

**PUBLIC SAFETY COMMITTEE**

Wednesday, August 10, 2016

6:30 P.M.

McFarland Municipal Center  
Conference Room A

AGENDA

1. CALL TO ORDER.
2. PUBLIC APPEARANCES.
3. STAFF REPORTS.
  - a. Fire/EMS Department
  - b. Police Department
  - c. Emergency Management
4. APPROVAL OF MINUTES.
  - a. Review and possible approval of the draft Minutes if the July 13, 2016 Meeting.
5. BUSINESS.
  - a. Review of future traffic patterns at Bremer Road, Larson Beach Road, and the Lake Edge Junction based on projected new growth.
  - b. Brian Spanos of Spanrie Property Group regarding zoning and the site plan for 5401 Paulson Road.
  - c. Discussion on possible new policy for reviewing and approving Alcohol Operator's Licenses.
    - 1) Review letter from Chief Sherven regarding Operator License violation.
  - d. Review changes needed per Wis. Stats. §349.21(1)(2) Authority to regulate school bus warning lights.
  - e. Discussion regarding the installation of flashing lights for the McFarland High School on Farwell Street.
  - f. Discussion on safety when biking and walking at night.
6. ADJOURNMENT.

- NOTES:**
- 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
  - 2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
  - 3) More specific information about agenda items may be obtained by calling 838-3153.

*This agenda was posted, or caused to be posted, by my hand on the 9<sup>th</sup> of July, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; & the McFarland State Bank, 5990 US Hwy 51.*

*Cassandra Suettinger, Clerk*



## McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110  
(608) 838-3278 • Fax: (608) 838-3619

**Emergency: 911**

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# July 2016 Fire & Rescue Department Report

- **General**

- Local Tactical Radio Channel & DaneCOM

- DaneCOM will go live and the current legacy radio will be turned off and not available for use on November 1<sup>st</sup>. This will be a decisive switch from one system to another system. The new system requires the old system to be turned off for channels to be used. All agencies have been requested to begin reprogramming radios and training staff at this point in time to ensure all users are ready November 1<sup>st</sup>.
- Our units will be utilizing the DaneCOM digital trunked channels for daily operations and small incidents. This would include EMS incidents, fire alarms, police dispatch and administrative communication for fire/rescue, police and public works departments. These channels will operate from all the DaneCOM tower sites. Most likely our main tower site for communication within the Village will be from the WMGN tower located in the southeast corner of the City of Fitchburg.
- DaneCOM will utilize a total of ten channels for the digital trunked system. The system will control and determine an exact channel when an individual pushes the button to transmit on a radio. This allows numerous talk groups (trunked channels) to be on the system. The limit becomes the number of individuals talking at the exact same time. In the case of DaneCOM this means up to ten individuals can talk at the exact same time. When ten individuals are talking the radio system will give an eleventh individual a system busy signal.
- The larger incidents and incidents that have significant concern for responder safety would operate on an analog tactical channel. These channels are similar to the current legacy system. These would include fires (structure, car, grass, etc.), multiple unit incidents (commercial alarms, multiple casualty EMS, etc.) and active police incidents (active shooter, barricaded subjects, multiple police units, etc.). The digital radio channels are not preferred for these operations due to documented incidents in which the digital systems has not processed critical radio transmissions and resulted in fatalities of responders.

- The digital radio system receives the human voice, translates the human voice into a digital radio transmission and then translates back into a voice. The human voice during stress causes significant difficulties for these systems to process effectively. These systems are often unable to process the human voice and processes background noise only.
  - The digital systems are processed with more precise signal levels for reception or no reception. Whereas analog the signals are allowed more noise and lower signal levels. The result is the digital signal is almost always strong and clear when received and the weaker signals are eliminated on digital system. The analog system will allow the weaker signals to process through and may not be as clear. This does allow those weaker signals that could be from responders in the “harden” (denser) areas of a building to pass through.
  - The analog channels will also offer an additional benefit that will allow radios to transmit directly to other radios. This is very beneficial in areas that are not covered or have poor system coverage. This is not possible on the digital trunked systems.
- The DaneCOM system will have two tactical analog channels for all responders to use and is intended to be triaged for incident severity. In practical application this will be a first come basis. The current legacy system has five analog tactical channels the Sheriff/police tactical channel, Baker (county fire ground), Charlie (county fire ground), David (county fire ground), and Frank (City of Fitchburg fire ground with permission to county units to use currently).
  - The new tactical channels will operate from select towers in the County. The Village will be mostly served from the Stoughton east side water tower and Rockdale for the analog channels. The current legacy channels operate on different sites based on the channel. The most common fire ground channel for McFarland is Charlie and operates from the WGN tower in Fitchburg. We do have significant challenges with this radio channel currently and often operate radio to radio on our hand held radios and only transmit through the county system on vehicle radios. The other radio channel we are assigned often is Edward for EMS incidents and this operates from the UW tower on the west side of Madison. Majority of the locations for this channel we are unable to use our handheld radios and are typically away from a building and very seldom able to within a building.
  - The recommendation is to provide supplemental coverage to the Village with a local analog tactical radio channel. This would place radio equipment at the Burma Road Water Tower which has proven to provide excellent coverage in the Village. Additional equipment at the City of Fitchburg to allow communication to the 911 center dispatchers. The equipment will be a controller owned and maintained by the Village of McFarland and a gateway owned by the City of Fitchburg with operation shared among the City of Fitchburg, City of Monona, City of Stoughton and if approved the Village of McFarland.
    - This equipment has been purchased by the City of Fitchburg with additional channels to allow the other municipalities access based on discussions that occurred several years ago during the initial design of DaneCOM.

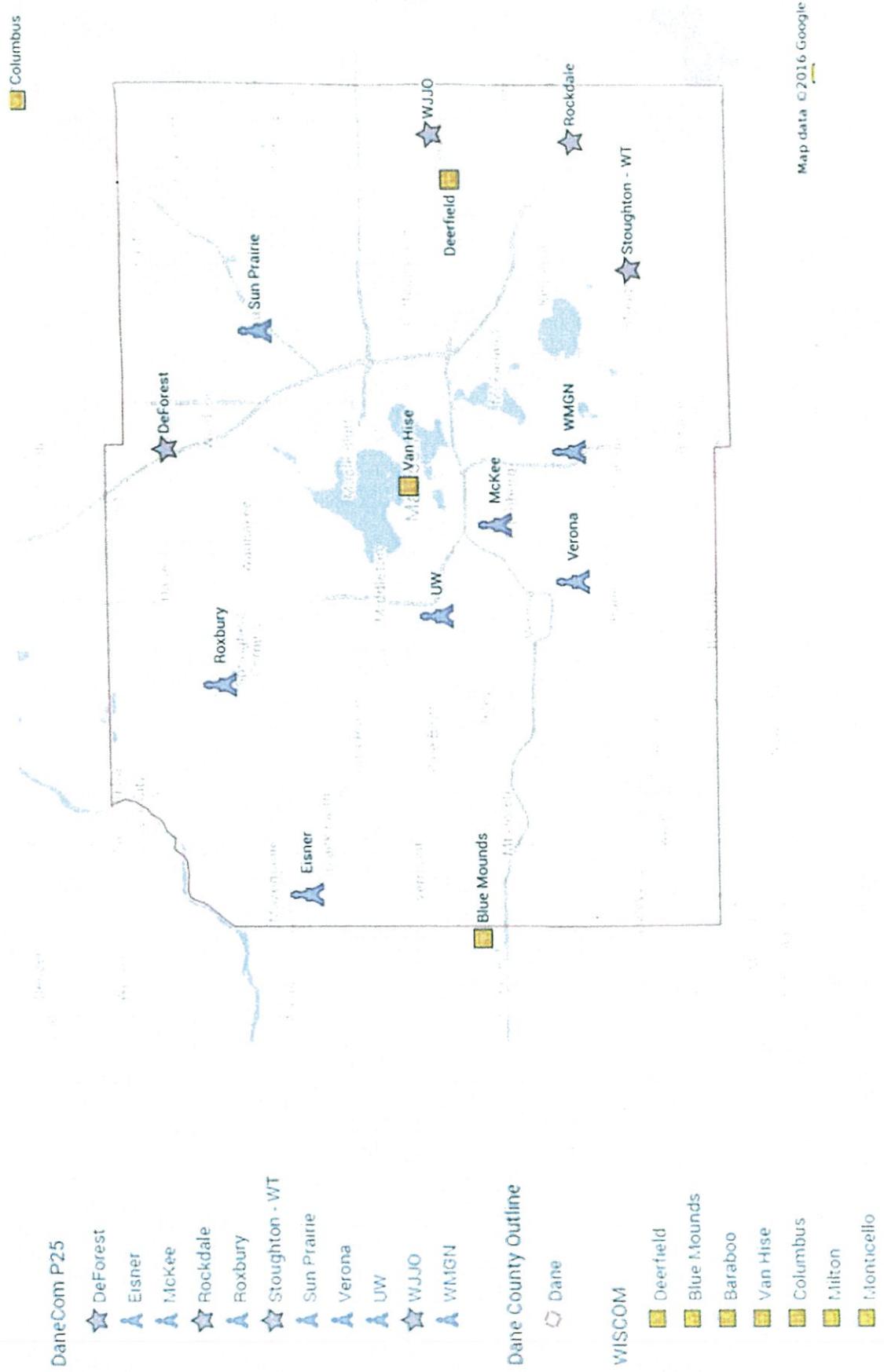
- The cost will be a 1/8 share of original purchase cost and future cost will be actual cost to repair if a failure occurs on the channel assigned to municipality. In the event it is a complete failure of the equipment the cost will a 1/8 share to the Village.
- The City of Stoughton has signed the Memorandum of Understanding and the City of Monona is pending approval from the City Council of the agreement. The City of Monona has committed to the project verbally.
- A potential funding plan that has been discussed is the current capital improvement project to improve safety and security in the Village properties. The project to improve safety and security is progressing and is planned to be formalized during the next couple of months. It will be required to be placed out for bids for completion and will likely not be completed this fiscal year. It is believed that the budget allocation for the safety and security project will be unable to fund both projects and the intent will be to request additional funding in the 2017 budget to complete the building safety and security project.
- The current project costs for the tactical radio channel are outlined below and at this time it has been determined to be worst case costs

• Local radio equipment** (at McFarland Water Tower)	\$10,461
• Control station equipment (at Fitchburg City Hall, owner by McFarland)	\$ 7,115
• McFarland share of gateway	\$ 7,500
○ Project total	\$25,076

\*\*pricing is subject to possible Blooming Grove agreement and if not obtained the final frequencies obtained from FCC.

- To summarize the current status of the project we are waiting on approval and funding to move forward. This will be essential to complete in the immediate future to ensure our mutual aid partners are able to program their radios and our equipment is installed prior to going live date of November 1<sup>st</sup>. The project has been reviewed with the Public Safety Committee and Emergency Management Committee. Both committees have recommended that the Village Board support the project. The project will require obtaining approval from FCC and ordering of non-stock equipment. Due to this the timing of the project approval is becoming critical. We will still need to utilize the DaneCOM radio system this will provide additionally coverage and channel availability. This will be critical to responder safety during a large incident and more importantly during a disaster that strikes the county.

# DaneCom & WISCOM P25



WISCOM is the State radio system designed with no coverage in buildings

- **Staffing**

- Ambulance staffing did improve while we were at full staffing for fulltime staff. In the recent weeks and looking forward it will be challenging again.
- The Police and Fire Commission did terminate the current eligibility list due to the current list was exhausted. The position has been posted and will be closing August 19<sup>th</sup>. Based on the current hiring timeline a candidate selection will occur in late September and a start date near November 1<sup>st</sup>.
- Unfortunately, we have received a notification from two paid on call EMT members that they will be resigning in the month August. One member is an Advanced EMT / Crew Chief and has been accepted to Physician Assistant School at James Madison University in Virginia. The other member is an EMT / Driver and his wife has accepted a position with the University of Iowa in Iowa City. Both of these members will be missed greatly by the Department and we do wish them well.
- Additionally, we had a member resign that was slotted to begin entry level firefighting in August resign. The commitment to class and department was too much for him to maintain balance with his work and family life.
- Current Staffing Levels
  - Fulltime Fire Rescue Chief – 1
  - Fulltime Fire Inspector/Public Education Specialist – 1
  - Fulltime EMTs – 4 (1 current vacancy)
  - Paid on Call – 66 (25 EMTs, 29 Firefighters & 10 EMT/Firefighters)
  - Total Staffing Level - 72

- **Staff Achievements**

- Sam Nepple has completed all the requirements for the Crew Chief Academy and is now a Crew Chief.
- Danielle Bartz, Erin Campbell, Vince Duckert, Sienna Barron, and John Venturio have completed the Staff car driving requirements.
- Mitchell Covert has completed the Ambulance driving requirements and will now also be in the driver position on the ambulance shifts.
- Brian Rapp has completed all the requirements for operating Squad 5.
- Davin Blazek has completed all the requirements for Tender 6.
- We would like to congratulate Sam McKittrick for getting accepted into Physician Assistant School at James Madison University in Virginia.

- **Training Activity**

- July training
  - The month was truncated due to the 4<sup>th</sup> of July holiday eliminating one night. A large portion of the firefighter training was similar to June. This allowed members additional chances to attend training events.
  - Training was performed on the new EMS reporting software that went on August 1<sup>st</sup>. The new software will ensure reporting complies with new Federal ICD 10 billing codes and National EMS Information System requirements for Medicare and Medicaid billing.

- The department also toured Waubesa Village to gain familiarization with the building. The department will at some point respond to an emergency in the building and tours like this can save precious minutes in mitigating incidents. The department reviews access routes for patients, alarms and fires. We are developing preplanned responses that would include where an ambulance would arrive for medical calls to the apartments or where apparatus would arrive to deploy hose to attack a fire while allowing an additional engine to support the sprinkler system and a ladder truck to obtain roof access for ventilation of the structure or rescue individuals from the third floor.
- We continued our focus on boat operator training.
- The officers performed training initial actions of incidents. This included developing the initial action plan, providing arrival reports and accountability system.
- While the officers were perform their training the operators worked on honing their skills and training new operators.
- August training will concentrate on rural water supply operations, department wide member development and fire hose control with a competitive training.
- On September 22<sup>nd</sup> we will be performing our annual worst case release exercise with the Terminal Coop. Majority of the effort is being led by Flint Hills Resources and Koch Pipeline. The exercise will simulate a substantial amount of gasoline being released. It will involve majority of the Village's Departments during the exercise, all of the terminal operators, regulatory agencies, Dane County and City of Madison Fire Department.

## **Budget**

- The 2016 budget expenditures are progressing as expected.
  - We are very pleased to announce that the Firefighter's Association has determined to support the Department with the purchase of replacement air lift bags. The Association not only determined to fund the replacement and decided to increase the capabilities of the Department. The air lift bags are utilized to lift heavy objects from trapped patients. The current set are in need of replacement due to age being over 15 years.
  - The EMS overtime account will be over budget for 2016 with majority of the account expended during the first quarter and further expenditures assumed to continue until the current vacancy is filled. The EMS salaries account should have a surplus to aid in covering this due to the fulltime staffing vacancies.
- **Apparatus & Equipment**
    - 2015 Ambulance is scheduled to be repaired in September from the damage it received at UWER. A claim has been submitted and approved by our insurance carrier. We will have a \$500 deductible balance after the repair is performed.
    - 2008 Ambulance received maintenance to the front suspension and tires. It was noted that the front tires had outer tire wear developing and would cause handling issues. It was determined to replace the tires and while the vendor began the process it was notice the kingpins on the front axle had excessive vertical movement. The kingpins were replaced, new tires installed and alignment was performed. This resulted in an expenditure of \$2,000.

- 2005 Engine is currently receiving the replacement intake valves and having the annual pump testing performed. During this the annual pump maintenance will be performed. This should ensure that the pump will operate as needed during the next year. The vendor found a broken pin for the rear leaf spring mount. We were fortunate to find this issue prior to more significant damage occurring.
- The 1992 engine and 1997 aerial ladder truck fire pumps are being scheduled for their annual testing and certification. We typically perform this on one truck at a time and this allows the department to keep two operating fire pumps in service and minimize the interruption of services to the district.
- 1997 Aerial Ladder received the annual certification for the aerial ladder. Several maintenance items were noted to be performed. Majority are to be performed in hose which included replacement of some fasteners, hoses and protection of hoses.
- All the ground ladders were tested and recertified with some required repairs being needed. All the repairs are planned to be performed in hose. The repairs included replacement of heat indicators and worn off rivets.
- All the fire hose received the annual testing and certification. We had approximately 1500' of hose fail testing (12-13% of total stock). We are reviewing the amount of fire hose and developing an annual replacement plan. Currently, industry standard for fire hose service life is 10 years and this appears to be consistent with the department records of majority hose failures occurring between 10 and 15 years. We are currently planning approximately a 10% reduction of total fire hose. Unfortunately, this will not be as simple as not purchasing fire hose for one year due to the variety hose required and the age of that variety doesn't align with a simple reduction in replacement. It will take several years and the actual savings in reduction will not be seen for several years to come. Additionally we have determined a large amount is over ten years and may need sooner replacement than an annual 10% plan will allow.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	39	407
Re-Inspections	0	0
Special Inspections	2	20
Fire Code Violations Identified	29	241
Fire Code Violations Corrected	12	20
Plan Reviews	2	13

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	1	81
First Aid Training	0	24
High School CPR (Hands Only)	0	112
Baby Sitters First Aid	0	46

## Incident Summary

Incident Type	2016		2015	
	June	Year to Date Total	June	Year to Date Total
EMS – Falls	13	94	6	63
EMS – General Medical	40	202	26	198
EMS – Motor Vehicle Crash	3	25	4	28
EMS – Trauma Other	2	20	14	39
EMS – Other types	10	84	5	42
<b>EMS – Total</b>	<b>68</b>	<b>425</b>	<b>55</b>	<b>370</b>
Fire – Building, vehicle or outside	2	26	2	23
Fire – Assist EMS Crew	6	59	6	52
Fire – Motor Vehicle Crash	1	13	2	13
Fire – Alarms	2	24	7	30
Fire – Other types	13	45	6	33
<b>Fire – Total</b>	<b>24</b>	<b>167</b>	<b>23</b>	<b>151</b>

- **Significant Incidents**

- On July 7<sup>th</sup> we were paged for smoke inside a building on Farwell Street in the Village shortly after 3:00 pm. The building was occupied by several individuals and was quickly evacuated. Captain Brandt arrived on location within a few minutes and observed the building being filled with smoke. Car 1 was performing new construction inspection with Chief Dennis and FI/PES Karnitz on the north side of the Village. They arrived shortly after Captain Brandt and were able to enter the building to locate a small fire in a bathroom of the building. The fire was extinguished quickly and ventilation of the building was performed. In conjunction with McFarland Police an investigation was performed and it was determine the fire was intentionally set. The investigation continued and lead to an admission from a juvenile of setting the fire. We have recommended to the court that the juvenile complete a juvenile fire setting program. The Court did order the juvenile to complete the program with additional requirements at their hearing.
- On July 12<sup>th</sup> we paged for a house that had a fire on the rear of the home. Car 3 with Chief Dennis arrived on location and found a large tree had fallen across the road adjacent to the home that was reported on fire. Chief Dennis made contact with the caller and they stated the witnessed the tree fall and noticed that discarded material on the side of the house was on fire. They extinguished the fire with buckets of water. Upon further investigation it was determined the tree had fallen on the electrical wires leading to the home and pulled the electrical service from the home with the weight of the tree. The area was secured to ensure no individuals could approach the live wires that we in the tree and the wires that were pulled away from the home. Alliant Energy was requested to respond to disconnect the wires. Once the wires were removed from the tree by Alliant Energy, crews checked the home for fire extension and cleared the tree from the roadway. As a side note the incident occurred on a clear day and the tree falling was not due to storms. The tree had decay that occurred on the roots and the tree appeared healthy.

- On July 13<sup>th</sup> the Department was requested to respond to a car vs bicyclist in the Town of Dunn. Rescue 84 and Car 3 arrived on location and found an individual being cared for by police and bystanders. Rescue 84 took over patient care from the bystanders while Car 3 secured the area from further vehicle traffic. Engine 1 arrived on location and assisted with traffic and Rescue 84 with patient care. It was determined that the injuries were relatively minor due to the bicyclist struck the car and while it was stopped. The patient was transported the hospital for further care and treatment.

## JULY 2016 MONTHLY REPORT

### Staffing Report

- The dayshift patrol officer that has been on medical leave has officially resigned and is no longer employed by the department. The resignation is unrelated to the medical leave, rather a complete self-initiated career change. That left us with two full-time vacancies.
- As previously reported, the Police and Fire Commission convened on June 15<sup>th</sup> to interview another group of candidates. They forwarded a list of two qualified candidates for hiring consideration.
- Follow-up interviews with these two candidates were conducted by the Chief. Of the two, one was selected to advance in the process and one was passed upon.
- As of today, the background investigation on the candidate that was selected has been successfully completed, and a conditional offer of employment has been made and accepted. Medical and psychological testing will be complete by the second week of August, at which time a final offer of employment will be made if testing is successful. We anticipate a start date near the end of August, with hopes to have field training completed by early November.
- With that, we are now left with just one full-time vacancy to fill. At the July PFC meeting, the Commission acted to discontinue the current eligibility list due to lack of qualified candidates.
- A new hiring process has been approved by the PFC, has been posted, and acceptance of applications will conclude on August 31<sup>st</sup>.
- Our anticipated timeline includes a hire date in November, with hopes to have field training completed by late winter – early spring, depending upon the candidate's level of experience.
- This would then put us at full staffing.
- We are anticipating and planning for three – four short term leave situations occurring toward the end of 2016 - early 2017. These include three paternity related leaves, and one potential medical related leave.

### Equipment Report

- An additional AR-15 patrol rifle has been purchased and deployed in the K9 squad.

### Training Report

- All full-time, sworn personnel attended the annual training consortium summer Active Shooter in-service in July. This year, the training was conducted at Monona Grove High School. The training consisted of remedial entry and room clearing scenarios, with a keen focus on warm-zone operations designed to get medical attention to victims in a timely and efficient manner.

- We have taken steps to widen our active shooter training offerings within the Village. This training was provided to local businesses in June. We have now reached out to the faith community to provide training to area churches. Our next focus will be on area daycare facilities.

## Budget Report

- As has been reported each month of this year, I am anticipating an overage in the overtime budget account due to unanticipated staffing shortages, and in the uniform budget account this year due to the hiring of very likely four officer positions that were unanticipated at the time the budget was approved in 2015. These hires will require additional expenditures of roughly \$ 3,000 per officer.
  - At present, we are running approximately 17% (\$ 10,000) over budget in the overtime account.
  - At present, we have for the most part exhausted the uniform account. This includes the outfitting of two of the four unanticipated hirings. I would anticipate roughly a full 100% (\$13,000) overage of this account by year's end.
  - At present, we are also now over budget in our part time account, as we have been utilizing part time staff as much as possible rather than paying overtime. Despite this, we intend to continue utilizing part time staff to fill vacancies as much as possible even though it will push us further over budget in this account.
  - Despite these facts, we remain approximately \$50,000 under budget overall due to corresponding and offsetting savings in salary and benefit accounts.
  - Board members are encouraged to contact me if they are not comfortable with this approach.

## Other Information

- In regards to the Village-owned building security upgrade project reported in June, conversations and facility assessments with department heads have been completed. A summation of this information will be shared with the Village Board at the second August board meeting. The project will then go out for bids.
- On August 26<sup>th</sup>, the Milwaukee Brewers are hosting a Law Enforcement Appreciation Night. In honor of Officer Copeland, a member of the department has been requested to throw out the first pitch. Several members of the department will be in attendance.

## PUBLIC SAFETY COMMITTEE

### EMERGENCY MANAGEMENT MEETING REPORT

July 28, 2016

- a. Introduction of New Village Administrator, Matt Schuenke
- b. Update on Recent storm activity:
  - 1. Alan Coville, Public Works reported extensive water and, trees down Valley Dr, and Cook St.
  - 2. Chief Dennis, EMS/Fire reported assisted with wires down, and some power loss.
  - 3. Chief Sherven, Police reported assisted with downed trees and traffic control.
- c. **Update on outdoor warning siren:**

Sirens previous to 1998 are owned by Dane County, and that there are 2 sirens in the Village of McFarland. The siren at the Public Works Facility is owned by Dane County and the county is responsible for that siren and the repairs. The siren at Village Hall is owned by the village and the village is responsible for repairs. Any additional sirens requested by a municipality will be at the municipalities expense, At this time both sirens in the village are operating correctly as they pass weekly silent tests and the monthly warning test as well.
- d. **Update on Community Events:**

Family Fest in September, which will be an opportunity to educate the public and reach out to the children on public safety.
- e. **Update on Training:**

Tim Solberg of the tank farm community reported on an upcoming training meeting in August and a table top exercise on September 22, 2016, discussion of the exercise ensued as involvement of public safety and village administration.

Chief Sherven reported on active shooter training.

Alan Coville reported on rail road contacts for training.

Chief Dennis reported on fire department personnel training for rail emergency incidents.
- f. **Update on reaching out to the community:**

Chief Sherven reported reaching out to the Chamber of Commerce, and the church community.

Di Piazza reported attending a webinar on community outreach to the church community and that he had been working with outreach personnel to assure that citizens have a cool place during the excessive heat situation.
- g. **Update on DaneCom:**

Chief Dennis had extensive information as he reported on DaneCom and the entire radio system, and Chief Sherven gave further reports for law enforcement.

A motion was carried that money be used from the village hall security budget to purchase equipment for the system and refund the money on next year's budget.
- h. **Round Table Discussions for future Agenda items:**

Chief Sherven advised building security is a very comprehensive project and he will get together with village hall personnel and Di Piazza.

Pete Smith, Lions reported on highway clean up event and the concern of possible exposure to syringes, discussion ensued.
- i. **Emergency Response Manual Update:** Scenarios have been provided to department heads for their response to the incidents. Action from their departments may assist in implementation of a possible protocol for the manual.
- j. **Next meeting: September 29, 2016,** as the 4<sup>th</sup> Thursday falls on September 22, and plans are in process for an extensive table top exercise, the meeting shall be held on. September 29, 2016. Meeting notices shall be sent out announcing the meeting..



**TECHNICAL MEMORANDUM**

5950 Seminole Centre Ct. Suite 200  
Madison, Wisconsin 53711  
608-663-1218  
www.klengineering.com

**To:** James Joehnk, P.E.  
Vierbicher Associates, Inc.

**From:** Mike Scarmon, P.E., PTOE  
KL Engineering, Inc.

**Date:** August 3, 2016

**Subject:** Waubesa Shores Apartment and Condominiums – Traffic Impact Evaluation

***Introduction***

The purpose of this memo is to summarize the traffic impacts of the proposed Waubesa Shores Apartment and Condominiums development, located primarily on Lot 1 and Lot 2 of Certified Survey Map (CSM) 01256 in McFarland, Wisconsin. Also included in the proposal is a satellite parking lot located on Lot 2 of CSM 04586. The proposed development is a three-story building containing 44 residential units and a restaurant. The residential units are planned to initially be a mixture of condominiums and apartments. The apartments will eventually be converted into condominium units. The proposed site plan includes one proposed full access point to the main development site surface lot on Bremer Road approximately 160' north of Larson Beach Road, one proposed full access point to the main development site underground parking on Lake Edge Road approximately 100' south of Larson Beach Road, and one proposed full access point to the satellite parking lot on Lake Edge Road, approximately 300' south of Larson Beach Road.

***Existing Conditions***

The existing land uses at the primary site location include a restaurant on Lot 1, and a twelve unit two story apartment building on Lot 2, of CSM 01256. The restaurant has been closed since late 2015. The apartment building is currently occupied. These parcels are located on the west side of Lake Edge Road and Bremer Road and have two accesses onto Bremer Road. The intersection of Bremer Road, Larson Beach Road and Lake Edge Road, adjacent to Lot 2, operates as a T-intersection with stop control on Lake Edge Road. CSM 04586 Lot 2 is located on the east side of Lake Edge Road adjacent to the existing Walgreens pharmacy and is currently vacant.

***Trip Generation and Distribution***

The projected trip generation of the proposed development was calculated using the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 9<sup>th</sup> Edition*. Based on proposed land use descriptions, ITE land uses of Residential Condominium/Townhouse (ITE land use code 230) and High Turnover (Sit-Down) Restaurant (ITE land use code 932) were used to estimate proposed development trips. While the development is initially planned to comprise of both condominiums and apartments, the trip generation rate for Residential Condominium/Townhouse is greater than that of Mid-Rise Apartment. The Residential Condominium/Townhouse land use rate was used to provide a more conservative trip generation estimate.

Based on 44 proposed residential units and a 2,742 square feet (SF) restaurant, approximately 605 trips are expected to be generated by this development on an average weekday. Approximately 49 of these trips are expected during the AM peak hour and approximately 50 trips are expected during the PM peak hour. A trip represents one entering or exiting vehicle movement. A vehicle that enters and exits the development is considered two trips.

Trips generated by the existing land uses on the proposed development site were also quantified in order to determine the expected change in trips generated by the development. A traffic count of the existing apartment driveway was taken in July of 2016 to estimate trips generated by the existing apartment during the peak hours. Daily trips generated by the existing apartment building were estimated using the ITE *Trip Generation Manual, 9<sup>th</sup> Edition*. ITE land use Apartments (ITE land use code 220) was used. When the traffic count was taken, the existing restaurant land use was no longer active. Therefore, trips previously generated by the restaurant were estimated using the ITE *Trip Generation Manual, 9<sup>th</sup> Edition*. ITE land use High Turnover (Sit-Down) Restaurant (ITE land use code 932) was used. The size of the existing restaurant building is approximately 3,220 SF. The total of apartment plus assumed previous restaurant trips was found to be 489 trips during an average weekday and 37 and 42 trips during the AM and PM peaks, respectively.

The projected trip generation of the proposed development is expected to be slightly higher than the existing land use (including the closed restaurant) trip generation. Increases of approximately 12 and 8 trips are expected during the AM and PM peak traffic periods, respectively; an increase of 116 trips is expected over an average weekday.

#### ***Traffic Impacts***

The greatest increase in trips generated over any one hour period is expected to be approximately 12 trips. The expected total increase of 116 trips will be distributed throughout the day. Note that these trips represent total vehicles entering and exiting from the development and do not refer to "round" trips."

The majority of trips to and from the site are expected to utilize Larson Beach Road to access USH 51. Vehicles are expected to use the small portions of Lake Edge Road and Bremer Road between development access points to reach Larson Beach Road.

A reduction in increased trips generated may be realized if a high proportion of the customers of the proposed restaurant are residents of the proposed residential units or travel to the restaurant by boat. The increased traffic volumes are not expected to have significant impacts to traffic operations in the area.

#### ***Parking***

The proposed site plan includes 147 total parking spaces. The planned parking space allocation is as follows: 88 dedicated residential parking spaces on the main development site, 20 dedicated restaurant parking spaces on the main development site, 33 dedicated restaurant parking spaces in the satellite parking lot, and six shared parking spaces in the satellite parking lot. This totals 88 dedicated and six shared residential parking spaces and 53 dedicated and six shared restaurant parking spaces. Each land use is expected to experience peak parking demand at different times, increasing the viability of the shared parking spaces.

The proposed development includes additional pedestrian facilities so that pedestrians may travel from the satellite parking lot to the primary site. These facilities include sidewalk on the east side of Lake Edge Road, a crosswalk on the northbound approach of the Lake Edge Road intersection with Larson Beach Road and Bremer Road, and a curb ramp on the west side of Lake Edge Road to serve the proposed crosswalk. A curb ramp is currently present on the east side of the proposed crosswalk.

The dedicated residential parking spaces are provided at a ratio of two spaces per unit. No specific ratio is required for properties zoned Planned Development Infill District; however, two spaces per unit is required for multifamily zoning and is expected to be adequate for the proposed residential parking needs.

Parking for the restaurant land use is provided at a rate of approximately 21.5 spaces per 1000 SF of land use when the six shared spaces are included. This ratio is expected to be adequate based on the ITE *Parking Generation, 4<sup>th</sup> Edition* manual. Additionally, boat parking spaces on Lake Waubesa will be provided for customers of the restaurant, possibly reducing parking demand.

**Conclusions**

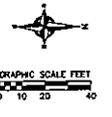
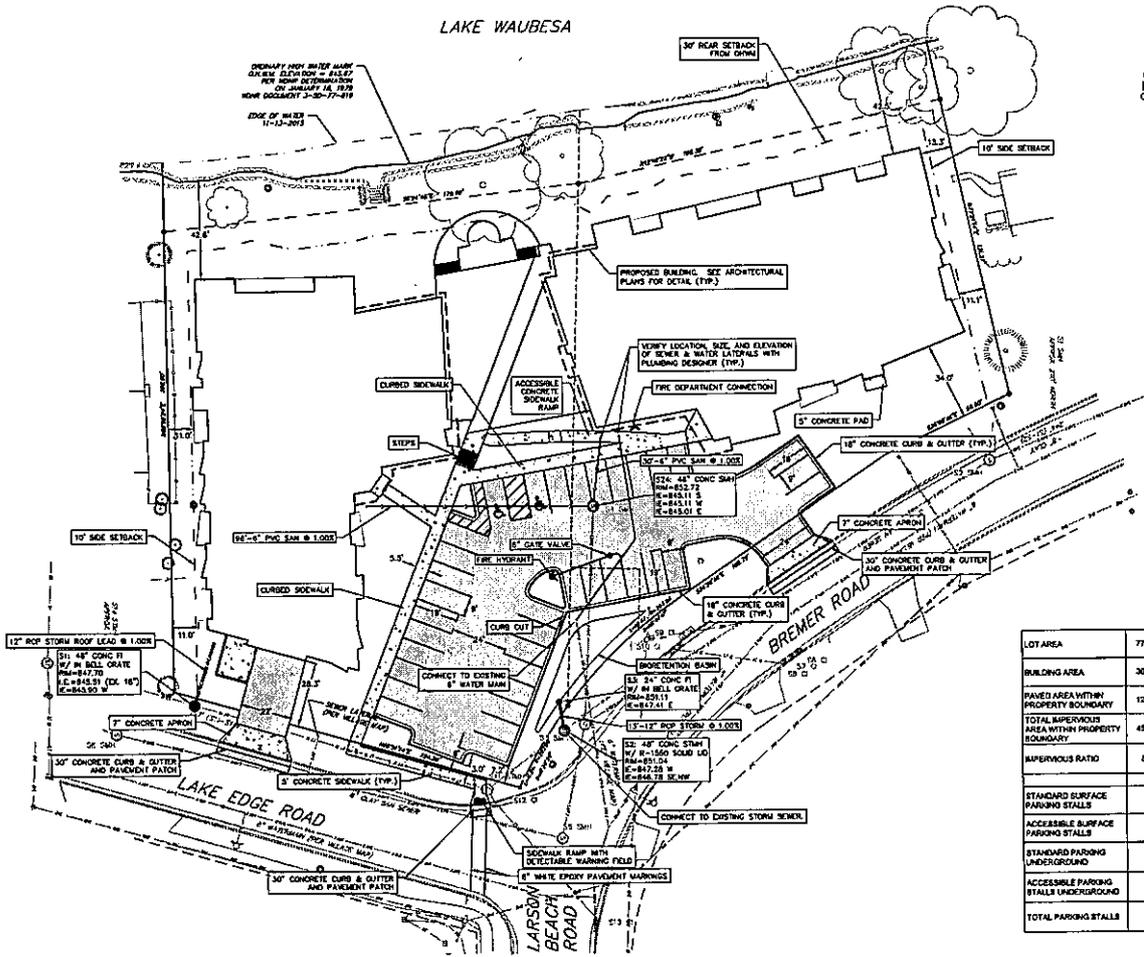
The conclusions relating to the impacts and findings of the proposed Waubesa Shores Apartments and Condominiums development are summarized as follows:

- The proposed development is expected to result in no more than approximately 12 additional trips during over any one hour period with a daily increase of approximately 116 trips.
- The increased trip generation is not expected to have a significant impact on the nearby roadways and intersection.
- 88 dedicated and six shared parking spaces are proposed for the residential units, consistent with zoning requirements for similar land uses.
- 53 dedicated and six shared parking spaces are proposed for the restaurant, consistent with ITE parking generation rates for that land use.

**ATTACHMENT A**

**Proposed Site Plan**

LAKE WAUBESA



LOT AREA	77,426 SF
BUILDING AREA	30,760 SF
PAVED AREA WITHIN PROPERTY BOUNDARY	12,000 SF
TOTAL IMPERVIOUS AREA WITHIN PROPERTY BOUNDARY	45,810 SF
IMPERVIOUS RATIO	59.0%
STANDARD SURFACE PARKING STALLS	30
ACCESSIBLE SURFACE PARKING STALLS	2
STANDARD PARKING UNDERGROUND	80
ACCESSIBLE PARKING STALLS UNDERGROUND	3
TOTAL PARKING STALLS	105

WAUBESA SHARES APARTMENTS AND CONDO  
 BREMER ROAD, WAUBESA, WISCONSIN 53088  
 DRAWN BY: [Signature]  
 DATE: [Date]  
 PROJECT NO.: [Number]  
 SHEET NO.: [Number]

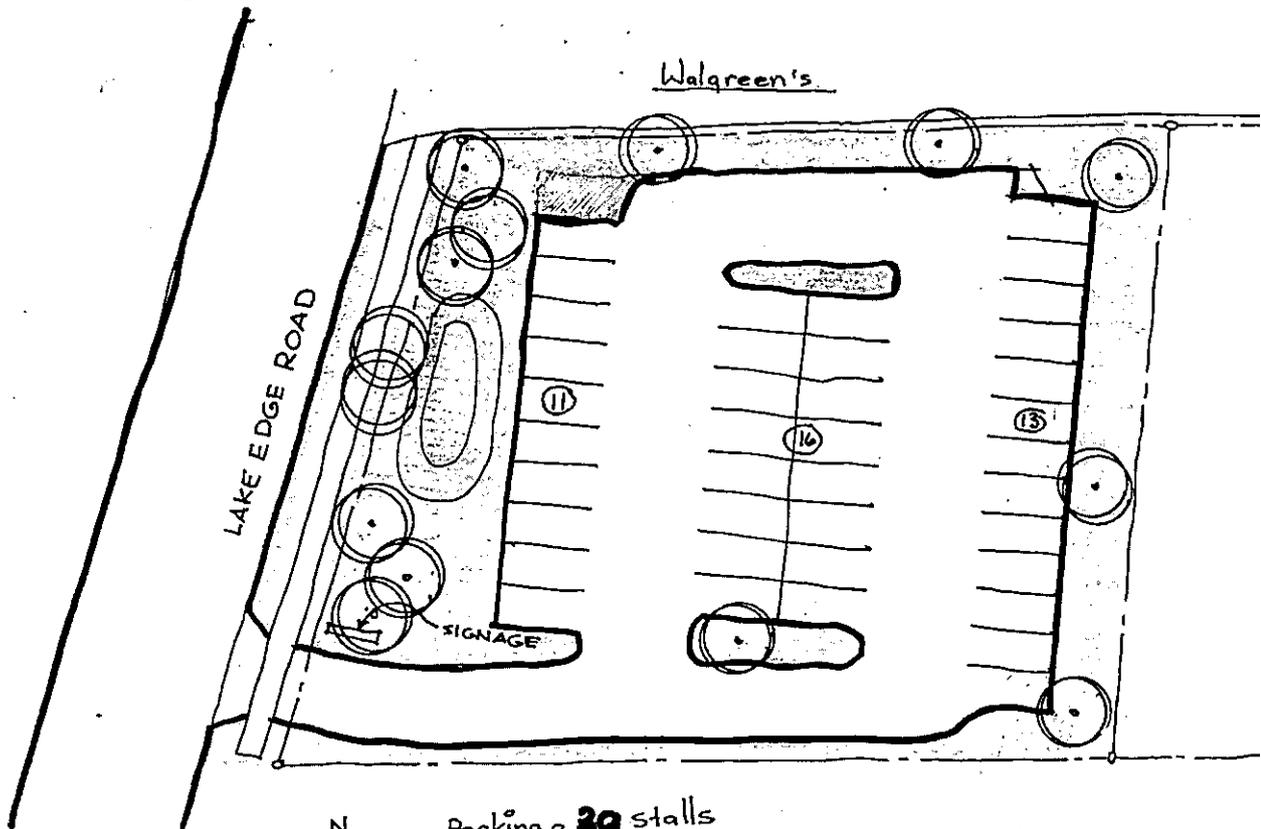
**vierbicher**  
 ARCHITECTS  
 1000 W. WISCONSIN AVENUE, SUITE 100  
 MILWAUKEE, WISCONSIN 53233  
 PHONE: 414.224.1100  
 FAX: 414.224.1101  
 WWW.VIERBICHER.COM

Site and Utility Plan  
 SET FOR CONSTRUCTION

DRAWN BY: [Signature]  
 DATE: [Date]

## **ATTACHMENT B**

### **Proposed Satellite Parking Lot Site Plan**



Parking = 29 stalls  
**SITE PLAN • PRELIMINARY**  
1" = 20'-0"

**ATTACHMENT C**  
**Trip Generation Tables**

**Trip Generation – Proposed Waubesa Shores Development**

Land Use	ITE Land Use Code	Size	Weekday Daily Trips (rate)	AM Trips			PM Trips		
				In (rate)	Out (rate)	Total (rate)	In (rate)	Out (rate)	Total (rate)
Residential Condominiums/ Townhouse	230	44 Units	256 (5.81)	3 (17%)	16 (83%)	19 (0.44)	15 (67%)	8 (33%)	23 (0.52)
High-Turnover (Sit-Down) Restaurant	932	2,742 SF	349 (127.15)	16 (55%)	14 (45%)	30 (10.81)	16 (60%)	11 (40%)	27 (9.85)
<b>Total:</b>			<b>605</b>	<b>19</b>	<b>30</b>	<b>49</b>	<b>31</b>	<b>19</b>	<b>50</b>

**Trip Generation – Existing Land Uses**

Land Use	ITE Land Use Code	Size	Weekday Daily Trips (rate)	AM Trips			PM Trips		
				In (rate)	Out (rate)	Total (rate)	In (rate)	Out (rate)	Total (rate)
Apartments	220	12 Units	80 (6.65)	0*	2*	2*	7*	3*	10*
High-Turnover (Sit-Down) Restaurant	932	3,220 SF	409 (127.15)	19 (55%)	16 (45%)	35 (10.81)	19 (60%)	13 (40%)	32 (9.85)
<b>Total:</b>			<b>489</b>	<b>19</b>	<b>18</b>	<b>37</b>	<b>26</b>	<b>16</b>	<b>42</b>

\* Observed traffic volumes.

**See**  
**Attachment**  
**1a**



# Village of McFarland Police Department

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558 • 608/838-3151 • Fax 608/838-7954

Craig J. Sherven • Chief of Police

**DATE:** June 30, 2016

**TO:** Public Safety Committee

**FROM:** Craig J. Sherven, Chief of Police

**REFERENCE:** Alcohol Operators License for Anthony M. Nelson

On this date I reviewed a renewal application for an Alcohol Operator's License submitted by the above applicant. After completing my review of his application, my recommendation is that the Public Safety Committee further review the application for possible denial.

I base my decision on McFarland Village Ordinance 11-74 (C)(2), which states "*If a licensee is convicted of an offense substantially related to the licensed activity, the Village Board may act to revoke or suspend the license*". The general past practice has been to forward a recommendation of denial to the Committee when an unreported and related law violation has occurred since the last renewal period.

In reviewing this application, I discovered that since the last renewal period the applicant was convicted of Operating a Motor Vehicle While Intoxicated with a Minor in the Vehicle on August 28<sup>th</sup>, 2015. Based on my review of the applicant's record and the language found in our ordinance, I recommend further review and possible denial of this application.

**Respectfully,**

*Craig J. Sherven*

Craig J. Sherven  
Chief of Police

August 2016 PSC Meeting – School Bus Warning Light Statute Change Information

1. Here is the relevant state statute. The underlined language represents that which was added.

**349.21** Authority to regulate school bus warning lights.

**349.21(1)** *The governing body of any town, city, village or county may by ordinance provide for the use of flashing red or amber warning lights by school bus operators in a residence or business district when pupils or other authorized passengers are to be loaded or unloaded at a location at which there are no traffic signals and such persons must cross the street or highway before being loaded or after being unloaded.*

**349.21(2)** *The governing body of any town, city, village or county may by ordinance provide for the use of flashing red or amber warning lights by school bus operators when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right of way between the roadway and the school grounds in a zone designated by “school” warning signs as provided in s. 118.08(1) in which a street or highway borders the grounds of a school.*

2. Here is the current corresponding Village Ordinance.

**Sec. 35-6. - School bus warning lights.**

Notwithstanding the provisions of Wis. Stats. §§ 346.48(2)(b)2 and 346.48(2)(bm) adopted by Section 35-1 to the contrary:

(a)

Pursuant to Wis. Stats. § 349.21(1), school bus operators shall use flashing red warning lights in residential and business districts when pupils or other authorized passengers are to be loaded or unloaded at locations at which there are no traffic signals and such persons must cross the street or highway before being loaded or after being unloaded.

(b)

Pursuant to Wis. Stats. § 349.21(2), the use of flashing red warning lights by school bus operators is prohibited when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by school warning signs as provided in Wis. Stats. § 118.08(1), in which a street or highway borders the grounds of a school.

**3. Here is the suggested revised Village Ordinance. The underlined language represents that which will be added.**

### **Sec. 35-6. - School bus warning lights.**

Notwithstanding the provisions of Wis. Stats. §§ 346.48(2)(b)2 and 346.48(2)(bm) adopted by Section 35-1 to the contrary:

(a)

Pursuant to Wis. Stats. § 349.21(1), school bus operators shall use flashing red, and if so equipped, amber warning lights in residential and business districts when pupils or other authorized passengers are to be loaded or unloaded at locations at which there are no traffic signals and such persons must cross the street or highway before being loaded or after being unloaded.

(b)

Pursuant to Wis. Stats. § 349.21(2), the use of flashing red and if so equipped, amber warning lights by school bus operators is prohibited when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by school warning signs as provided in Wis. Stats. § 118.08(1), in which a street or highway borders the grounds of a school.

**4. Here general state statute regarding specific requirements of bus drivers pursuant to the change.**

#### **346.48 Vehicles to stop for school buses displaying flashing lights.**

(1) The operator of a vehicle which approaches from the front or rear any school bus which has stopped on a street or highway when the bus is equipped according to s. 347.25 (2) and when it is displaying flashing red warning lights, shall stop the vehicle not less than 20 feet from the bus and shall remain stopped until the bus resumes motion or the operator extinguishes the flashing red warning lights. The operator of any school bus which approaches from the front or rear any school bus which has stopped and is displaying flashing red warning lights shall display its flashing red lights while stopped. This subsection does not apply to operators of vehicles proceeding in the opposite direction on a divided highway.

(2)

(a)

1. Except as provided in par. (b), the operator of a school bus equipped with only flashing red warning lights as specified in s. 347.25 (2) shall actuate the lights at least 100 feet before stopping to load or unload pupils or other authorized passengers, and shall not extinguish the lights until loading or unloading is completed and persons who must cross the highway are safely across.

2. Except as provided in par. (b), the operator of a school bus equipped with flashing red and amber warning lights as specified in s. 347.25 (2) shall do all of the following when stopping to load or unload pupils or other authorized passengers:

a. Actuate the flashing amber warning lights at least 300 feet before stopping in a 45 miles per hour or greater speed zone or at least 100 feet before stopping in a less than 45 mile per hour speed zone.

b. At the point of loading or unloading, bring the bus to a stop, extinguish the flashing amber warning lights, and actuate the flashing red warning lights.

c. After loading or unloading is completed and persons who must cross the highway are safely across, extinguish the flashing red warning lights.

3. Where the curb and sidewalk are laid on one side of the road only, the operator shall use the flashing red or flashing red and amber warning lights when loading or unloading passengers from either side.

**(b)** School bus operators shall not use the flashing red or amber warning lights in:

1. Special school bus loading areas where the bus is entirely off the traveled portion of the highway.

2. Residence or business districts when pupils or other authorized passengers are to be loaded or unloaded where a sidewalk and curb are laid on both sides of the road, unless required otherwise by municipal ordinance enacted under s. 349.21 (1).

**(bm)** Except as provided in par. (b) 2. or unless prohibited by municipal ordinance enacted under s. 349.21 (2), a school bus operator shall use the flashing red or amber warning lights as provided in par. (a) in a zone designated by "school" warning signs as provided in s. 118.08 (1) in which a street or highway borders the grounds of a school when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds.

**(c)** When a school bus is being used on a highway for purposes other than those specified in s. 340.01 (56) (a) and (am), the flashing red or amber warning lights shall not be used, and all markings on the front and rear of the bus indicating it is a school bus shall be removed or completely concealed; except that any time a motor vehicle is equipped as provided under ss. 347.25 (2) and 347.44 and is transporting children for any purpose, the school bus markings may remain unconcealed and the flashing red or amber warning lights may be used as provided in this section and when so used, sub. (1) applies to operators of other motor vehicles.