

**PUBLIC SAFETY
COMMITTEE**

Wednesday, August 8, 2018

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the July 11, 2018 Public Safety Committee meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - 3) Emergency Management
 - b. Discussion and recommendation on a request to consider safety upgrades to Siggelkow Road near Brandt Park.
 - c. Discussion and recommendation on a special event license and a temporary class b beer license for the Friends of McFarland Library to hold a Beer & Ice Cream tasting on August 23, 2018 from 7 p.m. to 9 p.m.
 - d. License Hearing
 - 1) Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Joseph Stoflet for the period ending June 30, 2019.
 - 2) Discussion and recommendation on the renewal of an operator's license for Joseph Stoflet for the period ending June 30, 2019.
 - e. Discussion and recommendation on an ordinance amendment to sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property.
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Minutes

Wednesday, July 11, 2018 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Adrian called the regular meeting of the Public Safety Committee to order at 6:30 PM in Conference Room A.

Members present: Village Trustee Jerry Adrian, Sandy Bakk, Ken Machtan, Tom Mooney, Tyler Mortenson, Rich Staley, Village Trustee Carolyn Clow

Members not present: Kathy Lyons

Staff Present: Police Chief Craig Sherven, Emergency Management Director Chuck Di Piazza, Village Clerk/Treasurer Cassandra Suettinger

2. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the June 13, 2018 Public Safety Committee meeting.

Motion by Ken Machtan, second by Rich Staley, to approve the minutes of the June 13, 2018 Public Safety Committee meeting with changes. Motion carries 7 - 0 - 0 by acclamation.

3. PUBLIC APPEARANCES.

None.

4. BUSINESS.

a. Discussion and recommendation on a Class A alcohol license for the Madison Curling Club, 4802 Marsh Road, for the period ending June 30, 2019.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to Recommend Approval to the Village Board of a Class A alcohol license for the Madison Curling Club, 4802 Marsh Road, for the period ending June 30, 2019 subject to the condition that the licensee comply at all times with the Madison Curling Club Alcohol Policy dated July 9, 2018, adopted by the applicant and included in the application materia. Motion carries 7 - 0 - 0 by acclamation.

b. Staff Reports

1) Fire and Rescue Department

Clerk Suettinger provided an update from the Chief regarding the incident in Sun Prairie on July 10, 2018 and McFarland's involvement and support.

2) Police Department

Chief Sherven reviewed the monthly report.

3) Emergency Management

Emergency Management Director Di Piazza reviewed the monthly report.

- c. Discussion and recommendation on an ordinance amendment regarding the procedure for review of operator's licenses.
Motion by Village Trustee Jerry Adrian, second by Tom Mooney, to Recommend Approval to the Village Board of an ordinance amendment regarding the procedure for review of operator's licenses with changes. Motion carries 7 - 0 - 0 by acclamation.
- d. Discussion and recommendation on an ordinance amendment for direct seller's permits.
Motion by Village Trustee Jerry Adrian, second by Sandy Bakk, to Recommend Approval to the Village Board of an ordinance amendment for direct seller's permits. Motion carries 7 - 0 - 0 by acclamation.
- e. Discussion and recommendation on an ordinance amendment to the Village code of ordinances regarding block party permits.
Motion by Village Trustee Jerry Adrian, second by Ken Machtan, to Recommend Approval to the Village Board of an ordinance amendment to the Village code of ordinances regarding block party permits. Motion carries 7 - 0 - 0 by acclamation.
- f. Update on improvements to the intersections of Siggelkow & Carncross/Black Walnut and Siggelkow Road & Valley Road/Freedom Ring.
The Committee reviewed the written update provided by Administrator Schuenke.

5. SCHEDULE NEXT MEETING DATE.

The next meeting was scheduled for August 8, 2018.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Tom Mooney, to adjourn at 7:27 p.m.

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

Respectfully submitted,
Tanya O'Malley
Deputy Clerk

Motion carries 7 - 0 - 0 by acclamation.



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

August 2018 Fire & Rescue Department Report For July 2018 Activity

- **General**

- Chief Dennis attended the National Fire Academy for his second year of the four-year program. The course Chief Dennis attended this session was Executive Analysis for Community Risk Reduction. During the next six months, Chief Dennis will complete an applied research project paper to address a community risk within the McFarland Community.
- We are very excited to announce that Daniel Drewes started with the Department on July 23rd and filled our vacant 24 Hour EMT position. Daniel has been working at Monroe Clinic/Hospital as a Certified Nursing Assistant. He has also been working with Green County EMS as a Paid-On-Call Paramedic and Brodhead EMS/Fire as Paid-On-Call EMT/Firefighter.
- During the regular Dane County EMS Association meeting, the State of Wisconsin EMS Section Chief and the South Central Regional EMS Coordinator was in attendance to answer questions from Dane County EMS Chiefs and Directors. The group provided some difficult questions which included progress on Community EMS, licensure period revision, and updating of operating plans. The Section Chief shared their priorities of the legislation that was passed this spring, and the EMS Section will be first working on dispatcher CPR, and then Community EMS. Dispatcher CPR was selected as the first priority because the program will be the easiest to accomplish. Community EMS will require the EMS Section to develop core education curriculum requirements, the technical colleges to develop programs, the EMS Section to approve programs, the technical colleges to deliver the programs, and then individuals can be licensed to perform Community EMS. The process will take a considerable amount of time to complete. The revisions of the licensure period will not be implemented until the next licensure period, which will begin in 2020. The core education requirements will not be revised. The licensure period change will have a little effect for McFarland.
- During the last Mutual Aid Box Alarm System (MABAS) Division 115 (Dane County) meeting the process of moving ambulances to cover stricken districts was discussed at length. Two major concerns developed with the first being how services developed their operational plans with the State EMS Section may conflict with moving a primary ambulance out of their district. The other concern was reducing the available primary ambulance to cover the services district. The concern that develops is when a large incident involving several adjoining districts and the closest available ambulance for additional incidents in the area is several districts away. Additional discussions are planned with State EMS Section, Dane County EMS, and MABAS executive board.

- Assistant Chief Tom Reiter met the resident engineer in charge of the TDS overbuild in the Village in the coming months. The meeting focused on the safety procedures that TDS will require of crews with excavation. The procedures meet all of the requirements the Department expected of underground installation. Additionally, the Village hosted a preconstruction meeting with TDS and representatives of the subcontractors being involved with the project. All subcontractors will be required to complete safety training, and TDS requires all power and gas utilities to be visually inspected while installation of TDS services are performed near the utilities. TDS has taken a proactive approach to reducing the possibility of an incident in the Village. In the event, a utility line is damaged; the crew will notify the 911 center, the involved utility, and then a series of contacts with TDS. TDS will have representatives on site as soon as possible.
 - We are pleased to report we have experienced limited concerns with the interstate construction and accidents. We have responded to a couple incidents for mutual aid, with significant coordination occurring from units on scene for best response routes.
- **Staffing**
 - Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 5
 - Fulltime Confidential Administrative Assistant (Shared w/Admin) - 1
 - Paid on Call – 57 (21 EMTs, 19 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 9 EMT/Firefighters)
 - Total Staffing Level – 66
 - We have two EMTs in the process of submitting resignations. Both had their EMT license expire, have not been taking the required call time and have not or will not take the required education to renew.
 - We currently have three individuals proceeding through backgrounds. Two are currently licensed EMTs, and one is an experienced firefighter.
 - **Training Activity**
 - The month of July training included trauma from a multi-victim crash, structural firefighting and hazmat release with the Terminal Coop. The number of training nights was reduced due to the July 4th holiday.
 - Our medical direction team conducted training on a multi-victim crash scenario that included EMS and fire resources. The training was conducted at the Public Works facility with transport to St. Mary's Hospital's emergency room that included the emergency room staff. We utilized Dane County Rescue 30 during the training to allow our primary ambulance to remain in service.
 - We performed hands-on structural firefighter training at an acquired house from UW of Madison Housing Authority in the Township of Dunn. The training allows us to practice activities that are very difficult in-house. The next closest facility is Madison College's Fire Training Grounds. We will be eventually burning the house once all legal aspects and asbestos removal have been dealt with.
 - We performed our annual training with the Terminal Coop, Wisconsin DNR, and the Terminal clean up vendors for the containment of spills into Lake Wabuesa. Each of the bulk oil terminals has stormwater

drainage that will either enter Upper Mud Lake or Lake Waubesa. Our department will deploy containment boom as close to the source as possible and as quickly as possible to limit the natural resource disaster that would occur from fuel entering the waterway. This year we had Maple Bluff with a boat and City of Monona assist with manpower for the deployment.

- August training is being revised due to the availability of acquired structures. The EMS training will be on geriatric emergencies, treatment and considerations.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	45	286
Fire Code Violations Identified	58	208
Re-Inspections	0	25
Corrections Noted	0	62
Plan Reviews	6	47
Acceptance Inspections/Test	2	9

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	33	107
First Aid Training	21	23
High School CPR (Hands Only)	0	0
Baby Sitters First Aid	48	48
Public Education Tours	3	8

- **Apparatus & Equipment**

- The 2018 Pumper (Engine 2) mobile radio has been not working properly and was required to be sent back to the vendor for repair. The vendor deemed the radio unrepairable and sent a replacement radio. The replacement radio was installed and failed a second time. The vendor sent a technician out immediately, and after several hours (about 6) an issue was found with a faulty cable.
- During our training with the Terminal Coop for our annual boom deployment exercise the 2004 Boat (Water 10) experienced overheating. We were unable to complete the exercise with our boat. Maple Bluff was assisting with their boat and was able to complete the drill and then assist with bringing our boat to shore. The boat was immediately returned to the local marine that performed the recent repair.
- The 2015 Ambulance (Rescue 84) had the final repairs performed on the door and had been restored to normal condition.

Incident Summary

Incident Type	2018		2017	
	July	Year to Date Total	July	Year to Date Total
EMS – Falls	10	80	15	81
EMS – General Medical	35	232	39	260
EMS – Motor Vehicle Crash	7	44	1	27
EMS – Trauma Other	2	37	3	19
EMS – Other types	14	72	19	81
EMS – Total (+0%)	68	465	77	468
Fire – Building, vehicle or outside	5	24	6	19
Fire – Assist EMS Crew	10	66	14	74
Fire – Motor Vehicle Crash	4	26	4	21
Fire – Alarms	8	38	2	25
Fire – Other types	10	67	21	86
Fire – Total (+0%)	37	221	47	225

Significant Incidents

- On Tuesday, July 10th, our crews were requested to assist with a gas explosion in the City of Sun Prairie. About 7:30 pm our primary ambulance was requested to the scene. The crew assisted with moving patients from an assisted living facility to another facility in Waunakee. The crew also transported a firefighter from the explosion to the St. Mary's Sun Prairie facility with non-life threatening injuries. The ambulance returned to our district at about 2:00 am. We called in paid-on-call staff for our second ambulance during the night to ensure coverage. About 8:15 pm our squad was requested to the scene. Assistant Chief Reiter was the officer of the truck. He was eventually assigned control of the southern division of the scene. The crew assisted with evacuations of the southern area. The squad returned to our district at about 4:30 am. Our primary engine was requested to cover Sun Prairie's north district from their second station at about 7:50 pm. The engine returned about 6:00 am and didn't respond to any calls during their time. We called in paid-on-call staff to our station during the night to ensure we had staff remaining in the district and reduce response time. We further provided an engine company on July 13th from 6:00 pm to 6:00 am to cover the southern portion of the Sun Prairie Fire District while the Sun Prairie members mourned the loss of a member. We had several individuals attend the funeral, and we had members in-house during the funeral to ensure we had coverage. The Dane County Fire Chiefs coordinated county-wide coverage plans during the funeral as many departments sent a considerable amount of staff to the funeral. We have developed additional information on how we would respond to a large-scale incident as a supplement to our report.

Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Traffic/Transportation Incident	11	13.75%
Falls	10	12.50%
Fire	10	12.50%
Sick Person	9	11.25%
Unconscious/Fainting/Near-Fainting	7	8.75%
Carbon Monoxide/Hazmat/Inhalation/CBRN	6	7.50%
Breathing Problem	4	5.00%
Convulsions/Seizure	4	5.00%
Chest Pain (Non-Traumatic)	3	3.75%
Back Pain (Non-Traumatic)	2	2.50%
Transfer/Interfacility/Palliative Care	2	2.50%
Traumatic Injury	2	2.50%
Cardiac Arrest/Death	1	1.25%
Diabetic Problem	1	1.25%
Heart Problems/AICD	1	1.25%
Hemorrhage/Laceration	1	1.25%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	1.25%
No Other Appropriate Choice	1	1.25%
Overdose/Poisoning/Ingestion	1	1.25%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.25%
Stroke/CVA	1	1.25%
Unknown Problem/Person Down	1	1.25%
Total: 80		Total: 100.00%

Report Filters

Incident Date: is between '7/1/2018' and '7/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**

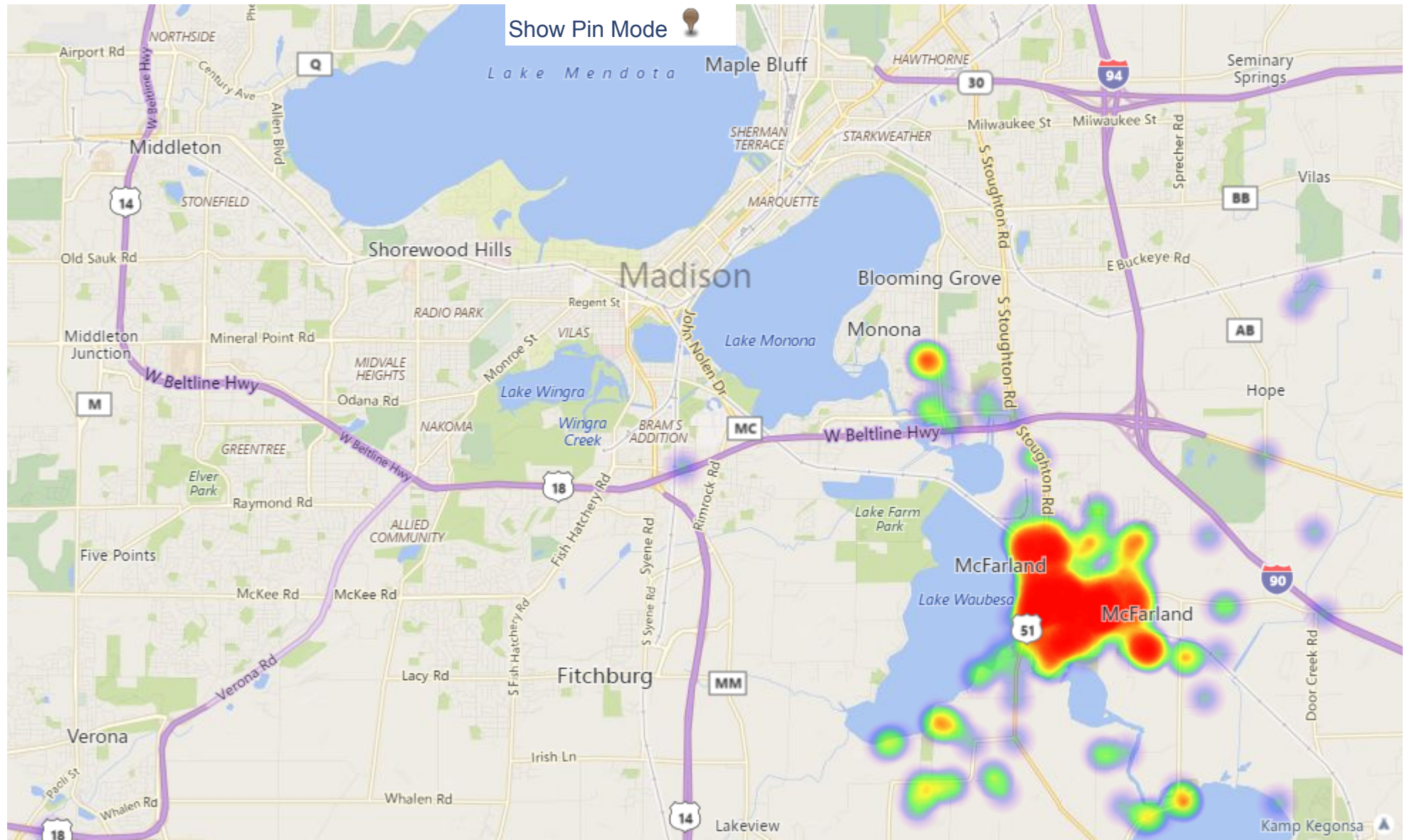
Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Traffic/Transportation Incident	86	16.60%
Falls	82	15.83%
Sick Person	69	13.32%
Unconscious/Fainting/Near-Fainting	56	10.81%
Fire	40	7.72%
Breathing Problem	33	6.37%
Convulsions/Seizure	14	2.70%
Carbon Monoxide/Hazmat/Inhalation/CBRN	13	2.51%
Chest Pain (Non-Traumatic)	13	2.51%
Heart Problems/AICD	13	2.51%
Hemorrhage/Laceration	11	2.12%
Stroke/CVA	10	1.93%
Diabetic Problem	9	1.74%
Back Pain (Non-Traumatic)	7	1.35%
Cardiac Arrest/Death	7	1.35%
Overdose/Poisoning/Ingestion	7	1.35%
Standby	7	1.35%
Abdominal Pain/Problems	6	1.16%
No Other Appropriate Choice	5	0.97%
Traumatic Injury	5	0.97%
Allergic Reaction/Stings	4	0.77%
Choking	4	0.77%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	4	0.77%
Assault	3	0.58%
Unknown Problem/Person Down	3	0.58%
Headache	2	0.39%
Transfer/Interfacility/Palliative Care	2	0.39%
Burns/Explosion	1	0.19%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	0.19%
Pregnancy/Childbirth/Miscarriage	1	0.19%
Total: 518		Total: 100.00%

Report Filters

Incident Date: is between '1/1/2018' and '07/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**



1 miles 1 km

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Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {07/01/2018} and {07/31/2018}

Incident Type	07/01/2018 to 07/31/2018	07/01/2017 to 07/31/2017	07/01/2016 to 07/31/2016	07/01/2015 to 07/31/2015
111 Building fire	3	1	1	1
112 Fires in structure other than in a building	1	0	0	0
113 Cooking fire, confined to container	1	2	0	0
131 Passenger vehicle fire	0	1	0	1
151 Outside rubbish, trash or waste fire	0	0	1	0
154 Dumpster or other outside trash receptacle fire	0	1	0	0
311 Medical assist, assist EMS crew	10	14	6	6
322 Motor vehicle accident with injuries	1	2	1	2
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	0
324 Motor Vehicle Accident with no injuries	0	1	0	0
350 Extrication, rescue, Other	0	1	0	0
353 Removal of victim(s) from stalled elevator	1	0	0	0
365 Watercraft rescue	0	1	0	0
411 Gasoline or other flammable liquid spill	0	1	0	0
412 Gas leak (natural gas or LPG)	1	1	2	0
424 Carbon monoxide incident	2	0	0	0
440 Electrical wiring/equipment problem, Other	0	3	0	0
444 Power line down	0	1	3	2
445 Arcing, shorted electrical equipment	0	1	0	0
463 Vehicle accident, general cleanup	2	1	0	0
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	0	1	0	0
561 Unauthorized burning	0	1	0	0
571 Cover assignment, standby, moveup	2	1	0	0
600 Good intent call, Other	0	3	0	1
611 Dispatched & cancelled en route	4	4	4	3
622 No Incident found on arrival at dispatch address	0	0	2	0
631 Authorized controlled burning	0	0	1	0
651 Smoke scare, odor of smoke	1	1	0	0
671 HazMat release investigation w/no HazMat	1	0	0	0
700 False alarm or false call, Other	0	0	0	1
731 Sprinkler activation due to malfunction	1	0	0	0
733 Smoke detector activation due to malfunction	1	0	0	2
735 Alarm system sounded due to malfunction	1	0	0	0
736 CO detector activation due to malfunction	1	0	1	3
743 Smoke detector activation, no fire - unintentional	1	1	0	1
745 Alarm system activation, no fire - unintentional	1	1	0	0
746 Carbon monoxide detector activation, no CO	0	0	1	0
812 Flood assessment	0	0	1	0
815 Severe weather or natural disaster standby	0	1	0	0
Totals	37	47	24	23

Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {07/31/2018}

Incident Type	01/01/2018 to 07/31/2018	01/01/2017 to 07/31/2017	01/01/2016 to 07/31/2016	01/01/2015 to 07/31/2015
100 Fire, Other	0	0	0	1
111 Building fire	11	6	7	13
112 Fires in structure other than in a building	1	1	0	0
113 Cooking fire, confined to container	2	4	1	0
116 Fuel burner/boiler malfunction, fire confined	0	0	1	0
118 Trash or rubbish fire, contained	0	1	0	0
130 Mobile property (vehicle) fire, Other	0	0	1	1
131 Passenger vehicle fire	2	2	1	1
132 Road freight or transport vehicle fire	0	0	1	1
134 Water vehicle fire	0	1	1	0
137 Camper or recreational vehicle (RV) fire	0	0	0	1
140 Natural vegetation fire, Other	1	0	0	0
141 Forest, woods or wildland fire	0	0	0	1
142 Brush or brush-and-grass mixture fire	0	1	2	1
143 Grass fire	0	0	0	1
150 Outside rubbish fire, Other	1	0	0	0
151 Outside rubbish, trash or waste fire	0	0	1	1
154 Dumpster or other outside trash receptacle fire	0	3	0	0
160 Special outside fire, Other	1	0	0	0
171 Cultivated grain or crop fire	1	0	1	0
251 Excessive heat, scorch burns with no ignition	0	1	0	0
300 Rescue, EMS incident, other	0	0	1	0
311 Medical assist, assist EMS crew	66	72	58	50
322 Motor vehicle accident with injuries	16	12	9	10
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	1	1
324 Motor Vehicle Accident with no injuries	6	3	1	1
331 Lock-in (if lock out , use 511)	0	2	0	0
350 Extrication, rescue, Other	0	2	1	0
352 Extrication of victim(s) from vehicle	0	1	0	1
353 Removal of victim(s) from stalled elevator	2	1	0	0
357 Extrication of victim(s) from machinery	1	0	0	0
365 Watercraft rescue	1	1	1	0
381 Rescue or EMS standby	0	1	0	0
411 Gasoline or other flammable liquid spill	3	3	0	0
412 Gas leak (natural gas or LPG)	3	4	4	2
413 Oil or other combustible liquid spill	0	1	0	0
420 Toxic condition, Other	1	0	0	0
424 Carbon monoxide incident	4	3	3	4
440 Electrical wiring/equipment problem, Other	0	5	0	1
442 Overheated motor	1	0	0	2
443 Breakdown of light ballast	0	0	1	0
444 Power line down	3	3	3	2
445 Arcing, shorted electrical equipment	1	4	0	1
451 Biological hazard, confirmed or suspected	0	1	0	0
463 Vehicle accident, general cleanup	3	5	1	0

08/02/2018 08:29

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Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {07/31/2018}

Incident Type	01/01/2018 to 07/31/2018	01/01/2017 to 07/31/2017	01/01/2016 to 07/31/2016	01/01/2015 to 07/31/2015
510 Person in distress, Other	1	1	0	0
511 Lock-out	0	0	1	0
520 Water problem, Other	0	0	0	1
522 Water or steam leak	1	2	1	0
531 Smoke or odor removal	1	1	0	0
542 Animal rescue	0	1	0	0
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	0	2	0	0
553 Public service	0	0	1	0
561 Unauthorized burning	3	1	0	0
571 Cover assignment, standby, moveup	3	1	0	0
600 Good intent call, Other	3	6	1	2
611 Dispatched & cancelled en route	30	30	28	21
621 Wrong location	0	0	0	1
622 No Incident found on arrival at dispatch address	0	1	3	0
631 Authorized controlled burning	5	2	3	1
632 Prescribed fire	0	0	1	0
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	5	2	0	1
652 Steam, vapor, fog or dust thought to be smoke	0	1	0	0
661 EMS call, party transported by non-fire agency	0	1	0	0
671 HazMat release investigation w/no HazMat	2	1	0	1
700 False alarm or false call, Other	2	0	2	1
710 Malicious, mischievous false call, Other	1	0	1	1
714 Central station, malicious false alarm	3	0	1	0
715 Local alarm system, malicious false alarm	0	0	0	1
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	2	0	0	0
733 Smoke detector activation due to malfunction	3	0	4	3
735 Alarm system sounded due to malfunction	2	3	2	3
736 CO detector activation due to malfunction	3	4	3	7
740 Unintentional transmission of alarm, Other	3	2	0	2
743 Smoke detector activation, no fire - unintentional	3	4	1	1
744 Detector activation, no fire - unintentional	1	0	0	0
745 Alarm system activation, no fire - unintentional	6	7	5	2
746 Carbon monoxide detector activation, no CO	4	4	2	4
812 Flood assessment	1	0	1	0
815 Severe weather or natural disaster standby	0	2	0	0
900 Special type of incident, Other	0	0	2	0
Totals	221	225	167	151



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

General Procedures for Large Incidents

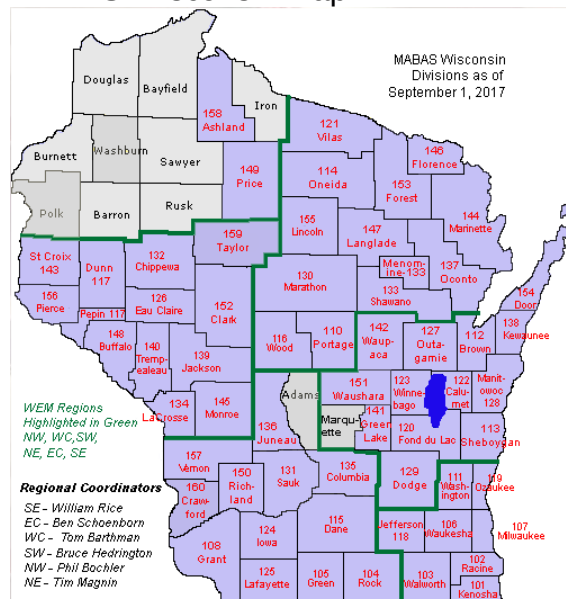
- All incidents the Dane County 911 Center will determine an incident code based on Emergency Fire Dispatch (EFD) or Emergency Medical Dispatch (EMD) coding. The EFD or EMD code is determined from a nationally developed question tree. The computer system at the 911 Center will determine a response plan based on the EFD or EMD Code. The department will receive notification of a pending incident once the 911 Center determines it is an EMS or Fire incident.
- Depending on the response plan the 911 Center will dispatch the determined resources for the incidents. For some incidents, we have predetermined to receive assistance from Monona, Oregon, or Stoughton Fire Departments. Additionally, if we have equipment out of service, the 911 Center will automatically replace the equipment from the next closest department.
- After receiving a notification (page) of an incident, the On Call Duty Officer will contact the 911 Center to acknowledge we received the call via two-way radio. If the 911 Center receives additional information that they feel is pertinent, they will forward to the On Call Duty Officer.
- The information will continue to be provided to responding units over the radio and through the computer system with computers located in the vehicles. At anytime the On Call Duty Officer or Officer of responding units may escalate the incident to have additional units respond.
- On arrival to the first arriving Officer will establish Incident Command and develop an Incident Action Plan (IAP) including confirmation adequate resources are responding. The Incident Commander will continually review their IAP.
- The Incident Commander will utilize our Mutual Aid Box Alarm System (MABAS) Box Cards for requesting resources. We have several types of cards completed, and each has equipment through a 5th Box Alarm pre-scripted. Each alarm level is between three and five fire resources with three chief officers. At the 3rd Box Alarm, a Division 115 coordinator and regional MABAS coordinator will respond to the scene to assist with resource requests. The American Red Cross and Salvation Army are included in the box alarms for McFarland. The Box Alarm cards also request a unit(s) to staff our station and district.
- In the event, the incident is large enough to exceed the 5th Box Alarm the Incident Commander can request Interdivisional Strike Teams or Task Forces. The strikes teams bring five of the same type resource and a chief officer to oversee the crews. The task forces are typically five fire apparatus, three ambulances and a chief officer to oversee the crews.
- At the 5th alarm level of the McFarland Box Alarm cards we would have approximately 100 firefighters and between 5-27 ambulances at the incident.

Example MABAS Box Card

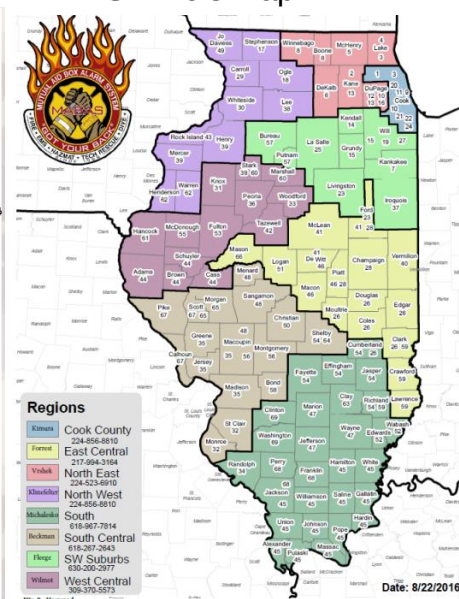
DEPARTMENT NAME: Anytown		BOX ALARM TYPE: Structure Fire		EFFECTIVE DATE: January 1, 2018		MABAS DIVISION: 115	
BOX ALARM # 10-2		LOCATION OR AREA: Anytown District		AUTHORIZED SIGNATURE: Anytown Fire Chief			
LOCAL DISPATCH AREA:							
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
STILL	Anytown Anytown	Anytown	Anytown	Anytown	Anytown		
WORKING STILL	Auto Aid			Anytown	Auto Aid		
MABAS BOX ALARM:							
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Town 1 Town 2 Town 3	Town 4	Town 5	Town 1	Town 1 Town 2 Town 3	Red Cross Salvation Army	Town 4 Engine
2ND	Town 4 Town 5 Town 6	Town 7	Town 8	Town 2	Town 4 Town 5 Town 6		Town 9 Engine
3RD	Town 9 Town 10 Town 11	Town 12	Town 13	Town 3	Town 7 Town 8 Town 9		Town 14 Engine
4TH	Town 14 Town 15 Town 16	Town 17	Town 18	Town 4	Town 10 Town 11 Town 12		Town 19 Engine
5TH	Town 19 Town 20 Town 21	Town 22	Town 23	Town 5	Town 13 Town 14 Town 15		Town 24 Engine
INTERDIVISIONAL REQUEST		1st Choice Division 10#	2nd Choice Division 10#	3rd Choice Division 10#			
INFORMATION:							

Resources are available to any MABAS member from any of the MABAS Divisions shown in the maps below.

MABAS Wisconsin Map



MABAS Illinois Map



MCFARLAND POLICE DEPARTMENT



July 2018 Monthly Report

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JULY 2018 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 838 cases in July. This is compared to 591 cases for the same time period in 2017. Cases of interest for the month were: two intoxicated drivers, five domestic disturbances, four disturbances, four juvenile complaints, nine thefts, and fifteen traffic accidents. Officers also logged 243 traffic incidents during the month.

Cases of interest for the month are as follows:

- 07/01/2018 Officers were dispatched to the area of Farwell Street and Spartan Drive for a 911 disconnect that plotted at the intersection. Officers arrived on scene and located a male and female subject who were involved in some type of disturbance. The officers learned there was a physical fight that took place with minor injuries. Officers eventually arrested the male subject for domestic related battery and disorderly conduct along with a probation violation. The suspect was transported to the Dane County Jail.
- 07/06/2018 An officer observed a vehicle traveling west on Voges Road with the passenger door open. The officer also learned the vehicle registration was suspended. The vehicle was stopped and the passenger admitted to smoking marijuana in the vehicle. The passenger was also on probation for a previous drug violation and was not possess marijuana. A search of the vehicle was conducted and marijuana was located. The passenger was arrested and taken to the Dane County Jail. At the jail, Deputies located crack and cocaine concealed on the suspects body. The suspect was charged with possession of marijuana and cocaine, along with a probation violation.
- 07/06/2018 Officers were sent to check on the welfare of a female subject that left work because she was under the influence of alcohol. The officers made contact with the female at her home and found out she drove there from work. Officers had her perform field sobriety tests and eventually arrested her for operating a motor vehicle while under the influence-4th offense. Blood test results showed the female had a .338 blood alcohol concentration.
- 07/30/2018 Officers were dispatched to a roll-over traffic crash on US Hwy 51 north of Siggelkow Road. Officers arrived on scene and learned a vehicle traveling north on US Hwy 51 drove into the median area and rolled over, ending up in the southbound lanes of traffic. The vehicle was then struck by a southbound vehicle. All occupants were injured and transported by EMS to local hospitals. The driver was evaluated and arrested for operating a motor vehicle while under the influence-causing injury, failure to maintain control of a vehicle, unsafe lane deviation, and inattentive driving.

Staffing Report

- Recruit Candidate Bruce Grady has completed his field training program and is now assigned to a solo patrol assignment on second shift.
- The recruitment process to fill the upcoming Confidential Administrative Assistant continues. To date:
 - We have identified a finalist for the position.
 - A conditional offer of employment was tendered and accepted by the candidate.
 - The pre-employment background investigation has been completed.
 - At the time of preparing this report, a final offer of employment is in process and awaiting acceptance.
 - I anticipate a start date around the third week in August.
- The Department is currently recruiting Crossing Guards for the 2018-2019 school year.
- Officer Joel Zietsma has successfully completed his probationary period.
- Sergeant Jeremy Job has successfully completed his probationary period.
- With the exception of the Conf. Admin. Asst. position, the department is now up to full staffing levels.

Equipment Report

- The department has ordered and anticipates the arrival of Care-Track equipment. Training will be conducted in September.
- The 2008 Ford Expedition that was replaced this year has been sold at auction.

Training Report

- Officer Zietsma attended Nuisance Abatement Training.
- Officer Onken, Officer Craft, Detective Klementz, and Sgt. Jacobsen attended Peer Support Training.

Budget Report

- No report.

Other Information

- The department is in the process of partnering with the school district's Work to Learn program, intended to provide students interested in law enforcement careers with an in-depth, 10 week "internship". While the Work to Learn program has existed for a while, venturing into the area of law enforcement is relatively new. This first year will serve as a trial in that regard. Officer Jason Onken is the department coordinator for the program.
- Preliminary plans are in the works to conduct a 2nd Annual Citizen's Police Academy, in partnership with the Monona Police Department.
- The department is now poised to implement its first ever Peer Support group. Five department employees were trained in Late July, and the program is now ready to move forward in an official capacity.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 08/02/2018 11:33
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 07/01/2018 00:00
To Date: 07/31/2018 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Playing w/Telephone	1
911 Call Silent	3
911 Call Unintentional	3
911 Disconnect	4
911 Misdialed Call	1
Accident Hit and Run	5
Accident Private Property	1
Accident Property Damage	6
Accident w/Injuries	3
Adult Arrested Person	5
Alarm	11
Animal Complaint/Disturbance	2
Animal Lost	1
Animal Stray	6
Assist Citizen	35
Assist EMS/Fire	35
Assist K9	6
Assist Police	37
ATL Person	3
Battery	2
Burglary Residential	3
Check Person	18
Check Property	178
Civil Dispute	2
Damage to Property	2
Disturbance	2
Disturbance Unwanted Person	2
Domestic Disturbance	5
Drug Incident/Investigation	4
Follow-Up	20
Foot Patrol	10
Forgery	1
Fraud	1
Information	60
Juvenile Complaint	2
Liquor Law Violation	1
Missing Juvenile/Runaway	2



Incident Analysis Report Summary By Incident Type



Print Date/Time: 07/03/2018 10:03
 Login ID: mcbgr
 Incident Type: All
 Call Source: All

From Date: 06/01/2018 00:00
 To Date: 06/30/2018 23:59

McFarland Police Department
 ORI Number: W0137300
 Officer ID: All
 Location: All

Incident Type	Number of Incidents
Noise Complaint	1
OMVWI Arrest/Intoxicated Driver	3
Parking Complaint On Street	25
Phone	15
PNE/AED Response	1
Preserve the Peace	3
Property Found	4
Property Lost	2
Recovered/Stolen Outside Agency	1
Safety Hazard	27
Silent Case Number	4
Special Event	5
Stolen Auto	1
Suspicious Person	7
Suspicious Vehicle	15
Theft	2
Theft Retail	5
Threats Complaint	2
Traffic Complaint/Investigation	63
Traffic Stop	162
Trespass	1
Total:	634

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT

August 2017 Report

Update on outdoor warning siren:

At this time both sirens in the village are operating correctly as they pass weekly silent tests and the monthly warning test as well.

Emergency Management Committee Meeting:

The last meeting was held on July 27, 2017 at 2:00pm. 5 members present

Next meeting September 28, 2017 at 2:00pm

Storm Activity:

I have been staying in contact with department heads checking on any incidents or calls related to the weather.

I will continue providing department heads, Public Safety Committee Members, Emergency Management Committee Members and Village Board Members the weather briefings as I receive them.

Further, Eric Redding is also receiving weather briefings and posting them on Social Media for the Village.

Emergency Response Manual Update:

1. I met with Chief Dennis and Chief Sherven on July 19 and we reviewed both the Tornado Touchdown and the Natural Gas Leak / Heavy odor of Natural Gas and the information was supplied to the Emergency Management Committee on July 27 along with the agenda. Further, I will be meeting with Allan Coville in the near future to review the Public Works protocol in response to these incident scenarios as well.

2. Our McFarland Natural Hazard Mitigation Plan was approved by the Emergency Management Committee at the July 27 meeting. We are now waiting for Dane County to provide a resolution to the Village Board to adopt the plan to incorporate the plan into the Emergency Response Manual, as well as within the County Plan.

Training: I will be in attendance of the Dane County WebEOC training class on August 24 as this program has replaced the Emergency Responders ESponders program for information and working with other agencies for combined service response to an incident.

Submitted by: Chuck Di Piazza



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, August 8, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion and recommendation on a request to consider safety upgrades to Siggelkow Road near Brandt Park.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

Attached is a email and Traffic Safety Concern report from Roxanne Hoks requesting safety upgrades to Siggelkow Road in the Brandt Park area.

FINANCIAL/BUDGET IMPACT:

To be assessed based on desire to make safety upgrades.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

N/A

ATTACHMENTS:

1. Email submitted by Ms Hoks
2. Traffic_Safety_Concern_Report_Form2_Hoks_7-30-18 (Crosswalk on Siggelkow)

Email submitted by Ms. Hoks on 07-30-18:

Dear Chief Sherven, Public Safety Committee, & Village Board,

Thank you for considering the installation of a crosswalk and/or other pedestrian safety features near Brandt Park (4601 Siggelkow Rd.). I have attached a Traffic Safety Concern - Review Request Form, and I am providing additional information regarding the request here.

Little Spartans Child Development Center recently moved all of their children (ages 8 weeks to 11 years old) to their building at 4604 Siggelkow Rd. They are very fortunate to have 2 beautiful parks within walking distance (Brandt Park & McDaniel Park). Because the sidewalk in front of their building ends before reaching an intersection they must cross Siggelkow Rd. midblock to access both of the parks. Little Spartans' staff assists groups of young children with crossing Siggelkow Rd. multiple times each day. At this time, there are no signs or crosswalks in the area to indicate to drivers to watch for pedestrians. Additionally, Little Spartans is a 4K site for the McFarland School District, as such a "school crossing" sign or other school-related safety features may be appropriate.

Foot traffic across Siggelkow Rd. near Brandt Park has likely increased in other ways as well. Much of the parking for Brandt Park is now on the north side of Siggelkow Rd., and there are new apartments above Little Spartans. These other users of Brandt Park would also benefit from the added safety of a crosswalk.

I understand that a midblock crosswalk may not be ideal; however, I think that a crosswalk for this location (near Brandt Park / Little Spartans) warrants consideration, especially given the increased number of young pedestrians in the area.

I appreciate your time and consideration.

Sincerely,

Roxanne Hoks
608-575-8918

On Thu, Jul 26, 2018 at 4:09 PM, Craig Sherven <Craig.Sherven@mcfarland.wi.us> wrote:

Hi, Roxanne. The first step in moving the forward to the Public Safety Committee for discussion would be the completion of a Traffic Safety Concern Report. The form can be found on our website or at the below link. Once completed, I will forward it to the Committee Chair for review.

https://www.mcfarland.wi.us/index.asp?SEC=D6F41AE7-019C-4F92-86D3-042D091C1AD0&DE=44CDB44C-06EB-443E-8CEF-2D25145B734C&Type=B_BASIC

The McFarland Village Government is committed to providing safe and efficient travel on its roadways. While we continuously review current traffic patterns and traffic violation trends to determine needed enforcement, signage or other enhancements, we also rely upon the eyes and ears of our residents and value their input.

This form is intended as a means to provide the Police Department with information related to need for additional signage, enforcement or other issues occurring in your neighborhood or elsewhere in the Village.

Simply fill out the form (will expand as you type), save and submit it to Chief Sherven at craig.sherven@mcfarland.wi.us, who will review it and determine the best course of action. Note that the Police Department does not have sole decision making authority in many cases, and your request may require approval from the Public Safety Committee and/or Village Board. With regard to requests for signage (especially stop signs) or street construction, there are many more issues at hand that may be obvious and may take longer than you may think to process.

Village of McFarland TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM		
REQUESTER CONTACT INFORMATION		
Name:		Phone:
Current address:		
City:	Email:	Best Contact Time:
INFORMATION ABOUT REQUEST		
Location of Problem:		
Briefly Describe Problem:		
Action You Are Requesting:		
OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
RECEIPT BY POLICE DEPARTMENT		
Received By:		Date:
Actions Taken:		
Police Department Recommendation:		
Recommendation Forwarded To:		Date:
COMMITTEE / BOARD ACTION		☐ NOT APPLICABLE
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
FINAL RESOLUTION		
Final Action Taken:		
Completed By:		Date:
REQUESTER NOTIFICATION		
Notified By:	Date:	Via:

Additional Notes:



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, August 8, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on a special event license and a temporary class b beer license for the Friends of McFarland Library to hold a Beer & Ice Cream tasting on August 23, 2018 from 7 p.m. to 9 p.m.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

The Friends of the McFarland Library have applied for a Special Event License and a Temporary Class B license to hold a fund raiser on August 23 from 7 p.m. to 9 p.m. As part of the event they will serve ice cream floats made with craft beers.

The Village approval policy for all special events and temporary Class B licenses is a recommendation from the Public Safety Committee to the Village Board.

FINANCIAL/BUDGET IMPACT:

Permit Revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance 11-49 and 11-66.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Attached is a letter from Chief Sherven outlining his recommendation for the proposed event.

ATTACHMENTS:

1. Ice Cream and Beer Recommendation
2. Ice Cream and Beer Applications



Village of McFarland Police Department

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558 • 608/838-3151 • Fax 608/838-7954

Craig J. Sherven • Chief of Police

DATE: August 2, 2018

TO: McFarland Village Board / Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event license and temporary class B retailer's license applications for the Friends of McFarland Library Beer and Ice Cream event to be held on August 23rd, 2018 from 7pm to 9pm at the McFarland Library. I am recommending approval of both applications with the stipulation that event staff properly identify anyone who appears to be 30 or under prior to being provided alcohol, and prohibit entry to anyone under the age of 21 years old.

The event organizers have not requested a variance allowing minors to be present where alcohol is served, and have indicated that those not of legal drinking age will not be allowed into the event. A copy of the Library's policy regarding emergency procedures is attached.

Please see the attached summation for additional event details.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT			
NAME	ADDRESS	PHONE #	EMAIL ADDRESS
Heidi Cox	5920 Milwaukee St. McFarland	608-838-9030	hcox@mcfarlandlibrary.org
II. ORGANIZATION			
NAME	ADDRESS	PHONE #	EMAIL ADDRESS
Friends of McFarland Library	5920 Milwaukee St.	608-838-9030	hcox@mcfarlandlibrary.org
III. BASIC EVENT DETAILS			
TYPE OF EVENT		NAME OF EVENT	
☐ Outdoor	☒ Indoor	☐ Parade	☐ Other
		Beer & Ice Cream tasting (Beer floats)	
DATE(S)	TIME(S)	EVENT LOCATION	
August 23, 2018	From: 7:00 To: 9:00	Library Meeting Room	
	From: To:		
	From: To:		
	From: To:		
	From: To:		
License Applying for: \$ 10.00 individually or for both			
☒ TEMPORARY CLASS "B" BEER		☐ TEMPORARY CLASS "B" WINE	
Are you requesting approval to allow minors to be present where alcohol is sold?		If yes, how do you intend to prevent the distribution of alcohol to minors? (Explain in detail in the event description section on page 2)	
☐ Yes	☒ No	☒ Check ID	☐ Wristband ☐ Stamp ☐ Other
Will there be activity involving music, amplifiers, loudspeakers, etc?		If yes, do you intend to conduct this activity past 10:00 PM?	
☐ Yes	☒ No	☐ Yes	☒ No
Persons proposed to sell fermented malt beverages and/or wine (attach additional sheet if necessary)			
Name	Address	Prior relevant experience	
Heidi Cox	5920 Milwaukee St. McFarland WI 53558	None	
Attach: 1) Sketch showing the event layout, including all points of sale, entrances and exits to event; 2) A copy of the application or license of each person who will be holding a beverage operator's license requiring the supervision of the sale of fermented malt beverages and/or wine; 3) A list of adjacent property owners and a copy of the form used to notify them of the event (outdoor event only).			
I, <u>Friends of McFarland</u> , agree to promptly pay the Village for the Village's charges incurred either in regulating this license (Applicant) or remedying any unsatisfactory post-event maintenance by the above named person or organization. I have read and will comply with the attached requirements of the Police, Fire/EMS, or any other Village department.			
<u>Heidi Cox</u> Signature		<u>7/24/2018</u> Date	
Office Use: Date Paid _____ Amount Paid _____ Receipt Number _____			

SPECIAL EVENT LICENSE APPLICATION**IV. EVENT DESCRIPTION****Describe in Detail:**

- What the event entails: type(s) of activities, anticipated attendance, anticipated age demographic of attendees, etc.
- Genre of music, how it will be broadcast and for how long (if applicable)
- Specific bands that will be performing, when and for how long (if applicable)
- Your security plan, including:
 - How you intend to prevent the distribution of alcohol to minors (if applicable)
 - Your plan in the event of a medical emergency
 - Your plan in the event of severe weather
 - Description of all entry and exit points of the area in which alcohol will be sold and/or consumed, and how you will staff those areas to assure that alcohol does not pass beyond those points
 - Description of all points of alcohol sales including how they will be monitored in order to assure compliance with Village ordinance and State Statutes pertaining to sale and service of alcohol
 - Description of the number of staff designated to provide event security and what attire they will be wearing so as to be recognized as security personnel.
- Name(s) and contact information for the individual(s) who will be on-site and reachable by Village staff in the event it becomes necessary.

We will have seven flavors of Calliope Ice Cream that will be paired with seven different beers. The beers will be around four ounces at the most. The anticipated age demographic is 21 and up. The genre of music if there is any will be 70s funk.

We are selling tickets to this event and ticket purchasers will be carded at the time that they purchase tickets and again when they enter the event. This event will be held in doors and we will only be limited to about 55 people. We would anticipate emergency personnel to be able to easily get to patrons. If there is severe weather, we'd follow the library's severe weather policy (attached).

Everyone attending the event will be entering and exiting from the same doorway (it's a double door). That way we can control who is entering the room. A staff person will be stationed at the door for the eveing.

Attendees will be purchasing a \$20 ticket for the event but we will not be selling any other alcohol.

Two staff people will be present and we will be wearing library name tags to show that we work for the library.

Heidi Cox, Library Director
 E. D. Locke Public Library
 5920 Milwaukee St.
 McFarland, WI 53558
 608-838-9060

Submit completed applications to the Deputy Village Clerk via email at village.administration@mcfarland.wi.us or in person at the Village Administration Office located at 5915 Milwaukee St. in McFarland.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 7/24/18

☐ Town ☒ Village ☐ City of McFarland

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning August 23, 2018 7PM and ending August 23, 2018 9PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Friends of McFarland Library

(b) Address 5902 Milwaukee St. McFarland WI 53558
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized 1994

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Barb Obst 5810 Broadhead St. McFarland, WI 53558

Vice President Heidi Cox 4902 Academy Dr. Madison, WI 53716

Secretary Quinn Leonard 6135 Exchange St. , McFarland WI 53558

Treasurer Cheryl Johnsen 6013 Osborn Dr. McFarland WI 53558

(g) Name and address of manager or person in charge of affair: Heidi Cox 4902 Academy Dr. Madison, WI 53716

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5902 Milwaukee St.

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: LIBRARY MEETING ROOM

3. Name of Event

(a) List name of the event Beer Floats or Ice Cream and Beer tasting

(b) Dates of event August 23

DECLARATION

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

Officer

Heidi Cox
(Signature/date)

Officer

Barbara L. Obst
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Friends of McFarland Library
(Name of Organization)

Officer

Heidi Cox 7/26/18
(Signature/date)

Officer

Cheryl Johnsen
(Signature/date)

Date Reported to Council or Board _____

License No. _____

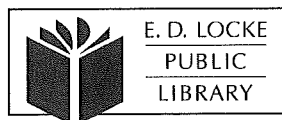


BEER & ICE CREAM (BEER FLOAT) TASTING EVENT

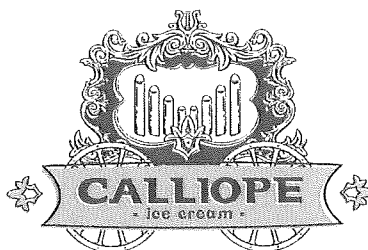
THURSDAY, AUGUST 23 @ 7PM

Try 7 different flavors of Calliope Ice Cream paired with different craft beers from Trixie's Growler's to Go-Go to create beer floats.

This event is sponsored by:



TRIXIE'S LIQUOR
Bring Your Happy Hour Home
2929 East Washington Ave • 608-442-KEGS (5347)



**Tickets are \$20
and must be
purchased at the
Circulation desk**

**Must be 21 or
older to
participate!**

**All proceeds go to
the E. D. Locke
Public Library
Endowment Fund**

**E. D. LOCKE PUBLIC
LIBRARY**

5920 Milwaukee St.
McFarland, WI 53558
608-838-9030
Mcfarlandlibrary.org

	E. D. Locke Public Library	
Page 1 of 4	Library Closing & Reduction of Services Policy (Inclement Weather)	Adopted: April 2, 2018

Library Closing & Reduction of Services Policy

Purpose of policy:

In order to fulfill its mission of public service the E. D. Locke Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. At time when circumstances become hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

Mechanical Failure(s)

There may be occasions when equipment failures (e.g. furnace failure, air conditioning failure etc...) or other area emergencies will require the library to open late, close early, or close for the entire day or extended days. The decision to close will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the Assistant Director or the Library Director's chosen substitute.

Power Outage(s)

If the library loses power for more than 15 minutes, the library will close. Staff should assist patrons in leaving the building. To ensure that the doors stay locked once the power is returned, staff should turn off the door locks using the switch in the HVAC mechanical room.

Inclement Weather

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. Emergency/inclement weather closings will be authorized by the Director.

	E. D. Locke Public Library	
Page 2 of 4	Library Closing & Reduction of Services Policy	Adopted: April 2, 2018

The decision to close, postpone opening or close early due to inclement weather will be made by the Director or his/her chosen substitute in conjunction with the appropriate Public Works personnel and actual observed local weather and road conditions. National or Wisconsin weather service advisories concerning travel during storm conditions will be followed. The actions of the McFarland School District will be taken into consideration.

Tornado

In the event of a Tornado Warning, library staff will inform patrons that the National Weather service has issued a Tornado Warning and that the library requires you to take cover under the direction of the library staff or leave the facility immediately. Library staff will strongly encourage the public to remain at the library and take cover in the designated areas for their safety but staff cannot require that they remain in the library. For the safety of staff and the public, public areas of the library must be cleared. Once in the designated safety areas, staff and patrons will stay in those areas until the Tornado Warning expires.

A weather radio and a flashlight are located in the main shelter area. The doors to the foyer should be left unlocked in case people outside need to seek shelter.

Designated safety areas for Tornado events include (areas are listed in order they should be utilized):

1. The staff work area where returned items are sorted.
2. The area where the public copier is located.
3. The Public Bathrooms.
4. The Family Bathroom located in the children's area.
5. The Staff Bathroom.

Depending on the number of people in the library at the time of the tornado warning, multiple areas may need to be employed. If it is possible, at least one staff person should stay with each group of patrons.

The meeting rooms and study rooms should also be vacated. Patrons should either leave the building or take shelter.

	E. D. Locke Public Library	
Page 3 of 4	Library Closing & Reduction of Services Policy	Adopted: April 2, 2018

To help encourage patrons to take shelter staff should:

- Use the PC Management system to shut down the computers. A message will first be sent to each computer saying that it will shut down in 10 seconds.
- Assist disabled patrons to a designated safety area.

Disruptive Patrons

If a patron refuses to take shelter or leave the building, staff should write up an incident report. Depending on the incident, a patron could be banned from the library.

Village Emergencies

Emergencies can include, but may not be limited to, situations involving fire, winter storms, tornadoes, power outages, and widespread illness.

Library Staff will work with Village staff to determine what special community services the library might be expected to provide in the event of an emergency.

The Library Director or his/her chosen substitute will consult with the Library Board, Village of McFarland staff and/or public agencies to determine whether to keep the library open, restrict hours, restrict areas of the library, and/or restrict the service provided. County or state directives to limit or close services will be followed.

Primary factors in making decisions during emergencies are minimum staffing levels and the health and safety of library patrons and staff.

	E. D. Locke Public Library	
Page 4 of 4	Library Closing & Reduction of Services Policy	Adopted: April 2, 2018

The minimum acceptable staffing level is two adult staff members who are able to work at the circulation desk, as well as keeping up with shelving materials. Even with this level, the library may still need to cancel programs and/or meetings. An inability to maintain this level may result in one or more of the following:

1. Reallocation of staff to provide essential services
2. Restricting nonessential public services
3. Reducing open hours
4. Restricting areas of the library
5. Closing the library

Support services, especially those pertaining to facilities, technology, finance and personnel will be kept open as much as possible. The book drop will be kept open and cleared periodically as long as possible.

Reasonable attempts will be made to keep the public informed of changes in service levels through the usual means.

Staff Compensation related to Inclement Weather Situations

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave or personal time in lieu of time missed on that day.

Overdue Fines & Holds

If the library closes unexpectedly, all overdue fines will be waived and all holds that are due to expire on the closed day will be extended.

Notification of library closings or reduction in hours or service

Whenever possible when the library closes or reduces hours, staff will try to notify the public via:

- Facebook posting (both the library's Facebook page and the Village's)
- Twitter
- Library website
- A notice on the front door whenever possible

The Library Director and his/her substitute will notify the Library Board President & the Village Administrator.



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, August 8, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Joseph Stoflet for the period ending June 30, 2019.

PREVIOUS ACTION:

The Public Safety Committee reviewed the 2017-2018 request for renewal from Joseph Stoflet on July 12, 2017. The Committee held a hearing and recommended conditional approval of the license with the request that the applicant refer any subsequent violations to the Village within 30 days.

ISSUE SUMMARY:

Chief Sherven has reviewed the renewal operator's license application from Joseph Stoflet and based on the Village's Operator License Approval policy has recommended denial. Attached is Chief Sherven's letter outlining his reasoning for recommending denial. Pursuant to Village Ordinance 11-71(b) the application has been referred to the Public Safety Committee for further review and a recommendation to the Village Board.

This item is to conduct a hearing on the issuance of the license. Once the hearing is concluded the Public Safety Committee will move on to the next agenda item to make their official recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinances 11-71 thru 11-76.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Chief Sherven has recommended denial of the renewal operator's license for Joseph Stoflet.

ATTACHMENTS:

1. Stoflet Exhibits
2. Operator License policy Version - UPDATE - 7-3-18

Application for an Alcohol Beverage Operator's License

To Serve Fermented Malt Beverages and Intoxicating Liquors

☐ New

☒ Renewal

Fee Paid: ☐ \$35.00 (1 yr)

☐ \$50 (1 yr + Provisional @ \$15.00)

☐ Cash

☐ Check # _____

I, the undersigned, make application to the Village Board of the Village of McFarland, County of Dane, Wisconsin for a License to serve, from date hereof to June 30, 20__, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes; Chapter 11, Article II of the McFarland Municipal Code, and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

(PLEASE PRINT LEGIBLY)

Name of employer for which license is intended: 5100 Bar & Grill

Name of Applicant: JOSEPH ALIEN STOFLET
First Middle Last

Home Phone: _____

Work Phone: _____

E-mail address: _____

Complete Address: _____

Date of Birth: _____

Gender: ☒ Male

☐ Female

Soc. Sec. # _____

D.L. # _____

****This application must be completed in its entirety or it will be returned as incomplete and you will be required to complete a new application at an additional fee of \$35.00. ****

As required by Wis. Stats. Section 125.17(6), have you completed a Responsible Beverage Server Training Course?

☒ yes*

☐ no If so, where and when? _____

Have you held an Operator's License within the last 2 years?

☒ yes*

☐ no If so, where and when? _____

*A copy of the certificate indicating course completion or a copy of the license or a letter from the Clerk of the municipality where a license is held must be attached to this application unless applicant is renewing an active McFarland Operator's License.

Have you ever been fined/arrested for and/or convicted of violating ANY LAW of the State of Wisconsin or of the United States (INCLUDING TRAFFIC VIOLATIONS)? ☒ yes** ☐ no

****If yes, please list all fines/arrests and/or convictions below. Any omissions will result in a rejection of this application and you will be required to complete a new application at an additional fee of \$35.**

(The following websites may provide information on your records: <https://recordcheck.doj.wi.gov/> <https://wcca.wicourts.gov/> <https://www.dmv.us.org/>)

Date of Arrest	Date of Conviction (if applicable)	Name of Court	Nature of Offense
9/6/2017		Columbia	Poss. of THC
9/6/2017		Columbia	Paraphernalia
6/9/2015		IOWA	Operating after Susp.
9/16/2016		Dane	O.W.I.
9/23/2017		Dane	Speeding
4/20/2018		Dane	Speeding

Please add additional sheets as necessary.

Please continue by completing reverse side of this form.

OVER >

1. Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation? ☐ Yes ☒ No

If yes, provide the place and date _____

2. Have you been hospitalized or treated in the last five years for drug abuse or alcoholism? ☐ Yes ☒ No

If yes, explain and give dates. _____

3. Are you a citizen of the United States? ☒ Yes ☐ No

4. Since when have you been a resident of the State of Wisconsin? _____

5. List addresses and dates of residency for the past 5 years. _____

This application must be completed in its entirety or it will be returned as incomplete. This application will be rejected for any omissions. The fee is not refundable should this application be denied or rejected. For rejected applications, you will be required to complete a new application at an additional fee of \$35.00.

You can review the Village of McFarland Operator License Approval Policy on the Village website at <https://www.mcfarland.wi.us/licensepermits> and select Alcohol Beverage Licenses for Operators.

STATE OF WISCONSIN)

) SS

)

JOSEPH STOFLET

, being first duly sworn on oath says that (s)he is the

Person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant in the foregoing application are true.

X

(Applicant sign here)

Subscribed and sworn to before me this 3rd

day of July, 2018

Notary Public, Dane County, Wisconsin

My commission ☐ is permanent

Expires 01-29-22

Recommendation by McFarland Police Department:

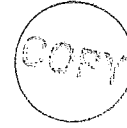
☐ Approval

☒ Denial

☐ Rejected – Incomplete Application

Chief of Police

Date: 07-10-18



Village of McFarland Police Department

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558 • 608/838-3151 • Fax 608/838-7954

Craig J. Sherven • Chief of Police

DATE: July 10, 2018

TO: Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Alcohol Operators License for Joseph Stoflet

On this date I reviewed a renewal application for an Alcohol Operator's License submitted by the above applicant. Having completed my review of his application, my recommendation is that of denial.

I base my decision on the McFarland Alcohol Licensure Policy, Guideline 3 which states, in part:

"An application may be denied based upon the applicant's arrest and conviction record of the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender. Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

(b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.

(d) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.

(e) Operating a motor vehicle while under the influence of intoxicants or drugs.

In reviewing this application, I discovered that the applicant was convicted of Operating a Motor Vehicle While Intoxicated on 01/24/2017, and Operating a Motor Vehicle with a Prohibited Alcohol Concentration on 10/19/2016, both stemming from the same incident.

Subsequently, he was also convicted in March of 2018 of Possession of THC (Marijuana) and Possession of Drug Paraphernalia, both stemming from the same incident.

Additionally, this applicant was referred to the Public Safety Committee for review of possible denial in 2017. At the July 12, 2017 meeting the Committee recommended approval to the Village Board with the condition that he report any subsequent related violations within 30 days of occurrence. This condition was approved and upheld at a subsequent Village Board meeting. The aforementioned drug violations are clearly related offenses, and there is no record of Mr. Stoflet having reported these violations to the Village as ordered in 2017.

This is a very straightforward denial recommendation, in that Mr. Stoflet has been convicted of two violations, arising from two separate incidents, within a five year period and thus is considered to be a Habitual Law Offender as defined by Village Ordinance. The violations involved are specifically outlined in ordinance sections (b), (d), and (e). Additionally, he failed to comply with the Committee's order to report subsequent violations, which was a condition of his approval last year. The ordinance language is clear in stating that this applicant does not qualify for an operator's license.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



July 11, 2018

Joseph Stoflet
[REDACTED]

Dear Mr. Stoflet,

Your application for an alcohol operator's license for the period ending June 30, 2019 was received. In accordance with the village license operator's license approval policy, a review of your application criminal history, and arrest records, as maintained by the State of Wisconsin, has resulted in a recommendation by Police Chief Craig Sherven for possible denial of your renewal application for an Operator's License. (Please see enclosed copy of Chief Sherven's memo to the Public Safety Committee).

You have until August 11, 2018 to request a hearing before the Public Safety Committee to discuss the matter. During the hearing the committee will review your record, and you will be provided the opportunity to present any records of information you may have explaining the violation, present arguments on your own behalf, and/or provide substantial evidence in the form of credible documentation of rehabilitation.

Please contact me directly at 608-838-3153 or via email at Cassandra.suettinger@mcfarland.wi.us to request a hearing before the Public Safety Committee. Failure to request a hearing by the deadline, will result in an automatic recommendation for denial of your operator's license.

Sincerely,

Cassandra Suettinger
Clerk/Treasurer

Operator License Approval Policy – Approved 07/23/18

SECTION 1: Policy Purpose

In order to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner, the Village Board has adopted the following written policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes, and Chapter 11, Article II of the Village ordinances.

SECTION 2: Acknowledgment of Duties.

The Village of McFarland acknowledges and recognizes the responsibility operators have to keep the public safe in their duties. An operator's license will enable operators to sell beer or liquor on a Class A premise (alcohol is carried off the premise. Examples include: a gas station, liquor store, or grocery store.) or a Class B premise (alcohol consumed on the property such as a tavern or bar). A liquor license holder, an agent, or a licensed operator must be on the premises at all times the business is open and alcohol is being sold. The licensed operator is in charge of the premise, and has certain responsibilities that include, but are not limited to:

- A. Preventing the sale of alcohol to minors. The legal drinking age is 21, and sales of alcohol to underage patrons is prohibited.
- B. Prohibiting the service or sale of alcohol to a person who is intoxicated. Operator's are legally entitled, and required, to refuse to serve any person whom they feel has had too much to drink.
- C. Ensuring open intoxicants do not leave the property.
- D. Class "B" premises must be closed between 2:00 am and 6:00 am Mon-Friday, and 2:30 am and 6:00 am Sat. & Sun (there are no closing hours on January 1). Everyone except employees on duty must be out of the store or bar by closing time. Private parties, friends or spouses are not allowed to stay on the premises while staff completes cleaning duties.
- E. Class "A" premises may not sell fermented malt beverages and intoxicating liquors between the hours of 9:00 p.m. and 6:00 a.m.

SECTION 3: Process.

- A. The Clerk's office shall take the application and fee. The office shall do an initial review of the application to ensure the application is complete pursuant to the requirements in 11-71(1)-(12) of the Village Code of ordinances. A notary is available in the Village's administration office if required. The fee collected is non-refundable. Incomplete applications will not be accepted.
- B. The Police Department will conduct a records check, including criminal and traffic, of all applicants for operators' licenses. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check. Applications with missing information or incomplete information regarding arrests or convictions shall be rejected. Rejected applications shall be re-assessed the application fee.

- C. The Chief of Police, or the Police Chief's designee, shall provide a recommendation for approval or denial using the criteria listed in section 4.
- D. All recommendations for approval will be placed on the next available Village Board meeting for approval. Licenses will be available for pickup by noon the day following Village Board approval.
- E. All recommendations for denial will be referred to the Public Safety Committee. The Clerk shall forward the license application and any related materials to the Committee. The Clerk shall provide notice to the applicant in writing that he or she should appear before the Committee for individual review of the application. The Public Safety Committee shall provide a review of the application as listed in Section 5.
- F. The committee shall, after interview of the applicant, make a recommendation to either grant or deny an operator's license to the Village Board.
- G. The Village Board shall review the application and recommendation from the Public Safety Committee and make a final determination of granting or denying the license.
- H. If the application is denied by the Village Board, the Village Clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and provide an opportunity for the applicant to request a reconsideration of the application by the Village Board.
- I. If the application is denied again, the Village Clerk shall notify the applicant in writing of the reasons therefor. An applicant who is denied any license may apply to the Circuit Court pursuant to WI Statutes 125.12(2)(D).

SECTION 4: Criteria for Denial

The Chief of Police, or designee, shall provide a review of the criminal history of the applicant, and refer any of the following to the Public Safety Committee for further review and possible recommendation for denial. Due to the discretionary nature of the alcohol beverage license process, it is not possible to state every circumstance that may result in denial of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what the PSC will consider in making its recommendation and what circumstances are more likely to result in a denial of a license application. It is also important to note denying an operator's license does not prohibit the employee from serving/selling alcohol; however, it does require that they serve/sell with a licensed operator on the premise.

Guideline 1: 11-74 (c) (1): Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322, and 111.335, and Wis. Stats. § 125.12(1)(b).

- a) Convictions of two or more misdemeanor crimes in a five year period preceding the date of application.

- b) Conviction of one misdemeanor crime in combination with four ordinance violations egregious traffic violations of public safety concern in the five year period preceding the date of application.

Guideline 2: 11-74 (c) (2): If a licensee is convicted of an offense substantially related to the licensed activity.

Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, any person who has been convicted of or has a current charge pending, for (1) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last ten (10) years in the following subcategories, does not qualify for an operator's license:

- (a) Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of victim or witness.
- (b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
- (c) Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(cs), Wis. Stats.

Guideline 3: 11-74 (c) (3): An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

- (a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").
- (b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- (c) Open intoxicants in public places or in a motor vehicle.

- (d) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- (e) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (f) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

Additionally, because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

Section 5: Public Safety Committee Review of Applications.

The Public Safety Committee shall be responsible for conducting further review of operator's license applications that have criteria from Section 4 as recommended for denial. The committee shall be expected to thoroughly and conscientiously review license applications and consistently apply pertinent laws and ordinances.

The Public Safety Committee may recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. Such evidence could include letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents, or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation.

Pursuant to Wis. Stats. § 111.335(4)(d), competent evidence of rehabilitation and fitness to perform the licensed activity may be established by production of any of the following:

- (a) The individual's most recent certified copy of a federal department of defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the U.S. armed forces for military service rendered following conviction for any offense that would otherwise disqualify the individual from the license sought, except that the discharge form is not competent evidence of sufficient rehabilitation and fitness to perform the licensed activity if the individual was convicted of any misdemeanor or felony subsequent to the date of the honorable discharge or separation from military service.
- (b) A copy of the local, state, or federal release document; and either a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or other evidence that at least one year has elapsed since release

from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

In addition to the documentary evidence that may be provided above to show sufficient rehabilitation and fitness to perform the licensed activity, the Committee shall consider any of the following evidence presented by the applicant:

- (a) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (b) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (c) The age of the individual at the time the offense was committed.
- (d) The length of time that has elapsed since the offense was committed.
- (e) Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- (f) All other relevant evidence of rehabilitation and present fitness presented.

The Committee shall decide how much weight and credibility to assign to any evidence of rehabilitation, including but not limited to, whether a record is certified, whether evidence has been corroborated or verified, documentary proof of completion of any counseling or other relevant treatment, and the credibility of statements by the applicant or any witness. In determining the credibility of any statement made by the applicant or any witness, the Committee should consider, among other things, the reasonableness of the statement, possible motives for providing false statements or withholding information, the applicant or witness's conduct and demeanor, the clearness or lack of clearness of the statement, and the cooperation of the applicant or witness in answering any questions posed by the Committee or Village Staff.

For license renewals, a previous determination by the Committee that an applicant has been rehabilitated from certain offenses carries forward; however, these offenses may be re-considered if the applicant has also committed a new offense substantially related to the licensed activity during the current license period.

The Committee shall state reasons for approval or denial for the record.

Possible outcomes include but are not limited to:

1. Recommend approval of the license based on the applicant providing credible evidence of rehabilitation
2. Recommend conditional approval of the license based on the applicant providing substantial, credible evidence of rehabilitation with the following conditions:

- a. There be no more subsequent substantially related offenses for the remainder of the licensing period.
 - b. The applicant be required to pay \$15 dollars, to submit to quarterly background checks to ensure compliance.
3. Recommend application be tabled for a period of XX days. Committee will re-review application at that time. Applicant should be prepared to provide substantial evidence of rehabilitation.
4. Recommend application be denied based on violation of guideline (insert relevant guideline and corresponding ordinance reference).
5. If the applicant fails to appear: recommend the application be placed on file without prejudice (meaning the application can be brought back at any time before the expiration of the license period)



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, August 8, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: craig

AGENDA ITEM: Discussion and recommendation on the renewal of an operator's license for Joseph Stoflet for the period ending June 30, 2019.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

This item is the second part of the license hearing process. After conducting the hearing on the recommendation for denial of the license, the Public Safety Committee will make an official recommendation to the Village Board on the renewal operator's license for Joseph Stoflet.

Pursuant to the Village Operator's License approval policy the Committee shall state reasons for approval or denial for the record.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance 11-71 thru 11-76

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation shall be based on the license hearing held in item 4.d.1.

ATTACHMENTS:

None



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, August 8, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion and recommendation on an ordinance amendment to sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

We are continuing to look into updating our ordinances pertaining to street parking of trailers. Since the last meeting, we have discovered some overlap in ordinances, some of which offered contradictory language. Additionally, I have asked the Village Attorney to review all ordinances related to street parking, including vehicles. Our intent is to shape these ordinances into a product that is reflective of how they are actually enforced. More information will follow at future meetings

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Boat Ordinance Change 2018

memo

McFarland Police Department

To: McFarland Public Safety Committee
Cassandra Suettinger, Village Clerk

From: Craig Sherven, Chief of Police

Date: 7/3/2018

Re: Revised Boat/Camper/Trailer Street Storage Ordinance

I am seeking changes to our current street parking ordinance relating to boats, campers, etc. Our current ordinance does not align with the enforcement philosophy that we operate under. Like many communities, especially those bordering lakes, we typically enforce the parking of boat trailers on a complaint basis, or when an officer observes an obvious safety hazard such as a sight obstruction or roadway obstruction. This was discussed with and agreed upon mutually between the police department and Village Board years back.

Conversely, our ordinance would suggest that no such trailers are allowed to be parked on the street for any substantial period of time. This creates an inconsistency between ordinance and actual enforcement efforts. It is especially problematic when a complaint is received on one particular boat, and there are several others parked on the same street. In that situation, when a complaint is received we typically enforce the current ordinance on all such trailers parked on the same street for consistency sake. This many times leads to neighborhood strife.

I am proposing a revamped ordinance that would mirror our actual enforcement methodologies, while providing the ability to target problem boats/trailers individually while allowing others that are in compliance to remain. When receiving a complaint, officers will have at their disposal an assessment tool to assist them in determining whether the boat/trailer needs to be removed. A number of criteria will be utilized in making this assessment, including the appearance of the boat, whether it has a required cover, it's length and width, where it is parked in relation to the owner's home, to name a few.

I believe reworking this ordinance will provide us with a better tool in addressing the issue while retaining control of parking issues.

Chief Sherven