

**MINUTES  
TOWN OF NEW GLARUS  
Regular Town Board Meeting  
01/15/2013**

**Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus @ 6:30 pm**

**ATTENDING:** Board Members: Keith Seward, Dean Streiff, Chris Narveson, Jim Hoesly, Robert Elkins, and Pattie Salter

**ALSO ATTENDING:** Dale Hustad, Town Attorney, Linda Highland, Jody Hoesly, Jodi Sweeney, Jane Martinson, Becky Weiss and Kevin Budsberg

K. Seward called the meeting to order at 6:40 p.m.

1. Proof of Posting: Clerk-Treasurer Salter confirmed proper posting.
2. Approve Town Board Minutes:
  - a. 12/11/2012 Town Board Minutes: J. Hoesly moved approve the minutes as presented. C. Narveson 2<sup>nd</sup>. Motion carried.
  - b. 12/28/2012 Town Board Minutes: D. Streiff moved approve the minutes as presented. C. Narveson 2<sup>nd</sup>. Motion carried.
3. Public Comment: None
4. Patrolman's Report:
  - a. Dump Truck Discussion: In the absence of D. Nielson, K. Seward explained that we would be preparing for bids by spring for a new truck.
5. Finance Committee Report:
  - b. Accounts Receivable Aging List: Not available – Clerk explained that printer had jammed while preparing meeting packets. Reports will be distributed at the February meeting.
  - a. Accounting Reports w/Monthly Bank Reconciliation: Not available – Clerk explained that printer had jammed while preparing meeting packets. Reports will be distributed at the February meeting.
  - b. Approval and Payment of Bills: D. Streiff moved to approve December checks 16920-16961. C. Narveson 2<sup>nd</sup>. Motion Carried.  
  
D. Streiff moved to approve January checks 16962-16980. C. Narveson 2<sup>nd</sup>. Motion Carried.
6. Clerk-Treasurer Report:
  - a. Trash Collection Report:
    - i. Clerk's Network Survey: P. Salter distributed results of a survey of other communities are paying for their trash and recycling. K. Seward volunteered to contact Veolia to schedule a meeting to meet to discuss possible costs and services of using Veolia within the Town before meeting with Waste Management.
  - b. Accounting Software Review: P. Salter reported that she had contacted the Clerk's Network to establish what other communities are using for their accounting and payroll programs. After comparing, the information the selection has come down to three programs, Workhorse, Civic Systems and Town Hall Software. Of the three packages, the Town Hall package is in our price range. P. Salter would like to schedule a demo with Town Hall Systems before making a final recommendation.

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- c. Introduce Ordinance Establishing Split Shifts for Election Officials: P. Salter reported that the Election Officials have requested that we consider a split shift day. An ordinance is necessary to accomplish this. P. Salter distributed a proposed ordinance that would split the day into two shifts, the first shift would be from 6:30 a.m. to 1:00 p.m. the second shift would begin at 1:00 and end with completion of all required Election Day duties after the polls close.

Pattie will contact the Village of New Glarus and the Green County Clerk to see what other municipalities have split shifts. Keith and Pattie will then review the proposed ordinance and work out the details.

- d. Correspondence:
- i. Upcoming Workshops: Cara Carper of the UW Extension has invited local our board members to join them on a trip to the Capital in Madison on February 13<sup>th</sup>. K. Seward reported that he asked Cara if the bus could stop by the bank in the morning to pick up anyone interested in going. Keith said the bus will be here at 7:50 a.m. on the 13<sup>th</sup> and will not wait long. If interested in attending let Pattie know so she can let Cara know.

Membership in the WTA Urban Towns Committee is up for renewal. P. Salter reported that the annual membership fee is \$360 per year. In the past, we received email notices on pertinent news articles that Marge Pearce would send out. Since her death, we have not gotten much for the annual fee. P. Salter asked if the board wanted to renew the membership. Interest in renewal was low. At this point, the Clerk-Treasurer will not renew the membership.

The WTA District meeting is February 22<sup>nd</sup> in Mineral Point. Keith and Dean are planning to attend. Anyone else interested in going should let Pattie know.

P. Salter asked the board if she could subscribe to an offer for 1-year training membership from Fred Pryor/CareerTrack for unlimited training. The annual cost is usually \$499 but for a short time they've lowered the cost to \$199. The program would include on-site and on-line courses. Two of the courses would be helpful for Susan, Microsoft Excel and Microsoft Outlook. Pattie is also interested in taking the Microsoft Outlook training. There are budgeted funds for training, without objection, the board approved the purchase.

7. Chairman's Report

- a. Set 2013 Performance Levels: K. Seward distributed a Cost of Living graph which showed inflation at about 2% last year and showed it going down a bit this year. K. Seward moved to keep the levels the same as last year with low performance 1%, Medium Performance at 2.5% and High Performance at 4%. C. Narveson 2<sup>nd</sup>. Motion Carried.
- b. Set 2013 Health Insurance Levels: K. Seward felt a fair range for health insurance is 75% of the maximum tier 1 policy available in our area. Without objection, the issue was forwarded to the HR committee for review and recommendation at next months meeting. Clerk-Treasurer, Salter suggested that by lowering the Town's contribution level after the year had begun it could potentially cause a hardship for employees using the State's Health Insurance Plan and asked that the board consider keeping employer contributions rates as they currently are for this year and revisit the issue in November of next year for 2014 rates.
- c. Discuss 5 Year Financial Plan: P. Salter reported that our future borrowing could put us into the bond market and would like to have a 5-year plan done to help us better manage our debt and keep our taxes level. Potential debt needs in the near future included a new dump truck, new fire

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truck, new ambulance and revenue sharing with the Village. She felt that these needs highlighted the importance of pre-planning to control our future tax levy. Without objection, Keith and Pattie will talk with Kevin and report next month.

d. Report on Subcommittee Meeting for Town Hall in New Library:

- i. Review Letter of Intent -K. Seward presented the board with a draft letter of intent that was prepared by the subcommittee and submitted to the Library Board for review. The process is that the subcommittee would submit a letter of intent to the various boards and upon approval of the elements would result in a lease between the Town the Village and Library Board for space rental in the new library.

The Library Board returned our draft with their markups. accepted the dollar value of the proposed rent. They accepted the concept of an annual rent increase based on an estimated CPI of 2.5% per year. The Library Board did not approve some elements of the proposal. They discounted the idea of the library buying partitions. The original plan had the space layout, stud walls, drywall, etc. Including in that was the establishment of workstations. They also adjusted the timeline of when rent would be due. They want the annual rent paid at the beginning of the year and not monthly. They are not interested in using our meeting furniture.

K. Seward noted that there were a few minor changes. On the first page, 3<sup>rd</sup> paragraph from the bottom lists the ordinance date of the impact fee as 9/13/11. The impact fee ordinance was amended on that date. The correct date of ordinance should be listed as 5/6/08. Dale noted on the bottom of page 3, credit is given for prepayment of sinking funds and impact fees. Dale noted that impact fees could not be used in that manner. K. Seward agreed that the language should be revised to reflect the legal issues associated with impact fees. They will get the impact fee regardless of when the rent is paid. Dale felt the sinking fund language was fine, he felt the reference to “impact fees” should be removed and the amounts could remain. Another change had to do with the fiscal agreement on page 3, second bullet down, annual rent K. Seward interpreted this to mean that the first year would be prorated based on date of occupancy the 2<sup>nd</sup> year would be \$7,073 payable at the first of the year. Finally, on Page 4, after the bullet “starting to rent” D. Hustad noted that Impact Fees could not be released until we have a signed intergovernmental agreement. The language will need to be amended to reflect this.

D. Streiff moved to allow K. Seward and D. Hustad to make the amendments as discussed and submit it to the Village board and library board for review. J. Hoesly 2<sup>nd</sup>. Motion carried.

- ii. Discuss Pool Impact Fee – K. Seward reported that once the CBA agreement is signed, we could cut a check for the pool house portion of the impact fees.

8. Report on Cooperative Boundary Agreement Status:

- a. Cooperative Plan and Summary documents were discussed. K. Seward felt that preservation of tax base over the period of the agreement was of particular value to the Town. It allows the Town to get higher density development closer to the Village and allows them to have public sewer and water via the Village while remaining in the Town up to the 20<sup>th</sup> year of the agreement. Those homes would then be annexed to the Village in the 20<sup>th</sup> year. The revenue

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sharing portion of the agreement relate to the Town sharing revenues to the Village to help support of the library. The revenue sharing from the Village to the Town relates to the amount of taxes the Town collected from newly developed. The Village would pay us 5 years worth of local taxes over a period of 10 years. In addition, the plan provides for joint planning, works on joint projects and addresses commercial industrial projects. A Joint Planning Commission consisting of 3 members from the Village and 3 member from the Town will handle ongoing planning. K. Seward noted that his recommendation was for the board to approve the agreement.

Gof Thomson addressed the board, beginning by stating that he is on the Joint Planning Commission and on the issue, he was going to present, he was out-voted. Gof went on to explain that over the past 2 years of negotiations with the Village, the Town has agreed to pay \$10,000 over a 10-year period or \$100,000 to the Library whether or not the Library is built. Gof agreed that this figure was equitable. He explained that if 100 homes were built over the next 20 years within the planning area, the Town would receive about \$1,000 per home in tax benefit from the Village when they annex. He thought this would be fair since we want to be full partners in the Library.

However, Gof noted that during the last two meetings with the Village that number changed from \$100,000 to \$180,000-\$250,000 that we would pay the Library whether or not the library were built. The formula used has an element that if the Town uses increases we pay in more and if the Village's puts in more money we would match that as well. The formula shows that the Town will in essence tax itself \$18,000 the 1st year. \$10,000 of that would be paid to the library and \$8,000 would be put into escrow. The next year, depending on library use, etc. we may tax ourselves \$19,000. Again, we would pay the library \$10,000 and put the balance of \$9,000 into escrow. At the end of 10 years, the funds collected in escrow would be paid out to the Village in equal amounts over the next 10 years. Gof explained that this escrow amount is what he disagrees with. He felt the additional funds were unreasonable and would be a burden on the Town. Gof suggested that the Village had stated on a number of occasions that if the Town did not pay more than the \$100,000 it would be a deal breaker. Gof feels the Town should call their bluff. He gave several examples of operational deficits at the library and warned that the Village would be foolish to walk away from the \$100,000 offer. In closing, Gof asked the board to limit their contribution, in the event the new library is not built to \$100,000.

Jim Salter, Village President commented that going into the negotiations with the Town regarding Cooperative Boundary Agreement, his rationale was to even up the costs per capita of Town and Village residents' use of the library. He gave an example that the way the County distributes taxes for the library; the New Glarus Library only receives about 70% of those funds. He noted that for every dollar that a Village resident pays in taxes for the library a Town resident pays \$0.70. He further explained that there is an approximately \$18,000 difference between the use of the library between the Village and Town.

K. Seward reminded those present that the continuation of the \$10,000 payment to the library is only relevant if the library were not built within the next 20 years. K. Seward distributed a handout illustrating what would happen if the library were not built within the 20 years. The first illustration shows that at the end of the first year the \$18,000 would begin. It shows that the escrow amount would creep up to an annual payment of approximately \$20,000. If that happens,

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and the library is not built, the escrowed amount would be paid out in 10 equal annual payments of approximately \$8,500. So in this scenario the total contribution would be \$185,000 (\$100,000 base payment + the \$85k paid over 10 years = \$185K).

The 2<sup>nd</sup> page uses the same scenario, again it would only apply if the library were not built, but assumes the revenue sharing formula creeps up to \$25,000 in the 10<sup>th</sup> year. Then the total contribution paid out would be approximate \$207,000. (\$100,000 + \$107,000 paid over 10 years). K. Seward did not feel that the assumptions where the contributions jump to the revenue cap of \$25,000 were very likely. K. Seward did note that the \$25,000 revenue cap has a provision that if the Village were to increase their maintenance of effort to the library, the Town would increase the revenue cap 1/6<sup>th</sup> of every dollar the Village raises.

K. Seward also noted that if the library was built in the 15<sup>th</sup> year, the escrowed amount would stop and whatever was left in that fund would revert to the Town's General Fund.

J. Hoesly moved to approve the CBA agreement as presented. R. Elkins 2<sup>nd</sup>. C. Narveson commented that although he agrees in part with Gof's comments, he feels the library will be built. He would have liked to have the Town have greater input into how the library annual costs affect the revenue sharing calculation. K. Seward asked for a roll call vote. Chair, Seward voted aye, J. Hoesly voted aye, D. Streiff voted aye, R. Elkins voted aye and C. Narveson voted aye. Motion passed unanimously.

b. Possible Adoption w/Resolution - No objection to signing the resolution as presented.

9. Parks Report

a. Request for Unspent 2012 Budget – C. Narveson explained that the Parks Commission did not use their entire 2012 budget and requested that \$1,752 be carried over to be used to help recruit new members and do a mailing. He was not ready to make a motion and asked to revisit the issue at next month's meeting.

C. Narveson reported that the Parks Commission has scheduled a Tree Workshop for April 8<sup>th</sup> at the Town Hall. The Guest Speaker is Cory Secher a DNR Forester. Topic will include Town tree sale species, natural snow fences, and disease and invasive species information.

In conjunction with the workshop, the Parks Commission has teamed up with the Boy Scouts for a tree sale, which is scheduled for Saturday, April 20 at the Town Hall. The Boy scouts will be helping with the sale and will receive any profits from the sale.

10. Closed Session per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - R. Elkins moved to recess into closed session at 9:35. D. Streiff 2<sup>nd</sup>. Motion carried.

11. Return to Public Session - D. Streiff moved to return to open session at 9:40. J. Hoesly 2<sup>nd</sup>. Motion carried.

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12. Action on Closed Session - C. Narveson moved to approve Keith's recommendation to increase P. Salter's hourly wage by 2.6% or \$0.45/Hr. from \$17.49 per hour to \$17.94 per hour retroactive to anniversary date. R. Elkins 2<sup>nd</sup>. Motion carried.
13. Schedule Next Board Meeting: Without objection, the next Regular Town Board Meeting will be held February 5, 2013 at 6:30 p.m.
14. Adjourn: Discussion ended at 9:45 p.m. R. Elkins moved to adjourn, 2<sup>nd</sup> by J. Hoesly. Motion carried.

Patricia I. Salter, Town Clerk-Treasurer