

**Monday, February 5, 2024**

**6:30 PM**

**McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*Community Room*

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81181760200>

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

Webinar ID: 811 8176 0200

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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [public.safety@mcfarland.wi.us](mailto:public.safety@mcfarland.wi.us) to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the 12/4/23 meeting.

4. BUSINESS.

- a. Discussion and recommendation on an event permit and a Temporary "Class B"/Class "B" license for the Madison Curling Club to hold the U.S. Wheelchair Curling Charity Event on February 17, 2024 from 5:00 p.m. to 8:00 p.m.

5. SCHEDULE NEXT MEETING DATE.

- a. March 4, 2024 at 6:30 p.m.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

**Public Safety Committee Minutes**

*Monday, December 4, 2023 - 6:30 PM*

**1. CALL TO ORDER, ROLL CALL.**

Trustee Edward Wreh called the regular meeting of the Public Safety Committee to order at 6:31 PM in the Community Room.

Members present: Edward Wreh, Hilary Brandt, Rich Staley, Shannon Morrison, Meredith Hughey, Alisa Leamy

Members not present: Dottie Olson

Staff Present: Police Chief Aaron Chapin

**2. PUBLIC APPEARANCES.**

*a. This is an opportunity for members of the public to address the Public Safety Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.safety@mcfarland.wi.us to be included as part of the meeting.*

*Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.*

There were no public appearances.

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the 9/7/2023 meeting.*

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve the minutes of the 9/7/2023 meeting. Motion carries 6 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion on arranging panel discussion for the Community with the Fire & Rescue Chief and Police Chief.*

Trustee Edward Wreh introduced the item. Chief Chapin gave an overview of the panel discussion and answered questions. The committee discussed their ideas for the panel discussion and scheduling.

*b. Discussion and recommendation on ordinance amendment 2023-16: an ordinance requiring vehicles to stop for flashing lights on a school bus.*

Trustee Wreh introduced the item. Chief Chapin explained the changes to the ordinance and answered the committee's questions.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to recommend approval of ordinance amendment 2023-16: an ordinance requiring vehicles to stop for flashing lights on a school bus.

Chief Chapin answered additional questions from the committee.

Trustee Wreh called for the vote. Motion carries 6 - 0 - 0 by acclamation.

**5. SCHEDULE NEXT MEETING DATE.**

The Committee discussed rescheduling the January meeting to 1/8/24 and will check with village staff on that date.

**6. ADJOURNMENT.**

Motion by Village Trustee Edward Wreh, second by Member Shannon Morrison, to adjourn at 6:51 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,  
Tricia Reimer  
Office Manager

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, February 5, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Discussion and recommendation on an event permit and a Temporary "Class B"/Class "B" license for the Madison Curling Club to hold the U.S. Wheelchair Curling Charity Event on February 17, 2024 from 5:00 p.m. to 8:00 p.m.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The Madison Curling Club has applied to hold the U.S. Wheelchair Curling Charity Event on February 17, 2024 from 5:00 p.m. to 8:00 p.m. This is the first time the event has been proposed, and thus is required to be reviewed by the Public Safety Committee. Attached are letters from the Public Works, Police and Fire & Rescue Departments with recommendations for the event.

**FINANCIAL/BUDGET IMPACT:**

Permitting Revenues

**VILLAGE PLAN REFERENCE:**

N/A

**ORDINANCE REFERENCE:**

[Village Ordinance Chapter 36 - Events Requiring a Permit](#)

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

*Motion to recommend approval of an event permit and a Temporary "Class B"/Class "B" license for the Madison Curling Club to hold a U.S. Wheelchair Curling Charity Event on February 17, 2024 from 5:00 p.m. to 8:00 p.m., with the conditions provided by staff included in the packet.*

**ATTACHMENTS:**

1. U.S. Wheelchair Curling Charity Event Event Permit Application \_Redacted
2. US Wheelchair Fund Raising Event
3. Approval Letter
4. PW Approval
5. 20240130 - US Wheel Chair Curling Event

# Event Permit Application

01/23/2024 3:33 PM (CST)

## Event Permit Application

### Fees

Application Fee

\$100.00

### Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Steve Emt

Phone Number

Address

Email Address

### Agency / Organization Information (If Applicable)

Agency / Organization Name Madison Curling Club

Phone Number

6088385875

Address

4802 Marsh Road  
McFarland WI 53558

Email Address

info@madisoncurlingclub.com

### Event Information

Name of Event U.S. Wheelchair Curling Charity Event

Type of Event Fundraising dinner

Location of Event Madison Curling club

Event Date(s) February 17, 2024

Event Time(s) 5:00 p.m. to 8 p.m.

Total Number of Anticipated Attendees 200

Total Number of Attendees Anticipated Being at the Event at One Time	50
Setup Start Time	2:00 p.m.
Tear-Down End Time	9:00 p.m.
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?	No
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 sold?	Yes, a Temporary Alcohol License Application is included as part of this Event Permit Application.
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 a Village park be used?	No
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
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



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

For additional information and instructions, please review the second page of the [Department of Revenue's Application](#).

Fee	
Application Fee	\$10.00

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**Total Cost = \$10.00**

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## Organization Information

By submitting this application, the named organization 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.

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**Type of Organization**                      Bona fide Club

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**Organization Name**                      Madison Curling Club

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**Organization Address**                      4802 Marsh Road  
McFarland WI 53558

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**Date Organized**                              01/01/1921

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**Names and Addresses of All Officers**

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i. **Officer Type**

President

**Officer Name**

Aaron Bertsch

**Officer Address**

[REDACTED]

Select plus sign to add additional officers.

ii. **Officer Type**

Vice President

**Officer Name**

Kris Lund

**Officer Address**

[REDACTED]

Select plus sign to add additional officers.

iii. **Officer Type**

Secretary

**Officer Name**

Sara Easland

**Officer Address**

[REDACTED]

Select plus sign to add additional officers.

iv. **Officer Type**

Treasurer

**Officer Name**

Allan Veler

**Officer Address**

[REDACTED]

Select plus sign to add additional officers.

**Type of License(s) Applied For:**

- 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.

**Name of Event** U.S. Wheelchair Curling Charity Event

**Start Date** 02/17/2024

**End Date** 02/17/2024

**Name of Person in Charge** Steve Emt

**Address of Person in Charge**



**Phone Number of Person in Charge**



**E-mail Address of Person in Charge**



**Location, including address, of Premises where fermented malt beverages and/or wine will be sold, served, consumed, or stored, and areas where alcohol beverage records will be stored:**

Entire building

**Do premises occupy all or part of building?**

Yes

**Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:**

4802 Marsh Road McFarland WI 53558

## 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 Name** Steve EMT

**Officer Title** Event Organizer

**Officer Signature**

**Date** 01/23/2024

## Required Attachments

**Detailed Event Schedule**



US Wheelchair Fund Raising Event.docx

**Site Plan Requirement - A site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.**



US Wheelchair Fund Raising Event.docx

**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.**

Call anytime

**Event Coordinators**

**Identify Event Coordinators (Identify 1 for Every 50 Expected Attendees)**

**i. Event Coordinator Name**

Steve EMT

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

Madison Curling Club

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

2 to 9 p.m.

**Cell Phone Number**

[Redacted]

**ii. Event Coordinator Name**

Clarion Gilbertson

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

Madison Curling Club

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

2 p.m. to 9 p.m.

**Cell Phone Number**

[Redacted]

# Indemnification Agreement

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

Applicant Signature



Date

01/23/2024

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



Date

01/23/2024

**Total Amount Owed = \$110.00**

## Payment Details

01/23/2024 3:33 PM (CST)

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<b>Transaction Id</b>	18fe8fbc-cae9-4a8a-b9b0-ad1b6c849098
<b>Order Number</b>	f54a0cd7-7aff-4493-82db-e8bffc94eeb
<b>Payment Type</b>	CreditDebitCard
<b>Card Number</b>	xxxx xxxx xxxx 2366
<b>Amount</b>	\$110.00
<b>Created At</b>	01/23/2024 3:33 PM (CST)

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Dinner from 5:00 p.m. to 8:00 p.m. Event will include raffles

Entire event takes place at curling Club – No site Plan needed.

# VILLAGE OF McFarland

*Police Department*

5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 | [www.mcfarland.wi.us/police](http://www.mcfarland.wi.us/police)

Aaron P. Chapin | Chief of Police

**DATE:** January 23, 2024

**TO:** McFarland Public Safety Committee/McFarland Village Board

**FROM:** Aaron P. Chapin, Chief of Police

**RE:** Recommendation of Approval, U.S. Wheelchair Curling Charity Event

I have reviewed the Special Event Permit Application and Temporary Class B Alcohol License submitted for the U.S. Wheelchair Curling Charity Event to be held on February 17, 2024, from 5pm to 8pm. The organizers expect roughly 200 participants.

Note that alcohol will be served, and the organizers have hired a licensed bartender for the event. The organizers are not requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a nametag that clearly identifies them as event staff.
- Event staff will be required to card attendees that appear to be under the age of 30 at the entrance of the venue to ensure there are no minors on the premises during the event.
- They will be required to have in place a plan to mitigate a fire, severe weather, medical or other emergency.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

**From:** Lee Igl <[Lee.Igl@Mcfarland.wi.gov](mailto:Lee.Igl@Mcfarland.wi.gov)>

**Sent:** Tuesday, January 23, 2024 4:33 PM

**To:** Cassandra Suettinger <[Cassandra.Suettinger@mcfarland.wi.gov](mailto:Cassandra.Suettinger@mcfarland.wi.gov)>; Aaron Chapin <[Aaron.Chapin@mcfarland.wi.gov](mailto:Aaron.Chapin@mcfarland.wi.gov)>; Chris Dennis <[Chris.Dennis@mcfarland.wi.gov](mailto:Chris.Dennis@mcfarland.wi.gov)>

**Subject:** RE: Event Permit Application - Steve Emt

I have no concerns from Public Works perspective.

Lee

| LEE IGL | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |  
| 608-838-7287 | [Lee.Igl@mcfarland.wi.us](mailto:Lee.Igl@mcfarland.wi.us) | Proud member of the WI American Public Works Association |  
| Treasurer of WI American Public Works Association |



January 30, 2024

Re: Event Permit Review - U.S. Wheelchair Curling Charity Event

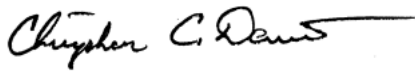
I have reviewed the submitted event application by Steve Emt of the Madison Curling Club for U.S. Wheelchair Curling Charity Event to occur on February 17, 2024, at the Madison Curling Club.

The application is substantially complete and complies with the EMS and fire requirements. The event is a new event, but there have been similar events at the facility, and we have not experienced any substantial concerns in the past.

We do recommend having staff preplanned to act as escorts or flaggers to direct first responders in the event there is an emergency.

I recommend approval of the permit.

Sincerely,



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