

**CITY OF SPARTA**  
**PUBLIC SAFETY AGENDA**  
**May 6, 2024**

**CITY HALL**

**5:30 P.M.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes from the April 1, 2024 Regular Meeting and the Police Department's Monthly Report and Monthly Bills for March**

- 3. Consideration of New Operator Licenses for Remaining 2022-2024 Term:**

Sierra Boardman	Davee Zimmerman	Tara Jaeger-Olson
Matthew Zanon	Wyatt Anderson	Hope Waughtal
Constance Westlund-Sheard		

- 4. Consideration of Renewal Operator Licenses for the 2024-2026 Term:**

Kylie Brown	Harold Oesterle	Lori Oesterle
Kristina Livrance	Jeanne Beyer	Rebecca Humphrey
Monte Burnham	Desarae Isensee	Brian Kreider
Jesse Fennigkoh	Richelle Wiedl	Kristie Kvalheim
Davee Zimmerman	Tara Jaeger-Olson	Matthew Zanon
Wyatt Anderson	Hope Waughtal	Shelby Stensven
Sharla Stensven-McBain	Constance Westlund-Sheard	

- 5. Consideration of "Class A" Retail Liquor Licenses for the 2024-2025 Term:**

Wal-Mart Stores East, LP dba Wal-Mart Store #979 located at 1600 W Wisconsin Street

Hansen's IGA, Inc. dba Hansen's IGA located at 834 W Wisconsin Street

Kwik Trip, Inc. dba Kwik Trip #317 located at 1751 E Wisconsin Street

Kwik Trip, Inc. dba Kwik Trip #318 located at 1014 S Black River Street

Casey's Marketing Company dba Casey's General Store #1927 located at 326 S Black River Street

- 6. Consideration of Class "A" Retail Beer Licenses and "Class A" Retail Cider Licenses for the 2024-2025 Term:**

Wal-Mart Stores East, LP dba Wal-Mart Store #979 located at 1600 W Wisconsin Street

Hansen's IGA, Inc. dba Hansen's IGA located at 834 W Wisconsin Street

Kwik Trip, Inc. dba Kwik Trip #317 located at 1751 E Wisconsin Street

Kwik Trip, Inc. dba Kwik Trip #318 located at 1014 S Black River Street

Casey's Marketing Company dba Casey's General Store #1927 located at 326 S Black River Street

**7. Consideration of “Class B” Liquor / Class “B” Beer Licenses for the 2024-2025 Term:**

Shifty’s Shack 2, LLC dba Shifty’s Shack located at 110 E Oak Street  
Nilkanth Two, LLC dba Country Inn & Suites located at 737 Avon Road

**8. Consideration of Mobile Home Licenses for the 2024-2025 Term:**

The Sparta Mobile MHP, LLC dba The Sparta MHP located at 100 Avon Road  
Riverside MHP, LLC dba Riverside Sparta MHP located at 635 S K Street  
Steven Nicolai, owner dba River Pines MHP located at 1200 River Road

**9. Consideration of Miscellaneous Licenses for the 2024-2025 Term:**

Vape Club, LLC dba Smoke Shop located at 620 Industrial Drive, Suite 10  
(Cigarette)  
Shifty’s Shack 2, LLC dba Shifty’s Shack located at 110 E Oak Street (Cigarette,  
Video Games)  
Wal-Mart Stores East, LP dba Wal-Mart Store #979 located at 1600 W Wisconsin  
Street (Cigarette, Video Games)  
Hansen’s IGA, Inc. dba Hansen’s IGA located at 834 W Wisconsin Street  
(Cigarette)  
Kwik Trip, Inc. dba Kwik Trip #317 located at 1751 E Wisconsin Street (Cigarette)  
Kwik Trip, Inc. dba Kwik Trip #318 located at 1014 S Black River Street  
(Cigarette)  
Nilkanth Two, LLC dba Country Inn & Suites located at 737 Avon Road (Video  
Games)  
Casey’s Marketing Company dba Casey’s General Store #1927 located at 326 S  
Black River Street (Cigarette)

**10. Consideration of Special Event Permit Application for Sparta Police  
Department’s Sparta Area National Night Out on August 6, 2024 from 5:00  
p.m. to 8:00 p.m. in Memorial Park**

**11. Consideration of Special Event Permit Application for the Boys & Girls  
Club of Sparta’s 24<sup>th</sup> Annual Sparta Stampede on June 8, 2024 from 6:00  
a.m. to 11:00 a.m. in Memorial Park**

**12. Discussion and Consideration of Hours of Operation for ATVs/UTVs**

**13. Items for Future Consideration**

**14. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting; however,  
no action will be taken by the Council.

**CITY OF SPARTA**  
**PUBLIC SAFETY MINUTES**  
**April 1, 2024**

**PRESENT:** Robert Arnold, Kevin Brueggeman, Jim Church, Matthew Hoffland, David Kuderer

**ABSENT:**

**ALSO PRESENT:** Mark Sund, Todd Fahning, Emilee Nottestad, Officer Casey Olson, Officer Adam Malin, Sergeant Zach Fischer, Matthew Schnitzler

Jim Church called the meeting to order at 5:30 p.m.

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the consent agenda consisting of the minutes of the February 5, 2024 regular meeting, the Police Department's monthly report for and monthly bills for January and February. Motion carried 5-0.**

**Upon proper payment of fees, the following new and temporary Operator License applications were approved on a motion made by Kevin Brueggeman and seconded by Matthew Hoffland. Motion carried 5-0.**

**New:**

Kristie Kvalheim

Kylie Brown

Victoria Lasister

**Temporary:**

Charles Weaver

Kimberly Smith

Colin Nugent

Randy Pfaff

Cheryl Isensee

Danielle Peterson

Melanie Hemmersbach

Chief Emilee Nottestad addressed the Public Safety committee. She stated individual taxicab licenses for drivers are approved through the police department. She provided a memo from Sergeant Mrdjenovich regarding the incident involving Matthew Schnitzler, in which he received a Disorderly Conduct. Matthew Schnitzler spoke on his own behalf, citing his First Amendment right to freedom of speech.

Emilee stated she called Mr. Schnitzler to explain why she was revoking his taxicab license. She also contacted the owner of Sparta Cabs to explain as well. She provided the body cam video of the incident and stated this was just one of many contacts the Sparta Police Department has had with Mr. Schnitzler.

**A motion was made by Kevin Brueggeman and seconded by David Kuderer to uphold the revocation of the taxicab license for Matthew Schnitzler. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Special Event Permit for the Sparta Farmers Market for the Saturday**

**events in Mueller Square, Water Street Bridge, and Beaver Creek Park from May 1<sup>st</sup> to October 12<sup>th</sup>, 2024. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Special Event Permit for Sparta Area Chamber of Commerce's Sparta Concerts in the Park on Wednesday evenings from 6:00 p.m. to 9:00 p.m. from May 29<sup>th</sup> to August 28<sup>th</sup>, 2024. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Temporary Class "B" license for Sparta Area Chamber of Commerce's Sparta Concerts in the Park on Wednesday evenings from 6:00 p.m. to 9:00 p.m. from May 29<sup>th</sup> to August 28<sup>th</sup>, 2024. Motion carried 5-0.**

Jim Church stated that the Special Event Permit application for the Sparta Police Department's K-9 golf outing on June 12<sup>th</sup> doesn't require any city services, therefore no approval is needed.

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve Special Event Permit for VFW Post 2112 for the 2024 Memorial Day Parade. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve Special Event Permit for Sparta Festivals for Sparta Butterfest on June 6 through June 9, 2024. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Carnival license for Sparta Festivals for June 6, 2024 through June 9, 2024 located in Memorial Park. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Temporary Class "B" license for Sparta Festivals for Butterfest on June 6<sup>th</sup> through June 9<sup>th</sup>, 2024. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the Special Event Permit application for Experience Downtown Sparta's downtown wine walk on June 13, 2024 from 5:00 p.m. to 8:00 p.m. Motion carried 5-0.**

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the "Class B" Liquor / Class "B" Beer License and Video Game License for the remaining 2023-2024 term for Troy Ziegler of TZ Market Investments, LLC dba The Corner Pocket located at 229 N Black River Street. Motion carried 5-0.**

Class B Josh Schams The Venue:

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to approve the “Class B” Liquor / Class “B” Beer License for the remaining 2023-2024 term for Joshua Schams of Angelo Restaurant Group, LLC dba The Venue located at 211 N Black River Street. Motion carried 5-0.**

Kevin Brueggeman would like to discuss at next month’s meeting the hours of operation for ATVs and UTVs in the City of Sparta.

**A motion was made by Kevin Brueggeman and seconded by Matthew Hoffland to adjourn at 5:52 p.m. Motion carried 5-0.**

Respectfully Submitted,  
Jennifer Lydon  
City Clerk

Sparta Police Department  
Monthly Report



March, 2024

During the month of March, the Sparta Police Department responded to 1512 calls for service, issued 77 traffic citations, 39 non-traffic citations, and 153 traffic warnings.

Various calls for service:

911 Call Response: 50

Crashes: 28

Assaults: 9

Burglaries: 0

Child Abuse: 4

Criminal Damage to Property: 8

Disturbances: 130

Chapter 51: 1

Sex Offenses: 13

Suspicious Activities: 54

Theft: 36

Traffic Stops: 242

Welfare Checks: 70

Arrest Data:

Bail Jumping: 54

Disorderly Conduct: 30

Drug-Related: 33

OWI: 6

Resisting/Obstructing: 3

### Training:

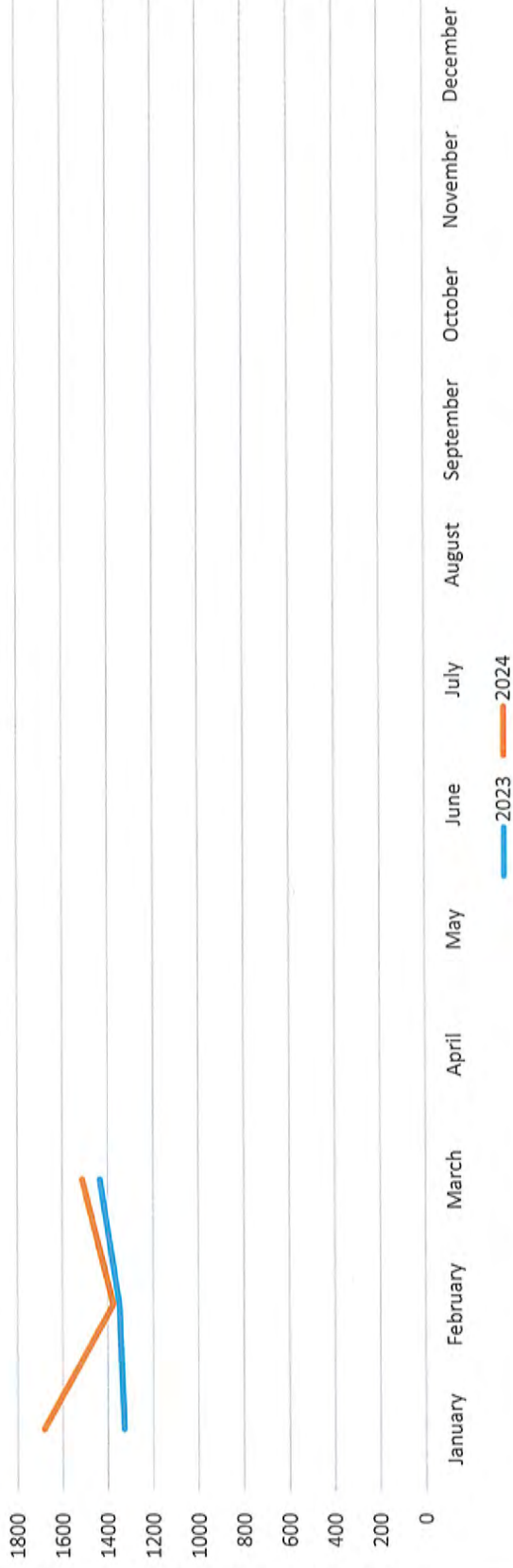
- Officer Erickson attended the Wisconsin School Safety Conference.
- Officer Nottestad has been attending K9 handler training with his K9 partner, Tyr.
- Sergeant Fischer SWAT Team Leader training.
- Sergeant Gurski attended the Association of SWAT Personnel Conference for the State of Wisconsin.
- Officer Turner and Officer J. Brey attended training for advanced roadside interdiction.
- In-house supervisor training was conducted on a variety of topics including critical incidents, leadership, and department technology.
- Members of the Monroe County Combined Tactical Unit attended monthly training.

### Personnel:

- We conducted a hiring process on April 6<sup>th</sup> and currently have two candidates in the background investigation process.
- Officer Johnson is in phase 3 of the Law Enforcement Academy.
- Officer Ebbe is in phase 2 of field training.
- Three officers are scheduled for a two-month military deployment, beginning in May.
- We are expecting at least one long-term military deployment later this year.
- One officer is currently on a 3-month FMLA.
- One officer is currently on light duty due to a work-related injury.



### 2023/2024 Calls for Service Comparison



### 2023/2024 Comparison by Month



### MARCH 2024 SCHOOL RESOURCE OFFICER REPORT

In March, I attended the Wisconsin School Safety Conference with other Sparta School District administrators and have developed plans to continue enhancing school safety and security. I spoke with students in grades 4-8 at Saint Patrick's about online safety and cyberbullying. We engaged in great conversation amongst staff, students, and myself about the dangers of young students accessing social media unsupervised. I also presented to multiple grades at the Boys and Girls Club's after school program about making healthy, drug-free choices.

<b>Total CADs</b>	<b>80</b>
Meadowview	23
High School	15
Herrman	11
Montessori	2
Southside	1
Private Schools	1
<b>School Total</b>	<b>52</b>

<b>Citations</b>	
Truancy	7
Possess Vape on School Property	6
Marijuana/Paraphernalia	5
Contributing to Truancy	2
<b>Total Citations</b>	<b>20</b>

<b>Case Reports</b>	
Trouble w/ Juvenile	5
Drug	5
Sex Offense	3
Fight	1
Suspicious Activity	1
Disturbance	1
Follow up/Interview	1
Theft	1
<b>Total Cases Primary</b>	<b>18</b>

# Parking Summary By Ordinance

Sparta Police Department

From 03/01/2024 To 03/31/2024

Date Run: 4/5/2024 2:19PM

Ordinance Description	Current Month	Fine Total	Year To Date	Same Month Prior Year	Last Year
Alternate Side Parking	20	\$300	219	9	397
Excess of 48 Hour Parking	0	\$0	2	3	9
Handicapped Parking Violation	0	\$0	1	0	0
No 2AM-6AM Parking	10	\$150	23	1	26
Overnight Parking	1	\$15	2	0	0
Totals:	31	\$465	247	13	432

Sparta Police Department

Transaction Detail by Account

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Cleaning Service 100-52100-350								
03/11/2024	Check	5	Serene Clean	24PO055	(100-52100-350) Cleaning Services		-1,000.00	-1,000.00
03/25/2024	Check	6	Serene Clean	24PO55	(100-52100-350) Cleaning Services		-1,000.00	-2,000.00
Total for Cleaning Service 100-52100-350							\$ -2,000.00	
Equipment - Police 401-54010-531								
03/13/2024	Check	2	Axon	24PO116	(401-54010-531) Equipment-Squads		-3.00	-3.00
Total for Equipment - Police 401-54010-531							\$ -3.00	
Equipment - Police Computers 401-54010-539								
03/15/2024	Check	5	Amazon	24PO117	(401-54010-539) Equipment-Computers		-155.99	-155.99
Total for Equipment - Police Computers 401-54010-539							\$ -155.99	
Equipment - Police Equip/Radios 401-54010-540								
03/05/2024	Check	3	Amazon	24PO103	(401-54010-540) Equipment-Radios		-93.99	-93.99
03/20/2024	Check	4	Amazon	24PO118	(401-54010-540) Equipment-Radios		-144.29	-238.28
03/25/2024	Expenditure	5	Walmart	24PO120	(401-54010-540) Equipment-Radios		-146.40	-384.68
03/25/2024	Expenditure	6	Sam's Club	24PO119	(401-54010-540) Equipment-Radios		-280.82	-665.50
03/26/2024	Expenditure	8	Marlow White	24PO122	(401-54010-540) Equipment-Radios		-634.90	-1,300.40
03/26/2024	Expenditure	7	Siegel's Uniform	24PO123	(401-54010-540) Equipment-Radios		-1,161.60	-2,462.00
Total for Equipment - Police Equip/Radios 401-54010-540							\$ -2,462.00	
Gas/Oil 100-52100-371								
03/04/2024	Check	2	Kwik Trip	24PO002	(100-52100-371) Gas/Oil		-3,295.87	-3,295.87
Total for Gas/Oil 100-52100-371							\$ -3,295.87	
K-9 Donations 208-42000								
03/04/2024	Expenditure	2024-14	WI Gaming & Licensing	24PO101	208-42000 K-9 Expenditures		-51.00	-51.00
03/04/2024	Expenditure	2024-13	Amazon	24PO100	208-42000 K-9 Expenditures		-765.99	-816.99
03/05/2024	Expenditure	2024-16	Etsy		208-42000 K-9 Expenditures		-70.65	-887.64
03/06/2024	Check	2024-18	WLECHA	24PO106	208-42000 K-9 Expenditures		-35.00	-922.64
03/12/2024	Check	2024-19	E-Collar Technologies	24PO104	208-42000 K-9 Expenditures		-270.00	-1,192.64
03/13/2024	Check	2024-20	Employee Reimbursement	24PO115	208-42000 K-9 Expenditures		-78.83	-1,271.47
03/13/2024	Deposit		AKC Reunite	Grant	208-42000 K-9 Expenditures		7,500.00	6,228.53
03/21/2024	Expenditure	2024-21	Chewy.com	24PO069	208-42000 K-9 Expenditures		-59.84	6,168.69
Total for K-9 Donations 208-42000							\$6,168.69	
Office Supplies 100-52100-310								
03/11/2024	Check	4	Amazon	24PO105	(100-52100-310) Office Supplies		-154.00	-154.00
Total for Office Supplies 100-52100-310							\$ -154.00	
Operating Supplies 100-52100-340								
03/04/2024	Check	28	Symbol Arts	23PO321	(100-52100-340) Operating Supplies		-190.00	-190.00
03/06/2024	Check	34	P & P Products	24PO079	(100-52100-340) Operating Supplies		-328.00	-518.00
03/12/2024	Check	35	Amazon	24PO113	(100-52100-340) Operating Supplies		-14.99	-532.99
03/13/2024	Check	37	Employee Reimbursement	24PO114	(100-52100-340) Operating Supplies		-10.80	-543.69
03/13/2024	Check	36	Rush Hour Towing	24PO112	(100-52100-340) Operating Supplies		-180.00	-723.69
03/13/2024	Deposit		Reimbursement	24PO112	(100-52100-340) Operating Supplies		189.90	-533.79
03/19/2024	Check	38	EO Johnson	24PO043	(100-52100-340) Operating Supplies		-279.05	-812.84
03/21/2024	Expenditure	39	Pay.gov	24PO121	(100-52100-340) Operating Supplies		-275.00	-1,087.84



DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/26/2024	Check		Dalco			(100-52100-340) Operating Supplies	-75.63	-1,163.47
03/28/2024	Expenditure	40	United States Postal Service			(100-52100-340) Operating Supplies	-5.10	-1,168.57
03/31/2024	Check	SVCCHRG			Service Charge	(100-52100-340) Operating Supplies	-113.80	-1,282.37
Total for Operating Supplies 100-52100-340							\$ -1,282.37	
Physical Exams 100-52100-392								
03/11/2024	Check	3	Hakes Wellness Solution		24PO033	(100-52100-392) Physical Exams	-323.75	-323.75
Total for Physical Exams 100-52100-392							\$ -323.75	
Pubs/Seminars/Dues 100-52100-320								
03/01/2024	Expenditure	64	ASP-WI		24TR014	(100-52100-320) Pubs/Dues/Sems	-230.00	-230.00
03/01/2024	Expenditure	36	Chipotle		24TR010	(100-52100-320) Pubs/Dues/Sems	-13.61	-243.61
03/01/2024	Expenditure	28	Fairfield Inn		24TR010	(100-52100-320) Pubs/Dues/Sems	-535.00	-778.61
03/04/2024	Expenditure	29	MasterClass		24PO102	(100-52100-320) Pubs/Dues/Sems	-253.20	-1,031.81
03/04/2024	Expenditure	45	Liberty Station		24TR004	(100-52100-320) Pubs/Dues/Sems	-15.83	-1,047.64
03/04/2024	Deposit		Street Cop Training		24TR001	(100-52100-320) Pubs/Dues/Sems	450.00	-597.64
03/05/2024	Expenditure	30	Home2 Suites by Hilton		24TR004	(100-52100-320) Pubs/Dues/Sems	-251.00	-848.64
03/07/2024	Deposit		Kalahari Resort			(100-52100-320) Pubs/Dues/Sems	75.00	-773.64
03/12/2024	Check	73	Liberty Station		24TR004	(100-52100-320) Pubs/Dues/Sems	-20.00	-793.64
03/12/2024	Check	72	Liberty Station		24TR004	(100-52100-320) Pubs/Dues/Sems	-12.66	-806.30
03/12/2024	Expenditure	47	Qdoba		24TR004	(100-52100-320) Pubs/Dues/Sems	-28.49	-834.79
03/15/2024	Expenditure	49	Employee Reimbursement		24TR004	(100-52100-320) Pubs/Dues/Sems	-20.23	-855.02
03/18/2024	Expenditure	50	Employee Reimbursement			(100-52100-320) Pubs/Dues/Sems	-92.63	-947.65
03/19/2024	Expenditure	51	Sheraton Hotel		24TR014	(100-52100-320) Pubs/Dues/Sems	-198.00	-1,145.65
03/21/2024	Check	56	Employee Reimbursement		24TR009	(100-52100-320) Pubs/Dues/Sems	-74.58	-1,220.23
03/21/2024	Expenditure	53	Comfort Inn & Suites		24TR009	(100-52100-320) Pubs/Dues/Sems	-196.60	-1,416.83
03/21/2024	Check	55	Employee Reimbursement		24TR009	(100-52100-320) Pubs/Dues/Sems	-75.27	-1,492.10
03/21/2024	Expenditure	52	Comfort Inn & Suites		24TR009	(100-52100-320) Pubs/Dues/Sems	-196.60	-1,688.70
03/21/2024	Expenditure	54	Employee Reimbursement		24TR014	(100-52100-320) Pubs/Dues/Sems	-44.14	-1,732.84
03/25/2024	Check	59	Gracie Global		24PO107	(100-52100-320) Pubs/Dues/Sems	-3,000.00	-4,732.84
03/25/2024	Check	57	Employee Reimbursement		24TR006	(100-52100-320) Pubs/Dues/Sems	-130.45	-4,863.29
03/25/2024	Expenditure	58	Sonesta		24R006	(100-52100-320) Pubs/Dues/Sems	-575.00	-5,438.29
03/28/2024	Expenditure	60	Fraternal Order of Police		24PO127	(100-52100-320) Pubs/Dues/Sems	-67.00	-5,505.29
Total for Pubs/Seminars/Dues 100-52100-320							\$ -5,505.29	
Repairs & Maintenance 100-52100-240								
03/11/2024	Check	13	Arnold's Service and Towing		24PO110	(100-52100-240) Repairs and Maintenance	-52.85	-52.85
03/11/2024	Check	11	Arnold's Service and Towing		24PO108	(100-52100-240) Repairs and Maintenance	-33.31	-86.16
03/11/2024	Check	12	Arnold's Service and Towing		24PO109	(100-52100-240) Repairs and Maintenance	-329.78	-415.94
03/26/2024	Check	14	Auto Value		24PO126	(100-52100-240) Repairs and Maintenance	-4.41	-420.35
Total for Repairs & Maintenance 100-52100-240							\$ -420.35	
Telephone 100-52100-391								
03/05/2024	Check	7	AT&T		24PO006	(100-52100-391) Telephone	-1,016.83	-1,016.83
03/05/2024	Check	6	Lynxx		24PO004	(100-52100-391) Telephone	-970.81	-1,987.64
03/11/2024	Check	8	Brightspeed		24PO005	(100-52100-391) Telephone	-49.44	-2,037.08
Total for Telephone 100-52100-391							\$ -2,037.08	
Time System 100-52100-394								
03/05/2024	Check	3	Wisconsin Department of Justice		24PO03	(100-52100-394) TIME System	-28.00	-28.00
Total for Time System 100-52100-394							\$ -28.00	
Uniform Allowance 100-52100-393								
03/05/2024	Check	45	Soileater		24UNO30	(100-52100-393) Uniform Allowance	-35.99	-35.99
03/11/2024	Check	52	Carol Leis		24PO054	(100-52100-393) Uniform Allowance	-48.00	-83.99

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/13/2024	Check	46	Top Pack Defense		24UNO32	(100-52100-393) Uniform Allowance	-228.16	-310.15
03/13/2024	Check	47	JC Penney		24UNO31	(100-52100-393) Uniform Allowance	-320.70	-630.85
03/14/2024	Check	48	Amazon		24UNO33	(100-52100-393) Uniform Allowance	-56.94	-687.79
03/18/2024	Check	49	Carol Leis		24UNO27	(100-52100-393) Uniform Allowance	-9.00	-696.79
03/21/2024	Expenditure	50	Under Armour		24UNO34	(100-52100-393) Uniform Allowance	-98.12	-794.91
03/31/2024	Check	SVCCHRG			Service Charge	(100-52100-393) Uniform Allowance	-1.99	-796.90
<b>Total for Uniform Allowance 100-52100-393</b>							<b>\$ -796.90</b>	



Bicycling Capital of America

City of Sparta – City Clerk  
201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150

OFFICE USE ONLY

MC \_\_\_\_\_

UC \_\_\_\_\_

PD \_\_\_\_\_

### LICENSE APPLICATION FEE SHEET

Business Name: Wal-Mart Stores East, LP DBA: Wal-Mart Store #979

Address of Business: 1600 W Wisconsin Street (John Denver, Mgr)

Contact Name: Alena Martinez Phone #(s): (414) 277-5104

Mailing Address: Quarles & Brady LLP 411 E Wisconsin Ave, Ste 2400, Milwaukee, WI 53202-4428

☐ Liquor, "Class B" License \$500.00

☒ Liquor, "Class A" Retail License \$500.00

☒ Beer, Class "A" Retail License \$250.00

☐ Liquor, "Class A" Cider N/C

☐ Beer, Class "B" License \$100.00

☐ Wine, Class "C" License \$100.00

☒ Publication Fee for Liquor, Beer Licenses and Miscellaneous \$ 17.00

☐ Operator's (Bartender's) License \$60.00 Two-Year Term \$ \_\_\_\_\_

\$30.00 2<sup>nd</sup> Year After June 30<sup>th</sup> \$ \_\_\_\_\_

☒ Cigarette \$100.00

☒ Video Games Qty: 15 @ \$10.00 each \$ 150.00

☐ Secondhand Article License \$ 27.50

☐ Secondhand Jewelry License \$ 30.00

☐ Pawn Broker License \$210.00

☐ Taxicab \$50.00 1<sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle \$ \_\_\_\_\_

☐ Mobile Home Park \$2.00 Per Lot with \$25.00 Minimum for a MH Park \$ \_\_\_\_\_

☐ Junk and/or Salvage Yard \$ 10.00

☐ Mobile Food Vendor License Resident \$ 50.00; Non-Resident \$100.00

Dated: 4/12/24

License # \_\_\_\_\_

Receipt: B115819 B10110

Issue Date \_\_\_\_\_

Rev 6-2023

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04/29/24



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City of Sparta – City Clerk  
201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150

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### LICENSE APPLICATION FEE SHEET

Business Name: Hansen's IGA, Inc. DBA: Hansen's IGA

Address of Business: 834 W Wisconsin Street

Contact Name: Jason Dulinsky Phone #(s) (608) 269-6752

Mailing Address: PO Box 160, Bangor, WI 54614

<input checked="" type="checkbox"/> "Class A" Retail License	\$500.00
<input checked="" type="checkbox"/> Class "A" Retail Beer License	\$250.00
<input type="checkbox"/> "Class B" Liquor License	\$500.00
<input type="checkbox"/> Class "B: Beer License	\$100.00
<input type="checkbox"/> Liquor, "Class A" Cider	N/C
<input type="checkbox"/> Class "C" Wine License	\$100.00
<input checked="" type="checkbox"/> Publication Fee for Liquor, Beer Licenses and Miscellaneous	\$ 25.00
<input type="checkbox"/> Operator's (Bartender's) License	\$60.00 Two-Year Term \$ <u>        </u>
	\$30.00 2 <sup>nd</sup> Year after June 30 <sup>th</sup> \$ <u>        </u>
<input checked="" type="checkbox"/> Cigarette	\$100.00
<input type="checkbox"/> Video Games	Qty: <u>    </u> @ \$10.00 each \$ <u>        </u>
<input type="checkbox"/> Secondhand Article License	\$ 27.50
<input type="checkbox"/> Secondhand Jewelry License	\$ 30.00
<input type="checkbox"/> Pawn Broker License	\$210.00
<input type="checkbox"/> Taxicab	\$50.00 1 <sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle \$ <u>        </u>
<input type="checkbox"/> Mobile Home Park	\$2.00 Per Lot (\$25.00 Minimum) \$ <u>        </u>
<input type="checkbox"/> Junk and/or Salvage Yard	\$ 10.00
<input type="checkbox"/> Mobile Food Vendor License	Resident \$ 50.00; Non-Resident \$100.00

Dated: 4/19/2024

License #                     

Receipt:                     

Issue Date                     

Rev 4/2024

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**LICENSE APPLICATION FEE SHEET**

Business Name: Kwik Trip, Inc. DBA: Kwik Trip #317

Address of Business: 1751 E Wisconsin Street

Contact Name: Deanna Haefner Phone #(s): Store (608) 269-6122

Mailing Address: Licensing Dept, PO Box 2107, La Crosse, WI 54602-2107

<input type="checkbox"/> Liquor, "Class B" License	\$500.00
<input checked="" type="checkbox"/> Liquor, "Class A" Retail License	\$500.00
<input checked="" type="checkbox"/> Beer, Class "A" Retail License	\$250.00
<input type="checkbox"/> Liquor, "Class A" Cider	N/C
<input type="checkbox"/> Beer, Class "B" License	\$100.00
<input type="checkbox"/> Wine, Class "C" License	\$100.00
<input checked="" type="checkbox"/> Publication Fee for Liquor, Beer Licenses and Miscellaneous	\$ 17.00
<input type="checkbox"/> Operator's (Bartender's) License	\$60.00 Two-Year Term \$ _____
	\$30.00 2 <sup>nd</sup> Year After June 30 <sup>th</sup> \$ _____
<input checked="" type="checkbox"/> Cigarette	\$100.00
<input type="checkbox"/> Video Games	Qty: ____ @ \$10.00 each \$ _____
<input type="checkbox"/> Secondhand Article License	\$ 27.50
<input type="checkbox"/> Secondhand Jewelry License	\$ 30.00
<input type="checkbox"/> Pawn Broker License	\$210.00
<input type="checkbox"/> Taxicab	\$50.00 1 <sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle \$ _____
<input type="checkbox"/> Mobile Home Park	\$2.00 Per Lot with \$25.00 Minimum for a MH Park \$ _____
<input type="checkbox"/> Junk and/or Salvage Yard	\$ 10.00
<input type="checkbox"/> Mobile Food Vendor License	Resident \$ 50.00; Non-Resident \$100.00

Dated: 9/10/2024

License # \_\_\_\_\_

Receipt: \$1,026.11 \$60.00

Issue Date \_\_\_\_\_

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201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150

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### LICENSE APPLICATION FEE SHEET

Business Name: Kwik Trip, Inc. DBA: Kwik Trip #318  
Address of Business: 1014 S Black River Street  
Contact Name: Deanna Haefner Phone #(s): Store (608) 269-4656  
Mailing Address: Licensing Dept, PO Box 2107, La Crosse, WI 54602-2107

<input type="checkbox"/> Liquor, "Class B" License		\$500.00
<input checked="" type="checkbox"/> Liquor, "Class A" Retail License		\$500.00
<input checked="" type="checkbox"/> Beer, Class "A" Retail License		\$250.00
<input type="checkbox"/> Liquor, "Class A" Cider		N/C
<input type="checkbox"/> Beer, Class "B" License		\$100.00
<input type="checkbox"/> Wine, Class "C" License		\$100.00
<input checked="" type="checkbox"/> Publication Fee for Liquor, Beer Licenses and Miscellaneous		\$ 17.00
<input type="checkbox"/> Operator's (Bartender's) License	\$60.00 Two-Year Term	\$ _____
	\$30.00 2 <sup>nd</sup> Year After June 30 <sup>th</sup>	\$ _____
<input checked="" type="checkbox"/> Cigarette		\$100.00
<input type="checkbox"/> Video Games	Qty: _____ @ \$10.00 each	\$ _____
<input type="checkbox"/> Secondhand Article License		\$ 27.50
<input type="checkbox"/> Secondhand Jewelry License		\$ 30.00
<input type="checkbox"/> Pawn Broker License		\$210.00
<input type="checkbox"/> Taxicab	\$50.00 1 <sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle	\$ _____
<input type="checkbox"/> Mobile Home Park	\$2.00 Per Lot with \$25.00 Minimum for a MH Park	\$ _____
<input type="checkbox"/> Junk and/or Salvage Yard		\$ 10.00
<input type="checkbox"/> Mobile Food Vendor License	Resident \$ 50.00; Non-Resident \$100.00	

Dated: 4/10/2024

License # \_\_\_\_\_

Receipt: #1156142 \$867.00

Issue Date \_\_\_\_\_

Rev. 8-2023

*Handwritten signature and date:*  
04/29/24



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City of Sparta – City Clerk  
201 W Oak Street | Sparta, WI 54656  
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**LICENSE APPLICATION FEE SHEET**Business Name: Casey's Marketing Company DBA: Casey's General Store #1927Address of Business: 326 S Black River StreetContact Name: Gayle Begalske Phone #(s): (515) 381-5109Mailing Address: One SE Convenience Blvd, Ankeny, IA 50021

<input checked="" type="checkbox"/> "Class A" Retail License		\$500.00	✓
<input checked="" type="checkbox"/> Class "A" Retail Beer License		\$250.00	✓
<input type="checkbox"/> "Class B" Liquor License		\$500.00	
<input type="checkbox"/> Class "B: Beer License		\$100.00	
<input type="checkbox"/> Liquor, "Class A" Cider		N/C	
<input type="checkbox"/> Class "C" Wine License		\$100.00	
<input checked="" type="checkbox"/> Publication Fee for Liquor, Beer Licenses and Miscellaneous		\$ 25.00	✓
<input type="checkbox"/> Operator's (Bartender's) License	\$60.00 Two-Year Term	\$ _____	
	\$30.00 2 <sup>nd</sup> Year after June 30 <sup>th</sup>	\$ _____	
<input checked="" type="checkbox"/> Cigarette		\$100.00	✓
<input type="checkbox"/> Video Games	Qty: _____ @ \$10.00 each	\$ _____	
<input type="checkbox"/> Secondhand Article License		\$ 27.50	
<input type="checkbox"/> Secondhand Jewelry License		\$ 30.00	
<input type="checkbox"/> Pawn Broker License		\$210.00	
<input type="checkbox"/> Taxicab	\$50.00 1 <sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle	\$ _____	
<input type="checkbox"/> Mobile Home Park	\$2.00 Per Lot (\$25.00 Minimum)	\$ _____	
<input type="checkbox"/> Junk and/or Salvage Yard		\$ 10.00	
<input type="checkbox"/> Mobile Food Vendor License	Resident \$ 50.00; Non-Resident \$100.00		

Dated: 4/29/2024

License # \_\_\_\_\_

Receipt: \_\_\_\_\_

Issue Date \_\_\_\_\_

Rev 4/2024

\$875.00

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05/01/24



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City of Sparta – City Clerk  
201 W Oak Street | Sparta, WI 54656  
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## LICENSE APPLICATION FEE SHEET

Business Name: Shifty's Shack 2 LLC DBA: Shifty's ShackAddress of Business: 110 E Oak StreetContact Name: Michelle Brueggen Phone #(s): (608) 269-6045; (608) 487-0571Mailing Address: 110 E Oak Street, Sparta, WI 54656

_____ "Class A" Retail License		\$500.00	
_____ Class "A" Retail Beer License		\$250.00	
<u>X</u> _____ "Class B" Liquor License		\$500.00	✓
<u>X</u> _____ Class "B" Beer License		\$100.00	✓
_____ "Class A" Liquor - Cider		N/C	
_____ Class "C" Wine License		\$100.00	
<u>X</u> _____ Publication Fee for Liquor, Beer Licenses and Miscellaneous		\$ 25.00	✓
_____ Operator's (Bartender's) License	\$60.00 Two-Year Term	\$ _____	
	\$30.00 2 <sup>nd</sup> Year after June 30 <sup>th</sup>	\$ _____	
<u>X</u> _____ Cigarette		\$100.00	✓
<u>X</u> _____ Video Games	Qty: <u>5</u> @ \$10.00 each	\$ <u>50.00</u>	✓
_____ Secondhand Article License		\$ 27.50	
_____ Secondhand Jewelry License		\$ 30.00	
_____ Pawn Broker License		\$210.00	
_____ Taxicab	\$50.00 1 <sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle	\$ _____	
_____ Mobile Home Park	\$2.00 Per Lot (\$25.00 Minimum)	\$ _____	
_____ Junk and/or Salvage Yard		\$ 10.00	
_____ Mobile Food Vendor License	Resident \$ 50.00; Non-Resident \$100.00		

Dated: 4/17/2024

License # \_\_\_\_\_

Receipt: #158114 \$775.00

Issue Date \_\_\_\_\_

Rev 4/2024

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04/29/24





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City of Sparta – City Clerk  
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**LICENSE APPLICATION FEE SHEET**

Business Name: Nilkanth Two, LLC DBA: Country Inn & Suites

Address of Business: 737 Avon Road

Contact Name: Harsh Patel Phone #(s): (715) 315-9945

Mailing Address: 737 Avon Road, Sparta, WI 54656

☐ "Class A" Retail License \$500.00

☐ Class "A" Retail Beer License \$250.00

☒ "Class B" Liquor License \$500.00 ✓

☒ Class "B" Beer License \$100.00 ✓

☐ "Class A" Liquor - Cider N/C

☐ Class "C" Wine License \$100.00

☒ Publication Fee for Liquor, Beer Licenses and Miscellaneous \$ **25.00** ✓

☐ Operator's (Bartender's) License \$60.00 Two-Year Term \$ \_\_\_\_\_

\$30.00 2<sup>nd</sup> Year after June 30<sup>th</sup> \$ \_\_\_\_\_

☐ Cigarette \$100.00

☒ Video Games Qty: 3 @ \$10.00 each \$ 30.00 ✓

☐ Secondhand Article License \$ 27.50

☐ Secondhand Jewelry License \$ 30.00

☐ Pawn Broker License \$210.00

☐ Taxicab \$50.00 1<sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle \$ \_\_\_\_\_

☐ Mobile Home Park \$2.00 Per Lot (\$25.00 Minimum) \$ \_\_\_\_\_

☐ Junk and/or Salvage Yard \$ 10.00

☐ Mobile Food Vendor License Resident \$ 50.00; Non-Resident \$100.00

Dated: 4/25/2024 License # \_\_\_\_\_

Receipt: \_\_\_\_\_ Issue Date \_\_\_\_\_

Rev. 4/2024

\$ 655.00



201 W Oak Street | Sparta, WI 54656  
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[clerk@spartawisconsin.org](mailto:clerk@spartawisconsin.org)

### VIDEO GAME LICENSE APPLICATION

Business Name: Nilkanth two llc DBA: Country Inn & Suites

Address of Business: 737 Avon rd, Sparta, WI. 54656

Contact Name: harsh Patel Phone #(s): 7153159945

Mailing Address: 5246 Harding ave, Plover, WI 54467

QTY: 3 @ \$10.00/each Total \$: 30


The undersigned hereby requests a Video Game License for the City of Sparta.

Owner/Applicant Signature:  Date: 04/24/2024

#### OFFICE USE ONLY

Date Received: 4/25/2024 Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Granted: \_\_\_\_\_ License #: \_\_\_\_\_

Chief of Police Recommendation Yes  No \_\_\_\_\_



201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150  
[clerk@spartawisconsin.org](mailto:clerk@spartawisconsin.org)

### MOBILE HOME LICENSE APPLICATION

Business Name: The Sparta MHP LLC DBA: The Sparta MHP  
Address of Business: 100 Avon Rd Sparta, WI 54656  
Contact Name: Jordan Block Phone #(s): (561) 331-6668  
Mailing Address: 7050 W Palmetto Park Rd Suite 15-234 Boca Raton FL 33433  
Email: riverside@livingatmaplewood.com

#### Mobile Home Park Manager Information:

Manager Name: Sandra Vera Mendoza Phone #(s): (608) 567-4962  
Address: 100 Avon Rd Sparta, WI 54656  
Email: sparta@livingatmaplewood.com

Owner Signature: *Mannie Shapiro* Date: March 4th 2024

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Granted: \_\_\_\_\_ License #: \_\_\_\_\_

Chief of Police Recommendation Yes *[Signature]* No \_\_\_\_\_





201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150  
[clerk@spartawisconsin.org](mailto:clerk@spartawisconsin.org)

## MOBILE HOME LICENSE APPLICATION

Business Name: Riverside Sparta MHP LLC DBA: Riverside Sparta MHP  
Address of Business: 635A South K St Sparta WI 54656  
Contact Name: Jordan Block Phone #(s): (561) 331-6668  
Mailing Address: 7050 W Palmetto Park Rd Suite 15-234 Boca Raton FL 33433  
Email: riverside@livingatmaplewood.com

### Mobile Home Park Manager Information:

Manager Name: Sandra Vera Mendoza Phone #(s): (608) 567-4962  
Address: 635A South K St Sparta WI 54656  
Email: riverside@livingatmaplewood.com

Owner Signature: Mannie Shapiro Date: March 4th 2024

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Granted: \_\_\_\_\_ License #: \_\_\_\_\_

Chief of Police Recommendation Yes  No \_\_\_\_\_





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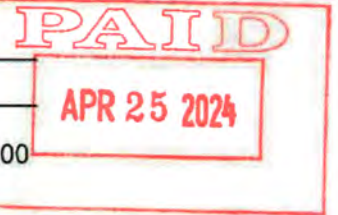
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City of Sparta – City Clerk  
201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150

**LICENSE APPLICATION FEE SHEET**Business Name: River Pines MHP DBA: \_\_\_\_\_Address of Business: 1200 River RoadContact Name: Steven Nicolai <sup>DOB- 1/21/1953</sup> Phone #(s): (608) 788-7962Mailing Address: 4535 Mormon Coulee Rd #5, La Crosse, WI 54601☐ "Class A" Retail License \$500.00☐ Class "A" Retail Beer License \$250.00☐ "Class B" Liquor License \$500.00☐ Class "B" Beer License \$100.00☐ "Class A" Liquor - Cider N/C☐ Class "C" Wine License \$100.00☐ Publication Fee for Liquor, Beer Licenses and Miscellaneous \$ 25.00☐ Operator's (Bartender's) License \$60.00 Two-Year Term \$ \_\_\_\_\_\$30.00 2<sup>nd</sup> Year after June 30<sup>th</sup> \$ \_\_\_\_\_☐ Cigarette \$100.00☐ Video Games Qty: \_\_\_\_\_ @ \$10.00 each \$ \_\_\_\_\_☐ Secondhand Article License \$ 27.50☐ Secondhand Jewelry License \$ 30.00☐ Pawn Broker License \$210.00☐ Taxicab \$50.00 1<sup>st</sup> Vehicle / \$25.00 Each Additional Vehicle \$ \_\_\_\_\_☒ Mobile Home Park \$2.00 Per Lot (\$25.00 Minimum) \$ 284.00☐ Junk and/or Salvage Yard \$ 10.00☐ Mobile Food Vendor License Resident \$ 50.00; Non-Resident \$100.00Dated: 4/25/2024 License # \_\_\_\_\_Receipt: 1.158659 Issue Date \_\_\_\_\_

Rev. 4/2024





201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150  
[clerk@spartawisconsin.org](mailto:clerk@spartawisconsin.org)

### MOBILE HOME LICENSE APPLICATION

Business Name: River Pines MHP DBA: \_\_\_\_\_  
Address of Business: 4535 Mormon Cove Rd #5 / 1200 River Road  
Contact Name: Nate / Steven Phone #(s): 608-788-7962  
Mailing Address: 4535 Mormon Cove Rd #5 La Crosse, WI 54601  
Email: Info@nicolapartments.com

#### Mobile Home Park Manager Information:

Manager Name: Nate / Steven Phone #(s): Same  
Address: Same as above  
↓  
Email: \_\_\_\_\_

Owner Signature: Steven M. Neely Date: 4.23.24

#### OFFICE USE ONLY

Date Received: 4/25/2024 Amount Paid: \$284.00 Receipt #: 1.158659

Date Granted: \_\_\_\_\_ License #: \_\_\_\_\_

Chief of Police Recommendation Yes  No \_\_\_\_\_



Bicycling Capital of America

## City of Sparta Special Event Permit Application

PERMIT APPLICATION ALONG WITH A **\$50.00 APPLICATION FEE** MUST BE SUBMITTED **AT LEAST 60 DAYS PRIOR TO EVENT.** PLEASE REMEMBER THAT COMPLETION OF THIS FORM **DOES NOT** AUTHORIZE THE EVENT. ALL APPLICATIONS WILL BE REVIEWED BY THE PUBLIC SAFETY COMMITTEE. CONTACT PERSON LISTED BELOW WILL BE NOTIFIED OF THE COMMITTEE'S DECISION.

☐ New Event   ☒ Repeat Event   ☐ Repeat Event with Changes (explain changes in description)

Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_

EVENT ORGANIZER/CONTACT PERSON				
Legal/Real Name: <b>Emilee Nottestad</b>				
Address: Street	City	State	Zip Code	
711 Pine St	Sparta	WI	54656	
Phone: 608-269-3122		Email: enottestad@spartawisconsin.org		
Name of Associated Organization: <b>Sparta Area National Night Out</b>				

EVENT INFORMATION	
Event Name: <b>Sparta Area National Night Out</b>	
Event Location: (please attach a diagram if simple location description is not adequate or other permits require) <b>Memorial Park</b>	
Event Date(s): <b>08/06/2024</b>	Event Times: <b>17:00-20:00</b>
Total Anticipated Attendance: <b>1,000 - 2,000</b>	Admission Requirements: <b>None</b>
Event Description: Community event with family-friendly booths and activities First responders Door prizes for kids	
List at least 2 event coordinators that will be on-site during the event: Emilee Nottestad Mike Huber	Contact phone numbers during event: 608-269-6333 608-269-6333

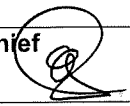
If you have multiple activities in your event that include closure or use of right-of-way (i.e. 2 parades or a combination of a parade and a run/walk, etc.) a separate activity summary describing each event is required and must be submitted with this application.

Applicant is responsible for assuring they have all necessary reservations, permits, and licenses prior to hosting the special event. Multiple permits may be required for one event.

**Answer all questions regardless the size of the event; incomplete applications will not be processed.**

<b>POLICE DEPARTMENT</b>		<b>608-269-3122</b>
Do you require any road closures?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Describe: Park Dr/Pine St. through park loop
Do you require a police escort?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe:
Does your event include a run/walk/bike tour/parade/other similar?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Submit a legible route map and turn-by-turn list; include assembly area, starting point, and ending point.
Do you require additional security at your event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Applicant may request the use of the Police Reserve Unit. Reserve Officer scheduling is subject to availability and may include a fee to the organization. The City retains the right to require the event organizer(s) to hire additional security.
<b>CITY CLERK</b>		<b>608-269-4340</b>
<b>Contact for the following additional licenses, permits, and necessary information</b>		
Will there be food served at the event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Any mobile food vendor will require an additional license application from the City Clerk (Ord. 12-400)
Will alcohol beverages be sold/served/consumed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	A Temporary Class B Retail License is required to sell or serve alcohol beverages. Eligibility requirements apply. (Ord. 12-27)
Will there be live amplified outdoor music?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Noise is regulated by Ord. 9-8. Event coordinators are responsible for notifying nearby properties so they are aware of the event.
<b>STREET DEPARTMENT</b>		<b>608-269-7873</b>
Do you need barricades for your event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Barricades may be provided by the City. A cost estimate based on your needs will be provided with your permit and actual costs will be invoiced at the conclusion of the event.
Do you need/have a traffic control plan?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe:
Do you need/have a parking plan?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Describe:  This year we plan to keep the large public park lots open for parking
<b>PARKS DEPARTMENT</b>		<b>608-269-6322</b>
Is your event taking place at a City park?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, you must reserve park shelters and applicant agrees to abide by all park rules/City Ordinances.

Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the City. This may include overtime costs incurred as a result of the event.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice.
---	---	--

Reviewed by City Clerk and all fees received	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:
Reviewed by Police Chief 	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: 04/16/2024
Reviewed by Public Safety	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:



Bicycling Capital of America

## City of Sparta Special Event Permit Application

PERMIT APPLICATION ALONG WITH A **\$50.00 APPLICATION FEE** MUST BE SUBMITTED **AT LEAST 60 DAYS PRIOR TO EVENT**. PLEASE REMEMBER THAT COMPLETION OF THIS FORM **DOES NOT** AUTHORIZE THE EVENT. ALL APPLICATIONS WILL BE REVIEWED BY THE PUBLIC SAFETY COMMITTEE. CONTACT PERSON LISTED BELOW WILL BE NOTIFIED OF THE COMMITTEE'S DECISION.

☐ New Event ☒ Repeat Event ☐ Repeat Event with Changes (explain changes in description)

Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_

EVENT ORGANIZER/CONTACT PERSON			
<b>Legal/Real Name:</b> Jennifer Simunich, CEO of Boys & Girls Club of Sparta			
<b>Address: Street</b> 1000 East Montgomery Street	<b>City</b> Sparta	<b>State</b> Wisconsin	<b>Zip Code</b> 54656
<b>Phone:</b> 608-269-2582		<b>Email:</b> Jsimunich@bgcofsparta.org	
<b>Name of Associated Organization:</b> Boys & Girls Club of Sparta			

EVENT INFORMATION	
<b>Event Name:</b> 24th Annual Sparta Stampede	
<b>Event Location:</b> (please attach a diagram if simple location description is not adequate or other permits require) Shelter 1 Memorial Park	
<b>Event Date(s):</b> June 8, 2024	<b>Event Times:</b> Set-up at 6 a.m. Race starting at 8 a.m. Clean up before 11 a.m.
<b>Total Anticipated Attendance:</b> 300 people	<b>Admission Requirements:</b> pre and day of registration
<b>Event Description:</b>  2-mile walk/run or 5-mile run. Family-friendly walk/run race with proceeds benefiting the Boys & Girls Club of Sparta	
<b>List at least 2 event coordinators that will be on-site during the event:</b>  Jennifer Simunich, Rhonda Deno, Patty Elsen	<b>Contact phone numbers during event:</b> Jennifer's Cell 608.780.2292 Rhonda's Cell 608.487.1090 Patty's Cell 608.633.9209

If you have multiple activities in your event that include closure or use of right-of-way (i.e. 2 parades or a combination of a parade and a run/walk, etc.) a separate activity summary describing each event is required and must be submitted with this application.

Applicant is responsible for assuring they have all necessary reservations, permits, and licenses prior to hosting the special event. Multiple permits may be required for one event.

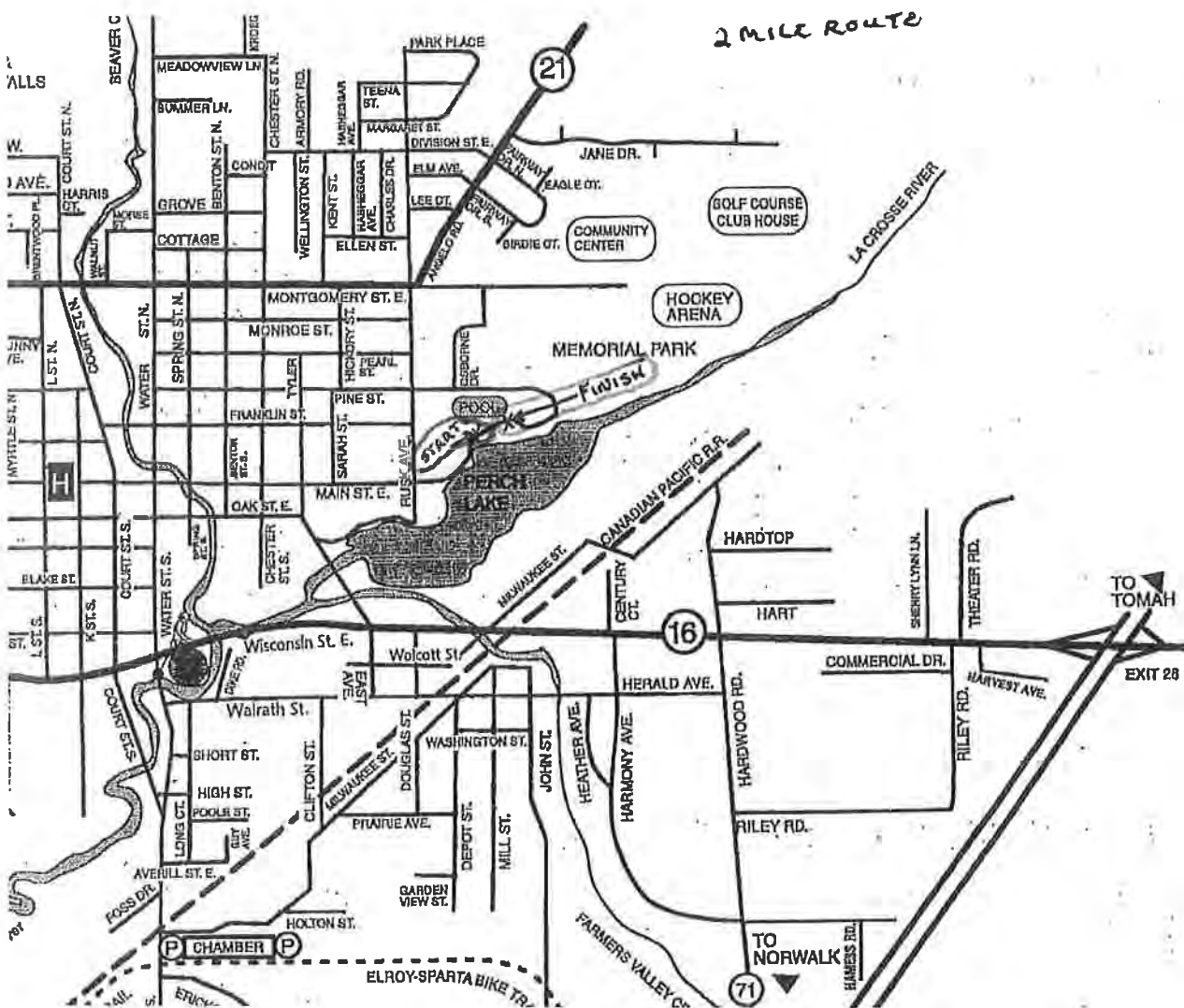
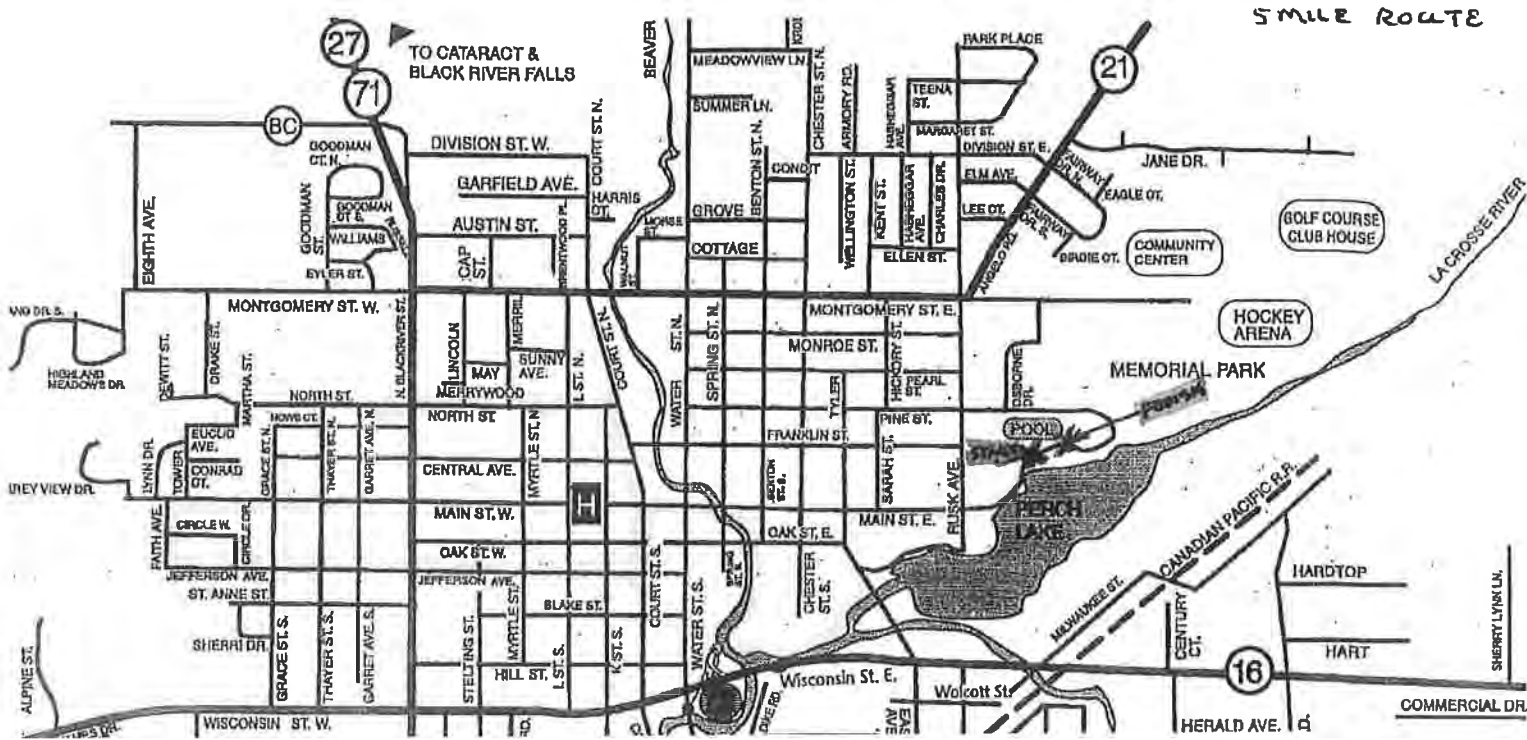
**Answer all questions regardless the size of the event; incomplete applications will not be processed.**



<b>POLICE DEPARTMENT</b>		<b>608-269-3122</b>
Do you require any road closures?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe: We will need a couple officers at some crossings
Do you require a police escort?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe:
Does your event include a run/walk/bike tour/parade/other similar?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Submit a legible route map and turn-by-turn list; include assembly area, starting point, and ending point.
Do you require additional security at your event? <small>Not at the event, but at two road crossings</small>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Applicant may request the use of the Police Reserve Unit. Reserve Officer scheduling is subject to availability and may include a fee to the organization. The City retains the right to require the event organizer(s) to hire additional security.
<b>CITY CLERK</b>		<b>608-269-4340</b>
<b>Contact for the following additional licenses, permits, and necessary information</b>		
Will there be food served at the event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Any mobile food vendor will require an additional license application from the City Clerk (Ord. 12-400)
Will alcohol beverages be sold/served/consumed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	A Temporary Class B Retail License is required to sell or serve alcohol beverages. Eligibility requirements apply. (Ord. 12-27)
Will there be live amplified outdoor music?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Noise is regulated by Ord. 9-8. Event coordinators are responsible for notifying nearby properties so they are aware of the event.
<b>STREET DEPARTMENT</b>		<b>608-269-7873</b>
Do you need barricades for your event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Barricades may be provided by the City. A cost estimate based on your needs will be provided with your permit and actual costs will be invoiced at the conclusion of the event.
Do you need/have a traffic control plan?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Describe: <small>We coordinate with the police and our routes are marked with volunteers in place to direct the participants at turns</small>
Do you need/have a parking plan?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Describe:
<b>PARKS DEPARTMENT</b>		<b>608-269-6322</b>
Is your event taking place at a City park?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, you must reserve park shelters and applicant agrees to abide by all park rules/City Ordinances.

Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the City. This may include overtime costs incurred as a result of the event.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	The City will invoice the event organizer after the conclusion of the event. Payment shall be made within thirty (30) days of the invoice.
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<b>Reviewed by City Clerk and all fees received</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Date:</b>
<b>Reviewed by Police Chief</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Date:</b>
<b>Reviewed by Public Safety</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Date:</b>



## **2 Mile Route – Sparta Stampede**

Assemble at Sparta Memorial Park - Shelter 1 for Registration

From Starting Point proceed across Rusk Avenue onto East Main Street

Turn Left on Tyler Street

Take a slight Left onto East Avenue, headed South

Turn Right into Evans-Bosshard Park

Follow the park road along the river, across the parking lot, and take a slight Left to cross the wooden bridge

Turn right on the paved path behind the Morrow Home and proceed North

Cross Oak Street and continue North along the edge of the paved area between the Fire Station and Beaver Creek

Turn Right on Main Street

Turn Right on Benton Street

Turn Left on Oak Street

Turn Left on Tyler Street

Turn Right on Main Street

Cross Rusk Avenue and enter Sparta Memorial Park

Proceed to the Finish Line!



## 2 Mile Proposed Route B



## **5 Mile Route – Sparta Stampede**

Assemble at Sparta Memorial Park – Shelter 1 for Registration

From Starting Point proceed across Rusk Avenue onto East Main Street

Turn Left on Tyler Street

Take a slight Left onto East Avenue, headed South

Turn Right into Evans-Bosshard Park

Follow the park road along the river, across the parking lot and take a slight left to cross the wooden bridge

Turn Right on the paved path behind the Morrow Home and proceed North

Cross Oak Street and continue North along the edge of the paved area between the Fire Station and Beaver Creek

Turn Left on East Main Street

Turn Right on Court Street

Turn Left on North Street

Turn Left on Thayer Street

Turn Right on Main Street

Turn Left on Faith Avenue

Turn Left on Jefferson Avenue

Turn Left on Court Street

Turn Right on Main Street

Follow the edge of the paved area South between the Fire Station and Beaver Creek, cross Oak Street and return to the paved path behind the Morrow Home and into Evans-Bosshard Park, headed South

Follow the path then turn Left to cross the same wooden bridge as before; cross the parking lot and follow the park road back to East Avenue; turn Left on East Avenue

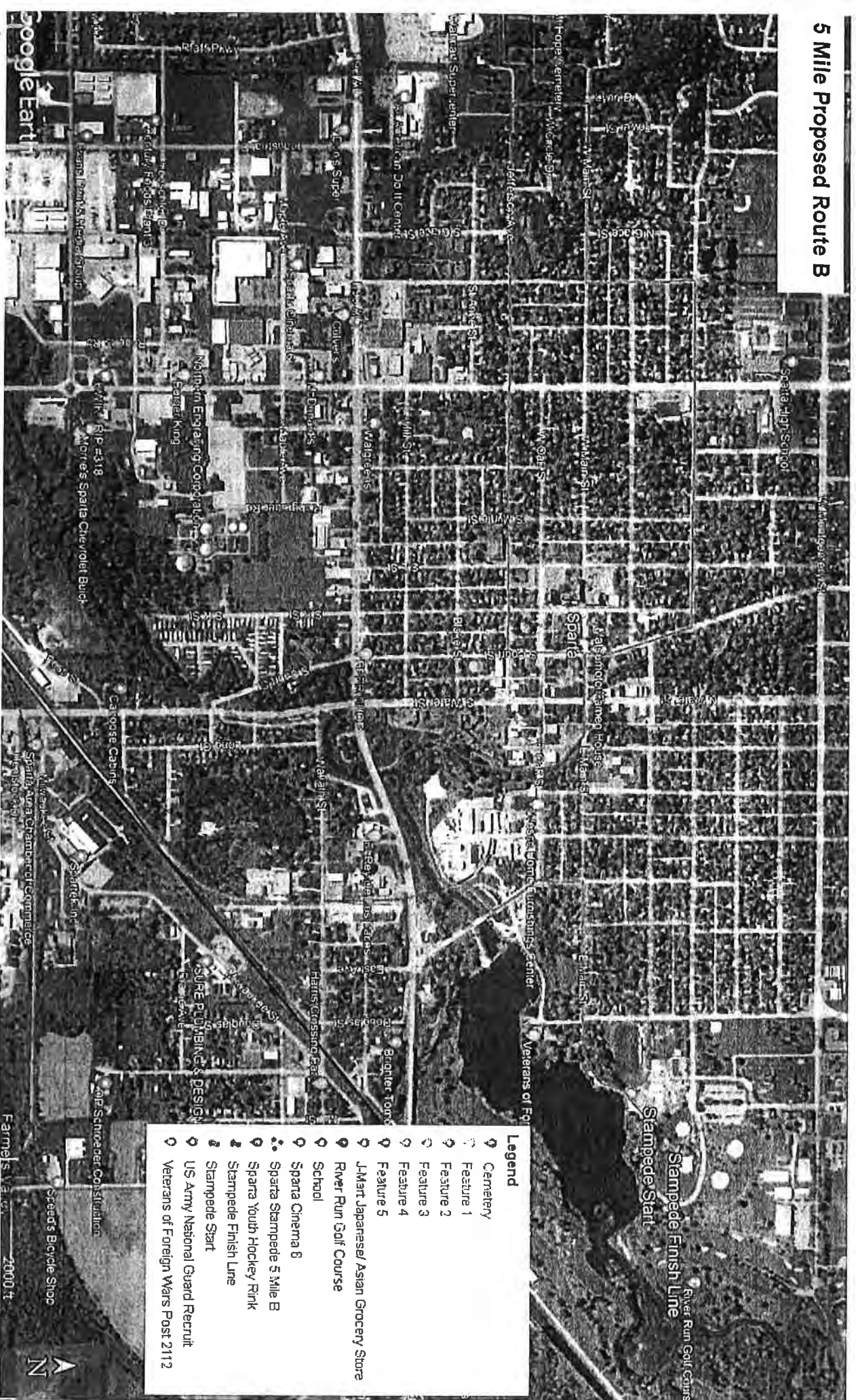
Take a slight Right onto Tyler Street

Turn Right on Main Street

Cross Rusk Avenue and enter Sparta Memorial Park

Proceed to the Finish Line!

# 5 Mile Proposed Route B



## Legend

- Cemetery
- Feature 1
- Feature 2
- Feature 3
- Feature 4
- Feature 5
- J-Mart Japanese/Asian Grocery Store
- River Run Golf Course
- School
- Spartan Cinema 8
- Spartan Stampede 5 Mile B
- Spartan Youth Hockey Rink
- Stampede Finish Line
- Stampede Start
- US Army National Guard Recruit
- Veterans of Foreign Wars Post 2112



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**Sec. 7-255. Other conditions.**

Other conditions are as follows:

- (a) All ATV operators shall ride single file.
- (b) Hours of operation for ATV's shall be between 6:00 a.m. and 10:00 p.m. The only exception to these hours of operation shall be for snow removal.
- (c) If the operator of the ATV is 16 years old or older, the operator shall possess a valid driver's license.
- (d) Liability insurance is required on ATV's operated on public roads in the City of Sparta.
- (e) No chains or studs are allowed on ATV wheels.
- (f) No open intoxicants are allowed on any ATV while being operated within the City of Sparta.

( Ord. No. 981 , § 1, 1-13-2021; Ord. No. 981 Revised, § 1, 4-14-2021)