

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 McCloud; 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-Truttman; 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 Olewski; 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: Burreson's Market, Inc. (Darin Burreson, 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 Thoenke (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 resolved. 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:

<b>Street Project</b>	<b>March Cost Estimate</b>	<b>Updated May Cost Estimate</b>	<b>Difference from Previous Estimate</b>
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 Truttmann 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 Truttmann called the meeting to order at 6:30 p.m. PRESENT: VILLAGE BOARD MEMBERS: Roger Truttmann, 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 Truttmann 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 Truttmann announced that cell phones shall be silenced for the duration of the meeting.

ANNOUNCEMENT: President Truttmann 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 Thoenke 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 Thoenke 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 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 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 12th. 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>
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| <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> </ul>
<ul style="list-style-type: none"> <li>▪ Facilitate review of portions of Village's Municipal and Zoning Ordinances</li> </ul>
<ul style="list-style-type: none"> <li>▪ Pursue development of a 2<sup>nd</sup> Village Business Park site</li> </ul>
<ul style="list-style-type: none"> <li>▪ Promote Village's existing economic development tools, such as the Revolving Loan Fund and Façade Improvement Grant, to the business community</li> </ul>
<ul style="list-style-type: none"> <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> </ul>
<ul style="list-style-type: none"> <li>▪ Promote the availability of State and Federal Historic Tax Credits for properties within the two Historic Districts</li> </ul>
<ul style="list-style-type: none"> <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>

<b>Goal 4 – Increase community involvement and communications</b>
<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>

<b>Goal 5 – Address Phosphorus Removal Requirements in the</b>
<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 Truttmann 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 Truttmann 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 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: Auditor Dave Maccoux, 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 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 Octoberfest 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 Truttmann 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 Truttmann, 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 Truttmann 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 Truttmann. Motion carried (6-0).

**CONSIDERATION: PROCLAMATIONS:** President Truttmann 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 Truttmann 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 Truttmann. **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 Thoenke. 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 Thoenke, 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 Truttman read the Proclamation in part, "*NOW THEREFORE, Roger Truttman, 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 Thoenke 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 Thoenke, 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 Truttmann 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 Truttmann called the regular meeting to order at 7:00 p.m. **PRESENT:** Roger Truttmann, 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 Truttmann 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 Thoemke, 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 Truttman 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 Thoenke, 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 Alphonman 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 Truttman 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 Truttman 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 Truttman called the regular meeting to order at 7:00 p.m. PRESENT: Roger Truttman, 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 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. (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 Fueled, Inc. on 6/1/18: Fueled, 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 Thoemke 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
<b>Total Bid</b>	<b>\$2,900.00</b>	<b>\$13,075</b>	<b>\$5,595.00</b>	<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
<b>Total Bid</b>	<b>\$4,975.00</b>	<b>\$34,527.80</b>	<b>\$5,710.00</b>	<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 date 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