

**VILLAGE OF NEW GLARUS - VILLAGE BOARD PROCEEDINGS REGULAR MEETING**

**Village Hall Board Room**

**319 2<sup>nd</sup> Street New Glarus, WI**

**Zoom Meeting Link: <https://us02web.zoom.us/j/81506283983>**

**4/3/2024**

**7:00 P.M.**

<b>7:00 P.M. Regular Meeting</b>	<b>Page #</b>
1. Call to Order – Please Silence All Cell Phones	
2. Approval of agenda	
3. Public appearances and citizen comments on items not listed on this agenda. [Items will not be debated or acted upon at this meeting but will be referred to the proper staff/committee if action is required.] – <i>Please keep comments to 3 minutes</i>	
4. Approval of Consent Agenda	
A. Approval of Minutes of 3.19.2024 Regular Meeting	3
B. Approval of Claims	5
C. Approval of Operator License for Claire Hodel & Janiece Rose	
5. New Business	
A. Proclamation: Honoring Eugene Dahlk	8
B. Consideration/Discussion: Library Site & Grant Opportunity	9
C. Consideration/Discussion: 2024 Bank Loan	18
D. Consideration/Discussion: Façade Improvement Grant Guidelines Amendment	19
E. Consideration/Discussion: Resolution 24-06 Appointing Limited Term Employee Public Works Laborer	22
6. Public Works and Safety	
7. Parks and Recreation	
8. Personnel and Finance	
A. Consideration/Discussion: Police Department Staffing	23
9. President's Report	
A. Consideration/Discussion: Confirmation of Open Book & Board of Review Meeting Dates	
10. Adjournment	

Roger Truttman, President

AGENDA POSTED: N.G. Village Hall      3/28/2024  
                          N.G. Post Office        3/28/2024  
                          Bank of New Glarus    3/28/2024

Kelsey Jenson, Clerk

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510

## Village Board Meeting Notes

April 3, 2024

### **Consent Agenda:**

Approval of Minutes of 3/19 Regular Meeting: The minutes are included in the packet for consideration.

Approval of Claims: The claims lists are included in your packet and include: ACH for payroll expenses, credit card; wire for power bill; payroll vouchers 17978 to 18004 totaling \$36,457.36; and checks 42988 to 43019 totaling \$49,617.36.

### **New Business:**

Proclamation: Honoring Eugene Dahlk: The proclamation is included in the agenda packet and will be read at the meeting.

Consideration/Discussion: New Library Site & Grant Opportunity: A memo and supplemental materials are included in the agenda packet for the Village Board's consideration.

Consideration/Discussion: 2024 Bank Loan: A memo is included in the agenda packet for consideration.

Consideration/Discussion: Façade Improvement Grant Guidelines Amendment: The proposed revisions to the grant guidelines are included in the agenda packet for consideration. The Community Development Authority met on March 25, 2024 and recommended these revisions for approval. The revisions include a clarification that in-home businesses are not eligible, funded improvements must be visible from and/or adjacent to right-of-way, and that the Design Review Committee should review improvements to ensure they meet Swiss design requirements.

Consideration/Discussion: Resolution 24-06 Appointing Limited Term Employee Public Works Laborer: The resolution is included in the agenda packet to hire Otto Kerl for the LTE public works laborer position this summer.

### **Personnel & Finance:**

Consideration/Discussion: Police Department Staffing: A memo is included in the agenda packet for consideration.

### **President's Report:**

Consideration/Discussion: Confirmation of Open Book & Board of Review Meeting: Open Book is scheduled for Wednesday, May 8, 2024 from 8:00 AM to 1:00 PM. Board of Review is scheduled for Thursday, May 30, 2024 at 5:00 PM. Staff need a Village Board motion to confirm these dates.

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
3/19/2024

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order 7:00 p.m. and announced to silence all cell phones.

PRESENT: Michael Bell (arrived at 7:03 p.m.), Peggy Kruse, Mike Marty, Gof Thomson, and Roger Truttman.

ABSENT: Larry Stuessy and Chuck Phillipson.

ALSO PRESENT: Amber Tierman, Scott Hook, Chloe Gwin, Kennedy Dreger, Sherry Dreger, Hannah Wyttenbach, Amy Trumble (NGPL), Joe Cockroft (Public Works Director), Lauren Freeman (Village Administrator), Chief Jeff Sturdevant (Police Chief), Kelsey Jenson (Clerk-Treasurer).

APPROVAL OF AGENDA: Motion by Mike Marty, second by Peggy Kruse to approve the 3/19/24 agenda. Motion carried (4-0).

PUBLIC APPEARANCES AND CITIZEN COMMENTS: None.

CONSENT AGENDA: Motion by Peggy Kruse for approval of the consent agenda, second by Mike Marty. Motion carried (4-0).

APPROVAL OF MINUTES OF 3.5.2024 Regular Meeting

APPROVAL OF CLAIMS: The claims lists are included in your packet and include: ACH for payroll expenses, health insurance; JE for utilities; e-check for life insurance; payroll vouchers 17952 to 17977 totaling \$35,271.04; and checks 42935 to 42986 totaling \$501,199.80.

FEBRUARY 2024 BUILDING INSPECTION REPORT

FEBRUARY 2024 POLICE REPORT

FEBRUARY 2024 FINANCIALS

APPROVAL OF OPERATORS LICENSES: ASHLEY MCGEE, JUDE RICE, MICHAEL OLESEWSKI

NEW BUSINESS

Trustee Bell arrived at 7:03 p.m.

Consideration/Discussion: Operator License Fee: Motion by Peggy Kruse to decrease operator license fee to \$50, second by Mike Marty. Motion carried (5-0).

Consideration/Discussion: Denial of Operator License for Janice Teasdale: Motion by Peggy Kruse to approve denial of operator license for Janice Teasdale, second by Mike Marty Motion carried (5-0).

Consideration/Discussion: Resolution R24-05 Appointing Limited Term Employee Parks and Recreation Laborer: Motion by Mike Marty to approve R24-05, second by Michael Bell. Motion carried (5-0).

Consideration/Discussion: 2024 Goals Update: Motion by Peggy Kruse to approve 2024 goals as presented, second by Mike Marty. Motion carried (5-0).

PUBLIC WORKS AND SAFETY: None.

PARKS AND RECREATION: None.

PERSONNEL AND FINANCE: None.

Consideration/Discussion: Investment Policy: Motion by Gof Thomson to table agenda item to the next Village Board meeting, second by Peggy Kruse. Motion carried (5-0).

PRESIDENT'S REPORT: None.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 7:54 p.m.

– Kelsey Jenson,  
Clerk-Treasurer

*\*For more details on agenda items, please visit [newglarusvillage.com](http://newglarusvillage.com) to view the meeting agenda packet. A recording of the meeting is also available on the Village of New Glarus YouTube Channel.\**

Report Criteria:

Report type: Summary

Check.Check Issue Date = 04/03/2024

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	
<del>04/24</del>	<del>04/03/2024</del>	<del>42987</del>	<del>6001</del>	<del>ACCURATE APPRAISAL LLC</del>	<del>11,070.00</del>	<b>VOIDED</b>
04/24	04/03/2024	42988	6121	AUTO VALUE NEW GLARUS	470.49	
04/24	04/03/2024	42989	6302	BABLER, AMANDA	50.00	
04/24	04/03/2024	42990	1255	BLANCHARDVILLE CO-OP	50.00	
04/24	04/03/2024	42991	1275	BORDER STATES ELECTRIC SUP	3,679.80	
04/24	04/03/2024	42992	5485	BROWNELLS INC	94.49	
04/24	04/03/2024	42993	4965	CGC INC.	3,765.50	
04/24	04/03/2024	42994	1590	DELTA DENTAL	1,510.69	
04/24	04/03/2024	42995	2745	FINGER PUBLISHING INC	156.45	
04/24	04/03/2024	42996	1795	FUNSETH, KEVIN	20.75	
04/24	04/03/2024	42997	1900	GORDON FLESCH CO INC	103.68	
04/24	04/03/2024	42998	5596	GREEN COUNTY TREASURER	1,583.15	
04/24	04/03/2024	42999	1925	GREEN CTY HIGHWAY DEPT	9,757.79	
04/24	04/03/2024	43000	1930	GREEN CTY WASTE MGMT	4,035.81	
04/24	04/03/2024	43001	6303	HODEL, CLAIRE	50.00	
04/24	04/03/2024	43002	6301	HOOKE ON TAP LLC	150.00	
04/24	04/03/2024	43003	6257	KOSMEDER, WILLIAM	24.00	
04/24	04/03/2024	43004	6014	LANTECH SERVICES LLC	170.00	
04/24	04/03/2024	43005	2420	MARTELLE WATER TREATMENT	3,510.26	
04/24	04/03/2024	43006	2515	MIDWEST TAPE LLC	234.15	
04/24	04/03/2024	43007	5111	NEW LIFE PRESS	254.42	
04/24	04/03/2024	43008	6168	ODP BUSINESS SOLUTIONS LLC	125.40	
04/24	04/03/2024	43009	6304	OLESEWSKI, MICHAEL	50.00	
04/24	04/03/2024	43010	2945	PUBLIC SERVICE COMMISSION	2,677.13	
04/24	04/03/2024	43011	3130	SCHWAAB INC	19.00	
04/24	04/03/2024	43012	3210	SPEE-DEE DELIVERY SERVICE INC	229.95	
04/24	04/03/2024	43013	3250	STRAND ASSOCIATES INC	507.95	
04/24	04/03/2024	43014	6127	SYMDON AUTO	75.15	
04/24	04/03/2024	43015	3335	TDS TELECOM	83.47	
04/24	04/03/2024	43016	5963	TOP PACK DEFENSE LLC	123.77	
04/24	04/03/2024	43017	3420	TOWN & COUNTRY ENG INC	15,048.10	
04/24	04/03/2024	43018	3510	USA BLUEBOOK	312.98	
04/24	04/03/2024	43019	3515	UTILITY SALES & SERVICE	693.03	
Grand Totals:					<u>60,687.36</u>	<b>49,617.36</b>

Report Criteria:

Check.Check Issue Date = 04/03/2024

---

GL Invoice Acct	Amt	
<del>Total 10:</del>	<del>24,468.37</del>	<b>13,398.37</b>
Total 22:	8.99	
Total 25:	481.01	
Total 40:	695.81	
Total 45:	30.66	
Total 50:	30,458.76	
Total 60:	507.95	
Total 70:	4,035.81	
<hr/>		
Grand Totals:	<del>60,687.36</del>	<b>49,617.36</b>
	<hr/> <hr/>	

**VILLAGE OF NEW GLARUS-CLAIMS PRESENTED -**

**4/3/2024**

CHECK #	PAYEE	DIST.	AMOUNT
ACH	941 Tax	PP# 6	11,818.47
ACH	WI Withholding	PP# 6	2,014.12
ACH	Great-West Retirement	deferred comp-pre tax, PP# 6	726.00
ACH	Great-West Retirement	deferred comp-post tax PP# 6	200.00
ACH	WRS March Remittance	Retirement	14,353.63
ACH	US Bank	March credit card	14,616.42
WIRE	WPPI	power bill	139,532.32
ACH	EBC	dependent care/FSA/COBRA admin	624.58
	<b>Sub-total</b>		<b>183,885.54</b>

**Payroll - 3/22/2024**

17978	Kelsey Jenson	Clerk	1,822.46
17979	Deanna Young	Deputy Clerk	1,468.09
17980	Lauren Freeman	Administrator	2,278.97
17981	Mark Binger	PD	1,184.84
17982	Christian Hammel	PD	143.40
17983	Chance Kaczmarek	PD	763.93
17984	Alex Brey	PD	1,215.17
17985	Hunter Krohn	PD	1,739.21
17986	Brian Bennett	PD	1,866.58
17987	Jeff Sturdevant	PD	3,111.24
17988	Molly Hultine	PD	468.80
17989	Ann Lahey	PD	630.27
17990	Joe Cockroft	PW	2,094.42
17991	Kenneth Wolfe	PW	1,385.55
17992	Aaron Funseth	Water Treatment Plant	1,777.44
17993	Matthew Halvorsen	PW	1,308.99
17994	Jason Borth	Utility	2,002.57
17995	William Kosmeder	Utility	2,475.61
17996	Kevin Funseth	Utility	3,243.10
17997	Beth Heller	Utility	1,304.17
17998	Erica Loeffelholtz	Library	1,096.64
17999	Peggy Hammerly	Library	50.20
18000	Brooke Mathews	Library	1,081.32
18001	Amy Trumble	Library	1,269.02
18002	Julie Hawkins	Library	457.83
18003	Amalia Morrison	Library	133.87
18004	Mia Sies	Library	83.67
	<b>Payroll Subtotal</b>		<b>36,457.36</b>

PROCLAMATION HONORING EUGENE DAHLK

WHEREAS, it is the desire of the New Glarus Board of Trustees to recognize Eugene (Gene) Dahlk, who recently passed away; and

WHEREAS, Gene served the New Glarus community for many years as a driver for New Glarus Area EMS and as a member of the New Glarus School District Board; and

WHEREAS, our community has greatly benefited from Gene's dedicated service, including the countless lives saved by Gene's service on the EMS.

NOW THEREFORE, on behalf of the New Glarus Board of Trustees, I hereby recognize and thank Gene Dahlk for his many years of service to the New Glarus community.

Dated this 16th day of April, 2024.

Roger Truttmann, President  
Village of New Glarus





---

---

## MEMORANDUM

---

---

**To:** The New Glarus Village Board

**From:** Amy Trumble, Library Director

**Date:** April 3, 2024

**Re:** Site for the new library/Grant opportunity

---

---

**Background:**

At their February and March meetings, the Library Board discussed the Flexible Facilities Program grant opportunity, which could provide the new library project with a possible maximum grant of \$4,250,000. When the grant application opens, it will be available for two project categories: Category A: New facility construction project; and Category B: Existing facility renovation or expansion project. An engineering study is not required before applying for this grant.

The tentative timeline for the Flexible Facilities Program application is as follows:

- Application available in spring 2024
- Application due in summer of 2024
- Awards to be made in fall of 2024
- Project completion set for November 30, 2026

These dates are contingent upon required U.S. Department of Treasury approvals. When the application is released, the Library Board needs a plan of action in place concerning what location they will pursue for the purposes of the grant.

**Site Feasibility and Pros/Cons:**

The Library Board has been looking into a couple of site options recently, but for the purposes of the Flexible Facilities Program grant, the project would need to be completed by November 30, 2026. Some sites the Library Board has looked at would not allow for project completion to meet the deadline. Therefore, the board is considering the Highway 39 site and Village Hall, which have the potential to fit the timeline. There are pros and cons to Highway 39 and Village

Hall, as there are with all locations, however the possible financial benefit to the Village and the community is significant enough make them worth considering.

1. Highway 39 site – The Village owns this property and it is currently sitting vacant. This site is one of two options for the grant that has the potential to fit the designated timeline.

<b>Pros</b>	<b>Cons</b>
The Village owns this property	Not downtown/walkability
Potential to complete by November 30, 2026	Grading and water retention would add to the cost of developing at this location.
It is ready to develop	Money spent on land preparation is money not being spent on the library itself.
Site/Civil Prelim. Engineering complete	Previous plans may need to be updated
Stormwater management/ Erosion plan complete	
Design for 12,000 sq. ft. complete	
Space for a parking lot	
Space for outdoor programming	
Space for expansion	

2. Renovate Village Hall for library - This would be a second option if the Village could secure a location for its administrative offices. The Library Board would like Village Board approval before deciding to write a grant for this option.

<b>Pros</b>	<b>Cons</b>
The Village owns this property	No room for expansion
Potential to complete by November 30, 2026	No potential for parking lot
Proximity to Village Park	Village offices would have to relocate
Downtown location/walkability	

**For Discussion:**

- The Library Board is seeking input from the Village Board on which site should be prioritized for this grant application. In the past, the Village Board has approved the Highway 39 site, but plans were halted due to unforeseen costs. A few different design options for the renovation of Village Hall have been presented also, but were determined to be infeasible at the time.
- Finally, if the Village Board is in favor of prioritizing Village Hall, how would it affect the Village’s contribution to the building project knowing that Village offices would need to relocate?

**Conclusion:**

When the U.S. Department of Treasury gets the necessary approvals for the Flexible Facility Program and the grant application opens, the Library Board would like to be ready to make a grant proposal. Village Board input will be helpful in the decision-making process.

**Attachments:**

- Village Hall Study from 2019
- Project estimate from Durst Road site

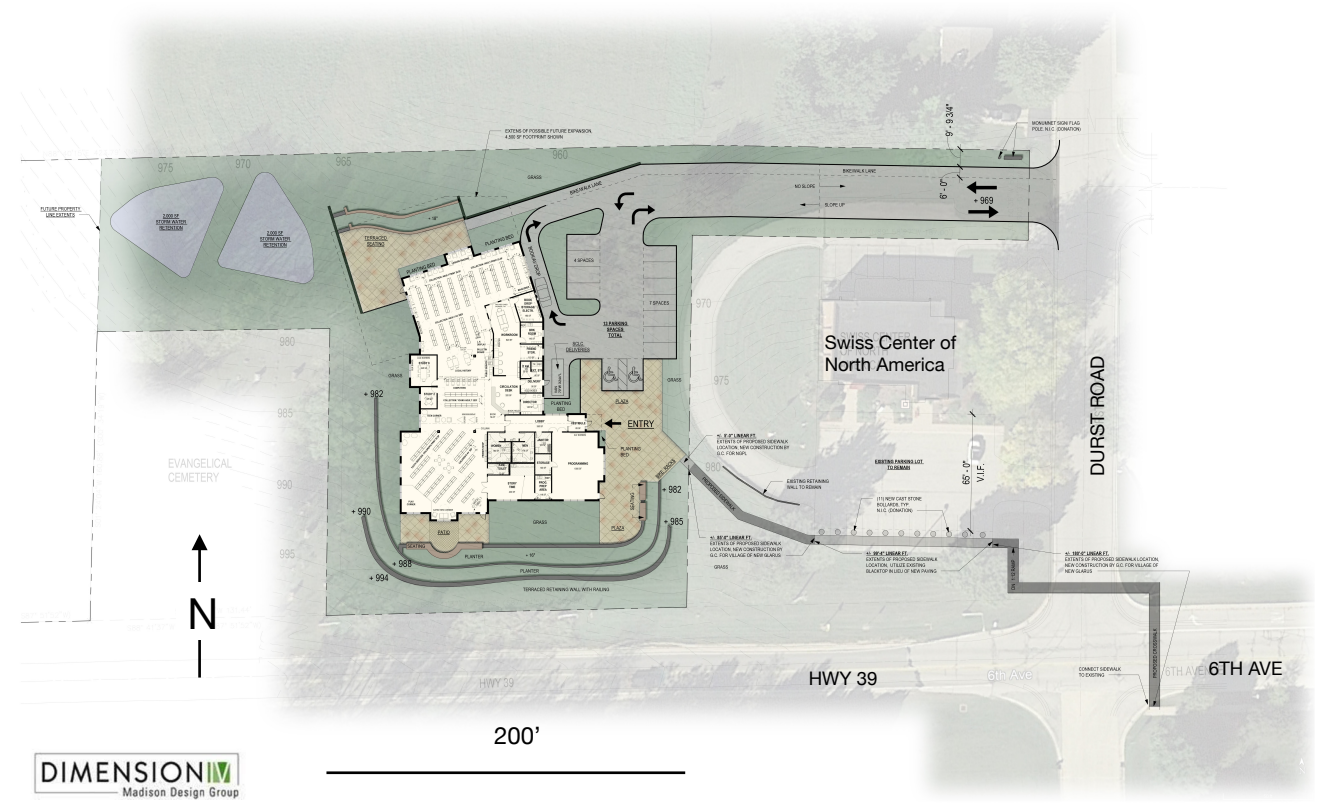
### Requested Action

The Library Board is asking the Village Board for passage of a resolution that:

- ◆ Endorses the concept plan outlined herein
- ◆ Pledges an investment of \$1.5M in capital funds to the project

**NOTE:** The concept plan presented will evolve over the next several weeks based on available project funds and operational costs as they become more concrete. This is not the final plan, and we are not asking for plan approval.

### Site Overview



### Interior Layout

- ◆ 10,485 net sq. ft. 12,000 gross sq. ft.
- ◆ Dedicated programming space
- ◆ Expanded children's area
- ◆ Study rooms
- ◆ Reading and collection areas for each age group
- ◆ Designed for maximum sight lines from circulation desk
- ◆ Designed to be staffed at current levels
- ◆ Designed for energy efficiency
- ◆ Meets current building code and ADA requirements

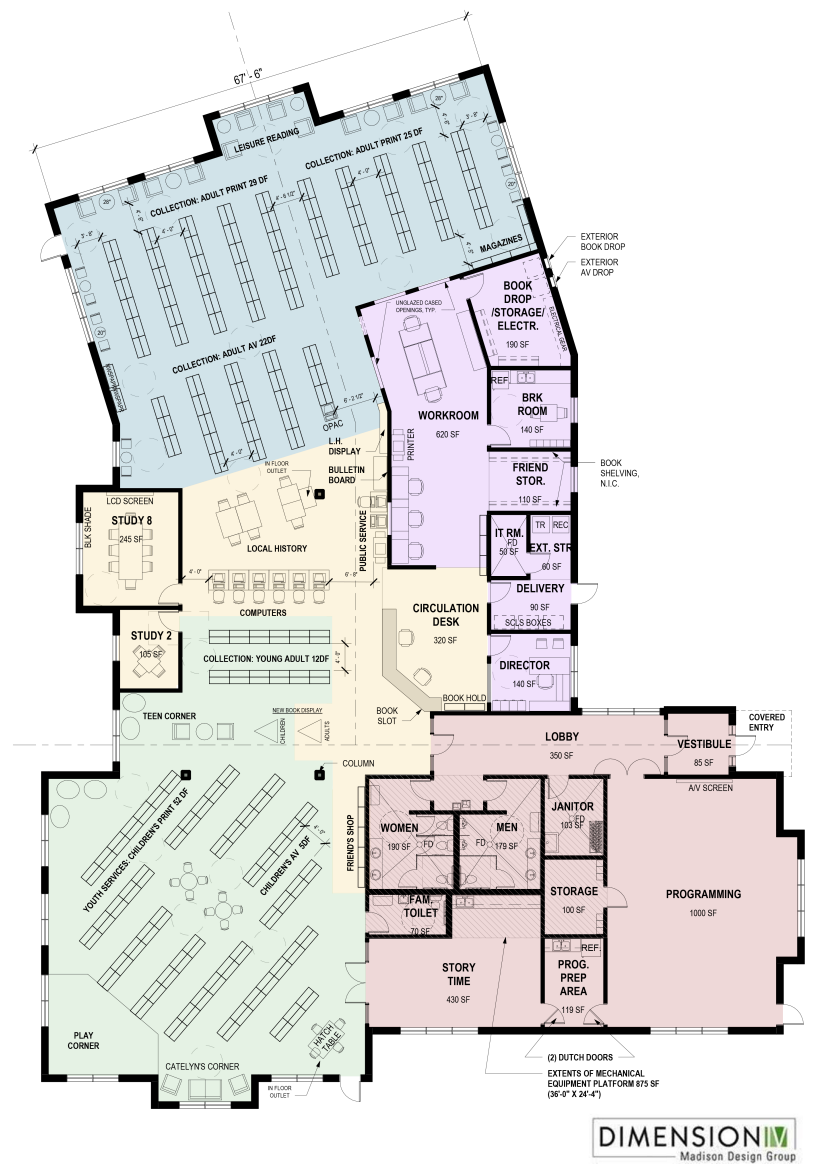
### Proposed Funding Sources

Existing "Cash on hand"	\$1,000,000
Funds to be raised*	\$1,000,000
Village funds	\$1,500,000
<b>Total Project Cost</b>	<b>\$3,500,000</b>

\* If fundraising falls short, the library board will adjust the concept to conform to available funds before proceeding to plan production and bidding

### Next Steps

Fall 2019	Operational Budget
Late 2019/Early 2020	Production of construction documents and preliminary site work
Spring 2020	Bid opening
Spring 2020	Start of construction (est. 6 months)
Fall 2020	New library grand opening



- ◆ \$3.5M Total project cost
- ◆ Cost is linked to the construction timeline, which is anticipated to begin Spring 2020
- ◆ All engineering will be approved by village engineers as well as construction engineers
- ◆ Stormwater retention study has been ordered to make sure we are meeting all requirements
- ◆ Shared drive and parking cuts costs and limits paved areas
- ◆ All requirements for erosion control and other state-mandated protections will be fulfilled.
- ◆ Use of Construction Manager At Risk – Once we settle on a plan, they provide a price and guarantee the maximum price. This will provide absolute certainty before construction begins

Public support for the concept of a new library has never wavered, and an unprecedented amount of private donations have been pledged - and received - for a municipal project. The library board and campaign feel a strong commitment to the project by the village is essential to raise the funds outlined above. We are excited and optimistic that with your support, we can meet our goals.

# New Glarus Public Library

New Glarus, Wisconsin

## Project Cost Estimate, Total Project Budget

Date: August 29, 2019

Concept:

Project: New Glarus Public Library, Durst Road Site

Phase: Schematic Design

Site Acquisition .....	\$not included
Hazardous Materials Discovery or Abatement.....	\$0
Site Development .....	\$included below
Building Construction (~12,000 GSF at ~\$230/SF) .....	\$2,760,535
General.....	\$included above
Plumbing.....	\$included above
HVAC.....	\$included above
Electrical .....	\$included above
Parking & Drives; Landscaping (\$30K allowance).....	\$included above
Utility Connections (sewer and water) .....	\$included above
Miscellaneous Sitework (SWDPs, Bike Parking Paving/Plaza).....	\$included above
Fixed Equipment (Casework, miscellaneous).....	\$included above
Electrical Utilities (3 Phase Service - estimate) .....	\$5,000
Furnishings & Movable Equipment (reuse existing).....	\$140,695
Computers and Related (Phone, data, security, sound, PCs, miscellaneous).....	\$50,000
Donated Items List (all items not in Building Construction above).....	\$76,800
SUBTOTAL.....	\$3,033,030
Contingency (5% of above) .....	\$151,652
TOTAL:.....	\$3,184,682
UNIT COST (Per Square Foot at 12,000 GSF, rounded) .....	\$265

Professional Design Fees (8.3% = \$264,329 less \$18,702 paid-to-date).....	\$245,627
Physical/Relocation .....	\$10,000
Miscellaneous Costs.....	\$15,525
Topographical Survey.....	\$7,000
SWMP & Soil Testing (for stormwater) .....	\$6,900
Plan Reproduction .....	\$0
Agency Review .....	\$1,625

TOTAL PROJECT COST (\$288 per Square Foot at 12,000 GSF) \$3,455,834

Considering the limitations for vertical and horizontal expansion, an option was developed to utilize the existing Village Hall site and reconfigure the building so that all departments have adequate space. This option is known as "Option 1 – Remodel Village Hall."

In this option the Police/commercial portion of Village Hall would be demolished and replaced with a two story structure. The Village Hall would be expanded westward with a two story structure to accommodate all departments space needs for the next 20 years. The existing Village Hall would need to be modified with a fire protection system and fire separation between the Assembly (Library) and Business (Village Hall) occupancies. This option would also require two stairs and an elevator to access the upper level at the new two story structure.

Such a building would require 21,800 gross square feet of a new two story structure addition (10,800 GSF first floor, 11,000 GSF second floor), and 8,000 gross square feet of existing building remodel at a total approximate cost of \$8.9 million in 2019.

**Option 1 - Estimated Cost Breakdown**

Demolition of Police Dept portion	5,000 GSF @ \$6/sf	= \$30,000	
Remodel Village Hall	8,000 GSF @ \$150/sf	= \$1,200,000	
<u>New Construction 2-story addition</u>	<u>21,800 GSF @ \$225/sf</u>	<u>= \$4,905,000</u>	
	Subtotal	= \$6,135,000	
<u>FF&amp;E</u>	<u>10%</u>	<u>= \$613,500</u>	
	Subtotal	= \$6,748,500	
<u>A&amp;E Fees</u>	<u>10%</u>	<u>= \$674,850</u>	
	Subtotal	= \$7,423,350	
<u>Contingency</u>	<u>20%</u>	<u>= \$1,484,670</u>	
	TOTAL	= \$8,908,020	= 8.9M

As an alternative, consideration was given to completely relocate the Village Hall Departments (without the library) to a "greenfield" site elsewhere in New Glarus. This option is known as "Option 2 - Relocate VH Off-Site."

Relocate Village Hall to a stand-alone facility elsewhere in the community. In addition to finding an adequate location with proper transportation access, the site would require surface parking and a new one-story building to be most efficient. Such a building would require 13,600 gross square feet.

Renovating the existing building to accommodate the Public Library would require 8,000 gross square feet of existing building remodel as well as demolition of the Police/commercial portion of building and construction of a new 9,500 gross square foot single story addition. The Library building would require a fire protection system.

Both buildings (Village Hall renovated into Public Library, and Village Departments relocated) would have an approximate cost of \$9.5 million in 2019, not including land costs for the new Village Hall.

Universally, department managers within the Village Hall expressed that the Relocate VH Off-Site option would be preferable to address space needs and department workflow efficiency. It was also noted that moving Village Hall departments out of the downtown area would be preferable.

**Option 2 - Estimated Cost Breakdown**

Demolition of Police Dept portion	5,000 GSF @ \$6/sf	= \$30,000	
Remodel Village Hall (Library)	8,000 GSF @ \$150/sf	= \$1,200,000	
New Construction 1-story Addition	9,500 GSF @ \$200/sf	= \$1,900,000	
<u>New Construction 1-story Building</u>	<u>13,600 GSF @ \$250/sf</u>	<u>= \$3,400,000</u>	
	Subtotal	= \$6,530,000	
<u>FF&amp;E</u>	<u>10%</u>	<u>= \$653,000</u>	
	Subtotal	= \$7,183,000	
<u>A&amp;E Fees</u>	<u>10%</u>	<u>= \$718,300</u>	
	Subtotal	= \$7,901,300	
<u>Contingency</u>	<u>20%</u>	<u>= \$1,580,260</u>	
	TOTAL	= \$9,481,560	= 9.5M

Lastly, consideration was given to completely relocate the Public Library to a “greenfield” site elsewhere in New Glarus. In this option the Village Hall departments would take over the existing Village Hall building. This option is known as “**Option 3 - Relocate Library Off-Site.**”

Relocate New Glarus Public Library to a stand-alone facility elsewhere in the community. In addition to finding an adequate location with proper transportation access, the site would require surface parking and a new one-story building to be most efficient. This new library building would require a fire protection system. Such a building would require 13,150 gross square feet.

Renovating the existing building to accommodate the Village Hall Departments would require 8,000 gross square feet of existing building remodel as well as demolition of the Police Department/Commercial portion of Village Hall and construction of a new 11,200 gross square foot single story addition.

Both buildings (Village hall renovated for Village Departments, and Public library relocated) would have an approximate cost of \$8.4 million in 2019, not including land costs for the new Public Library.

**Option 3 - Estimated Cost Breakdown**

Demolition of Police Dept portion	5,000 GSF @ \$6/sf	= \$30,000	
Remodel Village Hall (Village Dept)	8,000 GSF @ \$100/sf	= \$800,000	
New Construction 1-story Addition	11,200 GSF @ \$210/sf	= \$2,352,000	
<u>New Construction 1-story Building</u>	<u>13,150 GSF @ \$200/sf</u>	<u>= \$2,630,000</u>	
	Subtotal	= \$5,812,000	
<u>FF&amp;E</u>	<u>10%</u>	<u>= \$581,200</u>	
	Subtotal	= \$6,393,200	
<u>A&amp;E Fees</u>	<u>10%</u>	<u>= \$639,320</u>	
	Subtotal	= \$7,032,520	
<u>Contingency</u>	<u>20%</u>	<u>= \$1,406,504</u>	
	TOTAL	= \$8,439,024	= 8.4M

**Summary**

Since the cost of all three options are within 10% of one another, other considerations will ultimately determine the best option.



## Capital Projects Fund Flexible Facilities Program Overview

(updated 3/15/2024)

### **Background**

The federal American Rescue Plan Act of 2021 appropriated \$10 billion to the U.S. Department of Treasury to provide payments to states, territories, and freely associated states to carry out critical capital projects directly enabling work, education, and health monitoring in response to the Coronavirus (COVID-19) pandemic public health emergency. This established the Capital Projects Fund (CPF) program, which aims to:

- Directly support recovery from the COVID-19 public health emergency by strengthening and improving the infrastructure necessary for participation in work, education, and health monitoring that will last beyond the pandemic;
- Enable investments in capital assets designed to address inequities in access to critical services; and
- Provide the modern infrastructure necessary to access critical services, including a high-quality and affordable broadband internet connection.

The Treasury published the [allocations](#) available to each eligible entity in August 2021 on the [Treasury CPF website](#). Funding is available for reliable, affordable broadband infrastructure and other digital connectivity technology projects and certain other capital projects, such as multi-purpose community facilities that enable work, education, and healthcare monitoring, including remote options. The program encourages recipients to focus on economically distressed areas, support community empowerment, and adopt strong labor practices.

The CPF grants from Treasury are not competitive but States were required to submit an Application and a Grant Plan to Treasury to be eligible to access the CPF allocation.

### **Wisconsin Program**

The State of Wisconsin Department of Administration received approval from the U.S. Department of Treasury on December 4, 2023 for the State's Application and Grant Plan for \$107 Million in funds for a CPF [Flexible Facilities Program](#) (FFP) to provide grants to units of general local government (UGLGs) and tribal governments for purposes of enabling work, education, and healthcare monitoring, including remote options, in public libraries, community centers, and multi-purpose community facilities to address the needs of residents living in communities disproportionately impacted by the COVID-19 pandemic.

Eligible projects include the construction of new or the renovation or expansion of existing libraries, community centers, or multi-purpose community facilities, and the purchase and/or installation of digital connectivity technology, devices and/or equipment to provide high-speed internet services, including remote options, that will directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic. Libraries, senior citizen centers, youth centers, and general community centers are examples of eligible facilities. General construction or improvement of traditional schools and general public facilities infrastructure (e.g., streets, utilities, bridges, ports, etc.) are ineligible under this program. The program criteria include but are not limited to:

*Grant Application & Project Types:* Awards through a competitive application process. Two project categories:

**Category A:** New facility construction project; and **Category B:** Existing facility renovation or expansion project.

*Eligible Applicants:* Units of General Local Government (UGLGs) and Tribal Governments

*Minimum Criteria:* The project must include constructing a new community facility, or renovating or expanding an existing community facility and the purchase and/or installation of digital connectivity technology (equipment, devices, services, etc.) that will provide high speed internet and directly enable work, education and healthcare monitoring.

*Maximum Number of Projects/Awards per Applicant:* 1 Application per Category; 2 Applications Total

*Maximum Award Amount per Project:* \$4,250,000

*Grantee Performance Period:* Fall 2024 (Tentative) – November 30, 2026 (Construction complete by 9/30/2026)

*Application Timeline (Tentative):* Applications available in Spring 2024 and due in Summer 2024; Awards in Fall 2024

*Email Contact:* [FlexibleFacilitiesProgram@wisconsin.gov](mailto:FlexibleFacilitiesProgram@wisconsin.gov)

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

---

---

### MEMORANDUM

---

---

**To:** New Glarus Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** April 3, 2024  
**Re:** 2024 Capital Project Borrowing

---

#### Background

The 2024 capital budget includes four projects, three of which can be financed through a traditional bank loan. Those three projects are detailed below:

<b>Project</b>	<b>Amount to Borrow</b>
Candy Cane Park Inclusive Playground	\$80,000
Water Utility Truck	\$63,879
Veteran's Memorial Park Ballfield Fence	\$10,000
<b>Total</b>	<b>\$153,879</b>

#### Discussion

The bank bids for a 10-year loan are detailed in the table below:

<b>Bank</b>	<b>Interest Rate</b>
Bank of New Glarus	5.85%
Lake Ridge Bank	4.937%*
Woodford State Bank	N/A
Greenwoods State Bank	N/A
<i>*Includes \$350 bank fee</i>	

Woodford State Bank and Greenwoods State Bank stated they would not be able to provide a 10-year fixed-rate loan for this amount.

#### Recommendation

Staff recommends moving forward with a 10-year bank loan from Lake Ridge Bank to finance 2024 capital projects.



# Village of New Glarus

319 Second Street • PO Box 399 • New Glarus, WI 53574 • 608-527-2510 • www.newglarusvillage.com

## Façade Improvement Grant Program Guidelines

### Façade Improvement Grant Program Purpose

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with publicly visible exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown New Glarus. Attractive building facades and properties support and encourage local business and can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners and tenants to reinvest in the downtown area, the Village of New Glarus offers financial incentives, through small matching grants, to assist in the exterior improvement of these properties.

The eligible Façade Improvement Grant area is more specifically defined as the parcels and building within or immediately adjacent to the boundaries of Tax Increment District No. 4 (TID #4) (See attached map).

Whenever possible, applicants are strongly encouraged to use local contractors and financial institutions to complete all task associated with their property renovation.

### Applicant Eligibility Requirements

Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants, located within the defined downtown area, are eligible to request funding. The property owner must approve of the project if a tenant is the applicant. Buildings used exclusively as single-family or duplex residences, regardless of whether it is an owner or renter occupancy or an in-home business, are ineligible for funding. Governmental entities, religious institutions, non-profits, and public/quasi-public authorities are also ineligible for Façade Improvement Grant funding. Members of the Village Board, Community Development Authority, or any other official, employee, or agent of the Village of New Glarus, who exercises decision-making functions or responsibilities in connection with the implementation of this program are ineligible to participate in this program nor shall participate in the decision for grant applications for their business or family member business. A majority of the exterior building improvements must be visible from and/or adjacent to the public right-of-way.

### Grant Amounts and Bidding Requirement

The Façade Improvement Grant program has an annual allocation of \$40,000. Grants may be provided in an amount not to exceed fifty percent (50%) of the total project cost, or a maximum award of \$6,000 per property for eligible exterior improvements. Alternative amounts may be approved by the Village Board on a case-by-case basis. The applicant/owner/tenant must document their matching fifty percent (50%) financial contribution with non-Village or non-Community Development Authority (CDA) funds. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period. Applicants shall obtain and submit at least two (2) written bids or cost estimates for eligible project expenses from different contractors, or provide the CDA with a detailed, written explanation as to why it is not feasible to meet this requirement.

*An equal opportunity/affirmative action employer.*

Applicants are eligible to complete the proposed façade improvement work themselves, with the following restrictions:

- The proposed project does not require a building permit (minor repairs only)
- The grant may cover the cost of materials and equipment rental needed to complete the project; labor costs will not be eligible for grant funding
- Applicant shall submit a detailed budget with costs quoted for materials and equipment rental in lieu of the two-bid requirement

### **Eligible Expenses**

Eligible exterior/façade improvements include, but are not limited to, the following:

- Façade restoration, including documented historic elements
- Landscaping
- Masonry repair, tuck-pointing, and cleaning
- Exterior painting
- Doors and entrances
- Code compliant signage
- Code compliant awnings
- Exterior lighting
- Window repair or replacement
- Professional installation and labor costs related to exterior projects

### **Ineligible Expenses**

As this program is primarily intended to maintain the historic and Swiss look and feel of the existing building stock in the downtown area, the following expenses are not eligible under this grant program:

- New building construction or interior improvements
- Tinted windows
- Non Code compliant awnings or signage
- Electric signage
- Security systems
- Roofing or roof repairs
- **Renovations not previously approved by the Historic Preservation Commission, Plan Commission and/or Swiss Design Review Committee**
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- Paving
- **Renovations started prior to receiving final approval of the grant request**

The Village maintains a separate Revolving Loan Fund program where some of the ineligible façade grant activities may be deemed eligible for revolving loan fund consideration.

### **Grant Performance Requirements**

Within six (6) months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, **and commence work**. Projects, including final inspection, shall be completed within twelve (12) months from the date of Village Board approval. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Village

Board in writing. The Village will notify the applicant in writing of its approval or denial of the grant request, and any requested extensions.

The applicant shall comply with all Village ordinances relating to the project. The applicant shall assist and actively cooperate with the Village to ensure contractors comply with all applicable provisions of the Ordinances, and with the rules, regulations, and relevant orders issued by the Village pursuant to such provisions of the Ordinances.

### **Program Administration**

Initial applications for the grant program will be reviewed by the Village's Community Development Authority, who will provide a recommendation to the Village Board on whether to grant the request. Applications will also be reviewed by the Swiss Design Review Committee if they are located within the Swiss Design Overlay. Projects deemed eligible for funding are subject to Village Board approval. As applicable under Village Ordinances, projects shall be reviewed for code compliance by the Historic Preservation Commission and/or; Plan Commission, ~~and/or Swiss Design Review Committee~~ prior to Village Board review of a façade improvement grant application. Successful applicants are required to enter into a grant agreement contract with the Village in order to receive funding.

In order to qualify, the applicant cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village shall not fund the project with a Façade Improvement Grant.

Applicants must be in good standing with the Village of New Glarus, with current taxes and fees paid in full, and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.

Grant awards under this program are subject to funding availability, and nothing herein shall create an obligation for the Village to provide any grant funding to any applicants. The grant program awards are considered first-come, first-serve. Approved grant applicants shall provide a before and after photo of their property for grant documentation. Additionally, the approved grant applicant shall submit all receipts of grant work completed to be reimbursed the approved grant amount. The applicant's matching costs should be documented in the receipts as well.

Please see the Façade Grant Application Form for additional terms, conditions, and information on the application procedure. All questions should be directed to the Village Administrator at 608-527-5971 or [adminsitator@newglarusvillage.com](mailto:adminsitator@newglarusvillage.com).

**Village of New Glarus  
Resolution R24-06**

**Resolution Appointing Limited Term Employee  
Public Works Laborer**

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Otto Kerl to a limited term public works laborer position. Said term will begin May 1, 2024. Hours for this position will be in line with the current budget and in no case more than 330 hours per year. Compensation for said position shall be \$15.00 per hour.

DATE: 4/3/2024  
ADOPTED: 4/3/2024

---

Roger Truttmann, President

---

Kelsey Jenson, Clerk

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

---

---

### MEMORANDUM

---

---

**To:** Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** April 3, 2024  
**Re:** Police Chief Straight Pay Overtime Hours

---

#### **Background:**

Since April 2023, the Village Board has been granting Chief Sturdevant additional hours of straight pay to take on extra shifts/Call In due understaffing in the Police Department. The last decision occurred in December 2023, which granted the Chief 30 hours of additional hours straight pay each month through April 2024.

#### **Discussion:**

The staffing issues continue to persist in the Police Department. With the resignation of Officer Brey, and new police Officer Mullen training until July, the department is down to two full-time officers. Chief Sturdevant has requested 30 hours each month through July 2024 (May, June, July) to help cover shifts that are needed.

The current police officer vacancy saves the Village approximately \$9,143 per month. However, this vacancy has to be filled with time from part-time officers, full-time officers working overtime, or the Chief covering it at straight pay over time. The cost of Chief covering 30 hours each month costs the Village approximately \$1,927 per month (loaded wage in 2024 is \$64.23/hour).