

VILLAGE OF MCFARLAND  
**Public Safety Committee Minutes**

*Wednesday, December 12, 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, Ken Machtan, Tom Mooney, Rich Staley

Members not present: Sandy Bakk, Tyler Mortenson

Staff Present: Police Chief Craig Sherven, Fire Chief Chris Dennis, Emergency Management Director Chuck Di Piazza

**2. PUBLIC APPEARANCES.**

None

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the November 14, 2018 meeting.*

Motion by Ken Machtan, second by Tom Mooney, to approve the minutes of the November 14, 2018 meeting. Motion carries 5 - 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*

Director Di Piazza reviewed the monthly report.

- 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.

John Hethorn, representing Jacob Westerhof, addressed the Committee and described Mr. Westerhof's request that the Village amend the Village Code to allow him to have a monkey as a service animal. He clarified that Mr. Westerhof was looking for a service animal, which is different than a comfort animal.

The Committee discussed that the current Village Code prohibits wild animals, including monkeys, within the Village and the request was to make an amendment to the Code to make an exception for service animals as defined by the State Statutes. The Committee would like more information on training/certification processes for service animals and a clearer definition of what a service animal. The Committee was interested in the possibility of a registration process for services animals.

Motion by Ken Machtan, second by Tom Mooney, to table to the January meeting the Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals. Motion carries 5 - 0 - 0 by acclamation.

- 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.

The Committee reviewed the proposed ordinance changes and discussed the possibility of exemptions to some of the requirements to allow for temporary street uses. The Committee also discussed the possibility of creating a permitting process to allow vehicles to park on the roadway.

Motion by Tom Mooney, second by Village Trustee Carolyn Clow, to table to the January meeting 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. Motion carries 5 - 0 - 0 by acclamation.

- d. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.

Motion by Village Trustee Carolyn Clow, second by Ken Machtan, to recommend approval to the Village Board of the revisions to the organizational chart for the Police Department. Motion carries 5 - 0 - 0 by acclamation.

- e. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.

Motion by Village Trustee Carolyn Clow, second by Tom Mooney, to recommend approval to the Village Board of the revisions to the position description for the Administrative Assistant position with the addition that "confidential" be removed from all title references and that training of the crossing guards be removed from the functions. Motion carries 5 - 0 - 0 by acclamation.

- 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.

Motion by Village Trustee Carolyn Clow, second by Tom Mooney, to recommend approval to the Village Board of the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.

Motion by Carolyn Clow, second by Tom Mooney, to amend the motion to include the correction of the typographical errors. Motion to amend carries 5 - 0 - by acclamation.

Amended motion carries 5 - 0 - 0 by acclamation.

- 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.

Brianna Cotten, representing Roundy's, was present to provide information and answer questions.

The Committee reviewed the proposed changes and discussed how they addressed some of the previous concerns that had been raised.

Motion by Ken Machtan, second by Tom Mooney, to recommend to the Village Board to adopt Ordinance 2018-18: An ordinance to allow for online ordering and curbside pickup alcohol beverages with the addition to add signage at the pickup site advising that the area is being monitored by security cameras and staff. Motion carries 5 - 0 - 0 by acclamation.

## **5. SCHEDULE NEXT MEETING DATE.**

- a. January 9, 2019

## **6. ADJOURNMENT.**

Motion by Ken Machtan, second by Tom Mooney, to adjourn at 8:10 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