

**VILLAGE OF NEW GLARUS**  
**PUBLIC WORKS / PUBLIC SAFETY COMMITTEE MEETING**  
**Village Hall Community Room**  
**319 2<sup>ND</sup> Street**  
**9/13/2023      7:00 P.M.**

**REGULAR MEETING**

1. Call to Order
2. Approval of Agenda
3. Public Comment Period
4. Approval of 8.9.23 Minutes
5. Public Safety
  - a. Monthly Police Department Report
  - b. Consideration/Discussion: Special Event Permit for Boos & Brews Pub Crawl 10.21.23
  - c. Consideration/Discussion: Operator License for Samantha Masseur, Andrea Faust
  - d. Consideration/Discussion: 2024 Police Budget
6. Public Works
  - a. Monthly Public Works Department Report
  - b. Consideration/Discussion: 2024 Public Works Budget
7. Consideration/Discussion: Streamlining Permit Approval Process
8. Adjournment

Peggy Kruse, Chair Public Works/ Public Safety Committee

**AGENDA**

POSTED:	N.G. Village Hall	9/8/23
	NG Post Office	9/8/23
	Bank of New Glarus	9/8/23



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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**  
**August 9, 2023                      7:00 pm**

REGULAR MEETING

Present: Peggy Kruse, Michael Bell, Gof Thomson

Also Present: Director of Public Works Joe Cockroft; Police Chief Jeff Sturdevant; Village Administrator Lauren Freeman; Bekah Stauffacher, Sandy Blum

1. Call to Order – 7:06 p.m.
2. Approval of Agenda: Michael, Peggy second
3. Approval of 6.14.23 Minutes: Peggy, Gof second
4. Public Safety:
  - a. Monthly Police Department Report – Chief Sturdevant shared the July monthly police report. There were 397 calls in July.
  - b. Consideration/Discussion: Operator Licenses for Gloria Sweet, Nedra Reinicke, Amanda Sherfield
  - c. Consideration/Discussion: Special Event Permit for Chamber Oktoberfest, Sept. 21-24, along with Temporary Class B License
  - d. Consideration/Discussion: Friends of the Chalet Annual Wine Walk, Oct. 13 along with Temporary Class B License
  - e. Consideration/Discussion: Special Event Permit for New Glarus Car Show, Oct. 1
5. Public Works:
  - A. Monthly Public Works & Utilities Report – Public Works Director Cockroft shared the monthly Public Works and Utilities report.

Adjourn 7:31 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"

September 6, 2023

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

From: Chief Jeff Sturdevant

Reference: August 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.

<b>Types of calls</b>	<b>Current Month</b>	<b>Since Jan 1<sup>st</sup></b>	<b>Previous Year Month</b>	<b>Total Last Year</b>
<b>Overall calls for service</b>	455	3038	312	3791
<b>Assist other agencies/departments</b>	48	335	27	528
<b>Incarcerated/Jailed</b>	6	24	6	44
<b>Traffic/Municipal Citations</b>	110	468	55	618
<b>Traffic Warnings</b>	117	659	70	738
<b>Parking Citations</b>	5	168	8	258
<b>Traffic Accidents</b>	3	10	2	42

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

- On August 8, 2023, an officer represented the New Glarus Police Department at the Brodhead Police Department's Night Out.
- On 08/08/23, an officer had a vehicle elude him and lead to a pursuit outside of the New Glarus Village Limits with Green County Sheriff's Office assisting. The offender was later identified and was issued five separate traffic citations. The offender was also formally charged by the District Attorney's Office for the felony pursuit.
- On 08/18/23, officers were dispatched to an apartment complex for a report of gunshots within the building. As a result of an investigation the offender was located and arrested. No persons were injured and there was damage to the building.

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



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

"America's Little Switzerland"

- The Department handled a couple of drug investigations that resulted in arrests and/or citations being issued.
- The Department has been dealing with several properties in the Village with inoperable vehicles on the property.

**Training:**

- I attended the annual Wisconsin Chief of Police Leadership Conference that was held in Green Bay. This was a three-day event.
- August 15<sup>th</sup> Police Clerk Lahey and I attended a 4-hour Open Records Training that was put on by the Attorney General's Office and hosted at the Mount Horeb Police Department.
- The Department attended a High-Risk Vehicle Contacts In-Service that was hosted by the Green County Sheriff's Office.

**We Energies Grant:** I completed a grant for safety items and was awarded the grant for \$1,000.00.

**Squad Sale:** The 2017 Dodge Charge that was listed as a Tow Away due to the engine issue sold at auction for \$8,084.00.



# 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**  
# 23-SE-10

**ISSUED TO:** New Glarus Chamber  
Rebekah Stauffacher

**EVENT:** Boos & Brews Pub Crawl 2023  
**DATES/TIMES:** Saturday, October 21, 2023, 5:00 p.m. - 9:00 p.m.

**LOCATIONS/USES OF PUBLIC FACILITIES:**

**OPEN INTOXICANTS:**

Alcoholic beverages will be served by participating bars along the pub crawl.  
New Glarus Chamber of Commerce is not serving or selling alcohol.

Open Intoxication Boundary- A rectangle with outer edges of 4<sup>th</sup> Avenue, 2<sup>nd</sup> Street, Railroad Street, and 7<sup>th</sup> Avenue. Village Park will not be inside the boundary. Saturday, 10/21/23  
5:00p.m.- 10:00 pm.

*Signs will be posted at walkway entrances of Village Park saying "No alcohol beyond this point".*

**RESTROOMS:** Indoor toilet facilities will be made available by downtown businesses, bars and also at the Chamber of Commerce at 418 Railroad Street.

**INSURANCE:** 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 SAFETY PROCEDURES:** 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.

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

BY: \_\_\_\_\_

VILLAGE OF NEW GLARUS



APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: \$35
PERMIT NO. 23 SE 10
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: Boos & Brews Pub Crawl 2023
APPLICANT NAME: Bekah Stauffacher
ADDRESS: 418 Railroad Street, New Glarus
TELEPHONE: 527-2095 CELL PHONE: 608-636-5377
EMAIL:

SPONSORING ORGANIZATION: New Glarus Chamber of Commerce
NAME OF HEAD OF ORGANIZATION: Ally Sayre, President
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: Bekah Stauffacher
ADDRESS: 418 Railroad Street, New Glarus
PHONE: 527-2095 (Before event) 608-636-5377 (Day of event)

DATE(S) OF EVENT: 10/21/23
TIME OF REQUESTED USE: Event hours are 5 PM - 9 PM, Saturday, October 21, 2023

ESTIMATED NUMBER OF ATTENDEES: 175

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 X If yes which street(s) and when are you requesting they be closed:
STREET(S): DATE/TIME:

Park
Will event be held in a Village of New Glarus Park or utilize any park facilities? YES NO X
If yes which Park? Village Park/Glarner Park/Vet's Memorial/Candy Cane/Valle Tell Soccer

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

3. TELL US ABOUT YOUR EVENT:

**Alcoholic Beverages**

Will alcoholic beverages be served/sold? YES  NO

Alcoholic beverages will be served by participating bars along the pub crawl. New Glarus Chamber of Commerce is not serving or selling alcohol.

*If yes, you must either amend your current Class B license or obtain a temporary Class B permit if you do not currently hold a license.* (Please attach either amendment or temporary application) Please include list of servers or a responsible party for temporary application.

Will you be requesting that open intoxicants be allowed on the streets (plastic cups only)? YES  NO  If yes,

**STREET(S):**

**DATE/TIME:**

A rectangle with the outer edges of 4<sup>th</sup> Avenue, 2<sup>nd</sup> Street, Railroad Street, and 7<sup>th</sup> Avenue. Signs will be posted at the walkway entrances of Village Park saying 'No alcohol allowed in park'

- 1. Saturday, 10/21/23: 5:00 PM – 10:00 PM

**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:**

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

**STREET(S):**

**TENT SIZE**

**DATE/TIME:**

How will tent be anchored? (i.e. stakes, cement barriers) \_\_\_\_\_

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

**Dumpsters**

Applicants will be required to organize and obtain dumpster facilities: (please identify location) \_\_\_\_\_ **Not needed** \_\_\_\_\_

**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**

What toilet facilities will be made available to your participants?

Indoor: 418 Railroad St and individual participating bars.

Outdoor: n/a

**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):

Date and time amplifying devices will be used: n/a

Accurate description of area amplifying devices will be used:

**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  X 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? YES  NO   
If yes will you contract with a private contractor or the Village?

If Village – number of Officers needed, specific dates and times:

[Please understand that use of Village Officers will be charged at current loaded wage]



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: 8.9.23

  
\_\_\_\_\_  
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 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.

**Signatures of Police, Fire and EMS indicating approval are required prior to approval by Village Board.**

Municipal Ordinance  
Chapter 262 Art. III

STAFF SPECIAL EVENTS APPROVAL

EVENT: Boos & Brews Pub Crawl 2023

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 Sturdevant DATE: 8-12-23  
*\*make sure signs are posted no alcohol beyond this point*

FIRE DEPARTMENT APPROVAL BY:

(other page) DATE: \_\_\_\_\_

E.M.S. APPROVAL BY:

Chief G. Mueller DATE: 8-9-2023

PUBLIC WORKS APPROVAL BY:

[Signature] DATE: 8-14-23

CLERK APPROVAL BY:

[Signature] DATE: 8/16/23

PARK APPROVAL BY:

\_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED FOR PLACEMENT ON AGENDA:

[Signature] DATE: 8/14/23  
Village Administrator

Application Received  
Date: 8/10/23

<sup>PWPS</sup>  
Committee Review  
Date: 9/13/23  
Action: \_\_\_\_\_

Board Review  
Date: 9/19/23  
Action: \_\_\_\_\_

**STAFF SPECIAL EVENTS APPROVAL**

EVENT: Boos & Brews Pub Crawl 2023

*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:

\_\_\_\_\_

DATE: \_\_\_\_\_

FIRE DEPARTMENT APPROVAL BY:

  
\_\_\_\_\_

DATE: 8/4/2023

E.M.S. APPROVAL BY:

\_\_\_\_\_

DATE: \_\_\_\_\_

PUBLIC WORKS APPROVAL BY:

\_\_\_\_\_

DATE: \_\_\_\_\_

CLERK APPROVAL BY:

\_\_\_\_\_

DATE: \_\_\_\_\_

PARK APPROVAL BY:

\_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED FOR PLACEMENT ON AGENDA:

\_\_\_\_\_  
Village Administrator

DATE: \_\_\_\_\_

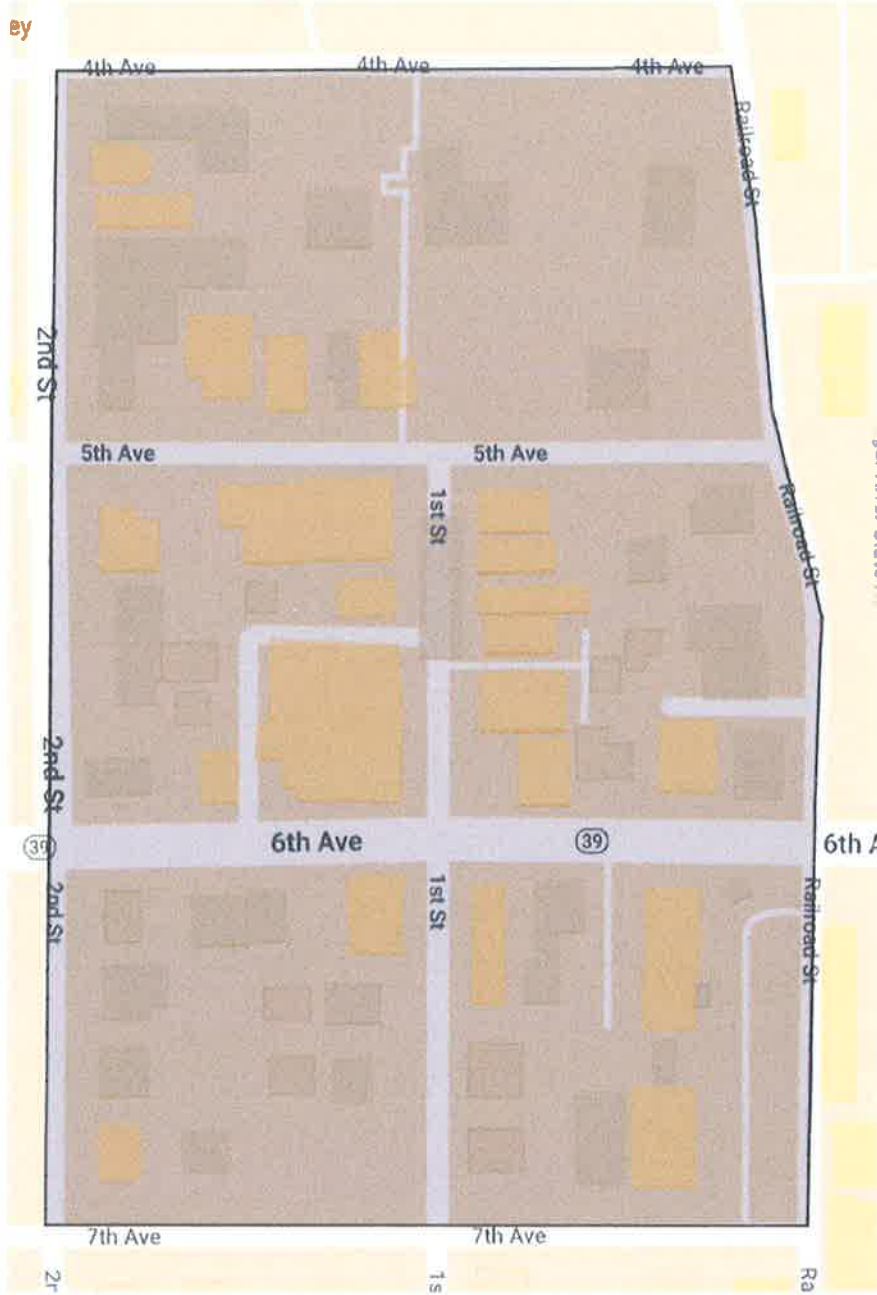
Application Received  
Date: \_\_\_\_\_

Committee Review  
Date: \_\_\_\_\_  
Action: \_\_\_\_\_

Board Review  
Date: \_\_\_\_\_  
Action: \_\_\_\_\_

# New Glarus Boos & Brews Pub Crawl 2023

Shaded area shows requested open intoxic limits.



# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

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**To:** Public Works & Public Safety Committee  
**From:** Lauren Freeman, Village Administrator  
**Date:** September 13, 2023  
**Re:** 2024 Police & Public Works Budgets

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The draft 2024 Police and Public Works budgets are included in the agenda packet. This memo is intended to highlight some of the main updates to the budget. It is important to note that this is only a draft budget, and that it is subject to change as the budget process proceeds in the next few months.

#### **2024 Police Budget:**

In revenue, there are no major changes. In expenses, the Police Patrol: General Operations 2023 year-end estimate is inflated due to the bullet proof film expense that was funded by ARPA. There are no major changes to expenses other than slight increases to budget lines to account for increase in prices. For example, Police Patrol: Fuel was increased to account for an increase in fuel costs.

#### **2024 Public Works Budget:**

There are no revenue lines in the Public Works budget. In expenses, Mach & Equip: General Operations 2023 year-end estimate is inflated due to the tractor purchase that was funded by ARPA. There are no other major changes other than slight increases to budget lines.

GENERAL FUND - POLICE  
2024 BUDGET

Acct No	Account Description	2021 Actual 12/31/2021	2022 Actual 12/31/2022	2023 Budget 12/31/2023	2023 Actual 11/30/2023	2023 Year-End ESTIMATE	2024 Proposed
<b>REVENUE</b>							
10-00-43520-000-000	STATE AID: POLICE TRAINING	800	800	500	-	500	1,120
10-00-43521-000-000	STATE AID: OWI GRANT	3,177	1,856	-	1,092	1,092	-
10-00-43522-000-000	STATE AID: SEATBELT GRANT	7,003	-	-	-	-	-
10-00-43523-000-000	STATE AID: 2023 PD GRANT	-	-	-	-	-	-
10-00-43525-000-000	STATE AID: PD: HWY. SAFETY GRA	4,000	-	-	-	-	-
10-00-43529-000-000	STATE AID: 2016 SPEED GRANT	4,971	5,621	-	-	-	-
10-00-43810-000-000	FED GRANT: BULLET PROOF VEST	-	-	-	1,070	1,070	-
10-00-44210-000-000	BICYCLE LICENSES	-	-	-	4	4	-
10-00-45110-000-000	COURT PENALTIES & COSTS	11,210	11,710	11,000	7,049	11,000	11,800
10-00-45120-000-000	PARKING VIOLATIONS	6,156	6,380	6,000	5,190	6,000	5,960
10-00-45190-000-000	OTHER ORDINANCE VIOLATIONS	-	-	-	-	-	-
10-00-46210-000-000	LAW ENFORCEMENT FEES	277	7,016	3,000	6,372	7,500	4,000
10-00-48500-000-001	DONATIONS-POLICE DEPT.	10,500	1,000	-	3,379	4,000	-
10-00-48500-000-002	DONATION: PD: COMMUNITY RELAT	1,037	5,359	-	300	300	-
		<b>49,131</b>	<b>39,743</b>	<b>20,500</b>	<b>24,456</b>	<b>31,466</b>	<b>22,880</b>

Acct No	Account Description	2021 Actual 12/31/2021	2022 Actual 12/31/2022	2023 Budget 12/31/2023	2023 Actual 6/30/2023	2023 Year-End ESTIMATE	2024 Proposed
<b>EXPENSE</b>							
10-00-52100-110-000	POLICE ADMIN: SALARIES	53,639	49,206	122,044	84,627	126,941	118,131
10-00-52100-130-000	POLICE ADMIN: FRINGE BENEFITS	4,103	3,984	33,342	15,418	32,089	50,835
10-00-52100-220-000	POLICE ADMIN: UTILITIES	7,031	5,911	8,300	3,853	8,300	9,000
10-00-52100-240-000	POLICE ADMIN: EQUIPMENT CONTRA	7,304	8,308	14,100	5,917	14,100	15,500
10-00-52100-310-000	POLICE ADMIN: GENERAL OPERATIO	7,205	8,474	7,850	8,005	8,500	9,000
10-00-52100-310-001	POLICE ADM:GO:FROM DONATIONS	1,057	2,596	-	8,302	8,302	-
10-00-52100-310-002	POLICE ADM:GO:COMM. RELATIONS	2,335	3,137	-	1,253	1,253	-
10-00-52100-320-000	POLICE ADMIN: PUBLICATIONS	-	-	-	-	-	-
10-00-52100-330-000	POLICE ADMIN: TRAVEL & TRAININ	3,746	2,105	2,000	619	2,000	2,300
10-00-52100-700-000	POLICE ADM:HWY. SAFETY GRANT	4,087	-	-	-	-	-
10-00-52100-700-023	POLICE ADM: 2023 Grant	-	-	-	7,000	7,000	-
10-00-52120-110-000	POLICE PATROL: SALARIES	206,068	216,028	222,456	95,633	143,450	261,331
10-00-52120-110-001	POLICE PATROL: SAL:OT&HOLIDAY	100,109	115,846	12,734	29,338	44,007	14,953
10-00-52120-110-002	POLICE PATROL: SALARY:PARTTIME	14,908	19,552	17,128	34,845	52,268	20,705
10-00-52120-110-003	PD PATROL: SAL-2016 SPEED GRAN	-	-	-	-	-	-
10-00-52120-110-004	POLICE PATROL:SALARY OWI GRANT	-	-	-	-	-	-
10-00-52120-110-005	POLICE PATROL: SALARY: SEATBELT GRANT	-	-	-	-	-	-
10-00-52120-130-000	POLICE PATROL: FRINGE BENEFITS	72,182	96,297	139,229	75,267	112,901	163,194
10-00-52120-130-001	POLICE PATROL:FB:OT&HOLIDAY	18,585	22,465	2,458	6,047	9,071	3,282
10-00-52120-130-002	POLICE PATROL: FB: PARTTIME	1,140	1,570	2,210	2,666	3,999	2,034
10-00-52120-130-003	PD PATROL: FRINGE-2016 SPEED G	-	-	-	-	-	-
10-00-52120-130-004	POLICE PATROL:FRINGE OWI GRANT	-	-	-	-	-	-
10-00-52120-130-005	POLICE PATROL:FRINGE SEATBELT GRANT	-	-	-	-	-	-
10-00-52120-310-000	POLICE PATROL: GENERAL OPERATI	6,045	6,837	4,600	21,266	23,000	5,600
10-00-52120-310-001	POLICE PATROL: SWAT	497	498	500	257	500	500
10-00-52120-310-002	PD PATROL: 2014 BIKE RODEO GRT	375	-	-	-	-	-
10-00-52120-310-003	PD PATROL: 2014 BADGER TRACS	-	-	-	-	-	-
10-00-52120-315-000	POLICE PATROL: FUEL	6,931	12,958	12,000	6,701	12,000	14,500
10-00-52120-350-000	POLICE PATROL: REPAIR/EQUIPMEN	4,612	12,035	6,000	2,165	6,000	7,500
10-00-52130-310-000	POLICE INVESTIGATION: GEN OPS	921	1,056	1,000	735	1,000	1,200
10-00-52140-310-000	POLICE TRAINING: GENERAL OPS	3,790	3,123	3,500	1,502	3,500	4,500
		<b>526,670</b>	<b>591,983</b>	<b>611,451</b>	<b>411,416</b>	<b>620,179</b>	<b>704,065</b>

