

**VILLAGE OF NEW GLARUS**  
**PUBLIC WORKS / PUBLIC SAFETY COMMITTEE MEETING**  
**Village Hall Board Room**  
**319 2<sup>ND</sup> Street**  
**2/14/24      7:00 P.M.**

**REGULAR MEETING**

1. Call to Order
2. Approval of Agenda
3. Public Comment Period
4. Approval of 12.13.23 Minutes
5. Public Safety
  - a. Monthly Police Department Report
  - b. Consideration/Discussion: Possible Revision to Municipal Code Chapter 288-27 "Parking of certain vehicles and equipment restricted"
6. Public Works
  - a. Monthly Public Works Department Report
  - b. Consideration/Discussion: Street Light at 502 2<sup>nd</sup> Avenue
  - c. Consideration/Discussion: Downtown Watering Agreement
  - d. Consideration/Discussion: Mailbox Replacement Policy
7. Adjournment

Peggy Kruse, Chair Public Works/ Public Safety Committee

**AGENDA**

|                           |        |
|---------------------------|--------|
| POSTED: N.G. Village Hall | 2/9/24 |
| NG Post Office            | 2/9/24 |
| Bank of New Glarus        | 2/9/24 |



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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**  
**PUBLIC WORKS & SAFETY MEETING MINUTES**  
**December 13, 2023                      6:00 pm**

REGULAR MEETING

Present: Peggy Kruse, Michael Bell

Absent: Gof Thomson

Also Present: Director of Public Works Joe Cockroft; Police Chief Jeff Sturdevant; Village Administrator Lauren Freeman

1. Call to Order – 6:00 p.m.
2. Approval of Agenda: Michael motions, Peggy seconds. Motion passes 2-0.
3. Public Comment Period: No comments
4. Approval of 11.16.23 Minutes: Peggy motions, Michael seconds. Motion passes 2-0.
5. Public Safety:
  - a. Monthly Police Department Report – Chief Sturdevant shared the November monthly police report. There were 300 calls in November.
  - b. Consideration/Discussion: Temp. Class B fermented malt beverage license application for NGFD Sportman’s Banquet 2/3/2024 – Peggy made a motion to approve application, seconded by Michael. Motion passes 2-0.
  - c. Consideration/Discussion: Angle Parking Ordinance– Michael made a motion to not pursue changes to the angle parking ordinance, seconded by Peggy. Motion passes 2-0.
6. Public Works:
  - a. Monthly Public Works & Utilities Report – Public Works Director Cockroft shared the monthly Public Works and Utilities report.
  - b. Consideration/Discussion: Stop Sign on 4<sup>th</sup> Avenue at 6<sup>th</sup> Street- Michael made a motion to put a stop sign on 4<sup>th</sup> Avenue at 6<sup>th</sup> Street, seconded by Peggy. Motion passes 2-0.

Adjourn 6:37 PM

- Lauren Freeman  
Village Administrator

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



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

"America's Little Switzerland"

February 5, 2024

To: Administrator Freeman and the New Glarus Public Safety/Works Committee

From: Chief Jeff Sturdevant

Reference: January Monthly Police Report

Here is the summary of the Police Department statistics for last month and the year-to-date calls for service, along with a comparison to last year's numbers.

| <b>Types of calls</b>                    | <b>January 2024</b> | <b>Since Jan 1<sup>st</sup></b> | <b>January 2023</b> | <b>Total Last Year</b> |
|--|---------------------|---------------------------------|---------------------|------------------------|
| <b>Overall calls for service</b>         | 362                 | 362                             | 356                 | 4519                   |
| <b>Assist other agencies/departments</b> | 31                  | 31                              | 26                  | 465                    |
| <b>Incarcerated/Jailed</b>               | 1                   | 1                               | 1                   | 38                     |
| <b>Traffic/Municipal Citations</b>       | 49                  | 49                              | 58                  | 708                    |
| <b>Traffic Warnings</b>                  | 49                  | 49                              | 73                  | 1041                   |
| <b>Parking Citations</b>                 | 102                 | 102                             | 53                  | 216                    |
| <b>Traffic Accidents</b>                 | 5                   | 5                               | 0                   | 25                     |

**Notable information or call(s) for service:**

- On 01/20/24, officers were dispatched to a motor vehicle accident that involved a legally parked vehicle. After investigation, the operator of the moving vehicle was cited for OWI, Operating with Prohibited BAC, and Unsafe Lane Deviation. The operator was released to a responsible party. Both vehicles were towed from the scene. No injuries were reported.
- On 01/25/24, during a routine traffic stop, it was discovered that the operator was intoxicated. The operator was arrested for OWI-3<sup>rd</sup> Offense, Operating without Insurance, Open Intoxicants, and Defective Tail Lamp. The operator was transported to the Green County Jail.



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- On 01/27/24, officers monitored traffic on STH 69 due to a complaint from an incident in the Village of Monticello. The vehicle involved was reported to be driving northbound on STH 69. The New Glarus officer followed the vehicle for any driving impairment and eventually stopped the vehicle. After an investigation, the operator was cited for OWI, Possess Open intoxicants in a Motor Vehicle, Operating a Motor Vehicle without Insurance, Operate Left of Center and Illegal Window Tint. The operator was released to a responsible party.
- On 01/28/24, officers gave a presentation to the New Glarus Cub Scout Pack #848 at the Police Department

#### **Department Training:**

- The police department attended a monthly in-service training for two (2) hours on the topic of Drug Endangered Children (DEC) hosted by the Green County Human Services Department.
- Officer Krohn attended a two-day training course for Colt Rifle Armorer Certification held on January 17<sup>th</sup> and 18<sup>th</sup> sponsored by the Madison Police Department. Officer Krohn is now certified to maintain and repair our department rifles.

#### **Hiring Process:**

- An update will be given to the committee.

*Village of New Glarus, WI  
Thursday, February 8, 2024*

## Chapter 288. Vehicles and Traffic

### Article III. Parking Regulations

#### § 288-27. Parking of certain vehicles and equipment restricted.

[Amended 7-1-2003 by Ord. No. 03-04]

No person owning or having control of any trailer, boat trailer, snowmobile trailer, bus, camper, farm implement, or recreation vehicle shall park the same upon any street, avenue, Village parking lot or other public way in the Village between the hours of 2:00 a.m. and 7:00 a.m. In addition, no truck, power unit, or other vehicle with a weight in excess of 12,000 pounds, or over 16 feet in length, or having a height of more than eight feet from the roadway, shall park the same upon any street, avenue, Village parking lot or other public way in the Village between the hours of 2:00 a.m. and 7:00 a.m. The provisions of this section shall not be deemed to prohibit the lawful parking of such equipment upon any street, avenue, Village parking lot, or other public way in the Village for the actual loading or unloading of goods, wares, or merchandise; providing, however, that "loading" and "unloading," as used in this section, shall be limited to the actual time consumed in such operation. The Police Department may, however, designate specific parking zones and issue permits for parking in those zones.

**VILLAGE OF NEW GLARUS  
DOWNTOWN BUSINESS PLANTER WATERING AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2024 by and between the VILLAGE OF NEW GLARUS, a municipal corporation hereinafter known as the Village, and the NEW GLARUS CHAMBER OF COMMERCE., hereinafter known as the Chamber.

PURPOSE OF THE CONTRACT

Under this contract the Village shall water the downtown planters placed by the Chamber of Commerce on behalf of their members from May 13 through October 31, annually.

TERMS OF THE CONTRACT

1. The term of this contract shall be for a one (1) year period beginning May 13, 2024 and ending May 13, 2025. Unless this agreement is terminated pursuant to Section 9 of this agreement, this agreement shall automatically renew for subsequent one (1) year terms annually on May 13<sup>th</sup>.
  
4. Payment: The Chamber shall pay to the Village a lump sum of \$1,518. The Village shall charge the hourly rate of the Public Works LTE of \$16.88 per hour for four (4) hours per week beginning May 13<sup>th</sup> and ending October 31<sup>st</sup> (25 weeks). This rate shall be reviewed annually and may be adjusted if mutually agreed upon by both parties. Payment shall be received by the Village by June 1 of each year.
  - a. Calculation: \$16.88 per hour x 4 hours per week x 25 weeks = \$1,688.
  
5. Equipment: The Village shall furnish, at its own expense, all necessary labor and equipment needed to perform the duties enumerated by this contract.
  
6. Scope of Work
  - a. Watering of Planters two (2) days per week (approximately two (2) hours of watering per day.
  
7. Neither party nor its representatives shall have any right or authority whatsoever to incur any liability or obligation (express or implied) or otherwise act in any manner, in the name or on behalf of the other party, or to make any promises, warranty or representation binding on the other party with respect to its products or services except as specifically permitted herein.

ADDRESSES FOR NOTICES

All notices sent to either party by the other under this contract shall be sent by certified mail, return address requested, to the following addresses:

VILLAGE OF NEW GLARUS  
Kelsey Jenson: Village Clerk  
PO Box 399  
New Glarus, WI 53574  
Phone 527-2510

Chamber of Commerce  
Bekah Stauffacher  
418 Railroad Street  
New Glarus, WI 53574  
Phone 527-2095

8. Indemnification. Each party releases from, and covenants and agrees, that it shall indemnify and protect the other party and to hold the aforesaid harmless from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising, or purportedly arising from the actions of the party under this agreement, or the transactions contemplated hereby.
9. Termination. Either party may terminate this agreement upon notice of at least 30 days. Village shall be entitled to compensation through the date of notice of termination.

The parties hereby agree to the terms and covenants contained herein the day first written above.

\_\_\_\_\_  
Lauren Freeman, Administrator  
Village of New Glarus

\_\_\_\_\_  
Bekah Stauffacher, Director  
Chamber of Commerce



**DEPARTMENT OF PUBLIC WORKS**

300 East Main Street, Sun Prairie, WI 53590-2227  
(608) 837-3050  
FAX (608) 837-3914

## **CITY OF SUN PRAIRIE Mailbox Replacement Policy**

The City of Sun Prairie Public Works Department mandate during “Snow and Ice Season” is to remove as much snow and ice as possible from City streets. This means that we will try to plow as close to the curb as possible. We make every attempt to not damage any property within the City right-of-way; however, mailboxes do occasionally get damaged.

In most cases, the City will repair or replace all mailboxes that were reported to have been damaged by City snow removal vehicles. Our policy for these repairs and replacements is as follows:

### **The Policy**

The Public Works Department will repair or replace any damaged standard mailbox, support post and/or mailbox board when the following conditions are met:

1. It is determined that City plow operators damaged the mailbox; and
2. The mailbox was properly installed, meeting the United States Postal Service (USPS) installation guidelines (see below), and was maintained in good condition prior to the damage occurring.

If both criteria are met, the City of Sun Prairie will repair or replace the mailbox with the standard mailbox and/or support post we offer. We will try to replace the damaged mailbox with a similar mailbox. If the mailbox was not a standard style mailbox and/or you opt to repair or replace it yourself, the City of Sun Prairie will reimburse you up to a maximum of \$100 (copy of receipt is needed).

**NOTE: Any mailbox damaged due to snow weight rather than direct snowplow contact, will not be covered under this policy.**

You should also check your mailbox yearly as the ground shifts or settles over time and cause mailboxes to sink or tilt. Your post may age too.

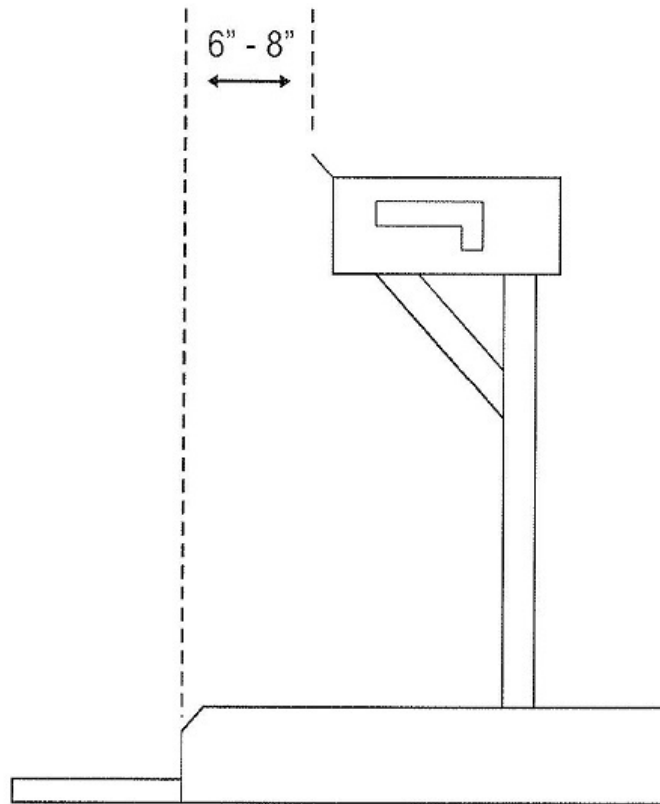
Guidelines established per USPS regulations regarding mailbox installation:

- Mailboxes installed on streets with a curb must be 41 to 45 inches above the street surface and a minimum of 24 inches back from face of curb.
- The mailbox door must be 6 to 8 inches back from the curb face (see diagram).

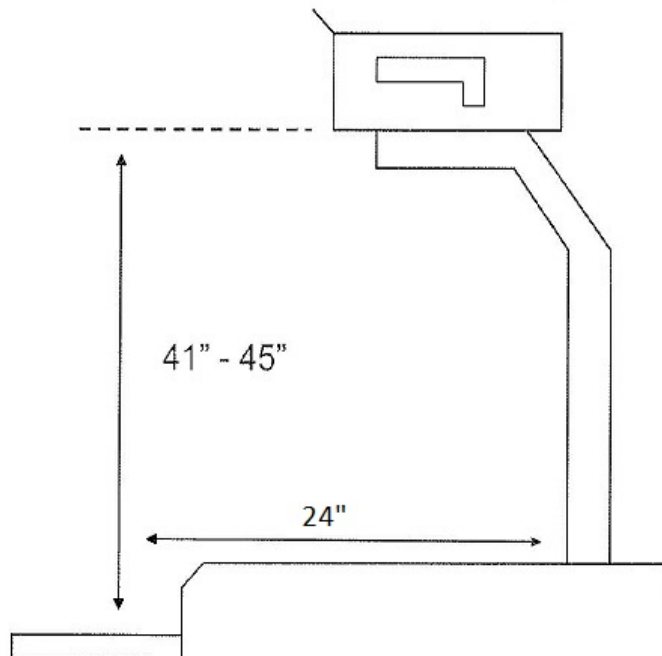
The City has adopted, by ordinance, the USPS regulations for mailbox placement. Residents can contact the USPS office with any questions regarding USPS mailbox installation guidelines.



## Mailbox Location



Mailboxes are set back 6" - 8" from the front face of the curb or road edge to the mailbox door.



Generally, mailboxes are installed at a height of 41" - 45" from the road surface to the bottom of the mailbox.

The mailbox should ideally be located to the right of the driveway. This allows your letter carrier to serve your mailbox without blocking your driveway.