

# VILLAGE OF NEW GLARUS - VILLAGE BOARD PROCEEDINGS REGULAR MEETING

Village Hall Board Room

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

Zoom Meeting Link: <https://us02web.zoom.us/j/88406380642>

5/6/25

7:00 P.M.

7:00 P.M. Regular Meeting	Page #
1. Call to Order – Roll Call	
2. Approval of Agenda	
3. Public appearances and citizen comments on items not listed on this agenda. [Items will not be debated or acted upon at this meeting but will be referred to the proper staff/committee if action is required.] – <i>Please keep comments to 3 minutes</i>	
4. Approval of Consent Agenda:	
A. Approval of Minutes of 4/15/25 Regular Meeting	4
B. Approval of Minutes of 4/22/25 Special Meeting	7
C. Approval of Claims	8
D. Approval of March 2025 Financials	
E. Approval Special Event Permit – World Euchre Federation Championship	11
5. New Business	
A. Consideration/Discussion: Mobile Food Vendor Permit – Jose’s Authentic Mexican Restaurant	18
B. Consideration/Discussion: Ordinance 25-03 to Amend Section 288-20(C) of the Municipal Code of the Village of New Glarus Parking Regulations	23
C. Consideration/Discussion: Resolution 25-08 for Appointment of Full-Time Public Works Laborer	24
D. Consideration/Discussion: Police Department Agreement with Village of Monticello	25
6. Library	
A. Consideration/Discussion: Library Project Update	
7. Parks and Recreation	
8. Public Works and Safety	
9. Personnel and Finance	
A. Consideration/Discussion: Police Department Shift Coverage	27
9. President’s Report	
10. Announcement: The Village Board Will Adjourn into Closed Session Pursuant to Wisconsin State Statute 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. [Emergency Medical Service Contract]	
11. Return to Open Session for Possible Action on Closed Session Item	
12. Adjournment	

Roger Truttmann, President

AGENDA POSTED: N.G. Village Hall      5/2/25  
                         N.G. Post Office      5/2/25  
                         Bank of New Glarus      5/2/25



Kelsey Jensen, Clerk

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

## Village Board Meeting Notes

May 6, 2025

### **Consent Agenda:**

Approval of Minutes of 4/15/2025 Regular Meeting and 4/22/25 Special Meeting: The minutes are included in the packet for consideration.

Approval of Claims: The claims lists are included in your packet and include: ACH for payroll expenses and credit card; wire for utilities; payroll vouchers 19047 to 19074 totaling \$39,107.64 and checks 44111 to 44149 totaling \$581,177.85.

Approval of March 2025 Financials: Financials are not included in the agenda packet, but will be sent out prior to the meeting.

Approval of Special Event Permit – World Euchre Federation Championship: Staff recommend approval.

### **New Business:**

Consideration/Discussion: Mobile Food Vendor Permit – Jose’s Authentic Mexican Restaurant: Staff received this application for Jose’s Authentic Mexican Restaurant food truck and approved the application at the staff level because it was a returning food truck. General practice so far has been new food truck applications come to the Board, repeat applications are approved at staff level. However, Jose’s did change the day that they are operating in the Village from Mondays to Fridays. The Village has received some complaints from business owners about this change. Therefore, staff are seeking input from the Village Board on this application.

Consideration/Discussion: Ordinance 25-03 to Amend Section 288-20(C) of the Municipal Code of the Village of New Glarus Parking Regulations: The proposed ordinance would establish no parking between 2:00 AM and 6:00 AM in the Village Hall parking lot, except for Village and Fire Department staff. This is being proposed due to several cars being parked for multiple days in the Village lot, taking up spaces from employees and Village Hall visitors.

Consideration/Discussion: Resolution 25-08 for Appointment of Full-Time Public Works Laborer: Staff recommend approval of the resolution to hire Rick Breault Jr as a new Public Works Laborer.

Consideration/Discussion: Police Department Agreement with Village of Monticello: A memo is included in the agenda packet for consideration.

### **Library:**

Consideration/Discussion Library Project Update: Staff will provide an update on the library building project.

### **Personnel/Finance:**

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

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
4/15/25

REGULAR MEETING-CALL TO ORDER: President Truttmann called the regular meeting to order at 7:00 p.m. and made an announcement to silence cell phones.

PRESENT: Bekah Stauffacher, Peggy Kruse, Jesse Donahue, Jon Hovland, Larry Stuessy, and Roger Truttmann.

ABSENT: Jaime Craig.

ALSO PRESENT: Christopher Mertes (Post Messenger), Alyssa Doering, Jason and Donna Borth, Chief Jeff Sturdevant (NGPD), Scott McNett (PW Director), Amy Trumble (Library Director), Lauren Freeman (Village Administrator), Kelsey Jenson (Clerk-Treasurer)

APPROVAL OF AGENDA: Motion by Bekah Stauffacher, second by Larry Stuessy to approve the 4.15.25 agenda. Motion carried (6-0).

PUBLIC APPEARANCES AND CITIZEN COMMENTS: None.

CONSENT AGENDA: Motion by Larry Stuessy for approval of the consent agenda, second by Jesse Donahue. Motion carried (6-0).

APPROVAL OF MINUTES OF 4.2.25 Regular Meeting

APPROVAL OF CLAIMS: The claims lists were presented to the Board and include: ACH for payroll expenses, health and life insurance, credit card, utilities, conference registration, and annual TID fee; payroll vouchers 18977 to 19001 totaling \$38,094.47 and checks 44079 to 44110 totaling \$107,032.81.

APPROVAL OF STREET USE PERMIT FOR MEMORIAL DAY PARADE

APPROVAL OF OPERATOR'S LICENSE – AARON VINEY

APPROVAL OF STREET USE PERMIT FOR NEW GLARUS HIGH SCHOOL GRADUATION PARADE

APPROVAL OF MARCH 2025 BUILDING INSPECTOR REPORT

APPROVAL OF MARCH 2025 POLICE REPORT

NEW BUSINESS:

Proclamation: Honoring Jason Borth on his Retirement from New Glarus Utilities After 30 Years of Service: President Truttmann read the Proclamation and the Board thanked Borth for his service to the Village.

Proclamation: 2025 Arbor Day: President Truttmann read the Proclamation.

Consideration/Discussion: Liquor License Class “B” & Class “C” Petrosino’s LLC: Motion by Bekah Stauffacher to approve alcohol licenses for Petrosino’s LLC, second by Jesse Donahue. Motion carried (6-0).

Consideration/Discussion: Mobile Food Vendor Permit – Persephone Reigns LLC: Motion by Jon Hovland to approve Mobile Food Vendor Permit for Persephone Reigns LLC for Mondays in 2025 at Village Park with available operating hours of 8 a.m.-8 p.m., second by Larry Stuessy. Motion carried (6-0).

Consideration/Discussion: Revolving Loan Fund Letter of Intent with Green County Development Corporation: Motion by Jesse Donahue to approve Revolving Loan Fund Letter of Intent with Green County Development Corporation, second by Jon Hovland. Motion carried (6-0).

Consideration/Discussion: Façade Improvement Grant Guidelines Amendment: Motion by Jon Hovland to approve Façade Improvement Grant Guidelines Amendment, second by Jesse Donahue. Motion carried (6-0).

Consideration/Discussion: Mini Excavator Purchase: Motion by Larry Stuessy to approve Mini Excavator Purchase, second by Bekah Stauffacher. Motion carried (6-0).

Consideration/Discussion: Resolution 25-07 for Appointing Summer Limited Term Employees: Motion by Bekah Stauffacher to approve R25-07, second by Jesse Donahue. Motion carried (6-0).

Consideration/Discussion: Munibit Website: Motion by Bekah Stauffacher to approve moving forward with Munibit Website, second by Jon Hovland. Motion carried (6-0).

#### LIBRARY:

Consideration/Discussion: Library Project Update: No Board action taken.

PARKS AND RECREATION: None.

PUBLIC WORKS AND SAFETY: None.

PERSONNEL AND FINANCE: None.

#### PRESIDENT’S REPORT:

Consideration/Discussion: Committee Appointments: Motion by Larry Stuessy to approve Committee Appointments with changes as discussed, second by Jesse Donahue. Motion

carried (6-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 7:43 p.m.

– Kelsey Jenson,  
Clerk-Treasurer

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

VILLAGE BOARD PROCEEDINGS SPECIAL MEETING  
VILLAGE OF NEW GLARUS  
4/22/25

SPECIAL MEETING-CALL TO ORDER: President Truttmann called the regular meeting to order at 5:15 p.m. and made an announcement to silence cell phones.

PRESENT: Bekah Stauffacher, Peggy Kruse, Jesse Donahue, Jaime Craig, and Roger Truttmann.

ABSENT: Larry Stuessy and Jon Hovland.

ALSO PRESENT: Chief Jeff Sturdevant (NGPD), Lauren Freeman (Village Administrator), Kelsey Jenson (Clerk-Treasurer)

NEW BUSINESS:

Consideration/Discussion: Executive Recruitment Services: Motion by Jesse Donahue to approve contract with IPA for Executive Recruitment Services, second by Jaime Craig. Motion carried (6-0).

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 5:33 p.m.

– Kelsey Jenson,  
Clerk-Treasurer

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

## Report Criteria:

Report type: Summary

Check.Check Issue Date = 05/07/2025

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
05/25	05/07/2025	44111	6390	ANIXTER	2,462.50
05/25	05/07/2025	44112	6121	AUTO VALUE NEW GLARUS	27.24
05/25	05/07/2025	44113	6316	AUTO-OWNERS INSURANCE COMPA	20,057.00
05/25	05/07/2025	44114	5936	BELCO VEHICLE SOLUTIONS LLC	3,919.00
05/25	05/07/2025	44115	4935	C.D. SMITH CONSTRUCTION INC.	430,979.54
05/25	05/07/2025	44116	6003	CDW GOVERNMENT	66.94
05/25	05/07/2025	44117	6066	CDW GOVERNMENT	263.32
05/25	05/07/2025	44118	4422	CLIFTON LARSON ALLEN LLP	16,971.15
05/25	05/07/2025	44119	1590	DELTA DENTAL	1,510.69
05/25	05/07/2025	44120	5299	DEPARTMENT OF ADMINISTRATION	2,617.78
05/25	05/07/2025	44121	6176	DOVE DESIGNS	837.50
05/25	05/07/2025	44122	1780	FORSTER ELECTRICAL ENG INC	648.99
05/25	05/07/2025	44123	6383	GLEN GERARD GAGNON	200.00
05/25	05/07/2025	44124	1900	GORDON FLESCH CO INC	194.57
05/25	05/07/2025	44125	5596	GREEN COUNTY TREASURER	1,513.55
05/25	05/07/2025	44126	1925	GREEN CTY HIGHWAY DEPT	1,034.67
05/25	05/07/2025	44127	1930	GREEN CTY WASTE MGMT	1,330.69
05/25	05/07/2025	44128	6213	HART HOUSE MUSIC LLC	50.00
05/25	05/07/2025	44129	6197	JENSON, KELSEY	88.20
05/25	05/07/2025	44130	6231	KROHN, HUNTER	141.30
05/25	05/07/2025	44131	2320	L V LABORATORIES LLC	2,202.00
05/25	05/07/2025	44132	6042	LIFTOFF LLC	1,092.00
05/25	05/07/2025	44133	2420	MARTELLE WATER TREATMENT	3,527.39
05/25	05/07/2025	44134	2515	MIDWEST TAPE LLC	496.78
05/25	05/07/2025	44135	5607	MSA PROFESSIONAL SERVICES INC	800.00
05/25	05/07/2025	44136	2695	NEW GLARUS CHAMBER OF COMME	12,692.10
05/25	05/07/2025	44137	4073	NEW GLARUS CONCRETE	802.00
05/25	05/07/2025	44138	2730	NEW GLARUS POLICE ASSOC	15.00
05/25	05/07/2025	44139	5581	NICOR INC	251.36
05/25	05/07/2025	44140	6069	NORTH SHORE BANK FSB	33,335.52
05/25	05/07/2025	44141	6391	NTE EQUIPMENT	7,478.00
05/25	05/07/2025	44142	6168	ODP BUSINESS SOLUTIONS LLC	335.68
05/25	05/07/2025	44143	3025	RESCO	1,535.68
05/25	05/07/2025	44144	5948	SCHMITZ JANITORIAL SUPPLY	120.50
05/25	05/07/2025	44145	3250	STRAND ASSOCIATES INC	25,283.46
05/25	05/07/2025	44146	6392	SUGAR SPRINGS HOLIDINGS LLC	6,000.00
05/25	05/07/2025	44147	4555	SWISS AMERICAN HISTORICAL SOC.	75.00
05/25	05/07/2025	44148	3335	TDS TELECOM	83.65
05/25	05/07/2025	44149	3805	WI PROF POLICE ASSN	137.10
Grand Totals:					581,177.85



## Report Criteria:

Check.Check Issue Date = 05/07/2025

---

GL Invoice Acct	Amt
Total 10:	30,615.22
Total 11:	12,692.10
Total 22:	11.08
Total 25:	2,826.52
Total 35:	837.50
Total 40:	435,673.13
Total 45:	60.88
Total 50:	65,368.66
Total 60:	25,757.37
Total 70:	1,335.39
Total 80:	6,000.00

---

Grand Totals:	581,177.85
---------------	------------

---

---

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

**5/6/2025**

CHECK #	PAYEE	DIST.	AMOUNT
ACH	941 Tax	PP# 9	12,986.37
ACH	WI Withholding	PP# 9	2,252.32
ACH	Great-West Retirement	Deferred comp-pre tax, PP# 9	601.00
ACH	Great-West Retirement	Deferred comp-post tax PP# 9	200.00
WIRE	WPPI	power bill	143,691.17
ACH	US Bank	April credit card	27,974.80
	<b>Sub-total</b>		<b>187,705.66</b>

**Payroll - 5/2/25**

19047	Kelsey Jenson	Clerk	1,892.92
19048	Lauren Freeman	Administrator	2,493.60
19049	Shari Cash	Deputy Clerk	1,516.50
19050	Lynne Erb	Cemetery	133.91
19051	Mark Binger	PD	412.18
19052	Chanse Kaczmariski	PD	504.69
19053	Hunter Krohn	PD	2,438.66
19054	Brian Bennett	PD	2,038.99
19055	Taylor Steinhorst	PD	2,233.67
19056	Jeff Sturdevant	PD	3,124.24
19057	Molly Hultine	PD	320.19
19058	Ann Lahey	PD	678.87
19059	Nathan Gretzinger	PD	196.97
19060	Aaron Funseth	Water Treatment Plant	1,033.02
19061	Kenneth W Wolfe	PW	1,439.76
19062	Scott McNett	PW Director	2,324.46
19063	Jason Borth	Utility	2,547.35
19064	William Kosmeder	Utility	2,703.46
19065	Beth Heller	Utility	1,517.88
19066	Peter Heil	Utility	3,155.82
19067	Rustin Whitney	Utility	1,412.87
19068	Erica Loeffelholz	Library	1,166.19
19069	Peggy Hammerly	Library	103.40
19070	Brooke Mathews	Library	1,115.79
19071	Amy Trumble	Library	1,568.81
19072	Julie Hawkins	Library	532.97
19073	Amalia Morrison	Library	137.86
19074	Megan Buol	Park/Rec	362.61
	<b>Payroll Subtotal</b>		<b>39,107.64</b>

# VILLAGE OF NEW GLARUS



## APPLICATION FOR SPECIAL EVENT PERMIT

PERMIT FEE: \$50  
PERMIT NO. 25SE04  
INSURANCE ON FILE: yes

*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: World Euchre Federation Championship

APPLICANT NAME: Shelly Johnson

ADDRESS: 1018 7th Street, New Glarus

TELEPHONE: \_\_\_\_\_ CELL PHONE: 608-852-5363

EMAIL: smjohnson.ngwi@gmail.com

SPONSORING ORGANIZATION: New Glarus Cares Community Foundation, Inc.

NAME OF HEAD OF ORGANIZATION: Shelly Johnson

ADDRESS: PO Box 458, New Glarus

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: info@newglaruscares.com

### DESIGNATED CONTACT PERSON FOR EVENT

CONTACT NAME: Mary Siegenthaler

ADDRESS: W6514 Klassy Road, New Glarus

PHONE: 608-558-1555 (Before event) \_\_\_\_\_ (Day of event)

DATE(S) OF EVENT: May 17-18, 2025

ESTIMATED NUMBER OF DAILY ATTENDEES: 500

(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 X NO \_\_\_\_ If yes which street(s) and when are you requesting they be closed: \_\_\_\_\_

STREET(S):

1. 3rd Avenue
2. 3rd Avenue
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

> see attached map

DATE/TIME:

Starting @ 8:00 am 5/17/25

Ending at 5:00 pm 5/18/25

**Park**

Will event be held in a Village of New Glarus Park or utilize any park facilities?

YES X NO \_\_\_\_\_

X 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 X

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

Requesting use of poolhouse for tournament registration and added bathrooms.

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

**Alcoholic Beverages**

Will alcoholic beverages be served/sold? YES \_\_\_\_\_ NO X

**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 X NO \_\_\_\_\_ If yes,

STREET(S):

1. 3rd Avenue
2. 3rd Avenue
3. Alcohol sales by Fest Haus (not NG Cares)
4. \_\_\_\_\_
5. \_\_\_\_\_

> see attached map

DATE/TIME:

Starting at 8:00 am 5/18/25

Ending at 5:00 pm 5/19/25

**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 X If yes please indicate what type and where: \_\_\_\_\_

STREET(S):

DATE/TIME:

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

**Tents**

Will the event use a tent? YES \_\_\_ NO X If yes: Food vendors

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) \_\_\_\_\_

**Fireworks**

Will any fireworks or pyrotechnic devices be used during the event? YES \_\_\_ NO X  
**(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: Fest Haus and pool house

Outdoor: Request waiver of this requirement - not utilized at last year's event

Location:

# of units

DATE/TIME:

- |          |       |       |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
|----------|-------|-------|

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Amplification Devices**

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

Date and time amplifying devices will be used: 9:00 am - 7:00 pm 5/18 - 5/19/25

Accurate description of area amplifying devices will be used: Inside Fest Haus

**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? (Please confirm with NGPD)

YES \_\_\_\_ NO X

Number of Officers

DATE/TIME:

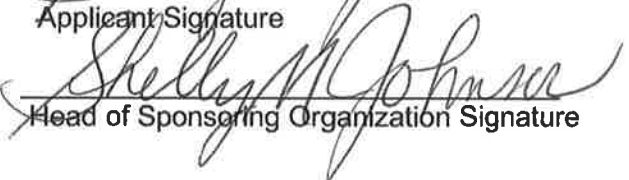
- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

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

I/We Shelly Johnson/New Glarus Cares 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: 12/10/24

  
Applicant Signature

  
Head of Sponsoring Organization Signature

#### **NOTICE TO APPLICANT:**

After staff approval, if the Special Event is a new event or a repeat event with changes, the application will be reviewed by the Public Works/Safety Committee, Parks and Recreation Committee (if located in a park), and Village Board. The applicant is required to attend the Village Board meeting. If the Special Event is a repeat event with no changes, after staff approval the application will be reviewed by the Village Board and the applicant will not be required to attend the Village Board meeting.

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:** 2025 World Euchre Federation Tournament

*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]*  
*See Attached Addendum*

DATE: 04-15-25  
N25-01287

FIRE DEPARTMENT APPROVAL BY:

*[Signature]*

DATE: 3/20/2025

E.M.S. APPROVAL BY:

*Chief J. Mueller*

DATE: 3-28-25

PUBLIC WORKS APPROVAL BY:

\_\_\_\_\_

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

CLERK APPROVAL BY:

\_\_\_\_\_

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

APPROVED FOR PLACEMENT ON AGENDA:

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

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

Application Received  
Date: \_\_\_\_\_Committee Review  
Date: \_\_\_\_\_  
Action: \_\_\_\_\_Board Review  
Date: \_\_\_\_\_  
Action: \_\_\_\_\_





DUCTION OF THE  
EUCHRE FEDERATION

RAILROAD STREET

NO  
PARKING

STAGE

NEW  
GLARUS  
FEST  
HAUS



GREEN  
ROOM



REST  
ROOMS



OFFICE

STAFF  
PARKING

FOOD  
VENDOR

MERCH  
TENT

BICYCLE  
TENT

FOOD  
VENDOR

FOOD  
VENDOR

HANDICAP  
PARKING

3RD AVENUE

NO  
PARKING

2ND STREET

VILLAGE  
PARK



NO ALCOHOL  
IN THE PARK

REGISTRATION  
&  
RESTROOMS

**NON-REFUNDABLE APPLICATION FEE: \$100/YEAR, \$50 FOR 3 DAYS**

PERMIT FEE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**VILLAGE OF NEW GLARUS  
MOBILE FOOD VENDOR PERMIT  
APPLICATION DATE: \_\_\_\_\_**

APPLICANT NAME: JOSE PARRA

CURRENT ADDRESS: 825 8TH STREET

TELEPHONE: 608-300-8585

EMAIL ADDRESS: LYNN@JOESMEXICAN.COM

BIRTHDATE: 02/02/1992

WEIGHT: 180

HEIGHT: 5 FT 5 IN

SEX: M

HAIR COLOR: BLK

EYE COLOR: BLE

DRIVER'S LICENSE NUMBER: P616-4328-1042-06

BUSINESS NAME: JOSE AUTHENTIC MEXICAN FOOD TRUCK

CURRENT ADDRESS: 815 8TH STREET, BARABOO WI 53913

TELEPHONE: 608-300-8585

EMAIL ADDRESS: LYNN@JOESMEXICAN.COM

ARE YOU A WISCONSIN RESIDENT? YES ☒ NO ☐

IF NO, PLEASE LIST THE STATE YOU ARE A PERMANENT RESIDENT OF AND HOW LONG YOU HAVE BEEN A RESIDENT THERE: \_\_\_\_\_

DATE(S) FOR WHICH PERMIT IS REQUESTED: 4/18/25 FRIDAY 4/18/2025 AND EVERY OTHER FRIDAY TIL END OF NOVEMBER

DESCRIPTION OF LOCATION WHERE FOOD VENDOR WILL BE LOCATED: 4th Avenue  
Between Railroad Street + 2nd Street by Village Park #1880 phone contact w/ Lynn.

DESCRIPTION OF FOOD TO BE PREPARED: AUTHENTIC MEXICAN FOOD

VEHICLE USED FOR SALES: SILVERADO AND FOOD TRUCK 3500 RENTED SO IT CHANGES WI  
Make Model License Plate # State

HAVE YOU BEEN CONVICTED OF ANY CRIME OR ORDINANCE VIOLATION RELATED TO YOUR BUSINESS WITHIN THE LAST FIVE (5) YEARS?

YES ☐ NO ☒

IF YES, NATURE OF OFFENSE: \_\_\_\_\_

PLACE OF CONVICTION: \_\_\_\_\_

HAVE YOU EVER HAD ANY TYPE OF PERMIT OR LICENSE SUSPENDED, REVOKED, OR DENIED IN THIS OR ANY OTHER MUNICIPALITY?

YES ☐ NO ☒

IF YES, PLEASE SPECIFY MUNICIPALITY & DATES: \_\_\_\_\_

I, Jose Parra, HEREBY CERTIFY THAT IN MAKING THIS APPLICATION, I HAVE TRUTHFULLY ANSWERED ALL QUESTIONS CONTAINED HEREIN TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT I AM AWARE OF THE PROVISIONS OF THE NEW GLARUS VILLAGE ORDINANCE REGULATING DIRECT SELLERS AND AGREE TO ABIDE BY ITS CONDITIONS; AND THAT I AM AWARE THAT ANY FALSE STATEMENT OR ANSWER ON THIS APPLICATION VOIDS THE LICENSE THAT MAY BE ISSUED ON THE BASIS OF THE FACTS HEREIN CONTAINED.

DATE: 04-15-2025

Jose Parra  
Applicant Signature

WITNESS: \_\_\_\_\_  
Clerk-Treasurer / Deputy Clerk-Treasurer  
Chief of Police  
or Notary

I, Jose Parra, HEREBY APPOINT THE CLERK OF THE VILLAGE OF NEW GLARUS AS MY AGENT TO ACCEPT SERVICE OR PROCESS IN ANY CIVIL ACTION BROUGHT AGAINST ME ARISING OUT OF ANY SALE OR SERVICE PERFORMED BY ME IN CONNECTION WITH MY DIRECT SALES ACTIVITIES, IF I CANNOT, AFTER REASONABLE EFFORT BE SERVED PERSONALLY.

DATE: 04-15-2025

Jose Parra  
Applicant Signature

WITNESS: \_\_\_\_\_  
Clerk-Treasurer / Deputy Clerk-Treasurer  
Chief of Police, or Notary

---

**MOBILE FOOD VENDOR APPLICATION CHECKLIST:**

- ☐ 1. Completed Mobile Food Vendor permit application.
- ☐ 2. Driver's license or some other proof of identity.
- ☐ 3. A state health officer's certificate.
- ☐ 4. Written authorization from a landowner to the vendor to use the landowner's premises for outdoor vending activities. The authorization document shall give the address of the property and the beginning and ending dates for such authorization.
- ☐ 5. Certificate of Insurance for proof of general liability insurance naming the Village of New Glarus as an additional insured
- ☐ 5. Permit fee payment (\$100/year or \$50 for 3 days).

**POLICE INVESTIGATION:**

Date referred to Police Department: 4-15-25

Investigation Completed by: Chief Sturdevant #1880

Date: 4-15-25

Comments: See attached addendum.

N25-D12B9

Approve

or

Deny

LICENSE ISSUED: \_\_\_\_\_, BY \_\_\_\_\_  
Date

DATES VALID: \_\_\_\_\_

**NOTE TO APPLICANT: MOBILE FOOD VENDORS ARE REQUIRED TO MOVE THEIR FOOD STAND/TRUCK NIGHTLY. IF APPLICANT WISHES TO STAY AT THE APPROVED LOCATION FOR MULTIPLE DAYS WITHOUT MOVING, THEY MUST FILL OUT A SEPARATE STREET USE PERMIT.**

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



"America's Little Switzerland"

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

**Village of New Glarus**  
**Application for Mobile Food Vendor Permit**

Jose's Authentic Mexican Restaurant (Food Truck)

**New Glarus Police Department Special Restrictions Addendum**

The following restrictions are in effect for Fridays in 2025 for the use of parking stalls on 4<sup>th</sup> Avenue between Railroad Street and 2<sup>nd</sup> Street. This will be for the parking of a food truck for operations of carry-out food sales.

All ordering and sales shall be conducted on the sidewalk side of the food truck and not out into the traffic lane.

At the conclusion of each Friday, the food truck will be removed from the designated area. The food truck cannot be parked more than 24 hours in advance of the Friday they will be conducting business to the public.



# Village of New Glarus

319 Second Street

PO Box 399

New Glarus WI 53574

(608)527-2510

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

## FOOD TRUCK PERMIT # 25-FT-01

ISSUED TO: Jose's Authentic Mexican Restaurant  
Jose Verra Para

EVENT: Mexican Food Truck

DATES/TIMES: Fridays- starting April 18, 2025 through November 28, 2025 from  
11:00 AM till 8:00 PM

LOCATIONS/  
USES OF PUBLIC  
FACILITIES 1. Use of parking stalls on 4<sup>th</sup> Avenue between Railroad St and 2<sup>nd</sup> St.  
Will be for the parking of a food truck for operations of carry out food  
sales.

## SPECIAL PROVISIONS FOR STREET USE PERMIT:

1. Required insurance is on file with the Village Clerk's Office.
2. State licenses are on file with the Village Clerk's Office.
3. All ordering and sales shall be conducted on the sidewalk side of the food truck and not out in the traffic lane, for public safety.
4. Should a local event arise that requires use of parking stalls along 4<sup>th</sup> Avenue between Railroad Street and 2<sup>nd</sup> Street, that use shall supersede this permit.
5. **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: 4/18/25

BY: Lauren Freeman

Lauren Freeman, Administrator

**VILLAGE OF NEW GLARUS  
ORDINANCE 25-03**

**AN ORDINANCE TO AMEND SECTION 288-20(C) OF THE MUNICIPAL CODE OF THE  
VILLAGE OF NEW GLARUS  
PARKING REGULATIONS**

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN,  
does hereby ordain as follows:

AMEND Section 288-20(C)

C. No parking between 2:00 a.m. and 6:00 a.m. There shall be no parking during the hours of  
2:00 a.m. to 6:00 a.m. on the following streets and parking lots:

- (1) Sixth Avenue from Railroad Street to Second Street.
- (2) First Street from Fifth Avenue to Sixth Avenue.
- (3) Fifth Avenue from Railroad Street to Second Street.
- (4) Second Street from Fifth Avenue to First Avenue.
- (5) The east side of Second Street between Fifth and Sixth Avenues.
- (6) The east side of Railroad Street between Fifth Avenue and Sixth Avenue. This  
restriction does not apply to the first three marked and reserved stalls, directly to the  
north of Sixth Avenue. These are reserved for three United States Postal Service  
vehicles parked in those stalls for their official postal use.
- (7) In the municipal parking lot on Railroad Street between Sixth and Seventh Avenues.  
(7)(8) In the municipal parking lot behind Village Hall, except for Village and Fire  
Department staff.

PRESENTED: 5/6/25  
ADOPTED: 5/6/25  
Published: 5/6/25

---

Roger Truttmann, Village President

---

Kelsey Jenson, Village Clerk-Treasurer

VILLAGE OF NEW GLARUS  
RESOLUTION 25-08

RESOLUTION FOR APPOINTMENT OF FULL-TIME  
PUBLIC WORKS LABORER

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Richard Breault Jr. to a full-time Public Works Laborer position with Village of New Glarus. Said employment shall begin on May 12, 2025. Compensation shall be \$23.00 per hour, and will have a 6-month probationary period.

Adopted this 6<sup>th</sup> day of May, 2025.

PRESENTED: 5/6/2025  
ADOPTED: 5/6/2025

---

Roger J. Truttmann, President

---

Kelsey Jenson, Village Clerk/Treasurer





---

## MEMORANDUM

---

**To:** Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** May 6, 2025  
**Re:** Police Department Agreement with Village of Monticello

---

### Background

Village of Monticello President Aaron Bittner reached out to Chief Sturdevant to ask for assistance with police administration tasks given that Monticello does not currently have staff capacity/expertise to complete these tasks.

The two discussed the possibility of Chief Sturdevant completing these tasks for the Village of Monticello. Monticello would reimburse New Glarus at a loaded hourly rate (wage + fringe), as well as pay for any fees associated and mileage. Chief Sturdevant would complete this work on his off-hours, not during his New Glarus work hours.

Village staff determined the next best step would be to take this to the Village Board for discussion and get potential terms in writing so everyone is on the same page.

### Discussion

#### Draft agreement terms:

- Chief Jeff Sturdevant will assist the Village of Monticello with police administration tasks on an as-needed basis during his off-hours (not on Village of New Glarus time)
- Police administration tasks include, but are not limited to, the following:
  - License & permit reviews
  - Assisting with hiring process for staffing the Monticello Police Department
  - Attending Village Board meetings
  - Addressing municipal ordinance issues
  - Incident-based reporting
- Police administration tasks DO NOT include the following:
  - Responding to calls
  - Staffing festivals
- This agreement does not preclude the New Glarus Police Department from responding to mutual aid calls
- Loaded wage rate: \$70/hour

- Chief Sturdevant will continue to be paid directly by the Village of New Glarus; New Glarus will bill Village of Monticello by the hourly loaded wage rate based on actual hours worked by Chief Sturdevant
- Chief Sturdevant will submit mileage and any cost reimbursements directly to Village of Monticello
- Chief Sturdevant will always prioritize New Glarus Police Department
- Village of New Glarus can withdraw from this agreement at any time

### **Recommendation**

Staff are looking for feedback from the Village Board on whether they would like to move forward with an agreement with Monticello and feedback on the presented terms.



---

## MEMORANDUM

---

**To:** Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** May 6, 2025  
**Re:** Police Department Shift Coverage

---

### **Background:**

Since April 2023, the Village Board has been granting Chief Sturdevant 30 additional hours of straight pay per month to take on extra shifts/call-in due to understaffing in the Police Department. Chief Sturdevant was approved for these 30 extra hours each month until Officer Mullen returned from military leave this year (estimated at the time to be June 2025).

Officer Mullen has returned from military leave and unfortunately has given Chief his notice of resignation. That leaves the department down one officer once again.

### **Discussion:**

The Police Department will continue to be down to one full-time officer, which means there is approximately 160 hours of shift coverage that has been covered elsewhere. That does not include any vacation, comp time, training, or sick time that the three full-time officers take.

Chief will offer available hours to be filled to the part-time officers first. If he is not able to get all the hours covered by part-time staff, he either needs to order a full-time staff member to come in for over-time or not allow them to take time off, or cover the shift himself.

Chief Sturdevant has requested an extension of his 30 additional hours of straight pay per month to cover shifts and call-ins while the department continues to be understaffed. If the Village Board would like to extend Chief's hours, it likely makes sense to extend this arrangement until the end of 2025 given the amount of time it takes to hire and train a new officer.