

Monday, February 3, 2025

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 Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87034710302>

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

Webinar ID: 870 3471 0302

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 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 9/5/2024 meeting.

4. BUSINESS.

- a. Discussion and recommendation on an application from Kings Operating WI LLC, D/B/A, Pump N Shop #106, Alecia Kraut, Agent, for a "Class A" intoxicating liquor and Class "A" fermented malt beverage license for the property located at 4800 Larson Beach Rd, McFarland WI 53558 for the period ending June 30, 2025.
- b. Discussion and recommendation on an application from Kings Operating WI LLC, D/B/A, Pump N Shop #107, Alecia Kraut, Agent, for a "Class A" intoxicating liquor and Class "A" fermented malt beverage license for the property located at 4701 Burma Rd McFarland WI 53558 for the period ending June 30, 2025.
- c. Discussion and action to make a recommendation to the Village Board regarding Ordinance #2025-04: an ordinance to authorize fees for standby services for events.

5. SCHEDULE NEXT MEETING DATE.

- a. March 3, 2025

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 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

Thursday, September 5, 2024 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Hilary Brandt called the regular meeting of the Public Safety Committee to order at 6:30 PM in the Community Room

Members present: Hilary Brandt, Miguel Peña, Rick Behnke, Meredith Hughey, Shannon Morrison, Rich Staley was present via phone but did not vote

Members not present: Dottie Olson

Staff Present: Police Chief Chapin, Fire Chief Dennis

2. PUBLIC APPEARANCES.

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.

Motion to approve the minutes of the 7/1/2024 meeting.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Miguel Peña, to approve the minutes of the 7/1/2024 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

Discussion on fireworks and the PD enforcement approach in 2025.

Ken Machtan of 5312 Falling Leaves Lane spoke about the fireworks issue he has observed. Chief Chapin spoke about the change the PD has made regarding fireworks calls. The committee discussed the police response and asked questions. Chief Chapin and Chief Dennis answered the committee's questions.

Discussion on the use of the PD social media accounts.

Trustee Brandt introduced the item and how the topic of police social media posts has come up in discussions with community members. The committee had a discussion regarding the police department's social media practices. Chief Chapin answered

questions and spoke about potential actions that can be taken by the police department regarding training and goals for the department regarding social media.

5. SCHEDULE NEXT MEETING DATE.

a. October 7, 2024 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Member Shannon Morrison, second by Miguel Peña, to adjourn at 7:49 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 3, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and recommendation on an application from Kings Operating WI LLC, D/B/A, Pump N Shop #106, Alecia Kraut, Agent, for a "Class A" intoxicating liquor and Class "A" fermented malt beverage license for the property located at 4800 Larson Beach Rd, McFarland WI 53558 for the period ending June 30, 2025.

PREVIOUS ACTION:

ISSUE SUMMARY:

The BP store at 4800 Larson Beach Road has changed ownership. Kings Operating WI LLC is currently operating the location through a provisional "Class A" and Class "A" license. This item and application would provide them approval for the full licensing.

FINANCIAL/BUDGET IMPACT:

Permitting revenue

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article 11 - II Alcohol Beverages](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Police Chief has review the application and backgrounds of the applicant and is recommending approval.

Motion to recommend approval to the Village Board of a "Class A" and Class "A" alcohol license for Kings Operating WI LLC, D/B/A, Pump N Shop #106, located at 4800 Larson Beach Road with Alecia Kraut acting as agent for the period ending June 30, 2025.

ATTACHMENTS:

1. Pump N Shop #106_Redacted

Prov. Ord #19525

Form AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
- Class "B" Beer \$ _____
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (cider only) \$ _____
- Reserve "Class B" Liquor \$ _____
- "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) KINGS OPERATING WI LLC		
2. Business Trade Name or DBA PUMP N SHOP #106		
3. FEIN [REDACTED]	4. Wisconsin Seller's Permit Number [REDACTED]	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization TX	7. Date of Organization 05/22/2023	8. Wisconsin DFI Registration Number [REDACTED]
9. Premises Address 4800 Larson Beach Rd		
10. City McFarland	11. State WI	12. Zip Code 53558
13. County Dane	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: McFarland	15. Aldermanic District
16. Premises Phone 608 579 1224	17. Premises Email PUMPNSHOP1@gmail.com	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Single story c-store with liquor on front wall, Behind counter, Beer cave and in back room.		
20. Mailing Address (if different from premises address)		
21. City	22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . Yes No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

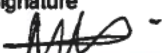
Last Name	First Name	Title	Phone
KRAUT	ALECIA	AGENT	██████████
MAQBOOL	ADNAN	OWNER	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAQBOOL		First Name ADNAN		M.I. I
Title OWNER		Email PUMPNSHOP1@GMAIL.COM		Phone
Signature 			Date 12/04/24	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and recommendation on an application from Kings Operating WI LLC, D/B/A, Pump N Shop #107, Alecia Kraut, Agent, for a "Class A" intoxicating liquor and Class "A" fermented malt beverage license for the property located at 4701 Burma Rd McFarland WI 53558 for the period ending June 30, 2025.

PREVIOUS ACTION:

ISSUE SUMMARY:

The BP store at 4701 Burma Road has changed ownership. Kings Operating WI LLC is currently operating the location through a provisional "Class A" and Class "A" license. This item and application would provide them approval for the full licensing.

FINANCIAL/BUDGET IMPACT:

Permitting revenue

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article 11 - II Alcohol Beverages](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Police Chief has review the application and backgrounds of the applicant and is recommending approval.

Motion to recommend approval to the Village Board of a "Class A" and Class "A" alcohol license for Kings Operating WI LLC, D/B/A, Pump N Shop #107, located at 4701 Burma Road with Alecia Kraut acting as agent for the period ending June 30, 2025.

ATTACHMENTS:

1. Pump N Shop #107_Redacted

Prov. Paid # 19 325

Form AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
- Class "B" Beer \$ _____
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (cider only) \$ _____
- Reserve "Class B" Liquor \$ _____
- "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) KINGS OPERATING WI LLC		
2. Business Trade Name or DBA PUMP N SHOP #107		
3. FEIN [REDACTED]	4. Wisconsin Seller's Permit Number [REDACTED]	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization TX	7. Date of Organization 05/22/2023	8. Wisconsin DFI Registration Number [REDACTED]
9. Premises Address 4701 Burma Rd		
10. City McFarland	11. State WI	12. Zip Code 53558
13. County Dane	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: McFarland	15. Aldermanic District
16. Premises Phone 608 579 1011	17. Premises Email PumpNStop1@gmail.com	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Single story store with Beer and liquor on front wall, in cooler and stored in the back room and behind counter		
20. Mailing Address (if different from premises address)		
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If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No

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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

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Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.


Last Name	First Name	Title	Phone
KRAUT	ALECIA	AGENT	██████████
MAQBOOL	ADNAN	OWNER	

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- one corporate officer
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READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAQBOOL	First Name ADNAN	M.I. I
Title OWNER	Email PUMPNSHOP1@GMAIL.COM	Phone
Signature 		Date 12/04/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance #2025-04: an ordinance to authorize fees for standby services for events.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village through its public safety departments are occasionally requested to be on "stand by" as a result of various events taking place in the Community. The most common example is having the secondary ambulance at high school football games ready to respond on scene to shorten response time but otherwise unknown if ultimately needed. Using this example, there creates a cost to be able to staff the extra ambulance to be present at the event which is typically paid through the Village's operating budget for this purpose. There have been other requests of a similar nature to have either police, fire, or paramedics at an event related to runs, larger events like at the curling club, and other similar activities that take place in the community where a specific service has not been identified other than to be present in case something were to happen. Communities will establish fees for these activities since it typically requires additional costs to bring in additional resources to be able to staff in a stand by mode while still also covering the rest of the community. Staff would like to discuss amending the existing code to clarify the application of a stand by fee for this purpose so that requestors of this service can build those costs into their event planning and also discuss applicability of the fee should there be the desire to apply a waiver to the charge.

Current Section 36-14 of the Village Code is for Security/Village Staffing Requirements stating the following:

If the Chief of Police, Fire Chief or Public Works Director determines that members of the Police Department, other Law Enforcement, private Security Officers, Fire Department, Emergency Medical Services or Public Works personnel must be available to staff the event, the applicant shall pay all associated costs incurred by the Village or other provider to staff the event. When utilizing Village of McFarland Employees, the event organizer shall reimburse the Village at each employee's full overtime rate, and the Village shall subsequently reimburse each employee through standard payroll practices. The Village Board may require the applicant to make a deposit to the Village in an amount necessary to cover the cost of Village services and staff for an event.



The enclosed amendment establishes the fee based on actual costs that might be incurred by the Department based on upon the stand by request. One request might be 2 people for 2 hours versus another request might be 4 people for 10 hours, amount of resources and duration will play a big factor in determining the actual charge on a case by case basis. The amendment broadens the applicability and defers implementation to the Department through policy setting.

A similar example is how the waiver program for ambulance fees was determined in 2020. A policy can also similarly address a waiver situation for standby services that inclusively benefit the Community versus those events that are exclusive to only those that are admitted into the event.

FINANCIAL/BUDGET IMPACT:

Amounts to be determined following discussion. Either Departments presence in events is common related to service delivery where as true standby is far less requested. The amount is not going to generate a substantial amount of new revenue but meant to create a balance between the fair use of valuable services within the Community.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to make a recommendation to the Village Board of approval regarding Ordinance #2025-04, an ordinance to authorize fees for standby services for events.

ATTACHMENTS:

1. 2025-04 Standby Fee

ORDINANCE 2025-04

**AN ORDINANCE TO AUTHORIZE FEES FOR
STANDBY SERVICES FOR EVENTS**

Purpose: To amend section 36-14 of the Village code concerning Police, Fire, EMS and Public Works standby service fees for events.

Sponsor: Cassandra Suettinger

Recommended Referral: None

Public Hearing: Not required

WHEREAS, the Village code currently allows for fees to be charged for Police, Fire, EMS and Public Works services in conjunction with events for which an event permit is required; and,

WHEREAS, in the future, these departments may be requested to provide standby services for events which no permit is required; and,

WHEREAS, it is in the public interest that the Village have the option to charge fees for its costs in providing these services, subject to department and Village policies.

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

1. Section 36-14 of the McFarland Municipal Code is amended to state as follows:

36-14 Fees for Services.

If the Chief of Police, Fire Chief or Public Works Director determines that their personnel must be available to staff or stand by any event, irrespective of any permit requirement for the event, then the Village may charge a fee for those services, subject to Village or department policies. If a fee is charged, it will be charged to the event organizer, or permittee if an event permit is required. The fee for services shall be based on the Village's costs in providing the services. The Village or department may require a suitable deposit or other security be provided prior to the Village providing these services. A deposit or other security may also be required prior to the issuance of any applicable permit for the event.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____ day of February, 2025.

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Deputy
Administrator/Clerk

ORDINANCE 2025 – 04	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Leamy -
Brassington –	Fessler –
Clow –	Peña –
Prill -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	