed to help with fundraising to offset costs and the possibility of a lease agreement for the park.

Trustee Edge reminded the Board of some of the various projects facing the Village in addition to the library and upgrades to the park, including the \$1.2 million estimate for a portion of 3<sup>rd</sup> Avenue reconstruction, potentially millions for retention areas to correct flooding issues. He added that wanting discussion does not mean a Library won't get built, he just feels Glarner Park is not the location and we need to move on.

Trustee Streiff commented that the Library Board needs to know very soon if Glarner Park is going to be the site as the full set of plans required by the Village Board motion in December, 2017 will need to be started within the month to be completed on time. She further suggested the Village Board meet with the Library Board first to determine the Library Board needs before looking at other possible sites and she indicated she strongly believes the Village needs to cover the costs incurred by the Library Board for the site planning on the two sites that have already been done.

The Board discussed the fundraising and how close to goal the Library currently is. Trustee Streiff noted the Library Board believes they have the funds. Currently the Town and Village Boards are working to prepare an agreement regarding the funds, including the matching grant funds, from the Town of New Glarus. She reported the matching grant is currently \$70,000. She noted that while the Community Foundation of Southern Wisconsin account does not show a balance meeting the goal, adding the various other accounts holding those funds would bring the balance to goal.

The discussion returned to the timing of the construction plans for the Library at the Glarner Park site and the need for a decision on whether Glarner Park will be the site. Library Board President, Linda Hiland indicated the Library Board is concerned with meeting the deadline set by the Village Board in December, 2017 for construction plans and costs to be ready by June, 2019. That process will need to begin by the end of September, 2018 to be completed timely. The Board discussed the timeline and options for exploring alternate sites and making a final decision on the Glarner Park site within the timeframe outlined by the needs of the Library Board as set by the December 5, 2017 Village Board minutes.

Trustee Dow moved that the Village Board and Library Board hold a special meeting prior to the next regular Village Board meeting on 9/18/18 to discuss Library needs and alternate site, with an agenda item for decision on the Glarner Park site on the 9/18/18 Village Board meeting. No second received. After further discussion regarding the need for looking at alternate sites prior to a determination on Glarner Park as well as a discussion with the Library Board regarding needs, Trustee Dow rescinded his motion.

Motion by Trustee Edge to place a discussion and action item on the 9/18/18 Village Board agenda to consider rescission of the motion for project timelines as approved by the Village Board at their December 5, 2017 meeting, second by Peggy Kruse. Motion carried. (7-0)

Trustee Dow asked Administrator Gadow how that would best be handled and whether rescission of that motion would remove the Village's funding for the project. Administrator Gadow noted the funding was part of a separate Resolution and would not be affected. He suggested striking the entire motion from December 5, 2017, if the Village Board wanted to remove the project timelines.

Gof Thomson asked the Board what the best way of contacting the Board members would be. Board members suggested using their emails, calling them, or making the request of the Administrator to pass the information on to the Board members. Jeff Judd then asked for clarification on whether or not a new ballfield would be built prior to a change in use for Glarner Park and the Board indicated it would. During the discussion with Thomson and Judd, a motion was made by Chuck Phillipson to adjourn the meeting, no second was received.

ADMINISTRATOR'S REPORT:

UPDATE: SMALL COMMUNITY FORUM REPORT – 8/22/18: Administrator Gadow updated the Board on the Small Community Forum held at the New Glarus Hotel on 8/22/18 noting they were happy with the attendance and thought it was overall a good event. The event provided the community the opportunity to show case New Glarus. Trustee Dow provided the Board with an overview of the conference sessions.

UPDATE: PUBLIC WORKS HIRING: Administrator Gadow reported Joe Cockroft has accepted the Public Works Director position and plans to start on 9/24/18.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 8:07 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
8/21/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, Peggy Kruse, and Chuck Phillipson. ALSO PRESENT: Mark Hawley, Denise Hawley, Damian Mimetz, Mark and Joan Deal, Rachel Holcomb, Mary Zierold, Karen Talarczyk, Terry Johnson, Emilie Glotfelty, Kevin Budsberg, Jeff Judd, Trisha Pernot, Denny Blumber, Peggy Blumer, Shelly Truttman, Dorene Disch, Kim Tschudy, Greg Thoemke, Victoria Fuller, Rob Ready, Marc Barnaby, Ellen Caskey, Jerry Judd, Eric Spanton, Diana Clark, Katie Beal, Megan Sherven, John Mulvihill, Jeff Babler, Laci Bainbridge, Jesse Bainbridge, Joanna Stelter, Justin Stelter, Bob Roth, Sue Moen (Post-Messenger-Recorder), Village Engineer Pat Rank with Strand Associates, Library Engineer Brian Beaulieu with Edge Consulting, Library Director Lauren White, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Peggy Kruse, second by Shaun Dow to approve the agenda. Motion carried. (7-0)

#### PUBLIC APPEARANCES AND CITIZEN COMMENTS:

Mark Hawley addressed those in attendance noting the passion in the room and requesting that everyone treat each other with dignity and respect.

Mark Deal noted he had several questions regarding Glarner Park that he had voted for the referendum and thinks Glarner Park is a good location for the library.

Emilie Glotfelty stated she lives on 4<sup>th</sup> Avenue and with the flooding that occurred yesterday, Glarner Park was able to handle the additional water. However, should there be a library located on that site she believes that wouldn't be the case.

Jeff Judd reiterated Emilie's comments and asked if studies have been completed on the runoff both at Glarner Park and Vet's Park to see if the proposed building options are possible.

John Mulvihill thanked the Library Board for all their work on this project. He spoke about the importance of making a decision, noting the Village Board is not going to please everyone but the Library Board has been waiting a long time for a decision. He also spoke about the cost of the project increasing due to the delays and noted he believes the Save Glarner Park Group flyer is an attempt to stop the project.

Jeff Babler stated he has been active with playing ball at Glarner and with Vet's Park Memorial noting the owners of the park are the people who use it. He further stated that the Village has many other expenses to consider and he doesn't believe Glarner Park is the right location for a Library.

Jerry Judd asked who is doing the engineering for the project. He spoke about the various types of floodway designations noting Glarner Park is considered to be in the flood plan. He questioned whether the project could be accomplished without having the engineering study completed.

Heidi Vetterli noted her concern for the residents on 3<sup>rd</sup> Avenue noting high the cost of flood insurance and doesn't believe Glarner Park is the appropriate site for a Library. She also noted concerns over the additional costs to village residents and the current condition of 3<sup>rd</sup> Avenue adding she is hoping it will be fixed.

Ellen Caskey commented on the length of time this project has been on-going. She stated the Library Board was ready to build on the west side site when the Village Board proposed Glarner Park and now it appears the engineering report indicates Glarner is not an appropriate location. She believes the Village Board should help the Library Board with all the additional expenses in reviewing sites.

Greg Thoemke stated he believes Ellen is correct, that the Library Board doesn't bear the responsibility of the location at Glarner Park. He added it was a Village Board choice and he believes the referendum was flawed and asked if since it occurred over four (4) years ago, are the results even valid anymore.

#### APPEARANCES BY MARK AND DENISE HAWLEY REGARDING STORMWATER RUNOFF AND FLOOD CONTROL AND ZONING OF GLARNER PARK AS CONSERVANCY DISTRICT:

Mark Hawley provided a Power Point Presentation to the Village Board entitled, Glarner Park Zoning as a Conservancy/Flooding and Stormwater Runoff Issues with Glarner Park. (A copy of the Power Point Presentation is on file with the Clerk's Office). He stated he believes the Save Glarner Park group is pro-library and added that if Glarner Park was no longer an option for the Library, he

would be first to donate. The Power Point noted the zoning of Glarner Park is conservancy and questioned whether a Library is appropriate for this zoning and whether the zoning could be changed. Mr. Hawley provided information on the permitted uses within the Conservancy District from Village ordinance. In addition he noted he had heard that Glarner Park had been donated to the Village to remain park land for perpetuity and wondered if that was true. The Power Point also addressed questions and issues pertaining to the flooding at Glarner Park due to the site specifically as well as the Durst Valley watershed runoff referring to the 2005 Strand study. He provided photos and noted the concern of the area residents regarding the flooding issues. He questioned when local, state and federal approvals are going to be done along with an update to the stormwater management/runoff plan.

Questions and comments by the Board, Engineers and those in attendance followed. Trustee Dow asked each of the engineers in attendance to provide support for their studies. Village Engineer Pat Rank stated he still feels it is in the best interest of the Village to leave this area as open green space, noting his review included not just the site, but the larger issue of flooding in the area that includes Durst Valley watershed runoff. Library Engineer Brian Beaulieu, of Edge Consulting, noted his review is specific to the site and he believes that with the additional detention basin that would be included as part of the library project the flow rates would actually improve adding that in the event of a large rain event, the water would probably leave the area slower but would be contained by the basin. The flood plain designation was also discussed as were the accuracy of the FEMA maps and updates to the maps. It was noted that one option for use of areas designated floodplain is the application for a letter of map amendment.

Village Engineer Pat Rank noted the Village had previously applied for a grant to help alleviate the runoff from the Durst Valley watershed, but was unsuccessful in obtaining the grant funding. That grant was intended to purchase additional property along the watershed and provide additional detention ponds to alleviate the runoff to Third Avenue.

Library Engineer Brian Beaulieu updated those in attendance on the proposed building, impervious surface and sizing for detention pond at Glarner Park with both Engineers noting the engineering for stormwater runoff for the Library project site would not address the Durst Valley watershed runoff issues.

Mr. Hawley indicated he would like to see the Library go back to the west side site noting he is aware there were many safety concerns with that location and offered to assist in working out those issues.

The question on the zoning of Glarner Park as Conservancy and whether that could be used for a Library building was addressed with the Administrator reporting that Glarner is currently zoned Conservancy and would need to be rezoned before building a Library on the site. He indicated that Section 35-96 of the Municipal Code allows the Village Board to rezone property. It would require a majority vote of the Board, or a 3/4<sup>th</sup> vote if there were opposition to the rezoning.

Trustee Phillipson thanked Mr. Hawley for his informative presentation, understanding he has a vested interest in the issue.

Trustee Dow thanked those in attendance for taking the time to discuss the matter, noting the issue has been on-going for approximately twenty (20) years.

Trustee Dow moved to add an agenda item to the 9/4/18 Village Board meeting to discuss alternate sites for the Library, 2<sup>nd</sup> by Anthony Edge. Trustee Phillipson indicated he would first like to discuss what has been brought up tonight, rather than alternate sites. Trustee Dow added he believed that would be a part of the discussion. Trustee Streiff added that she would agree with

Trustee Phillipson and asked if that would rescind the motion of December, 2017. Trustee Dow noted he intended it for discussion only. Vote on the motion carried (5-2, with Trustees Phillipson and Streiff opposing).

CONSENT AGENDA: Administrator Gadow noted a discrepancy between the agenda and the meeting notes with the following items not appearing on the agenda: Correct names listed for Operator Licenses, Approval Of Street Use Permit Application For Annual Homecoming Parade 9/21/18, Approval of Special Event Permit for The Glenda K. Scott Run (9/29/18), Approval Of Special Event Permit For Wilhelm Tell Festival (8/31 To 9/2/18). It noted that all but the Special Event Permit for Wilhelm Tell Festival can be placed on the 9/4/18 Board agenda. He noted that all items have Committee approval and indicated that unless any Trustee objected, the Wilhelm Tell Special Event Permit would be issued based on Committee recommendation. The remaining items will be placed on the 9/4/18 Board agenda. No objection was stated.

Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson. Motion carried. (7-0)

APPROVAL OF MINUTES OF 7/17/18 REGULAR MEETING:

APPROVAL OF CLAIMS: Checks 36365 to 36367 and Check 36426, ACH for payroll expenses, retirement, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$120,609.65; Checks 36368 to 36425 issued 8/7/18 totaling \$96,797.41; Checks 36427 to 36496 issued 8/22/18 totaling \$65,924.79; 7/20/18 payroll vouchers 13116 to 13158 totaling \$47,132.63; 8/3/18 payroll vouchers 13159 to 13204 totaling \$44,047.53; and 8/17/18 payroll vouchers 13205 to 13253 totaling \$36,483.64.

UPDATE: MONTHLY POLICE REPORT: The July report was included with the agenda packet.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was provided with the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for July was provided with the agenda packet.

APPOINTMENT OF UTILITY LINE CREW FOREMAN KEVIN FUNSETH AS INTERIM VILLAGE REPRESENTATIVE TO WPPI ENERGY BOARD OF DIRECTORS: With the departure of former Public Works Director Scott Jelle, the Village has an opening for one of its representatives to the WPPI Energy (our energy co-op partner). Administrator Gadow recommends appointment of Utility Line Crew Foreman Kevin Funseth as an interim representative, given his interest and desire to become involved with WPPI, professional background, and years of experience with the electric utility. Once a new Public Works Director is hired, that individual can discuss with Mr. Funseth, who would serve as primary and alternative representatives, in place of Administrator Gadow.

ADMINISTRATOR'S REPORT:

DISCUSSION/RECOMMENDATION: APPROVAL OF PRIVATE WASTEWATER DISPOSAL SYSTEM AND PRIVATE WELL AT 1314 ELMER ROAD: Administrator Gadow updated the Board reporting that in October of 2015, the Village approved a subdivision of the 10 acre property at

1318 Elmer Road into two (2) separate lots. Presently, there are no Village water or sanitary sewer utilities in the area for the two properties to connect to. The closest existing water connection is approximately 316 ft to the west, and would likely be cost prohibitive for the owners to extend pipe to connect to the existing service. The adjacent property at 1318 Elmer Road utilizes a private water well and private septic system, as it also does not have access to municipal systems. The Village does not have plans to extend the water or sanitary services further at this time.

Section 244-4 of the Village Ordinance allows the Village Board, in situations where a property cannot connect to existing utilities, to approve a connection to private wastewater facility and Section 298-62 allows for approval of a permit to operate a private water well for three (3) years (with annual renewals allowed) if testing and State review conditions are met.

The owners of the new lot 1314 Elmer Road are requesting Village Board approval of private septic and well connections for the property. Both of the private systems would require review and approval by the State. Building Inspector Mike Fenley has also placed a condition on the building permit that if Village public sanitary and water utilities would become available to that area in the future, that the property owner would be required to abandon the private systems and connect to the public systems.

Staff recommends approval of the private water well and wastewater disposal systems conditioned on the following: 1) The plans for the private well and septic systems must receive required State-level approval prior to installation and meet the requirements of Sections 244-4 and 298-62 of the Village Ordinance; and 2) If public sanitary and water services become available in the future to the Property, the Property Owners shall abandon the private systems and connect to the public systems.

Motion by Anthony Edge, second by Shaun Dow to approve the private water well and wastewater disposal systems for 1314 Elmer Road including the conditions listed in staff recommendation. Motion carried (7-0).

SMALL COMMUNITY FORUM: Administrator Gadow reminded the Board of the Small Community Forum sponsored by the Village tomorrow (August 22, 2018) to be held at the New Glarus Hotel. He reported this will be one (1) of four (4) meetings to be held State-wide. He asked any Board members interested in attending to let him know tonight.

WPPI 2017 ANNUAL REPORT: The 2017 Annual Report prepared by WPPI Energy for the Village of New Glarus was provided to the Board. (A copy is on file at the Clerk's Office).

SCHEDULING MEETING WITH SCHOOL BOARD: He updated the Board on the scheduling of a meeting with the School Board noting he is currently working on finding a date that works for both Boards.

Trustee Dow asked if information was available on the impact of the library project to the mill rate and Administrator Gadow stated it is being finalized.

Diana Clark asked to speak to the Board. She requested that future meetings held in the Community Room include some type of public address system so that people could be heard more clearly.

PRESIDENT'S REPORT: President Truttman reported that he had attended Volkfest and noted the program included a nice thank-you to the Village Board.



ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 8:24 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
7/17/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, Peggy Kruse, and Chuck Phillipson. ALSO PRESENT: Mark Hawley, Linda Hiland, Emilie Glotfelty, Ellen Caskey, Mary Usher, Kevin Budsberg, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Barb Anderson, second by Peggy Kruse to approve the agenda. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: Mark Hawley spoke regarding an email he had sent to the Village Board members on July 13, 2018 (a copy is on file in the Clerk's Office). He wanted to go on record requesting the Village Board no longer consider Glarner Park as the proposed location for a new library, noting his reasons were outlined in his email. He added that he believes many of the 'Save Glarner Park' group support a new library at another location.

CONSENT AGENDA: Motion by Shaun Dow for approval of the consent agenda, second by Barb Anderson. Motion carried. (7-0)

APPROVAL OF MINUTES OF 6/19/18 REGULAR MEETING:

APPROVAL OF CLAIMS: ACH for payroll expenses, retirement, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$93,722.26; Checks 36314 to 36364 totaling \$96,861.13; 6/22/18 payroll vouchers 13020 to 13068 totaling \$35,504.24 and 7/6/18 payroll vouchers 13069 to 13115 totaling \$35,461.28.

APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2020: Kristen Hendrickson; Taylor Voegeli; Nicole Thompson; Dianne M. Dunks; Charles Bigler; Connie Langfoss; Jeremy Langfoss; Ronald J. Anderson Jr.; Margaret Smith; Erik Bredeson; Kathy Jo Yaun; Barbara Eckert; John Whitford.

APPROVAL OF SPECIAL EVENT PERMIT FOR NEW GLARUS FIREFEST (8/4/18): This annual event sponsored by the New Glarus Fire Department to be held on Saturday, August 4, 2018. It includes the closure of 4<sup>th</sup> Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Street as well as the parking lot between the Fire Department and Village Hall for placement of a tent. Use of Glarner Park outfield is included and there will be a live band inside the building from 6 p.m. to 12 a.m.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR NEW GLARUS FIREFEST (8/4/18): for the serving of wine and fermented malt beverages.

APPROVAL OF PARK USE PERMIT APPLICATION FOR JACK LINKS EMPLOYEE EVENT (7/26-7/27/18): The application is for use of Village Park on Thursday July 26<sup>th</sup> and Friday July 27<sup>th</sup> for Jack Link's to hold an employee picnic event. The event will include a picnic and games, and have a tent.

APPROVAL OF STREET USE PERMIT APPLICATION FOR CAROL HELLER AUCTION (7/21/18): The application is for a partial street closure around 4<sup>th</sup> Street, between 9<sup>th</sup> and 10<sup>th</sup> Avenue for an estate auction on Saturday, July 21, 2018.

UPDATE: MONTHLY POLICE REPORT: The June report was included with the agenda packet.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was provided with the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for June was provided with the agenda packet.

COMMUNITY DEVELOPMENT AUTHORITY:

DISCUSSION/CONSIDERATION: FAÇADE IMPROVEMENT GRANT APPLICATION FOR 513 1<sup>ST</sup> STREET (MOSHER INSURANCE) – RESOLUTION 18-25: Administrator Gadow reported that Staff received a request from Dave Mosher to participate in the Façade Improvement Grant (FIG) program to assist with updates to the façade at 513 1<sup>st</sup> Street. The Village's FIG program establishes a fifty percent (50%) Applicant cost match up to a maximum award amount of \$5,000. The CDA unanimously recommended approval of the \$5,000 FIG request at their June 25<sup>th</sup> meeting noting the project will incorporate Swiss Design elements to a 1<sup>st</sup> building that does not presently have a Swiss design. The Swiss Design Committee also reviewed and approved the Swiss architectural design on May 14, 2018. The Applicant's request is for \$5,000 with a total project cost of approximately \$13,950 as outlined in Resolution 18-25. The FIG program was initially created by the Village in 2017 with \$20,000 in funds re-allocated from the Revolving Loan Fund Program. The Board briefly discussed the plans for the project and how the funding of the FIG works.

Motion by Barb Anderson, second by Peggy Kruse to approve the grant award of \$5,000 [Resolution 18-25]. Motion carried (7-0).

DISCUSSION/CONSIDERATION: FAÇADE IMPROVEMENT GRANT APPLICATION FOR 506 1<sup>ST</sup> STREET (S'WISCO TAPHAUS) – RESOLUTION 18-26: The CDA, on March 26, 2018, unanimously recommended approval of a request from S'Wisco Taphaus to participate in the FIG program to assist with the purchase of a new front entry awning for the restaurant. The FIG request is for five hundred dollars (\$500.00) with a total project cost of approximately \$1,267.00 as outlined in Resolution 18-26.

Motion by Petra Streiff, second by Shaun Dow to approve the award to S'Wisco Taphaus in the amount of \$500.00 [Resolution 18-26]. Motion carried (7-0).

ADMINISTRATOR'S REPORT:

UPDATE: INTRODUCTION OF RESOLUTION 18-24 PERTAINING TO RIGHT OF WAY

VACATION ON 4<sup>TH</sup> AVE: Administrator Gadow informed the Board that Mr. Jance Marty has recently purchased the property at 319 4<sup>th</sup> Avenue, and has submitted a Right of Way Vacation request for a portion of Village platted Right of Way (ROW) between 4<sup>th</sup> Ave and 5<sup>th</sup> Ave. Staff review of the Village plat maps shows that a 54 ft by 262 ft section of platted ROW that does not contain a street. The Applicant will provide a full legal description of the proposed vacated property. If vacated, the ROW would be divided between the four (4) adjacent property owners. Any ROW vacation approval would be subject to a granting of utility easement rights to cover any public utilities that may run under that ROW remnant.

Under State Statute, the first step in the review process is the presentation of a ROW Vacation resolution to the Village Board, then a forty (40) day notice period for adjacent properties before the Village Board holds a public hearing on the request. After introduction of the attached draft Resolution 18-24 on the vacation request, Staff will schedule the formal public hearing for September 4, 2018. No action is being requested of the Village Board at this time, just to accept the introduction of Resolution 18-24.

UPDATE: RECRUITMENT FOR PUBLIC WORKS DIRECTOR POSITION: Advertisement for the Public Works Director position started on June 21 on the Village website and in the following publications: Post Messenger Recorder, Monroe Times, American Public Works Association – WI Chapter, League of Wisconsin Municipalities, Wisconsin City/County Managers Association, Municipal Electric Utilities of Wisconsin, and GovHR. To date six (6) applicants have been received. Administrator Gadow will begin scheduling interviews with the Personnel Committee in another week or so.

UPDATE: SWISS DIGNITARY VISIT – JULY 23<sup>RD</sup>: Administrator Gadow reminded the Board that on Monday, July 23<sup>rd</sup> from 6:00-7:30pm, the Swiss Center will host the Governor from Canton Glarus and Mayor of Einsiedeln, among other guests. The Village Board members are invited to attend this event, if able. Administrator Gadow asked the Board members to RSVP to him if they planned to attend.

UPDATE: JOINT MEETING WITH SCHOOL BOARD: Administrator Gadow is working on scheduling a meeting and anticipates it will be the end of August.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:11 p.m.

–Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
6/19/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow, and Chuck Phillipson. ABSENT: Peggy Kruse. ALSO PRESENT: Emilie Glotfelty, Katie Beal, Jeff Judd, Kevin Budsberg, Loci Bainbridge, Jesse Bainbridge, Jody Hoesly, Marc Barnaby, Heidi Vetterli, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Shaun Dow, second by Petra Streiff to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson. Motion carried. (6-0)

APPROVAL OF MINUTES OF 6/5/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expenses, health and life insurance, journal entry for utilities and ACH for credit card payments totaling \$30,640.20; Checks 36224 to 36283 totaling \$69,653.54; payroll vouchers 12980 to 13019 totaling \$31,367.10.

APPROVAL OF OPERATOR LICENSES TO EXPIRE 6/30/2020 TO: Annie O'Connor; Jolene Krychowiak; Mary Bigler Little; Rebecca Pytak, David Pytak; Raven Neath; Shauna Mcloud; Melanie Judd; Erin Kleeman; Sandra Rahberger; Joanne Schwartzlow; Sherri Yaeger; Stephen Gmur; Wayne Prisk; Heidi Stauffer; Amber Tierman; Aleah Kaldem; Lauren Fricks; Lauren Shulka; Sarah Marsh; Debra Foster-Truttmann; Vicki Spidah; Carol Hustad; Benjamin Schmitt; Anne R. Miller; Teresa Joranlien; Ric Joranlien; Emily Koester; Debrah Dippen Watterson; Daryl Watterson; Kristi Lopez; Karon Wolber; Tracy Gobeli; Michael Olesewski; Alex Gobeli; Lori Stern.

APPROVAL OF LICENSE RENEWALS TO EXPIRE 6/30/19:

CLASS B BEER/LIQUOR: Ott Haus Pub & Grill, LLC (Rebecca Pytak, Agent); Kleeman's Bar & Grill, LLC (Greg Kleeman, Agent); Kristi's Restaurant LLC (Kristi Lopez, Agent); Puempels Olde Tavern Inc. (Charles Bigler, Agent); Hungo LLC (Stephen Longo, Agent).

CLASS A BEER/LIQUOR: Burrenson's Market, Inc. (Darin Burrenson, Agent); Glarner Bier Haus LLC (Eric Gobeli, Agent).

CLASS A LIQUOR: Brandi's Bridal Galleria (Brandi Nehmer, Agent); Shake & Shum, Inc. (James Shumway, Agent); Sheri Weix d/b/a The Bramble Patch.

CLASS A BEER: Blanchardville Co-op Oil Association, Inc. (Jason Cullen, Agent).

CLASS B BEER: Edelweiss Cheese Authentic Wisconsin (Kathleen Workman, Agent); Swiss Aire Motel LLC (Eric Gobeli, Agent).

CLASS B WINERY: Robert Borucki d/b/a The New Glarus Primrose Winery; Jornys End LLC (Ric Joranlien, Agent).

CLASS B BEER/C WINE: Fat Cat Coffee Works LLC (John Miller, Agent); Sugar River Pizza Co, LLC (Debrah Dippen Watterson, Agent).

APPROVAL OF CIGARETTE LICENSES TO EXPIRE 6/30/19 TO: Ott Haus Pub & Grill LLC; Blanchardville Co-op Oil Association, Inc.; Kleemans Bar & Grill LLC; Glarner Bier Haus LLC.

APPROVAL OF AMENDMENT OF DESCRIPTION OF CLASS B WINE LICENSE OF HAWK'S MILL WINERY FOR FESTIVAL SEASON: The owners of Hawk's Mill Winery have requested to amend the description of their license to include a 10' x 10' tent for sale of wine by the glass (plastic) that will be located on First Street in front of their building at 500 1<sup>st</sup> Street. This amended description would be valid for Oktoberfest (September 27-30) and Wilhelm Tell Fest (August 31-September 2, if the organizers were to request open intoxicants). They will work with the event sponsors to coordinate the location of the tent

and will maintain the sidewalk area for pedestrian traffic. The PWPS Committee and Village Board previously approved an amendment to allow Hawk's Mill tent sales for Music Fest and Polkafest/Beer, Bacon & Cheese.

APPROVAL OF MISCELLANEOUS LICENSES TO EXPIRE 6/30/19 TO: Kleemans Bar & Grill LLC (pool table); Tofflers Pub & Grill (pool table).

APPROVAL OF SPECIAL EVENT PERMIT FOR NEW GLARUS OKTOBERFEST (9/27-9/30/18): This is the annual application for the New Glarus Oktoberfest festival on September 27-30. The event requests the closure of 1<sup>st</sup> Street (from 5<sup>th</sup> to 6<sup>th</sup> Ave) and 5<sup>th</sup> Avenue (from Railroad St to 2<sup>nd</sup> St). In addition, open intoxicants are requested on 6<sup>th</sup> Ave, 1<sup>st</sup> St, 5<sup>th</sup> Ave, and 2<sup>nd</sup> St for Thursday, September 21<sup>st</sup> (6PM-11PM); Friday, September 28<sup>th</sup> (12PM-12AM); Saturday, September 29<sup>th</sup> (11AM-12AM); and Sunday, September 30<sup>th</sup> (11AM-7PM). Live music will be located within a tent on 1<sup>st</sup> St. An Emergency Action Plan is on file with the Village. Approval is contingent on compliance of the Police Department Addendum, and submission of an updated Certificate of Insurance.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR NEW GLARUS OKTOBERFEST (9/27-9/30/18): This is the annual Temporary Class B/Class Retailers License for the serving of beer and wine for the New Glarus Oktoberfest from September 27-30.

APPROVAL OF PARK USE PERMIT/SPECIAL EVENT PERMIT APPLICATION FOR MAD CITY VELO BIKE TIME TRIAL (7/21/18): This application is to allow hosting of a bicycle time trial event on July 21<sup>st</sup> from 8AM-12PM. The event would start on 2<sup>nd</sup> St, north of the intersection with 1<sup>st</sup> Ave, head north along Hwy O to Hustad Valley Rd to Pioneer Rd, back to Hwy O and finish at approximately 49 2<sup>nd</sup> St. The event requests no parking on 2<sup>nd</sup> St, north of 1<sup>st</sup> Ave, but would not require closure of 2<sup>nd</sup> St. The organizers are also requesting use of Glarner Park for event registration. The organizers expect approximately 250 attendees.

APPROVAL OF PARK USE PERMIT APPLICATION FOR ART IN THE PARK EVENT (9/2/18): This is the annual application for the Art in the Park event in Village Park on Sunday, September 2<sup>nd</sup>.

UPDATE: MONTHLY POLICE REPORT: The May report was included with the agenda packet.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was provided with the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for May was provided with the agenda packet.

PUBLIC WORKS/PUBLIC SAFETY COMMITTEE:

DISCUSSION/CONSIDERATION: RESOLUTION 18-22 2017 CMAR REPORT: This resolution provides for the annual review and submission of the Compliance and Maintenance Annual Report (CMAR) to the WI Department of Natural Resources for the Wastewater Treatment Facility. The grading summary is attached. Administrator Gadow reported the Village received a score of 4.0 out of 4.0 for 2017, an improvement to our 2016 score of 3.92 and a great score for a community this

size. He noted staff is continuing to work to keep the Village on top of the phosphorus issue. Motion by Shaun Dow, second by Anthony Edge to approve Resolution 18-22 and the 2017 CMAR Report. Motion carried. (6-0)

**DISCUSSION/CONSIDERATION: 2018 STREET MAINTENANCE PROJECTS:** Public Works/Public Safety Committee, along with staff are recommending the ten (10) maintenance projects listed below at a total of \$110,297 be added to the 1<sup>st</sup> Street, 3<sup>rd</sup> Street, and 5<sup>th</sup> Street projects for 2018. These projects will be completed by Green County Highway Department and included in the anticipated borrowing for 2018:

Street	Duration	Work Type	Cost Estimate
3 <sup>rd</sup> Ave	2 <sup>nd</sup> St to 6 <sup>th</sup> St	Paver Patch	\$30,944
3 <sup>rd</sup> Ave	6 <sup>th</sup> St to Durst Rd	Paver Patch	\$35,532
CTY W	STH 69 to Village Limits	ROW Shouldering	\$400
10 <sup>th</sup> Ave	End to Railroad St	Paver Patch/Seal	\$15,725
13 <sup>th</sup> Ave	3 <sup>rd</sup> St to 5 <sup>th</sup> St	Pave	\$13,523
8 <sup>th</sup> St	12 <sup>th</sup> Ave to 9 <sup>th</sup> Ave	Seal	\$3,383
Durst Rd	Village Limits to STH 39	Crack Seal	\$3,276
Durst Rd	STH 39 to 10 <sup>th</sup> Ave	Crack Seal	\$795
Tower Circle	10 <sup>th</sup> Ave to End	Seal	\$1,921
Windlach St	14 <sup>th</sup> Ave to 12 <sup>th</sup> Ave	Seal	\$4,798
		<b>Total</b>	<b>\$110,297</b>

Administrator Gadow informed the Board the Village could utilize the \$35,000 budgeted in the general fund Street Maintenance, and authorize all of the additional maintenance projects (\$110,297), and the 1<sup>st</sup> Street/3<sup>rd</sup> Street/5<sup>th</sup> Street projects (\$140,674) previously authorized by the Board, bringing the total borrow amount to \$215,971. This is below the initial borrow estimate cost of \$220,000. Motion by Anthony Edge, second by Barb Anderson to approve the 2018 Street Projects as listed. Motion carried. (6-0)

**FINANCE/PERSONNEL COMMITTEE:**

**CONSIDERATION: RESOLUTION 18-23 STREET PROJECT BORROWING:** Staff is finalizing the loan documents with Union Bank & Trust (Bank “B” from bidding) for the 2018 Street Project Borrowing with terms of 2.75% for a ten (10) year term for a total loan amount of \$220,000 per Village Board direction from June 5, 2018. Resolution 18-23 represents the Board’s authorization of the borrowing. Motion by Barb Anderson, second by Shaun Dow to approve Resolution 18-23. Motion carried. (6-0)

**CONTINUED BOARD BUSINESS:**

**DISCUSSION: RESPONSE TO LIBRARY BOARD REQUESTS FROM MAY 30, 2018:**

Administrator Gadow provided each Board member with an email from village resident Greg Thoemke (a copy of which is on record with the minutes of this meeting). The email indicates that he has information regarding the library project pertaining to possible data manipulation that he anticipates will soon be made public. He has requested a meeting with the Library Board to discuss the issue and is asking the Village Board to not discuss or take any action on the agenda item before them until such time as the issue is resolve. Board consensus was to continue discussion.

On May 30<sup>th</sup>, the Village Board and Library Board held a Joint Special Meeting to receive a presentation and hold a discussion on Library Capital fundraising efforts. At this meeting, the Library Board requested Village Board assistance in the following areas:

- 1) Public support and knowing the value of a good library. The Library Board is suggesting coordinating an event at which the Village Board would publicly state their support as well as the possibility of a joint public meeting of the Library Board, Village Board, and Town Board to show their financial support.
- 2) That the Village Board consider announcing the site of a new softball field as a show of support for both the softball and library projects.
- 3) Provide information on the effect of the project on real estate taxes as that question is often asked of the Capital Campaign Committee.

Administrator Gadow asked the Board for thoughts/ideas on the three (3) items. The Board discussed various ways they have already shown support for the library, i.e. referendum, resolutions in support, encourage and support fundraising, agreement to borrow. Trustee Streiff noted the Town of New Glarus was voting on a resolution in support at their meeting tonight and that would be something the Village Board could consider. Several of the Trustees again stated their support for a new library with Board consensus being they have and continue to show support and no additional action is necessary at this time.

The Board agreed that item #3 would provide valuable information going forward and discussed the need for various scenarios to be included in the calculation of changes to the mill rate, i.e. cost of borrowing for library, cost of additional operational expenses, cost of borrowing for new softball field, etc. Administrator Gadow noted staff will begin work on the mill rate impact scenarios.

A discussion regarding item #2 included trustees indicating a desire by some trustees to research the possibility and finding a location for a larger recreational facility which may include 3-4 ballfields. Trustee Edge noted the importance of planning for a long-term fix rather than just a bandaid. The Board discussed the need to not just replace the softball field at Glarner Park, but rather plan for a larger, long-term facility. The Vet's Park site was mentioned as the fall-back option and Trustees in attendance agreed they need to see more information on the fit of a ballfield at Vet's Park as well as addressing other uses of that facility. They also discussed the need to work cooperatively with the School District and Town of New Glarus as the facilities will be used by all residents. Trustee Dow requested a meeting with the School District to discuss possibilities. Consensus of the Board was that the Village Board is currently not in a position to announce the site of a new softball field as requested in item #2.

Library Board Trustee Budsberg requested the Village Board place some type of timeline on the specific items requested, i.e. deadline for definitive decision on ballfield. Member of the Village Board indicated that would be difficult without a location available at this time.

Trustee Anderson added she sees all these issues as "we" things; new library, new ballfield, no increase to the mill rate and believes the more people working together to solve those issues, the better the opportunity to resolve.

Motion by Shaun Dow, second by Barb Anderson to request Administrator Gadow to explore the possibility of meeting with the School Board on the possibility of a joint venture. Motion carried (6-0).

#### ADMINISTRATOR'S REPORT:

#### CONSIDERATION: ACCEPTANCE OF PUBLIC WORKS DIRECTOR/UTILITY

SUPERINTENDENT RETIREMENT/RESIGNATION: Administrator Gadow informed the Board that Staff has received notice the Public Works Director Scott Jelle intends to retire from Village service after twenty six (26) years, and is resigning his position to pursue other opportunities.

Director Jelle's last day will be July 4, 2018. Motion by Anthony Edge, second by Barb Anderson to accept the resignation of Scott Jelle. Motion carried. (6-0)

DISCUSSION/CONSIDERATION: AUTHORIZATION OF PUBLIC WORKS DIRECTOR

RECRUITMENT: Staff requested authorization to begin advertisement of the position with Administrator Gadow reporting he hopes to begin advertising by the end of this week. He plans to advertise the position as open until filled giving the Village the option to fill the position should the right candidate come along early. The Board discussed the timeline for filling the position, who is acting in this position in the interim, the job description and qualifications for the position. President Truttman noted the importance of posting the position soon as the hope is to have someone in place by end of summer. Administrator Gadow will co-ordinate with existing staff during the interim. A review of the updated job description and desire of some trustees to review the same was discussed. Administrator Gadow will have the job description drafted by later Wednesday and invited any interested trustee to stop in to take a look at the same prior to publication for the position. Motion by Barb Anderson, second by Anthony Edge to authorize staff to begin the recruitment process for a Public Works Director. Motion carried (6-0).

HISTORIC DISTRICT NOMINATION PROJECT CONSULTANT: Administrator Gadow reported that the Historic Preservation Commission had received three (3) proposals for completion of this work and have recommended using Carol Cartwright as she has previous experience in the Village. Her proposal for the work was \$12,500 which will be reimbursed to the Village through a State grant. It is anticipated the work will be completed by October/November, 2018. Based on the recommendation of the Historic Preservation Commission, Administrator Gadow is preparing a contract with Ms. Cartwright for the work.

UPDATE: CERTIFICATE OF APPROPRIATENESS/PAINTING OF WILHELM TELL SIGN:

Administrator Gadow informed the Board that Wendy Jo Schmidt has offered to repaint the Wilhelm Tell sign located at the floral clock. Deb Carey has offered to house the sign during this process. Since the floral clock has historic designation, Administrator Gadow has submitted a Certificate of Appropriateness for the work to the Historic Preservation Commission for their July 2, 2018 meeting.

JULY 3, 2018 VILLAGE BOARD MEETING: Administrator Gadow reported that at this time it appears there isn't much for the agenda for the July 3, 2018 meeting and unless that changes, he anticipates it will not be necessary to meet.

PARK ISSUE E-MAIL: Trustee Phillipson reported that he and Trustee Edge had received an email outlining issues that recently occurred at one of the ballfields. He has forwarded the email to other members of the Park & Recreation Committee as well as President Truttman and Administrator Gadow. The item will be set for discussion at the July 11, 2018 Parks and Recreation meeting.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 8:21 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
6/5/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun



Dow, Peggy Kruse and Chuck Phillipson. ALSO PRESENT: Mark Hawley, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Shaun Dow, second by Peggy Kruse to approve the agenda. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: Mark Hawley appeared before the Village Board requesting information on the fire department expansion as it relates to the drainage of storm water in that area. He asked if the engineering for drainage of the fire department expansion is taking the potential library expansion at Glarner Park into consideration. He further noted the current condition of 3<sup>rd</sup> Avenue asking when improvements are possible.

Administrator Gadow informed Mr. Hawley that the Fire Department is using Town & Country Engineers for their site work and that plan will then be reviewed by both the Village Building Inspector and Village Engineers. He further noted that the Village applied for a grant for assistance with repairs to 3<sup>rd</sup> Avenue and are awaiting a determination of the grant, although it is anticipated that some work will be completed this year regardless of whether the Village receives grant funds.

Mr. Hawley went on to note that he had been contacted by the Historic Preservation Commission to designate his home historic. He believes Glarner Park should be considered historic as well and wanted to go on record opposed to the relocation of the ballfield at Glarner Park. He stated he supports the library, but believes there would be a better location. His concerns include the drainage of the area and potential issues with drainage ponds.

CONSENT AGENDA: Motion by Shaun Dow for approval of the consent agenda, second by Anthony Edge. Motion carried. (7-0)

APPROVAL OF MINUTES OF 5/15/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: Check 36152, ACH for payroll expenses and retirement totaling \$32,387.88; Checks 36153 to 36223 totaling \$53,880.11; payroll vouchers 12953 to 12979 totaling \$29,358.68.

APPROVAL OF RESOLUTION 18-21 TO APPOINT LIFEGUARD: Resolution 18-21 appoints Reagan Andersen as an additional lifeguard to fill a vacancy.

PERSONNEL & FINANCE COMMITTEE:

CONSIDERATION: REVIEW AND APPROVAL OF LOAN OPTION FOR 2018 STREET

PROJECTS: In response to the request by the Board for loan bids for the 2018 Street projects, Administrator Gadow updated the Board on the most recent cost estimate of \$140,674 for the 2018 Street Projects as provided by Green County Highway Department (state approved bidder). Cost estimate broken down as follows:

Street Project	March Cost Estimate	Updated May Cost Estimate	Difference from Previous Estimate

1 <sup>st</sup> Street	\$19,076	<b>\$18,176</b>	-\$900
3 <sup>rd</sup> Street	\$74,613	<b>\$39,406</b>	-\$35,207
5 <sup>th</sup> Street	\$113,276	<b>\$64,970</b>	-\$48,306
Add'l Concrete Work (1 <sup>st</sup> St. parking areas)	\$10,000	<b>\$18,122</b>	\$8,122
<b>Total Project Cost Estimates</b>	<b>\$216,965</b>	<b>\$140,674</b>	<b>-\$76,291</b>

The decrease in costs are a result of: 1) updated blacktop costs from Green County Highway Department; and 2) the Village Engineer's (Strand Associates) advice to spot mill and repave, rather than a full mill and repave, to protect the substructure in some areas. Staff noted that currently one bid was received on the concrete work for 1<sup>st</sup> Street to get a better cost estimate and staff will be requesting additional bids.

Administrator Gadow further updated the Board on the financing options obtain from three (3) local financial institutions utilizing a range of \$220,000 - \$250,000 and five (5) to ten (10) year term. This was with the understanding that if interest rates were favorable, the additional funds would be utilized for additional street maintenance projects. Staff will review the potential 2018 street maintenance project list with the Public Works/Public Safety Committee on June 13<sup>th</sup>, and provide a formal recommendation to the Village Board at the June 19<sup>th</sup> meeting. With the lower project costs, it is anticipated some additional smaller projects could be added and the borrowing still be less than \$220,000, including use of the \$35,000 budgeted for 2018.

Administrator Gadow summarized the three (3) bids outlined in the agenda packet.

Recommendation of Staff and Finance Committee: Select "Bank B" (the apparent low bidder) at 2.75% as the project lender, using a ten (10) year terms and amount not to exceed \$220,000, and authorize Staff to begin developing the loan paperwork.

Motion by Barb Anderson, second by Peggy Kruse to approve use of "Bank B" and proceed with loan paperwork at 2.75% interest for ten (10) years in an amount not to exceed \$220,000. Motion carried. (7-0)

**ADMINISTRATOR'S REPORT:**

**CONSIDERATION: ADOPTION OF 2019 BUDGET GOALS:** Included with the agenda packet was a document providing a narrative update summarizing potential policy goals for the 2019 budget discussions. Administrator Gadow reminded the Board this document serves as guidance for staff as the annual budget is not just dollars in and out, but also policy for the Board to assist in setting priorities. The document is a planning tool and as such is continually being revised and updated.

Trustee Kruse requested the addition of reaching out to the Town of New Glarus as a possible Objective to Goal #5-Addressing Phosphorus Removal Requirements in the Community. Administrator Gadow agreed, reporting Staff is currently working with local farmers on possible options and recently learned the Village may qualify for the Multi-Discharge Variance (MDV) program through the DNR.

Trustee Dow thanked Administrator Gadow for the additional detail. He requested information to help explain the difference between Objectives #1 and #2 under Goal #5-Addressing Phosphorus Removal Requirements in the Community. Administrator Gadow responded that #1 identified regulation requirements, while #2 explored tentative best practice, i.e. what other communities are

trying. Trustee Edge added that public education has also been included in discussions on this Goal.

Trustee Dow noted that he would be able to provide additional information on Goal #2, Objective #5-Preparation and Submission of National Register Nomination paperwork for the 2<sup>nd</sup> Street Historic Commercial District and the 1<sup>st</sup> and 2<sup>nd</sup> Street Historic Residential District at the next meeting.

Trustee Dow asked if a specific date should be set for a community forum on Goal #2, Objective #7-Review and address parking supply within the Downtown. Administrator Gadow noted that there is need for updates to the parking ordinances and he feels those should be addressed prior to scheduling a meeting so that possible solutions can be offered.

Trustee Dow asked if on Goal #4, Objective #1-Review of Village's website for improvements the three (3) new content areas are to be determined. Administrator Gadow indicated yes and provided some ideas. Trustee Dow added Historic Preservation discussed some ideas for updates to their area of the website and the creation of an app to be used for tours. He suggested the addition of electronic transformation as a goal.

Administrator Gadow suggested if the Board is comfortable with the document as written, he would recommend adoption of the five (5) goals for use in the 2019 Budget preparation.

Motion by Shaun Down to approve the five (5) goals as outlined in the agenda packet information for the 2019 budget process, second by Barb Anderson. Motion carried. (7-0)

**DISCUSSION/CONSIDERATION: SCHEDULING OF JULY 3<sup>RD</sup> VILLAGE BOARD MEETING:**

Administrator Gadow requested input from the Board regarding the July 3<sup>rd</sup> Village Board meeting as it falls immediately before the July 4<sup>th</sup> Holiday. Consensus was that a quorum could be available, however, if the agenda appears light, the meeting will likely be cancelled.

**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 7:32 p.m.

–Lynne R. Erb, Clerk-Treasurer

SPECIAL JOINT VILLAGE BOARD/LIBRARY BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
5/30/18

**SPECIAL MEETING-CALL TO ORDER:** President Roger Truttman called the meeting to order at 6:30 p.m. PRESENT: VILLAGE BOARD MEMBERS: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow and Chuck Phillipson. ABSENT: Peggy Kruse. LIBRARY BOARD MEMBERS: Linda Hiland, Bob Bergum (left at 7:30 p.m.), Jody Hoesly, Petra Streiff, Suzi Janowiak, Shelly Truttman and Kevin Budsberg. ALSO PRESENT: Ben Kahl, Emilie Glotfelty, Jeff Judd, Steve Goecke, Janis Merkle, Mary Funseth, Denise Anton Wright, John Wright, Arlene Swanson, Axel Swanson, Diana Clark, Hillary Johnson, Chris Kiesz, Harold Kiesz, Mary Rauch, Bill Hustad, Victoria Fuller, Greg Thoemke, Ellen Caskey, Jeff Babler, Rob Ready, William Kuenzi Jr., Jane Martinson, Rachel Frye, Kari Morrison, Colleen Bell, Susan Crum, Dan Gartzke, Tracey Schwalbe, Mark Janowiak, Amy Thurow, Library Director Lauren White, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

ANNOUNCEMENT: President Truttman announced that only the items listed on the agenda will be up for discussion at this meeting, namely, the capital fundraising and project update.

AGENDA: Motion by Barb Anderson, second by Shaun Dow to approve the agenda. Motion carried.

UPDATE/PRESENTATION: LIBRARY CAPITAL FUNDRAISING UPDATE: Library Board President Linda Hiland asked for introductions of the Village and Library Boards. She then noted that tonight's meeting would include: 1) a fundraising update and 2) discussion on working together to complete this legacy project.

Library Director Lauren White gave an overview of why libraries are important to the community. Her comments were provided in written form and are being maintained with the minutes from this meeting.

The Library Board provided two (2) handouts:

- 1) "At a Glance", containing 2017 statistical information on the New Glarus Public Library, with "Survey Highlights" with survey information from a survey conducted by the Public Library earlier this year.
- 2) "Your Community, Your Library Capital Campaign 2018", a packet of information currently being distributed by the Library Capital Campaign Committee.

Copies of both handouts are being maintained with the minutes from this meeting.

Linda Hiland reviewed the "Your Community, Your Library Capital Campaign 2018" material provided which included:

- drawings of the proposed new building
- a list of what's wrong with what we have including too small, no study areas or workspaces, not ADA compliant, limited wheelchair and stroller access, overcrowded work space, minimal office space, no quiet area and severely limited local collection
- why build a new library including section for local history collection, more access for all ages, expanded programming, small group work/study rooms, additional computer stations, space for art displays and music performances, study areas, quiet areas, improves neighborhood, impacts local economy and workforce development
- community hub, illustrating many items provided for by the library
- a review of the proposed interior floor plan of the proposed new building
- the proposed site plan, including 4,000 sq. ft. green space, detention pond and vegetative bio basin that will help with the 3<sup>rd</sup> Avenue flooding

A review of the fundraising through Community Foundation of Southwestern Wisconsin (CFSW) to date shows that as of April 30, 2018, \$832,075 in pledges and funds has been raised, with \$805,525.55 cash on hand. Linda Hiland also reported that an additional \$2,600 in cash was raised in the last week with an additional \$15,000 in pledges, bringing the total pledges and cash on hand to \$849,675 with CFSW. She further reported that the Library has approximately \$38,000 in another savings account, plus the proceeds of the sale of the west side site once that occurs, plus a contribution from the Town of New Glarus. She noted she understands that the Town of New Glarus has some impact fee funds available for the building of a new library. Linda Hiland indicated the Library Board feels good about the progress and are confident they can meet the amount set by the Village Board by the deadline of 12/31/18.

The handout shows a total building fund goal of \$3 million, noting the existing \$832,075 (4/30/18 balance), funds of \$167,925 needed to reach \$1 million milestone by 12/31/18 as set by Village, \$1 million commitment by Village, with an additional \$1 million goal by 12/31/18 to reach the \$3 million building fund goal.

The handout also reported \$26,488 as of 12/31/17 in the Operational Reserve Fund with a goal by 6/30/19 of \$100,000, leaving \$73,512 to raise. In providing the update on the operational reserve fund, Linda Hiland reported the estimated annual additional operational expense to be \$52,000 and the goal of the Library Board is to raise two (2) years' worth.

The overall fundraising goal shows \$1,241,437.

DISCUSSION: LIBRARY CAPITAL PROJECT UPDATE:

Linda Hiland noted the Library Board is looking for assistance from the Village Board in obtaining these goals and specifically in the following areas:

- 1) Public support and knowing the value of a good library. The Library Board is suggesting coordinating an event at which the Village Board would publicly state their support as well as the possibility of a joint public meeting of the Library Board, Village Board and Town Board to show the financial support.
- 2) That the Village Board consider announcing the site of a new softball field as a show of support for both the softball and library projects.
- 3) Provide information on the effect of the project on real estate taxes as that question is often asked of the Capital Campaign Committee.

The meeting was then opened to questions/comments from the Boards. (VILLAGE TRUSTEE=Village Trustee  
LIBRARY TRUSTEE=Library Trustee)

VILLAGE TRUSTEE Dow asked when the survey was completed.  
Library Director White answered February of 2018.

VILLAGE TRUSTEE Anderson asked about publicly sharing site plans on what formats?  
LIBRARY TRUSTEE Hiland responded could be done in many ways, event, something in paper, website, local paper.

VILLAGE TRUSTEE Dow asked how well the Library felt the community was represented by the survey completed, noting the survey was on-line for approximately one (1) month.  
Library Director White indicated they received approximately 120 survey results thru a Google survey format that was presented through social media and needed to be completed on-line. She noted it would be pretty difficult to have it represent the entire community, but that many of the comments were repeated several times. VILLAGE TRUSTEE Dow indicated that he felt it was not representative of the entire community and he would like to see a larger representation included, possibly knock on doors.

VILLAGE TRUSTEE Edge asked about the site plan, specifically how the detention pond may resolve the flooding issues on Third Avenue. Discussion included how the drainage in the area currently functions, the most recent flooding of Third Avenue noting the existing ballfield is currently not functioning well for storm water retention. They also noted that the intention of the site plan is to provide for storm water from this site, and while it is hopeful it will help with issues from the Durst Valley basin, it is not expected to resolve those. It is understood that engineers, including the Village's engineers will be reviewing the site plan for those issues.

VILLAGE TRUSTEE Edge asked the Library Board what they are anticipating regarding the timing of borrowing by the Village, i.e. when they have reached their \$1 million milestone, when they start building, when the project is complete?

LIBRARY TRUSTEE Hiland noted she looks at \$1 million from Village as a pledge. LIBRARY TRUSTEE Budsberg commented that would need to be worked out, the Library Board cannot legally receive the borrowed funds from the Village, but rather the Village will need to pay the bills as they come in. VILLAGE TRUSTEE Edge asked if the Library Board is able to borrow funds. LIBRARY TRUSTEE Hiland replied no. VILLAGE TRUSTEE Edge then asked if all funds for the entire project would be raised prior to the beginning of construction? LIBRARY TRUSTEE Budsberg responded that they should have all money on hand for the total project cost although they may bid portions of the project separately, i.e. site work, concrete work, plumbing, etc. They have currently employed a Construction Manager at Risk whose job it is to put out the bids. LIBRARY TRUSTEE Hiland noted that person will be given the total amount the Library Board has available for the project and assures them the cost of the project will come in within that budgeted amount. VILLAGE TRUSTEE Phillipson noted his concern over bidding the project piece by piece as the total cost will be unknown at the time construction begins and who is then responsible if the total project cost goes over budget? LIBRARY TRUSTEE Hiland indicated she would go back and look at information from Construction Manager at Risk.

VILLAGE TRUSTEE Edge asked what the Library Board means regarding plans might change if the \$3 million isn't raised when they are ready for construction to begin? LIBRARY TRUSTEE Budsberg responded that the Library Board has the responsibility to put together a plan for the amount of funds available. He further indicated that the big question is then the operating expense and that the Library Board needs to be sure to have an operational budget in place, noting he expects the Village Board will want the same. VILLAGE TRUSTEE Edge noted the mention of an additional \$52,000 annual operating budget and asked if the Library Board is expecting the entire \$52,000 to be received in gifts and donations? LIBRARY TRUSTEE Hiland responded that they expect the Village Board will look at the budget each year and provide increases to the Library as provided for other departments. She further indicated they are looking at donations, grants and other funding sources including an escrow account that will have continued fundraising efforts. LIBRARY TRUSTEE Hoesly reported the Library Board currently has three (3) separate funds with CFWF: 1) Capital; 2) Library Operations; and 3) Library Endowment (only income can be spent from the endowment fund, no principal). She also noted that of the additional estimated \$52,000, approximately \$20,000 is for cleaning and they are hoping to get Friends of the Library and volunteers to help with cleaning, \$8,000 for mowing/snow removal and they are hoping the Village will assist. They understand additional expenses like natural gas will need to be covered, but are hoping some other such as water won't. VILLAGE TRUSTEE Edge noted his understanding of the difficulty in determining exact numbers, and also indicated that going forward he would like to see what other municipalities do for those types of items.

LIBRARY TRUSTEE Hiland asked the Village Board if there were any of the three (3) proposed items they would like to start working on? LIBRARY TRUSTEE Budsberg responded that he knows the Capital Campaign Committee hears from people that they don't believe the project will happen. He asked the Village Board how they can show that they support the project(s), i.e. library and ballfield, noting the Library Board needs help to promote the project. He asked the Village Board how they can help? VILLAGE TRUSTEE Phillipson asked for suggestions. LIBRARY TRUSTEE Budsberg referred to LIBRARY TRUSTEE Hiland's initial comments, adding:

- Determine new ballfield location
- Provide certainty regarding the Glarner Park site for the Library
- Take concrete steps to prepare for borrowing as that will raise confidence that the fundraising goal will be met

- Help to correct mis-information by directing people to Library Board members

VILLAGE TRUSTEE Edge supported the correction of mis-information noting the importance of both Boards making that happen.

LIBRARY TRUSTEE Hiland stated that almost all of the Library Board members are Village residents and therefore want to see both projects (library and ballfield) succeed. The Library Board's job is to promote the Library, however, they want what is best for the Village.

The Village Board and Library Board agreed at this time to open the meeting to questions/comments from public, limiting each person to three (3) minutes.

Jeff Judd noted his concern over the flooding with the addition for the fire department and asked if the Library Board had considered the possible effect on the fire department?

LIBRARY TRUSTEE Budsberg responded that the site plan was specific to the site and is intended to handle storm water on that site within that site, however, depending on any specific weather event, it is possible flooding could occur. The Library will work with engineers to best resolve those issues.

Kari Morrison asked how the Town is involved in the funding?

LIBRARY TRUSTEE Hiland answered she believes they are very supportive although they have not been involved in the planning process, they have had meetings with the Town and the Town has donated funds to purchase items in the current library. She understands there are impact fees available from the Town for the building. The Town has also voted to set aside funds for the operational expenses.

Kari Morrison responded that she would like to see them more involved in the meetings. VILLAGE TRUSTEE Anderson noted that the Town does have representation on the Library Board. LIBRARY TRUSTEE Hoesly also commented that while the Library is a department of the Village, the Town does pay toward the operations through the County Library Tax.

Greg Thoemke asked what the asking price is for the west side site?  
LIBRARY TRUSTEE Janowiak indicated that none has been set at this time.

Greg Thoemke commented that several questions need to be answered before the project should move forward. He then provided information related to the history of the fundraising to date as well as information on the costs to the Library Board for the fundraising consultant and fees paid to CFSW stating he believes it to be poor stewardship of the funds. He further noted that the specific metric set by the Village Board is not enough to fund the entire project as presented in the Capital Campaign material. (During the course of his comments there was a brief discussion among the Board on allowing comments rather than questions and it was determined to allow three (3) minutes for either a question or comment.) Greg Thoemke went on to indicate the west side site was purchased for \$86,000 with funds other than those fundraised for the proposed new building and he believes the proceeds from the sale should be returned to the account from which they were spent rather than go toward the fundraising goal.

Ben Kahl asked to verify with LIBRARY TRUSTEE Hiland that the Village Board does not always raise department budgets and LIBRARY TRUSTEE Hiland noted that was true.

Ben Kahl asked LIBRARY TRUSTEE Hoesly that since she is now a member of the County Board, what does she intend to do to make sure the County will reimburse the municipalities at 100

percent of the County Library tax. LIBRARY TRUSTEE Hoesly reported that she has been working with the Green County Library Board on promoting what libraries do for the communities of Green County. She would be interested to know if there are any Counties that reimburse the County Library Tax at 100 percent. Ben Kahl noted there are two (2).

Ben Kahl went on to comment that he agreed with Kari Morrison's comment on getting the Town more involved adding he would like to see a Joint Library wherein the Town would fund the Library cooperatively with the Village going forward. He noted his concern over the additional annual operational costs.

Jeff Babler commented on his concern for replacement of the ballfield and VILLAGE TRUSTEE Truttmann indicated that is being worked on.

Susan Crum commented that she believes it is time to rebrand the project and that it is critical that rebranding starts now, reiterating LIBRARY TRUSTEE Hiland's original requests of the Village Board. She believes it is time for the Village Board to embrace the project.

Diana Clark asked the Village Board to put the ballfield on a future agenda to resolve the issue believing that resolving that issue will help the library move forward.

ADJOURN: Being no further business before the Board, President Truttmann adjourned the meeting at 7:48 p.m.

-Lynne R. Erb, Clerk-Treasurer  
VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
5/15/18

REGULAR MEETING-CALL TO ORDER: President Roger Truttmann called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttmann, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow and Chuck Phillipson. ABSENT: Peggy Kruse. ALSO PRESENT: Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttmann announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Barb Anderson, second by Shaun Dow to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Petra Streiff for approval of the consent agenda, second by Anthony Edge. Motion carried. (6-0)

APPROVAL OF MINUTES OF 5/1/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: Check 36098, ACH for payroll expense and health insurance; e-check for life insurance and Journal Entries for municipal utilities and credit card totaling \$62,427.66; Checks 36099 to 36151 totaling \$59,185.07; payroll vouchers 12925 to 12952 totaling \$29,079.05.



APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2019: To Jordin Elsen and Jay Oren.

APPROVAL OF OPERATOR LICENSES TO EXPIRE 6/30/2020: To Rosemary Schlitz, Jeanne Gempeler, Narayan Khatri Chetri and Racel Gastel.

APPROVAL OF LIQUOR LICENSE RENEWALS TO EXPIRE 6/30/19: To the following businesses:

**Class B Beer/Liquor:** Steinbock, LLC (New Glarus Hotel and Chalet Landhaus); Whiskey Bent, LLC (S'Wisco Tap Haus); Glarner Enterprises, Inc. (Glarner Stube); Cow & Quince, LLC (Cow & Quince).

**Class A Beer/Liquor:** Casey's Marketing Company; New Glarus Mobil Mart LLC

**Class B Beer:** Rusty Raven, LLC

Staff recommends approval of the Liquor License Renewals to expire 6/30/19.

APPROVAL: CIGARETTE LICENSE TO EXPIRE 6/30/18: To the following businesses: Casey's Marketing Company; and New Glarus Mobil Mart, LLC. Staff recommends approval of the Cigarette Licenses.

APPROVAL: AMENDMENT TO DESCRIPTION OF CLASS B WINE LICENSE OF HAWK'S MILL WINERY FOR MUSIC FEST AND POLKA FEST EVENTS: Amendment includes a change to the premise description to include a 10' x 10' tent for the sale of wine by the glass (plastic) that will be located on First Street in front of their building at 500 First Street. This amended description would be good for the Music Fest Event and the Polka Fest Event only. Hawk's Mill will work with the event sponsors to coordinate the location of the tent and will maintain the sidewalk area for pedestrian traffic. Staff and the PWPS Committee have recommended approval of the Class B Wine license description amendment.

APPROVAL: PARK USE PERMIT APPLICATION FOR MUSIC IN THE PARK (7/15/18, 7/29/18, AND 8/12/18): This event is sponsored by Vision and will be held in Village Park on July 15<sup>th</sup>, July 29<sup>th</sup>, and August 12<sup>th</sup>.

APPROVAL: PARK USE PERMIT APPLICATION FOR SWISS UNITED CHURCH (8/12/18): To Swiss Church for use of Veteran's Park for a picnic event on August 12<sup>th</sup>. Expected attendance is approximately 100 people.

APPROVAL: PARK USE PERMIT APPLICATION FOR GRACE CHURCH (6/24/18): To Grace Church for use of Village Park for a picnic event on June 24<sup>th</sup>. Expected attendance is approximately 250 people.

APPROVAL: PARK USE PERMIT APPLICATION FOR NEW GLARUS YOUTH BASEBALL (MAY 27-28): To New Glarus Youth Baseball for a baseball tournament at Veteran's Park on May 27-28<sup>th</sup>.

UPDATE: MONTHLY POLICE REPORT: The April report was included with the agenda packet for your review.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was included in the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet for your review.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for April was included in the agenda packet.

**PARKS COMMITTEE-PUBLIC WORKS & PUBLIC SAFETY COMMITTEE:**

**CONSIDERATION: SPECIAL EVENT PERMIT APPLICATION FOR NEW GLARUS EMS OPEN**

**HOUSE AND 5K RUN/WALK 6/9/18:** Administrator Gadow informed the Board that this application came into the office on May 11, 2018 and due to the timing the application and event, it is being brought directly to the Village Board. It is an annual event and staff is recommending approval. The permit includes the closing of 4<sup>th</sup> Avenue from 3<sup>rd</sup> Street to the end of the EMS property at 8:45 a.m. to 9:30 a.m. for the race start. It further includes the use of Glarner Park for the landing of Med-flight.

Trustee Dow asked about notification to the neighborhood regarding the landing of Med-flight and Administrator Gadow noted the Village provides a news release on all special events that include posting on the Village website and social media accounts.

The Board discussed their concern over the timeliness of the application as well as language regarding attendance on the application.

Motion by Petra Streiff, second by Shaun Dow to approve the Special Event Permit to New Glarus EMS for their Open House and 5K Run/Walk to be held on June 9, 2018. Motion carried (6-0).

**ADMINISTRATOR'S REPORT:**

**CONSIDERATION: ADOPTION OF 2019 BUDGET GOALS:** Administrator Gadow has prepared a summary of potential policy goals for Board review and input in preparing for the 2019 budget discussions. In his memo to the Board, he outlined goals selected by the Board for 2018 Budget as follows:

<b>Goal 1 – Provide adequate funding for operational and capital needs</b>
<ul style="list-style-type: none"><li>▪ Maintain and implement a five (5) year Capital Improvement Plan</li><li>▪ Monitor utility usage and complete rate case studies as needed</li></ul>
<b>Goal 2 – Increase community economic development</b>
<ul style="list-style-type: none"><li>▪ Conduct a downtown/economic development strategic planning through the WEDC's Connect Communities program</li><li>▪ Facilitate review of portions of Village's Municipal and Zoning Ordinances</li><li>▪ Pursue development of a 2<sup>nd</sup> Village Business Park site</li><li>▪ Promote Village's existing economic development tools, such as the Revolving Loan Fund and Façade Improvement Grant, to the business community</li><li>▪ Prepare and submit National Register Nomination paperwork for the 2<sup>nd</sup> Street Historic Commercial District and 1<sup>st</sup> and 2<sup>nd</sup> Street Historic Residential District</li><li>▪ Promote the availability of State and Federal Historic Tax Credits for properties within the two Historic Districts</li><li>▪ Review and address parking supply within the downtown</li></ul>
<b>Goal 3 – Leverage Village financial assets</b>
<ul style="list-style-type: none"><li>▪ Identify and pursue potential grant writing opportunities and joint partnerships with other stakeholders</li></ul>

<ul style="list-style-type: none"> <li>▪ Continue installation of Advanced Metering Infrastructure (AIM) radio water meters</li> </ul>
<ul style="list-style-type: none"> <li>▪ Continue residential and commercial cross-control inspection program</li> </ul>
<ul style="list-style-type: none"> <li>▪ Pursue GFOA Distinguish Budget criteria for annual budget process</li> </ul>

<p><b>Goal 4 – Increase community involvement and communications</b></p>
<ul style="list-style-type: none"> <li>▪ Review Village’s website for improvements</li> </ul>
<ul style="list-style-type: none"> <li>▪ Develop a semi-regular or monthly Village activities and highlights newsletter for website and email distribution</li> </ul>
<ul style="list-style-type: none"> <li>▪ Utilize Village’s social media accounts to assist in promotion of community events that are open to the public</li> </ul>
<ul style="list-style-type: none"> <li>▪ Utilize local newspapers and radio as supplement to on-line communication efforts</li> </ul>

<p><b>Goal 5 – Address Phosphorus Removal Requirements in the</b></p>
<ul style="list-style-type: none"> <li>▪ Plan for new DNR phosphorus regulations and required capital improvements at the Wastewater Treatment Plant</li> </ul>
<ul style="list-style-type: none"> <li>▪ Explore innovative methods to reduce community phosphorous loads</li> </ul>

Staff is requesting Board feedback and input on policy goals and objectives.

The Board discussed a timeline for the finalizing of the goals, requesting an update on the status of the various goals to assist them in their review. Administrator Gadow will provide the status noting it would be helpful to finalize budget goals prior to the Department/Committee meetings in July and August to review Department budgets.

The Board briefly touched on the specifics of Goal #4 pertaining to increase community involvement and communications noting they would like to see a mobile version of the website and e-newsletters. Trustee Dow offered his assistance on these items. They also discussed the development of a 2<sup>nd</sup> Village Business Park site with Administrator Gadow reporting on the status of the former Voegeli property, indicating the soil test results were not favorable. Trustee Phillipson encouraged the Board to continue to research various locations. Administrator Gadow also updated the Board on the status of the 2<sup>nd</sup> Street Historic Commercial District and Historic Tax Credits, noting the Village received a grant from the State and hopes to have the work covered by the grant completed by year-end.

DONATION OF REFUSE CONTAINERS: Administrator Gadow thanked the New Glarus Lions, Judd’s Auto and the New Glarus Brewing Co. for the cooperative effort in providing new refuse containers throughout the Village, adding Milo Parker and Sheryl Bergum were instrumental in overseeing the project. The Village Board added their thank-you.

MEMORIAL DAY PROGRAM: Administrator Gadow asked for interest from the Board to provide the welcome speech at the Memorial Day Program at Vet’s Park on Monday, May 28<sup>th</sup>. President Truttmann will be available for speaking.

VISIT BY SWISS DIGNITARIES: The Board was reminded of the upcoming visits to the Village by Swiss Dignitaries. The Swiss Center is planning a reception and Administrator Gadow will provide the information on the date and time to the Board members once it’s available.

JOINT VILLAGE BOARD/LIBRARY BOARD MEETING: Members of the Board asked for confirmation on the upcoming joint meeting of the Village Board/Library Board tentatively scheduled for May 30<sup>th</sup> at 6:30 p.m. Administrator Gadow asked the Board members to plan to

meet indicating once he receives confirmation from the Library Board President he will forward details to the Board.

PRESIDENT'S REPORT: President Truttman introduced the following Resolutions:

- RESOLUTION 18-18 – NATIONAL EMS WEEK, MAY 20-26:
- RESOLUTION 18-19 IN APPRECIATION OF VILLAGE FORESTER AND VOLUNTEERS FOR TREE PLANTING:
- RESOLUTION 18-20 NATIONAL PUBLIC WORKS WEEKS – MAY 20-26:

Motion by Anthony Edge, second by Barb Anderson to approve Resolutions 18-18 thru 18-20. Motion carried. (6-0)

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:32 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
5/1/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Shaun Dow and Chuck Phillipson. ABSENT: Peggy Kruse. ALSO PRESENT: Auditor Dave Maccoux, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Petra Streiff, second by Anthony Edge to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No comment.

CONSENT AGENDA: Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson with the correction of the typo in the paragraph on Judd's conditional use permit application. Motion carried. (6-0)

APPROVAL OF MINUTES OF 4/18/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expenses including retirement totaling \$25,989.44; Checks 36064 to 36097 totaling \$38,298.46; and payroll vouchers 12892 to 12924 totaling \$36,995.37.

APPROVAL OF RESOLUTION 18-12: APPOINTMENT OF 2018 LIFEGUARDS: This resolution appoints the Lifeguard staff for the 2018 pool season.

UPDATE: CONDITIONAL USE PERMIT FOR MULTIPLE FAMILY USE AT 1407 2<sup>ND</sup>

STREET: Corbin Judd, with written permission from Shacir Rushiti (the current property owner) submitted an application for approval of a Conditional Use Permit (CUP) to allow a multiple family residence at the former Town Edge property at 1407 2<sup>nd</sup> Street. The Property is zoned C-1 Commercial, and the proposed project would include conversion of the existing commercial space and two (2) rental housing units to: 1) one (1) commercial unit; and 2) four (4) three-bedroom apartments. The project will entail structure modifications to the interior of the building to convert the existing two units to four residential units. The Plan Commission reviewed the application on April 26<sup>th</sup>, and voted 5 to 0, to approve the CUP application.

UPDATE: SITE PLAN APPROVAL FOR NEW GLARUS BREWING COMPANY AT 218

HOESLY DRIVE: The New Glarus Brewing Company has submitted a site plan review approval request to allow a freezer addition in the rear yard of the former Brennan's facility at 218 Hoesly Drive. The Property has an existing concrete pad abutting the east (rear) side of the building, which would be removed, and replaced with a 3,750 SF freezer. The freezer addition is for storage of materials for use at the adjacent Riverside facility. The Plan Commission reviewed the application on April 26<sup>th</sup>, and voted 5-0 to approve the Site Plan.

PERSONNEL AND FINANCE COMMITTEE:

PRESENTATION: 2017 AUDIT PRESENTATION BY DAVE MACCOUX, SCHENCK SC: Dave Maccoux of Schenck SC, the Village Auditors, presented the 2017 Audit Report. The auditors provided a clean opinion for the 2017 Audit. Mr. Maccoux reviewed the Independent Auditor's Report and provided an unmodified and clean opinion for 2017. He further reviewed the financial highlights of the Management's Discussion and Analysis, the Government-wide Financial Reports and Management Communications documents. The Management Communications document reported on the financial position, the internal controls and compliance issues. There was an overall increase in the Village's net position from 2016 to 2017 with a net change in the General Fund of plus \$94,314, mainly due to better than expected revenues. All utility funds had increases in net position as well, with the water utility reporting a rate of return of 1.92% and electric rate of return at 7.87%.

Motion by Anthony Edge to adopt the 2017 Audit report, second by Barb Anderson. Motion carried (6-0).

DISCUSSION/CONSIDERATION: RESOLUTION 18-04 RESERVE FUND POLICY/DEBT

POLICY: Resolution 18-04 is the annual reserve fund policy stating our current debt levels and capacity for the current year. The Resolution provides for an emergency reserve fund of ten (10) percent of the general fund operating expenses and a working-capital reserve of fifteen (15) percent of the general fund operating expenses. The General Obligation Debt as of December 31, 2017 equaled 62.48% of the state imposed debt limit.

Staff recommends approval of Resolution 18-04. Motion by Petra Streiff, second by Barb Anderson to approve Resolution 18-04. Trustee Phillipson ask if the reserve funds are carried over from year to year and Administrator Gadow responded that they are. Motion carried (6-0).

DISCUSSION/CONSIDERATION: ADOPTION OF 2019 BUDGET TIMELINE: Attached is a proposed timeline for the 2019 Budget process. Staff recommends adoption of the 2019 Budget Timeline. Motion by Barb Anderson, second by Anthony Edge to approve the 2019 Budget Timeline. Motion carried. (6-0)

ADMINISTRATOR'S REPORT:

UPDATE: SCHEDULING OF FIRST STREET ROAD PROJECT: Administrator Gadow informed the Board that the Green County Highway Department will be unable to complete the First Street work in May due to necessary training on new equipment they have. Administrator Gadow will be working with the Chamber and local retailers to reschedule the time. The Board briefly discussed late July or after Oktoberfest as options.

UPDATE: JOINT LIBRARY/VILLAGE BOARD MEETING REQUEST: The Library Board has requested a joint meeting with the Village Board to update on fundraising and discuss next steps. Administrator Gadow requested input from the Village Board. Consensus of the Board was to try to schedule something for May 30<sup>th</sup>.

UPDATE: SWISS DIGNITARY VISITS IN MAY AND JULY, 2018: Administrator Gadow updated the Board on visits from Swiss Dignitary to New Glarus. There will be four (4) visits from separate groups, May 17-20, May 24-25, July 23-26 and July 23-25.

The Board discussed partnering with the Swiss Center for a possible "meet and greet".

UPDATE: 2018 ARBOR DAY PLANTING EVENT-MAY 4, 2018: Village Forrester, Paul Jennrich, is coordinating the tree planting event for Friday, May 4, 2018 with Monday, May 7<sup>th</sup> as the rain date. The Board was invited to participate. He further informed the Board that the Richard Schmied tree needed to be replaced and will be with an Exclamation London Planetree.

UPDATE: SMALL COMMUNITY FORUM EVENT:

Administrator Gadow reported he had applied for the Village of New Glarus to participate in a Small Community Forum sponsored by Wisconsin Economic Development Corporation and the Village was selected as one of four communities to participate in 2018. The event will be held at the New Glarus Hotel on August 22, 2018 and include the communities of New Glarus, Pepin, Egg Harbor and Hurley. He invited Board members to attend.

PRESIDENT'S REPORT:

CONSIDERATION: 2018-2019 COMMITTEE APPOINTMENTS: President Truttman has prepared the 2018-2019 Committee Appointments for the various Village committees with a copy of the list included in the agenda packet. He noted one change to the list prior to consideration by the Board, that being, Finance and Personnel to read: Roger Truttman, chair and members Peggy Kruse and Petra Streiff. These appointments require Village Board confirmation.

Trustee Edge asked about the membership of the Joint ETZ, noting the Village is the only municipality that does not include any current Board members on the Committee. Other trustees expressed a desire to include at least one (1) current trustee on the Joint ETZ Committee. President Truttman and Administrator Gadow will follow-up.

Motion by Barb Anderson, second by Shaun Dow to approve the 2018-2019 Committee Appointments with the correction by President Truttman. Motion carried (6-0).

CONSIDERATION: PROCLAMATIONS: President Truttman noted the following proclamations for various observances and recognitions for the first part of May:

- Resolution 18-11: Municipal Clerk's Week – May 6-12
- Resolution 18-13: National Police Week – May 13-19
- Resolution 18-14: National Small Business Week – April 29 – May 5
- Resolution 18-15: National Travel and Tourism Week – May 6-12

- Resolution 18-16: Drinking Water Week – May 6-12
- Resolution 18-17: Economic Development Week – May 7-12

Motion by Anthony Edge, second by Petra Streiff to approve Resolutions 18-11, 18-13, 18-14, 18-15, 18-16, and 18-17. Motion carried (6-0).

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:44 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
4/17/18

REGULAR MEETING-CALL TO ORDER: President Pro-tem Kruse called the regular meeting to order at 7:00 p.m. PRESENT: Barb Anderson, Anthony Edge, Petra Streiff, Peggy Kruse, Shaun Dow and Chuck Phillipson. ABSENT: Roger Truttman. ALSO PRESENT: Lt. Jeff Sturdevant, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Pro-tem Kruse announced that cell phones shall be silenced for the duration of the meeting.

ANNOUNCEMENT: President Pro-tem Kruse announced that the Board will convene into Closed Session called under State Stat. 19.85(1)(b) for the purpose of considering licensing of any person licensed by a board or commission [Appeal of Operator License Denial under New Glarus Code §185-23]

AGENDA: Motion by Barb Anderson, second by Anthony Edge to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Trustee Streiff noted that the application for the new event, Blues, Brews & Food Truck Festival had not come before the Parks Committee and included use of Village Park. It was noted that the application was a Special Events Permit and had gone before Public Works/Public Safety. Board indicated a preference for including those types of applications at the Parks Committee as well. Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson. Motion carried. (6-0)

APPROVAL OF MINUTES OF 4/4/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expense and health insurance, e-check for life insurance and Journal Entries for municipal utilities and credit card totaling \$52,336.30; Checks 36019 to 36063 totaling \$47,906.13; payroll vouchers 12861 to 12891 totaling \$29,060.27.

APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2019: To Jill Howard and Jennifer Hibbard.

APPROVAL OF OPERATOR LICENSES TO EXPIRE 6/30/2020: To Roland Furst, Steven Anderegg, Shubh K. Singh, Betty Everson and Andrew Westby.

APPROVAL OF SPECIAL EVENT PERMIT FOR NEW GLARUS MUSIC FEST (5/25-5/28/18): This is the annual application for the Music Fest Event. The event incorporates the following requests:

- Street Closures: 1<sup>st</sup> Street (between 5<sup>th</sup> and 6<sup>th</sup> Ave) and 5<sup>th</sup> Ave (between Railroad and 2<sup>nd</sup> St)
- Use of Village Park: (5/25/18 from 3pm-8pm) for New Glarus Lions Chicken BBQ event
- Open Intoxicants: 5<sup>th</sup> and 6<sup>th</sup> Ave (between Railroad and 2<sup>nd</sup> St)
  - 5/25/18 (5pm-12am)
  - 5/26/18 (10am-12am)
  - 5/27/18 (10am-12am)
- Tents: 500 Block of 1<sup>st</sup> Street (30x60; North end) and 500 Block of 1<sup>st</sup> Street (20x20; South end). Tents are scheduled to be removed in the AM of Tuesday, May 29<sup>th</sup>. Festival organizers are attempting to get contractors to take down tents on Sunday, May 27<sup>th</sup>.
- Amplified Music: 500 Block of 1<sup>st</sup> St: 5/25/18 (5pm-12am); 5/26/18 (10am-7pm); 5/26/18 (10am-7pm)
- 5K Run/Fun Run/Walk Race (5/26/18): "Wear Blue, Run to Remember" – sponsored by New Glarus Youth Committee. Race will be from 9:00-11:00AM. Street closure is 3<sup>rd</sup> Avenue (from 3<sup>rd</sup> St to Durst Rd), with only one traffic lane closed.

Public Works/Public Safety Committee recommended approval on 4/11/18, subject to below conditions, which are included in the Board's approval:

- 1) Providing an updated Certificate of Insurance;
- 2) Verifying re-opening of streets with removal of 1<sup>st</sup> Street Tents; and
- 3) Meeting the Police Department Special Restrictions Addendum which are attached to the permit.

APPROVAL OF SPECIAL EVENT PERMIT FOR POLKAFEST/BEER, BACON & CHEESE (6/7-6/10/18): This is the annual application for Polkafest and BBC events and include the following requests:

- Street Closures:
  - 1<sup>st</sup> Street (between 5<sup>th</sup> and 6<sup>th</sup> Ave) – 6/7/18-6/11/18
  - 5<sup>th</sup> Ave and 2<sup>nd</sup> Street (between Railroad St) 6/9/18 (Saturday Only)
  - 2<sup>nd</sup> St (between 4<sup>th</sup> and 5<sup>th</sup> Ave) 6/9/18 (Saturday Only)
- Beer, Bacon & Cheese (BBC) Event: 6/9/18 (Saturday) (1pm – 5pm) – 5<sup>th</sup> Ave and 2<sup>nd</sup> St
- Open Intoxicants: 2<sup>nd</sup> St to 5<sup>th</sup> Ave; 5<sup>th</sup> Ave to 1<sup>st</sup> St; 1<sup>st</sup> St to 6<sup>th</sup> Ave; and 6<sup>th</sup> Ave to Puempels Tavern.
  - 6/8/18 (5pm-11pm)
  - 6/9/18 (11am-8pm)
- Amplified Music: 6/8/18 (6pm-10pm); 6/7/18 (12pm-7pm)

At their 4/11/18, the Public Works/Public Safety Committee recommended approval, subject to the following conditions:

- 1) Providing an updated Certificate of Insurance; and
- 2) Meeting the Police Department Special Restrictions Addendum, which will be made part of the permit.

An Emergency Action Plan has been submitted and reviewed for the festivals



APPROVAL OF SPECIAL EVENT PERMIT FOR NEW GLARUS BLUES, BREWS & FOOD TRUCK FESTIVAL (7/14/18): This is an application for a new festival, to be held on July 14<sup>th</sup>. It includes a blues music festival in Village Park, and use of 4<sup>th</sup> Ave for a food truck festival. The event incorporates the following requests:

- Use of Village Park: 7/14/18 (7am – 9pm); use of Gazebo and grass area to middle of park
- Street Closures: 4<sup>th</sup> Ave (between Railroad and 2<sup>nd</sup> St); 3<sup>rd</sup> Ave (between Railroad and 2<sup>nd</sup> St) starting evening of 7/13/18 or early morning of 7/14/18. 4<sup>th</sup> Ave: Food Truck location. 3<sup>rd</sup> Ave: Farmers Market/Craft Vendors.
- Open Intoxicants: 7/14/18 (11am-9pm). Village Park to 2<sup>nd</sup> St, to 5<sup>th</sup> Ave, to 1<sup>st</sup> Street, to 6<sup>th</sup> Ave, to Puempels Tavern.
- Amplified Music: 7/14/18 (from 11am-8pm) in Village Park, facing pool.
- Pedal for Paws: Included in this event is the use of Village Park for the “Pedal for Paws” bicycle race, which starts and ends at Village Park. The event is sponsored by Green County Humane Society.

Public Works/Public Safety Committee and recommended approval on 4/11/18, subject to receipt of an updated Certificate of Insurance.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR NEW GLARUS MUSIC FEST (5/25-5/27/18): To New Glarus Youth Committee for beer and wine for the New Glarus Music Fest on May 25-26, 2018.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR POLKAFEST/BBC (6/8-6/9/18): To New Glarus Chamber of Commerce for beer only for Beer, Bacon, and Cheese from June 8-9, 2018.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR NEW GLARUS BLUES, BREWS AND FOOD TRUCK FESTIVAL (7/14/18): To New Glarus Chamber of Commerce for beer only for the New Glarus Blues, Brews, and Food Truck Festival on July 14, 2018.

UPDATE: MONTHLY POLICE REPORT: The February and March reports were included with the agenda packet for your review.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was included in the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials were included with the agenda packet for your review.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: The monthly Budget to Actual Report for March was included in the agenda packet.

CLERK’S REPORT:

UPDATE: LEAGUE LOCAL GOVERNMENT TRAINING OPPORTUNITY: Clerk Erb noted the League of Wisconsin Municipalities is sponsoring a 2018 Local Government 101 workshop with the Madison session scheduled for June 1<sup>st</sup>. Any interested trustees should contact the Clerk’s Office for additional information.

ADMINISTRATOR’S REPORT:

UPDATE: GREEN COUNTY DEVELOPMENT CORPORATION ANNUAL DINNER: The Green County Development Corporation (GCDC) is hosting their annual dinner on Tuesday, May 8, 2018 at Turner Hall in Monroe. Event social begins at 4:30pm, with dinner at 6:00pm. Jason Tyszko, Executive Director of the Center for Education and Workforce at the U.S. Chamber of Commerce will provide the keynote address on "Building the Talent Pipeline". Any interested trustees should contact the Clerk's Office for registration.

UPDATE: DOWNTOWN OPEN HOUSE – MAY 19, 2018: Administrator Gadow indicated he had spoken to several of last year's participants in the Downtown Open House and noted there isn't as much interest this year due to conflicts with other events. He suggested waiting a year and possibly trying the event again in 2019. The Board agreed that would be best.

PRESIDENT'S REPORT:

CONSIDERATION: RESOLUTION 18-09 IN APPRECIATION OF TRUSTEES THOEMKE AND WRIGHT: Resolution 18-09 recognizes Greg Thoenke and Denise Anton Wright for their service as Village Trustees. Motion by Barb Anderson, second by Petra Streiff to approve Resolution 18-09. Motion carried. (6-0)

CONSIDERATION: RESOLUTION 18-10 SETTING SCHEDULE FOR BOARD MEETINGS THAT FALL ON ELECTION DAYS: Resolution 18-10 establishes a policy of rescheduling Village Board meetings that fall on Election Days to the day following the Election. Motion by Anthony Edge to approve Resolution 18-10, second by Petra Streiff. Motion carried. (6-0)

CONSIDERATION: 2018 HISTORIC PRESERVATION MONTH (MAY) PROCLAMATION: This Proclamation recognizes the month of May as Historic Preservation Month. Motion by Barb Anderson, second by Petra Streiff to approve the 2018 Historic Preservation Month Proclamation. Motion carried. (6-0)

CONSIDERATION: INTERNATIONAL FIREFIGHTERS DAY-MAY 4, 2018: This Proclamation recognizes May 4, 2018 as International Firefighters Day. Motion by Anthony Edge to approve the 2018 International Firefighters Proclamation, second by Shaun Dow. Motion carried. (6-0)

CONVENE INTO CLOSED SESSION: Motion by Petra Streiff, second by Barb Anderson to convene into closed session at 7:10 p.m. p.m. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Anthony Edge-yes; Peggy Kruse-yes; Chuck Phillipson-yes and Petra Streiff-yes. Motion carried. (6-0)

RECONVENE INTO OPEN SESSION: Motion by Petra Streiff, second by Barb Anderson at 7:28 p.m. to reconvene into open session. ROLL CALL VOTE: Barb Anderson-yes; Shaun Dow-yes; Anthony Edge-yes; Peggy Kruse-yes; Chuck Phillipson-yes and Petra Streiff-yes. Motion carried. (6-0)

REPORT ON CLOSED SESSION: Trustee Edge reported that the Board affirmed the denial of an operator license to the applicant based on the applicant providing false information, failure to disclose record with the original application, and having a record that substantially relates to the licensed activity. He further noted the Board indicated a waiting period of one (1) year before the applicant re-apply.

ADJOURN: Being no further business before the Board, President Pro-tem Kruse adjourned the meeting at 7:29 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
4/4/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Peggy Kruse, and Greg Thoemke. ABSENT: Denise Wright. ALSO PRESENT: Janis Kurth, Wayne Kurth, Andrew Brown, Bob Bergum, Katerine May, Anna Brunsow, Deb Carey, Suzi Janowiak, Officer Ryan Kruser, Lt. Jeff Sturdevant, Chief Burt Boldebeck, Daniel Kurth, Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke, second by Barb Anderson to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No comment.

CONSENT AGENDA: Motion by Petra Streiff for approval of the consent agenda, second by Peggy Kruse. Motion carried. (6-0)

APPROVAL OF MINUTES OF 3/20/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expense and retirement totaling \$28,360.96; Checks 35981 to 36018 totaling \$64,090.20; payroll vouchers 12835 to 12860 totaling \$28,523.02.

PERSONNEL & FINANCE COMMITTEE:

DISCUSSION/CONSIDERATION: ADOPTION OF RESOLUTION 18-07 APPOINTING POLICE OFFICER DANIEL KURTH: Chief Boldebeck introduced Mr. Kurth as the top candidate selected by the New Glarus Police Department for the Police Officer position. Officer Kurth previous experience includes Department of Corrections with Oakhill Correctional Facility and security with American Family Insurance.

Motion by Anthony Edge, second by Barb Anderson to approve Resolution 18-07. Motion carried. (6-0). Administrator Gadow conducted the swearing in of Officer Daniel Kurth.

PLAN COMMISSION:

CONSIDERATION: APPROVAL OF VARIANCE APPLICATION AND SITE PLAN FOR NEW PRE-TREATMENT FACILITY AT NEW GLARUS BREWING COMPANY (2400 HWY 69):

Administrator Gadow provided an overview of the proposal by the Brewery to construct a new forty (40) ft 3,750 SF building to enclose a new wastewater pre-treatment system adjacent to the existing pre-treatment facility at the entrance to the property. The application submitted requests a variance from the thirty five (35) ft height limit for structures in the I-Industrial District. The purpose of the new building pre-treatment facility is to house a new aeration tank to process its used water before discharging it to the Village's Wastewater Treatment Plant.

The Plan Commission was scheduled to review the requests on March 22<sup>nd</sup>, but could not formally convene due to lack of quorum. Due to the timing, the Plan Commission members present requested the item be forwarded directly to the Village Board. Staff is recommending approval of

the five (5) foot building height variance, noting the proposed benefit to the Village's treatment system.

Katherine May with New Glarus Brewing Co. noted that with the pretreatment facility, wastewater becomes drinking water quality before heading to the village's treatment facility. She further indicated that due to the topography of the area, the proposed building to house the pretreatment equipment will be built into the hillside and be approximately ten (10) feet below the existing pretreatment facility.

Motion by Greg Thoemke to approve the variance and site plan for the brewery addition, second by Petra Streiff. Motion carried. (6-0)

CLERK'S REPORT:

SCHEDULING OF OPEN BOOK AND BOARD OF REVIEW: Clerk Erb reported that Open Book has been scheduled for Tuesday, April 24, 2018 from 4:30 to 6:30 p.m. Open Book provides an opportunity for property owners to meet directly with the Assessor. The Board of Review is scheduled for Tuesday, May 1, 2018 from 5 p.m. to 7 p.m. Clerk Erb informed the Board members of available training opportunities.

PRESIDENT'S REPORT:

CONSIDERATION: ARBOR DAY PROCLAMATION: This Proclamation recognizes April 27, 2018 as Arbor Day and May 4, 2018 as the planting day for the Village. President Truttmann read the Proclamation in part, "*NOW THEREFORE, Roger Truttmann, President of the Village of new Glarus does hereby proclaim April 27, 2018 as ARBOR DAY, with Friday, May 4, 2018 as the planting day for the Village, and urges all citizens to support efforts to care for our trees and woodlands and to support our community forestry programs, and FURTHER, we urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.*" Motion by Barb Anderson, second by Petra Streiff to approve the Arbor Day Proclamation. Motion carried. (6-0)

Greg Thoemke mentioned participating in the Arbor Day planting and what a worthwhile experience it is, inviting all Trustee who might be interested to attend.

CONSIDERATION: NATIONAL LINEMAN APPRECIATION DAY PROCLAMATION: This Proclamation recognizes April 18, 2018 as National Lineman Appreciation Day. President Truttmann read the Proclamation in part, "*Now, Therefore, I, Roger Truttmann, President for the Village of New Glarus, do recognize April 18, 2018 as Linemen Appreciation Day and extend appreciation to Line Foreman Kevin Funseth, Water Operator/Lineman Jason Borth and Lineman Apprentice Mike Mathews and to all Linemen for the vital services they perform and their exemplary dedication to the communities they represent.*"

Motion by Greg Thoemke, second by Barb Anderson to approve the National Lineman Appreciation Day Proclamation. Motion carried. (6-0)

CONSIDERATION: NATIONAL LIBRARY WEEK (APRIL 8-14): This Proclamation recognizes April 8-14, 2018 as National Library Week and was read in part: "*NOW, THEREFORE, be it resolved that I, Roger Truttmann, Village President, proclaim National Library Week, April 8-14, 2018. I encourage all residents to visit the library this week and explore what's new at your library, and engage with your librarians. Because of you and our library leaders, Libraries Transform.*" Motion by Petra Streiff, second by Barb Anderson to approve the Proclamation recognizing National Library Week. Motion carried. (6-0)

Suzi Janowiak spoke on behalf of the Library Board thanking the Village Board for issuing the Proclamation and appreciating the Library and Library Staff.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:15 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
3/20/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, Peggy Kruse and Denise Wright. ABSENT: Greg Thoenke. ALSO PRESENT: Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Barb Anderson, second by Petra Streiff to approve the agenda. Motion carried. (6-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Petra Streiff asked if item E (approval of street use permit for AROC Wisconsin for 5/5/18) was included in error as it had been approved at the previous meeting of the Board. In reviewing, it was confirmed that item E was placed on the agenda in error.

Motion by Petra Streiff for approval of the consent agenda, second by Barb Anderson. Motion carried. (6-0)

APPROVAL OF MINUTES OF 2/20/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card, utility bills and Check No. 35896 totaling \$64,464.13; Checks 35897 to 35935 paid March 6, 2018 totaling \$40,360.52; Checks 35936 to 35980 totaling \$136,712.43; payroll vouchers 12772 to 12808 dated March 2, 2018 totaling \$30,006.05 and payroll vouchers 12809 to 12834 dated March 16, 2018 totaling \$28,348.59.

APPROVAL OF OPERATOR LICENSE TO EXPIRE 6/30/2019: To Lucas Foley and Steven Moore.

DENIAL OF OPERATOR LICENSE TO EXPIRE 6/30/2019: The Police Department recommends denial of the Operator License to Allan Chapman due to background check issues.

APPROVAL OF STREET USE PERMIT FOR AROC WISCONSIN ON 5/5/18: Approved at the February 20, 2018 Village Board meeting.

APPROVAL OF PARK USE PERMIT APPLICATION FOR NEW GLARUS LIONS CLUB – CHICKEN BBQ (5/25/18): This is the annual application for the Lions Club's annual Chicken BBQ event in Village Park on May 25<sup>th</sup>.

APPROVAL OF SPECIAL EVENT PERMIT FOR ALPHORN TRIATHLON (8/15/18): This is the annual application for the Alphorn Triathlon event, conditional upon meeting the Police Department Special Restrictions Addendum.

APPROVAL OF TEMPORARY ALCOHOL LICENSE FOR ALPHORN TRIATHLON (8/5/18): This is the annual Temporary Class B/Class Retailers License for the Alphorn Triathlon on August 5, 2018.

APPROVAL OF SPECIAL EVENT PERMIT FOR NEW GLARUS FAMILY FESTIVAL (9/9/18): This is the annual application for the Grace Church Family Festival on September 9<sup>th</sup>. The event will be held in Village Park, and will require the closing of 3<sup>rd</sup> Ave (between 2<sup>nd</sup> St and Railroad St), 4<sup>th</sup> Ave (between 2<sup>nd</sup> St and Railroad St), 3<sup>rd</sup> Ave (between 2<sup>nd</sup> St and Railroad St), 2<sup>nd</sup> St (between 3<sup>rd</sup> and 4<sup>th</sup> Ave), and Railroad St (between 3<sup>rd</sup> and 4<sup>th</sup> Ave). The Fire Department requires leaving the intersection of 2<sup>nd</sup> St and 3<sup>rd</sup> Ave open. Approval is conditioned upon receipt of an updated certificate of insurance, meeting the Fire Department road closure condition and the Police Department Special Restrictions Addendum.

APPROVAL OF RESOLUTION 18-06: APPOINTMENT OF SUMMER EMPLOYEES: This is the annual resolution reappointing past seasonal employees to lifeguard and pool staff positions for the 2018 pool season.

UPDATE: MONTHLY POLICE REPORT: The monthly police report was included in the agenda packet for review.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was included in the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials are included in the agenda packet for review.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: Included in the agenda packet, was the monthly Budget to Actual Report for February.

PARKS & RECREATION COMMITTEE:

CONSIDERATION: RESOLUTION 18-08/SUPPORT OF SINGLE TRACK MOUNTAIN BIKE TRAIL AT NEW GLARUS WOODS STATE PARK: Administrator Gadow reported that Ben Neff, representing the Friends of the New Glarus State Woods Park appeared at the March 14<sup>th</sup> Parks & Recreation Committee meeting to request support from the for a pilot program to develop a 6.2 mile single track mountain bike trail within the New Glarus Woods State Park. The project would be done in phases in collaboration with the DNR, and would be designed to avoid sensitive natural areas within the park. The DNR would like to see community support for the project, and letters of support have been received from the Green County Healthy Communities Coalition and area biking groups. The Friends group states that the mountain bike trail will create a synergy with other local area bike trails, and serve as a tourism destination. Parks & Recreation Committee is

recommending approval of Resolution 18-08 in support of a mountain bike trail at New Glarus Woods State Park.

Motion by Anthony Edge, second by Peggy Kruse to approve Resolution 18-08. Motion carried. (6-0).

**PUBLIC WORKS & PUBLIC SAFETY COMMITTEE:**

**UPDATE/DISCUSSION/CONSIDERATION: 2018 STREET PROJECTS AND BORROWING:**

Administrator Gadow updated the Board on the direction provided at the December 19, 2017 Village Board meeting, wherein the Board authorized Staff to get cost estimates for three (3) street surface rehabilitation projects for 2018:

1. 1<sup>st</sup> Street (5<sup>th</sup> Ave – 6<sup>th</sup> Ave): Overlay
2. 3<sup>rd</sup> Street (4<sup>th</sup> Ave – 14<sup>th</sup> Ave): Overlay, selected curb replacement and matching
3. 5<sup>th</sup> Street (3<sup>rd</sup> Ave – 14<sup>th</sup> Ave): Overlay, selected curb replacement and matching

Village Staff, working in cooperation with the Village's Engineer are recommending utilizing Green County Highway Department for the work due to limited scope of these projects, in terms of complexity, timing, and mobilization efforts. Green County is listed as an accepted bidder with the State.

Green County Highway Department along with Village Staff developed estimates on the scope of work for the three projects, as follows:

<b>Street Project</b>	<b>Updated Cost Estimate</b>
1 <sup>st</sup> Street	\$19,076
3 <sup>rd</sup> Street	\$74,613
5 <sup>th</sup> Street	\$113,276
Add'l Concrete Work (1 <sup>st</sup> St. decorative)	\$10,000
<b>Total Project Cost Estimates</b>	<b>\$216,965</b>

In December, the Board expressed a priority for completing the 1<sup>st</sup> Street project first. Green County's current project schedule would allow them to start the 1<sup>st</sup> Street project in May, which would likely take a week to complete. The 3<sup>rd</sup> and 5<sup>th</sup> Street projects would be scheduled for later in the year.

Public Works/Public Safety Committee is recommending proceeding with the listed projects as well as considering rounding the borrow up to \$230,000 to \$250,000 if interest rates are good as the additional funds could be utilized to complete some additional street maintenance projects. The 2018 budget currently includes \$40,000 for street maintenance that is separate from the funding for the above projects.

Administrator Gadow indicated Staff is requesting the following authorizations from the Village Board to continue with the 2018 Street Projects:

1. Authorize Staff to prepare and execute contract documents with Green County Highway for the three projects, and proceed with the 1<sup>st</sup> Street project in May, if feasible.
2. Authorize Staff to contact local financial institutions for quotes on potential rates and terms for the borrow request for the street projects.

The Board briefly discussed the whether the pavement would be milled up prior to the overlay and Administrator Gadow noted the Village Engineer and Public Works Director felt it would be more beneficial to put the overlay on the existing surface as it would provide additional substructure. The Board also reviewed the cost estimates provided by Green County Highway, noting the price per ton of mix varied on the individual quotes. After a review of the information, it was determined the difference was probably due to the size of the individual project(s). This will be confirmed with Green County Highway.

Motion by Barb Anderson, second by Petra Streiff to authorize staff to prepare and execute contract documents with Green County Highway for the three projects:

1. 1<sup>st</sup> Street (5<sup>th</sup> Ave – 6<sup>th</sup> Ave): Overlay
2. 3<sup>rd</sup> Street (4<sup>th</sup> Ave – 14<sup>th</sup> Ave): Overlay, selected curb replacement and matching
3. 5<sup>th</sup> Street (3<sup>rd</sup> Ave – 14<sup>th</sup> Ave): Overlay, selected curb replacement and matching

proceeding with the 1<sup>st</sup> Street project in May, if feasible; and to authorize Staff to contact local financial institutions for quotes on potential rates and terms for the borrow request for the street projects. Motion carried. (6-0).

ADMINISTRATOR'S REPORT:

UPDATE/DISCUSSION: DOWNTOWN OPEN HOUSE EVENT, MAY 19, 2018: Administrator Gadow noted he has received a request from Wisconsin Economic Development Corporation for the Village to participate in the Main Street and Connect Communities event again this year on May 19, 2018. Last year, the Village participated with other Main Street and Connect Communities to host a "Downtown Open House" Event on May 13, 2017. The purpose of the event was to open up buildings and spaces, to get residents and visitors to have new experiences in the downtown. Six sites participated in the event last year, including the Chalet, the Swiss Historical Village, the Swiss Church, and a free historic building walking tour. Administrator Gadow noted that the bike rodeo was included as part of the event last year but is occurring a week earlier this year. He requested Board feedback on whether to coordinate the event again this year. The Village Board indicated their support for the event.

REMINDER: RESCHEDULING OF APRIL 3<sup>RD</sup> VILLAGE BOARD MEETING: Due to the Spring Election, the April 3<sup>rd</sup> Village Board Meeting will be rescheduled to Wednesday, April 4<sup>th</sup>.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:24 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
2/20/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, and Greg Thoenke, Peggy Kruse and Denise Wright. ALSO PRESENT: Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.



ANNOUNCEMENT: President Truttmann announced that the Village Board will convene into Closed Session called under State Stat. 19.85(1)(c) for the purpose of considering performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Administrator Annual Review].

AGENDA: Motion by Barb Anderson, second by Greg Thoemke to approve the agenda. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Greg Thoemke for approval of the consent agenda, second by Petra Streiff. Motion carried. (7-0)

APPROVAL OF MINUTES OF 2/6/18 REGULAR MEETING:

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card, utility bills and February tax settlement totaling \$941,298.17; Checks 35848 to 35895 totaling \$69,200.13; payroll vouchers 12748 to 12771 totaling \$29,195.00.

APPROVAL OF STREET USE PERMIT FOR AROC WISCONSIN ON 5/5/18: This is the annual application for the AROC Wisconsin race event on May 5, 2018. The application request street usage of Elmer Road from ¼ mile south of Kubly Road to Kubly Road from Sugar River Bridge to Argue Road. An updated certificate of insurance is needed prior to the event. Staff recommends approval of the Street Use Permit, conditional upon providing an updated certificate of insurance.

UPDATE: MONTHLY POLICE REPORT: The monthly police report was included in the agenda packet for review.

UPDATE: MONTHLY BUILDING INSPECTOR REPORT: The monthly building inspections report was included in the agenda packet.

UPDATE: MONTHLY UTILITY FINANCIALS: The monthly Utility Financials are included in the agenda packet for review.

UPDATE: MONTHLY BUDGET TO ACTUAL REPORT: Included in the agenda packet, was the monthly Budget to Actual Report for January.

ADMINISTRATOR'S REPORT:

CONSIDERATION: RESOLUTION 18-05: SETTING FEES FOR SPECIAL EVENTS AND STREET USE PERMITS: Administrator Gadow reported that Resolution 18-05 had been prepared based on discussion at the 2/6/18 Village Board meeting with the approval of an increase for park use fees from \$25 to \$35 for residents, and \$35 to \$50 for non-residents. It was noted that the Street Use Permit and Special Events Permit application fees would also need to be increased to \$35 (from \$25) to match the park rental fees. Motion by Greg Thoemke, second by Petra Streiff to approve Resolution 18-05. Motion carried (7-0).

DISCUSSION FOR RESCHEDULING VILLAGE BOARD MEETINGS ON ELECTION NIGHTS:

Administrator Gadow requested input from the Board on the possible rescheduling of Board meetings that fall on the same day as Elections, noting conflicts for April 3 and November 6, 2018.

President Truttman noted that the Green County Board has a standing rule that moves the Board meeting to the following week should the regular date fall on an Election Day. The Board briefly discussed, with Staff input, the options for timing of a rescheduled meeting and directed Staff to put together a formal policy, suggesting the day after the Election to be a favorable date.

CONVENE INTO CLOSED SESSION [ADMINISTRATOR ANNUAL REVIEW]: Motion by Barb Anderson, second by Anthony Edge to convene into closed session at 7:07 p.m.

ROLL CALL VOTE: Barb Anderson-yes; Anthony Edge-yes; Peggy Kruse-yes; Petra Streiff-yes; Greg Thoenke-yes; Roger Truttman-yes; Denise Wright-yes. Motion carried (7-0).

RECONVENE INTO OPEN SESSION: Motion by Peggy Kruse, second by Anthony Edge to reconvene into open session at 7:17p.m.

ROLL CALL VOTE: Barb Anderson-yes; Anthony Edge-yes; Peggy Kruse-yes; Petra Streiff-yes; Greg Thoenke-yes; Roger Truttman-yes; Denise Wright-yes. Motion carried (7-0).

REPORT ON CLOSED SESSION: President Truttman reported the Board had completed the annual review for the Administrator.

ADJOURN: Being no further business before the Board, President Truttman adjourned the meeting at 7:17 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
2/6/18

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, Barb Anderson, Anthony Edge, Petra Streiff, and Greg Thoenke, Peggy Kruse and Denise Wright. ALSO PRESENT: Administrator Bryan Gadow and Clerk-Treasurer Lynne Erb.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttman announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Peggy Kruse, second by Barb Anderson to approve the agenda. Motion carried. (7-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Petra Streiff for approval of the consent agenda, second by Anthony Edge. Motion carried. (7-0)

APPROVAL OF MINUTES OF 1/16/18 REGULAR MEETING:

Approval of Claims: ACH for payroll expense, retirement and Check 35801 totaling \$51,883.12; Checks 35802 to 35847 totaling \$69,644.18; payroll vouchers 12698 to 12722 totaling \$27,395.78; and vouchers 12723 to 12747 totaling \$28,997.74.

Approval of Wage Adjustment for Public Works Laborer: Charles Loeffelholz was hired by the Village in May 2017, and recently completed a probationary review. Mr. Loeffelholz has been a valuable addition to the Village staff, and the Public Works Director and Village Administrator recommend a wage adjustment of \$1.00 to \$22.35. The Personnel and Finance Committee will review the item on February 6<sup>th</sup>.

**PARKS AND RECREATION COMMITTEE:**

**CONSIDERATION: RESOLUTION 18-01/2018 POOL AND PARK FEES:** On January 10<sup>th</sup>, the Parks Committee reviewed the proposed 2018 Pool and Parks & Recreation fees. The proposed 2018 fees are at the same level as 2017. The Committee did request Village Board consideration of a potential increase in the fee for park facility rentals, and asked Staff to research other community rates to present to the Board for consideration. Below is a listing of the park facility rental fees from other area communities:

<b>Community</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Security Deposit</b>
New Glarus (2017)	\$25.00	\$35.00	N/A
Belleville	\$25.00	\$35.00	\$100.00
Monroe	\$25.00 (Week Day); \$65.00-\$75.00 (Weekend)	\$25.00 (Week Day); \$65.00-\$75.00 (Weekend)	N/A
Monticello	\$50.00-\$75.00	\$50.00-\$75.00	N/A
Mt. Horeb	\$50.00-\$60.00	\$60.00-\$80.00	N/A
Verona	\$40.00	\$60.00	N/A

The Board discussed the various options including weekday use vs. weekend use, use of portions of the park vs. the entire park. The also reviewed the various uses of the park, i.e. family gatherings as compared to community festivals and the potential costs associated with the different uses. Administrator Gadow noted if the Board had concerns over additional costs associated with the larger events, those could be covered as a special charge on a case by case basis if necessary. Several Board members noted the benefits to the community of the various festivals using Village facilities, noting they would prefer to keep permit fees reasonable for all. Motion by Peggy Kruse to increase the resident park use fee to \$35 and the non-resident park use fee to \$50, second by Greg Thoemke. The Board discussed the various applications being used by festival organizer and noted the fees for Special Events Permit and Street Use Permit should be adjusted as well. Peggy Kruse amended her motion to include directing staff to bring back a resolution amending the street use and special event permit to \$35 with Greg Thoemke agreeing to the amendment. Motion as amended carried (7-0). Motion by Petra Streiff, second by Barb Anderson to approve Resolution R18-01, with the change to Park Use Fee [\$35 Resident/\$50 Non-resident] and correcting the day of registration fees for the Triathlon to match the Alphornman Triathlon [\$75 Individual/\$85 Team]. Motion carried (7-0).

**ADMINISTRATOR'S REPORT:**

Administrator Gadow reported on the following:

- The 2018 Arbor Day planting has been scheduled for Friday, May 4<sup>th</sup>
- There will be a workshop on "Improving Store Front Facades" held on February 27<sup>th</sup> from 11:30 a.m. to 1 p.m. at Toffler's
- Attendance at the WEDC legislative lobbying session in Madison, meeting with Representatives Pope and Novak along with Senator Erpenbach to discuss support of the historic tax credit program

**PRESIDENT'S REPORT:**

ADMINISTRATOR ANNUAL REVIEW SCHEDULED FOR FEBRUARY 20, 2018: President Truttmann provided the Trustees with an evaluation form to be completed and returned to Clerk Erb by February 14<sup>th</sup> for the February 20, 2018 meeting.

ADJOURN: Being no further business before the Board, President Truttmann adjourned the meeting at 7:27 p.m.

–Lynne R. Erb, Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
1/16/18

REGULAR MEETING-CALL TO ORDER: President Truttmann called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttmann, Barb Anderson, Anthony Edge, Petra Streiff, and Greg Thoemke. ABSENT: Peggy Kruse and Denise Wright. ALSO PRESENT: Administrator Bryan Gadow, Clerk-Treasurer Lynne Erb and Shaun Dow.

The Pledge of Allegiance was recited.

ANNOUNCEMENT: President Truttmann announced that cell phones shall be silenced for the duration of the meeting.

AGENDA: Motion by Greg Thoemke, second by Barb Anderson to approve the agenda. Motion carried. (5-0)

PUBLIC APPEARANCES AND CITIZEN COMMENTS: No public comment.

CONSENT AGENDA: Motion by Greg Thoemke for approval of the consent agenda, second by Anthony Edge. Motion carried. (5-0)

APPROVAL OF MINUTES OF 12/19/17 REGULAR MEETING:

Approval of Claims: ACH for payroll expense, retirement and health insurance, e-check for life insurance and Journal Entry for credit card totaling \$86,136.19; 2017 expenses paid 12/27/17 being Checks 35699 to 35732 totaling \$112,639.93; 2018 expenses paid 1/3/18 being Checks 35733 to 35746 totaling \$120,988.32; 2017 expenses paid 1/9/18 being Checks 35747 to 35777 totaling \$33,040.92 and 2018 expenses paid 1/10/18 being Checks 35778 to 35800 totaling \$54,738.10; payroll vouchers 12645 to 12671 totaling \$34,270.10; and vouchers 12672 to 12697 totaling \$27,476.01.

Approval of Operator License to expire 6/30/2019: To: Shane Smith.

Approval of Street Use Permit for Fuelfed, Inc. on 6/1/18: Fuelfed, Inc is a classic European car club that will be holding their annual road rally on the morning of June 1<sup>st</sup>. The event will begin on 4<sup>th</sup> Ave, between 2<sup>nd</sup> St and Railroad St, where the motorist will depart for countryside driving. There have been no issues with this event in the past. Approval would be contingent on receipt of the required insurance certificate.

Approval of Temporary "Class B" Retailer's License for New Glarus Wine Walk on 2/10/18: The New Glarus Chamber will be hosting a Wine Walk that includes 15 local establishments on 2/10/18.

Approval of Ordinance 18-01 Amend Temporary Operator Licenses: This Ordinance update changes Section 185-22(C)(2) to increase the number of temporary operator licenses that an individual may hold from one (1) to two (2). This amendment will bring the Village Ordinance in conformance with a change in State Statute.

Approval of Resolution 18-02-Adopting the Updated Green County All Hazards Mitigation Plan: The Village has worked jointly with Green County Emergency Management to update the Village's portion of the Green County All Hazards Mitigation Plan. Green County Emergency Management has requested the Village readopt the updated plan, a copy of which is on file with the Village.

Update: Monthly Police Report: The monthly police report was included with the agenda packet for your review.

Update: Monthly Building Report: The monthly Building Inspector's report for December was included with the agenda packet.

Update: Monthly Utility Financials: The monthly Utility Financial Report for December was included with the agenda packet.

Update: Budget Year to Date for November: The December Budget Year to Date report was included with the agenda packet.

**TREE BOARD:**

**DISCUSSION/CONSIDERATION: 2018 TREE PRUNING AND REMOVAL CONTRACT:** Greg Thoenke reported that the Village received two (2) bids for the proposed tree work, one from Boley Tree & Landscape Care and the other from Barnes, Inc. The project bid requested a base bid for normal annual tree pruning and removal, and an additional alternative bid for additional hazardous trees proposed for removal in 2018. The received bids are as follows:

Boley:

	Pruning	Removal	Stump Removal	Total
Base	\$2,200.00	\$7,250.00	\$2,500.00	\$11,950.00
Alternative	\$700.00	\$5,825.00	\$3,095.00	\$9,620.00
Total Bid	\$2,900.00	\$13,075	\$5,595.00	<b>\$21,570.00</b>

Barnes:

	Pruning	Removal	Stump Removal	Total
Base	\$3,700.00	\$17,676.80	\$2,360.00	\$23,736.80
Alternative	\$1,275.00	\$16,851.00	\$3,350.00	\$21,476.00
Total Bid	\$4,975.00	\$34,527.80	\$5,710.00	<b>\$45,212.80</b>

Based on the received bid amounts, Boley Tree and Landscape Care is the low bidder at \$21,570 for both the base and alternative bids. Boley provided tree pruning services to the Village in 2017, and there have been no issues with their service. The Tree Board is recommending approval of Boley Tree and Landscape Care for both the base and alternative bid work at a cost of \$21,570.

Motion by Barb Anderson to accept the recommendation of the Tree Board for use of Boley for tree pruning and removal for the total bid amount of \$21,570.00. Motion carried. (5-0)

**ADMINISTRATOR'S REPORT:**

Administrator Gadow reported on the following:

- The public hearing with PSC for the water rate case will be held tomorrow, Wednesday, January 17, 2018 at 2 p.m. in the Village Hall Boardroom. He further reported to the Board that through the review of the water rate case the PSC determined that the Village did not have the appropriate paperwork to proceed with the installation of the automated meters and issued an order to stop further installations until the Certificate of Authority has been filed. Village Staff had previously spoke with the PSC prior to beginning the project and were told this authorization was not required. Unfortunately, the PSC representative who provided that information is no longer working with the PSC and the Village will now be required to complete the Certificate of Authorization before continuing with the replacement of the meters.
- On February 27, 2018 from 11:30 a.m. to 12:30 p.m. the Village will be co-hosting a workshop with the Wisconsin Economic Development Corporation (WEDC) at Toffler's. The workshop covers Façade and Property Improvements for increasing business activity.
- On January 31, 2018 Administrator Gadow will be representing the Village at the State Capitol as part of a delegation of the Wisconsin Economic Development Association (WEDA) to promote the Historic Tax Credit program and other economic development related programs.
- He has been asked by the UW-Madison Urban Planning Department to teach a class as part of the UniverCity program starting January 26, 2018 for two hours on Friday mornings for five weeks. The participating students will be participating in various projects in Green County project in the fall.
- He is working on an annual report for the Village for the Board review for the February meeting.
- Requested information from the Joint Parks Committee members on the timing for the next meeting. He noted a suggested dated of 1/25/18 from the last meeting minutes, but that the Committee decided in April 2017 to move to twice annual meetings, meaning the next meeting would be held in April, 2018. The committee members understood meetings would be held two times per year and suggested that information be confirmed with the Town of New Glarus members. A brief update on the ice rink was provided with the Board being informed that the basketball area will not work because the elevation in the middle is higher than the edge. Staff is continuing to work on location and timing with the weather.

**ADJOURN:** Being no further business before the Board, President Truttman adjourned the meeting at 7:12 p.m.

–Lynne R. Erb, Clerk-Treasurer