

**VILLAGE OF NEW GLARUS  
PARKS & RECREATION COMMITTEE**

**4/10/24 6:00 P.M.**

**Village Hall Board Room  
319 2<sup>nd</sup> Street, New Glarus, WI**

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Public Comment Period
4. Approval of February 14, 2024 Minutes
5. Monthly Parks & Recreation Report
6. Consideration/Discussion: Special Event - Polkafest/Beer, Bacon and Cheese, June 7-8, 2024 application changes regarding Open Intox perimeter
7. Consideration/Discussion: Lion's Club Village Park Improvement Project
8. Consideration/Discussion: Candy Cane Park Inclusive Playground Project Update
9. Adjournment

Chuck Phillipson, Chair Parks & Recreation Committee

**AGENDA**

POSTED: N.G. Village Hall 4/5/24  
N.G. Post Office 4/5/24  
Bank of New Glarus 4/5/24



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Kelsey A. Jenson, Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

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

**Village of New Glarus**  
**Parks and Recreation Meeting Minutes**  
**February 14, 2024 - 6:00 PM**

MEETING CALL TO ORDER: Chair Chuck Phillipson called meeting to order at 6:01 PM.

PRESENT: Chuck Phillipson and Mike Marty

ALSO PRESENT: Village Administrator Lauren Freeman, Public Works & Utilities Director Joe Cockroft

APPROVAL OF MINUTES FROM 1.10.24: Motion by Mike Marty to approve minutes, seconded by Chuck Phillipson. Motion carried 2-0.

MONTHLY PARKS & RECREATION REPORT:

Village Administrator Lauren Freeman and Public Works & Utilities Director Joe Cockroft provided an update to the committee.

CONSIDERATION/DISCUSSION: Candy Cane Park Inclusive Playground Project:

Administrator Freeman provided an updated design of the Candy Cane Park Inclusive Playground. The Committee discussed gathering additional feedback from the community, changing the swings, and adding lights to the scope of the project. No action was taken.

CONSIDERATION/DISCUSSION: Sled Library at Sledding Hill: The Committee expressed support for a volunteer group to build a sled library for Candy Cane Park Sledding Hill. No action was taken.

CONSIDERATION/DISCUSSION: 2024 Portable Restroom Vendor: Mike Marty made a motion to select Bullseye as the 2024 portable restroom vendor, second by Chuck Phillipson. Motion carried 2-0.

CONSIDERATION/DISCUSSION: Recreation Programming in Community Room: Administrator Freeman provided an update on plans to provide additional recreation programming in the Community Room. No action was taken.

The meeting was adjourned at 6:33 PM.

-Lauren Freeman  
Village Administrator



# Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

[www.newglarusvillage.com](http://www.newglarusvillage.com)

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## [DRAFT] SPECIAL EVENT PERMIT # 24-SE-02 TEMPORARY CLASS "B" LICENSE # 24-T-3

ISSUED TO: New Glarus Chamber of Commerce  
Rebekah Stauffacher/Annie O'Connor

EVENT: Polkafest/ Beer, Bacon & Cheese

DATES/TIMES: June 7-8, 2024

### LOCATIONS/ USES OF PUBLIC FACILITIES

1. Closure of 1<sup>st</sup> Street between 5<sup>th</sup> and 6<sup>th</sup> Avenues for Tent from Thursday, 6/6/24 at 8 a.m. through Sunday, 6/9/24 at 4 p.m.
2. Closure of 5<sup>th</sup> Avenue between 3<sup>rd</sup> Street and Railroad Street and 2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 6<sup>th</sup> Avenue on Saturday, 6/8/24 between 6 a.m. and 10 p.m. Streets will reopen Saturday evening.
3. Closure of 4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street on Saturday, 6/8/24 between 6 a.m. and 7 p.m. Street will reopen Saturday evening.
4. Village Park use Thursday, 6/6/24 8 a.m. through on Sunday, 6/9/24, 4 p.m. for live music performances and storage in the gazebo.

### ALCOHOLIC BEVERAGES/OPEN INTOXICANTS:

1. Alcoholic beverages will be served and sold in the Festival Tent in the 500 block of 1<sup>st</sup> Street during the following times:
  - a. Friday, 6/7/24 from 5:00 p.m. to 10:00 p.m.
  - b. Saturday, 6/8/24 from 11:00 a.m. to 7:30 p.m.
2. Open intoxicants will be allowed in plastic cups on the streets and glass tasting glasses used for Beer, Bacon & Cheese. In a rectangle with boundaries of 3<sup>rd</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street \* 2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 7<sup>th</sup> Avenue \* 7<sup>th</sup> Avenue between 2<sup>nd</sup> street and Railroad Street \* Railroad Street between 7<sup>th</sup> Avenue and 4<sup>th</sup> Avenue, to include Fest Haus. Friday, June 7<sup>th</sup>, 4 p.m. to 11 p.m. and Saturday, June 8<sup>th</sup> 11 a.m. – midnight.

NOTE: The Chamber shall post their Open Intoxicants boundary signs around the perimeter of the specified area. Signs will be posted at the walkway entrances of Village Park saying "No alcohol allowed in Park".

#### STREET USE:

##### 1. Complete closures:

- a. Closure of 4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street shall be closed on Saturday, June 8<sup>th</sup> from 6:00 a.m. to 8:00 p.m.
  - b. Closure of 2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 6<sup>th</sup> Avenue and 5<sup>th</sup> Avenue between Railroad Street and 3<sup>rd</sup> Street shall be closed on Saturday, June 8<sup>th</sup> from 6:00 a.m. to 10:00 p.m.
  - c. Closure of 1<sup>st</sup> Street between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue shall be closed from Thursday, June 6<sup>th</sup>, 8:00 a.m. to Sunday, June 9<sup>th</sup> at 4:00 p.m.
  - d. Single parking stall on 1<sup>st</sup> Street between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue for stage storage Saturday, June 8<sup>th</sup> 10 p.m. to Monday, June 10<sup>th</sup> at 3 p.m.
  - e. Two parking stalls on 5<sup>th</sup> Avenue at Bank of New Glarus corner for ice caddy storage Thursday, June 6<sup>th</sup> 8 a.m. to Tuesday, June 11<sup>th</sup> at 3 p.m.
  - f. Three parking stalls south of New Glarus Town Hall for bathrooms Thursday, June 6<sup>th</sup> from 8 a.m. to Monday, June 10<sup>th</sup> at 3 p.m.
  - g. Two parking stalls in front of old bank building at 5<sup>th</sup> Avenue and 2<sup>nd</sup> Street, Friday, June 7<sup>th</sup> from 8 a.m. through Monday, June 10<sup>th</sup> at 3 p.m.
  - h. Slanted parking stalls on 1<sup>st</sup> Street along Hutch + Hide for handicapped parking Thursday, June 6<sup>th</sup> 8 a.m. to Saturday, June 8<sup>th</sup> at midnight.
2. There shall be NO PARKING of any vehicles within the permitted/designated road closed festival area once the event begins. This includes, volunteers, band members, vendors, sound people, etc. Travel to and from the vendor booths and stage area is permitted for loading and unloading of equipment, supplies, etc., prior to the event starting. Once the festival starts all vehicle traffic is prohibited in the festival area.

After initial set up, all vehicles (except food dispensing trucks) shall be removed from the festival area. Officers will be available to assist during band change outs accessing the back-stage area. Any violators will be ticketed and may be towed. All groups/personnel requiring vehicle access to the fest area shall be advised of this by the event promoter.

Note: Due to crowd size or other unforeseen matters, these hours may be extended or changed with verbal notification to the Chamber by the Chief of Police or his designee.

3. The Event Organizer shall contact New Glarus public works to provide and deploy the traffic safety barricades on **ALL intersections** within the festival designated area.
4. New Glarus Public Works shall post the festival designated area 48 hours prior to the event, as No Parking from \_\_\_\_\_

#### TENTS:

1. A 40' x 120' tent shall be erected on 1<sup>st</sup> Street (between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue) from 6/6/24 8 a.m. to 6/9/24 4 p.m. with weights and cement barriers with no parking on 1<sup>st</sup> Street the evening before Thursday, 6/6/24 for installation of tent until removal of tent on Sunday, 6/9/24. **Note: No stakes shall be used in the roadway. No cooking shall be allowed in the tent. Permit holder shall make arrangements for delivery of cement barriers with Village staff. Permit holder shall be responsible for contacting Digger's Hotline three (3) days before installation of tent.**
2. 10' x 10' tents shall be erected on 5<sup>th</sup> Avenue (between Railroad and 2<sup>nd</sup> Street) and 2<sup>nd</sup> Street (between 4<sup>th</sup> and 5<sup>th</sup> Avenue on Saturday, June 8<sup>th</sup> from 6 a.m. through 10 p.m., and

4<sup>th</sup> Avenue (between Railroad Street and 2<sup>nd</sup> Street) on Saturday, June 8<sup>th</sup> from 6 a.m. through 7 p.m.

**DUMPSTERS:**

1. Dumpsters will be provided by the permit holder and shall be located in the Bank of New Glarus alley

**TOILET FACILITIES:**

1. Indoor facilities: at Chamber office at 418 Railroad St.
2. Outdoor facilities provided by the permit holder:
  - a. Two (2) outdoor units and one (1) handwash station at SW corner of Village Park
  - b. Five (5) outdoor units at corner of 5<sup>th</sup> Avenue and 2<sup>nd</sup> Street
  - c. Five (5) outdoor units and one (1) handwash station in the Bank of New Glarus alley
  - d. Six (6) outdoor units and one (1) handwash station at 5<sup>th</sup> Avenue near the Town of New Glarus building.

**AMPLIFICATION:**

1. Amplification devices shall be allowed for live music inside the tent on 1<sup>st</sup> Street and Village Park gazebo, 2<sup>nd</sup> street between 5<sup>th</sup> & 4<sup>th</sup> Avenue on Friday, 6/7/24 from 5 p.m. to 10 p.m. and Saturday, 6/8/24 from 11 a.m. to 7:30 p.m. Amplifying devices will be used on 1<sup>st</sup> Street between 5<sup>th</sup> Ave & 6<sup>th</sup> Avenue, 5<sup>th</sup> Avenue between 2<sup>nd</sup> Street & Railroad St, Gazebo, 2<sup>nd</sup> Street between 4<sup>th</sup> & 5<sup>th</sup> Avenues. All music, equipment and other noise shall stop at 10 p.m. Any disassembly, taking down of equipment and clean up shall be completed without creating any noise for the neighborhood residents.

**SAFETY/SECURITY:**

1. For the Polkafest and Beer, Bacon & Cheese Event on Friday, 6/7/24, the sponsor shall provide and pay for one (1) uniformed New Glarus Police Officer\* working the festival and immediate grounds area for 5 hours from 5:00 PM until 10:00 PM; and on Saturday, 6/8/24, the sponsor shall provide and pay for four (4) uniformed New Glarus Police Officers working the festival and immediate grounds area for 10 hours from 11:00 AM until 9:00 PM. \**The cost per officer is \$55.00 per hour.*
2. The current Emergency Action Plan for Police, Fire and EMS is on file with the Village. This finalized updated plan shall be filed with the village and all emergencies' agencies, no later than 14 days prior to the events.

**INSURANCE:**

1. Permit holder shall provide the required certificate of insurance to the Village Clerk's Office.

**MISC:**

1. Any work performed by Village staff outside normal working hours will be billed to the permit holder.

**SPECIAL SAFETY PROCEDURES:**

1. **This event will be held only if it complies with all recommendations of the State of Wisconsin, State Health and Human Services Department, and the Green County Health department regarding large gatherings and events at the time the event is scheduled to take place. The Village reserves the right to revoke this permit if its occurrence presents a public health risk.**

**SPECIAL PROVISIONS FOR TEMPORARY CLASS "B" LICENSE:**

1. Temporary Class "B" Fermented Malt Beverage issued for the serving of intoxicating beverages on Friday, 6/7/24 between 5 p.m. to 10 p.m. and Saturday, 6/8/24 between 11 a.m. to 7:30 p.m. in festival tent located in the 500 Block of 1<sup>st</sup> Street.
2. Beer, cider, and wine sampling only will take place from 1 p.m. to 5 p.m. on 6/8/24 on 1<sup>st</sup> Street between 5th & 6th Avenue, 5th Avenue between Railroad Street and 2nd Street, 2nd Street between 4th and 5th Avenues, and 4<sup>th</sup> Avenue between 2<sup>nd</sup> & Railroad Streets (**beer sales must be conducted in festival tent**). **NOTE: The temporary alcohol license must be posted in tent.**
3. Permit holder has provided to the Village a schedule of licensed operators who will be serving alcohol in the tent. **NOTE: A licensed operator must be present at all times and all operator licenses must be posted in tent.**
4. As part of the Temporary Alcohol License, a signed Release of Liability Form is on file with the Village.

PERMIT ISSUED: \_\_\_\_\_

BY: \_\_\_\_\_  
Lauren Freeman, Administrator

**Jeff Sturdevant**  
Chief of Police  
sturdevant@newglaruspolice.com



Office: 608-527-2145  
Fax: 608-527-2062  
info@newglaruspolice.com

"America's Little Switzerland"

## **Village of New Glarus Application for Special Event, Permit Addendum**

New Glarus Chamber "Polkafest and Beer Bacon & Cheese"  
Sponsored by the New Glarus Chamber of Commerce  
Dates: June 7-8, 2024

### **New Glarus Police Department Special Restrictions Addendum**

- A) For the Polkafest and Beer Bacon and Cheese festival on June 7<sup>th</sup>, the sponsor shall provide and pay for One (1) uniformed New Glarus Police Officer\* working the festival grounds and immediate grounds area for 5 hours from 5:00 PM until 10:00 PM; June 8<sup>th</sup>, the sponsor shall provide and pay for Four (4) uniformed New Glarus Police Officers\* working the festival grounds and immediate grounds area for 10 hours from 11:00 AM until 9:00 PM.
- B) The Chamber shall post their Open Intoxicants boundary signs around the perimeter of the specified area.
- C) All music, equipment, and other noise shall stop at 10:00 PM. Disassembly, equipment removal, and clean-up shall be completed without creating any noise for the neighborhood residents.
- D) Shall have on file a current Emergency Action Plan for Police, Fire, and EMS. This finalized updated plan shall be filed with the Village and all emergency agencies no later than 14 days before the event.
- E) There shall be NO PARKING of any vehicles within the permitted/designated road-closed festival area once the event begins. This includes volunteers, band members, vendors, sound people, etc. Travel to and from the vendor booths and stage area is permitted for loading and unloading of equipment, supplies, etc., before the event starts. Once the festival starts, all vehicle traffic is prohibited in the festival area until the event's conclusion.

After the initial set-up, all vehicles (except food dispensing trucks) shall be removed from the festival area. Officers will be available to assist during band changeouts in accessing the backstage area. Any violators will be ticketed and may be towed. The event promoter will advise all groups/personnel requiring vehicle access to the festival area.

Note: Due to crowd size or other unforeseen matters, these hours may be extended or changed with verbal notification to the Chamber by the Chief of Police.

\*The cost per officer, per hour currently, is \$55/hour.



VILLAGE OF NEW GLARUS



APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: \$50 100.  
PERMIT NO. 245E02  
INSURANCE ON FILE: need new 5-10-24

Special events are governed by village ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. NAME/DESCRIPTION OF EVENT: New Glarus Beer, Bacon & Cheese and Polkafest

APPLICANT NAME: Bekah Stauffacher

ADDRESS: 418 Railroad Street, New Glarus

TELEPHONE: 608-527-2095 CELL PHONE: 608-636-5377

EMAIL: bekah@swisstown.com

SPONSORING ORGANIZATION: New Glarus Chamber of Commerce

NAME OF HEAD OF ORGANIZATION: Ally Sayre

ADDRESS: 606 Railroad Street, New Glarus

TELEPHONE: 608-527-3346 CELL PHONE: 608-695-6507

EMAIL: allyprigge@gmail.com

DESIGNATED CONTACT PERSON FOR EVENT

CONTACT NAME: Annie O'Connor

ADDRESS: 418 Railroad Street

PHONE: 608-527-2095 (Before event) 331-625-9671 (Day of event)

DATE(S) OF EVENT: June 7-8, 2024

ESTIMATED NUMBER OF DAILY ATTENDEES: 2000

(A completed Emergency Operations Plan must accompany this application if expecting 200 or more attendees)

2. LOCATION OF THE EVENT (Please attached a detailed map or diagram of your event)

Street

Does the event require streets to be closed? X YES NO If yes which street(s) and when are you requesting they be closed:



STREET(S):

DATE/TIME:

- \*4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street.
- \*2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.
- \*5<sup>th</sup> Avenue between 3<sup>rd</sup> Street and Railroad Street
- \*1<sup>st</sup> Street between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.

- Saturday, June 8th, 6 AM – 7 PM
- Saturday, June 8th, 6 AM – 10 PM
- Saturday, June 8th, 6 AM – 10 PM
- Thursday, June 6th, 8 AM – midnight through Sunday, June 9<sup>th</sup>, 4 PM

**Park**

Will event be held in a Village of New Glarus Park or utilize any park facilities? **X YES** **NO**

- Village Park
- Glarner Park
- Veteran's Memorial Park
- Candy Cane Park
- Valle Telle Soccer Park
- Hoesly Park

Are you requesting exclusive use of the park during this time? **X YES** **NO** If YES, which features? (ballfield, concession stand, shelter house, etc):

***Use of gazebo for weekend storage and Saturday live music performance, 8 AM Thursday, June 6<sup>th</sup> until 4 PM Sunday, June 9<sup>th</sup>.***

**3. TELL US ABOUT YOUR EVENT:**

**Alcoholic Beverages**

Will alcoholic beverages be served/sold? **X YES**

***Do you have a Class B license or will you be***

**X YES** (Must attach amended class B license or

**NO** (You are unable to serve alcohol at this event)

Will you be requesting that open intoxicants be a

**X YES** **NO** **\*\*Glass tasting glasses are**

***\*\*Open intoxicants to be allowed on the street  
Bacon & Cheese glasses.***

If yes,

STREET(S):

*A rectangle with the boundaries of:*

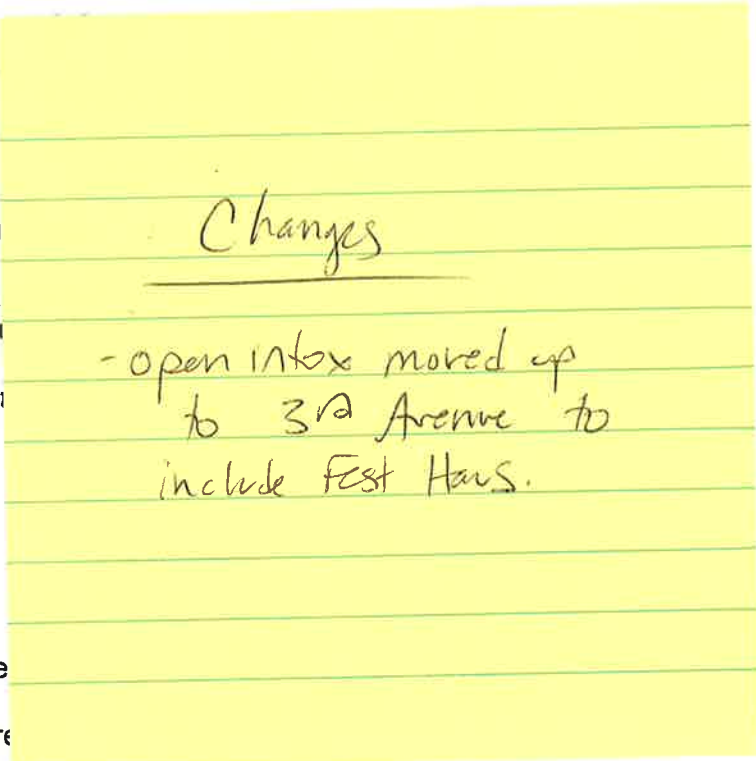
- \*3<sup>rd</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street
- \*2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 7<sup>th</sup> Avenue.
- \*7<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street
- \*Railroad Street between 7<sup>th</sup> Avenue and 4<sup>th</sup> Avenue.

Signs will be posted at the walkway entrances of Village Park saying 'No alcohol allowed in park'

**NOTE: It is the responsibility of the Applicant in coordination with the Police Department to post the limit of the area in which open intoxicants will be allowed.**

**Street Use**

Do you require any special parking restrictions? **X YES** **NO** If yes please indicate what type and where:



**STREET(S): No Parking**

**DATE/TIME:**

\*All of 4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street.

Saturday, June 8<sup>th</sup>, 6 AM – 8 PM

\*All of 2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.

Saturday, June 8<sup>th</sup>, 6 AM – 10 PM

\*All of 5<sup>th</sup> Avenue between 3<sup>rd</sup> Street and Railroad Street

Saturday, June 8<sup>th</sup>, 6 AM – 10 PM

\*All of 1<sup>st</sup> Street between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.

Thursday, June 6<sup>th</sup>, from 8 AM through Sunday, June 9<sup>th</sup> at 4 PM

\*Single parking stall on 1<sup>st</sup> Street between 5<sup>th</sup> Avenue And 6<sup>th</sup> Avenue for stage storage

Saturday, June 8<sup>th</sup> 10 PM through Monday, June 10<sup>th</sup> at 3 PM

\*Two parking stalls on 5<sup>th</sup> Avenue at Bank of New Glarus corner for ice caddy storage

Thursday, June 6<sup>th</sup> from 8 AM through Tuesday, June 11<sup>th</sup> at 3 PM

\*Three parking stalls south of New Glarus Town Hall for bathrooms

Thursday, June 6<sup>th</sup> from 8 AM through Monday, June 10<sup>th</sup> at 3 PM

\*Two parking stalls in front of old bank building at 5<sup>th</sup> Avenue and 2<sup>nd</sup> Street

Friday, June 7<sup>th</sup> from 8 AM through Monday, June 10<sup>th</sup> at 3 PM

\*Slanted parking stalls on 1<sup>st</sup> Street along Hutch + Hide for handicapped parking

Thursday, June 6<sup>th</sup>, from 8 AM through Saturday, June 8<sup>th</sup> at midnight

**Tents**

Will the event use a tent?  YES  NO If yes:

**STREET(S):**

**Tent Size**

**DATE/TIME:**

\*4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street.

10'x10's

Saturday, June 8<sup>th</sup>, 6 AM – 7 PM

\*2<sup>nd</sup> Street between 4<sup>th</sup> Avenue and 5<sup>th</sup> Avenue.

10'x10's

Saturday, June 8<sup>th</sup>, 6 AM – 10 PM

\*5<sup>th</sup> Avenue between 2<sup>nd</sup> Street and Railroad Street

10'x10's

Saturday, June 8<sup>th</sup>, 6 AM – 10 PM

\*1<sup>st</sup> Street between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.

40'x120'

Thursday, June 6<sup>th</sup>, 8 AM from midnight to Sunday, June 9<sup>th</sup> at 4 PM

How will tent(s) be anchored? (i.e. stakes, cement barriers) cement barriers, stakes, and sand weights

**NOTE: Stakes are prohibited in the Village streets. Violators will be responsible for actual costs to repair streets.**

**Dumpsters**

Applicants will be required to organize and obtain dumpster facilities: (please identify location) \_\_\_Dumpster in alley of Bank of New Glarus\_\_

**Fireworks**

Will any fireworks or pyrotechnic devices be used during the event? YES  NO  **(Please obtain the proper Fireworks Permit from the Village Clerk's Office and attach to this application)**

**Toilet Facilities (See Attached Guidelines)**

What toilet facilities will be made available to your participants?

Indoor at: \_\_\_\_\_ 418 Railroad Street \_\_\_\_\_

Outdoor:

- SW corner of Village Park –2 bathrooms, 1 sink
- Corner of 5<sup>th</sup> Avenue & Second Street – 5 bathrooms
- Bank of New Glarus alley – 5 bathrooms, 1 sink
- 5<sup>th</sup> Avenue near Town of New Glarus building – 6 bathrooms, 1 sink

**Amplification Devices**

Will there be the use of loudspeakers or amplifying devices? **X YES NO**

If yes, proposed use of amplifying devices (i.e. live band, disc jockey): Live polka bands in tent on 1<sup>st</sup> Street. Live band in Village Park gazebo, live band on 2<sup>nd</sup> Street between 5<sup>th</sup> & 4<sup>th</sup> Avenues \_\_\_\_\_

Date and time amplifying devices will be used: \_\_ Friday, June 7<sup>th</sup> 5 PM – 10 PM, Saturday, June 8<sup>th</sup> 11 AM – 7:30 PM \_\_\_\_\_

Accurate description of area amplifying devices will be used: \_\_ 1<sup>st</sup> Street between 5<sup>th</sup> Ave & 6<sup>th</sup> Ave, 5<sup>th</sup> Avenue between 2<sup>nd</sup> Street & Railroad St, Village Park gazebo, 2<sup>nd</sup> Street between 4<sup>th</sup> & 5<sup>th</sup> Avenues. \_\_\_\_\_

**NOTICE TO APPLICANT:** The Chief of Police shall have the authority to revoke such permit when he believes such loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in, which it is being used, or the location in, which it is being operated. [§ 224-9(C)(2)] **Any revocation shall be limited to the specific band and will not jeopardize other bands covered by the permit.**

**4. SAFETY/SECURITY FOR YOUR EVENT**

Do you have the correct level of insurance for your special event? **X YES NO**  
*(Review special events Ordinance, Village must be named as additionally insured, current Certificate of Insurance must be attached)*

Does your event require additional police coverage? (Please confirm with NGPD)

**X YES NO**

Number of Officers

DATE/TIME:

1. \_\_\_\_\_ 1 \_\_\_\_\_

Friday, June 7<sup>th</sup>, 5 PM – 10 PM

2. \_\_\_\_\_ 4 \_\_\_\_\_

Saturday, June 8<sup>th</sup>, 11 AM – 9 PM

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

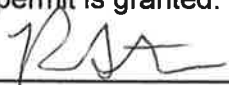
5. \_\_\_\_\_

\_\_\_\_\_


[The use of Village Officers will be charged at \$55/hour]

I/We New Glarus Chamber of Commerce do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

DATE: 3.11.24



Applicant Signature



Head of Sponsoring Organization Signature

**NOTICE TO APPLICANT:**

The Village Board requires that the applicant attend the meeting of the Village Board at which this application will be considered and that the application shall have been reviewed by the Public Works/Safety Committee and the Parks and Recreation Committee for their recommendation prior to its consideration by the Village Board.

The Village Board shall require the applicant to furnish **proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured**. The Village Board may require the applicant to furnish proof of Alcohol Liability Insurance.

**A completed Emergency Operations Plan must accompany this application if expecting 200 or more attendees.** After review of the application, the Village Board may request an Emergency Operations Plan for events with less than 200 expected attendees.

Municipal Ordinance  
Chapter 262 Art. III

STAFF SPECIAL EVENTS APPROVAL

EVENT: New Glarus Beer, Bacon & Cheese and Polkafest

Staff acknowledges receipt of the submitted application and by signing is indicating submittal of their department's comments pertaining to the planned event.

POLICE DEPARTMENT APPROVAL BY:

Chief [Signature]

DATE: 03-28-24

FIRE DEPARTMENT APPROVAL BY:

[Signature]

DATE: 3/11/2024

E.M.S. APPROVAL BY:

Chief [Signature]

DATE: 3-13-2024

PUBLIC WORKS APPROVAL BY:

[Signature]

DATE: 3-13-24

Deputy Clerk  
CLERK APPROVAL BY:

[Signature]

DATE: 3-25-04

PARK APPROVAL BY:

[Signature]

DATE: 3-13-24

APPROVED FOR PLACEMENT ON AGENDA:

[Signature]  
Village Administrator

DATE: 3/28/24

Application Received  
Date: 3/13/24

PIPS & Parks  
Committee Review  
Date: 4-10  
Action: \_\_\_\_\_

VB  
Board Review  
Date: 4-16  
Action: \_\_\_\_\_

**Application for Class B/Class B Retailer's License - Addendum**

2(a) – Beer will be served from 5 PM-10 PM on 6/07/2024 and from 11 AM-7:30 PM on 6/8/24 from the festival tent located in street of 500 block of 1<sup>st</sup> Street, New Glarus WI 53574.

Beer, cider, and wine sampling only will take place from 1 PM – 5 PM on 6/8/24 on 1<sup>st</sup> Street between 5<sup>th</sup> & 6<sup>th</sup> Avenues, 5<sup>th</sup> Avenue between Railroad & 2<sup>nd</sup> Streets, 4<sup>th</sup> Avenue between 2<sup>nd</sup> & Railroad Streets, and 2<sup>nd</sup> Street between 4<sup>th</sup> & 5<sup>th</sup> Avenues.



#24-T-3

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 03/05/2024

Town  Village  City of New Glarus

County of Green

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/07/2024 and ending 06/08/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
  - Church
  - Lodge/Society
  - Veteran's Organization
  - Fair Association or Agricultural Society
  - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name New Glarus Chamber of Commerce

(b) Address PO Box 713, 418 Railroad Street, New Glarus WI 53574  
(Street)  Town  Village  City

(c) Date organized 08/01/1985

(d) If corporation, give date of incorporation 09/03/1985

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Ally Sayre, 606 Railroad Street, New Glarus WI 53574

Vice President Tory Hutchison, 600 1st Street, New Glarus WI 53574

Secretary Beth Zurbuchen, 507 Durst Road, New Glarus WI 53574

Treasurer Jon Heller, 1101 HWY 69, New Glarus WI 53574

(g) Name and address of manager or person in charge of affair: Bekah Stauffacher  
418 Railroad Street, New Glarus WI 53574

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number See addendum

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? In festival tent

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event Polkafest/New Glarus Beer, Bacon & Cheese

(b) Dates of event \_\_\_\_\_

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer  3/14/24  
(Signature / Date)

New Glarus Chamber of Commerce  
(Name of Organization)

Date Filed with Clerk 3/13/24

PWPS / Parks / VB  
Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. #24-T-3

VILLAGE OF NEW GLARUS  
GREEN COUNTY  
WISCONSIN

RELEASE OF LIABILITY FORM  
FOR  
TEMPORARY ALCOHOLIC BEVERAGE LICENSEES  
LICENSE # 24-T-3

I hereby certify that I represent all parties in interest and that such Temporary Alcoholic Beverage License as granted by the Village Board of the Village of New Glarus is for the bona fide purpose of serving alcoholic beverages at date and time and at the location stipulated on the attached license and not for an other purpose.

The licensee, his successors or assigns, agrees to indemnify and hold harmless the Village of New Glarus, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of this license.

Date: 3-19-24

RSA  
Applicant

Attest: Kum  
Clerk/Treasurer

Municipal Ordinance  
Section 185-16(A)(2)

**SERVERS LIST**

Licensed operator(s) must be present at all times. Please provide a list of servers for the event who hold a valid operator license in the *Village of New Glarus*.

NAME:

Annie O'Connor

Belkah Stauffacher

Municipal Ordinance  
Section 185-16(E)



# Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

[www.newglarusvillage.com](http://www.newglarusvillage.com)

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## TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

**For the sale of Fermented Malt Beverages and wine at a  
GATHERING OR PICNIC**

NO 24-T-3

\$ 10.00

**WHEREAS**, the local governing body of the VILLAGE OF NEW GLARUS County of GREEN Wisconsin, has, upon application duly made, granted and authorized the issuance of Retail Class "B" License to New Glarus Chamber of Commerce to sell Fermented Malt Beverages and "Class B" to sell wine as defined by law and pursuant to Section 125.26(6) and Section 125.51(10) of the Statutes of the State of Wisconsin, and local ordinances;

**AND WHEREAS**, the said applicant has paid to the treasurer the sum of \$10.00 for such Class "B" Retailer's Fermented Malt Beverage and "Class B" wine as provided by local ordinances, and has complied with all the requirements necessary for obtaining such licenses;

LICENSE IS HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages and wine at the following described premises: In Festival Tent located on the 500 Block of 1<sup>st</sup> Street, New Glarus, WI 53574. Beer, cider, and wine sampling only on 6/8/24 on 1<sup>st</sup> Street between 5<sup>th</sup> and 6<sup>th</sup> Avenue, 4<sup>th</sup> & 5<sup>th</sup> Avenue between Railroad Street and 2<sup>nd</sup> Street, and 2<sup>nd</sup> Street between 4<sup>th</sup> and 5<sup>th</sup> Avenue next to festival tents (beer sales must be conducted in festival tents). NOTE: The temporary alcohol license must be posted in tent.

FOR THE FOLLOWING PERIOD:

6/7/24 from 5 pm to 10 pm; 6/8/24 from 11 am to 7:30 pm.

Given under my hand and the corporate seal of the

(Corporate Seal)

VILLAGE OF NEW GLARUS

County of GREEN State of Wisconsin,

This 17<sup>th</sup> day of April, 2024

---

Clerk



# New Glarus Lions Club, Inc.

PO Box 193 New Glarus, WI 53574

[newglaruslionsclub@gmail.com](mailto:newglaruslionsclub@gmail.com)

[www.e-clubhouse.org/sites/newglarus/](http://www.e-clubhouse.org/sites/newglarus/)

[www.newglaruslions.com](http://www.newglaruslions.com)

[www.facebook.com/NewGlarusLionsClub](https://www.facebook.com/NewGlarusLionsClub)

New Glarus – Parks Committee,

The New Glarus Lions Club wishes to present a proposal for changes, repairs to the Village Park property.

- **Repairs to the existing Lions Shelter-**

- The shelter has become dated and needs repairs to the wood appearance to be the place visitors and residents have depended on for their activities and celebrations in New Glarus. (see photo)



- **Repairs (repairs and or changes to Village Sign)**

- The Lions' Village Park sign posts have spread apart and allowed the sign to slip. The existing sign has succumbed to the heat from the afternoon sun and the vinyl is cracking making the sign susceptible to further damage. The current location tends to make repairs to the sign vulnerable to the same damage in the future.
- We are proposing to relocate a new sign to the southeast corner of the park where the afternoon sun exposure is more limited. This



would also address concerns of the New Glarus Village utilities director Joe Cockroft.

- Request to relocate the Lions flagpoles to the area of the main park flag pole. (see photos) This reduces the number of American flags to address for lowering when needed.
- Returning this space to general park usage.
- Installing WI state flags and (other) flags on relocated poles.



(Sample 1)



(Sample 2)

- The new sign (samples from Bryan Dove) are a flexible proposal and Bryan says that he will work with the parks committee and the Lions with the design.



- The option of moving the sign to the southeast corner of the park depends on the information from the locates that Joe will be calling for. The reason for selecting this location is due to the normal traffic of tourists and residents approaching the park. The normal pattern is from the southwest corner and the southeast corner. This would help to identify this park better. (see existing sign on northwest corner)



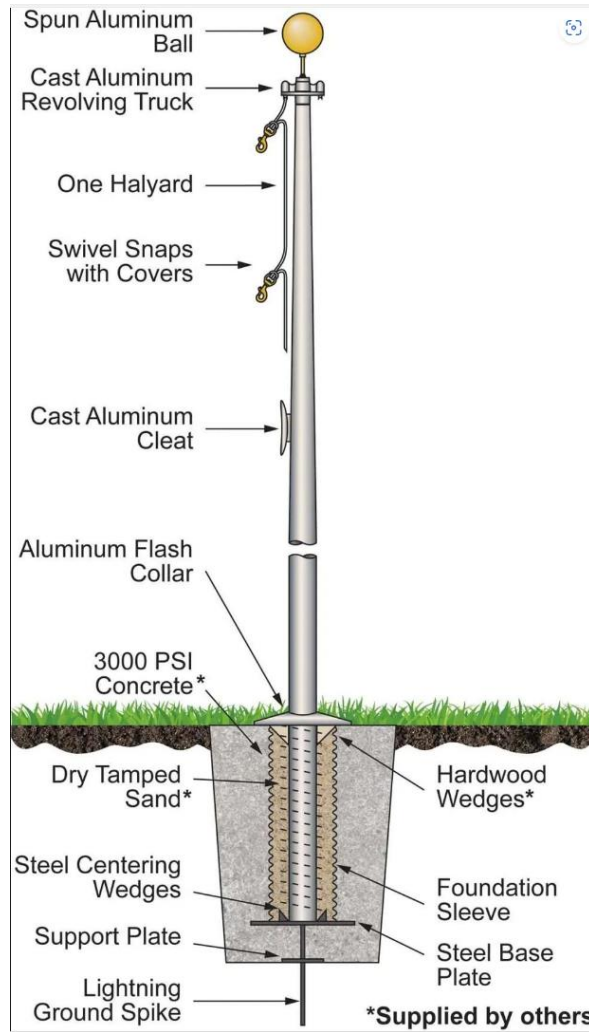
The New Glarus Lions are willing to address the cost of the shelter repairs and the cost of the new park sign. Joe Cockroft has indicated that the Village should address the new posts for the new sign and the cost for relocating the flagpoles. With the Village supplying the equipment to relocate the posts and the flagpoles, this should reduce the cost of this project. Flag pole base equipment purchased would be the expense of the New Glarus Lions.

We submit this project as a continuing effort to work together to have a great park system in New Glarus. As a joint effort, the New Glarus Lions would share in the manpower efforts with volunteers within our members.

Any new physical property added to the Village Park would be turned over to the New Glarus Village as their property for ownership responsibilities that go with it.

Respectfully submitted by the New Glarus Lions Inc.  
President – Lion Eric Muggenburg

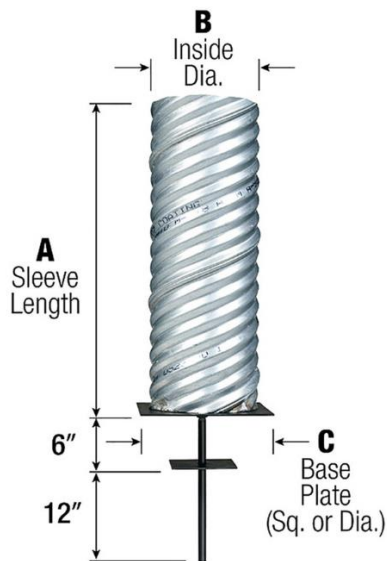
# Flag Pole Installation instructions, and purchase cost. (X 2 each)



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**\$284.99**

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▼ 1 ▲

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