

MINUTES
05/02/2012
Regular Town Board Meeting
Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus @ 6:30 pm

ATTENDING: Board Members: Keith Seward, Chris Narveson, Jim Hoesly, Pattie Salter and Dennis Nielson

ABSENT: Dean Streiff and Robert Elkins

ALSO ATTENDING: Dale Hustad & Pete Koch, (Green County Highway Department)

K. Seward called the meeting to order at 6:30 p.m.

1. Proof of Posting: Clerk-Treasurer Salter confirmed proper posting.
2. Approve 4/10/12 Annual Meeting Minutes - J. Hoesly moved approve the minutes as presented; C. Narveson 2nd. Motion carried.
3. Approve 4/10/12 Rebecca Hauser Public Hearing Minutes - C. Narveson moved approve the minutes as presented; J. Hoesly 2nd. Motion carried.
4. Approve 4/10/12 Regular Town Board Meeting Minutes - C. Narveson moved approve the minutes as presented; J. Hoesly 2nd. Motion carried.
5. Public Comments: No public comments.
6. Patrolman's Report:
 - a. Report on E. Klitzke Ditch Work – D. Nielson reported that E. Klitzke did not have a liner installed, but would have the fire department flush the culvert out.
 - b. 2012 Road Maintenance – Pete Koch from the Green County Highway Department was provided the board with an estimate of \$109,428 to complete the 2012 Road Maintenance. C. Narveson moved to accept Green County's work order. J. Hoesly 2nd. D. Nielson would like to add patching on Edelweiss and shoulder work on a few areas. Truck rental from Green County Highway Department would be used for the shoulder work at an approximate cost of \$50/hour. Motion carried.
 - c. Trees in the Right of Way – C. Narveson reported that on the road review, there is a resident who is planting trees in the right of way. The item is not on the agenda. The board questioned whether or not we should have an ordinance for this. The clerk will check with the WTA for guidance and add this topic to next month's agenda. The resident will be notified and invited to attend a future Town Board Meeting to address the situation.
7. Finance Committee Report:
 - a. Accounts Receivable Aging List - \$96 had been billed out between April and May.
 - b. Review and Payment of Driveway Refund – None submitted
 - c. Review and Payment of Rebecca Hauser Escrow Deposit Refund – C. Narveson moved to deny the refund request due to expenses incurred during the review process. J. Hoesly 2nd. D. Hustad recommended changing the wording "Plan Review" to Non-refundable Application Fee" and to add .2 hours of his consulting time to the invoice. Motion carried. Clerk will revise the invoice and send it out.
 - d. Accounting Reports w/Monthly Bank Reconciliation – C. Narveson confirmed that the April bank accounts balance.

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- e. Approval and Payment of Bills – C. Narveson moved to approve April checks 16639-16644 & ACH 36690 & 91131, J. Hoesly 2nd. Motion Carried.

C. Narveson moved to approve May checks 16645-16671 & ACH 20576, 41059, 55800, & 83104 J. Hoesly 2nd. Motion Carried.

8. Clerk-Treasurer Report:

- a. Weed Commissioner Recommendation: P. Salter reported that our previous Weed Commissioner, Robert Buehl decided not to provide this service and the Town would need to appoint a new Weed Commissioner and define the duties. Last year Mr. Buehl charged \$217.50 which entailed 13 hours of driving @ \$10/hr and 175 miles @ \$0.50/mile.

P. Salter noted that she talked with the Village about their procedure and who they used for Weed Commissioner. They appointed Richard Irland as their Weed Commissioner. They pay him an annual compensation of \$100. When the Village gets a complaint, they send Richard out to investigate. If there is a violation, the resident is sent a certified letter notifying them that they have 10 days to remedy the violation. Richard checks back on the 10th day, if the problem still exists he notifies the Village and they send out someone from Public Works to mow or spray weed killer. The landowner is billed a special charge on their tax bill for the time and materials. Richard Irland is open to serving as our Weed commissioner, but is waiting to hear how compensation and procedures would be handled within the Town.

C. Narveson moved to appoint Richard Irland as Weed Commissioner at a rate of \$10/hr. plus \$.555 per mile. The Weed Commissioner will make a minimum of one complete tour of the town per year plus respond to complaints and follow up. J. Hoesly 2nd. Motion Carried. Without objection Noxious Weed Ordinance review will be added to next month's agenda.

- b. Emergency Election Plan Recommendation – P. Salter presented the Board with a draft plan of what procedures should be followed in the event of an Election Day Emergency. K. Seward moved to approve the plan as submitted, J. Hoesly 2nd. Motion carried.
- c. Report on Signage – P. Salter reported that an opportunity for a Town of New Glarus Sign has become available. P. Salter received two quotes for an outside sign and window decal. Monroe Signs quoted \$310 installed and Bell Signs has quoted \$345. Without objection clerk will order the sign.
- d. Request for PC for Deputy Clerk – P. Salter reported that the Deputy Clerk's computer is so slow it is compromising productivity. The approximate wait time on an email message is 10-15 minutes. The machine was originally donated and has done a good job, but it now needs to be replaced. P. Salter received 2 quotes one from Phoenix Consulting in the amount of \$620 for a Dell Optiplex 390 plus an additional \$200 to transfer all the data. This pc would include a 3 year warranty with next business day service. The other quote was for an emachine ET1331-40e which would cost \$499.99 and carries a 1 year mail in warranty and we would have to transfer our own data. K. Seward moved to reallocate \$1000 from the Stormwater engineering budget item to purchase a new computer, C. Narveson 2nd. Motion carried.
- e. Report on Treasurer District Meeting – P. Salter reported that topics of the Spring Treasurer's conference included speakers from:
- i. WI Wireless Association - They are an organization that offers free advocacy negotiating leases for wireless towers and/or antennas on municipal property.

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- ii. Sharon Cook went over good tips for dealing with lobbyist. She strongly recommended that local government units become members of the League of Municipalities.
- iii. Claude Lois with the Department of Revenue talked about how there currently is very little oversight of Assessors in the State. The State is currently working to create better standards in reporting, audits and benchmarking capabilities.
- iv. Ileen Mallow with the Department of Revenue went over the changes coming to the Statement of Taxes and Apportionment Forms. They have redesigned their forms in an effort to limit errors. They are working on e-filing that helps edit math problems, consistency problems and eliminate duplicate data entry.
- v. Dr. Craig Maher, Associate Professor at the Department of Public Affairs UW Oshkosh reviewed the State budget impacts on local government. He reported that we are in the worst recession in 50 years. K12 education took the hardest hit in loss of employment. The greatest rebound has been seen at the State level through sales tax and income tax. Local units have had a lag due to decline in property tax and local spending caps. WI is lagging in non-farm employment – we're still seeing employment reductions. WI is below the National level. His overall assessment was that things in the State were going to get worse before they get better.

f. Correspondence

- i. Troxler Tree – D. Strudthoff at the High School reported that the school district welcomes the tree donation and will let us know next week where it can be planted.
- ii. Water Collection – Cara Carper would like to offer bottle pick up on Friday, June 1 from 2-4 and on Saturday, June 2 from 11 a.m. – 1 p.m. Cara would also like to offer drop off times from 8 a.m. to 6 p.m. This request would involve the office being open longer than normal hours and is looking for direction. K. Seward volunteered to help staff the office on Saturday. The Clerk will work to schedule Deputy to cover additional time on the Monday of bottle pickup.

Cara also needs to know when the board would like to host the educational program. She is offering to do it on Thursday, June 28 and would like to know if we want both a daytime program (10:30-noon) and an evening program (6:30-8 p.m.) The consensus of the board was that participation during the day would be too low. Without objection the program will be offered in the evening only.

- iii. Recycling Grant – P. Salter reported that the Town will be awarded \$1,002.54 towards recycling efforts.
- iv. Board of Review – P. Salter explained that she met with Craig Galhouse. He anticipates spending the first hour of Board of Review on administrative work. He is expecting 2 people to come before the Board of Review, one of which is an attorney. Craig suggests that the board hire a court reporter to document this year's proceedings. Craig will let us know before next week if he still feels the reporter will be necessary. D. Hustad suggested that Laurie Stuessy is the courtroom reporter for Green County. He did not know if Ms. Stuessy would be interested in this type of work. Without objection we'll hire a courtroom recorder upon Craig's recommendation.
- v. Ride to Farm – Saturday, June 2 – between 75 and 100 bicyclists will be traveling through New Glarus. They will have lunch at Culvers and stop at two local farms for rest and refreshments.
- vi. Street Light at Exeter Crossing and Hwy 69 – P. Salter reported that she has made contact with Deana Dram at the Department of Transportation. Deana planned to be out of the office until May 7th. She will get back to us after that.

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- vii. WI Policy Advisors – K. Seward reported that this organization could be hired to have difficult conversations with staff and help with difficult policy changes.
9. Chairman's Report
- a. Follow up on Waste Management – K. Seward presented costs for the automated trash pickup. There was no interest in pursuing the automated service.
10. Library Funding Discussion
- a. Use of Sinking Funds - K. Seward reported that there is currently \$41,523 in the Park/Town Hall Sinking Fund and another \$23,901 in the Community Partners Sinking Fund. D. Hustad recommended bringing this issue before a special meeting of the electorate if a new direction is taken in using the funds. D. Hustad cautioned that if we use the Park/Town Hall Sinking Fund to support the library capital fund, we could be sending a message to the constituents that we're no longer looking to build. The board discussed talking with the Library Board about securing office and/or park space at the new library.
- b. Letter to the Library Board - Without objection J. Hoesly and K. Seward will work on composing a letter to the Library Board.
11. Personnel Committee Report
- a. Recommendation on Hourly vs. Salary and Per Meeting Incentive for Hourly Employees. K. Seward reported that the HR Committee met and recommended that the Clerk-Treasurer and Deputy Clerk positions remain as hourly paid (non-exempt) positions.
- In addition the HR Committee recommended eliminating per meeting incentives for hourly employees and pay actual hours worked. He also reported that the HR Committee recommended that hourly employees be paid 1 ½ time their hourly rate for all hours worked over 40 hours per week. J. Hoesly moved to approve the policy as presented, C. Narveson 2nd. Motion carried.
12. Parks Commission Report
- a. Request for up to \$300 for the Barns Preservation Speaker. C. Narveson moved to pay the speaker up to \$300 out of the park workshop fund. J. Hoesly 2nd. Motion carried.
13. Plan Commission Report
- a. Recommendation for Driveway Ordinance Change within the ETZ Zone - K. Seward presented the board with revisions to the Driveway ordinance to accommodate areas within the ETZ. K. Seward moved to proceed with the recommended changes as presented. C. Narveson 2nd. Motion carried. Clerk will notify the Village.
- b. Discussion of Official Village Map – K. Seward presented the board with a proposed official Village map for informational purposes.
14. Next Town Board meeting was set for June 12th at 6:30 p.m.
15. Adjourn: Discussion ended at 9:15 p.m. C. Narveson moved to adjourn, 2nd by J. Hoesly. Motion carried.