

Monday, July 7, 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 2/3/2025 meeting.

4. BUSINESS.

a. License Hearing -

- 1) Conduct hearing on the recommendation from Chief Redman to deny the issuance of an operator's license for Elizabeth Moen for the period ending June 30, 2026.
- 2) Discussion and recommendation on the operator's license for Elizabeth Moen for the period ending June 30, 2026.

- b. Discussion and action on an Event Permit Application from Dan Chin Homes for the Sunset Social event to take place on August 7, 2025.

- c. Review and discussion on the Village's outdoor warning siren coverage.

5. SCHEDULE NEXT MEETING DATE.

- a. 8/4/24 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 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, February 3, 2025 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Hilary Brandt called the regular meeting of the Public Safety Committee to order at 6:37 PM in Conference Room A.

Members present: Hilary Brandt, Miguel Peña, Meredith Hughey, Dottie Olson

Members not present: Shannon Morrison, Rick Behnke

Staff Present: Fire Chief Chris Dennis, Interim Chief Brian Redman

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 9/5/2024 meeting.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Miguel Peña, to approve the minutes of the 9/5/2024 meeting. Motion carries 4 - 0 - 0 by acclamation.

4. BUSINESS.

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.

Village Trustee Brandt introduced the item. Interim Chief Redman answered the committee's questions and had no objections with the application. Motion by Village Trustee Hilary Brandt, second by Village Trustee Miguel Peña, 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. Motion carries 4 - 0 - 0 by acclamation.

- 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.

Village Trustee Hilary Brandt introduced the item. Interim Chief Brian Redman told the committee he had no issues with the application.

Motion by Village Trustee Hilary Brandt, second by Member Meredith Hughey, 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. Motion carries 4 - 0 - 0 by acclamation.

- 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.

Village Trustee Hilary Brandt introduced the item. Fire Chief Dennis gave an overview of the item and the costs involved in having ambulance and paramedics staffing events in the village. Interim Chief Redman spoke about events that would incur larger costs to the village for first responders to be present. The committee discussed the item and having the ability to offer waivers. Fire Chief Dennis and Interim Chief Redman answered the committees questions. The committee will utilize the upcoming months to work on policy for establishing waivers.

Motion by Village Trustee Hilary Brandt, second by Member Dottie Olson, to make a recommendation to the Village Board of approval regarding Ordinance #2025-04, an ordinance to authorize fees for standby services for events. Motion carries 4 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. March 3, 2025

6. ADJOURNMENT.

Motion by Member Meredith Hughey, second by Village Trustee Miguel Peña, to adjourn at 7:26 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, July 7, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Conduct hearing on the recommendation from Chief Redman to deny the issuance of an operator's license for Elizabeth Moen for the period ending June 30, 2026.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chief Redman has reviewed the operator's license application from Elizabeth Moen and based on the Village's Operator License Approval policy has recommended denial. Attached is Chief Redman's letter outlining his reasoning for recommending denial. Pursuant to Village policy, the application has been referred to the Public Safety Committee for further review and a recommendation to the Village Board. This item is to conduct a hearing on the issuance of the license. Once the hearing is concluded the Public Safety Committee will move on to the next agenda item to make their official recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

Village Ordinance 11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Chief Redman has recommended denial of the Operator's License for Elizabeth Moen.

ATTACHMENTS:

1. Exhibit A
2. Exhibit B
3. Exhibit C
4. Operator License policy Version - UPDATE - 04.13.2020

EXHIBIT A

Applicant Information

Name of Establishment(s) where you will be selling/serving alcohol - Select all that apply • Parkside Pub

Last Name Moen

First Name Elizabeth

Middle Initial A

Sex Female

Home Address [Redacted]

City [Redacted]

State [Redacted]

Zip Code [Redacted]

Date of Birth - Please be sure to update year, as well as month and day. [Redacted]

Social Security Number [Redacted]

Wisconsin Driver License/ID [Redacted]

Email Address [Redacted]

Home / Cell Phone Number [Redacted]

Notification

What e-mail address would you like us to use for notification when the license is ready? Use e-mail address provided above.

Prior Residences

Within the past five years, have you lived at any address other than the one listed above? No

Do you currently hold an Operator's License within the Village of McFarland? No, this is a new application.

Are you submitting your application between May 1 and June 30? Yes

Do you need a Provisional License for an additional \$15? No, I can wait until July 1.



Have you completed a Wisconsin-approved Responsible Beverage Server Course? Yes

If yes, when and where? 02/09/2025, 360training

Have you held an Operator's License in Wisconsin within the last two years?	No
Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation?	No
Have you ever been convicted of a felony substantially related to the licensed activity? Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.	No
Have you been arrested for and/or convicted of violating any law or ordinance in the last 10 years substantially related to the license activity? Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.	Yes
Do you have any pending charges, including criminal and ordinance violations substantially related to the license activity? Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.	No

Required Documentation

Copy of the Certificate Indicating Completion of a Wisconsin-Approved Responsible Beverage Server Course, Valid Within the Two Years Prior to the Date of This Application OR Copy of an Operator's License from a Wisconsin Municipality, Valid Within the Two Years Prior to the Date of This Application

-  Learn2Serve%20Food%20Handler%20Training%20Course%20(ANAB-Accredited)_36102333.pdf
-  Wisconsin Responsible Beverage Server Training_36102332.pdf

Arrest & Conviction Record

Arrests / Convictions

i. **Date of Arrest**

██████████

Date of Conviction

10/13/2021

Name & Location of Court

Baraboo Sauk County Courthouse

Specific Offense

Possession of drug paraphernalia

Describe the Nature & Circumstances of the Offense

On my birthday my brother got pulled over and when I went to get out of the vehicle my weed grinder fell out of my pocket.

Were you consuming alcohol or drugs at the time of the incident?

No

Did the incident occur in or around a facility that serves alcohol?

No

Were alcohol or drugs involved in the incident in any way?

Yes

ii. **Date of Arrest**

08/22/2021

Date of Conviction

09/11/2023

Name & Location of Court

Dane county courthouse

Specific Offense

OWI (2nd)

Describe the Nature & Circumstances of the Offense

I was driving under the influence. But since then I've sat my time and also completed my multiple offender class so I could be eligible for my license again.

Were you consuming alcohol or drugs at the time of the incident?

Yes

Did the incident occur in or around a facility that serves alcohol?

No

Were alcohol or drugs involved in the incident in any way?

Yes

iii. **Date of Arrest**

07/02/2024

Date of Conviction

03/17/2025

Name & Location of Court

Dane county courthouse

Specific Offense

Possession of drug paraphernalia

Describe the Nature & Circumstances of the Offense

I was staying in a house and when the cops searched it that's what was found.

Were you consuming alcohol or drugs at the time of the incident?

No

Did the incident occur in or around a facility that serves alcohol?

No

Were alcohol or drugs involved in the incident in any way?

Yes

In additional to the initial license, do you need any duplicate licenses?

No

Total Cost = \$35.00

Acknowledgements

Acknowledgements

- I hereby apply for a license to serve/sell Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Chapter 125 of the Wisconsin Statutes, Chapter 11 of the McFarland Municipal Code and all acts amendatory thereof and supplementary thereto.
- I hereby agree to comply with all laws, resolutions, ordinances and regulations Federal, State or Local, affecting the sale/service of Fermented Malt Beverages and Intoxicating Liquors if a license is granted to me.
- I certify that I am the applicant in the foregoing application and any attachments thereto, that I have read and made complete answers to each question, and that my answers in each instance are true and correct.
- I understand that if my application is rejected and I choose to complete and submit a new application, I will be required to pay the full fee.
- I understand that the fee is not refundable should this application be rejected or denied.
- I understand that this application will be rejected as incomplete for any omissions.

Signature of Applicant

Elyse M. Jones

Date

06/24/2025

May 27, 2025

Elizabeth Moen



Dear Elizabeth,

Your application for an alcohol operator's license for the period through June 30, 2026, was received. A review of your application, criminal history, and arrest records, as maintained by the State of Wisconsin, has resulted in a recommendation from Police Chief Brian Redman for denial pursuant to the Village's operator license approval policy. A copy of the policy is enclosed.

You have 30 days from receipt of this letter to exercise your right to request a hearing before the Public Safety Committee to discuss the matter. If a hearing is requested, the Public Safety Committee will review your record, along with the recommendation from Chief Redman and you will have the opportunity to provide the Committee with substantial evidence in the form of credible documentation of rehabilitation. Attached is section 5 of the operator's license approval policy which outlines the process and acceptable forms of credible documentation. Please be advised the hearing will be held as part of a public meeting.

Please contact me directly at 608-838-3153 or via email at cassandra.suettinger@mcfarland.wi.gov to request a hearing before the Public Safety Committee.

Sincerely,

A handwritten signature in black ink that reads "Cassandra Suettinger".

Cassandra Suettinger
Deputy Administrator/Clerk

Date: July 2, 2025

To: McFarland Village Board / McFarland Public Safety Committee

From: Brian Redman, Interim Chief of Police

Re: Denial of Operators License

I have reviewed the application for an Operator’s License for Elizabeth Moen working at Parkside Pub. After reviewing the official driving record and criminal history for Elizabeth, I am recommending denial of the application. The denial is based on language in the Village of McFarland’s policy regarding the Approval of Operator Licenses.

Guideline 1: 11-74 (c)(1) Arrest and conviction record of the applicant. Specifically:

- a. Convictions of two or more misdemeanor crimes in a five-year period preceding the date of application.
 - Elizabeth has a misdemeanor conviction on 03/17/2025 and 09/11/2023, and three (3) misdemeanor convictions on 12/09/2022. All three listed dates have convictions that are substantially related to the licensed activity.

Guideline 3: 11-74 (c)(3) “Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within five (5) years immediately preceding the license application”. Specifically:

- d. Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
 - Elizabeth has two convictions (03/17/2025 and 12/09/2022) meeting criteria in this category
- e. Operating a motor vehicle while under the influence of intoxicants or drugs.
 - Elizabeth has two convictions (09/11/2023 and 12/16/2020) meeting criteria in this category.

Elizabeth has a total of three separate incidents in the last five years that are substantially related to the licensed activity; therefore I am recommending denial of her application for an operator's license with the Village of McFarland.

Please contact me if you have any questions.

Respectfully,

Brian Redman
Interim Chief of Police

Operator License Approval Policy – Approved 04/13/2020

SECTION 1: Policy Purpose

In order to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner, the Village Board has adopted the following written policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes, and Chapter 11, Article II of the Village ordinances.

SECTION 2: Acknowledgment of Duties.

The Village of McFarland acknowledges and recognizes the responsibility operators have to keep the public safe in their duties. An operator's license will enable operators to sell beer or liquor on a Class A premise (alcohol is carried off the premise. Examples include: a gas station, liquor store, or grocery store.) or a Class B premise (alcohol consumed on the property such as a tavern or bar). A liquor license holder, an agent, or a licensed operator must be on the premises at all times the business is open and alcohol is being sold. The licensed operator is in charge of the premise, and has certain responsibilities that include, but are not limited to:

- A. Preventing the sale of alcohol to minors. The legal drinking age is 21, and sales of alcohol to underage patrons is prohibited.
- B. Prohibiting the service or sale of alcohol to a person who is intoxicated. Operator's are legally entitled, and required, to refuse to serve any person whom they feel has had too much to drink.
- C. Ensuring open intoxicants do not leave the property.
- D. Class "B" premises must be closed between 2:00 am and 6:00 am Mon-Friday, and 2:30 am and 6:00 am Sat. & Sun (there are no closing hours on January 1). Everyone except employees on duty must be out of the store or bar by closing time. Private parties, friends or spouses are not allowed to stay on the premises while staff completes cleaning duties.
- E. Class "A" premises may not sell fermented malt beverages and intoxicating liquors between the hours of 9:00 p.m. and 6:00 a.m.

SECTION 3: Process.

- A. The Clerk's office shall take the application and fee. The office shall do an initial review of the application to ensure the application is complete pursuant to the requirements in 11-71(1)-(12) of the Village Code of ordinances. A notary is available in the Village's administration office if required. The fee collected is non-refundable. Incomplete applications will not be accepted.
- B. The Police Department will conduct a records check, including criminal and traffic, of all applicants for operators' licenses. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check. Applications with missing information or incomplete information regarding arrests or convictions shall be rejected. Rejected applications shall be re-assessed the application fee.

- C. The Chief of Police, or the Police Chief's designee, shall provide a recommendation for approval or denial using the criteria listed in section 4.
- D. All recommendations for approval will be routed back to the administration office to be issued by the Clerk.
- E. All recommendations for denial will be referred to the Public Safety Committee. The Clerk shall forward the license application and any related materials to the Committee. The Clerk shall provide notice to the applicant in writing that he or she should appear before the Committee for individual review of the application. The Public Safety Committee shall provide a review of the application as listed in Section 5.
- F. The committee shall, after interview of the applicant, make a recommendation to either grant or deny an operator's license to the Village Board.
- G. The Village Board shall review the application and recommendation from the Public Safety Committee and make a final determination of granting or denying the license.
- H. If the application is denied by the Village Board, the Village Clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and provide an opportunity for the applicant to request a reconsideration of the application by the Village Board.
- I. If the application is denied again, the Village Clerk shall notify the applicant in writing of the reasons therefor. An applicant who is denied any license may apply to the Circuit Court pursuant to WI Statutes 125.12(2)(D).

SECTION 4: Criteria for Denial

The Chief of Police, or designee, shall provide a review of the criminal history of the applicant, and refer any of the following to the Public Safety Committee for further review and possible recommendation for denial. Due to the discretionary nature of the alcohol beverage license process, it is not possible to state every circumstance that may result in denial of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what the PSC will consider in making its recommendation and what circumstances are more likely to result in a denial of a license application. It is also important to note denying an operator's license does not prohibit the employee from serving/selling alcohol; however, it does require that they serve/sell with a licensed operator on the premise.

Guideline 1: 11-74 (c) (1): Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322, and 111.335, and Wis. Stats. § 125.12(1)(b).

- a) Convictions of two or more misdemeanor crimes in a five year period preceding the date of application.

- b) Conviction of one misdemeanor crime in combination with four ordinance violations egregious traffic violations of public safety concern in the five year period preceding the date of application.

Guideline 2: 11-74 (c) (2): If a licensee is convicted of an offense substantially related to the licensed activity.

Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, any person who has been convicted of or has a current charge pending, for (1) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last ten (10) years in the following subcategories, does not qualify for an operator's license:

- (a) Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of victim or witness.
- (b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
- (c) Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(cs), Wis. Stats.

Guideline 3: 11-74 (c) (3): An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

- (a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").
- (b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- (c) Open intoxicants in public places or in a motor vehicle.

- (d) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- (e) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (f) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

Additionally, because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

Section 5: Public Safety Committee Review of Applications.

The Public Safety Committee shall be responsible for conducting further review of operator's license applications that have criteria from Section 4 as recommended for denial. The committee shall be expected to thoroughly and conscientiously review license applications and consistently apply pertinent laws and ordinances.

The Public Safety Committee may recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. Such evidence could include letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents, or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation.

Pursuant to Wis. Stats. § 111.335(4)(d), competent evidence of rehabilitation and fitness to perform the licensed activity may be established by production of any of the following:

- (a) The individual's most recent certified copy of a federal department of defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the U.S. armed forces for military service rendered following conviction for any offense that would otherwise disqualify the individual from the license sought, except that the discharge form is not competent evidence of sufficient rehabilitation and fitness to perform the licensed activity if the individual was convicted of any misdemeanor or felony subsequent to the date of the honorable discharge or separation from military service.
- (b) A copy of the local, state, or federal release document; and either a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or other evidence that at least one year has elapsed since release

from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

In addition to the documentary evidence that may be provided above to show sufficient rehabilitation and fitness to perform the licensed activity, the Committee shall consider any of the following evidence presented by the applicant:

- (a) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (b) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (c) The age of the individual at the time the offense was committed.
- (d) The length of time that has elapsed since the offense was committed.
- (e) Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- (f) All other relevant evidence of rehabilitation and present fitness presented.

The Committee shall decide how much weight and credibility to assign to any evidence of rehabilitation, including but not limited to, whether a record is certified, whether evidence has been corroborated or verified, documentary proof of completion of any counseling or other relevant treatment, and the credibility of statements by the applicant or any witness. In determining the credibility of any statement made by the applicant or any witness, the Committee should consider, among other things, the reasonableness of the statement, possible motives for providing false statements or withholding information, the applicant or witness's conduct and demeanor, the clearness or lack of clearness of the statement, and the cooperation of the applicant or witness in answering any questions posed by the Committee or Village Staff.

For license renewals, a previous determination by the Committee that an applicant has been rehabilitated from certain offenses carries forward; however, these offenses may be re-considered if the applicant has also committed a new offense substantially related to the licensed activity during the current license period.

The Committee shall state reasons for approval or denial for the record.

Possible outcomes include but are not limited to:

1. Recommend approval of the license based on the applicant providing credible evidence of rehabilitation
2. Recommend conditional approval of the license based on the applicant providing substantial, credible evidence of rehabilitation with the following conditions:

- a. There be no more subsequent substantially related offenses for the remainder of the licensing period.
 - b. The applicant be required to pay \$15 dollars, to submit to quarterly background checks to ensure compliance.
3. Recommend application be tabled for a period of XX days. Committee will re-review application at that time. Applicant should be prepared to provide substantial evidence of rehabilitation.
4. Recommend application be denied based on violation of guideline (insert relevant guideline and corresponding ordinance reference).
5. If the applicant fails to appear: recommend the application be placed on file without prejudice (meaning the application can be brought back at any time before the expiration of the license period)


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 7, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and recommendation on the operator's license for Elizabeth Moen for the period ending June 30, 2026.

PREVIOUS ACTION:

ISSUE SUMMARY:

This item is the second part of the license hearing process. After conducting the hearing on the recommendation for denial of the license, the Public Safety Committee will make an official recommendation to the Village Board on an operator's license for Elizabeth Moen.

Pursuant to section 5 of the Village Operator's License approval policy the Committee may only recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. The committee shall state reasons for approval or denial for the record.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee will make a recommendation to Village Board based on the hearing held in the previous item. The committee shall state reasons for approval or denial for the record.

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 7, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on an Event Permit Application from Dan Chin Homes for the Sunset Social event to take place on August 7, 2025.

PREVIOUS ACTION:

ISSUE SUMMARY:

Dan Chin Homes has applied for an event permit for the Sunset Social event to take place on August 7, 2025. The event is planned as an invitation-only customer appreciation event. Because the event may have 200 or more people at one time, an event permit is required.

FINANCIAL/BUDGET IMPACT:

Permitting Revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommend approval of an event permit application from Dan Chin Homes for the Sunset Social event to take place on August 7, 2025 with the conditions provided by staff.

Motion to recommend approval of an event permit for Dan Chin Homes for the Sunset Social event to take place on August 7, 2025 with the conditions provided by staff.

ATTACHMENTS:

1. Dan Chin Homes - Sunset Social Event Permit Application _Redacted
2. 2025 Dan Chin Homes Sunset Social
3. Sunset Social 8-7-25
4. 20250625 - Dan Chin Homes - Sunset Social

Event Permit Application

06/20/2025 9:33 PM (CDT)

Event Permit Application

Fees

Application Fee

\$100.00

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Meg Chin

Phone Number

Address

Email Address

Agency / Organization Information (If Applicable)

Agency / Organization Name Dan Chin Homes

Phone Number

Address

Email Address

Event Information

Name of Event Dan Chin Homes - Sunset Social

Type of Event client appreciation event

Location of Event McDaniel Park

Event Date(s) August 7

Event Time(s) 6-9pm

Total Number of Anticipated Attendees 200?

Total Number of Attendees Anticipated Being at the Event at One Time 200?

Setup Start Time	4pm
Tear-Down End Time	10pm
Public or Private Event	Private - Invitation Only
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	live music
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?	No, alcohol will not be sold.
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.	Yes, a variance is requested as part of this application
Will a Village park be used?	Yes
Please identify the park.	McDaniel Park
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

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.

flexible - this event will be similar to bands by the boardwalk but it will likely be less people

Event Coordinators

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

i. **Event Coordinator Name**

Mady Behm & Meg Chin & the Dan Chin Homes Team Members

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

entire time

Cell Phone Number



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

06/20/2025

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 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 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 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

06/20/2025

Total Amount Owed = \$100.00

VILLAGE OF McFarland

Police Department

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

DATE: June 27, 2025

TO: McFarland Village Board/Public Safety Committee

FROM: Brian Redman, Interim Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event permit application for the Dan Chin Homes-Sunset Social Event to be held on 08/07/2025 in McDaniel Park from 6:00pm to 9:00pm. There will be live music each night and alcohol provided but not sold. The anticipated attendance is approximately 200 people. The applicant is requesting a variance to have minors present where alcohol is served. I recommend approval of the variance with the stipulation that the event coordinators provide proper carding of those being provided alcohol.

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 brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.

Respectfully,

Brian Redman
Interim Chief of Police

June 26, 2025

RE: Sunset Social, McDaniel Park, August 7, 2025

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

- Restroom cleaning, 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 (grass areas, paths) during the event. All loading and unloading activities must be performed from the service road and not from or on the grass.
- Facility and park to be returned to pre-event conditions before the end of day.
- All refuse outside of supplied containers will be deposited in onsite dumpster.
- Any requests for additional refuse containers and/or picnic tables will be made at least 5 working days prior to the event, by contacting Public Works. Please note that we have limited extra tables.
- Any tables that are moved around the park should be returned to their original location.
- Anything stored in the concession area is the responsibility and liability of the permittee.
- Early drop of items in the concession or leaving items after the event is not allowed.

We hope your event is a success and please let us know what we can do to assist you.

Best Regards,



Lee Igl
Director of Public Works
Village of McFarland

McFarland

VILLAGE OF
Fire & Rescue

www.mcfarland.wi.us | 6001 Broadhead Street, McFarland, WI 53558 | 608.838.3278

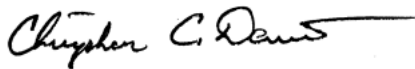
June 25, 2025

Re: Event Permit Review – Dan Chin Homes - Sunset Social

I have reviewed the submitted event application by Meg Chin, Dan Chin Homes for the Bands by the Dan Chin Homes - Sunset Social Event scheduled to occur August 7, 2025, located at McDaniel Park in the Village.

The event didn't occur in the past but is described as a similar event that has occurred. McDaniel Park has limited access, with McDaniel Lane being the only access for emergency vehicles to the park and the Lower Yahara River Trail Boardwalk. The Fire & Rescue Department supports the approval of the permit with the condition to require the event organizers to ensure traffic lanes are not blocked or reduced by the event, including staff, vehicles, and equipment.

Sincerely,



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


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 7, 2025

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Review and discussion on the Village's outdoor warning siren coverage.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village, in partnership with Dane County Emergency Management, provides outdoor warning sirens as part of the severe weather warning system. The Village provides and determines the location of outdoor warning sirens, while Dane County is responsible for the control and monitoring of the sirens. The Village currently has two outdoor warning sirens, with one located at the Municipal Center and the other located at the Public Works Center. Additionally, the properties adjacent to Siggelkow Road do receive coverage from a siren located in the City of Madison at the end of Storck Road. The most eastern portion of the Village, the properties adjacent to the northern section of County Highway AB and the east portion of Elvehjem Road, are not provided with coverage. Currently, the Community Park along County AB is outside the coverage area. The park is planned to host soccer tournaments and cross-country meets. These types of events are one of the intended audiences for the outdoor warning sirens.

To address the expansion of the Village east and provide coverage for the Community Park, the recommended solution is to have a new siren installed on the east side of the park. The Village owns the property, and Alliant Energy has power installed on the east side, reducing installation costs. Additionally, locations reviewed include a vacant parcel on Freeway Court, located closer to the pumping equipment within the park. The vacant land reduces the future coverage of the siren and is undesirable within the park from an aesthetic perspective.

The southeast area of the Village on Elvehjem Road will require more coordination, as the Village currently doesn't own property in the area. The current recommendation is to work with the property owner and potential developer of the parcel on the northeast corner of Elvehjem Road and County AB to install a siren on the east portion when the property is developed.

FINANCIAL/BUDGET IMPACT:

The estimated budget impact would be \$41,000 per siren if installed in 2026. The current cost of equipment is \$20,000, with an additional \$14,000 for installation. An estimated cost for Alliant Energy to provide power to the equipment is \$5,000. An additional \$2,000 is assumed for cost escalation to complete the work in 2026.



VILLAGE PLAN REFERENCE:

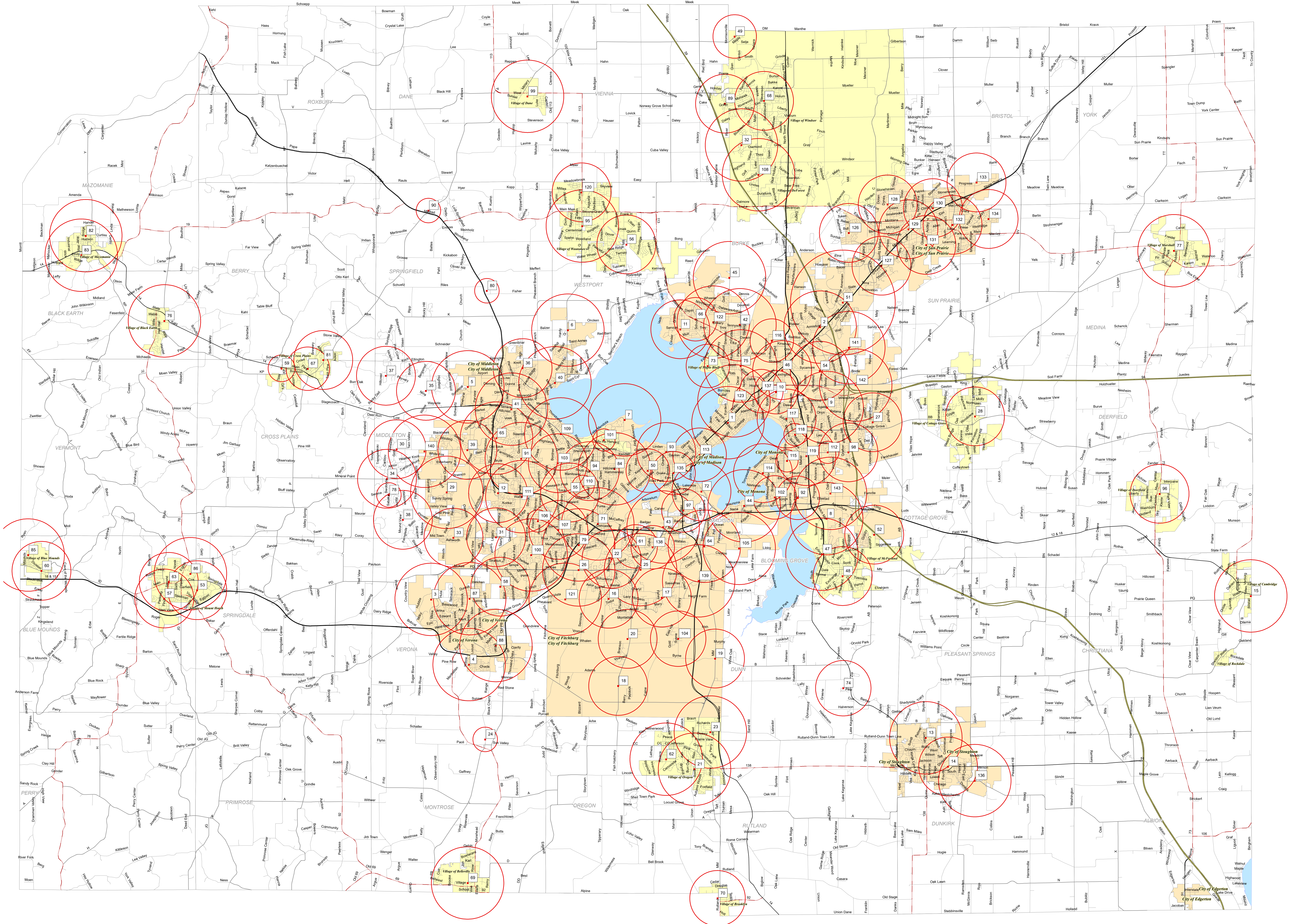
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Dane County Siren System Map
2. 20250616 - Siren Estimate

Dane County Siren System Estimated Outdoor Coverage





Emergency Communication Systems

1750 Hamilton Court
 Little Chute, WI 54140
 (920) 585-4001
 Bill@Siren-Service.com
 www.emergencycommunicationsystems-ecs.com

Estimate

ADDRESS
 McFarland
 6001 Brodhead St
 McFarland, WI 53558

ESTIMATE 6263
 DATE 06/16/2025

DESCRIPTION	QTY	RATE	AMOUNT
Install (1) Federal Signal Siren per Federal Signal installation specifications at site approved by the city - Furnish and install (1) 50 foot wooden class 2 pole - Furnish and install 4 batteries as recommended by Federal Signal battery specifications - Furnish and install electrical accessories for 120 vAC operation of sirens - Coordinate diggers hotline at siren sites - Program, Test and Optimize System	1	11,375.00	11,375.00
City/Village/Township is responsible for electrical utility cost (if any) for connecting the utility power or commercial power to the electrical disconnect installed by ECS at the pole, unless otherwise negotiated.			
The following rock clause will apply: In the event that rock or any other obstructions are encountered while digging, work at the site will be discontinued until the City/Village/Township can offer an alternate site that will not require unexpected expenses to Emergency Communication Systems such as the cost of rock removal. Adverse Site Conditions: including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a \$340.00 per hour fee, plus equipment. Trenching is additional.			
Power Clause: bringing power to the equipment is the responsibility of the purchaser.			
Permit Clause: any special permits, licenses or fees will be additional.			
Omni Fiberglass Antenna 4.5dB Dane County -Includes LM400DB antenna Cable and straps	1	520.00	520.00
Optional: Upgrade to 55' Class 2 Wood Pole	1	650.00	650.00
Installed Underground Meter Socket and Panel	1	1,225.00	1,225.00

 SUBTOTAL 13,770.00

TOTAL **\$13,770.00**

Accepted By

Accepted Date

Contact Name: Chris Dennis
Customer: McFarland
Address: 6001 Brodhead St
City: McFarland
Country: USA
Office Phone: 608-838-3278

State: WI

Zip: 53558
E-mail: Chris.Dennis@mcfarland.wi.gov
Mobile Phone:

Quotation No.: ANS
61625075219
Reference quote no. on your order

Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices below.
 Delivery schedule cannot be established until radio information is supplied, if applicable.

June 16, 2025

Item No.	Qty.	Federal Model/ Part No.	Description	Unit Price	Total
1			Project Name		
2			Command and Control		
3					
4					
5					
6					
7					
8			Equipment		
9	1	2001-130	ELECTRO-MECHANICAL ROTATING SIREN, 130 DB(C) 800HZ	\$10,072.00	\$10,072.00
10	1	DCFCTBDU	DIGITAL CONTROLLER, UHF BAND	\$8,868.00	\$8,868.00
11	1	AMB-P	ANTENNA MOUNTING BRACKET, POLE	\$150.00	\$150.00
12					
13					
14					
15					
16					
17					
18			Services/Installation		
19					
20					
21					
22					
			Freight		
23	1	Freight1	INLAND FREIGHT	\$955.00	\$955.00
Total Weight:				Total:	\$20,045.00

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 6 months. This quotation is expressly subject to acceptance by Buyer of all Terms stated in the attached Terms document, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Safety & Security Systems Group, Federal Signal Corporation. Installation is not included unless specifically quoted as a line item above. Adverse Site Conditions, including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a \$385.00 per hour fee, plus equipment. Trenching is additional. Power Clause, bringing power to the equipment is the responsibility of the purchaser. Permit Clause, any special permits, licenses or fees will be additional. See attached

Delivery: 8-10 Weeks
Freight Terms: FOB - University Park, IL (Factory)
Terms: Equipment - Net 30 Days upon Shipment
 Services - Net 30 Days, as completed

Proposed By: Bill Van Dyn Hoven
Company: Emergency Communication Systems
Address: 1750 Hamilton Ct
City, State, Zip: Little Chute, WI 54140
Country: USA
Work Phone: 920-585-4001
Fax:
Approved By: William Van Dyn Hoven

William Van Dyn Hoven
 Signature:

Purchase order MUST be made out to:
Federal Signal Corporation, Alerting & Notification Systems, 2645 Federal Signal Drive, University Park, IL 60484



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
alertnotification.com

Contact Name: Chris Dennis

Customer: McFarland

Address: 6001 Brodhead St

City: McFarland

Country: USA

Office Phone: 608-838-3278

State: WI

Zip: 53558

E-mail: Chris.Dennis@mcfarland.wi.gov

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SHIPPING ADDRESS

Contact Name: Bill Van Dyn Hoven

Customer: Emergency Communicaiton Systems

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City: Little Chute

Country: USA

Phone: 920-585-4001

State: WI

Zip:

54140