

**PUBLIC SAFETY
COMMITTEE**

Wednesday, June 10, 2020

6:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/82659996949>

Or by Telephone:

+1 (312) 626-6799

Webinar ID: 826 5999 6949

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the May 13, 2020 Public Safety Committee meeting.
 - b. Motion to approve the minutes of the May 20, 2020 Special Public Safety Committee meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - b. Discussion and recommendation on the expansion of premise for the Class "B" Beer and "Class B" intoxicating liquors license to add an approximately 1,100 square foot outdoor consumption area for Byrnes McFarland Tavern LLC D/B/A Byrnes McFarland Tavern, 5915 Exchange St..
 - c. Discussion and recommendation on the renewal of the Class A Intoxicating Liquors and Class A Fermented Malt Beverage license for BP-Burma Road

- d. Discussion and recommendation on section 11-64(n)4 of the Village Code of Ordinances regarding limitations on proximity of residential dwellings to outdoor consumption areas.
- e. Discussion and recommendation to the Village Board on Resolution 2020-13: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2020-2021.
- f. Discussion and recommendation on Ordinance 2020-19: an ordinance authorizing a partial refund for Class "B" and "Class B" License.
- g. Discussion and recommendation on Class B license fees for the July 1, 2020-June 30, 2021 licensing period.
- h. Review and discussion regarding proposed installation locations of traffic and crosswalk safety enhancement devices.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

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

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Wednesday, May 13, 2020 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Eric Kryzenske called the regular meeting of the Public Safety Committee to order at 6:35 PM in the Community Room.

Members present: Sandy Bakk, Eric Kryzenske, Tyler Mortenson, Rick Hammond, Ken Machtan, Stephanie Brassington. Rich Staley was also present but was unable to vote due to technical issues.

Members not present: Sean Braziel

Staff Present: Fire/Rescue Chief Dennis, Police Chief Sherven, Clerk/Treasurer Cassandra Suettinger, Fire/Rescue Captain Jim Reiter

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the March 11, 2020 meeting.

Motion by Village Trustee Eric Kryzenske, second by Ken Machtan, to approve the minutes of the March 11, 2020 meeting. Motion carries 5 - 0 - 1 by acclamation, with Eric Kryzenske abstaining.

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.

- b. Discussion and recommendation to the Village Board on the expansion of the premise for the Class "B" Beer and "Class B" intoxicating Liquors License to add an additional 504 square feet to the outdoor patio for Angelo's McFarland, 4706 Farwell St.

Rick Hubanks was present to provide information and answer questions.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board on the expansion of the premise for the Class "B" Beer and "Class B" intoxicating Liquors License to add an additional 504 square feet to the outdoor patio for Angelo's McFarland, 4706 Farwell St. with the recommendations from the Fire Chief and the Police Chief. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and recommendation to the Village Board regarding possible refund of liquor license fees and/or changing of liquor license fees for the upcoming license period of July 1, 2020 through June 30, 2021.

The Committee discussed concerns over Village revenues but determined that it was worth looking further into a possible refund for the current licensing year, a possible installment plan for the upcoming license year, and the possibility of getting input from the businesses as to their needs.

- d. Discussion and recommendation on the renewal of the Class "A" Beer and "Class A" alcohol beverage license for Loeder Oil Inc D/B/A McFarland BP, 4701 Burma Road.

Chief Sherven outlined the recent incidents that occurred at the establishment. He indicated that there have not been a large number of incidents but that a concerning pattern might be developing.

The Committee determined that the owner should be asked to attend the next Committee meeting to address the issue.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, June 10, 2020 at 6:30 pm.

There will be a Special Public Safety Committee Meeting on Wednesday, May 20th at 6:30 p.m.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Tyler Mortenson, to adjourn at 7:19 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

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Wednesday, May 20, 2020 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Eric Kryzenske called the regular meeting of the Public Safety Committee to order at 6:30 PM in the Community Room.

Members present: Tyler Mortenson, Eric Kryzenske, Stephanie Brassington, Sandy Bakk, Ken Machtan

Members not present: Rick Hammond, Rich Staley, Sean Braziel

Staff Present: Fire & Rescue Chief Chris Dennis, Police Cheif Craig Sherven, Clerk/Treasurer Cassandra Suettinger

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

None.

4. BUSINESS.

- a. Discussion and recommendation to the Village Board on the expansion of the premise for the Class "B" Beer and "Class B" intoxicating Liquors License to add an outdoor seating area in the front of the McFarland House Cafe, located at 5923 Exchange St. for the license period ending June 30, 2020.

Shaun O'Hearn was present to provide information and answer questions.

Clerk/Treasurer Suettinger outlined the review conducted by staff of the application for compliance with the conditions and requirements of Section 11-64(n) of the Village Code, including staff recommendations.

Motion by Ken Machtan, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board on the expansion of the premise for the Class "B" Beer and "Class B" intoxicating Liquors License to add an outdoor seating area in the front of the McFarland House Cafe, located at 5923 Exchange St. for the license period ending June 30, 2020 as presented by staff. Motion carries 5 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

June 10, 2020, 6:30 p.m

6. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Tyler Mortenson, to adjourn at 6:57 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

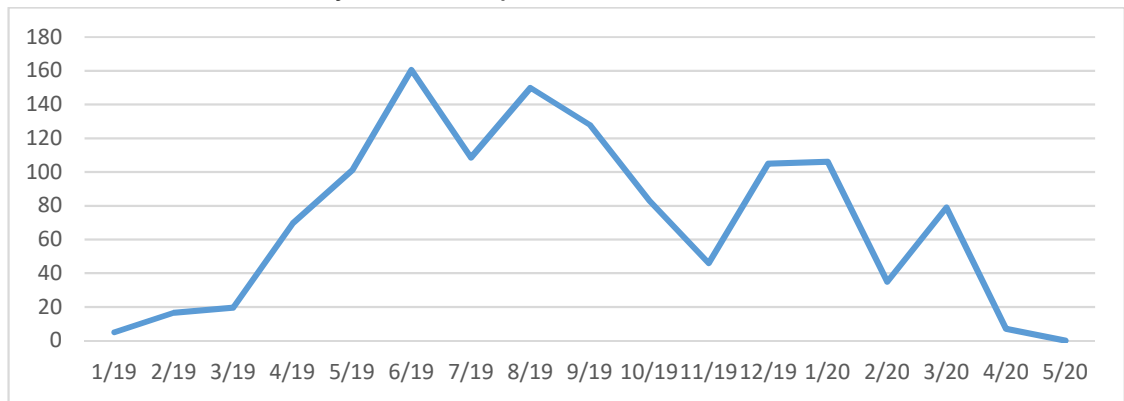
June 2020 Fire & Rescue Department Report For May 2020 Activity

- **General**

- In May, we have seen the call volume returning closer to normal. The fire incidents are still at a four-year low, and medical calls are higher than in 2019 and lower than in 2018.
- The following initiatives were implemented and continue in response to COVID-19:
 - We have closed the Fire & Rescue area to non-essential people, including village and department staff. Only the required staff may be present in our area of the building. The closing includes the fitness area that was being used by several staff members.
 - We have suspended most activities outside of the Fire & Rescue area. Fire inspections have been restarted with PPE being used.
 - We have suspended the majority of in-person department training. We have selected a couple of individuals to continue their ambulance driver training to add depth to our driver ranks.
 - We have implemented daily cleaning within the Fire & Rescue area for high contact and high traffic areas.
 - Shift changes are performed with social distancing and are required to be completed in ten minutes or less.
 - The 2018 pick-up has been equipped as the fire support vehicle for medical calls. We have added isolation gowns, N-95 masks, surgical masks, garbage bags, and hand sanitizer to the truck.
 - Increased the cleaning and disinfecting of the vehicles in the fleet and then leaving the vehicles open to allow air circulation.
 - Department training and meetings are being conducted online for groups larger than ten. Ten or less may be scheduled in person.
 - Social distancing is used among staff during the day.

- Surgical masks and safety glasses are utilized on every medical call.
- N95 masks, isolation gowns, and safety glasses are used on any patient contact that has been tested positive, suspected of COVID-19, or a higher risk procedure is performed (nebulizer, high flow oxygen, CPAP, CPR, etc.)
- Firefighters are released immediately upon determination that any additional staff isn't required. The firefighters are limited to the apparatus bay area. The sign-in process for firefighters is completed in the laundry area, where firefighters are required to wash hands after signing in for a call.
- Weekly equipment checks usually performed by the paid-on-call staff is being conducted by the career staff.
- We have worked with Dr. Kronenfeld to adopt modification to our protocols to evaluate, educate, and encourage possible COVID-19 patients to remain at home. Additionally, we have modified our respiratory distress protocol to allow the use of patient inhaler or epinephrine.
- Our PPE supplies remain sufficient.
- We are participating in N95 mask decontamination with the State EOC with the Battelle System.
- The staff is performing daily monitoring and logging of any symptoms.
- We moved the Administrative Captain into the same office as the Assistant Chief. We relocated one of the Division Chiefs into the same office as the Fire Inspector/Public Education Specialist. The move allowed offsetting.
- We have provided an estimated 36 birthday parades.
- **Staffing**
 - Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Administrative Captain – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 6
 - Fulltime Confidential Administrative Assistant - 1
 - Paid-On-Call – 60 (12 EMTs (1 on military leave), 25 Firefighters (1 Active Retired), 9 EMR/Firefighter (1 on medical), & 13 EMT/Firefighters(1 on medical leave and 1 on military leave)
 - Total Staffing Level – 70
 - Our newest members have completed their entry-level firefighter training and are now responding to calls.

- As you note below, the amount of overtime has decreased, and none was occurred in May to cover open shifts.



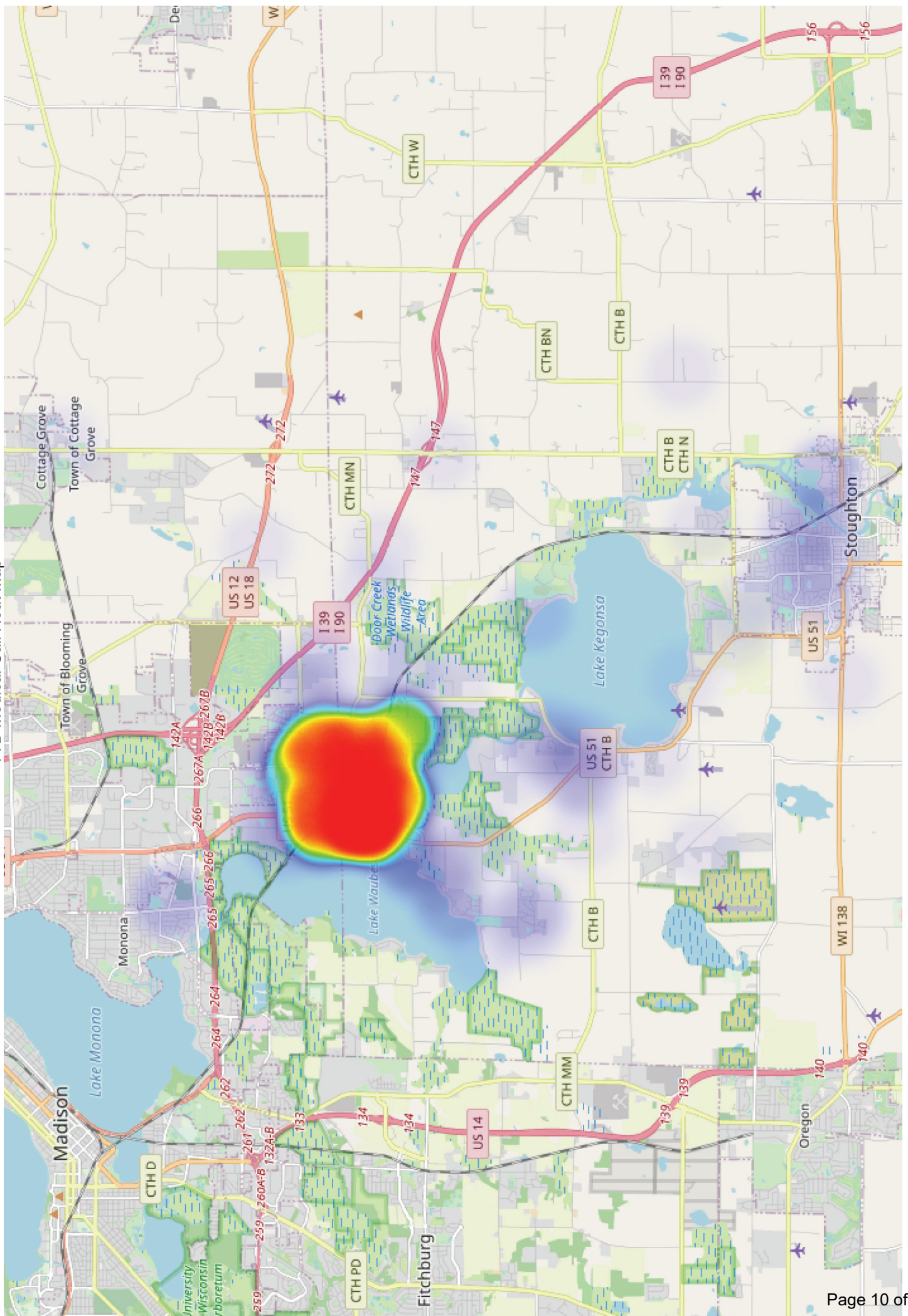
<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	26	86
Fire Code Violations Identified	3	43
Re-inspections Completed	0	8
Corrections Noted	2	16
Building Plan Reviews	2	3
Development Reviews	3	8
Acceptance Test/site visits	1	5
Fire Drills	0	0
AHA-CPR Classes	0	8
AHA Attendance Total	0	85
Public Education	0	5
Public Education Attendance	0	130
Home Prevention Installations	0	3

Many fire prevention activities are suspended due to COVID-19

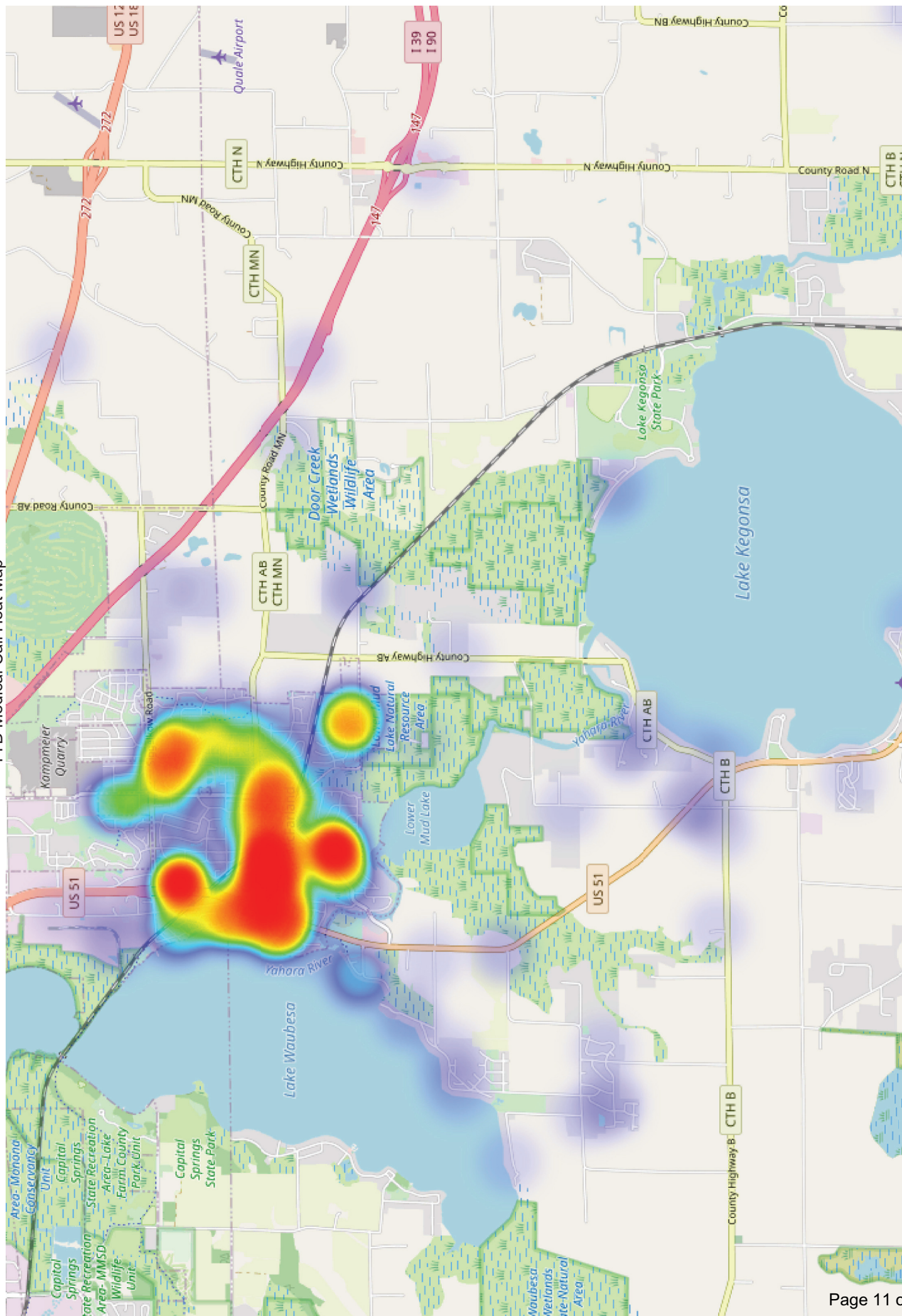
- **Apparatus & Equipment**

- The annual inspection repairs to the 1997 Aerial Ladder have been completed except for the crack to the downrigger pad holder. The final repair was delayed as other trucks in the County were out of service, and the 2005 Engine was out of service at times.
- The 2005 Engine concerns have continued with unplanned repairs occurring. The most recent was a failure of the foam pump at a small fire. A maintenance valve had become so easy to move that it closed itself. Additionally, a primer switch started to fail and required replacement.

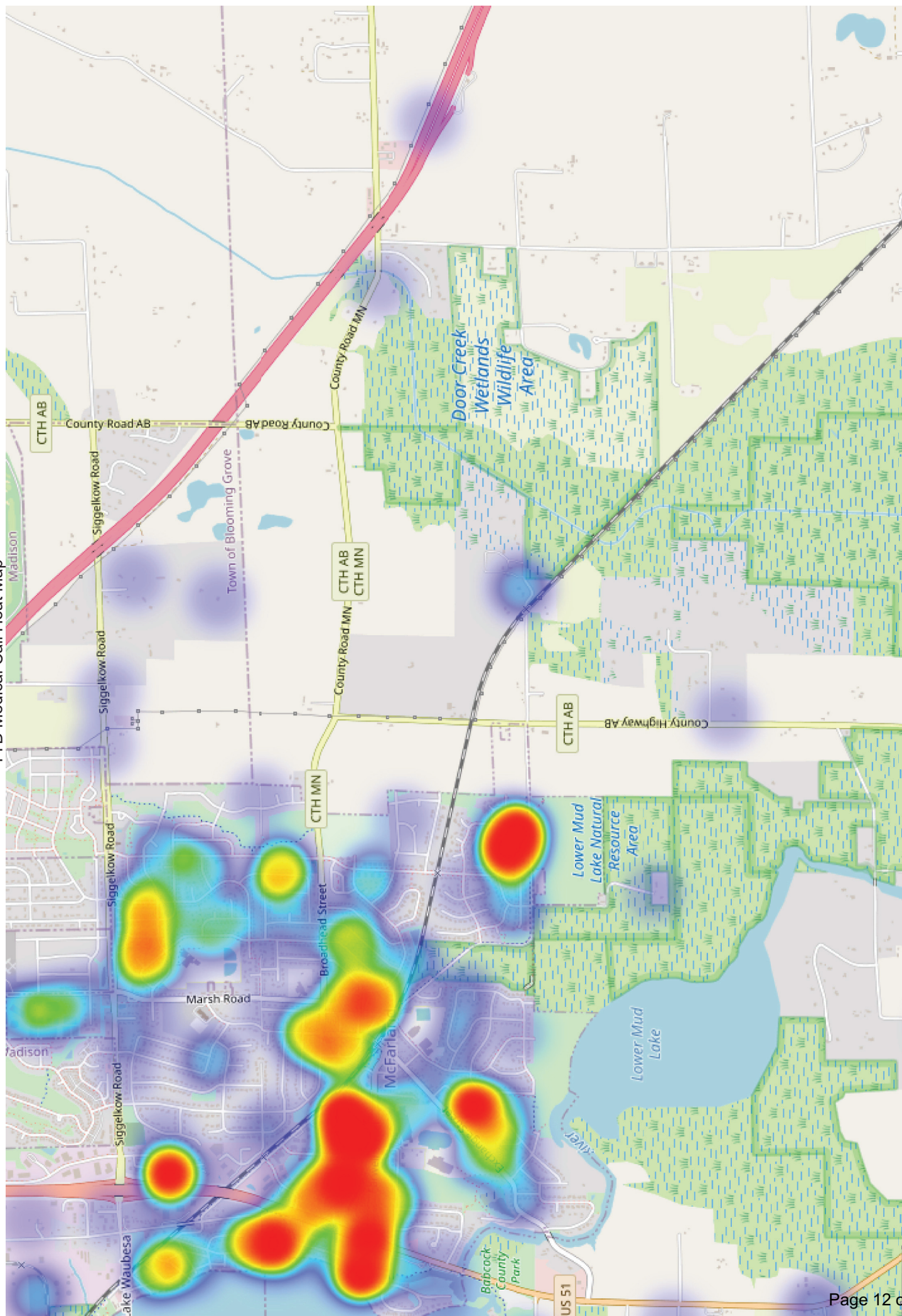
YTD Medical Call Heat Map



YTD Medical Call Heat Map



YTD Medical Call Heat Map



Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	5/1 - 5/31/20		05/01 - 05/31/2019		05/01 - 05/31/2018	
Abdominal Pain/Problems	1	1.54%	1	1.45%	3	3.85%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	1	1.54%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	0	0.00%	0	0.00%
Breathing Problem	8	12.31%	4	5.80%	10	12.82%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	1	1.45%	1	1.28%
Cardiac Arrest/Death	2	3.08%	0	0.00%	1	1.28%
Chest Pain (Non-Traumatic)	5	7.69%	4	5.80%	3	3.85%
Choking	0	0.00%	0	0.00%	1	1.28%
Convulsions/Seizure	3	4.62%	2	2.90%	0	0.00%
Diabetic Problem	0	0.00%	0	0.00%	3	3.85%
Electrocution/Lightning	0	0.00%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	15	23.08%	16	23.19%	10	12.82%
Fire	5	7.69%	3	4.35%	7	8.97%
Headache	3	4.62%	1	1.45%	1	1.28%
Heart Problems/AICD	1	1.54%	2	2.90%	0	0.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	1	1.54%	4	5.80%	3	3.85%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	1.54%	0	0.00%	0	0.00%
Overdose/Poisoning/Ingestion	1	1.54%	0	0.00%	0	0.00%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	1	1.28%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.54%	5	7.25%	0	0.00%
Sick Person	6	9.23%	10	14.49%	11	14.10%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%
Standby	0	0.00%	0	0.00%	3	3.85%
Stroke/CVA	1	1.54%	2	2.90%	0	0.00%
Traffic/Transportation Incident	4	6.15%	5	7.25%	12	15.38%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	0	0.00%	1	1.45%	0	0.00%
Unconscious/Fainting/Near-Fainting	6	9.23%	7	10.14%	8	10.26%
Unknown Problem/Person Down	0	0.00%	1	1.45%	0	0.00%
Total	65		69		78	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/20 - 5/31/20		01/01/19 - 5/31/19		01/01/18 - 5/31/18	
Abdominal Pain/Problems	10	2.92%	7	2.10%	6	1.66%
Allergic Reaction/Stings	1	0.29%	0	0.00%	4	1.10%
Animal Bite	1	0.29%	0	0.00%	0	0.00%
Assault	6	1.75%	2	0.60%	0	0.00%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	3	0.87%	2	0.60%	3	0.83%
Breathing Problem	40	11.66%	25	7.49%	27	7.46%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	3	0.87%	3	0.90%	4	1.10%
Cardiac Arrest/Death	5	1.46%	2	0.60%	4	1.10%
Chest Pain (Non-Traumatic)	17	4.96%	26	7.78%	9	2.49%
Choking	1	0.29%	5	1.50%	4	1.10%
Convulsions/Seizure	5	1.46%	5	1.50%	9	2.49%
Diabetic Problem	3	0.87%	7	2.10%	8	2.21%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	1	0.29%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	68	19.83%	67	20.06%	63	17.40%
Fire	20	5.83%	15	4.49%	26	7.18%
Headache	4	1.17%	1	0.30%	1	0.28%
Heart Problems/AICD	6	1.75%	7	2.10%	10	2.76%
Heat/Cold Exposure	0	0.00%	1	0.30%	0	0.00%
Hemorrhage/Laceration	10	2.92%	11	3.29%	9	2.49%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	0.29%	1	0.30%	2	0.55%
Overdose/Poisoning/Ingestion	8	2.33%	9	2.69%	4	1.10%
Pregnancy/Childbirth/Miscarriage	1	0.29%	0	0.00%	1	0.28%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	4	1.17%	8	2.40%	3	0.83%
Sick Person	49	14.29%	47	14.07%	51	14.09%
Stab/Gunshot Wound/Penetrating Trauma	1	0.29%	0	0.00%	0	0.00%
Standby	1	0.29%	0	0.00%	7	1.93%
Stroke/CVA	4	1.17%	8	2.40%	6	1.66%
Traffic/Transportation Incident	21	6.12%	26	7.78%	57	15.75%
Transfer/Interfacility/Palliative Care	0	0.00%	1	0.30%	0	0.00%
Traumatic Injury	5	1.46%	10	2.99%	0	0.00%
Unconscious/Fainting/Near-Fainting	43	12.54%	37	11.08%	42	11.60%
Unknown Problem/Person Down	0	0.00%	1	1.07%	2	0.35%
Well Person Check	1	0.29%	0	0.00%	0	0.00%
Total	343		334		362	

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {05/01/2020} and {05/31/2020}

Incident Type	05/01/2020 to 05/31/2020	05/01/2019 to 05/31/2019	05/01/2018 to 05/31/2018	05/01/2017 to 05/31/2017
111 Building fire	3	1	0	0
113 Cooking fire, confined to container	0	1	0	0
131 Passenger vehicle fire	0	0	0	1
142 Brush or brush-and-grass mixture fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	0	0	0	1
162 Outside equipment fire	0	1	0	0
311 Medical assist, assist EMS crew	8	9	12	9
322 Motor vehicle accident with injuries	0	1	1	0
324 Motor Vehicle Accident with no injuries	0	1	1	0
331 Lock-in (if lock out , use 511)	0	0	0	1
411 Gasoline or other flammable liquid spill	0	1	2	1
412 Gas leak (natural gas or LPG)	0	0	0	1
420 Toxic condition, Other	0	0	1	0
424 Carbon monoxide incident	0	0	0	1
442 Overheated motor	0	0	1	0
444 Power line down	1	0	1	0
445 Arcing, shorted electrical equipment	0	0	1	1
463 Vehicle accident, general cleanup	0	0	0	2
500 Service Call, other	0	0	1	0
531 Smoke or odor removal	1	0	0	1
551 Assist police or other governmental agency	0	1	0	0
553 Public service	2	1	0	0
571 Cover assignment, standby, moveup	1	0	0	0
600 Good intent call, Other	0	0	1	1
611 Dispatched & cancelled en route	5	5	5	2
6111Cancelled en route - Auto Aid Fire	2	0	0	0
621 Wrong location	0	1	0	0
631 Authorized controlled burning	0	1	0	0
651 Smoke scare, odor of smoke	0	1	1	0
713 Telephone, malicious false alarm	0	1	0	0
714 Central station, malicious false alarm	0	0	1	0
731 Sprinkler activation due to malfunction	0	1	0	0
733 Smoke detector activation due to malfunction	0	0	1	0
735 Alarm system sounded due to malfunction	0	0	0	1
736 CO detector activation due to malfunction	1	2	0	3
743 Smoke detector activation, no fire - unintentional	0	1	1	0
745 Alarm system activation, no fire - unintentional	1	1	3	2
746 Carbon monoxide detector activation, no CO	0	3	0	0
Totals	26	34	34	28

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {05/31/2020}

Incident Type	01/01/2020 to 05/31/2020	01/01/2019 to 05/31/2019	01/01/2018 to 05/31/2018	01/01/2017 to 05/31/2017
111 Building fire	10	10	8	5
113 Cooking fire, confined to container	1	2	1	2
115 Incinerator overload or malfunction, fire confined	0	1	0	0
118 Trash or rubbish fire, contained	1	0	0	1
131 Passenger vehicle fire	2	0	1	1
140 Natural vegetation fire, Other	0	0	1	0
142 Brush or brush-and-grass mixture fire	2	0	0	1
150 Outside rubbish fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	0	1	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	1
160 Special outside fire, Other	0	0	1	0
162 Outside equipment fire	0	1	0	0
171 Cultivated grain or crop fire	0	0	1	0
223 Air or gas rupture of pressure or process vessel	0	1	0	0
251 Excessive heat, scorch burns with no ignition	0	0	0	1
311 Medical assist, assist EMS crew	52	52	44	52
322 Motor vehicle accident with injuries	6	10	10	5
324 Motor Vehicle Accident with no injuries	1	1	6	2
331 Lock-in (if lock out , use 511)	0	0	0	2
341 Search for person on land	0	1	0	0
350 Extrication, rescue, Other	0	0	0	1
351 Extrication of victim(s) from building/structure	0	1	0	0
352 Extrication of victim(s) from vehicle	0	1	0	1
353 Removal of victim(s) from stalled elevator	0	0	1	1
361 Swimming/recreational water areas rescue	0	1	0	0
363 Swift water rescue	0	1	0	0
365 Watercraft rescue	0	1	0	0
381 Rescue or EMS standby	0	0	0	1
411 Gasoline or other flammable liquid spill	2	2	3	2
412 Gas leak (natural gas or LPG)	0	2	2	3
413 Oil or other combustible liquid spill	0	1	0	0
420 Toxic condition, Other	0	0	1	0
421 Chemical hazard (no spill or leak)	1	0	0	0
424 Carbon monoxide incident	0	1	1	3
442 Overheated motor	1	0	1	0
444 Power line down	1	0	1	0
445 Arcing, shorted electrical equipment	0	0	1	2
451 Biological hazard, confirmed or suspected	0	0	0	1
463 Vehicle accident, general cleanup	0	2	0	2
500 Service Call, other	0	0	1	0
510 Person in distress, Other	0	0	0	1
521 Water evacuation	0	1	0	0

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {05/31/2020}

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 05/31/2020	to 05/31/2019	to 05/31/2018	to 05/31/2017
522 Water or steam leak	1	2	1	2
531 Smoke or odor removal	2	0	1	1
542 Animal rescue	0	0	0	1
551 Assist police or other governmental agency	0	1	0	1
553 Public service	4	2	0	0
555 Defective elevator, no occupants	1	0	0	0
561 Unauthorized burning	5	0	2	0
571 Cover assignment, standby, moveup	1	5	1	0
600 Good intent call, Other	0	0	1	2
611 Dispatched & cancelled en route	21	22	22	22
6111Cancelled en route - Auto Aid Fire	2	0	0	0
621 Wrong location	0	1	0	0
622 No Incident found on arrival at dispatch address	3	3	0	1
631 Authorized controlled burning	0	3	4	1
650 Steam, Other gas mistaken for smoke, Other	0	0	0	1
651 Smoke scare, odor of smoke	0	4	4	1
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	1
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	0	2	1	1
700 False alarm or false call, Other	0	0	2	0
710 Malicious, mischievous false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	0
713 Telephone, malicious false alarm	0	1	0	0
714 Central station, malicious false alarm	0	1	3	0
731 Sprinkler activation due to malfunction	0	3	1	0
733 Smoke detector activation due to malfunction	1	2	1	0
735 Alarm system sounded due to malfunction	3	2	1	2
736 CO detector activation due to malfunction	2	6	1	4
740 Unintentional transmission of alarm, Other	0	0	3	2
741 Sprinkler activation, no fire - unintentional	1	1	0	0
743 Smoke detector activation, no fire - unintentional	2	2	2	2
744 Detector activation, no fire - unintentional	0	0	1	0
745 Alarm system activation, no fire - unintentional	4	2	4	6
746 Carbon monoxide detector activation, no CO	1	6	3	3
Totals	135	167	146	146

MCFARLAND POLICE DEPARTMENT



May 2020 Monthly Report

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MAY 2020 MONTHLY REPORT

Introductory Information

As with last month's report, this one will be somewhat streamlined as compared to the typical monthly report. Department heads have been providing Village Administration with more detailed information, and in turn they have been releasing that information to the public jointly rather than through individual Department reports. As is the case with most Village departments, our operations continue to be altered in response to the COVID-19 pandemic. Across the board, operations have been adjusted to provide for the greatest degree of isolation and the least amount of personal contact.

All extra, special event and special assignment related activities have been either suspended, reduced or greatly modified to prevent personal contact to every degree possible. All training has been suspended and/or cancelled. Outreach programming (Bike Rodeo, summer programming) has been in most cases cancelled. We are attempting to conduct some programs online, such as Coffee with a Cop and other programs that are still in the creation stage. Vital outreach contact with our at-risk populations is limited to phone, video, or other means than personal contact.

Our administrative offices remain staffed, however closed indefinitely. For the most part, absent select governmental meetings, the Municipal Center is completely closed to the public.

Staffing Report

- The department continues to operate under a split-platoon schedule, intended to promote isolation and distancing between staff, and the continued ability to comply with CDC guidelines while delivering quality policing services to the community. The department will continue in that manner until Phase 2 of the Forward Dane Plan is in effect, and then further evaluation will occur to determine the appropriate time to revert to normal scheduling. Due to the enormity of the task of transitioning 19 individuals back and forth between the revised and normal rotations (and all of the related scheduling considerations such as canceling/reinstating time off requests, training plans and other schedule related items) note that the transition to normal staffing will not occur on day one of Phase 2, rather likely at an appropriate point within Phase 2. The criteria utilized in conducting this evaluation will include the metrics observed by Public Health and the prospect of stability in maintaining those metrics within Phase 2 and advancing to Phase 3.

Equipment Report

- Our three squad cars are undergoing install at General Communications.

Training Report

- No training has been conducted. All training has been cancelled until further notice.

Other Information

- The department is generally doing well and is attempting to honor employee time-off requests when it can. Supervisors are making increased efforts to monitor employee wellbeing and mental health and management is using online communication platforms to remain in contact with staff whom they no longer see due to the split schedule. Supervisors are also attempting to implement more team building activities, such as an occasional short, on-shift cookout or purchasing a meal for on-duty staff.
- The Department is generally providing all the services it would normally provide, with the following exceptions. Traffic enforcement is currently limited mainly to roadway safety violations such as speeding, reckless driving behavior, OMVWI, etc. Low-level calls for service are handled by phone, and without person-to-person contact whenever possible. Officers likely will respond, but not engage in medical calls unless necessary, such as with a combative patient. In-person community events have been suspended. Community outreach programming, such as Are You OK? and COAT have been modified to be conducted in manner that excludes personal contact. In an effort to remain engaged with the community, new outreach programming has been implemented, such as an online Coffee with a Cop event, online storybook readings, and an online bedtime story program. The administrative office remains closed, thus in-person services such as fingerprinting, and in-person bill payment have been suspended. However, alternative means have been identified to meet the community's needs in these areas. As we advance through the phases of Forward Dane, these service adjustments will begin to revert back to normal.



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation on the expansion of premise for the Class "B" Beer and "Class B" intoxicating liquors license to add an approximately 1,100 square foot outdoor consumption area for Byrnes McFarland Tavern LLC D/B/A Byrnes McFarland Tavern, 5915 Exchange St..

PREVIOUS ACTION:

ISSUE SUMMARY:

See attached memo regarding the proposed expansion of premise for the McFarland Tavern to have an outdoor consumption area.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Code of Ordinances 11-64n regarding outdoor consumption areas.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Submitted for discussion and recommendation.

ATTACHMENTS:

1. Application Packet
2. Review and Recommendation - Byrnes Tavern - 06.05.2020 FINAL
3. Chief Sherven Letter of Approval
4. Review and Recommendation - Fire & Rescue - 06.04.2020
5. 5915 Exchange Street_C&ED Memo_06.04.20





Application for an Outdoor Consumption Area
Pursuant to Village Ordinance Chapter 11

***Any physical change to a licensed premise requires Village board approval.**

No Fee

1. Applicant Information

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:
Byrne's McFarland Tavern LLC.

DBA: Byrne's McFarland Tavern

Address of establishment:
5915 Exchange St

City, State and Zip Code:
McFarland Wi 53558

Contact Name:: Ashley Byrne

Contact Telephone Number: 608 347 6536(C)
608 838 6012(W)

2. Premise information

Gross floor area of the indoor licensed premise within a permanent building:

3,264 square feet

Proposed Square Footage of Outdoor Area:*

1,110 square feet

**Outdoor area may not be larger than 50% of the gross floor area of the licensed premise within a permanent building without a variance granted by the Village Board. To request a variance, please see section 8 of the application.*

3. Outdoor Consumption Section

Is the proposed outdoor consumption area within 50 feet of the lot line of a parcel zoned, or used for residential purposes?*

☒ - No ☐ - Yes, see section 8 of application to request a variance

**This prohibition shall not apply to an outdoor area where an accessory apartment exists on the same parcel as the licensed premise.*

Will the outdoor area have amplified sound including but not limited to live music, loud speakers, call systems, etc.?

☒ - No ☐ - Yes.

Hours of operation for an outdoor consumption area shall be limited to Sunday through Thursday 11:00 a.m. to 10:00 p.m., and Friday and Saturday 11:00 a.m. to 11:00 p.m. Will the proposed outdoor consumption area meet this standard?

☒ - Yes ☒ - No, ☐ - Yes, see section 8 of application to request a variance

Is the proposed outdoor area directly connected to the indoor licensed premise?

☒ - Yes ☐ - No

If no, please attach a security plan that explains how alcohol will be served, and how alcohol consumption will be monitored. Provide specific details on how you intend to prevent consumption outside of the licensed premise and how you will prevent underage alcohol consumption.

4. Outdoor Sporting Activity Section

Will the proposed expansion involve an outdoor sporting activity area:?

☐ - Yes ☒ - No

If yes, you will need an outdoor sporting activity application in addition to this application.

5. Attachments/Requirements

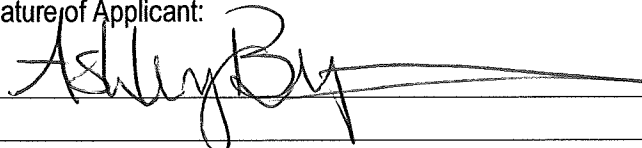
The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing (not less than 4 ft in height), signage including proposed use of the outdoor area.

6. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:



Date:

5.21.2020

7. Standards for Outdoor Consumption Area

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

b. Hours of outdoor consumption are restricted to 11:00 a.m. to 10 p.m. Sunday through Thursday, and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

c. Amplified music, speakers, microphones, televisions and other audio video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and section 11-69(f) if applicable. Commercial zoned shall be limited to 70 db at all times. Noise is measured at the property line. Outdoor amplification of noise is not allowed after 10 p.m.

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

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

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

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

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

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

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

Outdoor Consumption Proposal for Byrne's McFarland Tavern at 5915 Exchange St.

The proposed location will be in the yard area located on the right side of the building when looking east.



The area will be fenced in with 6ft. wood privacy fence.

There will be two entry points. One of which will be stairs from the back deck the empties directly to the consumption area. The other will be a handicap entry point between the garage and the deck which will also serve as an emergency exit.

All entry points will closed and locked during restricted hours. This will include a gate at the top of the stairs.

The second emergency exit is also marked in yellow (please see attached diagram).

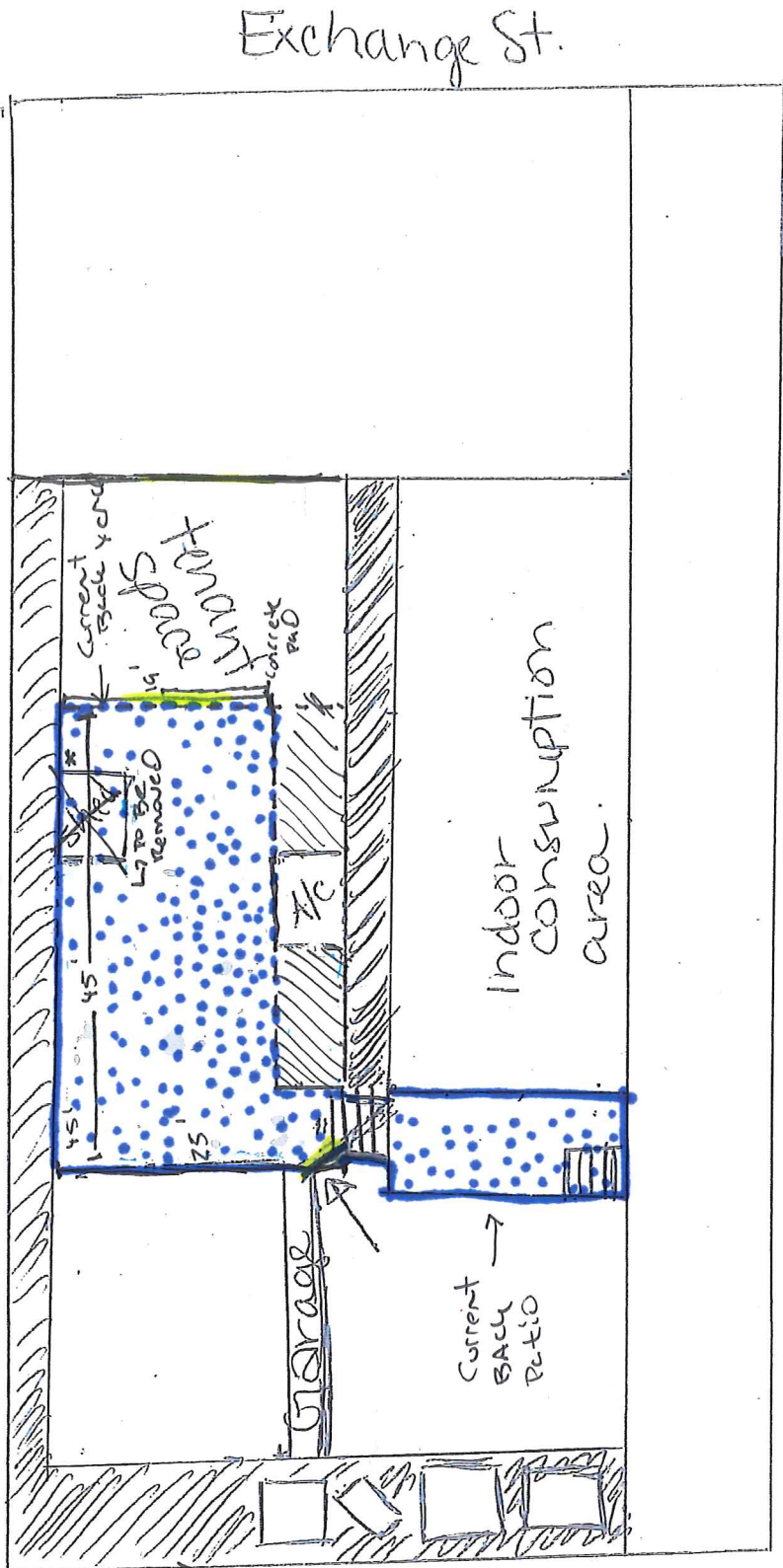
An additional fence will be added at end of the consumption area to separate that area from that of the tenants.

The stairs and ramps will be constructed from wood.

Garbage receptacles will be place in all corners inside area and emptied daily.

Construction start date pending the approval of the outdoor consumption area.

- * All fence is 6' privacy fence
- * Stairs and handicap ramps will be constructed out of wood.



Backyard
Area =
Approximately
900 sq ft.
Back
Patio =
200 sq ft.

→ Indicates Entry Point.
* Handicap by Garage
* Stairs off deck to back yard.

 Purposed outdoor consumption area

 Indicate unusable space

--- interior fence to separate space and keep at 50% of indoor area.

 landscaped/none usable area

 2nd emergency exit.

 stair ways

1 inch = approx. 20ft.

MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Village Clerk/Treasurer

Date: June 5, 2020

RE: Expansion of Premise for Byrnes Tavern, 5915 Exchange St.

Background: The current licensed premise for Byrnes McFarland Tavern is the first floor tavern area and basement.

Proposal: Byrnes McFarland Tavern is proposing to expand their licensed premise to include an approximately 900 square foot outdoor consumption area in the backyard and the 200 square foot back patio adjacent to the current indoor consumption area. Attached are the site plans showed the proposed site plan.

Review: Village Ordinance 11-64n outlines the conditions and requirements for outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

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

On May 29, 2020, a notice was sent to all property owners within 500 feet of the proposed licensed premise expansion notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

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

Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

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

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

Staff Comments: No restrictions identified by Staff

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

Staff Comments:

Community Development Director Andrew Bremer:

On June 15, 2020, both the Landmarks Commission and Plan Commission will review McFarland's Tavern's Outdoor Consumption Area Application and associated site plan. As part of their review, the Plan Commission will determine whether to condition approval on any potential changes to the off-street parking. My recommendation to the Plan Commission will be to not require any additional off-street parking to support the proposed outdoor consumption area for the following reasons:

1. The parking requirements of Sec. 62-172(j) are advisory only in the C-C District.
2. The property location offers greater access to on-street parking opportunities than other commercial zoned properties located within the Village.
3. The request for the outdoor consumption area is in correlation with likely decreased indoor seating capacity due to COVID-19 safe distancing guidelines/requirements.
4. Use of the outdoor area is seasonal and weather dependent and thus does not create the same year-round demand as a permanent indoor expansion.
5. The proposed application does not include adding additional dwelling units. The property currently has two, two-bedroom dwelling units. The Zoning Code requires two spaces per two-bedroom dwelling units. The existing property currently has a two-vehicle garage and four off-street surface parking spaces.

c. Regulation of lighting and screening;

Staff Comments:

Chief Sherven - Applicant should be required to install adequate lighting so as to clearly monitor the area for compliance with statute and ordinance.

Response: Applicant has proposed to use the current motion light already on the property as lighting.

Response: Applicant plan to use motion lighting already on the property as permeant lighting.

d. Any conditions recommended by the Public Safety Committee;
To be determined by the Committee as applicable.

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

Plan Commission will review the site plan on June 15th and provide recommendation to the Village Board.

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

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

- Staff Comments: Compliant. There is a residence within 50 feet on the McFarland Tavern property; however, it is located on the McFarland House Café property which is currently zoned C-C Central Commercial and not zoned residential.

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

- Staff Comments: None.
- Response: Applicant is aware of requirement and will need to comply.

c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the

enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

- Staff Comments:

Chief Sherven - I do not see a picture of the fencing intended to be used, however this serves as a reminder that the fence is expected to be in compliance with ordinance requirements in terms of physical construction requirements related to height and material. Applicant should be aware that the type of fencing they choose has an effect on the ability of patrons to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.

Additionally, it has been identified that the stairs off the back patio leading to the parking lot area and Long Street are not currently enclosed in fence as they serve as an exit for the bar. Because the ordinance requires the outdoor consumption area be fenced, this proposes a problem. The Fire & Rescue department have identified this should remain an egress. Applicant will need to discuss further solutions with the Building Inspector or request a variance. Staff will be prepared to provide an update at the meeting.

- Response: Applicant intends to use the same fence material that is already in the back yard. Additionally the applicant is in discussion with Building Inspector on possible solutions.

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

- Staff Comments:

Chief Sherven - Applicant should be aware that Village ordinance restricts and/or prohibits sound or noise as follows:

- “tending to unreasonably disturb the peace and quiet of persons in the vicinity thereof unless the making and continuing of the same

cannot be prevented and is necessary for the protection or preservation of property or of the health, safety, life, or limb of some person”

- “The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound, which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.”
- It’s important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another, thus it would be prudent to utilize any outdoor amplification cautiously and prudently

- Response: Applicant is aware of requirement and will need to comply.

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

- Staff Comments: Chief Sherven highlights and emphasizes this requirement for applicants.
- Response: Applicant is aware of requirement and understands compliance requirement.

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

- Staff Comments: The applicant’s current interior premise includes the basement and 1st floor storage and first floor sales. This is approximately 3,264 square feet. This would provide the applicant up to 1,632 square feet

for an outdoor consumption area. Total proposed square footage is approximately 1,100 square feet, well within the limitations of the ordinance.

- Response: Not applicable

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

- Staff Comments: None.
- Response: Applicant is aware of requirement and understands compliance requirement.

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

- Staff Comments: No comments
- Response: Applicant does not plan to have bar/counter service in the outdoor area. All sales will occur in the building and be carried out to the patio.

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

Compliant. Applicant is aware of requirement.

- Staff Comments: Not applicable no outdoor sports planned.
- Response: Not applicable

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

- Staff Comments: Both the Fire Inspector and Building Inspector reviewed the proposed plan and found it to be in compliance.
- Response: Not applicable

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

- Staff Comments: None.
- Response: Applicant is aware of requirement and understands compliance requirement.

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

- Staff Comments: Not applicable no outdoor sports planned.
- Response: Not applicable

Recommendation: Staff recommends approval of the expansion of licensed premise for Byrnes McFarland Tavern, 5915 Exchange St., to include the 200 square foot back patio and an approximately 900 square foot backyard outdoor consumption area for the period ending June 30, 2020.



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

May 27, 2020

Cassandra Suettinger
Village Clerk
Village of McFarland

RE: Comments regarding Byrne's McFarland Tavern Expansion Request

Cassandra –

Having reviewed the proposed outdoor expansion, I am generally fine with it, with the below comments and a few cautions relating to the proposed use of outdoor amplification and fencing requirements. My comments are reflective only of those related to law enforcement and security concerns, and not of fire safety, zoning, construction, lot line requirements, etc. Other staff will comment from those standpoints.

- **Regarding section 11-64 (N) of Village Ordinances:**
 - o **(4)(C)** – I do note see a picture of the fencing intended to be used, however this serves as a reminder that the fence is expected to be in compliance with ordinance requirements in terms of physical construction requirements related to height and material. Applicant should be aware that the type of fencing they choose has an effect on the ability of patrons to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.
 - **(4)(D)** – Applicant should be aware that Village ordinance restricts and/or prohibits sound or noise as follows:
 - ② “tending to unreasonably disturb the peace and quiet of persons in the vicinity thereof unless the making and continuing of the same cannot be prevented and is necessary for the protection or preservation of property or of the health, safety, life, or limb of some person”

- ② “The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound, which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.”
- ② It’s important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another, thus it would be prudent to utilize any outdoor amplification cautiously and prudently.
- **(4)(E)** – As an additional caution relating to relating to restrictions on noise and general character of the business, this section provides “The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience”.
- **(3)(C) Lighting** – Applicant should be required to install adequate lighting so as to clearly monitor the area for compliance with statute and ordinance.
- Proper signage, as per indicated on the application and in ordinance, is required that prohibits carrying out alcoholic beverages.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



McFarland Fire & Rescue Department

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

Emergency: 911

Date: May 21, 2020

To: Public Safety Committee

From: Mitchell Sutter, Fire Inspector/Public Education Specialist

RE: Byrne's McFarland Tavern LLC

I have reviewed the proposal in the Expansion of Premise requested by Byrne McFarland Tavern LLC. At this time, McFarland Fire & Rescue do not observe any occupancy or fire hazards with the expansion and recommend approval of the application.

If you have any questions regarding the above, please contact me via phone at 608-838-3278 or via email at mitchell.sutter@mcfarland.wi.us

Sincerely,

A handwritten signature in black ink that reads "Mitchell Sutter".

Mitchell Sutter

Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)

Memorandum

To: Public Safety Committee

From: Andrew Bremer, AICP, Community & Economic Development Director

Date: June 4, 2020

Re: 5915 Exchange Street, McFarland Tavern, Outdoor Consumption Application

On June 15, 2020, both the Landmarks Commission and Plan Commission will review McFarland's Tavern's Outdoor Consumption Area Application and associated site plan. As part of their review, the Plan Commission will determine whether to condition approval on any potential changes to the off-street parking. My recommendation to the Plan Commission will be to not require any additional off-street parking to support the proposed outdoor consumption area for the following reasons:

1. The parking requirements of Sec. 62-172(j) are advisory only in the C-C District.
2. The property location offers greater access to on-street parking opportunities than other commercial zoned properties located within the Village.
3. The request for the outdoor consumption area is in correlation with likely decreased indoor seating capacity due to COVID-19 safe distancing guidelines/requirements.
4. Use of the outdoor area is seasonal and weather dependent and thus does not create the same year-round demand as a permanent indoor expansion.
5. The proposed application does not include adding additional dwelling units. The property currently has two, two-bedroom dwelling units. The Zoning Code requires two spaces per two-bedroom dwelling units. The existing property currently has a two-vehicle garage and four off-street surface parking spaces.



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Discussion and recommendation on the renewal of the Class A Intoxicating Liquors and Class A Fermented Malt Beverage license for BP-Burma Road

PREVIOUS ACTION:

At the May 13th Public Safety Committee meeting Chief Sherven discussed concerned with an inordinate amount of liquor license violations in the past few years for the McFarland BP on Burma Road.

The Committee directed staff to invite the liquor license agent to the next Public Safety Committee meeting to discuss the violations and the pending renewal of their license.

ISSUE SUMMARY:

The liquor license agent for the McFarland BP on Burma Road will be present for the meeting to discuss the violations and renewal of their license.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PSC Letter Regarding Burma BP (05-07-20)
2. BP Burma Road - License renewal



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: May 7, 2020

TO: Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Status of Alcohol Renewal for Burma Rd. BP Station

On this date I reviewed a renewal application for the establishment alcoholic beverage license for the Burma Rd. BP Station. In conducting a review of past contacts related to the licensed activity of the establishment, I noted what I would consider to be an inordinate number of liquor law violations as compared to other similar establishments in the Village. Below is a very brief summary:

- An investigation in 2017 resulting in the charging of an employee for sale of alcohol to a minor.
- An investigation in 2018 resulting in the charging of an employee for selling alcohol without a valid license to do so. Additionally, the employee was intoxicated at the time of the offense.
- An allegation in 2019 by a disgruntled customer that the clerk had sold alcohol to other customers without a license, but not to him. This incident yielded no charges nor substantiating evidence.
- An investigation in 2020 resulting in the charging of an employee for sale of alcohol to a minor, on two separate occasions on the same day.

There appears to be an atypical and repeating pattern of violations at this particular establishment. It is of concern to me, and should be to the Public Safety Committee as well. Therefore, I recommend this body request the establishment owner, Mr. Loeder, to appear in person to explain this pattern of continuing violations and present his plan to address the situation.

To date, Mr. Loeder has not reached out to me to discuss the issue.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



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

May 14, 2020

Daniel Loeder
BP Burma Road
4410 Buckley Ridge Circle
Cottage Grove WI 53527

Dear Mr. Loeder,

In reviewing the application for renewal of Class A Combo liquor license for the McFarland BP located at 4701 Burma Road, Police Chief Sherven identified an inordinate number of liquor law violations compared to other establishments within the Village. Please see the attached letter from Police Chief Craig Sherven outlining violations at the establishment for the period of 2017 through 2020.

In reviewing the letter from Police Chief Sherven, the Public Safety Committee has requested your attendance at the June 10, 2020 Public Safety Committee meeting to address the violations in conjunction with renewal of your license for the period of July 1, 2020 through June 30, 2021. Please note your attendance is being requested as you are listed as agent for the license, if another representative or officer, would be more appropriate to attend please let me know.

The meeting begins at 6:30 p.m. Please note due to concerns regarding COVID19, the meeting will take place virtually via Zoom. You will have the option to attend virtually by computer or telephone, or in-person if you so choose.

Please contact me directly at 608-838-3153 or via email at cassandra.suettinger@mcfarland.wi.us to confirm if you will be able to attend the meeting, and your preference as to if you would prefer to attend in person or via zoom.

Sincerely,

Cassandra Suettinger
Clerk/Treasurer



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on section 11-64(n)4 of the Village Code of Ordinances regarding limitations on proximity of residential dwellings to outdoor consumption areas.

PREVIOUS ACTION:

ISSUE SUMMARY:

On May 25, 2020 Trustee Kryzenske referred discussion on section 11-64(n)4 of the Village Code of Ordinances for review and possible revision. In the fall of 2019, the Village re-wrote section 11-64(n) of the Village Code of Ordinances regarding outdoor consumption area. Section 4 currently provides the following:

11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.

The original intent of the revision was to change the standard to prohibit outdoor areas within 50 feet of parcels zoned residential. The Village attorney added in the addition portion that provides 'or lawfully used for residential purposes.' The intent of the language to cover non-conforming uses. However, as written, the addition language is confusing and could be interpreted to read that outdoor areas are prohibited within 50 feet of any parcel lawfully used for residential purposes. An example of where this provision becomes pertinent is the McFarland House Cafe and McFarland Tavern. Both businesses have tenants that reside on the upper floors of the businesses. The original intent of the revision was to recognize that the prohibition would not apply in these situations where businesses with tenants abut each other.

Based on discussion with the Village Attorney, staff recommends the following revisions for consideration:

1. 11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used, for residential purposes unless the residential use is located on another licensed premises.

This revision specifically addresses two licensed establishments located next to one another such as the Cafe and Tavern. It provides a fairly narrow exception.

2. 11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for



residential purposes.

The second suggestion is to remove the language all together. This would simply require that outdoor areas not be allowed within 50 feet of of the lot line of a parcel zoned residential. This is a broad interpretation that would provide the broadest application and use. The Committee would essentially need to discuss what the exception should cover. Does it matter if the neighboring apartment is a single unit above a flower shop or pharmacy as opposed to a bar? If it matters, then this revision would not likely be agreeable,

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

11-64(n)4

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The item is submitted for discussion and recommendation on amending the language.

ATTACHMENTS:

1. Sec._11_64.____Conditions_of_license. (1)

Sec. 11-64. - Conditions of license.

- (n) *Outdoor consumption.* Licensed premises under a "Class B," Class "B" or "Class C" license may include areas outside a fully enclosed building in accordance with the following:
- (1) Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.
 - (2) The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.
 - (3) The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:
 - a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;
 - b. Requiring additional parking beyond the minimum required by the Zoning Code;
 - c. Regulation of lighting and screening;
 - d. Any conditions recommended by the Public Safety Committee;
 - e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.
 - (4) In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:
 - a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.
 - b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.
 - c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

- d. Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.
- e. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.
- f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.
- g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."
- h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.
- i. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.
- j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.
- k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.
- l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

(Code 1998, § 7-2-14; Ord. No. 2013-01, §§ 1, 2, 4-22-2013; Ord. No. 2015-07, §§ 1—4, 7-27-2015; Ord. No. 2016-01, § 1, 1-25-2016; Ord. No. [2019-19](#), § 1, 10-28-2019)



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation to the Village Board on Resolution 2020-13: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2020-2021.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is Resolution 2020-13: a resolution approve the renewal applications for liquor and fermented malt beverages licenses for the period of July 1, 2020 through June 20, 2020. Additionally attached are the compliance inspections and an overview of license violations from Chief Sherven.

FINANCIAL/BUDGET IMPACT:

Revenue of approximately \$12,000

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11 - Article II - Village Code of Ordinances regarding alcohol beverage licensing.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Resolution 2020-13.

ATTACHMENTS:

1. 2020-13 Resolution Approving the Renewal Applications for Liquor and Fermented Malt Beverage Applications
2. 2020-2021 Alcohol Licensing List
3. Letter to PSC Incident Analysis Results From PD

RESOLUTION 2020-13

A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR LIQUOR AND FERMENTED MALT BEVERAGE LICENSES FOR 2020-2021

WHEREAS, on Monday, June 22, 2020, the Village Board met to consider the following applications for renewal of Liquor and Fermented Malt Beverage licenses for 2020-2021. The Public Safety Committee previously reviewed all submitted applications and recommended approval.

Class "A"/"Class A" (Combination Class A)

LEGAL NAME	D/B/A	ADDRESS	AGENT
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Sheila Mickelson
Loeder Oil Co., Inc.	McFarland BP	4701 Burma Rd	Daniel Loeder
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Nathanael Romick
Ultra Mart Foods LLC	Pick 'N Save #394	5709 US HWY 51	Ken Schurr
Walgreen Co	Walgreens #10554	4605 Larson Beach Rd	Sharon Petrowski
JBT Ventures Inc	HWY 51 Liquor and Bait	5716 Hwy 51	Brian Shorey

Class "A" Beer and Cider

LEGAL NAME	D/B/A	ADDRESS	AGENT
Loeder Oil Co., Inc.	Larson Beach BP	4800 Larson Beach	Daniel Loeder

Class "A" Beer

LEGAL NAME	D/B/A	ADDRESS	AGENT
The Madison Curling Club	The Madison Curling Club	4802 Marsh Rd	Douglas Pahl

Class "B"/"Class B" (Combination Class B)

LEGAL NAME	D/B/A	ADDRESS	AGENT
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	William Bley
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Gary Seiler
McFarland House Café Inc.	McFarland House Café	5923 Exchange St.	Shaun O'Hearn
5100 Bar LLC	5100	5100 Erling Ave	Steve Racek

Class "B"

LEGAL NAME	D/B/A	ADDRESS	AGENT
Hope Rod & Gun Club	Hope Rod & Gun Club	3435 Siggelkow Rd	Joe Malkasian

WHEREAS, all of the establishments have had the necessary reviews, background investigations of applicants, and inspections of premises as required by Municipal Code and State Statutes; and

WHEREAS, after review and consideration, it is recommended that the Village approve the Alcohol Beverage renewals; and

WHEREAS, all establishments are current on all fees, taxes, and/or invoices.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2020 through June 30, 2021.

Approved:

Brad Czebotar, Village President

Attest: _____
Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2020-13	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington	Kryzenske
Clow	Rupert
Czebotar	Utter
Flaherty	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

**Village of McFarland
Alcohol Licensing
July 1, 2020 - June 30, 2021**

LEGAL NAME	D/B/A	ADDRESS	AGENT	BACKGROUND	PD INCIDENTS	PD INSPECT	FIRE INSPECT	BI INSPECT	COMMENTS
5100 Bar LLC	5100	5100 Erling Ave	Steve Racek	PASS	PASS	NOT COMPLETED	PASS	PASS	
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	William Bley	PASS	PASS	PASS	PASS	PASS	
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks	PASS	PASS	PASS	PASS	PASS	
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne	PASS	PASS	PASS	PASS	PASS	
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler	PASS	PASS	PASS	PASS	PASS	
Hope Rod & Gun Club	Hope Rod and Gun Club	3435 Siggelkow Rd	Joe Malkasian	PASS	PASS	NOT COMPLETED	PASS	PASS	
JBT Ventures Inc	HWY 51 Liquor and Bait	5716 Hwy 51	Brian Shorey	PASS	PASS	PASS	PASS	PASS	
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Sheila Mickelson	PASS	PASS	PASS	PASS	PASS	
Loeder Oil Co., Inc.	Larson Beach BP	4800 Larson Beach Rd	Daniel Loeder	PASS	PASS	PASS	PASS	PASS	
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Gary Seiler	PASS	PASS	PASS	PASS	PASS	
Loeder Oil Co., Inc.	McFarland BP	4701 Burma Rd	Daniel Loeder	PASS	Incident Identified	PASS	PASS	PASS	See Police Chief's memo dated May 29, 2020
McFarland House Café Inc	McFarland House Café	5923 Exchange St	Shaun O'Hearn	PASS	PASS	PASS	PASS	PASS	
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Nathanael Romick	PASS	PASS	PASS	PASS	PASS	
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano	PASS	Potential Incident Identified	PASS	PASS	PASS	See Police Chief's memo dated May 29, 2020
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik	PASS	PASS	PASS	PASS	PASS	
Ultra Mart Foods LLC	Pick 'N Save #394	5709 US HWY 51	Ken Schurr	PASS	PASS	PASS	PASS	PASS	
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham	PASS	PASS	PASS	PASS	PASS	
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott	PASS	PASS	PASS	PASS	PASS	
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat	PASS	PASS	PASS	PASS	PASS	
The Madison Curling Club	The Madison Curling Club	4802 Marsh Rd	Douglas Pahl	PASS	PASS	PASS	PASS	PASS	
Walgreen Co	Walgreens #10554	4605 Larson Beach Rd	Sharon Petrowski	PASS	PASS	PASS	PASS	PASS	



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: May 29, 2020

TO: McFarland Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Report on Alcohol Beverage Licensed Establishments for 2019-2020 licensure year

I have reviewed the call listing for all licensed establishments within the Village. Having done so, I have discovered only two incidents that I consider to be substantially related to the licensed activity and worthy of note.

The first relates to a liquor law violation that occurred at the Burma Rd. BP station, which this committee is already looking into.

The second is a potential liquor law violation that was investigated and resulted in no charges, occurring at the Palenque's Restaurant. This incident can be elaborated on at the June Public Safety Meeting should the committee desire, however I am still recommending approval and am not requiring the licensee to appear.

New to this year, and in the interest of streamlining this process, I am simply submitting the general results of my review in this format, rather than compiling pages of information relating to calls for service that have no bearing upon the issue of licensure or renewal, nor are substantially related to the licensed activity.

Additionally, the establishment inspection form has been modified to include a certification check box, indicating whether the business had any significant and related incidents in the past licensure year.

That said, should any committee member wish to review the full activity report for any or all of the establishments, feel free to contact me and I will promptly provide that information.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and recommendation on Ordinance 2020-19: an ordinance authorizing a partial refund for Class "B" and "Class B" License.

PREVIOUS ACTION:

At the May 13, 2020 Public Safety Committee meeting, the Committee discussed potential ways the Village could lessen impacts to business owners affected by COVID19 and the Stay at Home orders that were in place. The Committee directed Village staff to bring back an ordinance allowing for a pro-rated refund based on the duration the stay at home/Dane County orders were in place prohibiting on premise consumption.

ISSUE SUMMARY:

Based on direction from the Public Safety Committee, attached is ordinance drafted by the Village Attorney allowing for a pro-rated refund of alcohol licensing fees for the duration of the Stay at Home/Dane County orders.

FINANCIAL/BUDGET IMPACT:

The total cost of the refunds would be \$1117.

VILLAGE PLAN REFERENCE:

N/A.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Submitted for discussion and recommendation to the Village Board.

ATTACHMENTS:

1. 2020-19 Partial Refund of Class B Alcohol License Fees

ORDINANCE 2020-19

AN ORDINANCE AUTHORIZING A PARTIAL REFUND FOR CLASS “B” AND “CLASS B” LICENSE FEES.

Purpose: To authorize the Village Clerk-Treasurer to issue a partial refund for the 2019 license fees for Class “B” and “Class B” licenses.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Village of McFarland charges a fee of \$100 for Class “B” fermented malt beverage licenses, and \$500 for “Class B” intoxicating liquor beverage licenses for the annual licensing period from July 1st through June 30th.

WHEREAS, the Public Safety Committee and Village staff have recommended a partial refund of Class “B” and “Class B” alcohol beverage license fees because these businesses were closed during the COVID-19 health emergency.

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 approve a partial refund of these license fees, to reflect two months of the license period.

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. The Village Clerk-Treasurer is authorized to issue a \$16.67 refund to those persons or entities holding a Class “B” fermented malt beverage license during the 2019-2020 license period.
2. The Village Clerk-Treasurer is authorized to issue a \$83.33 refund to those persons or entities holding a “Class B” intoxicating liquor beverage license during the 2019-2020 license period.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 – 19	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Rupert -	Kryzenske -
Brassington -	Flaherty -
Czebotar -	Utter -
Clow -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on Class B license fees for the July 1, 2020-June 30, 2021 licensing period.

PREVIOUS ACTION:

The Public Safety Committee reviewed the memo from the League and directed staff to follow up with businesses on how meaningful a fee reduction would be. Additionally the Committee requested a complete picture of what this would cost the Village financially.

ISSUE SUMMARY:

The Village was able to reach out to 9 of the 12 Class B licenses in the Village to provide feedback on how meaningful lowering license fees for next year would be. Of the 9 two businesses responded that every little bit helps with the situation they are facing. One business responded that they had a great carryout business and while they miss the profit margins on bar sales, they fared better than others. They felt the aid may be more beneficial to other business. No response was received from the other 6.

As for the financial impact, the Village has 12 licensed establishments that provide approximately \$6,700 in permit revenues annually. Class "B"(beer) licenses, normally \$100, have no minimum. "Class B" (liquor) have a minimum of \$50.

Revenues from licensed establishments make up 3% of the Village's Licenses and Permit revenues. With a reduction of this nature, the Village would likely need to figure out a corresponding action. So this would be either an increase in revenues, which at this point there has been no funding provided for a loss in revenues. Or a reduction of expenses. If this were desired staff would more than likely need to explore a reduction in expenses somewhere within the budget. Staff would be prepared to address this if desired.

FINANCIAL/BUDGET IMPACT:

Reduction in revenue based on the extent decided by the Committee.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Code of Ordinances - Appendix A - Fees



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Submitted for discussion.

ATTACHMENTS:

1. LWM - Alcohol Licensing Fee Memo
2. Class B License Fees



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic

League of Wisconsin Municipalities

April 21, 2020

The League of Wisconsin Municipalities has received many questions relating to whether municipalities may reduce alcohol beverage licensing fees for the upcoming 2020 licensing renewal period or take other steps to help restaurants and bars hurt by the COVID-19 pandemic and resulting “Safer-at-Home” order.

Reducing Licensing Fees. Municipal governing bodies may reduce alcohol beverage licensing fees for the 2020 licensing renewal period. Licensing fees are determined locally but must be within the maximum and minimum ranges specified by state law.

Maximum and Minimum license fees under state law:

Class “A” beer – no state maximum or minimum; the amount is determined by the municipality

Class “B” beer -- \$100 maximum; no minimum

“Class A” liquor -- \$500 maximum; \$50 minimum

“Class B” liquor -- \$500 maximum; \$50 minimum

Reserve “Class B” liquor renewal -- \$500 maximum; \$50 minimum

“Class C” wine license -- \$100 maximum; no minimum

A community could, at its discretion, reduce the 2020 renewal fees for Class “A” beer, Class “B” beer, and “Class C” wine to zero. The fees for “Class A” liquor, “Class B” liquor, and Reserve “Class B” liquor renewal licenses could be reduced to \$50 each. Restaurants and bars typically hold Class B licenses and restaurants without an intoxicating liquor license may have a Class C wine license. Class A licenses are typically held by stores and sell for consumption off premise.

In communities that set license fees by ordinance, governing bodies wishing to reduce fees will need to adopt an ordinance modifying the alcohol beverage licensing renewal fees for the July 1, 2020 to June 30, 2021 licensing year. In communities with ordinances specifying that fees are amended by resolution of the governing body, the governing body will need to adopt a resolution modifying the fees.

Waiving Late Fees for Alcohol Beverage Renewal Applications. Another step communities might consider taking to provide partial relief to restaurants and bars hurt by the COVID-19 pandemic is to waive any late fees the municipality imposes when applicants file their alcohol beverage renewal applications after the deadline for submittal.

**Village of McFarland
Alcohol Licensing
July 1, 2020 - June 30, 2021**

Lic. #	Reserve/ Non	LEGAL NAME	LICENSE TYPE
2021-01	Non	McFarland House Café Inc	Combo "Class B" - \$600
2021-02	Non	Byrne's McFarland Tavern LLC	Combo "Class B" - \$600
2021-03	Non	Green Lantern Restaurant Inc.	Combo "Class B" - \$600
2021-04	Non	SWN Inc	Combo "Class B" - \$600
2021-05	Non	Parkside Pub LTD	Combo "Class B" - \$600
2021-06	Non	Spartan Bowl Inc	Combo "Class B" - \$600
2021-07	Non	Spartan Pizza LLC	Combo "Class B" - \$600
2021-08	Non	Edwards-Foye Post No. 534 of the American Legion	Combo "Class B" - \$600
2021-09	Reserve	5100 Bar LLC	Combo "Class B" - \$600
2021-10	Reserve	ARUBA0204	Combo "Class B" - \$600
2021-11	Reserve	Palenque Mexican Restaurant LLC	Combo "Class B" - \$600
2021-16		Hope Rod & Gun Club	Class "B" Beer - \$100
		Total	6,700.00



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, June 10, 2020

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Review and discussion regarding proposed installation locations of traffic and crosswalk safety enhancement devices.

PREVIOUS ACTION:

ISSUE SUMMARY:

In 2020, the Village intends to continue with its annual installation of additional traffic safety device and equipment upgrades. The equipment purchased for 2020 has arrived and is ready for installation. The Chief of Police seeks review of the proposed installation locations.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Traffic Device Locations



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

To: McFarland Public Safety Committee
From: Craig J. Sherven, Chief of Police
Date: May 27, 2020
RE: Review of Proposed Traffic Safety Enhancement Device Locations

Committee Members:

In 2020, the Village intends to continue with its annual addition of traffic safety enhancements through the installation of safety devices. For this year, the Village has acquired the following items for installation:

- **Two sets of RRFB crosswalk safety enhancement devices (enough for two locations).** These are similar to the devices previously installed on Leanne Lane near the Intermediate School, and in front of the high school, across from the shopping plaza. They consist of signage on both sides of the road, with push-buttons that activate flashing lights, intended to alert approaching traffic of pedestrians crossing the road. Below is a photo of a similar device:



My intention is to have these installed at the following locations:

- **The intersection of Marsh Rd. and Red Oak Trail.** This location will service pedestrians, especially student population pedestrians, across Marsh Rd. while on approach to the Intermediate School campus. This is also a popular walking area for non-school related pedestrian traffic.
- **The intersection of Exchange St. near Highland Ave.** The exact location would be Exchange St. adjacent to the Middle School driveway crossing. This location will service both school and non-school pedestrian traffic and provide a safer atmosphere for students crossing a busy street.

The McFarland School District was consulted on these locations and were in agreement. Additionally, I have already met with the installer who indicated these were viable locations.

- **Two sets of solar-powered blinking crosswalk safety devices.** These are similar to the device previously installed on Farwell St. at the intersection with Burma Rd. They consist of signage on both sides of the road that blink continuously. Unlike the RRFB's, they are not push-buttons activated. Similar to the RRFB's, they are intended to alert approaching traffic of pedestrians crossing the road. Below is a photo of a similar device:



I have the following locations potentially selected, but am open to input from the Committee (again, we have only two, so one of these locations will need to be cut):

- **The intersection of Brodhead Rd. and Leanne Lane.** This location will service both school and non-school pedestrian traffic and provide a safer atmosphere for elementary campus students crossing an increasingly busy street.
- **The intersection of Brodhead R. and Holscher Rd.** Same as above.
- **The intersection of Main St. and Anthony St.** Same as above.

- **Two pole mounted radar/speed monitoring devices.** These are similar to the devices previously installed in several areas of the Village, including Farwell St, Leanne Lane, Brodhead St., Marsh Rd. Below is a photo of a similar device:



I have the following locations potentially selected (in consideration of locations where speed related complaints are most prevalent), but am open to input from the Committee (again, we have only two, so two of these locations will need to be cut):

- **Holscher Rd. travelling north from Brodhead St.**
- **Siggelkow Rd. travelling west from Hwy. 51**
- **CTH MN/Brodhead St. travelling west into the Village, near Peninsula.**
- **Brodhead St. travelling west (down the hill) from Holscher Rd.**