

AMENDED

VILLAGE OF NEW GLARUS
PUBLIC WORKS / PUBLIC SAFETY COMMITTEE MEETING
Village Hall Community Room
319 2ND Street
7/12/2023 7:00 P.M.

REGULAR MEETING

1. Call to Order
2. Approval of Agenda
3. Approval of 6.14.23 Minutes
4. Public Safety
 - a. Monthly Police Department Report
 - b. Consideration/Discussion: Special Event- Art in the Park, Wilhelm Tell Fest, Sept 3rd
 - c. Consideration/Discussion: Special Event- Family Fest, Grace Church, Sept 8-11, Event 9/10
 - d. Consideration/Discussion: Special Event- Fire Fest, NGFD, Saturday, Aug 5th.
 - e. Consideration/Discussion: Operator Licenses for Amanda Babler, Stace Jones, Felicia Patterson & Iris Fanning
5. Public Works
 - a. Monthly Public Works Department Report
 - b. Consideration/Discussion: No Parking Signs on 3rd St from 4th Ave to 6th Ave for Emergency Vehicle Access
 - c. Consideration/Discussion: Stop Signs at 8th St & 9th Ave
6. Adjournment

Peggy Kruse, Chair Public Works/ Public Safety Committee

AGENDA

POSTED: N.G. Village Hall 7/7/23
NG Post Office 7/7/23
Bank of New Glarus 7/7/23



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
June 14, 2023 7:00 pm

REGULAR MEETING

Present: Peggy Kruse

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

1. Call to Order – 7:04 p.m. Due to lack of quorum, the Committee discussed updates but did not take action on any items on the agenda.
2. Public Safety:
 - a. Monthly Police Department Report – Chief Sturdevant shared the May monthly police report.
3. Public Works:
 - a. Monthly Public Works Department Report – Public Works Director provided an update on Public Works and Utility projects.

Adjourn 7:45 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"

July 5, 2023

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

From: Chief Jeff Sturdevant

Reference: June 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 comparative to last year's numbers.

Types of Calls	Current Month	Since Jan 1st	Total Last Year
Overall calls for service	463	2186	3791
Assist other agencies/departments	92	252	528
Incarcerated/Jailed	3	16	44
Traffic/Municipal Citations	53	281	618
Traffic Warnings	81	449	738
Parking Citations	14	144	258
Traffic Accidents	2	6	42

Notable information or call(s) for service:

- 06-04-23, New Glarus High School Graduation and Car Parade went good with no incidents.
- 06-13-23, Officer Kaczmariski and Chief Sturdevant gave a safety presentation to the children that attend Kid's World Daycare. This event was held in the back parking lot at the Elementary School.

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Chief of Police
sturdevant@newglaruspolice.com



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- 06-15-23, Chief Sturdevant attended the Shepherd of the Hills Church for a meeting to help assist them in hiring a new pastor for the church. They requested members of the community that have been present in the community for years and leaders of the community.
- 06-16-23, Motor Vehicle Accident – An operator of a vehicle lost control of their vehicle while backing out of an angle parking spot and hit another legally parked vehicle and then continued down the road and struck a residence. The operator received minor injuries. The vehicles sustained disabling damage. The house sustained minor damage and no structural damage. The operator of the vehicle traveled over a city block before coming to rest against the house. The operator was cited for Unsafe Backing and a Driver Condition Report was completed.
- The Police Department handled four (4) drug investigations this month that resulted in arrest/citations. Three of the cases involved Marijuana and one case involved Methamphetamine. All cases either resulted in criminal charges and/or several citations.

Ballistic Film:

- The Ballistic Film process has been completed on all four windows at the Police Department. The staff is very pleased that this was completed for safety reasons and the overall outcome of the finished project.

Festivals:

- Polkafest and Beer, Bacon & Cheese (06-09-23 through 06-10-23) went over very well with minimal incidents. There were no major incidents.
- Blues, Brews and Food Trucks festival on 06-25-23 went good with no major incidents.

Squads:

- Currently in the process of getting the new SUV equip with all the emergency equipment. The squad should be completed within the week.
- The 2017 squad has been stripped of everything and will be auctioned off at Wisconsin Surplus sometime in July.

Hiring Process Update:

- Bennett is currently in the Field Training phase and started his first day on 06-21-23.
- The second subject that was offered the open fourth police officer position declined the job and accepted a position with another Police Department.



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Chief of Police
sturdevant@newglaruspolice.com

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info@newglaruspolice.com

"America's Little Switzerland"

Probationary Period:

- Officer Hunter Krohn has successfully completed his 18-month probationary period as of 06-28-23. Attached to the packet is a copy of the letter he was issued. Congratulations to Officer Krohn for completing his probationary period.



Jeff Sturdevant
Chief of Police
sturdevant@newglaruspolice.com

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

"America's Little Switzerland"

June 28, 2023

Dear Officer Hunter Krohn,

This letter is to notify and congratulate you on your successful completion of your 18-month probationary period with the New Glarus Police Department.

As of today, you are considered a regular full-time employee of the New Glarus Police Department.

I look forward to your long and successful career with the Department. Again congratulations!

Sincerely,

A handwritten signature in blue ink that reads "Jeff Sturdevant".

Jeff Sturdevant
Chief of Police

C: Village of New Glarus Administrator Lauren Freeman
Village of New Glarus Public Works/Public Safety Committee



Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

www.newglarusvillage.com

{DRAFT} SPECIAL EVENT PERMIT # 23-SE-05 TEMPORARY "CLASS B" LICENSE # 23-T-5

ISSUED TO: New Glarus Vision Inc - Wilhelm Tell Festival

EVENT: Art in the Park

DATES/TIMES: September 3, 2023

LOCATIONS/USES OF PUBLIC FACILITIES:

VILLAGE PARK: Event includes the exclusive use of Village Park, including shelter. **No dogs are allowed in Village Park and this should be disseminated to and followed by event participants.**

STREET CLOSURES/NO PARKING: 4th Avenue between Railroad Street and 2nd Street from 2:30 a.m. to 5:00 p.m.

ALCOHOLIC BEVERAGES/OPEN INTOXICANTS:

Alcoholic beverages will be sold/ served at the event, open intoxicant in plastic cups will be in Village Park and designated area from Railroad Street to 2nd Street, between 3rd Avenue and 4th Avenue from 9:00 a.m. to 4:00 p.m. Signage will be posted noting: **"NO ALCOHOL BEYOND THIS POINT"**.

TENTS: Small, individual tents will be used by approximately 35 artists in the park and shall be anchored by stakes.

DUMPSTERS: Existing trash containers located in Village Park are sufficient. Organizers will provide extra garbage bags.

RESTROOMS: Number of restrooms shall be in conformance to FEMA specifications for the number of event attendees. Two porta-potties will be placed along park sidewalk by Village Pool Bathhouse.

AMPLIFICATION: Sponsor shall be permitted use of loud speakers/amplification devices to be used at Village Park in the center of open parks space west of swimming pool for a single live band between the hours of 12 p.m. and 3 p.m. 10x10 tent in the center of the event/village park.

SPECIAL PROVISIONS FOR TEMPORARY CLASS "B" LICENSE:

1. The temporary alcohol license must be posted.
2. 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.**

EMERGENCY PLAN: Sponsor has completed and filed an Emergency Action Plan, which is made a part of this permit by reference.

INSURANCE: Required insurance is on file with the Village Clerk's Office.

PERMIT ISSUED: _____ BY: _____, Administrator



Village of New Glarus

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TEMPORARY "CLASS B" RETAILER'S LICENSE

For the sale of Wine at a
GATHERING OR PICNIC

NO. 23-T-5

\$ 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 Vision Inc to sell wine, as defined by law, pursuant to 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 Wine License as provided by local ordinances, and has complied with all the requirements necessary for obtaining such license;

LICENSE IS HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Wine at the following described premises: In Tent, Village Park located from Railroad Street to 2nd Street, between 3rd & 4th Avenue, New Glarus, WI 53574. NOTE: The Temporary alcohol license must be posted at booth.

FOR THE FOLLOWING PERIOD: September 3, 2023 from 9 am to 4 pm

(Corporate Seal)

Given under my hand and the corporate seal of the

VILLAGE OF NEW GLARUS

County of GREEN State of Wisconsin,

This 19th day of July, 2023

Clerk

LIST OF SERVERS FOR EVENT:

SHANNON JELLE

BROOKE SKIDMORE

HALEY SHUTTER

DONNA DISCH

CASEY UMHOEFER

MELISSA YAUN

JILL SQUIRES



Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

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[DRAFT] SPECIAL EVENT PERMIT # 23-SE-06

ISSUED TO: Grace Church of New Glarus
John Lewis

EVENT: New Glarus Family Fest

DATES/TIMES: Sunday, September 10, 2023

LOCATIONS/USES OF PUBLIC FACILITIES: Street Closures

STREET CLOSURES/NO PARKING:

Saturday, 9/09/23 [2 p.m. to 11:59 p.m.]

- Closure of 3rd Avenue between 2nd Street and Railroad Street

Sunday, 9/10/23 [12 a.m. to 10:00 p.m.]

- Closure of 3rd Avenue between 2nd Street and Railroad Street

Sunday, 9/10/23 [2 a.m. to 10:00 p.m.]

- Closure of 4th Avenue between 2nd Street and Railroad Street
- Closure of 2nd Street between 3rd Avenue and 4th Avenue
- Closure of Railroad Street between 4th Avenue and 1st St (2nd Ave)
- 2nd Street between 4th & 5th Avenue for handicap (not asking for closure), use to be allowed to put up signs marking it for such

New Glarus Public Works shall post the streets at least 48 hours prior to the event indicating when all the roads are closed: **“NO Parking”**.

Sponsor shall work with Swiss Church to allow for adequate on street parking during their morning church services, in particular 4th Avenue will be kept open during Sunday morning services.

VILLAGE PARK:

Event includes the use of Village Park, including shelter and installation of tents as follows: one (1) at 30' x 40', one (1) at 20' x 40', one (1) at 20' x 20' and twenty (20) small gazebos. Installation will include the use of stakes in the grassy areas of the Park. **No dogs are allowed in Village Park, this should be disseminated to and followed by event participants.**

DUMPSTERS:

Sponsor shall provide adequate dumpsters. They will be located off of railway and 3rd avenue.

RESTROOMS:

Number of restrooms shall be in conformance to FEMA specifications for the number of event attendees. Sponsor shall provide 16 outdoor units in Village Park.

LOUD SPEAKERS: Sponsor shall be permitted use of loud speakers/amplification devices shall be used at Village Park for live bands, speakers and entertainers. The dates and times of said use shall be: Sunday, 9/10/22 1:00 p.m. to 10:00 p.m. and Monday, 9/11/22 from 7 a.m. to 4 p.m.

SECURITY:

Sponsors shall provide their own additional event staff and security personnel for use within the festival area. They shall coordinate their operations with the New Glarus Police Department prior to and during the actual event.

Sponsor shall provide and pay for two (2) uniformed New Glarus Police Officers [approximate cost per officer per hour is \$55], working the festival and immediate grounds area. This shall be in effect for five (5) hours from 11:00 a.m. to 4 p.m. on 9-10-23.

Sponsor has completed and filed an Emergency Action Plan, which is made a part of this permit by reference.

Any operation of ATV/UTV, Gators, etc., shall be in conformance to all state and municipal ordinances.

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

INSURANCE

Insurance is on file with the Village Clerk's Office.

PERMIT ISSUED: _____

BY: _____

Lauren Freeman, Administrator

VILLAGE OF NEW GLARUS



9-1

APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: #35.00 pd.
PERMIT NO. 23-SE-06
INSURANCE ON FILE: Coming

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 Family Fest

APPLICANT NAME: Grace Church

ADDRESS: 416 2nd Street

TELEPHONE: 608 527-5664 CELL PHONE:

EMAIL: don@gracechurchng.org

SPONSORING ORGANIZATION: Grace Church

NAME OF HEAD OF ORGANIZATION: John Lewis

ADDRESS: 416 2nd Street

TELEPHONE: 608-527-5664 CELL PHONE: 608-558-2858

EMAIL: John@gracechurgng.org

DESIGNATED CONTACT PERSON FOR EVENT

CONTACT NAME: Don Wickstrum

ADDRESS: 416 2nd Street

PHONE: 608-558-1621 (Before event) 608-558-1621 (Day of event)

DATE(S) OF EVENT: 9-08 thru 9-11 (Event is held on 9/10)

ESTIMATED NUMBER OF DAILY ATTENDEES: 3500

(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? YES NO If yes which street(s) and when are you requesting they be closed:

STREET(S):

DATE/TIME:

1. 3rd Ave between 2nd street & Railroad St (we keep parking open in front of fest haus, just in years past)
2. 3rd Ave between 2nd street & Railroad St
3. 4th Ave between 2nd Street & Railroad St
4. Railroad St between 4th ave & 1st St (or 2nd ave)
5. 2nd street between 4th ave and 3rd ave

- 9-09 2pm -11:59pm
- 9-10 12am till 10pm
- 9-10 2am till 10pm
- 9-10 2am till 10pm
- 9-10 2am till 10pm

Park

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

If YES, which features? (ballfield, concession stand, shelter house, etc):

The entire park block

3. TELL US ABOUT YOUR EVENT:

Alcoholic Beverages

Will alcoholic beverages be served/sold? YES NO

Do you have a Class B license or will you be obtaining a temporary Class B permit?

YES (Must attach amended class B license or temporary Application)

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

Will you be requesting that open intoxicants be allowed on the streets (plastic cups only)?

YES NO If yes,

STREET(S):

DATE/TIME:

1. _____
2. _____
3. _____
4. _____
5. _____

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? YES NO If yes please indicate what type and where:

STREET(S):

DATE/TIME:

- 1. (See street closures)
- 2. 2nd Street between 4th ave and 5th ave for handicap we are not asking for closure just for us to be allowed to put up signs marking it for such
- 3. _____
- 4. _____
- 5. _____

- See street closures
- 9-10
- _____
- _____
- _____

Tents

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

STREET(S):

Tent Size

DATE/TIME:

- 1. Open Field of park 30' x 40'
- 2. Open Field of park 20'x40
- 3. Open Field of park 20 x 20
- 4. Open Field of park small gazebos
- 5. _____

- 9-08 thru 9-11
- 9-08 thru 9-11
- 9-08 thru 9-11
- 9-08 thru 9-11
- _____

How will tent(s) be anchored? (i.e. stakes, cement barriers) Using Stakes into the grass ground
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) Off of railway and 3rd ave

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: _____

Outdoor: Portable Bathrooms

Location:

of units

DATE/TIME:

- 1. SEE Map 16 units
- 2. _____

- 9-09/11
- _____

3. _____
4. _____
5. _____

Amplification Devices

Will there be the use of loudspeakers or amplifying devices?

YES

NO

If yes, proposed use of amplifying devices (i.e. live band, disc jockey): Speaker, Live Band, and entertainment

Date and time amplifying devices will be used: 9/10 1pm till 10pm (on and off for sound check)
9/11 7am till 4pm festival set up till tear down

Accurate description of area amplifying devices will be used: Village Park Feild Area

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?

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)

YES

NO

Number of Officers

DATE/TIME:

1. 2

9/10 11a till 4pm

2. _____

3. _____

4. _____

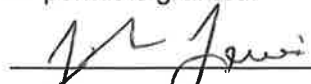
5. _____

[The use of Village Officers will be charged at \$45/hour]


55.

I/We John Lewis 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: 6-16-23



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

Jeff Sturdevant
Chief of Police
sturdevant@newglaruspolice.com



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

"America's Little Switzerland"

Village of New Glarus
Application for Special Event

Grace Church Family Festival
Sponsored by the Grace Church
Date: September 8 – 11, 2023, Main event, September 10, 2023

New Glarus Police Department Special Restrictions Addendum

- 1, The street closures are approved as requested New Glarus Public Works shall post the streets at least 48 hours prior to the event indicating when all the roads are closed.
- 2, The sponsor shall continue to work with the "Swiss Church" as they have in the past, to allow for adequate on street parking during their morning church services.
- 3, The sponsors shall provide their own additional event staff and security personnel for use within the festival area. They will coordinate their operations with the New Glarus Police Department prior to and during the actual event.
- 4, The sponsor shall provide and pay for two (2) uniformed New Glarus Police Officers* working the festival and immediate grounds area. This shall be in effect for five (5) hours from 11:00 AM until 4:00 PM on 09-10-23.
- 5, The sponsor shall complete an Emergency Action Plan (EAP) and file the most current one with the New Glarus Police Department.
- 6, Any operation of ATV/UTV, Gators, etc., shall be in conformance to all State and Municipal Ordinances.
- 7, Number of Port-a-Potties, shall be in conformance to FEMA specifications for the number of event attendants.
- 8, As a reminder to the sponsor, "There are no dogs, allowed in the Village Park" and this should be disseminated to and followed by event participants.

*The approximate cost per officer, per hour is: \$55.00.

STAFF SPECIAL EVENTS APPROVAL

EVENT: Family Fest

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 Jeffrey Stimpert
updates to EAP + Sec addendum

DATE: 6-23-23

FIRE DEPARTMENT APPROVAL BY:

[Signature]

DATE: 6/19/2023

E.M.S. APPROVAL BY:

Chief X. Mueller

DATE: 6-19-2023

PUBLIC WORKS APPROVAL BY:

Joseph R. Corbett

DATE: 6-21-23

CLERK APPROVAL BY:

Deanna Young
Deputy

DATE: 6-21-23

PARK APPROVAL BY:

Joseph R. Corbett

DATE: 6-21-23

APPROVED FOR PLACEMENT ON AGENDA:

Yann Jura
Village Administrator

DATE: 6/29/23

Application Received
Date: 6/20/23

Committee Review
Date: PW 7/12
Action: _____

Board Review
Date: 7/18
Action: _____



Village of New Glarus

319 Second Street

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New Glarus WI 53574

(608)527-2510

www.newglarusvillage.com

SPECIAL EVENT PERMIT
23-SE-07
TEMPORARY CLASS "B" LICENSE #23-T-6

ISSUED TO: New Glarus Fire Department

EVENT: Fire Fest

DATES/TIMES: Saturday, August 5, 2023

LOCATIONS/USES OF PUBLIC FACILITIES:

1. Closure of 4th Avenue between 2nd street to the 400 block of 4th Ave/the western edge of Glarner Park.
2. Closure of Parking Lot between Village Hall and Fire Dept.
3. Parking stall closure, west side of street in front of Village Hall
4. Exclusive use of Glarner Park

STREET CLOSURES/NO PARKING:

1. 4th Avenue to be closed between 2nd Street to the 400 block of 4th Ave/the western edge of Glarner Park, Friday, August 4th at 3:00 p.m. to Saturday, August 5th at 11:59 p.m. This will leave at least 50% of 4th Ave open to residents and only block (3) three individual homes on the south side of the road. Those residents will be contacted by fire staff regarding the road closure.
2. Village Hall/NGFD Parking Lot to be closed from Thursday, August 3rd from 12:00 pm to Sunday, August 6th at 11:59 p.m.
3. Parking stall closure from 7am-2:30 pm. Parking stalls to include all stalls directly in front of Village Hall on west side of road only. No road closure will be needed.
4. Moveable barricades will be used at all road closures to ensure emergency personnel and vehicles are able to access the road.

ALCOHOL:

1. Open intoxicants will be allowed (plastic cups only) on 4th Avenue from 2nd Street to 3rd Street, including the Village Hall parking lot and across the street from the fire station in front of 219 4th Ave., Saturday, August 5th from 11:00 a.m. to 11:59 p.m.
2. Locations of Open intoxicants will be posted with signs provided by the Chamber to designate the open area on all access points of Firefest. Caution tape will used to keep open intoxicants within designated areas.
3. For the live music on Saturday, August 5th, the sponsor shall provide at least one (1) fire department member (or private contract security) at the main entrance. This person shall be responsible for checking Identification of patrons entering to ensure they are of legal age to consume alcoholic beverages. They shall also maintain the security of the main entrance during the event and monitor patrons leaving to ensure all alcoholic beverages remain inside the designated areas.

TENTS: NONE

DUMPSTERS: Dumpster will be placed in the fire station parking lot, provided by permit holder.

RESTROOMS: Number of restrooms shall be in conformance to FEMA specifications for the number of event attendees. Portable toilet facilities (5) shall be provided by the permit holder in parking lot. Indoor facilities will be available at New Glarus Fire Station, 218 4th Avenue.

AMPLIFICATION: Permit holder shall be permitted use of loud speakers/amplification devices to be used on August 5th from 11:00 a.m. to 8:00 p.m. Amplification outdoors will be used from 11:00 a.m. to 5:00 p.m. and for a live band inside the fire station from 4:30 p.m. to 7:30 p.m. All music, equipment and other noise shall stop at 8:00 pm. Any disassembly, taking down of equipment and clean up shall be completed without creating any noise for the neighborhood residents.

EMERGENCY PLAN: Permit holder has completed and filed an Emergency Action Plan, which is made a part of this permit by reference.

INSURANCE: Required insurance is on file with the Village Clerk's Office.

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

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

1. Temporary Class "B" Fermented Malt Beverage & "Class B" Wine licenses issued for the serving of intoxicating beverages on 8/5/23 between 11:00 a.m. to 8:00 p.m. at stand located at 218 4th Avenue including parking lot, fire station and from 2nd Street to 3rd Street. **NOTE: The temporary alcohol license must be posted at booth.**
2. Permit holder has provided to the Village a schedule of licensed operators who will be serving alcohol at the stand. **NOTE: A licensed operator must be present at all times and all operator licenses must be posted at booth.**
3. 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



Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

www.newglarusvillage.com

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

For the sale of Fermented Malt Beverages at a

GATHERING OR PICNIC

No. 23-T-6

\$ 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 Fire Department to sell Fermented Malt Beverages as defined by law and pursuant to Section 125.26(6) 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 Beverages & "Class B" Wine License 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 at the following described premises: located at fire station, parking lot at 218 4th Avenue, New Glarus WI 53574.

FOR THE FOLLOWING PERIOD: Saturday, August 5, 2023 from 11:00 a.m. to 8:00 p.m.

Given under my hand and the corporate seal of the

(Corporate Seal)

VILLAGE OF NEW GLARUS

County of GREEN State of Wisconsin,

This 19th day of July, 2023.

Kelsey Jenson, Village Clerk

VILLAGE OF NEW GLARUS



APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: \$35.00
PERMIT NO. 235807
INSURANCE ON FILE: [checkmark]

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: Fire Fest

APPLICANT NAME: New Glarus Fire Department

ADDRESS: 218 4th Ave New Glarus

TELEPHONE: 527-5300 CELL PHONE: S

EMAIL: newglarusfd.com

SPONSORING ORGANIZATION: New Glarus Fire Dept

NAME OF HEAD OF ORGANIZATION: Kevin Hendrickson

ADDRESS: 854 10th Ave

TELEPHONE: CELL PHONE: 1608 279 7711

EMAIL: Kevin.hendrickson@newglarusfd.com

DESIGNATED CONTACT PERSON FOR EVENT

CONTACT NAME: Aaron Funseth

ADDRESS: 312 Bth Ave

PHONE: 608-558-6595 (Before event) (Day of event)

DATE(S) OF EVENT: 8-5-23

ESTIMATED NUMBER OF DAILY ATTENDEES: 300

(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? YES NO If yes which street(s) and when are you requesting they be closed:

STREET(S):

DATE/TIME:

1. 4th Ave between 2nd St midblock 4th Ave 400 block 8-5-2023 6am to 11:59pm
2. _____
3. _____
4. _____
5. _____

Park

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

If YES, which features? (ballfield, concession stand, shelter house, etc):

Ball field

3. TELL US ABOUT YOUR EVENT:

Alcoholic Beverages

Will alcoholic beverages be served/sold? YES NO

Do you have a Class B license or will you be obtaining a temporary Class B permit?

YES (Must attach amended class B license or temporary Application)

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

Will you be requesting that open intoxicants be allowed on the streets (plastic cups only)?

YES NO If yes,

STREET(S):

DATE/TIME:

1. 4th Ave - 2nd street → midblock 4th Ave 11am
- 400 block
- to 11:59pm
2. _____
3. _____
4. _____
5. _____

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? YES NO If yes please indicate what type and where:

STREET(S):

1. Village Hall Rear parking lot
2. _____
3. 2nd St. west side of street in
4. front of village hall
5. 4th Ave - 2nd St. -> 400 block 4th Ave

DATE/TIME:

- 8-3-23 12pm to Thursday
8-6-23 11:59pm to Sunday
8-5-23 7am to 2:30 pm
8-4-23 3pm Friday
8-5-23 11:59pm Saturday
3pm

Tents

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

STREET(S):

Tent Size

DATE/TIME:

- | STREET(S): | Tent Size | DATE/TIME: |
|------------|-----------|------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |

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

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) NGFD Parking Lot

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: 218 4th Ave

Outdoor:

Location:

of units

DATE/TIME:

- | | | |
|----------------------------|-----------|----------------------|
| 1. <u>NGFD Parking Lot</u> | <u>45</u> | <u>8-4-23 3pm to</u> |
| 2. _____ | _____ | <u>8-6-23 3pm</u> |

3. _____
4. _____
5. _____

Amplification Devices

Will there be the use of loudspeakers or amplifying devices? YES NO
 If yes, proposed use of amplifying devices (i.e. live band, disc jockey): live band

Date and time amplifying devices will be used: 8-5-23 11am to 8pm

Accurate description of area amplifying devices will be used: outdoor speakers

and a live band from 4:30 - 7:30. outdoor speakers until 5pm
live band will be inside the fire station

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? 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)

YES NO

Number of Officers	DATE/TIME:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

[The use of Village Officers will be charged at \$45/hour]
 #55.

I/We Aaron Funseth 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: 6-26-23

Aaron Funseth

Applicant Signature

[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: Firefest

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 Jeffrey Studevant

DATE: 07-01-23

FIRE DEPARTMENT APPROVAL BY:

[Signature]

DATE: 6/26/2023

E.M.S. APPROVAL BY:

Chief K. Mueller

DATE: 06-26-2023

PUBLIC WORKS APPROVAL BY:

John R. Lockhart

DATE: 28 June, 23

Dep. CLERK APPROVAL BY:

Deanna Young

DATE: June 28, 23

PARK APPROVAL BY:

John R. Lockhart

DATE: 28 June, 23

APPROVED FOR PLACEMENT ON AGENDA:

Juan Juan
Village Administrator

DATE: 6/28/23

Application Received
Date: 6/27/23

Committee Review PW
Date: 7/12/23
Action: _____

Board Review V13
Date: 7/18/23
Action: _____

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: 6-26-23

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 _____ and ending _____ 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
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name New Glarus Fire Department

(b) Address 218 4th Ave New Glarus
(Street) Town Village City

(c) Date organized 1902

(d) If corporation, give date of incorporation _____

(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 Kevin Hendrickson 854 10th Ave New Glarus

Vice President Jim Moldenhaur 212 13th Ave New Glarus

Secretary Josh Kammerud 606 5th Ave New Glarus

Treasurer Kendal Wenger 707 12th Ave New Glarus

(g) Name and address of manager or person in charge of affair: Aaron Furseth 312 12th Ave New Glarus

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 218 4th Ave

(b) Lot _____ Block 200

(c) Do premises occupy all or part of building? Yes, All of property also from 2nd street

(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: To 400 block of 4th Ave.

3. Name of Event

(a) List name of the event Fire Fest

(b) Dates of event 8-5-2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)

Officer [Signature]
(Signature/date)

Date Filed with Clerk 6/27/23

Date Granted by Council _____

New Glarus Fire Department
(Name of Organization)

Officer Kendal Wenger 6/26/23
(Signature/date)

Officer [Signature] 6/26/23
(Signature/date)

Date Reported to Council or Board PW 7112 #VB 7/18

License No. 23-T-6

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:

Mike Newil

Municipal Ordinance
Section 185-16(E)

VILLAGE OF NEW GLARUS
GREEN COUNTY
WISCONSIN

RELEASE OF LIABILITY FORM
FOR
TEMPORARY ALCOHOLIC BEVERAGE LICENSEES
LICENSE # 23-T-6

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: 6-27-23

Aaron Furseth
Applicant

Attest: Deanna Young
Dept. Clerk/Treasurer

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