

Monday, May 4, 2026

6:30 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89535514212>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 895 3551 4212

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to public.safety@mcfarland.wi.us to be included with the agenda materials.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the 4/9/2026 meeting.
4. BUSINESS.
 - a. Discussion and recommendation on an application from El Gallito Madison LLC, D/B/A La Penca McFarland, 6115 US Highway 51 for an expansion of the premise for "Class B" Liquor and Class "B" Beer to include an outdoor consumption area.
 - b. Discussion and recommendation an application from Grace Coffee McFarland LLC, D/B/A Grace Coffee McFarland, for a Class "B" Beer and "Class C" liquor(wine only) license for the period beginning July 1, 2026 and ending June 30, 2027.
 - c. Discussion and recommendation on an Event Permit Application from Vigil Home Team for the Free Kona Ice Kickoff the Summer Event to take place on June 9, 2026.
5. SCHEDULE NEXT MEETING DATE.
 - a. June 1, 2026 - Public Safety Committee Meeting - 6:30 p.m.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Thursday, April 9, 2026 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Members present: Miguel Peña, Ken Boyd, Shannon Morrison, Dottie Olson, Pat Shellenberger, Lori Peterson

Members not present: Mary Ann Picone

Staff Present: Fire Captain Kris Loy, Police Chief Redman, Deputy Administrator Cassandra Suettinger, Village Attorney Evans, Lieutenant Jacobsen, Office Assistant Erin Brennan.

Village Trustee Ken Boyd called the regular meeting of the Public Safety Committee to order at 6:36p.m. in the community room.

2. PUBLIC APPEARANCES.

a. *This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to public.safety@mcfarland.wi.us to be included with the agenda materials.*

The following individuals spoke on if they were in favor or against the TRH new ordinance:

Alisa Leamy - 6606 Sleepy Hollow Rd. McFarland - Supportive of TRH ordinance.

Adam Crowley - 6008 Lake Edge Rd. McFarland - Against TRH ordinance.

Wendy Crone - 5908 Lake Edge Rd. McFarland - Supportive of TRH ordinance.

Katie Cappozzo - 6018 Lake Edge Rd. McFarland - Supportive of TRH ordinance.

Jennifer Tryzna - 6020 South Ct. McFarland - Supportive of TRH ordinance.

Sarah Nelson - 6123 Johnson St. McFarland - Against TRH ordinance.

Stuart and Bonnie Allbaugh - 5622 Lake Edge Rd. McFarland - Supportive of TRH ordinance.

Suzanne Brewer - 6101 Overlook Dr. McFarland - Supportive of TRH ordinance.

Kathy and Rick Carl - 6014 Lake Edge Rd. McFarland - Supportive of TRH ordinance.

Gina Newell - 6022 Overlook Dr. McFarland - Supportive of TRH ordinance.

James Zilbel - 6107 South Ct. McFarland - Supportive of TRH ordinance.

The following individuals donated their time to speakers about the TRH new ordinance:

Nora Byrd - 9514 Wisconsin St. McFarland

Evan Pluym - 4503 Larson St. McFarland

Dawn Cherek - 5913 Lake Edge Rd. McFarland

Matt Wingrove - 5306 Paulson Rd. McFarland

Brooke and Zach Kraus - 700 Interlake Dr. Monona

David Senczyszyn - 6123 Johnson St. McFarland
Jennifer Sonneufae
Todd MacDonald
Randy Vanderheiden - 5118 Card Ave. McFarland

The following submitted a form stating if they were in favor or against the new TRH ordinance:

Ann Brink - 5706 Ambrosia Ter. McFarland - Against TRH ordinance.
Dee Hughes - 5508 Bremer Rd. McFarland - Supportive of TRH ordinance.
Mike Klune - 5508 Bremer Rd. McFarland - Supportive of TRH ordinance.

Public comment closed at 7:54p.m.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the 3.6.26 meeting.
Motion by Ken Boyd, second by Miguel Pena, to approve the minutes of the 3.6.26 meeting. Motion carries 5-0 by acclamation.

4. BUSINESS.

- a. Discussion and recommendation on the Village's Tourist Rooming House ordinance.
The Public Safety Committee continued discussion on the Village Board's referral to review the current TRH ordinance for potential changes.

Motion by Trustee Ken Boyd, discussion became the second, to approve a 7-day minimum stay requirement and a 180 day operation limit within any 365 day period.

Trustee Boyd withdrew his motion.

Motion by Shannon Morrison, second by Pat Shellenberger to pursue enforcement software. Motion carries 6 - 0 - 0 by acclamation.

Motion by Shannon Morrison, second by Trustee Miguel Pena, to not further restrict TRH rentals to a 180-day restriction in a 365-day period. Motion carries 5 - 1- 0 with Trustee Boyd voting nay.

Motion by Trustee Ken Boyd, second by Trustee Miguel Pena, to accept the 7-day minimum stay requirement. Motion fails 2 - 4 - 0 with Morrison, Shellenberger, Olson and Peterson voting nay.

Motion by Dottie Olson, second by Shannon Motion to reject the 7-day minimum stay requirement. Motion carries 4 - 2 - 0 by acclamation, with Boyd and Pena voting nay.

Motion by Trustee Ken Boyd, second by Pat Shellenberger, to require TRHs to file quarterly reports on stays as recommended by the Village Attorney.

Motion by Trustee Ken Boyd, second by Shannon Morrison, to strengthen the Village ordinance to hold TRH owners accountable for any problems or nuisances that arise out of renters. Motion carries 6 - 0 - 0 by acclamation.

- b. Discussion and recommendation on a Class "A" beer and "Class A" Liquor license for Swiftstop Fuel LLC d/b/a BP McFarland #107 for the property located at 4701 Burma Road for the period ending June 30, 2026.

Motion by Shannon Morrison, second by Ken Boyd, to approve a recommendation on a Class "A" beer and "Class A" Liquor license for Swiftstop Fuel LLC d/b/a BP McFarland #107 for the property located at 4701 Burma Road for the period ending June 30, 2026. Motion carries 5 - 0 - 0 by acclamation.

- c. Discussion and recommendation on a Class "A" Beer and "Class A" Liquor License for Summit Petroleum LLC d/b/a Quick Pick for the property located 4800 Larson Road for the period ending June 30, 2026.

Motion by Ken Boyd second by Shannon Morrison, to approve a recommendation on a Class "A" Beer and "Class A" Liquor License for Summit Petroleum LLC d/b/a Quick Pick for the property located 4800 Larson Road for the period ending June 30, 2026. Motion carries 5-0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. May 4, 2026 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Village Ken Boyd, second by Miguel Pena, to adjourn at 9:57p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Erin Brennan
Office Assistant


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 4, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Brian Redman, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation on an application from El Gallito Madison LLC, D/B/A La Penca McFarland, 6115 US Highway 51 for an expansion of the premise for "Class B" Liquor and Class "B" Beer to include an outdoor consumption area.

PREVIOUS ACTION:

ISSUE SUMMARY:

La Penca Restaurant located at 6115 Us Highway 51 has applied for an expansion of their premise to include an outdoor patio area. Attached is the staff report outlining the request and compliance with the Outdoor Consumption requirements contained within the Village Code of Ordinances.

FINANCIAL/BUDGET IMPACT:

N/A.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Village Ordinance 11-64\(n\)](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and recommendation. Proposed recommendation is as follows:

Motion to recommend approval of an application for El Gallito Madison LLC, D/B/A La Penca McFarland, 6115 Us Highway 51 for an expansion of the premise or "Class B" Liquor and Class "B" Beer to include an approximately 532 square foot consumption area, with additional 185 square feet of area on the sidewalk with the following conditions:

1. *Installation of security cameras to monitor the entire outdoor consumption area.*
2. *The final approved occupant load must be posted per the International Fire Code (IFC) 1004.3 as outlined in the Fire & Rescue Chief's letter dated April 27, 2026.*
3. *The operating hardware for the gate will be required to comply with ADA and IBC as outlined in the Fire & Rescue Chief's letter dated April 27, 2026.*



4. *Patio fencing should be setback at least three feet from the back of the curb where the fencing is adjacent to the parking stalls.*
5. *Approval of a fence permit from the Building Inspector.*

ATTACHMENTS:

1. 20260427 - 6115 ush 51 alcohol - expansion mfr review
2. Review and Recommendation - La Penca - 04.27.2026 FINAL

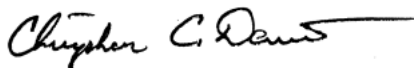
April 27, 2026

Re: Review of Application for Expansion of Licensed Premise, Outdoor Consumption Area, and/or Outdoor Sporting Activity License at 6115 US Highway 51, La Penca McFarland.

We have completed our review, which was based on a measured area of 532 square feet and the provision of one exit. A single exit is permitted as long as the occupant load is 49 or less. The gate information wasn't included in the submission and will need to comply with the recommendations below. We recommend approval of the following conditions:

- The expansion area will be posted with the occupant load.
 - IFC 1004.9 (2021 edition) and the calculated loads for 532 Square Feet, assuming Unconcentrated (tables and chairs) = 35
- The operating hardware for the gate will be required to comply with ADA and the IBC.
 - Shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.
 - Hardware required for accessible door passage shall be mounted no higher than 48 inches above the ground.
 - The force to open the door shall not exceed 15 pounds.
 - Any unlatching by twisting shall not exceed 28 inch-pounds of force.

Sincerely,



Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland

MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Deputy Administrator/Clerk, Andrew Bremer, Community & Economic Development Director, Brian Redman, Police Chief, Chris Dennis, Fire & Rescue Chief.

Date: April 30, 2026

RE: Expansion of Premise for the La Penca Restaurant located at 6115 US Highway 51

Background: The current licensed premise for the La Penca is the Kitchen, prep area, bar, and dining room at 6115 US HWY 51, McFarland WI

Proposal: La Penca is proposing to expand their licensed premise to include an approximately 532-square-foot outdoor consumption area in front of the restaurant along with an approximately 130 square foot portion of the sidewalk on the north side of the building and 52 square feet on the south portions of the restaurant.

Review: Village Ordinance 11-64(n) outlines the conditions and requirements for the premise of an outdoor consumption areas within the Village. Below is staff's review of the proposal against the standards contained within the ordinance. It is of note the standards of the ordinance are in place unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety and welfare.

Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

A notice was sent to all property owners within 500 feet of the propose licensed premise notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.

Attached are the plans outlining all the required items for the review and recommendation of the Public Safety Committee. Additionally, the packet contains a picture of the proposed Aluminum rail fencing.

3. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

No restrictions recommended.

b. Requiring additional parking beyond the minimum required by the Zoning Code;

The proposed outdoor consumption area is located within an existing outdoor patio area that was approved with the original construction of the Dairy Queen in 1986. The applicant is not proposing to expand the existing patio. Therefore, no additional parking is required.

c. Regulation of lighting, screening, fencing, and safety barriers;

The application did not include information on any proposed changes to outdoor lighting. There is an existing light pole in the front yard that provides lighting for the patio area and adjacent parking stalls. Staff assumes that is adequate to meet the needs of the patio area. Screening is not recommended given the location of the patio relative to adjacent residential areas. The applicant has proposed a black aluminum rail fence that is a minimum of four feet in height.

The applicant will need to obtain a separate fence permit from the Building Inspector for the fence. No safety barriers are proposed in the application. The adjacent parking stalls include a raised curb that services as a wheel stop for parked cars. To allow for vehicle overhang, and pedestrian accessibility around the exterior of the fence, the patio fencing should be set back at least three feet from the back of curb where the fencing is adjacent to parking stalls. The need for additional barriers, such as bollards, are at the discretion of the Public Safety Committee.

d. Any conditions recommended by the Public Safety Committee;

To be determined as part of the discussion in the meeting.

e. Any conditions imposed by the Plan Commission as part of its required site plan review under [Section 62-310](#) of this Code

Not applicable.

4. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

Compliant. The outdoor patio area is not within 50 feet of the lot line of a parcel zoned for residential purposes.

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

Compliant. Applicant intends to serve within the hours outlined by ordinance.

c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

Variance Requested from requirement to fence entire outdoor consumption area.

***Note – The Ordinance provides the standards outlined in the code be minimum conditions of all outdoor licensed areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare.*

Applicant is proposing to fence the outdoor consumption area with Aluminum Rail and Baluster Kit that is at least 4 feet in height. The proposed material meets the standards of the ordinance. While the outdoor area itself will be fully enclosed with appropriate fencing, servers will need to transport the alcohol from inside the restaurant to the outdoor area. Because of this, the sidewalk will need to be licensed as well. The sidewalk would not be proposed to be fenced. Obviously fencing a sidewalk would cause a safety hazard for ingress and egress. It is of note the McFarland House Café was granted a similar variance for their outdoor consumption area.

Staff Review:

Police Department - Police Chief Redman has reviewed the request for the variance and recommended approval. The area proposed for a variance is within site of operators who will be

able to supervise the area at all times. Due to this, variance does not appear to create a threat to public health, safety or welfare.

d. Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.

Compliant.

e. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

No concerns reported.

f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.

Compliant. The property record card shows the square footage of the indoor building at 1863 square feet. The ordinance would allow up to 931.50 square foot of outdoor consumption to be within the maximum outlined by ordinance. The proposed square footage of the outdoor area is 532 square feet on the patio, which is the true intended consumption area, and an approximately 182 square feet of additional areas for the two sidewalks. The proposed area is within the 50% maximum required by ordinance.

g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

Compliant. The outdoor area will be signed appropriately as required.

h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

Complaint. Applicant intends to serve only from inside the restaurant and deliver drinks to the outdoor consumption area.

i. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

Compliant. No outdoor sporting activities have been requested as part of the application.

j. The outdoor area shall be accessible,, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

Compliant. The Building Inspector will perform an inspection on the outdoor area to ensure accessibility compliance as a condition of issuance of an occupancy permit.

k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

Compliant.

l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

No outdoor sporting activities have been requested.

The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:

- a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;
- b. Requiring additional parking beyond the minimum required by the Zoning Code;
- c. Regulation of lighting and screening;
- d. Any conditions recommended by the Public Safety Committee;
- e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.

If recommended for approval, staff recommend the following conditions be required as part of approval along with any other conditions provided from the Committee:

1. Installation of security cameras to monitor the entire outdoor consumption area.
2. The final approved occupant load must be posted per the International Fire Code (IFC) 1004.3 as outlined in the Fire & Rescue Chief's letter dated April 27, 2026.
3. The operating hardware for the gate will be required to comply with ADA and IBC as outlined in the Fire & Rescue Chief's letter dated April 27, 2026.
4. Patio fencing should be setback at least three feet from the back of the curb where the fencing is adjacent to the parking stalls.
5. Approval of a fence permit from the Building Inspector.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 4, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Brian Redman, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation an application from Grace Coffee McFarland LLC, D/B/A Grace Coffee McFarland, for a Class "B" Beer and "Class C" liquor(wine only) license for the period beginning July 1, 2026 and ending June 30, 2027.

PREVIOUS ACTION:

ISSUE SUMMARY:

Grace Coffee McFarland LLC, D/B/A Grace Coffee for McFarland has applied for a Class "B" beer and " Class C" (wine only). Grace Coffee previously held the same requested licenses July 1, 2024 through June 30, 2025 but let the license lapse. The Police Department has performed background checks and is recommending approval.

FINANCIAL/BUDGET IMPACT:

Additional Permitting revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[DIVISION 11-II-2 FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to recommend approval of an application from Grace Coffee McFarland LLC, D/B/A Grace Coffee McFarland, for a Class "B" Beer and "Class C" liquor(wine only) license for the period beginning July 1, 2026 and ending June 30, 2027.

ATTACHMENTS:

1. Alcohol Application_Redacted



Alcohol Beverage License Application

License(s) Requested

- Class "B" beer
- "Class C" liquor (wine only)

Premises/Business Information

Legal Business Name (individual name if sole proprietorship) GRACE COFFEE MCFARLAND LLC

Business Trade Name or DBA GRACE COFFEE MCFARLAND

Federal Employer Identification Number (FEIN) [REDACTED]

Wisconsin Seller's Permit Number [REDACTED]

Attach a copy of the Wisconsin Seller's Permit  sellers permit.pdf

Entity Type Limited Liability Company

Are the controlling members other LLCs or corporations? **Yes**

State of Organization WI

Date of Organization 05/25/2022

Wisconsin DFI Registration Number [REDACTED]

Your Wisconsin DFI Registration Number can be found at [this lookup](#) on the Wisconsin Department of Financial Institutions website.

Premises Address 4719 Farwell St Ste 106

Premises Phone 6085798009

Premises Email [REDACTED]

Website gracecoffeewi.com

Premises description:

Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application.

Premises description

Grace Coffee McFarland is a street-level coffee shop located at 4719 Farwell Street, Suite 106, McFarland, WI. The premises consist of a single commercial unit with an open customer seating area, a service counter, a beverage preparation zone, and a small kitchen used for light food prep. The space includes dry and refrigerated storage, employee areas, and customer restrooms. The building provides on-site parking and a fully accessible public entrance. All alcohol (beer) will be stored in secured coolers behind the service counter and served for on-premise consumption only.



Alcohol Beverage License Application

Questions

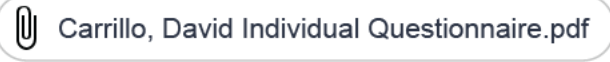

Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.	No
Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages.	No
Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler?	No
Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?	No
Does the applicant business owe past due municipal property taxes, assessments, or other fees?	No



Alcohol Beverage License Application

Agent Information

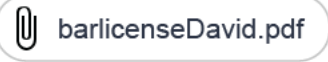
All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	Carrillo
Agent First Name	David
Agent Phone Number	[REDACTED]
Attach completed Individual Questionnaire for Agent	
Attach completed Appointment of Agent	

Wisconsin law requires all sole proprietors, partners, and agents of corporations/LLCs to successfully complete a Wisconsin approved responsible beverage server training course within the past two years unless the applicant held a manager's or operator's license within the past two years or the applicant held or was the agent of a corporation/LLC that held any municipally-issued alcohol beverage license in Wisconsin within the past two years.

Proof of completion of the course or an applicable license must be provided as part of this application.

Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period?	Yes
--	-----

Proof of Completion of Wisconsin Approved Responsible Beverage Server Course or Other Applicable License	
--	--

Persons Involved in the Applicant Business

The persons holding the following titles in the applicant business or controlling member businesses must provide contact information to determine fitness to hold an alcohol beverage license under state law:

- Sole proprietor
- All partners of a partnership
- All officers, directors, and agent of a corporation or nonprofit organization
- All members or managers, and agent of a limited liability company

Each person holding a title named above must be listed in the "List of Persons Involved in the Applicant Business" section below.

Also be sure to include each person holding a title named above for controlling member businesses.

List of Persons Involved in the Applicant Business

i. Last Name	Carrillo
First Name	David
Title/Relationship to Applicant Business	President

Phone

[REDACTED]

E-mail

[REDACTED]

You must upload a completed [Individual Questionnaire](#) for this person.

Attach completed Individual Questionnaire



Carrillo, David Individual Questionnaire.pdf

Please click plus sign below to add additional officers, directors, members, or managers.

ii. **Last Name**

Carvajal

First Name

Ricardo

Title/Relationship to Applicant Business

Treasurer

Phone

[REDACTED]

E-mail

[REDACTED]

You must upload a completed [Individual Questionnaire](#) for this person.

Attach completed Individual Questionnaire



Carvajal, Ricardo Individual Questionnaire.pdf

Please click plus sign below to add additional officers, directors, members, or managers.



Alcohol Beverage License Application

Acknowledgements

Acknowledgements

- I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and (if applicable) the controlling member business.

- If applicable, I have provided an accurate Appointment of Agent on behalf of the applicant business.
- I understand that my application is not complete until all supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.
- I have provided Individual Questionnaires for all required persons.

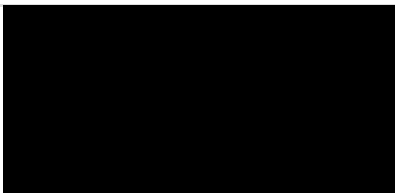
Attestation

One of the following must sign and attest to this application:

- Sole proprietor
- One general partner of a partnership
- One corporate officer
- One managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature - Sign in the box and click "Save Signature"



Date 04/15/2026

Contact Person and Information

Please provide the name and contact information for the person we should contact for any of the following:

- Questions about this submission
- Notifications when licenses are ready and fees are owed to the Village
- Future reminders regarding renewal of the licenses

Contact Person's Last Name Carrillo

Contact Person's First Name David

Contact Person's Title Owner

Contact Person's Phone Number

Contact Person's E-mail Address

Agent Type <i>(check one)</i>	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) GRACE COFFEE MCFARLAND LLC	
2. Business Trade Name or DBA GRACE COFFEE MCFARLAND	
3. Entity Type <i>(check one)</i> <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization <i>(check one)</i> <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information			
1. Last Name CARRILLO	2. First Name DAVID	3. M.I. R	
4. Email [REDACTED]		5. Phone [REDACTED]	
6. Home Address [REDACTED]			
7. City [REDACTED]	8. State [REDACTED]	9. Zip Code [REDACTED]	10. Date of Birth [REDACTED]
11. Driver's License/State ID Number [REDACTED]		12. Driver's License/State ID State of Issuance [REDACTED]	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
See instructions for exceptions.	

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name CARRILLO		First Name DAVID	M.I. R
Title OWNER	Email [REDACTED]		Phone [REDACTED]
Signature [REDACTED]	Date 04/15/26		

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Carrillo		First Name David	M.I. R
Signature [REDACTED]	Date 04/15/26		


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 4, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Brian Redman, Police Chief, Chris Dennis, Fire/Rescue Chief, Lee Igl, Public Works Director

AGENDA ITEM: Discussion and recommendation on an Event Permit Application from Vigil Home Team for the Free Kona Ice Kickoff the Summer Event to take place on June 9, 2026.

PREVIOUS ACTION:

ISSUE SUMMARY:

Vigil Home Team is proposing to hold the Free Kona Ice kick off the summer event at the Madison Curling Club Park on June 9, 2026. The event includes free Kona ice and a variety of activities. Because the event is estimated to be 200 or more people, an event permit is required. With this being the first year an event permit is being obtained, the application is required to go through the Public Safety Committee for a recommendation

FINANCIAL/BUDGET IMPACT:

Permit Fee Revenue

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

[Chapter 36 - Events Requiring A Permit](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommend approval.

Motion to recommend approval of an event permit application from Vigil Home Team for the Free Kona Ice Kickoff the Summer event to take place on June 9, 2026 with the conditions provided by staff.

ATTACHMENTS:

1. Free Kona ice kickoff the summer event Event Permit Application __Redacted
2. 2026 Kona Ice Summer Kickoff Event
3. Free Kona Ice kickoff the Summer 4-22-2026
4. 20260423 - Free Kona Ice Summer Kickoff - MFR Review

Event Permit Application

04/21/2026 12:20 PM (CDT)

Event Permit Application

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Laura or matt vigil

Phone Number

Address

Email Address

Agency / Organization Information (If Applicable)

Agency / Organization Name Vigil Home Team

Phone Number

Address

Email Address

Event Information

Name of Event Free Kona ice kickoff the summer event

Type of Event Celebrating the last day of school with the community with free Kona ice!

Location of Event Madison curling club parking lot

Event Date(s) June 9,2026

Event Time(s) 4-6 PM

Total Number of Anticipated Attendees 250-300

Total Number of Attendees Anticipated Being at the Event at One Time 150-250

Setup Start Time 3:30 PM

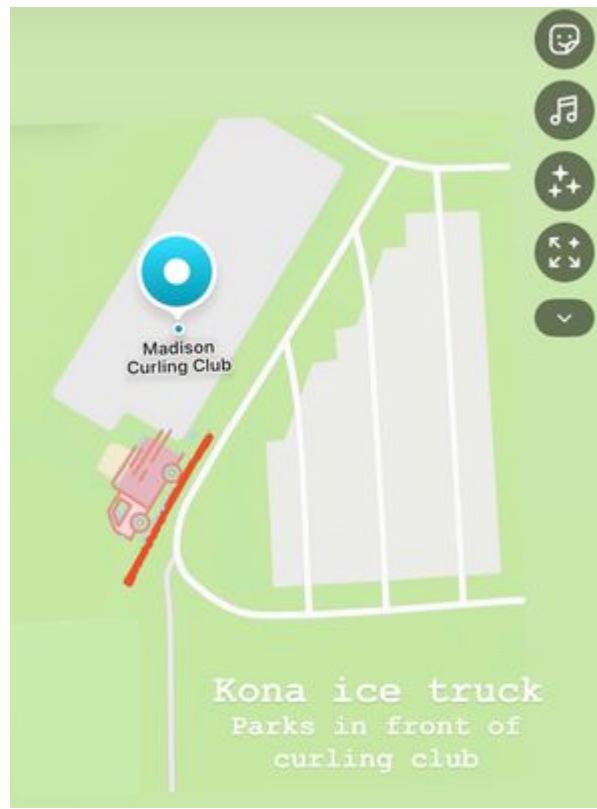
Tear-Down End Time 6:30 PM

Public or Private Event

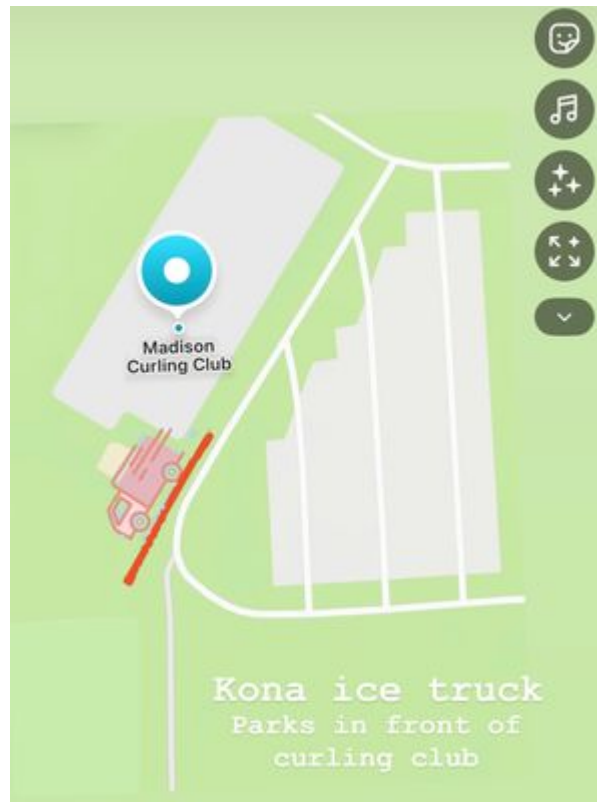
Open to the Public

Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	No
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be sold?	No, alcohol will not be sold.
Will alcohol be consumed?	No
Will a Village park be used?	No
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	2018–2025
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	Yes
How many non-consecutive dates will your Event be held? (If your event is only one day or is all consecutive days, please enter 1.)	1
Total Mobile Food Establishment Fees = \$50.00	
This amount is included in the total amount owed with this Event Permit Application, as shown on the final page of the application.	
Will the event include any vendors?	No

Required Attachments



Site Plan Requirement - A site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.



As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting.

Event Coordinators

Identify Event Coordinators (Identify 1 for Every 50 Expected Attendees)

i. **Event Coordinator Name**

Matt or Laura Vigil

Location at Event (ex. Race Start, Supply Tent)

Kona iced Parks in front of curling club

Time On-Site (ex. 10 am to 2pm)

3:30 PM till 6:30 PM

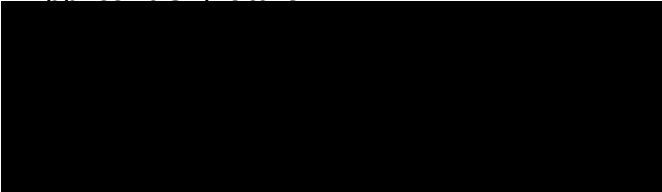
Cell Phone Number

██████████

Indemnification Agreement

In consideration for the issuance of the Event Permit, the undersigned, both individually and the agency or organization applying for the Event Permit, shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event. The undersigned represents that he or she has authority to enter into this agreement on behalf of the agency or organization applying for this permit.

Applicant Signature



Date 04/21/2026

I understand the application and event requirements and agree to the following:

Certifications

- I agree to adhere to all applicable federal, state, and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is grounds for revocation of the event permit.
- I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my park reservation.
- I agree to abide by all conditions, including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature



Date 04/21/2026

Fees

Fees

Event Permit Fee: \$100.00

Temporary Alcohol License, if applicable: \$10.00

Mobile Food Establishments, if applicable: \$50.00 for each non-consecutive day of the event

VILLAGE OF McFarland

Police Department

5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 |
www.mcfarland.wi.us/police

Date: April 23, 2026

To: Public Safety Committee/ McFarland Village Board

From: Brian Redman, Chief of Police

Re: Free Kona Ice Kickoff Event Approval

I have reviewed the event permit application for the Free Kona Ice Kickoff the Summer Event to take place on June 9, 2026. The event will be held at the Madison Curling Club parking lot from 4:00pm until 6:00pm. The organizers expect about 300 attendees throughout the event. The event has been held since 2018 but has grown in recent years that it now requires a permit. The Police Department has not had any reported issues in the past.

I recommend approval of the event permit with the following conditions:

- Each staff member/volunteer will wear a brightly colored shirt, coat, or vest that helps identify them as a staff member.
- Organizers will work with Village staff, and comply with any subsequent staff requirements regarding other issues or details that arise between now and the event date, including plans for mitigation of fire, severe weather, medical emergency, security concerns, traffic, etc.

Thank you,

Brian Redman
Chief of Police

April 22, 2026

Re: Free Kona Ice kickoff the summer

The Public Works Department, approves this permitted event and hope that the event is a great success.

Thank you for this event and please contact Public Works if you have any needs.

Best regards,

Leon J. Igl

Lee Igl

Director of Public Works

McFarland

VILLAGE OF
Fire & Rescue

www.mcfarland.wi.us | 6001 Broadhead Street, McFarland, WI 53558 | 608.838.3278

April 23, 2026

Re: Event Permit Review – Free Kona Ice Kickoff the Summer Event

I have reviewed the submitted event application from Laura and Matt Vigil of Vigil Home Team for the Free Kona Ice Kickoff the Summer Event, scheduled for June 9, 2026, from 4:00 pm to 6:00 pm at the Madison Curling Club parking lot in the Village.

The event has occurred in the past with no known major concerns for Fire & Rescue. The Fire & Rescue Department supports the permit's approval.

Sincerely,



Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland