

Wednesday, April 13, 2022

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/89199260240>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 891 9926 0240

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Public Safety Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Approve the minutes from the 3.9.22 Public Safety Committee meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - b. Discussion and recommendation on a tourist rooming house permit application from McFarland House Cafe Inc. for 5923 Exchange St.
 - c. Discussion and recommendation on an application for an event permit for McFarland Soccer to hold the 'Shake the Shelter' event on May 14, 2022 from 6 p.m. to 10 p.m. at William McFarland Park and request to waive the event permit fee and a Temporary Class B license to sell fermented malt beverages and wine.

- d. Discussion and recommendation on a request for Spartan Bowl Inc., 4711 Farwell St. to expand their licensed premise for the consumption of alcohol for an approximately 3,000 sq. foot outdoor area, including permission for an outdoor sporting activity.
- e. Discussion and recommendation to the Village Board on the transition to paramedic level service and the possible creation of a career Lieutenant position in the Fire & Rescue Department

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, March 9, 2022 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Committee Chairperson Stephanie Brassington called the regular meeting of the Public Safety Committee to order at 6:30 pm in the Community Room of the McFarland Municipal Center.

Members present: Stephanie Brassington, Shannon Morrison, Dottie Olson, Rich Staley

Members not present: Sandy Bakk, Edward Wreh

Staff Present: Village Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Fire Chief Chris Dennis

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Public Safety Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*

There were no public appearances.

3. APPROVAL OF MINUTES.

- a. *Approve the minutes from the 11.10.21 Public Safety Committee Meeting.*
Motion by Village Trustee Stephanie Brassington, second by Member Rich Staley, to approve the minutes from the 11.10.21 Public Safety Committee Meeting. Motion carries 4 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Staff Reports*

- 1) *Fire and Rescue Department*

Fire Chief Dennis reviewed the monthly reports and answered the questions of the committee.

- 2) *Police Department*

Police Chief Chapin reviewed the monthly reports, as well as incidents that recently occurred in the village, and answered the committees questions.

- b. *Discussion and recommendation on Ordinance 2022-10: An ordinance amending the Municipal Code concerning alcohol beverage licenses and fees for operator's licenses.*

Village Clerk/Treasurer Cassandra Suettinger reviewed the changes to the ordinance concerning alcohol beverage licenses and fees for operator's licenses, which are based on state law updates.

Motion by Member Shannon Morrison, seconded by Member Dottie Olson, to recommend approval to the Village Board on the changes to Ordinance 2022-10: An ordinance amending the Municipal Code concerning alcohol beverage licenses and fees for operator's licenses. Motion carries 4 - 0 - 0 by acclamation.

c. Discussion and possible recommendation to the Village Board on upgrading the level of EMS service from Advanced EMT to Paramedic.

Fire Chief Dennis introduced Kacey Kronenfeld, the lead medical director of Madison Emergency Physicians. Chief Dennis explained the four levels of EMS service and gave an introduction to the board on upgrading the level of EMS service from advanced EMT to paramedic, including costs and billing. Based on a Public Safety Analysis completed in 2018, the Village Board recommended the Village upgrade EMS service to that of paramedic in the next 5-10 years. Fire Chief Dennis answered the questions from the committee.

Motion by Village Trustee Stephanie Brassington, seconded by Member Shannon Morrison, to postpone the possible recommendation to the Village Board on upgrading the level of EMS service from Advanced EMT to Paramedic. Motion carries 4 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

The next meeting of the Public Safety Committee is April 13, 2022, at 6:30 p.m.

6. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Member Shannon Morrison, to adjourn at 7:43 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,
Tricia Reimer
Office Manager

Department Report For March 2022 Activity

- **General**

- The Public Safety Center construction continues at a fairly strong pace. We have been receiving a considerable amount of product submittals for review. The contractor has been working to avoid substantial delays due to supply chain issues and some possibilities have been identified. They are working on plans to minimize them as much as possible. It does appear that they should be able to meet the schedule, but a few essential items are scheduled to arrive at the last minute.
- We decided to purchase turnout gear from two vendors and perform a wear test during the next year. We selected individuals who are most likely to use the gear to give us feedback on its durability.
- We are continuing to evaluate and provide information regarding upgrading the service level provided to be a paramedic level service. We will be presenting to the Public Safety Committee on April 13, and the Village Board on April 25.
- On March 5th, we provided mutual assistance to the Deerfield Fire Department for a structure fire in the Town of Deerfield. We provided a Tender and a Chief to the incident location and an engine to provide coverage from the Deerfield Fire Station. The crews provided assistance for about an hour.
- On March 22nd, we provided assistance to the Cottage Grove Fire Department as part of Automatic Aid to a structure fire in the Town of Pleasant Springs. The initial companies were able to extinguish the fire within about 20 minutes of arrival.

- **Operations**

- The firefighter staffing workgroup is working on a draft policy for review and consideration for implementation.
- We have seen COVID-19 cases return to a low level again. We are continuing to use preventive measures and the measures are working. We have not had any staff members develop COVID-19 due to exposure to an incident.

- Due to the three vacancies and the Administrative Captain being on light duty, the coverage of the primary ambulance will be difficult. The most difficult time will be weekdays from 6 am to 6 pm. We are expecting three to four shifts per week will be required to be filled by the Chief while fulfilling the On-Call Duty Officer position. The Paid-On-Call staff will be utilized, when possible, but staffing levels and availability will not cover all of the required shifts.

- **Personnel**

- Current Staffing Levels
 - Full-time Fire & Rescue Chief – 1
 - Full-time Administrative Captain – 1 (on light duty)
 - Full-time Fire Inspector/Public Education Specialist – 1 (resignation submitted)
 - Full-time EMT/FFs – 6 (1 vacant, 1 resignation submitted)
 - Full-time Confidential Administrative Assistant – 1 (50%)
 - Paid-On-Call – 48 (10 EMTs (2 on medical leave), 25 Firefighters (2 Active Retired, 1 on medical leave, 1 on personal leave), 6 EMR/Firefighter (1 Active Retired), & 7 EMT/Firefighters (1 on leave))
 - Total Staffing Level – 58
 - Preferred Paid-On-Call staff – 30 EMTs and 45 Firefighters. The current level is down 13 EMTs and 7 firefighters from the preferred amounts.
- Career EMT/FF Maddi Schulist submitted her resignation to pursue a nursing degree with classes beginning this summer.
- Fire Inspector/Public Education Specialist Mitch Sutter has submitted his resignation. He has accepted a position with the Department of Safety and Professional Services with the State of Wisconsin performing fire prevention plan reviews.
- Administrative Captain Reiter will remain on light duty for some time. His injury was more severe than initially thought. He is expected to be on light duty possibly the majority of the second quarter of 2022.
- We have six individuals completing background screening. Three are requesting EMT status, two are requesting firefighter status, and one is requesting to be dual disciplined (EMT/FF).

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	68	180
Fire Code Violations Identified	10	22
Re-inspections Completed	0	15
Corrections Noted	0	18
Building Plan Reviews	4	9
Development Reviews	0	3
Acceptance Test/site visits	2	4
Fire Drills	0	0
AHA-CPR Classes	0	0
AHA Attendance Total	0	0
Public Education	2	4
Public Education Attendance	10	223
Home Prevention Installations	0	0

Apparatus & Equipment

- The cost of fuel will be an impact on our budget as it is currently trending well over 75% of the last two-year averages. Some can be attributed to increased training and trucks being driven to and from vendors for repairs.
- The replacement aerial is progressing. The current projected completion would be in May/June of 2022. We have attached our latest report showing the painting process has begun.
- 1997 Aerial Ladder (Ladder 8) was out of service for 2.5 weeks for the lift cylinder repair. Some additional hydraulic issues have developed but aren't critical. We are electing to not repair the leaks due to the replacement truck nearing completion.
- 2014 Tanker (Tender 6) the dump valve has been performing correctly and hopefully will continue.
- We completed our annual ground ladder testing and all ladders passed. The aerial ladder was not tested due to being replaced.

McFarland Fire & Rescue - Fire Incidents Alarm Date between 2022-03-01 and 2022-03-31	
Incident Type Details	Total
111 - Building fire	2
113 - Cooking fire, confined to container	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	60
341 - Search for person on land	1
381 - Rescue or EMS standby	1
411 - Gasoline or other flammable liquid spill	1
510 - Person in distress, other	1
511 - Lock-out	1
551 - Assist police or other governmental agency	1
553 - Public service	1
571 - Cover assignment, standby, moveup	1
611 - Dispatched & canceled en route	1
6113 - Cancelled En Route - Mutual Aid Fire	3
6114 - Cancelled En Route - Mutual Aid EMS	4
622 - No incident found on arrival at dispatch address	1
650 - Steam, other gas mistaken for smoke, other	1
741 - Sprinkler activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	1
Total	86

McFarland Fire & Rescue - Fire Incidents

Alarm Date between 2022-01-01 and 2022-03-31

Incident Type Details	Total
111 - Building fire	8
113 - Cooking fire, confined to container	2
114 - Chimney or flue fire, confined to chimney or flue	1
311 - Medical assist, assist EMS crew	3
320 - Emergency medical service incident, other	3
321 - EMS call, excluding vehicle accident with injury	167
322 - Motor vehicle accident with injuries	4
341 - Search for person on land	1
381 - Rescue or EMS standby	3
411 - Gasoline or other flammable liquid spill	2
424 - Carbon monoxide incident	2
445 - Arcing, shorted electrical equipment	1
463 - Vehicle accident, general cleanup	2
482 - Threat to burn	1
510 - Person in distress, other	1
511 - Lock-out	1
542 - Animal rescue	1
551 - Assist police or other governmental agency	1
553 - Public service	1
571 - Cover assignment, standby, moveup	4
611 - Dispatched & canceled en route	4
6111 - Cancelled En Route - Auto Aid Fire	1
6113 - Cancelled En Route - Mutual Aid Fire	5
6114 - Cancelled En Route - Mutual Aid EMS	8
622 - No incident found on arrival at dispatch address	2
631 - Authorized controlled burning	1
650 - Steam, other gas mistaken for smoke, other	1
652 - Steam, vapor, fog or dust thought to be smoke	1
671 - HazMat release investigation w/no HazMat	2
735 - Alarm system sounded due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	7
746 - Carbon monoxide detector activation, no CO	3
Total	248

Runs by Dispatch Reason - MFR

Complaint Reported By Dispatch	Number of Reports	Percent of Total Reports
Abdominal Pain/Problems	2	2.78%
Breathing Problem	4	5.56%
Chest Pain (Non-Traumatic)	5	6.94%
Convulsions/Seizure	1	1.39%
Diabetic Problem	1	1.39%
Falls	15	20.83%
Fire	1	1.39%
Heart Problems/AICD	2	2.78%
Hemorrhage/Laceration	3	4.17%
Overdose/Poisoning/Ingestion	2	2.78%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.39%
Sick Person	16	22.22%
Stroke/CVA	4	5.56%
Traumatic Injury	2	2.78%
Unconscious/Fainting/Near-Fainting	12	16.67%
Well Person Check	1	1.39%
Total: 72		Total: 100.00%

Report Filters

Incident Date: is between '3/1/2022' and '3/31/2022'

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

Runs by Dispatch Reason - MFR

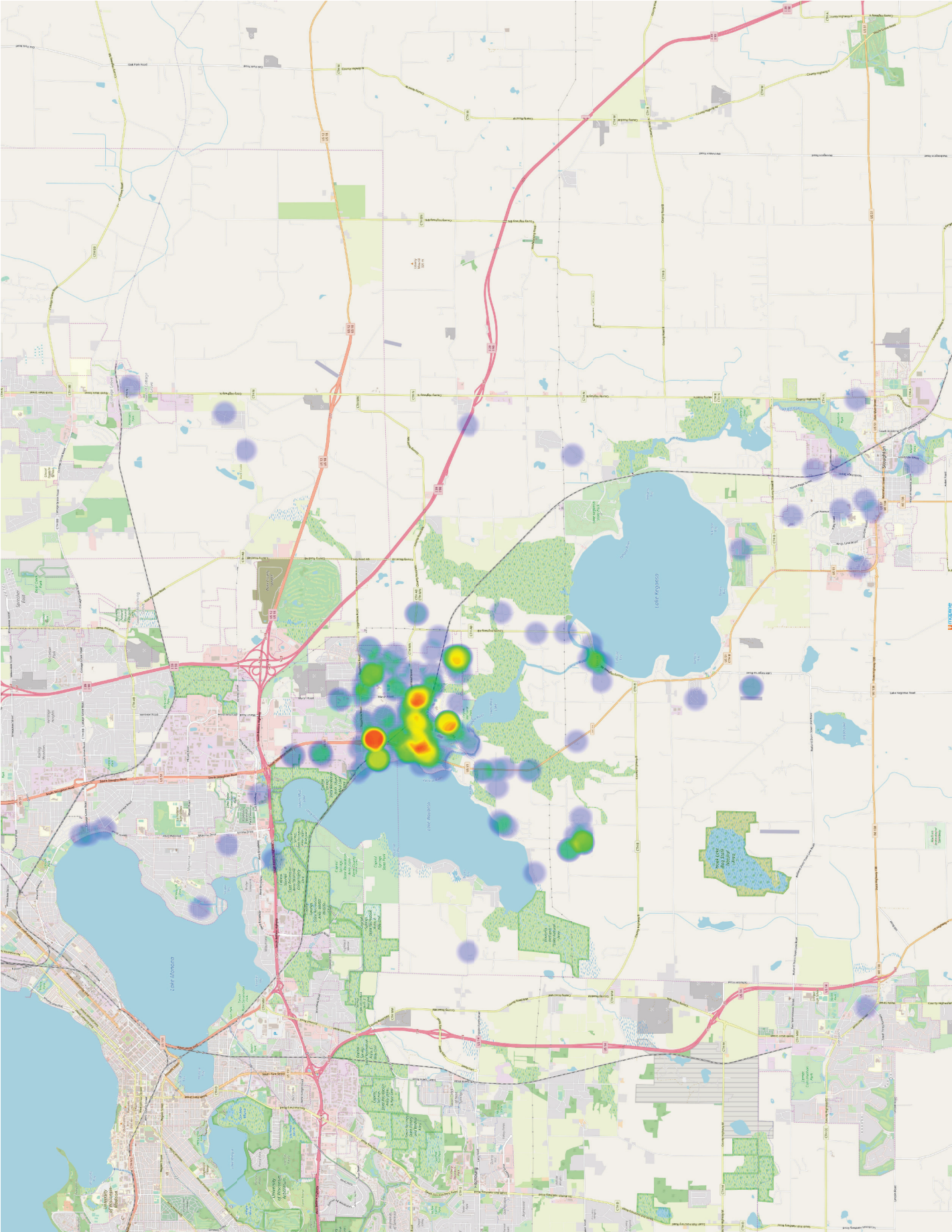
Complaint Reported By Dispatch	Number of Reports	Percent of Total Reports
Abdominal Pain/Problems	4	2.02%
Allergic Reaction/Stings	2	1.01%
Automated Crash Notification	1	0.51%
Breathing Problem	15	7.58%
Cardiac Arrest/Death	3	1.52%
Chest Pain (Non-Traumatic)	8	4.04%
Choking	1	0.51%
Convulsions/Seizure	5	2.53%
Diabetic Problem	1	0.51%
Falls	34	17.17%
Fire	3	1.52%
Heart Problems/AICD	3	1.52%
Hemorrhage/Laceration	9	4.55%
Overdose/Poisoning/Ingestion	7	3.54%
Pregnancy/Childbirth/Miscarriage	1	0.51%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	0.51%
Sick Person	45	22.73%
Stroke/CVA	7	3.54%
Traffic/Transportation Incident	5	2.53%
Transfer/Interfacility/Palliative Care	4	2.02%
Traumatic Injury	4	2.02%
Unconscious/Fainting/Near-Fainting	33	16.67%
Unknown Problem/Person Down	1	0.51%
Well Person Check	1	0.51%
Total: 198		Total: 100.00%

Report Filters

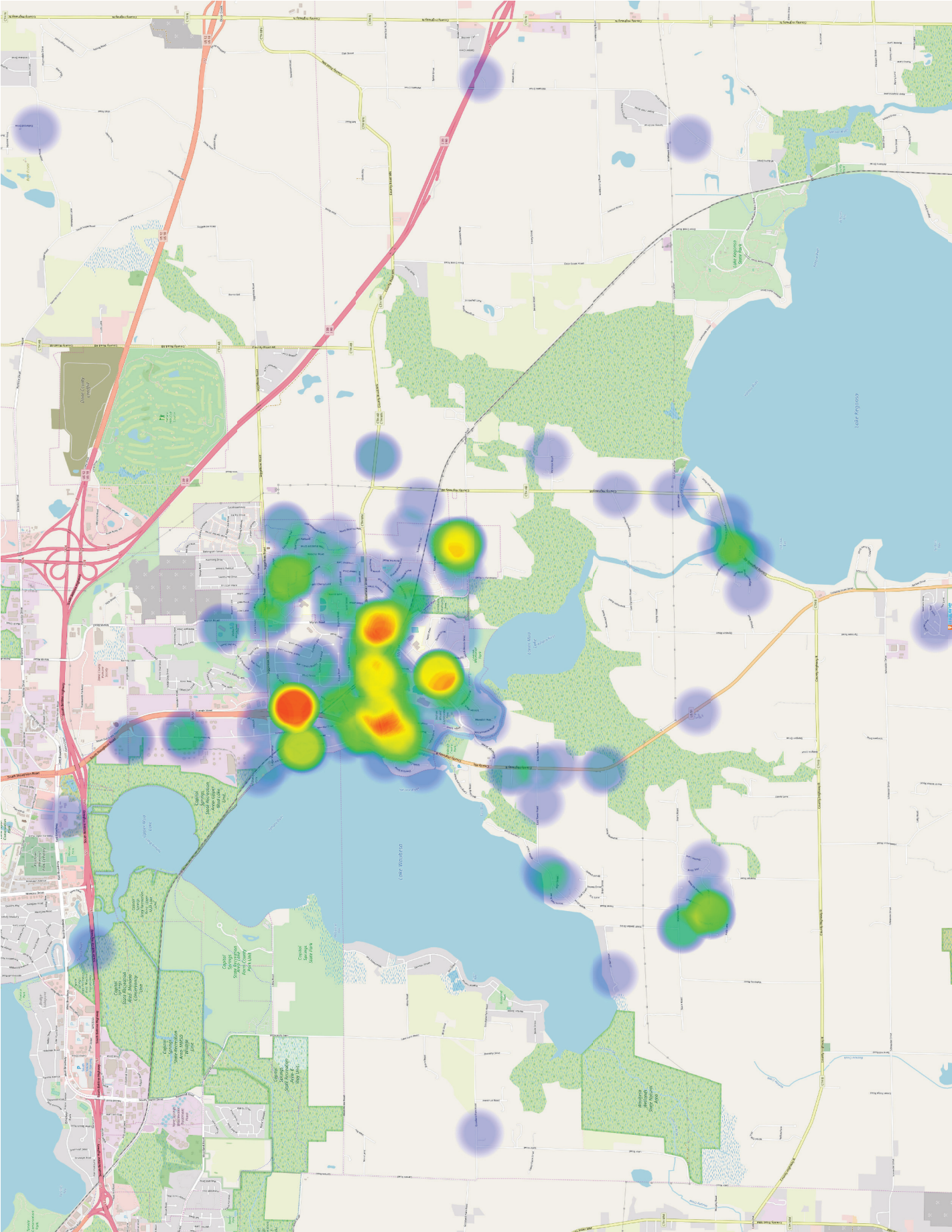
Incident Date: is between '01/01/2022' and '03/31/2022'

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

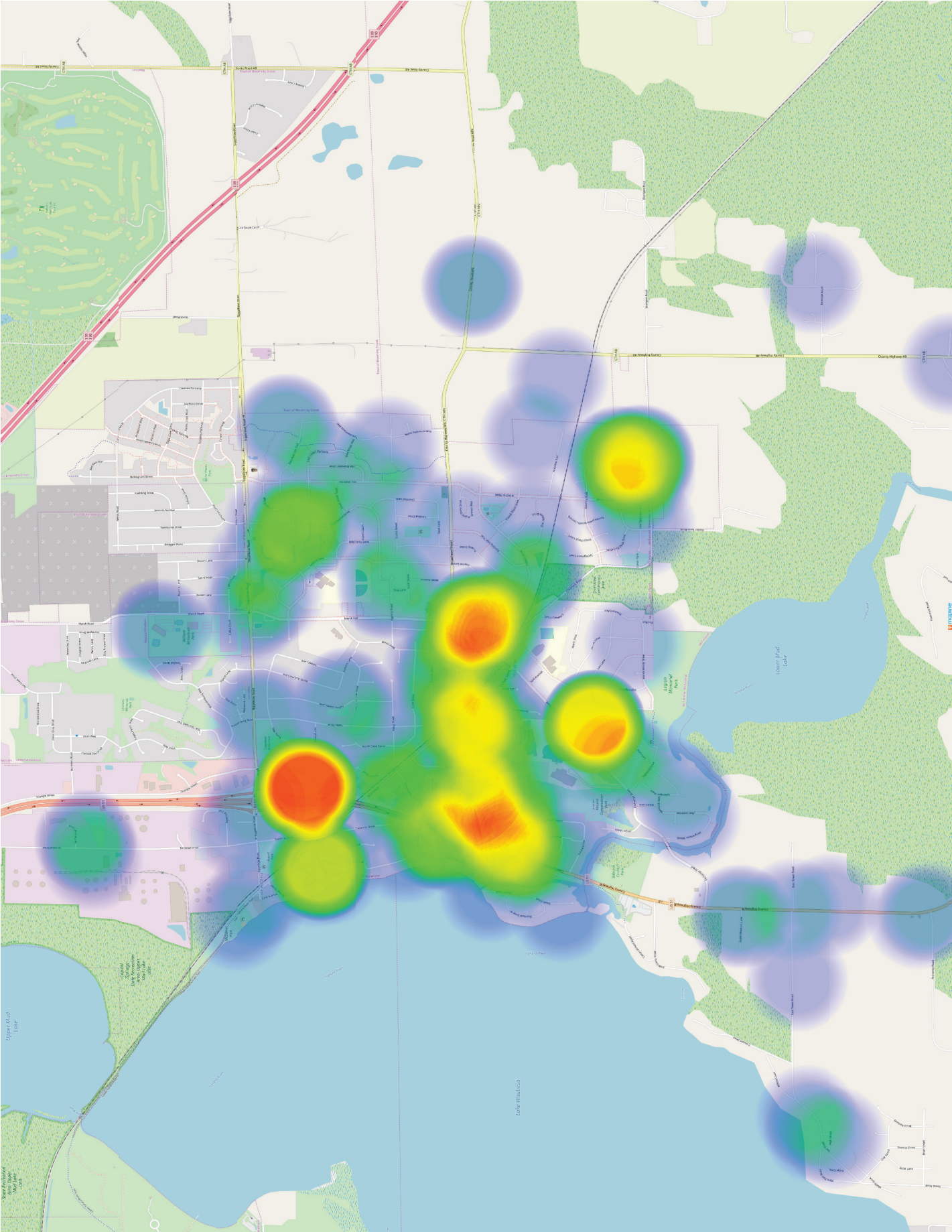
MFR Incidents YTD Heat Map



MFR Incidents YTD Heat Map



MFR Incidents YTD Heat Map



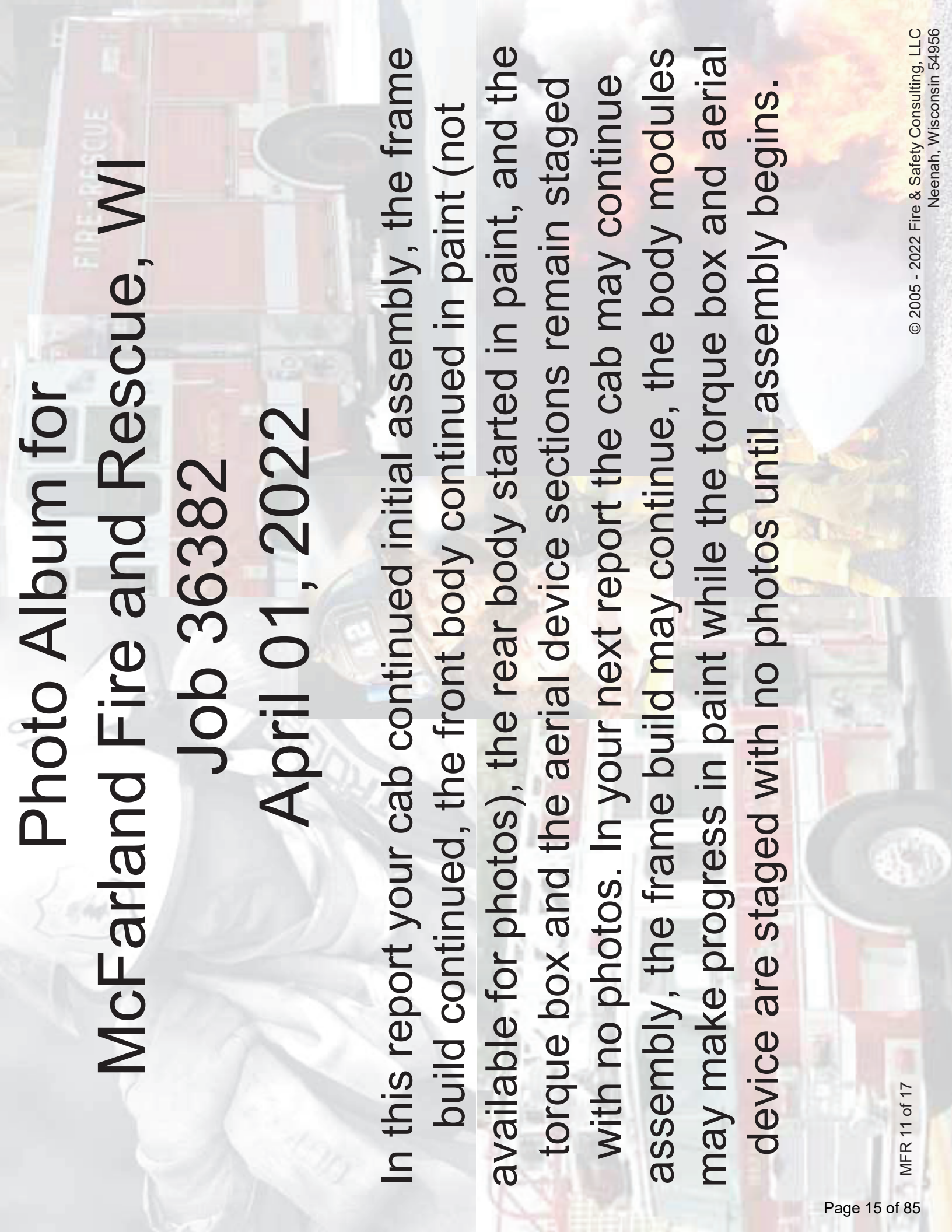
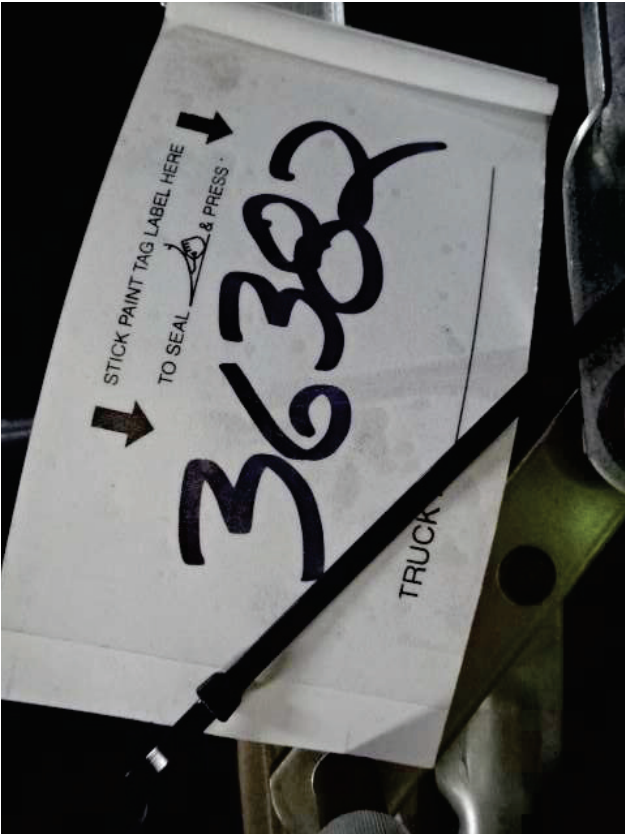


Photo Album for McFarland Fire and Rescue, WI

Job 36382

April 01, 2022

In this report your cab continued initial assembly, the frame build continued, the front body continued in paint (not available for photos), the rear body started in paint, and the torque box and the aerial device sections remain staged with no photos. In your next report the cab may continue assembly, the frame build may continue, the body modules may make progress in paint while the torque box and aerial device are staged with no photos until assembly begins.



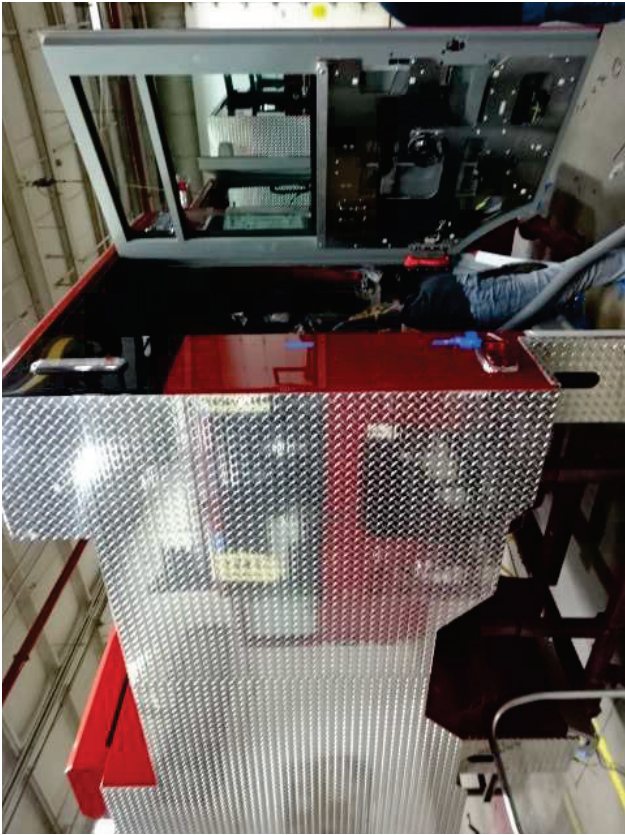
DSC04847



DSC04848



DSC04849



DSC04850



DSC04851



DSC00262



DSC00263



DSC00264



DSC00265



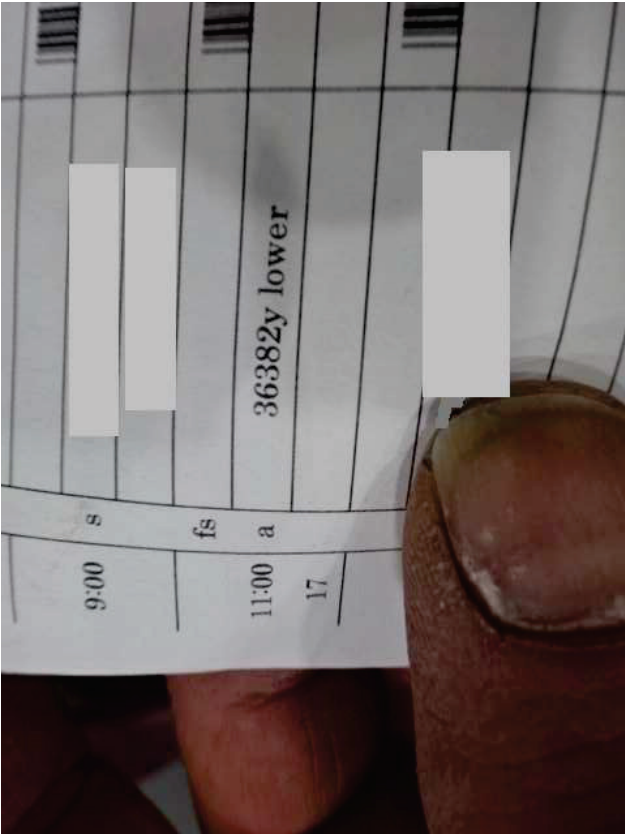
DSC00266



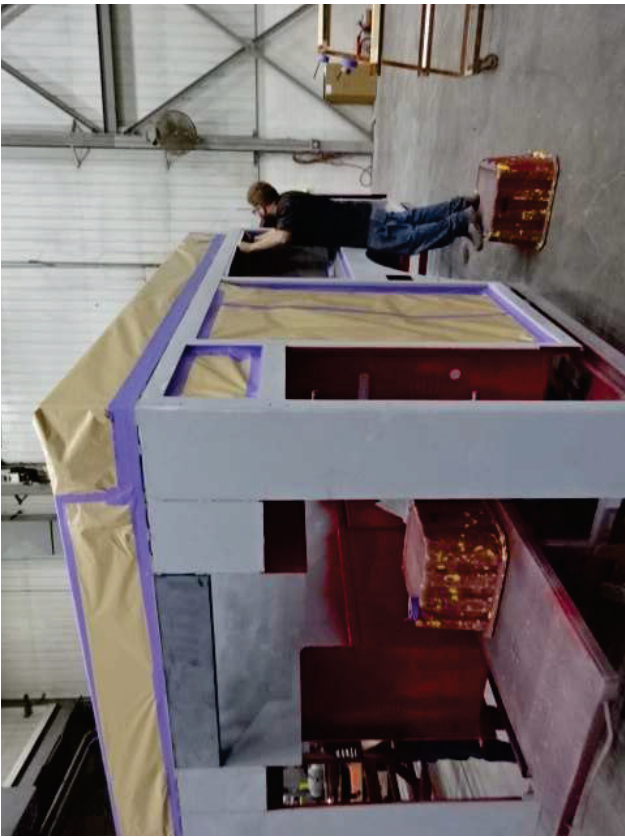
DSC00267



DSC00268



DSC04484



DSC04485



DSC04486



DSC04487



DSC04488



<http://reliantfire.com/>



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Neenah, Wisconsin 54956



McFarland Police Department



March 2022 Monthly Report

McFarland Police Department

Calls for Service

The Department had 560 calls for service in February 2022 compared to 525 in 2021.

Cases of Interest:

3/6/2022 – Officers were dispatched to a suspicious person complaint. The subject was located in attempting to drive his vehicle. Officers conducted an investigation and determined that the subject was suspected to be under the influence of alcohol. The driver was ultimately arrested for Operating Motor Vehicle While Intoxicated 7th Offense, Bail Jumping, and Possession of Cocaine.

3/11/2022 – Officers were dispatched to a fraud complaint. The reporting person found a large sum of money debited from their account. Officers investigated and identified the subject who defrauded the victim. The suspect was arrested and charged with Forgery-Uttering and Misappropriation of Personal Information.

3/26/2022 – Officers were requested to assist an outside agency with a traffic stop in the Village of McFarland. Officer responded and assisted. During a vehicle search after a K9 indication, a rifle was located under a seat in the vehicle and another occupant was in possession of a handgun. All subjects were taken to the Dane County Jail on a variety of charges by the originating agency.

Staffing Report

The Department is currently short two patrol officers due to a past resignation and recent retirement. The hiring process is underway with applications collected, written test administered, and internal department panel interviews completed in March. An anticipated start date for officers is end of May or early June. The department has completed the K9 Handler and School Resource Officer assignments processes. Officer Anthony Craft was selected as the next K9 Handler. A new K9, Rudy was selected, and Officer Craft and Rudy have started their training and should be in service near the end of May. Officer Joel Zietsma has been selected as the next School Resource Officer.

Training Report

The final 2 dates of in-service training were completed in March for this in-service session.

- Sgt. Wallace attended K9 Supervisor training at Waukesha Technical College.
- Detective Barnier attended a 3 day Managing Investigations Course at Waukesha Technical College.
- Wisconsin State Crime Lab provide a Best Practices Training to department staff.

Officer Complaints/Compliments

Officer Complaints – Officer complaints can be submitted using the online procedure found on the Departments web page or also by calling the Police Department and asking to talk to a supervisor.

- No Complaints were received in March.

Officer Compliments - Officer compliments can be submitted using the online form found on the Departments web page, by submitting an email to the Department, or by calling the Police Department and asking to talk to a supervisor.

- No specific compliments were received in March.

Use of Force Incidents

The Department wishes to operate in a more transparent way so a section on Use of Force Incidents will be added to the monthly report. The Department categorizes a reportable Use of Force Incident as anytime a firearm or ECD is used or displayed, or any other force is used that is at or above a compliance hold as outlined in the Intervention Options issued by the State standards.

All reportable Use of Force Incidents are reviewed by a supervisor which consists of reading reports and watching body camera or squad video of the incident. The supervisor is checking for compliance with policy, training, and acceptable standards issued by the State. If a problem is identified, the officer could be disciplined, counseled, and/or mandatory re-training will be ordered.

- 3/24/22 Officers were dispatched to a burglary in progress at a residence. The caller reported someone being in the house. Officers arrived and observed a subject leaving the residence. Due to the nature of the call, officers displayed their firearms but did not use them. The subject was detained and determined it was one of the residents of the home that was not expected to have been there at that time.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 04/04/2022 16:25
Login ID: mcjdi
Incident Type: All
Call Source: All

From Date: 03/01/2022 00:00
To Date: 03/31/2022 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	6
911 Call Question	3
911 Call Silent	5
911 Call Unintentional	22
911 Disconnect	4
911 Misdial Call	1
Accident Citizen Report	1
Accident Hit and Run	3
Accident Mv/Deer	1
Accident Property Damage	4
Adult Arrested Person	1
Alarm	6
Animal Complaint/Disturbance	3
Animal Found	3
Animal Stray	1
Annoying/Obscene Phone Call	1
Assist Citizen	20
Assist EMS/Fire	53
Assist Police	29
ATL Person	2
Check Person	22
Check Property	88
Child Abuse	1
Damage to Property	3
Disturbance	4
Domestic Disturbance	4
Drug Incident/Investigation	8
Follow-Up	10
Foot Patrol	1
Fraud	6
Information	19
Intoxicated Person	2
Juvenile Complaint	1
Missing Adult	2
Missing Juvenile/Runaway	2
Noise Complaint	2
OMVWI Arrest/Intoxicated Driver	7
Parking Complaint On Street	4



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 04/04/2022 16:25
Login ID: mcjdj
Incident Type: All
Call Source: All

From Date: 03/01/2022 00:00
To Date: 03/31/2022 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Phone	4
Preserve the Peace	1
Property Found	4
Safety Hazard	12
Sexual Assault of a Child	1
Stolen Bicycle	1
Storm	1
Suspicious Person	1
Suspicious Vehicle	17
Test 911 Call	1
Theft	8
Theft Retail	3
Threats Complaint	1
Traffic Complaint/Investigation	14
Traffic Stop	134
Trespass	1
Weapons Offense	1
Total:	560

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, April 13, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on a tourist rooming house permit
application from McFarland House Cafe Inc. for 5923 Exchange St.

PREVIOUS ACTION:

ISSUE SUMMARY:

Shaun O'Hearn, of the McFarland House Cafe, has applied for a tourist rooming house permit for 5923 Exchange St. Currently, the coffee shop occupies the first floor of the building at 5923 Exchange St. Shaun has remodeled the two units on the second floor is requesting the ability to rent both of the units as tourist rooming houses AKA short term rentals.

The application is complete and thus, as required by ordinance, has been forwarded on to the Public Safety Committee for review. All property owners within 300 feet were notified of the date and time of the meeting and noticed of their opportunity to provide input on the request. The ordinance provides that if the PSC committee determines that the application meets the requirements of the article, it shall be forwarded to the Village Board for approval.

The Building Inspector and Fire Inspector have completed their inspection of the property(attached). The Building Inspector noted occupancy of the second unit is contingent upon the unit being fully powered. At this point, supply chain issues caused a delay in delivery of the necessary materials to fully power the unit. The parts are expected to be received by late April, and both units fully complete.

FINANCIAL/BUDGET IMPACT:

Permitting Revenues

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staffs recommendation is as follows:



Motion to recommend approval for a Tourist Rooming House permit application from McFarland House Cafe Inc. for 5923 Exchange St. contingent upon issuance of an occupancy permit for the second unit.

ATTACHMENTS:

1. Tourist Rooming House Permit Application Submission - Shaun O'Hearn_Redacted
2. Fire & Rescue Compliance Inspection
3. Comm Dev Compliance Inspection_Redacted



Tourist Rooming House Permit Application

Pursuant to Village Ordinance Chapter 11

New or Renewal	New Application
----------------	-----------------

Property Information

Tourist Rooming House Physical Address	5923 Exchange St
Name of Corporation, Limited Liability Company, Partnership, or Other Entity (if applicable)	McFarland House Cafe Inc.
Property Owner Name	Shaun O'Hearn
Property Owner Address	
Property Owner Telephone Number	
Property Owner Email Address	

Resident Agent

A resident agent must be appointed in the following situations:

- The property is not your primary residence and you reside outside a 30 mile radius from the Tourist Rooming House
- You will be absent while the property is rented (An owner is considered absent if the owner cannot be contacted and be present at the Tourist Rooming House within 45 minutes.)

NOTICE: APPLICANT SHALL IMMEDIATELY NOTIFY THE VILLAGE CLERK OF ANY CHANGE IN RESIDENCE OR INFORMATION REGARDING THE RESIDENT AGENT

Will a Resident Agent be appointed?	No
-------------------------------------	----

Application Fees

Application Fee (includes all required inspections) - \$500

Resident Agent Fee - \$50 (if applicable)

Total application fees = \$500.00



Facility Information

Provide the square footage of each room.

Bedrooms

Select the plus sign to add additional bedrooms.

i. **Bedroom Length**

14

Bedroom Width

11

Bedroom Total Square Footage

154 Square Feet

ii. **Bedroom Length**

13

Bedroom Width

12

Bedroom Total Square Footage

156 Square Feet

Dining Room

Dining Room Length 12

Dining Room Width 11

Dining Room Total Square Footage

Living Room

Living Room Length 12

Living Room Width 11

Living Room Total Square Footage

132 Square Feet

Family Room/Den (if applicable)

Family Room/Den Total Square Footage

Number of Full Bathrooms 0

Number of 3/4 Bathrooms 2

Number of 1/2 Bathrooms 0

Number of Parking Stalls 2

A 9'X18' is required for every 4 occupants.



Nuisance Response Plan

The property owner or resident agent shall be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental by tenants, their visitors or their guests. A return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed prompt.

Proposed Maximum Number of Overnight Guests 8

Number of Off-street Parking Spaces 32

Number of Bedrooms Available 2

Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainants(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.

A log will be kept to show any and all activity regarding nuisances. A phone call will be made immediately upon response. As the owner, I am on site 6 days per week and live just over one mile from the units.

Describe the manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. This shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 45 minutes of the initial nuisance complaint.

A site visit and phone call will be made immediately with any complaints.



Proof of Liability Insurance

File(s) attached:



Wadena Businessowners Property Information - O'Hearn Ventures.pdf

Liability insurance must be a commercial general liability, or hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. No less than \$1,000,000 per occurrence.

A copy of Wisconsin Seller's Permit issued through the Wisconsin Department of Revenue

File(s) attached:



Scan0043.pdf

Copy of Wisconsin Seller's Permit is not required for those who will be listing the tourist rooming house **exclusively** through a lodging marketplace. Please contact the Clerk if you have questions on this provision.

For more information about Tourist Rooming House Licenses from PHMDC, please visit the [PHMDC website](#).

Site Plan

File(s) attached:



McFarland House Cafe 3rd Floor.pdf



5923 Exchange St CSM(1).pdf

A Site Plan must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, and onsite parking dimensions.



To the Village of McFarland, Dane County, State of Wisconsin, that I the undersigned, understand that by applying for this Tourist Rooming House Permit, I am bound to all Village of McFarland Municipal Codes including Chapter 11 and any other codes or regulations that may apply. I also grant that an inspection of this property be conducted by the Village Building Inspector (or designee) and the Village Fire Inspector (or designee) prior to approval of this permit.

Certification Signature

File(s) attached:

A handwritten signature in black ink, appearing to read "S. OVA", with a long horizontal flourish extending to the right.

Certification Date

02/11/2022

MCFARLAND FIRE & RESCUE

INSPECTION REPORT

2-605-02 MCFARLAND HOUSE CAFÉ, 5923 EXCHANGE ST, BLDG UNNAMED, MCFARLAND WI 53558



DETAILS

Inspection Date: 04/06/2022 | Inspection Type: INSPECTION - Permit | Inspection Number: 16142 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: MITCHELL SUTTER | Other Inspectors: N/A

VIOLATIONS

No Violations Found

GENERAL NOTES

MITCHELL SUTTER - 04/06/2022 @ 12:00

No other fire hazards or fire code violations were observed with completed interior construction.

NEXT INSPECTION DATE

No Inspection Scheduled

CONTACT SIGNATURE

Migrated Occupancy Contact
Signed on: 04/06/2022 @ 11:20

A handwritten signature in black ink that reads "Shaun". The signature is written in a cursive style with a horizontal line underneath.

INSPECTOR SIGNATURE

MITCHELL SUTTER
Signed on: 04/06/2022 @ 11:20

A handwritten signature in black ink that appears to read "Mitchell Sutter". The signature is written in a cursive style with a horizontal line underneath.

QUESTIONS ABOUT YOUR INSPECTION?

MITCHELL SUTTER
mitchell.sutter@mcfarland.wi.us
No phone number available



Tourist Room House Inspection

Per Village of McFarland Code of Ordinances

License Type:

- ☒ - New Application
☐ - Renewal Application

Information	
Premises Address: 5923 Exchange St	
Owner Name: Shaun O'Hearn	Phone: [REDACTED]
Owner Address: [REDACTED]	
Contact Name: Same	Contact Phone: Same
Agent/Contact Address: Same	

Inspection Information

Inspection Date: 7.06.22

Inspection Time: 11:00 am

An inspection of the above premises has disclosed the following:

Ord. Number	Code Section	Description of Violation	Must be completed by
----------------	-----------------	--------------------------	----------------------

☒ - No Violations Observed

☐ - Hold for Corrections

Determination

RECOMMENDATION FROM:

☐ - Fire Department ☒ - Community Development Department

☒ - Grant License ☐ - Refuse License ☐ - Noncompliant: Order No. _____

Signature: [Signature]

Date: 7.06.22

For North Unit Only

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, April 13, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Chris Dennis, Fire/Rescue Chief, Aaron Chapin, Police Chief, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and recommendation on an application for an event permit for McFarland Soccer to hold the 'Shake the Shelter' event on May 14, 2022 from 6 p.m. to 10 p.m. at William McFarland Park and request to waive the event permit fee and a Temporary Class B license to sell fermented malt beverages and wine.

PREVIOUS ACTION:

ISSUE SUMMARY:

The McFarland Soccer Association has applied for an event permit to hold the 'Shake the Shelter' event on May 14, 2022 and a Temporary Class B License to sell beer and wine for the event. The event is a fundraising event for the Association that will feature a fenced-off tent area with a band and alcohol sales.

Attached are the review letters and conditions put forth by the Police Chief, Fire & Rescue Chief and Public Works Director.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Chapter 36 - Events Requiring a Permit

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to recommend approval of an application for an event permit and temporary picnic license for the McFarland Soccer Association to hold the 'Shake the Shelter' event on May 14, 2022 from 6 p.m. to 10 p.m. and approve the request for waiver of the event permit fee with the conditions provided from the Police Chief, Fire & Rescue Chief and Public Works Director.



ATTACHMENTS:

1. Shake The Shelter - MSC Spring Fundraiser Event Permit Application - Community Organizations Submission_Redacted
2. Soccer Club Temp Class B Application_Redacted
3. Shake the Shelter Site Plan
4. Approval Letter - PD - Shake the Shelter
5. Approval Letter - FR - Shake the Shelter
6. Approval Letter - PW - Shake the Shelter



Event Permit Application - Community Organizations

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).

Do NOT complete this form unless you have been instructed to do so by the Village Clerk/Treasurer

If you will be holding an event but have not communicated with the Village Clerk/Treasurer, please complete the [Event Permit Determination Request](#).

Fee Waiver

Upon request, the Village Board may waive the fee for Community Organizations.

Section 36-2(b) of the Village Code defines Community Organization as "an active group or organization that regularly meets within the Village of McFarland, that is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code, and that provides charitable services, sponsorships or donations within the Village of McFarland community."

By submitting this application, you acknowledge that your group meets the definition of Community Organization and that you are requesting a fee waiver from the Village Board.

If you do not meet this definition, please [e-mail the Village Clerk/Treasurer](#) or contact the Village Clerk/Treasurer at (608) 838-3153 before submitting this application.

Community Organization Confirmation	I acknowledge that my group/organization meets the definition of Community Organization and hereby request a fee waiver from the Village Board.
-------------------------------------	---

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Katie Vogelsang
Phone Number	
Address	
Email Address	



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Soccer Club
Address	PO Box 73 McFarland, WI 53558

Event Information

Name of Event	Shake The Shelter - MSC Spring Fundraiser
Type of Event	Fundraiser for McFarland Soccer Club
Location of Event	William McFarland Park - Soccer Complex
Event Date(s)	May 14
Event Time(s)	6pm-10pm
Total Number of Anticipated Attendees	150-300
Total Number of Attendees Anticipated Being at the Event at One Time	200
Setup Start Time	May 14 - 10am
Tear-Down End Time	Sunday, May 15 9am

Event Permit Application - Community Organization

Public or Private Event

Open to the Public

Is any part of the event proposed to take place on a Village street?

No

Will there be outdoor amplified sound?

Yes

Please describe.

Llive band from 7pm-10pm

Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.

No

Will alcohol be consumed?

Yes

Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.

No

Will alcohol be sold?

Yes

If alcohol will be sold, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. The forms may also be accessed on our [Licenses and Permits page](#).

Will a Village park be used?

Yes

Please identify the park.

William McFarland Park

Reservations should be made on our [Park Shelter Reservations page](#).

Will the event involve tents or any other activities that will require digging or turf disturbance?

Yes

You are required to contact Diggers Hotline at 800-242-8511 no less than 5 days prior to the event to provide a location.

Has this event been previously approved in prior years by the Village?

No

Will the event include any mobile food carts?

No

Will the event include any vendors?

No

Event Permit Application - Community Organization

Required Attachments

Event Details & 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.

We did meet with Chief Chapin on March 25 to discuss security, checking ID's, fencing around the event.

Event Coordinators

The Village requires each event to identify event coordinator who shall serve as direct contact for the event. The coordinator should be individual 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)

i. **Event Coordinator Name**

Katie Vogel ang

Location at Event (ex. Race Start, Supply Tent)

Tent

Time On-Site (ex. 10 am to 2pm)

12pm-11pm

Cell Phone Number

[REDACTED]

Event Permit Application - Community Organization

Detail Security Plan Requirements

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

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 and 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 and 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.



Event Permit Application - Community Organization

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

File(s) attached:



Date

03/25/2022

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

Certifications

- 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 grounds 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 park reservation.
- I agree to abide by all conditions, 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

File(s) attached:



Date

03/25/2022

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

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

FEE \$ 10⁰⁰

Application Date: 04/04/2022

☐ Town ☒ Village ☐ City of McFarland

County of Dane

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

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

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

at the premises described below during a special event beginning 05/14/2022 and ending 05/14/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name McFarland Soccer Club

(b) Address P.O. Box 73

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 08/19/2018

(d) If corporation, give date of incorporation 08/19/2018

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

(f) Names and addresses of all officers:

President Larry Gates

Vice President Michelle Sampson

Secretary N/A

Treasurer Michael Vega

(g) Name and address of manager or person in charge of affair: Michael Vega [REDACTED]

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

(a) Street number 4820 Marsh Rd

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: McFarland Soccer Shelter area and North side of building app. 100 sq. yards

3. Name of Event

(a) List name of the event Shake the Shelter

(b) Dates of event 04/04/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature]
(Signature / Date)

McFarland Soccer Club
(Name of Organization)

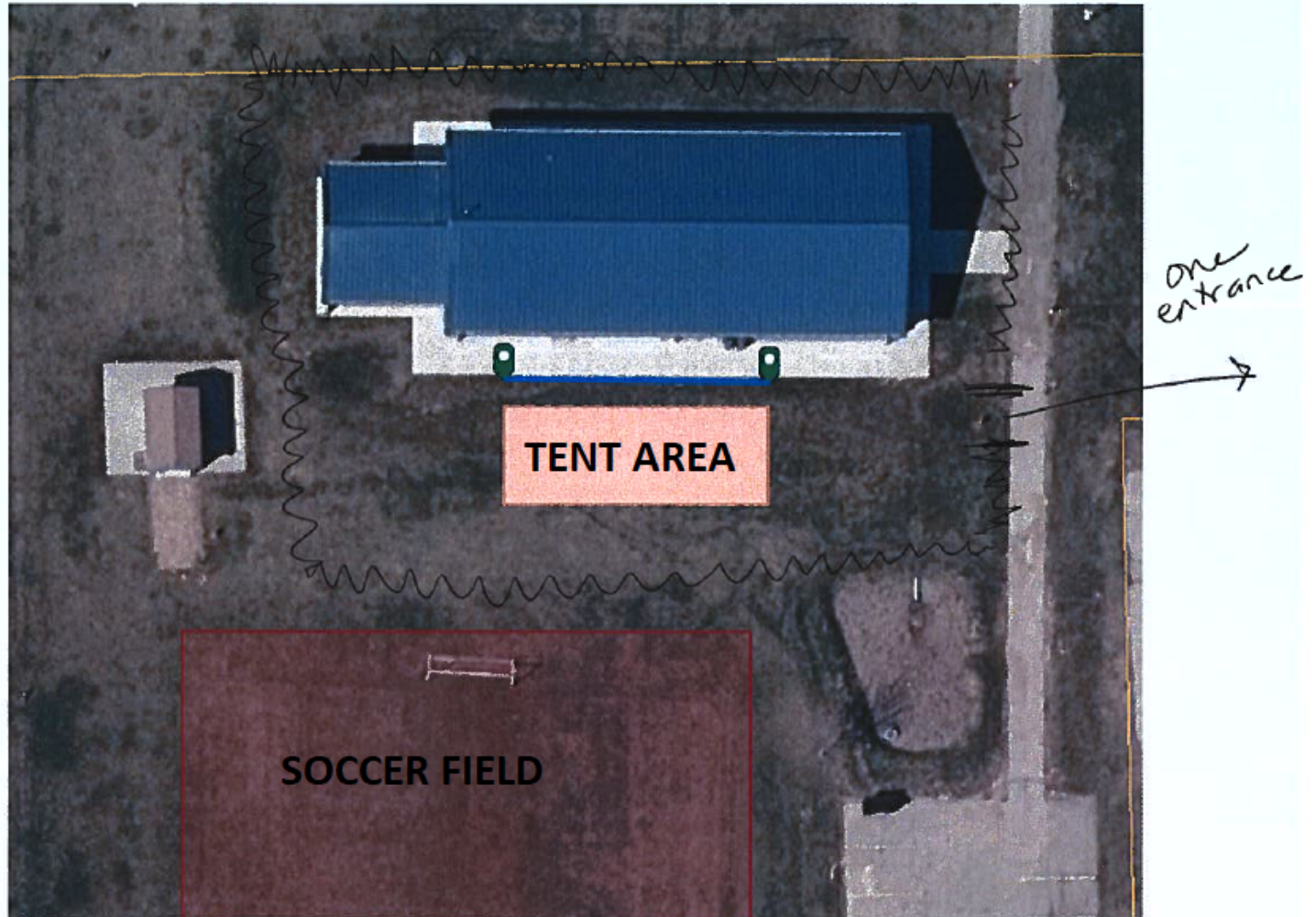
Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Site Plan – 'Shake to Shelter' – May 14, 2022



(wavy) = snow fence

VILLAGE OF McFarland

Police Department

5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 | www.mcfarland.wi.us/police

Aaron P. Chapin | Chief of Police

DATE: April 7, 2022

TO: McFarland Public Safety Committee

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event license and temporary class B retailer's license applications for the McFarland Soccer Club "Shake the Shelter" event to be held May 14th at William McFarland Park. I am recommending approval of both applications, with the stipulation that the event coordinators provide proper carding of those attending the event to ensure everyone in the venue is of age.

I am requiring the area where alcohol is served to be fenced off with a double fence with six feet between the two fences. This establishes a clearly defined area where alcohol will be served and allows for a designated point of entry where ID carding will be performed. Alcohol will not be allowed outside the fenced area.

The event organizers need to ensure that there is access for emergency vehicles to the area where the music and alcohol sales are occurring.

For safety and security purposes, I am requiring the organization to have event coordinators on site (in addition to uniformed security personnel) which are clearly identifiable. The organizers will hire private security or contract with MCPD to staff the event from 5:30pm until 10:30pm. If the event has security issues which exceed the staffing capabilities, these recommendations will be revised for future events.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol and will be using a wrist-band identification system.

Respectfully,



Aaron P. Chapin
Chief of Police

April 7, 2022

Re: Event Permit Review – Shake The Shelter - MSC Spring Fundraiser

I have reviewed the submitted event application by Katie Vogelsang, McFarland Soccer Club for the Shake The Shelter - MSC Spring Fundraiser event to occur on May 14, 2022.

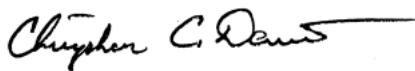
Based on our review of the application and the information provided the following conditions will be required to be in compliance with the Fire Prevention Code:

- The tent will need to be a minimum of 20' from any other buildings.
- The tent will require a fire inspection to be completed before the event, the department will tentatively plan on the afternoon of May 14, 2022.
- The fenced-in area will require at least 3 emergency exits of 72" in width, the exits may be closed during normal operation with staff designated to open in the event of an emergency.
- Fire will be required to be provided with a maximum travel distance of 75'.
- The access road will be required to be always maintained and accessible to emergency vehicles.

We would recommend a review meeting before the event to ensure the event is safe and provide ways of meeting the prevention code without causing hardship.

I recommend approval of the permit. We look forward to the event occurring.

Sincerely,



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

April 7, 2022

RE: Soccer "Shake the Shelter" event May 14, 2022

The Public Works Department has the following conditions for the above referenced event.

- Restroom clean up, supplies and upkeep during the event will be the responsibility of the permittee.
- Any turf damage or holes created by the event shall be repaired by the permittee to the satisfaction of the Public Works Department.
- No vehicles are allowed in the park during the event. All loading and unloading activities must be performed from the service road and not from or on the grass.
- Diggers Hotline MUST be notified at least 3 business days before any groundwork commences.
- Fencing and T-posts will be supplied and delivered by the village. Installation and tear down of the temporary fencing is to be performed by the permittee.
- Barricades for the purpose of blocking off the service drive will be supplied by Public Works.
- No fencing or tent installation will be allowed in the red shaded area (soccer field) depicted on the attached drawing.

I wish them well with their event.

Regards,



Jim Hessling
Director of Public Works

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, April 13, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on a request for Spartan Bowl Inc.,
4711 Farwell St. to expand their licensed premise for the consumption
of alcohol for an approximately 3,000 sq. foot outdoor area, including
permission for an outdoor sporting activity.

PREVIOUS ACTION:

ISSUE SUMMARY:

Spartan Bowl, 4711 Farwell St. has applied to expand their licensed premise to include an approximately 3,000 square foot outdoor consumption area in which the outdoor sporting activity of cornhole would be played. Attached is the staff report including full review and proposed conditions.

Spartan Bowl submitted the original application for an approximately 2,000 square foot consumption area that would allow an approximately 24 foot access lane to the east for cars and emergency vehicles. In working with the applicant, staff has proposed an alternate design for safety reasons that would increase the size of the area to approximately 3,000 square feet and not allow egress on the east side of the proposed area. Attached is the updated site plan with Staff's recommendation regarding the location and size of the area. The applicant is agreeable to the revised site plan and proposed area.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Village Ordinance [11-64n](#) and [11-69](#).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval with conditions:

Motion to recommend approval of a request from Spartan Bowl Inc., 4711 Farwell St. to expand



their licensed premise for the consumption of alcohol for an approximately 3,000 sq. foot outdoor area, including permission for an outdoor sporting activity with the following conditions:

- 1. Adequate ingress/egress for the areas as required by the McFarland Fire & Rescue Department.*
- 2. Installation of security cameras for the outdoor consumption area.*
- 3. Installation of jersey barriers on the north and south side of the proposed outdoor area.*
- 4. Seasonal limits placed on when the outdoor consumption/sporting activity area can be set-up to avoid conflicts with the “traditional” bowling league season. Recommendation is to limit the outdoor area from May 1st through August 31st.*

ATTACHMENTS:

1. 4711 Farwell Street (Spartan Bowl) Outdoor Area Application_03.07.22
2. 4711 Farwell Street - Outdoor Sporting Activity Application
3. Review and Recommendation - Spartan Bowl
4. Approval Letter
5. F&R - 4711 Farwell Street
6. CSM 13439(2)
7. Spartan Bowl 200-Foot Buffer Map



Application for an Expansion of Licensed Premise
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:
Spartan Bowl

DBA:Spartan Bowl

Address of establishment:
4711 Farwell St

City, State and Zip Code:
McFarland WI 53558

Contact Name::
Mary Conklin

Contact Telephone Number:

2. Premise information

Current Licensed Premise:
The liquor license covers all the area inside the bar and bowling center plus the current outside patio.

Proposed Licensed Premise:
We are looking to add a seasonal fenced in area in our parking lot.

Gross floor area of the indoor licensed premise within a permanent building:
9,118

Proposed Square Footage of Outdoor Area:*

797

**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

Will the proposed expansion involve an outdoor consumption area:?
☒ - Yes ☐ - No, skip the remainder of section 3 of the application.

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, 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:

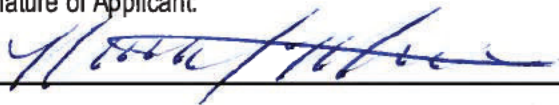
☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing (if required) (not less than 4 ft in height)..

☒ - Picture of proposed fencing/fencing material. **Only required for expansion of premise with an outdoor consumption 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:

3-7-22

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.

8. Variance – ONLY COMPLETE SECTION IF YOU ARE REQUESTING A VARIANCE FROM THE MINIMUM STANDARDS IN SECTION 7.

- The above noted standards in section 7 shall be the minimum conditions of all outdoor licensed areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare.

Please identify any variances requested from the minimum standards that you would like considered by the Village Board. I am requesting a variance from the following standard(s):

1. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.

Proposed distance from residential lot line: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

2. The hours during which consumption may be permitted are 11:00 a.m. to 10:00 p.m. Sunday through Thursday, and Saturday and Sunday from 11:00 a.m. to 11:00 p.m.

Proposed Hours of Outdoor consumption area: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

3. The perimeter of any outdoor portion of a licensed premise 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 Village Ordinances.

Proposed fence height and materials: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

4. Amplified music, speakers, microphones, televisions, and other audio/video devices shall be subject to Chapter 20 regarding noise, which shall limit noise on all commercial properties to 70db, and no noise allowed between the hours of 10 p.m. and 7:00 a.m.

Variance requested: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

5. The size of the outdoor area shall be not larger than 50 percent of the gross floor area of the licensed premise within a permanent building.

Proposed size of outdoor area: _____ *Percentage of gross floor area:* _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:



4711 Farwell St.
McFarland, WI 53558
(608) 838-8014
www.spartanbowl.com

To Whom It May Concern,

This proposal is for Spartan Bowl at 4711 Farwell St. Spartan Bowl is looking to add a seasonal area in their parking lot. This area would be used for some bags (cornhole) leagues and tournaments. We would also propose some outside tables and chairs for people to sit and have food and beverages. The attached sheets will show the general style of tables and chairs we plan to use.

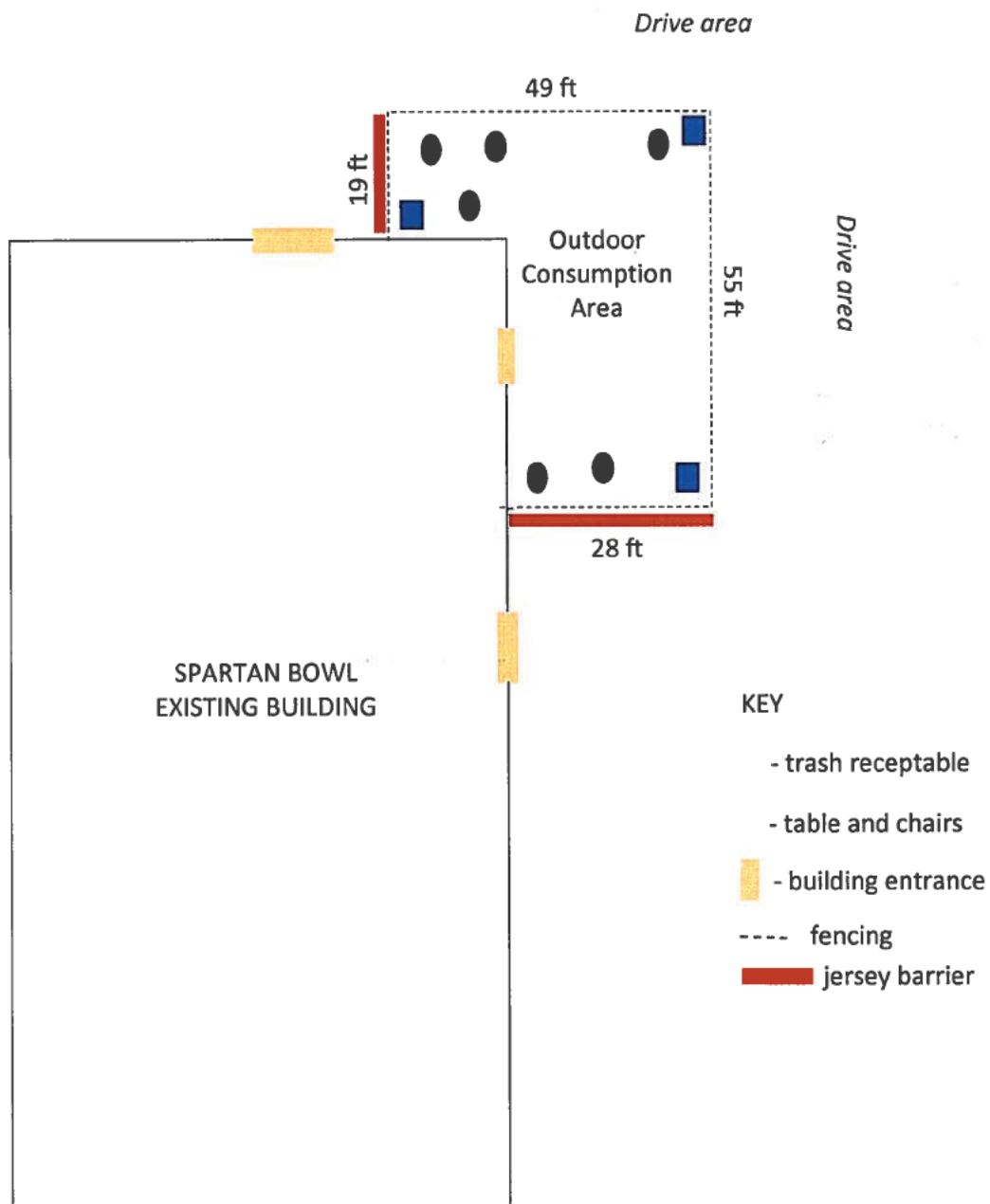
We propose to have the area fenced in to allow for the consumption of alcohol. There will be a gate included in the fence. The fence will be secured by concrete blocks. The attached sheets show the general style of fence. We will only lose 12 parking spots and 0 handicap spots. With the obvious decline in business Spartan Bowl experiences during the summer the loss of these spots will not be an issue. The proposed hours of operation for this outside area would be 9am to 9pm 7 days a week. As mentioned, this would be a seasonal area. The proposed months would be May through September.

We would be installing a camera system for the outside area. We also are going to have waitress service available. Both items will help keep track of what is taking place outside. The tables and chairs will provide seating for about 24 people. The area primarily being used for Cornhole will need a lot of the overall square footage for the playing area.

Thank you and please feel free to contact us with any questions.

Mary Conklin
General Manager

Rob Bloxham
Field Supervisor/Liquor License Agent



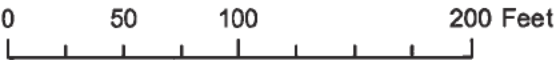
Spartan Bowl



February 24, 2022

Dane County Mask

-  Dane County Mask
-  Parcels



Trans Supply's operations are continuing as normal during the COVID-19 pandemic, construction is considered an essential business at this time.



(/)

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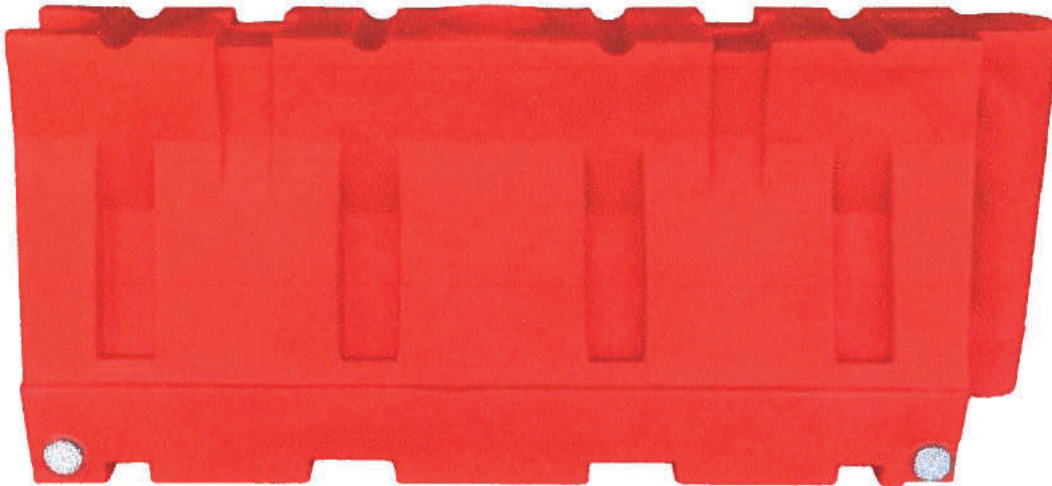
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(/co/contact)

 **1-866-708-2252 (tel:1-866-708-2252)**

PORTABLE 32 X 72 TRAFFIC BARRIERS





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Select Color

SKU: TBAR32CH

Regular Price: **\$324.95**

On Sale For: \$314.95

QTY: 4

 **ADD TO CART**



 (mailto:?subject=Portable 32 x 72 Traffic Barriers&body=)

DESCRIPTION

Specifications

Click Here To Download Spec Sheet (<https://www.trans-supply.com/32X72SpecSheet.pdf>)

Dimensions: 32" x 24" x 72" (H x W x L)

Wall Thickness: .275"

Capacity: 120 gallons



00000



28.75" H



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Flash Furniture

Flash Furniture Commercial Grade 35.25" Round Black Indoor-Outdoor Steel Patio Table Set with 4 Round Back Chairs

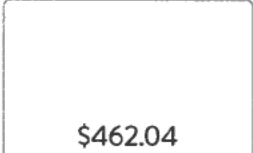
\$547.95

★★★★☆ (4.7) [14 reviews](#)

\$51/mo with  [Learn how](#)

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Actual Color: Black

 \$547.95	 \$547.95	 \$241.57	 \$388.00	 \$455.50
 \$462.04				

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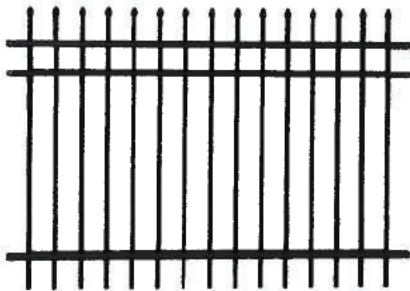


[Add to list](#)



[Add to registry](#)

EZ Fence Belleville 4 x 6 Black 3-Rail Spear top Aluminum Fence Panel
(Actual Size 48" H x 70-1/2" W)
Model Number: 1716750 | Menards • SKU: 1716750



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\$84.54 each

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MADISON WEST
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Delivery
Available

Description & Documents

The Belleville Speartop Aluminum Fence Panel has a traditional fence style, featuring an accent of spear points across the top. The external post bracketing system makes this product easy to install.

Brand Name: **Spectrail**



Features

- Quality aluminum construction
- Easy and fast installation
- This maintenance-free product doesn't require painting as it will keep its attractive finish without rusting or peeling
- Powder coated for durability
- Posts sold separately

Specifications

Product Type	Metal Fence Panel	Material	Aluminum
Thickness	1-5/8 inch	Special Features	Rust Resistant
Overall Height	48 inch	Weight	12 pound
Overall Width	70-1/2 inch	Color/Finish	Black
Installed Height	48 inch	Rough Opening Width	70 inch
Top Style	Pointed	Shipping Dimensions	72.00 H x 48.00 W x 1.50 D
Shipping Weight	12.0 lbs	Return Policy	Special Order Merchandise (view Return Policy)

Please Note: Prices, promotions, styles and availability may vary by store and online. Inventory is sold and received continuously throughout the day; therefore, the quantity shown may not be available when you get to the store. This inventory may include a store display unit. Online orders and products purchased in-store qualify for rebate redemption. Mail-in Rebate is in the form of merchandise credit check, valid in-store only. Merchandise credit check is not valid towards purchases made on MENARDS.COM®. By submitting this rebate form, you agree to resolve any disputes related to rebate redemption by binding arbitration and you waive any right to file or participate in a class action. Terms and conditions available at www.rebateinternational.com®.



Application for an Outdoor Sporting Activity License
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:
Spartan Bowl Inc

DBA: Spartan Bowl

Address of establishment:
4711 Farwell St

City, State and Zip Code:
McFarland WI, 53558

Contact Name and address:
Rob Bloxham [REDACTED]

Contact Telephone Number:

[REDACTED]

2. Outdoor Sport Activity Questionnaire

Description of Sporting activity:

Bags (cornhole) area

Date and duration of time for the proposed activity or event:

April 15th to September 1st.

Proposed square footage and accurate description of portion of licensed property to be used:
797 square feet. We are using the corner of the parking lot on Kens automotive side.

Good Faith Estimate of the number of participants and spectators:

We hope to have 3 sets of boards so 12 people will play at a time plus about 4 to 6 tables. Our estimate would be 40 to 50 people max.

3. Outdoor Sporting Activity Standards

Are the restroom facilities on the premise currently adequate for the increase in participants and spectators?

☒ - Yes ☐ - No

If No, the licensee shall provide a number of portable restrooms sufficient to service the estimated number of persons.

Is the proposed outdoor sporting activity area within 200 feet of any dwelling?

☐ - Yes ☒ - No

Will persons under the age of 21 be allowed to be present on the licensed premise?

☐ - Yes ☒ - No

*If Yes, all persons 21 years of age or older who intend to consume alcohol in the outdoor sports area, shall be issued a wristband that is brightly colored and only issued upon showing a valid identification proving they are 21 years or old. .

4. Attachments/Requirements

The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing(if required) (not less than 4 ft in height). In addition, the site plan should identify adequate parking is available for the proposed activity or event.

5. 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:

3-18-22

6. Standards for Outdoor Sporting Activities

a. Approval of an application shall not act to permit outdoor consumption of alcohol beverages on the property. Outdoor consumption shall be permitted only in outdoor areas included within licensed premises pursuant to [Section 11-64\(n\)](#). **All conditions of an outdoor consumption area must be followed in addition to the provisions outlined below.**

b. If the proposed outdoor sports area is on a property that, at the time of the original application is adjacent to any residential property or within 70 feet of any residential property the following regulations shall apply:

1. Outdoor lighting shall conform to an approved lighting plan prepared by a professional lighting engineer. The plan shall certify that the outdoor lighting shall not permit any light trespass onto any residential property greater than .01 footcandles.
2. Whistles shall not be used except as required to call for stoppage of play.
3. Use of the outdoor sports area shall be limited to the period between April 1 and November 1.

For purposes of this section, a "residential property" is any property, located in a zoning district identified in [Section 62-69](#) of the McFarland Municipal Code, excluding the A-1 or CO district, upon which a residential use exists as a legal or legal-nonconforming use, or upon which a residential use is to commence as evidenced by a building permit authorizing creation of a residential use having been filed with the Building Inspector

c. The outdoor sports area shall have all lights for competition turned off and no alcohol shall be possessed or consumed within the outdoor sports area after 9:30 p.m.

d. Amplified music, audio speakers, microphones, televisions or other audio or video devices are prohibited.

e. The licensee shall clean up all garbage and debris relating to the activity or event at least once per 24 hours during the activity or event.

f. The licensee shall not permit the noise level of the activity or event to exceed 75 dB, measured at any border of the licensee's real property.

g. Failure of the licensee to comply with any of the provisions of this Section shall be grounds for suspension, nonrenewal or revocation of the licensee's alcohol beverage license.

MEMORANDUM

To: Public Safety Committee and Village Board

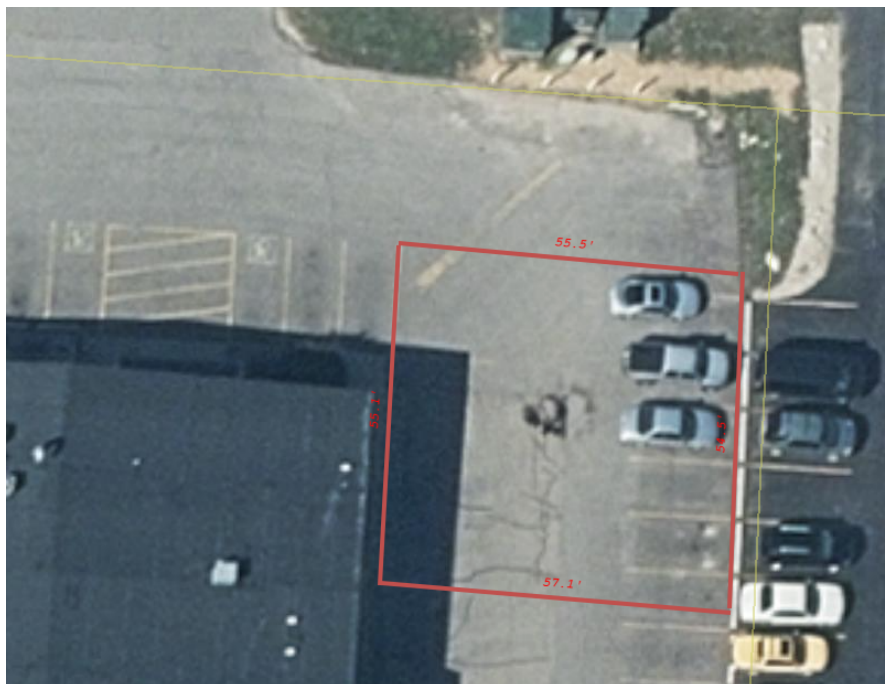
From: Cassandra Suettinger, Village Clerk/Treasurer, Andrew Bremer, Community & Economic Development Director, Aaron Chapin, Police Chief, Chris Dennis, Fire & Rescue Chief.

Date: April 8, 2022

RE: Expansion of Premise for Spartan Bowl, 4711 Farwell St.

Background: The current licensed premise for Spartan Bowl is the approximately 9,100 square foot building and approximately 813 foot outside patio in the front of the building.

Proposal: Spartan Bowl is proposing to add an approximately 3,000 square feet outdoor consumption/sporting activity area. The area would be active from May through September based on the application. Note, page three of the application describes the proposed size of the site as 797 square feet; however, based on the dimensions of the site plan on page 10 of the application, the size of the site is 1,939 square feet. In conversations with Staff after submittal of the application, the applicant desires to expand the area to roughly 55'x55' as show in the image below. This would provide them additional playing and seating areas, while reducing the amount of jersey barriers they might need to install. The applicant initially assumed that a fire lane would be necessary between the eastern side of the proposed fenced in area and the eastern lot line (i.e., where the vehicles are shown parked in the image below). The Fire Inspector has indicated that since the Fire & Rescue Department has access to almost 75% of the building from threes sides, and there is no fire hydrant within the area, a fire lane would not be required within this corner of the site. For references purposes a regulation cornhole court is approximately 10'x40'.



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

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.

A notice was sent to all property owners within 500 feet of the propose licensed premise 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. 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. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

No restrictions recommended.

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

Staff's inspection of the lot showed there were approximately 102 parking stalls; however, due to faded parking stall striping it was difficult to determine an exact amount. The 55' x 55' outdoor area would eliminate approximately 14 parking stalls. The outdoor area is intended to be temporary and would only be active May through September according to the application. This period is the slow period for the bowling alley, so parking would not be an issue as the proposed cornhole sporting activity would not be occurring at the same time as bowling league activities, except for September. It's unclear when fall bowling leagues start-up again but it is assumed at

the beginning of September. The proposed 55'x55' area will shift more patron vehicle traffic to the west and rear of the property near Kwik Trip. As noted in the CSM in the packet, there is an existing ingress and egress easement along the shared lot line with Kwik Trip, which presumably allows for access to the rear of the bowling alley along the shared lot line.

Staff recommends setting the dates for the outdoor area to ensure it won't conflict with traditional bowling leagues due to the higher parking demand. For example, May 1st through August 31st.

c. Regulation of lighting and screening;

The request does not include additional lighting fixtures to the outdoor area. There are lighting fixtures by the adjacent entry doors. Given that the proposed use will occur during the summer, and the stated daily ending time of 9pm, natural day lighting should be sufficient to serve the area.

Staff recommends the area be monitored by security camera. Spartan Bowl has confirmed they will utilize Mid-Wisconsin Security and likely have a multi-camera and DVR system.

d. Any conditions recommended by the Public Safety Committee;

To be determined as part of the discussion in the meeting.

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 take up discussion on the outdoor area on April 18th.

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.

Compliant. The outdoor patio area is not within 50 feet of the lot line of a parcel zoned for residential purposes.

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.

Compliant.

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.*

Compliant. The applicant is proposing to surround the playing area with 4-foot high metal fence panels that would be secured by concrete blocks for weight, but not affixed to the pavement. Because the outdoor consumption/sporting activity area is located in the parking lot adjacent to locations of vehicle movement, staff recommends consideration for jersey barriers to be installed on the perimeter of the consumption area to protect patrons. The application includes an example of the proposed jersey barriers. With the updated site plan and extending the consumption area to the east lot line, jersey barriers would only be necessary on the northern and southern sides of the proposed area. Additionally, the Fire Inspector is requiring the installation of two egress exists for the area.

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.*

Compliant.

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.*

Compliant.

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.*

Compliant. The total gross floor area of the current indoor licensed area is 9118, Spartan Bowl currently has an approximately 820 square foot patio in front. The proposed 3,000 consumption area would be within what is allowable within the 50% threshold provided by ordinance.

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."*

Compliant. Applicant is aware of requirement.

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

Complaint. Applicant is aware of requirement.

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.

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.

Compliant.

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

Compliant.

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.

Compliant. Applicant is aware of requirement. See additional outdoor sporting activity review below.

Recommendation: As noted in sub section (3) above:

11-69 Outdoor Sporting Activity: Additionally Spartan Bowl has applied to have an outdoor sporting activity which additionally triggers the standards of Village ordinance 11-69 regarding outdoor sport activities.

Standards are as follows:

(1) Approval of an application shall not act to permit outdoor consumption of alcohol beverages on the property. Outdoor consumption shall be permitted only in outdoor areas included within licensed premises pursuant to [Section 11-64\(n\)](#).

Not applicable. Applicant has applied to expand the licensed premise to include outdoor consumption in the outdoor sporting activity as part of the same application.

(2) If the estimated number of participants and spectators shall bring the number of persons on the property above the number for which licensed premises' restroom facilities are rated

adequate, the licensee shall provide a number of portable temporary restrooms sufficient to service the estimated number of persons.

Compliant. On-site restroom facilities will be adequate for both participants and spectators as the proposed cornhole season is during is during the Bowling Alley League off season

(3) The Public Safety Committee shall not grant approval to any applicant where the outdoor sports area is within 200 feet of any dwelling.

Compliant. The proposed outdoor activity is at least 200 feet from the nearest residential dwelling. Refer to map in the packet.

(4) The applicant shall provide parking adequate for the proposed activity or event, whether on-site or through agreements with property owners shown to the Public Safety Committee's satisfaction to permit their property to be used for parking for the proposed activity or event.

Compliant. On-site parking will be adequate for proposed activity.

(5) The applicant shall show the Public Safety Committee plans adequate to provide reasonable access to participants and spectators for the event, and to limit access for all other persons.

Compliant.

(6) If the proposed outdoor sports area is on a property that, at the time of the original application is adjacent to any residential property or within 70 feet of any residential property the regulations set forth in subparagraphs a. through c. of this paragraph shall apply. For purposes of this section, a "residential property" is any property, located in a zoning district identified in [Section 62-69](#) of the McFarland Municipal Code, excluding the A-1 or CO district, upon which a residential use exists as a legal or legal-nonconforming use, or upon which a residential use is to commence as evidenced by a building permit authorizing creation of a residential use having been filed with the Building Inspector.

a. Outdoor lighting shall conform to an approved lighting plan prepared by a professional lighting engineer. The plan shall certify that the outdoor lighting shall not permit any light trespass onto any residential property greater than .01 footcandles.

b. Whistles shall not be used except as required to call for stoppage of play.

c. Use of the outdoor sports area shall be limited to the period between April 1 and November 1.

Not applicable. Proposed outdoor sporting activity is not within 70 feet of any residential property.

(7) If 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 sports 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.

Compliant. Applicant is aware of requirement and prepared to be compliant.

(8) The outdoor sports area shall have all lights for competition turned off and no alcohol shall be possessed or consumed within the outdoor sports area after 9:30 p.m.

Compliant. Applicant is aware of requirement and prepared to be compliant. While general outdoor consumption areas may serve until 10 p.m., those with outdoor sporting activities must shut down at 9:30 p.m.

(9) Amplified music, audio speakers, microphones, televisions or other audio or video devices are prohibited.

Compliant. Applicant is aware of requirement.

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.

If recommended for approval, staff recommends the following conditions be required as part of approval along with any other conditions provided from the Committee:

1. Adequate ingress/egress for the areas as required by the McFarland Fire & Rescue Department.
2. Installation of security cameras for the outdoor consumption area.
3. Installation of jersey barriers on the north and south side of the proposed outdoor area.
4. Seasonal limits placed on when the outdoor consumption/sporting activity area can be set-up to avoid conflicts with the “traditional” bowling league season. Recommendation is to limit the outdoor area from May 1st through August 31st.

VILLAGE OF McFarland

Police Department

DATE: April 7, 2022

TO: McFarland Public Safety Committee

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Outdoor Area Application and Application for an Expansion of Licensed Premise submitted by Spartan Bowl.

I recommend approval of this application, with the conditions that were outlined by Community Development Director Bremer. The 55x55 area on the northeast corner of the building should work well if there is decent camera coverage for security cameras and as long as the staff is vigilant about not allowing underage consumption in the space. The application states persons under 21 will not be allowed in the space and the staff needs to ensure this is adhered to.

I believe that if staff follows the plan laid out in the application and the conditions offered by other Village staff, Spartan Bowl can have a successful outdoor Area at their venue.

Respectfully,



Aaron P. Chapin
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

March

RE: Spartan Bowl Outdoor Consumption Area

I have reviewed the proposed outdoor consumption area for the Spartan in the Village of McFarland.

The proposed areas are utilizing a building exit to gain access from the inside going into the outdoor area. Therefore, there will be gates required with this proposal to accommodate emergency exits and egress of the combined occupancy load of the interior and outdoor area. The exit gates must have clearance to swing freely outward during the winter and opening hardware meeting exit requirements. Snow and ice will need to be cleared from these exits to accommodate gate function and egress.

Additional information is to provide a definitive direction on the proposal. The building occupant load of the bar and bowling area would be required to determine the exit requirements from the proposed consumption areas. The proposed location will require two exits and a possible third due to the added occupant load from the building.

Due to the proposed size of the areas and the relationship of the interior capacity, it would be recommended that the owner develop a severe weather plan for occupants during larger events. If this proposal were to proceed, it would possibly add an additional occupant load thus exceeding the 99 person occupant load limit during a severe weather event. While the building is built to code that was in place at the time, it would require additional fire prevention features if built under the current building code.

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". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Mitchell Sutter

Fire Inspector/Public Education Specialist

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

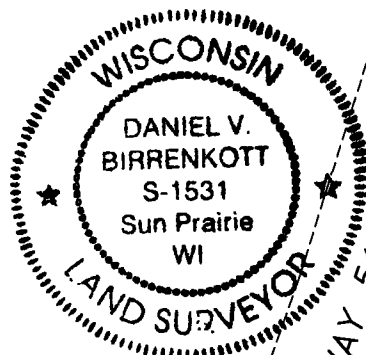


**BIRRENKOTT
SURVEYING, INC.**

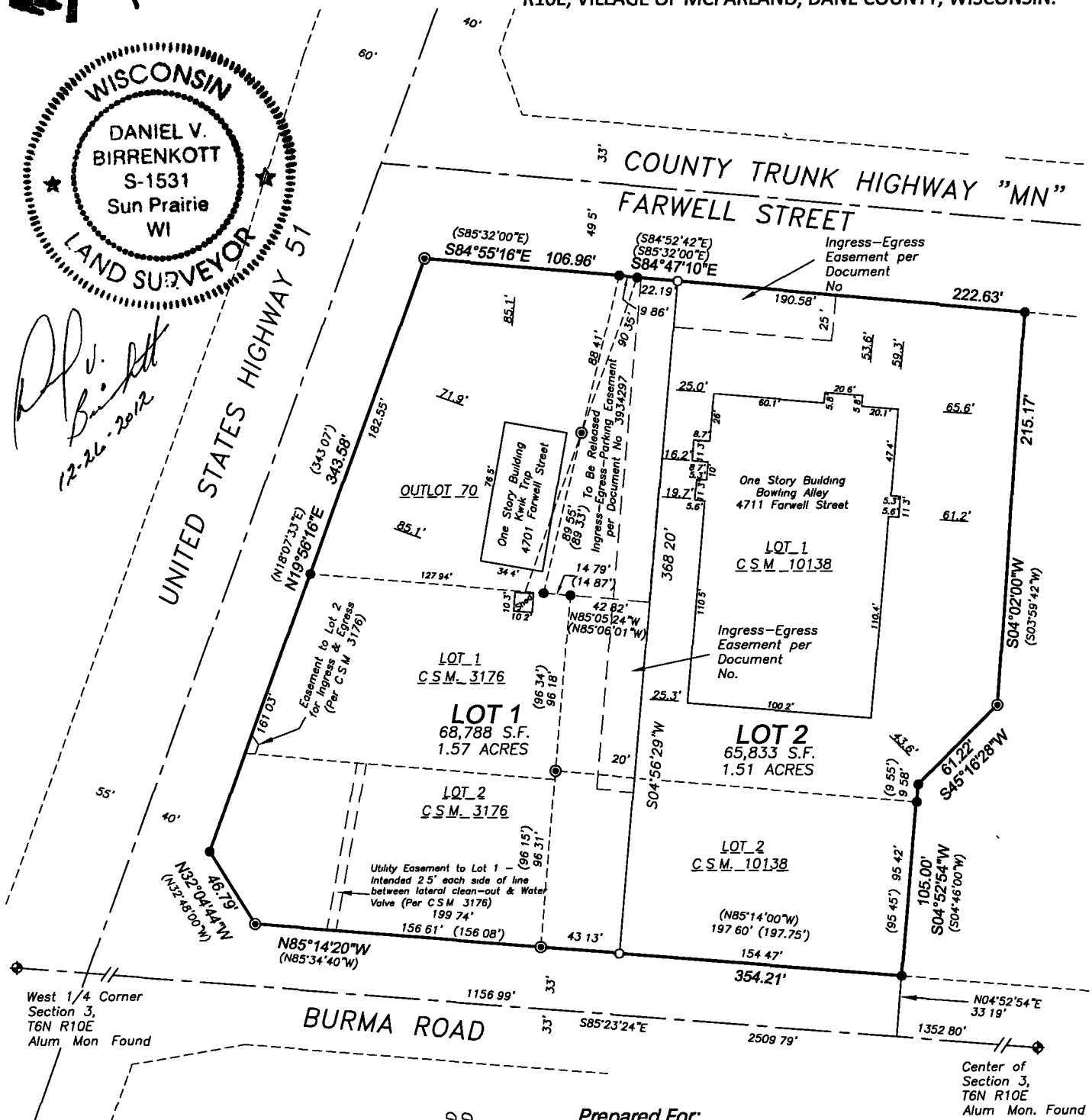
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

CERTIFIED SURVEY MAP

LOT 1 AND 2, CERTIFIED SURVEY MAP 3176, LOTS 1 AND 2 OF
CERTIFIED SURVEY MAP NO. 10138, OUTLOT 70, ASSESSOR'S
PLAT OF THE VILLAGE OF MCFARLAND LOCATED IN THE
SOUTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE
SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, T6N,
R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.



D.V. Birrenkott
12-26-2012



Legend:

- = Found 3/4" Iron Bar
- ⊙ = Found 1" Iron Pipe
- = 1"x24" Iron pipe set
min wt = 1.13#/ln ft.
- () = Recorded as data



BEARINGS REFERENCED TO THE
EASTERLY LINE OF LOT 1, CERTIFIED
SURVEY MAP NO. 10138, RECORDED
BEARING S04°02'00"W

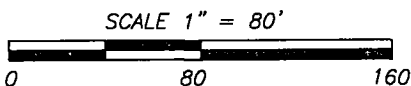
Prepared For:

KWIK TRIP
1626 Oak Street
La Crosse, WI 54602

Notes:

Utility Easement: No poles or buried cables are to be
placed on any lot line or corner.
The disturbance of a survey stake by anyone is in
violation of Section 236.32 of Wisconsin Statutes.
Wetlands if present have not been delineated.
This survey is subject to any and all easements and
agreements both recorded and unrecorded.
Refer to building site information contained in the Dane
County Soil survey.

SHEET 1 OF 2
Office Map No. 120291



CERTIFIED SURVEY MAP NO. 13439
VOLUME 87 PAGE 168
DOCUMENT NO. 4955661



CERTIFIED SURVEY MAP

DATED: August 6, 2012

Birrenkott Surveying, Inc.

P O Box 237
1677 N Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Daniel V. Birrenkott, herby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Daniel V. Birrenkott 12-26-2012
Daniel V. Birrenkott, Registered Land Surveyor No. S-1531

Description:

Lot 1 and 2, Certified Survey Map (C S M) 3176, recorded in Vol. 12 of C S M , Page 233, as Document No 1621369, in the Village of McFarland, Dane County, Wisconsin, except that part conveyed by Warranty Deed recorded in Volume 18128 of records, Page 1 as Document No 2330769, also Lots 1 and 2 of C S.M. No 10138 recorded in Volume 59 of C S M's of Dane County on Pages 191, 192 and 193, as Document No 3359815 and all of Outlot 70, Assessor's Plat of the Village of McFarland Located in the Southwest 1/4 of the Northwest 1/4 and the Southeast 1/4 of the Northwest 1/4 of Section 3, T6N, R10E, Village of McFarland, Dane County, Wisconsin. Described as follows Commencing at the West 1/4 Corner of said Section 3, thence S85°23'24"E, 1156.99 feet along the South line of said Northwest 1/4, thence N04°52'54"E, 33 19 feet to a point on North right-of-way line of Burma Road and the Southeast corner of Lot 2 C. S M No 10138 and the point of beginning, thence N85°14'20"W (recorded as N85°34'40"W), 354 21 feet along said right-of-way line; thence continuing along said right-of-way line N32°04'44"W (recorded as N32°48'00"W), 46 79 feet to a point on the East right-of-way line of United States Highway '51'; thence N19°56'16"E, 343.58 feet (recorded as N18°07'33"E, 343 07 feet) along said East line to a point on the South right-of-way line of County Trunk Highway 'MN' (a k a Farwell Street) thence S84°55'16"E (recorded as S85°32'00"E), 106 96 feet along said right-of-way line, thence S84°47'10"E (recorded as S85°32'00"E & S84°52'42"E), 222.63 feet to the Northeast corner of Lot 1 of C S.M No 10138 Thence S04°02'00"W, 215 17 feet along the East line of Lots 1 and 2 of C S M No.10138 , thence continuing along said East line S45°16'28"W, 61.22 feet, thence continuing along said East line S04°52'54"W (recorded as S04°46'00"W), 105 00 feet to a point on the North right-of-way line of Burma Road and the point of beginning Containing 134,621 square feet or 3.09 acres.

Owners Certificate:

As owner, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map I also certify that this Certified Survey Map is required to be submitted to the Village of McFarland for approval.

HRZ LLP

Donald P. Zietlow
Donald P. Zietlow, Managing Partner

State of Wisconsin)

Dane County SS)

Personally came before me this 31st day of November, 2012, the above owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same

James R. Herrick
Notary Public, Dane County, Wisconsin

Owners Certificate:

As owner, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map I also certify that this Certified Survey Map is required to be submitted to the Village of McFarland for approval

Ore, Inc

Jim Walker, V.P.
Jim Walker, Vice President

State of Wisconsin)

Dane County SS)

Personally came before me this 26th day of Dec., 2012, the above owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same

Andrea M. Dalson
Notary Public, Dane County, Wisconsin

Village of McFarland Approval Certificate:

This Certified Survey Map, including any dedications herein, has been duly filed and approved by the Village of McFarland, Dane County, Wisconsin

This 19th day of NOVEMBER, 2012

Deb Neal, Village Clerk

Surveyed For:

KWIK TRIP
1626 Oak St.
La Crosse, WI 54602

Surveyed: TAS
Drawn: TK
Checked: DVB
Approved: DVB
Field book: 329/21-27
Tape/File: J:\2012\

Sheet 2 of 2
Office Map No 120291CSM

Register of Deeds Certificate:

Received for recording this 28th day of JAN, 2012-2013

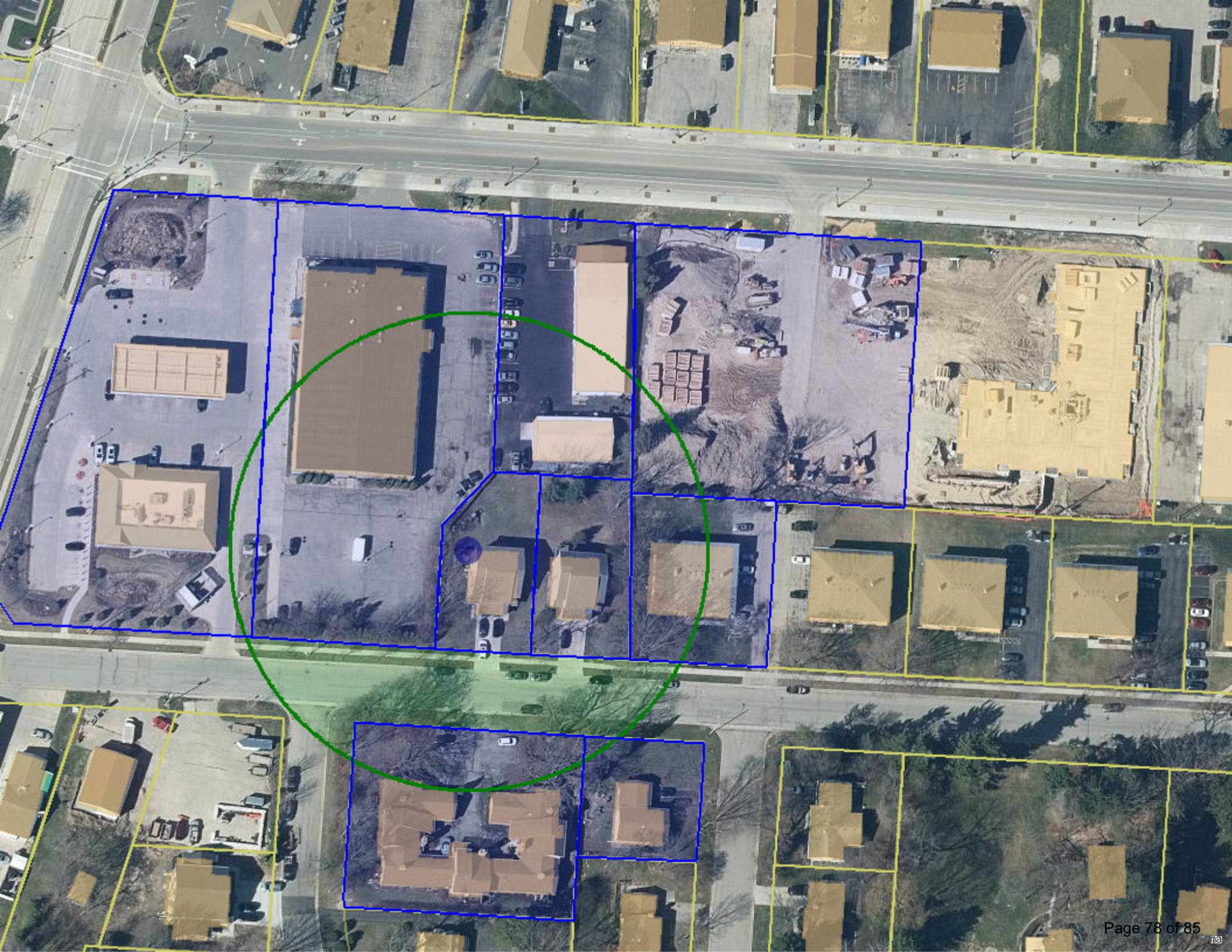
at 3:11 o'clock P m and recorded in Volume 87 of Certified Survey

Dane
Maps of 1 County on Pages 168-169

Document No. 4955661

Certified Survey Map No. 13439, Volume 87, Page 169

Received by 1/25/2013 4:00pm



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, April 13, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT:

AGENDA ITEM: Discussion and recommendation to the Village Board on the transition to paramedic level service and the possible creation of a career Lieutenant position in the Fire & Rescue Department

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20220408 Paramedic Transition PSC Information
2. MFR Organizational Charts

DATE: March 8, 2022

TO: McFarland Public Safety Committee

FROM: Fire & Rescue Chief Chris Dennis

RE: Paramedic Level of Service and 24-hour Supervisory Staff

We currently have three vacancies that will be occurring within the Fire & Rescue Department. While it is unfortunate to have the individuals leave the department, it does provide the opportunity to begin staffing the department at the paramedic level if desired. Additionally, it provides the ability to evaluate the supervisory structure and growth opportunities for our staff. In the information below, will be the recommendation to transition to the paramedic level with the hiring of new staff and the creation of a career lieutenant position.

Recommended Future Department Staffing

The department is currently staffed with 9.5 FTE positions and the modification to the 2022 staffing is to maintain a total of nine staff members. The overall future staffing recommendation is to be implemented over several years and within the normal budget process. We are recommending some changes to be made for the classification of employees being hired for filling vacancies and will not exceed the 2022 budget. The recommendation is coming simply due to cost savings from hiring staff with the knowledge, skills, and abilities that align with the department.

Recommended 2022 Level – NO INCREASE IN FTEs

- (1) Fire & Rescue Chief (M-F) - Current
- (0.5) Administrative Assistant (M-F) - Current
- (1) Administrative Captain (M-F) - Current
- (3) Lieutenants or Firefighter/Paramedic (24-Hour Shifts) – To be hired
- (1) Firefighter/Paramedic (24-Hour Shift) - Current
- (3) EMT/Firefighter (24-Hour Shift) - Current

Total staff 9.5 FTEs – no change in FTEs from the 2022 budget

Recommended Future Staff (Timeline TBD assumed to be approximately 5 years or more)

- (1) Fire & Rescue Chief (M-F)
- (0.5) Administrative Assistant (M-F)
- (1) Administrative Captain (M-F)
- (3) Lieutenants (24-Hour Shifts)
- (1) Fire Inspector (M-F)
- (6) Firefighter/Paramedic (24-Hour Shift)

Planned Utilization of Staffing 2022

- Daily station supervision
 - Primary - Lieutenants
 - Secondary - Administrative Captain or Chief when a Lieutenant is not available
- Primary Ambulance (2 members required)
 - Primary – Lieutenant, EMT/Firefighter or Firefighter/Paramedic
 - Shifts with two EMT/Firefighters or Firefighter/Paramedics will rotate by shift or call. Additionally, all three staff will respond to medical calls with the ambulance and a staff car.
 - Secondary – Paid-On-Call staff provides 3rd position on the ambulance and covers career time off.
- Fire Apparatus
 - Lieutenant, when available, will be the operator or officer on the first fire unit with a Paid-On-Call member fulfilling the opposite role.
 - If three non-Lieutenant career staff is on-duty, two will be ambulance and one will be the operator of the first fire unit.
 - The Paid-On-Call staff will fulfill all other roles.

Recommended Paramedic Transition Plan and Timeline

- Train one EMT/FF to the paramedic level.
 - Start September of 2022 and complete August of 2023
- Fill the three vacancies with individuals licensed at the paramedic level.
 - Estimated completion October 2022
- Update the operational plan with the State of Wisconsin to operate as a single paramedic level service.
 - Estimated completion Fall of 2022
- Purchase equipment and supplies to equip both ambulances at the paramedic level.
 - Utilize Funding Assistance Program for funds (no budget impact)
 - November/December of 2022
- Submit a request for DEA authorization for controlled substances.
 - Estimated completion Fall of 2022
- Train one EMT/FF and Administrative Captain to the paramedic level.

- Start September of 2023 and complete August of 2024
- Train one EMT/FF to paramedic level and begin any Paid-On-Call training.
 - Start September of 2024 and complete August 2025

Budget Impact of Transition

- Equipment
 - Advanced Airway Equipment \$2,000
 - Controlled Substance Safes \$3,900
 - Disposable Equipment \$1,500
 - DEA Authorization \$880
 - Total \$8,280 (Funding Assistance Program to be utilized)
- Training of current staff
 - Tuition \$5,000
 - Supplies \$152
 - Total \$5,152
 - Salary is assumed to be minimal based on having seven staff members working 24-hour shifts, the individual in training can be scheduled to attend training.
- Future salaries are to be negotiated with the International Association of Fire Fighters Local 311.

Common Questions About Transition to Paramedic

- Why provide Paramedic level care for all patients when paramedic interventions have a low utilization rate?
 - Provides consistent care while providing paramedic level with initial crews reducing time to intervention.
 - Provides all-inclusive care within one organization.
 - Reduces the possibility of delayed care due to rising call volumes in McFarland and throughout the County.
- What are similar communities doing for the level of EMS care?
 - All communities besides McFarland and Stoughton in southeastern Dane County are staffing at the paramedic level service or are in the process of upgrading. Stoughton has not due to have a community hospital and doesn't typically utilize paramedic level services.
 - The communities in Dane County that are not and haven't indicated to upgrade to paramedic level are Brooklyn, Cross Plains, Mazomanie, and Stoughton.
 - McFarland will soon be the largest community besides Stoughton not staffed at the Paramedic level.

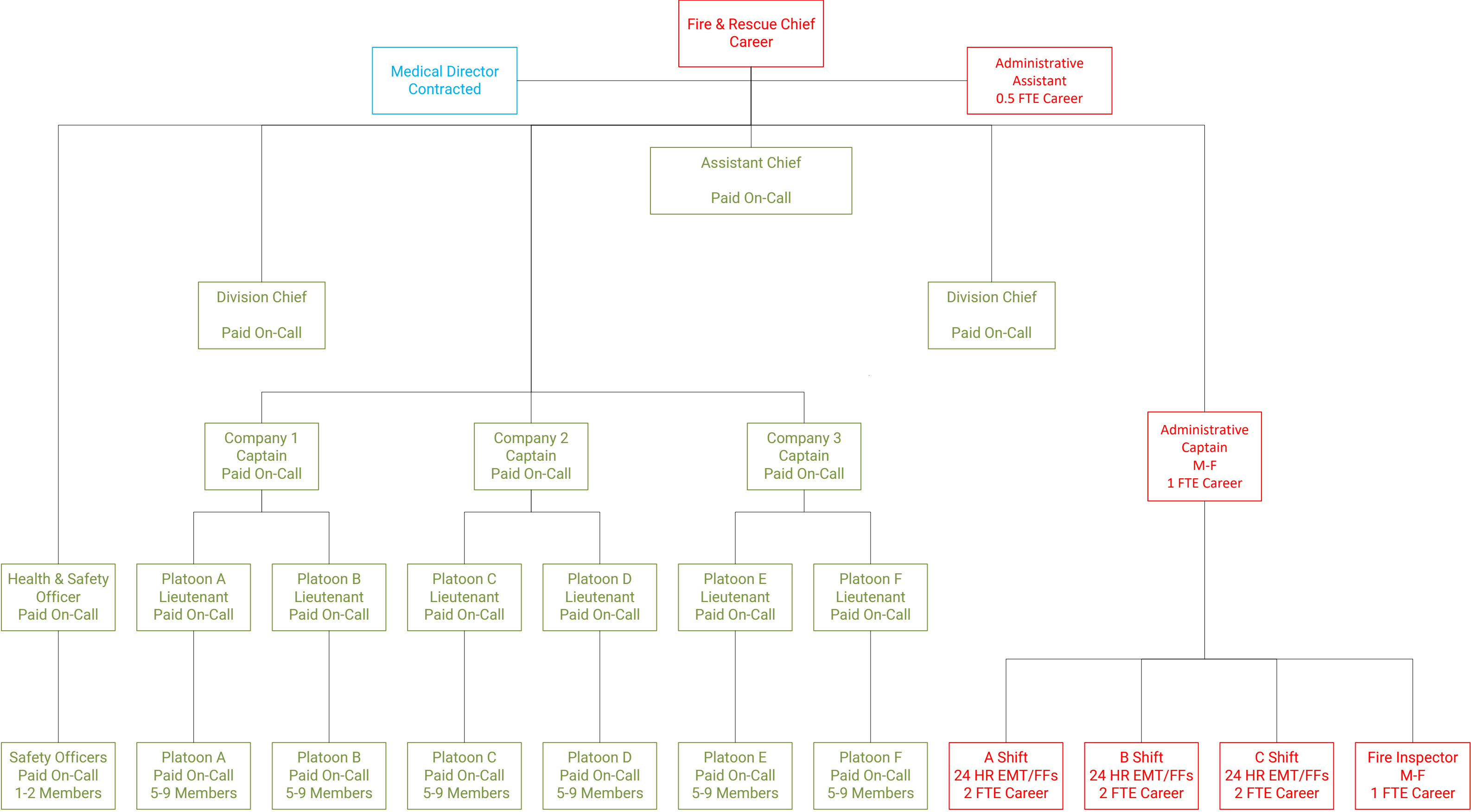
- Will our ambulance be utilized by other communities for paramedic intercepts and not be available for McFarland?
 - It is possible, but the likelihood is minimal. The surrounding agencies are paramedics except for Stoughton and will not request paramedic intercepts. However, Stoughton utilizes rapid transport to Stoughton Hospital.
- How would the Paid-On-Call be affected by the service being at the Paramedic Level?
 - The Paid-On-Call staff would be utilized in a similar fashion. The current requirement with Advanced EMT is to have one Advanced EMT and one EMR or higher. With the proposed Paramedic staffing, one Paramedic is required and one EMT or higher. We currently only have one Advanced EMT that works as a crew chief on the ambulance, and they plan to transition to paramedic. The other Advanced EMTs staff as additional crew members or drivers and will still be able to and needed to do so.
- What is the availability of candidates with a Paramedic license?
 - The current market is difficult in general for any license level as it is an employee-driven market. The general information from other agencies is that obtaining candidates with a Paramedic license is difficult, but Advanced EMTs are even more challenging.
 - Madison College Graduate Information

	2018	2019	2020
Advanced EMT	39	44	22
Paramedic	13	34	64
Paramedic Technician	2	10	18
Paramedic Total	15	44	82
Difference	-19	0	60

Requested Public Safety Committee Action

- Recommend to the Village Board the transition to Paramedic level service at the single paramedic license with the State Wisconsin and the creation of a Lieutenant position within the Fire & Rescue Department.

McFarland Fire & Rescue Department
Organizational Chart
Current



McFarland Fire & Rescue Department
Organizational Chart
PROPOSED - FUTURE

