VILLAGE OF MENOMONEE FALLS
NOTICE OF PUBLIC MEETING

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GENERAL GOVERNMENT COMMITTEE
Menomonee Falls Village Hall, Room 2245
W156N8480 Pilgrim Road, Menomonee Falls, WI
Monday, May 18, 2026, 5:30 PM

Note: Committee Chairpersons are asked to enter the date in which each item is to go before the Village Board (V.B.) when applicable.

1. Consideration of an Ordinance Amending Chapters 34 and 42 of the Municipal Code regarding False Alarm Fees.

   V.B. Action 05/18/2026 V.B. Report _____ Hold in Committee

2. Consideration of Operators License Application - Latrell Benford

   V.B. Action 05/18/2026 V.B. Report _____ Hold in Committee ☐

3. Consideration of Operators License Application - Jenine Wynn

   V.B. Action 05/18/2026 V.B. Report _____ Hold in Committee ☐

4. Adjournment

THIS AGENDA IS SUBJECT TO REVISION

Members of other Village committees, boards, commissions and authorities may attend and participate at this meeting, but will not take official action unless the notice so provides.

No qualified individual with a disability shall, by reason of that disability, be excluded from participation in or be denied benefits of the services, programs, or activities of the Village of Menomonee Falls, or be subject to discrimination by the Village. If you are disabled and require special accommodation, please advise the Village Clerk's Office at (262) 532-4200 no later than 5 days before the scheduled meeting or activity.

VILLAGE OF
Menomonee Falls

General Government Committee **1.**

Meeting Date: 05/18/2026
Topic: False Alarm Fees
From: Adam Koenings, Village Attorney
Department: Legal
Date of Committee Action (if required): 05/18/2026
Date of Village Board Action (if required): 05/18/2026

Information

Subject:
Consideration of an Ordinance Amending Chapters 34 and 42 of the Municipal Code regarding False Alarm Fees.

Background Information:
Chapter 34 of the Municipal Code regulates private alarms systems designed to signal an alarm to the police and/or fire departments through a central alarm system. Owners of direct alarm systems must obtain an annual permit from the Village. The purpose of the annual permit is to minimize the unwarranted use of police and firefighting personnel and resources responding to false alarms by ensuring the proper functioning of the alarm system.

The police and fire departments would like to contract with a third party for the administration of alarm permitting and fee collection. Administration and fee collection is currently a manual process that is very time consuming and tedious for the business office in the police department. Contracting with a third party for administration and fee collection should result in greater levels of compliance and will free up staff time in the business office for higher priority work.

The attached proposed ordinance modifies three sections of the Municipal Code:

1. Section 34-46 is amended to explicitly authorize the police and fire chiefs to utilize third party for the administration of Article III of Chapter 34.
2. Section 34-48 is deleted because the PD no longer operates dispatch center.
3. Section 42-34 is amended to (1) create a single fee schedule for all false alarms, (2) create a $300 fee for all false alarms if the owner does not have an alarm permit, (3) increase the annual permit fees to $25/$50 for residential/commercial alarm permits, and (4) delete provisions related to a monthly service fee and late fee.

A representative from the police department will be present at the General Government Committee meeting to answer any questions.

Key Issues for Consideration:

Action By Committee or Village Board:

Attachments

Proposed Ordinance
Redlined PDF

Village of Menomonee Falls Ordinance No.___-O-26

AN ORDINANCE AMENDING CHAPTERS 34 AND 42 OF THE MUNICIPAL CODE OF THE VILLAGE OF MENOMONEE FALLS REGRADING FALSE ALARM FEES

WHEREAS, it is deemed to be in the best interests of the Village of Menomonee Falls that the Municipal Code of the Village of Menomonee Falls be amended as follows; and,

NOW, THEREFORE, the Board of Trustees of the Village of Menomonee Falls do hereby ordain as follows:

Section 1. Section 34-46 [False alarm fee] of Chapter 34 [Emergency Services] is hereby amended by adding the double-underlined language as follows:

> The fee to be paid to the village for false alarms that result in responses by the police or fire departments shall be as established in section 42-34. When the chief of police or the fire chief determines that the cause of the false alarm was beyond the control of the permit holder, that false alarm may be exempted from this fee requirement. The police chief and fire chief are authorized to utilize a third party for the administration of this Article III. The village may collect false alarm fees under this section as a special charge pursuant to Wis. Stat. § 66.0627.

Section 2. Section 34-48 [Alarm monitoring service] of Chapter 34 [Emergency Services] is hereby deleted in its entirety.

Section 3. Section 42-34 [Emergency services] of Chapter 42 [Fees] is hereby repealed in its entirety and replaced as follows:

Alarm fees.

(a) *False alarms*. The false alarms occurring during any calendar year for permits issued under article III of chapter 34 of this code that result in the response of police or fire department personnel and equipment shall be as follows:

0-3	No charge
4-5	$100.00 per false alarm
6-9	$200.00 per false alarm
10 or more	$300.00 per false alarm

(b) *No permit.* The fee shall be $300.00 for any false alarm resulting in the response of police or fire department personnel and equipment to a property that does not have a permit in violation of section 34-66 of this Code.

(c) Alarm permits. The fees for alarm permits issued under article III, chapter 34 of this Code shall be as follows:

(1) Residential alarm permits: $20.00

(2) Commercial alarm permits: $50.00

Section 4. Except as specifically modified and amended by this ordinance, the Municipal Code of the Village of Menomonee Falls shall remain in force and effect exactly as originally adopted and previously amended. All ordinances or parts of ordinances inconsistent with or in contravention of the provisions of this ordinance are hereby repealed.

Section 5. This ordinance shall take effect and be in full force from and after its passage and publication.

Section 6. SEVERABILITY. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this ordinance shall not be affected thereby.

Adopted by the Board of Trustees of the Village of Menomonee Falls on the _____ day of _____, 2026.

By: _____
Jeremy Walz, Village President

Attest: _____
Amy Dishinger, Village Clerk

ARTICLE III. ALARM SYSTEMS

DIVISION 1. GENERALLY

Sec. 34-41. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Central alarm system means a facility that receives signals from alarm systems and alerts police and/or fire personnel of the need to make an emergency response.

Direct alarm system means any device designed and installed for detecting and signaling an alarm to the police and/or fire departments through a central alarm station.

False alarm means a signal from an alarm system that results in an emergency response by police and/or fire personnel when in fact no emergency exists.

Hold-up alarm system means an alarm system that originates from a point accessible to the employee accepting cash from customers, and terminates at a central alarm system. This alarm is intended for the use in instances where an imminent threat exists as the result of a robbery in progress.

Late night retail establishment means a business which is open at any time between 11 p.m. and 5 a.m.; has less than three employees present on the premises between 11 p.m. and 5 a.m.; and which has as its principle activity either the sale of food, beverages or household goods; or which sells gasoline. Late night retail establishments are commonly referred to as grocery stores or gas stations. Restaurants, taverns, bowling alleys, and hotels/motels shall not be considered late night retail establishments under this section.

Local alarm means an alarm system that gives a signal that is visible or audible to persons in the vicinity of the premises.

Time delay drop safe means a safe in which money can be securely inserted without opening the safe door, has a time delay before the safe can be opened, and weighs at least 500 pounds or be bolted to or installed in the floor.

(Code 1963, § 9.14(2); Ord. No. 176-O-02, § 1, 3-18-02)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 34-42. Purpose of article.

It is the purpose of this article to establish a reasonable regulation of private alarm systems in the village. It is recognized that private alarm systems can significantly contribute to the protection of persons and property within the village, provided that the use of the alarm systems is properly coordinated with the village's police and fire departments and that the alarm systems are maintained and operated in such a manner as to minimize the unwarranted use of police and firefighting personnel and resources in responding to false alarms.

(Code 1963, § 9.14(1))

Sec. 34-43. Exceptions.

The requirement imposed under sections 34-66, 34-44, 34-45 and 34-46 shall not apply to alarm systems which are operated by the village or which are used solely to warn the inhabitants of a structure of an occurrence and any signal does not carry to adjoining property or public ways. Smoke detectors installed in single-family residential structures are specifically exempted from this article.

(Code 1963, § 9.14(13))

Sec. 34-44. Response by permittee or agent required.

The owner or occupant, or their agent, of premises protected by an alarm system described in section 34-41 must respond to the protected premises within 30 minutes of notification of an alarm. The person responding to the protected premises must be authorized to enter and inspect the premises and assist police or fire personnel who have responded to an alarm signal. The owner or occupant of the protected premises must provide current information on persons to be contacted in the event of an alarm signal.

(Code 1963, § 9.14(7))

Sec. 34-45. Local alarms.

An alarm system which has a local alarm must be designed and maintained to automatically reset or shut off the local portion of the alarm signal within 15 minutes of being activated.

(Code 1963, § 9.14(8))

Sec. 34-46. False alarm fee.

The fee to be paid to the village for false alarms that result in responses by the police or fire departments shall be as established in section 42-34. When the chief of police or the fire chief determines that the cause of the false alarm was beyond the control of the permit holder, that false alarm may be exempted from this fee requirement. The police chief and fire chief are authorized to utilize a third-party for the administration of this Article III. The village may collect false alarm fees under this section as a special charge pursuant to Wis. Stats. § 66.0627.

(Code 1963, §§ 9.14(9), 27.09(10)(c); Ord. No. 920-O-24, § 1, 11-18-24)

Sec. 34-47. Telephone dial alarms.

No alarm system shall be permitted which, through the use of a mechanical device, transmits a recorded message via telephone trunk lines to the police or fire department except where the chief of the police and fire departments establish and designate certain telephone trunk lines for that purpose.

(Code 1963, § 9.14(10))

~~**Sec. 34-48. Alarm monitoring service.**~~

~~The chief of police is authorized to provide for alarm monitoring equipment in the police communications center and to promulgate rules to operate the station. Alarm systems connected to the police department monitoring equipment shall pay a fee for the service as provided in section 42-34(c)(3) of this Code.~~

~~(Code 1963, § 9.14(11))~~

Sec. 34-49. Limitations of liability.

The village shall have no duty or obligation to any permittee under this article or any other person to monitor, receive or transmit alarm signals or other information or to respond to such signals or information in any manner whatsoever. Further, the village assumes no responsibility for the installation, maintenance or operation of any alarm system within the village.

(Code 1963, § 9.14(12))

Sec. 34-50. Late night retail establishments.

(a) *Required.* No person shall own, operate or manage a late night retail establishment unless the following security requirements are met.

(1) There shall be posted in a conspicuous place in the front of the business a sign stating that the cash register has no more than $50.00 in it.

(2) Signs in the window shall not obstruct the view of the interior of the facility and shall not obstruct the view of the cash register from the street or parking lot.

(3) Cash registers shall be positioned so that they are visible from the street or parking lot.

(4) Lighting shall be installed and maintained in the parking lot, walkways, entrances and exits during all hours of operation from dusk to dawn.

(5) The business shall contain a time delay drop safe.

(6) The business shall have, at the checkout counter, a telephone that allows immediate connection to the Menomonee Falls Police Department.

(7) A hold-up alarm system shall be installed.

(8) The business shall provide security cameras or other security measures that can record and help identify persons approaching the checkout counter.

(9) Except for one main or primary entrance/exit, all exterior doors and windows must be kept closed and locked from 11 p.m. to 5 a.m. Pickup and delivery of goods during this time period shall be through the main entrance only.

(Ord. No. 176-O-02, § 2, 3-18-02)

Secs. 34-51—34-65. Reserved.

DIVISION 2. PERMIT

Sec. 34-66. Required.

The owner or occupant of premises protected by an alarm system as defined in section 34-41 is required to obtain an alarm permit. No owner or occupant shall cause to be placed in operation an alarm system for which a permit has not been issued or for which a permit has been canceled.

(Code 1963, § 9.14(3))

Sec. 34-67. Application.

(a) Applications for alarms permits shall be provided by the village and shall require an applicant to furnish information sufficient to identify the applicant, the location of the premises to be protected by the alarm system and such other information as the chiefs of police and fire departments may deem necessary for safe and proper emergency response by their department.

(b) Applications for a permit issued under section 34-50 shall include, in addition to the information required under subsection (a), a written security/safety plan.

(Code 1963, § 9.14(4); Ord. No. 176-O-02, § 3, 3-18-02)

Sec. 34-68. Issuance.

An alarm permit shall be issued by the village clerk-treasurer for a period not to exceed 12 months expiring on December 31 of each year upon the filing of an alarm permit application which has been approved by the chief of the fire department, in the case of fire alarms, and by the chief of the police department, in the case of all other alarms, and upon payment of the appropriate permit fee as set out in section 42-34(c) of this Code.

(Code 1963, § 9.14(5))

Sec. 34-69. Cancellation.

(a) The village manager may cancel any permit issued under this article if:

(1) In his judgment, the continued operation of the alarm system is not consistent with the stated purpose of this article; or

(2) Due to malfunction, improper maintenance or other cause, there are an unreasonable number of false alarms; or

(3) The permittee fails to pay any false alarm service charge within 30 days after being billed for such charge.

(b) Prior to cancellation, the permit holder shall be given notice of the intended cancellation and shall be given an opportunity to be heard.

(Code 1963, § 9.14(6))

Sec. 42-34. Emergency services.

Alarm fees.

(a) *False alarms.* The fees for false alarms occurring during any calendar year for permits issued under article III of chapter 34 of this Code that result in the response of police or fire department personnel and equipment shall be as follows:

0—3	No charge
4—5	$100.00/per false alarm
6—9	$200.00/per false alarm
10 or more	$300.00/per false alarm.

(b) ~~*Other alarms*~~*No permit*. The fee shall be $300.00 f~~F~~or any false alarm resulting in the response of police or fire department personnel~~, the following fees shall apply to the false alarms occurring during any calendar year:~~ and equipment to a property that does not have a permit in violation of Section 34-66 of this Municipal Code.

~~0—3~~	~~No charge~~
~~4—5~~	~~$75.00 per false alarm~~
~~6—9~~	~~$150.00 per false alarm~~
~~10 or more~~	~~$200.00 per false alarm~~

(c) *Alarm permits.* The fees for alarm permits issued under article III, chapter 34 of this Code shall be as follows:

(1) Residential alarm permits: $25.00 ~~$10.00~~.

(2) Commercial alarm permits: $50.00 ~~$20.00.~~

~~(3) Alarm monitoring service fee: $15.00 per month.~~

~~(4) A $5.00 late fee shall be charged for any alarm permit payment that is delinquent 30 days after initial invoicing.~~

(Code 1963, § 27.09(10), (13); Ord. No. 105-O-00, § 1, 9-18-00; Ord. No. 213-O-02, § 88, 12-16-02)

General Government Committee **2.**

Meeting Date:	05/18/2026
Topic:	Operator's License Application - Latrell Benford
From:	Jack Busscher, Deputy Village Clerk
Department:	Clerk Services
Date of Committee Action (if required):	05/18/2026
Date of Village Board Action (if required):	05/18/2026

Information

Subject:

Consideration of Operators License Application - Latrell Benford

Background Information:

See attachments.

Key Issues for Consideration:

Action By Committee or Village Board:

Attachments

General Government Committee **3.**

Meeting Date:	05/18/2026
Topic:	Operator's License Application - Jenine Wynn
From:	Jack Busscher, Deputy Village Clerk
Department:	Clerk Services
Date of Committee Action (if required):	05/18/2026
Date of Village Board Action (if required):	05/18/2026

Information

Subject:

Consideration of Operators License Application - Jenine Wynn

Background Information:

See attachments.

Key Issues for Consideration:

Action By Committee or Village Board:

Attachments