

Monday, September 30, 2019

Village Board
4:45 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. BUSINESS.
 - a. Discussion and action on an Event Permit application from the McFarland School District for the MHS Homecoming Parade to be held October 2, 2019
4. 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 BOARD SUMMARY SHEET

MEETING DATE: Monday, September 30, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on an Event Permit application from the McFarland School District for the MHS Homecoming Parade to be held October 2, 2019

PREVIOUS ACTION:

ISSUE SUMMARY:

The McFarland School District will be hosting a McFarland High School Homecoming Parade on October 2, 2019.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of the request for an Event Permit for the MHS Homecoming Parade to be held on October 2, 2019 with the conditions outlined in Chief Sherven's letter dated September 26, 2019 and the conditions outlined in Chief Dennis' letter dated September 26, 2019.

ATTACHMENTS:

1. McFarland School District Event Permit Application
2. Police Approval
3. Homecoming 2019 parade letter approval
4. Homecoming Parade Permit Approval with Requirements (002)



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property		Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.	
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☐ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application	

Applicant Information	
Name(First, M.I., Last) of Primary Contact: Paul Ackley	Phone: 608-838-4568
Address: 5103 Farwell Street McFarland WI 53558	
Email Address: ackleyp@mcfbsd.org	

Agency/Organization Information – (If applicable)	
Name: McFarland School District	Phone: 608-838-4500
Address: 5101 Farwell Street McFarland WI, 53558	
Email Address:	

Event Information	
Name of Event: MHS Homecoming Parade	Type of Event Parade
Location of Event: Exchange Street, Farwell Street, Burma Road	
Event Date(s): Wednesday October 2nd	Event Time(s): 6:00 pm to 7:00 pm
Total number of anticipated attendees: 500	Total Number of attendees anticipated being at the event at one time: 500
Set up Start Time: 6:00 pm	Tear Down End Time: 7:00 pm

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☒ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☒ - Yes ☐ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☐ - Yes ☒ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☐ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☐ - Yes ☒ - No Please identify the park: _____	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: _____ (month/year)
10a. If yes, have any of the event details changed from the prior years? ☒ - Yes ☐ - No	If yes, describe changes(attach additional sheets if necessary): Different Parade Route

Required Attachments
☒ - Detailed event schedule ☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc. ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities. ☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

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

I can meet with John Miller our police liaison officer at MHS to go over specifics. I would be available in the morning this week.

Event Coordinators

Village requires each event to identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event.

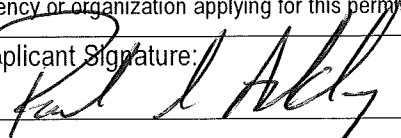
Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Dan Walsh	Indian Mound Middle School	5:30 p.m.	608-520-6196
Paul Ackley	Indian Mound Middle School	5:30 p.m.	608-219-5447

Indemnification Agreement

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

Applicant Signature:



Date:

9/24/2019

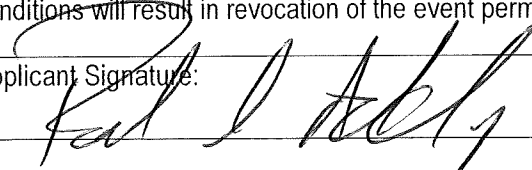
Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

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

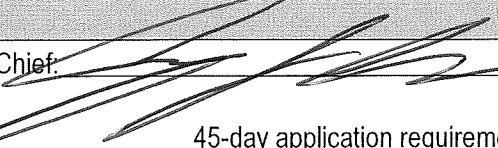
- ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☒ - I understand that my event permit may be revoked at any time,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

Applicant Signature:



Date:

9/24/2019

FOR VILLAGE USE ONLY			
☐ - Approved	☐ - Denied	Police Chief: 	Date: <u>09-26-19</u>
Application Received: _____		45-day application requirement met?: ☐ - Yes ☐ - No	
Public Safety Committee Date: _____		☐ - Approved	☐ - Denied ☐ - Not applicable
Village Board Meeting Date: _____		☐ - Approved	☐ - Denied

Detailed Security Plan Requirements – Appendix A

**Police Department to provide criteria regarding security plan requirements. This would include number of event coordinators required per number of attendees, security requirements when alcohol is served, etc.

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.

Tanya O'Malley

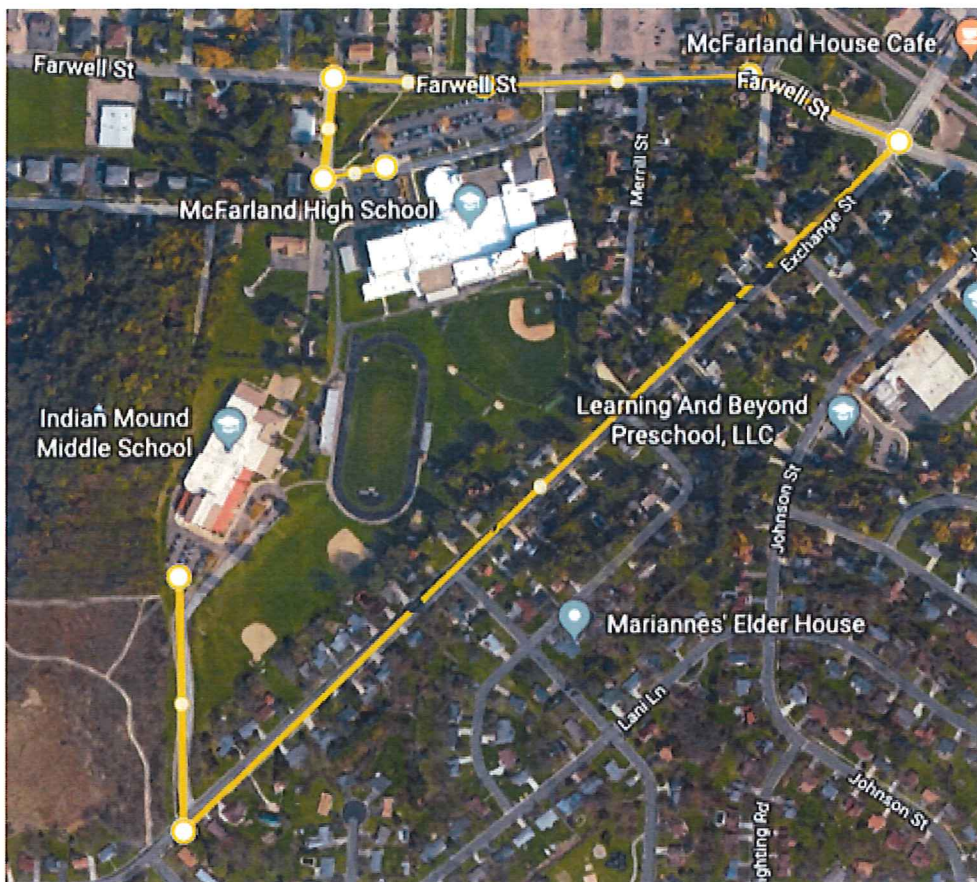
From: Matt Schuenke
Sent: Wednesday, September 25, 2019 8:25 AM
To: Cassandra Suettinger; Tanya O'Malley
Subject: FW: parade route map

FYI – to accompany the permit request received yesterday.

From: Andrew Briddell <briddea@mcfstd.org>
Sent: Wednesday, September 25, 2019 7:55 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Paul Ackley <AckleyP@mcfstd.org>
Subject: parade route map

Good morning Matt,

Thanks again for helping us with the parade process! Here is a map of the route to accompany the application that Paul submitted yesterday. We will start at the IMMS parking lot and finish at MHS west entrance.



Please let me know if there is anything else you need for Monday's Board meeting.

Andrew



Village of McFarland Police Department

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

Craig J. Sherven • Chief of Police

DATE: September 26, 2019

TO: McFarland Village Board

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Parade Permit Application submitted by the McFarland School District for the MHS Homecoming Parade scheduled to take place on 10-02-19 at 6:00pm, in the Village of McFarland.

I recommend approval of this application, with the condition that School District staff comply with all direction given by law enforcement, and provide adequate staffing to coordinate, prepare and execute the event plan. The McFarland Police Department is prepared to provide the necessary traffic direction required.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

September 26, 2019

RE: McFarland High School Homecoming Parade

The Public Works Department does not have any conditions or issues with the upcoming homecoming parade as presented.

I wish them well with their parade and hopefully the weather cooperates.

Regards,

A handwritten signature in black ink, appearing to read 'Jim Hessling', is positioned above the printed name.

Jim Hessling
Director of Public Works



McFarland Fire & Rescue Department

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

Emergency: 911

September 26, 2019

Re: MHS Homecoming Parade Event Application

I have reviewed the event application submitted by Paul Ackley for the MHS Homecoming Parade to occur on Wednesday October 2, 2019 from 6:00 pm to 7:00 pm from Indian Mound Middle School to the High School. The application appears to be complete and in compliance with requirements of special events. I recommend approval of the application with the following requirements:

Event staff will provide trained traffic control personal or coordinate with Village of McFarland Police or Fire & Rescue to have traffic control at the following locations:

- Exchange Street at Indian Mound School exit
- Farwell, Exchange and Basford streets
- Farwell Street and Taylor Road
- Farwell Street and Burma Road

Emergency Vehicles be first and last in the parade

Sincerely,

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