

MINUTES
TOWN OF NEW GLARUS
Regular Town Board Meeting
Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus
April 14, 2015, 7:00 p.m.

ATTENDING: Board Members: Keith Seward, Dean Streiff, Chris Narveson, Jim Hoesly, Susan Crum, Robert Elkins, Pattie Salter and Dennis Nielson

ALSO ATTENDING: Patrick McGowan, Todd Hasse, Kris Hasse, Liz Seward, Judith Blank and William Argue

K. Seward called the meeting to order at 7:00 p.m.

- 1) Proof of Posting: P. Salter confirmed proper posting.
- 2) Swear in New Board Members: P. Salter swore in Chris Narveson, Chair; Dean Streiff, 1st Supervisor; and Susan Crum, 2nd Supervisor each for a two year term. Beginning 4/14/2015 through 4/14/2017.
- 3) Approve Town Board Minutes:
 - a) 02/10/2015 Special Meeting of the Electorate: R. Elkins moved to approve the minutes as presented, C. Narveson 2nd. Motion carried.
 - b) 02/10/2015 Regular Town Board Meeting: C. Narveson moved to approve the minutes as presented, R. Elkins 2nd. Motion Carried.
 - c) 03/10/2015 Regular Town Board Meeting: C. Narveson moved to approve the minutes as presented, D. Streiff 2nd. Motion Carried.
 - d) 03/25/2015 Special Meeting regarding 26 5th Avenue: R. Elkins moved to approve the minutes as presented, C. Narveson 2nd. Motion Carried.
- 4) Consider Approval of Seward CSM and Authorize Signing: K. Seward conceded the chair to C. Narveson. J. Hoesly moved to approve the two Seward CSM's as presented and authorized the Town Chairman to sign the documents. D. Streiff 2nd. Motion carried unanimously. K. Seward resumed the chair position.
- 5) McGowan Plan Review: Patrick McGowan presented the final plan for renovation and construction of the new office space on 5th Avenue. McGowan discussed the drawings, project specifications, bidding specifications, prevailing wages, proposed finishes, bidding networks and preliminary proposed schedule. After discussing the project it was decided that a door should be added to the upstairs storage area and LED outside lights will be added to the specs. Patrick reported that qualified bidders must have experience with at least two other commercial project of a similar scope over the last couple years; Tim Schleeper suggested listing a bid bond and performance bond as a line item. Patrick explained that he is trying to reach a balance to get qualified contractors but open the bidding up to some of the local talent. K. Seward noted that this project is valued below the prevailing wage requirement. P. Salter recommended adding a 10% retainer to insure the project is completed as requested.
 - a) Set Bidding Schedule: Patrick explained that he has built in a week review time for the board to make any final changes to the plan. The board felt they would be able to make their recommendation at the Annual Meeting, scheduled for April 21 Annual meeting. Without objection add discussion to the Annual meeting agenda.

04/21 - Board Review and Plan Acceptance
04/27 - Drawings Posted for Bids
05/26 - Bids Due
06/02 - Contract Signed
06/08 - Construction Begins
10/09 - Substantial Completion
 - b) Letter to Notify Bank of Intent to Vacate Office: After a brief discussion, the Clerk will prepare a written notice for the Bank of New Glarus of our intent to vacate the office by November 1, 2015.

- 6) Consider Bid Letting for Phase I of Pioneer Road: T. Schleeper noted that he just received the boring report today and requested a week to adjust the plan to accommodate core findings. Without objection the topic will be presented at the April 21 Annual meeting.
- 7) Patrolman's Report:
- a) Request for Pole Saw Replacement: D. Nielson reported that our existing Pole Saw is worn out. He would like to purchase either a new Stihl saw for a cost of \$649 less 10% (\$584.10) or a new Husqvarna saw for \$540. Without objection Dennis will purchase the saw provided the funds are available in the budget.
 - b) Set Road Review Date: C. Narveson would like to set up a Public Works Commission to make smaller teams to review the roads. After a brief discussion, C. Narveson, J. Hoesly and D. Nielson will review the roads on Friday, April 24.
 - c) Consider Joint Garage/New Building Site: D. Nielson has talked with the County and Village and they want to build a combined public works building between Cty W and Kubly Roads (a portion of Valle Telle. Nielson felt the project wouldn't come together until after he was retired. J. Hoesly did not feel the location was optimal due to the steep hill. K. Seward warned to get involved in the planning very early, know what you want and let them know what you need.
 - d) Review TLC Contract for Snowplowing: K. Seward reported that the costs for the snow plowing was expensive. D. Nielson suggested a discussion for discontinuing this and other single use roads. J. Hoesly mentioned that the Town council had also recommended this. Without objection a discussion of road discontinuation will be added to the May agenda.
 - e) Request for Part-Time Help: D. Nielson noted that he has 22 months before retiring and wanted the board to begin thinking about bringing someone in to learn the job. Nielson also noted that our Part-time Patrolman will also be leaving when he does. Without objection the topic will be added to the September Agenda.

Emergency Call-out List: D. Nielson asked for a list of Emergency contacts for Green County. Dennis, Gary and Chris were added to the list.

8) Public Comments: None

9) Finance Committee Report:

- a) Accounts Receivable Aging List: \$36 was billed in March. \$84 was billed so far in April. There are currently no outstanding receivables.
- b) Accounting Reports w/Monthly Bank Reconciliation: D. Streiff reported that the March accounts balance.
- c) Payment of Bills: D. Streiff moved to approve checks 17960-18007. C. Narveson 2nd. Motion Carried.

D. Streiff moved to approve ACH payments: #20768, 37629, 41566, 68032, 51676, 35052, 87188, 90618, 138990 & 908224. C. Narveson 2nd. Motion carried.

10) Clerk-Treasurer Report:

- a) Correspondence:
 - i) Election Results: Spring Election results were distributed. We had 328 voters which is about 36% of our registered voters.
 - ii) Board of Review Training: Without objection, S. Crum and R. Elkins will attend BOR training in Monona on May 7, 2015.
 - iii) Open Book and Board of Review Dates: Open Book was scheduled for Saturday, April 25 from 10 a.m. to Noon. Board of Review was scheduled to run simultaneously with the regular town board meeting on May 12.
 - iv) Town Hall Fees: K. Seward noted that he received a letter from Patrick McGowan stating that the actual costs for the structural engineering came in \$500 higher than his estimate and the actual cost for the mechanical engineering came in \$200 higher than estimated.

11) Chairman's Report:

- a) Seward Proclamation: C. Narveson read a proclamation recognizing K. Seward for his 10 years as Board Chairman. In addition, Seward was presented with a wooden gavel as a memento of his service.

b) Board Appointments

- i) Public Works Committee: C. Narveson, J. Hoesly and D. Nielson. The Road Review was set for Friday April 24 with J. Hoesly, C. Narveson and D. Nielson.
- ii) Human Resources Committee: C. Narveson, D. Streiff and R. Elkins
- iii) Finance Committee – D. Streiff, J. Hoesly, C. Narveson
- iv) Weed commissioner: Reappoint our current Weed Commissioner
- v) Plan Commission: C. Narveson appointed K. Seward to serve until he moves.
- vi) ETZ, C. Narveson appointed himself, D. Streiff, and R. Elkins
- vii) Utility Sub-Committee S. Crum, Michelle Ames, C. Narveson

- c) Consider Resolution 150310 to Oppose the Implementation of County Assessment in WI: J. Hoesly moved to adopt Resolution 150310, S. Crum 2nd. Motion carried.

- 12) Land Planning Report: Without objection, the Seward land division was referred back to the Plan Commission to study how this type of land division should be handled in the future so that integrity of the lot history is documented. Next meeting Plan Commission meeting is scheduled for April 30th.

13) Parks Report: Highlights included:

- a) Completed and received 2- large wall size and 2- 11X17 laminated recreation maps
- b) Meeting with two Representatives from the DNR on April 23 to view possible trail location East of Hwy 69.
- c) Mailed workshop and Pool Scholarship information to all town residences.
- d) “Bees and Trees” workshop is scheduled at the Town Hall for Wednesday, April 22 at 7 pm.
- e) The Parks Commission Trees Sales for 2015 include: A total of 515 trees ordered which is enough trees to fill 31 pre-orders and extras for day of sales. This year residents had 6 tree types to choose from which was 3 more types than last year.
- f) Meeting with Landscape Architect to view new Town Hall property to begin landscape planning on 4/29.
- g) Meeting with BBRC liaison 4-29, to continue planning, removed invasive trees this past winter, replanting Burr Oaks from tree sale orders.

- 14) Schedule Next Board Meeting: Annual Meeting was scheduled for 4/21/15 and the May meeting was scheduled for 5/12/2015 at 7 p.m.

- 15) Adjourn: J. Hoesly moved to adjourn at 10:15, 2nd by D. Streiff. No further discussion. Motion carried unanimously.