

Monday, December 1, 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 October 9, 2025, meeting.

4. BUSINESS.

- a. Discussion and recommendation to the Village Board regarding Ordinance 2025-17: an ordinance regulating the usage of E-scooters in the Village.
- b. Discussion and recommendation to Village Board on updates to appendix A as it relates to parking citations and towing of vehicles for snow emergencies.
- c. Discussion and recommendation on the Automated License Plate Readers(ALPR) policy.

5. SCHEDULE NEXT MEETING DATE.

- a. January 5, 2026

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, November 3, 2025 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Ken Boyd called the regular meeting of the Public Safety Committee to order at 6:34 PM in Community Room.

Members present: Miguel Peña, Ken Boyd, Shannon Morrison, Dottie Olson, Lori Peterson, Pat Shellenberger

Members not present: Rick Behnke

Staff Present: Chief Brian Redman, Village Clerk Cassandra Suettinger, Lt. Nate Jacobsen

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 10/9/2025 meeting.

Motion by Village Trustee Ken Boyd, second by Village Trustee Miguel Peña, to approve the minutes of the 10/9/2025 meeting. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

Discussion and recommendation on Ordinance amendment 2025-11: An Ordinance providing updates to the Village Code of Ordinances regarding updates to the Tourist Rooming House application late fees, Direct Seller Permit Updates, Mobile Food Cart fee updates and Event Permit fee Updates.

Village Trustee Ken Boyd introduced the item, and Village Clerk Cassandra Suettinger gave an overview and explained the updates to the ordinances. She answered the questions the committee asked. Motion by Village Trustee Ken Boyd, second by Village Trustee Miguel Peña, to recommend approval on Ordinance amendment 2025-11: An Ordinance providing updates to the Village Code of Ordinances regarding updates to the Tourist Rooming House application late fees, Direct Seller Permit Updates, Mobile

Food Cart fee updates and Event Permit fee Updates. Motion carries 6 - 0 - 0 by acclamation.

b. Discussion and recommendation on Ordinance 2025-09: An ordinance providing a permitting process for street closures.

Village Trustee Ken Boyd introduced the item. Village Clerk Cassandra Suettinger gave an overview of the item and the ordinance changes. She answered the committee's questions. Motion by Village Trustee Ken Boyd, second by Village Trustee Miguel Peña, to recommend approval on Ordinance 2025-09: An ordinance providing a permitting process for street closures. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion on updates to the Village code of ordinances regarding e-bikes and e-scooters.

Village Trustee Ken Boyd introduced the item. Interim Chief Brian Redman gave an overview and went through the updates he would like the ordinance to address. The committee looked at the examples of e-bike and e-scooter ordinances and discussed the different updates. Chief Redman answered questions brought forward by the committee, and they decided what they would like added to the ordinance. Interim Chief Redman will provide the list of ordinance updates to Village Attorney Dan Evans for him to revise the ordinance. The committee will convene again to fine-tune the ordinance updates.

d. Discussion and recommendation on a grant opportunity to assist the Village in funding a second K9.

Village Trustee Ken Boyd introduced the item. Interim Chief Redman gave an overview of the item and explained the grant opportunity and potential timeline changes for acquiring a second canine. Motion by Village Trustee Ken Boyd, second by Village Trustee Miguel Peña, to recommend approval on a grant opportunity to assist the Village in funding a second K9. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

12/1/2025

6. ADJOURNMENT.

Motion by Member Shannon Morrison to adjourn at 8:05 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, December 1, 2025

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and recommendation to the Village Board regarding Ordinance 2025-17: an ordinance regulating the usage of E-scooters in the Village.

PREVIOUS ACTION:

ISSUE SUMMARY:

Discuss the proposed ordinance on E-scooters.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Electric Scooter Ordinance Draft- DJE

35- ELECTRIC SCOOTERS

35- Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

Electric scooter means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on paved level surface when powered solely by the electric motor. Electric scooter does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.

35- State laws applicable.

Every person using an electric scooter upon a public roadway shall be subject to the provisions of all ordinances and state laws including Wis. Stats. §§ 346.02(12), 346.80, 346.803, and 346.805, applicable to the operator of any vehicle, except those provisions with reference to the equipment of vehicles and those provisions that, by their nature, would have no application.

35- Provisions for operation.

- (a) *Where prohibited.* No electric scooters shall be operated on any roadway, trail, path, or property where a sign is erected indicating that bicycles and/or electric scooters are prohibited.
- (b) *Riding on roadway.*
 - (1) Every person using an electric scooter upon a two-way public street shall ride as near as practicable to within five feet of the right curb or edge of the roadway, except when passing another vehicle or making a left-hand turn; and when riding in groups, users of electric scooters shall ride in single file. On one-way roads, the user may ride as near as practicable to within five feet of the left-hand curb or edge of the roadway.
 - (2) Persons using electric scooters shall not impede the normal movement of motor vehicle traffic.
- (c) *Bicycle ways.* Operation of electric scooters are permitted on any ways, lanes, trails, paths, or other property designated for the use and operation of bicycles.
- (d) *Clinging to other vehicles.* No person using an electric scooter shall cling to or attach themselves or an electric scooter to any moving vehicle.
- (e) *Contests with other vehicles; stunt riding.* No person using an electric scooter shall participate in any race, speed, or endurance contest with any other moving vehicle on a Village roadway or perform any trick riding on any highway, bicycle way, or sidewalk or operate with no hands on the handlebars or otherwise practice any fancy or acrobatic riding or stunts while operating such electric scooter.
- (f) *Traffic regulations and speed limits.* Every person using an electric scooter upon a public roadway shall obey all the instructions of official traffic-control devices, signs, and signals applicable to vehicles and shall not operate an electric scooter at a speed greater than 15 mph. Electric scooters may not be operated on any highway having a speed limit of 25 mph or greater.
- (g) *Right-of-way.*
 - (1) The operator of a vehicle shall yield the right-of-way to a person using an electric scooter in the same manner as for bicyclists and pedestrians. When using an electric scooter, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except that a person using an electric scooter shall be subject to the same regulations as bicyclists and pedestrians. Operators of electric scooters shall offer the right-of-way to bicycles in bicycle lanes and on bicycle paths.

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- (2) Every person operating an electric scooter upon a sidewalk shall yield the right-of-way to any pedestrian or bicyclist and shall exercise due care and give an audible signal when passing a bicycle or other electric scooter or electric personal assistive mobility device or a pedestrian proceeding in the same direction.
- (h) *Towing prohibited.* The operator of an electric scooter shall not tow, drag, or cause to be drawn behind the electric scooter any coaster, sled, toy vehicle, trailer, person on in-line or other skates or skateboard, or any other type of conveyance.
- (i) *Passengers.* No electric scooter shall be used to carry more persons at one time than the number for which it is designed and equipped.
- (j) *Age limit.* No person less than eight years of age shall operate an electric scooter on Village roadways.
- (k) *Headphones prohibited.* No operator of an electric scooter shall wear any headphones, earphones, or earbuds covering or inserted into both ears while operating an electric scooter.
- (l) *Equipment regulations.* Every person using electric scooters between one-half hour after sunset and one-half hour before sunrise shall have the scooter equipped with a lamp firmly attached to the front of such electric scooter exhibiting a white light to the front, and with a lamp mounted on the rear of the vehicle visible at a distance of 500 feet.
- (m) *Parking.* No electric scooter may be left unattended at or parked at any of the following locations:
- (1) ~~(1)~~ Any roadway or sidewalk.
 - (2) ~~(2)~~ Any area open to the public that is used by pedestrians for ingress to and egress from a building, including private businesses.
 - (3) ~~(3)~~ Any location where prohibited by signage.
 - (4) ~~(4)~~ Where a bike or scooter rack is available on a property open to the public, any location on that property other than on or immediately around the bike or scooter rack.
 - (5) ~~(5)~~ Any other location which creates an unreasonable risk to pedestrian or other vehicle travel.
 - (6) The owner of an electric scooter, as well as the scooter operator, are liable under this paragraph for violations of the same.
- Law enforcement may remove and impound any electric scooter parked in violation of this paragraph.
- ~~No owner of an electric scooter shall permit it to be left, nor shall any person using an electric scooter leave it, unattended in a manner which obstructs any Village roadway or sidewalk or other public way. When a bike or scooter rack is available, the operator of an electric scooter shall utilize the space on or immediately around the provided rack to park or secure their electric scooter. (Can we legally enforce this second part on private property like Culver's or Kwik Trip)~~
- (n) ~~(n)~~ Parent liability. No parent or guardian of any child shall authorize or knowingly permit such child to violate this Chapter or any state law applicable to electric scooters.

35- Penalty.

- (1) Any person violating any state law applicable to electric scooters pursuant to Wis. Stat. § 346.02(12) or any state parking regulations shall pay a forfeiture as permitted by state law.
- (2) Any person violating any other provision of this chapter other than (1) above shall be required to forfeit \$25.00 as well as court costs and the costs of prosecution.

Electric scooters may be impounded by law enforcement at the time of issuing a citation for violation of Wis. Stat. § 346.62 (reckless driving). The electric scooter will remain impounded until the reasonable costs for

impounding the vehicle, and any outstanding forfeiture owned by the owner, are fully paid, except as otherwise required by law.

~~(Can we add language about penalizing parents for knowingly allowing a child to violate any provision listed here like the language in 35-284. Also, can we keep this solely as a municipal violation even when the offender is 16 or older)~~


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and recommendation to Village Board on updates to appendix A as it relates to parking citations and towing of vehicles for snow emergencies.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Police Chief would like to discuss raising the parking citation fine to \$20.00 from \$15.00. The current fine amount has been in place for almost 20 years. Also, we would like to propose the parking citation fine for towing a vehicle, during a snow emergency, be set at \$50.00. This amount covers the fee charged to the Police Department for the tow and the proposed increase for the parking violation.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and recommendation on the Automated License Plate Readers(ALPR) policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

Discuss the proposed ALPR Camera Policy presented by the Police Chief.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland_Police_Department_Policy_Manual_policy_Automated_License_Plate_Readers_(ALPR) (4)

Automated License Plate Readers (ALPR)

BEST PRACTICE

100.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the McFarland Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, ordinance and criminal investigations, and missing or endangered persons. ALPRs may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

BEST PRACTICE

100.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police. The Chief of Police will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

BEST PRACTICE

100.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- a. An ALPR shall only be used for official and legitimate law enforcement business.
- b. ALPR login shall only be done from an approved and issued Department device to include squad room computer, squad mobile computer, and cellular phone.
- c. Access to the ALPR system shall only be done while in an on-duty capacity.
- d. An ALPR may be used in conjunction with any patrol operation or official department investigation.
- e. ALPR may be used to canvass license plates around any crime scene. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- f. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- g. When conducting a search in the ALPR system, the officer shall include a case number and purpose of the query in the appropriate data field on the query screen.
- h. If any outside law enforcement agency request that a search be done of our ALPR records, the search shall be documented with that agency's case number and/or reason for the search. The McFarland Police Department has the right to refuse any request made to the agency.

Automated License Plate Readers (ALPR)

- i. If practicable, the officer should verify an ALPR response through the Transaction Information for the Management of Enforcement (TIME) system or National Law Enforcement Telecommunications System (NLETS) before taking enforcement action that is based solely upon an ALPR alert.
- j. No ALPR operator may access TIME or NLETS data unless otherwise authorized to do so.

BEST PRACTICE

100.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the McFarland Police Department and because such data may contain confidential TIME information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Chief of Police, or designee, is responsible to ensure proper collection and retention of ALPR data. ALPR data in the Flock system is stored for 30 days, after that time it is automatically removed. Any images or records needed for evidentiary purposes must be downloaded by the officer prior to 30 days. The download will be treated and stored like evidence.

BEST PRACTICE

100.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The McFarland Police Department will observe the following safeguards regarding access to and use of stored data:

- a. All non-law enforcement requests for access to stored ALPR data shall be referred to the Chief of Police and processed in accordance with applicable law.
- b. When available, officers shall utilize second factor authentication when they login to a device to access the ALPR software.
- c. Officers will be required to change their login password every 90 days. Passwords shall follow the required password safety protocols for the specific ALPR software that is available for use.
- d. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- e. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data is relate to a specific criminal investigation or department-related civil or administrative action.
- f. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- g. ALPR date shall not be shared with Federal Agencies for the enforcement of civil immigration laws, nor shall data be shared with any agency unless that agency agrees to this restriction. Any request for data to be shared with a Federal Agency must be approved by the Chief of Police.

McFarland Police Department Policy Manual

Law Enforcement

Automated License Plate Readers (ALPR)

- h. All ALPR system audits should be conducted on a quarterly basis.
- i. For transparency purposes, the Department shall post and maintain a Transparency Portal, if offered by the company supplying the ALPR camera software.
- j. Any changes made to this policy shall be approved by the Public Safety Committee and/or the McFarland Village Board to ensure data sharing safeguards are retained.