

**PUBLIC SAFETY
COMMITTEE**

**Wednesday, December 12,
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 November 14, 2018 meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - 3) Emergency Management
 - b. Discussion and action to make a recommendation to the Village Board regarding Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals.
 - c. Discussion and action to make a recommendation regarding regarding 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.
 - d. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.
 - e. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.
 - f. Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.
 - g. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2018-18: An ordinance to allow for online ordering and curbside pickup alcohol beverages.
5. SCHEDULE NEXT MEETING DATE.
 - a. January 9, 2019

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
Public Safety Committee Minutes

Wednesday, November 14, 2018 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

Members not present: None

Staff Present: Chief Chris Dennis, Chief Craig Sherven, and Emergency Management Director Charles Di Piazza

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the October 10, 2018 meeting.

Motion by Village Trustee Carolyn Clow, second by Rich Staley, to approve the minutes of the October 10, 2018 meeting. Motion carries 7 - 0 - 0 by acclamation.

4. BUSINESS.

a. Staff Reports

1) Fire and Rescue Department

Chief Dennis reviewed the monthly report.

2) Police Department

Chief Sherven reviewed the monthly report.

3) Emergency Management

Emergency Management Director Di Piazza reviewed the monthly report.

- b. Discussion and recommendation on a request from Roundy's Supermarkets, Inc. to modify Village code of ordinances 11-57(h)(1) as it pertains to the requirement that a licensed permit be for a structure.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to remove this item from the table. Motion carries 7 - 0 - 0 by acclamation.

The Committee discussed that some of the surrounding communities that allowed for this type of service had made Ordinance changes and some had not and also discussed that it would be difficult to limit this change to a specific type of business.

Brianna Cotton, representing Roundy's, indicated that the City of Madison ordinance did limit the specific types of businesses. She stated that e-commerce is a big push right now and that excluding alcohol would impact the convenience to the customer.

The Committee determined that it would be interested in seeing a draft ordinance, similar to the City of Madison's, for further discussion and review.

Motion by Jerry Adrian, second by Ken Machtan, to recommend approval to the Village Board on a request from Roundy's Supermarkets, Inc. to modify Village code of ordinances 11-57(h)(1) as it pertains to the requirement that a licensed permit be for a structure. Motion carries 6 - 1 - 0 by acclamation.

- c. License Hearing

1) Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Michaela Reed for the period ending June 30, 2019.

A hearing on the recommendation to deny the issuance of an Alcohol Beverage Operator's License for Michaela Reed was conducted at 7:15 p.m. by the Public Safety Committee on November 14, 2018 in Conference Room A of the McFarland Municipal Center, 5915 Milwaukee Street, McFarland, Wisconsin. The hearing was conducted per McFarland Village Ordinance 11-67(d). Public Safety Committee members present were Trustees Jerry Adrian and Carolyn Clow and citizen members Ken Machtan, Tom Mooney, Rich Staley, Tyler Mortenson, and Sandy Bakk. Staff present were Police Chief Craig Sherven, Emergency Management Director Charles Di Piazza, Fire Chief Chris Dennis, and Deputy Clerk O'Malley. Others present were applicant Michaela Reed.

Deputy Clerk O'Malley swore in Chief Sherven, who provided the following exhibits:
Exhibit A. A copy of the initial "Application for an Alcohol Beverage Operator's License" and supporting materials completed by Michaela Reed.

Exhibit B. A copy of the October 18, 2018 letter to Michaela Reed from Village Clerk Cassandra Suettinger notifying her of the denial hearing process.

Exhibit C. A copy of the October 17, 2018 memo to the Public Safety Committee from Chief Craig Sherven, apprising them of his recommendation of denial of the Alcohol Beverage Operator's License for Michaela Reed and the reasons for this recommendation.

Chief Sherven presented the following testimony: He stated that he had recommended denial of the application because Ms. Reed had received three convictions within the past five year period for activities that were substantially related to the licensed activity. Based on this information, Ms. Reed would be designated as a habitual law offender.

Deputy Clerk O'Malley swore in Michaela Reed, who provided the following testimony: She indicated that she was 22 years old, has a daughter, and needs a license to support her family. She stated that she had learned her lesson and did not plan to drink and drive again.

The hearing proceeded with discussion by the Committee.

2) Discussion and recommendation on the operator's license for Michaela Reed for the period ending June 30, 2019.

Motion by Village Trustee Jerry Adrian, second by Tom Mooney, to recommend denial on the operator's license for Michaela Reed for the period ending June 30, 2019. Motion carries 7 - 0 - 0 by acclamation.

Information was provided about the Village Board meeting and the next steps and options for the applicant. The hearing was closed at 7:27 p.m.

d. License Hearing

1) Conduct hearing on the recommendation from Chief Sherven to deny the issuance of an operator's license for Kristin Guimond for the period ending June 30, 2019.

A hearing on the recommendation to deny the issuance of an Alcohol Beverage Operator's License for Kristin Guimond was conducted at 7:27 p.m. by the Public Safety Committee on November 14, 2018 in Conference Room A of the McFarland Municipal Center, 5915 Milwaukee Street, McFarland, Wisconsin. The hearing was conducted per McFarland Village Ordinance 11-67(d). Public Safety Committee members present were Trustees Jerry Adrian and Carolyn Clow and citizen members Ken Machtan, Tom Mooney, Rich Staley, Tyler Mortenson, and Sandy Bakk. Staff present were Police Chief Craig Sherven, Emergency Management Director Charles Di Piazza, Fire Chief Chris Dennis, and Deputy Clerk O'Malley. Others present were applicant Kristin Guimond.

Deputy Clerk O'Malley swore in Chief Sherven, who provided the following exhibits:
Exhibit A. A copy of the initial "Application for an Alcohol Beverage Operator's License" and supporting materials completed by Kristin Guimond.

Exhibit B. A copy of the September 17, 2018 letter to Kristin Guimond from Village Clerk Cassandra Suettinger notifying her of the denial hearing process.

Exhibit C. A copy of the September 17, 2018 memo to the Public Safety Committee from Chief Craig Sherven, apprising them of his recommendation of denial of the Alcohol Beverage Operator's License for Kristin Guimond and the reasons for this recommendation.

Chief Sherven presented the following testimony: He stated that he had recommended denial of the application because Ms. Guimond had received four convictions within the past ten year period for activities that were substantially related to the licensed activity and a total of 8 felony convictions. Based on this information, Ms. Reed would be designated as a habitual law offender.

Deputy Clerk O'Malley swore in Kristin Guimond, who provided the following testimony: She indicated that she did have a history with drugs but had been clean since July 2012. She stated that she had been working in the community since 2013 and that she had a letter from a therapist indicating the therapist's support of Ms Guimond working.

The hearing proceeded with discussion by the Committee.

- 2) Discussion and recommendation on the operator's license for Kristin Guimond for the period ending June 30, 2019.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to recommend denial on the operator's license for Kristin Guimond for the period ending June 30, 2019. Motion carries 7 - 0 - 0 by acclamation.

Information was provided about the Village Board meeting and the next steps and options for the applicant. The hearing was closed at 7:36 p.m.

- e. Discussion and recommendation on the creation of a special event permit.

The Committee directed staff to put together a draft ordinance and a draft application for the Committee to review.

- f. Discussion and recommendation to authorize the use of State of Wisconsin Funding Assistance Escrow Funds for the purchase of an automated CPR compression device.

Motion by Village Trustee Carolyn Clow, second by Ken Machtan, to recommend approval to authorize the use of State of Wisconsin Funding Assistance Escrow Funds for the purchase of an automated CPR compression device. Motion carries 6 - 0 - 1 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, December 12, 2018 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Village Trustee Carolyn Clow, second by Tom Mooney, to adjourn at 8:01 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



McFarland Fire & Rescue Department

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

Emergency: 911

December 2018 Fire & Rescue Department Report For November 2018 Activity

- **General**

- We are beginning our end of year completion items. The end of the year marks the time of finishing up projects and the budget for the department.
- We have received the AEDs for the Police Department, Fire & Rescue Department, Municipal Center, Library, and Public Works building. The AEDs for the Fire & Rescue do have a couple additional features. The units allow for a three lead EKG and manual defibrillation which is more capable than the monitors on the ambulances just ten years ago.
- We have received the two Lucas devices, and we are in the process of establishing our training program. We plan to have the devices on the ambulances in January.
- As reported previously, the Department of Safety Professional Services revised the administrative code and required additional training for the officers of the Department. We have determined to have individuals who function as duty officers for the Department obtain the training. We are working with Madison College to host training in-house.
- We have not received any additional information from the State of Wisconsin EMS section pertaining to the new legislation implementations.
- Chief Dennis has been working with the Public Safety Analysis project team. The information requested from RW Management was completed. The team is scheduled to meet on December 11th.
- We have begun drafting a proposed revision to the Village Fire prevention code to adopt the International Fire Code and eliminate some issues with conflicts between codes.
- We have begun meeting with ambulance builder sales representatives to obtain quotes for the replacement ambulance. A replacement ambulance was approved in the 2019 budget.
- During the 2019 budget discussions, it was determined to replace pagers in 2018 to utilize surplus funds and manufacturer rebate to save \$2,500. The pagers are on order.
- The portable suction units on the ambulance have begun to fail. We researched and tried a new unit. We determined the new unit was better than the previous units and replaced both units that were likely to fail in the coming months.
- The straps on the patient cots were replaced due to normal wear with new straps that meet current crash test requirements. The straps secure the patient with an additional strap and connect to the cot's core frame.

- **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 – 58 (17 EMTs, 20 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 11 EMT/Firefighters)
 - Total Staffing Level – 66
- We concluded our recruitment for the program for firefighters and had begun interviewing prospective candidates. We were able to have four residents apply for membership. Additionally, we have two individuals from the area apply for Basic EMT membership. All are progressing through the interview and background process.
- We have received resignation/retirement from Safety Officer Andy Michels effective December 3rd. Andy has been a member of the department since May of 1991. During the last decade or so he has been the department safety officer. He has experienced some difficult times for his family during the last year. We do have some interest from individuals and will be reviewing the role and abilities of the individuals to fulfill the role. Until an individual is determined to assume the role it is required to be fulfilled by Chief Dennis. The position is required per Wisconsin Administrative Code SPS 330.
- We had EMT Briana Geisler resign from the department for a position with DeForest Windsor as an EMT/Firefighter. We were unable to offer Brianna to be an EMT/Firefighter here as she lives out of the area.
- Captain James Reiter has stepped down from the training officer position. The position is demanding of time and effort. The amount of required work became a burden, and he wished to reduce the burden. Captain Reiter will be help set up 2019 schedule. We will work on getting another individual to fill the role.

- **Training Activity**

- The month of November training was reduced due to the Thanksgiving Holiday. The Department did complete the recertification of advanced medical skills. On the firefighting training nights, we completed natural gas live fire training and forcible entry at Madison College. Firefighters that remained in the area performed donning drills, equipment familiarization, and maintenance.
- The month of December will be ropes, ice rescue, gas monitors and pharmacology.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	79	515
Fire Code Violations Identified	20	286
Re-Inspections	0	35
Corrections Noted	1	70
Plan Reviews	0	52
Acceptance Inspections/Test	2	26

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	9	161
First Aid Training	0	105
High School CPR (Hands Only)	44	44
Baby Sitters First Aid	0	48
Public Education Tours	2	12

- **Apparatus & Equipment**

- The 2004 Boat (Water 10) was found to have a faulty battery and was replaced.
- The 2015 Ambulance (Rescue 84) had the primary electrical control screen fail. The truck was out of service for a week awaiting diagnoses from the manufacturer and a replacement screen. The parts were covered under warranty.
- The 2002 Suburban (Car 1) had the tires replaced by a local vendor.

Incident Summary

Incident Type	2018		2017	
	November	Year to Date Total	November	Year to Date Total
EMS – Falls	14	137	21	142
EMS – General Medical	26	366	22	380
EMS – Motor Vehicle Crash	0	60	9	55
EMS – Trauma Other	3	53	2	33
EMS – Other types	8	110	1	127
EMS – Total (-1%)	51	726	55	737
Fire – Building, vehicle or outside	1	28	0	28
Fire – Assist EMS Crew	5	95	10	118
Fire – Motor Vehicle Crash	1	41	6	35
Fire – Alarms	5	56	3	47
Fire – Other types	12	124	6	135
Fire – Total (-5%)	24	344	25	363

Significant Incident

- On Thursday, November 29th Rescue 84 responded to a medical incident. While responding to the call, the patient experienced a cardiac arrest. The patient regained a pulse shortly after Rescue 84's arrival. However, the patient suffered a second arrest and required considerable care to regain a pulse. With City of Madison Medic 5, and Engine 2 assisting it was determined to attempt a protocol adopted by Dane County EMS during last spring. The crew used two defibrillators together to perform dual sequential defibrillation. The patient regained a pulse and remained with a pulse throughout transport. The procedure has only been performed a few times in the county.

Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	15	29.41%
Sick Person	9	17.65%
Breathing Problem	6	11.76%
Fire	5	9.80%
Abdominal Pain/Problems	2	3.92%
Back Pain (Non-Traumatic)	2	3.92%
Diabetic Problem	2	3.92%
Stroke/CVA	2	3.92%
Assault	1	1.96%
Carbon Monoxide/Hazmat/Inhalation/CBRN	1	1.96%
Chest Pain (Non-Traumatic)	1	1.96%
Convulsions/Seizure	1	1.96%
Hemorrhage/Laceration	1	1.96%
No Other Appropriate Choice	1	1.96%
Stab/Gunshot Wound/Penetrating Trauma	1	1.96%
Unconscious/Fainting/Near-Fainting	1	1.96%
Total: 51		Total: 100.00%

Report Filters

Incident Date: is between '11/1/2018' and '11/30/2018'

****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.**

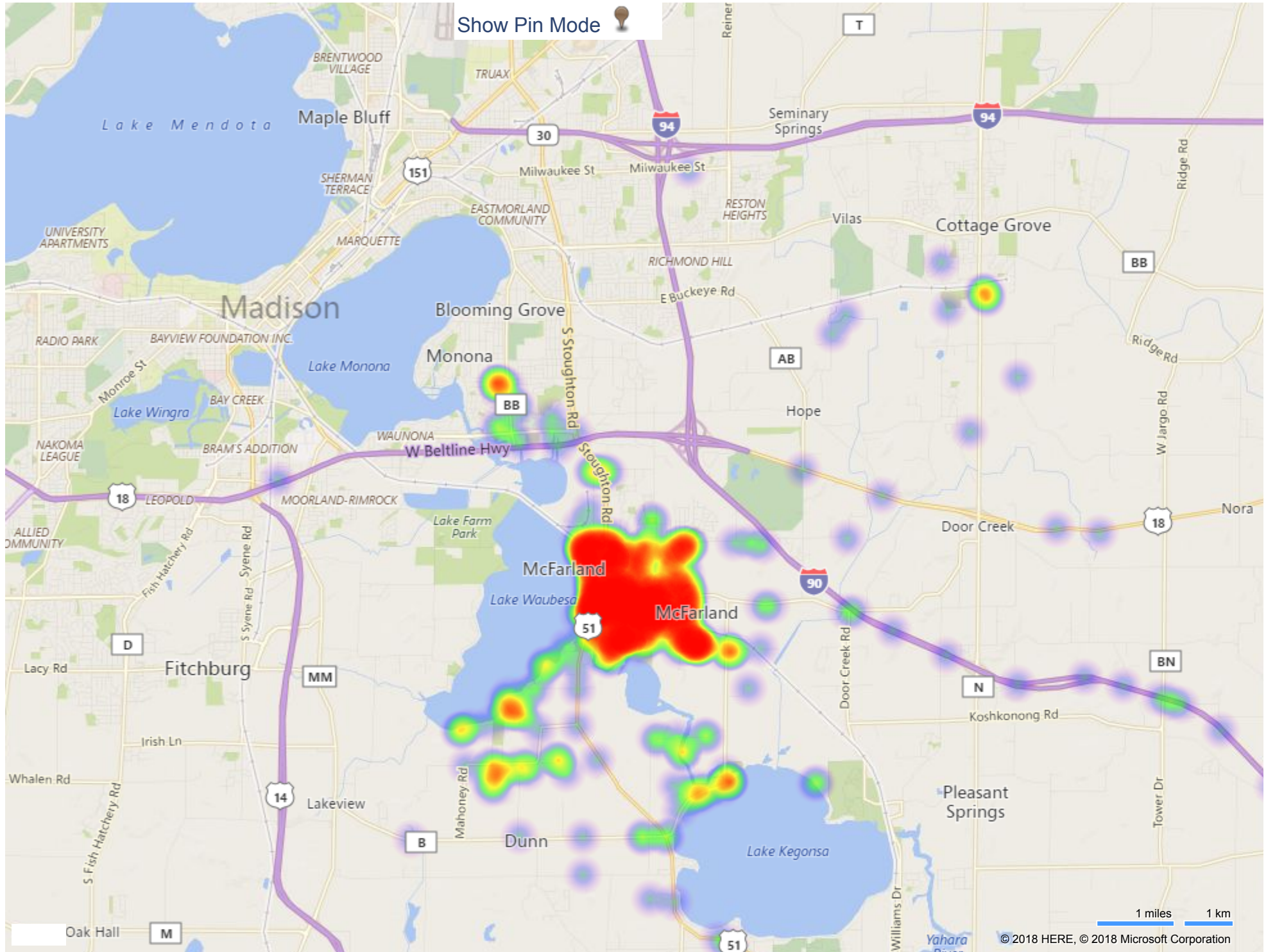
Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	140	17.68%
Traffic/Transportation Incident	115	14.52%
Sick Person	108	13.64%
Unconscious/Fainting/Near-Fainting	81	10.23%
Fire	58	7.32%
Breathing Problem	51	6.44%
Hemorrhage/Laceration	22	2.78%
Chest Pain (Non-Traumatic)	19	2.40%
Convulsions/Seizure	18	2.27%
Heart Problems/AICD	17	2.15%
Stroke/CVA	16	2.02%
Carbon Monoxide/Hazmat/Inhalation/CBRN	15	1.89%
Abdominal Pain/Problems	14	1.77%
Back Pain (Non-Traumatic)	13	1.64%
Diabetic Problem	13	1.64%
No Other Appropriate Choice	13	1.64%
Overdose/Poisoning/Ingestion	12	1.52%
Standby	10	1.26%
Cardiac Arrest/Death	9	1.14%
Traumatic Injury	8	1.01%
Allergic Reaction/Stings	7	0.88%
Assault	6	0.76%
Choking	5	0.63%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	5	0.63%
Headache	3	0.38%
Transfer/Interfacility/Palliative Care	3	0.38%
Unknown Problem/Person Down	3	0.38%
Medical Alarm	2	0.25%
Stab/Gunshot Wound/Penetrating Trauma	2	0.25%
Burns/Explosion	1	0.13%
Eye Problem/Injury	1	0.13%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	0.13%
Pregnancy/Childbirth/Miscarriage	1	0.13%
Total: 792		Total: 100.00%

Report Filters

Incident Date: is between '1/1/2018' and '11/30/2018'

****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.**



Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {11/01/2018} and {11/30/2018}

Incident Type	11/01/2018 to 11/30/2018	11/01/2017 to 11/30/2017	11/01/2016 to 11/30/2016	11/01/2015 to 11/30/2015
111 Building fire	0	0	0	1
112 Fires in structure other than in a building	1	0	0	0
113 Cooking fire, confined to container	0	0	1	1
116 Fuel burner/boiler malfunction, fire confined	0	0	0	1
141 Forest, woods or wildland fire	0	0	2	0
311 Medical assist, assist EMS crew	5	10	6	5
322 Motor vehicle accident with injuries	0	5	4	1
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	1
324 Motor Vehicle Accident with no injuries	0	0	1	0
353 Removal of victim(s) from stalled elevator	1	0	0	0
400 Hazardous condition, Other	1	0	0	0
412 Gas leak (natural gas or LPG)	1	0	2	1
421 Chemical hazard (no spill or leak)	1	0	0	0
424 Carbon monoxide incident	0	0	1	0
463 Vehicle accident, general cleanup	0	1	0	0
511 Lock-out	1	0	1	0
520 Water problem, Other	0	1	0	0
551 Assist police or other governmental agency	1	0	0	0
561 Unauthorized burning	0	0	1	0
611 Dispatched & cancelled en route	5	5	6	2
652 Steam, vapor, fog or dust thought to be smoke	0	1	0	0
671 HazMat release investigation w/no HazMat	1	0	0	0
700 False alarm or false call, Other	0	0	1	0
735 Alarm system sounded due to malfunction	1	0	1	0
736 CO detector activation due to malfunction	0	1	0	0
743 Smoke detector activation, no fire - unintentional	1	1	0	0
745 Alarm system activation, no fire - unintentional	3	0	1	1
746 Carbon monoxide detector activation, no CO	0	0	1	2
Totals	24	25	29	16

Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {11/30/2018}

Incident Type	01/01/2018 to 11/30/2018	01/01/2017 to 11/30/2017	01/01/2016 to 11/30/2016	01/01/2015 to 11/30/2015
100 Fire, Other	0	0	0	1
111 Building fire	13	8	10	16
112 Fires in structure other than in a building	2	1	0	1
113 Cooking fire, confined to container	2	6	2	1
116 Fuel burner/boiler malfunction, fire confined	0	0	1	1
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	2	1
132 Road freight or transport vehicle fire	0	0	2	1
134 Water vehicle fire	0	1	1	0
137 Camper or recreational vehicle (RV) fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	1	1	0	0
140 Natural vegetation fire, Other	1	1	0	0
141 Forest, woods or wildland fire	1	1	2	1
142 Brush or brush-and-grass mixture fire	1	2	2	2
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	1
160 Special outside fire, Other	1	0	0	1
161 Outside storage fire	0	1	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	95	116	80	79
322 Motor vehicle accident with injuries	23	19	20	15
323 Motor vehicle/pedestrian accident (MV Ped)	3	0	1	2
324 Motor Vehicle Accident with no injuries	10	3	4	2
331 Lock-in (if lock out , use 511)	0	3	1	0
341 Search for person on land	0	2	0	0
350 Extrication, rescue, Other	0	2	1	0
352 Extrication of victim(s) from vehicle	0	2	0	4
353 Removal of victim(s) from stalled elevator	3	1	1	0
357 Extrication of victim(s) from machinery	1	0	0	0
363 Swift water rescue	1	0	0	0
365 Watercraft rescue	1	1	2	0
381 Rescue or EMS standby	0	1	0	0
400 Hazardous condition, Other	1	0	1	0
411 Gasoline or other flammable liquid spill	4	3	0	0
412 Gas leak (natural gas or LPG)	6	4	7	3
413 Oil or other combustible liquid spill	0	2	0	0
420 Toxic condition, Other	1	0	0	0
421 Chemical hazard (no spill or leak)	1	0	0	0
422 Chemical spill or leak	1	0	0	0
424 Carbon monoxide incident	4	3	4	4

12/06/2018 14:03

Page 1

Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {11/30/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to 11/30/2018	to 11/30/2017	to 11/30/2016	to 11/30/2015
441 Heat from short circuit (wiring), defective/worn	1	0	0	0
442 Overheated motor	1	0	0	3
443 Breakdown of light ballast	0	0	1	0
444 Power line down	3	4	4	3
445 Arcing, shorted electrical equipment	2	6	1	1
451 Biological hazard, confirmed or suspected	0	1	0	0
463 Vehicle accident, general cleanup	5	11	1	0
500 Service Call, other	1	0	3	0
510 Person in distress, Other	1	1	1	0
511 Lock-out	1	0	2	0
520 Water problem, Other	0	4	1	1
522 Water or steam leak	1	2	1	0
531 Smoke or odor removal	2	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	1	2	0	1
552 Police matter	0	0	1	0
553 Public service	1	0	1	0
561 Unauthorized burning	3	1	1	0
571 Cover assignment, standby, moveup	4	1	0	1
600 Good intent call, Other	3	10	1	3
611 Dispatched & cancelled en route	54	58	44	33
621 Wrong location	0	0	0	1
622 No Incident found on arrival at dispatch address	1	2	4	1
631 Authorized controlled burning	10	2	3	4
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	6	3	1	2
652 Steam, vapor, fog or dust thought to be smoke	0	2	1	1
653 Smoke from barbecue, tar kettle	0	2	0	0
661 EMS call, party transported by non-fire agency	0	1	0	0
671 HazMat release investigation w/no HazMat	6	1	0	1
672 Biological hazard investigation	0	0	1	0
700 False alarm or false call, Other	2	1	3	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	3	0	0	0
733 Smoke detector activation due to malfunction	3	0	5	3
735 Alarm system sounded due to malfunction	7	8	4	4
736 CO detector activation due to malfunction	3	8	5	8
740 Unintentional transmission of alarm, Other	3	2	0	2
741 Sprinkler activation, no fire - unintentional	0	1	0	0
743 Smoke detector activation, no fire - unintentional	4	6	1	2

Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {11/30/2018}

Incident Type	01/01/2018	01/01/2017	01/01/2016	01/01/2015
	to 11/30/2018	to 11/30/2017	to 11/30/2016	to 11/30/2015
745 Alarm system activation, no fire - unintentional	14	15	9	4
746 Carbon monoxide detector activation, no CO	6	4	3	7
812 Flood assessment	1	0	1	0
814 Lightning strike (no fire)	1	0	0	0
815 Severe weather or natural disaster standby	2	2	0	0
900 Special type of incident, Other	1	0	2	0
Totals	344	363	259	232

MCFARLAND POLICE DEPARTMENT



November 2018 Monthly Report

CONTENTS

INTRODUCTORY INFORMATION 2

CASES OF INTEREST 2

STAFFING REPORT 2-3

EQUIPMENT REPORT 3

TRAINING REPORT 3

BUDGET REPORT 3

OTHER INFORMATION..... 3

NOVEMBER 2018 CALL STATISTICS 4-5

NOVEMBER 2018 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 651 cases in November. This is compared to 617 cases during the previous year. Cases of interest for the month were: six intoxicated drivers, nine domestic disturbances, two disturbances, two juvenile complaints, three thefts, eleven traffic accidents, and responded to nine alarms. Officers also logged 200 traffic incidents during the month.

Cases of interest for the month are as follows:

11/02/2018 Officers were dispatched to Indian Mound Middle School for a report of a student that was observed with a handgun in his backpack. Officers quickly responded to the call and took the juvenile into custody without incident. Officers learned the handgun was an airsoft style BB gun. The suspect had pointed the handgun at another student while on the way to school. The student was taken to the Dane County Juvenile Reception Center and charged with possession of a dangerous weapon on school property and disorderly conduct.

11/15/2018 Officers were dispatched to the 6000 block of South Court for a domestic disturbance. Officers arrived on scene and learned there was a verbal and physical altercation that took place with property being damaged. Officers eventually arrested a male suspect for domestic related disorderly conduct, battery, strangulation, false imprisonment, intimidation of a victim, and criminal damage to property. The suspect was booked into the Dane County Jail.

11/29/2018 Officers were dispatched to the 5500 block of Osborn Drive for a domestic disturbance. Officers arrived on scene and made contact with the female victim. The victim reported she got into an argument with her boyfriend and he struck her several times along with strangling her. The victim was able to flee the residence and call for police. Contact was attempted with the male suspect. The suspect would not acknowledge the presence of police and consent was given to enter the residence. The suspect was eventually located hiding in the attic area and surrendered to police. The suspect was taken to the Dane County Jail and charged with domestic related disorderly conduct while armed, battery, strangulation, false imprisonment, and criminal damage to property.

Staffing Report

- Our evening shift Police Clerk retired on November 30th. Per her request, a formal retirement reception was not conducted, however several PD staff gathered on her last to wish her farewell. A plaque and a gift were given to her in appreciation for her years of service to the Village.
- A slight delay has been experienced in the hiring of the evening shift police clerk position. The position went before the Village Board for approval, however there was some concern over both positions being the same position classification, and ultimately approval was not granted. Since then, I

have been working with Village Administration to create a Police Clerk III position, specifically for the evening shift position. Our front office structure would then be on Administrative Assistant, a Police Clerk III, and a part-time Police Clerk I. We are targeting mid-January to fill this position.

- Retired Police Clerk Bonnie Evans has agreed to come back on an LTE basis to fill in while we go through the process described above.
- Aside from the Police Clerk position, the PD remains at full staffing levels.

Equipment Report

- The UAV Program training has been concluded.
- The Department received budget approval for, and will officially be transitioning to the Smith and Wesson M&P 9mm handgun in 2019. This transition makes sense for three reasons.
- The Department received budget approval for the replacement of all hand-held portable radios in the 2019 budget.

Training Report

- Officer Jason Onken attended an Instructor Update training at Fox Valley Technical College. The training is required by the State of Wisconsin to keep his certification status as an Instructor.

Budget Report

- The 2019 operating and capital budgets have been approved.

Other Information

- The 2nd Annual McFarland-Monona Citizen's Police Academy has concluded, and was once again a success.
- McFarland PD will conduct its annual Shop With a Cop event on December 8th.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 12/05/2018 12:21
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 11/01/2018 00:00
To Date: 11/30/2018 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	9
911 Call Playing w/Telephone	1
911 Call Silent	6
911 Call Unintentional	8
911 Disconnect	13
911 Misdialed Call	3
Accident Hit and Run	5
Accident Mv/Deer	1
Accident Property Damage	5
Adult Arrested Person	2
Alarm	9
Animal Bite	1
Animal Complaint/Disturbance	2
Animal Stray	5
Assist Citizen	35
Assist EMS/Fire	37
Assist K9	9
Assist Police	26
ATL Person	1
Battery	1
Check Person	18
Check Property	110
Conveyance	1
Damage to Property	4
Disturbance	2
Domestic Disturbance	9
Follow-Up	28
Foot Patrol	2
Fraud	2
Information	18
Juvenile Complaint	3
Missing Juvenile/Runaway	2
Neighbor Trouble	1
Noise Complaint	3
OMVWI Arrest/Intoxicated Driver	3
Parking Complaint On Street	9
Phone	11
Preserve the Peace	4

Page: 1 of 2



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 12/05/2018 12:21
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 11/01/2018 00:00
To Date: 11/30/2018 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
Problem Solving Person	10
Property Found	3
Repo	1
Safety Hazard	10
Sexual Assault	1
Stalking Complaint	1
Suspicious Person	1
Suspicious Vehicle	4
Theft	3
Threats Complaint	4
Traffic Complaint/Investigation	49
Traffic Incident	2
Traffic Stop	149
Violation of Court Order	3
Weapons Offense	1
Total:	651

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT

November / December 2018 Report

Update on outdoor warning siren:

Outdoor warning sirens are activated country wide at 12:00 PM on the 1st Wednesday of the month, sirens are operating properly.

Emergency Management Committee Meeting:

The most recent meeting was held on November 29, 2018 at 2:00 PM with 8 members in attendance.

The next meeting will be held on January 24, 2019 at 2:00 PM.

Storm Activity:

High waters and flood areas have been calming down, although lake levels are still very high and the concern now is the affect that winter and ice is going to bring to our shoreline. I have addressed Dane County Emergency Management and their input thus far is that Dane County Lakes is operating at full flowage mode to include Babcock Park. Their response to the matter is the feeling that we still have ample time prior to the freezing and ice buildup on the lakes, and since the flowage is at full level there should be no problems at that time. The matter of sandbag removal is in the spotlight to determine our operations to remove them. Department heads, Public Safety Committee Members, Emergency Management Committee Members and Village Board Members shall continue to be supplied with weather briefings as I participate in weather briefing webinars and telephone conferences when they are held. Further, weather briefings and posts are being placed on Social Media for the Village. At this point in the year, I have changed gears to winter weather and shall continue monitoring for any storm or excessive snow fall in our area.

Further, Dane County Emergency Management has sponsored public informational seminars and meetings with FEMA to address any damage assessments that may be covered under the flood and high water emergency.

Emergency Response Manual Update:

I reported this information to the last Emergency Management Committee already and wish to report to this committee as well. In regards to scenarios, it shall be noted that I have approached emergency management department heads noting their busy schedules and the Public Works Director retiring soon, therefore we are shifting gears on the process and ending the scenarios. I further note that our department heads are well aware of the protocol for the scenarios and address them by the situation at hand. As I still wish to work with department heads and their teams in a collaborative effort, I have arrived at the decision to attend the departments' specialized training as an observer, therefore all of us still working in the realm of emergency management.

Training:

We now have five members of the UAS team who are currently studying the materials for the exam to be taken in the near future. Scott Miller has been, and shall be available for our training needs with the UAS as personnel become members of the team.

Webinars from Emergency Government Technology as well as other affiliations and organizations for Emergency Management programs are attended to assist in my role regarding training and updates, etc.

Community Awareness:

Articles and graphs shall be submitted for inclement weather, storm watches and warnings, and other pertinent information and literature for public awareness as we shall now shift gears into the winter weather.

Submitted by: Chuck Di Piazza



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village received a request from a resident to amend section 5 of the Village code of ordinances regarding the possession of wild animals in the Village to allow an exception for the purpose of service animals. The request is specifically to be able to obtain a monkey as a service animal; however, the ordinance amendment is to simply allow an exception to this prohibited animals for use as service animals. It is high probable that the original ordinance did not contemplate the possession of these "wild animals" for the purpose of service animals. The definition of a service animal is from the state statutes definition of service animals.

FINANCIAL/BUDGET IMPACT:

No financial Impact

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Section 5 of the Village Code of ordinances (attached for reference)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Village Attorney recommends approval of the ordinance amendment as drafted.

ATTACHMENTS:

1.CURRENT ORDINANCE -

ARTICLE_VI.__PROHIBITED_AND_PROTECTED_ANIMALS__FOWL__REPTILES_AND_INSECTS

2.2018-19 Service Animal Ordinance

CURRENT ORDINANCE

DIVISION 2. - WILD OR EXOTIC ANIMALS

Sec. 5-191. - Wild animals; prohibition on keeping.

- (a) It shall be unlawful for any person to keep, maintain or have possession of or control of within the Village any poisonous reptile or any other dangerous or carnivorous wild animal, insect or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities.
- (b) For the purposes of this Section, the term "wild animal" means any of the following animals, whether bred in the wild or in captivity, and also any of their hybrids with domestic species. The animals listed in parentheses are intended to act as examples and are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.
 - (1) Nonhuman primates and prosimians (chimpanzees, monkeys).
 - (2) Felids, except domesticated cats.
 - (3) Canids (wolves, coyotes, foxes) except domesticated dogs.
 - (4) Prairie dogs.
 - (5) Elephants.
 - (6) Crocodilians (alligators, crocodiles).
 - (7) Marsupials (kangaroos, opossums).
 - (8) Ungulates (hippopotamus, rhinoceros).
 - (9) Hyenas.
 - (10) Mustelids (skunks, otters, badgers) except ferrets.
 - (11) Procyonids (raccoons, coatis).
 - (12) Dasypodidae (anteaters, sloth, amadillos).
 - (13) Viverrids (mongooses, civets, genets).
 - (14) Reptilia over ten feet in length (boa constrictors, pythons).
 - (15) Venomous reptilian.
 - (16) Ursids (bears).
 - (17) Game cocks and other fighting birds.
 - (18) Ostriches and emus.
 - (19) Sharks.
 - (20) Except on farms, horses, mules, ponies, donkeys, cows, pigs, goats, sheep, chickens or any animal raised for fur-bearing purposes unless otherwise permitted elsewhere in this Code.

(Code 1998, § 7-1-14(c))

Sec. 5-192. - Poisonous insects; exceptions; pet shops.

The prohibitions of Section 5-191 shall not apply where the creatures are in the care, custody or control of: a state-licensed game farm; a veterinarian for treatment; agricultural fairs; shows or projects of

the 4-H clubs; a display for judging purposes; an itinerant or transient carnival, circus or other show; dog or cat shows or trials; public or private educational institutions; licensed pet shops; zoological gardens; if:

- (a) Their location conforms to the provisions of the zoning ordinance of the Village.
- (b) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors.
- (c) Animals are maintained in quarters so constructed as to prevent their escape.
- (d) No person lives or resides within 100 feet of the quarters in which the animals are kept.

(Code 1998, § 7-1-14(d))

ORDINANCE NO. 2018-19

**AN ORDINANCE AMENDING THE MUNICIPAL CODE
TO PERMIT SERVICE ANIMALS**

Purpose: To revise the McFarland Municipal Code to Permit Service Animals.

Sponsor: Village Clerk

Recommended Referral: Public Safety Committee

Public Hearing: None required.

WHEREAS, The McFarland Municipal Code currently permits service dogs, but other service animals may not be permitted under the Code; and,

WHEREAS, The Public Safety Committee has reviewed proposed changes to Chapter 5 of the McFarland Municipal Code to reflect that other service animals be permitted in the Village, consistent with the definition of service animals under State Law; and,

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to amend the McFarland Municipal Code to reflect that the possession of service animals is permitted in the Village.

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Section 5-1(n) of the McFarland Municipal Code is hereby created to read as follows:

(n) *Service animal*. A guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

2. Section 5-5 of the McFarland Municipal Code is hereby created to read as follows:

Sec. 5-5. – Service Animals Permitted.

Nothing in this Chapter will be construed to prohibit the possession of a service animal. Dogs that are service animals are still subject to all other regulations in this Chapter applicable to dogs.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____ day of _____, 2018.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2018 – 19	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kolk
Brassington	Lytle
Clow	O'Hearn
Czebotar	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion and action to make a recommendation regarding regarding 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:

Attached is the updated draft ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property along with Chief Sherven's comments.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 11.14.18 - UPDATED Version 2- Limited Changes to Parking Code 9-25-18 (2) With Chief's Comments for PS -

NOTE ON CHANGES. The following ordinance keeps current sections 35-149, general parking restrictions, and 35-159, parking restrictions concerning heavy vehicles, as separate ordinances. The proposed changes are redlined. These proposed changes are not comprehensive as compared with the alternative ordinance, most notably there are fewer regulations concerning vehicle parking. Trailer parking is permitted up to 24 hours, but camper trailers and boats may be parked up to seven days in front of the owner's residence.

A conflict between the current version of sections 35-149 and 35-159 has also been removed by these revisions, specifically the different times a vehicle or trailer may be parked. Section 35-362, which concerns abandoned vehicles, is amended to reflect that a vehicle may be parked up to seven days in front of its owner's residence.

Sec. 35-149. - Restrictions on parking; posted limitations.

- (a) ~~Twenty-four-hour~~*General* limitation. No person, firm or corporation shall park or leave standing any automobile, truck, tractor, ~~trailer~~ or vehicle of any description on any public street or public parking lot in the Village for a period of 24 or more consecutive hours in the same location at any time, except that where more restrictive parking limits have been established the more restrictive limits shall apply. Notwithstanding the foregoing, automobiles, including SUVs, vans, and non-commercial trucks of 12,000 pounds or less, may be parked in residential areas up to seven (7) days in front of the vehicle owner's residence and on his or her side of the street, or in front of another residence with written permission from that residence's owner or tenant.

Chief's Comments:

1. Trailer is removed to avoid confusion...these are now addressed separately.
2. Length of time that passenger vehicles are allowed to park is changed from 2 days to 7 days when in front of owner's residence. If not in front of owner's residence, 2 days remains. This is changed to be a more realistic reflection of an "abandoned vehicle". Prior, if a resident left their vehicle in front of their house and went away for a long weekend, their vehicle could be considered "abandoned", cited and/or impounded. This is simply unrealistic.

- (b) *Posted limitations.*

- (1) The Village Board may designate certain streets or portions of streets as no parking or no stopping or standing zones or as zones for parking by physically handicapped persons and may limit the hours in which the restrictions apply. The Village shall mark, by appropriate signs, each zone so designated in accordance with the provisions of Wis. Stats. § 349.13.

Chief's Comments:

1. Existing ordinance language – no changes

- (2) Except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, no person shall stop or park a vehicle in an established no stopping or standing zone when stopping or standing is prohibited. No vehicle shall be parked in a no parking zone during hours when parking is prohibited except physicians on emergency calls or as permitted by state law or elsewhere by this Code.

Chief's Comments:

1. Existing ordinance language – no changes

- (3) The Chief of Police is hereby granted the authority, within the reasonable exercise of police power to prohibit, limit the time or otherwise restrict the stopping, standing or parking of vehicles beyond the provisions of Wis. Stats. Ch. 346. The Director of Public Works shall have the authority to restrict the turning or movement of heavy traffic and to impose special weight limitations on any highway or portions thereof which, because of the weakness of the roadbed due to deterioration or climatic conditions or other special or temporary conditions, would likely be seriously damaged or destroyed in the absence of any restrictions on heavy traffic movement or special weight limitations.

Chief's Comments:

1. Existing ordinance language – no changes

- (4) No prohibition, restriction or limitation on parking or restriction on movement or turning of heavy traffic and imposition of special weight limits is effective unless official traffic control devices have been placed or erected indicating the particular prohibition, restriction or limitation.

Chief's Comments:

1. Existing ordinance language – no changes

- (5) After the parking limitations on any given street have expired, any change of location of not more than one stall following expiration of the parking period allowed shall be and constitute a violation of this Chapter.

Chief's Comments:

1. Existing ordinance language – no changes

- (c) *Unregistered motor vehicles.* Pursuant to the authority granted under Wis. Stats. § 341.65(2)(a), no person, firm or corporation shall park or leave standing any motor vehicle on any public highway that is not displaying valid registration plates, a temporary operation plate or other evidence of valid registration as provided under Wis. Stats. § 341.18(1) for the vehicle's current registration period or for a registration period for the vehicle that expired within the immediately preceding 31 days.

Chief's Comments:

1. Existing ordinance language – no changes

(Code 1998, § 10-1-20; Ord. No. 2014-19, § 1, 12-8-2014)

Sec. 35-159. - Parking of vehicles over 12,000 pounds or 18 feet restricted; storage of heavy vehicles on private property; [boat, camper trailer and trailer parking](#).

(a) *Street parking.*

- (1) No person owning or having control of any truck, trailer, truck power unit, tractor, bus or recreation vehicle in excess of 12,000 pounds gross weight, or over 18 feet in length, or having an enclosed area of a height [and/or width](#) of more than eight feet from the roadway, shall park the same upon any street, [avenue-highway](#) or public right-of-way in the Village zoned residential between the hours of 6:00 p.m. and 7:00 a.m. Two-hour parking will be allowed in residential areas between 7:00 a.m. and 6:00 p.m. The provisions of this Subsection shall not be deemed to prohibit the lawful parking of such equipment upon any street, [avenue-highway](#) or public way in the Village for the actual loading or unloading of goods, ware or merchandise, providing, however, the loading and unloading, as used in this Section, shall be limited to the actual time consumed in such operation. The Village Board may, however, designate specific truck parking zones. [No truck, trailer, truck power unit, tractor bus or recreation vehicle that would otherwise be legally parked pursuant to this section shall at any time, or for any length of time park in such a manner that any portion of the unit obstructs and designated bike lane.](#)

Chief's Comments:

1. Mostly existing ordinance language

2. Addition of language preventing parking so as to impede a bike lane.

- (2) Boats, boat trailers, animal trailers, ~~- camper trailers, snowmobiles,~~ snowmobile trailers and [all](#) other unmotorized trailers [not prohibited by section \(1\) above, or off-road motor vehicles](#) shall not be parked upon any street [or highway, avenue, or public right-of-way](#) for more than [72-24](#) hours. [Notwithstanding the foregoing, boats and camper trailers specifically may be parked on residential streets up to seven \(7\) days in front of its owner's residence and on his or her side of the street, or in front of another residence with written permission from that residence's owner or tenant. All other types of trailers are subject to the 24 hour restriction. All trailers, regardless of the allowed parking time period, must be](#) ~~No boat, trailer, camper trailer, snowmobile or other off-road vehicle may be parked on any street or highway unless parked~~ [in compliance with the following:](#)

[a. Snowmobiles and other-off road vehicles may not be parked directly on a street but must be kept on a trailer.](#)

[b. Boats, trailers, and camper trailers -mmay not be parked in a manner that interferes with the free flow of traffic, or blocks access to any mailbox, driveway, sidewalk or sidewalk access ramp, designated bike lane, fire hydrant, or utility access point. Boats, trailers, and camper trailers may not be parked directly across the street from another boat, trailer or camper unless at least 50 feet of space exists between them.](#)

~~c. Boats, trailers, and campers may not be parked during the time period commencing December 1st and ending March 30th.~~

[dc. Boats, trailers and campers mmust have a wheel chock or other suitable blocking to prevent rolling.](#)

[ed. B. Boats, trailers and campers may not exceed 8 feet in height or 8 feet in width, or exceed 12,000 pounds in weight, including any load on the trailer or camper.](#)

fe. Boats, campers and trailers may not exceed 18 feet in length, or 21 feet in length for boats when including an outboard motor and ball mount of the boat trailer.

gf. Boats must be covered with a taut boat cover, with no visible loose gear, including seating, fishing equipment, life preservers and coolers.

hg. Campers and enclosed trailers must be kept locked. Pop-up campers must be kept closed.

ih. Boats, trailers and campers must be parked in compliance with all applicable parking regulations and in compliance with any direction or order of the Police Department or Public Works Department.

ji. Boats, trailers and campers must display current registration and/or licensure plates or tags whenever applicable.

kj. Boats, trailers and campers must be in a good state of repair and in operating condition, and must not be rusted, unpainted, covered in grime, dirt, mud, algae, seaweed, or other filth. Trailers and campers must be resting upon all factory intended tires and rims that are properly inflated, attached and secured, and may not be resting upon any type of jack, jack-stand, block, or suspended from the ground by any means. This paragraph does not preclude the temporary parking of a trailer or camper while a flat tire is actively being repaired or while the operator is waiting for the camper or trailer to be towed.

lk. No boat, trailer, camper, or off-road vehicle shall be left connected to a tow vehicle for more than 24 hours.

Chief's Comments:

1. Several changes here. This section applies to trailers not already prohibited in section 1 (by size, length, width, etc.)

- a. 72 hour limitation changed to 24 hour to correct a conflict between two ordinance sections, one stating 24 hours the other stating 72 hours.
- b. Allows for boat trailers and campers specifically that are not prohibited in section 1 to park similar to that of automobiles, that being for up to 72 hours in front of their own residence.
- c. Numerous requirements apply to these select few items that would be allowed, illustrated in (a) – (k).

(b) *Storage of truck tractors and road machinery on private property.* No person, firm or corporation shall park, keep or maintain on property in an urban residential district for residential use the following types of vehicles: trucks, truck tractors, tractor-trailers, semi-tractors, dump trucks, auto wreckers and road machinery in excess of 12,000 pounds gross weight, or over 18 feet in length, or having an enclosed area of a height of more than eight feet. Said vehicles may not be kept or parked on said premises whether or not they are in enclosed buildings, except temporarily for the purposes of unloading or servicing the premises.

Chief's Comments:

1. For discussion – should we be as restrictive on private residences...is this an overreach? Obviously we don't want a 30 ft. yacht sitting in a yard, but as a property owner I would be upset if the Village made it illegal for me to park a reasonably sized ski boat on my own property.

(c) *Removal.* Any vehicle unlawfully parked under Subsection (a) or (b) of this Section may be removed from the street by order of a law enforcement officer, pursuant to Section 35-163, and the expense of so moving and storing such vehicle shall be paid by the operator or owner of said vehicle as a forfeiture in addition to the penalties hereafter prescribed.

Chief's Comments:

1. Existing ordinance language – no changes

(Code 1998, § 10-1-29; [Ord. No. 2018-01](#), § 15, 3-26-2018)

Sec. 35-362. - Abandoned vehicles; procedures.

(a) *Definitions.* The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

- (1) *Street.* Any public highway or alley and the entire width between the boundary lines of any public way where any part thereof is open to the public for purposes of vehicular traffic.
- (2) *Unattended.* Unmoved from its location with no obvious sign of continuous human use.
- (3) *Vehicle.* A motor vehicle, trailer, semitrailer or mobile home, whether or not such vehicle is registered under Wisconsin law.

Chief's Comments:

1. Existing ordinance language – no changes

- (b) *Abandonment of vehicles prohibited.* No person shall leave unattended any motor vehicle, trailer, semitrailer or mobile home on any public street or highway or private or public property in the Village for such time and under such circumstances as to cause the vehicle to reasonably appear to have been abandoned. Whenever any such vehicle has been left unattended on any street or highway in the Village or upon private or public property without the permission of the property owner or other person charged with the lawful jurisdiction thereof for more than 72 hours, or more than seven (7) days if left in front of the vehicle owner's residence, the vehicle shall be deemed abandoned and constitutes a public nuisance. A motor vehicle shall not be considered an abandoned motor vehicle when it is out of ordinary public view or when designated as not abandoned by the Chief of Police or the Building Inspector or their designees.

Chief's Comments:

1. Changed to be consistent with the 7 day requirement previously established. For vehicles left in areas other than in front of owner's residence, the 72 hour abandonment time frame remains unchanged.

- (c) *Presumptions.* For purposes of this Section, the following irrebuttable presumptions shall apply: Any vehicle left unattended for more than 72 hours, or more than seven (7) days if left in front of the vehicle owner's residence, on any public street or public ground or left unattended for more than 72 hours on private property without the consent of the property owner is deemed abandoned and constitutes a nuisance; provided, that the vehicle shall not be deemed abandoned under this Subsection if left unattended on private property and is enclosed within a building, or if designated as not abandoned by the Chief of Police.

Chief's Comments:

1. Changed to be consistent with the 7 day requirement previously established. For vehicles left in areas other than in front of owner's residence, the 72 hour abandonment time frame remains unchanged.

- (d) *Enforcement procedures.* Any vehicle that qualifies as abandoned under Subsection (b) of this Section shall first be placarded with a notice indicating the abandonment of the vehicle. Thereafter, the Chief of Police or designee shall send a notice of abandonment by mail to the owner and lienholders of record as reflected by the registration records of the Wisconsin Department of Transportation. If the vehicle remains in approximately the same location for at least 72 hours after placarding and 48 hours after the mailing of notice of abandonment, the Police Department may issue a vehicle abandonment citation and tow the vehicle.

Chief's Comments:

1. Existing ordinance language – no changes

- (e) *Exception for emergencies.* The procedure in Subsection (d) of this Section shall not apply if the vehicle in question is blocking a driveway, in a posted tow away zone, blocking traffic or is impeding snow plowing operations during a snow emergency. In such situations, the vehicle may be issued a citation and towed immediately, and the vehicle shall be returned to the owner upon the owner's application without being cited under this Section.

Chief's Comments:

1. Existing ordinance language – no changes

- (f) *Exception for deserted vehicles.* The procedure in Subsection (d) of this Section shall not apply if the vehicle in question both:
- (1) Is in disrepair (including, but not limited to, incapable of present locomotion, lack of engine, on blocks, without tires); and
 - (2) Lacks valid registration plates.

Then the vehicle may be issued a citation and towed without the pre-seizure notice required in Subsection (d) of this Section, and the post-seizure procedures set forth in this Section shall apply.

Chief's Comments:

1. Existing ordinance language – no changes

- (g) *Deposit; release of vehicle.* All vehicle abandonment citations shall be retained by the Police Department for personal service on the owner or lienholder of record when such person appears at the Police Department. At the time of personal service, the individual requests a court date, the individual shall deposit such individual's valid Wisconsin operator's license or money in the citation amount with the Police Department, and the procedures in Wis. Stats. §§ 345.34 to 345.47 shall apply. In either case, the vehicle shall be released to the individual.

Chief's Comments:

1. Existing ordinance language – no changes

- (h) *Disposal of abandoned vehicle.*

- (1) If no one appears to reclaim the towed vehicle within ten days after the vehicle is towed, the vehicle shall be appraised. If the vehicle's value is appraised at or at less than \$100.00 or if the vehicle is in excess of 19 model years of age, or it is deemed by the Police Department that the cost of towing and storage charges would exceed the value of the vehicle, the Police Department shall send a registered mail notice to the owner and lienholder informing them that if the vehicle is not reclaimed within ten days of the date of receipt of the notice, the vehicle will be junked or sold. If the vehicle's value is appraised at more than \$100.00, the Police Department shall send registered mail notice to the owner and lienholder, informing them that, upon their failure to reclaim the vehicle within ten days, such failure is construed as a waiver of all right, title and interest in the vehicle and a consent to the sale of the vehicle. Such sale shall be by sealed bid and shall conform substantially to the procedure set forth in Wis. Stats. § 342.40(3)(c). In either case, if an individual does appear to reclaim the vehicle, the deposit and release procedure set forth in Subsection (g) of this Section shall apply.

Chief's Comments:

1. Existing ordinance language – no changes

- (2) The notice sent under Subsection (h)(1) of this Section shall notify the owner of record of the right to reclaim personal property contained in the towed vehicle without payment of any kind upon proof of identification and ownership.

Chief's Comments:

1. Existing ordinance language – no changes

- (3) If a person reclaiming the vehicle does not pay the forfeiture at that time and fails to appear in court at the time specified in the citation, the procedure set forth in Wis. Stats. § 345.28(4), and Section 35-248 shall apply.

Chief's Comments:

1. Existing ordinance language – no changes

- (i) *Violations.* Any person violating this Section shall forfeit not less than \$20.00 nor more than \$100.00 for each violation. The forfeiture for violation of this Section shall be in addition to any other nonmoving traffic violations assessed to the vehicle. The Village shall not separately charge the owner for any costs attributable to towing or storing the vehicle.

Chief's Comments:

1. Existing ordinance language – no changes

- (j) *Collector vehicle exception.* The procedure in Subsection (d) of this Section shall not apply to vehicles owned by individuals holding licenses from the Wisconsin Department of Transportation as a collector pursuant to Wis. Stats. § 341.266, or as a hobbyist pursuant to Wis. Stats. § 341.268, provided the licensed collector or hobbyist stores the vehicle on such licensed collector or hobbyist's property and the vehicle and outdoor storage area are maintained in such a manner that they do not constitute a health hazard and are screened from ordinary public view by means of a fence, rapidly growing trees, shrubbery or other appropriate means.

Chief's Comments:

1. Existing ordinance language – no changes

Chief's Comments:

1. Issues to consider:

a. How to delineate which areas of the Village the ordinance can apply to. Prior to this, the ordinance simply said "no parking". While I believe these are good changes that will be beneficial to residents, we now have to figure out how to clearly express what areas of the Village this does and does not apply to.

(Code 1998, § 10-5-1)

State Law reference— Abandoning vehicles prohibited, Wis. Stats. § 342.40.



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a revised Organizational Chart for the Police Department. The former structure had the Police Clerk III, Police Clerk I (Part-Time), and Crossing Guards all reporting to the Administrative Assistant. Both the Admin Assistant and Clerk III will report to the Chief as their Supervisor; however the Admin Assistant is also charged with providing direction and coordinating the Clerk III position by definition. The Admin Assistant will still be responsible for coordinating the Cross Guards and the part-time Clerk I position as is necessary. No other changes to the organizational chart are needed at this point.

FINANCIAL/BUDGET IMPACT:

None. The actual changes to the structure do not change the budget as it is similar to what is currently in place.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

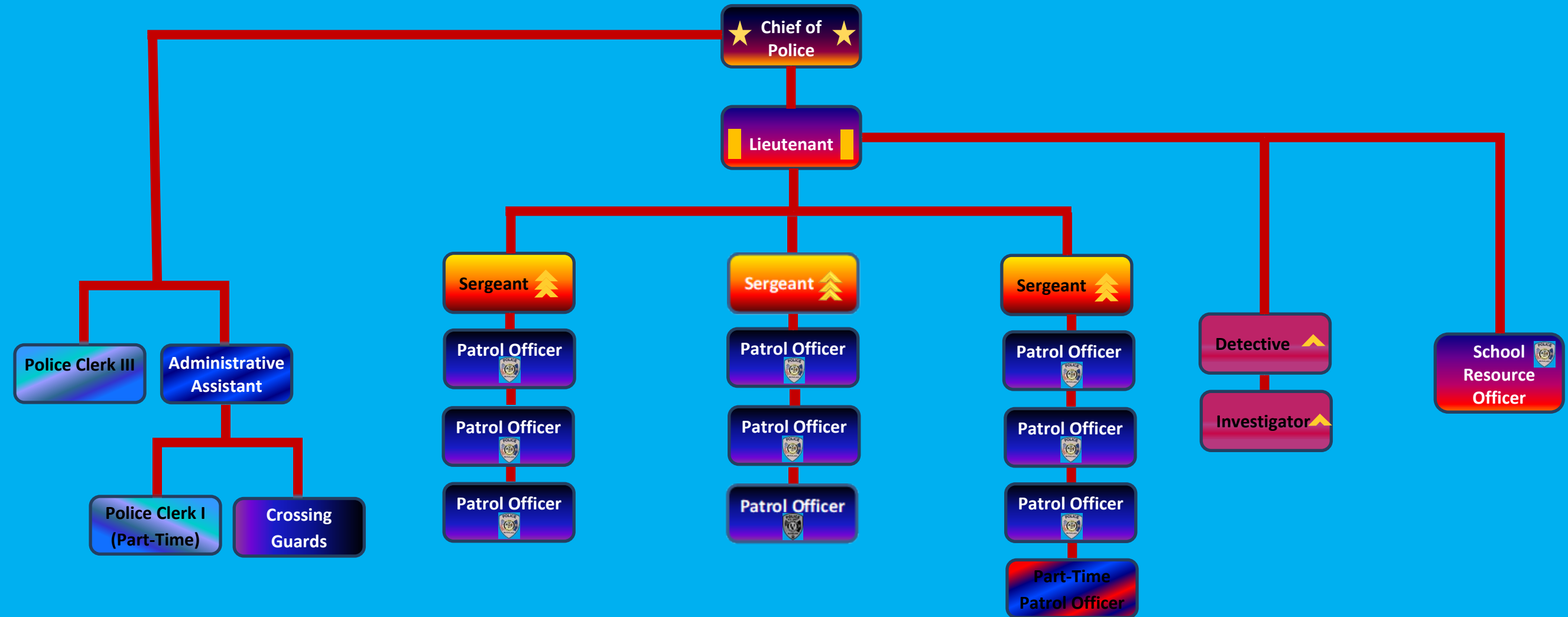
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

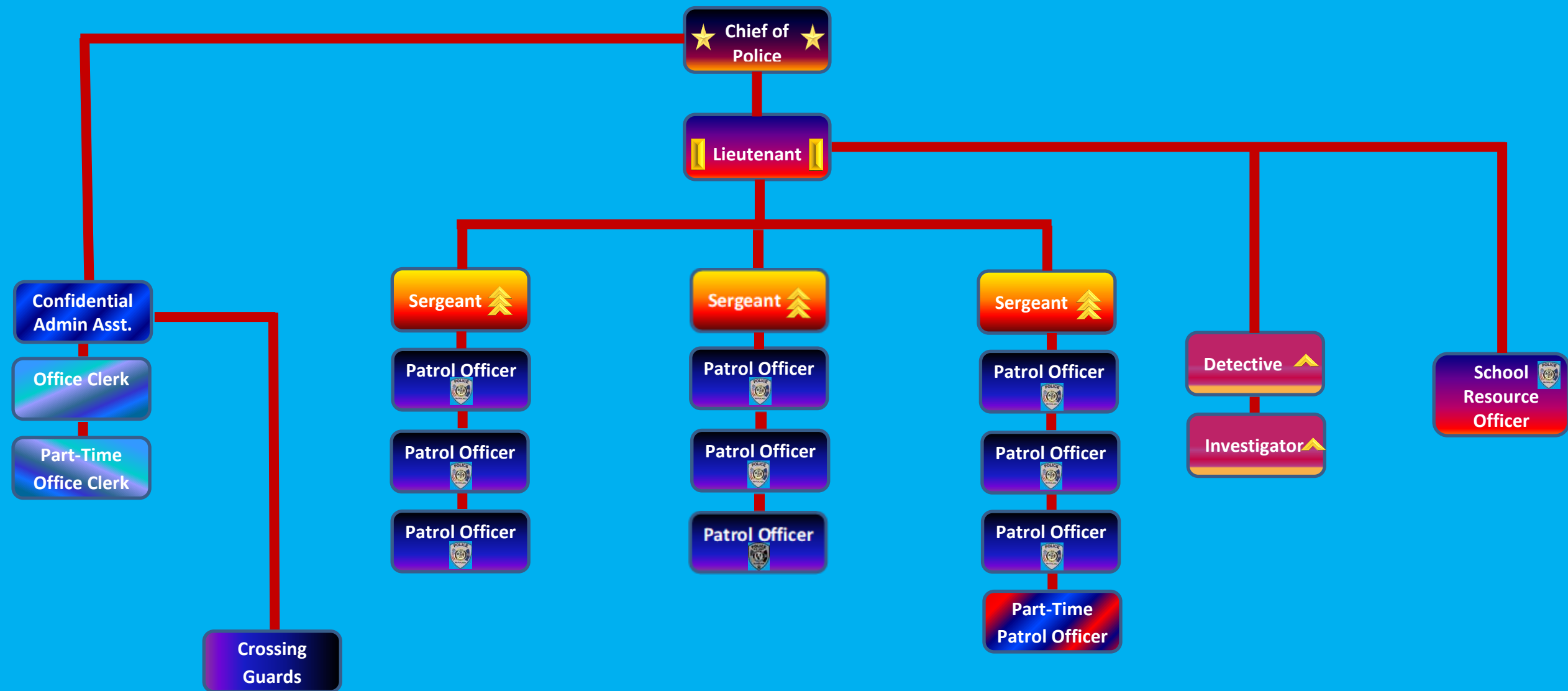
ATTACHMENTS:

1. PD Organization Chart 2018 (002)
2. Current 2018 PD Organization Chart

McFarland Police Department Organization Chart



McFarland Police Department Organization Chart





PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Craig Sherven, Chief

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a brief update to the current Confidential Administrative Assistant position description. It is proposed to remove "confidential" from the title as it appears that was used solely to keep it from inclusion within the former AFSCME union based on additional language in the first paragraph. There are other references within the document noting tasks that are confidential in nature which is sufficient for this position. Other clarification is provided on the supervision received and work environment.

FINANCIAL/BUDGET IMPACT:

These changes would not substantially change the classification for the position in order for its grade to change in either direction. The wages then for the position remain as they are established and are within budgetary parameters.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 12.04.2018 - Admin Assistant - Job Description - mgs

~~Confidential~~ Administrative Assistant

POSITION DESCRIPTION

Position Title:	Confidential Administrative Assistant	FLSA:	Non-Exempt
Department:	Police Department	Represented:	No
Reports to:	Police Chief	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of very responsible clerical, secretarial, and administrative support work for the Police Department. The work involves coordinating and overseeing all clerical functions of the department, performing the most demanding clerical activities, handling confidential materials, and conducting various administrative assignments in support of the department head and supervisors.

~~This position is paid on an hourly basis and is eligible for overtime compensation, but is exempt from Union representation due to its confidential designation.~~

Supervision Received

Performs under the general supervision and direction of the Police Chief but exercises discretion in establishing work priorities and determining work methods. May also receive direction from Command Staff within the Department.

Supervision Exercised

This position does not provide any direct supervision. However, None, although this position does coordinate and provide direction oversee for the work of other clerical support staff Police Clerk in the Department and schedules/trains crossing guards.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates and oversees the clerical and administrative support services of the department, including setting daily work priorities and establishing standard operating policies, procedures, and forms.
- Trains and schedules the work of crossing guards.
- Assists with the hiring, training, and evaluation of other departmental clerical staff.
- Provides customer assistance by answering phones or receiving the public, including answering questions, responding to inquiries, receiving payments, and providing copies of reports. Screens and routes incoming calls to appropriate personnel.

- Receives, processes, and files law enforcement reports, complaints, and citations of a confidential and sensitive nature.
- Processes personnel and labor relations matters and prepares other confidential documents as directed.
- Processes alcohol beverage and other licensure applications received by the department.
- Logs and processes parking citations.
- Acts as custodian of departmental documents and records. Establishes and maintains centralized filing systems and control records.
- Enters daily work activity reports from the case logbook. Prepares and tracks monthly summaries of officer activity.
- Transcribes, types, composes, and edits correspondence, reports, and memoranda.
- Process documents, images, evidence, and information of a sensitive, disturbing, and confidential nature.
- Inputs statistical data, prepares and sends reports to outside agencies, and responds to requests for information from outside agencies.
- Prepares final dispositions for State records.
- Maintains payroll, leave, and expense records, and provides information for and input into the preparation of the departmental budget.
- Maintains inventories and orders office supplies and materials.
- Accepts and records payments of forfeiture amounts and parking tickets.
- Issues bicycle licenses.
- Backs up computer systems and security systems; oversees the weekly management of building entry/security systems.
- Relays information to police officers via base station radio in non-emergency calls.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, ~~laser and inkjet printers~~, calculator, dictation equipment, phone, copy machine, fax machine, base station radio, and motor vehicle.

Work Environment and Working Conditions

Works in a secure office setting within the Police Department; moderate noise levels; occasional hours beyond normal workweek may be required; and attendance at evening meetings may be required. Work is subject to frequent interruption.

TECHNICAL REQUIREMENTS

Knowledge of

- Law enforcement clerical policies and procedures.
- Law enforcement terminology.
- Applicable state statutes and municipal ordinances.
- Current office equipment, procedures, methods, and practices.
- Design and maintenance of centralized records systems.
- Data entry and data processing applications.
- Proper grammar, spelling, and punctuation.

Ability to

- Coordinate the work of clerical personnel.
- Determine proper work priorities, delegate work, and meet established deadlines.
- Interpret laws, regulations, and departmental policies and determine the proper course of action.
- Transcribe, type, and edit a variety of written materials at a speed of 45-50 correct words per minute.
- Handle routine administrative details independently.
- Maintain confidentiality of sensitive records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with a diverse public on a one-on-one basis, including in emergencies or in situations where a customer may be angry, unruly, or verbally abusive.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation with an Associate's Degree in office management, administration, or related field. ;
Aa minimum of five (5) years prior work experience in a clerical, secretarial, or administrative field. including a minimum of two (2) years supervisory or office management experience and a minimum of two (2) years related experience in the law enforcement field; Aability to type 45 wpm with accuracy and to transcribe from dictation equipment. ; or any equivalent Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: May 1, 2014

Amended: January 14, 2019



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.

PREVIOUS ACTION:

The Village Board took action at their meeting on November 12, 2018 to refer the issue to the Public Safety Committee and Personnel Committee prior to reporting back to the Village Board for consideration. The next Personnel Committee is on January 7, 2019 followed by Village Board on January 14, 2019.

ISSUE SUMMARY:

Prior to 2018, the Police Department has operated with a Confidential Administrative Assistant, a Police Clerk I, and Part-Time Police Clerk I within its "front office". These individuals provide for the bulk of the administrative tasks and customer support within the office at the Municipal Center. All three positions have been vacated in 2018 due to retirement and the 2019 Budget included funds to convert the Police Clerk I position to a second Administrative Assistant. This was presented to the Village Board and they requested it be reviewed further voicing some concern with having two people in the same office with the same title.

To that end and upon further review by Village Staff, elevation of the Police Clerk I position to a Police Clerk III is proposed. The enclosed Job Description shows track changes depicting the difference between a "I" and a "III". The main difference is that the proposed position has more essential duties and responsibilities that are more closely aligned with the Administrative Assistant. The position will still report to the Chief; however, may receive direction from the Admin Assistant in line with their duties. The remainder of the changes are put forth to better align the description with the expectation for the position.

FINANCIAL/BUDGET IMPACT:

Additional funding was included within the approved 2019 Budget to cover the additional wages for the elevated position.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 12.04.2018 - Clerk III - Job Description - mgs

Police Clerk III

POSITION DESCRIPTION

Position Title: Police Clerk III
Department: Police Department
Reports to: Police Chief

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of clerical and routine administrative support work for the Police Department. The work involves function as a reception for the Department; handling of customer money and other personal property; providing customer assistance to callers and visitors; processing confidential and sensitive documents and information; assisting the Administrative Assistant and/or Department Head with administrative tasks, screening of visitors prior to entry into the Police Station; and executing safety protocols specifically related to the Police environment. ~~transcribing and typing officer reports and complaints, entering data, and providing assistance to customers of the department.~~

Supervision Received

Works under the general supervision of the Police Chief and under the direction and coordination of the Administrative Assistant.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- ~~Transcribes, types, and edits reports and complaints of a confidential and sensitive nature.~~
- Provides general clerical assistance, does word processing, creates and maintains spreadsheets as needed, types correspondence, maintains filing systems, makes copies.
- Processes documents, images, evidence and information of a sensitive, disturbing and confidential nature.
- Enters daily work activity reports from the case log book. Prepares monthly summaries of officer activity.
- ~~Provides customer assistance by answering phones or receiving the public, including answering questions, responding to inquiries, receiving payments, and providing copies of reports. Screens and routes incoming calls to appropriate personnel.~~
- Acts as receptionist for the department, refers visitors to appropriate personnel, disperses information on Police Department services, policies and procedures.

- Responsible for properly screening visitors prior to being granted entry into the police facility.
- Answers, screens, and routes incoming phone calls and relays information to the Confidential Administrative Assistant, and to other police employees or Village staff.
- Answers, screens, and routes incoming phone calls and relays information to the Confidential Administrative Assistant, and to other police employees or Village staff.
- Handles and processes the personal property of customers, as well as items of property turned in as found property by residents.
- Relays information to police officers via base station radio in non-emergency situations.
- Accepts and records payments of forfeiture amounts ~~and~~ parking tickets, or posted bonds.
- Issues bicycle licenses.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, ~~laser and inkjet printers~~, calculator, dictation equipment, phone, copy machine, fax machine, base station radio, ~~and~~ motor vehicle.

Work Environment and Working Conditions

Works in a secure office setting within the Police Department; moderate noise levels; occasional hours beyond normal workweek may be required; and attendance at evening meetings may be required. Work is subject to frequent interruption.

TECHNICAL REQUIREMENTS

Knowledge of

- Current office equipment, procedures, methods, and practices.
- Law enforcement terminology.
- Data entry ~~and data processing~~, spreadsheet, data base management, and word processing software applications, techniques, and procedures.
- Proper grammar, spelling, and punctuation.
- Design and maintenance of filing systems.
- Village policies, procedures and ordinances as well as State and Federal laws.
- Police terminology and numerical codes.
- Special security procedures related to the police environment.
- Court and prosecutorial processes.

Ability to

- Type and proofread a variety of written materials.
- Understand and carry out oral and written directions.
- Handle routine clerical and administrative details independently.
- Maintain confidentiality of sensitive records and materials.
- Establish and maintain positive and effective working relationships with fellow employees and the general public.
- Maintain a calm demeanor in chaotic situations, during high-stress incidents, phone calls and interactions, and while dealing with people in crisis.
- Work with and process materials of a graphic, disturbing and sensitive nature.
- Comprehend and execute safety procedures unique to the police setting.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school ~~with~~ advanced training in modern business office practices, and procedures preferred. ~~three~~ Three (3) years of responsible administrative, clerical, or secretarial experience. ~~a~~ Ability to type at 45 wmp with accuracy and to transcribe from dictation equipment. ~~or any equivalent~~ Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: January 14, 2019

Amended:



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, December 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Chief

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance 2018-18: An ordinance to allow for online ordering and curbside pickup alcohol beverages.

PREVIOUS ACTION:

For the last several months the PSC has been reviewing the request from Roundy's supermarket to allow for online ordering and curbside pickup of alcohol. At the November PSC meeting, the Public Safety Committee recommended approval on moving forward with directing staff to draft an ordinance for review.

ISSUE SUMMARY:

Attached is the draft ordinance amendment put forth from staff and the Village Attorney to allow for online ordering and curbside pickup of alcohol.

The two attached versions are THE SAME. One shows the proposed changes, the other is the clean copy without redlining.

FINANCIAL/BUDGET IMPACT:

No financial impact as there are no additional revenues or expenses from an expansion of a licensed premise.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

11-57(h)(1)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee previously recommended approval of bringing forth and ordinance amendment to allow for online ordering and curbside pickup of alcohol to be further reviewed.

ATTACHMENTS:

1. 2018-18 Online Alcohol Order-Parking Lot Pick up redline
2. 2018-18 Online Alcohol Order-Parking Lot Pick up redline accepted_

ORDINANCE 2018-18
AN ORDINANCE TO ALLOW FOR ONLINE ORDERING AND CURBSIDE PICKUP OF ALCOHOL BEVERAGES

Purpose: The purpose of this ordinance is to amend current Village ordinances to allow for online ordering and curbside/parking lot pick up of alcohol beverages.

Sponsor: Village Clerk Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

The Village Board of the Village of McFarland does hereby amend ordain as follows:

1. Section 11-57(h) of the Village of McFarland Municipal Code is hereby amended to read as follows:

11-57 (h) Licensed premises

Licenses issued by the Village shall be for the structure itself and shall not confer any license or right to utilize property outside of the licensed structure, unless specifically provided for in the license or otherwise authorized by the Village Board. All sales of intoxicating liquors and fermented malt beverages within the Village shall be limited to and shall be made upon the premises described within the license granted by the Village Board. Specifically prohibited by this Section is the sale and delivery of alcohol beverages by food delivery services.

2. Section ~~XX-XX~~11-55 of the McFarland Municipal Code is hereby created to read as follows:

(1) Online Ordering and Curbside Pickup of Alcohol Beverages for Class "A" and "Class A" licenses-

- (a) No establishment ~~or licensee~~ shall allow online purchase of alcohol beverages and curbside delivery of such purchases ("Click and Collect"), without ~~first having such authorization in the license or~~ obtaining a "Change of Premises" from the Village Board, upon recommendation of the Public Safety Committee to license that portion of the establishment's parking lot that will allow vehicles to park for purposes of picking up their online order. Only Class "A" and "Class A" licenses are eligible for "Click and Connect." An application for "Click and Connect" must include the following:

1. The ~~licensed establishment~~applicant shall file a detailed operation plan with their license application or "Change of Premises" ~~form~~application that clearly details how their "Click and Collect" operation will function.

The operation plan shall include the ~~applicant's~~licensee's protocol for assuring that underage persons and intoxicated persons do not pick up alcohol via the "Click and Collect" program.

2. Failure of ~~licensee~~an applicant to provide a detailed operation plan with their license application or "Change of Premises" application shall result in the Clerk's Office not forwarding the ~~"Change of Premises" form~~application to the Public Safety Committee for consideration.

- (b) No establishment holding an alcohol beverage license or licensee shall allow online purchase and pick-up of alcohol beverages unless the sale is consummated on the licensed premises.
 - 1. Payment for the purchase must be completed on premises and may not be completed until the purchaser is at the licensed premises and has presented valid photo identification that has been verified by a licensed operator employed by the premises.
 - 2. The licensed operator must verify that the person placing the "Click and Collect" order is the same person picking up the order.
 - 3. The sale and delivery of "Click and Collect" purchases shall be made only by a licensed operator.
 - 4. No alcohol sales are permitted if the purchaser fails to present valid photo identification.
 - 5. The "Click and Collect" system must allow the purchase of alcohol to be denied without affecting the remainder of the purchase.
- (c) Each "Click and Collect" transaction must capture and retain an image of the vehicle into which the order is being loaded for thirty (30) days.
- (d) Each "Click and Collect" transaction must record and retain the following information for thirty (30) days:
 - 1. The name of the purchaser.
 - 2. The type of identification card presented and the number and expiration date of that identification card.
 - 3. The purchaser's date of birth.
 - 4. The license plate of the vehicle into which the order is being loaded.
- (e) Pick-up of "Click and Collect" orders shall be between the hours of 8:00 a.m. and 8:00 p.m.
- (f) There shall be a minimum four- (4) hour waiting period between order time and pick-up time.
- (g) Orders placed after 2:00 p.m. cannot be picked up until the following day.
- (h) If the "Click and Collect" purchaser is not the driver of the vehicle into which the order is being loaded, the licensed operator must verify that the driver is 21 years of age or older.
- (i) The licensed operator shall report to his or her manager any purchaser who shows signs of alcohol consumption, and in conjunction with the manager, shall assess sobriety for purposes of approving or denying the sale.
- (j) The pick- up area for "Click and Collect" purchases shall be clearly defined with visible markings, signs, and/or barriers.
- (k) No events other than the delivery of "Click and Collect" orders shall be allowed on the expanded premises.
- (l) Penalty. Any licensee or person who violates any provision of this Subsection shall be subject to a forfeiture of not less than \$250, nor more than \$1000 plus court costs and fees. Licensees are also subject to demerit point assessment for violations of this subsection.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2018.

Approved:

Brad Czebotar, Village President

Attest:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2018 – 18

MOTION	SECOND
--------	--------

ACTION	DATE
--------	------

Adopted

Referred

Tabled

Withdrawn

Defeated

Published

**INDIVIDUAL
VOTING
RECORD**

Adrian

Brassington

Clow

Czebotar

Kolk

Lytle

O'Hearn

**VOTING
RESULTS**

Motion Carried:

Motion

Defeated:

ORDINANCE 2018-18
AN ORDINANCE TO ALLOW FOR ONLINE ORDERING AND CURBSIDE PICKUP OF ALCOHOL BEVERAGES

Purpose: The purpose of this ordinance is to amend current Village ordinances to allow for online ordering and curbside/parking lot pick up of alcohol beverages.

Sponsor: Village Clerk Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

The Village Board of the Village of McFarland does hereby amend ordain as follows:

1. Section 11-57(h) of the Village of McFarland Municipal Code is hereby amended to read as follows:

11-57 (h) Licensed premises

Licenses issued by the Village shall be for the structure itself and shall not confer any license or right to utilize property outside of the licensed structure, unless specifically provided for in the license or otherwise authorized by the Village Board. All sales of intoxicating liquors and fermented malt beverages within the Village shall be limited to and shall be made upon the premises described within the license granted by the Village Board. Specifically prohibited by this Section is the sale and delivery of alcohol beverages by food delivery services.

2. Section 11-55 of the McFarland Municipal Code is hereby created to read as follows:

(1) Online Ordering and Curbside Pickup of Alcohol Beverages for Class “A” and “Class A” licenses.

- (a) No establishment or licensee shall allow online purchase of alcohol beverages and curbside delivery of such purchases ("Click and Collect"), without having such authorization in the license or obtaining a "Change of Premises" from the Village Board, upon recommendation of the Public Safety Committee to license that portion of the establishment's parking lot that will allow vehicles to park for purposes of picking up their online order. Only Class “A” and “Class A” licenses are eligible for “Click and Connect.” An application for “Click and Connect” must include the following:

1. The applicant shall file a detailed operation plan with their license application or "Change of Premises" application that clearly details how their "Click and Collect" operation will function.

The operation plan shall include the applicant’s protocol for assuring that underage persons and intoxicated persons do not pick up alcohol via the "Click and Collect" program.

2. Failure of an applicant to provide a detailed operation plan with their license application or "Change of Premises" application shall result in the Clerk's Office not forwarding the application to the Public Safety Committee for consideration.

- (b) No establishment holding an alcohol beverage license or licensee shall allow online purchase and

pick-up of alcohol beverages unless the sale is consummated on the licensed premises.

1. Payment for the purchase must be completed on premises and may not be completed until the purchaser is at the licensed premises and has presented valid photo identification that has been verified by a licensed operator employed by the premises.
 2. The licensed operator must verify that the person placing the "Click and Collect" order is the same person picking up the order.
 3. The sale and delivery of "Click and Collect" purchases shall be made only by a licensed operator.
 4. No alcohol sales are permitted if the purchaser fails to present valid photo identification.
 5. The "Click and Collect" system must allow the purchase of alcohol to be denied without affecting the remainder of the purchase.
- (c) Each "Click and Collect" transaction must capture and retain an image of the vehicle into which the order is being loaded for thirty (30) days.
- (d) Each "Click and Collect" transaction must record and retain the following information for thirty (30) days:
1. The name of the purchaser.
 2. The type of identification card presented and the number and expiration date of that identification card.
 3. The purchaser's date of birth.
 4. The license plate of the vehicle into which the order is being loaded.
- (e) Pick-up of "Click and Collect" orders shall be between the hours of 8:00 a.m. and 8:00 p.m.
- (f) There shall be a minimum four- (4) hour waiting period between order time and pick-up time.
- (g) Orders placed after 2:00 p.m. cannot be picked up until the following day.
- (h) If the "Click and Collect" purchaser is not the driver of the vehicle into which the order is being loaded, the licensed operator must verify that the driver is 21 years of age or older.
- (i) The licensed operator shall report to his or her manager any purchaser who shows signs of alcohol consumption, and in conjunction with the manager, shall assess sobriety for purposes of approving or denying the sale.
- (j) The pick- up area for "Click and Collect" purchases shall be clearly defined with visible markings, signs, and/or barriers.
- (k) No events other than the delivery of "Click and Collect" orders shall be allowed on the expanded premises.
- (l) Penalty. Any licensee or person who violates any provision of this Section shall be subject to a forfeiture of not less than \$250, nor more than \$1000 plus court costs and fees. Licensees are also subject to demerit point assessment for violations of this subsection.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2018.

Approved:

Brad Czebotar, Village President

Attest:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2018 – 18

MOTION	SECOND
--------	--------

ACTION	DATE
--------	------

Adopted

Referred

Tabled

Withdrawn

Defeated

Published

**INDIVIDUAL
VOTING
RECORD**

Adrian

Brassington

Clow

Czebotar

Kolk

Lytle

O'Hearn

**VOTING
RESULTS**

Motion Carried:

Motion

Defeated: